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](http://www.nd.gov/des), you should be taken to the following site. Scroll down the left side of the page under the NDDES Logo and click on the Haz-Chem Preparedness Response Logo.

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

Look at the next slide for registration information.
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.
After you have registered your information, then type in your Log In ID along with your Password. Then click on "Login".

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

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.

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

This site updated as of 9/28/2015.
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.
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

Auto Fill From Existing Facility:
Facilities: There are no facilities to auto fill from.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Name</td>
<td>Enter the name of the facility</td>
</tr>
<tr>
<td>Legal Description</td>
<td>Enter the legal description as required. 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. <a href="http://www.earthpoint.us/TownshipsSearchByLatLon.aspx">http://www.earthpoint.us/TownshipsSearchByLatLon.aspx</a></td>
</tr>
<tr>
<td>Physical Address</td>
<td>Enter the physical address. If there is no physical address, enter the county name.</td>
</tr>
<tr>
<td>City</td>
<td>Enter the city of the facility</td>
</tr>
<tr>
<td>County</td>
<td>Choose the county from the drop-down menu</td>
</tr>
<tr>
<td>State</td>
<td>Select the state from the drop-down menu</td>
</tr>
<tr>
<td>Zip</td>
<td>Enter the zip code of the facility</td>
</tr>
<tr>
<td>Phone</td>
<td>Enter the 10-digit phone number</td>
</tr>
<tr>
<td>Fax</td>
<td>Enter the fax number if available</td>
</tr>
<tr>
<td>Email</td>
<td>Enter the email address for the person completing the Tier II report</td>
</tr>
<tr>
<td>Maximum No. Of Occupants</td>
<td>Enter the number of people on duty on a regular work day.</td>
</tr>
<tr>
<td>This Facility Is</td>
<td>Select &quot;Manned&quot; if people are at the facility during a work day, or select &quot;Unmanned&quot; if there is no one there during the day.</td>
</tr>
</tbody>
</table>

- 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".
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 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”.

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.

NOTE: If you need to move the “marker” to place it on your facility, that can be accomplished by clicking on “Satellite” on the map.
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.
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 competed 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.
Now you MUST name your report. The date always “defaults” to the current date. USE your Company name for your report title.

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

Then click on “save changes”.

Check the facilities you wish to include on this report. Click “save changes” when complete.
Now you will see the area where you will add chemical(s) to your facility.
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.
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).

**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)
**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”.

After you have added all of the chemicals for your facility/site, you will then add the "Facility Map".
The “Add a Facility Map” screen should appear. The title automatically defaults to “Facility Map”.

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.
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”.
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**

<!-- return -->

*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 form, 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
Points of Contact

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