



STATE OF MAINE  
DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
MAINE EMERGENCY MANAGEMENT AGENCY  
72 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0072

JOHN ELIAS BALDACCI  
GOVERNOR  
MG JOHN W. LIBBY  
COMMISSIONER

PHONE: 207-624-4400/800-452-8735  
FAX: 207-287-3178

ROBERT P. MCALEER  
DIRECTOR

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August 27, 2007

Dear Facility Representative:

This letter is to inform facilities with potentially reportable quantities of hazardous materials of statutory reporting requirements. Federal and State Emergency Planning and Community Right-to-Know laws specify that facilities with inventories of hazardous chemicals above 10,000 pounds, (that's about 1500 gallons of many liquid products) or Extremely Hazardous Substances (EHS) at 500 pounds or the listed Threshold Planning Quantity (TPQ) whichever is less for each chemical **must** report those inventories to the local fire department, the Local Emergency Planning Committee (LEPC), and the State Emergency Response Commission (SERC) annually. In addition, if you exceed the TPQ of an EHS chemical you are also responsible for the development of an emergency plan and an annual review and exercise of that plan along with ensuring that your local FD, LEPC, and SERC have copies of your plan.

The following schedule identifies specific reporting requirements and the appropriate forms that must be completed for Reporting Year 2007:

**October 1 => Annual Registration Fee** (Yellow Worksheet)

**March 1 => Tier 2 Submission** (Tier 2 Submit 2007 Software from US EPA Website)

**March 1 => Annual Inventory Fee** (Pink Worksheet)

**July 1 => Toxic Chemical Release Inventory Reporting Forms** (US EPA "Form R" or "Form A")

**July 1 => Annual Toxic Release Inventory Fee** (Blue Worksheet)

Maine requires electronic reporting using the EPA's Tier 2 Submit software. Along with electronic submissions to the SERC, each LEPC will accept electronic reporting.

The Tier 2 Submit software download and information regarding the software is located at <http://www.epa.gov/ceppo/tier2.htm>. Workshops have been scheduled throughout Maine on how to use the Tier 2 Submit software and for reporting assistance. For more information on these workshops, please check the MEMA website located at <http://www.maine.gov/mema> or call 800-452-8735 within state or 207-624-4400 out of state.

Send electronic submissions to the Maine Emergency Management Agency (MEMA) by email or by mailing a disk or CD. After attaching file(s) to an email, please send to [maine.serc@maine.gov](mailto:maine.serc@maine.gov). LEPC addresses and email addresses are located on the reverse side, please email unless otherwise stated. Also, please continue to submit the paper reports to your local fire department(s).

The US EPA has produced a Title III "List of Lists" to assist in identifying Extremely Hazardous Substances and their thresholds, the Reporting Quantities for spill notifications, as well as chemicals reportable under the Toxic Chemical Release Reporting requirements. Copies are available online at <http://www.epa.gov/swercepp/pubs/title3.pdf>.

As the Director of Maine Emergency Management Agency and Chair of the State Emergency Response Commission, I cannot over-emphasize the importance of the information that you provide under EPCRA. Your efforts allow us to continue to keep our citizens safe from any releases.

If you have any questions or require additional information, please contact:

Robert S. Gardner or Dawn C. Cormier  
Maine Emergency Management Agency  
72 State House Station  
45 Commerce Drive, Suite 2  
Augusta, ME 04333-0072  
Toll Free: 800-452-8735 in State of Maine  
or 207-624-4400  
Fax: 207-287-3178

Sincerely,

Robert P. McAleer  
Director, Emergency Management

Encl: as cited