

Tier 2 Questions and Answers

- **How do I download the most recent Tier 2 Submit software?**

Georgia is now requiring facilities to use E-Plan to file Tier II information electronically; however, *you can still use the Tier2 Submit program to enter your facility information and create an electronic file that can be uploaded to E-Plan.* To download the most recent version of the Tier2 Submit program, click the appropriate version below (Windows or Macintosh):

[Tier2 Submit 2010 for Windows](#) (11.8MB, EXE)

[Tier2 Submit 2010 for Macintosh](#) (30MB, EXE)

[Facility Submission Guide](#) (PDF) (26 pp, 1.4MB)

- **Once I've downloaded the Tier 2 Submit software, what do I do next?**

Once you've downloaded the software, you will need to install the software **before** you can open it up and begin entering your information. Click on the file that you downloaded from EPA's website, and the program should automatically start walking you through the installation process.

- **I installed the Tier 2 Submit software but after it was done it just disappeared. Where did the program go?**

The program went to your Program Files. From your desktop screen, click on Start, and then Programs, and then you should see the Tier2 Submit program in the drop down menu there. Click on it and the program should open up. If it doesn't, give us a call.

- **How do I get started with the Tier 2 Submit program?**

Once you open up the program, you'll be asked to enter in a user name. Enter a name of your choice in and then it should automatically take you to the first facility page where you can start entering in your information.

- **I keep failing my validation in the Tier 2 Submit program. Why?**

Most of the time, a failed validation check is usually due to having an extra blank facility in your facility list **OR** an extra blank chemical in your chemical list.

To check for a blank facility line, from the facility section, (not the chemical section of the program) click on the "View List" button on the top left side of the page. It should show all your facilities in the list. If you see any blank white lines, these will need to be deleted. First, click on the blank white line you wish to delete. The line will highlight black and then turn back white. Then go to "Record" on the very top of the File menu, scroll down to "Delete Facility" and then confirm the delete. Do this until you have no more blank white lines and you see only the Facility name(s) you need in the list. To check for a blank chemical line, click on the chemical inventory list button from the facility main page. All your chemicals should come up in a list format. If you see any blank white line(s), they will need to be deleted. Click on the white line, go to "record" in the file menu at the very top of the screen, and scroll down to "delete chemical in inventory." Confirm the delete.

- **Once I've created an electronic submission in Tier 2 Submit, does it automatically submit the file for me?**

NO! Your report has not been sent yet! The program has created a .zip or .t2s file for you, with all your facility information in it. You will need to upload this file to E-Plan to satisfy all the reporting requirements.

- **How do I upload my .zip or .t2s file to E-Plan?**

Visit the E-Plan website at <https://erplan.net>.

If you do NOT have an E-Plan account, you will need to register your facility. You can do so by clicking on the following link:

<https://erplan.net/eplan/onlinefiling/newSubmission.htm>

Once you're logged in, you will be taken to the E-Plan Online Filing Submission homepage. Scroll down to the bottom of the page and you will see a section labeled "Upload Tier2 .zip, Tier2 .t2s, or CAMEO.zip file." Press the continue button. The next page will appear allowing you to browse and locate your .t2s or .zip file. After locating your file on your computer, press the **Upload** button. It may take a few moments to upload your file, but the next page should indicate "File Successfully Uploaded". Press the continue button at the bottom of the page. You will then be taken back to the *E-Plan Online Filing Submission Management* page.

At the **top** of the *E-Plan Online Filing Submission* page under the section labeled "Enter new data/Retrieve Old Data," you should now see 2010 appear under the "Currently Filed Years" bullet. If you do not see the current year listed, the file was not successfully uploaded. Now, under the "Select a year to file/retrieve Tier II data:" bullet, select 2010 from the drop down box and press continue.

You will now be taken to the "2010 Online Filing Home." Your facility information should appear. At the bottom of the page, click the "Validate Record" button. If there are any errors found, they will be indicated here. You must go back and fix the errors. To go back and edit your information, click on the "Filing Management" link located at the top left hand corner of the page. This will take you back to your report where you can go in and edit the information. Once completed, click the "Validate Record" button again. Once the validation report indicates "Facility passed all checks," you will be presented with several buttons (including an option to print your report in PDF format).

To submit your report, press the "**Upload data to E-Plan**" button at the bottom. The next page will be the "Submit Facility Information" page. Your facility should appear, and the current status will indicate "Not Filed." Put a check mark in the box located to the left of your facility, and press the Update button. The current status should now indicate "Filed." You will now get an automated response from E-Plan confirming your report was filed. The confirmation will be sent to the email address used when registering your facility with E-Plan.

- **How can I view my information? Can I just open up the .zip or .t2s file I created and view my information?**

You **cannot** view your information by opening up the .zip or .t2s file. This file is in a special compressed format. By opening it, you may damage the file.

One option is to view/print your information using the Tier2 Submit program. Open the Tier2 Submit program. From the Facility section (not the Chemical section), go to File, Create Submission, and select for the current record, click Start Submission Validation. Then push the button for "Create Complete Paper Report" and press the button to print.

Another option for viewing/printing your report is to use E-Plan. After you have uploaded your report, from the 2010 online Filing Home page, press the Validate Record button (see instructions above under "How Do I upload my .zip or .t2s File to E-Plan?"). If the report has passed validation, you will see a "Print PDF" button. This will allow you to view/print/save a copy of your report in PDF format.

- **I can't find my file from last year. Is there a way I can get it?**

If you have switched management, the person who did your Tier2 report isn't there anymore, or you've upgraded our computer system and now can't find your Tier2 file from last year, please call the SERC. We may be able to assist you in locating your file from the previous year.

NOTE: Once you register for E-Plan and upload your report the first time, your report will be stored in E-Plan. There will no longer be a need to save a copy of the .zip or .t2s file for the next year. A one-time upload of your information will allow you to copy your information from the previous year to the current year for submission.