



North Dakota Tier II Instructions

If you have already filed a Tier II
report for a previous year, then you
can skip to page 37

If you start from your Internet Explorer and type in <http://www.nd.gov/des>, you should be taken to the following site. Scroll down the left side of the page under the NDDDES Logo and click on the Haz-Chem Preparedness Response Logo.



NDDDES
Homeland Security
State Radio

connect   

Select Language
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Welcome

Winter weather on the way!

With possibly extreme winter weather on the way, take a moment to review some fact sheets with information that will keep you and your family safe.

[Watch/Warning Information](#)

[Winter Survival Kit Contents](#)

[Winter Living in RVs](#)

[Home Safety in the Winter](#)

[Hypothermia and Frostbite Care](#)

[Generator Safety](#)

[Outdoor Safety](#)

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ND Disaster Info.com North Dakota www.NDDisasterInfo.com



NDDDES
North Dakota
Disaster Emergency Services



FIRE DANGER
AWARENESS

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

After clicking on the Haz-Chem Preparedness Response Logo you should then be taken to the following screen.



This page should come up on your screen. Now click on the gold lettered; Tier II Reporting Software

The screenshot shows the NDDES website interface. On the left is a dark blue navigation sidebar with white and gold text. The main content area has a white background with a blue header. A blue arrow points from a text box at the top to a gold-colored link in the main content area.

NDDES
Homeland Security
State Radio

connect   

Select Language
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Haz-Chem Preparedness and Response

Tier II Reporting Software

use the following link to submit your Tier II filing for the past reporting year.

Tier II Reporting Software

Program Overview

Started in 1988, the Hazardous Chemicals Preparedness and Response Program requires yearly reporting to inventory hazardous and toxic chemicals stored across North Dakota.

Typical facilities reporting are:

- Bulk fuel plants
- Anhydrous ammonia plants
- Propane plants
- Agricultural processing plants
- Energy producing sites
- Oil producing sites

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State Radio
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Operations and Planning
 Operations
 Planning
Haz-Chem Preparedness and Response
 Report an Incident
 State Emergency Response Commission

WebEOC
 Fire Danger Awareness
Disaster Recovery and Mitigation
Homeland Security Program

If you do not have a North Dakota Login, then you must register and create your own Log In ID and Password.

If you have a North Dakota Log In ID and Password, type that in in the appropriate blocks below.



ND Tier II Filing: Initial Starting Point

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North Dakota Login

North Dakota Login

Already Registered - [Not sure?](#)

North Dakota Login:

[Forgot Login](#)

Password:

[Forgot Password](#)

[Update your account](#)

New to North Dakota Online Services?

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).



If you do not have a North Dakota Login or Password, here is where that will be completed by you before you can go in and work on your Tier II reporting.

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 (55554444)

*Country:

*Telephone: (2223334444) Ext.:

Security Questions

*Question 1:

*Answer 1:

- Security questions**
- used to verify your identity
 - used to reset forgotten passwords

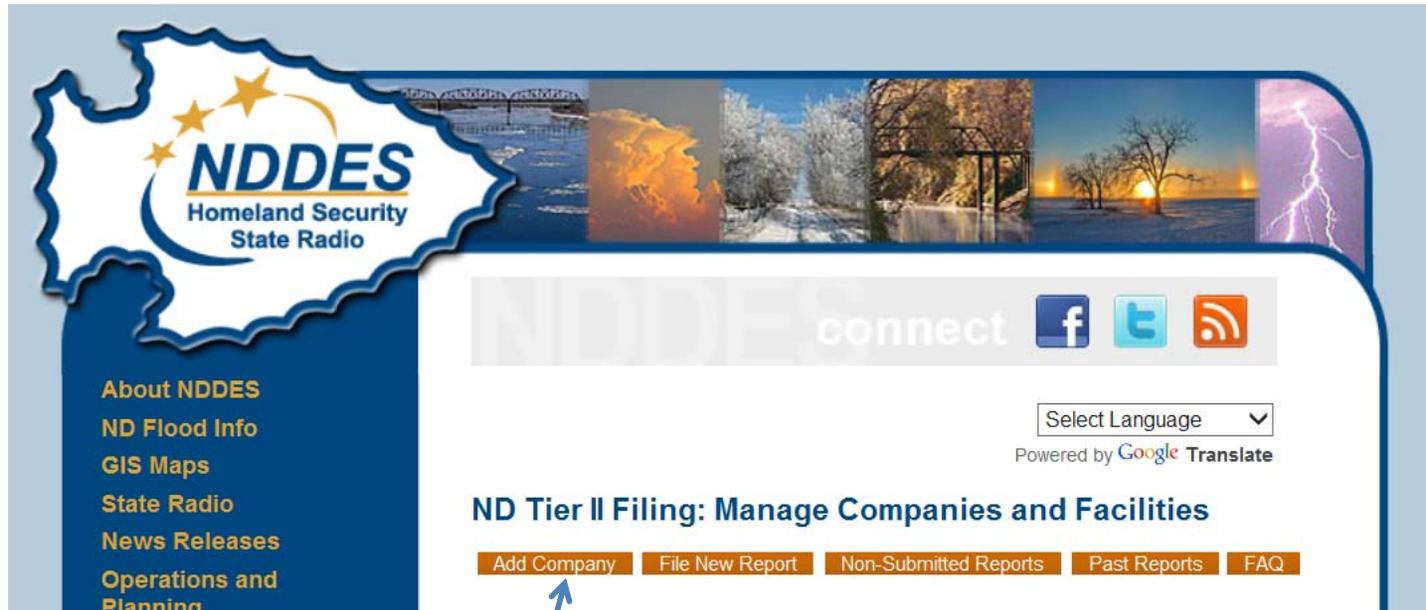


ND Tier II Filing: Initial Starting Point

After you have registered your information, then type in your Login ID along with your Password

The screenshot shows the North Dakota Login page. At the top is the 'North Dakota login' logo. Below it is a section titled 'Already Registered - Not sure?' which contains a 'North Dakota Login:' field with the text 'RDeBoer11', a 'Forgot Login' link, a 'Password:' field with masked characters, a 'Forgot Password' link, and a blue 'Login' button. Below this is a link for 'Update your account'. At the bottom is a section titled 'New to North Dakota Online Services?' with a blue 'Register Now!' button, a list of benefits, and a link to the FAQ.

After typing in your User ID and Password, then click on Login



After you have clicked on “Login” the following page should come up on your screen. From here you will start the process for filing your Tier II Report(s).

You will first have to “create a company”, so click on “Add Company”.

After clicking on "Add a Company", the following page should appear. Follow the instructions listed below

NDDDES
Homeland Security
State Radio

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Training and Events Calendar
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NDDDES connect   

Select Language 
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ND Tier II Filing: Add A Company

[<< return](#) [FAQ](#)

Enter the Company Name, address, city, state, zip code, email, etc and click on save

Add Company Information *(items marked with an * are required)*

* Company 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 
* Zip:	<input type="text"/>
* Phone:	<input type="text"/>
Fax:	<input type="text"/>
Website:	http:// <input type="text"/>
* Email:	<input type="text"/>

NDDDES
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State Radio

connect   

Select Language
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ND Tier II Filing: Manage Companies and Facilities

[Add Company](#) [File New Report](#) [Non-Submitted Reports](#) [Past Reports](#) [FAQ](#)

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

Companies Attached to Your Profile	
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 delete
Gray Oil Company	show details edit add facility
Facilities Under: <i>Gray Oil Company</i>	
Gray Oil Company	edit reports
LaVelle Company	show details edit add facility

After you add the company and save it, it should show up on the "Manage Companies & Facilities" page. If you have more than one facility, scroll to the bottom of the page where you will find the "New" Company, you just added.

Miller Elevator	show details edit add facility
Facilities Under: Miller Elevator	
Miller Elevator - Walum	edit reports
General Services Administration - Bismarck	show details edit delete facility add
Flanders Oil	show details edit add facility
Facilities Under: Flanders Oil	
Minto Service Center Inc - Bulk Plant	edit reports
Minto Service Center	edit reports
deboer test 6-16-2011	show details edit add facility
Facilities Under: deboer test 6-16-2011	
DeBoer's Test	edit delete
Ray's Test Company 2012	show details edit add facility
Facilities Under: Ray's Test Company 2012	
Ray's Test Company 2012	edit delete
RY2013 Test Facility by DeBoer	show details edit add facility
Facilities Under: RY2013 Test Facility by DeBoer	
RY2013 DeBoer Test Company	edit delete
2014 Ray's Test Company	show details edit delete facility add

After you add the company and save it, it should show up on the "Manage Companies & Facilities" page. If you have more than one facility, scroll to the bottom of the page where you will find the "New" Company, you just added.

This site updated as of 1/13/2014.

Now you will file a new report,
so click on “File New Report”

The screenshot shows the NDDDES website header and navigation menu. The header features the NDDDES logo (a map of North Dakota with stars and the text "NDDDES Homeland Security State Radio") on the left. To the right of the logo is a horizontal banner with several small images: a bridge over water, a sunset, a snowy landscape, a waterfall, a sunset over a field, and a lightning bolt. Below the banner is a "connect" section with social media icons for Facebook, Twitter, and RSS. A language selection dropdown menu is set to "Select Language" with a downward arrow, and it is noted as "Powered by Google Translate". The main content area is titled "ND Tier II Filing: Manage Companies and Facilities". Below this title is a horizontal row of five buttons: "Add Company", "File New Report", "Non-Submitted Reports", "Past Reports", and "FAQ". A blue arrow from the text box above points directly to the "File New Report" button.

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connect   

Select Language
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ND Tier II Filing: Manage Companies and Facilities

[Add Company](#) [File New Report](#) [Non-Submitted Reports](#) [Past Reports](#) [FAQ](#)

The "File New Report" page should appear. Notice that the date is automatically filled in for you. Now type in the report title.

ND Tier II Filing: File New Report

<< return

FAQ

Report Information

* Report Date: 1/28/2014

* Report Title:

save

After creating your report, the following screen should appear. Now click on "add/remove facilities on report".

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.

Report Title: *Ray's Test Company 2014*

ID: 18184

Date: 1/30/2014

edit report information

add/remove facilities on report

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

Total Cost For Report: \$0.00

view this report

delete this report

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

After typing in the Report Title, then click on the box just to the left of the report title and then click on "Save Changes".

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ND Tier II Filing: Non-Submitted Reports

[return to reports page](#)

Check the facilities you wish to include on this report. Click "save changes" when complete.

Facilities on This Report: *Ray's Test Company 2014*

Ray's Test Company 2014

save changes

This is what the screen should look like after you have clicked on the box just to the left of the report title and then you clicked on “save changes”.

ND Tier II Filing: Non-Submitted Reports

[return to reports page](#)

Check the facilities you wish to include on this report. Click "save changes" when complete.

Facilities on This Report: <i>Ray's Test Company 2014</i>	
<input checked="" type="checkbox"/>	Ray's Test Company 2014
save changes	

ND Tier II Filing: Add New Facility

<< return

FAQ

Auto Fill From Existing Facility:

Facilities:

Ray's Test Company 2014 ▼

GO

If there is already a facility the facility name will appear.

Type in the information pertaining to the new facility, facility name, physical address, city, county, state, zip code, office phone, email, max # of occupants and if the facility is manned.

Add New Facility *(items marked with an * are required)*

* Facility Name:

* Physical Address:

* City:

* County:

choose one... ▼

* State:

North Dakota ▼

* Zip:

* Phone:

Fax:

* Email:

* Maximun No. Of Occupants:

This should be the number of personnel who are in the facility during a normal business day.

* This Facility is:

Manned Unmanned

If there are any personnel in the facility during the normal work day, then it is manned. If not, then it is unmanned.

Add company information continued)

* Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?

Yes no

If you have an EHS chemicals on site, you MUST select "Yes", otherwise you would select "NO".

* Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?

Yes no

If your facility is subject to the Risk Management Program (RMP), you would select "Yes", otherwise select "No".

Set Latitude and Longitude From Address

Click on "Set Latitude & Longitude from Address" you typed in above. This will then fill in the latitude & longitude for the facility.

* Latitude:

* Longitude:

* SIC code:

Type in your Standard Industrial Classification (SIC) Code along with the North American Industrial Classification System (NAICS) Code

* NAICS Code:

DUN & Bradstreet Number:

* TRI Identification Number:

If you are subject to the Toxic Release Inventory (TRI) Program, fill in your facility ID number, otherwise type in "N/A".

* RMP Identification Number:

If your subject to the Risk Management Program (RMP), fill in your facility ID number, otherwise type in "N/A".

Owner / Operator

Under the **OWNER/OPERATOR** block, type in all of the information requested.

* Owner Operator Name:

* Phone:

* Email:

* Mail Address:

* Mail City:

* Mail State:

* Mail Zip:

Facility Emergency Coordinator

Coordinator Name:

Title:

Email:

Phone:

24-hour Phone:

The "Facility Emergency Coordinator" block only needs to be filled in if you store any extremely hazardous substances (EHS) chemicals on site. If you are **NOT** reporting any EHS chemicals then this area does **NOT** have to be filled in.

Tier II Information Contact

* Contact Name:

* Title:

* Email:

* Phone:

* 24-hour Phone:

The person who fills in the information on the Tier II Inventory form **MUST** type their information in this area.

Emergency Contact

* Name:

* Title:

* Email:

* Phone:

* 24 Hour Phone:

You **MUST** type in the information for the facility Emergency Contact

Additional Emergency Contact	
Name:	<input type="text"/>
Title:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
24 Hour Phone:	<input type="text"/>
<input type="button" value="save"/>	

The "Additional Emergency Contact" block is optional, but it is recommended to have the name of someone other than primary emergency contact if that person is not available.

After you have completed typing in all of the information form above, then click on "Save"

ND Tier II Filing: Non-Submitted Reports

<< Tier II Home

FAQ

Now you will add your chemicals, so click on "add chemical"

Your Reports That Have Not Been Submitted

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

Report Title: *Ray's Test Company 2014*

ID: 18184

Date: 1/30/2014

edit report information

add/remove facilities on report

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

Facility: *Ray's Test Company 2014*

remove facility

change facility

add chemical

add facility map

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.

Type in the information being requested

ND Tier II Filing: Chemicals

<< return

Chemical Information (items marked with an * are required)	
Below Threshold:	<input type="checkbox"/>
State or Local Requirements:	<input type="checkbox"/>
* CAS Number:	<input type="text" value="7664-41-7"/> Look Up CAS Number (opens in a new window)
Trade Secret:	<input type="checkbox"/>
* Chemical Name:	<input type="text" value="Ammonia"/> <input type="button" value="v"/>
Chemical Type:	Pure: <input checked="" type="checkbox"/> Mixture: <input type="checkbox"/>
<i>Check All That Apply</i>	
Solid:	<input type="checkbox"/>
Liquid:	<input checked="" type="checkbox"/>
Gas:	<input checked="" type="checkbox"/>
EHS:	<input checked="" type="checkbox"/>
EHS Name:	<input type="text" value="Anhydrous Ammonia"/>
<i>Physical and Health Hazards (Check All That Apply)</i>	
Fire:	<input type="checkbox"/>
Pressure:	<input checked="" type="checkbox"/>
Reactivity:	<input checked="" type="checkbox"/>
Immediate (acute):	<input checked="" type="checkbox"/>
Delayed (chronic):	<input type="checkbox"/>

Type in the CAS Number which can be obtained from the MSDS. Or you can look it up by clicking on the "Look Up CAS Number".

Click on the drop down menu for Chemical Name to find your chemical. If it is not in the drop down menu, scroll down to the word "Other" and then type in the chemical name.

Click on "Pure" or "Mixture" for the chemical. If you choose mixture be prepared to list all chemical mixtures.

If you are reporting an extremely hazardous substance (EHS) you **MUST** type in the EHS Name in this block.

Check on all the Physical & Health Hazards that apply. This can be obtained from the MSDS.

Inventory	
* Max Daily Amount (code):	10 - 100,000-499,999 lbs <input type="button" value="v"/>
* Max Daily Amount lbs:	136,000
* Average Daily Amount (code):	04 - 1,000-4,999 lbs <input type="button" value="v"/>
* Average Daily Amount lbs:	3,055
* Number of Days On-Site:	180
Storage	
* Type of Storage:	ABOVE GROUND TANK <input type="button" value="v"/>
* Storage Conditions: (Pressure, Temperature)	ambient pressure and ambient temperature
* Chemical Location:	3 tanks located 1 mile SE of town
* Storage Location Confidential:	<input checked="" type="radio"/> no <input type="radio"/> yes
Type of Storage 2:	--- SELECT ONE --- <input type="button" value="v"/>
Storage Conditions: (Pressure, Temperature)	<input type="button" value="v"/>
Chemical Location:	<input type="button" value="v"/>
Storage Location Confidential:	<input checked="" type="radio"/> no <input type="radio"/> yes

Fill in the Max Daily Amount Code from the drop down menu and then type in the amount in pounds in the appropriate block.

To determine the Average Daily Amount, add all of your deliveries for the chemical for the year and then divide that by the number of days the chemical was on site.

Click on the drop down menu to get a listing of the storage type.

This year you must type in the storage conditions rather than using the storage codes.

Type in the location where the chemical is stored.

Example: located in NW corner of the warehouse on the second floor. OR Along the south wall in the warehouse, etc.

Click on "No" for Storage Location Confidential.

After completely filling in the information requested, then click on "Save".

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.

Report Title: *Ray's Test Company 2014*

edit report information

ID: 18184

add/remove facilities on report

Date: 1/30/2014

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

Facility: *Ray's Test Company 2014*

remove facility change facility add chemical add facility map

Chemicals

Ammonia

edit chemical

remove chemical

copy chemicals to a facility

After you type in the chemical information and save it, you will see that the chemical has been added to your report

If you forget to fill in the appropriate block, then you will receive the following screen which tells you what you missed.

<i>Inventory</i>	
* Max Daily Amount (code):	10 - 100,000-499,999 lbs <input type="button" value="v"/>
* Max Daily Amount lbs:	137,500
* Average Daily Amount (code):	04 - 1,000-4,999 lbs <input type="button" value="v"/>
* Average Daily Amount lbs:	3,055
* Number of Days On-Site:	180
<i>Storage</i>	
* Type of Storage:	--- SELECT ONE --- <input type="button" value="v"/>
* Storage Conditions: (Pressure, Temperature)	<input type="text"/> <input type="button" value="v"/>
* Chemical Location:	<input type="text"/> <input type="button" value="v"/>
* Storage Location Confidential:	<input type="radio"/> no <input type="radio"/> yes

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.

Report Title: *Ray's Test Company 2014* [edit report information](#)
ID: 18184 [add/remove facilities on report](#)
Date: 1/30/2014

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

Facility: *Ray's Test Company 2014*
[remove facility](#) [change facility](#) [add chemical](#) [add facility map](#)

Chemicals	
Ammonia	edit chemical remove chemical
Propane	edit chemical remove chemical
copy chemicals to a facility	

Facility Cost: \$0.00
(government entity)

Total Cost For Report: \$0.00

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

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

After you have added any additional chemicals and saved the file those chemicals will appear on your report.

Now you are ready to add your facility map to the report, so click on "add facility map".

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.

Report Title: <i>Ray's Test Company 2014</i>	edit report information
ID: <i>18184</i>	
Date: <i>1/30/2014</i>	add/remove facilities on report
To edit company or facility information please click on the "Tier II Home" button above.	
Facility: <i>Ray's Test Company 2014</i>	
remove facility change facility add chemical add facility map	
Chemicals	
Ammonia	edit chemical remove chemical
Propane	edit chemical remove chemical
copy chemicals to a facility	
Facility Cost: \$0.00 (government entity)	
Total Cost For Report: \$0.00	
view this report	delete this report
Please attach facility map(s) in order to submit this report.	

The "Add a Facility Map" screen should appear. The title automatically defaults to "Facility Map"

ND Tier II Filing: Add Facility Map

<< return

* Title:	<input type="text" value="Facility Map"/>
* Document:	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Save"/>	

Then select browse and insert the electronic version of the map and attach it to the report. When that is completed, then click on "Save".

Now you will see that your map has been added to the report.

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.

Report Title: *Ray's Test Company 2014* edit report information
ID: 18184 add/remove facilities on report
Date: 1/30/2014

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

Facility: *Ray's Test Company 2014*
remove facility change facility add chemical add facility map

Map(s)
[FacilityMap](#) remove map

Chemicals
Ammonia edit chemical remove chemical
Propane edit chemical remove chemical
copy chemicals to a facility

Facility Cost: \$0.00
(government entity)

Total Cost For Report: \$0.00

submit this report view this report delete this report

At the bottom of the page you will see 3 gold shaded buttons.

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.

Report Title: <i>Ray's Test Company 2014</i>	edit report information	
ID: 18184		
Date: 1/30/2014	add/remove facilities on report	
To edit company or facility information please click on the "Tier II Home" button above.		
Facility: <i>Ray's Test Company 2014</i>		
remove facility change facility add chemical add facility map		
Map(s)		
FacilityMap	remove map	
Chemicals		
Ammonia	edit chemical remove chemical	
Propane	edit chemical remove chemical	
copy chemicals to a facility		
<i>Facility Cost: \$0.00 (government entity)</i>		
Total Cost For Report: \$0.00		
submit this report	view this report	delete this report

You need to now print out hard copy files of your Tier II so that you can mail them to the County Emergency Manager and the local Fire Department..

So click on "view this report" and print out at least two copies.

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.

Report Title: <i>Ray's Test Company 2014</i>	edit report information
ID: 18184	add/remove facilities on report
Date: 1/30/2014	
To edit company or facility information please click on the "Tier II Home" button above.	
Facility: <i>Ray's Test Company 2014</i>	
remove facility change facility add chemical add facility map	
Map(s)	
FacilityMap	remove map
Chemicals	
Ammonia	edit chemical remove chemical
Propane	edit chemical remove chemical
copy chemicals to a facility	
<i>Facility Cost: \$0.00 (government entity)</i>	
Total Cost For Report: \$0.00	
submit this report	view this report delete this report

Now you are ready to submit your report; so click on "Submit This Report".



After clicking on “Submit This Report”, the following page “SUBMIT REPORT screen appears.

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)			
Report:	Ray's Test Company 2014(2)		
Report ID:	18414 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:	<table border="1"><tr><td>Ray's Test Company 2014:</td><td>\$50.00</td></tr></table>	Ray's Test Company 2014:	\$50.00
Ray's Test Company 2014:	\$50.00		
Total Cost:	\$50.00		
<input type="button" value="submit"/>			

Now, go to the third row which states “*Reporting Period” and shows “From January 1 to December 31, 20” and type in the previous year (example “13”)

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)			
Report:	Ray's Test Company 2014(2)		
Report ID:	18414 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:	<table border="1"><tr><td>Ray's Test Company 2014:</td><td>\$50.00</td></tr></table>	Ray's Test Company 2014:	\$50.00
Ray's Test Company 2014:	\$50.00		
Total Cost:	\$50.00		
<input type="button" value="submit"/>			

If you want to send in your fee right away, then type in the check number that you will be submitting for payment of fees, or you can leave blank if you do not have the check number.

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)	
Report:	Ray's Test Company 2014(2)
Report ID:	18414 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 2014: \$50.00
Total Cost:	\$50.00
<input type="button" value="submit"/>	

If you want us to send you an invoice, then click on the "Send Me an Invoice" box and leave the "Check Number" box blank.

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)	
Report:	Ray's Test Company 2014(2)
Report ID:	18414 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 2014: \$50.00
Total Cost:	\$50.00
<input type="button" value="submit"/>	

After filling in all of the information asked for, then click on “submit” at the bottom of the page

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)			
Report:	Ray's Test Company 2014(2)		
Report ID:	18414 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:	<table border="1"><tr><td>Ray's Test Company 2014:</td><td>\$50.00</td></tr></table>	Ray's Test Company 2014:	\$50.00
Ray's Test Company 2014:	\$50.00		
Total Cost:	\$50.00		
<input type="button" value="submit"/>			

After clicking on “submit”, the following screen should appear and you should receive an email indicating that your report has been submitted and is being processed.

ND Tier II Filing: Submit Report

[<< return](#)

Your report has been submitted.

Please submit payment to:

ND Department of Emergency Services
Haz-Chem Preparedness & Response Program
PO Box 5511
Bismarck, ND 58506-5511

This site updated as of 1/30/2014.

Once your report has been “reviewed”, you will receive another email indicating that your Tier II report **has been** processed

If you have already filed a report from previous year(s) and you are now updating for the new reporting year 2013/Calendar Year 2014, reports due by March 1, 2014, those instructions start on the next page.

After you have logged in to the system, your screen should look like the one shown below. You want to now click on “Past Report”.

ND Tier II Filing: Manage Companies and Facilities

[Add Company](#) [File New Report](#) [Non-Submitted Reports](#) [Past Reports](#) [FAQ](#)

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

Companies Attached to Your Profile	
City of Crosby	show details edit add facility
Facilities Under: <i>City of Crosby</i>	
Crosby Water Plant	edit reports
Gray Oil Company	show details edit add facility
Facilities Under: <i>Gray Oil Company</i>	
Gray Oil Company	edit reports
LaVelle Company	show details edit add facility
Facilities Under: <i>LaVelle Company</i>	
LaVelle Company	edit reports

After clicking on “past reports”, the following screen “All Your Reports” will appear and now click on “create copy”.

ND Tier II Filing: All Your Reports

<< Tier II Home

FAQ

Submitted Reports						
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

Now you should see a "Non-Submitted Reports" screen and you will then click on "edit".

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.

Report Title: *Steele Farmers Elevator - COPY - COPY - COPY*
ID: 18449
Date: 2/4/2014

edit report information

add/remove facilities on report

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

Facility: *Steele Farmers Elevator*

* please update this facility information - [edit](#)

remove facility change facility add chemical add facility map

Map(s)

[Steele Farmers Elevator](#)

remove map

Chemicals

Glyphosate ** needs to be updated

edit chemical

remove chemical

Xylene ** needs to be updated

edit chemical

remove chemical

Monopersulfate Compound ** needs to be updated

edit chemical

remove chemical

Trimethyl Benzene ** needs to be updated

edit chemical

remove chemical

Paraquat Dichloride ** needs to be updated

edit chemical

remove chemical

monoammonium phosphate ** needs to be updated

edit chemical

remove chemical

Sulfuric Acid ** needs to be updated

edit chemical

remove chemical

After you have clicked on “edit”, the “Edit Facility” screen should appear.

The screenshot shows the NDDDES website interface. On the left is a navigation menu with items like 'About NDDDES', 'ND Flood Info', 'GIS Maps', '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', 'Forms', 'Home', and 'log out'. The main content area is titled 'ND Tier II Filing: Edit Facility' and includes a 'Select Language' dropdown, 'Powered by Google Translate', and navigation links '<< return' and 'FAQ'. The form itself is titled 'Edit Facility (items marked with an * are required)' and contains the following fields:

- * Facility Name: Ray's Test Company 2014
- * Physical Address: 2795 65th Avenue
- * City: Bismarck
- * County: Burleigh
- * State: North Dakota
- * Zip: 58501
- * Phone: 701-111-1111
- Fax: (empty)
- * Email: raydeboer@gmail.com
- * Maximun No. Of Occupants: 7
- * This Facility is: Manned Unmanned

Callouts provide additional instructions:

- A blue callout points to the top of the form, stating: "The facility name, physical address, facility name, physical address, city, state, county, zip, phone,, email. Should already be filled in."
- A red callout points to the 'Maximun No. Of Occupants' field, stating: "This year you must enter the max # of occupants that occupy the building while it is open."
- A red callout points to the 'This Facility is' radio buttons, stating: "If there are any personnel in the building when open, then you check the appropriate box."

* Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?

Yes no

Set Latitude and Longitude From Address

Click on Set Latitude & Longitude from the physical address listed above. You **MUST** click on this box even if the address is already listed above.

* Latitude:	<input type="text" value="46.473482"/>
* Longitude:	<input type="text" value="-100.696794"/>
* SIC code:	<input type="text" value="5191"/>
* NAICS Code:	<input type="text" value="425120"/>
DUN & Bradstreet Number:	<input type="text"/>
* TRI Identification Number:	<input type="text" value="N/A"/>
* RMP Identification Number:	<input type="text" value="N/A"/>

If you are subject to TRI Reporting fill in the number, if you are not, then type in N/A

If you are subject to RMP Reporting, type in the ID number. If you are not subject to RMP type in N/A

Owner / Operator	
* Owner Operator Name:	<input type="text" value="Ray Williams"/>
* Phone:	<input type="text" value="701-111-1111"/>
* Email:	<input type="text" value="raydeboer@gmail.com"/>
* Mail Address:	<input type="text" value="P.O. Box 123"/>
* Mail City:	<input type="text" value="Anywhere USA"/>
* Mail State:	<input type="text" value="ND"/>
* Mail Zip:	<input type="text" value="11211"/>

Type in the information for this block that is missing

Facility Emergency Coordinator	
Coordinator Name:	<input type="text" value="Ray Williams"/>
Title:	<input type="text" value="Owner"/>
Email:	<input type="text" value="raydeboer@gmail.com"/>
Phone:	<input type="text" value="701-111-1111"/>
24-hour Phone:	<input type="text" value="701-123-4567"/>

This block does not have to be filled out if you do not store any extremely hazardous substances (EHS). If you do store any EHS substances on site then type in the information that is missing from the "Facility Emergency Coordinator" block.

Tier II Information Contact	
* Contact Name:	<input type="text" value="Ray Williams"/>
* Title:	<input type="text" value="Owner/Operator"/>
* Email:	<input type="text" value="raydeboer@gmail.com"/>
* Phone:	<input type="text" value="701-111-1111"/>
* 24-hour Phone:	<input type="text" value="701-123-4567"/>

This is a new requirement this year, so fill in the information about the person who fills out the Tier II for the facility.

Emergency Contact	
* Name:	<input type="text" value="Mike Lewis"/>
* Title:	<input type="text" value="Agronomy Specialist"/>
* Email:	<input type="text" value="raydeboer@gmail.com"/>
* Phone:	<input type="text" value="701-111-1111"/>
* 24 Hour Phone:	<input type="text" value="701-987-6543"/>

Type in the missing information from the "Emergency Contact" block

Additional Emergency Contact	
Name:	<input type="text"/>
Title:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
24 Hour Phone:	<input type="text"/>

This block is "Optional", but it is recommended to have a second emergency contact in case the primary contact is not around.

save

After you have completed filling in the new required information, click on "Save".

Now you want to click on “Non-Submitted Reports”

ND Tier II Filing: Manage Companies and Facilities

[Add Company](#) [File New Report](#) [Non-Submitted Reports](#) [Past Reports](#) [FAQ](#)

Report Title: *Ray's Test Company 2014*

ID: 18037

Date: 1/28/2014

edit report information

add/remove facilities on report

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

Facility: *Ray's Test Company 2014*

remove facility change facility add chemical add facility map

Click on "edit chemical" and make the appropriate changes for the new year.

Chemicals

Ammonia	"needs to be updated"	edit chemical	remove chemical
Propane	"needs to be updated"	edit chemical	remove chemical

copy chemicals to a facility

Facility Cost: \$0.00
(government entity)

Total Cost For Report: \$0.00

view this report

delete this report

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

ND Tier II Filing: Chemicals

<< return

Chemical Information (items marked with an * are required)				
Below Threshold:	<input type="checkbox"/>			
State or Local Requirements:	<input type="checkbox"/>			
* CAS Number:	<input type="text" value="7664-41-7"/> Look Up CAS Number (opens in a new window)			
Trade Secret:	<input type="checkbox"/>			
* Chemical Name:	<input type="text" value="Ammonia"/>			
Chemical Type:	Pure: <input checked="" type="checkbox"/> Mixture: <input type="checkbox"/>			
<i>Check All That Apply</i>				
Solid: <input type="checkbox"/>	Liquid: <input checked="" type="checkbox"/>	Gas: <input checked="" type="checkbox"/>	EHS: <input checked="" type="checkbox"/>	
EHS Name:	<input type="text" value="Anhydrous Ammonia"/>			
<i>Physical and Health Hazards (Check All That Apply)</i>				
Fire: <input type="checkbox"/>	Pressure: <input checked="" type="checkbox"/>	Reactivity: <input checked="" type="checkbox"/>	Immediate (acute): <input checked="" type="checkbox"/>	Delayed (chronic): <input type="checkbox"/>

<i>Inventory</i>	
* Max Daily Amount (code):	10 - 100,000-499,999 lbs ▼
* Max Daily Amount lbs:	136,000
* Average Daily Amount (code):	04 - 1,000-4,999 lbs ▼
* Average Daily Amount lbs:	3,055
* Number of Days On-Site:	180
<i>Storage</i>	
* Type of Storage:	ABOVE GROUND TANK ▼
* Storage Conditions: (Pressure, Temperature)	ambient pressure and ambient temperature ⬆️ ⬆️
* Chemical Location:	3 tanks located 1 mile SE of town ⬆️ ⬆️
* Storage Location Confidential:	<input checked="" type="radio"/> no <input type="radio"/> yes
Type of Storage 2:	--- SELECT ONE --- ▼
Storage Conditions: (Pressure, Temperature)	⬆️ ⬆️
Chemical Location:	⬆️ ⬆️
Storage Location Confidential:	<input checked="" type="radio"/> no <input type="radio"/> yes

After editing the chemical information, then click on “Save”.

Type of Storage 4:	<input type="text" value="--- SELECT ONE ---"/>
Storage Conditions: (Pressure, Temperature)	<input type="text"/>
Chemical Location:	<input type="text"/>
Storage Location Confidential:	<input checked="" type="radio"/> no <input type="radio"/> yes
<input type="button" value="save"/>	

Check to see if your map is attached to the report. If you need to update it, you can add another document.

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.

Report Title: <i>Ray's Test Company 2014</i>	edit report information	
ID: 18184		
Date: 1/30/2014	add/remove facilities on report	
To edit company or facility information please click on the "Tier II Home" button above.		
Facility: <i>Ray's Test Company 2014</i>		
remove facility change facility add chemical add facility map		
Map(s)		
FacilityMap	remove map	
Chemicals		
Ammonia	edit chemical remove chemical	
Propane	edit chemical remove chemical	
copy chemicals to a facility		
<i>Facility Cost: \$0.00 (government entity)</i>		
Total Cost For Report: \$0.00		
submit this report	view this report	delete this report

You need to now print out hard copy files of your Tier II so that you can mail them to the County Emergency Manager and the local Fire Department..

So click on "view this report" and print out at least two copies.

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.

Report Title: <i>Ray's Test Company 2014</i>	edit report information
ID: 18184	
Date: 1/30/2014	add/remove facilities on report

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

Facility: <i>Ray's Test Company 2014</i>
remove facility change facility add chemical add facility map

Map(s)	
FacilityMap	remove map

Chemicals		
Ammonia	edit chemical	remove chemical
Propane	edit chemical	remove chemical
copy chemicals to a facility		

Facility Cost: \$0.00
(government entity)

Total Cost For Report: \$0.00

submit this report	view this report	delete this report
--------------------	------------------	--------------------

Now you are ready to submit your report; so click on "Submit This Report".



After clicking on “Submit This Report”, the following page “SUBMIT REPORT screen appears.

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)			
Report:	Ray's Test Company 2014(2)		
Report ID:	18414 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:	<table border="1"><tr><td>Ray's Test Company 2014:</td><td>\$50.00</td></tr></table>	Ray's Test Company 2014:	\$50.00
Ray's Test Company 2014:	\$50.00		
Total Cost:	\$50.00		
<input type="button" value="submit"/>			

Now, go to the third row which states “*Reporting Period” and shows “From January 1 to December 31, 20” and type in the previous year (example “13”)

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)			
Report:	Ray's Test Company 2014(2)		
Report ID:	18414 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:	<table border="1"><tr><td>Ray's Test Company 2014:</td><td>\$50.00</td></tr></table>	Ray's Test Company 2014:	\$50.00
Ray's Test Company 2014:	\$50.00		
Total Cost:	\$50.00		
<input type="button" value="submit"/>			

If you want to send in your fee right away, then type in the check number that you will be submitting for payment of fees, or you can leave this blank if you do not have the check number.

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)	
Report:	Ray's Test Company 2014(2)
Report ID:	18414 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 2014: \$50.00
Total Cost:	\$50.00
<input type="button" value="submit"/>	

If you want us to send you an invoice, then click on the "Send Me an Invoice" box and leave the "Check Number" box blank.

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)			
Report:	Ray's Test Company 2014(2)		
Report ID:	18414 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:	<table border="1"><tr><td>Ray's Test Company 2014:</td><td>\$50.00</td></tr></table>	Ray's Test Company 2014:	\$50.00
Ray's Test Company 2014:	\$50.00		
Total Cost:	\$50.00		
<input type="button" value="submit"/>			

After filling in all of the information asked for, then click on “submit” at the bottom of the page

ND Tier II Filing: Submit Report

[<< return](#)

Report Information (items marked with an * are required)			
Report:	Ray's Test Company 2014(2)		
Report ID:	18414 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:	<table border="1"><tr><td>Ray's Test Company 2014:</td><td>\$50.00</td></tr></table>	Ray's Test Company 2014:	\$50.00
Ray's Test Company 2014:	\$50.00		
Total Cost:	\$50.00		
<input type="button" value="submit"/>			

After clicking on “submit”, the following screen should appear and you should receive an email indicating that your report has been submitted.

ND Tier II Filing: Submit Report

[<< return](#)

Your report has been submitted.

Please submit payment to:

ND Department of Emergency Services
Haz-Chem Preparedness & Response Program
PO Box 5511
Bismarck, ND 58506-5511

This site updated as of 1/30/2014.

QUESTIONS?



Points of Contact

Ray DeBoer & Roxann Hopfauf
ND Department of Emergency Services –
Division of Homeland Security
Agency: 701-328-8100
Ray Office: 701-328-8112
Roxann Office: 701-328-8263
Fax: 701-328-8181
Email: rdeboer@nd.gov
Email: rhopfauf@nd.gov

