TIER 2 SUBMIT

Facility Submission Guide

November 2010

U.S. Environmental Protection Agency
Chemical Emergency and Preparedness Office
Washington, DC

National Oceanic and Atmospheric Administration
Office of Response and Restoration/
Hazardous Materials Response Division
Seattle, WA

USER'S MANUAL

Table of Contents

CHAPTER 1 - Introduction

Tier2 Submit is a software program developed by the Environmental Protection Agency (EPA) and National Oceanic Atmospheric Administration (NOAA) for use by facilities to enter and submit Emergency Planning and Community Right-to-Know Act (EPCRA) 311/312 chemical information, commonly known as **Tier II reports**. Tier2 Submit will allow users to enter multiple facilities, chemicals and contacts. The program also includes many of the state's additional data requirements.

You can use Tier2 Submit in two ways:

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

- **SERCs, LEPCs & Fire Depts:** Receive Tier2 Submit files from facilities to import into CAMEO or other database applications for emergency planning.

Tier2 Submit is organized into three modules (parts):

- **Facilities module** - where the user enters business name, address, Standard Industrial Code, etc.
- **Contacts module** - where the user enters owner, emergency, and other contact's addresses and phone numbers.
- **Chemicals in Inventory module** - where the user enters chemical property and storage information, etc.

The user can navigate to each of these modules freely to add, delete or edit the information. Tier2 Submit has virtually unlimited capacity so even companies with thousands of facilities can use the software effectively. Tier2 Submit is also designed with basic and advanced search features, so facilities, SERCs, LEPCs and Fire Departments can search by county or State for efficient regulatory submission or emergency planning tasks.

Getting Tier2 Submit

You can obtain the latest Tier2 Submit information and a free copy of the software at the Tier2 Submit web site http://www.epa.gov/osweroe1/content/epcra/tier2.htm

CAMEO in brief

CAMEO is a suite of software programs you can use to plan for and respond to chemical emergencies. It was developed for frontline chemical emergency planners and responders by EPA's Chemical Emergency Preparedness and Prevention Office (EPA CEPPO) and the National Oceanic and Atmospheric Administration's Office of Response and Restoration (NOAA OR&R). CAMEO includes a set of databases, or modules, a toxic gas dispersion model, and an electronic mapping program. CAMEO runs on Microsoft Windows and Apple Macintosh computers.

You can use CAMEO in two main ways:

- To access, store, and evaluate information needed for emergency response. Firefighters, police officers, and other emergency workers know that a response can be hampered by lack of accurate information about the substance spilled and safe response actions. CAMEO is designed to help you quickly access just such information , when you need it at the scene of a response.
- To develop emergency plans for your community. It's especially designed to help you meet the requirements of the Emergency Planning and Community Right-to-Know Act (EPCRA, also known as SARA Title III).

CAMEO initially was developed because NOAA recognized the need to assist first responders with easily accessible and accurate response information. Since 1988, EPA CEPPO and NOAA OR&R have collaborated to further development of

CAMEO.

Note: While CAMEO is highly compatible with Tier2 Submit and an excellent tool for emergency planning and response, facilities, SERCs, LEPCs and Fire Depts do not need CAMEO to enter and submit Tier II data.

Getting CAMEO

You can obtain the latest CAMEO information and a free copy of the software at the CAMEO web site http://www.epa.gov/osweroe1/content/cameo/index.htm

Technical Support

Tier2 Submit was developed by NOAA and EPA and is now maintained by the RMP Reporting Center. For **Tier2 Submit technical support, please call 703-227-7650 or e-mail: RMPRC@.epacdx.net ,** Monday-Friday 8am-4:30pm Eastern.

For answers to questions about completing your **Tier II information**, please see the Tier II Instructions or contact the Environmental Protection Agency (EPA) RCRA, Superfund & EPCRA Call Center at 1-800-424-9346 or TDD (800) 553-7672. Monday-Friday 9am-5pm Eastern.

TOC < PREV NEXT >

TOC < PREV NEXT >

CHAPTER 2 - What do I need to get Started?

In this chapter, you'll find both the system hardware and software requirements in addition to the installation instructions for Tier2 Submit.

Hardware Requirements

PC: Intel-compatible Pentium-class computer; 256 MB RAM, hard disk drive with 60 MB of free hard drive space, SVGA color display.

Macintosh: Macintosh computer with a G3, G4, or G5 processor; 256 MB RAM, hard disk drive with 60 MB of free hard drive space.

Software requirements

You may use Tier2 Submit with either:

PC: Windows 2000 (Service Pack 4), Windows XP (Service Pack 2).

Macintosh: Mac OS 10.3.9 or 10.4.

You also need an Internet browser.

Installation procedures

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1. Go to http://www.epa.gov/osweroe1/content/epcra/tier2.htm and follow the instructions for downloading Tier2 Submit 2010.

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

   Important 2010 Users! - **DO NOT DELETE** Tier2Submit 2009 - You may need your old version (Tier2Submit 2009) to export your data into the new version (Tier2Submit2010).

2. After the software has downloaded, click on the Tier2Submit Installer icon and follow the on screen instructions (Click "Next" and then "Finish" - This will create a **Tier2Submit2010** folder on your computer's C drive).

   If you experience any trouble downloading or installing Tier2 Submit 2010, please contact the RMP Reporting Center at 703-227-7650 or e-mail: RMPRC@epacdx.net

Import last year's Tier2 Submit data into Tier2 Submit 2010

Note: If you have last year's submission file (zip file or t2s file created during electronic submission) skip to step 2. If you did not create a submission file last year or cannot locate it, start at step 1.

1. Locate last year's Tier2 Submit program. Go to **File** on the top menu bar and click "Create Submission". Choose "All Records" and click "Start Submission Validation". On the next screen click "Electronic File". Next on the "Save As" window, name your submission (e.g., AcmeChem2009.t2s)
   On the following screen click the "Done"
   button.

   Now you have successfully exported your 2009 Tier2 Submit data. Now to import into Tier2Submit2010.

2. Open up the Tier2Submit2010 program.

   From the **Facilities** *module in Tier2 Submit (If you are not in the* **Facilities** *module go to* **File** *on the top menu bar and click Open and then select Facilities from the list).*

   Go to **File** from the top menu bar and click "Import/Export".
   Click the "Import Files" button on the next window.
   On the next window choose "Browse" and find the directory where you saved the t2s file (Tier2 Submit 2009 submission). Click on the file and then click the "Open" button.
   Click OK on the pop up window and then the "Done" button.

   Congratulations you have successfully imported your 2009 data into Tier2Submit2010!

CHAPTER 3 - Entering Data

In this chapter a new user will learn how to enter Tier II facility, contact and chemical information into Tier2 Submit. The user will also learn how to validate, print and export the data for either a Single Facility or Multiple Facilities

Some points to remember while entering your Tier II information:

- There are three parts to the instructions: **Entering Data, Validating Data** and **Submitting Data.**
- Federally required fields are marked with a blue asterisk * State required fields are marked with a red **X**.
- Your data is automatically saved as you enter it, there is no separate "save" function.
- If you need data field descriptions use Tier2 Field Descriptions or State Tier2 Field Descriptions.

Entering Data - Single Facility

Federally required fields are marked with a blue asterisk * *State required fields are marked with a red* X. *Your data is automatically saved as you enter it, there is no separate "save" function*

Facilities Module

1. Type in your facility address information and be sure to fill in all the required fields (marked with a blue asterisk *)
2. Next proceed to enter the appropriate data in the **Location & ID** Tab.

Location & ID

3. Enter the SIC code(s) and any Dun&Bradstreet Numbers if applicable (some states require additional IDs).

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

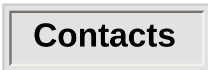
4. Enter the number of employees at the facility.
5. Enter the facility's Latitude/Longitude if the state has requested it.

   See "How to report a facility latitude and longitude" for further details
6. Enter method of finding Lat/Long and Description of the Lat/Long location if

applicable.

7. Click the box "Check if chemicals are identical to last years submission" if applicable.

Next proceed to the "Contacts" Tab.



8. Read the Federal Contact requirements on the window and the additional State Contact requirements (if applicable).

9. Click the "Add Contact" button.

10. Enter the Owner/Operator's contact information. If the Owner Operator is a Business name - enter the Business/Corporation Name in the Last Name field.

11. Choose the phone type from the pull down list and then enter the appropriate phone number.

12. Be sure to choose Owner/Operator from the "Contact Type" pull down list (click in the blank field for the pull down list).

13. Click "Done".

14. Click the "Add Contact" button again.

15. Enter the first Emergency Contact's information.

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

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

18. Feel free to enter any other phone numbers for the Emergency Contact (**24 hour number is federally required**).

19. Click "Done".

Back at the Contacts Tab

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

When all contacts have been entered