



# EMERGENCY MANAGEMENT



December 12, 2018

Teton County Tier II Facility Managers,

This letter is a reminder that Tier II reports for calendar year 2018 are due by Friday, March 1<sup>st</sup>, 2019. 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 2018:**

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- Reporting procedures for Wyoming remain the same as last year. 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.tieriiportal.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.**
- Due to the time it takes to compile all the reports, the Wyoming SERC is requesting, but not requiring, that facilities submit their Tier II reports by January 15<sup>th</sup>, 2019. Federal regulation requires you submit your report by March 1<sup>st</sup>, 2019 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 2017 reporting year, Teton County LEPC can provide you with your *corrected and verified* .t2s file to import into the 2018 Tier2Submit software. This will give you a valid starting point for creating this year's report. Email LEPC Chairman Rich Ochs [rochs@tetoncountyywy.gov](mailto:rochs@tetoncountyywy.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 what was at your facility from January 1, 2018 to December 31, 2018.
- 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.

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. Do not hesitate to contact me with any questions.

Respectfully,

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

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