NEW FILERS

THIS DOCMENT IS FOR FILERS THAT HAVE NEVER FILED A TIER II
Complete company information

Remember you are always filing for the previous year

click "Add/Copy facility" to begin your Tier II.

Choose "Create new Tier II."

Choose the year you are filing for. *If this is an initial report, contact the office 573-526-9249*

NEW FILERS

Company: to add a "facility user" (contractors or facilities filing for parent company), (See the Company link facility guide)

BEGIN YOUR TIER II REPORT

[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 |

NEW FILERS

[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.

[1d]Codes and Locations

RMP Facility ID   Duns #

NAICS Code - Find Code   ⬅   TRI #
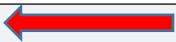
Location - Find Location   ⬅

Latitude

00.000000

Longitude

00.000000

1e Additional Information

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.*

NEW FILERS

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 may for your terminals.

Retail Petroleum - If your facility is a gas station, marina, 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).

NEW FILERS

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

Name

Title

Save And Add Contacts   Save And Go To Company

Page 2 Contacts

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

Contacts

Owner/Operator   Same as Company Info   View

First Name   Middle Name   Last Name

Address Line 1   Address Line 2

City   State   County   Postal Code

Missouri   Please Select

Phone Number   Email Address

Title   24-Hr Phone Number

NEW FILERS

Regulatory Point of Contact should be the person who we should contact if there is a spill or release of chemical on property.

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.

NEW FILERS

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

Emergency Contact 2 [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

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

[Add New Product]   [Add New Mix Product]   [Next]

NEW FILERS

When Adding a Product. *(Safety data sheets can be requested from your supplier)*

"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). <mark>If several EHS's are in the mix use the highest percentage first, then add the others below by their percentages.</mark>

"EHS"—If you have an Extremely Hazardous Substances, check the EHS box and put in the information.

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

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.

NEW FILERS

Physical and Health Hazards are found on the chemical safety data sheet (SDS).
Safety data sheets can be requested from your supplier.

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

Click "Add Storage Location".

NEW FILERS

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

To add another chemical, click the option for your need.

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.

NEW FILERS

Facility List for XYZ company

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

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

When Tier II is complete click on the **Fee Sheet** to submit your Tier II.
1. If green circle, click fee.
2. On next page put in information for certifying person. (Federal Transportation information leave blank unless you are a Bulk fuel supplier)
3. Click Submit
4. Check box to submit the Tier II
5. Then click payment.
6. If Local /Federal gov click Submit and View