



EMERGENCY MANAGEMENT



December 9, 2016

Teton County Tier II Facility Managers,

This letter is a reminder that Tier II reports for calendar year 2016 are due by Wednesday, March 1st, 2017. 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>. **There is a new process this year for reporting, so please read this letter carefully:**

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- The Wyoming State Emergency Response Commission ([SERC](#)) has changed the method for filing Tier II reports this year. They have contracted with Aristatek to process all Tier II reports in the State. Your facility received a letter regarding this from the Wyoming SERC on September 27, 2016.
- 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.tieriiportal.aristatek.com>. Aristatek will distribute your Tier II to the appropriate agencies. **You will not submit a Tier II Report directly to the Teton LEPC this year.**
- Due to the time it takes to compile all of the reports, the Wyoming SERC is requesting, but not requiring, that facilities submit their Tier II reports by January 15th, 2017. Federal regulation requires you submit your report by March 1st, 2017 at the very latest.
- Teton County LEPC and the Aristatek 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 a new version of the Tier2 Submit program each year due to reporting requirement updates.
- If you submitted a Tier II report for the 2015 reporting year, Teton County LEPC can provide you with your *corrected and verified* .t2s file to import into the 2016 Tier2Submit software. This will give you a valid starting point for creating this year's report. Email LEPC Chairman Rich Ochs rochs@tetonwyo.org 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.
- You will receive confirmation from the Aristatek 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.

Bear in mind that failure to report can result in penalties through the EPA of up to \$27,500 per chemical (<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.

Respectfully,

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

Cc: Wyoming State Emergency Response Commission, Chairman Don Huber
Wyoming Office of Homeland Security, Operations Chief Erich Kurtz