North Dakota Tier II Instructions

Use this set of instructions if you have PREVIOUSLY 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.
Haz-Chem Preparedness and Response

Tier II Reporting Software

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

Tier II Reporting Software

ND Tier II Instructions

THESE ARE NEW INSTRUCTIONS

Tier II Reporting Instructions
If you have a North Dakota Log In ID and Password, type that in the appropriate block below.
NOTE: This year we have two sets of instructions. One for those people who have never filed a Tier II report with the ND Department of Emergency Services (instructions listed here); and a second set of instructions for those people who previously filed a Tier II report with the ND Department of Emergency Services.

NOTE: We ask that you “Please” read the new instructions that we have developed for you. There are some changes to the procedures for filing your report and by taking a few minutes to read through the instructions, that should help you understand what has occurred. If after reviewing the instructions you still have questions, then please contact one of us.
After you have logged into the DES website, the following screen should appear. This screen shows all of the Tier II reports that you have filed previously. From here, you will now click on “Past Reports”.

You can also change your contact information by clicking on the “edit” tab.

**NOTE:** Be sure you have followed the guidelines listed in the instructions if you have never filed a Tier II report for entering your “legal” description and “physical address”. **VERY IMPORTANT**
After clicking on "Past Report" you will see only the most current two years. If you click on "All Past Report" you will see all your other Tier II’s that have been archived.
Find your facility from the previous reporting year and then click on “create copy”.

### Submitted Reports

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Report ID</th>
<th>Reporting Year</th>
<th>Date Submitted</th>
<th>Date Processed</th>
<th>View</th>
<th>Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crosby Water Plant</td>
<td>78</td>
<td>2009</td>
<td>1/15/2010</td>
<td>1/25/2010</td>
<td>view</td>
<td>create copy</td>
</tr>
<tr>
<td>Gray Oil Company</td>
<td>242</td>
<td>2009</td>
<td>1/20/2010</td>
<td>4/6/2010</td>
<td>view</td>
<td>create copy</td>
</tr>
<tr>
<td>LaVelle Company</td>
<td>397</td>
<td>2009</td>
<td>1/21/2010</td>
<td>2/4/2010</td>
<td>view</td>
<td>create copy</td>
</tr>
<tr>
<td>Fredonia Coop Oil Company</td>
<td>23197</td>
<td>2014</td>
<td>2/17/2015</td>
<td>2/22/2015</td>
<td>view</td>
<td>create copy</td>
</tr>
<tr>
<td>DeBoer's Chemical Supply</td>
<td>24945</td>
<td>2014</td>
<td>8/5/2015</td>
<td>Still Being Processed</td>
<td>view</td>
<td>create copy</td>
</tr>
<tr>
<td>Mitchell's Chemical Supply RY 2015</td>
<td>25030</td>
<td>2015</td>
<td>9/30/2015</td>
<td>Still Being Processed</td>
<td>view</td>
<td>create copy</td>
</tr>
</tbody>
</table>
NEW: Starting with reporting year 2015 you will need to select one of three choices for your emergency contact. Refer to NOTE listed below. After you have selected one of the three choices, then click on “Submit”.

NOTE: Starting with RY2015, 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.
If you are using a new emergency contact you will click on the "Use one new emergency contact for all facilities on the new report".

**ND Tier II Filing: Non-Submitted Reports**

- [ << Tier II Home ]
- [ << Past Reports ]
- [ FAQ ]

After you click on "Submit", the following screen should appear.

**ND Tier II Filing: Non-Submitted Reports**

- [ << Tier II Home ]
- [ << Past Reports ]
- [ FAQ ]

### Update Emergency Contact Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Name:</td>
<td></td>
</tr>
<tr>
<td>* Title:</td>
<td></td>
</tr>
<tr>
<td>* Email:</td>
<td></td>
</tr>
<tr>
<td>* Phone:</td>
<td></td>
</tr>
<tr>
<td>* 24 Hour Phone:</td>
<td></td>
</tr>
</tbody>
</table>

After you click on "Submit", the following screen should appear.
After clicking on “Use one new emergency contact for all facilities on the new report”, the following screen should appear and then you want to scroll down to the bottom of the screen to where you will see “NON-Submitted Reports”.

What you will want to do now is to click on the “gold box” which says “edit or submit these reports”.

ND Tier II Filing: All Your Reports

Submitted Reports

NON-Submitted Reports
If you click on “Update each facility emergency contact individual for the new report”, the screen on the next slide should appear.
# ND Tier II Filing: Non-Submitted Reports

## Previous Emergency Contact Info

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Mitchell's Chemical Supply - Bismarck</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Michael Johnson</td>
</tr>
<tr>
<td>Title</td>
<td>General Manager</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:rdeboer@nd.gov">rdeboer@nd.gov</a></td>
</tr>
<tr>
<td>Phone</td>
<td>701-123-4687</td>
</tr>
<tr>
<td>24 Hour Phone</td>
<td>701-234-5678</td>
</tr>
</tbody>
</table>

## Update Emergency Contact Info

- **Name:**
- **Title:**
- **Email:**
- **Phone:**
- **24 Hour Phone:**

[Submit]
If the original emergency contact information on the old report is still current, then you would click on “Use original information, on the old report, for the new report”. And click “Submit”.

ND Tier II Filing: Non-Submitted Reports

Use one new emergency contact for all facilities on the new report

Update each facility emergency contact individually for the new report

Use original information, on the old report, for the new report

Submit
After clicking on “Use original information, from the old report, on the new report”, the following screen should appear and then you want to scroll down to the bottom of the screen to where you will see “NON-Submitted Reports”.

What you will want to do now is to click on the “gold box” which says “edit or submit these reports”.

ND Tier II Filing: All Your Reports

Submitted Reports

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Report ID</th>
<th>Reporting Year</th>
<th>Date Submitted</th>
<th>Date Processed</th>
</tr>
</thead>
</table>

NON-Submitted Reports

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Report ID</th>
<th>Date Created</th>
</tr>
</thead>
</table>

edit or submit these reports

[view] [delete]
After you have clicked on “edit or submit this report”, the following screen should appear. From here you will select the appropriate “box” for whatever action that will be required. If you need to edit the report name, click on that box. **NOTE:** This box “ONLY” edits the report title, nothing in the facility report or in the company.

You will now see that each chemical “needs to be updated”. 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).

On the next page, you will find the new Physical & Health Hazards that **must** be updated for each chemical on your Tier II.
Here are the new Physical & Health Hazards. As mentioned on the previous page, you MUST update each chemical listed on your Tier II. And as mentioned on the previous page, the physical & health hazards 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)
After you have “updated” your chemicals for your facility/site, make sure your map is still “attached”. If not, add the map or make any changes to your map and add it to your Tier II. We have provided (5) examples of facility map(s). These are the only ones that will be accepted for inclusion in the Tier II.

The (5) examples are listed on the next several slides.
After you have “edited” or “removed” or “changed” any chemicals, then you can click on “submit this report”.

<table>
<thead>
<tr>
<th>Chemicals</th>
<th>edit chemical</th>
<th>remove chemical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydrochloric Acid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methanol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ETHYLENE GLYCOL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Facility Cost:** $75.00

**Total Cost For Report:** $75.00

- submit this report
- view this report
- delete this report
After clicking on “submit this report”, the following screen should appear. Proceed to the 3rd row which says, “Reporting Period: From January 1 to December 31, 20 ___” and type in the appropriate reporting year number in the box.

**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 you have filled in all of that information, then click on “submit” at the bottom of the page.
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:** Please wait for the invoice to be sent to you before sending in your payment.

### ND Tier II Filing: Submit Report

Your report has been submitted.

Please submit payment to:
ND Department of Emergency Services
Haz-Chem Preparedness & Response Program
PO Box 5511
Bismarck, ND 58506-5511
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 report 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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