North Carolina Hazardous Materials Tier II State Fields Guide

2024
Version 2.0

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Introduction

Purpose

The North Carolina Tier II State Fields Guide is to provide facilities an overview of each field and best practices for incorporation into the annual Tier II submittal.

Records of Changes

Recommended modifications or changes of guide will be completed by North Carolina Emergency Management (NCEM) hazardous material coordinators for review and inclusion. Modification or change notification format is not limited and should be in the most expedient manner. The severity of the modification or change will dictate the urgency of inclusion and redistribution of the complete SOP or JA. Minor changes should be disseminated in memorandum format and accompany or be incorporated into the SOP or JA following the cover page and before the table of contents. Memorandums of change documentation will be stored in the working files folder of the corresponding SOP or JA by the program manager.

CHANGE TYPE	NUMBER	CHANGE DATE	DATE POSTED	AUTHORIZED BY
INITIAL	1	OCTOBER 2023		NCEM HAZMAT
REVISION	2	JUNE 2024		NCEM HAZMAT

1. Fire District

On the main Facility record, the Fire District field in the "Location" section will be required. A drop down with the [NC Fire Department Directory](#) is provided based on the county selected. The list provided is ordered alphabetically. Ensure to select the correct fire department and save changes. Facilities are to enter their first responding fire department information as provided in the NC Office of State Fire Marshal Fire Department Directory. Facilities are encouraged to coordinate with their local fire departments regularly, conducting walk thoroughs and pre-planning for any type of emergency.

Department	Fire District *	Emergency 24-Hour Phone Number	
			MEX

Fire District is required in North Carolina; see State Fields for directory.

☐ Mailing address is different than physical address ⓘ

2. Company Name

Company Name is required. Please enter the company name as listed in Dun and Bradstreet, Employer Reference Number, or company billing name. Company Name may be the same as the Facility Name field. The company name should be the same for all facilities across NC. The facility name may be unique to the facility. Company name may assist NC SERCs and LEPCs with billing or facility categorization.

State Fields

North Carolina requests the following:

Company Name *

I.e. the company that owns or operates the facility.

Company Name is required.

3. Facility Type

Facility Type is required. Facility type assists the SERC/LEPC with chemical reporting and fee exemptions. Select the appropriate type from the drop-down list.

- o Industrial/Other Private Business
- o Government (Federal, State, or Local)
- o Educational
  - ▪ Schools, universities, training facilities, etc.
- o Tribal (Federally Recognized)
- o Agricultural (Industrial/Commercial)
- o Agricultural (Fertilizer/Pesticide Storage & Sales)

- Facility that stores any agricultural or fertilizer substance that is held for sale by a retailer to the ultimate consumer.
  - Agricultural (Family Farm)
  - Motor Vehicle Dealer
    - As defined in N.C.G.S. 20-286(11)
  - Motor Vehicle Fuel Retailer
    - As defined in 40 CFR 370.10(a)(2)

Facility Type *

These options have changed since 2018. Please review your answer before submitting.

Facility Type is required.

Industrial/Other Private Business
Government (Federal, State, or Local)
Educational
Tribal (Federally Recognized)
Agricultural (Industrial/Commercial)
Agricultural (Fertilizer/Pesticide Storage & Sales)
Agricultural (Family Farm)
Motor Vehicle Dealer
Motor Vehicle Fuel Retailer

Explore values...

4. Site Plans

Best practice is for all Tier II facilities to provide a site plan identifying locations for hazardous material storage.

For facilities subject to the emergency planning requirement of EPCRA Section 302 per EPCRA guidelines, North Carolina request facilities provide floor plans as a site plan (rather than an aerial photo). Load the site plan under Documents.

Note for Section 302 Facilities, if under Additional Information, the attachments are empty, a yellow warning icon shows next to the Attachments heading and the warning message says: "The field related to attaching facility floor plans is checked but **there are no attachments**" until an attachment is loaded.

☐ For EPCRA Section 302 Planners: Facility floor plans attached as a site plan

Best practice for site plan format is to collaborate with the responding fire department and LEPC on layout and file format preferences. Local responders may have software or systems to load the site plan.

At minimum, site plans should include the following components:

1. North will always be on top (orientation N or otherwise indicated in uploaded file)

2. Name and address

3. Floor Plan, not aerial

4. Access/ Egress

5. HAZMAT locations/Areas

6. Employee Rally Points

7. Shelter in Place

Figure 1. Example Site Plan

5. Other Regulatory Programs

The next group of new fields in the State Fields section on Facility records will be five questions about whether the facility is covered under other regulations. If the facility falls under the regulatory program, select yes and in the Facility Identification, enter the ID Type and number as provided by the regulatory agency.

These are required for North Carolina except CFATS is optional since the program may be on pause. The purpose for facilities subject to CFATS to provide their status is to

partner with emergency managers and LEPCs to review information that may compromise site security and redact for EPCRA public information requests. It is recommended for facilities to complete EPA confidential location information forms for CFATS chemicals available at https://www.epa.gov/epcra/tier-ii-forms-and-instructions and attach the completed form under Additional Information for NC SERC submission.

CFATS, RCRA*, RMP, TRI, OSHA PSM

Additionally, there are two additional fields below the RCRA section, which are initially grayed out. If the filer picks the YES options for LARGE or SMALL (but not VERY SMALL) for RCRA, those fields are enabled and required.

RCRA facilities are requested to provide a copy of their RCRA hazardous waste contingency plan and/or quick guide under Documents. Loading RCRA plans in E-Plan satisfies submission to the SERC. Confirm with your local fire department and LEPC if loading in E-Plan meets local requirements.

Note a warning will appear if RCRA is selected and there are and there are NO attachments under Documents until an attachment is loaded.

6. Nearest Hazardous Materials Response Team
Enter the team name, city, and 24-hour phone number for the nearest Hazardous Materials Response Team name, City and Emergency 24-Hour Phone Number.

Facility Response Team: If the facility has their own emergency response team, including designated employees or responders are properly trained and equipped with personal protection equipment and monitoring devices to respond to accidental releases of a hazardous regulated substances (the facility implements an emergency response program under OSHA's HAZOPER standard), then the facility may enter their emergency response team information.

Outside Response Team: Outside response team may be local, regional or contracted. Contact your responding fire department, LEPC or county emergency management if the responding hazardous materials team is unknown.

The Regional Hazardous Material Team emergency contact is the 24-Hour Watch, 800-858-0368, the locations and boundaries are:

- RRT-1, Williamston N.C
- RRT-2, Wilmington, NC
- RRT-3, Fayetteville, NC
- RRT-4, Raleigh, NC
- RRT-5, Greensboro, NC
- RRT-6, Asheville, NC
- RRT-7 Charlotte, NC
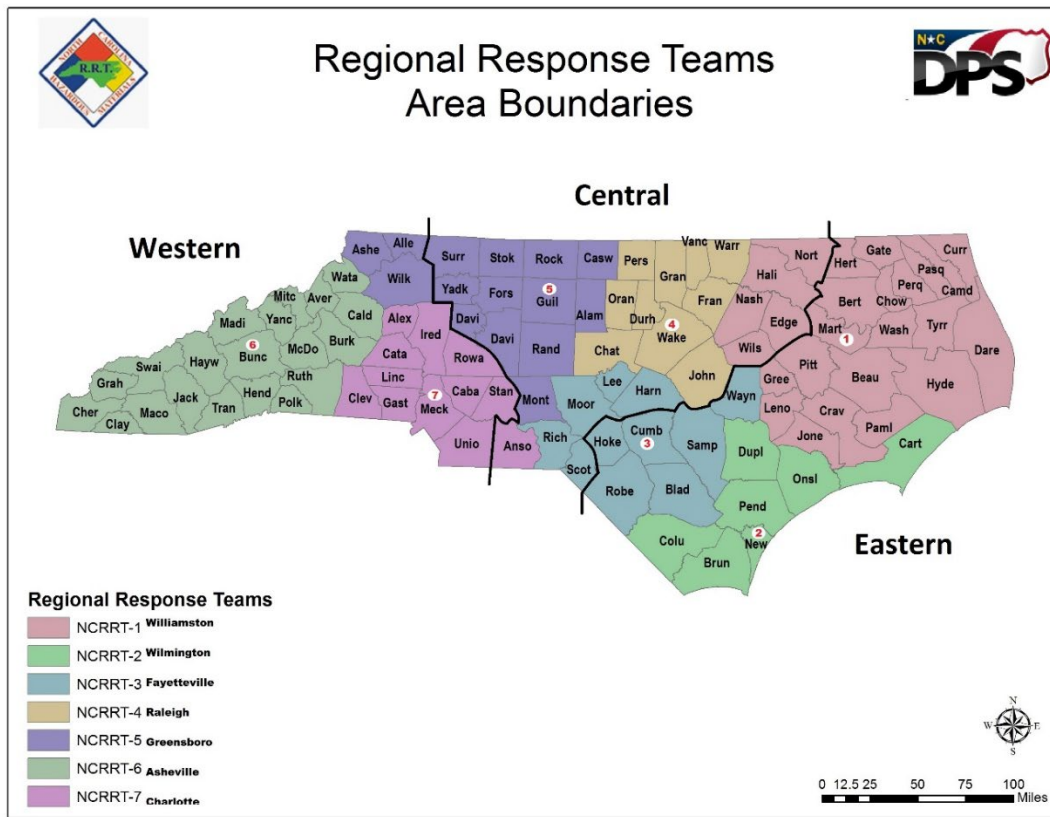
Nearest Hazardous Materials Response Team: It is important to know who is the closest response team to your site in order to understand the response time and incorporate that into your facility emergency planning. If you don't know the nearest team, contact your local fire department, county emergency manager, or Local Emergency Planning Committee. A directory of fire departments is available on the North Carolina Fire Marshal's Office at https://www.ncosfm.gov/nc-fire-department-rescue-ems-directory-including-fdid.

Name of Nearest Hazardous Materials Response Team

24-Hour Phone Number for Team

City Where Team is Located

7. Deregister

A facility may deregister for facility ownership changes or if all the Tier hazardous substance was removed from the site (and will not return during the reporting year). If applicable, enter the date the last EHS chemical was on-site.

https://www.epa.gov/epcra/change-ownership-and-responsibility-tier-ii-reporting

https://www.labor.nc.gov/does-hazardous-chemical-right-know-act-apply-you

***"Deregistration:** Is your facility under threshold planning quantity for Tier II reporting [40 CFR 370.10(a)] for ALL hazardous substances onsite? Do you plan to remain under the threshold going forward? If so, mark your facility as deregistered below. Also, for deregistering ALL Section 302, Extremely Hazardous Substance facilities, follow up with county emergency management and the Local Emergency Planning Committee for community response plan updates on your facility. Reminder: Right to Know for OSHA reporting thresholds are 55 gallons/500 pounds. Continue to submit a 311 inventory and safety data sheet if applicable."*

Is your facility deregistered?

● Yes ○ No

Date Last EHS Chemical Onsite (Above Threshold Planning Quantity) *

8. Chemical State Fields

Under EPCRA Sections 301 to 303 Emergency Planning, community response plans are to include identification of Section 302 regulated facilities, Extremely Hazardous Substance transportation routes, and additional facilities that add risk or have risk because they are located near high-risk facilities or transportation routes (e.g., natural

gas facilities or hospitals). To assist local emergency managers and LEPCs, the SERC request facilities to provide transportation routes for all chemicals reported.

The shipment and mode of shipment fields are required.

Additionally, below the Highway and Rail options there are dependent fields about how long the truck trailers/rail cars are kept on site. If the transportation container is on-site more than 24 hours, include in the chemical inventory quantity. The purpose is if there is an incident at the facility, for the responders to know the transportation container may be there which may alter their response method.

State Fields

North Carolina requests the following:

For raw materials transported either to or from facility:

Frequency of Shipments *
○ Daily   ○ Weekly   ○ Monthly   ○ Annually   ● Infrequent   ○ Not Shipped

Mode of Shipments   (Check all that apply): *

☐ Highway

  Are trailers containing this substance kept at this facility for more than 48 hours?

    ○ Yes   ○ No

☐ Rail

  Are rail cars containing this substance kept at this facility for more than 48 hours?

    ○ Yes   ○ No

☐ Ship or Barge
☐ Other

9. Maximum Amount in Largest Container

Under EPCRA Sections 301 to 303 Emergency Planning, community response plans include release scenarios for facility hazardous substances. For planning and real-world chemical releases, having the largest container size versus only having the maximum amount of hazardous substance stored on site makes a difference between planning for an endpoint of a few hundred feet versus miles for off-site consequence analysis.

10. Additional Information Attachments Best Practices

Every year as part of the E-Plan Tier II submittal, facilities may upload emergency response information under Documents. This allows local responders, emergency planners and the NCEM RRT quick access to emergency information should an accidental release occur. The following items are recommended to upload in E-Plan.

- Full Emergency Action/Response Plan
- Quick View Responder Plan (2-5 pages with critical information for responders)
- Maps with access/egress, chemical locations, water supply, responder safe zone, facility employee rally points, shelter in place
- Chemical mitigation descriptions
- List of facility emergency response equipment and locations
- Specific medical procedures, necessary medication, medicine location, or treatment protocols for chemical exposure
- Process Diagrams
- Hazard Analysis
- SDS

Recommended file name formats:

- Site Map.*Facility Name.DD/MM/YYYY*
- EAP.*Facility Name.DD/MM/YYYY*
- ERP. *Facility Name.DD/MM/YYYY*
- RCRA HWCP.*Facility Name.DD/MM/YYYY*
- RCRA Quick Guide.*Facility Name.DD/MM/YYYY*
- SDS.*Product Name.DD/MM/YYYY*
- Safeguards.*Description.DD/MM/YYYY*
- Emergency Response Equipment List.*Facility Name.DD/MM/YYYY*