

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

RULES FOR HAWAII REVISED STATUTES (HRS) 128-E

The Hazard Evaluation and Emergency Response (HEER) Office and the Local Emergency Planning Committees (LEPCs) have written rules for HRS 128E:

https://www.capitol.hawaii.gov/hrscurrent/Vol03_Ch0121-0200D/HRS0128E/HRS_0128E-.htm .

The effective date for “Chapter 453 of Title 11, Hawaii Administrative Rules” is November 5, 2010, <https://health.hawaii.gov/oppd/files/2015/06/11-453.pdf> . Contact Sharon Leonida of the HEER Office at sharon.leonida@doh.hawaii.gov or (808) 586-4249 for additional information.

Effective December 12, 2025, pursuant to the applicability of section 11-453-16, Hawaii Revised Statutes, the Hawaii State Emergency Response Commission designates each owner or operator of a facility that stores, uses, or manufactures Lithium-ion batteries with a threshold quantity of 10,000 pounds or more, be subject to reporting. A \$200.00 filing fee per facility is not required.

Tier II forms and instructions have been removed from the Code of Federal Regulations (CFR). They are located on EPA’s website: www.epa.gov/epcra/Tier2-submit-software

Facilities are now required to report their North American Industry Classification System (NAICS) code on the Tier II form.

The chemical or common name of the chemical, as provided on the Safety Data Sheet, must be provided on the Tier II form.

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).

CHEMICALS IN MIXTURES

When determining whether the threshold quantity of an **extremely hazardous substance (EHS)** has been met, facilities must include the total quantity of the EHS present in the pure form as well as in any mixture, even if any mixture including the EHS is also being reported as a hazardous chemical.

For hazardous chemicals that are mixtures and **do not** contain any **EHS**, facilities have an option when determining whether the threshold quantity is present: (1) add together the quantity present in its pure form and as a component in all mixtures (even if the mixture is also being reported as a hazardous chemical), **or** (2) consider the total quantity of each mixture separately.

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 that 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 public.
- 4) Any substance to the extent it is used in a research laboratory, 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.

For those Retail Gasoline Stations that **have violations documented during a compliance inspection**, the TPQ reverts to 10,000 pounds for the reporting year following the year in which the violation occurred. Call the EPA hotline at 1(800) 424-9346, the HEER Office at (808) 586-4249, or check <https://www.epa.gov/epcra/eligibility-gasoline-and-diesel-thresholds-retail-gas-stations> for more information.

Safety Data Sheet (SDS) Handling

The HEER Office requests that facilities **do not** submit SDSs with their forms. Facilities are required to maintain current SDSs for their hazardous substances and to have them available upon request.

Hawaii Emergency Planning and Community Right-to-Know Act Facility Identification Number (HEPCRA Facility ID No.)

HEPCRA Facility ID NUMBERS ARE UNIQUE NUMBERS ISSUED BY HEER

1. If you are submitting for the first time, a HEPCRA Facility ID number needs to be provided to you. Contact the HEER Office to get a new Facility ID number.
2. If your facility changes ownership or name but remains in the same location, the HEPCRA Facility ID remains the same.
3. If your facility moves, let the HEER Office know, as a HEPCRA Facility ID number may already exist for that specific location, or a new HEPCRA Facility ID number may need to be provided to you.

For questions about HEPCRA Facility ID Numbers, please call (808) 586-4249 or go to <https://health.hawaii.gov/heer/contact-us/>, and complete the HEER contact form.

SUBMITTING YOUR TIER II CHEMICAL INVENTORY REPORT TO THE HEER OFFICE

The **DEADLINE** for filing your Tier II Chemical Inventory Report is **March 1, 2026**.

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) **Accurate coordinates of your facility where your chemicals are stored are very important in order for emergency responder personnel to find your facility in the 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.
- 3) Facility maps indicating chemical locations.
- 4) A **\$200.00 filing fee per facility**; and
- 5) If reporting for Lithium-ion batteries **only**, a fee is not required.

AGENCIES TO SUBMIT THE HCIF TO

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

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

Tier2 SUBMIT ELECTRONIC SUBMISSION

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 HEPCRA inventories to emergency response agencies.

- 1) Download the Tier2Submit software from the following website:
<https://www.epa.gov/epcra/tier2-submit-software>
**If you have used the previous year's Tier2Submit, you may import those records
Into the current version of Tier2Submit and update your information.**
- 2) Enter the inventory information into Tier2Submit.
- 3) Generate an electronic file (.t2s and .pdf) of your chemical inventory from the Tier2Submit software.
- 4) **If you are filing for past years, you will not be able to use Tier2Submit.** The program is only for use in the current filing year. Use Attachment 4 to complete and submit your report.

FILING FOR PAST REPORTING YEARS, HAWAII CHEMICAL INVENTORY FORM (HCIF) ATTACHMENT 4

Fill in the facility information and the **year of the reporting period**. Then make three copies, sign and date each form. Send each signed form to the three appropriate agencies. Include an updated map for each agency.

The \$200 filing fee per facility per year must be submitted with the forms to HSERC.

OPTIONS FOR SUBMITTING YOUR TIER II REPORT FILING FEE AND MAP:

Option 1: e-permitting <https://eha-cloud.doh.hawaii.gov/epermit/>

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

STATE OF HAWAII

Department of Health

Hazard Evaluation and Emergency Response (HEER) Office

ATTN: HEPCRA Data Manager

2385 Waimano Home Road #100

Pearl City, HI 96782