

- SUMMARY -

**REPORTING FEES GENERAL INSTRUCTIONS**

In August of 1989, rules were adopted by the Maine Emergency Management Agency that established fees for reporting under the Superfund Amendments and Reauthorization Act of 1986, Title III (also called the Emergency Planning and Community Right-To-Know Act), and Public Law 464, Title 37-B, M.R.S.A., Chapter 13.

This rule established the fee amounts to be paid by facility owners and operators in three fee structures:

1. Registration of the facility.
2. Inventories of extremely hazardous substances and hazardous materials reported under §312/§797 from Tier 2 Submission.
3. Releases of toxic chemicals reported under §313/§799 on Form R or Form A Toxic Chemical Release Inventory Reporting Forms. Use the blue form to pay your TRI registration and inventory fees.

The following worksheets are designed to assist facility owners and operators in determining their fee amounts. They are keyed to mandatory reporting dates. The Green worksheet is for the Registration and Inventory fees; you can use this for all your Tier 2 reporting facilities.

Green - Registration/Inventory fee based on §312/§797 reports      **Due March 1 Annually**

Blue - Toxic release fee based on §313/§799 reports      **Due July 1 Annually**

When you complete a fee worksheet, please keep a copy for your records. You should either use our credit card portal through our website to complete the fee process or send the original worksheet with a check made out to TREASURER, STATE OF MAINE to:

**Maine Emergency Management Agency  
Attn: SERC  
72 State House Station  
Augusta, Maine 04333-0072  
maine.serc@maine.gov**

**Please be aware that there is a fee cap of \$5,000 per facility.** The maximum fee amount shall apply to fees collected during the course of the current reporting year. Therefore, if you feel that your facility may approach or surpass the cap, keep track of fees you have paid previously for the current reporting year.

If you have previously filed under Sections 311, 312 and/or 313 of SARA, Title III, and you have determined that doing so was in error or because you no longer meet the reporting requirements, please complete the form letter at the end of this package and send a copy to your local fire department, the appropriate Local Emergency Planning Committee via your County Emergency Management Agency, and the State Emergency Response Commission (SERC) at the address given below. Please also indicate whether you wish to remain on the mailing list for further information.

Should you have any questions about the reporting fees contact:

Maine Emergency Management Agency  
Attn: SERC  
72 State House Station  
Augusta, Maine 04333-0072  
Phone: 207-624-4400 or  
Within Maine 800-452-8735  
Fax: 207-287-3178  
Email: maine.serc@maine.gov