

## CRTK TIER II CHECKLIST

- Complete Tier II Report** - All Community Right-To-Know (CRTK) Tier II reports must be filed electronically using the E-Plan Database, with the exception of transshipment reports.

To create an E-plan user account and complete and submit your CRTK Tier II report go to <https://tier2.erplan.net/onlinefiling/filingLogin.htm>.

If you need assistance completing your Tier II report please refer to *E-Plan Online Training* at <https://erplan.net/news/Training.htm>.

- Attach Site Map/Plan** - A site map/plan is required every year. All site maps/plans shall include a diagram of the facility and the location(s) of hazardous material on an 8.5x11 sheet of paper. It be hand drawn or a computer-aided diagram. A form has been provided for your convenience on the next page.

- Attach NFPA 704 Placard Verification** - A photograph(s) showing the location(s) of the NFPA 704 Placard is required the first time you file a report and every subsequent even-numbered report year (2018, 2020, etc.) or when requested by the CRTK Administrator.

- Submit Completed Tier II Report** - Submit your report with required attachments through the E-plan database. **All facilities are responsible for submitting their report(s) by March 1st.**

**OR**

- Submit Completed Transshipment Report** - Transshipment reports will be filed through paper submittals emailed to [fireprevention@muni.org](mailto:fireprevention@muni.org). For transshipment forms and additional information go to [www.muni.org/crtk](http://www.muni.org/crtk). This requirement applies only to transshipment facilities. **All facilities are responsible for submitting their report(s) by March 1st.**

YOU MUST PROVIDE ALL REQUESTED INFORMATION TO FULFILL  
TIER II REPORTING REQUIREMENTS.

Site Map/Plan Form

