



TEXAS TIER II CHEMICAL REPORTING: REFRESHER TRAINING



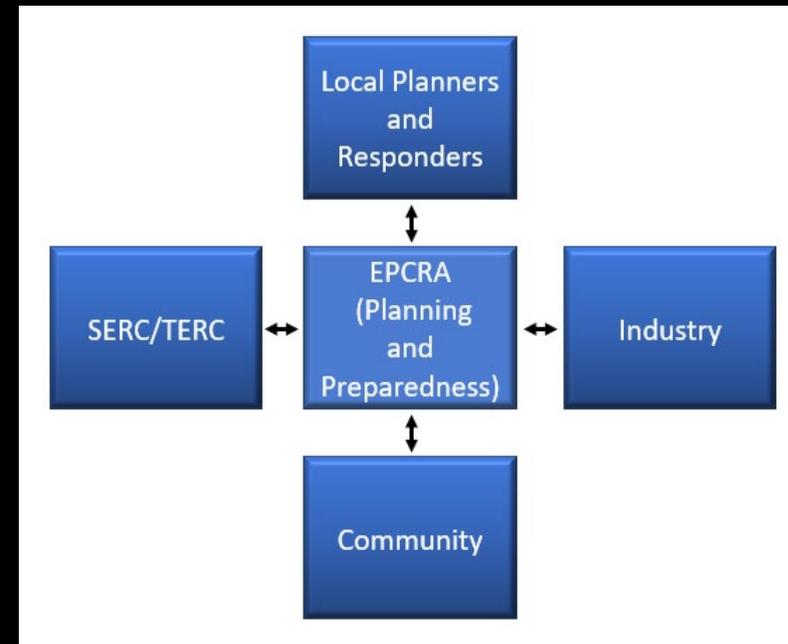
REFRESHER TRAINING AGENDA

- Tier II Program Information
- State of Texas Electronic Reporting System (STEERS) reminders
- How to file your Tier II Report
 - *For those who have filed reports in the past*
 - *Review changes to the Tier II application*



TIER II LAWS AND REGULATIONS

- Federal Laws
 - Federal Emergency Planning and Community Right-to-Know Act (EPCRA) – 1986
 - AKA Superfund Amendment Reauthorization Act (SARA) Title III
- State Laws
 - Texas Health & Safety Code Chapters 505, 506 and 507
 - Texas Disaster Act (Texas Government Code Chapter 418)
- Rules
 - 30 Texas Administrative Code Chapter 325



WHO NEEDS TO REPORT?

Sites/facilities storing hazardous chemicals at or above the reporting threshold must file a Tier II Report.

Subset of chemicals classified as an Extremely Hazardous Substance (EHS) are assigned a threshold planning quantity (TPQ).

WHAT IS A HAZARDOUS CHEMICAL?

Hazardous Chemical – 29 CFR 1910.1200(c), any chemical which is classified as a physical or health hazard, a simple asphyxiant, combustible dust, or hazard not otherwise classified.

Health Hazard  <ul style="list-style-type: none">• Carcinogen• Mutagenicity• Reproductive Toxicity• Respiratory Sensitizer• Target Organ Toxicity• Aspiration Toxicity	Flame  <ul style="list-style-type: none">• Flammables• Pyrophorics• Self-Heating• Emits Flammable Gas• Self-Reactives• Organic Peroxides	Exclamation Mark  <ul style="list-style-type: none">• Irritant (skin and eye)• Skin Sensitizer• Acute Toxicity (harmful)• Narcotic Effects• Respiratory Tract Irritant• Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder  <ul style="list-style-type: none">• Gases under Pressure	Corrosion  <ul style="list-style-type: none">• Skin Corrosion/ burns• Eye Damage• Corrosive to Metals	Exploding Bomb  <ul style="list-style-type: none">• Explosives• Self-Reactives• Organic Peroxides
Flame over Circle  <ul style="list-style-type: none">• Oxidizers	Environment *(Non Mandatory)  <ul style="list-style-type: none">• Aquatic Toxicity	Skull and Crossbones  <ul style="list-style-type: none">• Acute Toxicity (fatal or toxic)



SAFETY DATA SHEET (SDS)

What is an SDS?

Detailed hazardous chemical information prepared by the chemical manufacturer/importer.

- Describes chemical properties, health hazards, protective measures and safety precautions for handling, storing, and transporting the chemical.

SDSs are required to be presented in a consistent user-friendly, 16-section format.



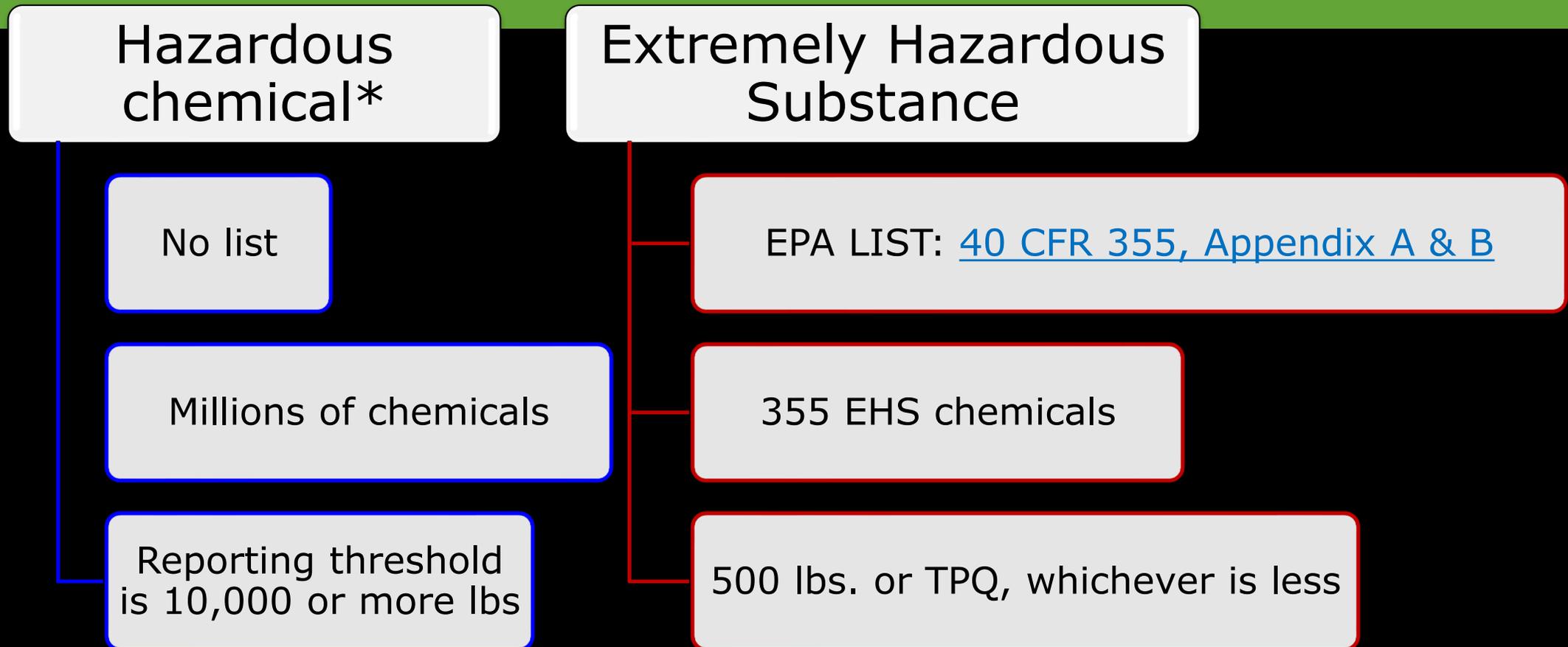
WHO NEEDS A SDS?

The Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard (1910.1200) and Lab Safety Standard (1910.1450) both require an SDS be readily accessible in employee work area(s) during all shifts.

Laboratories, facilities or shops that use chemicals must obtain an SDS specific to each chemical used in the workplace.



HAZARDOUS CHEMICALS AND EHS



*Includes chemicals stored for recycling

EHS LISTS: APPENDIX A AND B

40 CFR 355

Appendix A and B are the same list but are organized differently.

- A – Listed in alphabetical order
- B – Listed by CAS Number

Appendix A to Part 355—The List of Extremely Hazardous Substances and Their Threshold Planning Quantities

[Alphabetical Order]

CAS No.	Chemical name	Notes	Reportable quantity* (pounds)	Threshold planning quantity (pounds)
786-19-6	Carbophenothion		500	500
57-74-9	Chlordane		1	1,000
470-90-6	Chlorfenvinfos		500	500
7782-50-5	Chlorine		10	100

TPQ – 500 lbs or TPQ, whichever is less

WHAT IS ON A TIER II REPORT?

Facility Information:

- Owner/operator info
- Facility address and coordinates
- North American Industry Classification System (NAICS)
- Chap. 302 and Risk Management Program (RMP)
- TCEQ identifying numbers

Chemical Information:

- Chemical name, physical properties & health effects
- Chemical amount range, maximum & average
- Precise locations of hazardous chemicals within the facility

Contact Information:

- **Required contacts:** Owner/operator, Tier II information contact, billing contact, emergency contact
- **Required contact only** if reportable EHS on site: Facility Emergency Coordinator

TCEQ IDENTIFYING NUMBERS

- Customer Number (CN) – assigned to the owner/operator of the facility
 - Each CN can only be affiliated with one TXT2
- Regulated Entity Number (RN) – assigned to the facility
 - Facility - all buildings, equipment, structures located on a single site or on contiguous or adjacent sites
 - RN is unique to the address or location – the RN is only for that address
- Texas Tier II (TXT2) Number – assigned to the owner/operator of the facility
 - Each TXT2 can only be affiliated with one CN

TIER II REPORT FEES

- Fees for Annual and Initial reports only
 - No initial fees for public employers
- Fees are based on:
 - Type of facility – based on NAICS code
 - Manufacturer
 - Non-Manufacturer
 - Public Employer
 - Number of facilities
 - Number of chemicals
- A paper invoice is mailed to the billing contact, if invoice is not paid via e-pay



Facilities that are both manufacturing & non-manufacturing are billed at manufacturing rates

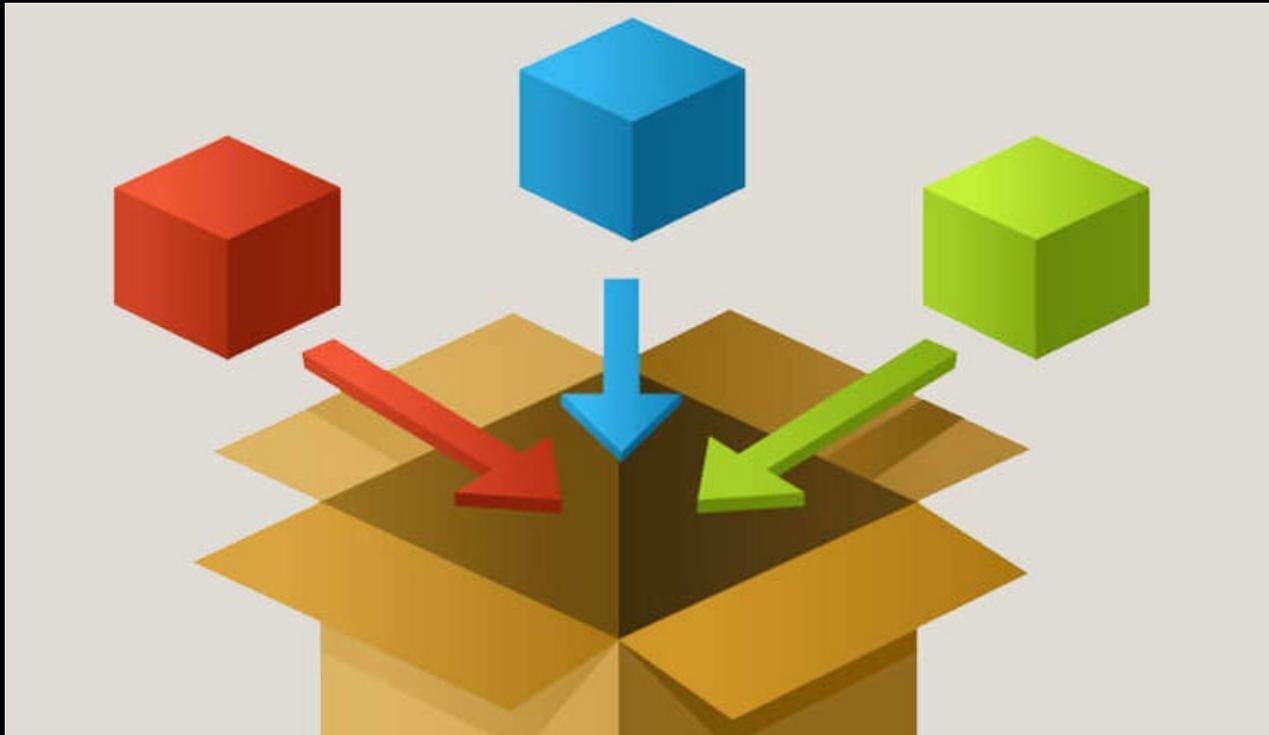
PAYMENT INFORMATION

E-Pay - TCEQ's online payment system

<https://www3.tceq.texas.gov/epay/index.cfm>

- Credit card payments have services fees (~2.25%)
- Can use ACH (electronic bank transfer) with no service fees
- Can accept payments up to \$80,000

FEE CONSOLIDATION



Fee consolidation for multiple facilities owned by one operator

- Must have fewer than 25 chemicals
- Must be filed by single operator on the same report
- Manufacturer can consolidate 2 facilities (one payment of \$100)
- Non-Manufacturer can consolidate 3 facilities (one payment of \$50)
- Public Employer can consolidate 7 facilities (one payment of \$50)

PENALTY AND INTEREST ON DELINQUENT FEES

Tier II Fees follow [TCEQ rules](#) on billing:

- a) A penalty of 5.0% of the fee due shall be imposed on a person who fails to pay a fee required under this title when due, and, if the person fails to pay the fee within 30 days after the day on which the fee is due, an additional 5.0% penalty shall be imposed.
- b) Delinquent fees accrue interest beginning on the 61st day after their due date.
- c) The yearly interest rate on all delinquent fees required under this title is the prime rate plus one percent, as published in the Wall Street Journal on the first day of each calendar year that is not a Saturday, Sunday, or legal holiday.
- d) Penalties and/or interest under this section may be waived by the executive director for good cause.

DEFICIENCY CORRECTION REPORTS

- Tier II Staff review submitted Tier II Reports for potential compliance issues.
- If Tier II Staff determine that your report needs additional information or clarification, a Deficiency Correction Report (DCR) is created.
 - The Tier II contact will receive an email listing any deficient items in the report.
 - Timeframe to make corrections: 30 days from deficiency correction email notification
 - To be considered in compliance, you must make requested corrections and submit the DCR.

DEFICIENCY CORRECTION REPORTS

Deficiencies are broken down into three categories:

1. Facility examples:

- Are the facility latitude and longitude coordinates accurate?
- If no street address, are driving directions provided?

2. Chemical examples:

- Is a map provided or if not, are precise chemical locations provided? Can they be used by emergency planners or response personnel?
- Are all EHS chemicals listed as EHS?

3. Contact example:

- Emergency contact must be an individual, not a company.

DEFICIENCY CORRECTION REPORTS

- Click on the blue “Deficiency Correction” draft report that was created for you
- You must send a copy of the corrected report to your LEPC and local fire department. Deficiency Corrections do not require a fee.

Reports List
[Advanced Search](#)

Account

TXT2 104290 **Active** YES **CN** CN606236719 **Name** Example Test Operator **Type** TRUST

Search Results Table

1-2 of 2 records Page 1 of 1 [Navigation] 25

Type	Year	Title	Certified	Number of Facilities	Files
DEFICIENCY CORRECTION - INITIAL	2023			2	
INITIAL	2023		03/14/2024	2	 

1-2 of 2 records Page 1 of 1 [Navigation] 25

TIER II INVESTIGATIONS

Your facility is subject to investigation, per 30 TAC §325.4.

Compliance Inspections

- Your Tier II report should match the reportable chemicals onsite
- If you get new chemicals onsite – *Initial report is required within 90 days**
- If you have a new facility – *Initial report is required within 90 days**
- If you have updated or new information for your facility, contacts or chemicals – *Update report required within 90 days**
- Chemical storage locations should match your Tier II report – investigators should be able to easily locate chemicals

*Ammonium nitrate facilities must report within 72 hours

STEPS TO FILE YOUR TIER II REPORT

Note: For those who have minimal changes from last year's report.

1. Log into STEERS and select the Tier II Reporting application
2. Start New Draft Report: choose type of report and title (optional)
3. Add existing facility(s) to the draft report
4. Review facility data – clicking on blue facility RN number to review data
5. Update any facility, contact or chemical data
6. Validate report
7. Submit report
8. Export or print the report
9. Send copy of report to Fire Department and LEPC

STEERS ACCOUNT REMINDERS

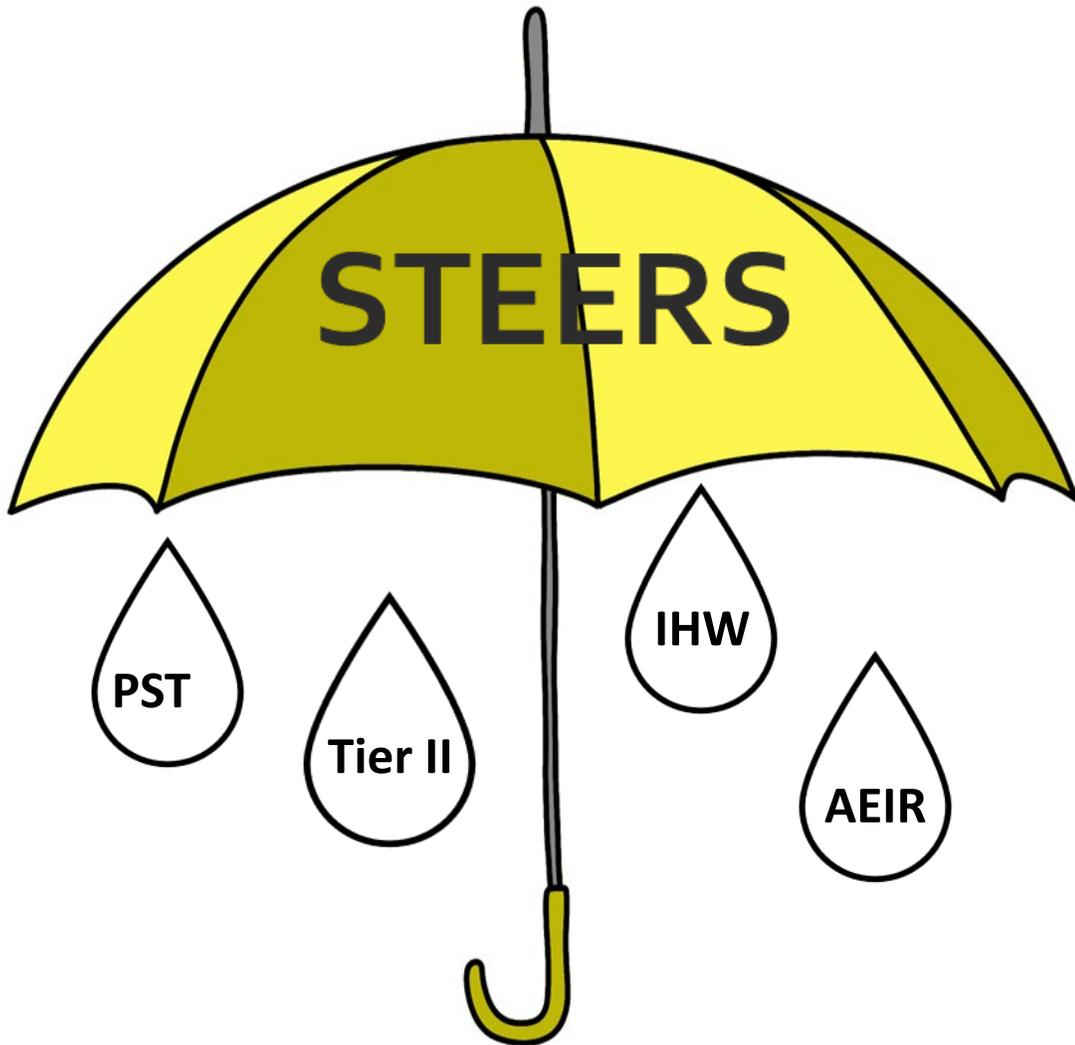
STEERS accounts must be renewed every 2 years.

- The STEERS account holder will receive an email with information about renewing their account.
- Please keep your STEERS account email current, so you can receive account notifications from STEERS.
- If your STEERS account expires, you must contact STEERS directly, Tier II staff cannot assist with account issues.

STEERS Contact Information:

512-239-6925

steers@tceq.texas.gov



The STEERS “Umbrella”

- STEERS is a system that TCEQ uses for multiple program areas.
- STEERS accounts are created for individual users, not companies, due to electronic signatory requirements.
- Individuals request access to different program areas, for example, Tier II.

WHO SHOULD I CONTACT FOR HELP?

Contact STEERS:

- Locked/expired STEERS account
- Forgot STEERS account number, password and/or answers to security questions
- Status of mailed paper SPA (processed by STEERS)
- Did not receive verification or password reset emails

Contact Tier II:

- Assistance adding Tier II applications to your active STEERS account
- Questions about access roles to Tier II applications (primary vs secondary, etc)
- Assistance submitting your drafted Tier II report

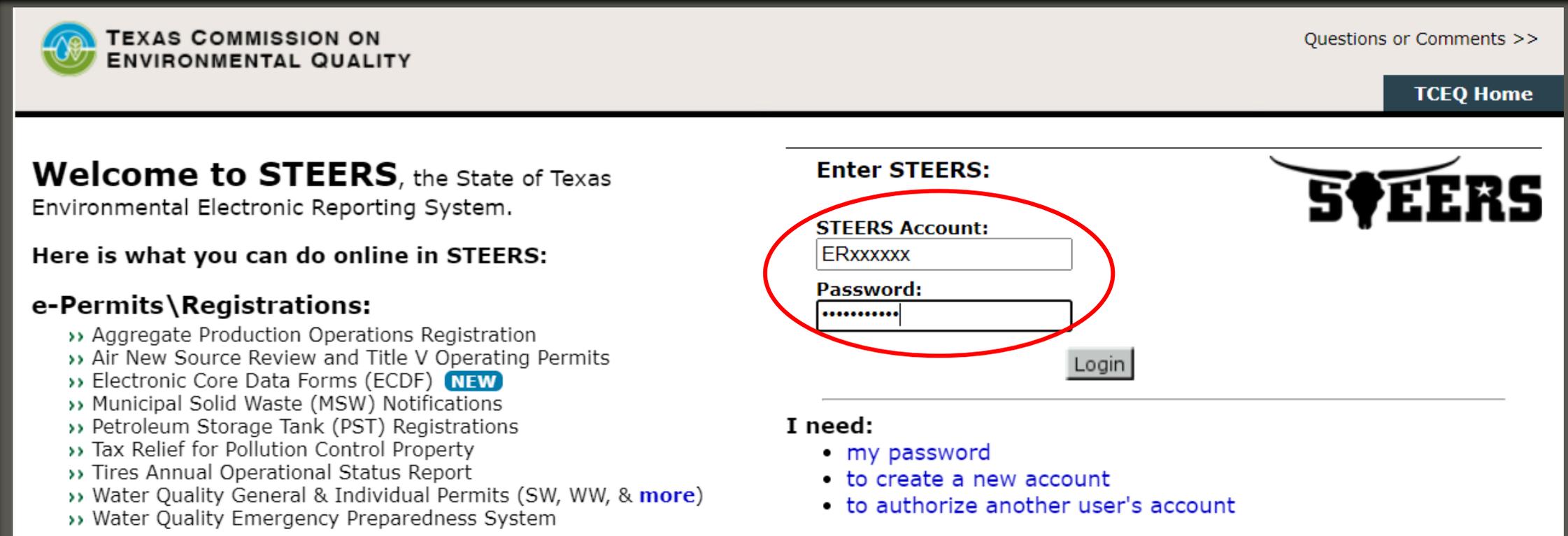


USING THE TIER II REPORTING APPLICATION

How to submit your report

ACCESS THE TIER II REPORTING APPLICATION: LOG INTO STEERS

STEERS website: <https://www3.tceq.texas.gov/steers/>



 TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Questions or Comments >>

[TCEQ Home](#)

Welcome to STEERS, the State of Texas Environmental Electronic Reporting System.

Here is what you can do online in STEERS:

e-Permits\Registrations:

- » Aggregate Production Operations Registration
- » Air New Source Review and Title V Operating Permits
- » Electronic Core Data Forms (ECDF) **NEW**
- » Municipal Solid Waste (MSW) Notifications
- » Petroleum Storage Tank (PST) Registrations
- » Tax Relief for Pollution Control Property
- » Tires Annual Operational Status Report
- » Water Quality General & Individual Permits (SW, WW, & **more**)
- » Water Quality Emergency Preparedness System

Enter STEERS:

STEERS Account:

Password:



I need:

- [my password](#)
- [to create a new account](#)
- [to authorize another user's account](#)

ACCESS THE TIER II REPORTING APPLICATION: ANSWER SECURITY QUESTION



TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY

STEERS Verify Account



Verify STEERS ER001817

Please answer the following security question: (3 incorrect answers will cause the account to be locked)

What is your favorite game?

ACCESS THE TIER II REPORTING APPLICATION: VERIFY LOGINS



TEXAS COMMISSION ON
ENVIRONMENTAL QUALITY

STEERS Login Confirmation

ID: ER001817



Welcome Tier2 Tester!

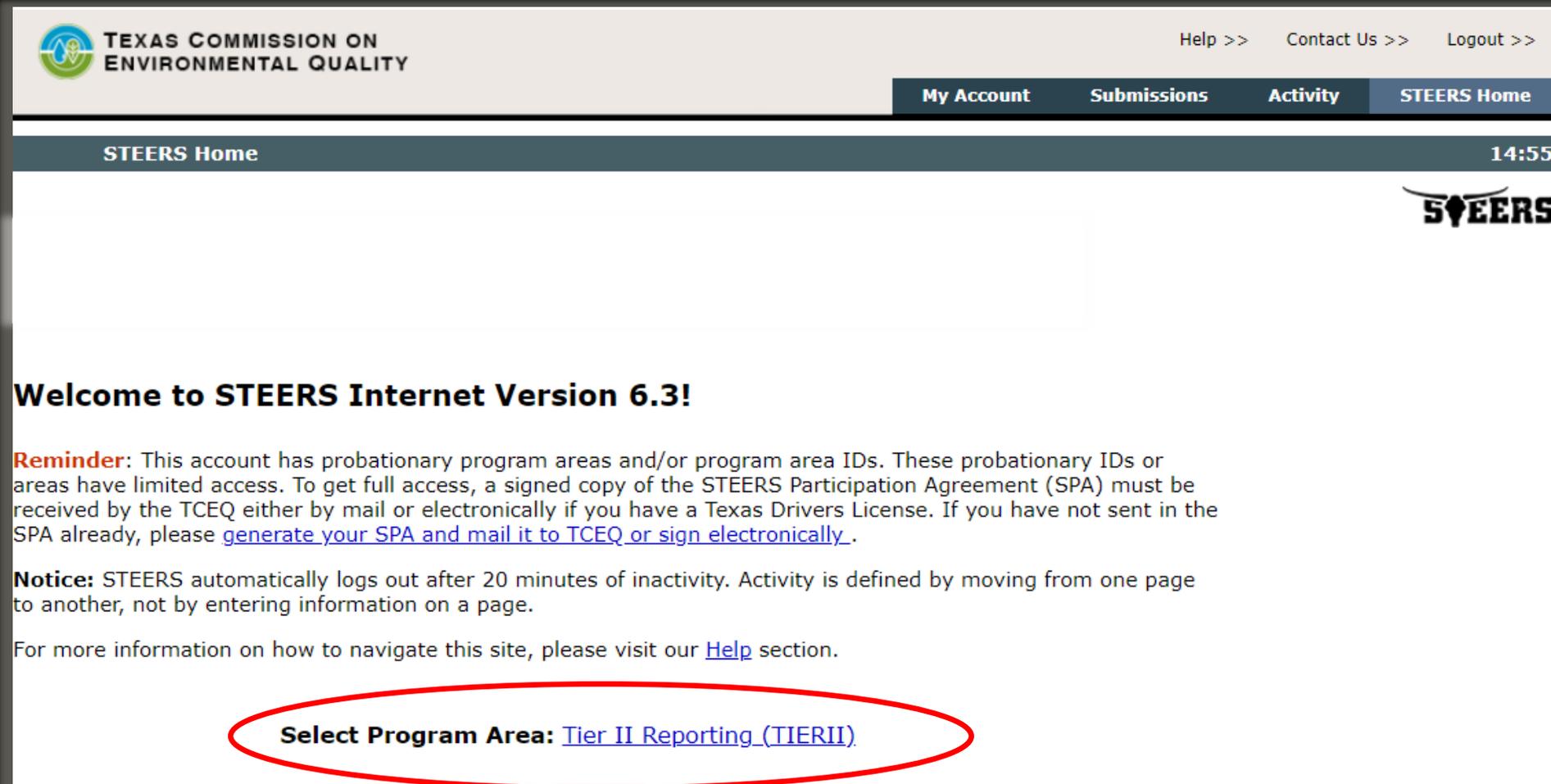
The 10 most recent logins for account ER001817 are listed below. If you suspect any of these logins were not made by you, please notify the STEERS Help Line immediately at 512-239-6925 or email steerstst@tceq.texas.gov.

Account ID	User Name	Date/Time	IP Address
ER001817	Tier2 Tester	12/14/2020 16:48:07 PM	163.234.182.106
ER001817	Tier2 Tester	12/04/2020 13:57:25 PM	163.234.178.38
ER001817	Tier2 Tester	12/03/2020 14:57:15 PM	163.234.178.156

Reminder: This account has probationary program areas and/or program area IDs. These probationary IDs or areas have limited access.

Were these logins made by you?

ACCESS THE TIER II REPORTING APPLICATION: SELECT PROGRAM AREA



The screenshot shows the user interface of the STEERS application. At the top left is the Texas Commission on Environmental Quality logo. To the right are links for Help, Contact Us, and Logout. Below this is a navigation bar with buttons for My Account, Submissions, Activity, and STEERS Home. A secondary bar shows 'STEERS Home' and the time '14:55'. The STEERS logo is in the top right corner. The main content area features a welcome message, a reminder about probationary access, a notice about session timeout, and a link to the Help section. A red oval highlights the 'Select Program Area: Tier II Reporting (TIERII)' link.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

My Account Submissions Activity STEERS Home

STEERS Home 14:55

STEERS

Welcome to STEERS Internet Version 6.3!

Reminder: This account has probationary program areas and/or program area IDs. These probationary IDs or areas have limited access. To get full access, a signed copy of the STEERS Participation Agreement (SPA) must be received by the TCEQ either by mail or electronically if you have a Texas Drivers License. If you have not sent in the SPA already, please [generate your SPA and mail it to TCEQ or sign electronically](#).

Notice: STEERS automatically logs out after 20 minutes of inactivity. Activity is defined by moving from one page to another, not by entering information on a page.

For more information on how to navigate this site, please visit our [Help](#) section.

Select Program Area: [Tier II Reporting \(TIERII\)](#)

MULTIPLE TIER II ACCOUNTS: SELECT THE ACCOUNT

Example of multiple Tier II accounts. After selecting one to work in this will go to the "Report List" page

Tier II Accounts

TXT2 #	CN	Owner/Operator Name	Facilities
<input checked="" type="radio"/> 104290	CN606236719	Example Test Operator	2
<input type="radio"/> 104291	CN606236727	Tceq Test Entity	1

Select which CN you want to work on

Select

Reset

Click "Select"

[Back To Top](#)

TIER II REPORTS LIST PAGE

NEW PAGE VIEW

The screenshot displays the 'Reports List' interface for a user account. The left sidebar contains navigation options, with 'Reports List' highlighted. The main content area is divided into two sections: 'Draft Reports' and 'Submitted Reports', both highlighted with red boxes. The 'Draft Reports' section shows a table with columns for Type, Year, Title, Last Update, and Number of Facilities. The 'Submitted Reports' section shows a table with columns for Type, Year, Title, Certified, Number of Facilities, and Files. A blue button labeled 'Start New Draft Report...' is highlighted with a red box, and a green arrow points to it from a callout box that says 'Start new draft report button'.

STEERS — Tier II

- Tier II Account/Role
- Start Draft Report
- Export/Print Reports
- Reports List**
- Facility Report Search
- Add Contact to Multiple Facilities
- Authorize Users for Account
- Help

Reports List

Account: TXT2 Active YES CN Name Type CORPORATION

Draft Reports

1-2 of 2 records Page 1 of 1

Type	Year	Title	Last Update	Number of Facilities
ANNUAL	2024		11/12/2024	100
UPDATE	2023		11/12/2024	1

1-2 of 2 records Page 1 of 1

[Start New Draft Report...](#)

Submitted Reports

1-9 of 9 records Page 1 of 1

Type	Year	Title	Certified	Number of Facilities	Files
ANNUAL	2023		02/21/2024	204	
INITIAL	2022		09/20/2023	1	
ANNUAL	2022		02/22/2023	211	

REPORTS LIST PAGE

Reports List

Account: TXT2 Active YES CN Name Type CORPORATION

Draft Reports

1-2 of 2 records Page 1 of 1

Type	Year	Title	Last Update	Number of Facilities
ANNUAL UPDATE	2024		11/12/2024	100
UPDATE	2023		11/12/2024	1

1-2 of 2 records Page 1 of 1

[Start New Draft Report...](#)

Submitted Reports

1-9 of 9 records Page 1 of 1

Type	Year	Title	Certified	Number of Facilities	Files
ANNUAL	2023		02/21/2024	204	
INITIAL	2022		09/20/2023	1	
ANNUAL	2022		02/22/2023	211	
DEFICIENCY CORRECTION - ANNUAL	2021		03/16/2022	215	
ANNUAL	2021		02/17/2022	215	
ANNUAL	2020		02/19/2021	223	
ANNUAL	2019		02/21/2020	225	
ANNUAL	2018		02/28/2019	230	
UPDATE	2017		02/20/2018	226	

1-9 of 9 records Page 1 of 1

[Back](#)

Start new draft report button

START DRAFT REPORT

STEERS – Tier II User: ER002002 03/14/2024 04:17:39 PM 19:25

Add Draft Account Report

Field is required on Tier II Report submission

Account: **TXT2** 104290 **Active** YES **CN** CN606236719 **Name** Example Test Operator **Type** TRUST

Report *** Type** Select... *** Year** 2023 **Title**

[Add Note](#)

Facilities

RN	Facility Name	Physical Address	Remove
	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

No records found.

[Back To Top](#)

The screenshot shows a web application interface for creating a draft report. The top navigation bar includes the user's name and the current date and time. The main heading is 'Add Draft Account Report'. Below this, there is a section for account information, which is pre-filled with 'TXT2 104290 Active YES', 'CN CN606236719', 'Name Example Test Operator', and 'Type TRUST'. A warning message states 'Field is required on Tier II Report submission'. The 'Report' section contains a dropdown menu for 'Type' (highlighted with a yellow box and labeled 'Select Report Type'), a 'Year' field set to '2023', and a 'Title' text input field (labeled 'Report Title'). Below the report section is a 'Facilities' section with a table for selecting facilities. The table has columns for 'RN', 'Facility Name', 'Physical Address', and 'Remove'. The table is currently empty, with a message 'No records found.' below it. A button labeled 'Add Existing Facility...' is positioned above the 'Save', 'Reset', and 'Back' buttons. This button is highlighted with a red box and labeled 'Choose Facilities to add'. A red arrow points from the 'Account Information' label to the account details section.

ADD FACILITIES TO DRAFT REPORT

Account Facilities Available to be Added to a Draft Tier II Account Report

Include Inactive Facilities? Yes No

Include facilities previously marked as closed

Only facilities that have been properly affiliated using the Tier II Core Data application will appear on this list. A facility can only be present on one draft report at a time.

<input type="checkbox"/>	RN	Facility Name	Physical Address	Title
<input type="checkbox"/>	RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116	
<input type="checkbox"/>	RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116	

Facilities available to be added to this report. Mark checkbox to select facilities.

Select Back

MISSING FACILITIES?

Reasons you will not see a facility in your list of available facilities:

1. Facility RN was never properly affiliated to your CN/TXT2 using the Tier II Core Data application.
2. Facility is present on another draft report.
 - Use Transfer Facility function on a created draft report.
3. Facility was previously inactivated on a submitted report.
 - Select Include Inactive Facilities prompt to view it and reactivate.
 - Facilities can only be reactivated on an Annual or Initial report.
4. Attempting to add a newly affiliated facility to an Update report.

SAVE FACILITY(S) TO DRAFT REPORT

Report

*Type INITIAL *Year 2023 Title

[Add Note](#)

^ Facilities

1-2 of 2 records Page 1 of 1 1 10

RN	Facility Name	Physical Address	Remove
<input type="text"/>	<input type="text"/>		
RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116	✘
RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116	✘

1-2 of 2 records Page 1 of 1 1 10

You must click Save

REPORT DETAIL VIEW: REVIEW EACH FACILITY

Access draft facility reports to review

RN	Facility Name	Physical Address
RN110744869	TCEQ TEST SITE	12000 TEST RD, AUSTIN, TX, 78757
RN110745084	TCEQ EL PASO TEST	15000 TEST RD, EL PASO, TX, 79904
RN110746112	TCEQ WACO TEST SITE	1600 TEST ST, WACO, TX, 76704

Buttons: Add Existing Facility ..., Transfer Facility ...

Buttons: Save, Reset, Back, Start Submission..., Validate Report Data, Delete Draft Report..., <Back To Top>

Add additional facilities to draft report

Transfer facilities between draft reports

Draft Report Options

- Click on the hyperlink to review a facility
- Facilities must be reviewed individually by clicking on the blue hyperlinks

FACILITY REPORT DETAIL: FACILITY TAB

STEERS — Tier II User: ER002002 03/14/2024 02:47:49 PM

[Tier II Account/Role](#)
[Start Draft Report](#)
[Export/Print Reports](#)
[Reports List](#)
[Facility Report Search](#)
[Add Contact to Multiple Facilities](#)
[Authorize Users for Account](#)
[Help](#)

Info: This is a draft Tier II Account Report.

Facility Report Detail

- Account

TXT2	104290	Active	YES	CN	CN606236719	Name	Example Test Operator	Type	TRUST
-------------	--------	---------------	-----	-----------	-------------	-------------	-----------------------	-------------	-------

+ Report

RN	RN111928677	RE Name	FAKE TEST FACILITY
-----------	-------------	----------------	--------------------

Facility | **Chemicals** | **Contacts**

^ Field is required on Tier II Report submission

Facility Information Identical to Previous Submission NO

Report section tabs:

- Click on each section to view it and update it as needed

FACILITY LOCATION INFORMATION

STEERS — Tier II User: ER001900

Physical Location

* Physical Location Information Updateable YES

^ Latitude 30.340894 ^ Longitude -97.730491 [Show Facility on Map](#) ^ County TRAVIS

LEPC Travis LEPC

^ Fire Department [Texas Fire Department Directory](#)

Physical Address

Region	Street (99 Oak St. Ste 1)	City	State	Zip
USA	1876 HEART OF TEXAS BLVD	AUSTIN	TX	78757

Physical Location Description

Description Zip

Mailing Address Same as Physical Address Yes No

Mailing Address

Region	Street or PO Box (99 Oak St. Ste 1)	City	State	Zip
USA	<input type="text"/>	<input type="text"/>	-	<input type="text"/>

Adjust Lat/Long and address data.

- Note this information may be locked – if locked, contact the Tier II Program for assistance

Open a map to plot entered coordinate.

FACILITY LOCATION REQUIREMENTS

Facility Identifier Requirements: [Reporting Requirements](#)

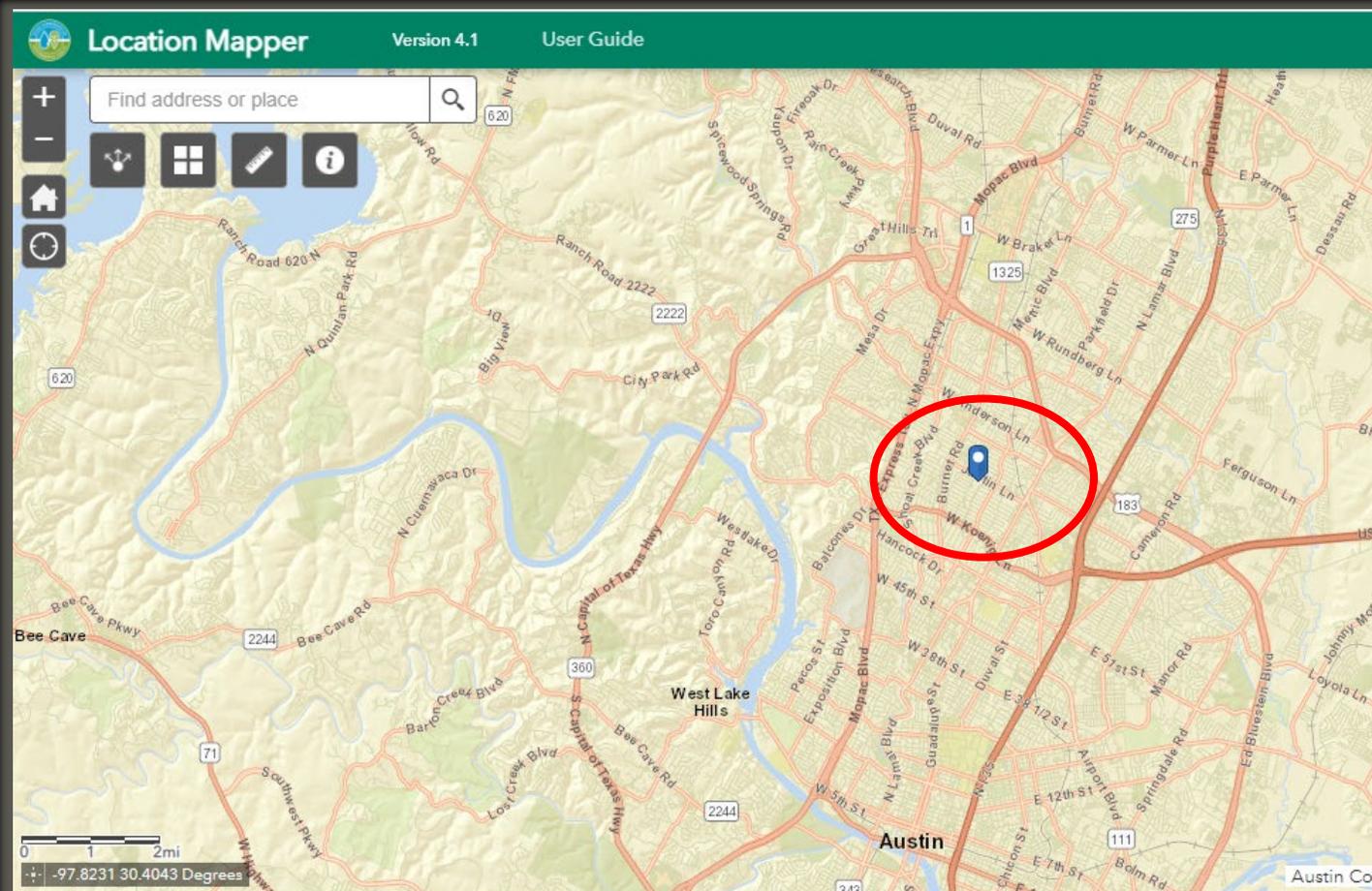
- If facility is located within an incorporated area:
 - Street address, city, county, zip code and latitude and longitude is required
- If facility is located within an unincorporated area:
 - Driving directions (physical location description), nearest city and zip, latitude and longitude is required
- Example of acceptable driving directions: "From intersection of RR 2802 and Hwy 80, go 3.4 mi S and turn W onto gravel road, drive approx. 1.2 mi to site."

FACILITY LOCATION REQUIREMENTS

A verified address or specific physical location description is vital for emergency planning and response and for data management by the commission.

- TCEQ Staff may request that location information be updated.
- LEPCs can request that location information be updated.

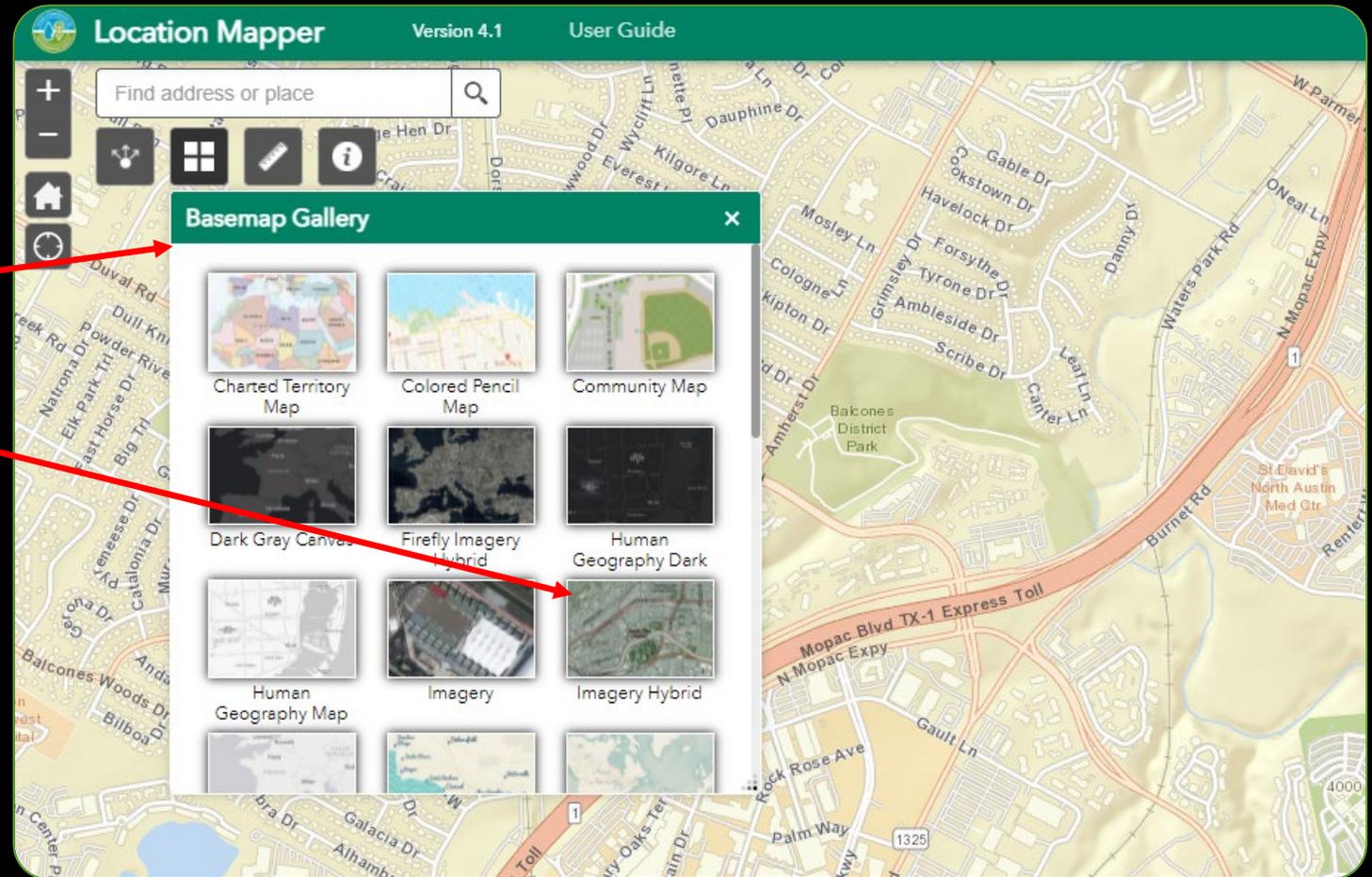
VERIFY THE FACILITY COORDINATES



Verify that the Lat/Long coordinates listed in the report match up with the exact facility location.

LOCATION MAPPER GALLERY

- To view the different map layers, click here to open the Basemap Gallery
- Click on a basemap to view it



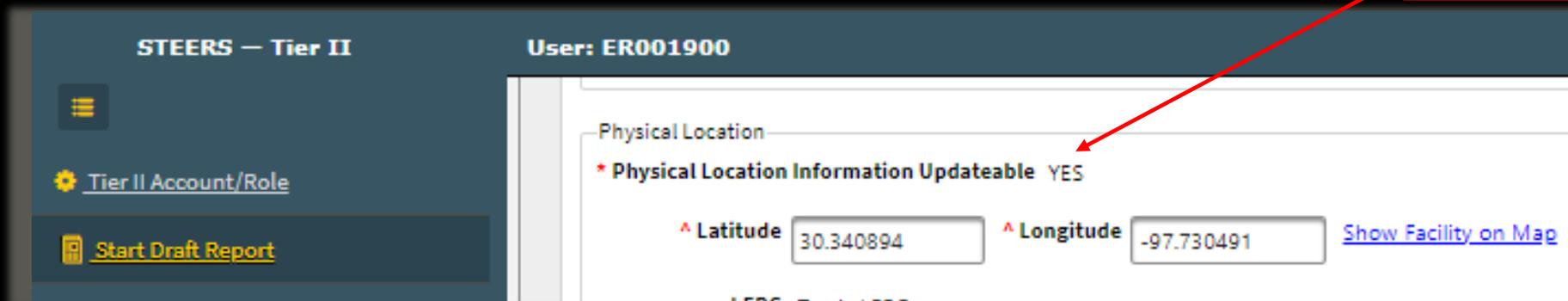
FACILITY LOCATION: LATITUDE AND LONGITUDE

Latitude and Longitude coordinates are important for emergency planning.

- You could be contacted by your local emergency planners or by TCEQ to get more accurate coordinates.

Adjust Lat/Long and address data.

- Note this information may be locked – if locked, contact the Tier II Program for assistance



The screenshot displays the STEERS Tier II user interface. At the top, it shows 'STEERS — Tier II' and 'User: ER001900'. On the left sidebar, there are navigation options: 'Tier II Account/Role' and 'Start Draft Report'. The main content area is titled 'Physical Location' and contains the following information:

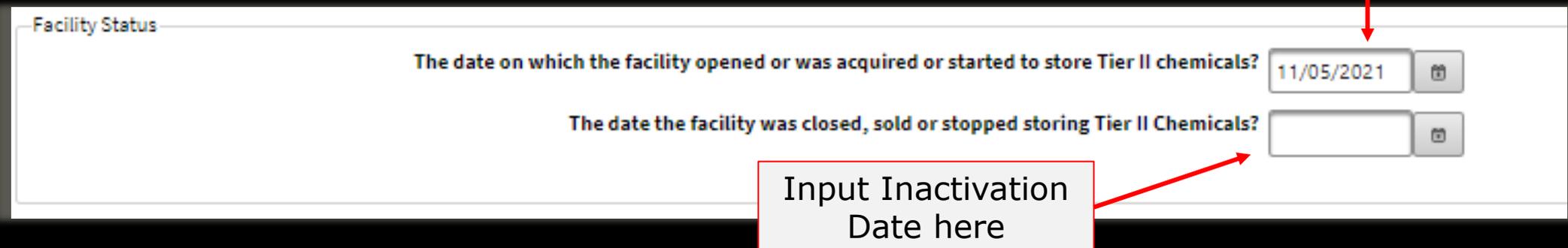
- * Physical Location Information Updateable YES
- Latitude: 30.340894
- Longitude: -97.730491
- A link labeled 'Show Facility on Map' is located to the right of the longitude field.

A red arrow points from the text box on the right to the 'Physical Location Information Updateable YES' status.

FACILITY STATUS

- On the “Facility” tab you will find dates on when the facility began and stopped reporting Tier II chemicals.
 - Input the date you sold the facility, or were no longer required to report it, which will inactivate the facility (and remove it from future reports).

The first time a report is submitted for a facility you can modify the Activation Date.



The screenshot shows a form titled "Facility Status" with two date input fields. The first field is labeled "The date on which the facility opened or was acquired or started to store Tier II chemicals?" and contains the date "11/05/2021". The second field is labeled "The date the facility was closed, sold or stopped storing Tier II Chemicals?" and is currently empty. A red arrow points from a callout box above to the first date field. Another red arrow points from a callout box below to the second date field.

Facility Status

The date on which the facility opened or was acquired or started to store Tier II chemicals? 11/05/2021

The date the facility was closed, sold or stopped storing Tier II Chemicals?

Input Inactivation Date here

INACTIVATING A FACILITY

- Must select a reason for inactivation.
- Inactivated facilities can be reactivated with an Initial report if needed.

Mailing Address

Region: USA

Street or PO Box (99 Oak St. Ste 1)

City

State

Zip

Facility Status

* Inactive Reason: Select...

to store Tier II chemicals? 11/01/2021

storing Tier II Chemicals? 11/05/2021

Save Reset Back Delete

THE IMPORTANCE OF INACTIVATING FACILITIES

- Indicates the entity is no longer responsible for reporting on the facility
- Signals the facility is inactive to the SERC/LEPC/Fire Department for emergency planning purposes
- Prevents TCEQ from expecting future reports/ensures compliance
- Helpful for Tier II staff that review reports
- Ensures current and accurate data

FACILITY REPORT DETAIL: CHEMICALS TAB

STEERS — Tier II

User: ER001900 11/08/2021 02:32:19 PM 14:40

+ Account

+ Report

RN [REDACTED] RE Name BRIDGEPORT

Facility **Chemicals** Contacts

Field is required on Tier II Report submission

Chemicals

1-1 of 1 records Page 1 of 1

Name	CAS #	EHS
PROPANE	74-98-6	YES *

1-1 of 1 records Page 1 of 1

Add New Chemical → Add...

Attachments

+ Choose File

YES * = Indicates that the Facility Chemical has one or more EHS Constituent Chemicals.

Current chemicals on report

Add site plans, facility maps

Add Facility Chemical

^ Field is required on Tier II Report submission

+ Account

+ Report

RN RN110744869

Facility Name TCEQ TEST SITE

Search for a chemical to add

Chemical Information Identical to Previous Submission NO

Chemical Details

CAS #

[Select Chemical...](#)

* Name

* Physical State

Pure Mixture

Solid Liquid Gas

* Hazards

Health Effects

Type

Remove

No records found with given criteria

Add...

Hazards

Type

Remove

No records found with given criteria

Add...

Hazard not Otherwise Classified

Trade Secret Yes No

* Number of Days on Site

Actual Max Amt in Largest Container

 lbs

Maximum Daily Amount

* Range Select... lbs

Actual lbs

Average Daily Amount

* Range Select... lbs

Actual lbs

+ Remove Chemical from Report

+ Mixture Components

^ Locations

Location

Container Type

Container Pressure

No records found with given criteria

Add...

ADD A FACILITY CHEMICAL

CHEMICAL SEARCH POPUP

Search by either the CAS # (recommended) or Chemical Name, then choose option from search results table below.

Chemical Search

Chemical Search

CAS # Name

Search Reset

Chemicals

Search Results Table

(1 of 1) << >> 25

CAS #	EHS
No records found.	

(1 of 1) << >> 25

Select... Back

Select Back to generate a blank chemical record.

ADD A FACILITY CHEMICAL: SELECT ACCURATE CHEMICAL

Chemical Search

Chemical Search

CAS #

Name

Chemicals

Search Results Table

1-25 of 62 records Page 1 of 3

Name	CAS #	EHS
<input type="radio"/> CALCIUM HYPOCHLORITE MIXTURE, [DRY, WITH >39% AVAILABLE CHLORINE]	7778-54-3	NO
<input type="radio"/> CHLORINATED PARAFFINS (C12, 60% CHLORINE)	108171-26-2	NO
<input type="radio"/> CHLORINATED PARAFFINS (C23, 43% CHLORINE)		NO
<input checked="" type="radio"/> CHLORINE	7782-50-5	YES
<input type="radio"/> CHLORINE, LIQUIFIED GAS	7782-50-5	YES
<input type="radio"/> CHLORINE CYANIDE	506-77-4	NO
<input type="radio"/> CHLORINE CYANIDE (CLCN)	506-77-4	NO
<input type="radio"/> CHLORINE DIOXIDE	10040-04-4	NO

1-25 of 62 records Page 1 of 3

Ensure that an EHS chemical record is selected with YES marked in the EHS column.

CHEMICAL SEARCH: CAS NUMBER VS. CHEMICAL NAME

Chemical Search

Chemical Search

CAS #

Name

Chemicals

Search Results Table

1-25 of 62 records

Name
<input type="radio"/> CALCIUM HYPOCHLORITE MIXTURE, [DRY
<input type="radio"/> CHLORINATED PARAFFINS (C12, 60% CHL
<input type="radio"/> CHLORINATED PARAFFINS (C23, 43% CHL
<input checked="" type="radio"/> CHLORINE
<input type="radio"/> CHLORINE, LIQUIFIED GAS
<input type="radio"/> CHLORINE CYANIDE
<input type="radio"/> CHLORINE CYANIDE (CLCN)
<input type="radio"/> CHLORINE DIOXIDE

1-25 of 62 records

Chemical Search

Chemical Search

CAS #

Chemicals

Search Results Table

1-9 of 9 records Page 1 of 1

Name	CAS #	EHS
<input type="radio"/> BERTHOLITE	7782-50-5	YES
<input checked="" type="radio"/> CHLORINE	7782-50-5	YES
<input type="radio"/> CHLORINE, LIQUIFIED GAS	7782-50-5	YES
<input type="radio"/> CHLORINE GAS	7782-50-5	YES
<input type="radio"/> CHLORINE MOL.	7782-50-5	YES
<input type="radio"/> CHLORINE MOLECULE (CL2)	7782-50-5	YES
<input type="radio"/> DIATOMIC CHLORINE	7782-50-5	YES
<input type="radio"/> DICHLORINE	7782-50-5	YES

1-9 of 9 records Page 1 of 1

Multiple chlorine options – which is correct?

- 4 different CAS#
- Some EHS, some
- 62 records

CAS# search – found on SDS

One chemical can have multiple names.

- All EHS
- 9 records

FACILITY CHEMICAL DETAILS

Add Facility Chemical

Info: The Chemical Details cannot be entered until the desired Chemical is searched for on the Chemical Search pop-up.

Field is required on Tier II Report submission

Account

Report

RN RN110744869 Facility Name TCEQ TEST SITE

Chemical Information Identical to Previous Submission NO

Chemical Details

CAS # [Select Chemical...](#) Name Extremely Hazardous Substance NO

Physical State: Pure Mixture
 Solid Liquid Gas

Hazards

Health Effects		Hazards	
Type	Remove	Type	Remove
No records found with given criteria		No records found with given criteria	
<input type="button" value="Add..."/>		<input type="button" value="Add..."/>	

Hazard not Otherwise Classified

Trade Secret Yes No Number of Days on Site

Actual Max Amt in Largest Container lbs

Maximum Daily Amount: Range lbs Actual lbs
Average Daily Amount: Range lbs Actual lbs

Mixture Components

Locations

Location	Container Type	Container Pressure	Container Temperature	Actual Max Daily Amt at Loc (lbs)	Location Confidential
No records found with given criteria					

Each chemical will require chemical quantity and storage location information to be provided.

We recommend entering "actual max amount," as it used for planning and response to spills.

Add Facility Chemical

Hint: use your SDS to complete chemical information

Field is required on Tier II Report submission

+ Account
+ Report

RN RN110744869 Facility Name TCEO TEST SITE

Chemical Information Identical to Previous S

- Select pure or mixture
- Select solid/liquid/gas

Chemical Details

CAS # [Select Chemical...](#) Name

Extremely Hazardous Substance NO

Physical State
 Pure Mixture
 Solid Liquid Gas

Hazards

Health Effects		Hazards	
Type	Remove	Type	Remove
No records found with given criteria		No records found with given criteria	
<input type="button" value="Add..."/>		<input type="button" value="Add..."/>	

Hazard not Otherwise Classified

Health effects & physical hazards as found on SDS.

Trade Secret Yes No
Number of Days on Site Actual Max Amt in Largest Container lbs

Stored quantity amounts in lbs.

Maximum Daily Amount
* Range lbs Actual lbs
Average Daily Amount
* Range lbs Actual lbs

Constituent chemicals if dealing with a mixture that easily separates.

+ Remove Chemical from Report
+ Mixture Components

Locations

Location	Container Type	Container Pressure	Actual Max Daily Amt at Loc (lbs)	Location Co
No records found with given criteria				

Detailed storage locations.

HEALTH EFFECTS AND PHYSICAL HAZARDS

Info: The Chemical Details cannot be entered until the desired Chemical is searched for on the Chemical Search pop-up.

Add Facility

Field is required on Tier II Report submission

Account

Report

RN RN110744869 Facility Name TCEQ TEST SITE

Chemical Information Identical to Previous Submission NO

Chemical Details

CAS # [Select Chemical...](#) Name

Physical State

Pure Mixture

Solid Liquid Gas

Hazards

Health Effects		Hazards	
Type	Remove	Type	Remove
No records found with given criteria		No records found.	
<input type="button" value="Add..."/>		<input type="button" value="Add..."/>	

Hazard not Otherwise Classified

Trade Secret Yes No Number of Days on Site Actual Max Amt in Largest Container lbs

Maximum Daily Amount

* Range lbs Actual lbs

Average Daily Amount

* Range lbs Actual lbs

Mixture Components

Locations

Location	Container Type	Container Pressure	Container Temperature	Actual Max Daily Amt at Loc (lbs)	Location Confidential
No records found with given criteria					
<input type="button" value="Add..."/>					

*** Hazards**

Health Effects		Hazards	
Type	Remove	Type	Remove
No records found.		No records found.	
<input type="button" value="Add..."/>		<input type="button" value="Add..."/>	

Hazard not Otherwise Classified

Select the "Add" Button to expand

HEALTH EFFECTS AND PHYSICAL HAZARDS

Click the boxes next to the health effect or hazard and select "OK"

Add Facility Chemical Health Effect

<input type="checkbox"/>	Health Effect
<input type="checkbox"/>	ACUTE TOXICITY
<input type="checkbox"/>	ASPIRATION HAZARD
<input type="checkbox"/>	CARCINOGENICITY
<input type="checkbox"/>	GERM CELL MUTAGENICITY
<input type="checkbox"/>	REPRODUCTIVE TOXICITY
<input type="checkbox"/>	RESPIRATORY OR SKIN SENSITIZATION
<input type="checkbox"/>	SERIOUS EYE DAMAGE OR EYE IRRITATION
<input type="checkbox"/>	SIMPLE ASPHYXIANT
<input type="checkbox"/>	SKIN CORROSION OR IRRITATION
<input type="checkbox"/>	SPECIFIC TARGET ORGAN TOXICITY

Add Facility Chemical Hazard

<input type="checkbox"/>	Hazard
<input type="checkbox"/>	COMBUSTIBLE DUST
<input type="checkbox"/>	CORROSIVE TO METAL
<input type="checkbox"/>	EXPLOSIVE
<input type="checkbox"/>	FLAMMABLE
<input type="checkbox"/>	IN CONTACT WITH WATER EMITS FLAMMABLE GAS
<input type="checkbox"/>	ORGANIC PEROXIDE
<input type="checkbox"/>	OXIDIZER
<input type="checkbox"/>	PYROPHORIC
<input type="checkbox"/>	PYRPHORIC GAS
<input type="checkbox"/>	SELF-HEATING
<input type="checkbox"/>	SELF-REACTIVE

CHEMICAL STORAGE LOCATIONS

Info: The Chemical Details cannot be entered until the desired Chemical is searched for on the Chemical Search pop-up.

Add Facility Chemical

Field is required on Tier II Report submission

+ Account

+ Report

RN RN110744869 Facility Name TCEQ TEST SITE

Locations

Location	Container Type	Container Pressure	Container Temperature	Actual Max Daily Amt at Loc (lbs)	Location Confidential
No records found.					

Add...

Save Reset Back

Hazard not Otherwise Classified

Trade Secret Yes No Number of Days on Site Actual Max Amt in Largest Container lbs

Maximum Daily Amount Average Daily Amount

* Range Select... lbs Actual lbs * Range Select... lbs Actual lbs

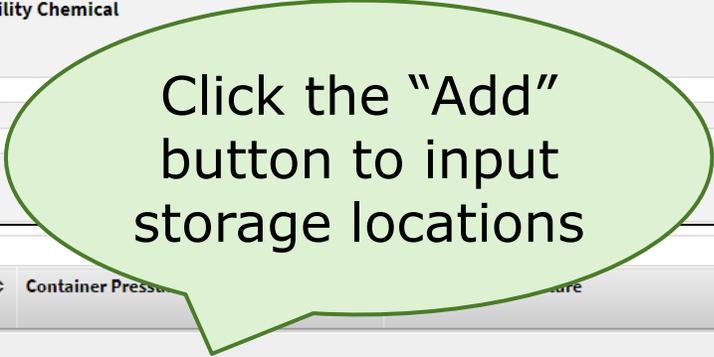
+ Remove Chemical from Report

+ Mixture Components

Locations

Location	Container Type	Container Pressure	Container Temperature	Actual Max Daily Amt at Loc (lbs)	Location Confidential
No records found with given criteria					

Add...



CHEMICAL LOCATION DESCRIPTIONS

- Chemical location descriptions should allow someone unfamiliar with the facility to easily locate the referenced chemicals.

Add Facility Chemical Location

* Location within Facility

Latitude Longitude

* Container Type * Container Pressure

* Container Temperature Actual Max Daily Amt at Location lbs

* Storage Location Confidential Yes No

OK Reset Back

* Container Type
* Container Temperature
* Storage Location Confidential

ABOVE GROUND TANK
BAG
BATTERY
BELOW GROUND TANK
BOX
CAN
CARBOY
CYLINDER

Red asterisk "*" denotes a required field.

- Click on arrows for the drop-down menus for:
 - Container Type
 - Container Pressure
 - Container Temperature

CHEMICAL LOCATION DESCRIPTIONS

Acceptable Chemical Location Description

Concise description that allows someone unfamiliar with the facility to have an idea of where the chemical is kept.

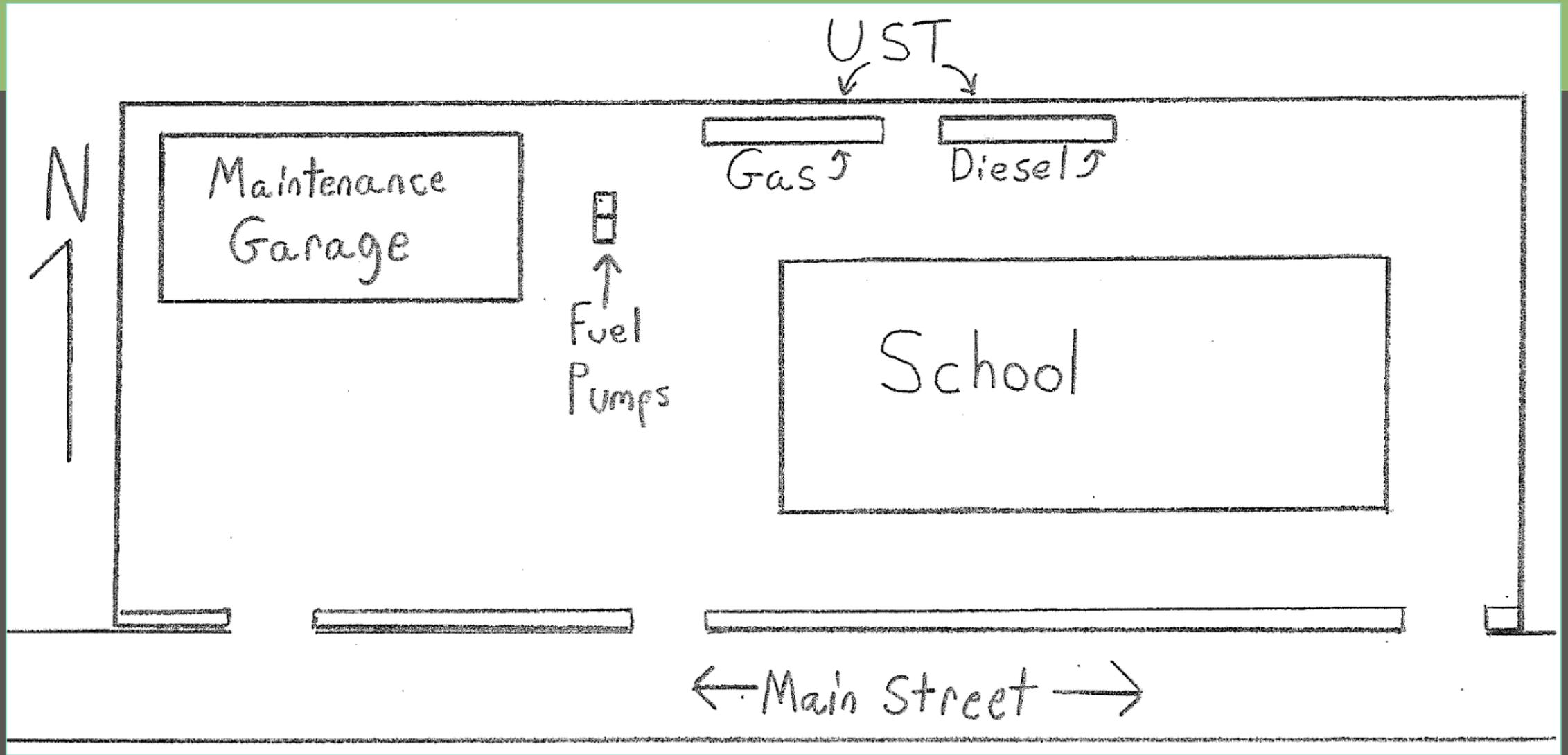
A reference point that corresponds to a clearly labeled part of an attached site map.

Deficient Chemical Location Description

Vague description.
Examples: "In warehouse", "on-site", "in production area."

Only Lat/Long data in situations where this data is not useful.
Lat/Long point in a busy facility.

SITE MAP EXAMPLE



SITE MAP EXAMPLE

- Bulk Muriatic & Caustic Soda
- Electroplating Area
- Bulk Nitrogen Tank
- Forklift Charging Bays & Spare Batteries
- Chromic Acid
- Nickle Chromate
- Nitric Acid
- Propane
- #2 Fuel Oil
- Hydrochloric Acid
- Propane
- Cyanide
- Bulk Sulfuric Acid



FACILITY DETAIL - CONTACTS

Info: This is a draft Tier II Account Report.

Facility Detail

+ Account

+ Report

RN RN110744869 Facility Name TCEQ TEST SITE

Facility **Chemicals** **Contacts**

^ Field is required on Tier II Report submission

^ Contacts

Name	Type
No records found with given criteria	

Add a contact → Add...

Back

ADD A FACILITY CONTACT

Info: The Contact Details cannot be entered until the desired Contact is searched for on the Contacts List pop-up.

Add Facility Contact

Account:

Report:

RN RN110744869 Facility Name: TCEQ TEST SITE

Contact Name: Either [Select Existing Contact...](#) or enter details for a new contact.

Prefix: First Name: Middle Name: Last Name: Suffix:

Organization:

Title:

Type: BILLING CONTACT
 EMERGENCY CONTACT
 FACILITY EMERGENCY COORDINATOR
 FACILITY OWNER
 OWNER OPERATOR CONTACT

Address:

Region: Street or PO Box (99 Oak St. Ste 1) Internal (Mail Code etc.): City: State: Zip:

Electronic Communications

Email:

Phone

Type	Region	Country Code +	Phone	Ext	Remove
No records found with given criteria					

Search for an existing contact

Create a new contact

ADD CONTACTS: EXISTING CONTACTS LIST

Contacts List

(1 of 1) [Navigation icons] 1 [Navigation icons] 25 ▾

Last Name	First Name	Middle Name	Organization	Physical Address
<input type="radio"/> Chill	Joe		TCEQ TEST ENTITY	15000 TEST RD, AUSTIN, TX 78757
<input type="radio"/> Doe	John			12000 TEST RD, AUSTIN, TX 78757

(1 of 1) [Navigation icons] 1 [Navigation icons] 25 ▾

[Select] [Back]

Existing contact records shown here

REQUIRED CONTACT INFORMATION

Contact Name

[Select Existing Contact...](#)

Prefix First Name Middle Name Last Name Suffix

Organization

Title

Contact Details

Type BILLING CONTACT
 EMERGENCY CONTACT
 FACILITY EMERGENCY COORDINATOR
 FACILITY OWNER
 OWNER/OPERATOR CONTACT

Address

Region Street or PO Box (99 Oak St. Ste 1) Internal (Mail Code etc.) City State Zip -

Electronic Communications

Email

Phone

Type	Region	Country Code +	Phone	Ext	Remo
No records found with given criteria					

Contact Roles

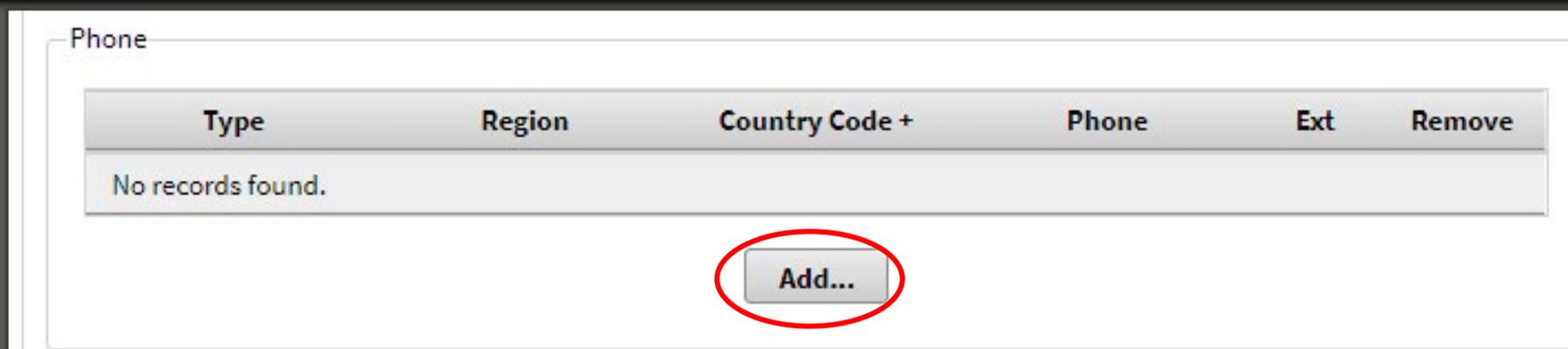
Contact information

Emergency and Facility Emergency Coordinator contacts require two unique phone numbers

- Required Contact Roles:
- Owner/Operator
 - T2 Info contact
 - Billing contact
 - Emergency contact
 - 24-hour number
 - 2nd different number
 - Facility Emergency Coordinator (if EHS at or above TPQ- Subject to 302)

ADD OR REMOVE CONTACT/PHONE NUMBER

- Contact Information can be updated in an Update report.
- If updating a phone number for an existing contact, add the new phone number before deleting the incorrect number.



The screenshot shows a web interface for managing phone numbers. At the top left, the word "Phone" is displayed. Below it is a table with the following columns: "Type", "Region", "Country Code +", "Phone", "Ext", and "Remove". The table is currently empty, with the text "No records found." centered in the first row. Below the table, there is a button labeled "Add..." which is circled in red.

Type	Region	Country Code +	Phone	Ext	Remove
No records found.					

[Add...](#)

ADD OR REMOVE CONTACT/PHONE NUMBER

- Select phone type

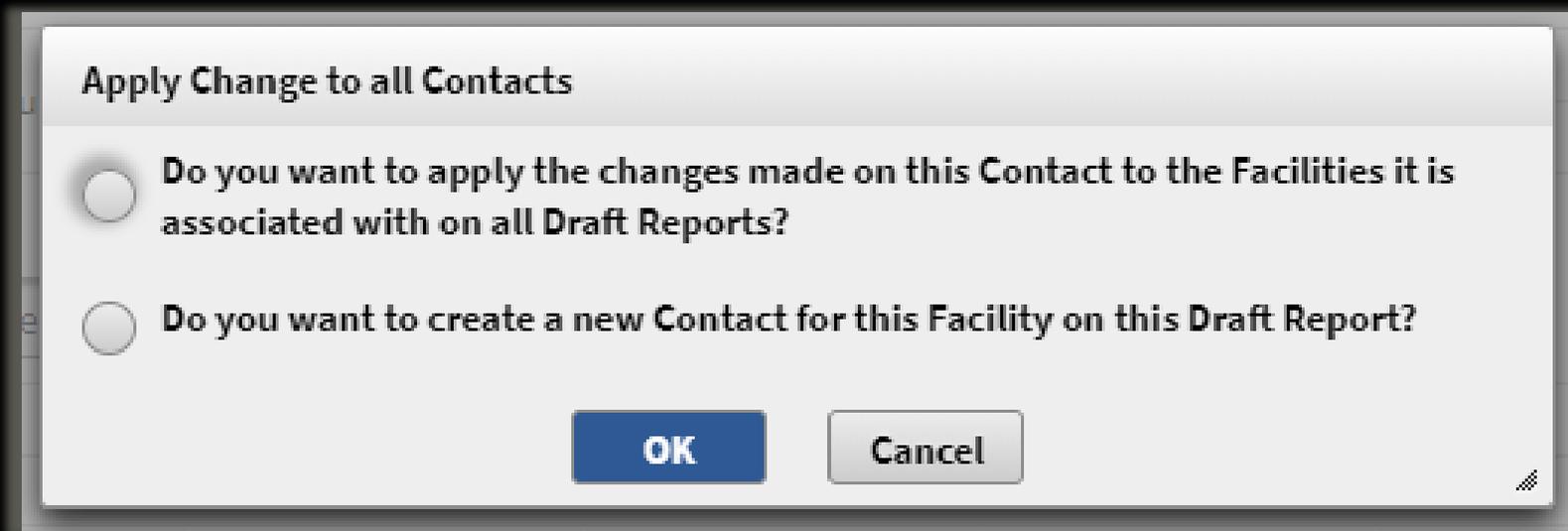
The screenshot shows a contact management interface with an 'Add Phone' dialog box open. The dialog box has the following fields and options:

- * Type:** A dropdown menu with 'Select...' selected. The menu is open, showing options: 'Select...', '24-HOUR', 'EMERGENCY', 'WORK PHONE', 'CELL PHONE', 'FAX', and 'HOME PHONE'.
- Region:** A dropdown menu with 'USA/CANADA' selected.
- * Country Code +:** A text input field containing '1'.
- * Phone:** A text input field for the phone number.
- Ext:** A text input field for the extension.

Buttons for 'OK' and 'Back' are located below the fields. In the background, a table lists existing phone numbers with columns for 'Type', 'Country Code +', 'Phone', 'Ext', and 'Remove'. An 'Add...' button is at the bottom of the table.

MAKE CHANGES TO EXISTING CONTACT

- If changing an existing contact record, you will be asked if you want to apply the changes to all instances of that contact.
- Applying changes will update the contact on every facility the contact record is associated with.



Apply Change to all Contacts

Do you want to apply the changes made on this Contact to the Facilities it is associated with on all Draft Reports?

Do you want to create a new Contact for this Facility on this Draft Report?

OK Cancel

ADD CONTACT TO MULTIPLE FACILITIES

STEERS — Tier II User: ER001900 11/08/2021 09:44:53 AM 19:41

Add Contact to Multiple Facilities

Facility

RN

Selected Facilities

Contact Name

Either [Select Existing Contact...](#) or enter details for a new contact.

Prefix First Name Middle Name

Organization

Title

Select Facilities button allows you to choose which facilities you will add the contact to in your draft report.

ADD CONTACT TO MULTIPLE FACILITIES

Facilities must be present on a draft report to appear in the Add Contact to Multiple Facilities function.

Account Facilities That Can Have a Contact Added to Them

Search Results Table

1-3 of 3 records Page 1 of 1

<input type="checkbox"/>	RN	Facility Name	Physical Address	Title	Type	Year
<input type="checkbox"/>					UPDATE	2020
<input type="checkbox"/>					INITIAL	2020
<input type="checkbox"/>					INITIAL	2020

1-3 of 3 records Page 1 of 1

Select Back

VALIDATE YOUR REPORT

Info: This is a draft Tier II Account Report.

Report Detail

Account

TXT2 104290 **Active** YES **CN** CN606236719 **Name** Example Test Operator **Type** TRUST

Report

Type INITIAL

[Add Note](#)

[Add Note](#)

Facilities

1-2 of 2 records Page 1 of 1 1 25

RN	Facility Name	Physical Address
RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116
RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116

1-2 of 2 records Page 1 of 1 1 25

Add Existing Facility ...

Transfer Facility ...

Save

Reset

Back

Start Submission...

Review Report Data

Validate Report Data

Delete

Validate completed report prior to submission.

[Back To Top](#)

CONFIRM VALIDATION STATUS

When your report passes validation without error you are ready to submit.

The screenshot displays the TCEQ STEERS Tier II web interface. At the top left, the logo for the Texas Commission on Environmental Quality is visible, along with the text "TEXAS COMMISSION ON ENVIRONMENTAL QUALITY". Below this, the user is identified as "User: ER001817". A navigation menu on the left includes "Tier II Account" and "Start Draft Report". A prominent blue information box in the upper right corner states "Validation passed with no errors." Below this, a "Report Detail" link is visible. The main content area shows a table with one record titled "DOGZ NW AUSTIN". The table indicates "1-2 of 2 records" and "Page 1 of 1". Below the table, there are several action buttons: "Add Existing Facility ...", "Transfer Facility ...", "Save", "Reset", "Back", "Review Report Data", "Validate Report Data", and "Delete Draft Report...".

IF THERE ARE ERRORS IN YOUR REPORT

This Tier II Account Report has errors. Please click the Report Submittal Error Log attachment to view the errors.

Info: This is a draft Tier II Account Report.

Report Detail

Account

TXT2	104290	Active	YES	CN	CN606236719	Name	Example Test Operator	Type	TRUST
-------------	--------	---------------	-----	-----------	-------------	-------------	-----------------------	-------------	-------

Report

Type	INITIAL	Year	2023	Report Title	<input type="text"/>	Last Update	03/14/2024
-------------	---------	-------------	------	---------------------	----------------------	--------------------	------------

[Add Note](#)

Report Attachments

File Name	Type
104290-Report-Submittal-Error-Log-2024-03-14.pdf	TIER II SUBMITTAL ERROR LOG

If errors exist, you will get a notification and a "Report Submittal Error Log"

SUBMIT THE REPORT

After your report passes validation, click on "Start Submission" to submit your report.

The screenshot shows a web application interface for submitting a report. On the left is a sidebar with navigation options: Tier II Account/Role, Start Draft Report, Export/Print Reports, Reports List, Facility Report Search, Add Contact to Multiple Facilities, Authorize Users for Account, and Help. The main content area displays report details: Type INITIAL, Year 2023, Report Title (empty field), and Last Update 03/14/2024. Below this is an 'Add Note' link and a 'Facilities' section. The facilities section contains a table with two records:

RN	Facility Name	Physical Address
RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116
RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116

Below the table are buttons for 'Add Existing Facility ...' and 'Transfer Facility ...'. At the bottom of the interface, there are buttons for 'Save', 'Reset', 'Back', 'Start Submission...', 'Review Report Data', 'Validate Report Data', and 'Delete Draft Report...'. The 'Start Submission...' button is highlighted with a red box.

[Back To Top](#)

CERTIFICATION PAGE

Submit Draft Tier II Account Report

Do you want to submit the following draft Tier II Report with its current list of Tier II Facilities?

Account			
TXT2	102551	Active YES	CN CN605786417
Name	Dogz		
Type	ORGANIZATION		
Report			
Type	UPDATE	Year	2019
Last Update	12/14/2020		

[Review Report Data](#)

You are signing on behalf of the Owner/Operator listed above.

Please confirm you have read and agree with the statement below by selecting the checkbox.

I certify that I am authorized under 40 CFR 370.42(a) to sign this document and can provide documentation in proof of such authorization upon request.

By entering my password and pressing the "Submit" button, I agree that:

1. I am Tier2 Tester, the owner of STEERS account ER001817.
2. I have the authority to sign this data on behalf of the applicant named above.
3. I have personally examined the foregoing and am familiar with its content and the content of any attachments, and based upon my personal knowledge and/or inquiry of any individual responsible for information contained herein, that this information is true, accurate, and complete.
4. I further certify that I have not violated any term in my TCEQ STEERS participation agreement and that I have no reason to believe that the confidentiality or use of my password has been compromised at any time.
5. I understand that use of my password constitutes an electronic signature legally equivalent to my written signature.
6. I also understand that the attestations of fact contained herein pertain to the implementation, oversight and enforcement of a state and/or federal environmental program and must be true and complete to the best of my knowledge.
7. I am aware that criminal penalties may be imposed for statements or omissions that I know or have reason to believe are untrue or misleading.
8. I am knowingly and intentionally signing TIER II ACCOUNT REPORT.
9. My signature indicates that I am in agreement with the information on this form, and authorize its submittal to the TCEQ.

I understand that by entering my ER account password below and selecting the "Submit" button, I am electronically signing the Tier II Account Report referenced above.

Certification Details

Date 12/14/2020

*** Title**

*** Signature**

*** Password**

By clicking on submit, you will begin the data validation process required for submission. If your submission is deemed large, the validation process will run in the background and if the data validation fails you will receive an email with additional instructions on how to view those errors. If the data validation succeeds the submission of data to TCEQ will begin automatically.

ENTER CERTIFICATION DETAILS

Check this box and fill in this information

[Review Report Data](#)

You are signing on behalf of the Owner/Operator listed above.

Please confirm you have read and agree with the statement below by selecting the checkbox.

I certify that I am authorized under 40 CFR 370.42(a) to sign this document and can provide documentation in proof of such authorization upon request.

Submission times vary depending on the report size (less facilities vs. many facilities)

Certification Details

Date 12/14/2020

* Title

* Signature

* Password

By clicking on submit, you will begin the data validation process required for submission. If your submission is deemed large, the validation process will run in the background and if the data validation fails you will receive an email with additional instructions on how to view those errors. If the data validation succeeds the submission of data to TCEQ will begin automatically.

By clicking on submit, you will begin the data validation process required for submission. If your submission is deemed large, the validation process will run in the background and if the data validation fails you will receive an email with additional instructions on how to view those errors. If the data validation succeeds the submission of data to TCEQ will begin automatically.

CONFIRMATION OF SUBMITTAL

Confirmation Of Submittal

Your Tier II report has been successfully received by TCEQ

Confirmation Number: 7135
Hash Code: E13DC55E6EA958D8654787F9991D1CE49029C5A299C92A22889C2E94226E12C9
Date and Time Received: 11/03/2019 03:22 PM

- Select Tier II Role
- Facility Search
- Report Search
- Add Draft Report
- Add Contact to Mult Fac
- Auth Users for Acct

1 of 3 Automatic Zoom

Jon Niermann, *Chairman*
Emily Lindley, *Commissioner*
Bobby Janecka, *Commissioner*
Toby Baker, *Executive Director*



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Protecting Texas by Reducing and Preventing Pollution

11/03/2019

Tceq Test Entity
Joe Chill
15000 TEST RD
AUSTIN, TX 78757

Re: Confirmation of Tier II Chemical Inventory Report Submittal for Tceq Test Entity

Dear Joe Chill;

This letter and enclosure provide confirmation of Tier II Chemical Inventory Report submittal to the State Emergency Response Commission associated with the customer referenced above. The first page of the enclosure will provide an overall summary of the submission and includes filing fee payment information. All subsequent pages will provide details for each Tier II Chemical Inventory Report submitted for each Regulated Entity.

CONFIRMATION OF SUBMITTAL

- The Confirmation of Submittal document serves as proof that the Tier II report was submitted.
- It includes a summary of any submission fees.
- Payments are due 30 days from the invoice date
 - Waiting for the paper invoice could cause late fees
- Pay Now link in STEERS after report is submitted
 - Takes you directly to the e-pay webpage

Fee Details

Fee	Sub Total	(Previous Invoice Amount)	Invoice Amount	Outstanding Accounts Receivable (AR) Balance	ePay Total Due
TIER II PUBLIC EMPLOYER	\$50.00	N/A	\$50.00	\$0.00	\$50.00

[Pay Now...](#) [Cancel](#)

**Tier II Chemical Inventory Reporting
Submission Notification**

Statement for Submission: 03/11/2024

Customer Information

Customer Number (CN): CN606236552
TXT2 Number: 104287
Organization Name: The Chocolate Barr
Tier II Billing Contact: Pressur cooker
220 HAZELNUT CRUNCH DR
SAN MARCOS, TX 78666
(512) 897-6534
cpressur@gmail.com

Tier II Reporting Fee

Category	AR Number	Invoice #	Total
TxHSC Chapter 505	0653324M	T2M0016385	\$100.00
Total Report Fee:			\$100.00

Invoices are generated at the end of the month reported. The payment due date is 30 days from the invoice date. Failure to pay by the due date will result in late fees and interest charges and may result in return or denial of applications for licenses, permits, registrations, and certifications. Your check, certified check or money order should be made payable to the **Texas Commission on Environmental Quality**. Please include your account number (AR Number listed above) on your check to ensure the payment is properly credited.

Please mail checks or money orders to:
Texas Commission on Environmental Quality
P.O. Box 13088 - MC214
Austin, TX 78711-3088

You may also pay this account in full by credit card or electronic check (ACH) using the following internet address: <https://www.tceq.texas.gov/epay/>

Accounts
Receivable (AR)
Number

Invoice
Number

Mailing address
and e-pay link for
making payments

REPORT EXPORT OPTIONS

- Reports List page has Files column for submitted reports.
- Report Detail page of submitted report has links to download report.
- Export/Print Reports page generates custom export jobs by searching for specific facilities or locations.
- Submitted facility reports can be exported as either a PDF or XML file.

REPORTS LIST- EXPORT SUBMITTED REPORTS

You will find submitted reports on the Reports List page and can download the report files.

STEERS — Tier II User: ER002002 03/25/2024 02:23:02 PM 19:55

[Tier II Account/Role](#)
[Start Draft Report](#)
[Export/Print Reports](#)
[Reports List](#)
[Facility Report Search](#)
[Add Contact to Multiple Facilities](#)
[Authorize Users for Account](#)
[Help](#)

Reports List

[Advanced Search](#)

Account: **TXT2** 104290 **Active** YES **CN** CN606236719 **Name** Example Test Operator **Type** TRUST

1-2 of 2 records Page 1 of 1 25

Type	Year	Title	Certified	Number of Facilities	Files
DEFICIENCY CORRECTION - INITIAL	2023			2	
INITIAL	2023		03/14/2024	2	 

1-2 of 2 records Page 1 of 1 25

REPORT DETAIL PAGE - DOWNLOAD REPORT

STEERS — Tier II User: ER002002 03/25/2024 02:53:26 PM 17:26

[Tier II Account/Role](#)
[Start Draft Report](#)
[Export/Print Reports](#)
[Reports List](#)
[Facility Report Search](#)
[Add Contact to Multiple Facilities](#)
[Authorize Users for Account](#)
[Help](#)

Info: This Tier II Account Report has been submitted, no changes can be made to it.

Report Detail

Account
TXT2 104290 **Active** YES **CN** CN606236719 **Name** Example Test Operator

Report

Type	Year	Report Title
ANNUAL	2023	

Certification Details

Date	Title	Signature
03/25/2024	Submitter	ER002002

Fee Details
Total Fee \$50.00 **Confirmation of Submittal** [104290-Tier-II-Report-Confirmation-of-Submittal-2023-Example-Test-Operator.pdf](#)

Report Files
[Download XML File](#) [Download PDF File](#)

- Smaller reports take less time to create files to download.
- Larger reports take time to process, and an email will be sent when complete (within 24 hours).

CREATE CUSTOM EXPORTS

STEERS — Tier II User: ER002002 03/25/2024 02:57:48 PM 18:42

Export and Print Reports

Account: TXT2 104290 Active YES Type: TRUST

all searches 2023

Search by RN
Search by Location

Search Results Total records 2

RN	Facility Name	Physical Address	Title	County	Type
RN111928677	EXAMPLE TEST FACILITY	1500 TEST ADDRESS RD, EXAMPLE CITY, TX, 75116		DALLAS	ANNUAL
RN111928743	TEST SITE EXAMPLE	400 TEST ST, EXAMPLE CITY, TX, 75116		DALLAS	ANNUAL

Export All Data

Only the facility reports displayed will be exported.

Export Facilities to XML Export Facilities to One PDF Export Each Facility to a Separate PDF

Back To Top

Expand to search by RN or by location

Search by RN
Search by Location

Select export format

Results listed here

DOWNLOAD CUSTOM REPORTS

Report exports appear after refreshing the page and can be accessed for 5 days.

STEERS — Tier II User: ER002002 03/14/2024 03:53:55 PM

Export and Print Reports

Files Produced in the Last 5 Days

Date/Time Created ¹	Created By	File Name ²
03/14/2024 03:53 PM	ER002002	104290-2023-20240314-155309-PDF.zip

— Account

TXT2	104290	Active	YES	CN	CN606236719	Name	Example Test Operator	Type	TRUST
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Year for all searches: 2023

▶ Search by RN

WHERE TO SUBMIT A COPY OF YOUR TIER II REPORTS

Tier II Reports must be submitted to:

1. TCEQ (serves as the SERC) – the state repository for Tier II reports
 - Reports are submitted using STEERS
2. The LEPC
3. Local Fire Department



The
LEPC



[LEPC and Fire Department Lists](#)

COMMON REPORTING SCENARIOS: I REPORTED LAST YEAR – SAME FACILITIES

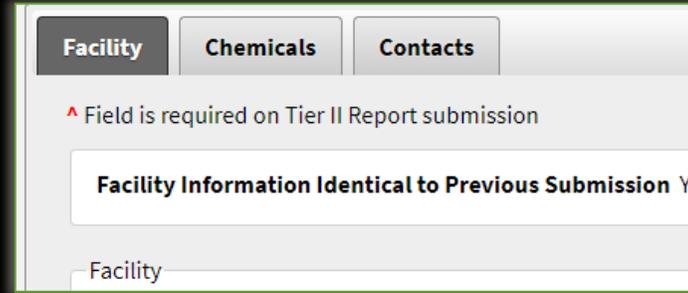
- Log in to your STEERS account
- Open Tier II Reporting
 - Add a draft report and then add facilities to the report
 - Review and update facility, chemical, and contact data for each facility
- Validate and submit report
- Print Report - Export as PDF or XML file
- Keep a copy of the report on site and send a copy to the LEPC and local fire department
- Pay the filing fee

COMMON REPORTING SCENARIOS: I REPORTED LAST YEAR & ADDED A NEW FACILITY

- Log in to STEERS account.
- New facilities must be affiliated to your TCEQ numbers (RN, CN & TXT2 numbers) using the Tier II Core Data application.
- Add a draft report and then add facilities to the report.
- Review and update facility, chemical, and contact data for each facility
- Validate, submit and print report
- Keep a copy of the report on site and send a copy to the LEPC and local fire department
- Pay the filing fee

COMMON REPORTING SCENARIOS: I SOLD A FACILITY LAST YEAR

- To file your report – add a draft report
- Add existing facilities
- Select the facility that was sold
- On the “facility” tab you will find information to put the date you sold the facility



Facility Status

The date on which the facility opened or was acquired or started to store Tier II chemicals? 08/13/2020

The date the facility was closed, sold or stopped storing Tier II Chemicals?



**KEEP CURRENT
AND
CARRY ON**

Reminder: Keep Tier II information up-to-date and have the most recent Tier II report at your facility.

"A facility operator shall maintain... a copy of the facility's most recently submitted Tier II Report until such time as the facility operator is required to submit another Tier II Report"

ONLINE TIER II RESOURCES

Tier II Information:

- Homepage: <https://www.tceq.texas.gov/permitting/tier2/tier-2-chemical-reporting>
- Extremely Hazardous Substance list: [40 CFR 355](#)
- Statutes and Rules: [laws and regulations link](#)

Tier II Online Reporting Help:

Training documents, training videos and webinars

[Tier II Online Training](#)

Tier II Training Guides

These documents provide step-by-step directions for navigating the online Tier II reporting process in Texas.

-  [Setting Up Your Individual STEERS Account](#)
-  [Adding Access to the Tier II Core Data Application](#)
-  [Creating & Affiliating TCEQ Numbers with the Tier II Core Data Application](#)
-  [Adding Access to the Tier II Reporting Application](#)
-  [Using the Tier II Reporting Application](#)
-  [Validating & Submitting Tier II Reports](#)
-  [Printing and Exporting Tier II Reports](#)

Tier II Training Videos

Follow along with these videos for a full walk-through of submitting a Tier II report through STEERS.

1. ***Creating a STEERS Account*** [YouTube](#): This video will walk you through the process of creating your personal STEERS account.
2. ***Accessing Tier II Applications*** [YouTube](#): This video will walk you through the process of adding the Tier II Core Data and Tier II Reporting applications in STEERS.
3. ***Tier II Core Data Application*** [YouTube](#): This video will walk you through creating and submitting a Tier II Core Data application.
4. ***Tier II Reporting Application*** [YouTube](#): This video includes creating and submitting a Tier II report in the Tier II Reporting application.
5. ***Accessing Submitted Tier II Reports*** [YouTube](#): This video will walk you through accessing copies of your submitted Tier II reports.

2022 Annual Reporting Period Training Class Videos.

1. ***Introduction to the Tier II Reporting Program*** [YouTube](#): This video is a recording of the first presentation for the annual training classes given to prepare for the 2023 Annual Tier II Reporting period.
2. ***Tier II STEERS Applications*** [YouTube](#): This video is a recording of the second, third, and fourth presentations for the annual training classes given to prepare for the 2023 Annual Tier II Reporting Period.
 - ***Getting a STEERS Account, Tier II Applications and Signing Your SPA*** [YouTube](#)
 - ***Using the Core Data Application*** [YouTube](#)
 - ***Navigating the Tier II Reporting Application*** [YouTube](#)
3. ***Tier II Refresher Training*** [YouTube](#): This video is a recording of the Tier II Refresher training. It is recommended for users that have reported in the past and are only interested in updates to the program rules and Tier II Reporting application

Training videos

Training Webinars

- Presented by Tier II staff
- Comprehensive and Refresher training

HOW TO GET EMAILS FROM TIER II

- Go to the agency homepage: <https://www.tceq.texas.gov/>
- Scroll down to “Get Involved/Customer Services
- Click on “Get email or text updates of your choice of topics”
- This will allow you to request emails from any program area of choice
- The bottom of emails have instructions on how to update your subscriptions

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [User Profile Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, visit the [Subscriber Help Center](#).

Get Involved / Customer Services

-  **Get email or text updates of your choice of topics**
-  **Take our customer satisfaction survey**
-  **Take our poll: pick your favorite cost-saving ideas**
-  **Report suspected fraud, waste, or abuse in TCEQ operations**
-  **Learn about nondiscrimination in TCEQ processes**
-  **Make an environmental complaint.**



Tier II Program Contact Information

Main Phone Line:

512-239-5060

800-452-2791 (in Texas only)

Online Help Form: [Tier II Help Form](#)