

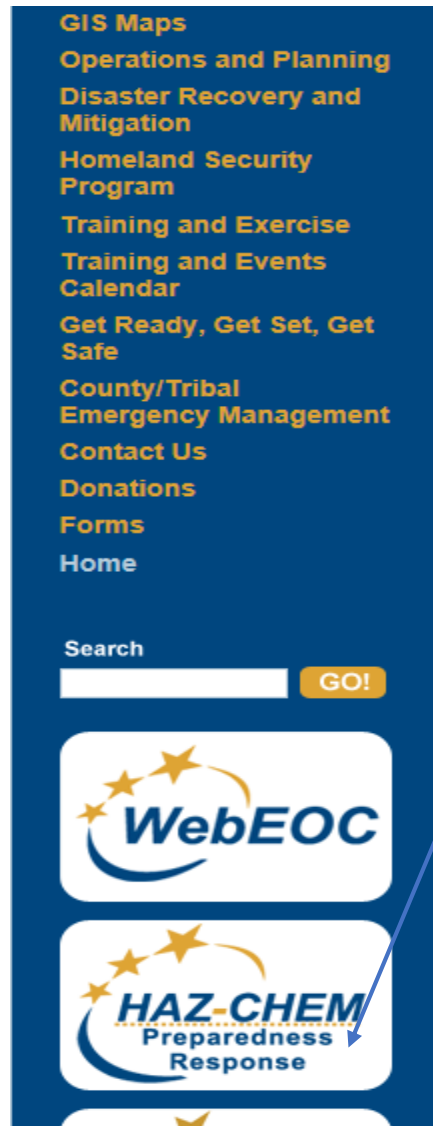


# North Dakota Tier II Instructions

Use this set of instructions if you have  
NEVER filed a Tier II Report with the ND  
Department of Emergency Services

Updated October 2017

Start with Internet Explorer and type in <http://www.nd.gov/des>, you should be taken to the following site. Scroll down the left side of the page under the NDDDES Logo and click on the Haz-Chem Preparedness Response Logo.



## Welcome

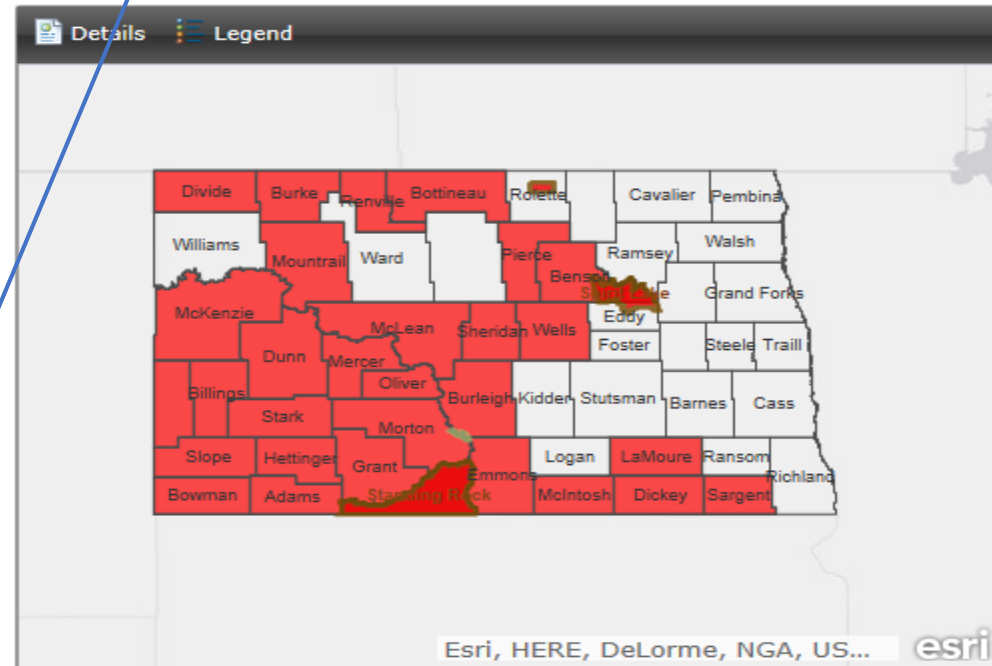
### Local Burn Restrictions and Fire Declarations

The following map depicts counties and tribal nations where fire emergencies have been declared and burn bans/restrictions implemented.

Please refer to the interactive map below to view existing county and tribal (dark red) declarations.

By clicking on the county or tribal areas on the map below you can view additional information regarding burn bans/restrictions for a particular area.

**This list may not be all inclusive. Please contact your county emergency manager for the most current information and for specific restrictions that may exist in your county.**



After clicking on the Haz-Chem Preparedness Response Logo, you should then be taken to the following screen.



Tier II Reporting - Haz-  
Chem Preparedness  
and Response

Report an Incident

State Emergency  
Response  
Commission

WebEOC

Fire Danger  
Awareness

Disaster Recovery and  
Mitigation

Homeland Security  
Program

Training and Exercise

Training and Events  
Calendar

Get Ready, Get Set, Get  
Safe

County/Tribal  
Emergency Management

Contact Us

Donations

Forms

Home

Search

GO!



### Changes to Tier II Filing - 2018

Please do not complete your 2018 Tier II filing (RY 2017) until we notify you that the changes are made in the software and it is ready to start updating.

### Tier II Reporting Software

Use the following link to submit your Tier II filing for the past reporting year.

[Tier II Reporting Software](#)

### Changes to Tier II Filing - 2017

Use the following link to see changes to Tier II filing for 2017.

[Tier II Filing Changes](#)

[Tier II Reporting Software](#)

### ND Tier II Instructions

THESE ARE NEW INSTRUCTIONS FOR RY 2015.

[Tier II Reporting Instructions - Facilities that have NEVER filed before](#)  
[Tier II Reporting Instructions - Facilities that have PREVIOUSLY filed](#)

This page should come up on your screen. You will see "Tier II Reporting Software" and also "ND Tier II Instructions". Now click on the gold lettered "Tier II Reporting Software".

This box will be updated once the new instructions have been tested.





If you do not have a North Dakota Login, then you MUST register and create your own Log In ID and Password.

If you have a North Dakota Log In ID and Password, type that in the appropriate block below.

GIS Maps  
Operations and Planning  
Disaster Recovery and Mitigation  
Homeland Security Program  
Training and Exercise  
Training and Events Calendar  
Get Ready, Get Set, Get Safe  
County/Tribal Emergency Management  
Contact Us  
Donations  
Forms  
Home

Search  **GO!**

## ND Tier II Filing: Initial Starting Point

North Dakota *login*

North Dakota Log In

**Already Registered - [Not sure?](#)**

North Dakota Login:

[Forgot Login](#)

Password:

[Forgot Password](#)

**Login**

[Update your account](#)

**New to North Dakota Online Services?**

**Register Now!**

Look at the next slide for registration information

**Benefits of North Dakota Login**

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

If you do not have a North Dakota Log In or Password, here is where that will be completed by you before you can go in and start working on your Tier II.

## Business/Organization Account Details

**Business/Organization** accounts should only be used for online services related to the business or organization you represent

### Login Details

\*North Dakota Login:

\*Password:

\*Confirm Password:

\*Business Email:

\*Confirm Business Email:

### North Dakota Login Requirements:

- at least 3 characters long
- cannot be an existing ID

### Password Requirements:

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

### Business/Organization Details

\*Business Name:

\*Contact Name: First  MI  Last  Suffix

\*Address 1:

Address 2:

Address 3:

\*City, State, Zip   (555554444)

\*Country:

\*Telephone:  (22233334444) Ext.:

### Security Questions

\*Question 1:

\*Answer 1:

\*Question 2:

\*Answer 2:

### Security questions



- used to verify your identity
- used to reset forgotten passwords

After you have registered your information, then type in your Log In ID along with your Password

This is also where you will log in if you already have a Log In ID and Password

**GIS Maps**  
**Operations and Planning**  
**Disaster Recovery and Mitigation**  
**Homeland Security Program**  
**Training and Exercise**  
**Training and Events Calendar**  
**Get Ready, Get Set, Get Safe**  
**County/Tribal Emergency Management**  
**Contact Us**  
**Donations**  
**Forms**  
**Home**

Search  **GO!**

## ND Tier II Filing: Initial Starting Point

North Dakota *login*

**Already Registered - [Not sure?](#)**

North Dakota Login:

[Forgot Login](#)

Password:

[Forgot Password](#)

**Login**

[Update your account](#)

**New to North Dakota Online Services?**

**Register Now!**

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

After tying in your Log In ID and Password, then click on "Login".

After you have on “Log In”, the following page should appear on your screen. From here you will start the process for filing your Tier II Report(s).

The screenshot shows the ND Tier II Filing website. On the left is a dark blue navigation menu with the following links: **About NDES**, **State Radio**, **News Releases**, **GIS Maps**, **Operations and Planning**, **Disaster Recovery and Mitigation**. In the top right corner, there is a "Select Language" dropdown menu and the text "Powered by Google Translate". The main heading is "ND Tier II Filing: Manage Companies and Facilities". Below this heading are five orange buttons: "Add Company", "File New Report", "Non-Submitted Reports", "Past Reports", and "FAQ". A blue arrow points from a yellow callout box at the bottom to the "Add Company" button. The callout box contains the text: "You will first have to “Create a Company”, so click on “Add Company”."

**About NDES**  
**State Radio**  
**News Releases**  
**GIS Maps**  
**Operations and Planning**  
**Disaster Recovery and Mitigation**

Select Language ▼  
Powered by Google Translate

## ND Tier II Filing: Manage Companies and Facilities

Add Company File New Report Non-Submitted Reports Past Reports FAQ

You will first have to “Create a Company”, so click on “Add Company”.

After clicking on “Add a Company”, the following page should appear.  
Follow the instructions below.



Select Language ▼  
Powered by Google Translate

## ND Tier II Filing: Add A Company

<< return   FAQ

Enter the Company Name, address, city, state, zip code, email, etc.  
and click on “Save”.

**Add Company Information** *(items marked with an \* are required)*

* Company Name :	Mitchell's Chemical Supply (MCS)
Government Entity:	<input type="radio"/> yes <input checked="" type="radio"/> no
* Address:	11245 East Industrial Way
* City:	
* State:	North Dakota ▼
* Zip:	
* Phone:	
Fax:	
Website:	http://
* Email:	

save

This site updated as of 9/28/2015.



GIS Maps  
Operations and Planning  
Disaster Recovery and Mitigation  
Homeland Security Program  
Training and Exercise  
Training and Events Calendar  
Get Ready, Get Set, Get Safe  
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Donations

## ND Tier II Filing: Manage Companies and Facilities

[Add Company](#)[File New Report](#)[Non-Submitted Reports](#)[Past Reports](#)[FAQ](#)

\* Please verify ALL company and facility information is current before you submit any reports.

### Companies Attached to Your Profile

City of Crosby

[show details](#)[edit](#)[add facility](#)

#### Facilities Under: *City of Crosby*

Crosby Water Plant

[edit](#) | [reports](#)

Gray Oil Company

[show details](#)[edit](#)[add facility](#)

#### Facilities Under: *Gray Oil Company*

Gray Oil Company

[edit](#) | [reports](#)

Mitchell's Chemical Supply (MCS)

[show details](#)[edit](#)[add facility](#)

#### Facilities Under: *Mitchell's Chemical Supply (MCS)*

Mitchell's Chemical Supply - Bismarck

[edit](#) | [reports](#)

TEST TEST Test Test

[show details](#)[edit](#)[delete facility](#)[add](#)

This site updated as of 10/13/2015.

After you add the company and save it, it should show up under the "Manage Companies and Facilities" page. If you have more than one facility, scroll to the bottom of the page where you will find the "New" Company, you just added.

[GIS Maps](#)  
[Operations and Planning](#)  
[Disaster Recovery and Mitigation](#)  
[Homeland Security Program](#)  
[Training and Exercise](#)  
[Training and Events Calendar](#)  
[Get Ready, Get Set, Get Safe](#)  
[County/Tribal Emergency Management](#)  
[Contact Us](#)  
[Donations](#)

## ND Tier II Filing: Manage Companies and Facilities

[Add Company](#)
[File New Report](#)
[Non-Submitted Reports](#)
[Past Reports](#)
[FAQ](#)

\* Please verify ALL company and facility information is current before you submit any reports.

### Companies Attached to Your Profile

City of Crosby

[show details](#)
[edit](#)
[add facility](#)

#### Facilities Under: *City of Crosby*

Crosby Water Plant

[edit](#) | [reports](#)

Gray Oil Company

[show details](#)
[edit](#)
[add facility](#)

#### Facilities Under: *Gray Oil Company*

Gray Oil Company

[edit](#) | [reports](#)

Mitchell's Chemical Supply (MCS)

[show details](#)
[edit](#)
[add facility](#)

#### Facilities Under: *Mitchell's Chemical Supply (MCS)*

Mitchell's Chemical Supply - Bismarck

[edit](#) | [reports](#)

TEST TEST Test Test

[show details](#)
[edit](#)
[delete facility](#)
[add](#)

This site updated as of 10/13/2015.

After you have added your "Company" you will now input the information about your facility. So click on the box that says "add facility".

The next few slides will be where you add the information about your facility

## ND Tier II Filing: Add New Facility

[<< return](#) [FAQ](#)

### Auto Fill From Existing Facility:

Facilities: There are no facilities to auto fill from.

### Add New Facility *(items marked with an \* are required)*

\* Facility Name:

\* Legal Description:

\* Physical Address:

\* City:

\* County:

\* State:

\* Zip:

\* Phone:

Fax:

\* Email:

\* Maximum No. Of  
Occupants:

\* This Facility is:

☐ Manned ☐ Unmanned

\* Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?

☐ Yes ☐ no

\* Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68,  
Risk Management Program)?

☐ Yes ☐ no

If there are no facilities the statement in the "Facilities" box will appear. If there are facilities already in your "Manage Companies and Facilities", that facility name will appear in the facilities box.

Enter the "Facility Name"

Enter "Legal Description". (Example: T146N R95W S16. No commas or periods. It **MUST** be in this format. **You should be able to obtain that by clicking on the following link.** <http://www.earthpoint.us/TownshipsSearchByLatLon.aspx>

Enter "Physical Address". If you do not have a "physical address", type in the County name.

Enter "City"

Enter County. Click on the "Drop Down" menu for a list of counties. Select the County that facility is in.

Click on "State"

Enter the "Zip Code" that facility is in.

Enter the "10 Digit phone number. 701-111-2345"

Enter the "Fax" number if you have one.

Enter the "Email" for person that completes the Tier II.

Type in the number of people that are on duty on a regular work day.

Click on "Manned" if people are at the facility during a work day, or click on "Unmanned" if there is no one there during the day.

If your facility is not subject to "Emergency Planning" type in "N/A" or "No".

If your facility is not subject to the "Risk Management Program (RMP), type in "N/A" or "No"

\* Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?

☒ Yes ☐ no

\* Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?

☒ Yes ☐ no

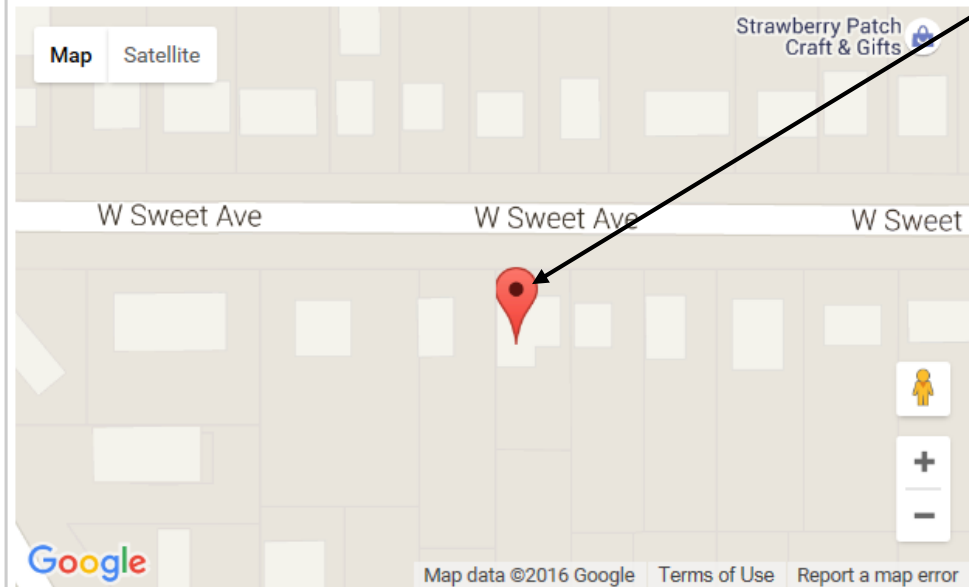
If you have a physical address, click Set Map Marker Via Address button to have the marker move to the above address. If you do not have a physical address, add your latitude and longitude and click Set map marker via lat/long. Please verify the marker location. If needed, click and drag the marker to the correct location.

Lat: 46.80286333840543

Long: 100.80422806107867

Set Map Marker Via Address

Set Map Marker Via Lat/Long



\* SIC code:

1511

\* NAICS Code:

211111

DUN & Bradstreet Number:

\* TRI Identification Number:

N/A

\* RMP Identification Number:

AND903W

Click on the appropriate box if your facility is "Subject to Emergency Planning under Section 302 of EPCRA). **THIS MEANS DO YOU HAVE ANY EXTREMELY HAZARDOUS SUBSTANCES (EHS) STORED IN YOUR FACILITY.**

Click on the appropriate box if your facility is subject to Section 112(r) of the Risk Management Program (RMP), or if your facility is subject to the Chemical Accident Prevention Program under section 112® of the Clean Air Act (CAA) Risk Management Program (RMP).

Click on either "Set Map Marker Via Address" or Set Map Marker Via Lat/Long". What this does, it sets the marker for your facility based on either the "physical address" or the "legal description" you used. This will also put in your latitude and longitude for your facility.

**NOTE:** If you need to move the "marker" to place to place it on your facility, that can be accomplished by clicking on "Satellite" on the map.



Type your "Standard Industrialization Code" (SIC) along with the "North American Industrialization Code" (NAICS)

If you know your "Dunn & Bradstreet Number", type that in, in this box. If you do not have one, leave the box blank

If you are subject to the "Toxic Release Inventory" (TRI) Program, type in your facility ID number provided by the EPA. If you are not subject to TRI, type in "N/A".

If you are subject to the "Risk Management Program" (RMP), type in your facility ID number provided by EPA. If you are not subject to RMP, then type in "N/A".

Owner / Operator	
* Owner Operator Name:	<input type="text"/>
* Phone:	<input type="text"/>
* Email:	<input type="text"/>
* Mail Address:	<input type="text"/>
* Mail City:	<input type="text"/>
* Mail State:	<input type="text" value="ND"/>
* Mail Zip:	<input type="text"/>
Facility Emergency Coordinator	
Coordinator Name:	<input type="text"/>
Title:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
24-hour Phone:	<input type="text"/>
Tier II Information Contact	
* Contact Name:	<input type="text"/>
* Title:	<input type="text"/>
* Email:	<input type="text"/>
* Phone:	<input type="text"/>
* 24-hour Phone:	<input type="text"/>

On this page, type in the information requested for the “Owner/Operator”, “Facility Emergency Coordinator” and for the “Tier II Information Contact”.

The “Facility Emergency Coordinator” block only needs to be filled in, if you store any “extremely hazardous substances (EHS)”/chemicals on site. If you are **NOT** reporting any EHS chemicals, then this block **DOES NOT** have to be filled in.

The person who fills in the information on the Tier II Inventory form **MUST** type their information in this area.

Emergency Contact	
* Name:	<input type="text"/>
* Title:	<input type="text"/>
* Email:	<input type="text"/>
* Phone:	<input type="text"/>
* 24 Hour Phone:	<input type="text"/>

Additional Emergency Contact	
Name:	<input type="text"/>
Title:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
24 Hour Phone:	<input type="text"/>

This site updated as of 9/28/2015.

The "Emergency Contact" MUST be completed. All information is required.

We recommend that you fill in the "Additional Emergency Contact" area, even though it is not required. Consider the fact that the "Primary" emergency contact could be out of town or in the hospital, so it is a good idea to have the information for an additional emergency contact.

This person should be someone that knows the facility and can answer questions from the emergency responders.

After you have completed typing in all of the information from above, then click on "Save".

**NOTE: Starting with RY2015 and thereafter, you will be required to type in your "Emergency Contact" each year. The rationale for this is that we have discovered that personnel move around so much that the information from last year's report may not be correct. So we ask that you insure each year that your "Emergency Contact" information is accurate and up-to-date. NDDes Haz-Chem staff will be making random phone calls to the phone numbers listed on your "Emergency Contact" information to insure that the information is current for the reporting year.**



- About NDDes
- State Radio
- News Releases
- GIS Maps
- Operations and Planning
- Disaster Recovery and Mitigation
- Homeland Security Program
- Training and Exercise
- Training and Events Calendar
- Get Ready, Get Set, Get Safe
- County/Tribal

connect

f

t

Select Language

ND Tier II Filing: File New Report

<< return

FAQ

Report Information

\* Report Date:9/29/2015

\* Report Title:

save

This site updated as of 9/29/2015.

Now you MUST name your report. The date always “defaults” to the current date. USE your Company name for your report title.

- About NDDes
- State Radio
- News Releases
- GIS Maps
- Operations and Planning
- Disaster Recovery and Mitigation
- Homeland Security Program
- Training and Exercise
- Training and Events Calendar
- Get Ready, Get Set, Get Safe
- County/Tribal

connect

f

t

Select Language

Powered byGoogle Translate

ND Tier II Filing: File New Report

<< return

FAQ

Report Information

\* Report Date:9/29/2015

\* Report Title:Mitchell's Chemical Supply RY2015

save

This site updated as of 9/29/2015.

After you completed naming the report, then click on “Save”.

You will now see that your “Facility” is listed. THIS is where you will now “Click” on the “add/remove facilities on report” box.

**GIS Maps**  
**Operations and Planning**  
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**Search**  
  
**GO!**

## ND Tier II Filing: Non-Submitted Reports

<< Tier II Home

FAQ

### Your Reports That Have Not Been Submitted

\* Please verify ALL company and facility information is current before you submit any reports.

Report Title: <i>Mitchell's Chemical Supply RY2015</i>	edit report information
ID: 25030	
Date: 9/29/2015	add/remove facilities on report
To edit company or facility information please click on the "Tier II Home" button above.	
Total Cost For Report: \$0.00	
view this report	delete this report
Please attach facility map(s) in order to submit this report.	

This site updated as of 9/29/2015.



Now you will select your facility by clicking in the box next to the facility name.

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**Homeland Security Program**  
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**Training and Events Calendar**  
**Get Ready, Get Set, Get Safe**  
**County/Tribal Emergency Management**  
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**Home**  
**log out**  
**Search** **GO!**

## ND Tier II Filing: Non-Submitted Reports

[return to reports page](#)

Check the facilities you wish to include on this report. Click "save changes" when complete.


Facilities on This Report: <i>Mitchell's Chemical Supply RY2015</i>	
<input type="checkbox"/>	DeBoer's Chemical Supply
<input type="checkbox"/>	Fredonia Coop Oil Company
<input type="checkbox"/>	Gray Oil Company
<input type="checkbox"/>	Martin Oil Company - Bulk Plant
<input checked="" type="checkbox"/>	Mitchell's Chemical Supply - Bismarck
<input type="checkbox"/>	MK AG SERVICE
<input type="checkbox"/>	Ray's Test Company 2014
<input type="checkbox"/>	Steele Farmers Elevator

[save changes](#)

Then click on "save changes".

Now you will see the area where you will add chemical(s) to your facility.

**GIS Maps**  
**Operations and Planning**  
**Disaster Recovery and Mitigation**  
**Homeland Security Program**  
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**GO!**



## ND Tier II Filing: Non-Submitted Reports

<< Tier II Home

FAQ

### Your Reports That Have Not Been Submitted

\* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015*

ID: 25030

Date: 9/29/2015

edit report information

add/remove facilities on report

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*

remove facility

change facility

add chemical

add facility map

Total Cost For Report: \$0.00

view this report

delete this report

Please add chemicals to your facilities in order to submit this report.  
Please attach facility map(s) in order to submit this report.

This site updated as of 9/29/2015

## ND Tier II Filing: Chemicals

[<< return](#)

**Chemical Information (items marked with an \* are required)**

Below Threshold:	<input type="checkbox"/>
State or Local Requirements:	<input type="checkbox"/>
* CAS Number:	<input type="text" value="1910-42-5"/> <a href="#">Look Up CAS Number</a> (opens in a new window)
Trade Secret:	<input type="checkbox"/>
* Chemical Name:	<input type="text" value="other"/> * Other: <input type="text" value="Gramoxone"/>
Chemical Type:	Pure: <input type="checkbox"/> Mixture: <input checked="" type="checkbox"/> * Please describe the mixture: <input type="text" value="Numerous chemicals"/>
<i>Check All That Apply</i>	
Solid:	<input type="checkbox"/>
Liquid:	<input checked="" type="checkbox"/>
Gas:	<input type="checkbox"/>
EHS:	<input checked="" type="checkbox"/>
EHS Name:	<input type="text" value="Paraquat Dichloride"/>

After clicking on “Add Chemical” the following screen will appear. Fill in the appropriate blocks. You are not required to fill in the block “Below Threshold” unless you want to report all your chemicals regardless of amount.

Click in the box “State or Local Requirements”. This is because North Dakota requires you to include additional information that is not “Federally” required.

Type in the CAS (Chemical Abstract Service) number. If you do not know what the “CAS” number is, you can look it up by clicking on the “Look Up CAS Number”. If you do not have or if there is no “CAS” number for the chemical, type in “N/A”

Clicking on the “drop down” arrow, will bring up a listing of chemical that are already in the database. If you cannot find your chemical listed, scroll to the bottom of the drop down menu and select “Other” and a box will appear that will allow you type in the name of the chemical you are reporting.

Indicate if the chemical you are reporting is “pure” or a “mixture”. you choose “mixture”, be prepared to list all chemicals mixtures.



#### Physical Hazards (Check All That Apply)

- ☐ Flammable (gases, aerosols, liquids, or solids)
- ☐ Gas under pressure
- ☐ Explosive
- ☐ Self Heating
- ☐ Pyrophoric (liquid or solid)
- ☐ Pyrophoric Gas
- ☐ Oxidizer (liquid, solid or gas)
- ☐ Organic Peroxide
- ☐ Reactivity
- ☐ In contact with water emits flammable gas
- ☐ Combustible dust
- ☐ Hazard not otherwise classified (HNOC)
- ☒ Corrosive to metal

#### Health Hazards (Check All That Apply)

- ☐ Carcinogenicity
- ☐ Acute toxicity (any route of exposure)
- ☐ Reproductive toxicity
- ☒ Skin corrosion or irritation
- ☒ Respiratory or skin sensitization
- ☐ Serious eye damage or eye irritation
- ☐ Specific target organ toxicity (single or repeated exposure)
- ☐ Aspiration hazard
- ☐ Germ cell mutagenicity
- ☐ Simple asphyxiate
- ☐ Hazard not otherwise classified (HNOC)

NOTE: Starting with Reporting Year 2017, EPA has done away with the old “5” physical & health hazards”. That has been replaced with “13” Physical Hazards & “11” Health Hazards. This is because it aligns with the “GHS” Global Harmonization System. Check all that apply. This information can be found on your Safety Data Sheet (SDS).

Inventory	
* Max Daily Amount (code):	02 - 100-499 lbs ▼
* Max Daily Amount lbs:	275
* Average Daily Amount (code):	01 - 0-99 lbs ▼
* Average Daily Amount lbs:	1.5
* Number of Days On-Site:	180
Storage	
* Type of Storage:	GLASS BOTTLES OR JUGS ▼
* Storage Conditions: (Pressure, Temperature)	Ambient pressure and temperature
* Chemical Location:	SW corner of warehouse on pallets
* Storage Location Confidential:	<input checked="" type="radio"/> no <input type="radio"/> yes
Type of Storage 2:	--- SELECT ONE --- ▼
Storage Conditions: (Pressure, Temperature)	
Chemical Location:	
Storage Location Confidential:	<input type="radio"/> no <input type="radio"/> yes
Type of Storage 3:	--- SELECT ONE --- ▼
Storage Conditions: (Pressure, Temperature)	
Chemical Location:	
Storage Location Confidential:	<input type="radio"/> no <input type="radio"/> yes
Type of Storage 4:	--- SELECT ONE --- ▼
Storage Conditions: (Pressure, Temperature)	
Chemical Location:	
Storage Location Confidential:	<input type="radio"/> no <input type="radio"/> yes
<input type="button" value="save"/>	

**Inventory:** Fill in the Max Daily Amount code from the drop down menu and then type in the amount “in pounds” in the appropriate block. To determine the Average Daily Amount, add all of your deliveries for the chemical for the year and then divide that by the number of days it was on site.

Click on the drop down menu to get a listing of the storage codes/type.

You must type in the storage conditions rather than using storage code numbers. (Example – ambient pressure and ambient temperature)

Type in the location where the chemical(s) is/are stored. (EXAMPLE: located in NW corner of the warehouse on the second floor. OR, along the south wall in the warehouse etc.

Click on “no” if the location is not confidential or “yes” if the location is confidential.

This section will only be filled out if you have the same chemical in another location on your facility site.

After completely filling in the information, then click on “Save”.

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**GO!**



## ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)

[FAQ](#)

### Your Reports That Have Not Been Submitted

\* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015*

[edit report information](#)

ID: 25030

Date: 9/29/2015

[add/remove facilities on report](#)

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*

[remove facility](#)

[change facility](#)

[add chemical](#)

[add facility map](#)

After you have added all of the chemicals for your facility/site, you will then add the "Facility Map".

#### Chemicals

Hydrochloric Acid

[edit chemical](#)

[remove chemical](#)

Methanol

[edit chemical](#)

[remove chemical](#)

ETHEYLENE GLYCOL

[edit chemical](#)

[remove chemical](#)

[copy chemicals to a facility](#)

Facility Cost: \$75.00

Total Cost For Report: \$75.00

[view this report](#)

[delete this report](#)

Please attach facility map(s) in order to submit this report.

The “Add a Facility Map” screen should appear. The title automatically defaults to “Facility Map”.



### ND Tier II Filing: Add Facility Map

[<< return](#)

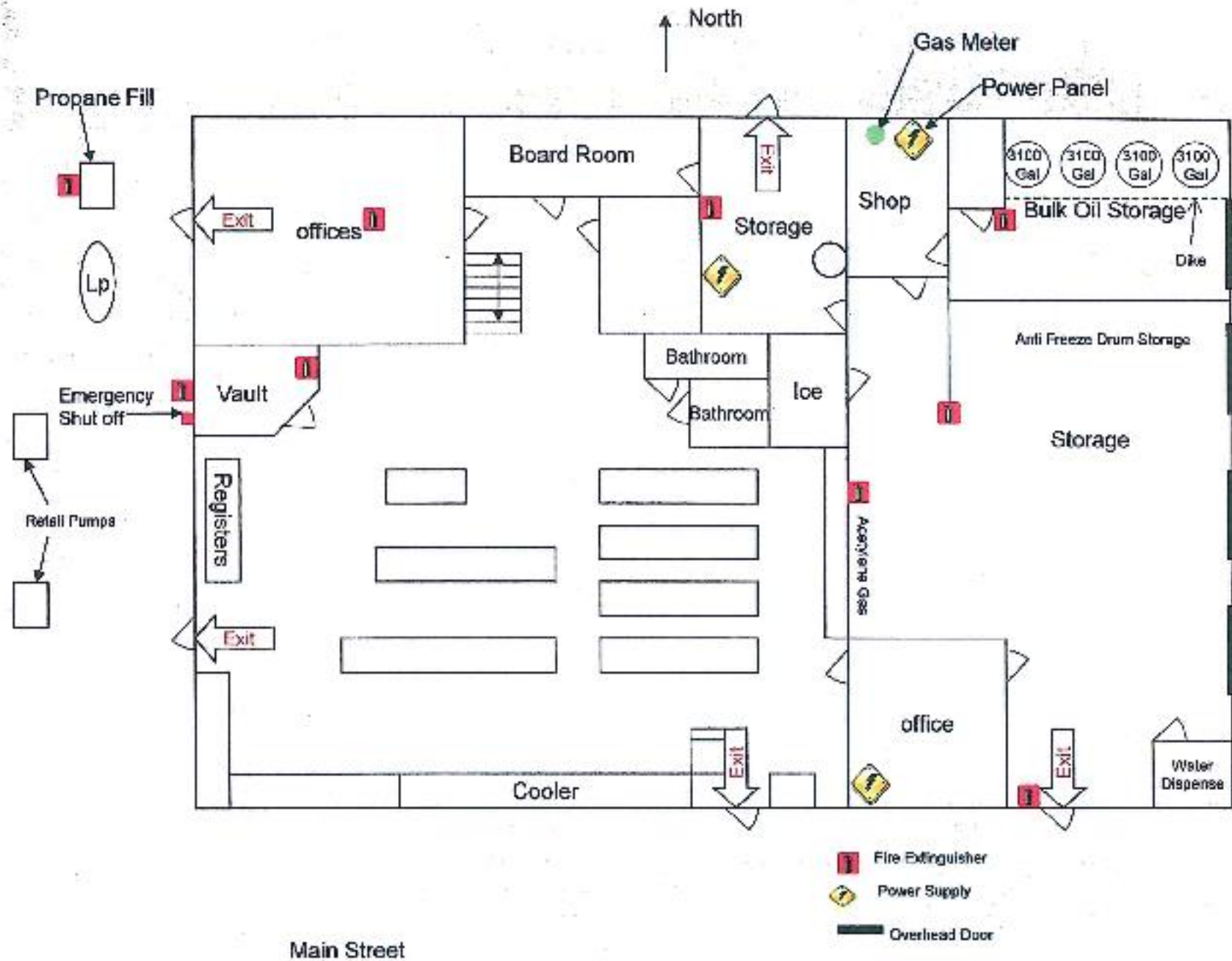
* Title:	<input type="text" value="Facility Map"/>	
* Document:	<input type="text" value="H:\Operations_and_Planning\"/>	<input type="button" value="Browse..."/>
<input type="button" value="Save"/>		

This site updated as of 9/29/2015.

To add your “facility map”, select “browse” and “insert” the electronic version of the map and attach it to the report. When you have completed that, then click on “Save”.

The following (5) examples of location/facility maps are the only ones that will be accepted for inclusion in the Tier II.



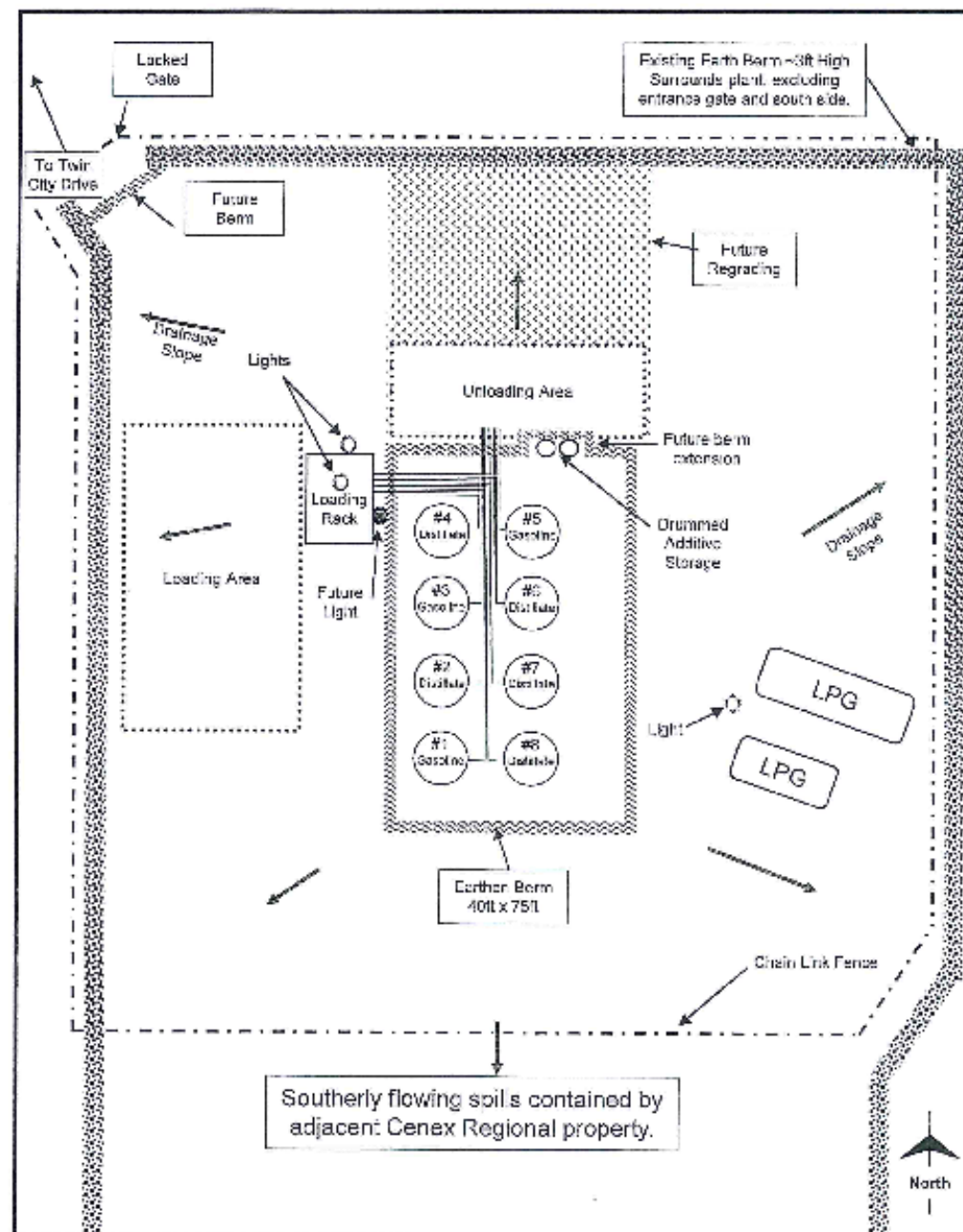






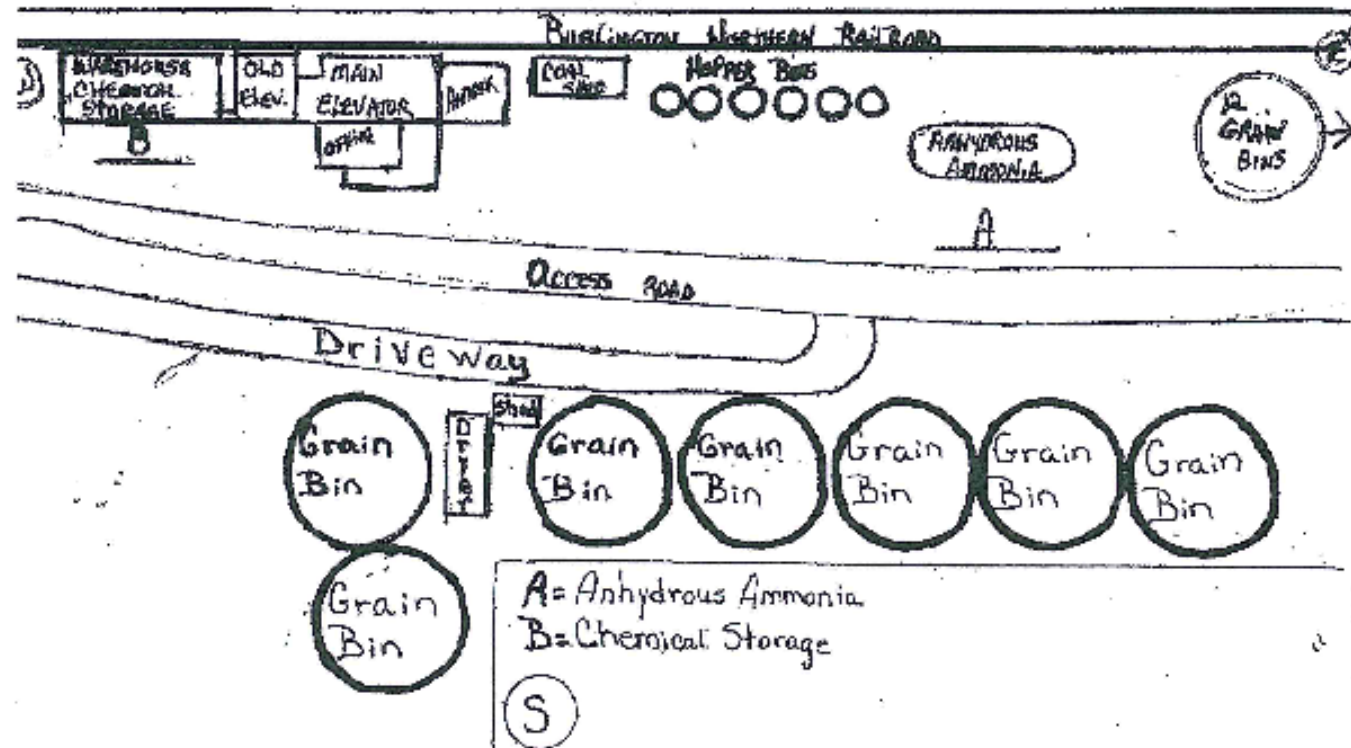






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**GO!**



## ND Tier II Filing: Non-Submitted Reports

<< Tier II Home

FAQ

### Your Reports That Have Not Been Submitted

\* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015*

ID: 25030

Date: 9/29/2015

edit report information

add/remove facilities on report

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*

remove facility

change facility

add chemicals

add facility map

Map(s)

FacilityMap

remove map

Chemicals

Hydrochloric Acid

edit chemical

remove chemical

Methanol

edit chemical

remove chemical

ETHEYLENE GLYCOL

edit chemical

remove chemical

copy chemicals to a facility

Facility Cost: \$75.00

Total Cost For Report: \$75.00

submit this report

view this report

delete this report

Now you will see that your "Facility Map" has been added to the report.

The next step is to "Submit this Report", so click on "Submit This Report".

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GO!



## ND Tier II Filing: Submit Report

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After your report is processed and you receive an invoice you will be able to pay by credit card.

Report Information (items marked with an * are required)	
Report:	Delta Chemicals - South Bismarck
Report ID:	32240 <a href="#">view entire report</a>
* Reporting Period:	From January 1 to December 31, 20 <input type="text"/>
* Company Name:	<input type="text"/>
* Contact Name:	<input type="text"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Zip:	<input type="text"/>
* Submitted By:	Ray DeBoer
* Submitted By Email:	rdeboer@nd.gov
Facilities:	TEST - 2018 Delta Chemicals: \$50.00
Total Cost:	\$50.00
<input type="button" value="submit"/>	

After clicking on "submit this report", the following screen should appear. Go down to the third row which says "Reporting Period: From January 1 to December 31, 20\_\_" and type appropriate number for the appropriate reporting year.

**NEW THIS YEAR:** You must enter the name of the company, the name of the contact person for the facility, mailing address, city, state and zip code.

After clicking on “submit”, the following screen should appear. This tells you that your report has been submitted and where to submit your payment.

NOTE: An invoice will be sent to you. You can pay either by “Check” or “credit card”.

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## ND Tier II Filing: Submit Report

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**Your report has been submitted.**

**You can submit payment to:**

ND Department of Emergency Services  
Haz-Chem Preparedness & Response Program  
PO Box 5511  
Bismarck, ND 58506-5511

**- OR -**

Pay by credit card after invoice has been sent.

After you have submitted your report, you will receive an email indicating that your Tier II report has been filed and that it **is being** processed.

We at NDDES will also receive an email indicating that a Tier II report has been received. It does not indicate who the report is from, but just lets us know that a report has been received.

We ask that you be patient in getting your invoice as we are receiving hundreds of reports daily and it takes time to review them. We currently have approximately 10,000 Tier II reports in our system.

After NDDES receives your payment, then we apply that funding to the Tier II facility. When that has been done, you should receive another email indicating that your Tier II report **has been** processed.

## Frequently Asked Questions

The following “url” is where you will find some Haz-Mat Frequently Asked Questions: (FAQs) [http://www.nd.gov/des/uploads/resources/816/hazmat\\_faqs.pdf](http://www.nd.gov/des/uploads/resources/816/hazmat_faqs.pdf)



# Points of Contact

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Revised October 2017

