

OHIO STATE EMERGENCY RESPONSE COMMISSION 2020 TIER2 SUBMIT GUIDANCE

For March 1, 2021 facilities filing Tier2 reports in Ohio have 2 basic options.

1. File by using the 2020 Tier2 Submit software and email as an attachment to SERC@epa.ohio.gov
2. File via paper State Approved Forms or USEPA Tier2 report forms.

Getting 2020 Tier2 Submit Software Started:

First, you will need to download and install the 2020 Tier2 Submit software from the EPA web page.

1. Open your Internet Explorer or other browser
2. Go to site: <http://www2.epa.gov/epcra/tier2-submit-software>
3. Download/Install the Tier2 Submit for Windows or Macintosh as appropriate

This will install a new program to your computer named "Tier2 Submit 2020". It does not replace your existing "Tier2 Submit 2019" software.

Transferring Last Year's Filing Data:

You will need to import/export your Tier2 Submit 2019 data into the newly installed Tier2 Submit 2020 software. Hopefully, you saved last year's report!!!!

Exporting from your Tier2 Submit 2019 software if you did not save the .t2s or .zip file from last year:

1. Launch/Open "Tier2 Submit 2019" (that you saved last year)
2. Select the "Start Tier2 Submit" button
3. Select "Export/Submit" at the top right of the screen
4. Select Create a submission file (.t2s) to submit to you state, then Click Create File, and then Create Submission File

You will need to name and save the output file

Example: 2019 Tier2 Export File.zip

Close the 2019 Tier2 Submit software.

Importing into the Tier 2 Submit 2020 software

1. Launch/Open the Tier2 Submit 2020 software
2. Select the "Start Tier2 Submit" button
3. Select "Import" at the top right of the screen
4. Select "Browse to File"
5. Browse to your saved output file (2019 Tier2 Export File.zip)

This process should complete the transfer of last year's files to the new software.

Updating

1. Examine the files in the Tier2 Submit 2020 and make any needed changes to chemicals inventory, contacts, etc.
2. Ensure there are no red or yellow validation errors before creating submission
3. Select "Export/Submit" at the top right of the screen
4. Select Create a submission file (.t2s) to submit to you state, then Click Create File, and then Create Submission File
5. Name and Save the output file. SERC recommends the following naming method for the Tier2 Submit output .zip file:
 - a. The name of your company followed by
 - b. 2020 Tier2 Submit

Example Names

Smith Oil 2020 Tier2 Submit

Jones Dairy Feeds 2020 Tier2 Submit

**It is usually a good idea to print a paper report at this point, both for your records and for filing with the local fire department

1. Select "Export/Submit" at the top right of the screen
2. Select Create another kind of export file (.zip, .pdf, .kml) to back up or archive your data, then select Create a .pdf file,
3. Click Create File
4. Name and Save the output file Search for .pdf file and print if needed

**You have now successfully finished your Tier2 Submit for the reporting year of 2020.