SYSTEM LOGIN & REPORT INSTRUCTIONS

The new system requires all Tier II filers to have a Missouri State Login registration. Please register your email and create your password. The following are the step-by-step instructions.

Go to the website: [https://hazmat.dps.mo.gov](https://hazmat.dps.mo.gov). Home page - Click on “Log in”, you will then be creating your State Login for our new Tier II System.

First-time users enter your email and create a password. Password is case sensitive & must be 12 characters long.
Please make a note of this password for verification in the next step.

Then click “Request Account”.
Thank you!

An email has been sent to eagleson12@yahoo.com.

If you are logging in for the first time, follow the prompts back to your email to verify the email then click “Account Registration Link”.

An account registration request has been received for the State of Missouri MO Login account for this email. If you requested this account registration, please click the Account Registration Link below or copy and paste the Full Link into your browser to complete the process. For security reasons, this link expires in 1 hour.

Account Registration Link

Full Link:
https://test-moaccount.azurewebsites.us/Account/Register/?Code=6b4d4d75-039e-4915-a92f-5743b4279175&ReturnUrl=https://merc-test.azurewebsites.net/signin-oldc?&ClientId=DpsMerc-Test

If you did not request this account registration, please delete this email.

When you click “Account Registration Link” you will be prompted to enter your email. Enter email, then click “Request Account”.

Request Account

Registered Email

| |

Request Account
Now you are ready to create an account in MO Login. Fill in all into. The password you input will be the same one you created in the last step. Confirm password & hit “Create Account”.

Now you have succeeded in registering for the MO Login.

*Please safeguard your password and save for next year.*

Congratulations, you have completed the MO Login procedure. You will only have to do this step once. Make a note of your Mo Login credentials & keep in a safe & secure location.

You must now log out then log back in at [https://hazmat.dps.mo.gov](https://hazmat.dps.mo.gov) to create your company or facility information.

**NOTE: YOU MUST CLOSE OUT OF MO LOGIN THEN LOG BACK INTO https://hazmat.dps.mo.gov**
SYSTEM LOGIN & REPORT INSTRUCTIONS

Go to the website: https://hazmat.dps.mo.gov. “Begin Tier II”.

Yes we are logging in again. This is where you will put in the email and password you created for your MO Login, click “Login”.

*** Notice ***
The information and applications to which you are granted through this "Login" may be subject to Federal and/or State laws and regulations. Unauthorized access, disclosure, or other use of any information or applications may result in civil and/or criminal prosecution and fines, imprisonment, and/or other penalties.

The State reserves the right to remove, disable, or otherwise render unusable any account that, in the opinion of the department or agency providing the information or application, has been or suspected to have been used for unauthorized access to information or application(s); has or attempted to bypass information or applications security measures; or has otherwise been used to disrupt the delivery of information or applications.
SYSTEM LOGIN & REPORT INSTRUCTIONS

IN THE DROP DOWN - CHOOSE COMPANY, FACILITY USER or COUNTY USER. This is an important step, this is your role designation for system recognition;

* If you are a Company, select “Company” (if you are paying the fee you choose this role),

* If you are a contractor or filing a facility for your company, select “Facility”,

* If you are an LEPC representative or a Fire Department, select “County User”.

Each county may have two LEPC representatives and two representatives for each Fire Department.

Your User Request will have to be approved by a MERC Staff Member. You will receive an email stating that you have been approved, then you may begin your Tier II.

If you receive an error message that means you have not been approved. Companies will receive an email of approval before they may continue. If you do not receive an email within one hour of request, please contact our office 1-800-780-1014. MERC staff will be approving user requests during regular work hours-(7:30-4:00, M-F). If you are completing this outside of these times, please allow additional time for approval.
Once you are approved, you may, Click “Company”.

**Company:** please fill in all applicable boxes.

**Company:** if you have someone filing your Tier II you must assign them to a facility (see below).

**Facilities:** after your login request, the company must assign you to your facility (see page 9).

*To make the flow easier you may use the TAB to move through the system.*
**SYSTEM LOGIN & REPORT INSTRUCTIONS**

**Company;** click “facility list” to begin your Tier II. If you have a facility filing you must click facility list, then add the facility name in your facility list (see Tier II instructions).

**Company;** if you are assigning “facility user(s)” type in the facility name only then click “Save and Go To Company”.

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**Company List**

[Image of Company List interface]

**Facility Location**

[Image of Facility Location interface]
**SYSTEM LOGIN & REPORT INSTRUCTIONS**

**Company:** to add a “facility user” (contractors or facilities filing for parent company), Select “Add/Remove Facility User”.

Companies; to add your “facility user”, the company must search an **email** for the facility user (contractor) to add to their company, then click “Search User”.

The company then must “Grant Access” to the facility name(s) they want this person to have access to. Click “Save Facility User” button.
**SYSTEM LOGIN & REPORT INSTRUCTIONS**

**Facility User:** after you log in all you have to do is click “Facility List”.

Your assigned facilities will come up automatically. Click “Update Facility” to start Tier II.

You have completed your login and company information you are now ready to begin the Tier II Report.
BEGIN YOUR TIER II REPORT

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

Company and Facility Users; please fill in all applicable information.

[1] Facility For XYZ company

[1a] Facility Location

Company Name: XYZ company
Facility Name
Street Address
City
State
Zip
Phone
Fax
E-Mail
County
Max No. of Occupants
Status
Submission: Initial
Reporting Year
2019
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,
**SYSTEM LOGIN & REPORT INSTRUCTIONS**

**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** - If your facility is a gas station or convenience store choose “Retail Petroleum”. If you are a marina choose “Other”.

**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).

---

### [1e]Additional Information

<table>
<thead>
<tr>
<th>Optional Distribution? ($10 fee)</th>
<th>Yes ☐ No ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Department with Jurisdiction</td>
<td></td>
</tr>
<tr>
<td>☐ Filter departments by county selected - Add Fire Department</td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td></td>
</tr>
<tr>
<td>Are Any Explosives Listed?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Subject to Emergency Planning Under Section 302 of EPCRA (40 CFR part 355)?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Subject to Chemical Accident Prevention under Section 112(r) of CAA(40 CFR part 68, Risk Management Program)?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Facility is a</td>
<td>Please Select</td>
</tr>
<tr>
<td>Attach a picture here:</td>
<td></td>
</tr>
<tr>
<td>Choose Files ☐ No file chosen</td>
<td></td>
</tr>
</tbody>
</table>

**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 ☐ |
Page 2 Contacts

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

[Diagram of the Contacts page with fields for Name, Title, Address, City, State, County, Postal Code, Phone Number, Email Address, Title, and 24-Hr Phone Number, with a button labeled “Same as Company Info” next to the Owner/Operator fields.]
SYSTEM LOGIN & REPORT INSTRUCTIONS

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

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.
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

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Missing Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Product Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Chemical Name</strong></td>
<td><strong>CAS # (Highest Percentage)</strong></td>
</tr>
<tr>
<td>□ Trade Secret</td>
<td>□ Pure □ Mix</td>
</tr>
<tr>
<td></td>
<td>□ Solid □ Liquid</td>
</tr>
<tr>
<td></td>
<td>□ EHS</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Check all that apply: Please select at least one</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Explosive</td>
</tr>
<tr>
<td>□ Skin corrosion or irritation</td>
</tr>
<tr>
<td>□ Self-reactive</td>
</tr>
<tr>
<td>□ Germ cell mutagenicity</td>
</tr>
<tr>
<td>□ Self-heating</td>
</tr>
<tr>
<td>□ Specific target organ toxicity (single or repassed exposure)</td>
</tr>
<tr>
<td>□ Gas under pressure (compressed gas)</td>
</tr>
<tr>
<td>□ Hazard Not Otherwise Classified</td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Flammable (gases, aerosols, liquids or solids)</td>
</tr>
<tr>
<td>□ Serious eye damage or eye irritation</td>
</tr>
<tr>
<td>□ Pyrophoric (liquid or solid)</td>
</tr>
<tr>
<td>□ Carcinogenicity</td>
</tr>
<tr>
<td>□ Organic peroxide</td>
</tr>
<tr>
<td>□ Aspiration hazard</td>
</tr>
<tr>
<td>□ Combustible Dust</td>
</tr>
</tbody>
</table>
SYSTEM LOGIN & REPORT INSTRUCTIONS

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

### Inventory

<table>
<thead>
<tr>
<th>Maximum Daily Amount (lbs/code)</th>
<th>Average Daily Amount (lbs/code)</th>
<th>Number of Days on Site Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000-24,999</td>
<td>10,000-24,999</td>
<td></td>
</tr>
</tbody>
</table>

- **Optional Reporting**

### Storage Location(s)

- **Add Storage Location**

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

- **Add Storage Location**

- **Container**
  - Please Select

- **Pressure**
  - Please Select

- **Temperature**
  - Please Select

- **Container is required**

- **Storage Location**

- **Storage Location is required**

- **Confidential**

- **Save Storage Location**
To add another chemical, click the option for your need.

![Chemicals Inventory](image)

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](image)

Once your facility information is complete and no red shows click on view to print your Tier II. Then click on the **Fee Sheet** choose the year you are paying for.
The Fee Sheet may **only** be accessed by the company.

If you are filing for multiple years, you must pay for each year separately. Please remember to change the reporting year for the year you wish to pay.

The Fee Calculation Setup Page is for the person who is making the payment.

If you pay federal transportation fees, you may deduct them at this time by filling in the information. If you **DO NOT** pay federal transportation fees, please leave them blank.
If all facilities show on your Fee Sheet please check the box for submission and choose the payment option.

The “Print and mail” option allows you to print the Fee Sheet and mail a check.

The “Pay Online” option sends you to a third party Credit Card Company (NCR) so you may pay by e-check, credit or debit cards.

Please print a copy of your credit card receipt for your records.

CONGRATULATIONS!

You have finally completed your Tier II Report.

If you have any questions please call our office during regular work hours-(7:30-4:00, M-F) at 573-526-9249 or 573-526-9240 or 800-780-1014. Watch our website for information about the Tier II video coming soon.