

Tier II Portal Tutorial

Latest Revision February 2020

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Topics to be covered

1. Creating the *Tier2Submit* file
2. Determining the latitude/longitude of a facility
3. Exporting .t2s file
4. Accessing the portal
5. Populating the input fields on the portal
6. Uploading your *Tier2Submit* file
7. Successful upload screen
8. Successful upload email content
9. Example of error messages
10. AristaTek Tech Support contact info

Creating the Tier2Submit file

- *Tier2Submit* is a free EPA application (Windows and Mac versions) with new versions released each year
- The URL for downloading the *Tier2Submit* install is:
<https://www.epa.gov/epcra/tier2-submit-software>
 - There are links to both Windows and Mac versions of *Tier2Submit*
 - The portal web page will have a link at the bottom to this URL
- The *Tier2 Submit software manual*
 - *Tier2Submit* has a built-in manual through the help function
 - We are also providing short video tutorials over some topics for the software.
 - https://tieriportal.aristatek.com/docs/EPA_Tier2_Submit_Tutorial.pdf

Setting Lat-Long Coordinates

We have a short video on setting lat/long information that can be found here [Tier2Portal](#)

Tier2 Submit 2019

← → **Facilities** **Contacts** **Chemical Inventory** Import Export/Submit Help

Location ID and Regulations Contacts Chemicals State Fields Attachments Certification

Name * ⓘ Depanneur Corner Store Report Year 2019 < Prev Next > 1 of 4 ✓

Location where chemicals are present

Street * ⓘ 2318 grand Ave City * Laramie

State * WY Zip * ⓘ 82070 Country USA Latitude * ⓘ 41.308959 Longitude * ⓘ -105.562556

County * Albany [Set lat/long from address](#) or use the map to set your lat/long ▶

Department Fire District Emergency 24-Hour Phone Number

Mailing address is different than physical address ⓘ

ID and Regulations

ID Type	ID	Description
Dun & Bradstreet * ⓘ	N/a	convenience store
NAICS * ⓘ	<input type="button" value="Choose"/> 445120	Convenience Stores

If the facility is subject to [Toxics Release Inventory \(TRI\)](#) reporting under Section 313 of EPCRA, enter a TRI ID above.

Shift-Click Method

Tier2 Submit 2019

← → Facilities Contacts Chemical Inventory Import Export/Submit Help

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Name * ⓘ Report Year

Depanneur Corner Store 2019 < Prev Next > 1 of 4 ✓

Location where chemicals are present

Street * ⓘ City *

2318 grand Ave Laramie

State * Zip * ⓘ Country Latitude * ⓘ Longitude * ⓘ

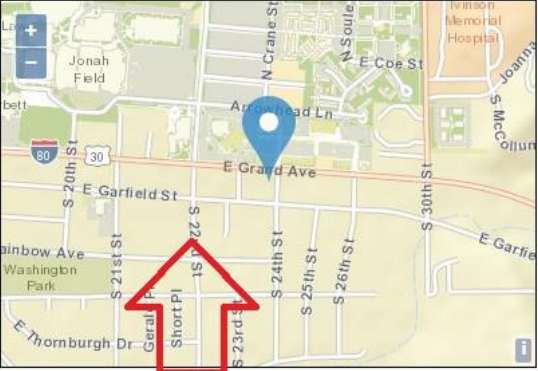
WY 82070 USA 41.308959 -105.562556

County * [Set lat/long from address](#) or use the map to set your lat/long ▶

Albany

Department Fire District Emergency 24-Hour Phone Number

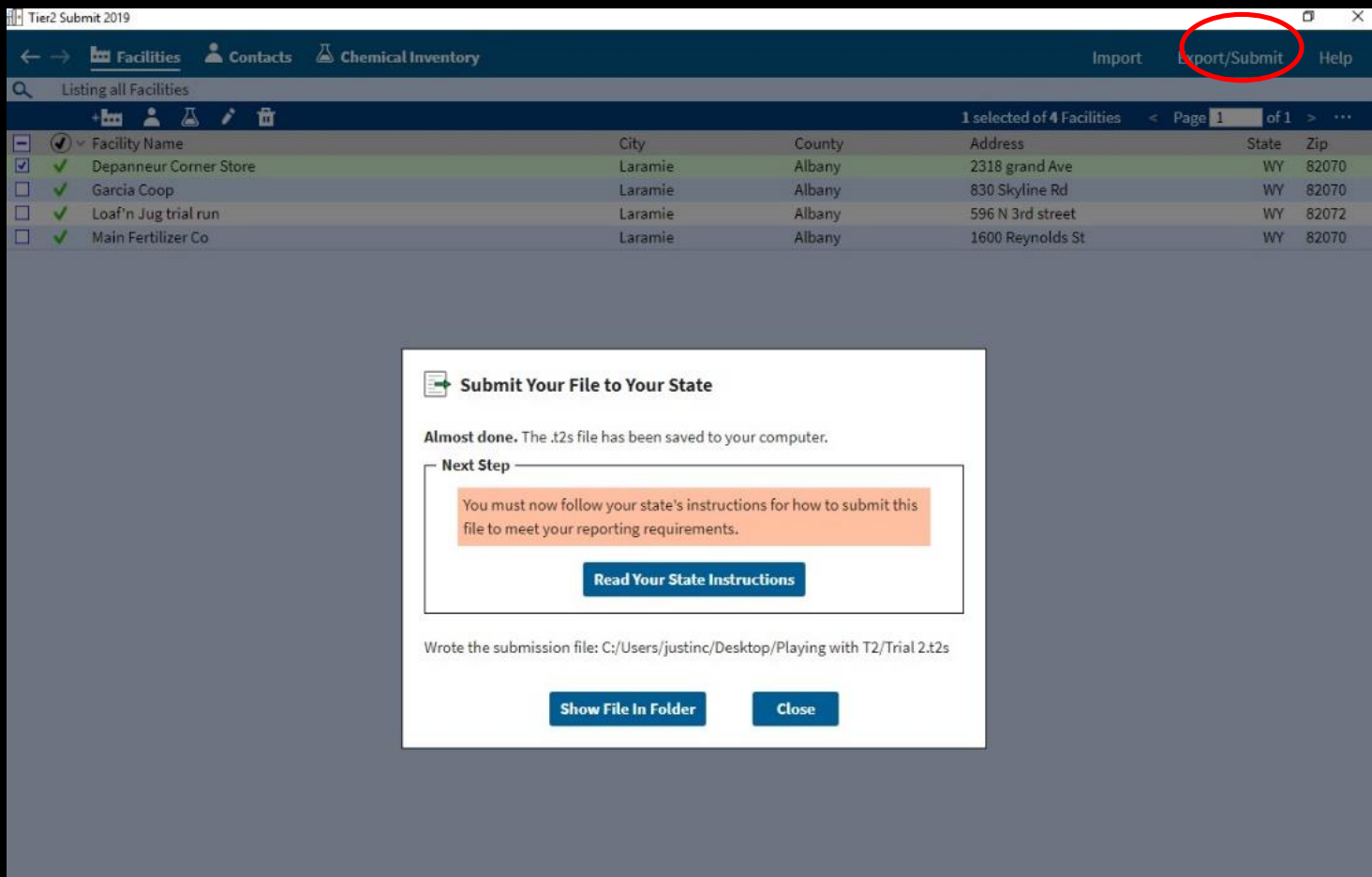
Mailing address is different than physical address ⓘ



Street view Satellite view [Re-center Map](#)

By holding left Shift key and left clicking on the map we can update Latitude and Longitude.

Last step in the Tier2Submit creation



The screenshot shows the 'Tier2 Submit 2019' application window. The top navigation bar includes 'Facilities', 'Contacts', and 'Chemical Inventory'. The 'Export/Submit' button is highlighted with a red circle. Below the navigation bar, there is a search bar and a table listing facilities. The table has columns for Facility Name, City, County, Address, State, and Zip. The first facility, 'Depanneur Corner Store', is selected. Below the table, a modal window titled 'Submit Your File to Your State' is displayed. The modal contains the following text:

Submit Your File to Your State

Almost done. The .t2s file has been saved to your computer.

Next Step

You must now follow your state's instructions for how to submit this file to meet your reporting requirements.

[Read Your State Instructions](#)

Wrote the submission file: C:/Users/justinc/Desktop/Playing with T2/Trial 2.t2s

[Show File In Folder](#) [Close](#)

In order to be able to export the .t2s file, all facility information must be complete. We have exported the .t2s file by selecting export/submit in the top right corner of the window.

Accessing the portal

- URL for the Tier II portal will vary depending on the state, county or city the portal is servicing.
- The agency you submit your Tier II data to should provide the URL for their submissions.
- Typically the naming of the portal has the following naming convention
<https://<NAME>.tieriiportal.aristatek.com/>
where <NAME> is the name of the state, county or city
- No username or password is required
- Data files uploaded are automatically encrypted
- You must have previously created a *Tier2Submit* file and saved it as a Submission file (.t2s) on your PC

Sample Portal – 1st step (Gather Info)

The Happy Face SERC has provided this online portal in order to upload electronic *Tier2Submit* files along with accompanying documents. The SERC does NOT need a paper copy of the entire report if it is submitted in electronic format. Fill in the form below with the submitter's information and click "Submit". Once completed, you will be prompted to upload your *Tier2Submit* (.t2s) file.

Gather Info Upload Complete

Company Name

Number of Facilities

Name

E-mail

Phone

Jurisdiction

Submittal ID
66F4F456

Next

What do I do if I have more than one .T2S file or .Zip file to submit?
[Click here to download Tier2 Submit 2017 \(Web page\)](#)
[Click here to download Tier2 Submit Tutorial \(PPSX\) \(PDF\)](#)
[Click here to see Tier2 Submit Webinar in 2018](#)

If you have questions about using this site, [click here](#)

Logos for the agencies being served

The title of the portal and special instructions that may relate to the agencies being served,

Indicator showing progress during the submission

These are the fields you will have to fill out for your Tier II submittal. The next slide will provide more information.

Click the NEXT button once all the applicable fields have been entered.

Hyperlinks are provided to the EPA *Tier2Submit* download, tutorial, how to contact AristaTek Tech Support, and this tutorial.

1st step (Gather Info) (cont)

The screenshot shows a web form with a progress indicator at the top. The progress indicator has three steps: 'Gather Info' (highlighted in yellow), 'Upload', and 'Complete'. Below the progress indicator are five input fields: 'Company Name', 'Name', 'E-mail', 'Phone', and 'County'. The 'County' field is a dropdown menu with 'Select County' as the current selection. Below these fields is a 'Submittal ID' field containing the value '459D0C7C'. At the bottom of the form is a 'Next' button.

The Company Name is the name of the facility with the chemical inventory.

Enter the name of the person submitting the Tier II data. Then the person's email and their phone#.

Some portals can accept data from multiple jurisdictions, in this case it happens to be county.

Submittal ID is system generated.

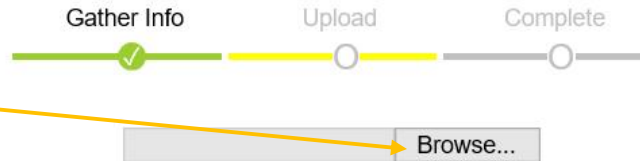
Click the NEXT button once all the applicable fields have been entered.

Sample Portal – 2nd step (Upload)



Happy Face Tier II Submittal Portal

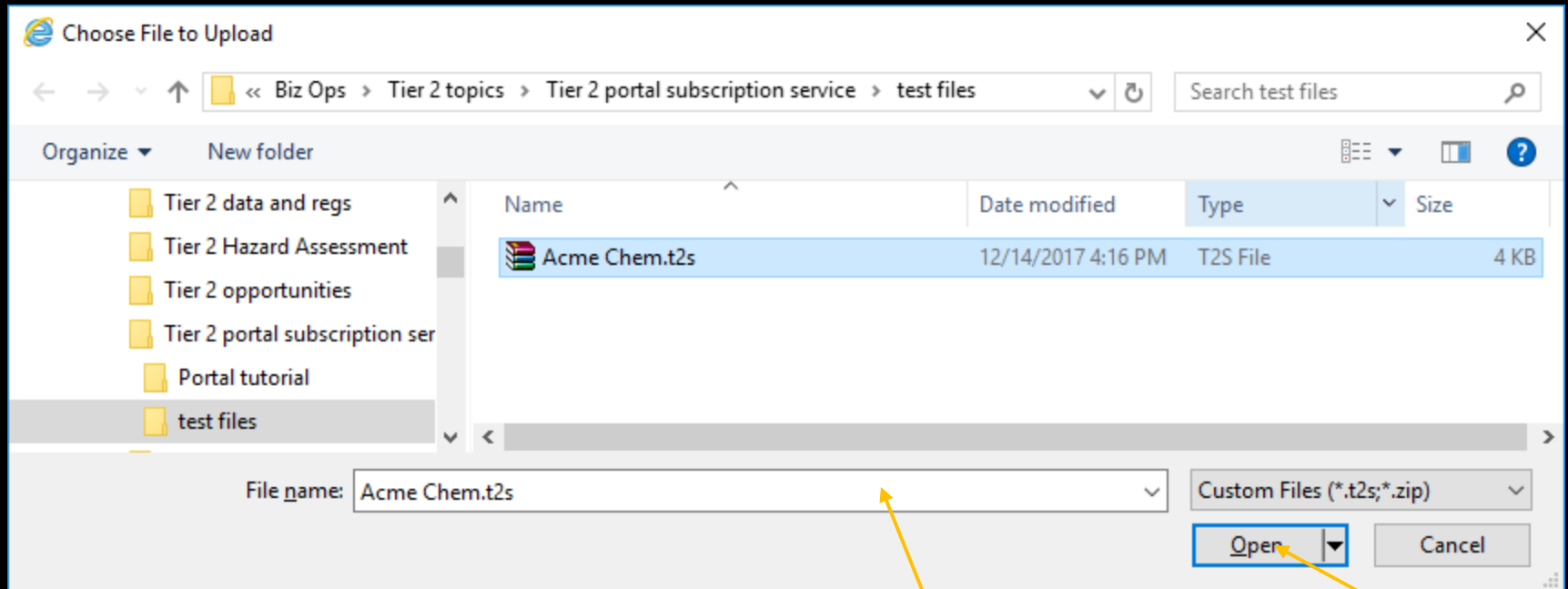
Click "Browse"(IE, Firefox) or "Choose File"(Chrome) and select the file you wish to upload. Once you've selected your file, a summary of the information contained in the file will appear below. Please review the information and, if it looks correct, click the "Proceed" button to upload your file. Please note that if you are uploading a larger file, there may be a delay between selecting the file and its appearance in the "Submittal Summary."



Click on the Browse button to find the *Tier2Submit* data file to be uploaded from your PC.

2nd step (Upload) (cont)

A window will appear allowing the user to navigate to the proper folder where the *Tier2Submit* “t2s” data file was saved during the data entry using the *Tier2Submit* application.



Highlight the desired file or enter the name in the **File Name** field and click the **Open** button to start the upload process.

2nd step (Upload) (cont)

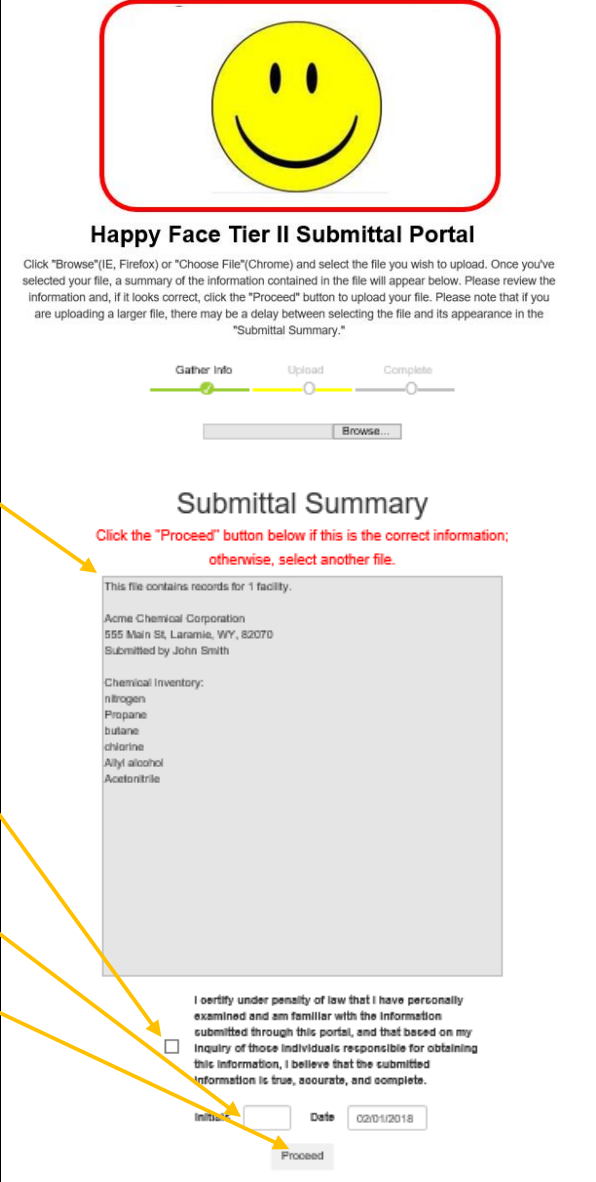
If the summary of the uploaded file is not correct, simply click the Browse button and find the correct data file to submit.

A summary of the information in the uploaded *Tier2Submit* data file will be displayed on the screen.

If this information is correct, complete the submission by

1. Checking the box,
2. By entering your initials in the space provided,
3. Then click the Proceed button.

You will be returned to the 1st page and can submit another data file if needed.



Happy Face Tier II Submittal Portal

Click "Browse"(IE, Firefox) or "Choose File"(Chrome) and select the file you wish to upload. Once you've selected your file, a summary of the information contained in the file will appear below. Please review the information and, if it looks correct, click the "Proceed" button to upload your file. Please note that if you are uploading a larger file, there may be a delay between selecting the file and its appearance in the "Submittal Summary."

Gather Info Upload Complete

Browse...

Submittal Summary

Click the "Proceed" button below if this is the correct information; otherwise, select another file.

This file contains records for 1 facility.

Acme Chemical Corporation
555 Main St, Laramie, WY, 82070
Submitted by John Smith

Chemical Inventory:
nitrogen
Propane
butane
chlorine
Allyl alcohol
Acetonitrile

I certify under penalty of law that I have personally examined and am familiar with the information submitted through this portal, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Initials Date 02/01/2018

Proceed

Successful upload email content

The Happy Face SERC has received your Tier II Submittal:

Submittal File Name: Acme Chem.t2s

Revision: 1

Company Name: Acme Chemical

Name: John Smith

E-mail: John.Smith@acme.com

Phone: (800) 555-5555

County: Albany

Submittal ID: 071191A2

Date Submitted: 01-17-2018

Time Submitted: 03:35 PM

If you need to resubmit this file click this link: [Resubmit](#)

Thank you for your upload!

Phone: 1-877-912-2200

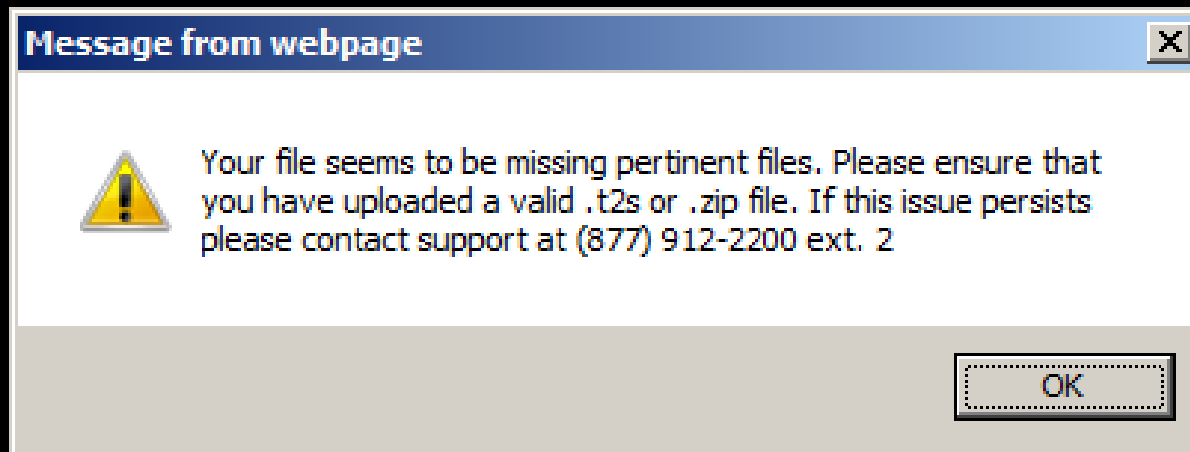
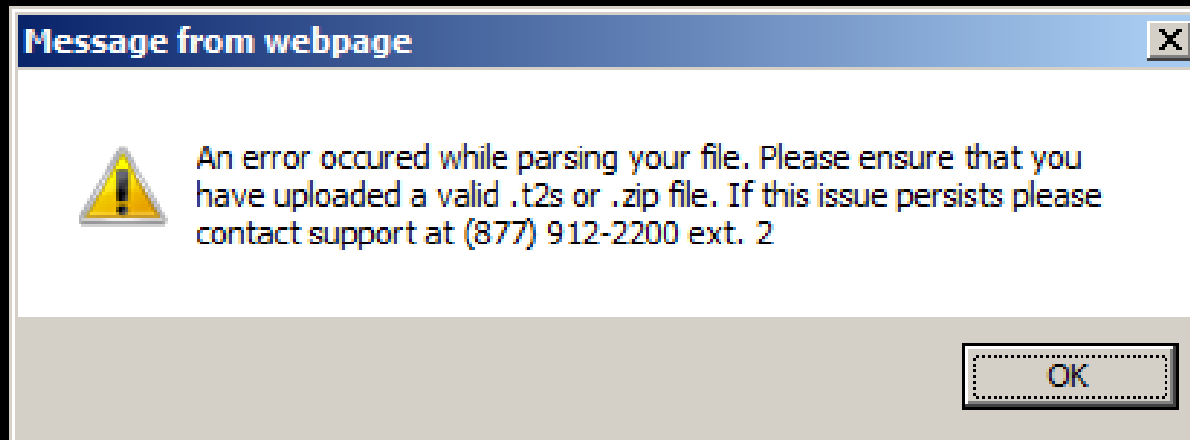
E-mail: TierII_Portal@aristatek.com

You will receive an email receipt of the submission.

It is recommended to retain this email for your Tier2Submit records .

If at a later date you recognize you need to make a change or correct a mistake in the *Tier2Submit* data file, you can use this **Resubmit** hyperlink to return to the **Happy Face SERC Tier II Portal** and resubmit the corrected *Tier2Submit* data file which will overwrite the earlier submittal.

Examples of Common Error Messages



Questions and Support

- For technical support of the portal site
 - AristaTek Customer Support
 - Phone: 877-912-2200 option #2
 - Email: support@aristatek.com
- For all other issues related to completing your Tier II submission contract your local agency for their answers to your questions.