



Tier2 Submit™

**How To Fill Out Your Tier II Form
Using Tier2 Submit Software**

Notice:

This presentation provides guidance to facilities with Emergency Planning and Community Right-to-Know Act (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 the provisions or regulations, nor is this presentation a regulation.

In the event of a conflict between the discussion in this presentation and any statute or regulation, this presentation would not be controlling.

This guidance does not impose legally binding requirements on the EPA or the regulated community, and it might not apply to a particular situation based upon circumstances.

For specific requirements and details, refer to the implementing regulations of [40 CFR Part 370 \(42 U.S. Code § 11022\)](#) and [check with your state, tribe, or territory](#) for your specific requirements.



What is Tier2 Submit?

Tier2 Submit is a free software tool that is provided by the EPA to assist states, tribes, and territories in their collection of *hazardous chemical* and *extremely hazardous chemical* (EHS) Information. It is intended to help facilities meet their annual Tier II submission requirements of the Emergency Planning and Community Right-to-Know Act (EPCRA) [[40 CFR Part 370](#)]. EPCRA was authorized by Title III of the Superfund Amendments and Reauthorization Act (SARA Title III).

New versions of Tier2 Submit are released annually.

Tier2 Submit integrates with [CAMEO Data Manager](#) and the the [CAMEO suite](#) to assist in preparedness and response activities.

<https://www.epa.gov/epcra/tier2-submit-software>



What is a Tier II Report?

Section 312 of EPCRA [[40 CFR Part 370](#)] requires that facilities submit Tier II Information for hazardous chemicals, which include EHSs. A Tier II Report is a means of submitting the required information to state or tribal and local planning and response agencies, which includes fire departments. Reports must include information on the chemicals present at the facility, facility information, and facility contacts. More information on the requirements are provided later in this document.

<https://www.epa.gov/epcra/tier-ii-forms-and-instructions>



Submission Flow Using Tier2 Submit

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1. **Chemicals:** Inventory and collect information on your chemicals.
2. **Facility Information:** Gather information on your facility and required contacts.
3. **Review and understand** your state, tribe, or territory and local requirements, including any additional reporting, fees, and submission methods.
4. **Enter** required and requested information into Tier2 Submit.
5. **Export** your submission file.
6. **Submit** the submission file to your state, tribe, or territory. Ensure to also submit to the local planning and response agencies, including your fire department, if required in your state, tribe, or territory.



EPA Terms and Acronyms

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Hazardous Chemical

A chemical is a hazardous chemical if the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) [[29 CFR 1910.1200\(g\)](#)] requires a Safety Data Sheet (SDS). Note that things you may not think of as chemicals (e.g., copper, sand, zinc, lead acid batteries, etc.) are included in the term *Hazardous Chemical*.

Extremely Hazardous Substance (EHS)

A chemical is an Extremely Hazardous substance (EHS) if it is listed in [40 CFR Part 355 Appendix A](#) or [Appendix B](#).

Reporting Threshold

A quantity value used to determine if the specific hazardous chemical is required to be listed on your Tier II report. Note: the term hazardous chemical includes all substances that OSHA requires a SDS for.

Threshold Planning Quantity (TPQ)

TPQs are quantity values (in pounds) established by the EPA for each EHS. TPQ values are provided in [40 CFR Part 355 Appendix A](#) or [Appendix B](#).



EPA Terms and Acronyms

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Safety Data Sheet (SDS)

Chemical information sheets that are required by the OSHA HCS [[29 CFR 1910.1200\(g\)](#)]. These information sheets provide chemical information such as the properties of each chemical; physical, health, and environmental health hazards protective measures; and safety precautions for handling, sorting, and transporting the chemical. These are formally known as Material SDS (MSDS).

State or Tribal Emergency Response Commission (SERC) or (TERC)

An organization designated by the Governor or Tribal leaders to implement the EPCRA provisions within the jurisdiction. Responsibilities include establishing procedures, responding to requests for information, designating local emergency planning districts, and appointing and supervising local or tribal emergency planning committees.

Local or Tribal Emergency Planning Committee (LEPC or TEPC)

An organization appointed by the SERC or TERC to develop emergency response plans and to provide information about chemicals in the community to the citizens. Committees must include participation from State and local officials; police, fire, civil defense, and public health professionals; environment, transportation, and hospital officials; facility representatives, and representatives from community groups and the media.



**What you
need to know
before getting
started:**

Your Chemicals

Your Facility

Your state, tribe, or territory
Specific Requirements



Your Chemicals

- ▶ *Compile* a list of all the chemicals present at your facility and the maximum quantity present (in pounds) at any time during the *previous* calendar year. Guidance to convert from gallons to pounds for liquids is provided on the next slide.
- ▶ Hazardous Chemical Determination: *Determine* which of your chemicals are required to have an SDS under the OSHA HCS [[29 CFR 1910.1200\(g\)](#)]. *Determine* if any of these chemicals meet the exemptions provided in EPCRA Section 311(e) [[40 CFR Part 370.13](#)]. Exempt chemicals do not need to be reported, unless required by your state, tribe, or territory. All other hazardous chemicals must be reported.
- ▶ Extremely Hazardous Substance (EHS) Determination: Determine whether each of the hazardous chemicals is also an EHS and note the threshold planning quantities (TPQ) for each of the EHS chemicals, by using [40 CFR Part 355 Appendix A](#) and [Appendix B](#)
- ▶ Document the Chemical Abstract Service (CAS) numbers for each of your chemicals. You may use the SDS or this website to determine CAS numbers: <https://commonchemistry.cas.org/>
- ▶ Determine the reporting thresholds for each chemical. More information is provided on this later in this presentation on the page titled, “Do you need to submit a Tier II Report (Reporting Thresholds)”.



Your Chemicals – Converting from gallons to pounds for liquids

Refer to [40 CFR 370.14](#) and the [Tier II Inventory Form Instructions](#) for more detailed instructions.

- ▶ All amounts must be reported as weight in pounds. To convert gas or liquid volume to weight in pounds, multiply by an appropriate density factor.

Pounds = density (lbs/gal) x gallons on site

Density = specific gravity x 8.34 (lbs/gal)

Example: You received one large shipment of a solvent mixture last year. The shipment filled five 5,000-gallon storage tanks. You know that the solvent contains 10% benzene, which is a hazardous chemical. You figure that 10% of 25,000 gallons is 2,500 gallons. You also know that the density of benzene is 7.29 pounds per gallon, so you multiply 2,500 gallons by 7.29 pounds per gallon to get a weight of 18,225 pounds.

- ▶ You may also use the [EPA Gallon to Pound Conversion Tool](#)



Your Chemicals – Mixture Calculations

Refer to the Help, Slide 69 of this presentation, [40 CFR 370.14](#), and the [Tier II Inventory Form Instructions](#) for more detailed instructions.

- ▶ EHS Mixture Threshold Determination: For determining if your facility met or exceeded the threshold levels for EHSs, you must use the aggregated value of the total quantity of each EHS present throughout your facility at any one time in the previous calendar year. For each EHS, add together the quantity of that EHS present as a component in all mixtures and all other quantities of the EHS. Reporting of EHS mixtures is the same as for non-EHS mixtures, as described in the first bullet on this page.
- ▶ Options for Mixture reporting: If a hazardous chemical is part of a mixture, you have the option of reporting the entire mixture or only the portion of the mixture that is a particular hazardous chemical [e.g., If a hazardous solution weighs 100-pounds but is composed of only 5% of a particular hazardous chemical (remainder of the solution is water), you can indicate either 100-pounds of the mixture or 5-pounds of the hazardous chemical].



Your Facility Information

- ▶ Facility Name
- ▶ Facility Location & Mailing Address
 - ▶ Location of chemicals: official 911 address or legal description of location.
 - ▶ Location of chemicals: Latitude and Longitude (Tier2 Submit can help provide this)
 - ▶ Mailing Address for the facility
- ▶ The Dun & Bradstreet number for your company
 - ▶ <https://www.dnb.com/duns-number.html>
- ▶ The NAICS Code for your industry
 - ▶ <https://www.naics.com/search/> or <https://www.census.gov/naics/>
- ▶ Contact Information for:
 - ▶ Two Emergency Phone Numbers. **One must be a 24-hr/day 7-day/week number**
 - ▶ Owner or Operators
 - ▶ Tier II Information Contact



Your state, tribe, or territory Specific Requirements

EPCRA ([40 CFR Part 370](#)) provides flexibility to the states, tribes, and territories to enact more stringent requirements on facilities, within their jurisdictions, and to determine the method of submitting the information.

- ▶ Determine if your state, territory, or tribe allows submission of Tier2 Submit Submission Files. If your jurisdiction requires submission via a different software, you may not want to proceed with using Tier2 Submit.
- ▶ Determine if your state, territory, or tribe has reporting requirements in addition to the Federal mandates. Note that jurisdictions that use Tier2 Submit may request for additional data field be added to Tier2 Submit.
- ▶ The EPA website has a list of [state and territory Tier II reporting requirements and procedures, and contacts](#). You should verify with your jurisdiction that the information provided by the EPA is accurate prior to proceeding.



Reporting Thresholds: Do you need to submit a Tier II Report?

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Review your compiled list of all the chemicals present at your facility and the maximum quantity present (in pounds) at any time during the *previous* calendar year.

For the chemicals you determined to be EHSs

- Reporting is required for each EHS chemical that was present at your facility in quantities over the TPQ or 500 pounds (whichever is less)

For the chemicals you determined to be hazardous chemicals, but not EHSs

- Reporting is required for each non-EHS hazardous chemical which was present in quantities at or above 10,000 pounds

For Diesel and Gasoline, at retail gas stations, in underground storage tanks (UST)

- Gasoline: Reporting is required if more than 75,000 gallons was present
- Diesel: Reporting is required if over 100,000 gallons was present



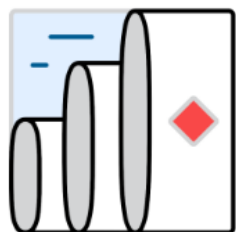
Getting Started:

- ▶ Download and Install the Tier2 Submit software for the previous calendar year's reporting period. The versions are named for the reporting year; the March 2023 submissions will require you to use the Tier2 Submit 2022 software.
- ▶ Open the newly installed software.



Getting Started:

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Tier2 Submit

Welcome to Tier2 Submit 2022

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

is developed jointly by the EPA and NOAA.

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

Version: 2022

Data folder: C:\Users\Public\Documents\Tier2 Submit 2022 Data [Show Folder](#)

[Start Tier2 Submit](#)

Welcome Page:

This page contains information and links to understand Tier II reporting and your state, tribe, or territory specific requirements.

Click “**Start Tier2 Submit**” to start creating your Tier II report.



Getting Started:

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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', along with 'Import', 'Export/Submit', and 'Help' buttons. Below the navigation bar is a search bar and a table header for 'Listing all Facilities'. The table has columns for 'Facility Name', 'City', 'County', 'Address', 'State', and 'Zip'. A message 'No records found.' is displayed below the table. A 'Quick Guide' modal window is open, providing instructions for getting started. The modal includes a title 'Quick Guide', a step heading 'Step 1: Import last year's data or create a new facility', and two paragraphs of text. The first paragraph says: 'To get started, click "Import" to import last year's data, or click the "Add a New Facility" icon +[factory icon] to add a new facility record.' The second paragraph says: 'Enter the required data for the facility, its contacts, and its chemicals. Data is automatically saved as you enter it.' The modal also features a close button (X) and a progress indicator with five circles, the first of which is filled.

Quick Guide:
The first time you open Tier2 Submit, you will see this Quick Guide. It walks you through the steps to generate your Tier II report.



Getting Started:

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The screenshot displays the Tier2 Submit application interface. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The main content area shows a search bar and a table with columns for 'Facility Name', 'City', 'County', and 'Address'. The table is currently empty, displaying 'No records found.'. A 'Help' menu is open, showing 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%'. Red boxes highlight the 'Help' menu, the 'Quick Guide' option, and the 'Open Tier2 Submit help topics' option.

Quick Guide:
After you close the Quick Guide, it will be available at any time in the Help Menu

Help Topics:
The help topics are extensive. Use them freely throughout the application.



Getting Started:

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The screenshot displays a web application interface for managing facilities. The top navigation bar, highlighted with a red box, includes tabs for 'Facilities', 'Contacts', and 'Chemical Inventory', along with buttons for 'Import', 'Export/Submit', and 'Help'. Below the navigation 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', and a message 'No records found.' A context menu is open on the right side of the table, listing 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%'.

Page Layout:
The bar at the top
will always be
displayed to
Provide navigation.



Getting Started:

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← → Facilities Contacts Chemical Inventory



Import Export/Submit Help

Where are you?

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

Saving Your Data:

There is no “Save” command.
Your data is automatically saved as you type it.

Special Actions

The right side of the toolbar displays some special actions you may wish to take.

- ✓ **Import** last year's data
- ✓ **Export/Submit** this year's data so that you may submit it
- ✓ **Help** menu



Importing a File From Last Year

If you used Tier2 Submit for the last reporting year, you may import that data to be used as the starting point for this year's filing. The data will need to be updated for the current reporting year.

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, tribe, or territory if you can't find your submission file.

If you did not use Tier2 Submit last year, proceed to Slide 31



Importing a file from last year

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The screenshot shows a web application interface for managing facilities. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The 'Import' button is highlighted with a red box. Below the navigation bar, there is a search bar and a table header with columns: Facility Name, City, County, Address, State, and Zip. The table content is empty, displaying 'No records found.' The page indicates '0 Facilities' and 'Page 1 of 1'.

Importing a File:
Start by clicking
on "Import"



Importing a file from last year

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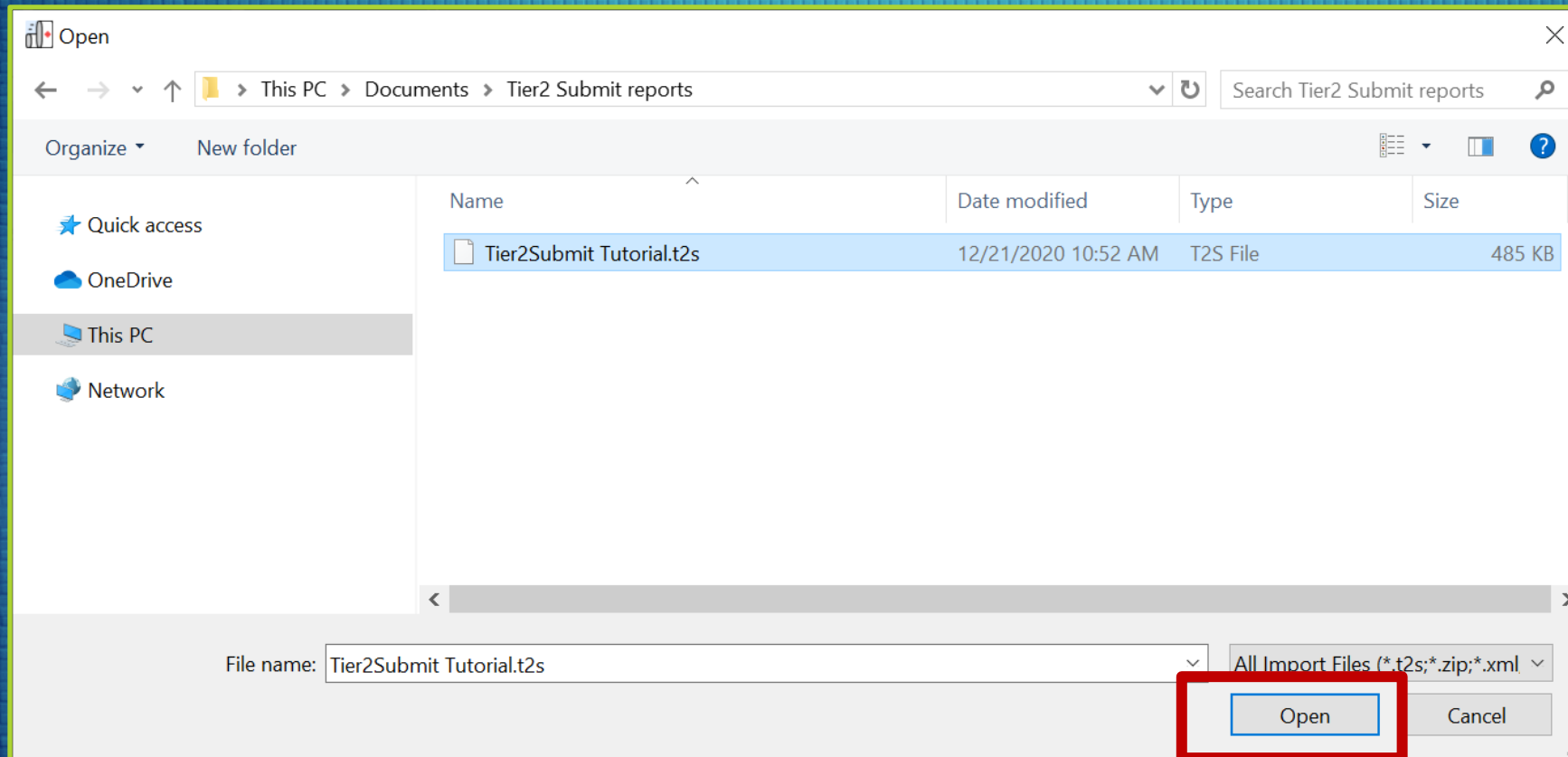
The screenshot shows a web application interface with a navigation bar at the top containing 'Facilities', 'Contacts', and 'Chemical Inventory'. Below the navigation bar is a search bar and a list of facilities. A modal dialog box titled 'Import' is open in the center. The dialog contains the following text: 'Tier2 Submit can import:' followed by a bulleted list: 'Tier2 Submit submission files (T2S)', 'Tier2 Submit export files (ZIP)', and 'Loose export files (CSV, XML, or MER; recommended for advanced users only)'. Below the list is a link: 'Learn more about supported file types'. Underneath is the instruction: 'Select one or more files using the button below or by dropping files onto this window.' A blue button labeled 'Browse To File' is highlighted with a red rectangular box. Below the button is a large, empty light blue rectangular area. At the bottom of the dialog are two buttons: 'Continue' and 'Cancel'.

Importing a File:
Then select,
“Browse to File”
to find where
the file is stored on
your computer.



Importing a file from last year

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Importing a File:

Find where the file is stored on your computer.

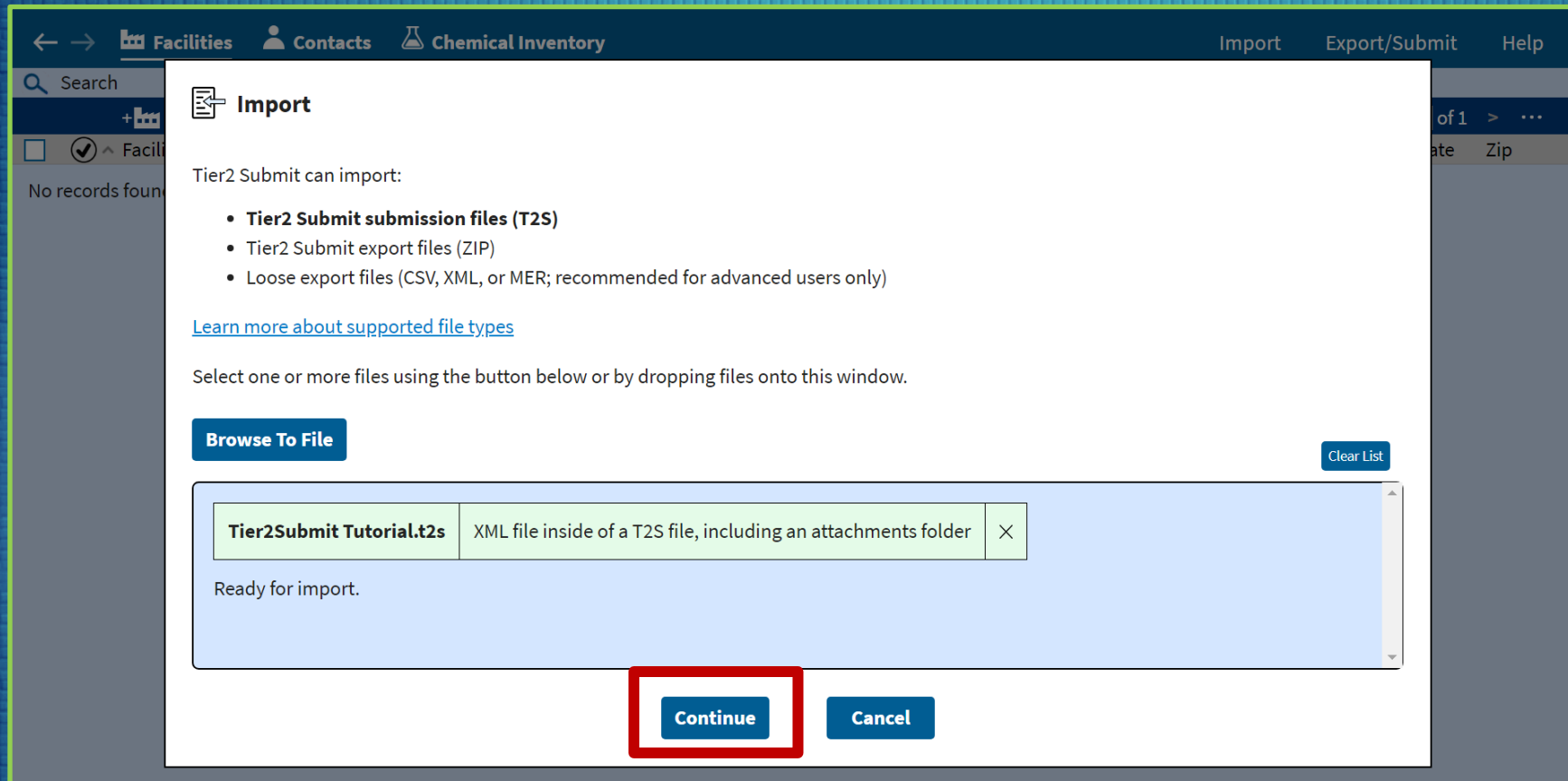
The file should have a .t2s extension. It may have a .zip extension.

Once you found the file, select **“Open”**.



Importing a file from last year

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The screenshot shows the 'Import' window in the Tier2 Submit application. The window title is 'Import' and it contains the following text and elements:

- Navigation tabs: Facilities, Contacts, Chemical Inventory
- Buttons: Import, Export/Submit, Help
- Search bar and sidebar with 'No records found'
- Section: **Import**
- Text: Tier2 Submit can import:
- List of supported file types:
 - Tier2 Submit submission files (T2S)
 - Tier2 Submit export files (ZIP)
 - Loose export files (CSV, XML, or MER; recommended for advanced users only)
- Link: [Learn more about supported file types](#)
- Text: Select one or more files using the button below or by dropping files onto this window.
- Buttons: **Browse To File**, Clear List
- File list table:

Tier2Submit Tutorial.t2s	XML file inside of a T2S file, including an attachments folder	×
--------------------------	--	---
- Text: Ready for import.
- Buttons: **Continue** (highlighted with a red box), Cancel

Importing a File:

If you have the correct file.

Select "**Continue**" to import the file.



Importing a file from last year


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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




Importing a File:
You may see warning or errors. Read the messages carefully and contact RMPRC@epacdx.net if you have questions.



Importing a file from last year

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Import Summary

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

OK

Importing a File:

If the import is successful the screen will look like this.

Select “OK” to continue.



Importing a file from last year

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<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

Importing a File:
After import, your facilities from last year will be listed under **“Facilities”**.

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



Importing a file from last year

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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 square highlights a red exclamation mark icon in the first column of the table, indicating an error or warning.

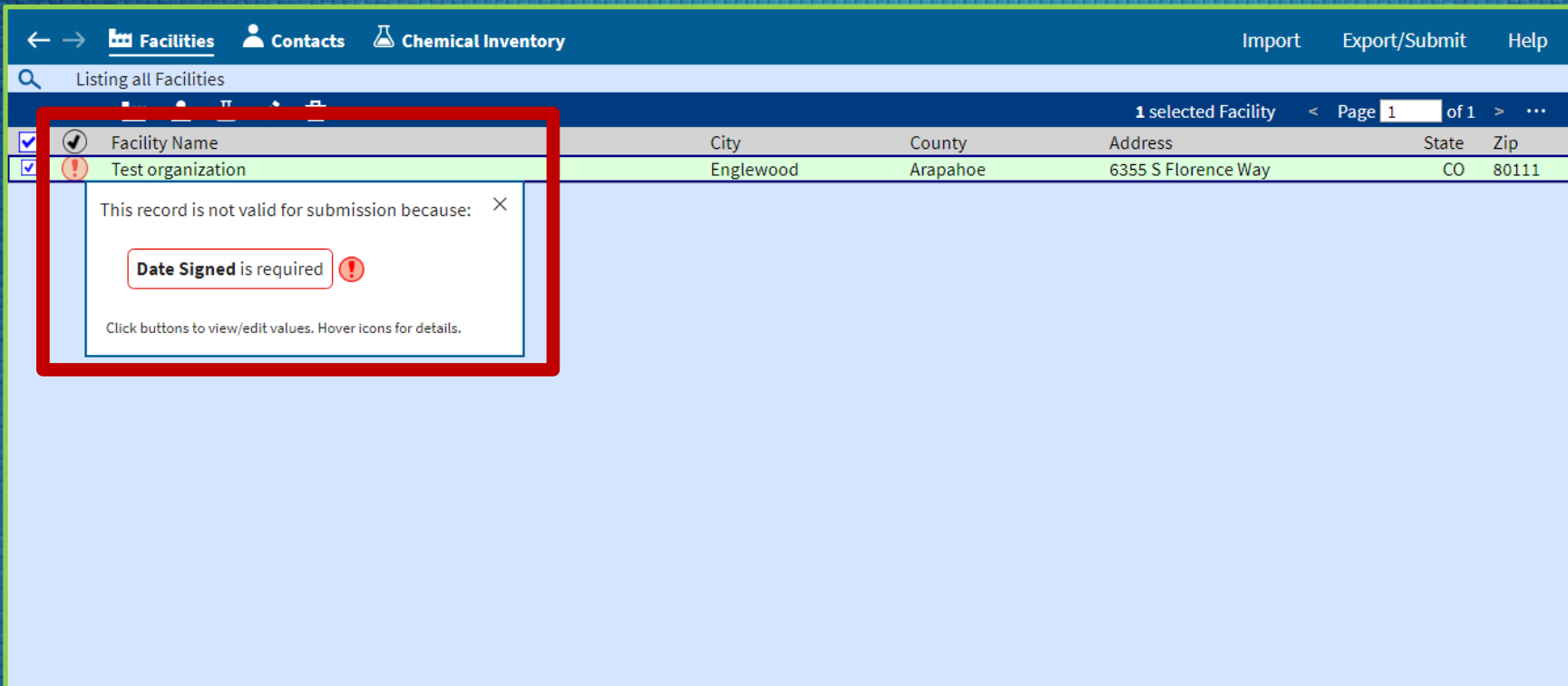
Importing a File:
Tier2 Submit reviews the data and notes any errors or missing data.

To review the errors click the red exclamation mark (!).



Importing a file from last year

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The screenshot shows a web application interface with a navigation bar at the top containing 'Facilities', 'Contacts', and 'Chemical Inventory'. Below the navigation bar is a search bar and a table of facilities. The table has columns for Facility Name, City, County, Address, State, and Zip. One record, 'Test organization', is highlighted in green. An error message is displayed over the table, stating 'This record is not valid for submission because: Date Signed is required'. The error message is enclosed in a red box.

Facility Name	City	County	Address	State	Zip
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.

Importing a File:
A list of errors will appear, don't be alarmed. You will be prompted to update the data as you proceed through the application.



Creating a new facility

If you did not use Tier2 Submit last year, you will need to create a new facility.

If you imported your data file from last year and do not have any new facilities to add, proceed to Slide 34



Creating a New Facility:

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The screenshot shows a web application interface for managing facilities. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. A search bar contains 'Listing all Facilities'. A dropdown menu is open, showing 'Add a new facility' and 'Create a new facility duplicated from the selected facility'. The main table has columns for City, County, Address, State, and Zip. The status bar shows '0 Facilities' and 'Page 1 of 1'.

Creating A New Facility:

- Click on the **facility icon**
- Then select “**Add a new facility**”



Creating a New Facility:

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

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name * ⓘ Report Year < Prev Next > 1 of 2 !

Location where chemicals are present

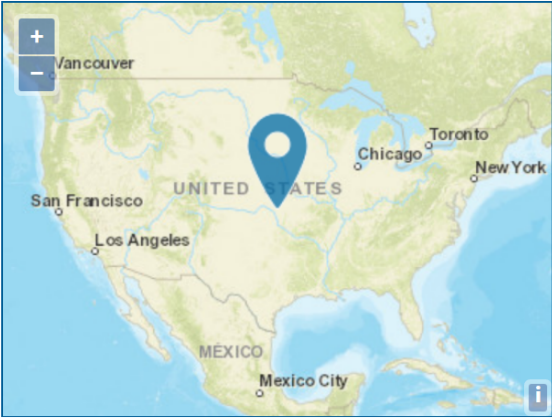
Street * ⓘ City *

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

County * [Set latitude/longitude from address](#) or use the map ▶

Department Fire District Emergency 24-Hour Phone Number

Mailing address is different than physical address ⓘ



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

Creating A New Facility:

Answer the questions and enter the information that you prepared in the “What you need to know before getting started” section of this training.



Facility data

If you created a new facility, you need to enter all the required information for your facility.

If you imported a data file from last year, please verify that the information is correct for this year.



Facility data: Navigation

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The screenshot shows a web form for facility data. At the top, a dark blue navigation bar contains tabs: Location, ID and Regulations, Contacts, Chemicals, State Fields, Attachments, and Certification. The 'Location' tab is selected and highlighted with a red box. Below the navigation bar, a message reads 'All changes saved.' The form includes several input fields: 'Name *' with a value of 'Test organization', 'Report Year' with a value of '2019', and a red warning icon. A gray bar labeled 'Location where chemicals are present' is also highlighted with a red box. Below this, there 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 shows a blue location pin over the Englewood area. Other fields include 'County *' (Arapahoe), 'Department' (Presentation Unit), 'Fire District *' (Arapahoe), and 'Emergency 24-Hour Phone Number' (303 816 5698). At the bottom, there is a checkbox for 'Mailing address is different than physical address'.

Navigation:
When you open a facility record, the **dark blue tool bar** at the top represents sections of the record

The **gray bars** correspond to those sections.



Facility data: Location

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← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

All changes saved

Name * ⓘ Report Year

Test organization 2019

Location where chemicals are present

Street * ⓘ City *

6355 S Florence Way Englewood

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

CO 80111 USA 39.600749 -104.872941

County *

Arapahoe

Department Fire District * Emergency 24-Hour Phone Number

Presentation Unit Arapahoe 303 816 5698

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

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

Mailing address is different than physical address ⓘ

Location:
Start at the top of the record, in the “**Location**” section.

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



Facility data: Location

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

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

All changes saved. Report Year 2019

Name *

Location where chemicals are present

Street * City

State * Zip * Country Latitude * Longitude *

County *

Department Fire District * Emergency 24-Hour Phone Number

Mailing address is different than physical address

Location:
Note that fields with red asterisks (*)
Are required fields.



Facility data: Location

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← → **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


County *

Department Fire District * Emergency 24-Hour Phone Number

Mailing address is different than physical address ⓘ

Latitude * ⓘ Longitude * ⓘ

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



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

Location:

It is very important that the latitude and longitude are exact.

Tier2 Submit can help you determine the exact location.

Use Tier2 Submit to verify the location is correct, even if you imported last year's data.



Facility data: Location

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← → **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 ⓘ



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

Location:
Note that states, tribes, and territories may have different requirements.



Facility data

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← → **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 ⓘ



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

ID and Regulations:
When finished with each section, click on the next section or scroll down the page.



Facility data: ID and Regulations

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← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

All changes saved.

Name * ⓘ Test organization Report Year 2019

ID and Regulations

ID Type	ID	Description
Dun & Bradstreet * ⓘ	123456789	
NAICS * ⓘ Choose	237120	Oil and Gas Pipeline and Related Structures Construction
RMP	1000 0013 4017	

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

Is the facility manned? * ⓘ Manned Unmanned

Maximum number of occupants * ⓘ 25

ID and Regulations:
Enter the required and requested information.

The [Dun & Bradstreet Website](#) can provide this number. If your facility is a public utility or other non-business entity, you may enter "N/A".



Facility data: ID and Regulations

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

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

All changes saved.

Name * ⓘ Report Year !

ID and Regulations

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

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 * ⓘ

ID and Regulations:

Enter the required and requested information.

You may get your NAICS number on the [NAICS website](#) or the [US Census website](#).



Facility data: ID and Regulations

43

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

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

All changes saved.

Name * ⓘ Report Year !

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"/> x

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 * ⓘ

ID and Regulations:
Facilities are considered “Manned” if there is ever one person there. The “maximum” is the largest number of people you’d ever expect at the facility.



Facility data: ID and Regulations

44

← → **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 \(TRI\)](#) reporting under Section 313 of EPCRA, enter a TRI ID above.

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

ID and Regulations:

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



Facility data: ID and Regulations

45

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

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

All changes saved.

Name * ⓘ Test organization Report Year 2019 !

RMP 1000 0013 4017 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 * ⓘ 25

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

ID and Regulations:
If your facility is subject to Section 302 of EPCRA, you need to provide a **Facility Emergency Coordinator** in the “**Contacts**” section.



Facility data: Contacts

46

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

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

Name * ⓘ Test organization Report Year 2019 ⓘ

Contacts

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

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

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

Contacts:
When finished with each section, click on the next section or scroll down the page.



Facility data: Contacts

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Name * ⓘ
Test organization

Report Year
2019

Contacts

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

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

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

Contacts:

Three contact types are required:
Emergency (2)
Owner / Operator (1)
Tier II Information (1)

You must provide 2 Emergency Contacts:
Must be 2 different phone numbers provided, and 1 must be a 24-hr number. There must also be an email address provided.



Facility data: Contacts

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← → **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
Ready	Ever	Fac. Emergency Coordinator	x
Reed	Don	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:
If you are subject to Section 302 of EPCRA, you will also need to provide a **Facility Emergency Coordinator** contact.



Facility data: Contacts

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← → Facilities Contacts Chemical Inventory Import Export/Submit Help

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

Name * ⓘ Report Year

Test organization 2019

Contacts

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

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

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

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

If you did not, you will need to enter them.



Facility data: Contacts

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

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

Name * ⓘ Test organization Report Year 2019

Contacts

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

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

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

Contacts:
Click “**Add Contact**”
to add new contacts.

When there are
contacts listed,
double-click on a
contact to edit the
information.



Facility: Contacts

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

Location Contact Types Phone Information Facilities

All changes saved.

First Name * Tony Last Name * Administrator Job Title * admin type < Prev Next > 1 of 5 ✓

Phone Information

Phone Number 310 608 9547 Type Work Add Phone

Is a contact for the following facilities:

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

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

Last modified: 12/13/2019

All changes saved. Back to facility "Test organization" Back to Top

Contacts:

This is the detailed contact information page.

Fill out one page for each contact you create.

Then return to the Facility Page by clicking **“Back to facility record”**.



Chemical Inventory

It is now time to add and verify your reportable chemical inventory. You may refer to Slides 6-14 of this presentation for more details.

QA Quick Recap of Reporting Thresholds:

- **Extremely Hazardous Substances (EHS):** 500 pounds or the TPQ, whichever is lower
- **Hazardous Chemicals (non-EHS):** 10,000 pounds
- **Retail Gas Stations:** 75,000 gallons for gasoline or 100,000 gallons for diesel, if in complaint Underground Storage Tanks (UST)



Chemical Inventory

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

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

Name * ⓘ Report Year

Test organization 2019

Chemicals

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

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

Chemicals:
When finished with each section, click on the next section or scroll down the page.



Chemical Inventory

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

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

Name * ⓘ Report Year ⓘ

Test organization 2019

Chemicals

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

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

Chemicals:
If you imported your file from last year, you will see your chemicals listed here.



Chemical Inventory

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The screenshot shows a web application interface for managing chemical inventory. At the top, there are navigation tabs for 'Facilities', 'Contacts', and 'Chemical Inventory', along with utility links for 'Import', 'Export/Submit', and 'Help'. Below the navigation is a header bar with categories: 'Location', 'ID and Regulations', 'Contacts', 'Chemicals', 'State Fields', 'Attachments', and 'Certification'. The main content area includes a form for 'Name' (with a dropdown menu showing 'Test organization') and 'Report Year' (with a dropdown menu showing '2019'). A table titled 'Chemicals' lists two entries: 'AMMONIA ANHYDROUS' and 'Chlorine'. The 'AMMONIA ANHYDROUS' row is highlighted with a red border, indicating it is the selected item for editing. Below the table, there is a link 'View this facility's chemicals' and an 'Add Chemical' button.

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

Chemicals:
To update details for a chemical, double-click on the chemical to be updated.



Chemical Inventory

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

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

Name * ⓘ Report Year

Test organization 2019 !

Chemicals

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

[View this facility's chemicals](#)

Add Chemical

Chemicals:
To add a new chemical, click "Add Chemical".



Chemical Inventory

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The screenshot displays the EPA Chemical Inventory web application interface. At the top, there are navigation tabs for 'Facilities', 'Contacts', and 'Chemical Inventory', along with 'Import', 'Export/Submit', and 'Help' buttons. The main content area is divided into several sections:

- Physical State & Amounts:** Includes fields for 'Facility' (Test organization), 'CAS Number' (7782-50-5), 'Chemical Name' (Chlorine), and 'EHS' (Yes/No). It also has checkboxes for 'Pure' (checked) and 'Mixture'.
- Physical State & Amounts (Detailed):** Contains 'Physical State' (Liquid checked), 'Days on Site' (365), 'Maximum Amount' (5,000 pounds), 'Maximum Amount Range Code' (05), 'Average Daily Amount' (5,000 pounds), 'Average Daily Amount Range Code' (05), and 'Maximum Amount in Largest Container' (2,500 pounds). There are also checkboxes for 'Chemical information is the same as last year' and 'Trade Secret'.
- Hazards:** Divided into 'Physical Hazards' (Explosive, Flammable) and 'Health Hazards' (Acute toxicity, Skin corrosion).

Buttons for '< Prev' and 'Next >' are visible, along with a green checkmark icon indicating a successful save.

Chemicals:
After you double-click on a chemical or select **“Add Chemical”**, you will see a page for chemical details.

Update and complete the fields, ensuring to complete all required fields.

Note that fields with red asterisks (*) Are required fields.



Chemical Inventory

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Chemical	CAS	EHS	Facility Name
AMMONIA ANHYDROUS	7664-41-7	Yes	Test organization
Chlorine	7782-50-5	Yes	Test organization

Chemicals:
The Chemical Inventory can also be accessed via the top toolbar by clicking on “**Chemical Inventory**”.

In **Chemical Inventory** you can view the facility, add or edit chemicals, view or edit chemicals, and delete chemicals.

Chemical Inventory Command Buttons

				View Facility Details for the chemical
				Add new or edit existing chemical
				View or edit details of existing chemical
				Delete existing chemical



Chemical Inventory

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← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Listing all Chemicals

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

	CAS	EHS	Facility Name
AMMONIA ANHYDROUS	7664-41-7	Yes	Test organization
Chlorine	7782-50-5	Yes	Test organization

Chemicals:
To add a new chemical, click on 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 > ...

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

	CAS	EHS	Facility Name
AMMONIA ANHYDROUS	7664-41-7	Yes	Test organization
Chlorine	7782-50-5	Yes	Test organization



Chemical Inventory

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Tier2 Submit 2021 Alpha 10


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

Physical State & Amounts Hazards Storage Locations Mixture Components State Fields


All changes saved.


Facility: [Test organization](#)

Chemical Name ⓘ CAS Number* ⓘ Chemical Category* ⓘ EHS* ⓘ



Chlorine 7782-50-5 Pure Mixture Yes No [<Prev](#) [Next>](#) 5 of 12 



Physical State & Amounts

Physical State* ⓘ 
 Solid Liquid Gas

Days on Site* ⓘ 


Chemical information is the same as last year
 Trade Secret ⓘ

Maximum Amount pounds  Maximum Amount Range Code* 

Average Daily Amount ⓘ pounds  Average Daily Amount Range Code* 

Maximum Amount in Largest Container pounds Below Reporting Thresholds ⓘ

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

Hazards* ⓘ 

Chemical Record:
In each chemical's record, you will be asked to enter information about the chemical's physical state, quantity, hazards, storage locations, and mixture components.



Chemical Inventory

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Tier2 Submit 2021 Alpha 10

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

Physical State & Amounts Hazards Storage Locations Mixture Components State Fields

All changes saved.

Facility: [Test organization](#)

Chemical Name ⓘ CAS Number * ⓘ Chemical Category * ⓘ EHS * ⓘ

Chlorine 7782-50-5 Pure Mixture Yes No [< Prev](#) [Next >](#) 5 of 12 !

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 Below Reporting Thresholds ⓘ

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

Hazards * ⓘ !

Chemical Record:
In each chemical's record, please ensure that you enter the correct **chemical name** and **CAS number**.

Also, select "Yes" or "No" to indicate if the chemical is an **Extremely Hazardous Substance (EHS)**.



Chemical Inventory

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Tier2 Submit 2021 Alpha 10


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

Physical State & Amounts Hazards Storage Locations Mixture Components State Fields


All changes saved.


Facility: [Test organization](#)

Chemical Name ⓘ CAS Number * ⓘ Chemical Category * ⓘ EHS * ⓘ

Chlorine 7782-50-5 Pure Mixture Yes No [<Prev](#) [Next>](#) 5 of 12 



Physical State & Amounts



Physical State * ⓘ 
 Solid Liquid Gas

Days on Site * 

Chemical information is the same as last year


Trade Secret ⓘ

Maximum Amount pounds  Maximum Amount Range Code * 

Average Daily Amount ⓘ pounds  Average Daily Amount Range Code * 

Maximum Amount in Largest Container pounds Below Reporting Thresholds ⓘ

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

Hazards * ⓘ 

Chemical Record:
If you imported last year's data, and nothing has changed from the last year, Check the box for **“Chemical information is the same as last year”** in the “Physical State & Amounts” section and don't edit any other information.



Chemical Inventory

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Tier2 Submit 2021 Alpha 10

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

Physical State & Amounts Hazards Storage Locations Mixture Components State Fields

All changes saved.

Facility: [Test organization](#)

Chemical Name CAS Number * Chemical Category * Pure Mixture EHS * Yes No [<Prev](#) [Next>](#) 5 of 12 

Physical State & Amounts

Physical State * Solid Liquid Gas

Days on Site *

Chemical information is the same as last year


Trade Secret

Maximum Amount pounds Maximum Amount Range Code *

Average Daily Amount pounds Average Daily Amount Range Code *

Maximum Amount in Largest Container pounds Below Reporting Thresholds

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

Hazards * 

Chemical Record:
Enter the Maximum and average quantities in pounds for each chemical.

After amounts are entered, Tier2 Submit should automatically populate the maximum and average range codes. Please verify this information is correct.



Chemical Inventory

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Tier2 Submit 2021 Alpha 10

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

Physical State & Amounts Hazards Storage Locations Mixture Components State Fields

All changes saved.

Facility: [Test organization](#)

Chemical Name ⓘ CAS Number* ⓘ Chemical Category* ⓘ EHS* ⓘ

Chlorine 7782-50-5 Pure Mixture Yes No [<Prev Next>](#)
5 of 12

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 Below Reporting Thresholds ⓘ

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

Maximum Amount Range Code*

Average Daily Amount Range Code*

Hazards* ⓘ ⓘ

Chemical Record:
Select **Trade Secret**
ONLY if your facility has followed all the steps to file trade secret claims.

See link at bottom of page for more details.

<https://www.epa.gov/epcra/epcra-trade-secret-forms-and-instructions>



Chemical Inventory


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

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

Facility: [Chemicopolic](#)

Mixture or Product Name ⓘ CAS Number ⓘ

Chemical Category * ⓘ Pure Mixture EHS * ⓘ Yes No 

Hazards * ⓘ 

Physical Hazards	Health Hazards
<input type="checkbox"/> Explosive	<input type="checkbox"/> Acute toxicity (any route of exposure)
<input type="checkbox"/> Flammable (gases, aerosols, liquids, or solids)	<input type="checkbox"/> Skin corrosion or irritation
<input type="checkbox"/> Oxidizer (liquid, solid, or gas)	<input type="checkbox"/> Serious eye damage or eye irritation
<input type="checkbox"/> Self-reactive	<input type="checkbox"/> Respiratory or skin sensitization
<input type="checkbox"/> Pyrophoric (liquid or solid)	<input type="checkbox"/> Germ cell mutagenicity
<input type="checkbox"/> Pyrophoric gas	<input type="checkbox"/> Carcinogenicity
<input type="checkbox"/> Self-heating	<input type="checkbox"/> Reproductive toxicity
<input type="checkbox"/> Organic peroxide	<input type="checkbox"/> Specific target organ toxicity (single or repeated exposure)
<input type="checkbox"/> Corrosive to metal	<input type="checkbox"/> Aspiration hazard
<input type="checkbox"/> Gas under pressure (compressed gas)	<input type="checkbox"/> Simple asphyxiant
<input type="checkbox"/> In contact with water emits flammable gas	
<input type="checkbox"/> Combustible dust	
<input type="checkbox"/> Hazard not otherwise classified (enter the specific hazard in the facility's Notes field) ⓘ	

Chemical Record:
Refer to the chemical's SDS to complete the "**Hazards**" portion for each chemical's record.

You must enter **all** physical and health hazards associated with each chemical.



Chemical Inventory


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

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

Facility: [Chemicopolic](#)


Mixture or Product Name [ⓘ] CAS Number [ⓘ] Chemical Category * [ⓘ] EHS * [ⓘ]




Vinyl Chloride Pure Mixture Yes No 

Storage Locations [ⓘ]

Storage locations are confidential [ⓘ]

Storage location 1

Location at Facility *  Maximum Amount Unit

Type of Storage *  Pressure *  Temperature * 

Add Storage Location

Chemical Record:
Fill out the storage location information to provide emergency responders the location and storage details of your chemicals.

If the chemical is stored in more than one location, click the **“Add Storage Location”** button to add more locations.



Chemical Inventory

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

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

Facility: [Chemicopolic](#)

Mixture or Product Name CAS Number

Chemical Category* Pure Mixture EHS* Yes No

Storage Locations

Storage locations are confidential

Storage location 1

Location at Facility* Maximum Amount Unit

Type of Storage* Pressure* Temperature*

Add Storage Location

Chemical Record:
If you mark the **“Storage locations are confidential”** box, then 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 in this section.

<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-J/part-350>



Chemical Inventory: Mixtures

The next 4 slides focus on chemicals that were stored as mixtures at your facility. For more detailed instructions refer to the Tier2 Submit Help, Slide 11 of this presentation, [40 CFR 370.14](#), and the [Tier II Inventory Form Instructions](#).

If you have mixtures with hazardous chemical components, you have the option of reporting the entire mixture **or** only reporting the portions of the mixture that are hazardous chemicals. Note: Your mixture reporting method must be consistent with your Section 311 reporting.

Note for EHS Mixture Thresholds: If you stored a mixture containing a certain EHS, and you 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.**

Note for non-EHS Mixture Thresholds: If you stored a mixture containing a certain non-EHS hazardous chemical, and you also stored that chemical in its pure form, **you are not required to combine the amount in mixture and the pure amount to determine if the amount is over the reporting threshold.**

Refer to Slide 14 of this presentation for more guidance on reporting thresholds.



Chemical Inventory: Mixtures

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

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

Facility: [Chemicopolic](#)

Mixture or Product Name ⓘ CAS Number ⓘ Chemical Category * ⓘ EHS * ⓘ

Vinyl Chloride Pure Mixture Yes No

Mixture Components ⓘ !

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

Add Mixture Component

State Fields

- Mixtures as Mixtures:**
- Provide the name, as provided on the SDS.
 - Enter the CAS number, if available.
 - Check the box next to “Mixture”.
 - If the mixture contains EHS(s), check “yes”.
 - Move down to Mixture Components section

Refer to the Help, Slides 11 and 68 of this presentation, [40 CFR 370.14](#), and the [Tier II Inventory Form Instructions](#) for more detailed instructions.



Chemical Inventory: Mixtures

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The screenshot displays the 'Chemical Inventory' web application interface. At the top, there are navigation tabs: 'Facilities', 'Contacts', and 'Chemical Inventory'. Below these are sub-tabs: 'Physical State & Amounts', 'Hazards', 'Storage Locations', 'Mixture Components' (highlighted with a red box), and 'State Fields'. The 'Mixture Components' section is active, showing a form with the following fields: 'Mixture or Product Name' (containing 'Vinyl Chloride'), 'CAS Number', 'Chemical Category' (with radio buttons for 'Pure' and 'Mixture', where 'Mixture' is selected), and 'EHS' (with radio buttons for 'Yes' and 'No'). A red box highlights the 'Mixture Components' header area, which contains the text 'Mixture Components' and a red warning icon. Below this, the text 'No mixture components found.' is displayed. A blue button labeled 'Add Mixture Component' is highlighted with a red box. The 'State Fields' section is visible at the bottom of the form.

Mixtures as Mixtures:
In the Mixture Components section, click “**Add Mixture Component**”

Refer to the Help, Slides 11 and 68 of this presentation, [40 CFR 370.14](#), and the [Tier II Inventory Form Instructions](#) for more detailed instructions.



Chemical Inventory: Mixtures


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← → Facilities Contacts Chemical Inventory Import Export/Submit Help

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



Facility: [Chemicopolic](#)

Mixture or Product Name ⓘ CAS Number ⓘ Chemical Category * ⓘ EHS * ⓘ

Vinyl Chloride Pure Mixture Yes No 

Mixture Components ⓘ 

EHS * ⓘ CAS Number * ⓘ Component Name * ⓘ Max Amt Range Code Percentage ⓘ By Weight/Volume

[Add Mixture Component](#)

State Fields

Mixtures as Mixtures:

- List all components of your mixture that are hazardous chemicals.
- Check the EHS box, if appropriate.
- Enter the CAS number of the component.
- Enter the Component Name.
- Enter Range Code, Percentage, and Weight/Volume.

Refer to the Help, Slides 11 and 68 of this presentation, [40 CFR 370.14](#), and the [Tier II Inventory Form Instructions](#) for more detailed instructions.



Chemical Inventory: Mixtures

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

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

All changes saved.

Facility: [Chemicopolic](#)

Mixture or Product Name ⓘ Vinyl Chloride	CAS Number ⓘ 	Chemical Category* ⓘ <input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mixture	EHS* ⓘ <input checked="" type="radio"/> Yes <input type="radio"/> No
---	------------------	---	---

Mixture Components ⓘ !

No mixture components found.

[Add Mixture Component](#)

State Fields

Mixtures as Pure:

- Create a chemical record for each hazardous chemical in the mixture.
- Check the box next to "Pure".
- Complete all required fields.

Refer to the Help, Slides 11 and 68 of this presentation, [40 CFR 370.14](#), and the [Tier II Inventory Form Instructions](#) for more detailed instructions.



Chemical Inventory

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

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

All changes saved.

Facility: [Chemicopolic](#)

Mixture or Product Name ⓘ CAS Number ⓘ Chemical Category * ⓘ EHS * ⓘ

Vinyl Chloride Pure Mixture Yes No

No mixture components found.

[Add Mixture Component](#)

State Fields

To display state fields, please [enter a state](#) for the chemical's facility.

Last modified: 12/9/2021 All changes saved.

[Back to facility "Chemicopolic"](#) [Back to Top](#)

State Fields for Chemicals:

Some states, tribes, and territories have "State Fields" for chemicals. Provide any information requested under the Chemical Inventory "State Fields" section.



Chemical Inventory

74

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

Physical State & Amounts Hazards Storage Locations Mixture Components State Fields

Facility: [Chemicopolic](#) All changes saved.

Mixture or Product Name ⓘ CAS Number ⓘ Chemical Category * ⓘ EHS * ⓘ

Vinyl Chloride Pure Mixture Yes No

No mixture components found.

[Add Mixture Component](#)

State Fields

To display state fields, please [enter a state](#) for the chemical's facility.

Last modified: 12/9/2021

All changes saved.

[Back to facility "Chemicopolic"](#) [Back to Top](#)

Chemical Record:
The “**Back to facility record**” button, at the bottom of each chemical record, will take you back to the chemical's facility page.



State Fields

Some states, tribes, and territories require additional information in the “State Fields” section, and others do not. Depending on the state, tribe, or territory that 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 to verify if there are required or requested fields because the requirements may change from year to year.



State Fields

76

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

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

Name * ⓘ Test organization Report Year 2019 < Prev Next > 2 of 2 ✓

State Fields

Colorado requests the following:

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

Facility Type * Other Private Industry/Business
These options have changed since 2018. Please review your answer before submitting.

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

Well Head Storage Tanks Compressor Station Other Oil and Gas

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

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

State Fields:
When finished with each section, click on the next section or scroll down the page.



State Fields

77

The screenshot shows the EPA ADEP web application interface. At the top, there are navigation tabs for Facilities, Contacts, and Chemical Inventory. Below these are sub-tabs for Location, ID and Regulations, Contacts, Chemicals, State Fields (which is active), Attachments, and Certification. The main form area contains the following fields and sections:

- Name ***: Text input field containing "Test organization".
- Report Year**: Text input field containing "2019".
- Navigation**: "< Prev" and "Next >" links, and a "2 of 2" indicator with a green checkmark icon.
- State Fields**: A section header.
- Colorado requests the following:**
 - Company Name ***: Text input field containing "Test company". Below it is the instruction: "I.e. the company that owns or operates the facility."
 - Facility Type ***: A dropdown menu with "Other Private Industry/Business" selected. Below it is the instruction: "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

State Fields:
Complete all the fields for your state, tribe, or territory.

Note: some answers may trigger more questions that you will need to answer.



Attachments

Federal regulations do not require facilities to attach site plans or descriptions of dikes or other safeguard measures.

[Check with your state, tribe, or territory](#) for any specific requirements that they may have.



Attachments

79

The screenshot displays the EPA's Chemical Inventory System interface. At the top, there is a navigation bar with tabs for 'Facilities', 'Contacts', and 'Chemical Inventory'. Below this is a secondary navigation bar with tabs for 'Location', 'ID and Regulations', 'Contacts', 'Chemicals', 'State Fields', 'Attachments', and 'Certification'. The 'Attachments' tab is highlighted with a red box. The main content area shows a form with a 'Name' field containing 'Test organization' and a 'Report Year' dropdown set to '2019'. Below the form, there is a section titled 'Attachments' with a red border. This section contains the text: 'There are no attachments for this facility. [Add](#) an attachment.' Below this text, there is a list of three checkboxes, each with a corresponding label: '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'.

Attachments:
When finished with each section, click on the next section or scroll down the page.



Attachments

80

The screenshot shows the 'Attachments' section of the EPA's Facility Reporting System. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The main navigation bar has tabs for 'Location', 'ID and Regulations', 'Contacts', 'Chemicals', 'State Fields', 'Attachments', and 'Certification'. The 'Attachments' tab is highlighted with a red box. Below the navigation, there are input fields for 'Name' (containing 'Test organization') and 'Report Year' (containing '2019'). A red box highlights the 'Attachments' section header. Below this, a message states: 'There are no attachments for this facility. [Add](#) an attachment.' Below the message, there is a section titled '0 Attachments' with a red box around the 'Add Attachment' button. Three checkboxes are listed below: '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.'.

Attachments:

All attachments must be submitted in electronic format and submitted using the attachment process.

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



Certification

If you've entered all the information for each of the hazardous chemicals that were stored at your facility during the previous calendar year, at or above reporting thresholds, then you are close to completing your Tier II Form!!!

The next step is to certify the Tier II Form.



Certification

82

The screenshot displays the 'Certification' section of a web application. At the top, there is a navigation bar with tabs for 'Facilities', 'Contacts', and 'Chemical Inventory'. Below this is a secondary menu with tabs for 'Location', 'ID and Regulations', 'Contacts', 'Chemicals', 'State Fields', 'Attachments', and 'Certification'. The 'Certification' tab is highlighted with a red box. The main content area shows a form with the following elements:

- A message: "All changes saved."
- Input fields for "Name" (containing "Test organization") and "Report Year" (containing "2019").
- A red box highlights the "Certification" section header.
- A text input field for "State/Local Fees Total \$" and a checkbox labeled "Check if all facility information (not including chemical information) is identical to last year's submission." with an information icon.
- A certification statement: "I certify under penalty of law that I have personally examined and am familiar with the information contained in this submission, and that based on my inquiry of those individuals responsible for obtaining the information, I believe the information submitted is true, accurate, and complete."
- Input fields for "Signature" (containing "Signed by the owner") and "Date Signed" (containing "12/10/2019").
- A note: "Name and official title of the owner/operator or owner/operator's authorized representative".
- A "Notes" section with a large text area.

Certification:
When finished with each section, click on the next section or scroll down the page.



Certification

83

← → **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

Certification:
You should check with your state, tribe, or territory to determine what fees you may owe.

Enter the total fees for your state, tribe, or territory (if any).



Certification

84

← → **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

Certification:
Enter the correct name, title, and date.

Checking for Errors

You have been through the Tier2 Submit application and think that you have completely entered your Tier II Information. But before your data file can be exported to be submitted, it must be checked for errors.

Tier2 Submit does extensive error checking for you.



Checking for Errors

86

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

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

All changes saved.

Name * ⓘ Test organization Report Year 2019 ⓘ

Certification

State/Local Fees Total \$ Check if all 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 * Signed by the owner Date Signed * 12/10/2019

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

Notes

Checking for Errors:
When finished with each section, click on the next section or scroll down the page.



Checking for Errors

87

← → **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 *

Department Fire District * Emergency 24-Hour Phone Number

Mailing address is different than physical address ⓘ



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



Checking for Errors:
In your Facility Screen,
click on the red
exclamation mark (!)
to see your errors.



Checking for Errors

88

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

Location ID and R

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 p

Name * ⓘ
Test organization

Location where chemicals are present

Street * ⓘ
6355 S Florence Way

State * Zip * ⓘ
CO 80111

County *
Arapahoe

Department
Presentation Unit

Checking for Errors:
In the list of errors, you will need to correct all the errors with a red exclamation mark (!).

Click on each error and Tier2 Submit will take you to where you can fix the data.



Checking for Errors

89

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

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name * ⓘ Report Year
Test organization 2019

Location where chemicals are present

Street * ⓘ City *
6355 S Florence Way Englewood

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

County *
Arapahoe

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

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

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

This record is valid for submission but has warnings:
Contact #2 (Pam Fessler): Phone #3: **Phone Type** should be entered

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

Checking for Errors: After correcting the red exclamation mark (!) errors, there may be a yellow “warning”. You are not required to fix these warnings, but it please fix them.

Click the yellow “warning” icon to correct these.



Checking for Errors

90

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

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name * ⓘ Report Year

Test organization 2019

Location where chemicals are present

Street * ⓘ City *

6355 S Florence Way Englewood

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

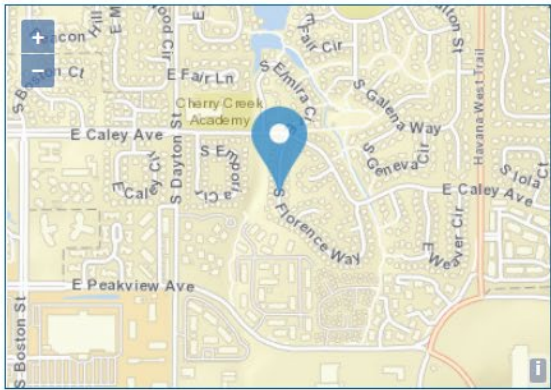
CO 80111 USA 39.600749 -104.872941

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


Arapahoe

Department Fire District * Emergency 24-Hour Phone Number

Presentation Unit Arapahoe 303 816 5698



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

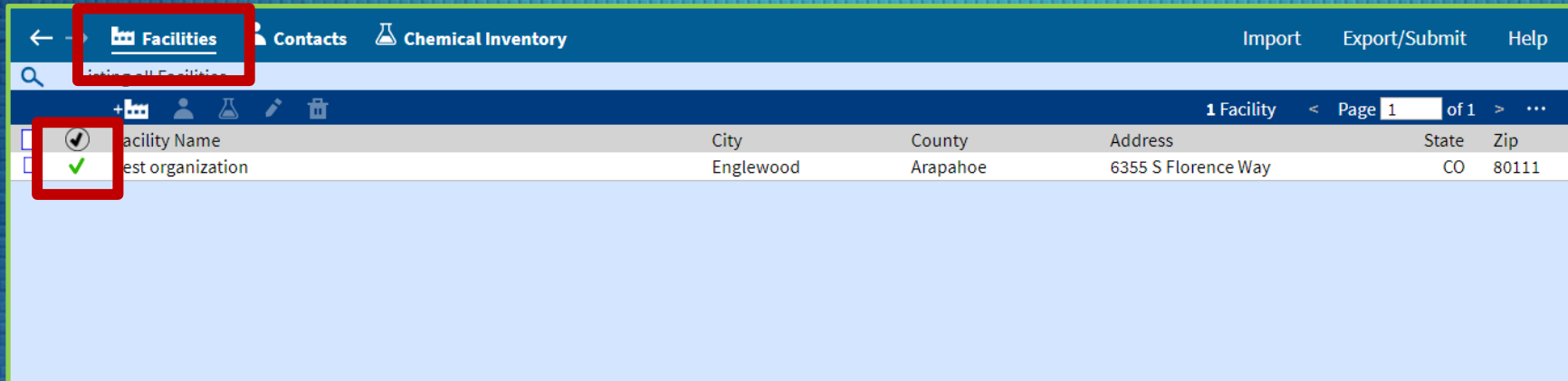


Checking for Errors: Once you have fixed all the errors and warnings, you will see a green checkmark (✓). This means the Tier II form is ready to export and submit.



Checking for Errors

91



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

Checking for Errors:
You can also check for the green checkmark (✓) in the Facilities list.



Exporting Your Submission File

After entering all the Tier II Information and correcting the errors and warnings, it is time to export a Submission File **and** to then submit that file to your state, tribe, or territory.

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, tribe, or territory. [Check with your state, tribe, or territory](#) for submission requirements each year because submission requirements change frequently.

Save a copy of your T2S file in a safe place so that you can begin next year’s report with this year’s data, rather than starting from scratch.



Exporting Your Submission File

93

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

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name * Report Year

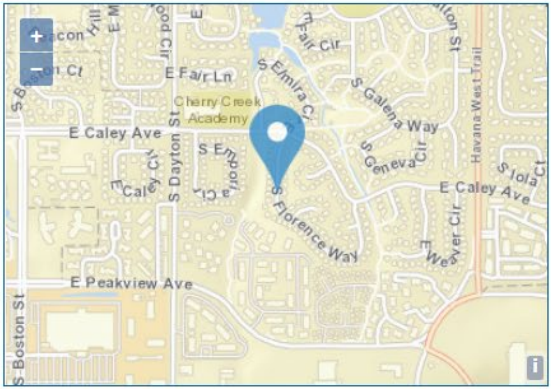
Location where chemicals are present

Street * City *

State * Zip * Country Latitude * Longitude *

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

Department Fire District * Emergency 24-Hour Phone Number



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

Export/Submit:
When you're ready to export your submission file, click on **"Export/Submit"**.



Exporting Your Submission File

94

Export/Submit

What do you want to do?

- Create a submission file (T2S) to submit to your state**
[Advanced: Create multiple files based on a data field](#)
- Create another kind of export file (ZIP, PDF, or KML) to back up or archive your data

Which facilities should be included?

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

Create File

Cancel

Export/Submit:

Choose what type of file you want to create and what facilities should be included.

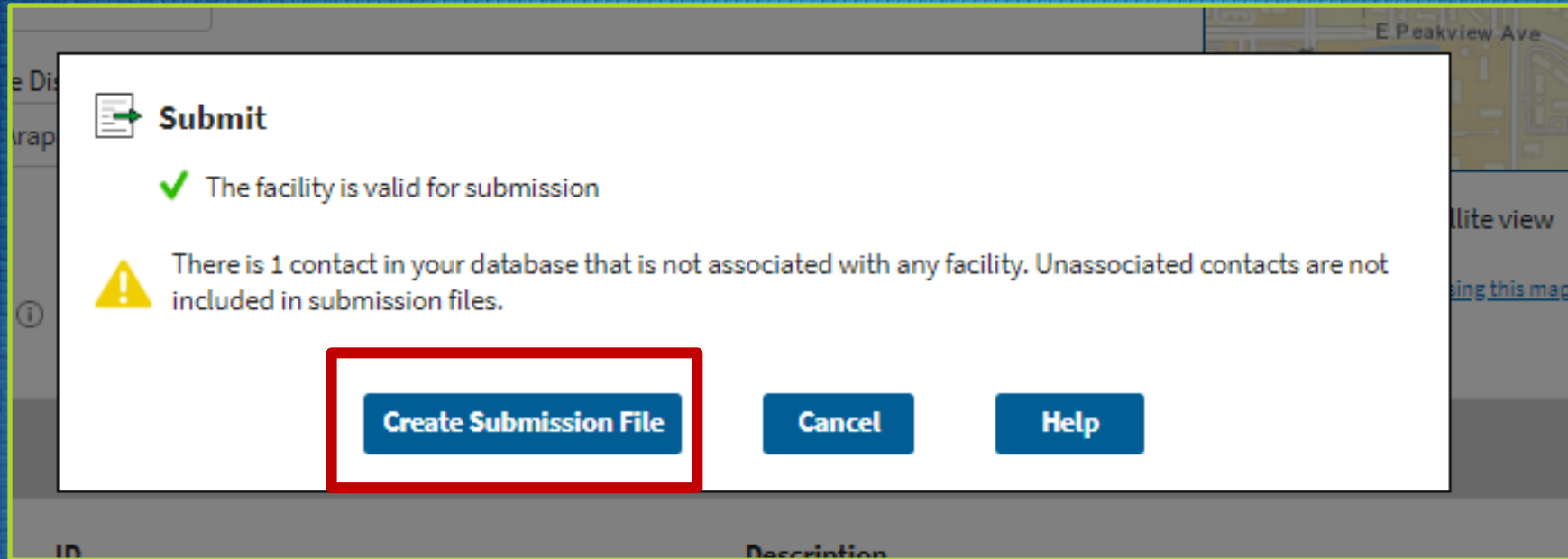
Click **“Create File”**

Explore the Help if you need advanced export features.



Exporting Your Submission File

95



Submit

✓ The facility is valid for submission

⚠ There is 1 contact in your database that is not associated with any facility. Unassociated contacts are not included in submission files.

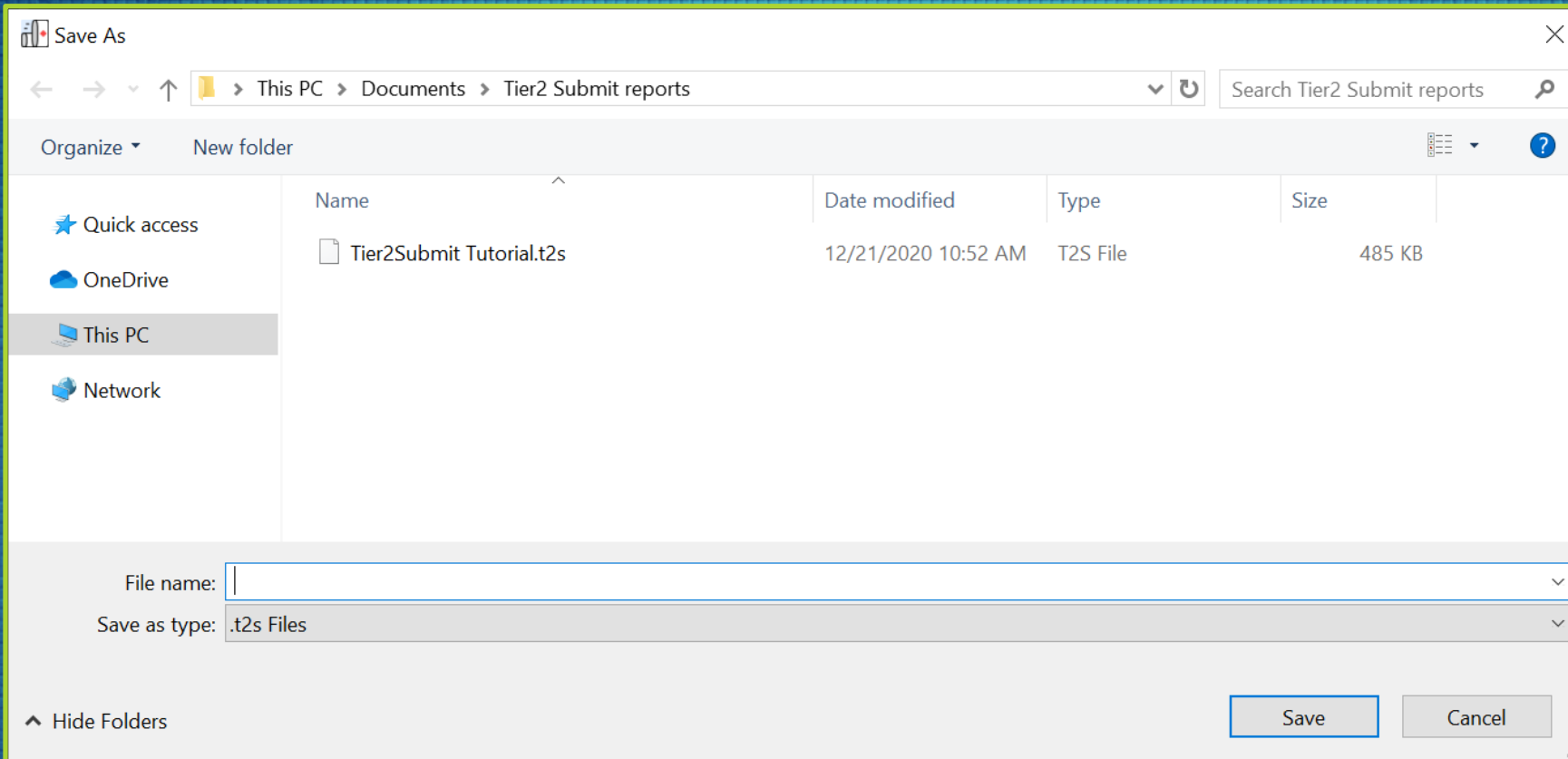
Create Submission File **Cancel** **Help**

Export/Submit:
Click “**Create Submission File**”



Exporting Your Submission File

96



Export/Submit:
Enter the name you want to give to your file (usually the name of the facility and year) and the location you want to save it to on your computer.



Exporting Your Submission File

97

Submit Your File to Your State

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

Next Step

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

[Read Your State Instructions](#)

Wrote the submission file: C:/Users/Jane.Doe/Documents/Tier2 Submit reports/Updated_TierII_report.t2s

[Show File In Folder](#)

[Close](#)

Export/Submit:

Your file is now saved, but **you still need to submit the file to your state, tribe, or territory.**

Click “Read Your State Instructions” to learn about how to submit your file.

Click “Show File in Folder” to open the folder on your computer where your file is saved.



Creating a PDF

You may need to create a PDF if your state, tribe, territory, Local Emergency Planning Committee, or Fire Department require a hard copy of your Tier II Form.

You may want to create a PDF to save on your computer and/or to print so that you have a paper copy of your Tier II Form.



Creating a PDF

99

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

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name * ⓘ Report Year

Test organization 2019 ✓

Location where chemicals are present

Street * ⓘ City *

6355 S Florence Way Englewood

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

CO 80111 USA 39.600749 -104.872941

County * Arapahoe

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

Export/Submit:
If you'd like a PDF copy of your report click "**Export/Submit**"

This may be printed so that you have a hard copy.



Creating a PDF

100

Export/Submit

What do you want to do?

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

Which facilities should be included?

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

Create File

Cancel

Export/Submit:

- Select “Create another kind of export file”
- Then select “Create a PDF file”
- Then select “Create File”



Resources

As you work through entering your Tier II Information, you can use the “Help” in Tier2 Submit to locate guidance and resources. There are also information circles (ⓘ) throughout the program to help you enter the information correctly.

The remaining slides also offer helpful links.

The screenshot displays the Tier2 Submit web application interface. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The 'Help' button is highlighted with a red box. A dropdown menu is open, listing 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%

The main content area shows a search bar with the text 'Listing all Facilities' and a table with columns for 'Facility Name', 'City', 'County', and 'Address'. The table is currently empty, displaying 'No records found.'



Resources: Regulations and Rules

- ▶ PART 350 – Trade Secret Claims For Emergency Planning And Community Right-To-Know ...
<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-J/part-350>
- ▶ PART 355 - Emergency Planning and Notification
<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-J/part-355>
- ▶ Appendix A to Part 355 - The List of Extremely Hazardous Substances and Their TPQs (Alphabetical)
<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-J/part-355#Appendix-A-to-Part-355>
- ▶ Appendix A to Part 355 - The List of Extremely Hazardous Substances and Their TPQs (CAS Number Order)
<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-J/part-355#Appendix-B-to-Part-355>
- ▶ PART 370 - Hazardous Chemical Reporting: Community Right-To-Know
<https://www.ecfr.gov/current/title-40/chapter-I/subchapter-J/part-370>
- ▶ 42 U.S. Code § 11022
<https://www.govinfo.gov/content/pkg/USCODE-2019-title42/pdf/USCODE-2019-title42-chap116.pdf>
- ▶ Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS)
<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1200>



Resources: EPA Guidance

- ▶ Emergency Planning and Community Right-to-Know Act (EPCRA)
<https://www.epa.gov/epcra>
- ▶ EPCRA Tier II Confidential Location Information Form
<https://www.epa.gov/epcra/tier-ii-forms-and-instructions>
- ▶ EPCRA Facts Sheets
<https://www.epa.gov/epcra/epcra-fact-sheets>
- ▶ Guide to the Emergency Planning and Community Right-to-Know Act
https://www.epa.gov/sites/default/files/2020-10/documents/guide_to_epcra.pdf
- ▶ State Tier II Reporting Requirements and Procedures
<https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures>
- ▶ Tier II Chemical Inventory Form Instructions
https://www.epa.gov/sites/default/files/2017-06/documents/tier_ii_inventory_form_instructions_2017.pdf
- ▶ Trade Secrets
<https://www.epa.gov/epcra/epcra-trade-secret-forms-and-instructions>



Resources: Other Resources

▶ CAS Numbers

<https://commonchemistry.cas.org/>

▶ Dun & Bradstreet numbers

<https://www.dnb.com/duns-number.html>

▶ NAICS Codes

<https://www.naics.com/search/> or <https://www.census.gov/naics/>

▶ RMP Reporting Center: For questions about using Tier2 Submit, contact the RMP Reporting Center via email (RMPPRC@epacdx.net) or phone (703-227-7650) on weekdays 8:00am to 4:30pm Eastern Time.

▶ EPA Gallons to Pounds conversion Tool

<https://www.epa.gov/sites/default/files/2014-01/gallonspoundsconversion.xls>

