

Web-Based Tier II Reporting

Facility Submission Guide

January 2011

Developed by NDDDES





North Dakota Web Based Tier II Reporting

This first section is to be used if you have not filed any facility reports using the North Dakota web-based Tier II software.

If you have previously completed your filing using this software, please go to page 27 and begin your process from there.



North Dakota Web-Based Tier II Reporting

Introduction: The North Dakota Web-based Tier II reporting software program was developed by the ND Division of Homeland Security and iNet Technologies for use by facilities to enter and submit Emergency Planning and Community Right-To-Know Act (EPCRA) Section 312 chemical information, commonly known as **Tier II reports**. The ND web-based Tier II reporting software will allow users to enter multiple facilities, chemicals, and contacts. The program also includes many of the state's additional data requirements.

Facilities: Enter, store, and print Tier II information for sending to State Emergency Response Commission (SERCs), Local Emergency Planning Committees (LEPCs) and fire departments. The web-based Tier II software is designed to help the reporting facility enter the data efficiently and submit the electronic information easily.

SERCs, LEPCs & Fire Departments – Receive Tier II files from facilities for emergency planning.

The North Dakota Web Base Tier II software is organized in four parts:

- **Company part** – where the user enters the company/business name, address, city, state, zip code, phone numbers, website url and email.
- **Facility part** – where the user enters the facility name & information, owner/operator information, and emergency contact information.
- **Chemical part** – where the user enters the chemical information along with storage codes & locations.
- **Map/diagram part** – where the user attaches a copy of the facility map or diagram.



What Do I Need To Do To Get Started?

Go to: <http://www.nd.gov/des/>

Scroll down the left side of the page and click on the Haz-Chem Preparedness Response logo.



Once you have clicked on the logo, the following page should appear:

The screenshot shows the NDDes website page for Haz-Chem Preparedness and Response. The left sidebar contains a navigation menu with the following items: 2010 - FEMA Survey, About NDDes, State Radio, News Releases, Operations and Planning, Operations Planning, Haz-Chem Preparedness and Response, WebEOC and EmerGeo, Fire Danger Awareness, Disaster Recovery and Mitigation, Homeland Security Program, Training and Exercise, Training and Events Calendar, Get Ready, Get Set, Get Safe, County/Tribal Emergency Management, Contact Us, and Donations. The main content area includes a 'connect' section with social media icons for Facebook, Twitter, and RSS. Below this is the 'Haz-Chem Preparedness and Response' header, followed by 'Tier II Reporting - New Software' and a link to 'Tier II Reporting - New online reporting'. A 'Training - Tier II Reporting' section contains a text box with the instruction: 'Use the link below to complete a training video for online reporting:' and a link to 'Tier II Training Video'. The 'Program Overview' section states: 'Started in 1988, the Hazardous Chemicals Preparedness and Response Program requires yearly reporting to inventory hazardous and toxic chemicals stored across North Dakota.' It lists 'Typical facilities reporting are:' followed by a bulleted list: Bulk fuel plants, Anhydrous ammonia plants, Propane plants, Agricultural processing plants, Energy producing sites, and Oil producing sites. At the bottom, it notes: 'Storage fees collected are divided equally between NDDes to cover program expenses and the Local Emergency Planning Commissions (LEPCs) located in each county. The LEPCs use the money to fund training, exercise, equipment, response, and other...'.



If you have not watched the instructional training video, now is the time to do so to learn how to use the software. The video is approximately 22 minutes in length and provides instructions on how to utilize the software.

After you have watched the instructional video, then click on [Tier II Reporting – New online reporting](#) and should then bring up the following page: **Initial Starting Point**

If you have not registered and created your User ID and password, then you need to click on the “Register Now” icon.

The screenshot displays the NDDes website interface. On the left is a vertical navigation menu with items such as '2010 - FEMA Survey', 'About NDDes', 'State Radio', 'News Releases', 'Operations and Planning', 'Disaster Recovery and Mitigation', 'Homeland Security Program', 'Training and Exercise', 'Training and Events Calendar', 'Get Ready, Get Set, Get Safe', 'County/Tribal Emergency Management', 'Contact Us', 'Donations', and 'Home'. Below the menu is a search bar with a 'GO!' button. The main content area features a header with the NDDes logo and a 'connect' section with social media icons for Facebook, Twitter, and RSS. Below this is a section titled 'ND Tier II Filing: Initial Starting Point' (highlighted with a red box). Underneath is a 'North Dakota login' section with a form for 'Already Registered - Not sure?' containing fields for 'North Dakota Login:' and 'Password:', each with a 'Forgot' link, and a 'Login' button. Below the login form is a 'New to North Dakota Online Services?' section with a 'Register Now!' button (highlighted with a red arrow) and a list of 'Benefits of North Dakota Login'.



After clicking “Register Now” this page will appear. Fill out the required form.

North Dakota login

Registration

Steps: **Account Details** | Confirmation | Print Profile

Business/Organization Account Details

Business/Organization accounts should only be used for online services related to the business or organization you represent

Login Details

*North Dakota Login:

*Password:

*Confirm Password:

*Business Email:

*Confirm Business Email:

North Dakota Login Requirements:

- at least 3 characters long
- cannot be an existing ID

Password Requirements:

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

Business/Organization Details

*Business Name:

*Contact Name: First MI Last Suffix

*Address 1:

Address 2:

Address 3:

*City, State, Zip (555554444)

*Country:

*Telephone: (2223334444) Ext.:

Security Questions

*Question 1:

*Answer 1:

Security questions

- used to verify your identity
- used to reset forgotten passwords



If you have already registered and have created your North Dakota Login and password, fill in the appropriate block on the page and then click on Login:

The screenshot shows the NDDDES website interface. On the left is a navigation menu with links such as "2010 - FEMA Survey", "About NDDDES", "State Radio", "News Releases", "Operations and Planning", "Disaster Recovery and Mitigation", "Homeland Security Program", "Training and Exercise", "Training and Events Calendar", "Get Ready, Get Set, Get Safe", "County/Tribal Emergency Management", "Contact Us", "Donations", and "Home". Below the menu is a search bar with a "GO!" button. The main content area features a "connect" section with social media icons for Facebook, Twitter, and RSS. Below this is the heading "ND Tier II Filing: Initial Starting Point". The central focus is the "North Dakota login" form, which includes a "Already Registered - Not sure?" section with input fields for "North Dakota Login:" and "Password:", and a "Login" button. A red arrow points to the "Login" button. Below the login form is a "New to North Dakota Online Services?" section with a "Register Now!" button and a list of "Benefits of North Dakota Login".



After clicking on “Login”, the following page should appear,
ND Tier II Filing: Manage Companies and Facilities.

Under ND Tier II Filing: Manage Companies and Facilities you will see five boxes outlined in gold. This is where you will select from one of the outlined boxes to, “Add a Company,” “File New Report,” “Non-Submitted Reports,” “All Your Reports,” and “FAQ.”

2010 - FEMA Survey
About NDDDES
State Radio
News Releases
Operations and Planning
Disaster Recovery and Mitigation
Homeland Security Program
Training and Exercise
Training and Events Calendar
Get Ready, Get Set, Get Safe
County/Tribal Emergency Management
Contact Us
Donations
Home
log out

Search **GO!**

connect

ND Tier II Filing: Manage Companies and Facilities

[Add a Company](#) [File New Report](#) [Non-Submitted Reports](#) [All Your Reports](#) [FAQ](#)

Companies Attached to Your Profile	
Ray's Test Company	show details edit add facility
Facilities Under: <i>Ray's Test Company</i>	
Ray's Test Company - Bismarck	edit reports
Ray's Test Company - Bismarck #5	edit reports
Ray's Test Company #7	edit reports
City of Crosby	show details edit add facility
Facilities Under: <i>City of Crosby</i>	
Crosby Water Plant	edit reports
Ray's Test Company #2	show details edit add facility
Facilities Under: <i>Ray's Test Company #2</i>	
Ray's Test Company #2	edit reports
Gray Oil Company	show details edit add facility
Facilities Under: <i>Gray Oil Company</i>	
Gray Oil Company	edit reports



After clicking on “Add a Company”, the following page should appear, **ND Tier II Filing: Add A Company.**

Here you will add the appropriate company information. *(Items marked with an * are required)*. Insert the “Company Name.” After entering the company information, click on the “Save” button.

NOTE: Do not use the “enter” key to proceed to the next entry. Always use the “tab” key to move between entries.

The screenshot shows the "ND Tier II Filing: Add A Company" web form. The form is titled "Add Company Information" and includes a note that items marked with an asterisk are required. The fields are as follows:

* Name:	<input type="text"/>
Government Entity:	<input type="radio"/> yes <input checked="" type="radio"/> no
* Address:	<input type="text"/>
* City:	<input type="text"/>
* State:	North Dakota <input type="button" value="v"/>
* Zip:	<input type="text"/>
* Phone:	<input type="text"/>
Fax:	<input type="text"/>
Website:	http:// <input type="text"/>
* Email:	<input type="text"/>

A red arrow points to the "save" button located at the bottom right of the form. The page also features a navigation menu on the left with links such as "2010 - FEMA Survey", "About NDDes", "State Radio", "News Releases", "Operations and Planning", "Disaster Recovery and Mitigation", "Homeland Security Program", "Training and Exercise", "Training and Events Calendar", "Get Ready, Get Set, Get Safe", "County/Tribal Emergency Management", "Contact Us", "Donations", "Home", and "log out". A search bar is located at the bottom left, and the footer states "This site updated as of 12/21/2010."



After clicking the “Save” button, you will then see where the company you just added to the system appears in the ND Tier II Filing. The page is titled “**Manage Companies and Facilities.**”

To Add a Facility: In the line where you just added “Your Company,” click on “add facility.”

Bowman County Airport	edit reports
Herman Oil, Inc.	show details edit add facility
Facilities Under: <i>Herman Oil, Inc.</i>	
Herman Oil - Main Plant	edit reports
Herman Oil - West Plant	edit reports
Miller Elevator	show details edit add facility
Facilities Under: <i>Miller Elevator</i>	
Miller Elevator - Walum	edit reports
DeBoer's	show details edit add facility
Facilities Under: <i>DeBoer's</i>	
DeBoer's Test Company	edit reports
Ray's Test Company #17	show details edit add facility
Facilities Under: <i>Ray's Test Company #17</i>	
Ray's Test Company #17	edit reports
Ray Test 19	show details edit delete add facility
General Services Administration - Bismarck	show details edit delete add facility
Flanders Oil	show details edit add facility
Facilities Under: <i>Flanders Oil</i>	
Minto Service Center Inc - Bulk Plant	edit reports
Minto Service Center	edit reports
Original Test Company	show details edit delete add facility

This site updated as of 12/21/2010.



The following page should appear: **ND Tier II Filing: Add New Facility**

Add New Facility: Here is where you will add the facility information, owner/operator information as well as emergency contact information.

The screenshot shows the NDDes website interface. On the left is a navigation menu with links such as '2010 - FEMA Survey', 'About NDDes', 'State Radio', 'News Releases', 'Operations and Planning', 'Disaster Recovery and Mitigation', 'Homeland Security Program', 'Training and Exercise', 'Training and Events Calendar', 'Get Ready, Get Set, Get Safe', 'County/Tribal Emergency Management', 'Contact Us', 'Donations', 'Home', and 'log out'. Below the menu is a search bar with a 'GO!' button. The main content area features a 'connect' section with social media icons for Facebook, Twitter, and RSS. The title of the page is 'ND Tier II Filing: Add New Facility'. Below the title are 'return' and 'FAQ' buttons. The form is titled 'Add New Facility (items marked with an * are required)'. The form fields are as follows:

* Facility Name:	<input type="text"/>
* Physical Address:	<input type="text"/>
* City:	<input type="text"/>
* County:	Adams <input type="button" value="v"/>
* State:	North Dakota <input type="button" value="v"/>
* Zip:	<input type="text"/>
* Phone:	<input type="text"/>
Fax:	<input type="text"/>
* Email:	<input type="text"/>
* Latitude:	<input type="text"/>
* Longitude:	<input type="text"/>
* SIC code:	<input type="text"/>
* NAICS Code:	<input type="text"/>
DUN & Bradstreet Number:	<input type="text"/>

Below the form is a section labeled 'Owner / Operator'.



This is the bottom portion of the facility information.

NOTE: When entering the name of the Owner/Operator, this should be the “Point of Contact” name. This is the person we will contact if we have any questions about the report.

After entering the facility information, click on “Save.”

Search	<input type="text"/>	GO!

* NAICS Code:	424710
DUN & Bradstreet Number:	127-35-0167
Owner / Operator	
* Name:	John Smith
* Phone:	701-123-4567
* Mail Address:	175 West Industrial Parkway
* Mail City:	Anywhere
* Mail State:	North Dakota
* Mail Zip:	12345
Emergency Contact	
* Name:	John Smith
* Title:	Owner
* Phone:	701-123-4567
* 24 Hour Phone:	701-456-7890
Additional Emergency Contact	
Name:	Michael Williams
Title:	General Manager
Phone:	701-123-4567
24 Hour Phone:	701-354-8790
<input type="button" value="save"/>	

This site updated as of 12/21/2010.



After entering the facility information, click on “Save” and you will see that the “facility” has been added to facilities under the company.

Herman Oil - West Plant	edit reports
Miller Elevator	show details edit add facility
<i>Facilities Under: Miller Elevator</i>	
Miller Elevator - Walum	edit reports
DeBoer's	show details edit add facility
<i>Facilities Under: DeBoer's</i>	
DeBoer's Test Company	edit reports
Ray's Test Company #17	show details edit add facility
<i>Facilities Under: Ray's Test Company #17</i>	
Ray's Test Company #17	edit reports
Ray Test 19	show details edit delete add facility
General Services Administration - Bismarck	show details edit delete add facility
Flanders Oil	show details edit add facility
<i>Facilities Under: Flanders Oil</i>	
Minto Service Center Inc - Bulk Plant	edit reports
Minto Service Center	edit reports
Original Test Company	show details edit add facility
<i>Facilities Under: Original Test Company</i>	
Original Test Company	edit delete

This site updated as of 12/21/2010.



After you have created your company and your facility you will need to **“File New Report.”** To do this, click on **“File New Report”** and the following page should appear. You will notice that the date block defaults to the current date. You must then name your report. Please use something that helps identify the facility, (i.e., FUOC – Crawford, Wilson Oil – Starkweather, etc.), then click on **“Save”**.

The screenshot shows the NDDes website interface. On the left is a navigation menu with links such as 'About NDDes', 'State Radio', 'News Releases', 'Operations and Planning', 'Disaster Recovery and Mitigation', 'Homeland Security Program', 'Training and Exercise', 'Training and Events Calendar', 'Get Ready, Get Set, Get Safe', 'County/Tribal Emergency Management', 'Contact Us', 'Donations', 'Home', and 'log out'. Below the menu is a search bar with a 'GO!' button. The main content area is titled 'ND Tier II Filing: File New Report' and includes navigation links '<< return' and 'FAQ'. A 'Report Information' form contains the following fields:

Report Information	
* Report Date:	<input type="text" value="1/5/2011"/>
* Report Title:	<input type="text"/>
<input type="button" value="save"/>	

A red arrow points to the 'save' button. Below the form, a message states: 'This site updated as of 1/4/2011.'



After saving, you will see a screen similar to what is listed below. **Non-Submitted Reports.** Here you will choose the facility that you just added from the drop down menu adjacent to the “choose one” line and then you will click on “Add This Facility.”

NDDes
Homeland Security
State Radio

connect   

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#) [FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

To edit company or facility information please click on the "Tier II Home" button above.

Title: <i>Original Test Company #2</i>	choose one... Add This Facility
Report ID: 3640	
Date: 1/5/2011	
edit report information	

Total Cost For Report: \$0.00

[view this report](#) [delete this report](#)

Please add chemicals to your facilities in order to submit this report.
Please attach facility map(s) in order to submit this report.

Search [GO!](#)





This page shows that you have added the facility, but it has not been submitted. The next step will be to add your chemical or chemicals for this facility.

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ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#) [FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

To edit company or facility information please click on the "Tier II Home" button above.

Title: <i>Original Test Company #2</i>	<input type="text" value="choose one..."/>	<input type="button" value="Add This Facility"/>
Report ID: 3640		
Date: 1/5/2011		
<input type="button" value="edit report information"/>		

Original Test Company	remove facility add chemical add facility map
-----------------------	---------------------------------------------------------------------------------------------------

Total Cost For Report: \$0.00

Please add chemicals to your facilities in order to submit this report.
Please attach facility map(s) in order to submit this report.

Search





ND Tier II Filing - Chemicals: Here is where you will enter the information on the chemical or chemicals that you will be reporting.

The screenshot shows the NDDDES website interface. On the left is a navigation menu with links such as "About NDDDES", "State Radio", "News Releases", "Operations and Planning", "Disaster Recovery and Mitigation", "Homeland Security Program", "Training and Exercise", "Training and Events Calendar", "Get Ready, Get Set, Get Safe", "County/Tribal Emergency Management", "Contact Us", "Donations", "Home", and "log out". Below the menu is a search bar with a "GO!" button and a "WebEOC" logo. The main content area features a "connect" section with social media icons for Facebook, Twitter, and RSS. The primary section is titled "ND Tier II Filing: Chemicals" and includes a "<< return" link. The form is divided into several sections: "Chemical Information (items marked with an * are required)" with fields for CAS Number (with a "Look Up CAS Number" link), Trade Secret checkbox, and Chemical Name dropdown (set to "Aluminum"); "Check All That Apply" section with checkboxes for Pure, Mix, Solid, Liquid, Gas, and EHS; "EHS Name" field; "Physical and Health Hazards (Check All That Apply)" section with checkboxes for Fire, Pressure, Reactivity, Immediate (acute), and Delayed (chronic); and "Inventory" section with fields for Max Daily Amount (code and lbs) and Average Daily Amount (code and lbs).



Adding Chemical Information: This is the bottom of the “Add Chemical Information page.” When completed, click on “Save.”

Emergency Management
Contact Us
Donations
Home
log out

Search **GO!**

NDSNR
ND Special Needs Registry
Promoting self-reliance through preparedness

EHS Name:

Physical and Health Hazards (Check All That Apply)
Fire: Pressure: Reactivity: Immediate (acute): Delayed (chronic):

Inventory

* Max Daily Amount (code): 01 - 0-99 lbs
* Max Daily Amount lbs:
* Average Daily Amount (code): 01 - 0-99 lbs
* Average Daily Amount lbs:
* Number of Days On-Site: 365

Storage Codes and Locations (Non Confidential)
[view codes](#)

Type	Press	Temp	Storage Locations
- <input type="button" value="v"/>	- <input type="button" value="v"/>	- <input type="button" value="v"/>	<input type="text"/>
- <input type="button" value="v"/>	- <input type="button" value="v"/>	- <input type="button" value="v"/>	<input type="text"/>
- <input type="button" value="v"/>	- <input type="button" value="v"/>	- <input type="button" value="v"/>	<input type="text"/>
- <input type="button" value="v"/>	- <input type="button" value="v"/>	- <input type="button" value="v"/>	<input type="text"/>
- <input type="button" value="v"/>	- <input type="button" value="v"/>	- <input type="button" value="v"/>	<input type="text"/>
- <input type="button" value="v"/>	- <input type="button" value="v"/>	- <input type="button" value="v"/>	<input type="text"/>

This site updated as of 1/4/2011.



Adding Chemical Information: After you have added the chemical it should appear under the facility name.

NDDES
Homeland Security
State Radio

connect

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#) [FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

To edit company or facility information please click on the "Tier II Home" button above.

Title: <i>Ray's Test Co 12-20-10</i>	choose one...	Add This Facility
Report ID: 3625		
Date: 12/20/2010		
edit report information		

Ray's Test Company #17	remove facility add chemical add facility map
Sulfuric Acid	edit remove
Facility Cost: \$25.00	

Total Cost For Report: \$25.00

[view this report](#) [delete this report](#)

Please attach facility map(s) in order to submit this report.

Search [GO!](#)



Adding Facility Map: After you have clicked on “add facility map” the following page should appear. Title your map, browse for your document, and click “Save.”

The screenshot shows the NDDes website interface. On the left is a navigation menu with links such as "About NDDes", "State Radio", "News Releases", "Operations and Planning", "Disaster Recovery and Mitigation", "Homeland Security Program", "Training and Exercise", "Training and Events Calendar", "Get Ready, Get Set, Get Safe", "County/Tribal Emergency Management", "Contact Us", "Donations", "Home", and "log out". At the bottom left is a search bar with a "GO!" button. The main content area is titled "ND Tier II Filing: Add Facility Map" and includes a "<< return" link, a form with fields for "* Title" and "* Document" (with a "Browse..." button), and a "Save" button. A red arrow points to the "Save" button. Below the form, it says "This site updated as of 1/4/2011." At the bottom of the page, there is a "WebEOC" logo.



Adding Facility Map: You need to title your map/diagram. Click on “Browse” to select where you have placed your facility map/diagram document which will be included in the report when you click on “Save.”

The screenshot shows the NDDes website interface. On the left is a navigation menu with items like 'About NDDes', 'State Radio', 'News Releases', 'Operations and Planning', 'Disaster Recovery and Mitigation', 'Homeland Security Program', 'Training and Exercise', 'Training and Events Calendar', 'Get Ready, Get Set, Get Safe', 'County/Tribal Emergency Management', 'Contact Us', 'Donations', 'Home', and 'log out'. At the bottom left is a search bar with a 'GO!' button. The main content area is titled 'ND Tier II Filing: Add Facility Map'. It features a '<< return' button, a form with a '* Title' field containing 'Original Test Company Map', a '* Document' field with a 'Browse...' button, and a 'Save' button. A red arrow points to the 'Save' button. Below the form, it says 'This site updated as of 1/4/2011.' At the top right of the content area are social media icons for Facebook, Twitter, and RSS. The NDDes logo is in the top left corner of the page.



Submitting Your Report: After “saving” the map/diagram, you will be taken back to the “**Non-Submitted Reports**” screen. You will see that your map/diagram has been saved and at the bottom you will see “3” action boxes--“Submit this report”, “view this report” and “delete this report”. Click on “submit this report”

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Homeland Security
State Radio

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ND Tier II Filing: Non-Submitted Reports

<< Tier II Home [FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

To edit company or facility information please click on the "Tier II Home" button above.

Title: <i>Ray's Test Co 12-20-10</i>	choose one... 	Add This Facility
Report ID: 3625		
Date: 12/20/2010		
edit report information		

Ray's Test Company #17	remove facility add chemical add facility map
Original Test Company Map	remove map
Sulfuric Acid	edit remove

Facility Cost: \$25.00

Total Cost For Report: \$25.00

[submit this report](#) [view this report](#) [delete this report](#)



Submitting your Report: After clicking on “Submit Your Report”, the following page should appear. In the Reporting Period box after 20 ____, you will insert the number “10” for reporting year 2010/calendar year 2011. If you will be submitting a check and you know the number of the check, insert that number in the appropriate box. If you want to be invoiced for payment, then check the “Send Me an Invoice” box. After you have completed all the actions on this page, click on “submit”.

ND Tier II Filing: Submit Report

<< return

Report Information (items marked with an * are required)	
Report:	Ray's Test Co 12-20-10
Report ID:	3625 view entire report
* Reporting Period:	From January 1 to December 31, 20 <input type="text"/>
Check Number:	<input type="text"/>
Send Me an Invoice:	<input type="checkbox"/>
* Submitted By:	<input type="text" value="Ray DeBoer"/>
* Submitted By Email:	<input type="text" value="rdeboer@nd.gov"/>
Facilities:	Ray's Test Company #17: \$25.00
Total Cost:	\$25.00
	<input type="button" value="submit"/>

Search

This site updated as of 1/4/2011.



Submitting Your Report: After you have clicked on the “submit” button, the following page should appear indicating that your report has been submitted. It will also have information about where to send your payment.

After you have submitted your report, you will receive an email notice that states:

Your HazChem report has been submitted. You will be notified by email when it's processed.

If you do not receive an email, your report has not been submitted.

The screenshot shows the NDDDES website interface. On the left is a navigation menu with the following items: About NDDES, State Radio, News Releases, Operations and Planning, Disaster Recovery and Mitigation, Homeland Security Program, Training and Exercise, Training and Events Calendar, Get Ready, Get Set, Get Safe, and County/Tribal Emergency Management. The main content area features a header with the NDDDES logo and a row of images (bridge, fire, winter, sunset, lightning). Below the header is a 'connect' section with social media icons for Facebook, Twitter, and RSS. The main heading is 'ND Tier II Filing: Submit Report', followed by a '<< return' button. The confirmation message reads: 'Your report has been submitted.' Below this, it says 'Please submit payment to:' followed by the address: 'ND Department of Emergency Services, Haz-Chem Preparedness & Response Program, PO Box 5511, Bismarck, ND 58506-5511'. At the bottom right, it states 'This site updated as of 1/4/2011.'



After submitting your report, then click on the “return” box which will take you back to: **ND Tier II Filing: Manage Companies and Facilities.** Here you can then click on “All Your Reports” and you will see your filed report.

The screenshot shows the NDDes website interface. On the left is a navigation menu with items like 'About NDDes', 'State Radio', 'News Releases', 'Operations and Planning', 'Disaster Recovery and Mitigation', 'Homeland Security Program', 'Training and Exercise', 'Training and Events Calendar', 'Get Ready, Get Set, Get Safe', 'County/Tribal Emergency Management', 'Contact Us', 'Donations', 'Home', and 'log out'. Below the menu is a search bar with a 'GO!' button. The main content area features a 'connect' section with social media icons for Facebook, Twitter, and RSS. Below this is the heading 'ND Tier II Filing: Manage Companies and Facilities' with a red arrow pointing to the 'All Your Reports' button in a row of navigation buttons. The main content is a table listing companies and their facilities:

Companies Attached to Your Profile	
Ray's Test Company	show details edit add facility
Facilities Under: <i>Ray's Test Company</i>	
Ray's Test Company - Bismarck	edit reports
Ray's Test Company - Bismarck #5	edit reports
Ray's Test Company #7	edit reports
City of Crosby	show details edit add facility
Facilities Under: <i>City of Crosby</i>	
Crosby Water Plant	edit reports
Ray's Test Company #2	show details edit add facility
Facilities Under: <i>Ray's Test Company #2</i>	
Ray's Test Company #2	edit reports
Gray Oil Company	show details edit add facility
Facilities Under: <i>Gray Oil Company</i>	
Gray Oil Company	edit reports



Reports for the LEPC and fire department: You will need to print a copy of your report and mail or scan and email it to your LEPC and the local fire department. To do this go to ND Tier II Filing: “All Your Reports.” Click on “view” and you will see your filed report. Print out the file for distribution to the LEPC and fire department. **This completes your reporting for Reporting Year 2010.**

connect

ND Tier II Filing: All Your Reports

[<< Tier II Home](#) | [FAQ](#)

Report Title	Report ID	Reporting Year	Date Submitted	Date Processed	
Crosby Water Plant	78	2009	1/15/2010	1/25/2010	view create copy
Gray Oil Company	242	2009	1/20/2010	4/6/2010	view create copy
LaVelle Company	397	2009	1/21/2010	2/4/2010	view create copy
Fredonia Coop Oil Company	435	2009	1/22/2010	2/16/2010	view create copy
Rays Test	440	2009	1/22/2010	2/4/2010	view create copy
MK AG SERVICE	3223	2009	3/25/2010	3/28/2010	view create copy
Jacobsen Oil Co. - Bulk Storage Plant	3229	2009	3/26/2010	3/28/2010	view create copy
Jacobsen Oil Company - Motor Oil Storage	3230	2009	3/26/2010	3/28/2010	view create copy
Steele Farmers Elevator	3232	2009	3/26/2010	3/29/2010	view create copy
Martin Oil Company - Bulk Plant	3233	2009	3/26/2010	4/6/2010	view create copy
FUOC - Turtle Lake	3240	2009	3/29/2010	3/30/2010	view create copy



This second section is to be used if you have previously filed any facility reports using the North Dakota web-based Tier II software.

Reports are due March 1, 2011.

You **MUST** be in “All Your Reports.” Click on “create copy.”

The screenshot shows the NDDes website interface. On the left is a navigation menu with links such as 'About NDDes', 'State Radio', 'News Releases', 'Operations and Planning', 'Disaster Recovery and Mitigation', 'Homeland Security Program', 'Training and Exercise', 'Training and Events Calendar', 'Get Ready, Get Set, Get Safe', 'County/Tribal Emergency Management', 'Contact Us', 'Donations', 'Home', and 'log out'. Below the menu is a search bar with a 'GO!' button. The main content area features a 'connect' section with social media icons for Facebook, Twitter, and RSS. Below this is the 'ND Tier II Filing: All Your Reports' section, which includes a red box around the title and buttons for '<< Tier II Home' and 'FAQ'. A table titled 'Submitted Reports' lists various reports with columns for Report Title, Report ID, Reporting Year, Date Submitted, Date Processed, and actions (view, create copy). A red arrow points to the 'create copy' link for the first report, 'Ray's Test Company - Bismarck'.

Report Title	Report ID	Reporting Year	Date Submitted	Date Processed	view	create copy
Ray's Test Company - Bismarck	23	2009	1/14/2010	Still Being Processed	view	create copy
Crosby Water Plant	78	2009	1/15/2010	1/25/2010	view	create copy
Gray Oil Company	242	2009	1/20/2010	4/6/2010	view	create copy
LaVelle Company	397	2009	1/21/2010	2/4/2010	view	create copy
Fredonia Coop Oil Company	435	2009	1/22/2010	2/16/2010	view	create copy
Rays Test	440	2009	1/22/2010	2/4/2010	view	create copy
MK AG SERVICE	3223	2009	3/25/2010	3/28/2010	view	create copy
Jacobsen Oil Co. - Bulk Storage Plant	3229	2009	3/26/2010	3/28/2010	view	create copy
Jacobsen Oil Company - Motor Oil Storage	3230	2009	3/26/2010	3/28/2010	view	create copy
Steele Farmers Elevator	3232	2009	3/26/2010	3/29/2010	view	create copy
Medin Oil Company						



After clicking on “create copy” the following page will appear. You should see it under “Non-Submitted Reports,” your company with the word “**COPY**” next to it. You will also notice that if you need to edit information in the report or to submit it for the new reporting year you will have to click on “edit or submit these reports”.

Center - Station					
Ray's Test Co 12-20-10	3625	2010	1/4/2011	Still Being Processed	view create copy

NON-Submitted Reports			edit or submit these reports
Report Title	Report ID	Date Created	
Wishek Home for the Aged	414	1/21/2010	view delete
Bismarck Public Schools Facilities & Trnsp	461	1/22/2010	view delete
Ray's Test Company #5	1025	2/10/2010	view delete
SUPERVALU FARGO DC	2384	2/27/2010	view delete
Ray's Test #14	2489	3/2/2010	view delete
Ray's Test #7	2495	3/2/2010	view delete
Test 3-11	2911	3/11/2010	view delete
test	3050	3/17/2010	view delete
Streeter Water Treatment Plant	3235	3/29/2010	view delete
Eland Energy Habermeyer 33-13 Lease	3238	3/29/2010	view delete
Eland Energy - Johnson 22-8 Lease	3239	3/29/2010	view delete
Ray's Test Company #17	3393	6/15/2010	view delete
SuperValu Fargo DC	3417	7/8/2010	view delete
Magic Casino	3466	10/19/2010	view delete
Ray's Test COmpahy	3586	11/19/2010	view delete
test company 11-19	3588	11/19/2010	view delete
Ray's Test Company - Bismarck - COPY	3633	1/4/2011	view delete

This site updated as of 1/4/2011.



Submitting Your Report for Reporting Year 2010/Calendar Year 2011. After clicking on “edit or submit these reports,” the following page should appear. You will notice that the word “COPY” is next to the company name. Here you are able to edit information, or if the information is correct, you will then submit the report. Refer to page 24 for instructions on submitting your report.

- State Radio
- News Releases
- Operations and Planning
- Disaster Recovery and Mitigation
- Homeland Security Program
- Training and Exercise
- Training and Events Calendar
- Get Ready, Get Set, Get Safe
- County/Tribal Emergency Management
- Contact Us
- Donations
- Home
- log out

Search







ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#) [FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

To edit company or facility information please click on the "Tier II Home" button above.

Title: <i>Ray's Test Company - Bismarck - COPY</i>	choose one... <input type="button" value="Add This Facility"/>
Report ID: 3633 Date: 1/4/2011 <input type="button" value="edit report information"/>	
Ray's Test Company - Bismarck remove facility add chemical add facility map	
Ray's Test Co. Map remove map	
Gasoline	edit remove
Diesel Fuel	edit remove
Facility Cost: \$0.00 (government entity)	
Total Cost For Report: \$0.00	
<input type="button" value="submit this report"/> <input type="button" value="view this report"/> <input type="button" value="delete this report"/>	

To edit company or facility information please click on the "Tier II Home" button above.

Title: <i>Ray's Test Company</i>	choose one... <input type="button" value="Add This Facility"/>
Report ID: 3586 Date: 11/19/2010	



Submitting Your Report for Reporting Year 2010/Calendar Year 2011.

After clicking on “edit report information,” the following page should appear. You will notice that the word “COPY” is next to the report title. Click on “Save.”

The screenshot shows the NDDes website interface. On the left is a navigation menu with items like 'About NDDes', 'State Radio', 'News Releases', 'Operations and Planning', 'Disaster Recovery and Mitigation', 'Homeland Security Program', 'Training and Exercise', 'Training and Events Calendar', 'Get Ready, Get Set, Get Safe', 'County/Tribal Emergency Management', 'Contact Us', 'Donations', 'Home', and 'log out'. At the bottom left is a search bar with a 'GO!' button. The main content area is titled 'ND Tier II Filing: File New Report' and contains a form with the following fields:

Report Information	
* Report Date:	<input type="text" value="1/6/2011"/>
* Report Title:	<input type="text" value="DeBoer's Test Company - COPY"/>
<input type="button" value="save"/>	

Below the form, it says 'This site updated as of 1/6/2011.' Two red arrows are overlaid on the image: one points to the 'save' button, and the other points to the word 'COPY' in the report title field.



Submitting Your Report for Reporting Year 2010/Calendar Year 2011.
 After clicking on "Save" the following page should appear. You will notice that the date has changed to the current year. This is your confirmation that it is the report for the current reporting year.

About NDDes
 State Radio
 News Releases
 Operations and Planning
 Disaster Recovery and Mitigation
 Homeland Security Program
 Training and Exercise
 Training and Events Calendar
 Get Ready, Get Set, Get Safe
 County/Tribal Emergency Management
 Contact Us
 Donations
 Home
 log out

Search **GO!**





ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#) [FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

To edit company or facility information please click on the "Tier II Home" button above.

DeBoer's Test Title: <i>Company - COPY</i> Report ID: 3674 Date: 1/6/2011 edit report information	choose one... <input type="button" value="Add This Facility"/>
-------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------

DeBoer's Test Company	remove facility add chemical add facility map
DeBoer's Test Company	remove map
Motor Oil	edit remove
Propane	edit remove

Facility Cost: \$0.00 (government entity)

Total Cost For Report: \$0.00

[submit this report](#) [view this report](#) [delete this report](#)

To edit company or facility information please click on the "Tier II Home" button above.

Title: <i>Rays Test - COPY</i> Report ID: 3671 Date: 1/5/2011	choose one... <input type="button" value="Add This Facility"/>
---------------------------------------------------------------------	-------------------------------------------------------------------



Submitting Your Report for Reporting Year 2010/Calendar Year 2011.
After clicking on “submit this report” the following page should appear.
Click on “submit.” If you are not sending a check and want to be invoiced,
please click on “Send Me an Invoice.”

NDDes
Homeland Security
State Radio

connect   

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)

Report:	DeBoer's Test Company - COPY
Report ID:	3674 view entire report
* Reporting Period:	From January 1 to December 31, 20 <input type="text" value="10"/>
Check Number:	Government Entity
Send Me an Invoice:	<input type="checkbox"/> 
* Submitted By:	<input type="text" value="Ray DeBoer"/>
* Submitted By Email:	<input type="text" value="rdeboer@nd.gov"/>
Facilities:	DeBoer's Test Company: \$0.00 (government entity)
Total Cost:	\$0.00



This site updated as of 1/6/2011.

Search





After Submitting Your Report: After you have clicked on the “submit” button, the following page should appear indicating that your report has been submitted. It will also have information about where to send your payment.

After you have submitted your report, you will receive an email notice that states:

Your HazChem report has been submitted. You will be notified by email when it's processed.

If you do not receive an email, your report has not been submitted.

The screenshot shows the NDDDES website interface. On the left is a navigation menu with items like 'About NDDDES', 'State Radio', 'News Releases', 'Operations and Planning', 'Disaster Recovery and Mitigation', 'Homeland Security Program', 'Training and Exercise', 'Training and Events Calendar', 'Get Ready, Get Set, Get Safe', 'County/Tribal Emergency Management', and 'Contact Us'. The main content area is titled 'ND Tier II Filing: Submit Report' and contains a '<< return' button and the message 'Your report has been submitted.' Below this, a red-bordered box contains the payment information: 'Please submit payment to: ND Department of Emergency Services, Haz-Chem Preparedness & Response Program, PO Box 5511, Bismarck, ND 58506-5511'. At the bottom right, it says 'This site updated as of 1/6/2011.' Social media icons for Facebook, Twitter, and RSS are also visible.



Submitting Your Report for Reporting Year 2010/Calendar Year 2011.
 After submitting the copied report, to view your report, go to “All Your Reports” and click on “view.” This will bring up the report which you can then print and send to the LEPC and the fire department. **This completes your reporting for the new reporting year.**



Oil Storage						
Steele Farmers Elevator	3232	2009	3/26/2010	3/29/2010	view	create copy
Martin Oil Company - Bulk Plant	3233	2009	3/26/2010	4/6/2010	view	create copy
FUOC - Turtle Lake	3240	2009	3/29/2010	3/30/2010	view	create copy
Lisbon Water Treatment Plant	3241	2009	3/29/2010	3/30/2010	view	create copy
West End Hide Fur and Metal Company, Inc.	3245	2009	3/29/2010	3/30/2010	view	create copy
Bowman County Airport	3251	2009	3/30/2010	4/1/2010	view	create copy
Herman Oil - Main Plant	3259	2009	3/30/2010	4/6/2010	view	create copy
Herman Oil - West Plant	3262	2009	3/30/2010	4/6/2010	view	create copy
Miller Elevator - Walum	3297	2009	4/23/2010	4/26/2010	view	create copy
DeBoer's Test Company	3358	2009	5/19/2010	Still Being Processed	view	create copy
General Services Administration - Bismarck	3418	2009	7/9/2010	8/23/2010	view	create copy
Minto Service Center - Bulk Plant	3552	2009	11/15/2010	11/16/2010	view	create copy
Minto Service Center - Station	3554	2009	11/15/2010	11/16/2010	view	create copy
Ray's Test Co 12-20-10	3625	2010	1/4/2011	Still Being Processed	view	create copy
Ray's Test Company - Bismarck - COPY	3633	2010	1/4/2011	Still Being Processed	view	create copy



NON-Submitted Reports			edit or submit these reports
Report Title	Report ID	Date Created	
Wishek Home for the Aged	414	1/21/2010	view delete
Bismarck Public Schools Facilities & Trnsp	461	1/22/2010	view delete