Facility Submission Guide

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U.S. Environmental Protection Agency
Chemical Emergency and Preparedness Office
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National Oceanic and Atmospheric Administration
Office of Response and Restoration/
Hazardous Materials Response Division
Seattle, WA

USER'S MANUAL

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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 301-429-5018 or e-mail: userrmp.usersupport@csc.com**. 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.

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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

1. Go to http://www.epa.gov/osweroe1/content/epcra/tier2.htm and follow the instructions for downloading Tier2 Submit 2008.

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

   Important 2007 Users! - DO NOT DELETE Tier2Submit 2007 - You may need your old version (Tier2Submit 2007) to export your data into the new version (Tier2Submit2008).

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 **Tier2Submit2008** folder on your computer's C drive).

   If you experience any trouble downloading or installing Tier2 Submit 2008, please contact the RMP Reporting Center at 301-429-5018 or e-mail: userrmp.usersupport@csc.com.

Import last year's Tier2 Submit data into Tier2 Submit 2008

Note: If you have last year's submission file (zip 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., AcmeChem2006.zip) and be sure to name the file with the .zip extension. On the following screen click the "Done" button.

   Now you have successfully exported your 2007 Tier2 Submit data. Now to import into Tier2Submit2008.

2. Open up the Tier2Submit2008 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 zip file (Tier2 Submit 2006 submission). Click on the zip 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 2007 data into Tier2Submit2008!

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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.

Contacts

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

21. Click on the "State Fields" tab.

State Fields

22. Enter the appropriate data into any state requested fields.

Next, click on the **Chem Inventory List** hot button at the top of the Facilities module.

Chemicals in Inventory module

23. Enter Chemical Name (you can use the "Lookup Chemical Name" feature as a tool but please not that this list includes additional chemicals that are not regulated by EPCRA).

24. The CAS# may have been entered automatically if you used the "Lookup Chemical Name" feature. If not, please enter the CAS# if applicable.

25. Check off EHS and/or Trade Secret if applicable.

    The Physical State & Quantity tab should be open. If not, click the "Physical State & Quantity" Tab.

Physical State & Quantity

26. Check off all Physical States, Hazards and Health Effects that apply.

27. Enter the number of days that the chemical is onsite (1-366).

28. Actual weight of chemical is required in some states; you must enter actual weight in the Average and Maximum fields (if marked with an X).

29. All states require the Weight Estimate code. Click the field Estimate Code Average and Maximum field to choose the chemical's weight range from the pull down list.

30. Some states require "Max amount in largest container". Enter amount in pounds if applicable.

31. Click the "Storage Locations" tab.

Storage Locations

32. Choose the appropriate Type, Pressure and Temperature storage codes from the pull down lists.

33. Enter the physical location of the chemical into the Location Field. (If the location is confidential type the word "Confidential" button in the Location field).

34. Enter the amount of the chemical at that particular storage location into the "Amount" field and choose the proper unit from the "Units" pull down list.

Reminder: Federally required fields are marked with a blue asterisk *

State required fields are marked with a red X.

35. If the reported chemical is located in multiple places at the facility repeat steps 32-34 for each location of the reported chemical at the facility.

36. If the reported chemical is a mixture click the "Mixture Components" Tab if the Chemical is a pure substance skip to step 43.

Mixture Components

37. Check off the EHS field if the mixture component is an EHS.

38. Enter the CAS # of the mixture component.

39. Enter the Component's Chemical Name into the Component field (you may use the "Lookup Chemical Name" button to find the component's name).

40. Enter the percentage of the component in the mixture and choose either Weight or Volume from the wt/vol field's pull down list.

41. Repeat steps 37-40 if there are multiple components in the mixture.

42. Click "State Fields" tab.

State Fields

43. Make sure all the appropriate information is entered into any state requested fields.

Next...

44. If the facility is reporting multiple chemicals click the New Chemical In Inventory hot button on the top of the window and repeat steps 23-43 for each additional chemical.

After all the chemicals in inventory have been entered

45. Click the Facility Record hot button from the top of the window.

Facilities module

46. Click the "Certification" Tab

Certification

47. Check off the appropriate optional attachments if applicable (Some state may require optional attachments).

48. Type in the name of the owner/operator or the owner/operator's authorized representative with official title in the "Signature" Field.

49. Type the date into the "Date" field (e.g., 02/25/05)

If necessary click the **Notes** *tab and type any notes to the receiving agency*

You have finished entering your first facility's chemical inventory information into Tier2 Submit! now on to validation.

Validating the data

50. To check all the fields for completion go to the **Record** menu on the top menu bar and click "Validate Record".

51. If any there is any missing data click the "Go to Field" button on the pop up window - If not, click "OK" and skip to step 55.

52. Enter the missing information into the data field and return to the Facility record screen (To quickly navigate to the Facility Record - Go to **File** from the top menu bar and choose Open, then click "Facilities").

Note: You must be in the **Facilities** module to validate your record.

53. Go to the **Record** menu on the top menu bar and click "Validate Record" again.

54. If there is still missing data repeat steps 50-53 - If not click "OK" and skip to **Submitting Tier II Report** (step 55).

Submitting Tier II reports

Tier2 Submit will only create submissions from the **Facilities** module *- If you are not in the* **Facilities** *module - Go to* **File** *on the top menu bar then select "Open" and choose Facilities from the list.*

55. Go to the **File** menu on the top menu bar and click "Create Submission".

    Found Set is the default and your Found set is the one facility you just entered.

56. Click the "Start Submit Validation" button.

    Validation Passed

57. Click the "State Submission Requirements" button to review your state's reporting procedures

58. After reviewing your state's submission requirements - Choose either "Create Electronic File" (Go to step 59) or one of the Paper Report options (Go to step 61) as a submission method, whichever your state prefers.

    Electronic Submission

59. After you have clicked "Create Electronic File", in the "Save As" pop up window type the name of the file (make a unique facility identifier (e.g.= ACME in Vermont reporting year 2008 = ACME_VT2008.zip).

Note: If your state prefers to receive the Tier2 Submit on diskette or CD please save the facility's Tier2 Submit file to the media . If your state prefers to have the Tier2 Submit file e-mailed, save the zip file to an accessible directory so it can be attached in an e-mail message.

Tier2 Submit now has the option to save as a “t2s file” in addition to the “zip file” format, due to the increase in zip file restrictions. Both file formats will work seamlessly with CAMEOfm and Tier2 Submit.

60. After you have entered a unique filename and chosen the appropriate location to save click the "Save" button and the "Done" button on the next screen

Paper Submission

61. After you have clicked "Create Complete Paper Report" or "Create Original Style Paper Report".....click the "Print Report" button.

62. Then click "OK" on the Print set up pop up window (make sure you have selected the correct printer).

Congratulations! Now you must either: **A.)** mail the diskette/CD to your State, LEPC and Fire Dept or **B.)** e-mail the zip file to your State, LEPC or Fire Dept or **C.)** mail the printed report to your State, LEPC and Fire Dept.

Note: If you have created an electronic submission zip file, do not attempt to open the file directly. These files are designed to only be read by Tier2 Submit or **CAMEOfm**.

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Entering Data - Multiple Facilities

*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.

   Contacts

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

21. Click on the "State Fields" tab.

State Fields

22. Enter the appropriate data into any state requested fields.

Next, click on the **Chem Inventory List** hot button at the top of the Facilities module.

Chemicals in Inventory module

23. Enter Chemical Name (you can use the "Lookup Chemical Name" feature as a tool but please not that this list includes additional chemicals that are not regulated by EPCRA).

24. The CAS# may have been entered automatically if you used the "Lookup Chemical Name" feature. If not, please enter the CAS# if applicable.

25. Check off EHS and/or Trade Secret if applicable.

    The Physical State & Quantity tab should be open. If not, click the "Physical State & Quantity" Tab.

Physical State & Quantity

26. Check off all Physical States, Hazards and Health Effects that apply.

27. Enter the number of days that the chemical is onsite (1-366).

28. Actual weight of chemical is required in some states; you must enter actual weight in the Average and Maximum fields (if marked with an X).

29. All states require the Weight Estimate code. Click the field Estimate Code Average and Maximum field to choose the chemical's weight range from the pull down list.

30. Some states require "Max amount in largest container". Enter amount in pounds if applicable.

31. Click the "Storage Locations" tab.

Storage Locations

32. Choose the appropriate Type, Pressure and Temperature storage codes from the pull down lists.

33. Enter the physical location of the chemical into the Location Field. (If the location is confidential type "Confidential" into the Location field).

34. Enter the amount of the chemical at that particular storage location into the "Amount" field and choose the proper unit from the "Units" pull down list.

Reminder: Federally required fields are marked with a blue asterisk *

State required fields are marked with a red X.

35. If the reported chemical is located in multiple places at the facility repeat steps 32-34 for each location of the reported chemical at the facility.

36. If the reported chemical is a mixture click the "Mixture Components" Tab if the Chemical is a pure substance skip to step 43.

Mixture Components

37. Check off the EHS field if the mixture component is an EHS.

38. Enter the CAS # of the mixture component.

39. Enter the Component's Chemical Name into the Component field (you may use the "Lookup Chemical Name" button to find the component's name).

40. Enter the percentage of the component in the mixture and choose either Weight or Volume from the wt/vol field's pull down list.

41. Repeat steps 37-40 if there are multiple components in the mixture.

42. Click "State Fields" tab.

State Fields

43. Make sure all the appropriate information is entered into

any state requested fields.

Next...

44. If the facility is reporting multiple chemicals click the New Chemical In Inventory hot button on the top of the window and repeat steps 23-43 for each additional chemical.

After all the chemicals in inventory have been entered

45. Click the Facility Record hot button from the top of the window.

Facilities module

46. Click the "Certification" Tab

Certification

47. Check off the appropriate optional attachments if applicable (Some state may require optional attachments).

48. Type in the name of the owner/operator or the owner/operator's authorized representative with official title in the "Signature" Field.

49. Type the date into the "Date" field (e.g., 02/25/04)

If necessary click the **Notes** *tab and type any notes to the receiving agency*

You have finished entering your first facility's chemical inventory information into Tier2 Submit! now on to validation.

Validating the data

50. To check all the fields for completion go to the **Record** menu on the top menu bar and click "Validate Record".

51. If any there is any missing data click the "Go to Field" button on the pop up window - If not, click "OK" and skip to step 55.

52. Enter the missing information into the data field and return to the Facility record screen (To quickly navigate to the Facility Record - Go to **File** from the top menu bar and choose Open, then click "Facilities").

> **Note:** You must be in the **Facilities** module to validate your record.

53. Go to the **Record** menu on the top menu bar and click "Validate Record" again.

54. If there is still missing data repeat steps 50-53 - If not click "OK" and skip to **Entering data for the next facility** (step 55).

Entering data for the next facility

- If your next facility is in any way similar to the facility previously entered (same addresses, chemicals or contacts) you may duplicate the facility and change the appropriate data to save time. To do this go to **Record** on the top menu bar and choose "Duplicate Facility" then proceed to repeat steps 1-54 changing the appropriate data when necessary .
- If your next facility does not have duplicate or similar information simply click the "New Facility" button on the top the window and repeat steps 1-54.
- If you do not have another facility to enter proceed to step 56

Submitting Tier II reports

Tier2 Submit will only create submissions from the **Facilities** module *- If you are not in the* **Facilities** *module - Go to* **File** *on the top menu bar then select "Open" and choose Facilities from the list.*

To create electronic submission files (Tier II Chemical Inventory Reports saved on diskette or attached to e-mail) OR printed paper Tier II Chemical Inventory Reports for a group of facilities you must first start a Search to properly select the facilities you need to submit.

56. Go to **Record** on the top menu bar and select "Show all Records".

57. Go to **Search** on the top menu bar and select "Start Search".

There are several ways you can search Tier2 Submit.

If you would like to ***submit facilities to a particular State*** *:*

- pick the State from the pull down list and then click the "Search" button.

If you would like to ***submit facilities to a particular County*** *:*

- type the County into the "County" field and then click the "Search" button.

After your search Tier2 Submit will display the found facilities in the **Facilities** *module in List view.*

58. Go to the File menu on the top menu bar and click "Create Submission".

    Found Set is the default and your Found set are the facilities you just searched for (e.g., only ACME Chemical facilities in Vermont).

59. Click the "Start Submit Validation".

    Validation Passed

60. Click the "State Submission Requirements" button to review your state's reporting procedures for for the current reporting year

61. After reviewing your state's submission requirements - Choose either "Create Electronic File" (Go to step 62) or one of the Paper Report options (Go to step 64) as a submission method, whichever your state prefers.

    Electronic Submission

62. After you have clicked "Create Electronic File", in the "Save As" pop up window type the name of the file (make a unique facility identifier (e.g.= ACME facilities in Vermont reporting year 2008 = ACME_VT2008.zip).

Note: If your state prefers to receive the Tier2 Submit file on diskette or CD please save the facilities' Tier2 Submit file to the media or if your state prefers to have the Tier2 Submit file e-mailed, save the zip file to an accessible directory so it can be attached in an e-mail message.

Tier2 Submit now has the option to save as a “t2s file” in addition to the “zip file” format, due to the increase in zip file restrictions. Both file formats will work seamlessly with CAMEOfm and Tier2 Submit.

63. After you have entered a unique filename and chosen the appropriate location to save click the "Save" button and the "Done" button on the next screen.

Paper Submission

64. After you have clicked "Create Complete Paper Report" or "Create Original Style Paper Report", click the "Print Report" button.
65. Then click "OK" on the Print set up pop up window (make sure you have selected the correct printer).

Congratulations! Now you must either: **A.)** mail the diskette/CD to your State, LEPC and Fire Dept or **B.)** e-mail the zip file to your State, LEPC or Fire Dept or **C.)** mail the printed report to your State, LEPC and Fire Dept.

If you need to make multiple submissions (to another state or another LEPC) - return to step 56 to start a new search and submit again

Note: If you have created an electronic submission zip file, do not attempt to open the file directly. These files are designed to only be read by Tier2 Submit or **CAMEOfm**.

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Tier2 Submit Field Descriptions

Facilities	
Field Definition	**Field Description**
Facility Name	Enter the full name of your facility (and company identifier where appropriate).
Department	Enter the full name of the facility department that is reporting
Street Address	
Street	full street address or state road of the facility
City	city in US or territory where facility is located
County	County, parish, island or district where facility is located
Fire District	Local Fire Department District where facility is located
State	State or Territory where facility is located
Zip	5 digit zip code where the facility is located
Mailing Address	
Street	full mailing street address of the facility or facility's parent company
City	mailing address city
State	mailing address State
Zip	mailing address zipcode
Country	mailing address Country
SIC	Enter the primary Standard Industrial Classification (SIC) code

Dun & Bradstreet Facility Code	Primary Dun & Bradstreet number for the facility. The financial officer of your facility should be able to provide the Dun & Bradstreet number. If your firm does not have this information, contact the State or regional office of Dun & Bradstreet to obtain your facility number or have one assigned.
RMP	EPA Facility ID given to the facility by the EPA for use with Risk Management Plan (only if applicable)
NAICS	North American Industry Classification System - Industry Classification System that is replacing the SIC. For more info visit Census - NAICS
Community Right to Know #	Number required by the State of Washington for applicable facilities
State ID	Number /code given to the facility by the state
Latitude	facility latitude
Longitude	facility longitude
Method for determining Latitude and Longitude	What method did the facility use to obtain LAT/LONG
Description of location identified by Latitude and Longitude	Where at the facility was the lat /long obtained (i.e plant entrance)
Number of employees	Number of employees that work at the facility
Check if all chemical in inventory are identical to last years submission	
I have submitted a site plan	Check this box if you have submitted a site plan the state, LEPC and fire dept. or are going to submit a site plan with the Tier 2 Submit submission
I have attached a description of dikes and other safeguards/measures	Check this box if you are going to attach a description of dikes and other safeguards/ measures with the Tier 2 Submit submission
I have attached a list of site coordinates abbreviations	Check this box if you are going to attach a list of site coordinate abbreviations with the Tier 2 Submit submission
Failed Tier2 Submit validation	This box with be automatically checked if the report did not pass the minimum requirements for submission
State / Local Fees Total	Total fees paid

Signature	Name of Owner/operator or authorized representative
Date Signed	Date the Owner/Operator or the authorized representative signed the submission

Contacts

Field Definition	**Field Description**
First Name	First Name of contact - if entering the owner/ operator DO NOT enter a corporation name if this facility is not individually owned. Enter the operator.
Last	Last Name of the contact - if entering the owner/operator DO NOT enter a corporation name if this facility is not individually owned. Enter the operator.
Address	Mail address for the contact listed (Only the Owner/Operator is federally required). This mailing address may contain street address, post office box, or rural route number/box number
City	City name for address listed
State	State code for address listed
Zip	Zip code for address listed.
Country	Country for the address listed
Title	Title of the contact
E-mail	E-mail address for the contact
Phone Type	Choose a phone type for the contact from this field's pull down menu *Reminder 24-hour phone is required for the facility's emergency contact*
Phone #	type the appropriate phone number into this field for each phone type *Reminder be sure to include the area code*
Contact Type	Choose the appropriate contact type for each contact from this field's pull down menu *Reminder both Owner/Operator and Emergency Contact are federally required

Chemicals in Inventory

Field Definition	Field Description
CAS #	Chemical Abstract Service (CAS) registry number - To find the CAS number of a chemical, consult the Material Safety Data Sheet (MSDS) for the chemical or product.
Chem Name	Chemical Name - enter the pure chemical, trade name, brand name or the company's code name for the substance in the space provided.
EHS	check off if the chemical reported is an Extremely Hazardous Substance or contains any ingredients (at a concentration greater then 1%) that are on the Extremely Hazardous Substances List *Tier 2 Submit will automatically check off EHS if an EHS chemical is chosen from the "Lookup Chemical Name" feature
Trade secret	DO NOT check off this data field UNLESS you are the manufacturer of a trade secret product which is being entered under this chemical description block. If you are withholding the name of a chemical in accordance with the criteria specified under EPCRA, Section 322, enter the generic chemical and check off the trade secret box.
Physical State	• Pure - check off if the chemical reported is a pure substance • Mixture - check off if the chemical reported is a mixture • Solid - check off if the chemical reported is a solid when used • Liquid - check off if the chemical reported is a liquid when used • Gas - check off if the chemical reported is a gas when used

Hazards	• Fire - check off if the chemical is or includes products which are flammable, combustible liquid, pyrophoric, and/or oxidizer as defined by 1910.1200 of the Title 29 Code of Federal Regulations (CFR) • Pressure - check off if the chemical is or includes products which are explosive or a compressed gas as defined by 1910.1200 of the Title 29 Code of Federal Regulations (CFR) • Reactive - check off if the chemical is or includes products which are unstable reactives, organic peroxides, and/or water reactive as defined by 1910.1200 of the Title 29 Code of Federal Regulations (CFR)
Health Effects	• Acute - check of if the chemical is or includes products which are highly toxic, corrosive, toxic, irritants, sensitizers and other chemicals which cause an adverse effect to a target organ, which manifests itself after a long period of time following exposure or after repeated contact with the substance defined by 1910.1200 of the Title 29 Code of Federal Regulations (CFR) • Chronic - check of if the chemical is or includes products which are carcinogens, mutagens or teratogens and other hazardous chemicals that cause an adverse effect to a target organ that manifests itself after a long period of time following exposure or after repeated contact with the substance as defined by 1910.1200 of

	the Title 29 Code of Federal Regulations (CFR)
Chemical information identical to previous year	check off this box if the information for this chemical is the same as the previous reporting year
Days On Site	Total number of days during the calendar year the chemical was located at the facility
Maximum Daily Amount	The maximum amount of each chemical at your facility should be based on the highest quantity of the substance (in pounds) that was stored at any one time during the calender year.
Max Code	Maximum Daily Amount Code- the maximum range of each chemical at your facility should be based on the highest quantity of the substance (in pounds) that was stored at any one time during the calender year.
Average Daily Amount	The average amount of each chemical at your facility should be based on the average quantity of the substance (in pounds) that was stored during the calender year.
Avg Code	Average Daily Amount Code - the average range of each chemical at your facility should be based on the average quantity of the substance (in pounds) that was stored during the calender year.
Max Amount in Largest Container	Maximum amount of reported chemical at your facility in the largest container (in pounds) that was stored at any one time during the calender year.

Storage Codes	• Type - choose the type of chemical storage container that the reported chemical was stored in during the calendar year from the pull down menu in this field • Press - choose the appropriate pressure storage code for the reported chemical from the pull down menu in this field • Temp - choose the appropriate temperature storage code for the reported chemical from the pull down menu in this field
Location	Type the location of each storage container at the facility. Each row represents one storage location (i.e. Chlorine tank #1 = Building 2 Quad 4)
Max Amount at Location	Type the maximum amount of the reported chemical that was stored at this location during the calendar year
Unit	Choose the Unit of measurement for the reported chemical at this location (Most states prefer pounds)
Mixture Components EHS	Check off if the mixture component reported is an Extremely Hazardous Substance or the component contains any ingredients (at a concentration greater then 1%) that are on the Extremely Hazardous Substances List
Mixture Components CAS	Chemical Abstract Service (CAS) registry number - To find the CAS number of a chemical, consult the Material Safety Data Sheet (MSDS) for the chemical or product
Component	Enter the pure chemical, trade name, brand name or the company's code name for the substance in the space provided
%	Number that represents the percentage of the component in the chemical being reported

Wt/Vol	Choose Wt=weight or Vol=volume from the pull down menu to correctly label the component's percentage.

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Additional State Tier II Field Descriptions

Some states request additional information for Tier II Chemical Inventory reports. Below is a table of the States that have additional data fields and the corresponding descriptions.

ALASKA	State Additional fields
Max. Daily Amount	Actual maximum daily amount of the reported chemical in pounds
Average Daily Amount	Actual average daily amount of the reported chemical in pounds
Max. amount per container in pounds	Max. amount per container in pounds of a specific chemical on site on any one day during the reporting year
Max Amount at Location	Type the maximum amount of the reported chemical that was stored at this location during the calendar year

ARIZONA	State Additional fields
facility e-mail	facility e-mail
facility fax	facility fax
owner/operator fax	owner/operator fax
Regulatory POC Name	Name of Facility Regulatory Point of Contact
Regulatory POC Title	Title of Facility Regulatory Point of Contact
Regulatory POC Phone	Phone Number for Facility Regulatory Point of Contact

Regulatory POC Fax	Fax Number for Facility Regulatory Point of Contact
Regulatory POC E-mail	E-mail for Facility Regulatory Point of Contact
Regulatory POC Street Address	Street Address for Facility Regulatory Point of Contact
Regulatory POC City	City for Facility Regulatory Point of Contact
Regulatory POC STATE	State for Facility Regulatory Point of Contact
Regulatory POC Zipcode	Zipcode for Facility Regulatory Point of Contact
Facility on Tribal Land	Reporting Facility located on Tribal land in Arizona
IF YES- Name of Indian Nation	Type in the name of the Indian Nation

COLORADO	**State Additional fields**
Indicate if an RMP facility	Check-off if an RMP facility
Emergency procedures reviewed with local fire	Check-off if the facility's emergency procedures have been reviewed by the local fire dept.

DELAWARE	**State Additional fields**
Site Name	Specific name of the facility site
Development/Industrial Park	Name of development/industrial park in which the facility is located, if applicable
Site Phone	General phone number for contacting the site directly
Site Fax	General fax number for contacting the site directly
Max amount per location	Maximum amount of the substance at that specific location at any time
EHS components - Cas Name 1	CAS number for Extremely Hazardous Substance (EHS), if reporting a mixture which contains an EHS
EHS components -Name 1	Name for Extremely Hazardous Substance (EHS), if reporting a mixture which contains an EHS

EHS components - Cas Name 2	CAS number for possible second Extremely Hazardous Substance (EHS), if reporting a mixture which contains EHSs
EHS components -Name 2	Name for possible second Extremely Hazardous Substance (EHS), if reporting a mixture which contains EHSs
EHS components - Cas Name 3	CAS number for possible third Extremely Hazardous Substance (EHS), if reporting a mixture which contains EHSs
EHS components -Name 3	Name for possible third Extremely Hazardous Substance (EHS), if reporting a mixture which contains EHSs
EHS components - Cas Name 4	CAS number for possible third Extremely Hazardous Substance (EHS), if reporting a mixture which contains EHSs
EHS components -Name 4	Name for possible fourth Extremely Hazardous Substance (EHS), if reporting a mixture which contains EHSs
Fee classification per chemical reported	Fee classification per chemical. There are 6 options: Hazardous Chemical, Extremely Hazardous Substance (EHS), Mix containing < 10% EHS, Mix containing > 10% EHS, Motor Vehicle Fuel (MVF) for Retail Sale, or Voluntary.
Third Emergency Contact Name	Name of third emergency contact person (required)
Third Emergency Contact Title	Title of third emergency contact
Third Emergency Contact Work Phone	Work phone number for third emergency contact
Third Emergency Contact 24 hour phone	24 hour phone number for third emergency contact
Third Emergency Contact pager	Pager number for third emergency contact
Fourth Emergency Contact Name	Name of fourth emergency contact person (optional)
Fourth Emergency Contact Title	Title of fourth emergency contact
Fourth Emergency Contact Work Phone	Work phone number for fourth emergency contact
Fourth Emergency Contact 24 hour phone	24 hour phone number for fourth emergency contact
Fourth Emergency Contact pager	Pager number for fourth emergency contact

Fifth Emergency Contact Name	Name of fifth emergency contact person (optional)
Fifth Emergency Contact Title	Title of fifth emergency contact
Fifth Emergency Contact Work Phone	Work phone number for fifth emergency contact
Fifth Emergency Contact 24 hour phone	24 hour phone number for fifth emergency contact
Fifth Emergency Contact pager	Pager number for fifth emergency contact
Regulatory POC-Name	Name of person to contact for regulatory and compliance issues
Regulatory POC-Title	Title of person to contact for regulatory and compliance issues
Regulatory POC-Phone	Phone number of person to contact for regulatory and compliance issues
Regulatory POC-E-mail	E-mail address of person to contact for regulatory and compliance issues
Regulatory POC-Fax	Fax number of person to contact for regulatory and compliance issues
Regulatory POC - Street Address	Street address of person to contact for regulatory and compliance issues
Regulatory POC - City	City of person to contact for regulatory and compliance issues
Regulatory POC - ST	State of person to contact for regulatory and compliance issues
Regulatory POC - Zip	Zip Code of person to contact for regulatory and compliance issues

GEORGIA	State Additional fields
County	Indicate the county where the facility is located
Mailing address	Fill the correct mailing street address, city, state and zipcode for the reporting facility

HAWAII	State Additional fields
Indicate Island	Hawaii, Kauai, Maui, Lanai, Molokai, Oahu

INDIANA	State Additional fields
Fire District	Type in the Fire Department District where the facility is located
Facility Type	Choose from Federal Gov, State Gov, Local Gov, Private Agriculture, Private Industrial
First Time Filing	Check off if this is the first Tier II filing in IN
Updated Filing	Check off if this is an update to the annual Tier II filing
EPCRA 302 Submission	Check off if this is the facility's EPCRA 302 filing
EPCRA 311 Submission	Check off if this is the facility's EPCRA 311 filing
Emergency Procedures Reviewed	Check off if the facility's emergency procedures have been reviewed by the LEPC / Fire Dept
Emergency Plans Submitted to the LEPC/Fire Dept.	Check off if the facility's emergency plans have been submitted to the LEPC and Fire Dept
Indicate Number of Chemicals Included	Type in the total number of chemicals included with this submission
Indicate Number of EHS Chemicals Included	Type in the number of EHS chemicals included with this submission
Indicate Previous Facility Name (if known)	Type in the previous name of the facility, if unknown type N/A or unknown
Indicate Previous Parent Company/Owner (if known)	Type in the previous Parent Company or Facility Owner, if unknown type N/A or unknown
Indicate Number of Facilities in IN for this owner	Type in the total number of facilities in IN for this owner
LEPC	Type in the Name of the Local Emergency Planning Committee for this facility
Facility ID Number	Type in the IN Facility ID number for this facility

MAINE	State Additional fields

Mode of Shipment	Check off the mode of shipment for the chemical: Truck, Tank Truck, Rail Car, Tank Car, Pipeline, Barge, Other (Specify in text)
Frequency of Shipment	filer enters #
Frequency of Shipment	then checks- wk, month, yr
Max capacity per single vessel	Maximum capacity per single vessel
Max Quantity of Shipment in Lbs	Total amount of shipment
Avg Quantity of Shipment in lbs	Average amount of shipment
Physical state in transit	Solid, Liq, or Gas
Packaging code	Use same list as Storage Codes: A=Above ground tank B=Below ground tank C=Tank inside building D=Steel Drum E=Plastic or non-metallic drum F=Can G=Carboy H=Silo I=Fiber Drum J=Bag K=Box L=Cylinder M=Glass bottle or jug N=Plastic bottle or jug O=Tote Bin P=Box Car Q=Tank Car R=Tank Truck S=Pipeline T=other
Comments	provide both the primary and alternate routes of travel
Carrier	Name of the Company that is transporting the chemical
Carrier Street Address	Company Street Address
Carrier City	Company City
Carrier STATE	Company STATE
Carrier ZIPCODE	Company ZIPCODE
Carrier telephone	Company telephone
Carrier Emergency Contact - Name	Company Emergency Contact - Name
Carrier Emergency Contact - Phone Number	Company Emergency Contact - Phone Number
24-HOUR CARRIER TELEPHONE	Company 24-HOUR CARRIER TELEPHONE

OHIO	**State Additional fields**
Initial Filing (First Time Filer)	Check off if this is the first Tier II filing in OH
Updated Filing	Check off if this is an update to the annual Tier II filing

Annual Filing	Check off if this is the facilities annual Tier II filing
Facility Name Change	Check off if Facility has changed names in the past reporting year
Confidential Location Forms Included	Check off if the submission includes Confidential Location Forms for Chemical Storage Locations
Owner/Operator has changed	check off if the owner /operator has changed in the past reporting year
Total EHS Chemicals Included	Type in the number of EHS included with this submission
Number of Chemicals Included	Type in the total number of chemicals included with this submission
Site or Operating Division Name	Name of Facility's Site or Operating Division Name if applicable
Name of previous facility name (if known)	Type in the old facility name if it has changed
Name of previous parent company/owner (if known)	Type in the previous parent company or owner if the owner has changed
Fee classification for this reported substance	Pick either EHS, Hazardous or Voluntary for the pull down list

ATTENTION Ohio facilities :

1.) Dun & Bradstreet and SIC codes are required
2.) Number of Employees is required
3.) 2nd Emergency Contact is required (both Emergency Contacts are required to list e-mail and fax#)
4.) Local Fire Department Contact is required (use "Fire Department" from the **Contact Type** pull down list)
5.) Regulatory Point of Contact is also required
6.) Ohio facilities must submit a site plan once every three years and check off "I have submitted a site plan" in the **Certification** tab
6.) The "location" field under the **Storage Locations** tab must be completed in the following manner:

A. Enter the Building, Tank or Area number (B, T or A) which corresponds to the facility map you prepared
B. Enter the Room number or division from your facility map
C. Identify the floor (above or below ground level)

Example: B1 Room 101 Ground Floor

OKLAHOMA	State Additional fields
Number facilities in State	total number of facilities reported for the State for a specific Owner/Operator

SOUTH CAROLINA	State Additional fields
Max in Largest Vessel	Maximum amount of chemical in largest vessel in pounds

SOUTH DAKOTA	State Additional fields
payment #	code used in state
No change in chemical amount	Check-off box indicating no change

TEXAS	State Additional fields
County	County where the facility in located
Initial Filing	Check box if this is an initial filing.
Updated Filing	Check box if this is an updated filing.
Annual Filing	Check box if this is an annual filing.
Confidential Locations Included	Confidential Chemical Storage Included in the submission.
Consolidating Facilities	Facilities are being consolidated.
EPCRA 302	Checkbox if this is an EPCRA 302 submission.

VERMONT	State Additional fields
Record of reporting years	Years reported (Example: 96,97,98,99,00)

CHAPTER 4 - Modify Tier II information

In this Chapter you will learn how to modify your Tier II information within Tier2 Submit. This chapter includes instructions on how to:

- Add a Facility
- Add a Contact
- Add a Chemical

- Delete a Facility
- Delete a Contact
- Delete a Chemical

- Change a Facility
- Change a Contact
- Change a Chemical

Add Facility

There are two ways to add a facility

- To add a facility that has similar Facility, Contact or Chemical information to a previously entered facility.

  - Click the rolodex icon on the left of the window to scroll through any previously entered facilities, choose the facility that is the most similiar to the new facility you would like to enter.

  - Go to the **Record** menu on the top menu of the program and choose Duplicate facility. Now you may navigate through the windows to enter/edit the data for the new facility as appropriate.

- To start a completely new facility record - Simply click the New Facility button on the top of the window.

Add Contact

1. Click the Contact List button on top of the window (Tier2 Submit will list the contacts already associated with the selected facility).
2. Click the New Contact button from the top of the window.
3. Enter all the appropriate contact data into the fields.

   In the third block you must associate the new contact to one or more facilities.
4. Click the "Add Facility" button.
5. Click on the facility you want to add the contact to (The facility will have the little black bar to the left of the year when selected).
6. Then click the "Select" button.

   Repeat steps 4-6 if you would like to associate this new contact with any other facilities.

Add a Chemical to Inventory

If you have more than one facility entered into Tier2 Submit here is a quick tip (If you only have one facility skip to step 2).

1. Click the Rolodex icon on the left side of the window to "flip" through the facility records you have already entered - Choose the facility record that you would like to add a chemical to, then...
2. Click the Chem Inventory List button on the top of the window.
3. Click the New Chemical In Inventory button on top of the window.
4. Enter all the appropriate data.

Delete Facility

1. Click the

button from the top of the window.
2. Click on the Facility you would like to delete (a little black bar to the left of the year indicates that the record is selected).
3. Go to **Record** from the top menu bar and choose "Delete Facility".

   Quick tip - Use the Rolodex on the left side of the window to choose the facility you want to delete then go to the **Record** on the top menu bar and choose Delete Facility.

Delete Contact

1. Click the Contact List button from the top of the window.
2. Click on the Contact you would like to delete (a little black bar to the left of the last name indicates that the record is selected).
3. Go to **Record** from the top menu bar and choose "Delete Contact".

Delete a Chemical from Inventory

1. Click the Chem Inventory List button from the top of the window.
2. Click on the Chemical you would like to delete (a little black bar to the left of the last name indicates that the record is selected).
3. Go to **Record** from the top menu bar and choose "Delete Chemical in Inventory".

Change a Facility's information

1. Click the View List button from the top of the window.
2. Click on the Facility you would like to change (a little black bar to the left of the year indicates that the record is selected).
3. Click the View Record button.
4. Proceed to navigate through the data fields to change the appropriate information.

   The program will save any changes automatically.

Change a Contact's information

1. Click the Contact List button from the top of the window.
2. Click on the Contact you would like to change (a little black bar to the left of the last name indicates that the record is selected).
3. Click the View Record button from the top of the window.
4. Proceed to navigate through the contact's data fields to change the appropriate information.

   In the third block you can associate the contact with more facilities.
5. Click the "Add Facility" button.
6. Click on the facility you want to add the contact to (The facility will have the little black bar to the left of the year when selected).
7. Then click the "Select" button.

   The program will save any changes automatically

Change a Chemical's information

1. Click the Chem Inventory List button from the top of the window.
2. Click on the Chemical you would like to change (a little black bar to the left of the last name indicates that the record is selected).
3. Click the View Record button from the top of the window.
4. Proceed to navigate through the chemical's data fields to change the appropriate information.

   The program will save any changes automatically.

CHAPTER 5 - Validating Data

Validation

Validation is Tier2 Submit's way of checking that the minimum required fields for Tier II Chemical Inventory Reports are complete. This saves time for both the receiving agency and the reporting facility.

To save time validate after you enter each facility.

- After you have entered all of the facility, contact and chemical information - Go to the facility record you wish to validate then go to **Record** from the top menu bar and choose "Validate Record".
- If the minimum fields for submission are complete a pop up window will appear stating that the facility has passed all validation checks. Click the "OK" button to complete the validation process.
- If a field did not have all the appropriate information for submission click the "Go to Field" button from the pop up window and correct the data. Then navigate back to the **Facilities** module (Go to the **File** menu choose **Open** and then "Facilities" from the list). Now check all the facility information again by going to **Record** from the top menu bar and choose "Validate Record".
- If another field did not have all the appropriate information for submission repeat the last step until your facility has all the minimum fields completed for submission.

Make a Validation Report

A user can view or print a validation report with Tier2 Submit.

- From the **Facilities** module go to the **File** menu and choose "Make Validation Report".

- The Tier2 Submit Validation report window appears and you can choose to make a validation report for the Current Record or for the "Found Set" of records.
- After choosing to make a validation report for either the Found Set or the Current Record, another window appears. You have the choice of viewing or printing the validation report in this window.
- When you "view" the validation report use the **File** menu and "Close" to return to your Facility record.

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CHAPTER 6 - Submitting Data!

After you have validated the facility you would like to submit. Follow the submission steps below:

If you only have one facility entered into Tier2 Submit:

Tier2 Submit will only create submissions from the **Facilities** module *- If you are not in the* **Facilities** *module - Go to* **File** *on the top menu bar then select "Open" and choose Facilities from the list.*

1. Go to the **File** menu on the top menu bar and click "Create Submission".

   Found Set is the default and your Found set is the one facility you just entered.

2. Click the "Start Submit Validation" button.

   The facility passed if you completed validation before this step. If not see Chapter 5- Validation.

3. Click "State Submission Requirements" to double check your state's 2004 Tier II reporting procedures.

4. After reviewing your state's submission requirements choose either "Create Electronic File" (Go to step 5) or "Create Complete Paper Report" (Go to step 7) or "Create Original Style Paper Report" (Go to step 7).

   Electronic Submission

5. After you have clicked "Create Electronic File", in the "Save As" pop up

window type the name of the file (make a unique facility identifier (e.g.= ACME in Maryland reporting year 2008 = ACME_MD2008).

Note: If your state prefers to receive the Tier2 Submit file on diskette or CD please save the facility's Tier2 Submit file to the media or if your state prefers to have the Tier2 Submit file e-mailed, save the zip file to an accessible directory so it can be attached in an e-mail message.

Tier2 Submit now has the option to save as a “t2s file” in addition to the “zip file” format, due to the increase in zip file restrictions. Both file formats will work seamlessly with CAMEOfm and Tier2 Submit.

6. After you have entered a unique filename and chosen the appropriate location to save click the "Save" button and the "Done" button on the next screen.

Paper Submission

7. After you have clicked "Create Complete Paper Report" or "Create Original Style Report", click the "Print Report" button.
8. Then click "OK" on the Print set up pop up window (make sure you have selected the correct printer).

Congratulations! Now you must either: **A.)** mail the diskette / CD to your State, LEPC and Fire Dept or **B.)** e-mail the zip file to your State, LEPC or Fire Dept or **C.)** mail the printed report to your State, LEPC and Fire Dept.

If you have more than one facility entered into Tier2 Submit:

After you have validated the facilities you would like to submit. Follow the submission steps below:

Tier2 Submit will only create submissions from the **Facilities** module *- If you are not in the* **Facilities** *module - Go to* **File** *on the top menu bar then select "Open" and choose Facilities from the list.*

To create electronic submission files (Tier II Chemical Inventory Reports

saved on diskette or attached to e-mail) OR printed paper Tier II Chemical Inventory Reports for a group of facilities you must first start a Search to properly select the facilities you need to submit.

1. Go to **Record** on the top menu bar and select "Show all Records".
2. Go to **Search** on the top menu bar and select "Start Search".

There are several ways you can search Tier2 Submit.

If you would like to ***submit facilities to a particular State*** *:*

- pick the State from the pull down list and then click the "Search" button.

If you would like to ***submit facilities to a particular County*** *:*

- type the County into the "County" field and then click the "Search" button.

After your search Tier2 Submit will display the found facilities in the **Facilities** *module in List view.*

3. Go to the File menu on the top menu bar and click "Create Submission".

   Found Set is the default and your "Found set" are the facilities you just searched for (e.g., only ACME Chemical facilities in Maryland).

4. Click the "Start Submit Validation".

   The facility passed if you completed validation before this step. If not see Chapter 5- Validation.

5. Click "State Submission Requirements" to double check your state's 2004 Tier II reporting procedures.
6. Choose either "Create Electronic File" (Go to step 7) or "Create Complete Paper Report" (Go to step 9) or "Create Original Style Report" (Go to step 9).

   Electronic Submission

7. After you have clicked "Create Electronic File", in the "Save As" pop up window type the name of the file (make a unique facility identifier (e.g.= ACME facilities in Maryland reporting year 2008 = ACME_MD2008.zip).

   Note: *The Tier2 Submit submission file can consist of multiple facilities!*

Note: If your state prefers to receive the Tier2 Submit file on diskette or CD please save the facilities Tier2 Submit file to the media or if your state prefers to have the Tier2 Submit file e-mailed, save the zip file to an accessible directory so it can be attached in an e-mail message.

Tier2 Submit now has the option to save as a “t2s file” in addition to the “zip file” format, due to the increase in zip file restrictions. Both file formats will work seamlessly with CAMEOfm and Tier2 Submit.

8. After you have entered a unique filename and chosen the appropriate location to save click the "Save" button and the "Done" button on the next screen.

Paper Submission

9. After you have clicked "Create Complete Paper Report" or "Create Original Style Report", click the "Print Report" button.
10. Then click "OK" on the Print set up pop up window (make sure you have selected the correct printer).

Congratulations! Now you must either: **A.)** mail the diskette / CD to your State, LEPC and Fire Dept or **B.)** e-mail the zip file to your State, LEPC or Fire Dept or **C.)** mail the printed report to your State, LEPC and Fire Dept.

If you need to make multiple submissions (to another state or another LEPC) - return to step 1 to start a new search and submit again.

Note: If you have created an electronic submission zip file, do not attempt to open the file directly. These files are designed to only be read by Tier2 Submit or **CAMEOfm**.

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CHAPTER 7 - Importing / Exporting

To import Tier2 Submit submissions*:

Tier2 Submit now has the option to save as a “t2s file” in addition to the “zip file” format, due to the increase in zip file restrictions. Both file formats will work seamlessly with CAMEOfm and Tier2 Submit.

1. Save the zip files (Tier2 Submit submissions) to a single directory (folder) on your computer or network.

   For example: C:\Tier II submissions

   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).*

2. Go to **File** from the top menu bar and click "Import/Export".
   a. If you are importing multiple zip files check the "Batch (multiple file) Import" box before step 3.

3. Click the "Import Files" button on the next window.

4. On the pop up window browse to find the directory where you saved the zip file (s) (Tier2 Submit submissions).

   Example: C:\Tier II Submissions

5. Highlight the zip file and click the "Open" button.

a. If you are importing multiple zip files select the first zip file in the directory. All zip files will be imported into Tier2 Submit from that directory.

6. Click "OK" on the next pop up window and then click "Done" on the following screen.

* The current version of Tier2 Submit will only take zip files created by Tier2 Submit 2003 and later you have a submission from Tier2 Submit 2001 or 2002 and do not have access to Tier2 Submit 2002 or 2003, contact the RMP Reporting Center **at 301-429-5018 or e-mail: userrmp.usersupport@csc.com**. Monday-Friday 8am-4:30pm eastern.

If you would like to import your Tier2 Submit data in CAMEO see Chapter 7 of the CAMEOfm User's Manual. CAMEOfm and the User's Manual can be downloaded from http://www.epa.gov/osweroe1/content/cameo/index.htm

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Exporting Tier2 files:

Exporting should **NOT** be utilized by a reporting party. Exporting is a function for receiving agencies **ONLY**. States, LEPCs and Fire Depts. can use this command to export Tier2 Submit files to CAMEO or another program.

Tier2 Submit now has the option to save as a “t2s file” in addition to the “zip file” format, due to the increase in zip file restrictions. Both file formats will work seamlessly with CAMEOfm and Tier2 Submit.

To export a particular group of facilities you must first start a Search to properly select the facilities you need to export.

1. Go to **Record** on the top menu bar and select "Show all Records".
2. Go to **Search** on the top menu bar and select "Start Search".

There are several ways you can search Tier2 Submit.

If you would like to ***export facilities from a particular State*** *:*

- pick the State from the pull down list and then click the "Search" button.

If you would like to ***export facilities from a particular County*** *:*

- type the County into the "County" field and then click the "Search" button.

If you would like to ***export a single facility out of your list of facilities****:*

- type the facility name into the "Facility Name" field and then click the "Search" button.

(Or simply pick the facility from the Facility List and choose "Current Record" from the Import/Export screen).

After your search Tier2 Submit will display the found facilities in the **Facilities** *module in List view.*

3. Go to the **File** menu on the top menu bar and click "Import/Export".

   Found Set is the default and your Found set are the facilities you just searched for (i.e only facilities in VT).

4. Click the "Export Files" button.

5. In the "Save As" pop up window type the name of the file (make a unique facility identifier (e.g.= All facilities in Vermont reporting year 2008 = VT_Tier2_2008.zip).

6. Click "Save" and then click "Done".

The zip file created after a Tier2 Submit submission or export is CAMEO import ready! See Chapter 7 of the CAMEOfm User's Guide for details.

CAMEOfm and the User's Manual can be downloaded from http://www.epa.gov/osweroe1/content/cameo/index.htm

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CHAPTER 8 - Reference Information

This chapter contains basic reference information you may find useful as you work with Tier2 Submit: explanations of the functions of Tier2 Submit button commands, menu commands, data descriptions and an overview of the legislation on which Tier II Chemical Inventory reports are based.

Frequently Asked Questions

Tier2 Submit FAQs are now available at: http://www.epa.gov/osweroe1/content/epcra/tier2submitfaq.htm

Hot Buttons

Tier2 Submit has hot buttons which allow the user to navigate from module to module (e.g.= from Facilities to Chemical in Inventory) and between Record view and List view.

Record view is the default view and is best for entering new or editing old data within Facilities, Contacts or Chemicals in Inventory.

List view is best for seeing all records that have been entered in Tier2 Submit (e.g. = view all the facilities or all the contacts for a facility or all the chemicals in a particular facility's inventory).

The hot buttons are located on the top of each module window in both Record view and List view.

Below is a list of all the hot buttons and their functions organized by module.

NOTE: The Help button will take you to the Users Manual in any module.

Facilities module (Record View)

- View List This button switches over to the List view which allows the user to see all the facilities that have been entered into Tier2 Submit.
- Chem Inventory List This button closes the **Facilities** module and opens the **Chemical in Inventory** module in List view (if there are not any chemicals already entered then the Chemical in Inventory Record view is opened).

- Contact List This button closes the **Facilities** module and opens the **Chemical in Inventory** module in List view (if there are not any chemicals already entered then the Chemical in Inventory Record view is opened).

- New Facility This button creates a new facility record

Facilities module (List View)

- View Record This button switches over to the Record view which allows the user to add or edit information for the selected facility.

- Chem Inventory List This button closes the **Facilities** module and opens the **Chemical in Inventory** module in List view (if there are not any chemicals already entered then the Chemical in Inventory Record view is opened).

- Contact List This button closes the **Facilities** module and opens the **Contacts** module in List view (if there are not any contacts already entered then the Contacts Record view is opened).

- New Facility This button creates a new facility record

- View All Facilities This button only appears at the top of the window if the user is working with a "found set" of records.
  (e.g.= User searches Tier2 Submit for all facilities in Anne Arundel County, Maryland. The "found set" is only those facilities in Anne Arundel County, Maryland. The View all Facilities button clears the "found set" and shows all the facility records).

Contacts module (Record View)

- View List This button switches over to the List view which allows the user to see all the contacts that are associated with the currently selected facility.

- Facility List This button shows all the facilities associated with the current contact. (if no facilities are associated with the contact then all the facilities are show in List view).

- [New Contact] This button creates a new contact record.
- [Back / Close] This button closes the Contacts module and takes the user back to the Facility Record.

Contacts module (List View)

- [View Record] This button switches over to the Record view which allows the user to add or edit information for the selected contact.
- [Facility List] This button shows all the facilities associated with the selected contact. (Click on a contact to select - a black bar to the left of the last name indicates selection).
- [New Contact] This button creates a new contact record.
- [View All Contacts] This button only appears at the top of the window if the user is working with a "found set" of records.

  (e.g.= User clicks the [Contact List] button from the **Facilities** module and a short list of three contacts appears in the next window. These three contacts are associated with the currently selected facility. Clicking the "View all Contact" button simply clears the "found set" and shows all the contacts records in Tier2 Submit).
- [Back / Close] This button closes the Contacts module and takes the user back to the Facility Record.

Chemicals in Inventory module (Record View)

- [View List] This button switches over to the List view which allows the user to see all the chemicals associated with the currently selected facility.
- [Facility Record] closes the **Chemical in Inventory** module and shows the currently selected facility in Record view.
- [Contact List] This button closes the **Chemicals in Inventory** module and opens the **Contacts** module in List view.

- New Chemical In Inventory This button creates a new chemical in inventory record in Record view.
- Back / Close This button closes the Contacts module and takes the user back to the Facility Record.

Chemicals in Inventory module (List View)

- View Record This button switches over to the Record view which allows the user to add or edit information for the selected chemical.
- Facility Record closes the **Chemical in Inventory** module and shows the currently selected facility in Record view.
- Contact List This button closes the **Chemicals in Inventory** module and opens the **Contacts** module in List view.
- New Chemical In Inventory This button creates a new chemical in inventory record in Record view.
- View All Chemical Inventories This button appears at the top of the window if the user is working with a "found set" of chemical in inventory records. The "found set" are the chemicals associated with the currently selected facility.

  Click View All Chemical Inventories to show all the Chemicals in Inventory for all facilities.
- Back / Close This button closes the Contacts module and takes the user back to the Facility Record.

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File menu

Open

Hierarchical menu which gives Tier2 Submit users access to either one of the other modules (Facilities, Contacts or Chemical in Inventory). Users can only have one module open at a time, so opening a module via this command would automatically close any open module.

For example - The Facilities module is open and the user goes to the **Open** *command from the* **File** *menu, then chooses either Contacts or Chemicals in Inventory - The Facilities module closes and the chosen module opens*.

Close

This command closes the open module.

Import/Export

Takes user to a view in the Navigator module where options are displayed for importing or exporting data. This view would not otherwise be visible to users.

Make Validation Report

Only available from the Facility Module. Takes user to a view in the Navigator module where options are displayed for making a validation report. This view would not otherwise be visible to users.

Create Submission

Only available from the Facility module. Takes user to a view in the Navigator module where options are displayed for submit validation then options for making electronic or printed Tier II reports. This view would not otherwise be visible to users.

Exit

Exits from the Tier2 Submit program (all data is saved automatically).

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Edit menu

Copy

Copies selected contents of a field.

Paste

Pastes copied contents into an applicable field.

Select All

Selects all contents of a field.

Spelling

Check Selection - spell checks the selected text.

Record menu

View List

Switch to list view in the open module.

View Record

Switch to record view in the open module.

Next Tab

Opens the next tab in the open module (only applicable in Record view of the Facilities and Chemicals in Inventory modules).

(e.g., User is in the Facilities module in Record view and the "State Fields" tab is open. User goes to the **Record** menu the clicks **Next Tab** and the "Certification" tab opens).

Show Related

In the Facilities module:

Show Related Chemicals in Inventory - shows all the chemicals in inventory for the currently selected facility (in List view).

Show Related Contacts- shows all the contacts for the currently selected facility (in List view).

In the Contacts module:

Show Related Facilities- shows all the facilities that are associated with the currently selected contact (in List view).

In the Chemicals in Inventory module:

Show Related Contacts- shows all the contacts for the currently selected facility (in List view).

Show Related Facility- shows the facility that is associated with the currently selected chemical (in Record view).

Sort

User can sort records by any field in each of the three modules.

(e.g.= user would like to sort all the facilities (in List view) by county in the Facilities module- user goes to the **Record** menu and clicks **Sort**. To clear the default sort the user clicks the "Clear all" button then selects FCounty from list to the left then the "Move" button and then the "Sort" button. Now all the facilities are sorted alphabetically by county).

Show All

This command clears all "found sets" and shows all the records in the opened module.

New

In the Facilities module:

New Facility - creates new facility record (in Record view).

In the Contacts module:

New Contact - creates new contact record (in Record view).

In the Chemicals in Inventory module:

New Chemical in Inventory - creates new chemical in inventory record (in Record

view).

Duplicate

Only available in the Facilities module.

This command duplicates the currently selected facility.

Delete

In the Facilities module:

Delete Facility - deletes the currently selected facility record.

In the Contacts module:

Delete Contact - deletes the currently selected contact record.

In the Chemicals in Inventory module:

Delete Chemical in Inventory - deletes the currently selected chemical in inventory record.

Delete All

available only from List view

This command deletes all the records from the open module or all of the "found set" in the open module.

Revert Record

Available only from Record view

Changes the current record back after changes have been made in any module.

Validate Record

Available only from the Facilities module

Checks all of the selected facilities' Tier II information for minimum requirements.

Go To

This command takes the user to records in each open module.

First - first record in the list
Previous- record the user was at last
Next- next record in the list
Last- last record of the list

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Search menu

Start Search

Starts the Basic Tier2 Submit search window where a user can search within each of the three modules.

Append Search

Starts the Basic Tier2 Submit search where a user can add to the existing search for better or broader results.

Subset Search

Starts the Basic Tier2 Submit search window where a user can search the "found set" in any module to narrow results.

Clear Search

Clears the previous search results' "found set".

Scripts Menu

The **Scripts** Menu - **no commands are available in this menu** for Tier2 Submit

Help menu

Tier2 Submit Help

This is the only command under the Help menu. Takes the user to this manual.

Statutes and Regulations

What is the Emergency Planning and Community Right-to-Know Act (EPCRA)?

The Emergency Planning and Community Right-to-Know Act of 1986 establishes requirements for Federal, State and local governments and industry regarding emergency planning and "Community Right-to-Know" reporting on hazardous and toxic chemicals. This law built upon EPA's Chemical Emergency Preparedness Program (CEPP) and numerous State and local programs aimed at helping communities to better meet their responsibilities in regard to potential chemical emergencies. The Community Right-to-Know provisions, through the creation of State Emergency Response Commissions and Local Emergency Planning Committees, help increase the public's knowledge and access to information on the presence of hazardous chemicals in their communities and releases of these chemicals into the environment. States and communities, working with facilities, will be better able to improve chemical safety and protect public health and the environment.

Regulations

- EPCRA Regulations: 40 CFR Chapter I, Sub-chapter J
- Amendments to Hazardous Chemical Reporting Thresholds, Streamlining Requirements. 40 CFR Parts 355 and 370 (Signed May 21, 1998; Published June 8, 1998) (HTML)

- Emergency Planning and Community Right-to-Know Programs; Amendments to Hazardous Chemical Reporting Thresholds for Gasoline and Diesel Fuel at Retail Gas Stations; Final Rule (Signed February 4, 1999; Published February 11, 1999) (HTML)
  Also available in PDF.

For more Tier II information please see EPCRA Information

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How to report your facility latitude and longitude

There are four data elements to report for latitude and longitude:

1. Lat/long Description
2. Lat/Long Method
3. Reporting the Latitude and Longitude

1.) Choosing your Lat/Long Description

You will first need to choose your Lat/Long "Description" which represents the exact location of your latitude and longitude values. The most common Lat/Long "Descriptions" are "PG" for Plant Gate or entrance and "CE" indicates the Center of your facility. Tier2 Submit contains a list of codes to be used for this element.

Latitude and Longitude Description of Reference Point Codes

AB- Administrative Building: a building, structure, or portion thereof that houses the administrative functions of a facility as opposed to production or manufacturing activities.

AE- Atmospheric Emissions Treatment Unit: equipment installed for the express purpose of treating chemical emissions prior to their release into the atmosphere.

AM- Air Monitoring Station: equipment installed at a predetermined location for the automatic, manual, or periodic collection of environmental air samples.

AS- Air Release Stack: a free-standing vertical structure constructed for the conveyance and release of chemical emissions into the air.

AV- Air Release Vent: a horizontal structure constructed for the release of chemical emissions into the air, typically from the side or roof of a building.

CE- Center of Facility: a representative center point within the boundary of a facility. FC Facility Centroid: the calculated center of a contiguous facility.

IP- Intake Pipe: a pipe or intake opening constructed for the collection and conveyance of water.

LC- Loading Area Centroid: the calculated center of a portion of a facility associated with loading activities.

LF- Loading Facility: the portion of a facility associated with loading and/or transshipment activities.

LW- Liquid Waste Treatment Unit: Equipment installed for the express purpose of treating chemical emissions prior to their release to water, publicly owned treatment works (POTW) or off-site transfer.

NE- NE Corner of Land Parcel: the northeast most corner or boundary of a land parcel.

NW- NW Corner of Land Parcel: the northwest most corner or boundary of a land parcel.

OT- Other.

PC- Process Unit Area Centroid: the calculated center of a portion of a facility associated with processing and/or manufacturing activities.

PF- Plant Entrance (Freight): the entrance to a facility associated with transshipment activities.

PG- Plant Entrance (General): the front gate or general entrance of a facility.

PP- Plant Entrance (Personnel): the entrance to a facility associated with employees.

PU- Process Unit: the portion of a facility associated with processing and/or manufacturing activities.

SD- Solid Waste Treatment/Disposal Unit: the portion of a facility associated with the treatment and/or disposal of solid waste.

SE- SE Corner of Land Parcel: the southeast most corner or boundary of a land parcel.

SP- Lagoon or Settling Pond: the portion of a facility designed to accommodate sedimentation or settling of chemical by-products necessitated by the manufacture, production, or use of chemicals.

SS- Solid Waste Storage Area: the portion of a facility associated with the storage of solid waste.

ST- Storage Tank: a receptacle or chamber used for storing bulk fuels or chemicals.

SW- SW Corner of Land Parcel: the southwest most corner or boundary of a land parcel.

UN- Unknown

WA- Wellhead Protection Area: an area at the earth's surface buffering a wellhead.

WL- Well: a shaft drilled in the earth for purposes such as obtaining subsurface drinking water, or collecting groundwater monitoring samples.

WM- Water Monitoring Station: a location or study area for the automatic, manual, or periodic collection of water samples.

WR- Pipe Release to Water: the point at which a pipe constructed for the conveyance and release of water-borne chemical emissions reaches a water body.

2.) Choosing your Method

Next, you need to choose a "Method" for determining your Lat/Long. There are four general methods to determine your site latitude and longitude: Global Positioning Systems (GPS); Geographic Information Systems (GIS); Internet Internet based finders; and paper maps. These methods are described below in order of accuracy (GPS is the most accurate way to determine a lat/long, paper maps is the least

accurate method). Although it is preferable that you use the most accurate method available to you, all four methods are acceptable. You must enter your latitudinal and longitudinal coordinates in decimal degrees.

(a) Global Positioning Systems (GPS). If you have access to a GPS unit, take the reading at the place specified by the Lat/Long "Description" that you choose. Most GPS units allow you to choose between display in decimal degrees and degrees/ minutes/seconds. You should choose decimal degrees.

(b) Geographic Information Systems (GIS). If you have your own GIS, navigate to your street and pinpoint the exact location that you choose for your Lat/Long "Description" field. Your GIS should report (usually on a status bar) the latitude and longitude of the focus point or map marker. Your GIS should also allow a preference for display in degrees/minutes/seconds or decimal degrees. Choose decimal degrees.

(c) Internet-based address finders. There are numerous Internet sites for viewing maps and finding specific locations. EPA has developed the TRI Facility Siting Tool to allow facilities that submit Toxic Release Inventory (TRI) reports to obtain their latitude and longitude. This tool may also be used by facilities submitting Tier II Chemical Inventory reports. The tool asks you to enter either a zip code or a city and state. It then provides a map that you can zoom into and pan sideways, to identify your location. Once you get to the maximum zoom-in level, it will show a satellite photo over the map, to further assist in pinpointing your exact location.

The TRI Facility Siting Tool can be accessed at the following web address: http://www.epa.gov/tri/report/siting_tool/index.htm

(d) Paper maps. Choose a map that shows a relatively small area, and that has latitude/longitude tick marks along the edges. A county map book with a small section of the county on each page, or a USGS topographic map is ideal. County map books are available in many public libraries, bookstores and office supply stores. USGS maps are available in many libraries or may be purchased directly from the USGS by submitting a written request to:

Distribution Branch of the USGS
P.O. Box 25286
Denver Federal Center
Denver, CO 90225
Phone: (303) 236-5900.

Do not use a common road atlas with one state map per page or state highway maps because they generally show too large an area to obtain adequate latitude/longitude value. After finding your exact location on the map, see where that point lies in

relation to the latitude and longitude tick marks.

You must convert decimal degrees/minutes/seconds to decimal degrees. Use the following link from the University of Kentucky to covert degrees/minutes/seconds to decimal degrees - http://www.uky.edu/KGS/gis/converter.htm

The table below lists all of the codes to be used for this element and provides a brief description of each method.

Code Description of Method

A1- Address Matching House Number: derived from a point corresponding to a house or building number along a street segment.

A2- Address Matching - Block Face: derived from a calculated midpoint of one side of a street segment with regard to odd or even addresses.

A3- Address Matching - Street Centerline: derived from a calculated midpoint and centerpoint of a street segment.

A4- Address Matching - Nearest Intersection: derived from the intersection closest to a house or building number.

A5- Address Matching – Primary Name: derived from the primary name of a township or city.

A6- Address Matching – Digitized: derived from hands-on use of computer-based mapping tools.

AO- Address Matching - Other: derived through the use of non-specific matching techniques.

C1- Census Block - 2000 - Centroid: derived from the calculated centerpoint of a 2000 Census Block as defined by the U.S. Bureau of the Census.

C2- Census Block/Group - 2000 - Centroid: derived from the calculated centerpoint of a 2000 Census Block/ Group as defined by the U.S. Bureau of the Census.

C3- Census Block Tract - 2000 - Centroid: derived from the calculated centerpoint of a 2000 Census Tract as defined by the U.S. Bureau of the Census.

CO- Census - Other: derived from other Census-defined areas, such as Metropolitan Statistical Areas (MSAs).

GO- GPS-Unspecified: derived through the use of an unspecified GPS device.

G1- Global Positioning System (GPS) Carrier Phase Static Relative Positioning Technique: derived through the use of a GPS device employing Carrier Static Relative Positioning Technique.

G2- GPS Carrier Phase Kinematic Relative Positioning Technique: derived through the use of a GPS device employing Phase Kinematic Relative Positioning Technique.

G3- GPS Code Measurements (Pseudo Range) Differentially Corrected: derived through the use of a GPS device where measurements have been corrected for error based on the existence of known base stations relative to the study area.

G4- GPS Code Measurements (Pseudo Range) Precise Positioning Service: derived through the use of a GPS device employing real-time precise positioning techniques. G5- GPS Code Measurements (Pseudo Range) Standard Positioning Service SA OFF: derived through the use of a GPS device when the Department of Defense Selective Ability was turned off.

G6- GPS Code Measurements (Pseudo Range) Standard Positioning Service SA ON: derived through the use of a GPS device when the Department of Defense Selective Ability was turned on.

G7- GPS Code Measurements (Pseudo Range) Standard Positioning Service Corrected using Canadian Active Control System: derived through the use of a GPS device employing the Canadian Active Control System.

I1- Interpolation – Map: derived from a paper or other non-digital map

I2- Interpolation – Photo: derived from an aerial photograph

I3- Interpolation – Satellite: derived from a satellite image.

I4- Interpolation - Digital map source (TIGER): derived from a digital map, mapping software or mapping tool.

I5- Interpolation - SPOT: derived from a SPOT image.

I6- Interpolation - MSS (Multi-spectral Scanner): derived from a MSS image

I7- Interpolation - TM (Thematic Mapper): derived from a thematic mapper

L1- Loran C: derived from the use of a Loran-C positioning device

P1- Public Land Survey-Section: a coordinate pair corresponding to a point from a public land survey.

P2- Public Land Survey-Quarter Section: a coordinate pair corresponding to a point from a public land survey

P3- Public Land Survey-Eighth Section: a coordinate pair corresponding to a point from a public land survey.

P4- Public Land Survey-Sixteenth Section: a coordinate pair corresponding to a point from a public land survey.

P5- Public Land Survey-Footing: a coordinate pair corresponding to a point from a public Land survey.

S1- Classical Surveying Techniques: derived from traditional surveying techniques associated with construction activities.

UN- Unknown.

Z1- ZIP Code-Centroid: derived from the calculated center of a U.S. postal ZIP code.

Z2- ZIP+2 Code-Centroid: derived from an averaging of multiple street segments.

Approximately the size of a Census Block Group.

Z4- ZIP+4 Code-Centroid: derived from a calculated midpoint of one side of a street segment with regard to odd or even house or building numbers.

3.) Reporting Latitude and Longitude

Once you have your latitude and longitude values, you'll need to make sure they are in the proper format, you will report latitude and longitude coordinates in “decimal degrees.” Enter only numerical data. Do not preface numbers with letters such as N or W to denote the hemisphere.

Default for the hemisphere is "+" for east and north. However because "+" is assumed by the system, you must leave that space blank for east and north. For west and south, enter a negative, "-," as the first character.

For example: Latitude 38.123456 Longitude -123.123456

Be careful not to reverse your latitude and longitude coordinates. Latitude in the 48 contiguous states ranges from 25° to 49°, while longitude ranges from -72° to -124°

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