

EPCRA TIER II REPORTING

in focus



AN OFFICIAL PUBLICATION OF THE GUAM ENVIRONMENTAL PROTECTION AGENCY INTENDED TO INCREASE ENVIRONMENTAL AWARENESS AND

Guam EPA is authorized by Guam law to enforce rules and regulations dealing with the environment. This fact sheet includes information about submitting EPCRA Tier II information correctly.

Facilities in Guam who need to report information for the EPCRA and Tier II requirements, must submit it to Guam EPA. This fact sheet is a brief overview on how to open the correct documents and submit them for the Tier II reports in Guam.

How to Report EPCRA Tier 2 Facilities in Guam

CREATE YOUR FACILITY REPORT

- Go to www.epa.gov/oem/content/epcra/tier2.htm
- Click on your operating system (Windows or Macintosh) to download the application.
- Click on the "Facility Submission Guide PDF" to get the step-by-step outline in filling out the form (Ch. 6 and Ch. 7).
- Go to File on the top menu bar then select "Open" and choose Facilities from the list.
 - o Go to the File menu on the top menu bar and click "Create Submission". Found Set is the default and your Found set is the one facility you just entered.
 - o Click the "Start Submit Validation" button. The facility passed if you completed validation before this step. If not see Chapter 5- Validation
 - o Click "State Submission Requirements" to double check your state's Tier II reporting procedures.
 - o After reviewing your state's submission requirements choose either "Create Electronic File" (Go to step 5) or "Create Complete Paper Report" (Go to step 7) or "Create Original Style Paper Report" (Go to step 7).

DON'T FORGET

- Complete the notes section
- Facilities must also submit the Facility Emergency Response Plan. This is required with the Tier II Reporting.
- Latitude and longitude reporting requirements must be met.

HOW TO SUBMIT THE DOCUMENT ELECTRONICALLY (REQUIRED)

- After you have clicked "Create Electronic File", in the "Save As" pop up 55 of 87 Tier2 Submit Facility Submission Guide window type the name of the file (make a unique facility identifier (e.g.= ACME in Maryland reporting year 2012 = ACME_MD2012).
 - o *Note: If your state prefers to receive the Tier2 Submit file on diskette or CD please save the facility's Tier2 Submit file to the media or if your state prefers to have the Tier2 Submit file e-mailed, save the zip file to an accessible directory so it can be attached in an e-mail message.*
 - o *Tier2 Submit now has the option to save as a "t2s file" in addition to the "zip file" format, due to the increase in zip file restrictions. Both file formats will work seamlessly with CAMEOfn and Tier2 Submit.*
- After you have entered a unique filename and chosen the appropriate location to save click the "Save" button and the "Done" button on the next screen.
- Email electronic file to tier2.submit@epa.guam.gov.
- **Note:** Please do not submit scanned copies or any PDF format. Guam EPA can not easily access the information for the electronic database if this type of document is submitted.

HOW TO SUBMIT THE DOCUMENT IN HARD COPY(NOT REQUIRED)

- After you have clicked "Create Complete Paper Report" or "Create Original Style Report", click the "Print Report" button.
- Then click "OK" on the Print set up pop up window (make sure you have selected the correct printer).
- Now you must either: A.) mail the diskette/CD to Guam EPA or mail the printed report to Guam EPA, 17-3304 Mariner Avenue Tiyan Barrigada Guam 96913-1617

For more information on submitting Tier II reports to Guam EPA please contact:

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