Alaska State Emergency Response Commission

Supplement to the Environmental Protection Agency’s Instructions for the Tier II Inventory Form

**This supplement must be used in coordination with the EPA’s *Instructions for the Tier II Inventory Form* which can be found** [**here**](https://www.epa.gov/sites/production/files/2017-06/documents/tier_ii_inventory_form_instructions_2017.pdf)**.** This supplement only includes information for section headings that have additional/or different Alaska-specific requirements.

* Alaska has different and/or additional reporting requirements than the Federal reporting requirements
* Both documents should be open and consulted when completing your Tier II reporting for Alaska.

**E-Plan**

Alaska uses E-Plan to manage its Tier II data. Please visit the E-Plan site to access your facility information, training on how to input your data, and technical support for the database itself.

**Reporting Thresholds**

Several categories of chemicals have stricter reporting thresholds in Alaska than required by Federal regulation. The following substances and reporting thresholds are established in Alaska Statute 29.35.500(c):

* **any quantity** of a hazardous material of the hazard class identified in federal placarding regulations as:
	1. Poison Gas Hazard Division No. 2.3 and Poisons 6.1;
	2. Explosives 1.1;
	3. Explosives 1.2 and 1.3, excluding smokeless gunpowder, black powder, and ammunition;
	4. Flammable solid Divisions 4.1, 4.2, and 4.3; or
	5. 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

Lead Acid Batteries

For tips on reporting lead acid batteries, refer to the Environmental Protection Agency *Memorandum Lead Acid Battery Reporting Under EPCRA Sections 311 and 312 – REVISED* [*here*](https://www.epa.gov/sites/production/files/2013-08/documents/revised-lead-acid-memorandum.pdf)

**When to Submit This Form**

Alaska requires submittal of a Tier II form. We do not accept or require Tier I forms.

**Where to Submit This Form**

This form must be submitted through E-Plan. It will be accessible to the SERC, LEPC and fire department within your jurisdiction immediately when you successfully hit ‘submit’.

The Municipality of Anchorage has additional reporting requirements beyond those required by the state. If you need to submit a report or other hazardous chemical information for a facility within the Municipality of Anchorage, please visit their Community-Right-to-Know page for additional reporting information: <https://www.muni.org/Departments/Fire/Prevention/Pages/crtk.aspx>.

**Maximum Amount**

State of Alaska requires reporting of the actual quantities, in pounds, of substances to be reported in addition to the range codes described in the EPA Instructions Table 2.

**Certification**

When you hit “submit” to send your Tier II form, you are submitting your E-signature and certifying your Tier II report per regulation.

**Note: Site Plans are REQUIRED**

Site Plans and a list of site coordinates abbreviations that correspond to buildings, lots areas, etc. (a legend) throughout your facility are required in Alaska. E-Plan will not validate your submittal without a site plan attachment.

A description of dikes and other safeguard measures for storage locations throughout your facility remains optional.

**Shipping Information**

The Alaska SERC has approved requesting shipping information on the Tier II form. Please consider the tips below when answering the shipping questions:

* **Mode of shipment:** Select one. How did the chemical arrive at your facility? Feel free to check ‘other’ and use the “if other, specify in text” box to provide additional information.
* **Frequency of shipment:** In combination with the “frequency of shipment per” question below, estimate how often the chemical arrives at your facility (ie. 1 time per day/week/month, etc).
* **Frequency of Shipment per:** Use drop down menu. See above.
* **Maximum capacity per single vessel:** what is the maximum size container you receive (i.e. tote, barrel, etc)?
* **Maximum shipment quantity:** what is the maximum shipment (container(s) size, in pounds) you receive at any one time?
* **Average shipment quantity:** average out all the shipments over the year.
* **Physical state in transit:** select from the drop down menu
* **Carrier:** which carrier delivers this chemical to your facility? You may list more than one if you receive packages from multiple carriers. If you don’t know, say so.
* **Comments:** You may estimate the route. Describe how you think the chemical arrived. If you don’t know, you may write that.
* **Chemical carrier contact:** If you don’t know, you may enter your facility’s emergency contact. This goes on the facility’s contact page.
* If you have additional information to add, feel free to type it in the text boxes.