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KE KIA'INA O KA MOKU'AINA 'O HAWAII



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In reply, please refer to:
File:

26-004 sll

January 16, 2026

TO: Facility Operators / State Operators

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

A handwritten signature in blue ink, appearing to read "Galvez".

**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 2025 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 requests 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 online 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 online at <https://health.hawaii.gov/heer/submit-documents-to-heer/submit>
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. **A signed form is required for submission.** The HEER Office is not requiring the EPA CROMMER electronic signature requirements for the Tier II submittal through e-permitting.

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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 2025 SAMPLE EPA Program form (3pages);
- 2-A HEER Hazardous Substance Inventory Submittal Guideline (4pages);
- 2-B Summary Implementation Table (2 pages).
- 3-A LEPC and Fire Dept. Contact Names (1 page);
- 3-B DOH E-Permitting System Instructions (11 pages);
- 4-A Hawaii Chemical Inventory Form (HCIF) Tier II Blank Form (2 pages);
- 4-B-1 Instructions Hawaii Chemical Inventory Form (HCIF)/Tier II (3 pages);
- 4-B-2 Reporting Ranges – Storage Codes (1 page); and
- 5 Sample Journal Voucher for State Facilities only (1 page).