



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

ONLINE TIER II REPORTING

Adam Pohl and Michael Young

EGLE SARA Title III

517-284-7272 | EGLE-EAD-Tier2@Michigan.gov

Online Tier II Reporting

- All facility Tier II reports must be entered in the online program.
- EGLE uses the Tier II Manager™ program to collect and manage Tier II Reports for the State of Michigan's SARA Title III Program.

***Please do not submit paper copies of your Tier II Report to the State of Michigan**

Online Tier II Reporting

- You need to use Internet Explorer 11 (non-compatibility mode) or higher, Firefox 59 or higher, or Chrome 62 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 the previous and historic Tier II Reports under your user account.

Accessing Tier II Manager™

Open Your Internet Browser and Enter
the Following EGLE Website:

www.michigan.gov/SARA

- Click on Sections 311 & 312 Hazardous Chemical Inventory
- Click on the “big **brown** button”



Accessing Tier II Manager™

The screenshot shows the Michigan SARA Title III Program Online TIER II MANAGER™ interface. At the top left is the SARA Title III logo and contact information for the Department of Environmental Quality. At the top right is the Michigan.gov logo. The main content area features a registration and login section. A message states: "You must register before using this Online Reporting System." Below this, there is a "REGISTER" button and a "Log In" section with fields for "Username" and "Password", a "Log In" button, and links for "Forgot Username?", "Forgot Password?", and "Reset Password?".

Annotations:

- A red box with the text "If you are a new user to Tier II Manager register for a new user account" has a red arrow pointing to the "REGISTER" button.
- A red box with the text "Login if you have your Username and Password" has two red arrows pointing to the "Username" and "Password" input fields.
- A red box with the text "If you Forgot your Password click here" has a red arrow pointing to the "Forgot Password?" link.

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 to](#)
- 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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Accessing Tier II Manager™

Creating a new User Account cont.

- When creating a password for the new account, the password must meet the following criteria:
 - Must be 8 – 12 characters long
 - Must contain alpha and numeric characters (symbols are optional)
 - Must contain at least one capitalized alpha character
- Only one account can be associated with a reporting facility. But multiple facilities can be associated with one account.

Accessing Tier II Manager™

Creating a new User Account cont.

- 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. You will receive an email from Tier II Manager when your account has been approved.

***Please note: administrative staff are able to move facilities to different accounts upon request.**

Accessing Tier II Manager™

Assuming Reporting Duties from Someone Else

- If you have become responsible for TIER II reporting and are taking over the TIER II manager account, you may want to use the existing account that was established by the previous responsible party.

****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.***

Accessing Tier II Manager™

Assuming Reporting Duties from Someone Else Cont.

- If you have assumed an existing user account and are able to log in to the Tier II Manager Program, you will need to update the account to reflect your contact information.
- 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.



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

[Home](#) [Facilities](#) [My Account](#) [Resources](#)

Regulations

Welcome to the Michigan SARA Title III Program Tier II Reporting system

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:

- Genesee
- Ingham
- Kent
- Oakland
- Ottawa
- 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 DEQ-EAD-Tier2@michigan.gov.

IMPORTANT: You must submit a 2019 ANNUAL to complete your submission for this year! (Submitting a 2020 UPDATE does not meet the requirement).

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:

EGLE-SARA@michigan.gov

ONLINE REPORTING

Your access depends on your permissions:

- 1. Submit Users – Reporters**
- 2. Planning/Response – LEPCs & Fire Depts**
(Genesee, Grand Traverse, Ingham, Kent, Oakland, Otsego, Ottawa, Washtenaw, and Wayne)
- 3. Administration – Mike & Adam**

ONLINE REPORTING

Three Types of Reports

1. Tier II Report Annual
2. Tier II Report Annual Revision
3. Tier II Report Update

Use the UPDATE Report to keep the data current! Add and remove chemicals in real time.

ONLINE REPORTS & DUE DATES

Section 312	Annual Hazardous Chemical Inventory	Tier II Report Annual & Revision	Annually by March 1st
Section 311	Initial Hazardous Chemical Inventory	Tier II Report Update/Annual	Within 90 days after threshold is reached
Section 302	Emergency Planning Notification	Tier II Report Update/Annual	Within 60 days after threshold is reached

SARA Title III – Tier II Reporting

- Remember if you experience high reporting volumes, try reporting early in the morning or later in the afternoon. **Tier II Manager Program™ is available 24 hours a day.**

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.

Tier II Reporting Scenario

TOTAL SULFURIC ACID

500 lbs in the batteries
+ 844 lbs pure
1344 lbs total

Tier II Reporting Scenario

10 gals of Gramoxone Extra Herbicide
(Specific Gravity = 1.12) with 37% paraquat dichloride

Weight of mixture?

$$10 \text{ gal} \times \underline{8.34} \text{ lb/gal} \times \underline{1.12} = \underline{93} \text{ lbs}$$

Weight of the EHS component?

$$\underline{93} \text{ lbs} \times \underline{0.37} = \underline{34} \text{ lbs paraquat dichloride}$$

Is a Tier II report required? Yes

Is this facility subject to Section 302? No

From page 2-1: $34 \text{ lbs} \times 0.2 = 6.8 \text{ lbs}$ (below TPQ of 10 lbs)

SARA Title III – Tier II Reporting

*Please follow along as we log into Tier II
Manager Program and initiate a:*

2019 Tier II Annual 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
EGLE-SARA@michigan.gov
Or visit our website at:
www.michigan.gov/SARA**

Michigan Department of
Environment, Great Lakes, and Energy

800-662-9278

Michigan.gov/EGLE



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