

<b>Texas State University - San Marcos</b>  <b>Risk Management &amp; Safety</b>	<b>No.</b> RMS-02.01	<b>Rev.</b> A
	<b>Title</b> Tier II Report Preparation	
	<b>Date</b> April 4, 2006	<b>Page</b> 1 of 4
<b>Reviewed By</b> Bill Hollingsworth	<b>Approved By</b> <i>Terry A Dowdy</i>	

## 1. PURPOSE

The purpose of this procedure is to clarify the steps necessary to prepare a Tier II report for the Texas Department of State Health Services (TDSHS). The report is required by the Texas Communication Act (TCA). The TCA is codified as Chapter 502 of the Texas Health and Safety Code.

## 2. SCOPE

This procedure applies to preparation of the Tier II report to submit:

- Electronically to the TDSHS
- Hard copy to the Hays County Local Emergency Planning Commission (LEPC)
- Hard copy to the San Marcos Fire Marshal
- Optional hard copy submittal of Extremely Hazardous Substance (EHS) compounds present on campus below the Threshold Planning Quantity (TPQ) to send to the Fire Marshal
- Hard copy of the Emergency Planning Letter to the TDSHS and Hays County LEPC if any new EHS compounds are included on the report that were not reported in prior years.

## 3. PRECAUTIONS & LIMITATIONS

These procedures refer to instructions, forms and electronic reporting programs that are updated each year and must be downloaded from the TDSHS website each year (see procedures). TDSHS only sends a reminder postcard, but does not send out forms or instructions.

## 4. TERMS

- None

## 5. PROCEDURE

- 5.1 In January, look up "Tier 2 Submit" software and "Report Forms and Instructions" at [www.texastiertwo.com](http://www.texastiertwo.com) or call 1-800-452-2791 (Bernadine Zimmerman, TDSHS)
- 5.2 Look in Instruction Booklet for EHS list and compare to EHS list we have on R drive R:\Environmental\Tier Two Report\2005\T2chemlist-2005 (2005 is an example, the actual year would be the previous one)
- 5.3 Correct electronic version of list, if necessary, to reflect any changes to the new list in the Instruction Booklet

**!Note!**

The Workplace Chemical List should include all chemicals stored in the work area in quantities greater than 55-gallons or any of the EHS compounds.

- 5.4 Send by e-mail a request for the Workplace Chemical List from each area that contains hazardous chemicals.

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- a. Attach to the e-mail the EHS table referenced in Procedure 5.2.
- b. Due date to return the Workplace Chemical Lists or inventories to RMSO is February 1<sup>st</sup>.
- c. The e-mail should be sent to the contacts listed in Attachment A.

**!NOTE!**  
The EHS list can change from year to year, so you cannot assume the previous year is current.

- 5.5 Calculate the pounds of each EHS substance reported and add this information to an EHS Cumulative Summary Table (i.e. lists all EHS compounds reported for the campus).
- 5.6 IF any of the EHS compounds are present above their TPQ, THEN report them on the Tier II.
- 5.7 Verify data from previous years for large quantity chemicals such as:
  - Diesel
  - Sulfuric Acid
  - Chlorine Gas
  - Cyclohexylamine (CoGen)
- 5.8 Using the Tier 2 Submit software and instructions, complete the Tier 2 report for the large quantity chemicals (in 5.7 above) and the EHS compounds (in 5.6 above).
- 5.9 By mid February, request a check to include with the submittal (look in instructions for amount and payable to specific info). The check is generally around \$50.00.
- 5.10 Prepare the Electronic Cover Letter for signature by the Director of RMSO. Use the form letter included with the TDSHS web site [www.texastiertwo.com](http://www.texastiertwo.com)
- 5.11 IF any new EHS chemicals are reported for the first time, THEN prepare an Emergency Planning Letter.
  - Use the form letter included on the TDSHS web site [www.texastiertwo.com](http://www.texastiertwo.com).
  - Send the Emergency Planning Letter to TDSHS and the County LEPC.
- 5.12 Submit Tier Two report to TDSHS in electronic format (floppy disk or CD). Also submit the check, and signed Electronic Cover Sheet.
- 5.13 Mail a signed hard copy of the Tier II report to:
  - County LEPC
  - Fire Marshal.
- 5.14 As an optional report, mail the EHS Summary Table (from procedure 5.5) to the Fire Marshal showing all EHS compounds reported for the campus (even though they are below the TPQ).

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**6. PERFORMANCE METRICS**

Performance metrics will be measured by zero (0) violations during external regulatory audits and inspections

**7. ATTACHMENTS/APPENDICES**

7.1 Appendix A: e-mail list for Workplace Chemical List request.

Appendix A  
Contacts to Request Workplace Chemical Lists

Waste Contacts:

John Branom  
Gus Cantu  
Jeff Dell  
David Fehlis  
Steven Ford  
Joe Guerrero  
Nelson Koeck  
Charles Laffere  
Jean Laman  
Jene Laman  
Robert McLean  
Erik Nielson  
Joe Pacheco  
Mary Pardo  
Eric Weller

Other Helpful Contacts

David Falleur  
Gina Burns  
James Irvin  
Jim Fox  
Joseph Koke  
Mike Forstner  
Robert Habingreither  
Sandra Moody West  
Sreene Venumbaka