Tier2 Submit

A PRIMER
HOW TO FILL OUT YOUR TIER II FORM
USING TIER2 SUBMIT SOFTWARE
Notice

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

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

- EHS  Extremely Hazardous Substance
- TPQ  Threshold Planning Quantity
- SDS  Safety Data Sheet
- MSDS Material Safety Data Sheet (now SDS)
You need to know your chemicals

It is a **Hazardous Chemical**…

...if OSHA requires a Safety Data Sheet (SDS).

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

...if it is listed in 40 CFR part 355, Appendix A and Appendix B.

Note that EHSs have more stringent reporting thresholds.

Check to verify both: first, if it is Hazardous Chemical and then if it is also an Extremely Hazardous Substance.
TPQs are for Extremely Hazardous Substances (EHSs).

TPQs are established by the EPA.

TPQs are identified in the List of Lists and 40 CFR Part 355, Appendix A and Appendix B.

CAMEO Chemicals can be used to search for TPQs of chemicals: https://cameochemicals.noaa.gov/

TPQs vary from chemical to chemical; you need to check your particular chemicals.
You need to know...

- the names of chemicals stored at the facility,
- their CAS numbers,
- if they are Hazardous Chemicals (these include Extremely Hazardous Substances listed in 40 CFR part 355),
- the maximum quantity present at the facility, in pounds, at any time during the previous calendar year.
You need to know...

- Dun and Bradstreet number for your company
  - If you don’t have one, click here
- The NAICS code for your industry
  - If you don’t know it, click here
- The correct latitude and longitude location for the facilities you are reporting (Tier2 Submit will help you determine this)
You need to know...

• Your facility contact information for:
  ➢ Emergency (two phone numbers, one of which is 24 hour),
  ➢ The owner or operator,
  ➢ The Tier II information contact.
Do you need to submit a Tier II report?

- **Hazardous Chemical**
  - Required to have an SDS under OSHA HCS
  - Over 10,000 pounds at any one time

- **Extremely Hazardous Substance**
  - On the List of Lists or 40 CFR part 355 Appendix A or B
  - Over the TPQ or 500 pounds ...whichever is less

- **Diesel or Gasoline**
  - Retail
  - Underground storage tank
  - Over 100,000 gallons of diesel
  - Over 75,000 gallons of gasoline

**Tier II Report required**
The Tier2 Submit software includes two parts:

- **Facility**: information about name, location, and at least 3 contacts

- **Chemicals in Inventory**: information on chemicals stored at your facility during the previous year
GETTING STARTED (Steps below are for Windows users; steps differ slightly for Mac users)

1. Download the free Tier2 Submit software for the latest reporting year from the EPA site
2. Install the program, or have your administrator install it
3. The Tier2 Submit icon will appear on your computer, most likely as a purple file folder
4. Click on that icon to start the program
Getting Started

This is what you see when you open Tier2 Submit.

Here is a valuable link for more information about Tier II reporting.

Click here to start creating your own Tier II Report.

Welcome to Tier2 Submit 2017!

Tier2 Submit is the personal computer software program that helps facilities electronically report Tier II information for Section 312 of the Emergency Planning and Community Right to Know Act (EPCRA).

In addition to providing data fields for the information required under EPCRA, this program also provides data fields to allow you to submit additional information requested or required by States. After you choose your state abbreviation from the pull down menu on the first screen, the program will load any data fields specific for your State.

Facilities can find information about Federal Tier II requirements as well as individual State requirements at EPA Tier II Webpage.

If you need help while operating Tier2 Submit or if you need assistance submitting your Tier II information click the Help button at the top of any module for the User's Manual.
This menu bar has the typical **File**, **Edit**, **Record**, **Search**, and **Help**.

Below that is a tool bar that allows you to move between modules.

Centered in the page are tabs associated with each module.

Any field with a red star is a required field.
The Help function in Tier2 Submit will guide you through the entire process. It’s a great tool; use it often.

In Tier2 Submit, your data is automatically saved as you type it. There is no “Save” command.
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.
To import data from last year, click on File. A drop-down list will give you the option of "Import/Export," which you should select.
• If you are not importing data, 
or
• if this is the first Tier II report for your company, 
or
• if you're adding new facilities to your previous company report,
fill out the pages associated with these tabs.
(If you are adding a new facility, click on **New Facility** tab to reach this page.)
Start by filling out your facility **Location** information.

This is the location of the facility that had the chemicals, not headquarters or other site.

<table>
<thead>
<tr>
<th>Street</th>
<th>6533 S Florence Way</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Englewood</td>
</tr>
<tr>
<td>State</td>
<td>CO</td>
</tr>
<tr>
<td>Zip</td>
<td>80111</td>
</tr>
<tr>
<td>County</td>
<td>Arapahoe</td>
</tr>
<tr>
<td>Fire District</td>
<td>Arapahoe</td>
</tr>
<tr>
<td>Emergency 24-Hour Phone Number</td>
<td>303 816 5698</td>
</tr>
</tbody>
</table>

**Enter lat/long values in decimal degrees (use a negative number for West/South hemisphere longitudes).**

**Latitude**: 39.600462  
**Longitude**: -104.873362
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.
After filling out Location, you fill in each page by clicking on the tabs.

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

State-specific requirements appear after you input your state location.
If your company doesn’t have a Dun & Bradstreet number, you can request one from here.
If you don’t know your NAICS number, you can look it up here.

If there is ever one person in the building, it is manned. The ‘maximum’ is the very largest number you could expect.
If your facility is required to have a Risk Management Program in place, you will need to enter the ID. For more information, visit the EPA RMP website https://www.epa.gov/rmp.
If your facility is subject to Section 302 of EPCRA, you will need to provide a **Facility Emergency Coordinator** on the ‘Contacts’ page of Tier2 Submit.
Three contacts are required:

**Owner/operator,**

**Tier II Information** contact,

**Emergency contacts** (at least 2 contacts, one of which is 24 hour).

These contacts must include an Email Address as well as Phone Number(s).
If you are subject to Section 302 of EPCRA, you will need to provide a **Facility Emergency Coordinator** as well.
On the State Fields tab, Tier2 Submit will automatically display your state's additional data field requirements. States may have specific requirements for both reporting and submission. Check https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures for your state.
Attachments aren’t necessarily required but it can be very helpful to LEPCs and First Responders if a site plan and other diagrams are included.

Any submitted SDS must be in electronic format, and must be submitted using this Attachments process.

All diagrams, schematics, and other additional information must be submitted using the Attachments tab.

Attachments may be submitted in a wide variety of formats, including pdf, jpg, docx, xlsx, mov, tif, gif, and avi.
Fees are state dependent: some have a set fee, some will send you a bill, some have no charge. Check [here](#) for your state.
After you complete the Certification page, you should click on “Chem Inventory List”. This moves you to the next part: **Chemicals in Inventory**.

Certification is the last step in the **Facilities** module.
In the second part of Tier2 Submit,

- you add or verify chemicals you are required to report: either **Hazardous Chemicals** or **Extremely Hazardous Substances** or a mixture containing these chemicals.

  - **Hazardous Chemicals** require OSHA Safety Data Sheets (SDSs)
  
  - **Extremely Hazardous Substances (EHSs)** are identified in the EPA [List of Lists](https://cameochemicals.noaa.gov/)
  
  - CAMEO Chemicals can be used to search for EHSs: [https://cameochemicals.noaa.gov/](https://cameochemicals.noaa.gov/)
Tier II Reporting Quantities:

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

<table>
<thead>
<tr>
<th>Chemicals Covered</th>
<th>Section 302</th>
<th>Section 304</th>
<th>Sections 311/312</th>
<th>Section 313</th>
</tr>
</thead>
<tbody>
<tr>
<td>355 Extremely Hazardous Substances</td>
<td>&gt;1,000 substances</td>
<td>Approximately 500,000 hazardous chemicals</td>
<td>&gt; 850 Toxic Chemicals and categories</td>
<td></td>
</tr>
</tbody>
</table>

**Thresholds**
- **Section 302**: Threshold Planning Quantity 1-10,000 pounds on site at any one time
- **Section 304**: Reportable quantity, 1-5,000 pounds, released in a 24-hour period
- **Sections 311/312**: 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
- **Section 313**: 25,000 pounds per year manufactured or processed; 10,000 pounds a year otherwise used; persistent bioaccumulative toxics have lower thresholds

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*Excerpt from the: Emergency Planning and Community Right-to-Know Act*  
Office of Emergency Management. For more information, click on [Fact Sheet](#).
Once you are in the Chemicals in Inventory Module, you will have a new tool bar and new tabs.
Make sure you fill in the correct chemical name, the CAS number, and note if it is an Extremely Hazardous Substance (EHS).

Select the Trade Secret box ONLY if you have followed all the steps and have been approved by EPA.
You will have a set of tabs to fill out for the new chemical.
The first tab requires a description of the chemical.

Note: The Hazards subtab has been added to Tier2 Submit to reflect OSHA’s Globally Harmonized System of Classification and Labeling of Chemicals (GHS).
You need to know the maximum quantities in pounds of each chemical your facility had in inventory during the previous year.

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

<table>
<thead>
<tr>
<th>Physical State &amp; Quantity</th>
<th>Max Daily Amount</th>
<th>Average Daily Amount</th>
<th>Max amount in largest container</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pure</td>
<td>1500 pounds</td>
<td>1000 pounds</td>
<td>500 pounds</td>
</tr>
</tbody>
</table>

A red * indicates a federal or state requirement.
The Safety Data Sheet (SDS) for the chemical contains the information you'll need here. You must add all physical and health hazards associated with the chemical.
List all locations within the facility of the chemical, along with the storage type and condition at each location where the chemical was present. Each row represents one location where the chemical was present. A new row is added to the table as you enter information into the preceding row.
If you store chemicals as a mixture, you may report the chemical by pure chemical components, or on this page as a mixture. However, your reporting must be consistent between Section 311 reporting and Tier II reporting.
If you store chemical mixtures and report them as a mixture:

- Provide the name of the mixture, product name or trade name as provided on the OSHA safety data sheet (SDS).
- Enter CAS number of the mixture or product, if available.
- If the mixture contains any EHS, check the box “yes”, and then enter the name, CAS number and amounts.
- You are not required to list non-EHSs in the mixture, but may report them if you wish to do so.
If you stored mixtures containing a certain chemical AND also stored that chemical in its pure form, you must combine the total quantities of all occurrences of that chemical to determine the maximum you’ve stored and to determine your Tier II reporting responsibilities.
State Fields requirements depend on your particular state. There may or may not be specific state requirements here. Always check this page as the requirements may change year to year. This field will auto-populate based on the state you identified in the Location tab.
If you have additional chemicals to add to this facility, click **New Chemical in Inventory**.
If you want to see all chemicals associated with your facility in this Tier II report, click on **View List** and then...
...the chemicals associated with that facility will appear in a list.

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

<table>
<thead>
<tr>
<th>Chemical</th>
<th>CAS</th>
<th>Facility Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ammonia (Anhydrous)</td>
<td>7664-41-7</td>
<td>Test Organization</td>
</tr>
<tr>
<td>Chlorine</td>
<td>7782-50-5</td>
<td>Test Organization</td>
</tr>
</tbody>
</table>
If you are submitting information for multiple facilities and want to see all chemicals associated with *all* facilities (as opposed to just a single facility), click **View All Chemical Inventories**.
To review a chemical, click on it once to highlight it, and then click on “View Record.”

Or simply double click on the chemical.
When reviewing your chemicals, pay attention to the range codes. Check to verify that your “Max Daily Amount” and “Average Daily Amount” match the codes displayed.
If you make a mistake, or need to remove a chemical from the inventory list, click on “Record” in the menu bar, and select “Delete Chemical in Inventory”.
Now it is time to verify your Tier II information

1. ‘Validate’ the data
   • This process reviews the data to ensure all required data has been entered.
   • This can be interactive: The ‘Validate Record’ runs the validation process for a facility until no omissions or errors are detected.
   • Alternatively you can run a ‘Validation Report’.

2. ‘Submit’ your data after the validation step is completed

➢ Use the “Help” function in Tier2 Submit as it gives detailed instructions for validation and submission
Validating: the error checking capabilities in Tier2 Submit.

Option 1: **Validate Record** if you are just validating one facility.

While on the **Facilities** page, click on **Record** for a drop down selection.
Example 1: Error noted during the Validation process.

Tier2 Submit validation will take you right to the field with the error, if you wish to fix the error immediately.
Here the validation test indicates that you missed marking either “Yes” or “No” for the EHS field, which is a required field (as indicated by the red asterisk).

Click on Go To Field to fix the problem.

Then return to the Validation Process until the test indicates no errors.
Example 3: This facility passed validation!
Option 2
Run a Validation Report if you have multiple facilities. This can help you identify which facilities have errors, and then you can use Validate Record to focus on any errors in each facility.
Make a Validation Report

Click on ‘All Records’ to validate all your facilities.
Validation Report Success!

The Validation Report screen looks different from most of Tier2Submit, more like a computer print out.
The final step is to **Create Submission**

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

Click on ‘File’ to start the process.
Location Where Hazardous Chemicals are Present

Street * 6355 S Florence way
City * ENGLEWOOD
State * CO
Zip * 80111
County * Arapahoe
Fire District * ARAPAHOE
Country * USA

Emergency 24-Hour Phone Number * 303 618 9856

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).
Need help finding your lat/long values?

Latitude * 39.600462
Longitude * -104.873362

A red * indicates a federal or state requirement.
Tier2 Submit

Select records to include for submission:

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

[Start Submission Validation]

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

After you have Passed the Validation Check....

Verify your state’s reporting requirements

Click on Create Electronic Submission File

Tier2 Submit will ask you where, in your computer files, you want to save the Submission file (.t2s).
This is the critical piece. Your Tier2 Submit report was exported and saved to your computer as a .t2s file.

Now you need to send that file to your state.
You are not finished after you click “Create Electronic Submission File”.

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

Tier2 Submit does not send it anywhere. It stores it on your computer for you to send.
REMEMBER TO USE THE **HELP FUNCTION** IN TIER2 SUBMIT

FOR OTHER SOURCES OF TIER II INFORMATION:

- The EPA website has more information at [https://www.epa.gov/epcra](https://www.epa.gov/epcra)
- [List of Lists](https://www.epa.gov/epcra)
- Dun & Bradstreet numbers can be found at [https://iupdate.dnb.com/iUpdate/companylookup.htm](https://iupdate.dnb.com/iUpdate/companylookup.htm)
- For NAICS codes [https://www.naics.com/search/](https://www.naics.com/search/)
- For details on EPCRA implementing regulations, refer to 40 CFR part 370
- For the actual CERCLA Superfund Title III [EPCRA Public Law](https://www.epa.gov/epcra)
- [State-specific requirements](https://www.epa.gov/epcra)
Reminder, the deadline to submit is March 1st of every year.

Now it is your turn.