

Submitting Your Tier II Chemical Inventory Report to the HEER Office

The **DEADLINE** for filing your Tier II Chemical Inventory Report is **March 1, 2024**. The Tier II submission to the Hazard Evaluation and Emergency Response Office must include the following:

- 1) The completed Chemical Inventory Report (Tier II) form(s)
- 2) Facility maps indicating chemical locations.
- 3) A **\$200.00** filing fee **per facility**

Facility Identification Number

If you are submitting for the first time, a HEPSCRA Facility ID number needs to be provided to you. Please contact Sharon Leonida with HEER Office, email at:

sharon.leonida@doh.hawaii.gov .

Office phone (808) 586-4249, fax (808) 586-7537.

Tier2Submit Electronic Submission

- 1) Download the Tier2Submit software from the following website:
<https://www.epa.gov/epcra/tier2-submit-software>
- 2) Enter the inventory information into Tier2Submit.
- 3) Generate an electronic file (.t2s and .pdf) of your chemical inventory from the Tier2Submit software.

There are two options for submitting your Tier II report, filing fee, and map:

Option 1: e-permitting <https://eha-cloud.doh.hawaii.gov/epermit/>
Note: We do not require Electronic Signatures to be notarized.

Option 2: You may copy the electronic file to a compact disc and mail it to:

**State of Hawaii
Department of Health
Hazard Evaluation and Emergency Response (HEER) Office
ATTN: HEPSCRA Data Manager
2385 Waimano Home Road #100
Pearl City, HI 96782**

The HEER Office is using Tier2Submit for two reasons: The first reason is to allow electronic submission in a format already utilized by the EPA. The second reason is to gain compatibility with the CAMEO/ALOHA/MARPLOT software used by emergency planners. Maintaining Tier II information in CAMEO will increase the usefulness of the HEPSCRA inventories to emergency response agencies.