



Rogers Fire Department Standard Operating Procedures

Policy Title:	Tier II Reporting		
Policy Number:	194	Volume:	Administration
Approved By:	Tom Jenkins	Last Reviewed:	November 2022
CFAI Reference:	5H.2, 5D.2, 5D.4	CAAS Reference:	N/A
Revision Summary:	Created – June 2012 Updated – June 2022 (RMS Processing)		

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 ESO Fire RMS using the "Occupancy" module. Each chemical must be entered thoroughly and completely.