Pennsylvania Tier II Report Instructions (Includes New Validate Chemical Step)

*The examples in this set of instructions are for a 2020 Annual Report, but the process is similar for Initial, Update, Revision, and future/previous Annual Reports. Annual Reports include **Seven** Sections. Initial, Update, and Revision Reports only have **Six** Sections.

**To get started, go to** [https://www.lipatts.pa.gov](https://www.lipatts.pa.gov) **and login to PATTS**
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Click ‘Continue’ in upper-right or on ‘Facilities’ tab and choose ‘List Facilities’
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Click on the name of the facility displayed in blue font from your list of facilities that you would like to submit a report for.

<table>
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<tr>
<th>Facility ID</th>
<th>Company Name</th>
<th>Facility Name</th>
<th>Address</th>
<th>County</th>
<th>Facility Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>30617</td>
<td>L&amp;I - PENNSAFE</td>
<td>TEST FACILITY, Inc. (ID: 30617)</td>
<td>651 Boas Street, Harrisburg, PA 17121</td>
<td>Dauphin</td>
<td>Active</td>
</tr>
</tbody>
</table>
Click ‘Add a New Report’ located on the right-side of the List Submissions Page.
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Read through the different Report Classifications and choose the appropriate Report Class that fits your needs. Choose ‘Proceed’ at the bottom of the page.

My screenshots and example will be for a 2020 Annual. Beginning in January 2022, most of you will be submitting the Annual for 2021 report.
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The top of the Annual Report will display 7 Steps. Green check marks indicate no additional information is needed in that step of the report, but it is advised to carefully review all report data even if a checkmark displays. Orange Circles with a White Exclamation Point means additional information or corrections are needed for that Step to be approved and to submit the report.
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**Step 1- Review Facility Information:** Required information includes:

- Facility Name
- Company Name
- Street Address
- City
- Country
- County
- Municipality
- Latitude and Longitude in decimal degrees (a map and conversion tool are available to help determine coordinates)
- NAICS (a NAICS search tool is available to assist)
- Is Facility Manned/Unmanned
- Maximum Number of Occupants at one time
- Dun & Brad No (Can enter N/A if none exist)
- Sic Code (an SIC search tool is available to assist)
- Business Phone Number
- 24 Hr. Phone Number (Optional)
- Email address
- Fax Number (Optional)
- Owner/Operator Name
- Street Address
- City
- State
- Country
- Zip Code
- Owner/Operator Phone Number
- Owner/Operator Email Address
- Parent Company Info (Optional)
- Mailing Address Info
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Step 2- Review/Add Chemical Inventory

*Please Note that a Safety Data Sheet is required for each reported chemical.

To add a new chemical, click ‘Add Chemicals’ on the right side of Step 2. Chemicals with an Exclamation Point in the ‘Is Valid’ column indicates the chemical needs an issue resolved with it, which can be done by editing or by removing and readding the chemical.

To Validate or edit chemical information, click on the Paper/Pen Edit Icon in the row of the chemical you wish to validate/edit. Edit information as needed and using the ‘Search by CAS/Chemical Name’ may be required if chemical is an EHS or in both EHS and Non-EHS Formats.

If chemical information looks good, then click ‘Save’ or edit information as needed. If any error messages appear, follow the instructions that appear to resolve the issue.
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If you receive an error message like the one below, it means you must use the ‘Search by CAS/Chemical Name’ tool that is available at the top of the Chemical Description and in the Mixture Component area if the chemical is a mixture component. See screenshots below for examples.

If error message mentioned above is received, click on ‘Search by CAS/Chemical Name’ then type in the Chemical’s CAS Number or Chemical Name and depress the enter key. Then choose the appropriate chemical option you are wishing to report (based on your SDS). You may need to use the ‘Search by CAS/Chemical Name’ in both the Mixture Componenet area and the main chemical description area if the chemical is a mixture.
Example of ‘Search by CAS/Chemical Name’ in located in the Mixture Componenet section.
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If Chemical Description Information saved correctly, you should get a pop-up message stating so.
If Chemical Inventory & Storage saved correctly, you should also receive a pop-up message stating so.
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If you’d rather go with the deleting and readding chemical option to resolve chemical reporting issues, click on the trashcan symbol for the chemical you wish to remove.

Then, choose Add Chemicals located in the top-right corner of the Step 2: Review Chemical Inventory section.

Once all issues are resolved in Step 2, the Chemical Is Valid column should display a green check mark for the chemical. Repeat for each chemical that requires validation or needs updated.
Step 3: Review Subject to Status

Click ‘Edit’ on right-side of the Review Subject to Status Section and it will display the Subject to Status questions and some answers are prepopulated and can’t be changed. Select ‘Save’ to save answers to Step 3.
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**Step 4 - Review Report Contact Information to be sure all is correct. Choose ‘Edit’ if information needs updated.** If a Regulatory/Emergency Contact is deleted, the system will require you to enter another Regulatory/Emergency contact.
**Step 5 - Review Attachments**

Annual Reports that had chemical information changed also need to have the previous site plan validated by choosing ‘Click here’ as shown in blue below or have a new Site Plan uploaded. If a new Site Plan needs attached to the report, choose ‘Edit’ on the right-side as shown in second screenshot below.

To add new Site Plan, click on ‘Choose File’ and the select form your computer’s saved documents and then click Save.
Step 6- Review Fee Exemption Status

Fee Exemption Questions must be answered annually. Choose ‘Edit’ on right-side and complete the six questions and click ‘Save’ at the bottom of page.
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Now scroll to the top of your screen and if Steps 1 through 6 have green checkmarks, then you are ready to submit the report by selecting ‘Submit’ at the bottom of your screen.

After Submitting your report, the View Fee Summary Page will display that shows how much you owe. Click ‘Proceed with Report’
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An Electronic and Hard-Copy Certification are currently required. Check the box beside the electronic certification and enter the name of the person who will be physically signing the hard-copy certification letter/invoice you will be printing following this current step. Select Submit

After submitting the report, print the Certification Letter by choosing the ‘Print Certification Letter’ option.
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Example Certification Chemical Inventory Invoice that needs signed and mailed along with check or money order made payable to the PA Hazardous Material Response Fund.