Chemical Reporting Program Outline

Harvard Campuses are considered “Facilities” which are covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements. Based on the amount of specific “hazardous materials” stored on the campus, the University must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually. The University must provide either a Tier I or Tier II form. Massachusetts requires Harvard submit a Tier II form electronically. A review of the Tier I form originally submitted is conducted periodically.

Background:

Each year EH&S is responsible for submitting the Tier II report for the all campuses belonging to Harvard University that contain chemical quantities that exceed either the 500 pound (Hazardous Chemicals) or 10,000 pound (Non-hazardous chemical) thresholds.

Reporting:

EPCRA reporting requirements state that each facility must report the location and quantity of the chemicals that exceed their pre-determined threshold limits. Based on the specific definition of a “facility”, each building within a particular campus is reported as a location. Each year, the amount and locations of chemicals exceeding the specified quantities are calculated by campus and reported to each city.

The following campuses have historically achieved the 500 lb and/or 10,000 lb reporting requirements for various substances:

<table>
<thead>
<tr>
<th>Campus (Facility)</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge/Allston</td>
<td>Cambridge, Boston</td>
</tr>
<tr>
<td>Arnold Arboretum</td>
<td>Boston</td>
</tr>
<tr>
<td>Longwood Campus</td>
<td>Boston</td>
</tr>
<tr>
<td>New England Regional Primate Center (NERPC) and Depository</td>
<td>Southborough</td>
</tr>
<tr>
<td>Harvard Forest</td>
<td>Petersham</td>
</tr>
</tbody>
</table>

The following table illustrates the common chemicals that have historically achieved the 500 lb and/or 10,000 lb reporting requirements, the group responsible for reporting the data to EH&S and the media in which EH&S obtains the data:

<table>
<thead>
<tr>
<th>Responsible Group</th>
<th>City</th>
<th>Equipment</th>
<th>Chemical</th>
</tr>
</thead>
<tbody>
<tr>
<td>E&amp;U High Tension</td>
<td>Cambridge/Allston</td>
<td>Transformers/ Oil Filled Switches</td>
<td>Transformer Oil/ Mineral Oil</td>
</tr>
<tr>
<td>FMO</td>
<td>Cambridge/Allston</td>
<td>Batteries</td>
<td>Sulfuric Acid</td>
</tr>
<tr>
<td>EH&amp;S Longwood</td>
<td>Longwood</td>
<td>pH Neutralization</td>
<td>Sulfuric Acid</td>
</tr>
<tr>
<td>EH&amp;S Longwood</td>
<td>Longwood</td>
<td>Batteries</td>
<td>Sulfuric Acid</td>
</tr>
<tr>
<td>Facilities (Southborough)</td>
<td>Southborough</td>
<td>pH Neutralization</td>
<td>Sulfuric Acid</td>
</tr>
<tr>
<td>Facility Managers</td>
<td>All Campuses</td>
<td>Storage Tanks</td>
<td>Heating Oil: No. 2 No. 4 No. 6</td>
</tr>
<tr>
<td>Facility Managers</td>
<td>All Campuses</td>
<td>Various</td>
<td>Cooking Oil/Grease</td>
</tr>
<tr>
<td>Facility Managers</td>
<td>All Campuses</td>
<td>Hydraulic Fluid</td>
<td>- Motor Oil</td>
</tr>
<tr>
<td>Facility Managers</td>
<td>All Campuses</td>
<td>Storage Tanks</td>
<td>Diesel Fuel</td>
</tr>
<tr>
<td>Facility Managers</td>
<td>All Campuses</td>
<td>Cooling Systems</td>
<td>Refrigerants:</td>
</tr>
</tbody>
</table>
### Facility Managers - All Campuses
- Storage Tanks
- Gasoline
- Kerosene
- Silicone
- Liquid Nitrogen
- Propylene Glycol

### Required Recipients of the TEIR II Report – By City and Campus (Updated February 27, 2014)

#### All Cities
- All Campuses

**SERC Electronic Submittal to:** Tier2@State.MA.US
Massachusetts SERC
Project Management Office
400 Worcester Road
Framingham, MA 01702-5399

**Boston**
- Cambridge/Allston Campus
- Longwood Campus
- Arnold Arboretum

Jennifer Ryan
Boston Fire Dept. Office of Field Services
Telephone: (617) 343-3045
Electronic submittal to: jennifer.ryan@boston.gov

**Cambridge**
- Cambridge/Allston Campus

Mr. Sam Lipson
Cambridge Public Health Department
119 Windsor Street, Lower Level
Cambridge, MA 02139
Telephone: (617) 665-3838
Electronic submittal to: slipson@challiance.org

Lt. Michael Hughes
Cambridge Emergency Management Department
147 Hampshire Street
Cambridge, MA 02139
Telephone: (617) 349-4842
Electronic submittal to: mhughes@cambridgefire.org

**Southborough**
- New England Primate Research Center, Harvard University Depository

Neal Aspersi
Southborough LEPC
21 Main Street
Southborough MA 01772
Telephone: (508) 485-3235

Revision Date: 02/23/2016
Northern Worcester REPC:
(Includes the communities of Ashburnham, Athol, Barre, Gardner, Hardwick, Hubbardston, New Braintree, Oakham, Paxton, Petersham, Phillipston, Royalston, Rutland, Templeton, Winchendon)
Chief Thomas Lozier
Northern Worcester REPC
2251 Main Street
Athol, MA 01331
Telephone: (978) 249-8275
Electronic submittal to: atholfd@verizon.net

Petersham Police Department:
Hard copy submittal to:
Chief of Police R. Dana Cooley Jr.
Petersham Police Department
15 East Street
Petersham, MA 01366
Telephone: (978) 724-3330

Petersham Fire Department:
Hard copy submittal to:
Emergency Management Director Lynne Shaw
Petersham Fire Department
16 East Street
Petersham, MA 01366
Telephone: (978) 724-3371