



# CITY OF BOSTON

# LEPC

## LOCAL EMERGENCY PLANNING COMMITTEE

December 2010

LEPC Announcement

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### BOSTON LEPC MEETING ANNOUNCEMENT

The next Boston LEPC Meeting will be held on Thursday, December 16, 2010 at 9:00AM at Florian Hall located at 55 Hallet Street in Dorchester. We are pleased to have as our featured speaker Fire Chief Robert J. Donahue of the Massport Fire-Rescue Department. Chief Donahue will speak about "*Operation Ready*", one of the largest full scale exercises of its kind, which was conducted this past May. This exercise involved over 50 agencies with 700 responders and receivers and tested the Emergency Community's ability to respond to a Mass Casualty Incident involving a downed 747 jet in the Boston Harbor. The complexities of putting together this massive project and the lessons learned and shared is a topic that should be of interest to the entire community.

If you would like to attend this meeting, please contact either LEPC Director Fire Captain James Bruynell or LEPC Coordinator Jennifer Ryan as listed below:

Captain James Bruynell  
617-343-3045  
[James.b.bfd@cityofboston.gov](mailto:James.b.bfd@cityofboston.gov)

Jennifer Ryan  
617-343-2051  
[Jennifer.ryan.bfd@cityofboston.gov](mailto:Jennifer.ryan.bfd@cityofboston.gov)

### NOTICE: MARCH 1, 2011 DEADLINE FOR FILING TIER II REPORTS FOR REPORTING (CALENDAR) YEAR 2010

#### What is Tier II reporting?

Under the Emergency Planning and Community Right to Know Act (EPCRA), facilities using, storing or manufacturing more than a certain amount of hazardous chemicals on-site at any time during the reporting year (2010) are required to submit reports on their chemical inventories to state and local authorities. You should determine whether the Tier II regulations are applicable to your facility. Please use the reference table below to assist in this determination.

Further Information

Contacts

- Massachusetts Emergency Management Agency  
[WWW.mass.gov/mema](http://WWW.mass.gov/mema)

- US EPA Tier II  
[www.epa.gov/emergencies/content/epcra/tier2.htm](http://www.epa.gov/emergencies/content/epcra/tier2.htm)

Mayor Thomas M. Menino  
and  
Fire Commissioner  
Roderick J. Fraser Jr.

*Co-Chairman*

Operating organizationally under the Emergency Planning and Preparedness Division in the Boston Fire Department

Deputy Chief  
Gerard T. Fontana

Captain James Bruynell  
*Director*  
[Jamesb.bfd@cityofboston.gov](mailto:Jamesb.bfd@cityofboston.gov)

For more information contact the Boston LEPC at 617-343-3045

## Tier II Reporting Thresholds

Extremely Hazardous Substances (EHS)*	500 pounds (227 kg) or threshold planning quantity, whichever is less.
All other hazardous substances:	10,000 pounds (4,540 kg) for any material that has an MSDS
*You may obtain a list of EHS substances on the EPA website at <a href="http://www.mass.gov/mema">www.mass.gov/mema</a> and clicking on EPA Tier II information or by contacting the State Emergency Response Commission (SERC)	

### How do I file Tier II reports?

The Massachusetts State Emergency Response Commission (SERC), through the authority of EPCRA, *requires* facilities to submit Tier II reports by using the **TIER2Submit2010** software. You can download this application from the EPA Website by using the link found at [www.mass.gov/mema](http://www.mass.gov/mema) and clicking on link "EPA Tier II information".

**Please note that previous editions of Tier2Submit software are unacceptable for 2010 reporting and cannot be used.**

### Where do I submit Tier II reports?

Submit Tier II reports to the following:

1. The Massachusetts SERC. The 2010Tier2Submit file, should be saved in zip format, and then sent by e-mail to **Tier2@state.ma.us**. Please use **"CompanyName2010Tier2.zip"** as the naming convention. If you are unable to e-mail a zip file, you may e-mail an original .t2s file to the same email a .zip file, you may email an original .t2s file to the same email address. Please use the same naming convention e.g.: **"CompanyName2010Tier2.t2s"**.
2. Your local emergency planning committee (LEPC).
3. Your local fire department.

**Note:** For facilities reporting to the City of Boston LEPC, duplicate copies **DO NOT** have to be sent to the LEPC and the Boston Fire Department. This does not apply to Logan Airport MassPort Title III facilities, in this case one copy to City of Boston LEPC and one copy to MassPort Fire/Rescue. It is advised that you send your report via email using the Tier2Submit2010 software.

The City of Boston LEPC office can receive Tier II reports via email at [lepc.bfd@cityofboston.gov](mailto:lepc.bfd@cityofboston.gov) by using the Tier2Submit2010 software. Please use the same naming convention as your state submission.

The City of Boston's Local Emergency Planning Committee's records, reports and plans for chemical emergencies and facilities storing hazardous materials are available for viewing during normal business hours Monday through Friday. Please contact LEPC Coordinator Jennifer Ryan at (617) 343-2051 for further information.

### **New Requirements For Tier II Reports**

At its meeting of June 23, 2009, the State Emergency Response Commission (SERC) voted to require each facility submitting a Tier II report to also provide the exact quantity of each chemical stored in its facility, a facility e-mail address and transportation data for each chemical reported.

At its meeting held June 8, 2010, the SERC further clarified the transportation data requirement to include:

#### **Route information:**

- Routes of travel: While routes of travel may change on occasion, you are required to report the pre-planned routes and most commonly used routes from the closest major Massachusetts highway to the facility.
- Name of carrier(s) along with the carriers' address, telephone number, emergency contact's name, telephone number and 24-hour number.

#### **Shipment information:**

- Mode(s) of shipment
- Frequency of shipments
- Maximum capacity per single vessel
- Maximum total quantity per shipment (in pounds)
- Average total quantity per shipment (in pounds)
- Physical state of the chemicals in transit

**These requirements become mandatory on the reports due March 1, 2011 for the Reporting Year 2010 (RY2010).** If your facility fails to provide this information in your RY2010 Tier II report, your report will not validate and you will be unable to submit your Tier II report electronically.

### **From the Director's Desk**

The LEPC plays an important role in the Tier II reporting process. Each year, our Title III inspector visits every reported Title III facility in the City of Boston. At last count there were over 300 of these facilities. Probably the most important aspect of this pre-incident inspection is to collect first hand information about the chemicals and protective features at each facility and bring this information back to be stored and used by first responders. Toward this end it also helps protect your facility and its staff. If your facility has moved from the City of Boston, has relocated to another location in the city, ceased operation or no longer meets the threshold requirements for reporting, please notify us in writing or e-mail the reason for removal and the name of an authorized agent for your business or facility.

It also goes a long way if you have the proper permits and licenses on display for our inspector's visit. A legible site plan can be of enormous value to first responders should they have to respond to your facility off hours.

### **Report from June 2010 LEPC Meeting**

Back in the spring on June 16, 2010, when the weather was a lot warmer, the Boston LEPC convened at the Bunker Hill Community College lecture hall. The attendees at the meeting were representative of a good cross-section of the medical, hospital, educational, private industry and law enforcement fields as well as other visiting LEPC members. The Boston Fire Department's Chief of Department Ronald Keating opened the meeting with some introductory remarks and introduced the featured speaker for the event, Secretary of Public Safety and Security Mary Elizabeth Heffernan. Secretary Heffernan spoke of how in times of a budgetary crisis why interoperability between different agencies is beneficial to the community and that regionalization of resources is becoming the accepted manner of dealing with unexpected crises and the importance of inter-jurisdictional cooperation. Secretary Heffernan also spoke of how technological changes have enhanced the level of public service to the communities and as an example she mentioned the new 911 system in several towns on the South Shore.

After a quick break, Fire Lieutenant John Hardiman of the Mayor's Office of Emergency Management gave an excellent explanation and display of the benefits and operation of the WebEOC which is now used at all major events throughout the State. I wish to thank all our presenters and Bunker Hill Community College for their part in making this meeting a huge success.

### **Upcoming EPCRA Workshop for January 2011**

The Boston Fire Department's Emergency Planning and Preparedness Division is proud to sponsor an Emergency Planning and Community Right-To-Know Act (EPCRA) workshop. The work shop will take place on Tuesday, January 18 at Florian Hall. Presenting the seminar will be Leonard Wallace of the Environmental Protection Agency (EPA). Some of the topics covered in last year's workshop are: what constitutes an extremely hazardous substance facility, annual chemical inventory reporting, electronic reporting using Tier 2 submit, reporting a chemical release/accident and coming into compliance without a penalty. For more details, contact the EPA, MEMA or your local LEPC. All e-mail addresses are listed in the blue margin at the left side of the newsletter.

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