



## 3E Regulatory Reporting

A robust outsourced solution for local, state and federal EH&S regulatory reporting requirements



ONLINE

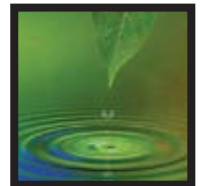


ONTIME

### Overview

Increased focus on regulatory enforcement, Homeland Security and electronic filing requirements is changing the regulatory landscape. At the same time, companies face growing pressure to limit fines, reduce costs and manage the ever-changing web of local, state and county regulations. 3E Regulatory Reporting services streamline and simplify the regulatory reporting compliance process, providing a valuable solution for customers with multiple facilities, limited and/or decentralized EH&S staff or knowledge and those who want to centralize their regulatory reporting and permitting.

3E's Regulatory Specialists annually complete and submit nearly 8,000 disclosures and permits, maintain active relationships with thousands of regulatory agencies and jurisdictional authorities, and track tens of thousands of individual compliance reporting tasks. This breadth of experience, regulatory expertise and relationships help provide accurate and timely completion of required disclosures, permits and fees specific to client facilities across multiple jurisdictions.



Trusted Global Provider of Chemical, Regulatory & Compliance Information Services

## Services

**Based upon a customer's hazardous materials inventory, facility and site diagrams, as well as any customer-specific policies, 3E Company can provide as little or as much assistance as a company requires—from the simple one-time delivery of valuable information, to full, on-going outsourcing of regulatory reporting tasks. Services are delivered on the 3E OnTime and Online® platforms:**

### **3E Compliance Research & Analysis**

3E Compliance Research and Analysis is the delivery of hazardous materials reporting requirements on a federal, state and local level, specific to client facilities across multiple jurisdictions. This service provides an assessment and resulting report of the hazardous materials disclosures, permits and UST/AST (Underground Storage Tank/Aboveground Storage Tank) permit renewals required to be submitted, as well as known due dates and/or associated fees, on a location--

specific basis. This service can also be delivered via the 3E Online® platform, which allows for a customer's instant Internet access to the regulatory research information. An advanced version allows user access to essential documents necessary to fulfill reporting tasks, such as agency forms, instructions and detailed task descriptions.

3E Compliance Research and Analysis serves as an essential resource for ensuring that complex reporting requirements are identified and met. Use of the service can reduce operational costs by preventing and eliminating fines, late fees and operational disruptions caused by non-compliance. It also eliminates significant in-house resources and paperwork burdens through 3E's centralized reporting and tracking. 3E performs all the necessary research to identify the reporting requirements; the customer uses this information to fulfill the requirements.

### **3E Compliance Calendar & Disclosures**

Taking 3E Regulatory Reporting Services one step further, 3E can take the information gathered from the Regulatory Research and Analysis and create a Calendar program to track and fulfill the necessary reports and disclosures. 3E maintains a database including agencies and contact information, reporting requirements, due dates and associated fees. This service is provided on an on-going basis, or as needed, with annual reporting and maintenance of historical records for seven years.

This service can be delivered via the 3E Online service platform, enabling customers centralized access to scanned copies of all of their hazardous materials disclosures and permits completed by 3E Company on a location specific basis. Users can sort location documents by key fields as well as view, print or download the scanned PDF document. Having instant access to these documents at either a corporate or facility level is a valuable resource in demonstrating compliance in the event of an agency inspection.

3E can also serve as the primary environmental contact for specified regulatory agencies connected to all of a customer's facilities on the Calendar program. All notices, renewals and invoices are sent directly to 3E and 3E can remit permit and disclosure fees through a customer-funded account.





## Modules

**3E Regulatory Reporting services cover U.S. regulatory requirements for the following:**

### **Hazardous Materials Disclosures**

Disclosures associated with emergency planning and community right-to-know requirements related to the storage and handling of hazardous materials. These are disclosures to the State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC), Local Fire Department or State Fire Marshall regarding the quantity and hazards of hazardous materials stored on-site.

- Tier I and II (Reports)
- SARA 302 Notifications
- Hazardous Materials Business Plans
- Combined Agency Reports

- Hazardous Substance Information Surveys (HSIS)
- Facility Inventory Forms (FIF)
- Hazardous Materials Management Plans (HMMP)
- Hazardous Material Inventory Statements (HMIS)

### **Hazardous Materials Permits**

Permits specifically relating to the storage, handling and/or use of hazardous materials.

- Hazardous Materials Business Plan Fees
- Hazardous Substance Possession Fees
- Environmental Health Permits
- Hazardous Materials Handler Fees
- Hazardous Materials Permits, Hazardous Materials Storage Fees
- Administrative Agency Oversight Fees
- Combustible Liquid Permits

- Flammable Liquid Permits
- Liquefied Petroleum Gas Permits
- Fire Inspection Fees
- Fire Permit Fees
- Fire Prevention Permits
- Fire Safety Permits

### **Waste Generation Disclosures & Permits**

Disclosures & Permits related to the generation and storage of hazardous waste.

- EPA ID Registration Application
- Hazardous Waste Generator Permits
- Annual or Biannual Waste Notification Reports
- Hazardous Waste License Fees
- Hazardous Waste Generation Fees
- State Waste Reporting

### **UST/AST Permits**

Permits and Fees related to Above-ground Storage Tanks (AST) and Underground Storage Tanks (UST) at client facilities.

- Aboveground Storage Tank Permits
- Aboveground Storage Facility Registrations
- Underground Storage Tank Permits
- Underground Storage Facility Registrations
- Pressure Vessel Permits

*Each of 3E's services comes with a variety of options and enhancement modules that can be configured based on a customer's EH&S information management needs. Contact us for more information today.*



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