



EPCRA Planning and Reporting Manager™

Master Emergency Planning and Community Right-to-Know Act (EPCRA) Reporting and Compliance

May 5-6, 2026 | Annapolis, MD

EPCRA Planning and Reporting Manager™ is an intensive, two-day course that prepares environmental professionals to manage EPCRA applicability determinations, data collection, threshold calculations, and annual reporting requirements with precision.

Led by experienced compliance practitioners with 20+ years of experience supporting Toxic Release Inventory (TRI) reporting and multi-state compliance audits, this course provides a structured framework for implementing EPCRA requirements, validating reporting data prior to submission, and reducing reporting errors that commonly trigger regulatory scrutiny.

Our training is enforcement-aware and practitioner-led, designed for professionals responsible for compliance decisions, not simply regulatory awareness.

Business Case for Attendance

EPCRA reporting failures carry substantial penalties. EPCRA violations carry maximum civil penalties of \$67,127 per violation per day under Sections 302–312, and \$59,973 per violation per day for Section 313 TRI violations. EPA actively pursues EPCRA enforcement against facilities of all sizes. Recent enforcement actions include a Colorado metal finishing facility that paid \$128,000 for failure to submit Tier II reports and TRI Form R submissions; a Pennsylvania chemical distributor that settled for \$85,000 for TRI threshold determination errors and late reporting; and an Ohio manufacturing facility fined \$167,500 for repeated failures to file timely and accurate TRI reports over multiple reporting years. Common violations that trigger enforcement include failure to submit Tier II or TRI reports, underreported chemical inventories, inaccurate threshold determinations, failure to submit Section 304 emergency release notifications, and inadequate supporting documentation.

This course reduces reliance on outside consultants. After completing the EPCRA Planning and Reporting Manager™ course, your employee returns prepared to accurately determine EPCRA applicability, perform threshold calculations, prepare Form R and Tier II reports, validate data before submission, and maintain defensible records to support annual submissions. Each of these tasks would otherwise require consultant support at rates that typically exceed the cost of this course in a matter of days.

The investment is immediate and practical. Course content is applied, not academic. Participants return with actionable knowledge, reference materials, and direct access to the course presenter for follow-up questions as compliance challenges arise.

Estimated Investment

Course Fee	\$1,015
Discounts*	-\$101.00 (if registered early)
Travel (airfare or mileage)	Varies by location Rental vehicle is not required
Lodging	~\$340 (discounts may be available)
Meals (lunch provided; breakfast items provided in-person)	2026 federal per diem is \$80/day (\$60 on travel days)

* Group discount of 15% off is available for three or more registrants from the same organization. Government employee, student, and veteran discounts (15% off) are also available. Corporate partnership discounts are also available.

What You'll Learn

This course develops a practical, working understanding of EPCRA's structure and annual reporting obligations. Participants gain clarity around:

- EPCRA applicability by section
- Emergency planning requirements under Sections 302 and 303
- Spill notification requirements under EPCRA Section 304 and CERCLA
- Hazard communication and inventory reporting under Sections 311 and 312 (Tier I/II reporting)
- Reporting Extremely Hazardous Substances (EHSs) and CERCLA 102(a) hazardous substances
- EPCRA Section 313 Toxic Release Inventory (TRI) thresholds and reporting
- Form R preparation and TRI-ME reporting tools
- Threshold determinations, exemptions, and acceptable estimation techniques
- Documentation procedures when reporting is not required
- Responding to operational or regulatory changes affecting reporting status
- Maintaining defensible records to support annual submissions

What You'll Take Back

Participants receive a certificate of completion approved for CEUs by EHS, legal, and engineering bodies, as well as:

- A comprehensive course binder and reference toolkit
- Practical guidance documents and useful references on a flash drive
- Access to presenters for follow-up questions
- Confidence in accurately determining EPCRA applicability, identifying common reporting mistakes, and maintaining defensible documentation support for annual submissions

You will also return with new skills:

- Accurately determine EPCRA applicability and perform threshold calculations for TRI and Tier II reporting
- Prepare and validate Form R and Tier II reports before submission
- Identify and correct common reporting errors that trigger regulatory scrutiny
- Maintain defensible documentation that supports annual EPCRA submissions
- Respond to operational changes that affect reporting status and threshold determinations
- Contact the course presenter directly as future compliance questions arise

Who Should Attend

This course is designed for new and experienced professionals responsible for EPCRA reporting and compliance oversight, including:

- Environmental Compliance Managers
- EHS professionals and reporting coordinators
- Facility managers responsible for hazardous chemical inventories
- Consultants assisting facilities with TRI and Tier II reporting
- Federal agency environmental personnel

Course Format

EPCRA Planning and Reporting Manager™ is delivered as a structured, presenter-led, two-day program combining regulatory framework with applied calculation exercises. It includes:

- In-depth review of EPCRA sections and reporting triggers
- Practical threshold determination exercises
- Form R and TRI-ME walkthroughs
- Workgroup breakout sessions analyzing reporting scenarios
- Discussion of real-world reporting errors and compliance trends

Why Archer Institute

Archer Institute is a professional training organization that has hosted more than 9,500 professionals for more than 20 years. Presenters are selected for regulatory expertise, real-world experience, and demonstrated training ability.

Unlike simple compliance overview courses, our exclusive course content was developed and continually refined by experienced compliance professionals. This is not a self-paced slide deck or scripted presentation delivered by full-time instructors or guest speakers. Practicing EHS professionals provide live instruction and foster open discussion to enhance understanding.

Preparing to Attend

The course is presented in a comfortable and professional meeting room with refreshments and frequent breaks. Course logistics and planning information is presented in the following table.

Course Logistics & Planning

Time Commitment	May 5-6, 2026 (Additional travel days might be necessary) → 8:15 AM – 4:15 PM (Day 1) → 8:15 AM – 3:00 PM (Day 2)
Course Location	Aarcher Institute training facility 111 Cathedral Street, Suite 300, Annapolis, MD
Flights	Most students fly into Baltimore BWI
Hotel Accommodations	Graduate by Hilton (Discounts: https://aarcherinstitute.com/location/annapolis-md/) Walking distance to course location
Dress Code	Casual to business casual (professional meeting attire)
Meals & Refreshments	Light continental breakfast items, snacks, coffee, and beverages are provided each day for in-person sessions
Transportation	Rental car not required Rideshare services or taxis are generally sufficient Parking: https://aarcherinstitute.com/location/annapolis-md/
Certification/Credits	This is not a certification course Participants receive a certificate of completion and approved continuing education credits