

# **Community Right-to-Know Program (CRTK)**

## **Hazardous Material Reporting Requirements**



**ANCHORAGE FIRE DEPARTMENT**

**Municipality of Anchorage**

**and**

**Anchorage Local Emergency Planning Committee**



# ANCHORAGE FIRE DEPARTMENT



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Fire Prevention  
4700 Elmore Road  
Anchorage, Alaska 99507  
Phone (907) 267-4900



*Chris Bushue*  
Fire Chief

## ANCHORAGE COMMUNITY RIGHT - TO - KNOW – PROGRAM

Dear Citizens,

This booklet is offered for the convenience of industrial, business and government facilities seeking compliance information on hazardous chemical reporting requirements under federal, state and municipal laws. In accordance with the Community Right -to- Know {CRTK} program, this publication is also available to anyone interested in the emergency planning and local risk assessment process for hazardous materials, threats to life, property and the environment. Detailed instructions on determining the need to report, reporting forms and relevant regulations are included.

- All Tier Two reporting for the state is completed using the “Official State of Alaska Tier II Hazardous Material Inventory Form” contained in this packet or the electronic form via the Tier2 Submit Software. You may download the free Tier2 software at: <http://www.epa.gov/emergencies/content/epcra/tier2.htm>.
- The MOA reserves the right to request a complete inventory of hazardous materials at anytime.
- Per Municipal Ordinance, a site map is required annually with each submittal, No exceptions.
- A photograph showing the location(s) of your NFPA 704 Placard is required the first time you file and every subsequent even-numbered report year.
- A Transshipment Facility Form is provided for Anchorage facilities in keeping with Municipal Code Title 16.
- The annual filing deadline is March 1. **Two copies are needed with original signatures, one to each address:**

Anchorage Fire Department CRTK, 4700 Elmore Road.,  
Anchorage, AK 99507 {fulfills submission to LEPC}

Department of Environmental Conservation Attention: Jason Seifert  
410 Willoughby St., Suite 303, Juneau, AK 99801

Your continuing cooperation and partnership makes the CRTK a successful model program, keeping Anchorage safer for everyone. Thank you.

Sincerely,

  
Chris Bushue  
Fire Chief



## TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
Community Right-To-Know Program: History and Purpose.....	1
Important Details For CRTK Submitter .....	2
Instructions for Completing Tier Two and ..... Transshipment Facility Forms	3 - 9
Checklist of Items Needed to Fulfill CRTK Requirements.....	10
Tier Two and Transshipment Forms .....	11 - 13
Site Map Form .....	15
NFPA 704 Placarding.....	17 - 18
Spill Reporting .....	19



## **COMMUNITY RIGHT -TO -KNOW PROGRAM (CRTK)- HISTORY AND PURPOSE**

The Community Right to Know {CRTK} program has its origins in landmark federal environmental legislation enacted in 1980 as the Comprehensive Environmental Response Compensation and Liability Act {CERCLA}. Administered by the Environmental Protection Agency {EPA} this body of law provides a foundation for government's commitment to work with industry to mitigate existing and potential damage from hazardous substances. In 1986, CERCLA was expanded and refined with the Superfund Amendments and Re-authorization Act {SARA}. A critical part known as SARA Title III, The Emergency Planning and Community Right-to-Know Act {EPCRA} greatly affects the safety of citizens and emergency responders throughout the country.

Driven by a "grass roots" approach and relying upon volunteer citizen and business groups, states were directed to form a State Emergency Response Commission {SERC}, whose authority resides in a variety of state agencies at the discretion of the respective state governors. The SERC then provides oversight and support to the Local Emergency Planning Committee {LEPC}, a cross section of industry, local government and citizen groups whose members serve primarily as volunteers.

In Alaska, the State of Alaska Department of Environmental Conservation {ADEC} and the State of Alaska Department of Military and Veterans Affairs, Division of Emergency Services {ADES} are charged with helping communities meet program requirements. The Municipality of Anchorage {MOA} provides resources from the Anchorage Fire Department and Office of Emergency Management for the Anchorage LEPC. With the cooperation of local industry and businesses, these agencies have created a model program of risk management and personnel safety for several hundred reporting client sites, their neighbors and emergency response personnel. Alaska State Statute Title 29 outlines the requirements and establishes the authority for the Municipality of Anchorage in implementing a CRTK program. Anchorage Municipal Code Chapter 16.110 outlines the reporting requirements for the Municipality of Anchorage (see pages 11-17).

***\* Alaska State Statute Title 29 and Anchorage Municipal Code Chapter 16.110 can be accessed on our website at [www.muni.org/Prevention](http://www.muni.org/Prevention)***

All facilities within the geographic boundaries of the Municipality of Anchorage are required to evaluate the hazards of the chemicals, and any substances or materials used, stored or sold on their site and file an annual report to the Anchorage Fire Department with a copy to ADEC. MSDS' are a primary source of information needed to complete the filing requirements for CRTK. Depending upon technical hazard classifications such as Flammable, Poison, Corrosive, Explosive, Toxic, Oxidizer, etc., the **amount** of a hazardous chemical at a site will determine its reporting requirement. **Anchorage reporting quantities differ from those minimums adopted by the State. Additional information provided for your convenience.**

### **There are three major goals of the CRTK Program:**

- 1. Inform citizens about locations of hazardous chemicals;**
- 2. Formulate emergency plans in the event of a hazardous materials incident;**
- 3. Provide safety training for initial response workers. The success of the program is based on complete, accurate site-specific information on type, quantity and locations of hazardous chemicals provided by local businesses.**

## **IMPORTANT DETAILS FOR CTRK SUBMITTER**

Submission of the Tier Two form (approved by the Alaska State Emergency Response Commission) is required by Title III of the Superfund Amendments And Re-authorization Act Of 1986, Section 312; Public Law 99-499, codified at 42 U.S.C. section 11022. The purpose of the Tier Two forms is to provide State and local officials and the public with specific information on hazardous chemicals present at your facility during the past year.

### **WHO MUST SUBMIT THE FORM?**

Section 312 of Title III requires that the owner or operator of a facility submit the Tier Two form if so requested by a State emergency response commission, a local emergency planning committee, or a fire department with jurisdiction over the facility. In Anchorage, the Anchorage Fire Department has jurisdiction. **Filing your Tier Two with the fire department fulfills your LEPC filing.**

This request may apply to the owner or operator of any facility that is required, under regulations Implementing the Occupational Safety and Health Act of 1970, to prepare or have available a Material Safety Data Sheet (MSDS) for a hazardous chemical present at the facility. MSDS requirements are specified in the Occupational Safety and Health Administration (OSHA) Hazard Communication Standards found in Title 29 of the Code of Federal Regulations at Section 1910.1200.

### **WHEN TO SUBMIT THIS FORM ?**

Owners or operators of facilities that have hazardous chemicals on hand in quantities equal to or greater than set threshold levels (page 5) must submit Tier Two forms by March 1<sup>st</sup> even if the reporting deadline falls on a Saturday or Sunday. In order to be considered submitted, Tier II forms must be postmarked by March 1<sup>st</sup>.

### **WHERE TO SUBMIT TIER TWO FORMS ?**

Send completed Tier Two form(s) to **each** of the following organizations.

1. Anchorage Fire Department CRTK, 4700 Elmore Road.,  
Anchorage, AK 99507 {fulfills submission to LEPC}
2. Department of Environmental Conservation Attention: Jason Seifert  
410 Willoughby St., Suite 303, Juneau, AK 99801

### **WHAT PENALTIES ARE INVOLVED?**

An owner or operator who violates **any** Tier Two Reporting requirement shall be liable to the United States for a civil penalty of up to \$25,000 for each such violation. Each day a violation continues shall constitute a separate violation.

### **WHERE TO GET HELP ?**

For help completing this form, please contact Fire Prevention, CRTK Program Administrator at (907) 267-4900.

### **WHERE TO GET ADDITIONAL COPIES OF THE FORM ?**

Additional copies of the State of Alaska Tier Two forms may be obtained from your local LEPC or the local fire department. You may also download a copy from the internet at the SERC's web site at <http://www.ak-prepared.com/serc/tier.htm>. **You may obtain additional copies of the complete Tier II packet on our website at [www.muni.org/Prevention](http://www.muni.org/Prevention).** If your Tier Two responses require more than one page, use additional forms and fill in the page number at the top of the form.



## **INSTRUCTIONS FOR FILLING OUT TIER TWO FORM**

Please read these instructions carefully. Print or type all responses.

### **Reporting Period**

**Enter the appropriate calendar year, beginning January 1 and ending December 31.**

### **FACILITY IDENTIFICATION**

- Enter the full name of your facility and company identifier (if available).
- Enter the full street address or state road, include city, county, state and zip code.
- Enter the primary Standard Industrial Classification (SIC) code and the Dun & Bradstreet number for your facility. The financial officer of your facility should be able to provide the Dun & Bradstreet number.

### **OWNER/OPERATOR**

Enter the owner or operator's full name, mailing address and phone number.

### **EMERGENCY CONTACT**

Enter the name, title and work phone number of at least one local person or office that can act as a referral if emergency responders need assistance in responding to a chemical accident at the facility.

Provide an emergency phone number where such emergency information will be available 24 hours a day, every day. **This requirement is mandatory.** The facility must make arrangements to ensure that a 24-hour contact is available.

### **IDENTICAL INFORMATION CHECK BOX**

Check the box indicating identical information, located below the emergency contacts on the Tier Two forms, if the current chemical information being reported is identical to that submitted last year. **Chemical descriptions, hazards, amounts and locations still must be provided in this year's form, even if the information is identical to that submitted last year.**

### **CHEMICAL INFORMATION: DESCRIPTION, HAZARDS, AMOUNTS AND LOCATIONS**

The main section of the Tier Two form requires specific information on amounts and locations of hazardous chemicals, as defined in the OSHA Hazard Communication Standard.

### **WHAT CHEMICALS ARE INCLUDED?**

You must report the required information on this Tier Two form for each hazardous chemical present at your facility in quantities equal to or greater than established threshold amounts (page 5), unless the chemicals are excluded under AS 29.35.590(6). Hazardous chemicals are any substances for which your facility must maintain an MSDS under OSHA Hazard Communication Standard, which is reportable under State law. You need to report hazardous chemicals that were present at your facility **at any time** during the **previous** calendar year **at levels that equal or exceed these thresholds.**

**(page 4).**

## **ANCHORAGE HAZARDOUS MATERIALS REPORTING REQUIREMENTS**

All facilities within the Municipality of Anchorage must report the following materials in the quantities specified below. Please note that some terms have specific definitions in EPA or DOT regulations.

**1. ANY quantity of the following materials:**

- A. Explosives                      Class I, Division 1.1
  - B. Explosives                      Class I, Division 1.2 and 1.3  
                                         {excludes black powder, smokeless gunpowder and ammunition}
  - C. Poison Gas                      Class 2, Division 2.3
  - D. Poison                              Class 6, Division 6.1
  - E. Flammable Solid              Class 4, Division 4.1, 4.2 and 4.3
  - F. Radioactive                      Class 7
2. A **Hazardous Chemical** or material requiring an MSDS, if handled in a single day, in quantities of **4,500 pounds** or more.
  3. An **Extremely Hazardous Substance** in quantities of **500 pounds** or more, or the Threshold Planning Quantity, whichever is smaller.
  4. A **Hazardous Waste** in quantities of **220 pounds** or more.
  5. An **Acute Hazardous Waste** in quantities of **2.2 pounds** or more.
  6. **Compressed Gas with a hazard class rating of 1 or 2** in any category under NFPA 704 Standard Placard system for the identification of the fire hazards materials in quantities of **1,000 cubic feet or more**.
  7. **Compressed Gas with a hazard class rating of 3 or 4** in any category under the NFPA 704 Standard Placard system for the identification of the fire hazards of materials in quantities of **200 cubic feet or more**.
  8. A **Consumer Commodity** of a hazardous chemical or material in quantities of 1,000 pounds or more when present at a facility longer than 14 days prior to placement for display or sale.
  9. **Reporting quantities for “retail gasoline stations” only: Gasoline** stored in compliant UST’s – 75,000 gallons; **Diesel** stored in compliant UST’s – 100,000 gallons.

## **ANNUAL REPORTING FEES**

***DO NOT send payment with your Tier II form. You will be billed separately.***

<b><u>QUANTITY IN POUNDS</u></b>		<b><u>ANNUAL FEE PER FACILITY</u></b>	
	Range	Regular	Transshipment
0	4,999	\$65	\$165
5,000	14,999	\$165	\$185
15,000	74,999	\$225	\$225
75,000	299,999	\$325	\$325
300,000	649,999	\$950	\$950
650,000	999,999	\$2000	\$2000
1,000,000	3,000,000	\$4000	\$4000
Greater than	3,000,000	\$5000	\$5000

## **WHAT CHEMICALS ARE EXCLUDED?**

AS 29.35.590(6) excludes the following substances:

- (A) A food, food additive, color additive, drug, or cosmetic regulated by the federal Food and Drug Administration;
- (B) A substance present as a solid in a manufactured item to the extent exposure to the substance does not occur under normal conditions of use;
- (C) A substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public;
- (D) A substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual; or
- (E) A substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

OSHA regulations, Section 1910.1200(b), stipulate exemptions from the requirement to prepare or have available an MSDS.

### **CONFIDENTIAL INFORMATION**

If you are withholding the name of a chemical in accordance with criteria specified in Title III for confidential information, Section 322, enter the generic class or category that is structurally descriptive of the chemical (e.g., list toluene diisocyanate as organic isocyanate) and check the box marked Trade Secret.

Trade secret information should be submitted to EPA and must include substantiation. Please refer to EPA's final regulation on a trade secrecy (53 FR 28772, July 29, 1988) for detailed information on how to submit trade secrecy claims.

## **CHEMICAL DESCRIPTION**

1. Enter the Chemical Abstract Service registry number (CAS). For mixtures, enter the CAS number of the mixture as a whole, if it has been assigned a number distinct from its constituents. For a mixture that has no CAS number, leave this item blank or report the CAS numbers of as many constituent chemicals as possible.
2. Enter the chemical name or common name of each hazardous chemical.
3. Check box for ALL applicable descriptors: pure or mixture; and solid, liquid, or gas; and whether the chemical is or contains an EHS.
4. If the chemical is a mixture containing an EHS, enter the chemical name of each EHS in the mixture, as well as the CAS number.

### **EXAMPLE**

**You have pure chlorine gas on hand, as well as two mixtures that contain liquid chlorine. You write "chlorine" and enter the CAS number. Then you check "pure" and "mix", as well as "liquid" and "gas".**

## **PHYSICAL AND HEALTH HAZARDS**

For each chemical you have listed, check all the physical and health hazard boxes that apply. These hazard categories are defined in 40 C.F.R. 370.2. The two health hazard categories and three physical hazard categories are a consolidation of the 23 hazard categories defined in the OSHA Hazard Communication Standard, 29 C.F.R. 1910.1200.

### **WHAT ABOUT MIXTURES?**

If a chemical is part of a mixture, you have the option of reporting either the weight of the entire mixture or only the portion of the mixture that is a particular hazardous chemical. If a hazardous solution weighs 100 lbs. but is composed of only 5% of a particular hazardous chemical, you can indicate either 100 lbs. of the mixture or 5 lbs. of the chemical).

The option used for each mixture must be consistent with the option used in your Section 31 reporting.

Because EHS's are important to Section 303 planning, they have lower thresholds. The amount of an EHS at a facility (both pure EHS substances and EHS's in mixtures) must be aggregated for purposes of threshold determination. It is suggested that the aggregation calculation be done as a first step in making the threshold determination. Once you have determined whether a threshold for an EHS has been reached, you should report either the total weight of the EHS at your facility, or the weight of each mixture containing the EHS.

#### **EXAMPLE 1:**

**You received one large shipment of solvent mixture last year. The shipment filled 5,000 gallon storage tanks. You know that the solvent contains 10% benzene, which is a hazardous chemical.**

**You figure that 10% of the 25,000 gallons is 2,500 gallons. You also know that the density of benzene is 7.29 pounds per gallon. Multiply 2,500 gallons by 7.29 pounds per gallon to get weight of 18,225 pounds. Enter "18,225 pounds" in the GAL/LBS column.**

#### **EXAMPLE 2:**

**The 25,000-gallon shipment of solvent you received last year was gradually used up and completely gone in 315 days. The sum of the daily volume levels in the tank is 4,536,000 gallons. By dividing 4,536,000 gallons by 315 days on-site, you calculate an average daily amount of 14,400 gallons.**

**You already know that the solvent contains 10% benzene, which is a hazardous chemical. Since 10% of 14,400 is 1,440, you figure that you had an average of 1,440 gallons of benzene. You also know that the density of benzene is 7.29 pounds per gallons, so you multiply 1,440 by 7.29 to get a weight of 10,500 pounds.**

**(If you are using the form as a worksheet for completing a Tier One form, you should write 10,500 in the shaded area.)**

## **HAZARD CATEGORY COMPARISON FOR REPORTING UNDER SECTIONS 311 AND 312**

### EPA's Hazard Categories

Fire Hazard

Sudden Release of Pressure

Reactive

Immediate (Acute)  
Health Hazards

Delayed (Chronic)  
Health Hazards

### OSHA Hazard Categories

Flammable, Combustible Liquid  
Pyrophoric, Oxidizer

Explosives, Compressed Gases

Unstable Reactive, Organic Peroxide  
Water Reactive

Highly Toxic, Toxic Irritant, Corrosive  
Other hazardous chemicals with an adverse effect  
with short term exposure.

Carcinogens  
Other hazardous chemicals with an adverse effect  
with long term exposure

## **INVENTORY**

- \* Calculate all amounts as weight in pounds or gallons, **do not report amounts in cubic feet or other units of measurements.** To convert gas or liquid volume to weight in pounds, multiply by the appropriate density factor or contact your vendor.\*

### **MAXIMUM AMOUNT:**

1. For each hazardous chemical, estimate the greatest amount present at your facility on any single day during the reporting period.
2. Enter the actual pounds or gallons in the GAL/LBS column. *Be sure to indicate whether the quantity reported is gallons or pounds.*

### **AVERAGE DAILY AMOUNT:**

1. For each hazardous chemical, estimate the average quantity that was present at your facility during the year.
2. Enter the actual pounds or gallons in the GAL/LBS column. *Be sure to indicate whether the quantity reported is gallons or pounds.*

### **MAXIMUM AMOUNT PER CONTAINER:**

1. For each hazardous chemical, estimate the amount stored in the largest container at the facility.
2. Enter the actual pounds or gallons in the GAL/LBS column. *Be sure to indicate whether the quantity reported is gallons or pounds.*

## **NUMBER OF DAYS ON SITE**

Enter the number of days that the hazardous chemical was found on-site.

## **STORAGE CODES:**

### **CONTAINER TYPE, PRESSURE AND TEMPERATURE**

- a. Look at Table I. For each location, find the appropriate storage type and enter the corresponding code in the first box.
- b. Look at Table II. For each location, find the appropriate storage types for pressure and temperature conditions. Enter the applicable pressure code in the second box. Enter the applicable temperature code in the third box.

**TABLE I - STORAGE TYPES**

<b><u>Codes</u></b>	<b><u>Storage Conditions</u></b>
A	Above ground tank
B	Below ground tank
C	Tank inside building
D	Steel drum
E	Plastic or non-metallic drum
F	Can
G	Carboy
H	Silo
I	Fiber drum
J	Bag
K	Box
L	Cylinder
M	Glass bottle or jug
N	Plastic bottle or jug
O	Tote bin
P	Tank wagon
Q	Rail Car
R	Other

**TABLE II - TEMPERATURE AND PRESSURE CONDITIONS**

<b><u>Codes</u></b>	<b><u>Storage Conditions</u></b> <b><u>(PRESSURE)</u></b>
1	Ambient Pressure
2	Greater than ambient pressure
3	Less than ambient pressure
	<b><u>(TEMPERATURE)</u></b>
4	Ambient temperature
5	Greater than ambient temperature
6	Less than ambient temperature
7	Cryogenic conditions

### **EXAMPLE:**

The benzene in the main building is kept in a tank inside the building, at ambient pressure and less than ambient temperature.

Table I shows that the code for a tank inside a building is C. Table II shows you that the code for ambient pressure is 1 and the code for less than ambient temperature is 6. You enter C 1 6.

## **STORAGE LOCATIONS:**

Provide a brief description of the precise location of the chemical, so that emergency responders can locate the chemical easily. You will find it advantageous to provide the required site plan or site coordinates as explained below. Indicate north, south, east or west on the site plan.

For each chemical, indicate at a minimum the building or lot. Additionally, where practical, the room or area may be indicated. You may respond in narrative form with appropriate site coordinates or abbreviations.

If the chemical is present in more than one building, lot, or area location, continue your responses down the page as needed. If the chemical exists everywhere at the plan site simultaneously, you may report that the chemical is ubiquitous at the site.

### **EXAMPLE**

**You have benzene in the main room of the main building, and in tank 2 in tank field 10. You attached a site plan with coordinates as follows: main building = G-2, tank field 10 = B-6. Fill in the Storage Location as follows:**

**B-6 [Tank 2]                      G-2 [Main Room]**

### **CONFIDENTIAL INFORMATION**

**Under Title II, Section 324, you may elect to withhold location information on a specific chemical from disclosure to the public.**

**If you choose to do so:**

**Enter the word “Confidential” in the Non-Confidential Location section of the Tier Two form on the first line of the storage locations.**

- **On a separate Tier Two Confidential Location Information Sheet, enter the name and CAS number of each chemical for which you are keeping the location confidential. (page19)**
- **Enter the appropriate location and storage information.**
- **Attach the Tier Two Confidential Location Information Sheet to the Tier Two form. This separates confidential locations from other information that will be disclosed to the public.**

## **OPTIONAL ATTACHMENTS:**

If you choose to attach one of the following, check the appropriate attachments box at the bottom of the form.

- a. A list of site coordinate abbreviations that correspond to buildings, lots, areas, etc., through-out your facility.
- b. A description of dikes and other safeguard measures for storage locations throughout your facility.

## **CERTIFICATION**

The owner or operator or the officially designated representative of the owner or operator must certify that all information included in the Tier Two submission is true, accurate, and completed. On the first page of the Tier Two report, enter your full name and official title. Sign your name and enter the current date. Also, enter the total number of pages included in the Confidential and Non-Confidential Information Sheets as well as all attachments. **An original signature is required on at least the first page of the submission. Submissions to the SERC and fire department must each contain an original signature on at least the first page.** Subsequent pages must contain either an original signature, a photocopy of the original signature, or a signature stamp. Each page must contain the date on which the original signature was affixed to the first page of the submission and the total number of pages in the submission.

**DO NOT send payment with your Tier II form. You will be billed separately.**

**\* YOU MUST PROVIDE ALL INFORMATION REQUESTED ON THE FORM TO FULFILL TIER TWO REPORTING REQUIREMENTS.\***

## **CHECKLIST OF ITEMS NEEDED TO FULFILL CRTK REQUIREMENTS**

- ☐ **Tier II forms** - Send one copy to the Anchorage Fire Department **and** one copy to the SOA-Department of Environmental Conservation. The first page must be submitted with an original signature and date. To submit an electronic Tier II report you will need to export your data from the Tier2 Submit software to a disk or thumb drive **and** submit with the first page of your Tier II form with an original signature and date.

**OR**

- ☐ Transshipment Facility Form - Only submit this form, if you are a transshipment facility.

\* If your facility does not meet Anchorage reporting requirements, please submit Tier Two form stating that your facility is excluded under Anchorage reporting requirements.

- ☐ **Site Map** - A site map is **required** every year. All site maps shall include a diagram of the facility and the location(s) of hazard material. The map may be hand drawn or a computer-aided diagram. A site map form has been provided for your convenience on page 15.

- ☐ **NFPA 704 Placarding Verification** – a photograph(s) showing the location(s) of your NFPA 704 placard. Verification is required the first time you file and every subsequent even-numbered report year (2012, 2014, 2016, etc) or when requested by the CRTK Administrator.





# State of Alaska Tier Two Form

[illegible]

# ANCHORAGE FIRE DEPARTMENT TRANSSHIPMENT FACILITY REPORT FORM

## A. FACILITY IDENTIFICATION:

Name of Business: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone ( ) \_\_\_\_\_  
SIC Code  Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

FOR  
OFFICIAL  
USE  
ONLY

ID#

Date received

## B. OWNER/OPERATOR NAME:

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## C. EMERGENCY CONTACT:

1) Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ 24-Hour Phone: ( ) \_\_\_\_\_  
2) Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ 24-Hour Phone: ( ) \_\_\_\_\_

## E. INVENTORY QUANTITY

(Estimate): \_\_\_\_\_  
(Specify gallons or pounds.)

## D.

Hazard Class means that class of hazardous material defined in 49 Code of Federal Regulations or International Civil Aviation Organization/International Maritime Organization equivalents.

HAZARD CLASS (check all that apply)

Reporting Period \_\_\_\_\_ From January 1 to December 31, \_\_\_\_\_ ☐ Check if information below is identical to information submitted last year

### CLASS 1 EXPLOSIVES

- ☐ Div 1.1 & 1.2  
☐ Div 1.3  
☐ Div 1.4

### CLASS 2 COMPRESSED GASES

- ☐ Div 2.1 Flammable Gas  
☐ Div 2.2 Non-Flammable Gas  
☐ Div 2.3 Poison Gas

### CLASS 3

#### FLAMMABLE/COMBUSTIBLE LIQUIDS

- ☐ Flammable Liquid  
☐ Combustible Liquid

### CLASS 4

#### FLAMMABLE SOLIDS

- ☐ Div 4.1 Flammable Solid  
☐ Div 4.2 Spontaneously Combustible  
☐ Div 4.3 Dangerous When Wet

### CLASS 5

#### OXIDIZING SUBSTANCES

- ☐ Div 5.1 Oxidizers  
☐ Div 5.2 Organic Peroxides

### CLASS 6

- ☐ Div 6.1 Poisons

### CLASS 7

- ☐ Radioactive

### CLASS 8

- ☐ Corrosive

### CLASS 9

- ☐ Miscellaneous

- ☐ ORM D Consumer Commodity

## F. CERTIFICATION: (Read and sign after completing all sections.)

I certify under penalty of law that I have personally examined and am familiar with information submitted in this and all attached documents, and that based on my inquiry of those individuals responsible for obtaining information, I believe that the information is true, accurate and complete.

Name and Official title of Owner/Operator \_\_\_\_\_

Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

## G. ATTACHMENTS:

Site plan

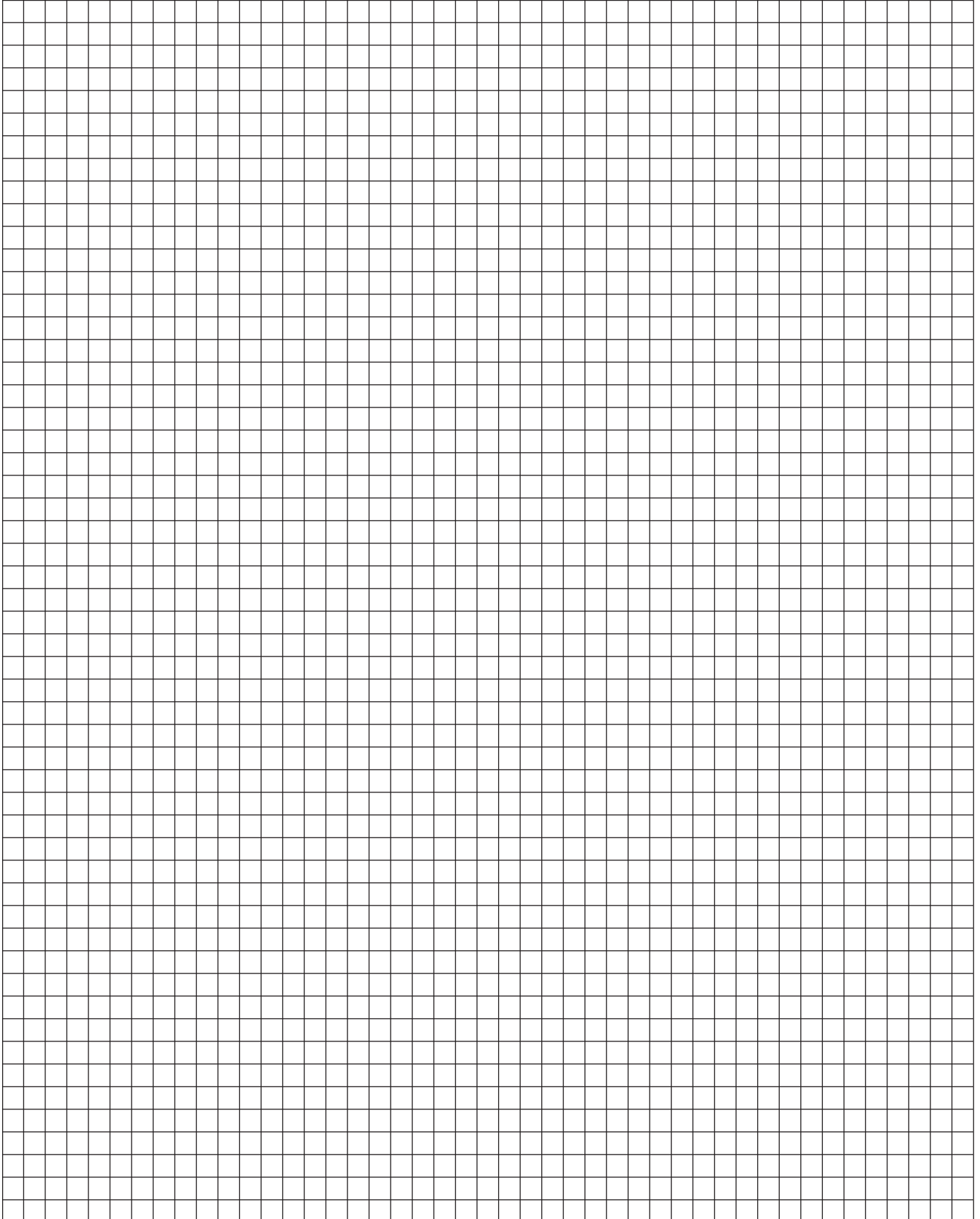
List of site coordinate abbreviations

Description of dikes and other safeguard measures

MSDS Sheets



## Floor Plan/Site Map



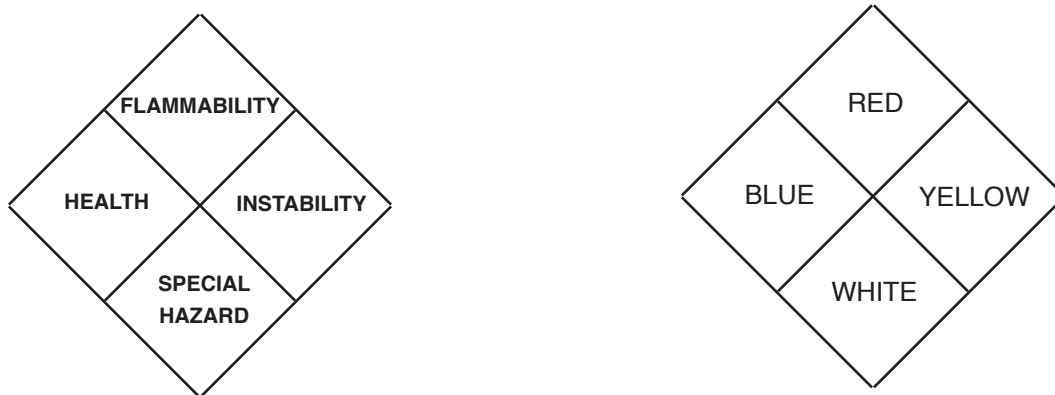


**SPECIFICATIONS  
FOR  
COMMUNITY RIGHT-TO-KNOW PROGRAM  
PLACARDING: NFPA 704**

The National Fire Protection Association (NFPA) 704 system of placarding shall be used at facilities handling hazardous chemicals, hazardous materials, or hazardous wastes in reportable amounts per the municipal 'Community Right-to-Know' Ordinance, Title 16.

This system identifies the hazards of a material in terms of three categories: "HEALTH", "FLAMMABILITY" and "INSTABILITY." The system indicates the order of severity by a numerical rating that ranges from "zero" (0) - indicating minimum hazard, to "four" (4) - indicating severe hazard.


The information is presented by a spatial system of diagrams with "HEALTH" always being on the left; "FLAMMABILITY" always at the top; and "INSTABILITY" always on the right. In addition to this designated configuration, these categories are color-coded. The color codes are: "HEALTH" blue; "FLAMMABILITY" red; "INSTABILITY" yellow. Example of spatial arrangement and color background are shown.



The fourth space in the above diagram shall be used to indicate "Special Hazard". "Special Hazard" is used to indicate unusual properties for that material which may cause special problems or require special fire fighting techniques. The symbols to be used in this category are:

Materials that demonstrate unusual reactivity with water shall be identified by the letter W with a horizontal line through the center. **(-W-)**

Materials that possess oxidizing properties shall be identified by the letters OXY. **OXY**

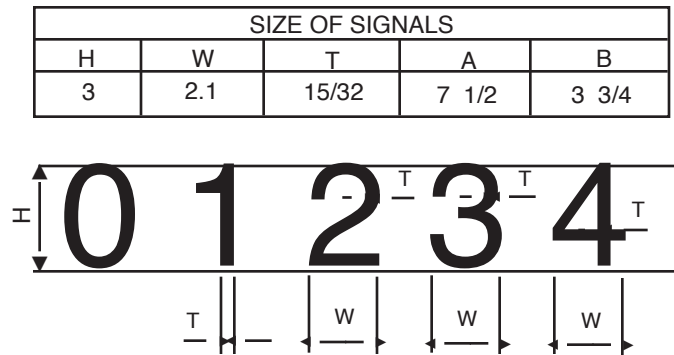
Materials possessing radioactivity hazards shall be the standard radioactivity symbol. 

Hazardous Waste shall be identified by the letters H and W. The W shall be located directly under the H as follows: **H  
W**

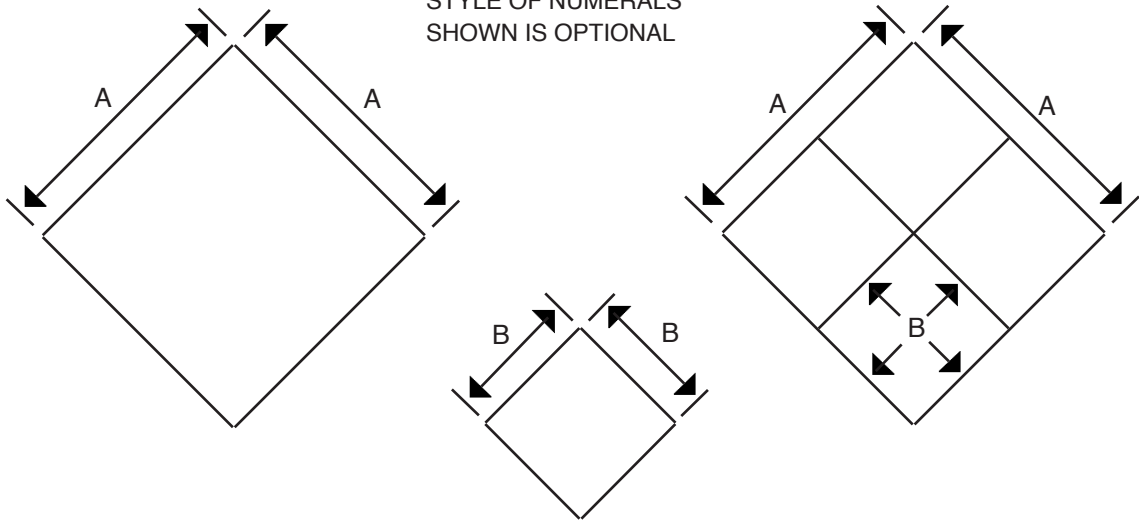
The color background for "Special Hazard" shall be the color white.

## SPECIFICATIONS FOR SIZE AND DESIGN OF PLACARD

The following illustrations shall be used for the implementation of this standard



NOTE:  
STYLE OF NUMERALS  
SHOWN IS OPTIONAL



The NFPA 704 placard material Specifications are:

- a) 7-1/2" X 7-1/2" square diamond on end, made out of .080 gauge Aluminium sheeting.
- b) 1/8" border and section spacing, on a black or white background.
- c) Background: baked on 2290 3M reflective sheeting or equivalent material.
- d) Screen Print 4 Colors:
  - Blue    Transparent #710 3M Ink or equivalent material
  - Red    Transparent #712 3M Ink or equivalent material
  - Yellow   Transparent #722 3M Ink or equivalent material
  - Black   Transparent #705 3M Ink or equivalent material

All screen printing to be done on 5290 3M Pressure Sensitive material or equivalent.

Numbers:

- a) White numbers are to be made out of pressure sensitive reflective Engineer Grade Vinyl.  
White numbers are used in the Blue-health and Red-flammability categories.
- b) Black numbers and special hazard symbols are to be made out of pressure sensitive Opaque Vinyl.  
Black numbers are used in the Yellow-reactivity and White-special hazard categories.

NOTE:

INTERIOR SIGNS same as above (optional .080 gauge Aluminium).

For more information please contact the Anchorage Fire Department, 'Community Right-to-Know' Program, at 267-4900.



**SPILL REPORTING**  
**Emergency — 911 —**  
**or**  
**1-800-478-9300 24 hr.**

**NOTE: Written report to Office of Emergency Management [or faxed to 343-1441] fulfills notification requirement for Anchorage LEPC.**

Any hazardous substance release or spill must be reported **immediately**. ADEC receives notification through this 800 number and relays relevant data to the National Response Center staffed by US Coast Guard personnel around the clock. Spill information is also shared with the EPA Region 10 Alaska office in Anchorage. Federal resources are often used to mitigate the immediate and long-term effects of chemical incidents. Legal action and significant fines may result from failure to report.

**When a spill or release is reported, the following information will be needed as applicable:**

- Your name, location, business/organization, telephone number
- Name and address of the party responsible for the incident
- Date, time and exact location of incident
- Source and cause of the release or spill
- Name/type of carrier or vessel, railcar/truck number or process equipment identification
- Type(s) of material(s) released or spilled
- Quantity of materials released or spilled
- Has release been contained/spill source shut down
- Status of evacuation
- Medium (land, water, air) affected by release or spill
- Threat or danger posed by release or spill
- When applicable, numbers and types of injuries and/or fatalities
- Weather conditions at incident site
- Other agencies notified