

Annual Tier II Report Instructions

(Screenshots are of fictitious facilities used for the purposes of training materials)

1. Login at <https://www.lipatts.pa.gov>.
2. Hover over Facilities Tab at the top and choose List Facilities.
3. Click on your facility name listed in blue font.
4. PATTS will display a list of the last three submitted reports (if previous reports were submitted) Click Add a New Report located on the right side of the screen.

PA Department of Labor & Industry
Bureau of Occupational & Industrial Safety/Pennsafety Program
651 Bush Street Room 3600
Harrisburg, PA 17122-0750
Phone : 717-783-2073 Opt 0, Fax : 717-783-5099

Home Facilities My Account Billing Resources

Lara Chems (Facility ID: 34756)

Facility Address

Regulatory Reports **Add a New Report**

Tier II Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date	Compliance	Submission Type	View	Certification Letter
No items to be listed								

Facility Notes **Add Facility Note**

5. After closely reading Report Class descriptions, choose Annual for (be sure appropriate year is selected) and select Proceed. Please note that Report Type Tier II Report 312 Annual Report is always preselected and cannot be changed.

Choose a Report Type (click on button next to selection)

Tier II Report (312 Annual Report)
Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergen the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at 1

Choose a Report Class (click on button next to selection)

Annual for 2018 (New/existing facilities with chemicals onsite in previous calendar year)

Revision Revisions should be submitted to correct errors or omissions in already submitted reports.

Initial for 2020 (Onsite 5 day new chemical/facility reporting only)

If you have already submitted an ANNUAL for 2019 and want to update new information or fix an error on the submitted report,

Update for 2020 Update reports should be submitted to capture changes to facility contacts or chemical quantities/lo LIEU OF AN ANNUAL, INITIAL OR REVISION REPORT.

Cancel Proceed

6. Annual Reports will display 7 Steps that can be Edited:



Step 1: Facility Information- Click Edit on right-side of screen to edit the facility details

Step 2: Chemical Information- Click Add Chemicals to add a new chemical, Import Chemicals to import chemical information from other facilities you might report for e.g. a parent company that has same chemical.

- Choose the trashcan symbol to delete a chemical from list.
- Choose the Edit symbol to Edit chemical previously reported. Use this option to change Chemical Descriptions, Chemical State, Chemical Format; select Trade Secret if needed, Physical and Health hazards; Remove SDS/MSDS and replace with new SDS; Update Chemical Quantity, Location, Number of Days onsite, and Confidentiality of Storage Location. Gallon to pounds converter tool and Latitude and Longitude Coordinate tool are available in this section as well.



- Chemical Name in SDS section is where you select Remove and can then select Add to attach a new SDS.

Chemical Description Inventory & Storage

Chemical Description

Search by CAS/Chemical Name

CAS Number (If no CAS, type N/A) * Chemical Name *

Substance is Trade Secret

Chemical State

Check all that apply

State *
 Solid Liquid Gas

Chemical Format

Pure/Mixture *
 Pure Mixture

EHS Name Search by EHS Name [See Notes on Reporting Chemicals at top of this page.](#)

EHS

Physical and Health Hazards +

Check all that apply

Physical Hazards

Combustible dust
 Corrosive to metal
 Explosive
 Flammable (gases, aerosols, liquids, or solids)
 Gas under pressure
 Hazard Not Otherwise Classified (HNOC)
 In contact with water emits flammable gas

Organic peroxide
 Oxidizer (liquid, solid or gas)
 Pyrophoric (liquid or solid)
 Pyrophoric gas
 Self-heating
 Self-reactive

Health Hazards

Check all that apply

Acute toxicity (any route of exposure)
 Aspiration hazard
 Carcinogenicity
 Germ cell mutagenicity
 Hazard Not Otherwise Classified (HNOC)

Reproductive toxicity
 Respiratory or skin sensitization
 Serious eye damage or eye irritation
 Simple asphyxiant
 Skin corrosion or irritation
 Specific target organ toxicity (single or repeated exposure)

SDS +
 Attach SDS +
[Cacodylic Acid SDS.pdf \(Remove\)](#)

Step 3: Review Subject to Status- Choose Edit to answer and save answers to the questions.

Step 4: Review Report Contacts- Choose Edit to save current or edit contact info. If a Regulatory/Emergency Contact is deleted, the system will require you to enter another Regulatory/Emergency contact

Step 5: Review Attachments- Choose Edit located in the right side of the attachment section. Once Edit is selected, the options below will display. Attachments can be removed and replaced as needed. If site plan has not changed since last submission, you must validate that it is still valid. Select Save.

Attachment	File	Browse File to Upload
Site Plan (Map) *	Site Map.pdf (Remove)	
Site Coordinate Abbreviations		Choose File No file chosen
Safeguard Measures		Choose File No file chosen
Facility Emergency Response Plan		Choose File No file chosen

** Siteplan required for Annual, Revision, and Initial submission(s).

Cancel Save

Step 6: Review Fee Exemption Status

← **Step 6: Review Fee Exemption Status** Fee Exemption Status: Not Exempt. Edit

You have marked the following Exemption Reasons:

1. Facility is owned by a government agency. Is it a federal facility?

Yes You must submit a Tier II Report to the State Emergency Response Commission, the LEPC, and the Local Fire Department if the threshold planning quantity (TPQ) is exceeded for any extremely hazardous substance or any hazardous substance.

No

2. Facility is owned by a government agency. Is it a State or Local Government entity?

Yes PA Act 165 of 1990 makes publicly owned facilities fee-exempt for Tier II reporting. Government facilities storing extremely hazardous substances at threshold must file a Tier II report to be identified as a 302 planning facility. Government facilities storing non-EHS substances at quantity should file a Tier II in the interest of emergency planning and response.

No

3. Facility is owned by a government agency. Are you a publicly owned and operated water, waste water or sewer treatment plant?

Yes

No

4. Is the facility a farm and are you a farmer whose principle residence is located on this farm?

Yes You are not subject to fees. You are not required to submit a Tier II Report for chemicals used in routine agricultural operations. However, you are encouraged to voluntarily submit a Tier II Report so information will be available in case of emergency. There is no fee for voluntary submissions.

No

5. Is the facility a retail gas station?

PLEASE NOTE: You can cancel the report up until all reporting steps are completed. Once all steps are completed, the cancel option disappears.

Step 7: Submit Report.

Your facility's fee summary should display. Select Proceed with Report.

View Fee Summary

Lara Chems (Facility ID: 34756) 2018 Tier II Report Annual

Facility Address

The Invoice Amount is calculated based on your report. Payment of the complete Invoice Amount is required for your report to be in compliance!
Reporting Period : 2018

Item	Rate	Quantity	Amount	No of Chemicals
SECTION 312 FEE	10	2	20.00	2
Grand Total			20.00	

[Proceed With Report](#)

Checkmark box as shown beside text below. You will later need to print the certification letter and sign it, or have it signed by the Authorized Representative. Enter the person's name in the fields below that will be signing the certification letter once it is printed.

Select Submit.

Certify Report

Lara Chems (Facility ID: 34756) 2018 Tier II Report Annual

Facility Address

Type: Facility

I understand that I am officially submitting this report and associated information to authorities. I also understand that once the submission is completed it will become an official archive for authorities.

Please preview the Tier II Report before Submission

Name of Owner/Operator or Authorized Representative * Official Title *

Telephone Number * Date *

[Cancel](#) [Submit](#)

End of Report Options:

Print Certification Letter and sign it or have the owner or other authorized representative sign the letter. If you owe a fee; mail the check or money order with the certification letter to

General Mailing Address:

Commonwealth of Pennsylvania
PA Department of Labor & Industry
Bureau of Occupational & Industrial Safety/Pennsafe Program
PO Box 68571
Harrisburg, PA 17106-8571

or

Certified Mailing Address:

Commonwealth of Pennsylvania
PA Department of Labor & Industry
Bureau of Occupational & Industrial Safety/Pennsafe Program
651 Boas Street Room 1600
Harrisburg, PA 17121-0750

Thank you for submitting the online report. However, you will need to complete some additional steps for your report to be considered complete.

Your Tier II Submission is not complete until a Signed Certification Letter is received by PENNSAFE. If you have entered a valid e-mail address, you will be notified of this successful report submission. This report will be reviewed by State officials.

Your signed certification letter/invoice should be returned with any applicable fees due. Please send a check or money order for the full amount of the reporting fees made payable to: Pennsylvania Hazardous Materials Response Fund.

If you have added or made changes to a previous year's report, please make sure that the information does not also need to be updated on your most recent year's report to help Emergency Responders access the most accurate inventory and/or contact information. You may view the most recent report year's information from the facility's List Submissions page.

For questions, please reference the Help Guide for the appropriate contact.

[View Report](#) [Print Report](#) [List Submissions](#) [List Facilities](#) [Print Certification Letter](#)
[Print Fee Exemption Letter](#)

PENNSYLVANIA HAZARDOUS MATERIAL EMERGENCY PLANNING AND RESPONSE ACT TIER II CHEMICAL INVENTORY INVOICE

Facility ID 34756	Date of Submission 08/16/2019
Report: 2018 Tier II Annual Report	
Facility: Facility Address	Amount Due \$ 20

- Pay by check or money order payable to:

“Pennsylvania Hazardous Material Response Fund”

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

John Doe, Business Manager Name and Official Title of Owner/operator or Authorized Representative	<i>John Doe</i> Signature	08/16/2019 Date
Telephone Number : (717) 112-2222		
Regulatory POC : jdoe@pa.gov		
Email		

REMIT BY CHECK OR MONEY ORDER PAYABLE TO "Pennsylvania Hazardous Material Response Fund"
Invoice # : 130515

ITEM	NO. OF REPORTED CHEMICALS	NO. OF BILLABLE CHEMICALS	RATE	AMOUNT
Chemical	2	2	\$ 10.00	\$ 20.00
Sub Total				\$ 20.00
Invoice Amount				\$ 20.00
Previous Balance				\$ 0.00
Total Amount Due				\$ 20.00

Note: Fees to be paid as part of Annual Submission of Tier II Report

General Mailing Address
Commonwealth of Pennsylvania
PA Department of Labor & Industry
Bureau of Occupational & Industrial Safety/Pennsafe Program
P.O. Box 68571
Harrisburg, PA 17106-8571

Certified Mailing Address
PA Department of Labor & Industry
Bureau of Occupational & Industrial Safety/Pennsafe Program
651 Boas Street Room 1600
Harrisburg, PA 17121-0750

Any questions should be directed to the Bureau of Occupational & Industrial Safety/Pennsafe Program, PA Department of Labor & Industry, 651 Boas Street Room 1600, Telephone: 717-783-2071 Opt 0, Fax: 717-783-5099, Email ra-li-psaf-patts@pa.gov

If you do not owe any fees, you can print and sign certification letter. Email it to RA-li-psaf-patts@pa.gov