



Massachusetts SERC

State Emergency Response Commission

Massachusetts Tier II Reporting

Massachusetts Tier II Reporting

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Tier II Reporting - General

- All facilities covered by EPCRA guidelines are required to submit chemical reports to the State Emergency Response Commission (SERC), the Local Emergency Planning Committee (LEPC), and the local fire department annually.
- Changes can, also, be made through out the year as needed. An annual report would still need to be submitted during the reporting period.
- Tier II reports are submitted by location. If a company or municipal/state agency has multiple sites within the state, reports for each facility must be submitted.

Tier II Reporting - General

- All buildings on the site are part of one report. It is recommended that a site map with the storage areas identified be submitted for use by the fire departments if there are multiple structures.
- If you choose to use a contractor for Tier II reports, a letter authorizing them to submit on behalf of the company must be sent to the Tier II team.
- Changes to the facility (name change, closure) require a notification be sent, so the status of the facility can be updated in the system.
- Notifications of changes can be sent to the tier2@mass.gov address.

Annual Reporting

- The reporting period is from **January 1 to March 1** each year.
- The annual report is data from the previous year. For example, an annual report submitted on February 1 2025 will show up as “Annual Report 2024.”
- In Massachusetts, the SERC receives the reports through submissions in the Massachusetts HazConnect Tier II system. There is no need to email a copy of the report to the SERC.
- The HazConnect Tier II tool is a web-based system that stores hazardous chemical inventory reports (Tier 2). The reports are accessible to the submitter/user at any time.

Annual Reporting

- In HazConnect, ensure the **“Annual”** report type is selected. This will populate the existing information from the last report submitted for the facility.
- If “New” is selected it will generate a new blank form for the current year, instead of an annual report for the previous year. This option should only be used for facilities that have never filed a report in the MA HazConnect system.
- Verify the information in the report. Changes can be made to the information, and attachments can be added as needed. The button to submit the report is at the very bottom of the screen.
- If there are no changes, simply submit the report.

Annual Reporting

- Once a report has been submitted, it can be exported into a Cameo file (t2s), PDF, Excel or XML format to provide to the LEPC/REPC and Local Fire Department. Contact your local organizations/agencies to determine the format needed.
 - While it is **not required**, the EPA Tier II Submit tool, which is a free download from the EPA website, can be used to validate information.
 - It is important to enter the information into the Massachusetts HazConnect Tier II system ***first*** to satisfy the EPCRA requirement. Once completed, an exported file can be dragged to the EPA Tier II Submit tool and most of the information will upload automatically. It does not work the other way.
- *** If you submit in the EPA tool first, you will need to manually enter all the information into the MA HazConnect system*****

Guidance

The MEMA website has a link to the Massachusetts SERC site with Tier II resources

There is a user guide and helpful links found here:

Learn about Tier II Reporting to the SERC

Facilities covered by the EPCRA reporting requirements must submit Tier II reports to their: Emergency Planning Committee (EPC), their Local Fire Department, and the SERC annually.

The Massachusetts SERC receives Tier II reports through submissions to the Hazconnect® System. Filers must contact their Local Fire Department and EPC regarding their respective reporting requirements.

Additional Resources

[Hazconnect® Tier II System website](#)

[U.S. EPA EPCRA website](#)



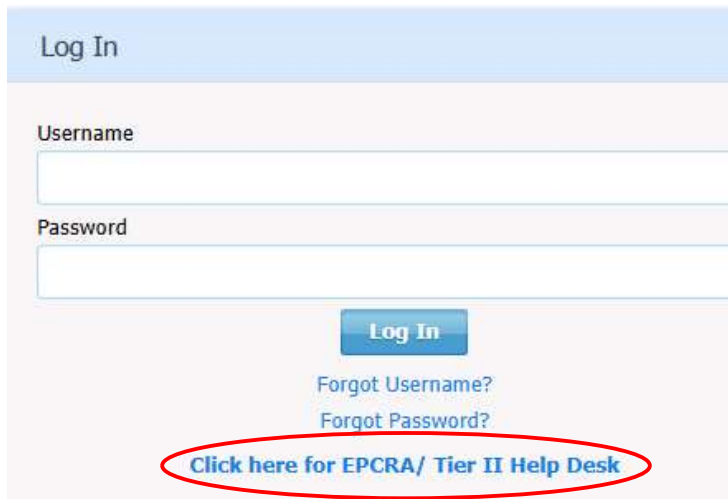
[Hazconnect System User's Guide](#) (English, PDF 405.73 KB)



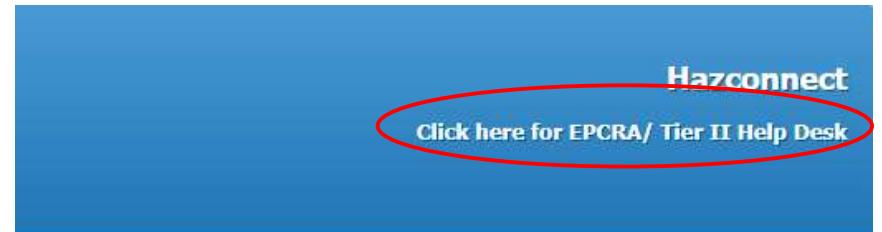
[SERC Section 302 Notification Form](#) (English, PDF 87.12 KB)

screenshot of website

Tier II Support



A screenshot of the HazConnect login page. It features a light blue header with the text "Log In". Below this are two input fields: "Username" and "Password". A blue "Log In" button is positioned below the password field. Underneath the button are two links: "Forgot Username?" and "Forgot Password?". At the bottom of the login box, a link "Click here for EPCRA/ Tier II Help Desk" is circled in red.



Screenshots of website

- On the MA HazConnect page there are two links to the help desk:
 - One is at the top of the screen in the top right corner
 - The other link is located at the bottom of the log in box
 - This link goes to the Massachusetts support team

Tier II Support Team

- When submitting a ticket, please include your username, and be specific about the problem.
- The Massachusetts Tier II Support Team will assist users who need assistance with submitting their reports.
- Examples of the types of assistance that can be provided:
 - Password resets
 - Assistance with setting up new accounts
 - Transferring facilities to new users
- Types of assistance we can not provide:
 - Interpreting the EPCRA regulations
 - Providing any type of legal advice

Quick Reference

- New users must register for an account. This is a one-time process; if you have registered in the past, you do not need to do so again.
- There can be only one submit user assigned to each facility.
- Submitting reports in only the EPA Tier II Submit tool, does NOT satisfy the EPCRA requirement of reporting to the SERC.
- There is no filing fee in Massachusetts.
- The MA SERC does not require Safety Data Sheets for each chemical to be attached to the Tier II report. However, they should be given to the fire department with the report.
- The MA does not require, but recommends site plans be attached to the report

Contacts

Massachusetts Tier II support email: Tier2@mass.gov

Massachusetts SERC website:

<https://www.mass.gov/info-details/massachusetts-state-emergency-response-commission-serc>

MA HazConnect Tier II reporting system

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

EPA Tier II submit tool (optional)

<https://www.epa.gov/epcra/tier2-submit-software>