




2018 MASSACHUSETTS ENVIRONMENTAL, HEALTH, AND SAFETY TASK SUMMARY

Now is a good time to start planning your environmental, health, and safety (EHS) tasks for the upcoming year, and to get organized so you'll be sure not to miss any deadlines. Reminders of some key compliance tasks and reporting deadlines are provided below. In addition to these, be sure to review your facility's site-specific EHS plans and permits (such as sewer discharge permits, air permits, surface water discharge permits, etc.) and comply with any permit renewal requirements, monitoring, reporting, inspections, training, etc. Check your EHS plans to ensure they are current.

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA) REPORTING

- *Tier II Hazardous Chemical Inventory Report*: Due **March 1** to LEPC, Massachusetts Emergency Management Agency (MEMA) which acts as SERC, and local fire department if chemical reporting thresholds are met (see 40 C.F.R. Part 370). MEMA requires the use of their online "Tier II Manager System" for preparation of and submittal of reports to MEMA. The Tier II Manager System, along with information regarding registration and use of the system, is available at: <http://www.mass.gov/eopss/agencies/mema/resources/serc/>. Tier II reports must also be submitted to your LEPC and local fire department in the format required by these agencies (typically as a "Tier II Submit" compatible file). Federal changes to the Tier II report were made effective with the report due on March 1, 2018; these changes require physical and health hazard information to be reported on the Tier II in a manner that is consistent with the revised Occupational Safety and Health Administration (OSHA) Hazard Communication standard. To comply with these requirements, it will be important to review current safety data sheets (SDSs) for all reportable chemicals. Start early to give yourself time to contact suppliers if you don't have SDSs that provide this information.

If additional chemicals trigger reporting during the year, submit SDSs or a list of these chemicals to the LEPC, SERC, and local fire department within three months of becoming subject.

- *Toxic Release Inventory Report (Form R or Form A)*: Due **July 1** to EPA online and SERC for subject facilities if toxic chemicals are manufactured, processed, or otherwise used in quantities exceeding reporting thresholds (see 40 C.F.R. Part 372). Details on this reporting requirement are available at <http://www2.epa.gov/toxics-release-inventory-tri-program>. You should log into CDX (<https://cdx.epa.gov/>) now, update your password (required every 90 days), and review the list of certifiers to determine if this role needs to be assigned to someone new. Be sure your certifiers can access CDX and submit Electronic Signature Agreements for new certifiers.
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- *Massachusetts Toxics Use Reduction Forms (Form S)*: Due **July 1** to Massachusetts Department of Environmental Protection (MassDEP) online. More information is available at: <http://www.mass.gov/eea/agencies/massdep/toxics/tur/>.
 - *Toxics Use Reduction (TUR) Act Plan Summary*: Due **July 1, 2018** to MassDEP. Large quantity toxics users are required to update their TUR Plan and prepare a TUR Plan Summary that must be certified by a TUR Planner and submitted to MassDEP by July 1 of every even-numbered year. The rule also requires that an employee notification be distributed or posted at least six months prior to the due date for the plan (i.e., required by **December 31, 2017**).

AIR REGULATIONS

- *MA Source Registration*: Due dates vary (either annually or every three years, and different deadlines for different facilities). Typically, the forms are due by April 15 for Operating Permit facilities, May 15 for non-Operating Permit annual filers, June 1 for

some triennial filers, and July 15 for the remaining triennial filers. Forms are required to be submitted to MassDEP online. MassDEP **suspended the 2017 reporting deadlines** while making changes to the reporting system. MassDEP has indicated that the forms will be available by December 31, 2017. Due to the forms delay, MassDEP deferred the 2016 reporting for triennial filers to the 2017 reporting year (i.e., these will be due in 2018 – these facilities have the option of filing 2016 calendar year data or 2017 calendar year data). Annual filers must still submit for calendar year 2016. Facilities that were subject to reporting in 2017 (for calendar year 2016) or in 2018 (for calendar year 2017) should watch for notification from MassDEP to confirm the applicable deadline for this year. Additional information, including a list of all facilities subject to source registration and their individual filing deadlines is available here: <https://www.mass.gov/guides/massdep-source-registration>.

- *Title V Annual Compliance Certification*: **Due January 30**. Submit to MassDEP and EPA.
- *Title V Semi-Annual Monitoring Report*: **Due January 30 and July 30** for the preceding 6-month period. Submit to MassDEP and EPA.
- *Permit-Required Annual Report*: **Due date varies** depending on permit. **Typically, due March 15** – check permit conditions. Submit to MassDEP.
- *Permit-Required Semi-Annual Report*: **Due date varies** depending on permit. **Typically, due January 30 and July 30** – check permit conditions. Submit to MassDEP.
- *NSPS, NESHAPS, or MACT reporting requirements, if applicable*: **Due dates vary**, depending on standard. Standards have been developed for a number of sources (e.g., boiler MACT); refer to the EPA website for information on regulated sources and activities <https://www.epa.gov/stationary-sources-air-pollution/national-emission-standards-hazardous-air-pollutants-neshap-9>.
- *Risk Management Plan (RMP) update*: Chemical Accident Prevention regulations require that covered facilities update and resubmit their Risk Management Plans at least once **every 5 years**; refer to the EPA website for information: <https://www.epa.gov/rmp>. EPA recently finalized changes to the RMP Rule with compliance deadlines ranging from within one to five years of the effective date of the new rule.
- *EPA Refrigerant Regulations*: EPA recently revised the Section 608 refrigerant regulations, effective January 1, 2017, to update existing requirements for ozone-depleting refrigerants and extend them, as appropriate, to non-ozone depleting substitute refrigerants. Updates include strengthened leak repair requirements, recordkeeping requirements for the disposal of appliances containing more than five and less than 50 pounds of refrigerant, and revisions to the technician certification program. Refer to <https://www.epa.gov/section608/revised-section-608-refrigerant-management-regulations> for information on compliance details and deadlines.
- *Federal Greenhouse Gas (GHG) Reporting*: **Due March 31** representing the previous calendar year to U.S. EPA in accordance with 40 C.F.R. Part 98. Applicable to certain facilities that directly emit GHGs as well as certain fossil fuel suppliers and industrial GHG suppliers. Additional information is available on the EPA website at <https://www.epa.gov/ghgreporting>.
- *State GHG Reporting*: MassDEP has established more stringent state-specific GHG reporting thresholds and requirements, and requires state reporting by **April 15** annually. MassDEP delayed the deadline for reporting of 2016 GHG emissions due to delays incorporating GHG reporting into the eDEP SR forms. The GHG reporting is being combined with source registration reporting; more information regarding due dates for deferred reports will be available from MassDEP after the first of the year. Information about the MassDEP GHG reporting requirements is available on their website at: <http://www.mass.gov/eea/agencies/massdep/climate-energy/climate/approvals/ma-greenhouse-gas-emissions-reporting-program.html>.



STORMWATER REGULATIONS FOR INDUSTRIAL ACTIVITIES

The EPA Multi-Sector General Permit (MSGP) applies in states such as Massachusetts that are not authorized to implement the stormwater permitting program. Information about the EPA MSGP, and links to state stormwater contacts, are provided at <http://www.epa.gov/npdes/stormwater-discharges-industrial-activities#overview>. The EPA MSGP was reissued in 2015, and facilities were required to submit a Notice of Intent (NOI) to obtain coverage or continue coverage from the previous 2008 MSGP. The following provides

an outline of the current requirements of the 2015 U.S. EPA MSGP. Refer to the permit and your site-specific Stormwater Pollution Prevention Plan for detailed requirements.

- *Stormwater Annual Report*: **Due January 30, 2018** covering calendar year 2017. The annual report is required to be submitted electronically using EPA's "NeT-MSGP" program.
- *Stormwater sampling*: **Due dates and sampling / analysis requirements vary** for different industrial sectors. Quarterly stormwater sample collection and visual inspection are required for all sectors covered under the MSGP. Additional benchmark, effluent limit, impaired waters, and/or other monitoring and reporting may be required for certain industries. If required, stormwater analytical results must be submitted to EPA.
- *Periodic inspections*: Perform visual self-inspections of facility and BMPs; frequency varies, but typically required **monthly or quarterly** (refer to MSGP and stormwater pollution prevention plan). Retain records onsite, including documentation of any follow-up corrective actions.
- *Annual stormwater training*: Provide training to subject employees **annually**. Retain records onsite.
- *SWPPP Modifications*: If modifications were made to the facility Stormwater Pollution Prevention Plan (SWPPP) during the year, these modifications must also be made to the version of the SWPPP that was posted online (or, if the SWPPP was not posted online, to the SWPPP components that were included as part of the facility's Notice of Intent. Update the online SWPPP or the NOI form no later than **45 days after conducting the final routine facility inspection** for the calendar year.



If your facility filed a No Exposure Certification for Exclusion from Stormwater Permitting, the facility must maintain a condition of no exposure and resubmit the No Exposure Certification form at least **once every five years**.

HAZARDOUS MATERIALS TRANSPORTATION

- *Hazardous Material Registration*: **Due June 30** to the U.S. Department of Transportation (DOT) online at https://hazmatonline.phmsa.dot.gov/services/haz_reg_1.aspx if you ship regulated quantities.
- *Triennial Hazardous Material Employee Training and Testing*: **Due every three years**. Retain records onsite.
- DOT made miscellaneous changes to the Hazardous Materials Table in 49 C.F.R. §172.101. You should review the Hazardous Materials Table for the materials you ship to determine if any of these apply to your shipments.



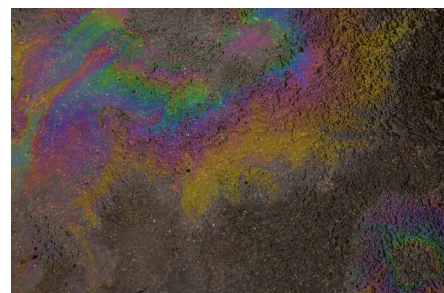
HAZARDOUS AND SOLID WASTE

- *Hazardous waste biennial report*: The biennial report is due during even-numbered years for large quantity generators and will be due next on **March 1, 2018** representing wastes generated during 2017. Submit to MassDEP.
- *Hazardous waste generator training*: Perform training **annually** for large quantity generators; no specified frequency for small and very small quantity generators. Retain training records onsite.
- *Visual inspection for hazardous waste tanks subject to 40 C.F.R. 265 Subpart CC (tanks containing volatile organics)*: Required **annually** for large quantity generators only if applicable. Additional inspection requirements apply to equipment contacting certain hazardous waste containing volatile organics subject to 40 C.F.R. 265 Subpart BB. Retain records onsite.
- *Routine hazardous waste inspections*: Self-inspection of hazardous waste container storage at least **weekly**, and of hazardous waste tanks **daily** for small and large quantity generators. Retain records onsite.
- *MA Annual Report for Hazardous Waste Recyclers*: **Due March 1**; submit to MassDEP.

- *Generator Improvements Rule*: EPA finalized the hazardous waste generator improvements rule in November 2016. Changes included reorganization of the regulations, new provisions for episodic generation and generator notification requirements, and changes to requirements for satellite accumulation, container labeling, training, contingency planning, generator closure requirements, and many other standards. The rule became effective on May 30, 2017 only in un-authorized states (i.e., IA, AK, the territories, and tribal lands). Since Massachusetts is an authorized state, and MassDEP has not yet adopted the rule, it is **not yet in effect in Massachusetts**. MassDEP is required to adopt the more stringent provisions of the rule within approximately one to two years after the EPA effective date; MassDEP does not anticipate making these changes until sometime later in 2018 or 2019. Additional information is available at: <https://www.epa.gov/hwgenerators/final-rule-hazardous-waste-generator-improvements>.
- *e-Manifest*: EPA is establishing an “e-Manifest” system for tracking hazardous waste shipments electronically. EPA anticipates launching the e-manifest system in **June 2018**. Additional information is available at: <https://www.epa.gov/e-manifest/learn-about-hazardous-waste-electronic-manifest-system-e-manifest-0>.

SPILL PREVENTION, CONTROL, AND COUNTERMEASURE AND RELATED STATE REGULATIONS

- *SPCC plan review/update*: Retain up-to-date plan onsite. Ensure SPCC plans are updated **within 6 months** of any facility change that affects the potential for a discharge (commissioning or decommissioning tanks, replacement or installation of piping systems, and/or changes in construction that may alter secondary containment structures). In addition to this ongoing requirement, plans should be reviewed and amended (if necessary) **every 5 years**.
- *SPCC inspections*: Inspect oil tanks, containers, and equipment **monthly** (and/or other frequency established by SPCC plan; additional required inspections may include annual inspections by facility owners and formal inspections/tests by certified inspectors every 10 years, every 20 years, or other frequency indicated in site-specific SPCC plan). Retain inspection records onsite.
- *MA inspection of aboveground storage tanks with a capacity of more than 10,000 gallons (502 C.M.R. 5.00)*: In accordance with 502 C.M.R. 5.05(2), tank inspections were required annually through calendar year 2015, and in 2015 the tank owner was required to propose an approved standard and tank inspection and maintenance requirements for the remaining life of the tank for approval by the Office of the State Fire Marshal. According to the State Fire Marshal's office, forms for requesting approval of an alternative tank inspection and maintenance schedule are not yet available; we suggest that you contact the State Fire Marshal's office to confirm approval of any inspection frequency less frequent than once per year. Pursuant to 502 C.M.R. 5.05(2), tank inspections are required to be performed **annually or in accordance with an approved alternate schedule**, and Use Permits are required **every five years**.
- *SPCC discharge prevention briefings/training*: Perform **annual** training and retain records onsite.



MASSACHUSETTS HAZARDOUS MATERIALS PROCESSING REGULATIONS (527 C.M.R. 1.00, CHAPTER 60, SECTION 60.8 (FORMERLY 527 CMR 33.00))

- *Hazardous Materials Processing Compliance Requirements and Permitting*: Massachusetts Division of Fire Safety regulations went into effect in February 2012, and established criteria and permitting requirements for facilities that engage in the processing of hazardous materials, as defined in 527 C.M.R. 1.00. Requirements vary for different categories of regulated facilities, and in addition to permitting through the local fire department, may include requirements for developing emergency plans, conducting hazard evaluations, preparing written hazard evaluation and process safety control procedures, and implementing process safety controls. All initial permit deadlines have passed. All permits require **annual** renewal. For additional information, refer to: <http://www.mass.gov/eopss/agencies/dfs/>.



UNDERGROUND STORAGE TANKS (USTS)

The following outlines some of the key requirements for USTs:

- *UST Notification/Registration/Permitting:* Initial notification/registration prior to installation to MassDEP. Local fire department may require **annual** renewal of permit.
- *UST inspection, monitoring, and testing:* Requirements and **frequencies vary** depending on material stored, type and size of tank; refer to applicable regulations in 310 C.M.R. 80.00 and national codes of practice.
- *Removal of single-walled steel USTs:* Single-walled steel USTs were required to be removed from the ground by **August 7, 2017** (some exceptions) pursuant to 310 C.M.R. 80.15 and in accordance with UST closure requirements.
- *Massachusetts third-party UST inspections:* Required **every three years**; owners/operators of USTs must have the UST and associated piping inspected by a third-party inspector (some exemptions). A record of the inspection must be submitted to the local fire department and MassDEP within 14 days from completion of the inspection. Check the MassDEP website for a list of UST facilities and the next third-party inspection due date: <http://www.mass.gov/eea/agencies/massdep/toxics/ust/third-party-ust-inspection-program.html>.
- *Compliance certifications:* Compliance certifications in accordance with 310 C.M.R. 80.34 must be submitted to MassDEP **every three years** (due no earlier than 16 months and no later than 18 months after each third-party inspection).
- *Massachusetts UST operator training was required by August 8, 2012:* UST operators were required to be trained and certified in accordance with an approved training program pursuant to 310 C.M.R. 80.00 and notification was required to be submitted to the MassDEP certifying compliance. Re-training is generally required if emergency procedures change, the type or location of the leak detection alarm system changes, or the type or location of the emergency shut-off switch changes. Re-training/re-certification is also necessary if specifically required by MassDEP.



TOXIC SUBSTANCES CONTROL ACT (TSCA) FORM U REPORTING

- *Notice of Activity (NOA) Form:* EPA published the TSCA Inventory Notification (Active/Inactive) rule on August 11, 2017. In accordance with this new rule, manufacturers (including importers) who manufactured or imported existing non-exempt chemicals during the 10-year time period ending on June 21, 2016 (“lookback” period) must submit a Notice of Activity Form A to EPA no later than **February 7, 2018** to designate these chemicals as “active” in U.S. commerce. Notices must be submitted electronically via CDX. Chemical processors may also submit an NOA Form A prior to October 5, 2018; however, processors are not required to submit the NOA Form A. If an existing chemical was manufactured, imported, or processed on or after June 22, 2016 and is ultimately designated by EPA as “inactive,” the “forward-looking reporting” requirements will apply, requiring submittal of a Notice of Activity Form prior to the effective date of the chemical’s “inactive” designation by EPA (or not more than 90 days prior to the anticipated date of manufacturing or processing for persons who intend to manufacture or process a chemical that has been designated as inactive).
- *Chemical Data Report (CDR) (“Form U”):* This report is due every four years, and was last required in 2016. This reporting requirement applies to facilities that manufactured or imported, during the calendar year, 25,000 pounds or more of a chemical substance listed on the TSCA Inventory (some exceptions), or 2,500 pounds or more of a chemical substance listed on the TSCA Inventory that is the subject of certain TSCA rules/actions. The next report will be due **between June and September 2020** and will cover calendar years 2016 through 2019. Reports must be submitted electronically to EPA using e-CDRweb. Since this report requires reporting of data for all four years since the previous reporting year, be sure to continue to track the chemicals manufactured or imported at your facility each year. Refer to <http://www.epa.gov/chemical-data-reporting> for additional information.



OSHA REGULATIONS

For facilities covered under the OSHA regulations, these annual and periodic recurring requirements may apply:

- *Review of Permit-Required Confined Space Entries:* Required **annually**; retain records onsite.
- *Review of Lockout/Tagout Energy Control Procedures and Employee's Responsibilities Under the Procedures:* Required **annually**; retain records onsite. Remember that each energy control procedure must be inspected (energy control procedures used less frequently than annually are required to be inspected only when used).
- *Review of Bloodborne Pathogens Exposure Control Plan (including new technology and safer medical devices to eliminate or minimize occupational exposure):* Required **annually**; retain records onsite.
- *Review of Chemical Hygiene Plan:* Required **annually**; retain records onsite.
- *Fit-testing for Employees Required to Use Tight-Fitting Respirators:* Required **annually**; retain records onsite.
- *Training:* Where applicable, certain OSHA regulations require **annual** training including: respiratory protection, hearing conservation and protection, emergency response, hazardous waste operations, fire extinguishers, bloodborne pathogens, and certain substance-specific standards (e.g., formaldehyde, ethylene oxide, lead, vinyl chloride, asbestos). Retain records onsite.
- *Medical Monitoring:* Where applicable, certain OSHA regulations require **initial and annual** medical monitoring for employees enrolled in a respiratory protection program and for employees exposed above certain occupational exposure limits for various contaminants (e.g., asbestos, benzene, ethylene oxide, and various suspect carcinogens). **Initial and annual** audiometric testing is also required for employees enrolled in a hearing conservation program.
- *Triennial Evaluation of Powered Industrial Truck Operator Performance:* **Due every three years**; retain records onsite.
- *Fire Extinguisher Maintenance Check:* Required **annually**; retain records onsite.
- *Fire Extinguisher Visual Inspections:* Required **monthly**; retain records onsite.
- *Inform Employees of Right to Access Occupational Medical and Exposure Records:* Required **annually**, where applicable (29 C.F.R. §1910.1020).
- The final rule for the occupational exposure to respirable crystalline silica became effective in June 2016. This rule could apply if you or your employees perform manufacturing operations involving silica-containing materials such as brick, ceramic, concrete, or pottery; operations using sand products such as foundry work or sandblasting; or work in the construction industry (cutting, grinding, crushing, or drilling silica-containing materials such as concrete, masonry, tile, and rock). A new respirable crystalline silica action level of 25 micrograms of silica per cubic meter of air ($\mu\text{g}/\text{m}^3$) and new PEL of 50 $\mu\text{g}/\text{m}^3$ averaged over an 8-hour day were specified in the new ruling. OSHA also included other provisions in the final rule for employee protection such as preferred methods for controlling silica exposure, respiratory protection, medical surveillance, hazard communication, and recordkeeping. The construction industry was required to comply with most of the requirements of the new rule by **September 23, 2017** and general industry and maritime sectors are required to comply by **June 23, 2018**.
- The final rule for improving the tracking of workplace injuries and illnesses became effective on **January 1, 2017**. Establishments with 250 or more employees in industries covered by the recordkeeping regulation were required to submit information from their 2016 Form 300A by **December 15, 2017**. The same employers will be required to submit information from all 2017 forms (300A, 300, and 301) by **July 1, 2018**. Establishments with 20-249 employees in certain high-risk industries were required to submit information from their 2016 Form 300A by **December 15, 2017**, and will be required to submit their 2017 Form 300A by **July 1, 2018**. Beginning in 2019 and every year thereafter, the information must be submitted by **March 2**.



- The final rule for general industry walking and working surfaces and personal fall protection systems became effective on **January 17, 2017**. This rule addresses workplace slip, trip, and fall hazards and updates regulatory requirements for personal fall protection systems to reflect current technology and procedures. The rule also includes a new section under the general industry Personal Protective Equipment standards that establishes employer requirements for using personal fall protection systems. A section on training was added requiring that employers train each employee exposed to a fall hazard and who uses personal fall protection systems or who is required to be trained as specified elsewhere in the new regulations; this training was required by **May 17, 2017**. The training must be conducted by a qualified person and cover the following: (i) The nature of the fall hazards in the work area and how to recognize them; (ii) The procedures to be followed to minimize those hazards; (iii) The correct procedures for installing, inspecting, operating, maintaining, and disassembling the personal fall protection systems that the employee uses; and (iv) The correct use of personal fall protection systems and equipment, including, but not limited to, proper hook-up, anchoring, and tie-off techniques, and methods of equipment inspection and storage, as specified by the manufacturer. Retraining is required when there is a change in workplace operations or equipment, or the employer believes that a worker would benefit from additional training based on a lack of knowledge or skill.
- The final rule for the occupational exposure to beryllium became effective on **May 20, 2017**. This rule could apply if you or your employees perform operations involving beryllium metal or ceramic production; non-ferrous foundries; fabrication of beryllium alloy products; or abrasive blasting operations using slags that contain trace amounts of beryllium such as in the construction and shipyard industries. The final rule reduces the eight-hour permissible exposure limit to 0.2 µg/m³ and establishes a short-term exposure limit of 2.0 µg/m³ over a 15-minute sampling period. OSHA also includes other provisions in the final rule for employee protection such as engineering controls, personal protective equipment, training, and medical surveillance requirements. The construction, general industry and shipyard sectors are required to comply with most of the requirements of the new rule by **March 12, 2018**. However, employers have until March 11, 2019 to provide required change rooms and showers, and until March 10, 2020 to implement engineering controls.

Note: This list will vary based on site-specific requirements and is not intended to be inclusive of all the periodic environmental and safety inspections and tests that may be required depending on the organization and its operations (e.g., hazardous waste containers and tanks, emergency eyewashes and safety showers, electrical protective devices, cranes, hoists, powered industrial trucks, aerial lifts, alarm systems, fire detection and extinguishing systems, etc.).

Please call us if you have any questions or need any assistance in complying with these requirements.

