Tier II Site Plan Guide

General Instructions:
1. A site plan must be submitted with your Annual Tier II Report. Facilities with multiple chemical locations (buildings) must create site plans that show the chemical locations and upload these as a single attachment into the Tier II manager system. The attachment cannot exceed 5M.

2. To update your current site plan in the system:
   a. Log into system → Go to your facility → Click on the facility name (in blue) → In the list submissions page Click the button "Add a New Annual/Revision/Update Report" → Select 312 Tier II and Update for 2016 and click on proceed → Go to Step 5 and click on edit → select remove to delete previous site plan → Upload the updated site plan and click on save
   b. This update will be a 2016 update to your Tier II record and remain until there are additional changes.

The Site Map must include the following:
- Location of chemicals on site as well as the pathways to the chemical storage location
- Street intersections surrounding the facility
- Floorplan/Blueprint layout—Indicating entrances, doorways, cylinders or tanks
- Legible labels
- Map Legend—Indicating cardinal directions (N, S, E, W) & Symbols and their labels

Purpose of the Site Map Plan:
- Assist first responder to safely address emergency response
- Gives a clear indication of where chemicals are located and how to get to them in case of an emergency
- Provides an evacuation route for first responders to clear the building

*SEE 2 EXAMPLES BELOW*
Building Size: 36,258 sq feet

Legend
- Overhead Doors
- Doors
- Natural Gas Input into Factory
- Pipes from outside tanks to paint line

Cardinal Directions
W E S N

A1 & A2 - Aromatic 100 Locations
C1 - Carbon Dioxide Location
E1 & E2 - Ethanol Locations
M1 & M2 & M3 - Methyl Ethyl Ketone Locations
N1 - Nitrogen Location
P1 & P2 - Paint Locations

Street Name Here