

# SARA Title III-CRTK - Tier II-312 Form Reporting Information



**March 1, 2010 is the deadline for filing your forms.**

- ◆ Submit a signed Indiana Electronic Subscriber Agreement (IESA) form to IDEM prior to completing any reports electronically. Begin by going to IDEM's Regulatory Services Portal (RSP) at: [www.idem.IN.gov/5964.htm](http://www.idem.IN.gov/5964.htm).
- ◆ Mail the original signed form to:  
**Indiana Department of Environmental Management**  
Attn: Julian Mills  
MC 66-30 IGCN RM 1101  
100 North Senate Avenue  
Indianapolis, IN 46204-2251
- ◆ Start your IESA submission beginning December 28, 2009. After approval, go to IDEM's e-Services for CRTK reporting at: [www.idem.IN.gov/5964.htm](http://www.idem.IN.gov/5964.htm) and login as you normally would.
- ◆ All CRTK forms; either paper or electronically, need to be submitted by the deadline of March 1, 2010.
- ◆ Beginning in 2011, all CRTK 302, 311 and 312 forms must be submitted electronically to IDEM.

## Regulatory Services Portal (RSP)

The Indiana Emergency Response Committee (IERC) has deemed reporting through IDEM's RSP mandatory for the 2010 Tier II reporting season, beginning January through March 2011.

RSP was developed as an online system to help you meet the statutory notification / reporting requirements of Emergency Preparedness and Community Right to Know Act (EPCRA), Sections 302, 311 and 312.

Go to [www.idem.IN.gov/5964.htm](http://www.idem.IN.gov/5964.htm) and click on the RSP link to login and begin your notification/reporting after receiving notification of your approved IESA form.

Please note that by using RSP, you will have access to previously submitted facility information to review, update, verify, certify, and quickly resubmit.

For additional information, go to IDEM's Community Right to Know (CRTK) Web site at: [www.idem.IN.gov/5285.htm](http://www.idem.IN.gov/5285.htm).

Remember to print a copy of your completed report and determine if this format is accepted by your local fire department and Local Emergency Planning Committee (LEPC). You can locate LEPC contact information at: [www.IN.gov/dhs/files/08contact.pdf](http://www.IN.gov/dhs/files/08contact.pdf).

## Contact Information

These IDEM Staff are available for assistance:

Staff Person	Phone Number	E-mail Address
Marcus Johnson	(317) 233-0066	mjohnson@idem.IN.gov
Nick Staller	(317) 234-3478	nstaller@idem.IN.gov
Kristi Dixon	(317) 233-1051	kdixon@idem.IN.gov
Lara Valley	(317) 233-1521	lvalley@idem.IN.gov
Tauna Earl	(317) 233-0068	tearl@idem.IN.gov

Indiana Department of Environmental Management  
Attn: Julian Mills  
MC 66-30 IGCN Room 1101  
100 North Senate Avenue  
Indianapolis, IN 46204-2251

[www.idem.IN.gov/5285.htm](http://www.idem.IN.gov/5285.htm)

(800) 451-6027 ext. 3-0066  
(317) 233-0066

### CRTK reporting deadline:

complete your notification / reporting before the deadline of March 1, 2010.

### IDEM Regulatory Services Portal:

[www.idem.IN.gov/5964.htm](http://www.idem.IN.gov/5964.htm)