

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 Colorado regulations, but are encouraged as additions for planning and emergency responder uses.
2. Any Tier 2 report information, including all Site Plan and Attachments are shared with the local fire districts for planning and response uses. Preferred formats for Site Plans and Attachments files are .pdf, .doc, .docx, .xls, .xlsx, .jpg, .tiff, .pps, .pptx
3. All aerial photos and site diagrams should be “north-justified”; the “top” of the photo or document should be “north”
4. All attachments/photos/diagrams/documents should include/display an appropriate Facility Name and Emergency Phone number.
5. 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:

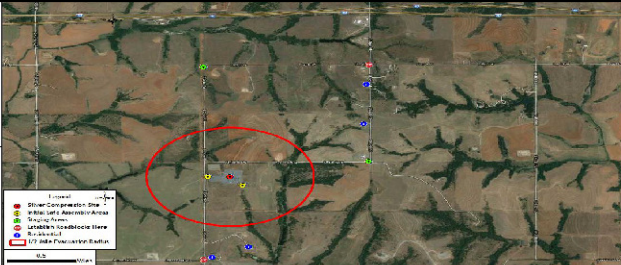
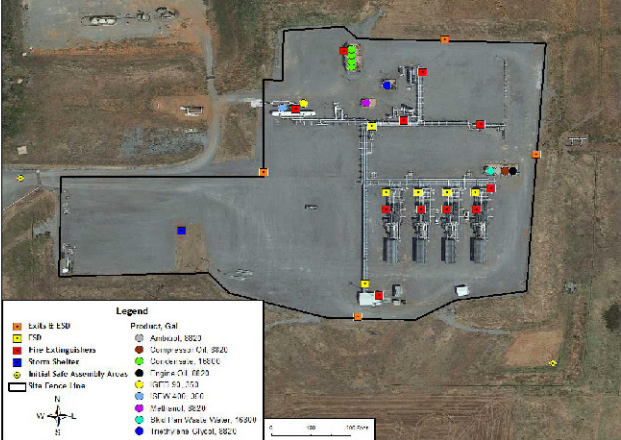
MSDS / SDS for Specific Chemicals:

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

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

If your company has produced an EOP or EAP for your facility, we are 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 or send it directly to the Adams County LEPC at LEPC@adcogov.org.

Quick Information:		Site Name: Opal Compression Station	
Address	GPS Coordinates		
2935 S Cedar Rd Calumet, OK 73014	Latitude 35°30'20.365" N Longitude 98°10'53.965" W		
Site Description			
Gas Compression Facility Contains Hazardous Chemicals Under Intense Pressure			
Driving Directions			
From Calumet ETA 20 Minutes			
Head south on US-270 W/N Calumet Rd	4.1 Mi		
Turn right onto E1020 Rd	3.0 Mi		
Turn left onto H Maple Rd	1.0 Mi		
Turn right onto Elm St W	1.0 Mi		
Continue onto S Cedar Rd	1.2 Mi		
Compression Station Will Be On The Left	End		
From I-40 Westbound Exit 115 ETA 18 Minutes			
Take exit 115 for US-270 W toward Calumet	0.2 Mi		
Turn right onto US-270 W/S Calumet Rd	0.4 Mi		
Turn left onto E1020 Rd	3.0 Mi		
Turn left onto H Maple Rd	1.0 Mi		
Turn right onto Elm St W	1.0 Mi		
Continue onto S Cedar Rd	1.2 Mi		
Compression Station Will Be On The Left	End		
Emergency Evacuation Procedures			
<ul style="list-style-type: none"> • Activate Emergency Shutdown (ESD) • Evacuate To Safe Assembly Area • Call 9-1-1 • Account For All Personnel • Contact Devon Security Control • Notify Foreman • Protect All Personnel As Necessary • Protect All Assets As Necessary • Follow Emergency Response Plan 			

Legend

- Exits & ESD
- ESD
- Fire Extinguishers
- Storm Shelter
- Initial Safe Assembly Areas
- Site Fence Line
- Product, Gal
- Ambitol, 8823
- Compressor Oil, 8820
- Condensate, 18854
- Engine Oil, 8823
- IGEB-90, 350
- ISFW-400, 350
- Methanol, 8820
- Skid Pan Waste Water, 16800
- Triethylene Glycol, 8820
- Ambitol, 8820

Revised: 08/05/2013

Onsite Hazards

Chemical	Total Amount (Gallons)
Ambitol	8,820
Compressor Oil	8,820
Condensate	67,200
Engine Oil	8,820
IGEB-90	350
ISFW-400	350
Methanol	8,820
Skid Pan Waste Water	16,800
Triethylene Glycol	8,820
Ambitol	8,820

Initial Safe Assembly Areas

1	Latitude	35°30'20.47" N
	Longitude	98°11'2.425" W
2	Latitude	35°30'15.805" N
	Longitude	98°10'49.245" W

Staging Areas

1	Latitude	35°30'28.683" N
	Longitude	98°10'1.221" W
2	Latitude	35°31'18.847" N
	Longitude	98°11'4.118" W

Facility Specific Camera/Cell Phone Photos:

Facilities are encouraged to include their own photos of their chemical storage locations. A .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 a .pdf format.



Tasty Treats
502-612-8002

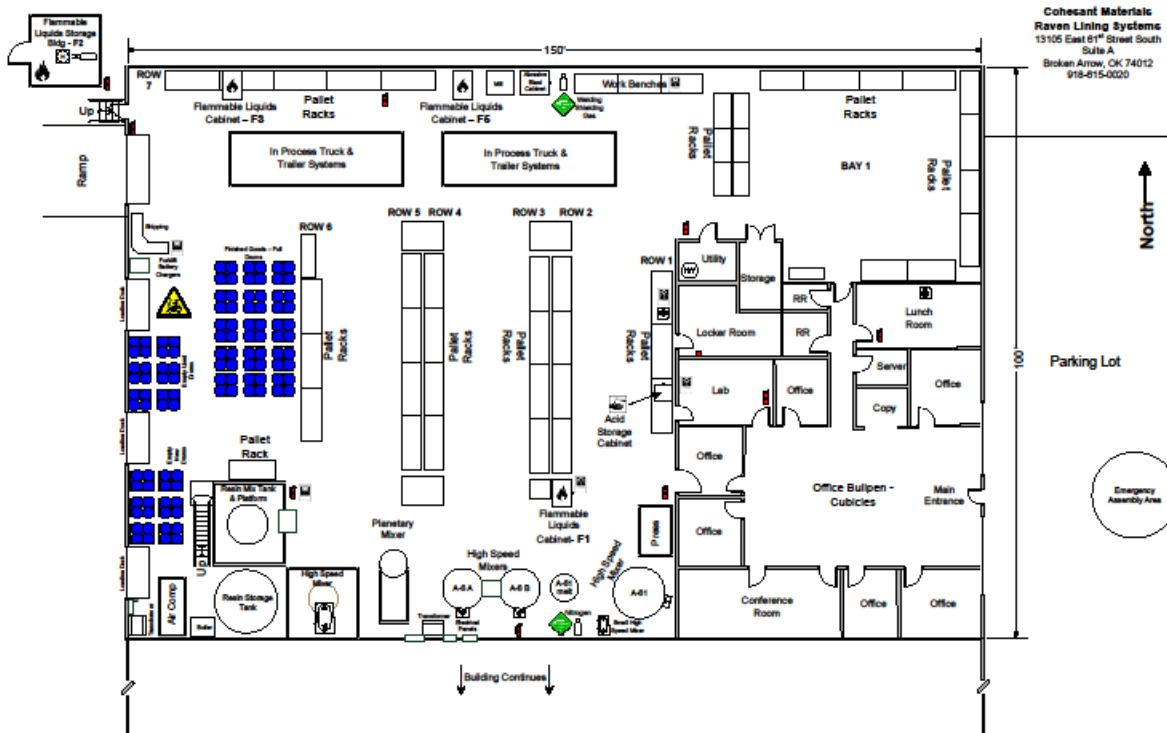


Diamond Fuels
800-555-6676



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:



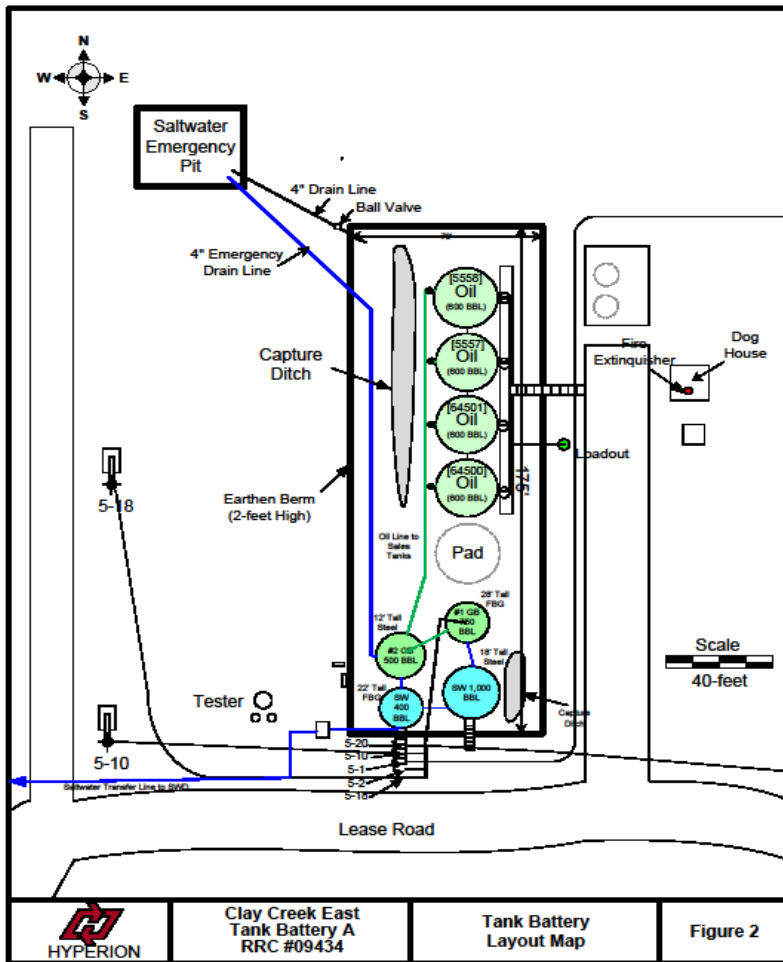
The above diagram is an example only. Your facility floor plan may be depicted much differently than the above. Critical information that should be included in all facility site plan diagrams are chemical inventory locations/storages, shut-off switches/valves/processes, loading docks where chemicals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

Risk Management Plan (RMP):

If your facility is subject to the CAA112(r) requirements, we are 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, we are 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.

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 or send it directly to the Adams County LEPC at LEPC@adcogov.org .