December 29, 2009

SPECIAL NOTICE OF NEW REQUIREMENTS
FOR COMPANIES IN CHICAGO

**Re: Tier Two Hazardous Chemical Inventory Reporting
for Chicago Companies**

Many facilities are required to file a Tier 2 Hazardous Chemical Inventory Report, which is a U.S. EPA requirement. **By March 1 each year**, owners or operators of facilities that have hazardous chemicals on hand in quantities equal to or greater than set threshold levels must submit Tier Two report forms. The forms are submitted to the local (Chicago) and State Emergency Planning Agencies. In Illinois, the state submittal must be done online.

The City of Chicago adopted new regulations in February 2009 for Tier 2 reporting. The new regulation supplements the 2008 ordinance adopted by the City.

- A detailed emergency preparedness diagram is required of Tier 2 filers in Chicago. The diagram now needs to show the location of all hazardous chemicals that are required to have an MSDS under OSHA, not just the reported Tier 2 chemicals.

- The City can inspect and enforce the Tier 2 requirements, including fines and possible suspension or revocation of the facility's Hazardous Materials license.

- Facilities must maintain written records for at least three years to document the quantities of hazardous chemicals present.

Many companies have been fined by the U.S. EPA for failing to file this report. Now the City of Chicago will also be involved with enforcement.

Our professional staff is available to assess your situation and to prepare the necessary report. We have considerable experience in preparing these reports for facilities of all sizes.

If you would like our assistance, or copies of the blank forms, please call.

Jill A. Meyer, PE

PS: The new regulation and the City ordinance is on our web site: *Admiralenv.com/other.htm*
Additional details can be found at Chicago's web site: *cityofchicago.org*
and search for "Tier II Reporting". Please note, the February 2009 regulation
may not be reflected on that Tier II website yet.