

Filing Your Tier II Report for Lubbock County

Submission of Tier II (Tier 2 or Tier Two) reports is required under section 312 of the Emergency Planning and Community Right-to-Know Act (EPCRA) and required to be submitted to the State Emergency Response Commission (SERC). The Texas Commission on Environmental Quality (TCEQ) currently oversees the program in Texas, Local Emergency Planning Committee (LEPC), and the local fire department.

Annual Tier II Reports are available to be started as of November 1st, but cannot be submitted until January 1st at the earliest. Annual reports will be due by **March 1st**. If you have any questions on completing your actual report, contact TCEQ. Don't wait until the last week of February to start on this report.

Tier II Contact Information:

- **WEBSITE:** <https://www.tceq.texas.gov/permitting/tier2/contact-us>
- **TELEPHONE:** 1-800-452-2791 (toll-free in Texas)
512-239-5060 (Callers outside of Texas and local callers)
- **EMAIL:** Tier2Help@tceq.texas.gov

Overview of Requirements:

- Tier 2 Chemical Reporting Program requires all reports to be submitted using the State of Texas Environmental Electronic Reporting System (STEERS).
 - **STEERS:** <https://www3.tceq.texas.gov/steers/>
- If you do not have a CN (Customer Number), RN (Regulated Entity Number), or TXT2 number, or need to claim ownership of a recently purchased facility, you will need to use STEERS to create them.
 - **CN or RN Numbers:**
 - If you are a regulated entity within the State, you may already have these numbers.
 - If you don't know if you are a regulated entity or are uncertain, search the Central Registry Database (<https://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=home.welcome>) to verify your correct numbers or if you have a number.
 - If you don't have a CN or RN number, you will need them this year. The TCEQ recommends that customers go online and acquire them through STEERS.
 - **TEXT2 Number:**
 - If you've filed a Tier II Report previously, you should already have a TXT2 Number. The TCEQ recommends continuing to use this same number for future reporting years.
 - As a reminder, you should use the same TXT2 number for all your facilities if they are owned or operated under the same owner or operator.
- Make sure to download the most current year of the Tier 2 Submit software.

- Don't forget the filing fee. To get filing fee information go to the TCEQ online payment application website at <https://www3.tceq.texas.gov/epay/> .
 - To calculate your fees by the type of facility you operate:
 - Manufacturer fee calculator: <https://www.tceq.texas.gov/permitting/tier2/man-fee-calc>
 - Non-manufacturer or public employer fee calculator: <https://www.tceq.texas.gov/permitting/tier2/non-man-fee-calc>
 - To avoid confusion, do not send duplicate submissions of your Tier II Report in any format with your filing fee.
- Maintain a copy of the report and paid invoices as proof of your submission to the State.
- **Don't over report!**
 - Over reporting may result in "overpayment" when calculating your fees to the State.
- All Tier II information is kept confidential and only released to requesting government agencies.
- More questions on the Tier II Reporting? Remember to contact the TCEQ or your State's regulatory agency. Do **NOT** contact Lubbock County or Fire Department for specific questions.

Physical and Health Hazards:

As of September 2021, the consolidated list of lists of chemicals subject to EPCRA (Emergency Planning and Community Right-to-Know Act), CERCLA (Comprehensive Environmental Response, Compensation and Liability Act), and CAA (Section §112 of the Clean Air Act) will be used.

To complete the Tier II Report, each SDS's will have to be reviewed so that the correct hazards are applied to your facility. You can use the EPA's Substance Registry Services (SRS) database to search for a specific chemical name or Chemical Abstract Service (CAS) registry number.

- Substance Registry Services (SRS) database:
https://sor.epa.gov/sor_internet/registry/substreg/home/overview/home.do
- Chemical Abstract Service (CAS) registry number search:
<http://www.chemindustry.com/apps/chemicals>

Submitting the Tier II Report to the State (TCEQ):

Once you have completed your report with the new software including the Certification, Chemicals inventory, and Validation Report.

- The electronic file created will export as a ".t2s" file. This is the file that will be sent to the TCEQ (or hard copies or on a CD, as a convenience – **electronic copies are preferred**)
- Submit your Tier II Report via email to: Tier2Help@tceq.texas.gov

Submitting the Tier II Report to Your Local Fire Department:

- To get instructions on submitting your Tier II Report with your local fire department, please contact your local fire department or city hall office.

Submitting the Tier II Report to Lubbock County:

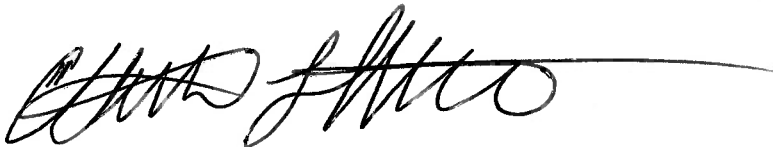
- Email your electronic Tier II Report to: tier2lubbockcounty@lubbockcounty.gov
- The first time you submit to this email box you may receive a Sender Address Verification (SAV). Just press REPLY & SEND to get the message delivered to this email box.
- Once received by Lubbock County you should receive a "Your Tier II report has been received, thank you" response, your submission is now complete.

You're invited to an upcoming LEPC Meeting!

If you represent a facility that files a Tier II Report in Lubbock, we want you to become a part of our LEPC and join us at a future meeting.

We meet on the 1st Thursday of February, May, August, and November. Please join us at the Sheriff's Academy located on 712 Broadway in Lubbock or via Zoom (form of meeting varies depending on weather or facility availability). All meetings begin at 1:30pm (CST). For additional LEPC information please contact Clinton Thetford (LEPC Chair & Emergency Management Coordinator) at cthethford@lubbockcounty.gov or to submit a membership form please contact Tania Reyes (LEPC Information Coordinator) at treyes@lubbockcounty.gov.

Thank you



Clinton Thetford
Emergency Management Coordinator
LEPC Chair