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

Contents

Options to export and print your Tier II Report after submission	1
File types	1
Report List Page:	
Automatically generated reports:	2
Example of report that was submitted and processed immediately	2
Example of report that was submitted and needs time to process	3
Finding your autogenerated files	3
Custom reports:	4
Steps to create a customized Tier II report	4
How to open the zipped PDF of the Tier II Report:	5

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 <u>zipped</u> file will need to be saved on your computer and then imported into the desired software application.

Report List Page:

The Tier II Reporting Application opens to the Report List, found under the Tier II Account/Role menu. This displays a list of all draft and submitted reports since the online system was implemented in 2018. Available files are found under the "Files" column for submitted reports. Draft reports will not have file or a date under the "Certified" column.

=							
Tier II Account/Role							
Start Draft Report			Reports List Advanced Search				
Export/Print Reports	- Account						
Reports List	TXT2 103011 Active YES CN CN605937	804 Name Dynamic Cookies	Type SOLE PROPRIETORSHIP				
Facility Report Search			Search Results Table				
				1-5 of 5 records	Page 1 of 1		25
Add Contact to Multiple Facilities	Туре 3	↑ Year 1 ▼ Title		°	Certified 2 -	Number of Facilities 0	Files
	INITIAL	2021 Initial report to add chemical				1	
	UPDATE	2021			01/05/2022	2	2 2
	ANNUAL	2021 2021 Report			01/04/2022	2	2 2
	DEFICIENCY CORRECTION - INITIAL	2020			12/16/2021	1	2 😭
		2020			12/10/2021	1	2 12
	INITIAL	2020					

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 numerous 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.

STEERS — Tier II	User: ER001899		01/05/2022 01:42:31 PM 19:42
<u>Tier II Account/Role</u>	1 Info: This Tier II Account Report has been submitted, no changes can be made to it.		
Start Draft Report			
📥 Export/Print Reports	o Rep	ort Detail	
Reports List	- Account		
Facility Report Search	TXT2 103011 Active YES CN CN605937804 Name Dynamic Cookies Typ	e SOLE PROPRIETORSHIP	
Add Contact to Multiple Facilities	Report Type UPDATE Year 2021 Report Title Fee		
Authorize Users for Account	Type UPDATE Year 2021 Report Title Fee	Last Update 01/05/2022	
	Certification Details Date 01/05/2022 Title Environmental Coordinator Signature Iam Abaker		
	Fee Details Total Fee Confirmation of Submittal 103011-Tier-II-Report-Confirmation-of-Submittal-2021-C	ynamic-Cookies.pdf	
	Report Files Download XML File Download PDF File		
	Facilities		
	RN A Facility Name	1-2 of 2 records Page 1 of 1 C Physical Address	
	RX Facuty name	© Physical Address	0
	RN111350575 DYNAMIC COOKIES	122 KRISPY WAY, SEGUIN, TX, 78155	
	RN111353561 DYNAMIC COOKIES	32 CACAO WAY, NEW BRAUNFELS, TX, 78256	
		1-2 of 2 records Page 1 of 1	4 1 (** *1 25 v

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 <u>tier2help@tceq.texas.gov</u>".

1 Your TCEQ Tier II report has been submitted and may take up to 24 hours to process. An email will be sent to tier2tester101@gmail.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 tier2telp@tecq.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 reside permanently 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 <u>zipped</u> file will need to be saved on your computer and then imported into the desired software application.

STEERS - Tier II	User: ER001899		01/05/202	2 01:48:31 PM	18	:15
Tier II Account/Role	Reports List					
Start Draft Report	Advanced Search					
Liport/Print Reports	- Account					
Reports List	TXT2 103011 Active YES CN CN605937804 Name Dynamic Cookies Type SOLE PROPRIETORSHIP					
Facility Report Search	Search Results Table			_		
Add Contact to Multiple Facilities		1-4 of 4 records	Page 1 of 1 🔤 👒		F1 25	*
Authorize Users for Account	Type 3 ^ Year 0 - Title		© Certified 🙁 -	Number of Facilities	¢ Files	
	UPDATE 2021		01/05/2022	2		1
	ANNUAL 2021 2021 Report		01/04/2022	2		2
	DEFICIENCY CORRECTION - INITIAL 2020		12/16/2021	1		1
	NITAL 2020		12/10/2021	1		
	1	1-4 of 4 records	Page 1 of 1	1 22	»I 25	~
	The Cancel					
	Export Page Data Export All Data					
					1	Back To Top
Files						



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

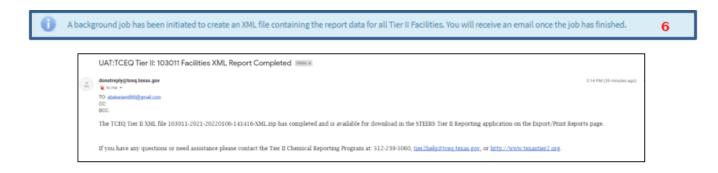
- 1. On the main left-hand menu, select "Export/Print Report" to go to the "Export and Print Reports" page.
- 2. Search for facilities: select the "Report Year" if you are not using the default year and then, if needed, choose other fields you want to search on. Click the "Search" button.
- 3. The Search Results table will be populated by all facilities that match the entered search criteria. These are the facilities that will be exported.
- 4. Choose if you want your exported reports in the XML or PDF format by selecting one of the three options.

STEERS - Tier II	User: ER001817		19:51
Ξ			
• Tier II Account/Role	Export and Print Reports		
Start Draft Report	- Account		
Export/Print Reports	TXT2 103011 Active YES CN CN605937804 Name Dynamic Coolies Type SOLE PROPRIETORSHIP		
Reports List	2 Year for all searches 2021 +		
Facility Report Search	> Search by RN		
Add Contact to Multiple Facilities	- Search by Location		
	City County Select • Zip		
	LEPC Fire Department		
	Search Reset		
	Searca		
	Search Results Total records 2		
	Ph radiity Name 0 Physical Address 0 Title		Type 0
		•	•
3	R11132657E DVMAMIC COOKIES 122 KRISPY WAY, SEGUIN, TX, 73155 R11133558E DVMAMIC COOKIES 32 CACAO WAY, NEW BRAUNFELS, TX, 73256	GUADALUPE	UPDATE
	RN111355551 DYNAMIC COOKIES 32 CACAO WAY, NEW BRAUNFELS, TX, 78256	COMAL	UPDATE
	Export All Data		
	Only the facility reports displayed will be exported.		
	4 Export Facilities to Export Facilities to Export Each Facility		
	XML One PDF to a Separate PDF		Pack To Top

5. 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.

Confirm X
Do you want to create separate PDF files for each selected Tier II Facility?
* Enter the Name of the Zip File to be created
FacilitiesinCityofBowie-2019-PDFs ZIP
5 Yes × No #

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



7. 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: ER001899	01/06/2022 02:58:57 PM	19:40
≡ ● <u>Tier II Account/Role</u>	7 Export and Print Reports		
Shart Darft Report Export/Print Reports Reports List Exsistly Reports Search	Files Produced in the Last 5 Days Date Time Created III (* 1 - Created By This Produced in the Last 5 Days 01/07/022 00:14 PH ER001889 1000115/002500004545165.05/400 01/07/022 00:14 PH ER001889 1000115/002500004545165.05/400 01/07/022 00:14 PH ER001889 1000115/0025000645505165/45/400 01/07/022 00:14 PH ER001889 1000115/0025000645505165/45/400		
Add Contact to Multiple Facilities	TXT2 100211 Active YES CNI CM050937804 Name Dynamic Cookies Type SOLE PROPRIETORSHIP Year for all searches *		
	City County Stiett. • Zip LEPC Fire Department Sounds Reset		
	Search Results Total records 2		
	RN Facility Name Physical Address 0 Title	0 County 0	Type 0
	B1111050275 DYNAMIC CODNIES 222 XRISPY WKX SEQUIN, TX, T0155		UPDATE
	BK112825861 DYNAMIC CODICES 32 CACAD YAAV, IEW BRAUNFELS, TX, 7256	COMAL	UPDATE

How to open the zipped PDF of the Tier II Report:

- Click on the blue file name under "Files Produced in the Last 5 Days" to download your custom report. Go to your Downloads folder to find the zip file.
- The downloaded zip file containing the PDF must be unzipped to extract the report and site plans. (You will likely need an archive extraction software on your device to complete this step.)
 - Double click on the zip file to open it. (Only the zip file containing the PDF should be opened. **The XML file should not be unzipped.** The XML file must saved as a zipped file in order to import it into other software.)

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	,	Downloads		> Logout >>
		123456-2021-2022103-16414 Open file	43-PDFs.zip	STEERS Home
STEERS — Tier II	User: ER001558	See more		18:20
=	Files Produced in the Last 5 Days	Seemore		-
Tier II Account/Role	Date/Time Created 🕕 👻 Created By 🗢 File Name	2 ^		
Start Draft Report	01/03/2022 04:43 PM ER001558 123456-2021-20220103-164143-PDFs.zip			
Export/Print Reports	Account TXT2123466 Active YES CN CN705123002 Name City of Bedrock	Type OTHER GOVERNM	ENT	
Reports List	Year for all searches 2020	•		
Facility Report Search Add Contact to Multiple Facilities	Search by RN			- 1
Authorize Users for Account	Search by Location Search Results Total r	ecords 2		_
	RN Facility Name		County 0	Type 🗘
			•	-
	999123001 Bedrock Wastewater Treatment Plant 1313 Mockingbird Lane, Bedrock TX 78745		Travis	ANNUAL
	999123002 Bedrock Water Supply Treatment Plant 7 Rockbottom Pass, Bedrock TX 78745		Travis	ANNUAL

- The PDF of the report can be seen inside the opened zip file below. You can open and save the report. Double click on the PDF to open it.
- The site plans and any other attachments are inside the folder marked Site Plans.

		Downloads			x \$	Logout >>
		123456-202 Open file	21-2022103-16414	3-PDFs.zip		STEERS Home
STEERS — Tier II	C:Users\TammyR\Downloads\123456-2021-2022103-164143-PDFs.zip\	$\overline{}$			0 X	17:28
=	File Edit View Favorites Tools Help					Â
Cier II Account/Role	de Extract Test Copy Move Delete Info					
I Start Draft Report	p C:\Users\TammyR\Downloads\123456-2021-2022103-164143-PDFs.zip\				~	
	Name Siz	e Packed Size	Modified	Created	Accesse	
Export/Print Reports	SitePlansTemp 172.16					
Eports List	Ibit - II- Paper-Report-for-City-of-Bedrock-2022-01-03-1641249816483.pdf 45.48 Ibit - II- Paper-Report-for-City-of-Bedrock-2022-01-03-1641249816502.pdf 43.48		2022-01-03 16:43 2022-01-03 16:43			
Facility Report Search						

Example of a PDF of a Tier II Report:

٠

