



EMERGENCY MANAGEMENT



December 27, 2021

Teton County Tier II Facility Managers,

This letter is a reminder that Tier II reports for calendar year 2021 are due by Tuesday, March 1st, 2022. For information on the Emergency Planning and Community Right-to-Know Act (EPCRA), Tier II Reporting, and how it applies to you, visit <http://www.epa.gov/epcra>. Please read the points below regarding Tier II Reporting Year 2021:

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- The Wyoming State Emergency Response Commission ([SERC](#)) has contracted with [Arista Tek](#) to process all Tier II reports in the State.
- Federal regulation still requires Tier II report submission to your LEPC, local fire department, and the SERC, but you will only have to submit your Tier II report **once** at this portal <https://wyo.tieriportal.aristatek.com>. Your Tier II will be distributed to the appropriate agencies by Teton County LEPC after you have submitted to the State. **You will not submit a Tier II Report directly to the Teton LEPC.**
- Federal regulation requires you submit your report by March 1st, 2022, at the very latest.
- Teton County LEPC and the Arista Tek web portal **only accepts electronic Tier II Reports** from the EPA's Tier2 Submit program which you can download here <http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/tier2-submit-software>. You must download an updated version of the Tier2 Submit program each year due to reporting requirement and chemical database updates.
- If you submitted a Tier II report for the 2020 reporting year, Teton County LEPC can provide you with your *corrected and verified* .t2s file to import into the 2020 Tier2Submit software. This will give you a valid starting point for creating this year's report. Email LEPC Chairman Rich Ochs rochs@tetoncountyyw.gov to get your company's file.
- You must submit a separate Tier II report for each facility that meets reporting requirements (<http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/epcra-sections-311-312>).
- You must submit a Tier II report for each required facility every year, even if the amounts have not changed. Remember that the reporting year is for hazardous materials that were on-site at your facility (rolling stock excluded) from January 1, 2021, to December 31, 2021.
- You will receive confirmation from the Arista Tek web portal once you have successfully submitted your report.
- Incomplete or obviously inaccurate reports will be returned to the sender and the facility will be considered non-compliant for Tier II reporting purposes.
- Tier II Facilities **must also submit hazardous material emergency response plans** for their facility. These should be attached to the Tier2Submit file from within the software. Beginning this year, the SERC is requiring all facilities that have Extremely Hazardous Substances (EHS) above the Threshold Planning Quantity (TPQ) to submit an EHS Facility Emergency Plan. The SERC has provided a [template for use here](#). For facilities that report EHS chemicals *in solution* it is very important for you to calculate the amount of actual EHS chemical and not use the total solution amount to determine if you are over the TPQ. You can find the EPA List of Lists that shows EHS chemicals and their TPQs [here](#).

Bear in mind that failure to report can result in penalties through the EPA of up to \$27,500 per violation per day (<http://www.epa.gov/enforcement/enforcement-response-policy-epcra-sections-304-311-312-and-cercla-section-103>). Thank you all for helping to make our community a safer one by arming our first responders with this critical planning information about your facilities. Do not hesitate to contact me with any questions.

Respectfully,

Rich Ochs, CEM, MEP, WEM
Teton County Emergency Management Coordinator
Teton County LEPC Chairman