

# 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 Tier II 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 a Safety Data Sheet (SDS).

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

...if it is listed in 40 CFR part 355, [Appendix A](#) and [Appendix B](#).

Note that 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 [Appendix 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.

# You need to 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)

# You need to 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

(Steps below are for Windows users; steps differ slightly for Mac users)

1. Download the free Tier2 Submit software for the latest reporting year from the [EPA site](#)
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 2017 !

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.

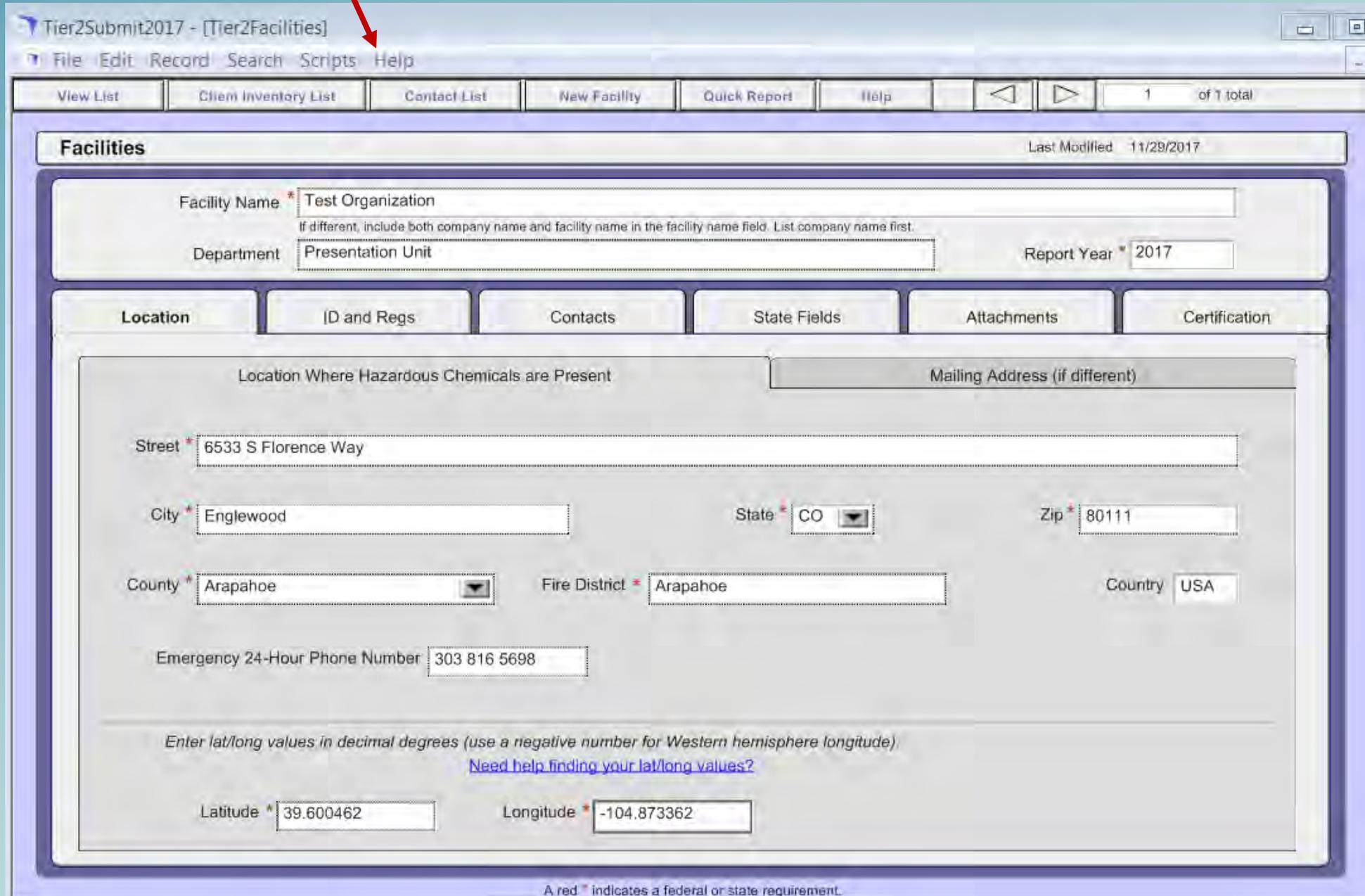
The screenshot shows a web application window titled "Tier2Submit2017 - [Tier2Facilities]". The interface includes a menu bar with "File", "Edit", "Record", "Search", "Scripts", and "Help". Below the menu bar is a toolbar with buttons for "View List", "Client Inventory List", "Contact List", "New Facility", "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 "Last Modified 11/29/2017". The form contains the following fields:

- Facility Name \* (Text input: Test Organization)
- Department (Text input: Presentation Unit)
- Report Year \* (Text input: 2017)
- Location (Tabbed section, currently selected)
- Location Where Hazardous Chemicals are Present (Section header)
- Street \* (Text input: 6533 S Florence Way)
- City \* (Text input: Englewood)
- State \* (Dropdown menu: CO)
- Zip \* (Text input: 80111)
- County \* (Dropdown menu: Arapahoe)
- Fire District \* (Text input: Arapahoe)
- Country (Text input: USA)
- Emergency 24-Hour Phone Number (Text input: 303 816 5698)
- Latitude \* (Text input: 39.600462)
- Longitude \* (Text input: -104.873362)

At the bottom of the form, there is a note: "Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude)." and a link: "[Need help finding your lat/long values?](#)". A footer note states: "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.

In Tier2 Submit, your data is automatically saved as you type it. There is no "Save" command.



Tier2Submit2017 - [Tier2Facilities]

File Edit Record Search Scripts Help

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

**Facilities** Last Modified 11/29/2017

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

Department Presentation Unit Report Year \* 2017

Location ID and Regs Contacts State Fields Attachments Certification

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

Street \* 6533 S Florence Way

City \* Englewood State \* CO Zip \* 80111

County \* Arapahoe Fire District \* Arapahoe Country USA

Emergency 24-Hour Phone Number 303 816 5698

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.

## 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.

Tier2Submit2017 - [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 11/29/2017

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

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

Department Report Year \* 2017

on 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 \*

A red \* indicates a federal or state requirement.

- 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.)

Tier2Submit2017 - [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 11/29/2017

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

Department  Report Year \* 2017

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 \*

A red \* indicates a federal or state requirement.

Tier2Submit2017 - [Tier2Facilities]

File Edit Record Search Scripts Help

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

### Facilities

Last Modified 11/29/2017

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

Department Presentation Unit Report Year \* 2017

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

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

Street \* 6533 S Florence Way

City \* Englewood State \* CO Zip \* 80111

County \* Arapahoe Fire District \* Arapahoe Country USA

Emergency 24-Hour Phone Number 303 816 5698

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.

Start by filling out your facility **Location** information. This is the location of the facility that had the chemicals, not headquarters or other site.

Tier2Submit2017 - [Tier2Facilities]

File Edit Record Search Scripts Help

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

### Facilities

Last Modified 11/29/2017

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

Department Presentation Unit

**Location** ID and Regs Contacts State Fields Attachm

Location Where Hazardous Chemicals are Present Mailing Address

Street \* 6533 S Florence Way

City \* Englewood State \* CO

County \* Arapahoe Fire District \* Arapahoe

Emergency 24-Hour Phone Number 303 816 5698

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.

Tier2Submit2017 - [Tier2Facilities]

File Edit Record Search Scripts Help

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

### Facilities

Last Modified: 11/29/2017

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

Department Presentation Unit Report Year \* 2017

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

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

Street \* 6533 S Florence Way

City \* Englewood State \* CO Zip \* 80111

County \* Arapahoe Fire District \* Arapahoe Country USA

Emergency 24-Hour Phone Number 303 816 5698

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**, you fill in each page by clicking on the tabs.

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

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

Tier2Submit2017 - [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 11/29/2017

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

Department Presentation Unit Report Year \* 2017

Location ID and Regs Contacts State Fields Attachments Certification

ID Type	ID	Description	
Dun & Bradstreet	5252		Delete
NAICS	237120		Delete
			Delete

Is the facility manned? \*  Manned  Unmanned

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

If the facility is subject to Toxics Release Inventory (TRI) reporting under Section 313 of EPCRA, enter a TRI ID in the list of facility IDs above.

A red \* indicates a federal or state requirement.

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

Tier2Submit2017 - [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 11/29/2017

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

Department Presentation Unit Report Year \* 2017

Location ID and Regs Contacts State Fields Attachments Certification

ID Type	ID	Description
Dun & Bradstreet	5252	
NAICS	237120	

Is the facility manned?\*  Manned  Unmanned

Maximum No. of Occupants \*

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

If the facility is subject to Toxics Release Inventory (TRI) reporting under Section 313 of EPCRA, enter a TRI ID in the list of facility IDs above.

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.

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help

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of 1 total

## Facilities

Last Modified: 11/29/2017

Facility Name \* Test Organization

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

Department Presentation Unit

Report Year \* 2017

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	1000 0013 4017		Delete
			Delete

Is the facility manned? \*  Manned  Unmanned

Maximum No. of Occupants \*

Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?\*

 Yes No

You must enter an RMP ID in the list of facility IDs above.

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

View List

Chem Inventory List

Contact List

New Facility

Quick Report

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of 1 total

## Facilities

Last Modified: 11/29/2017

Facility Name \* Test Organization

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

Department Presentation Unit

Report Year \* 2017

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	1000 0013 4017		Delete
			Delete

Is the facility manned? \*  Manned  UnmannedMaximum No. of Occupants \* 

If your facility is subject to Section 302 of EPCRA, you will need to provide a **Facility Emergency Coordinator** on the 'Contacts' page of Tier2 Submit

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

One of your contacts must have a Contact Type of "Fac. Emergency Coordinator"

If the facility is subject to Toxics Release Inventory (TRI) reporting under Section 313 of EPCRA, enter a TRI ID in the list of facility IDs above.

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help



## Facilities

Facility Name \* Test Organization

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

Department Presentation Unit

Location

ID and Regs

Contacts

State Fields

Attachments

Name	Reed	Lib
Contact Type	Owner / Operator	
Name	Administrator	Tony
Contact Type	Tier II Information Contact	
Name	Ready	Ever
Contact Type	Fac. Emergency Coordinator	
Name	Fessler	Pam
Contact Type	Emergency Contact	
Name	Fire	Marshall
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

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 List

Chem Inventory List

Contact List

New Facility

Quick Report

Help



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of 1 total

## Facilities

Last Modified 11/29/2017

Facility Name \* Test Organization

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

Department Presentation Unit

Location

ID and Regs

Contacts

State Fields

Attachments

Name	Reed	Lori
Contact Type	Owner / Operator	

Name	Administrator	Tony
Contact Type	Tier II Information Contact	

Name	Ready	Ever
Contact Type	Fac. Emergency Coordinator	

Name	Fessler	Pam
Contact Type	Emergency Contact	

Name	Fire	Marshall
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.

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help



1

of 1 total

## Facilities

Last Modified 11/29/2017

Facility Name \* Test Organization

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

Department Presentation Unit

Report

Location

ID and Regs

Contacts

State Fields

Attachments

Colorado requests the following:

Company Name \*

(i.e. the company that owns or operates the facility)

Facility Type \*

 TRI Reporter

Please check this box if your facility is required to submit a Toxic Release Inventory (TRI) report under:

 Emergency procedures reviewed with local fire dept.

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

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.

### Facilities

Last Modified 11/29/2017

Facility Name \* Test Organization

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

Department Presentation Unit

Report Year 2017

- Location
- ID and Regs
- Contacts
- State Fields
- Attachments**
- Ce

#### 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 Schematic.pdf

Add

Remove

Show

Number of attachments:

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 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.

**Facilities**

Last Modified 11/29/2017

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

Department Presentation Unit Report Year \* 2017

- 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  
contained in this submission, and that based on my inquiry of those individuals responsible  
obtaining the information, I believe the information submitted is true, accurate, and

Signature \* Name and Title  
Name and official title of owner / operator OR  
owner / operator's authorized representative

Notes

[Empty text area for notes]

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

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help



1

of 1 total

## Facilities

Last Modified 11/29/2017

Facility Name \* Test Organization

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

Department Presentation Unit

Report Year \* 2017

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

I certify under penalty of law that I have personally examined and am responsible for the accuracy of 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

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

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



In the second part of Tier2 Submit,

- you add or verify chemicals you are required to report: either **Hazardous Chemicals** or **Extremely Hazardous Substances** or a mixture containing these chemicals.
  - **Hazardous Chemicals** require OSHA Safety Data Sheets (SDSs)
  - **Extremely Hazardous Substances (EHSs)** are identified in the EPA [List of Lists](#)
  - CAMEO Chemicals can be used to search for EHSs: <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** (EHSs), 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 TPO 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 11/29/2017

Facility Name Test Organization  
Report Year 2017  
City Englewood State CO

CAS #  
Chem Name\*  
EHS\*  Yes  No  Trade Secret  
Lookup Chemical Name

Physical State, Quantity, and Hazards Storage Locations Mixture Components State Fields

Physical State & Quantity Hazards

Physical State\*

Pure  Solid  
 Mixture  Liquid  
 Gas

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 [Need help converting gallons to pounds?](#)

Once you are in the Chemicals in Inventory Module, you will have a new tool bar and new tabs.

### Chemicals in Inventory Last Modified: 11/29/2017

Facility Name: Test Organization  
Report Year: 2017  
City: Englewood  
State: CO

CAS #: 7664-41-7  
EHS:  Yes  No  
Chem Name\*: Ammonia (Anhydrous)  
 Trade Secret  
[Lookup Chemical Name](#)

#### Physical State, Quantity, and Hazards Storage Locations Mixture Components State Fields

##### Physical State & Quantity Hazards

**Physical State\***

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

Check all that apply

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

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

[Need help converting gallons to 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: 11/29/2017

Facility Name Test Organization

Report Year 2017

City Englewood

State CO

CAS # 7664-41-7

EHS\*  Yes  No

Trade Secret

Chem Name\* Ammonia (Anhydrous)

Lookup Chemical Name

#### Physical State, Quantity, and Hazards

#### Storage Locations

#### Mixture Components

#### State Fields

##### Physical State & Quantity

##### Hazards

##### Physical State\*

- Pure
- Mixture
- Solid
- Liquid
- Gas

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

[Need help converting gallons to pounds?](#)

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

Tier2Submit2017 - [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 11/29/2017

Facility Name   
Report Year  City  State

CAS #   
Chem Name\*  EHS\*  Yes  No  Trade Secret

**Physical State, Quantity, and Hazards** | Storage Locations | Mixture Components | State Fields

**Physical State & Quantity** | **Hazards**

**Physical State\***

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

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 [Need help converting gallons to pounds?](#)

A red \* indicates a federal or state requirement.

The first tab requires a description of the chemical.

Note: The Hazards subtab has been added to Tier2 Submit to reflect OSHA's Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

### Chemicals in Inventory

Last Modified 11/29/2017

Facility Name Test Organization

Report Year 2017

City Englewood

State

CAS # 7664-41-7

EHS\*  Yes  No

Trade Secret

Chem Name\* Ammonia (Anhydrous)

Lookup Chem

#### Physical State, Quantity, and Hazards

Storage Locations

Mixture Components

Sta

#### Physical State & Quantity

Hazards

#### Physical State\*

- Pure
- Mixture
- Solid
- Liquid
- Gas

Check all that apply

Chemical information identical to previous year

Days On Site\* 365

Below Reporting Threshold

Max Daily Amount 1500 pounds

Max Code\* 04 1,000 - 4,999 pounds

Average Daily Amount 1000 pounds

Ave Code\* 04 1,000 - 4,999 pounds

Max amount in largest container 500 pounds

[Need help converting gallons to pounds?](#)

You need to know the maximum quantities in pounds of each chemical your facility had in inventory during the previous year.

Tier2 Submit provides a corresponding "Code" and will fill automatically. Verify it is correct.

### Chemicals in Inventory

Last Modified 11/29/2017

Facility Name Test Organization  
Report Year 2017 City Englewood State CO

CAS # 7664-41-7 EHS+  Yes  No  Trade Secret  
Chem Name\* Ammonia (Anhydrous) [Lookup Chem](#)

#### Physical State, Quantity, and Hazards

#### Storage Locations

#### Mixture Components

##### Physical State & Quantity

##### Hazards

Check all that apply\*

#### Physical Hazards

- Explosive
- Flammable (gases, aerosols, liquids, or solids)
- Oxidizer (liquid, solid or gas)
- Self-reactive
- Pyrophoric (liquid or solid)
- Pyrophoric Gas
- Self-heating
- Organic peroxide
- Corrosive to metal
- Gas under pressure (compressed gas)
- In contact with water emits flammable gas
- Combustible Dust

#### Health Hazards

- Acute toxicity (any route of exposure)
- Skin corrosion or irritation
- Serious eye damage or eye irritation
- Respiratory or skin sensitization
- Germ cell mutagenicity
- Carcinogenicity
- Reproductive toxicity
- Specific target organ toxicity (single or repeated exposure)
- Aspiration hazard
- Simple Asphyxiant

Hazard Not Otherwise Classified

The Safety Data Sheet (SDS) for the chemical contains the information you'll need here.

You must add all physical and health hazards associated with the chemical.

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close



1

of 1 total

## Chemicals in Inventory

Last Modified 11/29/2017

Facility Name Test Organization

Report Year 2017

City Englewood

State CO

CAS # 7664-41-7

EHS\*  Yes  No Trade Secret

Chem Name Ammonia (Anhydrous)

Lookup Chemical Name

Physical State, Quantity, and Hazards

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.

Each row represents one storage location

A red \* indicates a federal or state requirement.

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close



1

of 1 total

## Chemicals in Inventory

Last Modified 11/29/2017

Facility Name Test Organization

Report Year 2017

City Englewood

State CO

CAS # 7664-41-7

EHS\*  Yes  No Trade Secret

Chem Name\* Ammonia (Anhydrous)

Lookup Chemical Name

Physical State, Quantity, and Hazards

Storage Locations

Mixture Components

State Fields

EHS\*

CAS

Component

Max Code

%

Wt / Vol



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 1 total

## Chemicals in Inventory

Last Modified 11/29/2017

Facility Name Test Organization

Report Year 2017

City Englewood

State CO

CAS # 7664-41-7

EHS\*  Yes  No Trade Secret

Chem Name\* Ammonia (Anhydrous)

Lookup Chemical Name

Physical State, Quantity, and Hazards

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 them if you wish to do so.

Lookup Component Name

View List

Facility Record

Contact List

New Chemical In Inventory

Help

Back / Close

1

of 1 total

## Chemicals in Inventory

Last Modified 11/29/2017

Facility Name Test Organization

Report Year 2017

City Englewood

State CO

CAS # 7664-41-7

EHS\*  Yes  No Trade Secret

Chem Name\* Ammonia (Anhydrous)

Lookup Chemical Name

Physical State, Quantity, and Hazards

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 1 total

## Chemicals in Inventory

Last Modified 11/29/2017

Facility Name Test Organization

Report Year 2017

City Englewood

State CO

CAS # 7664-41-7

EHS\*  Yes  No Trade Secret

Chem Name\* Ammonia (Anhydrous)

Lookup Chemical Name

Physical State, Quantity, and Hazards

Storage Locations

Mixture Components

State Fields

No additional chemical information is required by Colorado

State Fields requirements depend on your particular state. There may or may not be specific state requirements here. Always check this page as the requirements may change year to year. This field will auto-populate based on the state you identified in the Location tab.

### Chemicals in Inventory

Last Modified 11/29/2017

Facility Name   
Report Year  City  State

CAS #  EHS  Yes  No  Trade Secret  
Chem Name\*

Physical State, Quantity, and Hazards Storage Locations Mixture Components State Fields

No additional chemical information is required by Colorado

If you have additional chemicals to add to this facility, click **New Chemical in Inventory**.

### Chemicals in Inventory

Last Modified 11/29/2017

If you want to see all chemicals associated with your facility in this Tier II report, click on **View List** and then...

Report Year 2017

City Englewood

State CO

CAS # 7664-41-7

EHS\*  Yes  No

Trade Secret

Chem Name\* Ammonia (Anhydrous)

Lookup Chemical Name

Physical State, Quantity, and Hazards

Storage Locations

Mixture Components

State Fields

No additional chemical information is required by Colorado

Tier2Submit2017 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

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

**Chemicals in Inventory for :**

Facility Name Test Organization

Street 6533 S Florence Way

City Englewood County Arapahoe State CO Zip 80111

Chemical	CAS	Facility Name
Ammonia (Anhydrous)	7664-41-7	Test Organization
Chlorine	7782-50-5	Test Organization

100 Browse

...the chemicals associated with that facility will appear in a list.

In this case, two chemicals are associated with this facility.

Tier2Submit2017 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

View Record Facility Record Contact List New Chemical In Inventory **View All Chemical Inventories** Help Back / Close

**Chemicals in Inventory for :**

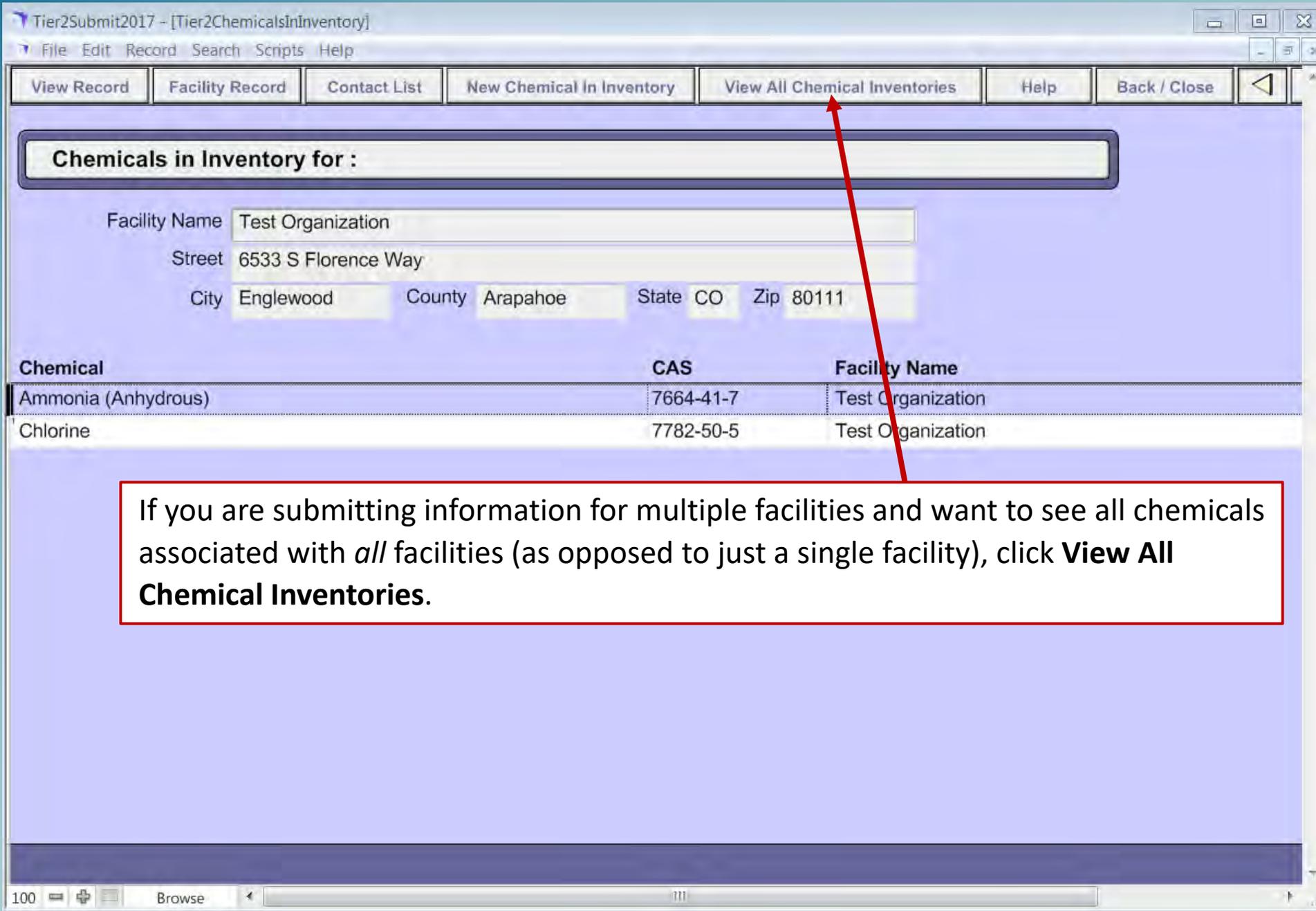
Facility Name Test Organization

Street 6533 S Florence Way

City Englewood County Arapahoe State CO Zip 80111

Chemical	CAS	Facility Name
Ammonia (Anhydrous)	7664-41-7	Test Organization
Chlorine	7782-50-5	Test Organization

100 Browse



If you are submitting information for multiple facilities and want to see all chemicals associated with *all* facilities (as opposed to just a single facility), click **View All Chemical Inventories**.

Tier2Submit2017 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

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

**Chemicals in Inventory for .**

Facility Name Test Organization  
Street 6533 S Florence Way  
City Englewood County Arapahoe State CO Zip 80111

Chemical	CAS	Facility Name
Ammonia (Anhydrous)	7664-41-7	Test Organization
Chlorine	7782-50-5	Test Organization

100 Browse

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

Or simply double click on the chemical.

### Chemicals in Inventory

Last Modified: 11/29/2017

Facility Name: Test Organization  
Report Year: 2017  
City: Englewood  
State: CO

CAS #: 7782-50-5  
Chem Name\*: Chlorine  
EHS\*:  Yes  No  
 Trade Secret  
[Lookup Chemical Name](#)

#### Physical State, Quantity, and Hazards

#### Storage Locations

#### Mixture Components

#### State Fields

##### Physical State & Quantity

##### Hazards

**Physical State\***

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

Check all that apply

Chemical information identical to previous year

Days On Site\* 365

Max Daily Amount: 100 pounds  
Average Daily Amount: 100 pounds  
Max amount in largest container: 100 pounds

Max Code\* 02 100 - 499 pounds  
Ave Code\* 02 100 - 499 pounds

[Need help converting gallons to pounds?](#)

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.

## Chemicals in Inventory for :

Facility Name Test Organization  
Street 6533 S Florence Way  
City Englewood County Arapahoe State CO Zip 80111

Chemical	CAS	Facility Name	Report Year
Ammonia (Anhydrous)	7664-41-7	Test Organization	2017
Chlorine	7782-50-5	Test Organization	2017

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

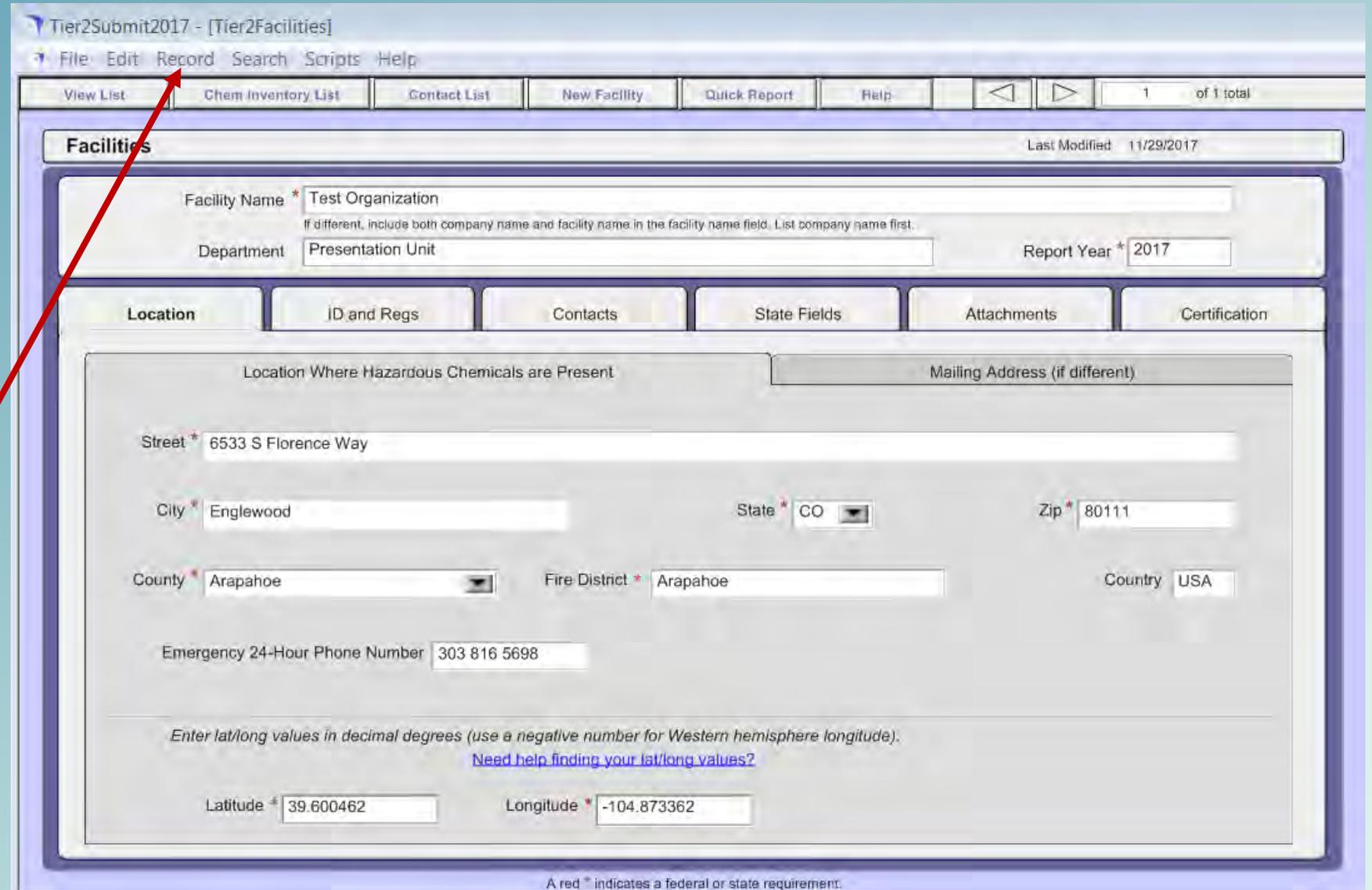
## Validating:

the error checking capabilities in Tier2 Submit.

### Option 1:

**Validate Record** if you are just validating one facility.

While on the **Facilities** page, click on **Record** for a drop down selection.



Tier2Submit2017 - [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 11/29/2017

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

Department Presentation Unit Report Year \* 2017

Location ID and Regs Contacts State Fields Attachments Certification

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

Street \* 6533 S Florence Way

City \* Englewood State \* CO Zip \* 80111

County \* Arapahoe Fire District \* Arapahoe Country USA

Emergency 24-Hour Phone Number 303 816 5698

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.

Tier2Submit2017 - [Tier2Facilities]

File Edit Record Search Scripts Help

Contact List New Facility Quick Report Help 1 of 1 total

Last Modified 11/29/2017

tion  
both company name and facility name in the facility name field. List company name first.

Unit Report Year \* 2017

Contacts State Fields Attachments Certification

ous Chemicals are Present Mailing Address (if different)

State \* CO Zip \* 80111

Fire District \* Arapahoe Country USA

Emergency 24-Hour Phone Number 303 816 5698

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.

View List  
Quick Report  
Next Tab Ctrl+T  
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  
Revert Record  
Replace Field Contents in Found Set...  
**Validate Record Ctrl+L**  
Go To

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help



1 of 1 total

### Facilities

Last Modified 11/29/2017

Facility Name \* Test Organization

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

Department Presentation Unit

Report Year \* 2017

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

Dun  
NAIC  
RMP

**Example 1:**  
Error noted during  
the Validation  
process.

ID	Description
5252	
237120	Oil and Gas Pipeline and Related Structures Construction
1000.0013.4017	

Message

Exactly one of the boxes "Manned" and "Unmanned" must be checked.

Ignore    Go To Field

**Tier2 Submit**  
validation will take  
you right to the field  
with the error, if you  
wish to fix the error  
immediately.

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

If the facility is subject to Toxics Release Inventory (TRI) reporting under Section 313 of EPCRA, enter a TRI ID in the list of facility IDs above.

Tier2Submit2017 - [Tier2ChemicalsInInventory]

File Edit Record Search Scripts Help

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

### Chemicals in Inventory

Facility Name Test Organization  
Report Year 2017 City Englewood State

CAS # 7782-50-5 EHS\*  Yes  No  Trade Secret  
Chem Name\* Chlorine [Lookup Chem](#)

Physical State, Quantity, and Hazards Storage Locations Mixture Components

Physical State\*

Solid  
 Liquid  
 Gas

Check all that apply

Information identical to previous year  Days On Site\* 365 Below Reporting Threshold

Daily Amount  pounds Max Code\* 02   
Daily Amount  pounds Ave Code\* 02   
Max amount in largest container  pounds [Need help converting gallons to pounds?](#)

Message  
EHS (Extremely Hazardous Substance) must be specified as either "Yes" or "No".

Example 2:  
Error noted during  
the Validation  
process.

Here the validation test indicates that you missed marking either "Yes" or "No" for the EHS field, which is a required field (as indicated by the red asterisk).

Click on **Go To Field** to fix the problem.

Then return to the Validation Process until the test indicates no errors.

View List

Chem Inventory List

Contact List

New Facility

Quick Report

Help



1

of 1 total

### Facilities

Last Modified: 11/30/2017

Facility Name \* Test Organization

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

Department Presentation Unit

Report Year \* 2017

Location

ID and Regs

Contacts

State Fields

Attachments

Certification

#### 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.


Message

This facility record passed all the validation checks.

OK

Example 3:  
This facility  
passed  
validation!

Number of attachments:

Tier2Submit2017 - [Tier2Facilities]

File Edit Record Search Scripts Help

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

Library List Contact List New Facility Quick Report Help 1 of 1 total

Last Modified 11/30/2017

\* Test Organization  
If different, include both company name and facility name in the facility name field. List company name first.  
Presentation Unit Report Year \* 2017

ID and Regs Contacts State Fields Attachments Certification

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

Street \* 6533 S Florence Way  
City \* Englewood State \* CO Zip \* 80111  
County \* Arapahoe Fire District \* Arapahoe Country USA  
Emergency 24-Hour Phone Number 303 816 5698

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.

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.



Make a Validation Report

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

Validation Report  
Success!

The Validation  
Report screen looks  
different from most  
of Tier2Submit,  
more like a  
computer print out.

Tier2Submit2017 - [Tier2Navigator]

File Edit Records Scripts Help

Pages 1 Total

Layout: PreviewValReport View As: [Icons] Exit Preview

**Tier Two Emergency and Hazardous Chemical Inventory** November 30, 2017  
**VALIDATION REPORT** Page 1

**Test Organization**  
You have checked the box indicating that site plans have been submitted. Since no site plan files have been added in Tier2 Submit, please ensure that you submit appropriate site plans (paper or electronic).

This facility passed all validation checks.

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

150 Preview

# The final step is to Create Submission

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

Click on 'File' to start the process.

Tier2Submit2017 - [Tier2Facilities]

File Edit Record Search Scripts Help

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

**Facilities** Last Modified 11/30/2017

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

Department Presentation Unit Report Year \* 2017

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

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

Street \* 6533 S Florence Way

City \* Englewood State \* CO Zip \* 80111

County \* Arapahoe Fire District \* Arapahoe Country USA

Emergency 24-Hour Phone Number 303 816 5698

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.

Tier2Submit2017 - [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

2 of 2 total

Last Modified 12/1/2017

Organization 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 \* 2017

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.

## Tier2 Submit

Select records to include for submission:

- Current Record (Test Organization)
- Found Set (ALL 1 RECORDS)
- All Records

Start Submission Validation

Cancel



Tier2Submit2017 - [Tier2Navigator]

File Edit Scripts Help

**Tier2 Submit Validation Check Status:**

**PASSED** (but see notes in report) [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](#)

After you have Passed the Validation Check...

Verify your state's reporting requirements

Click on Create Electronic Submission File

Tier2 Submit will ask you where, in your computer files, you want to save the Submission file (.t2s).

Close

Export started at: 11/30/2017, 9:50:49 AM

Tier2Phone table was exported.

Tier2Contacts table was exported.

Tier2ContactsLink table was exported.

Tier2ChemInvLocations table was exported.

\*\*\*WARNING\*\*\* Tier2ChemInvMixtures table was NOT exported. NO RECORDS FOUND.

Tier2ChemicalsInInventory table was exported.

Tier2FacilityIDs table was exported.

\*\*\*WARNING\*\*\* Tier2AttachmentLinks table was NOT exported. NO RECORDS FOUND.

Tier2Facilities table was exported.

Validating XML File.

This is the critical piece. Your Tier2 Submit report was **exported** and **saved** to your computer as a .t2s file.

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. (See log for warnings.)

View Log

Done

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

**You must submit the Tier2 Submit file directly to your state. Specific instructions for your state are [here](#). Each state is unique and modify their requirements frequently. Check your state for Tier2 Submit 2017 instructions.**

**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](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.