

Emergency Planning and Community-Right-to Know Act (EPCRA)
Section 312: Hazardous Chemical Inventory Reporting

**Regulatory Overview and
Instructions for the Tier I Form: Emergency and
Hazardous Chemical Inventory Form**
Aggregate Information by Hazard Type

May 2026

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Regulatory Overview for the Tier I Form

Background

Section 312(a) of the Emergency Planning and Community Right-to-Know Act (EPCRA), also known as Title III of the Superfund Amendments and Reauthorization Act (SARA Title III) [[42 U.S.C. Chapter 116](#)] requires the owner or operator of facilities subject to Section 311 of EPCRA to submit an Emergency and Hazardous Chemical Inventory Form by March 1 of each calendar year to the State¹ Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC), and the fire department with jurisdiction over the facility. Note that Tribal Emergency Response Commissions (TERCs) are a form of a SERC, and any Tribal Emergency Planning Committees (TEPCs) are a form of a LEPC.

Section 312 describes two reporting “tiers” for providing information on hazardous chemicals at a subject facility. As required by Section 312(g) [42 U.S.C. 11021(g)], EPA publishes two Emergency and Hazardous Chemical Inventory Forms (i.e., Tier I Form and Tier II Form) for facilities to report information on hazardous chemicals. The Tier I Form contains general information on hazardous chemicals at the facility but generally is not used. The Tier II Form contains specific information on hazardous chemicals present at the facility. **All states require, at a minimum, the information contained within the Federal Tier II Form.**

Since the promulgation of the final EPCRA rule in 1987, states have had the flexibility to implement the emergency and hazardous chemical inventory reporting requirements as appropriate for the needs of their community. This flexibility includes adding more chemicals, setting lower reporting thresholds, and creating a reporting form or format that includes information beyond that required by the Federal reporting requirements. In addition, EPA published guidance in a Federal Register Notice [[75 FR 39852; July 13, 2010](#)] on various reporting options that states may use to collect information on hazardous chemicals from facilities.

Note that states generally do not accept the Tier I Form and require the submission of the Tier II Form.

The instructions in this document are specific to the Federal Tier I Form. You should contact your State, Territory, or Tribe for your specific reporting requirements prior to completing the Tier I Form:

<https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures>.

¹ EPCRA’s definition of state includes the 50 States of the United States, the District of Columbia, the five inhabited territories of the United States, and any other territory or possession over which the U.S. has jurisdiction. Federally recognized Tribes are the implementing authority for EPCRA on all Indian lands. Tribal Emergency Response Commissions are a form of State Emergency Response Commission, and any Tribal Emergency Planning Committees are a form of Local Emergency planning Committee.

This document will use “state” to include all of these jurisdictions and “State” to refer specifically to one of the 50 States of the United States and the District of Columbia.

Who must submit the Tier I Form?

This requirement applies to the owner or operator of any facility that is required to prepare or have available a Safety Data Sheet (SDS)² for a hazardous chemical present at the facility under the Occupational Safety and Health Act of 1970 and its implementing regulations. The SDS requirements are specified in the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HazCom Standard) [[29 CFR 1910.1200](#)]. The Tier I Form does not need to be submitted if all of the chemicals located at your facility are below the reporting thresholds or are excluded under [40 CFR 370.13](#), as discussed below.

Which chemicals are included?

You must report the required information on page 2 of the Tier I Form for each hazardous chemical, as defined under [29 CFR 1910.1200\(c\)](#), that was present at any one time at your facility within the previous calendar year in quantities equal to or greater than the established reporting thresholds, unless the chemicals are excluded under EPCRA Section 311(e) [[42 U.S.C. 11021\(e\)](#)], as codified in [40 CFR 370.13](#).

Which chemicals are excluded?

EPCRA excludes the following substances:

- 1) Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration;
- 2) Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use;
- 3) Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public;
- 4) Any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual; and
- 5) Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

Note: These exclusions apply only to those substances that are used in the way they are described in 40 CFR 370.13. Your facility may have other chemicals or portions of your chemical inventories that may be subject to reporting. Further, these exclusions are specific to the EPCRA sections 311 and 312 Hazardous Chemical Inventory Reporting Requirements and do not extend to other sections of EPCRA.

² OSHA's Material Safety Data Sheet (MSDS) has been renamed to be Safety Data Sheet (SDS) [[29 CFR 1900.1200](#)].

Reporting Thresholds

Minimum reporting thresholds have been established for EPCRA emergency and hazardous chemical inventory reporting in [40 CFR 370.10](#). For this part, a retail gas station is a retail facility engaged in selling gasoline and/or diesel fuel principally to the public for motor vehicle use on land. The reporting thresholds are as follows:

- For EPCRA Extremely Hazardous Substances (EHSs) designated under EPCRA Section 302, the reporting threshold is 500 pounds (or 227 kg) or the threshold planning quantity (TPQ), whichever is lower. The list of EPCRA EHSs and their TPQs are listed in [40 CFR part 355](#), Appendix A and Appendix B.
- For gasoline (all grades combined) at retail gas stations, the threshold level is 75,000 gallons (or approximately 283,900 liters), if the tank(s) was stored entirely underground and was in compliance at all times during the preceding calendar year with all applicable Underground Storage Tank (UST) requirements at [40 CFR part 280](#) or requirements of the state UST program approved by the Agency under [40 CFR part 281](#).
- For diesel fuel (all grades combined) at retail gas stations, the threshold level is 100,000 gallons (or approximately 378,500 liters), if the tank(s) was stored entirely underground and the tank(s) was in compliance at all times during the preceding calendar year with all applicable UST requirements at 40 CFR part 280 or requirements of the state UST program approved by the Agency under 40 CFR part 281.
- For all other hazardous chemicals for which facilities are required to have or prepare an SDS, the minimum reporting threshold is 10,000 pounds (or approximately 4,540 kg)

Note: Your state may have lower reporting thresholds and additional chemicals covered by state right-to-know regulations. Contact your State, Territory, or Tribe for any additional requirements.

Threshold Reporting Calculations

Converting liquid gallons to pounds

All quantities must be reported as weight in pounds. To convert gas or liquid volume to weight in pounds, multiply by an appropriate density factor.

Pounds = density (lbs/gal) x gallons on-site

Density = specific gravity x 8.34 (lbs/gal)

Example: You received one large shipment of a solvent mixture last year. The shipment filled five 5,000-gallon storage tanks. You know that the solvent contains 10% benzene, which is a hazardous chemical. You calculate that 10% of 25,000 gallons is 2,500 gallons. You know that the density of benzene is 7.29 pounds per gallon, so you multiply 2,500 gallons by 7.29 pounds per gallon to get a weight of 18,225 pounds.

You may also use the [EPA Gallon to Pound Conversion Tool](#).

Pure Chemical Threshold Calculations and Reporting Guidance

To determine the maximum quantity of a hazardous chemical present at your facility, you must add together the amounts of the pure chemical present throughout your facility at any one time during the previous calendar year.

Mixture Calculations, Threshold Determinations, and Reporting Guidance

For each specific mixture, the reporting option used must be consistent for both the EPCRA 311 SDS reporting [\[40 CFR 370.30\]](#) and the EPCRA 312 annual inventory reporting requirements (i.e., Tier I or Tier II reporting requirements) [\[40 CFR 370.40\]](#). This means that if you report on a mixture itself under EPCRA 311 SDS or list reporting then you must report on the mixture itself for the EPCRA 312 annual inventory reporting OR if you report on the EPCRA EHS component(s) in the EPCRA 311 SDS or list report then you must report on EPCRA EHS component(s) in the EPCRA 312 annual inventory report, unless it is impossible to do so.

The guidance below in this section is in accordance with 40 CFR 370.14:

Mixture Calculations:

To determine the amount of an EPCRA EHS or non-EHS hazardous chemical component present in a mixture, multiply the concentration of the hazardous chemical component (in weight percent) by the weight of the mixture (in pounds). You do not have to count a hazardous chemical present in a mixture that comprises less than or equal to 1% of the mixture, or less than or equal to 0.1% for a carcinogenic chemical.

EHS Threshold Determination and Reporting Guidance:

To determine whether your EPCRA EHS exceeds the reporting threshold, you must determine the total quantity of the EHS present throughout your facility at any one time. To do this, add together the quantities present as a component in all mixtures, products, and pure chemicals. You must include the quantity present in a mixture even if you are also counting the quantity of that particular mixture toward the threshold level for that mixture.

You are required to report the EPCRA EHS if your facility's total quantity of an EPCRA EHS meets or exceeds 500 pounds (227 kg) or the TPQ, whichever is lower. The list of EPCRA EHSs and their TPQs are listed in 40 CFR part 355, Appendix A and Appendix B. Also see: [Reporting Thresholds](#).

You have two options for how to report EPCRA EHSs in mixtures:

1. Report the EPCRA EHS component: Complete pages 2 and 3 of the Tier I Form for the EPCRA EHS, reporting only the portion of the mixture that is an EPCRA EHS.
2. Report the mixture itself: Completes page 2 and 3 of the Tier I Form for the mixture, providing the total quantity of the mixture.

Example: If a solution of chlorine weighs 100 pounds and is composed of 5% chlorine and 95% water, you may report either 5 pounds of chlorine or 100 pounds of the mixture.

Non-EHS Hazardous Chemical Threshold Determination and Reporting Guidance

To determine whether your non-EHS hazardous chemical exceeds the reporting threshold you have two options:

1. Add together the quantities present as a component in all mixtures, products, and pure chemicals. You must include the quantity present in a mixture even if you are also counting the quantity of that particular mixture toward the threshold level for that mixture.
2. Add together the quantities of that mixture present throughout your facility at any one time.

You have two options for how to report non-EHS hazardous chemicals in mixtures:

1. Report the non-EHS hazardous chemical component: Complete pages 2 and 3 of the Tier I Form for the hazardous chemical, reporting only the portion of the mixture that is a hazardous chemical.
2. Report the mixture itself: Complete pages 2 and 3 of the Tier I Form for the entire mixture, providing the total quantity of the mixture.

Example: If a solution of hydrogen peroxide weighs 100 pounds and is composed of 5% hydrogen peroxide and 95% water, you may report either 5 pounds of hydrogen peroxide or 100 pounds of the mixture.

Aggregating Hazardous Chemicals by Hazard Categories

The Tier I Form requires that you provide information on the general types and locations of the hazardous present at your facility during the previous calendar year. To report inventories on the Tier I Form, you must aggregate the information on your facility's hazardous chemicals by hazard categories.

To aggregate your hazardous chemicals and determine the maximum amount in each hazard category:

1. List of Hazardous Chemicals: Generate a list that contains all your facility's hazardous chemicals which you will be reporting on the Tier I Form. This list should include all of the hazardous chemicals which exceed the Federal and your state's reporting thresholds, as well as any that you are voluntarily reporting. Within this list, for each hazardous chemical that was present at your facility on any single day during the previous calendar year, or the calendar year for which you are reporting on:
 - a. Record the EHS status of the hazardous chemical. The list of EPCRA EHSs and their TPQs are listed in 40 CFR part 355, Appendix A and Appendix B.
 - b. Record the reporting threshold for the hazardous chemical. See [Reporting Thresholds](#).
 - c. Record the maximum amount of the hazardous chemical that was present at your facility during the calendar year for which you are reporting on. Amounts must be reported as weight in pounds. Guidance for these calculations are provided in [Threshold Reporting Calculations](#).

- d. Record the average daily amount that the hazardous chemical was present at your facility during the calendar year for which you are reporting on. Amounts must be reported as weight in pounds. Guidance for these calculations are provided in [Threshold Reporting Calculations](#).
- e. Record the number of days that the hazardous chemical was present at your facility during the calendar year for which you are reporting on.
- f. Record the general location of that hazardous chemical within your facility. General locations should include the names or identifications of buildings, tank fields, lots, sheds, or other such areas.

See: [Example Step 1: List of Hazardous Chemicals at a Gas Pipeline Office Facility](#)

- 2. Create sub-list with the health and physical hazards for each of the hazardous chemicals which you are reporting on. These sublists should include data for:
 - a. A list of all health and physical hazards affiliated with each hazardous chemical. These hazard categories should be recorded as they are reported in Section 2 of the SDS for that chemical, mixture, or product.
 - b. Record the maximum amount for each of the health and physical hazards that were present at your facility on any single day during the calendar year for which you are reporting on. Amounts must be reported as weight in pounds. Guidance for these calculations are provided in [Threshold Reporting Calculations](#).
 - c. Record the average daily amount for each of the health and physical hazards that were present at your facility on any single day during the calendar year for which you are reporting on. Amounts must be reported as weight in pounds. Guidance for these calculations are provided in [Threshold Reporting Calculations](#).
 - d. Record the number of days that each of the health and physical hazards that were present on site at your facility during the calendar year for which you are reporting on.
 - e. Record the general location within your facility where each of the health and physical hazards may be found. General locations should include the names or identifications of buildings, tank fields, lots, sheds, or other such areas.

See: [Example Step 2: Sub-List with Health and Physical Hazards](#)

- 3. Using the sub-lists of the health and physical hazards:
 - a. Aggregate the sub-list information by each of the health and physical hazard classifications. There are 116 hazard classifications established within Appendices A and B of the OSHA HazCom Standard at 29 CFR 1910.1200 as well as the two Hazards Not Otherwise Classified described in 29 CFR 1910.1200 (i.e., Simple Asphyxiant and Combustible dust).

- b. Sum the maximum amounts for each of the health and physical hazard classifications. The sum for each of the health and physical hazard classification is the value to be reported in the Maximum Amount column for each hazard category row on pages 2 and 3 of the Tier I Form.
- c. Sum the estimated average daily amounts for each of the health and physical hazard classifications. The sum for each of the health and physical hazard classification is the value to be reported in the Maximum Amount column for each hazard category row on pages 2 and 3 of the Tier I Form.
- d. Record the greatest value for the number of days that each health and physical hazard classification was present on site. This value is to be reported in the Number of Days On Site column for each hazard category row on pages 2 and 3 of the Tier I Form.
- e. Record all of the general locations that each health and physical hazard classification was present on site. These locations are to be reported in the General Location column for each hazard category row on pages 2 and 3 of the Tier I Form or be provided in a site plan that is attached to the Tier I Form.

See: [Example Step 3a: Sub-List Aggregated by Hazard Category](#) and [Example Step 3b: List of Reportable Hazard Categories](#)

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Example Step 1: List of Hazardous Chemicals at a Gas Pipeline Office Facility

Hazardous Chemical (Name)	EPCRA EHS (Yes/No)	Reporting Threshold (weight in pounds)	Max Amount (weight in pounds)	Avg Daily Amt (weight in pounds)	No. Days On Site	General Location
Creosote	No	10,000	55,500	34,000	365	Stock Tank #3 - See Site Plan
Diesel Fuel #2	No	10,000	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Gasoline	No	10,000	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Paint	No	10,000	80,000	5,000	27	Storage Bay - See Site Plan

Example Step 2: Sub-List with Health and Physical Hazards

Hazardous Chemical (Name)	Health or Physical Hazard	Hazard Category (copied from SDS)	Max Amount (weight in pounds)	Avg Daily Amt (weight in pounds)	No. Days On Site	General Location
Creosote	Physical Hazard	Combustible Dust	55,500	34,000	365	Stock Tank #3 - See Site Plan
Creosote	Health Hazard	Acute Toxicity - Inhalation - Dust/Mist - Category 4	55,500	34,000	365	Stock Tank #3 - See Site Plan
Creosote	Health Hazard	Skin Corrosion/Irritation - Category 2	55,500	34,000	365	Stock Tank #3 - See Site Plan
Creosote	Health Hazard	Serious Eye Damage/Eye Irritation - Category 2A	55,500	34,000	365	Stock Tank #3 - See Site Plan
Creosote	Health Hazard	Respiratory Sensitization - Category 1	55,500	34,000	365	Stock Tank #3 - See Site Plan
Creosote	Health Hazard	Skin Sensitization - Category 1	55,500	34,000	365	Stock Tank #3 - See Site Plan
Creosote	Health Hazard	Carcinogenicity - Category 1A	55,500	34,000	365	Stock Tank #3 - See Site Plan
Creosote	Health Hazard	Specific target organ toxicity - Single exposure - Category 3 (respiratory system)	55,500	34,000	365	Stock Tank #3 - See Site Plan
Diesel Fuel #2	Physical Hazard	Flammable liquid: Category 3	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Diesel Fuel #2	Health Hazard	Acute inhalation toxicant: Category 4	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Diesel Fuel #2	Health Hazard	Skin irritation: Category 2	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Diesel Fuel #2	Health Hazard	Carcinogen: Category 2	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Diesel Fuel #2	Health Hazard	Specific target organ toxicant (repeated exposure): Category 2	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Diesel Fuel #2	Health Hazard	Aspiration toxicant: Category 1	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Gasoline	Physical Hazard	Flammable liquid: Category 1	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Gasoline	Health Hazard	Aspiration toxicant: Category 1	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Gasoline	Health Hazard	Carcinogen: Category 1B	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Gasoline	Health Hazard	Eye irritation: Category 2A	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Gasoline	Health Hazard	Germ Cell Mutagen: Category 1B	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Gasoline	Health Hazard	Reproductive toxicant (developmental): Category 2	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Gasoline	Health Hazard	Skin irritation: Category 2	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Gasoline	Health Hazard	Target organ toxicant (central nervous system): Category 3	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Gasoline	Health Hazard	Target organ toxicant (repeated exposure): Category 2	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Paint	Health Hazard	SKIN SENSITIZATION - Category 1	80,000	5,000	27	Storage Bay - See Site Plan
Paint	Health Hazard	TOXIC TO REPRODUCTION - Category 2	80,000	5,000	27	Storage Bay - See Site Plan

Example Step 3a: Sub-List Aggregated by Hazard Category

Hazardous Chemical	Tier I Reportable Values	Health or Physical Hazard	Hazard Category (Standardized to Tier I Form List)	Max Amount (weight in pounds)	Avg Daily Amt (weight in pounds)	No. Days On Site	General Location
Creosote	No	Health Hazard	Acute Toxicity, Inhalation – Category 4	55,500	34,000	365	Stock Tank #3 - See Site Plan
Diesel Fuel #2	No	Health Hazard	Acute Toxicity, Inhalation – Category 4	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Multiple	Reportable Values	Health Hazard	Acute Toxicity, Inhalation – Category 4	139,500	106,000	365	Fuel Tank #3 (Yellow) & Stock Tank #3 - See Site Plan
Gasoline	No	Health Hazard	Aspiration Hazard – Category 1	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Diesel Fuel #2	No	Health Hazard	Aspiration Hazard – Category 1	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Multiple	Reportable Values	Health Hazard	Aspiration Hazard – Category 1	144,000	97,000	365	Fuel Tank #1 (Yellow) & #2 (Red) - See Site Plan
Diesel Fuel #2	Reportable Values	Health Hazard	Carcinogenicity – Category 2	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Creosote	Reportable Values	Health Hazard	Carcinogenicity – Sub-Category 1A	55,500	34,000	365	Stock Tank #3 - See Site Plan
Gasoline	Reportable Values	Health Hazard	Carcinogenicity – Sub-Category 1B	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Creosote	No	Health Hazard	Eye Irritation – Sub-Category 2A	55,500	34,000	365	Stock Tank #3 - See Site Plan
Gasoline	No	Health Hazard	Eye Irritation – Sub-Category 2A	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Multiple	Reportable Values	Health Hazard	Eye Irritation – Sub-Category 2A	115,500	59,000	365	Fuel Tank #2 (Red) & Stock Tank #3 - See Site Plan
Gasoline	Reportable Values	Health Hazard	Germ Cell Mutagen: Category 1B	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Gasoline	No	Health Hazard	Reproductive Toxicity – Category 2	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Paint	No	Health Hazard	Reproductive Toxicity – Category 2	80,000	5,000	27	Storage Bay - See Site Plan
Multiple	Reportable Values	Health Hazard	Reproductive Toxicity – Category 2	200,000	55,000	365	Fuel Tank #2 (Red) & Storage Bay - See Site Plan
Creosote	Reportable Values	Health Hazard	Respiratory Sensitizer -Category 1	55,500	34,000	365	Stock Tank #3 - See Site Plan
Creosote	No	Health Hazard	Skin Irritation – Category 2	55,500	34,000	365	Stock Tank #3 - See Site Plan
Diesel Fuel #2	No	Health Hazard	Skin Irritation – Category 2	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Gasoline	No	Health Hazard	Skin Irritation – Category 2	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Multiple	Reportable Values	Health Hazard	Skin Irritation – Category 2	199,500	131,000	365	Fuel Tanks #1 (Yellow) & #2 (Red) - See Site Plan
Creosote	No	Health Hazard	Skin Sensitizer – Category 1	55,500	34,000	365	Stock Tank #3 - See Site Plan
Paint	No	Health Hazard	Skin Sensitizer – Category 1	80,000	5,000	27	Storage Bay - See Site Plan
Multiple	Reportable Values	Health Hazard	Skin Sensitizer – Category 1	135,500	39,000	365	Storage Bay & Storage Tank #3 - See Site Plan
Diesel Fuel #2	No	Health Hazard	Specific Target Organ Toxicity Repeated or Prolonged Exposure – Category 2	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Gasoline	No	Health Hazard	Specific Target Organ Toxicity Repeated or Prolonged Exposure – Category 2	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Multiple	Reportable Values	Health Hazard	Specific Target Organ Toxicity Repeated or Prolonged Exposure – Category 2	144,000	97,000	365	Fuel Tanks #1 (Yellow) & #2 (Red) - See Site Plan
Creosote	No	Health Hazard	Specific Target Organ Toxicity Single Exposure – Category 3	55,500	34,000	365	Stock Tank #3 - See Site Plan
Gasoline	No	Health Hazard	Specific Target Organ Toxicity Single Exposure – Category 3	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Multiple	Reportable Values	Health Hazard	Specific Target Organ Toxicity Single Exposure – Category 3	115,500	59,000	365	Fuel Tank #2 (Red) & Stock Tank #3 - See Site Plan
Creosote	Reportable Values	Physical Hazard	Combustible Dust	55,500	34,000	365	Stock Tank #3 - See Site Plan
Gasoline	Reportable Values	Physical Hazard	Flammable Liquids – Category 1	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Diesel Fuel #2	Reportable Values	Physical Hazard	Flammable Liquids – Category 3	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan

Example Step 3b: List of Reportable Hazard Categories

Hazardous Chemical	Tier I Reportable Values	Health or Physical Hazard	Hazard Category (Standardized to Tier I Form List)	Max Amount (weight in pounds)	Avg Daily Amt (weight in pounds)	No. Days On Site	General Location
Multiple	Reportable Values	Health Hazard	Acute Toxicity, Inhalation – Category 4	139,500	106,000	365	Fuel Tank #1 (Yellow) & Stock Tank #3 - See Site Plan
Multiple	Reportable Values	Health Hazard	Aspiration Hazard – Category 1	144,000	97,000	365	Fuel Tank #1 (Yellow) & #2 (Red) - See Site Plan
Diesel Fuel #2	Reportable Values	Health Hazard	Carcinogenicity – Category 2	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan
Creosote	Reportable Values	Health Hazard	Carcinogenicity – Sub-Category 1A	55,500	34,000	365	Stock Tank #3 - See Site Plan
Gasoline	Reportable Values	Health Hazard	Carcinogenicity – Sub-Category 1B	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Multiple	Reportable Values	Health Hazard	Eye Irritation – Sub-Category 2A	115,500	59,000	365	Fuel Tank #2 (Red) & Stock Tank #3 - See Site Plan
Gasoline	Reportable Values	Health Hazard	Germ Cell Mutagen: Category 1B	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Multiple	Reportable Values	Health Hazard	Reproductive Toxicity – Category 2	200,000	55,000	365	Fuel Tank #2 (Red) & Storage Bay - See Site Plan
Creosote	Reportable Values	Health Hazard	Respiratory Sensitizer -Category 1	55,500	34,000	365	Stock Tank #3 - See Site Plan
Multiple	Reportable Values	Health Hazard	Skin Irritation – Category 2	199,500	131,000	365	Fuel Tanks #1 (Yellow) & #2 (Red) - See Site Plan
Multiple	Reportable Values	Health Hazard	Skin Sensitizer – Category 1	135,500	39,000	365	Storage Bay & Storage Tank #3 - See Site Plan
Multiple	Reportable Values	Health Hazard	Specific Target Organ Toxicity Repeated or Prolonged Exposure – Category 2	144,000	97,000	365	Fuel Tanks #1 (Yellow) & #2 (Red) - See Site Plan
Multiple	Reportable Values	Health Hazard	Specific Target Organ Toxicity Single Exposure – Category 3	115,500	59,000	365	Fuel Tank #2 (Red) & Stock Tank #3 - See Site Plan
Creosote	Reportable Values	Physical Hazard	Combustible Dust	55,500	34,000	365	Stock Tank #3 - See Site Plan
Gasoline	Reportable Values	Physical Hazard	Flammable Liquids – Category 1	60,000	25,000	365	Fuel Tank #2 (Red) - See Site Plan
Diesel Fuel #2	Reportable Values	Physical Hazard	Flammable Liquids – Category 3	84,000	72,000	200	Fuel Tank #1 (Yellow) - See Site Plan

When to submit the Tier I Form

The Tier I Form must be submitted by March 1st for the preceding calendar year. The inventory form submission is an annual requirement. **Note that states generally do not accept the Tier I Form and require the submission of the Tier II Form.**

Where to submit the Tier I Form

The completed forms should be sent to each of the following organizations:

1. Your State Emergency Response Commission (SERC)
2. Your Local Emergency Planning Committee (LEPC)
3. The fire department with jurisdiction over your facility

Note: Many states have state-specific submission requirements with which you must comply. These requirements may include the use of electronic forms, submission methods, and certification requirements. Your state may also have a central collection system which distributes the emergency and hazardous chemical inventory data to the LEPC and fire department on your behalf.

Contact your State, Territory, or Tribe for your specific reporting requirements prior to completing the Tier I Form: <https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures>.

Range Codes for Inventory Reporting

The following range codes must be used to report inventory quantities on page 2 of the Tier I Form.

Reporting Ranges
Weight ranges in pounds (lbs)

Range Code	From	To
01	0	99
02	100	499
03	500	999
04	1,000	4,999
05	5,000	9,999
06	10,000	24,999
07	25,000	49,999
08	50,000	74,999
09	75,000	99,999
10	100,000	499,999
11	500,000	999,999
12	1,000,000	9,999,999
13	10,000,000	> 10,000,000

Example: You have calculated that your facility had a maximum inventory 18,225 pounds of toluene 2,4-diisocyanate. You find that the range code “06” corresponds to 18,225 pounds. You enter “06” as the Maximum Amount.

Instructions For Completing Page 1 – Facility Specific Information

Page 1 of the Tier I Form requests information about your facility. You should complete a single page 1 for each facility. Prior to completing the Tier I Form, check with your state to determine whether you are required to complete the Federal Tier I Form, the Federal Tier II Form, or if there is a state-specific form you must use. If you are directed to use the Federal Tier I Form by your state, you should also consult with your state to determine which Federally optional data elements are required by your state.

Once you have checked with your state and determined that you are required to complete the Federal Tier I Form, complete each of the required data elements on the form. The below instructions align with the Federal regulations at 40 CFR 370.41.

Identical Information Checkbox

- Check the box located at the top of the form if the facility information reported on page 1 is identical to that submitted the previous year. If any information on this page has changed since the previous reporting year, make revisions as appropriate and do not check this box. Each data element must be provided, even if it is identical to the submission in the previous calendar year.

Reporting Period

- Enter the calendar year for the report, beginning January 1 and ending December 31.

Facility Identification

The information in this section should be completed for your facility that stores hazardous chemicals.

- **Name:** Enter the complete name of your facility; include the company name if different than the facility name. Some states require this field to match the name on your business license.
- **Phone:** Enter the general phone number for your facility. (Federally Optional)
- **Street:** Enter the street number and name of the road where your facility is located.
- **County:** Enter the county your facility is located within.
- **City:** Enter the city your facility is located within.
- **State:** Enter the State your facility is located within.
- **Zip:** Enter the zip code for your facility.
- **Latitude and Longitude:** Enter the accurate latitude and longitude for the location of your facility. You should verify that the information you provide is the precise location of your facility.
- **Manned or Unmanned:** Indicate whether your facility is manned or unmanned. If the facility is manned at least part of the day, check the box manned. The box “unmanned” should only be checked if the facility is never manned.

Note: Your state may have a different interpretation of what an unmanned facility is. Please contact your state to learn about your state-specific submission instructions.

- **Maximum No. of Occupants:** Enter your estimate of the maximum number of occupants that may be present at any one time at your facility. You should include contractors, vendors, and people who may be present for any training or other events as well as employees. There is no EPA requirement to use the local official maximum occupancy rating when completing this field.

EPA regulations say that if the location is never manned, to check the box N/A.

Because it is unlikely that there are chemicals facilities which never have anyone onsite and yet are commonly considered unmanned, your state may require a maximum number of occupants to be provided at unmanned facilities. Please contact your state to learn about your state-specific submission instructions.

- **Dun & Bradstreet Number:** Enter the Dun & Bradstreet number of your facility. You can obtain this from your financial officer or at <https://www.dnb.com>.
- **NAICS Code:** Enter the primary North American Industry Classification System (NAICS) code of your facility.
- **RMP Facility ID:** Provide the Risk Management Program (RMP) facility identification number if your facility is subject to the chemical accident prevention provisions codified in 40 CFR part 68. RMP identification numbers can be searched for at: <https://echo.epa.gov/facilities/facility-search>.

Check the box marked “N/A” if your facility is not subject to these provisions or if your facility has not been assigned a number.

- **TRI Facility ID:** Provide your facility’s Toxic Release Inventory (TRI) identification number if your facility is subject to the program under Section 313 of EPCRA [40 CFR part 372]. TRI identification numbers can be searched for at: <https://enviro.epa.gov/envirofacts/tri/search>.

Check the box “N/A”, if your facility is not subject to the TRI reporting requirements or if your facility has not been assigned a number under this program.

- **Subject to Emergency Planning under Section 302 of EPCRA:** Check “Yes” or “No” to indicate whether your facility is subject to the emergency planning notification requirement under EPCRA Section 302 [40 CFR Part 355].

Your facility is subject to these provisions if it has an EPCRA EHS present above the TPQ or your facility has been designated for emergency planning provisions by your SERC, state governor, or Chief Executive Officer for your Tribe. EPCRA EHSs and their TPQs are listed in 40 CFR Part 355, Appendix A and Appendix B.

- **Subject to Chemical Accident Prevention under Section 112(r) of CAA:** Check the box “Yes” or “No” to indicate whether your facility is subject to chemical accident prevention provisions under Section 112(r) of the Clean Air Act, also known as the Risk Management Program (RMP) [40 CFR part 68].

If you check “Yes”, you should have entered an RMP facility ID above, unless one has not yet been assigned.

Owner or Operator Information

In this section, provide the information for the owner or operator of your facility that stores hazardous chemicals.

- **Name:** Enter the owner's or operator's full name.
- **Address:** Enter the mailing address of the owner or operator.
- **Phone Number:** Enter the phone number of the owner or operator.
- **Email Address:** Enter the email address of the owner or operator.

Parent Company Information (Federally Optional)

In this section, provide the information for the parent company of your facility that stores hazardous chemicals. This section is Federally optional; contact your state to determine whether this is a state required field.

- **Name:** Enter the parent company's full name.
- **Dun & Bradstreet Number:** Enter the Dun & Bradstreet number for your facility's parent company. You can obtain this from your financial officer or at <https://www.dnb.com>.
- **Address:** Enter the mailing address for your facility's parent company.
- **Phone Number:** Enter the phone number for your facility's parent company.
- **Email Address:** Enter the email address for your facility's parent company.

Facility Emergency Coordinator (if applicable)

This section is applicable to your facility if it is subject to the emergency planning notification requirements of EPCRA Section 303(d)(1) [[40 CFR part 355](#); [42 U.S.C. 11003\(d\)\(1\)](#)].

If your facility is subject to EPCRA 303(d)(1), you are required to designate a facility representative who will participate in the local emergency planning process as a facility emergency coordinator. For more information see: <https://www.epa.gov/epcra/emergency-planning>.

Facilities not subject to this provision are encouraged to provide an emergency contact to support local emergency planning efforts. If you are not Federally required to provide an emergency contact, contact your state to determine whether you must provide this information.

In this section, provide the information for your facility's emergency coordinator.

- **Name:** Enter the name of your facility's emergency coordinator.
- **Title:** Enter the job title of your facility's emergency coordinator.
- **Email Address:** Enter the email address of your facility's emergency coordinator.
- **Phone Number:** Enter the phone number of your facility's emergency coordinator.
- **24-hour Phone:** Enter the 24-hour phone number for the facility emergency coordinator.

Tier I Information Contact

In this section, provide the information for the person knowledgeable about the information contained in the Tier I Form.

- **Name:** Enter the name of your facility's Tier I information contact.
- **Title:** Enter the job title of your facility's Tier I information contact.
- **Email Address:** Enter the email address of your facility's Tier I information contact.
- **Phone Number:** Enter the phone number of your facility's Tier I information contact.
- **24-hour Phone:** Enter the 24-hour phone number of the facility Tier I information contact.

Emergency Contact(s)

In this section, provide the information for at least one local person or office that can act as a referral if emergency responders need assistance in responding to a chemical accident at a facility. If more than one person is assigned this duty, provide the information for alternate emergency contacts. These people should be located at the facility where the hazardous chemicals are stored, or nearby.

- **Name:** Enter the name of your facility's emergency contact(s).
- **Title:** Enter the job title of your facility's emergency contact(s).
- **Email Address:** Enter the email address of your facility's emergency contact(s).
- **Phone Number:** Enter the phone number of your facility's emergency contact(s).
- **24-hour Phone:** Enter the 24-hour phone number of your facility's emergency contact(s).

Certification

The owner or operator (or the officially designated representative of the owner or operator) must certify that all information included in the Tier I report submission is true, accurate, and complete.

- **Statement:** Read the certification statement that you are agreeing to. Within this statement, enter the total number of pages included in the Tier I Form submission.

The total number of pages should include pages 1-3 of the Tier I Form and any accompanying attachments. Attachments may include site plans, site coordinate abbreviations, descriptions of dikes and other safeguard measures, and any attachments requested by the state.

- **Name and Official Title:** Enter the full name and official job title of the owner, operator, or the authorized representative.
- **Signature:** Sign and date the document. An original signature is required on at least the first page of the submission. Subsequent pages must contain either an original signature or a signature stamp.

Note: Your states may have specific requirements for submission and certification. Contact your State, Territory, or Tribe to learn about your state-specific instructions. You may also visit: <https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures>.

Instructions for Completing Pages 2 and 3 – Hazard Types

Pages 2 and 3 of the Tier I Form requests information for the general hazard types and locations of hazardous chemicals present at your facility above the reporting thresholds at any time during the previous calendar year, or the calendar year for which you are reporting on, unless the chemical(s) are excluded under 40 CFR 370.13. You should complete one page 2 and one page 3 for your facility.

Prior to completing the Federal Tier I Form, check with your state to determine whether you are required to complete the Federal Tier I Form, the Federal Tier II Form, or if there is a state-specific form that you must use. If you are directed to use the Federal Tier I Form by your state, you should also consult with your state to determine which Federally optional data elements they require.

Once you have checked with your state and determined that you are required to complete the Federal Tier I Form, complete each of the required data elements on the form. The below instructions align with the Federal regulations at 40 CFR 370.41.

Page Numbers

- **Page ____ of ____:** Enter the page number and then the total number of pages.

The total number of pages should include: the Tier I Form – pages 1 – 3 and any attachments.

Attachments may include site plans, site coordinate abbreviations, descriptions of dikes and other safeguard measures, and any state requested attachments.

Identical Information Checkbox

- Check the box located at the top of each page of the form if the information reported on that page is identical to your facility's submission on that page for the previous year. If any information has changed since the previous reporting year, make revisions as appropriate and do not check this box. Each data element must be complete, even if it is identical to the submission in the previous calendar year.

Hazard Categories, Amounts, Days On Site, and Locations

Pages 2 and 3 require aggregate information on your hazardous chemicals to be categorized by their physical and health hazards. Page 2 is for reporting on the health hazard categories and Page 3 is for reporting on the physical hazard categories for the chemicals, mixtures, and products for which you are reporting on. The physical and health hazards are defined in the OSHA Hazard Communication Standard at [29 CFR 1910.1200](#); the criteria for the hazards classifications are detailed in [Appendix A to § 1910.1200—Health Hazard Criteria](#) and [Appendix B to § 1910.1200—Physical Hazard Criteria](#).

The hazard categories listed on the Tier I Form should match the hazard categories in Section 2 of your SDS. If you have hazard categories in Section 2 of the SDS that are not listed on the Tier I Form, you must list these as Hazards Not Otherwise Classified and enter the hazard as described in Section 2 of the SDS.

- **Health or Physical Hazard Categories:** The list of hazard categories is provided on the Tier I Form in the list of health hazards on page 2 and the physical hazards list on page 3. For each hazard category present at your facility, report the Maximum Amount (Range Code), Average Daily Amount (Range Code), Number of Days On-Site, and the General Locations of the hazardous chemicals at your facility.
- **Maximum Amount (Range Code):** Select the appropriate range code that contains the maximum amount of hazardous chemicals in each hazard category present at your facility at any time during the preceding calendar year. See [Aggregating Hazardous Chemicals by Hazard Categories](#) for guidance on how to calculate this quantity. See [Range Codes for Inventory Reporting](#) for the list of range codes.
- **Average Daily Amount (Range Code):** Select the appropriate range code that contains the average daily amount of hazardous chemicals in each hazard category present at your facility during the preceding calendar year. See [Aggregating Hazardous Chemicals by Hazard Categories](#) for guidance on how to calculate this quantity. See [Range Codes for Inventory Reporting](#) for the list of range codes.
- **Number of Days On-Site:** Provide the maximum number of days that the hazardous chemical or mixture was present at your facility during the preceding calendar year.
- **General Location:** Enter the general location(s) at your facility where each hazard may be found. General locations should include the names or identification of buildings, tank fields, lots, sheds, or other such areas. For each hazard type, list the locations of all reportable chemicals. Alternatively, you may attach a site plan and list the site coordinates related to the locations. If you are attaching a site plan, also check “Site Plan” in the Attachments section on Page 3 of the Tier I Form.

Example: In the example gas pipeline facility provided in [Aggregating Hazardous Chemicals by Hazard Categories](#), there are four hazardous chemicals at the facility (creosote, diesel fuel #2, gasoline, and paint) and 16 hazard categories to report for these chemicals. The first reportable hazard category in the [Example Step 3b: List of Reportable Hazard Categories](#) is “Acute Toxicity, Inhalation – Category 4” and this hazard category is affiliated with Diesel Fuel #2 which is located in Fuel Tank #1 (Yellow) and Creosote which is located in Stock Tank #3. For this hazard category you could enter “Fuel Tank #3 (Yellow) & Stock Tank #3 - See Site Plan” for the General Location of this health hazard category at your facility.

- **Attachments (Federally Optional):** Indicate at the bottom of page 3 of the Tier I Form if you are attaching (a) a site plan with site indicated for buildings, lots, areas, etc.; (b) list of site coordination abbreviations that correspond to buildings, lots, areas, etc.; (c) description of dikes and other safeguard measures for storage locations throughout your facility; or (d) any other information.

List of Health Hazard Categories (55 total)

Acute Toxicity, Dermal – Category 1	Reproductive Toxicity – Category 1
Acute Toxicity, Dermal – Category 2	Reproductive Toxicity – Category 2
Acute Toxicity, Dermal – Category 3	Reproductive Toxicity - Effects on or via lactation
Acute Toxicity, Dermal – Category 4	Reproductive Toxicity – Sub-Category 1A
Acute Toxicity, Inhalation – Vapors – Category 1	Reproductive Toxicity – Sub-Category 1B
Acute Toxicity, Inhalation – Vapors – Category 2	Respiratory Sensitizer - Category 1
Acute Toxicity, Inhalation – Vapors – Category 3	Respiratory Sensitizer – Sub-Category 1A
Acute Toxicity, Inhalation – Vapors – Category 4	Respiratory Sensitizer – Sub-Category 1B
Acute Toxicity, Inhalation – Gases – Category 1	Serious Eye Damage – Category 1
Acute Toxicity, Inhalation – Gases – Category 2	Simple Asphyxiant
Acute Toxicity, Inhalation – Gases – Category 3	Skin Corrosion – Category 1
Acute Toxicity, Inhalation – Gases – Category 4	Skin Corrosion – Sub-Category 1A
Acute Toxicity, Inhalation – Dusts and Mists – Category 1	Skin Corrosion – Sub-Category 1B
Acute Toxicity, Inhalation – Dusts and Mists – Category 2	Skin Corrosion – Sub-Category 1C
Acute Toxicity, Inhalation – Dusts and Mists – Category 3	Skin Irritation – Category 2
Acute Toxicity, Inhalation – Dusts and Mists – Category 4	Skin Sensitizer – Category 1
Acute Toxicity, Oral – Category 1	Skin Sensitizer – Sub-Category 1A
Acute Toxicity, Oral – Category 2	Skin Sensitizer – Sub-Category 1B
Acute Toxicity, Oral – Category 3	Specific Target Organ Toxicity Repeated or
Acute Toxicity, Oral – Category 4	Prolonged Exposure – Category 1
Aspiration Hazard – Category 1	Specific Target Organ Toxicity Repeated or
Carcinogenicity – Category 1	Prolonged Exposure – Category 2
Carcinogenicity – Category 2	Specific Target Organ Toxicity Single Exposure – Category 1
Carcinogenicity – Sub-Category 1A	Specific Target Organ Toxicity Single Exposure – Category 2
Carcinogenicity – Sub-Category 1B	Specific Target Organ Toxicity Single Exposure – Category 3
Eye Irritation – Category 2	
Eye Irritation – Sub-Category 2A	
Eye Irritation – Sub-Category 2B	
Germ Cell Mutagenicity – Category 1	
Germ Cell Mutagenicity – Category 2	
Germ Cell Mutagenicity – Sub-Category 1A	
Germ Cell Mutagenicity – Sub-Category 1B	

List of Physical Hazard Categories (63 total)

Aerosols – Category 1	Organic Peroxides – Type A
Aerosols – Category 2	Organic Peroxides – Type B
Aerosols – Category 3	Organic Peroxides – Type C
Chemicals Under Pressure – Category 1	Organic Peroxides – Type D
Chemicals Under Pressure – Category 2	Organic Peroxides – Type E
Chemicals Under Pressure – Category 3	Organic Peroxides – Type F
Combustible Dust	Organic Peroxides – Type G
Corrosive to Metal – Category 1	Oxidizing Gases – Category 1
Desensitized Explosives – Category 1	Oxidizing Liquids – Category 1
Desensitized Explosives – Category 2	Oxidizing Liquids – Category 2
Desensitized Explosives – Category 3	Oxidizing Liquids – Category 3
Desensitized Explosives – Category 4	Oxidizing Solids – Category 1
Explosives – Division 1.1	Oxidizing Solids – Category 2
Explosives – Division 1.2	Oxidizing Solids – Category 3
Explosives – Division 1.3	Pyrophoric Liquids – Category 1
Explosives – Division 1.4	Pyrophoric Solids – Category 1
Explosives – Division 1.5	Self-Heating Chemicals – Category 1
Explosives – Division 1.6	Self-Heating Chemicals – Category 2
Explosives – Unstable	Self-Reactive Chemicals – Type A
Flammable Gases – Category 1A	Self-Reactive Chemicals – Type B
Flammable Gases – Category 1B	Self-Reactive Chemicals – Type C
Flammable Gases – Category 2	Self-Reactive Chemicals – Type D
Flammable Gases – Chemically Unstable Gas – Category 1A/A	Self-Reactive Chemicals – Type E
Flammable Gases – Chemically Unstable Gas – Category 1A/B	Self-Reactive Chemicals – Type F
Flammable Gases – Pyrophoric Gas – Category 1A	Self-Reactive Chemicals – Type G
Flammable Liquids – Category 1	
Flammable Liquids – Category 2	
Flammable Liquids – Category 3	
Flammable Liquids – Category 4	
Flammable Solids – Category 1	
Flammable Solids – Category 2	
Gas Under Pressure – Compressed Gas	
Gas Under Pressure – Dissolved Gas	
Gas Under Pressure – Liquefied Gas	
Gas Under Pressure – Refrigerated liquefied gas	
In Contact With Water Emits Flammable Gases – Category 1	
In Contact With Water Emits Flammable Gases – Category 2	
In Contact With Water Emits Flammable Gases – Category 3	