

Tier2 Submit

A PRIMER

HOW TO FILL OUT YOUR TIER II FORM
USING TIER2 SUBMIT SOFTWARE



Notice

This document provides guidance to facilities with EPCRA Tier II reporting requirements. The statutory provisions and EPA regulations described in this guidance presentation contain legally binding requirements. This guidance presentation does not substitute for those provisions or regulations nor is it a regulation in itself. In the event of a conflict between the discussion in this presentation and any statute or regulation, this presentation would not be controlling. The guidance does not impose legally binding requirements on EPA or the regulated community, and might not apply to a particular situation based upon circumstances. For specific requirements and details, refer to the implementing regulations of 40 CFR – Chapter I subchapter J Part 370 EPCRA (42 U.S. Code § 11022).



A few things you need before you get started:

- EPA acronyms
- Your chemicals
- Industry codes
- Your facility contacts
- Thresholds for reporting
- Your state requirements

EPA Tier II Acronyms

- EHS Extremely Hazardous Substance
- TPO Threshold Planning Quantity
- SDS Safety Data Sheet
- MSDS Material Safety Data Sheet (now SDS)

You need to know your chemicals

It is a **Hazardous Chemical**...

...if OSHA requires an SDS sheet.

It may also be an **Extremely Hazardous Substance (EHS)**...

...if it is listed on the EPA's List of Lists under the Section 302 (EHS) column.

...EHSs have more stringent reporting thresholds.

Check to verify both: first, if it is Hazardous Chemical and then if it is also an Extremely Hazardous Substance.

TPQ Threshold Planning Quantity

- TPQs are for Extremely Hazardous Substances (EHSs).
- TPQs are established by the EPA.
- TPQs are identified in the List of Lists and 40 CFR Part 355, Appendix A and B.
- CAMEO *Chemicals* can be used to search for TPQs of chemicals, <https://cameochemicals.noaa.gov/>
- TPQs vary from chemical to chemical; you need to check your particular chemicals.

You need to know...

- the names of chemicals stored at the facility,
- their CAS numbers,
- if they are Hazardous Chemicals (these include Extremely Hazardous Substances listed in 40 CFR part 355),
- the maximum quantity present at the facility, in pounds, at any time during the **previous** calendar year.

Know...

- Dun and Bradstreet number for your company
 - If you don't have one, [click here](#)
- The NAICS code for your industry
 - If you don't know it, click [here](#)
- The correct latitude and longitude location for the facilities you are reporting (Tier2 Submit will help you determine this)

Know ...

- Your facility contact information for:
 - Emergency (two phone numbers, one of which is 24 hour),
 - The owner or operator,
 - The Tier II information contact.

Do you need to submit a Tier II report?

Hazardous Chemical

- Required to have an SDS under OSHA HCS
- Over 10,000 pounds at any one time

If Yes

Extremely Hazardous Substance

- On the List of Lists or 40 CFR part 355 Appendix A or B
- Over the TPQ or 500 pounds ...whichever is less

If Yes

Tier II Report required

Diesel or Gasoline

- Retail
- Underground storage tank
- Over 100,000 gallons of diesel
- Over 75,000 gallons of gasoline

If Yes



The Tier2 Submit software includes two parts:

- **Facility:** information about name, location, and at least 3 contacts
- **Chemicals in Inventory:** information on chemicals stored at your facility during the previous year

GETTING STARTED

(Assuming Windows users as steps slightly differ for Mac users)

1. Download the free Tier2 Submit software from the [EPA site](#)
 - Download the most current Tier2 Submit program
2. Install the program, or have your administrator install it
3. The Tier2 Submit icon will appear on your computer – most likely as a purple file folder
4. Click on that icon to start the program

Getting Started

This is what you see when you open Tier2 Submit

Here is a valuable [link](#) for more information about Tier II reporting

Click here to start creating your own Tier II Report



Welcome to Tier2 Submit 2016 !

Tier2 Submit is the personal computer software program that helps facilities electronically report Tier II information for Section 312 of the Emergency Planning and Community Right to Know Act (EPCRA).

In addition to providing data fields for the information required under EPCRA, this program also provides data fields to allow you to submit additional information requested or required by States. After you choose your state abbreviation from the pull down menu on the first screen, the program will load any data fields specific for your State.

Facilities can find information about Federal Tier II requirements as well as individual State requirements at

[EPA Tier II Webpage](#)

If you need help while operating Tier2 Submit or if you need assistance submitting your Tier II information click the Help button at the top of any module for the User's Manual.

Start Tier2 Submit

Quit

The Tier2 Submit Page Layout

Tabs for navigation

- This menu bar has the typical **File, Edit, Record, Search, and Help**.
- Below that is a tool bar that allows you to move between modules.
- Centered in the page are tabs associated with each module.

Any field with a red star is a required field.

The screenshot displays the 'Tier2Submit2016 - [Tier2Facilities]' web application. At the top, there is a menu bar with 'File', 'Edit', 'Record', 'Search', 'Scripts', and 'Help'. Below the menu bar is a tool bar with buttons for 'View List', 'Chem Inventory List', 'Contact List', 'New Facility', 'Quick Report', and 'Help', along with navigation arrows and a page indicator '1 of 1 total'. The main content area is titled 'Facilities' and shows a form for submitting facility information. The form includes fields for 'Facility Name' (Test Organization), 'Department' (Preparedness unit), and 'Report Year' (2016). Below these are tabs for 'Location', 'ID and Regs', 'Contacts', 'State Fields', 'Attachments', and 'Certification'. The 'Location' tab is active, showing fields for 'Street' (6355 S Florence way), 'City' (ENGLEWOOD), 'State' (CO), 'Zip' (80111), 'County' (Arapahoe), 'Fire District' (ARAPAHOE), 'Country' (USA), and 'Emergency 24-Hour Phone Number' (303 618 9856). There are also fields for 'Latitude' (39.600462) and 'Longitude' (-104.873362). A note at the bottom states: 'A red * indicates a federal or state requirement.'



Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 1 of 1 total

Facilities

Last Modified 12/20/2016

Facility Name * Test Organization
If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit Report Year * 2016

Location ID and Regs Contacts State Fields Attachments Certification

Location Where Hazardous Chemicals are Present Mailing Address (if different)

Street * 6355 S Florence way

City * ENGLEWOOD State * CO Zip * 80111

County * Arapahoe Fire District * ARAPAHOE Country USA

Emergency 24-Hour Phone Number 303 618 9856

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).
[Need help finding your lat/long values?](#)

Latitude * 39.600462 Longitude * -104.873362

A red * indicates a federal or state requirement.

The Help function in Tier2 Submit will guide you through the entire process. It's a great tool; use it often.

Did your facility use Tier2 Submit last year?

- If so, that data is available to modify, and update, and can be used for this year's filing.
- Tier2 Submit provides the process to import that data.
- Locate last year's data file, and use that path to import the data into Tier2 Submit.
- You may be able to get the file in electronic format from your state if you don't have it.

- Open
- Close Ctrl+W
- Import/Export**
- Make KML File
- Make Validation Report
- Create Submission
- Exit Ctrl+Q

Last Modified 12/20/2016

Facility Name *
If different, include both company name and facility name in the facility name field. List company name first.

Department Report Year * 2016

- ID and Regs
- Contacts
- State Fields
- Attachments
- Certification

To import data from last year, click on File, a drop down list will give you the option of "Import/Export", which you should select.

Location Where Hazardous Chemicals are Present Mailing Address (if different)

Street * Zip *

City *

County Fire District Country USA

Emergency 24-Hour Phone Number

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).
[Need help finding your lat/long values?](#)

Latitude * Longitude *

- If you are not importing data, *or*
- if this is the first Tier II report for your company, *or*
- if you're adding new facilities to your previous company report,

fill out the pages associated with these tabs.

(If you are adding a new facility, click on **New Facility** tab to reach this page.)

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List **New Facility** Quick Report Help 1 of 1 total

Facilities Last Modified 1/9/2017

Facility Name *
If different, include both company name and facility name in the facility name field. List company name first.

Department Report Year * 2016

Location ID and Regs Contacts State Fields Attachments Certification

Location Where Hazardous Chemicals are Present Mailing Address (if different)

Street *

City * State * Zip *

County Fire District Country USA

Emergency 24-Hour Phone Number

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).
[Need help finding your lat/long values?](#)

Latitude * Longitude *

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 2 of 2 total

Facilities

Last Modified 12/20/2016

Facility Name * Test Organization
If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit Report Year * 2016

Location ID and Regs Contacts State Fields Attachments

Location Where Hazardous Chemicals are Present Mailing Address (if different)

Street * 6355 S Florence way

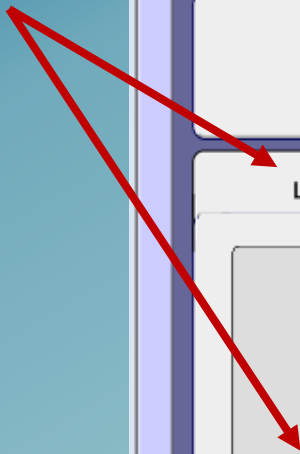
City * ENGLEWOOD State * CO Zip * 80111

County * Arapahoe Fire District * ARAPAHOE Country U

Emergency 24-Hour Phone Number 303 618 9856

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).
[Need help finding your lat/long values?](#)

Latitude * 39.600462 Longitude * -104.873362



Start by filling out your facility **Location** information.

This is the location of the facility that had the chemicals, not headquarters or other site.

A red * indicates a federal or state requirement.

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help

2

of 2 total

Facilities

Last Modified 12/20/2016

Facility Name * Test Organization

If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit

Report Year * 2016

Location

ID and Regs

Contacts

State Fields

At

Location Where Hazardous Chemicals are Present

Mailing A

Street * 6355 S Florence way

City * ENGLEWOOD

State * CO

County * Arapahoe

Fire District * ARAPAHOE

Emergency 24-Hour Phone Number 303 618 9856

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).

[Need help finding your lat/long values?](#)

Latitude * 39.600462

Longitude * -104.873362

A red * indicates a federal or state requirement.

Tier2 Submit can help you find the latitude and longitude of your facility. **It is very important you get these coordinates EXACTLY correct.** Use this check even if you imported last year's data - to verify you have the location correct.

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 2 of 2 total

Facilities

Last Modified 12/20/2016

Facility Name * Test Organization
If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit Report Year * 2016

Location ID and Regs Contacts State Fields Attachments Certification

Location Where Hazardous Chemicals are Present Mailing Address (if different)

Street * 6355 S Florence way

City * ENGLEWOOD State * CO Zip * 80111

County * Arapahoe Fire District * ARAPAHOE Country USA

Emergency 24-Hour Phone Number 303 618 9856

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).
[Need help finding your lat/long values?](#)

Latitude * 39.600462 Longitude * -104.873362

A red * indicates a federal or state requirement.

After filling out **Location**, click on each tab and fill in each page.

Note: Each state has different 'State Fields' requirements. (Some have none.)

State-specific requirements appear after you input your state location.

Facilities

Last Modified 12/20/2016

Facility Name *
If different, include both company name and facility name in the facility name field. List company name first.

Department Report Year *

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

ID Type	ID	Description	
Dun & Bradstreet	5252		Delete
NAICS	237120	Oil and Gas Pipeline and Related Structures Construction	Delete
			Delete

Is the facility manned? * Ma

If your company doesn't have a Dun & Bradstreet number, you can request one from [here](#).

Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? * Yes No

Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? * Yes No

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 2 of 2 total

Facilities Last Modified 12/20/2016

Facility Name * Test Organization
If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit Report Year * 2016

Location ID and Regs Contacts State Fields Attachments Certification

ID Type	ID	Description	
Dun & Bradstreet	5252		Delete
NAICS	237120	Oil and Gas Pipeline and Related Structures Construction	Delete
			Delete

Is the facility manned? * Manned Unmanned

Maximum No. of Occupants * 10

Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? * Yes No

Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? * Yes No

A red * indicates a federal or state requirement.

If you don't know your NAICS number, you can look it up [here](#).

If there is ever one person in the building, it is manned. The 'maximum' is the very largest number you could expect.

Facilities

Last Modified 12/20/2016

Facility Name * Test Organization

If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit

Report Year * 2016

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

ID Type	ID	Description	
Dun & Bradstreet	5252		Delete
NAICS	237120	Oil and Gas Pipeline and Related Structures Construction	Delete
RMP			Delete
			Delete

If your facility needs to have a Risk Management Program in place, you will need to identify it in the ID type above. For more information, visit the EPA RMP website <https://www.epa.gov/rmp>.

Occupants * 10

Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?* Yes No

Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?* Yes No

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 2 of 2 total

Facilities Last Modified 12/20/2016

Facility Name * Test Organization
If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit Report Year * 2016

Location ID and Regs Contacts State Fields Attachments Certification

ID Type	ID	Description	
Dun & Bradstreet	5252	Oil and Gas Pipeline and Related Structures Construction	Delete
			Delete
			Delete
			Delete

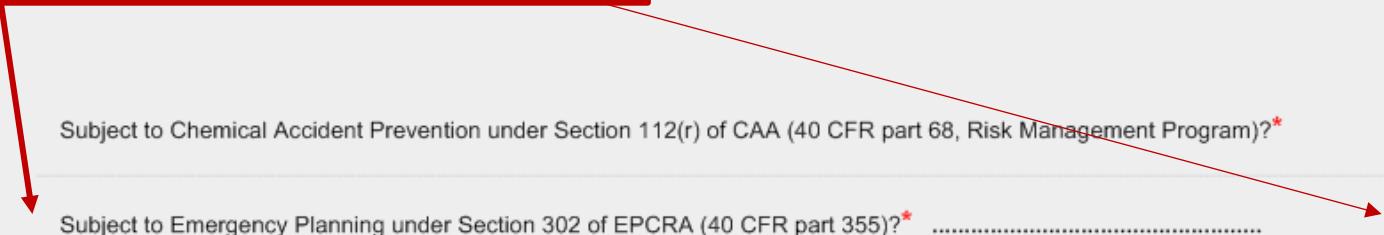
Manned Unmanned Maximum No. of Occupants * 10

Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?* Yes No

Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)* Yes No

A red * indicates a federal or state requirement.

Section 302 of EPCRA requires a one time notification to the SERC and LEPC if you have an EHS over the TPQ in the List of Lists. For Tier II reporting purposes, you need to check the box if you qualify.



Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 2 of 2 total

Facilities Last Modified 12/20/2016

Facility Name * Test Organization
If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit Report Year * 2016

Location ID and Regs Contacts State Fields Attachments Certification

ID Type	ID	Description	
Dun & Bradstreet	5252		Delete
NAICS	237120	Oil and Gas Pipeline and Related Structures Construction	Delete
RMP			Delete
			Delete

Maximum No. of Occupants * 10

Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?* Yes No

Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?* Yes No

A red * indicates a federal or state requirement.

If you are subject to Section 302 of EPCRA, you will need to provide a **Facility Emergency Coordinator** in the Contacts page of Tier2 Submit.

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help

Facilities

Last Modified

Facility Name * Test Organization

If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit

Report Year

Location

ID and Regs

Contacts

State Fields

Attachments

Name	Reed	Lori
Contact Type	Owner / Operator	
Name	Administrator	Tony
Contact Type	Tier II Information Contact	Tier II Information Contact
Name	Ready	Ever
Contact Type	Fac. Emergency Coordinator	Fac. Emergency Coordinator
Name	Fessler	Pam
Contact Type	Emergency Contact	
Name	FireMarshall	Sam
Contact Type	Emergency Contact	

Federal requirements include: Owner / Operator (name, address, phone & e-mail address, and 2 phone numbers, one of which must be 24-hour); Tier II Information

Three contacts are required:
Owner/operator,
Tier II Information contact,
Emergency contacts (at least 2 contacts, one of which is 24 hour).
These contacts must include an Email Address as well as Phone Number(s).

View Contact

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help



2

of 2 total

Facilities

Last Modified 12/20/2016

Facility Name * Test Organization

If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit

Report Year

Location

ID and Regs

Contacts

State Fields

Attachments

Name	Reed	Lori	
Contact Type	Owner / Operator		
Name	Administrator	Tony	
Contact Type	Tier II Information Contact	Tier II Information Contact	
Name	Ready	Ever	
Contact Type	Fac. Emergency Coordinator	Fac. Emergency Coordinator	
Name	Fessler	Pam	
Contact Type	Emergency Contact		
Name	FireMarshall	Sam	
Contact Type	Emergency Contact		

Federal requirements include: Owner / Operator (name, address, phone & email); Emergency Contact (name & 2 phone numbers, one of which must be 24-hour); Tier II Information Contact (name, email & phone).*

Add Contact

Remove Contact

View Contact

If you are subject to Section 302 of EPCRA, you will need to provide a **Facility Emergency Coordinator** as well.

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 2 of 2 total

Facilities

Last Modified 12/20/2016

Facility Name * Test Organization
If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit Report Year * 2016

Location ID and Regs Contacts **State Fields** Attachments Certification

Company Name * Test Organization for Tutorial
(i.e. the company that owns or operates the facility)

Facility Type * Other

* TRI Reporter
Please check this box if your facility is required to submit a Toxic Release Inventory (TRI) report under Section 313 of EPCRA.

Emergency procedures reviewed with local fire dept.

A red * indicates a federal or state requirement.

States may have specific requirements for both reporting and submission.

Check <https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures> for your state.

On the State Fields tab, Tier2 Submit will display your state's additional data field requirements.

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 2 of 2

Facilities

Last Modified 12/20/2016

Facility Name * Test Organization
If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit Report Year 2016

Location ID and Regs Contacts State Fields Attachments Certificate

Optional Attachments

I have submitted a site plan.
 I have attached a description of dikes and other safeguard measures.
 I have attached a list of site coordinate abbreviations.

Test Organization plant drawing sketch.pptx

Add
Remove
Show

Number of attachments: 1

A red * indicates a federal or state requirement.

Attachments aren't necessarily required but it can be very helpful to LEPCs and First Responders if a site plan and other diagrams are included.

Any submitted SDS sheets must be in electronic format, and must be submitted using this Attachments process.

All diagrams, schematics, and other additional information must be submitted using the Attachments tab.

Attachments may be submitted in a wide variety of formats, including pdf, jpg, docx, xlsx, mov, tif, gif, and avi.

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help



2

of 2 total

Facilities

Last Modified 12/20/2016

Facility Name * Test Organization

If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit

Report Year * 2016

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

State / Local Fees Total \$

 Check if all facility information (not including chemical information) is identical to last year's submission.

I certify under penalty of law that I have personally examined and am familiar with the information contained in this submission, and that based on my inquiry of those individuals who furnished the information, I believe the information submitted is true, accurate, and complete.

Signature * Name and Title

Name and official title of owner / operator OR
owner / operator's authorized representative

Notes

Validating to import into 2016

Fees are state dependent: some have a set fee, some will send you a bill, some have no charge. Check [here](#) on your state.

Facilities Last Modified 12/21/2016

Facility Name * Test Organization
If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit Report Year * 2016

- Location
- ID and Regs
- Contacts
- State Fields
- Attachments
- Certification

Certification is the last step in the **Facilities** module.

Check if all facility information (not including chemical information) is correct.

I certify under penalty of law that I have personally examined and am familiar with the information contained in this submission, and that based on my inquiry of those individuals who furnished the information, I believe the information submitted is true, accurate, and complete.

After you complete the Certification page, you should click on "Chem Inventory List". This moves you to the next part: **Chemicals in Inventory**.

Signature * Name and Title Date Signed *

Name and official title of owner / operator OR owner / operator's authorized representative

Notes

Validating to import into 2016

In the second part of Tier2 Submit,

- you add or verify chemicals you are required to report.
- either '**Hazardous Chemicals**' or '**Extremely Hazardous Substances**' (EHS) or a mixture containing these chemicals.
 - **Hazardous Chemicals** require OSHA Safety Data Sheets (SDS)
 - **Extremely Hazardous Substances (EHS)** are identified in the EPA [List of Lists](#)
 - CAMEO *Chemicals* can be used to search for EHSs of chemicals, <https://cameochemicals.noaa.gov/>

Tier II Reporting Quantities:

- 10,000 pounds for **Hazardous Chemicals** that are **non-EHSs**
- 500 pounds or the TPQ for **Extremely Hazardous Substances** (EHS), whichever is lower
- 75,000 gallons for gasoline or 100,000 gallons for diesel, *if* stored underground (UST) at a *retail* facility

Qualifying Quantities

	Section 302	Section 304	Sections 311/312	Section 313
Chemicals Covered	355 Extremely Hazardous Substances	>1,000 substances	Approximately 500,000 hazardous chemicals	> 650 Toxic Chemicals and categories
Thresholds	Threshold Planning Quantity 1-10,000 pounds on site at any one time	Reportable quantity, 1-5,000 pounds, released in a 24-hour period	500 pounds or TPQ whichever is less for EHSs; 75,000 gallons for gasoline; 100,000 gallons for diesel and 10,000 pounds for all other hazardous chemicals	25,000 pounds per year manufactured or processed; 10,000 pounds a year otherwise used; persistent bioaccumulative toxics have lower thresholds

Excerpt from the:
Emergency Planning and Community Right-to-Know Act
Office of Emergency Management. For more information, click on [Fact Sheet](#).

Chemicals in Inventory Last Modified 12/21/2016

Facility Name
Report Year City State

CAS #
Chem Name* EHS* Yes No Trade Secret

Physical State & Quantity | Storage Locations | Mixture Components | State Field

Physical State*

<input type="checkbox"/> Pure	<input type="checkbox"/> Solid
<input type="checkbox"/> Mixture	<input type="checkbox"/> Liquid
	<input type="checkbox"/> Gas

Hazards*

<input type="checkbox"/> Fire
<input type="checkbox"/> Sudden Release of Pressure
<input type="checkbox"/> Reactive

Health Effects*

<input type="checkbox"/> Acute
<input type="checkbox"/> Chronic

Check all that apply

Chemical information identical to previous year Days On Site* Below Reporting Thresholds

Max Daily Amount pounds Max Code*

Average Daily Amount pounds Ave Code*

Max amount in largest container pounds

A red * indicates a federal or state requirement.

Note: you now have a new toolbar and new tabs displayed after clicking on the 'Chem Inventory List' tab.

Tier2Submit2016 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

View List Facility Record Contact List **New Chemical In Inventory** Help Back / Close 3 of 3 total

Chemicals in Inventory

Last Modified 12/21/2016

Facility Name Test Organization
Report Year 2016 City ENGLEWOOD State CO

CAS # _____ EHS* Yes No Trade Secret
Chem Name* _____ [Lookup Chemical Name](#)

Physical State & Quantity Storage Locations Mixture Components State Fields

Physical State*		Hazards*		Health Effects*	
<input type="checkbox"/> Pure	<input type="checkbox"/> Solid	<input type="checkbox"/> Fire	<input type="checkbox"/> Acute		
<input type="checkbox"/> Mixture	<input type="checkbox"/> Liquid	<input type="checkbox"/> Sudden Release of Pressure	<input type="checkbox"/> Chronic		
	<input type="checkbox"/> Gas	<input type="checkbox"/> Reactive			

[Check all that apply](#)

Chemical information identical to previous year Days On Site* 365 Below Reporting Thresholds

Max Daily Amount _____ pounds Max Code* _____
Average Daily Amount _____ pounds Ave Code* _____
Max amount in largest container _____ pounds

A red * indicates a federal or state requirement.

If you need to add a chemical, click on **New Chemical in Inventory**.

Tier2Submit2016 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

View List Facility Record Contact List **New Chemical In Inventory** Help Back / Close 1 of 1 total

Chemicals in Inventory Last Modified 1/9/2017

Facility Name
 Report Year City State

CAS # EHS* Yes No Trade Secret
 Chem Name*

Physical State & Quantity Storage Locations Mixture Components State Fields

Physical State*	Hazards*	Health Effects*
<input type="checkbox"/> Pure <input type="checkbox"/> Mixture	<input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactive
<input type="checkbox"/> Acute <input type="checkbox"/> Chronic		

Check all that apply

Chemical information identical to previous year Days On Site* Below Reporting Thresholds

Max Daily Amount pounds Max Code*

Average Daily Amount pounds Ave Code*

Max amount in largest container pounds

A red * indicates a federal or state requirement.

Make sure you fill in the correct chemical name, the CAS number, and note if it is an Extremely Hazardous Substance (EHS).

Select the Trade Secret box ONLY if you have followed all the steps and have been approved by EPA.

Chemicals in Inventory

Last Modified 1/9/2017

Facility Name
Report Year City State

CAS # EHS* Yes No Trade Secret
Chem Name*

Physical State & Quantity

Storage Locations

Mixture Components

State Fields

Physical State*

<input type="checkbox"/> Pure	<input type="checkbox"/> Solid
<input type="checkbox"/> Mixture	<input type="checkbox"/> Liquid
	<input type="checkbox"/> Gas

Hazards*

<input type="checkbox"/> Fire
<input type="checkbox"/> Sudden Release of Pressure
<input type="checkbox"/> Reactive

Health Effects*

<input type="checkbox"/> Acute
<input type="checkbox"/> Chronic

Check all that apply

Chemical information identical to previous year Days On Site* Below Reporting Thresholds

Max Daily Amount pounds Max Code*

Average Daily Amount pounds Ave Code*

Max amount in largest container pounds

A red * indicates a federal or state requirement.

You will have a set of tabs to fill out for the new chemical.

Chemicals in Inventory

Last Modified 12/20/2016

Facility Name Test Organization
Report Year 2016 City ENGLEWOOD State CO

CAS # 7664-41-7 EHS* Yes No Trade Secret
Chem Name* ANHYDROUS AMMONIA [Lookup Chemical N](#)

Physical State & Quantity

Physical State*

<input checked="" type="checkbox"/> Pure	<input type="checkbox"/> Solid
<input type="checkbox"/> Mixture	<input checked="" type="checkbox"/> Liquid
	<input type="checkbox"/> Gas

Hazards*

<input checked="" type="checkbox"/> Fire
<input checked="" type="checkbox"/> Sudden Release of Pressure
<input checked="" type="checkbox"/> Reactive

Health Effects*

<input checked="" type="checkbox"/> Acute
<input checked="" type="checkbox"/> Chronic

Check all that apply

Chemical information identical to previous year Days On Site* 365 Below Reporting Thresholds

Max Daily Amount 500 pounds Max Code* 03 500 - 999 pounds
Average Daily Amount 100 pounds Ave Code* 02 100 - 499 pounds

Max amount in largest container 500 pounds

A red * indicates a federal or state requirement.

A Safety Data Sheet contains much of the information you'll need here. You also need to know the maximum quantities in pounds of each chemical stored during the previous year.

Tier2Submit2016 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

View List | Facility Record | Contact List | New Chemical In Inventory | Help | Back / Close | 1 of 3 total

Chemicals in Inventory Last Modified 12/20/2016

Facility Name: Test Organization
 Report Year: 2016
 City: ENGLEWOOD State: CO

CAS #: 7664-41-7
 Chem Name*: ANHYDROUS AMMONIA
 EHS*: Yes No
 Trade Secret
 Lookup Chemical Name

Physical State & Quantity | **Storage Locations** | Mixture Components | State Fields

Confidential

Location at Facility*	Test Organization	Max Amount	100	pounds	Delete
Type*	Tank wagon	Pressure*	Ambient pressure	Temperature*	Ambient temperature
Location at Facility*		Max Amount			Delete
Type*		Pressure*		Temperature*	

List all locations within the facility of the chemical, along with the storage type and condition at each location where the chemical was present. Each row represents one location where the chemical was present. A new row is added to the table as you enter information into the preceding row.

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close

1

of 3 total

Chemicals in Inventory

Last Modified 12/20/2016

Facility Name Test Organization

Report Year 2016

City ENGLEWOOD

State CO

CAS # 7664-41-7

EHS* Yes No Trade Secret

Chem Name* ANHYDROUS AMMONIA

Lookup Chemical Name

Physical State & Quantity

Storage Locations

Mixture Components

State Fields

EHS*	CAS	Component	Max Code	%	Wt / Vol	
<input type="checkbox"/>						Delete

If you store chemicals as a mixture, you may report the chemical by pure chemical components, or on this page as a mixture. However, your reporting must be consistent between Section 311 reporting and Tier II reporting.

Lookup Component Name

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close

1

of 3 total

Chemicals in Inventory

Last Modified 12/20/2016

Facility Name Test Organization

Report Year 2016

City ENGLEWOOD

State CO

CAS # 7664-41-7

EHS* Yes No Trade Secret

Chem Name* ANHYDROUS AMMONIA

Lookup Chemical Name

Physical State & Quantity

Storage Locations

Mixture Components

State Fields

EHS*	CAS	Component	Max Code	%	Wt / Vol	
------	-----	-----------	----------	---	----------	--

Delete

- If you store chemical mixtures and report them as a mixture:
- Provide the name of the mixture, product name or trade name as provided on the OSHA safety data sheet (SDS).
 - Enter CAS number of the mixture or product, if available.
 - If the mixture contains any EHS, check the box "yes", and then enter the name, CAS number and amounts.
 - You are not required to list non-EHSs in the mixture, but may report if you wish to do so.

Lookup Component Name

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close

1

of 3 total

Chemicals in Inventory

Last Modified 12/20/2016

Facility Name Test Organization

Report Year 2016

City ENGLEWOOD

State CO

CAS # 7664-41-7

EHS* Yes No Trade Secret

Chem Name* ANHYDROUS AMMONIA

Lookup Chemical Name

Physical State & Quantity

Storage Locations

Mixture Components

State Fields

EHS*

CAS

Component

Max Code

%

Wt / Vol

Delete

If you stored mixtures containing a certain chemical AND also stored that chemical in its pure form, you must combine the total quantities of all occurrences of that chemical to determine the maximum you've stored and to determine your Tier II reporting responsibilities.

Lookup Component Name

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close



1

of 3 total

Chemicals in Inventory

Last Modified 12/20/2016

Facility Name Test Organization

Report Year 2016

City ENGLEWOOD

State CO

CAS # 7664-41-7

EHS* Yes No Trade Secret

Chem Name* ANHYDROUS AMMONIA

Lookup Chemical Name

Physical State & Quantity

Storage Locations

Mixture Components

State Fields

This is dependent on your particular state. There may or may not be specific state requirements here. And they may change year to year. This field will auto-populate by the state you identified in the Location tab.

If you want to see all chemicals listed, click on **View All Chemical Inventories**.

The screenshot shows a web application window titled "Tier2Submit2016 - [Tier2ChemicalsInInventory]". The menu bar includes "File", "Edit", "Record", "Search", "Scripts", and "Help". A toolbar contains buttons for "View Record", "Facility Record", "Contact List", "New Chemical In Inventory", "View All Chemical Inventories", "Help", and "Back / Close". A navigation bar shows "2 of 2 total".

Below the toolbar is a section titled "Chemicals in Inventory for :". It contains a form with the following fields:

- Facility Name: Test Organization
- Street: 6355 S Florence way
- City: ENGLEWOOD
- County: Arapahoe
- State: CO
- Zip: 80111

Below the form is a table with the following data:

Chemical	CAS	Facility Name	Report Year
ANHYDROUS AMMONIA	7664-41-7	Test Organization	2016
CHLORINE	7782-50-5	Test Organization	2016

Two chemicals are associated with this facility

Tier2Submit2016 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

View Record Facility Record Contact List New Chemical In Inventory View All Chemical Inventories Help Back / Close 2 of 2 total

Chemicals in Inventory for :

Facility Name Test Organization
Street 6355 S Florence way
City ENGLEWOOD County Arapahoe State CO Zip 80111

Chemical	CAS	Facility Name	Report Year
ANHYDROUS AMMONIA	7664-41-7	Test Organization	2016
CHLORINE	7782-50-5	Test Organization	2016

Select a chemical to review by clicking on it once to highlight it, and then click on "View Record."

Or simply double click on the chemical.

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close

1

of 2 total

Chemicals in Inventory

Last Modified 12/20/2016

Facility Name Test Organization

Report Year 2016

City ENGLEWOOD

State CO

CAS # 7664-41-7

EHS* Yes No Trade Secret

Chem Name* ANHYDROUS AMMONIA

Lookup Chemical Name

Physical State & Quantity

Storage Locations

Mixture Components

State Fields

Physical State*

- Pure
 Mixture
 Solid
 Liquid
 Gas

Hazards*

- Fire
 Sudden Release of Pressure
 Reactive

Health Effects*

- Acute
 Chronic

Check all that apply

Chemical information identical to previous year

Days On Site* 365

Below Reporting Thresholds

Max Daily Amount 500 pounds

Max Code* 03 500 - 999 pounds

Average Daily Amount 100 pounds

Ave Code* 02 100 - 499 pounds

Max amount in largest container 500 pounds

A red * indicates a federal or state requirement.

When reviewing your chemicals, pay attention to the range codes. Check to verify that your 'Max Daily Amount' and 'Average Daily Amount' match the codes displayed.

Tier2Submit2016 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

View Record Facility Record Contact List New Chemical In Inventory View All Chemical Inventories Help Back / Close 1 of 2 total

Chemicals in Inventory for :

Facility Name Test Organization
Street 6355 S Florence way
City ENGLEWOOD County Arapahoe State CO Zip 80111

Chemical	CAS	Facility Name	Report Year
ANHYDROUS AMMONIA	7664-41-7	Test Organization	2016
CHLORINE	7782-50-5	Test Organization	2016

If you make a mistake, or need to remove a chemical from the inventory list, click on "Record" in the menu bar, and select "Delete Chemical in Inventory".

Now it is time to verify your Tier II information

1. 'Validate' the data

- This process reviews the data to ensure all required data has been entered.
- This can be interactive: The 'Validate Record' runs the validation process for a facility until no omissions or errors are detected.
- Alternatively you can run a 'Validation Report'

2. 'Submit' your data after the validation step is completed

- Use the "Help" function in Tier2 Submit as it gives detailed instructions for validation and submission

Validating:

the error checking capabilities in Tier2 Submit.

Option 1:

Validate Record if you are just validating one facility.

Click on Record for a drop down selection.

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 2 of 2 total

Facilities Last Modified 12/21/2016

Facility Name * Test Organization
If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit Report Year * 2016

Location ID and Regs Contacts State Fields Attachments Certification

Location Where Hazardous Chemicals are Present Mailing Address (if different)

Street * 6355 S Florence way

City * ENGLEWOOD State * CO Zip * 80111

County * Arapahoe Fire District * ARAPAHOE Country USA

Emergency 24-Hour Phone Number 303 618 9856

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).
[Need help finding your lat/long values?](#)

Latitude * 39.600462 Longitude * -104.873362

A red * indicates a federal or state requirement.

The screenshot shows the Tier2Submit2016 application window. The title bar reads "Tier2Submit2016 - [Tier2Facilities]". The menu bar includes "File", "Edit", "Record", "Search", "Scripts", and "Help". A red arrow points to the "Record" menu, which is open and shows the following options:

- View Record
- Show Related Chemical Inventory Records
- Show Related Contacts
- Sort
- Show All Records (Ctrl+J)
- New Facility (Ctrl+N)
- Duplicate Facility (Ctrl+U)
- Delete Facility (Ctrl+D)
- Delete All Records
- Validate Record (Ctrl+L)
- Go To

The main window displays a table with the following data:

City *	County	Address *	State *	Zip *
ENGLEWOOD	Arapahoe	6355 S Florence way	CO	80111

At the bottom of the window, there is a status bar with "75" on the left, a "Browse" button, and a scroll bar.

Tier2 Submit will highlight missing data in the record, in an interactive, step-by-step process.

Tier2Submit2016 - [Tier2Contacts]

File Edit Record Search Scripts Help

View List Facility List New Contact Help Back / Close 2 of 2 found

Contacts

Last Modified 12/21/2016

(Last or Business Name)

First Name * Sam Last * FireMarshall Title * FireMarshall

Address 101 101 ABC Street

City Englewood State CO Zip 80112

Country USA Email *

Phone Type	Phone #	
24-hr	03 741 0999	Delete
Emer	03 918 6190	Delete
		Delete

Contact Type

Emergency Contact

55 S FLore

View Facility Add Facility Remove Facility

A red * indicates a federal or state requirement.

Error noted during the Validation process.

Validation test indicates an email is missing. Click on Go To Field to fix the problem.

Message

Emergency Contact Email is required for submission.

Ignore Go To Field

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Facility Record Contact List New Chemical In Inventory Help Back / Close 2 of 2 total

Chemicals in Inventory

Last Modified 1/9/2017

Facility Name Test Organization
Report Year 2016 City Englewood State CO

CAS # 7782-50-5 EHS* Yes No Trade Secret
Chem Name* CHLORINE

Physical State & Quantity Storage Locations Mixture Components State Fields

Physical State*
 Pure Solid
 Mixture Liquid
 Gas

Hazards*

Health Effects*
 Acute
 Chronic

Chemical information identical to previous year

Max Daily Amount 500 pounds Max Code* 03 500 - 999 pounds
Average Daily Amount 500 pounds Ave Code* 03 500 - 999 pounds
Max amount in largest container 500 pounds

A red * indicates a federal or state requirement.

Example 2:

Error noted during the Validation process.

Message

One of the check boxes, pure or mixture, must be checked.

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View Record Chem Inventory List Contact List New Facility View All Facilities Help 1 of 1 found

Found Facilities

Facilities which have a contact of Sam FireMarshall

Report Year *	Facility Name *	City *	County	Address*	State *	Zip *
2016	Test Organization	ENGLEWOOD	Arapahoe	6355 S Florence way	CO	80111

Message

This facility record passed all the validation checks.

OK

Example 3:

This facility passed validation!



Option 2
Run a **Validation Report** if you have multiple facilities. This can help you identify which facilities have errors, and then you can use **Validate Record** to focus on any errors in each facility.

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

Open
Close Ctrl+W
Import\Export
Make KML File
Make Validation Report
Create Submission
Exit Ctrl+Q

Inventory List Contact List New Facility Quick Report Help

Last Modified 12/21/2016

Facility Name * Test Organization
If different, include both company name and facility name in the facility name field. List company name first.

Department Preparedness unit Report Year * 2016

Location ID and Regs Contacts State Fields Attachments

Location Where Hazardous Chemicals are Present Mailing Address (if different)

Street * 6355 S Florence way

City * ENGLEWOOD State * CO Zip * 80111

County * Arapahoe Fire District * ARAPAHOE Country US

Emergency 24-Hour Phone Number 303 618 9856

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).
[Need help finding your lat/long values?](#)

Latitude * 39.600462 Longitude * -104.873362

A red * indicates a federal or state requirement.

Make a Validation Report

Click on 'All Records' to validate all your facilities.

The screenshot shows a web browser window titled "Tier2Submit2016 - [Tier2Navigator]". The browser's menu bar includes "File", "Edit", "Scripts", and "Help". The main content area displays a dialog box titled "Tier2 Submit Validation Report".

Inside the dialog box, the text "Select records to include:" is followed by three radio button options:

- Current Record (Test Organization)
- Found Set (ALL 2 RECORDS)
- All Records

At the bottom of the dialog box, there are two buttons: "Make Report" and "Cancel". A red arrow from the text box on the left points to the "All Records" radio button.

Tier2Submit2016 - [Tier2Navigator]

File Edit Records Scripts Help

Pages 1 1 Total

Save as Excel Print Report Print Setup

Layout: PreviewValReport View As: Exit Preview

Tier Two Emergency and Hazardous Chemical Inventory December 21, 2016
VALIDATION REPORT Page 1

-----END OF VALIDATION REPORT-----
-----ALL FACILITIES PASS VALIDATION CHECK.-----

150 Preview

Validation Report
Success



The final step is to Create Submission

"Create Submission" creates the report to send to the state.

Click on 'File' to start the process.

The screenshot shows the Tier2Submit2016 application window. The title bar reads "Tier2Submit2016" and the menu bar includes "File", "Edit", "Record", "Search", "Scripts", and "Help". The main window displays the "Tier2Facilities" interface with a navigation bar containing "View List", "Chem Inventory List", "Contact List", "New Facility", "Quick Report", and "Help". A status bar indicates "1 of 1 found".

The "Facilities" section is titled "Facilities" and shows "Last Modified 12/21/2016". The form contains the following fields:

- Facility Name *
If different, include both company name and facility name in the facility name field. List company name first.
- Department
- Report Year *

Below these fields are tabs for "Location", "ID and Regs", "Contacts", "State Fields", "Attachments", and "Certification". The "Location" tab is active, showing two sub-sections: "Location Where Hazardous Chemicals are Present" and "Mailing Address (if different)".

The "Location Where Hazardous Chemicals are Present" section includes the following fields:

- Street *
- City *
- State *
- Zip *
- County *
- Fire District *
- Country
- Emergency 24-Hour Phone Number

Below these fields is a note: "Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude)." with a link "[Need help finding your lat/long values?](#)".

The "Mailing Address (if different)" section includes the following fields:

- Latitude *
- Longitude *

Tier2Submit2016

File Edit Record Search Scripts Help

Open
Close Ctrl+W
Import\Export
Make KML File
Make Validation Report
Create Submission
Exit Ctrl+Q

Inventory List Contact List New Facility Quick Report Help 1 of 1 found

Last Modified 12/21/2016

* Test Organization
If different, include both company name and facility name in the facility name field. List company name first.
Preparedness unit Report Year * 2016

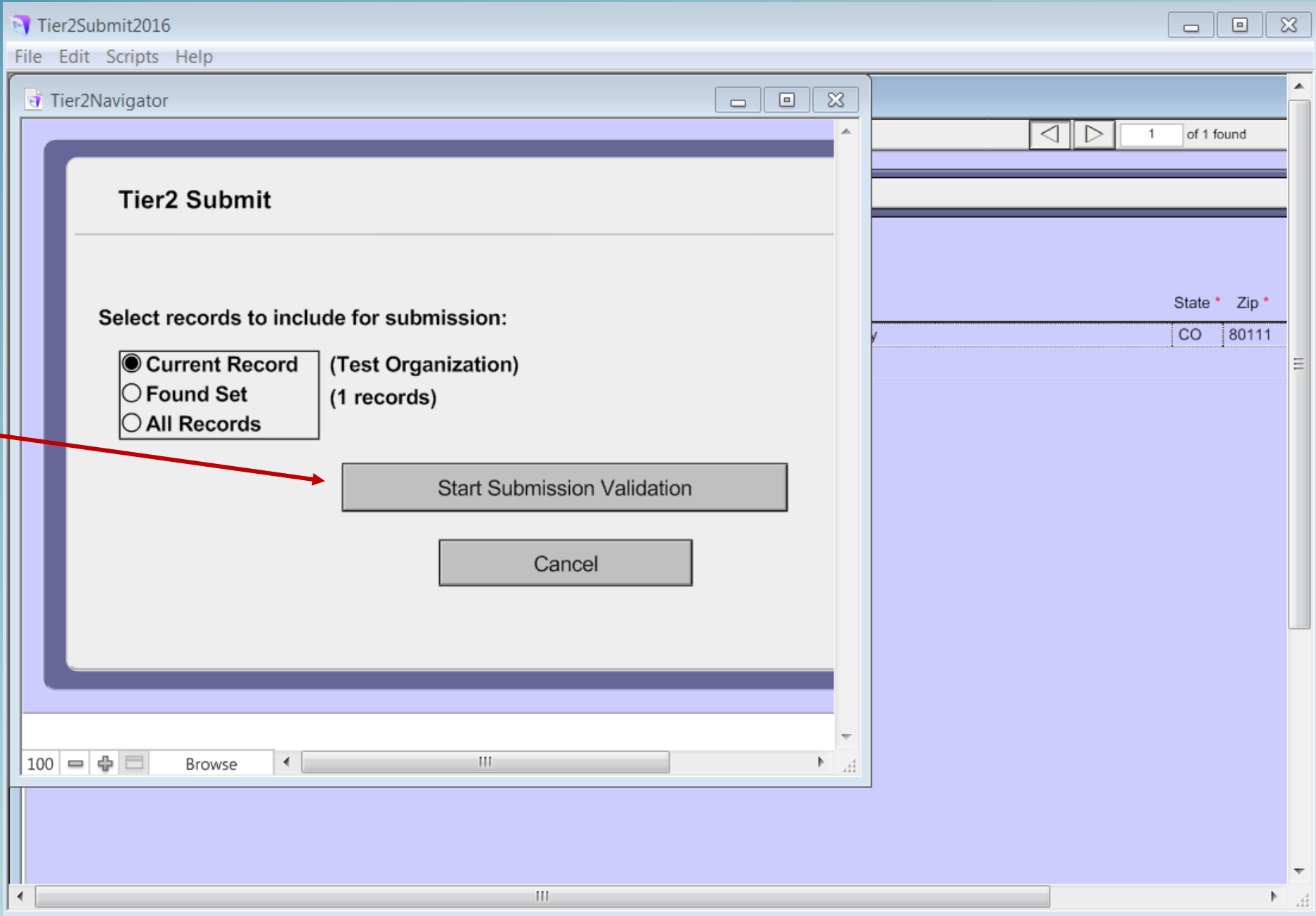
Location ID and Regs Contacts State Fields Attachments Certification

Location Where Hazardous Chemicals are Present Mailing Address (if different)

Street * 6355 S Florence way
City * ENGLEWOOD State * CO Zip * 80111
County * Arapahoe Fire District * ARAPAHOE Country USA
Emergency 24-Hour Phone Number 303 618 9856

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).
[Need help finding your lat/long values?](#)

Latitude * 39.600462 Longitude * -104.873362



Tier2 Submit Validation Check Status:
PASSED

View Validation Report

Steps for submitting your Tier2 Information

(1) First check your state's submission requirements:

[State Submission Requirements](#)

(2) Select a submission method that is accepted by your state:

A submission file (.t2s) containing all of the fields supported by Tier2 Submit.

Create Electronic Submission File

A paper report containing all of the fields supported by Tier2 Submit.

Create Paper Report

(3) Submit the file or printed report per your state submission requirements.

The Tier II Inventory Form (PDF) is available from:

[EPA Website](#)

Cancel

Click on
Create
Electronic
Submission
File

Tier2 Submit will ask you where, in your computer files, you want to save the Submission file.

Tier2Submit2016 - [Tier2Navigator]

File Edit Scripts Help

Close

Export started at:12/21/2016, 12:10:32 PM
Tier2Phone table was exported.
Tier2Contacts table was exported.
Tier2ContactsLink table was exported.
Tier2ChemInvLocations table was exported.
Tier2ChemInvMixtures table was exported.
Tier2ChemicalsInventory table was exported.
Tier2FacilityIDs table was exported.
Tier2AttachmentLinks table was exported.
Attachments were exported.
Tier2Facilities table was exported.
Validating XML File.

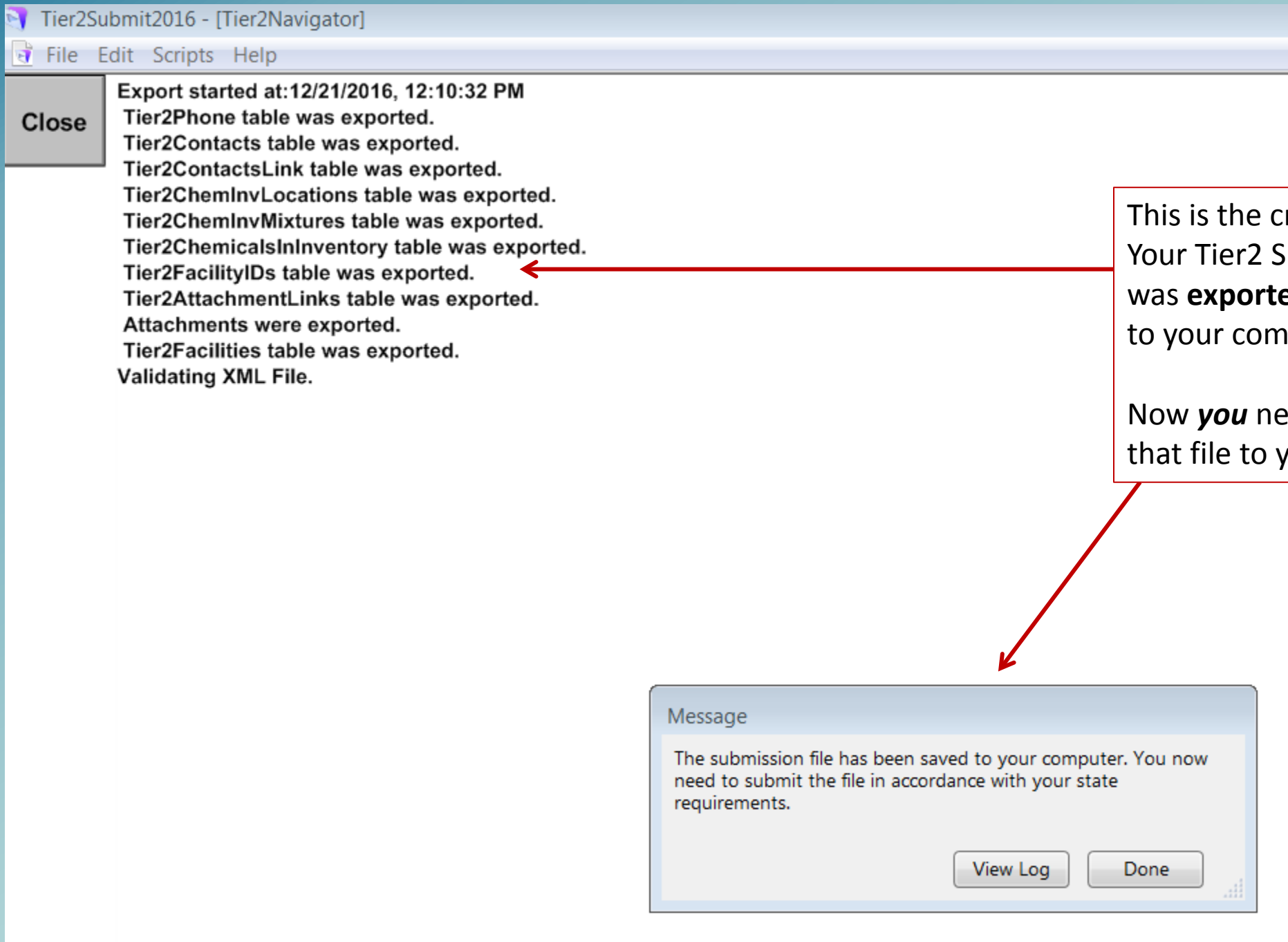
This is the critical piece. Your Tier2 Submit report was **exported** and **saved** to your computer.

Now **you** need to send that file to your state.

Message

The submission file has been saved to your computer. You now need to submit the file in accordance with your state requirements.

View Log Done



You are not finished after you click “Create Electronic Submission File”.

You must submit the Tier2 Submit file by *sending* the file to your state. Specific instructions for your state are [here](#).

Tier2 Submit does not send it anywhere. It stores it on your computer for you to send.

➤ REMEMBER TO USE THE **HELP FUNCTION** IN TIER2 SUBMIT

➤ FOR OTHER SOURCES OF TIER II INFORMATION:

- The EPA website has more information at <https://www.epa.gov/epcra>
- EPCRA Fact sheet, Office of Emergency Management
https://www.epa.gov/sites/production/files/2013-08/documents/epcra_fact_sheet.pdf
- [List of Lists](#)
- Dun & Bradstreet numbers can be found at
<https://iupdate.dnb.com/iUpdate/companylookup.htm>
- For NAICS codes <https://www.naics.com/search/>
- For details on EPCRA implementing regulations, refer to [40 CFR part 370](#)
- For the actual CERCLA Superfund Title III [EPCRA Public Law](#)
- [State-specific requirements](#)



Reminder, the deadline to submit is
March 1st of every year.

Now it is *your* turn.