

## TIER II REPORTING INFORMATION

The Section 312 Tier II form and appropriate fees are due March 1st every year. Following are the two different options available to file the annual Tier II report in the State of Kansas.

**OPTION 1: WEB REPORTING** Facilities may report using KDHE's web-based Tier II reporting application at <http://kansas.tier2online.com>. You can use any computer that has access to the internet once you have a user ID and password. User IDs and passwords will only be issued to facilities (not consultants) and will be limited to just one representative of the facility.

To obtain a User ID and Password, mail your requests on company letterhead to the Kansas Department of Health and Environment, Right-to-Know Program, 1000 SW Jackson, Suite 330, Topeka KS 66612-1365. Email requests can be sent from the company's home domain to [rtk@kdheks.gov](mailto:rtk@kdheks.gov) or [moestrei@kdheks.gov](mailto:moestrei@kdheks.gov). User IDs and passwords cannot be issued over the phone. Include the following:

Company Name  
Company Mailing Address (if different than facility address)  
Company Contact Person Name  
Contact Person Email Address  
Telephone Number

THE SAME USER ID AND PASSWORD ISSUED WILL WORK FOR EACH YEAR. Passwords can be changed at the facility's request. (i.e. a change in personnel)

The website will also allow the generation of fee calculation worksheets (for each facility) and a certification letter, which must be mailed to our office with accompanying fees to complete your reporting. Make checks or money order payable to the Kansas Dept of Health & Environment.

Your local emergency planning committees and fire departments may need to receive a hard copy to fulfill your reporting obligations. The web application will generate hard copies of the Kansas Tier II reports for submission to local agencies. The list of LEPCs is available on the internet at <http://kansastag.gov/KDEM.asp?PageID=158>. Fire department addresses can be obtained by contacting the LEPC Chair or Emergency Manager in the county the facility is located.

**OPTION 2: HARD COPY REPORT** Facilities may report using KDHE's hard copy form. Go to <http://www.kdheks.gov/radiation/indexRTK.html> to download blank copies of the Kansas Tier II form, the fee worksheet, and instructions.

### ITEMS TO NOTE

- a) Facilities must use our state specific form, or a reasonable facsimile of the state form. If unsure if your form is acceptable, then please obtain approval by emailing [rtk@kdheks.gov](mailto:rtk@kdheks.gov).
- b) Facilities must report their chemical inventory in actual pounds, not range codes.
- c) Latitude and longitude is required. Use the decimal degree format (i.e. 99.9999, -99.9999).

Contact Marla Oestreich at 785/296-1688 or [moestrei@kdheks.gov](mailto:moestrei@kdheks.gov) if you have any questions.