

COPY TIER II TO NEW YEAR

1. Click on facility list.
2. At "YEAR" there is a drop down, click on previous year then click Filter. (That will show you the tier II for the previous year.)
3. On left click button "ADD/COPY Facility"

Facility List for MERC

Any information in **Red** needs to be completed before submission.

Facility Name	Year	View	Tier II	Update Facility	Update Contacts	Update Inventory	Fee Sheet	Delete
joy	2022	View	Update Facility	Update Contacts	Update Inventory	Fee Sheet	Delete	

4. Choose 3rd option.

Add Facility

How would you like to add the facility?

Create new facility
 Copy as a new facility
 Copy existing facility to new year

[Next](#)

[Cancel](#)

5. Copy previous year, choose yes, then click "NEXT".
6. Then it will ask you to select the facility you wish to copy. Click on the circle.

Add Facility

Do you need to file your Tier II Report for 2023? Yes No [Next](#)

WARNING: FAILURE TO COMPLY WITH FEDERAL AND STATE REPORTING REGULATIONS CAN RESULT IN UP TO A \$35,000.00 A DAY PENALTY!

[Cancel](#)

COPY TIER II TO NEW YEAR

Add Facility

Select the Facility you would like to copy.

Search Facility

Facility	Year	Select
joy	2022	<input checked="" type="radio"/>

Next

Cancel

7. Copy facility to new year, click “next”. Then click “Save” for the current year. *(remember you are filing for the previous year)*

Add Facility

Copy facility: joy to new reporting year 2023

Next

Cancel

8. Review/Update the Facility, Contacts, and inventory information. Update facility.

Add/Copy Facility **Recover Facilities** **Company Page**

Display Count Facility Name Search Year

10 2023

Facility Name	Year	View	Update Facility	Update Contacts	Update Inventory	Fee Sheet	Delete
joy	2023	<input type="button" value="View"/>	<input type="button" value="Update Facility"/>	<input type="button" value="Update Contacts"/>	<input type="button" value="Update Inventory"/>	<input type="button" value="Fee Sheet"/>	<input type="button" value="Delete"/>

At end of first page click Save edit contacts, when finish with this page go to inventory, then update the inventory. When complete with all chemicals choose “NEXT”

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Chemicals Inventory

[Add New Product](#)[Add EHS Mix Product](#)[Next](#)[Back to Contacts](#)

Inventory Name	CAS #	Update Product	Delete Product
gasoline	8006-61-9	Update Product	Delete Product

[Add New Product](#)[Add EHS Mix Product](#)[Next](#)[Back to Contacts](#)

9. You should be back to the company page. If you have any other facilities follow the same process to update all facilities.

10. Click on Fee Sheet: NO FEES WILL BE ASSESSED FOR THE FILING YEAR 2024, BUT YOU STILL HAVE TO GO TO THIS PAGE TO SUBMIT YOUR TIER II.

- a. Page 1 If RED go back, you left something blank.
If circle is **GREEN**, click “Fee.”

- b. Page 2 put in your name, title, and phone number.

Click Submit

Leave Federal Transportation blank unless you are bulk petroleum you do not do this section.

- c. Page 3 Check box to submit Tier II

- d. Then click pay online (you can pay by credit card or E-check)