

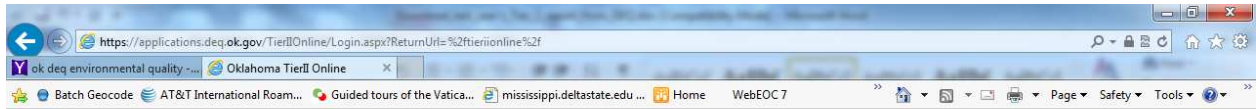


Download last year's Tier 2 report file from DEQ

First, you must obtain last year's Tier 2 report file from DEQ. To do that, you will need to go to the DEQ Tier 2 Website at

<http://www.deq.state.ok.us/LPDnew/saratitleiii/tierii.htm> and click this link.

Click here to enter the Oklahoma Tier 2 filing system



Welcome to the Oklahoma DEQ Tier II Online Filing System

Tier II Login

Login:

Password:

If you do not have an account, contact Tom Bergman at 405-702-1013.



Enter your UserID and Password sent to you via e-mail from DEQ. If you need help with your ID or Password, contact either Tom Bergman or Jimmy Carter.

AGREEMENT

By selecting the "I Agree" button below, I acknowledge, understand, and agree as follows:

- This electronic reporting system ("System") has been established by the Oklahoma Department of Environmental Quality ("DEQ") for the use of businesses or entities required to file reports or other data pursuant to the laws and rules of the DEQ or pertaining to matters under the jurisdiction of the DEQ.
- Use of this System combined with the user's login and password serves as and constitutes the user's electronic signature for submissions to the System. If a law requires a signature to submit records or other data, an electronic signature satisfies the law. (12A O.S. sec. 15-101 et seq.)
- I am a duly authorized representative of the business or entity associated with the login and password used to gain access to this System for the purpose of submitting an electronic record or data to the DEQ.
- To the best of my knowledge, the data I am submitting is true and correct.
- I am free to discontinue this transaction by selecting "I Disagree"; otherwise the records will be submitted to the DEQ and the transaction will be complete.

Select the "I Agree" button.

Oklahoma Department of Environmental Quality

Welcome to the Oklahoma DEQ Tier 2 Filing System

This wizard will guide you through the following steps. You may also click go to a specific step by selecting the appropriate link below.

- [Acquire and Import Last Year's Tier 2 Report](#)
- [Transferring the Tier 2 File to DEQ](#)
- [Generate your invoice](#)
- [View and Print your Invoice and Submission Receipt](#)
- [Pay your Invoice online](#)

Use the Next and Previous links at the bottom of each page. Do not use your Web browser's "Back" button.

[Next >](#)

Select the "Acquire and Import Last Year's Tier 2 Report" link

Oklahoma Department of Environmental Quality

Acquire and Import Last Year's Tier 2 Report

[Click here for downloading instructions](#)
[Click here for importing instructions](#)

In Oklahoma, you must begin by downloading last year's report from the website. If this is a new filing, contact Tom Bergman for instructions.

Click the button below to download last year's data for your company.

When prompted by your web browser, choose the Save or Save As option and select a location on your hard drive to save the file.

When prompted, select the "Save" option to save the file to your computer desktop.

[< Previous](#) [Next >](#)

Download_last_year's_Tier_2_report_from_DEQ.doc
[Compatibility Mode] - Microsoft Word

Select the "Download Last Year's Data" button

Acquire and Import Last Year's Tier 2 Report

[Click here for downloading instructions](#)
[Click here for importing instructions](#)

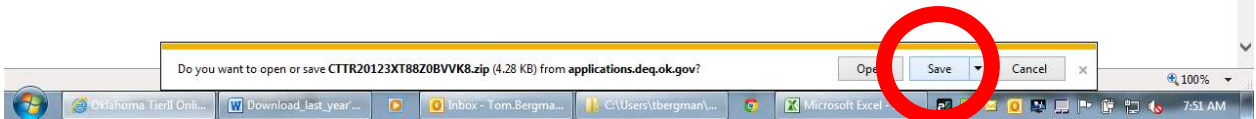
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[< Previous](#) [Next >](#)



Select the "Save" button from the popup dialog box. DO NOT SELECT THE "OPEN" BUTTON.

Oklahoma Department of Environmental Quality

Acquire and Import Last Year's Tier 2 Report

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[< Previous](#) [Next >](#)

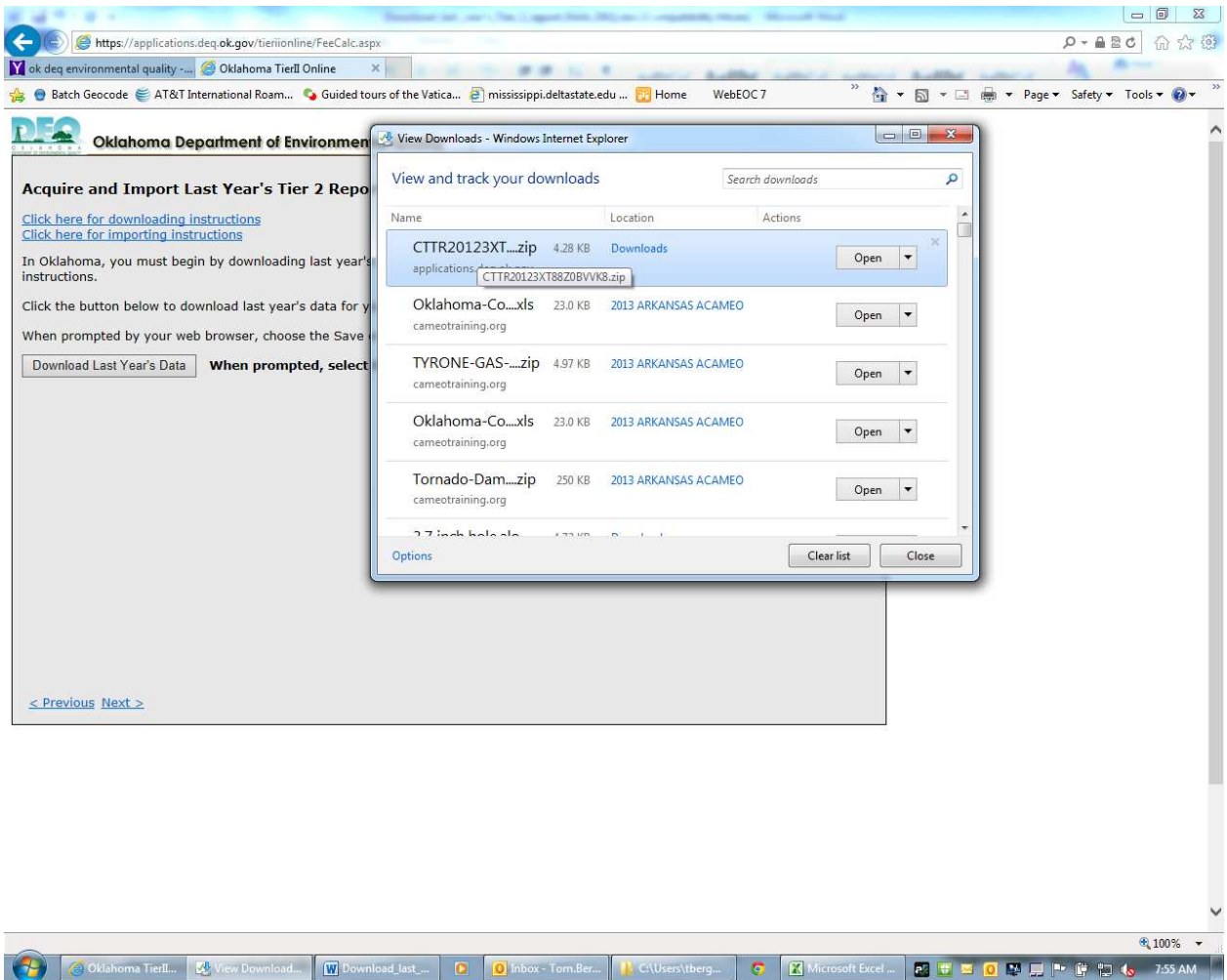
The CTTR20123XT88Z0BVVK8.zip download has completed.

Open Open folder View downloads

Oklahoma TierII Onli... Download_last_year... Inbox - Tom.Bergma... C:\Users\tbergman... Microsoft Excel - Sar... 7:52 AM

You should get a message that the download has completed. If you are using Windows 7 or 8, it is likely that the .zip file has been saved to your "Downloads" folder of your c: drive.

Select the "View Downloads" button to see if the .zip file was saved to your Downloads folder.



The file will have a name as “CTTR_____ .zip”

You may want to move the .zip from your downloads folder to your computer desktop.

You should now return to the DEQ Tier 2 webpage at <http://www.deq.state.ok.us/LPDnew/saratitleiii/tierii.htm> and click this link

[Import Last Year's File.](#)



Tier 2 Information

Current Oklahoma Requirements for EPCRA Tier 2 Filing
--Tier 2 reports are submitted to DEQ only; DEQ distributes to LEPCs and Fire Departments.
--Tier 2 reports must be submitted electronically to DEQ via the Internet.
--Tier 2 reports must be prepared using the EPA Tier 2 Submit software.

Download and Install Tier 2 Submit 2013 Software

Click here to download the Tier2 Submit 2013 Software

Each year EPA revises the Tier 2 Submit Software. Therefore, you must install a new version each year. The correct software for the current filing is Tier 2 Submit 2013. Download it using the link above. Contact Tom Bergman at 405-702-1013 if you need assistance.

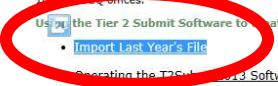
After installing Tier2 Submit software, exit the EPA page and return to this Oklahoma Tier2 page to proceed with your filing.

After successfully installing the Tier2 Submit 2013 software to your computer, you will be able to import last year's Tier 2 report using the instructions below.

Obtaining Last Year's Tier 2 Report

You may obtain a .T2S file of last year's report after logging onto the DEQ Tier 2 Filing Website, or by contacting Jimmy Carter at 405-702-1015 or Tom Bergman at 405-702-1013.

Use the Tier 2 Submit Software to create your Tier 2 report



- Import Last Year's File
Operating the T2S Submit 2013 Software
GUIDANCE FOR "CONTACTS" ENTRIES
Validating the Tier 2 Report Information
Printing the Tier 2 report

Tier 2 Site Plans

- Guidance for Tier 2 Submit Site Plans and Attachments

Tier 2 Submit 2013 Software incorporates "site plans" to your filing. Site plan filing is voluntary, not required, in Oklahoma. If you wish to include a site plan with your filing, it must be attached using the Tier2 Submit 2013 software

Submitting your Tier 2 Report to DEQ

2013 Tier 2 Invoicing

Your Oklahoma Tier2 filing is complete when you have printed your submission receipt and your DEQ invoice. Invoices may be paid online via credit card or mailed to the DEQ Finance Department at P.O. BOX 2036 OKLAHOMA CITY, OK 73101-2036.

NOTE: Do not mail payment without the associated Oklahoma DEQ Tier2 Invoice attached.

2013 Tier 2 Filing Assistance

DEQ is offering personal assistance for completing your Tier 2 filing. Tom Bergman can help you operate the Tier 2 Submit software, import last year's report, determine accurate Lat/Long coordinates, and submit the file via the DEQ Internet system. You will need to bring a listing of your facility locations, contact names with phone numbers, and reportable chemicals; along with any Site Plans or other documents you wish to submit. For many of you, processing your Tier 2 submission in person will take less than 30 minutes.