

# TIER 2 SUBMIT

## Facility Submission Guide November 2006



### **U.S. Environmental Protection Agency**

Chemical Emergency and Preparedness Office  
Washington, DC



### **National Oceanic and Atmospheric Administration**

Office of Response and Restoration/  
Hazardous Materials Response Division  
Seattle, WA

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# Introduction

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Tier2 Submit is a software program developed by the Environmental Protection Agency (EPA) and National Oceanic Atmospheric Administration (NOAA) for use by facilities to enter and submit Emergency Planning and Community Right-to-Know Act (EPCRA) 311/312 chemical information, commonly known as **Tier II reports**. Tier2 Submit will allow users to enter multiple facilities, chemicals and contacts. The program also includes many of the states' additional data requirements.

Tier2 Submit is designed to assist facilities: Enter, store, print and export Tier II information to State Emergency Response Commissions (SERCs), Local Emergency Planning Committees (LEPCs) and Fire Departments. Tier2 Submit is designed to help the reporting facility enter the data efficiently and submit the electronic information easily.

Tier2 Submit is organized in three modules (parts):

- **Facilities module** - where the user enters their business name, address, Standard Industrial Code, etc.
- **Contacts module** - where the user enters addresses and phone numbers for the facility's owner/operator, emergency contact, and other contacts
- **Chemicals in Inventory module** - where the user enters chemical property and storage information, etc.

The user can navigate to each of these modules freely to add, delete or edit the information. Tier2 Submit has virtually unlimited capacity so even companies with hundreds of facilities can use the software effectively. Tier2 Submit is also designed with basic and advanced search features, so facilities, SERCs, LEPCs and Fire Departments can search by county or state for efficient regulatory submission or emergency planning tasks.

## Here are some important points before you get started:

- Before you get started **please check your state's 2006 Tier II reporting requirements**. You can do this by reviewing state requirements at <http://yosemite.epa.gov/oswer/CeppoWeb.nsf/content/statetier2.htm> to determine the method(s) they accept.
- There will be a new version of Tier2 Submit available for download every year. Users must download the new version each year to properly update reporting requirements. **Please only use Tier2 Submit 2006 to report Tier II information to SERCs, LEPCs and Fire Depts for the 2006 reporting year (due March 1, 2007).**
- If you should require assistance with downloading or have additional questions, contact the RMP Reporting Center at: (301) 429-5018 ( 8am-4:30pm M-F ) or via e-mail at: [userrmp.usersupport@csc.com](mailto:userrmp.usersupport@csc.com)
- For answers to questions about completing your **Tier II information**, please see the EPCRA Questions and Answers: <http://yosemite.epa.gov/oswer/CeppoWeb.nsf/content/epcraOverview.htm#hazardous> or contact the Environmental Protection Agency RCRA, Superfund & EPCRA Call Center at 1-800-424-9346 or TDD (800) 553-7672.

# What do I need to get Started

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## **Hardware Requirements**

PC: Intel-compatible Pentium-class computer; 256 MB RAM, hard disk drive with 60 MB of free hard drive space, SVGA color display.

Macintosh: Macintosh computer with a G3, G4, or G5 processor, 256 MB RAM, hard disk drive with 60 MB of free hard drive space.

## **Software requirements**

PC: Windows 2000 (Service Pack 4), Windows XP (Service Pack 2).

Macintosh: Mac OS 10.3.9 or 10.4

You also need an Internet browser

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## Installation procedures

**Warning:** 2005 Users! - **DO NOT DELETE** your 2005 copy of Tier2Submit - You may need your old version (Tier2Submit2005) to export your data into the new version (Tier2Submit2006).

To import last year's Tier2 Submit data into Tier2 Submit 2006 - **see the step by step instructions on page 23**

- Go to <http://www.epa.gov/ceppo/tier2.htm> and follow the instructions for downloading Tier2 Submit 2006.


**Note:** The software can take up to 40 minutes to download from a dial up connection.

- After the software has downloaded, click on the Tier2Submit Installer icon and follow the on screen instructions (Click "Next" and then "Finish" - This will create a Tier2Submit2006 folder on your computer's C drive).

## Using the Software

Now that you have downloaded the software, you are ready to begin entering your data. The pages that follow will take you step by step through entering and submitting your facility data.

Some points to remember:

- There are three parts to the instructions: **Entering Data, Validating Data** and **Submitting Data**.
- Federally required fields are marked with a blue asterisk **\***. State required fields are marked with a red **X**.
- Your data is automatically saved as you enter it, there is no separate "save" function.
- If you need Tier2 Submit field definitions or further explanation just click the  button at the top of any module **for the complete Users Manual**. For more information see Appendix B in this document.

# Entering Data

## Facilities module

1. Type in your facility information - fill in all the required address fields (marked with a blue asterisk \* and / or a red X).

Tier2Submit2005 - [Tier2Facilities.T55]

File Edit Record Search Scripts Window Help

Address View List Chem Inventory List Contact List New Facility Help

Facilities Last Modified 11/14/2005

Facility Name\* Acme Chemical

Department Production Report Year 2005

Address Location & ID Contacts State Fields Certification Notes

Street Address

Street\* 4567 Pratt St

City\* Baltimore State\* MD Zip\* 21215

Country USA Fire District Inner Harbor 1

Mailing Address (if different from street address)

Street 2245 1st St

City New York State NY Zip 45678

Country USA

A Blue \* indicates a federal requirement. A red X indicates a state requirement.

2. Next proceed to enter the appropriate data in the Location & ID Tab.

## Location & ID

Location & ID Contacts State Fields Certification Notes

ID Type	ID	Description
SIC	2491	WOOD PRESERVING

Number of Employees 25

State ID

Check if all chemicals in inventory are identical to last year's submission

3. Enter the SIC code(s) and any Dun & Bradstreet Numbers if applicable.

**Note:** You must click once into the blank ID type field to bring up the ID type pull down menu.

4. Enter the number of employees at the facility.
5. Enter the facility's Latitude/Longitude if the state has requested it.

**Note:** You may use the following tool to locate your facility's Latitude/Longitude.  
[http://www.epa.gov/tri/report/siting\\_tool/index.htm](http://www.epa.gov/tri/report/siting_tool/index.htm)

**Note:** This tool will convert your Latitude/Longitude into decimal degrees.  
<http://www.uky.edu/KGS/gis/converter.htm>

6. Enter method of finding Lat/Long and Description of the location if the state has requested it.
7. Click the box "Check if chemicals are identical to last year's submission" if applicable.

Next proceed to the "Contacts" Tab

## Contacts

The screenshot shows the 'Tier2Submit2002 - [Tier2Facilities]' web application. The 'Contacts' tab is selected and highlighted with a red circle. The form displays the following information:

- Report Year: 2002
- Facility Name: ACME Chemical
- Street: 4567 Pratt St.
- City: Baltimore
- County: [Empty]
- State: MD
- Zip: 21205

The 'Contacts' tab is selected, and a red arrow points to the 'Federal Requirements' text at the bottom of the contact information area. The text reads: "Federal Requirements include: Owner / Operator Name\*, mail address\*, phone\* & 1 emergency contact\* with name\* & 24 hr phone\*". Below this text are two buttons: "Add Contact" and "Remove Contact".

A Blue \* indicates a federal requirement. A red x indicates a state requirement.

8. Read the Federal Contact requirements on the window and the additional State Contact requirements (if applicable).
9. Click the "Add Contact" button.

10. Enter the Owner/Operator's contact information. If the Owner/Operator is a Business name - enter the Business/Corporation Name in the Last Name field.
11. Choose the phone type from the pull down list, then enter the appropriate phone number.
12. Be sure to choose Owner/Operator from the "Contact Type" pull down list (click in the blank field for the pull down list).
13. Click "Done".

14. Click the "Add Contact" button again.



15. Enter the first Emergency Contact's information.

16. Choose the 24-hour phone type from the pull down list, then enter the appropriate phone number.

17. Choose "Emergency Contact" from the "Contact Type" pull down list.

*Feel free to enter additional phone numbers for the Emergency Contact (24 hour number is federally required).*

18. Click "Done".

*Back at the Contacts Tab*

19. Repeat previous steps for the 2nd emergency contact (if applicable) and for any additional state required contacts.

*When all contacts have been entered*

20. Click on the "State Fields" tab.

## State Fields

Tier2Submit2003 - [Tier2Facilities.TS3]

File Edit Record Search Scripts Window Help

StateFiel... View List Chem Inventory List Contact List New Facility Help

Facilities Last Modified 9/16/2003

Report Year\* 2003

Facility Name\* Acme Chemical

Address Location & ID Contacts **State Fields** Certification Notes

**Colorado requests the following:**

Indicate if RMP facility

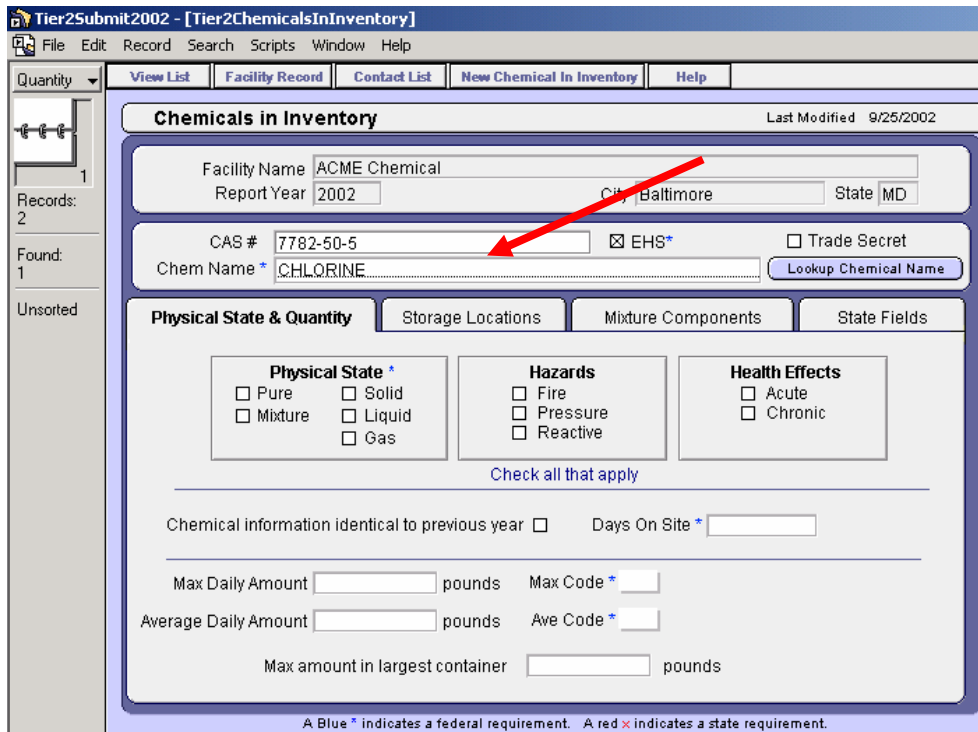
Emergency procedures reviewed with local fire dept.

A Blue \* indicates a federal requirement. A red x indicates a state requirement.

21. Enter the appropriate data into any state requested fields.

Next.... click on the **Chem Inventory List** hot button at the top of the Facilities module

## Chemicals in Inventory module



**Chemicals in Inventory** Last Modified 9/25/2002

Facility Name ACME Chemical  
 Report Year 2002 City Baltimore State MD

CAS # 7782-50-5  EHS\*  Trade Secret  
 Chem Name \* CHLORINE [Lookup Chemical Name](#)

**Physical State & Quantity** | Storage Locations | Mixture Components | State Fields

**Physical State \***  
 Pure  Solid  
 Mixture  Liquid  
 Gas

**Hazards**  
 Fire  
 Pressure  
 Reactive

**Health Effects**  
 Acute  
 Chronic

Check all that apply

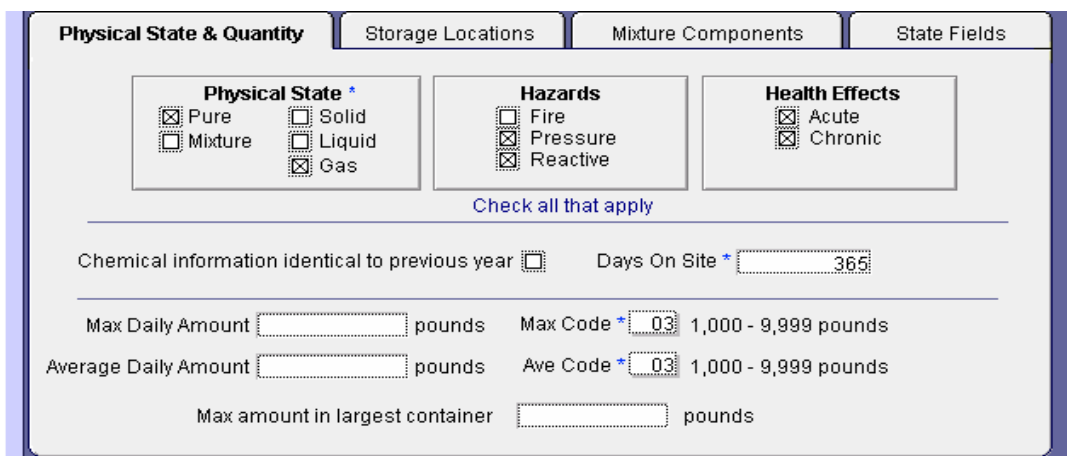
Chemical information identical to previous year  Days On Site \*

Max Daily Amount  pounds Max Code \*   
 Average Daily Amount  pounds Ave Code \*   
 Max amount in largest container  pounds

A Blue \* indicates a federal requirement. A red x indicates a state requirement.

1. Enter Chemical Name (you can use the "Lookup Chemical Name" feature as a tool, but please note that this list includes additional chemicals that are not regulated by EPCRA).
2. The CAS# may have been entered automatically if you used the "Lookup Chemical Name" feature, if not, please enter the CAS# if applicable.
3. Check off Extremely Hazardous Substance (EHS) and/or Trade Secret if applicable.

### Physical State & Quantity



**Physical State & Quantity** | Storage Locations | Mixture Components | State Fields

**Physical State \***  
 Pure  Solid  
 Mixture  Liquid  
 Gas

**Hazards**  
 Fire  
 Pressure  
 Reactive

**Health Effects**  
 Acute  
 Chronic

Check all that apply

Chemical information identical to previous year  Days On Site \*

Max Daily Amount  pounds Max Code \*  1,000 - 9,999 pounds  
 Average Daily Amount  pounds Ave Code \*  1,000 - 9,999 pounds  
 Max amount in largest container  pounds

A Blue \* indicates a federal requirement. A red x indicates a state requirement.

4. Check off all **Physical States**, **Hazards** and **Health Effects** that apply.
5. Enter the number of days that the chemical is onsite (1-366).
6. Actual weight of chemical is required in some states; you must enter actual weight in the Average and Maximum fields (if marked with an **X**).
7. All states require the Weight Estimate code. Click the field Estimate Code Average and Maximum field to choose the chemical's weight range from the pull down list.
8. Some states require "Max amount in largest container" enter amount in pounds if applicable.
9. Click the "Storage Locations" tab.

## Storage Locations

Type*	Press*	Temp*	Location*	Max Amount at Location	Unit
D	1	4	Building #2 NE corner		pounds

10. Choose the appropriate Type, Pressure and Temperature storage codes from the pull down lists.
11. Enter the physical location of the chemical into the Location Field.  
Example = Building # 2 North East Corner  
*If the location is confidential, type the word "Confidential" in the storage location field.*
12. Enter the maximum amount of the chemical stored at that particular storage location into the "Max Amount at Location " field and choose the proper unit from the "Units" pull down list.

**Reminder:** Federally required fields are marked with a blue asterisk \*  
State required fields are marked with a red X.

13. If the reported chemical is located in multiple places at the facility, repeat steps 10-12 for each location of the reported chemical at the facility.
14. If the reported chemical is a mixture, click the "Mixture Components" Tab. If the Chemical is a pure substance, skip to step 21.

## Mixture Components

The screenshot shows the 'Tier2Submit2002 - [Tier2ChemicalsInventory]' application. The 'Mixture Components' tab is highlighted with a red circle. The form contains the following fields and options:

- Facility Name: ACME Chemical
- Report Year: 2002
- City: Baltimore
- State: MD
- CAS #: 7782-50-5
- Chem Name: CHLORINE
- EHS\*:  (indicated by a blue asterisk)
- Trade Secret:

Below the tabs, there is a table with the following columns: EHS\*, CAS, Component, %, and Wt/Vol. The table is currently empty.

A legend at the bottom of the form states: "A Blue \* indicates a federal requirement. A red x indicates a state requirement."

15. Check off the EHS field if the mixture component is an EHS.
16. Enter the CAS number of the mixture component.
17. Enter the Component's Chemical Name into the Component field (you may use the "Lookup Chemical Name" button to find the component's name).
18. Enter the percentage of the component in the mixture, and choose either Weight or Volume from the wt/vol field's pull down list.
19. Repeat steps 15-18 if there are multiple components in the mixture.
20. Click the "State Fields" tab.

## State Fields (Chemical Inventory Module)

The screenshot shows a software interface for entering chemical information. At the top, there are fields for 'CAS #' (7664-41-7), 'EHS\*' (checked), and 'Trade Secret' (unchecked). Below these is a 'Chem Name' field containing 'AMMONIA' and a 'Lookup Chemical Name' button. The main area has four tabs: 'Physical State & Quantity', 'Storage Locations', 'Mixture Components', and 'State Fields' (which is selected and circled in red). Under the 'State Fields' tab, the text 'Delaware requests the following:' is displayed. Below this, there is a field for 'Fee classification per substance reported' with a red 'x' icon to its right. At the bottom of the window, a legend states: 'A Blue \* indicates a federal requirement. A red x indicates a state requirement.'

21. Make sure all the appropriate chemicals information is entered into any state requested fields.

**Next...**

22. If the facility is reporting multiple chemicals, click the **New Chemical In Inventory** hot button on the top of the window and repeat steps 1-21 for each additional chemical.

*After all the chemicals in inventory have been entered*

23. Click the **Facility Record** hot button from the top of the window.

24. Click the "Certification" Tab.

## Certification

Tier2Submit2002 - [Tier2Facilities]

File Edit Record Search Scripts Window Help

Footer View List Chem Inventory List Contact List New Facility Help

Facilities Last Modified 9/25/2002

Report Year \* 2002

Facility Name \* ACME Chemical

Street \* 4567 Pratt St

City \* Baltimore County State \* MD Zip \* 21205

Location & ID Contacts State Fields **Certification** Notes

**Optional Attachments**

I have submitted a site plan.

I have attached a description of dikes and other safeguard measures.

I have attached a list of site coordinate abbreviations.

Failed Tier2 Submit validation State / Local Fees Total \$

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

Signature \* Walter Smith - Facility Operator Date Signed 10/1/2002

Name and official title of owner / operator OR owner / operator's authorized representative

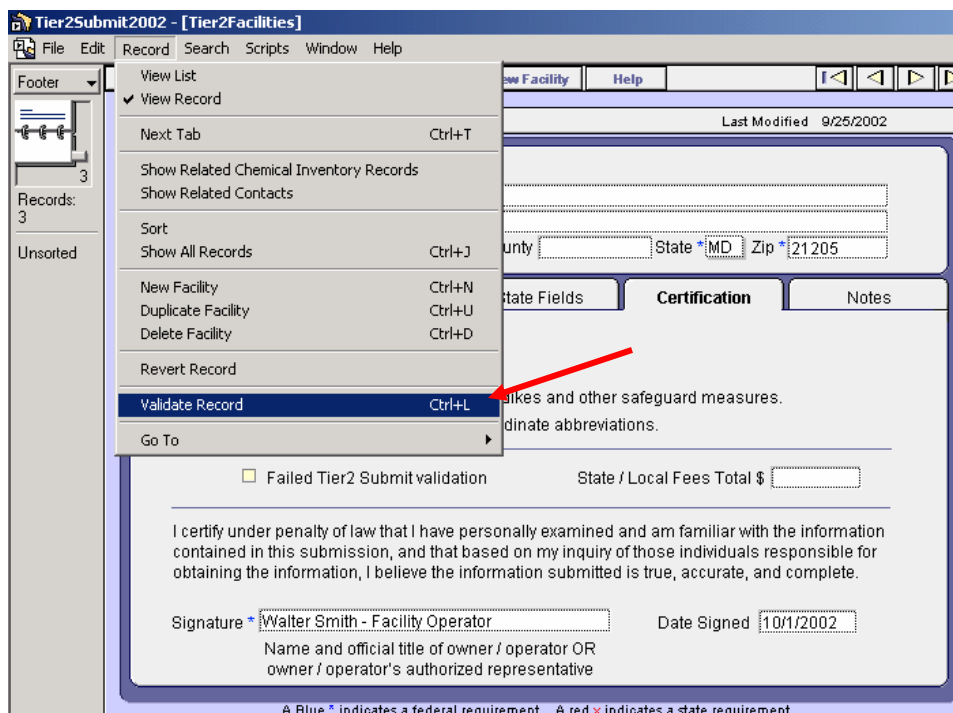
25. Check off the appropriate optional attachments, if applicable (Some states may require optional attachments).
26. Type in the name of the owner/operator or the owner/operator's authorized representative with official title in the "Signature" Field.
27. Type the date into the "Date" field (e.g. 02/25/2006).

**You have finished entering your first facility's chemical inventory information into Tier2 Submit!**

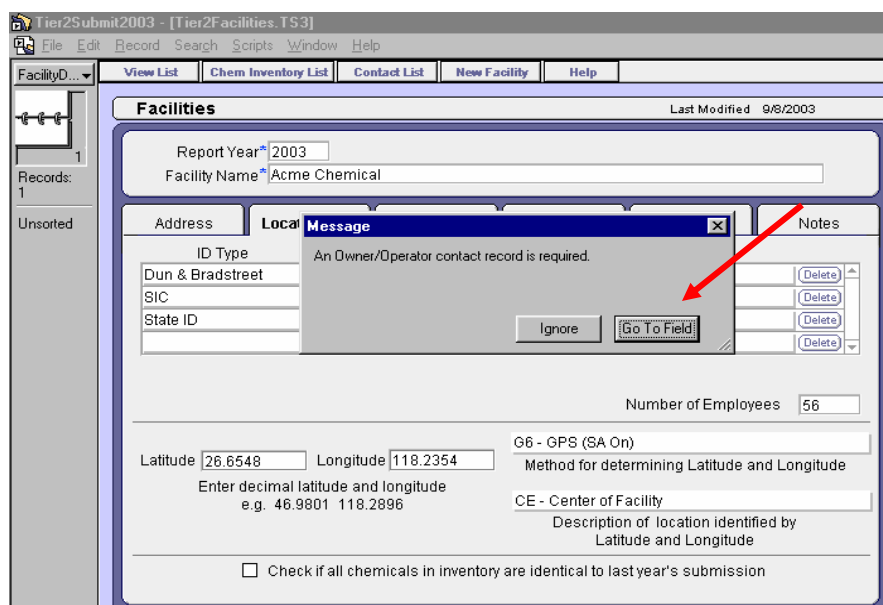
**Now on to Validation.....**

# Validating Data

1. To check all the fields for completion go to the **Record** menu on the top menu bar and click "Validate Record".



2. If any there is any missing data, click the "Go to Field" button on the pop up window - If the facility has passed all validation checks, click "OK" and skip to the next page "Submitting Data".





3. Enter the missing information into the data field and return to the Facility module.  
(To quickly navigate to the Facility Record - Go to File from the top menu bar and choose Open, then click "Facilities")

**Note:** You must be in the Facilities module to validate your record.

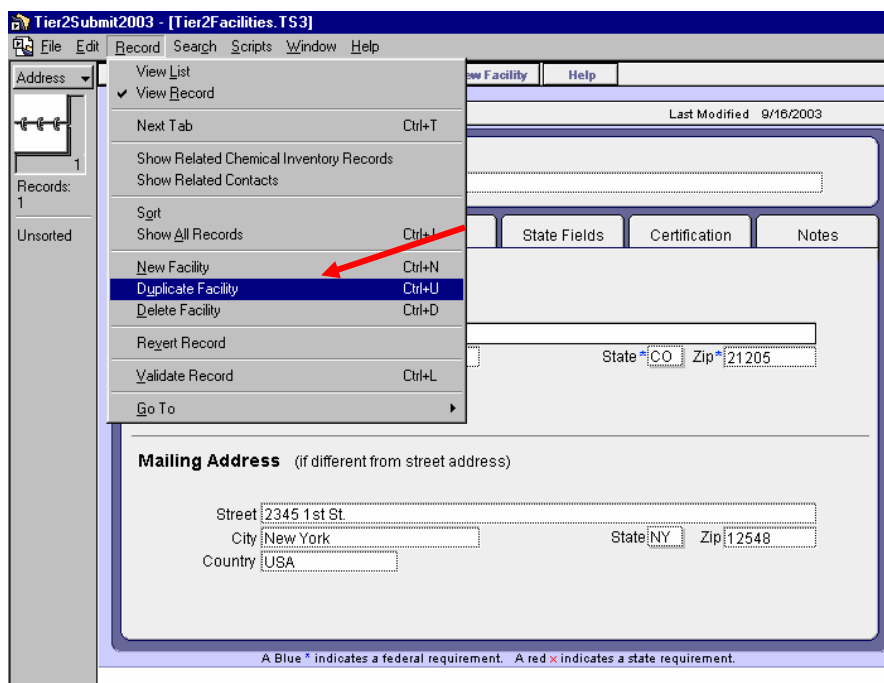
4. Go to the **Record** menu on the top menu bar and click "Validate Record" again.
5. If there is still missing data, repeat steps 1-3. If not, click "OK" and skip to the next page, "Submitting Data".


The screenshot displays a software window for facility record management. At the top, the 'Report Year' is set to 2003 and the 'Facility Name' is 'Acme Chemical'. Below this, there are tabs for 'Address' and 'Local'. A 'Message' dialog box is open in the center, displaying the text 'This facility record passed all the validation checks.' and an 'OK' button. A red arrow points to the 'OK' button. The background form includes fields for 'ID Type' (Dun & Bradstreet), 'SIC', 'State ID', 'Number of Employees' (56), 'Latitude' (26.6548), and 'Longitude' (118.2354). There are also options for 'Method for determining Latitude and Longitude' (G6 - GPS (SA On) and CE - Center of Facility) and a checkbox for 'Check if all chemicals in inventory are identical to last year's submission'. A footer note states: 'A Blue \* indicates a federal requirement. A red x indicates a state requirement.'

**If you have more facilities, turn to the next page. If you only have one facility to report chemical inventories, turn to the Submission Instructions on page 19.**

# Entering Multiple Facilities

If you have an additional facility to report and it is similar to the facility previously entered (same chemicals or contacts) you may duplicate the facility and change the appropriate data to save time. To do this go to **Record** on the top menu bar and choose "Duplicate Facility" then repeat steps 1-27 changing the appropriate data when necessary. *Be sure to validate each facility record before entering the facility's Tier II information.*

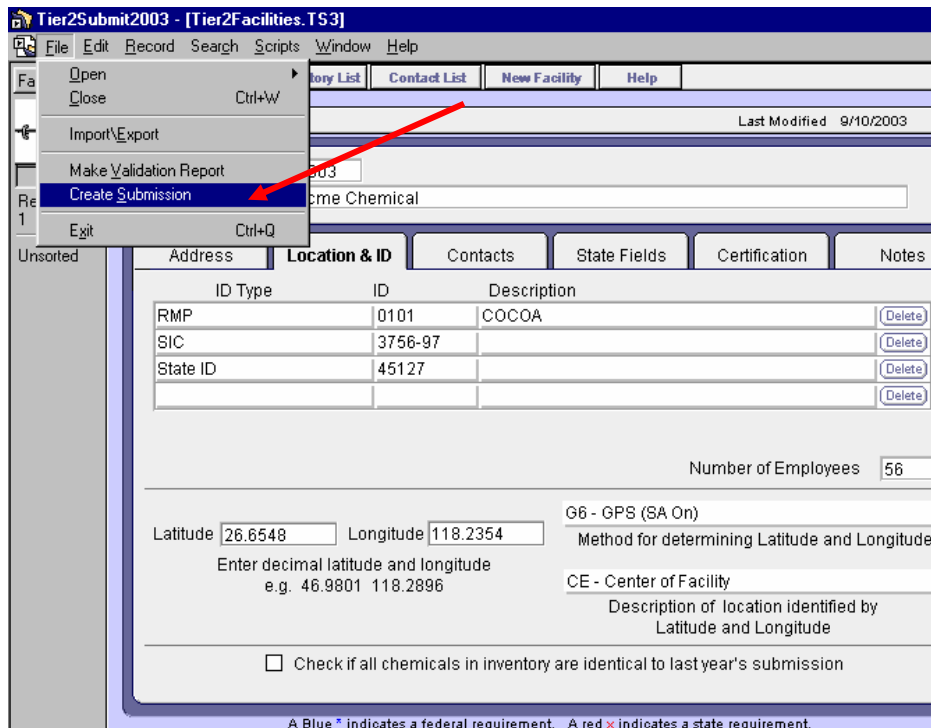


If your next facility does not have duplicate or similar information, simply click the  button on the top the window and repeat steps 1-27.

# Submitting Data

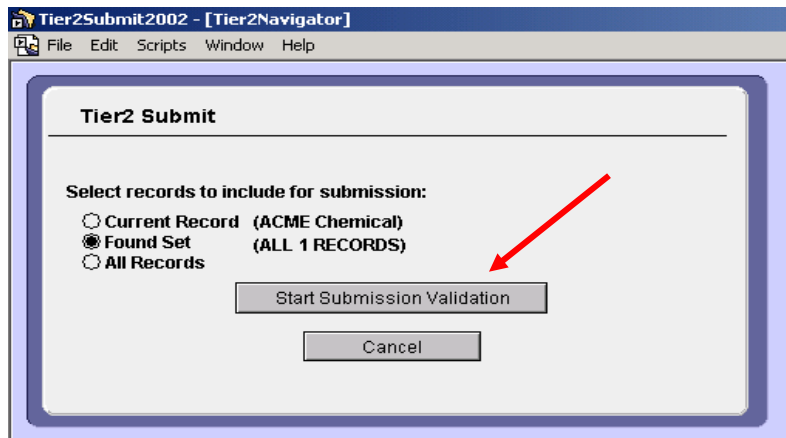
*Tier2 Submit will only create submissions from the Facilities module - If you are not in the Facilities module, go to File on the top menu bar then select "Open" and choose Facilities from the list.*

1. Go to the **File** menu on the top menu bar and click "Create Submission".



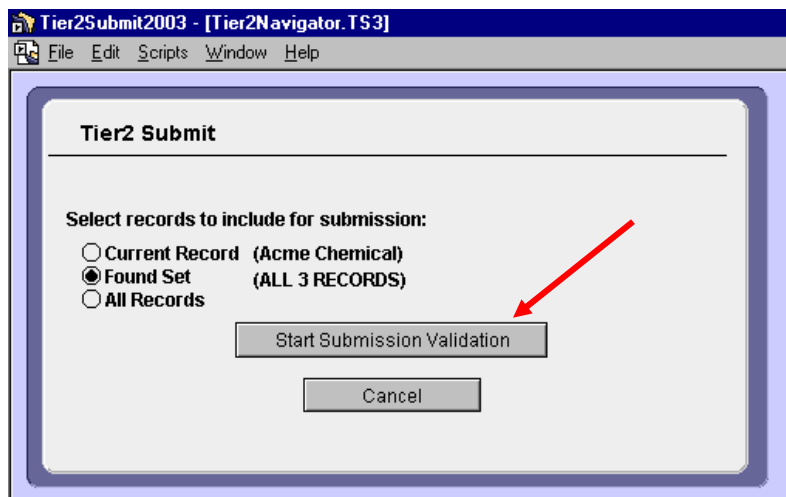
2. Click the "Start Submit Validation" button.


## One Facility Submission



*Found Set is the default and your "Found set" is the one facility you just entered*

## Multiple Facility Submission



*Found Set is the default and your Found Set should be all Facilities or records. For detailed submission instructions for multiple facilities reporting for multiple jurisdictions launch the Users Manual from the Help Menu  in Tier2 Submit 2006.*

3. Double check your state's Submission Requirements then choose either "Create Electronic File" (Go to step 4) or one of the Paper Report options (Go to step 6) as a submission method, whichever your state prefers.

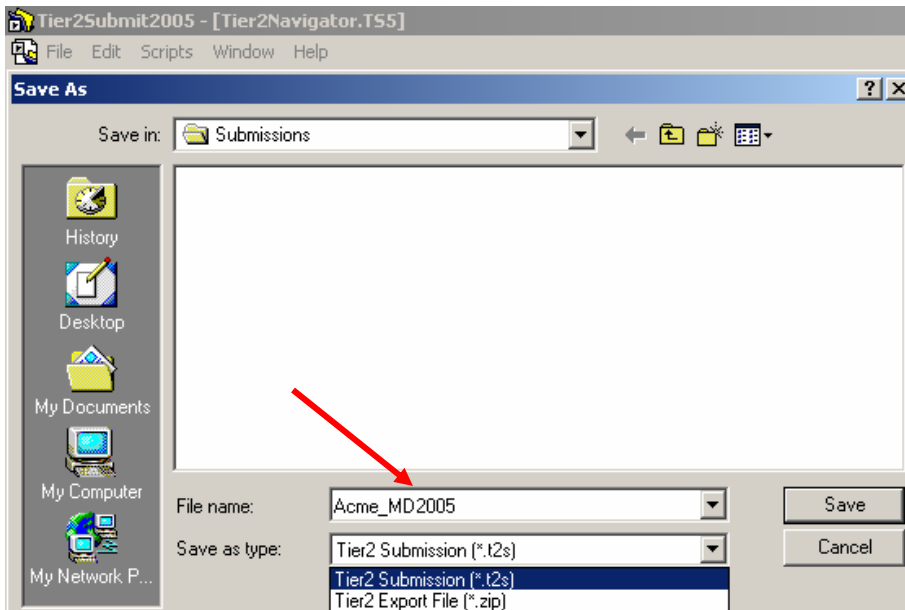
The screenshot shows a web browser window titled "Tier2Submit2003 - [Tier2Navigator.TS3]". The browser's menu bar includes "File", "Edit", "Scripts", "Window", and "Help". The main content area displays a validation check status of "PASSED". Below this, there are several buttons and instructions:

- Tier2 Submit Validation Check Status: PASSED**
- View Validation Report
- First check your state's submission requirements:**
- State Submission Requirements
- Then select a submission method:**
- A .ZIP file containing files with all of the fields supported by Tier2 Submit. Create Electronic File
- A complete paper report containing all of the fields supported by Tier2 Submit. Create Complete Paper Report
- A paper report containing the federally required fields. This report does NOT include all of the fields supported by Tier2 Submit. This report is similar in appearance to the original Tier Two form. Create Original-Style Paper Report
- Cancel

## If you want to submit you data electronically

4. After you have clicked "Create Electronic File" in the "Save As" pop up window type the name of the file (we suggest you make a unique facility identifier (e.g.= ACME in Maryland reporting year 2006 = ACME\_MD2006).

**Note:** If your state prefers to receive the Tier2 Submit on diskette, please save the facility's Tier2 Submit file on the 3 1/2 floppy ( A:) or if your state prefers to have the Tier2 Submit file e-mailed, save the file to an accessible directory so it can be attached in an e-mail message.



**Note:** Tier2 Submit 2006 now has the option to save as a "t2s file" in addition to the "zip file" format, due to the increase in zip file restrictions. Both file formats will work seamlessly with CAMEOfm and Tier2 Submit.

5. After you have entered a unique filename and chosen the appropriate location to save, click the "Save" button and the "Done" button on the next screen.

## If you want to submit your data on paper

6. After you have clicked "Create Complete Paper Report", or "Create Original Style Paper Report" click the "Print Report" button.
7. Then click "OK" on the Print set up pop up window.  
(make sure you have selected the correct printer)

**Congratulations!** Now you must either: **A.)** mail the diskette / CD to your SERC, LEPC and Fire Dept or **B.)** email the zip file to your SERC, LEPC or Fire Dept or **C.)** mail the printed report to your SERC, LEPC and Fire Dept.

## Appendix A: Import last year's Tier2 Submit data into Tier2 Submit 2006

**Note:** If you have last year's submission file (zip file created during electronic submission) skip to step 7. If you did not create a submission file last year or cannot locate it, start at step 1.

1. Locate last years Tier2 Submit program.
2. Go to File on the top menu bar and click "Create Submission".

The screenshot shows the Tier2Submit2002 application window. The 'File' menu is open, and 'Create Submission' is selected. The main window displays a form for entering facility information. The form includes fields for ID (002), Name (CME Chemical), Address (567 Pratt St.), City (Baltimore), State (MD), and Zip (21205). Below the form is a table with columns for ID Type, ID, and Description. The table contains one row with ID Type 'Dun & Bradstreet', ID 'N/A', and Description 'GENERAL WAREHOUSING & STORAGE'. There are also fields for 'Number of Employees' (25), 'Latitude', 'Longitude', and a checkbox for 'Check if all chemicals in inventory are identical to last year's submission'. A red arrow points to the 'Create Submission' menu item.

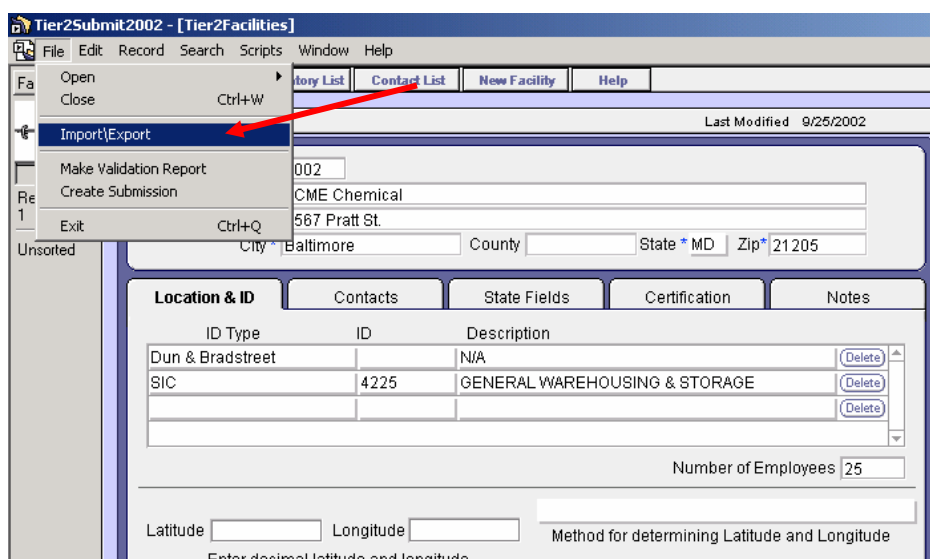
3. Choose "All Records" and click "Start Submission Validation".
4. On the next screen click "Create Electronic File".

The screenshot shows the Tier2 Submit Validation Check Status dialog box. The status is 'PASSED'. The dialog box prompts the user to 'Select submission method:' and offers three options: 'View Validation Report', 'Create Electronic File', and 'Create Paper Report'. A red arrow points to the 'Create Electronic File' button.

- Next on the "Save As" window, name your submission (e.g. AcmeChem2005.zip) and save it.
- On the following screen click the "Done" button.

**You have successfully exported your 2005 Tier2 Submit data! Now import into Tier2Submit 2006.**

- Open up the Tier2Submit 2006 program.
- From the facilities module, go to **File** from the top menu bar and click "Import/Export".  
( If you are not in the Facilities module, go to **File** on the top menu bar and click Open and then select Facilities from the list)



- Click the "Import Files" button on the next window.





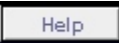
10. On the pop up window browse to find the directory where you saved the Tier2 Submit submission (zip file).
11. Highlight the zip file and click the "Open" button.
12. Click "OK" on the next pop up window and then click "Done" on the following screen.

**Congratulations, you have successfully imported your 2005 data into Tier2Submit 2006!**

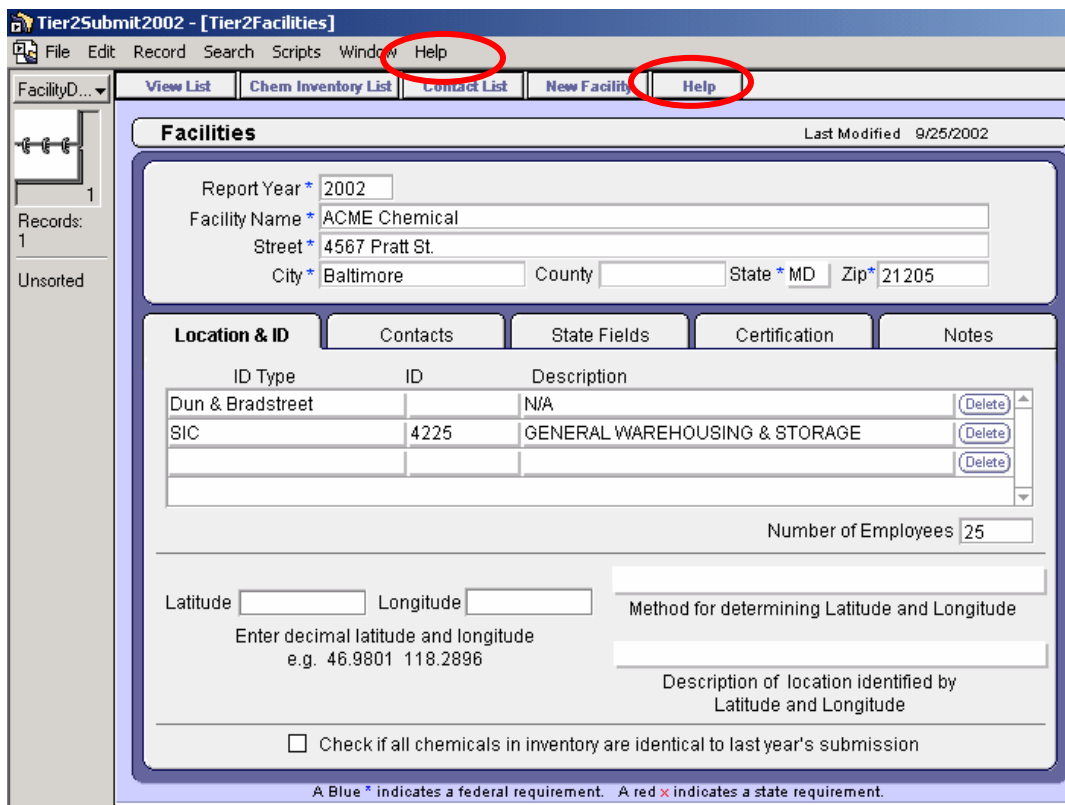
**Now be sure to make any necessary changes in Tier2 Submit for the 2006 reporting year before submitting to SERCs, LEPCs and Fire Departments by March 2007.**

## Appendix B: The User's Manual

The Users Manual is located with the Tier2 Submit 2006 program. Simply click on the hot button

 in any module or use **Help** on the top menu bar.

You can find more detailed information about the program's functions and capabilities. You can also view Tier2 Submit field definitions, see additional State requirements and review EPCRA legislation.



Tier2Submit2002 - [Tier2Facilities]

File Edit Record Search Scripts Window Help

View List Chem Inventory List Contact List New Facility Help

Facilities Last Modified 9/25/2002

Report Year \* 2002

Facility Name \* ACME Chemical

Street \* 4567 Pratt St.

City \* Baltimore County State \* MD Zip\* 21205

ID Type	ID	Description	
Dun & Bradstreet		N/A	Delete
SIC	4225	GENERAL WAREHOUSING & STORAGE	Delete
			Delete

Number of Employees 25

Latitude Longitude Method for determining Latitude and Longitude

Enter decimal latitude and longitude  
e.g. 46.9801 118.2896

Description of location identified by  
Latitude and Longitude

Check if all chemicals in inventory are identical to last year's submission

A Blue \* indicates a federal requirement. A red x indicates a state requirement.