

Tier II Portal Tutorial

Latest Revision January 2018

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Topics to be covered

1. Creating the *Tier2Submit* file
2. Accessing the portal
3. Populating the input fields on the portal
4. Uploading your *Tier2Submit* file
5. Successful upload message
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Creating the Tier2Submit file

- *Tier2Submit 2017* is a free EPA application
- The URL for downloading the *Tier2Submit* install is:
<https://www.epa.gov/epcra/tier2-submit-software>
 - There are both Windows and Mac versions of *Tier2Submit*
 - The portal web page will have a link at the bottom to this URL
- EPA also provides links to a *Tier2Submit* tutorial
 - Both a PowerPoint and a PDF version
 - The portal web page provides these hyperlinks at the bottom of the page

Last step in the Tier2Submit creation

The screenshot shows the 'Tier2Submit2015 - [Tier2Navigator]' application window. The interface includes a menu bar (File, Edit, Scripts, Help) and a main content area. At the top, it displays 'Tier2 Submit Validation Check Status: PASSED' with a 'View Validation Report' button. Below this, a section titled 'Steps for submitting your Tier2 Information' lists three steps: (1) 'First check your state's submission requirements:' with a 'State Submission Requirements' button; (2) 'Select a submission method that is accepted by your state:' with two options: 'Create Electronic Submission File' (highlighted with a red arrow) and 'Create Paper Report'; and (3) 'Submit the file or printed report per your state submission requirements.' At the bottom, it states 'The Tier II Inventory Form (PDF) is available from:' with an 'EPA Website' button and a 'Cancel' button. Two callout boxes on the right provide additional context: one points to the 'View Validation Report' button, stating 'Tier2 Submit automatically does a validation check during the actual submission process.'; the other points to the 'Create Electronic Submission File' button, stating 'This will export a .t2s file to your computer's document file system.'

For the Tier II Portal this is the button you want to click on to create your Tier II submission file and save it to your system.

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 follows 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

Sample Portal – 1st step (Gather Info)

The screenshot displays the 'Gather Info' step of the Roanoke Valley Tier II Submittal Portal. At the top, there are logos for the County of Roanoke, the City of Roanoke, and the County of Salem. Below these is a welcome message and a progress indicator showing 'Gather Info' as the current step. The main form contains fields for Company Name, Number of Facilities (set to 1), Name, E-mail, Phone, and Jurisdiction. A Submittal ID of 66F4F456 is displayed. A 'Next' button is at the bottom, and a help section provides links for downloading forms and tutorials.

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)*

Company Name

Number of Facilities

Name

E-mail

Phone

Jurisdiction

Submittal ID
0916DF2A

Next

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

If multiple facilities are included in the Tier2Submit data file you can select the number of facilities.

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, so this field may or may not be present.

Submittal ID is system generated.

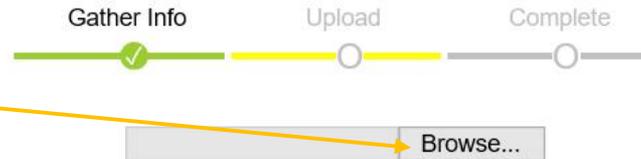
Click the **NEXT** button once all the applicable fields have been entered.

Sample Portal – 2nd step (Upload)



Roanoke Valley Tier II Submittal Portal

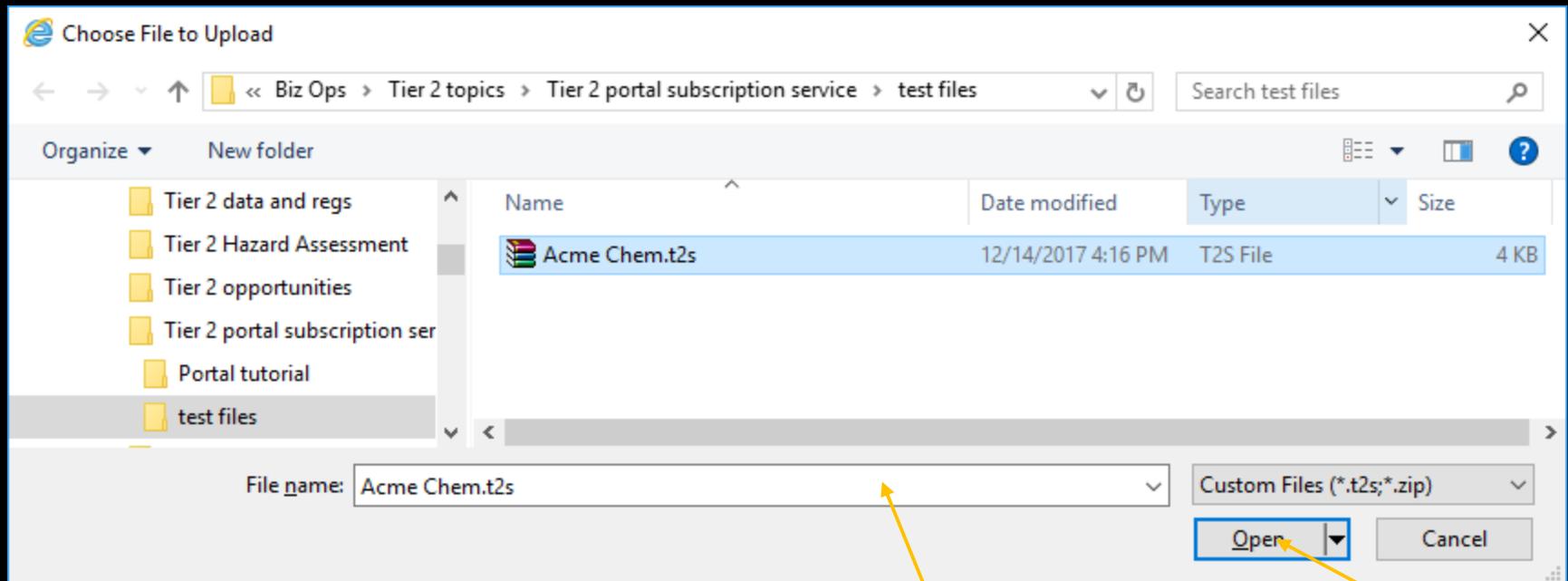
Click "Browse"(IE, Firefox) or "Choose File"(Chrome) and select the file you wish to upload. Once you've selected your file, a summary of the information contained in the file will appear below. Please review the information and, if it looks correct, click the "Proceed" button to upload your file. Please 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.

The screenshot shows the 'Roanoke Valley Tier II Submittal Portal' interface. At the top, there are logos for Roanoke, Salem, and other local entities. Below the logos, the title 'Roanoke Valley Tier II Submittal Portal' is displayed. A progress bar indicates the current step is 'Upload', with 'Gather Info' and 'Complete' also shown. A 'Browse...' button is visible. The main section is titled 'Submittal Summary' and contains the following text: 'Click the "Proceed" button below if this is the correct information; otherwise, select another file.' Below this, a box displays the file summary: '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.' At the bottom, there is a certification statement: '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.' This statement is followed by a checkbox, a field for initials, a field for date (02/01/2018), and a 'Proceed' button. Yellow arrows from the text on the left point to the 'Browse...' button, the 'Proceed' button, the certification checkbox, the initials field, and the date field.

Successful upload email content

The Wyoming SERC has received your Tier II Submittal:

Submittal File Name: Acme Chem.t2s

Revision: 1

Company Name: Acme Chemical

Name: John Smith

E-mail: support@aristatek.com

Phone: (307) 721-2126

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

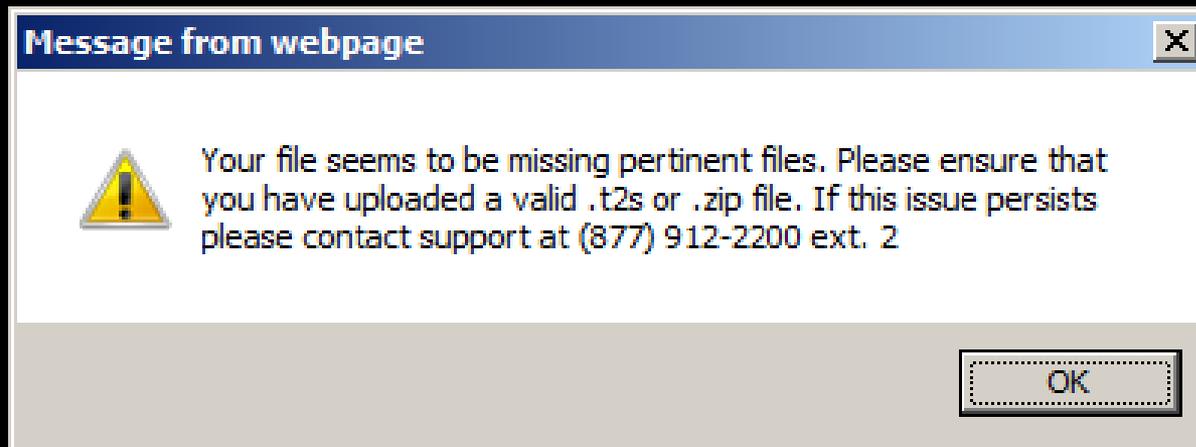
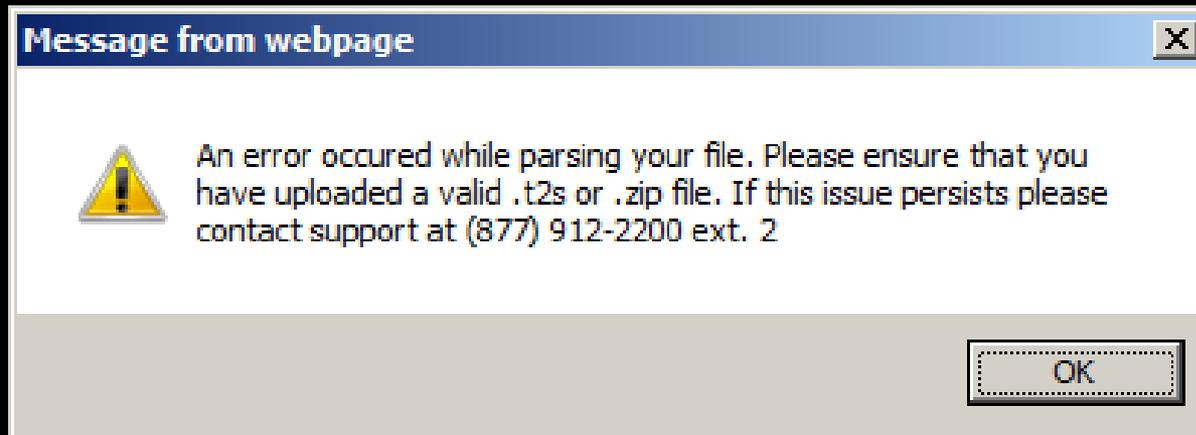
E-mail: TierII_Portal@aristatek.com

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 **Wyoming 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 Tier II reports contract your local agency for their answers to your questions.