



## Rogers Fire Department Standard Operating Procedures

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|--------------------------|----------------------|------------------------|----------------|
| <b>Policy Title:</b>     | Tier II Reporting    |                        |                |
| <b>Policy Number:</b>    | 194                  | <b>Volume:</b>         | Administration |
| <b>Approved By:</b>      | Tom Jenkins          | <b>Last Updated:</b>   | June 2012      |
| <b>CFAI Reference:</b>   | 5F.6, 5H.4,<br>5H.6, | <b>CAAS Reference:</b> | N/A            |
| <b>Revision Summary:</b> | Created – June 2012  |                        |                |

### PURPOSE

This policy establishes the procedure for reporting and recording of submitted Tier II forms from occupancies that are required to report according to the Superfund Amendment and Reauthorization Act, Title III of 1986.

### POLICY

All Tier II forms received electronically or in paper copy shall be forwarded to Central Fire Station and processed by an assigned administrative assistant. Tier II information shall be entered into Firehouse RMS using the "Occupancy" module. In each occupancy, the various Tier II reportable chemicals should be entered under the "Additional Records" tab and then selecting the "Chemical Inventory" button. Each chemical must be entered thoroughly and completely. Many occupancies will have multiple chemicals entered. After entering the Tier II information, a hard copy of the submission will be scanned and attached to the occupancy file in Firehouse RMS as a record of the update.