

## Tier2 Submit Help

### Who must prepare Tier 2 Report?

Owner, Operator, Manager or Corporate Officer of any facility that stores, handles, or uses any Hazardous Substances that exceed the Threshold Reportable Quantity (TRQ)

### What documents need to be prepared before submitting a Tier 2 Report?

1. Request the Material Safety Data Sheet (MSDS) from your supplier.
2. Valid Email address.
3. List of the substances or chemicals that were on site during the Reporting Year.
4. The maximum amount (in lbs.) and the average amount (in lbs.) of those substances or chemicals that were on site.
5. The type of Container, Pressure and Temperature that those substances or chemicals were stored while on site.
6. Storage Location of those substances or chemicals at the facility.
7. Method of payment (Check, Credit card or e- Check).

### How to get my Facility ID and account password?

When an administrator has approved and assigned a Facility ID number to your facility, you will receive an email notification containing the Facility ID#. For new users, you will receive an email notification containing a link to certify and activate your account. You will receive your password as well as Facility ID # in that User Account Certification page.

### Who Can Use Tier2 Submit

Facilities that store, handle, or use any Hazardous Substances that exceed the Threshold Reportable Quantity (TRQ) from NYC Community Right to Know Hazardous Substance list or the Special health hazard List.

**§24-706 Facility inventory reporting.** (a) A responsible party of a facility shall file a completed facility inventory form for such facility with the department for each substance on the hazardous substance list or the special health hazard list present within a facility that has been present in the preceding calendar year in a quantity which

exceeds the threshold reporting quantity established under section 24-703 of this chapter, on or before March first of each year.

## Five Basic Steps for Tier2 Submit

1. Registration
2. Facility Information
3. Chemical Inventory
4. Fee
5. Certify Report

## Entering Data into Tier2 Submit

### Step 1: Facility Information:

- a. To create a new facility record for the facility, click on the Add New Facility button from Main Menu and follow the instructions onscreen for entering the facility information.
- b. For an existing facility, click on the link with the facility's name from the Main Menu screen. On the Submission Listing screen, click on the Edit button under the Reporting Year.

### Entering Data for a Facility

- Enter Facility/Site Name
- Facility Address
- Borough
- Community Board from Drop Down
- Facility Contact Name
- Facility Contact Business Phone Number
- Facility Contact Phone Number
- Latitude and Longitude (can be auto-populated based on Facility Address)
- Owner/Parent Company Address and Contact Information
- Dun & Bradstreet (The financial officer of your facility should be able to provide the Dun & Bradstreet number. Otherwise contact the State or

regional office of Dun & Bradstreet to obtain your facility number or have one assigned). (not required)

- Standard Industrial Classification (SIC) code (not required)
- TRI (Required if the facility is subject to Section 313 of EPCRA) (not required)
- EIN (Tax ID Number)
- NACIS Code (Search from link type the specific facility industry description click search then select the NAICS code)
- Tier II/Emergency Contact Information (2 Contact)
- Facility Mailing Address (if different from Facility Address)
- Facility Billing Address (if different from Facility Address)

## Step 2: Chemical Inventory:

### a. Adding Chemicals to a Facility Inventory:

- If the Chemical is Pure, type the Chemical Name and search for the CAS# or type the CAS# and search for the Chemical Name. Then click on the Pure checkbox, and select the applicable checkbox for whether the Chemical is in the form of Solid, Liquid, or Gas.
- If the Substance is a Mixture: Type N/A for CAS Number and type the Substance Then click on the Mix checkbox, and select the applicable checkbox for whether the Substance is in the form of Solid, Liquid, or Gas. To enter the Substance's Mixture Components, click on the [Add mixture components](#) link. Then to add each new Mixture Component, click on the [Add New Mixture Component](#) link. Type the Chemical Name and search for the CAS# or type the CAS# and search for Chemical Name. If the Chemical is an EHS, click on the EHS Present checkbox and select the EHS Chemical from drop down list. Enter the mixture component as a percentage of the entire Substance and click Save to save the Mixture Component. After adding all the Mixture Components, click on Exit Form.
- Attach MSDS: you have the option of either selecting a MSDS from the DEP Library or uploading a MSDS in PDF file format.
  1. You can search the DEP Library to see if a MSDS exists for the chemical or substance. Select the option [Select MSDS From DEP Library](#) and click on the Search button. If any matches are found, it will be

displayed in a list. You can click on the PDF icon button to view the MSDS file. To select the result you want as the MSDS for the chemical or substance, click on the row for that result.

2. If you have a MSDS file in PDF format, you can upload it by clicking on the Browse button and locating the file on your computer. Click on the Upload button to save and upload the file to the Tier II system.
  3. If you do not find a match in the DEP Library and also do not have a MSDS file to upload, you can search an available internet MSDS database. Click on the [Search for MSDS Online](#) link. Type the Chemical/Substance name and click on the search icon. For the matching result you would like to save, click on the View PDF icon on the left to view the MSDS. Click on the Save icon to save the MSDS to your computer in PDF format. Once the file is saved, you can close the browser window for that search database. On the Chemical Details page, select the [Upload MSDS](#) option and click on the Browse button to locate the MSDS file you have just saved to your computer. Click on the Upload button to save and upload the file to the Tier II system.
    - Complete the Physical & Health Hazards according to the Material Safety Data Sheet (MSDS).
    - Complete the Inventory section by entering the Maximum Daily Amount (in lbs.) that the Chemical/Substance was on site at the facility, the Average Daily Amount (in lbs.) and the number of days that the Chemical/Substance was on site.
    - Storage Codes & Locations: Click on [Add New Storage Location](#) then select the Container Type, Pressure, and Temperature that the Chemical/Substance was stored at the facility. Also, enter a description of the storage location for the Chemical/Substance and indicate whether that storage location is confidential.
    - Click Save and Continue to save the Chemical/Substance, along with Mixture Components and Storage Locations.
- b. Editing Chemical Inventory: Click on the Edit icon button for the chemical you wish to update.
- c. Delete Chemical Inventory: Click on the Delete icon button for the chemical you wish to update.

### **Step 3: Attachments is not required**

Optionally, you can upload any facility documents you may have. The four types of facility documents are Site Plan, Site Coordinate Abbreviations, Safeguard Measures, and Facility Emergency Response Plan.

### **Step 4: Submit Tier II/FIF Report**

1. Click on the [Click Here](#) link to begin finalizing your Tier II/FIF Submission for this reporting year.
2. Read the instructions onscreen then click on the [Continue with Tier II Submission](#) link.
3. Select the available Tier II Submission Class then click the Start button.
4. Complete Exemption Questionnaire if the Facility is new
5. Read the instructions onscreen, then click [Proceed with Submission](#) to continue.
6. View the invoice generated, then click on the Pay Now button.
7. Select your method of payment (Check or Online Payment)
  - a. If paying by Check: Enter the check number, bank name and check date issued, then Click Submit. Confirm your payment details and click the Confirm button.
  - b. If selecting Online Payment, click the Submit button. Confirm your payment details, then click the Confirm button. On the payment site, select whether you would like to pay by credit card or e-check.
    - i. If paying by credit card: Enter the credit card #, expiration date and security code.
    - ii. If paying by E-Check: Enter the Account Number and Route Number.
  - c. Enter the billing information that corresponds to the credit card or e-check, and click the Submit button.
  - d. Confirm your payment details and click on the Proceed Payment button.
  - e. Print Online Payment Receipt

8. On the View Fee Summary screen, click on the Continue to Certify Submission button.
9. Read the instructions onscreen. Click on the checkbox to acknowledge your understanding. Confirm the name and title of the person authorized to certify the Tier II submission report, correct if needed. Click on the Submit button to officially certify the Tier II report.
10. If you paid by check: click on the [Display Invoice Report](#) and print the invoice for record keeping. Click on the checkbox to acknowledge that you have printed the invoice. Then click on the Proceed button to continue.
11. Click on [Print/View the Tier II Form](#) link to view and print Tier II Report (optimally in landscape mode) to mail it to  
Toxic Substance Unit  
Bureau of Operations  
NYC Fire Department  
9 Metrotech Center  
Brooklyn, N.Y. 11201

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