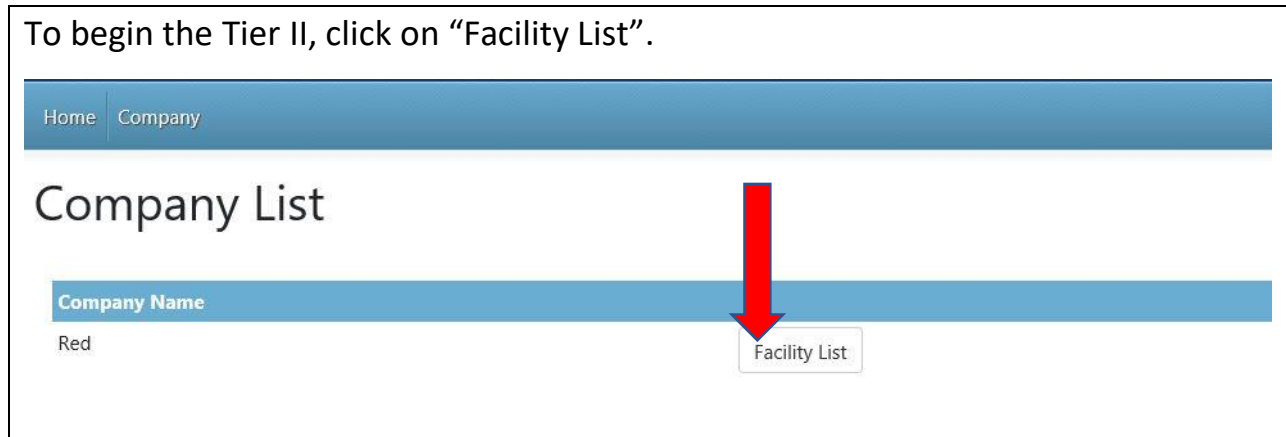


Facility Users

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



Facility Users

[1c]This form is Completed By

* Initial

Name

Title

Phone

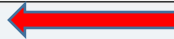
See below for the **Find Code** and **Find Location**. These will appear in a separate tab; you can then copy and paste information back to this page. When you copy the Longitude, the system will not accept the minus (-) sign,

[1d]Codes and Locations

RMP Facility ID

Duns #

NAICS Code - [Find Code](#)



TRI #

[Location - Find Location](#)



Latitude

Longitude

North American Industry Classification System

[Main](#) [History](#) [Development](#) [Partners](#) [Federal](#) [Register](#) [NAICS](#) [FAQs](#)

NAICS Search:

Enter keyword or 2-6 digit code

2017 NAICS Search

Enter keyword or 2-6 digit code

2012 NAICS Search

Enter keyword or 2-6 digit code

2007 NAICS Search

Enter keyword or 2-6 digit code

2002 NAICS Search

Enter keyword or 2-6 digit code

1997 NAICS Search

Enter keyword or 2-6 digit code

1992 NAICS Search

Enter keyword or 2-6 digit code

1987 NAICS Search

Enter keyword or 2-6 digit code

1982 NAICS Search

Enter keyword or 2-6 digit code

1977 NAICS Search

Enter keyword or 2-6 digit code

1972 NAICS Search

Enter keyword or 2-6 digit code

1967 NAICS Search

Enter keyword or 2-6 digit code

1962 NAICS Search

Enter keyword or 2-6 digit code

1957 NAICS Search

Enter keyword or 2-6 digit code

Introduction to NAICS

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. 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. It was developed jointly by the U.S. Economic Classification Policy Committee (ECPC), Statistics Canada, and Mexico's Instituto Nacional de Estadística y Geografía (INEGI) to allow for a high level of comparability in business statistics among the North American countries.

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.

2017 NAICS Manual



Reference Files

- 2017 NAICS
- 2012 NAICS
- 2007 NAICS
- 2002 NAICS
- 1997 NAICS
- Concordances
- Downloadable Files

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

Add the country code for better results. Ex: London, UK

Latitude Longitude

Facility Users

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).

Facility Users

[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".

Facility Users

Contacts

Owner/Operator

Same as Company Info



View

First Name

Middle Name

Last Name

Address Line 1

Address Line 2

City

State

Missouri ▾

County

Please Select ▾

Postal Code

Phone Number

Email Address

Title

24-Hr Phone Number

Facility Users

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


Address Line 1 Address Line 2

City State County Postal Code

Phone Number Email Address

Title 24-Hr Phone Number

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

Address Line 1 Address Line 2

City State County Postal Code

Phone Number Email Address

Title 24-Hr Phone Number

Facility Users

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 <input type="text"/>	Please Select <input type="text"/>	<input type="text"/>
Phone Number	Email Address		
<input type="text"/>	<input type="text"/>		
Title	24-Hr Phone Number		
<input type="text"/>	<input type="text"/>		

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

Inventory Name	CAS #	Update Product	Delete Product
chlorine gas	7782-50-5	<input type="button" value="Update Product"/>	<input type="button" value="Delete Product"/>
gasoline	8006-61-9	<input type="button" value="Update Product"/>	<input type="button" value="Delete Product"/>

Facility Users

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


Chemical Name CAS # (Highest Percentage)
CAS # is required

Trade Secret

Check all that apply:

Pure Mix Please select one

Solid Liquid Gas Please select one

EHS 

Facility Users

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> Please select at least one		
<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"/>	Number of Days on Site is required (Must not be greater than 366)
<input type="checkbox"/> Optional Reporting			

Click "Add Storage Location".

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

Facility Users

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: Container is required

Pressure: Pressure is required

Temperature: Temperature is required

Storage Location:

Storage Location is required

Confidential

Save Storage Location

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	Update Product	Delete Product
gasoline	8006-61-9	Update Product	Delete Product

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

Facility Name	Year	View Tier II	Update Facility	Update Contacts	Update Inventory	Fee Sheet	Copy/Modify	Delete
XYZ	2019	<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="Copy"/>	<input type="button" value="Delete"/>

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.