

This program may apply to your facility if it is subject to the OSHA Hazard Communication Standard, and

- 1) Stores or uses a hazardous chemical in quantities of 10,000 pounds or more, or
- 2) Stores or uses one or more extremely hazardous substance in quantities of 500 pounds or less.

## Electronic Reporting Now Available

The State Emergency Response Commission incorporates a non-web based reporting software tool to implement an electronic means of reporting in Ohio. Regulated facilities may elect to either submit electronically generated reports using the guidance stated below or may continue to report via the hard copy format as instructed within this compliance manual. The Ohio SERC continues to endorse the U.S. EPA Tier 2 Submit software program. The software can be downloaded directly onto your computer by visiting [www.epa.gov/epcra/tier2-submit-software](http://www.epa.gov/epcra/tier2-submit-software) or [www.epa.gov/epcra](http://www.epa.gov/epcra)

ALL TIER 2 SUBMIT SOFTWARE ASSISTANCE AND/OR QUESTIONS ARE DIRECTED TO THE U.S. EPA RMP REPORTING CENTER AT (703) 227-7650 OR VIA EMAIL AT [RMPPRC@epacdx.net](mailto:RMPPRC@epacdx.net). The SERC will rely on the U.S. EPA's webpage as the primary mechanism for distributing the reporting software and instructions to all users. Ohio EPA will not mass produce or distribute the software or instructions.

Facilities opting to file with Tier2 Submit may submit their March 1, 2021 report either on flash drive or preferred email attachment to both the SERC and the LEPC. The required site map (PDF) can be uploaded within the Tier 2 Submit (see attachment tab). A certification letter must be attached to the mailing. A hard copy report generated off the electronic submission must be submitted to your local jurisdictional fire department.

### Important 2020 Users!!!

DO NOT DELETE your 2020 Tier2 Submit after you are done. Save it in a file for next year. Next year you can export/import 2020 Tier2 Submit into the updated 2021 Tier2 Submit software.

The annual filing fee check is to be mailed separately, along with the invoice stub, to: Ohio EPA, P.O. Box 77005, Cleveland, OH 44194-7005.

### **\*\*IMPORTANT: Change to Fee Payment Process\*\***

The *Facility Annual Chemical Filing Fee Worksheet* has been redesigned to include an invoice stub. To ensure proper application of your payment, if you did not receive a pre-printed worksheet, email [SERC@epa.ohio.gov](mailto:SERC@epa.ohio.gov) with subject "INVOICE NEEDED" or call (614) 644-2260 so an invoice with the proper account information can be generated and sent to you.

Please calculate your fee, write the total in the Amount Due area, and mail **ONLY** the detached invoice stub and check to the following **new address**:

OHIO EPA  
P.O. BOX 77005  
CLEVELAND, OH 44194-7005