

OHIO STATE EMERGENCY RESPONSE COMMISSION
2024 TIER2 SUBMIT GUIDANCE

For March 1, 2025, facilities filing Tier2 reports in Ohio have 2 basic options.

1. File by using the 2024 Tier2 Submit software and email .t2s file as an attachment to SERC@epa.ohio.gov
2. File via paper State Approved Forms or USEPA Tier2 report forms.

Getting 2024 Tier2 Submit Software Started:

First, you will need to download and install the 2024 Tier2 Submit software from the EPA web page.

1. Open your Internet Explorer or other browser
2. Go to site: <https://www.epa.gov/epcra/tier2-submit-software>
3. Download/Install the Tier2 Submit for Windows or Macintosh

This will install a new program to your computer named “Tier2 Submit 2024”. It does not replace your existing “Tier2 Submit 2023” software.

Transferring Last Year’s Filing Data:

You will need to import your Tier2 Submit 2023 data into the newly installed Tier2 Submit 2024 software. Hopefully you saved last year’s report!!!!

Exporting from your Tier2 Submit 2023 software:

1. Launch/Open “Tier2 Submit 2023” (that you saved last year)
2. Select the “Start Tier2 Submit” button
3. Select the facility
4. Click “Export/Submit” from the top right
5. Select “Create a submission file (T2S) to submit to state”
You will need to name and save the output file.
Example: 2023 Tier2 Export File.zip
6. Close the 2023 Tier2 Submit software.

Importing into the Tier 2 Submit 2024 software

1. Launch/Open the Tier2 Submit 2024 software
2. Select the “Start Tier2 Submit” button
3. Select “Import” at the top right
4. Select “Browse to File”
5. Browse to your saved output file (2023 Tier2 Export File.zip)

This process should complete the transfer of last year’s files to the new software.

Updating

1. Examine the files in the Tier2 Submit 2024 and make any needed changes to chemicals inventory, contact, etc.
2. Ensure there are no red or yellow validation errors before creating submission. A green checkmark means all required fields have been completed and the facility is ready to be submitted.
3. Click “Export/Submit” at the top right
4. Select “Create a submission file (T2S) to submit to state”
5. Name and save the output file. SERC recommends the following naming method for the Tier2 Submit output .zip file:
 - a. The name of your company followed by
 - b. 2024 Tier2 Submit

Example Names

Smith Oil RY2024 Tier2 Submit

Jones Dairy Feeds RY2024 Tier2 Submit

**It’s usually a good idea to print a paper report at this point, both for your records and for filing with the local fire department

1. Select “Export/Submit” at the top right of the screen
2. Select “Create another kind of export file (.zip, .pdf, .kml) to back up or archive your data”, then select “Create a .pdf file”
3. Click Create File
4. Name and save the output file
5. Search for .pdf file and print if needed
6. Close/Exit Tier2 Submit 2024

**You have now successfully finished your Tier2 Submit for the reporting year of 2024.