INDIANA DEPARTMENT OF HOMELAND SECURITY

TIER II MANAGER

FIRE DEPARTMENT HANDBOOK

Indiana
A State that Works

- Superfund Amendments & Reauthorization Act (SARA TITLE III) Emergency Planning & Community Right-to-Know Act (EPCRA)

- Online Portal For Indiana EPCRA Reporting – *Tier 2 Manager* www.in.gov/dhs/3893.htm
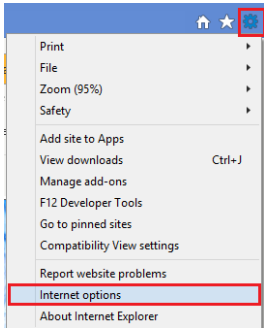
Tier II Manager Benefits

- <u>One-Stop Reporting</u>: Facilities no longer need to submit three separate Tier II reports to the state, LEPC, and fire departments. Submission through *Tier 2 Manager* satisfies reporting to all three entities (unless the LEPC and/or fire department requests paper Tier II reports from the facility)
- <u>Manage Facility Chemical Inventory</u>: LEPCs and fire departments can search for and delineate chemical types and quantities reported through the online portal for planning purposes
- <u>Automatic Notifications</u>: LEPCs and fire departments are instantly notified about facility notifications/updates.
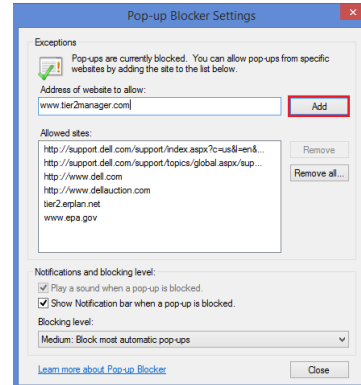
System Requirements

- Browser
  - Internet Explorer 10 or above (non-compatibility mode)
  - Firefox 20 and above
  - Chrome 26 and above

- Components
  - Turn off the popup blocker in your Browser
  - Adobe Acrobat Reader (free download)
  - Enable Javascript in your Browser (This should already be set in your browser)
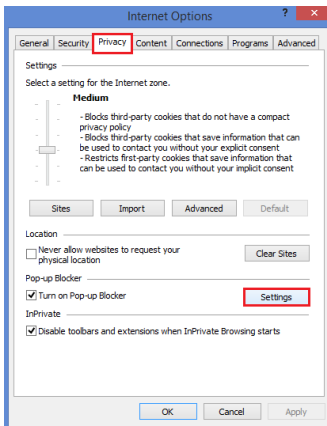
Allow Pop-Ups in Internet Explorer Browser

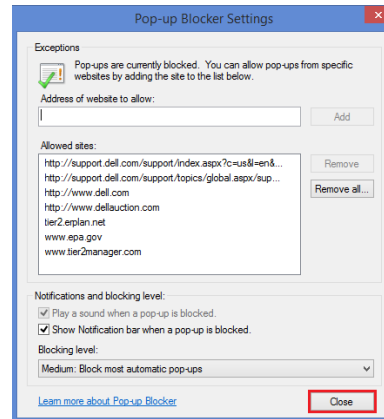**1** At the top-right, click the Tools Menu, then click Internet Settings .

2 Select Privacy, then click Settings.

3 Type in the website then click Add.

4 The site will be added to your Allowed Sites. Click Close to finish.

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Allow Pop-Ups in Chrome Browser

1 At the top-right, click the Chrome menu, then click Settings .

2 Click Show Advanced Settings.
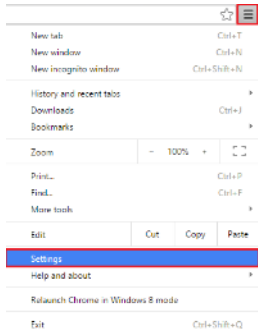
3 Under Privacy, click Content Settings.
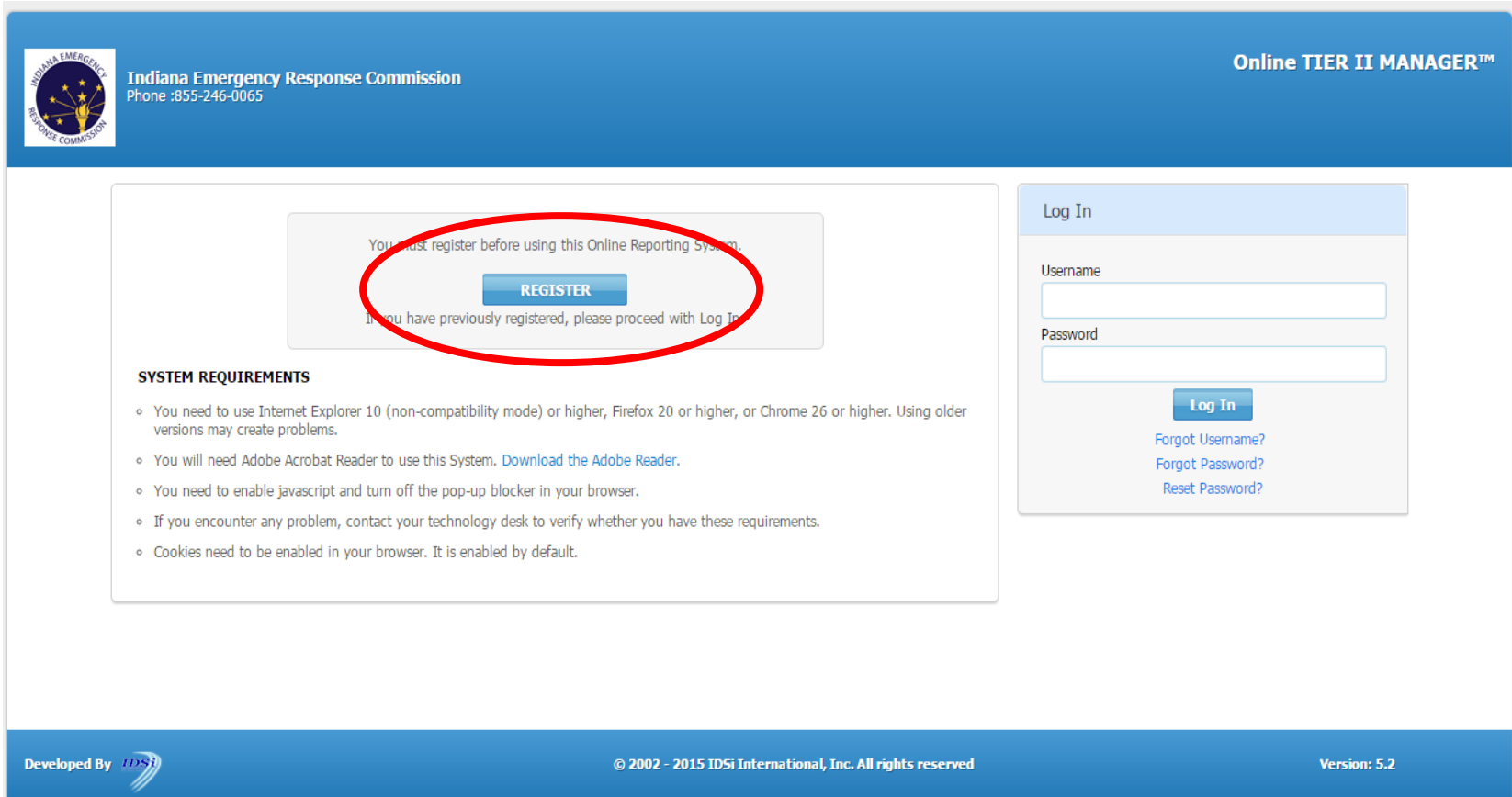
4 Click Manage Exceptions. Locate/add Website, set to Allow, then click Done.

New User Registration Steps

① **Click on Register.**

New User Registration Steps

New User Registration.

New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

User Account Details

Username*	Password *	Retype Password *

Hint Question*	Hint Answer*
-Select-	

User Contact

First Name*	Last Name*	Agency Name *	Department Name	Title*

Street 1*	Street 2	City*	State *
			Indiana

Zip Code*	Country*	Phone*	Email*	Retype Email*
	United States			

Roles and Access

○ Statewide Data User (Access to All Jurisdictions)
○ Other users (Access to Limited Jurisdictions)

Roles*

Data Entry Operator
Incident Reporting Admin
Planner
Program User

[Add] [Remove]

Select Primary Role*

Please enter the characters as shown *

R X R R 8

[Cancel] [Back] [Submit]

Log-In Name and Password

- One user account per Fire Department

- Passwords must be 8-15 alphanumeric characters

- Use generic Fire Department usernames e.g. ColumbusFD

- Try 'Forgot Your Password' or 'Reset your Password' if you are not able to log in

- Your User Account will be DISABLED if you enter the wrong password more than 5 times consecutively.

- If you still cannot log into your account, contact the System Administrator. Once the account is disabled, only the System Administrator can enable the account.

- Must log in at least once a year or account will be Disabled

New User Registration Steps

3

County Users (LEPCs and Fire Departments) will be set up as 'Other Users' and will have access to their county's data.

1. Select 'Other User'. Appropriate roles will be displayed.
2. Select role for the account – Click the 'Add' button. The selections will move to the right box
   - Fire Departments select 'Jurisdiction Program User'
   - LEPCs are set as 'Jurisdiction Planner'
3. Select your county – Click the 'Add' button. The selections will move to the right box
4. Select 'Save'

New User Registration Steps

4 | Click Save and wait for account approval email.

Information

Your registration information has been sent to the Administrator for approval. You will be contacted by email when your account is approved.

Ok
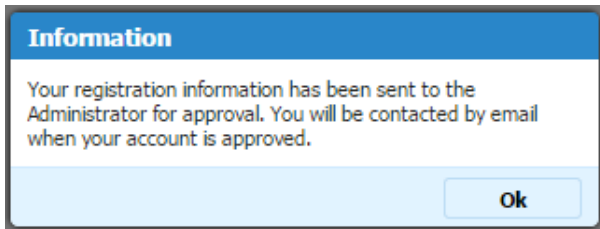
5 | User and Admin receive registration email notification when account is approved.

Homescreen Menu Options

1. Click on *Hazard Reports* to launch chemical summary reports for the facilities.

2. Click on *List Facilities* in the menu to view a list of all facilities.

3. Click on *List Incidents* in the menu to view a list of all incidents reported.

4. Click on *Resources* to view a set of links, contacts, and other information to support your planning and response efforts.   These are populated by the Administrator.

Homescreen Menu Options

5. Click *List Plans* to view a listing of Offsite Response Plans. Use the workflow to manage these plans through the review process.

6. Click *Update My Profile* to manage your User Account.

7. Click on *Offline Reports* in the menu to access Reports that you have generated offline. Offline reports are created when a report has more than 200 chemicals (or other specified large number) and is generated during a scheduled period. You will be notified by email when the report is generated and you can go to this list to retrieve the report.

Hazard Reports – Summary
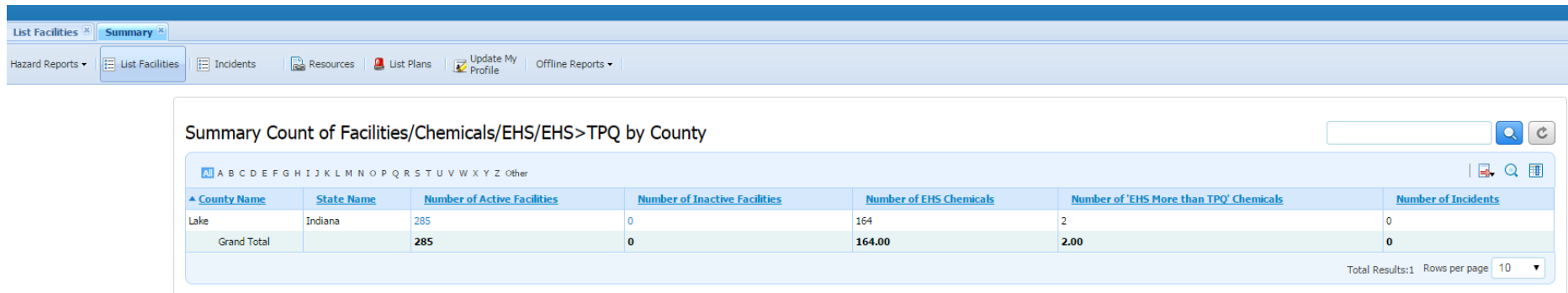
1 Select Summary from the Menu.
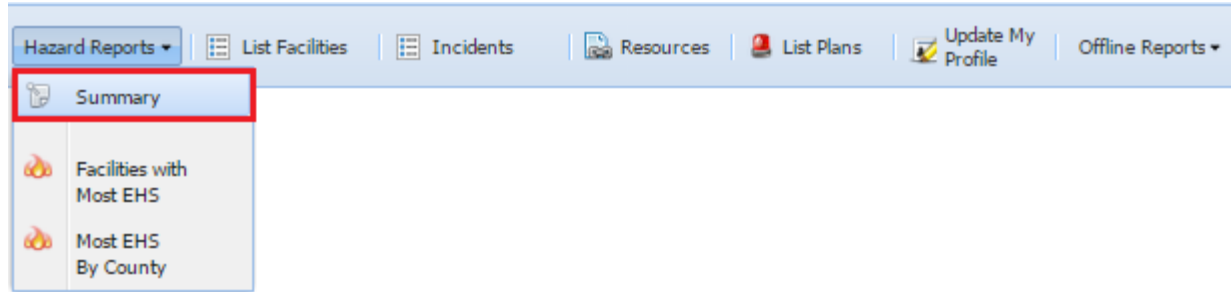
2 Displays a Summary Report for all Facility/Chemical counts in your county.

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Hazard Reports – Most EHS

1 Select Facilities with Most EHS from the Menu.
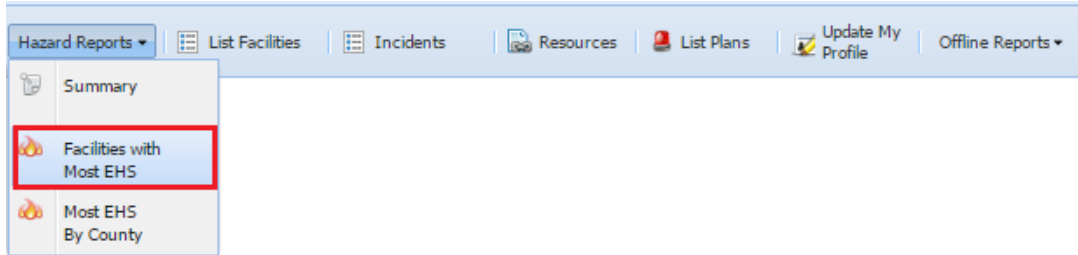
2 Displays Facilities with the most Extremely Hazardous Substances by lbs.

Facility ID	Company Name	Facility Name	Maximum Daily EHS Amount (in lbs)	County	# of EHS Chemicals	# of EHS Exceeds TPQ Chemicals	FacilityAddress
Facility ID	Company Name	Facility Name		All			FacilityAddress
11591	MICHAEL BAKER INTERNATIONAL	US Steel Corporation Gary Works	0	Lake	7	0	1 N Broadway Gary, IN 46402-
11992	IDSi	Solvay USA Incorporated	0	Lake	6	0	2000 Michigan St Hammond, IN 46320-1462
11567	IDSi	Cargill Incorporated	0	Lake	6	0	1100 Indianapolis Blvd Hammond, IN 46320-1094
11589	IDSi	BP Amoco Oil Company Whiting Refinery	0	Lake	5	0	2815 Indianapolis Blvd Whiting, IN 46394-
11555	IDSi	ArcelorMittal Indiana Harbor LLC	0	Lake	4	0	3001 Dickey Rd, Station 001 East Chicago, IN 46312-
11557	IDSi	ArcelorMittal USA Incorporated	0	Lake	4	0	3210 Watling St East Chicago, IN 46312-1721

List Facilities

- View/search all facilities within your county

Select 'List Facilities'

Various search options available:

1. **General Search** searches all columns. Enter the Search Term and click on the Magnifying Glass icon.

2. **Alpha Search.** Click on the column you want to search on. This will activate the column and you will see the triangle on the column. Click on the Alphabet menu. The results starting with that letter will appear. **To clear, click the Gray Refresh button on the top right.**

3. **Column Specific Search.** Enter the Search Term at the top of the column you want to search. C*lick anywhere on the screen.* The Search will run and you will see the results.

View Facility Information

View Facility.

US Steel Corporation Gary Works (Facility ID: 11591)

1 N Broadway, Gary, IN 46402, United States
Status: Active   *Type:* Facility

US Steel Corporation Gary Works stores DHS Chemicals of Interest

Emergency Contact: Jerry Guess	24 Hr Phone: 219-888-4511
Emergency Coordinator: Jerry Guess	24 Hr Phone: 219-888-4511

Chemicals Facility/ Report Plan Details

Reports

Tier II Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date		
966	2014 Tier II Report Annual	Completed	John Leopold	02/26/2015	Hardcopy	

302 Reports

Report ID	Report	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

311 Reports

Report ID	Report	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

See More Facility Details

Facility Header contains facility and chemical alert info

Click Links to view specific feature. Site Map and Offsite Response Plan links will appear if available for the latest report.

Click to See More Facility Details.

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View Facility Information

View Facility – List of chemicals on site

View Facility Information

View Facility – Chemical details

View Facility Information

View Facility Information

View Facilit

View Facility Information

View Facility – additional details

View Chemical Incident Information

1 Select Incidents from the Menu.

| Hazard Reports ▾ | List Facilities | **Incidents** | Resources | List Plans | Update My Profile | Offline Reports ▾ |
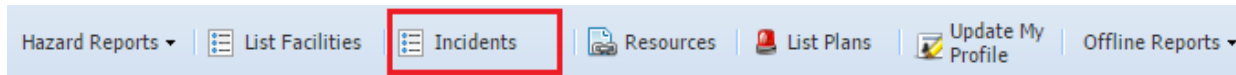
2 This will display a list of Incidents that were recorded. Click on Incident Description to get the Incident details.

Incidents

▼ Incident ID	Incident Description	Incident Status	Incident Date	Incident Time	Incident Type	Incident Source	Is Written Followup Report Filed	County	Username	Action
Incident ID	Incident Description	All ▾			All ▾	All ▾	All ▾	All ▾	Username	
4	Chlorine dumped in RIdgewood	Active	10/14/2015	7:15 PM	Spill/Release	Transportation	No	Allen		Actions
3	Chemical Spill	Active	10/7/2015	2:00 AM	Spill/Release		Yes	Bartholomew	sysadmin1	Actions
2	There was a chemical spill during shipping.	Active	10/6/2015	4:00 PM	Spill/Release		Yes	Adams	Submit123	Actions
1	This is the initial description of the incident. There was a tractor that spilled over that could not hold the weight, so it fell over. It will be i	Active	10/8/2015	12:15 PM	Spill/Release	Transportation	Yes	Boone	sysadmin	Actions

Total Results:8   Rows per page   25 ▾

View Chemical Incident Information

③ To View an Incident Report linked to an incident select Reports from the Action tab.

④ From the List all Incident Reports page click on View or Print to see the report.

Spill/Release Reports

Reports

- Most information can be exported as a report

1 Select the 'Reports' icon.

2 Select the document format (e.g. PDF) to automatically generate that report

Offline Reports

- Some reports, exports, or notifications are too large to generate online. A report containing more than a certain number of records cannot be generated on demand. Instead, it will be generated at a scheduled time.

- The user is notified once the report has been run and can go to the Offline Reports menu to retrieve the report.

- In these cases, the report should be downloaded to your computer.

Offline Reports

1 There are three Offline Reports options under the Offline Report Reports tab.
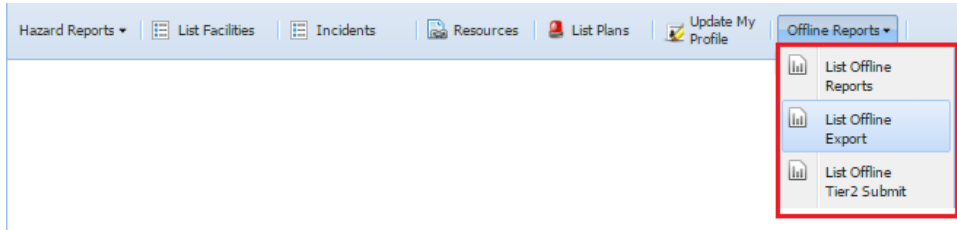
2 You will find the report in the list. Click on View to launch. You should then save this document to your local machine.

Resources

Select Resources from the Menu.

This will display a list of Resources the Admin posted. Click on the links to view.
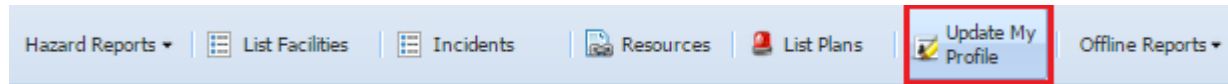
Update Profile Information

- One account per Fire Dept – update contact details as necessary

(1) Select Update My Profile from the Menu.

Hazard Reports ▾ | List Facilities | Incidents | Resources | List Plans | **Update My Profile** | Offline Reports ▾

(2) Make changes and then click on Save.

Edit My User Account Profile

First Name*	Last Name *	Agency Name *	Department Name	Title*
Alec	Stuart	Fire Department	GIS	Fire Chief

Street 1*	Street 2
2 Main Street	

Country*	City*	State*	Zip Code*
United States ▾	Anderson	Indiana ▾	32424-

Phone*	Email*
234-324-2343 x_____	alec@fd232.com

Secret Question *	Secret Answer *
What is your father's middle ▾	John

Username*	
gis	☐ Change Password?

Save

SARA Program Contact Info

➢ State program webpage: www.in.gov/dhs/3893.htm

➢ Tier II Manager webpage: www.tier2.dhs.in.gov

➢ Toll-free contact number: 855-246-0065

➢ Marc Torbeck

   SARA Program Specialist

   mtorbeck@dhs.in.gov   (317) 234-9696

➢ Ian Ewusi

   SARA Program Manager

   iewusi@dhs.in.gov   (317) 695-2119