

Tier2 Submit

A PRIMER

HOW TO FILL OUT YOUR TIER II FORM

USING TIER2 SUBMIT SOFTWARE



Notice

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

A few things you need before you get started...

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

EPA Tier II Terminology

- **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

You need to know your chemicals



- It is a **Hazardous Chemical**...
...if OSHA requires a Safety Data Sheet (SDS).
- It may also be an **Extremely Hazardous Substance (EHS)**...
...if it is listed in 40 CFR part 355, [Appendix A](#) and [Appendix B](#).
- Note that EHSs have more stringent reporting thresholds.
- Check to verify both: first, if it is Hazardous Chemical and then if it is also an Extremely Hazardous Substance.

TPQ → Threshold Planning Quantity

- TPQs are for Extremely Hazardous Substances (EHSs).
- TPQs are established by the EPA.
- TPQs are identified in the [List of Lists](#) and 40 CFR Part 355, [Appendix A](#) and [Appendix B](#).
- [CAMEO Chemicals](#) can be used to search for TPQs of chemicals.
- TPQs vary from chemical to chemical; you need to check your particular chemicals.

You need to know...

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

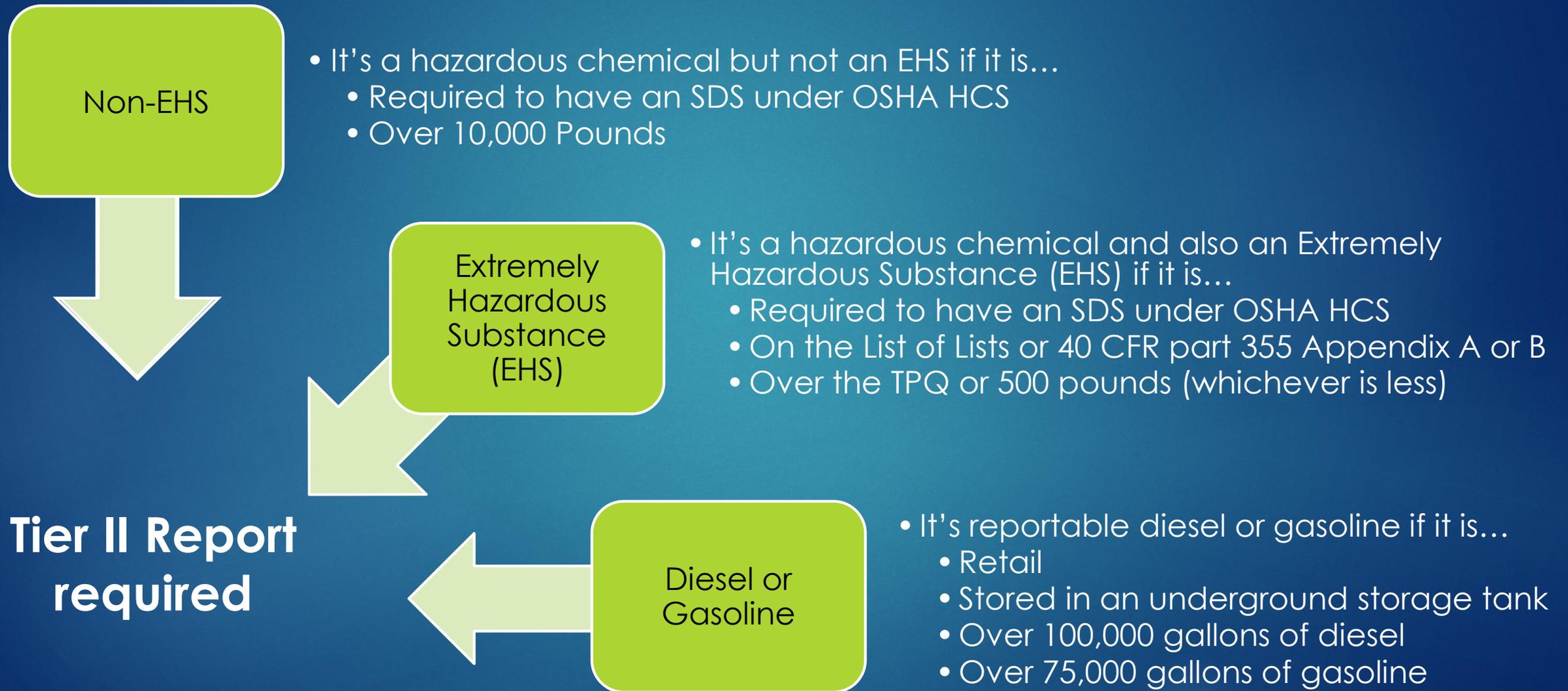
You need to know...

- 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...

- Contact information for:
 - An emergency contact (including two phone numbers, one of which is a 24 hour phone number)
 - The owner or operator
 - The Tier II information contact

Do you need to submit a Tier II report?



Tier2 Submit requires reporting on...

- **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

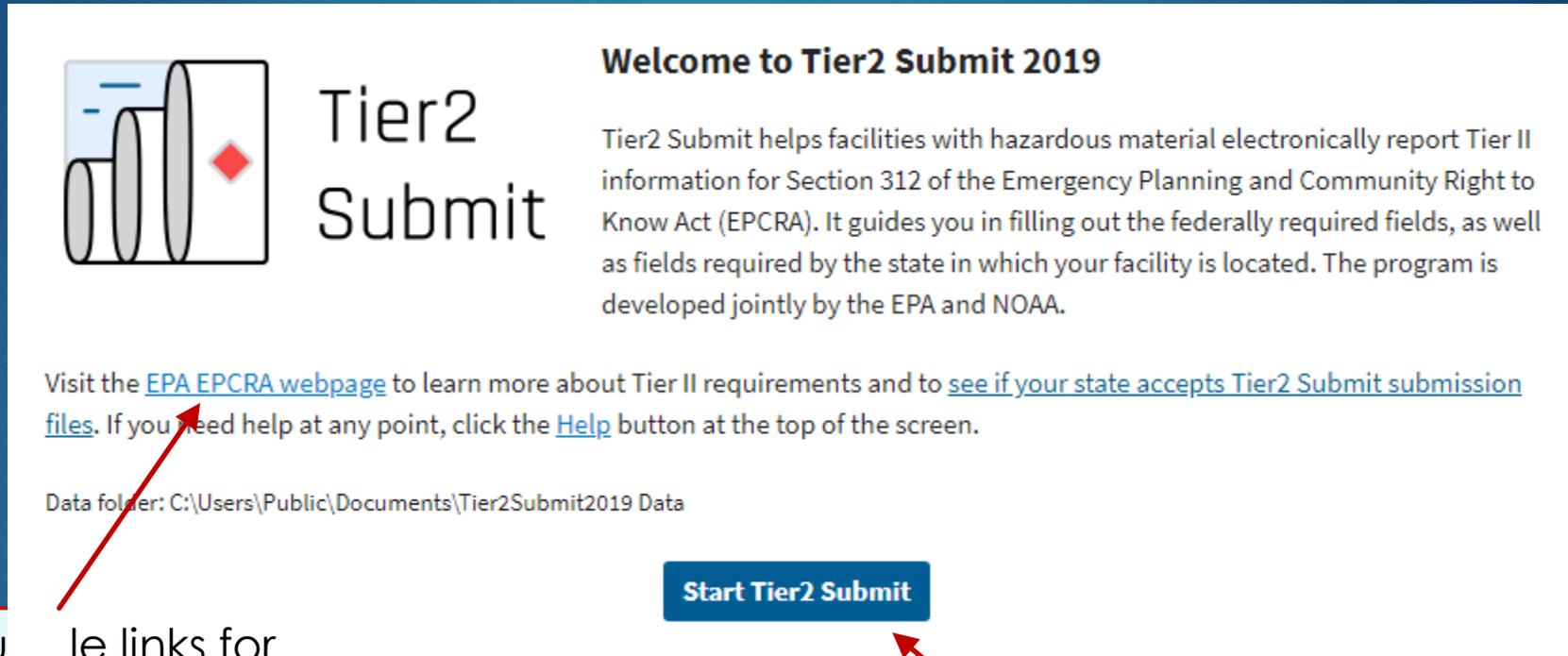
Getting Started

(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. The Tier2 Submit icon will appear on your computer.
4. Click on the icon to start the program.

Getting Started

This is what you see when you open Tier2 Submit.



The screenshot shows the Tier2 Submit 2019 web application interface. On the left, there is a logo consisting of a bar chart with three bars of increasing height and a red diamond, next to the text "Tier2 Submit". To the right of the logo, the heading "Welcome to Tier2 Submit 2019" is displayed. Below the heading, a paragraph explains that Tier2 Submit helps facilities with hazardous material electronically report Tier II information for Section 312 of the Emergency Planning and Community Right to Know Act (EPCRA). It guides users in filling out federally required fields and state-specific requirements. The program is developed jointly by the EPA and NOAA. Below this text, there are two blue hyperlinks: "EPA EPCRA webpage" and "see if your state accepts Tier2 Submit submission files". A red arrow points from the first callout box to the "EPA EPCRA webpage" link. Below the links, the text "Data folder: C:\Users\Public\Documents\Tier2Submit2019 Data" is shown. At the bottom center, there is a blue button labeled "Start Tier2 Submit". A red arrow points from the second callout box to this button.

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

Click here to start creating your own Tier II report.

Getting Started

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

Listing all Facilities

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.

● ○ ○ ○ ○

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.

Getting Started

The screenshot shows a web application interface with a dark blue header. The header contains navigation links for 'Facilities', 'Contacts', and 'Chemical Inventory'. On the right side of the header are 'Import', 'Export/Submit', and a 'Help' button. Below the header is a search bar with the text 'Listing all Facilities'. Underneath the search bar is a toolbar with icons for adding, editing, and deleting records. The main content area shows a table with columns for 'Facility Name', 'City', 'County', and 'Address'. The table is currently empty, displaying 'No records found.' The 'Help' menu is open, showing options like '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 'Quick Guide' option, and a red arrow points from a text box to it.

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

Tier2 Submit Page Layout

The screenshot displays the Tier2 Submit Page Layout. At the top, a dark blue navigation bar contains the following elements: a back arrow, a forward arrow, and three menu items: 'Facilities' (with a building icon), 'Contacts' (with a person icon), and 'Chemical Inventory' (with a flask icon). On the right side of this bar are the links 'Import', 'Export/Submit', and 'Help'. Below the navigation bar is a search bar with a magnifying glass icon and the text 'Listing all Facilities'. Underneath the search bar is a secondary navigation bar with icons for adding a facility, a person, a flask, editing, and deleting. On the right of this bar, it shows '0 Facilities', 'Page 1 of 1', and a menu icon. The main content area features a table with the following columns: 'Facility Name', 'City', 'County', 'Address', 'State', and 'Zip'. The table is currently empty, displaying the message 'No records found.' A red box highlights the top navigation bar, and a red arrow points from a text box to it.

This bar will be displayed at the top of the program at all times. It provides powerful navigation.

Navigation in Tier2 Submit



The left side of the 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

The screenshot displays the Tier2 Submit web application interface. At the top, there is a navigation bar with tabs for 'Facilities', 'Contacts', and 'Chemical Inventory'. On the right side of this bar are buttons for 'Import', 'Export/Submit', and 'Help'. Below the navigation bar is a search bar with the text 'Listing all Facilities'. Underneath the search bar is a toolbar with icons for adding, editing, and deleting records. The main content area shows a table with columns for 'Facility Name', 'City', 'County', and 'Address'. The table is currently empty, displaying 'No records found.' A red box highlights the 'Help' button in the top navigation bar. A red arrow points from a text box to the 'Open Tier2 Submit help topics' option in the Help dropdown menu. The text box contains the following text:

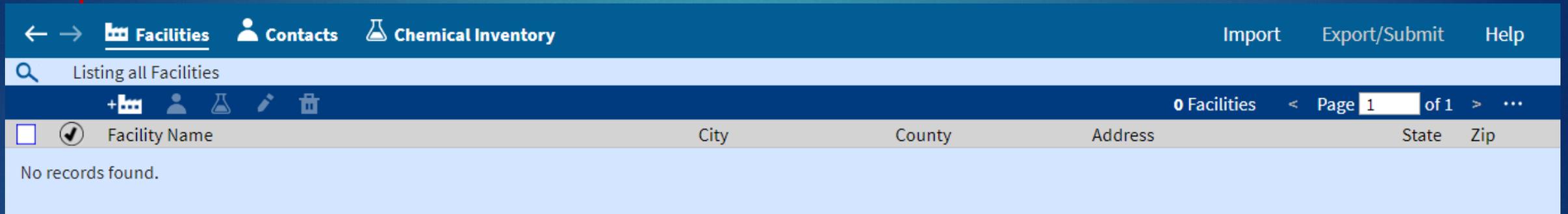
The Tier2 Submit Help section is extensive. Use it whenever you have questions about the program or how to enter your data.

The Help dropdown menu includes the following options:

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

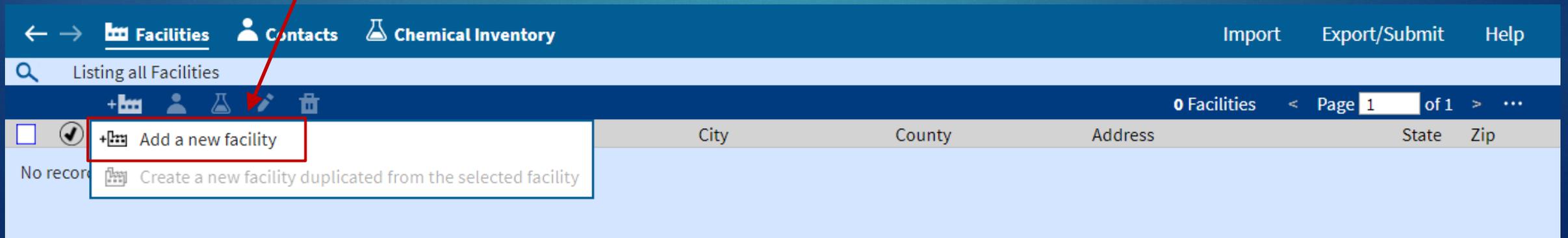
Creating a new facility

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**.



This screenshot shows the 'Listing all Facilities' page. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The toolbar contains icons for adding, editing, and deleting facilities. A red arrow points to the facility icon (a factory building) in the toolbar.

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



This screenshot shows the 'Listing all Facilities' page with the 'Add a new facility' dropdown menu open. A red arrow points to the facility icon in the toolbar, which has triggered the dropdown. The dropdown menu contains two options: 'Add a new facility' and 'Create a new facility duplicated from the selected facility'.

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

Did your facility use Tier2 Submit last year?

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

Importing a file from last year

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

Listing all Facilities

+ **Facilities** **Contacts** **Chemical Inventory** **0 Facilities** < Page **1** of 1 > ...

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

Importing a file from last year

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

Listing all Facilities

Facility Name

No records found.

Import

Tier2 Submit can import:

- **Tier2 Submission Files (.t2s) (most common)**
- Tier2 Submit Export File (.zip)
- Advanced users can also import .csv and .xml files

[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

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

The screenshot shows a Windows File Explorer window titled 'Open' with the address bar set to 'This PC > Documents > tier II data > 2018'. The left sidebar shows a tree view of folders, with '2018' selected. The main pane displays a table of files:

Name	Status	Date modified	Type	Size
alpha code test company.t2s	✓	8/2/2019 8:02 AM	T2S File	3 KB
test2.t2s	✓	2/12/2019 10:33 AM	T2S File	3 KB
test3.t2s	✓	2/12/2019 10:37 AM	T2S File	3 KB
Tier2Submit Tutorial.t2s	✓	11/19/2018 11:15 ...	T2S File	3 KB

A red arrow points from a text box to the 'Tier2Submit Tutorial.t2s' file. The 'Open' button at the bottom right is highlighted with a red box.

Tier2 Submit will display your computer's file list and you select the file to import.

Importing a file from last year

The screenshot shows the Tier2 Submit web application interface. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The main content area displays the 'Import' dialog box. The dialog lists supported file types: Tier2 Submission Files (.t2s) (most common), Tier2 Submit Export File (.zip), and Advanced users can also import .csv and .xml files. A file named 'Tier2Submit Tutorial.zip' is selected for import, with a description 'XML file inside of a .zip file, including an attachments folder'. A red box highlights the 'Continue' button.

Import

Tier2 Submit can import:

- **Tier2 Submission Files (.t2s) (most common)**
- Tier2 Submit Export File (.zip)
- Advanced users can also import .csv and .xml files

[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

Tier2Submit Tutorial.zip XML file inside of a .zip file, including an attachments folder

Ready for import.

Continue **Cancel**

.t2s file found and ready to import

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

Importing a file from last year

 **Import Summary**

File	Facilities	Contacts	Chemicals	Log	Issues	Action
Tier2Submit Tutorial.t2s	1	6	2	 		Imported

OK

Successful import!

Importing a file from last year

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.

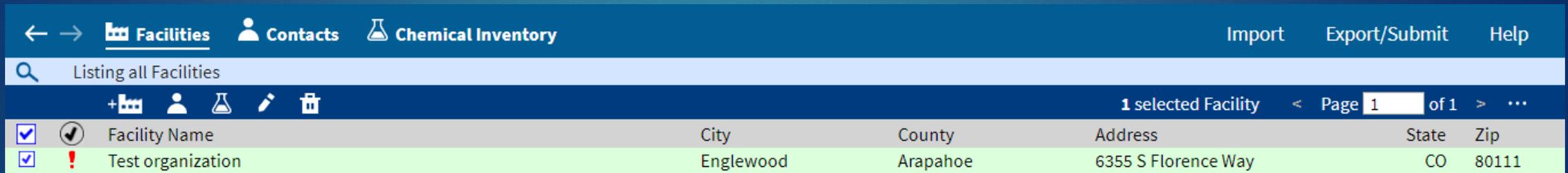
For a complete list [open the import log file](#) or [show the log file in its folder](#).

⚠ 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 rare cases, you may see warnings or errors during your import. Read the messages carefully and reach out RMPRC@epacdx.net if you have questions.

Importing a file from last year



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

Listing all Facilities

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

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

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

The screenshot shows a web application interface for 'Facilities'. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The main content area displays a table with the following data:

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

A red exclamation mark icon is visible next to the 'Test organization' entry, indicating an error or missing data. Two text boxes provide instructions on how to review errors:

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

The screenshot shows a web application interface for managing facilities. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The main content area displays a table of facilities. The first row is highlighted in green and contains the following data:

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

An error message is displayed over the table, stating: 'This record is not valid for submission because: **Date Signed** is required'. A red arrow points from a text box below to the error message.

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

Importing a file from last year

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

Listing all Facilities

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

<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

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 program.

Navigation in Tier2 Submit

When you open a record, the dark blue toolbar 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 icons and labels for 'Facilities', 'Contacts', and 'Chemical Inventory', along with 'Import', 'Export/Submit', and 'Help' options. Below this is a secondary dark blue toolbar with segments for 'Location', 'ID and Regulations', 'Contacts', 'Chemicals', 'State Fields', 'Attachments', and 'Certification'. The main content area shows a form for a facility record. A message 'All changes saved.' is displayed. The form includes fields for 'Name' (Test organization), 'Report Year' (2019), and a gray bar labeled 'Location where chemicals are present'. Below this bar are fields for 'Street' (6355 S Florence Way), 'City' (Englewood), 'State' (CO), 'Zip' (80111), 'Country' (USA), 'Latitude' (39.600749), and 'Longitude' (-104.872941). A map of the United States is shown on the right, with a blue location pin over Englewood, Colorado. Below the map are radio buttons for 'Street view' (selected) and 'Satellite view', and a 'Re-center Map' link. At the bottom, there is a checkbox for 'Mailing address is different than physical address' and a 'Department' field (Presentation Unit), 'Fire District' field (Arapahoe), and 'Emergency 24-Hour Phone Number' field (303 816 5698).

Location

← → **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 stored, not the headquarters or other site.**

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



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

Location

← → **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

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 ⓘ



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

Location

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

Location ID and Regulations Contacts Chemicals Stat

All changes saved.

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

Mailing address is different than physical address ⓘ



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

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

Location

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

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

All changes saved.

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

Mailing address is different than physical address ⓘ

You can also move the blue map pin to set your lat/long.

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

Location

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

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

All changes saved.

Name * ⓘ Report Year !

Location where chemicals are present

Street * ⓘ

State * Zip * ⓘ

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

Department Fire District * Emergency 24-Hour Phone Number

Mailing address is different than physical address ⓘ

Each state has different requirements. In this example, Colorado requires the facility's Fire District.



Map showing the location of the facility in Colorado. The map includes labels for Canada, Mexico, and major US cities like Vancouver, San Francisco, Los Angeles, Chicago, Toronto, and Mexico City. A blue location pin is placed in the state of Colorado. Below the map are radio buttons for 'Street view' (selected) and 'Satellite view', and a link for 'Re-center Map'.

Location

← → **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 2018

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](#)

! (Warning icon)

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

ID and Regulations



← → **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 * ⓘ	<input type="button" value="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.

Is the facility manned? * ⓘ Manned Unmanned

Maximum number of occupants * ⓘ 25

ID and Regulations

← → **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 * ⓘ 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" value=""/> x

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 * ⓘ

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

← → **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"/>	
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"/>	

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

← → **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

← → **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](#)

Is the facility manned? * ⓘ

Maximum number of occupan

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

← → **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 \(TRI\)](#) reports? * ⓘ 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

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

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

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

Name * ⓘ Report Year ⓘ

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](#)

Contacts

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

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

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

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

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

All changes saved.

Name * ⓘ Report Year ⓘ

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). *

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

Add Contact

Chemicals ⓘ

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

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

Contacts

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

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

All changes saved.

First Name * Last Name * Job Title *

< Prev [Next](#) > 1 of 5

Phone Information

Phone Number Type

[Add Phone](#)

Is a contact for the following facilities:

Name	Address	City	ZIP
<input type="text" value="Test organization"/>	<input type="text" value="6355 S Florence Way"/>	<input type="text" value="Englewood"/>	<input type="text" value="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.

[Back to facility "Test organization"](#)

Contacts

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	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**

Tier II Information contact ⓘ

Emergency contacts (with at least two phone numbers, one of which is 24 hour).

Owner/operator

Contacts

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

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

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 the contact information for that person.

Contacts

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

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

Name * ⓘ Report Year

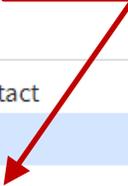
Contacts

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](#)

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...

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

Tier II Reporting Quantities

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

Qualifying Quantities

	Section 302	Section 304	Sections 311/312	Section 313
Chemicals Covered	355 Extremely Hazardous Substances	>1,000 substances	Approximately 500,000 hazardous chemicals	> 650 Toxic Chemicals and categories
Thresholds	Threshold Planning Quantity 1-10,000 pounds on site at any one time	Reportable quantity, 1-5,000 pounds, released in a 24-hour period	500 pounds or 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 the [Fact Sheet](#).

Chemicals

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	X
Chlorine	7782-50-5	Yes	5,000	X

[View this facility's chemicals](#)

Chemicals

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

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

Name * ⓘ Report Year

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](#) 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

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

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

Name * ⓘ Report Year ⓘ

Chemicals

To update details for a chemical, double click it.

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](#) Add Chemical

Chemicals

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

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

Name * ⓘ Report Year ⓘ

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](#)

Add Chemical

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



Chemicals

← → 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

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

Maximum Amount Range Code *

Average Daily Amount Range Code *

Below Reporting Thresholds ⓘ

Hazards * ⓘ

Physical Hazards

Explosive

Flammable (gases, aerosols, liquids, or solids)

Health Hazards

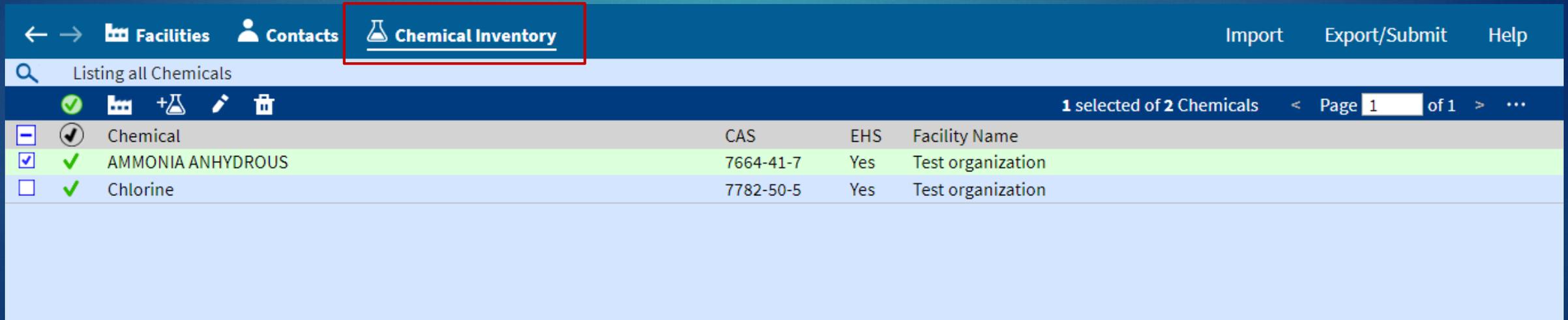
Acute toxicity (any route of exposure)

Skin corrosion or irritation

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

Chemicals

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



← → **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 checked="" type="checkbox"/> AMMONIA ANHYDROUS	7664-41-7	Yes	Test organization
<input type="checkbox"/> Chlorine	7782-50-5	Yes	Test organization

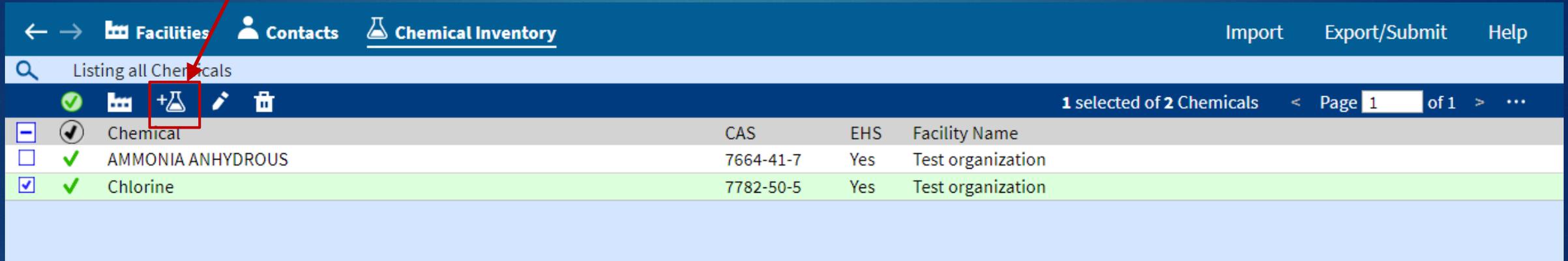
Chemicals



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

<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



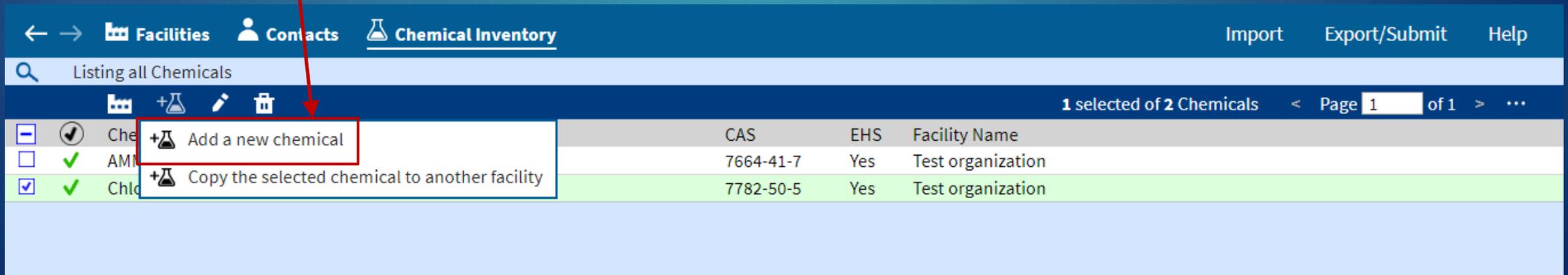
← → Facilities Contacts Chemical Inventory Import Export/Submit Help

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 type="checkbox"/>	<input checked="" type="checkbox"/>	AMMONIA ANHYDROUS	7664-41-7	Yes	Test organization
<input checked="" type="checkbox"/>	<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 > ...

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

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

Chemicals

← → [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 * ⓘ [< Prev](#) [Next >](#) 

7782-50-5 Chlorine Yes No 2 of 2

Physical State & Amounts

Physical State * ⓘ Maximum Amount Maximum Amount Range Code * [Back to the chemical page...](#)

Solid Liquid Gas 5,000 pounds 05 (5,000 - 9,999 pounds) 

Days on Site * Average Daily Amount ⓘ Average Daily Amount Range Code * 

365 5,000 pounds 05 (5,000 - 9,999 pounds)

Chemical information is the same as last year Maximum Amount in Largest Container Below Reporting Thresholds ⓘ

Trade Secret ⓘ 2,500 pounds

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

Hazards * ⓘ

Physical Hazards **Health Hazards**

Explosive Acute toxicity (any route of exposure)

Flammable (gases, aerosols, liquids, or solids) Skin corrosion or irritation

Chemicals

← → 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

Below

[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

← → 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 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

← → 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 Maximum Amount Range Code *

Amount Range Code *

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

Chemicals

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 * ⓘ

Chemical Name * ⓘ

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

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

Maximum Amount Range Code *

Average Daily Amount Range Code *

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

← → 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 Range Code * 05 (5,000 - 9,999 pounds)

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

Below Reporting Thresholds ⓘ

2,500 pounds [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

If you fill in the maximum and average amounts, Tier2 Submit will automatically fill in the corresponding code. Verify it is correct.

Chemicals

← → 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 Maximum Amount pounds Maximum Amount Range Code * Days on Site * Average Daily Amount Range Code * Chemical information is the same as 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

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 * ⓘ Chemical Name * ⓘ 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

← → 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

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

← → [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 * Yes No EHS * [< Prev](#) [Next >](#) 2 of 2

Storage Locations ⓘ

Storage locations are confidential ⓘ

Storage location 1

Location at Facility * Maximum Amount Unit *

Type of Storage * Pressure * Temperature * x

[Add Storage Location](#)

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

Chemicals

← → [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

Storage Locations ⓘ

Storage locations are confidential ⓘ

Storage location 1

Location at Facility * Maximum Amount Unit * ▼

Type of Storage * ▼ Pressure * ▼ Temperature * ▼ x

[Add Storage Location](#)

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

Chemicals

← → [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 

Storage Locations ⓘ

Storage locations are confidential ⓘ

Storage location 1

Location at Facility * ⓘ

Type of Storage * Pressure * Temperature * ⓘ

Add Storage Location

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

Chemicals

← → 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

Storage Locations ⓘ

Storage locations are confidential ⓘ

Storage location 1

Location at Facility *

Type of Storage * Pressure * Temperature *

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

← → [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

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

If one or more of your reported chemicals were stored as a mixture, 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

← → [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

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

← → Facilities Contacts Chemi

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"/>				

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 EHS box 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

← → Facilities Contacts Chemical Inventory

Physical State & Amounts

Facility: [Test organization](#)

Pure Mixture ⓘ

CAS Number * ⓘ

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.

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 combine the amount in mixture with the pure amount to determine if the amount is over the reporting threshold.

Chemicals

Physical State & Amounts

Hazards

Storage Locations

Mixture Components

State Fields

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

All changes saved.



Pure Mixture ⓘ

CAS Number ⓘ

Mixture or Product Name * ⓘ

EHS * ⓘ

Yes No

State Fields

Ohio requests the following:

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.

Fee Classification for this reported substance

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.

Chemicals

← → 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 * Bleach EHS * Yes No

Mixture Components

No mixture components found.

State Fields

Nevada requires no extra information.

Last modified: 12/13/2019

All changes saved.

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

State Fields

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

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

Name * ⓘ Report Year < Prev Next > 2 of 2

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.

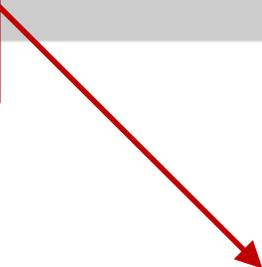
For oil and gas facilities, select the options that best describe your facility.

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

When you have finished with adding chemicals and their storage locations and mixture components, click **State Fields** or scroll down the page.



State Fields

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

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

Name * ⓘ Report Year [< Prev](#) [Next >](#) 2 of 2 

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 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

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

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

Name * ⓘ Report Year [< Prev](#) [Next >](#) 2 of 2

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

States may have specific requirements for both reporting and submission.

Check the requirements for your state.

State Fields

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

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

Name * ⓘ Report Year [< Prev](#) [Next >](#) 2 of 2

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

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

Moving on to "Attachments."

The screenshot shows a web application interface with a dark blue header and a white main content area. The header contains navigation links: Facilities, Contacts, Chemical Inventory, Import, Export/Submit, and Help. Below the header is a secondary navigation bar with tabs: Location, ID and Regulations, Contacts, Chemicals, State Fields, Attachments (highlighted with a red box), and Certification. The main content area has a form with a 'Name' field containing 'Test organization' and a 'Report Year' dropdown set to '2019'. Below the form is a section titled 'Attachments' (highlighted with a red box) containing the text: 'There are no attachments for this facility. [Add](#) an attachment.' Below this text is a list of three checkboxes: '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 is a blue button labeled 'Add Attachment'. A red arrow points from the text box above to the 'Attachments' tab. A light blue text box with a red border is overlaid on the right side of the page, containing text about attachments.

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. [i](#)

Add Attachment

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

The screenshot shows a web application interface with a top navigation bar containing 'Facilities', 'Contacts', and 'Chemical Inventory'. Below this is a sub-navigation bar with 'Location', 'ID and Regulations', and 'Contact'. The main content area has a 'Name' field with the value 'Test organization'. A red box highlights the 'Attachments' tab in the sub-navigation bar. A text box in the center explains the requirements for attachments. A red arrow points from the text box to the 'Add Attachment' button in the bottom right corner. Below the text box, there are three checkboxes with labels: '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.' The text box also contains a red exclamation mark icon in the top right corner.

Any submitted SDS, diagrams, schematics, and other attachments must be in electronic format, and must be submitted using this Attachments process.

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

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. ⓘ

[Add Attachment](#)

Certification

You are now close to finishing your Tier2 Submit form.

The next step is “Certification.”

Certification

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

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

All changes saved.

Name * ⓘ Report Year ⓘ

Certification

State/Local Fees Total \$ Check if all facility information (not including chemical information) is identical to last year's submission. ⓘ

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

Signature * Date Signed *

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

Notes

This is where you should list the 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.

Checking for Errors



- 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

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

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

All changes saved.

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

Mailing address is different than physical address ⓘ

Click on the red exclamation mark to see your errors.





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

Checking for Errors

Looks bad, doesn't it?

Fortunately, Tier2 Submit will direct you to each error.

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

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Location ID and R

Name * ⓘ
Test organization

This record is not valid for submission because:

- 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.** !

The record also has the following warnings:

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

Mailing address is different than ph

Checking for Errors

← → **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

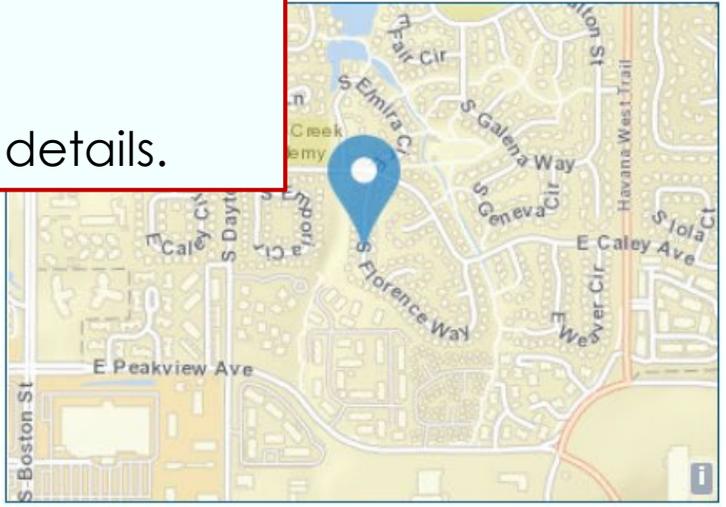
Street * ⓘ

State * Zip * ⓘ Country

County * [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](#)



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

Click the yellow yield sign for more details.

Checking for Errors

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

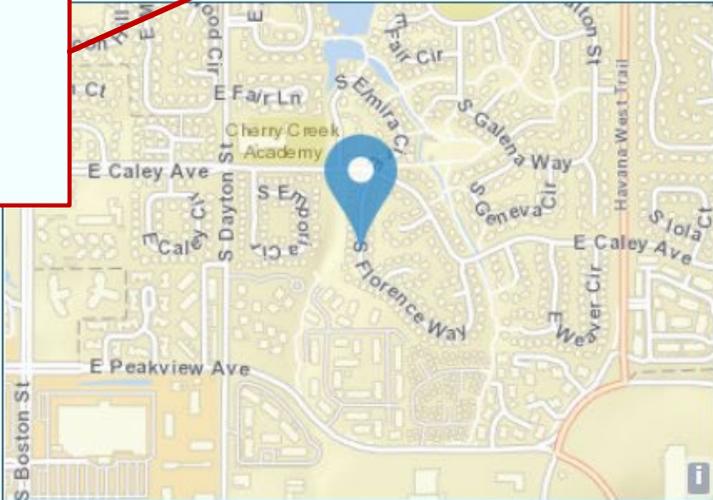
Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name * ⓘ Report Year 

Location where chemicals are present

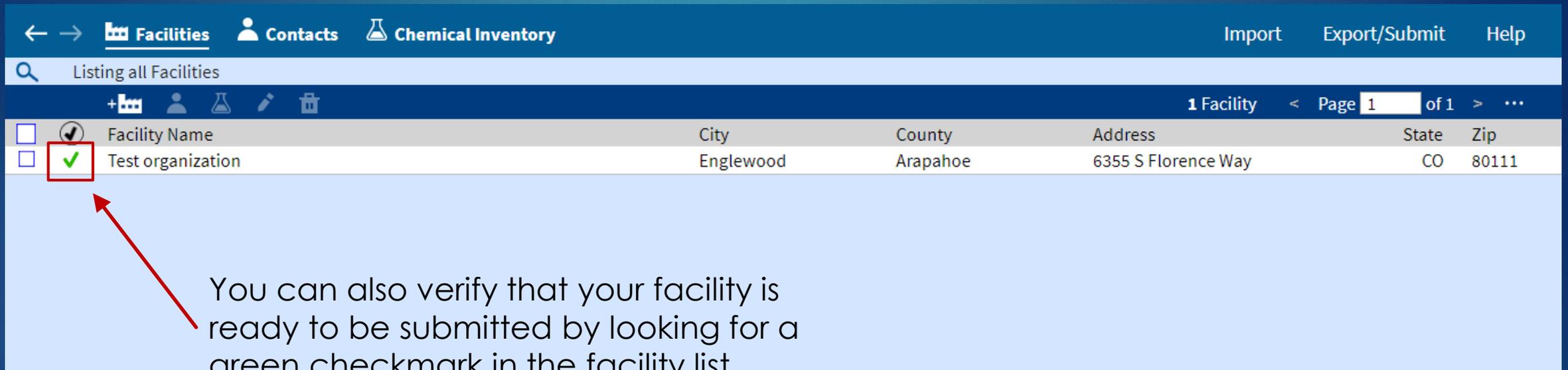
Street * ⓘ City State * Zip * ⓘ Country Lat Long [Set lat/long from address](#) or use the map to set your lat/long ▶

County * Department Fire District * Emergency 24-Hour Phone Number

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

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

Checking for Errors



The screenshot shows a web application interface for managing facilities. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The main content area displays a table of facilities. The table has columns for 'Facility Name', 'City', 'County', 'Address', 'State', and 'Zip'. The first row is 'Test organization' with 'Englewood' as the city and 'Arapahoe' as the county. A green checkmark is visible in the selection column next to the 'Test organization' row. A red arrow points from a text box to this checkmark.

<input type="checkbox"/>	Facility Name	City	County	Address	State	Zip
<input checked="" type="checkbox"/>	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

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

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

Name * ⓘ Report Year Ready to export! 

Location where chemicals are present

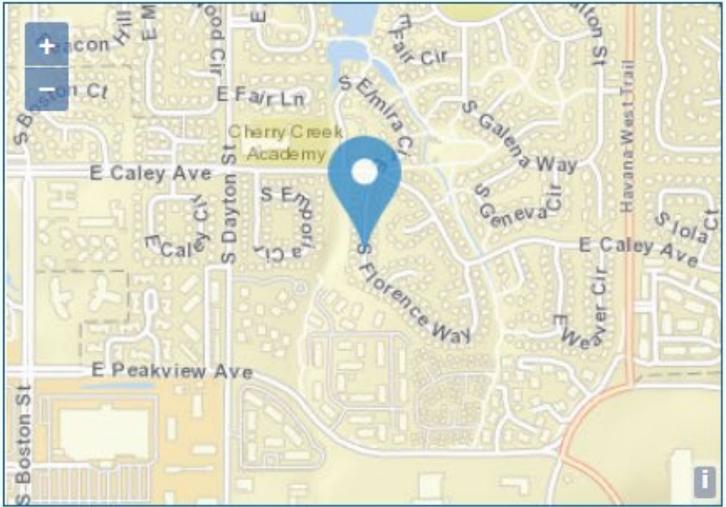
Street * ⓘ City *

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



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

Creating a Submission File

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

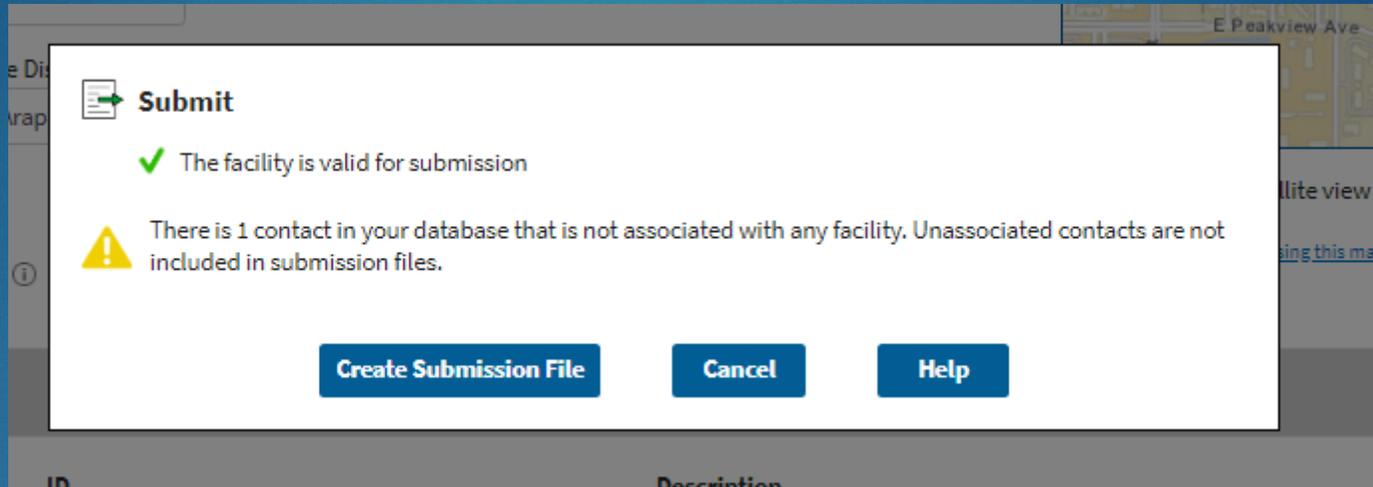
Which facilities should be included?

- Current Facility, plus associated chemicals and contacts
- All Facilities (3 facilities, plus associated chemicals and contacts)**

Create File **Cancel**

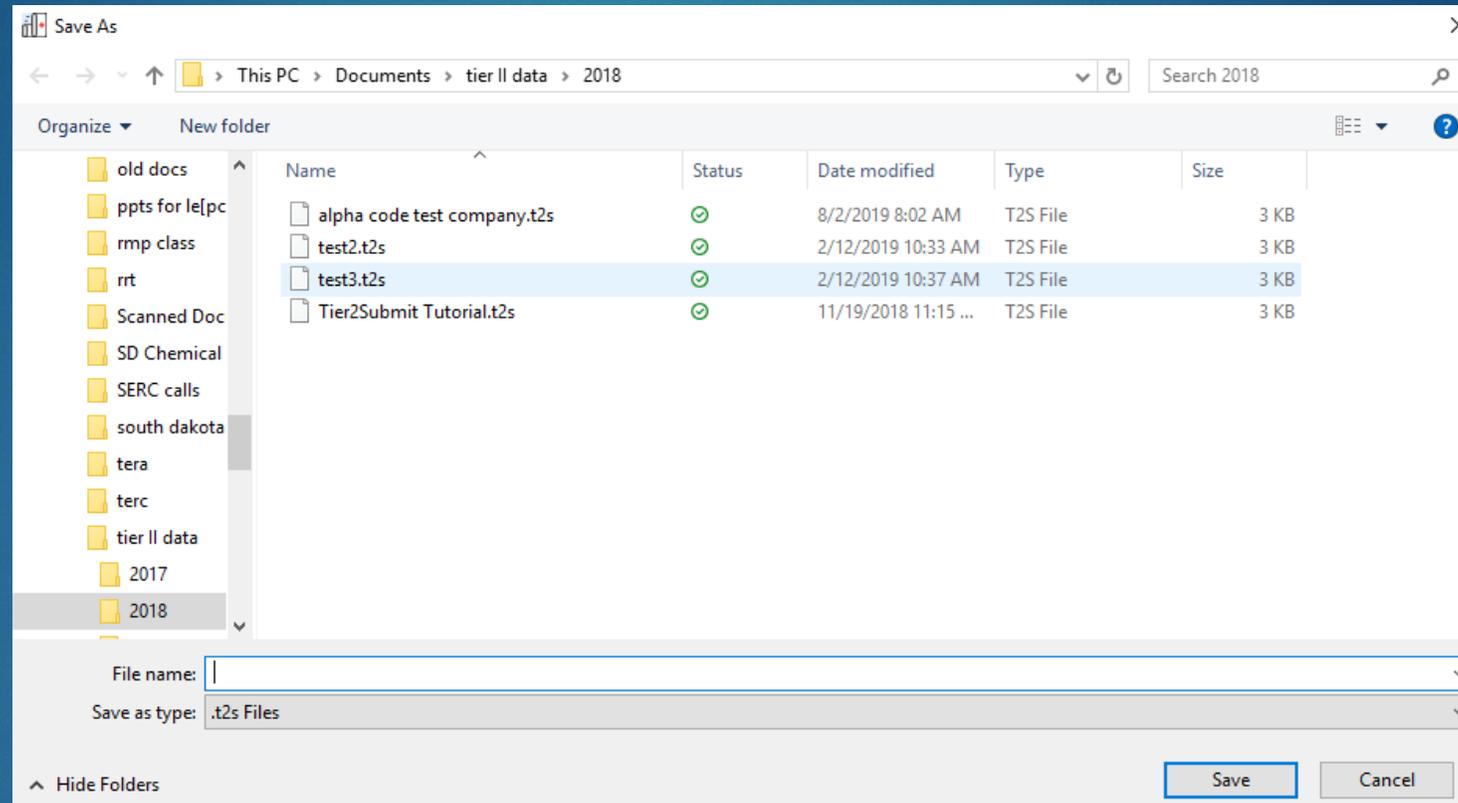
Choose what type of file you want to create. For the purpose of creating a report to send to your state, use the first option to create a .t2s file.

Creating a Submission File



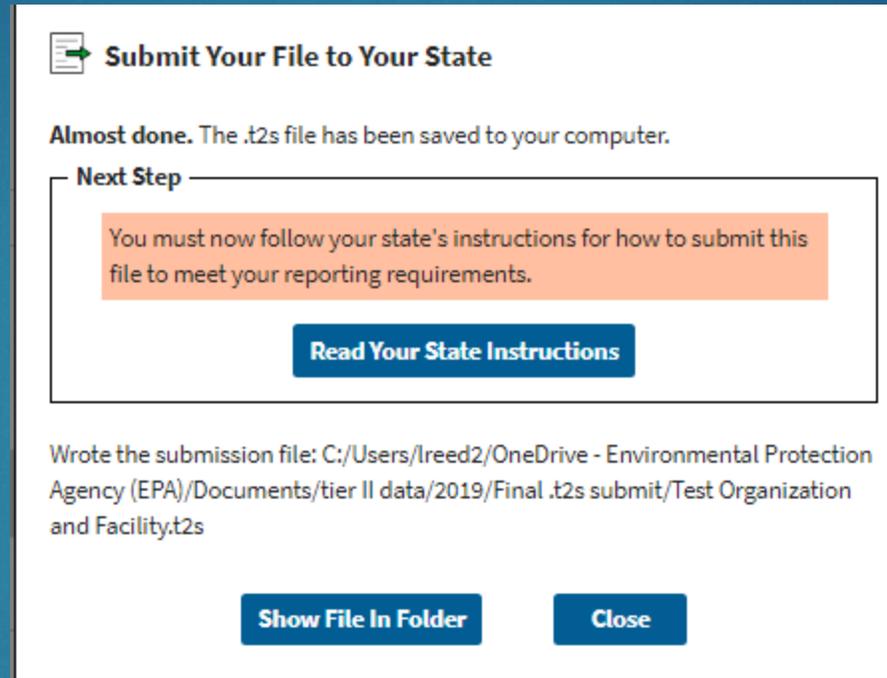
Choose the name of your file (usually based on the name of the facility) and the folder where you want to save it.

Creating a Submission File



Choose the name of your file (usually based on the name of the facility), and the folder where you want to save it.

Creating a Submission 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/lreed2/OneDrive - Environmental Protection Agency (EPA)/Documents/tier II data/2019/Final .t2s submit/Test Organization and Facility.t2s

[Show File In Folder](#) [Close](#)

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.

Creating a Submission File

- 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 may modify their requirements frequently. Check your state for Tier2 Submit 2019 instructions.

Resources

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

The screenshot displays a web application interface with a dark blue header and a white main content area. The header contains navigation links: "Facilities", "Contacts", and "Chemical Inventory", along with utility buttons for "Import", "Export/Submit", and "Help". The "Help" button is highlighted with a red box. Below the header, a dark blue bar lists tabs: "Location", "ID and Regulations", "Contacts", "Chemicals", "State Fields", and "Attachments". The main content area shows a form for entering facility information. At the top, a message reads "All changes saved." The form includes fields for "Name" (containing "Test organization"), "Report Year" (containing "2019"), "Street" (containing "6355 S Florence Way"), "City" (containing "Englewood"), "State" (containing "CO"), "Zip" (containing "80111"), "Country" (containing "USA"), "Latitude" (containing "39.600749"), and "Longitude" (containing "-104.872941"). A map of the United States is visible on the right side of the form, with a blue location pin placed over the Englewood area. A help menu is open over the "Help" button, listing several 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%".

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

Location ID and Regulations Contacts Chemicals State Fields Attachments

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

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%

Resources

- The [EPA EPCRA website](#) has more information and offers an [EPCRA Fact sheet](#)
- [EPA List of Lists](#)
- 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](#)
- For the actual CERCLA Superfund Title III [EPCRA Public Law](#)
- [State-specific Tier II reporting requirements](#)
- For questions about using Tier2 Submit, contact the RMP Reporting Center via email (RMPPRC@epacdx.net) or phone (703-227-7650) on weekdays from 8 AM – 4:30 PM Eastern Time.