

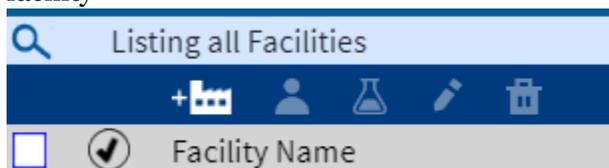
How to Submit a Tier II Report for Municipalities

January 2020



Video Tutorial : <https://youtu.be/6DHU1pnuZfA>

1. Download the 2019 Tier2 Submit software here: <https://www.epa.gov/epcra/tier2-submit-software>. You must download this software annually.
2. Once opened, click “Start Tier2 Submit”
3. **To import last years file and to submit:**
 - a. Click Import in upper right corner > Browse to File > Continue
 - b. Update any information that is necessary, a  icon will appear next to fields that need to be edited
 - c. New this year in contacts, you must provide at least one contact for one of the chemicals that is shipped to your facility. For example, input the emergency number for Dead River Company for propane/oil deliveries.
 - d. ***New this year*:** Under each chemical, in State Fields: For each chemical, you must explain how your substance/chemical is transported to your facility. So for propane as an example, it comes by truck every 1 month and delivers an average of 100 gallons per trip. The physical state is liquid. You can use the same number for the shipment quantities. Then input the carrier information, and the approximate route of travel.
 - e. If no other changes, input the date at the bottom of the software.
 - f. To submit, click the export/submit button on the upper right hand corner. You will need to do this twice, once to create a .ts2 file and another time to create a pdf for your records. If you have multiple facilities, you can export all at once, or just the current facility.
 - g. Email the completed .ts2 and pdf file to Tory Littlefield at vlittlefield@trorc.org, your local fire department chief, and to Todd Cosgrove at todd.cosgrove@vermont.gov. This must be done by March 1 every year.
4. **To create a new facility**, click on the icon above “Facility Name” and click add new facility



- a. Fill in all red highlighted fields, as these are required. ‘Name’ is the name of your facility. For example, Woodstock Highway Garage.
- b. **Location:** For the location, input the physical address. To set the latitude and longitude, click on the blue highlighted link “set lat/long from address.” Click OK. The map icon should show the physical location of the facility, if it looks wrong, you can move the blue pin to the actual location on the map.

- c. **ID and Regulations:** Dun & Bradstreet is required, if you don't know your municipalities DUNs number, it is located here: <https://www.trorc.org/programs/emergency/emergency-grants/>. The NAICS code for highway garages and other municipally owned buildings is 921120. Then you must input the number of occupants (number of employees). 'No' is the answer to the next two questions.
- d. **Contacts:** You must have contacts that are the following; Owner/Operator (usually Selectboard chair or town manager), Emergency Contact (whoever is at the building the most) and Tier II Information Contact (road foreman or building maintenance, could also be person filling out this form).
- e. **Chemicals:** The thresholds for sand, salt, oil, and propane is 10,000 lbs. Anything less does not need to be reported for these items. All other chemicals 100 lbs or over needs to be reported (if it has an SDS sheet, you can find most of that information). A 55-gallon barrel is about 400 pounds.
 - i. Use these conversion factors

Material	Conversion factor (gallons to lbs)
Gasoline	6.15
Diesel Fuel	7.10
Kerosene	6.82
#2 Fuel Oil	6.01
#4 Fuel Oil	7.70
Motor Oil	7.30
Propane, L.P. Gas	4.20
Unknown Liquids	9.00
Sand	1 cubic yard equals about 2,800 lbs
Salt	1 cubic yard equals 2,160 lbs
Lead/Acid Batteries (cumulation of all batteries in facility)	

example: For all other chemicals, use the same conversion rate of diesel to estimate your weight (estimates are ok!) You have a 55-gallon drum of hydraulic oil. So $55 \times 7.1 = 390.5$ lbs. Since this is over a 100 lbs, you must report it.

- ii. Once you have your weight of each chemical figured out, its time to input the information into the software. Click 'Add Chemical'
 1. Put the product name and where it is an Extremely Hazardous Substance (EHS). Only Lead/Acid batteries are an EHS.
 2. Select the physical state (can be more than one), and type in how many days the substance is on site, which is typically 365.
 3. Put in the Maximum Amount, which is the most of the chemical you have at any point in the year. The Average Daily Amount is the same as the Maximum Amount. Select the weight range that your chemical fits into.
 4. Select all the health hazards for your chemical/substance, these are found on the SDS sheets. You can also google them.

5. You must input where your chemicals/substances are stored in your facility. Click Add Storage Location and fill in the required fields.
 6. *Optional:* If your substance is a mixture, such as lead/acid batteries, you must Add Mixture Component. The CAS number is found on the SDS sheet. Fill in the other required fields.
 7. State fields: For each chemical, you must explain how your substance/chemical is transported to your facility. So for propane as an example, it comes by truck every 1 month and delivers an average of 100 gallons per trip. The physical state is liquid. You can use the same number for the shipment quantities. Then input the carrier information, and the approximate route of travel.
- f. **Attachments:** Optional, if you have a site plan you can upload it.
 - g. Certification: There are no state fees for municipalities! Input your name (can be anyone) and the date.
 - h. Submitting: Once you are done with all the fields and there are no  icons left, you can submit! To submit, click the export/submit button on the upper right-hand corner. You will need to do this twice, once to create a .ts2 file and another time to create a pdf for your records. If you have multiple facilities, you can export all at once, or just the current facility. Email the completed .ts2 and pdf file to Tory Littlefield at vlittlefield@trorc.org, your local fire department chief, and to Todd Cosgrove at todd.cosgrove@vermont.gov. This must be done by March 1 every year.

If you have any questions, please contact Tory Littlefield at vlittlefield@trorc.org or call at 802-457-3188. Once you do it for the first time, it gets much easier the second time! It is also ok if you don't get everything in the first run, as long as you report something, you will not get in trouble!

Once again, here is the link to the video tutorial: <https://youtu.be/6DHU1pnuZfA>