



ENERGY AND ENVIRONMENTAL MANAGEMENT BULLETIN #FY14-001

Subject: Emergency Preparedness and Community Right-To-Know Act Toxics Release Inventory Reporting

Reference: (a) Emergency Preparedness and Community Right-to-Know Act Toxics Release Inventory Reporting - TRI-MEweb Online Reporting System (40 CFR §372.85(c))

Effective: Immediately

Cancellation: Effective until cancelled, suspended, or incorporated in a new publication of the Energy and Environmental Management Manual (E&EMM).

1. Purpose. To notify all Departmental personnel of changed or newly enacted energy or environmental requirements.
2. Background. In response to concerns about local preparedness for chemical emergencies, Congress passed the Emergency Planning and Community Right-to-Know Act (EPCRA) in 1986. EPCRA establishes requirements for federal, state and local governments, Indian tribes, and industry regarding emergency planning and “Community Right-to-Know” reporting on hazardous and toxic chemicals. The Community Right-to-Know provisions help increase the public’s knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment.

Section 313 of EPCRA establishes a requirement for Toxics Release Inventory (TRI) reporting, to manage certain toxic chemicals that pose a threat to human health and the environment. Facilities in different industry sectors must report annually how much of each chemical they recycle, recover, treat, and release. TRI reporting forms must be submitted to the Environmental Protection Agency and the appropriate state by July 1 of each year for the previous calendar year. Chapter 8 of the Department’s E&EMM provides additional information.

APPROVED FOR RELEASE AND DISTRIBUTION TO ALL OPERATING UNITS	
By:	Date Signed:
	JUL 02 2014
Richard L. Townsend Director, Office of Facilities and Environmental Quality	Page: 1 of 2

ENERGY AND ENVIRONMENTAL MANAGEMENT BULLETIN #FY14-001

Prior to 2012, facilities reported via paper format. In 2012, the Environmental Protection Agency put in place a voluntary electronic on-line reporting system, TRI-MEweb. Effective for 2014, reporting via TRI-MEweb is now a mandatory requirement.

3. Applicability. Facilities are required to report their toxics release inventory if the facility has ten (10) or more full-time employees, and any one of the below is true:
 - a. the facility manufactured (including importing), or processed a toxic chemical (TC) in quantities in excess of 25,000 lbs., over the course of a calendar year;
 - b. the facility otherwise used a TC in quantities in excess of 10,000 lbs., over the course of a calendar year; or
 - c. the TC is a persistent, bioaccumulative, and toxic (PBT) material and the PBT-specific threshold related to manufacturing (including importing) and established in 40 CFR Part 372 is exceeded.
4. Requirements. Effective for Calendar Year 2013, TRI reporting is mandatory using TRI-MEweb, except for proprietary information, which still must be submitted in paper form. Refer to reference (a) for instructions on using TRI-MEweb. The website can be found at <http://www2.epa.gov/toxics-release-inventory-tri-program/tri-meweb-resources>.
5. Responsibilities.
 - a. Office of the Secretary:
 - (1) The Office of Sustainable Energy and Environmental Programs shall provide technical advice upon request.
 - (2) The Office of Space and Building Management shall manage compliance with this requirement at the Herbert C. Hoover Building.
 - b. Operating Units:

Operating Units shall manage compliance with this requirement at their applicable facilities.