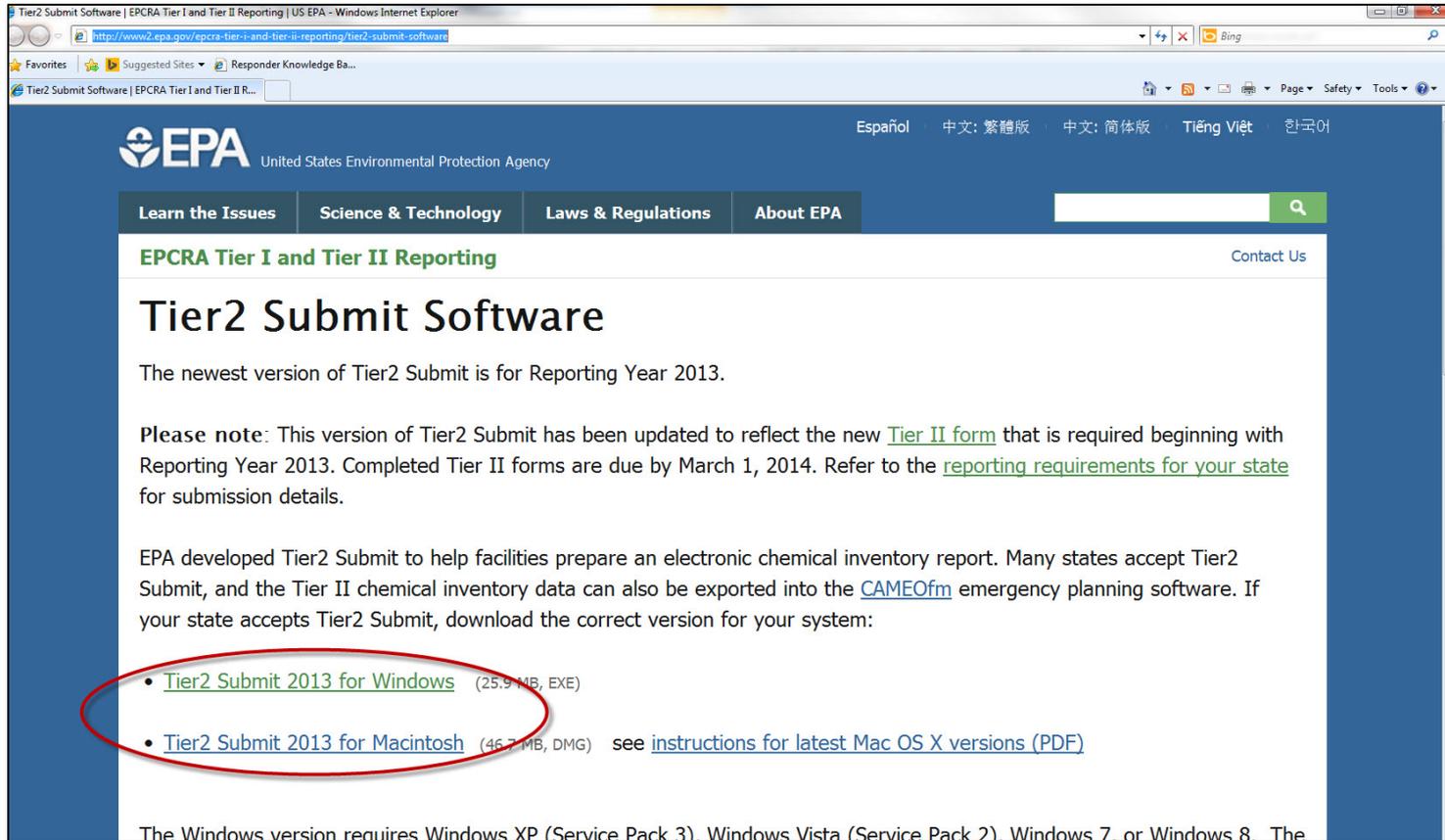


Transferring 2012 Tier II Records to 2013 Tier2 Submit

Step 1 - Download the 2013 version of Tier2 Submit at:

<http://www.epa.gov/emergencies/content/epcra/tier2.htm>



The screenshot shows a web browser window displaying the EPA website. The page title is "Tier2 Submit Software | EPCRA Tier I and Tier II Reporting | US EPA - Windows Internet Explorer". The URL in the address bar is "http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/tier2-submit-software". The page features the EPA logo and navigation tabs for "Learn the Issues", "Science & Technology", "Laws & Regulations", and "About EPA". The main heading is "EPCRA Tier I and Tier II Reporting" with a "Contact Us" link. Below this is the "Tier2 Submit Software" section, which states: "The newest version of Tier2 Submit is for Reporting Year 2013." It includes a "Please note" section about updates for 2013 reporting and a list of download links. The link "Tier2 Submit 2013 for Windows (25.9 MB, EXE)" is circled in red. The page footer partially shows: "The Windows version requires Windows XP (Service Pack 3), Windows Vista (Service Pack 2), Windows 7, or Windows 8. The".

Tier2 Submit Software | EPCRA Tier I and Tier II Reporting | US EPA - Windows Internet Explorer

http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/tier2-submit-software

EPA United States Environmental Protection Agency

Learn the Issues Science & Technology Laws & Regulations About EPA

EPCRA Tier I and Tier II Reporting Contact Us

Tier2 Submit Software

The newest version of Tier2 Submit is for Reporting Year 2013.

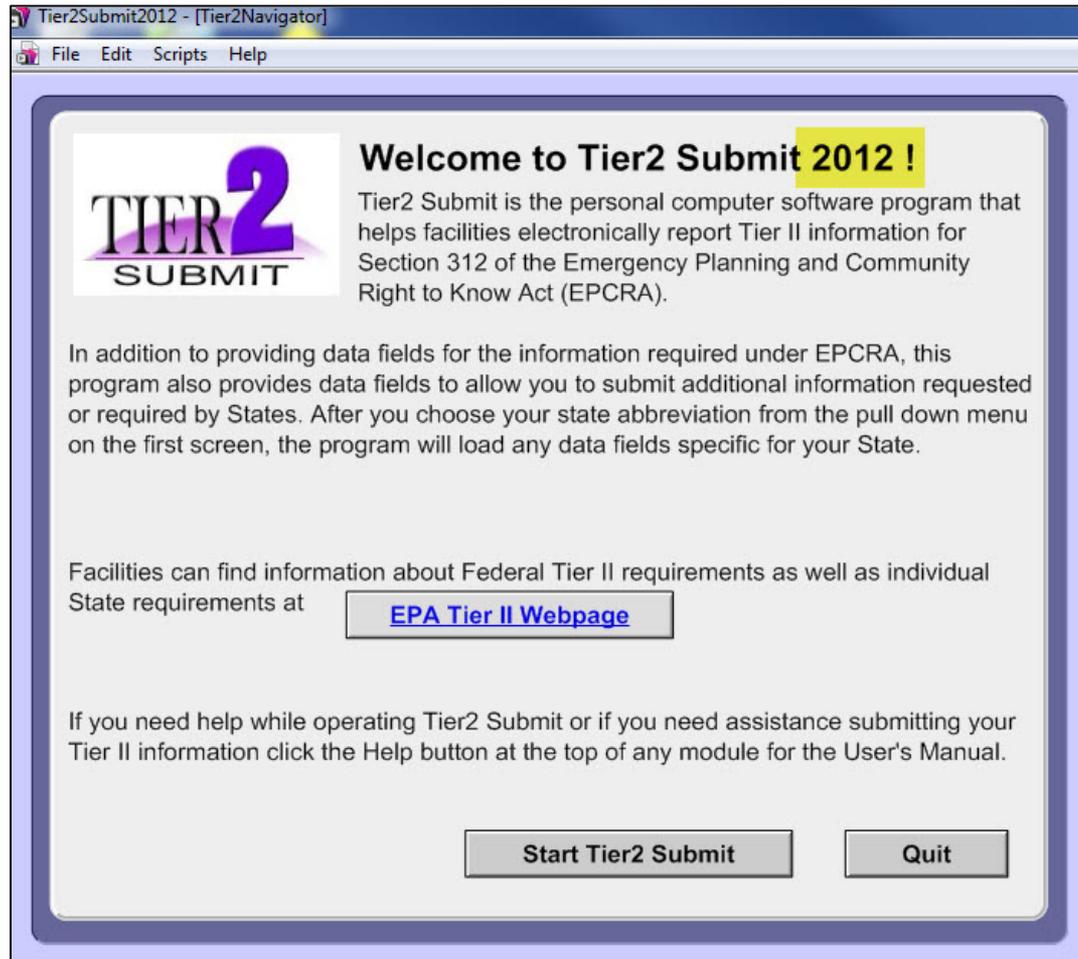
Please note: This version of Tier2 Submit has been updated to reflect the new [Tier II form](#) that is required beginning with Reporting Year 2013. Completed Tier II forms are due by March 1, 2014. Refer to the [reporting requirements for your state](#) for submission details.

EPA developed Tier2 Submit to help facilities prepare an electronic chemical inventory report. Many states accept Tier2 Submit, and the Tier II chemical inventory data can also be exported into the [CAMEOofm](#) emergency planning software. If your state accepts Tier2 Submit, download the correct version for your system:

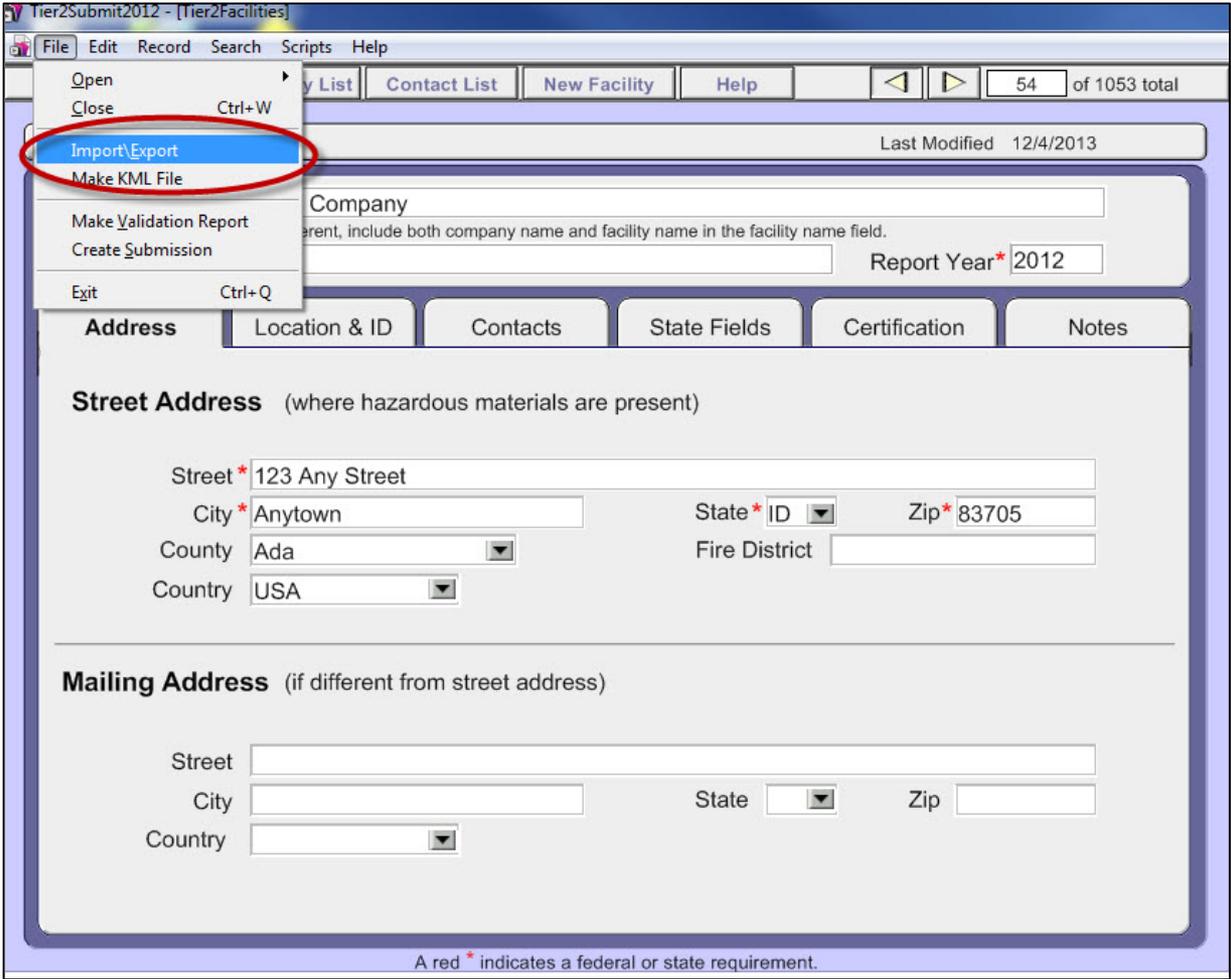
- [Tier2 Submit 2013 for Windows](#) (25.9 MB, EXE)
- [Tier2 Submit 2013 for Macintosh](#) (46.7 MB, DMG) see [instructions for latest Mac OS X versions \(PDF\)](#)

The Windows version requires Windows XP (Service Pack 3), Windows Vista (Service Pack 2), Windows 7, or Windows 8. The

Step 2 – Facilities that submitted reports for the 2012 Report Year can import the file into Tier2 Submit 2013, making it easier for facilities to prepare and submit their 2013 inventories. Begin by opening the 2012 version.



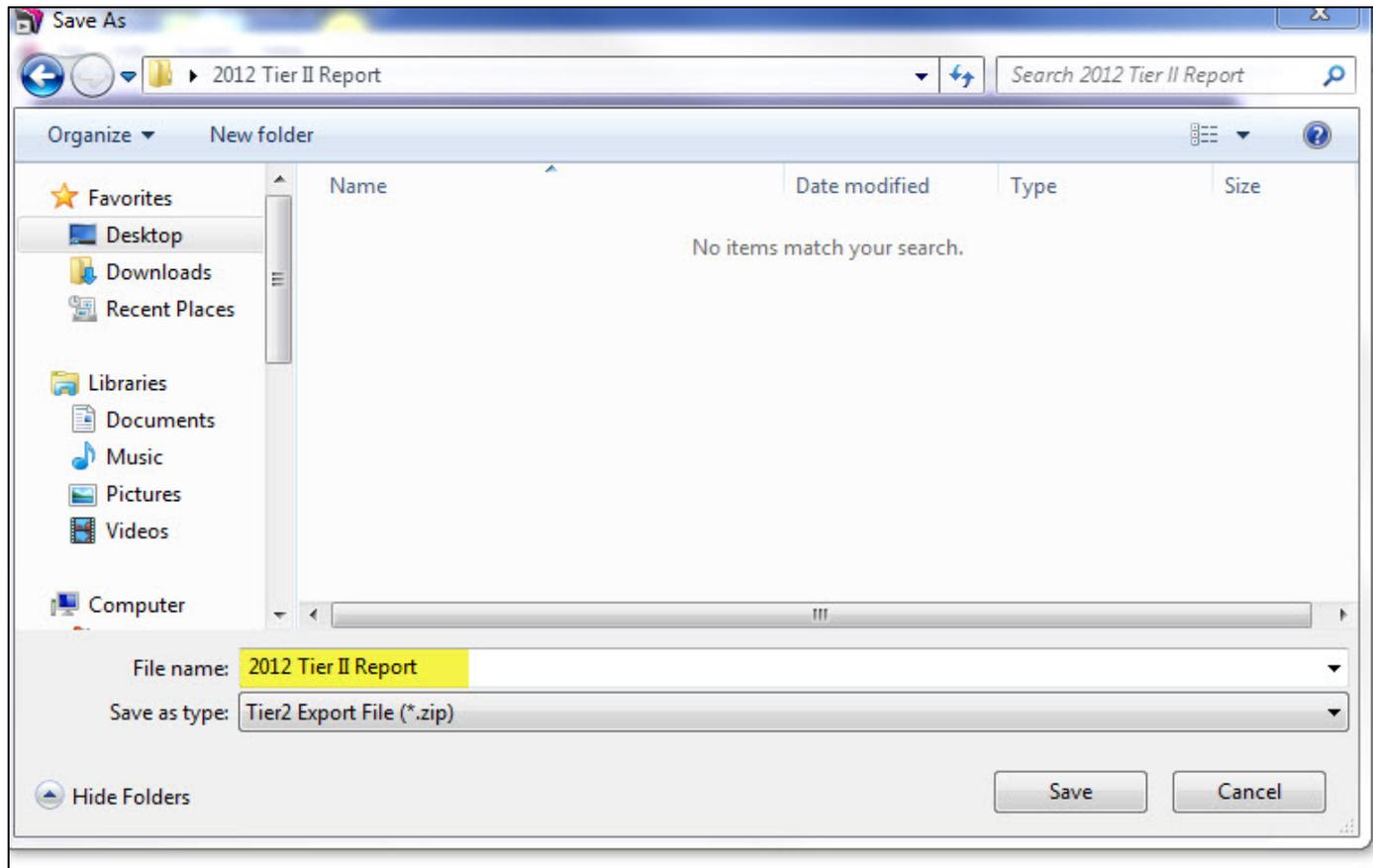
Step 3 – Open the facility record to be imported and select the “Import/Export” option from the “File” menu.



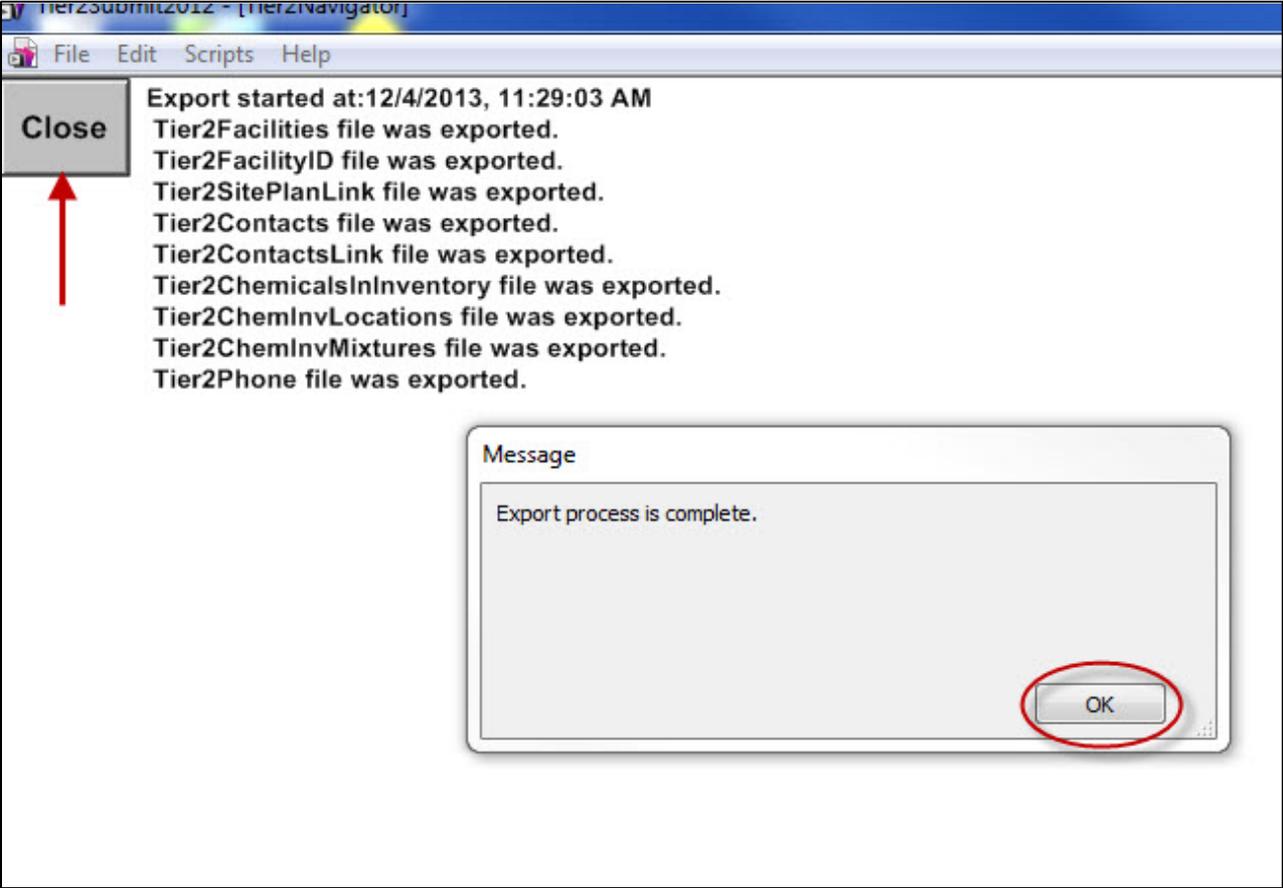
Step 4 – Select “Current Record” for a single facility, “Found Set” for a facility or facilities from a group, or “All Records” for all facilities in Tier2 Submit, then choose “Export Files.”



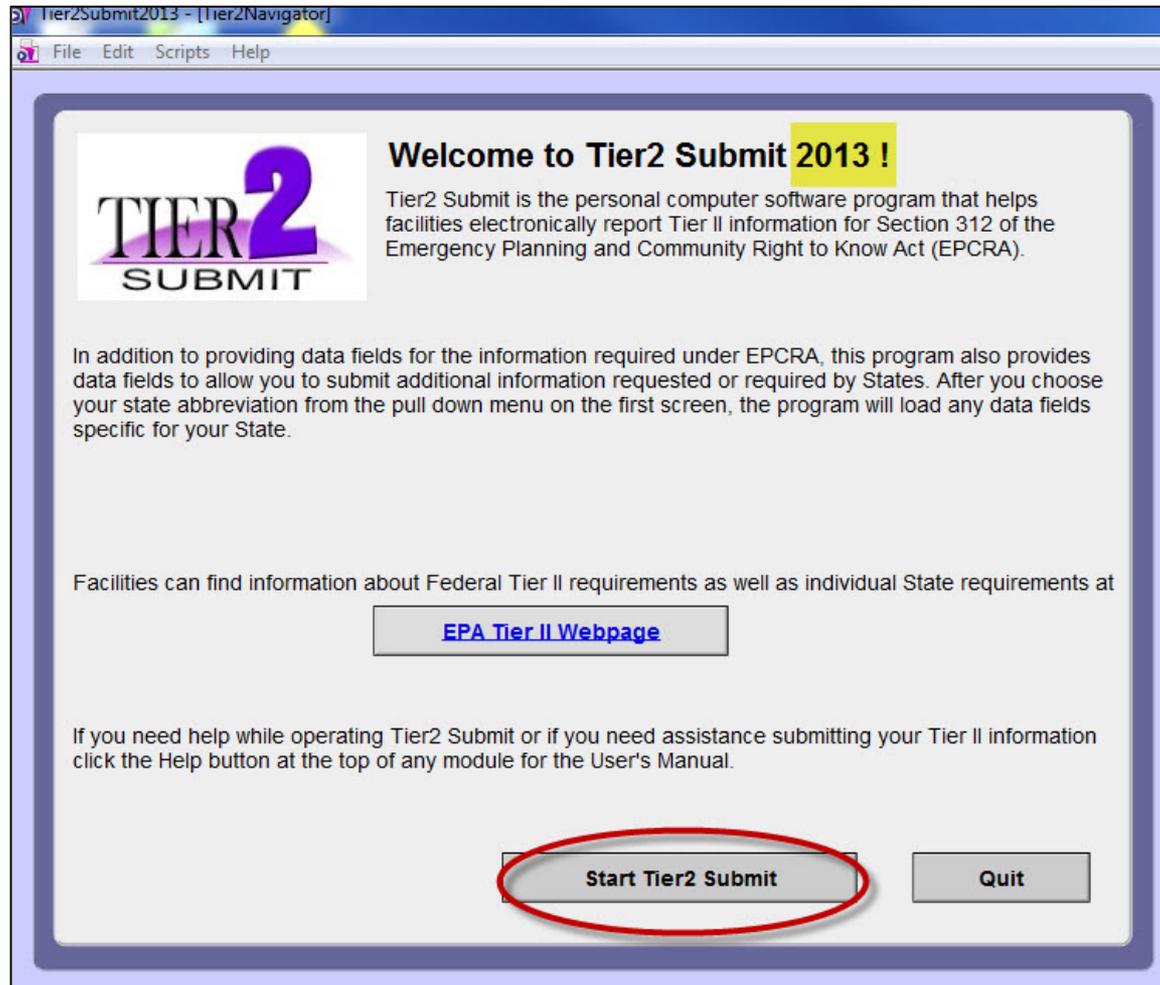
Step 5 – Choose a location where the exported record will be saved, name the file, and select “Save.”



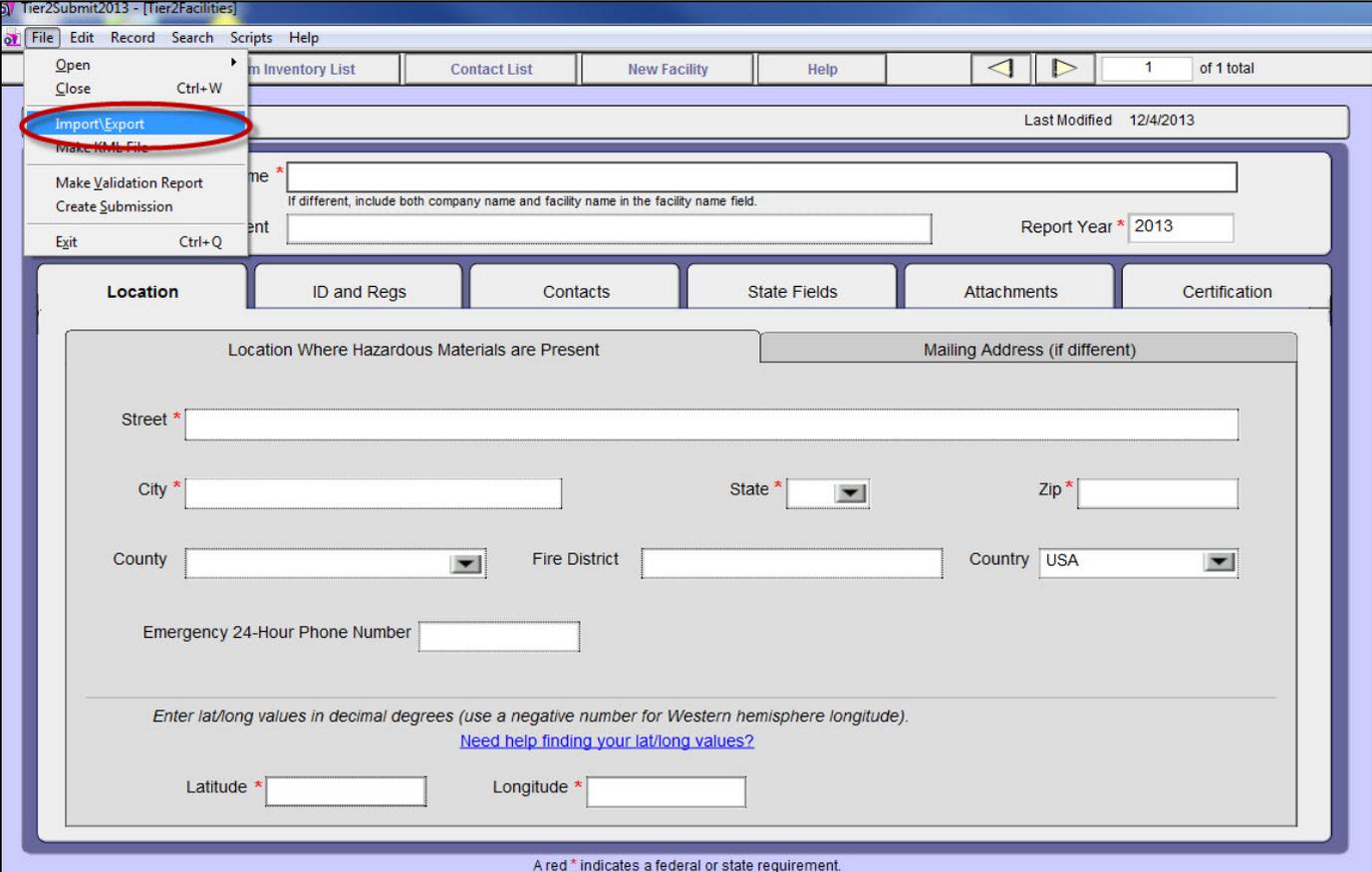
Step 6 – When the export is complete, choose “OK” and “Close.” Tier2 Submit 2012 can now be closed.



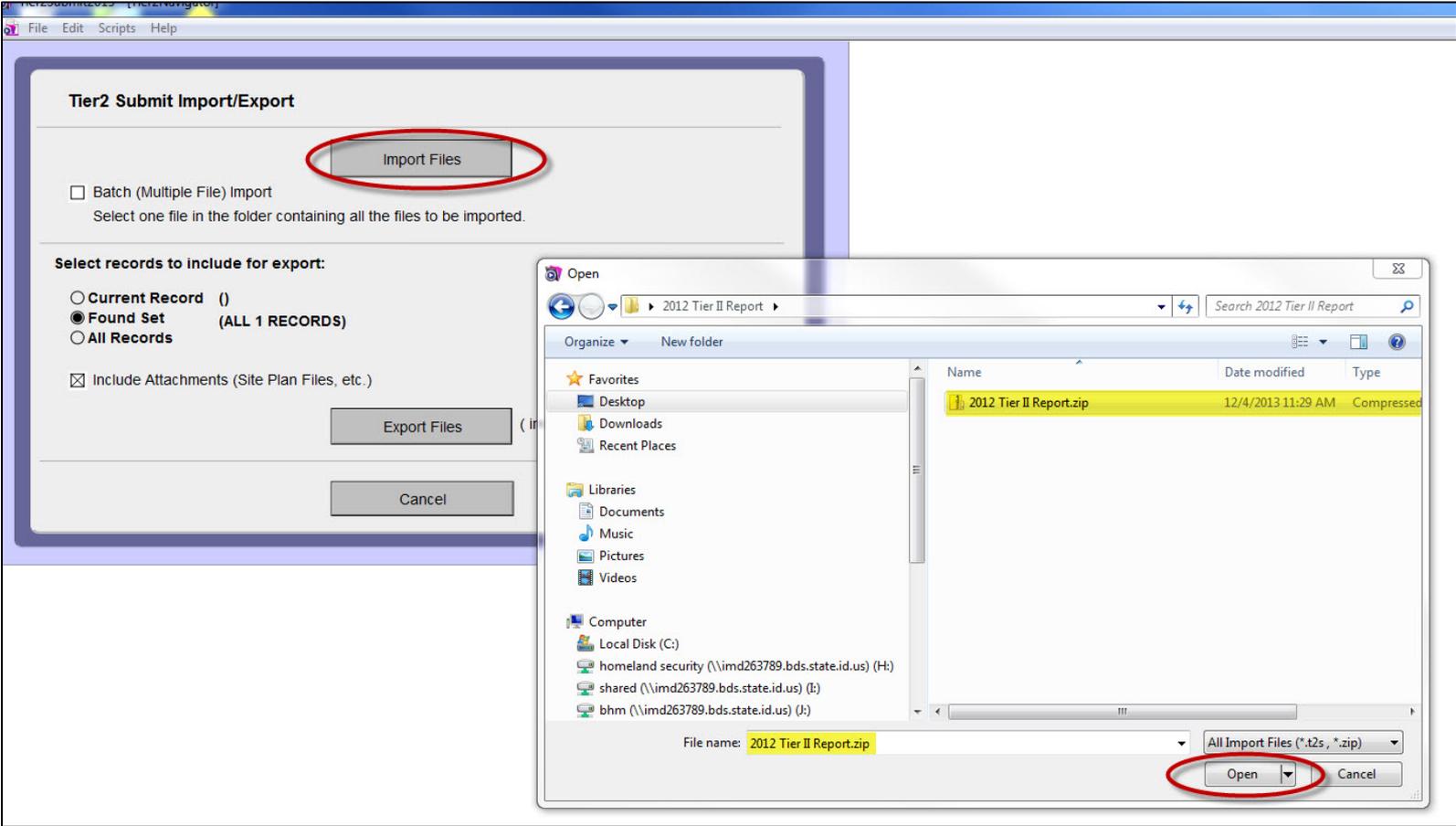
Step 7 – Start the 2013 version of Tier2 Submit.



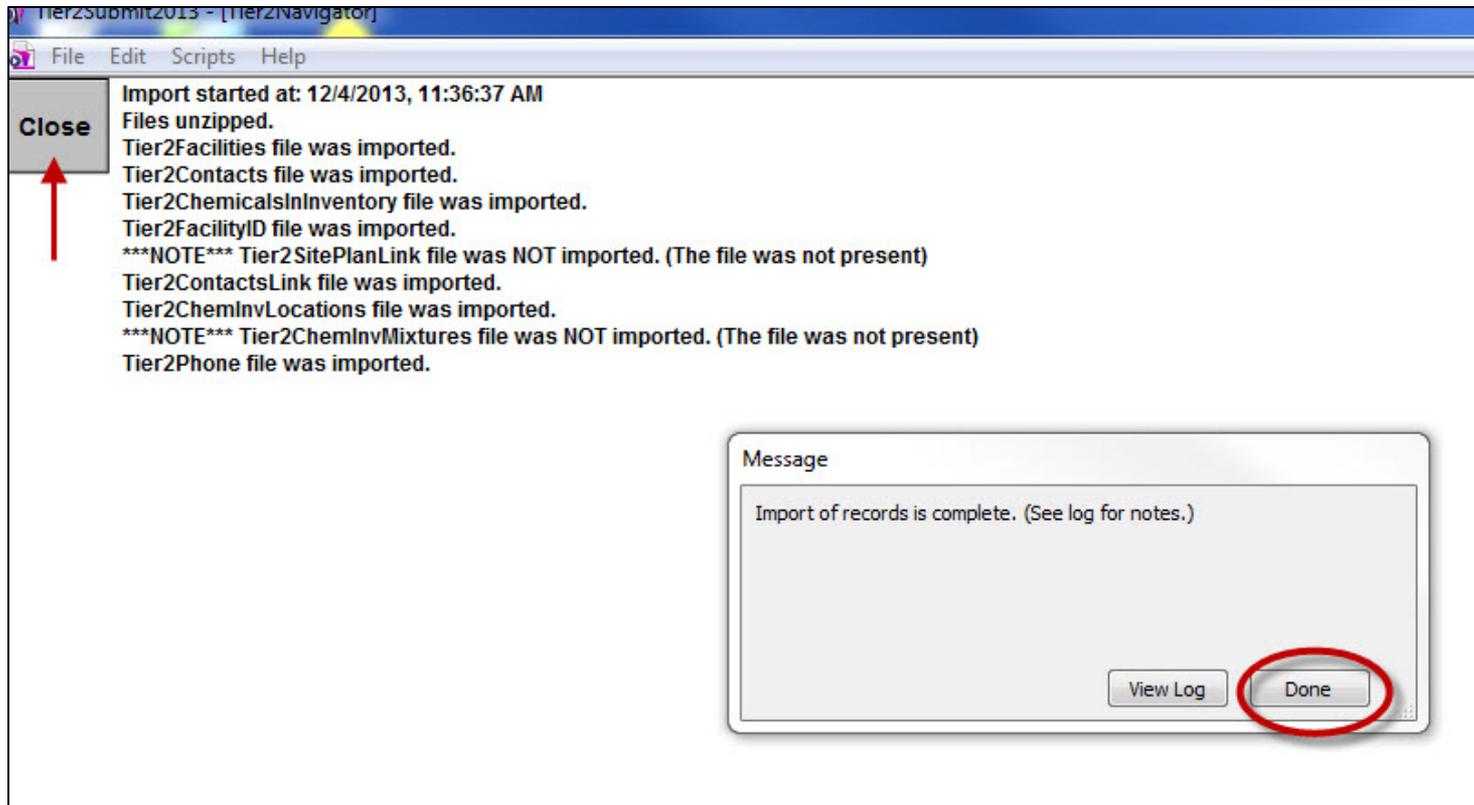
Step 7 – From the “File” menu, choose the “Import\Export” option.



Step 9 – Choose the “Import Files” option, select the file which was exported from the 2012 version, and select “Open.”



Step 10 – When the import is complete, choose “OK” and “Close” view the facility list.



Step 11 – The facility(ies) can now be selected to review and update facility/contact information and the chemical inventory for Reporting Year 2013.

Facilities should note that the Environmental Protection Agency has made several additions and changes to the information required in the Tier II Reports. A list of the changes can be found on the Idaho Bureau of Homeland Security's website at:

<http://www.bhs.idaho.gov/Pages/HazardousMaterials/TierII.aspx>

Tier2Submit2013 - [Tier2Facilities]

File Edit Record Search Scripts Help

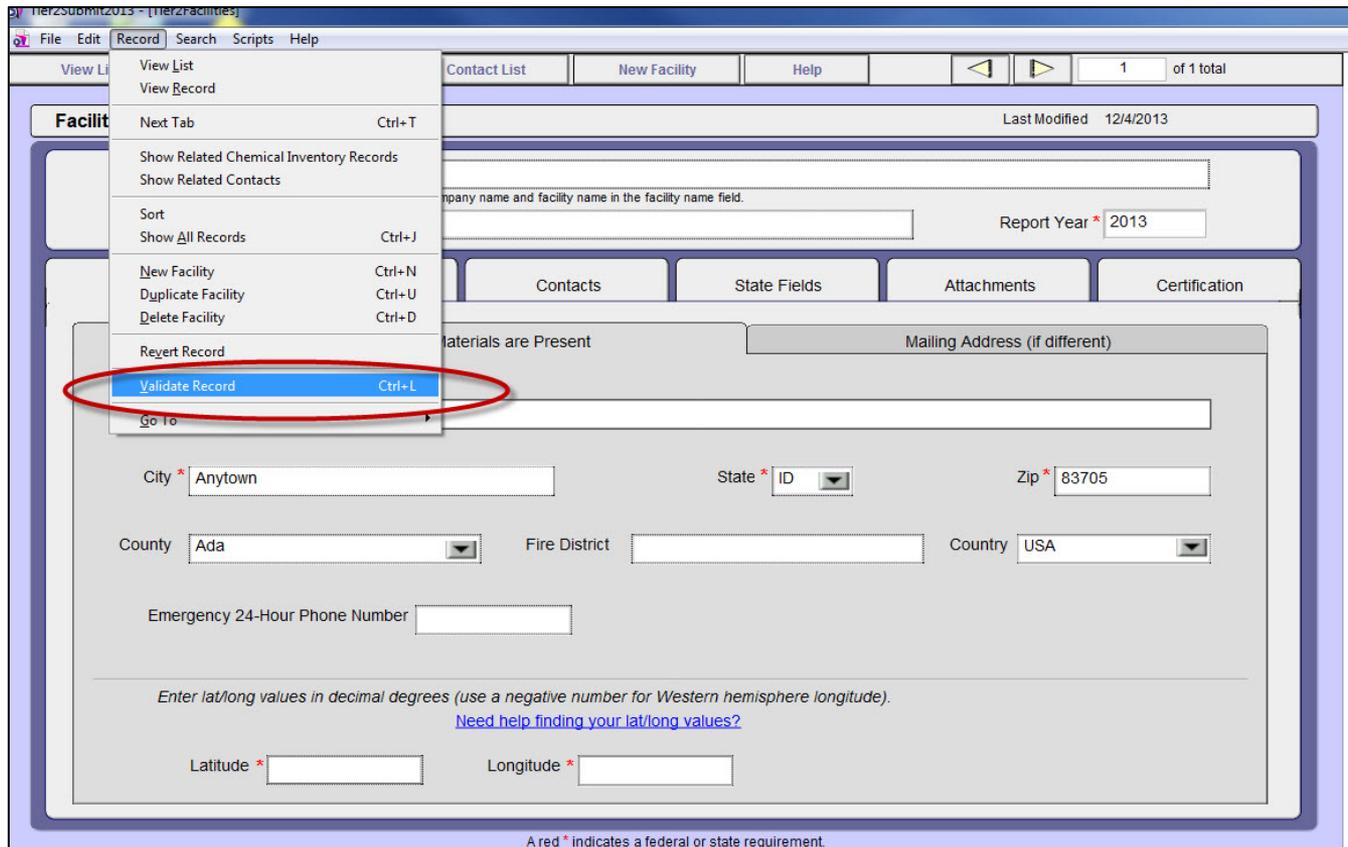
View Record Chem Inventory List Contact List New Facility View All Facilities Help 1 of 1 total

Found Facilities

Imported records

Report Year *	Facility Name *	City *	County	Address*	State *	Zip *
2013	Any Company	Anytown	Ada	123 Any Street	ID	83705

Step 12 – Once the updates have been made, choose the “Validate Report” option from the “Record” menu to ensure all information has been properly entered.



Step 13 – If an error is detected, select “Go To Field” to enter the missing information or make the correction. **Note: the validation process must be reinitiated after each correction is made.**

The screenshot shows a web browser window titled "Tier2Submit2013 - [Tier2Facilities]". The browser's menu bar includes "File", "Edit", "Record", "Search", "Scripts", and "Help". Below the menu bar is a navigation bar with tabs for "View List", "Chem Inventory List", "Contact List", "New Facility", and "Help". A page indicator shows "1 of 1 total".

The main content area is titled "Facilities" and shows "Last Modified 12/4/2013". The form contains the following fields:

- Facility Name * Any Company (with a note: "If different, include both company name and facility name in the facility name field.")
- Department
- Report Year * 2013

Below these fields are tabs for "Location", "ID and Regs", "Message", "Attachments", and "Certification". The "Location" tab is active, showing a section titled "Location Where Hazardous Material is Stored". This section includes:

- Street * 123 Any Street
- City * Anytown
- State * ID (dropdown menu)
- Zip * 83705
- County: Ada (dropdown menu)
- Fire District
- Country: USA (dropdown menu)
- Emergency 24-Hour Phone Number
- Latitude * and Longitude * (input fields)

A modal dialog box titled "Message" is overlaid on the form, containing the text "Latitude required for submission." and two buttons: "Ignore" and "Go To Field". The "Go To Field" button is circled in red.

At the bottom of the form, there is a note: "Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude)." and a link: "Need help finding your lat/long values?".

A footer note states: "A red * indicates a federal or state requirement."

Step 14 – Once all of the validation checks are passed, the 2012 Tier II Report is ready for submission to the Idaho Bureau of Homeland Security (IBHS), the Local Emergency Planning Committee (LEPC) and local fire department.

The screenshot shows a web browser window titled "Tier2Submit2013 - [Tier2Facilities]". The browser's address bar and menu bar are visible. The application interface includes a navigation bar with tabs for "View List", "Chem Inventory List", "Contact List", "New Facility", and "Help". A status bar indicates "1 of 1 total".

The main content area is titled "Facilities" and shows a form for entering facility information. The "Facility Name" field contains "Any Company" and has a red asterisk. Below it is a note: "if different, include both company name and facility name in the facility name field." The "Department" field is empty. The "Report Year" field contains "2013" and has a red asterisk.

Below the form are several tabs: "Location", "ID and Regs", "Message", "Attachments", and "Certification". The "Message" tab is active, displaying a message box that says "This facility record passed all the validation checks." The "OK" button in the message box is circled in red.

Below the message box, there is a checkbox labeled "Check if all facility information (not incl...". Below that is a certification statement: "I certify under penalty of law that I have personally examined the information contained in this submission, and that based on my inquiry, I believe the information submitted is true, accurate, and complete." Below this statement are fields for "Signature" (containing "John Doe / Owner") and "Date Signed" (containing "12/05/2013"). Below these fields is a label: "Name and official title of owner / operator OR owner / operator's authorized representative".

At the bottom of the form is a "Notes" section with a large text area. At the very bottom of the page, a footer note states: "A red * indicates a federal or state requirement."

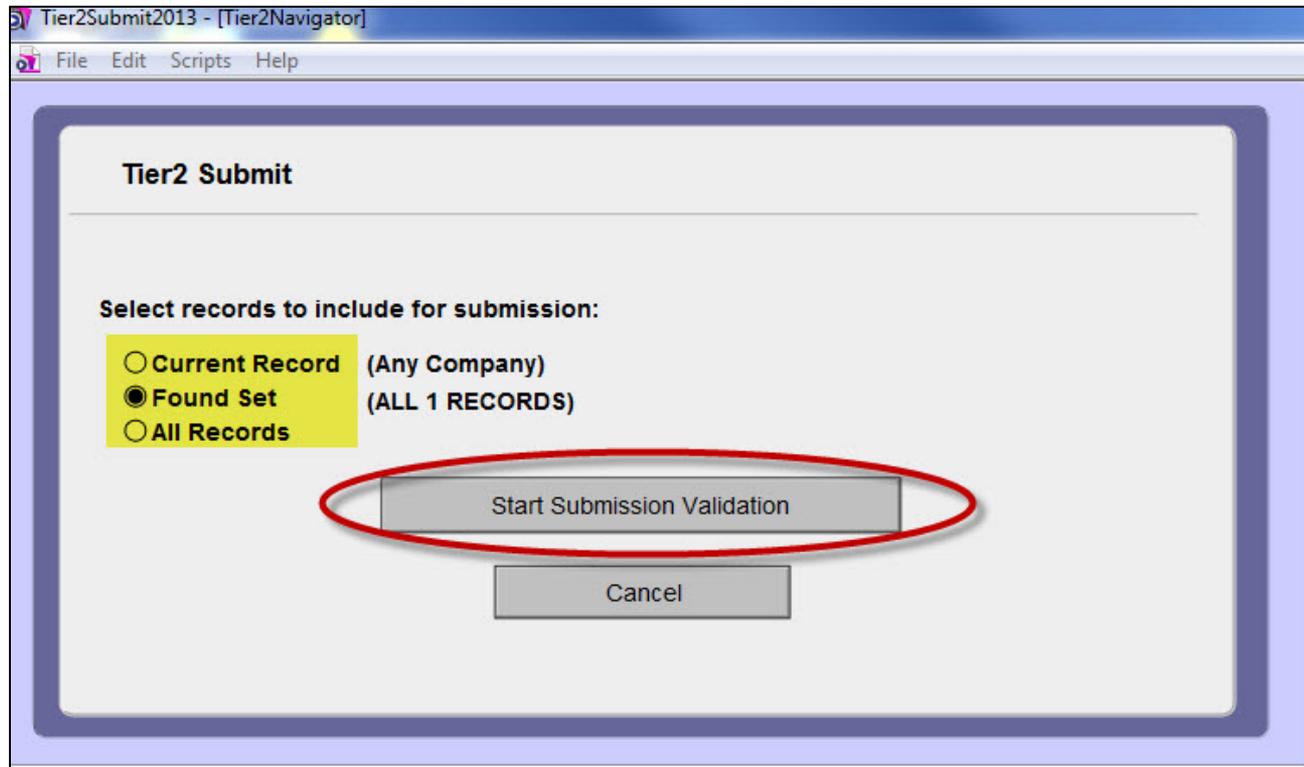
Step 15 – From the “File” menu, choose “Create Submission.”

The screenshot shows the Tier2Submit2013 application window. The 'File' menu is open, and the 'Create Submission' option is highlighted with a red circle. The main window contains several tabs: 'Inventory List', 'Contact List', 'New Facility', and 'Help'. The 'New Facility' tab is active, showing a form with the following fields and options:

- Name ***: Any Company
- Report Year ***: 2013
- State / Local Fees Total \$**: [Empty field]
- Check if all facility information (not including chemical information) is identical to last year's submission.
- Signature ***: John Doe / Owner
- Date Signed ***: 12/05/2013
- Notes**: [Empty text area]

At the bottom of the window, a note states: "A red * indicates a federal or state requirement."

Step 16 – Once the selection criteria is determined, choose “Start Submission Validation.”



Step 17 – IBHS prefers to receive the Tier II report as an electronic file. When the final validation is passed, select “Create Electronic File.”

The screenshot shows a web browser window with a menu bar (File, Edit, Scripts, Help) and a main content area. The content area has a title bar that reads "Tier2 Submit Validation Check Status: PASSED". Below the title bar, there are several buttons and text blocks. The "Create Electronic File" button is circled in red. The "Create Complete Paper Report" button is also visible. The "Download Page" button is located at the bottom of the main content area. The "Cancel" button is located at the bottom right of the window.

Tier2 Submit Validation Check Status: **PASSED**

[View Validation Report](#)

First check your state's submission requirements:

[State Submission Requirements](#)

Then select a submission method:

A submission file (.t2s) containing all of the fields supported by Tier2 Submit.

Please transmit the file according to the method your state requires.

Create Electronic File

A complete paper report containing all of the fields supported by Tier2 Submit.

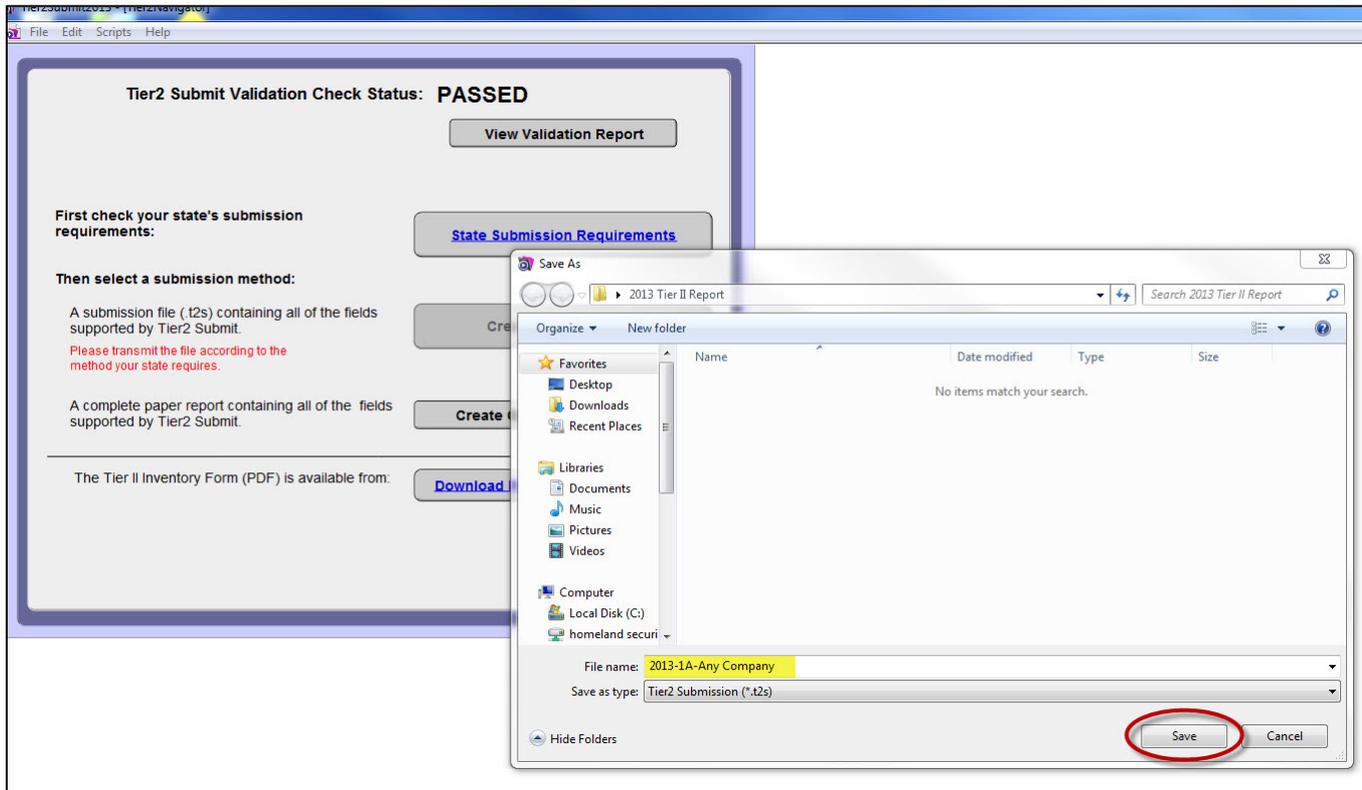
Create Complete Paper Report

The Tier II Inventory Form (PDF) is available from: [Download Page](#)

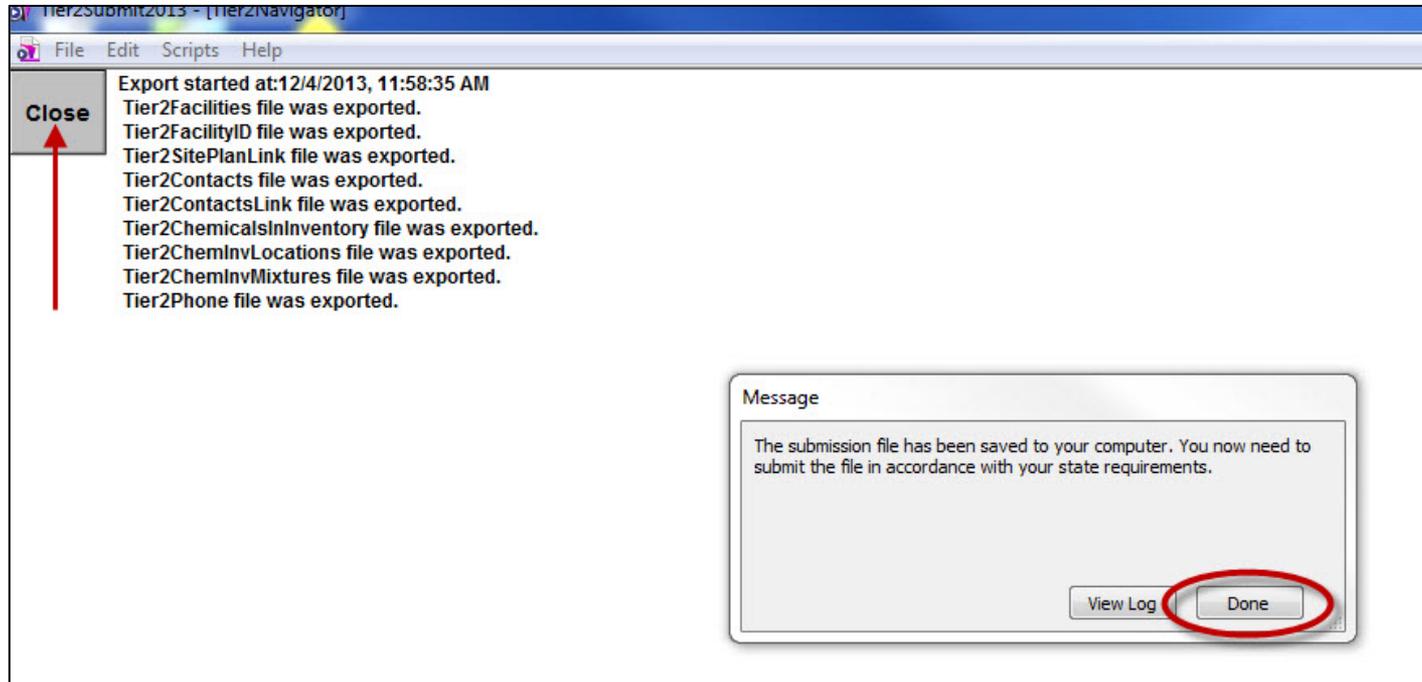
Cancel

Step 18 – Save the file to a location on your computer. IBHS prefers the naming structure of “Report Year-County Designator-Facility Name.” If reporting for multiple facilities in various counties, the county designation is not necessary in the file name. A link to a list of county designations can be found at:

<http://www.bhs.idaho.gov/Pages/HazardousMaterials/TierII.aspx>

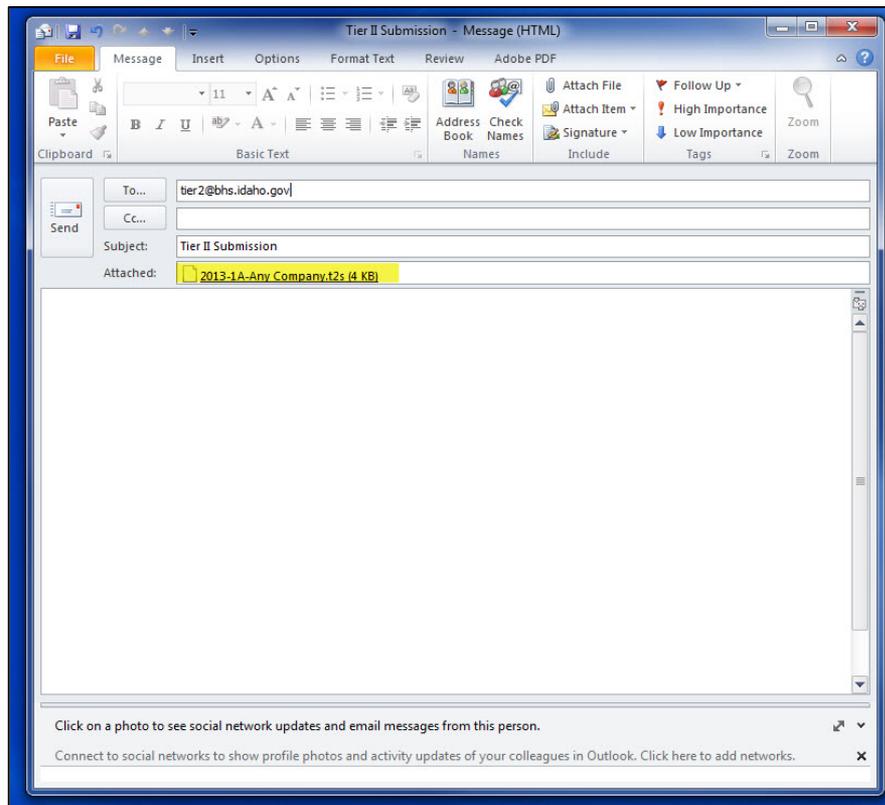


Step 19 – “Choose “OK” and “Close” once the export is complete.



Step 20 – Email the saved file **as an attachment** to tier2@bhs.idaho.gov. Some Idaho LEPC's and local fire departments prefer to receive the Tier II Reports as an electronic file, as well. A list of agencies accepting electronic files, as well as a directory of County Emergency Coordinators (for those who prefer a paper copy), can be found at:

www.bhs.idaho.gov/Pages/HazardousMaterials/TierII.aspx



Step 21 – If a paper copy of the report is desired, repeat Steps 15-17 and select “Create Complete Paper Report.”

