

## **SITE PLAN REQUIREMENTS:**

Must be in tif or pdf format, no larger than 5 MB in file size.

Site plans must be legible and provide a clear representation of where the facility is located on/from the road, access point(s), AND the specific location(s) of the chemicals reported.

All site plans must include

- The five digit Facility ID number as provided by the Department of Labor & Industry/BOIS/Pennsafe Program.
- Facility Name
- Street Address \*\* (For remote sites with no 'street' address, enter abbreviated directions to the actual site from nearest recognizable intersection)
- City/State/Zip
- Latitude/Longitude
- Directional North
- Show the actual street orientation
- A listing/legend of all of the chemicals reported on the Tier II,
- The specific location(s) for each chemical reported.

The site plan can be more than one page if appropriate, such as in large complexes or buildings with chemicals stored on multiple floors. The greater the detail, the more information that is available for emergency planners and responders. But, when using more than one page, scan them to create a single siteplan file for upload.

**DO NOT USE TOPOGRAPHICAL MAPS, CAD DRAWINGS OR WORD DOCUMENTS. AERIAL PHOTOGRAPHS MAY BE USED IF THE DETAILS OUTLINED ABOVE ARE ADDED.**