

TIER 2 SUBMIT

Facility Submission Guide October 2004



U.S. Environmental Protection Agency

Chemical Emergency and Preparedness Office
Washington, DC



National Oceanic and Atmospheric Administration

Office of Response and Restoration/
Hazardous Materials Response Division
Seattle, WA

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Introduction

Tier2 Submit 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 states' additional data requirements.

Tier2 Submit is designed to assist facilities: Enter, store, print and export Tier II information to State Emergency Response Commissions (SERCs), Local Emergency Planning Committees (LEPCs) and Fire Departments. Tier2 Submit is designed to help the reporting facility enter the data efficiently and submit the electronic information easily.

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.

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 hundreds of facilities can use the software effectively. Tier2 Submit is also designed with basic and advanced search features, so facilities, SERCs, LEPCs and Fire Departments can search by county or state for efficient regulatory submission or emergency planning tasks.

Here are some important points before you get started:

- Before you get started **please check your state's 2004 Tier II reporting requirements**. You can do this by reviewing state requirements at <http://yosemite.epa.gov/oswer/CeppoWeb.nsf/content/statetier2.htm> to determine the method(s) they accept.
- 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. **Please only use Tier2 Submit 2004 to report Tier II information to SERCs, LEPCs and Fire Depts for the 2004 reporting year (due March 1, 2005).**
- If you should require assistance with downloading or have additional questions, contact the RMP Reporting Center at: (301) 429-5018 (8am-4:30pm M-F) or via e-mail at: userrmp.usersupport@csc.com
- For answers to questions about completing your **Tier II information**, please see the EPCRA Questions and Answers: <http://yosemite.epa.gov/oswer/CeppoWeb.nsf/content/epcraOverview.htm#hazardous> or contact the Environmental Protection Agency RCRA, Superfund & EPCRA Call Center at 1-800-424-9346 or TDD (800) 553-7672.

What do I need to get Started

Hardware Requirements

PC: Intel-compatible Pentium-class computer; 32 MB RAM, hard disk drive with 50 MB of free hard drive space, VGA color display.

Macintosh: Power Macintosh or Macintosh OS computer with a PPC 601 or higher processor; hard disk drive with 100 MB of free hard drive space.

Software requirements

PC: Windows 98, NT 4.0 (Service Pack 3), 2000 Professional, XP or ME

Macintosh: System 8.6 or later

Note: Mac users with OS X, will need to run Tier2 Submit in Classic mode (you can set Classic mode under System Preferences). You'll also need to run your web browser in Classic mode in order to use the Tier2 Submit User's Manual.

You also need an Internet browser

Internet Explorer 4.0 or later
Netscape Navigator 4.7 or later

Installation procedures

Warning: 2003 Users! - **DO NOT DELETE** your 2003 copy of Tier2Submit - You may need your old version (Tier2Submit2003) to export your data into the new version (Tier2Submit2004).

To import last year's Tier2 Submit data into Tier2 Submit 2004 - **see the step by step instructions on page 23**

- Go to <http://www.epa.gov/ceppo/tier2.htm> and follow the instructions for downloading Tier2 Submit 2004.

Note: The software can take up to 40 minutes to download from a dial up connection.

- After the software has downloaded, click on the Tier2Submit Installer icon and follow the on screen instructions (Click "Next" and then "Finish" - This will create a Tier2Submit2004 folder on your computer's C drive).

Using the Software

Now that you have downloaded the software, you are ready to begin entering your data. The pages that follow will take you step by step through entering and submitting your facility data.

Some points to remember:

- There are three parts to the instructions: **Entering Data, Validating Data and Submitting Data.**
- 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**. For more information see Appendix B in this document.

Entering Data

Facilities module

1. Type in your facility information - fill in all the required address fields (marked with a blue asterisk *).

Tier2Submit2003 - [Tier2Facilities.T53]

File Edit Record Search Scripts Window Help

Address View List Chem Inventory List Contact List New Facility Help

Facilities Last Modified 9/8/2003

Report Year* 2003

Facility Name* Acme Chemical

Address Location & ID Contacts State Fields Certification Notes

Street Address

Street* 4567 Pratt St

City* Baltimore State* MD Zip* 21205

County

Country USA

Mailing Address (if different from street address)

Street 2345 1st St.

City New York State NY Zip 12548

Country USA

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

2. Next proceed to enter the appropriate data in the Location & ID Tab.

Location & ID

Location & ID Contacts State Fields Certification Notes

ID Type	ID	Description
SIC	2491	WOOD PRESERVING
Dun & Bradstreet		
SIC		
Dun & Bradstreet		
RMP		
NAICS		
Community Right to Know #		
State ID		
Other		

Number of Employees 25

Method for determining Latitude and Longitude

Description of location identified by Latitude and Longitude

Enter decimal latitude and longitude
e.g. 46.9801 118.2896

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

3. Enter the SIC code(s) and any Dun & Bradstreet Numbers if applicable.

Note: You must click once into the blank ID type field to bring up the ID type pull down menu.

4. Enter the number of employees at the facility.
5. Enter the facility's Latitude/Longitude if the state has requested it.

Note: You may use the following tool to locate your facility's Latitude/Longitude.
http://www.epa.gov/tri/report/siting_tool/index.htm

Note: This tool will convert your Latitude/Longitude into decimal degrees.
<http://www.uky.edu/KGS/gis/converter.htm>

6. Enter method of finding Lat/Long and Description of the location if the state has requested it.
7. Click the box "Check if chemicals are identical to last year's submission" if applicable.

Next proceed to the "Contacts" Tab

Contacts

The screenshot shows the 'Tier2Submit2002 - [Tier2Facilities]' application window. The 'Contacts' tab is selected and circled in red. The form displays facility information for 'ACME Chemical' in Baltimore, MD. The 'Contacts' section is currently empty, with a note to double-click a row to view additional contact information. A red arrow points to the 'Federal Requirements' section at the bottom of the contact information area. The 'Add Contact' and 'Remove Contact' buttons are visible at the bottom.

8. Read the Federal Contact requirements on the window and the additional State Contact requirements (if applicable).
9. Click the "Add Contact" button.

10. Enter the Owner/Operator's contact information. If the Owner/Operator is a Business name - enter the Business/Corporation Name in the Last Name field.
11. Choose the phone type from the pull down list, then enter the appropriate phone number.
12. Be sure to choose Owner/Operator from the "Contact Type" pull down list (click in the blank field for the pull down list).
13. Click "Done".

14. Click the "Add Contact" button again.

15. Enter the first Emergency Contact's information.

16. Choose the 24-hour phone type from the pull down list, then enter the appropriate phone number.

17. Choose "Emergency Contact" from the "**Contact Type**" pull down list.

Feel free to enter additional phone numbers for the Emergency Contact (24 hour number is federally required).

18. Click "Done".

Back at the Contacts Tab

19. Repeat previous steps for the 2nd emergency contact (if applicable) and for any additional state required contacts.

When all contacts have been entered

20. Click on the "State Fields" tab.

State Fields

The screenshot shows a web application window titled "Tier2Submit2003 - [Tier2Facilities.TS3]". The window has a menu bar with "File", "Edit", "Record", "Search", "Scripts", "Window", and "Help". Below the menu bar is a navigation bar with buttons for "View List", "Chem Inventory List", "Contact List", "New Facility", and "Help". The main content area is titled "Facilities" and shows "Last Modified 9/16/2003". There are two input fields: "Report Year*" with the value "2003" and "Facility Name*" with the value "Acme Chemical". Below these fields is a tabbed interface with tabs for "Address", "Location & ID", "Contacts", "State Fields", "Certification", and "Notes". The "State Fields" tab is selected and highlighted with a red circle. Below the tabs, the text "Colorado requests the following:" is displayed. Underneath, there are two checkboxes: " Indicate if RMP facility" and " Emergency procedures reviewed with local fire dept.". At the bottom of the window, a legend states: "A Blue * indicates a federal requirement. A red x indicates a state requirement."

21. Enter the appropriate data into any state requested fields.

Next.... click on the [Chem Inventory List](#) hot button at the top of the Facilities module

Chemicals in Inventory module

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 *

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.

1. Enter Chemical Name (you can use the "Lookup Chemical Name" feature as a tool, but please note that this list includes additional chemicals that are not regulated by EPCRA).
2. The CAS# may have been entered automatically if you used the "Lookup Chemical Name" feature, if not, please enter the CAS# if applicable.
3. Check off Extremely Hazardous Substance (EHS) and/or Trade Secret if applicable.

Physical State & Quantity

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 *

Max Daily Amount pounds Max Code * 1,000 - 9,999 pounds
 Average Daily Amount pounds Ave Code * 1,000 - 9,999 pounds
 Max amount in largest container pounds

4. Check off all **Physical States**, **Hazards** and **Health Effects** that apply.
5. Enter the number of days that the chemical is onsite (1-366).
6. Actual weight of chemical is required in some states; you must enter actual weight in the Average and Maximum fields (if marked with an **X**).
7. All states require the Weight Estimate code. Click the field Estimate Code Average and Maximum field to choose the chemical's weight range from the pull down list.
8. Some states require "Max amount in largest container" enter amount in pounds if applicable.
9. Click the "Storage Locations" tab.

Storage Locations

Type*	Press*	Temp*	Location*	Max Amount at Location	Unit
D	1	4	Building #2 NE corner		pounds

10. Choose the appropriate Type, Pressure and Temperature storage codes from the pull down lists.
11. Enter the physical location of the chemical into the Location Field.
Example = Building # 2 North East Corner
If the location is confidential, type the word "Confidential" in the storage location field.
12. Enter the maximum amount of the chemical stored at that particular storage location into the "Max Amount at Location " field and choose the proper unit from the "Units" pull down list.

Reminder: Federally required fields are marked with a blue asterisk *
State required fields are marked with a red X.

13. If the reported chemical is located in multiple places at the facility, repeat steps 10-12 for each location of the reported chemical at the facility.
14. If the reported chemical is a mixture, click the "Mixture Components" Tab. If the Chemical is a pure substance, skip to step 21.

Mixture Components

The screenshot shows the 'Tier2Submit2002 - [Tier2ChemicalsInventory]' application. The 'Mixture Components' tab is highlighted with a red circle. The form contains the following information:

- Facility Name: ACME Chemical
- Report Year: 2002
- City: Baltimore
- State: MD
- CAS #: 7782-50-5
- Chem Name: CHLORINE
- EHS*:
- Trade Secret:

Below the tabs, there is a table with the following columns: EHS*, CAS, Component, %, and Wt/Vol. The table is currently empty.

15. Check off the EHS field if the mixture component is an EHS.
16. Enter the CAS number of the mixture component.
17. Enter the Component's Chemical Name into the Component field (you may use the "Lookup Chemical Name" button to find the component's name).
18. Enter the percentage of the component in the mixture, and choose either Weight or Volume from the wt/vol field's pull down list.
19. Repeat steps 15-18 if there are multiple components in the mixture.
20. Click the "State Fields" tab.

State Fields (Chemical Inventory Module)

The screenshot shows a software interface with a top header containing the following fields: CAS # (7664-41-7), EHS* (checked), Trade Secret (unchecked), and Chem Name* (AMMONIA). A 'Lookup Chemical Name' button is located to the right of the Chem Name field. Below the header are four tabs: 'Physical State & Quantity', 'Storage Locations', 'Mixture Components', and 'State Fields' (which is selected and circled in red). The main content area under the 'State Fields' tab displays the text 'Delaware requests the following:' followed by a list item 'Fee classification per substance reported' with a red 'x' icon next to it. At the bottom of the window, a legend states: 'A Blue * indicates a federal requirement. A red x indicates a state requirement.'

21. Make sure all the appropriate chemicals information is entered into any state requested fields.

Next...

22. If the facility is reporting multiple chemicals, click the **New Chemical In Inventory** hot button on the top of the window and repeat steps 1-21 for each additional chemical.

After all the chemicals in inventory have been entered

23. Click the **Facility Record** hot button from the top of the window.

24. Click the "Certification" Tab.

Certification

The screenshot shows the Tier2Submit2002 application window. The main form is titled "Facilities" and displays the following information:

- Report Year: 2002
- Facility Name: ACME Chemical
- Street: 4567 Pratt St
- City: Baltimore
- County: [Empty]
- State: MD
- Zip: 21205

Below the facility information, there are several tabs: "Location & ID", "Contacts", "State Fields", "Certification" (which is circled in red), and "Notes".

The "Certification" tab contains the following sections:

- 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 \$ [Empty]
- A certification statement: "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
- Below the signature field, it says: "Name and official title of owner / operator OR owner / operator's authorized representative"

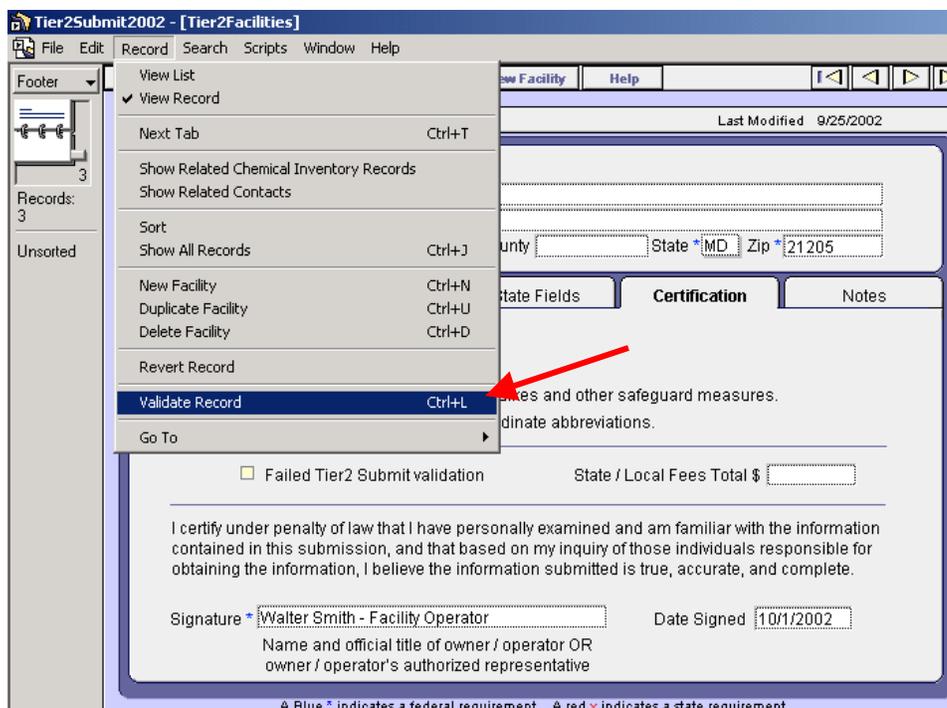
25. Check off the appropriate optional attachments, if applicable (Some states may require optional attachments).
26. Type in the name of the owner/operator or the owner/operator's authorized representative with official title in the "Signature" Field.
27. Type the date into the "Date" field (e.g. 02/25/2005).

You have finished entering your first facility's chemical inventory information into Tier2 Submit!

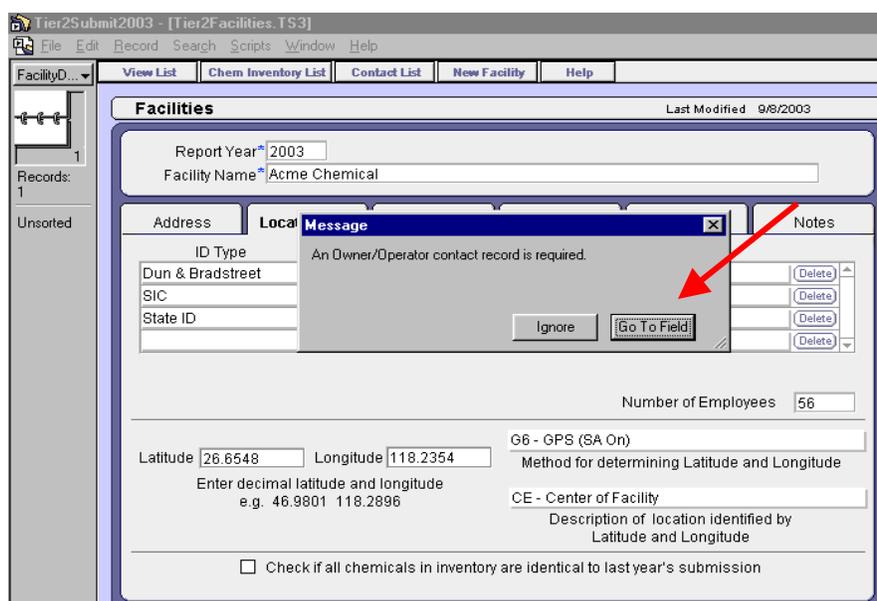
Now on to Validation.....

Validating Data

1. To check all the fields for completion go to the **Record** menu on the top menu bar and click "Validate Record".



2. If any there is any missing data, click the "Go to Field" button on the pop up window - If the facility has passed all validation checks, click "OK" and skip to the next page "Submitting Data".



3. Enter the missing information into the data field and return to the Facility module.
(To quickly navigate to the Facility Record - Go to File from the top menu bar and choose Open, then click "Facilities")

Note: You must be in the Facilities module to validate your record.

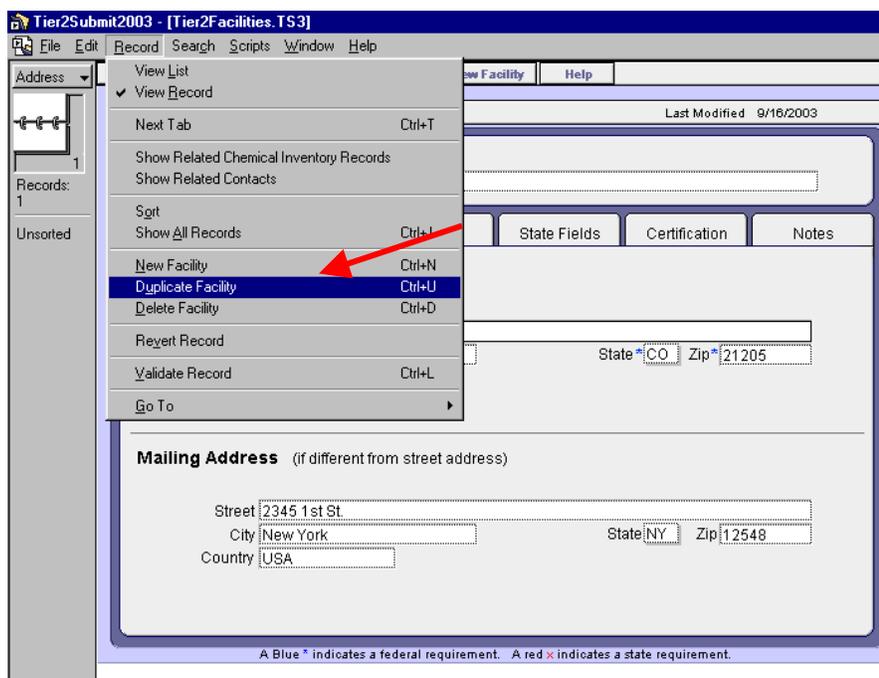
4. Go to the **Record** menu on the top menu bar and click "Validate Record" again.
5. If there is still missing data, repeat steps 1-3. If not, click "OK" and skip to the next page, "Submitting Data".

The screenshot displays a software window with a sidebar on the left containing 'Records: 1', 'Found: 1', and 'Unsorted'. The main area shows a form for 'Acme Chemical' with the following fields: Report Year (2003), Facility Name (Acme Chemical), Address, ID Type (Dun & Bradstreet), SIC, State ID, Number of Employees (56), Latitude (26.6548), Longitude (118.2354), and a checkbox for 'Check if all chemicals in inventory are identical to last year's submission'. A modal message box is overlaid on the form, stating 'This facility record passed all the validation checks.' with an 'OK' button. A red arrow points to the 'OK' button. At the bottom of the window, a legend states: 'A Blue * indicates a federal requirement. A red x indicates a state requirement.'

If you have more facilities, turn to the next page. If you only have one facility to report chemical inventories, turn to the Submission Instructions on page 19.

Entering Multiple Facilities

If you have an additional facility to report and it is similar to the facility previously entered (same chemicals or contacts) you may duplicate the facility and change the appropriate data to save time. To do this go to **Record** on the top menu bar and choose "Duplicate Facility" then repeat steps 1-27 changing the appropriate data when necessary. *Be sure to validate each facility record before entering the facility's Tier II information.*

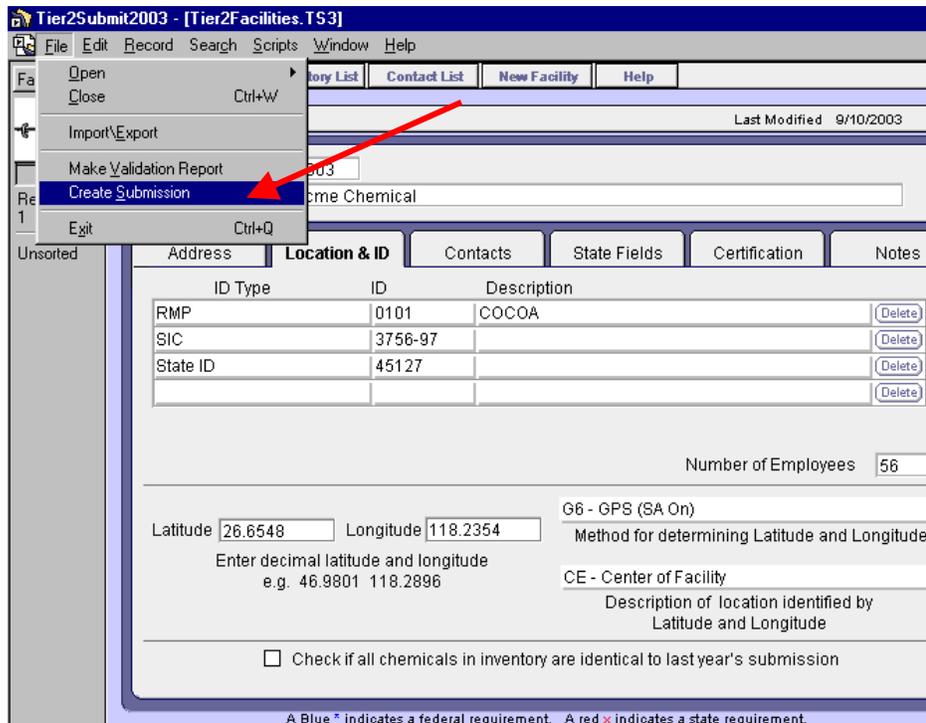


If your next facility does not have duplicate or similar information, simply click the  button on the top the window and repeat steps 1-27.

Submitting Data

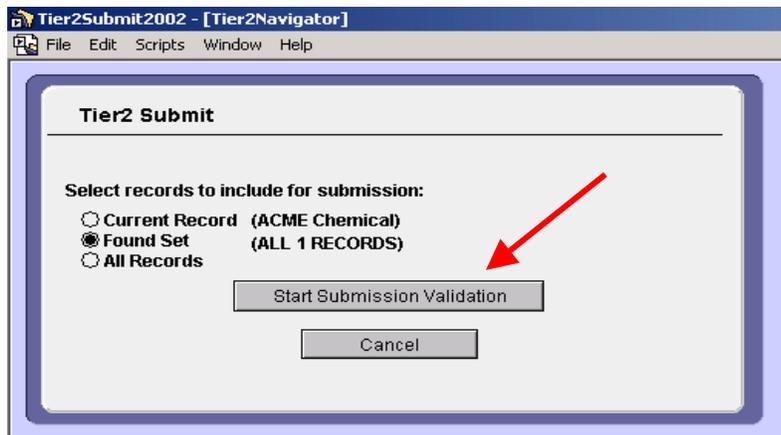
Tier2 Submit will only create submissions from the Facilities module - If you are not in the Facilities module, go to File on the top menu bar then select "Open" and choose Facilities from the list.

1. Go to the **File** menu on the top menu bar and click "Create Submission".



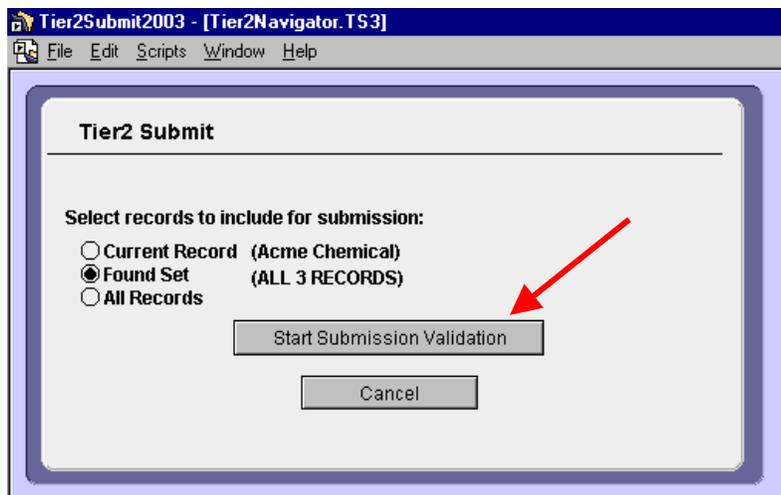
2. Click the "Start Submit Validation" button.

One Facility Submission



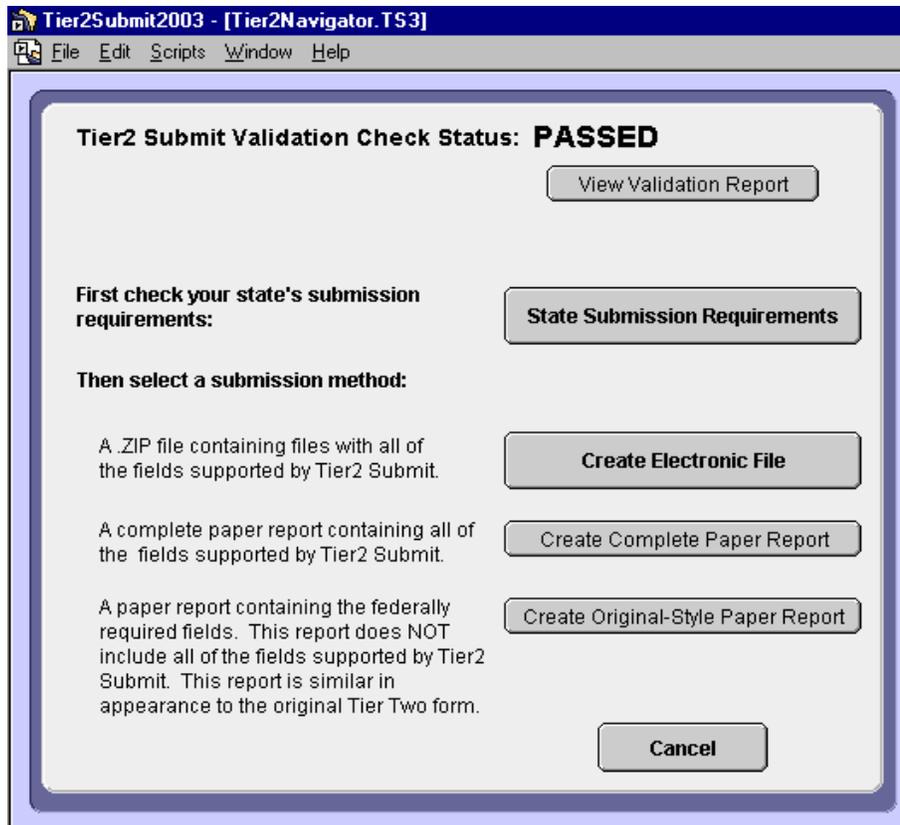
Found Set is the default and your "Found set" is the one facility you just entered

Multiple Facility Submission



Found Set is the default and your Found Set should be all Facilities or records. For detailed submission instructions for multiple facilities reporting for multiple jurisdictions launch the Users Manual from the Help Menu  in Tier2 Submit 2004.

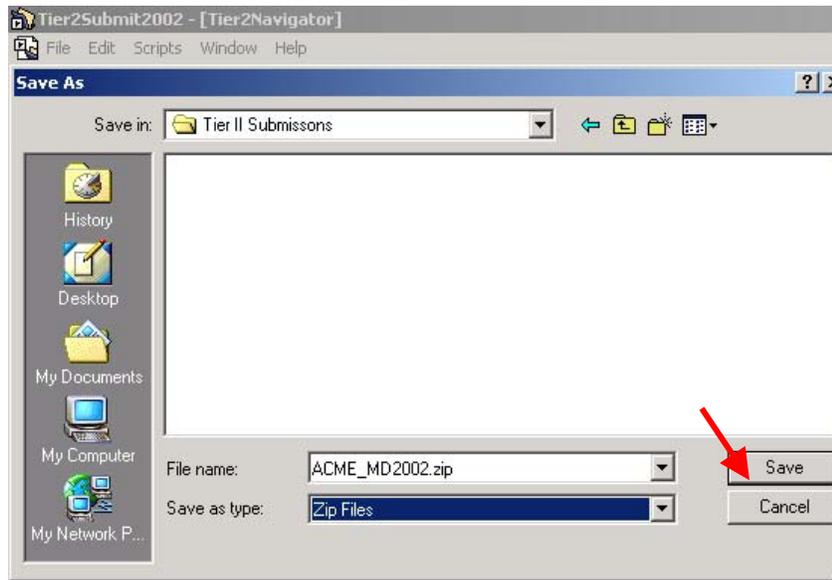
3. Double check your state's Submission Requirements then choose either "Create Electronic File" (Go to step 4) or one of the Paper Report options (Go to step 6) as a submission method, whichever your state prefers.



If you want to submit you data electronically

4. After you have clicked "Create Electronic File" in the "Save As" pop up window type the name of the file (we suggest you make a unique facility identifier (e.g.= ACME in Maryland reporting year 2004 = ACME_MD2004.zip).

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.



5. After you have entered a unique filename and chosen the appropriate location to save, click the "Save" button and the "Done" button on the next screen.

If you want to submit your data on paper

6. After you have clicked "Create Complete Paper Report", or "Create Original Style Paper Report" click the "Print Report" button.
7. Then click "OK" on the Print set up pop up window.
(make sure you have selected the correct printer)

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.

Appendix A: Import last year's Tier2 Submit data into Tier2 Submit 2004

Note: If you have last year's submission file (zip file created during electronic submission) skip to step 7. If you did not create a submission file last year or cannot locate it, start at step 1.

1. Locate last years Tier2 Submit program.
2. Go to File on the top menu bar and click "Create Submission".

Tier2Submit2002 - [Tier2Navigator]

File Edit Record Search Scripts Window Help

File List Contact List New Facility Help

Last Modified 9/25/2002

002

CME Chemical

567 Pratt St.

City * Baltimore County State * MD Zip * 21205

ID Type	ID	Description	
Dun & Bradstreet		N/A	Delete
SIC	4225	GENERAL WAREHOUSING & STORAGE	Delete
			Delete

Number of Employees 25

Latitude Longitude Method for determining Latitude and Longitude

Enter decimal latitude and longitude
e.g. 46.9801 118.2896

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.

3. Choose "All Records" and click "Start Submission Validation".
4. On the next screen click "Create Electronic File".

Tier2Submit2002 - [Tier2Navigator]

File Edit Scripts Window Help

Tier2 Submit Validation Check Status: **PASSED**

View Validation Report

Select submission method:

Create Electronic File

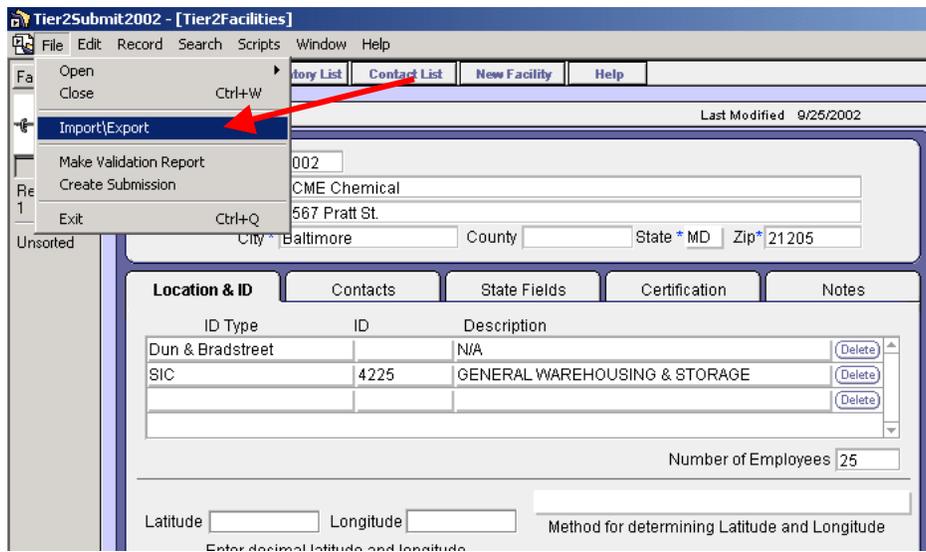
Create Paper Report

Cancel

5. Next on the "Save As" window, name your submission (e.g. AcmeChem2003.zip) and save it.
6. On the following screen click the "Done" button.

You have successfully exported your 2003 Tier2 Submit data! Now to import into Tier2Submit2004.

7. Open up the Tier2Submit2004 program.
8. From the facilities module, go to **File** from the top menu bar and click "Import/Export".
(If you are not in the Facilities module, go to **File** on the top menu bar and click Open and then select Facilities from the list)



9. Click the "Import Files" button on the next window.



10. On the pop up window browse to find the directory where you saved the Tier2 Submit submission (zip file).
11. Highlight the zip file and click the "Open" button.
12. Click "OK" on the next pop up window and then click "Done" on the following screen.

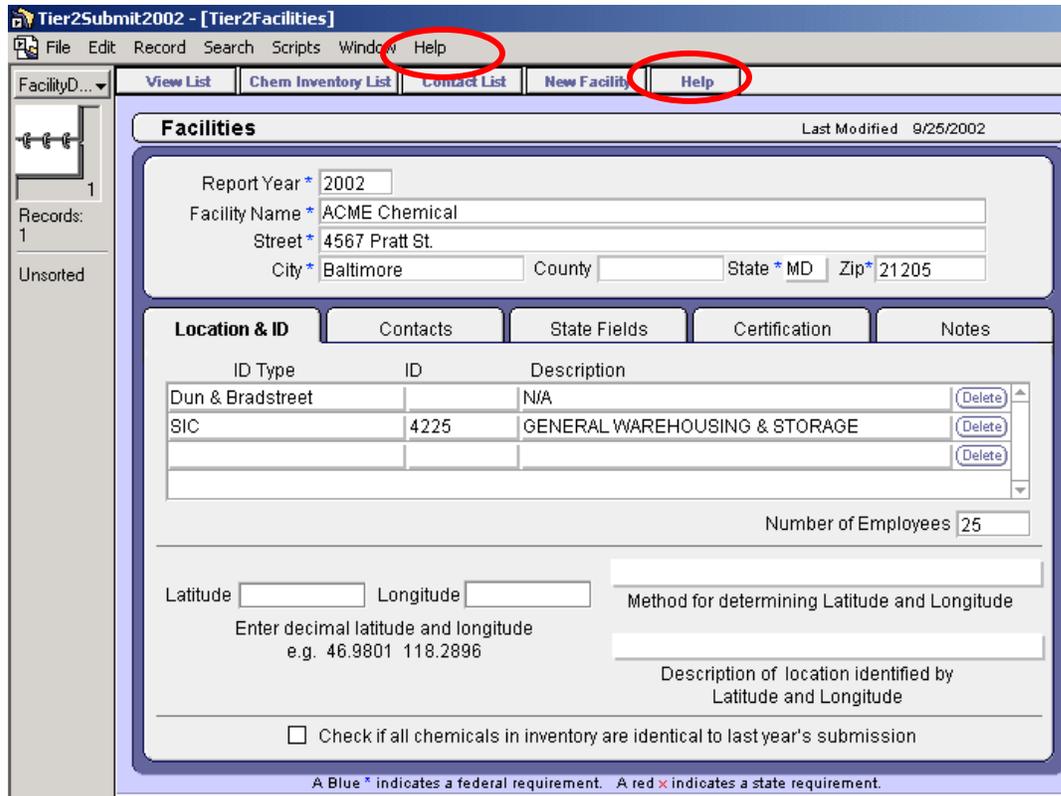
Congratulations, you have successfully imported your 2003 data into Tier2Submit 2004!

Now be sure to make any necessary changes in Tier2 Submit for the 2004 reporting year before submitting to SERCs, LEPCs and Fire Departments by March 2005.

Appendix B: The User's Manual

The Users Manual is located with the Tier2 Submit 2004 program. Simply click on the hot button  in any module or use **Help** on the top menu bar.

You can find more detailed information about the program's functions and capabilities. You can also view Tier2 Submit field definitions, see additional State requirements and review EPCRA legislation.



Tier2Submit2002 - [Tier2Facilities]

File Edit 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

ID Type	ID	Description	
Dun & Bradstreet		N/A	Delete
SIC	4225	GENERAL WAREHOUSING & STORAGE	Delete
			Delete

Number of Employees 25

Latitude Longitude Method for determining Latitude and Longitude

Enter decimal latitude and longitude
e.g. 46.9801 118.2896

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.