

Online Tier II Reporting

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Tier II Manager™

- Off-the-shelf program customized for Michigan.
- The program was rewritten on a new platform and includes new data elements.
- **All facility reports must be entered in this online program.**
- DEQ uses the Tier II Manager™ program to collect and manage Tier II Reports for the State of Michigan's SARA Title III Program.
- Tier II Reports in Michigan are all collected and received online
- Please do not submit paper copies of your Tier II Report to the DEQ

Tier II Manager™ 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.
- 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.

Accessing Tier II Manager™

- **Do you need to register in Tier II Manager?**
 - It's important to determine if your facility has reported in Tier II Manager in the past. Whether you are registering for a new account or looking to assume an existing account, you are required to maintain all of the previous and historic Tier II Reports under your user account
- **Assuming reporting duties from someone else**
 - If someone at your facility has been reporting in the Tier II Manager Program and has a user account and you are assuming their reporting responsibilities, you may want to use their existing account.
**Please note: that by taking over their account you are assuming all of the facilities that person has been reporting for. If you are only looking to assume one or more of the previous user's facilities, please contact the Tier II Administrator.*
 - If you have assumed an existing user account and able to log in to the Tier II Manager Program, You need to update the account to reflect your contact information

Michigan SARA Title III Program
 Department of Environmental Quality
 PO Box 30457, Lansing, MI 48909-7957
 Phone :517-284-7272, Fax :517-241-0858

Online TIER II MANAGER™

DE Department of Environmental Quality Michigan.gov

You must register before using this Online Reporting System.

If you are a new user to Tier II Manager register for a new user account → REGISTER

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 software here.
- 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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- Click on the “My Account” tab at the top of the Tier II Manager Program homepage and then choose “Update My Profile” from the list of program links.
- Enter your contact information in all of the red asterisked fields and click on save.

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Online TIER II MANAGER™ Tier II Reporting Year : 2014
 Welcome: Michael, DEQ, Last Login: 10/01/2015, 09:58 AM
 Log Out

DE Department of Environmental Quality Michigan.gov

Home Facility My Account

Regulations

Reset My Password
 Update My Profile
 List Offline Reports
 Reporting system

Welcome to the Michigan SARA

Some things in life are free. Your Tier II Report online submittal is one of them.

The Michigan SARA Title III Program in the Department of Environmental Quality is responsible for the collection and maintenance of hazardous chemical inventory data reported to Michigan's State Emergency Response Commission (SERC).

Reports submitted online are automatically submitted to the SERC and to Local Emergency Planning Committees (LEPCs) and Fire Departments in the following LEPCs:

- Ann Arbor
- Genesee
- Ingham
- Kent
- Monroe
- Oakland
- Onsego
- Ottawa
- Saginaw
- Washtenaw
- Wayne

YOU MUST FILE YOUR REPORT DIRECTLY WITH LEPCs AND FIRE DEPARTMENTS IN ALL OTHER COUNTIES.

To view the reporting requirements, instructions, and LEPC addresses, go to www.michigan.gov/sara and select "SARA Title III - Hazardous Chemical Inventory." Reports may be emailed to LEPCs that have an email address on this site. Contact the Michigan SARA Title III Program at 517-284-7272 or deqsara@michigan.gov.

Recent Submissions

2015 Tier II Update, Susan's Farm Initiated 08/28/2015
 2013 302 Reports (EHS Notification) 302 Original, Susan's Farm Completed 06/27/2008

Facility Status Summary

	Active	Inactive
Facility	2	0

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- **Creating a new User Account**
 - So, you have determined that you need a new user account in Tier II Manager open your Internet browser and type the following quick link into your browser: www.michigan.gov/sara
 - The SARA Title II website will open; next click on the SARA Title III- Hazardous Chemical Inventory link. Now click on the Tier II Manager Program button in the center of the screen
 - Next click on Register in the center of the log-in screen and fill out the required information make sure you register as a “Reporting Facility/Business User”
 - Your new registration will be submitted to the Tier II Manager Program Administrator.
 - The Program Administrator will review your registration to see if an account already exists for the facility you want to report for. Remember a user can only have one account, but can report for multiple facilities.
 - You will receive an email from Tier II Manage when your account has been approved.

Online Reporting

- One website, your access depends on your permissions:
 1. Submit – Reporters
 2. Planning/Response – LEPCs & Fire Depts (Ann Arbor, Bay, Calhoun, Crawford, Genesee, Grand Traverse, Ingham, Kent, Montcalm, Monroe, Oakland, Ottawa, Otsego, Saginaw, Washtenaw, Wayne & Wexford Counties)
 3. Administration – Mike, Benita, Kelly & Adam
- Three (3) Types of Reports
 1. Tier II Report Annual
 2. Tier II Report Annual Revision
 3. Tier II Report Update
- Use the UPDATE to keep the data current! Add and remove chemicals in real time.
 - ONLINE REPORTS & DUE DATES (see Pg 1-10)
 - EACH REPORTER SHOULD HAVE ONLY **ONE** ACCOUNT
 - A FACILITY CAN BE ASSIGNED TO ONLY **ONE** ACCOUNT
 - CONSULTANTS
 - Consultants must have their own account. Do not use a facility account.
 - Owner or operator must give permission for their facility to be assigned to a consultant’s account. Send email to the Administrator: deq-sara@michigan.gov
- **Accessing Tier II Manager™**
 - www.michigan.gov/sara
 - Click on SARA Title III Hazardous Chemical Inventory
 - Click on the “big **brown** button”
- **SARA Title III – Tier II Reporting**
 - Find the 2 examples problems from the last presentation on Tier II Reporting (Lead Acid Batteries and Paraquat Dichloride).
 - We are going to add the chemicals to our Tier II Report and submit the report.

Please contact the SARA Title III Program if you have questions or need additional information at 517-284-7272 (SARA) or send an email to: DEQ-SARA@michigan.gov

Or visit our website at: www.michigan.gov/sara

Reporting Questions:

Michigan SARA Title III Program
Mike Young and Benita Flores
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www.michigan.gov/sara



