



OREGON EMERGENCY RELEASE NOTIFICATION GUIDANCE DOCUMENT

(EPCRA SECTION 304, 40 CFR, PART 355)

Overview:

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 State Emergency Response Commission (SERC) and the Local Emergency Planning Committees (LEPCs), for any area likely to be impacted by the release. Requirements for notification to the SERC can be made by calling the Oregon Emergency Response System (OERS) at 800-452-0311 or 503-378-6377. Contact information for Oregon LEPCs can be found at http://www.oregon.gov/OSP/SFM/Local_LEPC_Information.shtml. There are two types of substances that require reporting under this regulation:

1. Extremely Hazardous Substances (EHS); and
2. 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](#).

Initial notification can be made by telephone, radio, or in person. In addition, 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 9-1-1. In the absence of a 9-1-1 emergency number, the notification can be met by calling the local operator.

The required written follow-up notification will provide:

1. Updated information included in the initial notice
2. Information on actual response actions taken
3. Documentation on advice regarding medical attention necessary for citizens exposed

For Further information, see [Title 40 CFR Part 355](#), and the [April 22, 1987 Federal Register Notice](#).

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:
[Title III Consolidated List of Lists](#)
2. 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 at 800-424-9346.

What Must be Included in the Initial Notification:

1. The substance name
2. An indication of whether the substance is an EPA EHS or CERCLA substance
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
8. Name and telephone number of the contact person

How to Make the Required Initial Notification:

1. Notify the State Emergency Response Commission (SERC) by calling the Oregon Emergency Response System (OERS) at **800-452-0311** or **503-378-6377**.
 - a. Advise the OERS duty officer that you are making a 304 release notification.
 - b. Provide all required information as listed above.
2. Notify all LEPCs whose planning district could be impacted by the release by calling the phone number for the appropriate LEPCs which can be obtained at http://www.oregon.gov/OSP/SFM/Local_LEPC_Information.shtml
 - a. Advise the LEPC contact person that you are making a 304 release notification.
 - b. If an LEPC does not exist in the area of the release, only the SERC notification and any bordering LEPC notifications are required to be made.
3. If the release occurs in an area bordering more than one state, notification may be required for the SERC and any LEPCs in the adjacent state.
4. You may also be required to notify the local 9-1-1 dispatch center and the National Response Center (NRC) 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 within 30 days of the release.
2. Complete the [Written Follow-up form](#) and attach any supporting documentation.
3. Submit the form and supporting documentation to:

Oregon State Emergency Response Commission
c/o Community Right to Know Unit
4760 Portland Rd. NE
Salem, OR 97305-1760
sfm.cr2k@state.or.us

Additional Information and Resources:

- [EPA List of Lists](#)
- [40 CFR Subchapter I](#) (Emergency Planning and Notification, Superfund, 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) 800-452-0311 or 503-378-6377
- [CERCLA](#) and [SARA](#) overviews at EPA's website
- [EPCRA Frequently Asked Questions \(FAQ\)](#)
- [Emergency Management Frequent Questions](#)
- National Response Center (NRC) 800-424-8802
- EPA's EPCRA Hotline 800-424-9346, (Monday through Friday 9 a.m. to 6 p.m. Eastern Time)