Tier II Information and Quick Start Guide for Reporting Year 2022

The 2022 Annual Tier II Chemical Inventory Report is due by **March 1, 2023**.

Please remember:

- Driving directions from the nearest major city or intersection are required for any facility that does not have a street address [30 TAC 325.3 (a)(8)]

- Update Tier II Reports are required for any changed information on facility, contacts or chemicals [30 TAC 325.3 (a)(4)]

Tier II Resources:

- See the Online Reporting Help page for guidance information
  - Step-by-step training guides
  - Follow along training videos
- See the Trainings page for available live training classes
  - Refresher Trainings cover basic steps to submit a report when you have reported in the past.
  - Annual Trainings to cover the Tier II Program requirements and all procedures for reporting.

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

How to file your Tier II Report:

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 of 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 on Reports List).
12. Custom reports can be created by using the "Export/Print Reports" function on the main menu.