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Denis LeBlanc
Fire Chief

December 31, 2015

Facility Owner/Operator
Or CRTK Submitter

Greetings,

My name is Deneen Nichols, your Community Right-to-Know (CRTK) Program Administrator. I am pleased to announce **NEW for report year 2015 facilities can complete and file their Tier II form online.**

The new online Tier II form is accessible on the internet at <https://ready.alaska.gov/tierII>, no special software is required. Facilities that have previously reported may have some or all of the prior submitted data automatically transferred to the online Tier II form. Please review the information and attachments for accuracy..

Tier II forms received using the new online Tier II form will be submitted to the Anchorage Fire Department (which fulfills submission to the LEPC [Local Emergency Planning Committee]) and the State of Alaska Department of Environmental Conservation.

Completed Tier II forms are due by March 1st. Please do not complete or submit your form, including online submission, until January 1st. Forms dated, received or submitted prior to January 1st are invalid. To avoid additional fees please take the time to complete your form and attach the applicable attachments. Additional fees may be issued for any of the following items:

- *Failure to report or report by March 1st*
- *Site map not provided – a site map is required every year*
- *NFPA 704 Placarding verification (photo) not provided – placarding verification is required the first time you file and every subsequent even- numbered report year*
- *Incomplete Tier II Form*

All Tier II reporting for Anchorage is completed using the *State of Alaska Tier II Form*. If you elect to use the Tier II form in the enclosed booklet you may copy the form as needed or download duplicates from the SERC web site:
<http://www.ak-prepared.com/SERC/Tier>.

If you are having trouble completing your Tier II form or if you have any CRTK questions, please call me at 267-4901.

Respectfully,

CRTK Program Administrator
Anchorage Fire Department/Fire Prevention

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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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 accord 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.

Effective January 1, 2014, a final rule issued under EPA 40 CFR part 370 instituted changes to the basic Tier II form. This rule mandates additional information you will find in the Instructions for Completing Tier II forms.

- All Tier II reporting for Anchorage is completed using the State of Alaska Tier II Form contained in this packet or the electronic form via the Tier2 Submit Software. You may download the free Tier 2 Submit software at <http://www2.epa.gov/epcra/tier2-submit-software>.
- The MOA reserves the right to request a complete inventory of hazardous materials at anytime.
- Per Municipal Code Title 16 a site map is required annually with each submittal.
- 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 accordance with Municipal Code Title 16.
- The annual filing deadline is March 1st. **Send a completed CRTK Tier II form to each of the following addresses:**

Anchorage Fire Department CRTK, 4700 Elmore Road
Anchorage, AK 99507 (fulfills submission to Local Emergency Planning Committee)

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,

Denis LeBlanc
Fire Chief

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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***

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's or SDS's 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 II with the Anchorage Fire Department fulfills your Local Emergency Planning Committee (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) or Safety Data Sheet (SDS) for a hazardous chemical present at the facility. MSDS or SDS 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 7) must submit Tier Two forms by March 1st 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 1st.

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 II 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 Anchorage 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.** If your Tier II responses require more than one page, use additional forms and fill in the page number at the top of each page.

INSTRUCTIONS FOR COMPLETING TIER II FORM

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

ATTENTION - Effective January 1, 2014, a final rule issued under the EPA 40 CFR part 370 instituted changes to the basic Tier II form. This rule **requires additional mandatory information**. Tier II forms missing the mandatory information will be returned for completion. Late fees may apply.

FACILITY IDENTIFICATION - NEW REQUIREMENTS!

The Facility Identification Box has been expanded to capture additional general information pertaining to the facility to assist officials in their planning and preparedness efforts.

- ❖ Enter the full name and address, include city, state and zip code, of the facility where the hazardous chemicals are stored.
- ❖ **New Requirement** – Provide the estimated maximum number of occupants on site at any one time. You should include contractors, vendors and people that may be present for any training or other events as well as employees.
- ❖ **New Requirement** - Check the appropriate box indicating if the facility is manned or unmanned. If the facility is manned at least part of the day, check the “manned” box. The “unmanned” box should only be checked if the facility is never manned.
- ❖ **New Requirement** - Provide the latitude and longitude for the facility. If you do not have the latitude/longitude, you may obtain this information by searching the Web for “converting addresses to latitude longitude” resources.
- ❖ **New Requirement** – Provide the primary North American Industry Classification Systems (NAICS) code. The NAICS is the standard used to classify business establishments. If you do not have a NAICS code, you may obtain one by calling the State of Alaska Business Licensing office at 907-269-8173 or go to <http://www.census.gov/eos/www/naics>.
- ❖ **New Requirement** - Provide the Dun & Bradstreet Number of the facility. The Dun & Bradstreet number is a Data Universal Numbering System (D-U-N-S) used as a standard business identifier number for each business physical location. The facility financial officer should be able to provide the Dunn & Bradstreet number or you may obtain this information by searching the Web for “Dun & Bradstreet number lookup” resources or by contacting the state or regional office of Dun & Bradstreet.
- ❖ **New Requirement** – List the facility email address.
- ❖ **New Requirement** – List your TRI Facility ID number if the facility is subject to the Toxic Release (TRI) Program under section 313 of EPCRA. If the facility is not subject to this reporting requirement or if the facility has not been assigned a number by EPA under this program, check the box marked “N/A”.
- ❖ Provide the facility phone number, optional.
- ❖ **New Requirement** – List your RMP Facility ID number if the facility is subject to the chemical accident prevention provisions codified in 40 CFR part 68, also known as the Risk Management Program. If the facility is not subject to this reporting requirement or if the facility has not been assigned a number by EPA under this program, check the box marked “N/A”.

PARENT COMPANY INFORMATION - OPTIONAL

- ❖ Provide the name, mailing address, phone number, email address and Dun & Bradstreet number of the parent company.

FACILITY EMERGENCY COORDINATOR (IF APPLICABLE)

This data element is only applicable to facilities that are subject to emergency planning because they maintain an inventory of an Extremely Hazardous Substance (EHS) at or above the Threshold Planning Quantities (TPQ). Under the Emergency Planning and Community Right-To-Know Act (EPCRA) Section 302, a facility must designate a Facility Emergency Coordinator to assist with planning. For a list of TPQs for EHS refer the EPA Consolidated List of Lists at <http://www2.epa.gov/epcra/consolidated-list-lists>.

- ❖ Provide the name, title, phone number, 24-hour phone number and email address of the Facility Emergency Coordinator.

OWNER/OPERATOR NAME - NEW REQUIREMENT!

- ❖ Provide the owner or operator's full name, mailing address, and phone number.
- ❖ New Requirement - Provide the email address of the owner or operator of the facility.

EMERGENCY CONTACT

- ❖ Provide the name, title, work number and email address of at least one local person or office who 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. The facility must make arrangements to ensure that a 24-hour contact is available. This requirement is mandatory.

SUBJECT TO EMERGENCY PLANNING – NEW REQUIREMENT

- ❖ Check the “yes” box if the facility is subject to Emergency Planning and Community Right-to-Know Act (EPCRA) Section 302, codified in 40 CFR part 355. Marking the yes box indicates the facility maintains at least one Extremely Hazardous Substances (EHS) at or above the Threshold Planning Quantities (TPQ). For a complete list of TPQs, refer to the EPA Consolidated List of Lists at (<http://www2.epa.gov/epcra/consolidated-list-lists>)
- ❖ Check the “no” box if the facility is not subject to the EPCRA Section 302.

SUBJECT TO CHEMICAL ACCIDENT PREVENTION – NEW REQUIREMENT

- ❖ Check the “yes” box if the facility is subject to Section 112 (r) of the Clean Air Act (CAA); also known as the Risk Management Program (RMP). Facilities regulated by the CAA are required to coordinate emergency response actions with their Local Emergency Planning Committees (LEPC). For a complete list of chemicals and hazards subject to CAA, refer the EPA Consolidated List of Lists at (<http://www2.epa.gov/epcra/consolidated-list-lists>). Check the “no” box if the facility is not subject to Section 112 (r) of the Clean Air Act (CAA).

TIER II INFORMATION CONTACT – NEW REQUIREMENT

This new section allows for the identification of the person who developed/completed the Tier II form. Often the person who developed/completed the Tier II is not an employee or directly associated with the facility. Tier II development/completion may be a contracted service completed by a consultant. Questions or concerns regarding the development, content and/or completion of the Tier II can be facilitated through this contract person.

- ❖ Provide the name, title, phone number and email address of the person knowledgeable of the information contained on the Tier II form.

REPORTING PERIOD

Enter the appropriate reporting year, which is the previous year.

IDENTICAL INFORMATION CHECK BOX

Check the box indicating identical information, if the current chemical information being reported is identical to that submitted the previous 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 the previous year.**

CHEMICAL INFORMATION: DESCRIPTION, HAZARDS, AMOUNTS AND LOCATIONS

The main section of the Tier II form requires specific information on amounts and locations of hazardous chemicals, as defined in the OSHA Hazard Communication Standard. Chemical descriptions, hazards, amounts, and locations must be provided even if the information is identical to that submitted the previous year.

WHAT CHEMICALS ARE INCLUDED?

You must report the required information on this Tier II form for each hazardous chemical present at your facility in quantities equal to or greater than established threshold amounts on page 7, unless the chemicals are excluded under AS 29.35.590(6). Hazardous chemicals are any substances for which your facility must maintain an MSDS or SDS 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 on page 7.**

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 or SDS.

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 trade secrecy (53 FR 28772, July 29, 1988) for detailed information on how to submit trade secrecy claims.

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 Extremely Hazard Substances (EHS) are important to Section 303 planning, they have lower thresholds. The amount of an EHS at a facility (both pure EHS substances and EHS' 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 25,000 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.

CHEMICAL DESCRIPTION – NEW REQUIREMENTS

1. Provide the Chemical Abstract Service registry number (CAS) **and** the chemical name or common name of each hazardous chemical. 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 and attach the MSDS or SDS or report the CAS numbers of as many constituent chemicals as possible.
2. Check box(s) for ALL applicable descriptors: pure or mixture; and solid, liquid, or gas; and whether the chemical is or contains an EHS.
3. 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.

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 or SDS, 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.

<u>QUANTITY IN POUNDS</u>		<u>ANNUAL FEE PER FACILITY</u>	
	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

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.

HAZARD CATEGORY COMPARISON FOR REPORTING UNDER SECTIONS 311 AND 312

EPA's Hazard Categories

Fire Hazard

Pyrophoric, Oxidizer

Sudden Release of Pressure

Reactive

Immediate (Acute)

Health Hazards

Delayed (Chronic)

Health Hazards

OSHA Hazard Categories

Flammable, Combustible Liquid

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 & TEMPERATURE) – NEW

REQUIREMENTS Please note that a particular chemical may be located in several places around the facility. Each row of boxes followed by a line represents a unique location for the same chemical.

1. Look at Table I. For each location, find the appropriate storage type and enter the corresponding code in the first box.
2. 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

<u>Codes</u>	<u>Storage Conditions</u>
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

<u>Codes</u>	<u>Storage Conditions</u>
1	Ambient Pressure
2	Greater than ambient pressure
3	Less than ambient pressure
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 the Anchorage 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

- ☐ **Complete the Tier II form**, including the additional mandatory information. Incomplete Tier II forms will be returned for completion.
Late Fee May Apply.
 - ◆ If the facility does not meet Anchorage reporting requirements, please submit Tier II form stating that your facility is excluded under Anchorage reporting requirements.
- ☐ **Attach Site Map** - A site map is required every year. All site maps shall include a diagram of the facility and the location(s) of hazardous material on an 8.5x11 sheet of paper. The map may be a hand drawn or a computer-aided diagram. A site map form has been provided for your convenience on page 17.
- ☐ **Attach NFPA 704 Placard Verification** - A photograph(s) showing the location(s) of the NFPA 704 Placard. Verification is required the first time you file and every subsequent even-numbered report year (2014, 2016, etc.) or when requested by the CRTK Administrator.
- ☐ **Submit Completed Tier II Form.** Send one copy to the Anchorage Fire Department and one copy to the SOA Department of Environment Conservation (see page 2 for addresses). 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

- ☐ **Submit Completed Transshipment Facility Form** (Only submit this form if you are a transshipment facility). Follow the same instructions for submitting completed Tier II forms.

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Tier Two EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY <i>Specific Information by Chemical</i>		Facility Identification Name _____ Max No. of Occupants: <input type="checkbox"/> <i>Manned</i> <input type="checkbox"/> <i>Unmanned</i> Street _____ City _____ Borough _____ State _____ Zip _____ Latitude _____ Longitude _____ NAICS Code _____ Dun & Brad Number _____ Email _____ TRI Facility ID: <input type="checkbox"/> N/A Phone (optional) _____ RMP Facility ID: <input type="checkbox"/> N/A		Owner/Operator Name Name _____ Phone () _____ Mail Address _____ Email _____											
Parent Company Information (optional) Name _____ Street _____ City _____ Borough _____ State _____ Zip _____ Email _____ Dun & Brad Number _____		Emergency Contacts Name _____ Title _____ Phone () _____ 24 Hr. Phone () _____ Email _____ Name _____ Title _____ Phone () _____ 24 Hr. Phone () _____ Email _____		Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Chemical Accident Prevention under Section 112(r) of CAA(40 CFR part 68, Risk Management Program)? <input type="checkbox"/> Yes <input type="checkbox"/> No											
FOR OFFICIAL USE ONLY ID # _____ DATE RECD _____		Facility Emergency Coordinator (if applicable) Name _____ Title _____ Phone () _____ 24 Hr. Phone () _____ Email _____		Tier II Information Contact Name _____ Title _____ Phone () _____ Email _____											
Important: Read all instructions before completing form		Reporting Period From January 1 to December 31, 20 _____		<input type="checkbox"/> Check if information below is identical to the information submitted last year.											
Chemical Description		Physical and Health Hazards <i>(check all that apply)</i>		Inventory											
CAS _____ Trade Secret _____ Chem. Name _____ Check all that apply: <input type="checkbox"/> Pure <input type="checkbox"/> Mix <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> EHS EHS Name _____		<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">GAL/LBS</th> <th style="width: 20%;">CODE</th> </tr> </thead> <tbody> <tr><td>Max. Daily Amount</td><td></td></tr> <tr><td>Avg. Daily Amount</td><td></td></tr> <tr><td>Max. Amt. Per Container</td><td></td></tr> <tr><td>No. of Days On-site (days)</td><td></td></tr> </tbody> </table>		GAL/LBS	CODE	Max. Daily Amount		Avg. Daily Amount		Max. Amt. Per Container		No. of Days On-site (days)	
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No. of Days On-site (days)															
Certification (Read and sign after completing all sections) I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through _____, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.		Optional Attachments <input type="checkbox"/> I have attached a site plan <input type="checkbox"/> I have attached a list of site coordinate abbreviations <input type="checkbox"/> I have attached a description of dikes and other safeguards measures		Optional Container Type _____ Pressure _____ Temperature _____ Storage Codes and Locations (Non-Confidential) _____ Storage Locations _____											

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ANCHORAGE FIRE DEPARTMENT TRANSSHIPMENT FACILITY REPORT FORM

A. FACILITY IDENTIFICATION:

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

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 (check all that apply)

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

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 6 POISONS

- ☐ Div 6.1 Poisons

CLASS 7 RADIOACTIVE

- ☐ Radioactive

CLASS 8 CORROSIVE

- ☐ Corrosive

CLASS 9 MISCELLANEOUS

- ☐ 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 ☐

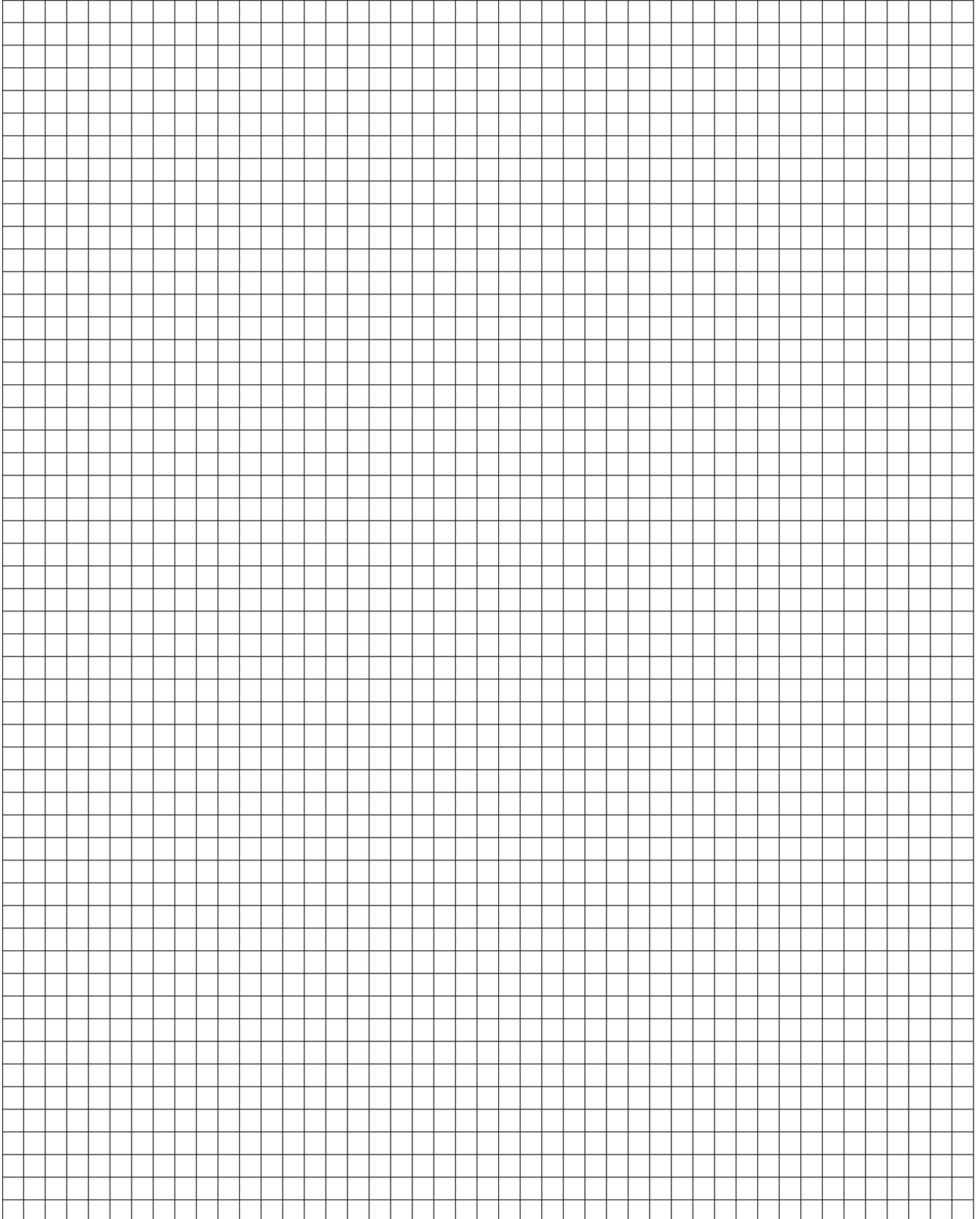
List of site coordinate abbreviations ☐

Description of dikes and other safeguard measures ☐

MSDS Sheets ☐

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Floor Plan/Site Map



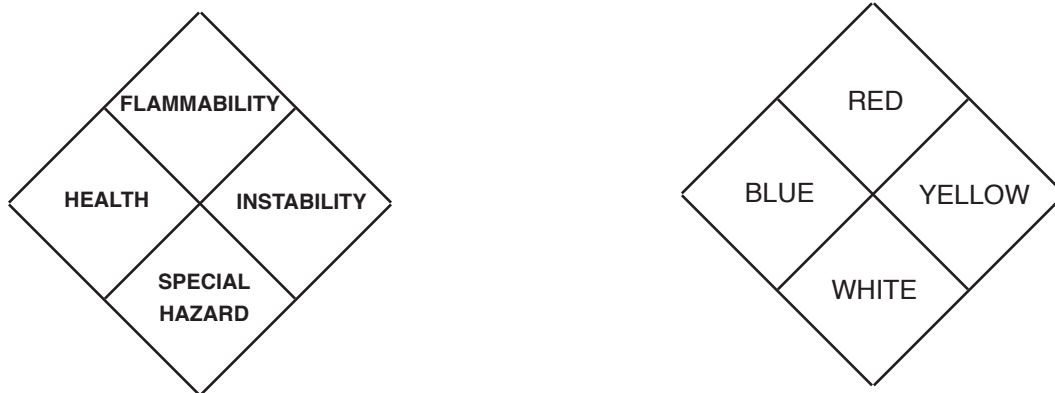
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**SPECIFICATIONS
FOR
COMMUNITY RIGHT-TO-KNOW PROGRAM
PLACARDING: NFPA 704**

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.



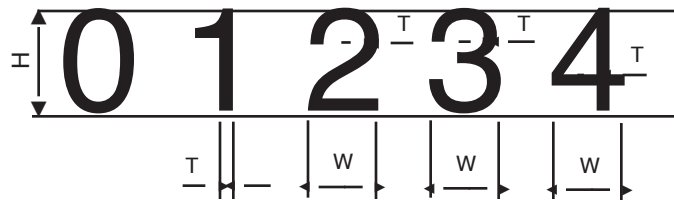
Hazardous Waste shall be identified by the letters H and W. The W shall be located directly under the H as follows:

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

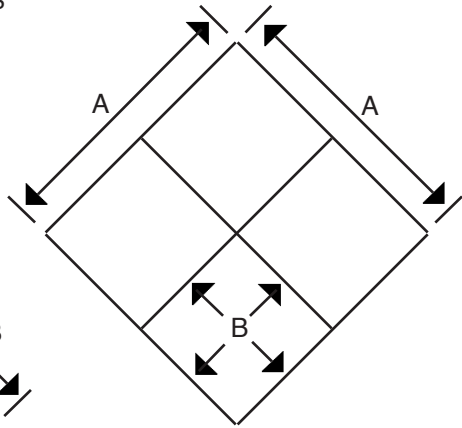
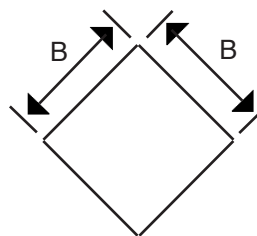
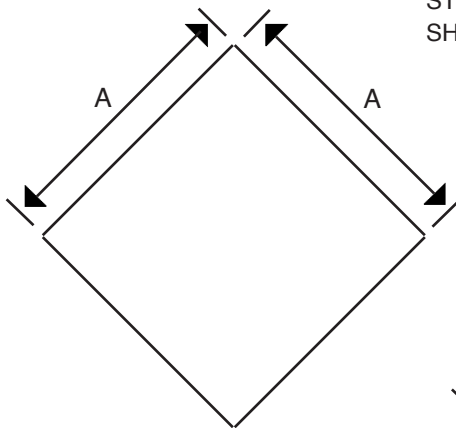
SPECIFICATIONS FOR SIZE AND DESIGN OF PLACARD

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

SIZE OF SIGNALS				
H	W	T	A	B
3	2.1	15/32	7 1/2	3 3/4



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