



STATE OF HAWAII
DEPARTMENT OF HEALTH
KA 'OIHANA OLAKINO
P. O. BOX 3378
HONOLULU, HI 96801-3378

In reply, please refer to:
File:

23-092 sll

January 2, 2024

TO: Facility Operators / State Operators

FROM: Elizabeth Galvez, Emergency Preparedness and Response Supervisor
Hazard Evaluation and Emergency Response Office

SUBJECT: **Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA),
Section 128E-6, Hawaii Administrative Rules (HAR), Chapter 11-453-25,
Filing for the 2023- Reporting Year**

The 1993 Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA) requires an **annual submission** of chemical inventories by covered facilities.

The Environmental Protection Agency (EPA) and the National Oceanographic and Atmospheric Administration (NOAA) have developed a software package, **Tier2Submit**.

1. This program is free and available at: <https://www.epa.gov/epcra/tier2-submit-software>.
2. The Department of Health (DOH), Hazard Evaluation and Emergency Response (HEER) Office request facility operators to use the most recent version of Tier2Submit and provide the HEER Office with an electronic version of their data.

Submit your chemical inventories and filing fees on-line at the **Hawaii DOH E-Permitting** System at: <https://eha-cloud.doh.hawaii.gov/epermit/>.

1. If using E-Permitting for the first time, please **Register to Create a User File** to establish an Account.
2. **New facilities** need to contact the HEER Office to get a HEER-issued unique Facility ID number.
3. Instructions for using the Hawaii DOH E-Permitting System for HEPCRA are included in this package on-line at <https://health.hawaii.gov/heer/files/2024/01/FacilityOperatorsPackage.pdf>.
4. Upload the Tier II Chemical Inventory Report in both .t2s and .pdf format.
5. Submit payment online via PayPal or a credit card.
6. The HEER Office is not requiring the EPA CROMMER electronic signature requirements for the Tier II submittal through e-permitting. A subscriber agreement is not required to be submitted.

Accurate coordinates of your facility where your chemicals are stored is very important for emergency responder personnel to find your facility in an event of an emergency. Please ensure that you submit the exact Latitude and Longitude correctly for your facility.

In case your chemicals are stored in several locations, please submit the latitude and longitude of the front gate. Do not submit the coordinates of your mailing address.

We request that you notify us by fax, mail, or e-mail if your facility is no longer operating or is no longer a reportable facility.

Additional information from the HEER Office is available at our website:

<https://health.hawaii.gov/heer/>.

If you have questions regarding HEPCRA, please contact Sharon Leonida with the DOH HEER Office at (808) 586-4249, fax (808) 586-7537, or email sharon.leonida@doh.hawaii.gov.

Attachments:

- 1-A Tier2Submit 2022 SAMPLE EPA Program form,
- 2-A HEER Hazardous Substance Inventory Guideline,
- 2-B Summary Implementations Table,
- 3-A Options for Tier2Submit,
- 3-B DOH E-Permitting System Instructions,
- 3-C LEPC and Fire Dept. Contact Names,
- 4 Additional Notes and Amendments for Filing Hawaii Chemical Inventory Form,
- 5-A Hawaii Chemical Inventory Form (HCIF) Blank Form,
- 5-B Instructions, Reporting Ranges and State Storage Codes,
- 6 Sample Journal Voucher for State Facilities only.