

Tier 2 Online Instructions

Click on the name of the facility highlighted in blue or purple.

Facility Information

1 Change the report year. If annual report, mark annual. If revision, mark revision.

2 Facility Information – Fill in all boxes.

Fire Department is the one that serves your facility.

RMP Fac ID – If you have a Risk Management Plan you will enter your RMP #. If you do not have a RMP, mark the NA box.

TRIFID – Toxic Release Inventory, If you file a Form R or Form A with EPA every July 1st then type your TRI # in the box. If not, mark the NA box.

Dun & Brad – Dun & Bradstreet tells the credit worthiness of the business. Corporate offices usually know this #. If no #, type NA in the box.

SIC Code – Not Required

NAICS – North American Industrial Classification Standard, tells what type of business you are. Select from the list. A facility may have more than one NAICS code. Pick the one that best suits your facility.

Manned – Are there people here during the day? How many people are here? Take your most busiest time, include all trainings, meetings or service people there, how many would this be? Type the # in the Max # of Occupants. This should never be NA or 0 if a Manned facility.

Unmanned – No one is here during the day. Mark the NA box if true.

3 Mailing Address – complete mailing address of facility if different then physical address.

4 Owner/Operator details – complete owner/operator details (names, address, phone and e-mail)

5 Tier 2 Contact – This should be the person who is filling out the form. It is used when DNR has a question and needs to speak to the person filling out the Tier 2 report online.

6 Emergency Contacts – Required to have at least 2 persons.

7 Subject To Emergency Planning under Section 302 of EPCRA -

Do you have an Extremely Hazardous Substance (EHS) that you are reporting? Is the EHS at or above the TPQ? If so, mark YES. If not, mark NO. Example: Sulfuric Acid is required to be reported at 500 pounds but the TPQ is 1,000 pounds. The box would not be marked yes until you have reached the TPQ.

Subject to Chemical Accident Prevention under Section 112r of the Clean Air Act – Did you type a number in the RMP box above? If so, mark YES. If not, mark NO.

Click Update

Chemical Section

Select the first chemical listed in the chemical list to confirm/update information or click "Add Chemical"

6a Enter the Chemical Name

Enter the CAS#, If no CAS#, type NA

Is the product a Trade Secret product? Did you get it substantiated through EPA? If so, mark the Trade Secret box and type in the Sanitized Name that EPA gave you.

Is the product an EHS (Extremely Hazardous Substance)? Or does it contain an EHS in the mixture? If a pure product, the "EHS" box would be checked, if a mixture, the "contains EHS" would be checked. If either are checked type in the EHS name

Chemical Form – Check ALL that apply

Is the product a PURE or a MIX?

Is the product a Liquid, Gas, or Solid? You can check multiple boxes. For instance, you can check liquid and gas for those cylinders under pressure.

Chemical Hazards – Check ALL that apply

Fire, Pressure, Reactive, Health Hazard (Delayed or Immediate)

6b Mixture Component Information - If you checked mix above, type in the components of the mixture if that component is an EHS. You may list non-EHS materials if you wish to do so, however it is not required.

6c Storage Codes and locations

Codes – Use the select down arrow to mark your selections; do not type the letter or numbers in these boxes.

Locations – Type in the box where the product is located on the facility premises. Do not use any punctuation or quotes. If needing more than 4 storage locations, click on View/Update additional Storage Codes.

6d Inventory in Pounds

Maximum Daily Amount – The most you had on site at any one given time.

Average Daily Amount – What would be on site on any given day of the week?

Number of Days On-Site – 365 days in a year, 180 days for 6 months, 90 days for 3 months etc.

Click Update

If you have multiple chemicals you would move on to the next chemical in your list.

ATTACHMENTS

Attachments are optional. If you have site plans, Emergency Response Plans and want to attach them, you may do so. File size is limited to 10 MB.

CERTIFICATION

Click on "Certify Report" when you are ready to submit the Tier 2 form. You will type in the name and title of the person who is signing the forms. Click "Certify" again and it returns you to the home screen. Click on "Generate pdf" to print the report. You will need a copy for yourself and a copy for the local fire department. In the left hand column is the word LINKS, click on it. Select the 4th document from the top, County Emergency Management Agency List. Open the document and scroll to the county that the facility is located in. Look at the right side to see if and how the County would like to receive their report.

*** Note - If you print the form before you certify it you will see the name of the certifying official from last year's submission and last year's submission date. This will update to the current date once you certify the report. ***

You are now finished with the Tier 2 program. You may log out and send out what copies need to be sent.