

State of Delaware  
Department of Natural Resources and Environmental Control (DNREC)  
**EPCRA Reporting Program**



# How to Submit A Tier II Annual Chemical Inventory Report

-Nicholas Butler  
Environmental Scientist

January 8<sup>th</sup>, 2025

# NOTICE

This presentation contains screenshots, some of which will feature previous software versions. After January 1<sup>st</sup>, the software is updated to reflect the new reporting year.

**This is a training aid, not a regulatory compliance document.**

# BEFORE YOU START REPORTING

- Do you have a *Tier II Manager*<sup>TM</sup> (T2M) account?
  - Remember your password? If not, we can help recover it for you!
- Is your web browser up-to-date?
  - Minimum browser version : Google Chrome<sub>62</sub>, Mozilla Firefox<sub>59</sub>, Microsoft Edge<sub>90</sub>
- Have a copy of the [instructions](#) handy!
- Read the “**Important Notice**” at the Introduction and Guidance page on login.
- Reporting fee is paid online
  - By statute, **fees are due by March 1<sup>st</sup>!**
  - **Late fees are automatically applied afterwards monthly.**

# DNREC's Online Reporting Webpage Has Useful Tools

The screenshot shows the DNREC Online Reporting webpage. The browser address bar displays the URL: [dnrec.delaware.gov/waste-hazardous/emergency-response/community-right-to-know/online-reporting/](https://dnrec.delaware.gov/waste-hazardous/emergency-response/community-right-to-know/online-reporting/). The page features a navigation menu with links to DIVISIONS, ABOUT DNREC, ADMIN. LAW, DNREC NEWS, and CONTACT US. The main heading is "Online Reporting". A sidebar on the left lists various topics under "Waste and Hazardous Substances", including Home, Contact Us, Managing Waste, Recycling, Site Remediation, Emergencies, Storage Tanks, Boiler Safety, and Regulations Under Development. The main content area provides information about Tier II reports, stating that Delaware facilities submit their annual Tier II reports (often referred to as EPCRA Section 312 reports) online using the Tier II Manager™ system. It also mentions that EPCRA Section 302 and 311 reports are submitted online as well. A callout box labeled "Tier II Manager™" points to a "Community Right-to-Know Menu" which includes links to "Access the Tier II Manager" and "Tier II Manager Instructions". Below this, text explains that the system is accessible through the Internet using typical Web browsers, and no special software is necessary. It also notes that facilities that have previously reported will not need to re-enter all their data. The Tier II Manager™ also offers the option to pay fees on-line by a variety of methods. Further text states that with the Tier II Manager™ system, updated information submitted by facilities can be viewed immediately by emergency planners and responders, avoiding delays associated with processing of paper forms. In addition, the system has built in edit checks, to help avoid common errors. It also mentions that Tier II Reports are due annually by the first day of March each year. For more information, contact [Bill Davis](#) or [Nicholas Butler](#), Delaware EPCRA Reporting Program, at 302-739-9405. A section titled "Training Workshops" states that DNREC hosts an annual workshop series each January to train facility personnel on reporting procedures. Workshop surveys are also conducted to gain insight into Tier II reporting background from users throughout the state, and to improve the workshop in the future. Over 200 facility representatives attended recent workshops, with nearly 50 percent contributing to [survey results](#). Below this, a section titled "Training Materials" includes links to "Regulatory Overview", "On-Line Reporting", "OSHA HazCom", and "EPCRA Toolbox". A "Workshop Presentations" section lists "Presentation 1: Regulatory Overview" and "Presentation 2: Online Reporting".

Online Reporting

Waste and Hazardous Substances

Home

Contact Us

Managing Waste

Recycling

Site Remediation

Emergencies

Storage Tanks

Boiler Safety

Regulations Under Development

Delaware facilities submit their annual Tier II reports (often referred to as EPCRA Section 312 reports) online using the Tier II Manager™ system. EPCRA Section 302 and 311 reports are submitted online as well.

The system is accessible through the Internet using typical Web browsers, and no special software is necessary. Facilities that have previously reported will not need to re-enter all their data. Instead, they can update and submit using their previous data already loaded in the system. The Tier II Manager™ also offers the option to pay fees on-line by a variety of methods.

With the Tier II Manager™ system, updated information submitted by facilities can be viewed immediately by emergency planners and responders, avoiding delays associated with processing of paper forms. In addition, the system has built in edit checks, to help avoid common errors.

Tier II Reports are due annually by the first day of March each year.

For more information, contact [Bill Davis](#) or [Nicholas Butler](#), Delaware EPCRA Reporting Program, at 302-739-9405.

**Training Workshops**

DNREC hosts an annual workshop series each January to train facility personnel on reporting procedures. Workshop surveys are also conducted to gain insight into Tier II reporting background from users throughout the state, and to improve the workshop in the future. Over 200 facility representatives attended recent workshops, with nearly 50 percent contributing to [survey results](#).

**Training Materials**

[Regulatory Overview](#) [On-Line Reporting](#) [OSHA HazCom](#) [EPCRA Toolbox](#)

**Workshop Presentations**

[Presentation 1: Regulatory Overview](#) [Presentation 2: Online Reporting](#)

Community Right-to-Know Menu

**Tier II Manager™**

Access the [Tier II Manager](#)

Tier II Manager [Instructions](#)

Tier II Manager™

<https://dnrec.delaware.gov/waste-hazardous/emergency-response/community-right-to-know/online-reporting>



The **online instructions** offer step-by-step guidance...

Top of Document

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**REPORTING REQUIREMENTS**

- Overview of EPCRA
- Annual Hazardous Chemical Inventory (312/Tier II)
  - Covered Facilities
  - Covered Chemicals & Reporting Thresholds
  - Exemptions
    - Exemption Caution
  - Reporting Fees
- EHS Emergency Planning Notifications (302)
- Initial & Periodic Inventory Updates (311)
- Additional Resources

**USING THE TIER II MANAGER ONLINE SYSTEM**

- Important Changes effective January 2018
- Important Notes about using the Online System
- User Registration & Login
  - New User Registration
  - Password Reset
- Getting Started - Intro & Guidance
  - Your List of Facilities
  - Adding a New Facility
  - Beginning a Submission
- Submitting a Tier II Report (312)**
  - Step 1: Facility Information
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    - Mixtures Containing an EHS
  - Step 3: Subject to Status (4 EPA questions)
  - Step 4: Facility Contacts
  - Step 5: Site Plan & Other Attachments
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  - Steps 7&8: Fee Payment & Certification
    - If Paying by Check - What to Attach
    - One Check for Multiple Facilities
- Submitting a Periodic Inventory Update (311)
- Submitting an EHS Notification (302)

**Need Assistance?**

**Website Login Link**

To quickly navigate this PDF document, you may use the bookmarks at the left.

**Background**

**Step-by-Step**

Community Right-to-Know Menu ▾

**Tier II Manager™**

Access the [Tier II Manager](#)

Tier II Manager [Instructions](#)

**State of Delaware**  
**Emergency Planning and Community Right-to-know Act (EPCRA)**  
**Reporting Program**

**Instructions for**  
**Hazardous Chemical Inventory Reporting and the**  
**TIER II MANAGER™ Online Reporting System**

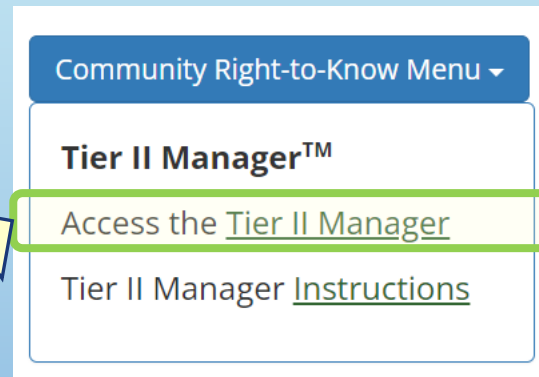
...and the bookmarks make navigation easy.

# Submitting a Report

- 1. Logging On**
- 2. Getting a User Account**
- 3. The 7 Steps to Submit a Tier II**
- 4. Revisions & Updates**
- 5. 302 & 311 Reports**

# Part 1:

# Logging On




<https://tierii.dnrec.delaware.gov/Account/Login.aspx>

# The *Tier II Manager*<sup>TM</sup> (T2M) Log-In Page

Online Reporting - DNREC x Delaware ARP/Tier II Reporting x +

tierii.dnrec.delaware.gov/Account/Login.aspx



ARP/EPCRA Reporting Program  
Prevention & Preparedness Branch  
Emergency Response & Strategic Services Section  
Div. Waste & Hazardous Substances  
DNREC

Delaware ARP/Tier II Reporting System

You must register before using this Online Reporting System.

[REGISTER](#)

If you have previously registered, please proceed with Log In.

**SYSTEM REQUIREMENTS**

- You need to use Chrome 62 or higher, Edge 90 or higher, or Firefox 59 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.

Log In


Username

Password

[Log In](#)

[Forgot Username?](#)

[Forgot Password?](#)

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Version: 5.3

<https://tierii.dnrec.delaware.gov/Account/Login.aspx>

# Important T2M Reporting Notes


- Have necessary info on hand before starting a report
- System will boot you out after 60 minutes of INACTIVITY.
- Don't use browser buttons (back & forward arrows)
  - Use **Back**, **Cancel**, **Proceed**, or **Save** buttons at the bottom of pages.
- Chemical Inventories can be ***updated*** throughout the year.
- System messages will be automatically mailed from [dnrec\\_whs\\_epcra\\_mail@delaware.gov](mailto:dnrec_whs_epcra_mail@delaware.gov)

## **Part 2:**

# **Getting a User Account**

- New User Registration process
- Login to existing account
- Getting access to records

To setup a new account, click “REGISTER”:  
If you already have an existing account, enter your “Log In” Credentials:



ARP/EPCRA Reporting Program  
Prevention & Preparedness Branch  
Emergency Response & Strategic Services Section  
Div. Waste & Hazardous Substances  
DNREC

Delaware ARP/Tier II Reporting System

New Account

You must register before using this Online Reporting System.  
[REGISTER](#)  
If you have previously registered, please proceed with Log In.

SYSTEM REQUIREMENTS

- You need to use Chrome 62 or higher, Edge 90 or higher, or Firefox 59 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.

Log In

Username

Password

Log In

[Forgot Username?](#)  
[Forgot Password?](#)

Existing Account

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Version: 5.3

...if you forget password, 5 tries before account gets locked...DNREC admins must reset it for you.  
...system will boot you out to this screen after 60 minutes of inactivity on your account.

# New User Registration - Select which Type of User you are:

Online Reporting - DNREC x Delaware ARP/Tier II Reporting x +

tierii.dnrec.delaware.gov/User/RegisterUser.aspx

 ARP/EPCRA Reporting Program  
Prevention & Preparedness Branch  
Emergency Response & Strategic Services Section  
Div. Waste & Hazardous Substances  
DNREC

Delaware ARP/Tier II Reporting System

## New User Registration

What Type of User are you? \*

Reporting Facility/Business L v

Reporting Facility/Business User


Responder, Planner, or System Admin

Public User

Everyone submitting facility reports must select **“Reporting Facility/Business User”**



# New User Registration: Fill in the boxes, anything with a red asterisk (\*) must be completed.



ARP/EPCRA Reporting Program  
Prevention & Preparedness Branch  
Emergency Response & Strategic Services Section  
Div. Waste & Hazardous Substances  
DNREC

## New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

### User Account Details

Username*	Password*	Retype Password*	
<input type="text"/>	<input type="password"/>	<input type="password"/>	
Hint Question*	Hint Answer*		
<div>-Select-</div>	<input type="text"/>		

### User Contact

First Name*	Last Name*	Role*	
<input type="text"/>	<input type="text"/>	<div>Select One</div>	

Company Name \*

Street 1*	Street 2		
<input type="text"/>	<input type="text"/>		
City*	State*	Zip Code*	Country*
<input type="text"/>	<div>Delaware</div>	<input type="text"/>	<div>United States</div>
Email*	Retype Email*	Phone*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Access to Programs

Programs\*

EPCRA (Tier II, 302, 311)

Accidental Release Prevention (ARP)

Add

Remove

Please enter the characters as shown \*

7 A HCL

Cancel

Back

Submit

To register for the EPCRA account, be sure to make the correct selection under **“Access to Programs”**.

Select **“EPCRA”** only, then click **“Add”**, fill out the captcha characters, and then finally **Submit**.

**DO NOT** select **Accidental Release Prevention (ARP)**.

... after DNREC approves your account, existing records can be transferred to it upon request.

# EPCRA vs **ARP** REPORTING



ARP/EPCRA Reporting Program  
Prevention & Preparedness Branch  
Emergency Response & Strategic Services Section  
Div. Waste & Hazardous Substances  
DNREC

Delaware ARP/Tier II Reporting System

Welcome Nicholas Last Login: 01/03/2025, 08:05 AM

Super Admin Log Out


- Both reporting programs use the T2M platform for reports in DE, however the reporting requirements and procedures are separate.
- **EPCRA** facilities annual reports are due March 1<sup>st</sup>. Applies to all facilities in the system (~2,700 facilities).
- **ARP** facilities submit EPCRA reports and submit Risk Management Plans (**RMPs**), more stringent reporting criteria based on specific chemicals present on-site, the quantity of said chemicals, and their storage (~100 facilities).
- **ARP** annual reports are due May 1<sup>st</sup> and are submitted only by accounts with **ARP** credentials.
- Check the [DNREC ARP webpage](#) for more videos, tutorials, and guidance on the **ARP** reporting process.

# This is the top page for Single Invoice User accounts.

Combined Invoice users have slightly different layout seen on the next slide...

Online TIER II MANAGER™ - Facil

tierii.dnrec.delaware.gov/Facility/FacilityHome.aspx



Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2020

Welcome <Your Name Here>, YourCompany LLC. Last Login: 10/15/2021, 01:39 PM

Log Out

HomeFacilitiesMy AccountResources

Introduction and Guidance

Continue

Please click here to access the Training materials. Before starting a submission, please watch or read the materials thoroughly to understand both the requirements and the online reporting process.

**Important Notice:**

Users should avoid using the back and forward arrows in the top corner of the Windows. Instead use the Back, Cancel, or Proceed buttons on the bottom of pages. To log out, users **MUST** click on the "Log Out" link in the screen header. Users should NOT click on the red "X" in the top right corner of the window. Please be aware that if the program sits idle for a period of time a warning box will appear telling you that the system will automatically log you off and any data entered and not saved will be lost if you do not proceed with adding data. To prevent this from happening, please ensure you have all the necessary data for your reports gathered and available to you before you begin the reporting process. Please refer to the reporting instructions noted above for guidance on the required data. Please ensure that you have the following before beginning (this is a summary...see the instructions for full information):

1. Phone numbers for 3 emergency contacts, including their work phone and 24 hour phone numbers.
2. Owner/Operator address and phone number.
3. Compliance contact address, phone number, and e-mail address.
4. All chemical information for the facility, including: CAS number; chemical name; average daily amounts (lbs); maximum daily amounts(lbs); physical and health hazards; storage container types; and storage locations at each site.
5. If your facility does not have to file a Tier II report for the current reporting year, contact DNREC (at the number in the header) so that it won't be flagged as delinquent.
6. If there have been any changes to the facility, including the addition of structures or chemicals or the removal of structures or chemicals, a new site plot plan should be uploaded into the system.

**Concerning Fee Payments (for those subject to fees):**

1. **All payments must now be completed online.** If not paying by credit card, check payments must be entered as electronic check payments. Please see the instructions for more detail.
2. **Fees are due on or before the deadline**, along with the reports. Submissions are not considered complete until any associated fee payments have been received.
3. **Late fee charges will automatically be added** to invoices through the system for payments completed after the report due date, as authorized by Delaware statute. If you will need information from your accounting department in order to make your fee payment, please keep the timing in mind in order to avoid late fee charges.
4. **Combined Invoice capability.** For those who may be reporting for multiple facilities, and want to pay one combined invoice for all of them, please contact the EPCRA Reporting Program initially, so that this capability can be assigned for you.

Click the link near the top of this page for more detailed instructions for New and Existing businesses.

Please Note: TIER II MANAGER™ is a "live" system. Changes to annual chemical inventories can be made at any time throughout the year. The system also accepts 302 and 311 reports. If you have any questions throughout the year, EPCRA staff is available to answer your questions at 302-739-9405.

**IMPORTANT: You must submit a 2020 ANNUAL to complete your submission for this year!** (Submitting a 2021 UPDATE does not meet the requirement).

Facility Status Summary

	Active	Inactive
Facility	3	6

... Note the 4 tabs at the top, and the “**Continue**” button on the far right.

... DNREC’s contact info is always in the top header, as well as the “**Log Out**” button.

... your **Facility Status Summary** will display at the bottom or right-hand side of the page.

# This is the top page for **Combined Invoice** enabled user accounts.

Online TIER II MANAGER™ - ... x  
Trend Micro Toolbar  
HazConnect Mail - Davis, William B. (DN... T2Mtest WDEL news Web Mail T2M

Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

**Online TIER II MANAGER™** Tier II Reporting Year : 2019  
Welcome Combined User 1 - WBD, DNREC EPCRA Last Login: 12/17/2020, 02:21 PM  
Log Out

Home Facilities My Account **Billing** Resources

**Introduction and Guidance** Continue

Please click here to access the Training materials. Before starting a submission, please watch or read the materials thoroughly to understand both the requirements and the online reporting process.

**Important Notice:**  
Users should avoid using the back and forward arrows in the top corner of the Windows. Instead use the Back, Cancel, or Proceed buttons on the bottom of pages. To log out, users **MUST** click on the "Log Out" link in the screen header. Users should NOT click on the red "X" in the top right corner of the window. Please be aware that if the program sits idle for a period of time a warning box will appear telling you that the system will automatically log you off and any data entered and not saved will be lost if you do not proceed with adding data. To prevent this from happening, please ensure you have all the necessary data for your reports gathered and available to you before you begin the reporting process. Please refer to the reporting instructions noted above for guidance on the required data. Please ensure that you have the following before beginning (this is a summary...see the instructions for full information):

1. Phone numbers for 3 emergency contacts, including their work phone and 24 hour phone numbers.
2. Owner/Operator address and phone number.
3. Compliance contact address, phone number, and e-mail address.
4. All chemical information for the facility, including: CAS number; chemical name; average daily amounts (lbs); maximum daily amounts(lbs); physical and health hazards; storage container types; and storage locations at each site.
5. If there have been any changes to the facility, including the addition of structures or chemicals or the removal of structures or chemicals, a new site plot plan should be uploaded into the system.

**Concerning Fee Payments (for those subject to fees):**

1. **All payments must now be completed online.** If not paying by credit card, check payments must be entered as electronic check payments. Please see the instructions for more detail.
2. **Fees are due on or before the deadline,** along with the reports. Submissions are not considered complete until any associated fee payments have been received.
3. **Late fee charges will automatically be added** to invoices through the system for payments completed after the report due date, as authorized by Delaware statute. If you will need information from your accounting department in order to make your fee payment, please keep the timing in mind in order to avoid late fee charges.
4. **Combined Invoice capability.** For those who may be reporting for multiple facilities, and want to pay one combined invoice for all of them, please contact the EPCRA Reporting Program initially, so that this capability can be assigned for you.

Click the link near the top of this page for more detailed instructions for New and Existing businesses.

Please Note: TIER II MANAGER™ is a "live" system. Changes to annual chemical inventories can be made at any time throughout the year. The system also accepts 302 and 311 reports. If you have any questions throughout the year, EPCRA staff is available to answer your questions at 302-739-9405.

**IMPORTANT: You must submit a 2019 ANNUAL to complete your submission for this year! (Submitting a 2020 UPDATE does not meet the requirement).**

... note the **Billing** Tab at the top.


... other than the billing sequence (at the end of a report), all other screens are the same.

... your **Facility Status Summary** will display at the bottom or right-hand side of the page.

# Facility Status Summary displays **Active Facilities** and *Inactive Facilities* in your account...

Online TIER II MANAGER™ - Facility

tierii.dnrec.delaware.gov/Facility/ListFacility.aspx?t2nq=JJh9iGby07Brx91tyf0SOVWsa4Mwwe1gRyXfSKChUw7PC1t3usYY5p7a9THff



Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2020

Welcome <Your Name Here>, YourCompany LLC. Last Login: 10/15/2021, 01:39 PM  
Log Out

HomeFacilitiesMy AccountResources

Inactive Facilities

Back

Add New Facility

Facility ID	Facility/Site Name	Address	County	Facility Status	312 Status	302 Status	Username	Certified Date	Action
Facility ID	Facility/Site Name		All		All	All	Username		
2590	Back Yard (ID: 2590)	300 N. Bradford St. Seaford, DE 19973	Sussex	Inactive	Inactive	Inactive	WBDfacility	2014 Tier II Report Annual (06/02/2015)	Actions
2591	Front Yard (ID: 2591)	300 N. Bradford St. Seaford, DE 19973	Sussex	Inactive	Inactive	Inactive	WBDfacility	2014 Tier II Report Annual (06/04/2015)	Actions
2601	TestWBD091515 (ID: 2601)	Main Dover, DE 19901	Kent	Inactive	Unknown	Unknown	WBDfacility	2014 Tier II Report Annual (Revision) (02/05/2016)	Actions
2616	TestFacility #2 - Billing Test (ID: 2616)	89 Kings Hwy Dover, DE 19901	Kent	Inactive	Active	Active	WBDfacility	2017 Tier II Report Annual (12/19/2018)	Actions
2839	2016 Workshop Test Facility (ID: 2839)	100 Penny Lane Dover, DE 19903	Kent	Inactive	Inactive	Inactive	WBDfacility	2017 Tier II Report Update (08/18/2017)	Actions
2962	Fee Test (ID: 2962)	155 Commerce Way, Suite B Dover, DE 19904	Kent	Inactive	Unknown	Unknown	WBDfacility		Actions

Total Results:6 Rows per page 25


*Inactive Facilities* have previously reported and are no longer subject to EPCRA reporting. Data from these facilities can be imported into **current (active) facilities** (more on that in Part 3). DNREC admins make the Active/Inactive switch; contact them to make the change.

# Relevant Resources have a tab too...

Online Reporting - DNREC

Delaware ARP/Tier II Reporting

tierii.dnrec.delaware.gov/User/ResourceLinks.aspx



**ARP/EPCRA Reporting Program**  
Prevention & Preparedness Branch  
Emergency Response & Strategic Services Section  
Div. Waste & Hazardous Substances  
DNREC

**Delaware ARP/Tier II Reporting System**

Tier II Reporting Year : 2022  
Welcome Nicholas, Dummy Company Last Login: 12/19/2023, 03:31 PM  
Submit User Log Out

Home

Facilities

My Account

EPCRA Billing

Resources

Questions

Name: Delaware EPCRA Program  
Phone No: 302-739-9405  
Email: william.bdavis@delaware.gov

Resource Links

Back


All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Description	Link
Delaware EPCRA Reporting Instructions	Instructions for on-line Hazardous Chemical Inventory (Tier II) reporting
EHS List	Extremely Hazardous Substances (EHS) List by CAS Number
EHS List	Extremely Hazardous Substances (EHS) List by Alphabet
Delaware EPCRA	DE EPCRA Reporting Program
SERC & LEPC Links	DE SERC & LEPC Contact Information
Delaware EPCRA Statute	Delaware EPCRA Statute (16 Del. C. 62)

... these include reporting instructions, EHS lists, statutes, trade secret forms, and more.  
... if you think of something that would be useful to add, please let us know.



# The “My Account” tab has a few options...



Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2019  
Welcome <Your Name Here>, YourCompany LLC. Last Login: 12/18/2020, 01:49 PM  
Log Out

HomeFacilitiesMy AccountResources

Introduction and Guidance

Reset My Password  
Update My Profile  
List Offline Reports

Continue

Please click here to access the Training a submission, please watch or read the materials thoroughly to understand both the requirements and the online reporting process.

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**IMPORTANT: You must submit a 2019 ANNUAL to complete your submission for this year! (Submitting a 2020 UPDATE does not meet the requirement).**

https://tierii.dnrec.delaware.gov/Index.aspx

... for how to **Reset Passwords & Update your Profile** info like your Email address.  
... if you export your finalized facility **reports** those are listed here too.

# Update My Profile : It's important that we have your current email address and phone number

Online TIER II MANAGE! X

+

▼

←

→

↺

🔒

https://tierii.dnrec.delaware.gov/TierII/User/EditOwnUserProfile.aspx

📄


☆

⌵

🔍

🔖

⋮



Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

Online **TIER II MANAGER™** Tier II Reporting Year : 2018  
Welcome <Your Name Here>, YourCompany LLC. Last Login: 11/15/2019, 11:07 AM  
Log Out

HomeFacilitiesMy AccountResources

### Edit My User Account Profile

Company Name

First Name\*

Last Name\*

Role\*  

Compliance Officer

Street 1\*

Street 2

Country\*  

United States

City\*

State\*  

Delaware

Zip Code\*

Phone\*

24 Hour Phone

Email\*

Secret Question\*  

What was your first car?

Secret Answer\*

Username\*

☐ Change Password?

Cancel


Save

← **Email Address**

... update your information and click **Save**.  
... the **Regulatory Point of Contact** is primarily who we send our news, updates & reminders.



# Finally, the **Facility Tab** lets you create a facility and submit reports for a facility...



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**Online TIER II MANAGER™**

Tier II Reporting Year : 2019

Welcome <Your Name Here>, YourCompany LLC. Last Login: 12/18/2020, 01:49 PM

Log Out

HomeFacilitiesMy AccountResources

 **Introduction and Guidance**

**Continue**

Please click [here](#) to access the Training materials. Before starting a submission, please watch or read the materials thoroughly to understand both the requirements and the online reporting process.

**Important Notice:**

Users should avoid using the back and forward arrows in the top corner of the Windows. Instead use the Back, Cancel, or Proceed buttons on the bottom of pages. To log out, users **MUST** click on the "Log Out" link in the screen header. Users should NOT click on the red "X" in the top right corner of the window. Please be aware that if the program sits idle for a period of time a warning box will appear telling you that the system will automatically log you off and any data entered and not saved will be lost if you do not proceed with adding data. To prevent this from happening, please ensure you have all the necessary data for your reports gathered and available to you before you begin the reporting process. Please refer to the reporting instructions noted above for guidance on the required data. Please ensure that you have the following before beginning (this is a summary...see the instructions for full information):

1. Phone numbers for 3 emergency contacts, including their work phone and 24 hour phone numbers.
2. Owner/Operator address and phone number.
3. Compliance contact address, phone number, and e-mail address.
4. All chemical information for the facility, including: CAS number; chemical name; average daily amounts (lbs); maximum daily amounts(lbs); physical and health hazards; storage container types; and storage locations at each site.
5. If there have been any changes to the facility, including the addition of structures or chemicals or the removal of structures or chemicals, a new site plot plan should be uploaded into the system.

**Concerning Fee Payments (for those subject to fees):**

1. **All payments must now be completed online.** If not paying by credit card, check payments must be entered as electronic check payments. Please see the instructions for more detail.
2. **Fees are due on or before the deadline,** along with the reports. Submissions are not considered complete until any associated fee payments have been received.
3. **Late fee charges will automatically be added** to invoices through the system for payments completed after the report due date, as authorized by Delaware statute. If you will need information from your accounting department in order to make your fee payment, please keep the timing in mind in order to avoid late fee charges.
4. **Combined Invoice capability.** For those who may be reporting for multiple facilities, and want to pay one combined invoice for all of them, please contact the EPRCA Reporting Program initially, so that this capability can be assigned for you.

Click the link near the top of this page for more detailed instructions for New and Existing businesses.

Please Note: TIER II MANAGER™ is a "live" system. Changes to annual chemical inventories can be made at any time throughout the year. The system also accepts 302 and 311 reports. If you have any questions throughout the year, EPCRA staff is available to answer your questions at 302-739-9405.

**IMPORTANT: You must submit a 2019 ANNUAL to complete your submission for this year! (Submitting a 2020 UPDATE does not meet the requirement).**

... you can also click on the **Continue** button from the Intro and Guidance Page.  
Which leads us into...

## **Part 3:**

# **7 Steps to a Tier II Report**

1. Facility Information
2. Chemical List
3. Subject to Status
4. Contacts
5. Site Plan and Attachments
6. Fee Exemption Status
7. Fee Payment & Certification

## Report Step 3.1

# Facility Information

## New or Existing\* Facility?


- Company Name
- Facility Name
- Owner / Operator
- Location, County, LEPC, Fire District
- Maximum Number of Occupants
- Nature of Business
- Latitude/Longitude, NAICS, SIC

\* A facility that is already in the TierIIManager™ database

For **New Facilities**, click [Add a New Facility](#). Clicking that will take you to...

Online TIER II MANAGER

https://tierii.dnrec.delaware.gov/TierII/Facility/ListFacility.aspx



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Online **TIER II MANAGER™** Tier II Reporting Year : 2018  
Welcome <Your Name Here>, YourCompany LLC. Last Login: 11/15/2019, 11:07 AM  
Log Out

HomeFacilitiesMy AccountResources

Active Facilities

The following facilities are registered under this username. You can update information and submit reports by clicking on the Facility/Site Name.

Back

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Add Item

Add New Facility

Facility ID	Company Name	▲ Facility/Site Name	Facility Address	County	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report
Facility ID	Company Name	Facility/Site Name	Facility Address	All		City	LEPC	Fire Department	All	All	
2961	DNREC EPCRA	2017 Test Facility (ID: 2961)	155 Commerce Way, Suite bb, Dover, DE 19904	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Active	Active	2017 Tier II Report Annual (12/20/2018)(Reviewed)
2959	DNREC EPCRA	Workshop 2017 Report Year (ID: 2959)	155 Commerce Way, Suite B, Dover, DE 19904	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Unknown	Unknown	

Total Results:2 Rows per page 10

**Existing facilities** in your account will already be listed.

# The **Facility Identification** screen is the Step 1 of a Tier II Report and where you add Facility info

Online TIER II MANAGER™ - Ad X

https://tierii.dnrec.delaware.gov/TierII/Facility/CreateFacility.aspx?t2nq=ZF+3st9ivYCSjKGtZTIScdxOL7ZFgAAcWsxYvRgiSU9vBQzb+IB73

150%

Search

Home

Facilities

My Account

Resources

Facility Identification

Example Facility (Facility ID: 3176)

2018 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9414,  
Type: Facility

Location & Nature of Business ✓

Owner/Operator ✓

Facility/Site Name \*

Example Facility

Street 1 (911 Address) \*

155 Commerce Way

Country \*

United States

State \*

Delaware

County \*

Kent

Company Name \*

DNREC EPCRA

Street 2 (911 Address)

Suite B

City \*

Dover

Zip Code \*

19904

Development/Industrial Park

Enterprise

Get Coordinates in Decimal Degrees

Click on this tool to get your lat/longs for the fields below.

Latitude (in decimal degrees) \*

39.1542

Longitude (in decimal degrees) \*

-75.548

LEPC \*

Kent County

Fire Department \*

Dover, Robbins-Hose

NAICS \*

921190

Search NAICS

Manned/Unmanned \*

Manned

Unmanned

Dun & Brad No \*

N/A

SIC Code

9199

Search SIC

Nature of Business \*

DNREC EPCRA Reporting Program

Maximum Number of Occupants at one time \*

20

If you do not have a Dun & Brad No, please enter "N/A".

Cancel

Save

Blue buttons are helpful tools

Up Arrow

... start by putting in your facility information based on **Location & Nature of Business**.  
... be sure not to add a duplicate **facility**; contact us if you are unsure.  
... Clicking on **Get Coordinates in Decimal Degrees** will take you to...

# ...The **Locate Your Address** tool!

Google GeoCoder - Mozilla Firefox

https://tierii.dnrec.delaware.gov/TierII/Common/GeoCode/PickLocation.aspx?t2nq=uU1SbNbC5UtpKxxCv01cits8JJtnrkatJhHd 150%

## Locate Your Address

Address/LatLong Value

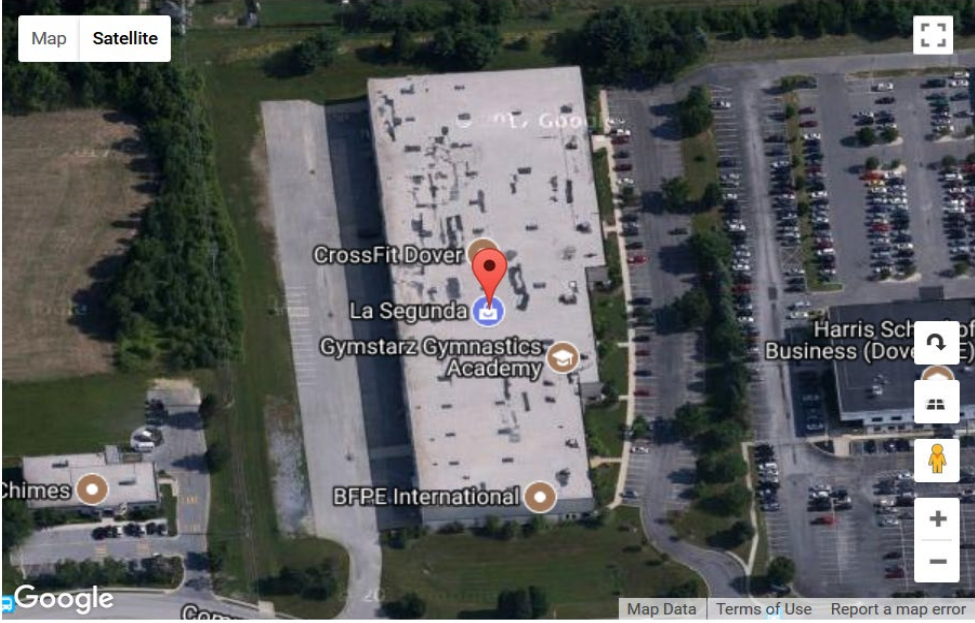
155 Commerce Way, Suite B Dover Delaware [Find on Map](#)

Lat Long

39.1547 -75.5482 [Pick this location](#)

**If you want to move the point, click and drag the red point to the new location and then click 'Pick this location' to paste the coordinates back to the form.**

Map Satellite



Google

Map Data Terms of Use Report a map error

Pinpoint your facility's location with Latitude and Longitude


T2M has **built-in checks** to look for missing info...

Online TIER II MANAGER

T2onlinereportinginstru...

Downloads

https://tierii.dnrec.delaware.gov/TierII/Facility/CreateFacility.aspx



Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
PO Box 838 Dover, DE 19903  
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2015

Welcome Bill, DNREC Test Site Last Login: 10/24/2016, 02:25 PM

Log Out

HomeFacilitiesMy Account

Facility Identification

Location & Nature of BusinessOwner/Operator

Facility/Site Name \*  
2016 Workshop Test Facility

Street 1 (911 Address) \*  
100 Penny Lane

Country \*  
United States

State \*  
Delaware

County \*  
Select One

This field is required

Company Name \*  
DNREC EPCRA Reporting

Street 2 (911 Address)

City \*  
Dover

Zip Code \*  
19903

Development/Industrial Park

Latitude (in decimal degrees) \*  
39.2052

Longitude (in decimal degrees) \*  
-75.5481

LEPC \*  
Select One

This field is required

NAICS \*  
922190

Search NAICS

Manned/Unmanned \*  
☒ Manned  
☐ Unmanned

Dun & Brad No \*  
N/A

SIC Code  
9199

Search SIC

Nature of Business \*  
Department of Natural Resources &  
Environmental Control, EPCRA Reporting

Maximum Number of Occupants at  
one time \*  
10


If you do not have a Dun & Brad No, please enter "N/A".

Cancel

Save

Get Coordinates in Decimal Degrees

Click on this tool to get your lat/longs for the fields below.

Developed By 

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Version: 5.2

... but it can't detect all mistakes, so always doublecheck your information.

# Facility Identification has two tabs to complete; select **Owner/Operator** tab...

Online TIER II MANAGER™ - Faci

tierii.dnrec.delaware.gov/TierII/Facility/CreateContactInfo.aspx?t2nq=0wIHN+HX1ZKIM1PVaT48rpXKbgQ1Cq4HJwFvk5FEE2X774iY3bP2aMJBdvqKEY3XVans2fDqQ+uhxHcgBdysXg==

AppsImported From IEHazComOSHA Interpretatio...T2MT2M ScreensDNREC CRTKHistoryOfSussexAviation WeatherSeaford, DE Weathe...Bing Maps

Emergency Prevention & Response Section, DNREC  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

Welcome <Your Name Here>, YourCompany LLC. Last Login: 12/04/2019, 12:37 PM  
Log Out

HomeFacilitiesMy AccountResources

Facility Identification Details

Example Facility (Facility ID: 3176)

2018 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9414,  
Type: Facility

Location & Nature of Business ✓Owner/Operator ✓

Direct Site Communication

Enter general information for direct contact at the facility site (ex. Reception or Guard house) or if unmanned, next best contact.

Site Phone \*

302-739-9414 x

24 Hr phone

302-739-9414

Site Fax Number

Website (ex. http://www.yourcompany.com)

Owner/Operator Mailing Address and Contact Details

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

Pick Owner/Operator ContactCopy Facility Address

Owner/Operator Name \*

DNREC EPCRA

Street 1 \*

155 Commerce Way

Street 2

Suite B

Country \*

United States

City \*

Dover

State \*

Delaware

Zip Code \*

19904-

Owner/Operator Phone \*

302-739-9414

24 Hour Phone

Owner/Operator Email \*

william.bdavis@delaware.gov


Cancel

Save

... fill out the required information and click **Save**.



After setting up a new facility you can **enter remaining report data** right away...



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section, DNREC

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Online TIER II MANAGER™

Tier II Reporting Year : 2015

Welcome Bill, DNREC Test Site

Last Login: 10/24/2016, 02:25 PM

Log Out

Home

Facilities

My Account

Facility Identification Details

2016 Workshop Test Facility (Facility ID: 2839)

100 Penny Lane, Dover, DE 19903, United States

Type: Facility

Location & Nature of Business

Owner/Operator

Direct Site Communication

Enter general information for direct contact at the facility site (ex. Reception or Guardhouse, if unmanned, next best contact).

Site Phone \*

24 Hr phone

302-739-9405 x

Site Fax Number

Website (ex. http://www.yourcompany.com)

Street 1 \*

Street 2

100 Penny Lane

Country \*

City \*

United States

Dover

State \*

Zip Code \*

Delaware

19903-

Owner/Operator Phone \*

24 Hour Phone

302-739-9405 x

Owner/Operator Email \*

william.bdavis@state.de.us

Cancel

Save

Confirmation

Do you want to enter Report data now?

Yes

No

javascriptvoid(0)

... selecting **No** means or you can stop & come back later; the facility data will still be saved.


# Our new *facility* has been added to our list of **Active Facilities...**

Online TIER II MANAGER™ - Fa X +

https://tierii.dnrec.delaware.gov/TierII/Facility/ListFacility.aspx

150%

Search



Delaware EPCRA Reporting Program

**Emergency Prevention & Response Section, DNREC**

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2018

Welcome <Your Name Here>, YourCompany LLC. Last Login: 11/21/2019, 01:36 PM

Log Out

Home

Facilities

My Account

Resources

Active Facilities

The following facilities are registered under this username. You can update information and submit reports by clicking on the Facility/Site Name.

Back

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Add New Facility


Facility ID	Company Name	Facility/Site Name	Facility Address	County	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report
Facility ID	Company Name	Facility/Site Name	Facility Address	All		City	LEPC	Fire Department	All	All	
2961	DNREC EPCRA	2017 Test Facility (ID: 2961)	155 Commerce Way, Suite bb, Dover, DE 19904	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Active	Active	2017 Tier II Report Annual (12/20/2018) (Reviewed)
3176	DNREC EPCRA	Example Facility (ID: 3176)	155 Commerce Way, Suite B Dover, DE 19904	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Active	Active	2018 Tier II Report Annual (Initiated)
2959	DNREC EPCRA	Workshop 2017 Report Year (ID: 2959)	155 Commerce Way, Suite B, Dover, DE 19904	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Unknown	Unknown	

Total Results:3 Rows per page 10

Click Here on the Blue

... click on the blue text in Facility/Site Name column **“Example Facility (ID:3176)”**.

After selecting the facility, the **List Submissions** page shows the 312, 302, and 311 reporting history of this specific facility ...



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Online TIER II MANAGER™

Tier II Reporting Year : 2018

Welcome <Your Name Here>, YourCompany LLC. Last Login: 11/15/2019, 11:07 AM

Log Out

HomeFacilitiesMy AccountResources

Back

List Submissions

To create and submit a new report, click on the "Add a New Submission" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously reviewed or submitted report, click on the icon under the "View" column next to the report.

Example Facility (Facility ID: 3176)

155 Commerce Way, Suite B, Dover, DE 19904, United States

Status: Active Type: Facility

Reports

Add a New Submission

Tier II Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

311 Report (within 3 months of the chemical first being on site above the threshold amount)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

Back to List of Facilities

... we're going to **Add a New Submission**.  
... this button creates **all new reports**: 311, 302, & 312 (Tier II), plus **updates and your revisions**.

You will be taken to the **Start a New Report** screen the most important screen of the day...  
**Choose a Report Type** and **Chose a Report Class**...

https://tierii.dnrec.delaware.gov/

Compliance Assistance

Microsoft Word - TierII 2017RY In

https://tierii.dnrec.delaware.gov/TierII/Submission/StartReport.aspx?FacilityID=2961

155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

Home

Facilities

My Account

Resources

Start a New Report

2017 Test Facility (Facility ID: 2961)

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9414  
Type: Facility

Choose a Report Type (click on button next to selection)

Tier II Report (312 Annual Report)

Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year. See NOTE below.

302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)

Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ) within 60 days of the EHS first being on site above the threshold amount. See NOTE below.

311 Report (within 3 months of the chemical first being on site above the threshold amount)

Section 311 requires facilities that have MSDSs for chemicals held above certain quantities to submit either copies of their MSDSs or a list of MSDS chemicals to SERC, LEPC, and local fire department within 3 months of the chemical first being on site above the threshold amount.

NOTE: Reporting through this on-line system satisfies the requirement to submit the above reports to the appropriate SERC, LEPC, and local Fire Department.

Choose a Report Class (click on button next to selection)

IMPORTANT: You must select the option below ANNUAL for 2024 to meet regulatory requirements for this year.

Annual for 2024

Annuals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the previous calendar year.

Annual for 2024

If you have already submitted an ANNUAL for 2018 and want to update new information or fix an error on the submitted report, please select an option below.

Revision

- Revisions should be submitted to correct errors or omissions in already submitted reports.

Update for 2025

Updates should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the current calendar year.

Cancel

Proceed

... For an annual Tier II Report, select **312 Annual Report** and then **Annual for 2024**.  
... select a **Report Class** other than “**Annual for 2024**” after submitting the annual report once.

# Initiating Report Workflow

- Log-In
- Select Facility
- Add a New Submission
  - Choose a Report Type
  - Choose a Report Class

Now we are at the **Edit Report Homepage**. There are 7 steps to complete the report...

Online TIER II MANAGER™ - Vir

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=M1T86NKmKY0CcWWy39CDu+8/krrnWad+GoSkRmPvS74=

200%

Search

Welcome <Your Name Here>, YourCompany LLC. Last Login: 11/21/2019, 01:36 PM  
Log Out

Home

Facilities

My Account

Resources

Back

Edit Report Homepage for Example Facility (ID: 3176)

List Submissions

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

0 Notes

Report

Print Report

2018 Annual Tier II Report(Example Facility) - 35656

Submission Status : Initiated

Status Date : 11/15/2019

Last Updated : 11/15/2019

Submission Type : Online

Submitter Username :

Last Name [WBDfacility]

+

-

Step 1: Review Facility Information

Edit

Facility ID

3176

LEPC

Kent County

... the **green** checks shows that completed steps;  
... **orange** exclamation marks indicate action is needed.  
... Step 1 is already completed with your **Facility Information**; scroll down to see other steps.

## Report Step 3.2

# Chemical List

### Add or Import

- Chemical Abstract Service Number
- Chemical Name
- Trade Secrets?
- Chemical State, Fee Classification
- Physical & Health Hazards
- Chemical Format: Mixture vs. Pure
  - Itemization of EHS's
- Inventory & Storage locations
- **Safety Data Sheet (SDS)**

# Step 2 – Review Chemical Inventory - will be the bulk of the work on your annual report...

Online TIER II MANAGER x T2onlineReportingInstruc x Downloads x

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=zKZNWkkZglogEuynl84QENxwkdO+1o0Mbq9Uhp+0x7E=

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Step 2: Review Chemical Inventory Total: 0 EHS: 0 EHS>TPQ: 0 Add Chemicals Import Chemicals

Chemical List

Back All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt (lbs)	EHS Exceeds TPQ	Edit	Delete	Is Valid	Last Modified Date
No items to be listed									

Total Results:0 Rows per page 10

Step 3: Review Subject to Status Edit

The following statuses are reported by the Facility. These statuses may be changed based on Admin Review.

EPCRA Section 312 (Annual Inventory)	Active	EPCRA Section 302 (EHS Amt>TPQ)	Unknown
CAA Section 112(r) (RMP)	Unknown	EPCRA Section 313 (TRI)	Unknown

Step 4: Review Report Contacts Number of Compliance Contact/Preparer: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

There must be at least 1 Regulatory Point of Contact for a Tier II Report.  
There must be at least 3 Emergency Contacts for a Tier II Report.


Facility and Owner/Operator Contacts Edit

Name	Contact Type	Phone	24 Hr Phone	Email
Facility	Direct Site Communication	302-739-9405		
DNREC	Owner/Operator	302-739-9405		william.bdavis@state.de.us

... click “Add Chemicals”.



# Chemical Details has two parts...



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Online TIER II MANAGER™ Tier II Reporting Year : 2018

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Log Out

Home

Facilities

My Account

Resources

Chemical Details

Example Facility (Facility ID: 3176)

155 Commerce Way Suite B Dover, Delaware 19904  
Contact: 302-739-9414  
Type: Facility

Notes on Reporting Chemicals

1. Pure Chemicals and Mixture Chemicals must be reported separately.  
2. If reporting an EHS chemical only, mark as "Pure". If the EHS is a part of a Mixture, enter the product name in "Chemical Name", check "Mixture" and enter the EHS (and other Ingredients) in the "Mixture Component List".

2018 Tier II Report Annual

Chemical Description

Inventory & Storage

Chemical Description

Physical and Health Hazards

Search by CAS/Chemical Name

Search by 311 Chemical

Search by 302 Chemical

CAS Number (If no CAS, type N/A) \*

Chemical Name \*

☐ Substance is Trade Secret

Chemical State

Check all that apply

State \*

☐ Solid ☐ Liquid ☐ Gas

Fee Classification \*

Select One

Physical and Health Hazards \*

Physical Hazards

Check all that apply

☐ Combustible dust

☐ Corrosive to metal

☐ Explosive

☐ Flammable (gases, aerosols, liquids, or solids)

☐ Gas under pressure

☐ Hazard Not Otherwise Classified (HNOC)

☐ In contact with water emits flammable gas

☐ Organic peroxide

☐ Oxidizer (liquid, solid or gas)

☐ Pyrophoric (liquid or solid)

☐ Pyrophoric gas

☐ Self-heating

☐ Self-reactive

Health Hazards

Check all that apply

☐ Acute toxicity (any route of exposure)

☐ Aspiration hazard

☐ Carcinogenicity

☐ Germ cell mutagenicity

☐ Hazard Not Otherwise Classified (HNOC)

☐ Reproductive toxicity

☐ Respiratory or skin sensitization

☐ Serious eye damage or eye irritation

☐ Simple asphyxiant

☐ Skin corrosion or irritation

☐ Specific target organ toxicity (single or repeated exposure)

Chemical Format

Pure/Mixture \*

EHS Name

Search by EHS Name

Chemical Search Functionality

These properties are defined by OSHA in 29 CFR §1910.1200

## Chemical Description and Inventory & Storage.

...search chemical info by CAS #, Chemical Name, or if it exists already on a 311/ 302 report for the facility (more on that in Part 5).

# Step 2 Example, let's input Lead Acid Batteries...

Online TIER II MANAGER™ - Add C1 X Microsoft Word - TierII 2016RV X Tier II Chemical Inventory Form X Battery Wet 112015 (REV 4).pdf X +

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?t2nq=cVvWf9Pg14m18sawvQWlniaY3MoGA7IcIo+ 150% Search

Home Facilities My Account

## Chemical Details

**2017 Test Facility (Facility ID: 2961)**  
155 Commerce Way, Suite B Dover, Delaware 19904  
Contact: 302-739-9414  
Type: Facility

**Lead Acid Battery (N/A)**  
Mixture - 10,000.00 lbs - 1 Location(s)  
**Notes on Reporting Chemicals**  
1. Pure Chemicals and Mixture Chemicals must be reported separately.  
2. If reporting an EHS chemical only, mark as "Pure". If the EHS is a part of a Mixture, enter the product name in "Chemical Name", check "Mixture" and enter the EHS (and other Ingredients) in the "Mixture Component List".

2017 Tier II Report Update

Chemical Description Inventory & Storage

### Chemical Description

Search by CAS/Chemical Name Search by 311 Chemical Search by 302 Chemical

CAS Number (If no CAS, type N/A) \* Chemical Name \*

N/A Lead Acid Battery

☐ Substance is Trade Secret

### Chemical State

Check all that apply

State \* Fee Classification \*

☒ Solid ☐ Liquid ☐ Gas Mix with > or equal to 10% E

### Physical and Health Hazards \*

Check all that apply

#### Physical Hazards

- ☐ Combustible dust
- ☐ Corrosive to metal
- ☐ Explosive
- ☒ Flammable (gases, aerosols, liquids, or solids)
- ☐ Gas under pressure
- ☐ Hazard Not Otherwise Classified (HNOC)
- ☐ In contact with water emits flammable gas
- ☐ Organic peroxide
- ☐ Oxidizer (liquid, solid or gas)
- ☐ Pyrophoric (liquid or solid)
- ☐ Pyrophoric gas
- ☐ Self-heating
- ☐ Self-reactive

#### Health Hazards

Check all that apply

- ☒ Acute toxicity (any route of exposure)
- ☐ Aspiration hazard
- ☒ Carcinogenicity
- ☐ Germ cell mutagenicity
- ☐ Hazard Not Otherwise Classified (HNOC)
- ☐ Reproductive toxicity
- ☒ Respiratory or skin sensitization
- ☐ Serious eye damage or eye irritation
- ☐ Simple asphyxiant
- ☒ Skin corrosion or irritation
- ☐ Specific target organ toxicity (single or repeated exposure)

See the Safety Data Sheet

Fee classification will depend on the % EHS

### Chemical Format

Pure/Mixture \*

☐ Pure ☒ Mixture

... which are a **mixture** of Sulfuric Acid (an **EHS**) and Lead compounds.

... review chemical Physical and Health Hazards via the **Safety Data Sheet** (SDS) at this step.

# Safety Data Sheet



## GHS SAFETY DATA SHEET

### I. PRODUCT IDENTIFICATION

MANUFACTURER/SUPPLIER Exide Technologies 13000 Deerfield Parkway, Bldg. 200 Milton, GA 30004	CHEMICAL/TRADE NAME (* as used on label)  PRODUCT ID UN2794	*Lead-Acid Battery
FOR FURTHER INFORMATION Primary Contact: Exide SDS Support (770) 421-3485 Secondary Contact: Joe Bolea (423) 989-6377 Joe Kumper (678) 566-9380 Fred Ganster (610) 921-4052	CHEMICAL FAMILY/ CLASSIFICATION Electric Storage Battery	FOR EMERGENCY CHEMTREC (800) 424-9300 (703) 527-3887 – Collect 24-hour Emergency Response Contact Ask for Environmental Coordinator

### II. HAZARD IDENTIFICATION



Signal Word: **Danger**

Category:	GHS Codes	Description
<b>Health:</b>  STOT RE 2 Acute Tox. 4 Repr. 1A Skin Corr. 1A Flam. Gas 1 Carc. 1A (arsenic)  Aquatic Chronic 1 Aquatic Acute 1	H302/H312/H332	Harmful if swallowed, inhaled, or in contact with skin.
	H314	Acid causes severe skin burns and eye damage.
	H315/H318	Causes skin irritation, serious eye damage.
	H302/H313/H332	Contact with internal components may cause irritation or severe burns.
	H350	May cause cancer if ingested or inhaled.
	H360	May damage fertility or the unborn child if ingested or inhaled.
	H373	Causes damage to central nervous system, blood and kidneys through prolonged or repeated exposure if ingested or inhaled.
	H220	Extremely flammable gas (hydrogen). May form explosive air/gas mixture during charging.
	H203	Explosive, fire, blast or projection hazard.
	H410	Very toxic to aquatic life with long lasting effects.
	P260	Do not breathe dust/fume/gas/mist/vapors/spray.
	P314	If exposed/concerned, or if you feel unwell seek medical attention/advice.
	P301/330/331	<b>IF SWALLOWED OR CONSUMED:</b> rinse mouth. Do NOT induce vomiting. Call a poison center/doctor if you feel unwell.
	P303/361/353	<b>IF ON CLOTHING OR SKIN (or hair):</b> Remove/Take off immediately all contaminated clothing and wash it before reuse. Rinse skin with water/shower.
	P304/340	<b>IF INHALED:</b> Remove person to fresh air and keep comfortable for breathing.
	P305/351/338	<b>IF IN EYES:</b> Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
	P311	Immediately call a <b>POISON CENTER</b> or doctor/physician.
	H362	May cause harm to breast-fed children.
	P201	Obtain special instructions before use.
	P202	Do not handle until all safety precautions have been read and understood.

### Physical Hazards

Check all that apply

- |   |  |
|---|--|
| <input type="checkbox"/> Combustible dust   | <input type="checkbox"/> Organic peroxide                |
| <input type="checkbox"/> Corrosive to metal   | <input type="checkbox"/> Oxidizer (liquid, solid or gas) |
| <input type="checkbox"/> Explosive  | <input type="checkbox"/> Pyrophoric (liquid or solid)    |
| <input checked="" type="checkbox"/> Flammable (gases, aerosols, liquids, or solids) | <input type="checkbox"/> Pyrophoric gas                  |
| <input type="checkbox"/> Gas under pressure   | <input type="checkbox"/> Self-heating                    |
| <input type="checkbox"/> Hazard Not Otherwise Classified (HNOC)                     | <input type="checkbox"/> Self-reactive                   |
| <input type="checkbox"/> In contact with water emits flammable gas                  |  |

### Health Hazards

Check all that apply

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Acute toxicity (any route of exposure) | <input type="checkbox"/> Respiratory or skin sensitization                            |
| <input type="checkbox"/> Aspiration hazard                                 | <input type="checkbox"/> Serious eye damage or eye irritation                         |
| <input checked="" type="checkbox"/> Carcinogenicity                        | <input type="checkbox"/> Simple asphyxiant  |
| <input type="checkbox"/> Germ cell mutagenicity                            | <input type="checkbox"/> Skin corrosion or irritation                                 |
| <input type="checkbox"/> Hazard Not Otherwise Classified (HNOC)            | <input type="checkbox"/> Specific target organ toxicity (single or repeated exposure) |
| <input type="checkbox"/> Reproductive toxicity                             |   |

### MSDS/SDS

Attach MSDS/SDS

[Lead Acid Battery SDS.pdf](#) (Remove)

... look for the key words in Section II “**Hazard Identification**” under “**Category**”.

...check the boxes next to the relevant hazards in both hazards section.

... you can upload the chemical SDS using the **Attach MSDS/SDS** feature.

A *mixture's* EHS components need to be itemized, while a *pure* chemical does not...

Online TIER II MANAGER

T2onlinereportinginstru...

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?t2nq=Z/Y3cl3liGBHFrGbmclKR9xwkdO+1o0Mbq9Uhp+0x7E=

Chemical DescriptionInventory & Storage

Chemical Format

Pure/Mixture \*

☐ Pure

☒ Mixture

Chemical Mixture

Does the mixture contain an EHS ? \*

☒ Yes ☐ No

You checked "Yes" for mixture contains an EHS. EHS component(s) within the mixture must be listed below. Reporting of non-EHS components in the mixture is voluntary. To add components, complete info in the "Add Mix Components" section below, and click on "Save Mixture Component". Repeat for additional components.

Mixture Component List \*

CAS Number	Chemical Name	EHS	Chemical Name	Maximum Amount Percentage	Max Daily Amt (lbs)	Range Code	* Size<100 Microns/ Powder / Molten / Solution?	Edit	Delete
No items to be listed									

\* This field is only required for non-reactive solid EHSs that have two TPQ values in the list of EHSs. If you report one of these EHSs, you will be prompted to provide input for this item.

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A)

Chemical Name \*

EHS Name Search by EHS Name

☐ EHS

Maximum Amount Percentage \*

See Notes on Reporting Chemicals at top of this page.

Save Mixture Component

Cancel

Save

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... let's do the EHS portion first; click on **Search by CAS / Chemical Name**.

# See how we can search for Sulfuric Acid...

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T2online reportinginstruc

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?t2nq=Z/Y3c3liGBHFrGbmclKR9xwkdO+1o0Mbq9Uhp+0x7E=

Chemical DescriptionInventory & Storage

Chemical Format

Pure/Mixture \*

☐ Pure

☒ Mixture

Chemical Mixture

Does the mixture contain an EHS ? \* ☒ Yes

You checked "Yes" for mixture contains an EHS. Components" section below, and click on "Save

Mixture Component List \*

CAS Number	Chemical Name	EHS
No items to be listed		

\* This field is only required for non-reactive solid

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A)

Chemical

☐ EHS

See Notes on Reporting Chemicals at top of this page.

Maximum Amount Percentage \*

Save Mixture Component

Cancel

Save

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Chemical List

The chemical list is for lookup purposes only. It is not a complete, verified chemical list. If you find a discrepancy between your data and the search results, please research further before certifying. Chemicals with the same CAS number may appear several times since they are known by several names. Click on the chemical to select it and populate it to the screen.

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	IS EHS	EHS Name
CAS	sulfuric acid	All	EHS
8014957	Oleum (fuming sulfuric acid)	No	
7664939	Sulfuric acid	Yes	Sulfuric acid
7664939	Sulfuric acid (aerosol forms only)	Yes	Sulfuric acid (aerosol forms only)
8014957	Sulfuric acid (fuming)	No	
8014957	Sulfuric acid, mixture with sulfur trioxide	No	

Total Results:5 Rows per page 10

... click on the version the 2<sup>nd</sup> sulfuric acid version to import it.

Check the MSDS to find the percentage of Sulfuric Acid in the batteries...

Online TIER II MANAGER

T2onlinereportinginstruc

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?t2nq=Z/Y3cl3liGBHFrGbmclKR9xwkdO+1o0Mbq9Uhp+0x7E=

Chemical Description

Inventory & Storage

Chemical Format

Pure/Mixture \*

☐ Pure

☒ Mixture

Chemical Mixture

Does the mixture contain an EHS ?\*

☒ Yes

☐ No

You checked "Yes" for mixture contains an EHS. EHS component(s) within the mixture must be listed below. Reporting of non-EHS components in the mixture is voluntary. To add components, complete info in the "Add Mix Components" section below, and click on "Save Mixture Component". Repeat for additional components.

Mixture Component List \*

CAS Number	Chemical Name	EHS	EHS Name	Maximum Amount Percentage	Max Daily Amt (lbs)	Range Code	* Size<100 Microns/ Powder / Molten / Solution?	Edit	Delete
No items to be listed									

\* This field is only required for non-reactive solid EHSs that have two TPQ values in the list of EHSs. If you report one of these EHSs, you will be prompted to provide input for this item.

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A)

7664939

Chemical Name \*

Sulfuric acid

☒ EHS

EHS Name Search by EHS Name

Sulfuric acid

See Notes on Reporting Chemicals at top of this page.

Maximum Amount Percentage \*

30

30

Save Mixture Component

Cancel

Save

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see  
Safety Data Sheet  
(MSDS)

... click **Save Mixture Component** and move onto the lead portion.

For this exercise, after **itemizing 100% of the mixture** (not required for lead)...

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?T2ChemicalID=128547&RptId=26596

Chemical DescriptionInventory & Storage

State \*

☒ Solid☐ Liquid☐ Gas

Mix with > or equal to 10% E

Chemical Format

Pure/Mixture \*

☐ Pure☒ Mixture

Chemical Mixture

Does the mixture contain an EHS ? \*☒ Yes☐ No

Mixture Component List \*

CAS Number	Chemical Name	EHS	EHS Name	Maximum Amount Percentage	Max Daily Amt (lbs)	Range Code	* Size<100 Microns/ Powder / Molten / Solution?	Edit	Delete
7664939	Sulfuric acid	Yes	Sulfuric acid	30.00					
N/A	Lead Compounds	No		70.00					

\* This field is only required for non-reactive solid EHSs that have two TPQ values in the list of EHSs. If you report one of these EHSs, you will be prompted to provide input for this item.

Add Mix Components

Search by CAS/ Chemical Name

CAS Number (If no CAS, type N/A)

Chemical Name \*

☐ EHS

EHS Name Search by EHS Name

See Notes on Reporting Chemicals at top of this page.

Maximum Amount Percentage \*

Save Mixture Component

Cancel

Save

Usually % Wt. in  
Safety Data Sheet  
(MSDS)

... click **Save** to move on to “Inventory & Storage”.

# Fee Classification

Online TIER II MANAGER x Delaware State Emergenc EPCRA x Online TIER II MANAGER x

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?12nq=Vh/Dh2A4GtNehgfMkcz5C4MTQ5vO+F1RBv8b1xPex4E0UQKJktUuy428YZxwqLG

Chemical Description ✓ Inventory & Storage ✓

Search by CAS/Chemical Name Search by 311 Chemical Search by 302 Chemical

CAS Number (If no CAS, type N/A) \* Chemical Name \*  
N/A Lead Acid Battery

☐ Substance is Trade Secret

Chemical State

Check all that apply

State \*  
☒ Solid ☐ Liquid ☐ Gas

Chemical Format

Pure/Mixture \*  
☐ Pure  
☒ Mixture

Chemical Mixture

Does the mixture contain an EHS ? \* ☒ Yes ☐ No

Mixture Component List \*

Fee Classification \*

Mix with > or equal to 10% EHS

Select One  
Hazardous Chemical  
Extremely Hazardous Substance (EHS)  
Mix with <10% EHS  
Mix with > or equal to 10% EHS  
Motor Vehicle Fuel for Retail Sale  
Voluntary

Physical and Health Hazards \*

Check all that apply

☐ Fire  
☐ Sudden Release of Pressure  
☐ Reactivity  
☒ Immediate(Acute)  
☐ Delayed(Chronic)

Voluntary reporting is encouraged for chemicals below threshold for a given year or program exempt; no fees

CAS Number	Chemical Name	EHS	EHS Name	Maximum Amount Percentage	Max Daily Amt (lbs)	Range Code	* Size<100 Microns/ Powder / Molten / Solution?	Edit	Delete
N/A	Lead Compounds	No		70.00	1400	[04] 1,000-4,999			
7664939	Sulfuric acid	Yes	Sulfuric acid	30.00	600	[03] 500-999			

\* This field is only required for non-reactive solid EHSs that have two TPQ values in the list of EHSs. If you report one of these EHSs, you will be prompted to provide input for this item.

Add Mix Components

Search by CAS/ Chemical Name  
CAS Number (If no CAS, type N/A) \*

Hazardous Chemical - \$60, EHS - \$100

Mix<10% EHS - \$60, Mix>10% EHS - \$100

Motor Vehicle Fuel - Exempt, Voluntary - Exempt



# Inventory & Storage has two components...

Online TIER II MANAGER™ - Chemi X Delaware State Emergency Res X Tier II Chemical Inventory Form X Online TIER II MANAGER™ X +

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/ChemicalStorage.aspx?t2nq=6suVIXZRQOcsyUUIJDg2gqQWUFsqXzIwaMF7vDvc 120% Search

Home Facilities My Account

Inventory & Storage

2017 Test Facility (Facility ID: 2961) 155 Commerce Way, Suite B Dover, Delaware 19904 Contact: 302-739-9414 Type: Facility

Lead Acid Battery (N/A) Mixture - 10,000.00 lbs - 3 Location(s) 2016 Tier II Report Annual

Chemical Description Inventory & Storage

Chemical Inventory

Gals To Lbs Converter

Maximum Daily Amount \* 10000 Unit Pounds Maximum Daily Amount Code (Facility wide)\* [06] 10,000-24,999

Gals To Lbs Converter

Maximum Amount in Largest Container 500 Unit Pounds

Gals To Lbs Converter

Average Daily Amount \* 10000 Unit Pounds Average Daily Amount Code (Facility wide) \* [06] 10,000-24,999

Number of Days Onsite \* 365

Storage Location

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

Storage Location List

Container Type	Pressure	Temperature	Storage Location	Confidential Location	Storage Location Max Daily Amount	Edit	Delete
[2]Lead Acid Battery	[1]Ambient pressure	[4]Ambient temperature	Forklift trucks	No	500 lbs		
[2]Lead Acid Battery	[1]Ambient pressure	[4]Ambient temperature	Warehouse	No	2000 lbs		
[2]Lead Acid Battery	[1]Ambient pressure	[4]Ambient temperature	South Warehouse	No	4000 lbs		

Add Storage Location

Container Type \* Select One Pressure \* Select One Temperature \* Select One

☐ Storage Location is Confidential

Storage Location \* 

Save Storage Location

Gals To Lbs Converter

Storage Location Max Daily Amount

Several Locations

... Chemical Inventory and Storage Location.

For chemical inventory, fill out the required fields...use gallons to pounds converter if needed.

# Storage Location: drop-down menus used to select container, pressure, and temperature info...

Online TIER II MANAGER™ - Chemi X Microsoft Word - TierII 2016RY X Tier II Chemical Inventory Form X Battery Wet 112015 (REV 4).pdf X

155 Commerce Way, Suite B Dover, Delaware 19904  
Contact: 302-739-9414  
Type: Facility

Chemical Description ✓ Inventory & Storage ✓

Ch Select One  
Gals Above ground tank  
Max Below ground tank  
100 Tank inside building  
Gals Steel drum  
Ave Plastic or nonmetallic drum  
100 Can  
Num Carboy  
365 Silo  
Stc Bag  
To e Box  
Stc Cylinder  
Cor Glass bottles or jugs  
Plastic bottles or jugs  
[Z] Tote bin  
Tank wagon  
Rail car  
A Other  
Lead Acid Battery  
Select One

Maximum Daily Amount Code (Facility wide)\*  
Pounds [06] 10,000-24,999

Gals To Lbs Converter  
Maximum Amount in Largest Container  
500  
Pounds

Average Daily Amount Code (Facility wide)\*  
Pounds [06] 10,000-24,999

Info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

	Temperature	Storage Location	Confidential Location	Storage Location Max Daily Amount	Edit	Delete
nt pressure	[4]Ambient temperature	Warehouse	No	10000 lbs		

Pressure \*  
Select One

Temperature \*  
Select One

☐ Storage Location is Confidential

Storage Location \*

Gals To Lbs Converter

Save Storage Location

**Batteries have their own container type**

... describe the Storage Location as well.  
... click on **Save Storage Location**

# One storage location for a chemical is complete,

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Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/ChemicalStorage.aspx?t2nq=D/hVJP+Z5Kdii1GivQuMCKYN20V/v6HZf8XuCQqYXRovprdxIXREUpAhoa/d7wD7

Chemical Description

Inventory & Storage

Average Daily Amount

2000

Unit

Pounds

Average Daily Amount Code (Facility Wide)

[04] 1,000-4,999

Number of Days Onsite \*

365

Storage Location

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

Storage Location List

Container Type	Pressure	Temperature	Storage Location	Confidential Location	Storage Location Max Daily Amount	Edit	Delete
[R]Other - battery	[1]Ambient pressure	[4]Ambient temperature	warehouse	No	2000 lbs		

Add Storage Location

Container Type \*

Select One

Pressure \*

Select One

Temperature \*

Select One

☐ Storage Location is Confidential

Storage Location \*

Gals To Lbs Converter

Storage Location Max Daily Amount \*

Unit \*

Pounds

Save Storage Location

Cancel

Save

Click Save

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... if there are multiple locations of chemical stored onsite, repeat the storage location process.  
... Once finished, click **Save**.

T2M confirms that chemical inventory **SAVE** is successful and that there are no errors...



Delaware EPCRA Reporting Program

**Emergency Prevention & Response Section, DNREC**

PO Box 838 Dover, DE 19903

Phone :302-739-9405, Fax :302-739-2466

Home

Facilities

My Account

Online TIER II MANAGER™

Tier II Reporting Year : 2015

Welcome Bill, DNREC Test Site

Last Login: 10/28/2016, 11:51 AM

Log Out

Inventory & Storage

2016 Workshop Test Facility (Facility ID: 2839)

100 Penny Lane Dover, Delaware 19903

Contact: 302-739-9405

Type: Facility

Lead Acid Battery (N/A)

Mixture - 2,000.00 lbs - 1 Location(s)

2015 Tier II Report Annual

Chemical Description

Inventory & Storage

Chemical Inventory

Gals To Lbs Converter

Maximum Daily Amount \*

2000

Unit

Pounds

Maximum Daily Amount Code (Facility wide) \*

[04] 1,000-4,999

Gals To Lbs Converter

Average Daily Amount \*

2000

Unit

Pounds

Average Daily Amount Code (Facility wide) \*

[04] 1,000-4,999



Number of Days Onsite \*

365

Storage Location

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

Storage Location List

Container Type	Pressure	Temperature	Storage Location	Confidential Location	Storage Location Max Daily Amount	Edit	Delete
[R]Other - battery	[1]Ambient pressure	[4]Ambient temperature	warehouse	No	2000 lbs		

Information

Chemical Inventory saved successfully.

Ok

javascript:void(0)

... Click **OK**.

Step 2 is complete for one chemical, notice the **green check**...

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T2onlinereportinginstruc

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=LcvWzxpilZRRQhAWtJRWodxwkdO+1o0Mbq9Uhp+0x7E=

Step 1 ✓ Step 2 ✓ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Step 2: Review Chemical Inventory

Total: 1 EHS: 1 EHS>TPQ: 0

Add Chemicals Import Chemicals

Chemical List

Back All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt (lbs)	EHS Exceeds TPQ	Edit	Delete	Is Valid	Last Modified Date
			All						
N/A	Lead Acid Battery	Mix	EHS	2000	No			✓	10/28/2016

Total Results:1 Rows per page 10

Step 3: Review Subject to Status

Edit

The following statuses are reported by the Facility. These statuses may be changed based on Admin Review.

EPCRA Section 312 (Annual Inventory)	Active	EPCRA Section 302 (EHS Amt>TPQ)	Inactive
CAA Section 112(r) (RMP)	Unknown	EPCRA Section 313 (TRI)	Unknown

Step 4: Review Report Contacts

Number of Compliance Contact/Preparer: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

There must be at least 1 Regulatory Point of Contact for a Tier II Report.  
There must be at least 3 Emergency Contacts for a Tier II Report.

Facility and Owner/Operator Contacts

Edit

Name	Contact Type	Phone	24 Hr Phone	Email
Facility	Direct Site Communication	302-739-9405		
DNREC	Owner/Operator	302-739-9405		william.bdavis@state.de.us

... you can always change chemical info using **Edit** and **Delete** icons.  
... continue to “**Add Chemicals**” if you have more chemicals for your facility.

# Importing Chemicals

Online TIER II MANAGEI

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=LzTuG5A9M7a3g8M6Em1z8d34450As5+STcnHnut0U1E=

Step 1 ✓ Step 2 ⚠ Step 3 ⚠ Step 4 ⚠ Step 5 ⚠ Step 6 ⚠ Step 7 ⚠ 0 Notes

Owner/Operator

DNREC EPCRA, 155 Commerce Way, Suite B, Dover, DE 19904-, United States

Step 2: Review Chemical Inventory

Total: 0 EHS: 0 EHS>TPQ: 0

Add Chemicals

Import Chemicals

Import Chemicals for Report ID: 35656

Click Here

Chemical List

Back

All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt (lbs)	EHS Exceeds TPQ	Edit	Delete	Is Valid	Last Modified Date
			All						

No items to be listed

Total Results:0 Rows per page 10

Step 3: Review Subject to Status

Edit

The following statuses are reported by the Facility. These statuses may be changed based on Admin Review.

EPCRA Section 312 (Annual Inventory)	Active	EPCRA Section 302 (EHS Amt>TPQ)	Unknown
CAA Section 112(r) (RMP)	Unknown	EPCRA Section 313 (TRI)	Unknown

Step 4: Review Report Contacts

Number of Compliance Contact/Preparer: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0

There must be at least 1 Regulatory Point of Contact for a Tier II Report.  
There must be at least 3 Emergency Contacts for a Tier II Report.

Facility and Owner/Operator Contacts

Edit


Name	Contact Type	Phone	24 Hr Phone	Email
	Site Communication	302-739-9414	302-739-9414	

... if your account has existing facilities, chemicals from those facilities can be imported easily.  
Start by selecting **Import Chemicals**.

# Importing Chemicals

Online TIER II MANAGER

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/ImportChemicals.aspx?t2nq=xEQbhFpRArFi4bh6VHvD/Q==



Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

Online **TIER II MANAGER™** Tier II Reporting Year : 2018  
Welcome <Your Name Here>, YourCompany LLC. Last Login: 11/15/2019, 11:07 AM  
Log Out

HomeFacilitiesMy AccountResources

Import Chemicals

Example Facility (Facility ID: 3176)

2018 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9414  
Type: Facility

Select Facility

Pick Facility\*

Cancel

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... the other facility must be under the same account.  
... click on the blue [Pick Facility](#) to see the facilities linked to your account.

# Importing Chemicals : Facility List

Online TIER II MANAGE

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/ImportChemicals.aspx?t2nq=ahA3jJmzKmAl1rYO6bXkpo11YpVGnGUU8463/uq5twE=

HomeFacilitiesMy AccountRe

Import Chemicals

Example Facility (Facility ID: 3176)

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9414  
Type: Facility

Select Facility

Pick Facility\*

Cancel

Facility List

Double click on the Facility/Site Name to select and return to the previous screen.

All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Facility ID	Facility/Site Name	Street1	Street2	City	State	Zip	Report ID	Company Name	Latitude	Longitude	Nature of Business	State ID	Co ID
Facility ID	Facility/Site Na						Report						
2839	2016 Workshop Test Facility	100 Penny Lane		Dover	Delaware	19903	32985	DNREC EPCRA Reporting	39.2052	-75.5481	Department of Natural Resources & Environmental Control, EPCRA Reporting	11	100
2961	2017 Test Facility	155 Commerce Way, Suite bb		Dover	Delaware	19904	31498	DNREC EPCRA	39.1547	-75.5482	Emergency Prevention & Response	11	100
2590	Back Yard	300 N. Bradford St.		Seaford	Delaware	19973	23566	DNREC	38.6417	-75.618	Dog Excavation Facility, dirt mining	11	100
2962	Fee Test	155 Commerce Way, Suite B		Dover	Delaware	19904	33007	DNREC EPCRA	39.1547	-75.5482	Emergency Prevention & Response	11	100
2591	Front Yard	300 N. Bradford St.		Seaford	Delaware	19973	23571	DNREC	38.6417	-75.618	Cat Lounge	11	100
2616	TestFacility #2 - Billing Test	89 Kings Hwy		Dover	Delaware	19901	32978	DNREC ECPRA	39.1645	-75.5185	EPCRA Program - test facility	11	100
2601	TestWBD091515	Main		Dover	Delaware	19901	32987	DNREC	38.55	-75.05	DNREC EPCRA	11	100
2959	Workshop 2017 Report Year	155 Commerce Way, Suite B		Dover	Delaware	19904		DNREC EPCRA	39.1547	-75.5482	DNREC EPCRA Program	11	100


Total Results:8 Rows per page 25

Cancel

... you can view **ALL** your facilities.  
...including *inactive* ones.



# Importing Chemicals



Delaware EPCRA Reporting Program

**Emergency Prevention & Response Section, DNREC**

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™

Tier II Reporting Year : 2018

Welcome <Your Name Here>, YourCompany LLC. Last Login: 11/15/2019, 11:07 AM

Log Out

Home

Facilities

My Account

Resources

Import Chemicals

Example Facility (Facility ID: 3176)

2018 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States

Contact: 302-739-9414

Type: Facility

Select Facility

2017 Test Facility

Pick Facility\*

Check the box next to Chemicals to be imported to your Report from the following list, then click on Import.

Back

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other


	CAS Number	Chemical Name	Is EHS	EHS Name
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	116063	Aldicarb	YES	Aldicarb
<input checked="" type="checkbox"/>	7647010	Hydrochloric acid	NO	
<input checked="" type="checkbox"/>	N/A	Lead Acid Battery	NO	
<input type="checkbox"/>	N/A	Powder 040318	NO	

Total Results:4 Rows per page 10

Cancel Import

- ... after picking the source facility, check which chemicals to import.
- ... only the chemical-specific data will be imported.
- ... you will need to enter the **inventory & storage** info.

# Importing Chemicals : Confirm



Delaware EPCRA Reporting Program

Emergency Prevention & Response Section

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Home

Facilities

My Account

Resources

Import Chemicals

Example Facility (Facility ID: 3176)

155 Commerce Way, Suite B, Dover, DE 19904, United States

Contact: 302-739-9414

Type: Facility

Select Facility

2017 Test Facility

Pick Facility\*

Check the box next to Chemicals to be imported to your Report from the following list, then click on Import.

Back

ABCDEFGHIJKLMNOPQRSTUVWXYZ Other

	CAS Number	Chemical Name	Is EHS	EHS Name
<input checked="" type="checkbox"/>	116063	Aldicarb	YES	Aldicarb
<input checked="" type="checkbox"/>	7647010	Hydrochloric acid	NO	
<input checked="" type="checkbox"/>	N/A	Lead Acid Battery	NO	
<input type="checkbox"/>	N/A	Powder 040318	NO	

Total Results:4 Rows per page 10

Cancel

Import

Online TIER II MANAGER™ Tier II Reporting Year : 2018

Home Here>, YourCompany LLC. Last Login: 11/15/2019, 11:07 AM

Log Out

Confirm Import Chemicals

Number of new chemicals to be imported : 3

Cancel

Confirm

... the software will ask you to Confirm the import.  
... the other facility will remain unaffected.

After adding or importing chemicals, a completed Step 2 can look like this...

Online TIER II MANAGER™ - View X

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=M1T86NKmKY0CcWWy39CDu+8/kmWad+GoSkRmPvS74=

200%

Search

Most VisitedGetting StartedWork Outlook WebmailEPCRA Online TIER II ...

Step 1 ✓Step 2 ✓Step 3 ✓Step 4 ✓Step 5 ⚠Step 6 ✓Step 7 ⚠

0 Notes

Step 2: Review Chemical Inventory

Total: 3EHS: 2EHS>TPQ: 1

Add ChemicalsImport Chemicals

Chemical List

Back

AllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt (lbs)	EHS Exceeds TPQ	Edit	Delete	Is Valid	Last Modified Date
			All						
116063	Aldicarb	Pure	EHS	1000	Exceeds TPQ			✓	11/15/2019 12:19:58 PM
7647010	Hydrochloric acid	Pure	Non-EHS	1000	No			✓	11/15/2019 12:22:31 PM
N/A	Lead Acid Battery	Mix	EHS	1000	No			✓	11/15/2019 12:00:08 PM

Total Results:3Rows per page10

Step 3: Review Subject to Status



Edit

... chemicals must be updated 3 years of the **last modified date** to remain valid in the system.  
... once finished your list, move on to **Step 3**.

## Report Step 3.3

# Subject to Status

Is this facility...

- Subject to 312? 
-  Subject to 302? (EHS info from Step 2)
  - *Cautionary reminder*
- Subject to **R**isk **M**anagement **P**lan (RMP)?
- Subject to **T**oxic **R**elease **I**nventory (TRI)?

# Step 3 – Subject to Status - has four EPA-required questions that must be answered...

Online TIER II MANAGER™ - Ed X

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/EditReportRegulatoryStatus.aspx?t2nq=16t6HbvdOCkLcVOaUBkvsw==

170%

Search

Subject to Status

Example Facility (Facility ID: 3176)

2018 Tier II Report Annual

EPCRA Section 312 (Annual Inventory)

Active

The facility is subject to 312? [What is this?](#) \* ☒ Yes ☐ No

DNREC EPCRA

Bill Davis & Nicholas Butler

EPCRA Section 302 (EHS Amt>TPQ)

Active

The facility is subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? [What is this?](#) \* ☒ Yes ☐ No

DNREC EPCRA

Bill Davis & Nicholas Butler

CAA Section 112(r) (RMP)

Inactive

The facility is subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? [What is this?](#) \* ☐ Yes ☒ No

RMP ID

DNREC ARP

Mark Dolan & Ken Cenci

EPCRA Section 313 (TRI)

Inactive

The facility is subject to Toxic Release Inventory under Section 313 of EPCRA ( 40 CFR Part 372) [What is this?](#) \* ☐ Yes ☒ No

TRI Facility ID

Reported to EPA directly if applicable

... the first two are pre-filled based on Step 2, while the second two you will know. Click **Save**.

## Report Step 3.4

# Contacts

### Names & Contact Info

- Regulatory Point of Contact
- Emergency Planning Coordinator
- Emergency Contacts (3)

# Step 4 – Review Report Contacts - list the facility contacts...

Online TIER II MANAGER™ - View X

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=M1T86NKmKY0CcWWy39CDu+8/krnWad+GoSkRrnPvS74=

200%

Search

Most Visited Getting Started Work Outlook Webmail EPCRA Online TIER II ...

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ⚠ Step 6 ✓ Step 7 ⚠

0 Notes

Step 4: Review Report Contacts

Number of Compliance Contact/Preparer: 1    Number of Emergency Planning Coordinators: 1    Number of Emergency Contacts: 3

Facility and Owner/Operator Contacts

Edit

Name	Contact Type	Phone	24 Hr Phone	Email
Facility	Direct Site Communication	302-739-9414	302-739-9414	
DNREC EPCRA	Owner/Operator	302-739-9414		william.bdavis@delaware.gov

Compliance/Emergency Contacts

Edit

Name	Title	Contact Type	Phone	24 Hr Phone	Email	Delete	Is Valid
Bill Davis	RPC	Regulatory Point of Contact	302-739-9414	302-730-9405	william.bdavis@delaware.gov		✓
Nick Fury	SHIELD Director	Emergency Planning Coordinator	302-739-9414	302-739-9414	william.bdavis@state.de.us		✓
Tony Stark	Iron Man	Emergency Contacts	302-739-9414	302-739-9414	william.bdavis@state.de.us		✓
Steve Rogers	Captain America	Emergency Contacts	302-739-9414	302-739-9414	william.bdavis@state.de.us		✓
Bruce							✓

Email Address

... modify contact information using the **Edit** button.  
... the **Regulatory Point of Contact's** email is the most important.

# For *Emergency Planning Coordinator* and *Emergency Contacts*...

Online TIER II MANAGER x T2onlinereportinginstru... Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/EditContact.aspx?t2nq=rZq/LD4ijacd226KgZz7KipuoQr8F48NfAggr4g/pZcA1RgcLP3csJaOrva1mSLodhlb7Ke5T67VPudOXeXaMg==

Delaware EPCRA Report  
**Emergency Prevention**  
PO Box 838 Dover, DE  
Phone :302-739-9405

Home Facilities

Contacts

2016 Workshop Test Facility

100 Penny Lane, Dover, DE 19903, United States  
Contact: 302-739-9405  
Type: Facility

Regulatory Point of Contact

Person knowledgeable of the information contained in this report.  
**Pick Regulatory Point of Contact**

First Name \*  
Last Name \*  
Email \*  
Company Name \*

Emergency Planning Coordinator

Required only if Chemical Inventory has been submitted.  
**Pick Emergency Planning Coordinator**

First Name \*  
Last Name \*  
Email \*  
Company Name \*

**Contact List**

Double click on the contact to select and return to the previous screen.

Contact Type	First Name	Last Name	Title	Email	Phone
All					
Emergency Planning Coordinator	Mr.	Coordinator	Emergency Dude	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#1	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#2	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#3	Self	william.bdavis@state.de.us	3027399414
Regulatory Point of Contact	Bill	Davis	Himself	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#3	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#1	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	EC	#2	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	Moma	Cat	Self	william.bdavis@state.de.us	3027399414
Emergency Contact	Mr.	Coordinator	Emergency Dude	william.bdavis@state.de.us	3027399414
Regulatory Point of Contact	Joe	Contact	Chief	william.bdavis@state.de.us	3027399414
Regulatory Point of Contact	Bill	Davis	Himself	xxxxxy@test.com	1234567890
Emergency Planning Coordinator	Atlas	Dog		william.bdavis@state.de.us	3027399414
Regulatory Point of Contact	Bill	Davis	RPC	william.bdavis@state.de.us	3027399414
Owner/Operator	DNREC			william.bdavis@state.de.us	3027399405
Owner/Operator	Atlas Dog			william.bdavis@state.de.us	3027399414
Owner/Operator	Moma Cat			william.bdavis@state.de.us	3027399414
Owner/Operator	Bill Davis			william.bdavis@state.de.us	3027399414
Direct Site Communication					3027399405
Direct Site Communication					3027399414
Direct Site Communication					3027399414
302 Emergency Planning Coordinator	Bruce Wayne		Batman	william.bdavis@state.de.us	3027399414

Tier II Reporting Year : 2015  
Last Login: 10/28/2016, 11:51 AM  
Log Out

2015 Tier II Report Annual

... T2M keeps a directory of everyone you used if you've reported for facilities before.



# List 3 *Emergency Contacts*...

Online TIER II MANAGER

T2onlinereportinginstru...

Downloads

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/EditContact.aspx?t2nq=rZq/LD4ijacd226KgZz7KipuoQr8F48NfAggr4g/pZcA1RgcLP3csJaOrva1mSLodh1b7Ke5T67VPudOXeXaMg==

Emergency Contacts

[Pick Emergency Contact](#)

First Name \*

EC

Last Name \*

#1

Title \*

Self

Email \*

william.bdavis@state.de.us

Work Phone \*

3027399414

24 Hr. Phone \*

3027399414

Mobile/Pager

[Pick Emergency Contact](#)

First Name \*

EC

Last Name \*

#2

Title \*

Self

Email \*

william.bdavis@state.de.us

Work Phone \*

3027399414

24 Hr. Phone \*

3027399414

Mobile/Pager

[Pick Emergency Contact](#)

First Name \*

EC

Last Name \*

#3

Title \*

Self

Email \*

william.bdavis@state.de.us

Work Phone \*

3027399414

24 Hr. Phone \*


3027399414

Mobile/Pager


Add More

Cancel

Save

Developed By 

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Version: 5.2 

... if you don't have 3 people, then repeat entries.  
... and click **Save**.

# Report Step 3.5

# Attachments

Online TIER II MANAGER™ - Add x +

tierii.dnrec.delaware.gov/TierII/Submission/T2/AddT2Attachments.aspx?t2nq=7PYIX9H3TZIAG1svdpJ8WgRLU6tdkkMCL9DTwp2hUFIYGk52CVmR04/o8iAxOTc

Apps Imported From IE HazCom OSHA Interpretatio... T2M T2M Screens DNREC CRTK HistoryOfSussex Aviation Weather Seaford, DE Weathe... Bing Maps Other bookmarks

**Online TIER II MANAGER™** Tier II Reporting Year : 2018  
Welcome <Your Name Here>, YourCompany LLC. Last Login: 12/04/2019, 12:37 PM  
Log Out

Home Facilities My Account Resources

## Add/Edit Tier II Report Attachments

Example Facility (Facility ID: 3176) 2018 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9414  
Type: Facility

Attachment	File	Browse File to Upload	Sent as Hardcopy
Site Plan (Map) *	PlotPlanExample FID3176 111819.docx (Remove)		<input type="checkbox"/>
Site Coordinate Abbreviations		Choose File No file chosen	<input type="checkbox"/>
Safeguard Measures		Choose File No file chosen	<input type="checkbox"/>
Hazardous Waste Contingency Plan		Choose File No file chosen	<input type="checkbox"/>
Facility Emergency Response Plan		Choose File No file chosen	<input type="checkbox"/>

\*\* Siteplan required for Annual and Revision submission(s).

Cancel Save

**Step 5 - Add/Edit Tier II Report Attachments**  
... file size upload limit is 2.0 MB, and your network's firewall might cause a problem.

# Site Plan is **Mandatory**

- Submit the plan in **.pdf** or **.tif** format
- Upload the plan into *TierIIManager*<sup>TM</sup>
- Must be clear and easy to read
- Label with facility name and address
- Include a north arrow
- Draw to scale or use dimensions
- Sketch all structures, and inside & outside chemical storage locations reported. Include any obstacles that could be encountered by emergency personnel (such as fences).
- Inside storage requires interior layout sketch
- Show site and building entrances
- Use the same terms on the site plan as in the inventory report (Step 2 / Storage Location details)

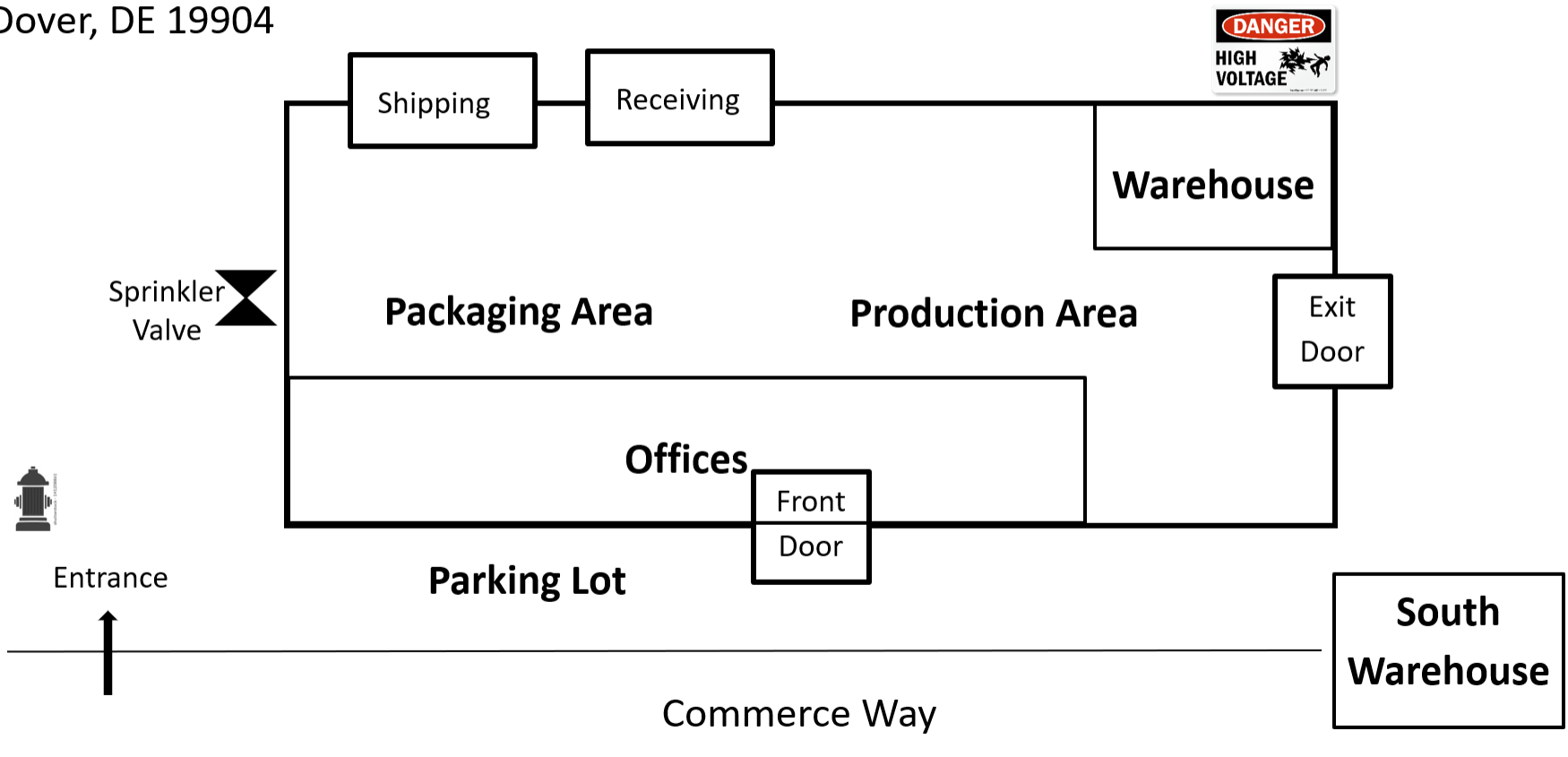
... other fields are optional in DE, but we take those uploads if your facility has these files.

# Example Site Plan

Example Facility (FID# 3176)  
155 Commerce Way Suite B  
Dover, DE 19904



1 inch ~ 10 feet



# Attachments aside: Add extra information using the “Notes” tab...

Online TIER II MANAGER™ - Vir X

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=M1T86NKmKY0CcWWy39CDu+8/krnWad+GoSkRrnPvS74=

200%

Search

Welcome <Your Name Here>, YourCompany LLC. Last Login: 11/21/2019, 01:36 PM  
Log Out

HomeFacilitiesMy AccountResources

Back

Edit Report Homepage for Example Facility (ID: 3176)

List Submissions

Step 1 ✓Step 2 ✓Step 3 ✓Step 4 ✓Step 5 ⚠Step 6 ✓Step 7 ⚠

0 Notes

Report

Print Report

2018 Annual Tier II Report(Example Facility) - 35656

Submission Status : InitiatedStatus Date : 11/15/2019

Last Updated : 11/15/2019Submission Type : Online

Submitter Username :  
Last Name [WBDfacility]

+

-


Step 1: Review Facility Information

Edit

Facility ID3176LEPCKent County

... a digital “Sticky Note”, use it to describe your site plan, fee exemption status, and other info.

Below is an example of adding **Notes**...



Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
PO Box 838 Dover, DE 19903  
Phone :302-739-9405, Fax :302-739-2466

HomeFacilitiesMy Account

**Online TIER II MANAGER™** Tier II Reporting Year : 2015  
Welcome Bill, DNREC Test Site Last Login: 12/21/2016, 09:52 AM  
Log Out


### Notes

2016 Workshop Test Facility (Facility ID: 2839)

2014 Tier II Report Annual

100 Penny Lane, Dover, DE 19903, United States  
Contact: 302-739-9405  
Type: Facility



All Notes are Listed Here



**WBDfacility**


12/21/2016 12:14:29 PM

This is a test note. It is easy to do.



Add Note

Back to Report


Developed By 

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Version: 5.2

... they can be edited or deleted.

# Back to the Edit Report Homepage, the note has been added...



Delaware EPCRA Reporting Program

**Emergency Prevention & Response Section, DNREC**

PO Box 838 Dover, DE 19903

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2015

Welcome Bill, DNREC Test Site Last Login: 12/21/2016, 09:52 AM

Log Out

Home

Facilities

My Account

Back

Edit Report Homepage for 2016 Workshop Test Facility (ID: 2839)

List Submissions

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ✓ Step 7 ⚠

1 Notes

Report

Print Report

2014 Annual Tier II Report(2016 Workshop Test Facility) - 26852

Submission Status : Initiated

Status Date : 12/21/2016

Last Updated : 12/21/2016

Submission Type : Online

Submitter Username : Bill Davis [WBDfacility]

Step 1: Review Facility Information

Edit

Facility ID	2839	LEPC	Kent County
Facility/Site Name	2016 Workshop Test Facility	Lat/Long	39.2052,-75.5481
Company Name	DNREC EPCRA Reporting	Maximum Number of Occupants at one time	10
Facility Status	Active	Facility Type	Facility
Inactive Reasons		Nature of Business	Department of Natural Resources & Environmental Control, EPCRA Reporting
Inactive as Of		NAICS	922190
Physical Location	100 Penny Lane, Dover, DE 19903, United States	SIC Code	9199
County	Kent	Dun & Brad No	N/A
Development/Industrial Park			
Fire District	Dover, Robbins-Hose		
Site Phone	302-739-9405		



# Report Step 3.6

## Fee Exempt Status

Online TIER II MANAGER™ - View X

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=jURKGWsFF19jGnsRcYZnj411YPVGnGUU8463/uq5twE=

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ✓ Step 7 ⚠

0 Notes

Contingency Plan		
Facility Emergency Response Plan		No

**Step 6: Review Fee Exemption Status** Fee Exemption Status: Not Exempt. **Edit**

You have marked the following Exemption Reasons:

**1.Is it a Government facility?**

☐ Yes

☒ No

**2.Is it a Non-Profit facility?**

☐ Yes

☒ No

**Government facilities should select (1) yes and (2) no**

⬆

... only Federal, State, County, City / Municipal facilities are government facilities.  
... **Non-Profit** as defined by the State of Delaware Department of Corporations.



If you stop or log out during Steps 1 through 6, the report will show as “Initiated” when you come back to List Submissions

Online TIER II MANAGER™ - Facility X

https://tierii.dnrec.delaware.gov/TierII/Facility/Facility.aspx?t2nq=CAGkA3VDYCHtF0GUsi3geJl89qkv9FKEJWvhRpMuWVVS2P/ot+z2rX9

Home Facilities My Account Resources

[Back](#) List Submissions

To create and submit a new report, click on the "Add a New Submission" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously reviewed or submitted report, click on the icon under the "View" column next to the report.

Example Facility (Facility ID: 3176)  
155 Commerce Way, Suite B, Dover, DE 19904, United States  
Status: Active Type: Facility

Reports [Add a New Submission](#)

Tier II Report (312 Annual Report)

Report ID	Report (Click to Edit Report)	Status	Signed By	Signed Date	Submission Type	View
35656	<a href="#">2018 Tier II Report Annual</a>	Initiated			Online	

302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

311 Report (within 3 months of the chemical first being on site above the threshold amount)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

[Click Here](#)

... click on the blue Tier II Report Annual to get back into edit mode (and finish the report).

## Report Step 3.7

# Fee Payment & Certification

- Preview Fee
- On-Line Payment
- **Single** Facility Invoices
- **Combined** Invoices Option for Multiple Facilities
- Certification of Report(s)

# Single Invoice Users

Step 7, once initiated, there is no turning back...

The screenshot shows a web browser window with the URL <https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=jURKGWsfF19jGnsRcYZnj411YPVGnGUU8463/uq5twE=>. The browser's address bar shows a 200% zoom level. The page has a blue header with a progress bar indicating steps 1 through 7. Steps 1 through 6 are marked with green checkmarks, while Step 7 is marked with a yellow warning icon. A '0 Notes' button is visible in the top right corner. The main content area is titled 'Step 7: Submit Report' and includes a sub-header 'You are almost done! Click here to Submit your Report.' Below this, there is an 'IMPORTANT NOTICE' section with a red heading. The notice states: 'Once you click on the "Submit Report" button to complete and send this report to authorities, you will not be able to exit the process mid-stream without completing the submission process.' It then lists several requirements: making final changes, payment of fees (credit card or ACH), providing accounting info (with a link to 'Preview fee amount'), and designating a certifying person. A yellow arrow points from the 'Preview Fee' text to the 'Preview fee amount' link. At the bottom right, there is a 'Submit Report' button and a circular icon with an upward arrow.

Online TIER II MANAGER™ - View X

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ✓ Step 7 ⚠

0 Notes

## Step 7: Submit Report

You are almost done! Click here to Submit your Report.

### IMPORTANT NOTICE

**Once you click on the "Submit Report" button to complete and send this report to authorities, you will not be able to exit the process mid-stream without completing the submission process.**

As such, you will need to be ready as follows:

- If you want to make any final changes to the above info, click edit for the section you want to change.
- The submission process will include payment of any fees due. You will need either a credit card (you can pay online by credit card or ACH), or you can pay by check. Unlike past years, if mailing a check you will NOT need to enter your check number, bank name, etc. on these screens.
- If you need info for your accounting office in advance, click here to [Preview fee amount](#). However, you will be able to Print an official Fee Summary once you complete this step of Submitting your Report, at which point the fees are formally calculated. You will be able to print and provide the Fee Summary as documentation to your accounting office in order to receive your check, etc.
- You will also need the name and title of the person designated as certifying the information in this report.

If you need time to accumulate this info, you can stop at this point in your report, and log out of the system. When you return, simply click on this facility, and then the name of this report in your List Submissions screen, and complete the submittal process.

If you are ready, click on "Submit Report" to complete the submission process.

[Submit Report](#)

**Preview Fee**

... you can see what this will cost with [Preview fee amount](#).

# This is the fee amount preview...

Online TIER II MANAGER™

Mail - Davis, William B. (DNREC)...

Takeaways and Predictions fro...

Online TIER II MANAGER™ - ...

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ✓ Step 7 ⚠

0 Report Notes

Site Plan

Site Coordinate

Safeguard Mea

Hazardous Was

Facility Emerge

Example Dist Plan 010018.pdf

application/pdf

No

Step 6: F

You have mark

1. Is it a Gov

☐ Yes

☒ No

2. Is it a Non

☐ Yes

☒ No

Step 7: S

Item

Rate

Quantity

Amount

Voluntary

0

0

0

Hazardous Chemical

60

1

60

Extremely Hazardous Substan

100

0

0

Mix with <10% EHS

60

0

0

Mix with > or equal to 10% EHS

100

1

100

Motor Vehicle Fuel for Retail S

0

0

0

Late Fee

1.5%

25.69

Total Invoice Amount

185.69

There is a \$5000 fee cap for reporting fees. There is a 1.5% late fee calculated starting March 2 and compounded monthly until the payment date.

Edit

IMPORTANT NOTICE

Once you click on the "Submit Report" button to complete and send this report to authorities, you will not be able to exit the process mid-stream without completing the submission process.

As such, you will need to be ready as follows:

If you want to make any final changes to the above info, click edit for the section you want to change.

The submission process will include payment of any fees due. All payments must be made online. You will need either a credit card, or you can pay online by check by simply entering check/account numbers (often referred to as an electronic check (E-check), or Automated Clearing House (ACH) payment).

... if this is wrong, do not proceed with Step 7 (the problem will be in Step 2).

**NOTE:** for a *revision*, the total shown is for the whole report; the portion due for the *revision* will be shown in the invoice.

Single Invoice: After clicking **Submit Report**, T2M processes the fees (before certification)

Online TIER II MANAGER™ - View

tierii.dnrec.delaware.gov/TierII/Billing/ViewFeeSummary.aspx?t2nq=CNKoSw7LfQ5ao3Onl4p+R2td9Lk2FhU/Vdb2AOHfjXvvP5K51mnfhqEpEa5z70u+

AppsImported From IEHazComOSHA Interpretatio...T2MT2M ScreensDNREC CRTKHistoryOfSussexAviation WeatherSeaford, DE Weathe...Bing MapsOther bookmarks

HomeFacilitiesMy AccountResources

View Fee Summary

Example Facility (Facility ID: 3176)

2018 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9414  
Type: Facility

The Invoice Amount is calculated based on your report. Payment of the complete Invoice Amount is required by the reporting deadline for your report to be considered complete.

Reporting Period : 2018

Click to Print Fee Summary

Item	Rate	Quantity	Amount
Voluntary	0	0	0.00
Hazardous Chemical	60	1	60.00
Extremely Hazardous Substance (EHS)	100	1	100.00
Mix with <10% EHS	60	0	0.00
Mix with > or equal to 10% EHS	100	1	100.00
Motor Vehicle Fuel for Retail Sale	0	0	0.00
Grand Total			260.00

Net balance as of Today: \$260


Pay Now

... this should match the fee amount Preview; click **Pay Now**.

# All payments are done online...

Browser address bar: <https://tierii.test.dnrec.delaware.gov/Billing/Makepayment.aspx?t2nq=mWyrebYPNDWtI9cYs+cMn9Nk06mLs9twfGxDHSDYb4Wcf2HEQ2PPOCvSklyjFKJr>

Online TIER II MANAGER™ | Mail - Davis, William B. (DNREC)... | Takeaways and Predictions fro... | Online TIER II MANAGER™ - ...



Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

**Online TIER II MANAGER™** Tier II Reporting Year : 2019  
Welcome <Your Name Here>, YourCompany LLC. Last Login: 12/21/2020, 10:56 AM  
[Log Out](#)

Home | Facilities | My Account | Resources

Please do not click on the browser Back button.

Please print your Invoice by clicking [here](#)


## Make a Payment

☒ **Invoice Amount:** \$116.05

**Select payment method \***

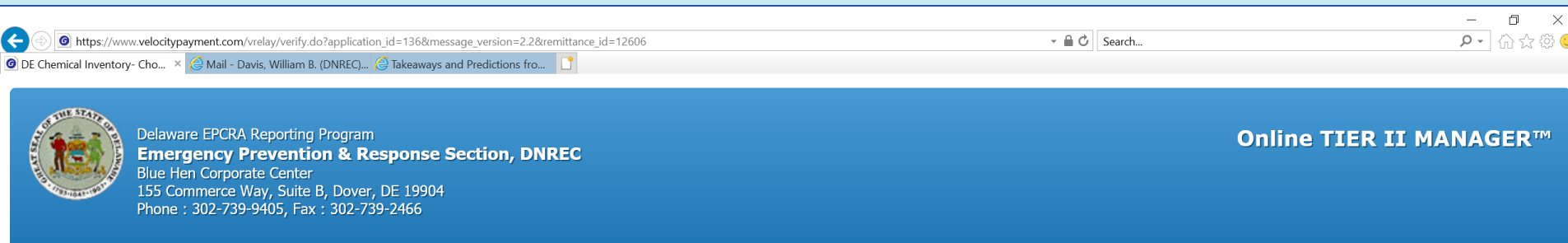
☒ Online Payment-Credit Card/ACH - You will need either a credit card, or you can pay online by check by simply entering check/account numbers (often referred to as an electronic check (E-check), or Automated Clearing House (ACH) payment).

[Continue](#)

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... note the warning about the **Back Button**.  
... beneath it you can **print an invoice copy** for your records.  
... click **Continue**.

# Select a payment method...



## Select Payment Method

Please Choose the Method of Payment

- ☐ Pay by Credit or Debit Card
- ☐ Pay by Personal Check
- ☐ Pay by Corporate Check

Make a Payment

**PRIVACY NOTICE** This privacy notice discloses the privacy practices for this website. This privacy notice applies solely to information collected by this website.

**INFORMATION COLLECTION** The State of Delaware is the sole owner of the information collected on this site. The State only has access to collect information that you voluntarily provide via email or other direct contact. The State will not sell or rent this information to anyone. We may use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, such as to ship an order.

**SECURITY** The State takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment. If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 302-739-9013.

**REFUND POLICY** All transactions submitted on this site are non-refundable. If you have an inquiry about a previously submitted transaction, please contact this State agency via the telephone number above.

**PAYMENT AND ACCOUNT INFORMATION** Once your payment is submitted, the payment will be posted to your account within 48 business hours. If you have any questions regarding your current balance, or when your payment will be applied, please immediately contact the State agency conducting the transaction.

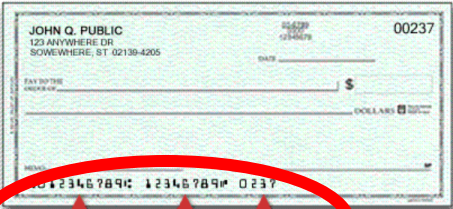
... this is the payment software; it'll take you outside of *Tier II Manager™* (you'll return later).  
... select a choice, click **Make a Payment**.

In this example, **Personal Check** is selected...  
You will need to find the **Routing, Account, & Check Numbers**.

https://demo.velocitypayment.com/vrelay/select.do

Online TIER II MANAGER™ Mail - Davis, William B. (DNREC)... Takeaways and Predictions fro... Delaware Chemical Inventory...

### Enter Payment Information



Routing Transit Number Account Number Check Number

Required fields are highlighted with an asterisk.

Payment Information:  
Amount:\* \$ 116.05 ⓘ

Please enter the following information about your Bank account:

First Name on Check:\*  ⓘ

Last Name on Check:\*  ⓘ

Routing Transit Number:\*  ⓘ

Account Number:\*  ⓘ

Confirm Account Number:\*  ⓘ

Type of Account:\* ☒ Checking ☐ Saving ⓘ

Address Line 1:\*  ⓘ

Address Line 2:  ⓘ

Country:\*  ⓘ

ZIP Code:\*  ⓘ

City:\*  ⓘ

State:\*  ⓘ


☒ By clicking on the provided checkbox, I authorize DNREC to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to DNREC within an appropriate time frame to allow DNREC to act on it.

Personal and Corporate checks have account numbers displayed differently, so please be sure to select the correct option if paying electronically by check

... **Corporate Checks** have a different sequence of **Check, Routing, & Account numbers**.  
... complete the boxes.  
... click **Continue**.



# After entering the information for a **Personal Check**...



Delaware EPCRA Reporting Program

**Emergency Prevention & Response Section, DNREC**


Blue Hen Corporate Center

655 South Bay Road, Suite 5N, Dover, DE 19901

Phone : 302-739-9405, Fax : 302-739-3106

Online TIER II MANAGER™

### Confirm Payment Information



Please verify the following information:

Payment Information:

**Amount:** \$116.05

Account Information:

<b>First Name on Check:</b>	Personal Check
<b>Last Name on Check:</b>	Personal Check
<b>Routing Transit Number:</b>	*****2707
<b>Account Number:</b>	**34
<b>Type of Account:</b>	Personal Checking
<b>Address Line 1:</b>	Address
<b>Country:</b>	United States
<b>City:</b>	SEAFORD
<b>State:</b>	Delaware
<b>ZIP Code:</b>	19973

Is this information correct?

Confirm

Modify

Change Payment Method

Exit


**Personal and Corporate checks have account numbers displayed differently, so please be sure to select the correct option if paying electronically by check.**

PRIVACY NOTICE This privacy notice discloses the privacy practices for this website. This privacy notice applies solely to information collected by this website.

INFORMATION COLLECTION The State of Delaware is the sole owner of the information collected on this site. The State only has access to collect information that you voluntarily provide via email or other direct contact. The State will not sell or rent this information to

... click **Confirm**.

# Single invoice users Certify the report after completing the transaction



Delaware EPCRA Reporting Program

**Emergency Prevention & Response Section, DNREC**

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™

Mail - Davis, William B. (DNREC)...

Takeaways and Predictions fro...

Online TIER II MANAGER™

Search...

Online TIER II MANAGER™ Tier II Reporting Year : 2019

Welcome <Your Name Here>, YourCompany LLC. Last Login: 12/21/2020, 10:56 AM

Log Out

HomeFacilitiesMy AccountResources

Online Transaction Details

Please print this screen for future reference.

Base Amount:

\$ 116.05

Date:

12/21/2020 11:04:03 AM


The reference number for this payment is : 4b2671eec11187dd11e40d16c643cd10

For questions please contact the Emergency Prevention & Response Section, DNREC at 302-739-9405 or DNREC\_AWM\_TierIIMgr@delaware.gov

PLEASE CLICK 'Continue with Tier II Submission' BUTTON TO COMPLETE REPORT CERTIFICATION.

Back To Report

Continue with Tier II Submission

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... you must click **Continue with Tier II Submission** to go to the certification screen and finish submitting the report.

# The Certify Report Page

Online TIER II MANAGER™ - Certify x +

tierii.dnrec.delaware.gov/TierII/Submission/CertifyReportSubmission.aspx?t2nq=XcuoS1EmBZ1E1h3fGEvtWG8FDNv4gHvcka2G2TPKB10=

Apps Imported From IE HazCom OSHA Interpretatio... T2M T2M Screens DNREC CRTK HistoryOFSussex Aviation Weather Seaford, DE Weathe... Bing Maps Other bookmarks

Home Facilities My Account Resources

## Certify Report

Example Facility (Facility ID: 3176) 2018 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9414  
Type: Facility

I certify under penalty of law that I have personally examined and am familiar with the information, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

☒ **I understand that I am officially submitting this report and associated information to authorities. I also understand that once the submission is completed it will become an official archive for authorities.**


Please preview the Tier II Report before Submission

Name of Owner/Operator or Authorized Representative *	Official Title *
Bill Davis	Environmental Scientist
Telephone Number *	Date *
302-739-9414 x	12/04/2019

Submit

Check the box and fill in all required (\*) fields  
... if the **Authorized Representative** is not you, you should get their OK.

# Congratulations, you have submitted the Annual Tier II Report!



Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

**Online TIER II MANAGER™** Tier II Reporting Year : 2019  
Welcome <Your Name Here>, YourCompany LLC. Last Login: 12/21/2020, 10:56 AM  
Log Out

HomeFacilitiesMy AccountResources

2016 Workshop Test Facility (Facility ID: 2839)

100 Penny Lane, Dover, DE 19903, United States  
Contact: 302-739-9405  
Type: Facility

✓ Certification Details edited successfully.

2019 Tier II Report Annual

You have successfully finished the Submission. A Confirmation Email will be sent to the Compliance Contact identified within your report.


Please print a copy of the confirmation e-mail, along with a copy of your submission, and maintain for your records.

Unlike past years, submission of a signed hardcopy certification page is not required.

For questions, please contact the Delaware EPCRA Reporting Program at 302-739-9405 or [william.bdavis@delaware.gov](mailto:william.bdavis@delaware.gov).

Select an option below to proceed.

[Print Report](#) [List Submissions](#) [List Facilities](#)

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... remember, for users who don't have the **Combined Invoice** feature, payment is **before** certification.

# A Confirmation Email will be sent to the facility's *Regulatory Point of Contact*...

Mail - Davis, William B. (DNREC) - Outlook - Internet Explorer

https://outlook.office365.com/mail/deeplink?version=20201211022.07&popoutv2=1

Reply all Delete Junk Block

2016 Workshop Test Facility (Facility ID :2839) 2019 Tier II Annual Submission Certified - Online TIER II MANAGER™

DNREC\_AWM\_TierIIMgr@delaware.gov

Mon 12/21/2020 11:07 AM

To: Davis, William B. (DNREC)

This is an automated message from the Online TIER II MANAGER™.

At 12/21/2020 11:05:56 AM, the following activity took place: Tier II Report Submission Completion for Report Year 2019 .

The action was done by username: WBDfacility for 2016 Workshop Test Facility, Facility ID : 2839 located at 100 Penny Lane, Dover, DE 19903.

The Tier II Report Submission ID is 38559.

Number of Hazardous Chemical	0	\$60	\$0
Number of Extremely Hazardous Substance (EHS)	0	\$100	\$0
Number of Mix with <10% EHS	0	\$60	\$0
Number of Mix with > or equal to 10% EHS	1	\$100	\$100
Number of Motor Vehicle Fuel for Retail Sale	0	\$0	\$0
Number of Voluntary Substances	0	\$0	\$0
Late Fee	1.5%	\$16.05	
Total # of Substances Reported	1		
Total Fee Due After Cap Amount			\$116.05

Payments must be made in order for report submissions to be complete.

Delaware EPCRA Reporting Program

155 Commerce Way

Suite B

Dover, DE 19904

Reply Forward

Mail - Davis, William B. (DNREC) - Outlook - Internet Explorer

https://outlook.office365.com/mail/deeplink?version=20201211022.07&popoutv2=1

Reply all Delete Junk Block

2016 Workshop Test Facility (Facility ID :2839) 2019 Tier II Annual Submission on Certified - Online TIER II MANAGER™

Number of Hazardous Chemical	0	\$60	\$0
Number of Extremely Hazardous Substance (EHS)	0	\$100	\$0
Number of Mix with <10% EHS	0	\$60	\$0
Number of Mix with > or equal to 10% EHS	1	\$100	\$100
Number of Motor Vehicle Fuel for Retail Sale	0	\$0	\$0
Number of Voluntary Substances	0	\$0	\$0
Late Fee	1.5%	\$16.05	
Total # of Substances Reported	1		
Total Fee Due After Cap Amount			\$116.05

Payments must be made in order for report submissions to be complete.

Enlarged View

... it includes a summary of the fees for this specific report.  
The message will come from [dnrec\\_whs\\_epcra\\_mail@delaware.gov](mailto:dnrec_whs_epcra_mail@delaware.gov)

# COMBINED INVOICE USERS

- *Feature must be enabled* by DNREC before initiating reports
- New Billing Tab on screen top
- Facilities grouped by assigned username
  - Including inactive facilities
- Encompasses the whole Reporting Year
- Includes Revisions
- Payment is after Certification of all the reports

# Combined Invoice : Fee Preview screen for a specific report remains similar

Online TIER II MANAGER™

Online TIER II MANAGER™ - ... X

Convert Select

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ✓ Step 7 ⚠

0 Report Notes

2. Is it a Non-Profit facility?

No

Yes

No

Step 7: Submit Report

IMPORTANT NOTICE

Once you click on the "Submit Report" button, you will be unable to edit the report. If you need to make any final changes, you will need to cancel the report and start over.

As such, you will need to be ready to submit the report.

If you want to make any final changes, you will need to cancel the report and start over.

The submission process will be completed once you click on the "Submit Report" button (often referred to as an electronic submission).

If you need info for your account, please contact your account manager.

which point the fees are for.

after the report due date, as well as late fee charges.

You will also need the name of the facility.

If you need time to accumulate fees, you can click on "Cancel Report" to return to the fee preview screen, and complete the submittal process. If you are ready, click on "Submit Report" to complete the submission process.

Item	Rate	Quantity	Amount
Voluntary	0	0	0
Hazardous Chemical	60	0	0
Extremely Hazardous Substance	100	0	0
Mix with <10% EHS	60	0	0
Mix with > or equal to 10% EHS	100	1	100
Motor Vehicle Fuel for Retail Sale	0	0	0
Late Fee	1.5%		16.05
Total Invoice Amount			116.05

There is a \$5000 fee cap for reporting fees. There is a 1.5% late fee calculated starting March 2 and compounded monthly until the payment date.

Submit Report


Cancel Report (This will discard all Report data)

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**Combined Invoice:** The **Certify Report** screen for a specific report comes before billing



Delaware EPCRA Reporting Program

**Emergency Prevention & Response Section, DNREC**

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

**Online TIER II MANAGER™**

Tier II Reporting Year : 2019

Welcome WBD Combined User 1, DNREC Last Login: 12/14/2020, 10:37 AM

Log Out

HomeFacilitiesMy AccountBillingResources

Certify Report

Example Facility A (Facility ID: 3303)

155 Commerce Way, Suite B, Dover, DE 19905, United States  
Contact: 302-739-9414  
Type: Facility

2019 Tier II Report Annual

I certify under penalty of law that I have personally examined and am familiar with the information, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

☒ **I understand that I am officially submitting this report and associated information to authorities. I also understand that once the submission is completed it will become an official archive for authorities.**

Please preview the Tier II Report before Submission

Name of Owner/Operator or Authorized Representative \*

Bill Davis

Official Title \*

Scientist


Telephone Number \*

302-739-9414 x

Date \*

12/14/2020

Submit

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... this sequence of steps is inverted from the single facility method.  
... fill in info and click “Submit”.



After Certification, a **Confirmation Email** will be sent to the *Regulatory Point of Contact*..

Mail - Davis, William B. (DNREC) - Outlook - Internet Explorer

https://outlook.office365.com/mail/deeplink?version=20201211022.07&popoutv2=1

Reply allDeleteJunkBlock

Example Facility A (Facility ID :3302) 2018 Tier II Annual Submission Certified - Online TIER II MANAGER™

At 12/18/2020 11:49:18 AM, the following activity took place: Tier II Report Submission Completion for Report Year 2018 .

The action was done by username: WBDciuser1 for Example Facility A, Facility ID : 3302 located at 300 N. Bradford St., Seaford, DE 19973.

The Tier II Report Submission ID is 38581.

Number of Hazardous Chemical	0	\$60	\$0
Number of Extremely Hazardous Substance (EHS)	0	\$100	\$0
Number of Mix with <10% EHS	0	\$60	\$0
Number of Mix with > or equal to 10% EHS	1	\$100	\$100
Number of Motor Vehicle Fuel for Retail Sale	0	\$0	\$0
Number of Voluntary Substances	0	\$0	\$0
Late Fee	1.5%	\$38.76	
Total # of Substances Reported	1		
Total Fee Due After Cap Amount			\$138.76

Payment must be made in order for the report submission to be complete. This facility is part of a combined invoice with other facilities. All payments must be made online (under the Billing tab within Tier II Manager). Late fees will be automatically added by the system for payments made after the reporting deadline.

Delaware EPCRA Reporting Program

155 Commerce Way

Suite B

... it includes a summary of the fees for this specific report and facility.  
... this is not the combined invoice.

**Combined Invoice :** After certifying the report, this is the next screen that you will see.

Online TIER II MANAGER™

Online TIER II MANAGER™ ... x

Convert

Select

Home

Facilities

My Account

Billing

Resources

Example Facility A (Facility ID: 3303)

2019 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19905, United States  
Contact: 302-739-9414  
Type: Facility

**You are not finished yet.** Thank you for successfully submitting an online Report. If you have entered a valid e-mail, you will be notified of the successful submission. Please print a copy of the confirmation e-mail, along with the report, and maintain for your records.

**A few more steps are needed to generate an invoice and complete the reporting process.**


If you have no more facilities to report and are ready to generate an invoice, select: **I have added all Reports**

If you have additional facilities to report, select: **I want to submit more Reports** (\*If you are unsure, use this option as it will return you to your list of facilities where you can review the most recent report submittal for each. If all are complete, you can then pay your combined invoice through the Billing tab. Please keep in mind that invoices not paid by the reporting deadline will be subject to an automatic late fee.)

**If you have added or made changes to a previous year, please make sure that you update the information in the current year (if those same changes are needed) to help Emergency Responders access the most accurate inventory information. View the most current year information from the Submission Listing page.**

For questions, please reference the Resources Tab below the page header for the appropriate contact.

[Print Report](#) [List Submissions](#) [List Facilities](#)

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Note that **you are not finished yet.**

... select “**submit more Reports**” to continue for other facilities assigned to your username.  
... otherwise, click “**I have added all Reports**” to proceed to billing.

# Combined Invoice: This is the top screen for billing - List Combined Invoices



Delaware EPCRA Reporting Program

**Emergency Prevention & Response Section, DNREC**

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2019

Welcome WBD Combined User 1, DNREC Last Login: 12/14/2020, 12:40 PM

Log Out

HomeFacilitiesMy AccountBillingResources

List Combined Invoices

Click on the Combined Invoice ID to view the Fee Summary. To pay an invoice, go to Actions, Pay Now. To print an invoice, go to Actions, Print.

Back

Combined Invoice Number	Reporting Period	Date	Invoice Status	Username	Payment Status	Reporting Fee	Late Fee	Total Invoice Amount	Due Amount	Actions
Combined Invoice Number	All		All	Username	All	Reporting Fee	Late Fee	Total Invoice Amount		
CI1	2019	12/09/2020	Active	WBDcluser1	Not Paid	620.00	99.52	719.52	232.10	Actions

Total Results:1 Rows per page 25

... select blue “CI” number or click “Actions” to pay.  
... note the Payment Status column.

This is a **Combined Invoice fee summary...**

Online TIER II MANAGER™

Online TIER II MANAGER™ -... x

Convert Select

Phone :302-739-9405, Fax :302-739-2466

Log Out

Home

Facilities

My Account

Billing

Resources

Combined Invoice Fee Summary (Combined Invoice ID: CI1)

Reporting Fees:

Item	Rate(\$)
Voluntary	0
Hazardous Chemical	60
Extremely Hazardous Substance (EHS)	100
Mix with <10% EHS	60
Mix with > or equal to 10% EHS	100
Motor Vehicle Fuel for Retail Sale	0

There is a fee cap of \$5000 per Facility per Report Year. If a report and payment is received in the Program Office after March 1, there will be 1.5% Late Fee compounded for every month the payment is late.

List Invoices

Back

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Facility ID

Facility Name

Report ID

Report

Facility Fee Exempt (Yes/No)

# Voluntary

# Haz Chem

# EHS

# Mix with <10% EHS

# Mix with > = to 10% EHS

# Motor Vehicle Fuel for Retail Sale

Invoice ID

Reporting Fee

Late Fee

Invoice Amount

Due Amount

Facility ID	Facility Name	Report ID		Facility Fee Exempt (Yes/No)							Invoice ID				
3303	Example Facility A	38554	2019 Annual Tier II Report	No	0	0	0	0	1	0	22226	100.00	16.05	116.05	116.05
3304	Example Facility B	38555	2019 Annual Tier II Report	No	0	0	0	0	1	0	22227	100.00	16.05	116.05	116.05
Page Total												200.00	32.10	232.10	232.10

Total Results:2 Rows per page 25

Net Amount to be Paid : 232.10

Cancel

Pay Now

Print

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... this lists all submitted/certified facility reports.  
... a **red warning banner** will be at the top if any facility is missing for a given Reporting Year  
(including inactive facilities).

**If reports are missing** for any of your active facilities for a given Reporting Year...

https://tierii.dnrec.delaware.gov/Billing/ConsolidatedInvoicesummary.aspx?t2nq=loND71Gof13/WoD6ymR/dDu7Wr88k/oShoCi7XOptas=

Online TIER II MANAGER™ - ... x Mail - Davis, William B. (DNREC)...

Trend Micro Toolbar

HazConnect Mail - Davis, William B. (DN... T2Mtest WDEL news Web Mail T2M

Emergency Prevention & Response Section, DNREC  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2019  
Welcome Combined User 1 - WBD, DNREC EPCRA Last Login: 12/18/2020, 11:47 AM  
Log Out

Home Facilities My Account Billing Resources

Combined Invoice Fee Summary (Combined Invoice ID: CI2)

All of your facilities do not have a report submitted for the selected Report Year. Check to ensure that all facilites subject to reporting have been completed before paying the invoice.

Reporting Fees:

Item	Rate(\$)
Voluntary	0
Hazardous Chemical	60
Extremely Hazardous Substance (EHS)	100
Mix with <10% EHS	60
Mix with > or equal to 10% EHS	100
Motor Vehicle Fuel for Retail Sale	0

There is a fee cap of \$5000 per Facility per Report Year. If a report and payment is received in the Program Office after March 1, there will be 1.5% Late Fee compounded for every month the payment is late.

List Invoices

Back All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Facility ID	Facility Name	Report ID	Report	Facility Fee Exempt (Yes/No)	# Voluntary	# Haz Chem	# EHS	# Mix with <10% EHS	# Mix with > = to 10% EHS	# Motor Vehicle Fuel for Retail Sale	Invoice ID	Reporting Fee	Late Fee	Invoice Amount	Due Amount
Facility ID	Facility Name	Report ID		Facility Fee Exempt (Yes/No)							Invoice ID				
3302	Example Facility A	38581	2018 Annual Tier II Report	No	0	0	0	0	1	0	22228	100.00	38.76	138.76	138.76
Page Total												100.00	38.76	138.76	138.76

Total Results:1 Rows per page 25

Net Amount to be Paid : 138.76

Cancel

Pay Now

Print

Warning

...the **red warning banner** appears at the top.

... if you see this banner, double check to verify the all your facilities are accounted for.

... you can use the **Inactive Facilities** list on the Intro/Guidance top page.

If you **print** a **Combined Invoice**, it looks like this...

Invoice.pdf - Adobe Acrobat Reader DC

File Edit View Sign Window Help

Home Tools Invoice.pdf Invoice.pdf

1 / 1 100%

Sign In

Delaware EPCRA Reporting Program  
Emergency Prevention & Response Section, DNREC

REPORTING YEAR 2018 TIER II COMBINED INVOICE

Submit Payment Online by logging in to your Online TIER II MANAGER account and going to the Billing menu.

Account Username: WBDcluser1

Combined Invoice #: CI2

This Combined Invoice covers the following Facilities:

Total Count of Facilities : 2

Facility ID	Facility Name	Report ID	Report	Facility Fee Exempt (Yes/No)	# Voluntary	# Haz Chem	# EHS	# Mix with <10% EHS	# Mix with >= to 10% EHS	# Motor Vehicle Fuel for Retail Sale	Invoice ID	Reporting Fee (\$)	Late Fee (\$)	Invoice Amount (\$)
3302	Example Facility A	38581	2018 Annual Tier II Report	No	0	0	0	0	1	0	22228	100.00	38.76	138.76
3303	Example Facility B	38582	2018 Annual Tier II Report	No	0	0	0	0	1	0	22229	100.00	38.76	138.76
Total Amount (\$)												200.00	77.52	277.52


Reporting Fees:

Item	Rate(\$)
Voluntary	0
Hazardous Chemical	60
Extremely Hazardous Substance (EHS)	100
Mix with <10% EHS	60
Mix with > or equal to 10% EHS	100
Motor Vehicle Fuel for Retail Sale	0

There is a fee cap of \$5000 per Facility per Report Year. If a report and payment is received in the Program Office after March 1, there will be 1.5% Late Fee compounded for every month the payment is late.

... this will open a PDF tab on your browser.  
... print it or save it as a PDF file.

# Combine Invoice : After clicking “Pay Now” this screen is next...



Delaware EPCRA Reporting Program

**Emergency Prevention & Response Section, DNREC**

155 Commerce Way, Suite B, Dover, DE 19904

Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2019

Welcome WBD Combined User 1, DNREC Last Login: 12/14/2020, 12:40 PM

Log Out

HomeFacilitiesMy AccountBillingResources

Please do not click on the browser Back button.

Click [here](#) to print the Combined Invoice


Make a Payment

☒ Invoice Amount: \$232.10

Select payment method \*

☒ Online Payment-Credit Card/ACH - You will need either a credit card, or you can pay online by check by simply entering check/account numbers (often referred to as an electronic check (E-check), or Automated Clearing House (ACH) payment).

Continue


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... there is still only one choice, Online Payment by credit card or check.  
... click **Continue**.

# Combined Invoice : You are about to go to a separate payment software...



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**Emergency Prevention & Response Section, DNREC**

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Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™ Tier II Reporting Year : 2019

Welcome WBD Combined User 1, DNREC Last Login: 12/14/2020, 12:40 PM

Log Out

HomeFacilitiesMy AccountBillingResources

Please do not click on the browser Back button.

Click [here](#) to print the Combined Invoice


Confirm Payment Details

Amount : \$232.10

Payment Method: Online Payment - by Credit Card, or electronically by check (E-check/ACH)

You will be leaving the TIER II MANAGER to the online payment provider to make your payment. You must return to the TIER II MANAGER to certify your report after completing your online payment. Otherwise, your report is considered INCOMPLETE.

Continue

Developed By 

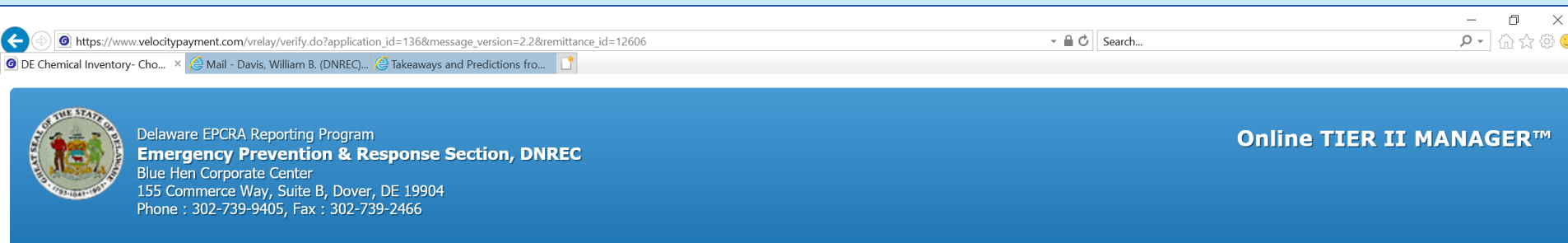
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Version: 5.3

... this is the **Point of No Return** for Combined Invoices.  
... click **Continue**.



# Select Payment Method: This is the top screen for the payment software...



## Select Payment Method

Please Choose the Method of Payment

- ☐ Pay by Credit or Debit Card
- ☐ Pay by Personal Check
- ☐ Pay by Corporate Check

Make a Payment

**PRIVACY NOTICE** This privacy notice discloses the privacy practices for this website. This privacy notice applies solely to information collected by this website.

**INFORMATION COLLECTION** The State of Delaware is the sole owner of the information collected on this site. The State only has access to collect information that you voluntarily provide via email or other direct contact. The State will not sell or rent this information to anyone. We may use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization, other than as necessary to fulfill your request, such as to ship an order.

**SECURITY** The State takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment. If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 302-739-9013.

**REFUND POLICY** All transactions submitted on this site are non-refundable. If you have an inquiry about a previously submitted transaction, please contact this State agency via the telephone number above.

**PAYMENT AND ACCOUNT INFORMATION** Once your payment is submitted, the payment will be posted to your account within 48 business hours. If you have any questions regarding your current balance, or when your payment will be applied, please immediately contact the State agency conducting the transaction.

... select your Payment Method.  
... click **Make a Payment.**

In this example, **Corporate Check** was the selected Payment Method...

Browser address bar: <https://demo.velocitypayment.com/vrelay/select.do>

Page Title: Enter Payment Information

Form Fields:

YOUR BUSINESS NAME HERE		EXPLANATION	AMOUNT
YOUR STREET ADDRESS			1001
YOUR CITY, STATE AND ZIP			00-0700-0000

PAY AMOUNT OF: \$ 232.10

CHECK AMOUNT: \$ 232.10

Check Number: \* 1001001001

Routing Number: \* 0000000000

Account Number: \* 1234567890

Required fields are highlighted with an asterisk.

Payment Information

Amount: \$ 232.10

Please enter the following information about your Bank account:

Company Name: DNREC Example

Routing Transit Number: 055002707

Account Number: 1234

Confirm Account Number: 1234

Employer Identification Number (EIN): (e.g. 00-0000000)

Type of Account: Corporate Checking

Address Line 1: 155 Commerce Way

Address Line 2:

Country: United States

ZIP Code: 19904

City: DOVER

State: Delaware

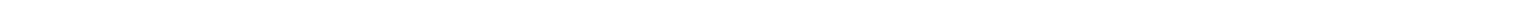
☒ By clicking on the provided checkbox, I authorize DNREC to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to DNREC within an appropriate time frame to allow DNREC to act on it.

Buttons: Continue, Change Payment Method, Exit

Personal and Corporate checks have account numbers displayed differently, so please be sure to select the correct option if paying electronically by check.

PRIVACY NOTICE This privacy notice discloses the privacy practices for this website. This privacy notice applies solely to information collected by this website.

... **Personal Checks** have a different sequence of **Routing, Account, & Check numbers**.  
... complete the boxes.  
... click **Continue**.



The screenshot shows a web browser interface. The address bar contains the URL <https://demo.velocitypayment.com/vrelay/processACH.do>. To the right of the address bar is a search bar with the placeholder text "Search...". Below the address bar, there are two tabs: "Online TIER II MANAGER™" and "Delaware Chemical Invento...". The "Delaware Chemical Invento..." tab is active. At the bottom of the browser window, there are two buttons: "Convert" and "Select".

[illegible]

SECURITY The State takes precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Whenever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser or looking for "https" at the beginning of the address of the web page. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need

... if correct, click **Confirm**.

# Combined Invoice : Transaction Complete, you will get this screen with payment details

https://tierii.test.dnrec.delaware.gov/Billing/OnlinePayment/ShowOnlinePayment.aspx?t2nq=BRMxsr5xolAknZ1lwYlJQjntQlGJt/0htbHrkjZDK/NeqZnOqU3lUcbq5rJci


Search...

Online TIER II MANAGER™

Online TIER II MANAGER™

Convert

Select



Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

Online TIER II MANAGER™

Tier II Reporting Year : 2019

Welcome WBD Combined User 1, DNREC Last Login: 12/14/2020, 12:40 PM  
[Log Out](#)

Home

Facilities

My Account

Billing

Resources

Online Transaction Details

Please print this screen for future reference.

Base Amount:

\$ 232.10


Date:

12/14/2020 12:59:54 PM

The reference number for this payment is : 8fdb93ddd3cfb626a6f6ede4ab48fd4e

For questions please contact the Emergency Prevention & Response Section, DNREC at 302-739-9405 or DNREC\_AWM\_TierIIMgr@delaware.gov

List Combined Invoices


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... to keep track of your payments, note down this information.

# After returning to the **List Combined Invoices** screen...



Delaware EPCRA Reporting Program

**Emergency Prevention & Response Section, DNREC**

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Phone :302-739-9405, Fax :302-739-2466

**Online TIER II MANAGER™**

Tier II Reporting Year : 2019

Welcome Combined User 1 - WBD, DNREC EPCRA

Last Login: 12/21/2020, 01:31 PM

Log Out

HomeFacilitiesMy AccountBillingResources

## List Combined Invoices

Click on the Combined Invoice ID to view the Fee Summary. To pay an invoice, go to Actions, Pay Now. To print an invoice, go to Actions, Print.

Back

Search

Refresh

Combined Invoice Number	Reporting Period	Date	Invoice Status	Username	Payment Status	Reporting Fee	Late Fee	Total Invoice Amount	Due Amount	Actions
Combined Invoice Number	All		All	Username	All	Reporting Fee	Late Fee	Total Invoice Amount		
<a href="#">CI2</a>	2018	12/18/2020	Active	WBDciuser1	Paid	200.00	77.52	277.52	0.00	<a href="#">Actions</a>
<a href="#">CI1</a>	2019	12/17/2020	Active	WBDciuser1	Paid	260.00	41.73	301.73	0.00	<a href="#">Actions</a>

Total Results:2 Rows per page 25

- ... note that the Payment Status column reads **“Paid”**, which is due by March 1st.
- ... any **revisions** after March 1<sup>st</sup> will result in Late Fees.
- ... note that this example screen shows Combined Invoices for previous years.

## **Part 4 :**

# **Revisions & Updates**

What if I need to Change  
Something?

## What if I made an error or forgot to add something?

Once a report has been **Submitted**, it can **NOT** be edited on user's end.

- **To fix a user-identified error:** User must submit a *Revision Report* (click to 'Add a New Submission')
- **If DNREC finds an error:** DNREC rejects the **Submitted** Report, and a *Revision Report* is required to submit by the user. An email will be generated when that occurs.

Online TIER II MANAGER™ - Facility

tierii.dnrec.delaware.gov/TierII/Facility/Facility.aspx?t2nq=jluPJ5wVnMwmtFZ+obxoi3angcG0P5ezVTH04AXIX2Q=

Apps Imported From IE HazCom OSHA Interpretatio... T2M T2M Screens DNREC CRTK HistoryOfSussex Aviation Weather Seaford, DE Weathe... Bing Maps

the report.

Example Facility (Facility ID: 3176)  
155 Commerce Way, Suite B, Dover, DE 19904, United States  
Status: Active Type: Facility

Reports

Add a New Submission

Tier II Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date	Submission Type	View
35656	2018 Tier II Report Annual	Submitted	Bill Davis	12/04/2019 03:50:12 PM	Online	

302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

311 Report (within 3 months of the chemical first being on site above the threshold amount)

Report ID	Report (Click to Edit Reports)	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

# You will be taken to the **Start a New Report** screen...

## Choose a Report Type and Chose a Report Class...

https://tierii.dnrec.delaware.gov/

Compliance Assistance

Microsoft Word - TierII 2017RY In

https://tierii.dnrec.delaware.gov/TierII/Submission/StartReport.aspx?FacilityID=2961

155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

Log Out

Home

Facilities

My Account

Resources

### Start a New Report

2017 Test Facility (Facility ID: 2961)

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9414  
Type: Facility

Choose a Report Type (click on button next to selection)

☒ Tier II Report (312 Annual Report)

Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year. **See NOTE below.**

☐ 302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)

Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ) within 60 days of the EHS first being on site above the threshold amount. **See NOTE below.**

☐ 311 Report (within 3 months of the chemical first being on site above the threshold amount)

Section 311 requires facilities that have MSDSs for chemicals held above certain quantities to submit either copies of their MSDSs or a list of MSDS chemicals to SERC, LEPC, and local fire department within 3 months of the chemical first being on site above the threshold amount.

NOTE: Reporting through this on-line system satisfies the requirement to submit the above reports to the appropriate SERC, LEPC, and local Fire Department.

Choose a Report Class (click on button next to selection)

**IMPORTANT: You must select the option below ANNUAL for 2024 to meet regulatory requirements for this year.**

☒ Annual for 2024

Annuals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the previous calendar year.

If you have already submitted an ANNUAL for 2018 and want to update new information or fix an error on the submitted report, please select an option below.

☐ Revision - Revisions should be submitted to correct errors or omissions in already submitted reports.

☐ Update for 2025 - Updates should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the current calendar year.

Cancel

Proceed

...to fix a Tier II Report, select **312 Annual Report** and then **Revision Report** or **Update Report**.



# KNOW THE DIFFERENCES : ANNUAL **VS** REVISION **VS** UPDATE REPORT

## REPORT CLASSES

### ☐ Annual Report For <**2024**>

- The Annual Report is NOT a 2025 Update.

### ☐ **Revision Report** (Does Not Have Fees)

- Correct Errors or Omissions in a submitted Annual Report


### ☐ *Update Report* (Does Not Have Fees)

- Can only be submitted after an Annual Report has been submitted
- Add Post-December 31<sup>st</sup> Info (i.e. any new info for current year 2025)
- Can be Submitted Throughout the year as Contacts, Chemical Info, and Site Plans get changed

**Step 5 :**

**302 & 311 Reports**

# Select **302** or **311** Report in Choose a Report Type...



Delaware EPCRA Reporting Program  
**Emergency Prevention & Response Section, DNREC**  
155 Commerce Way, Suite B, Dover, DE 19904  
Phone :302-739-9405, Fax :302-739-2466

Home

Facilities

My Account

Online **TIER II MANAGER™** Tier II Reporting Year : 2016

Welcome First Name, Company Name Last Login: 12/08/2017, 01:53 PM

Log Out

Start a New Report

2017 Test Facility (Facility ID: 2961)

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9414  
Type: Facility

Choose a Report Type (click on button next to selection)

☒ Tier II Report (312 Annual Report)

Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year. **See NOTE below.**

☒ 302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)

Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ) within 60 days of the EHS first being on site above the threshold amount. **See NOTE below.**

☒ 311 Report (within 3 months of the chemical first being on site above the threshold amount)

Section 311 requires facilities that have MSDSs for chemicals held above certain quantities to submit either copies of their MSDSs or a list of MSDS chemicals to SERC, LEPC, and local fire department within 3 months of the chemical first being on site above the threshold amount.

NOTE: Reporting through this on-line system satisfies the requirement to submit the above reports to the appropriate SERC, LEPC, and local Fire Department.

Choose a Report Class (click on button next to selection)

☒ Initial

☐ Update

Cancel

Proceed

**Submit Initial** report when submitting either for first time; submit **Update** each time afterwards.

... **311 reports must be submitted within 3 months** of chemical exceeding DE reporting threshold.

... **302 reports are due within 60 days** of an EHS chemical exceeding TPQ onsite.

... good practice to check your status quarterly...makes doing Annual Tier II Report easier too.



For 311 Reports: don't delete previous entries until they have been reported via Tier II report (312)

Online TIER II MANAGER™ - View II X  
https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?z2nq=5WZdGvA+kH/ihuE97h2CwJMoIGt053OwSen5chN9Zlw=

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ⚠ 0 Notes

### Step 2: Contact

**Regulatory Point of Contact**

Name	Bill Davis
Title	EPCRA Coordinator
Email	william.bdavis@state.de.us
Phone	302-739-9414
24 Hr Phone	302-739-9414
Mobile/Pager	

**Company Name** DNREC EPCRA

Street	155 Commerce Way, Suite B
City	Dover
State	DE
Zip	19904-

**Step 3: Chemicals** Total: 1 **Add Chemicals**

\* If submitting a 311 Update, please delete previously reported substances and include only newly reportable substances.

#### List 311 Chemicals

CAS No	Threshold Exceed Date	Chemical Name	Edit	Delete	Is Valid
N/A	12/1/2017 12:00:00 AM	Lead Acid Battery			✓

Total Results: 1 Rows per page 25

### Step 4: Submit Report

You are almost done! Click here to Submit your Report.

#### IMPORTANT NOTICE

Once you click on the "Submit Report" button to complete and send this report to authorities, you will not be able to exit the process mid-stream without completing the submission process.

As such, you will need to be ready as follows:

- If you want to make any final changes to the above info, click edit for the section you want to change.
- You will also need the name and title of the person designated as certifying the information in this report.

If you need time to accumulate this info, you can stop at this point in your report, and log out of the system. When you return, simply click on this facility, and then the name of this report in your List

**Safety Data Sheets are not mailed in Delaware...**use the attachment feature from step 3.2  
... there is no Site Plan upload required for either report and **no fees to pay.**

# GENERAL TIPS AND RESOURCES

- Familiarize yourself with EPCRA background
  - Checkout [EPA's EPCRA website](#)
  - Checkout [DNREC's EPCRA webpages](#)
  - Checkout [Delaware SERC website](#)
  - Know your LEPC chair; facilities with EHS's are required to communicate with the LEPC
- Submitting ARP Program Reports? While they use the T2M platform, those reports require a separate reporting procedure. **EPCRA** annual reports are due March 1<sup>st</sup>, while **ARP** annual reports are due May 1<sup>st</sup> and can be submitted at any time. Check the [DNREC ARP webpage](#) for more info.
- Coordinate with procurement, inventory-control staff
- Stay safe and ready with CISA's voluntary [ChemLock](#) program

# QUESTIONS?



**We will be hosting a Live Q & A Session**

**Feb 12th 9am - 10am**

# CONTACT US

EPCRA Reporting Program, DNREC  
155 Commerce Way, Suite B Dover, DE 19904

Phone: (302) **739-9405**

**DE.GOV/EPCRA**

- **Nicholas Butler - Scientist**  
**[nicholas.butler@delaware.gov](mailto:nicholas.butler@delaware.gov)**
- **Bill Davis - Engineer**  
**[william.bdavis@delaware.gov](mailto:william.bdavis@delaware.gov)**
- **Anuj Kumar, PhD – Program Manager**  
**[Anuj.Kumar@delaware.gov](mailto:Anuj.Kumar@delaware.gov)**



# **Thank You**



## **EPCRA Reporting Program** **State of Delaware**

**Department of Natural Resources and Environmental Control (DNREC)**  
**Waste & Hazardous Substances Division**