TIER TWO WEB ONLINE REPORTING

QUICK REFERENCE GUIDE

TierTwoOnline@ecy.wa.gov

TABLE OF CONTENTS

How to use this guide

This guide uses several typographical conventions, formatting conventions and icons to indicate special screen features or user actions.

Typographical Conventions

Convention	Type of Information
[KEY]	A word or symbol inside square brackets, such as [ENTER], indicates a key on the keyboard to be pressed. Other examples include [TAB] and [DELETE].
TIP	Tips and pointers are documented for your convenience.

Screen Movement Keys

Use the following keys or keystrokes to aid movement around the screen.

Keystroke	Destination
[TAB]	Next entry field
[UP ARROW] ↑	Scrolls up the choices within a drop-down field <Not Selected>
[DOWN ARROW] ↓	Scrolls down the choices within a drop-down field <Not Selected>

Screen Help

Fields with a yellow background denote a required field. Facility ID:
Telephone and fax fields must be entered in the format shown. Telephone: xxx-xxx-xxxx

Mouse Pointers

The mouse will change into a different shape.

	Arrow Pointer – denotes the need to select.
	I-Bar – pointing to any of the text fields on a page, the mouse will turn into an I-Bar. The I-Bar denotes text entry fields.
	Hand – represents information when held over the Help icon. If you want to display Help, click on the icon and an informational window will open.

Getting There…

Categories Include:

Facility

- New Facility – allows entry for a new facility
- Lookup – searches for an existing facility
- View/Edit – allows viewing or editing of an existing facility
- Print Tier Two – allows printing of Tier Two Emergency and Hazardous Chemical Inventory

Chemical

- View/Edit – allows viewing or editing of an existing chemical for an existing facility

Help

- Documentation – allows viewing of several help documents including FAQs
- About – provides contact information for additional help

How Do I Enter a Facility?

Step One: Enter and Save the Site Information

1. From the Toolbar, click *Facility*.
2. Click *New Facility*.
3. The *Facility* screen displays with Site Information fields to be entered. All fields marked as yellow are **required** fields and must contain text prior to saving.
4. Save the information entered on the *Site Information* screen by clicking once on the **Save Facility** icon on the toolbar.

Clicking once the Help button located to the right of the Facility window displays the requirements for completing the Facility entry.

Step Two: Enter and Save the Address Information

The address tab allows location information to be added to the facility.

1. Click on the *Address* tab.
2. By default, the **Same As Facility** box for the **Mailing Address** is checked. 

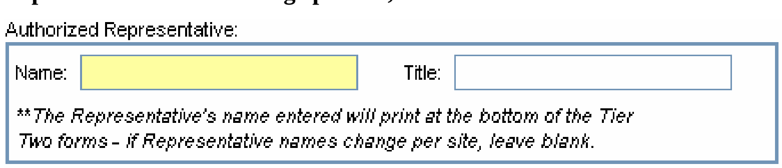
If the **Mailing Address** differs from the facility, simply click once on the check box to enable the entry fields.
3. Fill in all required fields.
4. Click once on the **Save Facility** icon to save the *Address* information.

Step Three: Enter and Save the Contact Information

The Contact tab provides emergency information.

1. Click once on the Contact tab.
2. Enter all required fields.

Note The Representative's name entered will print at the bottom of the Tier Two forms – if Representative names change per site, leave blank.**



3. Click once on the Save Facility icon to save the Contact information.

Step Four: Enter and Save the Optional Attachments Information

The Optional Attachments is an optional tab.

1. Click once on the Optional tab.
2. Click the radio buttons next to each item that is being attached to your report.
3. Click once on the **Save** icon on the toolbar.

Step Five: Enter and Save the Risk Management Information

The Risk Management tab is also optional.

1. Click once on the Risk Management tab.
2. Fill in the correction information
3. Click once on the **Save** icon on the toolbar.

How Do I Edit a Facility?

Step One: Edit Using Facility Lookup

This section covers editing a facility without knowing the facility ID. If the facility ID is known, please continue to Step Two.

1. From the Toolbar, click *Facility*.
2. Click *Lookup*.
3. Enter all or part of the search text and press [Enter] on your keyboard.
4. Select the facility by clicking in the grid.
5. Click the **View/Edit** button.

The Facility screen is displayed showing the chosen facility's data. The open fields on each tab can be edited.

NOTE: Remember to save your data after making any changes.

Step Two: Edit Using Facility ID

1. From the Toolbar, click *Facility*.
2. Click *View/Edit.*
3. Enter the Facility ID.
4. Click **Search**.

The Facility screen is displayed showing the chosen facility's data. The open fields on each tab can be edited.

NOTE: Remember to save your data after making any changes.

How Do I Add Chemicals?

Step One: Opening the New Chemical window

1. From the Facility Toolbar, click *View*.
2. Click *View/Edit Chemicals.*.
3. The *View/Edit Chemicals* screen displays.
4. Click *New Chemical* on the Chemical toolbar. Click OK when asked to continue.

Step Two: Adding a Listed Chemical

1. Type in all or part of the chemical in the *Search* field and press Enter on your keyboard.
2. The results are displayed within the grid. Select the chemical by clicking in the grid box.
3. Click the **Add** button.
4. The Chemical screen appears with the new populated chemical data.
5. Complete the entering of data for the screen. Remember that the yellow fields are required. If additional chemicals are needed to add to the screen, simply click the New Chemical button.

Step Three: Adding an Unlisted Chemical

1. On the Chemicals page click the **Add Unlisted Chemical** button.
2. The Chemicals screen will appear.
3. Enter all the data displayed on the screen.
4. To enter another chemical simply click the New Chemical button.

How Do I Edit a Chemical?

Step One: Edit Using Facility Lookup

This section covers editing a chemical without knowing the facility ID. If the facility ID is known, please continue to Step Two.

1. From the Toolbar, click *Facility*.
2. Click *Lookup*.
3. Enter all or part of the search text and press [Enter] on your keyboard.
4. The results are displayed within the grid box. Select the Facility by clicking within the grid box.
5. Click the View/Edit button.
6. The Facility screen will appear with the populated data.
7. From the Facility toolbar, click the View option.
8. Click View/Edit Chemicals.
9. Click OK when asked to continue.
10. The Chemical screen appears.
11. Click on the chemical in the grid box to open the fields for editing. Any of the open fields can be edited.
12. To edit the container, click Edit to the right of the window.

13. To edit additional chemicals, click on the chemical in the grid and repeat these steps.
14. Remember to Save Chemical data after making any changes.

Step Two: Edit Using Facility ID

1. From the Toolbar, click *Facility*.
1. Click *View/Edit.*
2. Enter the Facility ID within the Search text box.
3. Click the **Search** button
4. The Facility screen is displayed.
5. From the Facility toolbar, click *View*
6. Click the *View/Edit Chemicals* button.
7. Click OK when asked to continue.
8. The Chemical screen is displayed. Click the chemical within the grid box to open the fields for editing. Any of the open fields can be edited.
9. To edit the container, click Edit to the right of the window.
10. To edit additional chemicals, click on the chemical in the grid and repeat these steps.
11. Remember to Save Chemical data after any modifications.

How Do I Delete a Chemical?

Step One: Delete Using Facility Lookup

This section covers deleting a chemical without knowing the facility ID. If the facility ID is known, please continue to Step Two.

1. From the Toolbar, click *Facility*.
2. Click *Lookup*. The Search screen will appear.
3. Enter all or part of the search text in the upper right corner and press [Enter] on your keyboard.
4. The Facility grid choices will appear. Select the Facility by clicking within the grid box on the correct record.
5. Click the View/Edit button.
6. The Facility Screen is displayed.
7. From the Facility toolbar, click View.
8. Click View/Edit Chemicals.
9. Click OK when asked to continue.
10. The Chemical screen is displayed.
11. Click on the Chemical within the grid to select the record.
12. Click Delete chemical on the chemical toolbar.

Step Two: Delete A Chemical Using Facility ID

1. From the Toolbar, click *Facility*.
2. Click *View/Edit*.
3. Enter the Facility ID within the text box and click the Search button..
4. The Facility Screen is displayed. From the Facility toolbar, click *View*.
5. Click *View/Edit Chemicals*.
6. Click OK when asked to continue.
7. The Chemical screen is displayed. Click on the chemical in the grid to open the fields for editing.
8. Click *Delete Chemical* on the Chemical toolbar.

How Do I Submit to WA SERC?

Submitting to SERC takes place on the chemical screen. Please verify all facility and chemical data correct before submitting.

1. From the Chemical screen, click the **Submit to WA SERC** button in the upper-right corner of the screen. After submitting the WA SERC all data will be locked from modifications.
2. If you need to have your data rejected back to you for any reason for modification purposes, please contact tiertwoonline@ecy.wa.gov

How Do I Print a Tier Two Report?

One: Printing from the Chemical Screen

Open the Chemical screen by using the Facility ID search option or through Facility Lookup.

1. On the Chemical screens toolbar, click *View*.
2. Click *Print Tier Two Form*.
3. Click **Open** button on the File Download window. The Tier Two Report is displayed.
4. Click *File* on the Adobe Reader toolbar.
5. Click *Print*.
6. Click the **OK** button in the Print window.
7. Use the X in the upper, right corner to exit from Adobe once finished printing.

How Do I Print a Tier Two Report?

Two: Printing from the Main Toolbar

1. On the main toolbar, click *Facility*.
2. Click *Print Tier Two*. The Search window opens.
3. Select the Reporter from the drop-down list by clicking on the down arrow.
4. Select the Reporting Year from the drop-down list by clicking on the down arrow.
5. Enter all or part of the search text in the upper right corner of the screen and press Enter on your keyboard.
6. A list of Facility's will appear. Select the facility by clicking in the grid box.
7. Click the **Print Selected** button in the lower right corner

8. Click the Open command in the File Download window. The Tier Two Report is displayed.
9. Click *File* on the Adobe toolbar.
10. Click *Print*.
11. Click the OK button in the Print window.
12. Use the X in the upper, right corner to exit from Adobe once finished printing.

Where Can I Get Help?

One: FAQs

The FAQs directory in Help can assist you with items like tutorials, step-by-step movies and information on whether you need to report.

1. From the main toolbar, click *Help*.
2. Click *Online Support*. The FAQs directory can be opened by clicking on the "+" next to FAQs. The FAQs are used to show step-by-step instructions on each area of Tier Two.

Two: Details

The Details directory in Help can assist you with items like basic reporting standards, the Exemption and 311-MSDS forms.

1. From the main toolbar, click *Help*.
2. Click *Online Support.* The Details directory can be opened by clicking on the "+" next to Details. Open the Details option within the Help tree.
3. A listing of documents will appear. These documents can be downloaded or printed at your convenience.

Three: Helpful Links

The Helpful Links directory in Help can assist you with links to like basic reporting standards and the Exemption and 311-MSDS forms.

1. From the main toolbar, click *Help*.
2. Click *Online Support*.
3. The Helpful Links directory can be opened by clicking on the "+" next to Helpful Links. These links are to aid you with more detailed information regarding the reporting of Tier Two data.
4. And remember, you can always email tiertwoonline@ecy.wa.gov with any questions that you may have.