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**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**

**January 1, 2024**

## **CONTENTS**

### **Reporting Requirements**

Part 1: Overview of EPCRA .....	Page 3
Part 2: (Section 312) Annual Hazardous Chemical Inventory (Tier II) .....	Page 4
Part 3: (Section 311) Initial & Periodic Chemical Inventory Updates .....	Page 7
Part 4: (Section 302) EHS Emergency Planning Notifications .....	Page 8
Part 5: Additional Resources.....	Page 8

### **Using the TIER II MANAGER™ Online System**

Part 6: Important Changes and Updates Beginning January 2022.....	Page 9
Part 7: TIER II MANAGER™ User Registration, and Login .....	Page 11
Part 8: Submitting a Tier II Report (Section 312) .....	Page 21
Part 9: Submitting a Periodic Chemical Inventory Update (Section 311) .....	Page 47
Part 10: Submitting an EHS Emergency Planning Notification (Section 302) .....	Page 53

## **CONTACT INFORMATION**

**Important Notice:** All correspondence must be directed to the address below.

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

Phone (302) 739-9405

Fax (302) 739-2466

E-mail:

Bill Davis (EPCRA)

Nicholas Butler (EPCRA)

[William.BDavis@delaware.gov](mailto:William.BDavis@delaware.gov)

[nicholas.butler@delaware.gov](mailto:nicholas.butler@delaware.gov)

## **PART 1: OVERVIEW OF EPCRA**

### **BACKGROUND**

In 1986, the Federal Superfund Amendments and Reauthorization Act (SARA) was passed. Title III of SARA was a freestanding statute titled "The Emergency Planning and Community Right-To-Know Act" (EPCRA). In 1991, the State of Delaware Emergency Planning and Community Right-To-Know Act (EPCRA) was established. This Act formalized the hazardous chemical inventory reporting program in the State of Delaware and established reporting fees. Because Delaware's hazardous chemical inventory reporting requirements are more comprehensive than the federal requirements, state specific reporting forms were developed. By following these directions and submitting the proper information, you will be complying with **both** the federal EPCRA and the State of Delaware Hazardous Chemical Inventory reporting requirements.

### **PURPOSE**

The collection of this information serves several major purposes. Local Emergency Planning Committees (LEPCs) use the information to develop emergency response plans for their districts. Fire departments can use the information for pre-planning, and the information can be accessed for use during emergency responses. Hazardous chemical inventory information collected under EPCRA is also made publicly available to foster cooperative efforts between citizens, government, and industry to prepare for emergencies and manage chemical risks.

The reporting fees are mandated for use in supporting activities of the Local Emergency Planning Committees (LEPCs) and in gathering the data in a usable format to support emergency personnel in planning for and responding to emergencies at or near your facility. The funds may also be used for certain related activities, such as the maintenance of portable decontamination trailers in each county.

### **PROVISIONS OF THE LAW**

The federal EPCRA law established a network for planning. It required each State to establish a State Emergency Response Commission (SERC), which then established emergency planning districts and appointed Local Emergency Planning Committees (LEPCs) for each. The LEPCs then develop and maintain local emergency plans, and promote public involvement in managing chemical risks in the community.

The law also established a series of reporting requirements for businesses, to support emergency planning and response activities. The reporting requirements are typically referred to by their Sections within the law:

Covered in these instructions:

- Section 302 – Emergency Planning Notification - Facilities with an EHS above TPQ must notify their LEPC and the EPCRA Reporting Program within 60 days of the EHS first exceeding the threshold level on site.
- Section 311 – Initial and Periodic Inventory Updates (MSDS list) - Facilities submit a periodically updated list of reportable chemical(s) & associated physical and health hazards to the EPCRA Reporting Program.
- Section 312 – Annual Hazardous Chemical Inventory (Tier II) Reporting - Facilities with hazardous chemicals above reporting threshold must report the name of the chemical, its hazards, approximate volume and location, staff contacts and plot plan by March 1<sup>st</sup> of each year for the previous calendar year.

Not covered in these instructions:

- Section 304 – Emergency Release Notification - Requires immediate notification for release of a listed chemical above the established Reportable Quantity, and submission of follow-up report.
- Section 313 – Toxic Release Inventory Reporting - Requires larger manufacturing facilities to report annually on releases to environment and waste management activities for certain listed toxic chemicals manufactured, processed, or otherwise used above threshold levels.

Comprehensive information on these provisions can be found at our [Reporting Requirements webpage](#).

## **PART 2: (SECTION 312) ANNUAL HAZARDOUS CHEMICAL INVENTORY**

### **(TIER II) REPORTING**

#### **REQUIREMENT**

A **facility** with a **hazardous chemical** above reporting **threshold** must report the name of the chemical, its hazards, approximate volume and location, as well as staff contacts and a plot plan by March 1<sup>st</sup> of each year during the previous calendar year. Facilities must also submit fees based upon the number of substances reported (only governmental and non-profit facilities are fee-exempted).

As explained further in the document, the terms *facility* and *hazardous chemical* are defined by statute, while Delaware's thresholds are well below the Federal equivalent. Hazards are defined by the OSHA Hazard Communication Standard. Plot plan and fee requirements are detailed in this document. All reporting and fee payments are done online through [the TIER II Manager system](#).

#### **COVERED FACILITIES**

The owner or operator of a facility may be covered under this program if, under the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard or the Delaware Hazardous Chemical Information Act, the owner or operator is required to prepare or have available Safety Data Sheets (SDSs) for hazardous chemicals or extremely hazardous substances present at the facility. The term "**facility**" means all buildings, equipment, structures, and other stationary items that are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person (or by any person which controls, is controlled by, or under common control with, such person). "Facility" shall include manmade structures as well as all natural structures in which chemicals are purposefully placed or removed through human means such that it functions as a containment structure for human use. For reporting to be required, the chemicals must also be present above specific threshold quantities.

#### **COVERED CHEMICALS, THRESHOLD AMOUNTS and DUE DATE**

By **March 1** each year, the owner or operator of a facility must report hazardous chemicals and extremely hazardous substances present at the facility at any one time **during the previous calendar year** in amounts that equal or exceed the following thresholds. **IMPORTANT: State of Delaware thresholds are lower than Federal/EPA.**

**HAZARDOUS CHEMICALS** - For chemicals identified as hazardous chemicals, the threshold quantity is 55 gallons or 500 pounds, whichever is lower. **There is no specific list of these chemicals.** "Hazardous chemical" means *any* chemical that is considered a physical or health hazard under OSHA's Hazard Communication Standard (Title 29 of the Code of Federal Regulations (CFR), Section 1910.1200(c)).

**EXTREMELY HAZARDOUS SUBSTANCES** - For chemicals identified as extremely hazardous substances (EHSs), the threshold quantity is 55 gallons, 500 pounds, or the Threshold Planning Quantity (TPQ), whichever is lower. EHSs and their TPQs are formally listed under federal regulations in 40 CFR Part 355. The list of EHSs can be accessed through this [website](#) and through links within the Tier II Manager™ system for registered users. If you have questions about the list, please contact the EPCRA Reporting Program. Because EHSs are extremely important to planning, the amount of an EHS at a facility (both the pure EHS and the EHS in mixtures) must be aggregated for purposes of threshold determination.

**SUBSTANCES USED SOLELY FOR BUILDING HEATING PURPOSES** - Although classifiable as hazardous chemicals, substances used solely for the purpose of heating buildings at the site, such as fuel oil or propane, are subject to a 10,000 pound threshold. However, heating substances at a facility which are not used for building heating at the site are treated as hazardous chemicals subject to the 55 gallons/500 pound threshold.



### **311/312 EXEMPTIONS**

The owner or operator of a facility must report each hazardous chemical or extremely hazardous substance present at the facility above the threshold quantities and for which a Safety Data Sheet (**SDS**) is required. However, both OSHA and EPA regulations provide for some exemptions. OSHA regulations provide for the following exemptions (as stated in 29 CFR Section 1910.1200):

- (i) Any hazardous waste as such term is defined by the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6901 et seq.), when subject to regulations issued under that Act by the Environmental Protection Agency;
- (ii) Any Hazardous substance as such term is defined by the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) (42 U.S.C. 9601 et seq.) when the hazardous substance is the focus of remedial or removal action being conducted under CERCLA in accordance with Environmental Protection Agency regulations;
- (iii) Tobacco or tobacco products;
- (iv) Wood or wood products, including lumber which will not be processed, where the chemical manufacturer or importer can establish that the only hazard they pose to employees is the potential for flammability or combustibility (wood or wood products which have been treated with a hazardous chemical covered by this standard, and wood which may be subsequently sawed or cut, generating dust, are not exempted);
- (v) "Articles" ["Article" means a manufactured item other than a fluid or particle: (i) which is formed to a specific shape or design during manufacture; (ii) which has end use function(s) dependent in whole or in part upon its shape or design during end use; and (iii) which under normal conditions of use does not release more than very small quantities, e.g. minute or trace amounts of a hazardous chemical, and does not pose a physical hazard or health risk to employees];
- (vi) Food or alcoholic beverages which are sold, used or prepared in a retail establishment (such as a grocery store, restaurant, or drinking place), and foods intended for personal consumption by employees while in the workplace;
- (vii) Any drug, as that term is defined in the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 301 et seq.), when it is in solid, final form for direct administration to the patient (e.g. tablets or pills); drugs which are packaged by the chemical manufacturer for sale to consumers in a retail establishment (e.g., over-the-counter drugs); and drugs intended for personal consumption by employees while in the workplace (e.g. first aid supplies);
- (viii) Cosmetics which are packaged for sale to consumers in a retail establishment, and cosmetics intended for personal consumption by employees while in the workplace;
- (ix) Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 2051 et seq.) and Federal Hazardous Substances Act (15 U.S.C. 1261 et seq.) respectively, where the employer can show that it is used in the workplace for the purpose intended by the chemical manufacturer or importer of the product, and the use results in a duration and frequency of exposure which is not greater than the range of exposures that could reasonably be experienced by consumers when used for the purpose intended;
- (x) Nuisance particulates where the chemical manufacturer or importer can establish that they do not pose any physical or health hazard covered under this section;
- (xi) Ionizing and nonionizing radiation; and,
- (xii) Biological hazards

Federal and State EPCRA reporting regulations provide exemptions for the following substances:

- (a) Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration.
- (b) Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use.
- (c) Any substance to the extent it is used:
  - (1) For personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public. Present in the same form and concentration as a product packaged for distribution and use by the general public means a substance packaged in a similar manner and present in the same concentration as the substance when packaged for use by the general public, whether or not it is intended for distribution to the general public or used for the same purpose as when it is packaged for use by the general public;
  - (2) In a research laboratory or hospital or other medical facility under the direct supervision of a technically qualified individual; or
  - (3) In routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

Additionally, chemicals or substances in transportation or being stored incident to such transportation, including the transportation and distribution of natural gas, are not subject to the inventory reporting requirements.

**Since many of these exemptions can be easily misinterpreted, please call the Delaware EPCRA Reporting Program at (302) 739-9405 if you have any questions concerning applicability of these exemptions to chemicals at your facility.**

## **ANNUAL REPORTING FEES**

- Reporting fees are based on the number and types of chemicals reported. Fees for 2022 are as follows:
  - \$60 per hazardous chemical
  - \$100 per extremely hazardous substance
  - Fees for mixtures depend on concentration of EHSs:
    - Less than 10% by weight EHS = \$60
    - Equal to or greater than 10% EHS = \$100
  - Motor Vehicle Fuels are exempt when offered for retail sale at the facility (Ex. Gasoline & Diesel)
- There is a cap of \$5000 per year per facility.
- As authorized under Delaware statute, there is a 1.5% per chemical per month **Late Fee** for payments made after the deadline. Late charges will also apply to revisions submitted resulting in additional fees that were due, as well as payments with delinquent/back reports.
- Federal, state, county, and local government facilities, as well as non-profit organizations, are exempt from the reporting fees.

**\*IMPORTANT NOTES FOR FEE PAYMENTS\*** - see pages 9 & 10

### **PART 3: (SECTION 311) INITIAL & PERIODIC CHEMICAL INVENTORY UPDATES (SDS LIST)**

**COVERED FACILITIES** – Identical to Tier II Requirements under Section 312 (see Part 2).

**COVERED CHEMICALS** – Identical to Tier II Requirements under Section 312 (see Part 2).

**THRESHOLD AMOUNTS** – Identical to Tier II Requirements under Section 312 (see Part 2).

**EXEMPTIONS** – Identical to Tier II Requirements under Section 312 (see Part 2).

#### **REQUIREMENTS**

- Facilities must submit a list of the reportable chemical(s), with the physical and health hazards for each, to the Delaware EPCRA Reporting Program.
- Initial list - An initial submission was required when the law was established. After that, any new facility must submit an initial list within 3 months of chemicals first exceeding the threshold on site.
- Periodic updates - All facilities must provide updates within 3 months of a non-reported substance first exceeding the thresholds on site (whether it is either a new substance first brought on site above the thresholds, or a previous chemical on site for which the quantity has increased to the point where a threshold has been exceeded).
- EPA has provided guidance that an annual Tier II report can serve as an initial list for any facility that failed to submit an initial list. The real substance of the Section 311 requirement is that it provides for updates to the chemical inventory data for a facility in between the annual Section 312 reports.
- Section 311 updates can be submitted online through the [TIER II MANAGER system](#).
- There are no fees associated with Section 311 reporting.

## **PART 4: (SECTION 302) EHS EMERGENCY PLANNING NOTIFICATIONS**

### **COVERED FACILITIES, COVERED CHEMICALS, and THRESHOLD AMOUNTS**

The U.S. EPA has prepared a list of over 360 Extremely Hazardous Substances (EHSs). Any facility having one or more of these substances in a specified minimum quantity, referred to as the Threshold Planning Quantity (TPQ), is subject to this requirement. The list of EHSs and their individual threshold amounts can be accessed through [this website](#).

**EXEMPTIONS** – There are no exemptions. The exemptions which apply under the Section 312 (Tier II) and Section 311 requirements do not apply to Section 302 notifications.

### **REQUIREMENTS**

- Facilities with an Extremely Hazardous Substances (EHS) on site above the Threshold Planning Quantity (TPQ) must notify their LEPC and the Delaware EPCRA Reporting Program within 60 days of the EHS first exceeding the threshold level on site.
- Notification must include identification of a Facility Emergency Coordinator, who will participate with the LEPC on emergency planning.
- A facility covered under this requirement is responsible for informing the LEPC of any changes occurring at the facility which may be relevant to emergency planning. Upon request of the LEPC, facilities must also provide the committee any information necessary for development or implementation of the local emergency plan.
- Section 302 notifications can be submitted online through the [TIER II MANAGER system](#)
- There are no fees associated with Section 302 reporting.

## **PART 5: ADDITIONAL RESOURCES**

[Delaware SERC Homepage](#)

[Delaware LEPC Committees \(contains contact info for each of Delaware's 4 LEPCs\)](#)

[Delaware EPCRA compliance assistance page covering each section of EPCRA](#)

[Delaware TIER II MANAGER™ Online Reporting Overview](#)

[U.S. EPA EPCRA requirements Frequently Asked Questions](#) (We abide by EPA interpretations except in cases where Delaware requirements may be more stringent, such as lower thresholds or issues involving fees.)

**Important Reminder:** due to the differences between Federal and State requirements, and that EPA's website presents only the Federal version, it is highly recommended that facilities contact the State of Delaware EPCRA Reporting Program for questions or interpretations.

# Delaware TIER II MANAGER™ Online Reporting System

## PART 6: IMPORTANT CHANGES AND UPDATES BEGINNING JANUARY 2024

### Regulatory Changes From RY2023

None

### RECENT BILLING CHANGES FROM RY2023

The software has been enhanced to automate billing processes and apply late fees if applicable. The software features are summarized below:

1. Require all payments to be made online. Those facilities which have previously paid by mailing a hardcopy check will enter the check/account number information online.
2. Automatically bill for revised reports if chemicals are added through the revision, and thus the associated fee already paid should have been higher.
3. Allow companies reporting and paying for multiple sites to pay one automatically calculated combined invoice, covering all the sites. These changes will automate this process, making it easier for the reporting facilities, and the EPCRA Reporting Program.
4. Automatically add a late fee charge of 1.5% per month, as authorized under Delaware statute, for payments made after the deadline. Late charges will also apply to revisions submitted resulting in additional fees that were due, as well as payments with delinquent/back reports.

### COMBINED INVOICES

Of significant interest to **users who report multiple facilities** is the ability to pay fees using one combined invoice (see #3 above). That is, the payment step for the reports can be done once for all facilities assigned to your username. ***In order to use this combined-invoice feature*** (if you haven't already), ***you will need to notify us before starting your reports.*** ***If you want the Combined Invoice feature***, you must notify Bill Davis ([william.bdavis@delaware.gov](mailto:william.bdavis@delaware.gov)) so that we can turn it on for you; we'll need your username(s). You'll know the feature is enabled when you see the "Billing" tab at the top of the TierIIManager™ screen (single users do not have a Billing tab).

Also, if you have previously used the Combined Invoice feature and the list of facilities assigned to your username has changed, contact DNREC to have those facilities transferred to your account before a report is initiated.

### ARP Integration Notice

The Delaware TIER II Manager™ platform has introduced the ability to process reports for the Accidental Release Prevention program (ARP for short). This change is reflected in subsequent screenshots in this document in new title of the platform. Operationally, this change is only relevant to EPCRA facilities that are also ARP compliant, where RMP's (Risk Management Plans) are submitted. Authorized ARP users have designated access to submit ARP reports. If your facility is ARP compliant, contact the reporting program for further details.

## **2023 Reporting Year (Annual reports due by March 1, 2024)**

Tier II Manager™ can be accessed at : <https://tierii.dnrec.delaware.gov/Account/Login.aspx>

- **TIER II MANAGER™ Software Updates**

TIER II MANAGER™ issues that have been previously identified have been addressed in on-going software updates. Comments and suggestions about the reporting software are always welcomed. Please forward any comments or issues to the DNREC EPCRA Reporting Program (contact information on Page 2).

- **Submitting Fee Payments** (also see “Reporting Fees” on page 6)

Covered facilities must calculate and submit the fees associated with the Tier II report to DNREC ***on or before the March 1st deadline.***


Reporting fees are paid on-line using a credit card or Automated Clearing House (ACH) transfer. -

**If reporting for multiple facilities,** there is an option to use one combined invoice per user account. To use this option, you must contact DNREC’s ECPRA Reporting Program before initiating a report so that this feature may be enabled for your account. Instructions for using the ***Combined Invoice*** feature are in Part 8 (page 40) of these instructions.

- **Electronic Reporting Assistance**

If electronic reporting is a hardship, call the EPCRA Reporting Program at (302) 739-9405 and we can assist in identifying a computer available for you at a convenient location.

### **IMPORTANT NOTES ABOUT USING THE ONLINE SYSTEM**

- Whenever entering data on any page into Tier II Manager, all fields with a **red asterisk ( \* )** are required.
- **Always “Log Out”** when exiting Tier II Manager instead of the exit button  in the upper corner of Windows. Not using the **“Log Out”** button upon exiting Tier II Manager may **lock you out of the system** for 1 hour.
- 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. Any data entered and not saved will be lost if you do not proceed with adding data.
- TIER II MANAGER™ is a “live” system. Changes to annual chemical inventories can be made at any time throughout the year. The system accepts 302, 311, and 312 reports. If you have any questions throughout the year, EPCRA staff are available to answer your questions at (302) 739-9405.
- Reporting through this on-line system satisfies the requirement to submit reports to the SERC, LEPC, and local Fire Department.

## **PART 7: TIER II MANAGER™ USER REGISTRATION, AND LOGIN**

Tier II Manager™ can be accessed at: <https://tierii.dnrec.delaware.gov/TierII>

### **LOG IN PAGE**

*\*Our contact information is in the banner. Please contact us if you have any questions. \**

The screenshot shows the login page of the Delaware ARP/Tier II Reporting System. The browser address bar shows the URL: [tierii.test.dnrec.delaware.gov/Account/Login.aspx](https://tierii.test.dnrec.delaware.gov/Account/Login.aspx). The page header includes the Delaware state seal and the text: "ARP/EPCRA Reporting Program, Prevention & Preparedness Branch, Emergency Response & Strategic Services Section, Div. Waste & Hazardous Substances, DNREC". The main content area has a blue banner with the text "Delaware ARP/Tier II Reporting System". Below the banner, there is a registration prompt: "You must register before using this Online Reporting System." with a "REGISTER" button. Below this, there is a "Log In" section with fields for "Username" and "Password", and a "Log In" button. Below the "Log In" button are links for "Forgot Username?", "Forgot Password?", and "Reset Password?". A "SYSTEM REQUIREMENTS" section lists several requirements: using Chrome 62 or higher, Edge 90 or higher, or Firefox 59 or higher; downloading Adobe Reader; enabling JavaScript; and enabling cookies. The footer includes the text "Developed By IDSi", "© 2002 - 2022 IDSi International, Inc. All rights reserved", and "Version: 5.3".

From this screen, you can either **REGISTER** as a new user, or **Log In** as an existing user.

Click **REGISTER** to begin the registration process, or enter your **Username** and **Password** and click **Log In** to be taken to the **HOME PAGE**.

Passwords will have to be reset at the beginning of the reporting year. If you have previously registered but have difficulty with your username or password, try the "**Forgot Username?**" or "**Forgot Password?**" or "**Reset Password?**" links below the **Log In** button. If log in issues cannot be resolved using any of these links, please contact the EPCRA Reporting Program at (302)739-9405 for assistance.

If you are taking over as the reporting contact for someone who is no longer at your company, please register as a new user. After registering, call the EPCRA Program to discuss the facilities you will be responsible for within the system. Do not use the previous user's Username. Create a new user name and provide your registration information.

## NEW USER REGISTRATION

The first time the system is accessed, click the **REGISTER** button. This will prompt you to select your role. as either a “**Reporting Facility / Business User**” or “**First Responder, Planner, or Admin**”. Select your designated role then click **Next** to input your User Account Details.

All fields with a red asterisk ( \* ) are required before submitting.

Once the registration form is completed, click **Submit**.

The screenshot shows a web browser window with the URL [tierii.test.dnrec.delaware.gov/User/RegisterUser.aspx](http://tierii.test.dnrec.delaware.gov/User/RegisterUser.aspx). The page title is "Delaware ARP/Tier II Reporting System". The form is titled "New User Registration" and includes the following sections:

- User Account Details:** Fields for Username\* (NEBBusinesst), Password\* (masked), Retype Password\* (masked), Hint Question\* (What is your favorite sports t...), and Hint Answer\* (Orioles).
- User Contact:** Fields for First Name\* (Nicholas), Last Name\* (Butler), Role\* (Other), Company Name\* (Test Corp), Street 1\* (555 Test Drive), Street 2, City\* (Dover), State\* (Delaware), Zip Code\* (19904), Country\* (United States), Email\* (nicholas.butler@delaware.gov), Retype Email\* (nicholas.butler@delaware.gov), and Phone\* (555-555-5555 x).
- Access to Programs:** A list of programs with "Add" and "Remove" buttons. The selected programs are "Accidental Release Prevention (ARP)" and "EPCRA (Tier II, 302, 311)".
- Security:** A CAPTCHA challenge with the text "Please enter the characters as shown" and the characters "P 8 4 G J".
- Buttons:** "Cancel", "Back", and "Submit" buttons at the bottom right.

The Tier II Manager™ Administrator will approve each user and assign facilities associated with the Username. The system will generate an email from the Administrator indicating that you are approved to access the system.

Registration is a one-time process. Once registered, enter your **Username** and **Password** and click **Log In** to access the system at any time.



## Reset Password

At the beginning of a new reporting year the Tier II Manager™ may require existing users to reset their password. At this time update your account information, such as email address and phone number, by clicking on the **My Account** tab.

The screenshot shows a web browser window with multiple tabs open. The active tab is 'Delaware ARP/Tier II Reporting System'. The address bar shows the URL 'tierii.test.dnrec.delaware.gov/User/ChangePassword.aspx'. The page header includes the Delaware Department of Natural Resources and Environmental Control (DNREC) logo and text: 'ARP/EPCRA Reporting Program', 'Prevention & Preparedness Branch', 'Emergency Response & Strategic Services Section', 'Div. Waste & Hazardous Substances', and 'DNREC'. The right side of the header displays 'Delaware ARP/Tier II Reporting System', 'Tier II Reporting Year : 2021', and a welcome message for 'Nicholas, Test Corp' with a last login time of '10/13/2022, 11:14 AM'. Below the header is a navigation bar with tabs: 'Home', 'Facilities', 'My Account', and 'Resources'. The main content area is titled 'Reset Password' and contains four input fields: 'Username\*' (with the value 'NEBbusinessst'), 'Old Password\*', 'New Password\*', and 'Retype New Password\*'. At the bottom of the form are 'Cancel' and 'Save' buttons.

Community Right-to-Know - DNR | Reporting Requirements - DNREC | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting System

tierii.test.dnrec.delaware.gov/User/ChangePassword.aspx

**Delaware ARP/Tier II Reporting System** Tier II Reporting Year : 2021  
Welcome Nicholas, Test Corp Last Login: 10/13/2022, 11:14 AM  
Submit User Log Out

Home Facilities My Account Resources

### Reset Password

Username\* Old Password\*

NEBbusinessst

New Password\* Retype New Password\*

Cancel Save

## INTRODUCTION AND GUIDANCE PAGE

On the **LOG IN PAGE** enter your **Username** and **Password** and click **Log In** to be taken to the **INTRODUCTION AND GUIDANCE PAGE**.

*Note: a previous year's screen is shown below, a **2022 Update** is not a **2021 Annual Report**; you must submit a **2021 Annual Report**.*

The screenshot shows the Delaware ARP/Tier II Reporting System interface. The header includes the DNREC logo and navigation tabs: Home, Facilities, My Account, and Resources. The main content area is titled "Introduction and Guidance" and contains several sections of text and links. On the right side, there is a "Facility Status Summary" widget showing a table with "Active" and "Inactive" facility counts.

**Delaware ARP/Tier II Reporting System** Tier II Reporting Year : 2021  
Welcome Nicholas, Test Corp Last Login: 10/10/2022, 01:21 PM  
Submit User Log Out

**Home Facilities My Account Resources**

**Introduction and Guidance**

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.

**EPCRA Program**

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 2021 ANNUAL to complete your submission for this year!** (Submitting a 2022 UPDATE does not meet the requirement).

**Accidental Release Prevention (ARP) Program**

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 facility and owner/operator contacts, including their work phone and 24-hour phone numbers.
2. Owner/Operator address and phone number.
3. RMP Implementor and Emergency Contact phone number and e-mail addresses.
4. All chemical information for the facility, including: CAS number; chemical name, and maximum daily amounts (lbs).
5. A copy of the facility Risk Management Plan

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

**Facility Status Summary**

	Active	Inactive
Facility	1	0

This page gives you several options to click on: **TABS**, **BUTTONS** or **Log Out**

### TABS:

1. **Home** – Always takes you to the INTRODUCTION and GUIDANCE (Home) Page (in this case it will simply reload this page).
2. **Facility** – "List Facility" will take you to the **Active Facilities** page listing facilities registered under this username.
3. **My Account** – Allows for quick access to update information for the current User.
4. **Resources** – Provides helpful references and aids.
5. **Billing** – for users who have the Combined Invoice feature enabled.

### BUTTONS:

1. **TIER II MANAGER Reporting Instructions**
2. **Continue** – will take you to the **Active Facilities** page registered under this username.

There is a "Widget" at the right of the screen (may show on bottom depending on browser configuration) that shows the numbers of both active and inactive facilities assigned to your username.

## LIST OF ACTIVE FACILITIES PAGE

**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](#) [Add New Facility](#)

Facility ID	Company Name	Facility/Site Name	Facility Address	County	Facility Status	City	LEPC	Fire Department	ARP Status	312 Status	302 Status	Latest Tier II Report	Active Username
3620	Test Corp.	NEB Test Facility 1 (ID: 3620)	155 Commerce Way, Suite B, Dover, DE 19904	Kent	Active	Dover	Kent County	Doves, Robbing-Hose	Inactive	Active	Active	2021 Tier II Report Annual (Revision) (08/29/2022 -Submitted)	

Total Results: 1 Rows per page: 10

On this page, you can add a new facility, or select an existing facility to complete reports for that site.

### ADD NEW FACILITY

On the **LOG IN PAGE** enter your **Username** and **Password** and click **Log In** to be taken to the **HOME PAGE**.

On the **HOME PAGE** click **Continue** to be taken to the **Active Facilities** page.

To add a new facility, click on the **Add New Facility** button. This will take you to the **Facility Identification** page.

**Note** - If you have previously reported for a facility, or multiple facilities, they will already be listed on the **Active Facilities** screen. To access a facility, simply click on the Facility/Site Name in the table, which is an active link to the facilities report information. Contact the Delaware EPCRA Reporting Program if you cannot find a facility that has reported previously.

**Important Note:** Before adding a new facility, please be sure the site does not already exist in the system. If you have any doubts, please contact the EPCRA Reporting Program before adding the site.

When adding a new facility, the first screen you will see is

## Facility Identification – Location and Nature of Business

Community Right-to-Know - DNRE | Reporting Requirements - DNRE | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting

tierii.test.dnrec.delaware.gov/Facility/CreateFacility.aspx?t2nq=iHRrPjwQhV MKZGWpGfR/CKjwGioKkaudSpkrUeM6xtZ91eH3CNCKTXS/b2Ve3hDGGt...

### Facility Identification

Example Site (Facility ID: 3621)  
155 Commerce Way, Suite B, Dover, DE 19904, United States  
Type: Facility

Location & Nature of Business | Owner/Operator

Facility/Site Name \* Example Site  
Company Name \* DNREC  
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

NAICS \* 921190  
Nature of Business \* DNREC EPCRA Reporting Program  
Manned/Unmanned \* ☒ Manned ☐ Unmanned  
Maximum Number of Occupants at one time \* 10  
Dun & Brad No \* N/A  
SIC Code \*  
ARP ID \*

Get Coordinates in Decimal Degrees  
Click on this tool to get your lat/longs for the fields below.  
Latitude (in decimal degrees) \* 39.1543  
Longitude (in decimal degrees) \* -75.5481  
LEPC \* Kent County  
Fire Department \* Dover, Robbins-Hose

Search NAICS  
Search SIC  
Cancel Save

All fields with a red asterisk ( \* ) are required. After completing this form, click **Save**. Note the “**Get Coordinates**” feature below:

Google GeoCoder - Google Chrome

tierii.test.dnrec.delaware.gov/Common/GeoCode/PickLocation.aspx?t2nq=iO7XeDL3uhV/5n+uDojA...

### Locate Your Address

Address/Lat-Long Value  
155 Commerce Way Suite B Dover Delaware  
Find on Map

Lat 39.1543 Long -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

Keyboard shortcuts | Map Data | Terms of Use | Report a map error

Once you click on “**Pick this location**”, you will be taken to **Facility Identification – Owner/Operator** page (actually, the second “Tab” on this screen).

## Facility Identification – Owner/Operator page.

Example Site (Facility ID: 3621)  
155 Commerce Way, Suite B, Dover, DE 19904, 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 Guard house) or if unmanned, next best contact.

Site Phone \* 24 Hr phone  
302-739-9405 x 302-739-9405 x

Site Fax Number Website (ex. http://www.yourcompany.com)

### Parent Company

If you enter an address outside of the US or Canada, enter the state/province name in the State field.  
[Pick Parent Company Contact](#)

Parent Company Name Dun & Brad Number

Street Address Country  
 United States

City State  
 Delaware

Zip Code Phone Number

Email

### 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 Contact](#) [Copy Facility Address](#)

Owner/Operator Name \*  
DNREC EPCRA

Street 1 \* Street 2  
155 Commerce Way Suite B

Country \* City \*  
United States Dover

State \* Zip Code \*  
Delaware 19904-

Owner/Operator Phone \* 24 Hour Phone  
302-739-9405 x

Owner/Operator Email \*  
nicholas.butler@delaware.gov

Cancel Save

All fields with a red asterisk ( \* ) are required. After completing this form, click **ave**



## **BEGIN A SUBMISSION**

On the **LOG IN PAGE** enter your **Username** and **Password** and click **Log In** to be taken to the **HOME PAGE**.

On the **HOME PAGE** click **Continue** to be taken to the list of **Active Facilities** page.

Community Right-to-Know - DNREC | Reporting Requirements - DNREC | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting System

tierii.test.dnrec.delaware.gov/Facility/ListFacility.aspx

**Delaware ARP/Tier II Reporting System** Tier II Reporting Year : 2021  
Welcome Nicholas, Test Corp Last Login: 10/13/2022, 11:14 AM  
Submit User 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	ARP Status	312 Status	302 Status	Latest Tier II Report	Active Username
Facility ID	Company Name	Facility/Site Name	Facility Address	All		City	LEPC	Fire Department	All	All	All		
3621	DNREC	Example Site (ID: 3621)	155 Commerce Way, Suite B, Dover, DE 19904	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Inactive	Unknown	Unknown		NEBbusinesst
3620	Test Corp.	NEB Test Facility 1 (ID: 3620)	155 Commerce Way, Suite B, Dover, DE 19904	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Inactive	Active	Active	2021 Tier II Report Annual (Revision) (08/29/2022 - Submitted)	NEBbusinesst

Total Results: 2 Rows per page 10

Click on the Facility Name (In this example it is **Example Facility (Facility ID: 3621)**) under the Facility/Site Name column to be taken to the **List Submissions** page.

## List Submissions Page

The screenshot shows a web browser window with multiple tabs open. The active tab is 'Delaware ARP/Tier II Reporting'. The URL bar shows a long alphanumeric string. The page has a blue header with navigation links: Home, Facilities, My Account, and Resources. Below the header, there is a 'Back' button and the title 'List Submissions'. A paragraph of instructions explains how to create a new report or view a previously reviewed report. The main content area displays information for an 'Example Site (Facility ID: 3621)' with address '155 Commerce Way, Suite B, Dover, DE 19904, United States' and status 'Active'. Below this, there is a 'Reports' section with an 'Add a New Submission' button. Three report sections are listed: 'Tier II Report (312 Annual Report)', '302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)', and '311 Report (within 3 months of the chemical first being on site above the threshold amount)'. Each report section has a table with columns: Report ID, Report, Status, Signed By, Signed Date, Submission Type, Is Revision Required, Revision Required Reasons, and View. All three tables show 'No items to be listed'.

Community Right-to-Know - DNRE | Reporting Requirements - DNRE | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting

tierii.test.dnrec.delaware.gov/Facility/Facility.aspx?t2nq=UspxlFkR50WENJQj5s4OdOowE0h36AMCuaHIEc21Fs4Ouf9NYbXGGS4zA9SsrSpx

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 Site (Facility ID: 3621)  
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	Is Revision Required	Revision Required Reasons	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	Is Revision Required	Revision Required Reasons	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	Is Revision Required	Revision Required Reasons	View
No items to be listed								

\*\*\*\*The above screen shows the **List Submissions** page for a new facility, with no prior reports showing. If you are accessing a facility that has previously submitted reports, they will be shown in the table. To access a previously submitted report, you can click on the icon under the "View" column. If a report name under the "Report" column shows up in blue text as a link, and the status is listed as "initiated", that means that you have previously started the report, but did not finish the report submission process entirely. In this situation, you can click on the report name in the table, and it will take you to that report home page, where you can complete and submit the report.

If you are starting a new report, Click on **Add a New Submission** and it will take you to the **Start a New Report** page. New Tier II reports will be pre-populated with your existing data (if you have previously submitted for the facility).

## Start a New Report page.

*Note: the screen shown below was for a previous reporting year.*

Community Right-to-Know - DNREC | Reporting Requirements - DNREC | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting

tierii.test.dnrec.delaware.gov/Submission/StartReport.aspx?t2nq=yEp+eBBEVpqusWQq693fT8jO/yJ0OffF8KOnV3i9nj4=

### Start a New Report

**Example Site (Facility ID: 3621)**

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9405  
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 2021' to meet regulatory requirements by March 1, 2022.**

☐ Annual for 2021

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

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

First select one of three Report Types: **Tier II (312)**, **302**, or **311**. Then select a Report Class.

Important: when doing your Annual Hazardous Chemical Inventory Report for the March 1<sup>st</sup> deadline, be sure that the **Report Class** is selected **“Annual” for 2021**.



## **PART 8: SUBMITTING A TIER II REPORT (SECTION 312)**

On the **LOG IN PAGE** enter your **Username** and **Password** and click **Log In** to be taken to the Introduction and Guidance **HOME PAGE**.

On the **HOME PAGE** click **Continue** to be taken to the list of **Active Facilities** page

Click on the **Facility Name** under the **Facility/Site Name** column to be taken to the **List Submissions** page.

Click on **Add a New Submission** from the **List Submissions** page to be taken to the **Start a New Report** page.

On the **Start a New Report** page, select **Tier II Report** for Report Type and **Annual for 2021** for Report Class.

*Note: the screen shown below was for a previous reporting year.*

Community Right-to-Know - DNREC x Reporting Requirements - DNREC x Online Reporting - DNREC Alpha x https://tierii.test.dnrec.delaware.gov/ Submission/StartReport.aspx?FacilityID=3621

### Start a New Report

Example Site (Facility ID: 3621)

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9405  
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 2021' to meet regulatory requirements by March 1, 2022.**

☒ **Annual for** 2021

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

After selecting **Tier II Report** and **Annual for 2021** (assuming you are preparing a Tier II report for the 2021 year), click on **Proceed**.

You will be taken to the Edit **Report Homepage** for the selected facility.

## Edit Report Homepage

Community Right-to-Know - DNREC | Reporting Requirements - DNREC | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting System

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 : 2021  
Welcome Nicholas, Test Corp Last Login: 10/13/2022, 11:14 AM  
Submit User Log Out

Home Facilities My Account Resources

Back Edit Tier II Report Report Homepage for Example Site

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

Report

2021 Annual Tier II Report(Example Site) - 44745

Submission Status : Initiated Status Date : 10/13/2022  
Last Updated : 10/13/2022 Submission Type : Online  
Submitter Username : Nicholas Butler [NEBbusiness]



Print Report

Step 1: Review Facility Information Edit

Facility ID	3621	LEPC	Kent County
Facility/Site Name	Example Site	Lat/Long	39.1543,-75.5481
Company Name	DNREC	Maximum Number of Occupants at one time	10
Facility Status	Active	Facility Type	Facility

**Important Note** – Under the Report Homepage title, you will notice a row of numbered “Steps”. Each of the Steps corresponds with a Step or Section of data within the report. Only Step 1 Facility Information is shown in the screen above; you will need to scroll down to see more. Each Step/Section needs to be reviewed prior to submittal of the report. After an individual section is reviewed/updated, the ⚠ next to the Step will be updated to a ✓

The user can choose to look at each section individually by only clicking on the **Expand** icon  for that section. Or the user can choose to expand all sections by clicking on the **Expand All** icon  that is located above Step1.

The user can choose to minimize a section by clicking on the **Contract** icon  for that section. Or the user can choose to expand all sections by clicking on the **Contract All** icon .

Be aware not all information in a Section is displayed on the Report Home screen. To view and edit all information in a Section the user must click on **Edit**. The Sections may have information under more than one Tab. A report can also be viewed by clicking on “Print Report” on the right-hand side of the screen below the Report Homepage header.

**Notes** – There is a “Notes” button in the heading for Step 1. **Please use this “Notes” section to include any important information about the site not captured through the normal report form.** For example, if the site is being sold on a certain date, that would be pertinent information to note. If a new operation is planned to be added, with new chemicals, that could be noted as well. Include information that would benefit emergency planners and responders.

## Step 1: Review Facility Information

Click **Edit** on the right side of Step 1 to review or update your facility information. This will take you to the **Facility Identification** page

Community Right-to-Know - DNREC | Reporting Requirements - DNREC | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting System

tierii.test.dnrec.delaware.gov/Facility/CreateFacility.aspx?t2nq=m6ea5CZi3UaAeKndj99Yq40ToWGW2DCodWc0yXXZyD6fTrph7ZzjXNbKNI/CA4...

Home | Facilities | My Account | Resources

### Facility Identification

Example Site (Facility ID: 3621) 2021 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9405  
Type: Facility

Location & Nature of Business ☒ Owner/Operator ☒

Facility/Site Name \*  Company Name \*

Street 1 (911 Address) \*  Street 2 (911 Address)

Country \*  City \*

State \*  Zip Code \*

County \*  Development/Industrial Park

[Get Coordinates in Decimal Degrees](#)

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

Latitude (in decimal degrees) \*  Longitude (in decimal degrees) \*

LEPC \*  Fire Department \*

NAICS \*  Nature of Business \*

[Search NAICS](#)

Manned/Unmanned \*  
☒ Manned  
☐ Unmanned

Maximum Number of Occupants at one time \*

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

SIC Code  ARP ID

[Search SIC](#)

[Cancel](#) [Save](#)

**Note:** If Latitude/Longitude coordinates have previously been changed/inserted, the software automatically resets these to match the address (if they are different) when this option to “Get Coordinates” is opened; be sure to verify that these coordinates are correct.

There are two Tabs, Location and Nature of Business and Owner/Operator.

Note the **Get Coordinates** feature to find your latitude & longitude; a screenshot is shown on page 16.

After you are finished reviewing/updating this information for **each** tab click **Save**

Doing so will return you to the **Edit Report Homepage** for the facility. Proceed to Step 2.

## Step 2: Review Chemical Inventory

Click **Add Chemicals** to enter information about any chemicals being reported. You will be taken to the **Chemical Details** page. As noted previously, if you are reporting for a facility that has previously reported, much of this information will be pre-populated. In that case, chemicals may already be listed in the Chemical List. You can edit or delete the information for each chemical by clicking on the icon next to that chemical in the table. Or you can click on the button to “Add Chemicals”.

### Chemical Details - Chemical Description page.

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Delaware ARP/Tier II Reporting S". The address bar shows the URL: tierii.test.dnrec.delaware.gov/Submission/T2/AddChemicalDescription.aspx?tnq=vi2MUUzWQxjzF2ITQ8TSmhhAu5U79hIT6sOGMgmaO8Y=. The page has a blue header with navigation links: Home, Facilities, My Account, and Resources. The main content area is titled "Chemical Details" and includes a sub-header "Example Site (Facility ID: 3621)" with contact information: "155 Commerce Way Suite B Dover, Delaware 19904", "Contact: 302-739-9405", and "Type: Facility". A "2021 Tier II Report Annual" label is in the top right. Below this is a "Notes on Reporting Chemicals" section with two numbered instructions. The main form is divided into two tabs: "Chemical Description" (active) and "Inventory & Storage". The "Chemical Description" tab contains fields for "CAS Number (If no CAS, type N/A) \*" and "Chemical Name \*", both with red asterisks indicating they are required. There is a checkbox for "Substance is Trade Secret". Below these is the "Chemical State" section with a "Check all that apply" link and three checkboxes: "Solid", "Liquid", and "Gas". A "Fee Classification \*" dropdown menu is also present. To the right of the form is a "Physical and Health Hazards \*" section with a "Check all that apply" link. It lists various hazards under "Physical Hazards" and "Health Hazards", each with an unchecked checkbox. At the bottom of the form, a message states: "All fields with a red asterisk ( \* ) are required. After completing this form, click **Save**".

After completing form on the **Chemical Details** - Chemical Description page, you will be taken to the **Chemical Inventory and Storage** page (the second “Tab” on this screen).

For the Physical and Health Hazards, review the information in your Safety Data Sheet (SDS) for each substance.

### Trade Secrets

The specific chemical identity may be withheld by the company provided:

- (1) it has not been disclosed to any other person other than a member of a local emergency planning committee, an officer or employee of the United States or a State or local government, an employee of the company, or a person who is bound by a confidentiality agreement, and the company has taken reasonable measures to protect the confidentiality of such information and intends to continue to take such measures.
- (2) The chemical identity is not required to be disclosed or otherwise made available to the public under any other federal or state law.
- (3) Disclosure is likely to cause substantial harm to the company's competitive position.

(4) The chemical identity is not readily discoverable through reverse engineering.

If you are withholding the name of a pure chemical or mixture as trade secret in accordance with criteria specified in EPCRA Section 322, enter the generic class or category that is structurally descriptive of the chemical (e.g., list toluene diisocyanate as organic isocyanate) and check the box marked “**Substance is Trade Secret**”. Trade secret information should be **submitted to EPA** at the same time you submit your Tier II report and must include substantiation. Trade secret regulations can be found in 40 CFR part 350. Trade secret substantiation form and instructions can be accessed online: <http://www2.epa.gov/epcra/epcra-trade-secret-forms-and-instructions>

**Hazard Class**

Effective January 1<sup>st</sup>, 2018, the EPA adopted hazard classes based upon OSHA’s *Globally Harmonized System of Classification and Labeling of Chemicals (GHS)*. Before that time, the EPA grouped hazards into 5 classes, now there are **24**. The hazard class is found in the Safety Data Sheet (see “Section 2” of a GHS-compliant SDS, or formerly called “MSDS”).

Current Physical Hazards	Previous Physical Hazards	Current Health Hazards	Previous Health Hazards
Combustible Dust	Fire Hazard	Acute toxicity (any route of exposure)	Immediate (Acute)
Corrosive to metal	Sudden Release of Pressure	Respiratory or skin sensitization	Delayed (Chronic)
Oxidizer (liquid, sold, or gas)	Reactivity	Germ cell mutagenicity	
Gas under pressure		Skin corrosion or irritation	
Self-heating		Reproductive toxicity	
Organic peroxide		Carcinogenicity	
Flammable (gases, aerosols, liquids, or solids)		Simple asphyxiant	
Pyrophoric gas		Aspiration hazard	
In contact with water emits flammable gas		Serious eye damage or eye irritation	
Explosive		Specific target organ toxicity (single or repeated exposure)	
Pyrophoric (liquid or solid)		Hazard Not Otherwise Classified (HNOC)	
Self-reactive			
Hazard Not Otherwise Classified (HNOC)			



## Mixtures

From Delaware Code Title 16 §6302, the term "**mixture**" means a heterogeneous association of substances where the various individual substances retain their identities and can usually be separated by mechanical means. The term includes solutions or compounds but does not include alloys or amalgams.

If you select "**Mixture**", you will be given fields for entering data on components within the mixture. **Reporting of EHS components within mixtures is mandatory.** Non-EHS components are not required to be listed.

If an EHS is a part of a Mixture, enter the product name in "Chemical Name", check "Mixture" and enter the EHS (other components voluntary) in the "Mixture Component List". After selecting "Mixture", check "Yes" if it contains an EHS. In the "**Add Mix Components**" box at the bottom of the screen, enter the EHS by either name or CAS number, and hit the "**Add Mixture Component**" button; repeat as necessary. After all mixture EHS components have been listed, press the "**Save**" button.

The screenshot shows a web browser window with multiple tabs. The active tab is 'Delaware ARP/Tier II Reporting'. The URL is 'tierii.test.dnrec.delaware.gov/Submission/T2/AddChemicalDescription.aspx?t2nq=vi2MUUzWQxjzF2ITQ8TsmhhAu5U79hIT6sOGMgmaO8Y='. The page title is '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) \*

Chemical Name \*

☐ EHS

EHS Name Search by EHS Name

Maximum Amount Percentage \*

See Notes on Reporting Chemicals at top of this page.

**Save Mixture Component**

## Chemical Inventory and Storage page.

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Delaware ARP/Tier II Reporting S...". The address bar shows the URL: `tierii.test.dnrec.delaware.gov/Submission/T2/ChemicalStorage.aspx?t2nq=cWtJFOZWqOUR/af1+KoYkbYq5OfyscDWC8vnBEsyK77LBZgaMa8...`. The page has two tabs: "Chemical Description" (active) and "Inventory & Storage".

**Chemical Inventory**

**Gals To Lbs Converter**

Maximum Daily Amount \*  Unit: Pounds  Maximum Daily Amount Code (Facility wide) \*

**Gals To Lbs Converter**

Maximum Amount in Largest Container  Unit: Pounds

**Gals To Lbs Converter**

Average Daily Amount \*  Unit: Pounds  Average Daily Amount Code (Facility wide) \*

Number of Days Onsite \*

**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**

No locations entered yet for this substance

**Add Storage Location**

Container Type \*  Pressure \*  Temperature \*

☐ Storage Location is Confidential

Storage Location \*

[Save Storage Location](#)

All fields with a red asterisk ( \* ) are required.

When adding locations for a substance, enter the data in the fields shown, and then click on the link to "Update Storage Location List". The location info you enter will then be shown in the Storage Location List above the fields. You can then enter a second, third, or any additional number of locations as needed. Once a location has been added, you can edit the location by clicking the icon next to that location in the Storage location List. When you click on edit, the fields will show below the list, and you can edit them and then save by clicking on the "Update Storage Location List" button.

After completing this form, click [Save](#)

When finished adding/reviewing information in the Chemical Inventory Section, proceed to Step 3.

### Step 3: Review Subject to Status

Click on **Edit**

Review the status of your facility and what regulations it is subject to.

The screenshot shows a web browser window with multiple tabs. The active tab is 'Delaware ARP/Tier II Reporting S'. The address bar shows the URL: `tierii.test.dnrec.delaware.gov/Submission/T2/EditReportRegulatoryStatus.aspx?t2nq=pK9Y0++d3qdCSBGKa0OuHMP66IMJUEF+u45MGqyRk...`. The page has a blue navigation bar with links: Home, Facilities, My Account, and Resources. The main content area is titled 'Subject to Status' and includes a link for '2021 Tier II Report Annual'. Below this, there is a section for 'Example Site (Facility ID: 3621)' with address and contact information. The form contains several sections for regulatory status:

- EPCRA Section 312 (Annual Inventory)** Active: The facility is subject to 312? [What is this? \\*](#) ☒ Yes ☐ No
- 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
- CAA Section 112(r) (RMP)** Unknown: 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. Below this is a text input field for 'RMP ID'.
- EPCRA Section 313 (TRI)** Unknown: The facility is subject to Toxic Release Inventory under Section 313 of EPCRA (40 CFR Part 372) [What is this? \\*](#) ☐ Yes ☐ No. Below this is a text input field for 'TRI Facility ID'.

At the bottom of the form are 'Cancel' and 'Save' buttons, and a blue circular icon with an upward arrow.

All fields with a red asterisk ( **\*** ) are red. After completing this form, click **ave**

When finished updating the status of the facility, proceed to Step 4.



## Step 4: Review Report Contacts

### Facility and Owner/Operator Contact

Community Right-to-Know - DNI x Reporting Requirements - DNREC x Online Reporting - DNREC Alpha x Delaware ARP/Tier II Reporting S x +

tierii.test.dnrec.delaware.gov/Submission/ReportSteps.aspx?t2nq=ZFyXIH0ayDundGloW3h1ep9OumHtnONc1so2X8Lj6ao=

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ✓ Step 7 ⚠ 0 Report 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	302-739-9405	302-739-9405	
DNREC EPCRA	Owner/Operator	302-739-9405		nicholas.butler@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	302-730-9414	nfury@avengers.net		✓
Tony Stark	Iron Man	Emergency Contacts	302-739-9414	302-739-9414	tstark@avengers.net		✓
Steve Rogers	Captain America	Emergency Contacts	302-739-9414	302-739-9414	srogers@avengers.net		✓
Bruce Banner	Hulk	Emergency Contacts	302-739-9414	302-739-9414	bbanner@avengers.net		✓

**Step 5: Review Attachments** [Edit](#)

Description	File	File Type	Sent as Hardcopy
Site Plan	SitePlanExample_120319.png	Image/png	No

**Note** – There are two sections under this Step. If you reviewed and updated the **Facility and Owner/Operator Contact** information in Step 1, you can skip this portion of this section.

Click on [Edit](#) next to “**Facility and Owner/Operator Contacts**” and make any necessary updates.

Click on **Edit** next to **Compliance/Emergency Contacts** and make any necessary updates.

## Compliance/Emergency Contacts

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9405  
Type: Facility

### Regulatory Point of Contact

Person knowledgeable of the information contained in the Tier II inventory form.  
[Pick Regulatory Point of Contact](#)

First Name \* Last Name \* Title \*

Email \* Retype Email \* Phone \* 24 Hr. Phone \* Mobile/Pager

Company Name \* Street \* City \* State \* Zip \*

### Emergency Planning Coordinator

Required only if Chemical Inventory has Extremely Hazardous Substance quantities greater than the Threshold Planning Quantity  
[Pick Emergency Planning Coordinator](#)

First Name \* Last Name \* Title \*

Email \* Phone \* 24 Hr. Phone \* Mobile/Pager

Company Name \* Street \* City \* State \* Zip \*

Emergency Contacts

Compliance Contact information is required as well as three Emergency Contacts (not show in screen above...you will need to scroll down). An Emergency Planning Coordinator is required only if Chemical Inventory has Extremely Hazardous Substance quantities greater than the Threshold Planning Quantity.

All fields with a red asterisk ( \* ) are required. After completing each form, click **ave**

**Step 5: Review Attachments.** Click on **Edit**

This will take you to the **Add/Edit Tier II Report Attachments** Page

Community Right-to-Know - DNRE | Reporting Requirements - DNRE | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting System

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 : 2021  
Welcome Nicholas, Test Corp Last Login: 10/18/2022, 11:46 AM  
Submit User Log Out

Home Facilities My Account Resources

### Add/Edit Tier II Report Attachments

Example Site (Facility ID: 3621) 2021 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9405  
Type: Facility

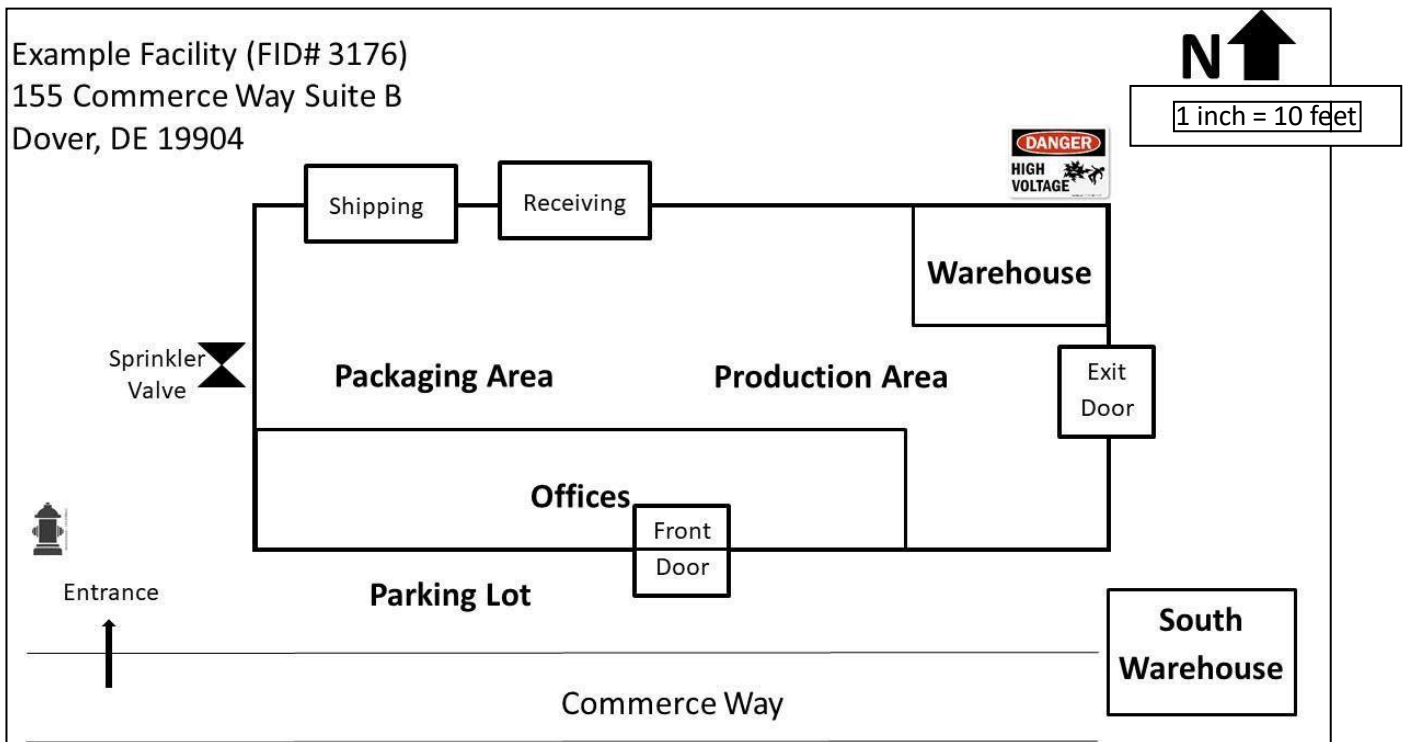
Attachment	File	Browse File to Upload	Sent as Hardcopy
Site Plan (Map) *	SitePlanExample 120319.png (Remove)		<input type="checkbox"/>
Site Coordinate Abbreviations		<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>
Safeguard Measures		<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>
Hazardous Waste Contingency Plan		<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>
Facility Emergency Response Plan		<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>

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

All fields with a red asterisk ( \* ) are required. After completing this form, click **Save**

### Site Plot Plans

- Required when reporting chemicals
- Submit the plan in .pdf or .tif file format
- Must be clear and easy to read
- Label with facility name and address
- Include a north direction arrow
- Draw to scale OR use dimensions that can be used as a reference
- Sketch all structures, inside and outside chemical storage location reported. Include any obstacles that could be encountered by emergency personnel.
- Use the same terms on the Plot Plan as in the Inventory Report (Step 2 / Storage Location)



**Step 6: Review Fee Exemption Status** by clicking on **Edit**

This will take you to the **Fee Exemption Questionnaire** Page

The screenshot shows the 'Fee Exemption Questionnaire' page in the Delaware ARP/Tier II Reporting System. The page header includes the system name and the reporting year (2021). The user is logged in as 'Nicholas, Test Corp'. The questionnaire is for 'Example Site (Facility ID: 3621)' located at '155 Commerce Way, Suite B, Dover, DE 19904, United States'. The page indicates that the facility does not have exemption information entered for the year 2021. The first question is '1. Is it a Government facility?' with radio button options for 'Yes' and 'No', where 'No' is selected. The second question is '2. Is it a Non-Profit facility?' with radio button options for 'Yes' and 'No', where 'No' is selected. At the bottom, there are 'Cancel' and 'Save' buttons.

After satisfying all requirements for Steps 1 - 6, proceed to Step 7.

## Step 7: Submit Report

If you have completed Steps 1 thru 6, the status bar at the top will show all green checks and the **Submit Report** button should now be visible in Step 7. If not, it is most likely because errors or incomplete information exists in one of the Steps. Look for any Step not identified with a green check, and review/edit the information under that Step.

The screenshot displays a web browser window with multiple tabs open, including 'Community Right-to-Know - DNR', 'Reporting Requirements - DNREC', 'Online Reporting - DNREC Alpha', and 'Delaware ARP/Tier II Reporting'. The address bar shows the URL 'tierii.test.dnrec.delaware.gov/Submission/ReportSteps.aspx?t2nq=ZfyXlHOayDundGloW3h1ep9OumHtnONc1so2X8Lj6ao='. The top navigation bar indicates progress through seven steps, with Steps 1 through 6 marked with green checkmarks and Step 7 marked with a yellow exclamation mark. A '0 Report 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, an 'IMPORTANT NOTICE' section 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: 1) Users must be ready to make final changes. 2) Payments must be made online via credit card, check, or ACH. 3) Users can preview the fee amount before submission, with late fees automatically added to invoices. 4) Users must provide the name and title of the person certifying the information. A 'Submit Report' button is located at the bottom right of the notice box. Below the notice box, a 'Cancel Report (This will discard all Report data)' link is provided. The footer of the page includes the text 'Developed By IDS', '© 2002 - 2022 IDS International, Inc. All rights reserved', and 'Version: 5.3'.

Note that you can view an itemized fee bill before proceeding to Step 7 by clicking on the **Preview Fee Amount** feature. Click on the **Submit Report** button to be taken to the **Payment** and **Certify Report** pages.

**Special Alert:**

Be absolutely certain that the report is accurate before beginning Step 7; once it is begun, it can **not** be stopped. You must complete all the screens in the Step 7 process in order, without exiting or back-tracking the process. If changes need to be made after a submission is made, it will require a report ***revision*** (see “*Start a New Report*” screen).

Note that the sequence of steps (Billing first, and Certification second), is different from Combined Invoices as described on page 40.

## **Fees**

Beginning January 1, 2018, the fee associated with the reporting of substances on Tier II submittals is \$60 for *hazardous chemicals* and \$100 for *extremely hazardous substances* (and EHS mixtures  $\geq 10\%$ ). The online Delaware Tier II Manager™ reporting system will automatically calculate reporting fees.

## **Fee Payment**

If you are a **Combined Invoice (CI)** user, the sequence of screens is slightly different than for single facilities. **CI** users have an extra “Billing Tab” at the top of their screen. From the “Billing Tab”, the Combined Invoice can be viewed and paid after all the facilities assigned to the user have been submitted for a given Report Year. If the user does not submit a report for all their assigned facilities, *TierIIManager™* will alert them. For CI users, the report is certified before the CI is paid. See the instructions for Combined Invoice starting on page 40.

It is important for Combined Invoice users to alert DNREC to changes in which facilities are linked to their accounts before an annual Tier II report is initiated for that facility.

Single facility users do not have a billing tab, and the sequence of screens has not changed. Payment is made first (Step 7), and then the report is certified (Step 8).

For both Combined and Single Facility Invoices, a confirmation email will be sent to the **Regulatory Point of Contact** listed in the report.

## View Fee Summary

The screenshot shows a web browser window with multiple tabs. The active tab is 'Delaware ARP/Tier II Reporting'. The address bar shows the URL: tierii.test.dnrec.delaware.gov/Billing/ViewFeeSummary.aspx?tzmq=mBqQi6nNH5kKCAOG0qRc5vWiqHBVDRposTUHyqfhZtw3/7KJ0g9EDHnenhAcyEEI. The page has a blue header with navigation links: Home, Facilities, My Account, and Resources. The main content area is titled 'View Fee Summary' and includes a sub-header 'Example Site (Facility ID: 3621)' and a link to '2021 Tier II Report Annual'. Below this, the address '155 Commerce Way, Suite B, Dover, DE 19904, United States' and contact information 'Contact: 302-739-9405' and 'Type: Facility' are listed. A paragraph states: 'There is a Fee Cap of \$5000. There is a 1.5% late fee calculated on the first day after the deadline and compounded monthly till the payment date.' Another paragraph states: '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.' Below this, the 'Reporting Period : 2021' is shown, along with a link 'Click to Print Fee Summary'. A table with four columns: Item, Rate, Quantity, and Amount, lists various fees. The 'Grand Total' is \$112.65. Below the table, the 'Total Due Amount : \$112.65' is displayed, and a 'Pay Now' button is visible. A circular icon with an upward arrow is also present.

Community Right-to-Know - DNI x Reporting Requirements - DNRE x Online Reporting - DNREC Alpha x Delaware ARP/Tier II Reporting x

tierii.test.dnrec.delaware.gov/Billing/ViewFeeSummary.aspx?tzmq=mBqQi6nNH5kKCAOG0qRc5vWiqHBVDRposTUHyqfhZtw3/7KJ0g9EDHnenhAcyEEI

Home Facilities My Account Resources

### View Fee Summary

Example Site (Facility ID: 3621) [2021 Tier II Report Annual](#)

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9405  
Type: Facility

There is a Fee Cap of \$5000. There is a 1.5% late fee calculated on the first day after the deadline and compounded monthly till the payment date.

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 : 2021 [Click to Print Fee Summary](#)

Item	Rate	Quantity	Amount
Voluntary	0.00	0	0.00
Hazardous Chemical	60.00	0	0.00
Extremely Hazardous Substance (EHS)	100.00	1	100.00
Mix with <10% EHS	60.00	0	0.00
Mix with > or equal to 10% EHS	100.00	0	0.00
Motor Vehicle Fuel for Retail Sale	0.00	0	0.00
Late Fee	1.50		12.65
Grand Total			112.65

Total Due Amount : \$112.65

[Pay Now](#)

Click **Pay Now** to begin Payment process.

Note – If your facility is exempt from fees, you will not see the fee payment pages. You will be forwarded to the certification pages.

### Make a Payment


Choose method of payment and click **Submit** to pay fees.

**Please follow the screen prompts to complete the online payment process. The system will return you to the report process to complete certification.**

**Important:** by statute, fees are due March 1<sup>st</sup>. If submitting and paying for multiple facilities, please see guidance for *Combined Invoices* on pages 9-10 and 40 of these instructions.



After a payment is successful, single invoice users certify the report last. it is important to click **Continue with Tier II Submission** in order to go to the certification screen and finish submitting the 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

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 :


4b2671ec1187d81e40d15c643cd10

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

Developed By 

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Version: 5.3

## Certify Report page.

Community Right-to-Know - DNREC | Reporting Requirements - DNREC | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting System

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 : 2021  
Welcome Nicholas, Test Corp Last Login: 10/18/2022, 01:50 PM  
Submit User Log Out

Home Facilities My Account Resources

### Certify Report

Example Site (Facility ID: 3621) 2021 Tier II Report Annual

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9405  
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 \*

Telephone Number \* Date \*

10/18/2022

**Submit**

To review your report in PDF format click on [Please preview the Tier II Report before Submission](#)

All fields with a **red asterisk ( \* )** are **required**.

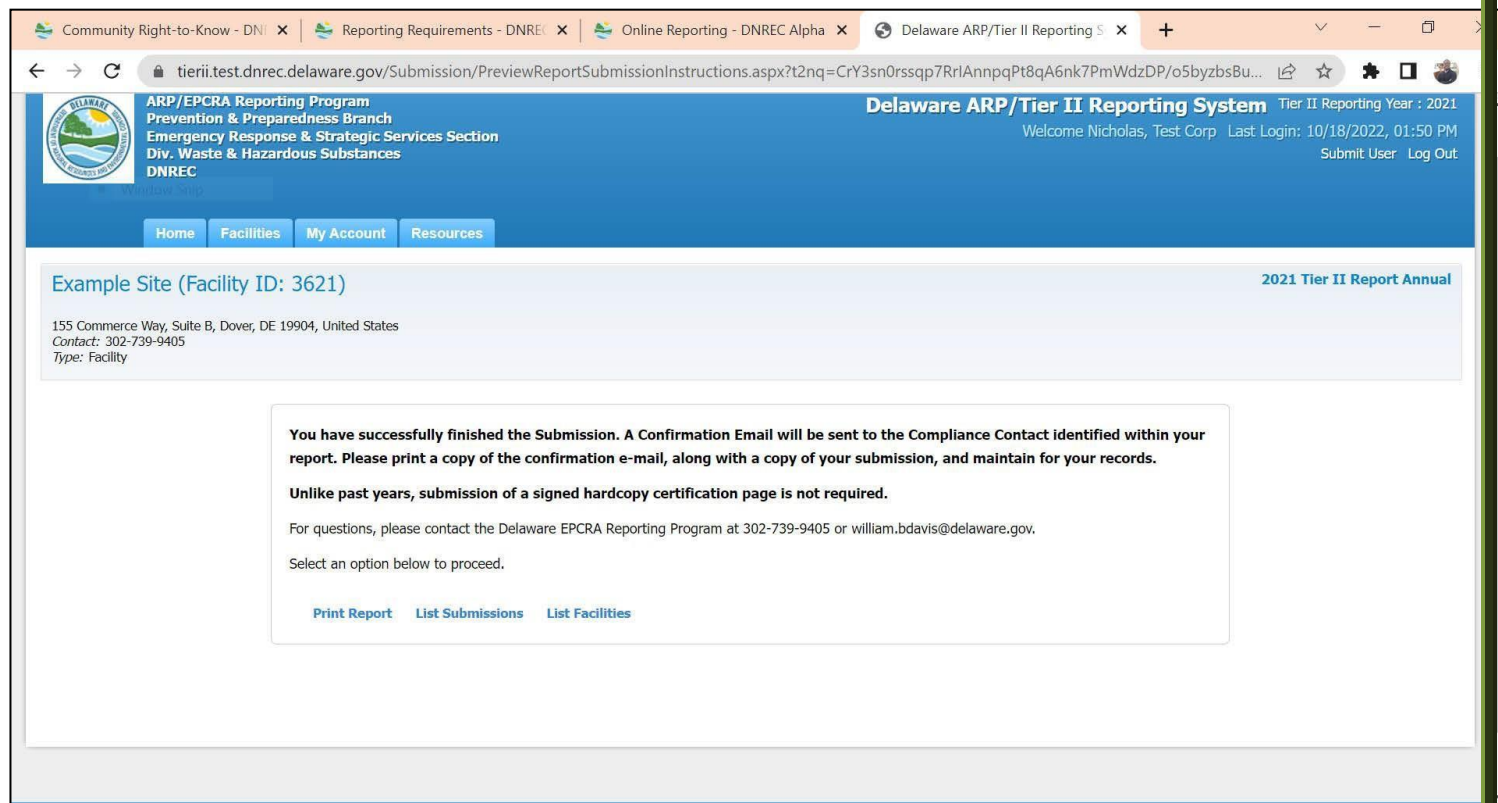
To certify the report, first check the box with the text:

☐ 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.\*

Update the information listed for Owner/Operator or Authorized Representative responsible for certifying this report.

To complete this form and submit your report, click **Submit**

You will be taken to a confirmation screen:



From here you can [Print Report](#), [List Submissions](#), [Return to List of Facilities](#) or [Log Out](#)

**Important:** by statute, fees are due March 1<sup>st</sup>. If submitting and paying for multiple facilities, please see guidance on pages 9-10, and 40 of these instructions.

## Combined Invoices

Users with multiple facilities may select to use the Combined Invoice (CI) feature of *Tier II Manager*™. In order to do so, DNREC's EPCRA Reporting Program must enable your account before initiating a report for a given Reporting Year. Once this feature is enabled, the account's top page will have an additional tab for Billing, shown below.

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

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).**

The sequence of steps is slightly different for a Combined Invoice User (CIU). CIU's certify reports **before** payment, whereas a non-CIU certifies **after** payment. The **payment preview** window in Step 7 (shown below) is only for the specific report, and is not the CI. Additional fees resulting from **revisions** are included in the total; any additional fee beyond what was previously paid will be shown in the CI.

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 0 Report Notes

2. Is it a Non-Profit facility?  
☐ Yes  
☒ No

**IMPORTANT NOTICE**  
Once you click on the "Submit Report" button, you will be taken to the payment screen. If you need to make any revisions, you will need to click on the "Cancel Report" button. The submission process will often referred to as an electronic report. If you need time to accumulate data, you can click on the "Cancel Report" button. If you need time to accumulate data, you can click on the "Cancel Report" button. If you need time to accumulate data, you can click on the "Cancel Report" button.

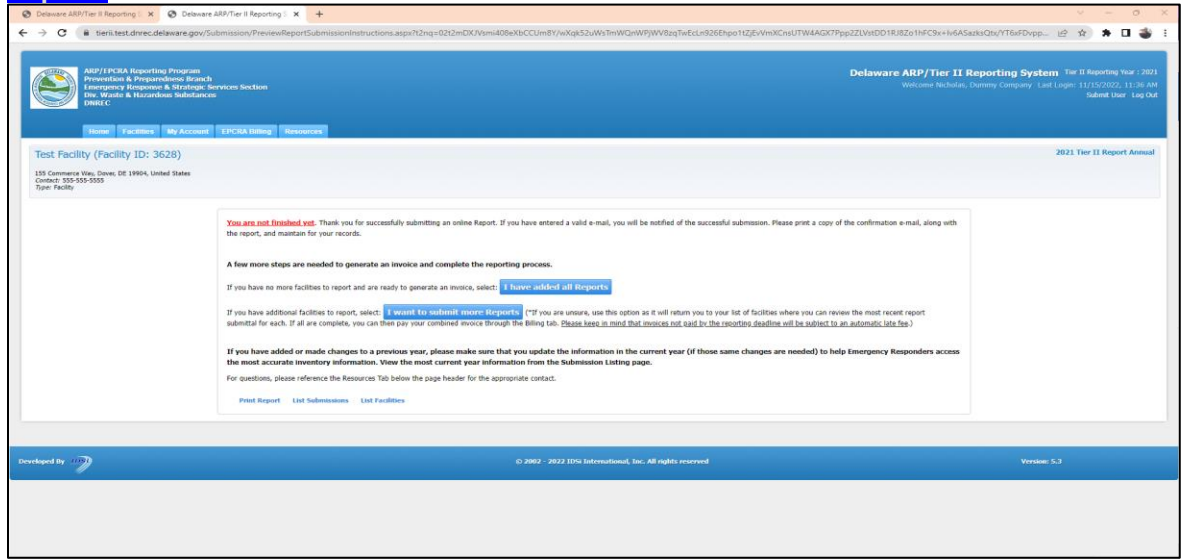
Item	Rate	Quantity	Amount
Voluntary	0	0	0
Hazardous Chemical	60	0	0
Extremely Hazardous Substance	100	0	0
Mix with <10% EHS	60	0	0
Mix with > or equal to 10% EHS	100	1	100
Motor Vehicle Fuel for Retail Sale	0	0	0
Late Fee	1.5%		16.05
<b>Total Invoice Amount</b>			<b>116.05</b>

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.

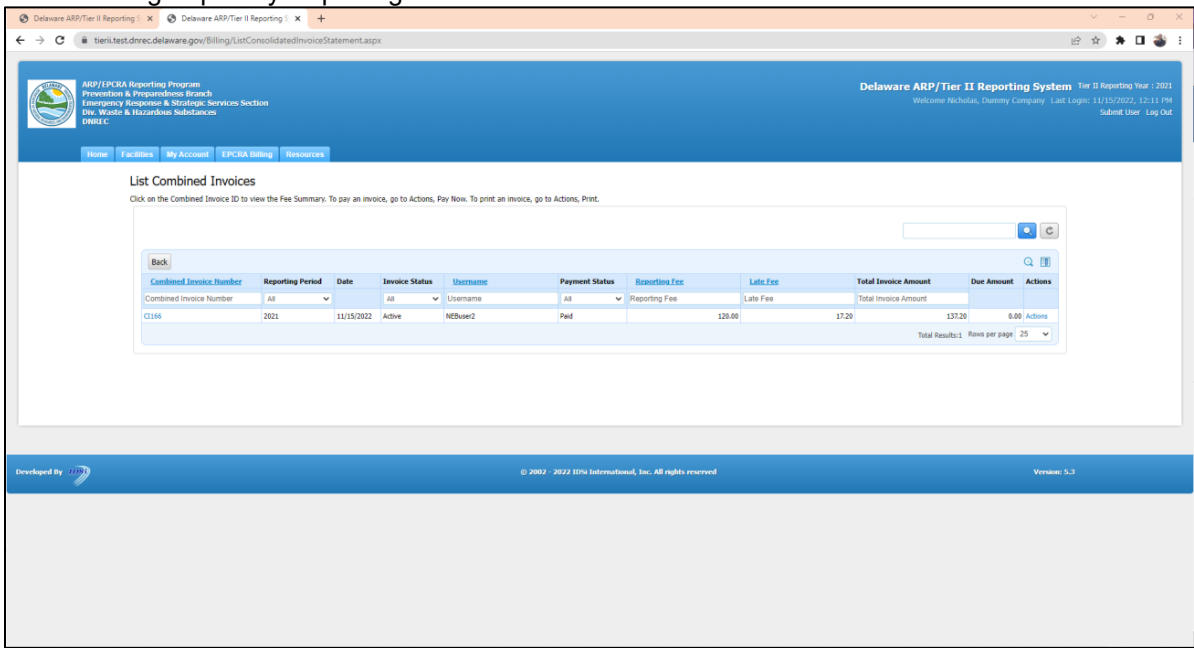
Cancel Report (This will discard all Report data) Submit Report

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For a CIU, after certifying a report, the next screen is shown below. If you have more reports to initiate & certify, click the **I want to submit more Reports** button. After each certification, you will be brought back to this screen. When Tier II reports for all facilities assigned to a username have been certified (for a given Reporting Year), then click the **I have added all Reports** button.



After clicking the **I have added all Reports** button, the next screen (shown below) shows all the user's Combined Invoices. These are grouped by Reporting Year.



To proceed with payment, click the blue **CI** or the **Actions** (Pay Now).

**Delaware ARP/Tier II Reporting System** Tier II Reporting Year | 2021  
Welcome Nicholas, Dummy Company Last Login: 11/15/2022, 12:11 PM  
[Submit User](#) [Log Out](#)

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

[Home](#) [Facilities](#) [My Account](#) [EPCRA Billing](#) [Resources](#)

### Combined Invoice Fee Summary (Combined Invoice ID: CI166)

**Reportino Fees:**

Item	Rate(\$)
Voluntary	0
Hazardous Chemical	60
Extremely Hazardous Substance (EHS)	100
Hix with <10% EHS	60
Hix 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

#	Facility ID	Facility Name	Report ID	Report	Facility Fee Exempt (Yes/No)	# Voluntary	# Haz Chem	# EHS	# Hix with <10% EHS	# Hix 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				
2959		Workshop 2017 Report Year	44969	2021 Annual Tier II Report	No	0	1	0	0	0	0	28047	60.00	8.60	68.60	68.60
3628		Test Facility	44970	2021 Annual Tier II Report	No	0	1	0	0	0	0	28048	60.00	8.60	68.60	68.60
Page Total													120.00	17.20	137.20	137.20

Total Results: 2 Rows per page: 25

**Net Amount to be Paid : 137.20**

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

[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 facilities subject to reporting have been completed before paying the invoice.

**Reporting Fees:**

Item	Rate(s)
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

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
3302	Example Facility A	38081	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](#)



Clicking **Pay Now** brings up the screen below. Click **Continue**.

The screenshot shows a web browser window with the URL `tieri.test.dnrec.delaware.gov/Billing/Makepayment.aspx?h2nq=fz7HqAygTwZvukmeRg/kge/Fav8qY2oqZTMutpus=`. The page header includes the Delaware Department of Natural Resources and Environmental Control logo and the text "ARP/EPCRA Reporting Program", "Prevention & Preparedness Branch", "Emergency Response & Strategic Services Section", "Div. Waste & Hazardous Substances", and "DNREC". The right side of the header displays "Delaware ARP/Tier II Reporting System", "Tier II Reporting Year : 2021", "Welcome Nicholas, Dummy Company", "Last Login: 11/15/2022, 12:11 PM", and links for "Submit User" and "Log Out". A navigation bar contains links for "Home", "Facilities", "My Account", "EPCRA Billing", and "Resources". The main content area is titled "Make a Payment" and includes a warning: "Please do not click on the browser Back button." with a link to "Click here to print the Combined Invoice". Below this, it shows "Invoice Amount: \$137.20" and a "Select payment method" section with a radio button selected for "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)." and a "Continue" button.

A confirmation screen is next. This is the last chance to stop the payment process. After this screen, you automatically be taken to separate payment software. Click **Continue** again.

The screenshot shows a web browser window with the URL `tieri.test.dnrec.delaware.gov/Billing/ConfirmPayment.aspx?h2nq=nt/Thpv0NtiGEHfKQnntSexRYvD0o6DReVMkT3vRbDD+upTCVBBfuOTBqkZPv`. The page header is identical to the previous screen. The main content area is titled "Confirm Payment Details" and includes the same warning: "Please do not click on the browser Back button." with a link to "Click here to print the Combined Invoice". Below this, it shows "Amount : \$137.20" and "Payment Method: Online Payment - by Credit Card, or electronically by check (E-check)/ACH". A red warning message states: "You will be leaving the Delaware ARP / Tier II Reporting System to the online payment provider to make your payment. You must return to the Delaware ARP/Tier II Reporting System to certify your report after completing your online payment. Otherwise, your report is considered INCOMPLETE." and a "Continue" button.

The top screen for the payment software is shown below. Select a Method and click **Make a Payment**.

The screenshot shows the top screen of the payment software. At the top, there is a header with the Delaware EPCRA Reporting Program logo and contact information for the Emergency Prevention & Response Section, DNREC. The main heading is "Online TIER II MANAGER™". Below this, the section is titled "Select Payment Method". It asks the user to "Please Choose the Method of Payment" and provides three radio button options: "Pay by Credit or Debit Card", "Pay by Personal Check", and "Pay by Corporate Check". A "Make a Payment" button is located below these options. Below the button, there are four sections of text: "PRIVACY NOTICE", "INFORMATION COLLECTION", "SECURITY", and "REFUND POLICY".

**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.

Please note that the formats of **Personal Checks** and **Corporate Checks** are different. Shown below is a **Corporate Check**; note the sequence of **Check**, **Routing**, & **Account Numbers**, typically printed on the bottom of the check.

The screenshot shows the "Enter Payment Information" screen. It contains a form with various fields for payment information. A callout box with a blue border and a yellow background points to the "Check Number", "Routing Number", and "Account Number" fields. The callout box contains the text: "This is the important Corporate check information". The form also includes fields for "Payment Amount", "Company Name", "Routing Transit Number", "Account Number", "Confirm Account Number", "Employer Identification Number (EIN)", "Type of Account", "Address Line 1", "Address Line 2", "Country", "ZIP Code", "City", and "State".

**Enter Payment Information**

YOUR BUSINESS NAME HERE

Check Number Routing Account Number

Payment 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.

A **Personal Check**, instead, lists the **Routing**, **Account**, & **Check Numbers**.

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

Online TIER II MANAGER™

Mail - Davis, William B. (DNREC)

Takeaways and Predictions fro...

Delaware Chemical Inventory...

Search...

Enter Payment Information

JOHN Q. PUBLIC

123 ANYWHERE DR

PO BOX 1234

SEAFORD, DE 19973

00237

Routing Transit Number

Account Number

Check Number

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.

After a successful payment, you will get the screen below. To keep track of your payments, you may want to note this information. Click **List Combined Invoices**.

Delaware ARP/Tier II Reporting

tier1.test.dnrec.delaware.gov/Billing/ListConsolidatedInvoiceStatements.aspx

Delaware ARP/Tier II Reporting System Tier II Reporting Year : 2021

Welcome Nicholas, Dummy Company Last Login: 11/15/2022, 01:46 PM

Submit User Log Out

Home Facilities My Account EPCRA 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	AR		AR	Username	AR	Reporting Fee	Late Fee	Total Invoice Amount		
C166	2021	11/15/2022	Active	NEUser2	Paid	120.00		17.20	137.20	0.00 Actions


Total Results: 1 Rows per page: 25

Developed By

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Version: 5.3

After returning to the Combined Invoice screen, note that the Payment Status is “Paid” (which is due by March 1<sup>st</sup>).  
**Revisions** after March 1<sup>st</sup> may result in Late Fees.



ARP/ERCRA 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 : 2021  
Welcome Nicholas, Dummy Company   Last Login: 11/15/2022, 12:11 PM  
Submit User   Log Out

Home

Facilities

My Account

EPCRA 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		
C1566	2021	11/15/2022	Active	NEUser2	Paid		120.00	17.20	137.20	0.00   Actions

Total Results:1   Rows per page: 25

Developed By 

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Version: 5.3

## **PART 9: SUBMITTING A PERIODIC CHEMICAL INVENTORY UPDATE (SECTION 311)**

On the **LOG IN PAGE** enter your **Username** and **Password** and click **Log In** to be taken to the **HOME PAGE**.

On the **HOME PAGE** click **Continue** to be taken to the **List All Active Facilities** page.

Click on the **Facility Name** under the **Facility/Site Name** column to be taken to the **List Submissions** page.

Click on **Add a New Submission** from the **List Submissions** page to be taken to the **Start a New Report** page.

Community Right-to-Know - DNREC x Reporting Requirements - DNREC x Online Reporting - DNREC Alpha x https://tierii.test.dnrec.delaware.gov/Submission/StartReport.aspx?FacilityID=3621

### Start a New Report

Example Site (Facility ID: 3621)

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9405  
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**  
- Choose Initial for your facility's first Section 311 report.

☐ **Update**  
- Choose Update when new substances are being reported. Only include items being added to reporting.

On the **Start a New Report** page, select **311 Report** for Report Type and select Report Class. If you have submitted a Tier II report, it is most likely that any 311 reports you submit will be "Update". See reporting guidance for Section 311 on page 7 of these instructions.

Click **Proceed**

## Edit 311 Report Homepage

Community Right-to-Know - DNREC | Reporting Requirements - DNREC | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting S

tierii.test.dnrec.delaware.gov/Submission/ReportSteps.aspx?t2nq=R6hLjXeFLYK+TPektCzzX7s/lppk6jyqhpi6/EV0ISQ=

Home Facilities My Account Resources

Back Edit 311 Report Report Homepage for Example Site (ID: 3621) List Submissions

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ! 0 Report Notes

Report

2022 Initial 311 Report(Example Site) - 44746 Print Report



Submission Status : Initiated Status Date : 10/18/2022

Last Updated : 10/18/2022 Submission Type : Online



Submitter Username : Nicholas Butler [NEBbusiness]

Step 1: Review Facility Information Edit

Facility ID	3621	LEPC	Kent County
Facility/Site Name	Example Site	Lat/Long	39.1543,-75.5481
Company Name	DNREC	Maximum Number of Occupants at one time	10
Facility Status	Active	Facility Type	Facility
Inactive Reasons		Nature of Business	DNREC EPCRA Reporting Program
Inactive as Of		NAICS	921190
Physical Location	155 Commerce Way, Suite B, Dover, DE 19904, United States	SIC Code	
County	Kent	Dun & Brad No	N/A
Development/Industrial Park	Enterprise		

You can choose to look at each Step individually by only clicking on the **Expand** icon  for that section. Or you can choose to expand all sections by clicking on the **Expand All** icon  that is located above Step 1.

You can choose to minimize a section by clicking on the Contract icon  for that section. Or you can choose to expand all sections by clicking on the Contract All icon .

Each of the Steps/Sections needs to be reviewed prior to submittal of the report. After an individual section is reviewed/updated, the  will be updated to a .

A NOTES button is available for adding and important information about the site. Please take advantage of this to include any information about the site that may be useful to emergency planners or responders, but that is not captured in the standard report elements (such as plans to add a new process with new chemicals, etc.).

### Step 1: Review Facility Information

Click **Edit** to review or update your facility information. This will take you to the **Facility Identification** page. After you are finished reviewing/updating this information click **Save**

Doing so will return you to the **Edit 311 Report Homepage** for the facility. Proceed to Step 2.



## Step 2: Contacts

Click **Edit** to review or update your compliance contact information. After you are finished reviewing/updating this information click **Save**.

Doing so will return you to the **Edit 311 Report Homepage** for the facility. Proceed to Step 3.

The screenshot shows a web browser window with multiple tabs. The active tab is 'Delaware ARP/Tier II Reporting System'. The URL is 'tierii.test.dnrec.delaware.gov/Submission/ReportSteps.aspx?t2nq=R6hLjXeFLYK+TPektCzzX7s/lppk6jyqhpi6/EV0ISQ='. The interface has a blue header bar with progress indicators for Step 1 (green check), Step 2 (green check), Step 3 (green check), and Step 4 (orange circle with exclamation mark). A '0 Report Notes' button is in the top right.

**Step 2: Contact** (Edit button)

<b>Regulatory Point of Contact</b>		<b>Company Name</b>	
<b>Name</b>	Bill Davis	<b>Street</b>	DNREC EPCRA
<b>Title</b>	RPC	<b>Street</b>	155 Commerce Way
<b>Email</b>	william.bdavis@delaware.gov	<b>City</b>	Dover
<b>Phone</b>	302-739-9414	<b>State</b>	DE
<b>24 Hr Phone</b>	302-730-9405	<b>Zip</b>	19904-
<b>Mobile/Pager</b>			

**Step 3: Chemicals** (Add Chemicals button) Total: 1

List 311 Chemicals

CAS No	Threshold Exceed Date	Chemical Name	Edit	Delete	Is Valid
7681494	10/18/2022 12:00:00 AM	Sodium fluoride			

Total Results: 1 Rows per page: 25

**Step 4: Submit Report** You are almost done! Click here to Submit your Report.

**Note for Step 3 / Chemicals:** the advisory in red text is to remind facilities that when submitting 311 reports in following years, to purge chemicals after they have been reported in Tier II / 312. This is to keep the 311 list as brief as necessary, so that successive years of 311 reporting does not create a long list of previously reported chemicals. So that you retain the ability to import a 311 chemical into a Tier II / 312 annual report, do not delete the 311 chemicals until **after** it's been included in a Tier II / 312. For example, if a chemical was reported via 311 during 2021, you may delete it in 2022 after you have included it in the 2021-Reporting Year Tier II (using the software's ability to import a 311 chemical into a Tier II report, if you choose).

**A special word about 312 updates:** although not currently required (if a 311 is submitted), facilities are encouraged to consider also submitting a **"312 Update Report"** when doing a 311. This has advantages to the facility: (1) it makes Tier II reporting the following year easier because the updated data will automatically rollover into the next Tier II, and (2) it provides emergency planners & responders the latest information in one convenient location. 312 Updates (as well as 311s) do not have fees, and the 311 data can easily & quickly be imported. So while you're logged in and it's fresh on your mind, doing a 312-update now will make your annual report easier later.

### Step 3: Chemicals

#### Chemical Information Page

Click **Add Chemicals** to add new substances for a 311 report. Or, if you have previously reported chemicals under 311 and they are already listed, you can edit or delete them by selecting the option to the right of the chemical in the list. After you are finished reviewing/updating any info screens under this step, click **Save**.

For the Physical and Health Hazards, review the information in your Safety Data Sheet (SDS) for each substance.

Community Right-to-Know - DNI | Reporting Requirements - DNREC | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting System

Home Facilities My Account Resources

### Chemical Information

Example Site (Facility ID: 3621) 2022 311 Report Initial

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9405  
Type: Facility

#### Chemical List

CAS No	Threshold Exceed Date	Chemical Name	Download	Edit	Delete
7681494	10/18/2022 12:00:00 AM	Sodium fluoride			

#### Add/Edit Chemical

\* The Select Chemicals from Tier II look up will only return chemical existing in the current Tier II data.

Select Chemical From Tier II CAS (If no CAS, type N/A)\* Chemical Name\* Threshold Exceed Date \*

Search by CAS/Chemical Name 7681494 Sodium fluoride 10/18/2022

#### Physical and Health Hazards \*

##### 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 type="checkbox"/> Flammable (gases, aerosols, liquids, or solids)	<input type="checkbox"/> Pyrophoric gas
<input type="checkbox"/> Gas under pressure	

All fields with a red asterisk ( \* ) are required. After completing this form, click **Save**

Keep in mind that Section 311 is essentially an avenue to update the chemical inventory at a facility throughout the year as newly reportable chemicals happen on site. Tier II updates can be done **in addition**, to provide more detail to planners and responders. See note on page 52.

After completing **Step 3: Chemicals** the **Submit Report** button in **Step 4: Submit Report** will now be available.

## Step 4: Submit Report

The screenshot shows a web browser with multiple tabs open: 'Community Right-to-Know - DN...', 'Reporting Requirements - DNREC', 'Online Reporting - DNREC Alpha', and 'Delaware ARP/Tier II Reporting S...'. The address bar shows the URL: `tierii.test.dnrec.delaware.gov/Submission/ReportSteps.aspx?t2nq=FHYf8GXlzlS3fsmGgxRfxlKDqMx77463JiytHolDR8=`. The page has a blue header with progress indicators for Step 1 (green check), Step 2 (green check), Step 3 (green check), and Step 4 (orange exclamation mark). A yellow badge in the top right corner says '0 Report Notes'. Below the header is a table with one row containing the values '7681494', '10/18/2022 12:00:00 AM', and 'Sodium fluoride'. To the right of the table are icons for a document, a trash can, and a green checkmark. Below the table, it says 'Total Results: 1' and 'Rows per page: 25'. The main content area has a blue bar that says 'Step 4: Submit Report' and 'You are almost done! Click here to Submit your Report.' Below this is an 'IMPORTANT NOTICE' section with red text: '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 lists requirements: '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.' It also provides instructions on how to stop and resume the process. At the bottom of the notice is a blue 'Submit Report' button. Below the notice is a link: 'Cancel Report (This will discard all Report data)'. The footer of the page says 'Developed By IDSI', '© 2002 - 2022 IDSI International, Inc. All rights reserved', and 'Version: 5.3'.

Click **Submit Report** to be taken to the **Certify Report** page and electronically certify the 311 report.

## Certify Report Page

The screenshot shows the 'Certify Report' page in the DNREC online reporting system. The browser tabs are 'Online Reporting - DNREC Alpha' and 'Delaware ARP/Tier II Reporting S...'. The address bar shows the URL: `tierii.test.dnrec.delaware.gov/Submission/CertifyReportSubmission.aspx?t2nq=RjvLemaVPFSfkruUUwhBDcP66IMJUEF+u45MGqyRk+8=`. The page has a blue header with the DNREC logo and the text 'Div. Waste & Hazardous Substances' and 'DNREC'. There are navigation links: 'Home', 'Facilities', 'My Account', and 'Resources'. The main content area is titled 'Certify Report' and shows 'Test Facility (Facility ID: 3628)' with a '2022 311 Report Initial' status. Below this is the facility address: '155 Commerce Way, Dover, DE 19904, United States', 'Contact: 555-555-5555', and 'Type: Facility'. A certification statement follows: '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.' Below this is a checkbox with the text: '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.' Below the checkbox is a link: 'Please preview the 311 Report before Submission'. There are two input fields: 'Name of Owner/Operator or Authorized Representative' (with the value 'Nicholas Butler') and 'Official Title' (with the value 'Environmental Scientist'). Below these are two more input fields: 'Telephone Number' (with the value '302-739-9433 x') and 'Date' (with the value '11/04/2022'). At the bottom, there is a blue 'Submit' button and a note: 'Before clicking "submit", user must check the acknowledgement statement above.'

All fields with a **red asterisk ( \* )** are required. After completing this form, click [submit](#)

The 311 report can be reviewed in PDF format by clicking [Please preview the 311 Report before Submission](#)

Upon submitting the 311 Report you will be taken to a page that allows you to [Update Annual Inventory report now](#).

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Delaware ARP/Tier II Reporting S". The address bar shows the URL: tierii.test.dnrec.delaware.gov/Submission/PreviewReportSubmissionInstructions.aspx?t2nq=XeG9ZzfOlvY7WZTR7hZ/v84vM9g0nHLSreE1gf2mTQXlfN... The page has a blue header with navigation links: Home, Facilities, My Account, and Resources. Below the header, the page title is "Example Site (Facility ID: 3621)" and the status is "2022 311 Report Initial". The main content area contains a confirmation message: "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 the submission, and maintain for your records." Below this, it provides contact information for the Delaware EPCRA Reporting Program and a link to "Update Annual Inventory report now". At the bottom right, there is a blue circular button with an upward arrow.

Click on [Update Annual Inventory report now](#) to be taken to the [Edit 312 Report Homepage for the facility](#).

**\*\*\* Important Note -** Keep in mind that Section 311 is essentially an avenue to update the chemical inventory at a facility throughout the year. While submitting the information as a 311 report satisfies the regulatory requirement, it would be helpful if this new chemical was added to any previously submitted annual Tier II report as an **update**. In this manner, the full inventory report is available to responders without having to look at 311 submissions separately, and your 312 inventory will be maintained up to date, making your next annual Tier II report easier.

## **PART 10: SUBMITTING AN EHS EMERGENCY PLANNING NOTIFICATION (SECTION 302)**

On the **LOG IN PAGE** enter your **Username** and **Password** and click **Log In** to be taken to the **HOME PAGE**.

On the **HOME PAGE** click **Continue** to be taken to the **List All Active Facilities** page.

Click on the **Facility Name** under the **Facility/Site Name** column to be taken to the **List Submissions** page.

Click on **Add a New Submission** from the **List Submissions** page to be taken to the **Start a New Report** page.

On the **Start a New Report** page, select **302 Report** for Report Type and **Original** for Report Class.

The screenshot shows a web browser window with the URL <https://tierii.test.dnrec.delaware.gov/Submission/StartReport.aspx?FacilityID=3621>. The page has a blue header with navigation tabs: Home, Facilities, My Account, and Resources. The main content area is titled "Start a New Report". Below the title, there is a section for "Example Site (Facility ID: 3621)" with the following details: 155 Commerce Way, Suite B, Dover, DE 19904, United States; Contact: 302-739-9405; Type: Facility. The next section is "Choose a Report Type (click on button next to selection)". It contains three radio button options: "Tier II Report (312 Annual Report)", "302 Report (Emergency Planning Notification, for EHS Equal to or Exceeds TPQ, within 60 days)" (which is selected), and "311 Report (within 3 months of the chemical first being on site above the threshold amount)". Each option has a brief description. Below the report type selection is a "NOTE: Reporting through this on-line system satisfies the requirement to submit the above reports to the appropriate SERC, LEPC, and local Fire Department." The next section is "Choose a Report Class (click on button next to selection)". It contains two radio button options: "Original" (which is selected) and "Amended". At the bottom of the form are "Cancel" and "Proceed" buttons, and a blue upward arrow icon in a circle.

After making your selections, click **Proceed**

This will take you to the **Edit 302 Report Homepage** for the facility.

**For background on the 302 notification requirements, please refer to page 8 of these instructions.**



## Edit 302 Report Homepage

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

tierii.test.dnrec.delaware.gov/Submission/ReportSteps.aspx?t2nq=5AQNP0v894pFsMTfnMjcl6bdpvU+4my+zTPmNRfQLTs=

Back Edit 302 302 Report Report Homepage for Test Facility (ID: 3628) List Submissions

Step 1 ✓ Step 2 ⚠ Step 3 ✓ Step 4 ⚠ Step 5 ⚠ 0 Report Notes

Report

2022 Original 302 Report(Test Facility) - 44966

Print Report

Submission Status : Initiated Status Date : 11/4/2022

Last Updated : 11/4/2022 Submission Type : Online

Submitter Username : Nicholas Butler [NEBuser2]

Step 1: Review Facility Information Edit

Facility ID	3628	LEPC	Kent County
Facility/Site Name	Test Facility	Lat/Long	39.1542,-75.5483
Company Name	DNREC	Maximum Number of Occupants at one time	10
Facility Status	Active	Facility Type	Facility
Inactive Reasons		Nature of Business	Government Office
Inactive as Of		NAICS	921190
Physical Location	155 Commerce Way, Dover, DE 19904, United States	SIC Code	
County	Kent	Dun & Brad No	N/A
Development/Industrial Park			
Fire District	Dover, Robbins-Hose		
Site Phone			

You can choose to look at each section individually by only clicking on the **Expand** icon for that section. Or you can choose to expand all sections by clicking on the **Expand All** icon that is located above Step 1.

You can choose to minimize a section by clicking on the **Contract** icon for that section. Or you can choose to expand all sections by clicking on the **Contract All** icon .

Each of the Sections needs to be reviewed prior to submittal of the report. After an individual section is reviewed/updated, the will be updated to a .

A NOTES button is available for adding and important information about the site. Please take advantage of this to include any information about the site that may be useful to emergency planners or responders, but that is not captured in the standard report elements (such as plans to add a new process with new chemicals, etc.).

### Step 1: Review Facility Information

Click **Edit** to review or update your facility information. This will take you to **Facility Identification** page. After you are finished reviewing/updating this information click **Save**

Doing so will return you to the **Edit 302 Report Homepage** for the facility. Proceed to Step 2.

## Step 2: Contact

Community Right-to-Know - DNREC | Reporting Requirements - DNREC | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting 5 | +

tierii.test.dnrec.delaware.gov/Submission/ReportSteps.aspx?t2nq=DkAkOlqQhjvzE1g8uXBilG/NNikBY/ohBswcbJma5WY=

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

0 Report Notes

DE 19904, United States

**Step 2: Contacts** [Edit](#)

**Compliance/Emergency Contacts**

Name	Title	Contact Type	Phone	24 Hr Phone	Email	Delete	Is Valid
		Emergency Coordinator					
		Regulatory Point of Contact					

**Step 3: Reporting Exemption Reasons** Reporting Exemption Status: Not Exempt. Do you want to change Status? [Edit](#)

You have marked the following Exemption Reasons:

☐ 1. This Facility no longer stores Extremely Hazardous Substances above the Threshold Planning Quantity

**Step 4: Chemicals** Total: 0 [Add Chemicals](#)

Chemical ID	CAS No	Chemical Name	EHS Name	Section 302 (EHS) TPQ	EHS Max Daily Amt Facilitywide (lbs)	Edit	Delete	Is Valid
No items to be listed								

Total Results: 0 Rows per page: 25

Click **Edit** to review or update your Emergency Coordinator and Compliance Contact information. This will take you to the following screen. (If you have already submitted this information as part of a Tier II Report, click on [Search from Tier II Report](#) to import a previously entered contact's information.)

Community Right-to-Know - DNREC | Reporting Requirements - DNREC | Online Reporting - DNREC Alpha | Delaware ARP/Tier II Reporting 5 | +

tierii.test.dnrec.delaware.gov/Submission/S302/AddEdit302Contact.aspx?t2nq=DvkHWIzjH2JY1kwkVjQfqTF5ill/LIOOpYRCVNifiU=

**Facility Emergency Coordinator**

Example Site (Facility ID: 3621) [2022 302 Report Original](#)

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9405  
Type: Facility

**Emergency Coordinator**

[Search for Tier II Report Emergency Coordinator](#)

Name*	Title*	Company Name*	Country*
Nick Fury	SHIELD Director	DNREC	United States
Street*	City*	State*	Zip*
155 Commerce Way	Dover	Delaware	19904-
Phone*	24 Hr Phone*	Email*	Retype Email*
3027399414	3027309414	nfury@avengers.net	nfury@avengers.net

Mobile

**Regulatory Point of Contact**

[Search for Tier II Report Regulatory Contacts](#)

Name*	Title*	Company Name*	Country*
Bill Davis	RPC	DNREC	United States
Street*	City*	State*	Zip*
155 Commerce Way	Dover	Delaware	19904-
Phone*	24 Hr Phone*	Email*	Retype Email*
3027399414	3027309405	william.bdavis@delaware.gov	william.bdavis@delaware.gov

All fields with a red asterisk ( \* ) are required. After you are finished reviewing/updating this information click [Save](#)



Doing so will return you to the **Edit 302 Report Homepage** for the facility. Proceed to Step 3.

The screenshot shows a web browser with multiple tabs open, including 'Community Right-to-Know - DNREC', 'Reporting Requirements - DNREC', 'Online Reporting - DNREC Alpha', and 'Delaware ARP/Tier II Reporting System'. The URL is 'tierii.test.dnrec.delaware.gov/Submission/ReportSteps.aspx?t2nq=eFtfEacGfKCPZ4bKSQE63JqZHNP+mXOY7BYBR1476BY='.

The interface displays a progress bar at the top with steps 1 through 5. Step 1 is completed (green checkmark), Step 2 is active (green checkmark), Step 3 is active (green checkmark), Step 4 is active (orange plus sign), and Step 5 is active (orange plus sign). A '0 Report Notes' button is visible in the top right corner.

**Step 2: Contacts** (Edit button)

**Compliance/Emergency Contacts**

Name	Title	Contact Type	Phone	24 Hr Phone	Email	Delete	Is Valid
Nick Fury	SHIELD Director	Emergency Coordinator	302-739-9414	302-730-9414	nfury@avengers.net		
Bill Davis	RPC	Regulatory Point of Contact	302-739-9414	302-730-9405	william.bdavis@delaware.gov		

**Step 3: Reporting Exemption Reasons** (Edit button)

Reporting Exemption Status: Not Exempt. Do you want to change Status?

You have marked the following Exemption Reasons:

- ☐ 1. This Facility no longer stores Extremely Hazardous Substances above the Threshold Planning Quantity

**Step 4: Chemicals** (Add Chemicals button)

Total: 0

Chemical ID	CAS No	Chemical Name	EHS Name	Section 302 (EHS) TPQ	EHS Max Daily Amt Facilitywide (lbs)	Edit	Delete	Is Valid
No items to be listed								

Total Results: 0 Rows per page: 25

**Step 5: Submit Report** (Missing Information or Conflicts in the Report Data)

### Step 3: Reporting Exemption Reasons.

***The exemptions for 311/312 reporting under OSHA or EPA do not apply to 302 reporting.***

You would only check the exemption listed here if you had previously reported EHS above the TPQ, but no longer store the EHS above the TPQ. This would be a 302 "update".

Proceed to Step 4.

## Step 4: Chemicals

Click **Add Chemicals** to add new substances for a 302 report. Or, if you have previously reported chemicals under 302 and they are already listed, you can edit or delete them by selecting the option to the right of the chemical in the list.

**Chemical Information** page.

The screenshot shows a web browser window with the URL <https://tierii.test.dnrec.delaware.gov/Submission/S302/AddEdit302Chemical.aspx?RptId=44747>. The page is titled "Chemical Information" and displays details for "Example Site (Facility ID: 3621)". The site address is 155 Commerce Way Suite B Dover, Delaware 19904, United States. Contact information is 302-739-9405, 3027399405. Parent Company is DNREC EPCRA. Owner/Operator is DNREC EPCRA. Type is Facility. A link for "2022 302 Report Original" is visible.

Below the site information is a "Chemical List" table:

CAS NO	Chemical Name	EHS Name	TPQ Value	EHS Max Daily Amt Facilitywide (lbs)	Edit	Delete
7664939	Sulfuric acid	Sulfuric acid	1,000	3000 lbs		

Below the table is the "Add/Edit Chemical" form. It includes a "Search EHS" dropdown, a "Select Chemical From Tier II" dropdown, and input fields for "CAS Number (If no CAS, type N/A) \*", "EHS Name \*", "EHS Max Daily Amt Facilitywide (lbs) \*", and "TPQ Value \*". The "Chemical Name \*" field is also present. A "Save to Chemical List" button is located to the right of the form. At the bottom of the form are "Cancel" and "Save" buttons. A blue circular button with an upward arrow is located at the bottom right of the page.

All fields with a red asterisk ( \* ) are required. After completing this form, click **ave**

After completing **Step 4: Chemicals** the **Submit Report** button in **Step 5: Submit Report** will now be available.

## Step 5: Submit Report

The screenshot shows the 'Step 5: Submit Report' page. At the top, a progress bar indicates steps 1 through 5, with Step 5 highlighted. Below this, a table lists chemicals for reporting. The table has columns for Chemical ID, CAS No, Chemical Name, EHS Name, Section 302 (EHS) TPQ, EHS Max Daily Amt Facilitywide (lbs), Edit, Delete, and Is Valid. One row is visible for Sulfuric acid with a TPQ of 1,000 and an amount of 3000 lbs. Below the table, there is an 'IMPORTANT NOTICE' section with instructions on how to proceed, including a warning that clicking 'Submit Report' will lock the data. A 'Submit Report' button is at the bottom right of the notice. A 'Cancel Report' link is at the bottom left.

Chemical ID	CAS No	Chemical Name	EHS Name	Section 302 (EHS) TPQ	EHS Max Daily Amt Facilitywide (lbs)	Edit	Delete	Is Valid
950	7664939	Sulfuric acid	Sulfuric acid	1,000	3000 lbs			✓

Total Results: 1 Rows per page: 25

**Step 5: 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 Submissions screen, and complete the submittal process. If you are ready, click on "Submit Report" to complete the submission process.

[Submit Report](#)

[Cancel Report](#) (This will discard all Report data)

Click [Submit Report](#) to be taken to the [Certify Report](#) page and electronically certify the 302 report.

### Certify Report Page

The screenshot shows the 'Certify Report' page. It includes a header with navigation links (Home, Facilities, My Account, Resources) and a sub-header 'Certify Report'. The main content area displays 'Example Site (Facility ID: 3621)' with address and contact information. Below this, there is a certification statement with a checkbox indicating agreement. A section for 'Please preview the 302 Report before Submission' contains fields for the Name of Owner/Operator or Authorized Representative, Official Title, Telephone Number, and Date. The 'Submit' button is at the bottom.

**Certify Report**

Example Site (Facility ID: 3621) [2022 302 Report Original](#)

155 Commerce Way, Suite B, Dover, DE 19904, United States  
Contact: 302-739-9405  
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 302 Report before Submission

Name of Owner/Operator or Authorized Representative \*  Official Title \*

Telephone Number \*  Date \*

Before clicking "submit", user must check the acknowledgement statement above.

[Submit](#)

The 302 report can be reviewed in PDF format by clicking [Please preview the 302 Report before Submission](#)

All fields with a **red asterisk ( \* )** are required. After completing this form, click [Submit](#)

Upon submitting the 302 Report you will be taken to a page that allows you to [Update Annual Inventory report now](#).

The screenshot shows a web browser window with multiple tabs open. The active tab is titled "Delaware ARP/Tier II Reporting S...". The address bar shows the URL: "tierii.test.dnrec.delaware.gov/Submission/PreviewReportSubmissionInstructions.aspx?t2nq=2THunCMY0gCr5TA2AO3uOA9TI2wX431SRvUJ4A54dVA...". The page header includes the DNREC logo and navigation links: Home, Facilities, My Account, and Resources. The main content area displays "Example Site (Facility ID: 3621)" with contact information: "155 Commerce Way, Suite B, Dover, DE 19904, United States", "Contact: 302-739-9405", and "Type: Facility". A confirmation message states: "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 the submission, and maintain for your records." It also provides contact information for the Delaware EPCRA Reporting Program and offers links to "Print Report", "List Submissions", and "List Facilities". A section titled "Want to update your annual Chemical Inventory with these changes now?" explains the benefits of updating the inventory and provides a link to "Update Annual Inventory report now." It also mentions that users can add or edit changes on Step 2: Chemical.

Click on [Update Annual Inventory report](#) now to be taken to the [Edit 312 Report Homepage](#) for the facility.

**If you have any questions or comments about the reporting system or requirements, contact information for Delaware's EPCRA Reporting Program is listed on page 2 of these instructions.**

