

Initial Tier II Report Instructions

(Screenshots are of fictitious facilities used for the purposes of training materials)

1. Login at <https://www.lipatts.pa.gov>.
2. Hover over Facilities Tab at the top and choose List Facilities.
3. Click on your facility name listed in blue font.
4. PATTS will display a list of the last three submitted reports (if previous reports were submitted) Click Add a New Report located on the right-side of the screen.

PA Department of Labor & Industry
Bureau of Occupational & Industrial Safety/Pennsafe Program
651 Boas Street Room 1600
Harrisburg, PA 17121-0750
Phone : 717-783-2071 Opt 0, Fax : 717-783-5099

Home Facilities My Account Billing Resources

Lara Chems (Facility ID: 34756)

Facility Address

Regulatory Reports **Add a New Report**

Tier II Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date	Compliance	Submission Type	View	Certification Letter
No items to be listed								

Facility Notes **Add Facility Note**

5. After closely reading Report Class descriptions, choose Initial for (current year we are in should be selected) and select Proceed. Please note that Report Type Tier II Report 312 Annual Report is always preselected and cannot be changed.

Choose a Report Type (click on button next to selection)

Tier II Report (312 Annual Report)
Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to ti annually by March 1 covering activities at the facility during the previous calendar year.

Choose a Report Class (click on button next to selection)

Annual for 2018 (New/existing facilities with chemicals onsite in previous calendar year)

Initial for 2020 (Onsite 5 day new chemical/facility reporting only)

Revision Revisions should be submitted to correct errors or omissions in already submitted reports.

If you have already submitted an ANNUAL for 2019 and want to update new information or fix an error on the submitted report, please select an option below.

Update Update reports should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the **current calendar year**. AN UPDATE S

Cancel Proceed

6. Initial Reports will display 6 Steps that can be Edited:

[Back](#) Edit Report Homepage for **Pennsafe** (ID: 35444)

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Step 1: Facility Information- Click Edit on right-side of screen to edit the facility details if needed.

Step 2: **An Initial Report requires you to add a new chemical. If you do not add a new chemical, the system will not allow you to submit the report.**

Chemical Information- Click Add Chemicals to add a new chemical, Import Chemicals to import chemical information from other facilities you might report for e.g. a parent company that has the same chemical.

- Choose the trashcan symbol to delete a chemical from list.
- Choose the Edit symbol to Edit chemical previously reported. Use this option to change Chemical Descriptions, Chemical State, Chemical Format; select Trade Secret if needed, Physical and Health hazards; Remove SDS/MSDS and replace with new SDS; Update Chemical Quantity, Location, Number of Days onsite, and Confidentiality of Storage Location. Gallon to pounds converter tool and Latitude and Longitude Coordinate tool are available in this section as well.

Step 2: Review Chemical Inventory Total: 1 EHS: 0 EHS>TPQ: 0 [Add Chemicals](#) [Import Chemicals](#)

Chemical List

Back [All](#) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt (lbs)	EHS Exceeds TPQ	Edit	Delete	Is Valid	Last Modified Date
7722841	Hydrogen peroxide (Conc.< 52%)	Pure	Non-EHS	10000	No				2/11/2020 12:36:50 PM

Total Results:1 Rows per page 10

- Chemical Name in SDS section is where you select Remove and can then select Add to attach a new SDS (see below).

Chemical Description Inventory & Storage

Chemical Description

Search by CAS/Chemical Name

CAS Number (If no CAS, type N/A) *
 Chemical Name *

Substance is Trade Secret

Chemical State

Check all that apply

State *
 Solid Liquid Gas

Chemical Format

Pure/Mixture *
 Pure Mixture

EHS Name [Search by EHS Name](#)
See Notes on Reporting Chemicals at top of this page.

EHS

Physical and Health Hazards *

Physical Hazards
 Check all that apply

Combustible dust
 Corrosive to metal
 Explosive
 Flammable (gases, aerosols, liquids, or solids)
 Gas under pressure
 Hazard Not Otherwise Classified (HNOC)
 In contact with water emits flammable gas

Organic peroxide
 Oxidizer (liquid, solid or gas)
 Pyrophoric (liquid or solid)
 Pyrophoric gas
 Self-heating
 Self-reactive

Health Hazards
 Check all that apply

Acute toxicity (any route of exposure)
 Aspiration hazard
 Carcinogenicity
 Germ cell mutagenicity
 Hazard Not Otherwise Classified (HNOC)

Reproductive toxicity
 Respiratory or skin sensitization
 Serious eye damage or eye irritation
 Simple asphyxiant
 Skin corrosion or Irritation
 Specific target organ toxicity (single or repeated exposure)

SDS *
 Attach SDS *
[Cacodylic Acid SDS.pdf](#) (Remove)

Step 3: Review Subject to Status- Choose Edit if changes are needed and save.

Step 4: Review Report Contacts- Choose Edit if changes are needed. If a Regulatory/Emergency Contact is deleted, the system will require you to enter another Regulatory/Emergency contact

Step 5: Review Attachments- Choose Edit if changes are needed. If Edit is selected, the options below will display. Attachments can be removed and replaced as needed. If site plan has not changed since last submission, you must validate that it is still valid. Select Save.

Step 5: Review Attachments Edit

You have changed or deleted chemicals. [Click here](#) to confirm the Site Plan is valid or Upload a new Site Plan.

Attachment	File	Browse File to Upload
Site Plan (Map) *	Site Map.pdf (Remove)	
Site Coordinate Abbreviations		<input type="button" value="Choose File"/> No file chosen
Safeguard Measures		<input type="button" value="Choose File"/> No file chosen
Facility Emergency Response Plan		<input type="button" value="Choose File"/> No file chosen

** Siteplan required for Annual, Revision, and Initial submission(s).

Step 6: Submit Report

Step 6: Submit Report You are almost done! Click here to Submit your Report.

Click on the "Submit Report" button to send this Report to authorities. Read notes on the next page to see if there are more requirements. If you want to make any more Changes, click Edit for the section you want to change.

Submit Report

7. Check off the certify report option if you are choosing to certify the report and enter the name of the person who will be signing the Certification Letter. No fee is charged for Initial Reports.

I certify under penalty of law that I have personally examined and am familiar with the information, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

I understand that I am officially submitting this report and associated information to authorities. I also understand that once the submission is completed it will become an official archive for authorities.

Please preview the Tier II Report before Submission

Name of Owner/Operator or Authorized Representative *
Pennsafe Hege

Official Title *
Owner

Telephone Number *
717-787-7596

Date *
12/11/2020

Cancel Submit

8. Choose Print Certification Letter. Upon signing, email to RA-li-psaf-patts@pa.gov.

Thank you for submitting the online report.

If you have entered a valid Tier II Contact e-mail address, you will be notified of this successful report submission. This report will be reviewed by State officials.

For questions, please reference the Help Guide for the appropriate contact.

[View Report](#) [Print Report](#) [List Submissions](#) [List Facilities](#) [Print Certification Letter](#) [Print Fee Exemption Letter](#)

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

Pennsafe Hege, Owner
Name and Official Title of Owner/operator or Authorized Representative

Signature

12/11/2020
Date

Telephone Number : (717) 787-7596

Regulatory POC : lhege@pa.gov
Email

General Mailing Address
Commonwealth of Pennsylvania
PA Department of Labor & Industry
Bureau of Occupational & Industrial Safety/Pennsafe Program
P.O. Box 68571
Harrisburg, PA 17106-8571

Certified Mailing Address
PA Department of Labor & Industry
Bureau of Occupational & Industrial Safety/Pennsafe Program
651 Boas Street Room 1600
Harrisburg, PA 17121-0750

Any questions should be directed to the Bureau of Occupational & Industrial Safety/Pennsafe Program, PA Department of Labor & Industry, 651 Boas Street Room 1600, Telephone: 717-783-2071 Opt 0, Fax: 717-783-5090, Email: ra-li-psaf-patts@pa.gov

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program.