

This program may apply to your facility if it is subject to the OSHA Hazard Communication Standard, and

- 1) stores or uses a hazardous chemical in quantities of 10,000 pounds or more, or
- 2) stores or uses one or more “extremely hazardous substance” in quantities of 500 pounds or less.

For more information or questions about the State Emergency Response Commission (SERC) or the requirements discussed in this manual, please visit our website at epa.ohio.gov/dapc/serc.aspx.

Electronic Reporting Now Available

The State Emergency Response Commission has committed to implement an electronic reporting program in Ohio. Regulated facilities may elect to either submit electronically using the guidance stated below or may continue to report via the hard copy format as instructed within this compliance manual.

The Ohio SERC continues to endorse the U.S. EPA “Tier 2 Submit” software program. The software can be downloaded directly onto your computer by visiting epa.gov/emergencies/content/epcra/tier2.htm#tierii or epa.gov/emergencies/content/epcra/tier2.htm

Hardware Requirements:

- PC: Intel-compatible Pentium-class computer.
- 256 MB RAM
- Hard disk 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 drive space.

Software Requirements:

- PC: Windows 7 (Service Pack 1), Windows 8 or Windows 8.1
- *Windows 98 is not compatible*
- Macintosh: Lion (10.7x), Mountain Lion (10.8x) or Mavericks (10.9x)

Additional Requirements:

An Internet browser.....Internet Explorer 4.0 or later or Netscape Navigator 4.7 or later.

ALL TIER 2 SUBMIT SOFTWARE ASSISTANCE AND/OR QUESTIONS ARE DIRECTED TO THE U.S. EPA RMP REPORTING CENTER AT (703) 227-7650 OR VIA EMAIL AT RMPPRC@epacdx.net. The SERC will rely on the U.S. EPA’s webpage as the primary mechanism for distributing the reporting software and instructions to all users. Ohio EPA will not mass produce or distribute the software or instructions.

Facilities opting to file with Tier2 Submit may submit their March 1, 2015 report either on CD or email attachment to both the SERC and the LEPC. A certification letter and site map must be attached to the mailing. A hard copy report, generated off the electronic submission must be submitted to your local jurisdictional fire department.

Important 2014 Users!!!

DO NOT DELETE your 2014 Tier2 Submit after you are done. Save it in a file for next year. Next year you can export/import 2014 Tier2 Submit into the updated 2015 Tier2 Submit software.

The annual filing fee worksheet and fee check will continue to be mailed separately to: Ohio EPA, Department L-2711, Columbus, OH 43260-2711.