

DEPARTMENT OF ENVIRONMENTAL QUALITY  
SARA TITLE III  
HAZARDOUS SUBSTANCE INVENTORY REPORTS

**OIL & GAS PRODUCTION FACILITIES  
FACT SHEET**

This fact sheet will assist you in complying with the hazardous chemical reporting requirements of Sections 311 and 312 of the federal Emergency Planning and Community Right-To-Know Act (EPCRA, also known as SARA Title III). Section 311 requires the one time submittal of a list of chemicals or MSDS sheets for chemicals present on-site above thresholds levels. Section 312 requires an annual submission of a Tier Two form detailing the site's hazardous chemical inventories.

The State of Oklahoma has created a special filing format for oil & gas production facilities. The purpose of this system is to ensure compliance with the regulation while reducing the paperwork burden for these facilities.

**Section 311---Chemical Lists**

For each chemical reported on a Tier Two form, the owner/operators must submit either a list of chemicals with hazards or an MSDS sheet for each chemical. A properly completed Chemical Description and Physical and Health Hazards section of the Tier 2 form or a generic American Petroleum Institute (API) list fulfills this requirement. You need not submit for each property. If you choose to submit MSDS sheets or an API generic list, you need only submit once unless there are additions to the chemicals on-site.

**Section 312---Tier Two Reports**

**Who must file a Tier Two Report?**

All facilities which have any hazardous substance (defined as any product requiring an MSDS under the OSHA Hazard Communication Standard) in amounts greater than its established threshold on-site for more than any 24-hour period must submit an annual Tier Two form. For oil and gas production sites, this will generally be Produced Hydrocarbons, such as crude oil or natural gas, above the threshold amount of 10,000 pounds (or 1250 gallons or 30 barrels). Few, if any, other chemicals are likely to be present at these locations for more than 24-hours.

**What must be reported?**

Only the hazardous substances exceeding threshold need be reported. Again, for oil and gas production sites, this will usually be produced hydrocarbons.

**When are the reports due?**

Tier Two reports are filed annually and should be postmarked before March 1 of each calendar year. The report is based on the chemical inventory from the previous calendar year. For example, a Tier Two submitted on February 15, 1998 lists the production facilities in operation during 1997. If you find that your report will be late, you may contact our staff and request an extension.

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**Where do I send the Tier Two report?**

Send the original report to:

Monty Elder  
Department of Environmental Quality  
Customer Services Division  
P. O. Box 1677  
OKC OK 73101-1677

Be sure to keep a copy for your files and to provide copies to the appropriate Local Emergency Planning Committee (LEPC) and fire department(s).

**Where can I get Tier Two forms?**

One blank form is attached to this fact sheet. You may make as many copies as you need. Blank forms are also available on the DEQ Homepage at [www.deq.state.ok.us](http://www.deq.state.ok.us). Or, you may contact our staff and we will mail or fax a blank form to you.

**How much is filing this report going to cost me?**

Fees are collected for the validation of the Tier Two reports. The fee schedule is:

For owner/operators of ten (10) or less facilities	\$ 10.00 per facility
For owner/operators of eleven (11) to twenty-four (24) facilities	\$ 20.00 per facility
For owner/operators of twenty-five (25) or more facilities	\$500.00 flat fee

Please do not send payment with your filing. State agencies may not receive monies without first issuing an invoice. DEQ will generally issue your invoice in April of each year. However, this invoice is for the previous year's filing. Following the example from above, your February 15, 1998 filing details your facilities operating in the calendar year 1997. On April 28, 1998, you receive an invoice for the March 1, 1997 filing which details your firm's operating sites in 1996. This may be confusing. Please contact us if you would like more information on the fee collection system.

**Filing Format**

In order to decrease the paperwork burden while staying in compliance and providing local responders necessary information in the event of an emergency, companies may elect to submit a single Tier Two form with individual site data attached separately. The Tier Two form will include complete information in the Owner/Operator and Emergency Contact sections. Under the Chemical Description section, list "produced hydrocarbons" (list other chemicals only if they are above threshold levels and are present at the site more than 24 hours). Type "see attached list" in the Facility Information section. An example of this form is included.

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The Facility Information section presents the individual site information sorted by county with the name, legal description, county location, and emergency contact name for that facility. **In Oklahoma, a facility may be a well, tank battery, lease, or two or more contiguous leases.** Billing is based on the number of facilities (see below), so please identify the facilities to produce the lowest number possible. For example, if one lease contains 10 wells, you need not list the ten wells individually, but simply list the lease.

**HELP! Where can I get assistance?**

Call us! We can help! You may contact either Tom Bergman at 405-702-1013 or Monty Elder at 405-702-1017 for Tier Two assistance. Or call the DEQ toll-free Customer Assistance Hotline, 800-869-1400.