Guidance for Worksheet 4 – Toxic Substance Use

***Worksheet 4 only needs to be completed if the facility is a Large User of Toxic Substances.***

The identification of toxic substances, or products containing toxic substances, is the first step to identifying opportunities for reduction. **Facilities must choose one of two approaches in the identification of toxic substances:**

* **the Product Approach (Worksheet 4A) -** A hazardous product is any product that you are using which contains one or more toxic substances pursuant to section 313 of Title III of the Superfund Amendments and Reauthorization Act (SARA) in excess of 10,000 pounds per year or 1,000 pounds per year if 10% or more of all toxic substances. (See Appendix A for the list of toxic substances.) The term product refers to inputs to the manufacturing process or product(s) found in or used on the final product produced by the facility. For some companies, focusing on products containing the greatest percentage of toxic substances may help in prioritizing reduction efforts.

**OR**

* **the Chemical Approach (Worksheet 4B) -** The chemical approach requires that facilities sum the amount of a particular toxic substance for all products containing that chemical; for example, if xylene is found in three separate products, you must determine the total amount of xylene used for all three.

You may want to start by using Safety Data Sheets (SDS) to develop an inventory of the products you use that contain toxic substances. This inventory, which should include product name, total pounds of product used, and percentage of hazardous constituents, will make it much easier to complete Worksheet 4A or 4B. You do not need to include chemicals or products in your inventory which are used at the facility for janitorial, grounds maintenance or general office purposes.

In addition to Safety Data Sheets, other good sources of information might include purchasing records, stockroom and inventory records, and vendor information. Regulatory reports like Tier II (Community-Right-to-Know) reports, federal Toxics Release Inventory (TRI) Form R reports, and hazardous waste manifests can also prove useful for identifying and establishing baseline toxic substance use.

Some companies have established electronic databases specifically to log and track purchases of toxic substances or products containing toxic substances. Software may be purchased or developed in-house to do this and can serve as the foundation to which you can add more detailed information as necessary for planning purposes and/or other government reporting requirements.

**NOTE: Only toxic substances that are released to the environment are subject to plan requirements.** Examples of on-site releases are fugitive or non-point air emissions, discharges to receiving water bodies, underground injections, surface impoundments, landfill or other on-site disposal. Off-site releases can include transfers to municipal wastewater treatment plants, off-site recycling, energy recovery, or shipment to a hazardous waste treatment, storage and/or disposal facility (TSDF). If, on the other hand, chemicals are used in a closed process and consumed in that process, or controlled such that there is *no* release to the environment as with certain air emission collection and destruction technologies, then such chemicals are not subject to planning. Please call EAO if you have any questions about this issue.