

Alaska Supplement to the Environmental Protection Agency's Instructions for the Tier II Inventory Form

This supplement must be used in coordination with the EPA's *Instructions for the Tier II Inventory Form* which can be found [here](#). This supplement only includes information for section headings that have additional/or different Alaska-specific requirements.

- Both documents should be open and consulted when completing your Tier II reporting for Alaska.

Important Note about using the database: SAVE OFTEN!

- Save every time you leave a page, whether you changed anything in the fields or not.
- DO NOT leave your form open to time out without saving.
- If you do not SAVE OFTEN, or if you allow your session to time out, you may lose the data you entered and have to start over.

Background

Alaska requires Tier II reporting, and does not publish a separate Tier II reporting form. The Alaska State Emergency Response Commission (SERC) approved the most recent Tier II form in October 2018. Alaska requires electronic Tier II reporting; a filled form will be generated when you successfully submit your form in the online system. A copy of the form should be kept for your records.

Reporting Thresholds

In addition to the minimum thresholds described by EPA:

The following substances and reporting thresholds are established in AS 29.35.500(c):

- **any quantity** of a hazardous material of the hazard class identified in federal placarding regulations as:
 - a. Poison Gas Hazard Division No. 2.3 and Poisons 6.1;
 - b. Explosives 1.1;
 - c. Explosives 1.2 and 1.3, excluding smokeless gunpowder, black powder, and ammunition;
 - d. Flammable solid Divisions 4.1, 4.2, and 4.3; or
 - e. Radioactive Hazard Class 7;
- a hazardous chemical, or a hazardous material other than one described in (1) of this subsection, if handled in a single day in an amount equal to or greater than 10,000 pounds;
- extremely hazardous substances in a quantity equal to or more than 500 pounds or the threshold planning quantity, whichever is less; and
- compressed gasses equal to or more than 1,000 cubic feet at standard temperature and pressure

When to Submit This Form

Alaska requires submittal of a Tier II form. We do not accept or require Tier I forms.

Where to Submit This Form

This form will be submitted to the SERC, LEPC and fire department within your jurisdiction when you successfully hit 'submit'.

The only exception is the Municipality of Anchorage which has separate reporting requirements that must be completed in addition to the Alaska Tier II database. If you need to submit a report for a facility within the Municipality of Anchorage, please visit their Community-Right-to-Know site for additional reporting information: <https://www.muni.org/Departments/Fire/Prevention/Pages/crtk.aspx>. You still need to submit your Tier II form to the Alaska database in order to fulfill your requirement to report to the SERC.

Facility Information, Chemical Information, Etc.

Use Tabs, Check Boxes, Add/Edit/Delete buttons accordingly to submit all required information as you move through the various sections of the database.

Maximum Amount

State of Alaska also requires reporting of the actual quantities, in pounds, of substances to be reported in addition to the range codes described in the EPA Instructions Table 2.

Certification

When you hit "submit" to send your Tier II form, you are submitting your E-signature and certifying your Tier II report per regulation.

Note: Site Plans are REQUIRED

Site Plans and a list of site coordinates abbreviations that correspond to buildings, lots areas, etc. (a legend) throughout your facility are **REQUIRED IN ALASKA!!**

A description of dikes and other safeguard measures for storage locations throughout your facility remains optional.