

## **Guidance for Tier 2 Submit Site Plans and Attachments**

### **General Guidance:**

1. All Site Plans are voluntary additions to the Tier 2 report. They are not required under Oklahoma regulations.
2. Including any document as a Tier 2 report Site Plan or Attachment does NOT satisfy any requirements for submission to other federal, state, or local government agencies.
3. All Tier 2 report information, including all Site Plan and Attachments are provided by DEQ to the appropriate LEPC. Each county LEPC distributes the Tier 2 information within their jurisdiction.
4. Preferred formats for Site Plans and Attachments files are .pdf, .doc, .jpg, .xls.
5. All aerial photos and site diagrams should be “north-justified”; the “top” of the photo or document should be “north”
6. All attachments/photos/diagrams/documents should include/display an appropriate Facility Name and Emergency Phone number.
7. In general, site photos/aerial photos with labeling are preferable to word/text documents.

### **General Document Types:**

This document provides guidance on submitting the following types of Site Plans / Attachments to Tier 2 reports:

#### **Aerial Photos:**

#### **Emergency Operations Plan/Emergency Action Plan (EOP/EAP):**

#### **Facility Specific Camera/Cell Phone Photos:**

#### **Site-Specific Diagrams/Schematics/Floor Plans:**

#### **Risk Management Plan (RMP):**

#### **Spill Prevention Control and Countermeasure (SPCC):**

#### **Vessel Specifications/Inspections Documents:**

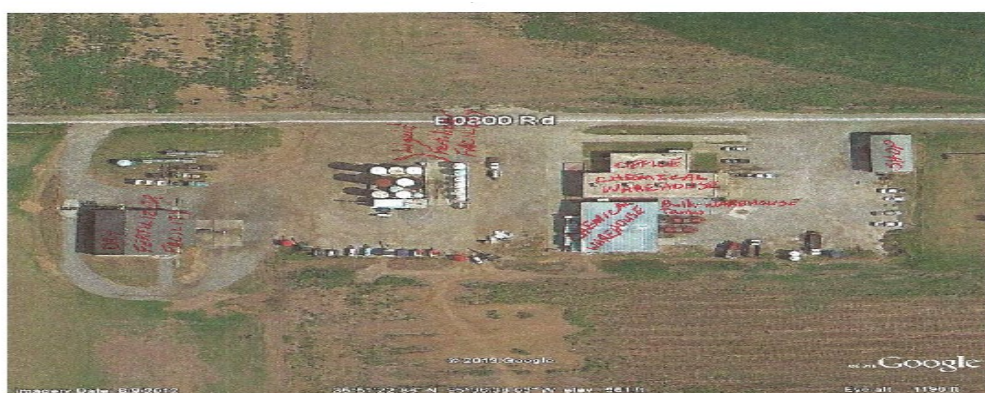
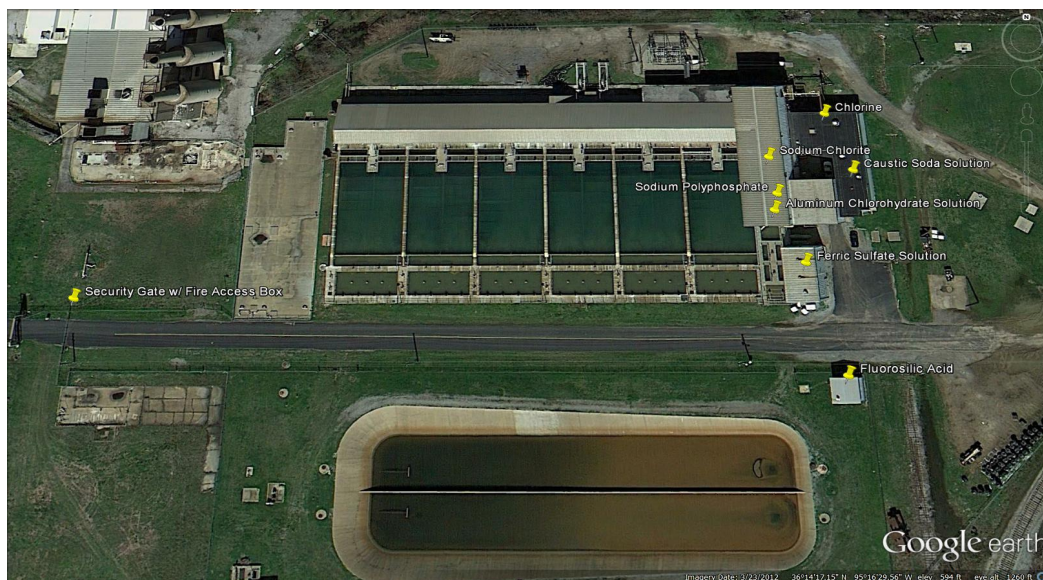
#### **Section 302 Notifications / Planning Letters:**

#### **MSDS / SDS for Specific Chemicals:**

Each of the above are file types that have been submitted on Tier 2 reports in previous years. All of this information is valuable to first responders and planners and facilities are encouraged to continue to include such information via the Tier 2 report. This document is designed to provide guidance on standardizing the format for such computer files in order to facilitate effective first responder use of all the Tier 2 report information

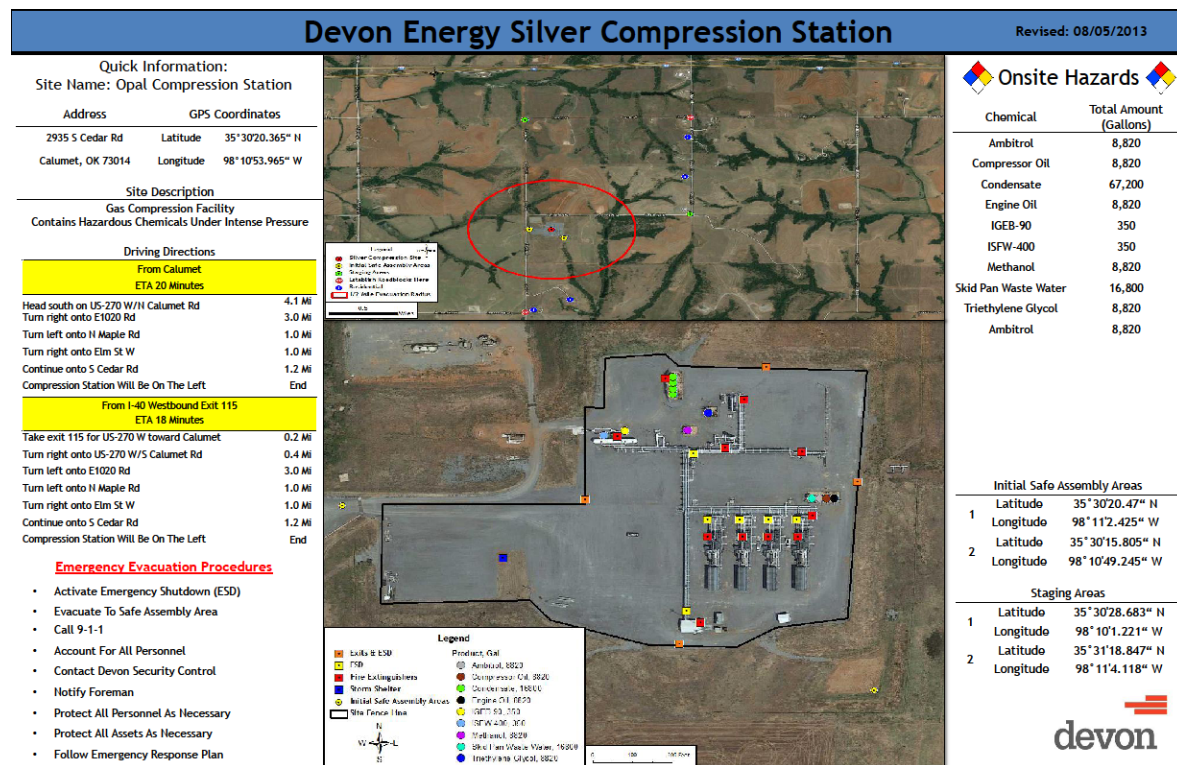
### Aerial Photos:

For many facilities, an aerial photo of the facility area is desirable for emergency planners and responders. The aerial photos should be edited by you to display various chemical storage locations along with other emergency planning information, such as, any water supply (hydrants) on site, access gates/doors, location of electrical panel(s), emergency shut-off valve locations, employee evacuation collection areas, etc. Examples of effective facility aerial photos are below. Notice the photos can be printed from Google Earth, then the user labels the various buildings, scans the final product to a pdf file and submits with the Tier 2 report using the Tier2Submit Site Plans tab.



## Emergency Operations Plan/Emergency Action Plan (EOP/EAP):

if your company has produced an EOP or EAP for your facility, DEQ is requesting you include a copy of that plan with your Tier 2 filing. Pdf or WORD format is preferred. Use the Tier2Submit Site Plans/Attachments tab to attach a pdf or doc file for your EOP or EAP.



## Facility Specific Camera/Cell Phone Photos:

Facilities are encouraged to include their own photos of their chemical storage locations. Jpg or pdf format is preferred. Photos of storage inside buildings, and close-up photos of tank valves can be particularly useful for emergency planners and responders. As with the aerial photo examples, the photos can be augmented by facility personnel using Paint or some other photo editing software to include labels and other information useful to responders. Some example photos are shown below; notice some of the photos have labels added and are in pdf format.



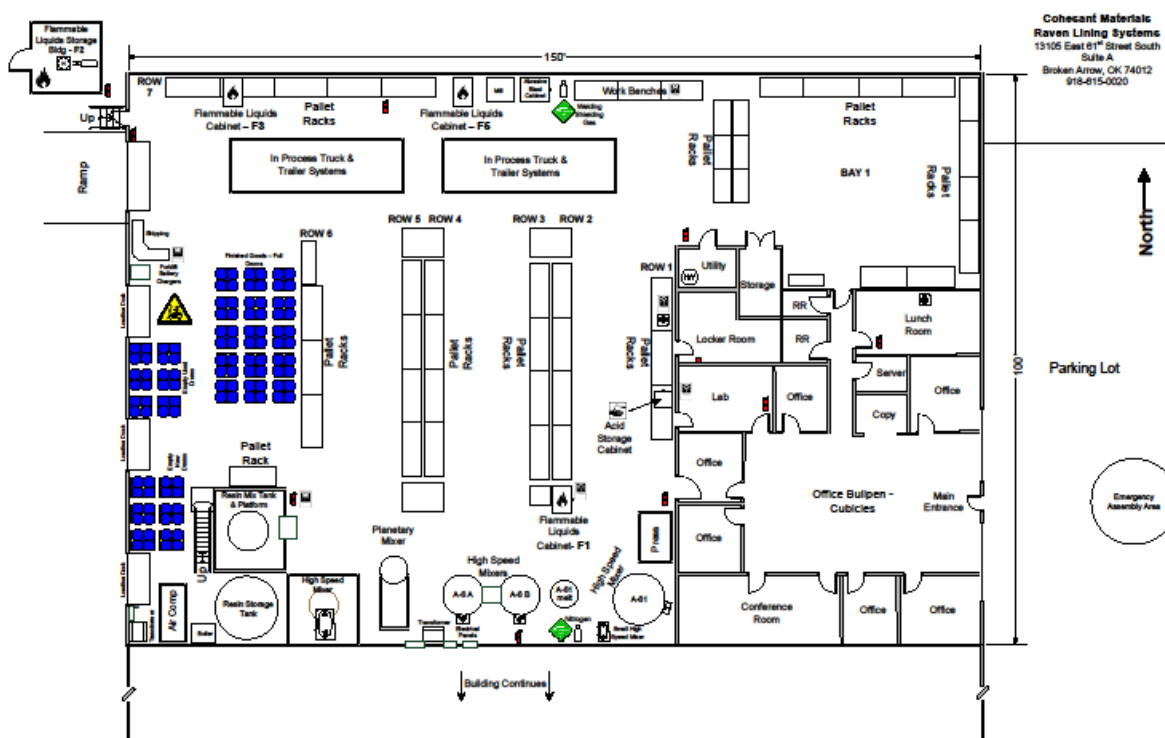






### Site-Specific Diagrams/Schematics/Floor Plans:

Preferred file formats for site diagrams, schematics, etc. are pdf, doc, xls, and all documents should include the Facility Name and Emergency Phone number. In many cases during a response, the “site plan” may be printed from CAMEO/Tier2Submit and provided to the responders without an accompanying Tier 2 report printout, so the Facility Name and Emergency Phone are important items. All facility diagrams should be “north-justified” to aid responders in interpreting the information. An example diagram is:



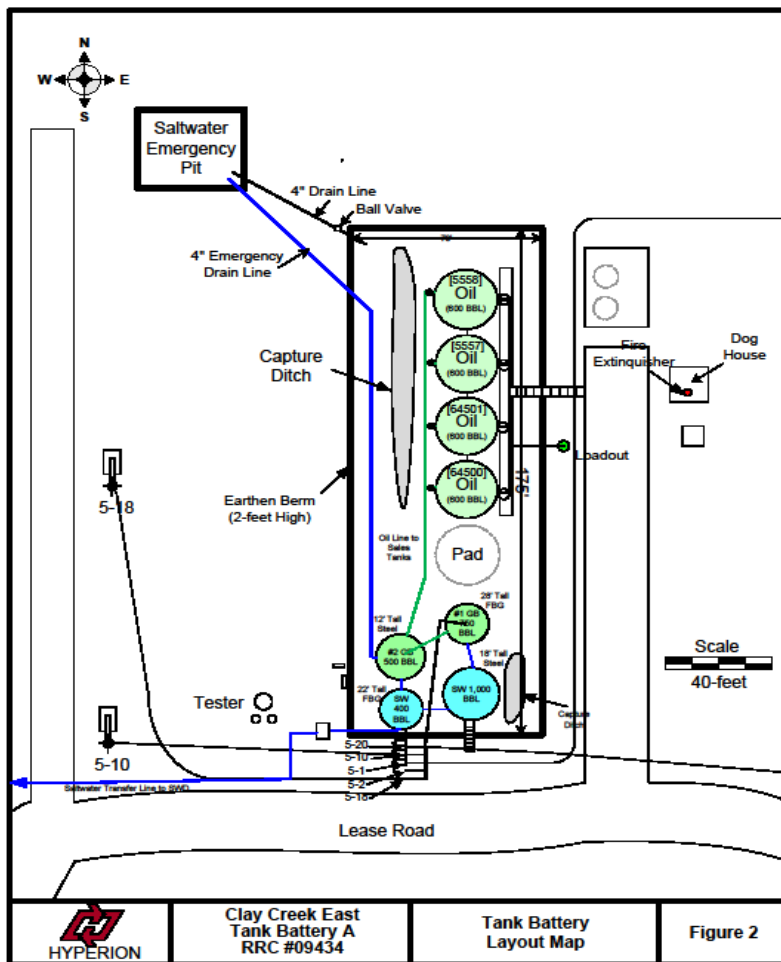
The above diagram is an example only. Your facility floor plan may be depicted much differently than the above. Critical information that should be included in all facility site plan diagrams are chemical inventory locations/storages, shut-off switches/valves/processes, loading docks where chemicals are received/shipped, and any designated safe areas.

### **Risk Management Plan (RMP):**

If your facility is subject to the CAA112(r) requirements, DEQ is requesting you submit a copy of your RMP as part of your Tier 2 filing. Pdf or WORD format is preferred. At your discretion, you may elect to submit or remove the Offsite Consequence Analysis portion of the RMP. Use the Tier2Submit Site Plans/Attachments tab to attach a pdf or doc file for your RMP.

### **Spill Prevention Control and Countermeasure (SPCC):**

If your location is required to produce SPCC plans for one or several storage vessels located at your site, DEQ is requesting you submit a copy of those SPCC plans with your Tier 2 filing. Pdf or WORD format is preferred. Use the Tier2Submit Site Plans/Attachments tab to attach a pdf or doc file for your SPCC plan.



### **Vessel Specifications/Inspections Documents:**

Facilities are encouraged to include information and photos for storage vessels/tanks, particularly for large, outdoor storage containers. Information that should be included at a minimum is container dimensions, capacity, and pressure ratings.

### **Section 302 Notifications / Planning Letters:**

Any facility wishing to submit an EPCRA 302 Planning letter may do so by scanning the form into pdf format and attaching to the Tier 2 Site Plans tab. Standardized 302 Planning Letter blank forms are available by e-mailing [tom.bergman@deq.ok.gov](mailto:tom.bergman@deq.ok.gov).

### **MSDS / SDS for Specific Chemicals:**

In general, facilities are not encouraged to include MSDS / SDS for common chemicals, such as Chlorine, Ammonia, Propane, etc. Facilities **are** encouraged to include MSDS / SDS papers for all Tier 2 reported substances that are mixtures, concentrations, or otherwise not usually found in common chemical information databases, such as the Emergency Response Guidebook, WISER, CAMEO Chemicals, or the NIOSH Pocket Guide. Examples are materials reported under a “trade name” or “product name” such as “RiceShot 48 SF” or “Glufosinate Ammonium”. These substances are not found in any of the usual first responder chemical databases, and thus the response community is well-served by the Tier 2 report providing direct access to the accompanying MSDS /SDS papers. One method for determining if the substance you are reporting on the Tier 2 report is to download the CAMEO Chemicals software and see if the substance in question is contained in that database. CAMEO Chemicals program is freely downloadable at <http://response.restoration.noaa.gov/cameochemicals>. Any facility wishing to submit a MSDS / SDS may do so by scanning the form into pdf format and attaching to the Tier 2 Site Plans tab. An example MSDS is shown below.





## Material Safety Data Sheet

Issue Date: 06-APR-2009  
Supersedes: 04-APR-2006

CORRSHIELD NT4203

### 1 Identification

**Identification of substance or preparation**  
CORRSHIELD NT4203

**Product Application Area**  
Water-based corrosion inhibitor.

**Company/Undertaking Identification**  
GE Betz, Inc.  
4636 Somerton Road  
Trevose, PA 19053  
T 215 355-3300, F 215 953 5524

**Emergency Telephone**  
(800) 877-1940

Prepared by Product Stewardship Group: T 215-355-3300 Prepared on: 06-APR-2009

### 2 Hazard(s) identification

\*\*\*\*\*  
**EMERGENCY OVERVIEW**

**WARNING**

May cause moderate irritation to the skin. Severe irritant to the eyes. Mists/aerosols cause irritation to the upper respiratory tract.

DOT hazard: Corrosive to skin, Toxic  
Odor: Slight; Appearance: Yellow, Liquid

Fire fighters should wear positive pressure self-contained breathing apparatus (full face-piece type). Proper fire-extinguishing media: Flood with water. Use of CO2 or foam may not be effective.

\*\*\*\*\*  
**POTENTIAL HEALTH EFFECTS**

**ACUTE SKIN EFFECTS:**

Primary route of exposure; May cause moderate irritation to the skin.

**ACUTE EYE EFFECTS:**

Severe irritant to the eyes.

**ACUTE RESPIRATORY EFFECTS:**

Mists/aerosols cause irritation to the upper respiratory tract.