

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

**Regulatory Overview and
Instructions for the Tier II Form: Emergency and
Hazardous Chemical Inventory Form**
Specific Information by Chemical

May 2026

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Regulatory Overview for the Tier II 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 1st 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 it is not used or accepted by states. 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.

The instructions in this document are specific to the Federal Tier II Form. You should contact your State, Territory, or Tribe for your specific reporting requirements prior to completing the Tier II 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 II 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 II 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 II 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. Report this pure chemical quantity on page 2 of the Tier II Form.

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 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 page 2 of the Tier II Form for the EPCRA EHS, reporting only the portion of the mixture that is an EPCRA EHS.
2. Report the mixture itself: Complete page 2 of the Tier II 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 page 2 of the Tier II Form for the hazardous chemical, reporting only the portion of the mixture that is a hazardous chemical.
2. **Report the mixture itself:** Complete page 2 of the Tier II 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.

When to submit the Tier II Form

The Tier II Form must be submitted by March 1st for the preceding calendar year. The inventory form submission is an annual requirement.

Where to submit the Tier II 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 II 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 II 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.

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Instructions For Completing Page 1 - Facility Specific Information

Page 1 of the Tier II Form requests information about your facility. You should complete a single page 1 for each facility. Prior to completing the Tier II Form, check with your state to determine whether you are required to complete 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 II 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 II Form, complete each of the required data elements on the form. The below instructions align with the Federal regulations at 40 CFR 370.42.

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 II Information Contact

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

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

The total number of pages should include page 1 of the Tier II Form, a page 2 of the Tier II Form for each hazardous chemical or mixture, and any accompanying attachments. Attachments should include a page 2 of the Tier II Confidential Location Form for each chemical or mixture for which you are withholding the location information from public disclosure, and 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 wet ink 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 Page 2 – Hazardous Chemical Information

Page 2 of the Tier II Form requests information for each hazardous chemical or mixture that was present at your facility in the previous calendar year in amounts equal to or greater than the established reporting threshold, unless the chemical(s) are excluded under 40 CFR 370.13. You should complete one page 2 per hazardous chemical or mixture.

Prior to completing the Federal Tier II Form, check with your state to determine whether you are required to complete the Federal Tier II Form or there is a state-specific form that you must use. If you are directed to use the Federal Tier II 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 II Form, complete each of the required data elements on the form. The below instructions align with the Federal regulations at 40 CFR 370.42.

Page Numbers

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

The total number of pages should include: a Tier II Form (page 1), a page 2 of the Tier II Form for each hazardous chemical or mixture, and any attachments. Attachments should include a page 2 of the Tier II Confidential Location Form for each chemical or mixture for which you are withholding the location information from public disclosure, and 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 the form if the information reported on page 2 is identical to your facility's submission for the previous year for that chemical, mixture, or product. 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.

Section 1: Chemical, Mixture, or Product Identification

This section collects the information necessary to identify the chemical, mixture, or product for which you are reporting on.

- **Substance Name:** Enter the name of the chemical, mixture, or product as it appears on the SDS. If you are reporting a mixture then enter the mixture name, product name, or trade name as it appears on the SDS.

Trade Secret Substance Name: If you choose to withhold the name in accordance with trade secret criteria [40 CFR part 355], then enter the general class or category that is structurally descriptive of the chemical here.

You will also check "Yes" under "Trade Secret", below. You are also required to mail a [trade secret package](#) to: EPCRA Trade Secrets, c/o CGI Federal, Inc., 12601 Fair Lakes Circle, Fairfax, VA 22033.

- **Substance Type:** Select the checkbox next to either “Pure Chemical” or “Mixture or Product” as appropriate for your substance.
- **CAS Number:** Enter the Chemical Abstract Service Registry Number (CAS No.) as provided on the SDS. For mixtures and products, if there is no CAS No. then check the box “Not Available”.
- **EPCRA EHS:** Indicate whether the chemical is an EPCRA EHS. If reporting on a mixture or product, check “Yes” if the product contains any EPCRA EHS. [40 CFR 355, [Appendix A](#) and [Appendix B](#)]
- **Physical State:** Indicate the physical state of the chemical as solid, liquid, or gas.
- **Trade Secret:** If you withheld the name of the chemical in accordance with the trade secret criteria, check the box next to “Yes”.

You are also required to mail a [trade secret package](#) to: EPCRA Trade Secrets, c/o CGI Federal, Inc., 12601 Fair Lakes Circle, Fairfax, VA 22033.

Section 2: Mixture or Product Contents

This section collects the information on EPCRA EHSs within your mixture or product. If you are reporting on a pure chemical, skip this section. If you are reporting on a mixture or product, complete this section.

- **EPCRA EHS Name(s):** Enter the name(s) of the EPCRA EHSs that are in the mixture or product. [40 CFR 355, [Appendix A](#) and [Appendix B](#)]
- **Non-EHS Name(s):** Enter the name(s) of the non-EHSs that are in the mixture or product. (Federally Optional)
- **Max. Amt. of each EPCRA EHS in the mixture – Range Code:** If the mixture contains any EPCRA EHS, provide the Range Code affiliated with the total quantity of each EPCRA EHS in that mixture. For guidance on how to calculate this quantity see: [Mixture Calculations, Threshold Determinations, and Reporting Guidance](#). You must use the codes that correspond to different ranges. The range codes are provided in a dropdown box in the form, above at [Range Codes for Inventory Reporting](#), and here:

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

Section 3: Inventory Information

This section collects inventory information for the hazardous chemical or mixture. Complete all data elements within this section.

- **Maximum Amount Range Code:** Provide an estimate of the maximum quantity of the hazardous chemical present at your facility at any one time during the preceding calendar year. If you are reporting a mixture, provide an estimate of the total amount of the mixture present at your facility at any one time. You must use the codes that correspond to different ranges. The range codes are provided in a dropdown box in the form and in the section above.
- **Average Daily Amount Range Code:** Provide an estimate of the average daily quantity of the hazardous chemical present at your facility during the preceding calendar year. If you are reporting a mixture, provide an estimate of the average daily amount of the mixture. To do this, total all daily weights and divide by the number of days the hazardous chemical was present on site. You must use the range codes that correspond to different ranges. The range codes are provided in a dropdown box in the form and in the section above.
- **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.
- **Type of Storage:** Provide the type of storage for the hazardous chemical or the mixture containing the hazardous chemical at your facility. Examples of types of storage: above-ground tank, plastic or non-metallic drum, steel drum, cylinder, rail car, etc. Check with your state for more specific instructions on how to complete this field.
- **Storage Conditions:** Provide the storage conditions for the hazardous chemical or the mixture containing the hazardous chemical at your facility. Examples of types of storage conditions include: ambient pressure, ambient temperature, less than ambient temperature/pressure, cryogenic conditions, etc. Check with your state for more specific instructions on how to complete this field.
- **Storage Location Confidential:** You may choose to withhold the location(s) of your hazardous chemical(s) from public disclosure by requesting that the location be maintained as confidential. If you select “Yes” and withhold the location on the Tier II Form, you must complete and attach the [Tier II Confidential Location Information Form](#) to your Tier II Form. This separates the confidential locations from the other information that will be disclosed to the public. For more information see: [Instructions: Confidential Location](#).
- **Storage Location(s):** If the location is not confidential, provide a brief description of the precise location(s) of the hazardous chemical or mixture(s) at your facility, so that emergency responders can locate the area(s) easily. If the chemical is present in more than one location, list each location. For each chemical, indicate at a minimum the building or lot and as possible, include the room or area. If the chemical is located everywhere at your facility, you may state that it is ubiquitous. Also consider attaching the following to your Tier II Form:
 - A site plan with site coordinates indicated for buildings, lots, areas, etc.
 - A list of site coordinate abbreviations that correspond to buildings, lots, areas, etc.
 - A description of dikes and other safeguard measures for storage locations.

Example: Benzene is in the Main Room of the Main Building and in Tank 2 in Tank Field 10. You may attach a site plan with abbreviations as follows: Main Building = G-2, Tank Field 10 = B-6. Fill in the Storage Location as follows: G-2 [Main Room] – B-6 [Tank 2]

Section 4: Additional Reporting Information (Federally Optional)

This section collects information to assist your emergency planners and responders with interpreting the hazardous chemical data and submission requirements. This section is Federally optional. Your states may require that some or all of this information be provided. Check with your state to determine whether you are required to complete data elements within this section.

- **Below Reporting Thresholds:** Check the box if you are not required to report this chemical because its amount is below the reporting threshold. Federal reporting thresholds are discussed above: [Reporting Thresholds](#).
- **State or Local Requirements:** Check the box if your state requires you to report additional information, and then provide the required information in the text box. If the form does not contain enough space for your information, include the description as an attachment.
- **Attachments:** Check the box(es) next to the attachment types that you will be submitting with your Tier II Form submission package. If you select “Other”, enter a description of the “Other” attachments within the text box.

Section 5: Hazard Identification

This section collects information on the physical and health hazards that are applicable to the hazardous chemical you are reporting on. The information should be in section 2 of the SDS for the hazardous chemical. The hazard categories and classes are defined within the OSHA HazCom Standard [[29 CFR 1910.1200](#)] and are listed for use on the Tier II Form.

- Use the drop-down list tools to select each health and physical hazard documented on the SDS.

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Instructions for Completing the Tier II Confidential Location Form

You may choose to withhold from public disclosure the location information of any of the hazardous chemicals that you are reporting [[42 U.S.C.110043\(d\)](#)]. However, you must still submit the location information of these chemicals for emergency planning and response purposes.

To withhold the location of a hazardous chemical:

- Follow the instructions for [Section 3: Inventory Information](#) to complete page 2 of the Tier II Form, ensuring to check “Yes” next to **Storage Location Confidential** and leaving the text field blank.
- Complete a [Tier II Confidential Location Form](#) for each hazardous chemical for which you chose to withhold the location from public disclosure. Because the Tier II Confidential Location Form is identical to page 2 of the Tier II Form, follow [Instructions: Tier II Form: Page 2 – Hazardous Chemical Information](#), except that the instruction below replaces the directions for “Storage Location(s)” data field:
 - **Confidential Storage Location(s):** Provide a brief description of the precise location(s) of the hazardous chemical(s) or mixture(s) at your facility so that emergency responders can locate the area(s) easily. If the chemical is present in more than one location, list each location. For each chemical, indicate at a minimum the building or lot and, as possible, include the room or area. Also consider attaching the following to your Tier II Form:
 - A site plan with site coordinates indicated for buildings, lots, areas, etc.
 - A list of site coordinate abbreviations that correspond to buildings, lots, areas, etc.
 - A description of dikes and other safeguard measures for storage locations.

Example: Benzene is in the Main room of the Main Building and in Tank 2 in Tank Field 10.
You may attach a site plan with abbreviations as follows: Main Building = G-2,
Tank Field 10 = B-6. Fill in the Storage Location as follows: G-2 [Main Room] – B-6 [Tank 2]
- On both page 2 of the Tier II Form and the Tier II Confidential Location Form, in Section 6, check the box next to “Tier II Confidential Location Form”
- Attach the Tier II Confidential Location Form(s) to the Tier II submission package.

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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	