

TIER 2

SUBMIT



U.S. Environmental Protection Agency

Chemical Emergency and Preparedness Office



National Oceanic and Atmospheric Administration

Office of Response and Restoration/Hazardous Materials Response
Division

Training Overview

Training Section A

- **What is a Tier II Report?**
- **Who uses Tier II Reports?**
- **Who has to file a Tier II Report?**
- **Reporting Thresholds**
- **EHS and Mixtures**
- **Basic Tier II Information**
- **Trade Secret, Storage Confidentiality, Certification**

**Section A Tier II reporting information
courtesy of Sean O’Leary & Ryan Zollicoffer
Illinois Emergency Management Agency**



Training Overview

Training Section B

- **Tier2 Submit Overview**
- **Downloading Tier2 Submit**
- **Using Tier2 Submit**

**Section B - Tier2 Submit slides and information
courtesy of Christopher J. Burgess**

U.S. EPA Chemical Emergency Preparedness & Prevention Office



What is a Tier II Report?

- Federal “Emergency Planning and Community Right to Know Act” (EPCRA) requires submittal of an “Emergency and Hazardous Chemical Inventory” report.
- The most common version of this is the Tier II report.
- This report is used by emergency planners, responders, and the public.

What is a Tier II Report?

The Tier II is an annual report containing facility and chemical information designed to:

- Facilitate Emergency Planning
- Educate Emergency Responders
- Inform the Community

A Basic Tier II Form

Tier Two EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY <i>Specific Information by Chemical</i>	Facility Identification Name _____ Street _____ City _____ County _____ State _____ Zip _____ SIC Code _____ Dun & Brad Number _____		Owner/Operator Name Name _____ Phone () _____ Mail Address _____	
	FOR OFFICIAL USE ONLY		Emergency Contact Name _____ Title _____ Phone () _____ 24 Hr. Phone () _____ Name _____ Title _____ Phone () _____ 24 Hr. Phone () _____	
	ID# _____ Date Received _____			

Important: Read all instructions before completing form Reporting Period From January 1 to December 31, 19____ Check if information below is identical to the information submitted last year.

Chemical Description	Physical and Health Hazards <i>(check all that apply)</i>	Inventory	Confidential Type Pressure Temperature	Storage Codes and Locations (Non-Confidential) <i>Storage Locations</i>	Optional									
CAS _____ Trade Secret _____ Chem. Name _____ Check all that apply <input type="checkbox"/> Pure <input type="checkbox"/> Mix <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> EHS EHS Name _____	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) _____ Avg. Daily Amount (code) _____ No. of Days On-site (days) _____	<table border="1" style="width:100%; height: 40px;"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>										_____ _____ _____	<input type="checkbox"/>
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Certification (Read and sign after completing all sections) I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through _____, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.		Optional Attachments <input type="checkbox"/> I have attached a site plan <input type="checkbox"/> I have attached a list of site coordinate abbreviations <input type="checkbox"/> I have attached a description of dikes and other safeguards measures
Name and official title of owner/operator OR owner/operator's authorized representative _____	Signature _____	Date signed _____

Who uses Tier II Reports?

- Emergency Responders
- LEPCs
- SERCs
- TERCs
- The Public

Emergency Responders

Emergency Responders use Tier II reports before and during emergencies.

Before...

- Review new and unfamiliar chemicals.
- Use reports during site visits and pre event planning.

During and Emergency....

- Identify Physical and Health Hazards of chemicals on site.
- Locate chemicals within the facility.
- Check chemical amounts and storage conditions.
- Call Emergency Contacts.



Local Emergency Planning Committees (LEPCs)

The LEPC is the local repository for Tier II reports in their planning district.

LEPCs:

- Use the Tier II reports in emergency planning.
- Provide Tier II report access to the public.

LEPCs can prioritize planning in their district by reviewing Tier II reports as a guide.

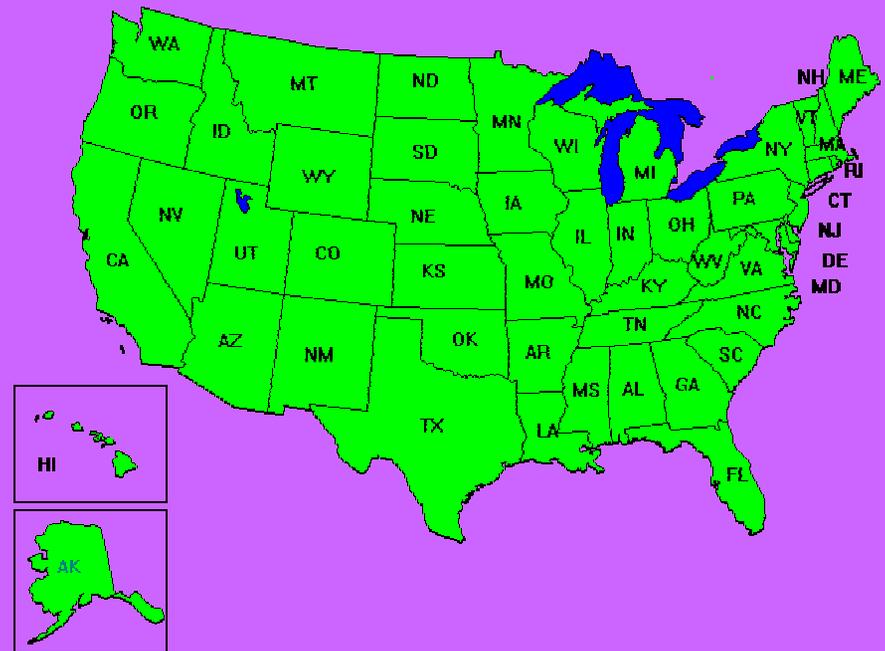
State Emergency Response Commission (SERC)

SERCs are the state repository for Tier II Reports.

Most SERCs enters Tier II Reports into a database:

- Used to prepare mailings
- Ensure compliance.

SERCs may provide Tier II data to LEPCs and Fire Departments.



The Public

- EPCRA stands for *Emergency Planning and Community Right to Know Act*.
- The public has a right to view Tier II reports.
- LEPCs and SERCs provide public access to Tier II information.

Who has to file a Tier II Report?

- If you are required to have a Material Safety Data Sheet (MSDS) for the material, then it's a hazardous chemical.
 - Some chemicals are Extremely Hazardous Substances (EHS).
 - Most MSDS will indicate EHS.
 - The US EPA "List of Lists" is the official list of EHS chemicals.

You can download the list from

<http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/index.html>

Reporting Thresholds

- Based on the maximum amount on site during the year.
- If it is an EHS, the threshold is either:
 - 500 pounds or
 - the threshold planning quantity (TPQ), whichever is lower.
- If it isn't an EHS, the reporting threshold is 10,000 pounds.
 - Rule of thumb, that's about 22 55-gallon drums of water.
- If the LEPC asks for the information, the threshold becomes 0 pounds.

EHS and Mixtures

- The rule requires reporting of the Extremely Hazardous Substances in mixtures.
- **Report** when the mixture contains more than 10,000 pounds of the EHS in the mixture.
- **Do not report** if the mixture contains less than the TPQ of the EHS component. To do this, calculate the amount of EHS in the mixture (1000 pounds of mixture, EHS is 25% by weight, therefore 250 pounds of EHS).
- An easier way to determine if reporting is required is to assume the entire amount in the mixture is an EHS and, if it is above the TPQ for the EHS, report. This method is less work, but it is less precise.

Basic Tier II Information

- Facility Name, address, SIC code, and Dun & Bradstreet Number.
- Owner/Operator: Name, address, and phone number.
- Emergency Contacts: (usually 2 contacts), Daytime phone and 24-hour emergency phone.

(Top of the form)

Page _____ of _____ pages
Form Approved OMB No. 2060-0072

Tier Two EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY <i>Specific Information by Chemical</i>	Facility Identification Name _____ Street _____ City _____ County _____ State _____ Zip _____ SIC Code _____ Dun & Brad Number _____	Owner/Operator Name Name _____ Phone () _____ Mail Address _____
	FOR OFFICIAL USE ONLY ID # _____ Date Received _____	Emergency Contact Name _____ Title _____ Phone () _____ 24 Hr. Phone () _____ Name _____ Title _____ Phone () _____ 24 Hr. Phone () _____

Basic Tier II Information

- Chemical name, CAS number.
- Physical state
 - Pure or mixture; Solid, liquid, gas; EHS
 - Check all that apply
- Mixtures usually don't have CAS number.
- MSDS should identify the EHS name.

Chemical Description						
CAS	_____	Trade	_____	Secret	_____	
Chem. Name	_____					
Check all that apply	<input type="checkbox"/>					
	Pure	Mix	Solid	Liquid	Gas	EHS
EHS Name	_____					

CAS	_____	Trade	_____	Secret	_____	
Chem. Name	_____					
Check all that apply	<input type="checkbox"/>					
	Pure	Mix	Solid	Liquid	Gas	EHS
EHS Name	_____					

CAS	_____	Trade	_____	Secret	_____	
Chem. Name	_____					
Check all that apply	<input type="checkbox"/>					
	Pure	Mix	Solid	Liquid	Gas	EHS
EHS Name	_____					

Basic Tier II Information

Physical and Health Hazards

- Usually found on MSDS.

Inventory Codes

- Maximum Daily Amount on site
- Average Daily Amount on site
- No. of Days on site (1-365)

Storage Codes and Location

- Codes for storage container, pressure and temp. can be found on the Tier II instruct.
- In the Storage Locations be descriptive e.g. *Bldg 1 Quad 4 Silver Cylinders*

Physical and Health Hazards <i>(check all that apply)</i>	Inventory	Container Type Pressure Temperature	Storage Codes and Locations (Non-Confidential) <i>Storage Locations</i>	Optional																	
<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input type="checkbox"/> Immediate (acute) <input type="checkbox"/> Delayed (chronic)	Max. Daily Amount (code) <input type="text"/> <input type="text"/> Avg. Daily Amount (code) <input type="text"/> <input type="text"/> No. of Days On-site (days) <input type="text"/> <input type="text"/> <input type="text"/>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>													<table border="1"> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>						<input type="checkbox"/>
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Trade Secret, Storage Confidentiality, Certification

- **Trade Secrets:**
 - A facility may claim a trade secret. This must be done with the US EPA before the Tier II report is submitted.
 - Simply stamping everything confidential and trade secret does not guarantee that the LEPC will withhold this information.
- **A facility may claim location confidentiality:**
 - Facility must submit a sanitized version (without locations) on the regular form and a confidential version with locations.
 - The general public will only receive the sanitized version from the LEPC.
- **Certification:**
 - Owner/Operator (or authorized rep) must sign and date the Tier II form
 - Pay any state filing fees
 - Check off attachments such as a site plan map, list of safeguards etc.

Tier2 Submit Overview



is a software program developed by the Environmental Protection Agency (EPA) and National Oceanic Atmospheric Administration (NOAA) for use by facilities to enter and submit Emergency Planning and Community Right-to-Know Act (EPCRA) 311/312 chemical information, commonly known as **Tier II reports**.

Tier2 Submit will allow users to enter multiple facilities, chemicals and contacts. The program also includes many of the state's additional data requirements.

Tier2 Submit Overview

You can use Tier2 Submit in two main ways:

- **Facilities:** Enter, store, print and export Tier II information to States, LEPCs and Fire Departments. Tier2 Submit is designed to help the reporting facility enter the data efficiently and submit the electronic information easily.
- **States, LEPCs & Fire Depts:** Receive Tier2 Submit files from facilities to store or import into CAMEO for emergency planning.

Tier2 Submit was developed to ease the paper burden of reporting facilities and the data entry burden of States, LEPCs, and Fire Departments who use CAMEO.

Tier2 Submit Overview

Tier2 Submit is organized in three modules (parts):

- **Facilities module** - where the user enters their business name, address, Standard Industrial Code, etc.
- **Contacts module** - where the user enters addresses and phone numbers for the facility's owner/operator, emergency contact, and other contacts
- **Chemicals in Inventory module** - where the user enters chemical property and storage information, etc.

Tier2 Submit Overview

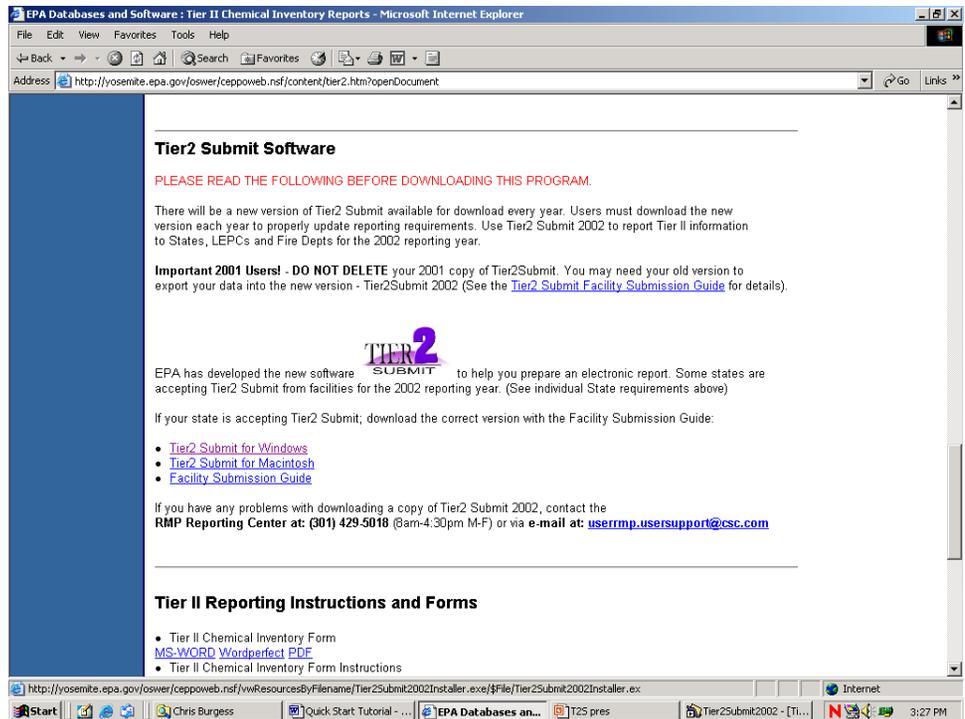
- The user can navigate to each of these modules freely to add, delete or edit the information.
- Tier2 Submit has virtually unlimited capacity so even companies with thousands of facilities can use the software effectively.
- Tier2 Submit is also designed with basic and advanced search features, so facilities, States, LEPCs and Fire Departments can search by county or State for efficient regulatory submission or emergency planning tasks.

Downloading Tier2 Submit

- You can obtain the latest Tier2 Submit information and a free copy of the software at the Tier2 Submit web site <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/tier2.htm>

- Around 10.5 MB download

- Download the **Facility Submission Guide** for easy to follow instructions and references



The screenshot shows a Microsoft Internet Explorer browser window displaying the EPA website page for downloading Tier 2 Submit software. The address bar shows the URL: <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/tier2.htm?openDocument>. The page content includes:

- Tier2 Submit Software**
- A red warning: **PLEASE READ THE FOLLOWING BEFORE DOWNLOADING THIS PROGRAM.**
- Text: "There will be a new version of Tier2 Submit available for download every year. Users must download the new version each year to properly update reporting requirements. Use Tier2 Submit 2002 to report Tier II information to States, LEPCs and Fire Depts for the 2002 reporting year."
- Important 2001 Users!** - DO NOT DELETE your 2001 copy of Tier2Submit. You may need your old version to export your data into the new version - Tier2Submit 2002 (See the [Tier2 Submit Facility Submission Guide](#) for details).
- A logo for **TIER 2 SUBMIT**.
- Text: "EPA has developed the new software to help you prepare an electronic report. Some states are accepting Tier2 Submit from facilities for the 2002 reporting year. (See individual State requirements above)"
- Text: "If your state is accepting Tier2 Submit, download the correct version with the Facility Submission Guide:"
- Links: [Tier2 Submit for Windows](#), [Tier2 Submit for Macintosh](#), and [Facility Submission Guide](#)
- Text: "If you have any problems with downloading a copy of Tier2 Submit 2002, contact the RMP Reporting Center at: (801) 429-5018 (8am-4:30pm M-F) or via e-mail at: userrmp.usersupport@csc.com"
- Tier II Reporting Instructions and Forms**
- Links: [Tier II Chemical Inventory Form MS-WORD Wordperfect PDF](#) and [Tier II Chemical Inventory Form Instructions](#)

The taskbar at the bottom shows the Start button, several open applications including "Chris Burgess", "Quick Start Tutorial", "EPA Databases and Software", "T2S pres", and "Tier2Submit2002 - [Ti...]", and the system clock showing 3:27 PM.

Using Tier2 Submit Software

Some points to remember:

- Federally required fields are marked with a blue asterisk *
- State required fields are marked with a red X.
- Your data is automatically saved as you enter it, there is no separate "save" function.

If you need Tier2 Submit field definitions or further explanation

just click the



button at the top of any module for

the complete Users Manual.

Facility Module

First Screen –
proceed to fill out
the facility's
information.

The screenshot shows the 'Tier2Submit2002 - [Tier2Facilities]' application window. The main form is titled 'Facilities' and includes the following fields and sections:

- Report Year:** 2002
- Facility Name:** ACME Chemical
- Street:** 4567 Pratt St.
- City:** Baltimore
- County:** None
- State:** MD
- Zip:** 21205

Below the main form is a section titled 'Location & ID' with sub-tabs for 'Contacts', 'State Fields', 'Certification', and 'Notes'. The 'Contacts' tab is active, showing a table with the following data:

ID Type	ID	Description
Dun & Bradstreet	21-985-1254	
SIC	2491	WOOD PRESERVING

Additional fields in the 'Location & ID' section include:

- Number of Employees:** 25
- Latitude:** 46.9801
- Longitude:** 118.2836
- Method for determining Latitude and Longitude:** I1 - Interpolation (Map)
- FC - Facility Centroid:** Description of location identified by Latitude and Longitude
- Check if all chemicals in inventory are identical to last year's submission

A note at the bottom of the form states: 'A Blue * indicates a federal requirement. A red x indicates a state requirement.'

The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft PowerPoint, Quick Start Tutorial, Tier2Submit2002, CHAPTER 1 - Welcome to...), and the system clock showing 3:21 PM on 3/21/02.

Facility Module – Facility Information

Facilities Last Modified 11/4/2002

Report Year *

Facility Name *

Street *

City * County State * Zip*

Location & ID		Contacts	State Fields	Certification	Notes
ID Type	ID	Description			
Dun & Bradstreet	<input type="text" value="21-985-1254"/>	<input type="button" value="Delete"/>			
SIC	<input type="text" value="2491"/>	WOOD PRESERVING <input type="button" value="Delete"/>			
		<input type="button" value="Delete"/>			
Number of Employees <input type="text" value="25"/>					
Latitude <input type="text" value="46.9801"/>	Longitude <input type="text" value="118.2836"/>	<input type="text" value="I1 - Interpolation (Map)"/>			
Enter decimal latitude and longitude e.g. 46.9801 118.2896		Method for determining Latitude and Longitude			
		<input type="text" value="FC - Facility Centroid"/>			
		Description of location identified by Latitude and Longitude			
<input checked="" type="checkbox"/> Check if all chemicals in inventory are identical to last year's submission					

A Blue * indicates a federal requirement. A red x indicates a state requirement.

Facility Module - Location & ID

- SIC/NAICS codes and Dun & Bradstreet are required.
- States may require other IDs.

The screenshot shows the 'Tier2Submit2002 - [Tier2Facilities]' application window. The 'Facilities' form is active, displaying the following information:

Report Year * 2002
Facility Name * ACME Chemical
Street * 4567 Pratt St.
City * Baltimore County None State * MD Zip * 21205

The 'Location & ID' tab is selected, showing a table with the following data:

ID Type	ID	Description	
Dun & Bradstreet	21-985-1254		Delete
SIC	2491	WOOD PRESERVING	Delete
			Delete

Number of Employees 25

Latitude 46.9801 Longitude 118.2836
Enter decimal latitude and longitude
e.g. 46.9801 118.2896

I1 - Interpolation (Map)
Method for determining Latitude and Longitude

FC - Facility Centroid
Description of location identified by
Latitude and Longitude

Check if all chemicals in inventory are identical to last year's submission

A Blue * indicates a federal requirement. A red x indicates a state requirement.

Contacts

Federal contact requirements include:

- 1.) Owner/Operator w/ address & phone.
- 2.) At least one Emergency Contact w/ 24 hour phone number.

mit2002 - [Tier2Facilities]

Record Search Scripts Window Help

View List Chem Inventory List **Contact List** New Facility Help

Facilities Last Modified 9/25/2002

Report Year * 2002
Facility Name * ACME Chemical
Street * 4567 Pratt St.
City * Baltimore County State * MD Zip * 21205

Location & ID **Contacts** State Fields Certification Notes

Double Click on a row to view additional contact information.

Federal Requirements include: Owner / Operator Name*, mail address*, phone* & 1 emergency contact* with name* & 24 hr phone*

Add Contact Remove Contact

A Blue * indicates a federal requirement. A red x indicates a state requirement.

Contacts

- Enter the Owner/Operators complete address w/ Phone Type, Phone # and be sure to choose “Owner/Operator” from the pull-down menu.

Tier2Submit2002 - [Tier2Contacts]

File Edit Scripts Window Help

Contacts Last Modified 10/2/2002

(Last or Business Name)

First Name Last Title

Address

City State Zip Email

Phone Type	Phone #	Contact Type
<input type="text" value="Mobile - Cell"/>	<input type="text" value="410-555-1212"/>	<input type="text" value="Owner / Operator"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Emergency Contact"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Owner / Operator"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Regulatory Point of Contact"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Submitter"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Billing"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Mailing"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Other"/>

Contacts

- Next enter the first Emergency Contact – click the “Add Contact” button to start.

Location & ID	Contacts	State Fields	Certification	Notes
Double Click on a row to view additional contact information.				
Name	Smith	Walter		
Contact Type	Owner / Operator			

Federal Requirements include: Owner / Operator Name^{*}, mail address^{*}, phone^{*} & 1 emergency contact^{*} with name^{*} & 24 hr phone^{*}

A Blue ^{*} indicates a federal requirement. A red ^x indicates a state requirement.

Contacts

- Enter the Emergency Contact's Phone # and be sure to choose "24-hour" from the Phone Type pull-down menu.
- Choose "Emergency Contact" from the Contact Type pull down menu.
- Click Done.

Contacts Last Modified 10/2/2002

(Last or Business Name)

First Name Last Title

Address

City State Zip Email

Phone Type	Phone #	
24-hour	410-555-9806	Delete
24-hour		Delete
Emergency		
Beeper - Pager		
FAX		
Home		
Mobile - Cell		

Contact Type

Emergency Contact

Done Cancel

Facility Module - State Fields

Click the State Fields tab – if there are additional state requirements for your state ; be sure to enter all the appropriate data.

The screenshot shows a web interface with five tabs: Location & ID, Contacts, State Fields, Certification, and Notes. The 'State Fields' tab is selected and circled in red. Below the tabs, the text reads: "Delaware requests the following:" followed by "Reporting Status" with a red 'x' and an empty input field. Further down, there are four more fields: "Site Name" (red 'x'), "Development / Industrial Park" (red 'x'), "Site Phone" (red 'x'), and "Site Fax" (red 'x'), each with an empty input field. At the bottom, there is a section for "Requested Contacts:" with a red 'x' and the text "Third Emergency & Regulatory POC" and "4th & 5th Emergency Requested". A legend at the very bottom states: "A Blue x indicates a federal requirement. A red x indicates a state requirement."

Location & ID	Contacts	State Fields	Certification	Notes
Delaware requests the following:				
Reporting Status x <input type="text"/>				
Site Name x <input type="text"/>				
Development / Industrial Park x <input type="text"/>				
Site Phone x <input type="text"/> Site Fax x <input type="text"/>				
Requested Contacts: x Third Emergency & Regulatory POC 4th & 5th Emergency Requested				

A Blue x indicates a federal requirement. A red x indicates a state requirement.

Chemicals in Inventory

Click the....

“Chem Inventory List”
button to begin entering
the facility’s chemical
information.

mit2002 - [Tier2Facilities]

Record Search Scripts Window Help

View List **Chem Inventory List** **Contact List** **New Facility** **Help**

Facilities Last Modified 11/14/2002

Report Year * 2002
Facility Name * ACME Chemical
Street * 4567 Pratt St.
City * Baltimore County None State * DE Zip * 21205

Location & ID Contacts **State Fields** Certification Notes

Delaware requests the following:
Reporting Status ×

Site Name ×
Development / Industrial Park ×
Site Phone × Site Fax ×

Requested Contacts: × Third Emergency & Regulatory POC
4th & 5th Emergency Requested

A Blue * indicates a federal requirement. A red × indicates a state requirement.

Chemicals in Inventory

Enter the facility's first reportable chemical
– you can use the “Lookup Chemical Name”
feature to find chemicals and CAS#s -
However this is not a regulatory list.

Tier2Submit2002 - [Tier2ChemicalsInInventory]
File Edit Record Search Scripts Window Help

Chemicals in Inventory Last Modified 9/25/2002

Facility Name
Report Year City State

CAS # EHS* 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"/> Solid	<input type="checkbox"/> Fire	<input type="checkbox"/> Acute
<input type="checkbox"/> Mixture	<input type="checkbox"/> Liquid	<input type="checkbox"/> 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 *

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

A Blue * indicates a federal requirement. A red x indicates a state requirement.

Chemicals in Inventory – Physical State & Quantity

- Enter all the Physical State, Hazards and Health Effects that apply.

- Max and Ave Code pull down menus are provided.

- Reminder: federally required fields are marked with a blue * and state required fields are marked with a red x.

Tier2Submit2002 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Window Help

Quantity [dropdown]
Records: 2
Found: 1

View List Facility Record Contact List **New Chemical In Inventory** Help

Chemicals in Inventory Last Modified 9/25/2002

Facility Name ACME Chemical
Report Year 2002 City Baltimore State MD

CAS # 7782-50-5 EHS* Trade Secret
Chem Name * CHLORINE

Physical State & Quantity Storage Locations Mixture Components State Fields

Physical State *
 Pure Solid
 Mixture Liquid
 Gas

Hazards
 Fire
 Pressure
 Reactive

Health Effects
 Acute
 Chronic

Check all that apply

Chemical information identical to previous year Days On Site * 365

Max Daily Amount 8500 pounds Max Code * 03 1,000 - 9,999 pounds
Average Daily Amount 3000 pounds Ave Code * 03 1,000 - 9,999 pounds
Max amount in largest container [dropdown]

01 0 - 99 pounds
02 100 - 999 pounds
03 1,000 - 9,999 pounds
04 10,000 - 99,999 pounds
05 100,000 - 999,999 pounds
06 1,000,000 - 9,999,999 pounds
07 10,000,000 - 49,999,999 pounds
08 50,000,000 - 99,999,999 pounds
09 100,000,000 - 499,999,999 pounds
10 500,000,000 - 999,999,999 pounds

A Blue * indicates a federal requirement. A red x indicates a state requirement.

Chemicals in Inventory – Storage Locations

- Next click the Storage Locations Tab
- Click all the Storage codes that apply from the pull down menus
- When typing in location descriptions use terms found on the site map and be as descriptive as possible

The screenshot shows a software interface with four tabs: 'Physical State & Quantity', 'Storage Locations', 'Mixture Components', and 'State Fields'. The 'Storage Locations' tab is selected and circled in red. Below the tabs is a table with the following columns: 'Type * Press * Temp *', 'Location', 'Max Amount at Location', and 'Unit'. The first row contains the values 'A', '2', '4', 'Warehouse #2 Section 4', '8500', and 'pounds'. A dropdown menu is open under the 'Type' column, listing options from 'A Above ground tank' to 'J Bag'. Each row in the table has a 'Delete' button to its right. At the bottom of the table area, it says 'Each row represents one storage location'.

Type * Press * Temp *	Location	Max Amount at Location	Unit
A 2 4	Warehouse #2 Section 4	8500	pounds
A Above ground tank			
B Below ground tank			
C Tank inside building			
D Steel Drum			
E Plastic or non-metallic drum			
F Can			
G Carboy			
H Silo			
I Fiber Drum			
J Bag			

A Blue * indicates a federal requirement. A red x indicates a state requirement.

Chemicals in Inventory – State Fields

Click the State Fields tab – if there are additional state chemical requirements; be sure to enter all the appropriate data.

Then proceed to the Facilities module again by clicking the “Facility Record” button.

bmit2002 - [Tier2ChemicalsInInventory]

File Record Search Scripts Window Help

View List **Facility Record** Contact List New Chemical In Inventory Help

Chemicals in Inventory Last Modified 11/14/2002

Facility Name ACME Chemical
Report Year 2002 City Baltimore State DE

CAS # 7782-50-5 EHS* Trade Secret
Chem Name * CHLORINE

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

Delaware requests the following:

Fee classification per substance reported Extremely Hazardous Substance (EHS)

A Blue * indicates a federal requirement. A red x indicates a state requirement.

Facilities - Certification

- Click the Certification tab – click any attachments that will be submitted or have been submitted to the Fire Dept., LEPC and SERC.

- Be sure to enter the Owner/Operator's name in the Signature field and enter the date e.g. 11/27/2002.

mit2002 - [Tier2Facilities]

Record Search Scripts Window Help

View List Chem Inventory List Contact List New Facility Help

Facilities Last Modified 9/25/2002

Report Year * 2002

Facility Name * ACME Chemical

Street * 4567 Pratt St

City * Baltimore County State * MD Zip * 21205

Location & ID Contacts State Fields **Certification** Notes

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.

Failed Tier2 Submit validation State / Local Fees Total \$

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 responsible for obtaining the information, I believe the information submitted is true, accurate, and complete.

Signature * Walter Smith - Facility Operator Date Signed 10/1/2002

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

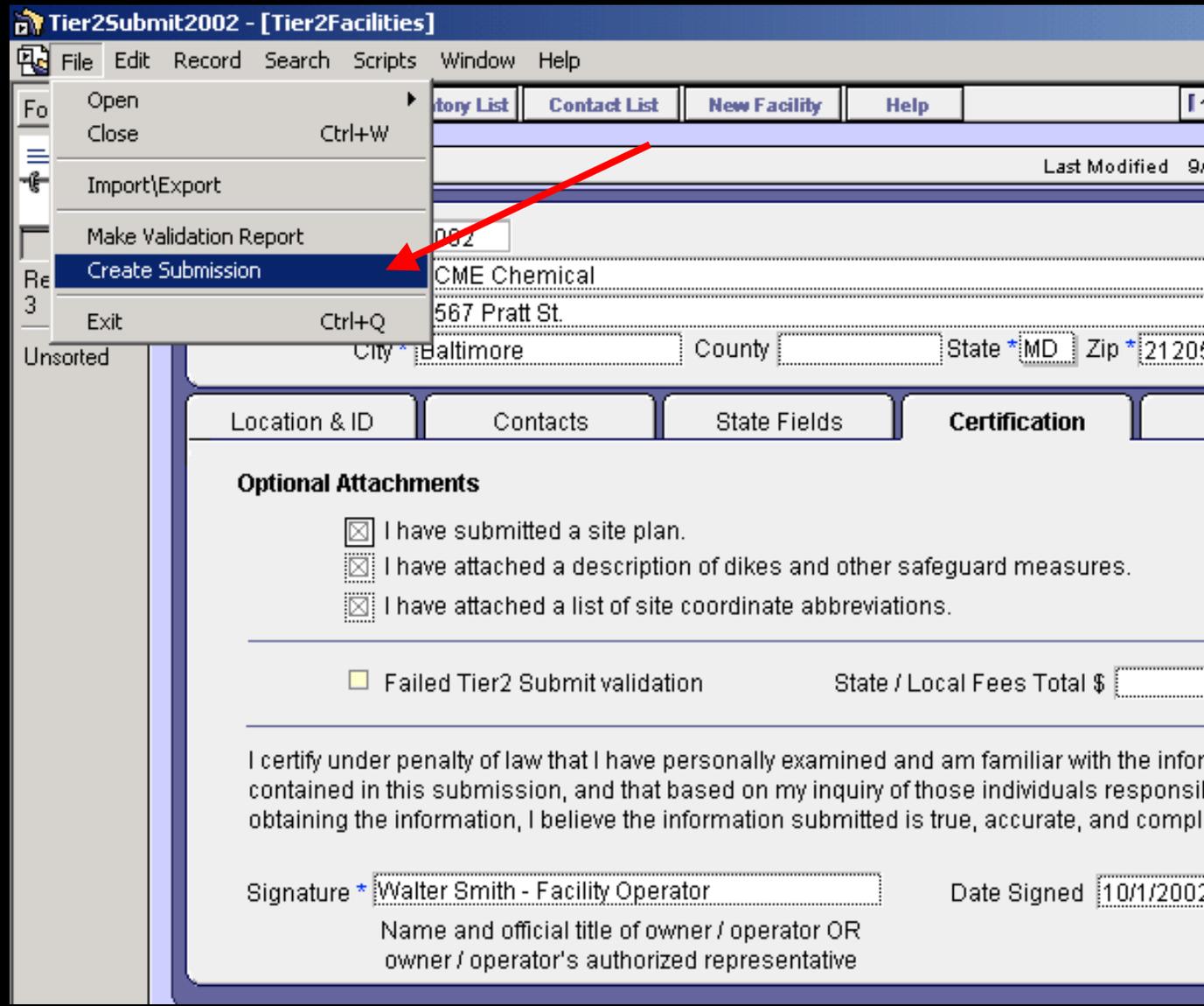
Validating the Data

- Go to the Record menu and click “Validate Record”.
- If any there is any missing data click the “Go to Field” button on the pop up window – and correct the invalid field.
- If the facility has passed all validation checks click “OK” .

The screenshot shows the 'Tier2Submit2002 - [Tier2Facilities]' application window. The 'Record' menu is open, and the 'Validate Record' option (Ctrl+L) is highlighted with a red arrow. The background shows a form with fields for 'County', 'State *MD', and 'Zip *21205'. Below the form, there is a section for 'Certification' with a checkbox for 'Failed Tier2 Submit validation' and a text area for a signature and date. The signature field contains 'Walter Smith - Facility Operator' and the date is '10/1/2002'. A footer at the bottom indicates that a blue asterisk indicates a federal requirement and a red asterisk indicates a state requirement.

Submitting the Data

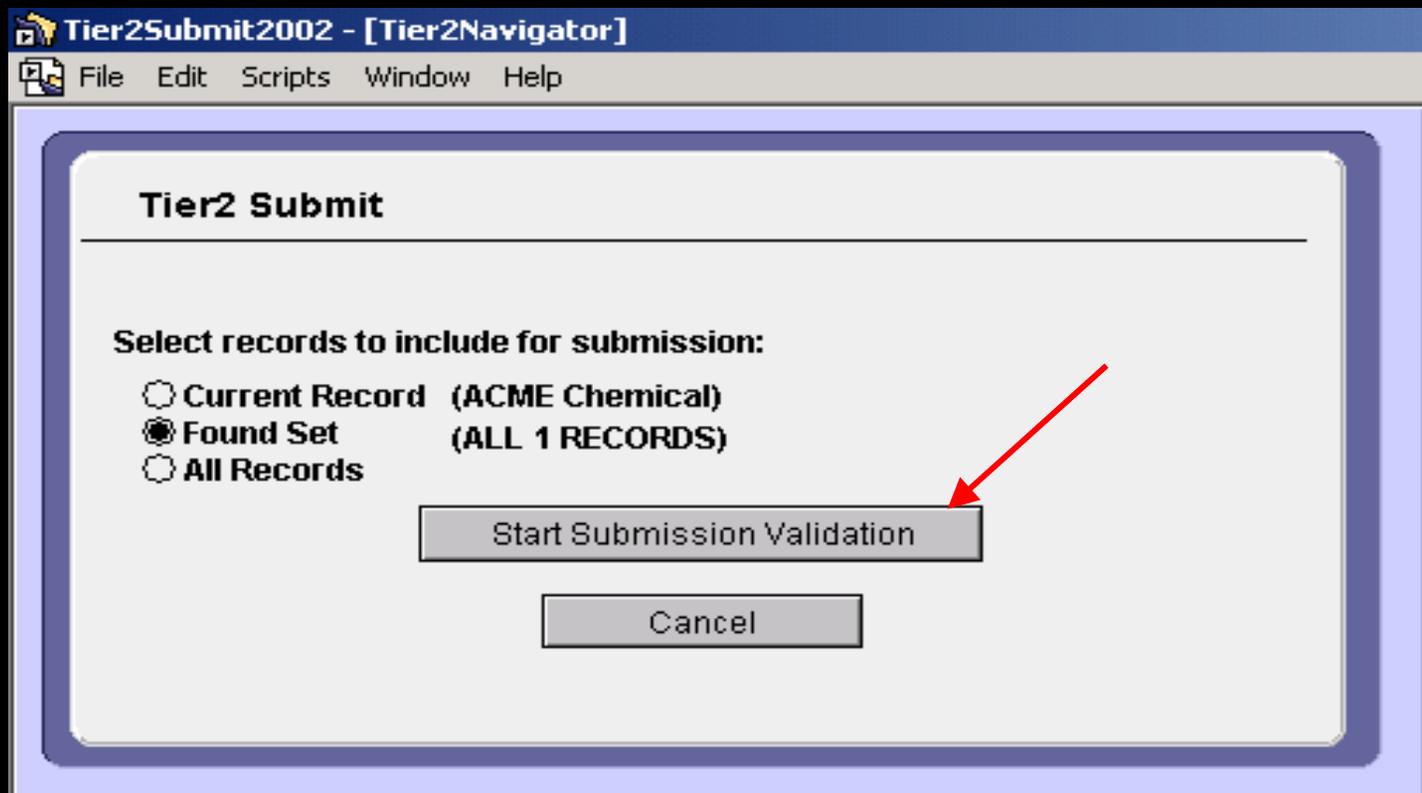
- After Validating your data, you are ready to submit the Tier II information.
- Go to the File menu on the top menu bar and click "Create Submission".



The screenshot shows the Tier2Submit2002 application window. The title bar reads "Tier2Submit2002 - [Tier2Facilities]". The menu bar includes File, Edit, Record, Search, Scripts, Window, and Help. The File menu is open, and the "Create Submission" option is highlighted with a red arrow. The main window displays a form for a facility named "CME Chemical" located at "567 Pratt St." in "Baltimore, MD". The form includes sections for "Optional Attachments" with three checked boxes: "I have submitted a site plan.", "I have attached a description of dikes and other safeguard measures.", and "I have attached a list of site coordinate abbreviations." There is also a checkbox for "Failed Tier2 Submit validation" and a field for "State / Local Fees Total \$". At the bottom, there is a signature field containing "Walter Smith - Facility Operator" and a date field containing "10/1/2002".

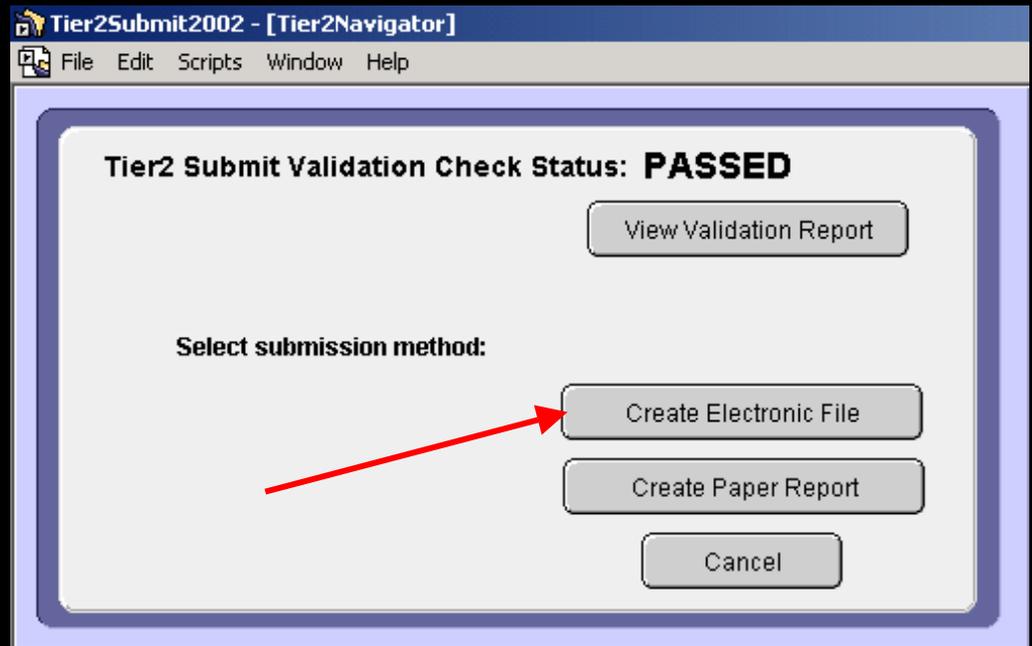
Submitting the Data

- Click the "Start Submit Validation" button.



Submitting the Data

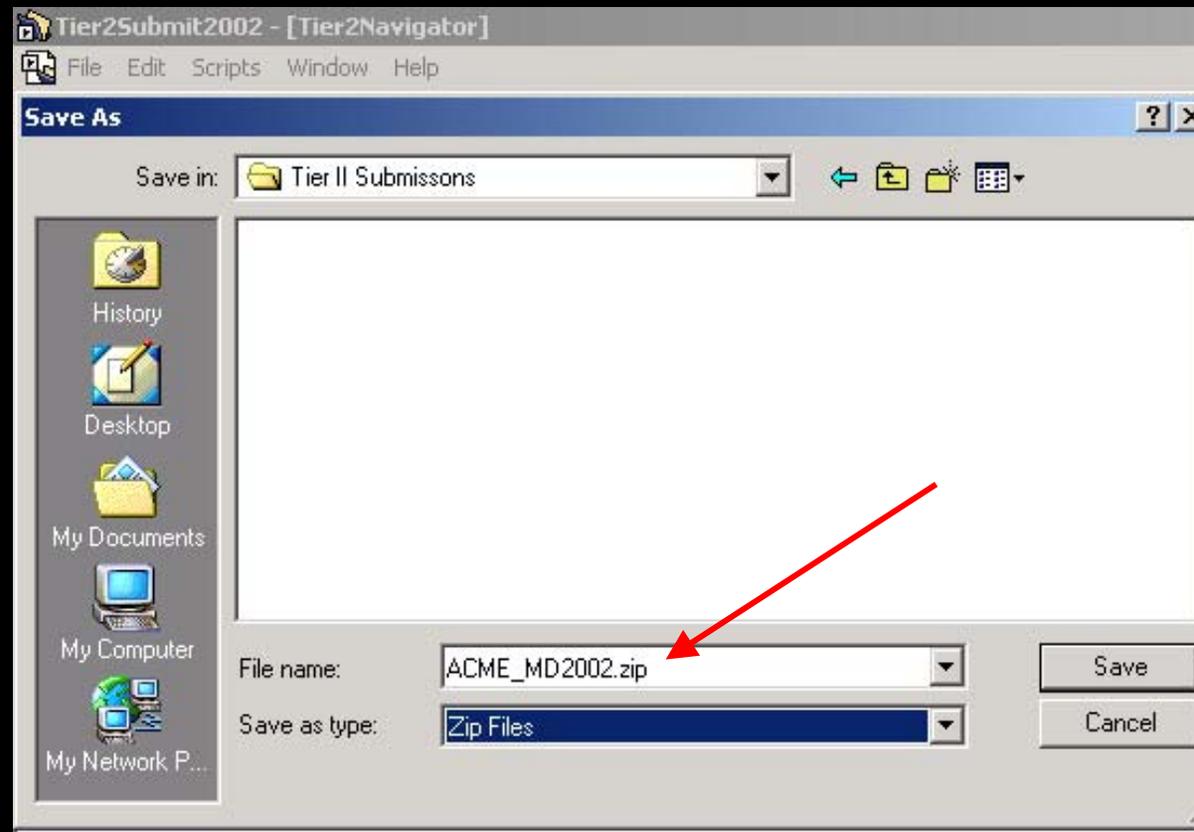
- Validation Passed.
- Now choose to Create an Electronic File or....a Paper Report.



Submitting the Data

- After you have clicked "Create Electronic File"
- In the "Save As" pop up window type the name of the file

Note: If your state prefers to receive the Tier2 Submit on diskette please save the facility's Tier2 Submit file on the 3 1/2 floppy (A:) or if your state prefers to have the Tier2 Submit file e-mailed, save the zip file to an accessible directory so it can be attached in an e-mail message.



Congratulations!

Now you must either:

- A.) mail the diskette to your SERCs, LEPC and Fire Dept...or
- B.) email the zip file to your SERCs, LEPC or Fire Dept ...or
- C.) mail the printed report to your SERCs, LEPC and Fire Dept.