



Annual Tier II Report Submission

Dear Hazardous Materials Permit Facility Representative,

The Salt Lake County Local Emergency Planning Committee (LEPC) is taking measures to update the hazardous materials plan required by Section 312 of the Emergency Planning and Community Right-to-Know Act (EPCRA), also known as SARA Title III, and other state laws. If your facility is required, under Section 311 of the law, to provide Material Safety Data Sheets (MSDS), then you are also required to submit a Tier II inventory to saltlakecountylepc@unifiedfire.org.

In addition to the Tier II Report, we ask that you provide all of the following information, so we can maintain current data in our plan:

1. Tier II Report (2023 report will be due March 1, 2023)
 - a. For the 2023 reporting year, the LEPC will require all Tier II reports to be filed electronically in accordance to the State of Utah reporting requirements. The software link is available at <https://www.epa.gov/epcra/tier2-submit-software>
 - b. Download the software, then enter your data in accordance to their instructions and send the electronic copy to saltlakecountylepc@unifiedfire.org. All submissions must be sent using the electronic t2s format
 - c. There are no fees assessed for Tier II reporting; however, any submissions mailed and not filed electronically, will be returned to sender
 - d. Instructions on completing the Tier II Report is available at: https://www.epa.gov/system/files/documents/2021-12/2021_tier2_submit_tutorial.pptx
 - e. Additional information for submitting Tier II Reports is available at: <https://deq.utah.gov/environmental-response-and-remediation/cercla-comprehensive-environmental-response-compensation-and-liability-act/tier-2-chemical-inventory-program>
2. Designated Facility Emergency Coordinator contact information
 - a. Please include name, title, email, and phone numbers (daytime and 24-hour for contact in the event of an emergency)
3. Material Safety Data Sheets for any chemical that is subject to EPCRA Section 311.
 - a. A list of substances is available at: https://www.epa.gov/system/files/documents/2022-12/List_of_Lists_Compiled_December%202022.pdf
4. Risk Management Plan (RMP)
 - a. The most recent plan that has been submitted to the Environmental Protection Agency (EPA) from your facility
 - i. These plans are required to be submitted to the EPA every five years, and should include the following information:
 1. Hazard Assessment that details the potential effects of an accidental release, accident history of the previous five years (minimum), and an evaluation of worst-case scenarios and alternative accidental releases



HazMat Planning, Mitigation & Community Right-to-Know (SARA/EPCRA/CERCLA/CAATier II/CFATS/NBC/WMD)

2. A prevention program which includes safety precautions and maintenance, monitoring, and employee training requirements
 3. Emergency Response Program that explains emergency health care and procedures for notifying the response agencies and the public
5. Site Plans
- a. Site maps will include where chemicals are stored, making it easier for first responders to know the risks involved, and the potential for mixing of chemicals that are stored nearby

Facility information will be loaded into the CAMEO Suite program, a product of the EPA, allowing for effective analysis of the risks faced by the community, which emphasizes the importance of accurate information. In addition, we will easily recognize areas that may need to be evacuated, and the routes used to transport hazardous materials. Responders will be able to access the information to better understand the threats they face in the event of an accidental release or spill, as well as point out the critical infrastructure within a community that may need to be protected.

This information also helps the LEPC fulfill its role as a facilitator of information provided to the public, in accordance with EPCRA guidance, should there be information requests.

We appreciate your cooperation and your continued efforts to ensure our communities within the county are protected against, and prepared for, any hazardous material release. Additionally, we encourage all those interested, to participate in our LEPC meetings.

LEPC meetings are scheduled for the 2nd Wednesday of the month at 10 am, at the Salt Lake County Emergency Coordination Center, 3380 S 900 W, Salt Lake City, UT 84119. *Meeting date/ time may be subject to change please check here for most up to date schedule: <https://www.utah.gov/pmn/index.html>

The Salt Lake County LEPC does not issue hazardous materials permits. To obtain a permit(s), contact your local fire department. Hazardous material permits (where required) have associated fees which vary within each jurisdiction. Contact information for hazardous material permits is included with this letter.

If you have any questions, or need clarification, email the LEPC, saltlakecountylepc@unifiedfire.org.

ADDITIONAL INFORMATION

Under the authority of the Utah State SERC, the Salt Lake County LEPC covers all of Salt Lake County, except West Valley City. West Valley City has its own LEPC. For more information on this program, email: Jeff.fox@wvc-ut.gov



SALT LAKE VALLEY TIER II CONTACTS AND AGENCIES

Utah State Emergency Response Commission (SERC) – Utah Division of Environmental Quality

1. www.deq.utah.gov/programservices/programs/cercla/emergencyplanning/tier2/index
2. Eqderrtier2@utah.gov

Salt Lake County Local Emergency Planning Committee (SLCo-LEPC)

1. <https://slcoem.org/helpful-resources/local-emergency-planning-committee/>
2. Saltlakecountylepc@unifiedfire.org

For assistance in contacting your local Fire Department and Tier II reporting requirements please contact the Local Emergency Manager: <https://slcoem.org/wp-content/uploads/2022/09/LEPC-Contact-List-Appendix-51.pdf>

Unified Fire Authority – 801-743-7200

1. For Hazmat Permits – Darrell Kirby – 801-743-7246 – dkirby@unifiedfire.org