Tier II Reporting Application User Guide

for

Tier II Account Reporters

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Chapter 1 – How to Use this Guide

This guide is intended to walk you through the entire process of getting access to the Tier II Reporting Application, creating a Tier II Account Report, submitting the Tier II Account Report, and making payments. It also details how to maintain your Tier II Account information and how owner/operator users can provide access to other users for their Tier II Account.

Throughout the guide, there are hyperlinks that direct you to different sections of the guide. Additionally, the table of contents also contains hyperlinks that can be used to move directly to specific section. If you are looking at this online, the links bring you directly to the relevant section (press the **Ctrl** keyboard button and left click on the link using your mouse). If you are looking at a printed version, the title of the link matches the name of the pertinent section and you can find the page reference in the table of contents.

In general, the instructions for a page precede the image which has pointers for the important parts of the page and important steps.

If you have any questions or wish further information, visit the TCEQ Tier II Chemical Reporting Program's[1] website at www.TexasTier2.org. There you can find more information on the Program as well as Contact information.

[1] Tier II Chemical Reporting Program - http://www.texastier2.org/

Chapter 2 – What is the Tier II Reporting Application?

The Tier II Reporting Application is an online application provided by the TCEQ Tier II Chemical Reporting Program for the public to submit their Tier II information. This application is designed to capture data on the Facilities that store Tier II-reportable Chemicals as well as data related to those Chemicals, Facilities, and Contacts. These are called the Tier II Account Reports.

Through the application, you can also produce reports on your Facilities for distribution to your organization and governmental agencies such as Fire Departments and Local Emergency Planning Committees (LEPCs).

What is the Tier II Chemical Reporting Program?

The aim of the TCEQ Tier II Chemical Reporting Program is to provide current and accurate information about hazardous Chemicals and their health effects, and to ensure that the regulated community complies with state and federal community right-to-know laws. For further information on the Program, visit the Tier II Chemical Reporting Program[2] website.

The Tier II Chemical Reporting Program has provided this Tier II Reporting Application where Tier II Account Reports are created, submitted, and certified.

What is a Tier II Account?

A Tier II Account is assigned to an owner or operator of a Facility or Facilities that are required to report to the Tier II Chemical Reporting Program. Every Tier II Account is assigned to a single owner or operator and is given a unique TXT2 number.

What is a Tier II Account Report?

To meet the goals of the Tier II Chemical Reporting Program, TCEQ receives reports from the regulated community regarding the storage of hazardous chemicals, their facilities, and their contact information.

The Tier II Account Report is an annual hazardous Chemical inventory that provides detailed information on Chemicals which meet or exceed specified reporting thresholds at any time during a calendar year. This data is submitted through Tier II Account Reports through the Tier II Chemical Reporting Application. A Tier II Account Report is a compilation of the chemical inventories for multiple Facilities owned or operated by the same entity.

Who Submits Tier II Account Reports?

The owner or operator of a Facility or set of Facilities that store Tier II-reportable Chemicals is responsible for submitting Tier II Account Reports to the TCEQ. An owner or operator may choose to allow an authorized representative, such as an external contractor or company staff member, to do the submissions for their Tier II Account by approving that user's access to their Tier II Account.

The owner or operator user for a Tier II Account is responsible for granting access to their Tier II Account to their staff members or other authorized representatives.

[2] TCEQ Tier II Program Web Site - www.TexasTier2.org

How Is Tier II Facility Reporting Data Exported?

As Tier II Account Owner/Operators you might be required to provide their reporting data to external agencies such as Fire Departments and Local Emergency Planning Committees (LEPCs). In the Tier II Reporting Application, there is the ability to export your Facility-specific data into XML or PDF formats. The XML file is compatible with the CAMEO/Tier2Submit software, and the PDF files are often referred to as the “Tier II Paper Report”.

These exports are created through selecting the specific Facilities and the specific Account Report the data should be pulled from for each Facility. This functionality is covered in the Chapter 12– How to Export Account Facility Reports.

Chapter 3 – How to Get Started

This chapter covers the tasks that must be completed before you can access the Tier II Reporting program and start submitting Tier II Reports. First is an overview of what needs to be done, followed by detailed instructions in setting up an account in STEERS and getting access to the Tier II Reporting program.

Before You Begin

Before you can start working with the Tier II Reporting Application, you need to get a user account set up in the web portal application called STEERS. STEERS allows you to access multiple program areas such as Tier II Reporting, Tier II Governmental Official, and Tier II Core Data. Tier II Reporting and Tier Governmental Official program areas both bring you to the Tier II Reporting Application. The Tier II Core Data program area is where you register the owner/operator as well as the Tier II Facilities. Once you have been granted access to one of these STEERS program areas you can select which program you wish to work with.

The following tasks need to be completed to get started with STEERS and be ready to use the Tier II Reporting Application:

- ✓ Create a STEERS account (only if you don't already have one)
- ✓ Request access to the Tier II Core Data program if you need to register for a Tier II Account or to register your Tier II Facilities
- ✓ Collect your numbers which are needed for requesting Tier II Reporting access
- ✓ Request access to the Tier II Reporting program and specific Tier II Accounts
- ✓ Sign the STEERS Participation Agreement (SPA)
- ✓ Set your STEERS Password

Setting up a STEERS Account

STEERS is a portal that TCEQ uses to allow the public access to different TCEQ applications. The Tier II Reporting Application is such an application, as is the Tier II Core Data program which is used to create Customer and Regulated Entity (Facility) records with the TCEQ. The latter is covered later in this guide. See Getting Your Numbers Online in Chapter 3.

> ***NOTE:*** *There is further information specifically for STEERS that can be found on the STEERS Login page[3].*

> ***NOTE:*** *Every two years you must renew your STEERS Account. See Renewing Your STEERS Account.*

To begin, you must have a STEERS Electronic Reporting (ER) account number, if you don't have one already. If you have created an account in STEERS for any of the other programs areas, you have an ER Account Number and should use that number.

1. Access the STEERS Login page at http://www.tceq.texas.gov/goto/steers.
2. If you already have a STEERS account enter your **ER Account Number** and **Password** on the *STEERS Login* page and press the **Login** button, then skip to the Requesting Tier II Core Data Program Access in Chapter 3. If you

[3] STEERS Login page - http://www.tceq.texas.gov/goto/steers

already have your numbers and only need to get access to the Tier II Reporting Application, skip to the Requesting Tier II Reporting Access section of Chapter 3.

3. Otherwise, select the "**to create a new account"** link.

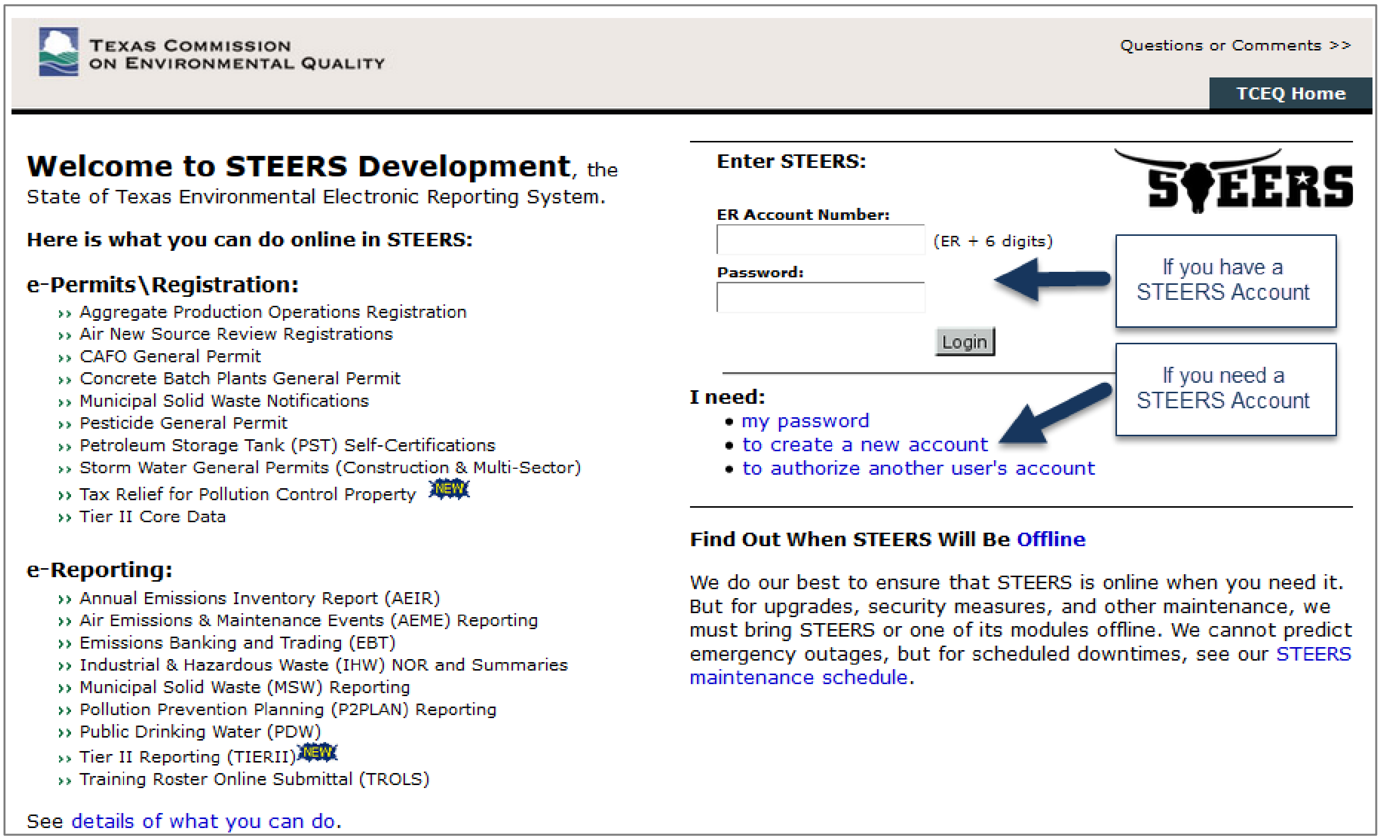


Figure 1: STEERS Login page

4. When the *Welcome to the Online STEERS Participation Agreement (SPA)* page opens, read through the information, and select the **Create New Account** button at the bottom of the page.
   - The **Exit Application** button returns you to the *STEERS Login* page.

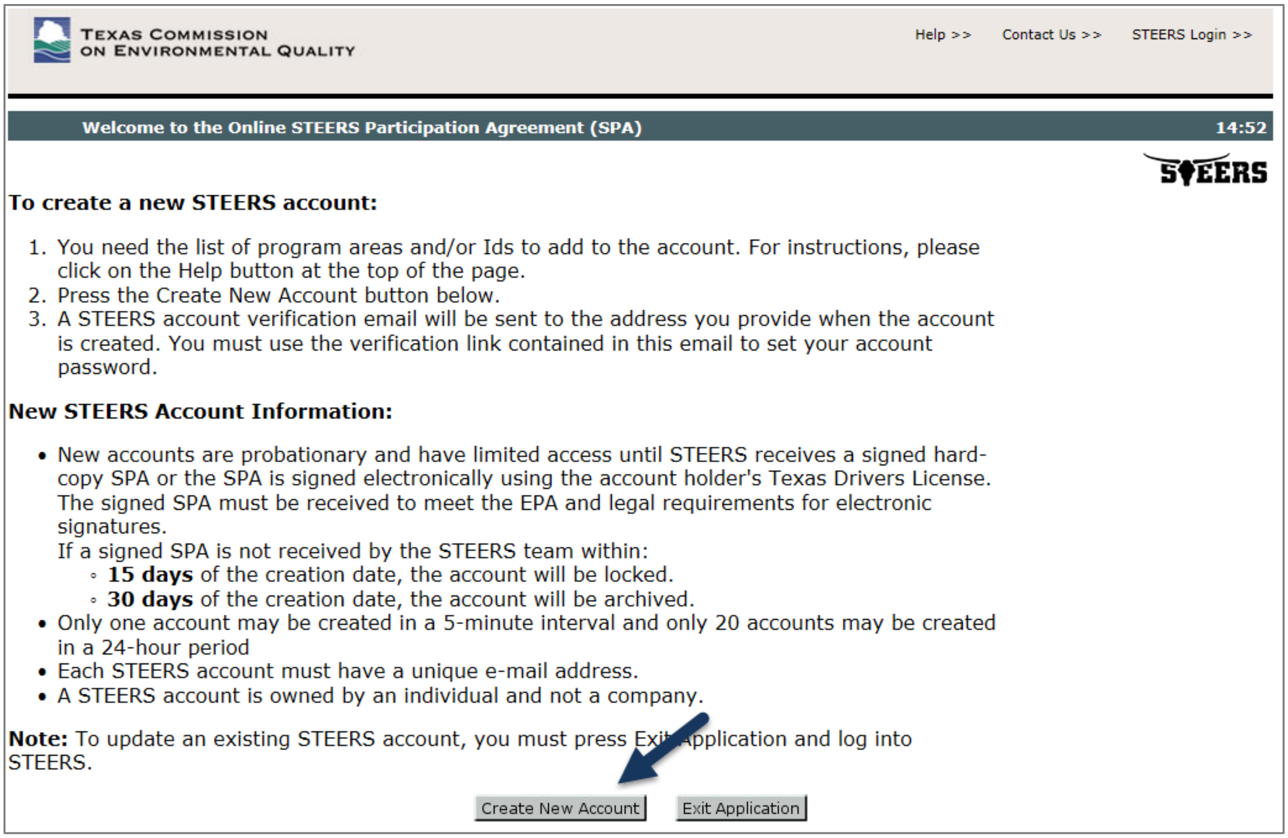


Figure 2: Welcome to the Online STEERS Participation Agreement (SPA) Page

5. The *Applicant Information* page opens with a blank form. Fill out the fields and select the **Next** button. The red asterisk (*) indicates a required field.
    a. The **Clear Form** button removes all the data you entered in the fields to allow you to start from the beginning.
    b. The **Exit Application** button returns you to the *STEERS Login* page.

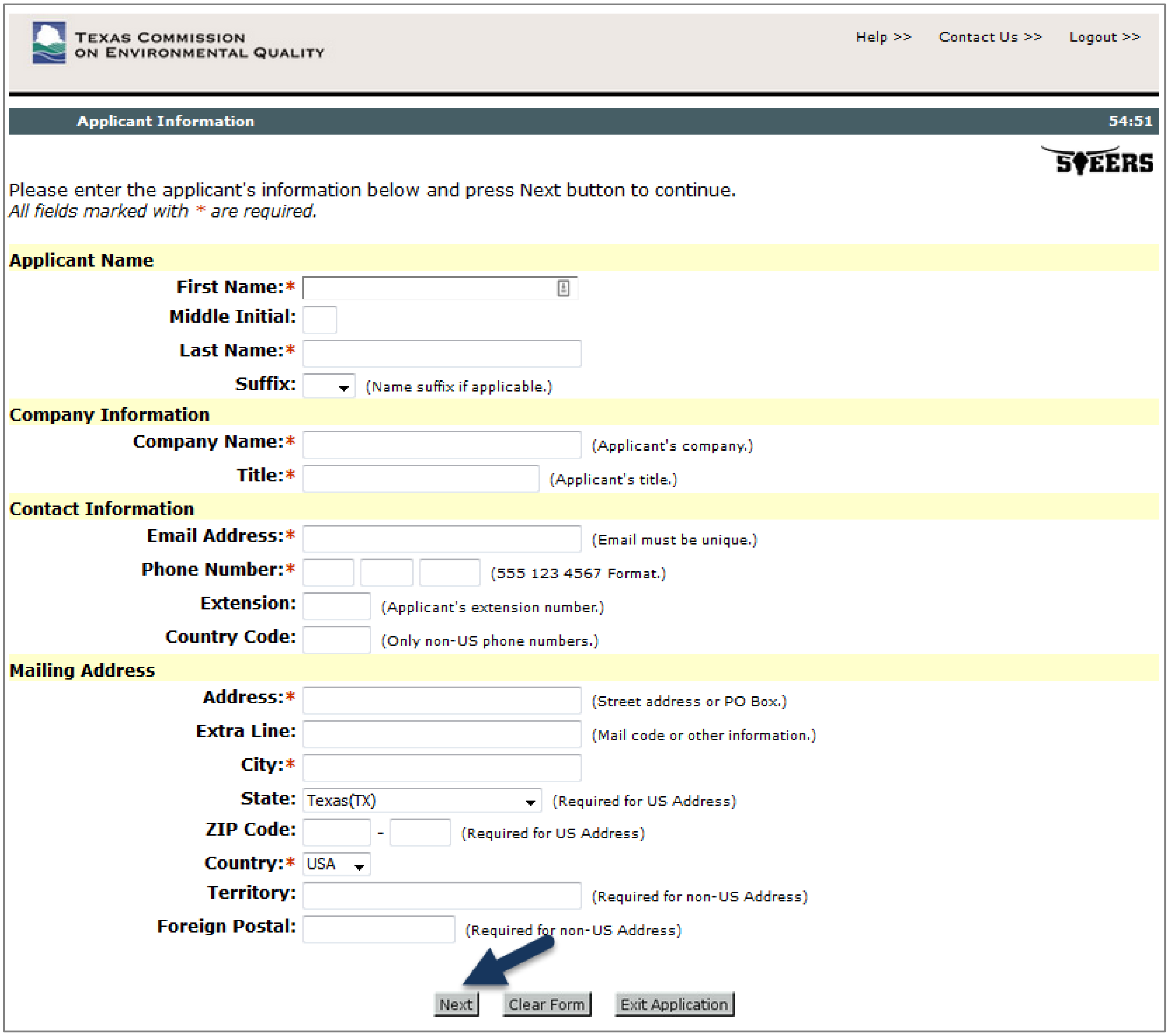


Figure 3: STEERS Applicant Information Page

6. If there are no errors, a *Review Applicant Data* page displays. Review your entry, and if they are correct select the **Next** button.
    - The **Previous** button returns you to the *Applicant Information* page.
    - The **Exit Application** button returns you to the *STEERS Login* page.

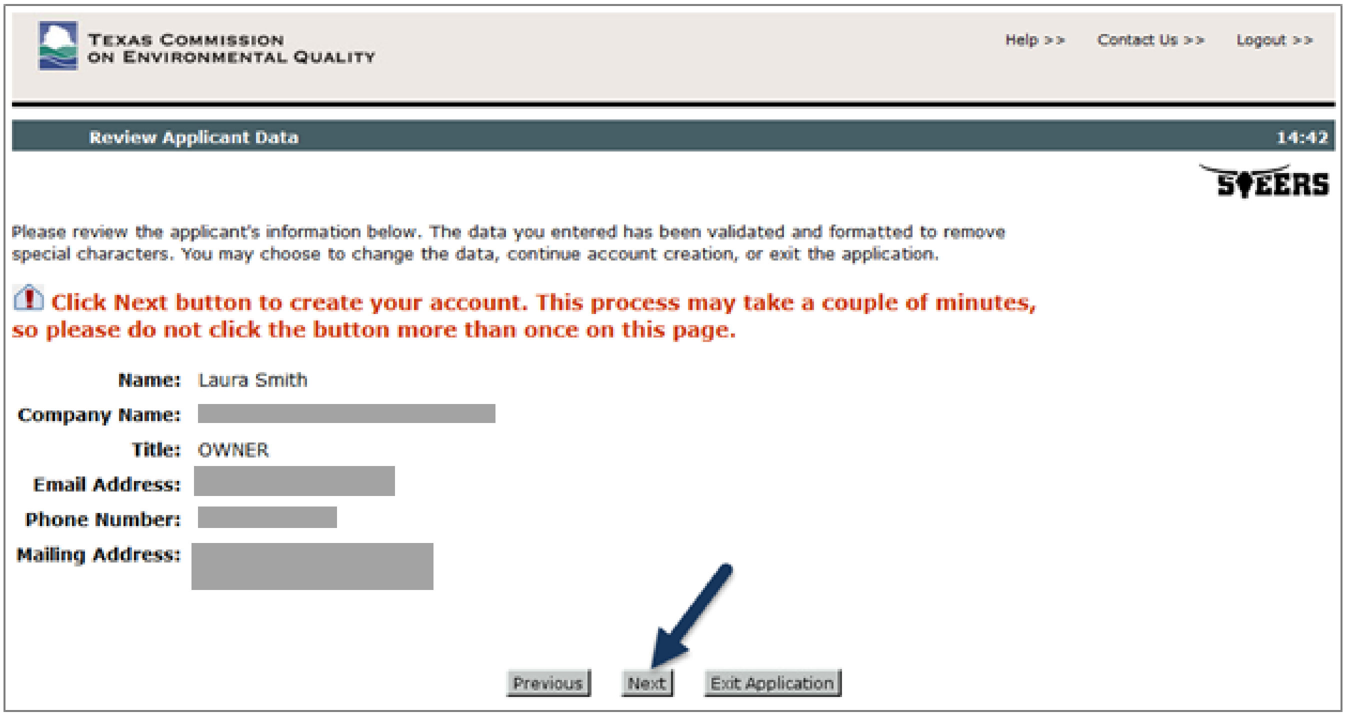
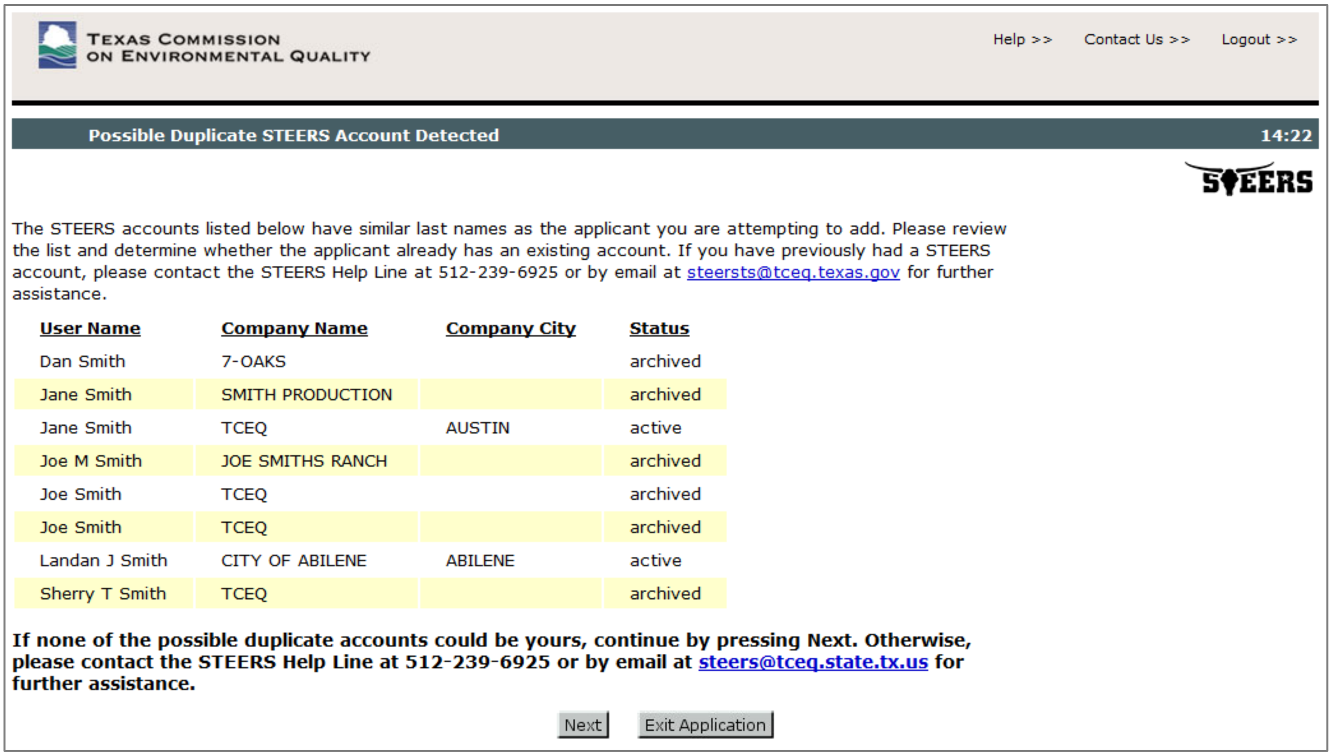


Figure 4: Review Applicant Data Page

a. If there are errors, error messages display on the page. Select the **Previous** button to correct the errors and **Next** again to continue.
   i. If you no longer want to proceed with creating the account, select the **Exit Application** button and the *STEERS Login* page display.
   ii. If a STEERS Account already exists for the data you entered, the *Possible Duplicate STEERS Account Detected* page displays.



Texas Commission on Environmental Quality

Help >> Contact Us >> Logout >>

Possible Duplicate STEERS Account Detected 14:22

STEERS

The STEERS accounts listed below have similar last names as the applicant you are attempting to add. Please review the list and determine whether the applicant already has an existing account. If you have previously had a STEERS account, please contact the STEERS Help Line at 512-239-6925 or by email at steersts@tceq.texas.gov for further assistance.

User Name	Company Name	Company City	Status
Dan Smith	7-OAKS		archived
Jane Smith	SMITH PRODUCTION		archived
Jane Smith	TCEQ	AUSTIN	active
Joe M Smith	JOE SMITHS RANCH		archived
Joe Smith	TCEQ		archived
Joe Smith	TCEQ		archived
Landan J Smith	CITY OF ABILENE	ABILENE	active
Sherry T Smith	TCEQ		archived

If none of the possible duplicate accounts could be yours, continue by pressing Next. Otherwise, please contact the STEERS Help Line at 512-239-6925 or by email at steers@tceq.state.tx.us for further assistance.

Next Exit Application

Figure 5: Possible Duplicate STEERS Account Detected Page

> ***NOTE:*** *If the email address and last name are already being used by another account, and that is not correct, you need to contact STEERS support at 512-239-6925 or steers@tceq.texas.gov.*

iii. If one of the existing accounts is your STEERS account, select **Exit Application** and sign in with your **STEERS ER number** and **Password** on the *STEERS Login* page.

1) If you do not remember your **STEERS ER Number,** contact the STEERS support line at 512-239-6925 or steers@tceq.texas.gov.

iv. If duplicates were found for the last name and none of the accounts are yours, select the **Next** button to create a new account or contact STEERS support for assistance.

- The **Exit Application** button cancels the process and returns to the *STEERS Login* page.

7. If your account request passes, the *STEERS Account Security Question Update* page displays. An account number is assigned beginning with "ER".
   a. In addition, a verification email is sent to the email address on the application with your ER Number and a link to return to STEERS to set your password. See Setting Your STEERS Password in Chapter 3.

> ***TIP:*** *Retain your ER number. It is the number you use to log into STEERS.*

8. In the *STEERS Account Security Question Update* page, create your ***Account Security Questions*** and select the **Save** button.

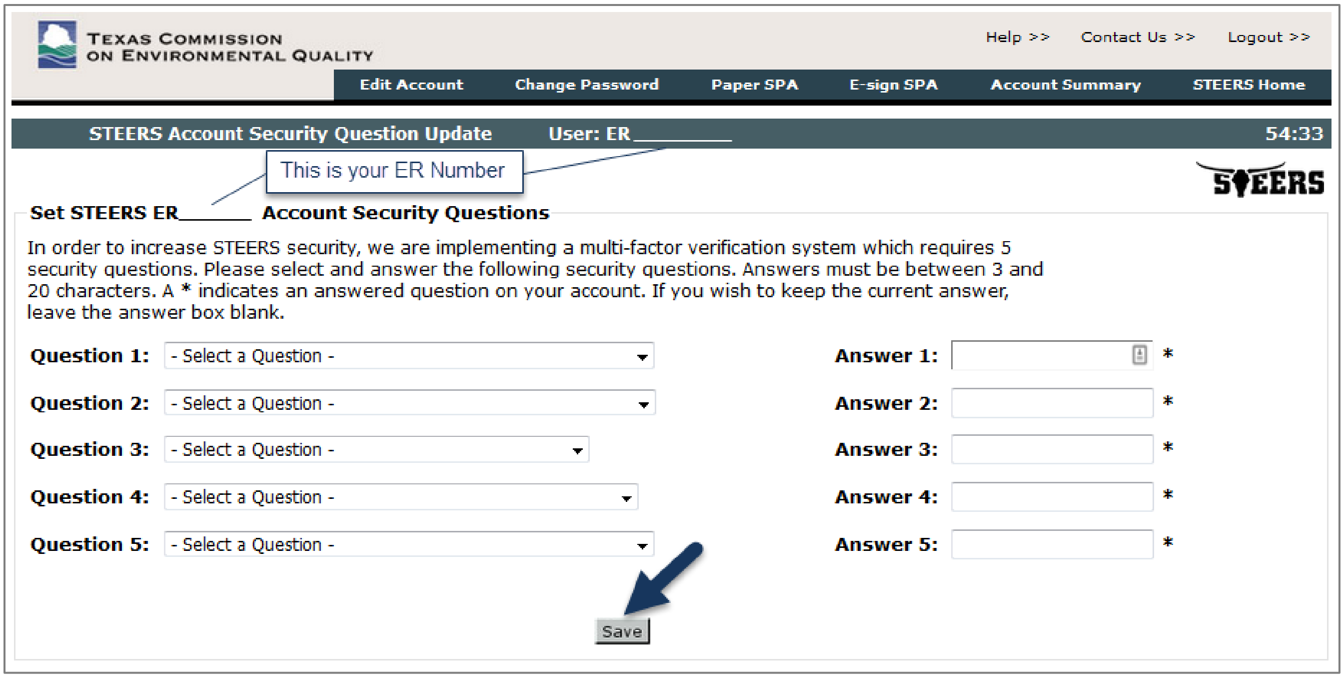


Figure 6: STEERS Account Security Question Update page

9. The *STEERS Account Summary* page opens. Your account has now been created in a probationary status.
10. After your probationary STEERS Account, has been created, you may need to establish access to the Tier II Core Data program area. The Tier II Core Data program area is used to create the numbers you need for the Tier II Reporting Application. See What Numbers Do You Need? in Chapter 3.

> ***NOTE***: *If you already have your numbers and only need to get access to the Tier II Reporting Application, skip to the Requesting Tier II Reporting Access section in Chapter 3 to register yourself and your facilities*
>
> ***NOTE:*** *Every two years your STEERS account must be renewed or it will expire. If it is not renewed within 30 days of the expiration date, your STEERS account will be deleted. See Renewing Your STEERS Account in Chapter 3.*

Requesting Tier II Core Data Program Access

The *Tier II Core Data program* is where the owner/operator is registered with TCEQ, is assigned a CN (Customer Number), their Tier II Account is created, and a unique TXT2 Number is assigned. This program is also where you register your facilities and receive a unique Regulated Entity Number (RN) for each. Before you can create a report for a facility, the Regulated Entity record for that facility must be created through the *Tier II Core Data program if the facility does not already have this number assigned*.

> ***Important!*** *This step is NOT needed if you have your numbers and the facilities are associated with your Customer Account. In that case, move on to the Requesting Tier II Reporting Access section in Chapter 3.*

> ***NOTE:*** *If you have reported to TCEQ previously you would have registered with TCEQ and received a CN and possibly RNs for your facilities. If you have reported to the Tier II Chemical Reporting Program previously, you were assigned a TXT2 Number. Your numbers will not have changed.*

See Getting Your Numbers Online in in Chapter 3 for further information on registering the owner/operator and facilities.

> ***TIP:*** *It is possible that the owner/operator and facilities have already been registered with TCEQ. The CN and RN numbers can be searched for through the TCEQ website[4] as long as they are associated with another TCEQ program (i.e. Air Operating Permits or Used Oil) and not only to Tier II. You will find a section on the TCEQ home page for links to searches.*
>
> *Contact the Tier II Program for more information.*

To request access to the Tier II Core Data program area, open the *STEERS Account Summary* page:

1. If you are not already on the *STEERS Account Summary* page, select the **My Account** option from the header bar on the *STEERS Home* page once you are logged in to open the *STEERS Account Summary* page.

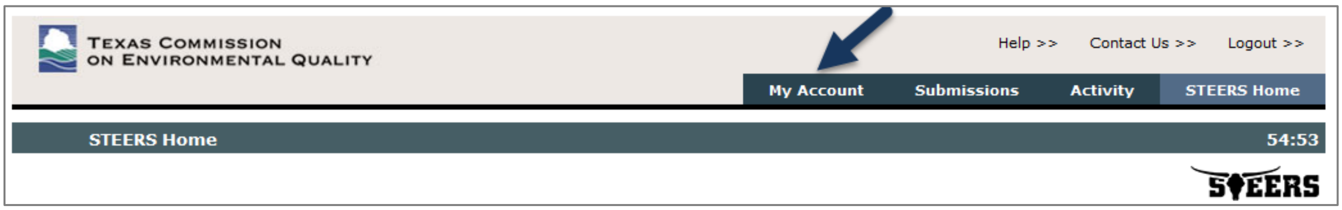


Figure 7: STEERS Banner with My Account Highlighted

2. In the *STEERS Account Summary* page, select **Tier II Core Data** option from the **Select STEERS Program to Add or Modify** drop-down field, and select the **Go** button.

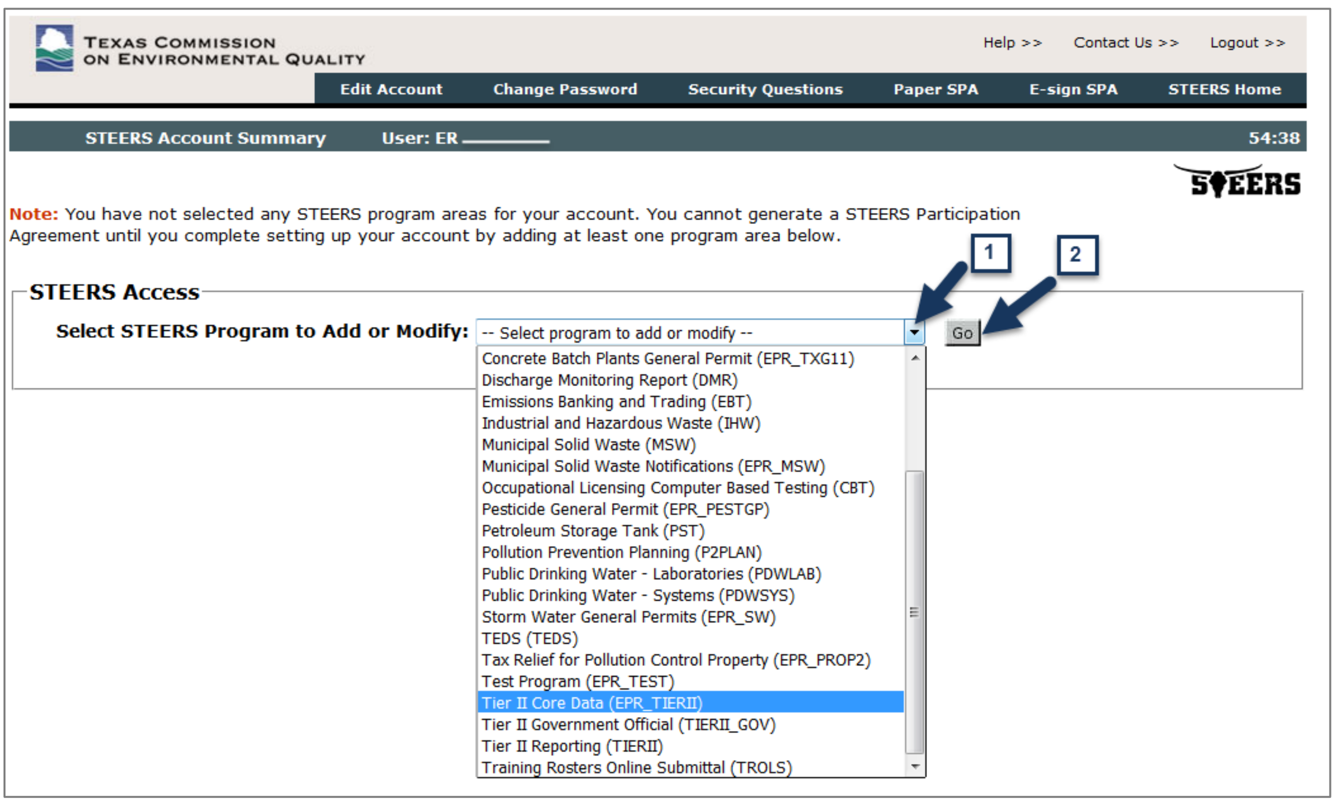


Figure 8: STEERS Account Summary page with the Tier II Core Data option highlighted

[4] TCEQ Web Site - https://www.tceq.texas.gov/

3. The *Tier II Core Data Access* page displays. Select the appropriate **Access Type** in the ***Program Status*** section.
    a. If you are to sign the application, be sure to select the **Tier II ePermits Sign** option.
    b. If you are reading, editing, or preparing the application for someone else to who will sign, select one of the other options that best fits.

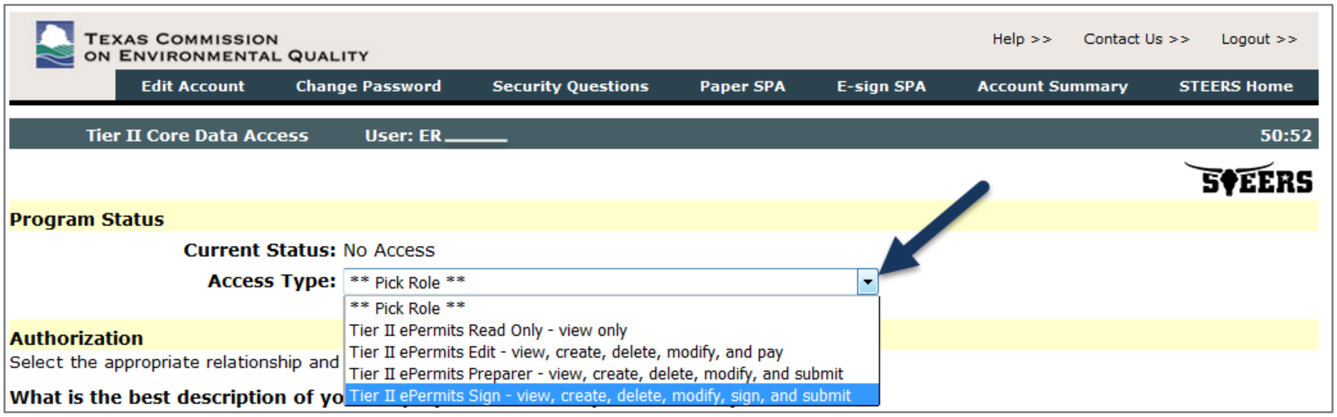


Figure 9: Tier II Core Data Access page with the Tier II ePermits Sign Access Type highlighted

    c. In the ***Authorization*** section on the *Tier II Core Data Access* page, select the description of your employer's relationship to the facility or facilities. If you are contractor hired to do the data entry for the owner/operator, select the relationship of who hired you to the facility.
        i. Select **The Facility** if your employer is the facility itself.
        ii. Select **Parent Company** if your employer is the owner of the facilities that are being reported on.

Do not Other as an option.

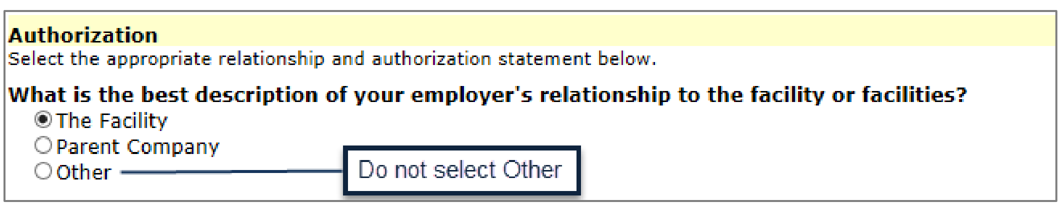


Figure 10: Tier II Core Data Access page's Authorization - employer's relationship section

    d. In the "Who is authorizing the access?" section select the appropriate choice for who is authorizing the access and select the **Add Access** button.
        i. Choose the first option if you want "Read-only, "Edit", or "Preparer" Access Type. You ***will not*** be able to sign and submit the application.
        ii. Choose the second option if you have a "Sign" Access Type and have authority to sign and submit the application.
        iii. Choose the third option if you have the "Sign" Access Type and someone else is authorizing the access. If you choose this option, you must complete the **Authority**, **Title**, **Company**, and **Phone** fields.
    e. Select the **Add Access** button.
        ➢ The **Cancel** button returns you to the *STEERS Account Summary* page.

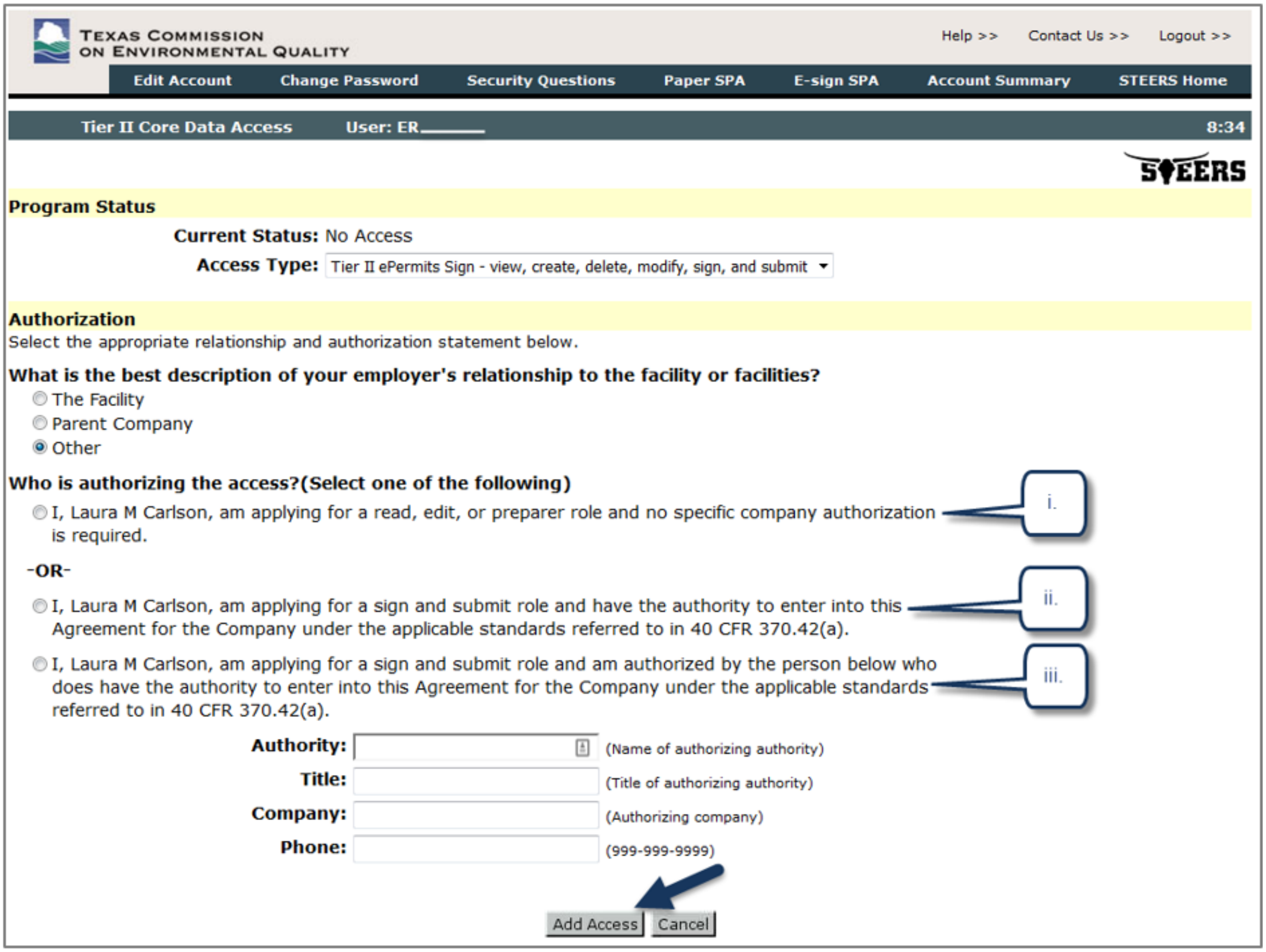


Figure 11: Tier II Core Data Access page

f. If the addition of access was successful, the page refreshes with the confirmation message at the top. If you are satisfied, select the **Cancel** button and the *STEERS Account Summary* page displays.

4. The *STEERS Account Summary* page shows your account information and lists the program areas you have requested access to in the ***STEERS Access*** section. Note that there is a "1" in the ***Probationary*** column in this example.

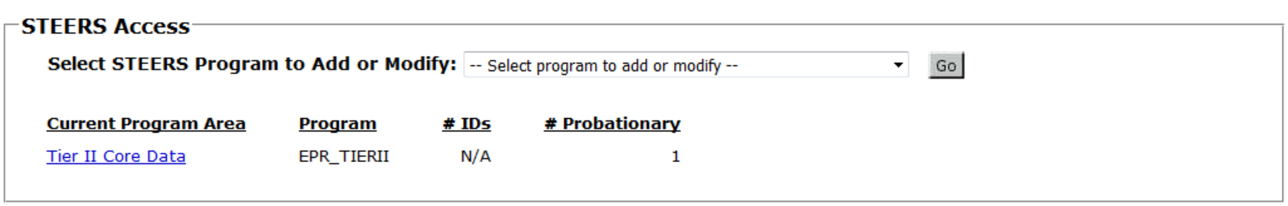


Figure 12: STEERS Account Summary page's STEERS Access section

5. At this point, your access to the Tier II Core Data program area is still *Probationary*. To be granted access, you need to complete the STEERS Participation Agreement (SPA). See Signing the STEERS Participation Agreement (SPA) in Chapter 3.

Getting Your Numbers Online

This step is necessary when the owner/operator and/or the facilities haven't already been registered with TCEQ. You need a CN number and TXT2 Number to request access to the Tier II Reporting program.

What Numbers Do You Need?

This section describes what numbers you need, how to search for existing numbers, and how to get assigned new numbers for new registrations.

To report to the Tier II Chemical Reporting Program, you need the following numbers:

1. Customer Number (CN)
2. TXT2 Number
3. Regulated Entity Numbers (RNs)

Customer Number (CN)

At TCEQ, a Customer is a person, company, or organization that is responsible for or is associated to one or more Facilities (Regulated Entities). For the Tier II Chemical Reporting Program, a Customer is a person, company, or organization who owns a facility required to submit Tier II Account Reports.

Owners and operators are registered in the TCEQ Central Registry database and are issued a unique Customer Number, or CN, which is the number used by TCEQ to identify a Customer. For companies, keep in mind CNs are assigned to parent companies and not subsidiary companies.

> ***NOTE:*** *The Name of a company is linked to and is made to match the Legal Name as recorded with the Texas Secretary of State or the State of Texas Comptroller's Office. If your registered legal name changes between submitting reports, the updated name is what displays in the Tier II Reporting application except when viewing historical reports.*

TXT2 Number

A TXT2 Number is a unique number assigned by TCEQ to a specific CN that has been recorded as a reporting entity for the Tier II Chemical Reporting Program. This is the number used by the Program to identify a Tier II Account.

If you have previously reported to the Tier II Program, you have already received a TXT2 Number. If you don't have a CN and are going through the process of registering to get your CN, you can provide your TXT2 Number.

Regulated Entity Numbers (RN)

A Regulated Entity is the "thing" that is, could be, or has been regulated. For the Tier II Chemical Reporting program, this would be referred to as a facility. A Tier II Facility is the location at which the business is conducted, as defined by 25 TAC §295.181. It is the storefront, factory, or construction site, for instance. Facilities registered in the TCEQ Central Registry database are issued unique Regulated Entity Numbers (RN).

Where to Get the Numbers?

The STEERS Tier II Core Data program area is where you can create a new Customer, Tier II Account, and Regulated Entity records. Earlier you should have requested access to the Tier II Core Data program area through STEERS.

> ***NOTE:*** *This is part of a STEERS program called the Tier II Core Data program.*

1. To begin, log into the STEERS application. The *STEERS Home* page opens.

> ***NOTE:*** *See Setting up a STEERS Account in Chapter 3 for instructions on setting up your STEERS account.*

2. In the *STEERS Home* page, there is a link for the **Tier II Core Data** program area.

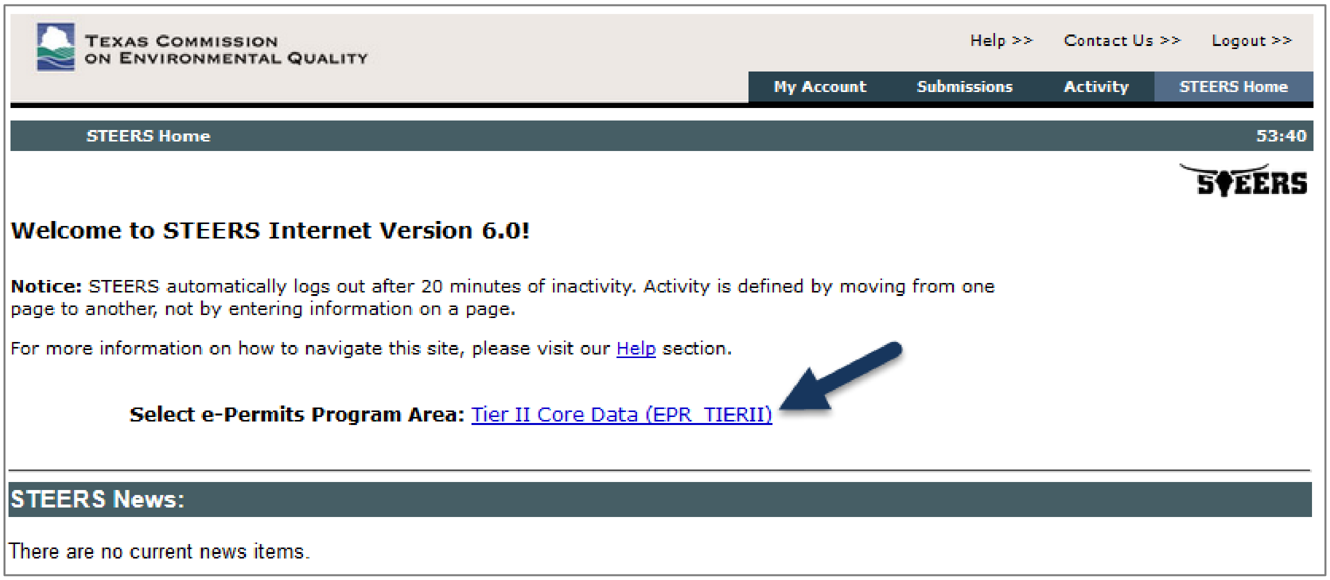


Figure 13: STEERS Home - Welcome to STEERS Page

3. Select the **Tier II Core Data** link and the *Tier II Core Data Activities* page opens. You can choose an existing application or create a new application.
4. ***To create a new application,*** select the **Fill Out** button.

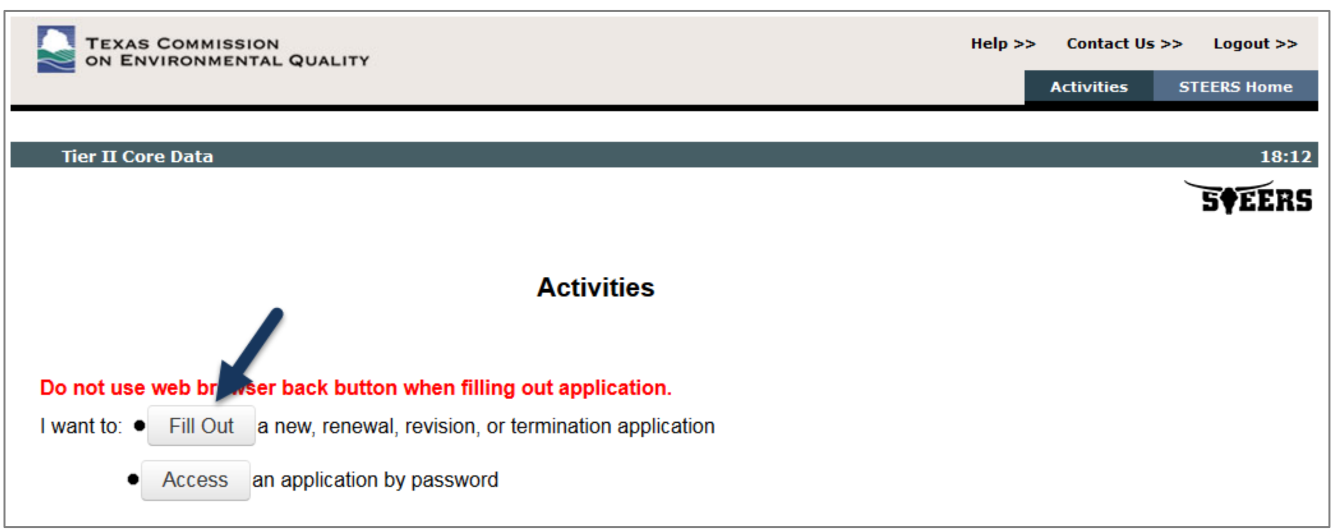


Figure 14: Tier II Core Data Web Activities page

   a. The *Tier II Core Data Select One Application Type* page opens where you identify that you want to create a new application. Select the **Create a Tier II Core Data Application** radio button. Then select the **Next** button.
      - The **Activities** button returns you to the previous page.

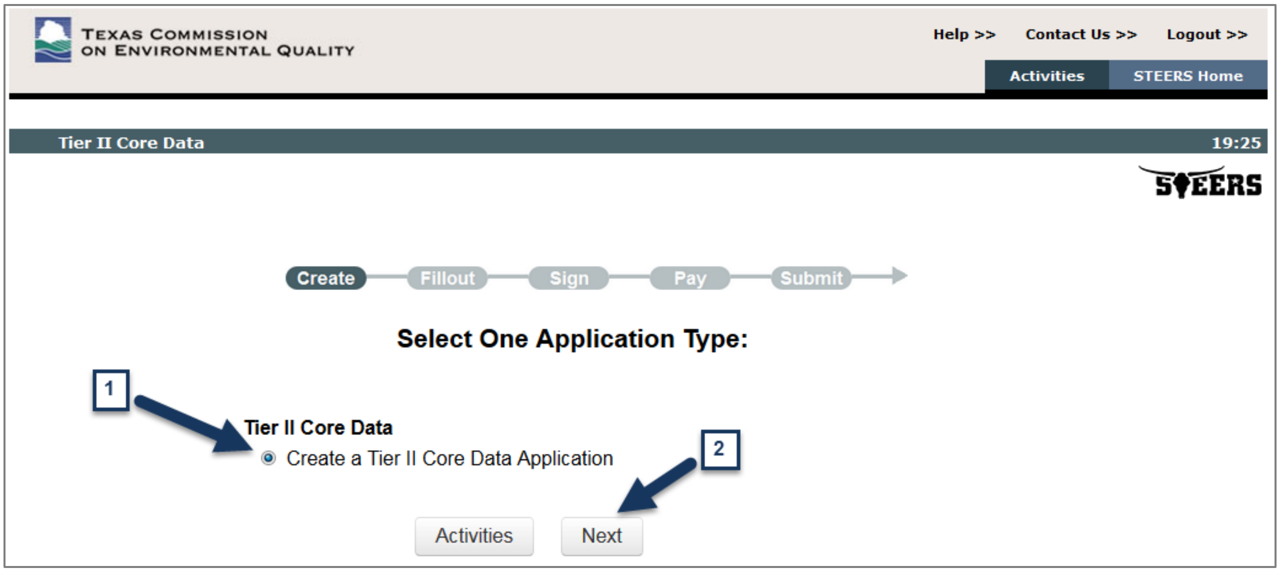


Figure 15: Tier II Core Data Select One Application Type Page

b. The application is now created and the *Application Created* page displays with the **Application Reference Number** and a system generated **password**. Take note of both as you might need them to access the application in the future.

> ***NOTE:*** *If you wish to reset your password, you can, by selecting the* ***Set Access Rights*** *button which opens the* Application Security *page. On this page, you can:*
>
> *- Allow access to a specific user through their ER Number*
>
> *- Remove access for a specific user to the application*
>
> *- Change the password for the application*
>
> *After you make your changes, select the* ***Activities*** *button and the* Activities *page displays.*

c. At the bottom of the page, select the **Next** button.

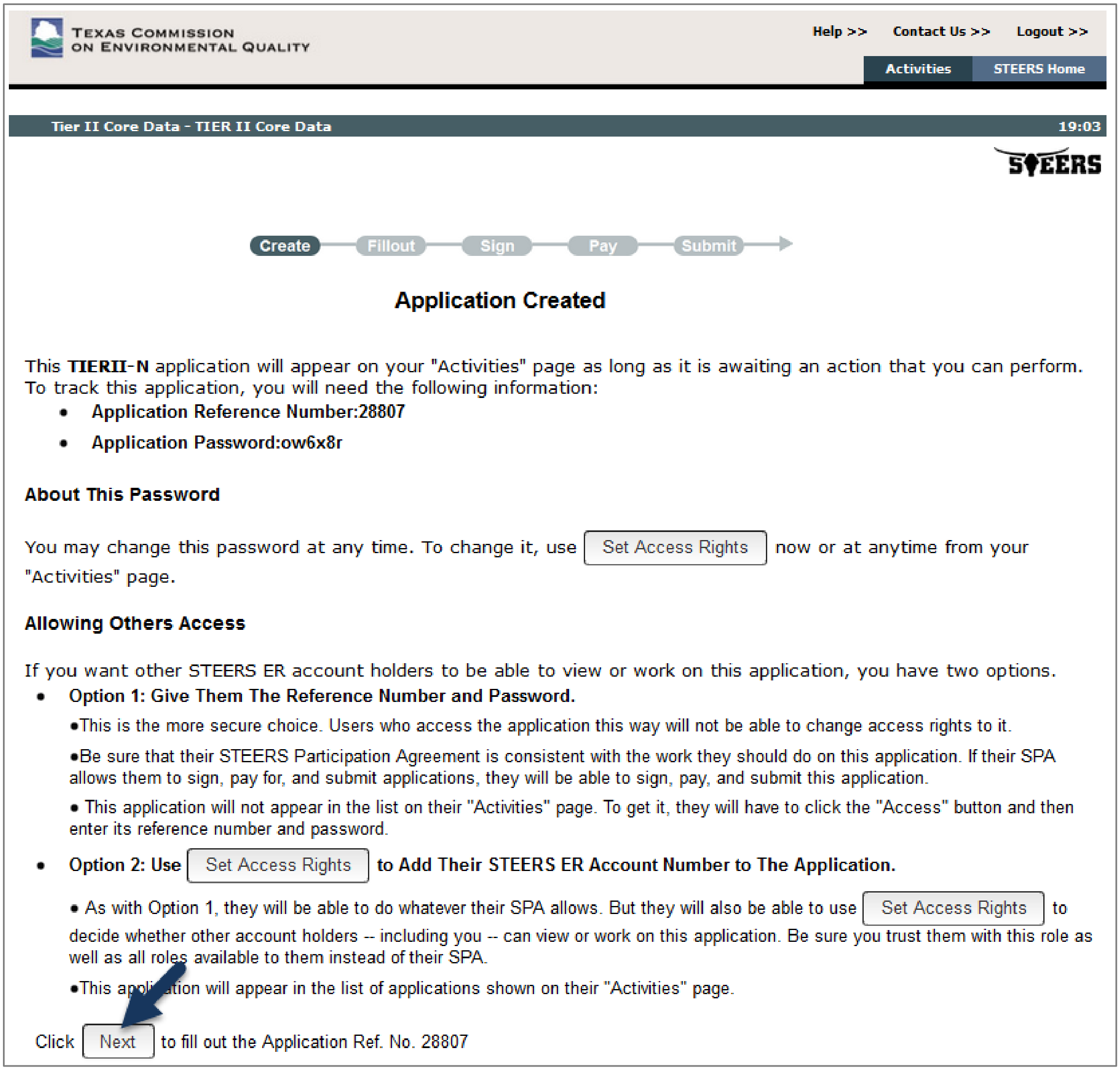


Figure 16: Tier II Core Data Application Created page

5. ***To open existing application,*** go through the following instructions and move on to the [Filling out a STEERS Tier II Core Data](#) section in [Chapter 3](#).
   a. ***To open an existing shared application***, select the **Access** button.

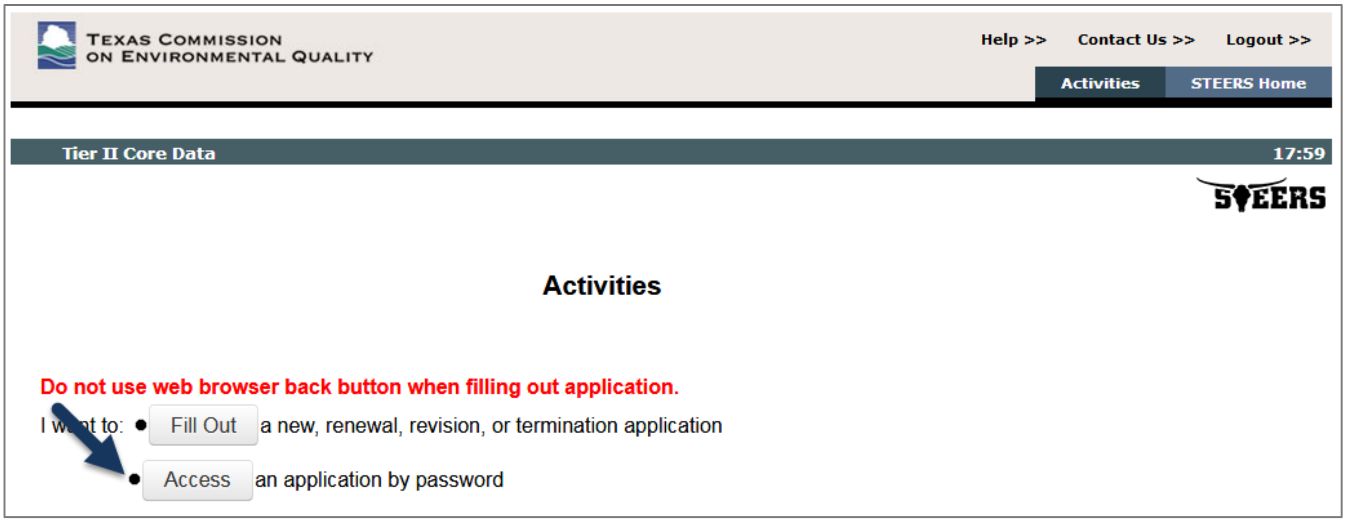


Figure 17: Activities page

i. The *Access Application by reference Number and Password* page displays. Enter the **Reference Number** and **Password**. Then choose the action you wish to take at that time.
   - **Edit** – This button opens the application to allow you to continue to work on the application
   - **Sign** – This button brings you to the *Tier II Core Data Signature* page (see Signing the Application in Chapter 3).
   - **Refresh App Status** – This button returns the applications status to "Ready to Submit", if applicable.
   - **Submit** – This button brings you to the *Submit Completed Applications* page where you can submit your application if it has already been signed.
   - **Delete** – This button deletes the application if you confirm that you wish to delete it
   - **Set Access Rights** – This button opens the *Application Security* page where you can assign or remove access to other users or change the password for this application.
   - **Activities** – This button returns you to the *Tier II Core Data Activities* page.

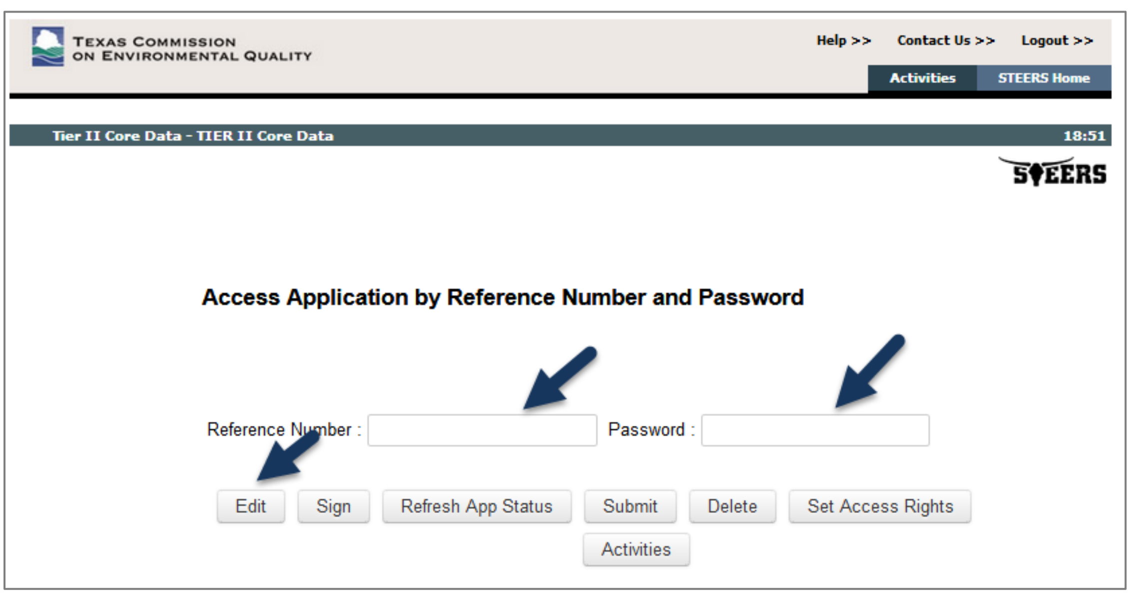


Figure 18: Access Application by Reference Number and Password page

b. ***If you have an application already started***, it is listed in a table at the bottom of the *Activities* page. Select the application you wish to continue with by selecting the button in the **Edit** column for that row. This brings you to the *Site (Regulated Entity) Information* page or the first in incomplete page for that application.

Figure 19: Tier II Core Data Activities page with an application in progress available to choose

6. The *Site Information (Regulated Entity)* page displays. See the next section for instructions on how to complete a STEERS Tier II Core Data application.

Filling out a STEERS Tier II Core Data Application

The following walks you through the process of creating a Tier II Core Data application. This is used when you need a new RN, new CN, and/or new TXT2 Number. It is used when you need to associate an existing RN to your existing CN or associate an existing RN to a new CN.

> ***NOTE:*** *If you are not sure whether you have RNs, a CN, or a TXT2 Number and your searches are not returning a number, please Contact the TCEQ Tier II Program office.*

Regulated Entity or Site Information

1. The *Site Information (Regulated Entity)* page is the first page that displays once you create or edit a new STEERS Tier II Core Data application. It has options for finding an existing Regulated Entity (i.e. Tier II Facility) record. It is required that you search the database first to make sure that your facility isn't already registered. If your facility is not found, then you can create a new facility registration and RN.
   a. If you know the RN Number, enter it in the ***Option 1*** **Regulated Entity Number** field.
   b. If you know a Site Authorization number associated to the facility, enter that Number in the ***Option 2*** **Site Authorization** field. This can be a Site Authorization Number assigned to the facility for a different TCEQ program area.
   c. Otherwise, use the fields in the ***Option 3*** section to search for an existing Regulated Entity.
2. Select the **Next** button.
   - ➢ The **Activities** button returns you to the *Activities* page.

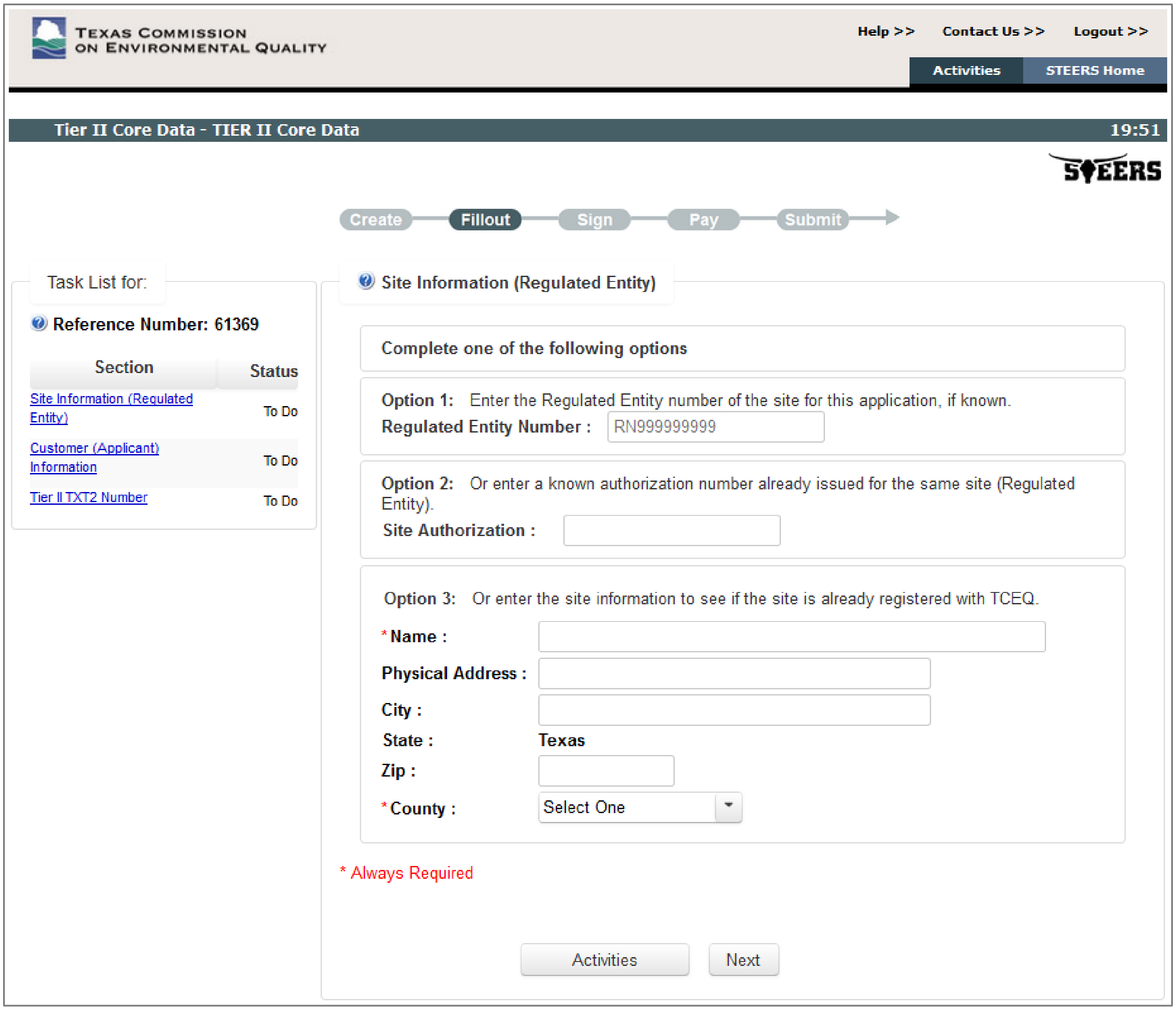


Figure 20: Site Information (Regulated Entity) page as it first opens for a new core data form

3. After selecting the **Next** button, one of two things could happen. Your search could result in one or more matches and you can select one match or there could be no matches and a blank form displays ready for you to fill out to create a new Regulated Entity record and receive the RN Number.

> ***NOTE:*** *Regardless of which result you get, you can return to the search page by selecting the* ***Search Again*** *button at the top of the page.*

4. If there are one or more Regulated Entity records that matches some of your search criteria, a search results page displays.
   a. Use the radio button in the list to select the one that you are looking for to select a RN.
   b. If you are here to create a new RN, select the radio button for **New RN**.

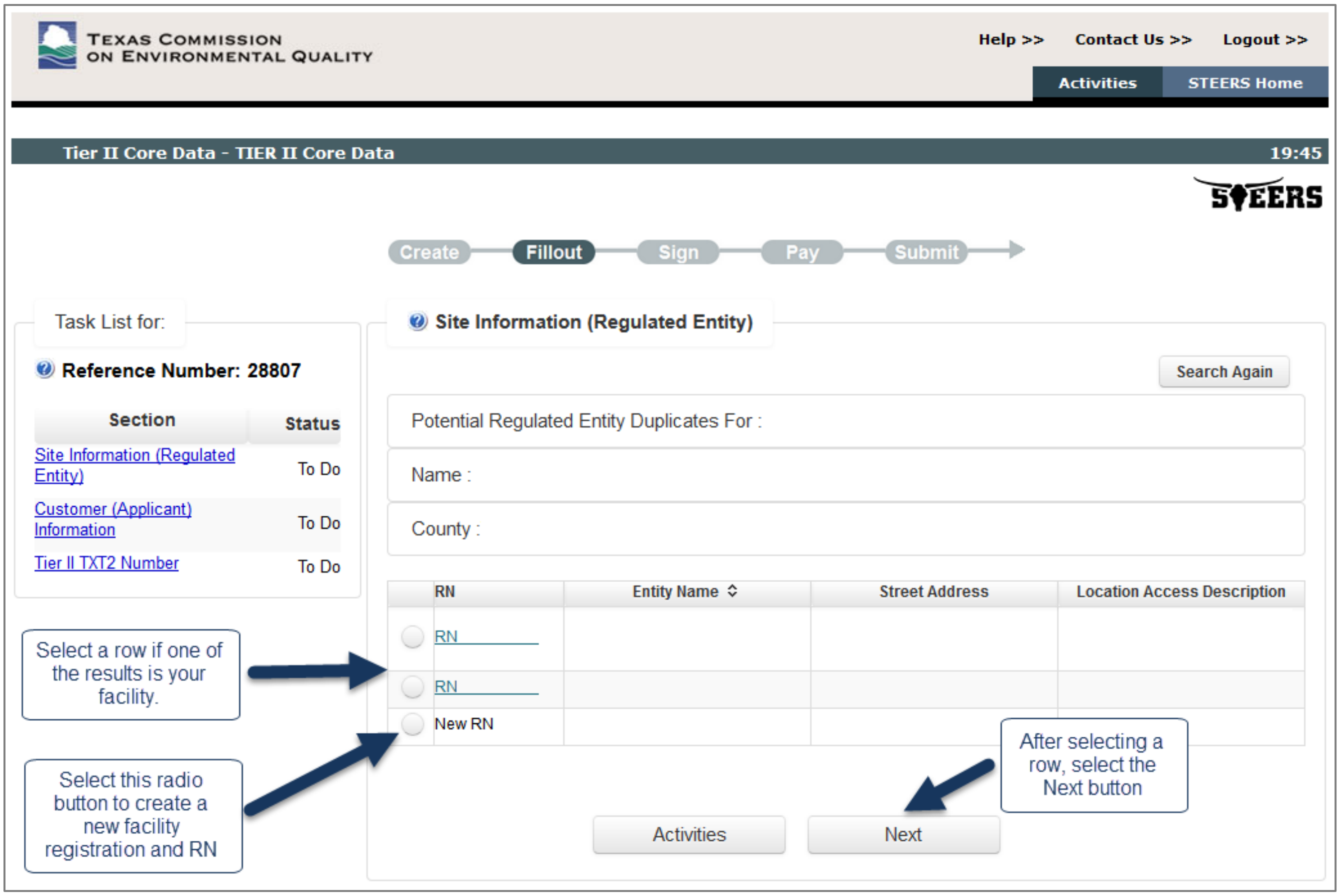


Figure 21: Site Information (Regulated Entity) Potential Duplicates page

5. If there are no matches or you select the New RN row above, the *Tier II Core Data Site Information Site Information (Regulated Entity)* page displays with fields for ***Registration Site Information***.

> ***NOTE:*** *Alternatively, if you select a Regulated Entity in the search results table and select the **Next** button, the* **Site Information** *(*Regulated Entity*) page displays with all the form fields. You can select the **Copy RE Information** button to populate the* **Registration Site Information** *section. Then you can select the **Next/Save** button at the bottom of the page.*

   a. Fill out the **Registration Site Information** and ***Regulated Entity Site Information*** fields.
      i. You can use the **Copy RE Information** button to pull the data from the second half of the page up to the ***Registration Site Information*** section.
      ii. Also, in the ***Regulated Entity Site Information*** section, you can use the **Copy Site Information** button to copy the information you filled out in the ***Registration Site Information*** section.

> ***NOTE:*** *The Regulated Entity Site Information **Name** is the name of the facility **NOT** the name of the Company or Owner. There should not be any Inc., LLC, or CO in a Facility Name, for instance.*

   b. Select the **Next/Save** button.
      ➢ The **Activities** button returns you to the *Tier II Core Data Activities* page.

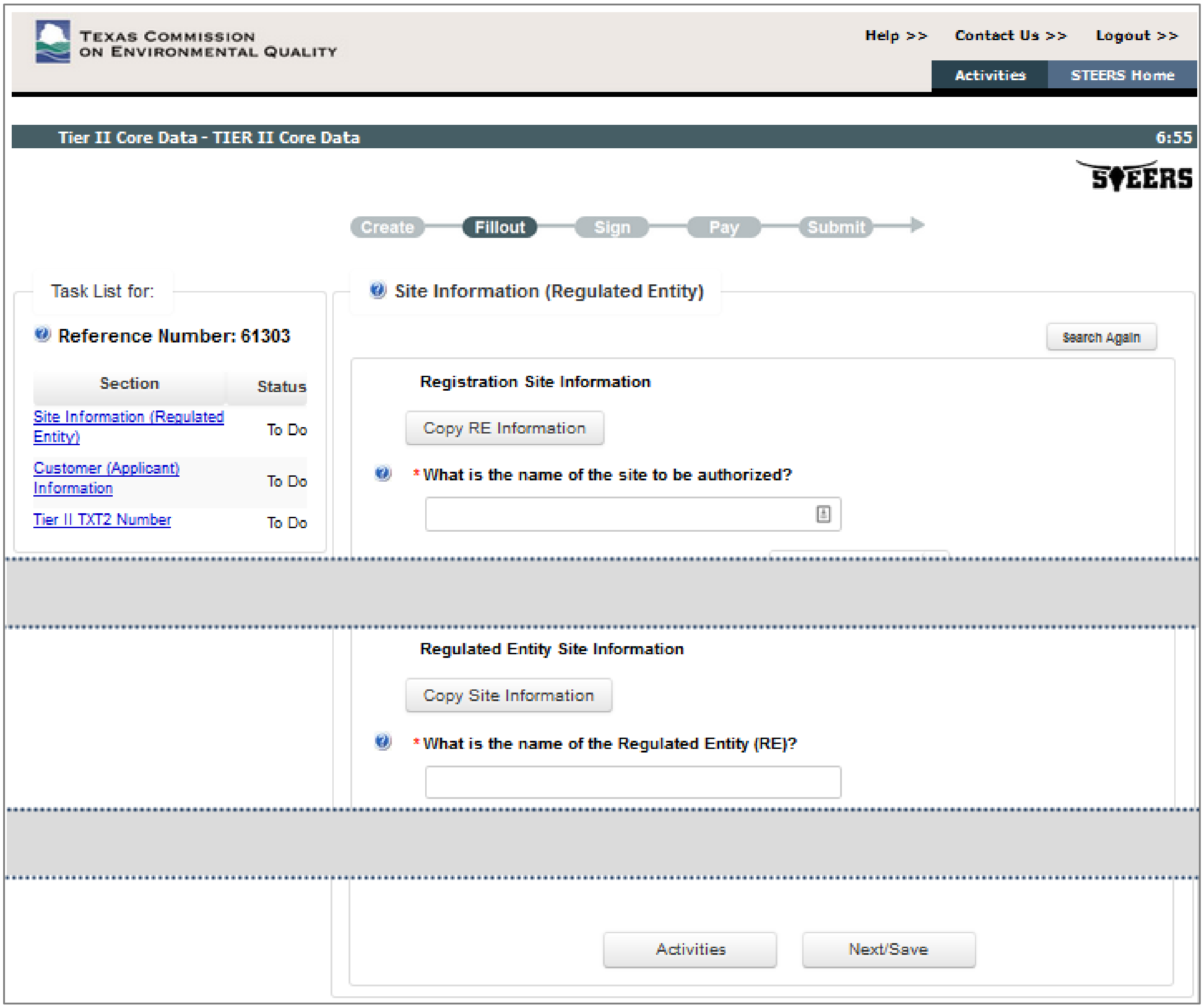


Figure 22: Tier II Core Data Site Information (Regulated Entity) page cropped to show the two sections and the buttons

6. ***If there is a Regulated Entity record that matches your entered data such as the address,*** a results page for potential Regulated Entity duplicates displays.
    a. If the listed Regulated Entity is your facility, select the radio button for the record, and select the **Accept Central Registry Data** button.
    b. If the duplicate is not your Regulated Entity and you might have entered the wrong information, use the **Return to Data Entry** button to return to the *Site Information (Regulated Entity)* data entry page.

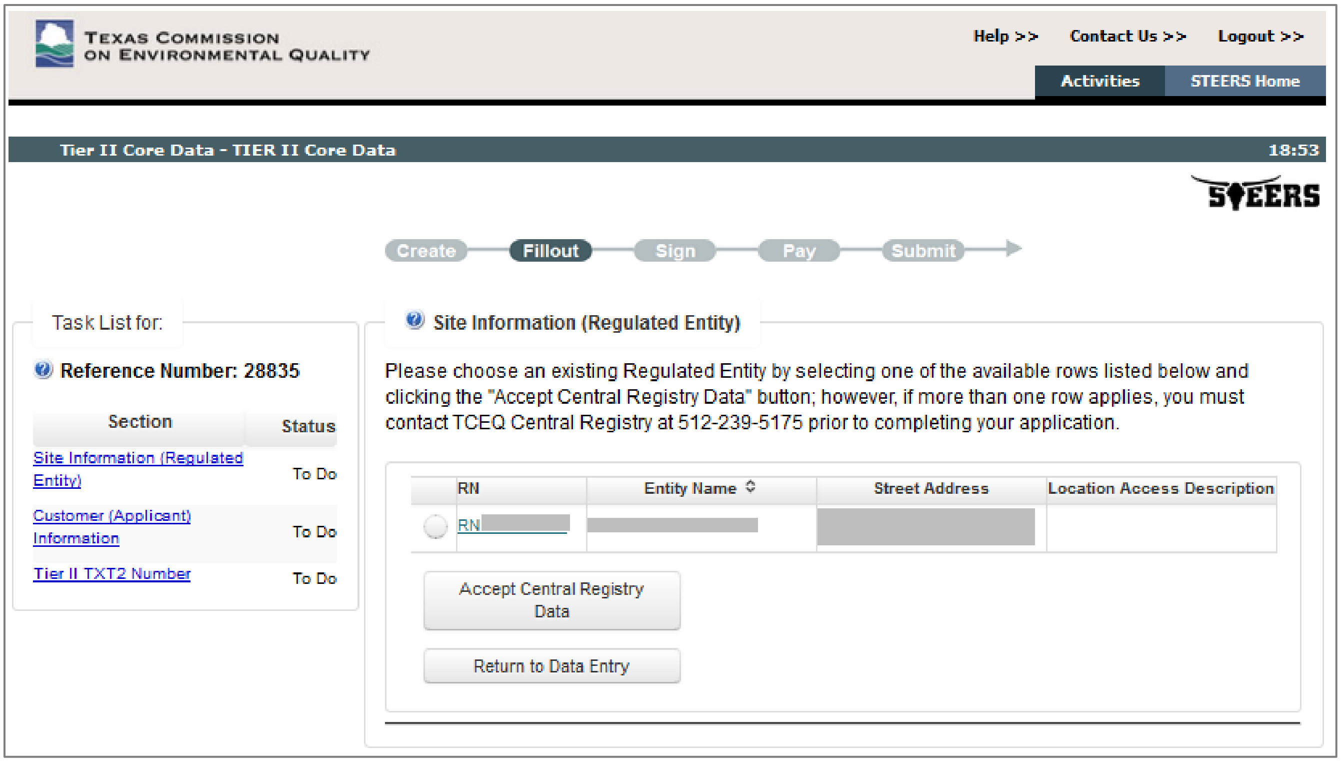


Figure 23: Tier II Core Data page, Site Information (Regulated Entity) page with a list of Potential Regulated Entity Duplicates

7. ***If there were no errors,*** the *Customer (Applicant) Information* page displays with search options.
    a. If there was already an association of that Regulated Entity to a Customer record, that CN displays at in ***Option 1.*** If that is not your Customer, then choose from one of the other three options to search for an existing Customer record.
    b. If there were no current Customer associations, there are only three search options.

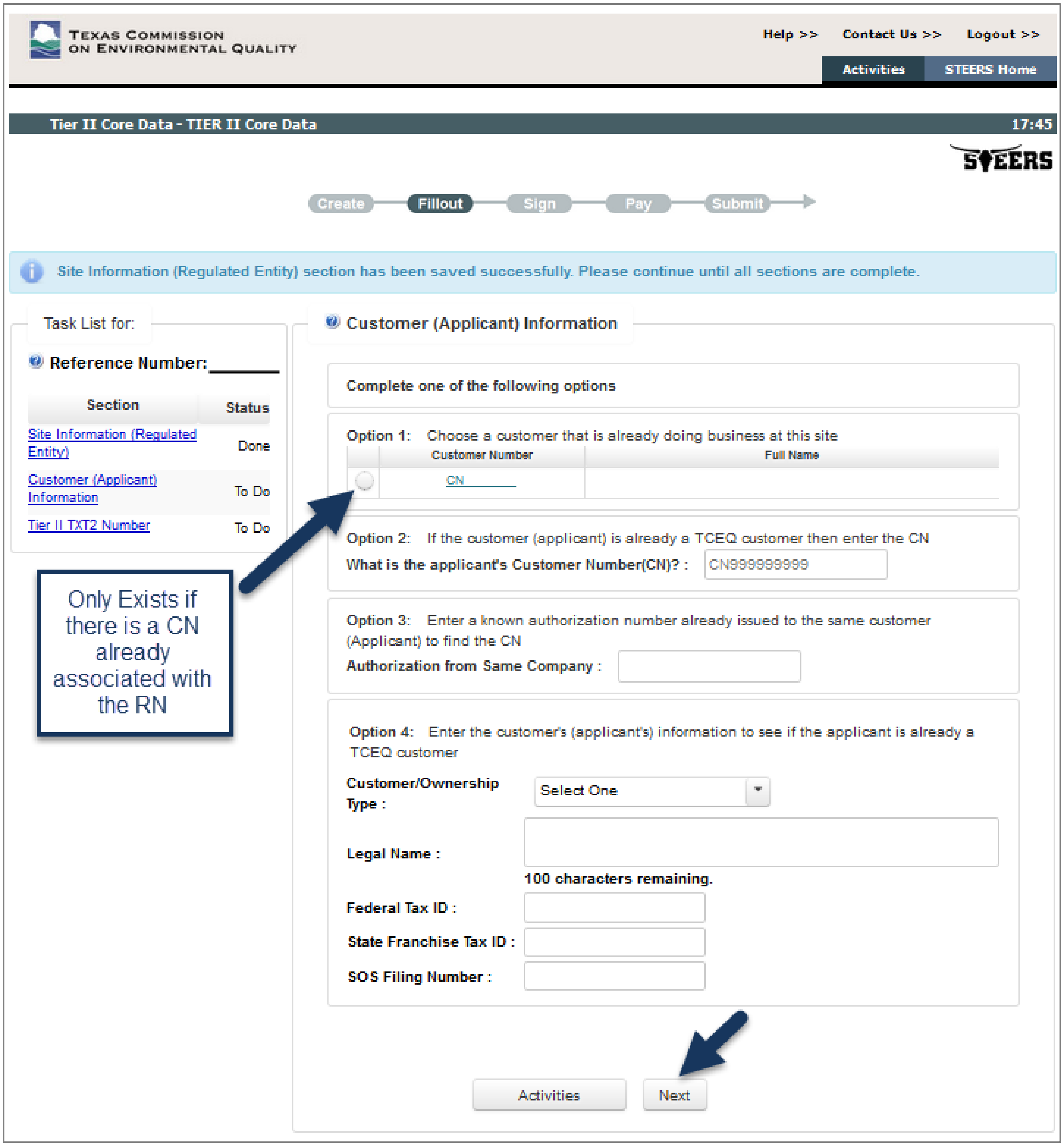


Figure 24: Customer (Applicant) Information search page

c. Fill out one of the sections and select the **Next** button. In all cases, the *Customer (Applicant) Information* page displays.

Customer (Applicant) Information

1. If there were matches to the information you entered, a potential duplicates page displays. If one of the records is the correct customer record, select the radio button next to the record and select the **Next** button. The *full Customer (Applicant) Information* page displays for you to enter the details for the customer record.
   - The **Activities** button returns you to the *Activities* page.

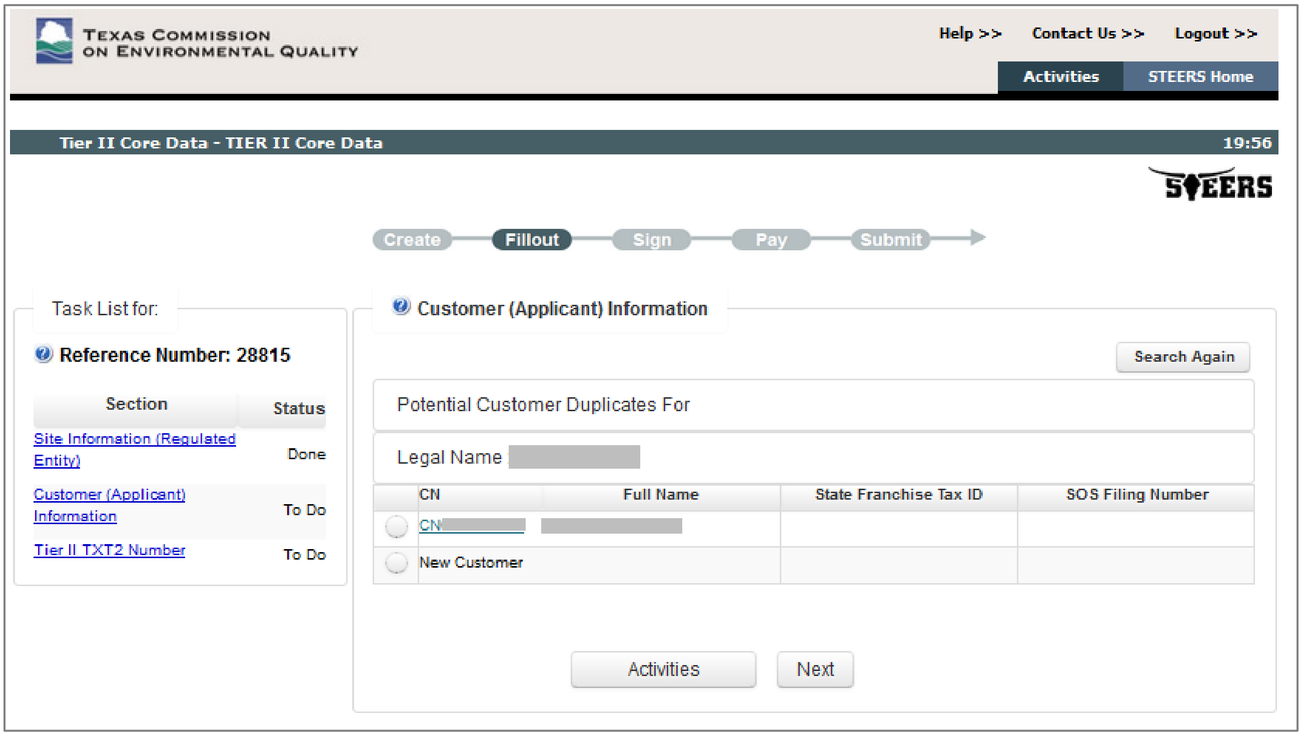


Figure 25: Customer (Applicant) Information Potential Customer Duplicates page

2. If an existing Customer was selected on the previous page, the ***Owner Operator*** information is populated but you need to fill in the ***Responsible Authority*** section.

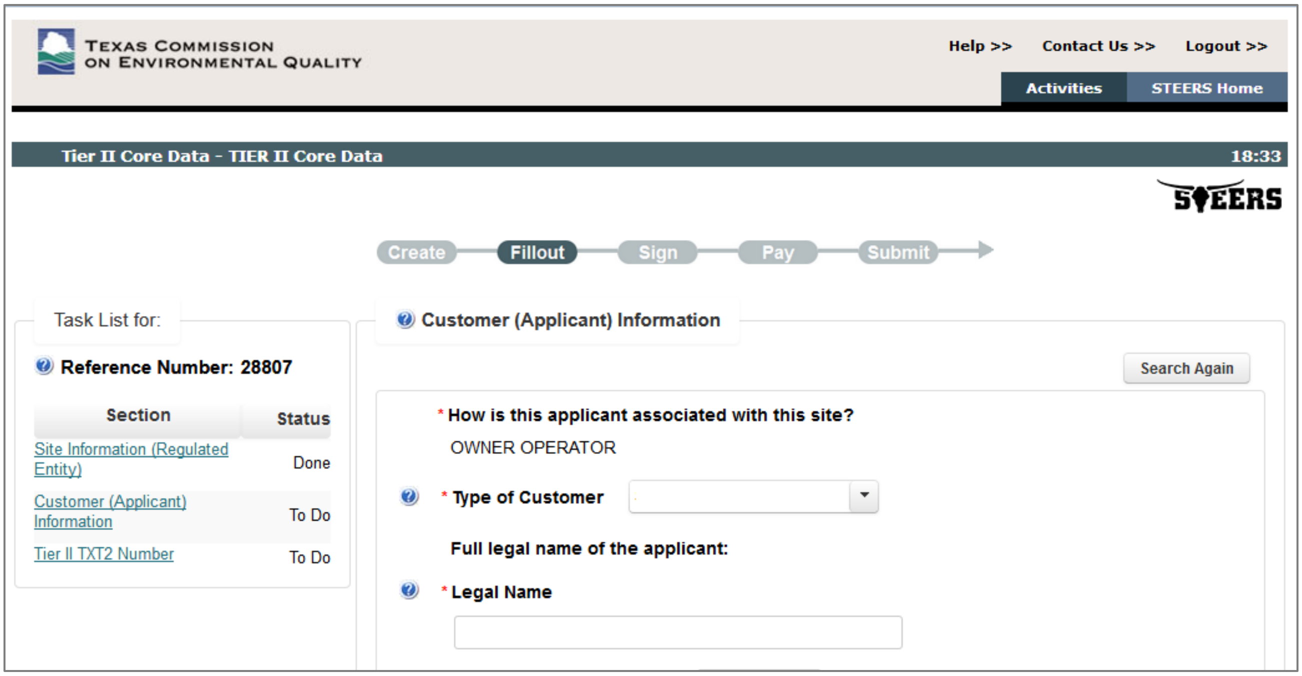


Figure 26: The top portion of the Customer (Applicant) Information detail page

a. Complete the fields on the page and select the **Next/Save** button.
   - ➢ The **Activities** button returns you to the *Tier II Core Data Activities* page.

b. ***If there was a close match to the data you entered,*** a duplicate records page displays for you to choose from. Choose the correct Customer record if it exists by selecting the radio button next to the record, and select the **Next** button. If it is not a duplicate, select the **Accept Current Data** button.

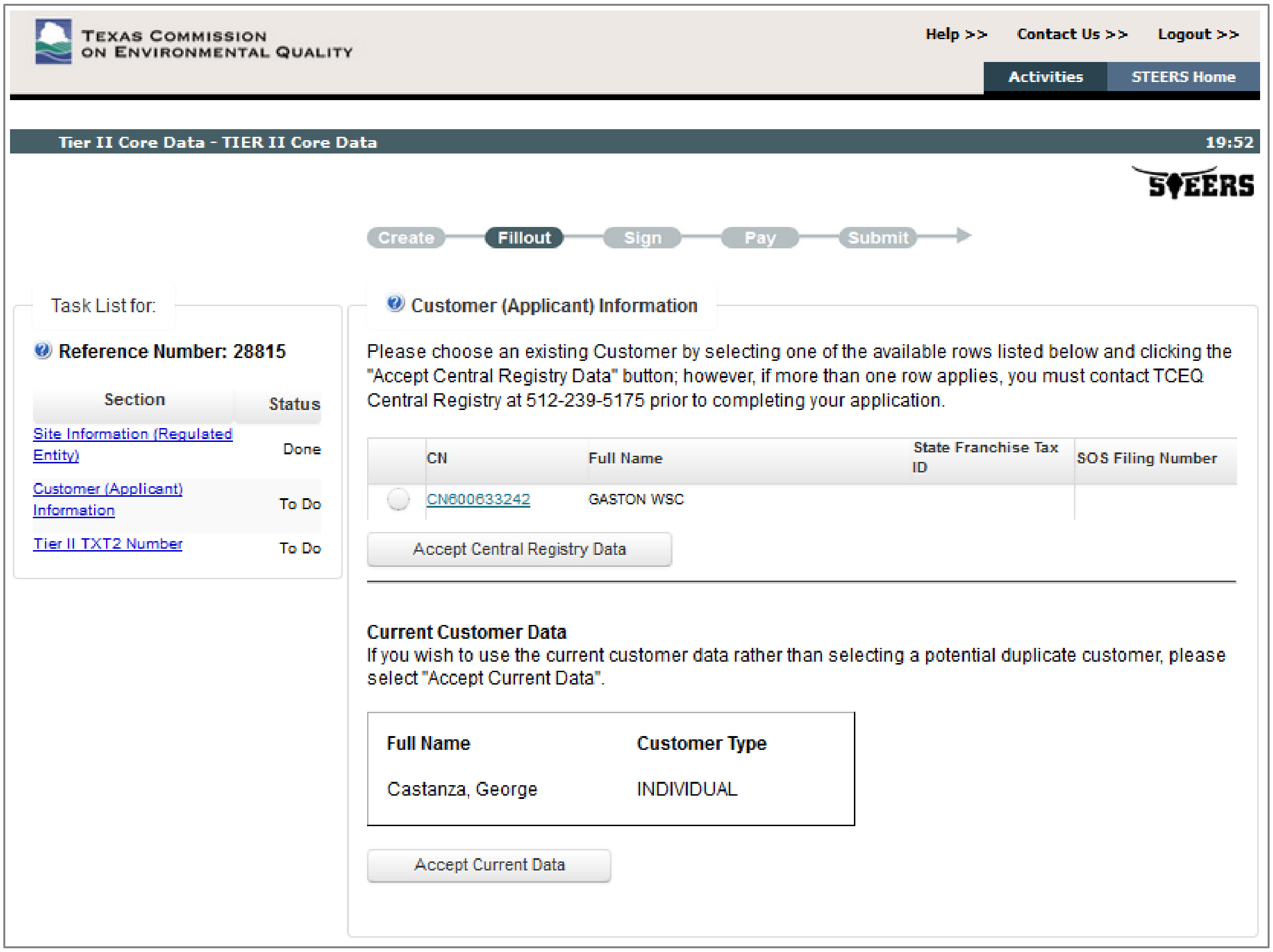


Figure 27: Customer (Applicant) Information Potential Duplicates page

3. The *Tier II TXT2 Number* page displays.

Tier II TXT2 Number

1. The *Tier II Core Data tier II TXT2 Number* page allows you to identify whether you have a Tier II TXT2 Number. If the database has a TXT2 Number assigned to the Customer Record, then the page displays the TXT2 number for you to see. If there is no TXT2 Number assigned to the Customer Record, then there is a choice to get a new one or enter one that you have.
2. If you do not have a TXT2 Number assigned to your Customer account, select **No** in the drop-down field.

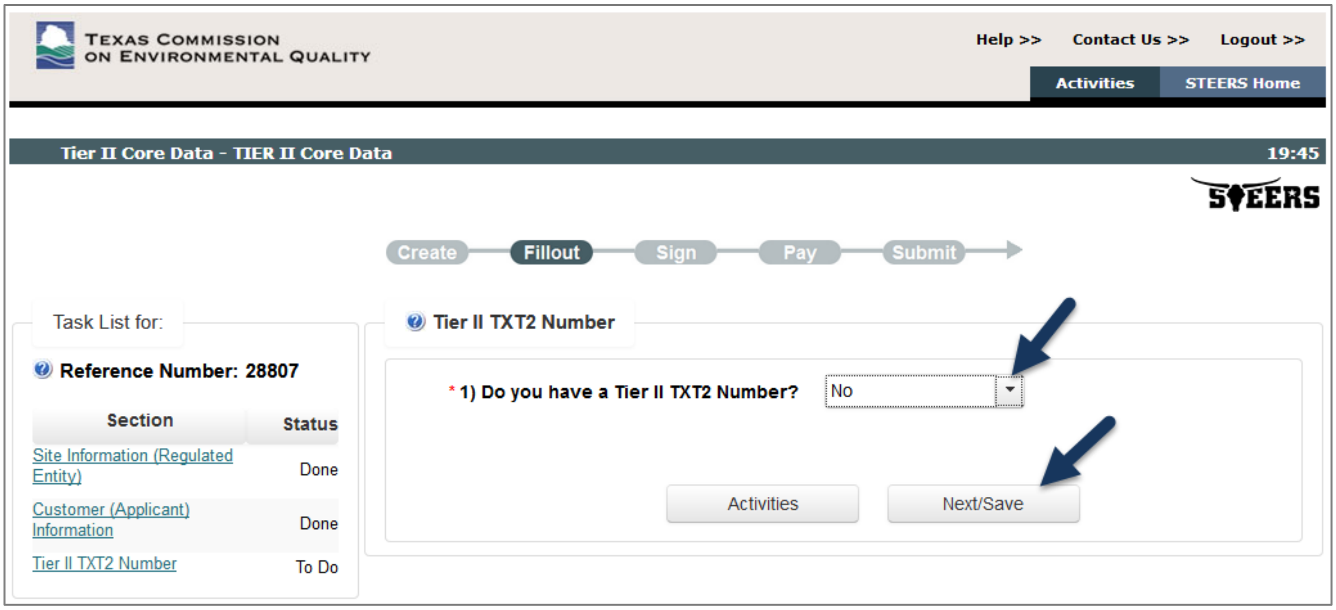


Figure 28: Tier II TXT2 Number initial page

3. If you do have a TXT2 Number, select the **Yes** button and a **TXT2 Number** field displays for you to enter your number.

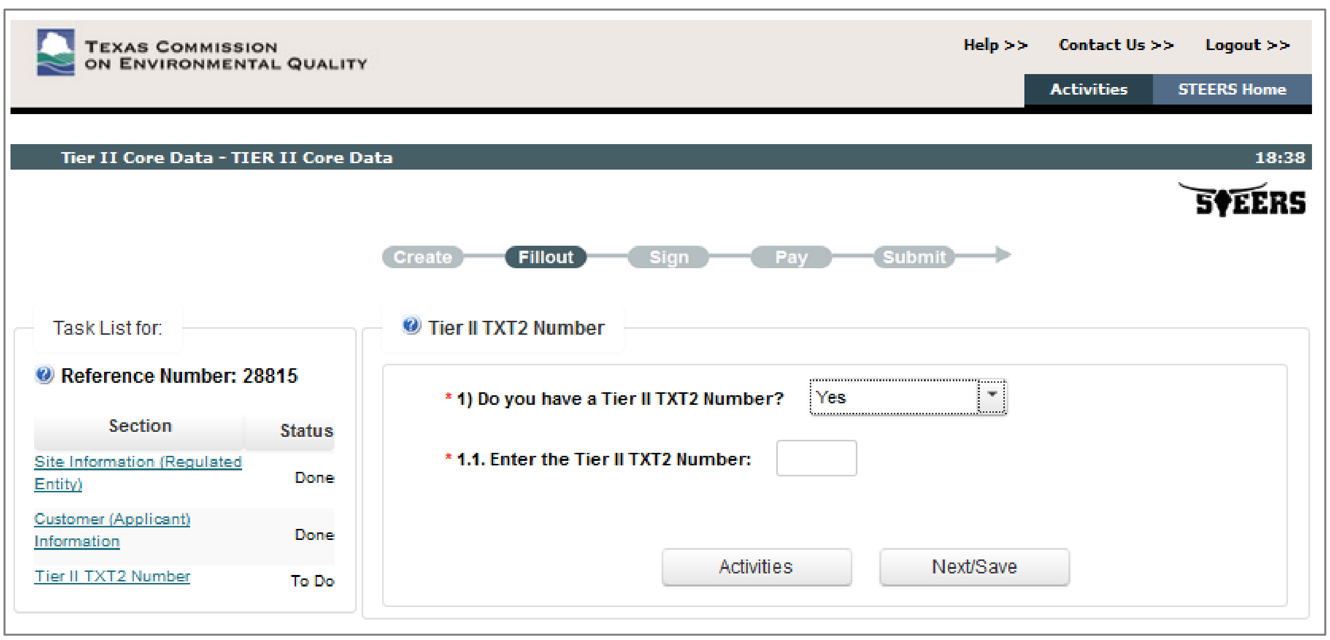


Figure 29: Tier II TXT2 Number page with the Tier II TXT2 Number entry field option

   a. If the TXT2 Number you enter matches records in the database, you can move forward. If not, then you can reenter the number.
      i. *Call the TCEQ Tier II office for further assistance if you encounter issues with your TXT2 Number.*

4. In both cases, when you select the **Next/Save** button, the *Activities* page displays and the application is ready to sign.

Signing the Application

After you have completed your application, you need to sign it before you are assigned your numbers.

1. On the *Activities* page, select the checkbox on the row for the application you are ready to sign.
2. Select the **Sign** button at the bottom of the page.

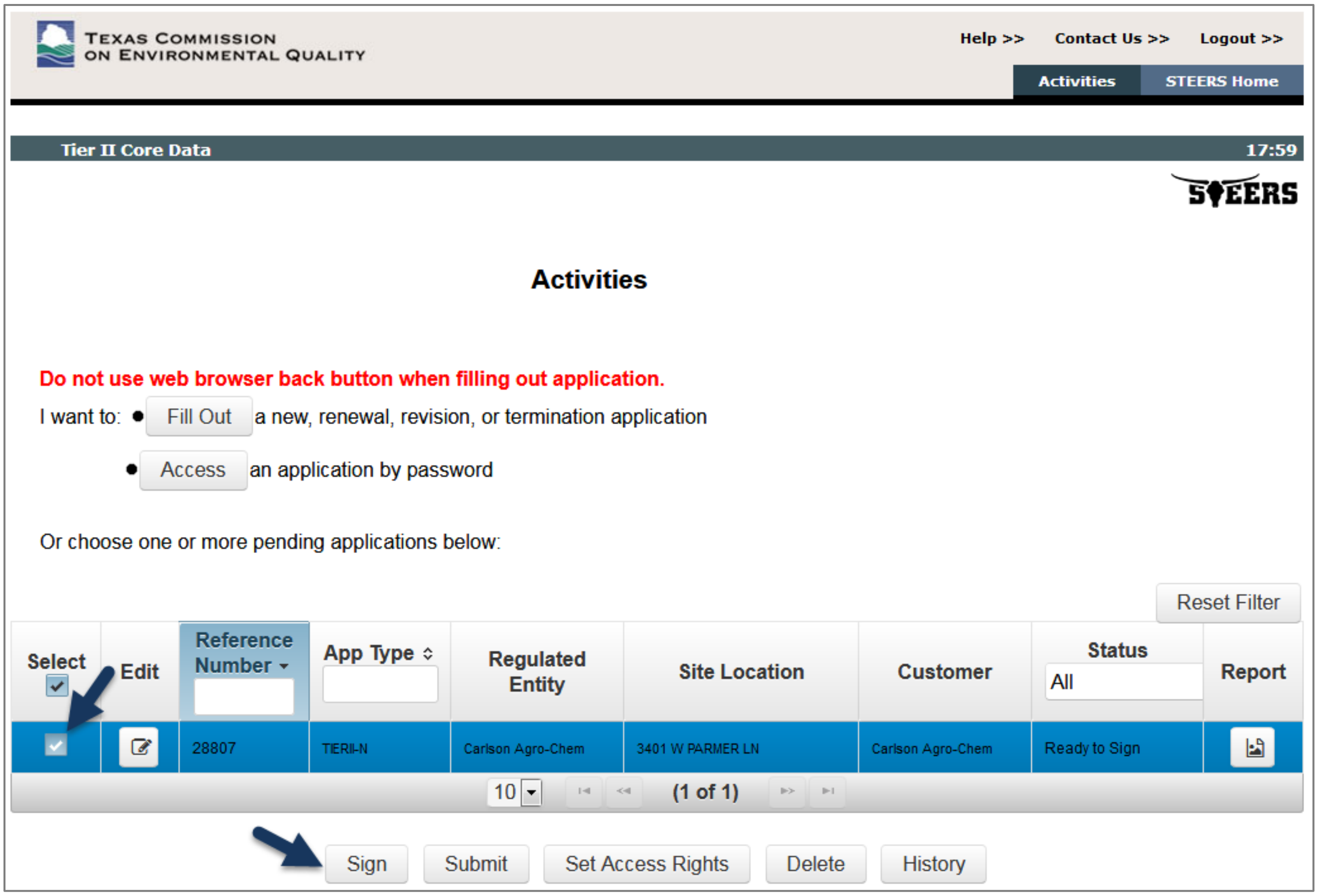


Figure 30: Activities page

3. The *Tier II Core Data Signature Page* displays. Select the **certification checkbox** at the top of the page.
   a. Read through the agreement and enter your **STEERS ER Account Password** at the bottom of the page.
   b. To sign the application, select the **Apply Electronic Signature** button.

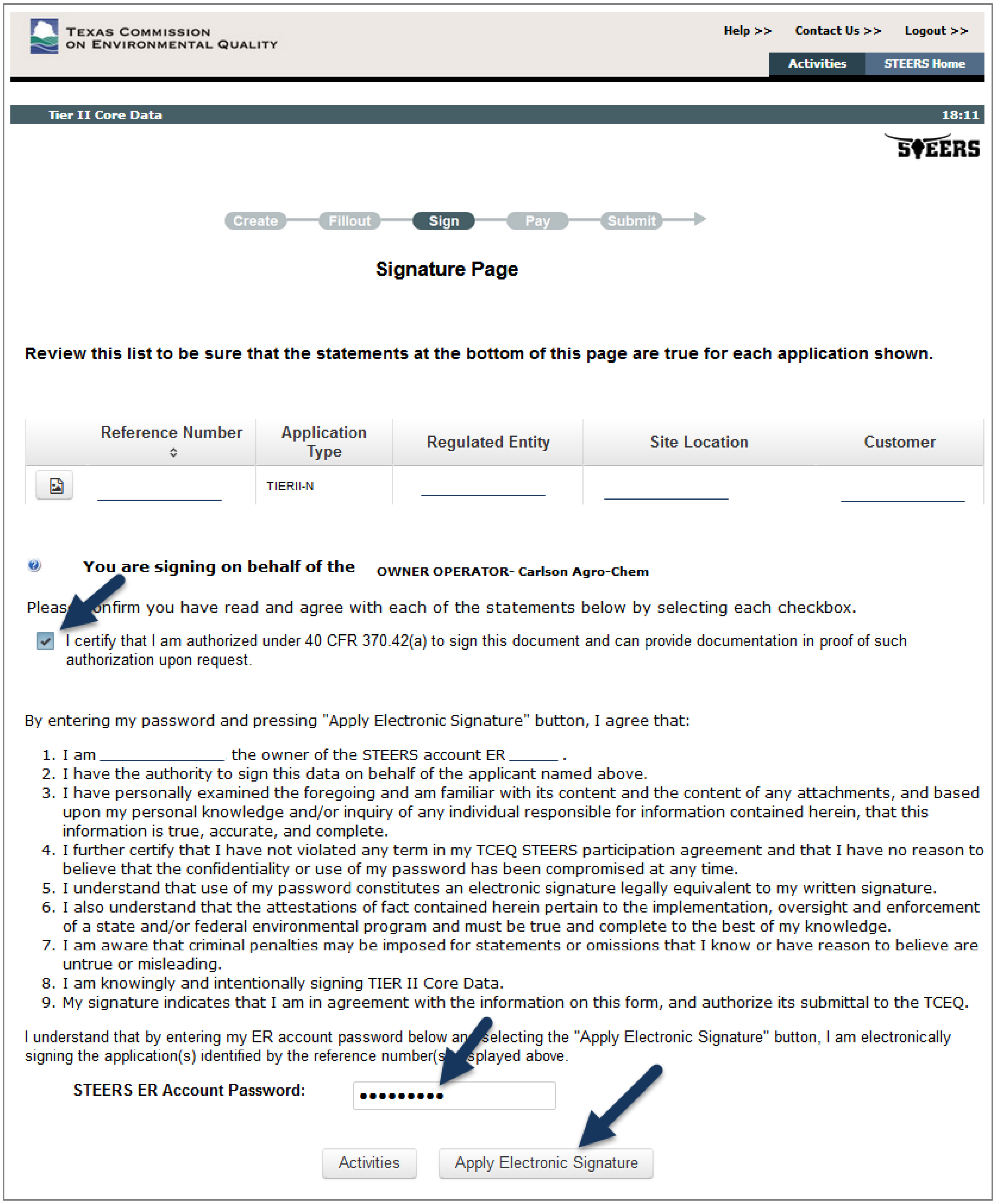


Figure 31: Tier II Core Data Signature Page

4. A confirmation page displays with the option to either submit the reference number or return to the *Activities* page.
    a. The **Reference Number** is the number of the application you were assigned at the beginning of the process.

5. Select the **Submit reference number** radio button, and then the **Next** button.
6. The *Submit Completed Applications* page displays.

Submitting the Application

Before you can submit an application, you must have signed it. See Signing the Application in Chapter 3. The submission process is done on the *Submit Completed Applications* page.

1. If you had just signed the application, the *Submit Completed Applications* page automatically opens.
    a. To get to this page from the *Activities* page, either select the application from the table at the bottom of the page and select the **Submit** button or select the **Access** button at the top of the page.
        i. The *Access Application by Reference Number and Password* page displays. Enter the **Reference Number** and **Password** and select the **Submit** button.

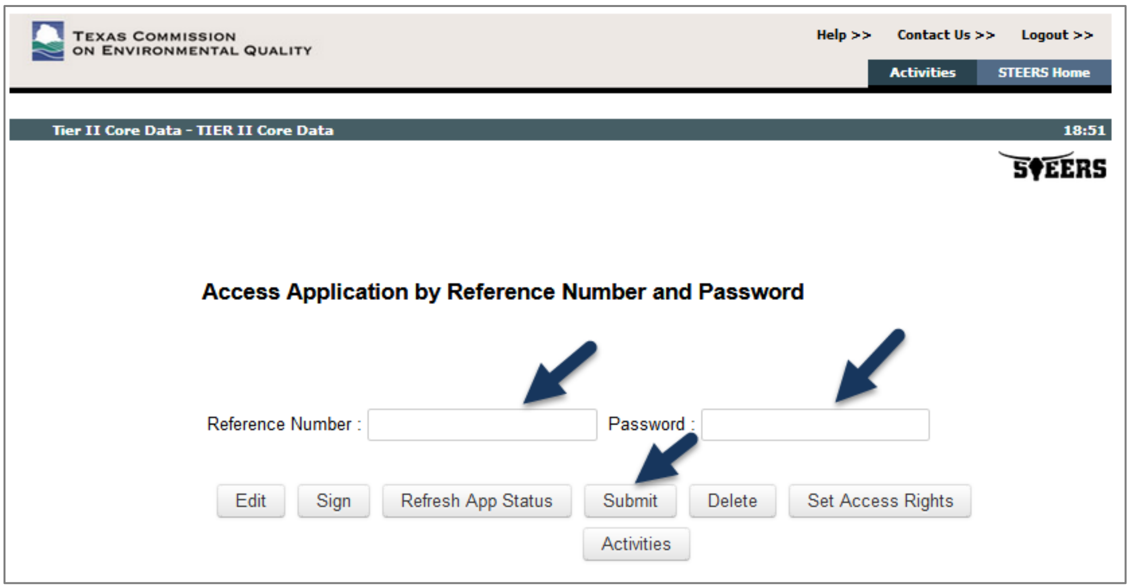


Figure 32: Access Application by Reference Number and Password Page

2. On the *Submit Completed Applications* page select the **Submit** button and wait for the confirmation. Do not press the button more than once. This process submits all the applications that have been completed and signed.

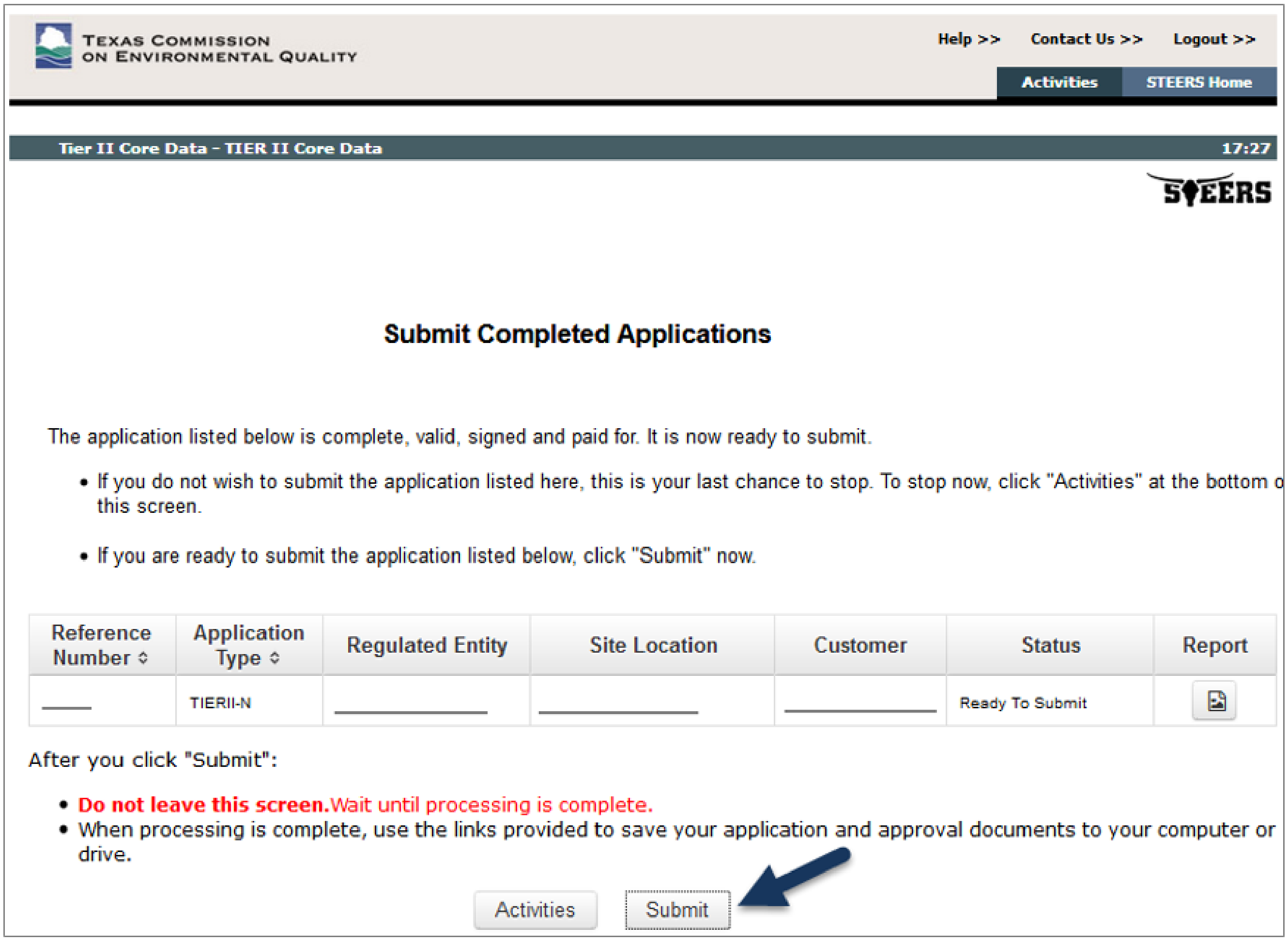


Figure 33: Tier II Core Data Submit Completed Applications page

NOTE: *Payment is not needed for registering your company, facility, or to get your TXT2 number. It is only required at the time of submitting your actual Tier II Account Reports.*

3. When the submission is complete, the *Tier II Core Data Congratulations* page displays. From there you can create a new application or access an existing application.
   a. When a submission is completed, an email confirmation is sent to the email address you entered for the Customer information.
4. On this page, you can choose to view the **Copy of Record**, or the **Approval Letter** for the application.
   a. The Copy of Record is all the information you provided in the application.
   b. The Approval letter (Notice of Approval or NOA) is a letter that identifies your TXT2 Number, CN, and RN. These are either the numbers you provided or newly assigned numbers if you did not have one.

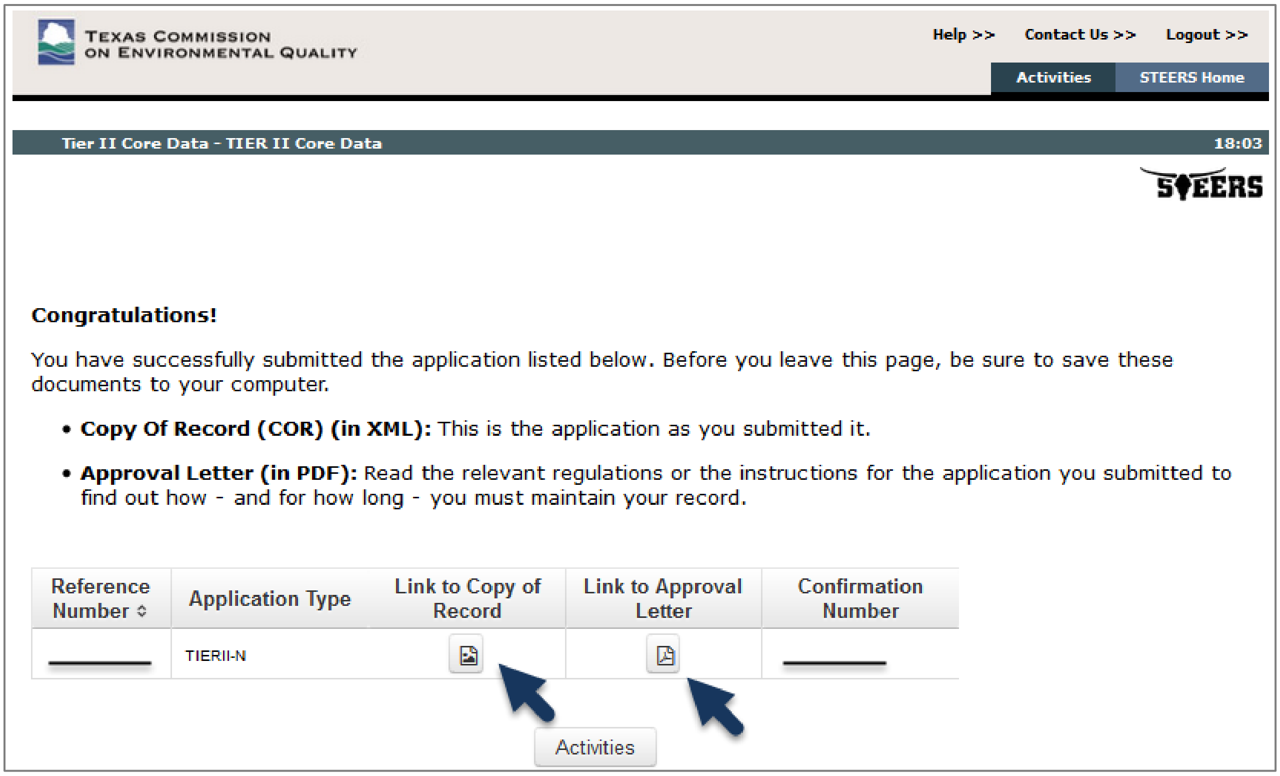
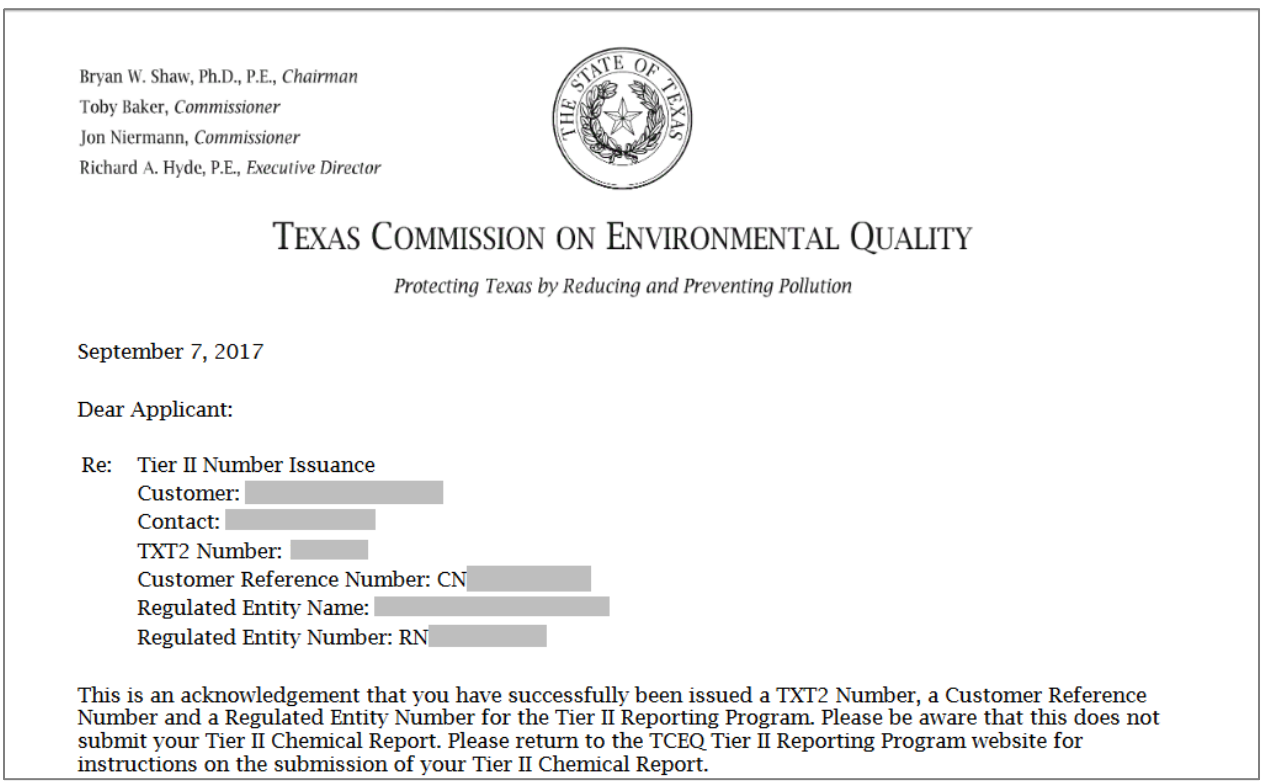


Figure 34: Tier II Core Data - Congratulations! Page

5. Selecting the **PDF** button in the ***Link to Approval Letter*** column displays the Approval Letter in a PDF viewer such as Adobe Viewer. An example is as follows:


Bryan W. Shaw, Ph.D., P.E., *Chairman*
Toby Baker, *Commissioner*
Jon Niermann, *Commissioner*
Richard A. Hyde, P.E., *Executive Director*

THE STATE OF TEXAS

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

September 7, 2017

Dear Applicant:

Re: Tier II Number Issuance
Customer:
Contact:
TXT2 Number:
Customer Reference Number: CN
Regulated Entity Name:
Regulated Entity Number: RN

This is an acknowledgement that you have successfully been issued a TXT2 Number, a Customer Reference Number and a Regulated Entity Number for the Tier II Reporting Program. Please be aware that this does not submit your Tier II Chemical Report. Please return to the TCEQ Tier II Reporting Program website for instructions on the submission of your Tier II Chemical Report.

Figure 35: Example of the Tier II Core Data Application Notice of Approval Letter

6. Selecting the **Link to Copy of Record** button, displays a report in another tab that displays all the data that you entered in the application.

> ***NOTE:*** *To associate more than on Regulated Entity or create more than one Regulated Entity for your CN/TXT2 Number, you create a new application for each Regulated Entity and select your CN and TXT2 Number.*

Getting Facility/Regulated Entity Numbers (RN)

To get a new Regulated Entity Number for a facility, you need to create a new application. As outlined above, you first search for the facility (to make sure there isn't a RN already assigned), and then fill out the *Regulated Entity (RN) Information* page. This information is used to create a new Regulated Entity record in the TCEQ Central Registry database. A unique RN is assigned to that record after you complete the application process as outlined above.

> ***NOTE:*** *If you are adding a new facility to your existing Tier II Account, when you get to the Customer information page, enter your CN number, and complete the page with your Customer information.*

Getting Your Customer Number (CN)

If the owner/operator is new to TCEQ, you need to register and get a Customer Number (CN) as well as a TXT2 Number (see below). As you progress through the application process as outlined above, first you select or create a new Regulated Entity record for your account. When you get to the *Customer (Applicant) Information* page, create a new registration by entering in information in the search page and filling out the blank *Customer (Applicant) Information* page that comes up if there are no matches. Complete the application as described above and a new Customer record is created in the TCEQ Central Registry database and a unique CN created for that Customer record.

Getting Your TXT2 Number

If you are new to the Tier II Chemical Reporting Program, you need a TXT2 Number which is assigned to your Customer record. After you have completed the Regulated Entity and Customer pages choose the option that indicates that you do not have a TXT2 Number and one is assigned to you by the system.

If you already have an RN and CN for your account, but do not have a TXT2 Number, go through the process described above entering an existing RN for your account, and your CN and then indicate that you do not have a TXT2 Number. When the application is submitted, a new Tier II Account is created for the CN in the TCEQ Central Registry database and a unique TXT2 Number is assigned.

> ***NOTE****: You have not submitted your TCEQ Tier II Chemical Report. This is just a preliminary step necessary to proceeding to the Tier II Reporting program where you create and submit your Tier II Chemical Report.*

Associating an Existing Facility to your Tier II Account

If the facility already exists in the Central Registry database and you have its RN number, you submit anew Core Data application, but enter the RN number for the facility. See Filling out a STEERS Tier II Core Data Application in Chapter 3. If you do not know the RN number, you should Contact the Tier II Chemical Reporting Program staff.

Viewing Your Numbers for Submitted Applications

Once you have submitted your application, a Copy of Record (COR) and Notice of Approval (NOA) is created. The COR includes all the information you submitted in your application as you submitted it. The NOA is a letter that contains the application information as well as all the numbers assigned for that application.

1. On the *STEERS Home* page for your account, select the **Submissions** option in the header bar.

Figure 36: STEERS Home Page Menu Bar

2. The *Search Submit Log – Search Submissions* page displays.
3. Select the **Tier II Core Data** option from the **Program Area** drop-down. You only need to select that to list all the Tier II Core Data Applications that have been submitted under your account. To further refine the results, enter data in the other search fields.
    a. Select the **Search** button.

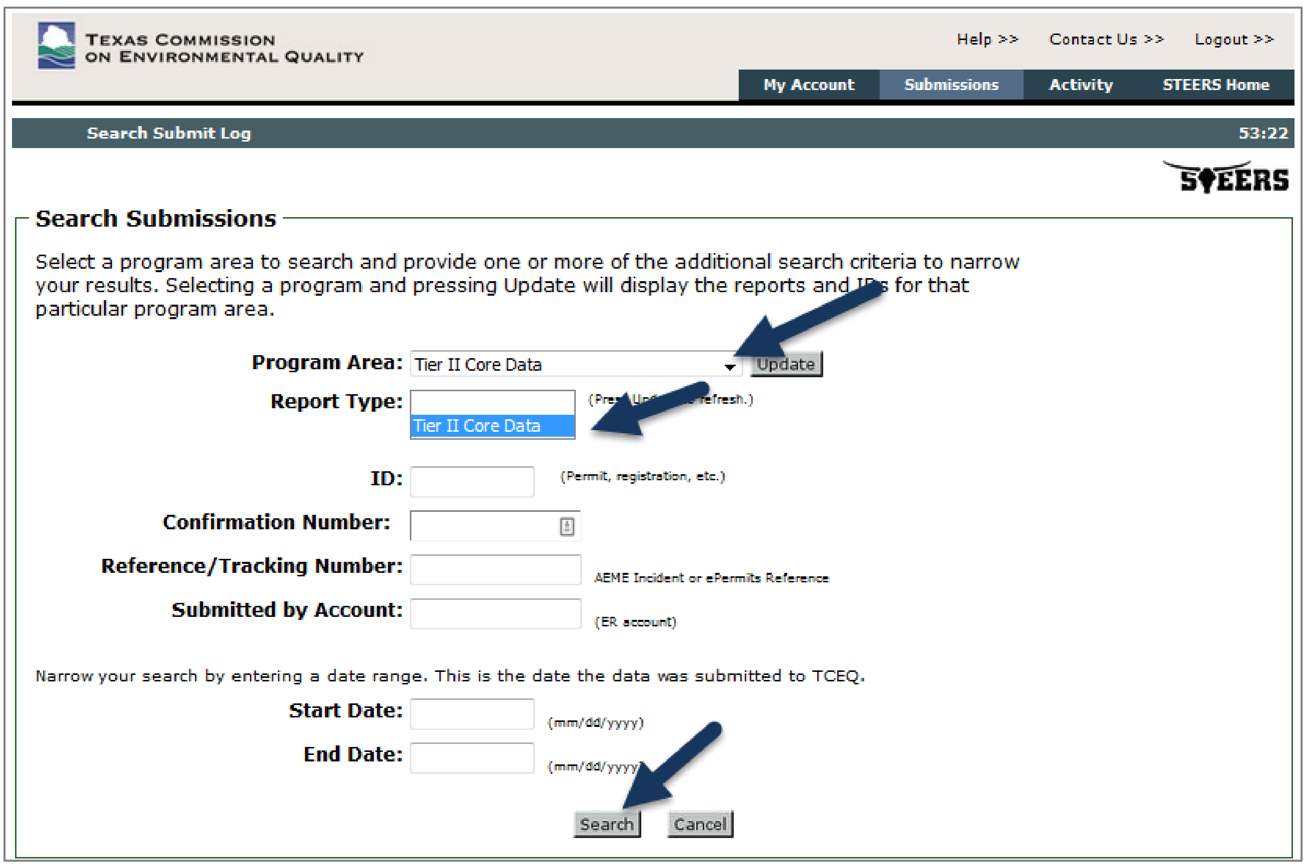


Figure 37: Search Submit Log - Search Submissions page

4. The *Search Results for Submit Log* page displays with the Tier II Core Data submissions that matched your search criteria listed.
    a. The ***Ref #*** field is the number of the application you were assigned in the *Tier II Core Data* program.
5. In the ***Action*** column for the application you wish to view, select **View NOA** from the drop-down.
    a. Select the **Go** button.

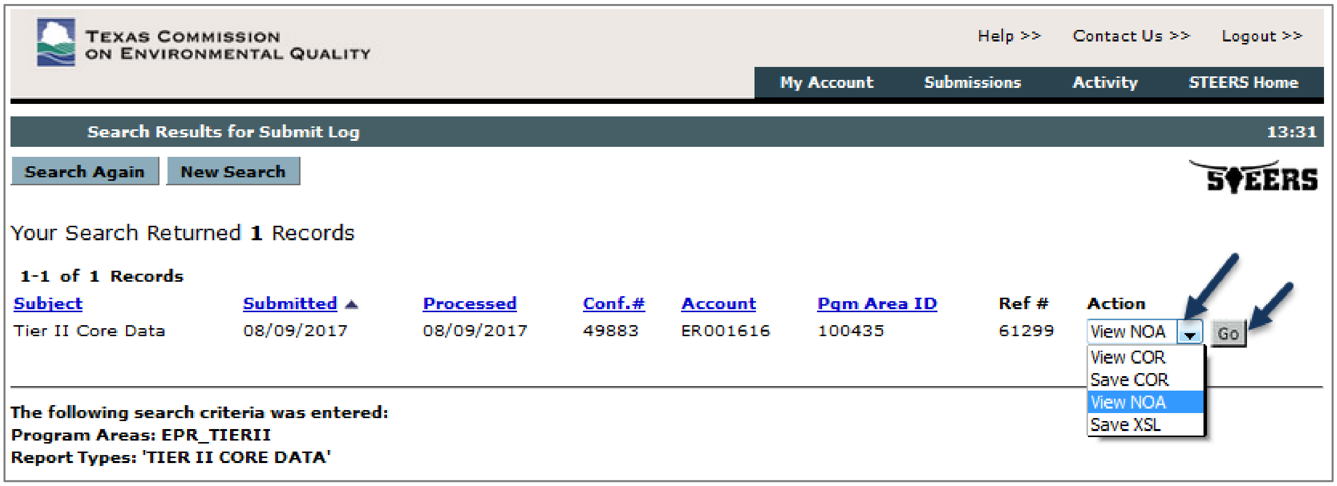


Figure 38: Search Results for Submit Log page

6. The *Notice of Authorization List* page displays with the NOA types available for you to view displays.
   a. Select the View NOA hyperlink to display the letter on the screen or Save NOA to save the letter as a document.

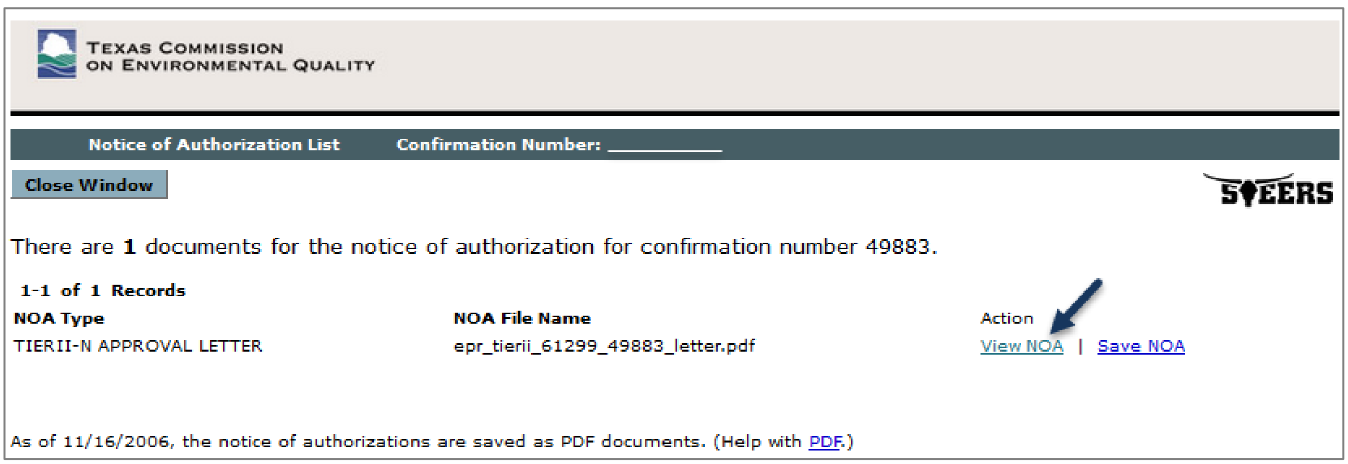
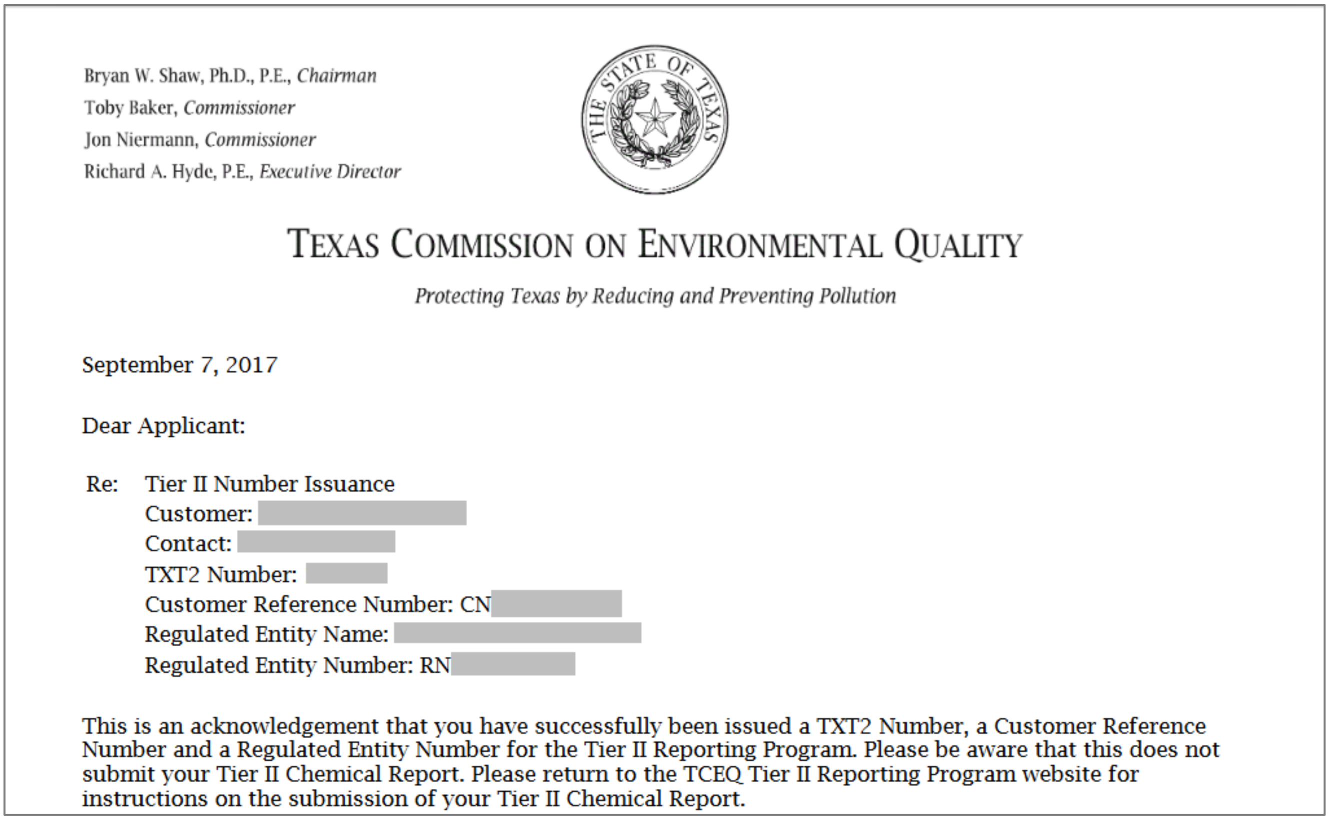


Figure 39: Notice of Authorization List page

7. When you select the **View NOA** hyperlink, the *Notice of Approval (NOA) letter* displays and includes your TXT2 Number, CN, and RN associated to or created for your application.



Bryan W. Shaw, Ph.D., P.E., *Chairman*
Toby Baker, *Commissioner*
Jon Niermann, *Commissioner*
Richard A. Hyde, P.E., *Executive Director*

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Protecting Texas by Reducing and Preventing Pollution

September 7, 2017

Dear Applicant:

Re: Tier II Number Issuance
Customer: [redacted]
Contact: [redacted]
TXT2 Number: [redacted]
Customer Reference Number: CN[redacted]
Regulated Entity Name: [redacted]
Regulated Entity Number: RN[redacted]

This is an acknowledgement that you have successfully been issued a TXT2 Number, a Customer Reference Number and a Regulated Entity Number for the Tier II Reporting Program. Please be aware that this does not submit your Tier II Chemical Report. Please return to the TCEQ Tier II Reporting Program website for instructions on the submission of your Tier II Chemical Report.

Figure 40: Example of the Tier II Core Data Application Approval Letter

Requesting Tier II Reporting Access

Who Needs Tier II Access

In short, everyone who wants to access the Tier II Reporting Application to submit Tier II Account Reports needs a STEERS account and Tier II Reporting access. In every case, there must be an “owner/operator” account created for the Tier II Account and that must be the Owner and/or Operator of the reporting entity (see What Numbers Do You Need? in Chapter 3).

The owner/operator users grant access to additional users, such as a staff member or consultant, within the Tier II Reporting Application. See [reference to chapter to be written]. If you are an authorized representative who represents multiple owner/operators, you can to request access to multiple Tier II Accounts when you request access to the Tier II Reporting program.

Requesting Access to Tier II Reporting and Specific Tier II Accounts

At this point, you should have created your STEERS Account. If you have not, see Setting up a STEERS Account *in* Chapter 3*.*

To complete this process, you need the ***Tier II Account’s CN***. This number is assigned by TCEQ to each “customer”. If the organization that will hold the Tier II Account is not registered with TCEQ, you or the organization’s owner/operator need to go through the Tier II Core Data program to create an account. See Getting Your Numbers Online in Chapter 3.

1. Once you have created your account, the next step is to select the **Tier II Reporting** program from the ***STEERS Access*** section on the *STEERS Account Summary* page.
    a. If you have just created your account, this page automatically opens.

b. If you have created your probationary account but left the application before you completed this process, you need to sign into STEERS using your new ER number and password and on the *STEERS Home* page select the **My Account** option in the header bar to open the *STEERS Account Summary* page.

Figure 41: STEERS Welcome Page Header

2. On the *STEERS Account Summary* page's ***STEERS Access*** section, select **Tier II Reporting** from the **Select STEERS Program to Add or Modify** drop-down field and select the **Go** button.

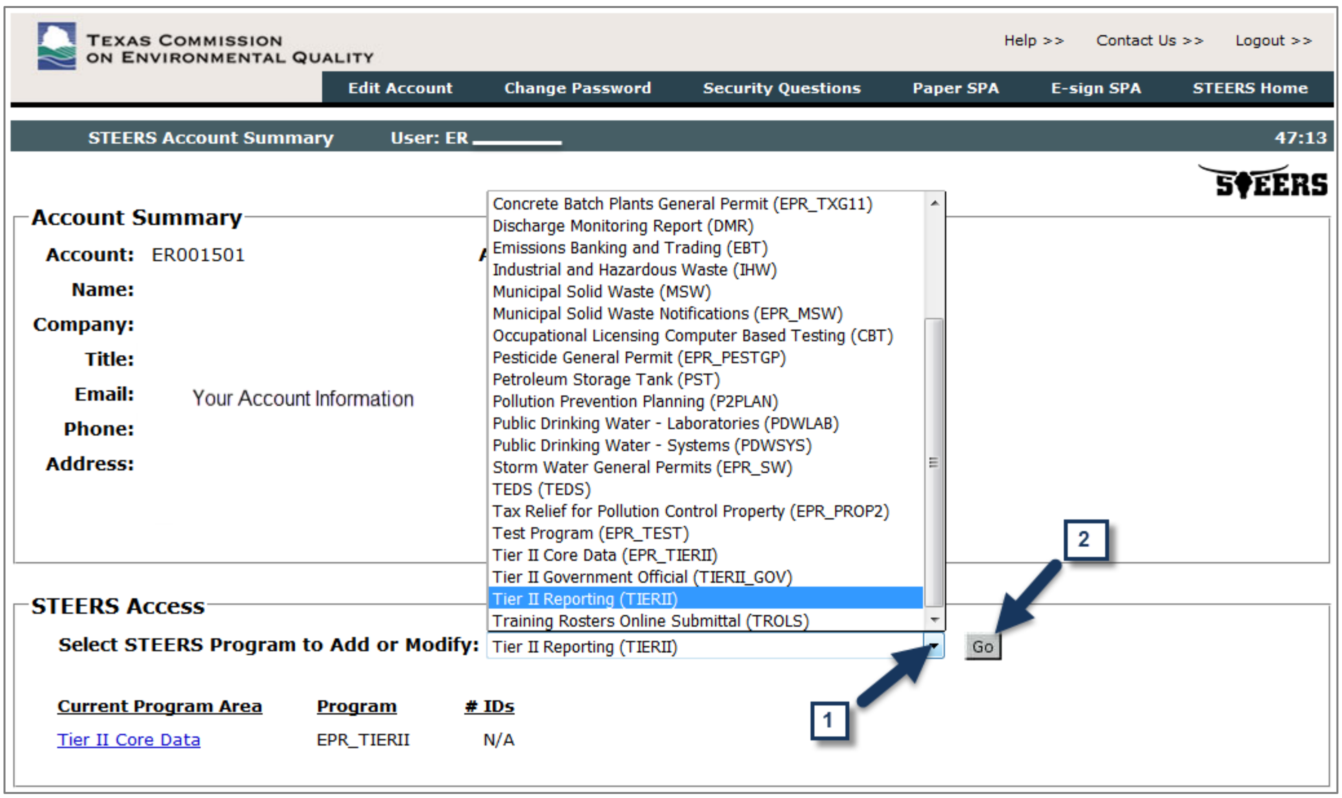


Figure 42: STEERS Account Summary page with Tier II Reporting option highlighted

3. The *Add New TIERII IDs* page opens. In the ***Program Status*** section, select the appropriate **Access Type**.
   a. The **Access Type** choices determine what you can do in the Tier II Reporting Application.
      i. **Tier II Reporting Read-only**

         This option is not pertinent to the Tier II Reporting program. Do not choose this option.

      ii. **Tier II Reporting Authorized Representative**

         This access type is for individuals who are authorized by the owner or operator of a Tier II Account Reporting entity. These users are granted access to create, edit, and submit Tier II data on specific Tier II Accounts. An authorized representative can have multiple Tier II Accounts for whom they do reporting.

         Additionally, a Tier II Account can have multiple users with this role. For instance, the owner or operator might choose to authorize staff members as well as a contractor to submit Tier II reports.

The approval is granted for this role type by the Owner/Operator user through the Tier II Reporting Application. You will receive an email when you have been granted access or have been denied.

> ***NOTE**: In the Tier II Reporting Application, these users have a **Tier II Role** of TIER II ACCOUNT STAFF.*

iii. **Tier II Reporting Owner Operator**

An owner/operator user is the person who is representing the entity that owns or operates the facilities that are being reported on. A Tier II Account can only have one Tier II Reporting Owner Operator user at a time. However, an individual can be a representative for more than one owner/operator and act in their stead and therefore can be a Tier II Reporting Owner Operator user for more than one Tier II Account.

This **Access Type** is for users who needs to be able to view, edit, and submit Tier II reports of the reportable facilities. This role can also authorize other users to have access to their Tier II Account in the Tier II Application.

The approval for this role type is granted by the TCEQ Tier II staff and you will be notified through email when your access is granted or if it is denied.

> ***NOTE:** In the Tier II Reporting Application, these users have a **Tier II Role** of OWNER/OPERATOR.*

> ***NOTE:** If you are a governmental official and your organization owns or operates Tier II Facilities you need access to both this Tier II Reporting program as well as the Tier II Governmental Official program. This guide is for the reporting to the TCEQ Tier II Chemical Reporting Program. There is another guide for Tier II Governmental Official users.*

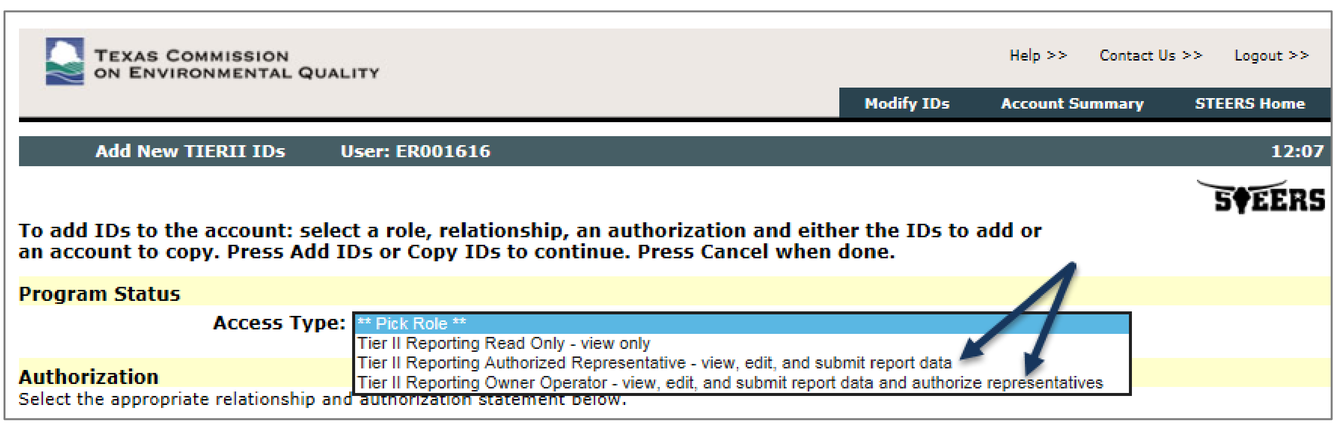


Figure 43: STEERS Add new TIERII IDs page with Access Type drop-down field highlighted

b. In the ***Authorization*** section on the *Add New tier II IDs* page, select the description of your employer's relationship to the facility or facilities. If you are contractor hired to do the reporting for the owner/operator, select the relationship of who hired you to the facility.

    i. Select **The Facility** if your employer is the facility itself.

ii. Select **Parent Company** if your employer is the owner of the facilities that are being reported on.

i. Then select the second option of the two options under "***Who is authorizing the access?***"

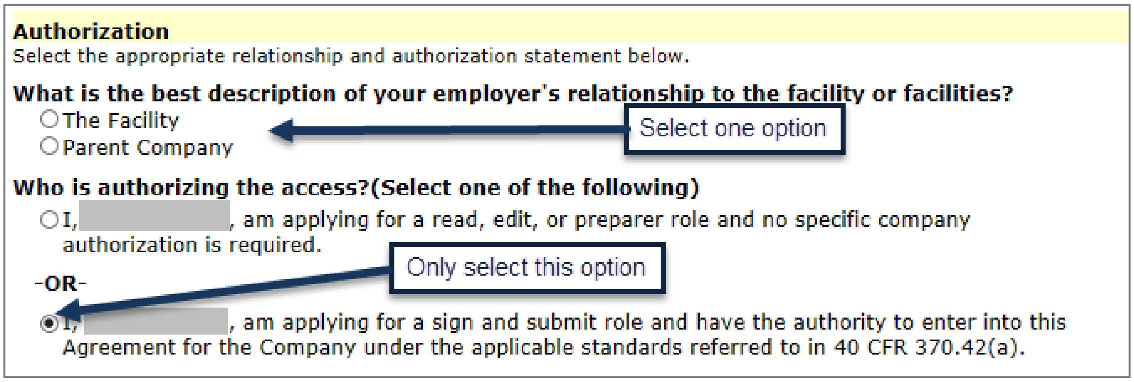


Figure 44: STEERS Add New TIERII IDs page - Authorization section

c. In the ***Tier II IDs to Add*** section, enter the different CNs you wish to access.

> ***NOTE:*** *If you are the owner/operator you should only have one CN that was assigned to you when you registered with TCEQ (see Getting Your Numbers Online in Chapter 3). Use that CN to add to your Tier II Reporting program area access.*
>
> *However, if you are a representative who is acting on behalf of owners or operators and are the Tier II Owner Operator user for those Accounts, you can enter the CN for each of those Accounts. Then select the **Add IDs** button.*

> ***NOTE:*** *If you are an authorized representative, and will be working with multiple accounts, you can enter multiple CNs now.*

d. If you want the same access as another STEERS user with your company/organization, you can enter their STEERS Account Number (ER#) into the **Account Number** field in the ***Copy IDs from another account*** section and select the **Copy IDs** button. The STEERS user whose access was copied also receives an email confirming the copy.

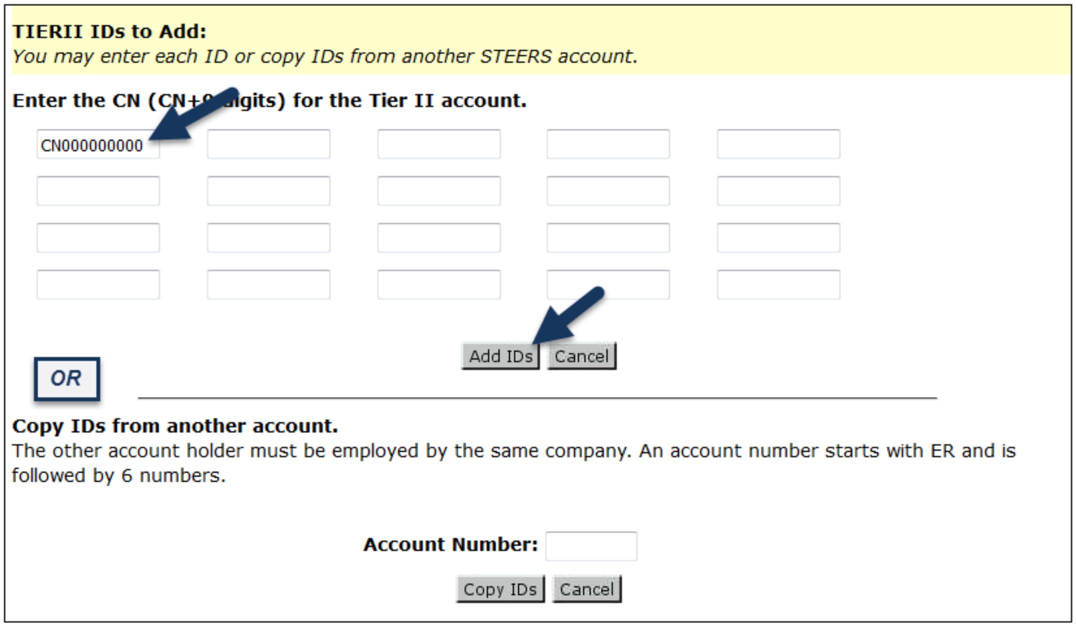


Figure 45: STEERS Add New TIERII IDs page - TIERII IDs to Add section

NOTE: *If the CN you are trying to add does not have a TXT2 Number, you will receive an error message.*

In that case, you need to go through Tier II Core Data program area to request a new TXT2 Number for that existing CN. See *Getting Your TXT2 Number in Chapter 3**.*

4. If the addition is successful, the *Confirm Add New Tier II Reporting IDs* page displays.
   a. Review the page and select the **Confirm Add** button at the bottom of the page.

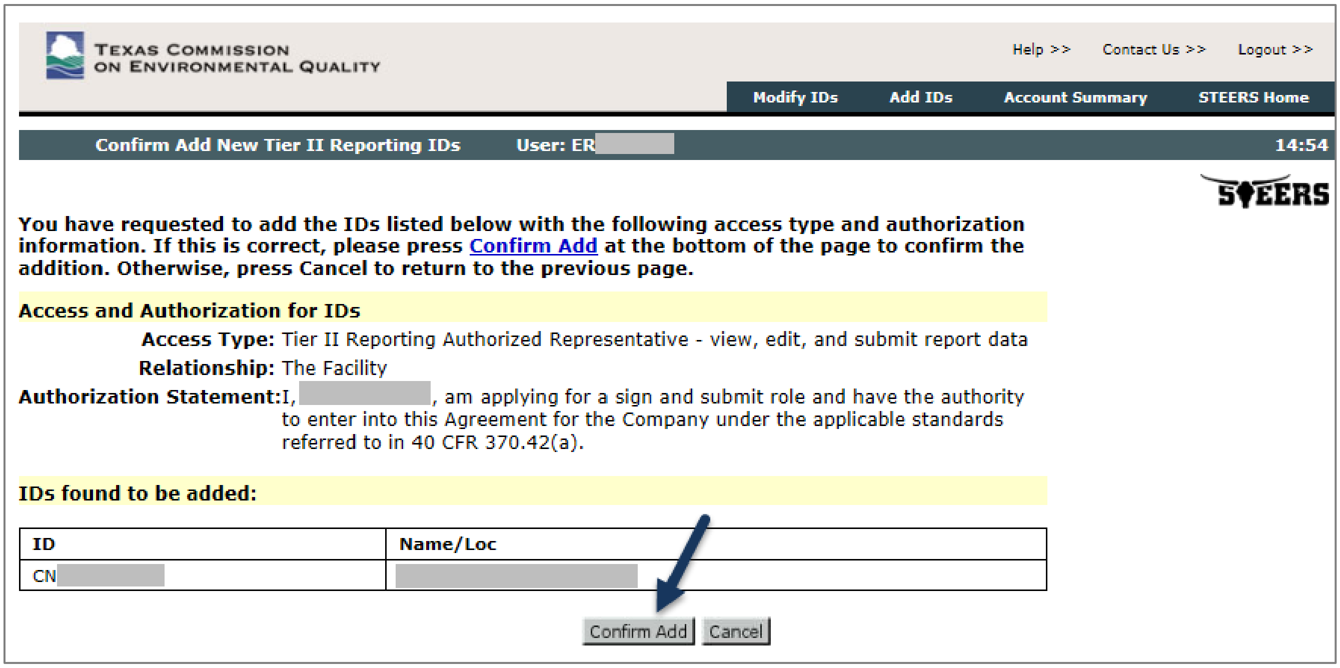


Figure 46: Confirm Add New Tier II Reporting IDs page

5. The *TIER II Reporting ID List* page displays with a confirmation message that your request for access to a Tier II account has been submitted. Your access remains on probation until the request has been approved. How your access is approved depends on the type of access you are requesting.
   - If you requested access as a Tier II Reporting Authorized Representative your request will be reviewed by the owner/operator user and an email will be sent to you when the request was accepted or denied.
   - If you are requesting access as the Tier II Reporting Owner Operator, your request will be reviewed by TCEQ staff and an email will be sent to you when the request was accepted or denied. *There can be only one Tier II Reporting Owner Operator user per Tier II Account.*
6. On this page, you can add additional IDs by selecting either the **Add IDs** button, or modify your IDs by selecting the **Modify IDs** button. **Cancel** returns you to your *STEERS Account Summary* page.

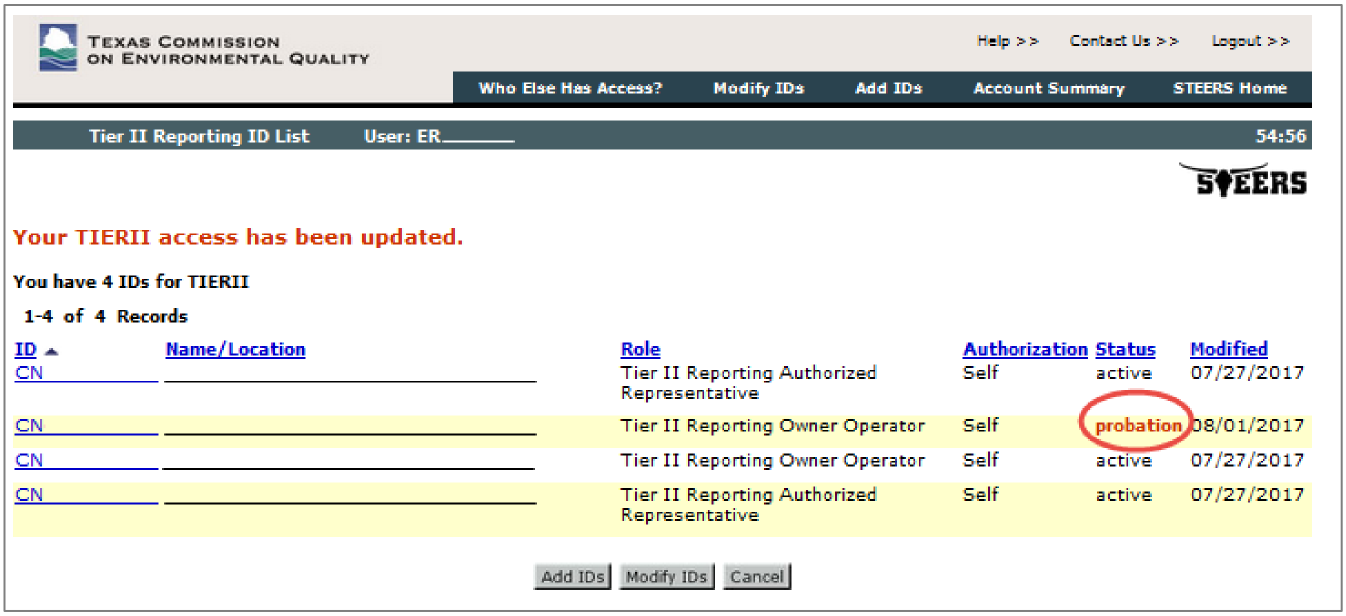


Figure 47: Tier II Reporting ID List page

a. From here you can select the **Add IDs** button to request access to more CNs.
   - The **Modify IDs** button allows you to change your access type for the CN or remove the CN from your list.
   - The **Cancel** button returns you to the *STEERS Account Summary* page.

> ***NOTE:*** *Your request remains in the* ***Status*** *of probation until you e-Sign a new SPA. See [Signing the STEERS Participation Agreement (SPA)](#) later in this chapter.*

7. In the ***STEERS Access*** section of the *STEERS Account Summary* page, you should see that you have the **Tier II Reporting** program area listed added to the list of ***Current Program Areas***.

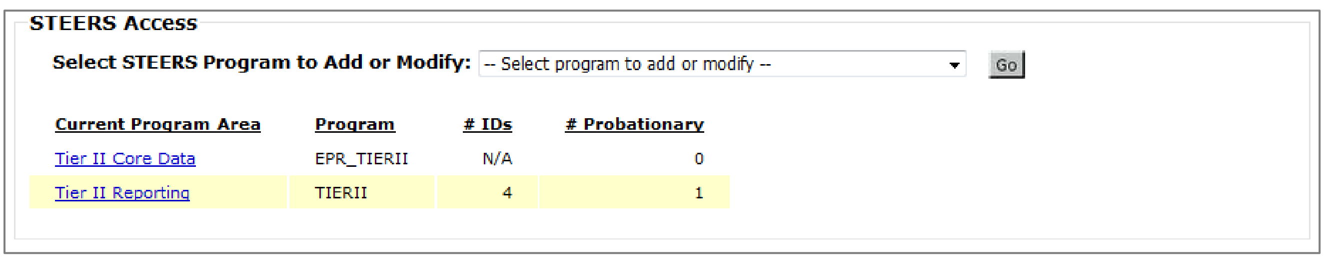


Figure 48: STEERS Access section of the STEERS Account Summary Page

> ***NOTE:*** *This is the page where you can request access to an additional STEERS Programs.*

Access Confirmation

When your access is approved, an email is sent to your email address letting you know that you have been granted access. Alternatively, if you your request was rejected an email is also sent. An example of an acceptance notification email follows:

This email is to inform you of the following action related to your request for access to the TCEQ's Tier II Application:

STEERS User: ER###### - NAME
Tier II Account: TXT2 # for Owner/Operator: CN######## - NAME
Action Completed: Access Authorized
Authorized as of: DATE
Authorized by: email address of authorizer

If you have any questions or need assistance place contact the Tier II Chemical Reporting Program at: 512-239-5060, tier2help@tceq.texas.gov or http://www.texastier2.org.

Requesting an Additional Tier II Account Access

If you have already requested access to the Tier II Reporting program and you need to add an additional Tier II Account access for your Tier II Account, go through the *STEERS Account Summary* page:

1. After logging in, select the **My Account** option in the header bar.

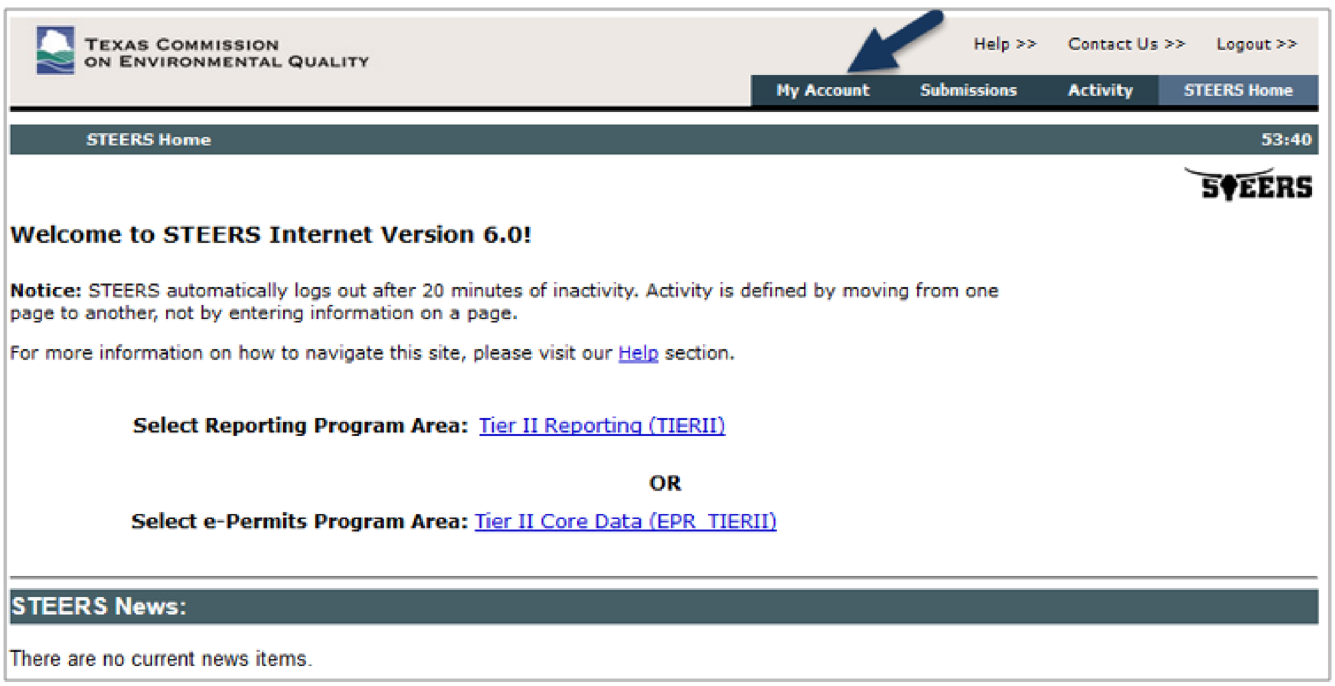


Figure 49: STEERS Home - Welcome to STEERS page

2. The *STEERS Account Summary* page displays.
3. Select the **Tier II Reporting** option in the ***STEERS Access*** section of the page.

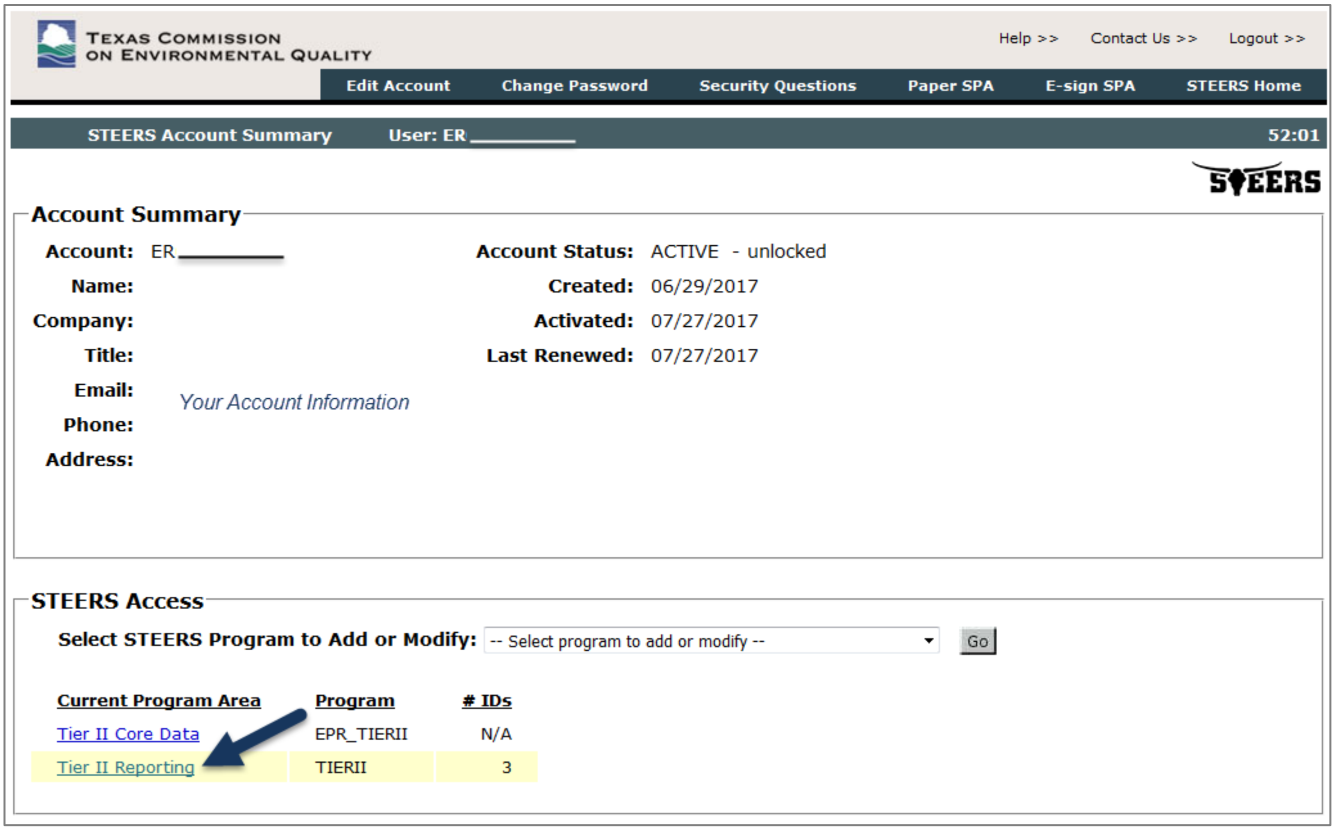


Figure 50: STEERS Account Summary page

4. The *Tier II Reporting ID List* page displays with all the Tier II Accounts (CNs) already associated to your account.
5. To add a new CN (for a Tier II Account), click the **Add IDs** button.
    a. The **Cancel** button returns you to the *Account Summary* page.

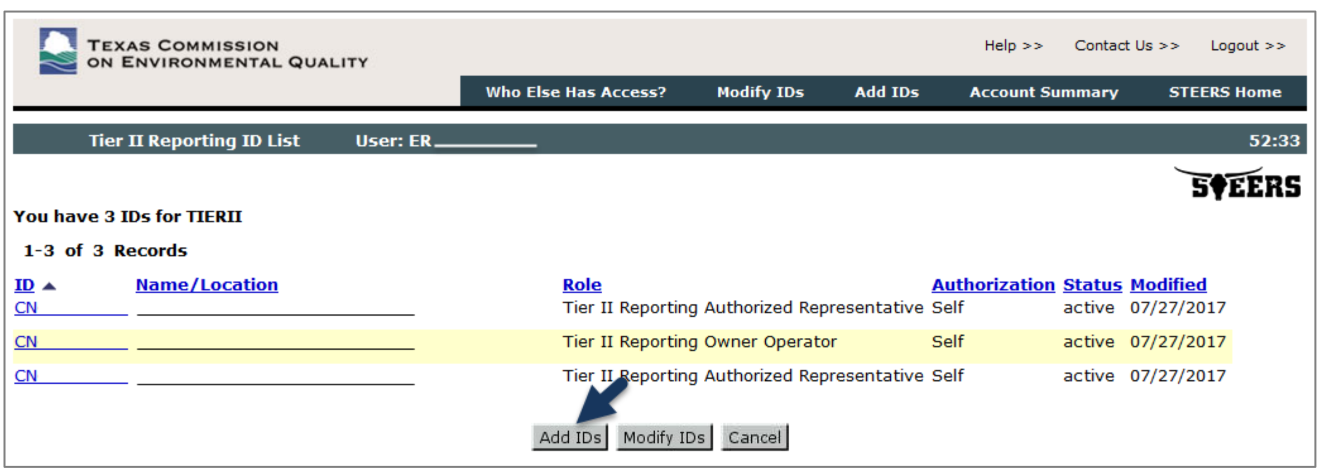


Figure 51: Tier II Reporting ID List page

6. The *Add New Tier II IDs* page displays. Complete the page in the same way that you had previously in the Requesting Access to Tier II Reporting and Specific Tier II Accounts section in Chapter 3.
    a. Pick the **Access Type**
    b. Pick your employer's relationship to the facility or facilities
    c. Select who would authorize your access

d. Enter the CNs for the Tier II Accounts you wish to add to your STEERS Account.

e. Select the **Add IDs** button.

7. As before, the *Confirm Add New Tier II Reporting IDs* page displays.

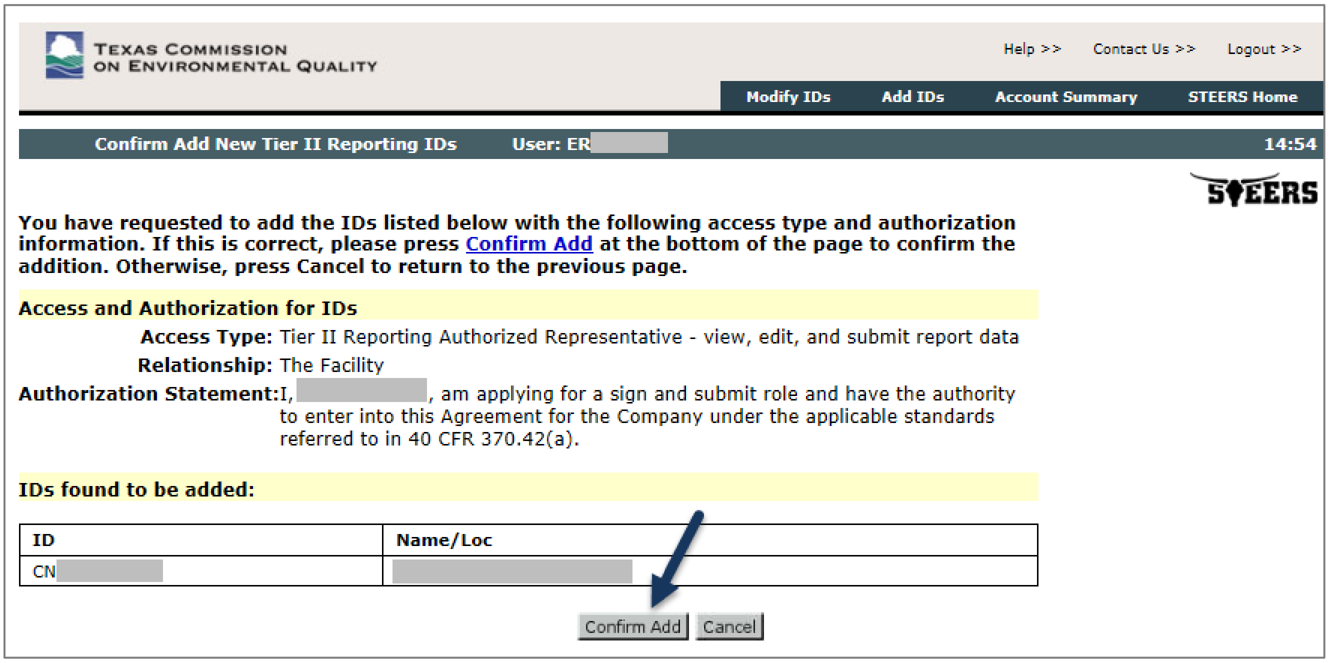


Figure 52: Confirm Add New Tier II Reporting IDs Page

8. Select the **Confirm Add** button and the *Tier II Reporting ID List* page displays. Note how the latest one added has the Status of "**probation**". You must submit an additional SPA before that status can be changed to "**active**". See Signing the STEERS Participation Agreement (SPA) later in this chapter.

9. Depending on the type of role and access you requested, your access is granted by TCEQ staff (Tier II Reporting Owner Operator) or by the Owner/Operator user (Tier II Reporting Authorized Representative).

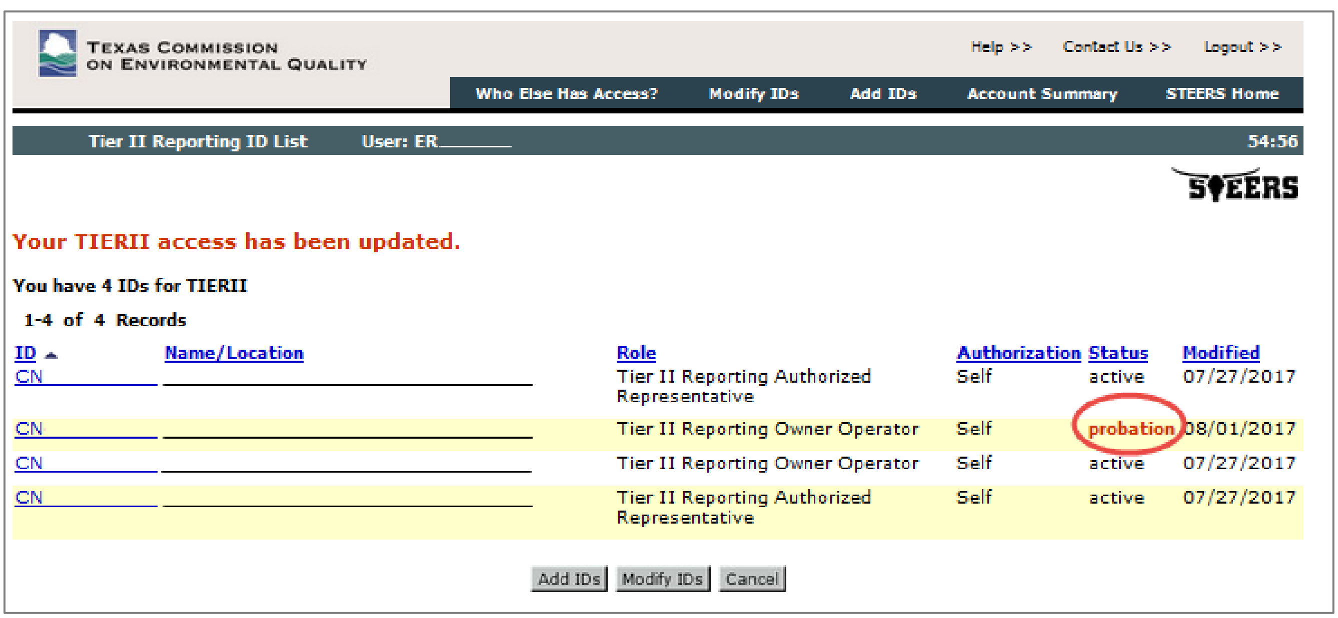


Figure 53: Tier II Reporting ID List page

10. Selecting the **Cancel** button opens the *STEERS Account Summary* page.

a. In the ***STEERS Access*** section of the *STEERS Account Summary* page, there is a column for **# IDs** and one for **# Probationary**. The **# IDs** column shows the number of Tier II Accounts associated with the STEERS Account. The **# Probationary** column only displays if there are probationary accounts.

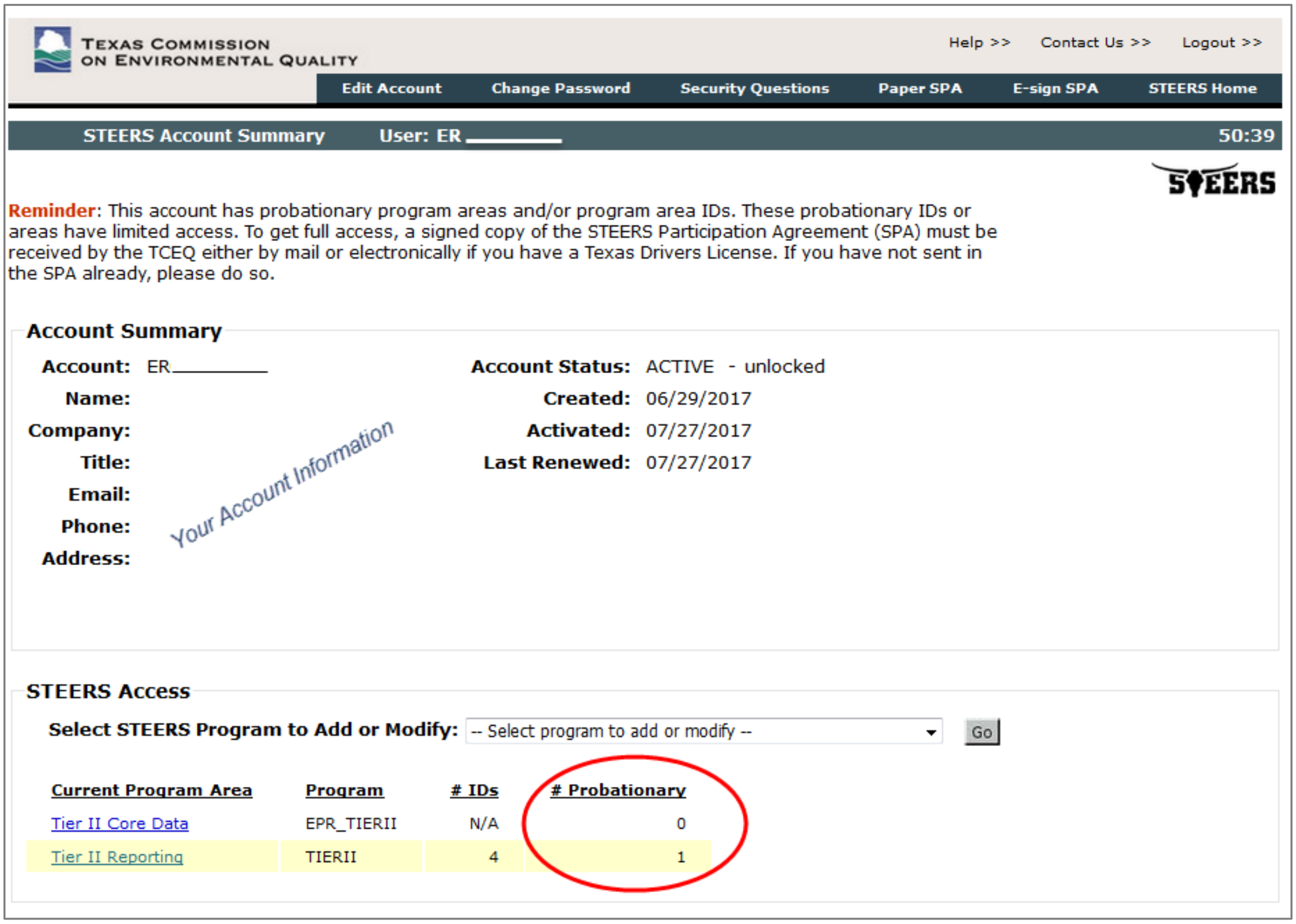


Figure 54: STEERS Account Summary page

Now that you have added the new Account, you need to sign a SPA. See the next section.

> ***NOTE:*** *Every time you either request access to a new program area, such as the Tier II Reporting Application, or add to a new CN to the Tier II Reporting program, you must sign another SPA. See* *Signing the STEERS Participation Agreement (SPA)* *in* *Chapter 3*.

Signing the STEERS Participation Agreement (SPA)

The STEERS Participation Agreement (SPA) is the agreement that you must sign to gain access to STEERS and any STEERS programs such as Tier II Reporting program as well as access to a Tier II Account (by using the CN). You can either electronically sign the SPA or print it out and mail it in.

> ***NOTE:*** *To electronically sign your SPA, you must have a Class C Texas Driver's License that has not been changed in the last six weeks. If you do not have a Texas Driver's license or you have recently changed or renewed your license, you must submit a paper SPA. See* *Preparing and Printing a Paper SPA* *in* *Chapter 3*.

Every time you add new Tier II IDs (CNs) to your STEERS account or you request access to a STEERS program you must submit a new SPA. For example, if you come back after creating your STEERS account and requested access to the Tier II Reporting program and add a new Tier II Account's CN to your account, you must sign another SPA for that new request to be processed. The same is true if you request a change in your level of access to a program.

Electronically Signing the SPA

Once you have created or updated your STEERS application, you need to open the *STEERS Account Summary* page. From the *STEERS Home* page, select the **My Account** option in the header.

Figure 55: STEERS Welcome Page Header

1. In the *STEERS Account Summary* page, select **E-sign SPA** in the header.

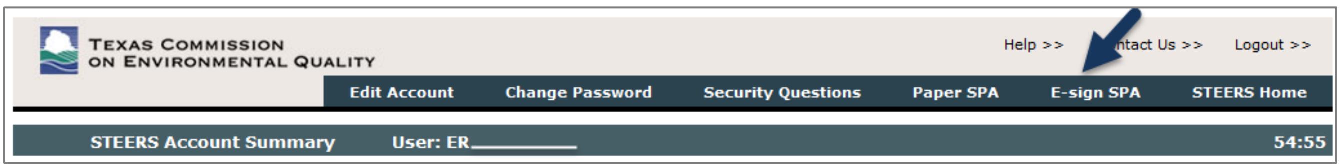


Figure 56: STEERS Account Summary page header for an existing STEERS Account

Figure 57: Example of a STEERS Account Summary page header after creating a new STEERS Account

2. The *STEERS Participation Agreement – E-sign Account* page displays with the SPA detailed.
3. Review the **Account Information**. If it is not correct, select the **Cancel** button at the bottom of the page and make your changes on the *STEERS Account Summary* page.
4. Read through the agreement and fill out the fields at the bottom of the page and select the **E-Sign SPA** button.
    - The **Cancel** button returns you to the *STEERS Account Summary* page and the **Exit Application** button returns you to the *STEERS Welcome* page and you must sign back in to continue.

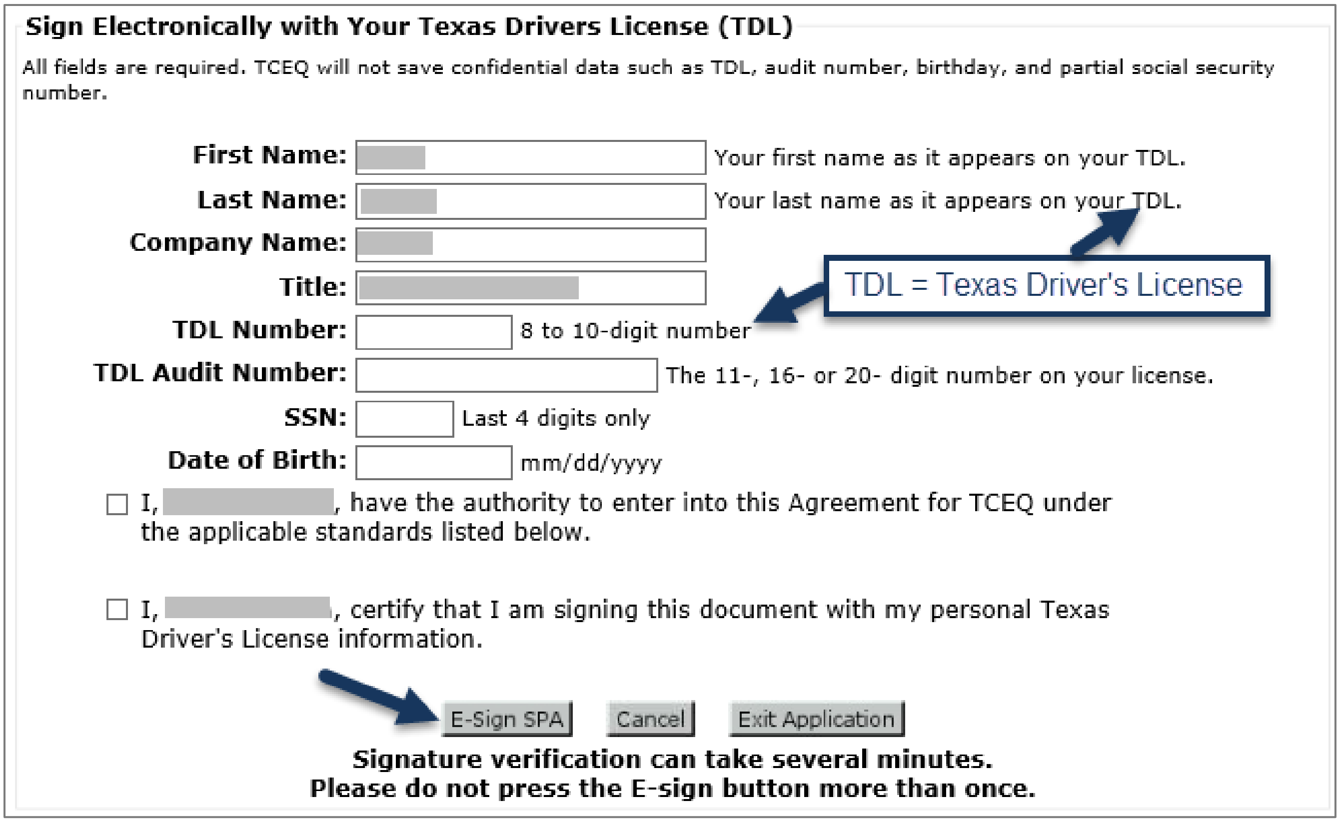
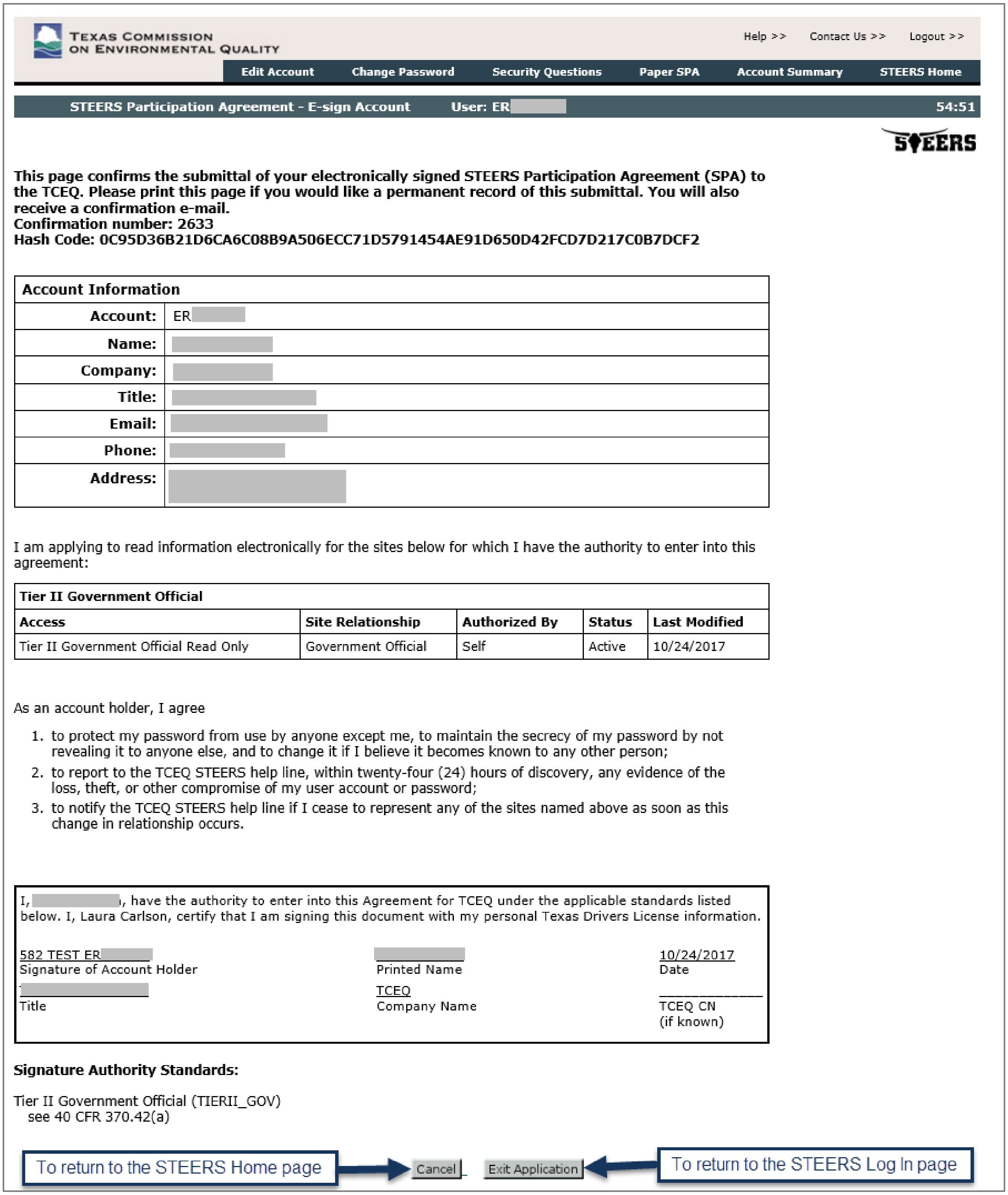


Figure 58: The Sign Electronically with Your Texas Driver's License (TDL) Section of the STEERS Participation Agreement - E-sign Account page

5. A *Confirmation of Submittal* page displays which you can print for your records. Additionally, you will receive an email confirmation of the completion of your SPA.
6. Read over the page, and select the **Cancel** button to return to the *STEERS Account Summary* page or the **Exit Application** button to return to the *STEERS Login* page.



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

Edit Account | Change Password | Security Questions | Paper SPA | Account Summary | STEERS Home

STEERS Participation Agreement - E-sign Account User: ER 54:51

STEERS

This page confirms the submittal of your electronically signed STEERS Participation Agreement (SPA) to the TCEQ. Please print this page if you would like a permanent record of this submittal. You will also receive a confirmation e-mail.
Confirmation number: 2633
Hash Code: 0C95D36B21D6CA6C08B9A506ECC71D5791454AE91D650D42FCD7D217C0B7DCF2

Account Information	
Account:	ER
Name:	
Company:	
Title:	
Email:	
Phone:	
Address:	

I am applying to read information electronically for the sites below for which I have the authority to enter into this agreement:

Tier II Government Official

Access	**Site Relationship**	**Authorized By**	**Status**	**Last Modified**
Tier II Government Official Read Only	Government Official	Self	Active	10/24/2017

As an account holder, I agree

1. to protect my password from use by anyone except me, to maintain the secrecy of my password by not revealing it to anyone else, and to change it if I believe it becomes known to any other person;
2. to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of the loss, theft, or other compromise of my user account or password;
3. to notify the TCEQ STEERS help line if I cease to represent any of the sites named above as soon as this change in relationship occurs.

I, , have the authority to enter into this Agreement for TCEQ under the applicable standards listed below. I, Laura Carlson, certify that I am signing this document with my personal Texas Drivers License information.

582 TEST ER		10/24/2017
Signature of Account Holder	Printed Name	Date
	TCEQ	____________
Title	Company Name	TCEQ CN (if known)

Signature Authority Standards:

Tier II Government Official (TIERII_GOV)
see 40 CFR 370.42(a)

Figure 59: STEERS Participation Agreement - E-sign Account Confirmation page

Preparing and Printing a Paper SPA

Note that the processing time of a paper SPA is longer than an electronically signed SPA due to the mailing and processing time.

1. On your *STEERS Account Summary* page, select the **Paper SPA** option from the header bar.

Figure 60: STEERS Account Summary page header for an existing STEERS Account

Figure 61: STEERS Account Summary page header after creating a new STEERS Account

2. The *STEERS Select SPA Type* page displays. On this page, you have two options for the type of SPA to create:
   - **a. Generate SPA**
     - i. Select the **Generate SPA** to create a document that you can print, complete, and mail to TCEQ. This option is used in all cases except when you require authorization from another person.
   - **b. Generate SPA for Single Authorization**
     - i. Select this option only if you need to generate a paper SPA for a single person authorizing your access. For instance, contractors that are requesting authority to prepare and submit data for an owner/operator.
     - ii. The four fields must match what you entered on the *Tier II Core Data Access* page.
3. The *STEERS Participation Agreement* page displays.
   - a. Review the **Account Information**. If it is not correct, select the **Edit Account** button in the header and make your changes.
   - b. If the information is correct, print the page and fill out the signature section at the bottom of the form in pen. Mail the form in using the address at the top of the form.

Setting Your STEERS Password

As soon as you request STEERS access, (see Setting up a STEERS Account in Chapter 3) you should have received an email sent to the email address that you entered in your application. It looks something like this:

steersdv@tceq.texas.gov

This is a message from the STEERS team. Your STEERS account has been created.

Your account number: ER__________
Your verification key url:
http://www3dev1.tceq.texas.gov/sandboxes/tierii/steers/index.cfm?fuseaction=login.setpwd&vk=373b2

To log into STEERS for the first time, you must click on the verification key url above. You may also copy and paste the url into your browser. The verification key url will take you to a page to set your account password.

This account has a probationary status, which means it has limited access to the STEERS application. To remove the probationary status and to get full access to STEERS, you must either sign the STEERS Participation Agreement (SPA) electronically with your Texas Drivers License or a printout of the SPA with original signatures must be mailed to:

TCEQ
STEERS MC226
PO Box 13087
Austin, TX 78711-3087

SPAs that are faxed or do not have original signatures will not be accepted.

An online help manual is available at http://www3dev1.tceq.texas.gov/sandboxes/tierii/steers/help/main.html .

If you want to see the details for this account, log onto STEERS and click on My Account. You can access STEERS at http://www3dev1.tceq.texas.gov/sandboxes/tierii/steers/ using your web browser. If you have any questions or comments please contact the STEERS Help Line at 512-239-6925 or by e-mail at steersdv@tceq.texas.gov.

Thank you for using STEERS.

This e-mail transmission and any attachments are believed to have been sent free of any virus or other defect that might affect any computer system into which it is received and opened. It is, however, the recipient's responsibility to ensure that the e-mail transmission and any attachments are virus free, and the sender accepts no responsibility for any damage that may in any way arise from their use.

Figure 62: Example of STEERS Account Creation Confirmation Email

1. Click on the link on the email and the *Set STEERS ER###### Account Password* page opens in your browser.
2. Enter your password in each **Password** field paying attention to the password requirements.
3. Answer the security question. The security question is one of the security questions that you selected when you created your account.
4. Select the **Set Password** button.

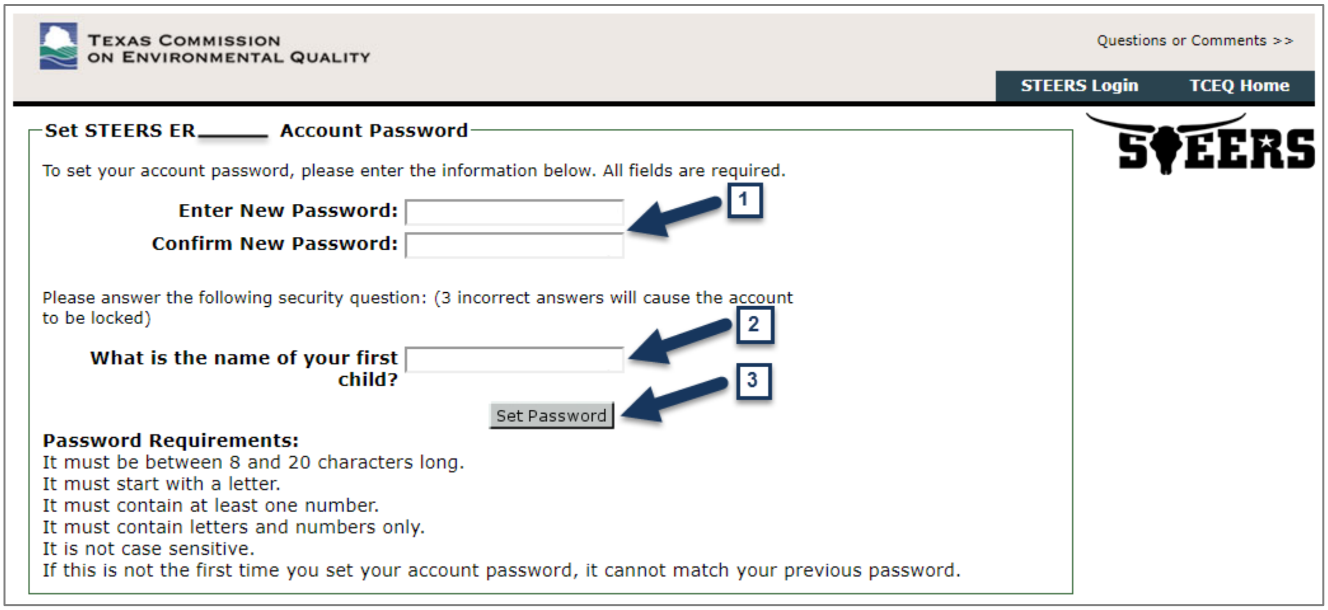


Figure 63: Set STEERS Account Password Page

5. If the password was accepted, an *Account Password Set* page displays. Select the **Login** button to return to the *STEERS Home* page.

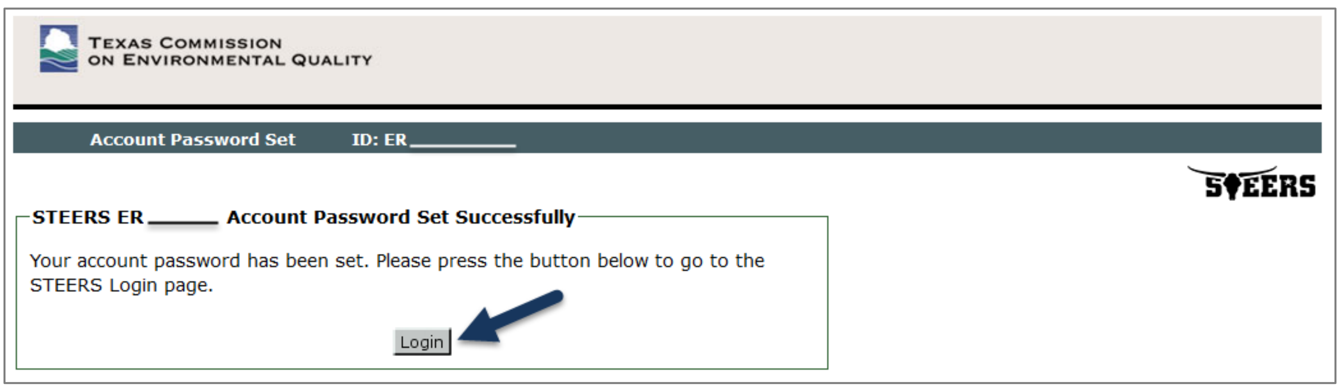


Figure 64: Account Password Set Page

Renewing Your STEERS Account

Every two years you must renew your STEERS account. A warning message displays on the *STEERS Home* page and you should receive at least two emails warning you that your account is about to expire. If you do not renew your account within 30 days of the expiration date, your account will be deleted.

To renew your STEERS Account,

1. Open the *STEERS Account Summary* page by selecting **My Account** in the *STEERS Home* page header.
2. Review your account information to make sure that nothing has changed.
3. To update your STEERS Account information, select the **Edit Account** header option, make your corrections in the *Edit Account Information* page, and select the **Update Account** button at the bottom of the page. You are returned to the *STEERS Account Summary* page.
4. To update the STEERS program area access, click on the program area name hyperlink in the ***STEERS Access*** section of the *STEERS Account Summary* page and the program area access page displays. For instance, if you selected the **Tier II Core Data** hyperlink, the *Tier II Core Data Access* page displays.
5. Make any necessary changes to the ***Access Type*** and ***Authorization*** and select the **Save Changes** button. The *STEERS Account Summary* page displays.
6. Once your changes have been made, you must submit a new SPA to complete the renewal. See the Signing the STEERS Participation Agreement (SPA) section of Chapter 3 for more information.

Chapter 4 – How to Use the Tier II Reporting Application

As mentioned earlier, the Tier II Reporting Application is used to capture information on the storage of Tier II reportable chemicals at facilities and locations across Texas. In the application, the Owner/Operator of those facilities (or their designee) creates reports where the details of their facilities are captured including the chemical storage information at each facility as well as the facility's contacts.

In the rest of this guide you will learn:

– How to Start the Tier II Reporting Application

– How to Create a Draft Tier II Account Report

– How to Complete Draft Tier II Account Reports

– How to Add a Contact to Multiple Facilities

– How to Validate Draft Account Reports

– How to Submit Tier II Account Reports & Make Payments

– How to Manage Your Tier II Account

– How to Export Account Facility Reports

– How to Authorize Users to Access Tier II Account and Reports

First, the basics of how to use the application.

Basics of the Tier II Reporting Application

The web pages in the Tier II Reporting Application have many similarities between them. For instance, there is a STEERS header bar, navigation menu, and page title on all pages.

This chapter describes those common features as well as the typical page behaviors and functionality.

Using the Tier II Reporting Application Web Pages

In general, there are two basic types of web pages in the Tier II Reporting Application: detail web pages and list web pages. Additionally, small pages display over the main page that are called pop-ups and are used for small tasks or searches related to the main page.

The next sections describe each web page type and features.

General Web Page Features

All full web pages have similar key features such as a navigation menu, title, sections, etc. They are as follows:

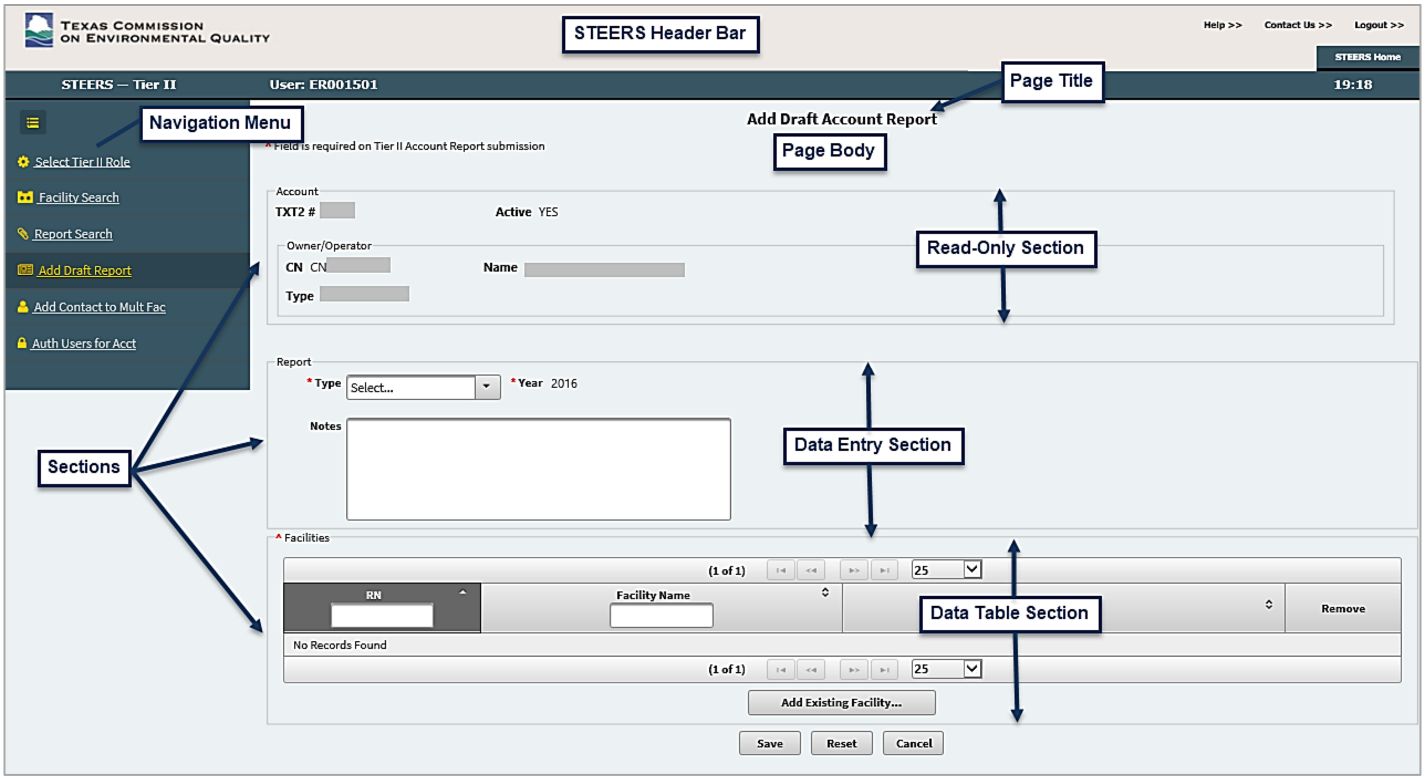


Figure 65: Example of a General Web Page with the Features pointed out

General Web Page Features and Purpose

Web Page Features	Purpose
STEERS Header Bar	This is a bar that displays at the top of all the STEERS applications including the Tier II Core Data program area and the Tier II Reporting Application. The **Help**, **Contact Us**, and **Logout** options are specific to STEERS. The **STEERS Home** option returns you to the main login page for STEERS.
Navigation Menu	This menu contains all the options that are available to you to be used at from any page in the application. Selecting a link from the ***Navigation Menu*** flows you to that page within the Tier II Reporting Application. ➢ Remember that flowing to another page could lose any unsaved data in the page you are on.
Messages	When the system has information, notices, errors, or other messages for you, they display at the top of the page, above the page title on both full pages and some pop-ups.
Page Title	The title or the name of the page is displayed at the top of the page below the STEERS header bar. In this guide, this is the title that is used to refer to the pages.
Page Body	The page body is where the content of the page is displayed. In most pages, fields and information are grouped into separate groupings, or sections, surrounded by boxes. The boxes indicate that the information within those boxes is related and each box has a title.

Web Page Features	Purpose
Read-Only Section	This section is often displayed at the top of detail pages such as the *Account Facility Detail* page. It often displays Account and Facility identifiers as well as Account Report type and year. This is a way to verify what Account, Facility, and Report you are viewing.
Sections and Subsections	Within page there can be groups of fields or data marked off by boxes with titles. There are different sections for different purposes such as read-only sections, data entry sections, and data table sections. Within some sections fields are grouped in subsections which are also set off by a box and a title. Some sections, such as the ***Report*** section on the *Account Facility Detail* page, are collapsed when the page loads. This is to save space for the more important information on the page. To expand those sections, select the + symbol next to the section title.
Data Entry Section	These sections include data entry fields and are where most your work is done.
Data Table Section	These sections include data tables which are often used for both displaying data associated to the record as well as the ability to add and remove data.

Table 1: Generic Web Page Features and their Purposes

Parts of a Pop-Up

There are smaller windows that are used called ***pop-ups***. They display over the initiating page. While they have a title and a body like all pages, they do not have the browser header, application top panel, or navigation menu. Most pop-ups have a **Cancel button** that closes the pop-up displaying the originating page from which you came. Search pop-ups, also have **Search, Reset,** and **Select…** buttons as well as a search results data table.

There are three main uses for pop-ups: to execute searches and selections of values; data entry; and detail data view.

Search pop-ups have the search criteria at the top of the pop-up with **Search** and **Reset** buttons. Below that is a ***Search Results Table*** where the results of the search are displayed. Below the table are the **Select…** and **Cancel** buttons. These pop-ups are used generally to find a value for a field such as locating a NAICS code and picking one to associate to the *Account Report Search* page.

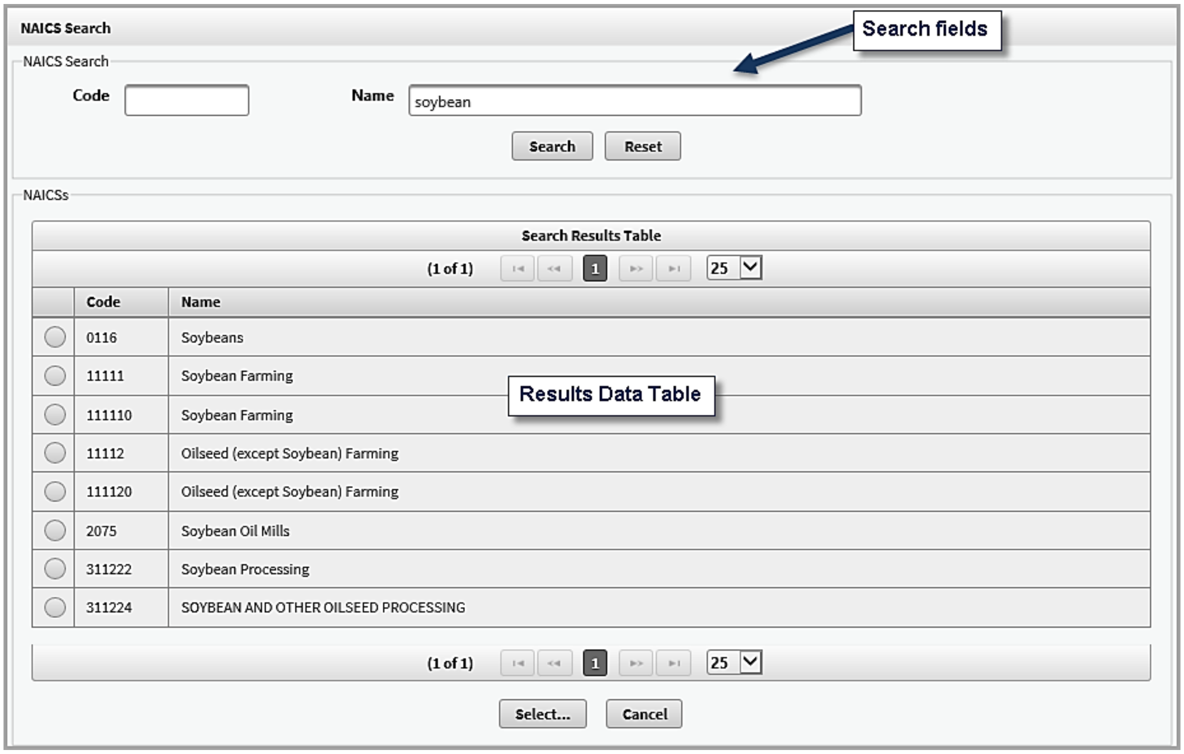


Figure 66: Example of a Search Pop-up

In some cases, a record is displayed on a page but the details are modified in a pop-up. The record is selected on the main page and the update or data entry pop-up comes up. These pop-ups have entry fields and **Save**, **Reset**, and **Cancel** buttons.

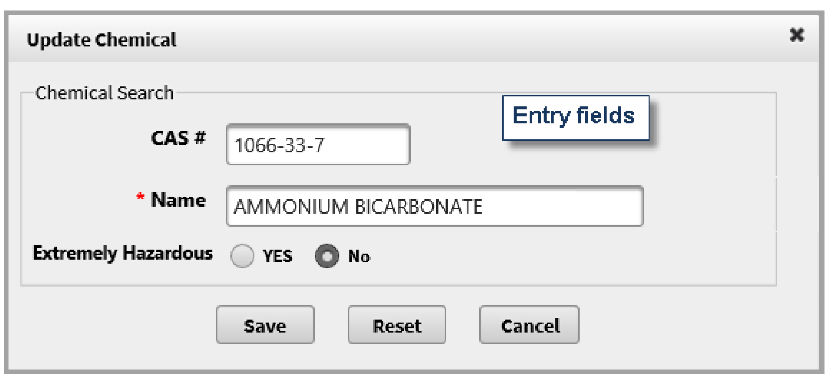


Figure 67: Example of a data entry pop-up

Some information is displayed on a pop-up rather than the detail page. When you select that record, a detail pop-up displays with the information for that record. These pop-ups sometimes have a message section. They also have display-only fields and only a **Cancel** button.

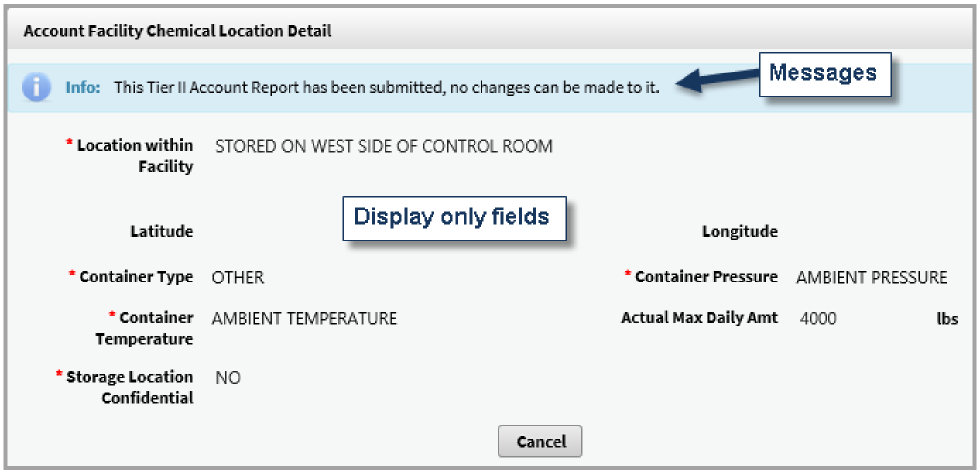


Figure 68: Example of a detail pop-up

Parts of a Detail Web Page

Detail web pages contain information specific to a record such as a Facility or Account Report. These pages are often data entry pages which are used to capture your report details.

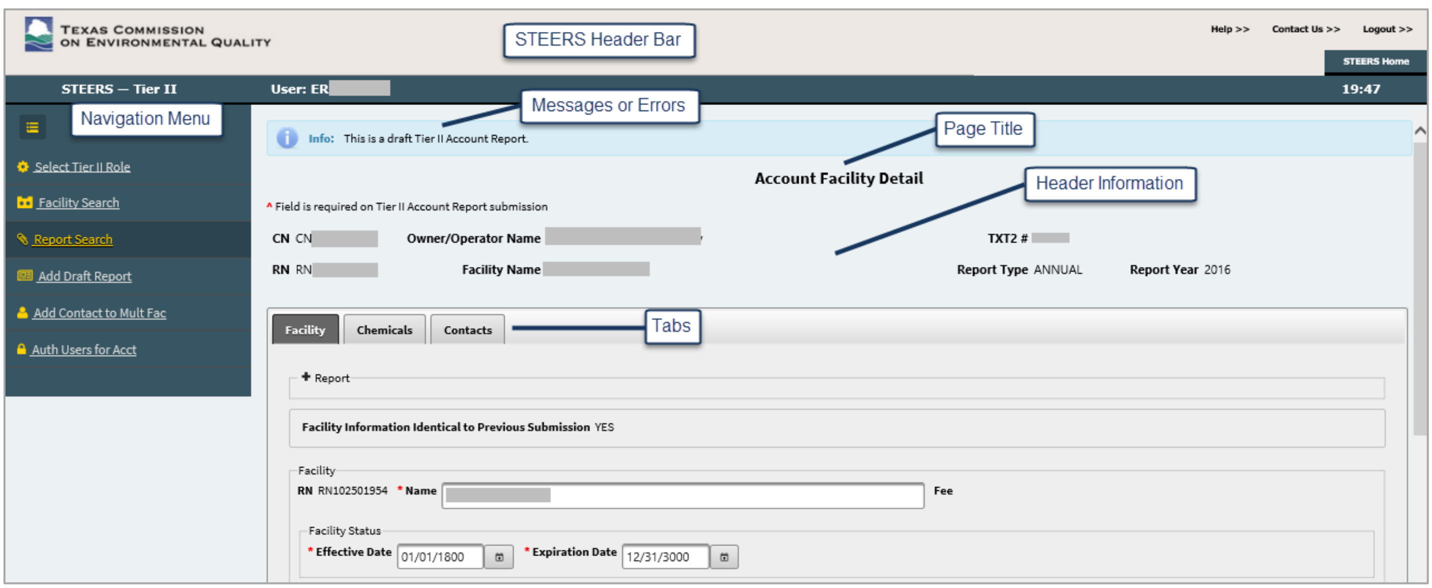


Figure 69: Example of a Detail Web Page

Web Page Parts and Purpose of a Detail Web Page

Web Page Part	Purpose
STEERS Header Bar	This uppermost top section is found on all full pages and contains Help, Contact, and Logout functionality for STEERS.
Messages	When the system has information, notices, errors, or other messages for you, they display at the top of the page, above the page title on both full pages and some pop-ups.
Navigation Menu	This menu contains all the options that are available to you to be used at from any page in the application. Remember that flowing to another page could lose any unsaved data in the page you are on.

Web Page Part	Purpose
Header Information	This section is often displayed at the top of detail pages such as the *Account Facility Detail* page. It often displays Account and Facility identifiers as well as Account Report type and year. This is a way to verify what Account, Facility, and Report you are viewing.
Page Body	The page body is where the content of the page is displayed.
Tabs	Tabs are available on the *Account Facility Detail* page. They open different a set of fields for data entry or viewing. For instance, the Facility tab displays the Facility specific information such as location and name and the Chemicals tab contains the information related to the Chemicals at that Facility. The actual tab for the page that is currently displayed is darkened to differentiate from the other two tabs. To open the tab, select the title of the tab. In this case, the Facility tab is displayed. 

Table 2: Detail Web Page Parts and their Purposes

Parts of a List Web Page

There are many web pages in the application that provides a list or data table of records such as the *Facilities List* or *Facilities List* pages. At the top and bottom of the table, there are export buttons that allows you to print the results. Then there is sometimes an option above the table for determining what which records to display such as the ability to show draft Account Reports on the *Account Reports List* page.

The main section of the page is the data table. The data tables have specific functionality that is detailed later in this chapter.

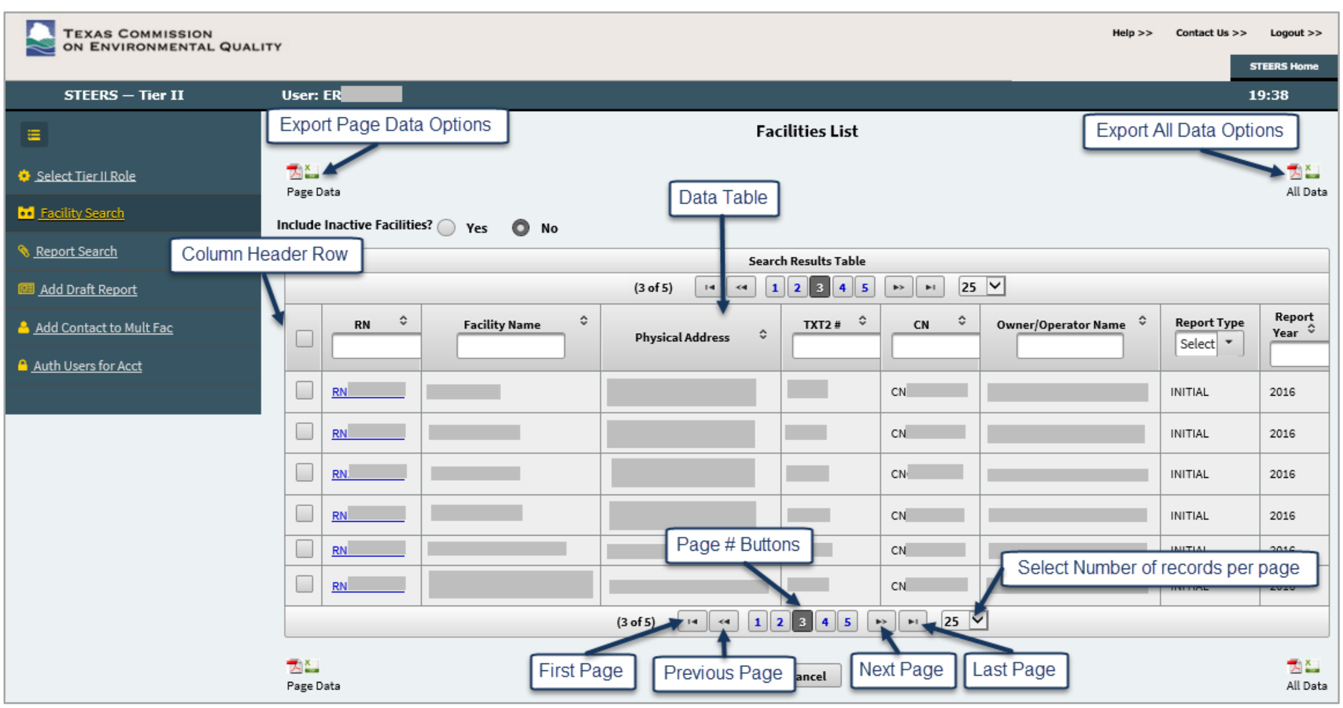


Figure 70: Example of a List Web Page

Web Page Parts and Purpose of a List Web Page

Web Page Part	Purpose
Data Table	Data tables are found throughout the application. They can be found on pages dedicated to the data table such as the *Facilities List* page. They are used to display a list of records such as Facilities that fit a set of search criteria. See Using Common Buttons in this chapter for more details on the various common buttons you run across. See Using Data Tables in this chapter for more detailed information on using data tables.
Column Header Row	 The top row in every table is a column header row. The header title describes the data that is in that column. Some column headers have sorting features. You can sort the list in ascending or descending order by some fields. Other fields also have filter fields where you select or enter a value that the system uses to limit the list to those that fit the filter.
Page Buttons	 Some lists are larger than what can be displayed on one page. When that happens, the list is broken into pages. At the top and bottom of every data table are buttons and arrows used to navigate between pages of data. You also have the option to choose how many records to view in a page's list.
Print Page Data Options 	These buttons are found in the top and bottom left corners of list pages. They provide the ability to export to PDF or CSV (i.e. Excel) only the records displayed on the page. These reports just include the data in the table, in table form. They do not include any more data than what is available in the table. See the next section for instructions on using these buttons.
Print All Data Options 	These buttons are found in the top and bottom right corners of list pages. They provide the ability to export to PDF or CSV (i.e. Excel) all records in the data table regardless of whether the current view is showing all the records in the table. These reports are essentially the data tables in a PDF or CSV file. They do not include any more data than what is available in the data table. See the next section for instructions on using these buttons.

Table 3: List Web Page Parts and their Purposes

Printing Search Results Tables

On list pages, there are two sets of printing options available: **Page Data** and **All Data**. For each, you can choose to create a report in a PDF format or a CSV (spreadsheet table) format. The reports are essentially reproductions of the ***Search Results Table*** and are presented in table format. No more information than what is on the *Facilities List* page is included.

- The **Page Data** buttons take the results that are displayed on the current page and presents them in a report.
- The **All Data** options creates a report that includes all the results returned from your search if all the results are on your current page display.

For instance, if you have a search that returned 40 Facilities, but the search page is only displays 25, if you chose to create a PDF report for **Page Data**, the report would only include the 25 records that were displayed. The **All Data** options would include all 40 records.

1. Select the **PDF** or **CSV** icon in either the **Page Data** or **All Data** options.

Figure 71: Report PDF and CSV option buttons

2. When you select an icon, the system creates a PDF or CVS report based on your choice. Your browser asks you whether you wish to save or view the document when the file is ready. How that request is displayed depends on your and browser settings. It might look something like this:

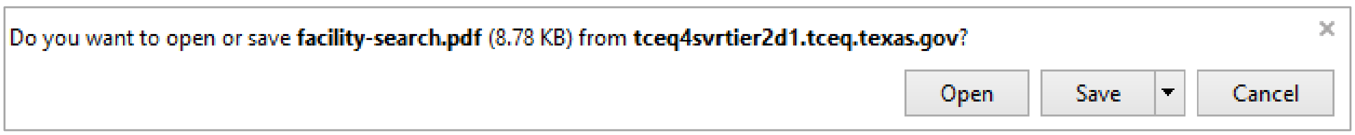


Figure 72: Browser confirmation for opening or saving a PDF Facility Search *Report*

   a. If you select the **Open** button, the PDF document should display on your computer either within your browser or in your PDF viewer. A CSV document opens in MS Excel or your designated spreadsheet application.
   b. If you select the **Save** button, you are presented with the opportunity to select the location to which you wish to save the document.

Using the Navigation Menu

On all the full pages, there is a navigation menu to the left side of the browser window. There are several options available to you.

> ***NOTE:*** *Remember that if you have any unsaved data on a page and choose to flow to another page that unsaved data could be lost.*

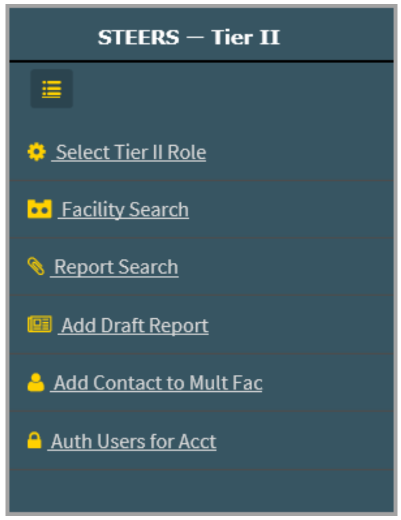


Figure 73: Navigation Menu

Navigation Menu Options and Description

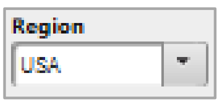
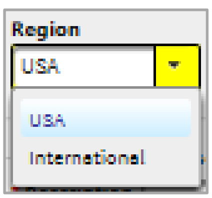
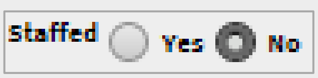
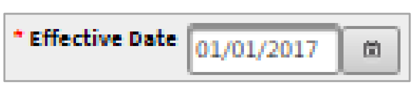
Menu Option	Page
Hide/Show Menu Button 	If you wish to increase the amount of space you have for your page, you can hide the navigation menu by selecting the button at the top of the menu. To unhide the menu, select the button again.
Select Tier II Role	Opens the *Select Tier II Role* page. This is where you can choose your role. If you are using the Tier II Reporting role, you can choose which Tier II Account you want to work with.
Facility Search	Opens the *Facility Search* page. On this page, you search to find specific Facilities for your Tier II Account. Using this search, opens the *Facilities list page*. From this page you can print the search results or extract the Facility records.
Report Search	Opens the *Account Report Search* page. On this page, you can search for any Account Report that has been submitted on your Tier II Account. You can open a current draft Account Report to complete the Account Report or to view a historical Account Report.
Add Draft Report	Opens the *Add Draft Account Report* page. This is where a new draft Account Report is initiated.
Add Contact to Mult Fac	Opens the *Add Contact to Multiple Account Facilities* page. This is where you can choose to add the same Contact to multiple Facilities on your Tier II Account.
Auth Users for Acct	Opens the *Authorize Users for an Account* page. This is where an owner/operator user can grant or revoke access to a STEERS user to their Tier II Account. This is necessary for a staff member or a contractor to act on behalf of the Owner/Operator and manage the Tier II Account.

Table 4: Navigation Menu Options

Using Entry Fields

There several different field types in the application. The following table lists the field types and their usage.

Entry Field Types and Usage

Field Type	Usage
Entry Fields ***Text Field***  ***Numeric Field*** 	These fields are for capturing words or numbers. The field might be limited to numbers only if the data should only be numbers such as Latitude or Zip code.
Drop-down Field  	These fields supply a list of set values to be selected from. Select the down arrow to the right of the field for a small box to display with the list of options. Select the appropriate option and the data table closes and the chosen value displays in the field.
Radio Buttons 	These fields are used when there are only two options for the data. For instance, it is used when the answer to a question is only “yes” or “no”.
Date Field 	These fields allow you to enter a date using your number keys. The dates must be entered in the dd/mm/yyyy format (i.e. 01/01/2019). You do not need to enter slash marks (/).

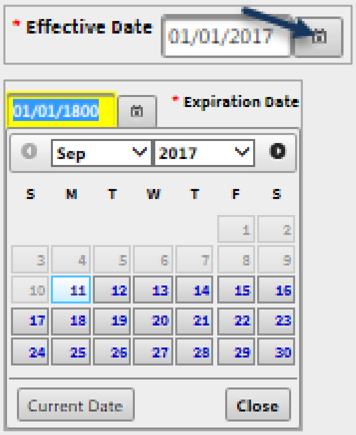
Field Type	Usage
Calendar Button and Calendar Picker pop-up 	Next to date fields, there is a small icon that looks like a calendar. Selecting this icon brings up a calendar selector feature from which you can choose the desired date that then populates the date field. The ***Calendar Picker*** pop-up has a few features: • The **Month** and **Year** fields are drop-down lists for selecting the desired value. • The **Current Date** button brings the picker to the current date which you can use to either use as the date or start from to find the correct date from there. To use the ***Calendar Picker*** pop-up, use the calendar page, **Month** or **Year** drop-down fields, or the **Current Date** button to browse for the desired date. Select the day button in the calendar display. That date populates the corresponding **Date** field. If you are satisfied with the selected date, select the **Close** button to close the pop-up.
Read-only ***Text Field***  ***Numeric Field*** 	Some fields are only displayed and cannot be changed. They are displayed with only the value and the value is not surrounded by a box as entry fields are.

Table 5: Data Entry Fields and their Usage

Identifying Mandatory Fields

In the Tier II Reporting Application, there are two stages at which certain data must be supplied. For instance, when filling out a draft Account Report there are fields that required to be completed successfully before the record can be saved. Those fields are identified by an asterisk (*) next to the field name.

Figure 74: Example of a field required to be successfully completed before the form can be saved

Then before you can submit the Draft Account Report, for instance, not only do all the mandatory fields must be successfully filled out but also another set of fields must be successfully completed. Those fields are identified by a high-hat symbol (^) by the field name.

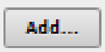
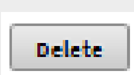
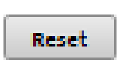
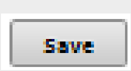
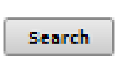
Figure 75: Example of a field that is required to be successfully completed before the form can be submitted

Using Common Buttons

There are several buttons that are found throughout the application. The following table lists those buttons and their usage.

Important! *Do not use your **browser's back button**. Use the **Cancel** button instead.*

Common Buttons and Their Usage

Button	Usage
Ellipses … ***Ellipses button*** 	All buttons with ellipses indicate that selecting that button opens another page or modal pop-up. This is used to flow to search pages, data entry pages, or detail pages. For instance, the ellipses button next to the **NAICS** field on the *Account Report Search* page, opens the *NAICS Search* pop-up.
Add… button 	Labeled buttons with an ellipsis such as the **Add…** button opens a new page or pop-up.
Cancel 	Generally, the **Cancel button** closes the current page and returns you to the previous window. If you are on a list page and had come from a search page, selecting the **Cancel** button returns you to the search page. Your search criteria should still be populated. If you are on a detail page and had come from a list page, selecting the **Cancel** button returns you to the list page. However, the system must repeat the search that brought you to the list page before it can be displayed. In some pages, the only exit from the page is by using the **Cancel** button. In this case, you do the work needed on that page, save your changes, and then select the **Cancel** button to return to the previous page. Lastly, selecting the **Cancel** button on a pop-up closes the pop-up.
Delete 	This button is used on detail windows or pop-ups where a specific record is displayed. This functionality removes the information from being available in the database for future use. This is different, for instance, from deactivating a site.
Reset 	The **Reset** button is commonly found on search pages and pop-ups. Selecting this button refreshes the page and returns all the fields to their default or the saved values. If it is a search page or section, the **Reset** button clears all fields the page or section. On a detail page or pop-up, the **Reset** button reverts the fields to the saved values removing any changes you had made but not saved.
Save 	This button saves or commits the entered or modified data to the database. **NOTE:** In creating a Draft Account Report, saving is not the same thing as submitting.
Search 	The **Search** button is found on search pages or pop-ups. Once you enter search criteria, you select the **Search** button and the application performs the search based on your criteria. Search results display in a ***Search Results Table*** either in a pop-up or a List page.

Button	Usage
Select 	The **Select** button is found on list pages or pop-ups. This button allows you to take a value that you had selected on the list and associate it to the record you were creating. For instance, when you search for a Facility and want to select a NAICS code for the search criteria, you would open the NAICS Search pop-up, search for a NAICS code, select the option, and use the **Select…** button to return that NAICS code to the *Facility Search* page.

Table 6: Common Buttons and their Usage

Please Wait Icon Overlay

When you execute a process such as a Search or Save, while the system performs the processing, a "Please wait…" graphic display over the page. It indicates that the system is processing your request and you are not allowed to continue to work in the application until that process is complete. When the process is complete, the overlay goes away and the underlaying page or the destination page for the process displays.

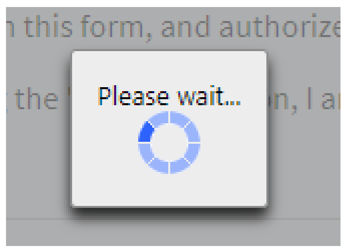


Figure 76: Please Wait... overlay

Using Data Tables

In the Tier II Reporting Application, there are many places where data tables appear. These can be lists of Facilities on an Account Draft Report, for instance, or a list of Chemicals that were found from a search you performed. As described earlier, there are specific areas of a list page. Accordingly, there are specific areas of data tables.

In these tables, there is sorting and filter functionality to further refine the results that are displayed on the table as well as the order in which they are displayed

Depending on how many records are in the data table, there could be more than one "page" in the data table. Just above the actual table, is a series of buttons that provide the paging functionality.

- When there is only one page, there is a (1 of 1) followed by a single page button as in the example below.

Figure 77: Example of the paging buttons for a data table with one page

- When there is more than one page, there is a (1 of #) followed by more than one page number buttons. There are three pages in the example below.

Figure 78: Example of the paging buttons for a data table with three pages

Here are examples of two data tables found in the Tier II Reporting Application. Following the examples is a table that lists each feature and its use.

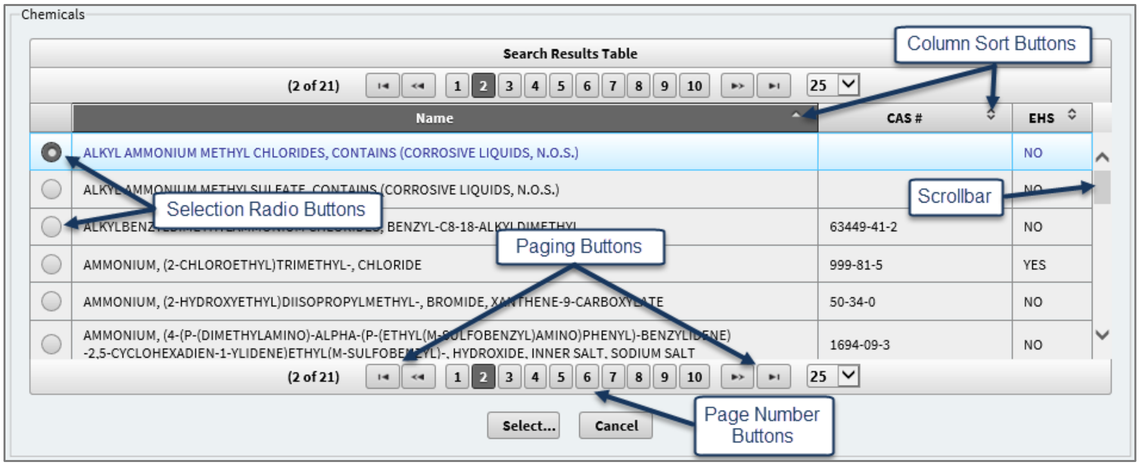


Figure 79: Example of a Data Table with Radio Buttons for Selection

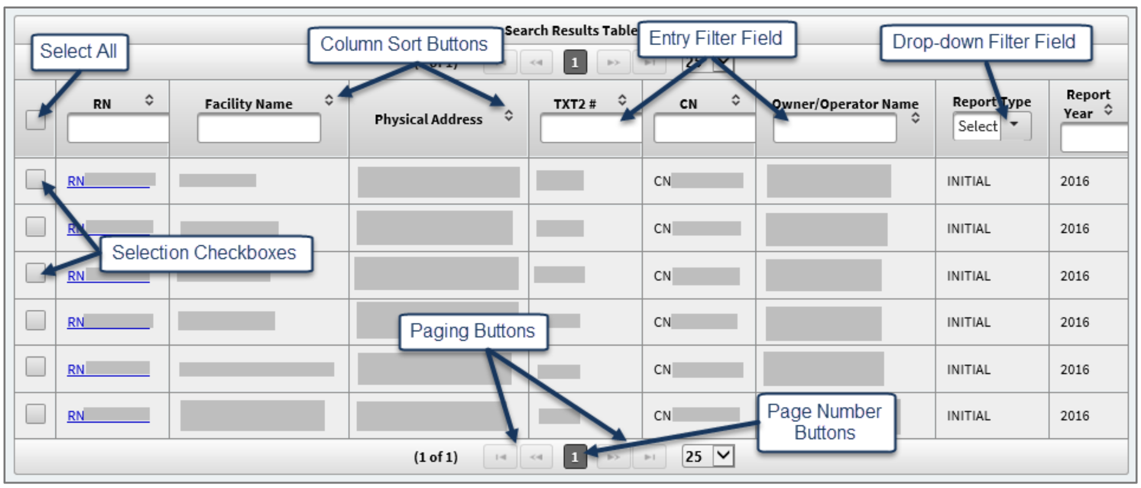
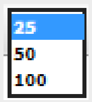
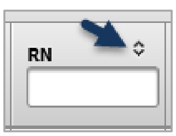
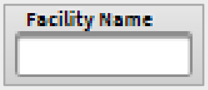
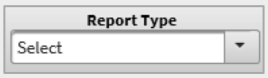
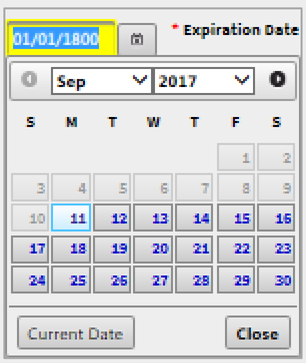
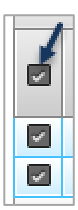


Figure 80: Example of a Search Results Table with Checkboxes for Selection

Data Table Features and Usage

Data Table Feature	Description
Display Options Include Inactive Facilities? Yes No	Some tables have the option to show or hide certain records. For instance, on tables that list Account Reports, you have the option to show only submitted, only draft, or all Account Reports.
Current Page of Total # of Pages (2 of 85)	On the paging row above the table, is a set of numbers such as (2 of 85). This indicates which page of results you are (page 2) on out of the total number of pages (85 pages). The total number of pages changes if you select a different number of records to show on a page. If the data table displays 25 records on each table page and this field shows a total number of pages of 2, there could be as many of 50 records in the list.
Page Number Buttons 1 2 3 4 5 6 7 8 9 10	At the top and bottom of every data table are numbered buttons that are used to flow from one to another specific page. By selecting one of the buttons the records for that page is displayed.

Data Table Feature	Description
Paging Buttons	On either side of the page buttons, are paging option buttons that allow you to flow from one page to the next or back again.  **First Page** – brings you to the very first page in the data table  **Previous Page** – brings you to the data table page just prior to the one displayed  **Next Page** – brings you to the data table page just after the one displayed.  **Last Page** – brings you to the very last page in the data table.
Number of Results Viewed Per Page   	This drop-down allows you to select the number of to be displayed per page. By selecting this drop-down field, you can choose to display 50 records instead of 25 records per data table page, for instance. **NOTE:** Some web pages do not have the space to display all 25 rows, for example, on the page's data table section. In that case, a scroll bar displays so you can scroll
Column Sort Button  	Some columns in a data table can be used to re-sort the data. They sort in either ascending or descending order based on the data in that column. For instance, if it is a date column, the first time you select the button, all the records in the column sorts with the oldest date first. This is done by selecting the up/down arrows in the upper right corner of the column header cell. Each time you select the button, the order reverses.  Before the column has been used to sort the table, the button displays with both an up and down caret.  The first time you select it, the column sorts in *ascending* order and the button displays as an upward pointing triangle. Additionally, the cell darkens and has white letters.  When you select it again, the column sorts in *descending* order and the button displays as a downward pointing triangle.

Data Table Feature	Description
Column Filters ***Entry Filter Field***  ***Drop-down Filter Field***  ***Calendar Selection Filter Field***  ***Calendar Selector*** 	It is possible to further refine the results in a list to certain criteria through filters. The filters can be drop-downs, entry fields, or date fields with calendar options. The results that display in the data table are only those that match those criteria. For instance, if you select Annual from the **Report Type** drop-down filter field on the *Facilities List page*, only Facilities with the **Report Type** of **Annual** display. Some of the filter fields are wildcard searches, such as a **Name** field. You can enter a full or a partial term. The system finds exact matches as well as any records that contain the entry anywhere in the record. For example, if you enter “bert” you could get results with “Bert”, “Robert”, or “Bertha” in the values for that column. Some filters accept dates by either entering a date into the field or selecting the calendar selector button. This button opens a small pop-up calendar that you use to find and select a date that is used to fill in the date field ➢ To remove a filter, delete the entry in the filter field. ➢ To clear a drop-down filter field, choose “Select” from the drop-down filter field.
Selection Checkboxes ***Individual Row Checkboxes***  ***Select-all checkbox*** 	Some data tables are used to pick specific or multiple records. In these cases, the data table displays with a column of checkboxes. You select the checkbox in the row for the records you wish to choose. The next action you take incorporates all selected records. ➢ You can choose more than one record at a time by checking more than one box. ➢ If you wish to select all records in the table, select the checkbox in the column header row. ➢ You can select records on multiple pages of a data table if the list is long enough to have more than one page. To select all records in the entire ***Search Results Table***, use the select-all checkbox on each page in the data table. For lists used to select options for another pate, you return to the previous page by selecting the **Select...** button at the bottom of the page.

Data Table Feature	Description
Row Selection Radio Buttons 	Some data tables are used to select one item or record at a time for a field on a page. For instance, when searching for an Account Report by Chemicals, you go through a search for Chemicals and then you can only select one Chemical at a time from the *Chemical List* pop-up to be used in the *Account Report Search* page.
Scrollbar 	When there are more results than can be shown on the display, a scroll bar is provided to allow you to scroll through the displayed data table. Some web pages do not have the space to display all 25 rows on the page's data table, for example. In that case, a scroll bar displays so you can scroll down the page to see all records on that data table page. If, for instance, a data table can only display 10 records at a time and you chose to display 25 records on a page, a scrollbar is used to scroll down through the remaining 15 records not initially displayed.

Table 7: Common Table Features

Searching the Tier II Database

There are multiple ways to search the Tier II database available to you. You can search for Accounts, Account Reports, and Facilities.

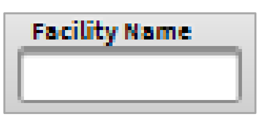
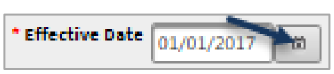
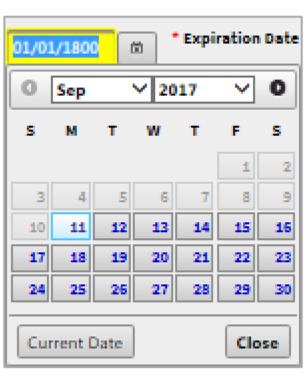
> ***NOTE:*** *In all search pages, when the search process is kicked off the processing is done in the background and there might not be any noticeable changes to the search page while the processing occurs. Once the process is completed, then the results are displayed in a Search Results Table.*
>
> ***Keep in mind*** *that some searches take longer than others depending on the number of criteria entered or the number of records to be returned. The more criteria or matching records the longer the search takes.*

Using Search Fields

There are multiple places throughout the Tier II Reporting Application where you can search for data. There are several different search field types which you can use. The fields, checkboxes, radio buttons, etc. that are used to enter information used in a search are search criteria.

The following table lists the features, search fields, and criteria and how each is used.

Search Fields, Criteria and Features and their Usage

Feature	Usage
Entry Fields ***Numeric***  ***Text*** 	These fields are used to enter specific data. The fields can be either text or numeric. Some entry search fields allow for a "wildcard" search. That is, by entering partial data, the results are those records that include the entered data. For instance, if you search for "bert" in the first name field for a Contact, the Contact records returned might have first names of Bert, Bertha, or Robert. Entering "32" would bring back results that have "32" only or "32" anywhere in the data such as "0032", "123212", or "4532"
Date Field  ***Calendar Selector*** 	Date fields are used in the same way as in data entry pages. You can enter the date into the field or use the calendar option to select a date. The calendar button next to a date field, displays a calendar feature where you can select a date that then populates the date field.

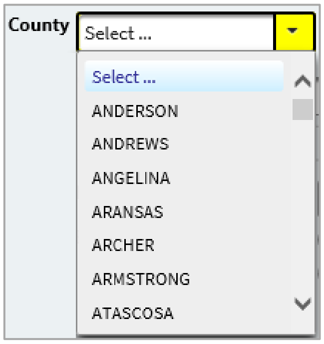
Feature	Usage
Drop-down 	In search pages, you choose a single value using a drop-down field. This limits the search results to those records that contain that value. For instance, if you choose “Archer” for the county drop-down for a Facility search, only those Facilities in Archer County show in the search results data table.
Radio Buttons 	Radio buttons are used when there are only two choices for a field such as a **Yes** or **No** choice. They always have a default which does not affect the search unless you select the other radio button. For instance, when searching for a Facility, you can choose **Yes** instead of **No** for “**Include EHS Storage Facilities Only**” and the resulting list of Facilities are only those that store EHS designated Chemicals.

Table 8: General Search Terms and their Usage

Using Search Pages and Page Sections

As mentioned in the earlier section, the Tier II Application pages have divisions and groupings called sections. This is particularly important in search pages. In a search page, there can be more than one set of allowable search criteria that cannot be searched together. For instance, on the *Facility Search* page, there are criteria in a section called “Detailed Search”, and other criteria in another section called “Facility Search”. Each section has its own set of **Search** and **Reset** buttons. For instance, if you are searching by criteria in the ***Detailed Search*** section, you must use the **Search** button in that section.

Within each of these sections, there are subsections where sets of fields are grouped together. These groupings assist in determining what search criteria combinations are allowed. There are some criteria that cannot be searched in combination with other criteria.

In general, to use a search page, you enter the criteria you want the search to use to filter the results that come back. Once you have entered your criteria, select the **Search** button for the section you are in. The system first determines if your search criteria is allowed. If it is then the system takes that information and matches it with the data in the database and pulls back all records that fit the criteria. Once the search is complete, a list of results displays whether it be in a new list page or in the search pop-up.

If there are no records that match your criteria a “no results found” message appears in the data table or the data table might display without any values. Select the **Cancel** button to return to the search page and try different criteria.

In this guide, when a search is described, the search criteria is listed along with what combinations are allowed.

Printing Search Results Tables

After executing a search, the results display in a list page such as the *Facilities list page*. On list pages, there are two sets of printing options available: **Page Data** and **All Data**. For each, you can choose to create a report in a PDF format or a CSV (spreadsheet table) format. The reports are essentially reproductions of the ***Search Results Table*** and are presented in table format. No more information than what is on the *Facilities List* page is included.

- The **Page Data** buttons take the results that are displayed on the current page and presents them in a report.
- The **All Data** options creates a report that includes all the results returned from your search if all the results are on your current page display.

  For instance, if you have a search that returned 40 Facilities, but the search page is only displays 25, if you chose to create a PDF report for **Page Data**, the report would only include the 25 records that were displayed. The **All Data** options would include all 40 records.

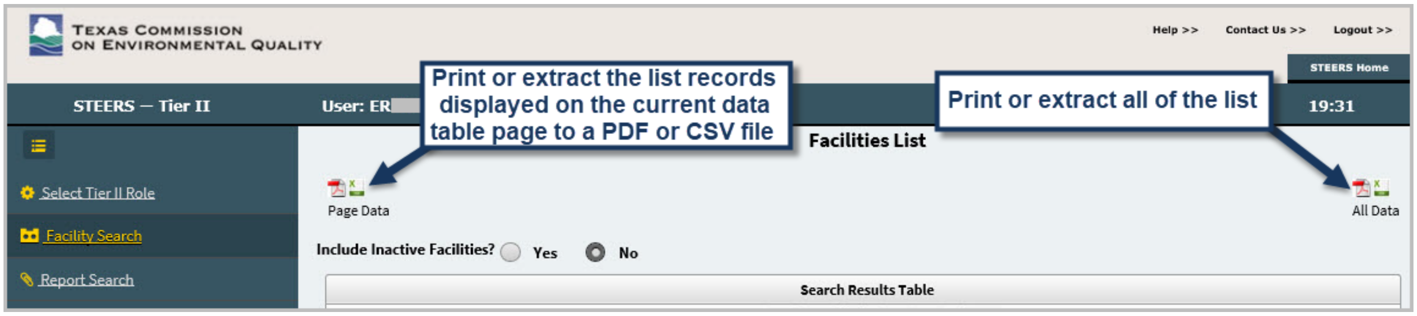


Figure 81: Top section of the Facilities List page with the printing buttons pointed out

1. Select the **PDF** or **CSV** icon in either the **Page Data** or **All Data** options.

Figure 82: Report PDF and CSV option buttons

2. When you select an icon, the system creates a PDF or CVS report based on your choice. Your browser asks you whether you wish to save or view the document when the file is ready. How that request is displayed depends on your and browser settings. It might look something like this:

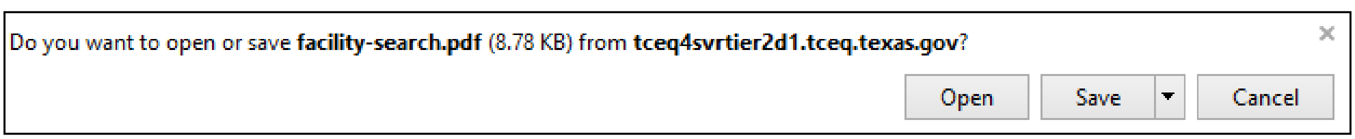


Figure 83: Browser confirmation for opening or saving a PDF Facility Search *Report*

   a. If you select the **Open** button, the PDF document should display on your computer either within your browser or in your PDF viewer. A CSV document opens in MS Excel or your designated spreadsheet application.
   b. If you select the **Save** button, you are presented with the opportunity to select the location to which you wish to save the document.

Chapter 5 – How to Start the Tier II Reporting Application

At this point, you should have a STEERS Account, access to the Tier II Reporting program area, and access to at least one Tier II Account. See Chapter 3 – How to Get Started.

Launching the Tier II Reporting Application

1. Open the STEERS website and log in.
2. On the *STEERS Home* page, select the **Tier II Reporting (TIERII)** program area hyperlink.

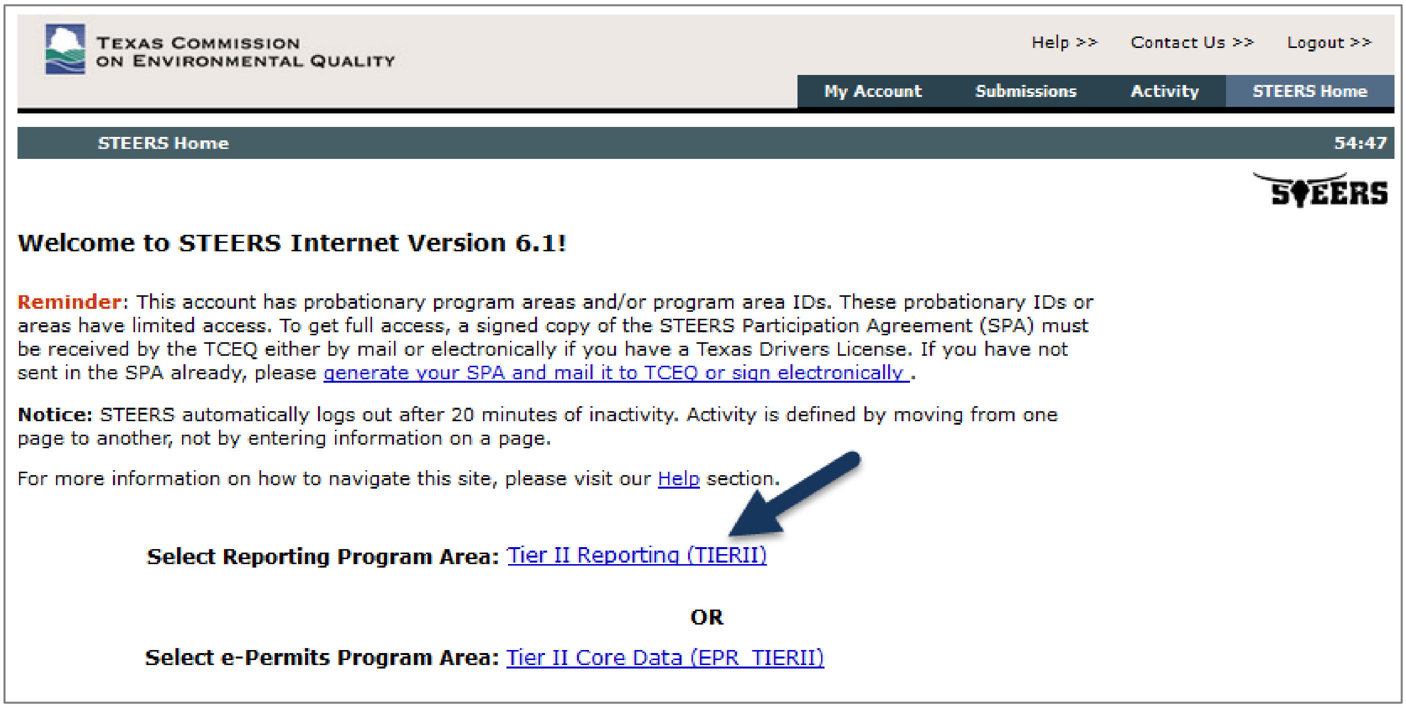


Figure 84: STEERS Home page

Upon launching the Tier II Reporting Application,

- If you are an **Owner/Operator** user or an **Authorized Representative** user with only one Tier II Account, the *Account Report Search* page displays after launching the Tier II Reporting Application. Move on to the Finding and Managing a Tier II Account Report in Chapter 7.
- If you are an **Authorized Representative** user with more than one Tier II Account, the *Select Tier II Role* page displays with the ***Tier II Role*** of **Tier II Reporting** selected. From there you select the ***Tier II Account*** you wish to work on. The next section describes how to select a Tier II Account.

Selecting a Tier II Account for Tier II Reporting

1. On the *Select Tier II Role* page, select the **Tier II Account Reporting** radio button in the ***Tier II Role*** section.

   > ***Note:*** *The* ***Tier II Report Viewing*** **Tier II Role** *option is only for Governmental Officials who have been granted access to view all Tier II data.*

2. The ***Tier II Accounts*** data table displays with all the Tier II Accounts associated to your STEERS Account.
   a. If the expected Tier II Account does not appear, see Requesting an Additional Tier II Account Access of Chapter 3 for further information.

3. Using the table's sorting and filters as needed, locate the Tier II Account you wish to work with and select the radio button to the left of the appropriate **TXT2 #**.

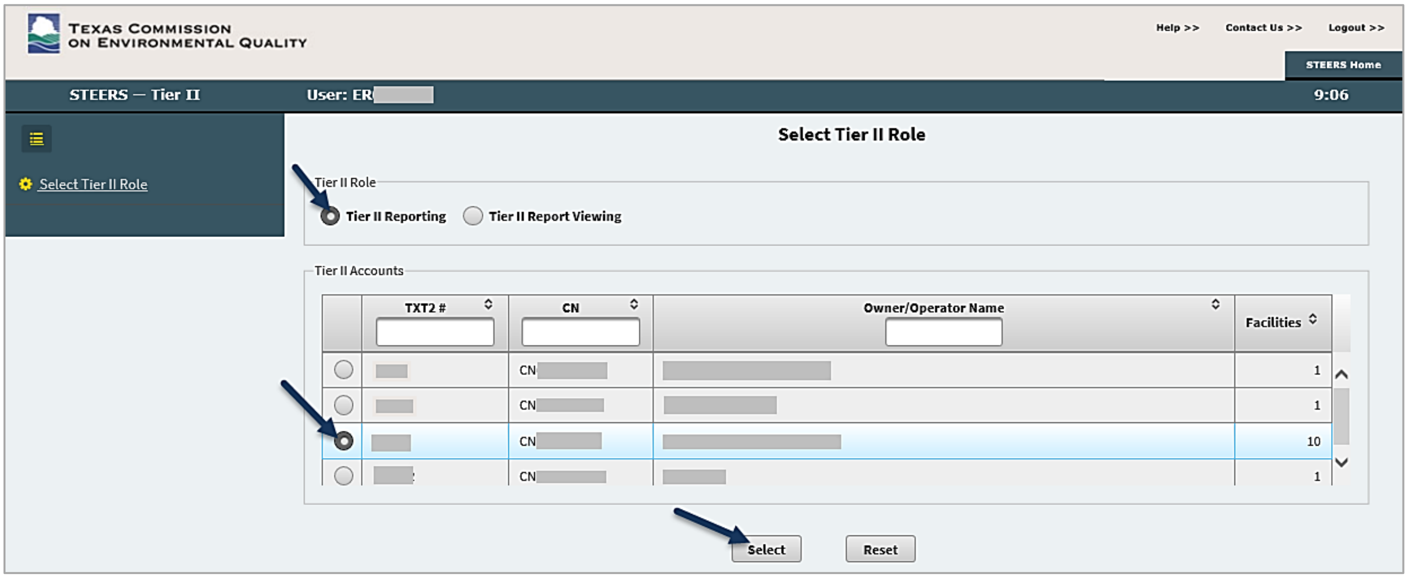


Figure 85: Select Tier II Role page with the Tier II Account Reporting Role selected

4. Select the **Select** button and the *Account Report Search* page displays.

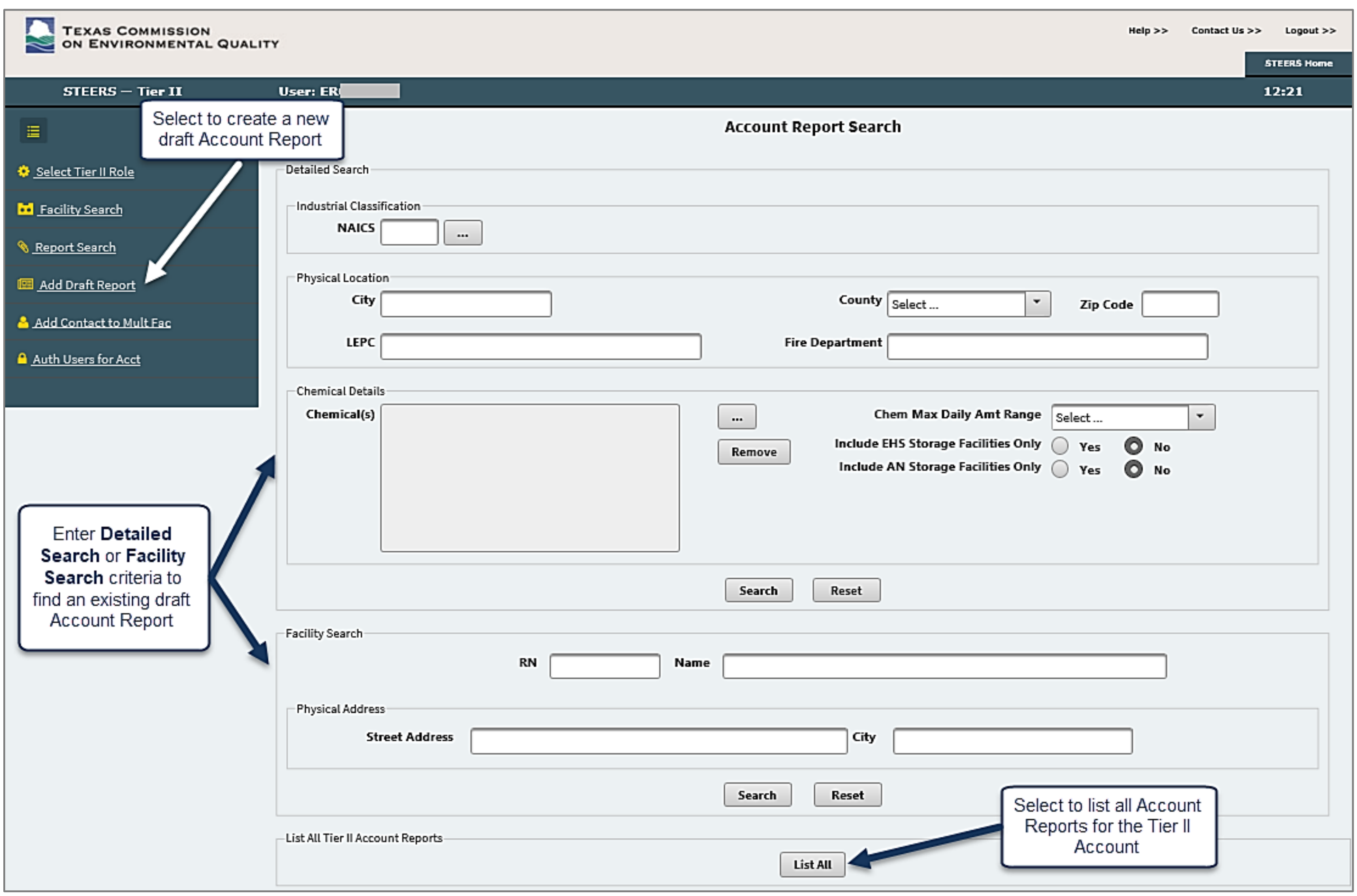


Figure 86: Account Report Search Page

5. From here you can choose to:
    a. Create a new draft report
        i. Select the **Add Draft Report** from the ***Navigation Menu***. Continue to Chapter 6 – How to Create a Draft Tier II Account Report for instructions.
    b. Continue working on an existing draft Report
        i. Enter search criteria on the *Account Report Search* page in either the ***Detailed Search*** or the ***Facility Search*** sections and selecting the **Search** button.
        ii. See Finding and Managing a Tier II Account Report in Chapter 7 for details on how to search for a report.
6. After entering search criteria, the *Tier II Account Reports List* page displays with the Tier II Account Reports that match your search criteria. If you selected the **List All** button all Account Reports created for your Tier II Account displays.
7. To choose the report you wish to work with select the **Report Type** hyperlink.

> ***NOTE:*** *Both submitted and draft reports are listed. If there is a date in the* ***Certification Date*** *column, that report has been submitted and cannot be edited.*

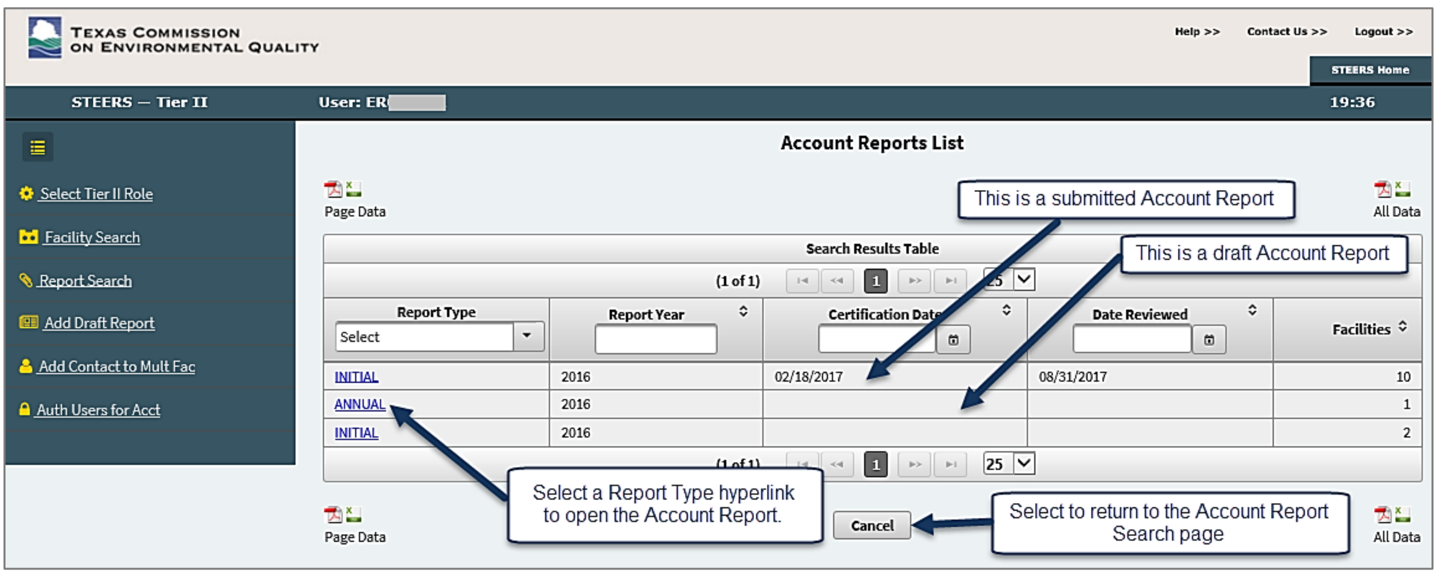


Figure 87: Account Reports List page

8. The *Account Report Detail* page displays for the selected Report.
    a. See Chapter 7 – How to Complete Draft Tier II Account Report for instructions on completing an Account Report.

Switching Tier II Accounts for Tier II Reporting

If you have a Tier II Reporting role and have access to multiple Tier II Accounts (see Requesting Access to Tier II Reporting and Specific Tier II Accounts in Chapter 3), you might want to switch to a different account to do reporting for that Account.

1. Choose the **Select Tier II Role** option on the ***Navigation Menu***.
2. The *Tier II Role* page displays.
3. Select the **Tier II Reporting** radio button on the ***Tier II Role*** section of the page.
4. Select the desired **Tier II Account** from the ***Tier II Accounts*** section of the page.

5. Choose the **Select** button and the *Account Report Search* page displays.
6. From here, as described previously, you can create a draft Account Report, continue to work on a draft Report, or view a submitted Account Report

Chapter 6 – How to Create a Draft Tier II Account Report

To create a new draft Report, you must first log into STEERS, select Tier II Reporting and select the Tier II Account you wish to work with in the *Tier II Reporting Application's Select Tier II Role* page. See Selecting a Tier II Account for Tier II Reporting in Chapter 5.

Starting a Draft Account Report

The first step to creating a Tier II Account Report is to create a draft Account Report. You can create a draft Account Report and come back to it later to enter the details by searching for the draft Account Report (see Finding and Managing a Tier II Account Report in Chapter 7).

Automatic Setup

The Tier II Reporting Application is built with functionality to help with quick set up for new reports. When you create a new draft Account Report, and associate Facilities to that report, all the submitted data on that exiting Facility is pulled into the new draft Account Report. If this is the first Account Report for your Tier II Account or for the selected Facility, all the data needs to be created when you complete the report.

1. To start a draft Report select **Add Draft Report** from the navigation menu to the left side of the page.

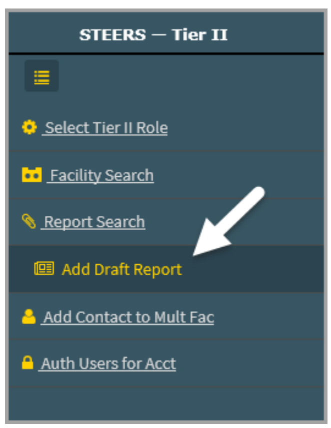


Figure 88: Navigation Menu with the Add Draft Report option pointed out

2. The *Add Draft Account Report* page displays. On this page, you perform the following:
    a. Select a **Type** and enter any **Notes**.
    b. Select **Facilities** to include in the Report.
    c. **Save** the draft Account Report.

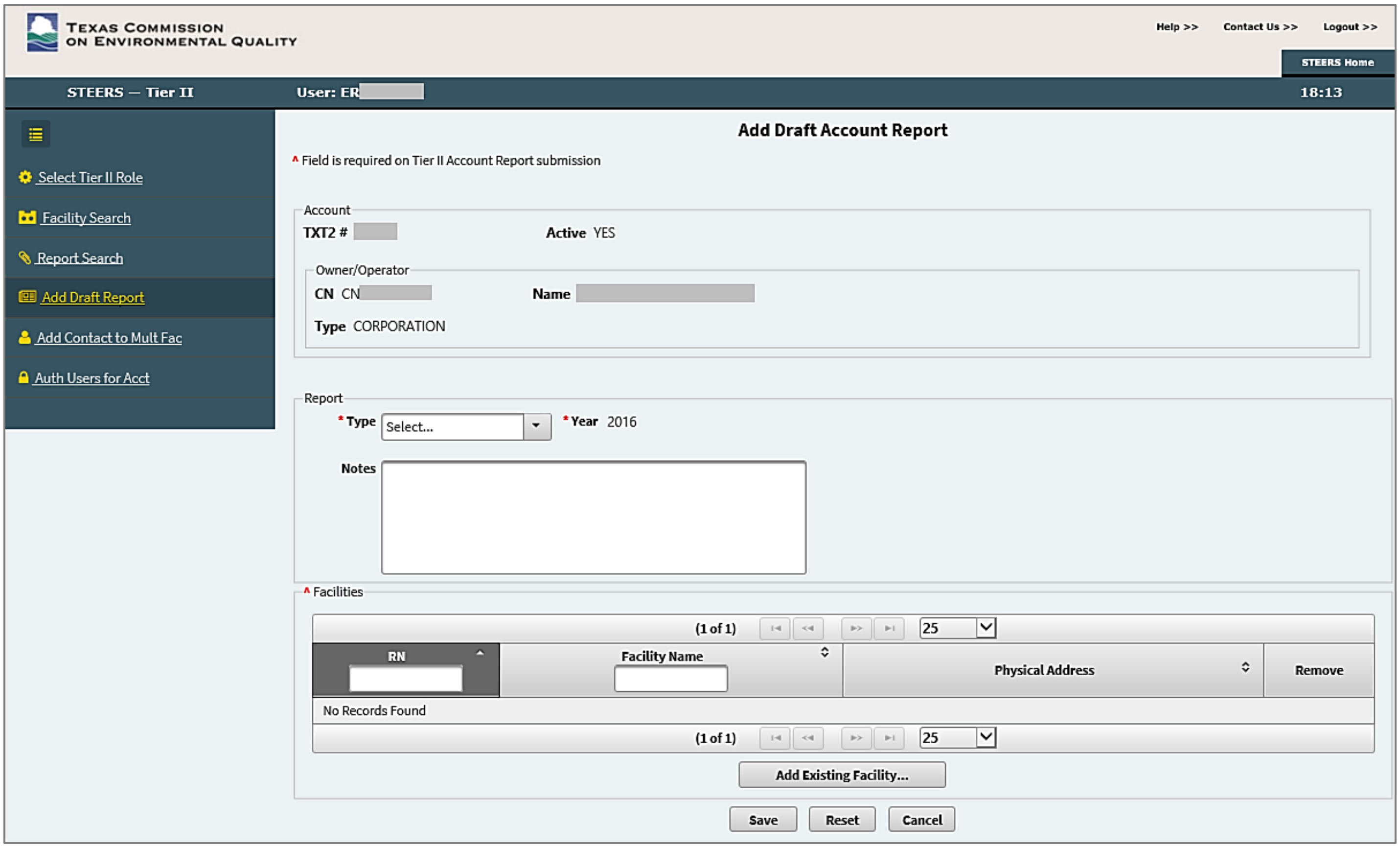


Figure 89: Add Draft Account Report page

The basic layout of the page is as follows:

- The ***Account*** section displays the Tier II Account information that is being worked on. That is the account that was selected in the *Select a Tier II Role* page.

> ***NOTE:*** *The **Owner/Operator Name** field displays what is currently stored in TCEQ's Central Registry database as the Legal Name. If you had changed your legal name with the Secretary of State, for instance, this new name displays rather than the name that you used in the previous report.*

- The ***Report*** section is used to identify the type of Account Report you are submitting.
    - The **Year** field is set to the current reporting year (typically the year prior to the current year).

> ***NOTE:*** *To create a report for a previous reporting year, you must contact the Tier II Chemical Reporting Program who can start a draft Account Report for a previous reporting year.*

  - The **Notes** field is open for comments needed for the processing of the report.
- The ***Facilities*** data table contains all the Facilities that are associated to this draft Account Report.
    - This data table is initially blank. Part of the process is to select the Facilities you wish to report.
    - For ease of finding a Facility in this table, there are filter or search fields at the top of both the **RN** and the **Facility Name** columns.
        - Enter full or partial information in the filter field press **Enter**. The Facilities that match the search criteria are listed.

- You can also re-sort by the **RN**, **Facility Name**, or **Physical Address** by using the double arrows in the column name.
- To remove a Facility on the list, select the red **X** in the **Remove** column.
- The **Add Existing Facility…** button allows you to select Facilities that are already associated to the Tier II Account. If the Facility does not appear, it is possible that it hasn't been associated to the Tier II Account through the Tier II Core Data program. See Associating an Existing Facility to your Tier II Account in Chapter 3.

- The **Save** button saves the work you have done so far and brings you to the *Account Report Detail* page where this draft Account Report is available for further editing.
  - If there are errors in the entry such as a missing **Report Type**, a modal pop-up displays with the details of the error.
  - After a successful save, the *Account Report Detail* page opens where you can continue with your report entry.
- The **Reset** button reloads the page reverting it to the way it was the last time it was saved. For instance, if you had added a filter to the RN column, the filter would be removed, and the list returned to the default display. Any Facilities added are removed.
- The **Cancel** button returns you to the page from which you came. The system lets you know if you have any unsaved changed and give you the chance to save them before exiting otherwise all the data changes will be lost.

Choosing a Report Type

To start a draft Annual Report, you set the **Report Type** and add existing Facilities to the Facility list. Remember that an existing Facility is a Facility that has already been associated to your Tier II Account through the Tier II Core Data program. New Facilities can only be created through the Tier II Core Data program. In either case, see Getting Your Numbers Online in Chapter 3.

1. If you have more than one Tier II Account assigned to you, verify that you have selected the correct Account by reviewing the ***Account*** data group box.
   a. To switch accounts, select the **Select a Tier II Role** choice on the ***navigation menu*** on the left side of the page. This opens the *Select Tier II Role* page where you can select a different Account. See Selecting a Tier II Account for Tier II Reporting in Chapter 5.
2. In the ***Report*** data group box, select a **Type** from the **Type** drop-down field. There are three Report Types:
   a. Annual
      i. Annual Account Reports is the report that is submitted every reporting year. This report contains your Facilities that store Chemicals above the reporting threshold. This report type is assessed a fee.

> ***TIP:*** *Filing fees are assessed per Tier II Account Report as each Account Report is assessed its own fee. Therefore, it is to your advantage to submit a single Account Report for all your reportable Facilities.*

   b. Initial

   An Initial Account Report needs to be filed whenever a Facility acquires a new Chemical above the reporting threshold or you have a new Facility to file. You have 90 days in which to file the Initial Account Report and submit the filing fee with the TCEQ after obtaining the Chemical at the Facility. This report type is assessed a fee.

c. **Update**

An Update Account Report is used to submit new information on a previously reported Chemical such as a new Average Daily Amount Reporting Range or storage location or you need to update the Facility details. There is no filing fee associated with an Update Tier II Account Report.

d. **Deficiency Corrections**

You cannot create a Deficiency Correction Report; it is only available to TCEQ Tier II staff. When Tier II Chemical Reporting Program staff reviews the report and if deficiencies or errors are found, the staff member creates a new draft report called a Deficiency Correction report. You will be notified of the deficiency and you will submit the corrections using the draft Deficiency Correction Report created by the Tier II Chemical Reporting Program staff.

> ***NOTE:*** *If you have been notified that you must submitted a Deficiency Correction Report, you search for that Deficiency Correction Account Report in the Account Report Search page and open the draft. See* *Finding and Managing a Tier II Account Report in Chapter 7**.*

3. Enter any **Notes** that are appropriate for the Report.
4. Add any Facilities you wish to start with as detailed in the next section.
5. Once complete, select the **Save** button. The *Account Report Detail* page displays.

Adding an Existing Facility to a Draft Tier II Account Report

> ***NOTE:*** *It is not mandatory that you add any Facilities to create a draft Account Report. You can add, remove, and transfer Facilities from the* Account Report Detail *page after saving the draft Account Report.*

1. To add a Facility, select the **Add Existing Facility…** button on the *Add Draft Account Report* or the *Account Report Detail* page.

Figure 90: Facilities section on the Add Draft Account Report page

2. The *Account Facilities Available to be Added to a Draft Tier II Account Report* page displays.

   The default is to list only the Facilities that are currently active. To show the inactive Facilities on your Account, choose the **Yes** option of the **Include Inactive Facilities** radio buttons at the top of the page.
3. The **Report Type** and **Report Year** columns reflect the last Account Report upon which the Facility was included, if any.
4. Using the checkboxes in the first column to select the Facilities you wish to add to your draft Account Report.

   The checkbox in the header selects all the Facilities in the list.
5. Use the **Select** button at the bottom of the page.

- The **Cancel** button returns you to the *Add Tier II Account Report* page without adding a Facility to the Report.

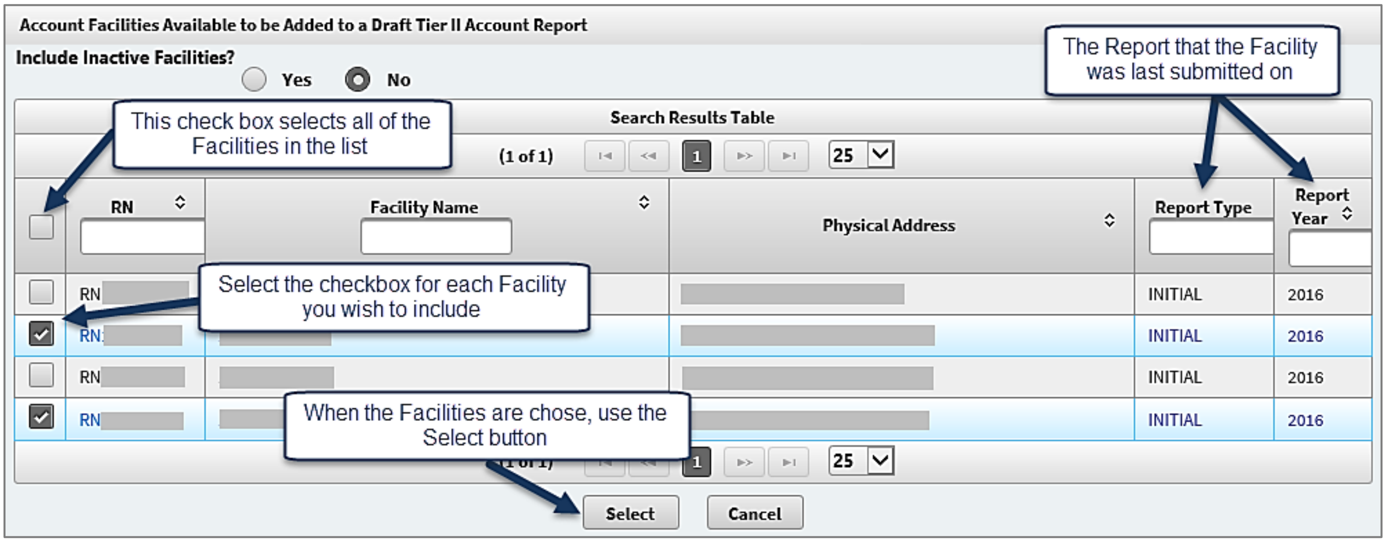


Figure 91: Account Facilities Available to be Added to a Draft Tier II Account Report pop-up

> ***NOTE:*** *Only the Facilities that have been associated with your Account appear on this list.*
>
> *If you have a Facility to report on that has not been added to your Account, go to the Tier II Core Data program in STEERS to create and associate the Facility (Regulated Entity/RN) to your Tier II Account (Customer/CN). See* *Getting Your Numbers Online in Chapter 3.*

6. If you wish to add a Facility that had been inactivated previously, select the **Yes** option for the **Include Inactive Facilities** radio buttons. Select the checkbox for the desired Facility and use the **Select** button.

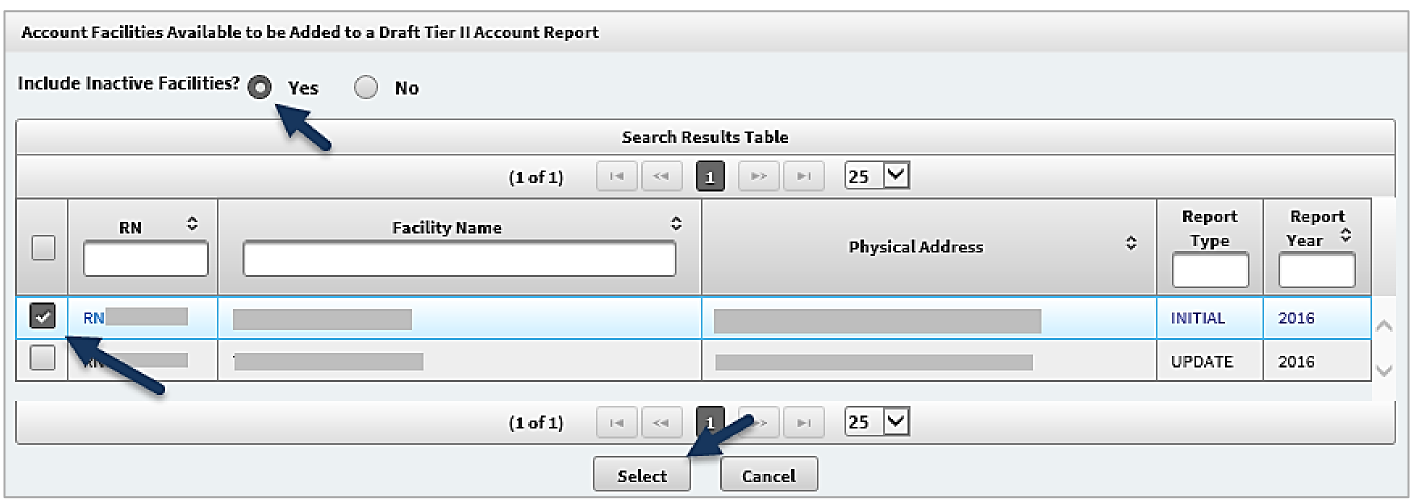


Figure 92: Account Facilities Available to be added to a Draft Tier II Account Report showing inactive Facilities

7. The *Add Draft Account Report* page displays with your selected Facilities in the ***Facilities*** data table.
8. A confirmation pop-up displays asking you to confirm that you want to reactivate that Facility.

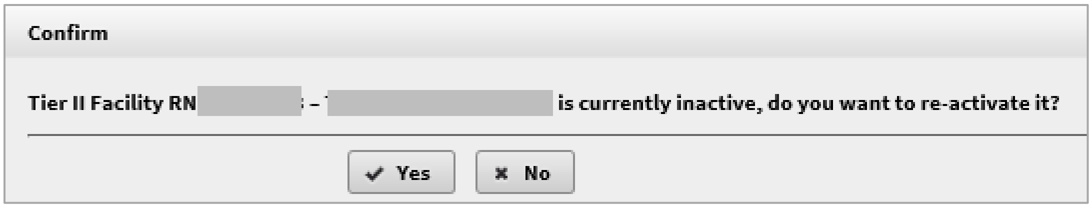


Figure 93: Confirmation pop-up for reactivating a Facility

   a. Select the **Yes** button, and the *Reactivate Inactive Facility* pop-up displays.

9. Enter the date that the Facility became reportable by you again or choose that date by using the **calendar** button.
   a. Select the **OK** button.

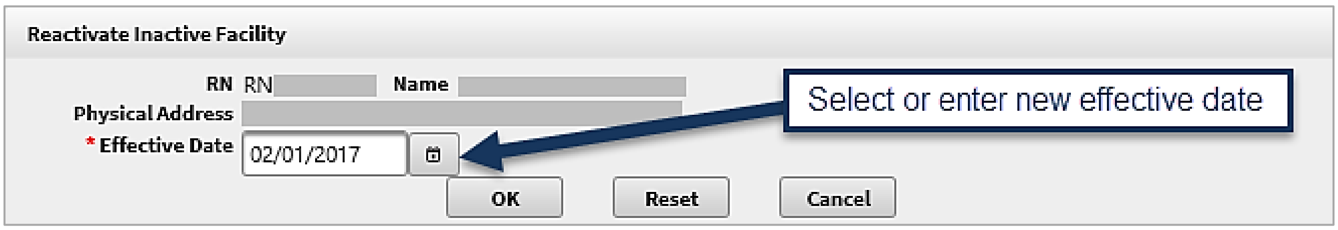


Figure 94: Reactivate Inactive Facility pop-up

10. You are returned to the *Add Draft Account Report* or *Account Report Detail* page where the selected Facilities are added to the ***Facilities*** data table.

> ***NOTE:*** *If a Facility has never been reported on previously, you can only add that Facility to an Account Report with the **Type** of **Initial** or **Annual**.*

   a. If the Facility is "inactive", the process of adding the Facility to a draft Tier II Account Report activates the Facility if the Tier II Account Report is not a **Type** of "Update" or "Deficiency Correction – Update".

Removing a Facility from a Draft Account Report

If you have added a Facility that you do not want on this Account Report, you can remove that Facility from the Facilities data table. Once removed from an Account Report, the Facility remains available to be selected for another Account Report.

If you are on the *Add Draft Account Report* page, simply select the red **X** in the **Remove** column in the ***Facilities*** data table for the Facility you wish to remove.

1. Select the red **X** in the left-hand column for the Facility you wish to remove.

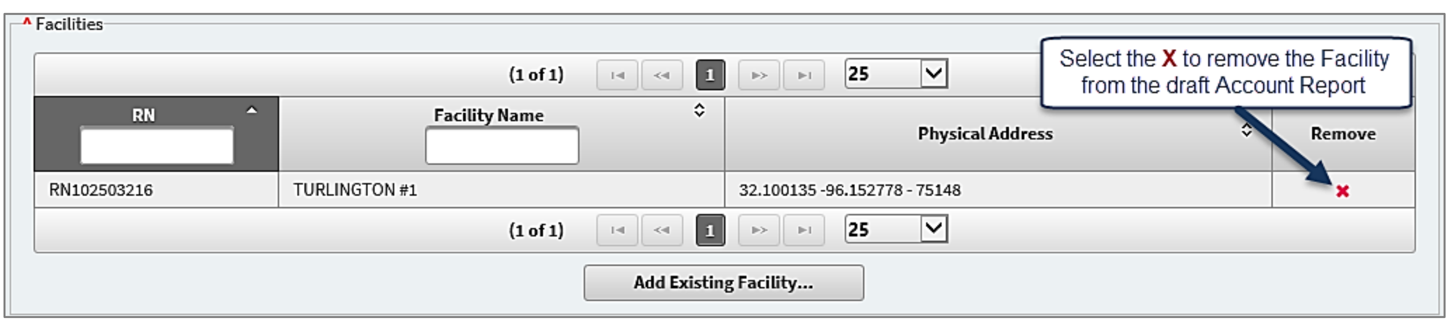


Figure 95: Facilities section of the Account Report Detail for a draft Account Report

2. A confirmation pop-up displays asking you to confirm that you want to remove that Facility.

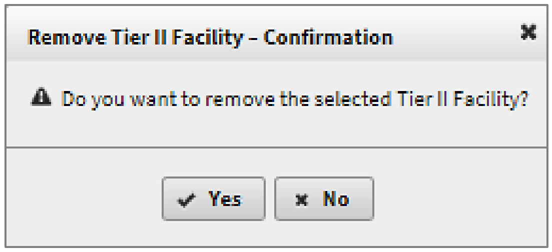


Figure 96: Remove Tier II Facility - Confirmation pop-up

3. Select the **Yes** button and the Facility is removed from the list of Facilities from that draft Account Report.

Saving the Draft Account Report

1. After your **Report Type** has been selected and the Facilities have been added to the Facilities List, select the **Save** button.
   - The **Reset** button clears returns the page to the initial state.
   - The **Cancel** button returns you to the previous page.

> ***NOTE:*** *Saving only creates a draft Account Report. The Account Report must be completed through the* Account Report Detail *page. See* *Chapter 7 – How to Complete Draft Tier II Account Report* *to continue the process of creating and submitting an Account Report.*

2. If there were any errors, an error message modal pop-up displays giving you the details of the error and giving you an opportunity to make fixes.
3. When everything has been saved, the draft Account Report has been created. The *Add Draft Account Report* page closes and the *Account Report Detail* page opens.

You are now ready to continue with the entry of the details for your report including the Facility details, Chemical details, and Contact details for each Facility on the Tier II Account Report. Continue to Chapter 7 – How to Complete Draft Tier II Account Report.

Chapter 7 – How to Complete Draft Tier II Account Reports

At this point, you have created a draft Account Report and are already on the *Account Report Detail* page or need to find the Account Report (see Finding and Managing a Tier II Account Report in this chapter).

This chapter walks through the steps required to submit the relevant Tier II data for each of your Facilities on the selected draft Account Report.

Overview of a Tier II Account Report

As described earlier in the guide, a Tier II Account Report is a report designed to meet the goals of the Tier II Chemical Reporting Program. TCEQ receives reports from the regulated community regarding the storage of hazardous Chemicals, their Facilities, and their Contact information. This data is submitted through Tier II Account Reports through the Tier II Chemical Reporting Application.

Essentially, a Tier II Account Report is made up of Facility reports which include details on the Facility, its Chemicals, and its Contacts.

You can find more questions and answers regarding the submittal of Tier II Account Reports on the Tier II Chemical Reporting Program[5] web page.

[5] www.TexasTier2.org

Account Report Detail page

The *Account Report Detail* page provides information on the Account, the Report itself including types, notes, certification details and attachments, the Fees assessed, and the Facilities associated with the Account Report. Selecting the RN number hyperlink on the ***Facilities*** data table, the *Account Facility Detail* page opens.

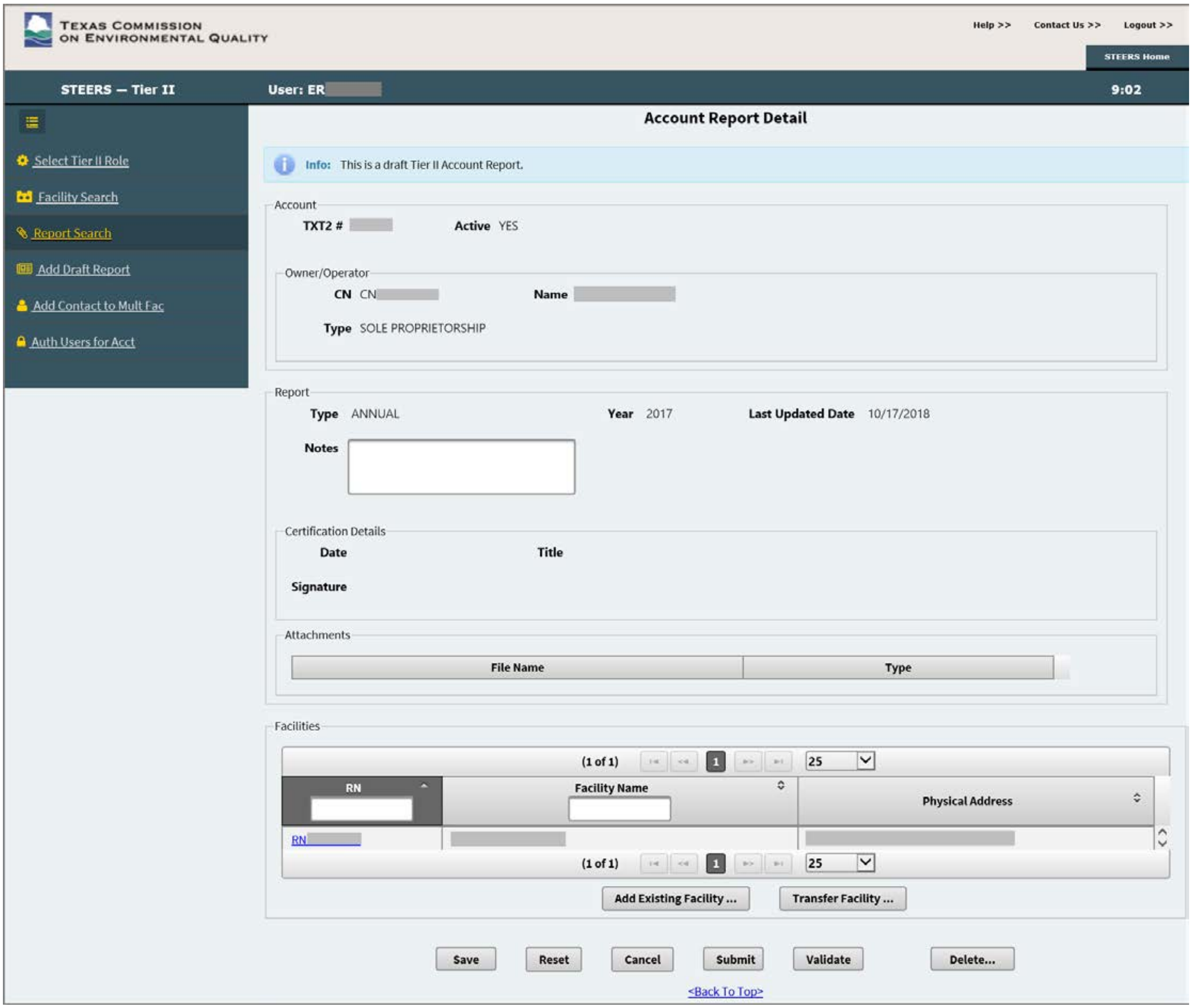


Figure 97: Account Report Detail page for a draft Tier II Account Report

Account Facility Detail page

The *Account Facility Detail* page is comprised of a header with the Account information and three tabs: ***Facility***, ***Chemicals***, and ***Contacts***.

> ***NOTE***: *The* **Chemical** *and* **Contact** *data is always associated to the specific Facility on the Facility tab. If you wish to document a Chemical that is stored on a different Facility, for instance, you must return to the* Account Report Detail *page by selecting the* ***Cancel*** *button and selecting the pertinent Facility.*

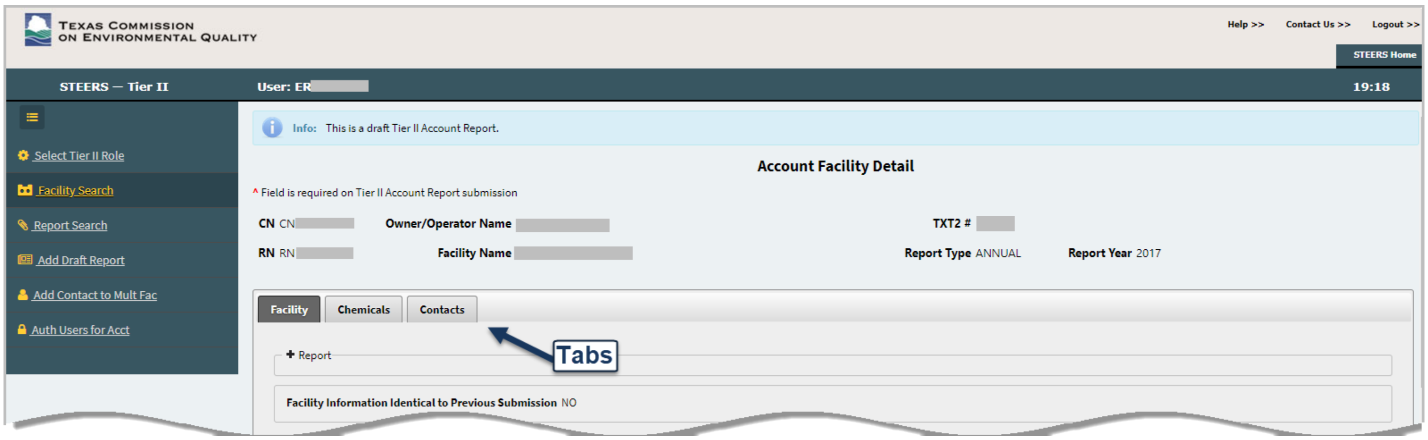


Figure 98: Account Facility Detail page - top section of a draft Account Report

Account Facility Detail page - Facility Detail Tab

The ***Facility*** tab contains Facility information such the physical location information but not the Chemicals and Contacts. All the location information is for the Facility itself and not the location of where the Chemicals are stored. That is done on the Chemical tab.

Account Facility Detail page - Chemicals Detail Tab

The Chemicals tab on the *Account Facility Detail* page contains the list of Chemicals you are reporting. Through this tab, you can review the Chemicals already associated with the Facility, add new Chemicals, or remove Chemicals.

On this tab, there is a place to store attachments. This is where you would upload your site plans or other documentation detailing the locations of your Chemicals or specifics about your Facility.

Account Facility Detail page - Contact Detail Tab

The Contacts tab contains the list of the Contacts that have been added to that Facility. Through this page, you can view the details of the existing Contacts, add new Contacts, or delete Contacts.

Checklist for Completing a Draft Tier II Account Report

To complete an Account Report, proceed through the following general steps:

- ✓ **Create Draft** – Create draft Account Report

  see Chapter 6 – How to Create a Draft Tier II Account Report)
- ✓ **Open Draft** – Open the *Account Report Detail* page. This page automatically opens when you save a draft Account Report. Alternatively, you can search for an Account Report through the **Account Report Search** option on the ***navigation menu***.

see Finding and Managing a Tier II Account Report in Chapter 7

- ✓ **Add Facilities to Report** – Add or remove Facilities from the Account Report until all Facilities you wish to report on are included.

  see Adding, Removing, and Transferring Facilities in Chapter 7

- ✓ **Complete Facility Details** - Flow to *Account Facility Detail* page by selecting the RN number hyperlink for a Facility in *Account Report* page. Complete the following information that Facility:
  - ➢ Facility details,

    see Managing Facility Details
  - ➢ Chemical details for each Chemical at that Facility,

    see Managing Facility Chemicals
  - ➢ Contact details.

    see Managing Facility Contacts
  - ➢ Then return to *Account Report Detail* page, select another Facility, and repeat the data entry until the report for all Facilities have been completed.

- ✓ **Validate Report** – Once all Facilities have been entered and their Chemical and Contact data entry is completed, you can validate the Report which gives you the ability to identify and correct any errors in the report before submission. Note, while the validation process is running, you will be unable to make changes to the draft Account Report.

  see Chapter 9– How to Validate Draft Account Reports

- ✓ **Submit Report** – When you are satisfied with the Account Report and it has cleared the validation, you can submit the Account Report. Once you have selected the **Submit** button, the draft Account Report can no longer be modified, unless the validation process finds an error, at which time, the submission procedure stops, an error log is produced, and the draft Account Report is made available for modification again.

  see Chapter 10– How to Submit Tier II Account Reports & Make Payments

Finding and Managing a Tier II Account Report

The first step in completing an Account Report is to open the Account Report, if it is not already open. If you have just created the draft Account Report, then the *Account Report Detail* page opens for you and you can continue to manage the Facilities for that Account Report.

Searching for an Account Report

1. If you are just logging into the system, the first page you see the *Account Report Search* page. If you are on another page, you can select the **Report Search** option from the ***Navigation Menu***.

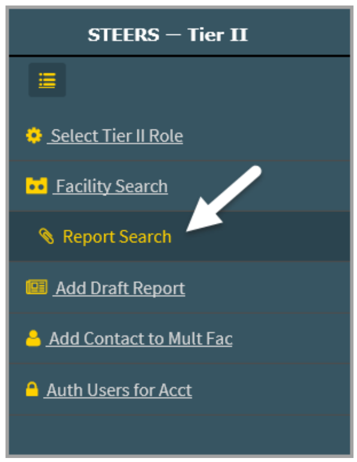


Figure 99: Report Search option on the Navigation Menu

2. The *Account Report Search* page displays.

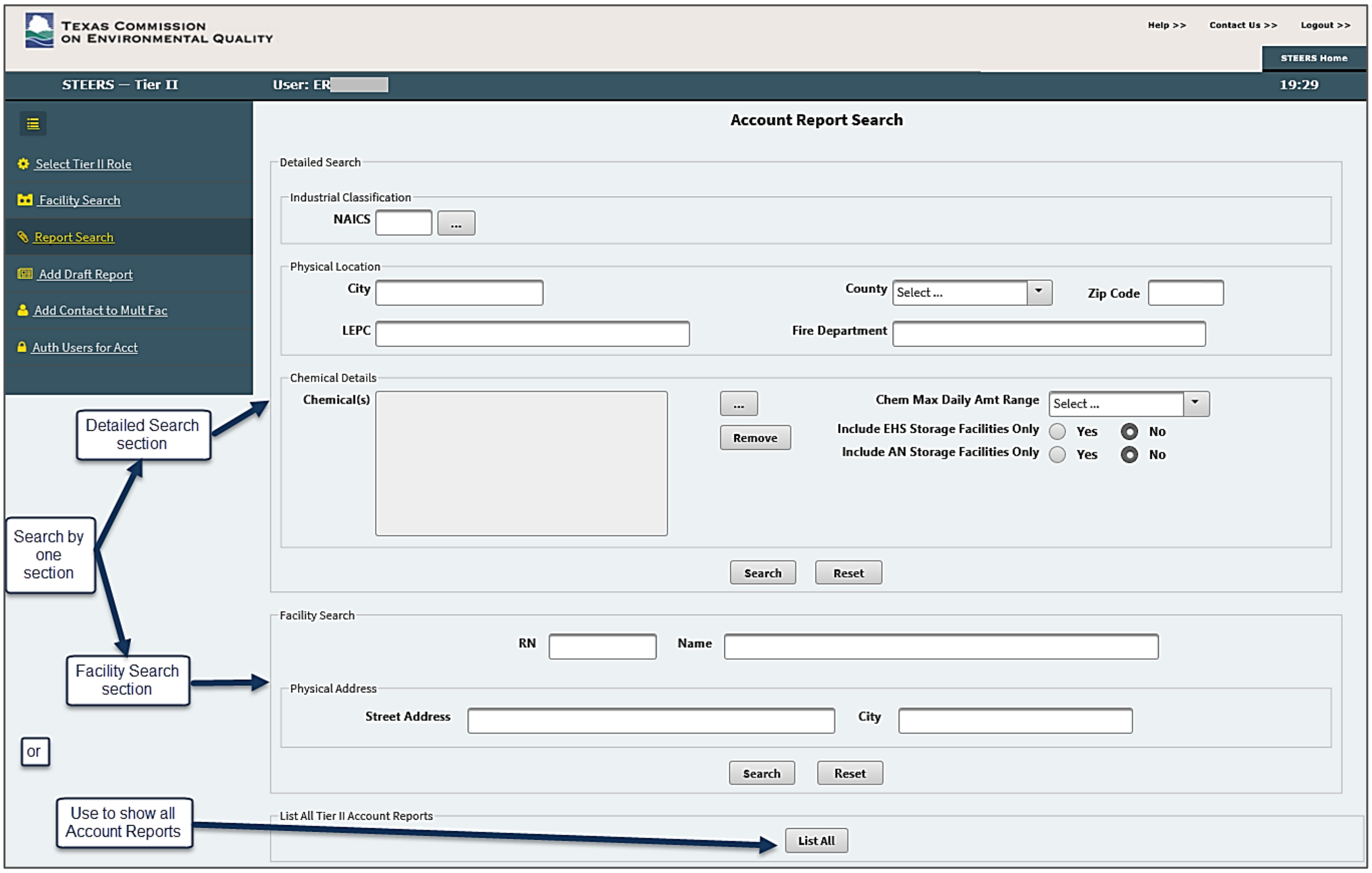


Figure 100: Account Report Search Page

There are three search sections from which you can choose to use for your search: ***Detailed Search***, ***Facility Search***, and ***List All Tier II Account Reports***.

> ***NOTE:*** *You can only use search criteria in one section at a time. Notice that there are Search and Reset buttons for the Detailed Search and Facility Search sections. As in all search pages, some fields in these sections can be used alone or must be used in combination.*
>
> *The List All section only contains the List All button which will return all Account Reports for the Tier II Account.*
>
> *The searches return all Account Reports that match the search criteria whether they are in draft or have been submitted.*

The following sections provides details on running a search using the ***Detailed Search*** section, the ***Facility Search*** section, or the ***List All Tier II Account Reports*** section.

Running a Detailed Account Report Search

The ***Detailed Search*** section allows for single and combination searches. Within the ***Detailed Search*** section there are subsections for ***Industrial Classification (NAICS), Owner/Operator***, ***Physical Location***, and ***Chemical Details***.

To search using the ***Detailed Search*** section, choose a valid set of search criteria, enter your values, and select the **Search** button for that section. The following describes the search subsections and fields followed by a list of the available search combinations.

Industrial Classification Subsection

This subsection allows you to search by the industrial classification (NAICS) of the Facility. This is the North American Industry Classification System (NAICS) code selected by the Owner/Operator for their Facility. All Account Reports that contain Facilities with that NAICS code displays in the *Account Reports List* page.

1. To search for a **NAICS** code, first select the ellipses button next to the **NAICS** field.

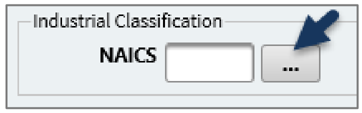


Figure 101: NAICS field in the Account Report Search *page with the ellipses button pointed out*

2. The *NAICS Search* pop-up displays.
3. Enter a complete **NAICS Code** or a full or partial **Name**.
    a. The **NAICS** field looks for a complete match.
    b. The **Name** field is a wildcard search field and you must enter at least two characters.

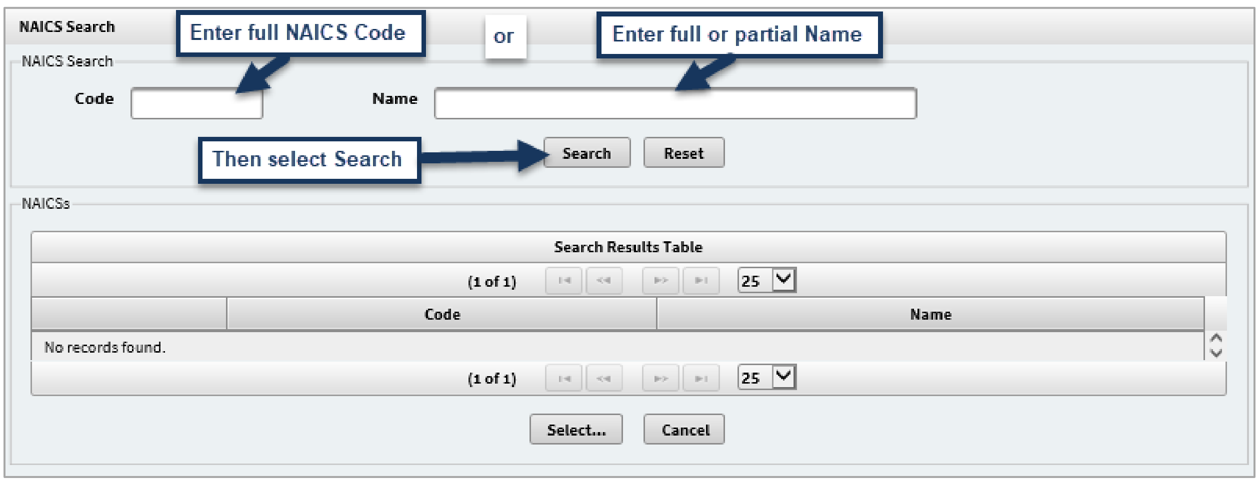


Figure 102: NAICS Search pop-up

4. Select the **Search** button and the matching NAICS results displays in the ***NAICSs Search Results Table***.

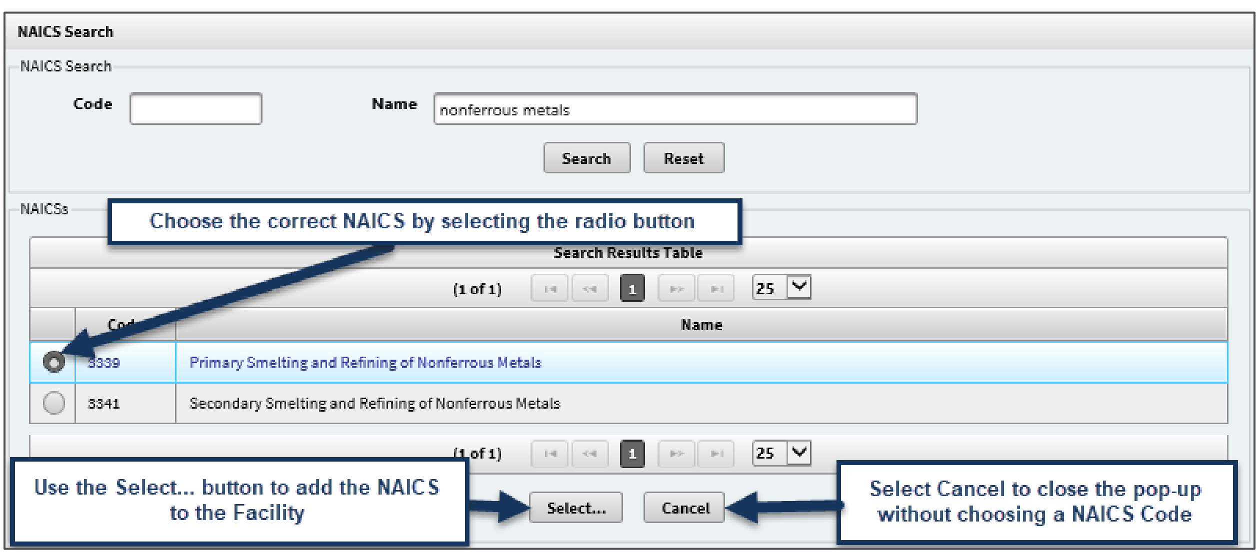


Figure 103: NAICS Search pop-up with results

5. Select the radio button to the left of the desired NAICS code and use the **Select…** button to choose that NAICS.
    - ➢ The **Cancel** button returns you to the *Account Report Search* page without selecting a NAICS code.
6. The *NAICS Search* pop-up closes and the selected **NAICS** code displays in the **NAICS** field on the *Account Report Search* page.

Figure 104: Account Report Search page with the NAICS Code field populated

> ***NOTE:** You can only search by* **Industrial Classification (NAICS)** *by itself. It cannot be used in combination with any other search criteria.*

Physical Location Search Subsection

This subsection allows you to search for Facilities based on their physical location information such as City, TCEQ Region, LEPC, etc. For instance, you can enter a LEPC name in the **LEPC** field and receive all the Facilities that fall within that LEPC's jurisdiction. All Account Reports that include a Facility that matches that physical location search criteria are listed.

> ***NOTE**: Searches by Physical Address for a Facility, the search looks at the current Additional ID Physical Address stored in Central Registry which might not be the same as it was at the time of the Account Report submittal.*

Figure 105: Physical Location search subsection of the Account Report Search page

1. Search by **City** alone (must be the full City name)
2. Search by **County** alone
3. Search by **Zip Code** alone
4. Search by **LEPC** alone
    a. This is the name of the Local Emergency Planning Committee (LEPC) that the Facility reports to.
    b. The **LEPC** field is a wildcard search field and you must enter at least two characters.
5. Search by **Fire Department** alone
    a. This is the name of the Fire Department whose jurisdiction includes the location of the Facility.
    b. The **Fire Department** field is a wildcard search field and you must enter at least two characters. Because this field is a free-form data entry field, the actual entries might vary from one Facility to the next for the same Fire Department. It is best to search using the wildcard feature and not enter the full Fire Department name. For instance, you could enter "Travis" for all Fire Departments that have "Travis" in their name.

> ***NOTE:*** *You can only search by one* **Physical Location** *criteria at a time. Combinations are not allowed. For instance, you can search by County but not by County and Fire Department together.*

Chemical Details Search Subsection

This subsection allows you to search for Facilities based on the chemicals that are stored there. For instance, you can search for all Facilities that store a specific chemical as well as to specify the maximum storage amount.

> ***NOTE:*** *This search looks for Chemical records that are associated to Facilities on Account Reports. This includes both individual Chemicals associated to the Facility as well as the Constituent Chemicals of a Facility Chemical.*
>
> ***The Tier II Reporting Application has an official table of Chemicals (Tier II Chemicals Table) that stores Chemicals that were approved by the Tier II Program. All Chemical searches only look at the Tier II Chemical Table records and does not see any Chemicals that were created in an Account Report.***
>
> *If a Chemical record is in the Tier II Chemical table but not associated to any Account Reports, no results will be found.*
>
> *On the other hand, if a new Chemical has been created in an Account Report that Chemical will not be found in this search.*

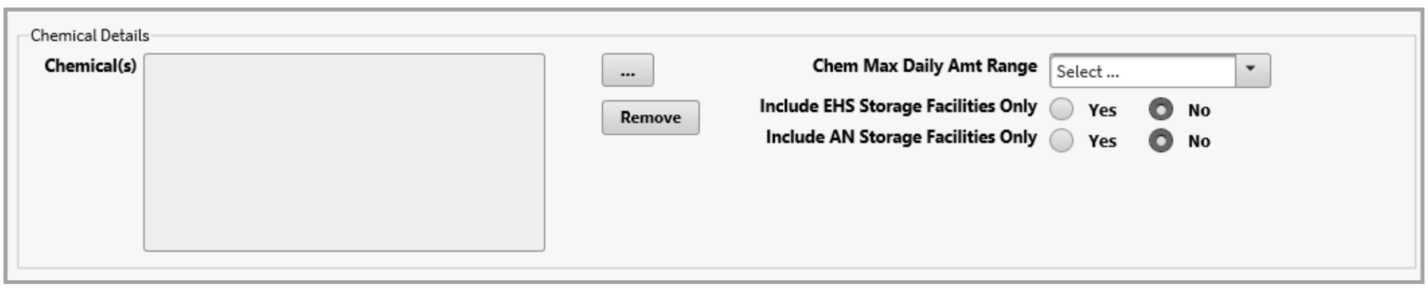


Figure 106: Chemical Details search subsection of the Account Report Search page

1. Search by one or more **Chemicals**

   To search by specific Chemicals, first search for and select the Chemicals to add to the ***Chemical(s)*** data table. The **ellipses** button next to the ***Chemical(s)*** data table opens the *Chemical Search* pop-up where you search for and select a Chemical for the search criteria.

   a. Select the **ellipses** […] button next to the ***Chemical(s)*** data table.

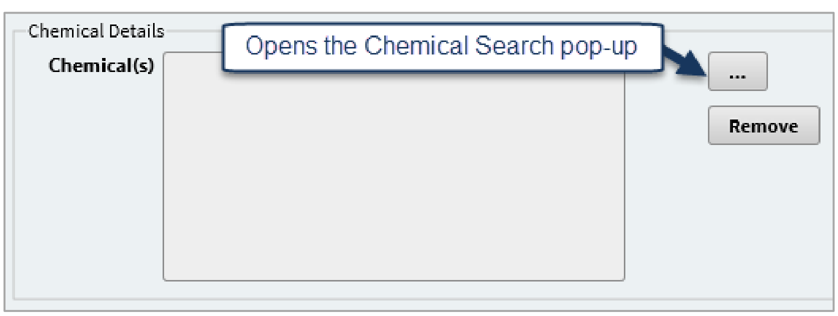


Figure 107: Portion of the Chemical Details group box with the ellipses button pointed out

b. The *Chemical Search* pop-up displays.

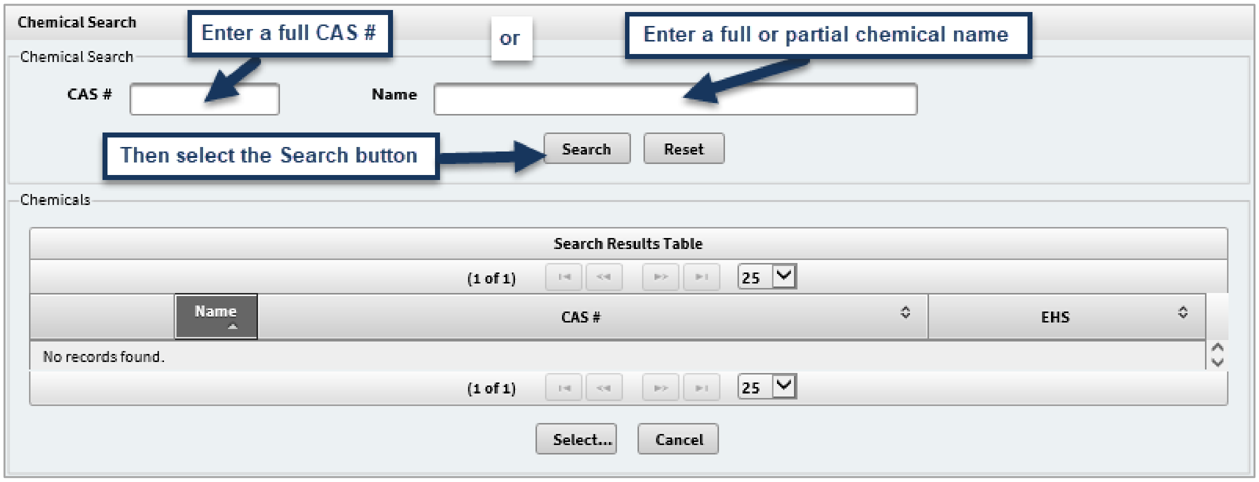


Figure 108: Chemical Search pop-up

a. Enter either a full **CAS #** or a full or partial **Chemical Name**.

b. Select the **Search** button.

   - The **Cancel** button closes the *Chemical Search* pop-up without selecting a Chemical record.

c. All Chemical records that match your selection display in the ***Chemicals Search Results Table***. Select a Chemical you wish to add to the *Report Search* page by selecting the radio button for that row and using the **Select…** button.

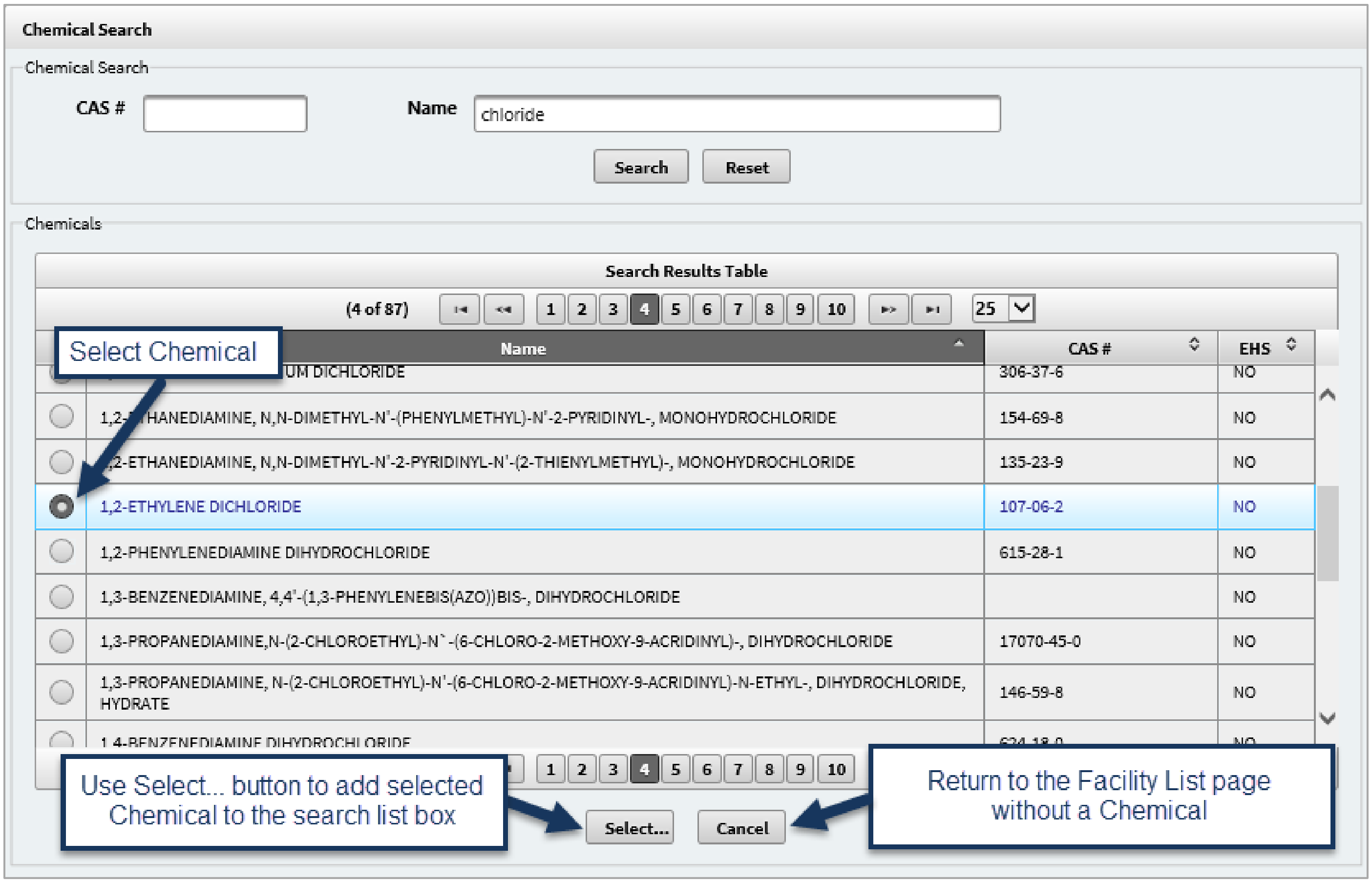


Figure 109: Chemical Search pop-up with search results

d. The pop-up closes, and the selected Chemical is listed in the ***Chemical(s) Search Results Table***.

e. To add another Chemical run another search and selection as above. Repeat this until you have selected all Chemicals you wish to be included in the search.

f. To remove a Chemical from the **Chemical(s)** list, select the checkbox for that Chemical and select the **Remove** button.

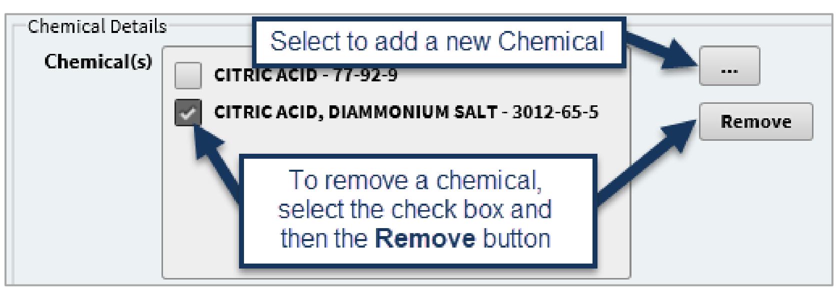


Figure 110: Chemical Details section of the Account Report Search *page*

2. Search by **Include EHS Storage Facilities Only** alone

    a. An EHS Storage Facility is a facility that stores chemicals marked as an “extremely hazardous substance” in the Tier II Chemical Table.

3. Search by **Include AN Storage Facilities Only** alone

    a. This option allows you to search only for Facilities that store ammonium nitrate (AN). A facility is flagged as an AN Storage Facility after each Account Report is reviewed by Tier II Staff.

4. Search by one or more **Chemicals** and **Chem Max Daily Amt Range**
    a. The **Chemical Maximum Daily Amount Range** is a value reported by the Owner/Operator as the range of the greatest amount of a chemical stored on daily basis.
5. Search by Include **AN Storage Facilities Only** and **Chem Max Daily Amt Range**

Available Detailed Search Combinations

In the ***Detailed Search*** section, the combinations are looked at by the system as "and/or" meaning that if there are two criteria used, the system finds matches that have at least one of the criteria or both.

1. ***Industrial Classification (NAICS Code)*** can be searched for by
    a. Itself
    b. With one option from the **Physical Location** section
    c. With one option form the **Chemical Details** section
    d. Or with one options from each the **Physical Location** section and the **Chemical Details** section.
2. ***Physical Location Section*** can be searched by each option separately, or
    a. One option and **NAICS** code
    b. Or one option with **NAICS** and one option from the ***Chemical Details*** section
3. ***Chemical Details Section*** can be searched by
    a. One or more **Chemicals** alone
    b. **Include EHS Storage Facilities Only** alone
    c. **Include AN Storage Facilities Only** alone
    d. **One or more Chemicals** and **Chem Max Daily Amt Range**
    e. **Include AN Storage Facilities Only** and **Chem Max Daily Amt Range**
    f. One option with one option from the ***Physical Location*** section
    g. One option with **NAICS** and one option from the ***Physical Location*** section

Running a Detail Account Report Search

When you select the **Search** button in the ***Detailed Search*** section, the system first looks to see what options have values and whether the selection or the combination of selections are acceptable. If there is something wrong, an error message displays letting you know what is wrong. You can modify your search and select the **Search** button again.

The system performs the search in the background. Once the search is complete, the *Account Report List* page displays with the matching Account Reports. If there are no matches, the data table displays "No records found"

Running an Account Report Search by Facility

To search by Facility, you can search by **RN** or **Name** by themselves or by **Street Address** and **City**. If you want to search by Facilities within a specific City, County, TCEQ Region Zip Code, LEPC, or Fire Department use the Physical Location search options in the ***Detailed Search*** section. The *Facility Search* returns any Account Reports that have at least one Facility that matches the search criteria on the Account Report.

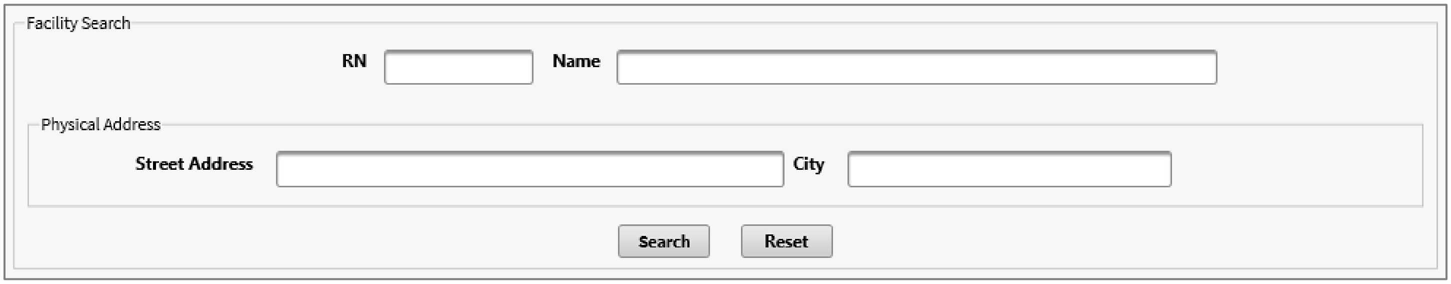


Figure 111: Facility Search *section of the Account Report Search page*

Facility Search Combinations

The valid search combinations for the ***Facility Search*** section are as follows:

1. Search by **RN** alone
    a. The **RN** can be the full RN number with the preceding RN (RN123456789) or just the nine-digit numeric part of the number (123456789).
2. Search by **Name** alone
    a. The **Name** field is a wildcard search field and you must enter at least two characters.

> ***NOTE:*** *The **Facility Name** might have been modified in the Central Registry database since the Account Report was submitted. The Facility Name search looks for the current Central Registry name (Additional ID Alternate Regulated Entity Name).*

3. Search by **Physical Address** alone

> ***NOTE****: Searches by Physical Address for a Facility, the search looks at the current Physical Address stored in Central Registry which might not be the same as it was at the time of the Account Report submittal.*

    a. You must enter both a **Street Address** and **City**
        i. The **Street Address** field contains the street number and the street name, such as 123 MAIN ST.
            1) **Street Address** is a wildcard search field and you must enter at least two characters.

> ***NOTE:*** *When addresses are entered in Tier II, the system runs the address through a service that validates the address against USPS approved addresses. This ensures that the address itself is valid; it is punctuated and abbreviated correctly; and is changed to all caps. For instance, "123 South Main Street" is changed to "123 S MAIN ST".*

        ii. **City** is an exact match search field and must be in all caps (i.e. AUSTIN).

Running a Report Search by Facility

When you select the **Search** button in the ***Facility Search*** section, the system first looks to see what options have values and whether the selection or the combination of selections are acceptable. If there is something wrong, an error message displays letting you know what is wrong. You can modify your search and select the **Search** button again.

The system performs the search in the background. Once the search is complete, the *Account Report List* page displays with the matching Account Reports. If there are no matches, the data table displays “No records found”.

List All Tier II Account Reports

You can choose to list all the Tier II Account Reports for the Account. Selecting the **List All** button in the ***List All Tier II Account Reports*** section returns all Account Reports on your Tier II Account and lists them on the *Account Reports List* page.

Figure 112: List All Tier II Account Reports section of the Account Report Search page

Using the Account Reports Results List

1. After you enter valid search criteria, select the **Search** button in the ***Detailed Search*** or ***Facility Search*** section or select the **List All** button. The *Account Reports List* page displays with the Account Reports that match your search criteria.
    a. If the search did not match any records, the Account Reports List page displays with the message that there were “*No Records Found*”. Select the **Cancel** button to return to the *Account Report Search* page to modify your search.

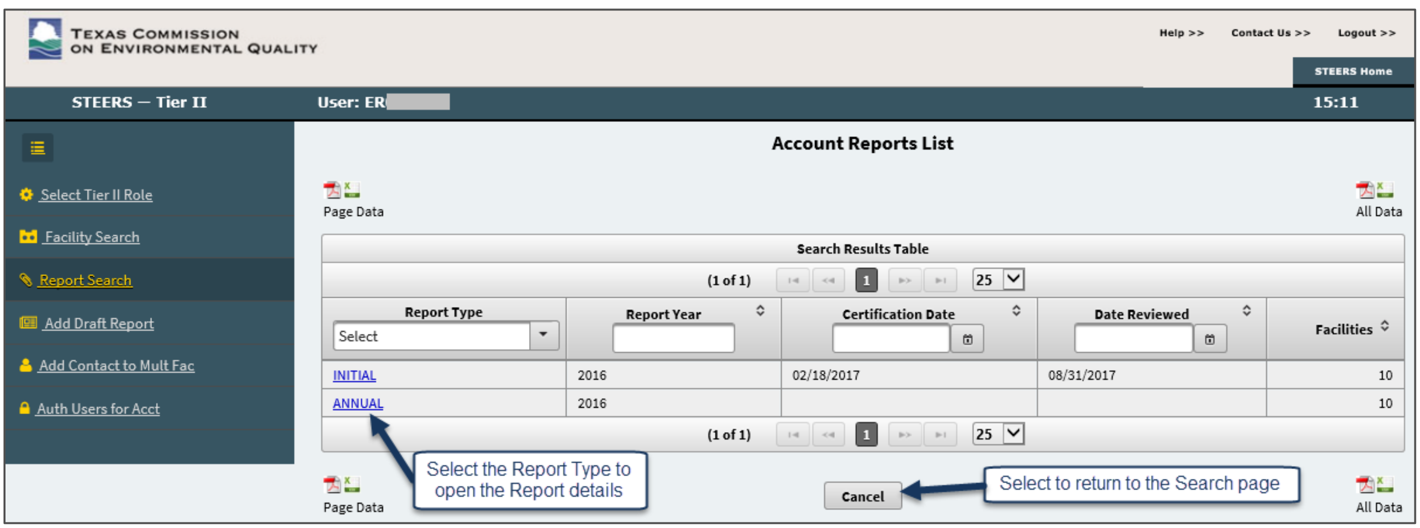


Figure 113: Account Reports List page

2. There are four columns in the Account Reports List data table.
    a. **Report Type** – lists the type of the report for that Account Report. They are hyperlinks that open the *Account Report Detail* page for that Account Report.
    b. **Report Year** – lists the reporting year of the Account Report. It is not necessarily the calendar year at the time of the submission. You can enter a year into the filter field to display only the records that have that exact Report Year.
    c. **Certification Date** – lists the date that the Account Report was certified as part of the Report submission process. You can enter or select a date in the filter field to display records that have a Certification Date less than or equal to the date entered.

> ***NOTE:*** *If there is no date in the **Certification Date** column, that report is in draft mode and hasn't been submitted.*

d. **Date Reviewed – lists the date that the Account Report was marked as reviewed by Tier II Program staff. If there is no date, then this Account Report has not been reviewed. You can filter the list by entering or selecting a date in the filter field for the column** to display records that have a Date Reviewed less than or equal to the date entered.

e. **Facilities** – lists the number of Facilities in the Account Report.

3. To see open an Account Report to see the details of an Account Report, select the **Report Type** hyperlink for the desired Account Report.
   - The **Cancel** button returns you to the *Account Report Search* page.
4. The *Account Report Detail* page displays.

Entering and Updating Account Report Details

The *Account Report Detail* page is where the Report **Notes** can be entered, ***attachments*** uploaded or viewed, the ***Fee Details*** populated (after the Report was submitted), and the list of ***Facilities*** for the Account Report maintained. Through this page is how you go to the *Account Facility Detail* page to enter your Facility details and each Facility's Chemical and Contact information.

The *Account Report Detail* page has four sections:

- ***Account*** – This section contains the account information including the TXT2 # and the Owner/Operator CN, name, and organization type for reference. The fields are all read-only.
- ***Report*** – This section contains the information specific to the Report.
  - The **Type** and **Year** were created when you created the draft Account Report.
  - The ***Certification Details*** populate after the Account Report has been successfully submitted. This is the date of the Account Report was certified, the title of person who certified it and their signature.
  - The ***Attachments*** section is where error log reports and Confirmation of Submittal reports are placed by the system during the submittal process.

> ***NOTE:*** *Attachments can be uploaded for each Facility on the Chemical tab of the Account Facility Detail page. See* *Attaching Site Plans and other Chemical or Facility Documents* section later in this section for more details.

- ***Fee Details*** – This section only displays after the Account Report has been submitted. It contains the Total Fee amount assessed for your Account Report.
- ***Facilities*** – This data table contains the list of Facilities that have been selected for the Account Report. It is in this section where you add or remove additional Facilities.
- ***Buttons*** – There are six major buttons on this page to note:
  - **Save** – This button saves the data and any changes made to the Account Report.
  - **Reset** – This button returns all fields to the latest saved values, removing any newly entered data
  - **Cancel** – This button closes the Account Report Detail page, returning you to the previous page. If there are any unsaved changes, you will be asked whether you wish to save those changes.
  - **Submit** – This button starts the process of submitting the Account Report.
  - **Validate** – This button runs the Account Report through the validation process that is run when a Report is submitted giving you the opportunity to make any changes before you submit

- **Delete …** – This button is used to delete an Account Report. There are limitations to what can be deleted.

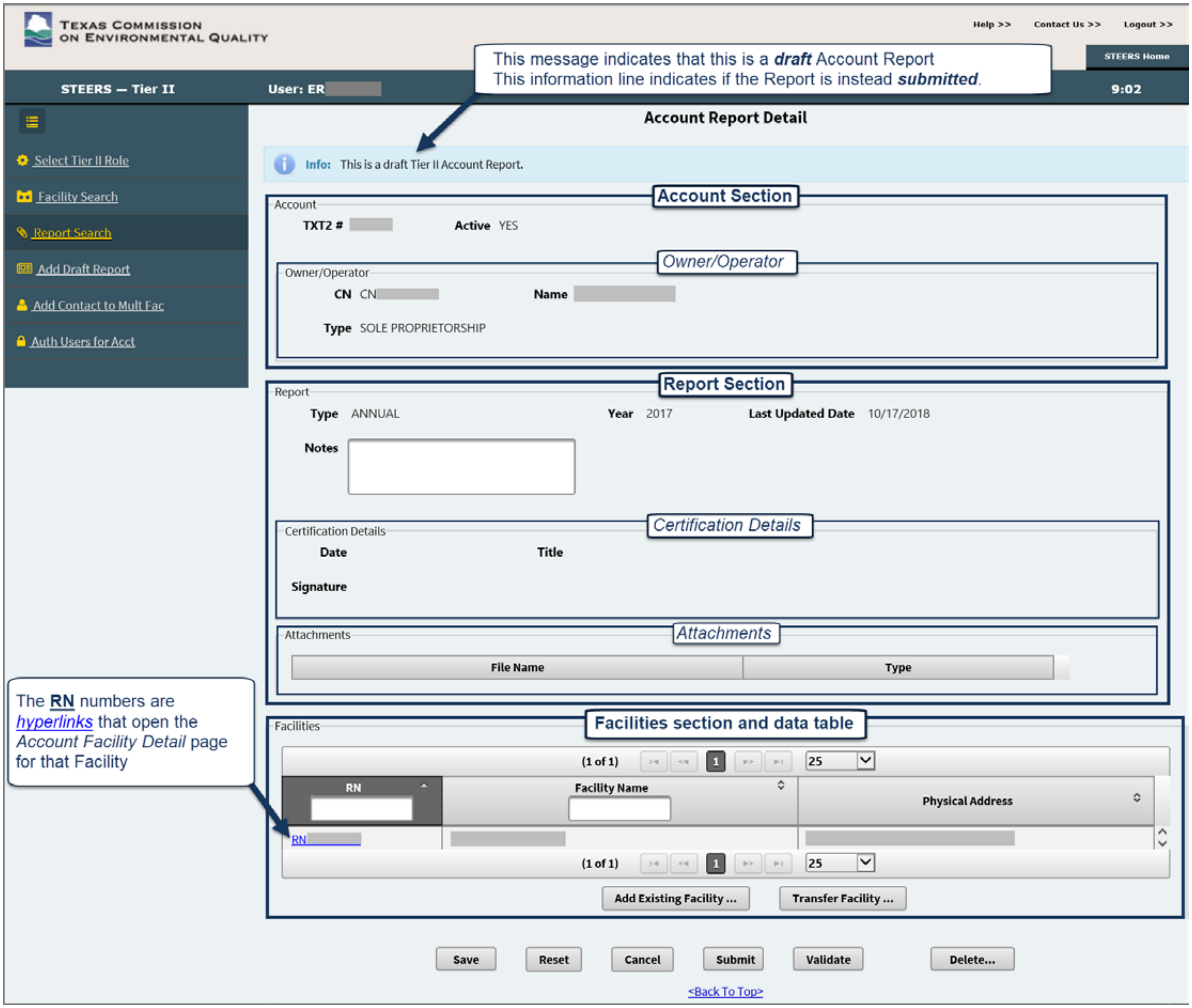


Figure 114: Account Report Detail page for a draft Account Report

Adding, Removing, and Transferring Facilities

Adding an Existing Facility to an Account Report

> ***NOTE:** For a Facility to be available to report on, it must have been associated with your Account and CN. This can be done through the Tier II Core Data program area in STEERS. See Filling out a STEERS Tier II Core Data Application in Chapter 3 for further instructions.*

To add a Facility to a draft Account Report, select the **Add Existing Facility…** button in the Facilities group box of the *Account Report Detail* page.

Figure 115: Facilities section of the Account Report Detail page

1. The *Account Facilities Available to be Added to a Draft Tier II Account Report* pop-up displays. This Results Table automatically populates with all the Account Facilities that can be attached to your Account Report.

> ***NOTE:*** *Facilities that are currently attached to another draft Account Report cannot be added to this Account Report and must be transferred if it belongs on this Account Report. See [Transferring a Facility from one Draft Account Report to Another](#) in this chapter.*

   a. You can use the column filters and sorting buttons to locate specific Facilities.

2. Select the Facilities you wish to add by checking the checkboxes in the left-hand column for each Facility. Then select the **Select** button.
   a. The **Report Type** and **Report Year** are for the last Account Report that the Facility was submitted on.

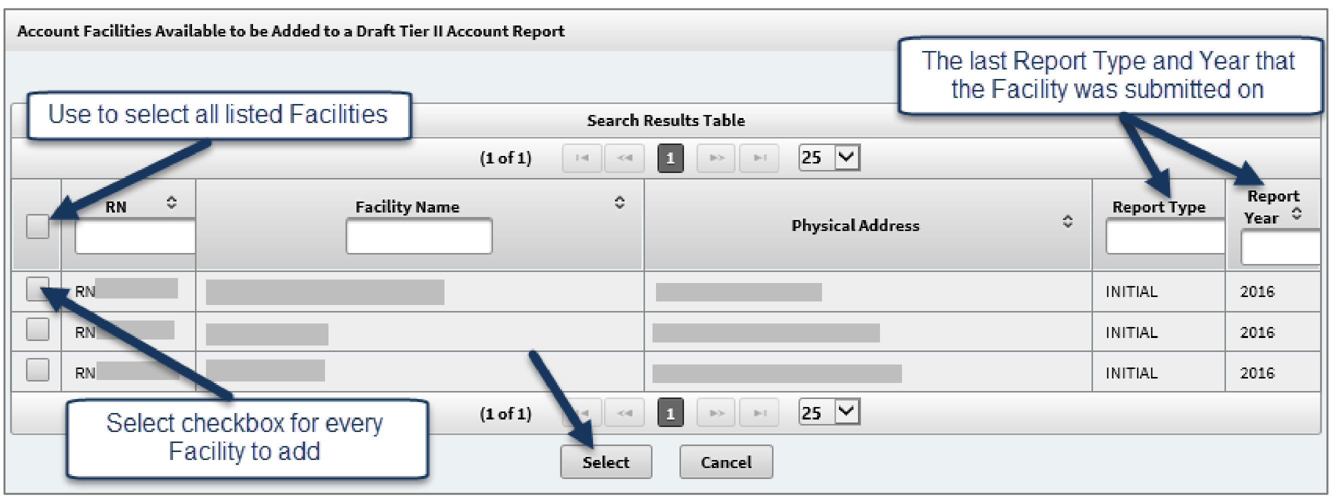


Figure 116: Account Facilities Available to be Added to a Draft Tier II Account Report pop-up

3. The *Account Report Detail* page displays with your selected Facilities added to the existing list of Facilities.

> ***NOTE:*** *When you have added a Facility that had been reported on before, the latest submitted data automatically populates the Facility, Chemical, and Contacts tabs on the* Account Facility Detail *page for that Facility. You then just must verify that the information is correct, make any changes, additions, or deletions and the Facility report is complete.*

Creating a New Facility for Tier II Account

If you have a new Facility that has not be registered with TCEQ or have purchased or taken over control of a Facility that has not been associated to your Tier II Account with the TCEQ you must go through the Tier II Core Data program area to either create a new Facility or associate an existing Facility to your Account. See [Filling out a STEERS Tier II Core Data Application](#) in [Chapter 3](#). If you are not sure whether your Facility has been registered with the TCEQ, you can Contact the Tier II Program Support staff.

Removing a Facility from a Draft Account Report

Once you have saved the draft Account Report, the *Account Report Detail* page displays with the Facilities you had selected on the *Add Draft Account Report* page.

1. To remove a Facility from a draft Account Report, select the Facility's **RN** number hyperlink in the ***Facilities*** data table.

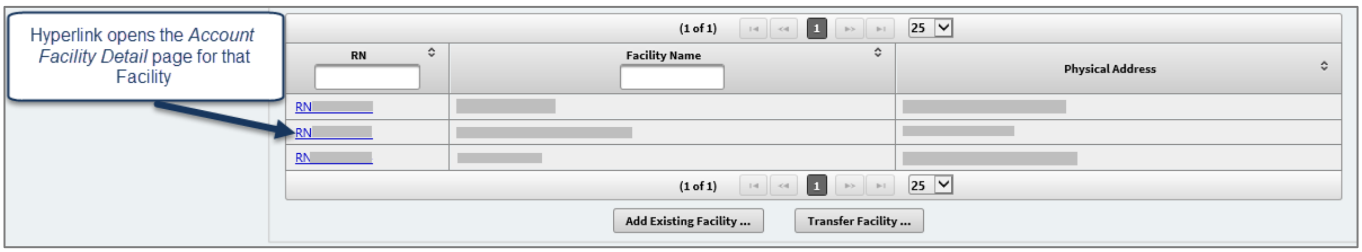


Figure 117: Facilities section of the Account Report Detail page

2. The *Account Facility Detail* page opens for the chosen Facility.
3. At the bottom of the page, select the **Delete** button.

Figure 118: Buttons at the bottom of the Account Facility Detail page

4. A modal pop-up displays asking "*Do you want to remove the selected Tier II Account Facility and all of its associated Chemicals and Contacts?*"

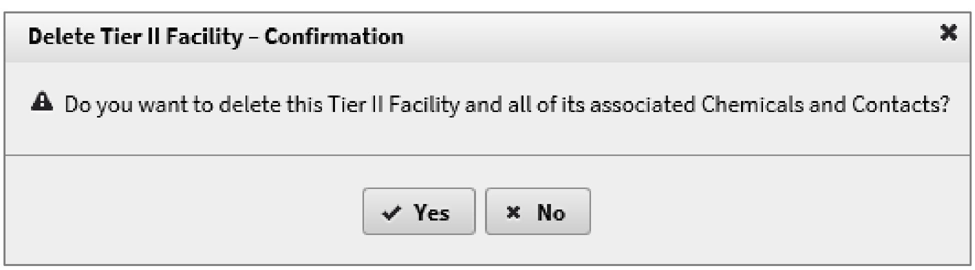


Figure 119: Delete Tier II Facility - Confirmation pop-up

> ***NOTE:*** *This action only removes the Facility from the draft Account Report. It does not delete the Facility record from the system. That Facility remains available for reporting on in other Reports.*
>
> *If you want to remove the Facility from your Account because you are no longer in possession of it or it is no longer storing reportable chemicals, for instance, you need to mark the Facility as **inactive** as part of an Account Report. See [Marking an Existing Facility as Inactive](#) in [Chapter 7](#).*

5. Selecting the **Yes** button returns you to the *Account Report Detail* page where that Facility has been removed from the list of Facilities.

Transferring a Facility from one Draft Account Report to Another

The system allows you to have more than one draft Account Report open at one time. However, a Facility can only be on one draft Account Report at a time. It is possible that you could have a Facility on one draft Tier II Account Report which you would rather on a different draft Tier II Account Report. To do this, you need to transfer the Facility from the draft Account Report to the draft Account Report you want it on.

> ***NOTE:*** *Particularly for Annual Tier II Account Reports, it is to your advantage to create a single report for all your reportable Facilities as the fees are calculated per Tier II Account Report.*

To perform a transfer, start on the *Account Report Detail* page for the Account Report you are working on. This is where you are transferring the Facility to.

1. In the ***Facilities*** section of the *Account Report Detail* page, select the **Transfer Facility …** button.

Figure 120: Facilities section of the Account Report detail page

2. The *Account Facilities Available to be Transferred to a Draft Tier II Account Report* pop-up displays.

> ***NOTE:*** *The Facilities that are listed are only the Facilities that are currently associated with other **draft** Account Reports.*

3. Check the checkbox for the Facility you wish to transfer and select the **Select** button.
   a. The **Report Type** and **Report Year** columns display the Type and Year for the draft Account Report the Facility is currently on.

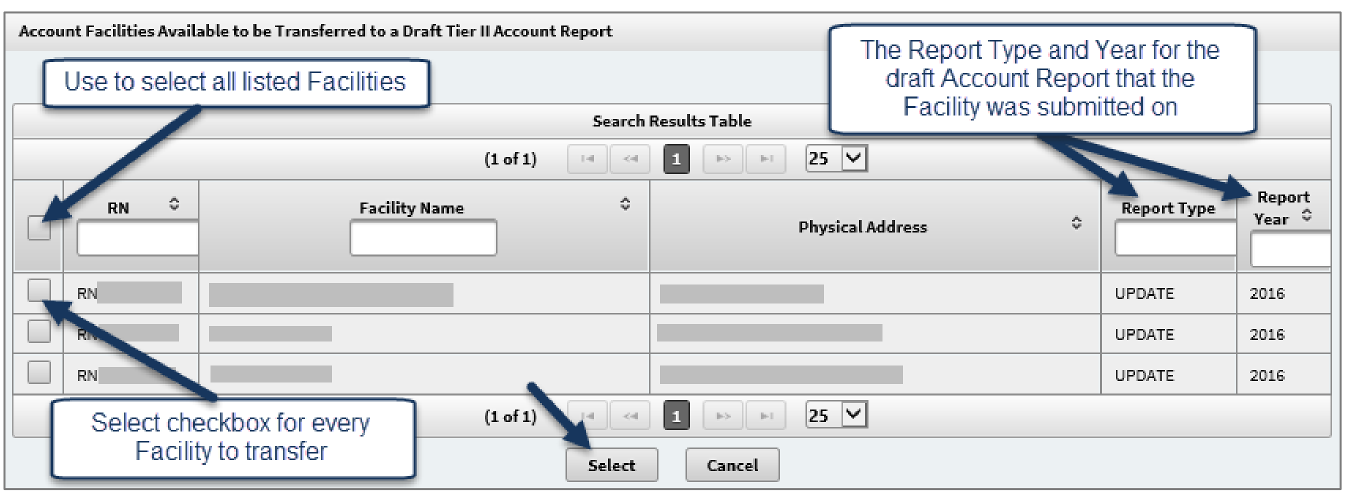


Figure 121: Account Facilities to be Transferred to a Draft Tier II Account Report pop-up

4. The pop-up closes, and the Facility appears in the ***Facilities*** section of the *Account Report Detail* page for your draft Account Report. Those Facilities are no longer on the draft Account Report they were on before the transfer.

Managing Facility Details

Once you have created your draft Account Report, the next step is to update the Facility, Facility Chemicals, and Facility Contacts information. From the *Account Report Detail* page for your draft Account Report, select the hyperlink for the Facility **RN number** in the ***Facilities*** section.

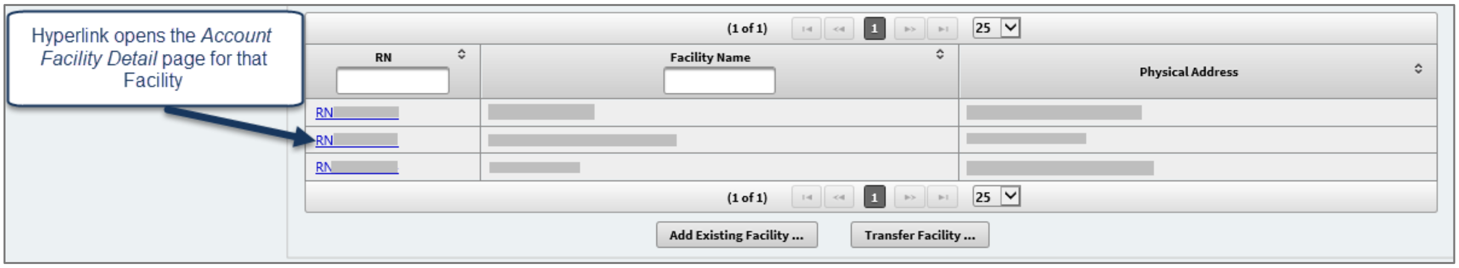


Figure 122: Facilities section of the Account Report Detail page

The *Account Facility Detail* page opens. This page has two main sections: the account information header and the body. The header includes the Account information including the CN, Owner/Operator Name, TXT2 #, RN, and Facility Name. It also includes the Report Type and the Report Year that the Facility record is on. The body is comprised of three different tabs:

- ***Facility Tab*** – this is where the Facility details are maintained including the Physical Location and Mailing Address.

> ***NOTE:*** *The Physical Location information is read-only for all Facilities that have been reported on previously, except the* ***Fire Department*** *field which is always updateable. To update the Physical Location information on those Facilities, contact the Tier II Chemical Reporting Program staff to request that they set the Physical Location Updateable switch to Yes allowing you to update that information.*

- ***Chemicals Tab*** – this is where the Chemical data for that Facility is maintained. See Managing Facility Chemicals in this chapter.
- ***Contacts Tab*** – this is where the Contacts for that Facility are maintained. See Managing Facility Contacts in this chapter.

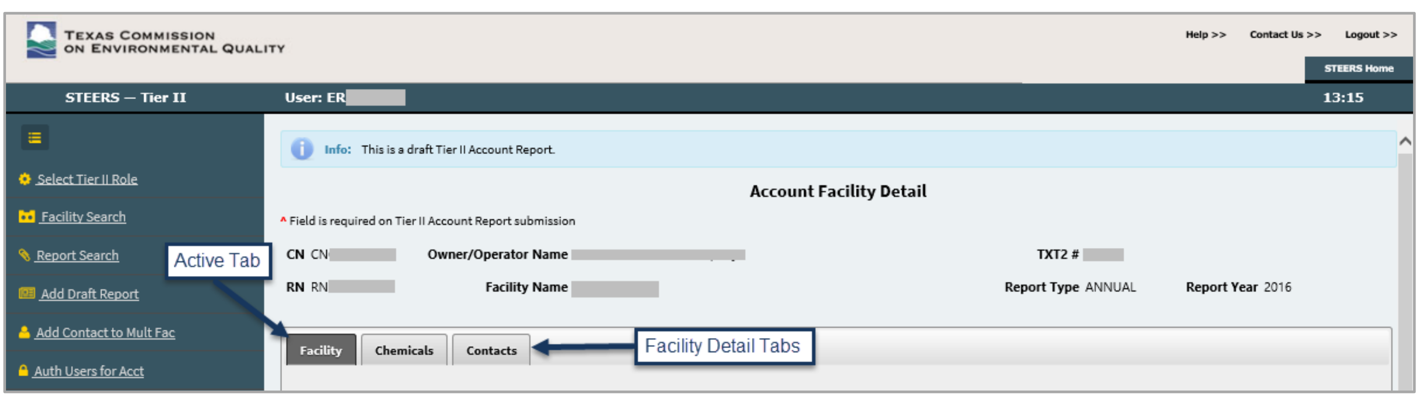


Figure 123: Top portion of the Account Facility Detail page

Updating Facility Details

When a draft Account Report is created, and Facilities are associated, the Facility data is automatically populated based on existing data. The most current Facility (i.e. Name and Physical Location) and Account data is pulled from TCEQ's Central Registry database. This is noticeable if the Facility Address is updated through a Core Data Form submitted to the Agency since the last Account Report was submitted. In this case, when the Facility details are viewed, the Central Registry version of the Address is used and not the one that was in the submitted Account Report. The rest of the data such as the Chemical and Contact data is pulled from the latest submitted Account Report with that Facility.

There are two main sections in the Facility tab: ***Report*** and ***Facility***. The ***Report*** section is expandable and provides the **Report Type**, **Year**, **Total Fee**, **Last Updated Date**, and **Notes**.

> ***NOTE****: The next section is for the* ***Facility Information Identical to Previous Submission*** *field which is populated by the system once the report has been submitted the first time for that Facility. It defaults to* ***No*** *once the Facility has been previously reported on.*

The last section is for the Facility itself. Some of the information is populated by the database from the information gathered when the Facility was registered with TCEQ and the data that was in the last submitted Account Report for that Facility. You need to go through each section to make sure that the fields are all filled out and accurate as appropriate.

> ***NOTE:*** *If the Facility is new then the Physical Location information is available to be updated. However, if the Facility has been submitted on your Account previously (that it is, it is an existing Facility) the Physical Location information is not updateable except for the* ***Fire Department*** *field.*
>
> ***If you need to update the Physical Location information on an existing Facility contact the TCEQ Tier II Program office for assistance.***

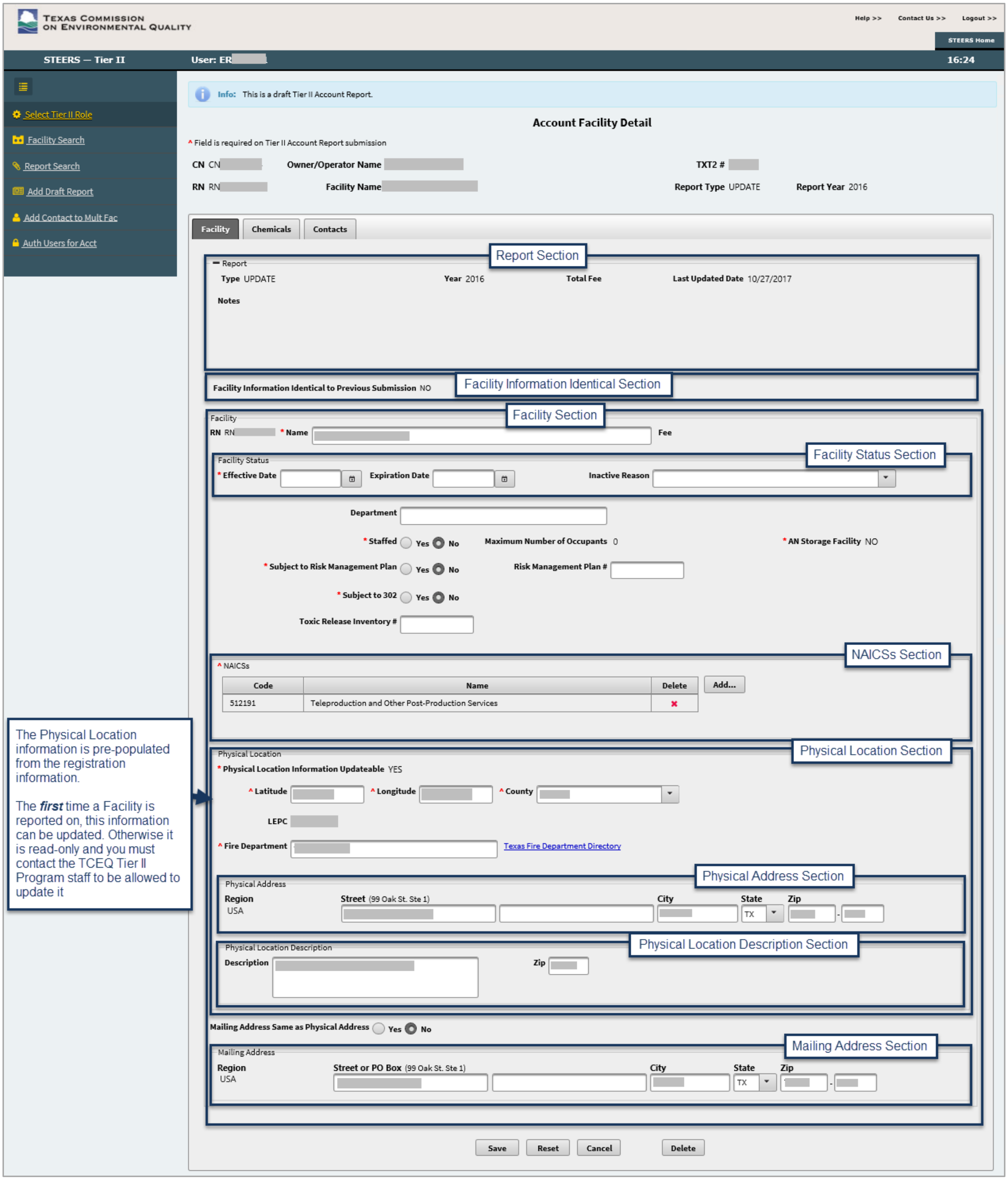
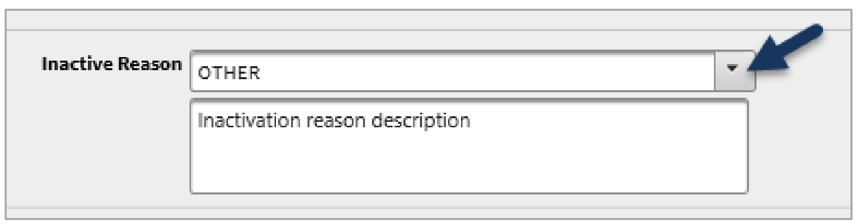


Figure 124: Account Facility Detail Page Facility tab for a new Facility

Account Facility Detail – Facility Fields and Definitions

Field	Definition
Report Section	
Type	In the Tier II Chemical Reporting Program there are four basic types of reports: Annual, Update, Initial, and Deficiency Corrections. **Annual Report**: Every owner/operator is required by statute to submit an annual Tier II Account Report for all their Facilities that store Tier II-reportable chemicals. These Annual Reports are currently submitted between January 1 and March 1. **Initial Report**: If a Facility starts to store a new chemical or an owner/operator obtains a new Facility, they must submit an Initial Report within 90-days of custody. **Update Report**: If an owner/operator just needs to make changes to their existing chemical, contact, or some facility data, they can submit an Update Report. Both Annual and Initial Reports are assessed a fee based on the number of Facilities and Chemicals reported. **Deficiency Corrections**: After the Tier II Account Report is submitted by the owner/operator, the TCEQ staff reviews the report. If errors or deficiencies are found, the staff creates a Deficiency Correction report that the owner/operator then completes with the corrected information.
Year	This is the *reporting year* designation for an Account Report. A Reporting Year is the period of January 1 – December 31 of one year and the Annual Account Reports are submitted between January 1 – March 1 of the following year. All Account Reports are assigned the Reporting Year of the current year minus one year. That is, any report received between January 1 and December 31 of 2016 would receive a Reporting Year of 2015.
Total Fee	Every Account Report is assessed a fee based on number of Facilities and the number of Chemicals reported. Each Facility is assessed an individual fee. This field is the total fee assessed for the entire Report.
Last Updated Date	This is the date that the Account Report was last modified.
Notes	This field is used by the reporter to relay comments or notes to accompany the Account Report.
Facility Section	
RN	Regulated Entity Number – This number was assigned to the Facility when it was registered with the TCEQ. It is stored in the TCEQ's Central Registry database.
Name	This is the name of the Facility. It is initially captured when the Facility is registered and receives its RN. It can be updated overtime. It is also stored in the TCEQ's Central Registry database.

Field	Definition
Facility Section	***Facility Status***
Effective Date	This required field defaults to 01/01/1800 in the database but displays a blank or “Unknown” unless a date has been picked. It is used to capture the date at which the Facility came under your control.
Expiration Date	This field is also required; however, it defaults to 12/31/3000 in the database but displays as a blank. It does not need to be updated while the Facility is still reportable by you. Once the Facility is no longer under your control, enter that date into this field. This marks the Facility as “Inactive”. An **Inactive Reason** field displays when you enter a new date into the **Expiration Date** field. When there is an **Expiration Date**, there must also be an **Inactive Reason** chosen.
Inactive Reason	This drop-down field only displays when a current or past date has been entered in the **Expiration Date** field. It is required in that case. It is used to capture the reason that the Facility is no longer reportable by you.
Inactive Reason “Other” Description	This field displays and is required if you selected “Other” in the Inactive Reason drop-down. It is used to capture the reason that the Facility is no longer an active Facility for you.  *Figure 125: Inactive Reason fields on the Account Facility Detail page*
Facility Section	
Department	This optional field is used to capture the department in the company in which the Facility belongs.
Staffed	This radio button is used to indicate whether the Facility has staff on site.
Maximum Number of Occupants	This field is to capture the greatest number of people at the Facility at one time. This field is only displayed when the **Staffed** radio button is set to Yes.
AN Storage Facility	This field is used to indicate whether the Facility has been determined to fit the criteria for an Ammonium Nitrate (AN) Storage Facility. This determination is made by the TCEQ Tier II program staff.
Subject to Risk Management Plan	This field is used to indicate whether the Facility is required to provide a Risk Management Plan to the EPA.
Risk Management Plan #	This field is used to capture your Risk Management Plan number that was submitted to the EPA. If you selected **Yes** for the **Subject to Risk Management Plan** field, this field displays and you must enter the Plan number.

<table>
<tr><th>Field</th><th>Definition</th></tr>
<tr><td>Subject to 302</td><td>This is used to indicate whether the Facility is subject to Section 302 of the U.S. Emergency Planning and Community Right-to-Know Act (42 U.S.C. 11002) (EPCRA).</td></tr>
<tr><td>Toxic Release Inventory #</td><td>This field is used to capture the Toxic Release Inventory (TRI) number for the Facility.</td></tr>
<tr><td>Facility Section</td><td>NAICSs</td></tr>
<tr><td>NAICSs data table</td><td>This data table is used to track the NAICS codes applicable to the Facility.

1. To add a new NAICS code, select the **Add…** button.
2. The *NAICS Search* pop-up displays.
3. Enter a full **Code** or a partial or **Name** and select the **Search** button.
4. The results of the search display in the ***Search Results Table***.
5. Locate the **Code** you wish to use and select the radio button to the left of the record then use the **Select…** button.

The **Cancel** button returns you to the *Account Facility Detail* page without choosing a NAICs code.

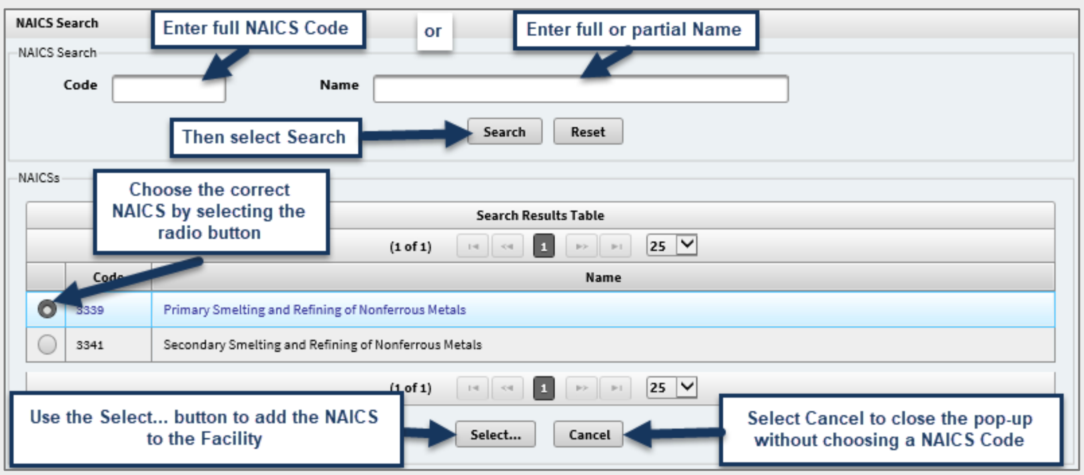


Figure 126: NAICSs Search pop-up

6. The pop-up closes and the selected NAICS code displays in the ***NAICSs*** data table.
7. Repeat the process to add additional NAICS codes.</td></tr>
<tr><td>Facility Section</td><td>Physical Location</td></tr>
<tr><td>Physical Location Information Updateable</td><td>This radio button is used by TCEQ staff to allow you to update physical location information. It must be set to Yes to allow those fields to be updatable. If No is displayed, you need to contact the Tier II Chemical Reporting Program to request that they flip the switch to Yes.

If this is the first time you have reported on a Facility, the physical location information is updatable.

If you have reported on this Facility in another report, this field is set to NO and you need to contact the Tier II Chemical Reporting Program who can set the field to YES to allow you to make changes to the physical location.</td></tr>
</table>

Field	Definition
Latitude	This field is used to capture the latitude of the Facility's location in decimal degrees. It allows up to six decimal points. This is required if you have entered a Longitude. This field is updateable only if the Facility has not been reported on for the Account previously or the Tier II staff has set the **Physical Location Updateable** field to **Yes**.
Longitude	This filed is used to capture the longitude of the Facility's location in decimal degrees. It allows up to six decimal points. This is required if you have entered a Latitude. This field is updateable only if the Facility has not been reported on for the Account or the Tier II staff has set the **Physical Location Updateable** field to **Yes**.
County	This field is to capture the county in Texas where the Facility sits. If the Facility's location crosses County lines, use the County of the Facility Address or main entrance. The Facility Zip must lie within the County. This field is updateable only if the Facility has not been reported on for the Account or the Tier II staff has set the **Physical Location Updateable** field to **Yes**.
LEPC	This read-only field is populated based on the Latitude and Longitude that is entered. It is for the name of the Local Emergency Planning Committee for that area. This field is updateable only if the Facility has not been reported on for the Account or the Tier II staff has set the **Physical Location Updateable** field to **Yes**.
Fire Department	This field is used to capture the name of the Fire Department that services the Facility. This field is always updateable.
Texas Fire Department Directory hyperlink	This hyperlink opens a new tab in your browser for a Fire Department Directory for the State of Texas[6] provided by Texas A&M.

[6] http://tfsfrp.tamu.edu/fdd/directory/

Field	Definition
Facility Section	***Physical Location – Physical Address***
Physical Address	This group box is used to capture the physical address of the Facility if there is one. If you have an address the **Street Address**, **City**, **State**, and **Zip** are required. If you do not have a street address for the Facility, you must submit a ***Physical Location Description*** that can tell a responder how to reach the Facility. If the **Physical Location Information Updateable** field says "***No***" the Physical Location information is mostly read-only; If you wish to update this information, you need to contact the TCEQ Tier II Program staff who can make that information available to be updated. The **Fire Department** field and the **Mailing Address** information remain updateable in all cases. If this is the first time you have reported on a Facility, the physical location information is updatable (the **Physical Location Information Updateable** field says "***Yes")***. 1. To enter an address, a. Select the **Region**. This is most likely to be the ***USA***. If the address is international, select ***International*** from the drop-down. i. The ***International*** Region option simply adds fields for **Territory/Region**, **Country**, and **Postal Code** and removes **State** and **Zip**. b. In the **Street or PO Box** field, enter the street number and name for the address or the PO Box number. Punctuation is not needed and is removed during the validation step. ***NOTE:*** *Address information such as building numbers or suites should be included in the* ***Street or PO Box*** *field not the* ***Internal*** *field. For example, enter 1234 Main St Bld A or PO Box 123456.* c. The **Internal** field is used to capture the mail code or other mail routing information internal to the location. d. Enter the city name in the **City** field. e. Select the state from the **State** drop-down field. This field defaults to TX but any other state can be selected. f. In the **Zip** fields, enter the 5-digit Zip Code for you address. If you know the four-digit extension you can enter that in the **Zip** field, however, the address validation populates the four-digit extension if found. See A Note on Entering Addresses for some tips on entering addresses.

Field	Definition
Facility Section	***Physical Location – Physical Location Description***
Description	This field is mandatory and is used to capture a description of the location of the Facility. This is particularly useful when there is no physical location address. In that case, this field should include detailed descriptions of the location of the Facility. It could also include access information. This field is what is used by responders when trying to get to your Facility. If you have entered a **Description**, a **Zip** is still required. ***This field is updateable only if the Facility has not been reported on for the Account or the Tier II staff has set the Physical Location Updateable field to Yes.***
Zip	This field is used to capture the Zip Code for the location of the Facility. The **Latitude** and **Longitude** point must lie within the Zip Code boundary or you will receive an error message. Additionally, the Zip must be within the **County** selected. ***This field is updateable only if the Facility has not been reported on for the Account or the Tier II staff has set the Physical Location Updateable field to Yes.***
Facility Section	
Mailing Address Same as Physical Address	Selecting the **Yes** radio button copies the Physical Location address information to populate the Mailing Address information. If you select NO, the Mailing Address fields are cleared allowing you to enter an address.

Field	Definition
Mailing Address Subsection	This group box is used to capture the mailing address for the Facility. The **Street Address**, **City**, **State**, and **Zip** are required. 1. To enter an address, a. Select the **Region**. This is most likely to be the ***USA***. If the address is international, select ***International*** from the drop-down. i. The ***International*** Region option simply adds fields for **Territory/Region**, **Country**, and **Postal Code** and removes **State** and **Zip**. b. In the **Street or PO Box** field, enter the street number and name for the address or the PO Box number. Punctuation is not needed and is removed during the validation step. ***NOTE:*** *Address information such as building numbers or suites should be included in the **Street or PO Box** field not the **Internal** field. For example, enter 1234 Main St Bld A or PO Box 123456.* c. The **Internal** field is used to capture the mail code or other mail routing information internal to the location. d. Enter the city name in the **City** field. e. Select the state from the **State** drop-down field. This field defaults to TX but any other state can be selected. f. In the **Zip** fields, enter the 5-digit Zip Code for you address. If you know the four-digit extension you can enter that in the **Zip** field, however, the address validation populates the four-digit extension if found. See A Note on Entering Addresses for some tips on entering addresses.
Buttons	
Save Button	The **Save** button sends your entered data to the database. If there are any required fields that are not filled out or fields filled out incorrectly, error messages are displayed. Those errors must be corrected before a Save can be completed.
Reset Button	The **Reset** button returns all the fields to the state that they were when you first loaded the page.
Cancel Button	The **Cancel** button returns you to the page you came from when you opened the *Account Facility Detail* page. A message pop-up displays if there are changes to the page that have not been saved asking if you wish to exit without saving the data.
Delete Button	The **Delete** button is available for Facility records that are on draft Account Reports. Selecting this button removes the Facility from the draft Account Report but does not remove it from the database. It remains available for future Account Reports.

Table 9: Facility Details fields and definitions

Next is a screenshot of the ***Physical Location*** section of the page for an existing Facility. As you see, the Physical Location information is mostly read-only, and the **Physical Location Information Updateable** field says “No”. If you wish to update this information, you need to contact the TCEQ Tier II Program staff who can make that information available to be updated.

However, the **Fire Department** field and the ***Mailing Address*** information remain updateable in all cases.

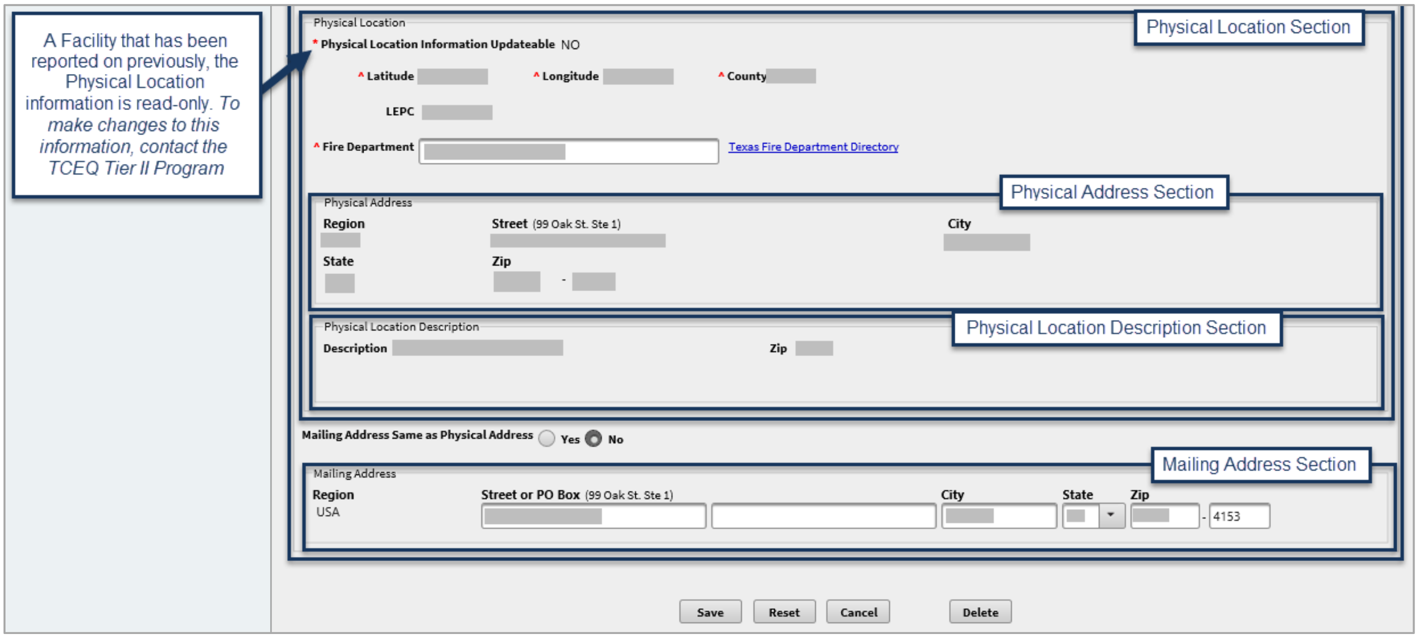


Figure 127: Account Facility Detail - Facility Tab Physical Location Section for an existing Facility

A Note on Entering Addresses

When you enter an address into the application, when you save your entry, the system uses a verification system that runs the entered address against a database of valid addresses as recognized by the USPS (United States Postal Service).

Some guidelines on entering street addresses:

- The street address should be in ALL CAPS.
- Directional words should be abbreviated such as “WEST” TO “W” or “NORTH” to “N”.
- Street types should also be abbreviated such as “LANE” to “LN”, “Avenue” to “AVE”, or “STREET” to “ST”.

If there are insubstantial differences between your entered address and the USPS version such as changing the entry into all caps or changing “Avenue” to “AVE”, the system makes that change for you automatically.

If the address is found but there is a variation recognized by the USPS, a pop-up displays giving you the option of choosing the USPS recommended address or the version you entered (i.e. “west parmer lane” to “W PARMER LN”).

Select the radio button next to the version you wish to use and select the **OK** button. In most cases, the Recommended Address is the correct address.

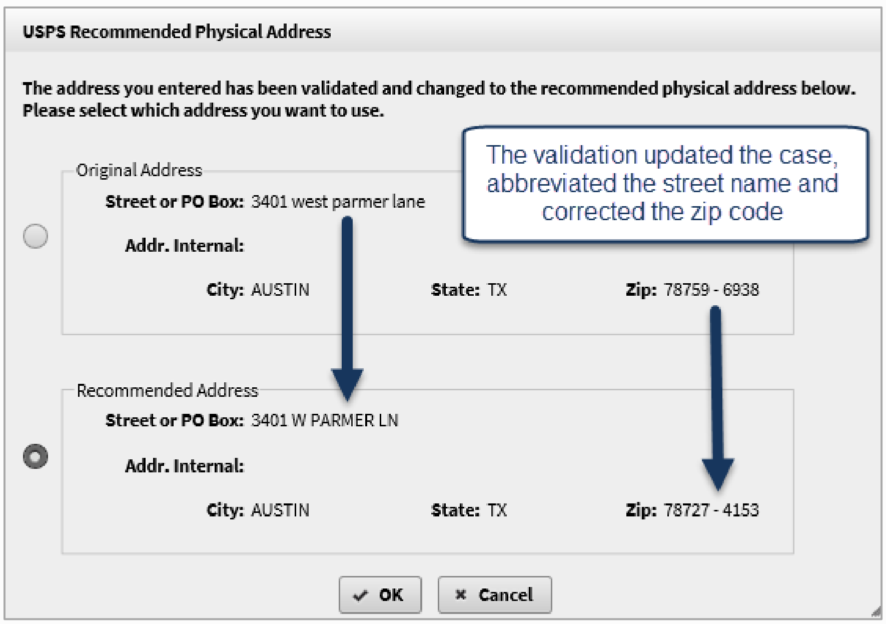


Figure 128: Example of the USPS Recommended Address pop-up

If the entered address is not found in the USPS database, a *Confirm* pop-up displays stating that the address could not be validated and asking you whether you wanted to override the USPS address validation and accept the address as entered. This means that the address as you entered it is not recognized by USPS. First verify that you entered it correctly by selecting the **No** button and returning to the *Account Facility Contact Detail* page. If you are **confident** that you entered a valid address that is entered in appropriate format (see above), select the **Yes** button to accept your entry.

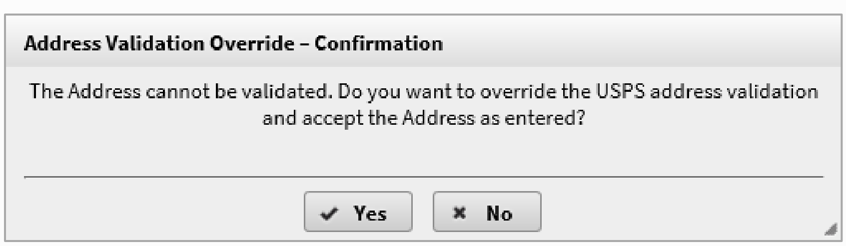


Figure 129: Example of an Address Validation Override - Confirmation pop-up

After you have entered the ***Facility Details***, select the **Save** button. This commits the data to the database and the system runs a check to make sure that all the required fields are populated, and the correct type of data is entered in all the fields. If there are errors, the error messages display at the top of the page or, if a mandatory field is missing, they display beneath the field.

- The **Reset** button resets all the fields to the value they were when the page loaded.
- The **Cancel** button returns you to the *Account Report Detail* page. If there is any unsaved data, a confirmation message displays asking if you want to exit the page without saving the data. If you select the **Yes** button, the unsaved data will be lost.
- The **Delete** button is used to delete a Report. This is only possible on draft Account Reports. Keep in mind that deleting a draft Account Report removes all the new data you had entered for that draft Account Report.

> ***NOTE:*** *You must successfully save the Facility Details before you can move on to entering Chemical or Contact information.*

Marking an Existing Facility as Inactive

A Facility may no longer be under your control because you sold it, it is no longer in business, no longer stores reportable Chemicals, or some other reason.

1. To mark a Facility as Inactive, in a draft Account Report, enter the **Expiration Date** on the Facility tab of the *Account Facility Detail* page.
2. An **Inactive Reason** drop-down field displays. You must select an option.
    a. If you select **Other** from the **Inactive Reason** drop down, a comment box displays. Complete the field with the reason that the Facility is no longer active.

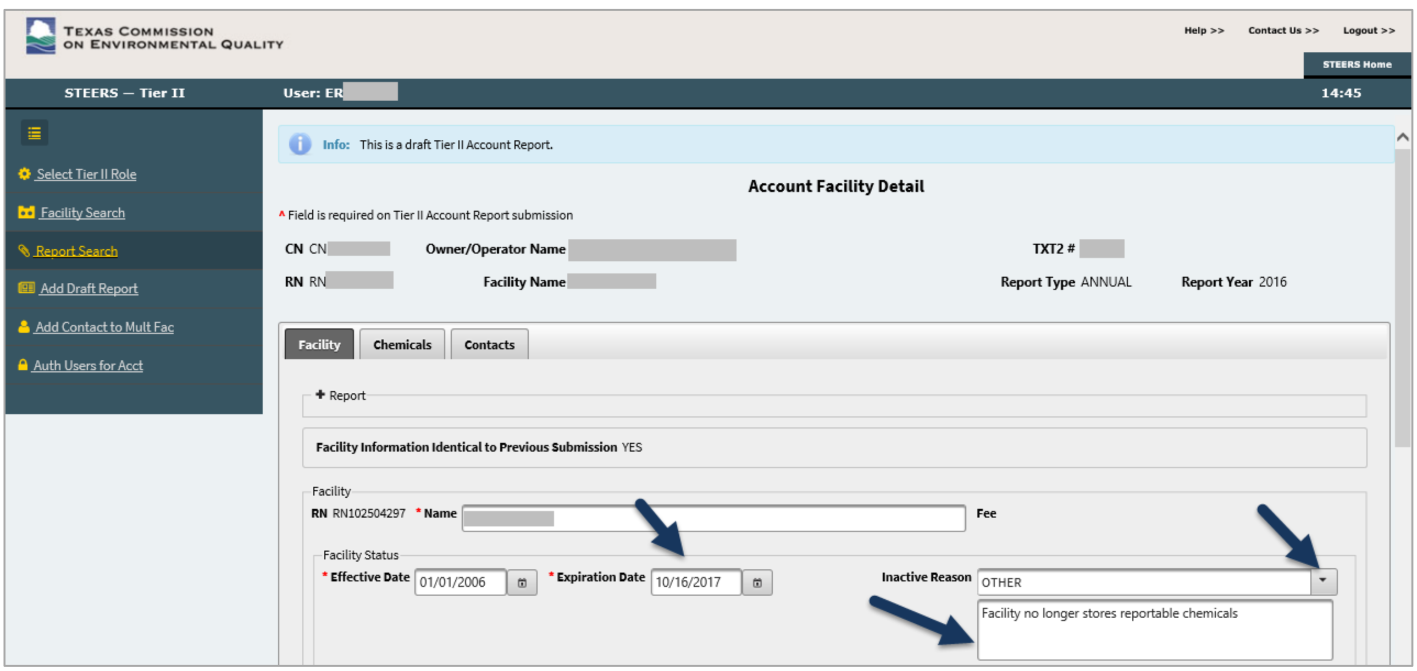


Figure 130: Account Facility Detail page with Expiration Date, Inactive Reason, and comment fields pointed out

Deleting a Facility from a Draft Account Report

You might have added a Facility to a draft Account Report in error and want to remove it from the Account Report. To do so, you use the **Delete** button on the *Account Facility Detail* page.

1. On the *Account Report Detail* page, select the Facility you wish to delete from the Account Report in the Facilities data table.
2. The *Account Facility Detail* page displays.
3. Select the **Delete** button at the bottom of the page.

Figure 131: Buttons on the bottom of the Account Report Detail page

4. This opens a *Delete Tier II Facility - Confirmation* pop-up.
   a. Select the **Yes** button to continue with the deletion and the *Account Report Detail* page displays with the Facility no longer displayed in the ***Facilities*** data table.
   b. Select the **No** button to back out and not delete the Facility.

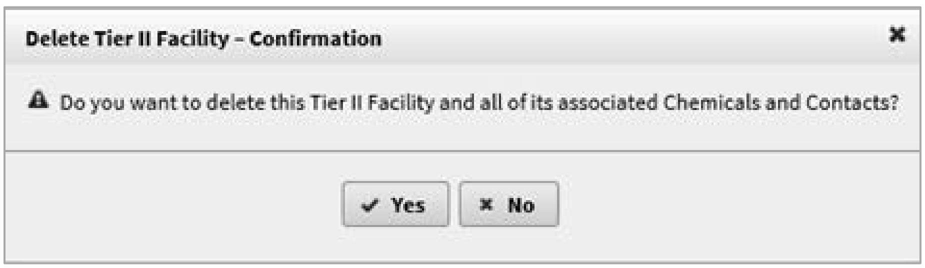


Figure 132: Delete Tier II Facility - Confirmation pop-up

Important!

If you proceed with the deletion, any Facility information you have entered for this Facility on the selected Account Report including Chemical and Contact data will be deleted. This will not, however, affect the Facility's information submitted on previous reports and the Facility remains on the list to be chosen for another Account Report.

Managing Facility Chemicals

On the *Account Facility Detail* page, the ***Chemicals*** tab contains a list of the ***Chemicals*** for the Account Report as well as a section for ***Attachments***.

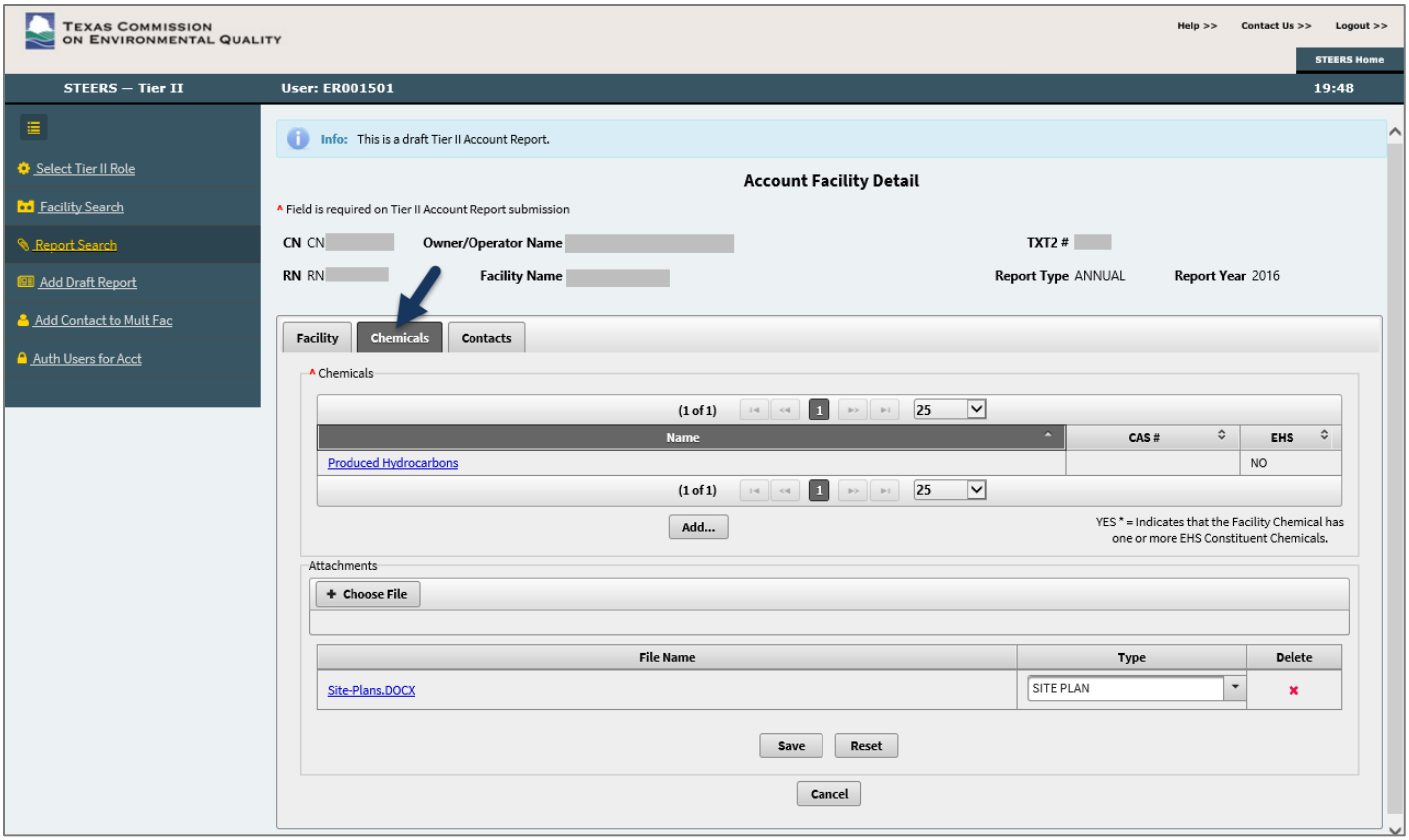


Figure 133: Account Facility Detail page - Chemicals tab

The Chemicals data table in the ***Chemicals*** section contains three columns:

- **Name** – This is the name of the Chemical from the existing database of Chemicals or a new one that you created.
- **CAS #** - This is the CAS (Chemical Abstracts Service) Registration Number assigned to that Chemical.
- **EHS** – This column indicates whether the Chemical has one or more EHS (Extremely Hazardous Substance) Constituent Chemicals as part of its mixture.

When a Facility has been added to a draft Account Report all the submitted Facility data including Chemical data is pulled forward. This means that the Chemical information previously reported is populated automatically in your draft Account Report. The first step is to review each Chemical record to update the data. Then you can add any additional Chemicals that need to be added.

Viewing and Updating Existing Chemical Information

To view and update information for a Chemical already associated to the Account Facility, select the **Chemical Name** hyperlink.

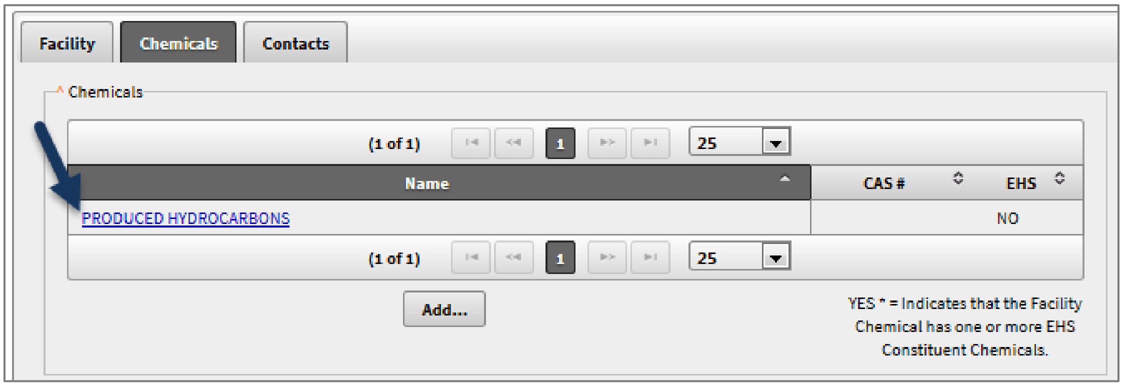


Figure 134: Chemicals section of the Account Facility Detail page - Chemicals tab

The *Account Facility Chemical Detail* page displays with the saved information for that Chemical. On this page, the first five sections are displayed for informational purposes only.

- ***Account*** – This section shows your Tier II Account information.
- ***Report*** – This section displays the **Type**, **Year,** and **Last Updated Date** of the report that you are working on. It also includes any **Notes** that were entered.
- ***Facility*** – This section displays the basic Facility information for the Facility you are working with. In this page, there is a link to the **Site Plan** that was attached on the ***Chemical*** tab of the *Account Facility Detail* page.
- ***Chemical Information Identical to Pervious Submission*** indicator – This indicator is populated by the system depending on whether the Chemical information has been updated for this Account Report compared to the previous submitted Account Report.
- ***Chemical Name*** – This section displays the **CAS #** and **Name** of the Chemical you selected to update. The **Extremely Hazardous Substance** field indicates whether the Chemical is considered an extremely hazardous substance as defined by the Tier II Chemical Reporting Program guidelines.
- The bottom half of the page is for capturing the ***Chemical details***. Instructions on updating the Chemical details are in the Entering Chemical Details section of this chapter.

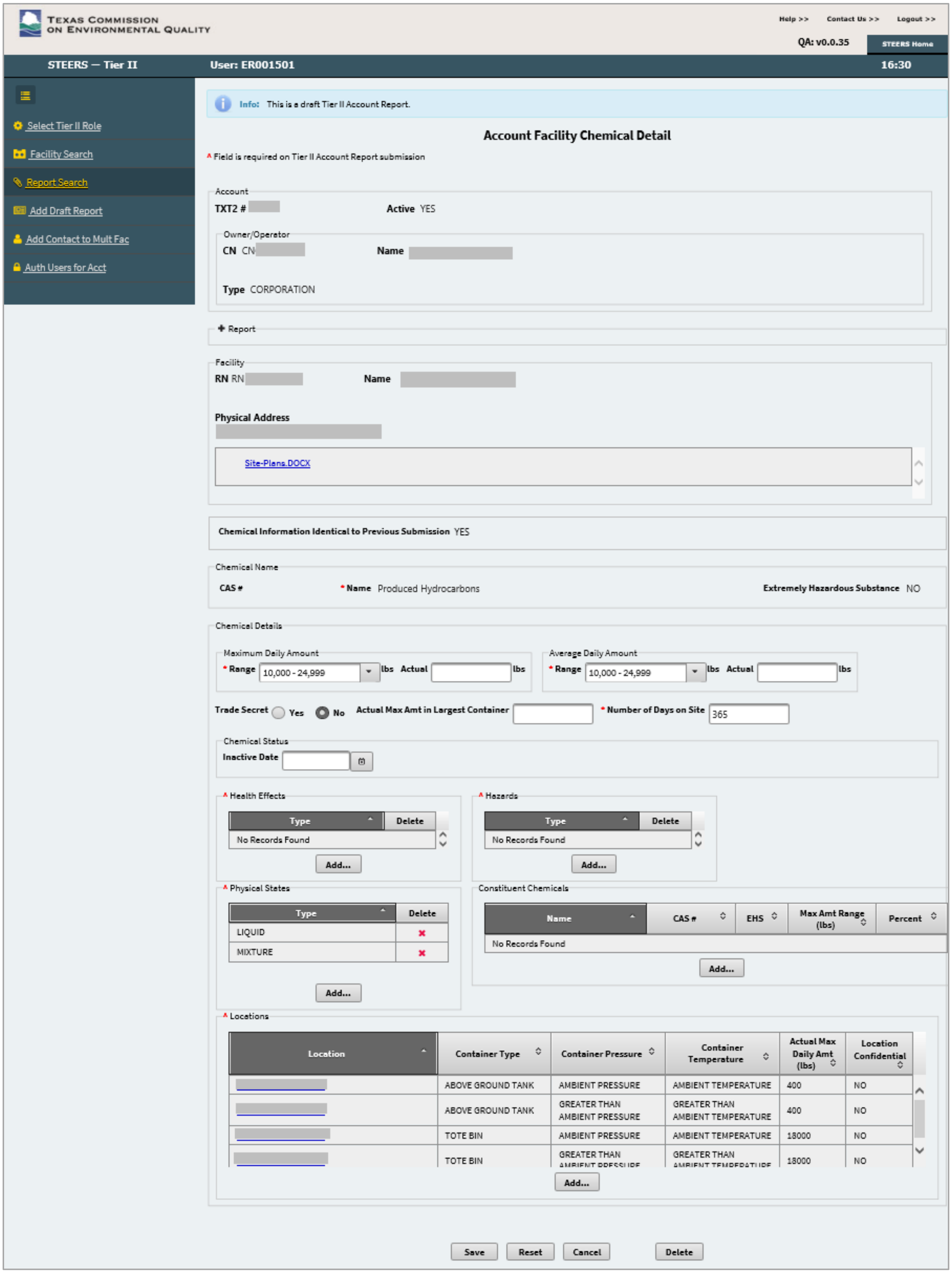


Figure 135: Account Facility Chemical Detail page

Adding and Creating New Chemical Information

If the Chemical you need to report is not already in the Account Report, you need to add that Chemical. The first step is to search the database for your Chemical and then if the Chemical does not exist, then you can create a new Chemical record.

> ***NOTE:*** *You can only add a Chemical new to a Facility on an* ***Initial*** *or* ***Annual*** *Account Report. You cannot add a Chemical to an* ***Update*** *or* ***Deficiency Correction – Update*** *Account Reports.*

1. On the *Account Facility Detail page – Chemicals* tab, select the **Add …** button in the ***Chemicals*** section.

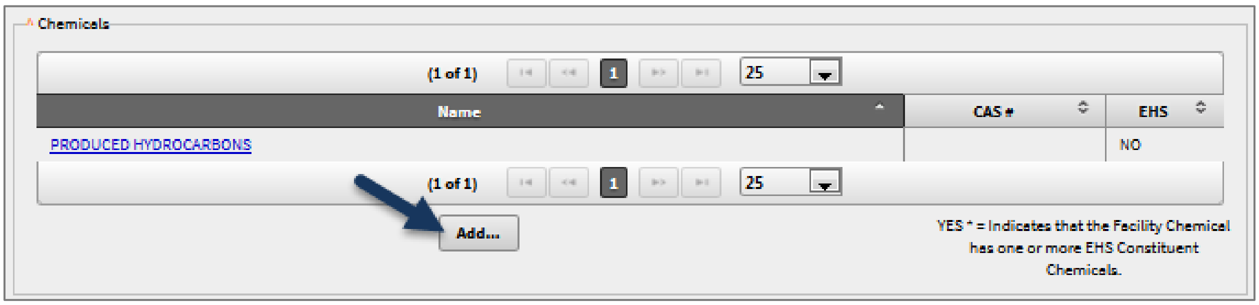


Figure 136: Chemicals section of the Account Facility Detail page - Chemicals tab

2. The *Add Account Facility Chemical* page opens. The top of the page repeats the ***Account***, ***Report***, ***Facility***, and ***Chemical Information Identical to Previous Submission*** indictor sections as on the *Account Facility Detail* page.
3. In the ***Chemical Name*** section, select the ellipses button next to the **CAS #** field.

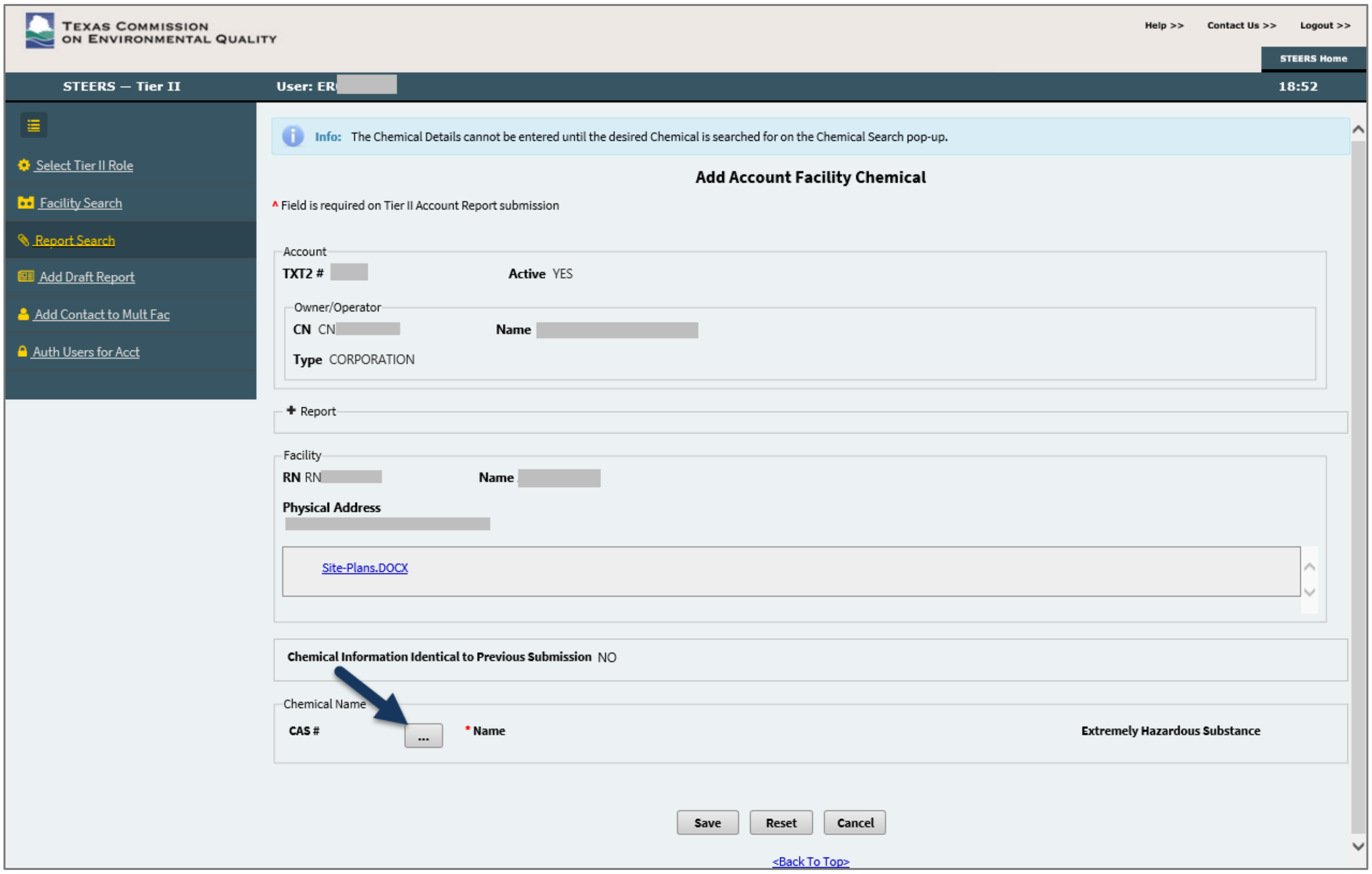


Figure 137: Add Account Facility Chemical page when adding a new Chemical

4. The *Chemical Search* pop-up opens.
5. Enter either a full or partial **CAS #** or full or partial **Name** and select the **Search** button.

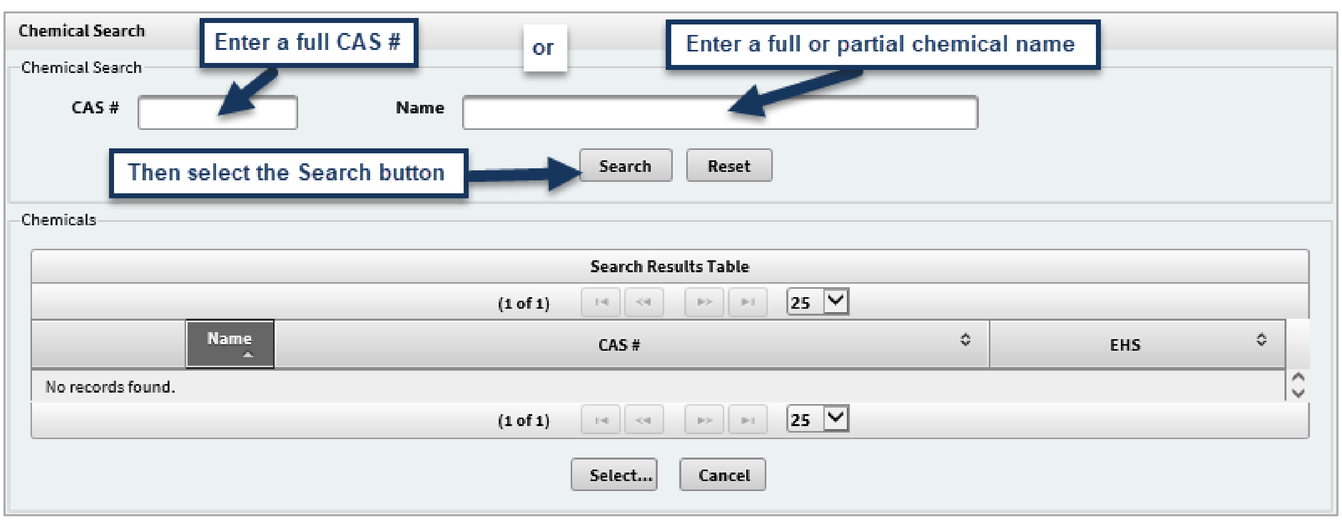


Figure 138: Chemical Search pop-up before a search

6. The results display in the ***Search Results Table***. The Chemicals displayed are those that are in the official Tier II Chemicals table. That means that if you had created a new Chemical in another Account Report, it might not come up in this search if it had not been entered into the Tier II Chemicals table by the Tier II Program staff.

7. To select a Chemical, select the radio button to the left of the Chemical and then select the **Select …** button at the bottom of the pop-up.

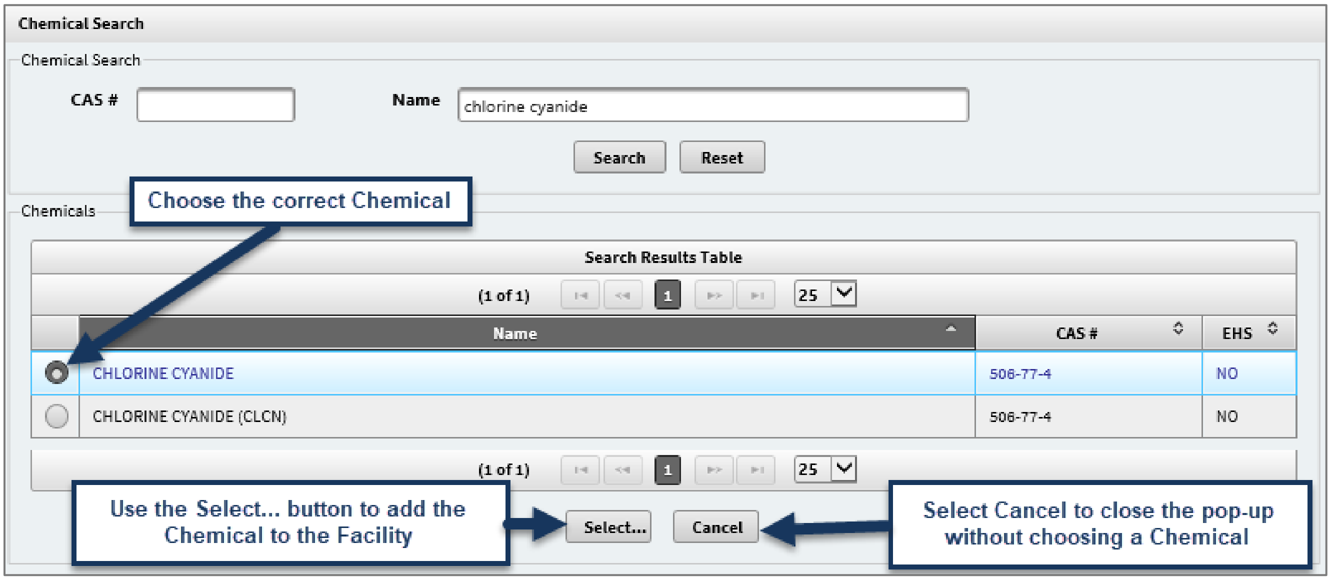


Figure 139: Chemical Search pop-up

> ***NOTE:*** *If the Chemical you are looking for does not exist in the database, select the **Cancel**. This returns you to the Add Account Facility Chemical page with the Chemical details ready to be completed for a new Chemical.*

   a. If you selected a Chemical that had been reported on previously but was inactivated, a pop-up displays notifying you that you are adding an inactive Chemical. If you proceed, the Chemical data is populated with the previous submitted data.

8. When you select a Chemical, the *Chemical Search* pop-up closes, and the *Add Account Facility Chemical* page displays ready for you to enter the rest of the Chemical details.
   a. If you selected a Chemical, the ***Chemical Name*** section displays the values from the database for the selected Chemical.
   b. If you had not selected a Chemical, the **CAS #** and **Name** fields are blank and must be completed.
9. Complete the data entry for the page as described in the next section.

Entering Chemical Details

If you are adding a new chemical, once you have searched for your Chemical and either selected one or returned without selecting one, the *Add Account Facility Chemical* page displays with the ***Chemical Details*** section available.

To edit an existing Chemical record, you need to be on the *Account Facility Chemical Detail* page. The ***Chemical Details*** are the same as when you add a chemical.

1. If you had selected a Chemical from the *Chemical Search* pop-up, that Chemical's **Name** and **CAS #** displays in the ***Chemical Name*** section of the page. Otherwise, you can enter a new **CAS #** and **Chemical Name**.

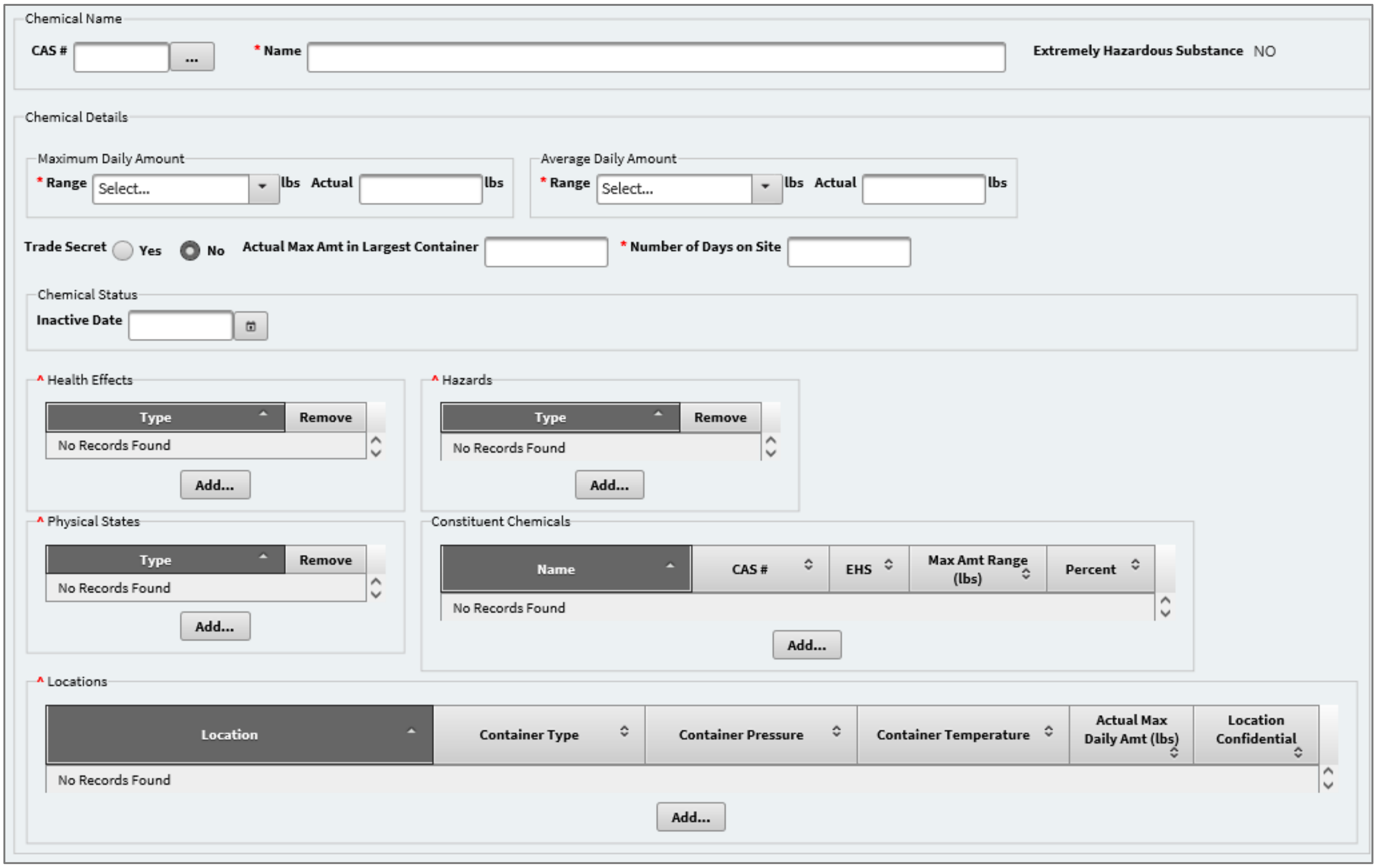
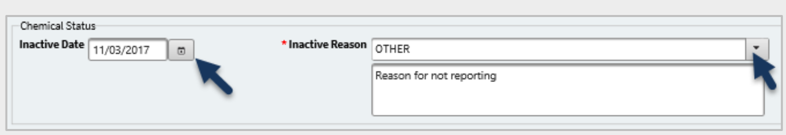


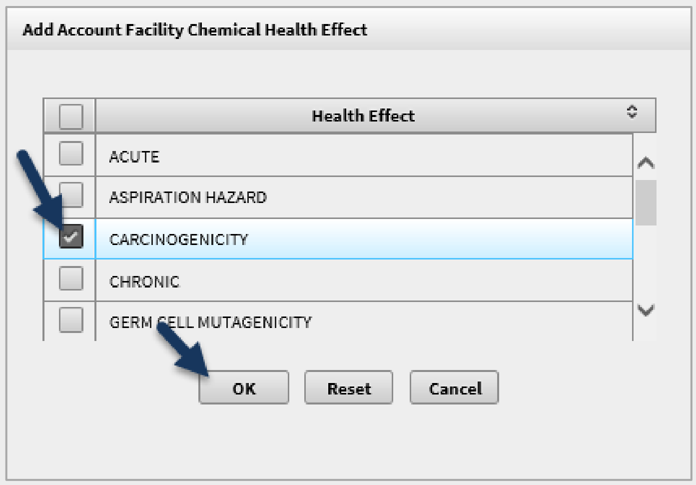
Figure 140: Chemical Name and Chemical Details sections of the Add Account Facility Chemical page for a new Chemical

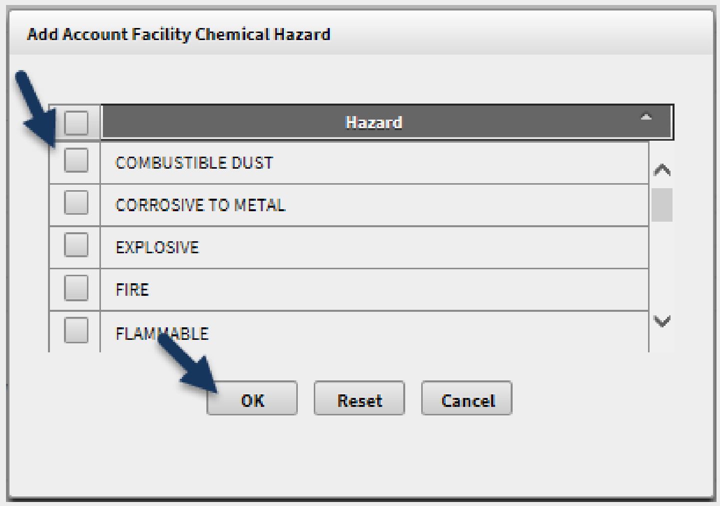
2. Enter or update the data into the fields and data tables. The following is a guide to the fields used to maintain the details about a Chemical on a Facility.

Chemical Details Fields and Definitions

Field	Definition
Chemical Name Section	
CAS #	This field is available when a new Chemical record is being created. It is to capture the Chemical Abstract Service number. If the Chemical is selected from the Chemical list, the **CAS #** field is populated with the CAS # of the Chemical as it is in the list.
Name	This required field is available when a new Chemical is being created. It is used to capture the complete name of the Chemical. If the Chemical is selected from the Chemical list, the **Name** field is populated with the name of the Chemical as it is in the list.
Chemical Details Section	***Maximum Daily Amount***
Range	This is a required field used to capture the maximum amount of Chemical is stored daily in pounds. It is a drop-down field with set choices.

Field	Definition
Actual	This is the actual amount of Chemical that is stored at the most, in pounds.
Chemical Details Section	***Average Daily Amount***
Range	This is a required field used to capture the amount of Chemical is stored daily in pounds on average. It is a drop-down field with set choices.
Actual	This is the actual amount of a Chemical that is stored daily on average in pounds.
Chemical Details Section	
Trade Secret	These **Yes/No** radio buttons are used to identify when a Chemical record should be considered a trade secret for the company. This limits the visibility of the Chemical information.
Actual Max Amt in Largest Container	This field is used to capture the actual amount of the Chemical stored at the most in the largest container on the Facility.
Number of Days on Site	This required field is used to capture the number of days this Chemical has been on site.
Chemical Details Section	***Chemical Status***
Inactive Date	This field is used to capture the date at which a Chemical is no longer reportable at the Facility. This might be because the Chemical is no longer stored at all or is stored at a quantity below the reportable quantity, for instance. If you enter an **Inactive Date**, an **Inactive Reason** must be supplied. *If this Chemical has been reported on a previous submitted Account Report,* this date must be greater than the date set for this Chemical on that submitted Account Report. *If you have added a Chemical that had been reported on a previous submitted Account Report and it was set with an Inactive Date,* the Chemical is added to your new draft Account Report with the previous Chemical data so that you can reactivate it by resetting the Inactive Date. *If you are working on a draft historical Account Report* (that is the Report Year is prior to the current Reporting Year) this date cannot be set.
Inactive Reason	This field only displays if a date is entered in the **Inactive Date** field. This field is used to identify the reason why the Chemical is no longer reportable and is therefore inactive.
Inactive Reason "Other" Description	This field only displays if a date is entered in the **Inactive Date** field, and "**Other**" is selected from the **Inactive Reason** drop-down field. This field is used to capture the reason why the Chemical is no longer reportable at the Facility.  *Figure 141: Chemical Status section showing Inactive Date, Inactive Reason, and Description*

Field	Definition
Chemical Details Section	***Health Effects***
Health Effects	This table lists all the health effects associated with the Chemical. ***NOTE:*** *Health Effects are required to submit an Account Report but the draft can be saved without them.* 1. To add a new Health Effect, selected the **Add…** button in the ***Health Effects*** section. 2. In the *Add Account Facility Chemical Health Effects* pop-up, scroll down the list and select all the Health Effects that are appropriate for the Chemical. Then select the **OK** button. ➢ The **Reset** button removes the checks from all the checkboxes. ➢ The **Cancel** button closes the pop-up without making any selections.  *Figure 142: Add Account Facility Chemical Health Effect pop-up* 3. The pop-up closes and the selected Health Effects are listed in the ***Health Effects*** table. 4. To remove a selected Health Effect, select the red **X** in the Remove column.

Field	Definition
Chemical Details Section	***Hazards***
Hazards	This table is used for tracking the hazard types for your Chemical. 1. To add a new **Hazard**, selected the **Add…** button in the ***Hazards*** section. 2. In the *Add Account Facility Chemical Hazard* pop-up, scroll down the list and select all the Hazards that are appropriate for the Chemical. Then select the **OK** button. ➢ The **Reset** button removes the checks from all the checkboxes. ➢ The **Cancel** button closes the pop-up without making any selections.  *Figure 143: Add Account Facility Chemical Hazard pop-up* 3. The pop-up closes and the selected Hazards are listed in the ***Hazards*** table. 4. To remove a selected Hazard, select the red **X** in the **Remove** column.

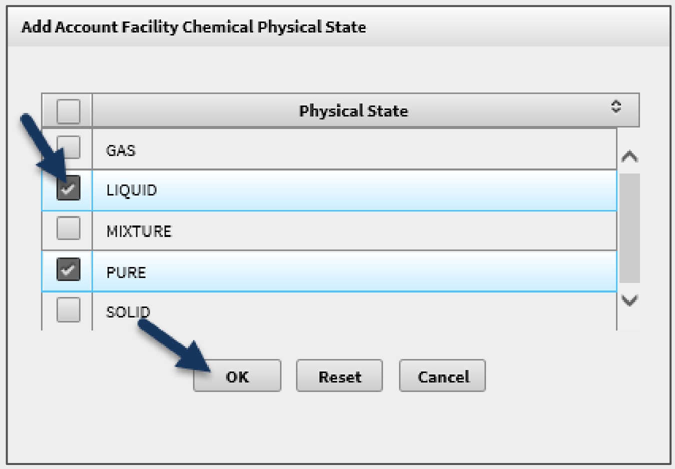
Field	Definition
Chemical Details Section	***Physical States***
Physical States	This table is for tracking the physical states in which you are storing the Chemical. 1. To add a new **Physical State**, selected the **Add…** button in the ***Physical States*** section. 2. In the *Add Account Facility Chemical Physical State* pop-up, scroll down the list and select all the Physical States that are appropriate for the Chemical. Then select the **OK** button. ➢ The **Reset** button removes the checks from all the checkboxes. ➢ The **Cancel** button closes the pop-up without making any selections.  *Figure 144: Add Account Facility Chemical Physical State pop-up* 3. To remove a selected Physical State, select the red **X** in the **Remove** column.
Chemical Details Section	***Constituent Chemicals***
Constituent Chemicals	This data table is used when the Chemical you are report is a mixture of other Chemicals. This table lists those Chemicals and their storage information. See Adding Constituent Chemicals in this chapter for details on entering this information. The names in the **Name** column in the data table are hyperlinks and open the *Constituent Chemical Detail* pop-up for that Constituent Chemical.
Chemical Details Section	***Locations***
Locations	This data table is used to record the various locations at which the Chemical is stored at the Facility. See Adding Chemical Locations in this chapter for details on entering this information. The locations in the **Location** column in the data table are hyperlinks and open the *Account Facility Chemical Location Detail* pop-up.

Table 10: Chemical Details fields and definitions

4. When you have entered all the data for the Chemical, select the **Save** button.

> ***NOTE:** You cannot add the same Chemical to a Facility more than once.*

> ***NOTE:*** *You cannot change an existing Chemical to a Chemical that was inactivated on that Facility through a submitted Account Report. To reactivate that Chemical, see the next section.*

Inactivating a Chemical

You might need to inactivate a Chemical at your Facility because it is no longer reportable due to the amount stored or the fact that it is no longer stored, for instance.

1. First, locate your Chemical on the ***Chemicals*** tab of the *Account Facility Detail* page, and select the **Chemical Name** hyperlink.

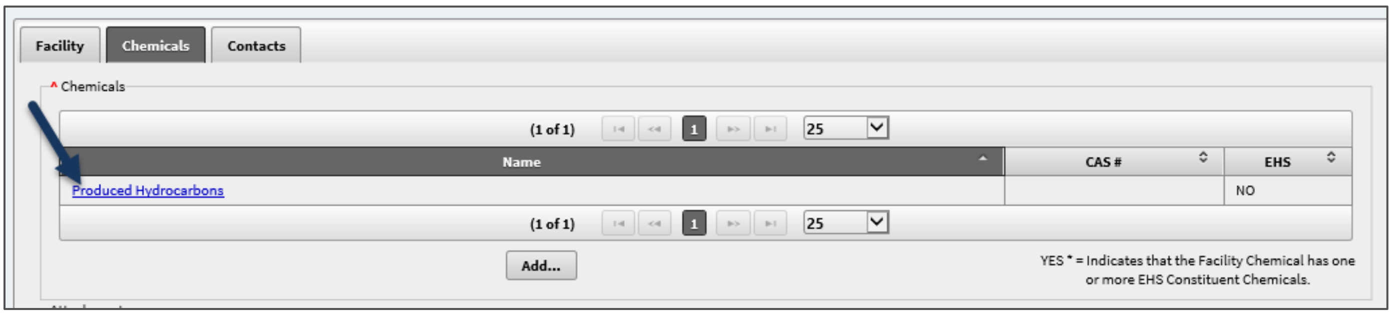


Figure 145: Chemicals data table on the Account Facility Detail - Chemicals tab

2. The *Account Facility Chemical Detail* page displays.
3. Set the **Inactive Date** to the current or a previous date. You can hand enter the date into the field or use the calendar button.

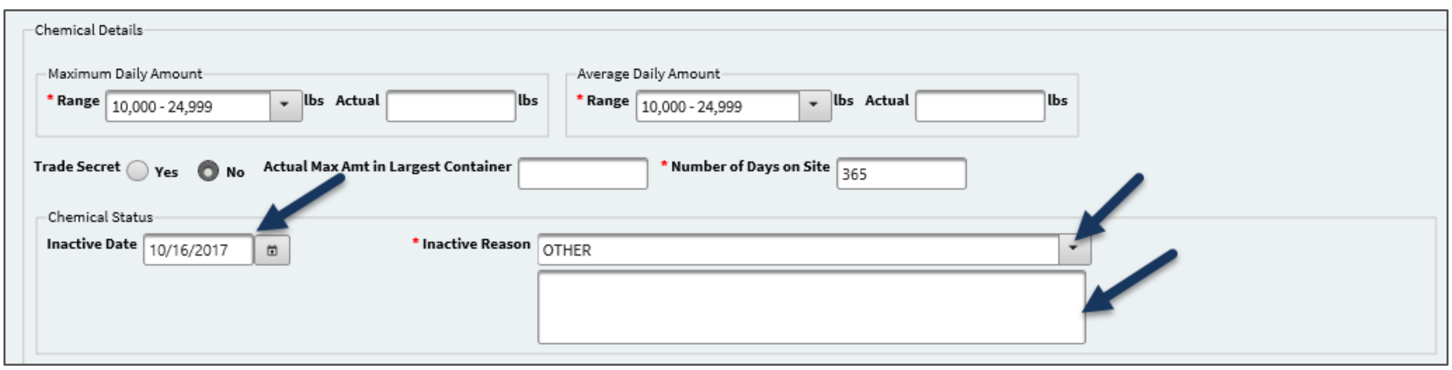


Figure 146: Chemical Detail section of the Account Facility Chemical Detail page

4. An **Inactive Reason** drop-down field displays. Select the appropriate value from the drop-down list. This is required if an **Inactive Date** is entered.
5. If you select "***Other***", a comment field displays. You must enter a reason for the inactivation if you selected **Other**.
6. When you select the **Save** button a confirmation message displays at the top of the page stating that the save was successful. If there were errors, those errors display instead.
7. If you proceed, the Chemical is considered inactive. When that Facility is reported on in future Account Reports that Chemical does not appear in the list of Chemicals at the Facility.

Reactivating a Chemical

There might be a Chemical that you had inactivated on a previous submitted Account Report and you wish to report on it again as it became reportable during the interim.

1. To do this go through the process of adding a new Chemical as described above and select the Chemical that you wish to reactivate.

> ***NOTE:*** *You must select the exact Chemical (i.e. same Name and CAS#) you had used in the submitted Account Report to pull the previous data.*

2. When you do that, the system recognizes that the Chemical was reported on previously and a confirmation pop-up displays notifying you that you are reactivating an Inactive Chemical.
3. If you proceed, the Chemical is added to your draft Account Report with the Chemical data prepopulated with the previously submitted Chemical data. Review that data and make updates as necessary.
4. To reactivate, delete the date in the **Inactive Date** field by selecting the X next to the date when you select the date field. This also clears the **Inactive Reason** fields.

Adding Constituent Chemicals

When a Chemical at your Facility is a mixture of other reportable Chemicals, you need to report each of those constituents. To do so, you add each to the ***Constituent Chemical*** data table in the *Add Account Facility Chemical* page.

1. On the *Add Account Facility Chemical* page, select the **Add…** button in the ***Constituent Chemicals*** section.

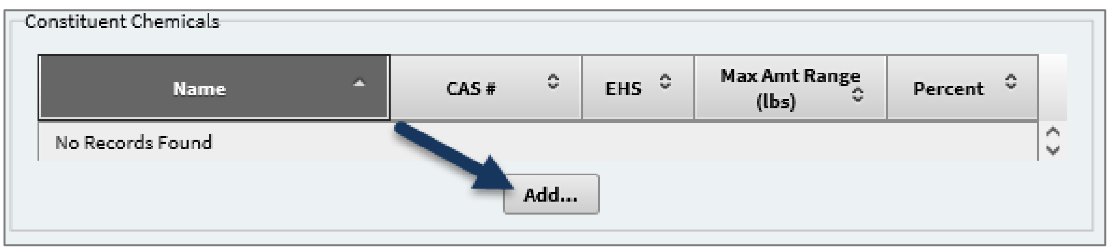


Figure 147: Constituent Chemical section of the Add Account Facility Chemical page

2. The *Add Constituent Chemical* pop-up displays. Select the **ellipses** button.

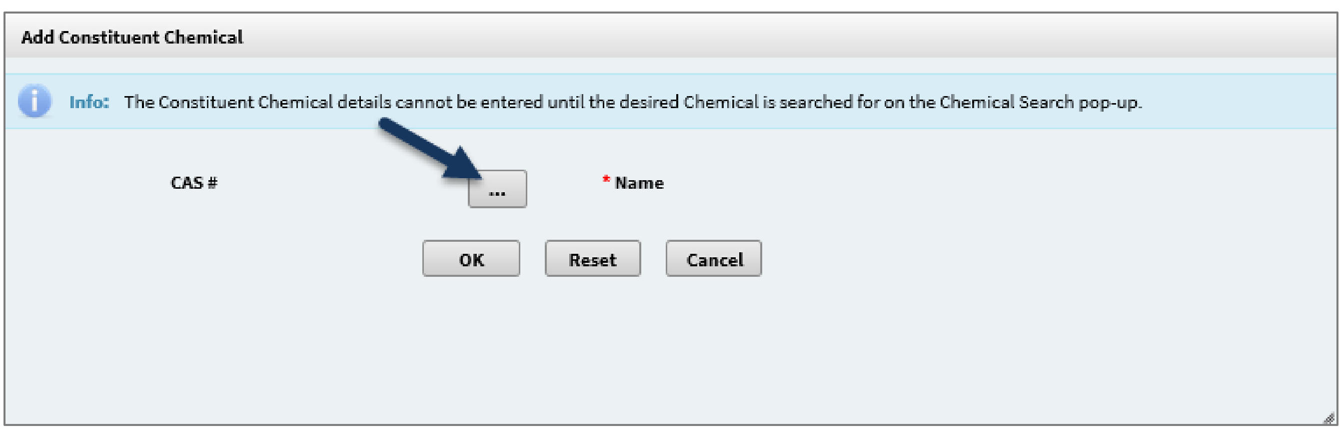


Figure 148: Add Constituent Chemical pop-up

3. The *Chemical Search* pop-up opens. Search for a Chemical by **CAS #** or **Name** by entering a full or partial value and selecting the **Search** button. The results display in the ***Search Results Table.***

4. Select the desired Chemical by choosing the radio button next to the Chemical record and use the **Select…** button. If you cannot find the Chemical you wish to use, use the **Select…** or **Cancel** button without choosing an option.

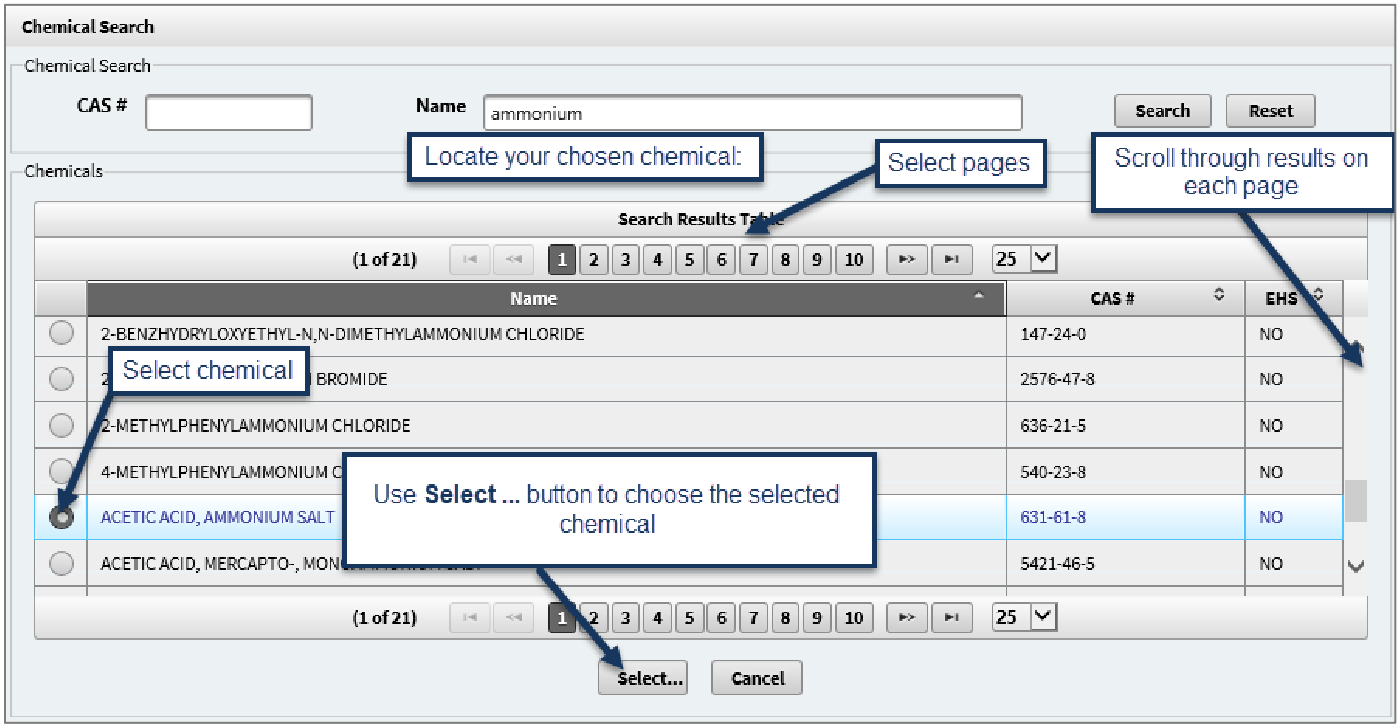


Figure 149: Chemical Search pop-up

5. The *Chemical Search* pop-up closes opening the *Constituent Chemical Detail* pop-up with the **CAS #** and **Name** populated or ready to fill if you didn't select a Chemical.
6. Choose a **Max Amt Range**, enter the **percentage** the constituent Chemical is of the Chemical mixture, and choose the **UOM** (unit of measure).
    a. If Chemical is not chosen from the Chemical list, a **Name** is required.
    b. If a **Percentage** is entered, then a **UOM** is required.

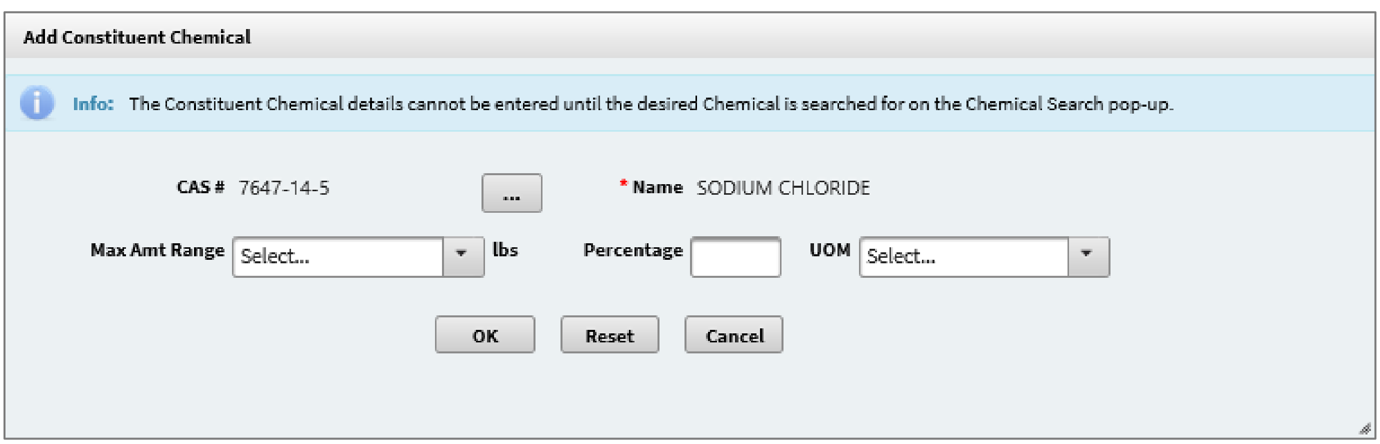


Figure 150: Add Constituent Chemical pop-up ready for the details of the constituent Chemical

***NOTE:** The **UOM** must be the same for all Constituent Chemicals for the Facility Chemical.*

The same Chemical cannot be added as a Constituent Chemical more than once to the same Facility Chemical.

The sum of the percentages of Constituent Chemicals associated with a Facility Chemical must not exceed 100%.

7. Then select the **OK** button. The *Add Account Facility Chemical* page reopens with the new Chemical displayed in the ***Constituent Chemical*** data table.
   - The **Reset** button clears the modified fields. If the Chemical was selected the CAS # and Name remains.
   - The **Cancel** button closes the Constituent Chemical Detail pop-up returning you to the *Add Account Facility Chemical* page.

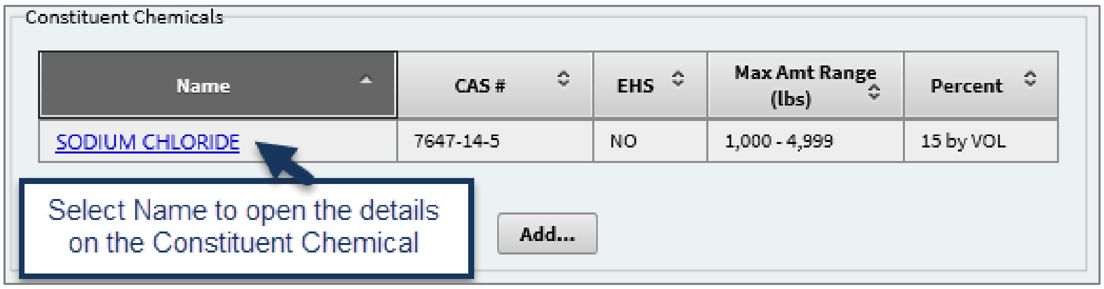


Figure 151: Constituent Chemicals data table in the Add Account Facility Chemical page

***TIP:** To view the details of an entered Constituent Chemical, select the Constituent Chemical name in the Constituent Chemical data table. It opens the Constituent Chemical Detail pop-up.*

8. If you need to modify the details for the Constituent Chemical, select the Name of the chemical in the data table and the *Constituent Chemical Detail* pop-up displays.

Deleting a Constituent Chemical

1. **If you want to delete a Constituent Chemical**, select the **Chemical Name** hyperlink in the Constituent Chemicals data table.
2. The *Constituent Chemicals Detail* pop-up opens with details of the chosen Chemical. Select the **Delete…** button.

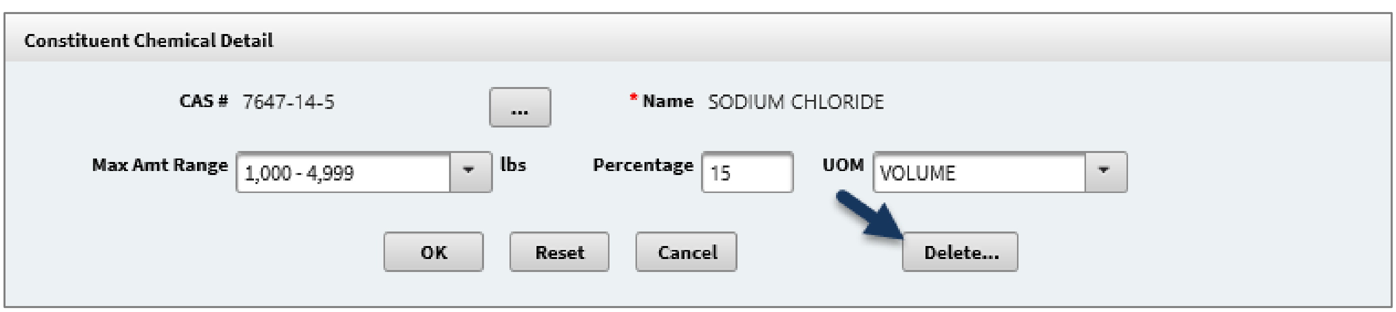


Figure 152: Constituent Chemical Detail pop-up

3. The *Delete Constituent Chemical – Confirmation* pop-up displays. Select the **Yes** button to delete the Chemical or the **No** button to back out without deleting the Chemical. If you proceed, you are returned to the *Add Account Facility Chemical* page with the Constituent Chemical no longer listed in the ***Constituent Chemical*** data table.

Adding Chemical Locations

Every location at your Facility where the Chemical is stored needs to be captured. To capture those locations, add records to the ***Chemical Locations*** data table in the *Add Account Facility Chemical* page.

1. At the bottom of the *Add Account Facility Chemical* page, select the **Add…** button in the ***Locations*** section.

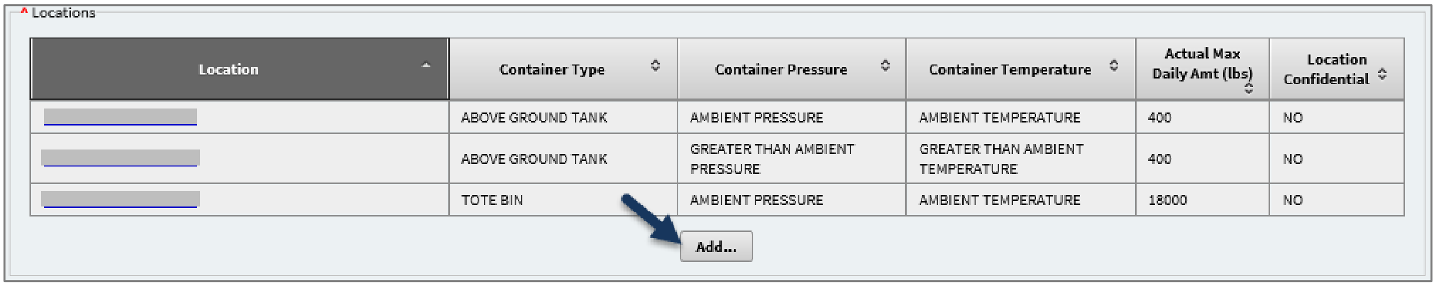


Figure 153: Locations section on the Account Facility Chemical Detail page

2. The *Account Facility Chemical Location Detail* pop-up opens.

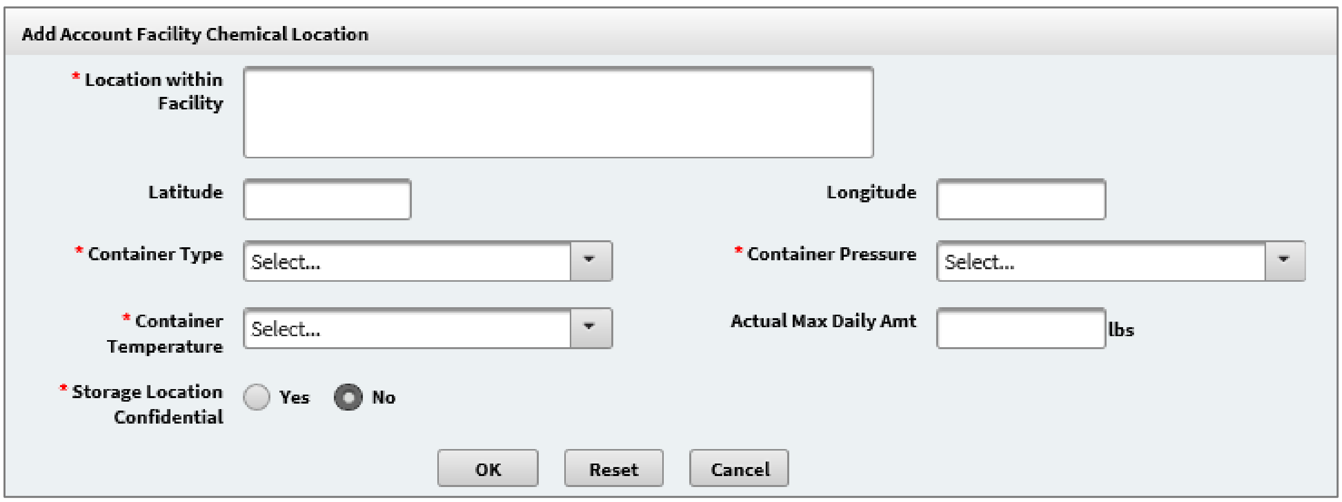


Figure 154: Account Facility Chemical Location Detail pop-up

3. Fill out the fields in the pop-up. The following fields are required:
    a. **Location within Facility** – This is a description of a single location where the Chemical is stored at the Facility
    b. **Latitude** and **Longitude** is optional, but if one is entered, the other must be as well. They are to pinpoint one location of the chemical.
    c. **Container Type** – this is the type of container in which the Chemical is stored
    d. **Container Pressure – This is the type of pressure at which the chemical is stored such as ambient pressure.**
    e. **Container Temperature** – this is the temperature at which the Chemical is stored.
    f. **Actual Max Daily Amt – this is the greatest amount at which the Chemical is stored at that location.**
    g. **Storage Location Confidential** – this is used when it is necessary that the location of the Chemical be kept confidential.
4. Enter the appropriate data and select the **OK** button, to save your entry and close the pop-up.
    - ➢ The **Reset** returns the fields to their initial settings.
    - ➢ The **Cancel** button closes the pop-up without saving any changes.

- The **Delete…** button allows you to delete the Chemical Location.

5. The new Chemical Location displays in the ***Chemical Location*** data table on the *Add Account Facility Chemical* page.
   - The **Reset** button clears all the fields.
   - The **Cancel** button closes the pop-up. If there were changes made, a confirmation pop-up displays confirming that you want to leave the pop-up without saving the changes.

Updating a Chemical Location

1. ***To update a Chemical Location***, select the Chemical Location hyperlink in the Chemical Location data table. The *Account Facility Chemical Location Detail* pop-up displays.

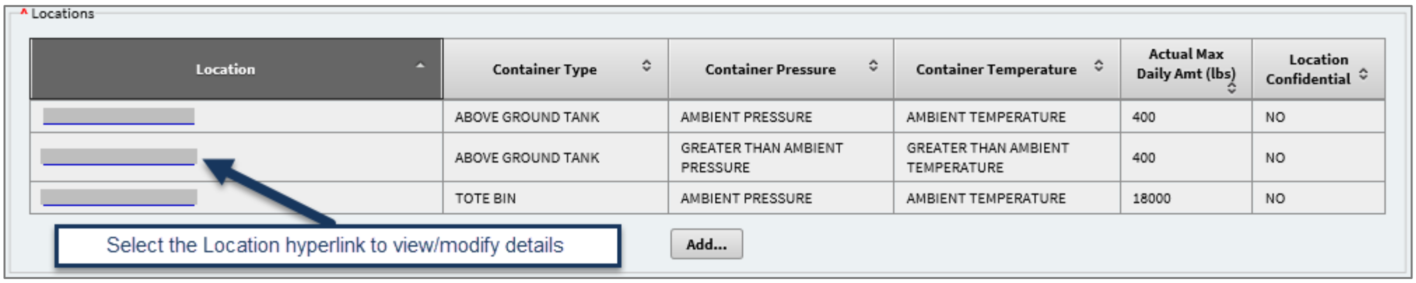


Figure 155: Locations section of the Add Account Facility Chemical page

> ***NOTE:*** *If the Location details included latitude and longitude, the* **Location** *column in the data table displays those values; otherwise, it displays the information included in the* ***Location within Facility*** *field.*

2. The *Account Chemical Location Detail* pop-up displays.

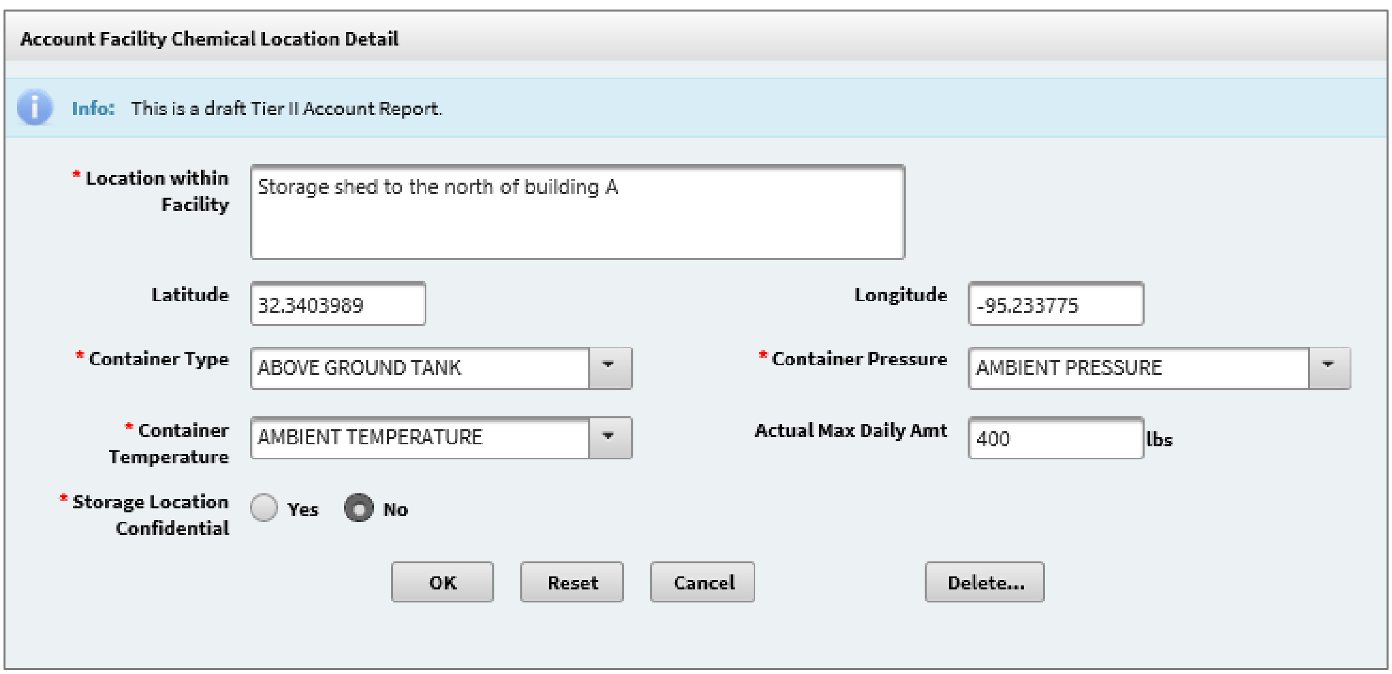


Table 11: Account Facility Chemical Location Detail pop-up

3. Make the updates necessary to the record following the same guidelines as for adding a new Chemical Location. See Adding Chemical Locations in this chapter.

Deleting a Chemical Location

1. ***To delete a Chemical Location***, select the Chemical Location hyperlink in the Chemical Location data table. The *Account Facility Chemical Location Detail* pop-up displays.

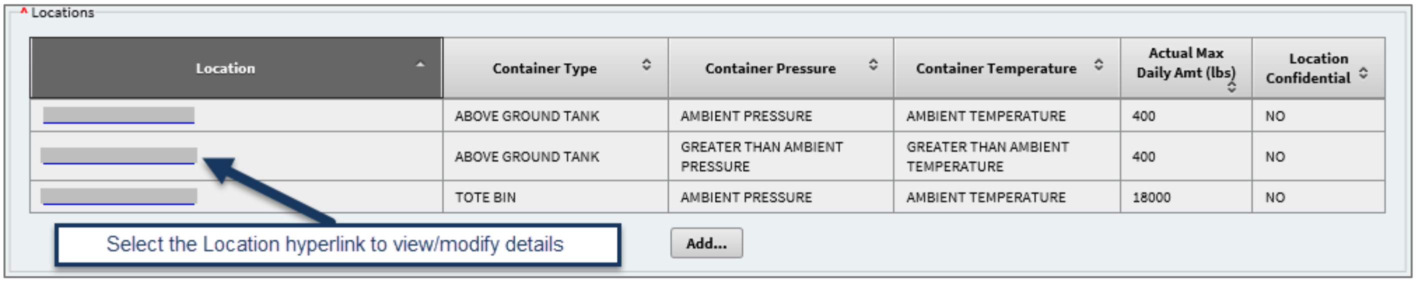


Figure 156: Locations section of the Add Account Facility Chemical page

> ***NOTE:*** *If the Location details included latitude and longitude, the* **Location** *column in the data table displays those values; otherwise, it displays the* ***Location with Facility*** *field.*

2. Select the **Delete…** button.

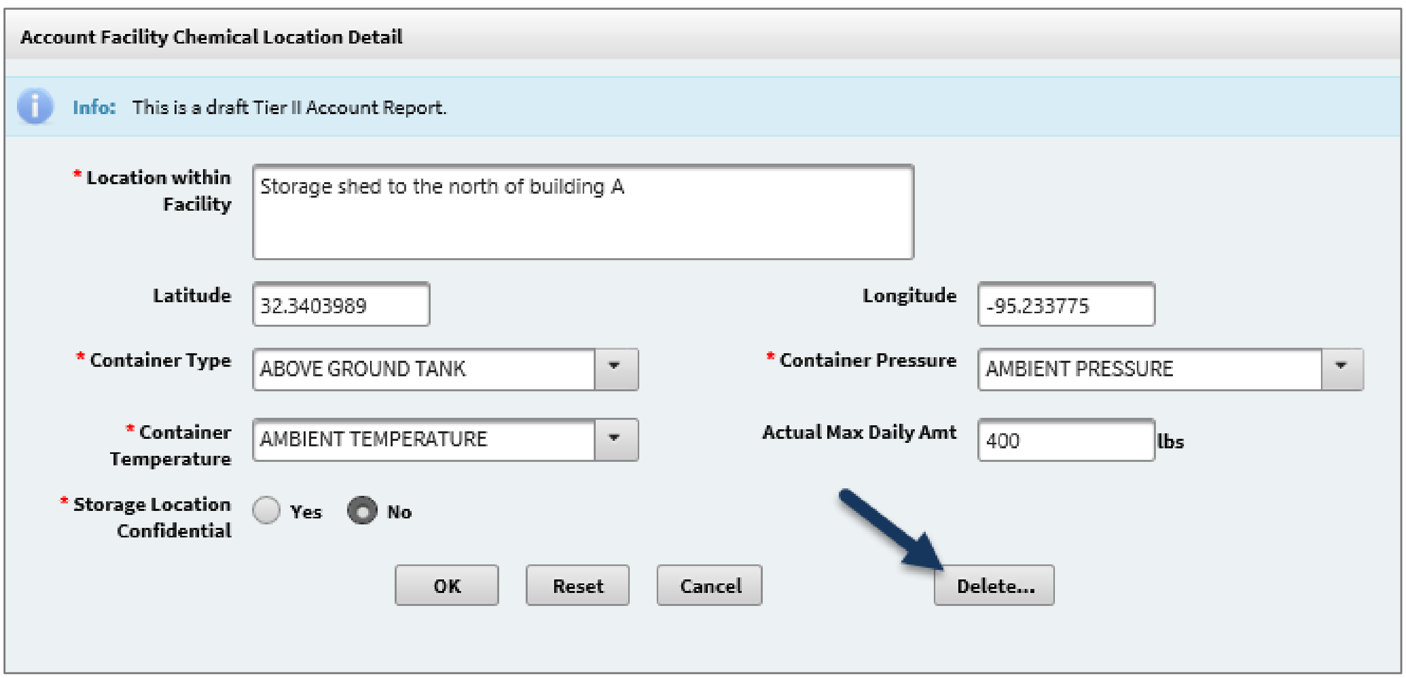


Figure 157: Account Facility Chemical Location Detail pop-up

3. The *Delete Tier II Facility Chemical Location – Confirmation* pop-up displays. Select the **Yes** button to delete the location or the **No** button to back out.

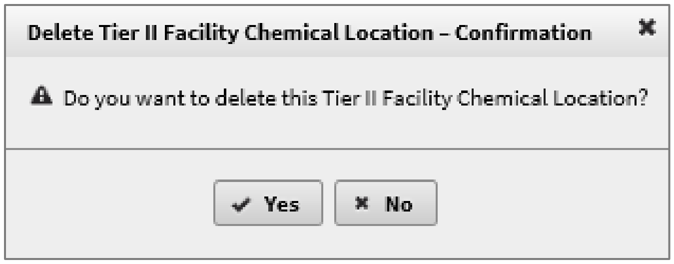


Figure 158: Delete Tier II Facility Chemical Location - Confirmation pop-up

4. The *Add Account Facility Chemical* page displays with the deleted location no longer listed in the ***Chemical Locations*** data table.

Attaching Site Plans and other Chemical or Facility Documents

The system allows you to attach documents and files to support your Account Report for each Facility such as site plans and site photos. This is done on the ***Chemicals*** tab of the *Account Facility Detail* page.

> ***NOTE:*** *The system only allows certain attachments: DOC, DOCX, PDF, XLS, or XLSX*

1. On *Account Facility Detail* page, select the ***Chemicals*** tab. At the bottom of the page, there is the ***Attachments*** section. Select the **+ Choose File** button to add a new attachment.

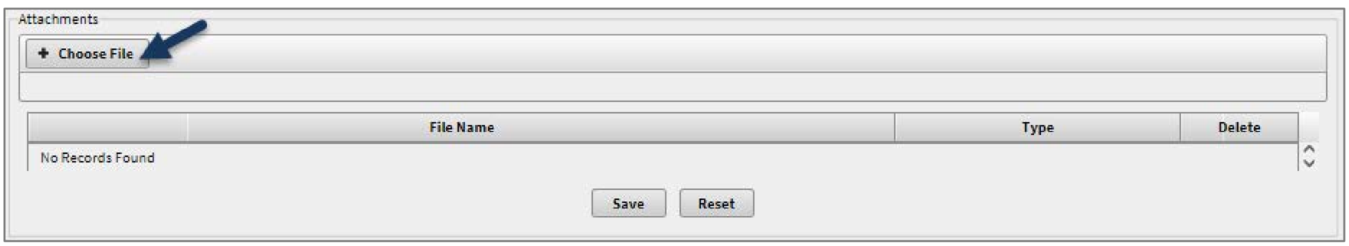


Figure 159: Attachments section of the Chemicals tab of the Account Facility Detail page

2. A browser pop-up displays where you can search your computer for the file. Locate the document and select the **Open** button.

> ***NOTE:*** *You can only add one attachment at a time.*

3. The pop-up closes, and the new file is included in the ***Attachments*** data table on the ***Chemicals*** tab of the *Account Facility Detail* page.
4. Select a **Type** from the **Type** drop-down field in the data table.

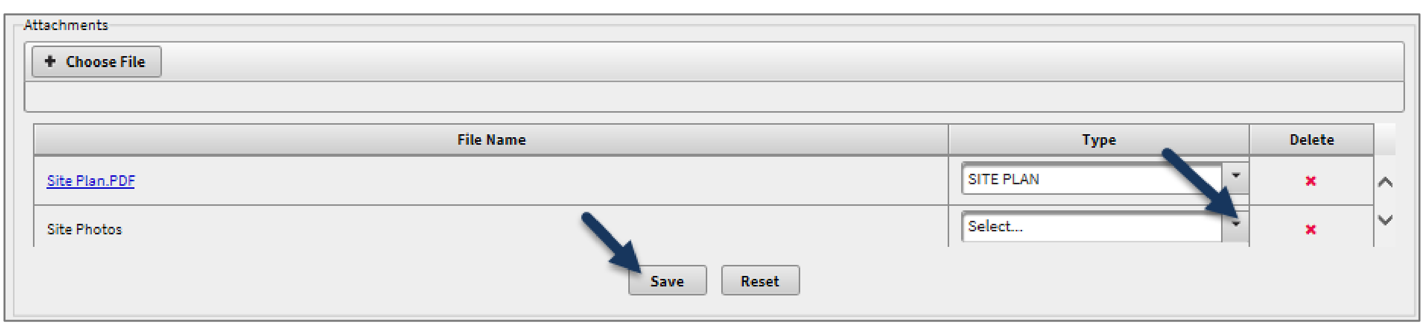


Figure 160: Attachments section of the Chemicals tab of the Account Facility Detail page adding a new attachment

5. After selecting the **Type**, select the **Save** button and the file is uploaded and attached to the Account Report for the selected Facility. Note that the **File Name** of that new attachment is now a hyperlink in the ***Attachments*** data table.

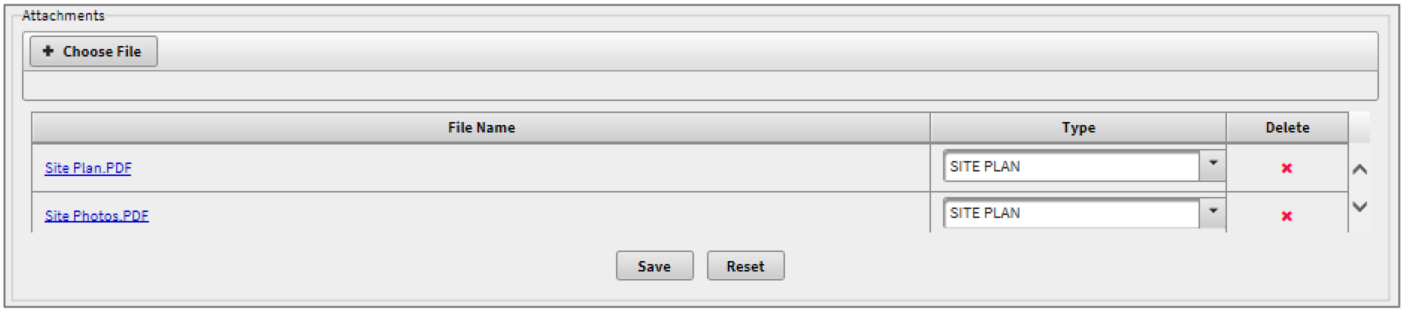


Figure 161: Attachments section of the Chemicals tab of the Account Facility Detail page with a new attachment

6. **To remove an attachment**, select the red X in the Delete column for the attachment.

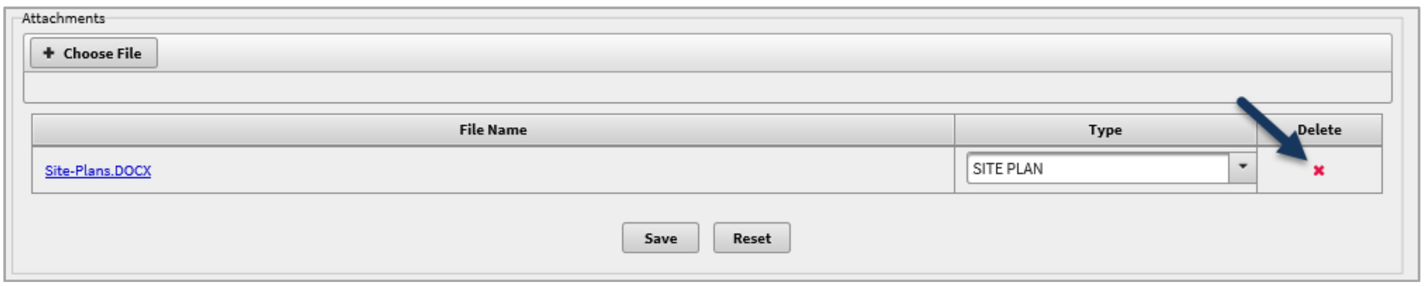


Figure 162: Attachments section of the Chemicals tab of the Account Facility Detail page

7. A pop-up displays asking you to confirm that you wish to delete the attachment. Select the **Yes** button to continue. The pop-up closes and the *Account Facility Details - Chemical* page displays with the attachment no longer in the ***Attachments*** data table.

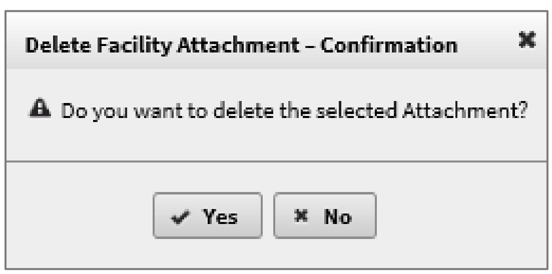


Figure 163: Delete Facility Attachment - Confirmation pop-up

Deleting Chemicals

If you had added a new Chemical in error, you can delete the record from the Facility for the Account Report. Keep in mind that deleting a Chemical from a Facility removes that Chemical data including the associated Health Effects, Constituent Chemicals, Locations, etc. as well from the Facility for that Report.

> ***NOTE: If you are no longer storing the Chemical, you cannot delete it.*** *Instead, open the Chemical record and enter an* ***Inactive Date*** *in the* **Chemical Status** *section of the Account Facility Chemical Detail page. See* *Inactivating a Chemical*.

1. To do so, select the Chemical from the ***Chemicals*** section of the ***Chemicals*** tab on the *Account Facility Detail* page.

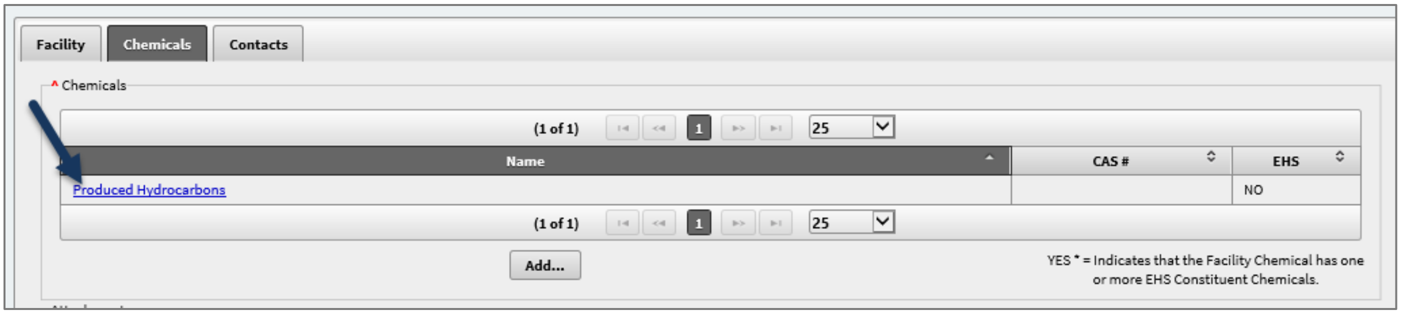


Figure 164: Chemicals data table on the Account Facility Detail - Chemicals page

2. The *Account Facility Chemical Detail* page displays. Select the **Delete** button at the bottom of the page.

Figure 165: Delete button at the bottom of the Account Facility Chemical Detail page

3. The *Delete Facility Chemical – Confirmation* pop-up displays. Select the **Yes** button to delete the Chemical or **No** to back out. If you selected **Yes**, the pop-up closes, and you return to the *Account Facility Detail* page with the selected Chemical no longer listed in the ***Chemicals*** data table.

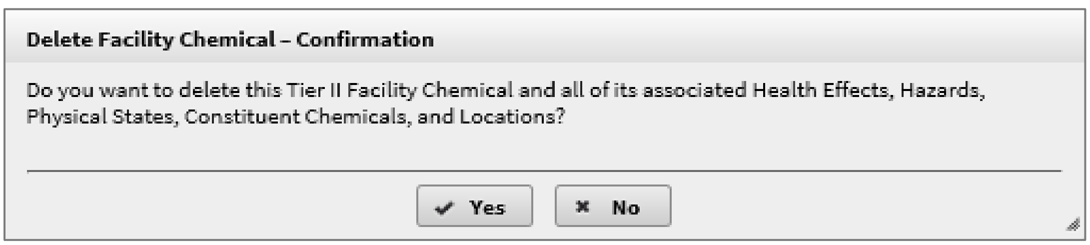


Figure 166: Delete Facility Chemical - Confirmation pop-up

Managing Facility Contacts

The system captures Contacts for each Facility. The Contacts are kept by Facility rather than by Account. You manage Contacts on the ***Contacts*** tab of the *Account Facility Detail* page. On this tab, all the Contacts associated with the Facility with the Account are listed in the data table as well as the Billing Contact. Remember, that the Billing Contact is associated to the Account and if you update it on one Facility, it is updated for all Faciliites.

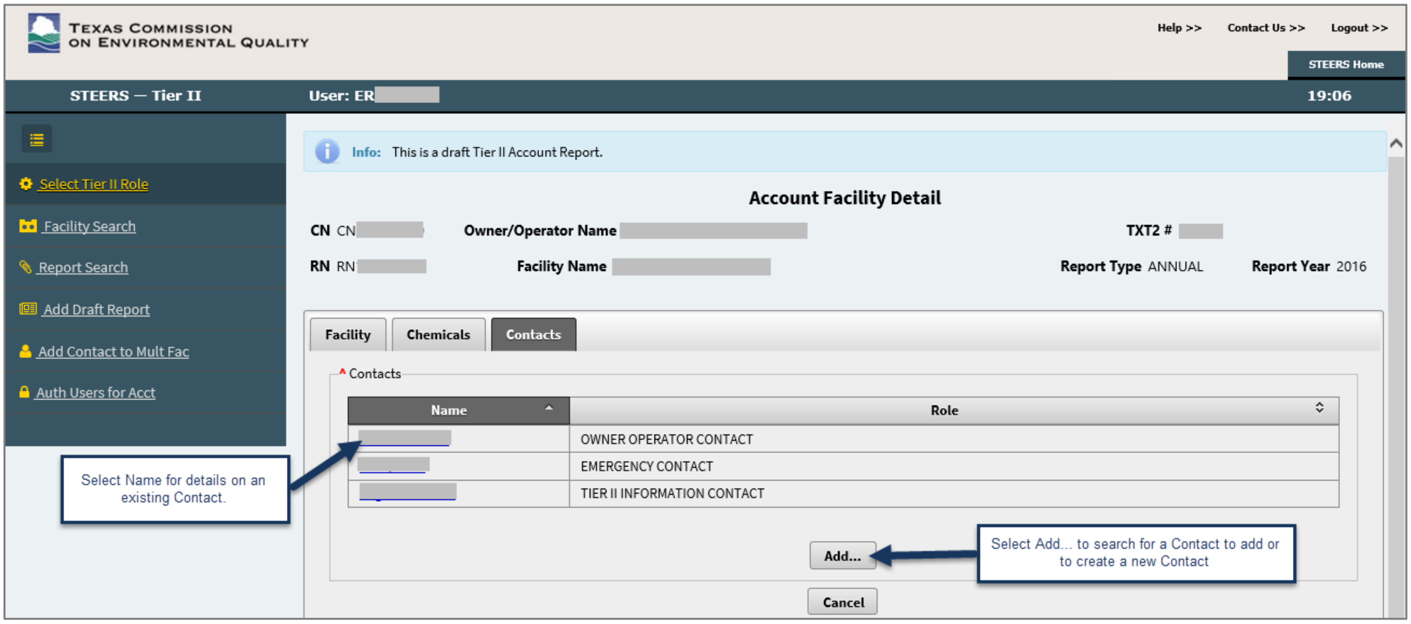


Figure 167: Contacts tab of the Account Facility Detail page

Contact Types

Every Account Report must have certain Contacts before it can be submitted. One person can be the Contact for different Contact Types for a Facility.

Contact Types and Their Definition

Contact Type	Definition
Emergency Contact	One local individual must be designated who can act as a referral if responders need assistance in responding to the Facility. Every Emergency Contact must have two phone numbers and one of those phone numbers must be identified as available 24-hours a day.
Owner/Operator	This is a person who is the owner or operator of the Facility or the contact for the Owning/Operating company.
Facility Emergency Coordinator	An individual must be designated if the Facility is subject to Emergency Planning under Section 302 of the U.S. Emergency Planning and Community Right-to-Know Act (42 U.S.C. 11002) (EPCRA).
Tier II Contact	This is the person that should be contacted regarding information contained in the Tier II Account Report.

Contact Type	Definition
Billing	This is a unique Contact Type. There is only one Billing Contact for a Tier II Account. If you add or change a Billing Contact on a Facility, it applies to the Account and to all Facilities on that Account.

Table 12: Contact Types and Definitions

Viewing Contact Details

To view the details of a Contact, select their **Name** from the ***Name*** column. The *Account Facility Contact Detail* page displays. Like other pages, this page includes the ***Account***, ***Report***, and ***Facility*** sections for reference.

The ***Contact Name*** section includes the Contact's **Name**, **Organization**, and **Title**. Following that are the ***Contact Details***. These can be modified on a draft Account Report.

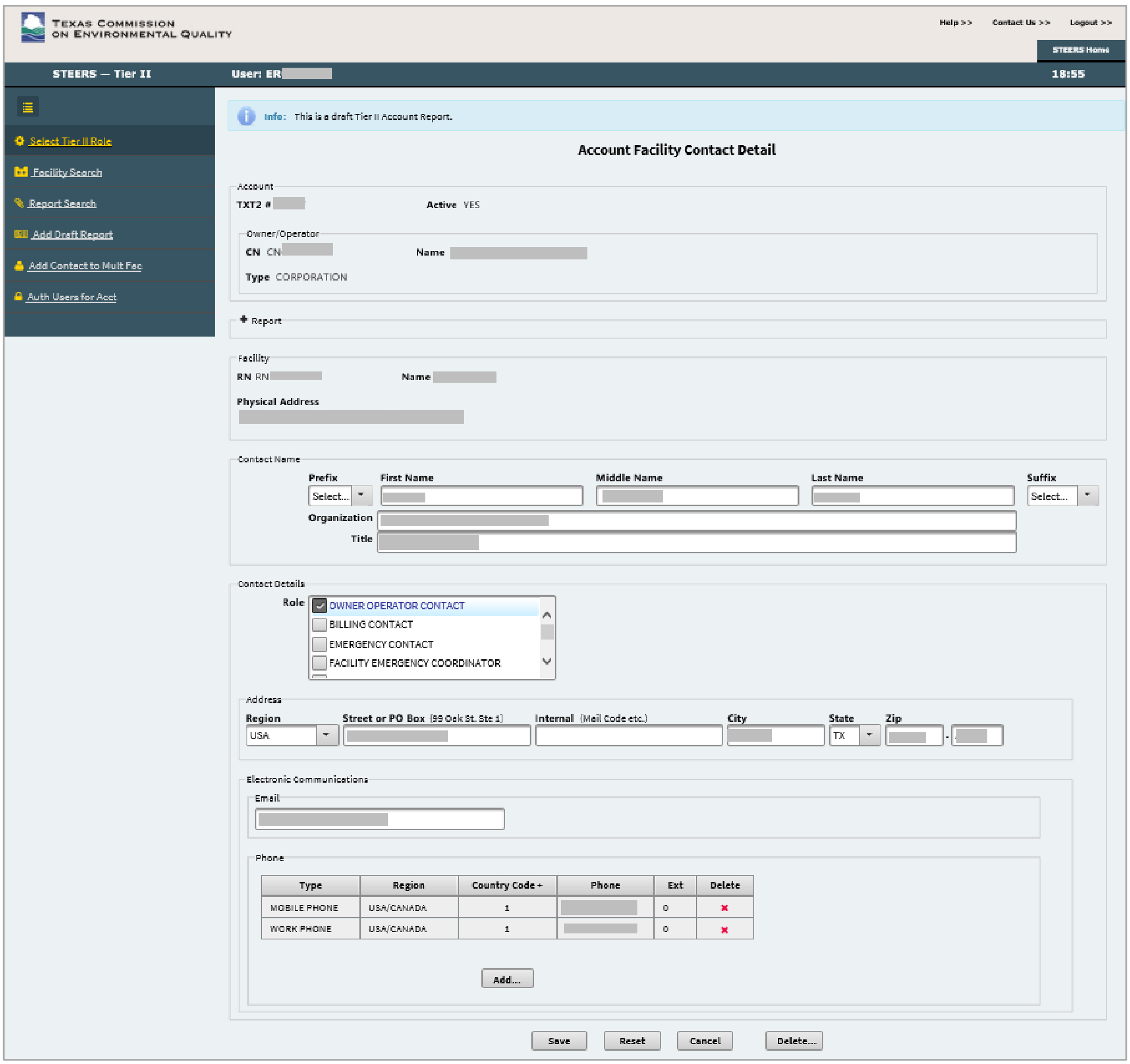


Figure 168: Account Facility Contact Detail page

Adding a Contact

1. To add a Contact to a Facility, select the **Add…** button on the Contacts tab.
2. The *Add Account Facility Contact* page opens.

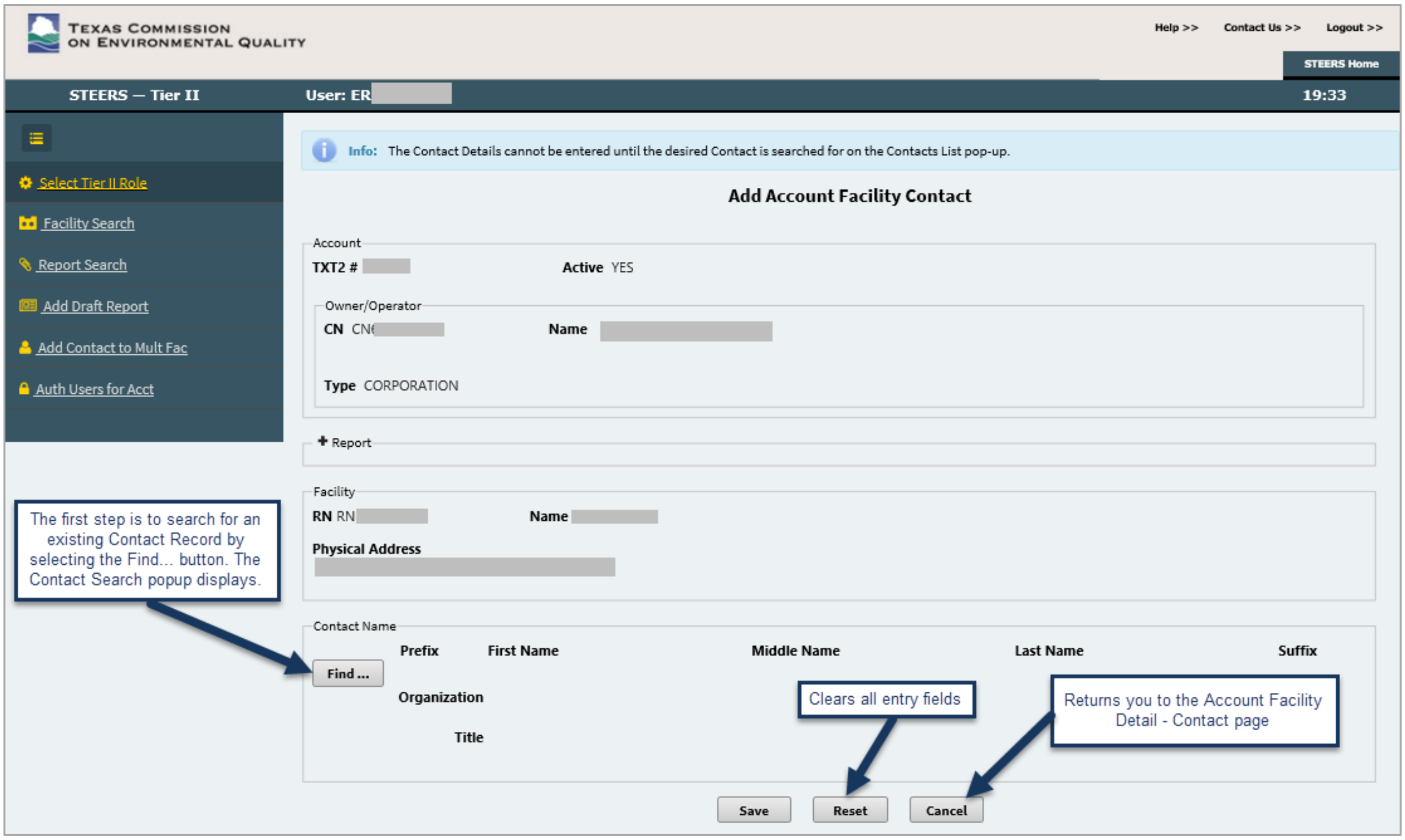


Figure 169: Add Account Facility Contact page before searching for a Contact

3. The first step is to search for an existing Contact by selecting the **Find…** button in the ***Contact Name*** section.

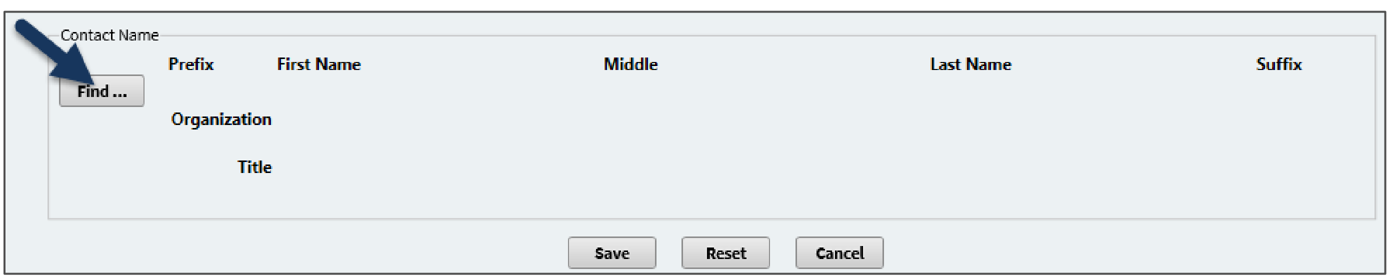


Figure 170: Contact Name section of the Contacts tab of the Add Account Facility page when adding a new Contact

4. The *Contacts List* pop-up opens and displays all the Contacts available to be chosen from. To filter the results, you can enter a full or partial **Last Name** or **Organization**. If you find the Contact you wish to use, select the radio button for that record. Then select the **Select** button.

> ***NOTE:*** *The Contacts listed are only Contacts that are associated with Facilities on a draft Account Report.*

   a. If the Contact you wish to add is not in the list, then select the **Cancel** button and the pop-up closes without a Contact being chosen.

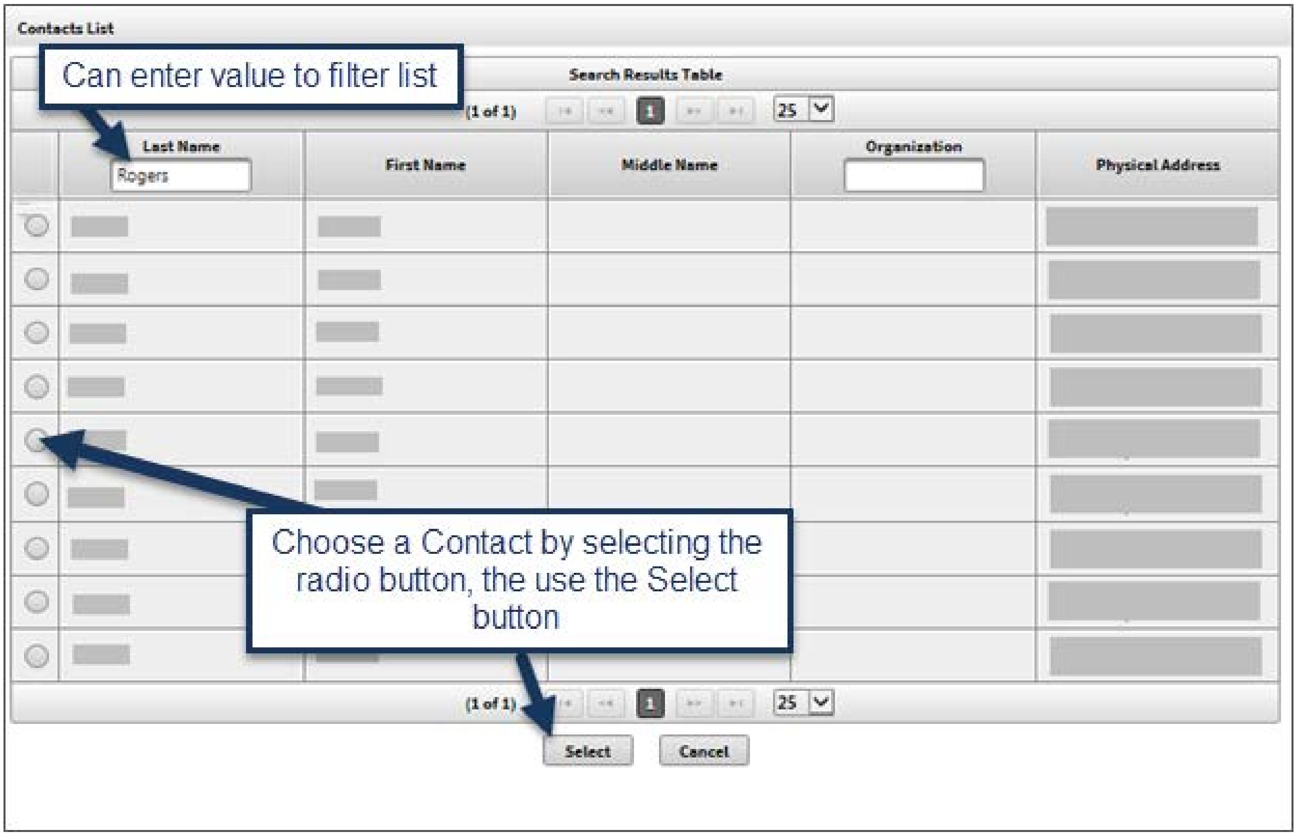


Figure 171: Contacts List pop-up

5. The *Add Account Facility Contact* page displays with the ***Contact Name*** and ***Contact Details*** completed for that selected Contact. Here you review the data to make sure that it is all correct. If it is, simply select the Save button to add that Contact to the Facility. Otherwise, make changes as outlined in the upcoming steps.

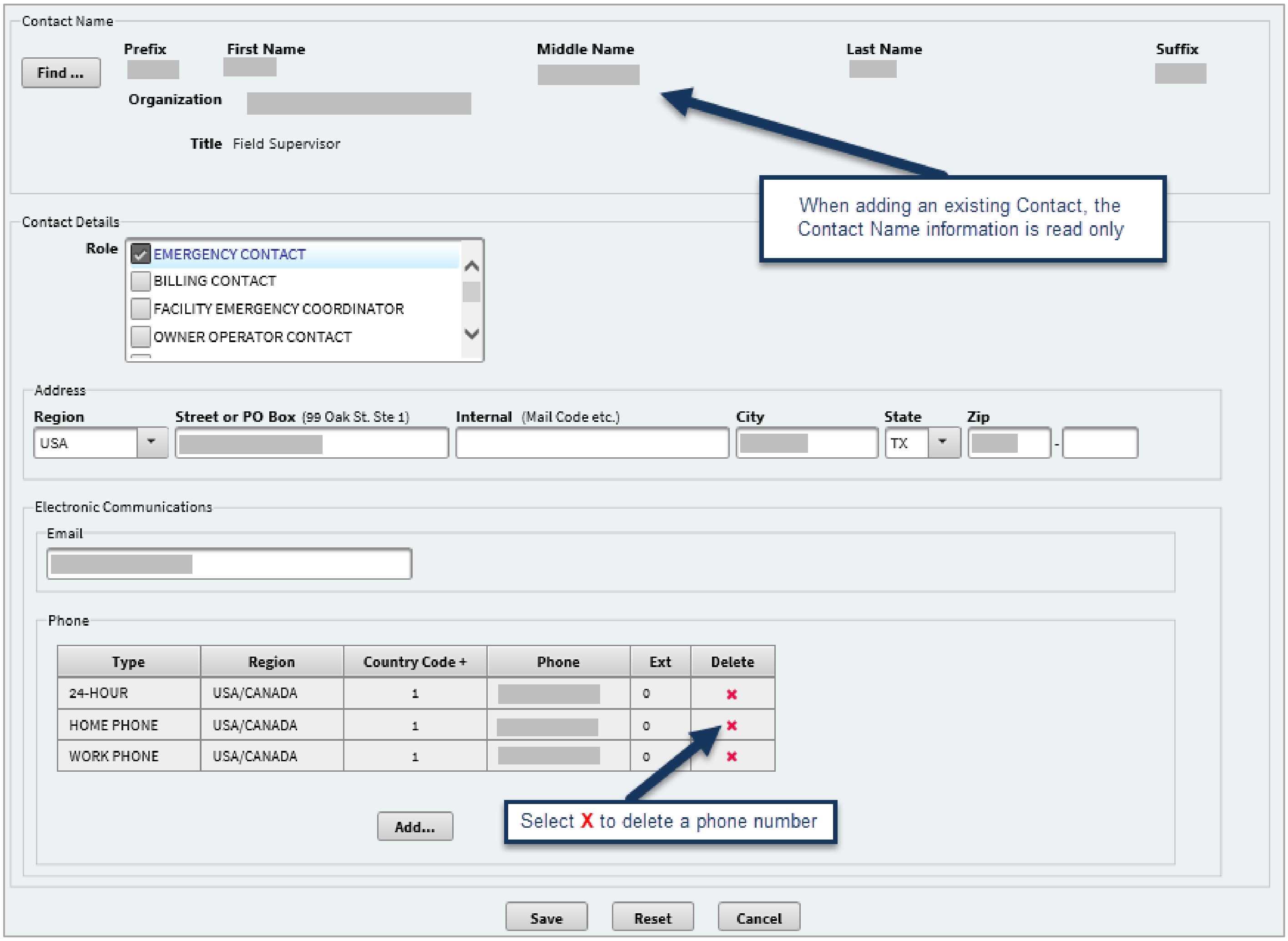


Figure 172: Contact Name and Contact Details section of the Add Account Facility Contact page for an existing Contact

6. If you had selected the **Cancel** button, the ***Contact Details*** section expands with fields for the ***Contact Name*** and the ***Contact Details*** ready for you to complete.

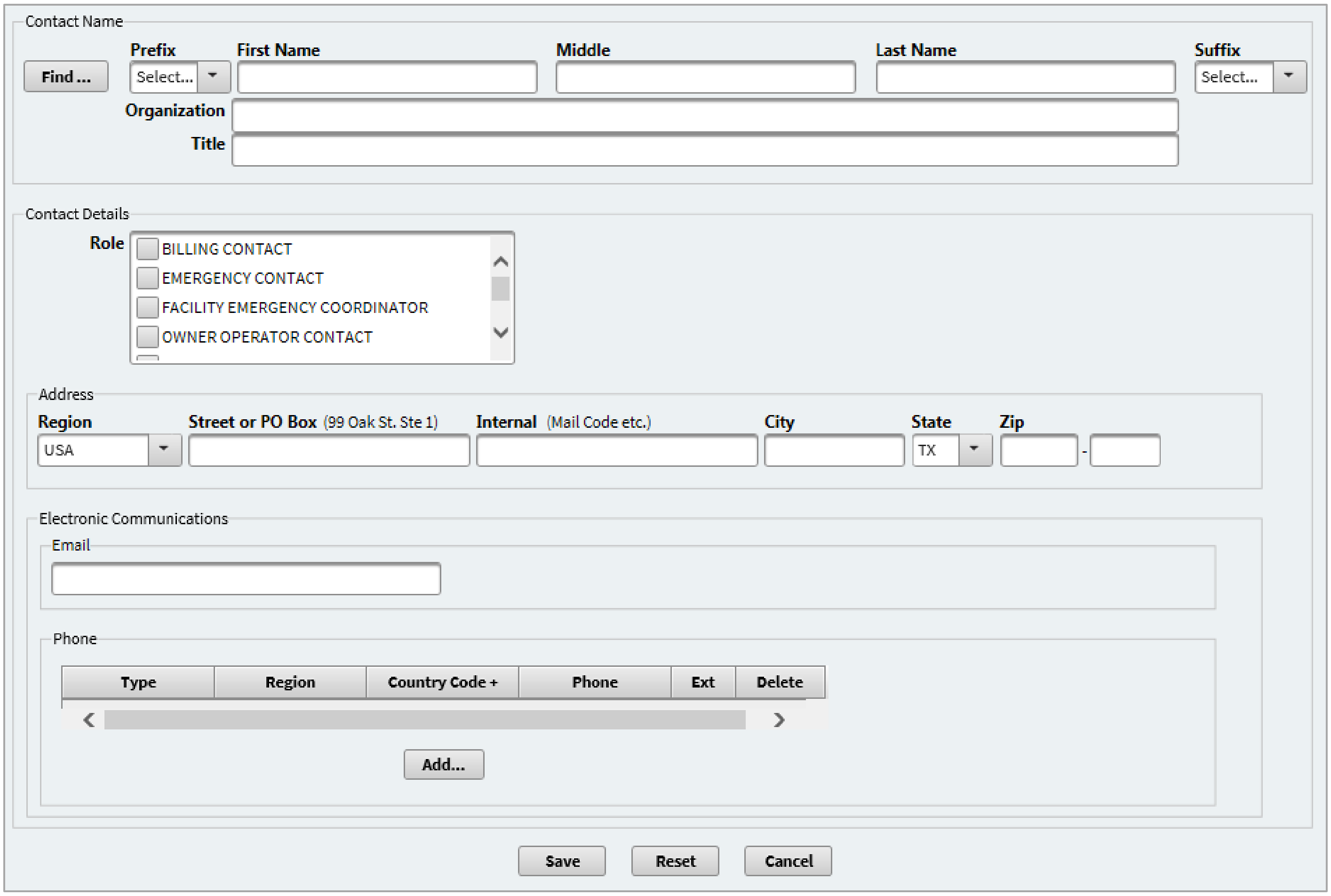


Figure 173: Contact Name and Contact Details sections of the Add Account Facility Contact for a new Contact

7. In the ***Contact Name*** section, enter the **Name** (**First** and **Last** are required) and/or the **Organization** name.
   a. Depending on the Contact Role, a **First** and **Last Name** is required (i.e. *Emergency Contact*, *Facility Emergency Coordinator*, and *Tier II Information Contact*). For others, just an **Organization** name is sufficient.
   b. The **Prefix**, **Suffix**, and **Title** fields are optional.

> ***NOTE:*** *If the **Role** of **OWNER OPERATOR CONTACT** or **Tier II Contact** is selected, the **Organization** field is automatically populated with the owner/operator's name when the Contact is saved.*

8. Select one or more **Roles** from the ***Role*** list by checking the check box by each pertinent Role.

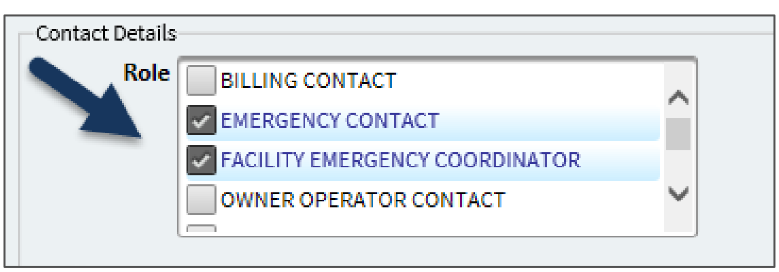


Figure 174: Role list field on the Account Facility Detail - Contact page

9. Enter an **address** for the Contact. This is required for communications for certain Contact Roles.

a. Select the **Region**. This is most likely to be the ***USA***. If the address is international, select ***International*** from the drop-down.

   i. The ***International*** option for the **Region** drop-down simply adds fields for **Territory/Region**, **Country**, and **Postal Code** and removes **State** and **Zip**.

b. In the **Street or PO Box** field, enter the street number and name for the address or the PO Box number. Punctuation is not needed and is removed during the validation step.

> ***NOTE:*** *Address information such as building numbers or suites should be included in the* ***Street or PO Box*** *field not the* ***Internal*** *field. For example, enter 1234 Main St Bld A or PO Box 123456.*

c. The **Internal** field is used to capture the mail code or other mail routing information internal to the location.

d. Enter the city name in the **City** field.

e. Select the state from the **State** drop-down field. This field defaults to "TX" but any other state can be selected.

f. In the **Zip** fields, enter the 5-digit Zip Code for you address. If you know the four-digit extension you can enter that in the field after the **Zip** field, however, the address validation populates the four-digit extension if found.

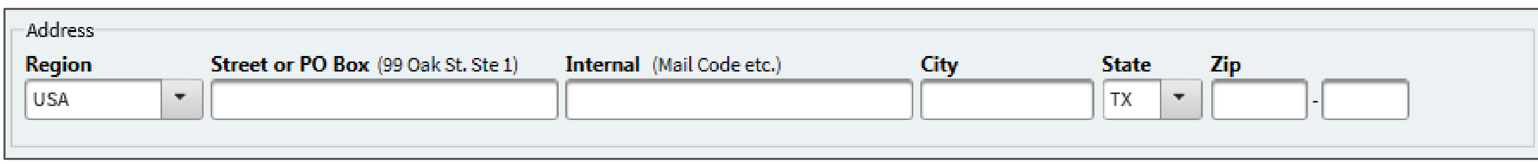


Figure 175: Address section on the Account Facility - Contact page

> ***TIP:*** *See [A Note on Entering Addresses] for some tips on entering addresses and any potential errors you might receive.*

10. Enter an Email address in the ***Electronic Communications*** section. This email address is used for communications for certain Contact Types.
11. Add **phone numbers** for the Contact.

   a. To add a phone number, select the **Add…** button in the ***Phone*** section.

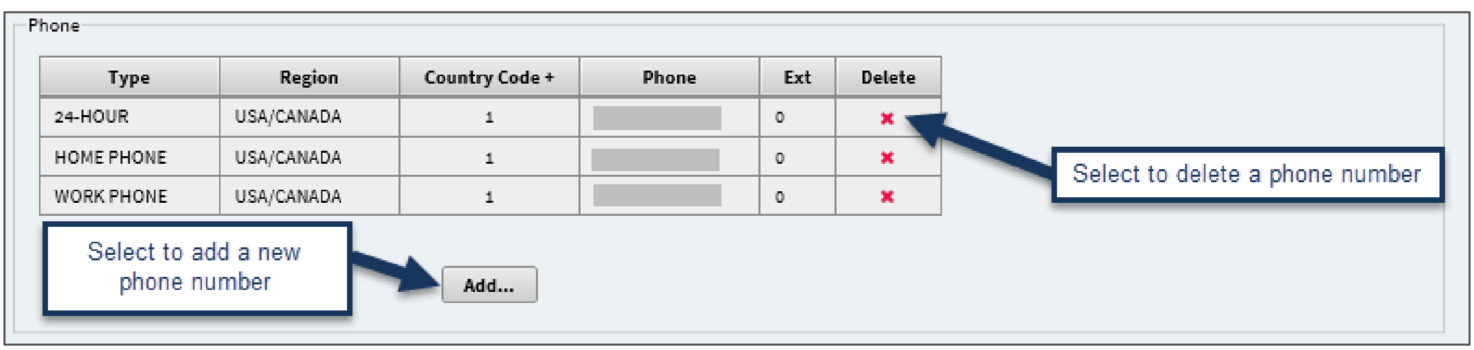


Figure 176: Phone section of the Add Account Facility Contact page

   b. The *Add Phone* pop-up displays. Select the **Type** and enter the phone number. Certain **Types** are required depending on the Role of the Contact.

> ***NOTE****: Two phone numbers are required for Emergency Contacts and one must have the* ***Type*** *of* ***24-Hour****.*

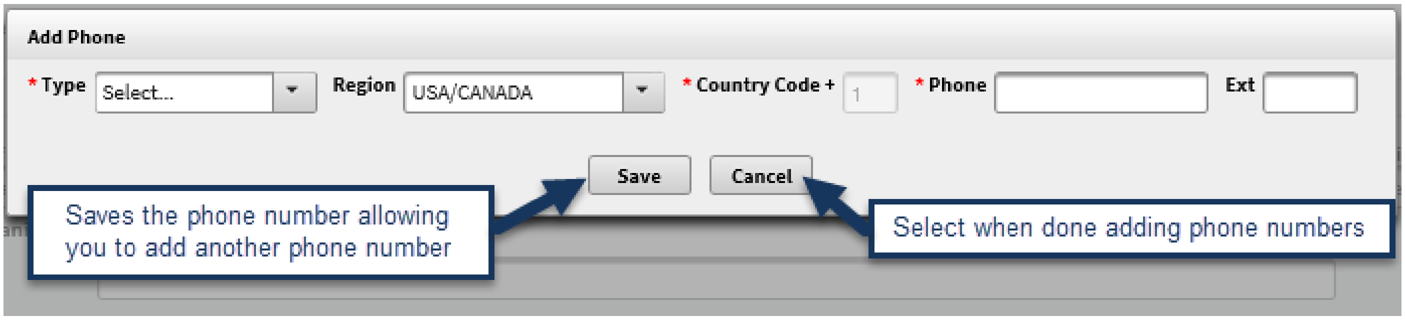


Figure 177 Add Phone pop-up:

c. Select the **Save** button. The fields clear but the pop-up remains open ready for you to enter another phone number.
d. When all phone numbers are entered for that Contact, select the **Cancel** button.
e. The new phone numbers display in the ***Phone*** data table on the *Add Account Facility Contact* page.
f. **To delete a phone number,** select the red **X** in the ***Delete*** column for the entry in the ***Phone*** data table.

12. When all the data has been entered, select the **Save** button at the bottom of the page. The system verifies your entry and let you know if there were any errors or omissions. If there were no error encountered, a confirmation message displays at the top of the page and the page remains open to allow you to continue working on the report for that Facility.
    a. The address validation messages are detailed in the A Note on Entering Addresses section on page 120.

Editing an Existing Contact

You may wish to make updates to a Contact already associated with a Facility. To do this select the Contact's **Name** hyperlink in the ***Contacts*** data table on the ***Contacts*** tab of the *Account Facility Detail* page.

> ***NOTE:** Updates to Contacts can only be made in a **draft** Account Report.*

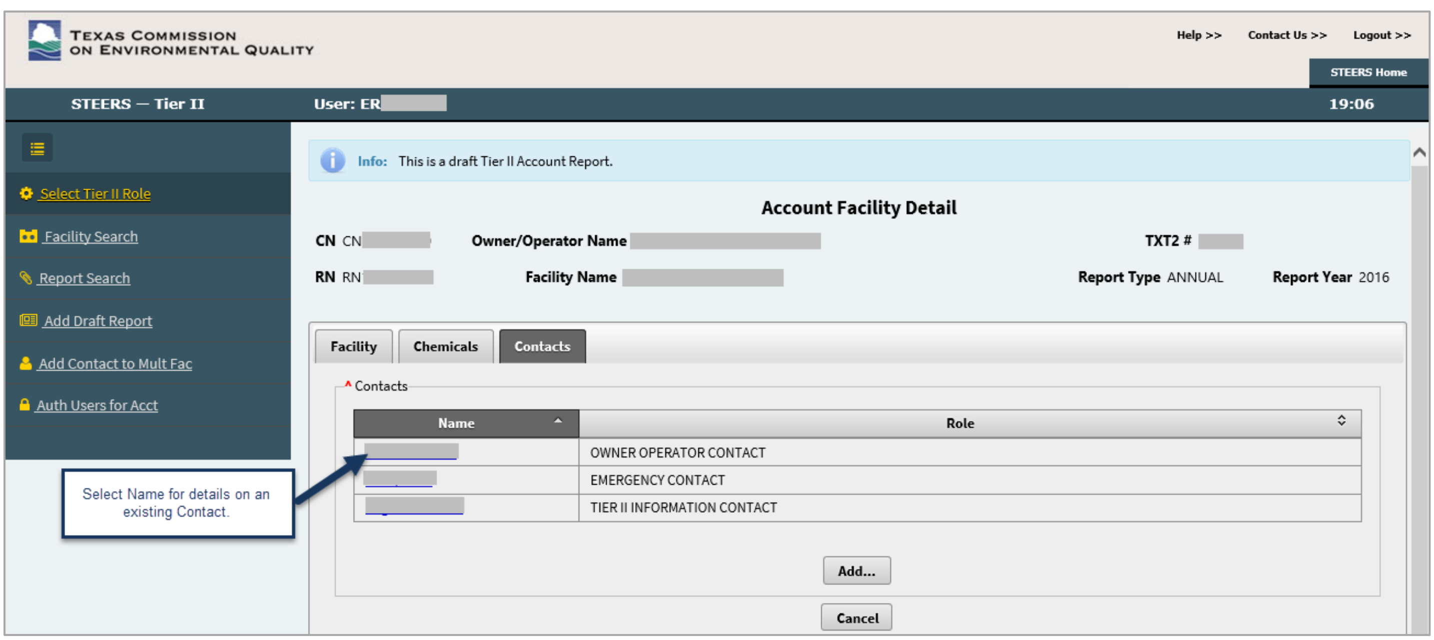


Table 13: Contacts tab on the Account Facility Detail page

1. The *Account Facility Contact Detail* page displays with the information of the selected Contact.

2. Make the necessary changes to that Contact. The previous section details how the data is entered.
    a. On this page, you can not only add a new phone number but you can remove or delete an existing phone number by selecting the red **X** in the Delete column for the phone number you wish to delete.

> ***NOTE:*** *If a phone number is incorrect, you must delete the incorrect record and create a new one with the correct phone number.*

Figure 178: Phone section in the Account Facility Contact Detail page

3. If you have added a Contact as a ***Billing Contact*** where your Tier II Account already has another Contact as a Billing Contact, a message displays asking if you want to replace the existing Billing Contact with the new one.

Figure 179: Confirmation Message for Replacing Billing Contact

4. If you make changes to a Contact that had been added to other Facilities on your account, you will receive a confirmation message asking if you wish to update all the Facilities that have that Contact. If you choose to proceed, that change is applied to that Contact on all associated Facilities. This is pertinent to all the Contact data other than **Role** which is specific to that Facility.

> ***NOTE:*** *If a Contact has been modified on one Facility and that change was not made to other associated Facilities, then that Contact record becomes independent of changes made to that Contact on the other Facilities.*

Deleting a Contact

Sometimes a Contact no longer should be associated with a Facility. That Contact can be deleted from that Facility. This is done through the Facility on an Account Report.

> ***NOTE:*** *If a Contact is on multiple Facilities, you must delete the Contact record in each Facility.*

1. Open the ***Contacts*** tab on the *Account Facility Detail* page for the Facility and Report you want to modify.

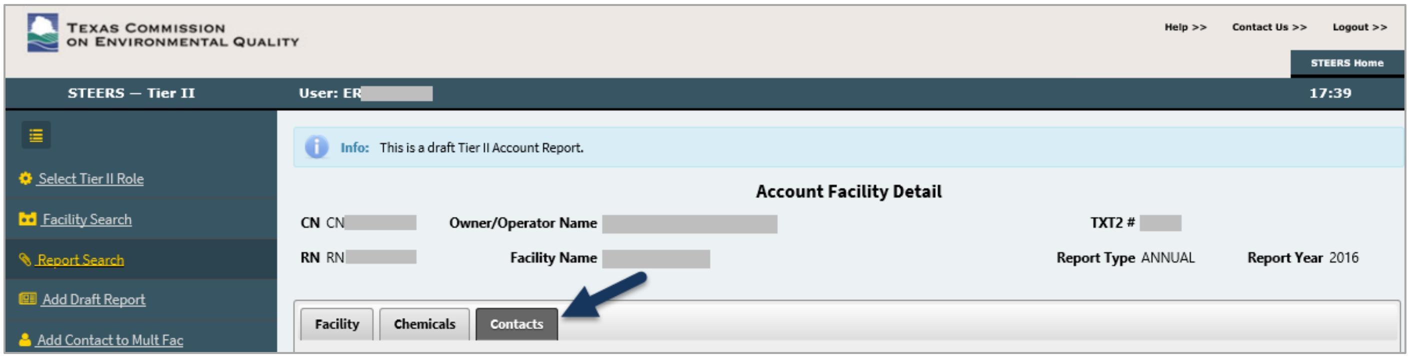


Figure 180: Contacts tab on the Account Facility Detail page

2. Select the Contact you wish to delete from the list of Contacts by selecting the Contact's name which is a hyperlink.

Figure 181: Contacts data table on the Account Facility Detail page

3. The *Account Facility Contact Detail* page displays.
4. Scroll down to the bottom of the page and select the **Delete** button.

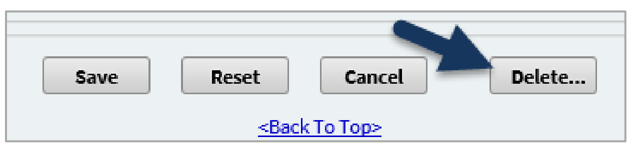


Figure 182: Delete button at the bottom of the Account Facility Contact Detail page

5. A confirmation pop-up displays asking you to confirm that you do want to delete the Contact.

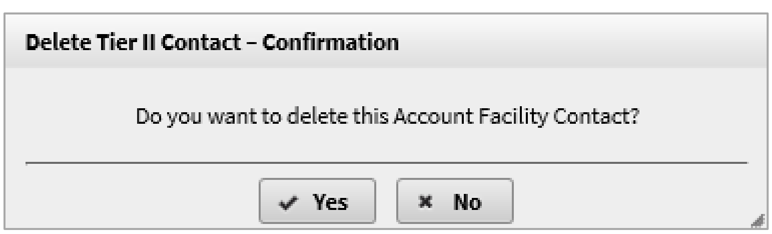


Figure 183: Delete Tier II Contact - Confirmation pop-up

6. Upon selecting the **Yes** button, the pop-up closes and the *Account Facility Detail* page displays on the ***Contacts tab***. The deleted Contact is no longer listed among the other Contacts for that Facility.
   a. The **No** button closes the pop-up and returns you to the *Account Facility Contact Detail* page.

> ***NOTE:*** *The Facility is still required to have certain Contacts, so if you had deleted a mandatory contact, you must replace it with another one before you save your changes.*

Deleting a Draft Account Report

There may be times when you have a draft Account Report that was created in error or you need to replace it with the correct Type of Account Report, for instance.

> ***NOTE:*** *You cannot delete a submitted Account Report. If you had made a mistake in a submitted Account Report, you must submit an Update or Initial report to make those corrections.*

To delete a draft Account Report

1. In the *Account Report Detail* page for the Account Report, select the **Delete** button at the bottom of the page. To search for a draft Account Report, see Finding and Managing a Tier II Account Report in Chapter 7.

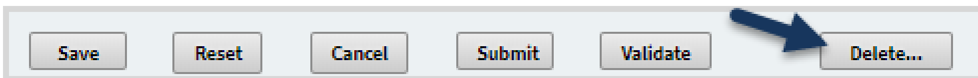


Figure 184: Buttons available at the bottom of a Draft Account Report

2. A *Delete Draft Report – Confirmation* pop-up displays. Select the **Yes** button.
   - The **No** button returns you to the *Account Report Detail* page without deleting the Account Report.

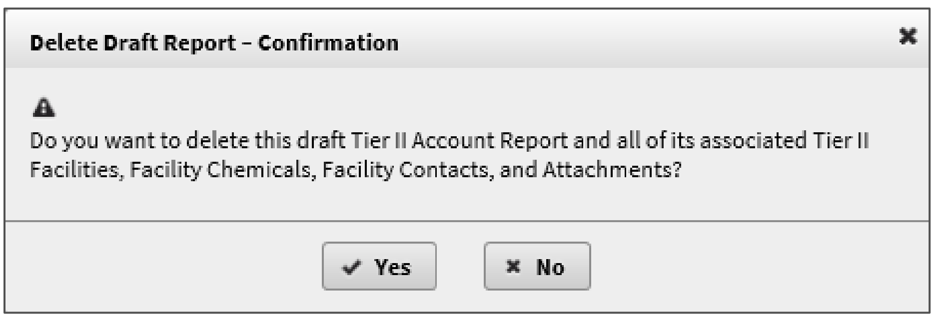


Figure 185: Delete Draft Report - Confirmation pop-up

> ***Important!*** *Any data that had been entered for the draft Account Report will be lost if you proceed with the deletion.*

3. When the Account Report is deleted, the *Account Report Search* page displays. That deleted Account Report no longer appears in the list of Account Reports for your Tier II Account.

Chapter 8 – How to Add a Contact to Multiple Facilities

It is possible to add a Contact to multiple Facilities at one time. This is done through the *Add Contact to Multiple Account Facilities* page.

1. Select the **Add Contact to Mult Fac** option in the navigation menu.

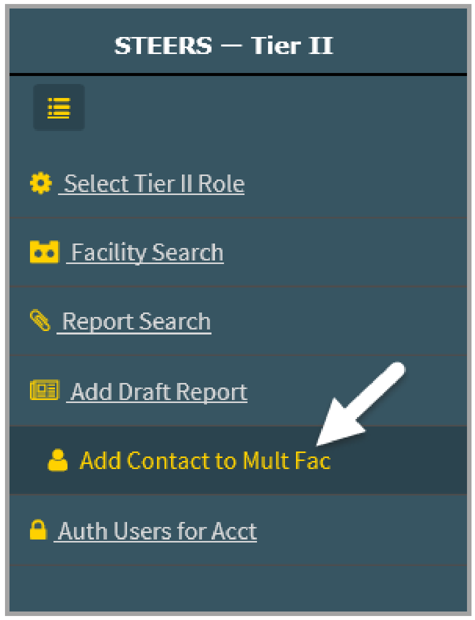


Figure 186: Navigation Menu with the Add Contact option pointed out

2. The *Add Contact to Multiple Account Facilities* page opens. The ***Facility*** section at the top of the page allows you either to enter multiple RN numbers separated by a comma or to select from a list of available Facilities.

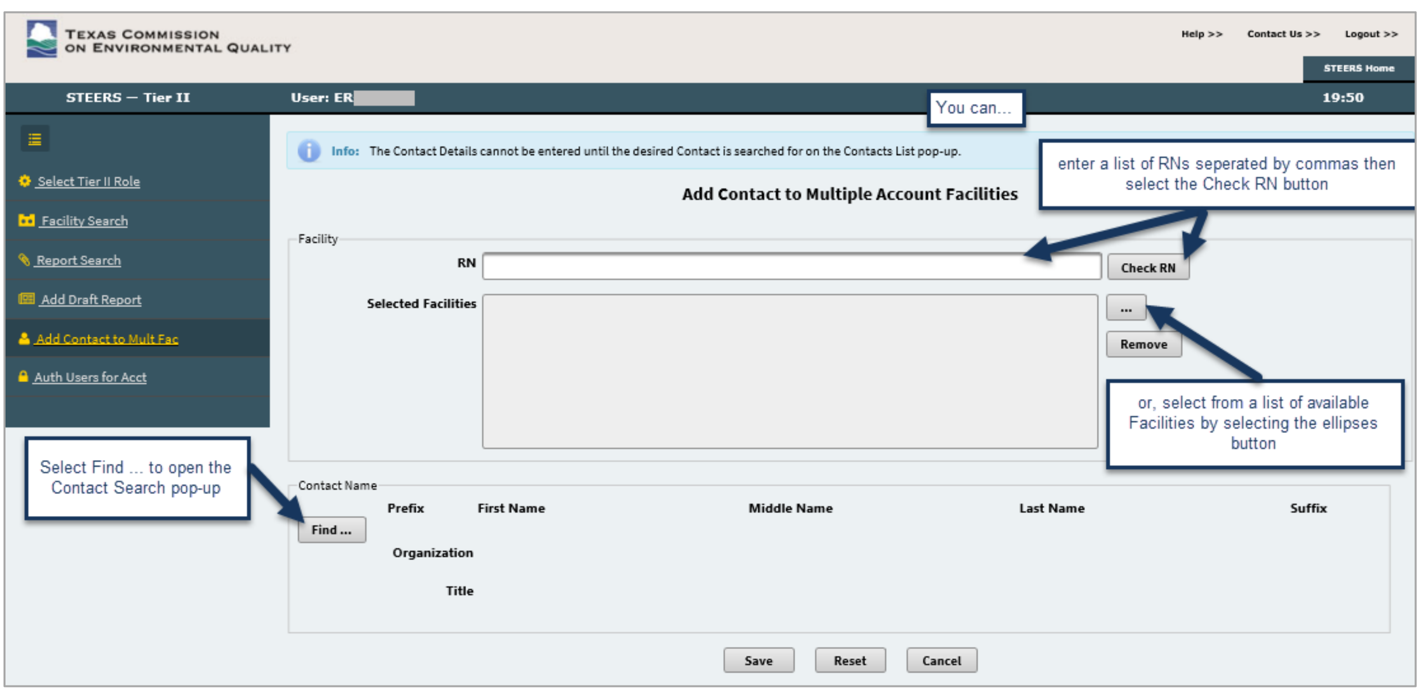


Figure 187: Add Contact to Multiple Account Facilities page

3. **You can type in the RN numbers of Facilities** you wish to use by entering the numbers separated by commas into the **RN** field, and select the **Check RN** button.
    a. The system checks each RN to see if it is a valid RN and it belongs to a Facility on the Account and it is also in a draft Account Report.
    b. If the RN passes those checks, that Facility displays in the ***Selected Facilities*** data table. Any that do not pass are listed in an error message and are not listed.

> ***NOTE:*** *Only Facilities that are on a draft Account Report can be included.*

4. **To choose from a list of available Facilities**, select the **ellipses** button next to the ***Selected Facilities*** data table.
    a. The *Account Facilities That Can Have a Contact Added to Them* pop-up displays. Go through the list and select the Facilities you wish to update.
    b. Select the **Select** button.

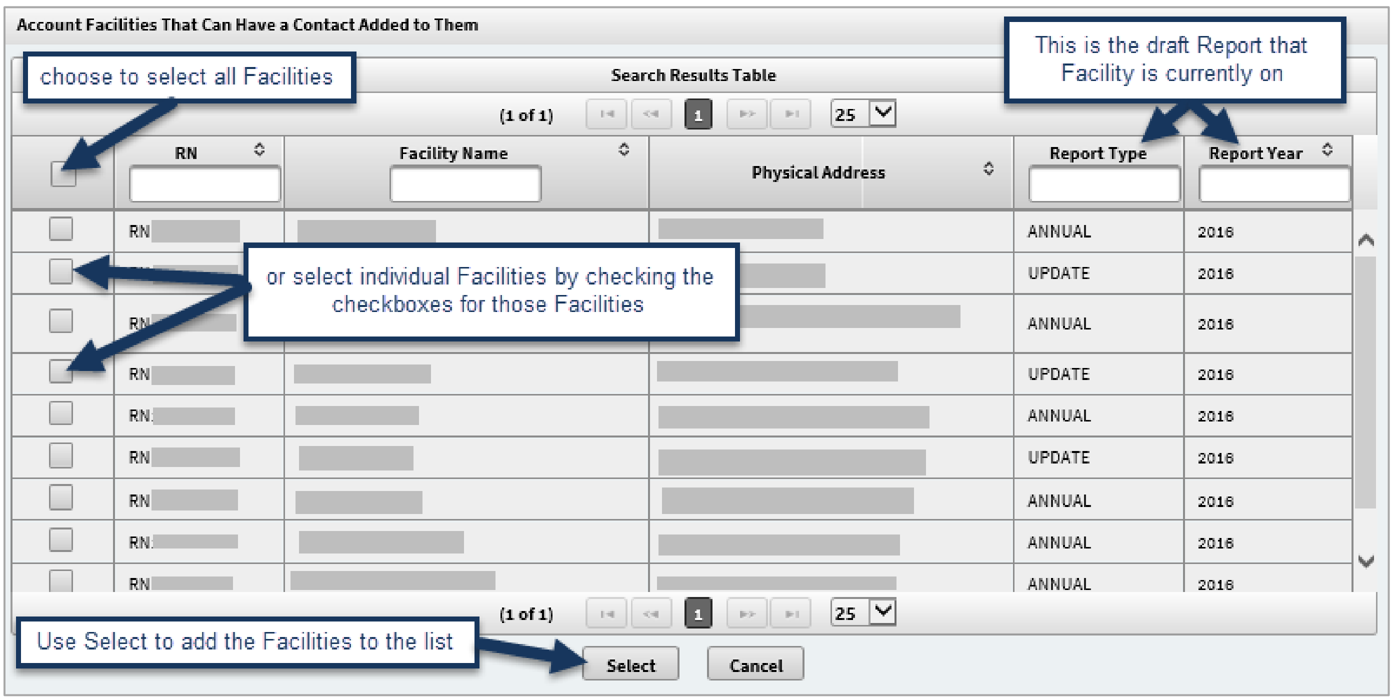


Figure 188: Account Facilities That Can Have a Contact Added to Them pop-up

    c. The selected Facilities display in the ***Selected Facilities*** data table.

5. You can remove Facilities from the ***Selected Facilities*** data table by selecting a Facility's checkbox and selecting the **Remove** button. The selected Facility is removed from the list.

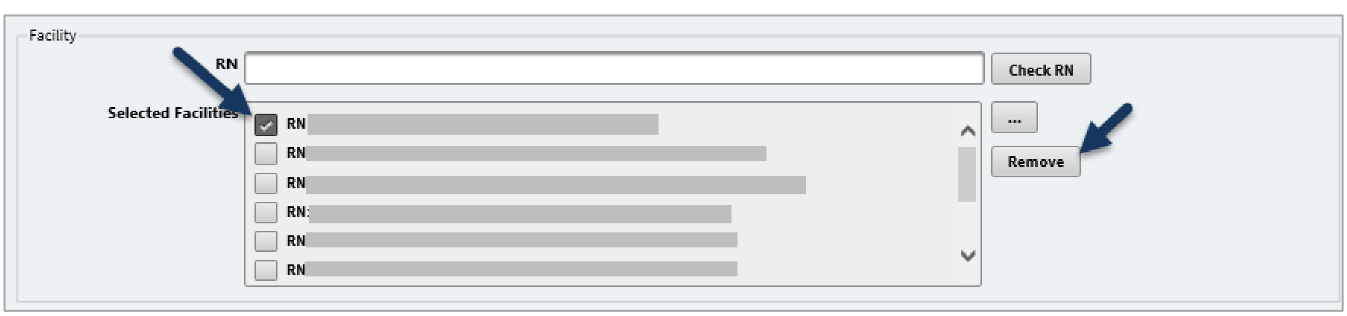


Figure 189: Facility section of the Add Contact to Multiple Account Facilities page

6. Once the Facilities have been selected and are listed in the ***Selected Facilities*** data table, you may add an existing or new Contact in in the second half of the page the same way you would on the *Add Account Facility Contact* page. See Adding a Contact in Chapter 7.
7. When you have finished entering the Contact data, select the **Save** button. The system reviews the data to make sure there are no errors.
    a. If errors are encountered, they are displayed. Correct for the errors and select the **Save** button again.
    b. If there are no errors, a background process starts to associate the Contact with all the selected Facilities. A message displays to this effect. An email is sent to you when the process has finished.
        i. When the process is completed, the **RN** field and ***Selected Facilities*** data table are cleared so that you can add another set of Facilities and Contacts, if needed.
    c. An error occurs if the Contact you selected already exists with that exact **Name** and **Role** on any of the selected Facilities. If you wish to proceed, just remove that Facility from the **Selected Facilities** data table, and select the **Save** button again.
    d. Once you have completed creating Contacts for multiple Facilities, select the **Cancel** button and you are returned to the previous page you were on. Alternatively, select another choice from the ***Navigation Menu***.
8. When the processing is completed, an email is sent confirming the addition of the Contact listing the Facilities it was added to.

Chapter 9 – How to Validate Draft Account Reports

After completing the Tier II Account Report and capturing all the Facility, Chemical, and Contact information the next step is to validate your Account Report. Remember, as you went through creating the Account Report, that there are fields that are mandatory at the time of entry or are required before it the Account Report is validated or submitted. If any of these fields are missing, they will be identified during the validation process and listed for your information in its Error Log attachment.

> ***NOTE:*** *The fields required to save an entry on a page are identified by a red asterisk (*) next to the field name. The mandatory fields for submissions but are not required at the time of data entry are the ones marked by a red high-hat symbol ( ). All these fields must be completed before a validation can pass or you can submit the report.*

Validating a Draft Account Report

1. Open your Account Report in the *Account Report Detail* page.
2. At the bottom of the page, select the **Validate** button.

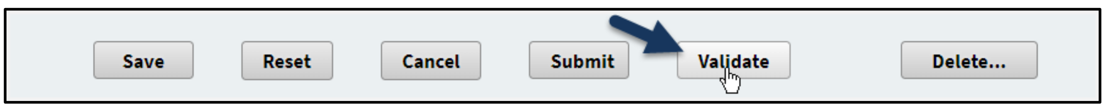


Figure 190: Account Report Details page buttons with the Validate button highlighted

3. What happens next depends on the number of Facilities and/or Chemicals in the Account Report. Smaller Account Reports will process within the application and your results will be displayed on the Account Report Detail page. For the larger Account Reports, the processing occurs behind the scenes, and you will be emailed the results when they are completed.

Running Validation on Small to Medium Account Reports

1. For small to medium Account Reports, the validation process runs immediately, and the results are displayed in the system.
2. When the validation finds no errors, an information message displays at the top of the *Account Report Detail* page that states "Validation passed with no errors."

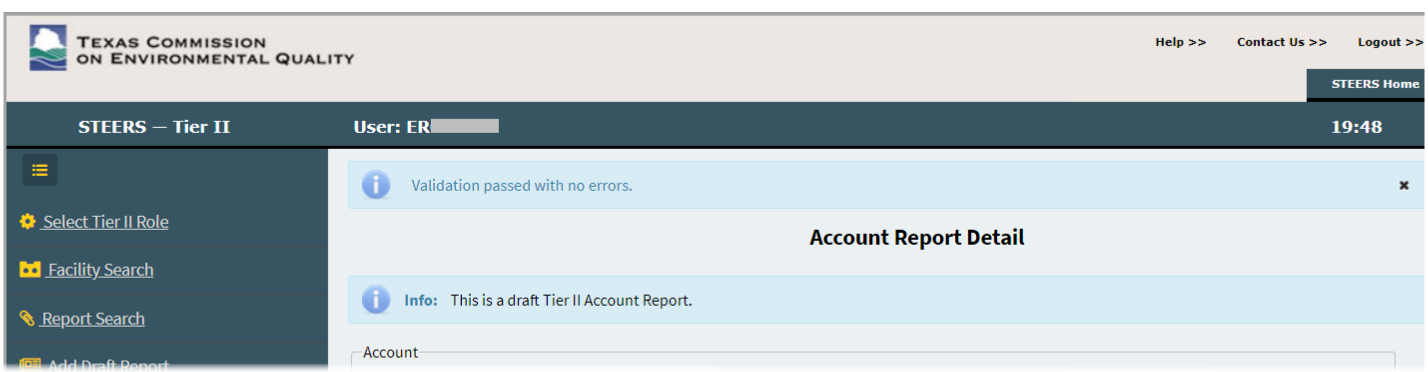


Figure 191: Account Report Detail page with a "Validation passed with no errors" Information Message

3. However, if the validation process finds errors, a message displays at the top of the *Account Report Detail* page stating that errors were found. The error message reads, "This Tier II Account Report has errors. Please click the ***Report Submittal Error Log attachment*** to view the errors."

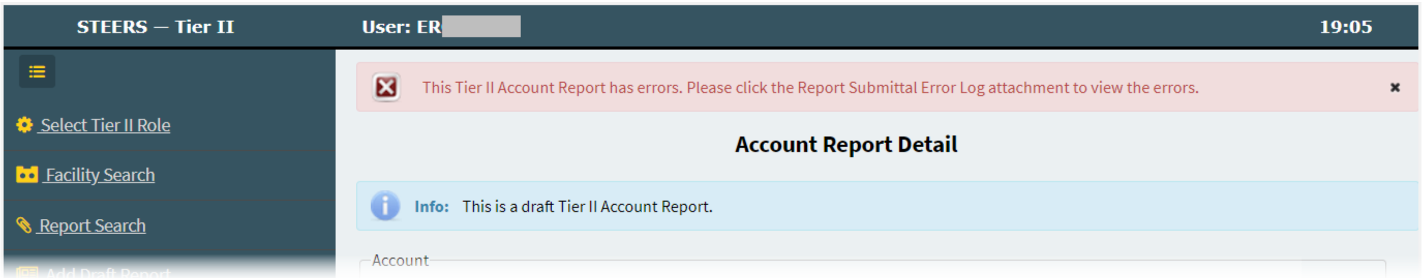


Figure 192: Account Report Detail page with a "This Tier II Account Report has errors." Information Message

4. That error log is found in the **Attachments** section of the *Account Report Detail* page

Running Validation on a Large Account Report

1. On larger Account Reports, the process is run through batch processing (might take a few hours) and you will receive an email with the validation results when the process is completed.
2. When you select the Validate button, if your Account Report is considered large, a notice displays on the top of the page explaining that your Tier II report validation has been submitted and may take up to four hours to process. An email will be sent to you when it has been processed. The email that is displayed in the system is the email address set for your STEERS Account.

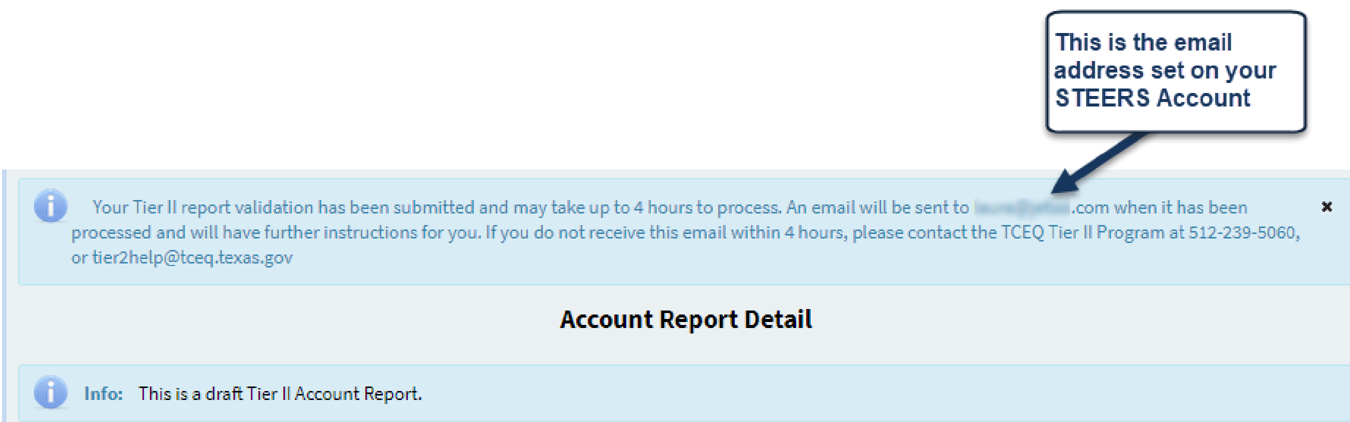


Figure 193: Account Report Detail page with the Tier II report validation has been submitted and will the results will be sent out in an email.

a. When the validation finds no errors, the validation email states that the validation passed without encountering errors. The email appears similar to:

From: doNotReply@tceq.texas.gov <doNotReply@tceq.texas.gov>
Sent: Monday, December 10, 2018 11:43 AM
To: [redacted] <[redacted]@[redacted]>
Subject: DEV: Tier II Chemical Inventory Reporting Validation Successful Notification [redacted] Oil Company, 12/10/2018

Dear [redacted],

The validation of your Tier II Chemical Inventory Report data was successful.

Customer Number (CN): CN[redacted]
Organization Name: [redacted] Oil Company
TXT2 Number: [redacted]

You can now submit your Tier II draft report to TCEQ or continue to add or update report data.

If you have any questions please contact either:

Tier II
Tier II Chemical Inventory Reporting submission questions can be directed to the Tier II Chemical Reporting Team at 512-239-5060 or by email at tier2help@tceq.texas.gov.

OR

STEERS
the STEERS Help Line at 512-239-6925 or by email at steersdv@tceq.texas.gov.

Figure 194: Example of a Tier II Chemical Inventory Reporting Validation Failed Notification Email

3. If errors were found, you will be notified in the email that directs you to the ***Report Submittal Error Log Error Log attachment*** on the *Account Report Detail* page. The email appears similar to:

From: doNotReply@tceq.texas.gov <doNotReply@tceq.texas.gov>
Sent: Monday, December 10, 2018 11:44 AM
To: [redacted] <[redacted]@[redacted]>
Subject: Tier II Chemical Inventory Reporting Validation Failed Notification [redacted] Oil Company, 12/10/2018

Dear [redacted],

The validation of your Tier II Chemical Inventory Report data failed.

Customer Number (CN): CN[redacted]
Organization Name: [redacted] Oil Company
TXT2 Number: [redacted]

You will need to review and fix the data errors before you can submit the report. You can access the "Report Submittal Error Log" in the Tier II Reporting application by following these steps:

1. Login to STEERS.
2. In the Tier II Reporting application select your TXT2 number, which will direct you to the Account Report Search page.
3. Scroll to the bottom of that page and select "List All", which will direct you to the Account Reports List and you can choose the most recent report based on Certification Date.
4. Choose the desired report and you will be directed to the Account Report Detail page.
5. On this page is a section called 'Attachments' the Error Report will be displayed and you will be able to open the PDF report to view the details.

If you have any questions please contact either:

Tier II
Tier II Chemical Inventory Reporting submission questions can be directed to the Tier II Chemical Reporting Team at 512-239-5060 or by email at tier2help@tceq.texas.gov.

OR

STEERS
the STEERS Help Line at 512-239-6925 or by email at steersdv@tceq.texas.gov.

Figure 195: Example of a Tier II Chemical Inventory Reporting Validation Failed Notification Email Example

a. The errors found in the validation are put into an **Account Report Submittal Error Log**, as described next. That error log is found on the *Account Report Detail* page

Viewing Validation Error Log

1. For all Account Reports, the validation error log report is placed in the ***Attachments*** section of the page. This document is where you will find the specific errors that were found.
2. In the ***Attachments*** section of the page, select the **Account Report Submittal Error Log** hyperlink which is the filename of the PDF document.
    a. The filename follows the following convention:
    [Tier II Number]-Report-Submittal-Error-Log-[YEAR]-[MO]-[DAY].pdf
    i.e. 100955-Report-Submittal-Error-Log-2018-10-29.pdf

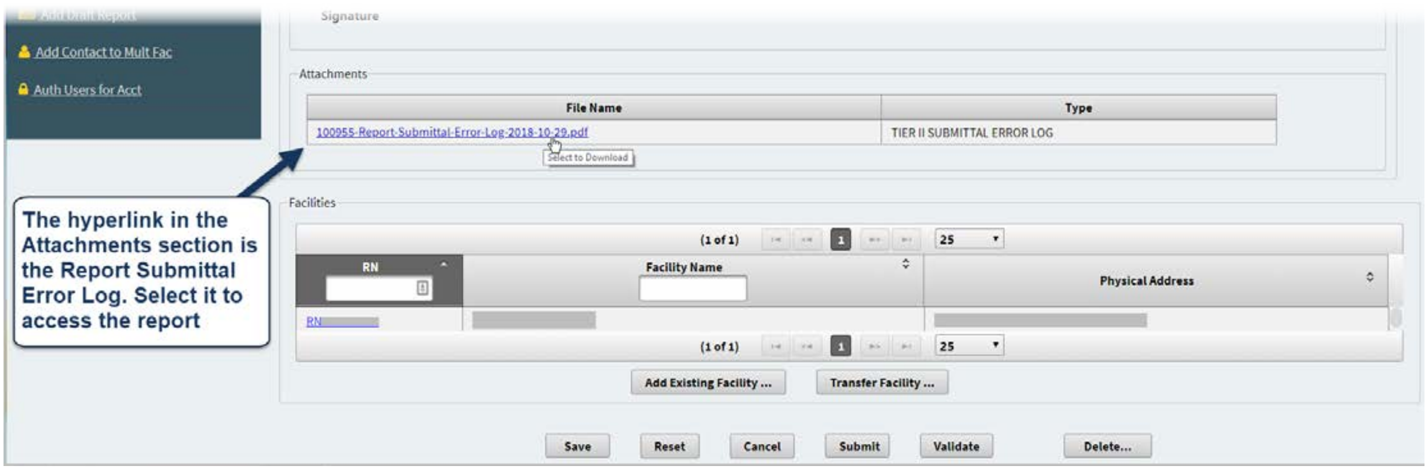
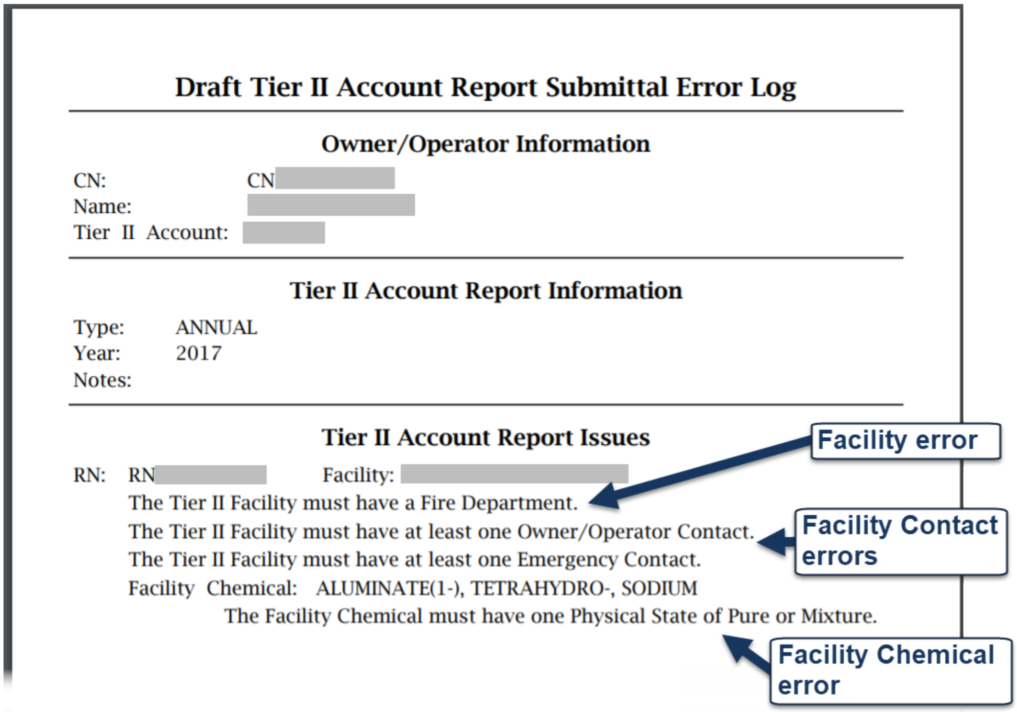


Figure 196: Bottom of the Account Report Detail page displaying the Attachments section with the Error Log file pointed out

3. The PDF document opens in your browser or you are prompted to download it to your computer depending on your browser settings.
4. The *Draft Tier II Account Report Submittal Error Log* document has three sections:
    a. ***Owner/Operator Information*** – This section identifies the Owner/Operator for the Account Report by displaying the CN, Name, and Tier II Account number.
    b. ***Tier II Account Report Information*** – This section identifies the Tier II Account Report by displaying the Report Type, Report Year, and any Notes entered for the Account Report.
    c. ***Tier II Account Report Issues*** – This section is where the errors are listed. It is organized by Facility and displays the Facility's RN and Facility Name. Below that are listed the errors.
        i. The error messages identify the record such as the "Tier II Facility", "Facility Chemical", or "Facility Contact". For Chemical and Contact errors, an identifier is listed if the error is with a specific Chemical or Contact.
        ii. Following the identifier, the issue is described. For instance, a missing mandatory field would have an error like, "The Tier II Facility must have a Fire Department", or
            1. "Facility Chemical: ALUMINAT(1-), TETRAHYDRO-, SODIUM
            The Facility Chemical must have one Physical State of Pure or Mixture."



Draft Tier II Account Report Submittal Error Log

Owner/Operator Information

CN: CN
Name:
Tier II Account:

Tier II Account Report Information

Type: ANNUAL
Year: 2017
Notes:

Tier II Account Report Issues

RN: RN Facility:
The Tier II Facility must have a Fire Department.
The Tier II Facility must have at least one Owner/Operator Contact.
The Tier II Facility must have at least one Emergency Contact.
Facility Chemical: ALUMINATE(1-), TETRAHYDRO-, SODIUM
The Facility Chemical must have one Physical State of Pure or Mixture.

Figure 197: Example of a Draft Tier II Account Report Submittal Error Log pdf document

d. In the above example, this Account Report was missing the **Fire Department** for one of the Facilities. It was also missing a **Contact** for the **Owner/Operator Contact** type and **Emergency Contact** type. Lastly, the **Facility Chemical** identified did not have the required **Physical State** selected of either Pure or Mixture.

5. The next step is to take the Error Log information to make corrections in the draft Account Report and run the validation again, repeating until you receive a “Validation passed with no errors” information message as shown above.
6. You can now proceed to submitting the Account Report.

Chapter 10 – How to Submit Tier II Account Reports & Make Payments

Once the draft Account Report is complete and you have run a validation without an error you can start the submission process. A final validation is run behind the scenes when you submit the Account Report. If errors are found, the submittal process stops, and you are returned to the Account Report Detail page with a new Tier II Account Report Submittal Error Log document. Using the Error Log, make your corrections and you can attempt the submittal again.

At the end of the submission and certification process, you can choose to visit the ePay website to pay your fees.

> ***NOTE:*** *The submission process captures your electronic signature and uses that as the certification of submittal for the Account Report. When you created your STEERS account and signed the STEERS Participation Agreement, you agreed that your name and password would constitute a legal signature when submitting data through STEERS/Tier II. This is covered in Chapter 3 – How to Get Started.*

Submitting a Tier II Account Report

1. Open your Account Report in the *Account Report Detail* page.
    a. See Searching for an Account Report in Chapter 7 for instructions on how to find and open your Account Report.
2. At the bottom of the page, select the **Submit** button.

Figure 198: Account Report Detail page buttons with the Submit button pointed out

3. If no errors were found, the *Submit Draft Tier II Account Report* page displays. This page contains your Account and Report identifiers followed by a legal statement. Read it carefully before signing.

4. Before you kick off the submission process, there is an option to produce a PDF report to review the Account Report data which includes all the Account Report's Facilities, Facility Contacts, and Facility Chemicals all on one document.
    a. This is the only opportunity to print this report. Other than this report, the only way to extract the data is by searching for and selecting specific Facility records rather than selecting an Account Report.
    b. To create this report, select the **Review Report Data** button in the ***Report*** section of the *Submit Draft Tier II Account Report* page. The system creates a PDF report that is provided to be downloaded and viewed.

Figure 199: Top section of the Submit Draft Tier II Account Report page with the Review Report Data button pointed out

5. Back on the *Submit Draft Tier II Account Report* page, select the authorization checkbox and complete the ***Certification Details*** fields at the bottom of the page.
    a. **Authorization Checkbox** – Selecting the checkbox is your confirmation that you are authorized to sign and submit this document. Note that by selecting this checkbox, you are agreeing that you can provide proof of your authorization upon request.
    b. **Signature** – Enter your legal name here: First Middle Last. Notice that your first and last names are in the agreement statement as they are stored in your STEERS Account.
    c. **Title** – This is the title that you have with the Owner/Operator or Company of the Tier II Account. For instance, if you are the owner of the company, enter "Owner", or if you are a contractor retained to submit the Tier II Account Reports, enter "Contractor".
    d. **Password** – This is your STEERS password.

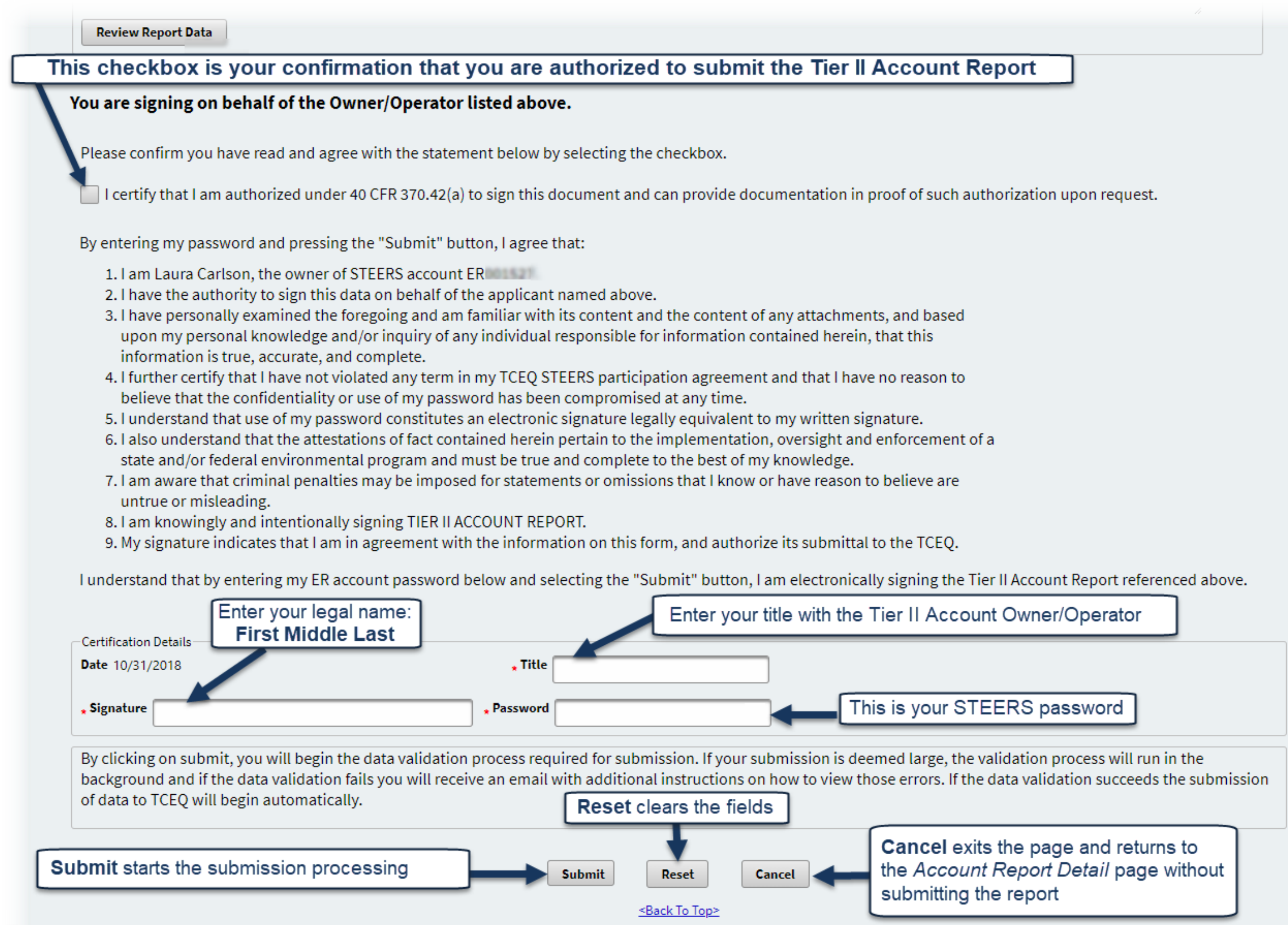


Figure 200: The bottom portion of the Submit Draft Tier II Account Report page

> ***NOTE:*** *The combination of the* ***Signature***, ***Title***, *and* ***Password*** *fields is your official, legal signature as you agreed to when you created your STEERS Account and signed the STEERS Participation Agreement. Entering your information and selecting* ***Submit*** *is your legal consent and confirmation to the statements.*

6. Select the **Submit** button. The system starts by running the validation process again.
    a. Once you select the **Submit** button, the Account Report is marked as submitted, and you can no longer make any changes to that Account Report.
    b. On the larger Account Reports, the Account Report is locked down during the batch processing and will be released to editing if errors are found. Otherwise, the Account Report is considered Submitted and is no longer editable.
7. On the larger Account Reports, after selecting the **Submit** button, and there were no page entry errors, the top of the page displays with a message stating that:

    Your Tier II Report has been submitted and may take up to 24 hours to process. An email will be sent to [your email] when it has been processed and will have further information for you. If you do not receive this email within 24 hours, please contact the TCEQ Tier II Program

Your Tier II report has been submitted and may take up to 24 hours to process. An email will be sent to laura@jetssi.com when it has been processed and will have further instructions for you. If you do not receive this email within 24 hours, please contact the TCEQ Tier II Program at 512-239-5060, or tier2help@tceq.texas.gov

Figure 201: Information Message stating that the Tier II Report has been submitted and is being processed

a. When the processing is complete, an email is sent confirmation that the submittal has completed. Additionally, if a validation error is found, an email is sent informing you of the error and instructing you to make the corrections in the Account Report.

FROM donotreply@tceq.texas.gov
RE: Tier II Chemical Inventory Reporting Submission Notification Mewbourne Oil Company, 11/01/2018
To [illegible]

Dear [illegible]

This confirms the submittal of your Tier II Chemical Inventory Report to the State Emergency Response Commission.

Customer Number (CN):	[illegible]
Organization Name:	[illegible]
TXT2 Number:	[illegible]
Confirmation Number:	1421
Hash Code:	06ADB535814EA5A73C2B11C768423166EE5974385F45280A0FBF77528EF24318
Date and Time Received:	11/01/2018 01:02 PM

You may view the record of this submission from the home page of STEERS.

1. Login to STEERS.
2. Press the Submissions button in the navigation menu.
3. Select Program Area "Tier II Reporting" from the drop down and enter your Confirmation Number.
4. Press the Search button.

If you have any questions please contact either:

Tier II
Tier II Chemical Inventory Reporting submission questions can be directed to the Tier II Chemical Reporting Team at 512-239-5060 or by email at tier2help@tceq.texas.gov.

OR

STEERS
the STEERS Help Line at 512-239-6925 or by email at steersdv@tceq.texas.gov.

Figure 202: Example of the Account Report submittal confirmation email

b. Return to the Tier II Application and open this Account Report in the *Account Report Details* page and proceed with submitting the payment as instructed in the next section if the submission was successful. If errors were found, you need to correct for those errors so that it passes validation and completes the submission process.

8. If the Account Report is not large, and if no errors are found, the *Confirmation of Submittal* page displays with the ***Conformation of Submittal*** letter in PDF as well as the ***Fee Details*** for the Account Report.
    a. The ***Confirmation of Submittal*** letter contains a summary of the Account Report as well as details for each Tier II Chemical Inventory Report for each Facility on the Account Report.

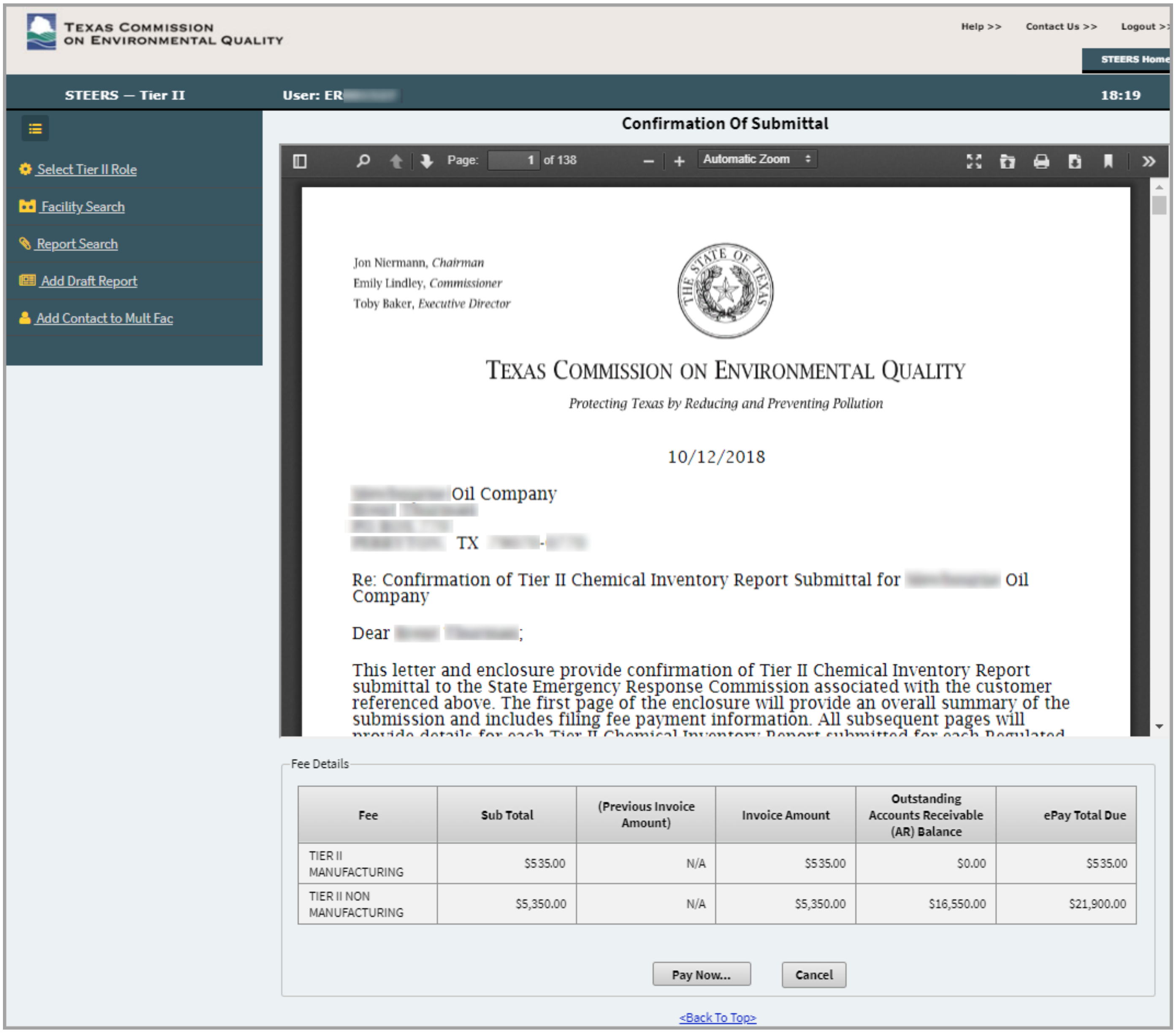


Figure 203: Confirmation of Submittal page with the Confirmation of Report Submittal letter and the Fee Details displayed

9. Following the completion of the submittal, the ***Confirmation of Submittal*** letter is attached to the Account Report and can be viewed by selecting the hyperlinked filename in the *Account Report Detail* page for the submitted Account Report along with the **Certification Details**, and **Fee** amount.

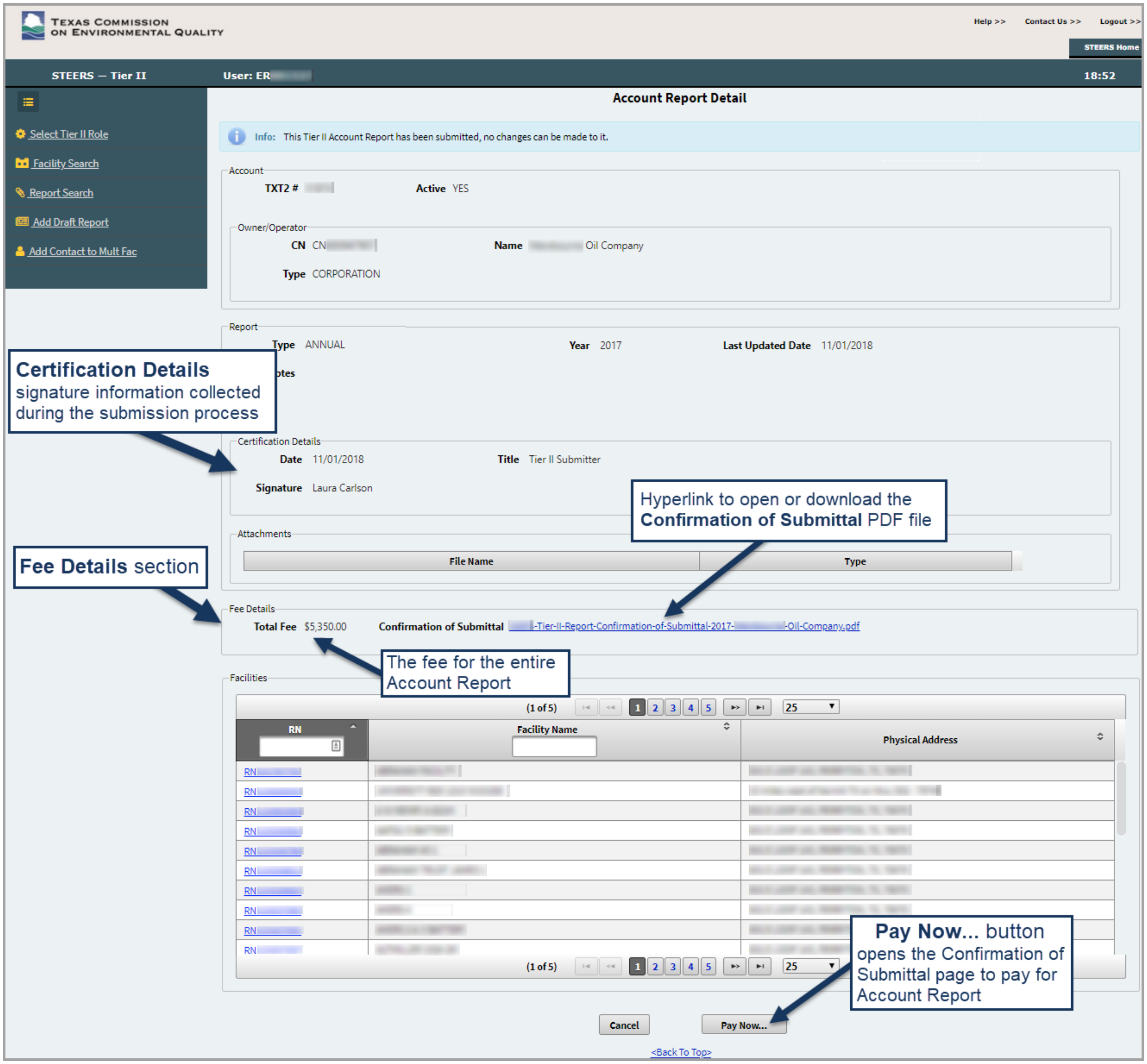


Figure 204: Account Report Detail page for a submitted Account Report

10. This Account Report is now ready to receive payment.

Submitting Payments for a Tier II Account Report

After completing the *Submit Draft Tier II Account Report* page, the *Confirmation of Submittal* page displays the ***Confirmation of Submittal*** letter PDF document in a viewing panel which is followed by a ***Fee Details*** data table.

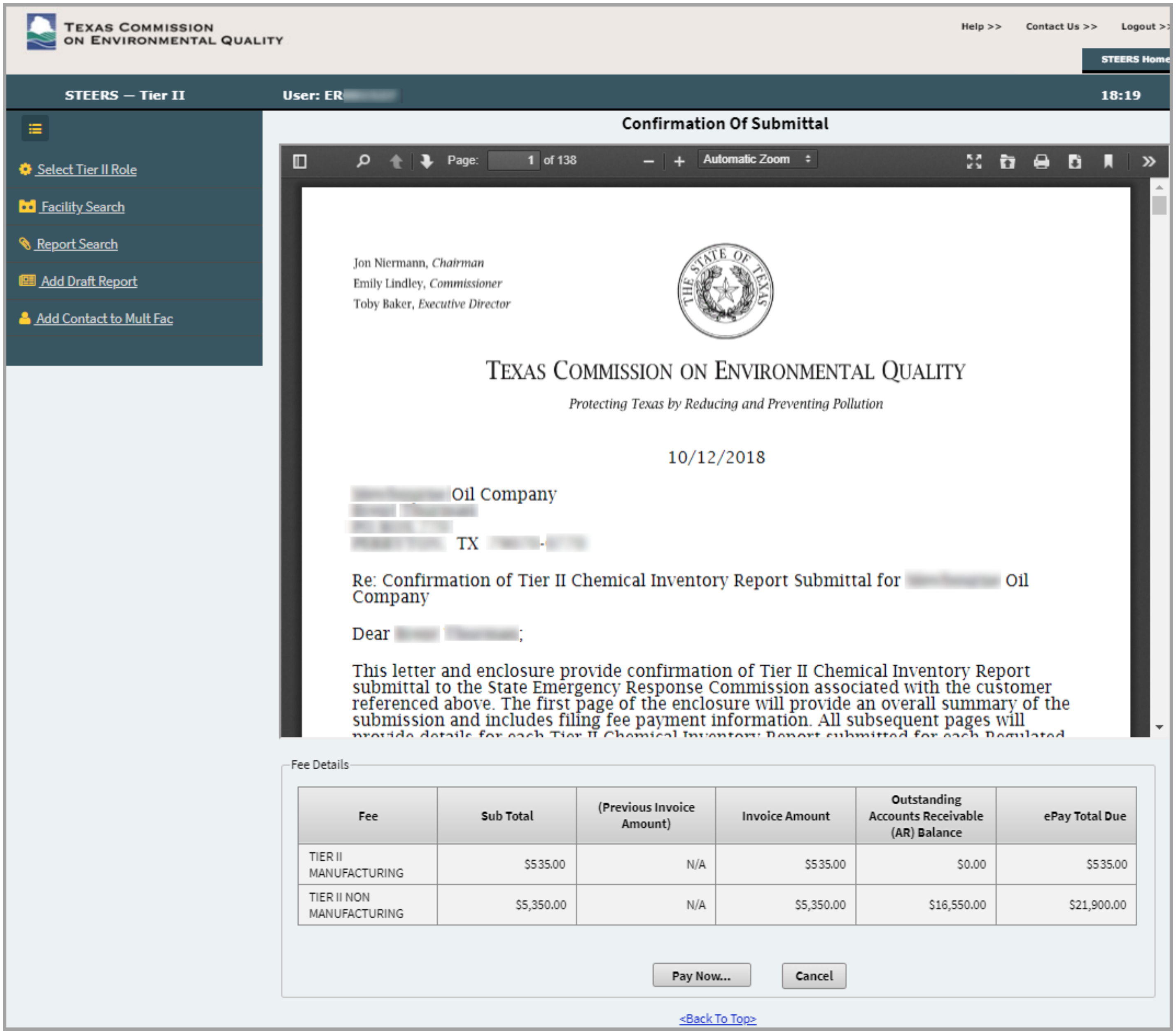
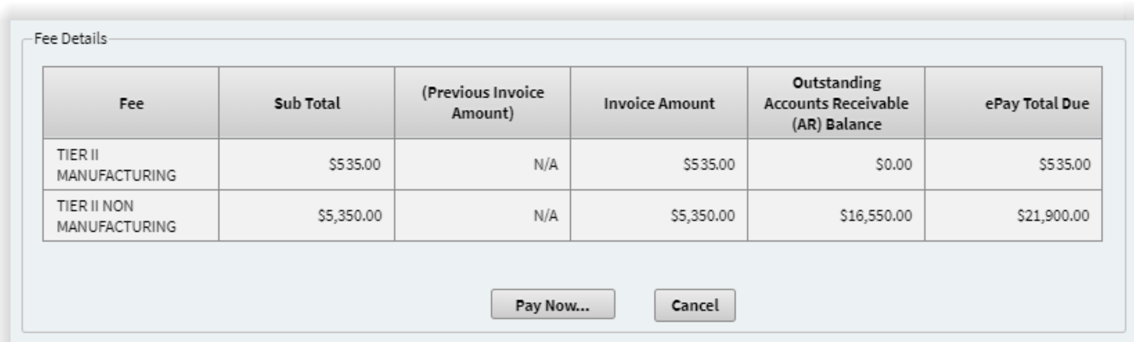


Figure 205: Confirmation of Submittal page with the Confirmation of Submittal Letter PDF document viewer and the Fee Details

The ***Confirmation of Submittal*** letter contains a summary of the Account Report as well as details for each Tier II Chemical Inventory Report for each Facility on the Account Report. You can view it in the panel as well as download or print it.

The ***Fee Details*** data table includes the fees for the Account Report as well as previous invoice amounts and outstanding balances. The columns in the Fee Details data table contains the following information:

1. **Fee** – This column identifies whether the row contains the fee information for the Manufacturing or the Non-Manufacturing Facilities in the Account Report. The NAICS codes selected for that Facility determines whether a Facility is a manufacturing or non-manufacturing Facility.
2. **Sub Total** – This column displays the amount of fees dues for this Account Report and the Fee type.
3. **(Previous Invoice Amount)** – This column displays the amount of fees due for previous invoices still due.
4. **Invoice Amount** – This column displays the sum of the first two columns and represents the amount due for each Fee type for all unpaid charges for Tier II Account Report submissions.
5. **Outstanding Accounts Receivable (AR) Balance** – This column displays any overdue charges owed by you to any Program at TCEQ.
6. **ePay Total Due** – This column is the total amount due to TCEQ and is the sum of the **Invoice Amount** and the **Outstanding Accounts Receivable (AR) Balance** charges.


Fee Details

Fee	Sub Total	(Previous Invoice Amount)	Invoice Amount	Outstanding Accounts Receivable (AR) Balance	ePay Total Due
TIER II MANUFACTURING	$535.00	N/A	$535.00	$0.00	$535.00
TIER II NON MANUFACTURING	$5,350.00	N/A	$5,350.00	$16,550.00	$21,900.00

Pay Now... Cancel

Figure 206: Fee Details section on the Confirmation of Submittal page

How Fees are Calculated

The Tier II Chemical Reporting Program fees details are published on the [Tier II Chemical Reporting][7] web page.

*Keep in mind that fees are only assessed on **Annual**, **Initial**, **Deficiency Correction – Annual**, or **Deficiency Correction – Initial** Account Reports. **Update** Account Reports are not assessed a fee.*

*Tier II Chemical Reporting Program fees are based on statute. In general, fees are calculated based on the number of Facilities reported and the number of Chemicals reported for each Facility for a specific Account Report. The sum of those fees constitutes the **Account Report fee** as see on the* Account Report Details *page. The fee amount assessed is in part determined by whether the Facility is a manufacturing, or a non-manufacturing Facility based on the NAICS codes.*

*In the **Fee Details** table (as shown above), the fees for the Tier II Non-Manufacturing facilities are on a separate row for the fees for the Tier II Manufacturing Facilities in the Account Report. That means that a manufacturing Facility would be assessed a different fee from a non-manufacturing Facility with the same Chemical reported.*

Paying a Tier II Account Report

1. If you had just signed the submission, the *Confirmation of Submittal* page should be displayed. Otherwise, select the **Pay Now…** button on the *Account Report Details* page for the submitted Tier II Account Report.

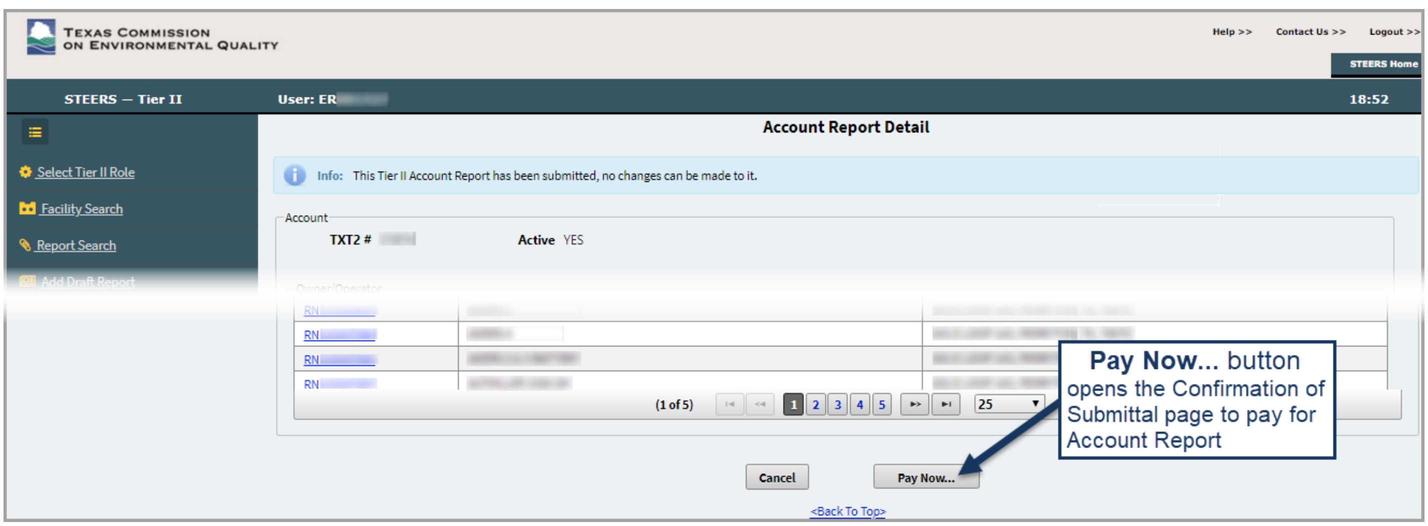


Figure 207: Top and bottom of the Account Report Detail page for a Submitted Account Report with the Pay Now… button highlighted

   a. When you select the **Pay Now …** button on the *Account Report Detail* page, the *Confirmation of Submittal Page* displays.

[7] www.TexasTier2.org

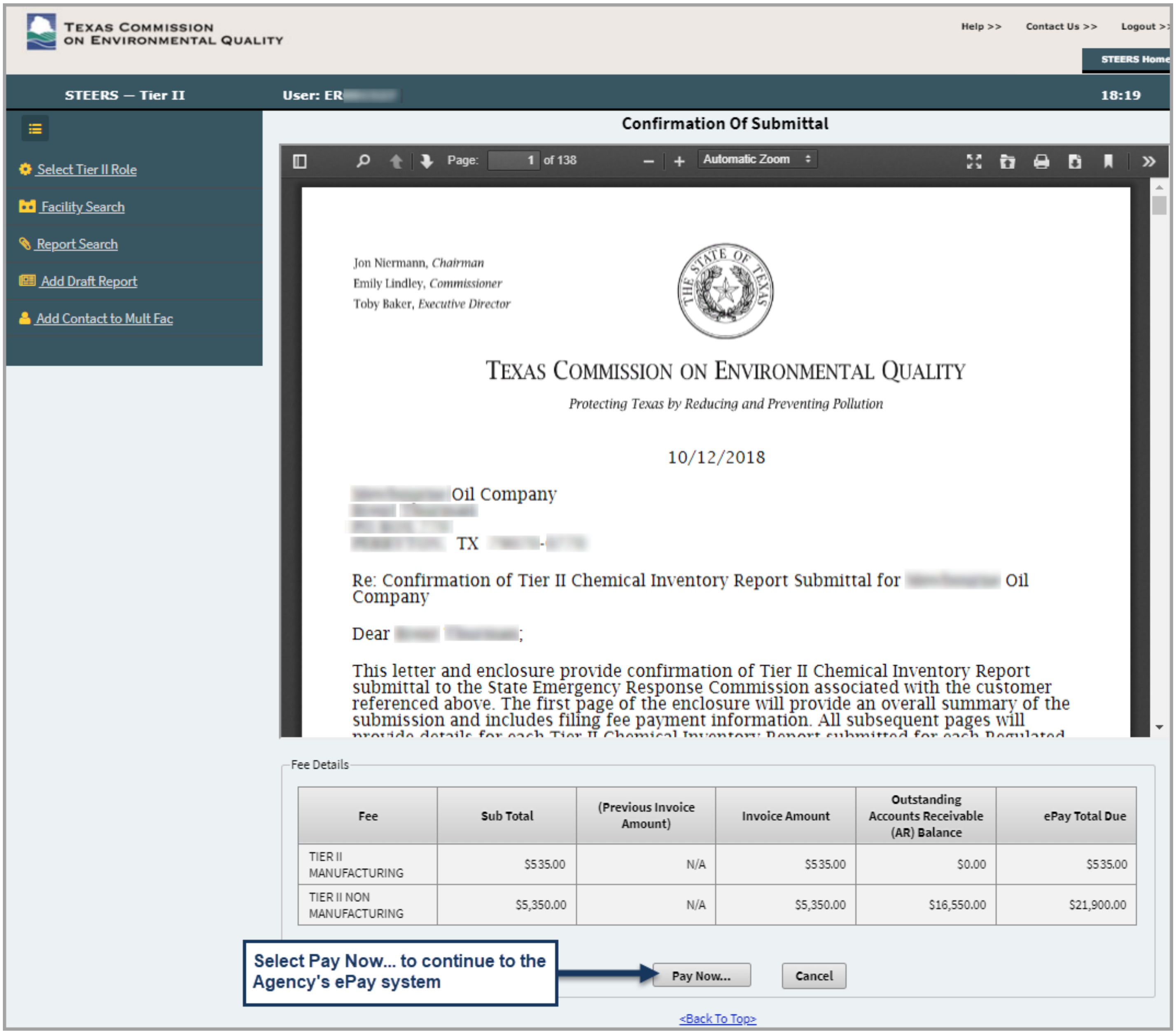


Figure 208: Confirmation of Submittal page

b. The *Confirmation of Submittal* page includes the ***Confirmation of Submittal Letter*** attachment in a PDF window and a ***Fee Details*** table that shows the amount owed.

2. To submit a payment, select the **Pay Now…** button at the bottom of the page. The system verifies that you have an amount due and if so a *Transfer to the ePay Web Site – Confirmation* pop-up displays.

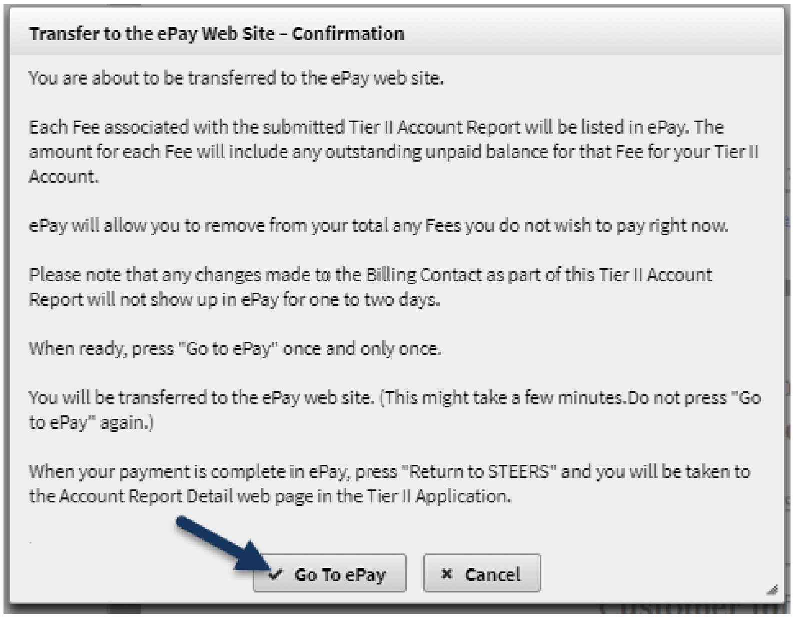


Figure 209: Transfer to the ePay Web Site - Confirmation pop-up

   a. If you do not have an amount due a message, displays letting you know that your account does not have an outstanding balance to be paid.

3. After reading the confirmation message on the pop-up, select the **Go To ePay** button.
   - Selecting the **Cancel** button closes the pop-up.
4. The *ePay* web site opens and the ePay shopping cart automatically includes your account information and the amount of the Account Report fees.

> ***NOTE:*** *If your account currently owes TCEQ for this or another program, those charges will also be in the shopping cart. You can choose not to pay any fee on the shopping cart at that time.*

5. Proceed through the payment process in the ePay website. When you have completed the payment process successfully, there a link or button to return you back to STEERS on the final page. You are returned to the *Account Report Detail* page for the Account Report you are working on.

After Submission: Agency Review of Account Reports & Deficiency Correction Reports

After you have submitted your Account Report, it is made available for the Tier II Program staff to review. When the TCEQ Tier II program staff reviews a submitted Account Report, they may run across errors or deficiencies. These are called "deficiencies" and are viewable in the ***Agency Review Details*** section at the bottom of the page of the *Account Facility Detail* page.

As the Tier II staff reviews a Facility's information and discovers a deficiency, they select a category for the type of deficiency that was found. Then they capture further information about the deficiency. These deficiencies are captured by Facility on an Account Report, not by the whole Account Report.

When deficiencies are found, the system emails you to let you know that deficiencies were found on your Account Report. The Tier II Program staff also creates a new draft report on your account with the Report Type of ***Deficiency Correction*** specific to the type of the original report (i.e. Deficiency Correction – Initial). This Deficiency Correction Account Report contains all the information from the submitted and reviewed Account Report and is where you make the necessary corrections. You go through the same process as you had when creating and submitting an Account Report.

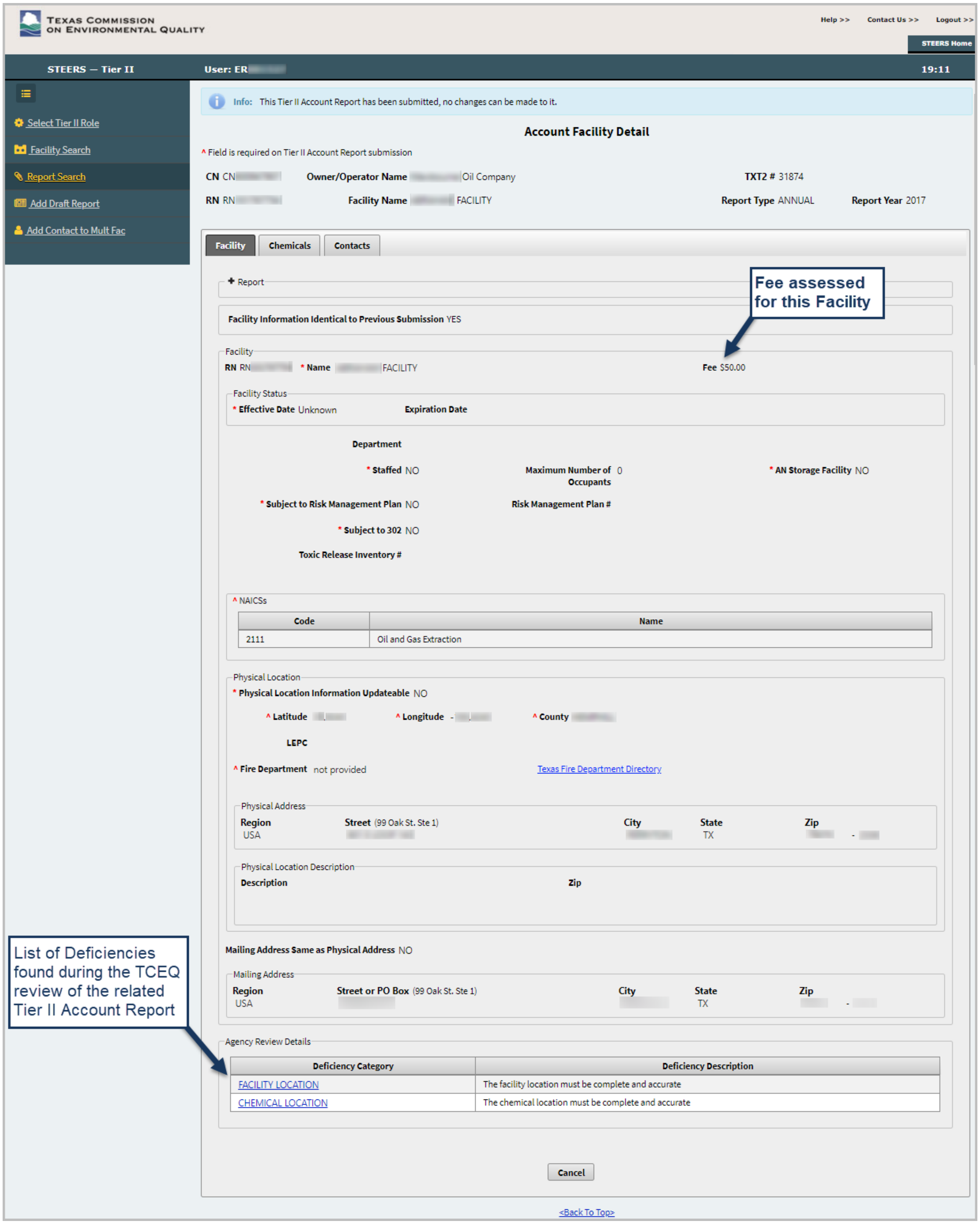


Figure 210: Account Facility Detail page with Deficiencies

In the ***Agency Review Details*** data table, the **Deficiency Category** column identifies the general type or category of the deficiency or issue. The **Deficiency Description** column details what the issue was and how it needs to be corrected. For further information, contact the TCEQ Tier II Program.

Selecting the **Deficiency Category** name hyperlink the *Account Facility Deficiency Detail* pop-up displays where you can view the Category and Description in full. Select the **Cancel** button to return to the *Account Report Detail* page.

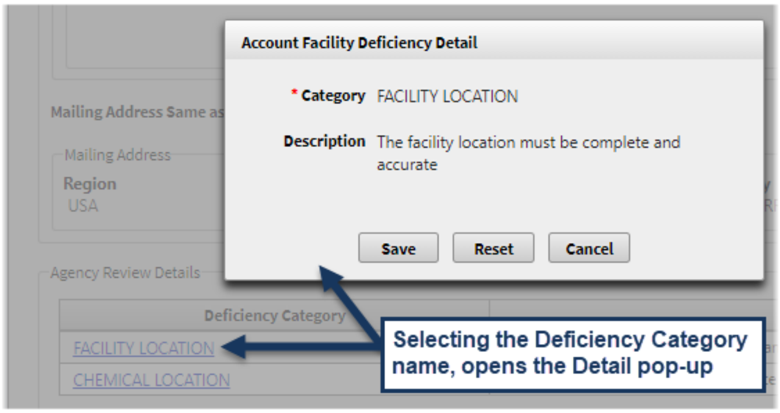


Figure 211: Account Facility Deficiency Detail pop-up

Agency Review Details Section Fields and Definitions

Field	Definition
Deficiency Category	When the TCEQ Tier II program staff reviews a submitted Account Report, they may run across errors or deficiencies. As they review a Facility's information and discover a deficiency, they select a category for the type of deficiency that was found. The **Deficiency Category** name is a hyperlink that opens the *Account Facility Deficiency Detail* pop-up where you can view the Category and Description in full.
Deficiency Description	This captures further information about the deficiency found by the TCEQ Tier II program staff.

Table 14: Agency Review Details Section fields and definitions

Submitting Deficiency Correction Reports

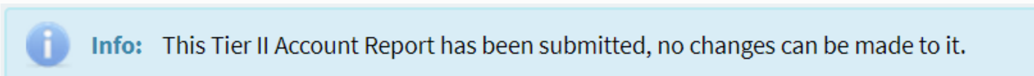
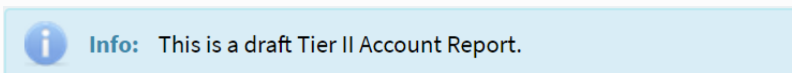
As described above, when the TCEQ Tier II staff reviews your submitted Account Report and finds deficiencies, they create an Account Report in your Tier II Account with the Account Report Type of "Deficiency Correction" that matches the original Account Report Type (i.e. Deficiency Correction – Annual). To submit corrections, search for and open the Deficiency Correction Report that was created by the Tier II staff, and make the corrections that are required in that Account Report. When done, submit that Deficiency Correction Report which in turn is reviewed by the Tier II Program staff.

See for Finding and Managing a Tier II Account Report in Chapter 7 details on how to search for and open Account Reports.

Chapter 11 – How to Manage Your Tier II Account

Viewing Account Reports

You can view your Tier II Account Reports and Facility details at any point using the navigation menu **Report Search** or **Facility Search** options.

> ***NOTE:*** *At the top of most detail pages a message displays that letting you know whether the Account Report is in draft or has been submitted. Only information on draft Account Reports can be modified.*
>
> 
>
>
> *Figure 212: Information Message for a Submitted Account Report*
>
> 
>
>
> *Figure 213: Information Message for a Draft Account Report*

The *Account Report Search* page is the first page that displays after you have selected the account you are working on. At any point, you can flow to this page by selecting the **Report Search** option in the ***navigation menu***.

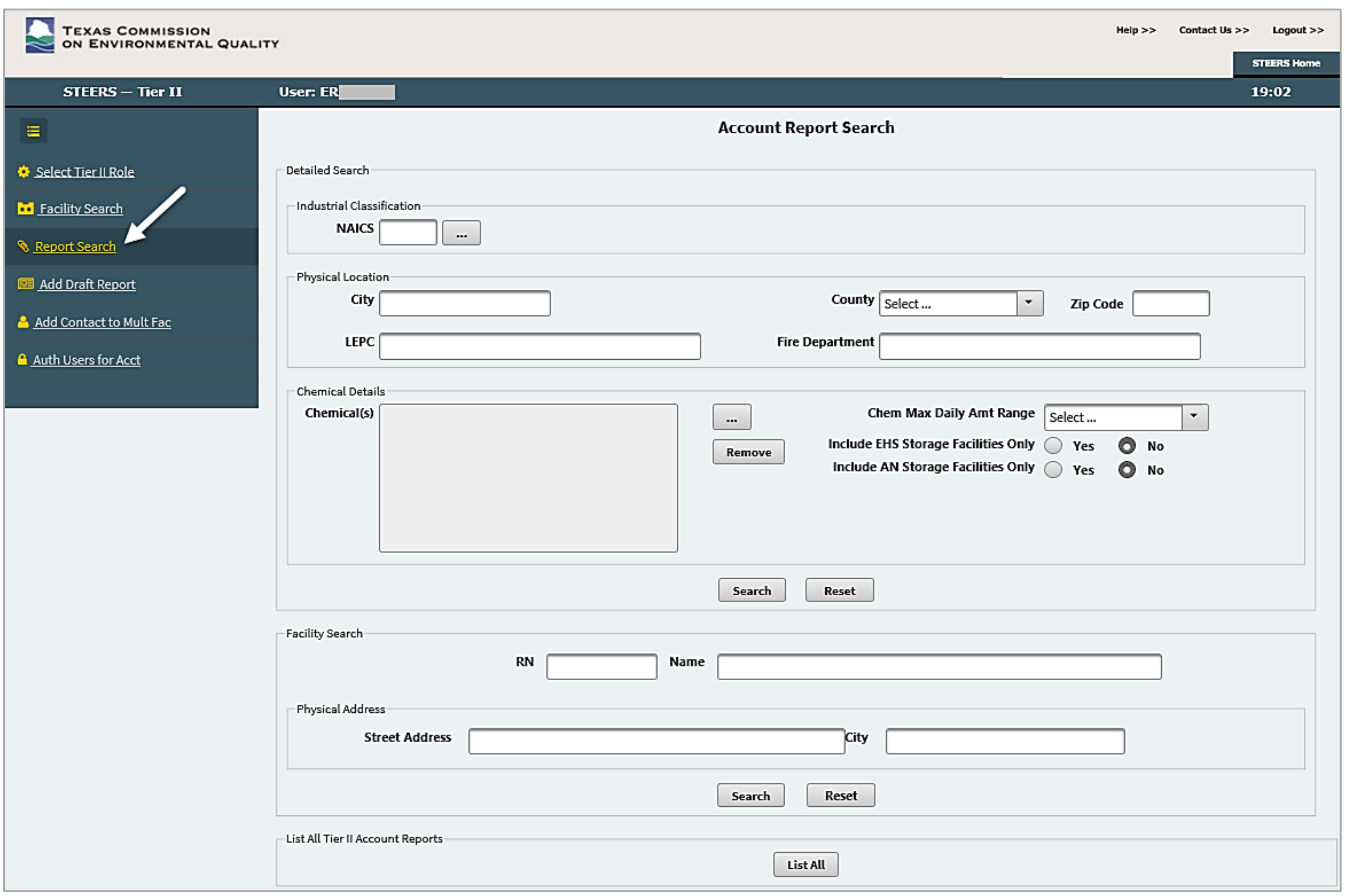


Figure 214: Account Report Search page

After running an Account Report search (see the Finding and Managing a Tier II Account Report in Chapter 7), the *Account Reports List* page displays with your search results. On that page, select the **Account Report Type** for the Account Report you wish to view to open the *Account Report Detail* page opens for that Account Report.

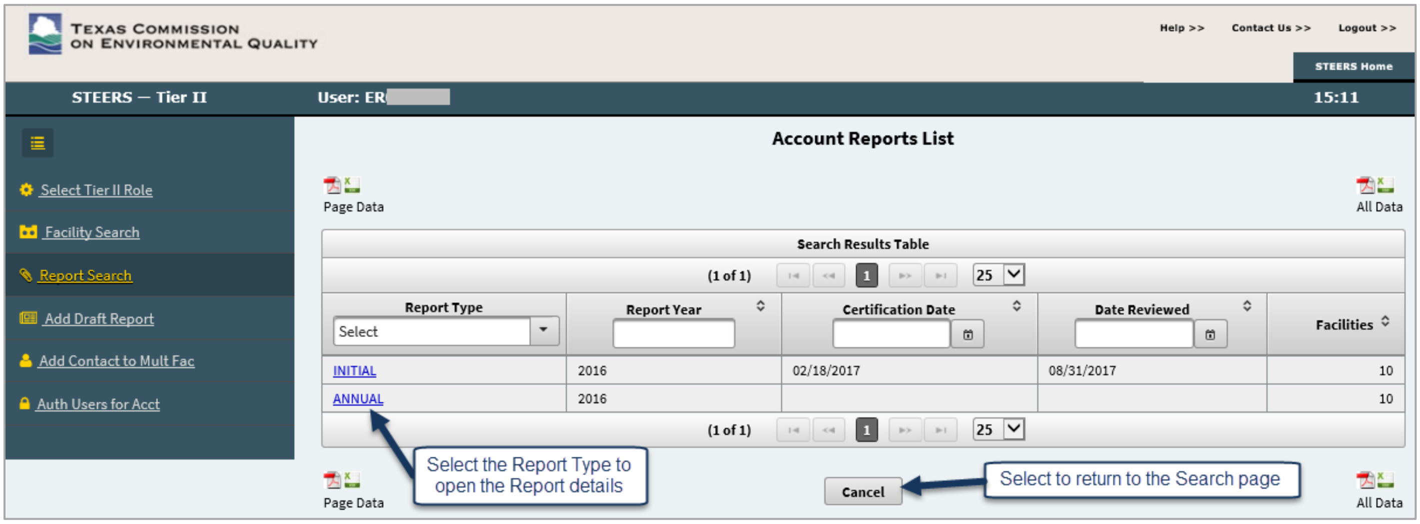


Figure 215: Account Reports List page

On the *Account Report Detail* page for a ***submitted*** report, there are two sections that are completed that were blank on the draft Account Report.

- ***Certification Details*** in the ***Report*** section
  - **Date -** This is the date that the Account Report was submitted and certified.
  - **Title** – This is the title of the person who submitted the Account Report.
  - **Signature** – This is the name of the person that submitted the Account Report.
- ***Fee Details*** – This section displays the total fee assessed for the Account Report. It also includes the ***Confirmation of Submittal*** attachment.

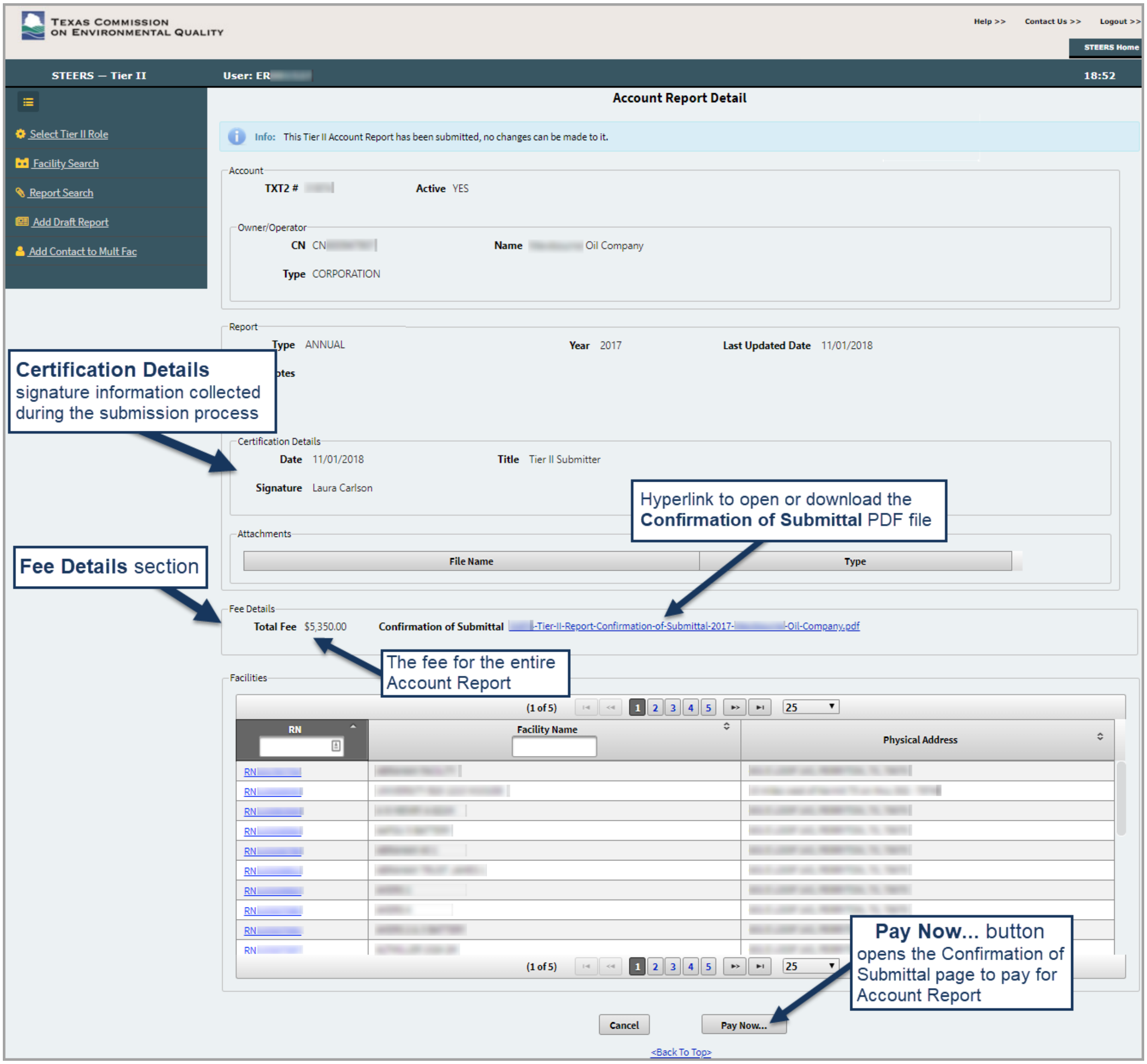


Figure 216: Account Report Detail page for a submitted Account Report

On a submitted Account Report, a **Pay Now…** button is displayed. This button allows you to submit payment for that Account Report if you had not already submitted payment previously or during the submission process. See Paying a Tier II Account Report section in Chapter 10 for more details.

> ***NOTE:*** *The* ***Pay Now…*** *button always displays even if you have already paid. When you select the button, the Confirmation of Submittal page displays where you can see what is owed.*

Searching for Facilities

You can search for a specific Facility on your Account whether or not it is in an active Account Report. This is done through the Facility Search page. However, if you want to view the Facility details on a specific Account Report, you should go through the *Account Report Search* page instead of the *Facility Search* page.

To begin a search for a Facility or set of Facilities, select the **Facility Search** option from the ***navigation menu***. The *Facility Search* page opens.

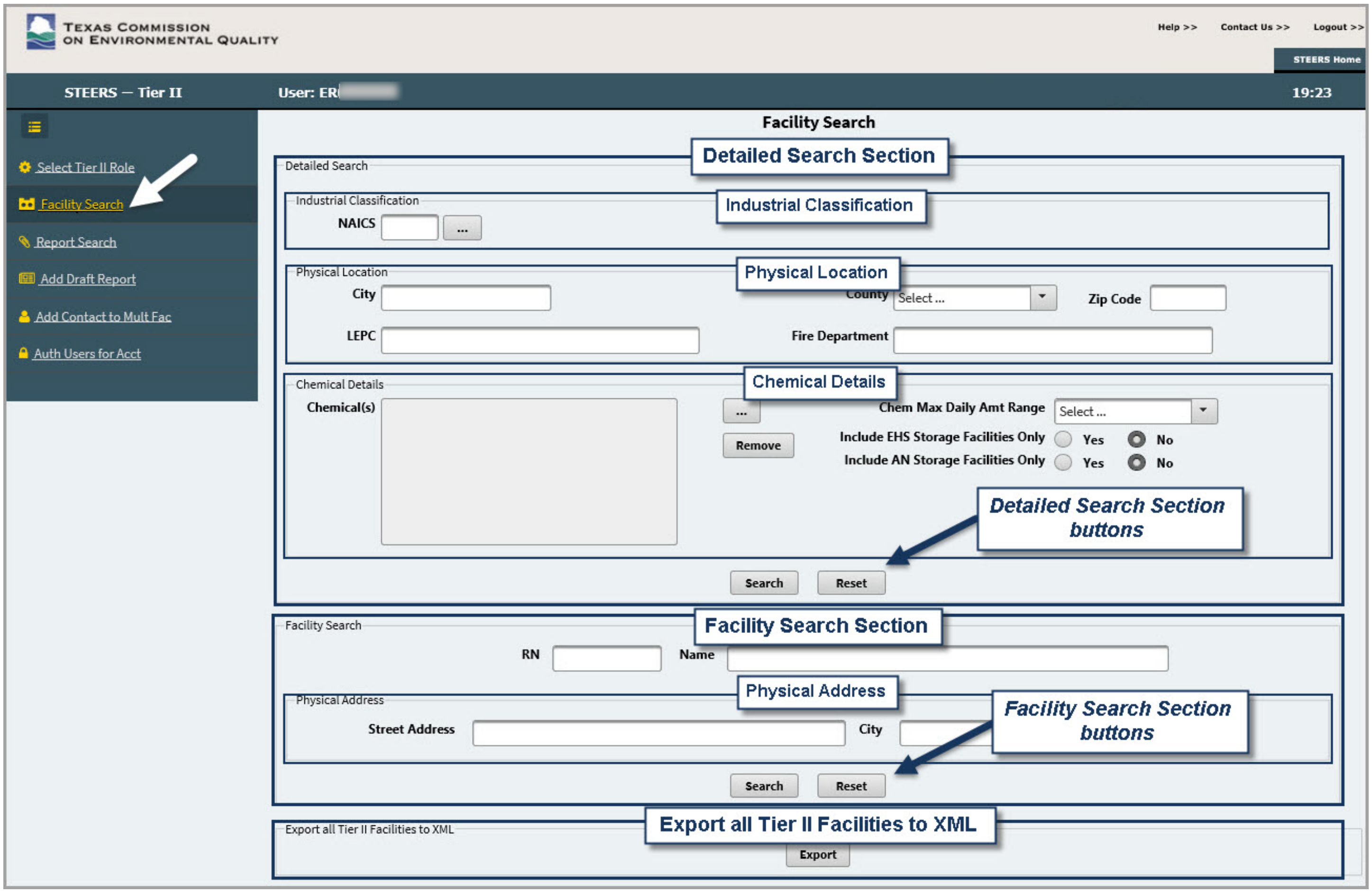


Figure 217: Facility Search page

There are three main search sections: ***Detailed Search, Facility Search*** and ***Export all Tier II Facilities to XML***.

- ➢ The Detailed Search section allows you to search by NAICS code, physical location of the Facility, and/or Chemical details.
- ➢ The Facility Search section allows you to search by the RN, Facility name, or physical address.
- ➢ The Export all Tier II Facilities to XML section contains an **Export** button *if you have set up an FTP account with the Agency*. See Chapter 12 – How to Export Account Facility Reports for instructions on exporting Facility information.

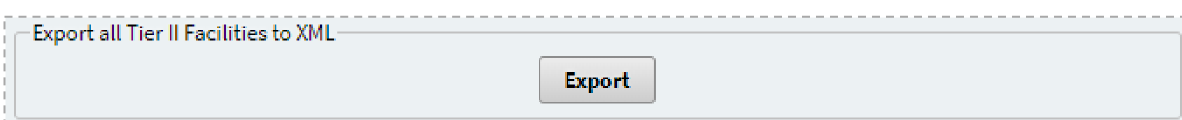


Figure 218: Export all Tier II Facilities to XML section of the Facility Search page with the Export Button

Until you have an FTP account, a message displays instead of the button, stating that you need to sign up for an account at the TCEQ's FTP web site[8] before you can export data. It is at that web site where all your XML or PDF reports will be made available for you to download.

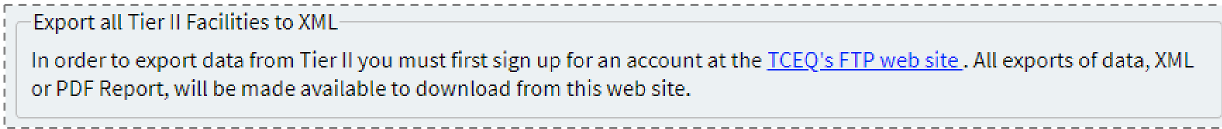


Figure 219: Export all Tier II Facilities to XML section of the Facility Search page with instructions

> ***A Note on Search Criteria***
>
> *There are specific search criteria combinations that are allowed within each search section. Some search fields can be used alone for searches and some must be used in combination with other specific fields. Additionally, only searches within the major sections are allowed at one time. Finally, there are Search and Reset buttons dedicated for each section and you must use the buttons for the section you are using.*
>
> *See the next sections for specifics on each search section.*

Using the Detailed Search Section

The ***Detailed Search*** section allows for single and combination searches. Within the ***Detailed Search*** section there are subsections for Industrial Classification (NAICS), Physical Location, and Chemical Details.

To search using the ***Detailed Search*** section, choose a valid set of search criteria, enter your values, and select the Search button in the section. The following describes the search subsections and fields followed by a list of the available search combinations.

Industrial Classification Subsection

This subsection allows you to search by the industrial classification (NAICS) of the Facility. This is the North American Industry Classification System (NAICS) code selected by the Owner/Operator for their Facility.

1. To search for a NAICS code, first select the ellipses button next to the NAICS field.

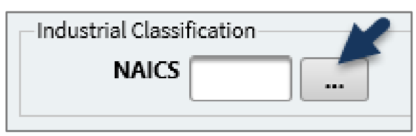


Figure 220: NAICS field in the Facility Search *page*

2. The *NAICS Search* pop-up displays.
3. Enter a complete **NAICS Code** or a full or partial **Name**.
   a. The **NAICS** field looks for a complete match.
   b. The **Name** field is a wildcard search field and you must enter at least two characters.

[8] TCEQ's FTP web site: https://ftps.tceq.texas.gov/help/

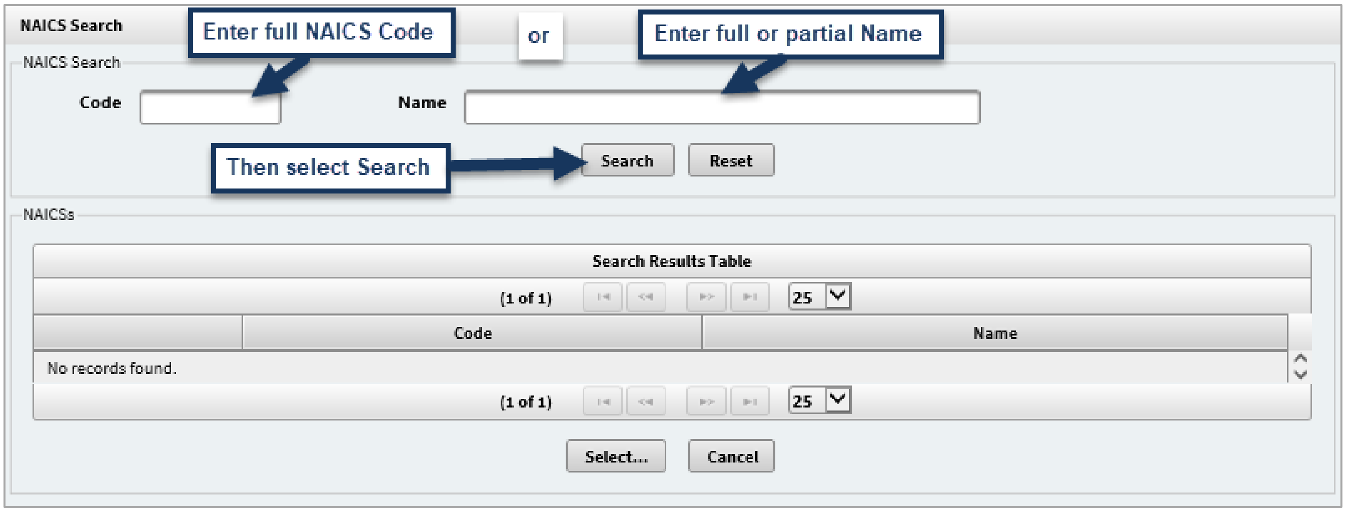


Figure 221: NAICS Search pop-up

4. Select the **Search** button and the matching NAICS results displays in the ***NAICSs Search Results Table***.

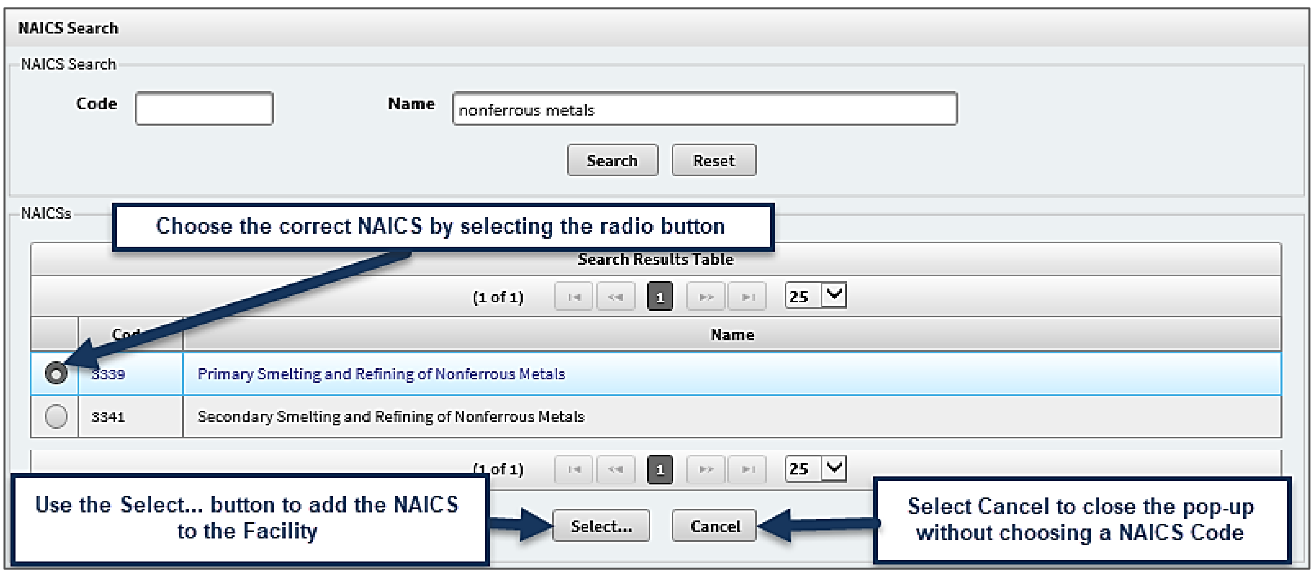


Figure 222: NAICS Search pop-up with results

5. Select the radio button to the left of the NAICS code you wish to use, and use the **Select…** button.
   - The **Cancel** button returns you to the *Facility Search* page without selecting a NAICS code.
6. The *NAICS Search* pop-up closes and the selected **NAICS** code displays in the **NAICS** code field on the *Facility Search* page.

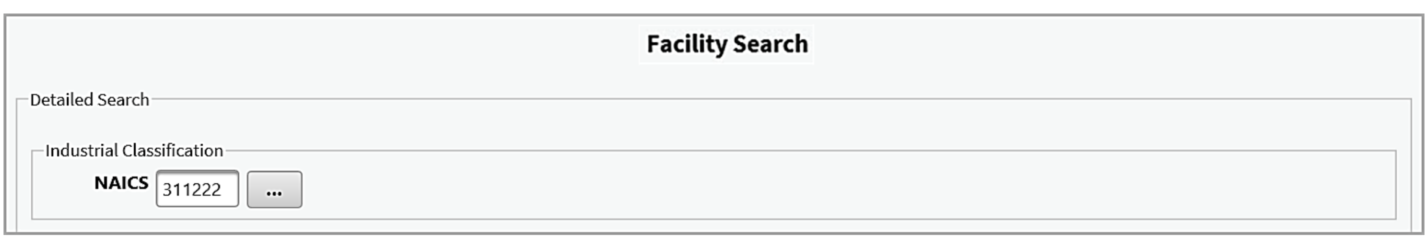


Figure 223: Facility Search page with the NAICS Code field populated

Physical Location Subsection

This subsection allows you to search for Facilities based on their physical location information.

> ***NOTE**: Searches by Physical Address for a Facility, the search looks at the current Physical Address stored in Central Registry which might not be the same as it was at the time of the Account Report submittal.*

Figure 224: Physical Location search subsection of the Facility Search page

1. Search by **City** alone (must be the full City name)
2. Search by **County** alone
3. Search by **Zip Code** alone
4. Search by **LEPC** alone
    a. The **LEPC** field is a wildcard search field and you must enter at least two characters.
    b. This is the name of the Local Emergency Planning Committee (LEPC) that the Facility reports to.
5. Search by **Fire Department** alone
    a. The **Fire Department** field is a wildcard search field and you must enter at least two characters.
    b. This is the name of the fire department whose jurisdiction includes the location of the Facility. Because this field is a free-form data entry field, the actual entries might vary from one Facility to the next for the same Fire Department. It is advisable to search using the wildcard feature and not enter the full Fire Department name. For instance, you could enter "Travis" for all Fire Departments that have "Travis" in their name.

Chemical Details Subsection

This subsection allows you to search for Facilities based on the chemicals that are stored there. For instance, you can search for all facilities that store a specific chemical as well as to specify the maximum storage amount.

> ***NOTE**: This search looks for Chemical records that are associated to Facilities on Account Reports. This includes both individual Chemicals associated to the Facility as well as the Constituent Chemicals of a Facility Chemical.*
>
> *The Tier II Reporting Application has an official table of Chemicals (Tier II Chemicals Table) that stores Chemicals that were approved by the Tier II Program. All Chemical searches only look at the Tier II Chemical Table records and does not see any Chemicals that were created in an Account Report.*
>
> *If a Chemical record is in the Tier II Chemical table but not associated to any Account Reports, no results will be found.*
>
> *On the other hand, if a new Chemical has been created in an Account Report that Chemical will not be found in this search.*

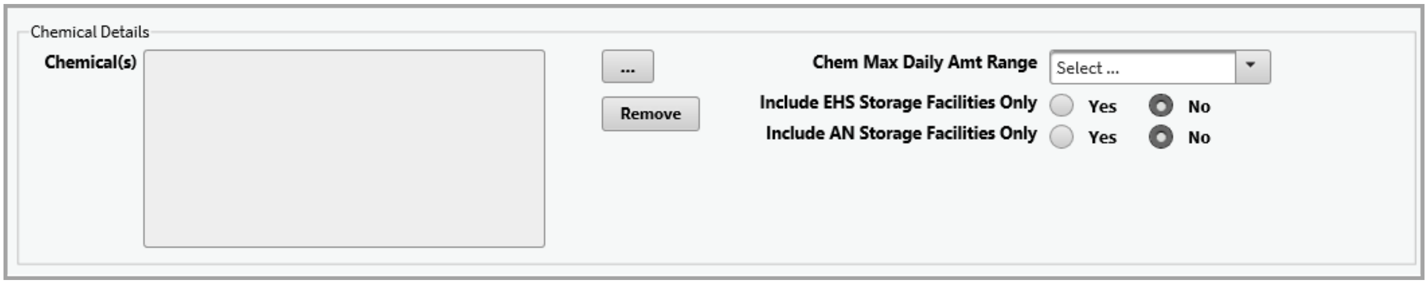


Figure 225: Chemical Details search subsection of the Facility Search page

1. Search by one or more **Chemicals**

   To search by specific Chemicals, you must first search for and select the Chemicals to add to the ***Chemical(s)*** data table. The **ellipses** button next to the ***Chemical(s)*** data table opens the *Chemical Search* pop-up where you search for and select a Chemical for the search criteria.

   a. Select the **ellipses** button next to the ***Chemical(s)*** data table.

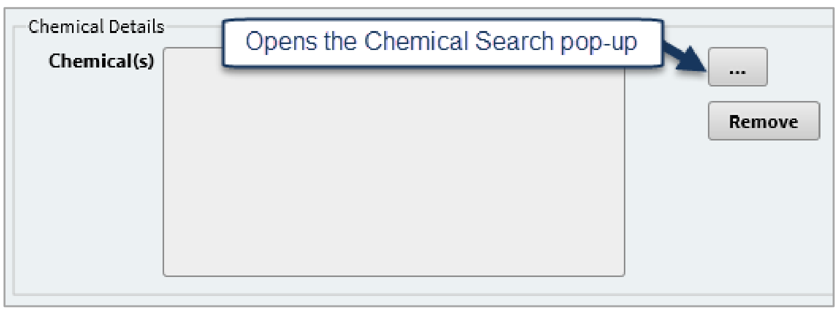


Figure 226: Portion of the Chemical Details group box with the ellipses button pointed out

   b. The *Chemical Search* pop-up displays.

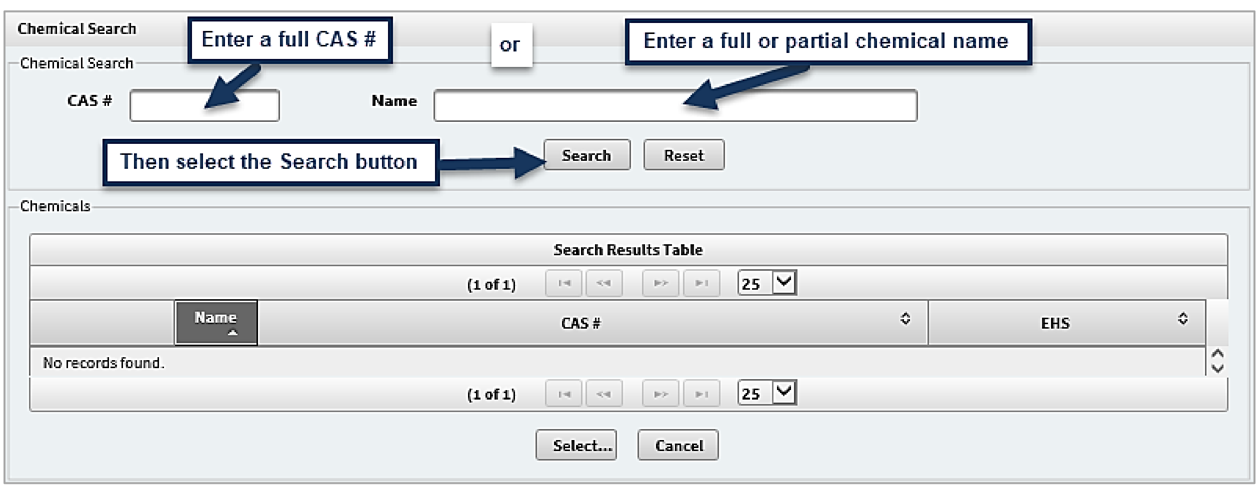


Figure 227: Chemical Search pop-up

   a. Enter either a full **CAS #** or a full or partial **Chemical Name**.
   b. Select the **Search** button.
      - The **Cancel button** closes the *Chemical Search* pop-up without selecting a Chemical record.
   c. All Chemical records that match your selection display in the ***Chemicals Search Results Table***. Select the Chemical you wish to add to the *Facility Search* page by selecting the radio button for that row and using the **Select…** button.

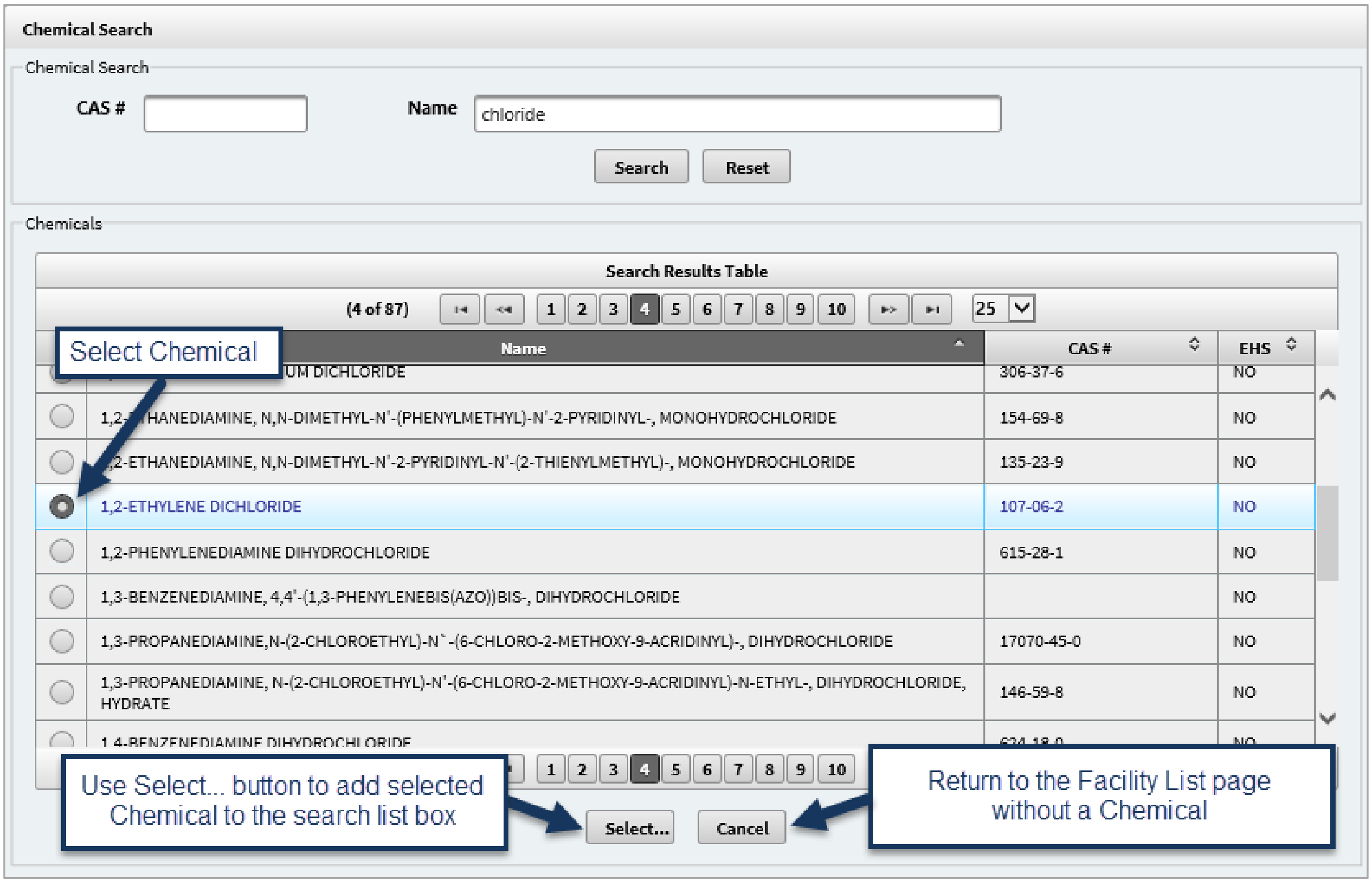


Figure 228: Chemical Search pop-up with search results

d. The selected Chemical is listed in the ***Chemical(s) Search Results Table***.

e. To add another Chemical to further refine your search, go through the Chemical search again and select the second Chemical.

f. To remove a Chemical from the **Chemical(s)** list, select the checkbox for that Chemical and select the **Remove** button.

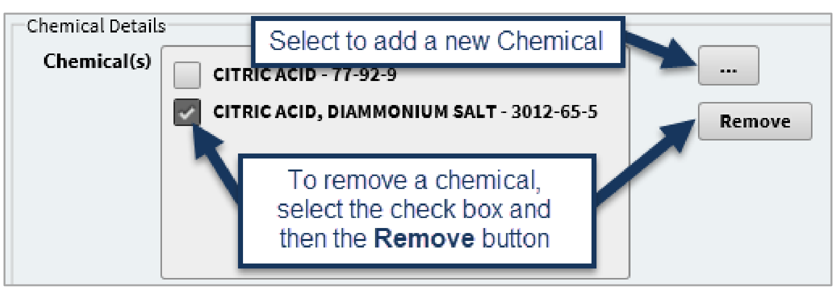


Figure 229: Chemical Details section of the Facility Search *page*

2. Search by **Include EHS Storage Facilities Only** alone
    a. An EHS Storage Facility is a facility that stores chemicals marked as an “extremely hazardous substance” in the Tier II Chemical Table.
3. Search by **Include AN Storage Facilities Only** alone
    a. This option allows you to search only for Facilities that store ammonium nitrate (AN). A facility is flagged as an AN Storage Facility after each Account Report is reviewed by Tier II Staff.

4. Search by one or more **Chemicals** and **Chem Max Daily Amt Range**
    a. The **Chemical Maximum Daily Amount Range** is a value reported by the Owner/Operator as the range of the greatest amount of a chemical stored on daily basis.
5. Search by Include **AN Storage Facilities Only** and **Chem Max Daily Amt Range**

Available Detailed Search Combinations

Only certain fields can be combined to create a search. The following are the combination searches that are allowed for the fields in the ***Detailed Search*** section.

1. Search by **NAICS** and one option from the ***Physical Location*** search section
2. Search by **NAICS** and one option from the ***Chemical Details*** search section
3. Search by **NAICS**, one option from the ***Physical Location*** search section, and one option from the ***Chemical Details*** search section
4. Search by one option from the ***Physical Location*** search section and one option from the ***Chemical Details*** search section

Using the *Facility Search* Section

The ***Facility Search*** section also allows for single and combination searches. This section allows you to search for a specific Facility based on the Regulated Entity Number (RN), Facility Name, and/or physical address.

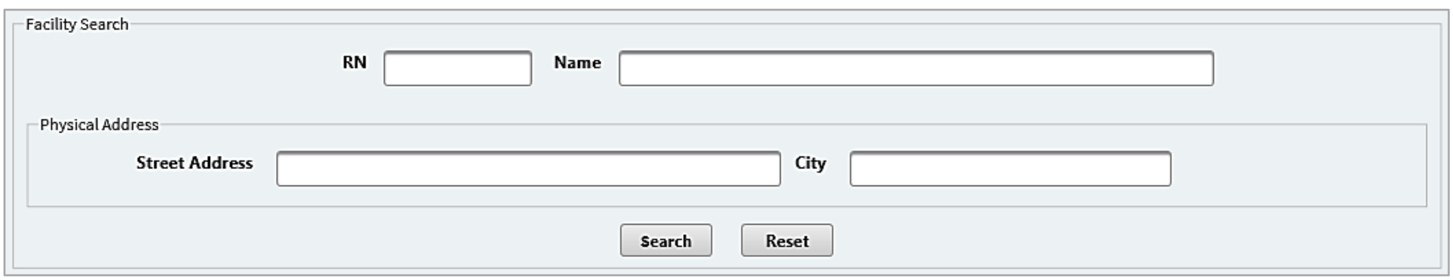


Figure 230: Facility Search *section of the* Facility Search *page*

> ***NOTE**: You can use search criteria from the* **Detailed Search** *section or the* **Facility Search** *section but not both. Each section has its own* ***Search*** *and* ***Reset*** *buttons*

Facility Search *Combinations*

The valid search combinations for the ***Facility Search*** section are as follows:

1. Search by **RN** alone
    a. The **RN** can be the full RN number with the preceding RN (RN123456789) or just the nine-digit numeric part of the number (123456789).
2. Search by **Name** alone
    a. The **Name** field is a wildcard search field and you must enter at least two characters.

> ***NOTE**: The Facility Name might have been modified in the Central Registry database since the Account Report was submitted. The Facility Name search looks for the current Central Registry name (Additional ID Alternate Regulated Entity Name).*

3. Search by **Physical Address** alone

> ***NOTE***: *Searches by Physical Address for a Facility, the search looks at the current Additional ID Physical Address stored in Central Registry which might not be the same as it was at the time of the Account Report submittal.*

a. You must enter both a **Street Address** and **City**
   i. The **Street Address** field contains the street number and the street name, such as 123 MAIN ST, and is a wildcard search field where you must enter at least two characters.

> ***NOTE:*** *When addresses are submitted in Tier II, the system runs the address through a service that validates the address against USPS approved addresses. This ensures that the address itself is valid; it is punctuated and abbreviated correctly; and is changed to all caps. For instance, "123 South Main Street" is changed to "123 S MAIN ST".*

   ii. **City** is an exact match search field and must be in all caps (i.e. AUSTIN).

Running a Facility Search and Using the Facilities list page

1. To run a search, enter valid search criteria as described above in either the ***Detailed Search*** or the ***Facilities Search*** section.
2. Select the **Search** button for that section.
   - The **Reset** button refreshes the section removing any field entries or selections.
3. If valid search criteria are entered, the *Facilities List page* displays with a separate row for each Facility that matched your search criteria. Each matching Facility is listed once for every Account Report on which it was included.
4. To include Facilities that are no longer active, select the **Yes** radio button for the **Include Inactive Facilities?** field just above the data table.
5. The data table can be restored by any of the columns in ascending or descending order by using the sorting button in each column header cell.

> ***NOTE:*** *The* **Facility List Search Results** *table defaults to sorting by* ***RN*** *ascending. Then each* ***RN*** *is sorted by the* ***Report Year*** *descending. If there is more than one Account Report in the same Report Year, it sorts by the* ***Certification Date*** *(or* ***Last Updated Date*** *in draft Account Reports) descending so that the most recently updated report is listed first.*

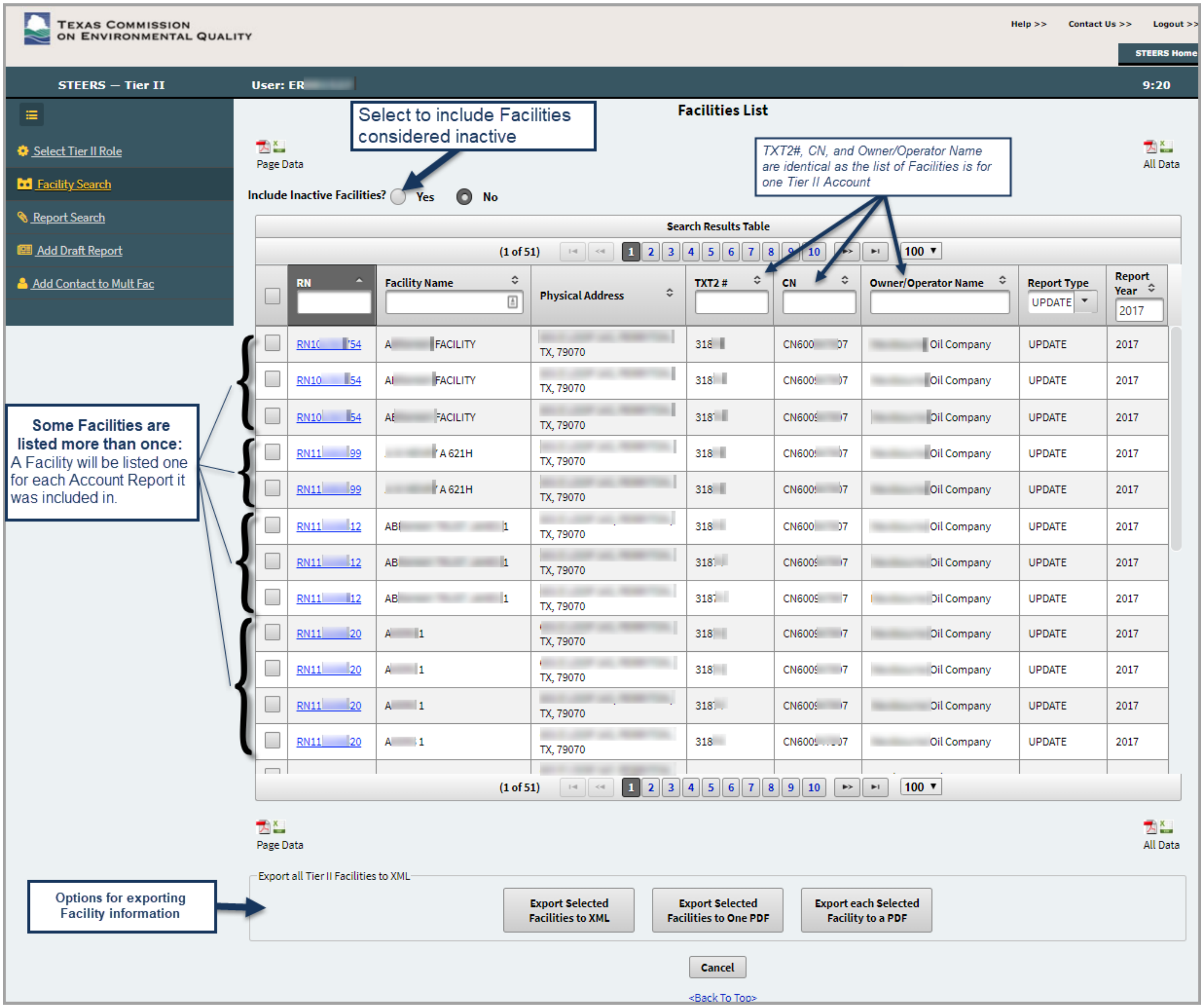


Figure 231: Facilities List page

Facilities List Page Search Results Table Columns

Column	Definition
RN	This is the TCEQ Regulated Entity Number for the Facility. You can filter the results list by RN entering in a RN in the field under the column title. This is a hyperlink field when selected opens the *Account Facility Detail* page for that Facility displaying the information from the most current submitted Account Report.
Facility Name	This field displays the current Additional ID Alternate Regulated Entity Name in Central Registry. This might not be the same as what it was at the time of the Account Report submittal. You can filter the results list by Facility Name by entering in by entering in a full or partial Name in the field under the column title.

Column	Definition
Physical Address	This is the address of the physical location of the Facility and displays the current Additional ID Physical Address stored in Central Registry. That means that the Physical Address displayed might not be the same as what it was at the time of the Account Report submission. If there is not a street address, the Physical Description is displayed instead. The Physical Description is entered by the submitter and should include specifics of the location of the Facility when there is no physical address.
TXT2 #	This is the Tier II Account number for the Owner/Operator. It is issued to the Owner/Operator when they registered with the TCEQ as a Tier II Account. You can filter the results list by TXT2 # entering in a TXT2 # in the field under the column title.
CN	This is the Customer Number for the Owner/Operator. It is issued to the Owner/Operator when they register as a customer with the TCEQ. It is stored in the Central Registry database. You can filter the results list by Owner/Operator Name by entering in a full CN in the field under the column title.
Owner/Operator Name	This column displays the current Principal Name in Central Registry for the Owner/Operator and might not be the same as what it was at the time of the Account Report submittal. You can filter the results list by Owner/Operator Name by entering in a full or partial **Name** in the field under the column title.
Report Type	This is the Report Type of the Account Report for that Facility record. This page lists each Facility that matches the search criteria once for every Account Report that it was included on. The Report Types are: Annual, Initial, Update, or a Deficiency Correction Report. You can sort by Report Type by selecting a specific **Type** from the drop-down field in the header cell.
Report Year	This is the *reporting year* of the Account Report. You can filter the results list by Report Year entering in a full or partial year in the field under the column title. For instance, if you entered “15” in the field, all records with the Report Year of “2015” would display.

Table 15: Facilities List *page and data table columns and definitions*

6. To view the details of the Facility, select the **RN** hyperlink for the desired Facility record. The *Account Facility Detail* page displays the ***most recent submitted Account Report*** which included that Facility.
7. The **Cancel** button closes the *Facilities List* page returning you to the *Facility Search* page allowing you to modify your search.

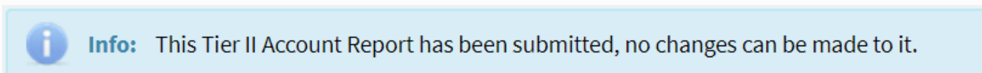
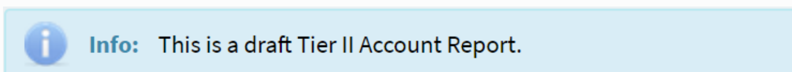
Viewing Facility Details on a Submitted Report

On a submitted Account Report, a new section displays; the ***Agency Review Details*** section is where deficiencies are listed by the Tier II Program staff.

The rest of the page displays the information that was submitted on that Account Report.

To see the definitions of the fields on this page, to go the

Updating Facility Details in Chapter 7.

> ***NOTE:*** *At the top of most detail pages a message displays that letting you know whether the Account Report is in draft or has been submitted. Only information on draft Account Reports can be modified.*
>
> 
>
>
> *Figure 232: Information Message for a Submitted Account Report*
>
> 
>
>
> *Figure 233: Information Message for a Draft Account Report*
>
> *If you select a Facility record for a submitted report, you see mostly what was submitted at the time of that Report. However, the **Facility Name** and **Owner/Operator Name** fields display the current value in the database and not necessarily what was used at the time of the submittal. You can only view submitted Account Reports.*
>
> *If you select a Facility record that is on a draft Account Report, you see the record with the data as it has been entered so far. You can edit the record from there.*

> ***NOTE:*** *If the Facility was inactivated in a later Account Report, the* **Facility Status** *section displays an **Expiration Date** even though that Facility was active at the time of this submission.*

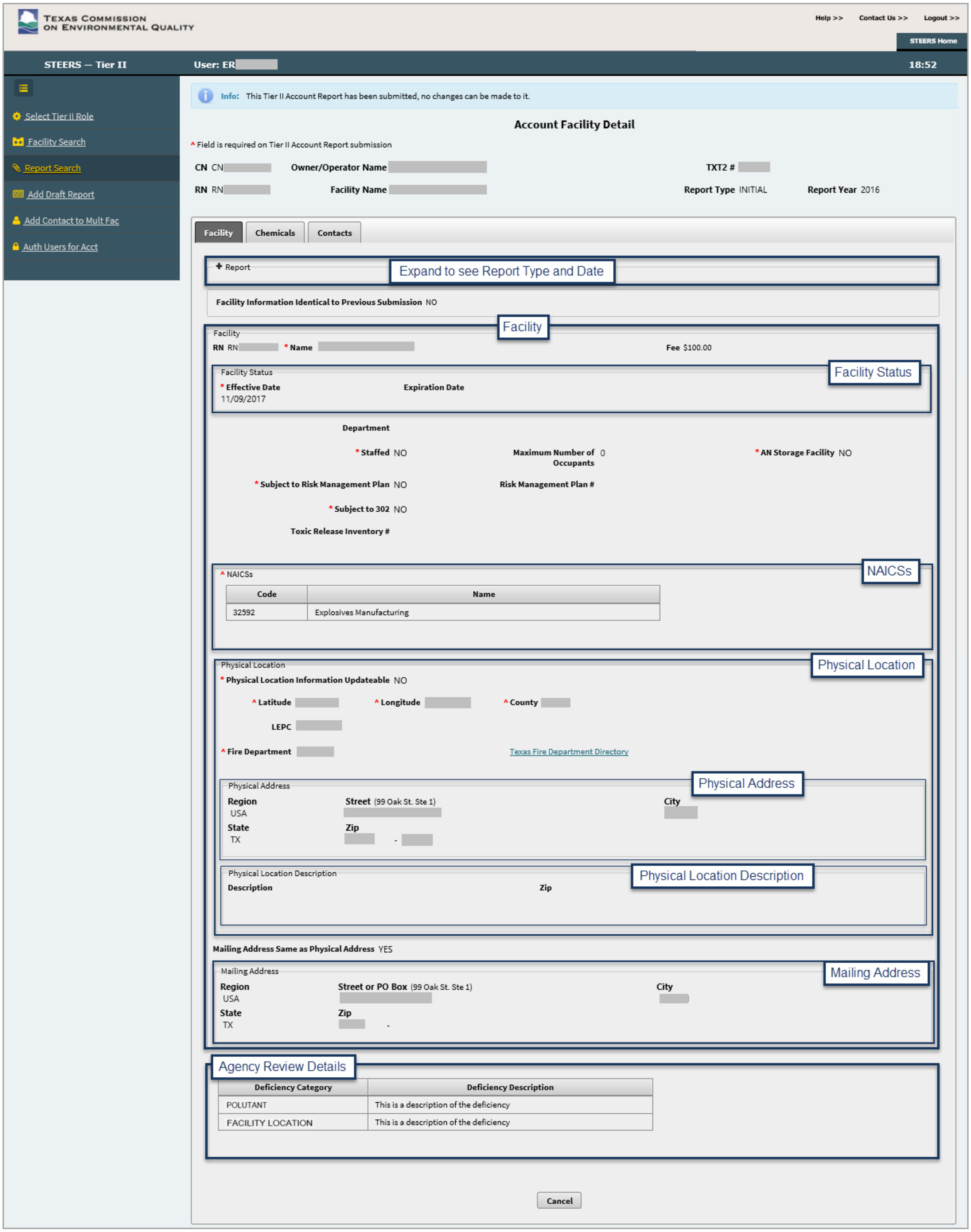
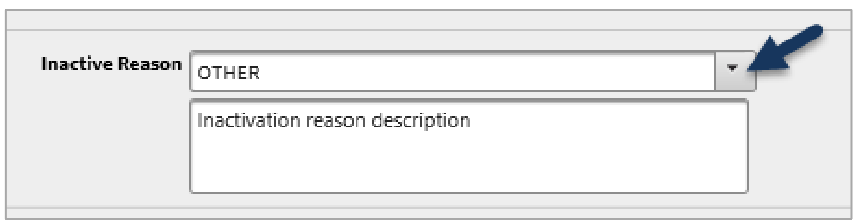
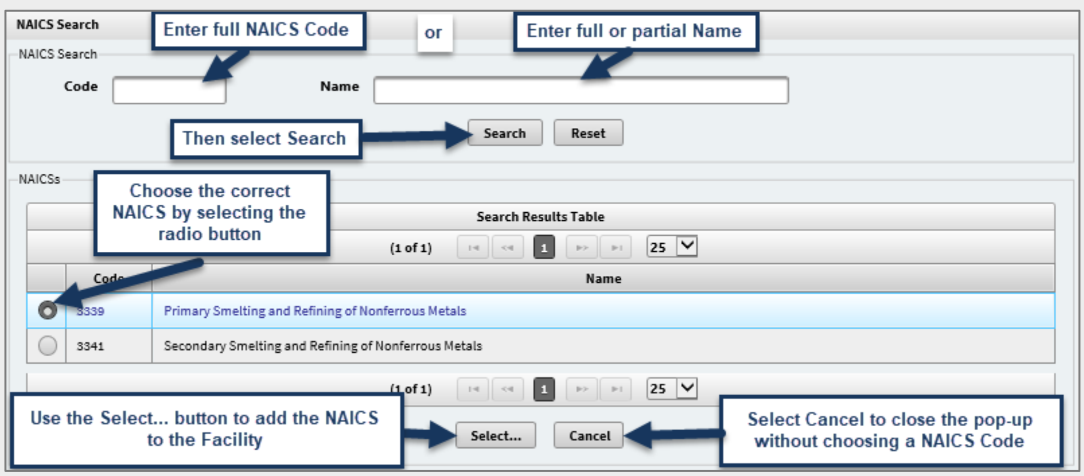


Figure 234: Facility Tab of the Account Facility Detail page

Facility Details Section – Fields and Definitions

Field	Definition
Report Section	
Type	In the Tier II Chemical Reporting Program there are four basic types of reports: Annual, Update, Initial, and Deficiency Corrections. **Annual Report**: Every owner/operator is required by statute to submit an annual Tier II Account Report for all their Facilities that store Tier II-reportable chemicals. These Annual Reports are currently submitted between January 1 and March 1. **Initial Report**: If a Facility starts to store a new chemical or an owner/operator obtains a new Facility, they must submit an Initial Report within 90-days of custody. **Update Report**: If an owner/operator just needs to make changes to their existing chemical, contact, or some facility data, they can submit an Update Report. Both Annual and Initial Reports are assessed a fee based on the number of Facilities and Chemicals reported. **Deficiency Corrections**: After the Tier II Account Report is submitted by the owner/operator, the TCEQ staff reviews the report. If errors or deficiencies are found, the staff creates a Deficiency Correction report that the owner/operator then completes with the corrected information.
Year	This is the *reporting year* designation for an Account Report. A Reporting Year is the period of January 1 – December 31 of one year and the Annual Account Reports are submitted between January 1 – March 1 of the following year. All Account Reports are assigned the Reporting Year of the current year minus one year. That is, any report received between January 1 and December 31 of 2016 would receive a Reporting Year of 2015.
Total Fee	Every Account Report is assessed a fee based on number of Facilities and the number of Chemicals reported. Each Facility is assessed an individual fee. This field is the total fee assessed for the entire Report.
Last Updated Date	This is the date that the Account Report was last modified.
Notes	This field is used by the reporter to relay comments or notes to accompany the Account Report.
Facility Section	
RN	Regulated Entity Number – This number was assigned to the Facility when it was registered with the TCEQ. It is stored in the TCEQ's Central Registry database.
Name	This is the name of the Facility. It is initially captured when the Facility is registered and receives its RN. It can be updated overtime. It is also stored in the TCEQ's Central Registry database.

Field	Definition
Facility Section	***Facility Status***
Effective Date	This required field defaults to 01/01/1800 in the database but displays a blank or "Unknown" unless a date has been picked. It is used to capture the date at which the Facility came under your control.
Expiration Date	This field is also required; however, it defaults to 12/31/3000 in the database but displays as a blank. It does not need to be updated while the Facility is still reportable by you. Once the Facility is no longer under your control, enter that date into this field. This marks the Facility as "Inactive". An **Inactive Reason** field displays when you enter a new date into the **Expiration Date** field. When there is an **Expiration Date**, there must also be an **Inactive Reason** chosen.
Inactive Reason	This drop-down field only displays when a current or past date has been entered in the **Expiration Date** field. It is required in that case. It is used to capture the reason that the Facility is no longer reportable by you.
Inactive Reason "Other" Description	This field displays and is required if you selected "Other" in the Inactive Reason drop-down. It is used to capture the reason that the Facility is no longer an active Facility for you.  *Figure 125: Inactive Reason fields on the Account Facility Detail page*
Facility Section	
Department	This optional field is used to capture the department in the company in which the Facility belongs.
Staffed	This radio button is used to indicate whether the Facility has staff on site.
Maximum Number of Occupants	This field is to capture the greatest number of people at the Facility at one time. This field is only displayed when the **Staffed** radio button is set to Yes.
AN Storage Facility	This field is used to indicate whether the Facility has been determined to fit the criteria for an Ammonium Nitrate (AN) Storage Facility. This determination is made by the TCEQ Tier II program staff.
Subject to Risk Management Plan	This field is used to indicate whether the Facility is required to provide a Risk Management Plan to the EPA.
Risk Management Plan #	This field is used to capture your Risk Management Plan number that was submitted to the EPA. If you selected **Yes** for the **Subject to Risk Management Plan** field, this field displays and you must enter the Plan number.

Field	Definition
Subject to 302	This is used to indicate whether the Facility is subject to Section 302 of the U.S. Emergency Planning and Community Right-to-Know Act (42 U.S.C. 11002) (EPCRA).
Toxic Release Inventory #	This field is used to capture the Toxic Release Inventory (TRI) number for the Facility.
Facility Section	**NAICSs**
NAICSs data table	This data table is used to track the NAICS codes applicable to the Facility. 8. To add a new NAICS code, select the **Add…** button. 9. The *NAICS Search* pop-up displays. 10. Enter a full **Code** or a partial or **Name** and select the **Search** button. 11. The results of the search display in the ***Search Results Table***. 12. Locate the **Code** you wish to use and select the radio button to the left of the record then use the **Select…** button. The **Cancel** button returns you to the *Account Facility Detail* page without choosing a NAICs code.  *Figure 126: NAICSs Search pop-up* 13. The pop-up closes and the selected NAICS code displays in the ***NAICSs*** data table. 14. Repeat the process to add additional NAICS codes.
Facility Section	**Physical Location**
Physical Location Information Updateable	This radio button is used by TCEQ staff to allow you to update physical location information. It must be set to **Yes** to allow those fields to be updatable. If **No** is displayed, you need to contact the Tier II Chemical Reporting Program to request that they flip the switch to **Yes**. If this is the first time you have reported on a Facility, the physical location information is updatable. If you have reported on this Facility in another report, this field is set to **NO** and you need to contact the Tier II Chemical Reporting Program who can set the field to **YES** to allow you to make changes to the physical location.

Field	Definition
Latitude	This field is used to capture the latitude of the Facility's location in decimal degrees. It allows up to six decimal points. This is required if you have entered a Longitude. This field is updateable only if the Facility has not been reported on for the Account previously or the Tier II staff has set the **Physical Location Updateable** field to **Yes**.
Longitude	This filed is used to capture the longitude of the Facility's location in decimal degrees. It allows up to six decimal points. This is required if you have entered a Latitude. This field is updateable only if the Facility has not been reported on for the Account or the Tier II staff has set the **Physical Location Updateable** field to **Yes**.
County	This field is to capture the county in Texas where the Facility sits. If the Facility's location crosses County lines, use the County of the Facility Address or main entrance. The Facility Zip must lie within the County. This field is updateable only if the Facility has not been reported on for the Account or the Tier II staff has set the **Physical Location Updateable** field to **Yes**.
LEPC	This read-only field is populated based on the Latitude and Longitude that is entered. It is for the name of the Local Emergency Planning Committee for that area. This field is updateable only if the Facility has not been reported on for the Account or the Tier II staff has set the **Physical Location Updateable** field to **Yes**.
Fire Department	This field is used to capture the name of the Fire Department that services the Facility. This field is always updateable.
Texas Fire Department Directory hyperlink	This hyperlink opens a new tab in your browser for a Fire Department Directory for the State of Texas provided by Texas A&M.

Field	Definition
Facility Section	***Physical Location – Physical Address***
Physical Address	This group box is used to capture the physical address of the Facility if there is one. If you have an address the **Street Address**, **City**, **State**, and **Zip** are required. If you do not have a street address for the Facility, you must submit a ***Physical Location Description*** that can tell a responder how to reach the Facility. If the **Physical Location Information Updateable** field says "***No***" the Physical Location information is mostly read-only; If you wish to update this information, you need to contact the TCEQ Tier II Program staff who can make that information available to be updated. The **Fire Department** field and the **Mailing Address** information remain updateable in all cases. If this is the first time you have reported on a Facility, the physical location information is updatable (the **Physical Location Information Updateable** field says "***Yes"****)*. 2. To enter an address, a. Select the **Region**. This is most likely to be the ***USA***. If the address is international, select ***International*** from the drop-down. i. The ***International*** Region option simply adds fields for **Territory/Region**, **Country**, and **Postal Code** and removes **State** and **Zip**. b. In the **Street or PO Box** field, enter the street number and name for the address or the PO Box number. Punctuation is not needed and is removed during the validation step. ***NOTE:*** *Address information such as building numbers or suites should be included in the* ***Street or PO Box*** *field not the* ***Internal*** *field. For example, enter 1234 Main St Bld A or PO Box 123456.* c. The **Internal** field is used to capture the mail code or other mail routing information internal to the location. d. Enter the city name in the **City** field. e. Select the state from the **State** drop-down field. This field defaults to TX but any other state can be selected. f. In the **Zip** fields, enter the 5-digit Zip Code for you address. If you know the four-digit extension you can enter that in the **Zip** field, however, the address validation populates the four-digit extension if found. See A Note on Entering Addresses for some tips on entering addresses.

Field	Definition
Facility Section	***Physical Location – Physical Location Description***
Description	This field is mandatory and is used to capture a description of the location of the Facility. This is particularly useful when there is no physical location address. In that case, this field should include detailed descriptions of the location of the Facility. It could also include access information. This field is what is used by responders when trying to get to your Facility. If you have entered a **Description**, a **Zip** is still required. ***This field is updateable only if the Facility has not been reported on for the Account or the Tier II staff has set the Physical Location Updateable field to Yes.***
Zip	This field is used to capture the Zip Code for the location of the Facility. The **Latitude** and **Longitude** point must lie within the Zip Code boundary or you will receive an error message. Additionally, the Zip must be within the **County** selected. ***This field is updateable only if the Facility has not been reported on for the Account or the Tier II staff has set the Physical Location Updateable field to Yes.***
Facility Section	
Mailing Address Same as Physical Address	Selecting the **Yes** radio button copies the Physical Location address information to populate the Mailing Address information. If you select NO, the Mailing Address fields are cleared allowing you to enter an address.

Field	Definition
Mailing Address Subsection	This group box is used to capture the mailing address for the Facility. The **Street Address**, **City**, **State**, and **Zip** are required. 2. To enter an address, a. Select the **Region**. This is most likely to be the ***USA***. If the address is international, select ***International*** from the drop-down. i. The ***International*** Region option simply adds fields for **Territory/Region**, **Country**, and **Postal Code** and removes **State** and **Zip**. b. In the **Street or PO Box** field, enter the street number and name for the address or the PO Box number. Punctuation is not needed and is removed during the validation step. ***NOTE:*** *Address information such as building numbers or suites should be included in the **Street or PO Box** field not the **Internal** field. For example, enter 1234 Main St Bld A or PO Box 123456.* c. The **Internal** field is used to capture the mail code or other mail routing information internal to the location. d. Enter the city name in the **City** field. e. Select the state from the **State** drop-down field. This field defaults to TX but any other state can be selected. f. In the **Zip** fields, enter the 5-digit Zip Code for you address. If you know the four-digit extension you can enter that in the **Zip** field, however, the address validation populates the four-digit extension if found. See A Note on Entering Addresses for some tips on entering addresses.
Buttons	
Save Button	The **Save** button sends your entered data to the database. If there are any required fields that are not filled out or fields filled out incorrectly, error messages are displayed. Those errors must be corrected before a Save can be completed.
Reset Button	The **Reset** button returns all the fields to the state that they were when you first loaded the page.
Cancel Button	The **Cancel** button returns you to the page you came from when you opened the *Account Facility Detail* page. A message pop-up displays if there are changes to the page that have not been saved asking if you wish to exit without saving the data.
Delete Button	The **Delete** button is available for Facility records that are on draft Account Reports. Selecting this button removes the Facility from the draft Account Report but does not remove it from the database. It remains available for future Account Reports.

Table 16:Facility Detail page fields and definitions

Agency Review Details Section – Fields and Definitions

Field	Definition
Deficiency Category	When the TCEQ Tier II program staff reviews a submitted Account Report, they may run across errors or deficiencies. As they review a Facility's information and discover a deficiency, they select a category for the type of deficiency that was found.
Deficiency Description	This captures further information about the deficiency found by the TCEQ Tier II program staff.

Table 17: Agency Review Details Section fields and definitions

Updating Facility and Chemical Details

You can make changes only to a Facility that is in a draft Account Report. If a Facility is not on a draft Account Report, you need to add it to or create a new draft Account Report. Remember, if you are modifying existing Facility, Chemical, or Contact (new and existing) information you can do so through an "Update" Account Report.

For details on the how to update Facility and Chemical details, see Chapter 7 – How to Complete Draft Tier II Account Report.

If you need to make changes to the Facility's Name, you need submit a new Core Data form. The form and instructions can be found on the Core Data Form and Instructions[9] TCEQ web page.

To update the Physical Location Information on a Facility that had been previously submitted, you must contact the TCEQ Tier II Program who can change the setting that allows you to make those changes.

Reporting New Facilities or New Chemicals

If you have a new Facility or new Chemical to report on an existing Facility, you can only submit that information on an "Initial" or "Annual" Account Report.

To report on a Facility that has not been registered with TCEQ previously and you do not have a RN for the Facility, you must register the Facility. See Getting Your Numbers Online in Chapter 3 for instructions on registering Facilities.

For details on how to report new Facilities or new Chemicals, see Chapter 7 – How to Complete Draft Tier II Account Report.

Viewing and Updating Facility Contacts

Once you have searched for your Facility and selected the record for the Account Report you want to view, the Contact information is found on the ***Contacts*** tab on the *Account Facility Detail* page.

If you want to update or add a new Contact to a Facility, you must be in a draft Account Report. This can be any Account Report **Type** including an "Update" Account Report.

See Managing Facility Contacts for further information.

Updating Your Tier II Account Details

Your Tier II Account is a record in TCEQ's Central Registry as a Customer (CN). At the top of the *Account Report Detail* and *Account Facility Detail* pages, there is a section that displays your Account information including your TXT2 #, CN,

[9] Core Data Form and Instructions page - https://www.tceq.texas.gov/permitting/central_registry/guidance.html

and Customer Name. This information is pulled from the Central Registry database and if your Customer Name (Owner/Operator Name) has been changed in the Central Registry database that new Name is shown in the Tier II Application. Keep in mind that your Customer Name is verified against the Secretary of State's and State Comptroller's Office's databases so that the Customer Name always reflects the legal name as it was registered with those entities. That update is automatically made by the Central Registry system.

If you need to make changes to your name, address, account contact information, etc. you need submit a new Core Data form. The form and instructions can be found on the Core Data Form and Instructions[10] TCEQ web page.

[10] https://www.tceq.texas.gov/permitting/central_registry/guidance.html

Chapter 12 – How to Export Account Facility Reports

As Tier II Account Owner/Operators you may need to provide your Tier II reporting data to external agencies such as Fire Departments and Local Emergency Planning Committees (LEPCs). In the Tier II Reporting Application, you can export your Facility-specific data into XML or PDF reports. The export includes the information specific to the selected Facility, the Facility Chemicals, and the Facility Contacts as they were submitted on the Account Report selected.

> ***Facility information is tied to Account Reports***
>
> *When you export Facility information, the associated Account Report is used to determine what information is exported. When you run a Facility Search, each matching Facility record will be listed once for each Account Report on which it was included.*
>
> *If you choose the **Export** button on the* Facility Search *page, the Facility information produced will be from the most recent submitted Account Report.*
>
> ***Note that the following details are not tied to the individual Account Report.***
> *Only the most recent submitted data will be displayed and extracted.*
> *Owner/Operator Name*
> *Facility Name*
> *Facility Physical Address*

The export functionality collects and collates the selected Facility information and produces a file in either an XML or PDF format. This file is then posted on a TCEQ FTP site in a Zip folder for you to download. These Zip folders also include any attachments associated to the Facilities such as Site Plans that were attached on the *Facility Chemicals* page.

> ***IMPORTANT!*** *The extract files are only available on the server for 7 days. After that they will no longer be available, and you will have to run the extract process again.*

> ***A Note on Exports and FTP Accounts***
>
> *You must have a TCEQ FTP web site account before you can run an export. Until then a message stating that you need to sign up for an account at the [TCEQ's FTP web site](https://ftps.tceq.texas.gov/help/)[11] before you can export data will be in the Export section of the page. It is at that web site where all your XML or PDF reports will be made available for you to download. Remember that the email address you use for the FTP account must be the same as your STEERS account or the Tier II system will not be able to connect.*

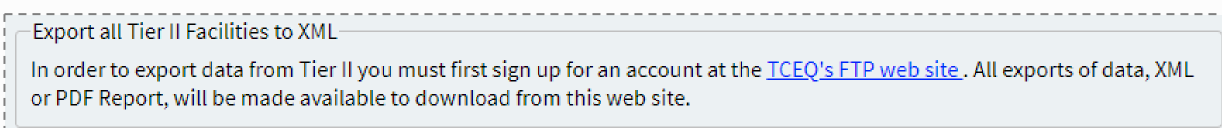


Figure 235: Export all Tier II Facilities to XML section if no FTP Account was found

[11] TCEQ's FTP web site: https://ftps.tceq.texas.gov/help/

Exporting All Facilities to XML

At the bottom of the *Facility Search* page, is an **Export** button that produces an XML export of all Tier II Facilities on your Account. This XML report will include the Facility information from the most recent submitted Account Report. You do not have the option to choose which Account Report's information to use.

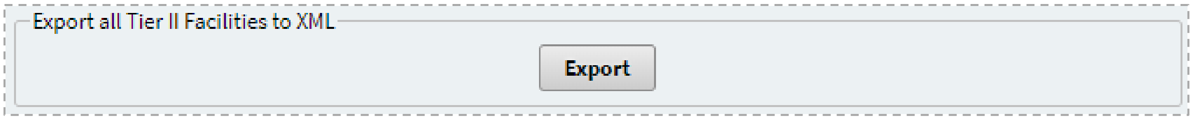


Figure 236: Export all Tier II Facilities to XML section of the Facility Search page with the Export Button

1. Selecting the ***Facility Search*** option on the navigation menu opens the *Facility Search* page.
2. There is no need to use any of the search fields to export all your Account Facilities.
3. At the bottom of the page, in the ***Export all Tier II Facilities to XML*** section, select the **Export** button.
4. A confirmation pop-up displays, asking, "Do you want to create an XML file containing the report data for all Tier II Facilities?"

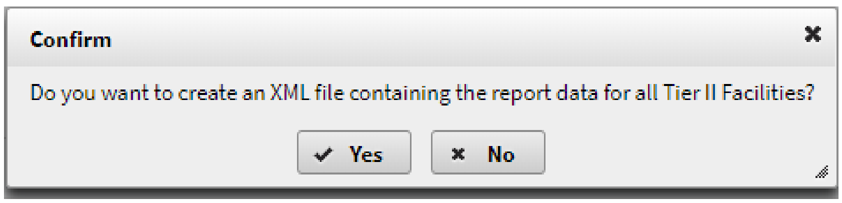


Figure 237: XML Export Confirmation pop-up

5. Select the **Yes** button to continue with the export. The **No** button closes the pop-up returning you to the *Facility Search* page.
6. The *Facility Search* page displays with an information message at the top announcing that "A background job has been initiated to create an XML file containing the report data for all Tier II Facilities. You will receive an email once the job has finished."

Figure 238: An example of the message on the Facilities Search page that the extract background job has been initiated

7. That email will contain instructions and a link to the FTP site where you will be able to download the file. For example,

FROM: donotreply@tceq.texas.gov

RE: TCEQ Tier II XML File Extract Job Completed

The TCEQ Tier II XML file extract job has completed and you may retrieve the XML file: 43285-Tier-II-XML-for-All-Facilities-for-2019-01-25-1548435221579.zip from the TCEQ's FTP web site at https://ftps.tceq.texas.gov/help/.

If you have any questions or need assistance please contact the Tier II Chemical Reporting Program at: 512-239-5060, tier2help@tceq.texas.gov, or http://www.texastier2.org.

8. Use the link in the email to go to the FTP web site and sign in.
    a. Select the folder for "Files_from_tier2". A list of the Zip folders on your account display.
    b. Select the link for the report's Zip folder.
        - The XML files have a file name like: *12345-Tier-II-XML-for-Selected-Facilities-for-2018-03-13.zip*
        - The PDF files have a file name like: *12345-Tier-II-Paper-Report-for-2018-03-13*.pdf

        where the "12345" is your TXT2 # and the date is the date the export was completed.
    c. Choose to either open or save the file.
    d. Then download the Zip folder and extract the contents to your computer.

Exporting Selected Facilities to XML or PDF

On the *Facilities List* page, there are three options for exporting Facility information. All are available as buttons at the bottom of the *Facilities List* page.

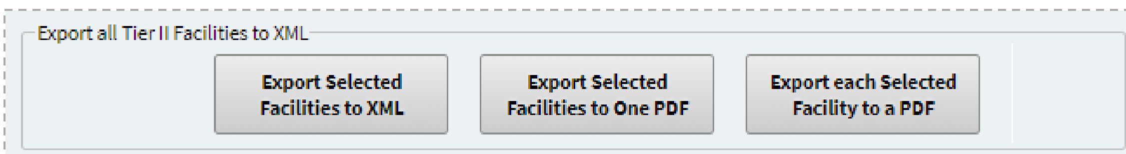


Figure 239: Export Buttons on the Facilities List page

- **Export Selected Facilities to XML** – This export collates the information for each selected Facility and creates an XML file for that information.
- **Export Selected Facilities to One PDF** – This export collates the information for each selected Facility and creates a single PDF file for all selected Facilities.
- **Export each Selected Facility to a PDF** – This export collates the information for each selected Facility and creates an individual PDF file for each selected Facility.

***NOTE:** The **PDF** extracts are called "Paper Reports".*
*The **XML** file is compatible the CAMEO/Tier2Submit software.*

1. To perform an export, first run a Facility search through the *Facility Search* page as described in the Searching for Facilities section of this chapter.
2. On the *Facilities List* page, choose the Facility records you wish to use by selecting its checkbox in the first column of the ***Search Results Table***. The checkbox in the header cell selects all Facilities displayed on the displayed list page.
    - *See Using Data Tables in Chapter 4 for more details on using data tables.*

> ***NOTE:*** *This Facilities List includes a record of each Facility for every associated Account Report including draft Account Reports. Carefully choose the Facility records to extract the correct Facility details which are dependent on the Account Report for that Facility record.*

a. You can identify the associated Account Report by the **Report Type** and **Report Year** columns in the ***Search Results Table***.

   i. Using the filter and sorting capabilities of the data table makes finding specific Facility records easier. For instance, select *Update* from the **Report Type** drop down and enter *2017* in the **Report Year** field the list automatically filters to show all Facilities that were in an Update Account Report in 2017.

> ***TIP:*** *The default sort on the* Facility List *page puts the Facility record with the most recently submitted or updated Account Report first regardless of Report Type.*

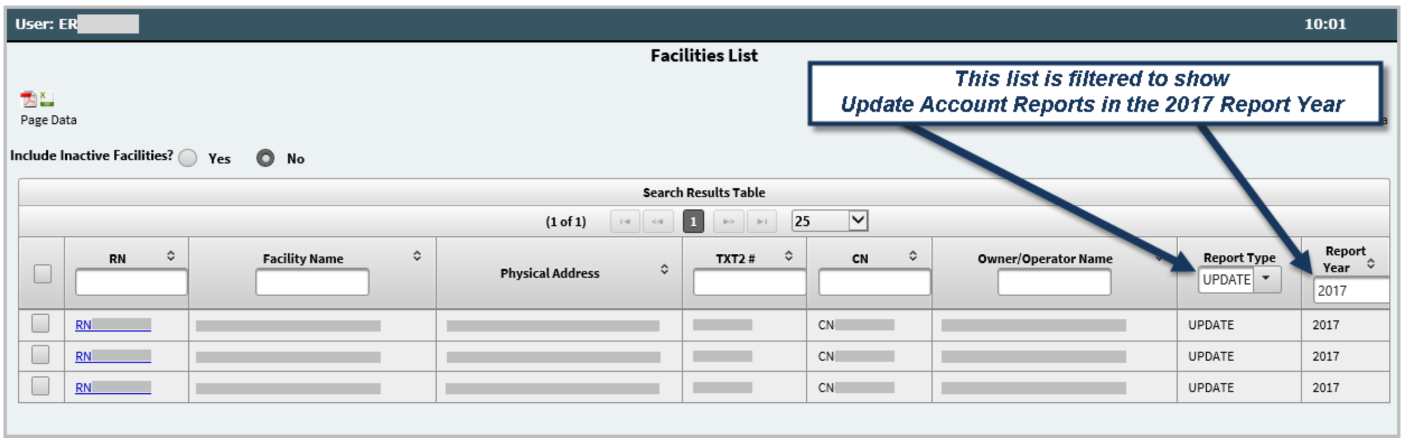


Figure 240: Example of Facilities list page with table filters used

b. Choose individual Facilities by selecting the checkbox on the row for each Facility. Choose to extract all Facilities by using the select-all checkbox in the header row of the ***Search Results Table***. If there are multiple pages of results, go through each page to choose more Facilities either individually or using the select-all checkbox.

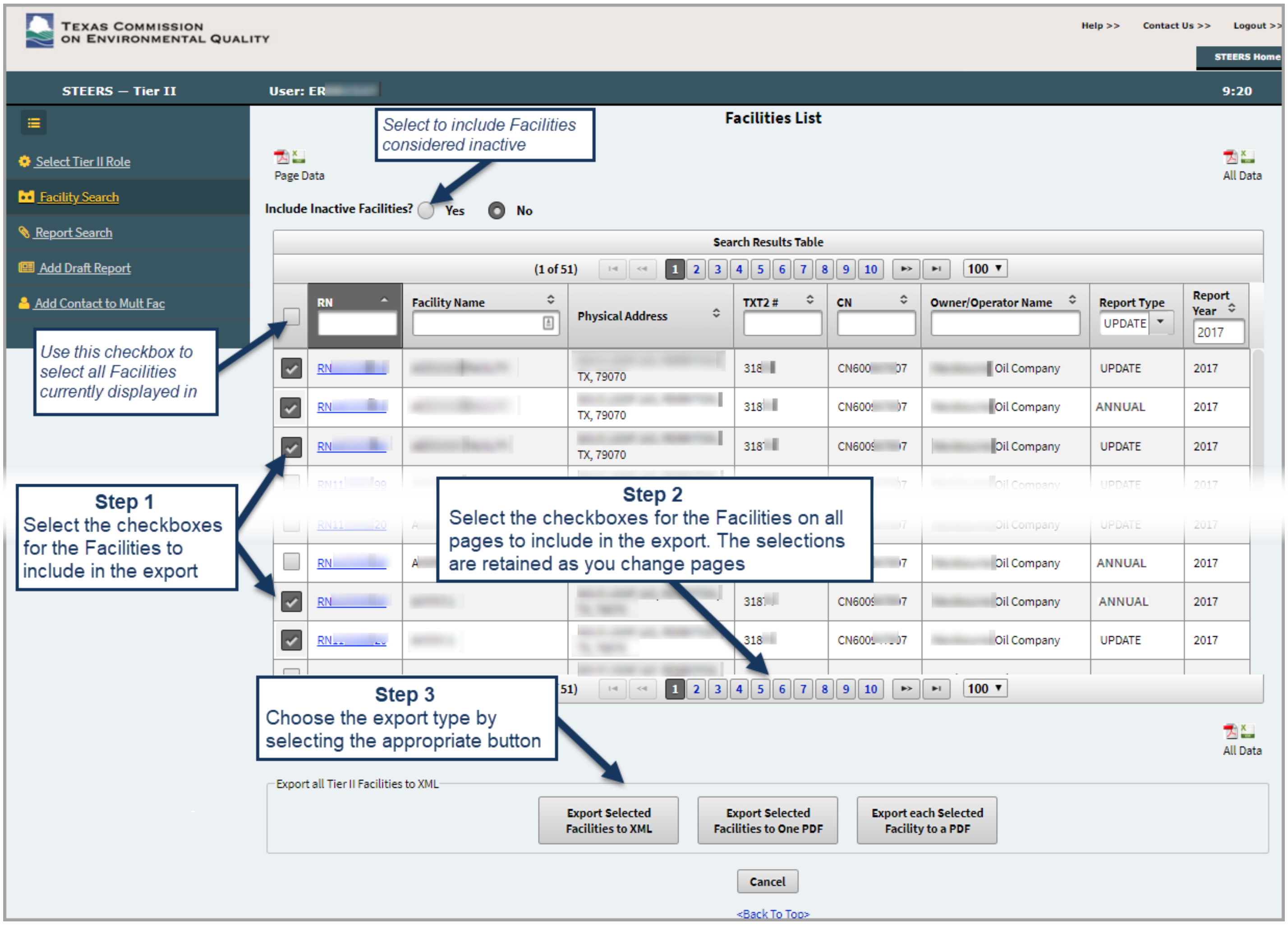


Figure 241: Facilities list page with instructions for selecting records for exports

Which Facility Record?

On the Facility List *page, you only have the* ***Report Type*** *and* ***Report Year*** *to help identify the correct Facility record. It is possible that a Facility is included in more than one Account Report of the same* ***Type*** *and* ***Year****. You will need to verify which Facility record to choose, from seemingly identical information.*

If you are not sure whether a Facility record is from the right Account Report, check the Facility Details:

Try looking at the Facility Details for each listed Facility record: *Select the* ***RN*** *on the row for the Facility record for that Account Report to open the* Facility Detail *page.*

Figure 242: RN Hyperlink on the Facilities list page

On the Facility Detail *page, select the* **+** *symbol to expand the* **Report** *section. The* ***Report Type***, ***Report Year***, *and* ***Last Updated Date*** *fields are for the specific Account Report that the displayed Account Facility Detail is attached to.*

Figure 243: Examples of the Report section header collapsed and expanded in the Account Facility Detail page

Notice the message at the top of the page which identifies whether the Account Report was submitted or is in draft. In submitted Account Reports, the **Report** *section will display the* ***Total Fee*** *and the* ***Last Updated Date.*** *The Last Updated Date will display the submittal or* ***Certification date****. In draft Account Reports, the* **Report** *section will not display the* ***Total Fee*** *and the* ***Last Updated Date*** *is the last saved date of the draft Account Report.*

Using the information on this page, determine if this is the correct Facility record, taking note of the ***Report Type***, ***Year***, *and* ***Last Updated****. Select the* ***Cancel*** *button at the bottom of the* Account Facility Detail *page to return to the* Facilities list page.

If you are unsure of the Account Report, search for the Account Report first:

Try starting with running a Report Search *(see Searching for an Account Report in Chapter 7 for details). When you find the correct Account Report on the* Account Reports List *page, take note of the Account Report's* ***Type***, ***Report Year***, *and* ***Last Updated Date*** *or* ***Certification Date****. Then use this information when you are in the* Facility List *page to select the correct Facility records.*

If there are two Account Reports of the same ***Type*** *and* ***Report Year***, *the* ***Last Updated Date*** *should help you determine which Account Report Facility record you are looking for.*

3. After selecting the Facilities on the *Facilities list page*, select the appropriate **Export** button at the bottom of the page for the specific export you wish to run.

Figure 244: Export Buttons on the Facilities List page

   e. If you have not signed up for an FTP account, you will see a note to that affect instead of the Export buttons.

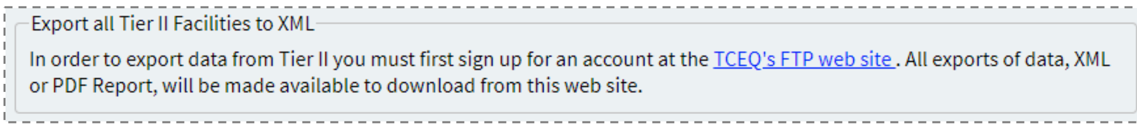


Figure 245: Export all Tier II Facilities to XML section if no FTP Account was found

4. Depending on which choice you make, a confirmation pop-up displays asking you to verify that you wish to run the extract. The following are the *Confirm* pop-ups for each **Export** button.

Export Selected Facilities to XML

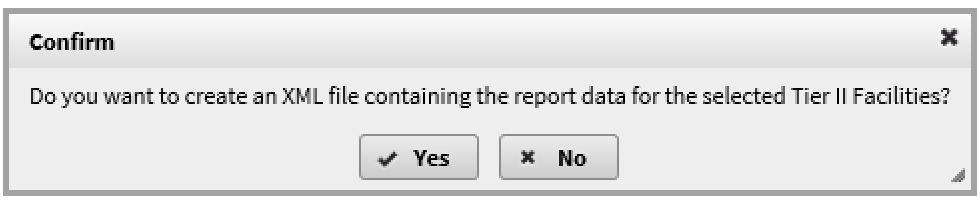


Figure 246: Confirm pop-up to create an XML file for all selected Facilities

Export Selected Facilities to One PDF

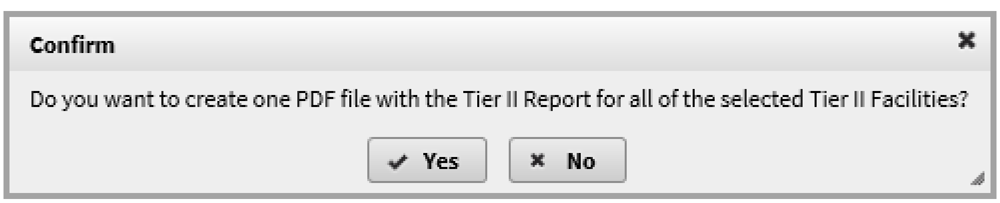


Figure 247: Confirm pop-up to create one PDF file for all selected Facilities

Export each Selected Facility to a PDF

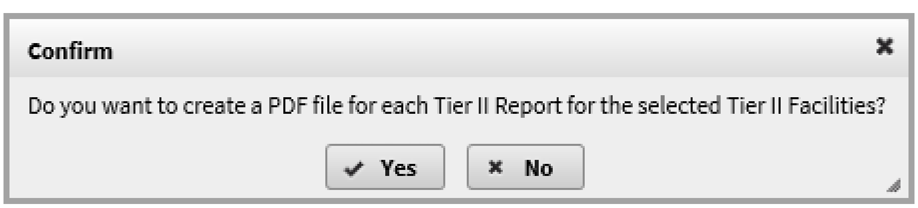


Figure 248: Confirm pop-up to create one PDF file for each selected Facility

5. To kick off the export process select the **Yes** button on the *Confirm* pop-up. The **No** button closes the pop-up returning you to the *Facilities List* page.
6. If there are no errors, the *Facilities List* page displays a message at the top stating that a background job has been initiated and that you will receive an email once the job has finished. The following is an example of the message for the XML file extract.

f. Once you kick off the export process, you can continue to work in the Tier II Reporting Application or close it.

Figure 249: An example of the message on the Facilities List page that the extract background job has been initiated

7. When the extract has completed, and the file is available on the FTP site, an email is sent to your email address which includes a link to the FTP web site. For example,

> FROM: donotreply@tceq.texas.gov
>
> RE: TCEQ Tier II Paper Report PDF Job Extract Job Completed
>
> ---
>
> The TCEQ Tier II Paper Report job has completed and you may retrieve the [12345-Tier-II-Paper-Report-for-2018-03-13.pdf] from the TCEQ's FTP web site at https://ftps.tceq.texas.gov/help/.
>
> If you have any questions or need assistance please contact the Tier II Chemical Reporting Program at: 512-239-5060, tier2help@tceq.texas.gov, or http://www.texastier2.org.

8. Use the link in the email to go to the FTP web site and sign in.
   g. Select the folder for "Files_from_tier2". A list of the Zip folders on your account display.
   h. Select the link for the report's Zip folder.
      - The XML files have a file name like: *12345-Tier-II-XML-for-Selected-Facilities-for-2018-03-13.zip*
      - The PDF files have a file name like: *12345-Tier-II-Paper-Report-for-2018-03-13*.pdf

      where the "12345" is your TXT2 # and the date is the date the export was completed.
   i. Choose to either open or save the file.
   j. Then download the Zip folder and extract the contents to your computer.

> ***IMPORTANT!*** *Download the extract files soon, as the extract files are only available on the server for 7 days. After that they will no longer be available, and you will have to run the extract process again.*

Chapter 13 – How to Authorize Users to Access Tier II Account and Reports

In the Tier II Reporting Application, if you are the ***Tier II Reporting Owner Operator (Owner/Operator)*** user for the Tier II Account, you are responsible for maintaining access for other STEERS users to your Tier II Account (Tier II Authorized Representative/Tier II Account Staff). The application displays all the users that you have granted access to as well as new users requesting access.

As described in Requesting Tier II Reporting Access in Chapter 3, new users go through STEERS to request access to your Tier II Account as a **Tier II Reporting Authorized Representative** by specifying the CN for the Tier II Account. That user appears in the *Authorize STEERS Users for an Account* page in the ***Users Requesting Access*** section.

> ***NOTE:*** *All users must have their access renewed on a yearly basis.*

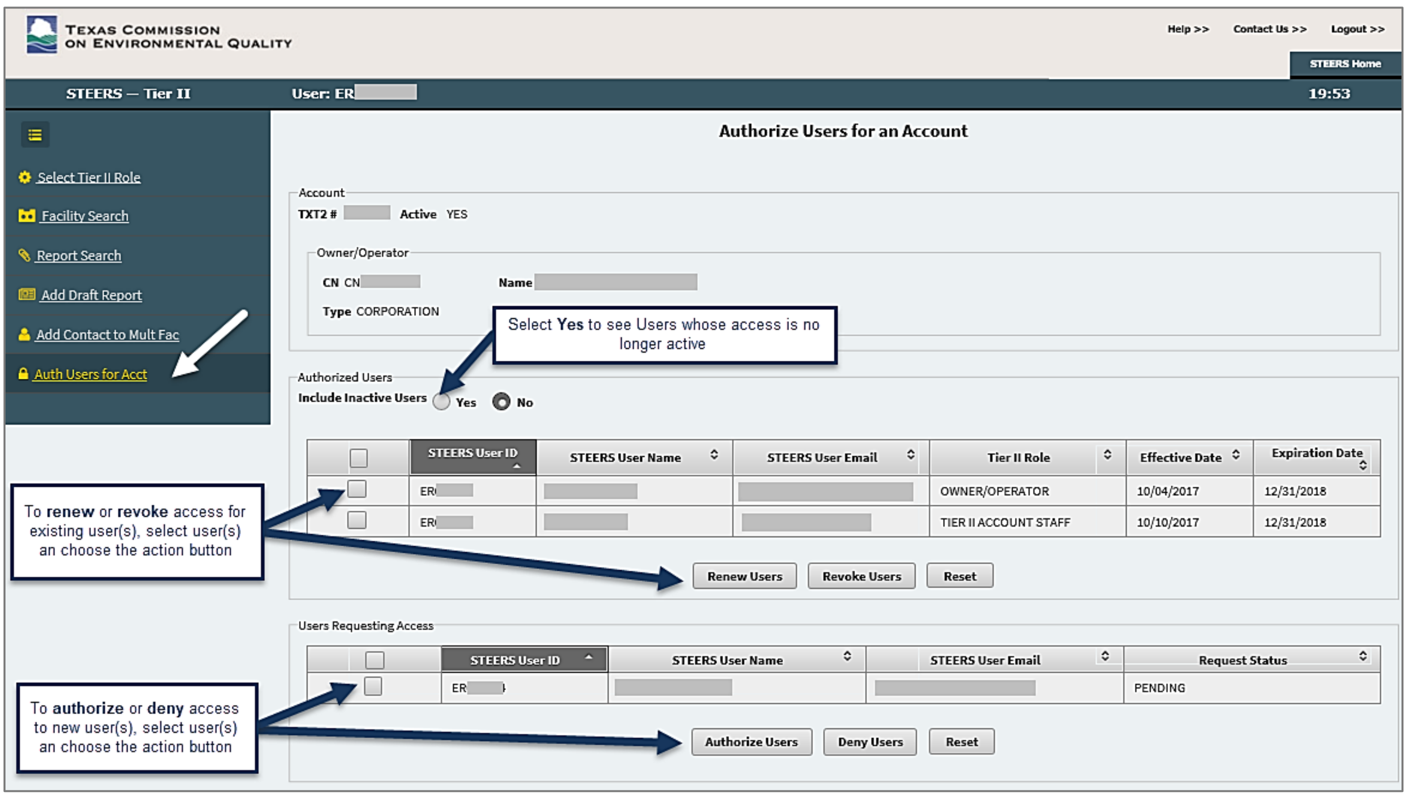


Figure 250: Authorize Users for an Account page

There are three sections to the page: ***Account***, ***Authorized Users***, and ***Users Requesting Access***.

- The ***Account information*** section is read-only and reminds you which Account you are working with.
- The ***Authorized Users*** section lists all the users that have been granted access to your Tier II Account.
- The ***Users Requesting Access*** section lists all the users that have requested Tier II Reporting program area access to this Tier II Account through STEERS and they are requesting access as an authorized representative.

As the Owner/Operator of the Tier II Account, you are responsible for maintaining access to all users who are requesting access as an Authorized Representative. As the Owner/Operator user, your access is only granted by the TCEQ Tier II Chemical Reporting Program.

A Note on Tier II Roles and STEERS Access Types

*While requesting access to a Tier II Account in STEERS, the users had selected their **Access Type**. That **Access Type** is used to set their **Tier II Role** in the Tier II Reporting Application. However, the **Tier II Role** names are different in the Tier II Reporting Application from the **Access Types** in STEERS:*

*The **Tier II Reporting Owner Operator** Access Type in STEERS is shown as the **OWNER/OPERATOR** Tier II Role in the Tier II Reporting Application.*

*The **Tier II Reporting Authorized Representative** Access Type in STEERS is shown as the **TIER II ACCOUNT STAFF** Tier II Role in the Tier II Reporting Application.*

Renewing or Revoking Authorized Users

1. For existing ***Authorized Users***, you can either renew or revoke their access. First select checkbox next to the user name for the user or users you wish to work with. Then select one of the buttons.

***NOTE:** Once a user's access has passed its expiration date it drops off the list. To view those accounts, select the **Yes** radio button for **Include Inactive Users** above the data table.*

   a. **Renew Users** resets that user's access expiration date to December 31st of the following calendar year and after the processing is complete that user remains in the ***Authorized Users*** data table.
   b. **Revoke Users** removes the user from the list of Authorized Users.
      i. When you select the **Revoke Users** button, a pop-up displays asking you to confirm that you wish to revoke the access of the selected users.

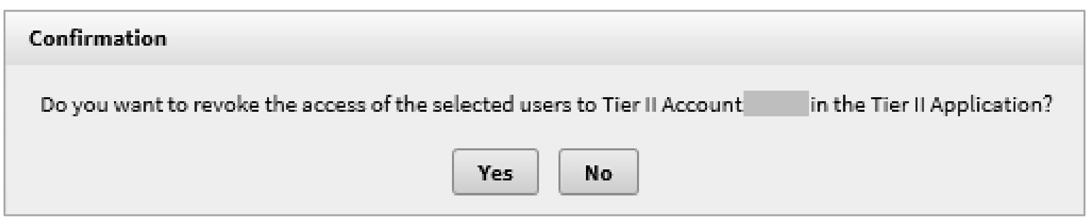


Figure 251: Confirmation pop-up for revoking a user's access

      ii. If you select the **Yes** button, the user record moves to the ***Users Requesting Access*** data table with the **Status** of ***REVOKED***.
         1) The **No** button closes the pop-up without revoking the user's access.
      iii. You can select that user later and choose to authorize them.
   c. **Reset** clears any unsaved action taken on the page.

Authorizing or Denying User Access Requests

1. For ***Users Requesting Access***, you can either authorize or deny access. First select checkbox next to the user name for the user or users you wish to work with. Then select one of the buttons.
   a. **Authorize Users** grants access to the Tier II Account, and when the process is complete, that user displays in the ***Authorized Users*** data table. Their access effective date is set to the current date and the expiration date is set to December 31st of the following calendar year.
      i. A message displays at the top of the page stating that the save was completed successfully.

b. **Deny Users** sets the **Status** of the request to ***DENIED***. Both the effective and expiration dates for that user's access is set to the current date.

   i. When you select the **Deny Users** button, a pop-up displays asking you to confirm that you wish to deny access to that user.

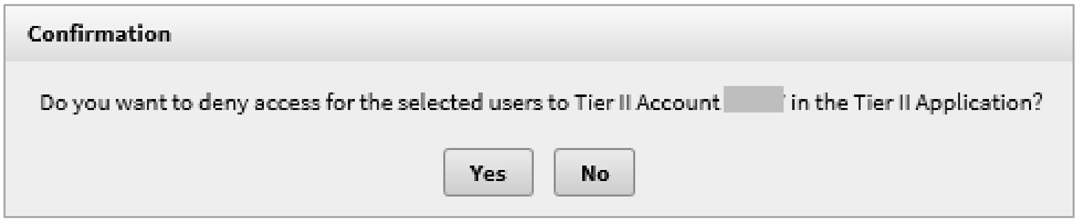


Figure 252: Confirmation pop-up for denying an access request

   ii. If you select the **Yes** button, the user record remains in the ***Users Requesting Access*** data table but with the **Status** of ***DENIED***.

      1) If you select the **No** button, the pop-up closes without denying the access.

   iii. You can choose that user later and authorize them.

c. **Reset** clears any unsaved action taken on the page.

> ***NOTE:*** *When a user's access has been modified, that user receives an email letting them know that the action had taken place.*

Appendix A: Glossary

Term	Definition
302	"302" in the **Subject to 302** field references the Section 302 of the U.S. Emergency Planning and Community Right-to-Know Act (42 U.S.C. 11002) (EPCRA).
Account Report	An Account Report is comprised of a list of Facilities with details on that Facility, its location, its Contacts, and its Chemicals.
AN	Ammonium Nitrate, as defined by Section 63.151, TX Agriculture Code
Authorized Representative	This term refers to an individual who has been approved by an owner or operator of a Tier II Account to work with their account and to either view or submit Tier II Account Reports. This person can be a staff member of the Owner/Operator's company or could be a contractor with whom the company has contracted to perform their Tier II reporting.
CAS #	Chemical Abstracts Service (CAS) number assigned to chemicals
Central Registry	The Central Registry is the application and database used by TCEQ to track all companies, individuals, entities as well as Facility information. The data is used across the TCEQ as well as by the Tier II Reporting Application. The customer (Owner/Operator)) and Regulated Entity (Facility) information is stored in Central Registry for the Tier II Reporting Application. Each Owner/Operator registers with TCEQ and a Customer record is created in Central Registry for them. They receive a Customer Number (CN) through Central Registry. They also request a TXT2 # when they register. For the purposes of the Tier II Chemical Reporting Program, a Tier II Account has one CN and a CN can only have one Tier II Account and TXT2 Number. Every Facility is issued a Regulated Entity Number (RN).
Certification	This is the final step in the submittal of a Tier II Account Report. Once the Tier II Account Report has been completed and verified, then the Reporter goes through the process of certifying and signing the submission. The Account Report is then considered submitted and certified. If changes need to be made, then they are made by submitting a new Account Report.
CN	Customer Number – this is the number that is assigned by the Central Registry application for companies, individuals, or other entities tracked by TCEQ. In this case, the Owner/Operators receive CNs.
Constituent Chemical	A Chemical that is listed as part of a Chemical mixture or compound.
Customer	In this guide, the customer is the owner or operator of the Tier II Account.
External Agency Staff	Those users that have been granted view only access to the application and the full data set are considered "external agency staff". When they create their account through STEERS and requested access to Tier II they requested access as a "Government Official". Then when they log into the Tier II Reporting Application through STEERS they would select the Tier II Report Viewing option.

Term	Definition
Extremely Hazardous Chemical (EHS)	Certain substances are deemed extremely hazardous by the EPA are they are listed in the Section 302 of the U.S. Emergency Planning and Community Right-to-Know Act (42 U.S.C. 11002). In the application, the EHS fields are populated based on the information stored for each Chemical in the database. Whether a Chemical is an EHS is assigned by the Tier II Chemical Reporting Program.
Facility	For the TCEQ in general, this is the location at which the business is conducted, as defined by 25 TAC §295.181. It is the storefront, factory, or construction site, for instance. Facilities are registered in the Central Registry application are issued Regulated Entity Numbers (RN). They can be registered through the STEERS Tier II Core Data program. For the Tier II Chemical Reporting Program, a Facility is the location where reportable amounts of hazardous chemicals are present.
Facility Report	The information entered for a Facility, its Chemicals and Contacts could be considered a Facility Report. However, a Facility Report could be grouped with other Facility Reports within an Account Report. In previous applications (i.e. Tier2Submit), the reports that were submitted were focused on Facilities and the information about that Facility was called a Facility Report. In the Tier II Reporting Application, the Tier II Account Report is focused on the Owner/Operator's Tier II Account the data is reported on Facilities for that Tier II Account.
Government Official User	These are the users that have requested and were granted access to the Tier II Reporting Application through the role of a Government Official in STEERS. The Tier II Staff are responsible for confirming that the requester is eligible for such access. Those users are granted the Tier II Role of "External Agency Staff" within the Tier II Reporting Application.
Governmental Agency	In this guide, a governmental agency refers to city, county or State governments; fire departments; Local Emergency Planning Committees (LEPCs); or other agencies. In this context, users from these agencies can be granted view only access to the entire set of Tier II data for all Tier II Accounts. A governmental agency can also operate a Tier II Facility, and therefore also has access to the Tier II Reporting Application as an Owner/Operator. This user would have a Tier II Role of Owner/Operator as well as External Agency Staff.
Industrial Classification	This is the identification of the main economic activity of the Facility. It is tracked by the NAICS (North American Industry Classification System) code.
NAICS	North American Industry Classification System – it is the standard used to classify business establishments. It replaced the Standard Industrial Classification (SIC) system. Further information on NAICS codes can be found on the United States Census Bureau's website: https://www.census.gov/eos/www/naics/.
Owner/Operator	This is the person, business, or company that owns or operates a Facility or group of Facilities. This entity is responsible for submitting the Tier II information for each applicable Facility that they own or operate.

Term	Definition
Pop-up	A mini-page that is brought up by another page typically for doing a discrete action such as modifying a Chemical record, confirming an action such as a deletion of a record, or to view details of a record. A pop-up is easily identified by the fact that it is overlaid over a full page, and does not have the navigation menu, full-page headers, or a tool bar. They typically only have the relevant fields and buttons such as Save, Cancel, or Delete.
Regulated Entity	A Regulated Entity is a person, organization, place, or thing that is of environmental interest to the TCEQ where regulatory activities of interest to the agency occur or have occurred in the past. In terms of the Tier II Chemical Reporting Program, a Regulated Entity is the location at which Tier II-reportable Chemicals are stored. In this guide, Regulated Entities are referred to as Facilities.
Reporter	In this guide, the term “reporter” is used to refer to the person who is in the Tier II Reporting Application and is creating, updating, and submitting the Account Report. This user could be the actual Owner/Operator, an employee of the company, or an authorized representative hired by the Owner/Operator for the purposes of submitting their Tier II reports.
RN	Regulated Entity Number – this is the number that is assigned by the Central Registry application for Regulated Entities, and in this case, Facilities.
SOS	Texas Secretary of State – Data from the SOS is used by the TCEQ to verify the legal names of Companies and other entities.
STEERS	The State of Texas Environmental Electronic Reporting System. STEERS is a web portal that provides access to certain TCEQ on-line applications to the public such as ePermits or the Tier II Reporting Application.
Submitted Tier II Account Report	An Account Report that was successfully completed, and certified.
TCEQ	Texas Commission on Environmental Quality
Tier II	This refers to the Texas Tier II Chemical Reporting Program.
Tier II Account	Every Owner/Operator that has facilities with hazardous chemicals to report must have a Tier II Account. That Owner/Operator is registered with the TCEQ through the Central Registry database and is issued a Customer Number (CN). Additionally, they are assigned a TXT2 Number when they register as a Tier II Account. The Tier II Account is identified by the TXT2 number as well as the Owner/Operators CN number. Each Tier II Account is associated with at least one Facility which has also been registered with the TCEQ and received a Regulated Entity Number (RN). The Tier II Reports are based on the Tier II Account and its associated facilities.

Term	Definition
Tier II Account Facility	This is a Facility where reportable amounts of hazardous chemicals are present. Each Tier II Account Facility is assigned its own Regulated Entity Number (RN) in the TCEQ Central Registry application when the Facility is registered with TCEQ.
Tier II Account Report	This is the collection of Facilities for which the reporter is submitting Tier II data. It contains the type of Report as well as the list of Facilities for that Report.
Tier II Account Reporter	This term refers to the user that is performing the entry of the Tier II reporting data.
Tier II Viewer	This term refers to a user that only has access to view Tier II data. They do not have rights to enter, edit, or modify data.
TXT2 Number (TXT2 #)	This is the number assigned by the Texas Tier II Program to a reporting company or entity. There can only be one TXT2 Number per company (CN).
Wildcard	A search or filter field that allows partial information to be entered and used to find matches. The match can have the entered data in any part of the data. For instance, entering “32” could return values such as “32”, “320”, “032”, and “0320” for a numeric field or “32 Main Street” for an address field. All wildcard searches require at least 2 characters to be entered.

Table 18: Glossary