

What You Need To Know About Filing Tier Two Chemical Inventories and Reporting Hazardous Materials Releases and Incidents

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Federal and state laws passed in 1986 require all company owners/operators to report their hazardous materials inventories as well as any incidents involving releases of these substances. Failure to comply with these regulations could mean significant civil penalties of up to \$25,000.

Inventory Reporting

- All owners/operators of companies, large and small, that store regulated hazardous materials at their facilities in amounts at or above 500 pounds must report their chemical inventories, including the amount of each chemical stored and the location where the chemical is stored.
- All regulated hazardous materials stored at a facility on any single day in the previous calendar year must be included in this inventory report.
- All companies must electronically file a Tier Two Hazardous Chemical Inventory form with the State Police Right-to-Know Unit, the Local Emergency Planning Committee (LEPC) in their parish, and the local fire department no later than March 1st of each year.
- Small businesses as defined in the Right-to-Know Rules (Section 10105) may elect to submit a paper copy of their Tier Two Chemical Inventory if electronic reporting will create a hardship.

Release Reporting

- All company owners/operators must report any releases of regulated hazardous materials that threaten public safety or that exceed specified reportable quantities. Any release of crude oil in excess of 100 pounds or any release of natural gas in excess of 1000 pounds from leases or fields must be reported immediately, regardless of system pressure.
- If the incident involves a release that threatens public safety, such as a fire, explosion, evacuation, road closure, or injury or fatality, it must be reported regardless of the amount of crude oil or natural gas released.
- Owners/operators must report to the State Police Hazardous Materials Hotline at **225-925-6595** or toll free **1-877-925-6595**, and also to the LEPC of the parish where the incident happened.
- Hotline reports must be received no later than one hour after the incident begins, so that local and state government agencies can be advised as soon as possible to ensure public safety.
- In addition to the Hotline report, owners/operators also must submit a written follow-up report to the State Police Right-to-Know Unit and to the parish LEPC within five business or seven calendar days after the incident happens.

To obtain copies of the regulations, Tier Two Hazardous Chemical Inventory forms with instructions, written follow-up reporting forms, lists of LEPC emergency notification numbers, and LEPC mailing addresses visit the Right-to-Know website: <http://www.lsp.org/rtk.html>

For further information about these requirements, please contact the Right-to-Know Unit at **225-925-6113**.