Instructions for LEPCs to Manage Farms in Tier II Manager (T2M)

Farms are not required to submit annual Tier Two reports because there is an exemption for "any substance to the extent it is used in routine agricultural operations." However, farms are not exempt from the section 302 requirement that says they must inform the SERC and the LEPC if they have an extremely hazardous substance (EHS) on site that meets or exceeds the associated threshold planning quantity (TPQ).

If a farm is subject to SARA Title III section 302, the farmer must submit a signed section 302 notification to the LEPC and the SERC. The information about the farm then needs to be entered into the state's online database. This information can be entered by the farmer or by the LEPC. Because this is a one-time report, it is suggested that the LEPC enter the information on behalf of all farms in their jurisdiction.

To enter a farm into the online database, two areas of information need to be completed:
1. Facility data
2. 302 report

A Tier Two report will NOT be submitted for the farm.

Go to the Submit module of T2M:
1. Go to www.michigan.gov/sara
2. Select "SARA Title III Hazardous Chemical Inventory"

3. Click on the big brown button:

Register Now as a new user:
1. On the user registration form that comes up, enter your name, address, email address, and phone number. It is important that this information applies to the actual person who will be using this module.
2. Enter a username of "Farm" + up to 8 letters of your LEPC. For example, if you are in the Kent Co LEPC, your username might be "FarmKent," the Washtenaw Co LEPC username might be "FarmWashten," the St. Joseph Co LEPC might be "FarmStJo." The username cannot contain any spaces or special characters. The username is not case-sensitive.
3. Enter a password of your choice that is 8-12 characters and contains uppercase letters, lowercase letters, and a number. The password is case-sensitive. (Do not enter your favorite password. The first time you sign in, you will be asked to change your password.)

4. Choose a hint question and provide the answer. The answer is case-sensitive.
5. Submit your registration. The administrator must approve it before you can enter the database. An email will be sent to you when it has been approved.

After your registration has been approved, go to the Submit module and **<u>Sign In</u>** with your username and password. The first time you sign in, you will be asked to change your password.

Accessing existing farms:
Contact the Michigan SARA Title III Program at <u>deq-ead-sara@michigan.gov</u> or 517-373-8481 and ask Tonya Schelter, the database manager, to add the farms in your county to your user account.

Add a new farm:
- When you enter the Submit module, the first screen you see is "Tier II Regulations." Click on the "continue" button to go to the "Main Menu."

Main Menu

Add a New Facility | Update User Profile | Help on Tier II Reporting

The following facilities are registered under this username. You can update Tier II information by clicking on the Facility Name. If you want to preview the most current data entered, click on the Current Data icon across from each Facility Name.

Search

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

[1]   Page 1 of 1 (Total Results:3)

MI SARA ID	Company Name	Facility/Site Name ▲	Street Address	Current Data	Annual Submission Status(2007)	Certification Status 302	Certification Status 311
1235	Susan's Place	Dummy 302	9500 Beardslee Perry, MI 48872	📖	Completed	Certified	Certified
12114	SOM	Susan's Big Dummy	585 Maas St Negaunee, MI 49866	📖	Completed	Certified	Certified
	SOM	Susan's Farm	525 W Allegan St Lansing, MI 48909	📖	Not Started	Not Certified	

[1]   Page 1 of 1 (Total Results:3)

Rows per page 10

- On the Main Menu page, look to see if the farm is already there. If not, click "Add a New Facility." (If the name of the farm is on the Main Menu page, follow the instructions at the end of this document under the heading "to enter updates.")
- You then need to enter all of the information in the fields with red labels on the Facility Details page:

STEP 1: ENTER FACILITY DETAILS

All red fields are required.
Enter phone number as 123-456-7890x1234567.

Facility Physical Location

Company Name:

Facility Name:

Facility Street: City:

County: ----- Select One -----

LEPC: ---- Select One ----

Fire Department: ---- Select One ----

State: Michigan   Zip Code:

Facility Phone: Fax Number:

Web:

Facility Email: Retype Email:

Latitude:

Longitude: Conv. to Dec. Deg   Locate Lat/Long

Latitude and Longitude must be in Decimal Degrees.

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

Name:

Country: United States

Owner Address:

City: State: Michigan

Zip Code:

Phone:

Facility Identification Information

SIC Code: Dun & Brad No:

TRIFID: 2007 NAICS:

MI SARA ID:

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

Name 1:

Name 2:

Country: ---- N/A ----

Street 1:

Street 2:

City: State: ---- N/A ----

Zip Code: Phone:

Emergency Contact Information   (Min 2 - Max 4 Emergency Contacts)

Name:	Title:	Phone Number:	24 Hr. Phone:	Cell/Pager:

Save Changes   Exit Without Save

- After you enter the street address, you can use the utility called "Locate lat/long" to find the Lat-Long coordinates that correspond to that address. If you have determined better lat-long coordinates, you can enter them in decimal degree format. There is a utility to convert the degree-minute-second format to decimal degrees.
- The Emergency Contacts are persons from the farm that can be contacted by the fire department or LEPC in the event of an emergency. You must enter two.
- The 6-digit 2007 North American Industry Classification System (NAICS) code is a required field. If you select "Resources" at the top of the page, you will find a link to the US Census Bureau site that has these codes: www.census.gov/eos/www/naics. Enter "farm" in the 2007 search field. It will bring up several types of farms with the associated NAICS codes. Choose the code that best describes the farm.
- Enter your email (or one associated with your LEPC) as the facility email. All automated messages regarding this facility will go to the "facility email" address. Automated messages are sent when an online report is submitted and approved.
- Save your changes. All required (red) fields must be filled out before you can save this page. The program will kick you out if you take too long. So either get all of the information in advance, or put something in the field as a place-holder so that you can save the page and then come back later to edit it.
- After you save your changes, you will see this screen:

STEP 1 OPTIONS

Select an option below to proceed.

Continue 312 Report (Tier II Report)

Continue 302 Report (EHS above TPQ)

- *Optional step: If you wish to include "other chemicals of concern" (those not containing EHSs) in this database, then you can click on "Continue 312 Report (Tier II Report)" to enter all of the chemical information. (Do NOT submit a Tier II Report.) If you do this, then when you complete the section 302 report, you can import the EHS chemical information that you entered here.*

- Click on "Continue 302 Report (EHS above TPQ)" to get to this next screen:

New 302 Report

Submission Listing

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).

Make sure you certify the report after completing the information below.

Facility Emergency Coordinator

Name: Title:

Phone: 24 Hr Phone: Pager:

Address: City:

State: Michigan   Zip:

Email: Retype Email:

Company Name:

☐ Check here if the Facility is Exempt from 302 reporting because it is not storing any EHS chemicals which are over the TPQ

Initiated Date: 7/14/2008

Chemical Information

Select Chemical from Tier II	Search EHS	CAS	EHS Name	EHS Quantity (lbs)	TPQ Value	Chemical Name	
🔍	🔍			0			Add

*The Select Chemical from Tier II lookup will only return chemicals existing in the current Tier II data identified as Extremely Hazardous Substance (EHS) with a quantity above its Threshold Planning Quantity (TPQ).

Save and Continue   Exit Without Save

Submission Listing

- All fields in red must be completed. Most of this information is on the 302 Notification that was provided to you by the farm. <u>The facility emergency coordinator is the person from the farm that will work with the LEPC to create the plan</u>. For Chemical Information, click the binoculars in the box under "Search EHS" to get the search screen. Type in the EHS name and click "Search Chemical" to get the CAS number associated with that chemical.

- Highlight and click on the desired search results. The information will populate the 302 report. You will then need to add the EHS amount that is at the farm.

- When the report has been filled out, click "Save and Continue." You will be asked to certify the report. Enter the name of the person that certified the hard-copy notification.

302 REPORT CERTIFICATION

Please Preview the 302 Report before Certifying

☑ I acknowledge that the information contained within the 302 Report is accurate and true.

Name of Owner/Operator or Authorized Representative: Susan Parker

Official Title: Farmer

Date: 7/14/2008

[Reset Form]   [Save and Continue]   [Exit Without Save]

- The report is now complete. You can enter updates at any time.

To enter updates:
- Go to the Main Menu and click on the name of the farm. This will take you to the "Submissions Listing" page:

Submissions Listing for Susan's Farm (MI SARA ID:)

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
2007 [Edit]				Not Started			

Click here to request an edit for a Previous Reporting Year.

302 Reports

[New/Edit 302]

Record Number	Initiated Date	Certified Date	View	Edit	Delete	Report Status
5539	6/27/2008 4:12:42 PM	7/14/2008 4:47:47 PM	View			Active

311 Reports

[New 311]

Record Number	Initiated Date	Certified Date	View	Edit	Delete	Report Status
No 311 Reports Found						

- Click on "Edit" under the current Reporting Year (in the 312 Tier II section) to go to the Facility Home Page. Under Step 1 on that page, you can edit the facility details.
- Click on "New/Edit 302" to change information in the section 302 report. Be sure to certify the edited 302 report.

If the farm is **no longer subject** to section 302, click on "Edit" under the current Reporting Year to go to the Facility Home Page. Under Step 1 on that page, select "make Inactive."

On the screen that appears, select the reason that the farm is no longer subject to section 302 and enter the approximate date that this occurred. (i.e. Out of business as of 6/1/2004):

Keep the original signed section 302 notification from the farm. If you submit their report online, then the farm does not need to send a notice to the State.

Any questions or problems with this process should be directed to Susan Parker at 517-335-4650 or parkers5@michigan.gov

Instructions updated 6/2/2010