

Online Reporting in Tier II Manager™

December 2008

Tier II Manager™ is an online reporting program hosted by the Michigan SARA Title III Program. It was first made available to reporters in April of 2007. There is **no fee** associated with reports submitted in Tier II Manager™. SARA Title III reports that can be submitted online to the Michigan SARA Title III Program and participating counties include:

- Section **302** Emergency Planning Notification
- Section **311** Initial report of hazardous chemicals (sometimes called the MSDS report)
- Section **312** Tier Two annual report of hazardous chemicals

The Administrator

The Administrator for this program is the Michigan SARA Title III Program in the Department of Environmental Quality (DEQ). Contact the Administrator by clicking the “feedback” button in the program menu bar. You can also email deg-ead-sara@michigan.gov or call 517-373-8481.

Accessing Tier II Manager™

To access the online reporting program, go to the Michigan SARA Title III Program website, www.michigan.gov/deqsara, and click on “SARA Title III - Hazardous Chemical Inventory” and then click the Tier II Manager™ button.

Browser Settings

If you are having problems logging into the Tier II Manager™ application, verify the following browser settings (Internet Explorer 6.x):

- 1) Javascript must be ENABLED
 1. Go to the Tools menu and select Internet Options.
 2. Click the Security tab.
 3. In the Security dialog box, click on the globe for Internet zone.
 4. Click Custom Level button.
 5. In the dialog that appears, scroll down to the heading called Scripting.
 6. Click the Enable button under Active Scripting.
- 2) Cookies should be ENABLED
 1. Go to the Tools menu and select Internet Options.
 2. Click the Privacy tab.
 3. Lower the privacy settings(sliding bar) to set to MEDIUM
 4. Click on 'Advanced' options button
 5. Put a check mark in the Box for "Override Automatic Cookie Handling"
 6. At the bottom, put another check mark in the "Always accept session cookies"
 7. Click "OK"
- 3) Popup blockers are DISABLED
 1. Go to the Tools menu and select Pop-Up Blocker
 2. If it shows "Turn Off Pop-up Blocker", click it and then it will change to "Turn on Pop-up Blocker". Conversely, if it shows "Turn on Pop-up Blocker", do nothing.
 3. If “Pop-up Blocker” is not available in the Tools menu, check whether MSN, Yahoo, or Google toolbars are on your computer and turn off their popup blockers.

Tier II Manager™ User Manual

The Tier II Manager™ User Manual has easy-to-follow instructions for registering, logging in, and using the program. It is available in the Tier II Manager™ program. Registration information from the user manual is available on the Michigan SARA Title III Program website.

Who Can Report Online

Everyone can and should submit reports online. The Michigan SARA Title III Program receives reports for **all facilities** that are submitted online. This meets the requirement to submit reports to the SERC. In addition, if your facility is in one of the **participating counties** listed below, you will not have to submit paper copies to anyone.

Participating Counties

- Ingham
- Kent
- Oakland
- Ottawa
- Wayne



LEPCs and fire departments in these counties can receive SARA Title III submittals online.

Pre-loaded Data

The online database was pre-loaded with data from facilities that were in the State's off-line database in January 2007. All Tier Two reports that were received for report years 2001 through 2005 were entered in the State's off-line database and then imported into the online database. Data from the most recent Tier Two report were used to populate the editable database.

The database also includes minimal information from section 311 and section 302 reports that were received by the Michigan SARA Title III Program prior to January 2007. Please see the instructions below regarding these section 311 and 302 reports.

Logging into Tier II Manager™

When you click on the Tier II Manager™ button, you will see the following screen:

If you have not already registered, you must register your company before using this Online Reporting System.

[Register Now](#)

[Sign In](#)

[Reset your password?](#) | [Forgot your password?](#) | [Help on Tier II Reporting](#)

When to Register

If you are a new user of Tier II Manager™ and none of your facilities are in the online database (see Pre-loaded Data), you will need to register a User Account in the system. Under your User Account, you will have the ability to enter reports for all facilities that you are managing. Click on “Register Now” and complete a New User Registration Form. The Administrator will review the completed registration form, and you will be contacted by email when your Tier II Manager™ User Account has been approved. See the Registration Tips below.

When to Sign In

Sign in if you are a reporter for existing facilities. All facilities that are in Tier II Manager™ are assigned to a **User Account**. Each user should have only one User Account, but you can report for multiple facilities. You must “Sign In” to the system using your assigned username for access to your facility data.

New Reporter for Facilities Assigned to Another User Account

Contact the Administrator if you have assumed the reporting duties from someone else. The facilities will be under that other person’s User Account. The Administrator will either change the user profile for that User Account to make it yours, or have you register for a new User Account and move the facilities to your User Account.

When to Contact the Administrator

- You do not have a User Account but you are reporting for facilities that have submitted Tier Two, section 302, or section 311 reports in the past. The Administrator will set you up with a User Account that gives you access to your facility data.
- You cannot Sign In.
- You forgot or do not know your username.
- You do not see all of your facilities in the database. The Administrator will move the appropriate facility files to your User Account.

Each user should have only ONE User Account.

Consultants

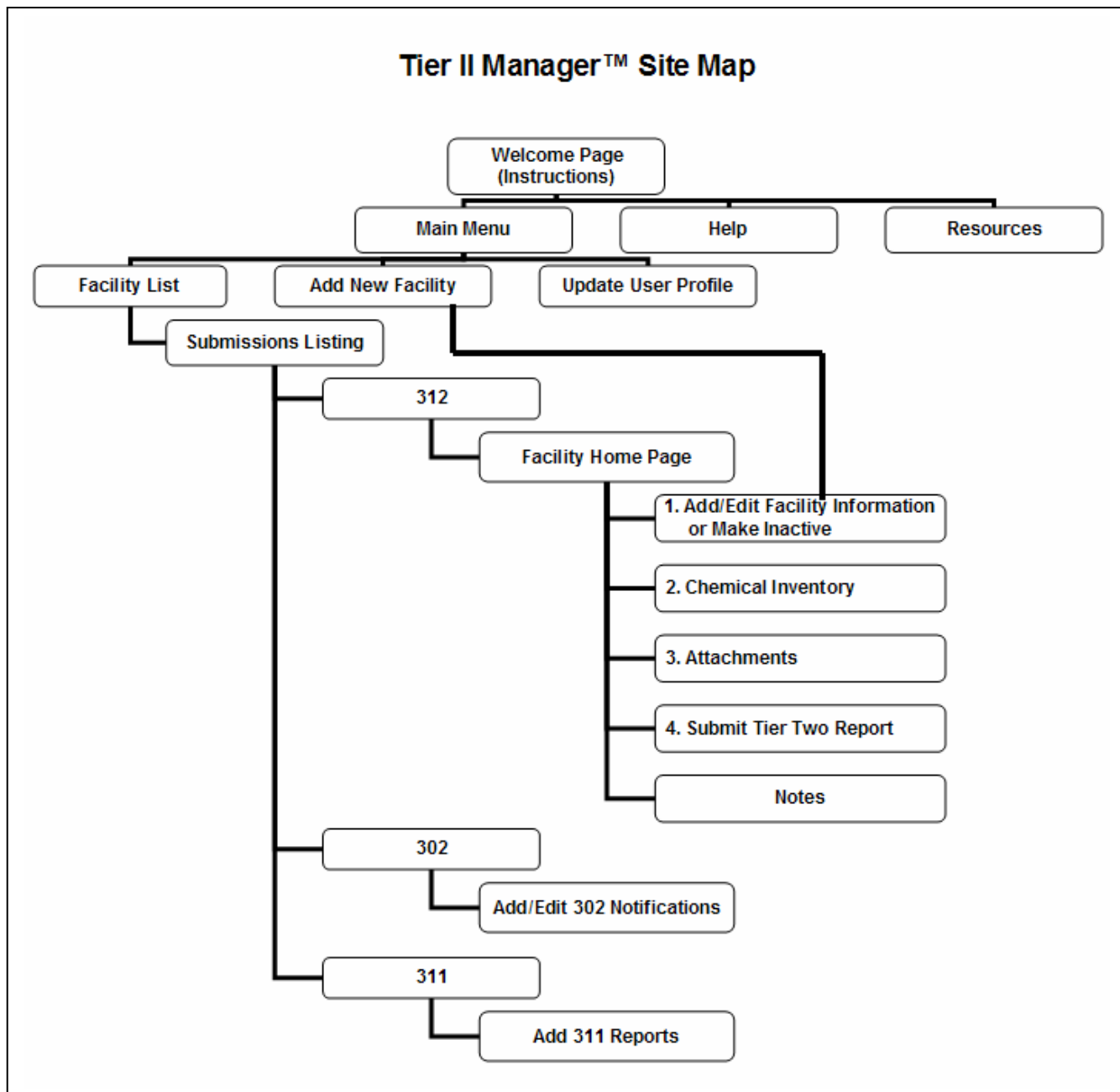
Consultants should register to get their own User Account. Regardless of the number of companies that a consultant represents, the consultant should have only one User Account. Multiple facilities can be assigned to the consultant’s User Account. A facility can exist under only ONE User Account at a time.

If your company wants to use a consultant, send an email to the Administrator saying that the consultant has permission to access your data. The email subject line should say “Consultant Needs Access.” Copy your email to the consultant. The Administrator will then move your facility records over to the consultant’s User Account where the facility records will stay until you indicate otherwise. An email will be sent to you and your consultant when this has been completed.

Registration Tips

- The information entered for the User Account must be for the **actual user** of the program.
- The **password** is case sensitive. It must be 8 to 12 characters long and must be a mix that includes 3 of the following 4 types of characters: Uppercase letters, lowercase letters, numbers, and symbols.
- Do not enter your favorite password when you register. You will be asked to change it the first time you sign in.
- Be sure your email service will accept mail from deg-ead-tier2@michigan.gov. Emails generated by the program (such as when your User Account has been approved) will come from this email address.

- See the [Tier II Manager™ User Manual](#) for detailed registration instructions.



Managing Your Facilities

Facility List

You can view a list of all facilities assigned to your User Account from the Main Menu. The list shows the MI SARA ID, Company Name, Facility Name, Address, a link to view Current Data (a pdf file of the most recent Tier Two data), Annual Submission status for the Tier Two Report, and Certification Status for section 311 and 302 reports. *Please contact the Administrator if this list is not correct or complete.*

New Facility

You can add a **new facility** from the link in the Main Menu. It is recommended that you contact the Administrator to assure that the new facility is not already in the database. Remember that you cannot see all facilities in the database, and the facility that you think is new might be in the database assigned to a different User Account. *If you add a new facility and it already exists in the database, the Administrator will delete the new facility and ask that you update the information for the existing facility.*

Do not add a new facility unless you are certain that it does not already exist in the online database. Ask the Administrator if you do not know.

Facility Closed and Chemicals Removed

If your facility is **no longer required to file** a Tier Two or section 302 report, follow these steps:

1. Edit the Notes at the bottom the Facility Home Page and explain why the facility is not required to report (i.e. Facility closed and all chemicals removed in Sept 2007).
2. Go to the top of the Facility Home Page and click on "Make Inactive." Select the reason or reasons you are making the facility inactive, and enter the date this occurred.

After you have made the facility inactive, it will not appear on your facility list. If you made an error, the Administrator can reverse this action.

Facility Moved

If your facility moved its operations and chemicals to a new location, you must mark the old location as inactive (according to the above instructions), and then add a new facility to the database. Do NOT change the address for an existing facility. Be sure to use the Notes field to explain the move.

Facility Sold

If your facility was sold to another company and you are no longer responsible for reporting, do NOT mark it as inactive. Contact the Administrator and provide contact information for the new owner. The Administrator will move the facility file to the new company's User Account.

Ownership Change

If your facility was sold to another company but you will continue to report, update the Facility Information as appropriate. Be sure to use the Notes field to explain the ownership change.

Managing Reports and Attachments

Submissions Listing

Click on the facility name in the Main Menu, to view the Submissions Listing for that facility. From the Submissions Listing you can access all submissions of Section 312 Tier Two, Section 311, and Section 302 reports for that facility.

Section 312 (Tier Two) reports

The online database was initially populated with Tier Two reports submitted to the Michigan SARA Title III Program for report years 2001-2005. If you submitted reports and do not see them here, contact the Administrator. The Report Year column for the Section 312 reports will have an "edit" button for the most current year.

Even if you do not intend to submit a Tier Two report, you must click the edit button for the most current year to get to the Facility Home Page where you can edit the facility level information.

Section 302 reports

DO NOT DELETE section 302 reports that were pre-loaded into the database. The “edit” mode provides a box you can check if the facility is no longer subject to section 302.

All pre-loaded section 302 reports should be **edited** to provide the additional information, or to indicate that the facility is no longer subject to section 302, and **then certified**.

You can import the extremely hazardous substance (EHS) chemical data from the 312 Tier Two report into the section 302 report. If the EHS is listed as a mixture component (see the lead-acid battery example near the end of this document), the program will calculate the amount in pounds of the EHS and compare that amount to the threshold planning quantity (TPQ). If the EHS equals or exceeds the TPQ, the EHS will be available for you to import into the section 302 report.

A paper copy of the section 302 report can be printed while in the “view” mode. See the printing instructions below.

Section 311 reports


DO NOT DELETE section 311 reports that were pre-loaded into the database. If you need to add new reports, you will be asked to certify the pre-loaded report if there is one. Go ahead and certify it; the certification for the pre-loaded report will not be used for anything.

The section 311 chemical information was not stored in the Michigan SARA Title III Program’s database, so Tier II Manager™ will not be populated with any section 311 data. Please complete a section 311 report for any **new** chemicals that your facility brings on site in amounts that exceed the threshold. You will be able to import this new chemical information, including associated MSDSs, into the Tier Two report. Do **not** submit a section 311 report for any chemicals that you have already included in your Tier Two report.

Reports Submitted Off-line for Facilities That Are In the Database

Beginning with report year (RY) 2006, if you submitted a Tier Two report to the Michigan SARA Title III Program off-line, either as a paper copy, on diskette, or as an email attachment, the online database will indicate that a hardcopy was received. There will not be a report icon in the “Tier II” column (see below). Data from offline reports received after December 2006 can *not* be entered into the online database by the Administrator. Only the certification information can be entered. In the illustration below, the Administrator entered the certification information and then “approved” the hardcopy submittal so the Submission Status says it is “completed.” This allows you to start editing the next year.

Shown below is a listing of all Tier II Report submissions. Click on the reporting year to edit the Report for that year. The link in the Reporting Year column will be enabled if you can edit the data for that year.

Reporting Year	Submission Class	Signed By	Signed Date	Submission Status	Tier II	Submission Type	Report Status
2007 [Edit]				Not Started			
2006	Annual	Joe Blow, Environmental Guy	4/1/2007	Completed		Hardcopy	Active
2005	Annual	KALVIN KLEIN, MGR	2/24/2006	Completed		Online	Active

Reports Submitted Off-line for Facilities That Are NOT In the Database

Facilities that reported for the first time after 2006, and reported off-line, are not in the online database. Certifications can NOT be recorded by the Administrator in the online database if the facility file has not been added by someone representing the facility.

You must add facilities to the online database that submitted reports for the first time after 2006. After you have added the facility information, ask the Administrator to add the hardcopy certifications. You can then complete your report as described in the next paragraph.

Completing an Online Submission After Submitting a Report Off-line

When a hardcopy report is submitted to the Michigan SARA Title III Program, the Administrator will enter the certification information. The report will not be “approved” by the Administrator until late in the year. This gives you a chance to submit this report online. The Submission Status will show that the report is pending admin approval, but you will still be able to edit the report (as shown below). In this example, you can edit the 2007 information to reflect what you submitted on your hardcopy report.

Reporting Year	Submission Class	Signed By	Signed Date	Submission Status	Tier II	Submission Type	Report Status
2007 [Edit]	Annual	Susan Parker, EHS Manager	2/15/2008	Pending Admin Approval		Hardcopy	Active
2006	Revision	Susan, Mom	6/1/2007 12:57:00 PM	Completed		Online	Active
	Annual	Susan Parker, Coordinator	3/22/2007 4:11:36 PM	Completed		Online	Active

After you have updated all of the facility and chemical information, you will “archive” your report. This process attaches the certification information that was entered by the Administrator to the report that you have completed online. (If the Administrator did not enter a hardcopy certification, then the archive option will not appear.)

Step 4: Submit Tier II Report

[Click here](#) to start/change your Tier II Submission for this year.

Reporting Year	Submission Class	Status	Edit Info	Complete	Tier II	Submission Type	Report Status
2007	Annual	Pending Admin Approval				Hardcopy [Archive]	Active

*If you choose to edit, you will need to start the submission again.

After you “archive” your report, the Administrator will “approve” it. The Submission Status will then show that the report is completed, the submission type will indicate that it was submitted in hardcopy, and there will be a report icon in the “Tier II” column.

Attaching Material Safety Data Sheets (MSDS)

Attaching an MSDS is often not necessary. MSDSs are an important resource for the LEPCs and fire departments, and Tier II Manager™ allows you to attach MSDSs for chemicals you are reporting.

However, the program also includes an extensive MSDS database and can usually link the applicable MSDS to the reported chemical. In general, an MSDS should not be needed if you have provided the chemical name or common name (not the trade name) of the substance along with a CAS number.

Attaching Site Plans and Facility Plans

The Site Plan (site map), and the Facility Plan (Emergency or Contingency Plan) are optional attachments that are also important resources for planners and responders that have access to the program. You are encouraged to attach these documents. They can be attached and updated at any time.

Ongoing Data Management

The database in Tier II Manager™ is live. You can update the current data at any time. When you submit the Tier Two report online, you are submitting a “**snap shot**” of the current data that you have certified is true, accurate, and complete. This snap shot is stored as your annual report, but the data are always available for you to edit. Editing the current data will not affect the “snap shot.” The current data are used by the planners and responders and should be updated any time there is a change.

This online report program allows you to make changes as they happen, so you do not need to wait until the following year to report that a facility closed or changed ownership.

Certifying the Online Report

After you have updated your information, you must certify the report. For the Tier Two report, the certification is included in the submittal process (Step 4 on the Facility Home Page). For Section 302 and 311 reports, you will be prompted to certify after you save the report. The certification requires that you enter of the name and official title of the person who can and will certify that the information in the report is “true, accurate and complete.” That is all that you need to do. You do **not** need to mail a certification letter to the agencies that can receive the report online. It is recommended that you keep a signed hardcopy of the report for your records. If you are submitting a hardcopy of the report to an agency, then the report should be signed by the certifier.

Who Can Enter the Certification Online

The user can enter the certification information even if the user is not the person who is actually certifying the report.

In this case, you should let the certifier see the report first. After the report has been updated, you can click on “Current Data” from the Facility Home Page. This displays the updated Tier Two report as a pdf file that can be saved to your computer. You can print or email this pdf file to the certifier for their review. When the certifier is satisfied that the report is true, accurate, and complete, you can enter the certifier’s name and title on the certification page and complete the submittal.

Printing the Reports

Printing Tier Two Reports

Tier Two reports can be printed at any time. Go to the Submissions Listing page and click on the report icon in the “Tier II” column. This will bring up the report in a format (pdf) that can be printed. If you print your report *after* you have completed the online submission, the name and title of the person who certified the report will be included. You can also click on “Current Data” on the Facility Home Page for a printable version of the uncertified report.

The Michigan SARA Title III Program and LEPCs and fire departments in Ingham, Kent, Oakland, Ottawa, and Wayne counties have access to the online data. When you file online, please do **not** file

hardcopies of your Tier Two report with these agencies unless specifically asked to do so. All other LEPCs and fire departments require signed hardcopy reports.

Printing Section 302 and 311 Reports

Tier II Manager™ does not have a print utility for section 302 and 311 reports. It is acceptable to use the “print screen” function to print these reports for the agencies that do not have access to the online database. After you have certified the report, click on “view” to go back into it. You can then print this screen.

If you do not know how to print screen, try this: Hold down the shift key and push the Print Screen button on your keyboard. It will appear that nothing has happened. Then open a blank Word document and click “edit” and then “paste.” This will paste a picture of your screen into the Word document that you can save and print.

Access to the Data and Reports

The data are stored in a secure online database. Approved individuals in the Michigan SARA Title III Program, the Michigan State Police Emergency Management & Homeland Security Division, EPA Region 5, and the LEPCs and fire departments in the above listed counties will have access to your certified Tier Two report (the snapshot) as well as your current data via the Internet. Facility users only have access to reports and data for facilities assigned to their User Account.

A member of the community can request an MSDS or Tier Two information for a specified facility pursuant to the Community Right-to-Know provisions of SARA Title III. Information from the database can also be obtained through Freedom of Information Act requests. All requests must be in writing. Confidential location information is never provided in response to a request for information.

Keeping Copies of the Reports

SARA Title III does not have record retention requirements for Tier Two reports. The reports that you submitted online are available to you at any time. However, in the event of an unforeseen situation, it is recommended that you keep a signed hardcopy of your report on file for five years. Five years is the statute of limitations.

Tier Two Report Instructions

Refer to the Tier II Manager™ User Manual for detailed instructions to complete and submit your Tier Two report online. The user manual is available to you when you enter the program.

Reporting Period

The reporting period is the *previous* full calendar year, January 1 through December 31. Edit the “Reporting Year” that corresponds to the reporting period.

Step 1: Review Facility Information (Edit Facility)

Facility Physical Location

- Enter the company or corporate name.
- Enter the full name of the facility where the chemicals are located.
- Enter the full street address or state road. If a street address is not available, enter other appropriate identifiers that describe the physical location of your facility. Include the city and zip code.
- Choose the county in which the facility is located (from the drop-down box).
- Choose the name of your LEPC that will receive this report.
- Choose the name of the primary Fire Department that will respond to an event at your facility, and that will receive this report. Contact the Administrator if your fire department is not listed.
- Enter the facility **latitude and longitude coordinates** in decimal degrees. You may use the “Locate Lat/Long” utility in Tier II Manager™ to find these coordinates based on the facility address. If this utility is not working, you can go to www.satsig.net/maps/lat-long-finder.htm to look up the coordinates.
- Enter the facility email address.
- Enter the facility phone number. If there is no phone at the facility, enter N/A.

Notices regarding the online report will automatically be sent to the **facility email address**. Make sure that this mailbox will accept emails from the program: deq-ead-tier2@michigan.gov.

Owner/Operator Mailing Address

- Enter the owner’s or operator’s full name, mailing address, and phone number. This should be a business address, not a home address.

Facility Identification Information

- Enter the primary 6-digit 2007 North American Industry Classification System (**NAICS**) code for your facility. If you do not know the NAICS code, go to www.census.gov/eos/www/naics.

Mailing Address

- Enter the mailing address that should be used for correspondence with the owner, operator or other facility personnel regarding this facility. This should be completed even if the mailing address is the same as the facility address.

Emergency Contact Information

- Enter the name, title, and *work* phone number of a local person or office who can act as a referral if emergency responders need assistance in responding to a chemical incident at the facility.
- Provide an emergency phone number where emergency information will be available 24 hours a day, everyday. This is mandatory. The facility must make arrangements to ensure that a 24 hour contact is available.
- Enter at least one back-up emergency contact.

Step 2: Review Chemical Inventory

- Delete chemicals that were removed prior to the previous calendar year, or that you do not intend to report because they were below threshold during the previous calendar year. If a chemical was on site in at any time during the previous calendar year, and it equaled or exceeded the threshold, it needs to be included in the Tier Two report.
- Edit or add chemicals that were on site and equaled or exceeded threshold at any time during the previous calendar year. Information for each chemical must be saved in the program at least once even if there are no changes.

If you are adding a chemical for which you submitted a report under section 311, use the feature in Tier II Manager™ that allows you to import the chemical from the 311 report.

Remember that you *must* report OSHA hazardous chemicals that met or exceeded the threshold at any time during the previous calendar year. You *may* report OSHA hazardous chemicals that do not meet the threshold, or other hazardous substances (such as RCRA hazardous wastes), if you determine that it would be beneficial for the LEPC or fire department to have this information.

Chemical Description

- Enter the Chemical Abstracts Service (CAS) number. This will be listed on the MSDS. You may use the chemical search function in Tier II Manager™ to find this number.
- For mixtures, enter the CAS number of the mixture as a whole if it has been assigned a number distinct from its constituents. For a mixture that has no CAS number, enter N/A.
- Enter the chemical name or common name of the hazardous chemical. Do not enter the trade name. You may use the chemical search function in Tier II Manager™ to find the chemical or common name associated with the CAS number.
- Read the Trade Secret section below before you mark the Trade Secret box.
- Check boxes for ALL applicable descriptors:
 - Check at least one of the following: pure, mixture.
 - Check at least one of the following: solid, liquid, gas.
- Attach an MSDS if appropriate. Thousands of MSDSs are loaded into the program and made available to the planners and responders. If you have an uncommon substance that is unlikely to be included in the MSDS load, you are encouraged to add the MSDS to your report on this screen.

EHS

A substance can be either an extremely hazardous substance (EHS) or contain an EHS, but not both.

- Check the EHS box if the chemical is pure and is on the list of Extremely Hazardous Substances (see Appendix A in this guidebook). Choose the EHS name from the drop down box.
- If the substance is a mixture containing an EHS, go to “Add Mixture Components” and enter the EHS in that section.

Add Mixture Components

- Enter the CAS number, chemical name, and weight percent (%) of any significant mixture component. Use the “search” function to help assure that the chemical name matches the CAS number.

Example: Lead Acid Batteries

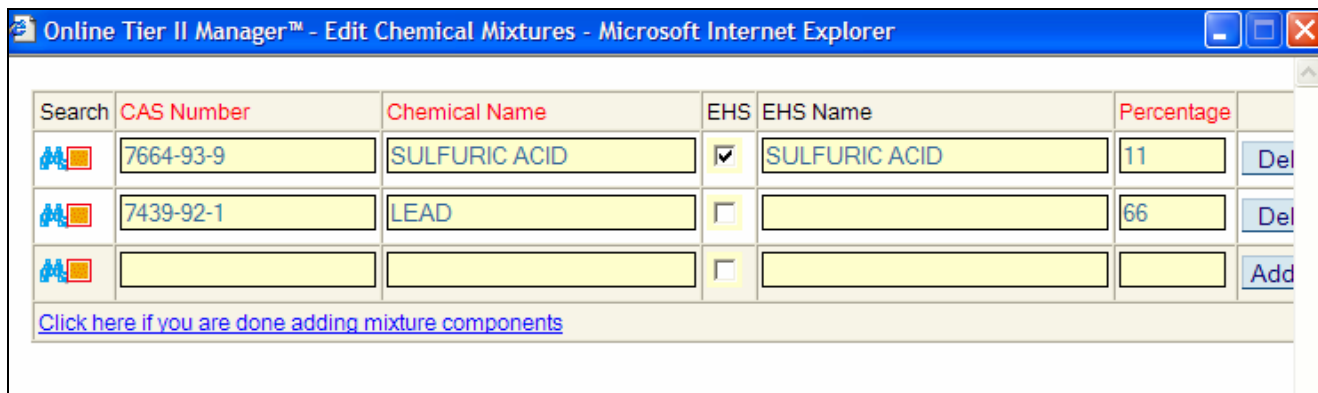
Lead-acid batteries are mixtures containing lead, an OSHA hazardous chemical, and sulfuric acid, an EHS. If you know the total weight of the battery, the amount of lead and sulfuric acid can be estimated. This example uses a formula approved by EPA to estimate the weight of the mixture components of typical lead-acid batteries based on the total weight of the batteries.

Step 1. List the lead-acid battery as the main chemical, and enter the total battery weight.

EDIT: CHEMICAL DESCRIPTION AND STORAGE LOCATION																																			
All red fields are required.																																			
Chemical Description	Physical and Health Hazards	Inventory	Storage Codes & Locations																																
<p>Search by CAS / Chemical Name OR Select Chemical from 302/311</p> <p>CAS Number: <input type="text" value="N/A"/></p> <p>Chemical Name: <input type="text" value="LEAD ACID BATTERIES"/></p> <p>Trade Secret: <input type="checkbox"/></p> <p>EHS <input type="checkbox"/> Contains EHS <input checked="" type="checkbox"/></p> <p>EHS Name: <input type="text"/></p> <p>Add mixture components</p> <p>Check all that apply: <input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mix <input checked="" type="checkbox"/> Solid <input checked="" type="checkbox"/> Liquid <input type="checkbox"/> Gas</p> <p>MSDS Submission MSDS File: Not Uploaded Upload MSDS</p>	<p>Check all that apply:</p> <p><input type="checkbox"/> Fire</p> <p><input type="checkbox"/> Sudden Release of Pressure</p> <p><input checked="" type="checkbox"/> Reactivity</p> <p><input checked="" type="checkbox"/> Immediate(Acute)</p> <p><input checked="" type="checkbox"/> Delayed(Chronic)</p>	<p>Maximum Daily Amount (lbs) (Facilitywide): <input type="text" value="4800"/></p> <p>Maximum Daily Amount Code: <input type="text" value="03"/></p> <p>Average Daily Amount (lbs) (Facilitywide): <input type="text" value="4800"/></p> <p>Average Daily Amount Code: <input type="text" value="03"/></p> <p>Number of days on site: <input type="text" value="365"/></p>	<p>Storage Location information must be entered.</p> <table border="1"><thead><tr><th>Container Type</th><th>Pressure</th><th>Temperature</th><th>Location</th><th>Confidential Location</th></tr></thead><tbody><tr><td><input type="text" value="R"/></td><td><input type="text" value="1"/></td><td><input type="text" value="4"/></td><td><input type="text" value="FORK LIFTS"/></td><td><input type="checkbox"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="checkbox"/></td></tr></tbody></table> <p>More Storage Locations?</p>	Container Type	Pressure	Temperature	Location	Confidential Location	<input type="text" value="R"/>	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="FORK LIFTS"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
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Click Save and Continue only ONCE. Saving may take a few moments.																																			

There is no CAS number for lead-acid batteries, so enter “N/A” in the CAS number field. Complete the rest of the information on this screen and then click on “add mixture components.” Do not check the box that says “EHS.” When you add the sulfuric acid as a mixture component, the box that says “contains EHS” will automatically be checked.

Step 2. Add mixture components with the associated percentages as shown here.



The screenshot shows a web browser window titled "Online Tier II Manager™ - Edit Chemical Mixtures - Microsoft Internet Explorer". The main content is a table with the following columns: Search, CAS Number, Chemical Name, EHS, EHS Name, and Percentage. There are three rows of data. The first row has CAS Number 7664-93-9, Chemical Name SULFURIC ACID, EHS checked, EHS Name SULFURIC ACID, and Percentage 11. The second row has CAS Number 7439-92-1, Chemical Name LEAD, EHS unchecked, EHS Name blank, and Percentage 66. The third row has all fields blank. There are "Del" buttons at the end of each row and an "Add" button at the end of the third row. Below the table is a link: "Click here if you are done adding mixture components".

Search	CAS Number	Chemical Name	EHS	EHS Name	Percentage	
	7664-93-9	SULFURIC ACID	<input checked="" type="checkbox"/>	SULFURIC ACID	11	Del
	7439-92-1	LEAD	<input type="checkbox"/>		66	Del
			<input type="checkbox"/>			Add

[Click here if you are done adding mixture components](#)

The program will calculate the amount of sulfuric acid and compare it to the TPQ (1000 pounds for sulfuric acid). In this case, 11% of 4800 pounds is 528 pounds. The sulfuric acid is reportable on the Tier Two report because it exceeds 500 pounds, but it is not subject to section 302 because it is less than 1000 pounds.

Trade Secret

Trade Secret information refers to the product or chemical, and should not be confused with MSDSs that claim trade secrecy with regard to the ingredients in a product. If you are withholding the name of a chemical in accordance with criteria specified in section 322 of SARA Title III (it is a trade secret that you have a certain product or chemical on site), enter the generic class or category that is structurally descriptive of the chemical (e.g., list toluene diisocyanate as organic isocyanate) and check the box marked Trade Secret. Trade secret information must be submitted to EPA and must include substantiation. Refer to 53 FR 28772, July 29, 1988, for detailed information on how to submit trade secrecy claims. You can obtain a copy of the Trade Secret Substantiation Form from the Michigan SARA Title III Program. A link to this form and instructions is included in the online program.

Physical and Health Hazards

- Check all physical and health hazards that apply. This information should be on the MSDS.

Inventory

- Maximum Daily Amount: Estimate the largest amount of the chemical that was present at your facility (in storage and in process) on any single day during the reporting period. *This is the worst case scenario in the event of an emergency at your facility. What is the maximum amount of chemical that could be involved in an incident?* Enter this amount in **pounds**. The amount code from Table I will be entered for you in the online program when you tab over that field.
- Average Daily Amount: Estimate the amount of the chemical that was present at your facility on an average day during the reporting period. *This is the most likely scenario in the event of an emergency at your facility. How much chemical would generally be expected to be on site and involved in an incident?* Enter this amount in pounds. The amount code from Table I will be entered for you in the online program when you tab over that field.
- If you provided only the amount code in prior year reports, the median amount in pounds was entered into the State database. For example, if you entered amount code 04, an amount of 55,000 pounds was entered into the State database. Please change this and enter amounts that better represent the maximum and average amounts that were on site.

Table I – REPORTING RANGES		
<i>Range Values</i>	<i>Weight Range in Pounds</i>	
	<i>From:</i>	<i>To:</i>
01	0	99
02	100	999
03	1,000	9,999
04	10,000	99,999
05	100,000	999,999
06	1,000,000	9,999,999
07	10,000,000	49,999,999
08	50,000,000	99,999,999
09	100,000,000	499,999,999
10	500,000,000	999,999,999
11	1 billion	Higher than 1 billion

If you need to convert gallons to pounds, use this formula:

$$\begin{aligned} & \text{Specific gravity of the product} \\ & \times 8.34 \text{ lb/gal (weight of water)} \\ & = \text{weight of the product in lb/gal} \end{aligned}$$

The specific gravity is also called the relative density. It is usually found in the “Physical & Chemical Properties” section of the MSDS.

- **Number of Days On Site:** Enter the number of days that the chemical was on site in any amount during the previous full calendar year (the reporting period).

Storage Codes and Locations

- List the chemical locations, including storage conditions. The storage codes in Tables II and III are incorporated into the online program. Choose the proper storage codes from the drop down lists. Enter a location description on the line following the codes.

Table II – CONTAINER TYPES	
<i>CODES</i>	<i>CONTAINERS</i>
A	Outside 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 bottles or jugs
N	Plastic bottles or jugs
O	Tote bin
P	Tank wagon
Q	Rail car
R	Other (describe on location line)

Table III – TEMPERATURE AND PRESSURE CONDITIONS	
<i>CODES</i>	<i>PRESSURE CONDITIONS</i>
1	Ambient pressure
2	Greater than ambient pressure
3	Less than ambient pressure
	<i>TEMPERATURE CONDITIONS</i>
4	Ambient temperature
5	Greater than ambient temperature
6	Less than ambient temperature but not cryogenic
7	Cryogenic conditions

Confidential Location

Under section 324 of SARA Title III, you may withhold location information on a specific chemical from disclosure to the public. The location information includes the storage codes. While the information that you provide on the type and amount of chemical must be made available to the public, you are not required to make storage location information available if doing so might pose a security risk.

- If you choose to keep the location confidential, check the “confidential location” box following the information that you want to be kept confidential.

Step 3: Review Attachments

Attachments are optional but encouraged. If you attach one of these documents as an electronic file, it will remain an attachment for future reports until you delete or replace it. Acceptable file formats are listed in the program. Be sure to mark the files as confidential before you attach them if you do not want them made available to the public.

Notes

- Click on the “edit” button to add or edit a note. Notes will print at the end of the Tier Two report, and they will be viewable by the Administrator and any planners or responders with access to the online database.

Step 4: Submit Tier II Report

- Before you submit the report, make sure that all data are complete. You can view and print your report by clicking on “Current Data” at the top of the Facility Home Page.
- Mark the box indicating that this is an annual submission or a revision and click “start.” The program will check many of the report fields for completeness.

If you “exit without save” at this point, your report submittal will remain initiated. You can either complete the submission, or you can contact the Administrator to cancel the initiated submission. Canceling the initiated submission will allow you to make changes to the data and then start the submission process again.

Certification

The owner or operator or the officially designated representative of the owner or operator must certify that all information included in the Tier Two submission is true, accurate, and complete.

- Enter the full name and official title of the person certifying the report and “Submit.”

After submitting the report, you can preview and print the report. You can do this from the final screen in the submittal process, or you can click on the report icon on the Submissions Listing page at any time to preview or print the report.