

***FAIRBANKS EMERGENCY  
PLANNING COMMITTEE***

***HAZARDOUS MATERIALS/SUBSTANCE***

**REPORTING REQUIREMENTS**

**FILING DEADLINE**

**MARCH 1, 2016**

**FOR REPORTING PERIOD  
JANUARY – DECEMBER 2015**



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**SUPERFUND AMENDMENTS  
AND  
REAUTHORIZATION ACT  
(SARA)**

**INTRODUCTION**



## SARA TITLE III INTRODUCTION

Title III of the Superfund Amendments and Reauthorization Act also known as SARA, was signed into law by President Reagan on October 17, 1986. Also known as the "Community -Right-To-Know Act". SARA revises and expanded the Compensation and Liability Act of CERCLA 1980.

The purpose of SARA Title III is threefold. 1) Provide information on site-specific hazardous chemicals to communities and their residents. 2) Initiate emergency planning and notification activities to local community level, which would protect the public in the event of a release of a hazardous chemical into the environment. 3) Provide training for all first responders who may become involved in a hazardous material incident.

SARA Title III, promulgated by the EPA, established clearly defined linkage between two federal agencies concerned with hazardous materials: OSHA and EPA. The EPA is primarily concerned with release of hazardous materials in the environment. Such a release may have a long-term or short-term impact on the community. OSHA also administers programs directed at the safe handling of hazardous materials.

OSHA's hazardous materials program focuses on workers safety on the job, specifically chemical awareness and personal protection. The first portion of OSHA's Hazard Communication Standard became effective in 1985. Employers are required to analyze each chemical in the work place to determine if it is hazardous.

Hazardous Chemicals are organized into hazard classes. Appropriate hazard warning labels and placards must be used on all containers and a master list of identified materials prepared. The source document for this process is the material safety data sheet (MSDS). Which contains specific information about each chemical. The final step in this process is training of all employees who are exposed or maybe exposed to the hazardous chemicals.

SARA Title III and OSHA Hazard Communication Standards both require the assembly and transmittal of information on specific chemical hazards. Even though the fundamental goals of these agencies may differ, the issue of safe handling of hazardous materials in the United States is now in the forefront.

To implement the above Community-Right-To-Know (Title III) program, SARA utilizes the concept of a Local Emergency Planning Committee. The Fairbanks Emergency Planning Committee encompasses the geographic boundary of the Fairbanks North Star Borough.

All facilities within the FEPC boundary must file an annual report on a Tier II inventory form. This booklet is provided to assist you in filing your annual report. If you have any questions, please call Lisa Howard, FEPC Coordinator at (907)450-6600 or email her at [fepc@ci.fairbanks.ak.us](mailto:fepc@ci.fairbanks.ak.us).





# STATE OF ALASKA LAWS



Sec. 29.35.500. Reporting.

(a) If a municipality establishes a program for the reporting of hazardous chemicals, hazardous materials, and hazardous wastes, then the municipality shall require a business or a government agency that handles hazardous chemicals, hazardous materials, or hazardous wastes to submit to a designated person or office of the municipality, on a form approved by the Alaska State Emergency Response Commission, an inventory of the hazardous chemicals, hazardous materials, and hazardous wastes the business or government agency handles. Notwithstanding other provisions of this title, a municipality that establishes a program for the reporting of hazardous chemicals, hazardous materials, and hazardous wastes may not

(1) use a form other than the one required under this section or use a form in addition to the one required under this section;

(2) require a business or government agency to submit an inventory of hazardous chemicals, hazardous materials, and hazardous wastes unless the business or government agency is required to do so by the Alaska State Emergency Response Commission;

(3) require reporting under this section of a substance not listed in (c) of this section unless it is added by the commission under (c) of this section;

(4) require reporting under this section of a substance that is in smaller quantities than provided under (c) of this section unless the reporting of smaller quantities is approved by the commission under (c) of this section.

(b) An inventory required under this section must include

(1) the name and address of a facility, and of the owner and operator of the facility, at which the hazardous chemicals, hazardous materials, or hazardous wastes are handled;

(2) the names and telephone numbers of persons connected with the facility who are to be contacted in an emergency;

(3) the chemical name or other descriptive information about each hazardous chemical, hazardous material, or hazardous waste handled;

(4) the location and maximum estimated quantity of the hazardous chemicals, hazardous materials, and hazardous wastes handled in a single day;

(5) with respect to a transshipment facility; instead of the information required under (3) and (4) of this subsection, the following information:

(A) a list of the classes of hazardous chemicals, hazardous materials, and hazardous wastes handled;

(B) a site layout and floor plan showing the usual locations of the hazardous chemicals, hazardous materials, and hazardous wastes handled at the facility; and

(C) the method of marking or warning used for hazardous chemicals, hazardous materials, and hazardous wastes at the facility.

(c) Unless the Alaska State Emergency Response Commission or a municipality, after public hearing, removes a substance listed in this subsection from the reporting requirements within its jurisdiction, or unless the commission, after public hearing, adds a substance to the reporting requirements of this subsection or requires the reporting of smaller quantities of the substances listed in this subsection, either on a statewide basis or for reporting within particular municipalities, the following quantities of hazardous chemicals, hazardous materials, and hazardous wastes shall be reported in an inventory required under this section:

(1) any quantity of a hazardous material of the hazard class identified in federal placarding regulations as

(A) Poison Gas Hazard Division No. 2.3 and Poisons 6.1;

(B) Explosives 1.1;

(C) Explosives 1.2 and 1.3, excluding smokeless gunpowder, black powder, and ammunition;

(D) Flammable solid Divisions 4.1, 4.2, and 4.3; or

(E) Radioactive Hazard Class 7;

(2) a hazardous chemical, or a hazardous material other than one described in (1) of this subsection, if handled in a single day in an amount equal to or greater than 10,000 pounds;

(3) extremely hazardous substances in a quantity equal to or more than 500 pounds or the threshold planning quantity, whichever is less; and

(4) compressed gasses equal to or more than 1,000 cubic feet at standard temperature and pressure.

(d) A business or government agency required to submit an inventory under this section shall submit the first inventory within 90 days after the municipality's reporting requirements take effect or within 30 days after beginning to engage in the handling of hazardous chemicals, hazardous materials, or hazardous wastes. Thereafter, the business or government agency shall submit an inventory annually. With respect to transshipments, the first inventory

shall be an estimate of transshipments by the business or government agency during the next 12 months. Subsequent annual inventories shall reflect actual transshipments during the previous 12 months.

(e) A municipality that establishes a program for the reporting of hazardous chemicals, hazardous materials, or hazardous wastes shall also require a business or government agency that handles hazardous chemicals, hazardous materials, or hazardous wastes to report

(1) significant change in the general location of hazardous chemicals, hazardous materials, or hazardous wastes by telephone or other means adequate to convey the information within 24 hours, and in writing within 10 working days, after moving the chemicals, materials, or wastes;

(2) names and other descriptive information of additional hazardous chemicals, hazardous materials, or hazardous wastes being handled since the last inventory or report if they meet the criteria for reporting under (c) of this section, by telephone or other means adequate to convey the information within 24 hours, and in writing within 10 working days, after making the additions;

(3) with respect to a transshipment facility, instead of the information required under (1) and (2) of this subsection, the following:

(A) an additional class of hazardous chemicals, hazardous materials, or hazardous wastes handled at the facility, or a change in the method of marking or warning used for hazardous chemicals, hazardous materials, or hazardous wastes at the facility, within 30 days after the addition or change; and

(B) a change to the site layout or floor plan submitted under (b)(5)(B) of this section, by telephone or other means adequate to convey the information within 24 hours, and in writing within 30 days after the change.

(f) A municipality that establishes a program for the reporting of hazardous chemicals or hazardous materials may require a business or government agency that handles hazardous chemicals or hazardous materials to submit a federal Occupational Safety and Health Administration (OSHA) Material Safety Data Sheet or equivalent information for each of the chemicals and materials handled.

(g) The requirements of this section may be imposed by a municipality on a business or government agency that handles hazardous chemicals, hazardous materials, or hazardous wastes outside of the boundaries of the municipality if a fire or other emergency involving the chemicals, materials, or wastes would be

(1) likely to adversely affect persons or property in the municipality; or

(2) responded to by emergency response personnel whose service area includes all or a part of the municipality.

Sec. 29.35.510. Inspections; penalties.

A municipality may conduct inspections, and establish and impose penalties, necessary to ensure compliance with reporting requirements adopted under AS 29.35.500 .

Sec. 29.35.520. Fees.

A municipality may impose appropriate fees to fully or partially compensate for the cost of processing reports and administering inspections under AS 29.35.500 - 29.35.510.

Sec. 29.35.530. Duties of municipalities; powers of other agencies.

(a) The municipality, at the request of a business or government agency required to submit an inventory under AS 29.35.500 , shall provide

(1) a descriptive summary of the hazardous chemicals, hazardous materials, and hazardous wastes that are required to be included in an inventory; and

(2) inventory forms approved by the Alaska State Emergency Response Commission.

(b) [Repealed, Sec. 15 ch 71 SLA 1997].

(c) The division of fire prevention, the Department of Environmental Conservation, the Department of Health and Social Services, or the Department of Labor may

(1) request copies of inventories submitted under AS 29.35.500 ; and

(2) provide educational materials related to hazardous chemicals, hazardous materials, and hazardous wastes.

Sec. 29.35.540. Public access to information.

Information detained by a municipality under AS 29.35.500 , 29.35.510, and 29.35.530 shall be made readily available to the public for inspection and copying.

Sec. 29.35.550. Application.

AS 29.35.500 - 29.35.590 apply to home rule and general law municipalities.

Sec. 29.35.560. Municipal liability.

The establishment by a municipality of a program for the reporting of hazardous chemicals, hazardous materials, and hazardous wastes does not increase

the liability that may otherwise be imposed on the municipality for damages resulting from hazardous chemicals, hazardous materials, or hazardous waste.

Sec. 29.35.590. Definitions.

In AS 29.35.500 - 29.35.590

(1) "acute hazardous waste" means a waste listed by the administrator or the Environmental Protection Agency in accordance with the criteria in 40 C.F.R. 261.11(a)(2);

(2) [Repealed, Sec. 15 ch 71 SLA 1997].

(3) "extremely hazardous substance" means a substance listed in 40 C.F.R. Part 355, Appendix A and B;

(4) "handles" includes disposes of, generates, processes, stores, treats, transships, and uses hazardous chemicals, materials, or wastes, but does not include the handling of hazardous chemicals, hazardous materials, or hazardous wastes while they are in transit and before they reach the final destination indicated on the shipping paper accompanying the shipment, except while they are at a transshipment facility; in this paragraph, "shipping paper" has the meaning given in 49 C.F.R. 171.8;

(5) "hazard class" means the class of a hazardous material defined in 49 C.F.R. 173;

(6) "hazardous chemical" has the meaning given in 29 C.F.R. 1910.1200(c) except that it does not include

(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;

(7) "hazardous material" means a material or substance, as defined in 49 C.F.R. 171.8, and any other substance determined by the Alaska State

Emergency Response Commission in regulations to pose a significant health and safety hazard; "hazardous material" does not include food, drugs, alcoholic beverages, cosmetics, tobacco, or tobacco products intended for personal consumption;

(8) "hazardous waste" means

(A) a hazardous waste as defined in AS 46.03.900 ;

(B) a hazardous waste as identified by the Environmental Protection Agency under 40 C.F.R. 261; and

(C) any other hazardous waste defined by the Alaska State Emergency Response Commission in regulations;

(9) "quantity" means the total amount of a material or waste handled at a time and includes the aggregate of a material or waste that is divided among multiple containers;

(10) "threshold planning quantity" means the quantity listed in the column "threshold planning quantity" for a substance listed in 40 C.F.R. Part 355, Appendix A and B;

(11) "transshipment facility" means a building, dock, yard or other structure or area at which hazardous chemicals, hazardous materials, or hazardous wastes are held, or transferred from one vehicle, vessel, or container to another, for the purpose of reshipment within seven days after arriving at the facility, if regularly holding or transferring within that period of time is the principal business of the facility.

Sec. 29.35.600. Purpose of authorities.

The purpose of a port authority is to provide for the development of a port or ports for transportation related commerce within the territory of the authority.

Sec. 29.35.605. Establishment of port authorities.

(a) A port authority may be created by one of the following means:

(1) the governing body of a municipality may create by ordinance a port authority as a public corporation of the municipality;

(2) the governing bodies of two or more municipalities may create by parallel ordinances adopted by each of the governing bodies a port authority as a public corporation of the municipalities.

(b) One or more municipalities may join an authority established under (a)(1) or (2) of this section upon the adoption of parallel ordinances by the governing bodies of each affected municipality.



(c) A port authority created under this section is a body corporate and politic and an instrumentality of the municipality or municipalities creating it but having a separate and independent legal existence.

(d) Creation of a port authority under AS 29.35.600 - 29.35.730 is an exercise of a municipality's transportation system powers.

(e) The enabling ordinance by which a port authority is established must specify the powers, boundaries, and limitations of the port authority.

(f) An ordinance creating a port authority shall require approval by the voters of the municipality or municipalities participating in the authority in order for the authority to be established.

(g) Nothing in AS 29.35.600 - 29.35.725 prevents a municipality or municipalities from creating or participating in a public corporation, including a port authority, in any form or manner not prohibited by law. However, the provisions of AS 29.35.600 - 29.35.725 only apply to and may only be utilized by a port authority created under this section.

#### Sec. 29.35.610. Dissolution of a port authority.

(a) The enabling ordinance by which a port authority is created must provide for the manner by which a port authority may be dissolved.

(b) If an authority ceases to exist, its assets shall be distributed to the municipalities that participated in the authority in proportion to the difference between their contributions to the authority and any outstanding debt or obligation of that municipality to the authority, provided that any obligation to bondholders then outstanding shall first be satisfied in full.

#### Sec. 29.35.615. Municipal property.

(a) A municipality may transfer and otherwise convey or lease real property, and any improvements to it, to an authority for use by the authority for the purposes set out in the ordinance adopted under AS 29.35.605.

(b) A municipality may transfer and otherwise assign or lease personal property to an authority for use by the authority for the purposes set out in the ordinance adopted under AS 29.35.605 .

#### Sec. 29.35.620. Powers.

If provided in the enabling ordinance, an authority may

- (1) sue and be sued;

- (2) have a seal and alter it at pleasure;
- (3) acquire an interest in a project as necessary or appropriate to provide financing for the project, whether by purchase, gift, or lease;
- (4) lease to others a project acquired by it and upon the terms and conditions the authority may consider advisable, including, without limitation, provisions for purchase or renewal;
- (5) sell, by installment sale or otherwise, exchange, donate, convey, or encumber in any manner by mortgage or by creation of another security interest, real or personal property owned by it, or in which it has an interest, including a project, when, in the judgment of the authority, the action is in furtherance of the authority's purposes;
- (6) accept gifts, grants, or loans, under the terms and conditions imposed under the gift, grant, or loan, and enter into contracts, conveyances or other transactions with a federal agency or an agency or instrumentality of the state, a municipality, private organization, or other person;
- (7) deposit or invest its funds, subject to agreements with bondholders;
- (8) purchase or insure loans to finance the costs of projects;
- (9) provide for security within the boundaries of the authority;
- (10) enter into loan agreements with respect to one or more projects upon the terms and conditions the authority considers advisable;
- (11) acquire, manage, and operate projects as the authority considers necessary or appropriate to serve the authority's purposes;
- (12) assist private lenders to make loans to finance the costs of projects through loan commitments, short-term financing, or otherwise;
- (13) charge fees or other forms of remuneration for the use or possession of projects in accordance with the agreements described in this section, other agreements relating to the projects, covenants, or representations made in bond documents relating to the projects, or regulations of the authority relating to the projects;
- (14) exercise the powers of eminent domain and declaration of taking within its physical boundaries under AS 29.35.030 to acquire land or materials for authority purposes;
- (15) regulate land use within the boundaries of the authority;

(16) defend and indemnify a current or former member of the board, employee, or agent of the authority against all costs, expenses, judgments, and liabilities, including attorney fees, incurred by or imposed upon that person in connection with civil or criminal action in which the person is involved as a result of the person's affiliation with the authority if the person acted in good faith on behalf of the authority and within the scope of the person's official duties and powers;

(17) purchase insurance to protect and hold harmless its employees, agents, and board members from an action, claim, or proceeding arising out of the performance, purported performance, or failure to perform in good faith, of duties for, or employment with the authority and to hold them harmless from expenses connected with the defense, settlement, or monetary judgments from that action, claim, or proceeding; the purchase of insurance is subject to the discretion of the board; insurance purchased under this paragraph may not be considered compensation to the insured person; and

(18) protect its assets, services, and employees by purchasing insurance or providing for certain self-insurance retentions; an authority may also maintain casualty, property, business interruption, marine, boiler and machinery, pollution liability, and other insurance in amounts reasonably calculated to cover potential claims against the authority or a municipality for bodily injury, death or disability, and property damage that may arise from or be related to authority operations and activities.

Sec. 29.35.625. Bonds of a port authority; superior court jurisdiction.

(a) If authorized by the enabling ordinance, an authority may borrow money and may issue bonds on which the principal and interest are payable

(1) exclusively from the income and receipts of, or other money derived from, the project financed with the proceeds of the bonds;

(2) exclusively from the income and receipts of, or other money derived from, designated projects or other sources whether or not they are financed, insured, or guaranteed in whole or in part with the proceeds of the bonds; or

(3) from its income and receipts generally or a designated part or parts of them.

(b) All bonds may be sold at public or private sale in the manner, for the price or prices, and at the time or times that the authority may determine.

(c) Before issuing bonds, an authority shall provide for consideration at least sufficient, in the judgment of the authority, to pay the principal and interest on the bonds as they become due and to create and maintain the reserves for the payment that the authority considers necessary or desirable and meet all obligations in connection with the lease or agreement and all costs necessary to service the bonds, unless the lease or agreement provides that the obligations are to be met or costs are to be paid by a party other than the authority.

(d) Bonds shall be authorized by resolution of the authority, be dated, and shall mature as the resolution may provide, except that a bond may not mature more than 40 years from the date of its issue. Bonds shall bear interest at the rate or rates, be in the denominations, be in the form, either coupon or registered, carry the registration privileges, be executed in the manner, be payable in the medium of payment, at the place or places, and be subject to the terms of redemption that the resolution or a subsequent resolution may provide.

(e) All bonds issued under this section, regardless of form or character, are negotiable instruments for all of the purposes of AS 45.01 - AS 45.09, AS 45.12, and AS 45.14 (Uniform Commercial Code).

(f) The superior court has jurisdiction to hear and determine suits, actions, or proceedings relating to an authority, including suits, actions, or proceedings brought to foreclose or otherwise enforce a mortgage, pledge, assignment, or security interest brought by or for the benefit or security of a holder of the authority's bonds or by a trustee for or other representative of the holders.

Sec. 29.35.630. Bonds eligible for investment.

Bonds issued under AS 29.35.625 are securities in which all public officers and public bodies of the state and its political subdivisions, all insurance companies, trust companies, banks, investment companies, executors, administrators, trustees, and other fiduciaries may properly and legally invest funds, including capital in their control or belonging to them. The bonds may be deposited with a state or municipal officer of an agency or political subdivision of the state for any purpose that the deposit of bonds of the state is authorized by law.

Sec. 29.35.635. Validity of pledge.

The pledge of revenue of an authority to the payment of the principal or interest on bonds or notes of the authority is valid and binding from the time the pledge is made, and the revenue is immediately subject to the lien of the pledge without physical delivery or further act. The lien of a pledge is valid and binding against all parties having claims of any kind against the authority irrespective of whether those parties have notice of the lien of the pledge.

Sec. 29.35.640. Credit of state or a municipality not pledged.

(a) The state and municipalities participating in an authority are not liable for the debts of that authority. Bonds issued under AS 29.35.625 are payable solely from the revenue of the authority and do not constitute a

(1) debt, liability, or obligation of the state or a municipality; or

(2) pledge of the faith and credit of the state or a municipality.

(b) An authority may not pledge the credit or the taxing power of the state or its municipalities. A bond issued under AS 29.35.625 must contain on its face a statement that

(1) the authority is not obligated to pay it or the interest on it except from the revenue pledged for it; and

(2) the faith and credit of the taxing power of the state or of a political subdivision of the state is not pledged to the payment of it.

Sec. 29.35.645. Pledges of the state and municipalities.

The state and municipalities participating in the authority pledge to and agree with the holders of bonds issued under AS 29.35.625 and with the federal agency, if any, that loans or contributes funds in respect to a project of the authority, that the state and the municipalities participating in the authority will not limit or alter the rights and powers vested in the authority by its enabling ordinance or other law so that it is unable to fulfill the terms of a contract made by the authority with those holders or that federal agency, or in any way impair the rights and remedies of those holders or that federal agency until the bonds, together with the interest on them and interest on unpaid installments of interest, and all costs and expenses in connection with an action or proceeding by or on behalf of those holders or that federal agency, are fully met and discharged. An authority is authorized to include this pledge and agreement of the state and the municipalities participating in the authority, insofar as it refers to holders of bonds of the authority, in a contract with those holders, and insofar as it relates to a federal agency, in a contract with that federal agency.

Sec. 29.35.650. Limitation of liability.

A liability incurred by an authority shall be satisfied exclusively from the assets or revenue of the authority. A creditor or other person does not have a right of action against the state or a municipality participating in an authority because of a debt, obligation, or liability of an authority.

Sec. 29.35.655. Limitation on personal liability.

A board member or employee of an authority is not subject to personal liability or accountability because of the execution or issuance of bonds.



**FAIRBANKS EMERGENCY  
PLANNING COMMITTEE  
(FEPC)**

**REPORTING REQUIREMENTS**





## HAZARDOUS MATERIALS REPORTING REQUIREMENTS

The Fairbanks (Local) Emergency Planning Committee does not have any reporting requirements above those of the State. All terminals and facilities must report the following hazardous materials inventory. This will be accomplished by providing the following information.

1. **Any quantity**, of a hazardous material of the hazard class identified in federal placarding regulations as
  - Poison or Toxic gas Class 2.3
  - Poison or Toxic Materials Class 6.1
  - Explosives Class 1.1, 1.2 and 1.3, excluding smokeless gunpowder, black powder, and ammunition;
  - Flammable Solids 4.1, 4.2, 4.3
  - Radioactive Class 7
2. A hazardous material, if handled in a single day in an amount over **10,000 lbs.**
3. Extremely hazardous substances in a quantity equal to or more than 500 pounds or the threshold planning quantity, whichever is less; and
4. Compressed gasses equal to or more than 1,000 cubic feet at standard temperature and pressure.
5. With respect to a **transshipment facility**; instead of the information required under AS29.35.500(b)(3) and (4) of this subsection, the following information must include
  - (A) a list of the classes of hazardous chemicals, hazardous materials, and hazardous wastes handled;
  - (B) a site layout and floor plan showing the usual locations of the hazardous chemicals, hazardous materials, and hazardous wastes handled at the facility; and
  - (C) the method of marking or warning used for hazardous chemicals, hazardous materials, and hazardous wastes at the facility.



# **TIER II REPORT**



# ALASKA STATE EMERGENCY RESPONSE COMMISSION INSTRUCTIONS FOR THE STATE OF ALASKA TIER TWO FORM

Submission of the Tier Two Form is required by Title III of the Superfund Amendments And Reauthorization Act Of 1986, Section 312; Public Law 99-499, codified at 42 U.S.C. Section 11022. The purpose of the Tier Two 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.

## STATE REQUIREMENTS

As required by AS 29.35.500 (a), the State Emergency Response Commission has approved an official State of Alaska Tier Two Form. This form is identical in format to the federal Tier Two Form EXCEPT that actual quantities (in pounds or gallons) of substances must be reported in addition to the quantity codes used on the federal Tier Two Form.

## 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 complete. 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, LEPC, 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. 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.

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

## 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.

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 Standard,

found in Title 29 of the Code of Federal Regulations at §1910.1200.

The form does not have to be submitted if all of the chemicals located at your facility are excluded under AS 29.35.590(6).

## 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 (discussed below), unless the chemicals are excluded under AS 29.35.590(6). Hazardous chemicals are any substance for which your facility must maintain an

## STATE REQUIREMENTS

The following substances and reporting thresholds are established in AS 29.35.500(c):

- **any quantity** of a hazardous material of the hazard class identified in federal placarding regulations as
  - (A) Poison Gas Hazard Division No. 2.3 and Poisons 6.1;
  - (B) Explosives 1.1;
  - (C) Explosives 1.2 and 1.3, excluding smokeless gunpowder, black powder, and ammunition;
  - (D) Flammable solid Divisions 4.1, 4.2, and 4.3; or
  - (E) Radioactive Hazard Class 7;
- a hazardous chemical, or a hazardous material other than one described in (1) of this subsection, if handled in a single day in an amount equal to or greater than 10,000 pounds;
- extremely hazardous substances in a quantity equal to or more than 500 pounds or the threshold planning quantity, whichever is less; and
- compressed gasses equal to or more than 1,000 cubic feet at standard temperature and pressure

MSDS under OSHA's Hazard Communication Standard or which is reportable under State law.

## 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.

## REPORTING THRESHOLDS

Minimum thresholds have been established for Tier One/ Tier Two reporting under Title III, Section 312. These thresholds are as follows:

For Extremely Hazardous Substances (EHS) designated under Section 302 of Title III, the reporting threshold is 500 pounds (or 227 kg.) or the threshold planning quantity (TPQ), whichever is lower.

For gasoline (all grades combined) at a retail gas station, the threshold level is 75,000 gallons (or approximately 283,900 liters), if the tank(s) was stored entirely underground and was in compliance at all times during the preceding calendar year with all applicable Underground Storage Tank (UST) requirements at 40 CFR part 280 or requirements of the State UST program approved by the Agency under 40 CFR part 281.

For diesel fuel (all grades combined) at a retail gas station, the threshold level is 100,000 gallons (or approximately 378,500 liters), if the tank(s) was stored entirely underground and the tank(s) was in compliance at all times during the preceding calendar year with all applicable Underground Storage Tank (UST) requirements at 40 CFR part 280 or requirements of the State UST program approved by the Agency under 40 CFR part 281.

For all other hazardous chemicals for which facilities are required to have or prepare an MSDS, the minimum reporting threshold is 10,000 pounds (or 4,540 kg.).

Additional state reporting requirements are summarized on page 1. The State Emergency Response Commission may require additional substances by regulation.

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. For instructions on threshold determinations for components of mixtures, see "What about mixtures?" on page 2 of these instructions.

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## INSTRUCTIONS

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

### 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 must submit Tier Two forms by March 1.

### WHERE TO SUBMIT THIS FORM

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

1. Your State Emergency Response Commission.  
**Department of Environmental Conservation**  
**410 Willoughby Ave., Ste 303**  
**P.O. Box 111800**  
**Juneau, AK 99811-1800**
2. Your Local Emergency Planning Committee.  
**(Contact the Alaska Division of Emergency Services for a current list of LEPCs and their jurisdictions.)**
3. The fire department with jurisdiction over your facility

### WHERE TO GET HELP

For help completing this form, please contact your Local Emergency Planning Committee or the local fire department.

### WHERE TO GET ADDITIONAL COPIES OF THE FORM

Additional copies of the State of Alaska Tier Two form 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 [www.ak-prepared.com/serc.htm](http://www.ak-prepared.com/serc.htm).

### 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 where appropriate).

Enter the full street address or state road. If a street address is not available, enter other appropriate identifiers that describe the physical location of your facility (e.g., longitude and latitude). Include city, county, state, and zip code.

Enter the primary North American Industry Classification System (NAICS) and the Dun & Bradstreet number for your facility. The financial officer of your facility should be able to provide the Dun & Bradstreet number. If your firm does not have this information, contact the State or regional office of Dun & Bradstreet to obtain your facility number or have one assigned.

### OWNER/OPERATOR

Enter the owner's 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 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, every day. This requirement is mandatory. The facility must make some arrangement to ensure that a 24 hour contact is available.

## IDENTICAL INFORMATION

Check the box indicating identical information, located below the emergency contacts on the Tier Two form, if the current chemical information being reported 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.

## 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.

If you choose to indicate that all of the information on a specific hazardous chemical is identical to what was submitted last year, check the appropriate optional box provided at the right side of the storage codes and locations on the Tier Two form. Chemical descriptions, hazards, amounts, and locations must be provided even if the information is identical to that submitted last year.

### What units should I use?

Calculate all amounts as weight in pounds. To convert gas or liquid volume to weight in pounds, multiply by an appropriate density factor.

### 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 (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). The option used for each mixture must be consistent with the option used in your Section 311 reporting.

Because EHSs are important to Section 303 planning, EHSs have lower thresholds. The amount of an EHS at a facility (both pure EHS substances and EHSs 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 determine 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.

The following describes how to report above-threshold EHSs on a Tier II form where the facility is reporting some mixtures as a mixture and some mixtures by component. When filling out the Tier II form and reporting some mixtures as mixtures and some by component, the facility must do two things. First, for any mixture containing the above threshold EHS that the facility is reporting by component, the facility must report the above-threshold EHS separately by chemical description, physical and health hazard, inventory and storage code and location. When reporting inventory information (maximum and daily amount and number

of days on-site), the facility should calculate or refer to those quantities of the EHS that are present only in the mixtures that the facility is reporting by component; the facility need not include within these calculations the amounts of the above-threshold EHS that are contained within mixtures that the facility is reporting as a mixture. Similarly, when reporting the storage code and location for the above-threshold EHS that the facility is reporting by component; the facility need not refer to the location and storage code of any mixture containing the EHS that the facility is reporting as a mixture.

Second, for any mixture containing an EHS that the facility is reporting as a mixture, the facility must check the box labeled "EHS" to indicate that the mixture contains an above-threshold EHS, and must also write the name of the above-threshold EHS(s) contained with the mixture on the line provided. When filling out the inventory information, the facility should include in the calculation only those quantities of the same mixture and should follow a similar procedure when filling out the storage code and location information. (July 26, 1990 final rule, 55 FR 30632)

## 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.

If you are withholding the name of a chemical in accordance with criteria specified in Title III, 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. 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.

2. **Enter the chemical name or common name of each hazardous chemical as provided on the material safety data sheet (MSDS).**
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.

### 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 CFR 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 CFR 1910.1200.

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

EPA's Hazard Categories	OSHA's Hazard Categories	
Fire Hazard	Flammable	
	Combustion Liquid	
	Pyrophoric	
Sudden Release of Pressure	Oxidizer	
	Explosive	
	Compressed Gas	
Reactive	Unstable Reactive	
	Organic Peroxide	
	Water Reactive	
Immediate (Acute)	Highly Toxic	
	Health Hazards	
Health Hazards	Toxic	
	Irritant	
	Sensitizer	
	Corrosive	
	Other hazardous chemicals with an adverse effect with short term exposure	
	Delayed (Chronic) Health Hazard	Carcinogens
		Other hazardous chemicals with an adverse effect with long term exposure

### 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.
3. Find the appropriate range value code in Table I.
4. Enter this range value in the CODE column.

**TABLE I -- REPORTING RANGES**

Range Values	Weight Range in Pounds	
	From...	To...
01	0	99
02	100	999
03	1,000	9,999
04	10,000	99,999
05	100,000	999,999
06	1,000,000	9,999,999
07	10,000,000	49,999,999
08	50,000,000	99,999,999
09	100,000,000	499,999,999
10	500,000,000	999,999,999
11	1 billion	higher than 1 billion

### EXAMPLE

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

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

Then you look at Table I and find that the range value 04 corresponds to 18,225. You enter 04 as the Maximum Amount in the CODE column.

### 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.
3. Find the appropriate range value in Table 1.
4. Enter this range value in the CODE column.

### EXAMPLE

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 gallon, so you multiply 1,440 by 7.29 to get a weight of 10,500 pounds.

Then you look at Table I and find that the range value 04 corresponds to 10,500. You enter 04 as the Average Daily Amount.



## 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.
3. Find the appropriate range value in Table 1.
4. Enter this range value in the CODE column.

## NUMBER OF DAYS ON-SITE

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

### EXAMPLE

The solvent composed of 10% benzene was present for 315 days at your facility. Enter 315 in the space provided.

## STORAGE CODES AND STORAGE LOCATIONS

List all non-confidential chemical locations in this column, along with storage types/conditions associated with each location. 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.

**Storage Codes:** Indicate the types and conditions of storage present.

- a. *Look at Table II.* For each location, find the appropriate storage type and enter the corresponding code in the first box.
- b. *Look at Table III.* 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 II - STORAGE TYPES

CODES	Storage Conditions
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 bottles or jug
N	Plastic bottles or jugs
O	Tote bin
P	Tank wagon
Q	Rail car
R	Other

### Table III - TEMPERATURE AND PRESSURE CONDITIONS

#### CODES Storage Conditions

##### (PRESSURE)

- |   |                               |
|---|-------------------------------|
| 1 | Ambient pressure              |
| 2 | Greater than ambient pressure |
| 3 | Less than ambient pressure    |

##### (TEMPERATURE)

- |   |   |
|---|---|
| 4 | Ambient temperature                             |
| 5 | Greater than ambient temperature                |
| 6 | Less than ambient temperature but not cryogenic |
| 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 II shows that the code for a tank inside a building is C. Table III shows you that the code for ambient pressure is 1, and the code for less than ambient temperature is 6.

You enter: C16

**Storage Locations:** Provide a brief description of the precise location of the chemical, so that emergency responders can locate the chemical easily. You may find it advantageous to provide the optional site plan or site coordinates as explained below.

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 plant site simultaneously, you may report that the chemical is ubiquitous at the site.

**Optional attachments:** if you choose to attach one of the following, check the appropriate Attachments box at the bottom of the Tier Two form.

- a. *A site plan* with site coordinates indicated for buildings, lots, areas, etc. throughout your facility.
- b. *A list of site coordinate abbreviations* that correspond to buildings, lots, areas, etc. throughout your facility.
- c. *A description of dikes and other safeguard measures* for storage locations throughout your facility.

### EXAMPLE

You have benzene in the main room of the main building, and in tank 2 in tank field 10. You attach 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 III, 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 page 1 of the Report Form)
- 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. <------(This would be when you would use Page 2 of the Report Form)
- Enter the appropriate location and storage information, as described above for non-confidential locations.
- 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.

## CERTIFICATION

Instructions for this section are included on page one of these instructions.

<p><b>Tier Two EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY</b></p> <p><i>Specific Information by Chemical</i></p>	<p><b>Facility Identification</b></p> <p>Name _____</p> <p>Street _____</p> <p>City _____ Borough _____ State _____ Zip _____</p> <p>NAICS Code _____ Dun &amp; Brad Number _____</p>	<p><b>Owner/Operator Name</b></p> <p>Name _____ Phone ( ) _____</p> <p>Mail Address _____</p>
	<p><b>FOR OFFICIAL USE ONLY</b></p>	<p><b>Emergency Contact</b></p> <p>Name _____ Title _____</p> <p>Phone ( ) _____ 24 Hr. Phone ( ) _____</p> <p>Name _____ Title _____</p> <p>Phone ( ) _____ 24 Hr. Phone ( ) _____</p>

**Important: Read all instructions before completing form** Reporting Period From January 1 to December 31, 20 15  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	Container Type Pressure Temperature	Storage Codes and Locations (Non-Confidential)  <i>Storage Locations</i>	Optional																						
<p>CAS _____ Trade Secret _____</p> <p>Chem. Name _____</p> <p><i>Check all that apply</i> <input type="checkbox"/> Pure <input type="checkbox"/> Mix <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> EHS</p> <p>EHS Name _____</p>	<p><input type="checkbox"/> Fire</p> <p><input type="checkbox"/> Sudden Release of Pressure</p> <p><input type="checkbox"/> Reactivity</p> <p><input type="checkbox"/> Immediate (acute)</p> <p><input type="checkbox"/> Delayed (chronic)</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">GAL/LBS</th> <th style="width:50%;">CODE</th> </tr> <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> </table>	GAL/LBS	CODE	Max. Daily Amount	_____	Avg. Daily Amount	_____	Max. Amt. Per Container	_____	No. of Days On-site (days)	_____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">_____</td> <td style="width:33%;">_____</td> <td style="width:33%;">_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**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.

\_\_\_\_\_  
Name and official title of owner/operator OR owner/operator's authorized representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date signed

**Optional Attachments**

I have attached a site plan

I have attached a list of site coordinate abbreviations

I have attached a description of dikes and other safeguards measures

<p><b>Tier Two EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY</b></p> <p><i>Specific Information by Chemical</i></p>	<p><b>Facility Identification</b>                  Name _____                  Street _____                  City _____ Borough _____ State _____ Zip _____                  NAICS Code _____ Dun &amp; Brad Number _____</p>	<p><b>Owner/Operator Name</b>                  Name _____ Phone ( ) _____                  Mail Address _____</p>
	<p><b>FOR OFFICIAL USE ONLY</b></p> <p>ID # _____                  Date Received _____</p>	<p><b>Emergency Contact</b>                  Name _____ Title _____                  Phone ( ) _____ 24 Hr. Phone ( ) _____                  Name _____ Title _____                  Phone ( ) _____ 24 Hr. Phone ( ) _____</p>

**Important: Read all instructions before completing form**

Reporting Period From January 1 to December 31, 20 14

Check if information below is identical to the information submitted last year.

<b>Confidential Location Information Sheet</b>	Container Type	Pressure	Temperature	Storage Codes and Locations (Confidential)	Optional
				<i>Storage Locations</i>	
CAS# <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Chem. Name _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	<input type="checkbox"/>
CAS# <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Chem. Name _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____	<input type="checkbox"/>
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**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.

\_\_\_\_\_  
 Name and official title of owner/operator OR owner/operator's authorized representative

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date signed

**Optional Attachments**  
 I have attached a site plan  
 I have attached a list of site coordinate abbreviations  
 I have attached a description of dikes and other safeguards measures

**TIER TWO REPORTING  
"FREQUENTLY ASKED QUESTIONS"**

**Q: Can I file the Federal Tier Two form or does the State have its own?**

A: You must use the State of Alaska Tier II form.

**Q: Where can I get a copy of the Alaska Tier Two Form?**

A: The Alaska Tier Two Form is included in this book and is also available from the SERC website at <http://www.ak-prepared.com/SERC/tier.htm>. If you experience difficulty downloading the files, please contact the Alaska SERC Coordinator, Kim Weibl, at 907-428-7020, or email [kim.weibl@alaska.gov](mailto:kim.weibl@alaska.gov)

**Q: Our company uses computer software to manage our chemical inventory and generate Tier Two reports. These reports contain the same information, but are not in the same format as the Alaska Tier Two Form. Can we submit our computer-generated report in place of the Alaska Tier Two Form?**

A: The State will accept a computer-generated Tier Two Form, provided that identical information is reported. *The Fairbanks LEPC will also accept these alternate reports.*

**Q: Who do I contact if I have questions about the reporting requirements?**

A: Technical assistance for local and State reporting requirements is provided by your LEPC at 907-450-6602 or via email at [fepec@ci.fairbanks.ak.us](mailto:fepec@ci.fairbanks.ak.us).

Further technical assistance for State reporting requirements is available from the State Department of Environmental Conservation's Division of Spill Prevention and Response (Jason Seifert) at 907-465-5242 or e-mail [tiertwo@alaska.gov](mailto:tiertwo@alaska.gov)

Technical assistance for federal reporting requirements is available from the Federal Emergency Planning and Community Right-to-Know (EPCRA) Hotline at 800-424-9346 or the Internet at: <http://www.epa.gov/emergencies/content/epcra/index.htm>.

**Q: To who do I send my Tier Two Reports?**

A: Tier Two Reports must be submitted to the local fire department\* that covers your facility, the LEPC and to the SERC. The Department of Environmental Conservation receives Tier Two Reports on behalf of the SERC.

Fairbanks Emergency Planning Committee  
c/o Fairbanks Fire Department  
Attn: Lisa Howard  
1101 Cushman Street  
Fairbanks, AK 99701

Department of Environmental Conservation  
Spill Prevention & Response  
410 Willoughby Avenue Suite 303  
PO Box 111800  
Juneau, AK 99811-1180

\*currently LEPC reports are being collected by the Fairbanks Fire Department. IF YOUR LOCAL FIRE DEPARTMENT is Fairbanks Fire Department, a single copy to the LEPC will satisfy the requirements for both. If your facility receives fire protection from any of the other fire departments within the LEPC district, you will need to submit a copy to them and to the LEPC. If you are uncertain, contact Lisa Howard at 907-450-6602.

**Q: Can I file my Tier Two Report electronically?**

A: The state cannot yet accept electronic submissions. HOWEVER, the Fairbanks LEPC will accept (and encourages) the use of the EPA's free reporting software TIER II SUBMIT. <http://www.epa.gov/oem/content/epcra/statetier2.htm#alaska> Please contact Lisa Howard at [fepec@ci.fairbanks.ak.us](mailto:fepec@ci.fairbanks.ak.us) or 907-450-6600 if you wish to report this way.

**FAIRBANKS NORTH STAR BOROUGH  
AND  
EMERGENCY MEDICAL SERVICES ROSTER  
Nov 2014**

ALASKA STATE FIRE MARSHALS OFFICE  
Attn: Chris Grooms, Deputy  
1979 Peger Road  
Fairbanks, AK 99709  
451-5200 fax: 451-5218  
276-5637 (Anch)

CHENA GOLDSTREAM FIRE & RESCUE  
Jack Willard, Fire Chief  
P.O. Box 80487  
Fairbanks, AK 99708  
479-5672 fax: 479-5858  
chief@cgfr.com

EIELSON FIRE DEPARTMENT  
James Didier, Fire Chief  
2723 Flight Line Ave. Bldg 1206  
Eielson AFB, AK 99702-5000  
377-4156 fax: 377-2738  
james.didier@eielson.af.mil

FNSB - EMERGENCY OPERATIONS  
David Gibbs, Director  
P.O. Box 71267  
Fairbanks, AK 99707-1267  
459-1219 fax: 459-1119  
dgibbs@co.fairbanks.ak.us

ESTER VOLUNTEER FIRE DEPT.  
Cameron Wohlford, Fire Chief  
P.O. Box 229  
Ester, AK 99725  
479-6858 fax: 479-9883  
chief@esterfire.org

FAIRBANKS FIRE DEPARTMENT  
Warren Cummings, Fire Chief  
1101 Cushman Street  
Fairbanks, AK 99701  
450-6604 fax: 450-6666  
wcummings@ci.fairbanks.ak.us

FT. WAINWRIGHT FIRE DEPT.  
Russell Toms Fire Chief  
APVR-WPW-F, 3015 Montgomery Rd #6500  
Ft. Wainwright, AK 99703  
353-6485 fax: 353-9954  
russell.toms@us.army.mil

INTERNATIONAL AIRPORT FIRE DEPT.  
Moses Villalobos, Chief of Safety  
6450 Airport Way, Suite 1  
Fairbanks, AK 99709  
474-2539 fax: 474-2544  
moses.villalobos@alaska.gov

NORTH POLE FIRE DEPARTMENT  
Buddy Lane, Fire Chief  
125 Snowman Lane  
North Pole, AK 99705  
488-0444 fax: 488-3747  
blane@northpolefire.org

NORTH STAR VOLUNTEER FIRE DEPT.  
Steve Crouch, Fire Chief  
2358 Bradway Road  
North Pole, AK 99705  
488-3400 fax: 488-6118  
jtucker@northstarfire.org

SALCHA FIRE & RESCUE  
Tim Biggane, Chief of Service  
P.O. Box 140069  
Salcha, AK 99714  
488-5274 fax: 488-4525  
tbiggane@alaska.net

STATE OF ALASKA - DIV. OF FORESTRY  
Ed Sanford, FMO  
3726 Airport Way  
Fairbanks, AK 99701  
451-2636 fax: 451-2633  
robert.schmoll@alaska.gov

STEESE AREA VOLUNTEER FIRE DEPT  
Mitch Flynn, Fire Chief  
800 William C. Leary Lane  
Fairbanks, AK 99712  
457-1508 fax: 457-1512  
mitch.flynn@steesefire.org

FNSB HAZ MAT TEAM  
Tyler Bones, Chief  
3175 Peger Road  
Fairbanks, AK 99709  
cell 460-0123  
tyler.bones@fhr.com

UNIVERSITY OF ALASKA FIRE DEPT.  
Doug Schrage, Fire Chief  
P.O. Box 755540  
Fairbanks, AK 99775-5540  
474-7681 fax: 474-5999  
drshrage@alaska.edu

NOTE: All phone numbers are area code (907)

## **SPILL REPORTING**





## SPILL REPORTING

Any hazardous materials / substance release must be reported **Immediately**.

For emergency response, call 911 and report to the local Fire Department.

In addition, the spill/release must be reported to the Alaska Department of Environmental Conservation (ADEC) 24 hrs 1-800-478-9300 and to the FEPC @ 907-450-6600 during normal business hours or during business hours the next day.

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**DISCHARGE OR RELEASE NOTIFICATION; REPORTING REQUIREMENTS.**

(a) Subject to (b) of this section, a person in charge of a facility or operation shall notify the department by telephone, and immediately afterwards send the department a written notice by facsimile, hand delivery, or first class mail, informing the department about a discharge or release of a hazardous substance at or from the facility or operation as follows:

(1) as soon as the person has knowledge of a

(A) discharge or release of a hazardous substance other than oil;

(B) discharge or release of oil to water; or

(C) discharge or release, including a cumulative discharge or release, of oil in excess of 55 gallons solely to land outside an impermeable secondary containment area or structure; and

(2) within 48 hours after the person has knowledge of a discharge or release, including a cumulative discharge, of oil solely to land

(A) in excess of 10 gallons, but 55 gallons or less; or

(B) in excess of 55 gallons, if the discharge or release is the result of the escape or release of oil from its original storage tank, pipeline, or other immediate container into an impermeable secondary containment area or structure.

(b) A person in charge of a facility or operation shall maintain, and provide to the department monthly, a written record of each discharge or release, including a cumulative discharge or release, of one gallon to 10 gallons of oil solely to land.

(c) If a person in charge of a facility or operation has entered into an agreement with the department, as provided under AS 46.03.755 (b) or AS 46.09.010 (b), for the periodic reporting of a discharge or release of a hazardous substance, the terms of the agreement replace the applicable requirements of this section for the hazardous substance.

(d) After receiving notice of a discharge or release under (a) of this section, and until containment and cleanup are completed, the department will require interim reports as the department considers necessary to ascertain any threat to human health, safety, or welfare, or to the environment.

(e) Unless the department determines that a written report is not needed for the department to ascertain any threat to human health, safety, or welfare,

or to the environment, a written report must be submitted to the department within 15 days after containment and cleanup are completed or, if no cleanup occurs, within 15 days after the discharge or release. The report must be submitted to the department's Anchorage, Fairbanks, or Juneau office, whichever is nearest to the location of the discharge, unless the department specifies otherwise. The report must contain the information specified in (f) of this section.

- (f) A report, record, or notification required by this section must contain, as applicable,
- (1) the date and time of the discharge or release;
  - (2) the location of the discharge or release;
  - (3) the name of the facility or operation;
  - (4) the name, mailing address, and telephone number of
    - (A) each responsible person; and
    - (B) the owner and the operator of the facility or operation;
  - (5) the type and amount of each hazardous substance discharged or released;
  - (6) factors that caused or contributed to the discharge or release;
  - (7) a description of any environmental effects of the discharge or release, or the containment and cleanup, to the extent those effects can be identified;
  - (8) a description of the containment or cleanup action taken;
  - (9) the estimated amount of
    - (A) hazardous substance cleaned up; and
    - (B) hazardous waste generated;
  - (10) the date and method of disposal or treatment of the hazardous substance, contaminated equipment, contaminated materials, contaminated soil, and contaminated water;
  - (11) a description of actions being taken to prevent another discharge or release; and
  - (12) other information that the department requires to fully assess the cause and impact of the discharge or release, including any sampling reports and a description and estimate of any remaining contamination.

