



LEPC – Local Emergency Planning Committee
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December 12, 2023

Hello,

Below is a checklist that the Weld County LEPC requires when completing your annual Tier II report. The LEPC needs accurate information pertaining to your facility in order to prioritize facilities for pre-planning, as well as for the emergency planning process. If we find any missing information below or any other regulated information in your facility's Tier II report during our review, we will return your Tier II report. You will be required to correct and resubmit it through the CDPHE Tier II Submit process.

General instructions

If you filed a Tier II report last year, when given the option in Tier2Submit, please import last year’s data to use as the basis for the current filing (This keeps the record ID number for your facility the same in the reporting system which helps to avoid duplicate records for your facility)

Follow the prompts in Tier2Submit, to guide you through the filing process. Have accurate chemical inventory records and SDS information available for use in filling out the form completely and accurately.

Red and Yellow icons and shading indicate errors and warnings that the T2S system has flagged. Click on the icon to see the problem. Please fix ALL ERRORS and WARNINGS before submitting your file to CDPHE.

When completing your report, please follow the prompts in Tier2Submit, including saving a backup T2S file in a safe location (for use as a backup file and as the starting data for the next year’s T2S report.) Also, make a PDF file for your records.

Location

- Address - Identify the facility’s physical address (where the hazardous chemical is located) not the corporate address.
- If this is an oil and gas facility and an address has been assigned to this site through the WOGLA process, you must include the address, along with Latitude and Longitude, in your Tier II Report.
- City references the city associated with the facility address.
- **Fire District is mandatory. The correct fire district is required and is extremely critical! If the correct fire district is not listed, we cannot ensure that your Tier II report is sent to correct fire district.**
- To determine the correct fire department, use the following steps to locate the correct fire district.
- <https://www.co.weld.co.us/maps/propertyportal/>
 - Click on District

- Click on Fire Boundaries
- Click on Search By: Address or S-T-R, are advanced (Lat and Long)

Phones

- Add the Facility 24-hour emergency number in the initial facility information section (This is in addition to the numbers listed in the contact's section.) This number should be the best number for the fire department to use in case of an emergency to reach a knowledgeable facility contact.

ID and Regulation

- Include your facilities Dun & Bradstreet number.
- Include your NAICS code.
- If you are a Risk Management Plan Facility, input your RMP EPA Facility ID # (Use the Add ID box)
- If you meet the requirements to report under the EPCRA Section 313 Toxic Release Inventory requirements, include your TRI number (Use the Add ID box).
- If you are subject to other Chemical Safety Regulations, include the appropriate ID number(s) (Use the Add ID box)
- Is the facility manned? Check the appropriate button for your facility.
 - If checked yes, please enter the maximum number of occupants.
- Is your Facility Subject to CAA 112 (r) Risk Management Plan or EPCRA Section 302 Rules?
 - If you are an RMP Facility and have entered the EPA facility ID number, check the Yes button.
- If your facility is subject to EPCRA Emergency Planning under Section 302, check the Yes button.

Contact Information

- Update Facility contact information with accurate and current information.

Chemicals

The chemical section is an extremely critical component of the Tier II Report for the LEPC and first responders. The more information we have about the chemicals the better we can plan and prepare for emergencies at your facility.

- The Chemical name – (Tier2Submit points to the 'substance name' in section 1 of the SDS)
- **Identify the associated CAS Number(s)**
- Identify if the chemical is pure or a mixture by clicking on the appropriate button.

****If the chemical is a mixture**, identify the chemical ingredients, their CAS number, mixture percentage, and if the chemical ingredient is an EHS chemical under EPCRA Section 302. Please add the mixture components and follow the instructions within **Mixture the Components Section** below**

Please **DO NOT** skip this step for **brand name Products and Mixtures of chemicals**. The **only** time you wouldn't need to use the Mixture section is when you are describing a PURE chemical.

- Is the Chemical designated as an Extremely Hazardous Substance (EHS) under EPCRA Section 302. (Click on the Yes or No button)

Physical State and Amounts

- Identify the **maximum daily amount** (*In addition to the mandatory code*)
- Identify the **max amount in the largest container** (*In addition to the mandatory code*)

Identify the chemical health hazards (Hazards)

- Using the information from the SDS or other reputable chemical information sources – check all that apply.

Storage Location

- Identify where the Chemical is stored at the facility.

State Fields

- Please complete all Colorado requested information.

SDS'

- If available, include SDS (especially for mixtures or 'products') as an Attachment to the Tier II filing.

Facility Drawings

If available, please include facility drawings as an Attachment with the following key emergency features identified.

- emergency shut-off valves,
- pre-established muster points,
- hydrant locations, etc.)

Thank you for your support in helping us to collect critical information to understand the potential risks at your facility, which will help prepare first responders and the community.

If you have questions with anything on this checklist or if need assistance, please contact our office.

Sincerely,

David Burns – Senior Emergency Management Coordinator

Weld County LEPC Coordinator

David L Burns