

## **OHIO STATE EMERGENCY RESPONSE COMMISSION 2019 TIER2 SUBMIT GUIDANCE**

For March 1, 2020 facilities filing Tier2 reports in Ohio have 2 basic options.

1. File by using the 2019 Tier2 Submit software and email as an attachment to [SERC@epa.ohio.gov](mailto:SERC@epa.ohio.gov)
2. File via paper State Approved Forms or USEPA Tier2 report forms.

### **Getting 2019 Tier2 Submit Software Started:**

First, you will need to download and install the 2019 Tier2 Submit software from the EPA web page.

1. Open your Internet Explorer or other browser
2. Go to site: <http://www2.epa.gov/epcra/tier2-submit-software>
3. Download/Install the Tier2 Submit for Windows or Macintosh as appropriate

This will install a new program to your computer named “Tier2 Submit 2019”. It does not replace your existing “Tier2 Submit 2018” software.

### **Transferring Last Year’s Filing Data:**

You will need to import/export your Tier2 Submit 2018 data into the newly installed Tier2 Submit 2019 software. Hopefully you saved last year’s report!!!!

**Exporting** from your Tier2 Submit 2018 software:

1. Launch/Open “Tier2 Submit 2018” (that you saved last year)
2. Select the “Start Tier2 Submit” button
3. Select the “File” menu
4. Select “Import/Export” from the drop down menu
5. Select All Records and Export File

You will need to name and save the output file

Example: 2018 Tier2 Export File.zip

Close the 2018 Tier2 Submit software.

## **Importing** into the Tier 2 Submit 2019 software

1. Launch/Open the Tier2 Submit 2019 software
2. Select the "Start Tier2 Submit" button
3. Select the "File" menu
4. Select "Import/Export"
5. Select "Import"
6. Browse to your saved output file (2018 Tier2 Export File.zip)

This process should complete the transfer of last year's files to the new software.

## **Updating**

1. Examine the files in the Tier2 Submit 2019 and make any needed changes to chemicals inventory, contact, etc.
2. Select the File menu
3. Select Create Submission
4. Select Start Submission Validation
5. If the Validation check status is PASSED; proceed to step 7
6. If the Validation process is FAILED, you must correct the errors before continuing
7. Name and Save the output file. SERC recommends the following naming method for the Tier2 Submit output .zip file:
  - a. The name of your company followed by
  - b. 2019 Tier2 Submit

### **Example Names**

Smith Oil 2019 Tier2 Submit

Jones Dairy Feeds 2019 Tier2 Submit

\*\*It's usually a good idea to print a paper report at this point, both for your records and for filing with the local fire department

1. Select the File menu
2. Select Create Submission
3. Select Start Submission Validation
4. Select Create Original-Style Paper Report
5. Select Print Report
6. Close/Exit Tier2 Submit 2019

\*\*You have now successfully finished your Tier2 Submit for the reporting year of 2019.