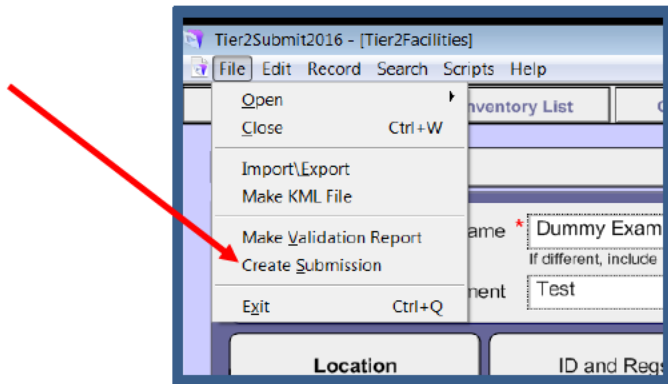
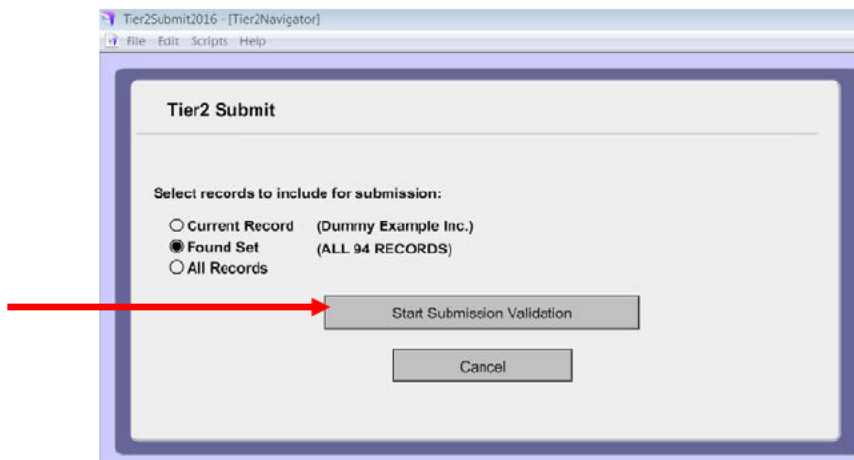


Instructions for Creating Electronic and Paper File Types

- Step 1: After creating your Tier II Report, go to the file drop-down menu and select **"Create Submission"**.



- Step 2: Select the correct option and then click on **"Start Submission Validation"**.



*The number of records should equal the number of facilities

- Step 3: Review the Tier2 Submit Validation Check Status.

Tier2 Submit Validation Check Status:
PASSED [View Validation Report](#)

Steps for submitting your Tier2 Information

(1) First check your state's submission requirements: [State Submission Requirements](#)

(2) Select a submission method that is accepted by your state:

- If the status shows "**PASSED**", you are ready to create your electronic submission file.
 - If the status shows "**FAILED**", you need to fix any errors and pass the validation before continuing.
 - Click "View Validation Report".
 - Then click "View Report" to display a list of required changes, or click "Print Report" to print the list. (To exit out of validation report, select "File" and then "Cancel Report").
 - Correct the listed errors and then repeat steps above.
- Step 4: Choose the report file type (electronic or paper) after the Validation Check Status is **PASSED**.

Tier2 Submit Validation Check Status:
PASSED [View Validation Report](#)

Steps for submitting your Tier2 Information

(1) First check your state's submission requirements: [State Submission Requirements](#)

(2) Select a submission method that is accepted by your state:

A submission file (.t2s) containing all of the fields supported by Tier2 Submit. [Create Electronic Submission File](#)

A paper report containing all of the fields supported by Tier2 Submit. [Create Paper Report](#)

(3) Submit the file or printed report per your state submission requirements.

The Tier II Inventory Form (PDF) is available from: [EPA Website](#) [Cancel](#)

- **Electronic .T2s file:** Click **“Create Electronic Submission File”** to create an electronic submission file. If you are creating an electronic submission file, type a file name in the File name box, using a unique identifier (e.g., greenvalleywaterfacility_2016), then click Save to save the file to your hard drive. A .t2s file extension is added your file name.
- **PDF:** Click **“Create Paper Report”** to print a paper submission report or to save a PDF using a PDF writer. After you select **“Create Paper Report”**, Select **“Print Report”**. You can print the report or use a PDF writer already installed to create an electronic PDF copy of the report by selecting the appropriate printer from the dropdown box.

