

# Business Bulletin

## Hazardous Materials Regulations

(Emergency Planning and Community Right-to-Know Law)

**W**ILL YOUR BUSINESS be using or storing hazardous materials? If yes—or you're not sure—you need to read this bulletin. The Emergency Planning and Community Right-to-Know Law may apply to your business.

### What is the law?

The federal Emergency Planning and Community Right-to-Know Law requires many businesses to report their storage of hazardous substances to local and state authorities. These reporting requirements ensure the safety of your business and your community if the materials become part of an incident on site (fire, flood, earthquake, etc.), or are released off site. Although these laws do not affect or pertain to your application for a Washington business permit or license, you may need to comply with this law within 60 days of when you bring a hazardous substance on site.

### How do I know if I use hazardous substances?

Hazardous substances are not identified on any one list. Substances commonly used in any type of business activity may need to be reported. If your business receives or maintains a material safety data sheet (MSDS) for any chemicals stored or used in the work place, your business may be subject to reporting requirements.

For more information about what may or may not be classified as a hazardous substance, contact the Department of Ecology at (800) 633-7585, Option 2. Additional information including reporting forms and software are available at [www.ecy.wa.gov/epcra](http://www.ecy.wa.gov/epcra).

### How much of a hazardous substance is considered a "reportable quantity"?

Your business may be subject to Community Right-to-Know reporting if:

- You store more than 10,000 pounds of any one hazardous substance at a time (like gasoline), or
- You store more than the reporting threshold quantity of an extremely hazardous substance (EHS) at one time (these quantities are identified in the law and are typically 100 pounds or more).

These requirements do not apply to substances packaged for retail sale to the general public. Other exemptions may also apply.

### What do I have to do?

Information about the chemicals must be reported to:

- Your local fire department;
- Your local Emergency Planning Committee; and
- The State Emergency Response Commission.

If you have EHS's, you may be asked to participate in the local emergency planning process. Additional reporting requirements may apply to some business types or if your business has a release or spill.

### Where can I get more information?

To request the pamphlet, The Emergency Planning and Community Right-to-Know Act, A Guide for Businesses, complete the request form below, fold this sheet in half, tape it closed, stamp it, and drop it in the mail.

Please send the pamphlet, Emergency Planning and Community Right-to-Know, A Guide for Businesses.

Name: \_\_\_\_\_

Phone No. (optional) \_\_\_\_\_

Firm Name: \_\_\_\_\_

County in which business is located: \_\_\_\_\_

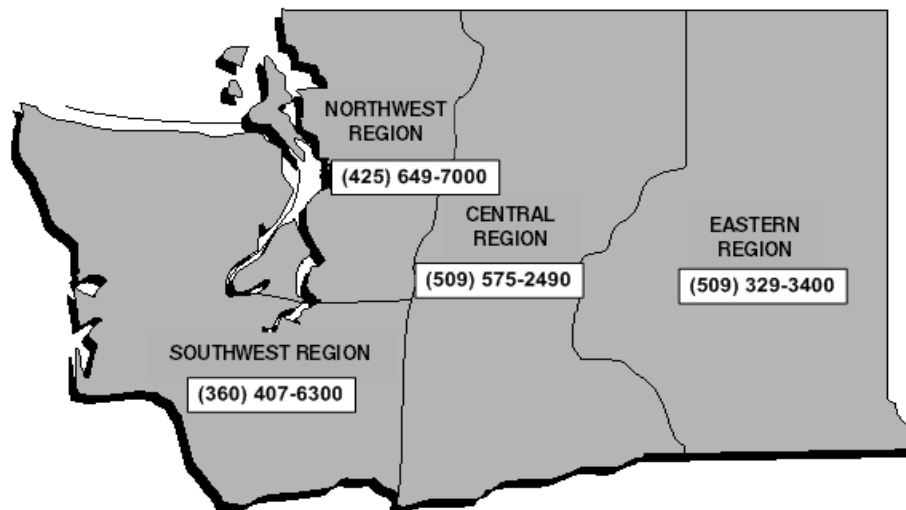
Address: \_\_\_\_\_

\_\_\_\_\_



Place  
Stamp  
Here

Hazardous Substance Information Office  
Department of Ecology  
PO Box 47659  
Olympia WA 98504-7659



**Northwest Region (425) 649-7000**  
**Southwest Region (360) 407-6300**

**Central Region (509) 575-2490**  
**Eastern Region (509) 329-3400**