



STATE OF MAINE
JANET T. MILLS
GOVERNOR
BRIGADIER GENERAL
DIANE L. DUNN
COMMISSIONER

STATE OF MAINE
DEPARTMENT OF DEFENSE, VETERANS AND
EMERGENCY MANAGEMENT
MAINE EMERGENCY MANAGEMENT AGENCY
72 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0072
PHONE: 207-624-4400/800-452-8735
FAX: 207-287-3178



PETER J. ROGERS
DIRECTOR

November 30, 2024

Dear Facility Representative:

This letter serves as a reminder to facility owners and/or operators who manufacture, process, store, or otherwise utilize hazardous materials above the threshold planning quantity and/or reporting quantities of the statutory reporting requirements and processes therein. As a result of the 1986 Emergency Planning and Community Right-to-Know Act (EPCRA), the Maine State Emergency Response Commission (SERC) was established to promote chemical emergency preparedness and prevention through collaboration and planning. Federal and State EPCRA laws specify that facilities with inventories of hazardous chemicals or Extremely Hazardous Substances (EHS) meeting a specific threshold, must report those inventories and submit them to the local fire department, the Local Emergency Planning Committee (LEPC), and the SERC annually.

Reporting Thresholds and Requirements

For EHS chemicals designated under EPCRA Section 302, the reporting threshold is 500 pounds or the threshold planning quantity (TPQ), whichever is lower (EHSs and their TPQs are listed in 40 CFR part 355, Appendix A and B). In addition, if you exceed the TPQ of an EHS chemical, you are also responsible for developing an Emergency Response Plan. The plan must include an annual review and include an exercise to meet all the requirements.

Enclosed you will find a sample facility annual letter of certification that expands on this requirement (Encl. 1). **Requirements also include participation in activities and planning within your LEPCs.**

The United States Environmental Protection Agency (EPA) has produced a Title III "List of Lists" to assist in identifying EHSs and their thresholds, Reporting Quantities for spill notifications, as well as chemicals reportable under the Toxic Chemical Release Reporting requirements. Copies are available online at <https://www.epa.gov/epcra/consolidated-list-lists>.

For all other hazardous chemicals for which facilities are required to have or prepare a Safety Data Sheets (SDS), the minimum reporting threshold is 10,000 pounds which is approximately 1500 gallons of liquid product.

The following schedule identifies specific fee amounts, reporting requirements, and the appropriate forms that must be completed for the Reporting Year 2024, which covers the period of January 1, 2025, to December 31, 2025 (Encl. 6 & 7):

Deadline	Description	Resource/Form
March 1, 2025	Annual Registration & Inventory Fee Payment Due	Green Worksheet (Encl. 8)
March 1, 2025	Tier II Submission Due*	US EPA Website via Tier2
July 1, 2025	Toxic Chemical Release Inventory Reports Due**	US EPA Website (Form R or A report)
July 1, 2025	Annual Toxic Chemical Release Fee Payment Due***	Blue Worksheet (Encl. 9)

**Maine requires all facilities to report electronically using the EPA's Tier2 Submit™ Software. Electronic submission is also required by your county LEPC and the SERC. Check with your local Fire Department on their report submission preference.*

***This report is based on information you supply each year for the Toxic Chemical Release Inventory (TRI) (EPA's Form R or A).*

**** This fee applies **only** if you filed a Form R or A report for TRI*

Fee Change: The annual registration fee changed in 2023 through rulemaking. Each facility is required to pay \$100.00 per facility. All the payment forms have been updated.

Tier2 Submit™ Software and Training

A new version of the Tier2 Submit™ software is created around November of each year. To download the latest version of this product and to see additional information regarding this tool visit <http://www.epa.gov/epcra/tier2-submit-software>. Virtual workshops have been scheduled on how to use the software and if you need assistance developing your report. For more information on these workshops, please see attached registration form (Encl. 2), or check the MEMA website located at <https://www.maine.gov/mema/hazards/serc>. Local LEPCs are also available to assist you with your report submissions (Encl. 5).

Additional Resources and Payment Options

For your convenience, we have developed a template located at <https://www.maine.gov/mema/hazards/serc> to assist in accounting for your annual requirements. In addition, we have provided in this package a quick reference card for conversions as well as common North American Industry Classification System (NAICS) codes for use during the Tier2 Submit™ process (Encl. 3 & 4).

Payments can be made by check, using the fee worksheet or credit card, utilizing the credit card link found on our website. **If paying by check, please indicate your desire to receive an invoice for your payment at the time of your report submission via email. The credit card system will create its own itemized invoice.**

As the Director of Maine Emergency Management Agency and Chair of the State Emergency Response Commission, I must emphasize the importance of the information that you provide under EPCRA. Your efforts allow Maine to continue to keep our public and first responders safe from any releases.

If you have any questions or require additional information, please contact Maine's Technological Hazards Program Manager, Faith Staples, at (207) 624-4400 or via email at maine.serc@maine.gov.

Sincerely,



[Peter.J. Rogers \(Oct 29, 2024 11:37 EDT\)](#)

Peter J. Rogers, Director
Maine Emergency Management Agency

Enclosure: (1) SERC Annual Letter of Certification
(2) EPCRA Reporting Workshops
(3) Converting Liquid Gallons to Pounds
(4) Common NAICS Codes
(5) List of County Local Emergency Planning Committees (LEPC)
(6) Reporting Fees Instructions
(7) Registration and Inventory Fee Schedule
(8) Green Tier II Registration/Inventory Fee Worksheet
(9) Blue Toxic Release (TRI) Fee Worksheet