

# Massachusetts Hazconnect User Guide

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## Background

The Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 was authorized by Title III of the Superfund Amendments and Reauthorization Act to help communities plan for chemical emergencies. It requires industry to report on the storage, use, and releases of certain chemicals to federal, state, tribal, territorial, and local governments. It also requires these reports to be used to prepare for and protect their communities from potential risks.

## Submitting Reports

- In Massachusetts Tier II reports are submitted online at Massachusetts Hazconnect: <https://massachusetts.hazconnect.com/Account/Login.aspx>. **The required annual Tier II reports must be entered after the first week of January, so the system is updated for the current reporting year and are due by March 1 of each year.**
- This only satisfies the Tier II reporting to the Massachusetts SERC. Reports are sent separately to the local fire department and LEPC.

Note: Please contact the LEPC and Fire Department for your community regarding their reporting requirements.

- Please note that the Hazconnect System is different from the U.S. EPA's Tier II Submit software. EPA tier II Submit software is not required for EPCRA and does not satisfy the reporting requirements. The EPA tool can be used to validate information, but it is optional.
- If you plan to use the EPA tool, Tier II reports should be submitted to the SERC via Hazconnect first. This ensures the reporting requirements have been met, and the Hazconnect exported files can be uploaded to the EPA Tier II Submit tool to reduce the number of manual entries needed. **However, EPA Tier II Submit files cannot be uploaded to the Hazconnect system. All data entered into Hazconnect must be manually entered.**

## Massachusetts Hazconnect System

- Website Link: <https://massachusetts.hazconnect.com/Account/Login.aspx>

## Hazconnect System Requirements

- You need to use Chrome 62 or higher, Edge 90 or higher, or Firefox 59 or higher. Using older versions may create problems

## Hazconnect System Registration

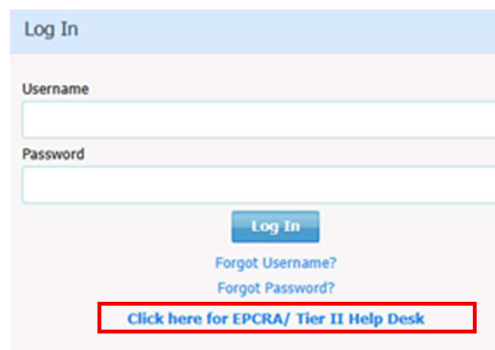
- All Hazconnect System first time users must register to use the System. Registration is a one-time process; **if you have already registered to use this system you do not need to do so again.**
- Please note that only individuals may register to use this system. It is recommended that the individual who registers be the individual who will submit the Tier II report for the facility.
- **For consultants** who wish to register on behalf of their client facility, we require an 'authorization email' from the facility stating the consultant(s) is authorized to access the facility records.
- This 'authorization email' must be sent **by the facility** to [tier2@mass.gov](mailto:tier2@mass.gov) and contain the name(s) of the consultant(s), the name and address of the facility, and contact information (name, address, phone number, and email address) for the primary point of contact at the facility.
- Please enter 'Hazconnect System Consultant Authorization' in the email subject line.

## Registration Steps

- Click 'Register'. The system will be set up to Reporting Facility/Business User. **do not change this setting.** Click 'Next', which will bring you to the New User Registration page. Fill in all \* fields per given instructions; please note that you will set your own username and password. All passwords must follow this format: 8-12 characters with a mix of uppercase, lowercase, numerals and special characters (! @ # % \$). **You cannot use any spaces.**
- **For consultants** (after the above-referenced 'authorization email' has been sent and approved). Enter your company's business information. In addition, please send an email to [tier2@mass.gov](mailto:tier2@mass.gov) that references your registration request and includes a list of the facility names you will be submitting reports for. For one or more facilities please submit a ticket to the help desk with facility ID #s and facility names.
- Once complete; click 'Submit'.
- You will then receive an email that your registration information has been sent for approval and that you will be contacted shortly.
- Once approved, you will receive an email stating you have been registered; you may now log into the Hazconnect System with your username and password.

## How to Transfer to New User

- Each facility can only have one username assigned to it. If your facility needs to be assigned to a new user, have that person register for an account, however, **Do not make new facility**. Instead, once the new user's account has been approved, submit a support ticket with the new username and facility number/name and request the facility be transferred.
- The link for the help desk is found on the top right corner of the Hazconnect login screen. It is labeled: **"Click here for EPRC/Tier II Help desk"**



The image shows a login interface with the following elements:

- Header: Log In
- Form fields: Username and Password
- Buttons: Log In, Forgot Username?, Forgot Password?
- Link: Click here for EPCRA/ Tier II Help Desk (highlighted with a red box)

- You can use the other links to reset your password or for assistance with your username.

## User Notes

- Only one username can be set up for your facility account.

- If your account is disabled, you will see a message when you try to log in. This could happen if you have not used your account for more than one year and a half. Please submit a ticket to have the account reactivated.
- To sign out of the system, click the Log Out button on the right-hand side frame. You will be logged out of the system safely.
- Click the SAVE button often to ensure work is not lost if the system times out due to inactivity.

## Create an Annual Tier II Report

### First Time Reporting

- If your facility has **NOT** submitted a prior year Tier II report via the Hazconnect System:
  1. Log-in
  2. Click Continue
  3. This will bring you to the Active Facilities page
  4. Click on “Add a Facility”
  5. Enter all required information and save
  6. This will bring you to the List Submissions page
  7. Click the drop-down box to select the report type
  8. Select “(Year) Annual Tier II Report”
  9. Click Proceed
  10. This will initiate your annual report and bring you to the Edit Report Homepage
  11. Enter all facility, contact, and chemical information

### Existing Facilities

- If your facility **HAS** submitted a prior year Tier II report via the Hazconnect System, it is very important that you choose the correct report type to submit the required

annual report. **Select “(year) Annual Tier II Report.”** The year will be the previous year, because you are reporting for the last full year. For example, if you are submitting during the reporting period starting January 2025, your report will be “2024 Annual Tier II Report.” The facility’s data will be pre-populated from the last Tier II report submitted.

NOTE: if you choose “new” report, the data will not populate and the Hazconnect system will not show an annual report for the facility.

1. Log In
2. Click, “continue”
3. This will take you to the facility list page
4. Click on the facility
5. Verify all the information
6. If you need to update any information, click on the “edit” button located on the right side of each section
7. If you need to update the chemical section, click on the chemical first, then the edit button

## Transportation Report Fields

- For non- EHS chemicals, leave the fields blank.
- For all EHS chemicals provide the following information below:

### Mode of Shipment:

- Check all modes of shipment that apply.

## State Emergency Response Commission

### Frequency of Shipment:

- Provide an average frequency of shipment for the most frequently used mode of shipment.

### Per:

- Select the choice that applies (the drop-down menu choices are Week; Month; and Year).

### Maximum capacity per single vessel:

- Provide this information for the vessel that supplies the largest quantity of EHS. Vessels may be a truck, van, rail care, barge, etc.

### Physical State in Transit:

- Select the choice that applies. 'State' may be Liquid, Gas, or Solid.

### Maximum Shipment Quantity (lbs.):

- Provide this information for the largest shipment received at one time.  
Average Quantity (lbs.):
- Provide this information (average received per year).

### Comments:

- Provide both the pre-planned and usual route of travel; identify the most used route for deliveries to your facility from the nearest Massachusetts state highway.

### Carrier:

- Please identify your current and primary carrier. This information would also need to be entered in the 'Facility Records – Contacts' tab.

## Sample of Response to Transportation Report Fields

- In the reporting year, ABC Company received the following deliveries of an EHS Chemical (93% Sulfuric Acid): A single Tank Truck containing 40,000 pounds, one delivery per month by Truck of (2) 55-gallon drums (500 pounds each) and two deliveries per year via Truck of (5) one-gallon containers (10 pounds each).

Given this delivery schedule, the shipment information may be completed as follows:

- Mode of Shipment: "Tank Trucks" and "Trucks"
- Frequency of Shipment: 1 per month (Average frequency for the most frequently used mode)

Per: Month (Average frequency for the most frequently used mode)

- Maximum Capacity (per single vessel): 40,000 Pounds (Maximum amount contained in the tank truck)
- Physical State in Transit: Liquid
- Maximum Shipment Quantity (lbs.): 40,000 Pounds
- Average Quantity (lbs.): 3,473 Pounds (52,100 pounds total divided by 15 total deliveries)
- Comments: The most used route for deliveries to the ABC Company is the (identified MA State Highway)
- Carrier: The ABC Company's current and primary carrier is ABC Trucking

## Submitting Attachments

- The Massachusetts SERC does not require Tier II report filers to submit facility site plans with their Tier II reports however, it is encouraged. Your local fire department will need this information.
- The Hazconnect system limits the size of each attachment to less than 2MB.
- Facility site plans are most likely exempt from public records production under the Massachusetts Public Records Law (see [Exemption 'n'](#)).
- In the System, you may only upload 1 document per attachment type. The Hazconnect System has four attachment types: Site Plan; Site Coordinate Abbreviations; Safeguard Measures; and Facility Emergency Response Plan. If you have multiple documents per attachment 'type', combine them into a single document and then upload it as a single file.

## Submit the Annual Report

- Once all information has been entered, scroll down to the very bottom of the screen and click, "submit"
- If there is no submit button, check for missing information
- At the top of the Edit Report Homepage there are tabs for each section. If all required information was entered, you will see a green checkmark. If there is missing information, there will be an orange circle with an exclamation point:



- When all tabs have green checkmarks, scroll down to the bottom of the page and submit

## Revise or Update a Submitted Report

If after a report is submitted you find there is an error, or something changes during the year, you can revise/update the report.

1. Log-in
2. Click Continue
3. Click on the Facility Name
4. Click on "List Submissions"
5. Click 'Add a New Annual/Revision/Update' Report
6. Under 'Choose a Report Type', select 'Tier II Report'
7. Under 'Choose a Report Class', either select 'Update' or 'Revision'
8. Updated and revised Reports are set to the calendar year
9. Click Proceed
10. Update/Revise the report as needed and click submit.

**Note: Be sure to provide the updated/revised report to your Local FD and LEPC per their reporting requirements**

- Once you have determined who at your FD and LEPC should receive this report and in what format, you may export the report to whichever format they need Copy; PDF; or a Tier II Submit (t2s) compatible file.

## Creating Files for Distribution

### Create a PDF hard copy of your report

1. Log-in
2. Click Continue
3. On the Active Facilities page, click on your facility
4. Click on "List Submissions"
5. Find the report you want to export and click "view"
6. On the view Report Homepage click "Print Report"
7. This will create a PDF that you can save to your computer and print.

### Create a .t2s compatible file

If your fire department/LEPC requests the file be sent in a .t2s format or you want up upload to the EPA Tier II Submit tool for validation, export the report file.

1. Click on the facility
2. Click on "List Submissions"
3. Do not click on the report. One of the columns on the List Submissions page

is titled, "Export to Tier 2 Submit" and has a link in the box for each report.

Click on the link

4. A message will appear informing you that the report will be created offline and you will be notified by email once the Tier 2 Submit file is ready.
5. This process should only take a few minutes. If you do not receive an email from the System in a few minutes, please check your "junk email" folder
6. Once you receive the email about your Tier2 Submit file, log back into the system.
7. Under the My Account Menu select, "List OfflineTier2 Submit"
8. Find the file you exported and click view. This will download a Cameo .t2s file.
9. Save the file to your computer. You can change the name of the file, but be sure to keep the .t2s at the end.

**Note:** The .t2s file can't be viewed, unless you have Cameo on your computer and you import it to the Cameo tool. This is a free download from the EPA website.

## EPA Tier II Submit Tool

.t2s files generated from Hazconnect can be uploaded to the EPA Tier II Submit software tool which will load most of the data for you.

[https://www.epa.gov/epcra/tier2-submit-software.](https://www.epa.gov/epcra/tier2-submit-software)

1. Open the Tier II Submit software

2. Click Start Tier2 Submit
3. Click File, then Import/Export
4. Search your computer to find your file
5. Once found, double-click the file
6. The software should import this file, and you should receive a message 'import of records is complete'
7. Click done
8. You should now be able to view the file,
9. To validate the data click file, then Make Validation Report
10. Select Current Record and click Make Report
11. Click View Report. This report will either state whether items are missing (errors found) or will state no errors found and the facility passed the validation check. If converting a Hazconnect file to a Tier II Submit file, you may receive Tier II Submit validation errors for: attachments not being included; latitude and longitude coordinates; NAICS codes; email address not included, or facility contact last name.
12. If errors are found, filers must update the software report as needed. If attachments do not appear, you must re-attach the file.
13. Once this is done, you should run a second validation report
14. Once the report has no errors, you can create the submission

15. To do this click File, then Create Submission

16. Select Current Record and Start Submission Validation. This should indicate the check passed and you can click Create Electronic Submission File. You can then save the file to your computer and send this file to your FD/LEPC per their reporting requirements

## Frequently Asked Questions

**Q: I have multiple site plan files. Can I attach multiple files?**

A: You can only upload 1 document per attachment 'type'. The Hazconnect System has four attachment types: Site Plan; Site Coordinate Abbreviations; Safeguard Measures; and Facility Emergency Response Plan. If you have multiple documents, combine them into a single document and then upload the single file. There is a 2MB limit per file.

**Q: I am not sure how to add/edit/delete mixtures.**

**To Add:**

1. Enter N/A in the CAS field.
2. Enter the product or generic name in the Chemical field. For example, Lead Acid Battery.
3. Select that the chemical is a Mix under Chemical Format. A mixture section will appear.
4. Answer Yes/No to whether the mixture contains an EHS.

If you answer yes, enter the EHS chemical information and click 'Save Mixture Component'. The mixture component will be added to the Mixture Component List.

If you answer No, there is no EHS as a mixture component, then you are not

required to submit mixture details, but you may.

5. Add as many mixture components as you want.

6. Click Save at the bottom of the page.

### **To Edit:**

Identify which mixture component you want to edit. Click the pencil/pad icon to edit. The area at the bottom will be populated with that record. Make the changes and click 'Save Mixture Component.'

### **To Delete:**

Identify which mixture component you want to delete. Click the trash can icon to delete. The mixed components will disappear.

**Q: I am not sure how to report the Hazards Category on the Tier II Report.**

A: You can select all hazards that apply to the chemical you are reporting. You should consult the SDS (Safety Data Sheet) for hazard information. For SDS (Safety Data Sheet) technical questions please contact OSHA (see the Resources section of this document).

**Q. How do I know if the chemicals store at our facility are required to be reported?**

A. Go to the EPA website and select the "Consolidated List of Lists." This document lists the most common chemicals that need to be reported and the quantity thresholds. For any other information, contact the EPA

Q: Does the Massachusetts SERC charge a filing fee to submit Tier II reports?

A: No. However, your local LEPC might have fees.

Q: Does SERC require submission of Safety Data Sheets with Tier II reports?

A: No

Q: Are the files from Massachusetts Hazconnect system compatible with EPA Tier 2 Submit tools?

A: Massachusetts Hazconnect files can be used to upload to EPA tier 2 submit tool. However, the files from Tier 2 Submit **CAN NOT** be uploaded to Massachusetts Hazconnect system.

## Tier II Resources

### Federal

- U.S. EPA's EPCRA website: <https://www.epa.gov/epcra>
- EPA Tier II FAQ website: <https://emergencymanagement.zendesk.com/hc/en-us>
- EPA Tier II Submit software: <https://www.epa.gov/epcra/tier2-submit-software>
- You may obtain a list of EHS substances on the EPA website here:  
<https://www.epa.gov/epcra/final-rule-extremely-hazardous-substance-list-and-threshold-planning-quantities-emergency>
- OSHA Regional Offices: <https://www.osha.gov/oshdr/ma.html>
- Cameo download: <https://www.epa.gov/cameo>
- Consolidated List of Lists: <https://www.epa.gov/epcra/consolidated-list-lists>

## Massachusetts Contacts

- For questions regarding submissions: [Tier2@mass.gov](mailto:Tier2@mass.gov)
- Massachusetts SERC website: <https://www.mass.gov/service-details/massachusetts-state-emergency-response-commission-serc>