



STATE OF FLORIDA

# DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT  
Governor

BRYAN W. KOON  
Director

## MEMORANDUM

TO: Owners / Operators Subject to the **Emergency Planning and Community Right-To-Know Act (EPCRA)** Reporting Requirements

FROM: State Emergency Response Commission (SERC) for Hazardous Materials

DATE: January 20, 2012

SUBJECT: **REVISED 2011 Annual Registration Filing Deadline**

Your company is registered with the SERC under the obligations of [the Emergency Planning and Community Right-To-Know Act \(EPCRA\)](#). The following information is being provided to assist you with meeting Florida's annual reporting requirements as provided in the Florida Emergency Planning and Community Right-to-Know Act ([Chapter 252, Part II](#), Florida Statutes) and implementing rule ([Chapter 9G-14](#), Florida Administrative Code).

Owners or operators of facilities subject to Sections 302 and/or 312 reporting requirements of this Act must submit a Consolidated Annual Registration form ([HMP-02-00](#)), annual registration fee and [Tier II Chemical Inventory report](#) to the Commission post-marked no later than **March 1, 2012**.

The preferred method of reporting is to use online filing available at: [www.floridahmis.org](http://www.floridahmis.org). Owners or operators that have previously filed online can do so using their existing username and password. Those using this filing option for the first time can create their own unique username and password using the Master Account and Master Password numbers provided on the attached document. **Filing the Tier II report online does not fulfill the requirement to send copies to the Local Emergency Planning Committee and to the fire department that responds to your facility. DEM continues to pursue a change to the requirement and anticipates March 2013 on-line filing will satisfy ALL requirements.**

The second option for filing is to submit paper forms to the SERC. State approved forms are available at: [www.hazmat.floridadisaster.org](http://www.hazmat.floridadisaster.org). Also, note that printed copies using Tier 2 Submit will be accepted provided that the maximum amounts are listed in pounds. **Using this option also requires a copy of the Tier II report be submitted to their Local Emergency Planning Committee as well as to the local fire department.**

For information on Florida's EPCRA filing requirements, reporting instructions and forms, please visit the Commission's website at: <http://hazmat.floridadisaster.org>. If you have questions or need assistance, please contact the Commission's staff at (850) 413-9970 (toll free in Florida at (800) 635-7179) or contact your Local Emergency Planning Committee representative (contact information available at: <http://www.floridadisaster.org/hazmat/LEPC/>).

PW/sb

Enclosures