

# Instructions for Oil And Gas Production/Storage Sites



## Hazardous Chemical Inventory Reporting Short Form

State Emergency Response Commission  
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Submission of the Hazardous Chemical Inventory Report is required under section 312 of the Emergency Planning and Community Right-to-Know Act (EPCRA) which was enacted as Title III of the Superfund Amendments and Reauthorization Act of 1986, Public Law 99-499, 42 U.S.C. Section 11022.

The Ohio State Emergency Response Commission (SERC) administers and implements the Emergency Planning and Community Right-to-Know program in Ohio as authorized by Ohio Revised Code Chapter 3750. The purpose of the Hazardous Chemical Inventory Report is to provide state and local officials, emergency responders, and the public with specific information on hazardous chemicals present at facilities during the past year.

## Who can use the Short Form?

Oil and gas well owners that submitted an annual hazardous chemical inventory report for the 2012 reporting year have the option of submitting a short hazardous chemical inventory form if the information submitted on the 2012 hazardous chemical inventory report remains unchanged. The Short Form includes only facility and chemical identification information, and the elements which U.S. EPA added or modified for reporting year 2013. The information on the 2012 hazardous chemical inventory report is carried forward for reporting year 2013.

## Reporting Period

Enter the appropriate calendar year, beginning January 1 and ending December 31.

## Incorporation of 2012 Report Information

Check the box located at the top of page one of the form if the information to be reporting for 2013 is identical to that submitted last year, with the exception of the elements added or modified by U.S. EPA for 2014 reports. If the information has changed, the facility is not eligible to submit the Short Form.

### Part 1 — Facility Identification

Provide County. For reporting a single facility, complete the facility identification information. To report multiple facilities, in an attached spreadsheet, identify each facility/well listing including: complete facility/well name, address or state/county road close to the well facility, city, state, zip code and latitude/longitude.

### Part II — Additional Facility Specific Information

An owner or operator filing for a single facility should complete the information in Part II. An owner or operator filing a report for multiple facilities can complete the Part II Additional Facility Specific Information Section if the information is the same for all facilities included in the multiple facility report. If the information is different for specific locations, this information should be included in the spreadsheet which shall be attached to this generic report.

- Estimate the maximum number of occupants that may be present at any one time at your facility, manned or unmanned. You should include contractors, vendors and people that may be present for any maintenance, training or other events as well as employees. If the location is never manned, check the box marked N/A.
- Check the appropriate box to indicate if the facility is manned or unmanned. If the facility is unmanned throughout the year except to perform necessary activities (i.e. maintenance), check unmanned.
- If your facility is subject to the Toxic Release Inventory (TRI) program under section 313 of EPCRA, provide the identification number assigned by U.S. EPA. If your facility is not subject to this reporting requirement or if your facility has not been assigned a number under this program, check the box marked N/A.
- If your facility is subject to the chemical accident prevention provisions codified in 40 CFR part 68, also known as the Risk Management Program (RMP), provide the facility identification number assigned by U.S. EPA. If your facility is not subject to this provision or if your facility has not been assigned a number, check the box marked N/A.

- Subject to Emergency Planning — Indicate if your facility is subject to the emergency planning notification requirement under EPCRA section 302, (40 CFR part 355). Your facility is not subject to this requirement unless an extremely hazardous substance was present for the first time at the facility in an amount in excess of the threshold planning quantity for the substance.
- Subject to Chemical Accident Prevention — Indicate if your facility is subject to the chemical accident prevention requirements under Section 112 of the Clean Air Act (40 CFR part 68). Note: Regulated substances contained in condensate crude oil, field gas or produced water do not need to be considered when determining if the well facility is subject to this program.

### Part III — Owner/Operator and Contact Information

- Owner or Operator Information — Enter the owner or operator's full name, mailing address, email address and phone number.
- Facility Emergency Coordinator (if applicable) — Enter the name, title, email address, phone number and 24-hour phone number of the facility emergency coordinator. Note: both federal and state law requires facilities subject to the emergency planning notification requirement to designate a facility representative who will participate in the local emergency planning process as a facility emergency coordinator.
- Tier II Information Contact — Enter the name, title, email address and phone number of the person knowledgeable of the information contained in the Tier II inventory form.

### Part IV — Chemical Information

- Check box if storage locations and facility maps are confidential.
- Chemical Description — Provide the pure chemical or mixture or trade name as provided on the Material Safety Data Sheet (MSDS).

If you are withholding the name of a chemical or mixture in accordance with criteria specified in EPCRA Trade Secret claims, enter the generic class or category that is structurally descriptive of the chemical (e.g., list toluene diisocyanate as organic isocyanate) and check the box marked Trade Secret. Trade secret information should be submitted to U.S. EPA and must include a substantiation packet. Trade secret regulations can be found in 40 CFR part 350. You may also visit U.S. EPA's website at [epa.gov/emergencies/content/epcra/tier2.htm#sub](http://epa.gov/emergencies/content/epcra/tier2.htm#sub).

### Maximum Amount

- 1) For each hazardous chemical or mixture, estimate the maximum amount present at your facility on any single day during the reporting period. If you are reporting a mixture, you must list any EHS(s) present in the mixture and report the maximum amount and the CAS number(s) of each EHS present in the mixture.
- 2) Find the appropriate range value code in Table I.
- 3) Enter this range value as the maximum amount.

**Table I - Reporting Ranges**

Range Code	Weight Range in Pounds	
	From	To
<b>01</b>	0	99
<b>02</b>	100	499
<b>03</b>	500	999
<b>04</b>	1,000	4,999
<b>05</b>	5,000	9,999
<b>06</b>	10,000	24,999
<b>07</b>	25,000	49,999
<b>08</b>	50,000	74,999

<b>09</b>	75,000	99,999
<b>10</b>	100,000	499,9999
<b>11</b>	500,000	999,9999
<b>12</b>	1,000,000	9,999,999
<b>13</b>	10,000,000	Greater than 10 million

**Storage Types, Conditions and Locations**

List all non-confidential locations of hazardous chemicals along with storage types and conditions associated with each location. Please note that a particular chemical may be located in several places around the facility.

Enter the types and conditions of storage for each chemical that you are reporting.

- Table II — This table lists examples of some of the common storage types that facilities use at their site. You may provide a detailed description for the storage type at your facility.
- Table III — For each location, find the appropriate storage types for pressure and temperature conditions. You may provide a description for the various conditions at your facility.

Table II - Storage Types	Table III - Pressure and Temperature Conditions
<ul style="list-style-type: none"> <li>• Above ground tank</li> <li>• Below ground tank</li> <li>• Tank inside building</li> <li>• Steel drum Plastic or non-metallic drum</li> <li>• Can</li> <li>• Carboy</li> <li>• Silo</li> <li>• Fiber drum</li> <li>• Bag</li> <li>• Box</li> <li>• Cylinder</li> <li>• Glass bottles or jugs</li> <li>• Plastic bottles or jugs</li> <li>• Tote bin</li> <li>• Tank wagon</li> <li>• Rail car</li> <li>• Battery</li> </ul>	<p><b>PRESSURE</b></p> <ul style="list-style-type: none"> <li>• Ambient pressure;</li> <li>• Greater than ambient pressure</li> <li>• Less than ambient pressure</li> </ul> <p><b>TEMPERATURE</b></p> <ul style="list-style-type: none"> <li>• Ambient temperature</li> <li>• Greater than ambient temperature</li> <li>• Less than ambient temperature but not cryogenic</li> <li>• Cryogenic conditions</li> </ul>

**Average Daily Amount**

- 1) For each hazardous chemical, estimate the average weight in pounds that was present at your facility during the year.
- 2) To do this, total all daily weights and divide by the number of days the chemical was present on the site.
- 3) Find the appropriate range value in Table I.
- 4) Enter this range value as the Average Daily Amount.

**Certification**

The owner or operator or the officially designated representative of the owner or operator must certify that all information included in the Tier II submission is true, accurate and complete. In addition, the owner or operator or the officially designated representative of the owner or operator must certify that the information submitted on the 2012 report is true, accurate and complete, because the information submitted on the 2012 report is incorporated into the 2013 report by reference. Enter your full name and official title. Sign your name and enter the current date.

## When is the Report Due?

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The report is due March 1, 2014. Tier II forms must be submitted annually by March 1 to:

- The Ohio State Emergency Response Commission (SERC)
- Local Emergency Planning Committee, and
- Fire Department with jurisdiction over the facility.

## Where Can I Find More Information?

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For additional information regarding the Emergency Planning and Community Right-to-Know requirements, reportable chemicals and addresses for the Local Emergency Planning Committees, please see the *Instructions for Oil and Gas Production/Storage Sites* which is available at: [epa.ohio.gov/Portals/27/serc/SERC\\_OilandGas\\_Manual\\_2014.pdf](http://epa.ohio.gov/Portals/27/serc/SERC_OilandGas_Manual_2014.pdf).