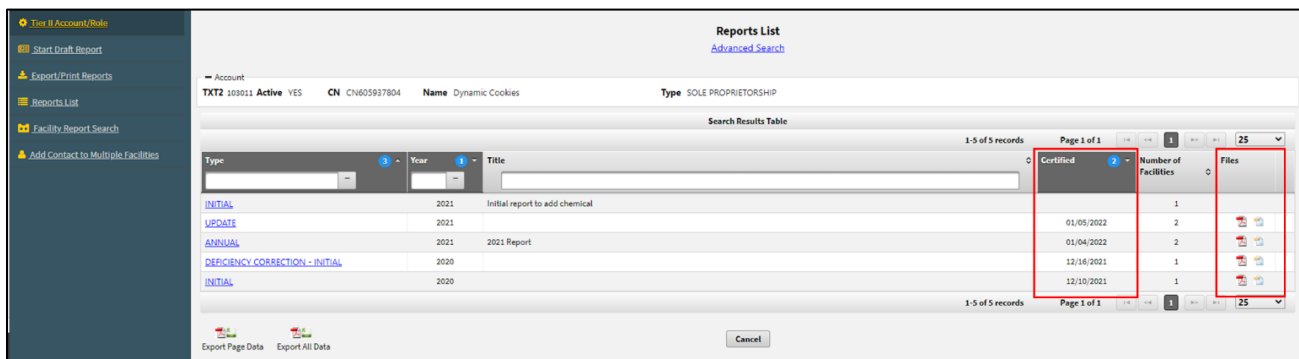


Exporting and Printing Your Tier II Reports in XML & PDF Formats through STEERS

- Automatically generated Tier II report files available after submission1
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 - Finding your autogenerated files**Error! Bookmark not defined.**
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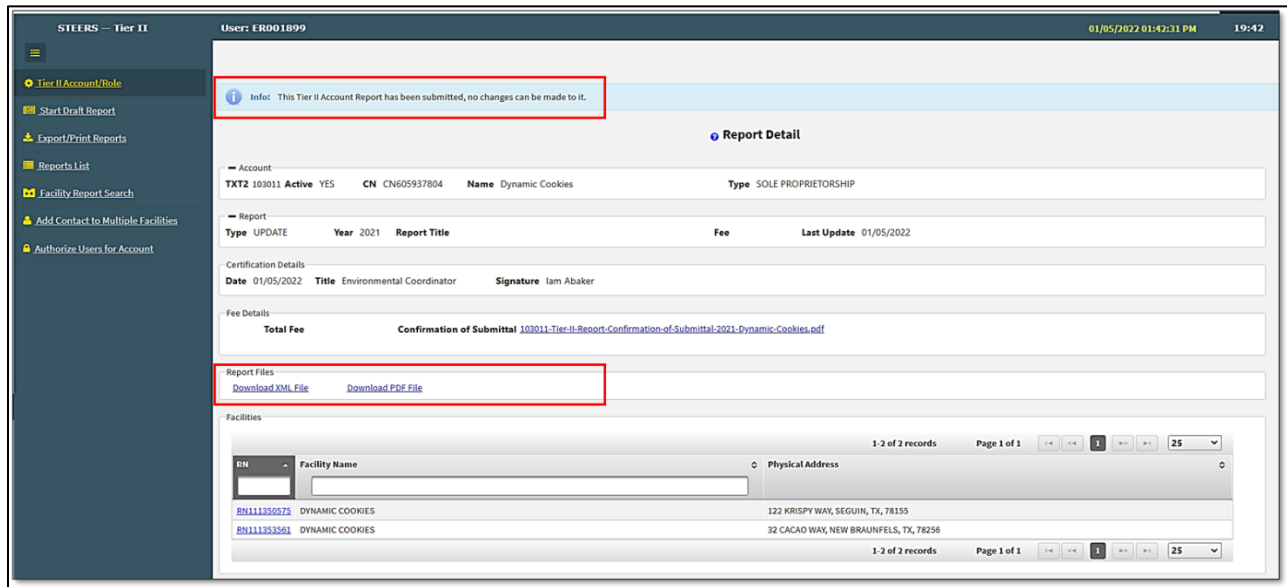
Automatically generated Tier II report files available after submission

- After submitting your Tier II report, the STEERS Tier II Reporting application will automatically create downloadable report files and will be permanently stored in the online system. 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.
- 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 Reporting 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. The *Report List* displays a list of all draft and submitted reports since the online system was implemented in 2018. Draft reports will not have a file or a date under the “Certified” column.
- A readable and printable PDF file of the entire report and an XML file that can be imported into other software applications like Tier2 Submit and CAMEO will be automatically created for your Tier II report after submission. These reports will have the entire report that was submitted that includes all facility reports.
- All files are compressed into a ZIP format. For the PDF files, the .zip extension will need to be unzipped to see the data. For the XML file, the zipped file will need to be saved on your computer and then imported into the preferred software program.



Report files processed and available to download immediately after submission

- After submitting a report, the *Report Detail* page will display a blue banner at the top to indicate the report was submitted and below on the page under the “Report File” section there are two files available to download.



Report files that need extra processing time before available

- Reports with multiple facilities may take time to process the submission. When you submit your report, a message at the top of the screen will display a blue banner message: “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 Tier II Reporting application and you will find your reports on the *Reports List* page.

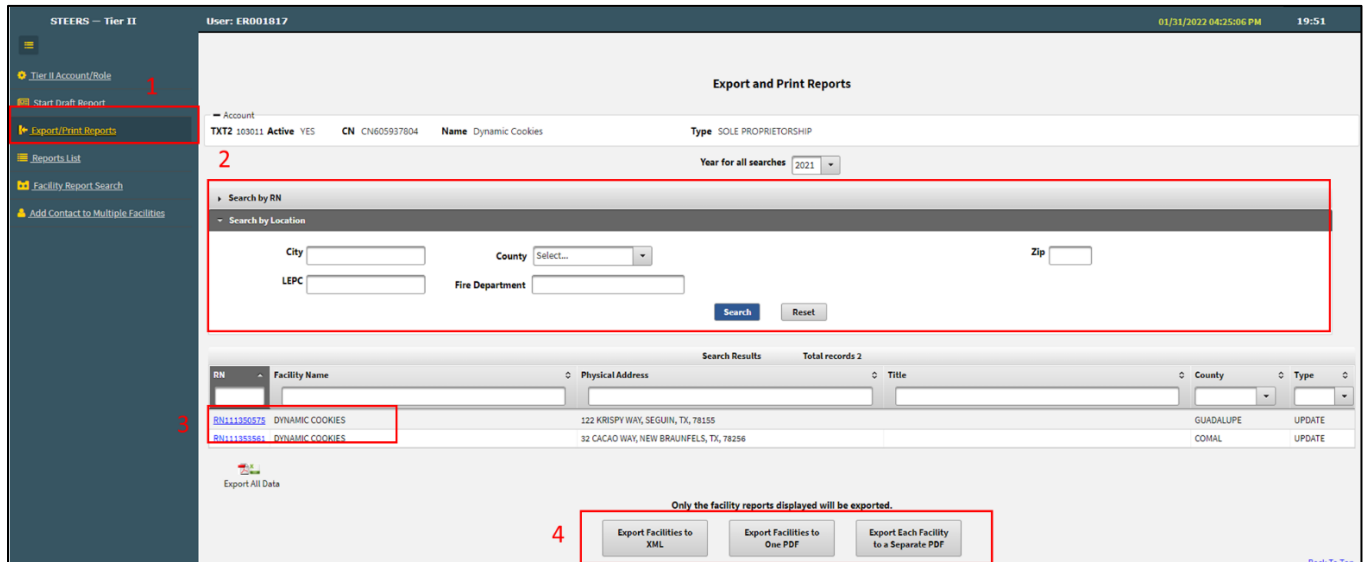
Custom exporting of Tier II reports

- 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.

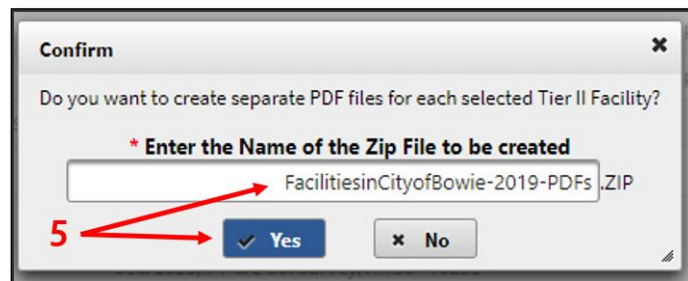
Steps to create a customized Tier II report

1. On the main left-hand menu, select “**Export/Print Report**” to go to the *Export and Print Reports* page.

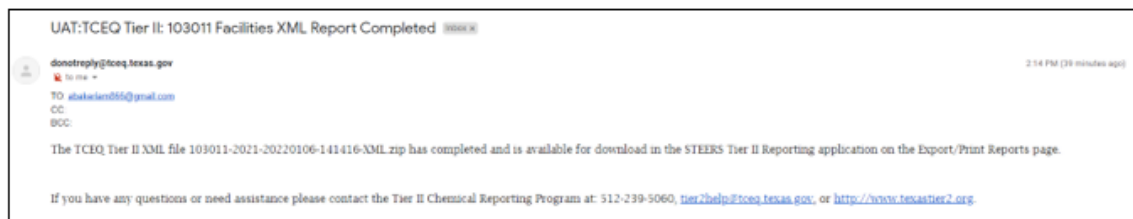
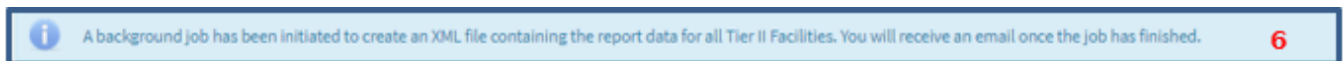
2. Search for facilities: select the **“Report Year”** if you are not using the default year and if needed, choose other fields you want to search. Click the **“Search”** button.
3. The *Search Results* table will be populated by all facilities that match the entered search criteria. These are the facilities 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.



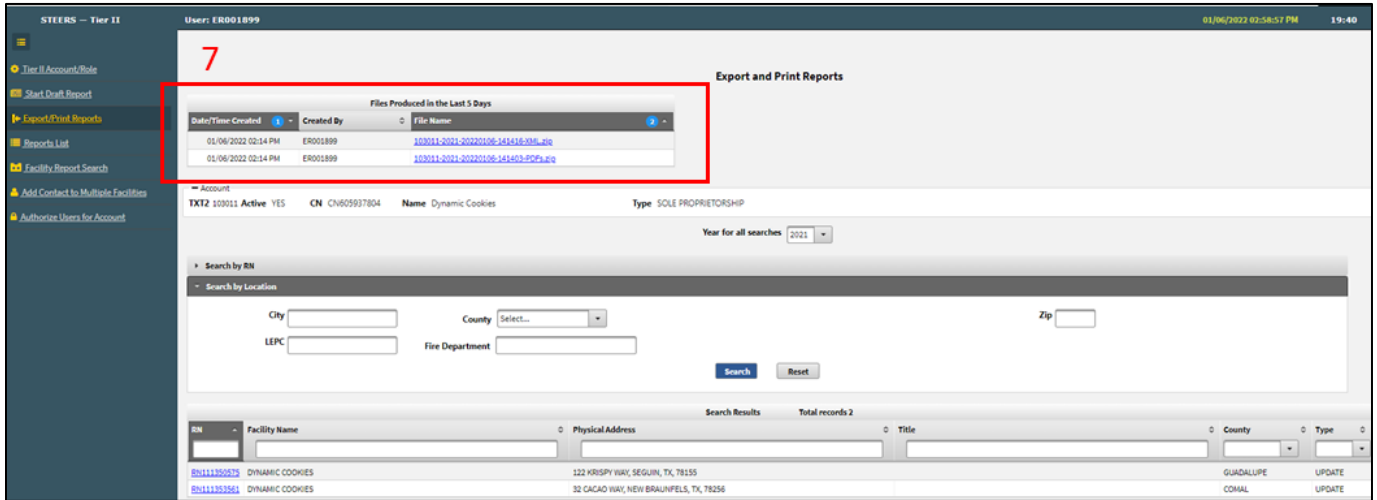
5. Confirm that you want to create the report and name the ZIP file to be created or use the default name. Numbers, letters, and hyphens can be used in the file name.



6. 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.

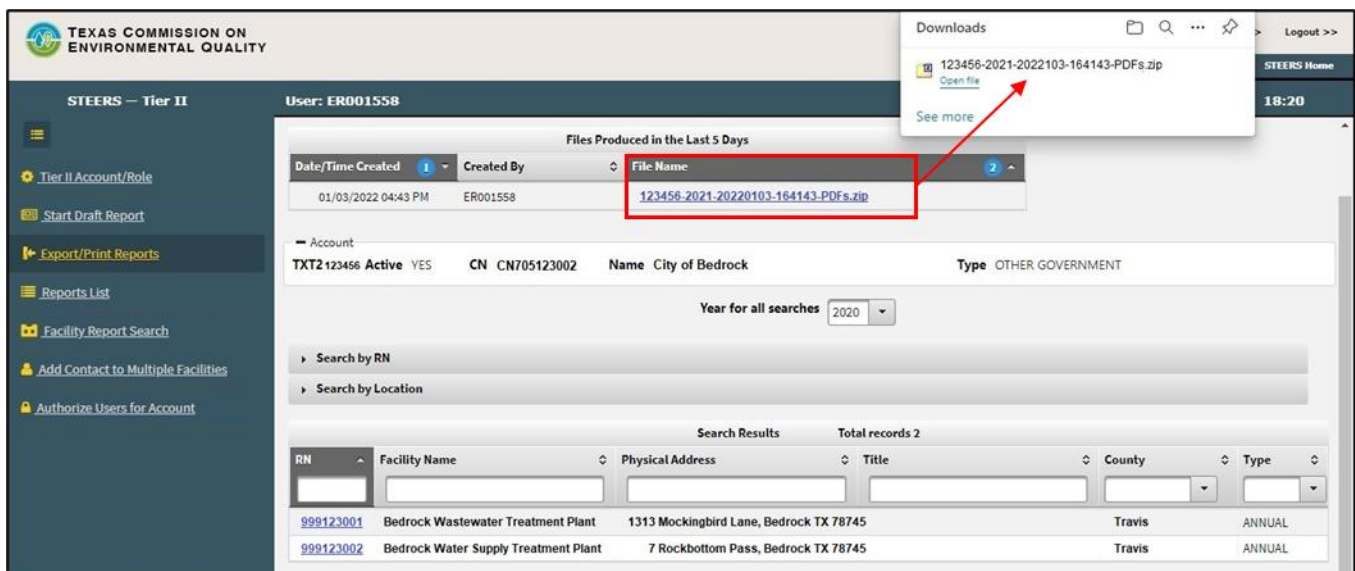


- Created reports can be found on the top of the *Export and Print Reports* page and will remain available for five calendar days. To access this page on main left-hand side menu, select **“Export/Print Report”**.

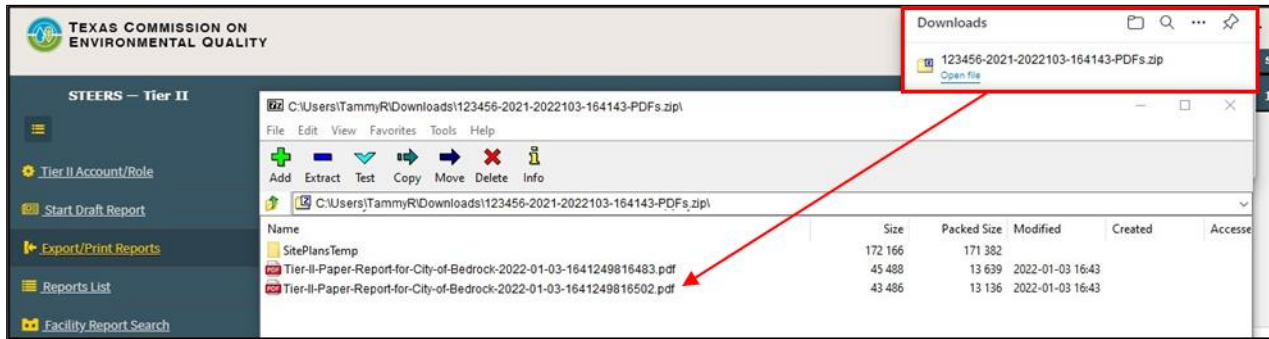


Opening a zipped Tier II Report PDF

- Click on the blue file name under “Files Produced in the Last 5 Days” within the *Export and Print Reports* page to download your custom report. Go to your computer 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 be saved as a zipped file in order to import it into another software.)



- 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.



Example of a Tier II Report PDF:

Tier II Emergency and Hazardous Chemical Inventory	Page 1
Reporting Period: January 1 to December 31, 2021	Generated On: January 04, 2022
Facility Name: DYNAMIC COOKIES	
<hr/>	
FACILITY IDENTIFICATION:	
DYNAMIC COOKIES	
Dept: N/A	
Physical Address: 122 KRISPY WAY, SEGUIN, TX 78155	
Mailing Address: 122 KRISPY WAY, SEGUIN, TX 78155	
Geographic Location:	
County: GUADALUPE	
Latitude: 29.562338	
Longitude: -97.963296	
Fire Department: Seguin Fire Department	
LEPC: Guadalupe LEPC	
[x] All facility information (not including chemical information) is identical to last year's submission	
IDENTIFICATION NUMBERS:	
Dun & Bradstreet: N/A	
NAICS: 311821 (Cookie and Cracker Manufacturing)	
Is the facility manned? [] Manned [x] Unmanned	
Maximum No. of Occupants: 0	
REGULATORY INFORMATION:	
Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? [x] Yes [] No	
Subject to Chem. Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Mgmt. Pgm.)? [] Yes [x] No	
CONTACT INFORMATION:	
IAM ABAKER	