



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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COMMISSIONER

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TTY: 1-800-735-2989
www.dshs.state.tx.us

Fee Payment Form and Instructions:

The Texas Tier Two Chemical Inventory Report for calendar year 2011 is due between January 1 and March 1 of 2012. The Texas Tier Two Program requires the use of the 2011 Tier2 Submit software to file your report.

Please email your submission to:

T2Sdatafiles@dshs.state.tx.us

You will need to **mail in your fee payment with the Fee Payment Form** provided at the bottom of this letter to the **CASH RECEIPTS** address. Please verify and make needed changes to the name and address on the payment form. You will need to give your unique **TXT2** Number and some additional information on the form below. **Also, please type your TXT2 Number on:**

- (1) the subject line of your email,
- (2) the check/money order memo line, and
- (3) the State Fields screen in the Tier2 Submit software.

Resource Information:

Email: tiertwohelp@dshs.state.tx.us

Web: www.texastiertwo.com

**Phones: (512) 834-6603
(800) 452-2791 (Toll Free in Texas)**

After you have submitted your Tier Two report, please take the short survey on our website.

FEE QUESTIONS? Our Fee Calculators on the left hand side of our website or located on the Fee Information mail out.

Fee Payment Form – Texas Tier Two Chemical Reporting Program

Make check payable to: **Texas Department of State Health Services – ZZ109-180**

TXT2 No.: _____ **Total: \$** _____ **Check No.:** _____ **No. of facilities:** _____

Owner/Operator: _____

Submitter Name: _____

Contact Phone No.: _____

Payment for report year(s): 2008 2009 2010 2011 **Mailing Address Change:**

CASH RECEIPTS – MC 2005
DSHS – TIER TWO CHEMICAL REPORTING PROGRAM
PO BOX 149347
AUSTIN, TX 78714-9347

TIER II FILING CHECKLIST

1. Download current version of Tier2 Submit Software (new version is published annually). Obtain software from: www.texastiertwo.com . Scroll down to the purple icon.
2. Import previous year's Data File [Note: Report Year cannot be changed in Tier2 Submit].
3. Make changes to your report or type information, if first time filing. Note: Blue asterisks* and red **Xs** are required fields. **Remember to sign and date this year's report on the Certification Screen.**
4. Filers for multiple facilities; for tips to save you time see the **2011 Texas Facility Submission Guide (TFSG)** (pgs.16-17) located on the home page of our website.
5. Create Data File: Click on file, create submission, choose files to validate--found set or all records are usually correct choices; Start Submission Validation. Note: See **TFSG** for common validation errors.
6. Once you pass validation, you may "Create an Electronic File."
7. Choose Desktop as the location to save your data file; File Name Suggestion: *[TXT2 Number] Tier II 2011*. Please keep the name short.
8. Open your email program and compose a new email to: T2Sdatafiles@dshs.state.tx.us
9. Include the TXT2 Number in the Subject Line of the email. Please keep the subject line entry short.
10. Attach Data File to email (please make sure your name and phone number is in the body of the email, do not attach the Tier2 Submit shortcut icon to your email).
11. Send Email.
12. An email reply will be set to you from T2Sdatafiles shortly afterwards.
13. Payment: Send Filing Fee Payment Form (FFPF) and check or money order to address at bottom of FFPF. Sorry, no credit cards accepted at this time. **Cancelled check or money order is your receipt of payment.**
14. Be sure to include the TXT2 number on check or money order and on FFPF.
15. Preprinted Filing Fee Payment Forms are usually mailed the last week of December. If yours is misplaced or your need to submit an initial filing during the year, a generic form is available on www.texastiertwo.com .
16. You are also required to send the Data File to the LEPC and local fire department for your facility. [See website for information locating LEPC's and fire departments].

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TRADE SECRET?

Please do not check the 'TRADE SECRET' box unless you have received approval from the EPA. DSHS does not substantiate trade secret claims. Forms and other information about how to report trade secrets must be obtained from EPA's Office of Emergency Management at: <http://www.epa.gov/tri/report/tradesecret/ts-form2.pdf>; EPCRA Call Center 800-424-9396; or EPCRA Trade Secrets, c/o CGI Federal, Inc., PO Box 10162, Fairfax, VA 22038. If your trade secret claim is substantiated by EPA, you must submit to DSHS your sanitized Tier 2 report and EPA's confirmation of your claim.

FEE INFORMATION

You may use our **Interactive Fee Calculators** on our website by accessing it through our homepage at: <http://www.texastiertwo.com>. We have two fee calculators located on the left hand side of the webpage, look under **Tier Two Reference Center** and select either the **Fee Calculator for Manufacturing** or the **Fee Calculator for Non-Manufacturing and Public Employer Facilities**.

FOR YOUR INFORMATION:

Annual and Initial Tier2 Submit data files submitted to the Texas Department of State Health Services, Tier Two Chemical Reporting Program must be accompanied by a filing fee. The filing fee for each facility's Tier Two submission is based on the facility's **North American Industrial Classification System (NAICS)** Code and the **number of hazardous chemicals** reported. Facilities in Texas may find their 6-digit NAICS code on their **Employer's Quarterly Report (Form C-3) Box 5** issued by the Texas Workforce Commission. You may want to consult the person who handles your facility's payroll accounts.

If you own or operate a **MANUFACTURING FACILITY** (NAICS Codes 31000-33999), consult the following table to determine the appropriate fee:

MANUFACTURING FACILITY

Number of hazardous chemicals	Fee
25 or less	\$100.00
26-50	\$200.00
51-75	\$300.00
76-100	\$400.00
101 or greater	\$500.00

If you own or operate a **NON-MANUFACTURING FACILITY** or operate a **PUBLIC EMPLOYER FACILITY** (i.e., government facility, or other tax-base supported facility), consult the following table to determine the appropriate fee:

NON-MANUFACTURING FACILITY OR PUBLIC EMPLOYER FACILITY

Number of hazardous chemicals	Fee
75 or less	\$50.00
76 or greater	\$100.00

If you are required to submit an electronic Tier2 Submit data file for more than one facility, you may **CONSOLIDATE** a **LIMITED NUMBER** of facilities under a single filing fee **ONLY** if **ALL** of the following criteria are met:

- Each facility must have the **SAME OPERATOR and TXT2 NUMBER**.
- Each facility must have **NO MORE THAN 24 REPORTABLE CHEMICALS**.
- **NO MORE THAN 2 MANUFACTURING FACILITIES** (NAICS Code 31000-33999) can be consolidated under a single filing fee of **\$100**.
- **NO MORE THAN 7 NON-MANUFACTURING FACILITIES** or **PUBLIC EMPLOYER FACILITIES** can be consolidated under a single filing fee of **\$50**.