

EXPORTING OR PRINTING TIER II REPORTS IN XML & PDF FORMATS

How to print or export your Tier II Reports in either the readable PDF format or the exportable XML format

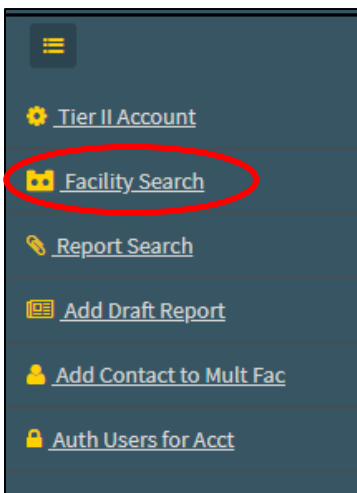
This guide will take you through the following steps:

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Step 1 - Go to the “Facility Search” on the main menu

In order print or export your Tier II facility reports, you must first select the facility(s)

- From the main menu, select “Facility Search” to open the page to either search for facilities or to “List All” facilities



Facility Search

List All Facilities for Tier II Account

Detailed Search

Industrial Classification
 NAICS [Select NAICS...](#)

Physical Location
 City County
 LEPC Fire Department

Chemical Details
 Chemical(s) [Select Chemical...](#)
 Chem Max Daily A
 Include EHS Storage Facil
 Include AN Storage Facil

Step 2 – Search for the facility report(s) by either performing a search or select the “List All” button to display all facilities

- Searching for a specific Facility Record by entering in information into the white box for RN, Name, Physical Address, etc., then select the “Search” button

Facility Search

RN Name

Physical Address
 Street Address City

- Or you can get a list of all facilities by clicking the “List All” button

Facility Search

List All Facilities for Tier II Account

Detailed Search

- Both the search option and the “List All” will provide you with results

Facilities List

Export Page Data

Include Inactive Facilities? Yes No

Search Results Table (1 of 1)

<input type="checkbox"/>	RN	Facility Name	Physical Address	TXT2 #	CN	Owner/Operator Name
<input type="checkbox"/>	RN110747474	FACILITY EXAMPLE FOR MANUAL	12100 PARK 35 CIRCLE, AUSTIN, TX, 78753	101882	CN605638972	Account Testing Corporat

(1 of 1)

Export Page Data

Export all Tier II Facilities to XML

Step 3 – select the facility report(s) you want to print or export

- Check the box next to the facility number (RN) OR
- Select the “Check All” button

Facilities List

Export Page Data Export All Data

Include Inactive Facilities? Yes No

Search Results Table (1 of 1) 1 25

<input type="checkbox"/>	RN	Facility Name	Physical Address	TXT2 #	CN	Owner/Operator Name	Report Type	Report Year
<input checked="" type="checkbox"/>	RN110748670	DOGZ AUSTIN	1209 BARTON SPRINGS RD, AUSTIN, TX, 78704	101902	CN605639806	Dogz R US	ANNUAL	2019
<input type="checkbox"/>	RN110748688	DOGZ WACO	1302 MAIN ST, WACO, TX, 76704	101902	CN605639806	Dogz R US	ANNUAL	2019

(1 of 1) 1 25

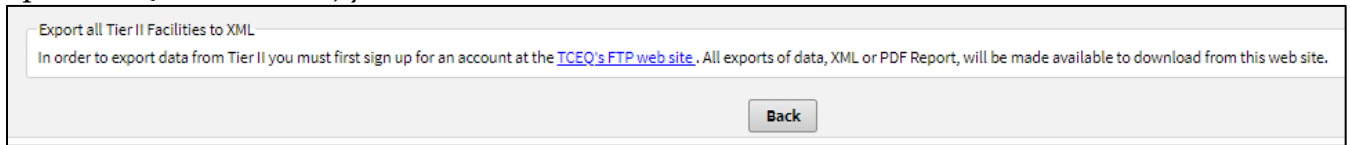
Export Page Data Export All Data

Export all Tier II Facilities to XML

In order to export data from Tier II you must first sign up for an account at the [TCEQ's FTP web site](#). All exports of data, XML or PDF Report, will be made available to download from this web site.

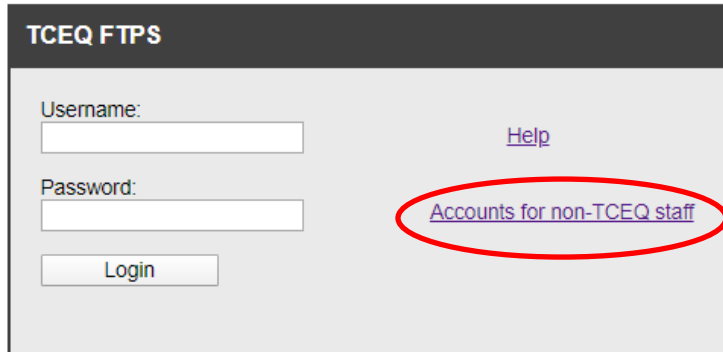
Step 4 – Set up your FTP account if you have not already

- If the bottom of your “Facilities List” page has a note at the bottom that you must set up a TCEQ FTP website, you do not have an FTP account



- Click the link to set up and account. Use the email address used in setting up your STEERS account.

- Click on Accounts for non-TCEQ staff:



TCEQ FTPS

Username:

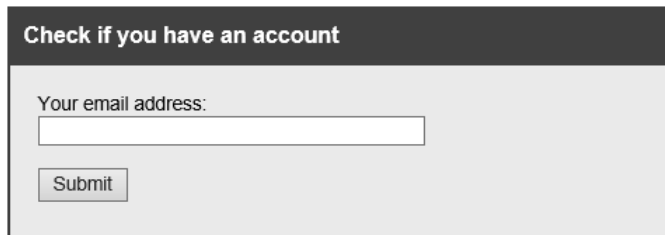
Password:

Login

[Help](#)

[Accounts for non-TCEQ staff](#)

- Enter in your email address to see if you an account already or to sign up a new account. **Note: this must be the same email address that you use for your STEERS account.**

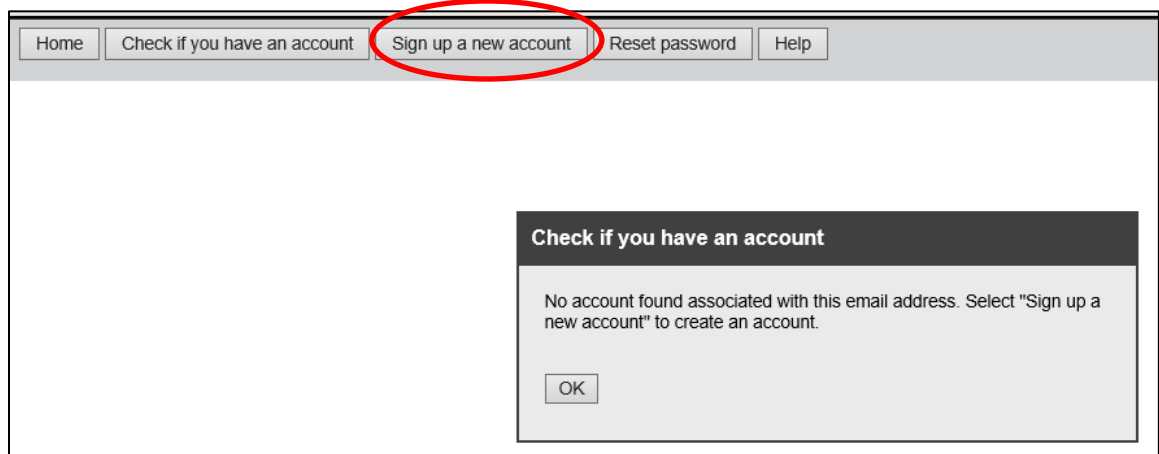


Check if you have an account

Your email address:

Submit

- If no account is found, select “Sign up a new account”



Home | Check if you have an account | **Sign up a new account** | Reset password | Help

Check if you have an account

No account found associated with this email address. Select "Sign up a new account" to create an account.

OK

- Enter in information and submit

- You have created an account, you will need to follow the instructions to set a password. **Note: In a few minutes, you will get an email to set your password for the FTP account. Remember to check your spam folder. Set your password for the FTP site.**

- Detailed instructions on how to set-up your FTP account are found here: <https://ftps.tceq.texas.gov/help/>
- If the bottom of the “Facilities List” page has the three buttons below, you already have an FTP account

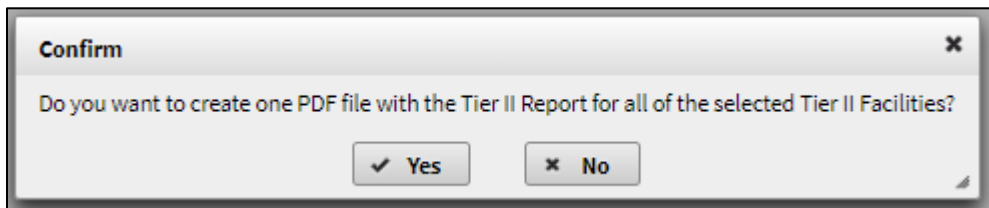
Step 5 – Select you file choice for exporting

- To have your reports sent to your FTP site for retrieval, Select any of the following three keys:
 - XML format can be used to import data into software such as Tier2 Submit and CAMEO
 - PDF format creates a readable and printable Tier II Report

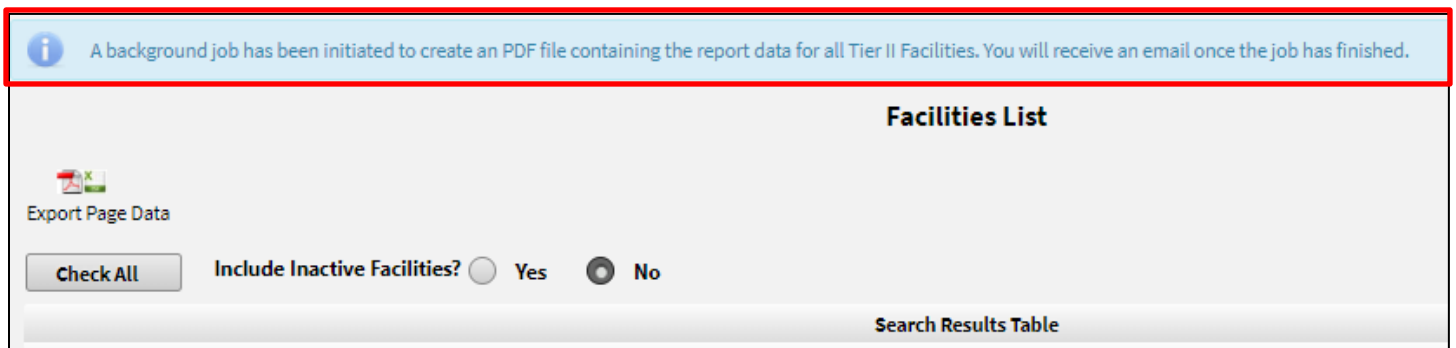
- These can be exported into one PDF or where each facility is in a separate PDF



- Confirm you want to create the PDF or XLM file



- You will get a note at the top of the page that your reports are being created and that you will get an email when they are ready



- Example of email with link to retrieve your files

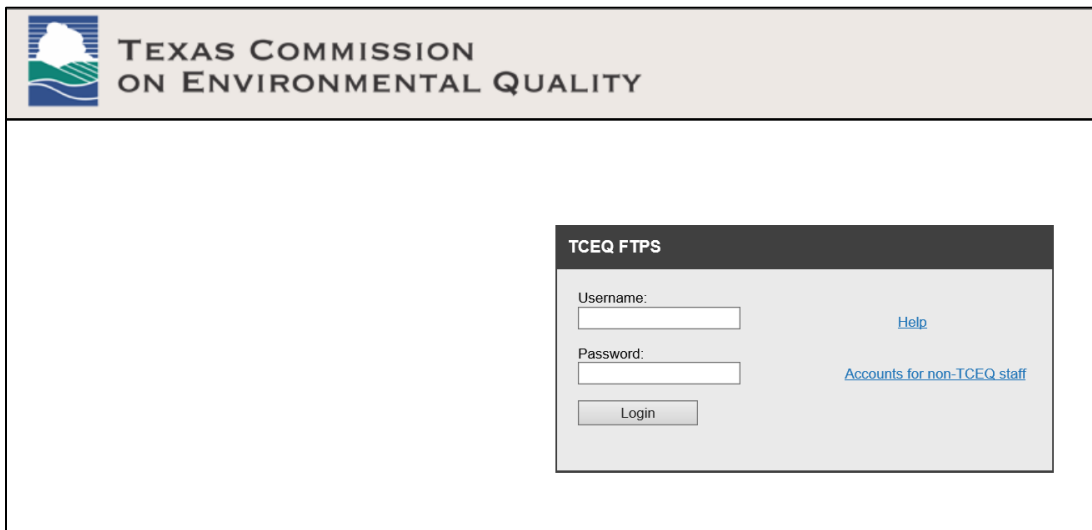


Step 6 – Get your exported report files from you FTP account

- When you get the email telling you the export is complete, log into your FTP account at <https://ftps.tceq.texas.gov/>
- Select the FTP link in the email to go to the FTP website:

TCEQ's FTP web site at ftps.tceq.texas.gov/.

- Sign in to your account by putting your username and password and clicking “Login”



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

TCEQ FTPS

Username:

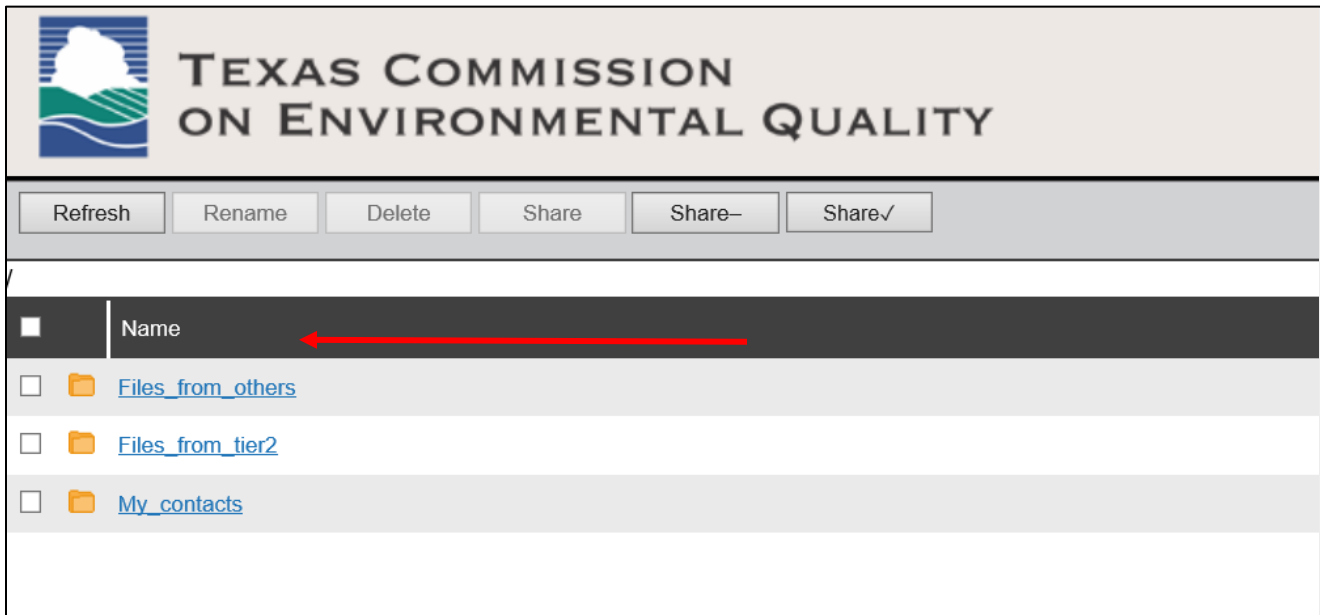
Password:

Login

[Help](#)

[Accounts for non-TCEQ staff](#)

- Click on the hyper link “Files_from_tier2” to see your files

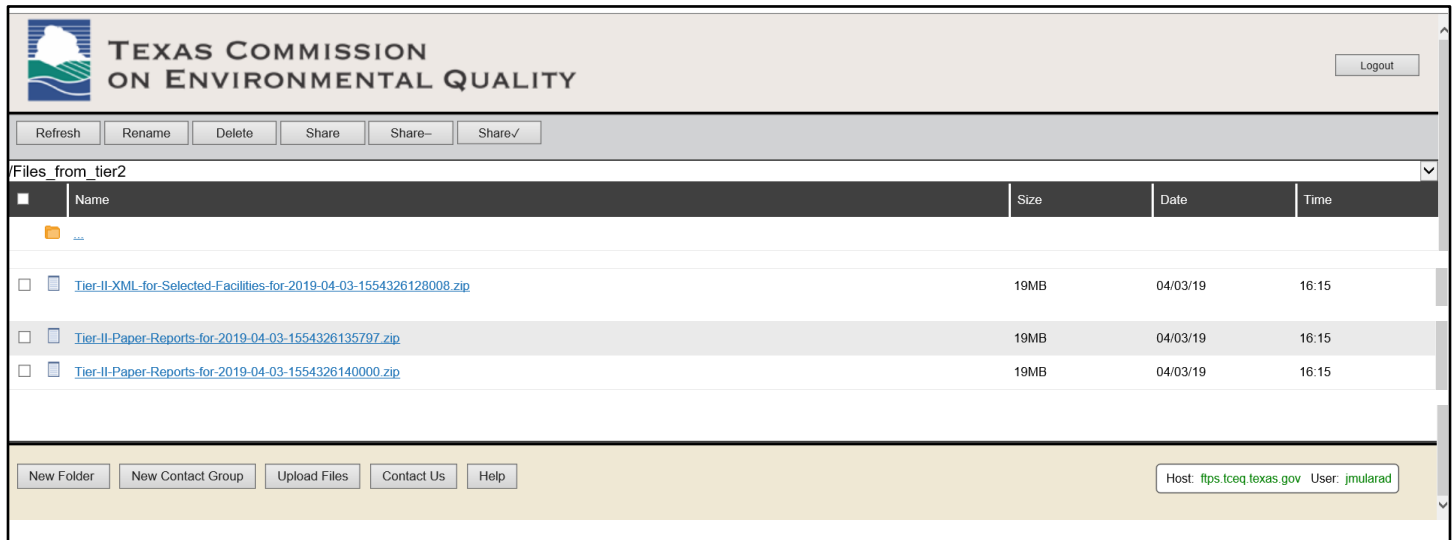


TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

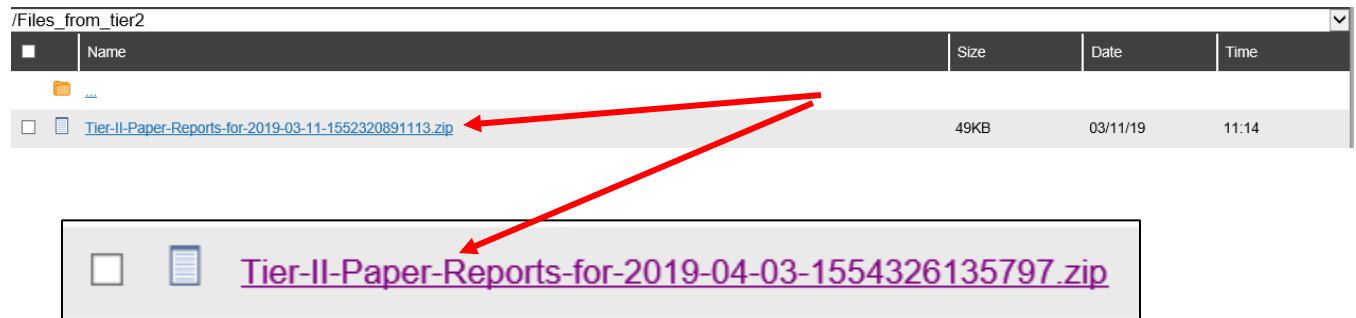
Refresh Rename Delete Share Share- Share✓

<input type="checkbox"/>	Name
<input type="checkbox"/>	Files_from_others
<input type="checkbox"/>	Files_from_tier2
<input type="checkbox"/>	My_contacts

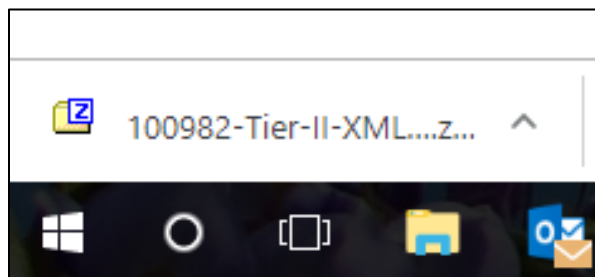
- The folder opens to reveal the transferred files



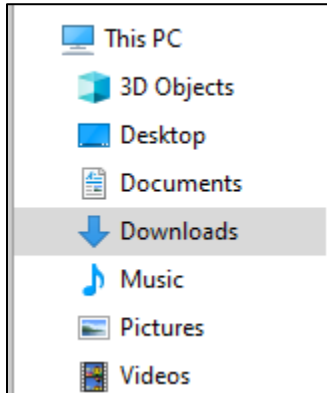
- Double click on the file hyperlink to open or save



- You may see the file pop up in the lower area of your screen, or it may ask you if you want to open or save the document. Save the file.
- If the XML shows up at the bottom of your screen, you do not want to open it, just click on “show the folder” or Save.



- Go to your Downloads folder



- You should see all the files that you clicked on in the FTP site. Do not unzip the XML file. It must stay zipped to be usable. The PDF file can be unzipped (double click on it) to find the printable copy of your report.

Name	Date modified	Type
100982-Tier-II-XML-for-Selected-Facilities-for-2019-02-05-1549392955072.zip	2/5/2019 1:45 PM	zip Archive
Tier-II-Paper-Reports-for-2019-02-05-1549393002061.zip	2/5/2019 2:02 PM	zip Archive

- Send the report to your LEPC and fire department.

Note: Do not unzip the XML file. It will not import into the Tier2 Submit or CAMEO software if you do.

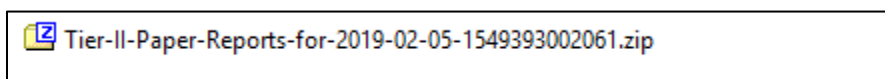
- Send to LEPC □ Zipped xml file, shown below:

100982-Tier-II-XML-for-Selected-Facilities-for-2019-02-05-1549392955072.zip	2/5/2019 1:45 PM	zip Archive	3 KB
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- Do not send □ Unzipped xml file, shown below: :

Name	Size	Packed Size	Modified	Created
SitePlansTemp	134	100		
epcra_tier2_data.xml	6 666	2 087	2019-02-05 12:55	

- To see the paper report, double click on the zip file and you will see the pdf/paper report that can be opened/printed, etc.
- Zipped PDF, shown below:



- Send to LEPC and keep at facility unzipped PDF, shown below:

NAME	SIZE	PACKED SIZE	MODIFIED
 100982-Tier-II-Paper-Re...	38 165	11 437	2019-02-05 12:56

Link to LEPC contacts and fire department contacts:

<https://www.tceq.texas.gov/permitting/tier2/local-emergency-planning-committee.html>