Tier II Information and Quick Start Guide for Reporting Year 2020

Rule changes for 2020 Annual Tier II Reporting include the following:

- Non-manufacturers can only consolidate up to 3 facilities under a $50 fee, provided all 3 facilities are on the same report submission [30 TAC 325.4 (c)(2)(C)(ii)]
- Driving directions are required for any facility that does not have a street address [30 TAC 325.3 (a)(8)]
- Update Tier II Reports are now required for any changed information on facility, contacts or chemicals [30 TAC 325.3 (a)(4)]

Tier II Online Webinar Trainings:

- See training page for details
- Recorded video available 24/7
- New Refresher Training to cover updates and basic steps to submit a report when you have already reported in the past

Tier II Reporting Application changes include: these are covered in more detail in webinar trainings and recorded videos

- Easier to print and export reports
- Automatic reports created when report is submitted
- Counters added to all tables
- Draft reports available for next reporting season on Nov. 1st of each year
- More functionality for report titles

Quick Start Guide is below for returning Tier II filers with few or no changes

Tier II Reporting:

1. Log into STEERS and click on Tier II Reporting.
2. Click on Start Draft Report.
3. Choose Type of Report: Annual, add title (optional).
4. Click on Add Existing Facilities and select all facilities you wish to include on the report.
5. Click Save (If any of your facilities were not listed, now click on Transfer Facilities and select any facility needed. Click Save again.)
6. Review all report information. Click on the blue RN hyperlink of the facility you want to review and work on.
7. Change/update Chemical or Contact information on the appropriate tab. Remember that invoices are sent to the address on the billing contact.
8. Click on Validate Report. If report does not validate, fix the errors.
9. Click on Start Submission, certify and add signature (typed in name), title and password for STEERS.
10. Click on Submit.
11. After the report submits, report files are created in PDF and XML formats (found by using "Tier II Account" information or "Report Search" functions on the main menu)
12. Custom reports can be created by using the new "Export/Print Reports" function on the main menu.