

# Facility Users

To begin the Tier II, click on “Facility List”.



Then click “Add/Copy facility” chose the third option to copy to new year.  
*(remember you are always filing for the previous year)*

If you are filing for a new facility your Company would have added the name of the facility, it will already be in the facility list. The instructions below will assist you in following through and answering a lot of your questions.

# Facility Users

## [1] Facility For XYZ company

[Save And Add Contacts](#)[Save And Go To Company](#)

### [1a] Facility Location

Company Name: XYZ company

Submission: Initial

Facility Name

Reporting Year

2019

Street Address

City

State

Zip

Missouri

Phone

Fax

E-Mail

County

Please Select

Max No. of Occupants

Status

Manned

### [1b] Mailing Address

[Same as Facility Location](#)

Name

Mail Address

City

State

Zip

Missouri

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## [1c] This form is Completed By

\* Initial

Name

Title

Phone

See below for the **Find Code** and **Find Location**. These will appear in a separate tab; you can then copy and paste information back to this page. When you copy the Longitude, the system will not accept the minus (-) sign,

## [1d] Codes and Locations

RMP Facility ID

Duns #

NAICS Code - Find Code



TRI #

Location - Find Location



Latitude

00.000000

Longitude

00.000000

## North American Industry Classification System

Main Industry Development Partners Federal Register Notices NAICS Trade

NAICS Search:

### Introduction to NAICS

Enter keyword or 2-6 digit code

2017 NAICS Search

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

2012 NAICS Search

NAICS was developed under the auspices of the Office of Management and Budget (OMB), and adopted in 1997 to replace the Standard Industrial Classification (SIC) system. The NAICS is used by the United States, Canada, and Mexico's Instituto Nacional de Estadística y Geografía (Instituto Nacional de Estadística y Geografía) to allow for a high level of comparability in business statistics among the North American countries.

2007 NAICS Search

This official U.S. Government Web site provides the latest information on plans for NAICS revisions, as well as access to various NAICS reference files and tools.

Additional information on the background and development of NAICS is available in the [History](#) section of this Web site.

Reference Files

• 2017 NAICS

• 2012 NAICS

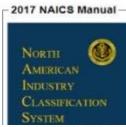
• 2007 NAICS

• 1997 NAICS

• Codes

• Definitions

• Domestic File



[View or download this publication](#)

### Latitude and Longitude Finder

Latitude and Longitude are the units that represent the coordinates at geographic coordinate system. To make a search, use the name of a place, city, state, or address, or click the location on the map to find lat long coordinates.

Place Name: 2302 Militia Drive, Jefferson City, Mo  Add the country code for better results. Ex: London, UK

Latitude: 38.550600 Longitude: -92.075680

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**Additional Information-** If you choose **Optional Distribution** there will be an additional charge of \$10.00 and the MERC will submit to the fire department you choose.

**Fire Department Information-** if you check the box and click select you will get a dropdown for the fire departments in your county. If for some reason your fire department is not listed, you may add a fire department. *Please know that we will research all added fire departments. If the one you have added is not valid, your Tier II will not be complete until it is verified.*

***Definition for “Facility is A”***

**Other** – all companies or facilities filing a Tier II (except for the following).

**Family Farm** – is a family-owned farm not incorporated or an LLC.

**Local/Federal Government** – any local or federal facility that needs to file a Tier II.

**Pipelines** - you may not choose Optional Distribution for your pipelines, but you can for your terminals.

**Retail Petroleum** - Gas station or convenience store.

**Bulk Petroleum** – These are facilities that distribute petroleum products.

**Attach a picture here** - This is where all attachments go, (i.e. pictures, emergency plans, safety data sheets, maps, schematics).

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**[1e]Additional Information**

Optional Distribution? (\$10 fee)  Yes  No 

Fire Department with Jurisdiction

Filter departments by county selected - [Add Fire Department](#)

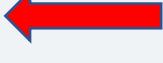
Select 

Are Any Explosives Listed?  Yes  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

Facility is a

Please Select 

Attach a picture here:

No file chosen 

**Optional Attachments:**

I have attached a site plan  Yes  No

I have attached a list of site coordinate  Yes  No

I have attached a description of dikes and other safeguard measures  Yes  No

**[1f]Authorized Representative Certification (Person Signing form)**

Name

Title



## Page 2 Contacts

Here we have added a shortcut for you, if Owner/Operator is same as Company then click "Same as Company Info".

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## Contacts

Owner/Operator	Same as Company Info		View
First Name	Middle Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address Line 1	Address Line 2		
<input type="text"/>	<input type="text"/>		
City	State	County	Postal Code
<input type="text"/>	<input type="text" value="Missouri"/>	<input type="text" value="Please Select"/>	<input type="text"/>
Phone Number	Email Address		
<input type="text"/>	<input type="text"/>		
Title	24-Hr Phone Number		
<input type="text"/>	<input type="text"/>		

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**Regulatory Point of Contact** should be the person who we should contact if there is a spill or release of chemical on property, or we have questions about the facility.

Regulatory				View
First Name	Middle Name	Last Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Address Line 1	Address Line 2			
<input type="text"/>	<input type="text"/>			
City	State	County	Postal Code	
<input type="text"/>	Missouri	Please Select	<input type="text"/>	
Phone Number	Email Address			
<input type="text"/>	<input type="text"/>			
Title	24-Hr Phone Number			
<input type="text"/>	<input type="text"/>			

**Emergency Contact 1** can be the same as the “Regulatory Point of Contact” or should be the person at the facility that we should call if there is a problem at the facility.

Emergency Contact 1		Same as Regulatory Contact	View
First Name	Middle Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address Line 1	Address Line 2		
<input type="text"/>	<input type="text"/>		
City	State	County	Postal Code
<input type="text"/>	Missouri	Please Select	<input type="text"/>
Phone Number	Email Address		
<input type="text"/>	<input type="text"/>		
Title	24-Hr Phone Number		
<input type="text"/>	<input type="text"/>		

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The **Emergency Contact 2** should be different from the First Point of Contact.

### Emergency Contact 2

View

First Name	Middle Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address Line 1	Address Line 2		
<input type="text"/>	<input type="text"/>		
City	State	County	Postal Code
<input type="text"/>	Missouri	Please Select	<input type="text"/>
Phone Number	Email Address		
<input type="text"/>	<input type="text"/>		
Title	24-Hr Phone Number		
<input type="text"/>	<input type="text"/>		

Save Save and Add Chemicals

Now you are ready to complete your chemical inventory. You will need to gather your Safety Data Sheet Sheets (SDS) for each product. If you do not have an SDS sheet you may obtain one from your supplier.

### Chemicals Inventory

Add New Product Add New Mix Product Next

Inventory Name	CAS #	Update Product	Delete Product
chlorine gas	7782-50-5	<span>Update Product</span>	<span>Delete Product</span>
gasoline	8006-61-9	<span>Update Product</span>	<span>Delete Product</span>

Add New Product Add New Mix Product Next

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## When Adding a Product.

**“Add a New Product”** -- Products are single or common use products (i.e. gasoline, diesel, propane, chlorine, anhydrous). Physical and Health Hazards are found on the SDS for the Chemical you are reporting. If you do not have the SDS, please contact your supplier for that information.

**“Add a New Mix Product”**— is a mixture of several components that would be mixed in one product (i.e. lead acid batteries, atrazine). **If several EHS's are in the mix use the highest percentage first, then add the others below by their percentages.**

**“EHS”**—For Extremely hazardous Substances, check the EHS box.

All chemicals reported are in pounds, please check your SDS for the weight.

Emergency and Hazardous Chemical Inventory		
Product Description	X Missing Information	
Product Name <input type="text"/>		
Chemical Name <input type="text"/>	CAS # (Highest Percentage) <input type="text"/> <small>CAS # is required</small>	
<input type="checkbox"/> Trade Secret		
<i>Check all that apply:</i>		
<input type="checkbox"/> Pure	<input type="checkbox"/> Mix	<small>Please select one</small>
<input type="checkbox"/> Solid	<input type="checkbox"/> Liquid	<small>Please select one</small>
<input type="checkbox"/> EHS		

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Physical and Health Hazards are found on the Safety Data Sheet for the Chemical you are reporting. If you do not have the SDS, please contact your supplier for that information.

Physical and Health Hazards		X Missing Information
<i>Check all that apply:</i> <b>Please select at least one</b>		
<input type="checkbox"/> Explosive	<input type="checkbox"/> Acute toxicity (any route of exposure)	<input type="checkbox"/> Flammable (gases, aerosols, liquids or solids)
<input type="checkbox"/> Skin corrosion or irritation	<input type="checkbox"/> Oxidizer (liquid, solid or gas)	<input type="checkbox"/> Serious eye damage or eye irritation
<input type="checkbox"/> Self-reactive	<input type="checkbox"/> Respiratory or skin sensitization	<input type="checkbox"/> Pyrophoric (liquid or solid)
<input type="checkbox"/> Germ cell mutagenicity	<input type="checkbox"/> Pyrophoric Gas	<input type="checkbox"/> Carcinogenicity
<input type="checkbox"/> Self-heating	<input type="checkbox"/> Reproductive toxicity	<input type="checkbox"/> Organic peroxide
<input type="checkbox"/> Specific target organ toxicity (single or repeated exposure)	<input type="checkbox"/> Corrosive to metal	<input type="checkbox"/> Aspiration hazard
<input type="checkbox"/> Gas under pressure (compressed gas)	<input type="checkbox"/> Simple Asphyxiant	<input type="checkbox"/> Combustible Dust
<input type="checkbox"/> Hazard Not Otherwise Classified		

All chemicals are reported in pounds, please check your SDS for the weight.

Inventory		X Missing Information
Maximum Daily Amount (lbs/code)	Average Daily Amount (lbs/code)	Number of Days on Site Per Year
<input type="text" value="10,000-24,999"/>	<input type="text" value="10,000-24,999"/>	<input type="text"/>
<b>Number of Days on Site is required (Must not be greater than 366)</b>		
<input type="checkbox"/> Optional Reporting		

Click “Add Storage Location”.

Storage Location(s)	X Missing Information
<input type="button" value="Add Storage Location"/>	

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Storage Location – please fill out the information and add as many locations as is needed for the chemical you are reporting.

Storage Location(s) X Missing Information

[Add Storage Location](#)

Container	Pressure	Temperature
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
<span style="color: red;">Container is required</span>		
<span style="color: red;">Pressure is required</span>		
<span style="color: red;">Temperature is required</span>		
Storage Location		
<input type="text"/>		
<span style="color: red;">Storage Location is required</span>		
<input type="checkbox"/> Confidential		
<a href="#">Save Storage Location</a>		

To add another chemical, click the option you need.

If all chemicals are added, click next to return to the main page.

Chemicals Inventory

[Add New Product](#) [Add New Mix Product](#) [Next](#)

Inventory Name	CAS #	Update Product	Delete Product
chlorine gas	7782-50-5	<a href="#">Update Product</a>	<a href="#">Delete Product</a>
gasoline	8006-61-9	<a href="#">Update Product</a>	<a href="#">Delete Product</a>

[Add New Product](#) [Add New Mix Product](#) [Next](#)

# Facility Users

Each page is saved as you go. If any of your buttons are **RED**, you have not filled in all the information. Please click on the button and update the highlighted red areas for each page.

This is the screen where you have the option to “Delete” a facility if you have duplicated one or simply do not need one.

Facility List for XYZ company

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

Add Facility    Recover Facilities

Facility Name Search    Year  
Search for facility...    2019    Filter

Facility Name	Year	View	Tier II	Update Facility	Update Contacts	Update Inventory	Fee Sheet	Copy/Modify	Delete
XYZ	2019	<a href="#">View</a>	<a href="#">Update Facility</a>	<a href="#">Update Contacts</a>	<a href="#">Update Inventory</a>	<a href="#">Fee Sheet</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	

Once your facility information is complete and no red shows click on “View Tier II” to print your Tier II.

Contact the Company user to review the Tier II and Submit.