

SHEMB Calendar of Reporting Events (CORE)

EVENT	DUE	DUE TO:	TYPE OF FORM	MANDATED BY
Occupational Injuries/Illnesses (Summary of 300 Log)	January Post by February 1 through April 30	Location Senior Management & Business Service Center	OSHA Form 300A	29 CFR 1904
Safety & Environmental Incentive Awards	January		AD-287-2	29 CFR Part 1960 & E.O. 13693
Annual Hazardous Chemical Inventory Report (EPCRA Section 312)	February	SERC/LEPC & Fire Dept.	Tier I/Tier II	E.O. 13693
Hazardous Waste Annual/Biennial Report	March 1	EPA/State	* EPA Form 8700-13 A/B or State Form	40 CFR Part 260
OSHA Chemical Inventory	February	Business Service Center & Post to Area Sharepoint Site		USDA & 29 CFR 1910.1200
Occupational Safety & Health (OSH) Annual Report	April	AFM/SHEMB & Business Service Center		29 CFR Part 1960
Hazardous Waste Cleanup Funds Project Requirement Report	April	AFM/SHEMB	Department HMMA Funding Proposal > \$25,000	E.O. 12088
Injury/Illness Recordkeeping Data - Electronic Submission to Bureau of Labor Statistics (BLS)	April	Business Service Centers	Form Provided by BLS	OSHA Recordkeeping Rule (Final 8/5/13)
Annual Safety, Health, and Environmental Inspections	May	Location Senior Management	Form 404, Form 0000, & Form 001a	29 CFR Part 1960
Threshold Determination for Toxic Chemical Release Reporting (EPCRA Section 313)	July 1	EPA/State	Form R or Form A	E.O. 13693
Annual Environmental Management System (EMS) Audit	By September 30	Location Senior Management	Conformance Checklist and Declaration of Management Review	E.O. 13696
Location Safety and Health & EMS Committees Update	October	Business Service Center	Form 309	29 CFR Part 1960 & E.O. 13693
Annual Safety, Health, and Environmental Goals And Objectives	November	Location Senior Management		29 CFR Part 1960 & E.O. 13696
E. O. 13693 Annual EMS Report	December	AFM/SHEMB & Business Service Center	EMS Metrics Scorecard	E. O. 13693
Work-related Recordable Injuries and Illnesses	Within 7 days of incident/accident	Location Senior Management	OSHA Form 300 and OSHA Form 301	29 CFR 1904
Emergency Notification & Planning (EPCRA Section 302)	Within 60 days of EHS and/or Emergency Plan Change	** Local Emergency Planning Committee (LEPC)		E.O. 13693
Emergency Release Notification (EPCRA Section 304)	As soon as practicable after release	** State Emergency Response Commission (SERC) SERC/LEPC		E.O. 13693
Safety Data Sheets (SDS) or List of SDS (EPCRA Section 311)	Within 90 days of updates	SERC/LEPC & Fire Dept.	As required by receiving agency	E.O. 13693
Underground Storage Tanks (UST's) Inventory	When UST's are removed, replaced, upgraded, or installed	Business Service Center	EPA Form 7530-1 or applicable state form	40 CFR 280

* State and local authorities may have more stringent reporting requirements. Generally, only large quantity generators are required to submit. Check your state and local authorities.

** Submit through Location Senior Management

10/15/2015

10/22/2015