

# 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...

3

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

# EPA Tier II Terminology

4

- **EHS:** Extremely Hazardous Substance
- **TPQ:** Threshold Planning Quantity
- **SDS:** Safety Data Sheet (formerly MSDS)
- **Tier2 Submit:** the software provided for free from the EPA.
- **Tier II Report:** the actual report to be submitted to your state, tribal, or local agencies.

# You need to know your chemicals

5

- 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](#) Incorporated.
- 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

6

- 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 Incorporated.
- CAMEO Chemicals can be used to search for TPQs of chemicals.
- TPQs vary from chemical to chemical; you need to check your particular chemicals.

# You need to know...

7

- 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...

8

- The Dun & Bradstreet number for your company
  - If you don't know your number or don't have one, visit the [Dun & Bradstreet website](#)
- The NAICS code for your industry
  - If you don't know your code, look it up on the [NAICS website](#) or the [US Census website](#)
- The correct latitude and longitude location for the facilities you are reporting (Tier2 Submit will help you determine this)

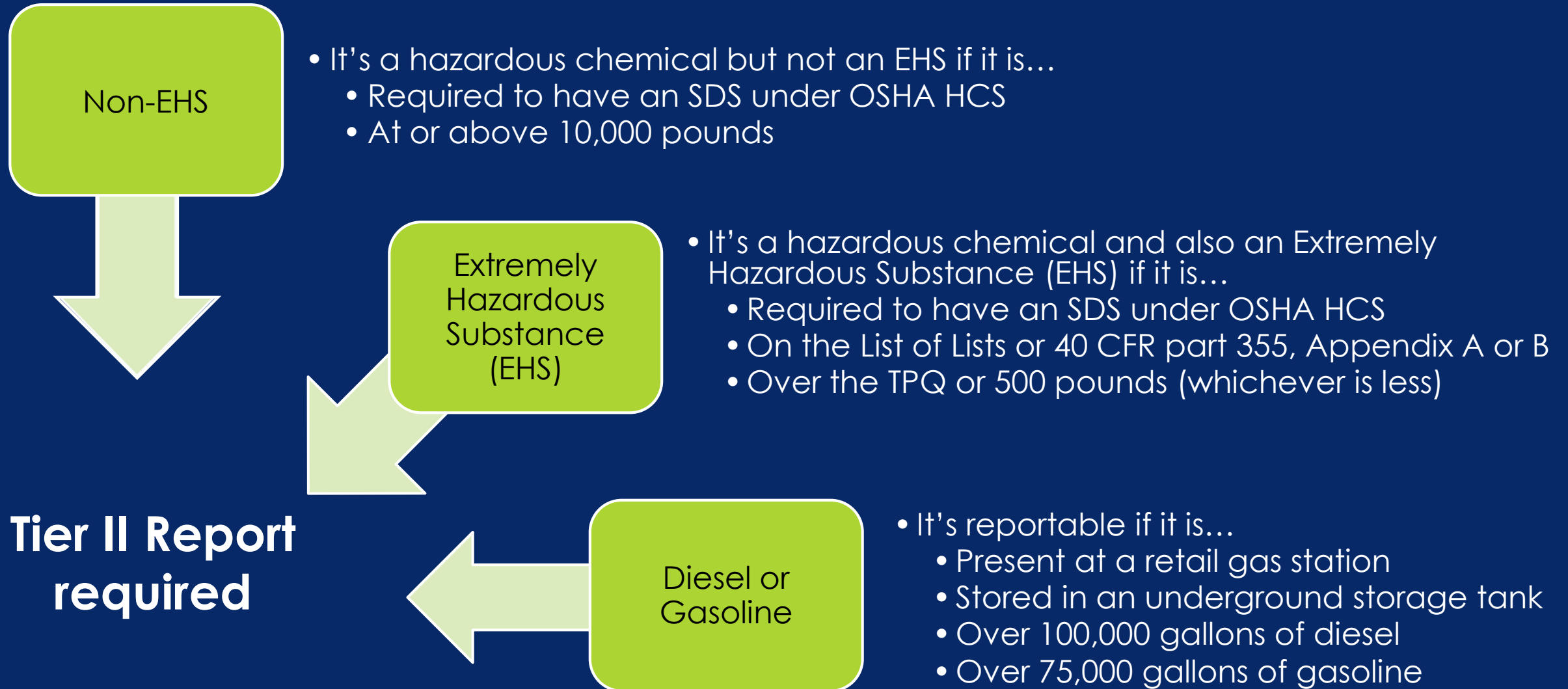
# You need to know...

9

- Your facility contact information for:
  - Emergency (two phone numbers, one of which can be used 24 hours/day)
  - The owner or operator
  - The Tier II information contact

# Do you need to submit a Tier II report?

10



# Tier2 Submit requires reporting on... 11

- **Facility:** information about name and location
- **Contacts:** owner, emergency, and Tier II contact details
- **Chemicals in Inventory:** information on chemicals stored at your facility during the previous year

# Getting Started

12

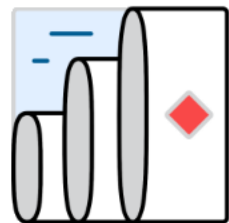
(Steps below are for Windows users; steps differ slightly for Mac users)

1. Download the free Tier2 Submit software for the latest reporting year from the [EPA Tier2 Submit site](#)
2. Install the program, or have your administrator install it
3. Open the program, either from your Start menu, your Program Files folder, or the icon on your desktop (if you or your administrator chose to add an icon)

# Getting Started

13

This is what you see when you open Tier2 Submit.



## Tier2 Submit

### Welcome to Tier2 Submit

Tier2 Submit helps facilities with hazardous chemicals electronically report Tier II information for Section 312 of the Emergency Planning and Community Right to Know Act (EPCRA). It guides you in filling out the federally required fields, as well as fields required by the state in which your facility is located. The program is developed jointly by the EPA and NOAA.

Visit the [EPA EPCRA webpage](#) to learn more about Tier II requirements and to [see if your state accepts Tier2 Submit submission files](#). If you need help at any point, click the [Help](#) button at the top of the screen.

Version: Tier2 Submit

Data folder: C:\Users\Public\Documents\Tier2 Submit Data [Show Folder](#)

**Start Tier2 Submit**

Here are valuable links for more information about Tier II reporting and your state's requirements.

Click here to start creating your own Tier2 Submit report.

# Getting Started

14

When you open the program for the first time, you'll see this Quick Guide that walks you through the steps you need to take.

The screenshot displays the 'Facilities' application interface. At the top, there is a navigation bar with tabs for 'Facilities', 'Contacts', and 'Chemical Inventory'. To the right of these tabs are links for 'Import', 'Export/Submit', and 'Help'. Below the navigation bar is a search bar labeled 'Search' and a header 'Listing all Facilities'. A toolbar contains icons for adding a facility, viewing contacts, chemical inventory, editing, and deleting. The main content area shows a table with columns: Facility Name, City, County, Address, State, and Zip. The table is currently empty, displaying 'No records found.' A 'Quick Guide' modal is open in the center, titled 'Quick Guide' with a close button (X). The modal content includes the heading 'Step 1: Import last year's data or create a new facility', followed by instructions: 'To get started, click "Import" to import last year's data, or click the "Add a New Facility" icon +[factory icon] to add a new facility record.' and 'Enter the required data for the facility, its contacts, and its chemicals. Data is automatically saved as you enter it.' The modal has left and right navigation arrows and a progress indicator at the bottom with five circles, the first of which is filled.

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Search Listing all Facilities

+ [factory icon] [person icon] [flask icon] [pencil icon] [trash icon] 0 Facilities < Page 1 of 1 > ...

<input type="checkbox"/> ^ Facility Name	City	County	Address	State	Zip
No records found.					

### Quick Guide ×

**Step 1: Import last year's data or create a new facility**

To get started, click "Import" to import last year's data, or click the "Add a New Facility" icon + to add a new facility record.

Enter the required data for the facility, its contacts, and its chemicals. Data is automatically saved as you enter it.

◀ ▶

● ○ ○ ○ ○

# Getting Started

15

The screenshot displays the Tier2 Submit application interface. The top navigation bar includes tabs for **Facilities**, **Contacts**, and **Chemical Inventory**, along with buttons for **Import**, **Export/Submit**, and **Help**. The **Help** button is highlighted with a red box. Below the navigation bar, a search bar is labeled "Listing all Facilities". A table header shows columns for **Facility Name**, **City**, **County**, and **Address**, with a status of "0 Facilities". The table content area displays "No records found." A red arrow points from a text box to the **Quick Guide** option in the **Help** dropdown menu.

After you close the Quick Guide, it is available at any time in the Help menu.

- About Tier2 Submit
- Quick Guide
- Open Tier2 Submit help topics
- Give feedback or report a bug
- Zoom in
- Zoom out
- Reset zoom to 100%

# Tier2 Submit Page Layout

16

The screenshot displays the Tier2 Submit application interface. A red rectangular box highlights the top navigation bar, which contains the following elements from left to right: a back arrow, a forward arrow, three tabs labeled 'Facilities' (with a factory icon), 'Contacts' (with a person icon), and 'Chemical Inventory' (with a flask icon), followed by three buttons labeled 'Import', 'Export/Submit', and 'Help'. Below the navigation bar is a search bar with the placeholder text 'Search' and 'Listing all Facilities'. Underneath the search bar is a toolbar with icons for adding, editing, and deleting records, and a status indicator showing '0 Facilities'. Below the toolbar is a table header with columns for 'Facility Name', 'City', 'County', and 'Address'. The table body contains the text 'No records found.'.

This bar will be displayed continuously throughout the application. It provides powerful navigation.

- About Tier2 Submit
- Quick Guide
- Open Tier2 Submit help topics
- Give feedback or report a bug
- Zoom in
- Zoom out
- Reset zoom to 100%

# Navigation in Tier2 Submit

17



The left side of the tool bar indicates which part of Tier2 Submit you are in by the white underline.

The right side displays actions you may wish to take.

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

# Navigation in Tier2 Submit

18

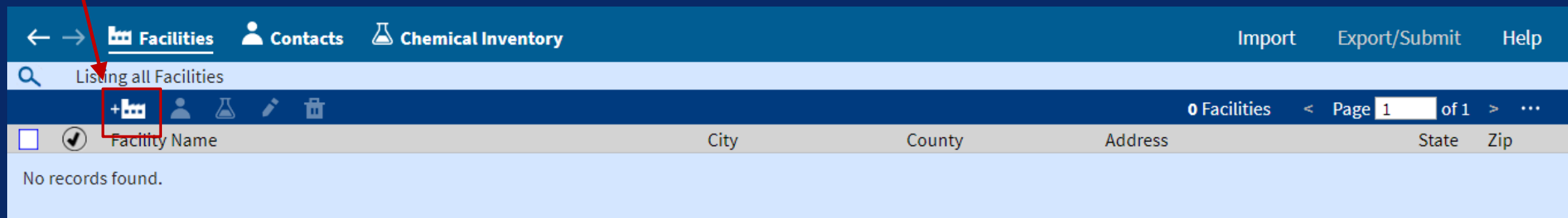
The screenshot displays the Tier2 Submit application interface. At the top, there is a navigation bar with tabs for 'Facilities', 'Contacts', and 'Chemical Inventory'. Below this is a search bar labeled 'Search' and 'Listing all Facilities'. A table header is visible with columns: 'Facility Name', 'City', 'County', and 'Address'. The table content shows 'No records found.' On the right side, there is a 'Help' menu with the following options: 'About Tier2 Submit', 'Quick Guide', 'Open Tier2 Submit help topics', 'Give feedback or report a bug', 'Zoom in', 'Zoom out', and 'Reset zoom to 100%'. A red box highlights the 'Open Tier2 Submit help topics' option, and a red arrow points from a text box to this option.

The Tier2 Submit help topics are extensive. Use them freely throughout the application.

# Creating a new facility

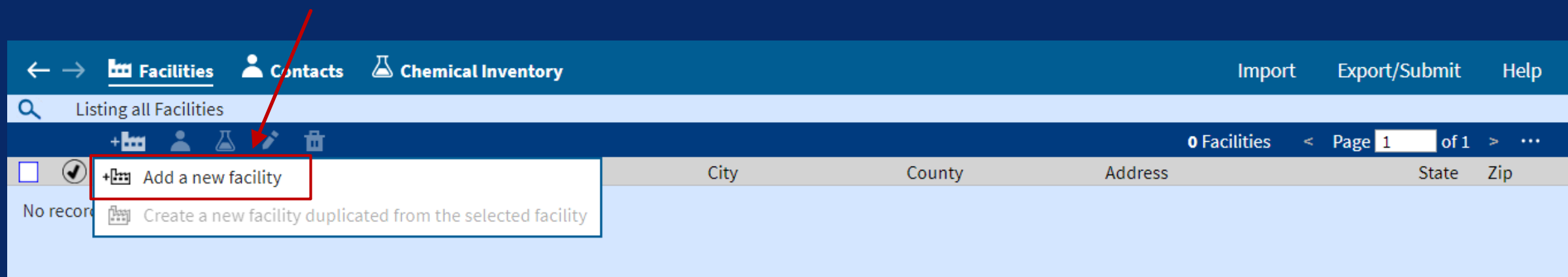
19

If this is your first time filing a Tier II report, you can make a new facility by clicking the **facility icon** and then clicking **Add a new facility**.



The screenshot shows the 'Facilities' tab selected in the top navigation bar. Below the navigation bar is a search bar labeled 'Listing all Facilities'. A red arrow points to the '+ Facility' icon in the toolbar. The table below has columns for Facility Name, City, County, Address, State, and Zip. The table is empty, displaying 'No records found.'.

	Facility Name	City	County	Address	State	Zip
No records found.						



The screenshot shows the same 'Facilities' tab interface. A red arrow points to the '+ Facility' icon, which has opened a dropdown menu. The menu contains two options: 'Add a new facility' and 'Create a new facility duplicated from the selected facility'. The table below remains empty, displaying 'No records found.'.

	Facility Name	City	County	Address	State	Zip
No records found.						

# Did your facility use Tier2 Submit last year?

20

- If so, that data is available to modify and update, and can be used as a starting point for this year's filing.
- 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.

# Importing a file from last year

21

← → **Facilities** **Contacts** **Chemical Inventory** **Import** Export/Submit Help

Listing all Facilities

+ **Facilities** **Contacts** **Chemical Inventory** **Import** **Export/Submit** **Help**

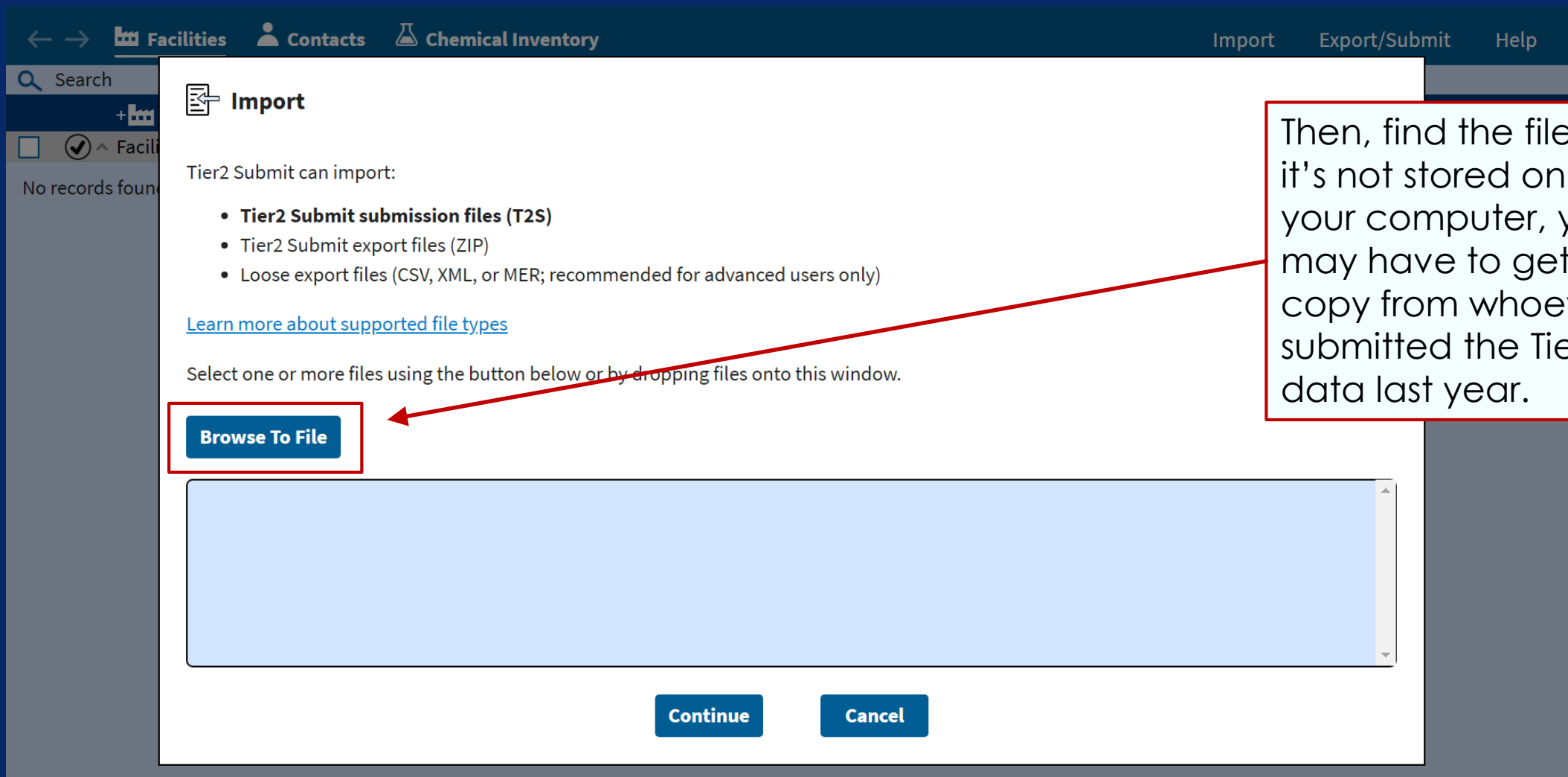
0 Facilities < Page 1 of 1 > ...

<input type="checkbox"/>	Facility Name	City	County	Address	State	Zip
No records found.						

First, click on **Import**.

# Importing a file from last year

22



The screenshot shows the 'Import' dialog box in the Tier2 Submit application. The dialog has a title bar with navigation icons and tabs for 'Facilities', 'Contacts', and 'Chemical Inventory'. The main content area is titled 'Import' and lists supported file types: Tier2 Submit submission files (T2S), Tier2 Submit export files (ZIP), and Loose export files (CSV, XML, or MER; recommended for advanced users only). A link 'Learn more about supported file types' is provided. Below the list, a message states: 'Select one or more files using the button below or by dropping files onto this window.' A red box highlights the 'Browse To File' button, and a red arrow points from a text box on the right to this button. At the bottom of the dialog are 'Continue' and 'Cancel' buttons.

Tier2 Submit can import:

- **Tier2 Submit submission files (T2S)**
- Tier2 Submit export files (ZIP)
- Loose export files (CSV, XML, or MER; recommended for advanced users only)

[Learn more about supported file types](#)

Select one or more files using the button below or by dropping files onto this window.

**Browse To File**

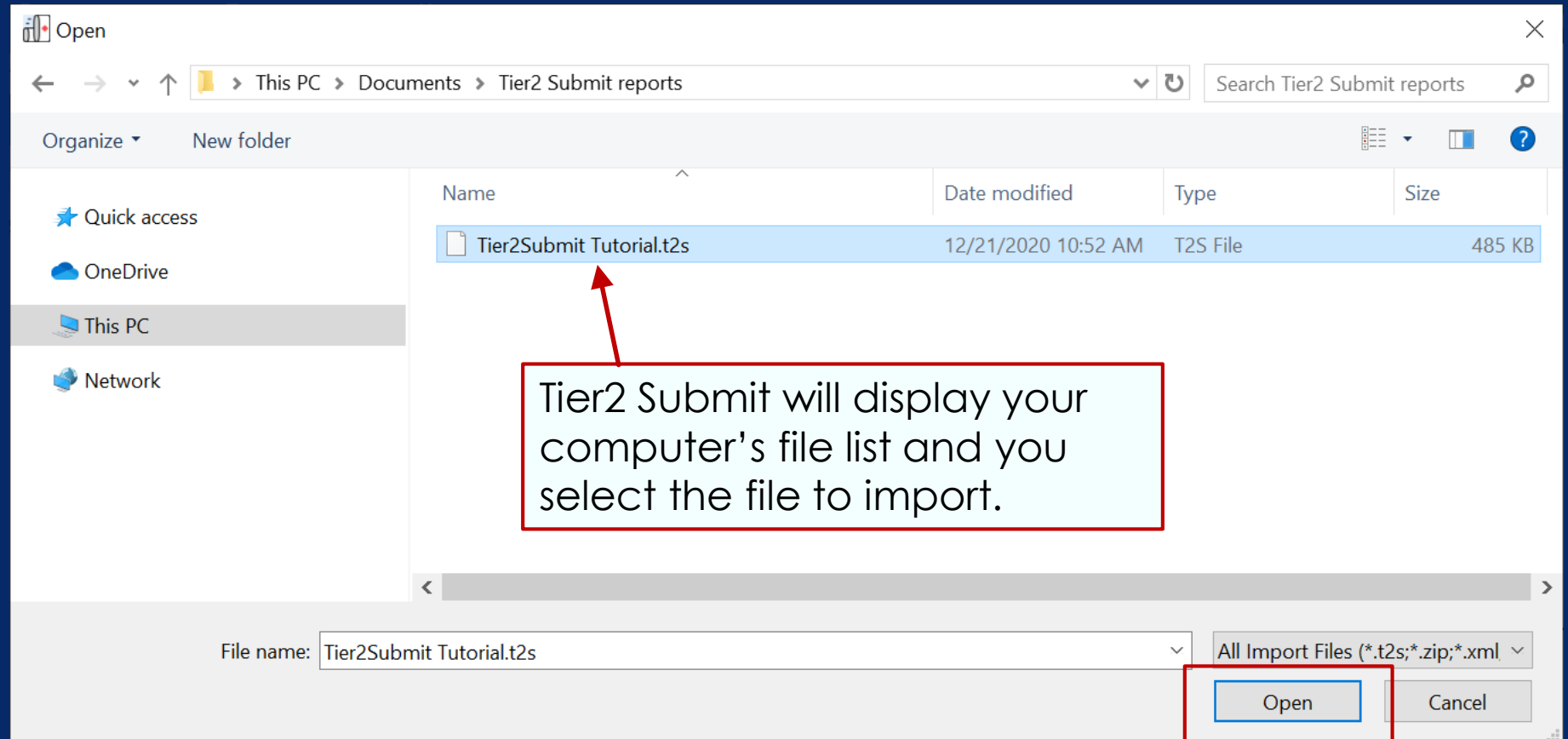
**Continue** **Cancel**

Then, find the file. If it's not stored on your computer, you may have to get a copy from whoever submitted the Tier II data last year.

# Importing a file from last year

23

Browse to your files, on your computer, and find last year's Tier2 Submit file. It will probably have a .t2s extension.



# Importing a file from last year

24

The screenshot shows the Tier2 Submit web application interface. At the top, there are navigation tabs: Facilities, Contacts, and Chemical Inventory. On the right, there are links for Import, Export/Submit, and Help. A search bar is visible on the left. The main content area displays the 'Import' dialog box. Inside the dialog, it lists supported file types: Tier2 Submit submission files (T2S), Tier2 Submit export files (ZIP), and Loose export files (CSV, XML, or MER). A 'Browse To File' button is present. Below it, a file named 'Tier2Submit Tutorial.t2s' is listed with a description: 'XML file inside of a T2S file, including an attachments folder'. A red box highlights this file entry with the text 'T2S file found and ready to import.' At the bottom of the dialog, there are 'Continue' and 'Cancel' buttons. A red box highlights the 'Continue' button with the text 'If this is the file you wish to import, click Continue to import the file.'

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Search

of 1 > ...

ate Zip

## Import

Tier2 Submit can import:

- **Tier2 Submit submission files (T2S)**
- Tier2 Submit export files (ZIP)
- Loose export files (CSV, XML, or MER; recommended for advanced users only)

[Learn more about supported file types](#)

Select one or more files using the button below or by dropping files onto this window.

**Browse To File** Clear List

<b>Tier2Submit Tutorial.t2s</b>	XML file inside of a T2S file, including an attachments folder	×
---------------------------------	--	---

Ready for import.


**Continue** **Cancel**

If this is the file you wish to import, click **Continue** to import the file.

T2S file found and ready to import.


# Importing a file from last year


25

 **Import File Information**


C:/Users/Desktop/CleanAndClearCorporation.zip

**CleanAndClearCorporation.zip** contains:    **531 facilities**    **632 contacts**    **1,405 chemicals**    **Data year: 2018**

**Import Issues** 

Below is a list of problems found in this file. The list contains only warnings (  ), not errors. You can continue with the import, but make sure the warnings do not indicate an unexpected problem.

For a complete list [open the import log file](#) or [show the log file in its folder](#).

 8 instances of state fields not supported by Tier2 Submit were skipped. (These are state-specific fields for states that no longer use Tier2 Submit and/or fields from records in a state with state-specific fields that may have been mistakenly copied to another state sometime in the past.) ►


Continue




Cancel

In some cases, you may see warnings or errors during your import. Read the messages carefully and reach out [RMPRC@epacdx.net](mailto:RMPRC@epacdx.net) if you have questions.

# Importing a file from last year

26

 **Import Summary**

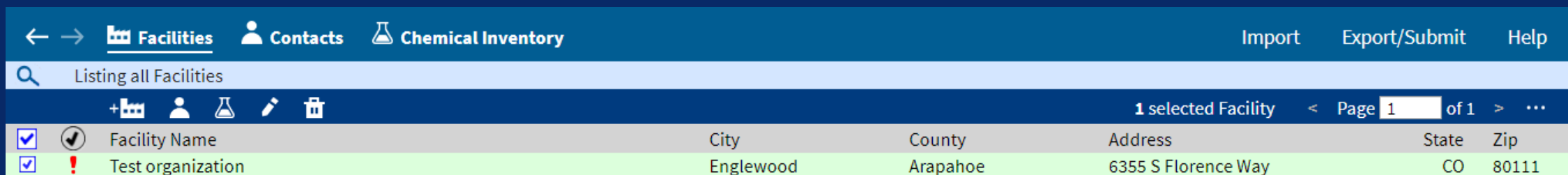
File	Facilities	Contacts	Chemicals	Log	Issues	Action
Tier2Submit Tutorial.t2s	1	5	4	 		Imported

OK

Successful import!

# Importing a file from last year

27



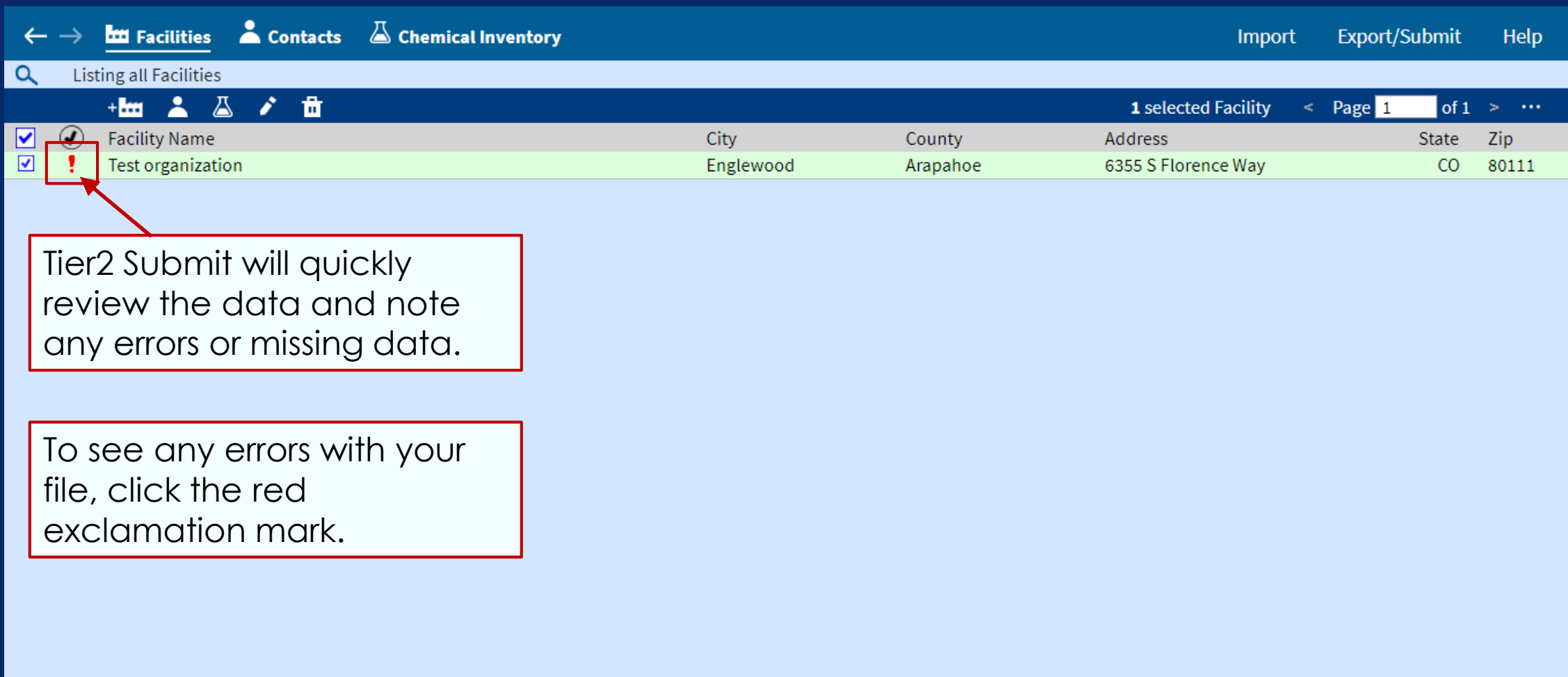
	Facility Name	City	County	Address	State	Zip
<input checked="" type="checkbox"/>	Test organization	Englewood	Arapahoe	6355 S Florence Way	CO	80111

After import, your facilities from last year's file will be listed here.

To open and view details for a facility, double click on it. The row will flash green and then you can proceed with updating the Tier2 Submit information for this year.

# Importing a file from last year

28



← → Facilities Contacts Chemical Inventory

Import Export/Submit Help

Listing all Facilities

+ Facilities + Contacts + Chemical Inventory + Edit + Delete

1 selected Facility < Page 1 of 1 > ...

<input checked="" type="checkbox"/>	Facility Name	City	County	Address	State	Zip
<input checked="" type="checkbox"/>	Test organization	Englewood	Arapahoe	6355 S Florence Way	CO	80111

Tier2 Submit will quickly review the data and note any errors or missing data.

To see any errors with your file, click the red exclamation mark.

# Importing a file from last year

29

The screenshot shows a web application interface for managing facilities. At the top, there are navigation tabs: 'Facilities' (selected), 'Contacts', and 'Chemical Inventory'. To the right are buttons for 'Import', 'Export/Submit', and 'Help'. Below the navigation is a search bar labeled 'Listing all Facilities'. A toolbar contains icons for adding, editing, and deleting records. The main area displays a table with the following data:

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Facility Name	City	County	Address	State	Zip
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test organization	Englewood	Arapahoe	6355 S Florence Way	CO	80111

An error message box is displayed over the table, stating: 'This record is not valid for submission because:'. Below this, a red-bordered box contains the text 'Date Signed is required' next to a red exclamation mark icon. A red arrow points from a text box below to this error message.

This record is not valid for submission because: ✕

**Date Signed** is required !

Click buttons to view/edit values. Hover icons for details.

Click an error button to be taken to the field to fix the problem.

1 selected Facility < Page 1 of 1 > ...

# Importing a file from last year

30

← →

Facilities

Contacts

Chemical Inventory

Import

Export/Submit

Help

Listing all Facilities

+ Facilities

Person

Flask

Pencil

Trash

1 selected Facility

< Page 1 of 1 > ...

<input checked="" type="checkbox"/>	Facility Name	City	County	Address	State	Zip
<input checked="" type="checkbox"/>	Test organization	Englewood	Arapahoe	6355 S Florence Way	CO	80111

This record is not valid for submission because: ✕

Date Signed is required

Click buttons to view/edit values. Hover icons for details.

Don't be alarmed by error messages. You will be prompted to update the data as you proceed through the application.

# Navigation in Tier2 Submit

31

When you open a record, the dark blue tool bar represents segments of each Tier2 Submit record.

The gray bars correspond to those sections.

The screenshot displays the Tier2 Submit web application interface. At the top, a dark blue navigation bar contains links for Facilities, Contacts, and Chemical Inventory, along with buttons for Import, Export/Submit, and Help. Below this is a secondary dark blue bar with tabs for Location, ID and Regulations, Contacts, Chemicals, State Fields, Attachments, and Certification. The main content area is white and contains a form for entering data. A status message "All changes saved." is visible. The form includes fields for Name (Test organization), Report Year (2019), and a section titled "Location where chemicals are present". This section contains fields for Street (6355 S Florence Way), City (Englewood), State (CO), Zip (80111), Country (USA), Latitude (39.600749), and Longitude (-104.872941). There is also a map of the United States with a location pin over Colorado. Below the map are radio buttons for Street view and Satellite view, and a link to Re-center Map. At the bottom, there are fields for County (Arapahoe), Department (Presentation Unit), Fire District (Arapahoe), and Emergency 24-Hour Phone Number (303 816 5698). A checkbox at the bottom left indicates "Mailing address is different than physical address".

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

All changes saved.

Name \* ⓘ Report Year

Test organization 2019

Location where chemicals are present

Street \* ⓘ City \*

6355 S Florence Way Englewood

State \* Zip \* ⓘ Country Latitude \* ⓘ Longitude \* ⓘ

CO 80111 USA 39.600749 -104.872941

County \*

Arapahoe

Department Fire District \* Emergency 24-Hour Phone Number

Presentation Unit Arapahoe 303 816 5698

Set lat/long from address or use the map to set your lat/long ▶

Street view Satellite view Re-center Map

☐ Mailing address is different than physical address ⓘ

# Location

32

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

**Location** ID and Regulations Fields Attachments Certification

Name \* ⓘ  
Test organization 2019 ⓘ

**Location where chemicals are present**

Street \* ⓘ  
6355 S Florence Way


State \* CO Zip \* ⓘ 80111 Country USA

County \*  
Arapahoe

Department Presentation Unit Fire District \* Arapahoe Emergency 24-Hour Phone Number 303 816 5698

☐ Mailing address is different than physical address ⓘ

This is the location of the facility **where the chemicals were in inventory**, not headquarters or other site.



Map showing the location of the facility (Arapahoe, CO) with a blue pin. The map includes labels for Canada, United States, Mexico, and major cities like Vancouver, San Francisco, Los Angeles, Chicago, Toronto, and Mexico City. Map controls (zoom in/out) and a 'Re-center Map' link are visible.

● Street view ● Satellite view [Re-center Map](#)

# Location

33

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

**Location** ID and Regulations Contacts Chemicals State Fields Attachments Certification

All changes saved

Name \* ⓘ  
Test organization

**Location where chemicals are present**

Street \* ⓘ  
6355 S Florence Way

City \* ⓘ  
Englewood

State \* ⓘ  
CO

Zip \* ⓘ  
80111

Country  
USA

Latitude \* ⓘ  
39.600749

Longitude \* ⓘ  
-104.872941

[Set lat/long from address](#) or use the map to set your lat/long ▶

County \*  
Arapahoe

Department  
Presentation Unit

Fire District \*  
Arapahoe

Emergency 24-Hour Phone Number  
303 816 5698

☐ Mailing address is different than physical address ⓘ

Note the red asterisks. They denote required fields.

Map showing the location in the United States (Arapahoe, CO).

Street view Satellite view [Re-center Map](#)

# Location

34

← → **Facilities** **Contacts** **Chemical Inventory**

**Location** ID and Regulations Contacts Chemicals Stat

All changes saved.

Name \* ⓘ  
Test organization

Report Year  
2019

**Location where chemicals are present**

Street \* ⓘ  
6355 S Florence Way

City \*  
Englewood

State \*  
CO

Zip \* ⓘ  
80111

Country  
USA

Latitude \* ⓘ  
39.600749

Longitude \* ⓘ  
-104.872941

County \*  
Arapahoe

[Set lat/long from address](#) or use the map to set your lat/long ▶

Department  
Presentation Unit


Fire District \*  
Arapahoe

Emergency 24-Hour Phone Number  
303 816 5698

☐ Mailing address is different than physical address ⓘ

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 that you have the location correct.

Street view Satellite view [Re-center Map](#)




# Location

35

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

**Location** ID and Regulations Contacts Chemicals State Fields Attachments Certification

All changes saved. Report Year 

Name \* ⓘ  
Test organization

**Location where chemicals are present**

Street \* ⓘ City \*  
6355 S Florence Way Englewood

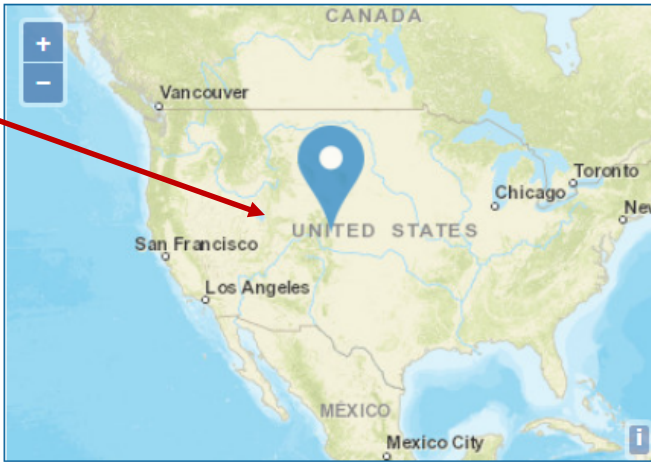
State \* Zip \* ⓘ Country Latitude \* ⓘ Longitude \* ⓘ  
CO 80111 USA 39.600749 -104.872941

County \*  
Arapahoe

Department Fire District \* Emergency 24-Hour Phone Number  
Presentation Unit Arapahoe 303 816 5698

☐ Mailing address is different than physical address ⓘ

[Set lat/long from address](#) or use the map to set your lat/long ▶



☒ Street view ☐ Satellite view [Re-center Map](#)

# Location

36

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

**Location** ID and Regulations Contacts Chemicals State Fields Attachments Certification

All changes saved.

Name \* ⓘ  
Test organization

Report Year  
2019

**Location where chemicals are present**

Street \* ⓘ  
6355 S Florence Way

State \*  
CO

Zip \* ⓘ  
80111

USA 39.600749 -104.872941

County \*  
Arapahoe

[Set lat/long from address](#) or use the map to set your lat/long ▶

Department  
Presentation Unit

Fire District \*  
Arapahoe

Emergency 24-Hour Phone Number  
303 816 5698

☐ Mailing address is different than physical address ⓘ

Each state has different requirements. In this example, Colorado requires a fire district to be identified.

Map showing the location in the United States (Colorado).

Map controls: + - Street view Satellite view [Re-center Map](#)

# Location

37

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

**Location** **ID and Regulations** Contacts Chemicals State Fields Attachments Certification

All changes saved.

Name \* ⓘ  
Test organization

Report Year  
2018

Location where chemicals are present

Street \* ⓘ  
6355 S Florence Way

City \*  
Englewood

State \*  
CO

Zip \* ⓘ  
80111

Country  
USA

Latitude \* ⓘ  
39.600749

Longitude \* ⓘ  
-104.872941

County \*  
Arapahoe

Department  
Presentation Unit

Fire District \*  
Arapahoe

Emergency 24-Hour Phone Number  
303 816 5698

[Set lat/long from address](#) or use the map to set your lat/long ▶

☐ Mailing address is different than physical address ⓘ

Map of the United States showing the location of Englewood, Colorado. The map includes labels for major cities like Vancouver, San Francisco, Los Angeles, Chicago, Toronto, and Mexico City. The location is marked with a blue pin.

Street view Satellite view [Re-center Map](#)

When you are finished with this section, click on the next section or simply scroll down the page.

# ID and Regulations

38

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location **ID and Regulations** Contacts Chemicals State Fields Attachments Certification

All changes saved.

Name \* ⓘ  
Test organization

Report Year

**ID and Regulations**

**ID Type** **ID** **Description**

Dun & Bradstreet \* ⓘ 123456789

NAICS \* ⓘ Choose 237120 Oil and Gas Pipeline and Related Structures Construction

RMP 1000 0013 4017

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

Add ID

Is the facility manned? \* ⓘ ☒ Manned ☐ Unmanned

Maximum number of occupants \* ⓘ 25


# ID and Regulations

39


← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location **ID and Regulations** Contacts Chemicals State Fields Attachments Certification

All changes saved.

Name \* ⓘ  Report Year  

**ID and Regulations**

ID Type	ID	Description
Dun & Bradstreet * ⓘ	<input type="text" value="123456789"/>	<input type="text"/>
NAICS * ⓘ <input type="button" value="Choose"/>	<input type="text" value="237120"/>	Oil and Gas Pipelin
<input type="text" value="RMP"/> ▼	<input type="text" value="1000 0013 4017"/>	<input type="text"/> 

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

Is the facility manned? \* ⓘ ☒ Manned ☐ Unmanned

Maximum number of occupants \* ⓘ

If you don't know your Dun & Bradstreet number, you can look it up or request one from the [Dun & Bradstreet website](#). If your facility is a public utility or other non-business entity, you may enter N/A.


# ID and Regulations

40


← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location **ID and Regulations** Contacts Chemicals State Fields Attachments Certification

All changes saved.

Name \* ⓘ  Report Year  

**ID and Regulations**

ID Type	ID	Description
Dun & Bradstreet * ⓘ	<input type="text" value="123456789"/>	<input type="text"/>
NAICS * ⓘ	<input type="button" value="Choose"/> <input type="text" value="237120"/>	<input type="text" value="Oil and Gas Pipeline and Related Structures Construction"/>
RMP <input type="text" value="RMP"/>	<input type="text" value="1000 0013 4017"/>	<input type="text"/> 

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

Is the facility manned? \* ⓘ ☒ Manned ☐ Unmanned

Maximum number of occupants \* ⓘ

If you don't know your NAICS number you can look it up on the [NAICS website](#) or the [US Census website](#).


# ID and Regulations

41

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location **ID and Regulations** Contacts Chemicals State Fields Attachments Certification

All changes saved.

Name \* ⓘ  Report Year  

**ID and Regulations**

ID Type	ID	Description
Dun & Bradstreet * ⓘ	<input type="text" value="123456789"/>	<input type="text"/>
NAICS * ⓘ	<input type="button" value="Choose"/> <input type="text" value="237120"/>	<input type="text" value="Oil and Gas Pipeline and Related Structures Construction"/>
<input type="text" value="RMP"/> ▼	<input type="text" value="1000 0013 4017"/>	<input type="text"/>

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

Is the facility manned? \* ⓘ ☒ Manned ☐ Unmanned

Maximum number of occupants \* ⓘ

If there is ever one person in the building, it is considered "manned." The "maximum" is the largest number you would ever expect in the building.

# ID and Regulations

42

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location **ID and Regulations** Contacts Chemicals State Fields Attachments Certification

All changes saved.

Name \* ⓘ  
Test organization

Report Year  
2019

RMP 1000 0013 4017

If the facility is subject to [Toxics Release Inventory](#)

Is the facility manned? \* ⓘ ☒ Yes ☐ No

Maximum number of occupant

**Subject to...**

Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? \* ⓘ ☒ Yes ☐ No

Emergency planning under Section 302 of EPCRA (40 CFR part 355)? \* ⓘ ☒ Yes ☐ No

If your facility is required to have a **Risk Management Program** in place, you will need to enter its ID. For more information, visit the EPA [RMP website](#).

# ID and Regulations

43

← → **Facilities** **Contacts** **Chemical Inventory** **Import** **Export/Submit** **Help**

**Location** **ID and Regulations** **Contacts** **Chemicals** **State Fields** **Attachments** **Certification**

All changes saved.

Name \* ⓘ  Report Year  ⓘ

If the facility is subject to [Toxics Release Inventory \(TRI\)](#) report? \* ⓘ ☐ Yes ☒ No

Is the facility manned? \* ⓘ ☒ Manned ☐ Unmanned

Maximum number of occupants \* ⓘ

**Subject to...**

Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? \* ⓘ ☒ Yes ☐ No

Emergency planning under Section 302 of EPCRA (40 CFR part 355)? \* ⓘ ☒ Yes ☐ No

If your facility is subject to Section 302 of **EPCRA**, you will need to provide a **Facility Emergency Coordinator** in the "Contacts" section of Tier2 Submit.

# Contacts

44

To move on to Contacts, click on **Contacts** or scroll down.

← →

Facilities

Contacts

Chemical Inventory

Import

Export/Submit

Help

LocationID and Regulations**Contacts**ChemicalsState FieldsAttachmentsCertification

Name \* ⓘ  
Test organization

Report Year  
2019

!

Contacts

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

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

[View this facility's contacts](#)

Add Contact

# Contacts

45

← →

Facilities

Contacts

Chemical Inventory

Import

Export/Submit

Help

LocationID and RegulationsContactsChemicalsState FieldsAttachmentsCertification

Name \* ⓘ

Test organization

!

Contacts

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

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

[View this facility's contacts](#)

Add Contact

If you imported a file from last year, you will see your contacts listed here.

# Contacts

46

← →

Facilities

Contacts

Chemical Inventory

ImportExport/SubmitHelp

Location

ID and Regulations

Contacts

Chemicals

State Fields

Attachments

Certification

All changes saved.

Name \* ⓘ

Report Year

Test organization

2019

Contacts ⓘ

No contacts found. [Add](#) a contact to this facility.

Federal requirements include: Owner/Operators (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

Chemicals ⓘ

No chemicals found. [Add](#) a chemical to this facility's

If you are creating a new facility, your contact list will be blank.

Click **Add Contact** to add a new contact.

# Contacts

47

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

**Location** **Contact Types** **Phone Information** **Facilities**

All changes saved.

First Name \* Last Name \* i Job Title \*

Tony Administrator admin type

< Prev Next > 1 of 5

**Phone Information**

Phone Number Type

310 608 9547 Work

Add Phone

Is a contact for the following facilities:

Name	Address	City	ZIP
Test organization	6355 S Florence Way	Englewood	80111

[View this contact's facilities](#) Add Facility

Last modified: 12/13/2019

All changes saved.

Back to facility "Test organization" Back to Top

This is the detailed contact information page.

Fill one page out for each contact you enter.

Click here to return the Facility page.

# Contacts

48

Three contacts types  
**are required.**

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location ID and Regulations **Contacts** Chemicals State Fields Attachments Certification

Name \* ⓘ Report Year

Test organization 2019

**Contacts**

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

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

[View this facility's contacts](#) Add Contact

**Tier II Information contact**

**Emergency contacts** (with at least 2 phone numbers, one of which is 24 hour). These contacts must include an email address as well as phone number(s).

**Owner/operator**

# Contacts

49

← →

Facilities

Contacts

Chemical Inventory

Import

Export/Submit

Help

LocationID and RegulationsContactsChemicalsState FieldsAttachmentsCertification

Name \* ⓘ  
Test organization

!

Contacts

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

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

[View this facility's contacts](#)

Add Contact

Once you have one or more contacts listed, double click on a contact to edit detailed contact information for that person.

# Contacts

50

[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

[Location](#) [ID and Regulations](#) [Contacts](#) [Chemicals](#) [State Fields](#) [Attachments](#) [Certification](#)

Name \* ⓘ  
Test organization

Report Year  
2019

Contacts

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

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

[View this facility's contacts](#) [Add Contact](#)

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

# In the next part of Tier2 Submit...

51

- You add or verify chemicals you are required to report: **Hazardous Chemicals** (which include **Extremely Hazardous Substances**) or a mixture containing these chemicals.
  - **Hazardous Chemicals** require Safety Data Sheets (SDSs)
  - **Extremely Hazardous Substances (EHSs)** are identified in the EPA [List of Lists](#) or 40 CFR part 355, [Appendix A](#) and [Appendix B](#) Incorporated.
  - [CAMEO Chemicals](#) can be used to search for EHSs

# Tier II Reporting Quantities

52

- 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** gas station

# Qualifying Quantities

53

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

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

# Chemicals

54

Moving down the form...

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location ID and Regulations Contacts **Chemicals** State Fields Attachments Certification

Name \* ⓘ  Report Year  ⓘ

**Chemicals**

...to chemicals that were inventoried during the previous year.

Chemical Name	CAS	EHS	Maximum Amount (Pounds)
AMMONIA ANHYDROUS	7664-41-7	Yes	1,500
Chlorine	7782-50-5	Yes	5,000

[View this facility's chemicals](#) Add Chemical

# Chemicals

55

← →

Facilities

Contacts

Chemical Inventory

ImportExport/SubmitHelp

Location

ID and Regulations

Contacts

Chemicals

State Fields

Attachments

Certification

Name \* ⓘ  
Test organization

Report Year  
2019

!

Chemicals

Chemical Name	CAS	EHS	Maximum Amount (Pounds)
AMMONIA ANHYDROUS	7664-41-7	Yes	1,500
Chlorine	7782-50-5	Yes	5,000

[View this facility's chemicals](#)

Add Chemical

If you imported your file from last year, you'll see your chemicals listed here. This company reported two chemicals last year.

# Chemicals

56

←

→

Facilities

Contacts

Chemical Inventory

Import

Export/Submit

Help

Location

ID and Regulations

Contacts

Chemicals

State Fields

Attachments

Certification

Name \*

Test organization

Report Year

2019

!

Chemicals

Chemical Name	CAS	EHS	Maximum Amount (Pounds)
AMMONIA ANHYDROUS	7664-41-7	Yes	1,500
Chlorine	7782-50-5	Yes	5,000

[View this facility's chemicals](#)

Add Chemical

To update details for a chemical, place your curser on the chemical to be updated and double click.

# Chemicals

57

← →

Facilities

Contacts

Chemical Inventory

ImportExport/SubmitHelp

Location

ID and Regulations

Contacts

Chemicals

State Fields

Attachments

Certification

Name \* ⓘ

Test organization

Report Year

2019

!

Chemicals

Chemical Name	CAS	EHS	Maximum Amount (Pounds)	
AMMONIA ANHYDROUS	7664-41-7	Yes	1,500	X
Chlorine	7782-50-5	Yes	5,000	X

[View this facility's chemicals](#)

...or **add a new chemical** by clicking on this button on the facility page.

Add Chemical

# Chemicals

58

← →

Facilities

Contacts

Chemical Inventory

ImportExport/SubmitHelp

Physical State & Amounts

Hazards

Storage Locations

Mixture Components

State Fields

Facility: [Test organization](#)

All changes saved.

☒ Pure☐ Mixture

CAS Number \*  
7782-50-5

Chemical Name \*  
Chlorine

EHS \*  
☒ Yes☐ No

[< Prev](#) [Next >](#)  
2 of 2

Physical State & Amounts

Physical State \*  
☐ Solid☒ Liquid☐ Gas

Days on Site \*  
365

☐ Chemical information is the same as last year

☐ Trade Secret

Maximum Amount  
5,000 pounds

Average Daily Amount  
5,000 pounds

Maximum Amount in Largest Container  
2,500 pounds

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

Maximum Amount Range Code \*  
05 (5,000 - 9,999 pounds)

Average Daily Amount Range Code \*  
05 (5,000 - 9,999 pounds)

☐ Below Reporting Thresholds

Hazards

Physical Hazards

Health Hazards

☐ Explosive

☐ Flammable (gases, aerosols, liquids, or solids)

☐ Acute toxicity (any route of exposure)










☐ Skin corrosion or irritation

You'll then see a new page with details about the chemical. Update the page as appropriate.

# Chemicals

59

Alternatively, you can get to the chemical detail page by clicking on the **Chemical Inventory** menu.

<div><div><div>←</div><div>→</div><div> Facilities</div><div> Contacts</div><div> <u>Chemical Inventory</u></div></div><div>ImportExport/SubmitHelp</div></div>				
<div><div></div><div>Listing all Chemicals</div></div>				
<div><div><div></div><div>1 selected of 2 Chemicals</div><div>&lt;Page 1 of 1&gt;...</div></div></div>				
<div><div><div><input type="checkbox"/></div><div><input checked="" type="checkbox"/></div></div></div>	Chemical	CAS	EHS	Facility Name
<div><div><div><input checked="" type="checkbox"/></div><div><input checked="" type="checkbox"/></div></div></div>	AMMONIA ANHYDROUS	7664-41-7	Yes	Test organization
<div><div><div><input type="checkbox"/></div><div><input checked="" type="checkbox"/></div></div></div>	Chlorine	7782-50-5	Yes	Test organization

# Chemicals

60



From here, you can view the facility, edit or copy existing chemicals, add new ones, or delete them.

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

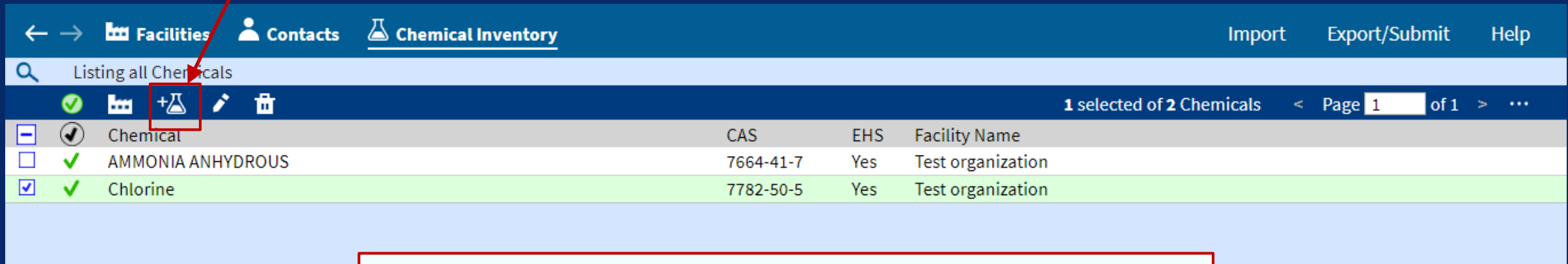
Listing all Chemicals

1 selected of 2 Chemicals < Page 1 of 1 > ...

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemical	CAS	EHS	Facility Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	AMMONIA ANHYDROUS	7664-41-7	Yes	Test organization
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chlorine	7782-50-5	Yes	Test organization

# Chemicals

61



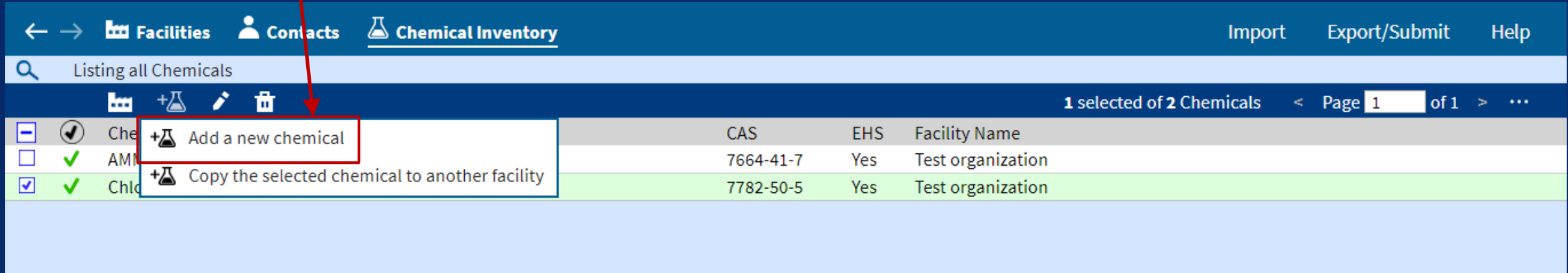
← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Listing all Chemicals

1 selected of 2 Chemicals < Page 1 of 1 > ...

	Chemical	CAS	EHS	Facility Name
<input type="checkbox"/>	✓ AMMONIA ANHYDROUS	7664-41-7	Yes	Test organization
<input checked="" type="checkbox"/>	✓ Chlorine	7782-50-5	Yes	Test organization

To add a new chemical, click the **chemical beaker icon** and then click **Add a new chemical**.



← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Listing all Chemicals

1 selected of 2 Chemicals < Page 1 of 1 > ...

	Chemical	CAS	EHS	Facility Name
<input type="checkbox"/>	✓ AMMONIA ANHYDROUS	7664-41-7	Yes	Test organization
<input checked="" type="checkbox"/>	✓ Chlorine	7782-50-5	Yes	Test organization

- + Add a new chemical
- + Copy the selected chemical to another facility

# Chemicals

62

[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

Physical State & Amounts

Hazards

Storage Locations

Mixture Components

State Fields


Facility: [Test organization](#) All changes saved.

☒ Pure ☐ Mixture ⓘ

CAS Number \* ⓘ  
7782-50-5

Chemical Name \* ⓘ  
Chlorine

EHS \* ⓘ  
☒ Yes ☐ No

[< Prev](#) [Next >](#)  
2 of 2 

Physical State & Amounts

Physical State \* ⓘ  
☐ Solid ☒ Liquid ☐ Gas

Days on Site \*  
365

☐ Chemical information is the same as last year

☐ Trade Secret ⓘ

Maximum Amount  
5,000 pounds

Average Daily Amount ⓘ  
5,000 pounds

Maximum Amount in Largest Container  
2,500 pounds

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

Maximum Amount Range Code \*  
05 (5,000 - 9,999 pounds)

Average Daily Amount Range Code \*  
05 (5,000 - 9,999 pounds)

☐ Below Reporting Thresholds ⓘ

Back to the chemical page...

Hazards \* ⓘ

Physical Hazards

Health Hazards

☐ Explosive

☐ Acute toxicity (any route of exposure)

☐ Flammable (gases, aerosols, liquids, or solids)

☐ Skin corrosion or irritation

# Chemicals

63

← → Facilities Contacts **Chemical Inventory** Import Export/Submit Help

Physical State & Amounts Hazards Storage Locations Mixture Components State Fields

Facility: [Test organization](#) All changes saved.

☒ Pure ☐ Mixture ☐ CAS Number \*  Chemical Name \*  EHS \* ☒ Yes ☐ No [< Prev](#) Next > 2 of 2

**Physical State & Amounts**

Physical State \* ☐ Solid ☒ Liquid ☐ Gas

Days on Site \*

☐ Chemical information is the same as last year

☐ Trade Secret ☐

Maximum Amount  pounds

Average Daily Amount  pounds

Maximum Amount in Largest Container  pounds

Maximum Amount Range Code \*  Average D

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

**Hazards**

**Physical Hazards**

☐ Explosive

☐ Flammable (gases, aerosols, liquids, or solids)

**Health Hazards**

☐ Acute toxicity (any route of exposure)

☐ Skin corrosion or irritation

As you scroll through the page, you will be asked for:

- physical states
- amounts
- hazards
- storage locations and
- mixture components

# Chemicals

64

← → Facilities Contacts **Chemical Inventory** Import Export/Submit Help

Physical State & Amounts Hazards Storage Locations Mixture Components State Fields

Facility: [Test organization](#)

☒ Pure ☐ Mixture ⓘ

CAS Number \* ⓘ

Chemical Name \* ⓘ

EHS \* ⓘ ☒ Yes ☐ No

< Prev Next > 2 of 2

All changes saved.

### Physical State & Amounts

Physical State \* ⓘ ☐ Solid ☒ Liquid ☐ Gas

Days on Site \*

☐ Chemical information is the same as last year

☐ Trade Secret ⓘ

Maximum Amount  pounds

Average Daily Amount ⓘ  pounds

Maximum Amount in Largest Container  pounds

Maximum Amount Range Code \*

Average Daily Amount Range Code \*

☐ Below Reporting Thresholds

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

### Hazards \* ⓘ

**Physical Hazards**

☐ Explosive

☐ Flammable (gases, aerosols, liquids, or solids)

**Health Hazards**

☐ Acute toxicity (any route of exposure)

☐ Skin corrosion or irritation

When entering a new chemical, make sure you fill in the correct **CAS** number and **chemical name** and mark if it is an **Extremely Hazardous Substance (EHS)**.

# Chemicals

65

← →

Facilities

Contacts

Chemical Inventory

ImportExport/SubmitHelp

Physical State & Amounts

Hazards

Storage Locations

Mixture Components

State Fields

Facility: [Test organization](#)

All changes saved.

☒ Pure☐ Mixture

CAS Number \*  
7782-50-5

Chemical Name \*  
Chlorine

EHS \*  
☒ Yes☐ No

[< Prev](#) [Next >](#)  
2 of 2

Physical State &amp; Amounts

Physical State \*  
☐ Solid☒ Liquid☐ Gas

Days on Site \*  
365

☐ Chemical information is the same as last year

☐ Trade Secret

Maximum Amount  
Maximum Amount Range Code \*  
Amount Range Code \*  
Reporting Thresholds

If you imported last year's data and nothing has changed from last year, check this box under the "Physical State &amp; Amounts" section and leave the rest of the chemical information as-is.

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

Hazards

Physical Hazards

Health Hazards

# Chemicals

66

You can enter the maximum and average quantities in pounds of each chemical your facility had in inventory during the year.

← → Facilities Contacts Chemical Inventory

Physical State & Amounts Hazards Storage Locations

Facility: [Test organization](#) All changes saved.

☒ Pure ☐ Mixture CAS Number \* 7782-50-5 Chemical Name \* Chlorine

**Physical State & Amounts**

Physical State \* ☐ Solid ☒ Liquid ☐ Gas

Days on Site \* 365

☐ Chemical information is the same as last year

☐ Trade Secret

Maximum Amount 5,000 pounds

Average Daily Amount 5,000 pounds

Maximum Amount in Largest Container 2,500 pounds

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

Maximum Amount Range Code \* 05 (5,000 - 9,999 pounds)

Average Daily Amount Range Code \* 05 (5,000 - 9,999 pounds)

☐ Below Reporting Thresholds

**Hazards**

**Physical Hazards**

☐ Explosive

☐ Flammable (gases, aerosols, liquids, or solids)

**Health Hazards**

☐ Acute toxicity (any route of exposure)

☐ Skin corrosion or irritation

# Chemicals

67

← →

Facilities

Contacts

Chemical Inventory

Import

Export/Submit

Help

Physical State & AmountsHazardsStorage LocationsMixture ComponentsState Fields

Facility: [Test organization](#)

All changes saved.

☒ Pure ☐ Mixture

CAS Number \*  
7782-50-5

Chemical Name \*  
Chlorine

EHS \*  
☒ Yes ☐ No

[< Prev](#) [Next >](#)  
2 of 2

Physical State & Amounts

Physical State \*  
☐ Solid ☒ Liquid ☐ Gas

Days on Site \*  
365

☐ Chemical information is the same as last year

☐ Trade Secret

2,500 pounds

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

Maximum Amount Range Code \*  
05 (5,000 - 9,999 pounds)

Average Daily Amount Range Code \*  
05 (5,000 - 9,999 pounds)

☐ Below Reporting Thresholds

Hazards

Physical Hazards

Explosive

Flammable (gases, aerosols, liquids, or solids)

Health Hazards

Acute toxicity (any route of exposure)

Skin corrosion or irritation

# Chemicals

68

← → Facilities Contacts **Chemical Inventory** Import Export/Submit Help

Physical State & Amounts Hazards Storage Locations Mixture Components State Fields

Facility: [Test organization](#) All changes saved.

☒ Pure ☐ Mixture CAS Number \* 7782-50-5 Chemical Name \* Chlorine EHS \* Yes No < Prev Next > 2 of 2

**Physical State & Amounts**

Physical State \* Solid ☒ Liquid ☐ Gas

Maximum Amount 5,000 pounds

Maximum Amount Range Code \* 05 (5,000 - 9,999 pounds)

Days on Site \* 365

Average Daily Amount Range Code \* 05 (5,000 - 9,999 pounds)

☐ Chemical information is the same as last time

☐ Trade Secret

☐ Below Reporting Thresholds

**Hazards**

**Physical Hazards**

☐ Explosive

☐ Flammable (gases, aerosols, liquids, or solids)

**Health Hazards**

☐ Acute toxicity (any route of exposure)

☐ Skin corrosion or irritation

Select the Trade Secret box under the "Physical State & Amounts" section **only** if your facility has followed all the steps and has been approved by EPA.

# Chemicals


69

To move on to Hazards, click on **Hazards** or scroll down.

← → Facilities Contacts **Chemical Inventory** Import Export/Submit Help

Physical State & Amounts **Hazards** Storage Locations Mixture Components State Fields

Facility: [Test organization](#) All changes saved.

☒ Pure ☐ Mixture ⓘ CAS Number \* ⓘ 7782-50-5 Chemical Name \* ⓘ Chlorine EHS \* ⓘ ☒ Yes ☐ No [< Prev](#) [Next >](#) 2 of 2 

**Hazards** \* ⓘ

**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 (enter the specific hazard in the [Notes field](#) of the Facility) ⓘ

# Chemicals

70

[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

Physical State & Amounts

Hazards

Storage Locations

Mixture Components

State Fields

Facility: [Test organization](#) All changes saved.

☒ Pure ☐ Mixture ⓘ

CAS Number \* ⓘ  
7782-50-5

Chemical Name \* ⓘ  
Chlorine

EHS \* ⓘ  
☒ Yes ☐ No

[< Prev](#) [Next >](#)  
2 of 2

✓

Hazards \* ⓘ

**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 (enter the specific hazard in the [Notes field](#) of the Facility) ⓘ

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

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


# Chemicals

71

← → Facilities Contacts **Chemical Inventory** Import Export/Submit Help

Physical State & Amounts Hazards **Storage Locations** Mixture Components State Fields

Facility: [Test organization](#) All changes saved.

☒ Pure ☐ Mixture CAS Number \* 7782-50-5 Chemical Name \* Chlorine EHS \* ☒ Yes ☐ No [< Prev](#) Next > 2 of 2 

**Storage Locations** ⓘ

☐ Storage locations are confidential ⓘ

**Storage location 1**

Location at Facility \* Shed alongside the main building Maximum Amount 100 Unit \* pounds

Type of Storage \* Tank wagon Pressure \* Ambient pressure Temperature \* Ambient temperature x

[Add Storage Location](#)

To move on to Storage Locations, click on **Storage Locations** or scroll down.

# Chemicals

72

[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

Physical State & Amounts

Hazards

Storage Locations

Mixture Components

State Fields

Facility: [Test organization](#) All changes saved.

☒ Pure ☐ Mixture ⓘ

CAS Number \* ⓘ  
7782-50-5

Chemical Name \* ⓘ  
Chlorine

EHS \* ⓘ  
☒ Yes ☐ No

[< Prev](#) Next >  
2 of 2

✓

Storage Locations ⓘ

☐ Storage locations are confidential ⓘ

Storage location 1

Location at Facility \*  
Shed alongside the main building

Maximum Amount  
100

Unit \*  
pounds ▼

Type of Storage \*  
Tank wagon ▼

Pressure \*  
Ambient pressure ▼

Temperature \*  
Ambient temperature ▼

Add Storage Location

Fill out the storage location information so that emergency responders know the location and storage details of your hazardous chemicals.

# Chemicals

73

[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

Physical State & Amounts

Hazards

Storage Locations

Mixture Components

State Fields

Facility: [Test organization](#) All changes saved.

☒ Pure ☐ Mixture ⓘ

CAS Number \* ⓘ  
7782-50-5

Chemical Name \* ⓘ  
Chlorine

EHS \* ⓘ  
☒ Yes ☐ No

[< Prev](#) Next >  
2 of 2

✓

Storage Locations ⓘ

☐ Storage locations are confidential ⓘ

Storage location 1

Location at Facility \*  
Shed alongside the main building

Type of Storage \*  
Tank wagon

Pressure \*  
Ambient pressure

Temperature \*  
Ambient temperature

100 pounds

If the chemical is stored in more than one location, add a location by clicking the **Add Storage Location** button.

Add Storage Location

# Chemicals

74

[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

Physical State & Amounts

Hazards

Storage Locations

Mixture Components

State Fields

Facility: [Test organization](#) All changes saved.

☒ Pure ☐ Mixture ⓘ

CAS Number \* ⓘ  
7782-50-5

Chemical Name \* ⓘ  
Chlorine

EHS \* ⓘ  
☒ Yes ☐ No

[< Prev](#) Next >  
2 of 2

✓

Storage Locations ⓘ

☐ Storage locations are confidential ⓘ

Storage location 1

Location at Facility \*  
Shed alongside the main building

100

pounds

Type of Storage \*  
Tank wagon

Pressure \*  
Ambient pressure

Temperature \*  
Ambient temperature

Add Storage Location

If you mark the chemical as "Confidential," you must complete and submit a [Tier II Confidential Location Information Form](#). You still need to fill in the type of storage, pressure, and temperature of the location below.

# Chemicals

75

[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

Physical State & Amounts

Hazards

Storage Locations

Mixture Components

State Fields

Facility: [Test organization](#)

☒ Pure ☐ Mixture ⓘ

CAS Number \* ⓘ  
7782-50-5

Chemical Name \* ⓘ  
Chlorine

EHS \* ⓘ  
☒ Yes ☐ No

[< Prev](#) Next >  
2 of 2

✓

Mixture Components ⓘ

No mixture components found.

State Fields

Idaho requires no extra information.

Facility imported: 12/18/2019  
Last modified: 12/18/2019

Back to Chemicals list

Back to Top

To move on to Mixture Components, click on **Mixture Components** or scroll down.

# Chemicals

76

If one or more of your reported chemicals were stored as mixtures, you have the choice of:

- a) Creating multiple chemical records in Tier2 Submit, one for each of the hazardous chemicals in the mixture, marking each component chemical as Pure at the top of the page, or
- b) Creating a single chemical record, marking the substance as a Mixture at the top of the page, and creating Mixture Component entries for each hazardous component of the mixture.

Your reporting must be consistent between Section 311 reporting and Tier II reporting. For more information, see the help topics in the upper right corner of the program.



Facilities



Contacts



Chemical Inventory

Import

Export/Submit

Help

# Chemicals

77

[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

Physical State & Amounts

Hazards

Storage Locations

Mixture Components

State Fields

Facility: [Test organization](#)

☒ Pure ☐ Mixture ⓘ

CAS Number \* ⓘ  
7782-50-5

Chemical Name \* ⓘ  
Chlorine

EHS \* ⓘ  
☒ Yes ☐ No

[< Prev](#) [Next >](#)  
2 of 2

✓

Mixture Components ⓘ

No mixture components found.

State Fields

Idaho requires no extra information.

Facility imported: 12/18/2019  
Last modified: 12/18/2019

[Back to Chemicals list](#)

[Back to Top](#)

If you decide to create a single chemical record for your mixture, click **Add Mixture Component** to add the components.

Add Mixture Component

# Chemicals

78

← → **Facilities** **Contacts** **Chemicals**

**Physical State & Amounts**

Facility: [Test organization](#)

☒ Pure ☐ Mixture ⓘ

CAS Number \* ⓘ  
7782-50-5

**Mixture Components** ⓘ

EHS *	CAS Number *	Component Name *	Max Amt Range Code	Percentage	Weight/Volume
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add Mixture Component**

**State Fields**

Idaho requires no extra information.

In the mixture components section:

- Provide the name of the mixture, product name, or trade name as provided on the OSHA safety data sheet (SDS).
- Enter the 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 amount.
- You are not required to list non-EHSs in the mixture, but may report them if you wish to do so.

# Chemicals

79

← → Facilities Contacts Chemical Inventory

Physical State & Amounts

Facility: [Test organization](#)

☒ Pure ☐ Mixture ⓘ

CAS Number \* ⓘ  
7782-50-5

Mixture Components ⓘ

EHS *	CAS Number *	Component
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Add Mixture Component

State Fields

Idaho requires no extra information.

Submit Help

State Fields

Next > 2 of 2

!

x


NOTE: If you stored a mixture containing a certain EHS **and** also stored that EHS in its pure form, you must combine the total quantities of all occurrences of that EHS to determine if the amount is over the reporting threshold.

If you stored a mixture containing a certain hazardous chemical (not an EHS) and also stored that hazardous chemical in its pure form, you are not required to aggregate the amount in mixture with the pure amount to determine if the amount is over the reporting threshold.

# Chemicals

80

[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

Physical State & Amounts	Hazards	Storage Locations	Mixture Components	State Fields
All changes saved.				
Facility: <a href="#">(untitled)</a>				
<input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mixture ⓘ	CAS Number ⓘ <input type="text"/>	Mixture or Product Name * ⓘ <input type="text" value="Sulfuric acid"/>	EHS * ⓘ <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>State Fields</b>				
Ohio requests the following:				
Fee Classification for this reported substance <input type="text"/>				
Ohio previously had a field in this section to indicate if your chemical's storage locations were confidential. Starting in 2019, please use the "Confidential" checkbox under the Storage Locations section to indicate if your chemical's storage locations are confidential.				

Some states have state fields for chemicals, like this example from Ohio. If your state has state fields, you will find them under the State Fields header.

# Chemicals

81

[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

Physical State & Amounts

Hazards

Storage Locations

Mixture Components

State Fields

Facility: [\(untitled\)](#)


All changes saved.

☒ Pure ☐ Mixture ⓘ

CAS Number ⓘ

Chemical Name \* ⓘ

EHS \* ⓘ  
☐ Yes ☒ No



Mixture Components ⓘ

No mixture components found.

[Add Mixture Component](#)

State Fields

Nevada requires no extra information.

Last modified: 12/13/2019

All changes saved.

[Back to facility record](#)

[Back to Top](#)

At the bottom of each chemical is a button to return to the chemical's facility.



# State Fields

82

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location ID and Regulations **State Fields** Attachments Certification

Name \* ⓘ Report Year

Test organization

**State Fields**

Colorado requests the following:

Company Name \*   
*I.e. the company that owns or operates the facility.*

Facility Type \*   
*These options have changed since 2018. Please review your answer before submitting.*

For oil and gas facilities, select the options that best describe your facility.

☐ Well Head ☐ Storage Tanks ☐ Compressor Station ☐ Other Oil and Gas

For agricultural facilities, select the options that best describe your facility.

☐ Farm or Ranch ☐ Fertilizer/Pesticide Storage & Sales ☐ Other Agricultural Storage & Sales

< Prev Next > 2 of 2

# State Fields

83

← →

Facilities

Contacts

Chemical Inventory

ImportExport/SubmitHelp

LocationID and RegulationsContactsChemicalsState FieldsAttachmentsCertification

Name \* ⓘ

Test organization

Report Year

2019

< PrevNext >

2 of 2

✓

State Fields

Colorado requests the following:

Company Name \*

Test company

*I.e. the company that owns or operates the facility.*

Facility Type \*

Other Private Industry/Business

*These options have changed since 2018. Please review your answer before submitting.*

For oil and gas facilities, select the options that best describe your facility.

☐ Well Head

☐ Storage Tanks

☐ Compressor Station

☐ Other Oil a

For agricultural facilities, select the options that best describe your facility.

☐ Farm or Ranch

☐ Fertilizer/Pesticide Storage & Sales

☐ Other Agricultural Storage & Sales

Some states require additional information in the “State Fields” section and others do not. Depending on the state you chose in the “Location” section of the facility page, there may or may not be specific state fields to complete in this section.

Always check this section as the requirements may change from year to year.

# State Fields

84


[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

[Location](#) [ID and Regulations](#) [Contacts](#) [Chemicals](#) [State Fields](#) [Attachments](#) [Certification](#)

Name \* ⓘ  
Test organization

Report Year  
2019

[< Prev](#) [Next >](#)  
2 of 2



### State Fields

Colorado requests the following:

Company Name \*

Test company

*I.e. the company that owns or operates the facility.*

Facility Type \*

Other Private Industry/Business

*These options have changed since 2018. Please review your answer before submitting.*

For oil and gas facilities, select the options that best describe your facility.

☐ Well Head ☐ Storage Tanks ☐ Compressor Station ☐ Other Oil and Gas

For agricultural facilities, select the options that best describe your facility.

☐ Farm or Ranch ☐ Fertilizer/Pesticide Storage & Sales ☐ Other Agricultural Storage & Sales

States may have specific requirements for both reporting and submission.

Check the requirements for your state.

# State Fields

85


[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

[Location](#) [ID and Regulations](#) [Contacts](#) [Chemicals](#) [State Fields](#) [Attachments](#) [Certification](#)

Name \* ⓘ  
Test organization

Report Year  
2019

[< Prev](#) [Next >](#)  
2 of 2



### State Fields

Colorado requests the following:

Company Name \*

Test company

*I.e. the company that owns or operates the facility.*

Facility Type \*

Other Private Industry/Business

*These options have changed since 2018. Please review your answer before submitting.*

For oil and gas facilities, select the options that best describe your facility.

☐ Well Head ☐ Storage Tanks ☐ Compressor Station ☐ Other Oil and Gas

For agricultural facilities, select the options that best describe your facility.

☐ Farm or Ranch ☐ Fertilizer/Pesticide Storage & Sales ☐ Other Agricultural Storage & Sales

Be aware, some answers may trigger more questions that you need to answer. For example, Colorado has additional questions if you indicate that your facility type is "Oil and Gas" or "Agriculture."

# Attachments

86

Moving on to "Attachments."

Add an attachment.' Below this, there is a list of 0 attachments. The list contains three items, each with a checkbox and a description: '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.' To the right of the list, there is a blue button labeled 'Add Attachment'. A red box highlights the 'Add Attachment' button. A text box on the right side of the page contains the text: 'Attachments aren't required by all states, but it can be very helpful to LEPCs and First Responders if a site plan and other diagrams are included.'"/>

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

# Attachments

87

← → **Facilities** **Contacts** **Chemical Inventory**

Location ID and Regulations Contacts

Name \* ⓘ  
Test organization

**Attachments**

There are no attachments for this facility. [Add](#) an attachment.

0 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. ⓘ

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 Attachment button.

Attachments may be submitted in a wide variety of formats, including PDF, JPG, DOCX, XLSX, MOV, TIF, GIF, and AVI.

Import Export/Submit Help

**Attachments** Certification

!

**Add Attachment**

# Certification

88

You are now close to finishing your Tier2 Submit form.

The next step is “Certification.”

# Certification

89

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location ID and Regulations Contacts Chemicals State Fields Attachments **Certification**

All changes saved.

Name \* ⓘ  
Test organization

Report Year  
2019

**Certification**

State/Local Fees Total \$  ☐ Check if all

I certify under penalty of law that I have personally examined and for obtaining the information, I believe the information submitted is true, accurate, and complete.

Signature \* Signed by the owner Date Signed \* 12/10/2019

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

Notes

Total fees (if any) collected by the state for Tier II reporting. If you are unsure about the fees you owe, check the requirements for your state.

# Certification

90

[←](#) [→](#) [Facilities](#) [Contacts](#) [Chemical Inventory](#) [Import](#) [Export/Submit](#) [Help](#)

[Location](#) [ID and Regulations](#) [Contacts](#) [Chemicals](#) [State Fields](#) [Attachments](#) **[Certification](#)**

All changes saved.

Name \* ⓘ  
Test organization

Report Year  
2019

!

**Certification**

State/Local Fees Total \$ 

Enter the correct name, title, and date.

Local to last year's submission. ⓘ

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

Signature \*  
Signed by the owner  
Name and official title of the owner/operator or owner/operator's authorized representative

Date Signed \*  
12/10/2019

Notes

# Checking for Errors

91

- You have now moved through the Tier2 Submit application.
- Before it can be submitted, it must be checked for errors.
- Fortunately, Tier2 Submit does extensive error checking for you.

# Checking for Errors

92

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

**Location** ID and Regulations Contacts Chemicals State Fields Attachments Certification

All changes saved.

Name \* ⓘ  
Test organization

Report Year  
2019

**Location where chemicals are present**

Street \* ⓘ  
6355 S Florence Way

City \*  
Englewood

State \*  
CO

Zip \* ⓘ  
80111

Country  
USA

Latitude \* ⓘ  
39.600749

Longitude \* ⓘ  
-104.872941

County \*  
Arapahoe

Department  
Presentation Unit

Fire District \*  
Arapahoe

Emergency 24-Hour Phone Number  
303 816 5698

[Set lat/long from address](#) or use the map to set your lat/long ▶

☐ Mailing address is different than physical address ⓘ

Click on the red exclamation mark to see your errors.

Map showing the location in the United States (Arapahoe, CO).

Street view Satellite view [Re-center Map](#)

# Checking for Errors

93

Looks bad, doesn't it?

Fortunately, Tier2 Submit will direct you right to each error.

Anything in red has to be fixed. Click on the error to be taken to where you can fix it.

The screenshot displays the Tier2 Submit web application interface. The top navigation bar includes links for Facilities, Contacts, and Chemical Inventory, along with buttons for Import, Export/Submit, and Help. A modal window titled "This record is not valid for submission because:" is open, listing several errors. Each error is enclosed in a red box with a red exclamation mark icon. The errors are:

- The **latitude/longitude coordinates** fall outside of the specified county.
- Date Signed** is required.
- An **RMP facility ID** is required.
- Company Name** is required.
- Facility Type** is required.
- Chemical #1 (AMMONIA ANHYDROUS): At least one of the **substance delivery options** must be selected.
- Chemical #2 (Chlorine): Mixture Component #1: A mixture component needs a **CAS Number, Component Name, or both**.
- Chemical #2 (Chlorine): At least one of the **substance delivery options** must be selected.
- Contact #4 (Ever Ready): This contact requires **at least two phone numbers**.
- Contact #4 (Ever Ready): This contact requires a **24-hour phone number**.

Below the errors, a section titled "The record also has the following warnings:" contains one warning in a yellow box with a yellow warning icon:

- Chemical #2 (Chlorine): "Hazard not otherwise classified" is selected, so you should note the specific hazard in the **Facility Notes field**.

On the left side of the modal, a form for "Location" is partially visible, showing fields for "Name" and "Test organization". At the bottom left, there is a checkbox labeled "Mailing address is different than pl".

# Checking for Errors

94

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

**Location** ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name \* ⓘ Report Year

Test organization 2019

**Location where chemicals are present**

Street \* ⓘ

6355 S Florence Way

State \* Zip \* ⓘ Country Latitude \* ⓘ Longitude \* ⓘ

CO 80111 USA 39.600749 -104.872941

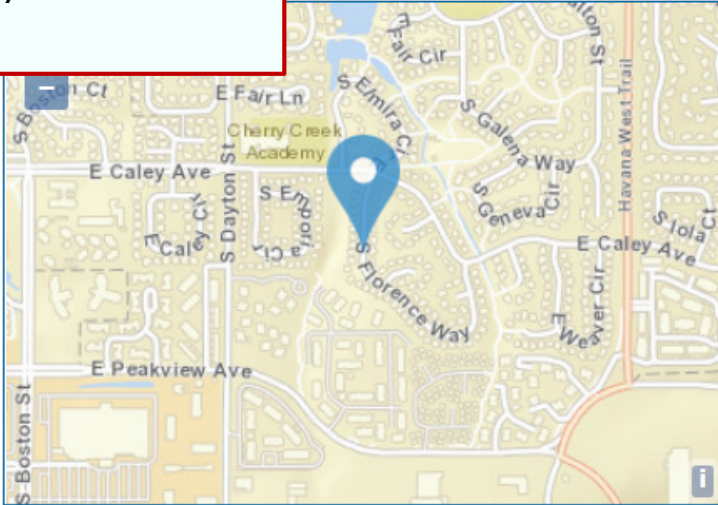
County \*

Arapahoe

Department Fire District \* Emergency 24-Hour Phone Number

Presentation Unit Arapahoe 303 816 5698

[Set lat/long from address](#) or use the map to set your lat/long ▶



● Street view ● Satellite view [Re-center Map](#)

After eliminating all red errors, the application is just indicating a yellow “warning.” You are not required to fix warnings before you submit, but it is highly advisable to do so.

# Checking for Errors

95

← → **Facilities** **Contacts** **Chemical Inventory** **Import** **Export/Submit** **Help**

**Location** **ID and Regula** **State Fields** **Attachments** **Certification**

Name \* ⓘ  
Test organization

Year  
2019

**Location where chemicals are present**

Street \* ⓘ  
6355 S Florence Way

City \*  
Englewood

State \*  
CO

Zip \* ⓘ  
80111

Country  
USA

Latitude \* ⓘ  
39.600749

Longitude \* ⓘ  
-104.872941

[Set lat/long from address](#) or use the map to set your lat/long ▶

County \*  
Arapahoe

Department  
Presentation Unit

Fire District \*  
Arapahoe

Emergency 24-Hour Phone Number  
303 816 5698

Click the yellow yield sign to see more details.

This record is valid for submission but has warnings:

Contact #2 (Pam Fessler): Phone #3: **Phone Type** should be entered ⓘ

Click buttons to view/edit values. Hover icons for details.

Street view Satellite view [Re-center Map](#)

# Checking for Errors

96

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

**Location** ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name \* ⓘ Report Year

Test organization 2019

**Location where chemicals are present**

Street \* ⓘ

6355 S Florence Way

State \* Zip \* ⓘ Country

CO 80111 USA

County \*

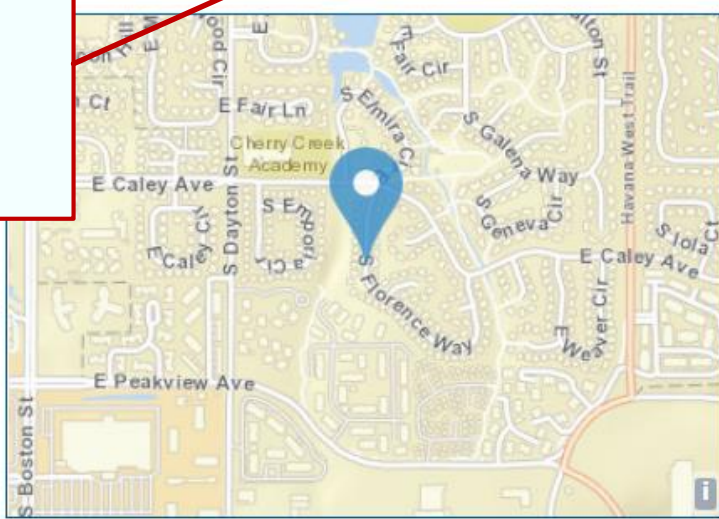
Arapahoe

Department Fire District \* Emergency 24-Hour Phone Number


Presentation Unit Arapahoe 303 816 5698

Once you have fixed all errors and warnings, you'll see a green checkmark, meaning that the facility is ready to be submitted.

[Set lat/long from address](#) or use the map to set your lat/long ▶

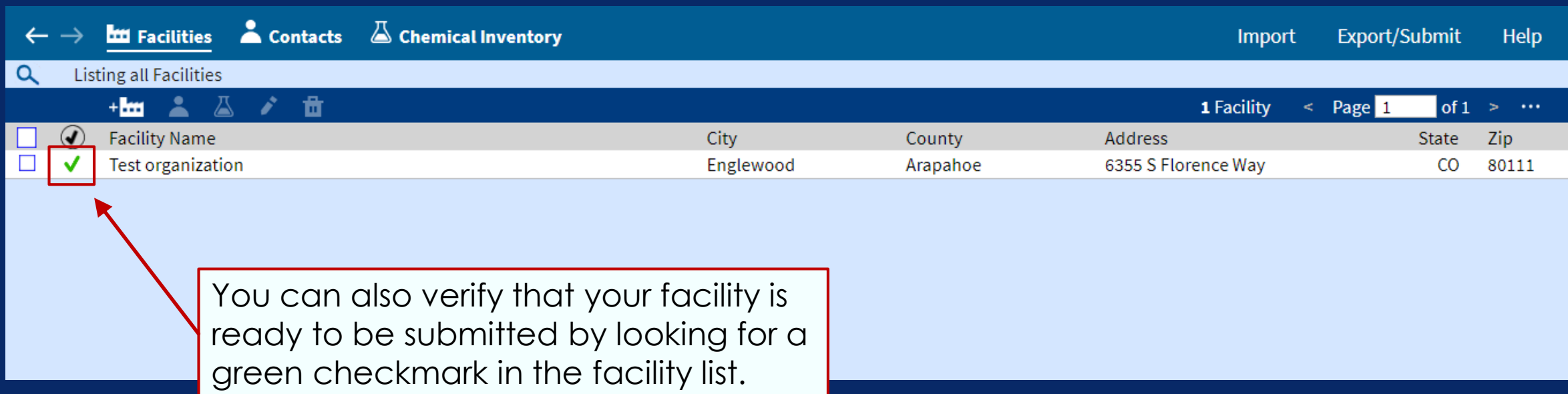


● Street view ● Satellite view [Re-center Map](#)



# Checking for Errors

97



The screenshot displays a web application interface for managing facilities. The top navigation bar includes links for 'Facilities', 'Contacts', and 'Chemical Inventory', along with 'Import', 'Export/Submit', and 'Help' buttons. Below the navigation bar, a search bar is labeled 'Listing all Facilities'. A toolbar contains icons for adding, editing, and deleting facilities. The main content area shows a table with one facility listed: 'Test organization'. The table has columns for Facility Name, City, County, Address, State, and Zip. A green checkmark is visible in the first column of the table, indicating the facility is ready for submission. A red arrow points from a text box to this checkmark.

Facility Name	City	County	Address	State	Zip
Test organization	Englewood	Arapahoe	6355 S Florence Way	CO	80111

You can also verify that your facility is ready to be submitted by looking for a green checkmark in the facility list.

# Checking for Errors

98

← → **Facilities** **Contacts** **Chemical Inventory** **Import** **Export/Submit** **Help**

**Location** **ID and Regulations** **Contacts** **Chemicals** **State Fields** **Attachments** **Certification**

Name \* ⓘ  Report Year

**Location where chemicals are present**

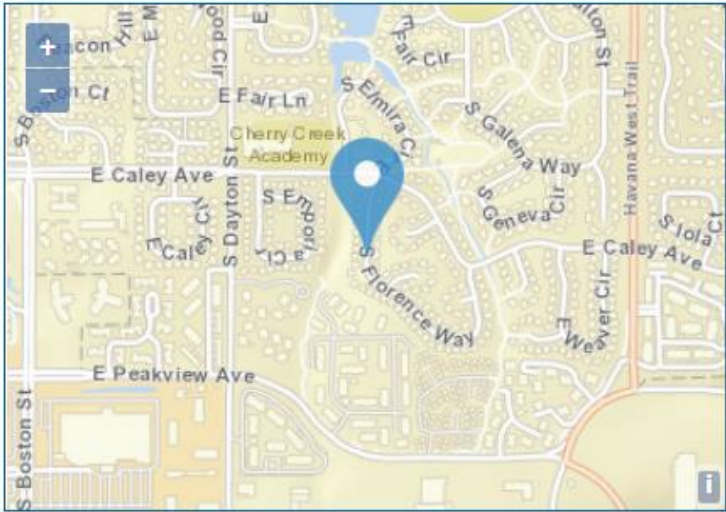
Street \* ⓘ  City \*

State \*  Zip \* ⓘ  Country


County \*  Latitude \* ⓘ  Longitude \* ⓘ

[Set lat/long from address](#) or use the map to set your lat/long ▶

Department  Fire District \*  Emergency 24-Hour Phone Number




● Street view ● Satellite view [Re-center Map](#)

Ready to export! 

# Creating a Submission File

99

Choose what type of file you want to create. For the purpose of creating a report to send to your state, use the first option to create a T2S file.

 **Export/Submit**

What do you want to do?

☒ **Create a submission file (T2S) to submit to your state**  
[Advanced: Create multiple files based on a data field](#)

☐ Create another kind of export file (ZIP, PDF, or KML) to back up or archive your data

---

Which facilities should be included?

☐ Selected facilities (0 facilities)

☐ Listed facilities (3 facilities, plus associated chemicals and contacts)

☒ **All facilities (3 facilities, plus associated chemicals and contacts)**

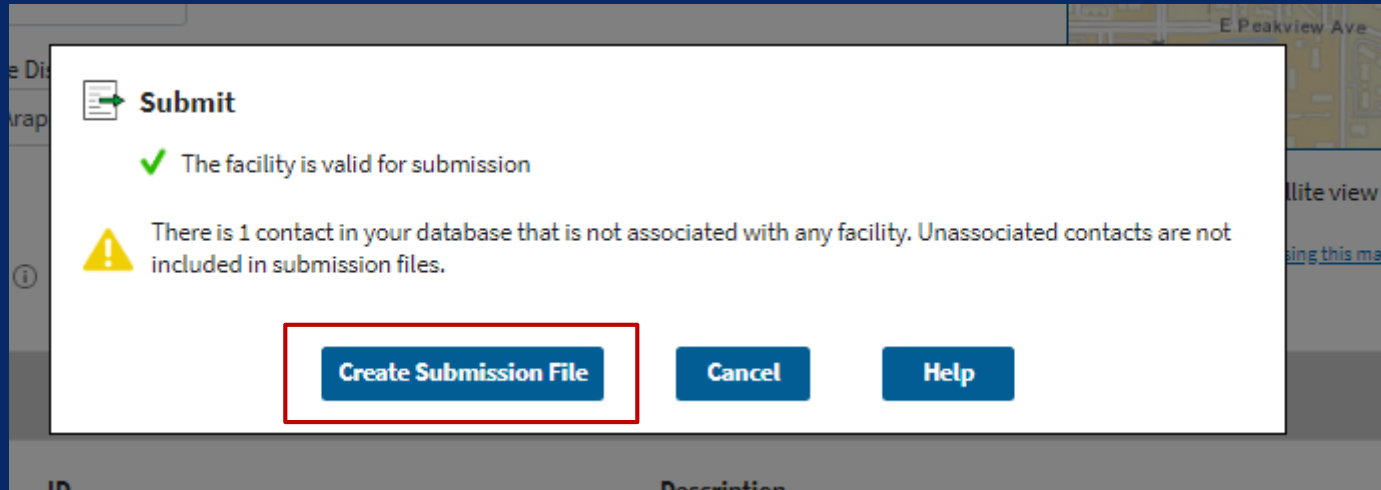
Create File

Cancel

Most reporters won't need advanced export features, but if you want to export more than one T2S file, explore the help topics to see how the advanced export features can help you.

# Creating a Submission File

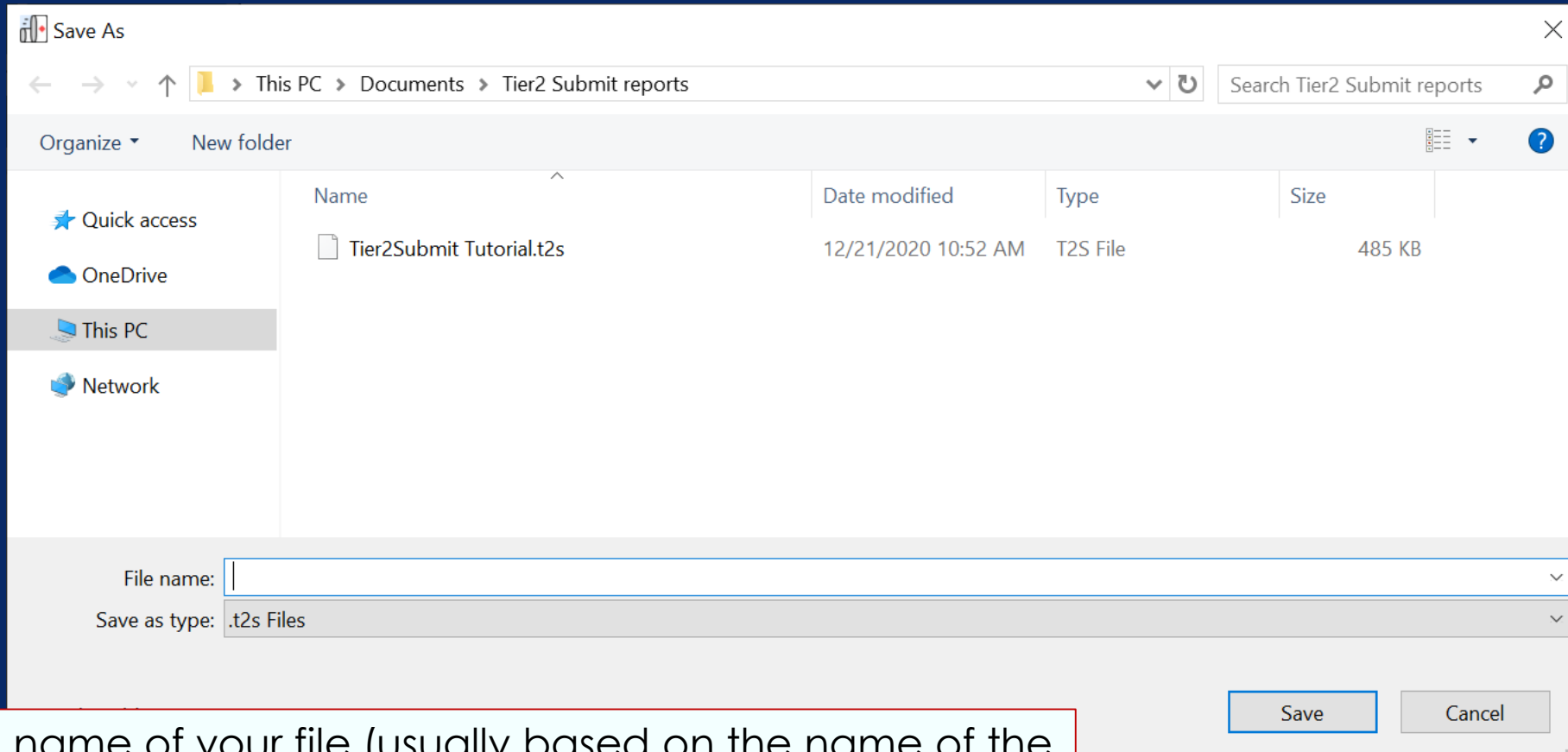
100



Click **Create Submission File**.

# Creating a Submission File

101



Enter the name of your file (usually based on the name of the facility) and the folder where you want to save it. Tier2 Submit will indicate where it thinks the file should be stored, but you can redirect the file to any other folder.

# Creating a Submission File

102

After the file is saved, the next screen reminds you that even though you saved the file, **you still must send it to your state.**

The link “Read Your State Instructions” will take you to the EPA page with state instructions. The button “Show File in Folder” opens the folder on your computer where Tier2 Submit saved the file.



## Submit Your File to Your State

**Almost done.** The T2S file has been saved to your computer.

### Next Step

You must now follow your state's instructions for how to submit this file to meet your reporting requirements.

[Read Your State Instructions](#)

Wrote the submission file: C:/Users/Jane.Doe/Documents/Tier2 Submit reports/Updated\_TierII\_report.t2s

[Show File In Folder](#)

[Close](#)

# Creating a Submission File

103

- Reminder: You are not finished after you click “Create Submission File.”
- Tier2 Submit does not send your file anywhere. It stores it on your computer for you to send.
- You must submit the Tier2 Submit file directly to your state. Specific instructions for your state are on the [EPA State Reporting Requirements](#) page.
  - Each state is unique and modify their requirements frequently. Check your state for Tier2 Submit 2019 instructions.
- **Be sure to save a copy of your T2S file in a safe place** so that you can begin next year's report with this year's data, rather than starting from scratch.

# Printing a PDF (Optional)

104

← → **Facilities** **Contacts** **Chemical Inventory** **Import** **Export/Submit** **Help**

**Location** **ID and Regulations** **Contacts** **Chemicals** **State Fields** **Attachments** **Certification**

Name \* ⓘ  Report Year

**Location where chemicals are present**

Street \* ⓘ  City \*

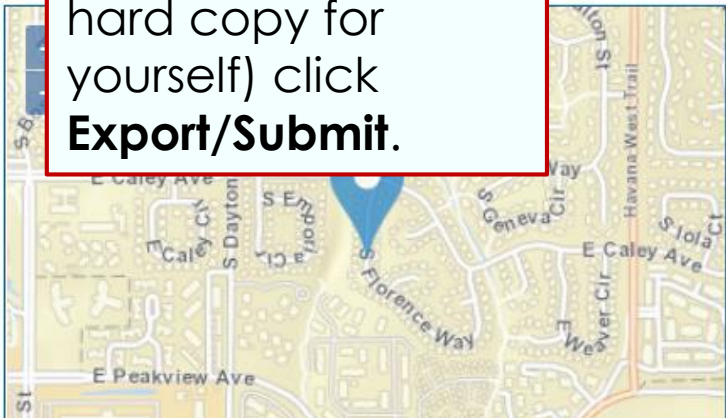
State \*  Zip \* ⓘ  Country

Latitude \* ⓘ  Longitude \* ⓘ

County \*

[Set lat/long from address](#) or use the map to set your lat/long ▶

Department \* Fire District \* Emergency 24 Hour Phone Number \*



✓


If you'd like to create a PDF copy of your report (to print and save a hard copy for yourself) click **Export/Submit**.

# Printing a PDF (Optional)

105

Select “Create another kind of export file” and then select “Create PDF file” that appears below.

Learn more about the advanced export options in the help topics.

 **Export/Submit**

What do you want to do?

- ☐ Create a submission file (T2S) to submit to your state
- ☒ Create another kind of export file (ZIP, PDF, or KML) to back up or archive your data
  - ☐ Create a ZIP file containing an XML file that adheres to the [national Tier II data standard](#)
  - ☐ Create a ZIP file containing CSV files, which can be opened in a spreadsheet program, such as Excel
  - ☒ Create a PDF file
- ☐ Create a KML file, which can be used to plot your facilities on a map

[Advanced: Order records by a data field](#)

[Advanced: Create multiple files based on a data field](#)

Which facilities should be included?

- ☐ Selected facilities (0 facilities)
- ☐ Listed facilities (3 facilities, plus associated chemicals and contacts)
- ☒ All facilities (3 facilities, plus associated chemicals and contacts)

Create File

Cancel

# Resources

106

Remember that you can use the **Quick Guide** or the **help topics** to find instructions and answers to common questions.

The screenshot displays the Tier2 Submit application interface. The top navigation bar includes tabs for 'Facilities', 'Contacts', and 'Chemical Inventory', along with 'Import', 'Export/Submit', and a highlighted 'Help' button. Below the navigation bar, a search bar is present with the text 'Listing all Facilities'. A table header shows columns for 'Facility Name', 'City', 'County', and 'Address'. The table content area displays 'No records found.' A dropdown menu is open from the 'Help' button, listing the following options: 'About Tier2 Submit', 'Quick Guide', 'Open Tier2 Submit help topics', 'Give feedback or report a bug', 'Zoom in', 'Zoom out', and 'Reset zoom to 100%'.

Facility Name	City	County	Address
No records found.			

- About Tier2 Submit
- Quick Guide
- Open Tier2 Submit help topics
- Give feedback or report a bug
- Zoom in
- Zoom out
- Reset zoom to 100%

- The [EPA EPCRA website](#) has more information and offers [EPCRA factsheets](#)
- See which chemicals are Extremely Hazardous Substances (EHS) and find Threshold Planning Quantities (TPQs) on the [EPA List of Lists](#)
- Lookup your state requirements on the [EPA's state-specific Tier II reporting requirements webpage](#)
- Lookup or request a Dun & Bradstreet number on the [Dun & Bradstreet website](#)
- Lookup your NAICS code on the [NAICS website](#) or the [US Census website](#)
- For details on EPCRA implementing regulations, refer to [40 CFR part 370](#)
- Read the actual CERCLA Superfund Title III [EPCRA Public Law](#)
- For questions about using Tier2 Submit, contact the RMP Reporting Center via email ([RMPRC@epacdx.net](mailto:RMPRC@epacdx.net)) or phone (703-227-7650) on weekdays from 8 AM – 4:30 PM Eastern Time.