



State of Maine

Department of Defense, Veterans and Emergency Management



Maine Emergency Management Agency

Brigadier General  
Diane L. Dunn  
Commissioner

Peter J. Rogers  
Director

October 30, 2025

Dear Facility Representative:

This letter serves as a reminder to facility owners and/or operators who manufacture, process, store, or otherwise utilize hazardous materials above the threshold planning quantity and/or reporting quantities of the statutory reporting requirements and processes therein. As a result of the 1986 Emergency Planning and Community Right-to-Know Act (EPCRA), the Maine State Emergency Response Commission (SERC) was established to promote chemical emergency preparedness and prevention through collaboration and planning. Federal and State EPCRA laws specify that facilities with inventories of hazardous chemicals or Extremely Hazardous Substances (EHS) meeting a specific threshold, must report those inventories and submit them to the local fire department, the Local Emergency Planning Committee (LEPC), and the SERC annually.

### **Reporting Thresholds and Requirements**

For EHS chemicals designated under EPCRA Section 302, the reporting threshold is 500 pounds or the threshold planning quantity (TPQ), whichever is lower (EHSs and their TPQs are listed in 40 CFR part 355, Appendix A and B). In addition, if you exceed the TPQ of an EHS chemical, you are also responsible for developing an Emergency Response Plan. The plan must include an annual review and include an exercise to meet all the requirements.

Enclosed you will find a sample facility annual letter of certification that expands on this requirement (Encl. 1). Requirements also include participation in activities and planning within your LEPCs.

The United States Environmental Protection Agency (EPA) has produced a Title III "List of Lists" to assist in identifying EHSs and their thresholds, Reporting Quantities for spill notifications, as well as chemicals reportable under the Toxic Chemical Release Reporting requirements. Copies are available online at <https://www.epa.gov/epcra/consolidated-list-lists>.

For all other hazardous chemicals for which facilities are required to have or prepare a Safety Data Sheet (SDS), the minimum reporting threshold is 10,000 pounds which is approximately 1500 gallons of liquid product.

The following schedule identifies specific fee amounts, reporting requirements, and the appropriate forms that must be completed for the Reporting Year 2025, which covers the period of January 1, 2025, to December 31, 2025 (Encl. 6 & 7):

Deadline	Description	Resource/Form
March 1, 2026	Annual Registration & Inventory Fee Payment Due	Green Worksheet (Encl. 8)
March 1, 2026	Tier II Submission Due*	US EPA Website via Tier2
July 1, 2026	Toxic Chemical Release Inventory Reports Due**	US EPA Website (Form R or A report)
July 1, 2026	Annual Toxic Chemical Release Fee Payment Due***	Blue Worksheet (Encl. 9)

*\*Maine requires all facilities to report electronically using the EPA's Tier2 Submit™ Software. Electronic submission is also required by your county LEPC and the SERC. Check with your local Fire Department on their report submission preference.*

*\*\*This report is based on information you supply each year for the Toxic Chemical Release Inventory (TRI) (EPA's Form R or A).*

*\*\*\* This fee applies **only** if you filed a Form R or A report for TRI*

### **Tier2 Submit™ Software and Training**

A new version of the Tier2 Submit™ software is created around November of each year. To download the latest version of this product and to see additional information regarding this tool visit <http://www.epa.gov/epcra/tier2-submit-software>. Virtual workshops have been scheduled on how to use the software and if you need assistance developing your report. For more information on these workshops, please see attached registration form (Encl. 2), or check the MEMA website located at <https://www.maine.gov/mema/hazards/serc>. Local LEPCs are also available to assist you with your report submissions (Encl. 5).

**Tier 2 Submit Update:** Starting this year you will have two additional questions you will need to answer in the Tier 2 Submit software. More information on those questions is in this reporting package (Encl. 10).

### **Additional Resources and Payment Options**

For your convenience, we have developed a template located at <https://www.maine.gov/mema/hazards/serc> to assist in accounting for your annual requirements. In addition, we have provided in this package a quick reference card for conversions as well as common North American Industry Classification System (NAICS) codes for use during the Tier2 Submit™ process (Encl. 3 & 4).

Payments can be made by check using the fee worksheet or credit card utilizing the credit card link found on our website. **If paying by check, please indicate your desire to receive an invoice for your payment at the time of your report submission via email. The credit card system will create its own itemized invoice.**

As the Director of Maine Emergency Management Agency and Chair of the State Emergency Response Commission, I must emphasize the importance of the information that you provide under EPCRA. Your efforts allow Maine to continue to keep our public and first responders safe from any releases.

If you have any questions or require additional information, please contact Maine's Technological Hazards Program Manager, Faith Staples, at (207) 624-4400 or via email at [maine.serc@maine.gov](mailto:maine.serc@maine.gov).

Sincerely,



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[Peter.J. Rogers \(Oct 27, 2025 09:27:03 EDT\)](#)

Peter J. Rogers, Director  
Maine Emergency Management Agency

Enclosure: (1) SERC Annual Letter of Certification  
(2) EPCRA Reporting Workshops  
(3) Converting Liquid Gallons to Pounds  
(4) Common NAICS Codes  
(5) List of County Local Emergency Planning Committees (LEPC)  
(6) Reporting Fees Instructions  
(7) Registration and Inventory Fee Schedule  
(8) Green Tier II Registration Fee Worksheet  
(9) Blue Toxic Release (TRI) Fee Worksheet  
(10) State Field Requirements for Maine

**STATE EMERGENCY RESPONSE COMMISSION  
FACILITY  
EMERGENCY RESPONSE PLAN AND EXERCISE  
ANNUAL LETTER OF CERTIFICATION**

This document, when properly completed, serves as notification that the below identified facility meets the requirements of Maine Revised Statutes Title 37B section 795. Title 37B section 795 states that a facility with Extremely Hazardous Substances that meet or exceed the Threshold Planning Quantity as listed in the EPA's List of Lists shall review and exercise their emergency plan on an annual basis. Additionally, under the Federal Emergency Planning and Community Right to Know Act facilities are required to coordinate their planning activities with their Local Emergency Planning Committee. Signing this document is a certification statement being made by the facility coordinator that he or she has consulted with the local emergency planning committee and other emergency and health professionals to assure maximum coordination with those whose cooperation or services may be required in the event of a reportable release or incident.

**Facility/Site Name:**

**Address:**

**City:**

**County:**

**EHS on site:**

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**STATEMENT OF CERTIFICATION**

By submitting this letter to the SERC /LEPC/ and Fire Department acknowledges that the plan has been reviewed and updated as needed within the last 12 months, that the plan addresses all the hazards associated with the hazardous materials stored, used and/or processed at the facility, that arrangements have been made with both public and private response agencies as delineated in the plan and that the plan has been communicated and coordinated with local and regional emergency planning and response agencies.

Annual Review Completed (Date of review):

Annual Exercise Completed (Date of exercise)

Exercise Type: (check one)   Workshop  TTX  Functional  Full Scale  Other

Who was contacted to ensure proper coordination (list departments/agencies)?

Name Facility Representative (Print):

Phone number

E-Mail

Title Facility Representative (Print):

Facility Representative's Signature\_\_\_\_\_

Date Signed:  

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**UPON COMPLETION OF THIS CERTIFICATION, SEND A COPY VIA EMAIL TO THE FOLLOWING AGENCIES:**

1. Maine State Emergency Response Commission (maine.serc@maine.gov)
2. Local Emergency Planning Committee
3. Fire Department/District with Jurisdiction

**NOTE: This Certification Page must be submitted annually, no later than March 1<sup>st</sup> to the Maine SERC, LEPC and jurisdictional Fire Departments.**

**NOTE: If the plan has been updated please ensure that copies are distributed electronically to:**

1. Maine State Emergency Response Commission
2. Local Emergency Planning Committee

**And a paper copy to:**

3. Fire Department/District with Jurisdiction

Form available on MEMA/SERC website at

<https://www.maine.gov/mema/hazards/serc>



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## Emergency Planning Community Right-to-Know Act (EPCRA) Reporting Workshops

This two-hour workshop is for facilities that are required to report extremely hazardous substances and/or hazardous materials above reporting quantities.

If you attend this workshop, you will leave with an understanding of:

- ◊ EPCRA Federal Law Public Law 99-499, Oct. 17, 1986: 42 U.S.C. 11001 et seq.
- ◊ EPCRA Maine Law Public Law 464, Title 37-B, M.R.S.A., Chapter 13.
- ◊ What chemicals do or do not need to be reported and why
- ◊ How to use Tier 2 Submit to complete and submit chemical inventory reports
- ◊ How to fill out the Fee Worksheets
- ◊ Using the List of Lists
- ◊ Updates to the program

We will be offering the following workshop online via Zoom. Please take advantage of this training and register early or **at least 10 business days** prior to the scheduled date.

January 15<sup>th</sup>, 2026 – 9:00 am to 11:00 am

January 21<sup>st</sup>, 2026 – 9:00 am to 11:00 am

January 29<sup>th</sup>, 2026 – 9:00 am to 11:00 am

February 4<sup>th</sup>, 2026 – 9:00 am to 11:00 am

February 12<sup>th</sup>, 2026 – 9:00 am to 11:00 am

A link will be sent to you two days before the class starts using the email address you provide below. If you don't receive the link, please email us at [maine.serc@maine.gov](mailto:maine.serc@maine.gov) or call us at 207-624-4400.

### Registration:

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

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Workshop Attending: \_\_\_\_\_

**Please return registration at least 10 business days before the workshop you're attending.**

Email, Fax, or Mail Registrations to:

Maine Emergency Management Agency

72 State House Station

Augusta, ME 04333-0072

Phone: 207-624-4400 or 800-452-8735

Fax: 207-287-3178

Email: [maine.serc@maine.gov](mailto:maine.serc@maine.gov)

## **Converting liquid gallons to pounds**

The Emergency Planning and Community Right to Know Act specifies that reporting will be done in pounds even though materials/supplies are often sold to us in gallons. We have listed some of the more common products below and show you how to do the conversions. As a reminder, unless a product is considered an EHS you do not need to report it unless you have 10,000 pounds or more.

If you do not find your product(s) listed below you can find the process by which you can do your own conversion at the bottom of the page.

Product	Weight	Typical
Fuel Oil (all types)	6.5 lbs to the gallon	10,000 gallons equals 65,000 pounds
Diesel Fuel	6.5 lbs to the gallon	2,000 gallons equals 13,000 pounds
Gasoline	6.5 lbs to the gallon	1,550 gallons equals 10,075 pounds
Kerosene	6.5 lbs to the gallon	5,000 gallons equals 32,500 pounds
Propane	4.23 lbs to the gallon	1,000 gallons equals 3,384 pounds

What is unique however is that tanks are only filled to 80% capacity. Therefore we do the following math: 1,000 gallon container x 4.23 pounds to the gallon x 80% capacity.

Calcium Chloride	17.95 lbs to the gallon	1,000 gallons equals 17,950 pounds
Oxygen (liquid)	9.18 lbs to the gallon	1,300 gallons equals 11,934 pounds

Whenever you want to convert a liquid gallon to a pound the following steps will allow you to make that change:

- 1 - How many gallons do you have?
- 2 – From the SDS find the specific gravity
- 3 – Multiply the number of gallons by the specific gravity
- 4 – Multiply the total of step 3 by 8.35.

This will give you the number of pounds you have of a product that you store in gallons.

### **Common NAICS Codes**

Academies, college or university	611310
Automobile dealers, new only or new and used	441110
Churches	813110
Community colleges	611210
Elementary and secondary schools	611110
Fast-food restaurants	722211
Full service restaurants	722110
Gasoline stations with convenience stores	447110
General medical and surgical hospitals	622110
Golf and country clubs	713910
Heating oil dealers, direct selling	454311
Home centers, building materials	444110
Homeowners' associations, condominium	813990
Hotels/Motels	721110
Ice skating rinks	713940
Liquefied petroleum gas (LPG) dealers, direct selling	454312
Marinas	713930
Museums	712110
Nursing homes	623110
Sewage treatment plants or facilities	221320
Supermarkets	445110
Superstores (i.e., food and general merchandise)	452910
Water treatment plants	221310

**(Encl. 4)**

# COUNTY LOCAL EMERGENCY PLANNING COMMITTEE LIST

Androscoggin Emergency  
Management Agency  
2 College Street  
Lewiston, ME 04240-7101  
(207) 784-0147  
[ema@androscoggincountymaine.gov](mailto:ema@androscoggincountymaine.gov)

Aroostook County  
Emergency Management Agency  
158 Sweden Street  
Caribou, ME 04736  
(207) 493-4328  
[eoc@aroostookema.com](mailto:eoc@aroostookema.com)

Cumberland County  
Emergency Management Agency  
27 Northport Dr  
Portland, ME 04103  
(207) 892-6785  
[lepc@cumberlandcounty.org](mailto:lepc@cumberlandcounty.org)

Franklin County  
Emergency Management Agency  
120 County Way, Suite 3  
Farmington, ME 04938  
(207) 778-5892  
[asimoneau@franklincountymaine.gov](mailto:asimoneau@franklincountymaine.gov)

Hancock County  
Emergency Management Agency  
County Courthouse  
50 State Street, Suite 4  
Ellsworth, ME 04605  
(207) 667-8126  
[LEPC@hancockcountymaine.gov](mailto:LEPC@hancockcountymaine.gov)

Kennebec County  
Emergency Management Agency  
77 Winthrop Street  
Augusta, ME 04330  
(207) 623-8407  
[kcema@kennebec.gov](mailto:kcem@kennebec.gov)

Knox County  
Emergency Management Agency  
301 Park Street  
Rockland, ME 04841  
(207) 594-5155  
[tier2@knoxcountymaine.gov](mailto:tier2@knoxcountymaine.gov)

Lincoln County  
Emergency Management Agency  
P.O. Box 249  
Wiscasset, ME 04578  
(207) 882-7559  
[ema@lincounty.me](mailto:ema@lincounty.me)

Oxford County  
Emergency Management Agency  
9 Western Promenade, PO Box 179  
South Paris, ME 04281  
(207) 743-6336  
[ema@oxfordcounty.org](mailto:ema@oxfordcounty.org)

Penobscot County  
Emergency Management Agency  
97 Hammond Street  
Bangor, ME 04401  
(207) 945-4750  
[penobscoteoc@penobscot-county.net](mailto:penobscoteoc@penobscot-county.net)

Piscataquis County  
Emergency Management Agency  
163 East Main Street  
Dover-Foxcroft, ME 04426  
(207) 564-8660  
[dhamlin@piscataquis.us](mailto:dhamlin@piscataquis.us)  
[mconley@piscataquis.us](mailto:mconley@piscataquis.us)

Sagadahoc County  
Emergency Management Agency  
752 High Street  
Bath, ME 04530  
(207) 443-8210  
[scema@sagadahoccountymaine.gov](mailto:scema@sagadahoccountymaine.gov)

Somerset County  
Emergency Management Agency  
8 County Drive  
Skowhegan, ME 04976  
(207) 474-6788  
[emergencymanagement@somersetcountymaine.org](mailto:emergencymanagement@somersetcountymaine.org)

Waldo County  
Emergency Management Agency  
685 Swan Lake Avenue  
Swanville, ME 04915  
(207) 338-3870  
[gis@waldocountymaine.gov](mailto:gis@waldocountymaine.gov)

Washington County  
Emergency Management Agency  
P.O. Box 297  
Machias, ME 04654  
(207) 255-3931  
[christine.day@washingtoncomaineema.gov](mailto:christine.day@washingtoncomaineema.gov)  
[WNEMA@washingtoncomaineema.gov](mailto:WNEMA@washingtoncomaineema.gov)

York County  
Emergency Management Agency  
149 Jordan Springs Road  
Alfred, ME 04002  
(207) 324-1578  
[ema@yorkcountymaine.gov](mailto:ema@yorkcountymaine.gov)  
[mearsenault@yorkcountymaine.gov](mailto:mearsenault@yorkcountymaine.gov)

## - SUMMARY -

### **REPORTING FEES GENERAL INSTRUCTIONS**

In August of 1989, rules were adopted by the Maine Emergency Management Agency that established fees for reporting under the Superfund Amendments and Reauthorization Act of 1986, Title III (also called the Emergency Planning and Community Right-To-Know Act), and Public Law 464, Title 37-B, M.R.S.A., Chapter 13.

This rule established the fee amounts to be paid by facility owners and operators in three fee structures:

1. Registration of the facility.
2. Inventories of extremely hazardous substances and hazardous materials reported under §312/§797 from Tier 2 Submission.
3. Releases of toxic chemicals reported under §313/§799 on Form R or Form A Toxic Chemical Release Inventory Reporting Forms. Use the blue form to pay your TRI registration and inventory fees.

The following worksheets are designed to assist facility owners and operators in determining their fee amounts. They are keyed to mandatory reporting dates. The Green worksheet is for the Registration and Inventory fees; you can use this for all your Tier 2 reporting facilities.

Green - Registration/Inventory fee based on §312/§797 reports	<b>Due March 1 Annually</b>
Blue - Toxic release fee based on §313/§799 reports	<b>Due July 1 Annually</b>

When you complete a fee worksheet, *please keep a copy for your records*. You should either use our credit card portal through our website to complete the fee process or send the original worksheet with a check made out to TREASURER, STATE OF MAINE to:

**Maine Emergency Management Agency**  
**Attn: SERC**  
**72 State House Station**  
**Augusta, Maine 04333-0072**  
**[maine.serc@maine.gov](mailto:maine.serc@maine.gov)**

**Please be aware that there is a fee cap of \$5,000 per facility.** The maximum fee amount shall apply to fees collected during the course of the current reporting year. Therefore, if you feel that your facility may approach or surpass the cap, keep track of fees you have paid previously for the current reporting year.

If you have previously filed under Sections 311, 312 and/or 313 of SARA, Title III, and you have determined that doing so was in error or because you no longer meet the reporting requirements, please complete the form letter at the end of this package and send a copy to your local fire department, the appropriate Local Emergency Planning Committee via your County Emergency Management Agency, and the State Emergency Response Commission (SERC) at the address given below. Please also indicate whether you wish to remain on the mailing list for further information.

Should you have any questions about the reporting fees contact:

Maine Emergency Management Agency  
Attn: SERC  
72 State House Station  
Augusta, Maine 04333-0072  
Phone: 207-624-4400 or  
Within Maine 800-452-8735  
Fax: 207-287-3178  
Email: [maine.serc@maine.gov](mailto:maine.serc@maine.gov)

# NOTICE:

## NEW REGISTRATION/INVENTORY FEE INSTRUCTIONS

**Due Date: March 1st (annually)**

**Amount of Fee: \$100 per facility for Registration**

**Amount of Inventory Fee: Based upon average daily amount of inventory.**

If you are a facility owner and/or operator who manufactures, processes, stores, or otherwise uses hazardous materials above threshold planning or reporting quantities:

### **YOU MUST**

Submit Safety Data Sheets (SDS) or a list of chemicals for which you have SDS to your local fire department, appropriate (county) Local Emergency Planning Committee, and Maine State Emergency Response Commission, (§311/§796) within 90 days of adding chemicals or exceeding threshold planning quantities

### **AND**

Annually, **by March 1**, submit Tier 2 submission with the U.S. EPA Tier 2 Submit Software to your local fire department, appropriate (county) Local Emergency Planning Committee, and Maine State Emergency Response Commission, (§312/§797)

### **AND YOU MAY NEED TO**

Annually, **by July 1**, submit a Toxic Chemical Release Inventory (Form R or Form A) to U.S. EPA

### **THEN:**

**You are required to pay an annual Registration/Inventory fee on or before March 1.**  
**Complete the attached green work sheet included with these instructions.**

**A new Registration Fee amount was put through Legislative Rule Making in the Fall of 2023 and approved.**

If you are the owner or operator of **agricultural operations**, you may be exempt from **all** fee requirements of this rule. If you have determined that you are exempt, please indicate that on the green fee worksheet and you need only return the worksheet to the address on the form. Please contact the Maine Emergency Management Agency with any questions.

The inventory fee is based upon the **sum of the average daily amounts of each chemical** you report stored during the previous calendar year. There are three schedules used in determining those fees based upon the classification of that chemical and the nature of business at your facility.

#### **Part I: Extremely Hazardous Substance Fees**

Under EPCRA, the U.S. EPA is mandated to produce a list of chemicals for which planning in local communities and facilities would be required. The chemicals on the list are Extremely Hazardous Substances (EHSs), and they have threshold-planning quantities (TPQs) of 500 pounds, or the EPA established TPQ, **whichever is lower**. The list of Extremely Hazardous Substances found in 40 CFR Part 355, or the Title III "List of Lists" is available online at:

<https://www.epa.gov/epcra/consolidated-list-lists>

To complete the worksheet, determine which substances located (stored) at the facility are EHSs. For **each** EHS, take the total amount being reported in the "Average Daily Amounts in storage" as reported in the Chemicals in Inventory module in your electronic Tier 2 Submission. Use the table below (Schedule A) to determine the fee for **each** EHS and enter that amount in the Fee column. Enter the name and average daily amount from the electronic Tier 2 Submission for each EHS. **Do not combine** the weights of different EHS chemicals.

### Schedule A: Extremely Hazardous Substance Fees

Total average daily amounts of:	Fee
Less than 99 lbs	\$ 30
100-999 lbs	\$ 75
1,000-9,999 lbs	\$100
10,000-99,999 lbs	\$150
100,000-999,999 lbs	\$225
Greater than 1,000,000 lbs	\$300

### Part II: Hazardous Chemical Fees

All other chemicals that you report on the electronic Tier 2 Submission which have reportable quantities of 10,000 pounds are known as Hazardous Chemicals (HCs). For example, gasoline, propane, wood pellets.

Determine which substances located (stored) at the facility are Hazardous Chemicals (HCs). For **each** HC, total the weight and record in the "Average Daily Amounts in Storage" as reported on your electronic Tier 2 Submission. Use the table below (Schedule B) to determine the fee for **each** HC. Enter the name and average daily amount from the electronic Tier 2 Submission for each HC. **Do not combine** the weights of different HCs.

### Schedule B: Hazardous Chemical Fees

Total average daily amounts of:	Fee
Less than 10,000 lbs	\$ 0
10,000-99,999 lbs	\$ 75
100,000-999,999 lbs	\$100
Greater than 1,000,000 lbs	\$200

If you are a **retail marketer of petroleum products** (i.e., gas station, marina, airport, fuel oil dealer, etc.) then the fees on the petroleum products that you report are different from the previous schedule. For petroleum products reported only by retail marketers, use the fee schedule (Schedule C) shown below.

### Schedule C: Hazardous Chemical Fees For Retail Marketers ONLY

Total average daily amounts of:	Fee
Less than 75,000 lbs	\$ 0
75,000-99,999 lbs	\$ 75
100,000-999,999 lbs	\$100
Greater than 1,000,000 lbs	\$200

This exemption does not apply to wholesale or bulk distributors of petroleum products or to facilities who keep reportable quantities of petroleum products for their private or business use.

Complete the attached Green Fee Worksheet by writing in the name of the chemical and total average daily amount in storage from the electronic Tier 2 Submission and fee amount from Schedule A, B or C above.

If you are reporting for more than one facility, you can put them on the same form. **INVENTORY FEES ARE ASSESSED PER CHEMICAL PER FACILITY.**

When you complete your fee worksheet, please keep a copy for your records. You should either use the credit card portal through our website to address the fees or send the green worksheet with a check made out to TREASURER, STATE OF MAINE to:

**Maine Emergency Management Agency**  
Attn: SERC  
72 State House Station  
Augusta, Maine 04333-0072

## ***State Emergency Response Commission EPCRA Reporting Worksheet***

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

PAGE # 1

Attention:

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**Mailing Address:**

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City, State, Zip:

County facility is

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**INVOICE #**

DATE:

<b>FOR BILLING INQUIRIES:</b> Business Office 207-624-4400	
<b>FOR REPORTING QUESTIONS:</b> Faith Staples 207-557-3675 Darren Curtis 207-624-4472	<p>REPORTING YEAR: <b>2025</b></p> <p>TERMS: <b>Due March 1, 2026</b></p>

**Please see NEW Fee Amount Instructions Sheet before completing and sending this form!**

List each facility which you own and/or operate and which must comply with §311, 312 and/or §313 of SARA, Title III and §796, 797 and/or §799 of Title 37B. Use this sheet to calculate your registration and inventory fees. List all chemicals separately.

Registration Fees	
Inventory Fee	
<b>TOTAL DUE</b>	

- Check here if involved with commercial agricultural operations.
- Check here if you are a **retail petroleum marketer** and using (Schedule C)

Check #:

Check here if you are a **retail petroleum marketer** and using (Schedule C)

Check Date:

**Return this form with your payment to:**

Maine Emergency Management Agency

Attn: SERC

72 State House Station

Augusta, Maine 04333-0072

FAX: 207-287-3178

Deposit Date:

MAKE CHECKS PAYABLE TO "TREASURER, STATE OF MAINE"

**DO NOT SEND CASH**

PLEASE RETURN COMPLETED FORM WITH PAYMENT AND KEEP A COPY FOR YOUR RECORDS

**(Encl. 8)** Oct. 2025

# NOTICE:

## TOXIC CHEMICAL RELEASE FEE Instructions

Due Date: July 1 (annually)

Associated Reporting Deadline: Annual §313/799 Toxic Chemical Release Inventory Reports on the EPA's Form R or Form A

Amount of Fee: Dependent upon amount released to the environment

The toxic release fee is based on information you supply each year for the Toxic Chemical Release Inventory. On EPA's **Form R**, the amount upon which the fee is based is equal to the total amount released to the environment, to publicly owned treatment works, and transferred off-site as a waste reported per toxic chemical or chemical category.

**If you did not pay A Registration Fee in March, please include in this form. A new Registration Fee amount was put through Legislative Rule Making in the Fall of 2023 and approved.**

To calculate the "TOTAL RELEASE" for a single toxic chemical or chemical category, refer to the appropriate EPA Form R, pages 2, 3 and 4. First, refer to Sec. 5 located on pages 2 and 3 of your Form R. Total the amounts reported in column A. Enter total release pounds in the "SEC. 5 RELEASES" column of the Toxic Chemical Release Fee Work Sheet.

Next, refer to Sec. 6 of that same Form R, "TRANSFERS OF THE TOXIC CHEMICAL IN WASTES TO OFF-SITE LOCATIONS", which starts on page 3 and goes on to page 4. Total the amounts reported in Section 6.1 on page 3 and 6.2 for each other off-site location. **Do not forget to include those sections that may be included on Supplemental Information pages.** Enter the total transfer pounds in the "SEC. 6 RELEASES" column of the Toxic Release Fee Work Sheet. "TOTAL RELEASE" is the sum of "SEC. 5 RELEASES" and "SEC. 6 RELEASES" for each chemical.

Do not use any figures from Section 7 or Section 8 for this form.

On EPA's **Form A**, the mean of 250 pounds is assumed for fee calculation purposes.

Once "TOTAL RELEASE" is calculated, apply that weight to the schedule below (Schedule D) and determine the fee amount.

Total released amounts of:	Fee
0 lbs.	\$ 0
1 - 499 lbs.	\$ 30
500 - 999 lbs.	\$ 75
1,000 - 9,999 lbs.	\$100
10,000 - 99,999 lbs.	\$150
100,000 - 999,999 lbs.	\$225
Greater than 1,000,000 lbs.	\$300

### NEW Toxic Release Fees

Repeat the calculation process for as many toxic chemicals or chemical categories as you are reporting on Form R's or Form A's to U.S. EPA. Remember to include the name of the chemical and the fee amount on the Toxic Chemical Release Fee Work Sheet.

Return the Toxic Chemical Release Fee Work Sheet with your payment to:

**Maine Emergency Management Agency  
Attn: SERC  
72 State House Station, Augusta, Maine 04333-0072**

# TOXIC CHEMICAL RELEASE FEE Worksheet

This work sheet is for:

Owner/operator name: \_\_\_\_\_

Due July 1, 2026

For Reporting

Year 2025

Mailing address: \_\_\_\_\_

City/town: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

List each toxic chemical or chemical category which you are required to report under §313/§799 on U.S.EPA's Form R or Form A. Use this sheet to calculate your toxic chemical release fee. **If you are reporting for § 313 only and did not pay registration fee on March 1<sup>st</sup>, please include on this form.**

SERC USE	Facility Name	Facility Location/Street Address	Fee
			\$ 100.00

For this section, use Fee Schedule D New Fee Amounts on the back of this form.

	Toxic Chemical (name)	Form R Section 5 Releases	Form R Section 6 Releases	Form A (@250)	Total Release	Fee
1						
2						
3						
4						
5						
6						
7						
<b>Do not pay registration fee if paid previously with Tier 2 fees.</b>		Total Toxic Chemical Release Fee & Registration Fee				\$

Return this form with your payment to:

Check #: \_\_\_\_\_

Maine Emergency Management Agency  
Attn: SERC  
72 State House Station  
Augusta, Maine 04333-0072

Check Date: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

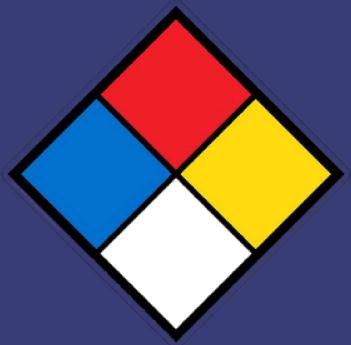
**MAKE CHECKS PAYABLE TO "TREASURER, STATE OF MAINE"**

DO NOT SEND CASH

**PLEASE RETURN ORIGINAL FORM AND KEEP A COPY FOR YOUR RECORDS**  
Form available on MEMA/SERC website at <https://www.maine.gov/mema/hazards/serc>



# Tier II Reporting



[maine.gov/mema/hazards/serc/facility-resources](http://maine.gov/mema/hazards/serc/facility-resources)

## State Field Requirements for Maine – New Questions

- Please provide a **list of emergency response equipment** (e.g., spill kits, neutralizers, ventilation systems) at your facility that is designed to mitigate the hazards associated with the chemicals you are reporting.
  - a. Please create a **Emergency Equipment 24-hour contact and phone number** of the authorized representative that can release this equipment within the contacts list.
- Is your facility located within a **Community Water System** area?
  - a. If yes, please provide the name of the community water system.

### *How it will appear in the Tier 2 Submit software:*

Maine requests the following:

Emergency Response Equipment Available (Please provide a list of emergency response equipment--such as spill kits, neutralizers, ventilation systems--at your facility that are designed to mitigate the hazards associated with the chemicals you are reporting.) \*

**Note: An associated Contact record is required, and it must have (a) Emergency Equipment Contact as a Contact Type and (b) a name and 24-hour phone number for the authorized representative who can release this equipment to responders.**

Is your facility located within a Community Water System Area? \*

Yes  No !

Community Water System Name