2019 Quick Start Guide: Tier II Submission

1) Download Tier2 Submit 2018 software from the Environmental Protection Agency's (EPA) Website and install

    a. http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/tier2-submit-software

2) Complete a Tier II Report for all required facilities associated with your company

    a. **NOTE:** If available, import last year's 2017 Tier II Report into Tier2 Submit 2018

    b. Update Tier II Report to include any new chemical and/or contact information

3) "Create Submission"

4) "Create Electronic Submission File" i.e., save Tier II Report in .t2s format

5) Go to the Kentucky Emergency Response Commission (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 2018 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 Tier II Report to the Local Emergency Planning Committee (LEPC) and Local Fire Department

18) You are done for 2019!

Complete Emergency Planning and Community Right-to-Know Act (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: https://kyem.ky.gov/programs/Pages/SARATitleIII.aspx.