

## CHAPTER 303. PREPARATION OF HAZARDOUS SUBSTANCE AND ENVIRONMENTAL HAZARD SURVEY FORMS

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### Source

The provisions of this Chapter 303 adopted August 16, 1985, effective October 5, 1985, 15 Pa.B. 2975, unless otherwise noted. Effective date amended 15 Pa.B. 3179 (September 7, 1985).

### Cross References

This chapter cited in 34 Pa. Code § 311.2 (relating to workplace postings).

### § 303.1. Hazardous Substance Survey Forms.

(a) The Hazardous Substance Survey Form shall contain the following information:

- (1) The names of hazardous substances present in the workplace as they appear in Appendix A.
- (2) The Chemical Abstracts Service (CAS) number, if a number has been assigned.
- (3) The employer name, address and Federal Employer Identification Number (FEIN).
- (4) The workplace name.
- (5) The time period covered by the survey.
- (6) The date the Hazardous Substance Survey Form was completed.
- (7) An indication as to whether a substance is a special hazardous substance or an environmental hazard.
- (8) The name, title and signature of the employer or employer representative completing the Hazardous Substance Survey Form.
- (9) The name and telephone number of a contact person who can provide additional information.

(b) The initial Hazardous Substance Survey Form for a workplace shall be completed on a form supplied by the Department no later than December 1, 1986.

(c) The Hazardous Substance Survey Form may constitute the lists of substances required to be posted under section 7(a)(1) of the act (35 P. S. § 7307(a)(1)) and § 311.2(a)(1)—(3) (relating to workplace postings). If the workplace and work area are identical, the completed Hazardous Substance Survey Form may constitute the work area list required to be made available under section 7(a)(1) of act and § 305.4 (relating to maintenance and disclosure of work area lists).

(d) The Hazardous Substance Survey Form shall be updated at least annually, based on the most current Hazardous Substance List, Environmental Hazard List and Special Hazardous Substance List published by the Department under section 3 of the act (35 P. S. § 7303) and this chapter.

(e) Updated Hazardous Substance Survey Forms shall be completed no later than April 1 of each year and shall include hazardous substances which were present in the workplace during the prior calendar year. To the extent this form is also used to meet the requirements of § 305.4 it shall be updated when necessary.

(f) In meeting the requirements of this section, employers may either use forms provided by the Department or develop their own form which contains information required in this section and is legible and understandable.

#### Cross References

This section cited in 34 Pa. Code § 301.3 (relating to jurisdiction/exemption); and 34 Pa. Code § 305.2 (relating to maintenance and disclosure of Hazardous Substance Survey Forms).

### § 303.2. Environmental Hazard Survey Forms.

(a) An employer is required to complete an Environmental Hazard Survey Form for a particular workplace upon a written request from the Department and on a form supplied by the Department when requested to do so by the Department. The Department will require an employer to complete an Environmental Hazard Survey Form if the Department is requested to do so by a person in this Commonwealth. The Environmental Hazard Survey Form shall be completed and returned to the Department within 30 days of a request by the Department.

(b) The Environmental Hazard Survey Form shall contain information regarding those hazardous substances designated as environmental hazards on the Department's Hazardous Substance Lists which are emitted, discharged or disposed of from that workplace. The information required to be included on the Environmental Hazard Survey Form includes the following:

- (1) The total known or estimated stack or point-source emissions of the substance.
- (2) The total estimated fugitive or nonpoint-source emissions of the substance.
- (3) The total known or estimated discharge of the substance into the surface or groundwater, the treatment methods and the known or estimated raw wastewater volume and loadings.
- (4) The total known or estimated discharge of the substance into publicly-owned treatment works.
- (5) The known or estimated quantity and methods of disposal of wastes containing the substance, the method of onsite storage of the wastes, the location of the final disposal sites for the wastes and the identity of the hauler of the wastes.

(c) The information specified in subsection (b) shall only be included on the Environmental Hazard Survey Form if the information is, at the time the Environmental Hazard Survey Form is completed, required to be reported under current provisions of a Federal, State, county or municipal environmental statute.

(d) Employers have two options for completing the Environmental Hazard Survey Form:

(1) Employers may complete the Environmental Hazard Survey Form as provided by the Department.

(2) The employer shall be deemed to have completed the Environmental Hazard Survey Form if the employer attaches to the form provided by the Department, the employer's list of environmental hazards emitted, discharged or disposed of from the workplace and reports, or portions thereof, required by current provisions of Federal, State, county or municipal statutes which contain the information specified in subsection (b).

(e) Employers are required to update Environmental Hazard Survey Forms only upon request of the Department.

(f) Employers shall keep a copy of the Environmental Hazard Survey Form on file at that workplace and at its principal place of business in this Commonwealth.

(g) Procedures for disclosure of Environmental Hazard Survey Forms are governed by Chapter 305 (relating to maintenance and disclosure of survey forms and lists).

(h) The Department will not require the completion or revision of an Environmental Hazard Survey Form more than once in a 12-month period.

#### Cross References

This section cited in 34 Pa. Code § 301.3 (relating to jurisdiction/exemptions); and 34 Pa. Code § 305.2 (relating to maintenance and disclosure of Hazardous Substances Survey Forms).

### § 303.3. [Reserved].

#### Source

The provisions of this § 303.3 adopted August 16, 1985, effective October 5, 1985, 15 Pa.B. 2975. Effective date amended 15 Pa.B. 3179 (September 7, 1985); reserved August 1, 1986, effective August 2, 1986, 16 Pa.B. 2909. Immediately preceding text appears at serial page (99596).

### § 303.4. [Reserved].

#### Source

The provisions of this § 303.4 adopted August 16, 1985, effective October 5, 1985, 15 Pa.B. 2975. Effective date amended 15 Pa.B. 3179 (September 7, 1985); reserved August 1, 1986, effective August 2, 1986, 16 Pa.B. 2909. Immediately preceding text appears at serial page (99596).

**§ 303.5. [Reserved].****Source**

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**§ 303.6. [Reserved].****Source**

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