

**OHIO STATE EMERGENCY RESPONSE COMMISSION
2013 TIER2 SUBMIT GUIDANCE**

For March 1, 2014 facilities filing Tier2 reports in Ohio have 2 basic options.

1. File via CD using the 2013 Tier2 Submit software or email as an attachment to SERC@epa.ohio.gov
2. File via paper State Approved Forms or USEPA Tier2 report forms.

Getting 2013 Tier2 Submit Software Started:

First, you will need to download and install the 2013 Tier2 Submit software from the EPA web page.

1. Open your Internet Explorer or other browser
2. Go to site: <http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/tier2-submit-software>
3. Download/Install the Tier2 Submit for Windows or Macintosh as appropriate

This will install a new program to your computer named "Tier2 Submit 2013". It does not replace your existing "Tier2 Submit 2012" software.

Transferring Last Year's Filing Data:

You will need to export your Tier2 Submit 2012 data into the newly installed Tier2 Submit 2013 software. Hopefully you saved last year's report!!!!

Exporting from your Tier2 Submit 2012 software:

1. Launch/Open "Tier2 Submit 2012" (that you saved last year)
2. Select the "Start Tier2 Submit" button
3. Select the "File" menu
4. Select "Import/Export" from the drop down menu
5. Select All Records and Export File

You will need to name and save the output file

Example: 2012 Tier2 Export File.zip

Close the 2012 Tier2 Submit software.

Importing into the Tier 2 Submit 2013 software

1. Launch/Open the Tier2 Submit 2013 software
2. Select the "Start Tier2 Submit" button
3. Select the "File" menu
4. Select "Import/Export"
5. Select "Import"
6. Browse to your saved output file (2012 Tier2 Export File.zip)

This process should complete the transfer of last year's files to the new software.

Updating

1. Examine the files in the Tier2 Submit 2013 and make any needed changes to chemicals inventory, contact, etc.
2. Select the File menu
3. Select Create Submission
4. Select Start Submission Validation
5. If the Validation check status is PASSED; proceed to step 7
6. If the Validation process is FAILED, you must correct the errors before continuing
7. Name and Save the output file. SERC recommends the following naming method for the Tier2 Submit output .zip file:
 - a. The name of your company followed by
 - b. 2013 Tier2 Submit

Example Names

Smith Oil 2013 Tier2 Submit

Jones Dairy Feeds 2013 Tier2 Submit

**It's usually a good idea to print a paper report at this point, both for your records and for filing with the local fire department

1. Select the File menu
2. Select Create Submission
3. Select Start Submission Validation
4. Select Create Original-Style Paper Report
5. Select Print Report
6. Close/Exit Tier2 Submit 2013

**You have now successfully finished your Tier2 Submit for the reporting year of 2013.