

# Tier II Information and Quick Start Guide for Reporting Year 2023

The 2023 Annual Tier II Chemical Inventory Report is due by **March 1, 2024**.

Please remember:

- Driving directions from the nearest major city or intersection are required for any facility that does not have a street address [[30 TAC 325.3](#) (a)(8)]

Tier II Resources:

- See the [Online Reporting Help page](#) for guidance information
  - Step-by-step training guides
  - Follow along training videos
- See the [Trainings page](#) for available live training classes
  - Refresher Trainings cover basic steps to submit a report when you have reported in the past.
  - Annual Trainings to cover the Tier II Program requirements and all procedures for reporting.

**The Quick Start Guide is below for returning Tier II filers with few or no changes**

How to file your Tier II Report:

- 1) Log into [STEERS](#) and click on Tier II Reporting.
- 2) Click on Start Draft Report.
- 3) Choose Type of Report: Annual, add title (optional).
- 4) Click on Add Existing Facilities and select all facilities you wish to include on the report.
  - a) If you have new facilities to report for you will need to use the Tier II Core Data application to create these affiliations.
- 5) Click Save (If any of your facilities were not listed, now click on Transfer Facilities and select any facility needed. Click Save again.)
- 6) Review all report information. Click on the blue RN hyperlink of the facility you want to review and work on.
- 7) Change/update Chemical or Contact information on the appropriate tab. Remember that invoices are sent to the address of the billing contact.
- 8) Click on Validate Report. If the report does not pass validation, a red error message will appear at the top of the screen and you will be able to download a copy of the error log from the Report Detail page. Proceed to fix the errors before attempting to validate the report again.
- 9) Once the report has passed validation you can click on Start Submission, certify and add signature (typed in name), title and password for STEERS.
- 10) Click on Submit.
- 11) After the report submits, report files are created in PDF and XML formats (found on Reports List).
- 12) Custom reports can be created by using the “Export/Print Reports” function on the main menu.