



MUNICIPALITY OF ANCHORAGE
COMMUNITY RIGHT-TO-KNOW (CRTK)
HAZARDOUS MATERIAL REPORTING REQUIREMENTS



Beginning January 1, 2019 all facilities with the Municipality of Anchorage (MOA) will be required to email their completed Community Right-to-Know (CRTK) Tier II reports to Anchorage Fire Department (AFD) Fire Prevention at fireprevention@muni.org. Facilities may complete their reports using the authorized Alaska Tier II paper form, EPA Tier2 Software or State of Alaska State Emergency Response Commission (SERC) requirements. **All facilities are responsible for emailing their reports to AFD Fire Prevention by March 1st.**

In addition to submitting Tier II reports to the AFD Fire Prevention, facilities are required to submit a report to the SERC Tier II reporting for the SERC is located at <https://ready.alaska.gov/tierII/Default.aspx>. Reports submitted to the SERC will not be sent automatically to AFD and does not fulfill submission to the Local Emergency Planning Committee (LEPC). Only completed forms emailed to AFD Fire Prevention will fulfill submission to the LEPC.

To avoid additional fees please take the time to complete your report and attach the applicable attachments. Additional fees may be assessed for any of the following:

- *Failure to report or report by March 1st*
- *Floor plan not attached*
- *NFPA 704 Placarding verification (phot) not attached. Placarding verification is required the first time you file and every subsequent even-number **report year***
- *Incomplete Tier II report*

Submission of the Tier II form is required under section 312 of the Emergency Planning and Community Right-to-Know Act (EPCRA) which was enacted as Title III of the Superfund Amendments and Reauthorization Act of 1986, Public Law 99-499, 42 U.S.C. Section 11022.

The purpose of this Tier II form is to provide State and local officials and the public with specific information on hazardous chemicals present at your facility during the past year.

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 Safety Data Sheet (SDS) (formerly Material Safety Data Sheet (MSDS) for a hazardous chemical present at the facility. 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.

You must provide all the information requested to fulfil Tier II reporting requirements.

Please read the following instructions carefully.

Print or type all responses.

PAGE ONE INSTRUCTIONS

SOME REQUIREMENTS HAVE CHANGED PLEASE THOROUGHLY READ ALL INSTRUCTIONS

IDENTICAL INFORMATION

Check the box located at the top of page one if the information reported on page one is identical to that submitted last year. *Chemical descriptions, hazards, amounts, and locations must be provided in this year's form, even if the information is identical to that submitted last year.*

REPORTING PERIOD

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

FACILITY IDENTIFICATION

1. **Facility Name** - Enter the complete name of the facility where the hazardous chemicals are located.
2. **Max. No. of Occupants** - Estimate the maximum number of occupants that may be present at any one time at your facility. If the facility is manned at least part of a day, indicate the number of persons present. You should include contractors, vendors and people that may be present for any training or other events as well as employees.

If the location is never manned, check the box marked "N/A".

This information is useful for state and local emergency planners and responders in the emergency plan and for planning evacuation during an emergency.

3. **Manned or Unmanned** - Indicate if the facility is manned or unmanned. If the facility is manned at least part of the day, check the box "manned". The "unmanned" box should only be checked if the facility is never manned. *This information is useful for state and local emergency planners to include people at your facility in the emergency response plan and for planning evacuation during an emergency.*
4. **Facility Address** - Enter the complete address of the location of the facility where the hazardous chemicals are located, including city, state, and zip code.
5. **Latitude & Longitude** - Provide the latitude and longitude for the location of your facility.
6. **NAICS** - Enter the primary North American Industry Classification System (NAICS) code. You can use the search feature at www.census.gov/naics. In the "2017 NAICS Search" box on the left side of that page, enter a keyword that describes your kind of business. A list of primary business activities containing that keyword and the corresponding NAICS codes will appear.
7. **Facility Phone #** - Provide a general phone number for your facility. *(Note: This is an optional data element.)*
8. **Dun & Bradstreet Numbers** - Enter your facility's Dun & Bradstreet number. The financial officer of your facility should be able to provide the Dun & Bradstreet number. If your facility does not have this information, contact the state or regional office of Dun & Bradstreet to obtain your facility number or have one assigned.
9. **TRI Facility ID** - If your facility is subject to the Toxic Release Inventory (TRI) program under section 313 of EPCRA, provide the identification number assigned by EPA. If your facility is not subject to this reporting requirement or if your facility has not been assigned a number under this program, check the box marked "N/A".
10. **RMP Facility ID** - If your facility is subject to the chemical accident prevention provisions codified in 40 CFR part 68, also known as the Risk Management Program, provide the RMP facility identification number assigned by EPA. If your facility is not subject to this provision or if your facility has not been assigned a number, check the box marked "N/A".

11. **Emergency Planning** - Indicate if your facility is subject to the emergency planning notification requirement under EPCRA section 302, codified in 40 CFR part 355. Check the “yes” or “no” box.
12. **Chemical Accident Prevention** - Indicate if your facility is subject to chemical accident prevention provisions under section 112(r) of the Clean Air Act, also known as the Risk Management Program (RMP), codified in 40 CFR part 68. Check the “yes” or “no” box.

OWNER/OPERATOR

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

PARENT COMPANY (Optional)

Enter the name, mailing address, phone number, email address and Dun & Bradstreet number of the parent company. (*Note: These are optional data elements.*)

FACILITY EMERGENCY COORDINATOR (if applicable)

Enter the name, title, email address, phone number and 24-hour phone number of the facility emergency coordinator. (*Note: This data element is only applicable to facilities subject to EPCRA section 302(c) emergency planning notification. Section 303(d)(1) of EPCRA requires facilities subject to the emergency planning notification requirement under Section 302(c) to designate a facility representative who will participate in the local emergency planning process as a facility emergency coordinator. This data element is also applicable to additional facilities designated by the Governor or the SERC under EPCRA section 302(b)(2)). EPA encourages facilities not subject to the emergency planning notification requirement also to provide this information, for effective emergency planning in your community.*)

TIER II INFORMATION CONTACT

Enter the name, title, email address and phone number of the person knowledgeable of the information contained in the Tier II report

EMERGENCY CONTACT

Enter the name, title, phone number, 24-hour phone number, and email address 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. If there is more than one person assigned to this duty, provide the same information for that person.

The facility must make arrangement to ensure that emergency contact is available 24 hours a day, every day.

CERTIFICATION

The owner, operator or the officially designated representative of the owner or operator must certify that all information included in the Tier II report is true, accurate, and complete. On the first page of the Tier II report, print your full name and official title, sign your name and enter the current date.

An original signature is required on at least the first page of the submission. Subsequent pages may contain either an original signature or a signature stamp.

PAGE 1 OF

Enter the total number of pages including all attachments

TIER II – PAGE TWO INSTRUCTIONS

This section of the Tier II form require facilities to report specific information on amounts and locations of hazardous chemicals that meet or exceed reportable thresholds. Municipal of Anchorage reporting thresholds levels have been establish in Anchorage Municipal Code 16.110.030 and are located on page 7.

Separate fields are provided for reporting both pure chemicals and mixtures.

CHEMICAL DESCRIPTION

1. **Identical Information** - check the box if the information is identical to the information submitted last year. Chemical descriptions, hazards, amounts, and locations must be provided even if the information is identical to that submitted last year.
2. **Extremely Hazardous Substances (EHS)** - Indicate if the chemical is an EHS. Check the box “yes” or “no”.
3. **Mixture or Product Name** - Enter the name of the mixture or, chemical or trade name as provided on the Safety Data Sheet (SDS) (formerly Material Safety Data Sheets or MSDS).

If a hazardous chemical is part of a mixture, you have the option of reporting the entire mixture or only the portion of the mixture that is a particular hazardous chemical (e.g., 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).
4. **CAS No.** - Enter the Chemical Abstract Service (CAS) number of the mixture or product, if available. Check the ‘Not Available’ box only if a CAS number is not available.
5. **Chemical Descriptor** - Check box for the appropriate chemical descriptor: solid, liquid, or gas.
6. **Trade Secret** - If you are withholding the name of a chemical or mixture as trade secret in accordance with criteria specified in EPCRA 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 a substantiation. Trade secret regulations can be found in 40 CFR part 350. Trade secret substantiation form and instructions can be accessed from EPA website at <https://www.epa.gov/epcra/epcra-trade-secret-forms-and-instructions>
7. **EHS(s) Name (if applicable)** - If the mixture contains any EHS, check the box “yes”, and then enter the name and CAS number of each EHS in the mixture.
8. **Non-EHS(s) Name (optional)** - You are not required to list non-EHSs in the mixture, but may report if you wish to do so.

PHYSICAL AND HEALTH HAZARDS

For each chemical you have listed, check all the physical and health hazard boxes that apply. This inform is located on the chemical’s Safety Data Sheet (SDS) (formerly Material Safety Data Sheets or MSDS).

INVENTORY

1. **Maximum Daily Amount** - For each pure chemical or mixture that you are reporting, estimate the maximum amount present at your facility on any single day during the reporting period.
Report all amounts in pounds (lbs.). When the weight per gallon of a liquid is unknown, a conversion factor of 10 lbs. per gallon shall be used. To convert gas volume to weight in pounds multiply by the appropriate density factor.

Example

You received one large shipment of two 5,000-gallon steel drums of a benzene, which is a hazardous chemical. You know that the density of this chemical is 7.28 pounds per gallon, so you multiply 10,000 (2 x 5000) by 7.29 pounds per gallon to get a weight of 72,800 pounds.

2. **Average Daily Amount** - For each pure chemical or mixture that you are reporting, estimate the average weight in pounds that was present at your facility during the report year. To do this, total all daily weights and divide by the number of days the chemical was present on the site.
3. **Number of Days On-Site** - Enter the number of days that the hazardous chemical was present on-site.
4. **Maximum Amount of each EHS in the Mixture** – If you are reporting a mixture, you must list any EHS(s) in the mixture and report the maximum amount of each EHS present in the mixture. Leave this field blank if you are not reporting a EHS mixture.

Type of Storage

List all types of storage for each hazardous chemical that you are reporting. Please note that a particular chemical or mixture may be located in several places around the facility. The following list are example of some common storage types that facilities use at their site. You may also provide a detailed description for the storage.

Storage Types List

Above ground tank
Below ground tank
Tank inside building
Steel drum
Plastic or non-metallic drum
Can
Carboy
Silo
Fiber Drum
Bag Box
Cylinder
Glass bottles or jugs
Plastic bottles or jugs
Tote bin
Tank wagon
Rail Car
Battery

Storage Conditions (Pressure & Temperature)

For each location provide the appropriate storage types for pressure and temperature conditions. The following list provides pressure and temperature conditions.

Pressure & Temperature Conditions List

<p style="text-align: center;"><u>Pressure</u></p> <p style="text-align: center;">Ambient pressure Greater than ambient pressure Less than ambient pressure</p> <p style="text-align: center;"><u>Temperature</u></p> <p style="text-align: center;">Ambient temperature Greater than ambient temperature Less than ambient temperature but not cryogenic Cryogenic conditions</p>
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1. STORAGE LOCATIONS:

Indicate if your facility wishes to claim the location information for any of the pure chemical or mixture that you are reporting. Check the “yes” or “no” box.

If you wish to claim the location information confidential for any of the chemical or mixture that you are reporting, you must fill out the Confidential Location Information Sheet and you must submit it along with your Tier II inventory form. The Confidential Location Information Sheet can be found at EPA’s website at: <https://www.epa.gov/epcra/epcra-tier-ii-confidential-location-information-form>.

If the location is non-confidential, provide a brief description of the precise location of the chemical, so that emergency responders can locate the area easily. For each chemical indicate the building or lot and the room or area. If the chemical is present in more than one building, lot, or area location, list each location as appropriate.

The storage locations are also required on your site plan, your site plan must include the location(s) of all reportable chemicals

ADDITIONAL REPORTING INFORMATION (Optional)

This column is for facilities that may wish to report hazardous chemicals below the reporting thresholds. Check the appropriate box and follow the same procedures as described above for reporting each hazardous chemical or for any mixture that contains a hazardous chemical.

REQUIRED ATTACHMENTS

The following attachments are required to fulfill Tier II reporting requirements.

1. **Site Plan** - a site plan is required every year. All site plans shall include a diagram of the facility and the location(s) of all reportable hazardous chemicals or materials 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 8.
2. **NFPA 704 Placarding 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.chemical

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

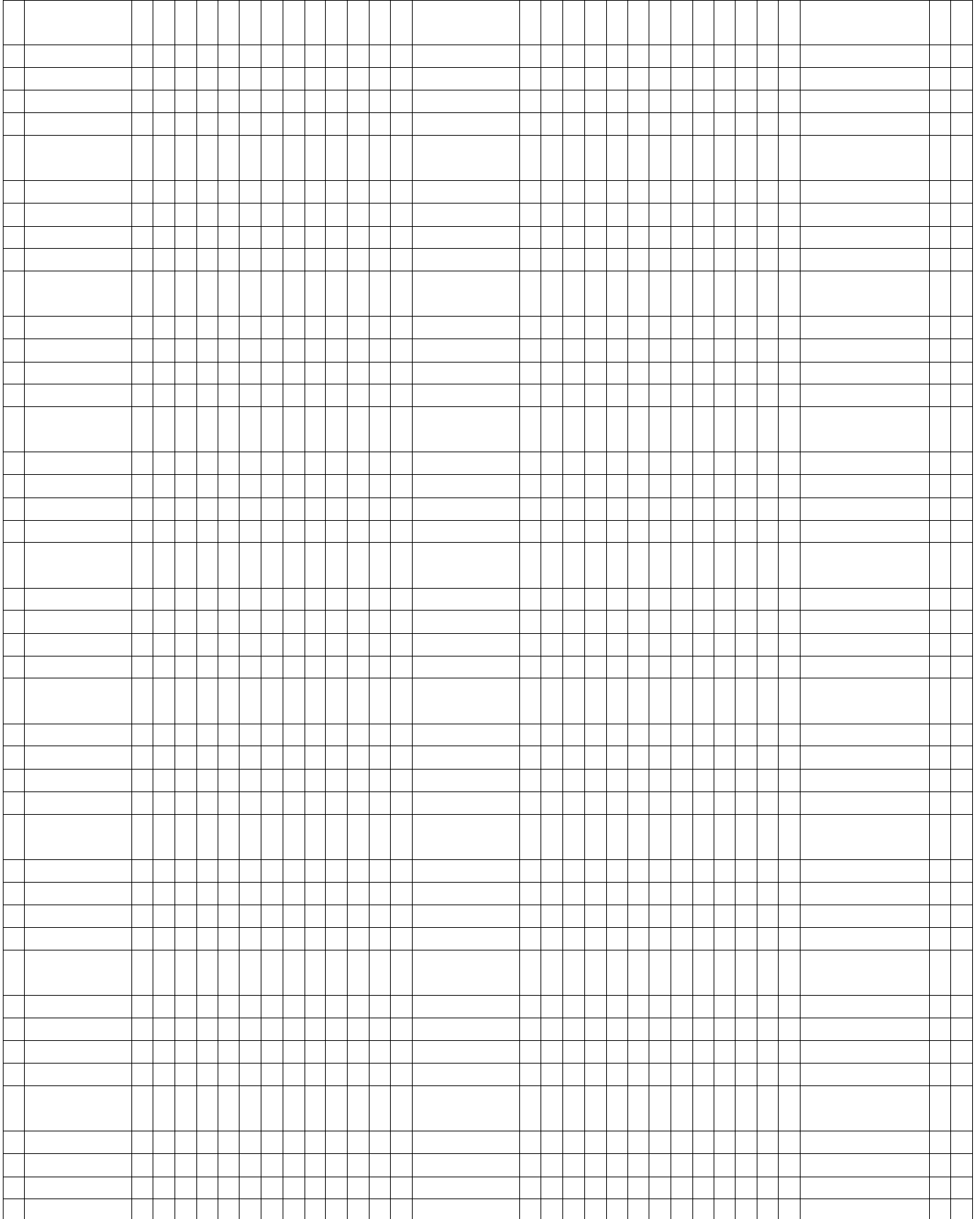
DONOT send payment with your Tier II form. You will be billed separately.

QUANTITY IN POUNDS

ANNUAL FEE PER FACILITY

Range		Regular	Transshipment
0	4,999	\$85	\$215
5,000	14,999	\$215	\$240
15,000	74,999	\$295	\$295
75,000	299,999	\$425	\$425
300,000	649,999	\$1235	\$1235
650,000	999,999	\$2000	\$2000
1,000,000	3,000,000	\$4000	\$4000
Greater than	3,000,000	\$5000	\$5000

Site Map/Floor Plan



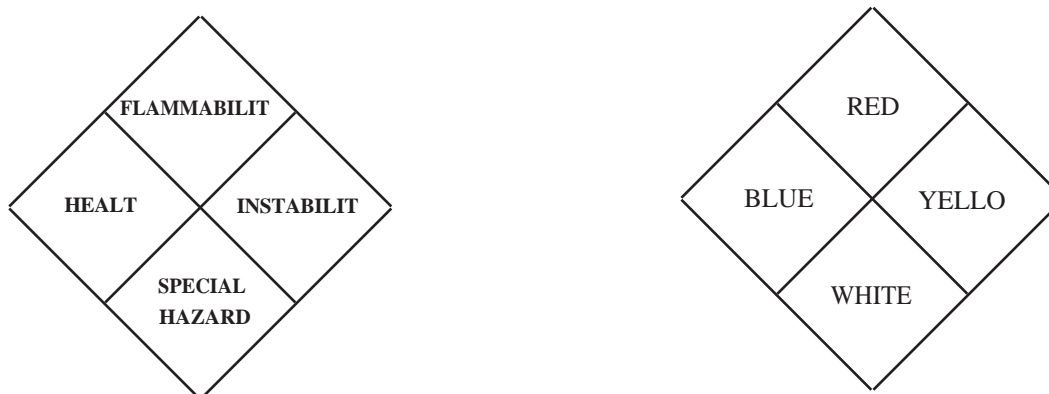
SPECIFICATIONS FOR

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 firefighting 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:

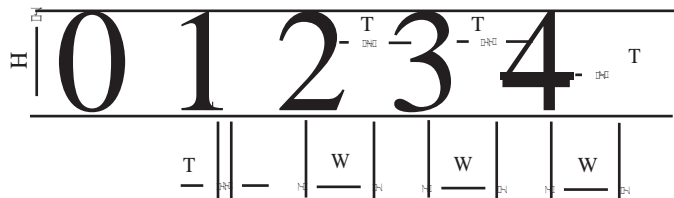


The color background for "Special Hazard" shall be the color white.

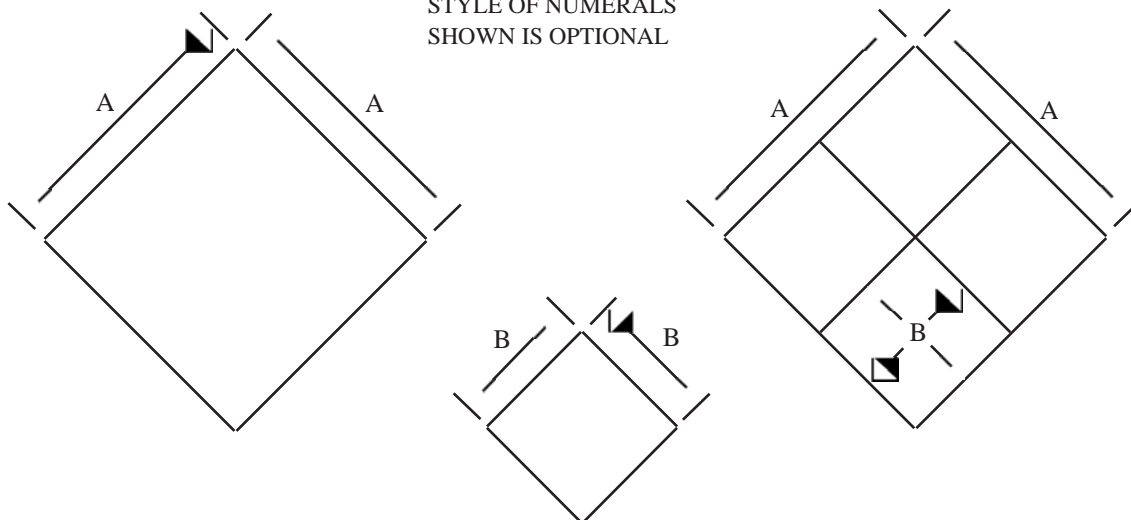
SPECIFICATIONS FOR SIZE AND DESIGN OF PLACARD

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:

1. 7-1/2" X 7-1/2" square diamond on end, made out of .080 gauge Aluminum sheeting.
2. 1/8" border and section spacing, on a black or white background.
3. Background: baked on 2290 3M reflective sheeting or equivalent material.
4. 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:

1. 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.
2. 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 Aluminum).

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

CHECKLIST OF ITEMS NEEDED TO FULFILL CRTK REQUIREMENTS

- Completed Tier II form.** Incomplete Tier II forms will be returned for completion. If the facility does not meet Anchorage reporting requirements, please submit Tier II form stating that your facility is excluded under Anchorage reporting requirements.
- Attached Site Map.** A site map is required every year. All site maps shall include a diagram of the facility and the location(s) of all reportable hazardous materials or chemicals 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.
- Attached 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.
- Emailed Completed Tier II Form & Required Attachments.** Email to fireprevention@muni.org by March 1st.

OR

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