

Hazconnect[™] Online Reporting System
Emergency and Hazardous Chemical Inventory
Reporting for Illinois Facilities
Reporting Year 2023



Illinois Emergency Management Agency - Office of Homeland Security

Reporting Year 2023

THE DEADLINE FOR FILING 2023 ANNUAL TIER II REPORTS IS FRIDAY, MARCH 1, 2024

Hazconnect[™] URL:

https://tierii.iema.state.il.us/TIER2MANAGER/Account/Login.aspx (copy and paste into browser)

2023 facility submission instructions, along with system and Tier II field requirements, updated LEPC Contact and Release Reporting Lists (located in upper right-hand side), and general Tier II information are on the IEMA Tier II Webpage at

https://iemaohs.illinois.gov/preparedness/serc/serc-tier2.html (copy and paste into browser)

Tier II e-mail address: ema.tier2mgr@illinois.gov and main telephone: 217/558-0559. At this time, the Tier II telephone number is not being monitored. Send requests to the Tier II e-mail address above.

Access to IEMA-OHS HazconnectTM Online Filing System

- To access the Hazconnect[™] Online Filing System, a username and password must be issued by IEMA-OHS.
- E-mail a request to ema.tier2mgr@illinois.gov Information needed to set up a user profile includes facility name, address, contact person's first & last name, title/dept., telephone number and e-mail address. Information will only be released to facility e-mail addresses, unless facility requests otherwise.



Illinois Emergency Management Agency-Office of Homeland Security

Due to security concerns, IEMA-OHS will not accept a request from a consultant on behalf of a client facility. IEMA-OHS must receive the request from a FACILITY representative using a facility-related e-mail address. The facility representative may "cc" the consultant in the request and ask that IEMA-OHS "reply to all" when responding.

Who to Submit to

Facilities must report:

- Electronically, using Hazconnect[™], to the State Emergency Response Commission (SERC). In Illinois, the Illinois Emergency Management Agency-Office of Homeland Security (IEMA-OHS) is the SERC.
- By hard copy, to the **Local Emergency Planning Committee (LEPC).** Print a hard copy after electronic submission is complete. The LEPC Contact List is located in the Resources Tab on each HazconnectTM screen or on the IEMA-OHS Tier II Webpage.
- By hard copy, to Jurisdictional (Local) Fire Department. Print a hard copy after electronic submission is complete. Link to Fire Marshal's most-recent list is located in the Resources Tab on each Hazconnect[™] screen or on the IEMA-OHS Tier II Webpage.



Illinois Emergency Management Agency-Office of Homeland Security

Federal law states that regulated facilities must submit to all three entities. Currently, many LEPCs and fire departments do not have access to Hazconnect[™]; therefore, facilities must submit signed hard copies to them. Hard copies may be printed from Hazconnect[™] after each 302, 311, and/or 312 submission has been completed.

Links to LEPC and fire department mailing lists are located on the IEMA-OHS Website's Tier II Reporting page at or in Hazconnect[™] on the Main Menu, Facility Home Page or the Resources Tab. See links on the next slide.

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Illinois 2200 Sc Phone :	S Emergency Management Agency uth Divisors Parlonany, Springfield, Illinois 6/2018 217:598-6559, Fax :		Hazconnect
	Note: Online Tiler 2 Reporting and Editing should be performed only by authorized users. After logging in, click on Tissource's menu for Tier 2 resources and information. REMINDER: When updating Tiler 2 information, you may also have to attach a NEW Site Plan (Map) and electronic Material Safety Data Sheets (MSD6s) or Safety Data Sheets (SD5s). SYSTEM REQUIREMENTS - You need to use Internet Explorer 11 or higher, Firefox 59 or higher, or Chrome 62 or higher. Using older versions may create problems. - You well need a Adobe Acrobiat Reader to use this System. Download the Adobe Reader. - You need to enable pleasoopt and turn off the pop-up blocker in your trovoer. - If you encounter any problem, contact your technology deak to verify whether you have these requirements. - Cooless need to be enabled in your brovoer. It is enabled by default.	Log In Usename Password Log In Forget Usename? Register for an Account Forget Password? Riset Password?	
Developed By 119	© 2007 - 2018 IDSI international, Inc. All rights reserved		Version: 5.3
	Illinois Emergency Management Agency - Office of Ho	omeland Security	

Link to Hazconnect™:

https://tierii.iema.state.il.us/TIER2MANAGER/Account/Login.aspx

Link to IEMA-OHS Tier II Webpage:

https://iemaohs.illinois.gov/preparedness/serc/serc-tier2.html

Click (or copy into browser) on Hazconnect[™] link (above).

Gray section in upper left side of screen contains important information. For RY2023, there is now a Resources Tab instead of green checkmark on the right side of the screen.

System requirements are below gray section.

See next slide for information about entering a username and password.

Hazconnect TM Log In S (continued)	creen
Illinois Emergency Management Agency 200 South Union Fatoray, Springfield, Illinois 62/03 Plane 217-558-0559, Fax:	Hazconnect
Note: Online Tier 2 Reporting and Editing should be performed only by authorized users. After logging in, click on Resources menu for Tier 2 resources and information. REMINDER: When updating Tier 2 information, you may also have to attach a NEW Site Plan (Map) and electronic Material Safety Data Sheets (MSDSs) or Safety Data Sheets (SDSs). SYSTEM REQUIREMENTS • You need to informed Explorer 11 or higher, Firefox 59 or higher, or Chrome 62 or higher. Using older versions may create problems. • You will need Adobe Acrobac Reader to use this System. Download the Adobe Reader. • You need to enable javascript and turn eff the pop-up blocker in your browser. • If you encounter any problem, contact your technology deak to verify whether you have these requirements. • Cookies need to be enabled in your browser. It is enabled by default.	Log In Usernime 020205 Password Implementation of the proof of the
Developed by (2002 - 2019 IDS international, loc. All rights reserved	Version: 5.3
Illinois Emergency Management Agency - Office of Ho	meland Security

Enter the Facility's Username and Password and Click on the "Log In" Button.

Note: in Illinois, a username is based upon a facility and not a person. This is done for historical Tier II information and tracking purposes. If an owner/operator has 10 facilities, there will be 10 usernames (accounts). In addition, a facility's username is the same number as the facility's State ID listed on the last submitted Tier II report (upper left corner on Page 1). You cannot change a facility's username because the username is based upon a physical (9-1-1) location. If a facility relocates from one physical location to another, a new username and password must be issued. For assistance, e-mail Tier II Specialists at mailtigraphicality's password can be changed by clicking on the "Reset Password" Button (one of the buttons below the "Log In" Button). The password may also be changed on the blue My Account tab at the top of the screen after you log in. If you forget your password, e-mail Tier II Specialists at mailtigraphicalists at ma

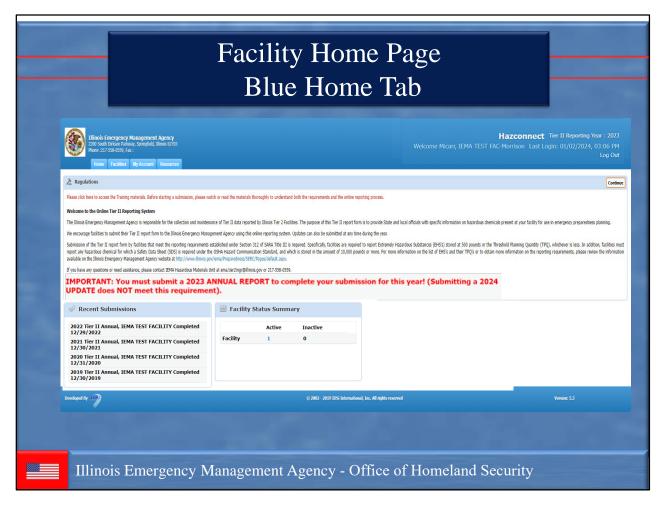
Detailed Tier II information is available on IEMA-OHS Tier II Webpage at https://iema.illinois.gov/content/dam/soi/en/web/iema/preparedness/serc/documents/tierii-instructions.pdf

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First Name*	Last Name *	Role*			
Micarr	Morrison	Compliance Officer	,		
Street 1*	Street 2				
020205 IEMA TEST Street					
Country*	City*	State*	Zip Code*		
United States	Joliet	Illinois	60435		
Phone*	24 Hour Phone	Email*			
217-777-7777		micarr.morrison@illinois.gov			
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A NEW FILER, as well as an EXISTING FILER, may see the above User Account Profile screen after logging in. If not, click on the blue My Account Tab.

Some fields will be populated with existing information but other fields will be blank and require new/updated information.

You may change your password on this screen. A password must contain at least six characters. There are several "Forgot My Password" questions you may use in case you forget your password and need prompted to remember it. For example, if you choose "What is My Father's Middle Name?" and your father's middle name is John, you may want to choose another question because John only contains four characters. If your father's middle name is Daniel, it may be used because it contains six characters. If you don't want to use any of these questions, you may choose "Other" to create your own question and answer. Passwords are case-sensitive.

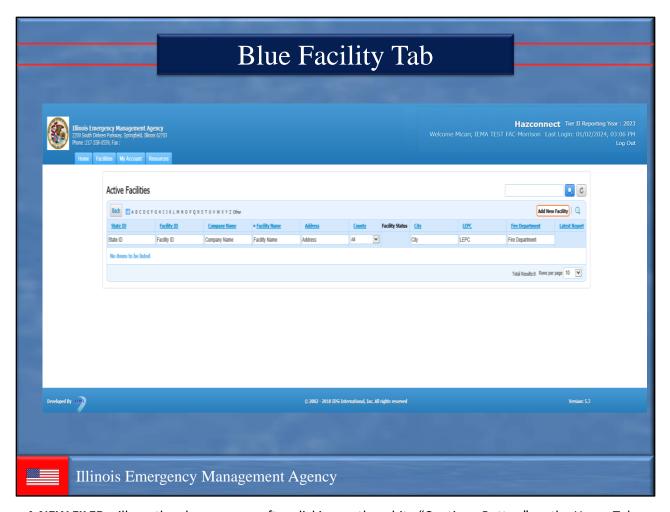


A NEW FILER will see the above screen after logging in. There are four tabs:

- **1) Home** is the home page above. Click on the white "Continue" button at the right side of the screen to begin entering facility information.
- **Facility** will be populated as a "0" in the Facility Status Summary's Active Column because no facility information has been entered yet.
- **My Account** (or user profile) is the facility name, address and contact information provided to IEMA when a username and password were requested. Click on the tab to reset your password or edit your account information.
- 4) Resources which contains important guidance information.

AN EXISTING FILER, with an active facility, will see the above screen after logging in, but there will be different information in the four tabs:

- 1) Home is the Home Page above. There will be a blue"1" in the Facility Status Summary's Active Column and there should be something listed in the Recent Submissions Column. Either click on the blue"1" or on the white "Continue" button at the right side of the screen to begin editing/confirming your facility information.
- 2) Facility will show the one active facility associated with the username.
- **My Account** is the facility location and user's contact information currently on file. Click on the tab to change your password, update your profile, or obtain offline reports. Offline reports are those with 200+ chemicals listed on them. They are generated overnight and may be accessed the next day.
- 4) Resources which contains important guidance information.



A NEW FILER will see the above screen after clicking on the white "Continue Button" on the Home Tab. There are no items to be listed because the facility is new. Click on the white "Add New Facility" Button on the right side to begin data entry. Step one begins on the next slide. You must complete six steps in order to submit your report (see information at bottom of this page).

New filers should view the next few slides.

AN EXISTING FILER will see the applicable facility listed in the area below the blue columns. Click on the facility's name in the blue "Facility Name" Column to add a new annual report, revised report, or update report (updates the current year's information).

To submit your new ANNUAL Tier II report, choose "Add a New Annual/Revision/Update Report," choose the radio buttons for Tier II Report and Annual for 2023 (or whichever applicable year) on the "Start a New Report" Screen. When adding a different report, choose which type of report you want to submit then click on the blue "Proceed" button for more specific report type and class choices. You'll see the six steps on the Report Homepage. Complete all six steps in order to submit your report (see info at bottom of this page). See Slide 13 for a screen shot.

To edit a previously submitted report, an automatic edit request will be sent to IEMA-OHS. The Tier II Regulatory Point of Contact will receive an e-mail when the edit request has been approved.

To edit/update the current year's information, add a new 312 UPDATE. You may choose to certify/submit the Update as you edit it OR leave it as an initiated report and edit the report as often as you'd like without submitting it. Before you can submit a facility's annual report, you must certify the update report.

Important for all Filers: There are six steps in the Tier II Submission Process. Each step may require information on more tabs in order to complete that step. When each step is completed, you'll see a green check mark at the top of the screen next to the Step #. An orange circle with an exclamation mark means that step must be completed in order to submit the report.



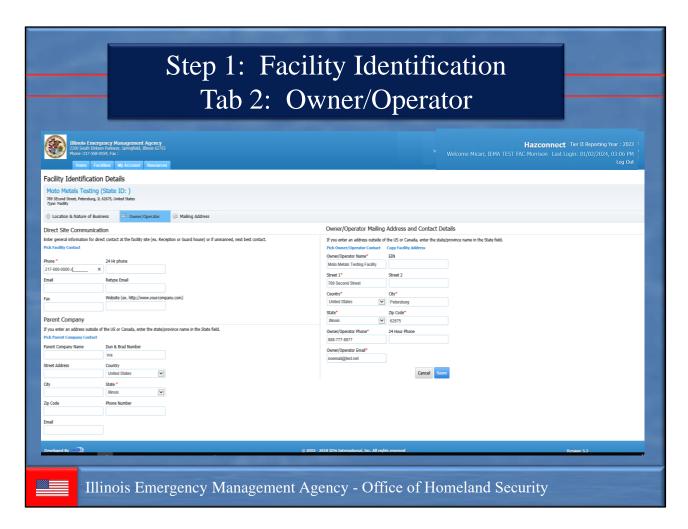
STEP 1: Facility Identification – 3 Tabs to Complete

REQUIRED FIELDS MARKED WITH A RED ASTERISK (*) ARE LISTED BELOW. All other fields are optional.

NEW FILER, Tab 1: Location & Nature of Business

- *Company Name is the same as corporate name (e.g.: ABC Corp).
- *Facility Name could be the subsidiary name (e.g.: ABC Corp., Plant 1).
- *Street 1 must be a 9-1-1 or US Postal street address.
- *Country" is automatically "United States".
- *City must be spelled correctly. Please note that address listed is where Tier II chemicals are located. No PO Boxes should be entered. PO Box can be entered in Mailing Address Tab.
- *State is automatically "Illinois." Zip Code can be either five or nine digits.
- *County is selected from a drop-down list.
- *Latitude & Longitude may be determined by clicking on the blue "Get Coordinates in Decimal Degrees" icon.
- *LEPC" is automatically selected, depending on county selected.
- *Fire Department" is selected from a drop-down list. Contact IEMA-OHS at ema.tier2mgr@illinois.gov if your fire department is not listed. If more than one fire department may respond, add name(s) in the other fire department field provided.
- *NAICS#" is the six-digit North American Industry Classification System #. The # may be entered manually or use the blue "Search NAICS" Button. Click on the green question mark for an NAICS resource link on the sidebar.
- *Manned or Unmanned. Check one. Facility is considered "manned" if anyone is present on site at any time. If "manned" is checked, enter # of occupants present at one time.

Click the blue "Save" Button when finished with this screen.



STEP 1: Facility Identification – 3 Tabs to Complete

REQUIRED FIELDS MARKED WITH A RED ASTERISK (*) ARE LISTED BELOW. All other fields are optional.

NEW FILER Tab 2: Owner/Operator

Direct Site (Facility) Communication

*Facility Phone number format is 123-456-7890x1234567

Parent Company (all fields optional)

Owner/Operator Mailing Address and Contact Details

Required fields listed below are auto-populated from Location and Nature of Business Tab. Edit/update as needed.

- *0/0 Name
- *O/O Street
- *O/O Country
- *0/0 City
- *O/O State
- *O/O Zip Code
- *O/O Phone
- *O/O E-mail

Click the blue "Save" Button when finished with this screen.

					acility Ide Mailing <i>A</i>	Address
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STEP 1: Facility Identification – 3 Tabs to Complete

REQUIRED FIELDS MARKED WITH A RED ASTERISK (*) ARE LISTED BELOW.

All other fields are optional.

NEW FILER, Tab 3: Mailing Address

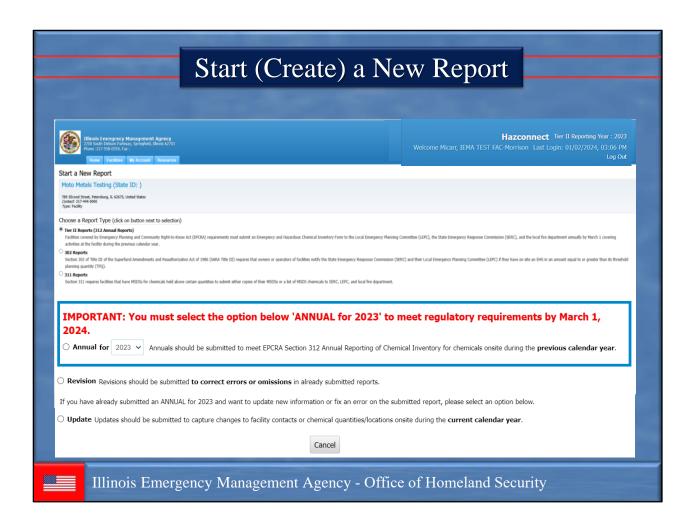
- *Company Name
- *Street 1
- *Country is automatically set to United States
- *Citv
- *State is automatically set to United States
- * Zip Code
- *O/O Phone

If you want to copy previously entered information, there are two (2) buttons to choose from: "Copy Physical Address" and "Copy Company Mailing Address."

Click the blue "Save" Button when finished with this screen.

You may receive a Confirmation box asking if you want to enter Report data now.

Check "Yes" to continue.



STEP 1 : Start (Create) a New Report

Choose a Report Type: click on 312, 302 or 311 (default check is 312)

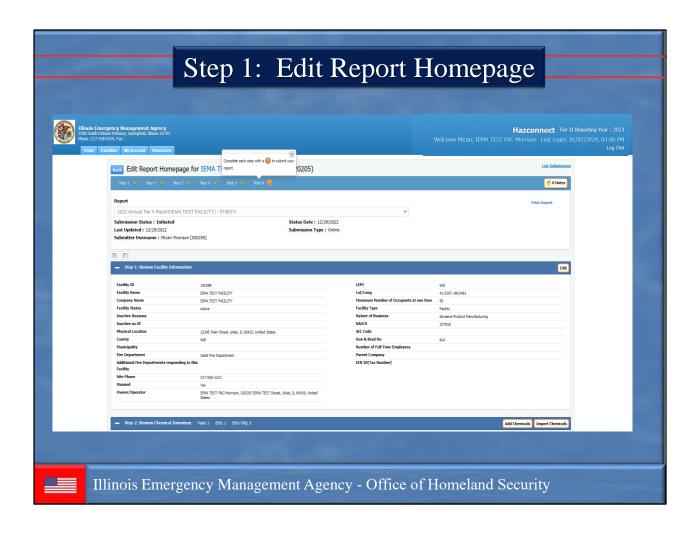
Choose a Report Class: click on Annual, Revision, or Update.

Annual = annual Tier II report (2023 auto-selected)

Revision = revise an already-submitted Tier II report (also click on year)

Update for 2023 = update the current calendar year's information. You can create an update at any time during the calendar year. You have the option of saving the information and leaving the report initiated until the end of the year OR you can certify the update. If you certify an update, you will have to create a new update to edit further information. An initiated update must be certified in order to create an annual Tier II report.

After you have made your choices, click on the blue "Proceed" button to go to the Edit Homepage Screen.



This is the homepage for your created report. You have already completed Step 1, Facility information. Click on Add Chemicals button to go to Step 2.

Step 2 = Chemical information Add/Edit/Delete chemical entries

Step 3 = Checkboxes for Subject to Status for 302, 312, 313, and 112(r)

Step 4 = Add/Review/Delete Report Contacts

Step 5 = Add/Review/Replace Attachments

Step 6 = Submit Report

The next few slides will provide details about the remaining five steps.

Step 2: Cl Tab 1: Cher			1
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STEP 2 : Review Chemical Inventory – Two Tabs to Complete

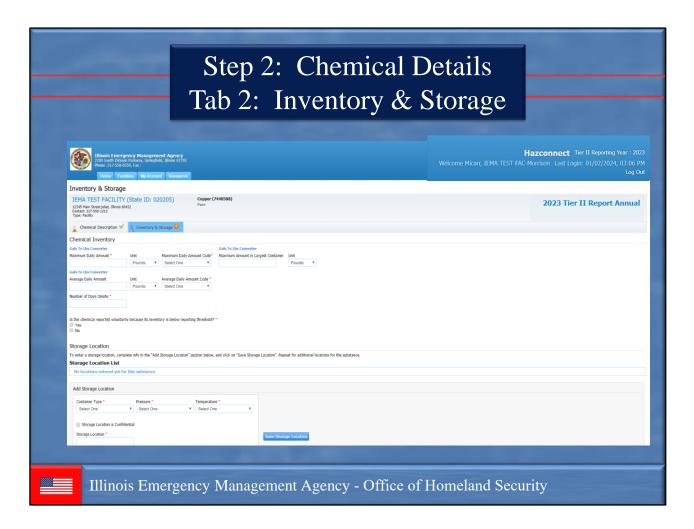
REQUIRED FIELDS MARKED WITH A RED ASTERISK (*) ARE LISTED BELOW. All other fields are optional.

Tab 1: Chemical Description, Chemical State, Chemical Format, and Physical and Health Hazards

- *CAS#. If no CAS#, type N/A
- *Chemical Name as it appears on the Safety Data Sheet (SDS)
- *Chemical State is Solid, Liquid and/or Gas
- *Chemical Format is Pure and/or Mix. Please note that US EPA requests that a chemical be reported by the SDS received from the chemical supplier. For example, if a facility receives a Lead-Acid Battery SDS from a battery supplier, the chemical entry should be a mixture and the main components listed in the Mixture Components Section would be Sulfuric Acid and Lead.
- *Physical & Health Hazards are Fire, Sudden Release of Pressure, Reactivity, Immediate (Acute) and Delayed (Chronic). At least one of these has to be checked in order for the screen to be saved.

SDS Field is optional, but Illinois requests that a current SDS be attached to each chemical entry. If there are multiple SDSs for an entry, attach the one that contains the highest percentage(s) of the main component(s). In other words, attach the "worst-case scenario" SDS.

Click the blue "Save" button when finished with this screen, then move on to Tab 2.



STEP 2 : Inventory & Storage – Two Tabs to Complete

REQUIRED FIELDS MARKED WITH A RED ASTERISK (*) ARE LISTED BELOW.

All other fields are optional.

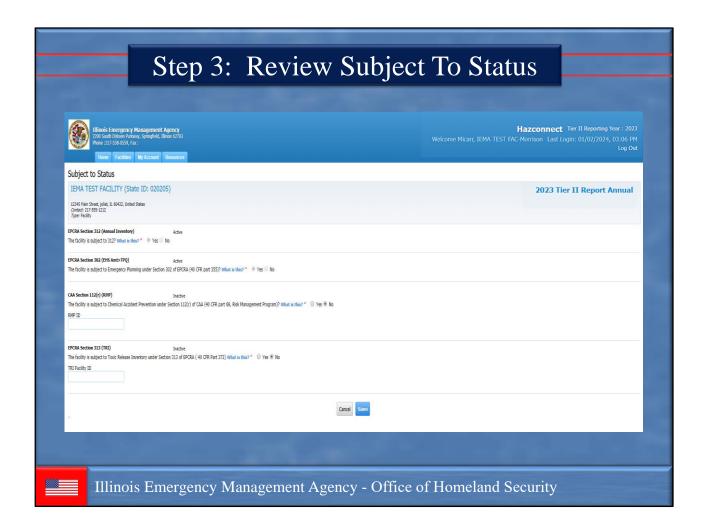
Tab 2: Chemical Inventory and Storage Location

- *Maximum Daily Amount. In pounds.
- *Maximum Daily Code. Drop-down box available
- *Average Daily Amount Code. Drop-down box available
- *Number of Days Onsite.
- *Is Chemical being Reported Voluntarily? Select Yes or No Radio Button Storage Location Container Type. Drop-down box available. If "Other" is chosen, enter description

Pressure. Drop-down box available Temperature. Drop-down box available (Actual) Location must be entered.

Click the blue "Add Location" button to add a storage location. Click on the blue Save Storage Location when finished entering a storage location.

Click on the blue "Save" button when finished with this screen.



STEP 3 : Review Subject to Status

REQUIRED FIELDS MARKED WITH A RED ASTERISK (*) ARE LISTED BELOW.

All other fields are optional.

On the Edit Homepage, click on the Edit button on the right side of Step 3 to go to the Subject to Status screen.

*Subject to EPCRA 312, 302, RMP or TRI?

Please check "yes" or "no" for each. 312 & 302 will be automatically checked according to your chemical entries. If "yes" for RMP or TRI, enter ID #. For more information on applicability, click on "What is this?"

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	ration contained in the Tier II inventory t	turn.					
Pick Regulatory Point of Contact First Name *	Last Name *	Tide *					
Enal *	Phone *	24 Hr. Phone *	Mobile/Pager				
	has Exbernely Hazardous Substance qu	antities greater than the Thresho	id Panning Quartity				
Pick Emergency Planning Coordin First Name *	Last Name *	Tide *					
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STEP 4 : Review Report Contacts – Two Sections to Review/Complete

REQUIRED FIELDS MARKED WITH A RED ASTERISK (*) ARE LISTED BELOW.

All other fields are optional. Click on Edit button on right side of screen to add/edit information.

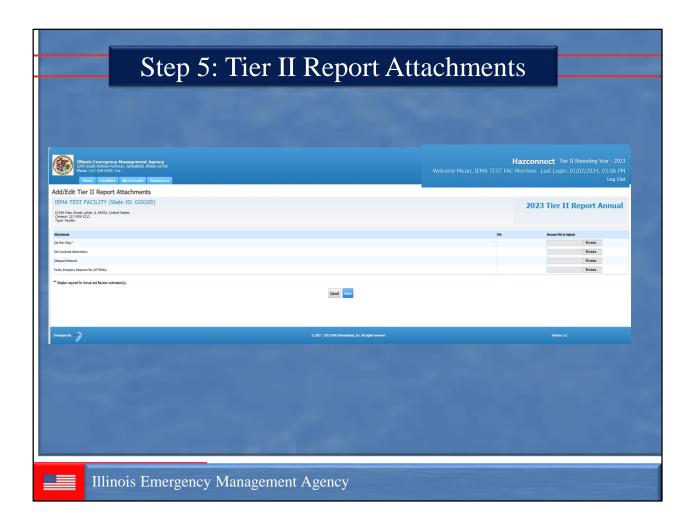
Section 1: Review of Facility, Owner/Operator and Mailing Address, as entered in Step 1, and Facility Identification. See Slide 11 for screenshot.

Section 2: Regulatory and Emergency Contacts (screen shot above). NEW FILERS must enter at least one Tier II Contact and at least two Emergency Contacts for a Tier II Report. Screenshot for this section is above.

^{*}Tier II Contact First and Last Names, Title, E-mail and Daytime or 24-hour Phone #.

^{*}Emergency Planning Coordinator is required if chemical inventory has extremely hazardous substance (EHS) quantities greater than the threshold planning quantity (TPQ). Look Under the Step 4 Heading to see the contact types you must enter.

^{*}Two (different)Emergency Contacts – both with First and Last Names, Title, E-mail, Daytime phone # and 24-hour phone #.



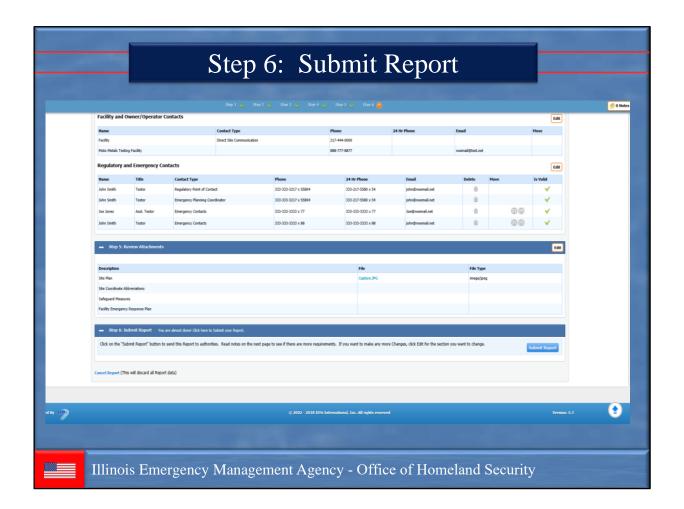
STEP 5 : Add/Edit Tier II Report Attachments

REQUIRED FIELDS MARKED WITH A RED ASTERISK (*) ARE LISTED BELOW.

All other fields are optional. Click on Edit button on right side of screen to add/edit information.

*Site Plan (Map). Site plans must meet minimum requirements. In Hazconnect TM, a site plan is a one-page diagram of where the Tier II chemicals are stored within the facility's site/location. Site plan attachments must be image files (jpg, bmp, gif). Sample site maps are listed in the Resource Link Section at the bottom of the IEMA-OHS Tier II Webpage at https://iemaohs.illinois.gov/preparedness/serc/serc-tier2.html.

Please note that optional attachments are not required to be image files and PDFs are accepted.



STEP 6 : Submit Report

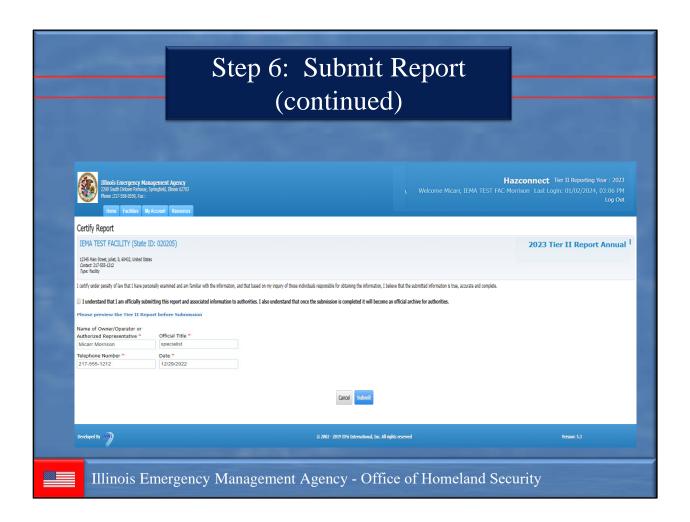
Screen shot above is from the bottom of the Edit Report Homepage

Note that there are green checkmarks at the top of the screen for Steps 1-5. This means that these steps are correct. If any information is missing in a step, there will be an orange circle with an exclamation mark next to the step. Edit the step and complete to receive a green check mark.

Click on the blue "Submit Report" button (lower right side) to submit the report.

Please note that if you click on the blue "Cancel Report" button (lower left side), you will discard all the report data that has been edited.

See the next slide for the Certification Page.



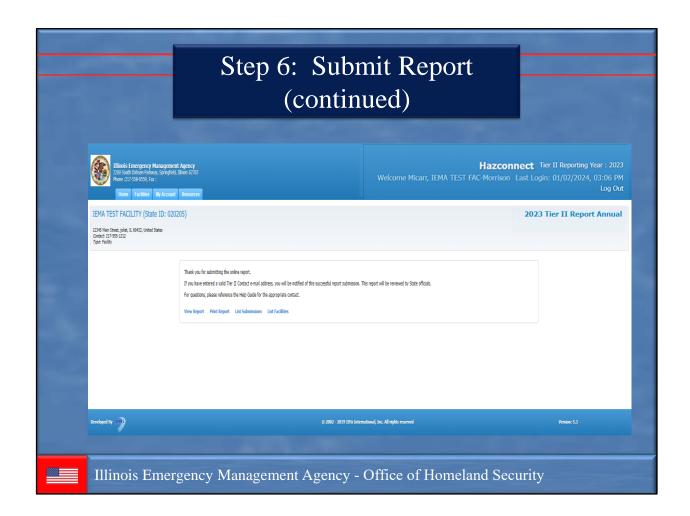
STEP 6: Submit Report - Certification

Type/Year of report is in blue in upper right side of screen.

ALL FIELDS IN THIS SECTION ARE REQUIRED.

- *Certification Checkbox on left side
- *Name of Owner/Operator or Authorized Representative
- *Official Title
- *Telephone Number
- *Date (automatically entered)

Click on blue "Submit" Button to officially submit the report.



STEP 6 : Submit Report (continued) "Thank You" Screen

Click on the blue "Print Report" screen and print three copies of your report. Send copies to the LEPC and jurisdictional fire department and keep a copy for your files. Contact lists are available by clicking on the green question mark to open the Sidebar. Click SERC/LEPC/Tier 2 Webpage in the Resources Section. LEPC Contact List and Fire Department Link are in upper right side of Webpage.

If you receive a note about copying changes to your latest report, the best answer is "Update Facility and Chemical Details." This ensures that any updates/revisions you make to previously certified reports will be migrated to your current year's information.



^{*} Send requests for assistance via the Tier II e-mail address above.