

How to Request Withdrawal of Toxics Release Inventory (TRI) Data

Facilities that filed a Form R and/or Form A Certification under EPCRA Section 313 may send their requests to EPA to withdraw the Form R and/or Form A Certification submission(s) from EPA's database (i.e., the Toxics Release Inventory System (TRIS)) and from the public version of the database.

In order to request a submission removed from the TRI database, EPA recommends that facilities send their request to EPA and the appropriate State agency, by completing a 'Request for Withdrawal' template (provided below and in Appendix I of the *TRI Reporting Forms and Instructions (2003 version)*) and a copy of the Form R or Form A Certification they would like to be withdrawn from the EPA database to the TRI Data Processing Center. In order to effectively process the request, EPA needs the following information:

1. Facility name and TRI facility identification number (TRIFID)
2. Facility mailing address
3. Reporting year
4. Chemical name
5. Technical contact name and phone number
6. Name and phone number of the requester
7. Reason(s) for withdrawal
8. Signature.

Facilities may request a withdrawal for reports filed for one or several reasons, such as:

- Below the reporting threshold for manufacturing, processing, or otherwise use for non-PBT chemicals and chemical categories. (The reporting thresholds are 25,000 pounds for manufacturing or processing and 10,000 pounds for otherwise use except for persistent bioaccumulative toxic (PBT) chemicals and chemical categories. PBT chemicals and chemical categories have reporting thresholds of 10 or 100 pounds except for the dioxin and dioxin-like compounds category that has reporting threshold of 0.1 gram.)
- Change in EPA reporting requirements for this chemical or facility inadvertently reports a non-listed chemical.
- Qualify for one of the following EPCRA Section 313 exemptions:
 - *de minimis* (Please note that *de minimis* exemption is not allowed for PBT chemicals and chemical categories.)
 - Article
 - Laboratory activities
 - Use as structural component
 - Coal extraction activities
 - Routine janitorial or facility grounds maintenance
 - Use for motor vehicle maintenance/operation
 - Personal use by employees or other persons
 - Chemical contained in certain intake water or intake air
 - Metal mining overburden

- The chemical reported is not an EPCRA Section 313 reportable chemical.
- The chemical reported is not in a form listed on the EPCRA Section 313 toxic chemical list (i.e., aerosol, fume or dust, fibrous form, etc.).
- Activities involving the reported chemical do not meet the definition of manufacturing, processing, or otherwise use.
- Qualify for a Form A Certification submission.

Where to send your withdrawal request:

When submitting a withdrawal request to EPA regarding the submission(s) of your TRI Form R and/or Form A Certification, please send your request to the EPCRA Reporting Center.

To send requests by regular mail:

TRI Data Processing Center
P.O. Box 1513
Lanham, MD 20703-1513
Attention: TRI Withdrawal Request

To send requests by certified mail or overnight mail (i.e. Fed Ex, UPS, etc.):

TRI Data Processing Center
c/o Computer Sciences Corporation
Suite 300
8400 Corporate Drive
Landover, MD 20785
Attention: TRI Withdrawal Request

REQUEST FOR WITHDRAWAL

Facility Name
Facility Mailing Address

Date: _____

Toxics Release Inventory (TRI) Data Processing
P.O. Box 1513
Lanham, MD 20703-1513

Attention: TRI Withdrawal Request

To whom it may concern:

_____ (Fill in your facility name and TRIFID) is requesting a withdrawal for the following submission filed under EPCRA Section 313 from EPA's database (i.e. the Toxics Release Inventory System (TRIS)):

Chemical Name Reported:

CAS Number/Category Code:

Report Type (please check one): **Form R** **Form A Certification**

Reporting Year:

Reason(s) for Withdrawal:

Please include a copy of Form R or Form A certification you want to withdraw.

The technical contact is: _____ (Insert name) and may be reached at: _____ (Insert phone number).

Requester's Name:

Requester's Signature:

Address:

(*if different from facility address or facility mailing address)

Please submit a copy of the request to appropriate state agency, if required.