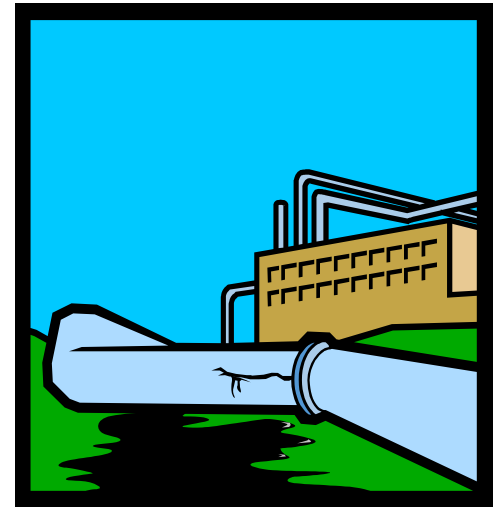


EMERGENCY SUBSTANCE RELEASE NOTIFICATION (EPCRA SECTION 304, 40 CFR, PART 355)

Background Information and Overview of Requirements:

The Emergency Planning and Community Right-to-Know Act ([EPCRA](#)) requires facilities to provide an emergency notification and a written follow-up report, if there is a release into the environment of a hazardous substance that is equal to or exceeds the minimum reportable quantity set in the [regulations](#).

This notification and written follow-up report must be provided to the Local Emergency Planning Committee(s) (LEPC) and the State Emergency Response Commission (SERC), for any area likely to be affected by the release **Note:** At the present time, Oregon has only one state-wide LEPC. Requirements for notification to the LEPC and SERC can be made simultaneously by calling Oregon Emergency Response System ([OERS](#)) at 1-800-452-0311 or 503-378-6377.



There are two types of substances that require reporting under this section:

- Extremely Hazardous Substances (EHS); and
- Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) hazardous substances.

Both the EHS and the CERCLA hazardous substances are found in the [Title III Consolidated List of Lists - October 2001 Version](#)

Initial notification can be made by telephone, radio, or in person. In addition, EHS/CERCLA spills **must also be reported to the National Response Center (NRC) at (800) 424-8802**. Emergency notification requirements involving transportation incidents can be met by dialing 911, or in the absence of a 911 emergency number, calling the local operator.

The required written follow-up notification will update information included in the initial notice and provide information on actual response actions taken and advice regarding medical attention necessary for citizens exposed. For Further information, see [40 CFR Part 355](#), and the [April 22, 1987 Federal Register Notice](#).

PROCEDURES:

1. [How to identify if substances released require Section 304 notification](#)
2. [What must be included in the initial notification](#)
3. [How to make the required initial notification](#)
4. [How to submit the required written follow-up report](#)

RESOURCES:

[Written follow-up report form](#)

[Compliance with applicable laws](#)

[Additional information and resources](#)

How to Identify if Substances Released Require Section 304 Notification:

1. Check EPA's consolidated list of EHS and CERCLA substances to determine if the substance and amount released requires notification:
 - a. [Title III Consolidated List of Lists - October 2001 Version](#)
2. If you are unable to identify the substance or reportable quantity using the consolidated list, EPA has two other website resources available:
 - a. List of [Extremely Hazardous Substances](#)
 - b. List of [CERCLA substances](#) covered by CERCLA Section 103(a), 40 CFR 302.4. This link will take



you to this page: ***PART 302--DESIGNATION, REPORTABLE QUANTITIES, AND NOTIFICATION***. Click on the link to ***302.4 Designation of hazardous substances***. This page contains the list of CERCLA substances. For easier location of the substances, utilize your web browser's "Find" feature to locate the substance in question.

3. If you are still unable to identify whether the substance released is an EHS or CERCLA substance and/or an amount requiring notification, contact the EPA's EPCRA Hotline **(800) 424-9346, (Monday through Friday 9a.m. to 6 p.m. Eastern Time.)**

What Must be Included in the Initial Notification:



1. The substance name;
2. An indication of whether the substance is extremely hazardous;
3. An estimate of the quantity released into the environment;
4. The time and duration of the release;
5. Whether the release occurred into air, water and/or land;
6. Any known or anticipated acute or chronic health risks associated with the emergency, and where necessary, advice regarding medical attention for exposed individuals;
7. Proper precautions, such as evacuation or sheltering in place; and, Name and telephone number of the contact person.

How to Make the Required Initial Notification:

1. Contact Oregon Emergency Response System ([OERS](#)) at **(800) 452-0311** or **(503) 378-6377**.

The requirements to notify the Local Emergency Planning Committee (LEPC) and the State Emergency Response Commission (SERC) are met simultaneously by calling OERS.

2. Advise the duty officer that you are making a SERC/LEPC notification.

You may also be required to notify the local 9-1-1 Center and the National Response Center at **(800) 424-8802**.



How to Submit the Required Written Follow-Up Report:



1. A written follow-up notice must be submitted to the SERC and LEPC as soon as practicable, generally within two weeks, after the release.
2. Download the written follow up form.
Click here: [Written follow-up form](#)
3. Complete the form and attach supporting documentation.
4. Submit the form and supporting documentation to SERC/LEPC c/o CR2K, 4760 Portland Rd. NE, Salem, OR 97305-1760

Compliance with the applicable laws:

1. [ORS 466.635](#) requires any person owning or having control over oil or hazardous material, who has knowledge of a spill or release shall immediately notify Oregon Emergency Management (OEM) as soon as that person knows the spill or release is a reportable quantity.
2. [ORS 824.088](#) requires that railroads notify OEM of any derailment or fire involving or affecting hazardous materials.
3. [OAR 345-60-030](#) requires similar notification for radioactive material incidents.
4. Advise the duty officer that you are making a SERC/LEPC notification and submit the required written follow up report to the SERC/LEPC c/o CR2K, 4760 Portland Rd. NE, Salem, OR 97305-1760.
5. You may also be required to notify the local 9-1-1 Center and the National Response Center.

Additional Information and Resources:

- EPA website containing the list of [Extremely Hazardous Substances](#):
- List of [CERCLA substances](#) covered by CERCLA Section 103(a), 40 CFR 302.4. This link will take you to this page: *PART 302--DESIGNATION, REPORTABLE QUANTITIES, AND NOTIFICATION*. Click on the link to *302.4 Designation of hazardous substances*. This page contains the list of CERCLA substances.)
- [EPA List of Lists](#)
- [40 CFR Subchapter J--Superfund, Emergency Planning, And Community Right-To-Know Programs](#)
- [Oregon Community Right to Know Protection Act of 1985 \(ORS 453.307 through 453.414](#)
- [Oregon Emergency Response System \(OERS\)](#)
- [The Emergency Planning and Community Right-to-Know Act \(EPCRA\) Fact Sheet](#) (pdf)
- [CERCLA](#) and [SARA](#) overviews at EPA's website
- [EPCRA Frequently asked questions \(FAQ\)](#)
- **National Response Center (NRC) (800) 424-8802**
- **Oregon Emergency Response System (OERS) (800) 452-0311 or (503) 378-6377**
- **EPA's EPCRA Hotline (800) 424-9346,
(Monday through Friday 9 a.m. to 6 p.m. Eastern Time.)**

[\[CR2K Home Page\]](#)