

Tier II Frequently Asked Questions (FAQ's)

	<u>Question</u>	<u>Answer</u>
1	What is the required Tier2 reporting deadline?	Tier2 reporting deadline is March 1st for the previous calendar year (For example, 2019 Tier2 report is due on March 1st, 2020). The reporting season begins January 1st.
2	What is considered the "current year" for Tier2 reports?	For Tier2 reporting, "current year", means the previous calendar year. For example, 2019 Tier2 reports must be certified beginning January 1st 2020.
3	What if I miss the March 1st deadline? What are the next steps?	If you miss the March 1st deadline , prepare a Tier2 report as soon as possible as it may impact your facility's reporting compliance.
4	Can I prepare my Tier2 report prior to January 1st for the reporting season?	Yes. Reports can be prepared prior to January 1st of the reporting season. The report cannot be certified until after January 1st. A report is considered "submitted" only after it has been certified.
5	When do I report any additions or changes to my chemical lists for my existing Tier2 report?	Any changes to your Tier2 report must be made within 60 days .
6	When do I report a new facility that has reportable chemicals subject to Tier2?	The facility must prepare a Tier2 report within 60 days of any chemical, <u>on site</u> , that is of reportable quantity. Tier2 reports should be made at https://tier2.azserc.org .
7	How do I recover the password to log into my Tier2 account?	Please use the "retrieve password" located on the Tier2 login page. Instructions will be sent to the email associated with the account.
8	How can I access the Tier2 website if I do not have the password?	Email azserc@azdeq.gov . A temporary password will be emailed to you. The user may then update the password.
9	Can I change the contact information and password on our Tier2 account?	Yes. Update the contact information and password by clicking on the previous contact's name in the upper right hand corner on your Tier 2 account webpage.
10	Can the username be changed?	Yes. Send an email to azserc@azdeq.gov . with the new username.
11	How do I update my facility's physical address?	After logging into your Tier2 account select the Tier2 tab, select your facility, then select the Facility Identification tab and change the address.

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12	What if my facility doesn't have a physical address?	After logging into your Tier2 account select the Tier2 tab, select your facility, then select the Facility Identification tab. Next check the "Has no Address" box. A map will appear, click on the map to select the area closest to your facility's location, save the changes. Enter the nearest cross streets to your facility's location in the box labeled Cross Streets, Landmarks, Directions.
13	How do I change our email address associated with our Tier2 account?	Log in to your Tier2 account click on the name in the upper right hand corner of the page. You can then update your email address.
14	What if I cannot successfully save and continue or open up the individual chemical details screen after entering a report?	Please verify that you are using the latest versions of Chrome or Firefox as your internet browser to access the site. If you continue to have trouble please email: azserc@azdeq.gov
15	When I click "register" for online Tier2 Chemical Reporting System, I receive a message that says "the facility is already registered."	If your facility is already registered in the Tier2 system for your company, the primary account holder will have to create an account for you and grant you access. If the primary account holder is no longer with your company please email: azserc@azdeq.gov .
16	Can I transfer the hazmat information previously submitted into our new account?	No. Previous reports are tied to the Tier2 account they were originally reported in.
17	What are the specific reporting requirements for spills that are of reportable quantities?	Facilities must first call and report to 602-771-2330 (24-hour line) for a non-emergency spill. If the spill requires response from the Emergency Response Team (ERT) you can contact the 24-hr duty officer at 602-390-7894 . The Arizona Laws relating to the environment are listed under Arizona Revised Statute (A.R.S.) §49-126 through § 49-131.
18	What do the blue, red and green lines next to the report mean?	The blue line means the report has been marked as exempt according to 40 CFR 370.40. The red line means the Tier2 report is uncertified, the green line means the Tier2 report is certified.
19	How do I enter a product that is a blend of several different types of chemicals if the system will only accept one CAS Number?	After logging on to the Tier2 system, select the Tier2 tab, select the facility. Select the Chemical Specifics tab. Select add a chemical. Under the chemical description select the "Mix" button. A CAS number is not required if the chemical is entered as a mixture.
20	What other agencies do I send my facility emergency response plan (FERP) to?	The SERC, LEPCs and local Fire Departments are <u>required</u> to have a copy of your FERP. The SERC and LEPCs receive the FERPs electronically when uploaded to the Tier2 system.

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21	Who is the regulatory body for environmental spills?	The EPA is the regulatory agency. The State of Arizona follows EPA's guidelines for spills and reporting. The Arizona Laws relating to the environment are listed under Arizona Revised Statute (A.R.S.) §49-126 through § 49-131.
22	Will an invoice be generated for my reporting fees?	Yes. Select the Dashboard tab. An invoice is generated after clicking on the PAY NOW button located on the bottom right-hand corner of the page.