

Initial Tier II Report Instructions

(Screenshots are of fictitious facilities used for the purposes of training materials)

1. Login at <https://www.lipatts.pa.gov>.
2. Hover over Facilities Tab at the top and choose List Facilities.
3. Click on your facility name listed in blue font.
4. PATTS will display a list of the last three submitted reports (if previous reports were submitted) Click Add a New Report located on the right-side of the screen.

The screenshot shows the PATTS portal interface for facility Lara Chems (ID: 34756). At the top, there is a header for the Pennsylvania Department of Labor & Industry. Below the header, there are navigation tabs: Home, Facilities, My Account, Billing, and Resources. The facility name and ID are displayed. A section for Facility Address is shown. Below that, there is a Regulatory Reports section with a table for Tier II reports. A red circle highlights the 'Add a New Report' button in the top right corner of the Regulatory Reports section. Below the table, there is a Facility Notes section with an 'Add Facility Note' button.

5. After closely reading Report Class descriptions, choose Initial for (current year we are in should be selected) and select Proceed. Please note that Report Type Tier II Report 312 Annual Report is always preselected and cannot be changed.

The screenshot shows the 'Choose a Report Type' and 'Choose a Report Class' selection screen. Under 'Choose a Report Type', 'Tier II Report (312 Annual Report)' is selected. Below that, there is a description of the report type. Under 'Choose a Report Class', 'Initial for 2020' is selected. There are also options for 'Annual for 2018' and 'Revision'. At the bottom right, there are 'Cancel' and 'Proceed' buttons.

6. Initial Reports will display 6 Steps that can be Edited:



Step 1: Facility Information- Click Edit on right-side of screen to edit the facility details if needed.

Step 2: **An Initial Report requires you to add a new chemical. If you do not add a new chemical, the system will not allow you to submit the report.**

Chemical Information- Click Add Chemicals to add a new chemical, Import Chemicals to import chemical information from other facilities you might report for e.g. a parent company that has the same chemical.

- Choose the trashcan symbol to delete a chemical from list.
- Choose the Edit symbol to Edit chemical previously reported. Use this option to change Chemical Descriptions, Chemical State, Chemical Format; select Trade Secret if needed, Physical and Health hazards; Remove SDS/MSDS and replace with new SDS; Update Chemical Quantity, Location, Number of Days onsite, and Confidentiality of Storage Location. Gallon to pounds converter tool and Latitude and Longitude Coordinate tool are available in this section as well.



- Chemical Name in SDS section is where you select Remove and can then select Add to attach a new SDS (see below).

Chemical Description Inventory & Storage

Chemical Description

Search by CAS/Chemical Name

CAS Number (If no CAS, type N/A) * Chemical Name *

Substance is Trade Secret

Chemical State

Check all that apply

State *
 Solid Liquid Gas

Chemical Format

Pure/Mixture *
 Pure Mixture

EHS Name Search by EHS Name [See Notes on Reporting Chemicals at top of this page.](#)

EHS

Physical and Health Hazards +

Check all that apply

Physical Hazards

Combustible dust
 Corrosive to metal
 Explosive
 Flammable (gases, aerosols, liquids, or solids)
 Gas under pressure
 Hazard Not Otherwise Classified (HNOC)
 In contact with water emits flammable gas

Organic peroxide
 Oxidizer (liquid, solid or gas)
 Pyrophoric (liquid or solid)
 Pyrophoric gas
 Self-heating
 Self-reactive

Health Hazards

Check all that apply

Acute toxicity (any route of exposure)
 Aspiration hazard
 Carcinogenicity
 Germ cell mutagenicity
 Hazard Not Otherwise Classified (HNOC)

Reproductive toxicity
 Respiratory or skin sensitization
 Serious eye damage or eye irritation
 Simple asphyxiant
 Skin corrosion or irritation
 Specific target organ toxicity (single or repeated exposure)

SDS +
 Attach SDS +
[Cacodylic Acid SDS.pdf \(Remove\)](#)

Step 3: Review Subject to Status- Choose Edit if changes are needed and save.

Step 4: Review Report Contacts- Choose Edit if changes are needed. If a Regulatory/Emergency Contact is deleted, the system will require you to enter another Regulatory/Emergency contact

Step 5: Review Attachments- Choose Edit if changes are needed. If Edit is selected, the options below will display. Attachments can be removed and replaced as needed. If site plan has not changed since last submission, you must validate that it is still valid. Select Save.

Step 5: Review Attachments Edit

You have changed or deleted chemicals. [Click here](#) to confirm the Site Plan is valid or Upload a new Site Plan.

Attachment	File	Browse File to Upload
Site Plan (Map) *	Site Map.pdf (Remove)	
Site Coordinate Abbreviations		Choose File No file chosen
Safeguard Measures		Choose File No file chosen
Facility Emergency Response Plan		Choose File No file chosen

** Siteplan required for Annual, Revision, and Initial submission(s).

Cancel Save

Step 6: Submit Report

Step 6: Submit Report. You are almost done! Click here to Submit your Report.

Click on the "Submit Report" button to send this Report to authorities. Read notes on the next page to see if there are more requirements. If you want to make any more Changes, click Edit for the section you want to change.

[Submit Report](#)

7. Check off the certify report option if you are choosing to certify the report and enter the name of the person who will be signing the Certification Letter. No fee is charged for Initial Reports.

I certify under penalty of law that I have personally examined and am familiar with the information, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

I understand that I am officially submitting this report and associated information to authorities. I also understand that once the submission is completed it will become an official archive for authorities.

Please review the Tier II Report before Submission:

Name of Owner/Operator or Authorized Representative *	Official Title *
<input type="text" value="Pennstate Hege"/>	<input type="text" value="Owner"/>
Telephone Number *	Date *
<input type="text" value="717-787-7000"/>	<input type="text" value="12/11/2020"/>

[Cancel](#) [Submit](#)

8. Choose Print Certification Letter. Upon signing, email to RA-li-psaf-patts@pa.gov.

Thank you for submitting the online report.

If you have entered a valid Tier II Contact e-mail address, you will be notified of this successful report submission. This report will be reviewed by State officials.

For questions, please reference the Help Guide for the appropriate contact.

[View Report](#) [Print Report](#) [List Submissions](#) [List Facilities](#) [Print Certification Letter](#) [Print Fee Exemption Letter](#)

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

Pennstate Hege, Owner	_____	12/11/2020
Name and Official Title of Owner/Operator or Authorized Representative	Signature	Date
Telephone Number	: (717) 787-7000	_____
Regulatory POC	: hege@pa.gov	_____
Email	_____	_____

General Mailing Address
Commonwealth of Pennsylvania
PA Department of Labor & Industry
Bureau of Occupational & Industrial Safety/Pennstate Program
P.O. Box 68571
Harrisburg, PA 17106-8571

Certified Mailing Address
PA Department of Labor & Industry
Bureau of Occupational & Industrial Safety/Pennstate Program
651 Boas Street Room 1600
Harrisburg, PA 17121-0750

Any questions should be directed to the Bureau of Occupational & Industrial Safety/Pennstate Program, PA Department of Labor & Industry, 651 Boas Street Room 1600, Telephone: 717-783-2071 Opt 0, Fax: 717-783-5066, Email pa-li-psaf-patts@pa.gov

Auxiliary aids and services are available upon request to individuals with disabilities.
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