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 8th, 2025

NOTICE

This presentation contains screenshots, some of which will feature previous software versions. After January 1st, 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^{TM}* (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$_{62}$, Mozilla Firefox$_{59}$, Microsoft Edge$_{90}$

- Have a copy of the <mark>instructions</mark> 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 1st!**

  - **Late fees are automatically applied afterwards monthly.**

DNREC's Online Reporting Webpage Has Useful Tools

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

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

Community Right-to-Know Menu ▾

Tier II Manager™

Access the Tier II Manager

Tier II Manager Instructions

http://www.dnrec.delaware.gov/SERC/Services/Documents/T2-Online-Reporting-Instru

State of Delaware -Delaware E...   Online TIER II MANAGER™ - Re...   dnrec.delaware.gov

File   Edit   Go to   Favorites   Help

1 / 47   150%   Comment

Bookmarks

- Top of Document
- Table of Contents
- **REPORTING REQUIREMENTS**
  - Overview of EPCRA
  - Annual Hazardous Chemical Inventory (312/Tier ← **Background**
    - 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   ← **Step-by-Step**
  - **Submitting a Tier II Report (312)**
    - Step 1: Facility Information
    - Step 2: Chemical Inventory
      - Mixtures Containing an EHS
    - Step 3: Subject to Status (4 EPA questions)
    - Step 4: Facility Contacts
    - Step 5: Site Plan & Other Attachments
    - Step 6: Fee Exempt Facilities
    - 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**

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

Community Right-to-Know Menu ▾

Tier II Manager™

Access the Tier II Manager

Tier II Manager Instructions

Link to Access

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

The *Tier II Manager*^{TM} (T2M) Log-In Page

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

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:

…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:

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 *

Hint Question*
-Select-
Hint Answer*

User Contact

First Name*
Last Name*
Role*
Select One

Company Name *

Street 1*
Street 2

City*
State*
Delaware
Zip Code*
Country*
United States

Email*
Retype Email*
Phone*

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

- <u>Both reporting programs use the T2M platform for reports in DE, however the reporting requirements and procedures are separate</u>.

- **EPCRA** facilities annual reports are due March 1st. 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 1st 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…

… 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.

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

Online TIER II MANAGER™ - ...

Trend Micro Toolbar

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

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

Combined Invoice

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 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).

… 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...

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...

... 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…

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

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 : 2019
Welcome <Your Name Here>, YourCompany LLC. Last Login: 12/18/2020, 01:49 PM
Log Out

Home | Facilities | My Account | Resources

Reset My Password
Update My Profile
List Offline Reports

Introduction and Guidance   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.

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).

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

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

Edit My User Account Profile

Company Name
YourCompany LLC.

First Name* | Last Name * | Role*
<Your Name Here> | Last Name | Compliance Officer

Street 1* | Street 2
TBD |

Country* | City* | State* | Zip Code*
United States | Dover | Delaware | 19901-

Phone* | 24 Hour Phone | Email*
302-739-9414 | | william.bdavis@delaware.gov   ← **Email Address**

Secret Question * | Secret Answer *
What was your first car? | Vega

Username*
WBDfacility   ☐ Change Password?

Cancel | **Save**

Developed By IDSi

© 2002 - 2019 IDSi International, Inc. All rights reserved

Version: 5.3

… 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…

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

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

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

| Home | Facilities | My Account | 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 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

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…

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

Facility Identification

Example Facility (Facility ID: 3176)

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

2018 Tier II Report Annual

📍 Location & Nature of Business ✓   📇 Owner/Operator ✓

Facility/Site Name *
Example Facility

Company Name *
DNREC EPCRA

Street 1 (911 Address) *
155 Commerce Way

Street 2 (911 Address)
Suite B

Country *
United States

City *
Dover

State *
Delaware

Zip Code *
19904

County *
Kent

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

Nature of Business *
DNREC EPCRA Reporting Program

Manned/Unmanned *
◉ Manned
○ Unmanned

Maximum Number of Occupants at one time *
20

Dun & Brad No *
N/A

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

SIC Code
9199
Search SIC

Cancel   Save

Blue buttons are helpful tools

… 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!
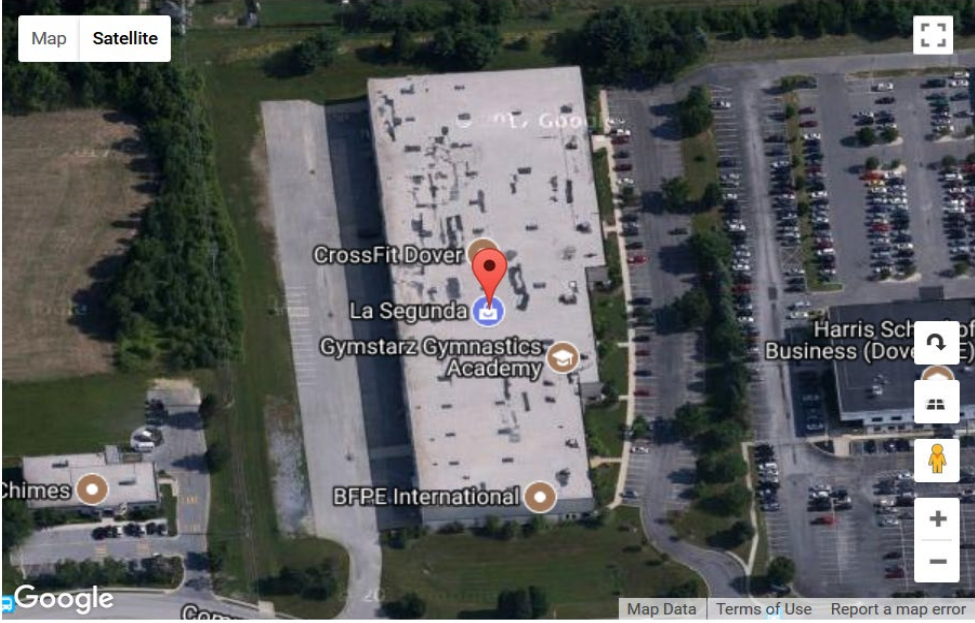
Pinpoint your facility's location with Latitude and Longitude

T2M has built-in checks to look for missing info…

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

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

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

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

… 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…**

… 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 …

… 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…**

… 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™ - Vie

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 ...

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

2018 Annual Tier II Report(Example Facility) - 35656

Print Report

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.

Chemical List

Add or Import

- Chemical Abstract Service Number
- Chemical Name
- Trade Secrets?
- Chemical State, Fee Classification
- Physical & Heath 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...

https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?t2nq=zKZNWkkZglogEuynI84QENxwkdO+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
			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
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…

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...

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/AddChemicalDescription.aspx?t2nq=cVvWf9Pg14m18sawvQWlniaY3MoGA7lcJo+   150%

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) *
N/A

Chemical Name *
Lead Acid Battery

☐ Substance is Trade Secret

Chemical State

Check all that apply

State *
☑ Solid   ☐ Liquid   ☐ Gas

Fee Classification *
Mix with > or equal to 10% EI ▾

Fee classification will depend on the % EHS

Chemical Format

Pure/Mixture *
☐ Pure
☑ Mixture

Physical and Health Hazards *

See the Safety Data Sheet

Physical Hazards
Check all that apply

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

Health Hazards
Check all that apply

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

... 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

EXIDE TECHNOLOGIES

GHS SAFETY DATA SHEET

I. PRODUCT IDENTIFICATION

MANUFACTURER/SUPPLIER
Exide Technologies
13000 Deerfield Parkway, Bldg. 200
Milton, GA 30004

CHEMICAL/TRADE NAME   *Lead-Acid Battery
(* as used on label)

PRODUCT ID   UN2794

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/   Electric Storage Battery
CLASSIFICATION

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
	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.
Health: STOT RE 2	H220	Extremely flammable gas (hydrogen). May form explosive air/gas mixture during charging.
Acute Tox. 4	H203	Explosive, fire, blast or projection hazard.
Repr. 1A	H410	Very toxic to aquatic life with long lasting effects.
Skin Corr. 1A	P260	Do not breathe dust/fume/gas/mist/vapors/spray.
Flam. Gas 1	P314	If exposed/concerned, or if you feel unwell seek medical attention/advice.
Carc. 1A (arsenic)	P301/330/331	IF SWALLOWED OR CONSUMED: rinse mouth. Do NOT induce vomiting. Call a poison center/doctor if you feel unwell.
Aquatic Chronic 1	P303/361/353	IF ON CLOTHING OR SKIN (or hair): Remove/Take off immediately all contaminated clothing and wash it before reuse. Rinse skin with water/shower.
Aquatic Acute 1	P304/340	IF INHALED: Remove person to fresh air and keep comfortable for breathing.
	P305/351/338	IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
	P311	Immediately call a POISON CENTER 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

- [ ] Combustible dust
- [ ] Corrosive to metal
- [ ] Explosive
- [x] 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

- [x] Acute toxicity (any route of exposure)
- [ ] Aspiration hazard
- [x] 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)

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…

⚠ 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 *

Only EHS components must be itemized

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)
*
[   ]

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]

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

See how we can search for Sulfuric Acid…

… click on the version the 2nd sulfuric acid version to import it.

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

... 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 Description ✓   🧪 Inventory & 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				📝	🗑️

Usually % Wt. in Safety Data Sheet (MSDS)

* 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]

… click **Save** to move on to **"Inventory & Storage"**.

Fee Classification

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

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

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

Motor Vehicle Fuel - **Exempt**, Voluntary - **Exempt**

Inventory & Storage has two components…

… *Chemical Inventory* and *Storage Location.*

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

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

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/ChemicalStorage.aspx?t2nq=IiHXoIgtHgzSRWfSl8Itr+txl6gpkggv+kr8S8cbOgqRRU

150%

Search

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

Chemical Description ✔ | Inventory & Storage ✔

Select One
Above ground tank
Below ground tank
Tank inside building
Steel drum
Plastic or nonmetallic drum
Can
Carboy
Silo
Fiber drum
Bag
Box
Cylinder
Glass bottles or jugs
Plastic bottles or jugs
Tote bin
Tank wagon
Rail car
Other
Lead Acid Battery

Gals To Lbs Converter

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

Gals To Lbs Converter
Maximum Amount in Largest Container
500
Unit: Pounds

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

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

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

Select One

Pressure *
Select One

Temperature *
Select One

Batteries have their own container type

☐ Storage Location is Confidential

Storage Location *

Save Storage Location

Gals To Lbs Converter

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

One storage location for a chemical is complete,

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**

Developed By *IDSi*

© 2002 - 2016 IDSi International, Inc. All rights reserved

Version: 5.2

… 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...

... Click **OK.**

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

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

Green Check

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

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

Import Chemicals for Report ID: 35656

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

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/ImportChemicals.aspx?RptId=35656

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

Importing Chemicals

… 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

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	Cou 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 EPCRA	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

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

2018 Tier II Report Annual

Developed By *msi*

Version: 5.3

… you can view **ALL** your facilities.

…including *inactive* ones.

Importing Chemicals

... 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

… 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...

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

Step 2: Review Chemical Inventory   Total: 3   EHS: 2   EHS>TPQ: 1   **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						
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:3   Rows per page   10

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.**

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)?

Online TIER II MANAGER™ - Ed...

https://tierii.dnrec.delaware.gov/TierII/Submission/T2/EditReportRegulatoryStatus.aspx?t2nq=16t6HbvdOCkLcVOaUBkvsw== 170%

Search

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

Subject to Status

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

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

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™ - Vie

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 ⬅ (annotation pointing to Is Valid column)

… 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*…

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	xxxyyy@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

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

List 3 *Emergency Contacts…*

… if you don't have 3 people, then repeat entries.

… and click **Save.**

Attachments

Site Plan is Mandatory

- Submit the plan in **.pdf** or **.tif** format

- Upload the plan into *TierIIManager*^{TM}

- 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

N

1 inch ~ 10 feet

DANGER
HIGH VOLTAGE

Shipping

Receiving

Warehouse

Sprinkler
Valve

Packaging Area

Production Area

Exit
Door

Offices

Front
Door

Entrance

Parking Lot

South Warehouse

Commerce Way

Attachments aside: Add extra information using the "**Notes**" tab…

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

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

... they can be edited or deleted.

Back to the Edit Report Homepage, the note has been added…

Fee Exempt Status

Online TIER II MANAGER™ - Vie... | +

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

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

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

2. Is it a Non-Profit facility?

○ Yes

◉ No

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

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

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…

| 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.

> **Preview Fee**

- 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

… you can see what this will cost with **Preview fee amount.**

This is the fee amount preview…

If you have already made a payment for your Annual report, the amount due for this Revision report will be only for new/changed chemicals resulting in additional fees due.

Item	Rate	Quantity	Amount
Voluntary	0	0	0
Hazardous Chemical	60	1	60
Extremely Hazardous Substanc	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 Sa	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.

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.

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**…

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

Select a **payment method**…

… 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.**

Enter Payment Information

Routing Transit Number | Account Number | Check Number

This is the important check information

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:* Personal Check
Last Name on Check:* Personal Check
Routing Transit Number:* 055002707
Account Number:* 1234
Confirm Account Number:* 1234
Type of Account:* ● Checking ○ Saving
Address Line 1:* Address
Address Line 2:
Country:* United States
ZIP Code:* 19973
City:* SEAFORD
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.

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.

… *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:

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

… 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™ - Cert
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!

… 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

Enlarged View

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™

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

**… it includes a summary of the fees for this specific report.
The message will come from** dnrec_whs_epcra_mail@delaware.gov

Combined Invoice Users

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

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

Item	Rate	Quantity	Amount
Voluntary	0	0	0
Hazardous Chemical	60	0	0
Extremely Hazardous Substanc	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 Sa	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.

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

… 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 all ⌄ | 🗑 Delete | 🚫 Junk | Block | ⋯

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.

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

Developed By IDSi   © 2002 - 2020 IDSi International, Inc. All rights reserved   Version: 5.3

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**

https://tierii.test.dnrec.delaware.gov/Billing/ListConsolidatedInvoiceStatement.aspx

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

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	WBDciuser1	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*…

https://tierii.test.dnrec.delaware.gov/Billing/ConsolidatedInvoicesummary.aspx?t2nq=WQeTbZ5bYMsGwPv1Hh3EyI5xsL3hdasdOB30jhyLgSU=

Online TIER II MANAGER™   Online TIER II MANAGER™ -...

Convert   Select

Home | Facilities | My Account | Billing | Resources

Log Out

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 | 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				
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

Developed By IDSi   © 2002 - 2020 IDSi International, Inc. All rights reserved   Version: 5.3

… 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*).

https://tierii.dnrec.delaware.gov/Billing/ConsolidatedInvoicesummary.aspx?t2nq=IoND71Gof13/WoD6ymR/dDu7Wr88kJoShoCJ7XOptas=

Search...

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

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: 12/18/2020, 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.

Warning

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/							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

…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.

Invoice.pdf - Adobe Acrobat Reader DC

File　Edit　View　Sign　Window　Help

Home　Tools　Invoice.pdf　Invoice.pdf

1 / 1　100%

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC

REPORTING YEAR 2018 TIER II COMBINED INVOICE
Submit Payment Online by logging into your Online TIER II MANAGER account and going to the Billing menu.

Account Username: WBDciuser1

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...

... 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…

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

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

… click **Continue**.

https://www.velocitypayment.com/vrelay/verify.do?application_id=136&message_version=2.2&remittance_id=12606

Search…

DE Chemical Inventory- Cho... ✕ | Mail - Davis, William B. (DNREC)... | Takeaways and Predictions fro...

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

Online TIER II MANAGER™
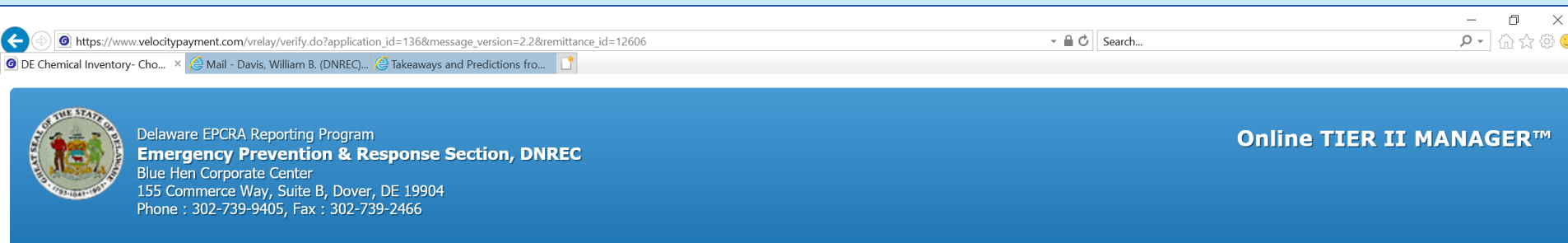
Select Payment Method

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…

Enter Payment Information

This is the important check information

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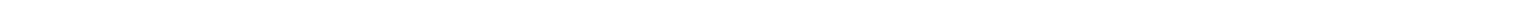
☑ By clicking on the provided checkbox, I authorize DNREC to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to DNREC within an appropriate time frame to allow DNREC to act on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

[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**.

You will have a chance to confirm payment information…

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

Convert ▾ Select

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

Check Number   Routing Number   Account Number

Please verify the following information:
Payment Information:
Amount: $232.10

Account Information:
Company Name: DNREC Example
Routing Transit Number: *****2707
Account Number: **34
Employer Identification Number (EIN):   N/A
Type of Account: Corporate Checking
Address Line 1:   155 Commerce Way
Country: United States
City: DOVER
State: Delaware
ZIP Code: 19904

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 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

… if correct, click **Confirm.**

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

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

After returning to the **List Combined Invoices screen**…

… note that the Payment Status column reads "**Paid**", which is due by March 1st.

… any *revisions* after March 1st 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:** DNERC rejects the *Submitted* Report, and a *Revision Report* is required to submit by the user. An email will be generated when that occurs.

You will be taken to the **Start a New Report** screen…
Choose a Report Type and **Chose a Report Class**…

…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 31st 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

Online TIER II MANAGER™ Tier II Reporting Year : 2016
Welcome First Name, Company Name Last Login: 12/08/2017, 01:53 PM
Log Out

| Home | Facilities | My Account |

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)** ⟵ **302**
   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)** ⟵ **311**
   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**]

Developed By *IDSi*

© 2002 - 2017 IDSi International, Inc. All rights reserved

Version: 5.2

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)

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

Step 2: Contact   Edit

Regulatory Point of Contact

Name	Bill Davis	Company Name	DNREC EPCRA
Title	EPCRA Coordinator	Street	155 Commerce Way, Suite B
Email	william.bdavis@state.de.us	City	Dover
Phone	302-739-9414	State	DE
24 Hr Phone	302-739-9414	Zip	19904-
Mobile/Pager			

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

Caution

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 1st, while **ARP** annual reports are due May 1st 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**

- **Bill Davis - Engineer
william.bdavis@delaware.gov**

- **Anuj Kumar, PhD – Program Manager
Anuj.Kumar@delaware.gov**

Thank You

EPCRA Reporting Program
State of Delaware
Department of Natural Resources and Environmental Control (DNREC)
Waste & Hazardous Substances Division