

# EPCRA "How to Comply" Packet

---

## Quick Start Guide: Tier2 Submission

- 1) Download Tier2Submit2015 software from the EPA's Website and install
  - a. <http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/tier2-submit-software>
- 2) Complete a tier2 report for all required facilities associated with your company
  - a. **NOTE:** If available import last year's 2014 tier2 report into Tier2Submit2015
  - b. Update tier2 report to include any new chemical and/or contact information
- 3) "Create Submission"
- 4) "Create Electronic Submission File" i.e., save tier2 report to your computer in .t2s format
- 5) Go to the KERC Online Submission Website:
  - a. <https://secure.kentucky.gov/kyem/tier2submission>
- 6) Log in (user name and password)
- 7) Click "Start"
- 8) Review submitter information and click "Save and Continue"
- 9) Click "Browse" and select file created in step 4 above
- 10) Select "New 2015 Submission" radio button (Default Option)
- 11) Click "Upload"
- 12) Review facility information, if correct click "Payment/Invoice Options"
- 13) Select the desired payment method radio button
- 14) Click "Proceed to Checkout"
- 15) Review/complete Banking/Credit Card/Invoice Information and click "Submit"
- 16) **NOTE:** Save receipt, it is proof of your submission
- 17) Send electronic (.t2s) and/or paper copies of tier2 report to LEPC and Local Fire Department
- 18) You are done for 2016! :o)

Complete EPCRA requirement information and more detailed step-by-step instructions for online submission are available in the EPCRA "How to Comply Packet" annually updated each fall and available for download at: <http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>