

Online Reporting in Tier II Manager™

October 2009

Tier II Manager™ is an online reporting program hosted by the Michigan SARA Title III Program. It was first made available to reporters in April of 2007. There is **no fee** associated with reports submitted in Tier II Manager™. SARA Title III reports that can be submitted online to the Michigan SARA Title III Program and participating counties include:

- Section **302** Emergency Planning Notification
- Section **311** Initial report of hazardous chemicals (sometimes called the MSDS report)
- Section **312** Tier Two annual report of hazardous chemicals

The Administrator

The Administrator for this program is the Michigan SARA Title III Program in the Department of Environmental Quality (DEQ). Contact the Administrator by clicking the “feedback” button in the program menu bar. You can also email deg-ead-sara@michigan.gov or call 517-373-8481.

Accessing Tier II Manager™

To access the online reporting program, go to the Michigan SARA Title III Program website, www.michigan.gov/deqsara, and click on “SARA Title III - Hazardous Chemical Inventory” and then click the Tier II Manager™ button.

Browser Settings

If you are having problems with the online reporting application, verify the following browser settings (Internet Explorer 6.x):

1) Javascript must be ENABLED

1. Go to the Tools menu and select Internet Options.
2. Click the Security tab.
3. In the Security dialog box, click on the globe for Internet zone.
4. Click Custom Level button.
5. In the dialog that appears, scroll down to the heading called Scripting.
6. Click the Enable button under Active Scripting.

2) Cookies must be ENABLED

1. Go to the Tools menu and select Internet Options.
2. Click the Privacy tab.
3. Lower the privacy settings(sliding bar) to set to MEDIUM
4. Click on 'Advanced' options button
5. Put a check mark in the Box for "Override Automatic Cookie Handling"
6. At the bottom, put another check mark in the "Always accept session cookies"
7. Click "OK"

3) Popup blockers must be DISABLED

1. Go to the Tools menu and select Pop-Up Blocker
2. If it shows "Turn Off Pop-up Blocker", click it and then it will change to "Turn on Pop-up Blocker". Conversely, if it shows "Turn on Pop-up Blocker", do nothing.
3. If “Pop-up Blocker” is not available in the Tools menu, check whether MSN, Yahoo, or Google toolbars are on your computer and turn off their popup blockers.

Tier II Manager™ User Manual

The Tier II Manager™ User Manual has easy-to-follow instructions for registering, logging in, and using the program. It is available in the Tier II Manager™ program. Detailed registration information from the user manual is available on the Michigan SARA Title III Program website right below the button you click to sign into the program.

Who Can Report Online

Everyone can and should submit reports online. The Michigan SARA Title III Program receives reports for **all facilities** that are submitted online. This meets the requirement to submit reports to the SERC. In addition, if your facility is in one of the **participating counties** listed below, you will not have to submit paper copies to anyone. Paper copies must be submitted to LEPCs and fire departments in all other counties.

Participating Counties

- Ingham
- Kent
- Oakland
- Ottawa
- Wayne

← LEPCs and fire departments in these counties can receive SARA Title III submittals online.

Pre-loaded Data

The online database was pre-loaded with data from facilities that were in the State's off-line database in January 2007. All Tier Two reports that were received for report years 2001 through 2005 were entered in the State's off-line database and then imported into the online database. Data from the most recent Tier Two report were used to populate the editable database.

The pre-loaded data also include minimal information from section 311 and section 302 reports that were received by the Michigan SARA Title III Program prior to January 2007. See the instructions on page 3-15 regarding these section 311 and 302 reports.

Logging into Tier II Manager™

When you click on the Tier II Manager™ button, you will see the following screen:



When to Register

If you are a new user of Tier II Manager™ and none of your facilities are in the online database (see “Pre-loaded Data”), you will need to register a User Account in the system. Under your User Account, you will have the ability to enter reports for all facilities that you are managing. Click on “Register Now” and complete a New User Registration Form. The Administrator will review the completed registration form, and you will be contacted by email when your Tier II Manager™ User Account has been approved. See the “Registration Tips” below.

When to Sign In

Sign in if you are a reporter for existing facilities. All facilities that are in Tier II Manager™ are assigned to a **User Account**. Each user should have only one User Account, but you can report for multiple facilities. You must “Sign In” to the system using your assigned username to access your facility data.

Consultants

Consultants should register to get their own User Account.

Regardless of the number of companies that a consultant represents, the consultant should have only one User Account. Multiple facilities can be assigned to the consultant’s User Account. A facility can exist under only ONE User Account at a time.

Each user should have only ONE User Account.

If your company wants to use a consultant, send an email to the Administrator that says the consultant has permission to access your data. The email subject line should say “Consultant Needs Access.” Copy your email to the consultant. The Administrator will then move your facility records over to the consultant’s User Account where the facility records will stay until you indicate otherwise. An email will be sent to you and your consultant when this has been completed.

New Reporter for Facilities Assigned to Another User Account

Contact the Administrator if you have assumed the reporting duties from someone else. The facilities will be under that other person’s User Account. The Administrator will either change the user profile for that User Account to make it yours, or have you register for a new User Account and move the facilities to your User Account.

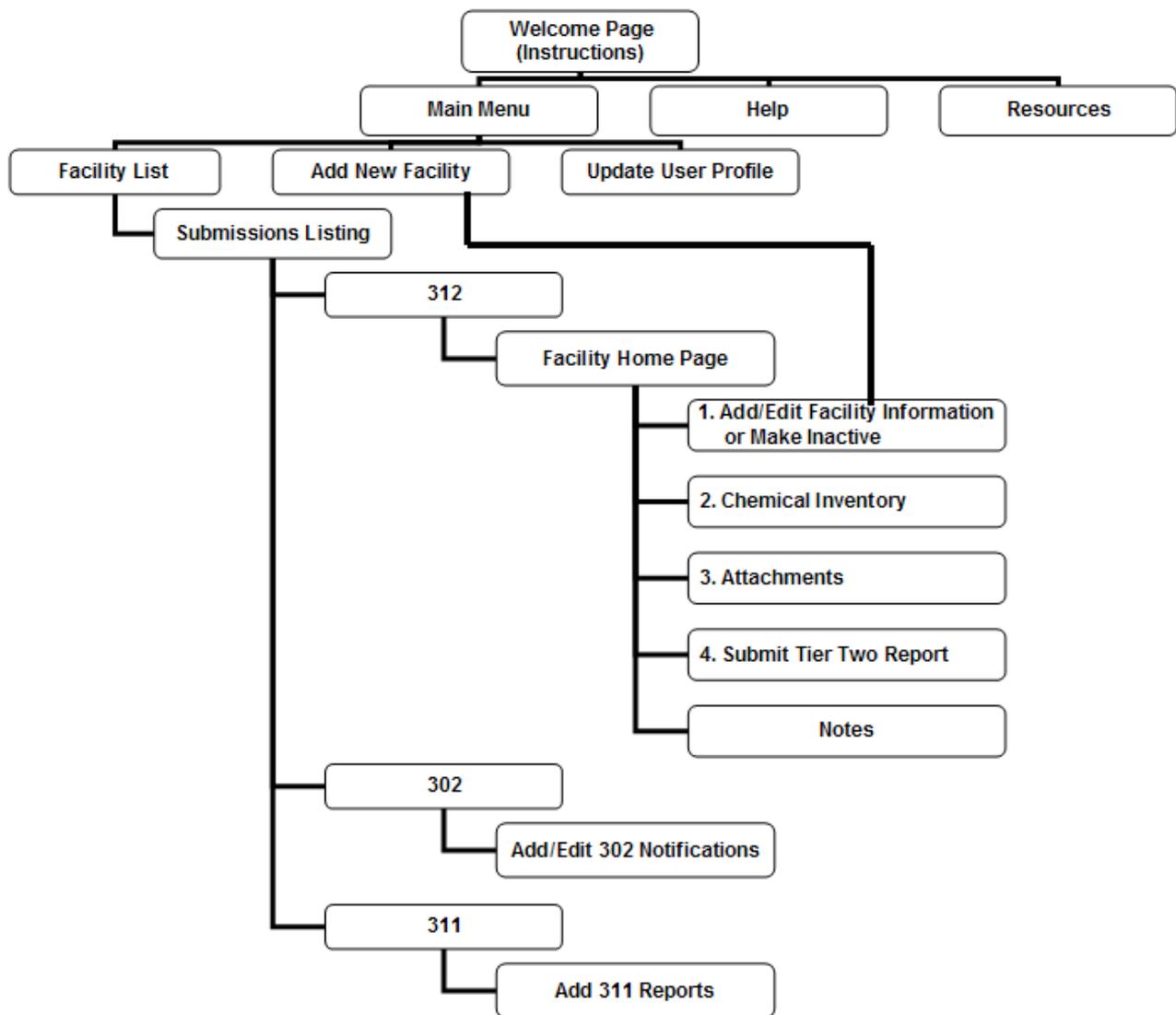
When to Contact the Administrator

- You do not have a User Account but you are reporting for facilities that have submitted Tier Two, section 302, or section 311 reports in the past. The Administrator will set you up with a User Account that gives you access to your facility data.
- You cannot Sign In.
- You forgot or do not know your username.
- You do not see all of your facilities in the database. The Administrator will move the appropriate facility files to your User Account.

Registration Tips

- The information entered for the User Account must be for the **actual user** of the program.
- The **password** is case sensitive. It must be 8 to 12 characters long and must be a mix that includes 3 of the following 4 types of characters: Uppercase letters, lowercase letters, numbers, and symbols.
- Do not enter your favorite password when you register. You will be asked to change it the first time you sign in.
- Be sure your email service will accept mail from deg-ead-tier2@michigan.gov. Emails generated by the program (such as when your User Account has been approved) will come from this email address.

Tier II Manager™ Site Map



Managing Your Facilities

Facility List

You can view a list of all facilities assigned to your User Account from the Main Menu. The list shows the MI SARA ID, Company Name, Facility Name, Address, a link to view Current Data (a pdf file of the most recent Tier Two data), Annual Submission status for the Tier Two Report, and Certification Status for section 311 and 302 reports. *Please contact the Administrator if this list is not correct or complete.*

New Facility

You can add a **new facility** from the link in the Main Menu. It is recommended that you contact the Administrator to assure that the new facility is not already in the database. Remember that you cannot see all facilities in the database, and the facility that you think is new might be in the database assigned to a different User Account. *If you add a new facility and it already exists in the database, the Administrator will delete the new facility and ask that you update the information for the existing facility.*

Do not add a new facility unless you are certain that it does not already exist in the online database. Ask the Administrator if you do not know.

Facility No Longer Required to File

If your facility is no longer required to file a Tier Two or section 302 report, follow these steps:

1. Edit the Notes at the bottom the Facility Home Page and explain why the facility is not required to report (i.e. Process changed in Sept 2008, all chemicals below threshold.).
2. Go to the top of the Facility Home Page and click on "Make Inactive." Select the reason or reasons you are making the facility inactive, and enter the date this event occurred.

Even if you do not intend to submit a Tier Two report, you must click the edit button on the 312 Submissions Listing to get to the Facility Home Page where you can edit the facility level information.

312 (Tier II)

Shown below is a listing of all Tier II Report submissions. Click on the reporting year to edit the Report for that year. The link in the Reporting Year column will be enabled if you can edit the data for that year.

Reporting Year	Submission Class	Signed By	Signed Date	Submission Status	Tier II	Submission Type	Report Status
2008 [Edit]	Click here to access the Facility Home Page			Not Started			

After the facility is made inactive, it will not appear on your facility list. If you made an error, the Administrator can reverse this action.

Facility Closed and Chemicals Removed

If your facility has closed, make sure that all chemicals are removed from the property. Then follow the procedures for "Facility No Longer Required to File."

Facility Moved

If your facility moved its operations and chemicals to a new location, follow the procedures for "Facility No Longer Required to File" for the old location, and then add a new facility to the database for the new location. Do NOT change the address for an existing facility. Be sure to use the Notes field to explain the move.

Facility Sold

If your facility was sold to another company and you are no longer responsible for reporting, do NOT mark it as inactive. Contact the Administrator and provide contact information for the new owner. The Administrator will move the facility file to the new company's User Account.

Ownership Change

If your facility was sold to another company but you will continue to report, update the Facility Information as appropriate. Be sure to use the Notes field to explain the ownership change.

Managing Reports

Submissions Listing

Click on the facility name in the Main Menu, to view the Submissions Listing for that facility. From the Submissions Listing you can access all submissions of Section 312 Tier Two, Section 311, and Section 302 reports for that facility.

Section 312 (Tier Two) reports

The online database was initially populated with Tier Two reports submitted to the Michigan SARA Title III Program for report years 2001-2005. If you submitted reports and do not see them here, contact the Administrator. The Report Year column for the Section 312 reports will have an “edit” button for the most current year.

Section 302 reports

DO NOT DELETE section 302 reports that were pre-loaded into the database. The pre-loaded section 302 reports are incomplete. They should be **edited** to provide the additional information and **then certified**. There is a box in the report that you can check if the facility is no longer subject to section 302. See [SARA Title III Emergency Planning & Notification](#) for details of this report.

You can import the extremely hazardous substance (EHS) chemical data from the 312 Tier Two report into the section 302 report if the EHS equals or exceeds the threshold planning quantity (TPQ). If the EHS is listed as a mixture component (see the lead-acid battery example on page 11), the program will calculate the amount in pounds based on the percentage that you entered. The program will not add together amounts of an EHS that is reported multiple times in the Tier Two report.

A paper copy of the section 302 report must be mailed to your LEPC if they are not in a participating county. It can be printed while in the “view” mode. See “Printing Reports” on page 8.

Section 311 reports

DO NOT DELETE section 311 reports that were pre-loaded into the database. The pre-loaded reports show that section 311 reports were submitted off-line prior to 2007. If you need to add new reports, you will be asked to certify the pre-loaded report if there is one. Go ahead and certify it; the certification for the pre-loaded report will not be used for anything.

Complete a section 311 report for all **new** chemicals that your facility brings on site as soon as they reach amounts that meet or exceed the reporting threshold. You will be able to import this new chemical information, including associated MSDSs, into the Tier Two report that you submit after January 1 of the following year. Do **not** submit a section 311 report for any chemicals that are already included in the Tier Two report.

Paper Tier Two Reports Submitted for Facilities That Are In the Database

Beginning with report year (RY) 2006, if you submit a hardcopy Tier Two report to the Michigan SARA Title III Program, the Administrator will enter the certification information into the online database, and the online database will indicate that a hardcopy was received. There will not be a report icon in the “Tier II” column because the Administrator cannot enter the actual report into the online database.

Look at RY 2007 in the following illustration. A paper report was submitted for this year and there is no report icon. The Administrator entered the certification information and then “approved” it, so the Submission Status says it is “completed.” This allows you to start editing the next year.

Now look at RY 2008 in the illustration below. The Administrator will not “approve” the hardcopy report until late in the year. This gives you a chance to submit this report online. The Submission Status will show that the report is “pending admin approval,” but you will still be able to edit the report. In this example, you can edit the 2008 information to reflect what you submitted on your hardcopy report.

Shown below is a listing of all Tier II Report submissions. Click on the reporting year to edit the Report for that year.

Online report can still be submitted.				No online report.			
Reporting Year	Submission Class	Signed By	Signed Date	Submission Status	Tier II	Submission Type	Report Status
2008 [Edit]	Annual	Susan Parker, Env Mgr	2/19/2009	Pending Admin Approval		Hardcopy	Active
2007	Annual	Susan Parker, Env Mgr	2/21/2008	Completed		Hardcopy	Active
2006	Annual	D Mu HS Manager	3/27/2007 2:14:24 PM	Completed		Online	Active

After you have updated all of the facility and chemical information according to the “Tier Two Report Instructions” (see page 9), you will “archive” (rather than submit) your report. This process attaches the certification information that was entered by the Administrator to the report that you have completed online. (If the Administrator did not enter a hardcopy certification, then the archive option will not appear.)

Step 4: Submit Tier II Report

[Click here](#) to start/change your Tier II Submission for this year. **Click here.**

Reporting Year	Submission Class	Status	Edit Info	Complete	Tier II	Submission Type	Report Status
2008	Annual	Pending Admin Approval				Hardcopy [Archive]	Active

After you “archive” your report, the Administrator will “approve” it. The Submission Status will then show that the report is completed, the submission type will indicate that it was submitted in hardcopy, and there will be a report icon in the “Tier II” column.

Paper Tier Two Reports Submitted for Facilities That Are NOT In the Database

Facilities that reported for the first time after 2006, and submitted paper reports, are not in the online database. Certifications can NOT be recorded by the Administrator in the online database if the facility file has not been added by someone representing the facility.

You must add facilities to the online database that submitted reports for the first time after 2006. After you have added the facility information, ask the Administrator to add the hardcopy certifications. You can then complete your report as described above.

Ongoing Data Management

The database in Tier II Manager™ is live. You can update the current data at any time. When you submit the Tier Two report online, you are submitting a “snap shot” of the current data that you have certified is true, accurate, and complete. This snap shot is stored as your annual report, but the data are always available for you to edit. Editing the current data will not affect the “snap shot.” The current data are used by the planners and responders and should be updated any time there is a change.

Make changes as they happen! You do not need to wait until the following year to report that a facility closed or changed ownership.

Printing Reports

Printing Tier Two Reports

Tier Two reports can be printed at any time. Go to the Submissions Listing page and click on the report icon in the “Tier II” column. This will bring up the report in a format (pdf) that can be printed. If you print your report *after* you have completed the online submission, the name and title of the person who certified the report will be included. You can also click on “Current Data” on the Facility Home Page for a printable version of the uncertified report.

The Michigan SARA Title III Program and LEPCs and fire departments in Ingham, Kent, Oakland, Ottawa, and Wayne counties have access to the online data. When you file online, please do **not** file paper copies of your Tier Two report with these agencies unless specifically asked to do so. *All other LEPCs and fire departments require signed paper reports.*

Printing Section 302 and 311 Reports

Tier II Manager™ does not have a print utility for section 302 and 311 reports. It is acceptable to use the “print screen” function to print these reports for the agencies that do not have access to the online database. After you have certified the report, click on “view” to see the completed report. You can then print this screen.

If you do not know how to print screen, try this: Hold down the shift key and push the Print Screen button on your keyboard. It will appear that nothing has happened. Then open a blank Word document and click “edit” and then “paste.” This will paste a picture of your screen into the Word document that you can save and print.

Access to the Data and Reports

The data are stored in a secure online database. Approved individuals in the Michigan SARA Title III Program, the Michigan State Police Emergency Management & Homeland Security Division, EPA Region 5, and the LEPCs and fire departments in the participating counties will have access to your certified Tier Two report (the snapshot) as well as your current data via the Internet. Facility users only have access to reports and data for facilities assigned to their User Account.

A member of the community can request an MSDS or Tier Two information for a specified facility pursuant to the Community Right-to-Know provisions of SARA Title III. Information from the database can also be obtained through Freedom of Information Act requests. All requests must be in writing. Confidential location information is not provided.

Keeping Copies of the Reports

SARA Title III does not have record retention requirements for Tier Two reports. The reports that you submit online are available to you at any time. However, in the event of an unforeseen situation, it is recommended that you keep a signed hardcopy of your reports on file for five years. Five years is the statute of limitations. The statute of limitations is the maximum period of time, after certain events, that legal proceedings based on those events may be initiated.

Tier Two Report Instructions

Refer to the Tier II Manager™ User Manual for detailed instructions to complete and submit your Tier Two report online. The user manual is available to you when you enter the program.

Go to the Facility Home Page to enter all of the information that must be included in the Tier Two report. Remember that the report you submit describes the chemicals that were on site during the *previous* full calendar year. There are **four steps** on the Facility Home Page.

Step 1: Review Facility Information → Edit Facility

Facility Physical Location

- Enter the company or corporate name.
- Enter the full name of the facility where the chemicals are located.
- Enter the full street address or state road of the facility where the chemicals are located. If a street address is not available, enter other appropriate identifiers that describe the physical location of your facility. Do not enter a PO Box. Include the city and zip code.
- Choose the county in which the facility is located (from the drop-down box).
- Choose the name of your LEPC that will receive this report.
- Choose the name of the primary Fire Department that will respond to an event at your facility, and that will receive this report. Contact the Administrator if your fire department is not listed.
- Enter the facility **latitude and longitude coordinates** in decimal degrees. You may use the “Locate Lat/Long” utility in Tier II Manager™ to find these coordinates based on the facility address. If this utility is not working, you can go to www.satsig.net/maps/lat-long-finder.htm to look up the coordinates. This link is also available under the Resources tab at the top of the page.
- Enter the facility email address.

Notices regarding the online report will be sent to the **facility email address**. Make sure that this mailbox will accept emails from the program: deq-ead-tier2@michigan.gov.

- Enter the facility phone number. If there is no phone at the facility, enter N/A.

Owner/Operator Mailing Address

- Enter the owner’s or operator’s full name, mailing address, and phone number. This should be a business address, not a home address.

Facility Identification Information

- Enter the primary 6-digit 2007 North American Industry Classification System (**NAICS**) code for your facility. If you do not know the NAICS code, go to www.census.gov/eos/www/naics. A link to this site is also available under the Resources tab at the top of the page.

Mailing Address

- Enter the mailing address that should be used for correspondence with the owner, operator or other facility personnel regarding this facility. This should be completed even if the mailing address is the same as the facility address.

Emergency Contact Information

- Enter the name, title, and *work* phone number of a local person or office who can act as a referral if emergency responders need assistance in responding to a chemical incident at the facility.
- Provide an emergency phone number where emergency information will be available 24 hours a day, everyday. This is mandatory. The facility must make arrangements to ensure that a 24 hour contact is available.
- Enter at least one back-up emergency contact.

Step 2: Review Chemical Inventory

- Delete chemicals that were removed prior to the previous calendar year, or that you do not intend to report because they were below threshold during the previous calendar year. If a chemical was on site in at any time during the previous calendar year, and it equaled or exceeded the threshold, it must be included in the Tier Two report.
- Edit or add chemicals that were on site and equaled or exceeded threshold at any time during the previous calendar year. Information for each chemical must be saved in the program at least once even if there are no changes.

If you are adding a chemical for which you submitted a report under section 311, use the feature in Tier II Manager™ that allows you to import the chemical from the 311 report.

Remember that you *must* report OSHA hazardous chemicals that met or exceeded the threshold at any time during the previous calendar year. You must report these chemicals at lower amounts if requested by your LEPC or fire department. You are encouraged report OSHA hazardous chemicals that do not meet the threshold, or other hazardous substances (such as hazardous wastes), if you determine that it might be beneficial for the LEPC or fire department to have this information.

Chemical Description

- Enter the Chemical Abstracts Service (CAS) number. You can find this on the MSDS. You may also use the chemical search function in the program to find this number.
- For mixtures, enter the CAS number of the mixture as a whole if it has been assigned a number distinct from its constituents. For a mixture that has **no CAS number, enter N/A.**
- Enter the chemical name or common name of the hazardous chemical. Do not enter the trade name. You may use the chemical search function to find the chemical or common name associated with the CAS number.
- Read the Trade Secret section below before you mark the Trade Secret box.
- Check boxes for ALL applicable descriptors.
 - Check at least one of the following: pure, mixture.
 - Check at least one of the following: solid, liquid, gas.

box that says “EHS.” When you add the sulfuric acid as a mixture component, the box that says “contains EHS” will automatically be checked.

Step 2. Add mixture components with the associated percentages as shown here.

The screenshot shows a web browser window titled "Online Tier II Manager™ - Edit Chemical Mixtures - Microsoft Internet Explorer". The main content is a table with the following columns: Search, CAS Number, Chemical Name, EHS, EHS Name, and Percentage. There are three rows of data. The first row has CAS Number 7664-93-9, Chemical Name SULFURIC ACID, EHS checked, EHS Name SULFURIC ACID, and Percentage 11. The second row has CAS Number 7439-92-1, Chemical Name LEAD, EHS unchecked, EHS Name blank, and Percentage 66. The third row has all fields blank. There are "Del" buttons for the first two rows and an "Add" button for the third. A link at the bottom says "Click here if you are done adding mixture components".

Search	CAS Number	Chemical Name	EHS	EHS Name	Percentage
	7664-93-9	SULFURIC ACID	<input checked="" type="checkbox"/>	SULFURIC ACID	11
	7439-92-1	LEAD	<input type="checkbox"/>		66
			<input type="checkbox"/>		

[Click here if you are done adding mixture components](#)

If you complete a section 302 report (see chapter 2), the program will calculate the amount of sulfuric acid and compare it to the TPQ (1000 pounds for sulfuric acid). In this case, 11% of 4800 pounds is 528 pounds. The sulfuric acid is reportable on the Tier Two report because it exceeds 500 pounds, but it is not subject to section 302 because it is less than 1000 pounds.

Trade Secret

Trade Secret information refers to the product or chemical, and should not be confused with MSDSs that claim trade secrecy with regard to the ingredients in a product. [Read about Trade Secrets](#) before you check this box.

Physical and Health Hazards

- Check all physical and health hazards that apply. This information should be on the MSDS.

Inventory

- **Maximum Daily Amount:** Estimate the largest amount of the chemical that was present at your facility (in storage and in process) on any single day during the reporting period. *This is the worst case scenario in the event of an emergency at your facility. What is the maximum amount of chemical that could be involved in an incident?* Enter this amount in **pounds**. The amount code from Table I will be entered for you in the online program when you tab over that field.

You might need to [convert gallons to pounds](#).

Range Values	Weight Range in Pounds	
	From:	To:
01	0	99
02	100	999
03	1,000	9,999
04	10,000	99,999
05	100,000	999,999
06	1,000,000	9,999,999
07	10,000,000	49,999,999
08	50,000,000	99,999,999
09	100,000,000	499,999,999
10	500,000,000	999,999,999
11	1 billion	Higher than 1 billion

- **Average Daily Amount:** Estimate the amount of the chemical that was present at your facility on an average day during the reporting period. *This is the most likely scenario in the event of an emergency at your facility. How much chemical would generally be expected to be on site and involved in an incident?* Enter this amount in pounds. The amount code from Table I will be entered for you in the online program when you tab over that field.

If you provided only the amount code in prior year reports, the median amount in pounds was entered into the State database. For example, if you entered amount code 04, an amount of 55,000 pounds was entered into the State database. Please change this and enter amounts that better represent the maximum and average amounts that were on site.

- **Number of Days On Site:** Enter the number of days that the chemical was on site in any amount during the previous full calendar year (the reporting period).

Storage Codes and Locations

- List the chemical locations, including storage conditions. The storage codes in Tables II and III are incorporated into the online program. Choose the proper storage codes from the drop down lists. Enter a location description (i.e. NW corner of bldg 1) on the line following the codes.

Table II – CONTAINER TYPES	
<i>CODES</i>	<i>CONTAINERS</i>
A	Outside above ground tank
B	Below ground tank
C	Tank inside building
D	Steel drum
E	Plastic or non-metallic drum
F	Can
G	Carboy
H	Silo
I	Fiber drum
J	Bag
K	Box
L	Cylinder
M	Glass bottles or jugs
N	Plastic bottles or jugs
O	Tote bin
P	Tank wagon
Q	Rail car
R	Other (describe on location line)

Table III – TEMPERATURE AND PRESSURE CONDITIONS	
<i>CODES</i>	<i>PRESSURE CONDITIONS</i>
1	Ambient pressure
2	Greater than ambient pressure
3	Less than ambient pressure
	<i>TEMPERATURE CONDITIONS</i>
4	Ambient temperature
5	Greater than ambient temperature
6	Less than ambient temperature but not cryogenic
7	Cryogenic conditions

Confidential Location

Read about Confidential Locations on page 7 of [Hazardous Chemical Inventory Reporting - Sections 311 and 312: Who Must Report and General Requirements](#).

- If you choose to keep the location confidential, check the “confidential location” box following the information that you want to be kept confidential.

Step 3: Review Attachments

The Site Plan (site map), and the Facility Plan (Emergency or Contingency Plan) are optional attachments that are important resources for planners and responders that have access to the program. You are encouraged to attach these documents. They can be attached and updated at any time. Acceptable file formats are listed in the program. Be sure to mark the files as **confidential** before you attach them if you do not want them made available to the public.

Notes

Click on the “edit” button to add or edit a note. Notes will print at the end of the Tier Two report, and they will be viewable by the Administrator and any planners or responders with access to the online database.

Step 4: Submit Tier II Report

- Before you submit the report, make sure that all data are complete. You can view and print your report by clicking on “Current Data” at the top of the Facility Home Page.

There are several screens in the submittal process. The program will check many of the report fields for completeness, and you will be given one more opportunity to review the report on the certification screen.

If you “exit without save” on the certification screen, your report submittal will remain initiated. You can either complete the submission, or edit the information and then start the submission again.

Step 4: Submit Tier II Report

[Click here](#) to start/change your Tier II Submission for this year.

Reporting Year	Submission Class	Status	Edit Info	Complete	Tier II	Submission Type	Report Status
2008	Annual	Initiated		<input type="button" value="Complete"/>		Online	Active

*If you choose to edit, you will need to start the submission again.

Certification

The Tier Two report certification is included in the submittal process. *The user can enter the certification information even if the user is not the person that is actually certifying the report.*

- Enter of the name and official title of the owner or operator or the officially designated representative of the owner or operator who can and will certify that the information in the report is “true, accurate and complete.”

If you are the user, but not the certifier, you should let the certifier see the report before you complete the certification. After the report has been updated, you can click on “Current Data” from the Facility Home Page. This displays the Tier Two report as a pdf file that can be saved to your computer. You can print or email this pdf file to the certifier for their review. When the certifier is satisfied with the report, you can complete the certification and the submittal.

Do **not** mail a certification letter to the agencies that can receive the report online. It is recommended that you keep a signed paper copy for your records. If you mail a paper copy of the report to an agency, it should be signed by the certifier.

Final Step

After submitting the report, you can preview and print the report. You can do this from the final screen in the submittal process, or you can click on the report icon on the Submissions Listing page at any time to preview or print the report.

A paper copy of the Tier Two report must be sent to the LEPC and fire department if they are not in one of the participating counties. Do not mail the report to the Michigan SARA Title III Program or to LEPCs and fire departments in participating counties unless specifically asked to do so.