

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

\*The examples in this set of instructions are for a 2020 Annual Report, but the process is similar for Initial, Update, Revision, and future/previous Annual Reports. Annual Reports include **Seven** Sections. Initial, Update, and Revision Reports only have **Six** Sections.

To get started, go to <https://www.lipatts.pa.gov> and login to PATTs

The screenshot displays the PATTs web application interface. At the top, there is a blue header with the Pennsylvania Department of Labor & Industry logo on the left and the text "PA Department of Labor & Industry, Bureau of Occupational & Industrial Safety/Pennsafe Program, 655 East Street Room 1100, Harrisburg, PA 17122-0750, Phone: 717-783-2071 Opt. II, Fax: 717-783-5099" in the center. The word "PATTs" is visible in the top right corner of the header.

The main content area is divided into two columns. The left column contains a registration prompt: "You must register before using this Online Reporting System." with a blue "REGISTER" button and the text "If you have previously registered, please proceed with Log In." Below this is a section titled "SYSTEM REQUIREMENTS" with a bulleted list of instructions regarding browser versions (Chrome 62 or higher, Edge 90 or higher, Firefox 59 or higher), Adobe Acrobat Reader, JavaScript, and cookies.

The right column features a "Log In" section with input fields for "Username" and "Password", a blue "Log In" button, and links for "Forgot Username?", "Forgot Password?", and "Reset Password?".

At the bottom of the main content area, there is a link for "Getting Started Guide for FACILITIES". The footer of the page is a blue bar with the text "Version: 5.3" on the right side.

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

Click 'Continue' in upper-right or on 'Facilities' tab and choose 'List Facilities'

The screenshot shows the Pennsylvania PATTS Tier II Reporting System interface. At the top, there is a blue header with the Pennsylvania Department of Labor & Industry logo and contact information. The main content area is white with a blue navigation bar containing tabs for Home, Facilities, My Account, Billing, and Resources. The 'Regulations' section is active, displaying a 'Continue' button in the top right corner. The page content includes a welcome message, a note about contact information, and detailed reporting requirements for annual and initial reports. It also lists relevant legislation and reporting thresholds for hazardous chemicals.

**PA Department of Labor & Industry**  
Bureau of Occupational & Industrial Safety/Pennsafe Program  
951 State Street, Room 1309  
Harrisburg, PA 17121-0750  
Phone : 717-783-2871 Opt. II, Fax : 717-783-9489

**PATTS** Tier II Reporting Year : 2020  
Welcome Lisa, Department of Labor Industry Last Login: 12/08/2021, 01:39 PM  
Submit User Log Out

Home Facilities My Account Billing Resources

Regulations Continue

Welcome to PATTS, the Pennsylvania Tier II System. Please review the following information before you start any report on this system.

**NOTE: Contact information for questions, as well as a new user video and full user manual, can be accessed by clicking on the Resources tab in the upper left portion of your screen. In addition, the Resources page provides links to numerous sites that can assist you with Tier II reporting in the Commonwealth.**

The Department of Labor & Industry is responsible for the collection and maintenance of Tier II data and related attachments as reported by Pennsylvania facilities and owners/operators. The purpose of this Tier II form is to provide state and local officials with specific information on hazardous chemicals present at your facility for use in emergency preparedness planning.

All facilities are required to maintain a current site plan and a Safety Data Sheet (SDS) for each chemical with their Tier II report. For online submission, the site plan must be submitted as an electronic file in pdf, tif or tiff formats. Site plans must include the facility ID number, name, address, latitude/longitude, directional north, street orientation and the location of the substances being reported. All attachments cannot exceed 5MB.

**Annual Tier II Report Requirements:** A facility must file an **Annual Tier II** report listing the hazardous chemicals that were present at the facility at levels that equal or exceed these thresholds at any time during the previous calendar year. These annual reports and the related fees are due March 1.

**Initial Tier II Report Requirements:** In the event that a new hazardous chemical is brought onsite during the calendar year OR if the quantity of a hazardous chemical that was already onsite reaches the reporting amount, a facility is required to report that chemical within five (5) business days as an Initial report. The fee for an initial chemical report will not be due until the next annual reporting cycle.

We encourage facilities within the Commonwealth to submit their Tier II reports using this online reporting program. Data as entered will be available for your review and for updating as necessary throughout the year. Vital facility information, such as emergency contacts, can also be updated as necessary at any time during the year. By providing this information via online reporting, your current data is available in real time, eliminating the delays resulting from mail time, processing and data entry.

**RELEVANT LEGISLATION**

Under federal SARA Title III, Section 312 and Pennsylvania Act 195 of 1990, Section 207(c).

**Reporting Thresholds:** Minimum Tier II reporting thresholds for hazardous chemicals have been established under Title III, Section 312. These thresholds are as follows:

For Extremely Hazardous Substances (EHSs) designated under section 302 of Title III, the reporting threshold is 500 pounds (or 227 kg.) or the threshold planning quantity (TPQ), whichever is lower.

For all other hazardous chemicals for which facilities are required to have or prepare an SDS, the minimum reporting threshold is 10,000 pounds (or 4,540 kg.).

**Substance Reporting Exemptions:**

Section 311 (e) of SARA, Title III excludes the following substances:

FDA Regulated Products: Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration.

Articles: Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use.

Household Packaged Products: Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public.

Substances used in Research and Development Labs, Hospitals or other Medical Facilities: Any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual.

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

Click on the name of the facility displayed in blue font from your list of facilities that you would like to submit a report for.

PA Department of Labor & Industry  
Bureau of Occupational & Industrial Safety/Pennsafe Program  
651 Boas Street, Room 1600  
Harrisburg, PA 17121-0750  
Phone : 717-783-2071 Opt 0, Fax : 717-783-5099

DEPARTMENT OF LABOR & INDUSTRY

Home Facilities My Account Billing Resources

WELCOME Lara, Department of Labor Industry Last Login: 12/08/2021, 01:05 PM  
Submit User Log Out

### Active Facilities

The following facilities are registered under this username. You can update Tier II information by clicking on the Facility Name

Back All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

<a href="#">Facility ID</a>	<a href="#">Company Name</a>	<a href="#">Facility Name</a>	<a href="#">Address</a>	<a href="#">County</a>	<a href="#">Facility</a>
Facility ID	Company Name	Facility Name	Address	All	
30617	L&I - PENNSAFE	<a href="#">TEST FACILITY, Inc. (ID: 30617)</a>	651 Boas Street, Harrisburg, PA 17121	Dauphin	Active

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

Click 'Add a New Report' located on the right-side of the List Submissions Page.

[Back](#) List Submissions





To create and submit a new report, click on the "Add a New Report" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously completed and submitted report, click on the icon under the "view" column next to the report.

TEST FACILITY, Inc. (Facility ID: 30617)

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	Compliance Notes
307785	2017 Tier II Report Annual	Completed	CHARLES FREEMAN	Report Certifier Name	Unknown	Online			
298867	2017 Tier II Report Update	Completed	System Support		Unknown	Online			

Facility Notes

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

Read through the different Report Classifications and choose the appropriate Report Class that fits your needs. Choose 'Proceed' at the bottom of the page.

My screenshots and example will be for a 2020 Annual. Beginning in January 2022, most of you will be submitting the Annual for 2021 report.

The screenshot shows the Pennsylvania PATTS Tier II Reporting System interface. At the top, there is a blue header with the Pennsylvania Department of Labor & Industry logo and contact information. The main content area is white with a blue navigation bar. The 'Start a New Report' section is highlighted, showing the facility name 'TEST FACILITY, Inc. (Facility ID: 30617)' and a 'Facility Address' field. Below this, there are sections for 'Choose a Report Type' and 'Choose a Report Class'. The 'Choose a Report Class' section is highlighted with a red border and contains an important message: 'IMPORTANT: You must select the option below 'ANNUAL for 2020' to meet regulatory requirements by March 1, 2021.' The options are: 'Annual for 2020 (New/existing facilities with chemicals onsite in previous calendar year)', 'Initial for 2021 (Onsite 5 day new chemical/facility reporting only)', 'Revision' (for correcting errors), and 'Update' (for changes to facility contacts or chemical quantities). A 'Cancel' button is located at the bottom of the form.

PA Department of Labor & Industry  
Bureau of Occupational & Industrial Safety/Pennsafe Program  
651 Boss Street Room 1800  
Harrisburg, PA 17121-5250  
Phone : 717-783-2071 Opt 6, Fax : 717-783-5098

WELCOME LARA, Department of Labor Industry Last Login: 12/09/2021, 8:00 AM  
Submit User

Home Facilities My Account Billing Resources

### Start a New Report

TEST FACILITY, Inc. (Facility ID: 30617)

Facility Address

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 Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year.

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

**IMPORTANT: You must select the option below 'ANNUAL for 2020' to meet regulatory requirements by March 1, 2021.**

- Annual for 2020 (New/existing facilities with chemicals onsite in previous calendar year)
- Initial for 2021 (Onsite 5 day new chemical/facility reporting only)
- Revision Revisions should be submitted to correct errors or omissions in already submitted reports.

If you have already submitted an ANNUAL for 2020 and want to update new information or fix an error on the submitted report, please select an option below.

- Update Update reports should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the **current calendar year**. AN UPDATE SHOULD NOT BE SUBMITTED IN LIEU OF AN ANNUAL, INITIAL OR REVISION REPORT.

Cancel

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

The top of the Annual Report will display 7 Steps. Green check marks indicate no additional information is needed in that step of the report, but it is advised to carefully review all report data even if a checkmark displays. Orange Circles with a White Exclamation Point means additional information or corrections are needed for that Step to be approved and to submit the report.



## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

Step 1: Review | Build-out Facility Information

Step 2: Review Chemical Inventory

Step 3: Review Subject to Status

Step 4: Review Reports Contacts

Step 5: Review Attachments

Step 6: Fee Exemption Questionnaire

Step 7: Submit Report

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

### **Step 1- Review Facility Information:** Required information includes:

- Facility Name
- Company Name
- Street Address
- City
- Country
- County
- Municipality
- Latitude and Longitude in decimal degrees (a map and conversion tool are available to help determine coordinates)
- NAICS (a NAICS search tool is available to assist)
- Is Facility Manned/Unmanned
- Maximum Number of Occupants at one time
- Dun & Brad No (Can enter N/A if none exist)
- Sic Code (an SIC search tool is available to assist)
- Business Phone Number
- 24 Hr. Phone Number (Optional)
- Email address
- Fax Number (Optional)
- Owner/Operator Name
- Street Address
- City
- State
- Country
- Zip Code
- Owner/Operator Phone Number
- Owner/Operator Email Address
- Parent Company Info (Optional)
- Mailing Address Info



## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

### Step 2- Review/Add Chemical Inventory

\*Please Note that a Safety Data Sheet is required for each reported chemical.

To add a new chemical, click 'Add Chemicals' on the right side of Step 2. Chemicals with an Exclamation Point in the **'Is Valid'** column indicates the chemical needs an issue resolved with it, which can be done by editing or by removing and readding the chemical.

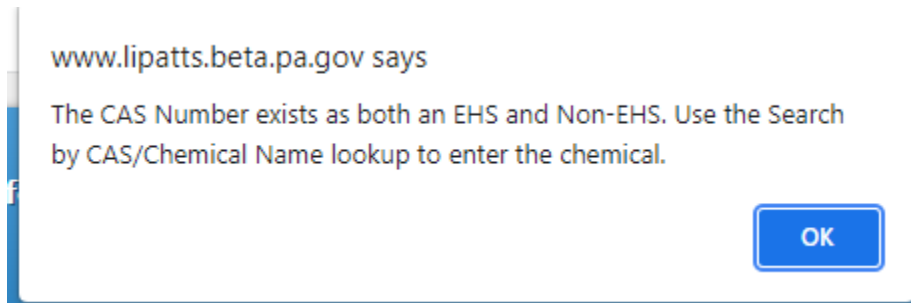
CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt (lbs)	EHS Exceeds TPG	Edit	Delete	Is Valid	Last Modified Date
74986	propane	Pure	Non-EHS	15000	No				3/27/2018 12:22:15 PM
7664939	Sulfuric acid	Pure	EHS	1000	Exceeds TPG				3/26/2018 1:16:12 PM

To Validate or edit chemical information, click on the Paper/Pen Edit Icon in the row of the chemical you wish to validate/edit. Edit information as needed and using the 'Search by CAS/Chemical Name' may be required if chemical is an EHS or in both EHS and Non-EHS Formats.

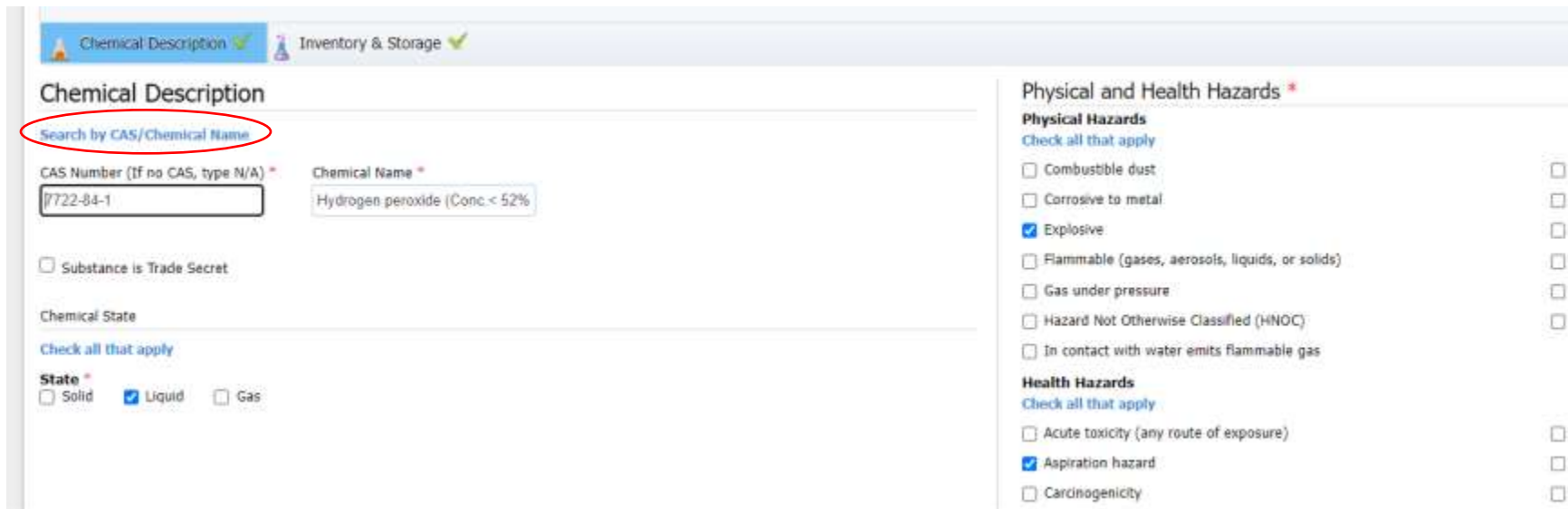
If chemical information looks good, then click 'Save' or edit information as needed. If any error messages appear, follow the instructions that appear to resolve the issue.

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

If you receive an error message like the one below, it means you must use the 'Search by CAS/Chemical Name' tool that is available at the top of the Chemical Description and in the Mixture Component area if the chemical is a mixture component. See screenshots below for examples.



If error message mentioned above is received, click on 'Search by CAS/Chemical Name' then type in the Chemical's CAS Number or Chemical Name and depress the enter key. Then choose the appropriate chemical option you are wishing to report (based on your SDS). You may need to use the 'Search by CAS/Chemical Name' in both the Mixture Component area and the main chemical description area if the chemical is a mixture.



Chemical Description

Inventory & Storage

Search by CAS/Chemical Name

CAS Number (If no CAS, type N/A) \*  
17722-84-1

Chemical Name \*  
Hydrogen peroxide (Conc. < 52%)

Substance is Trade Secret

Chemical State  
Check all that apply

State \*  
 Solid  Liquid  Gas

Physical and Health Hazards \*

Physical Hazards  
Check all that apply

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

Health Hazards  
Check all that apply

Acute toxicity (any route of exposure)

Aspiration hazard

Carcinogenicity

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

Example of 'Search by CAS/Chemical Name' in located in the Mixture Component section.

Does the mixture contain an EHS?  Yes  No  
You cannot Delete EHS Mixture as you have marked mixture components contains EHS

### Mixture Component List \*

CAS Number	Chemical Name	EHS	EHS Name	Maximum Amount Percentage	Max Daily Amt. (lbs)	Range Code	Size < 100 Microns / Powder / Molten / Solution?	Is Valid	Invalid Reason	Edit	Delete
7722841	HYDROGEN PEROXIDE	Yes		50.000	78296.5	[09] 75,000-99,999			Invalid data. Pick the mixture component from the Search by CAS/Chemical Name lookup.		
7732185	WATER	No		50.000	78296.5	[09] 75,000-99,999					

\* This field is only required for non-reactive solid EHSs that have two TPQ values in the list of EHSs. If you report one of these EHSs, you will be prompted to provide input for this item.

#### Add Mix Components

Search by CAS/ Chemical Name

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

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

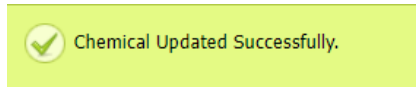
Maximum Amount Percentage \*

[Save Mixture Component](#)

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

The screenshot displays the 'Chemical Description' and 'Physical and Health Hazards' sections of a web application. The 'Chemical Description' section includes a search bar for CAS/Chemical Name (circled in red), input fields for CAS Number (74-99-6) and Chemical Name (propane), and checkboxes for 'Substance is Trade Secret', 'Solid', 'Liquid', and 'Gas'. The 'Physical and Health Hazards' section contains two columns of checkboxes for various hazard types, with 'Flammable (gases, aerosols, liquids, or solids)', 'Gas under pressure', and 'Simple asphyxiant' checked. At the bottom, there are 'Cancel' and 'Save' buttons.

If Chemical Description Information saved correctly, you should get a pop-up message stating so.



If Chemical Inventory & Storage saved correctly, you should also receive a pop-up message stating so.



## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

If you'd rather go with the deleting and readding chemical option to resolve chemical reporting issues, click on the trashcan symbol for the chemical you wish to remove.

Then, choose Add Chemicals located in the top-right corner of the Step 2: Review Chemical Inventory section.

CAS No	Chemical Name	Puro/Mix	EHS	Max Daily Amt. (lbs)	EHS Exceeds TPO	Edit	Delete	Is Valid	Last Modified Date
74986	propane	Pure	Non-EHS	15000	No				3/27/2018 12:22:15 PM

Once all issues are resolved in Step 2, the Chemical Is Valid column should display a green check mark for the chemical. Repeat for each chemical that requires validation or needs updated.

CAS No	Chemical Name	Puro/Mix	EHS	Max Daily Amt. (lbs)	EHS Exceeds TPO	Edit	Delete	Is Valid	Last Modified Date
74986	propane	Pure	Non-EHS	15000	No				12/8/2021 2:26:03 PM
7664939	Sulfuric acid	Pure	EHS	1000	Exceeds TPQ				12/8/2021 2:32:34 PM

Total Results: 2 Rows per page: 10

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

### Step 3: Review Subject to Status

Click 'Edit' on right-side of the Review Subject to Status Section and it will display the Subject to Status questions and some answers are prepopulated and can't be changed. Select 'Save' to save answers to Step 3.

Step 3: Review Subject to Status Edit

The following statuses are reported by the Facility. These statuses may be changed based on Admin Review.

EPCRA Section 312(Annual Inventory)	Active	EPCRA Section 302(EHS Amt>TPQ)	Active
CAA Section 112(r) (RMP)	Inactive	EPCRA Section 313 (TRI)	Inactive

### Subject to Status

TEST FACILITY, Inc. (Facility ID: 30617)

Facility Address

Type: Facility

**EPCRA Section 312 (Annual Inventory)** Active

The facility is subject to 312? [What is this?](#) \*  Yes  No

**EPCRA Section 302 (EHS Amt>TPQ)** Active

The facility is subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? [What is this?](#) \*  Yes  No

**CAA Section 112(r) (RMP)** Inactive

The facility is subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? [What is this?](#) \*  Yes  No

RMP ID

**EPCRA Section 313 (TRI)** Inactive

The facility is subject to Toxic Release Inventory under Section 313 of EPCRA (40 CFR Part 372) [What is this?](#) \*  Yes  No

TRI Facility ID

Cancel

Save

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

**Step 4- Review Report Contact Information to be sure all is correct. Choose 'Edit' if information needs updated.** If a Regulatory/Emergency Contact is deleted, the system will require you to enter another Regulatory/Emergency contact

Step 4: Review Report Contacts - Number of Tier II Contacts: 0 - Number of Emergency Planning Coordinators: 0 - Number of Emergency Contacts: 0

There must be at least 1 Regulatory Point of Contact for a Tier II Report. There must be at least 1 Emergency Contacts for a Tier II Report.

**Facility and Owner/Operator Contacts** Edit

Name	Contact Type	Phone	24 Hr Phone	Email	Move
Facility	Direct Site Communication	717-787-7596		ihge@pa.gov	
Department of Labor Industry		717-787-7596		ihge@pa.gov	

**Regulatory and Emergency Contacts** Edit

Name	Title	Contact Type	Phone	24 Hr Phone	Email	Delete	Move	Is Valid
No items to be listed								

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

### Step 5- Review Attachments

Annual Reports that had chemical information changed also need to have the previous site plan validated by choosing 'Click here' as shown in blue below or have a new Site Plan uploaded. If a new Site Plan needs attached to the report, choose 'Edit' on the right-side as shown in second screenshot below.

Description	File	File Type
Site Plan	PSF-38 REV 12-17.pdf	application/pdf
Site Coordinate Abbreviations		
Safeguard Measures		
Facility Emergency Response Plan		

To add new Site Plan, click on 'Choose File' and then select from your computer's saved documents and then click Save.

Attachment	File	Browse File to Upload
Site Plan (Map) **		Choose File No file chosen
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



## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

### Step 6- Review Fee Exemption Status

Fee Exemption Questions must be answered annually. Choose 'Edit' on right-side and complete the six questions and click 'Save' at the bottom of page.

← 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?**

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

Now scroll to the top of your screen and if Steps 1 through 6 have green checkmarks, then you are ready to submit the report by selecting '**Submit**' at the bottom of your screen.



After Submitting your report, the View Fee Summary Page will display that shows how much you owe. Click 'Proceed with Report'

### View Fee Summary

TEST FACILITY, Inc. (Facility ID: 30617)

2020 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 : 2020

Item	Rate	Quantity	Amount	No of Chemicals
SECTION 312 FEE	10	1	20.00	1
Grand Total			20.00	

Proceed With Report

## Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

An Electronic and Hard-Copy Certification are currently required. Check the box beside the electronic certification and enter the name of the person who will be physically signing the hard-copy certification letter/invoice you will be printing following this current step. Select Submit

**Certify Report**

TEST FACILITY, Inc. (Facility ID: 30617)

Facility Address

I certify under penalty of law that I have personally examined and am familiar with the information, 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.

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 \*

Mickey Mouse      SDOOSF

Telephone Number \*      Date \*

717-214-0852      12/08/2021

Cancel      Submit

After submitting the report, print the Certification Letter by choosing the 'Print Certification Letter' option.

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 Tier II Report Instructions (Includes New Validate Chemical Step)

Example Certification Chemical Inventory Invoice that needs signed and mailed along with check or money order made payable to the PA Hazardous Material Response Fund.

<p><b>General Mailing Address</b>                  Commonwealth of Pennsylvania                  PA Department of Labor &amp; Industry                  Bureau of Occupational &amp; Industrial Safety/Pennsafe Program                  P.O. Box 68571                  Harrisburg, PA 17106-8571</p>	<p><b>Certified Mailing Address</b>                  PA Department of Labor &amp; Industry                  Bureau of Occupational &amp; Industrial Safety/Pennsafe Program                  651 Boas Street Room 1600                  Harrisburg, PA 17121-0750</p>
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**PENNSYLVANIA HAZARDOUS MATERIAL EMERGENCY PLANNING AND RESPONSE ACT TIER II CHEMICAL INVENTORY INVOICE**

<b>Facility ID</b> 30617	<b>Date of Submission</b> 12/08/2021
<b>Report:</b> 2020 Tier II Annual Report	
<b>Facility :</b> <div style="background-color: #4a7ebb; color: white; padding: 5px; display: inline-block;">Facility Address</div>	<b>Amount Due</b> \$ 20

**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.

Mickey Mouse, SDDSF		12/08/2021
Name and Official Title of Owner/operator or Authorized Representative	Signature	Date

Telephone Number : (717) 214-0852

Regulatory POC : ASDFDS@PA.GOV

Email : \_\_\_\_\_

REMIT BY CHECK OR MONEY ORDER PAYABLE TO "Pennsylvania Hazardous Material Response Fund"

Invoice # : 152628

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
<b>Total Amount Due</b>				<b>\$ 20.00</b>

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

<p><b>General Mailing Address</b>                  Commonwealth of Pennsylvania                  PA Department of Labor &amp; Industry                  Bureau of Occupational &amp; Industrial Safety/Pennsafe Program                  P.O. Box 68571                  Harrisburg, PA 17106-8571</p>	<p><b>Certified Mailing Address</b>                  PA Department of Labor &amp; Industry                  Bureau of Occupational &amp; Industrial Safety/Pennsafe Program                  651 Boas Street Room 1600                  Harrisburg, PA 17121-0750</p>
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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-i-psaf-patts@pa.gov](mailto:ra-i-psaf-patts@pa.gov)