

**Hawaii State Department of Health
Hazard Evaluation and Emergency Response Office (HEER)
Hazardous Substance Inventory Guideline**

WHO MUST SUBMIT AN INVENTORY FORM

You need to report hazardous substances that were present at your facility at any time during the previous calendar year at levels that equal or exceed reporting thresholds established for Hawaii Chemical Inventory Form/Tier II (HCIF) reporting under the Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA). These thresholds are as follows:

For Extremely Hazardous Substances (EHS) designated under section 302 of The Emergency Planning and Community Right-to-Know Act (EPCRA), the reporting threshold is 500 pounds (or 227 kg) or the Threshold Planning Quantity (TPQ) whichever is lower.

For all other hazardous chemicals for which facilities are required to have or prepare a Safety Data Sheet (SDS), the reporting threshold is 10,000 pounds or (4,540 kg).

WHAT CHEMICALS ARE EXCLUDED

- 1) Any 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 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.

In 1999, Federal EPCRA Section 311-312 threshold planning quantities increased to 75,000 gallons for gasoline and 100,000 gallons for diesel for Retail Gasoline Stations that are in full compliance with underground storage tank regulations for the year.

WHEN TO SUBMIT THE HCIF

HCIFs for the reporting year January 1, 2023 through December 31, 2023 must be submitted by March 1, 2024.

WHERE TO SUBMIT THE HCIF TO

Send completed Hawaii Chemical Inventory/Tier II Forms to each of the following organizations: (Attachment 3-C)

- 1) Hawaii State Emergency Response Commission (HSERC/HEER)
- 2) Your Local Emergency Planning Committee (LEPC)
- 3) Your Local Fire Chief

FILING FEE

Under Hawaii Revised Statutes Section 128E-9 and Hawaii Administrative Rules 11-453-32, a **\$200.00 filing fee must be submitted for each facility** covered under HEPCRA. You are encouraged to make your **payment online** <https://health.hawaii.gov/heer/submit-documents-to-heer/submit-a-hepcra-tier-ii-report/>. Checks or money orders payable to the **State of Hawaii, Hazard Evaluation and Emergency Response Office, or State of Hawaii, HEER Office** will still be accepted. **No Purchase Orders will be accepted.**

PENALTIES

Any owner or operator who violates any HCIF reporting requirements shall be liable to the State of Hawaii for a civil penalty of up to \$25,000 for each such violation. Each day of a violation constitutes a separate violation.