

HOW TO EXPORT AND PRINT TIER II REPORTS IN XML & PDF FORMATS

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Options to export and print your Tier II Report after submission

After you submit your Tier II report online, the Tier II Reporting application will automatically create report files for you to export/download. These automatically generated report files will be permanently stored in the online system. Additionally, you will be able to create temporary custom reports to download at any time. These custom reports will be stored for five calendar days in the online system.

File types

Two types of files will be created for your Tier II report. One file will be a readable and printable version of the entire report (PDF file) and the other file will be an XML file that can be imported into other software applications like Tier2 Submit and CAMEO. Automatically generated reports will have the entire report that was submitted that includes all facility reports.

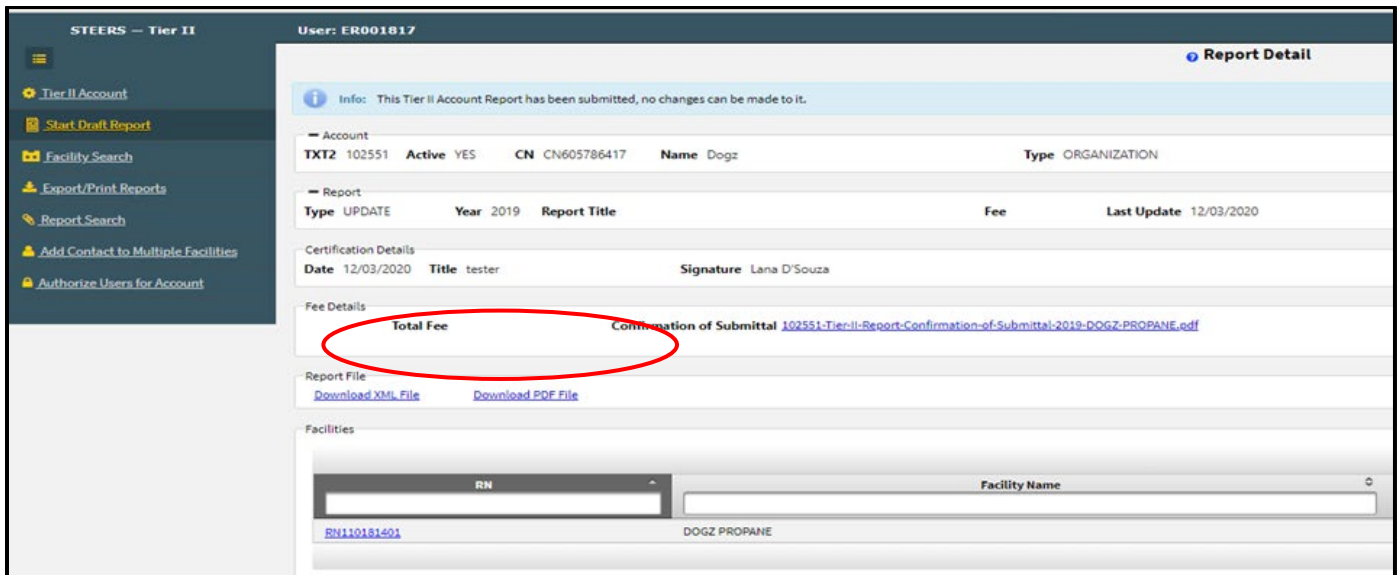
All files are compressed into a ZIP file format. For the PDF files, the .zip extension will need to be unzipped see the data. For the XML file, the zipped file will need to be saved on your computer and then imported in directly the desired software application.

Automatically generated reports:

After submitting your Tier II report, the online reporting application will automatically create downloadable report files. If you only have a few facilities, the report submission is processed immediately. If you have a large number of facilities, the report submission will take longer, and you will receive an email when the report submission is completed.

Example of report that was submitted and processed immediately

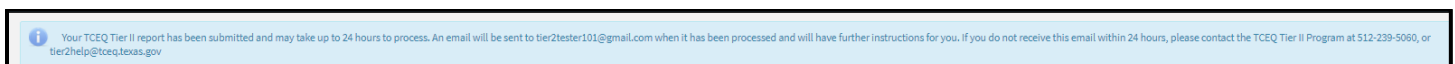
Below is an image from a report submission that was processed immediately. The blue banner at the top indicates the report was submitted and below under the “Report File” section there are two files available to download.



Example of report that was submitted and needs time to process

Reports with multiple facilities may take time to process the submission. When you submit your report, a message at the top of the screen states:

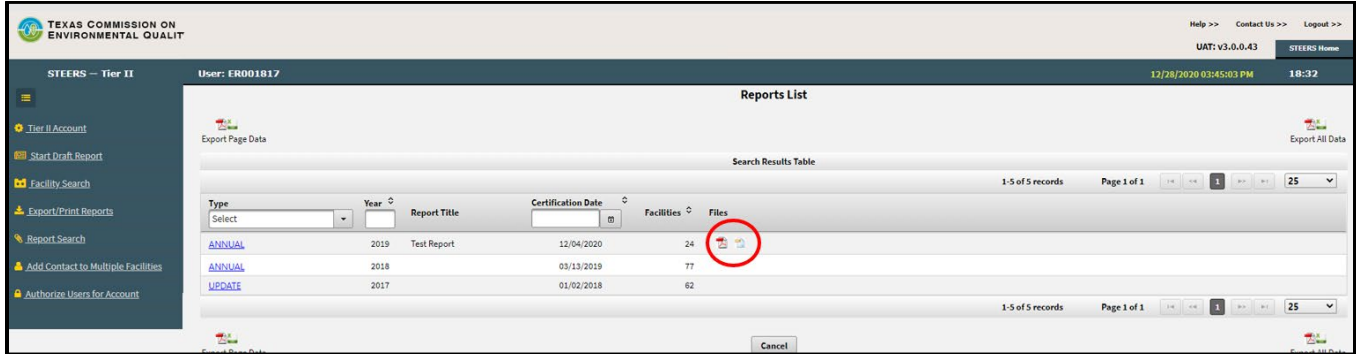
“Your TCEQ Tier II report has been submitted and may take up to 24 hours to process. An email will be sent to your email address when it has been processed and will have further instructions for you. If you do not receive this email within 24 hours please contact the TCEQ Tier II Program at 512-239-5060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



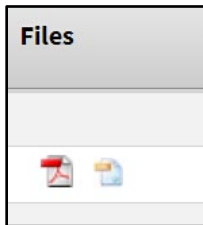
Once you receive your email go back into STEERS and the Tier II Reporting application and you will find your reports on the Report List page. More information is below.

Finding your autogenerated files

Automatically generated Tier II Reports files are found and stored on the “Report List” page. This page is accessed when you open the Tier II application for a given Tier II Account or when you use the “Report Search” function. These files will permanently remain in the system and are located under the “Files” column.



All files are compressed into a ZIP file format. Select the first icon to download a zip file with the PDF file format. Select the second icon to download a zip file with the XML file format. Clicking either icon will download a zip file to your computer. For a PDF file, the .zip extension will need to be unzipped see the data. For an XML file, the zipped file will need to be saved on your computer and then imported in directly the desired software application.



Custom reports:

In addition to the automatically generated reports, you will also be able to create customized Tier II Reports using the “Export/Print Report” function. These reports will stay in the online Tier II Reporting system for five calendar days. Custom reports allow you the flexibility to create reports with selected facilities in them based on the search fields you choose.

Steps to create a customized Tier II report

1. On the main left-hand menu, select “Export/Print Report” to go to the “Export and Print Reports” page.
2. Search for facilities: select the “Report Year” if you are not using the default year and then, if needed, choose other fields you want to search on. Click the “Search” button.
3. Select the facility reports you want to export by checking the boxes to the left of each RN number or if you want to select all, you can check the box in the filter header above – see image below.

- Choose if you want your exported reports in the XML or PDF format by selecting one of the three options.

The screenshot shows the 'Export and Print Reports' page in the STEERS Tier II application. The page header includes the Texas Commission on Environmental Quality logo and user information (User: ER001817). The main content area is titled 'Export and Print Reports' and contains a search form for facilities. The search form includes fields for Report Year (set to 2019), City, County, LEPC, and Fire Department. A 'Search' button is located below the form. Below the search form is a table of search results with columns for RN, Facility Name, Physical Address, Report Title, County, LEPC, and Report Type. Two facilities are listed: one in NW Austin and one in Cedar Park. At the bottom of the table, there are three buttons: 'Export Selected Facilities to XML', 'Export Selected Facilities to One PDF', and 'Export each Selected Facility to a PDF'. A 'Check all' checkbox is located to the left of the table. Red boxes and numbers 1-4 highlight these elements: 1 points to the 'Export/Print Reports' menu item in the left sidebar; 2 points to the search form; 3 points to the 'Check all' checkbox; 4 points to the export buttons.

- Confirm that you want to create the report and name the ZIP file to be created or use the default name. Numbers, letters and hyphens can be used in the file name.

The screenshot shows a 'Confirm' dialog box with the text: 'Do you want to create separate PDF files for each selected Tier II Facility?'. Below the text is a text input field with the placeholder text '* Enter the Name of the Zip File to be created'. The input field contains the text 'FacilitiesinCityofBowie-2019-PDFs .ZIP'. A red arrow points from the number 5 to the 'Yes' button. Another red arrow points from the number 5 to the input field.

- A blue banner will appear at the top of the page with a message that you will be emailed when your report is completed and ready for download. Example of an email is below.

The screenshot shows a blue banner notification at the top of the page. The message reads: '6 trtr2270ExportPdf : A background job has been initiated to create PDF files containing the report data for each Tier II Facilities. You will receive an email once the job has finished.'

The screenshot shows an email notification from donotreply@tceq.texas.gov. The subject is 'UAT:TCEQ Tier II - TXT2: 102551 Facilities PDF Report Completed'. The email body states: 'The TCEQ Tier II PDF Report has completed and is available for download in the STEERS Tier II Reporting application on the Export/Print Reports page. 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.'

- Created reports can be found on the top of the “Export and Print Reports” page and will remain available for five calendar days. To access this page on main left-hand menu, select “Export/Print Report”.

STEERS — Tier II User: ER001817

Export and Print Reports

Files Produced in the Last 5 Days

Date Created	Created By	File Name
12/29/2020	ER001817	Allreports102551-2019-PDF.zip

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+ Account

Search for facilities on submitted reports

Report Year: 2019

City:

LEPC:

County:

Fire Department:

Search Results Total records 2

RN	Facility Name	Physical Address	Report Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>