



State Emergency Response Commission

# Information Request Form

FOR OFFICE USE ONLY

c/o Ohio EPA, Lazarus Government Center  
50 W. Town St., Ste. 700  
PO Box 1049  
Columbus, OH 43216-1049

Date of Request:            /        /  
Request Number: \_\_\_\_\_  
Date Sent to Requester:    /        /

Sections 311, 312 and 324 or Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA) mandate that the public shall be provided access to facility specific chemical inventories, material safety data sheets (MSDS) and local emergency response plans. An individual may request the nonconfidential information in a facility file by appointment. Copies will also be made available upon request. The State Emergency Response Commission may charge a reasonable fee to cover the cost of copying, shipping and accrued costs for computer searches. These fees must be paid before receiving the requested materials. There will be no charge for reviewing a facility file if no copies are requested.

### Facility Identification

Name		County	
Address	City	State OH	Zip Code —

### Standard Information Requests

- Please check the appropriate box(es)
- Section 304 information of release or spill reports on record with the SERC.
  - Completed chemical inventory and location form.
  - Copy of MSDS for a specific chemical(s).

Product name(s)

*The State Emergency Response Commission will make a good faith effort to provide the requested information within 45 days. Under State of Ohio and SERC rules, personal information below this line will be considered confidential, if so requested. However, this information may be subpoenaed or otherwise obtained by court action.*

### Required General Information About Person Making Request

Name		<input type="checkbox"/> Applicant requests name, address and telephone number be held confidential.	
Address	City	State	Zip Code —
Telephone Number (include area code) (     )        —			

*I understand there may be a fee to cover copying, computer costs and shipping; and that this fee must be paid to the "Treasurer, State of Ohio" before my request can be filed.*

Signature	Date /        /
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### Other Information About This Request

Requests for copies of TIER II inventory information or Material Safety Data Sheets for substances stored at the facility in quantities of less than the assigned Threshold Planning Quantity (TPQ) for extremely hazardous substances or the 10,000 pounds TPQ for hazardous substances, MUST include a written statement explaining why the information is needed.

### Return this form to:

Ohio State Emergency Response Commission  
Emergency Planning and Community Right-to-Know  
PO Box 1049  
50 W. Town St.  
Columbus, OH 43216-1049