

**UTAH DEPARTMENT OF ENVIRONMENTAL QUALITY**

**TIER 2 SUBMISSION PORTAL**

**And**

**APPLICATION USER'S GUIDE**



**Effective January 2019**

## Utah DEQ Tier 2 Internet Portal

DEQ offers multiple options to assist facility submitters in making a Tier 2 submission. This document is intended for use as a supplemental reference. Short videos of the process are also available for review from the Tier 2 information website described below.

Information about Utah's Tier 2 Chemical Inventory Program can be found at:

<http://www.deq.utah.gov/ProgramsServices/programs/cercla/emergencyplanning/tier2/index.htm>

The Utah DEQ Tier 2 Portal internet address is: <https://tier2.deq.utah.gov/>

**Document content disclaimer:** Page titles, pop-up message windows, or other material presented in the screen-shot images currently presented in this document may not match the exact content currently displayed in the production web application. These items will be corrected in future publications of this guidance document.

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## INTRODUCTION

This document describes the process of submitting the annual Tier 2 Utah facility inventory to the Utah Department of Environmental Quality (DEQ). The Utah State Emergency Response Commission (SERC) is the designated recipient of Tier 2 chemical inventory information under the federal Emergency Planning and Community Right to Know Act (EPCRA). DEQ acts in service of the Utah SERC to receive and manage the Tier 2 data.

Facilities submitting Tier 2 chemical inventory information can now upload and submit their Tier 2 data to DEQ directly through the online web portal. The DEQ portal displays under the name **Utah's Tier 2 Submission Portal**. Facilities should continue to use the Environmental Protection Agency's (EPA) annual Tier2Submit software to create the (.t2s) submission file accepted by the DEQ portal.

During the submittal process, the DEQ portal application will perform several basic Quality Assurance/Quality Control (QA/QC) checks on the submission file to ensure that all required data elements are present. The user is notified of any issues during the validation process of submission. The submitter is advised about what information needs to be added or edited before the submission process will continue. Edits made during the validation process of submission will be saved, if a submitter asks for their Tier 2 Report at a later date, the edited version produced during submission will be provided.

### Background and Use of the Tier 2 File

The Utah DEQ Tier 2 data system is modeled on the existing file format used in EPA's Tier 2 application (Tier2Submit). **Users should continue to use the EPA Tier 2 Submit application to create the initial validated Tier 2 submission data file.** (EPA's Tier 2 Submit application is available here: <http://www2.epa.gov/epcra/tier2-submit-software>.)

In the past, DEQ asked facilities to email their Tier 2 submission as an attachment in email to the generic DEQ email account (eqderrtier2@utah.gov). **(DEQ is introducing a new on-line upload portal to replace the submission-by-email process and strongly recommends using the portal rather than any other form of submission).**

On July 13, 2012, EPA issued new rules that require inclusion of geo-coordinate data (as latitude/longitude) with the Tier 2 submission ((FR Vol.77, No. 135; July 13, 2012 p. 41300). The rule was effective on January 1, 2014. Beginning with EPA's Tier 2 Submit software for reporting year 2013, the application will not validate a data file unless the facility's latitude and longitude coordinate data are included. EPA's Tier 2 Submit application runs a QA/QC validation check on the submission file. DEQ has many existing facility records that pre-date this requirement. For this reason, the DEQ portal will perform a similar QA/QC check with a focus on the geographic location coordinate to ensure the location lies within the State of Utah. The application will plot the facility on a map and present it to the submitter for visual confirmation.

Upon successful completion of QA/QC check, the file will be uploaded to DEQ. DEQ will conduct a final review and finalize the submission.

## Process Outline

The guide that follows will show you the standard process of making a submission using the DEQ Tier 2 Portal. Steps are demonstrated using screen-shots. The outline below describes the primary steps included you can expect to see.

## Process Steps

The DEQ submission process consists of seven steps:

1. [Create a New User Login Account](#)
  - Step 1
  - Step 2
    - Log in at <https://tier2.deq.utah.gov/>
2. [Review Account Facilities](#)
  - Add Existing Facilities to Your Account
  - Add New Facilities to Your Account
3. [Upload Tier 2 Submit File with QA/QC check](#)
4. [Validate Location](#)
  - Confirm geographic coordinate (Latitude/Longitude)
  - History of Geographic Coordinate Data in DEQ Facility Records
5. [Review Facility Contact Assignments](#)
6. [Review Contacts Information](#)
7. [Review Facility Chemicals](#)

The DEQ QA/QC process will flag a coordinate if it does not post within the Utah state boundary. In this context, the DEQ process is more rigorous than the EPA Tier 2 application. For this reason DEQ anticipates that DEQ latitude/longitude coordinate data check will be the most common QA/QC issue.

## Data Correction

If the DEQ QA/QC check identifies data issues:

1. The user will have the opportunity to edit and update the original submission file based on QA/QC issues that the portal identifies throughout the submission validation process. The user no longer needs to return to EPA's Tier 2 Submit application to edit the original record and re-validate the file unless the user considers it necessary for their own files and records to match what was submitted to the SERC.

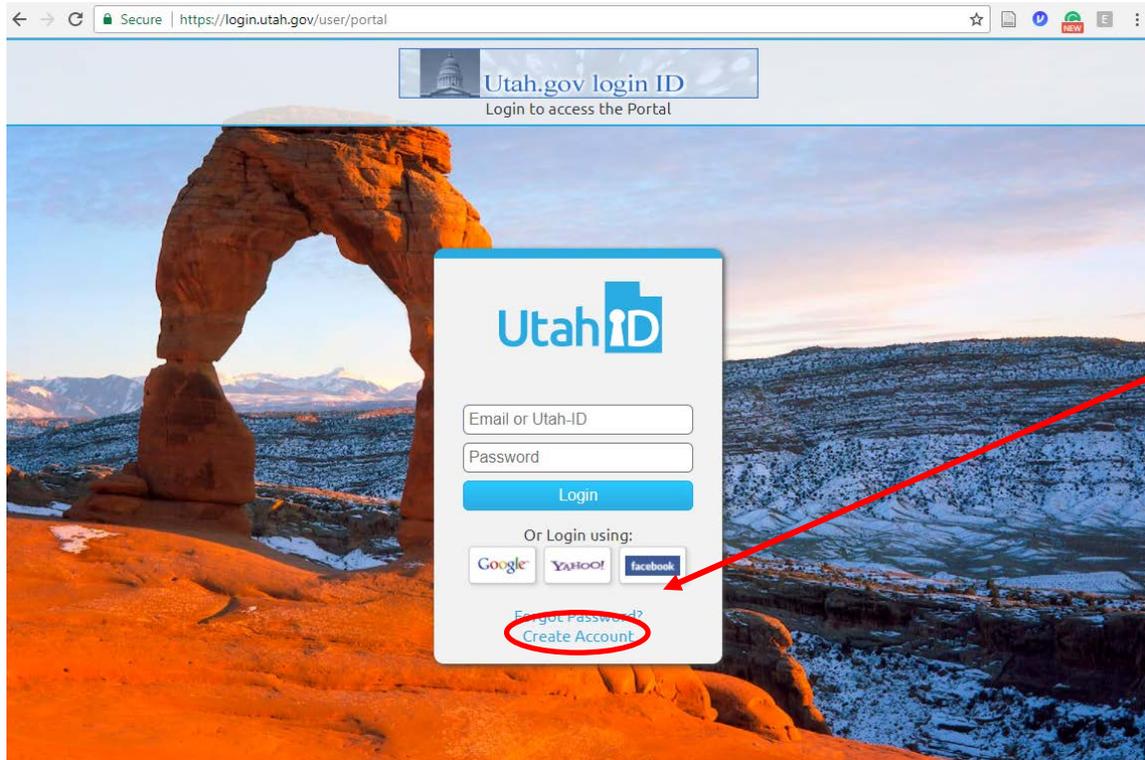
## CREATE NEW USER LOGIN ACCOUNT

**PLEASE NOTE:** All users, including those with active accounts in the old online portal, will need to create a new user login account. Accounts from the old portal do NOT transfer over.

To create a new User Login account, follow these two simple steps.

### **Step 1:**

Visit [login.utah.gov](https://login.utah.gov) and click “Create Account”.

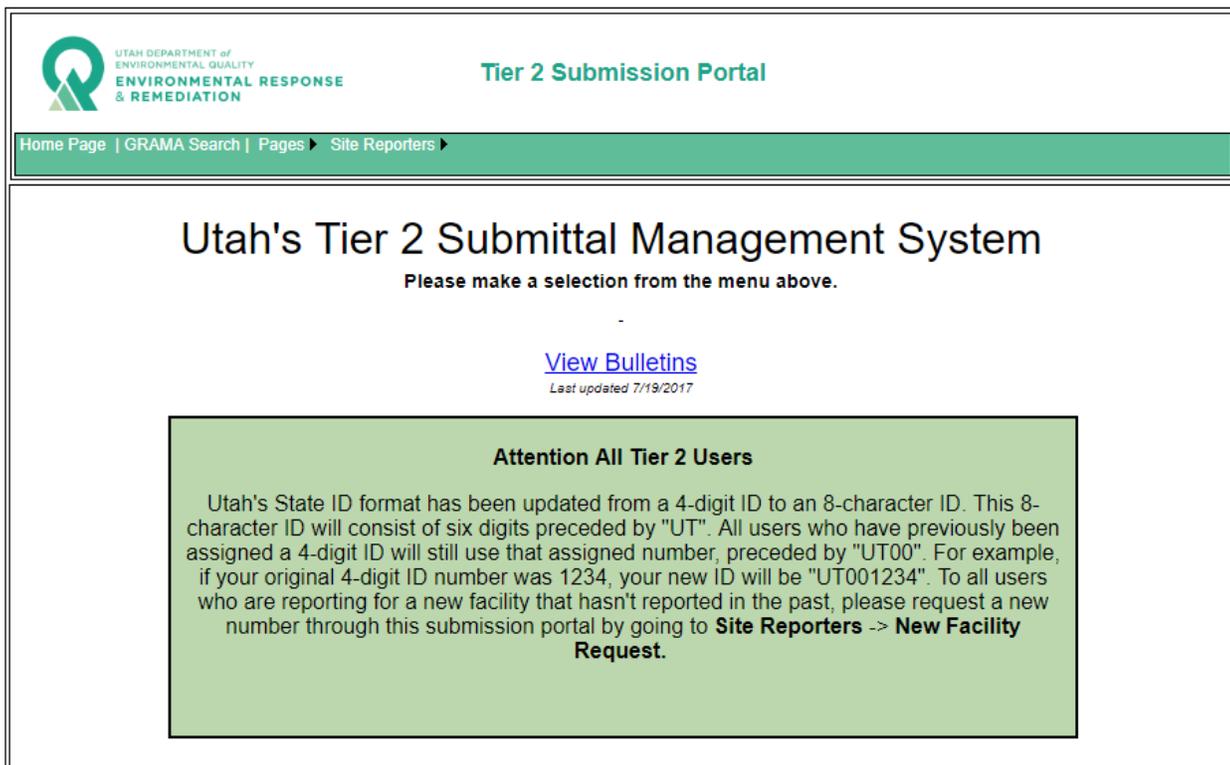


After creating your account and providing all information needed, you will receive an email from the system with a validation code that you will use in order to verify your email address.

## **Step 2:**

Once you have created your new user account, send a notification email to the Utah EPCRA Coordinator at [eqderrtier2@utah.gov](mailto:eqderrtier2@utah.gov) with the full name and email address used to set up the new Tier 2 account. Your account will be activated within 1 – 2 business days after which you will be able to log in at <https://tier2.deq.utah.gov/>

Once logged in, you will be prompted to verify your email address and then be directed to the home page. A pop-up notice on the home page will remind all users about the new Utah Tier 2 State ID format change, as of January 2019. You will also notice the four options across the top tool bar, the *Home Page*, *GRAMA Search*, *Pages*, and *Site Reporters*. These four options will help you navigate the portal to find needed information and submit your final Tier 2 report.



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ENVIRONMENTAL RESPONSE & REMEDIATION

### Tier 2 Submission Portal

Home Page | GRAMA Search | Pages ▶ Site Reporters ▶

## Utah's Tier 2 Submittal Management System

Please make a selection from the menu above.

[View Bulletins](#)  
Last updated 7/19/2017

**Attention All Tier 2 Users**

Utah's State ID format has been updated from a 4-digit ID to an 8-character ID. This 8-character ID will consist of six digits preceded by "UT". All users who have previously been assigned a 4-digit ID will still use that assigned number, preceded by "UT00". For example, if your original 4-digit ID number was 1234, your new ID will be "UT001234". To all users who are reporting for a new facility that hasn't reported in the past, please request a new number through this submission portal by going to **Site Reporters -> New Facility Request**.

Time to get started!

## REVIEW ACCOUNT FACILITIES

Before you make a Tier 2 facility submission, the facility must be created in the DEQ dataset with the facility name, address, latitude, longitude, and unique Utah Tier 2 ID. Each unique facility should have a unique Utah Tier 2 ID. This electronic record provides the base record in which to link each recurring annual Tier 2 submission dataset. To view facility information on your account, or add new facilities to your account, login to the DEQ Tier 2 Portal, navigate the menu system to **Site Reporters**. When hovering over the Site Reporters option on the top tool bar, you'll notice two additional options to choose from, My Facilities and New Facility Request.

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Tier 2 Submission Portal

Home Page | GRAMA Search | Pages ▶ Site Reporters ▶  
My Facilities  
New Facility Request

### Utah's Tier 2 Submittal Management System

Please make a selection from the menu above.

[View Bulletins](#)  
Last updated 6/29/2017

Utah Department of Environmental Quality - Division of Environmental Response and Remediation

My Facilities and New Facilities Request are the same options that were available in the old Tier 2 Portal. The My Facilities option is a mechanism that will allow you to search for and link your new user account to a corresponding, existing facility record. The system can link a single user account to multiple facility records to accommodate a user that will be submitting for multiple facilities.

## Add Existing Facilities to Your Account

Search the database for a facility record and link your user account to each facility record for which you plan to make a Tier 2 submission<sup>1</sup>. To link your existing facility to your new user account, click **My Facilities** and **Add A Facility**. Search using either the facility name, address, or Tier 2 eight-character State ID and click **Lookup**.

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### Tier 2 Submission Portal

Home Page | GRAMA Search | Pages ▶ Site Reporters ▶

#### Add Facilities to My List

**List the sites that you will be reporting on.** [Help With Searching](#)

Please enter full or partial information in one or more of the fields below and then click the "Lookup" button to search for the sites that you wish to report on.

Once you have located a site that you wish to report on, use the button to add the site to the list. If you report on multiple sites, they should all be added to the list.

The button can be used to remove a site to from your list.

After all of the sites that you wish to report on have been added to the list, click the "Add" button.

Search All Fields:

Site Name:

Street:

City:

County:

Zip:

Tier 2 ID:

**My Tier 2 Site List**  
No sites are currently in the list.

Utah Department of Environmental Quality - Division of Environmental Response and Remediation

<sup>1</sup> Certain commercial/industrial sectors show a relatively high rate of facility ownership turnover. For this reason a facility may be on-record under the name of a previous corporate owner.

Your site will show up under **Results Returned**. Click the green plus (+) sign next to your facility to add it to **My Tier 2 Site List**, then click **Add**.



## Tier 2 Submission Portal

[Home Page](#) | [GRAMA Search](#) | [Pages](#) ▶ [Site Reporters](#) ▶

### Add Facilities to My List

**List the sites that you will be reporting on.** [Help With Searching](#)

Please enter full or partial information in one or more of the fields below and then click the "Lookup" button to search for the sites that you wish to report on.

Once you have located a site that you wish to report on, use the + button to add the site to the list. If you report on multiple sites, they should all be added to the list.

The ✘ button can be used to remove a site to from your list.

After all of the sites that you wish to report on have been added to the list, click the "Add" button.

Search All Fields:

Site Name:

Street:  City:

County:  Zip:

Tier 2 ID:

**1 Results Returned**

ID	Name	Address	City	Last Reported	
+	8834	DEQ	195 N 1950 W	SALT LAKE CITY	0

**My Tier 2 Site List - 1 Site**

ID	Name	Address	City	Last Reported	
✘	8834	DEQ	195 N 1950 W	SALT LAKE CITY	0

Utah Department of Environmental Quality - Division of Environmental Response and Remediation

## Add New Facilities to Your Account

The New Facility Request option will allow you to obtain a new eight-digit Tier 2 State ID for a new facility that has never been reported in the past. Click on **Site Reporters** then **New Facility Request**. Fill in the required yellow fields and then click **Map**.

The screenshot shows the 'Tier 2 Submission Portal' for the Utah Department of Environmental Quality. The page title is 'New Facility Request'. A navigation bar includes 'Home Page | GRAMA Search | Pages | Site Reporters'. A 'Help' button is in the top right. The 'Site Information' section contains instructions and a legend: '\*Fields in blue are not editable' and a yellow box icon for 'Required Field (Yellow Background)'. The form fields are: Name (DEQ), Street (195 N 1950 W), ZIP (84116), City, County and State, Northing / Easting, and Latitude / Longitude. A 'Map' button is below the ZIP field, and 'Submit' and 'Clear' buttons are at the bottom. A red arrow points to the ZIP field.

**NOTE:** If your facility doesn't have a street address, simply type in "see lat/long" or "NA", and click on the **Map** button to continue.

Use the **plus (+) and minus (-) signs** to zoom in and out, and the **Toggle** button to view different map layouts.

**Pinpoint the Facility Location**  
Map Labels - Show:  Name  ID  Address

Use the facility location?

Latitude:  Longitude:   
Utm E - X (6 dgts):  Utm N - Y (7 dgts):

Map Search...

Address  Zip or City    
Route  Milepost    
Coordinate Type    
Longitude (W)  Latitude (N)

Clear All Fields

If you didn't use a street address, use the Longitude (W) and Latitude (N) boxes at the bottom of the map to find your facility location.

Once you have found your facility location indicated by the yellow locator dot, and verified that it is in the correct place on the map, click **Use** at the top of the map.

The remaining white boxes below the Map button will have automatically populated with the information used from the Map.



## Tier 2 Submission Portal

Home Page | GRAMA Search | Pages ▶ Site Reporters ▶

### New Facility Request

[Help](#)

**Site Information:**

Please enter the information below for the site that you would like to report on, then click the **Map** button and select a point on the map to automatically fill in the location.

*\*Fields in blue are not editable*

 = Required Field (Yellow Background)

Name:

Street:

ZIP:  [C](#)

City:

County and State:

Northing / Easting:

Latitude / Longitude:



Click **Submit** to complete the New Facility Request Process.

## UPLOAD TIER 2 SUBMISSION FILE

After your account is activated and a site(s) has been assigned to your account, click **Pages** on the top tool bar of the portal and select Submit Files.

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ENVIRONMENTAL RESPONSE & REMEDIATION

### Tier 2 Submission Portal

Home Page | GRAMA Search | Pages ▶ Site Reporters ▶

#### Submit File

Please click the Browse button below to locate a Tier 2 Submit XML file, then click the Submit button to proceed. Only XML files can be submitted.

**Currently accepting submissions for 2015**

Choose File No file chosen Submit Previous Next

You'll see what reporting year is currently being submitted (e.g. we will be accepting submissions for reporting year 2017 in calendar year 2018. \*\*\*March 1<sup>st</sup> is the Deadline!)

Click **Choose File** and select the electronic Tier 2 file that you created in EPA's Tier 2 Submit software then click **Submit**.

## VALIDATE FACILITY LOCATION

devtier2.deq.utah.gov/SubmitFiles.aspx

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### Tier 2 Submission Portal

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#### Validate Location and Set State ID

Please validate the location of each facility below by clicking the 'Validate' link, and set a State ID by clicking the 'Set State ID' link. The OK status for the facility will change to 'Yes' once the location is validated and the State ID is set.

Total: 1  
OK: 0  
Need Attention: 1

Currently accepting submissions for 2015

Previous    Next

Facility	State ID	Lat. Long.	OK?	Problems Found	
Green Valley Water Facility 123 First Avenue Somewhere 05402		Latitude: 44.532528 Longitude: -73.206194	No	Facility location has not been validated. Facility does not have a State ID.	<a href="#">Validate Location</a> <a href="#">Set State ID</a>



This screen presents the basic facility information extracted from the submission file.

- **Red box** items indicate data have not passed the QA/QC checks.
- **Green box** items indicate data have passed the QA/QC checks.

In this screen you can review the initial facility data: Facility Name and Address, State ID, Lat/Long, (status of Lat/Long defaults to No) and Problems Found. The screen is red because you need to validate the location. Before getting to this point you should already have your State ID for each facility you are reporting on and therefore shouldn't need to set it.

\*\*\*If you can't remember your State ID, or need help filling out a New Facility Request, please contact the Tier 2 Coordinator at 801-536-4100.

In the example above, the column "OK?" shows "No" because the geographic point location has not been validated.

### Confirm Geographic Coordinate

Click **Validate Location**.

This function is used to validate the geographic coordinate location of the facility. Clicking Validate opens the map to confirm the coordinate location. Review the map location and verify that the coordinate data you supplied in the submission file is accurate. The longitude and latitude from your file appears above the map. The yellow point on the map identifies the graphic representation of the facility. Orange points depict other Tier 2 facility locations.

Additional elements of the Map Window are described in the Sidebar below. Instructions for using the map are provided following the sidebar under **What to do**.

**Pinpoint the Facility Location**

Show Map Labels  
*(Zoom in to view map labels.)*

Name  
 ID  
 Address

It may take a few seconds for the map to calculate the location, please follow the steps below to ensure that your location is correct:

- Click the location of this facility on the map with your mouse.
- Wait for the location information (under the Use and Cancel buttons) to be automatically filled in.
- Visually verify that the yellow location marker that appears on the map is correct.
- If the location is correct, click the Use button.
- If the location is not correct, click the correct location on the map.

\*I confirm that I want to use this facility location and that the information is accurate.

Use      Cancel

Facility: Green Valley Water Facility , 123 First Avenue Tier 2 ID: Not Provided

Longitude:       Latitude:

Address       Zip or City       Find

Route       Milepost       Find

Coordinate Type       Find

Longitude (W)       Find

**What to do:**

1. If the location is valid:
  - a. Click **Use** (top left above the map, purple arrow)
  - b. You will be returned to the previous screen
2. If the location is **not** accurate, you can determine the correct location coordinate:
  - a. If you know the coordinate of your facility, you can enter it below the map using:
    - i. Street address, and city or zip code;
    - ii. Route number and milepost; or
    - iii. Geographic coordinate: several coordinate system formats and types are available (select from the dropdown)
  - b. If you do NOT know the coordinate of your facility, you can navigate in the map to the location where your facility is located and click on a point to establish the Lat/Long coordinate.
  - c. The coordinate is displayed (as decimal Longitude and Latitude) above the map
  - d. Record the Lat/Long (4 or 5 decimal places should be sufficient)

## Side Bar – Description and Navigating in the MAP window

Red Arrow: Facility information and the Point Coordinate of the facility (if provided) is displayed above the map.

Orange Arrow: Zoom tools, or you can zoom with the mouse wheel.

Blue Arrow: Background selection (sub-map lower left, click-to-toggle). The user can cycle through various backgrounds by clicking the sub-map. Backgrounds are: Terrain, Hybrid, Lite, Topo(graphic). Search fields are below the map. You can search by address, city, zip code, roadway route & milepost, or geo-coordinate.

Green Arrow: Several geo-coordinate formats are available from the drop-down in the field Coordinate Type. The default coordinate system is Decimal Degrees.

Purple Arrow: Once your location has been verified, click the **Use** button to continue.

Once you receive the green screen, click **Next** button on the right-hand side of the screen.

The screenshot shows the 'Tier 2 Submission Portal' for the Utah Department of Environmental Quality. A green banner indicates that all facilities have been validated. Below this, a table lists currently accepting submissions for 2015. The table has columns for Facility, State ID, Lat. Long., OK?, Problems Found, and actions like Validate Location and Set State ID.

Facility	State ID	Lat. Long.	OK?	Problems Found	
Green Valley Water Facility 123 First Avenue Somewhere 05402	0381	Latitude: 44.532528 Longitude: -73.206194	Yes	None	<a href="#">Validate Location</a> <a href="#">Set State ID</a>

## History of Geographic Coordinate Data (Latitude/Longitude) in DEQ Facility Records

EPA made the requirement to include a geographic coordinate (latitude/longitude) as part of the submission beginning with RY2013 submissions. DEQ created many facility records prior to implementation of the requirement and those records may not contain a facility coordinate. For this reason, our application provides a mechanism to confirm the coordinate when it is provided, or determine the correct coordinate and add it into the submission file.

## REVIEW FACILITY CONTACT ASSIGNMENTS

You will next be asked to validate the facility contacts that you have assigned. If the facility contacts contain all of the correct information required, there will be an option next to the contact name asking you to verify the information. If you do not have all of the required information, you have the option of clicking **Manage Contacts**.

devtier2.deq.utah.gov/SubmitFiles.aspx?TheRecordID=0381

**UTAH DEPARTMENT OF ENVIRONMENTAL QUALITY  
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Home Page | GRAMA Search | Pages | Site Reporters

**Facility Contact Assignments**

Each facility must have at least one Owner/Operator and at least two emergency contacts.

One or more facility is missing the emergency contact(s) and/or the Owner/Operator. Please correct the problems below by clicking the Manage Contacts button. The OK status for each facility will change to 'Yes' when the proper contact information is set.

Total: 1  
OK: 0  
Need Attention: 1

Previous Next

**Facilities and Contacts**

Green Valley Water Facility	Number of owner / operators assigned to this	1
123 First Avenue	Number of emergency contacts assigned to this	1
Somewhere VT 05402	Contact Info OK For This Facility?	<b>No</b>

FirstName	LastName	Title	ContactType
Debra	Monaco	President	Owner / Operator
Debra	Monaco	President	Emergency Contact
Vincent	Martinez	Assistant Manager	Emergency Contact
Mike	Ward	Safety Coordinator	Emergency Contact

\*\*\*Remember that each facility needs to have two emergency contacts assigned.

The screenshot shows a web application interface for managing contacts. At the top left is the logo for the Utah Department of Environmental Quality, Environmental Response & Remediation. The page title is "Tier 2 Submission Portal". The main content area is titled "Contacts For: Green Valley Water Facility, 123 First Avenue, Somewhere VT 05402". Below this is an "Add New Contact" button. A "Manage Current Contacts" section contains a table with three rows of contact information. The table has columns for First Name, Last Name, Title, Emergency Contact, Owner Operator, Assigned To Facility?, and a Delete link. The "Mike Ward" row has a checkmark in the "Emergency Contact" column. Below the table is a "Finished" button. At the bottom of the page, a summary bar shows "Mike Ward Safety Coordinator Emergency Contact".

FirstName	LastName	Title	Emergency Contact	Owner Operator	Assigned To Facility?	
Debra	Monaco	President	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
Vincent	Martinez	Assistant Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
Mike	Ward	Safety Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Delete</a>

Finished

Mike Ward Safety Coordinator Emergency Contact

In this case only one emergency contact has been assigned so far, add an additional check mark next to one of the contacts under the Emergency Contact column and click **Finished**.



### Tier 2 Submission Portal

Home Page | GRAMA Search | Pages ▶ Site Reporters ▶

#### Facility Contact Assignments

No problems found, please click the Next button to continue to the next step.

Previous Next

#### Facilities and Contacts

Green Valley Water Facility  
123 First Avenue  
Somewhere VT 05402

Number of owner / operators assigned to this 1  
Number of emergency contacts assigned to this 2  
Contact Info OK For This Facility? **Yes**

Manage Contacts

FirstName	LastName	Title	ContactType
Debra	Monaco	President	Owner / Operator
Debra	Monaco	President	Emergency Contact
Vincent	Martinez	Assistant Manager	Emergency Contact
Mike	Ward	Safety Coordinator	Emergency Contact

Then click the **Next Button** on the right-hand side of the screen.

## REVIEW CONTACTS INFORMATION

This step reports on additional detail about each contact provided.

devtier2.deq.utah.gov/SubmitFiles.aspx?TheRecordID=0381

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#### Contacts Information - Owner/Operator

Each owner/operator must have an address and a ten digit telephone number including the area code. Generic names can not be used for contacts (click the Generic Names List button to view the generic names list). Please correct the following issues, the OK status for the facility will change to 'Yes' once an issue has been addressed:

Total: 1  
OK: 0  
Need Attention: 1

Generic Names List Previous Next

#### Owner/Operators

Contact Info					Contact Info OK?	
Debra Monaco 7600 Henderson Way Somewhere, VT 05406 <a href="#">Edit</a>	Phone	Type	Verified?			
	802-333-3333	Work	No <a href="#">Verify</a>	No	Contact phone not verified.	

Click the **Verify** button for each of the contacts provided.

### Contacts Information - Emergency Contact

Each emergency contact must have a ten digit 24 hour telephone number. Generic names can not be used for contacts (click the Generic Names List button to view the generic names list). Please correct the following issues, the OK status for the facility will change to 'Yes' once an issue has been addressed:

Total: 3  
OK: 1  
Need Attention: 2

#### Emergency Contacts

Contact Info				Contact Info OK?			
Debra Monaco	<a href="#">Add Telephone Number</a>			<b>No</b>	Contact 24 hour telephone number not found.		
	<a href="#">Edit</a>	Phone: 802-333-3333	Type: Work 50002			Verified?: <b>Yes</b>	<a href="#">Delete</a>
Mike Ward	<a href="#">Add Telephone Number</a>			<b>Yes</b>	No problems found.		
	<a href="#">Edit</a>	Phone: 802-444-4444	Type: 24-hour 50004			Verified?: <b>Yes</b>	<a href="#">Delete</a>
	<a href="#">Edit</a>	Phone: 999-999-9999	Type: Home 50005			Verified?: <b>Yes</b>	<a href="#">Delete</a>
Vincent Martinez	<a href="#">Add Telephone Number</a>			<b>No</b>	Contact 24 hour telephone number not found.		
	<a href="#">Edit</a>	Phone: 802-222-2222	Type: Work 50003			Verified?: <b>Yes</b>	<a href="#">Delete</a>

If there is information missing from the contact information, you will need to click “**Edit**” in order to add that information, before moving on to the next step.

**Edit a telephone number for Debra Monaco.**

Current Number: 802-333-3333      Current Type: Work

New Number: 5555555555 *Ten numbers, no punctuation.*      New Type: 24 Hour/Emergency number

Ext:  *Numbers only.*

Edit and enter in the additional information required for each contact then click **Update**  
One you get a screen with a green “No problems found” message, click **Next**.

## REVIEW FACILITY CHEMICALS

This step shows the list of chemicals in the submission. This is a review screen only.

← → ↻ ① devtier2.deq.utah.gov/SubmitFiles.aspx?TheRecordID=0381


Tier 2 Submission Portal

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### Facility Chemicals

No problems found, please click the Next button to continue to the next step.

	Facility	CAS	Chemical	Avg Amt Code Max Amt Code Days on Site	OK
<a href="#">Edit</a>	Green Valley Water Facility 123 First Avenue	7782-50-5	Chlorine	Avg Amt - 06 Max Amt - 06 Days On Site - 365	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	Green Valley Water Facility 123 First Avenue	16961-83-4	Fluorosilic Acid	Avg Amt - 06 Max Amt - 07 Days On Site - 365	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	Green Valley Water Facility 123 First Avenue	7782-50-5	Chlorine	Avg Amt - 06 Max Amt - 06 Days On Site - 365	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	Green Valley Water Facility 123 First Avenue	16961-83-4	Fluorosilic Acid	Avg Amt - 06 Max Amt - 07 Days On Site - 365	<input checked="" type="checkbox"/>
<a href="#">Edit</a>	Green Valley Water Facility 123 First Avenue	7782-50-5	Chlorine	Avg Amt - 06 Max Amt - 06 Days On Site - 365	<input checked="" type="checkbox"/>

## QA/QC REPORT AND SUBMISSION COMPLETION

This step (screen) lists any outstanding issues found in the data. The DEQ system will not alter the data that has been uploaded. For this reason, if there are issues/errors that need to be corrected, the user **must** return to the EPA Tier 2 Submit software application and:

1. Edit or correct the issues indicated.
2. Create a new submission file.
3. Re-submit/re-upload the file to the DEQ portal.

## SUBMISSION REMINDER

This screen serves as a remind to all Tier 2 submitters that Tier 2 reports need to be submitted separately to both the LEPC and local fire department with jurisdiction over the area the facility is located in. This is a critical step in the Tier 2 submission process. For a list of Utah LEPCs, please visit <https://dem.utah.gov/local-emergency-planning-committees-lepc/>. To proceed to the confirmation screen, click the **Next Button**.



UTAH DEPARTMENT of  
ENVIRONMENTAL QUALITY  
**ENVIRONMENTAL RESPONSE  
& REMEDIATION**

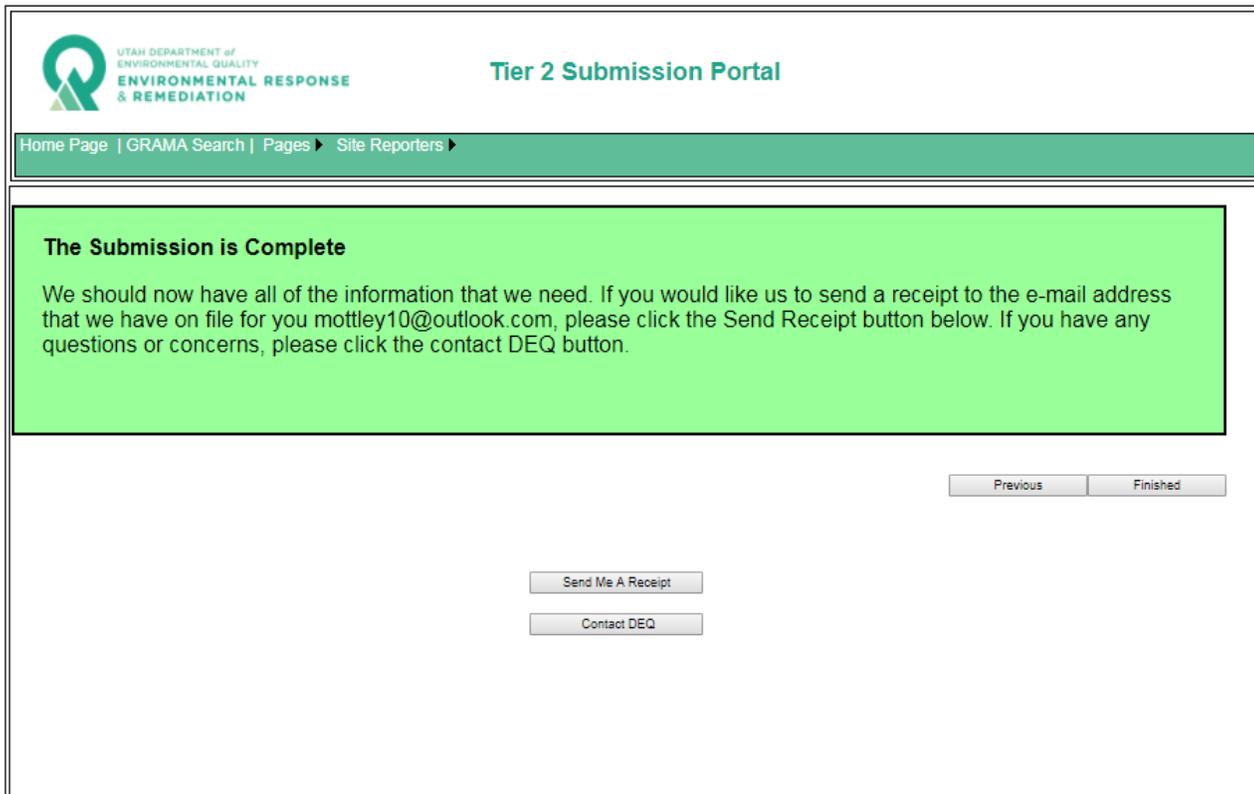
### Tier 2 Submission Portal

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**LEPC & Local Fire Department Reminder:**

All Tier 2 reports need to be submitted separately to the LEPC and local Fire Department. For a list of Utah LEPCs, please visit <https://dem.utah.gov/local-emergency-planning-committees-lepc/>

## SUBMISSION COMPLETE



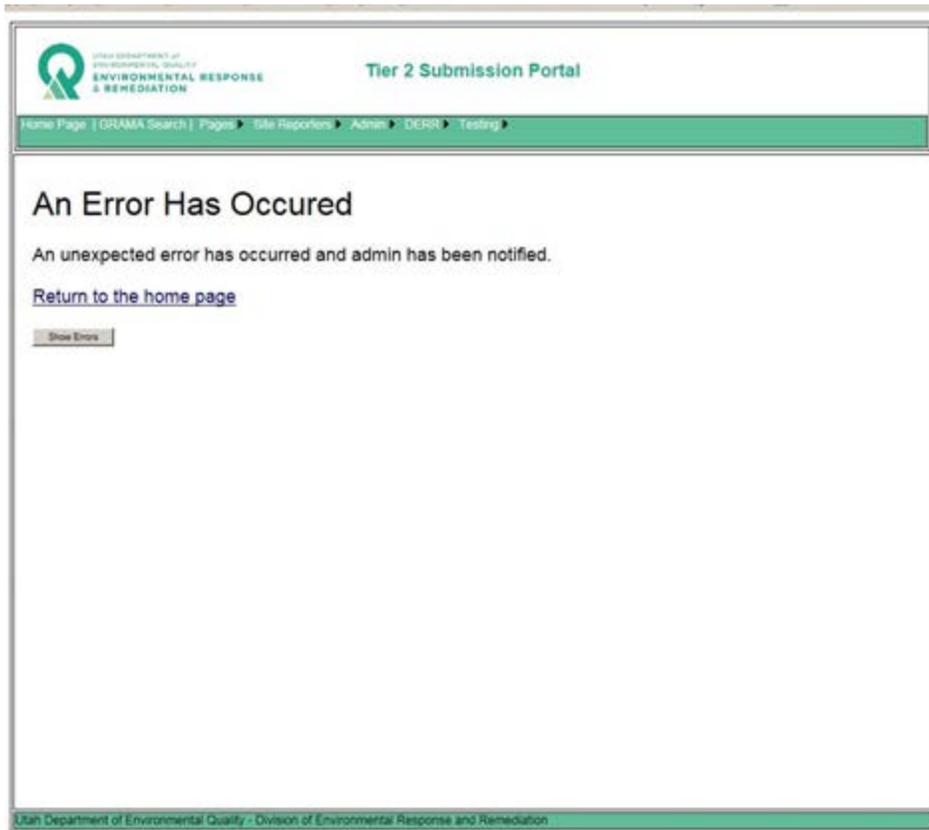
The screenshot shows the 'Tier 2 Submission Portal' for the Utah Department of Environmental Quality, Environmental Response & Remediation. The page header includes the department logo and the title 'Tier 2 Submission Portal'. A navigation bar contains links for 'Home Page', 'GRAMA Search', 'Pages', and 'Site Reporters'. The main content area features a green box with the heading 'The Submission is Complete' and a message: 'We should now have all of the information that we need. If you would like us to send a receipt to the e-mail address that we have on file for you mottley10@outlook.com, please click the Send Receipt button below. If you have any questions or concerns, please click the contact DEQ button.' Below this message are three buttons: 'Previous' and 'Finished' on the right, and 'Send Me A Receipt' and 'Contact DEQ' centered below.

The final screen you see will tell you that your submission was successfully completed. You have the option of sending yourself a receipt of submission and printing it off or saving it on your computer for your files. If you have any questions you have the option of contacting the DEQ.

If the DEQ has a question about the submission you will be contacted by a DEQ representative.

## UNEXPECTED ERRORS

This figure shows an example of an unexpected error that may interrupt the submission process.



If the Portal returns this error, the quickest remedy is to click either **Home Page** or **Pages** of the menu and begin again.

If you cannot navigate past this error (because it reappears) you can attempt a work-around by logging off, close all instances of the browser and log back in.