

If your business handles hazardous chemicals, hazardous substances, or extremely hazardous substances, you may be required to submit an annual Hawai'i Emergency Planning and Community-Right-To-Know Act (HEPCRA) Tier II Chemical Inventory report to the Hawai'i Department of Health (DOH).

### Why is this information important?

Information received will be used by the DOH Hazard Evaluation and Emergency Response (HEER) Office, the Local Emergency Planning Committee (LEPC), and local emergency agencies such as the fire department for emergency planning and response to accidents or releases of hazardous chemicals or substances.

Federal agencies such as the U.S. Department of Homeland Security may also request information from DOH. This information will be helpful in preventing major property damage or loss of life in any type of disaster.

## LOCAL EMERGENCY PLANNING COMMITTEE CONTACTS

### HONOLULU CITY AND COUNTY

Honolulu LEPC  
Department of Emergency Management  
650 South King St  
Honolulu, HI 96813  
Phone (808) 723-8960

### KAUA'I COUNTY

Kauai LEPC  
Kauai Fire Department  
4444 Rice St Suite 315  
Lihue, HI 96766  
Phone (808) 241-6515

### MAUI COUNTY

Maui LEPC  
Maui Fire Department  
200 Dairy Rd  
Kahului, HI 96732  
Phone (808) 270-7911

### HAWAI'I COUNTY

Hawai'i LEPC  
Hawai'i State District Health Office  
1582 Kamehameha Avenue  
Hilo, HI 96720  
Phone (808) 895-7318 or (808) 936-8181

### HAWAI'I DEPARTMENT OF HEALTH HAZARD EVALUATION AND EMERGENCY RESPONSE (HEER) OFFICE

2385 Waimano Home Road  
Pearl City, HI 96782  
Phone 808-586-4249, Fax 808-586-7537  
<https://health.hawaii.gov/heer/>



# Reporting Hazardous Substances or Chemicals

## HEPCRA REQUIREMENTS



Hawai'i State Department of Health  
Hazard Evaluation and Emergency  
Response Office (HEER)

# WHAT NEEDS TO BE REPORTED?

There are many different types of hazardous substances that need to be reported if they are present at your business in regulated amounts. Hazardous chemicals are defined by the Occupational Safety and Health Administration and include gasoline, diesel, and any product that requires a Material Safety Data Sheet.

The reporting threshold for hazardous chemicals is 10,000 pounds. If the chemical is considered a hazardous substance or Extremely Hazardous Substance (EHS), the reporting threshold is 500 pounds or less.

For example:

- Gasoline, diesel, or other types of fuel not associated with retail gas stations are reportable at equal or greater than 10,000 pounds, or 1,500 gallons.
- Propane is reportable at 2,400 gallons or greater.
- EHS such as chlorine, anhydrous ammonia, sulfuric acid, and others are reportable at 500 pounds or their threshold planning quantities (TPQs).

View a full list of reportable substances at [www.epa.gov/epcra/consolidated-list-lists](http://www.epa.gov/epcra/consolidated-list-lists).

# HOW TO REPORT

## Download Software Online

A copy of the Tier2Submit software can be downloaded for FREE from the U.S. Environmental Protection Agency (EPA).



Scan the QR code or visit [www.epa.gov/epcra/tier2-submit-software](http://www.epa.gov/epcra/tier2-submit-software)

## Print and Fill Forms

An information packet and forms may be printed from the HEER Office website.



Scan the QR code or visit [health.hawaii.gov/heer/submit-documents-to-heer/submit-a-hepcra-tier-ii-report/](http://health.hawaii.gov/heer/submit-documents-to-heer/submit-a-hepcra-tier-ii-report/)

## Pick Up a Hard Copy

Hard copies of the packet and forms are also available at:

Hazard Evaluation and Emergency Response (HEER) Office  
2385 Waimano Home Road, #100  
Pearl City, Hawai'i 96782

# DO YOUR PART

## Submit your form & fee to DOH

The annual report and a \$200.00 filing fee for each facility must be submitted by **March 1** of each year.

## Local Emergency Planning Committee

Submit a copy to your Local Emergency Planning Committee. Committees are listed on the back of this brochure.

## Fire Department

Send an additional copy of the report to the fire department with jurisdiction over your facility.

*Failure to report can result in significant penalties and fines.*

## Questions?

Contact the HEER Office via phone at 808-586-4249, or the following email addresses:

**Sharon Leonida** at [sharon.leonida@doh.hawaii.gov](mailto:sharon.leonida@doh.hawaii.gov)  
**Liz Galvez** at [elizabeth.galvez@doh.hawaii.gov](mailto:elizabeth.galvez@doh.hawaii.gov)