

**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 4, 2016

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CONTACT INFORMATION

Important Notice: Our office has moved, and we have a new address. All correspondence, including fee payment checks, must be directed to the new address below.

EPCRA Reporting Program, DNREC
P O Box 838
Dover, DE 19903

Phone (302) 739-9405
Fax (302)739-2466

E-mail DNREC_AWM_TierIIMgr@state.de.us

Bill Davis
William.BDavis@state.de.us

Tara Chambers
Tara.Chambers@state.de.us

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. The 911 Fire Dispatch centers can access and provide chemical information to local fire fighters and other emergency personnel responding to an emergency at a facility. Local Emergency Planning Committees (LEPCs) use the information to develop emergency response plans for their districts. 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
- Section 311 – Initial and Periodic Inventory Updates (MSDS list)
- Section 312 – Annual Hazardous Chemical Inventory (Tier II) Reporting

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 written follow-up report. <http://www.dnrec.delaware.gov/SERC/Services/Pages/EmergencyReleaseNotification.aspx>
- 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, process, or otherwise used above threshold levels. <http://www.dnrec.delaware.gov/SERC/Services/Pages/ToxicsReleaseInventoryReporting.aspx>

PART 2: ANNUAL HAZARDOUS CHEMICAL INVENTORY (TIER II)
REPORTING (EPCRA SECTION 312)

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:

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 our web site at <http://www.dnrec.delaware.gov/SERC/Services/Pages/HazardousChemicalInventoryReporting.aspx>, and through links within the Tier II Manager™ system. 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 gallon/500 pound threshold.

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 an MSDS 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.

REPORTING FEES

- Reporting fees are based on the number and types of chemicals reported. Fees are as follows:
 - \$40 per hazardous chemical
 - \$80 per extremely hazardous substance
 - Fees for mixtures depend on concentration of EHSs:
 - Less than 10% by weight EHS = \$40
 - Equal to or greater than 10% EHS = \$80
 - 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.
- Federal, state, county, and local government facilities, as well as non-profit organizations, are exempt from the reporting fees.

Covered facilities must calculate and submit the fees associated with the Tier II report to DNREC ***on or before the March 1st deadline***. *****Please note our updated office address on page 2 of these instructions.*****

Reporting fees can be paid on-line using a credit card or ACH transfer, or by mailing a check to DNREC. If reporting for multiple sites, it is not necessary to send a different check for each site. One check covering the reporting fees for all facilities is acceptable. Make checks payable to "***State of Delaware - EPCRA Program***".

If a facility is mailing a check **or** submitting a hardcopy Site Plot Plan, then they must attach a hardcopy of the email notification they received from the system once the online submission is complete.

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

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).

REQUIREMENT

Facilities must submit either the Safety Data Sheet (SDS) for each chemical, or a list of the reportable chemical(s), with the physical and health hazards for each, to the Delaware EPCRA Reporting Program. A list is preferred.

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 on line through the TIER II MANAGER™ system. There are no fees associated with Section 311 reporting.

PART 4: EHS EMERGENCY PLANNING NOTIFICATIONS
(SECTION 302)

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 our web site at

<http://www.dnrec.delaware.gov/SERC/Services/Pages/HazardousChemicalInventoryReporting.aspx>,

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.

REQUIREMENT

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 on line through the TIER II MANAGER™ system.

There are no fees associated with Section 302 reporting.

PART 5: ADDITIONAL RESOURCES

Delaware SERC/EPCRA home page (also contains links and contact info for each of Delaware's 4 LEPCs):
www.dnrec.delaware.gov/serc

EPCRA compliance assistance page covering each section of EPCRA:
<http://www.dnrec.delaware.gov/SERC/Services/Pages/ComplianceAssistance.aspx>

Delaware online TIER II MANGER™ system web page:
<http://www.dnrec.delaware.gov/SERC/Services/Pages/DownloadFormsorSoftware.aspx>

U.S. EPA questions and answers concerning EPCRA requirements (except for issues where Delaware requirements may be more stringent, such as lower thresholds or issues involving fees, we abide by EPA interpretations):
https://emergencymanagement.zendesk.com/hc/en-us#_ga=1.154338493.442377933.1432907222

Delaware TIER II MANAGER™ Online Reporting System

PART 6: IMPORTANT CHANGES AND UPDATES BEGINNING JANUARY 2016

WE HAVE MOVED:

EPCRA Reporting Program, DNREC
P O Box 838
Dover, DE 19903

Phone (302) 739-9405
Fax (302)739-2466

WE HAVE NEW STAFF:

Bill Davis: William.BDavis@state.de.us
Tara Chambers: Tara.Chambers@state.de.us
(John Outten & Phyllis Fox have retired)

2015 Reporting Year (Annual reports due by March 1, 2016)

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

- **TIER II MANAGER™ Update**

TIER II MANAGER™ issues that have been previously identified are being addressed in a pending software update which will be released later in 2016. Comments and suggestions about the reporting software are always welcomed. Please forward any comments or issues to the DNREC EPCRA Reporting Program (contact information above).

- **Submitting Fee Checks and Plot Plans**

If a facility is mailing a check **or** submitting a hardcopy Site Plot Plan, then they must attach a hardcopy of the email notification they received from the system once the online submission is complete. This will ensure the mailed items are matched with the appropriate facility and online report submission.

- **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 use “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 a period of time.
- 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.
- 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.

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 ever have any questions.

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
Blue Heron Corporate Center
655 South Bay Road, Suite 5N, Dover, DE 19901
Phone :302-739-9405, Fax :302-739-3106

Online TIER II MANAGER™

You must register before using this Online Reporting System.

REGISTER

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

Log In

Username
Password

Log In

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

SYSTEM REQUIREMENTS

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.

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From this screen, we 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 or email DNREC_AWM_TierIIMgr@state.de.us.

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**” then click **Next**. All fields with a red asterisk (*) are required. Once the registration form is completed, click **Submit**.

The screenshot shows a web browser window with the URL <https://tierii.dnrec.delaware.gov/TierII/User/RegisterUser.aspx>. The page title is "Online TIER II MANAGER™". The header includes the Delaware EPCRA Reporting Program logo and contact information for the Emergency Prevention & Response Section, DNREC. The main content area is titled "New User Registration" and contains the following sections:

- User Account Details:** Fields for Username*, Password*, Retype Password*, Hint Question* (dropdown), and Hint Answer*.
- User Contact:** Fields for First Name*, Last Name*, Title* (dropdown), Company Name*, Street 1*, Street 2*, City*, State* (dropdown), Zip Code*, Country* (dropdown), Email*, Retype Email*, and Phone*.
- Security:** A CAPTCHA field with the text "Please enter the characters as shown*" and the image "NYG62".

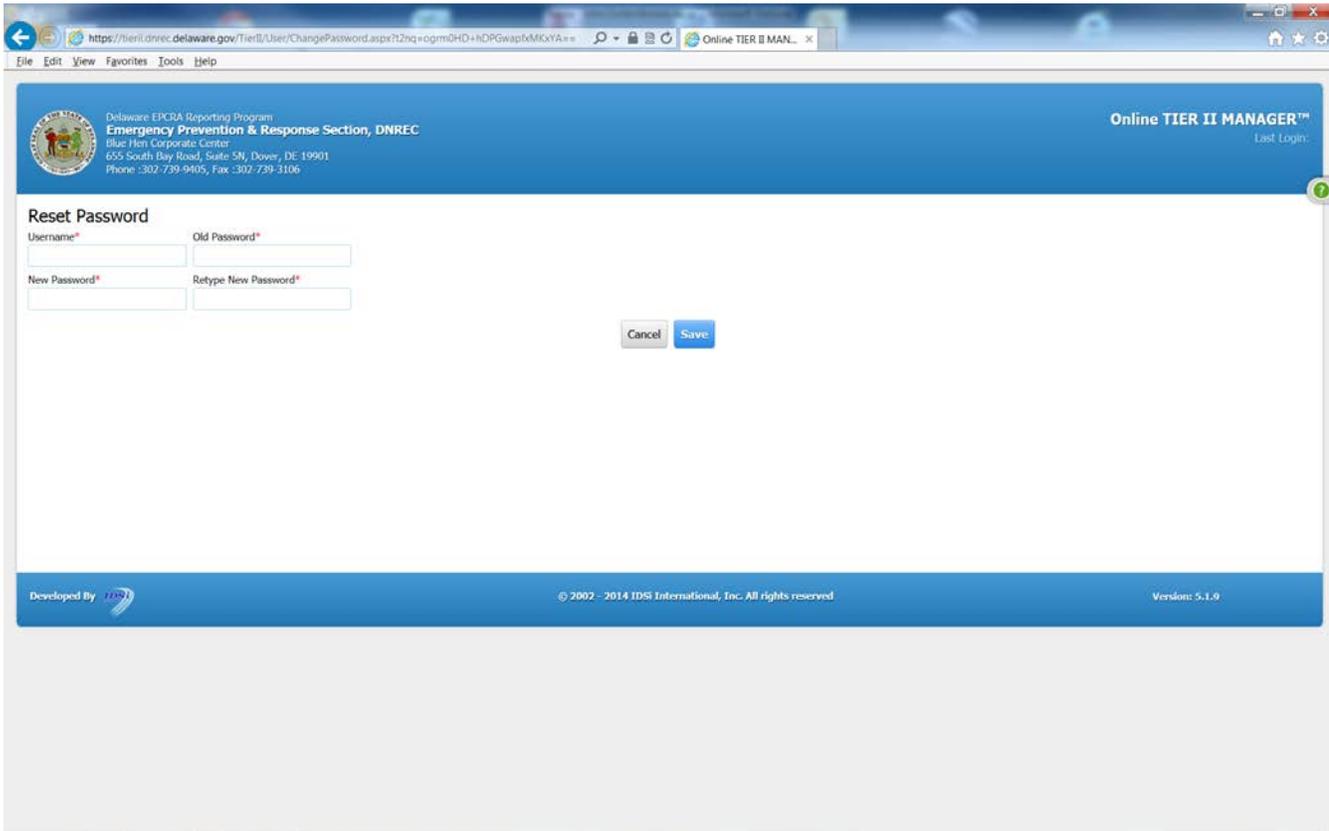
At the bottom of the form are "Cancel", "Back", and "Submit" buttons. The footer contains "Developed By: IDSI", "© 2002 - 2014 IDSI International, Inc. All rights reserved", and "Version: 5.1.9".

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™ will 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, if needed.



The screenshot shows a web browser window with the URL <https://tierii.dnrec.delaware.gov/TierII/User/ChangePassword.aspx?22nq+ogm0HD+HDPGwapfMkxYA==>. The page title is "Online TIER II MANAGER™" and it includes a "Last Login:" field. The main content area is titled "Reset Password" and contains the following form fields:

- Username*
- Old Password*
- New Password*
- Retype New Password*

Below the form fields are two buttons: "Cancel" and "Save".

The footer of the page includes the text "Developed By" with a logo, "© 2002 - 2014 IDS International, Inc. All rights reserved", and "Version: 5.1.9".

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.

The screenshot shows a web browser window with the URL <https://tierii.dnrec.delaware.gov/TierII/Facility/FacilityHome.aspx>. The page header includes the Delaware EPCRA Reporting Program logo and contact information for the Emergency Prevention & Response Section, DNREC. The user is logged in as John, John Doe, with a last login time of 12/19/2014, 10:25 AM. The page title is "Introduction and Guidance". Below the title, there are two buttons: "TIER II MANAGER™ Reporting Instructions" and "Continue". The main content area contains an "Important Notice" section with a list of instructions for users, including details about emergency contacts, chemical information, and reporting fees. The footer of the page includes the text "Developed By" with a logo, "© 2002 - 2014 IDSI International, Inc. All rights reserved", and "Version: 5.1.9".

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.

BUTTONS:

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

LIST OF ACTIVE FACILITIES PAGE

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
Blue Hen Corporate Center
653 South Bay Road, Suite 5N, Dover, DE 19901
Phone :302-739-9405, Fax :302-739-3106

Online TIER II MANAGER™ Tier II Reporting Year : 2013
Welcome: John, John Doe, Last Login: 12/19/2014, 10:25 AM
Log Out

Home Facility My Account

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 ABCDEFGHIJKLMNOPQRSTUVWXYZ Other Add New Facility

Facility ID	Company Name	Facility/Site Name	Address	County	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report
Facility ID	Company Name	Facility/Site Name	Address	All		City	LEPC	Fire Department	All	All	
2485	John Doe	John Doe Test Facility (ID: 2485)	1068 Grears Corner Road XXX, Townsend, DE 19734	New Castle	Active	Townsend	New Castle County	Townsend	Active	Active	2014 Tier II Report Update (12/19/2014 -Pending Admin Approval)
2486	John Doe	John Doe Test II Facility (ID: 2486)	1068 South State Street, Dover, DE 19901	New Castle	Active	Dover	New Castle County	Townsend	Inactive	Inactive	2014 Tier II Report Update (12/19/2014 -Pending Admin Approval)
2502	Test 3	Test 3 (ID: 2502)	1 Main, Middletown, DE 19702	New Castle	Active	Middletown	New Castle County	Middletown, Volunteer Hose	Unknown	Unknown	

Total Results:3 Rows per page: 10

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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.

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

Facility Identification – Location and Nature of Business

The screenshot shows a web browser window with the URL <https://tierii.dnrec.delaware.gov/TierII/Facility/CreateFacility.aspx>. The page header includes the Delaware EPCRA Reporting Program logo and contact information for the Emergency Prevention & Response Section, DNREC. The user is logged in as John, John Doe, with a last login of 12/22/2014, 08:07 AM. The main content area is titled "Facility Identification" and has two tabs: "Location & Nature of Business" (selected) and "Owner/Operator".

The "Location & Nature of Business" tab contains the following fields:

- Company Name * (text input)
- Facility/Site Name * (text input)
- Street 1 (911 Address) * (text input)
- Street 2 (911 Address) (text input)
- Country * (dropdown menu, currently "United States")
- City * (text input)
- State * (dropdown menu, currently "Delaware")
- Zip Code * (text input)
- County * (dropdown menu, currently "Select One")
- Development/Industrial Park (dropdown menu, currently "Select One")
- Latitude (in decimal degrees) * (text input)
- Longitude (in decimal degrees) * (text input)
- LEPC * (dropdown menu, currently "Select One")
- Fire Department * (dropdown menu, currently "Select One")
- NAICS * (text input)
- Nature of Business * (dropdown menu)
- Manned/Unmanned * (radio buttons for "Manned" and "Unmanned")
- Maximum Number of Occupants at one time * (text input)
- Dun & Brad No * (text input)
- SIC Code (text input)

Buttons for "Search NAICS", "Search SIC", "Cancel", and "Save" are present. A note states: "If you do not have a Dun & Brad No, please enter 'N/A'".

Footer information includes: "Developed By: IDSI", "© 2002 - 2014 IDSI International, Inc. All rights reserved", and "Version: 5.1.9".

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

You will be taken to [Facility Identification – Owner/Operator](#) page (actually, the second "Tab" on this screen).

Facility Identification – Owner/Operator page.

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
Blue Hen Corporate Center
655 South Bay Road, Suite 5N, Dover, DE 19901
Phone : 302-739-9405, Fax : 302-739-3106

Online TIER II MANAGER™ Tier II Reporting Year : 2012
Welcome Bob, EPCRA Reporting Program - Blue Hen Corp Cntr, Last Login: 01/17/2014, 12:44 PM
Log Out

Home Facility My Account

Facility Identification Details

EPCRA Program (Facility ID: 2435)
57 S. DuPont Hwy, Dover, DE 19901, United States
Owner/Operator:
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
Site Fax Number Website (ex. http://www.yourcompany.com)

Owner/Operator Mailing Address and Contact Details

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

Pick Owner/Operator Contact Copy Facility Address

Owner/Operator Name *
Street 1 * Street 2
Country * City *
United States
State * Zip Code *
Delaware
Owner/Operator Phone * 24 Hour Phone
Owner/Operator Email *

Cancel Save

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

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.

The screenshot displays the 'Active Facilities' page in the Online TIER II MANAGER. The page header includes the Delaware EPCRA Reporting Program logo and contact information for the Emergency Prevention & Response Section, DNREC. The user is logged in as John, John Doe, with a last login of 12/22/2014, 08:07 AM. The page title is 'Active Facilities' and it includes a search bar and a 'Back' button. Below the header, there is a table listing active facilities with columns for Facility ID, Company Name, Facility/Site Name, Address, County, Facility Status, City, LEPC, Fire Department, 312 Status, 302 Status, and Latest Report. The table contains four rows of data. The first row is highlighted in yellow, corresponding to the facility mentioned in the text below.

Facility ID	Company Name	Facility/Site Name	Address	County	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report
2505	EPCRA	EPCRA Test Facility (ID: 2505)	655 S. Bay Road, Dover, DE 19901	Kent	Active	Dover	Kent County	Dover, Robbins-Hose	Unknown	Unknown	
2485	John Doe	John Doe Test Facility (ID: 2485)	1068 Grears Corner Road XXX, Townsend, DE 19734	New Castle	Active	Townsend	New Castle County	Townsend	Active	Active	2014 Tier II Report Update (12/19/2014 -Pending Admin Approval)
2486	John Doe	John Doe Test II Facility (ID: 2486)	1068 South State Street, Dover, DE 19901	New Castle	Active	Dover	New Castle County	Townsend	Inactive	Inactive	2014 Tier II Report Update (12/19/2014 -Pending Admin Approval)
2502	Test 3	Test 3 (ID: 2502)	1 Main, Middletown, DE 19702	New Castle	Active	Middletown	New Castle County	Middletown, Volunteer Hose	Unknown	Unknown	

Click on the Facility Name (In this example it is **EPCRA Test Facility (Facility ID: 2505)**) under the Facility/Site Name column to be taken to the List Submissions page.

List Submissions page

The screenshot displays the 'List Submissions' page in the Online TIER II MANAGER web application. The page header includes the Delaware EPCRA Reporting Program logo and contact information for the Emergency Prevention & Response Section, DNREC. The user is logged in as John, John Doe, with a last login time of 12/23/2014, 09:50 AM. The page title is 'List Submissions' and it includes a 'Back' link. A message explains that users can create and submit new reports or continue work on previous submissions. The main content area shows details for 'EPCRA Test Facility (Facility ID: 2505)' and three report categories: '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 category has a table with columns for Report ID, Report, Status, Signed By, Signed Date, Submission Type, and View. All tables currently show 'No items to be listed'. An 'Add a New Submission' button is located at the top right of the reports section, and a 'Back to List of Facilities' button is at the bottom right. The footer contains development and version information.

****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.

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
Blue Hen Corporate Center
655 South Bay Road, Suite 5N, Dover, DE 19901
Phone: 302-739-9405, Fax: 302-739-3106

Online TIER II MANAGER™ Tier II Reporting Year : 2014
Welcome: John, John Doe, Last Login: 12/23/2014, 09:50 AM
Log Out

Home Facility My Account

Start a New Report

EPCRA Test Facility (Facility ID: 2505)

655 S. Bay Road, Dover, DE 19901, 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)

Annual for 2014
Annuals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the **previous calendar year.**

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

Update for 2015
Updates should be submitted to capture changes to **facility contacts** or chemical **quantities/locations** onsite during the **current calendar year.**

Cancel

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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.

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 2015** for Report Class.

The screenshot shows the 'Start a New Report' page in the Online TIER II MANAGER application. The page header includes the Delaware EPCRA Reporting Program logo and contact information for the Emergency Prevention & Response Section, DNREC. The user is logged in as John, John, Doe, and the reporting year is 2014. The main content area shows the facility name 'EPCRA Test Facility (Facility ID: 2505)' and its address. Below this, there are three radio button options for report types: '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)'. The 'Tier II Report' option is selected. A note indicates that reporting through this system satisfies the requirement to submit reports to the appropriate SERC, LEPC, and local Fire Department. Below the report type selection, there are three radio button options for report classes: 'Annual for 2014', 'Revision', and 'Update for 2015'. The 'Annual for 2014' option is selected. At the bottom of the form, there are 'Cancel' and 'Proceed' buttons. The footer of the page includes the text 'Developed By IDS', '© 2002 - 2014 IDS International, Inc. All rights reserved', and 'Version: 5.1.9'.

After selecting **Tier II Report** and **Annual for 2015** (assuming you are preparing a Tier II report for the 2015 year), click on **Proceed**.

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

Edit **Report Homepage**

The screenshot shows the 'Edit Report Homepage' for EPCRA Test Facility (ID: 2505). The page has a blue header with the Delaware EPCRA Reporting Program logo and contact information. The main content area is divided into two main sections: Step 1: Review Facility Information and Step 2: Review Chemical Inventory. Step 1 is expanded, showing a table of facility details. Step 2 is partially expanded, showing a chemical list.

Company Name		Owner/Operator	
Company Name	EPCRA	Owner/Operator	Test Company, 655 S. Bay Road, Dover, Delaware 19901-, United States
Facility/Site Name	EPCRA Test Facility	County	Kent
Address	655 S. Bay Road, Dover, DE 19901, United States	Development/Industrial Park	
Facility Status	Active	LEPC	Kent County
Inactive Reasons		Fire District	Dover, Robbins-Hose
Inactive as of		Facility Type	Facility
Lat/Long	39.1514, 75.502	Manned	Yes
Nature of Business	Test Facility	Maximum Number of Occupants at one time	23
NAICS	423840		
SIC Code			
Dun & Brad No	NA		

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 Steps 1 Facility Information and 2 Chemical Inventory are 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 .

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 .

Beware 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 thru 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

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
Blue Hen Corporate Center
655 South Bay Road, Suite 5N, Dover, DE 19901
Phone :302.739-9405, Fax :302.739-3106

Online TIER II MANAGER™ Tier II Reporting Year : 2014
Welcome John, John Doe, Last Login: 12/23/2014, 09:50 AM
Log Out

Home Facility My Account

Facility Identification

EPCRA Test Facility (Facility ID: 2505) 2014 Tier II Report Annual

655 S. Bay Road, Dover, DE 19901, United States
Contact: 302-739-9405,
Type: Facility

Location & Nature of Business ✓ Owner/Operator ✓

Company Name * Facility/Site Name *
EPCRA EPCRA Test Facility

Street 1 (911 Address) * Street 2 (911 Address)
855 S. Bay Road

Country * City *
United States Dover

State * Zip Code *
Delaware 19901

County * Development/Industrial Park
Kent

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) *
39.1514 -75.502

LEPC * Fire Department *
Kent County Dover, Robbins-Hose

NAICS * Nature of Business *
423840 Test Facility

Search NAICS

Manned/Unmanned *
 Manned
 Unmanned

Maximum Number of Occupants at one time *
23

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

SIC Code

Search SIC

Cancel Save

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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. 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.

Chemical Details - Chemical Description page.

The screenshot shows the 'Online TIER II MANAGER' web application interface. The header includes the Delaware EPCRA Reporting Program logo and contact information for the Emergency Prevention & Response Section, DNREC. The user is logged in as John, John Doe, with a last login of 12/23/2014, 09:50 AM. The main content area is titled 'Chemical Details' and is for 'EPCRA Test Facility (Facility ID: 2505)'. It features two tabs: 'Chemical Description' (active) and 'Inventory & Storage'. The 'Chemical Description' section includes fields for 'CAS Number (If no CAS, type N/A)*' and 'Chemical Name*'. Below these are checkboxes for 'Substance is Trade Secret', 'State*' (Solid, Liquid, Gas), and 'Fee Classification*'. The 'Physical and Health Hazards*' section has a 'Check all that apply' checkbox and several unchecked options: Fire, Sudden Release of Pressure, Reactivity, Immediate(Acute), and Delayed(Chronic). The 'Chemical Format' section has 'Pure/Mixture*' checkboxes and an 'EHS Name Search by EHS Name' field with an 'EHS' checkbox. At the bottom, there are 'Cancel' and 'Save' buttons. The footer contains the text 'Developed By IDSI' and '© 2002 - 2014 IDSI International, Inc. All rights reserved. Version: 5.1.9'.

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”.

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 (actually the second “Tab” on this screen).

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 the URL <https://teris.dnr.deleware.gov/TER/SubmitScreen/T2/AddChemicalDescription.aspx>. The page title is "Chemical Description" and "Inventory & Storage".

Chemical Description

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 "Add 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

See Notes on Reporting Chemicals at top of this page.

Maximum Amount Percentage *

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Chemical Inventory and Storage page.

The screenshot shows a web browser window with the URL <https://tierii.dnrec.delaware.gov/TierII/Submission/T2/ChemicalStorage.aspx?2hg-uj4x5znT0BQ+unifRzHCS>. The page is titled "Inventory & Storage" and is for the "EPCRA Test Facility (Facility ID: 2505)" and "Formaldehyde (50000) Pure - EHS". The page is for the "2014 Tier II Report Annual".

The page has a navigation bar with "Home", "Facility", and "My Account". Below the navigation bar, there are tabs for "Chemical Description" and "Inventory & Storage".

The "Chemical Inventory" section includes two "Gals To Lbs Converter" sections. The first section has fields for "Maximum Daily Amount", "Unit" (Pounds), "Maximum Daily Amount Code (Facility wide)", and "Maximum Amount in Largest Container". The second section has fields for "Average Daily Amount", "Unit" (Pounds), "Average Daily Amount Code (Facility wide)", and "Number of Days Onsite".

The "Storage Location" section includes a "Storage Location List" and an "Add Storage Location" form. The "Storage Location List" shows "No locations entered yet for this substance". The "Add Storage Location" form has fields for "Container Type", "Pressure", "Temperature", "Storage Location is Confidential", "Location Description", "Storage Location Max Daily Amount", and "Unit".

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 the URL <https://tierii.dnrec.delaware.gov/TierII/Submission/T2/EditReportRegulatoryStatus.aspx?t2nq=9qc7oi5brsuMr>. The page title is "Online TIER II MANAGER™ - Tier II Reporting Year : 2014". The user is logged in as "John, John Doe" with a last login of "12/23/2014, 01:45 PM".

The main content area is titled "Subject to Status" and displays information for "EPCRA Test Facility (Facility ID: 2505)". The facility address is "655 S. Bay Road, Dover, DE 19901, United States" and the contact is "302-739-9405". The facility type is "Facility".

The form contains the following sections:

- EPCRA Section 312 (Annual Inventory)**: Status is "Active". The facility is subject to 312? [What is this? *](#) Yes No
- EPCRA Section 302 (EHS Amt>TPQ)**: Status is "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)**: Status is "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. There is a text input field for "RMP ID".
- EPCRA Section 313 (TRI)**: Status is "Unknown". The facility is subject to Toxic Release Inventory under Section 313 of EPCRA (40 CFR Part 372) [What is this? *](#) Yes No. There is a text input field for "TRI Facility ID".

At the bottom of the form are "Cancel" and "Save" buttons. The "Save" button is highlighted in blue.

The footer of the page includes "Developed By" with a logo, "© 2002 - 2014 IDS International, Inc. All rights reserved", and "Version: 5.1.9".

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

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

Step 4: Review Report Contacts

Facility and Owner/Operator Contact

The screenshot shows a web browser window with the URL <https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?2nq=J8hwUwv2xsdzbTjasWkK+eHy+8>. The page is titled "Online TIER II MAN..." and has a navigation bar with steps 1 through 7. Step 4 is currently active. The page content is divided into three main sections:

- Step 3 : Review Subject to Status** (with an "Edit" button):
The following statuses are reported by the Facility. These statuses may be changed based on Admin Review.

EPCRA Section 312 (Annual Inventory)	Active	EPCRA Section 302 (EHS Amt>TPQ)	Active
CAA Section 112(r) (RMP)	Unknown	EPCRA Section 313 (TRI)	Unknown
- Step 4 : Review Report Contacts** (with an "Edit" button):
Number of Compliance Contact/Preparer: 0 Number of Emergency Planning Coordinators: 0 Number of Emergency Contacts: 0
There must be at least 1 Emergency Coordinator for a Tier II Report.
There must be at least 1 Compliance Contact/Preparer for a Tier II Report.
There must be at least 3 Emergency Contacts for a Tier II Report.
Facility and Owner/Operator Contacts

Name	Contact Type	Phone	24 Hr Phone	Email
Facility	Direct Site Communication	302-739-9405	302-111-2222	
Test Company	Owner/Operator	202-739-9409		john.outten@state.de.us

Compliance/Emergency Contacts

Name	Title	Contact Type	Phone	24 Hr Phone	Email	Delete	Is Valid
No items to be listed							
- Step 5 : Review Attachments** (with an "Edit" button):

Description	File	File Type	Sent as Hardcopy
Site Plan			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

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
Blue Hen Corporate Center
655 South Bay Road, Suite 5N, Dover, DE 19901
Phone :302-739-9405, Fax :302-739-3106

Online TIER II MANAGER™ Tier II Reporting Year : 2014
Welcome John, John Doe, Last Login: 12/23/2014, 01:45 PM
Log Out

Home Facility My Account

Contacts

EPCRA Test Facility (Facility ID: 2505) 2014 Tier II Report Annual

655 S. Bay Road, Dover, DE 19901, United States
Contact: 302-739-9405
Type: Facility

Compliance Contact/Preparer

Person knowledgeable of the information contained in the Tier II inventory form.
[Pick Compliance Contact/Preparer](#)

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](#)

Name * Title *
Email * Phone * 24 Hr. Phone * Mobile/Pager
Company Name * Street * City * State * Zip *

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 **Save**

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

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

The screenshot shows a web browser window with the URL <https://tier2idrec.delaware.gov/TierII/Submission/ReportSteps.aspx?2nq=/YwYnu9zRfVTrncPGUCPE3eeHy+8>. The page has a blue header with navigation tabs for Step 1 through Step 7. Step 5 is currently active. The main content area is divided into sections:

- Compliance/Emergency Contacts:** A table with columns: Name, Title, Contact Type, Phone, 24 Hr Phone, Email, Delete, and Is Valid. Below the table, it says "No items to be listed".
- Step 5 : Review Attachments:** A table with columns: Description, File, File Type, and Sent as Hardcopy. The rows are: Site Plan, Site Coordinate Abbreviations, Safeguard Measures, and Facility Emergency Response Plan.
- Step 6 : Review Fee Exemption Status:** A section with the text "Fee Exemption Status: Not Completed." and "You have marked the following Fee Exemption Reasons:". It contains two questions with radio button options:
 - 1. Is it a Government facility? (Yes, No)
 - 2. Is it a Non-Profit facility? (Yes, No)
- Step 7 : Submit Report:** A section with the text "Missing Information or Conflicts in the Report Data".

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

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

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

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

Step 7: Submit Report

If you have completed Steps 1 thru 6 completely, 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.

2. Is it a Non-Profit facility?

Yes

No

Step 7 : Submit Report. You are almost done! Click here to Submit your Report.

IMPORTANT NOTICE

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

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

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

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

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

[Submit Report](#)

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

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Click on the **Submit Report** button to be taken to the **Payment** and **Certify Report** pages.

Special Alert: Be absolutely certain when 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 the process. If changes need to be made after a submission is made, it will require a report **revision**.

View Fee Summary

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
Blue Hen Corporate Center
655 South Bay Road, Suite 5N, Dover, DE 19901
Phone :302-739-9405, Fax :302-739-3106

Online TIER II MANAGER™ Tier II Reporting Year : 2014
Welcome John, John Doe, Last Login: 12/23/2014, 01:45 PM
Log Out

Home Facility My Account

View Fee Summary

EPCRA Test Facility (Facility ID: 2505) 2014 Tier II Report Annual

655 S. Bay Road, Dover, DE 19901, United States
Contact: 302-739-9405
Type: Facility

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

Reporting Period : 2014 [Click to Print Fee Summary](#)

Item	Rate	Quantity	Amount
Voluntary	0	0	0.00
Hazardous Chemical	40	0	0.00
Extremely Hazardous Substance (EHS)	80	1	80.00
Mix with <10% EHS	40	0	0.00
Mix with > or equal to 10% EHS	80	0	0.00
Motor Vehicle Fuel for Retail Sale	0	0	0.00
Grand Total			80

Net balance as of Today: \$80

[Pay Now](#)

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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.

If you select the online payment option, please follow the screen prompts to complete the online payment process. The system will return you to the report process to complete certification.

Note: For the most efficient payment method, DNREC strongly encourages the use of the online payment option.

If a facility is mailing a check **or** submitting a hardcopy Site Plot Plan, then they must attach a hardcopy of the email notification they received from the system once the online submission is complete. This will ensure the mailed items are matched with the appropriate facility and online report submission.

Certify Report page.

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
Blue Hen Corporate Center
655 South Bay Road, Suite 5N, Dover, DE 19901
Phone : 302-739-9405, Fax : 302-739-3106

Online TIER II MANAGER™ Tier II Reporting Year : 2012
Welcome Kristoffer, DNREC, Last Login: 12/31/2013, 09:18 AM
Log Out

Home Facility My Account

Certify Report

EPCRA2 (Facility ID: 2432) 2012 Tier II Report Annual

655 South Bay Road, Suite 5N, Dover, DE 19901, United States
Contact: 302-739-9405 x 9414,
Owner/Operator: Collin O'Mara
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 *

When you complete your submission, you will receive a Confirmation Email. If you are paying by check, send in a copy of the Confirmation Email with your check. Submissions are not considered complete until fee payments have been received.

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

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
Blue Hen Corporate Center
655 South Bay Road, Suite 5N, Dover, DE 19901
Phone : 302-739-9405, Fax : 302-739-3106

Online TIER II MANAGER™ Tier II Reporting Year : 2012
Welcome Bob, EPCRA Reporting Program - Blue Hen Corp Cntr, Last Login: 01/16/2014, 12:16 PM
Log Out

Home Facility My Account

Test site Z (Facility ID: 2433)
55 Dupont Highway, Dover, DE 19901, United States
Contact: 302-739-9999,
Owner/Operator: State of DE
Type: Facility

You have successfully finished the Submission. If you have entered a valid e-mail, you will be notified of this successful submission.
Please print a copy of the confirmation e-mail, along with a copy of your submission, and maintain for your records.
Unlike past years, submission of a signed hardcopy certification page is not required.
However, if you are subject to fees and are paying by mailing a check, please print a copy of the confirmation e-mail you receive, and send it along with the check. This should also be done if you are sending a hardcopy attachment to be added for your facility (such as a site plot plan).
Submissions are not considered complete until any associated fees have been paid. Mail to:
EPCRA Reporting Program, DNREC
Blue Hen Corporate Center
655 S. Bay Road, Suite 5N
Dover, DE 19901
For questions, please contact the Delaware EPCRA Reporting Program at 302-739-9405 or phyllis.fox@state.de.us.
Select an option below to proceed.

[Print Report](#) [List Submissions](#) [Return to List of Facilities](#)

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

***** If you are paying fees by mailing a check, or are mailing a hardcopy site plot plan to be scanned, this screen contains important guidance.** If you fall into this category, please follow the instructions noted here to complete the reporting process.

Tier II Manager electronic certification is now considered sufficient without a hardcopy signature. Facilities are no longer required to print the Fee Summary/Certification Letter, sign in ink, and mail it to DNREC for each online submission. If a facility: (1) uploads a Site Plot Plan into Tier II manager or has an accurate one already electronically on file in Tier II Manager, (2) pays all applicable fees online, and (3) submits their report online, then nothing will need to be mailed.

However, if a facility is mailing a check or submitting a hardcopy Site Plot Plan, then they must attach a hardcopy of the email notification they received from the system once the online submission is complete. This will ensure the mailed items are matched with the appropriate facility and online report submission.

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.

The screenshot shows a web browser window with the URL <https://tierii.dnrec.delaware.gov/TierII/Submission/StartReport.aspx?1>. The page title is "EPCRA Test Site B (Facility ID: 2449)". The address is "57 S. Dupont Hwy, Dover, DE 19901, United States". The contact information is "Contact: 302-739-9405" and the type is "Facility".

Under "Choose a Report Type (click on button next to selection)", there are three radio button options:

- 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.

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

Under "Choose a Report Class (click on button next to selection)", there are two radio button options:

- Initial**
- Update**

At the bottom, there are "Cancel" and "Proceed" buttons. The footer includes "Developed By IDSI", "© 2002 - 2014 IDSI International, Inc. All rights reserved", and "Version: 5.1.9".

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 "Updates". See reporting guidance for Section 311 on page 6 of these instructions.

Click **Proceed**

Edit 311 Report Homepage

You can choose to look at each Step/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 .

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 the URL <https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?> and the page title "Online TIER II MAN...". The browser's address bar shows the URL and the page title. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's status bar shows "Step 1", "Step 2", "Step 3", and "Step 4".

The main content area is divided into four steps:

- Step 2 : Contact** (Total: 1) - This step contains a form for contact information. The form is divided into two columns: "Compliance Contact/Preparer" and "Company Name". The "Compliance Contact/Preparer" column includes fields for Name, Title, Email, Phone, 24 Hr Phone, and Mobile/Pager. The "Company Name" column includes fields for Street, City, State, and Zip. An "Edit" button is located in the top right corner of this section.
- Step 3 : Chemicals** (Total: 1) - This step contains a table titled "List 311 Chemicals". The table has the following columns: CAS No, Threshold Exceed Date, Chemical Name, Fire Hazard, Sudden Release of Pressure, Reactivity, Immediate (Acute), Delayed (Chronic), Edit, Delete, and Is Valid. The table contains one row of data for CAS No 2461156, Threshold Exceed Date 2/1/2014 12:00:00 AM, Chemical Name (((2-ETHYLHEXYL)OXY)METHYL)OXIRANE, Fire Hazard Yes, Sudden Release of Pressure Yes, Reactivity Yes, Immediate (Acute) Yes, Delayed (Chronic) No, Edit (document icon), Delete (trash icon), and Is Valid (checkmark). An "Add Chemicals" button is located in the top right corner of this section.
- Step 4 : Submit Report** - This step contains a message: "Missing Information or Conflicts in the Report Data". Below the message is a text box with the instruction: "Click the Step name with Alerts to fix data problems."

The browser's status bar shows "0 Notes" in the top right corner. A home button is visible in the bottom right corner of the browser window.

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**.

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
Blue Hen Corporate Center
655 South Bay Road, Suite 5N, Dover, DE 19901
Phone : 302-739-9405, Fax : 302-739-3106

Online TIER II MANAGER™ Tier II Reporting Year : 2012
Welcome Kristoffer, DNREC, Last Login: 01/05/2014, 12:29 PM
Log Out

Home Facility My Account

Chemical Information

EPCRA2 (Facility ID: 2432) 2014 311 Report Initial

655 South Bay Road, Suite 5N, Dover, DE 19901, United States
Contact: 302-739-9405 x 9414,
Owner/Operator: Collin O'Mara
Type: Facility

Add/Edit Chemical

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

Select Chemical From Tier II CAS* Chemical Name* Threshold Exceed Date *
Search by CAS/Chemical Name

Check all the apply

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

Developed By

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.

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 the 'Step 4: Submit Report' page in the Online TIER II MANAGER. At the top, there are progress indicators for Step 1, Step 2, Step 3, and Step 4. Below this, there are input fields for 'Phone', '24 Hr Phone', and 'Mobile/Pager'. A section titled 'Step 3 : Chemicals' shows a list of 311 chemicals. The table below contains the following data:

CAS No	Threshold Exceed Date	Chemical Name	Fire Hazard	Sudden Release of Pressure	Reactivity	Immediate (Acute)	Delayed (Chronic)	Edit	Delete	Is Valid
2461156	2/1/2014 12:00:00 AM	(((2-ETHYLHEXYL)OXY)METHYL) OXIRANE	Yes	Yes	Yes	Yes	No			

Below the table, there is a 'Submit Report' button and a 'Cancel Report' link. The footer of the page includes 'Developed By IDSI', '© 2002 - 2014 IDSI International, Inc. All rights reserved', and 'Version: 5.1.9'.

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 Online TIER II MANAGER. The page header includes the Delaware EPCRA Reporting Program logo and contact information for the Emergency Prevention & Response Section, DNREC. The main content area displays the facility name 'EPCRA Test Site B (Facility ID: 2449)' and its address: '57 S. Dupont Hwy, Dover, DE 19901, United States'. Below this, there is a certification statement: '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.' A checkbox is provided for the user to confirm their understanding: ' 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, there are input fields for 'Name of Owner/Operator or Authorized Representative *', 'Official Title *', 'Telephone Number *', and 'Date *'. The 'Date' field is pre-filled with '12/30/2014'. A 'Submit' button is located at the bottom of the form. The footer of the page includes 'Developed By IDSI', '© 2002 - 2014 IDSI International, Inc. All rights reserved', and 'Version: 5.1.9'.

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

The 311 report can 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 displays the 'Online TIER II MANAGER' interface. The header features the Delaware EPCRA Reporting Program logo and contact details for the Emergency Prevention & Response Section, DNREC. The user is identified as Bob, with a last login of 12/30/2014 at 12:59 PM. The main content area shows the facility 'EPCRA Test Site B (Facility ID: 2449)' and 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 message are links for 'Print Report', 'List Submissions', and 'List Facilities'. A second message prompts the user to 'Update Annual Inventory report now' and provides instructions on how to use the 'Search 311 Chemicals' link to 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.](#)

***** 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 have to look at 311 submissions separately, and your 31 2 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.

Start a New Report

EPCRA Test Site B (Facility ID: 2449)

57 S. Dupont Hwy, Dover, DE 19901, 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)

- Original
- Amended

Cancel Proceed

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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

The screenshot displays the 'Edit 302 Report Homepage for EPCRA Test Site B (ID: 2449)'. At the top, there is a navigation bar with 'Home', 'Facility', and 'My Account' links. Below this, a progress bar shows five steps: Step 1 (green checkmark), Step 2 (orange exclamation mark), Step 3 (green checkmark), Step 4 (orange exclamation mark), and Step 5 (orange exclamation mark). A '0 Notes' button is visible in the top right of the progress bar area. The main content area includes a 'Report' dropdown menu set to '2014 Original 302 Report (EPCRA Test Site B) - 21481', a 'Print Report' link, and submission details: 'Submission Status: Initiated', 'Status Date: 12/30/2014', 'Last Updated: 12/30/2014', and 'Submission Type: Online'. Below this is a section titled 'Step 1: Review Facility Information' with an 'Edit' button. This section contains two columns of information:

Company Name	EPCRA Corp	Owner/Operator	State of De, 655 South Bay Road, Dover, DE 19901, US
Facility/Site Name	EPCRA Test Site B	County	Kent
Address	57 S. Dupont Hwy, Dover, DE 19901, United States	Development/Industrial Park	
Inactive Reasons		LEPC	Kent County
Inactive as of		Fire District	Dover, Robbins-Hose
Lat/Long	39.1546, -75.5062	Facility Type	Facility
Nature of Business	abrasives	Manned	Yes
NAICS	334519	Maximum Number of Occupants at one time	25
SIC Code			
Dun & Brad No	n/a		

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 .

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

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

Step 2: Contacts Edit

Compliance/Emergency Contacts

Name	Title	contact Type	Phone	24 Hr Phone	Email	Delete	Is Valid
		Emergency Coordinator					
		Compliance Contact/ Preparer					

Step 3: Reporting Exemption Reasons Reporting Exemption Status: Not Exempt. Do you want to change Status? Edit

You have marked the following Fee 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	FHS Name	TPO Value	Quantity	Edit	Delete	Is Valid
No items to be listed								

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

Click the Step name with Alerts to fix data problems.

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.)

Emergency Coordinator

Search from Tier II Report

Name* Title* Company Name* Country*
United States

Street** City* State* Zip*
Delaware

Phone* 24 Hr Phone* Email* Retype Email*

Mobile

Compliance Contact/Preparer

Search from Tier II Report

Name* Title* Company Name* Country*
United States

Street** City* State* Zip*
Delaware

Phone* 24 Hr Phone* Email* Retype Email*

Mobile

Cancel Save

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 window with the URL <https://tierii.dnrec.delaware.gov/TierII/Submission/ReportSteps.aspx?>. The page title is "Online TIER II MAN.". At the top, there is a progress bar with five steps: Step 1 (green checkmark), Step 2 (green checkmark), Step 3 (green checkmark), Step 4 (orange plus sign), and Step 5 (orange plus sign). Below the progress bar, there is a header area with the following information: Margaret Haskell, EHS Mgr, Compliance Contact/ Preparer, 302-992-2222, 302-333-8888, Margaret@yahoo.com, and a "0 Notes" button. The main content area is divided into several sections:

- Step 3 : Reporting Exemption Reasons** - Reporting Exemption Status: Not Exempt. Do you want to change Status? [Edit]
- You have marked the following Fee Exemption Reasons:
 - 1. This Facility no longer stores Extremely Hazardous Substances above the Threshold Planning Quantity
- Step 4 : Chemicals** - Total: 0 [Add Chemicals]
- Table with columns: Chemical ID, CAS No, Chemical Name, EHS Name, TPO Value, Quantity, Edit, Delete, Is Valid. Below the table, it says "No items to be listed".
- Step 5 : Submit Report** - Missing Information or Conflicts in the Report Data. Click the Step name with Alerts to fix data problems.

At the bottom left, there is a "Cancel Report (This will discard all Report data)" link. The footer contains "Developed By IDS", "© 2002 - 2014 IDS International, Inc. All rights reserved", and "Version: 5.1.9".

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 the 'Online TIER II MANAGER' web application interface. The header includes the Delaware EPCRA Reporting Program logo and contact information for the Emergency Prevention & Response Section, DNREC. The user is logged in as 'Bob, EPCRA Reporting Program - Blue Hen Corp Cntr' with a last login of 12/30/2014, 12:59 PM. The main content area is titled 'Chemical Information' and shows details for 'EPCRA Test Site B (Facility ID: 2449)'. Below this is the 'Add/Edit Chemical' section, which contains a form with the following fields: 'Search EHS' (a dropdown menu), 'CAS Number *' (text input with '50000'), 'EHS Name *' (text input with 'Formaldehyde'), 'EHS Quantity (lbs) *' (text input with '10000'), 'TPQ Value *' (text input with '500'), and 'Chemical Name *' (text input with 'Formaldehyde'). There are 'Add More', 'Cancel', and 'Save' buttons. The footer of the page includes 'Developed By IDSI', '© 2002 - 2014 IDSI International, Inc. All rights reserved', and 'Version: 5.1.9'.

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

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

Step 5: Submit Report

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 +

0 Notes

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

You have marked the following Fee Exemption Reasons:

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

Step 4 : Chemicals Total: 1 [Add Chemicals](#)

Chemical ID	CAS No	Chemical Name	EHS Name	TPO Value	Quantity	Edit	Delete	Is Valid
639	50000	Formaldehyde	Formaldehyde	500	10000 lbs			✓

Step 5 : Submit Report You are almost done! Click here to Submit your Report.

Click on the "Submit Report" button to send this Report to authorities. Read notes on the next page to see if there are more requirements. If you want to make any more Changes, click Edit for the section you want to change.

[Submit Report](#)

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

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

Certify Report page

Delaware EPCRA Reporting Program
Emergency Prevention & Response Section, DNREC
Blue Hen Corporate Center
655 South Bay Road, Suite 5N, Dover, DE 19901
Phone :302-739-9405, Fax :302-739-3106

Online TIER II MANAGER™ Tier II Reporting Year : 2014
Welcome Bob, EPCRA Reporting Program - Blue Hen Corp Cntr, Last Login: 12/30/2014, 12:59 PM
Log Out

Home Facility My Account

Certify Report

EPCRA Test Site B (Facility ID: 2449) 2014 302 Report Original

57 S. Dupont Hwy, Dover, DE 19901, 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 the URL <https://tierii.dnrec.delaware.gov/TierII/Submission/PreviewReportSub>. The page title is "Online TIER II MANAGER™ Tier II Reporting Year : 2014". The header includes the Delaware EPCRA Reporting Program logo and contact information for the Emergency Prevention & Response Section, DNREC. The main content area displays "EPCRA Test Site B (Facility ID: 2449)" and "2014 302 Report Original". 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." Below this message are links for "Print Report", "List Submissions", and "List Facilities". A secondary message prompts the user to "Update Annual Inventory report now" and provides instructions on how to do so.

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 the *EPCRA Reporting Program* is listed on page 2 of these instructions.