



Greetings,

Regarding: Tier Two Reporting for 2022

On behalf of the City of Seattle LEPC, City of Kent LEPC and King County LEPC the following information has been put together to help with your 2022 Tier Two reporting.

**The 2022 Tier Two reports are due March 1, 2023.**

**If you are required to submit a Tier Two Report, you must send it to each of the following:**

- State Emergency Response Commission (SERC).
  - If you submit your report through Tier Two Online, it's automatically sent to the SERC.
- Local Emergency Planning Committee (LEPC) or Tribal Emergency Response Committee (TERC).
- Your local fire department.

**Process for submitting a Tier Two report to King County:**

1. Use [Secure Access Washington](#) (SAW) to login to Tier Two Online.
  - a. If you don't have a SAW account, find directions to make an account and obtain access to Tier Two Online on Department of Ecology's Tier Two [reporting website](#).<sup>1</sup>
2. Complete the online [Tier Two reporting process](#).<sup>2</sup>
  - a. Reporting instructions appear on the right side of Tier Two Online for each page you visit.
  - b. Fill out the report in full, including updating any facility contacts if they changed.
  - c. Update your NAICS Code if prompted.
  - d. Click "Submit" when your report is complete.**
3. Download a copy of your online Tier Two Report and email or mail it to your local fire department and your Local Emergency Planning Committee. There are 3 LEPCs in King County. The City of Seattle and the City of Kent operate their own separate LEPC's. If your facility is not within Seattle or Kent, please send your report to the King County LEPC. Feel free to contact your LEPC for any questions.

**King County**

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Renton, WA 98056

**City of Kent**

[KentOEM@pugetsoundfire.org](mailto:KentOEM@pugetsoundfire.org)  
Kent Emergency Management:  
Duty Officer: 253-886-1181  
Kent Emergency Management  
400 West Gowe Street, Ste 414  
Kent, WA. 98032

**City of Seattle**

J. Havner  
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[Seattle Fire Department](#)  
301 Second Ave. S  
Seattle, WA 98104

<sup>1</sup> <https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Emergency-Planning-Community-Right-to-Know-Act/Tier-Two-reporting#online>

<sup>2</sup> <https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Emergency-Planning-Community-Right-to-Know-Act/Tier-Two-reporting#online>

Tier Two reporting is annual. If you completed a report last year, you must complete a report this year. However, if your facility no longer meets the reporting requirements, you need to update your status by submitting an [exemption form](#)<sup>3</sup> to Ecology, your LEPC, and your local fire department.

Facilities qualify for an exemption if they:

- Reduced the quantities of all products stored on site below reporting thresholds.
- Closed.

For questions related to the online reporting process, please contact:

Community Right-to-Know Unit  
PO Box 47659  
Olympia, WA 98504-7659  
Phone: 1-800-633-7585, option 1  
Email: [TierTwoOnline@ecy.wa.gov](mailto:TierTwoOnline@ecy.wa.gov)

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<sup>3</sup> <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070645.html>  
January 9, 2023