

Illinois Emergency Management Agency -  
Office of Homeland Security



Hazconnect™ Online Reporting System  
Emergency and Hazardous Chemical Inventory  
Reporting for Illinois Facilities  
Reporting Year 2024



Illinois Emergency Management Agency - Office of Homeland Security

## Reporting Year 2024

**THE DEADLINE FOR FILING 2024 ANNUAL TIER II REPORTS IS  
SATURDAY MARCH 1, 2025**

Hazconnect™ URL:

<https://tierii.iema.state.il.us/TIER2MANAGER/Account/Login.aspx> (copy and paste into browser)

2024 facility submission instructions, along with system and Tier II field requirements, updated LEPC Contact and Release Reporting Lists (located in upper right-hand side), and general Tier II information are on the IEMA Tier II Webpage at

<https://iemaohs.illinois.gov/preparedness/serc/serc-tier2.html> (copy and paste into browser)

Tier II e-mail address: [ema.tier2mgr@illinois.gov](mailto:ema.tier2mgr@illinois.gov) and main telephone: 217/558-0559. At this time, the Tier II telephone number is not being monitored. Send requests to the Tier II e-mail address above.

## Access to IEMA-OHS Hazconnect™ Online Filing System

- To access the Hazconnect™ Online Filing System, a username and password must be issued by IEMA-OHS.
- E-mail a request to [ema.tier2mgr@illinois.gov](mailto:ema.tier2mgr@illinois.gov)  
Information needed to set up a user profile includes facility name, address, contact person's first & last name, title/dept., telephone number and e-mail address. Information will only be released to facility e-mail addresses, unless facility requests otherwise.



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**Due to security concerns,** IEMA-OHS will not accept a request from a consultant on behalf of a client facility. IEMA-OHS must receive the request from a FACILITY representative using a facility-related e-mail address. The facility representative may “cc” the consultant in the request and ask that IEMA-OHS “reply to all” when responding.

## Who to Submit to

Facilities must report:

- Electronically, using Hazconnect™, to the **State Emergency Response Commission (SERC)**. In Illinois, the Illinois Emergency Management Agency-Office of Homeland Security (IEMA-OHS) is the SERC.
- By hard copy, to the **Local Emergency Planning Committee (LEPC)**. Print a hard copy after electronic submission is complete. The LEPC Contact List is located in the Resources Tab on each Hazconnect™ screen or on the IEMA-OHS Tier II Webpage.
- By hard copy, to **Jurisdictional (Local) Fire Department**. Print a hard copy after electronic submission is complete. Link to Fire Marshal's most-recent list is located in the Resources Tab on each Hazconnect™ screen or on the IEMA-OHS Tier II Webpage.



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**Federal law states** that regulated facilities must submit to all three entities. Currently, many LEPCs and fire departments do not have access to Hazconnect™; therefore, facilities must submit signed hard copies to them. Hard copies may be printed from Hazconnect™ after each 302, 311, and/or 312 submission has been completed.

Links to LEPC and fire department mailing lists are located on the IEMA-OHS Website's Tier II Reporting page at or in Hazconnect™ on the Main Menu, Facility Home Page or the Resources Tab. See links on the next slide.

# Hazconnect™ Log In Screen

**Illinois Emergency Management Agency**  
2200 South Dirksen Parkway, Springfield, Illinois 62703  
Phone: 217-558-4559, Fax: 217-558-4558

**Hazconnect**

Note: Online Tier 2 Reporting and Editing should be performed only by authorized users.  
After logging in, click on 'Resources' menu for Tier 2 resources and information.  
REMANDER: When updating Tier 2 information, you may also have to attach a NEW Site Plan (Map) and electronic Material Safety Data Sheets (MSDSs) or Safety Data Sheets (SDSs).

**SYSTEM REQUIREMENTS**

- You need to use Internet Explorer 11 or higher, Firefox 59 or higher, or Chrome 62 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.

**Log In**

Username

Password

**Log In**

[Forgot Username?](#)  
[Register for an Account](#)  
[Forgot Password?](#)  
[Reset Password?](#)

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## Link to Hazconnect™:

<https://tierii.iema.state.il.us/TIER2MANAGER/Account/Login.aspx>

## Link to IEMA-OHS Tier II Webpage:

<https://iemaohs.illinois.gov/preparedness/serc/serc-tier2.html>

Click (or copy into browser) on Hazconnect™ link (above).

Gray section in upper left side of screen contains important information. For RY2024, there is now a Resources Tab instead of green checkmark on the right side of the screen.

System requirements are below gray section.

See next slide for information about entering a username and password.

# Hazconnect™ Log In Screen (continued)



Illinois Emergency Management Agency  
2200 South Dirksen Parkway, Springfield, Illinois 62703  
Phone: 217-558-0559, Fax:

Hazconnect

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After logging in, click on 'Resources' menu for Tier 2 resources and information.

REMINDER: When updating Tier 2 information, you may also have to attach a NEW Site Plan (Map) and electronic Material Safety Data Sheets (MSDSs) or Safety Data Sheets (SDSs).

**SYSTEM REQUIREMENTS**

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- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.

Log In

Username  
020205

Password  
\*\*\*\*\*

**Log In**

[Forgot Username?](#)  
[Register for an Account](#)  
[Forgot Password?](#)  
[Reset Password?](#)

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## Enter the Facility's Username and Password and Click on the "Log In" Button.

Note: in Illinois, a username is based upon a facility and not a person. This is done for historical Tier II information and tracking purposes. If an owner/operator has 10 facilities, there will be 10 usernames (accounts). In addition, a facility's username is the same number as the facility's State ID listed on the last submitted Tier II report (upper left corner on Page 1). You cannot change a facility's username because the username is based upon a physical (9-1-1) location. If a facility relocates from one physical location to another, a new username and password must be issued. For assistance, e-mail Tier II Specialists at [ema.tier2mgr@illinois.gov](mailto:ema.tier2mgr@illinois.gov). A facility's password can be changed by clicking on the "Reset Password" Button (one of the buttons below the "Log In" Button). The password may also be changed on the blue My Account tab at the top of the screen after you log in. If you forget your password, e-mail Tier II Specialists at [ema.tier2mgr@illinois.gov](mailto:ema.tier2mgr@illinois.gov) for assistance. Include the facility's name, address, and username in the body of the e-mail. For technical assistance, contact Tier II Specialists at 217/558-0559.

Detailed Tier II information is available on IEMA-OHS Tier II Webpage at <https://iema.illinois.gov/content/dam/soi/en/web/iema/preparedness/serc/documents/tierii-instructions.pdf>

# Edit My User Account Profile

**Illinois Emergency Management Agency**  
2200 South Dirksen Parkway, Springfield, Illinois 62703  
Phone: 217-558-4559, Fax: 217-558-4560

**Hazconnect**

Home Facilities **My Account** Resources

### Edit My User Account Profile

Company Name\*  
IEMA TEST FAC-Morrison

First Name\* Last Name\* Role\*  
Micarr Morrison Compliance Officer

Street 1\* Street 2  
020205 IEMA TEST Street

Country\* City\* State\* Zip Code\*  
United States Joliet Illinois 60435

Phone\* 24 Hour Phone Email\*  
217-777-7777 micarr.morrison@illinois.gov

Secret Question\* Enter Your custom question here.\* Secret Answer\*  
Other same as username 020205

Username\*  
020205 ☐ Change Password?

Cancel Save

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**A NEW FILER, as well as an EXISTING FILER,** may see the above User Account Profile screen after logging in. If not, click on the blue [My Account](#) Tab.

Some fields will be populated with existing information but other fields will be blank and require new/updated information.

You may change your password on this screen. A password must contain at least six characters. There are several “Forgot My Password” questions you may use in case you forget your password and need prompted to remember it. For example, if you choose “What is My Father’s Middle Name?” and your father’s middle name is John, you may want to choose another question because John only contains four characters. If your father’s middle name is Daniel, it may be used because it contains six characters. If you don’t want to use any of these questions, you may choose “Other” to create your own question and answer. Passwords are case-sensitive.

# Facility Home Page Blue Home Tab

**Illinois Emergency Management Agency**  
2200 South Dirksen Parkway, Springfield, Illinois 62763  
Phone: 217-558-6559, Fax: 217-558-6559

**Hazconnect**

Home Facilities My Account Resources

**Regulations** Continue

Please click here to access the Training materials. Before starting a submission, please watch or read the materials thoroughly to understand both the requirements and the online reporting process.

**Welcome to the Online Tier II Reporting System**

The Illinois Emergency Management Agency is responsible for the collection and maintenance of Tier II data reported by Illinois Tier II Facilities. The purpose of this Tier II report form is to provide State and local officials with specific information on hazardous chemicals present at your facility for use in emergency preparedness planning. We encourage facilities to submit their Tier II report form to the Illinois Emergency Management Agency using this online reporting system. Updates can also be submitted at any time during the year.

Submission of the Tier II report form by facilities that meet the reporting requirements established under Section 312 of SARA Title III is required. Specifically, facilities are required to report Extremely Hazardous Substances (EHS) stored at 500 pounds or the Threshold Planning Quantity (TPQ), whichever is less. In addition, facilities must report any hazardous chemical for which a Safety Data Sheet (SDS) is required under the OSHA Hazard Communication Standard, and which is stored in the amount of 10,000 pounds or more. For more information on the list of EHS's and their TPQ's or to obtain more information on the reporting requirements, please review the information available on the Illinois Emergency Management Agency website at <http://www.illinois.gov/ema/Preparedness/SEHC/Pages/default.aspx>.

If you have any questions or need assistance, please contact IEMA Hazardous Materials Unit at [ema.tier2mgr@illinois.gov](mailto:ema.tier2mgr@illinois.gov) or 217-558-6559.

**IMPORTANT: You must submit a 2024 ANNUAL REPORT to complete your submission for this year! (Submitting a 2025 UPDATE does NOT meet this requirement).**

**Recent Submissions**

- 2022 Tier II Annual, IEMA TEST FACILITY Completed 12/29/2022
- 2021 Tier II Annual, IEMA TEST FACILITY Completed 12/30/2021
- 2020 Tier II Annual, IEMA TEST FACILITY Completed 12/31/2020
- 2019 Tier II Annual, IEMA TEST FACILITY Completed 12/30/2019

**Facility Status Summary**

	Active	Inactive
Facility	1	0

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**A NEW FILER** will see the above screen after logging in. There are four tabs:

- 1) **Home** is the home page above. Click on the white "Continue" button at the right side of the screen to begin entering facility information.
- 2) **Facility** will be populated as a "0" in the Facility Status Summary's Active Column because no facility information has been entered yet.
- 3) **My Account** (or user profile) is the facility name, address and contact information provided to IEMA when a username and password were requested. Click on the tab to reset your password or edit your account information.
- 4) **Resources** which contains important guidance information.

**AN EXISTING FILER, with an active facility,** will see the above screen after logging in, but there will be different information in the four tabs:

- 1) **Home** is the Home Page above. There will be a blue "1" in the Facility Status Summary's Active Column and there should be something listed in the Recent Submissions Column. Either click on the blue "1" or on the white "Continue" button at the right side of the screen to begin editing/confirming your facility information.
- 2) **Facility** will show the one active facility associated with the username.
- 3) **My Account** is the facility location and user's contact information currently on file. Click on the tab to change your password, update your profile, or obtain offline reports. Offline reports are those with 200+ chemicals listed on them. They are generated overnight and may be accessed the next day.
- 4) **Resources** which contains important guidance information.

# Blue Facility Tab

Illinois Emergency Management Agency  
2200 South Dirksen Parkway, Springfield, Illinois 62703  
Phone: 217-558-9559, Fax: 217-558-9560

Hazconnect

Home Facilities My Account Resources

Active Facilities

Back ABCDEFGHIJKLMNOPQRSTUVWXYZ Other Add New Facility

State ID	Facility ID	Company Name	Facility Name	Address	County	Facility Status	City	LEPC	Fire Department	Latest Report
State ID	Facility ID	Company Name	Facility Name	Address	AB		City	LEPC	Fire Department	

No items to be listed

Total Results: 0 Rows per page: 10

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Illinois Emergency Management Agency

**A NEW FILER** will see the above screen after clicking on the white “Continue Button” on the Home Tab. There are no items to be listed because the facility is new. Click on the white “Add New Facility” Button on the right side to begin data entry. Step one begins on the next slide. You must complete six steps in order to submit your report (see information at bottom of this page).

**New filers should view the next few slides.**

**AN EXISTING FILER** will see the applicable facility listed in the area below the **blue columns**. Click on the facility’s name in the **blue “Facility Name”** Column to add a new annual report, revised report, or update report (updates the current year’s information).

To submit your new ANNUAL Tier II report, choose “Add a New Annual/Revision/Update Report,” choose the radio buttons for Tier II Report and Annual for 2023 (or whichever applicable year) on the “Start a New Report” Screen. When adding a different report, choose which type of report you want to submit then click on the **blue “Proceed”** button for more specific report type and class choices. You’ll see the six steps on the Report Homepage. Complete all six steps in order to submit your report (see info at bottom of this page). See Slide 13 for a screen shot.

To edit a previously submitted report, an automatic edit request will be sent to IEMA-OHS. The Tier II Regulatory Point of Contact will receive an e-mail when the edit request has been approved.

To edit/update the current year’s information, add a new 312 UPDATE. You may choose to certify/submit the Update as you edit it OR leave it as an initiated report and edit the report as often as you’d like without submitting it. Before you can submit a facility’s annual report, you must certify the update report.

**Important for all Filers:** There are six steps in the Tier II Submission Process. Each step may require information on more tabs in order to complete that step. When each step is completed, you’ll see a **green check mark** at the top of the screen next to the Step #. An **orange circle with an exclamation mark** means that step must be completed in order to submit the report.

# Step 1: Facility Identification

## Tab 1: Location & Nature of Business



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### STEP 1: Facility Identification – 3 Tabs to Complete

**REQUIRED FIELDS MARKED WITH A RED ASTERISK (\*) ARE LISTED BELOW.**

All other fields are optional.

NEW FILER, Tab 1: Location & Nature of Business

- \***Company Name** is the same as corporate name (e.g.: ABC Corp).
- \***Facility Name** could be the subsidiary name (e.g.: ABC Corp., Plant 1).
- \***Street 1** must be a 9-1-1 or US Postal street address.
- \***Country** is automatically "United States".
- \***City** must be spelled correctly. Please note that address listed is where Tier II chemicals are located. No PO Boxes should be entered. PO Box can be entered in Mailing Address Tab.
- \***State** is automatically "Illinois." **Zip Code** can be either five or nine digits.
- \***County** is selected from a drop-down list.
- \***Latitude & Longitude** may be determined by clicking on the blue "Get Coordinates in Decimal Degrees" icon.
- \***LEPC** is automatically selected, depending on county selected.
- \***Fire Department** is selected from a drop-down list. Contact IEEMA-OHS at [ema.tier2mgr@illinois.gov](mailto:ema.tier2mgr@illinois.gov) if your fire department is not listed. If more than one fire department may respond, add name(s) in the other fire department field provided.
- \***NAICS#** is the six-digit North American Industry Classification System #. The # may be entered manually or use the blue "Search NAICS" Button. Click on the green question mark for an NAICS resource link on the sidebar.
- \***Manned or Unmanned**. Check one. Facility is considered "manned" if anyone is present on site at any time. If "manned" is checked, enter # of occupants present at one time.

Click the blue "Save" Button when finished with this screen.

# Step 1: Facility Identification

## Tab 2: Owner/Operator

**Illinois Emergency Management Agency**  
2200 South Delson Parkway, Springfield, Illinois 62703  
Phone: 217-558-6550, Fax: 217-558-6551

**Hazconnect**

Home Facilities My Account Resources

### Facility Identification Details

**Moto Metals Testing (State ID: )**  
789 Second Street, Petersburg, IL 62675, United States  
Type: Facility

Location & Nature of Business **Owner/Operator** Mailing Address

#### Direct Site Communication

Enter general information for direct contact at the facility site (ex. Reception or Guard house) or if unmanned, next best contact.

[Pick Facility Contact](#)

Phone \* 24 Hr phone  
217-000-0000 (4) X  
Email Retype Email  
Fax Website (ex. http://www.yourcompany.com)

#### Parent Company

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

[Pick Parent Company Contact](#)

Parent Company Name Dun & Brad Number  
mfa  
Street Address Country  
United States  
City State \*  
Illinois  
Zip Code Phone Number  
Email

#### Owner/Operator Mailing Address and Contact Details

If you enter an address outside of the US or Canada, enter the state/province name in the State field.

[Pick Owner/Operator Contact](#) [Copy Facility Address](#)

Owner/Operator Name \* EIN  
Moto Metals Testing Facility  
Street 1 \* Street 2  
789 Second Street  
Country \* City \*  
United States Petersburg  
State \* Zip Code \*  
Illinois 62675  
Owner/Operator Phone \* 24 Hour Phone  
888-777-8877  
Owner/Operator Email \*  
noemail@test.net

Cancel Save

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## STEP 1: Facility Identification – 3 Tabs to Complete

**REQUIRED FIELDS MARKED WITH A RED ASTERISK (\*) ARE LISTED BELOW.**

All other fields are optional.

NEW FILER Tab 2: Owner/Operator

Direct Site (Facility) Communication

**\*Facility Phone** number format is 123-456-7890x1234567

Parent Company (all fields optional)

Owner/Operator Mailing Address and Contact Details

**Required fields listed below** are auto-populated from Location and Nature of Business Tab. Edit/update as needed.

- \*O/O Name**
- \*O/O Street**
- \*O/O Country**
- \*O/O City**
- \*O/O State**
- \*O/O Zip Code**
- \*O/O Phone**
- \*O/O E-mail**

Click the **blue "Save"** Button when finished with this screen.

# Step 1: Facility Identification

## Tab 3: Mailing Address

The screenshot shows the Hazconnect web application interface. At the top, there is a header with the Illinois Emergency Management Agency logo and contact information, and the Hazconnect logo. Below the header is a navigation bar with links for Home, Facilities, My Account, and Resources. The main content area is titled "Facility Identification Details" and shows the "Moto Metals Testing (State ID: )" facility. The "Mailing Address" tab is selected, and the form contains fields for Company Name, Attention, Street 1, Street 2, Country, City, State, Zip Code, and Phone. The Country is set to United States and the State is set to Illinois. There are "Cancel" and "Save" buttons at the bottom of the form. The footer of the application shows the Illinois Emergency Management Agency - Office of Homeland Security logo and text.

### STEP 1: Facility Identification – 3 Tabs to Complete

REQUIRED FIELDS MARKED WITH A RED ASTERISK (\*) ARE LISTED BELOW.

All other fields are optional.

NEW FILER, Tab 3: Mailing Address

- \*Company Name
- \*Street 1
- \*Country is automatically set to United States
- \*City
- \*State is automatically set to United States
- \* Zip Code
- \*O/O Phone

If you want to copy previously entered information, there are two (2) buttons to choose from: "Copy Physical Address" and "Copy Company Mailing Address."

Click the blue "Save" Button when finished with this screen.

You may receive a Confirmation box asking if you want to enter Report data now.  
Check "Yes" to continue.

# Start (Create) a New Report

The screenshot shows the Hazconnect web application interface. At the top, there is a header with the Illinois Emergency Management Agency logo and contact information, and the Hazconnect logo. Below the header, there is a navigation bar with links for Home, Facilities, My Account, and Resources. The main content area is titled 'Start a New Report' and contains the following sections:

- Moto Metals Testing (State ID: )**  
789 Second Street, Petersburg, IL 62675, United States  
Contact: 312-444-0000  
Type: Facility
- Choose a Report Type (click on button next to selection)**
  - ☒ **Tier II Reports (312 Annual Reports)**  
Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually by March 1 covering activities at the facility during the previous calendar year.
  - ☐ **302 Reports**  
Section 302 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires that owners or operators of facilities notify the State Emergency Response Commission (SERC) and their Local Emergency Planning Committee (LEPC) if they have on site an EHS in an amount equal to or greater than its threshold planning quantity (TPQ).
  - ☐ **311 Reports**  
Section 311 requires facilities that have MSDSs for chemicals held above certain quantities to submit either copies of their MSDSs or a list of MSDS chemicals to SERC, LEPC, and local fire department.
- Choose a Report Class (click on button next to selection)**
  - IMPORTANT: You must select the option below 'ANNUAL for 2024' to meet regulatory requirements by March 1, 2025.**
  - ☒ **Annual for 2024**  Annuals should be submitted to meet EPCRA Section 312 Annual Reporting of Chemical Inventory for chemicals onsite during the **previous calendar year**.
  - ☐ **Revision** Revisions should be submitted to **correct errors or omissions** in already submitted reports.  
If you have already submitted an ANNUAL for 2024 and want to update new information or fix an error on the submitted report, please select an option below.
  - ☐ **Update** Updates should be submitted to capture changes to facility contacts or chemical quantities/locations onsite during the **current calendar year**.

At the bottom of the form, there are two buttons: 'Cancel' and 'Proceed'.



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## STEP 1 : Start (Create) a New Report

Choose a Report Type: click on 312, 302 or 311 (default check is 312)

Choose a Report Class: click on Annual, Revision, or Update.

**Annual = annual Tier II report (2024 auto-selected)**

Revision = revise an already-submitted Tier II report (also click on year)

Update for 2024 = update the current calendar year's information. You can create an update at any time during the calendar year. You have the option of saving the information and leaving the report initiated until the end of the year OR you can certify the update. If you certify an update, you will have to create a new update to edit further information. An initiated update must be certified in order to create an annual Tier II report.

After you have made your choices, click on the blue "Proceed" button to go to the Edit Homepage Screen.

# Step 1: Edit Report Homepage

Illinois Emergency Management Agency  
2200 South University Parkway, Springfield, Illinois 62769  
Phone: 217-558-6755, Fax: 217-558-6756

Hazconnect

Home Facilities My Account Resources

Complete each step with a [orange circle with checkmark] to submit your report.

Back Edit Report Homepage for IEMA TEST FACILITY (0205) List Submissions

Step 1 [green checkmark] Step 2 [green checkmark] Step 3 [green checkmark] Step 4 [green checkmark] Step 5 [green checkmark] Step 6 [orange circle with checkmark]

Report

2022 Annual Tier II Report(IEMA TEST FACILITY) - 5708311

Submission Status : Initiated Status Date : 12/29/2022

Last Updated : 12/29/2022 Submission Type : Online

Submitter Username : Micarr Morrison [020205]

Print Report

Step 1: Review Facility Information Edit

Facility ID	142089	LEPC	Will
Facility Name	IEMA TEST FACILITY	Lat/Long	-91.5397,-88.0461
Company Name	IEMA TEST FACILITY	Maximum Number of Occupants at one time	50
Facility Status	Active	Facility Type	Facility
Inactive Reasons		Nature of Business	Aluminum Product Manufacturing
Inactive as of		NAICS	327910
Physical Location	12345 Main Street, Joliet, IL 60432, United States	SIC Code	
County	Will	Dun & Brad Rio	N/A
Municipality		Number of Full Time Employees	
Fire Department	Joliet Fire Department	Parent Company	
Additional Fire Departments responding to this Facility		EIN ID(Tax Number)	
Site Phone	217-555-1232		
Hazmat	Yes		
Owner/Operator	IEMA TEST FAC-Harrison, 030205 IEMA TEST Street, Joliet, IL 60435, United States		

Step 2: Review Chemical Inventory Total: 1 EHS: 1 EHS-TPQ: 1 Add Chemicals Import Chemicals



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**This is the homepage for your created report. You have already completed Step 1, Facility information. Click on Add Chemicals button to go to Step 2.**

Step 2 = Chemical information Add/Edit/Delete chemical entries

Step 3 = Checkboxes for Subject to Status for 302, 312, 313, and 112(r)

Step 4 = Add/Review/Delete Report Contacts

Step 5 = Add/Review/Replace Attachments

Step 6 = Submit Report

The next few slides will provide details about the remaining five steps.

## Step 2: Chemical Details

### Tab 1: Chemical Description

**Chemical Details**

IEMA TEST FACILITY (State ID: 020205)

Notes on Reporting Chemicals

1. Pure Chemicals and Mixture Chemicals must be reported separately.  
2. If reporting an EHS chemical only, mark as "Pure". If the EHS is a part of a Mixture, enter the product name in "Chemical Name", check "Mixture" and enter the EHS (and other ingredients) in the "Mixture Component List".

2024 Tier II Report Annual

**Chemical Description**

Search by CAS/Chemical Name Search by 311 Chemical Search by 302 Chemical

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

Chemical Added to Site Date

☐ Substance is Trade Secret Trade Secret Proof Choose File No file chosen

**Chemical State**

Check all that apply

State \*  
☐ Solid ☐ Liquid ☐ Gas

**MSDS/SDS**

Attach MSDS/SDS  
Choose File No file chosen

**Chemical Format**

Pure/Mixture \*  
☐ Pure ☐ Mixture

EHS Name Search by EHS Name  
☐ EHS See Notes on Reporting Chemicals at top of this page.

Cancel Save

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## STEP 2 : Review Chemical Inventory – Two Tabs to Complete

REQUIRED FIELDS MARKED WITH A RED ASTERISK (\*) ARE LISTED BELOW.

All other fields are optional.

Tab 1: Chemical Description, Chemical State, Chemical Format, and Physical and Health Hazards

\*CAS#. If no CAS#, type N/A

\*Chemical Name as it appears on the Safety Data Sheet (SDS)

\*Chemical State is Solid, Liquid and/or Gas

\*Chemical Format is Pure and/or Mix. Please note that US EPA requests that a chemical be reported by the SDS received from the chemical supplier. For example, if a facility receives a Lead-Acid Battery SDS from a battery supplier, the chemical entry should be a mixture and the main components listed in the Mixture Components Section would be Sulfuric Acid and Lead.

\*Physical & Health Hazards are Fire, Sudden Release of Pressure, Reactivity, Immediate (Acute) and Delayed (Chronic). At least one of these has to be checked in order for the screen to be saved.

SDS Field is optional, but Illinois requests that a current SDS be attached to each chemical entry. If there are multiple SDSs for an entry, attach the one that contains the highest percentage(s) of the main component(s). In other words, attach the "worst-case scenario" SDS.

Click the blue "Save" button when finished with this screen, then move on to Tab 2.

## Step 2: Chemical Details

### Tab 2: Inventory & Storage

The screenshot displays the Hazconnect web application interface. At the top, the header includes the Illinois Emergency Management Agency logo and contact information, the 'Hazconnect' logo, and navigation tabs: Home, Facilities, My Account, and Resources. The main content area is titled 'Inventory & Storage' and shows details for the 'IEMA TEST FACILITY (State ID: 020205)' and 'Copper (7440508)'. It includes a '2024 Tier II Report Annual' label. The 'Chemical Inventory' section contains fields for 'Maximum Daily Amount', 'Unit', 'Maximum Daily Amount Code', 'Average Daily Amount', 'Unit', 'Average Daily Amount Code', and 'Number of Days Onsite'. Below this is a radio button for 'Is the chemical reported voluntarily because its inventory is below reporting threshold?'. The 'Storage Location' section includes a 'Storage Location List' and an 'Add Storage Location' form with fields for 'Container Type', 'Pressure', 'Temperature', and 'Storage Location'. A 'Save Storage Location' button is at the bottom right of the form.

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## STEP 2 : Inventory & Storage – Two Tabs to Complete

REQUIRED FIELDS MARKED WITH A RED ASTERISK (\*) ARE LISTED BELOW.

All other fields are optional.

Tab 2: Chemical Inventory and Storage Location

- \*Maximum Daily Amount. In pounds.
- \*Maximum Daily Code. Drop-down box available
- \*Average Daily Amount Code. Drop-down box available
- \*Number of Days Onsite.
- \*Is Chemical being Reported Voluntarily? Select Yes or No Radio Button
- Storage Location Container Type. Drop-down box available. If "Other" is chosen, enter description
- Pressure. Drop-down box available
- Temperature. Drop-down box available
- (Actual) Location must be entered.

Click the blue "Add Location" button to add a storage location. Click on the blue Save Storage Location when finished entering a storage location.

Click on the blue "Save" button when finished with this screen.

## Step 3: Review Subject To Status

The screenshot shows the 'Subject to Status' form in the Hazconnect system. At the top, the Illinois Emergency Management Agency logo and contact information are displayed. The form title is 'Subject to Status' and the facility name is 'IEMA TEST FACILITY (State ID: 020205)'. A link for '2024 Tier II Report Annual' is visible. The form contains several sections with status indicators and questions:

- EPCRA Section 312 (Annual Inventory)**: Status is 'Active'. Question: 'The facility is subject to 312? What is this? \*'. Radio buttons for 'Yes' and 'No' are present.
- EPCRA Section 302 (EHS Amb-TPQ)**: Status is 'Active'. Question: 'The facility is subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? What is this? \*'. Radio buttons for 'Yes' and 'No' are present.
- CAA Section 112(r) (RMP)**: Status is 'Inactive'. Question: 'The facility is subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? What is this? \*'. Radio buttons for 'Yes' and 'No' are present. A text field for 'RMP ID' is provided.
- EPCRA Section 313 (TRI)**: Status is 'Inactive'. Question: 'The facility is subject to Toxic Release Inventory under Section 313 of EPCRA (40 CFR Part 372)? What is this? \*'. Radio buttons for 'Yes' and 'No' are present. A text field for 'TRI Facility ID' is provided.

At the bottom right of the form are 'Cancel' and 'Save' buttons.



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### STEP 3 : Review Subject to Status

REQUIRED FIELDS MARKED WITH A RED ASTERISK (\*) ARE LISTED BELOW.

All other fields are optional.

On the Edit Homepage, click on the Edit button on the right side of Step 3 to go to the Subject to Status screen.

#### \*Subject to EPCRA 312, 302, RMP or TRI?

Please check "yes" or "no" for each. 312 & 302 will be automatically checked according to your chemical entries. If "yes" for RMP or TRI, enter ID #. For more information on applicability, click on ["What is this?"](#)

## Step 4: Review Report Contacts

**Illinois Emergency Management Agency**  
2200 South Delaney Parkway, Springfield, Illinois 62763  
Phone: 217-555-6000 Fax: 217-555-6001

**Hazconnect**

**Contacts**

**IEMA TEST FACILITY (State ID: 020205)**

12345 Main Street, Joliet, IL 60432, United States  
Contact: 217-555-1212  
Facility

**2024 Tier II Report Annual**

**Regulatory Point of Contact**  
Review/Investigator of the information contained in the Tier II inventory form.

**Regulatory Point of Contact**

First Name \* Last Name \* Title \*  
Email \* Phone \* 24 Hr. Phone \* Mobile/Pager

**Emergency Planning Coordinator**  
Required only if Chemical Inventory has Extremely Hazardous Substance quantities greater than the Threshold Planning Quantity

**Emergency Planning Coordinator**

First Name \* Last Name \* Title \*  
Email \* Phone \* 24 Hr. Phone \* Mobile/Pager

**Emergency Contacts**

**Emergency Contact**

First Name \* Last Name \* Title \*  
Email \* Phone \* 24 Hr. Phone \* Mobile/Pager

**Emergency Contact**

First Name \* Last Name \* Title \*  
Email \* Phone \* 24 Hr. Phone \* Mobile/Pager

**Add New**

**Cancel Save**

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### STEP 4 : Review Report Contacts – Two Sections to Review/Complete

REQUIRED FIELDS MARKED WITH A RED ASTERISK (\*) ARE LISTED BELOW.

All other fields are optional. Click on Edit button on right side of screen to add/edit information.

Section 1: Review of Facility, Owner/Operator and Mailing Address, as entered in Step 1, and Facility Identification. See Slide 11 for screenshot.

Section 2: Regulatory and Emergency Contacts (screen shot above). NEW FILERS must enter at least one Tier II Contact and at least two Emergency Contacts for a Tier II Report. Screenshot for this section is above.

**\*Tier II Contact First and Last Names, Title, E-mail and Daytime or 24-hour Phone #.**

**\*Emergency Planning Coordinator** is required if chemical inventory has extremely hazardous substance (EHS) quantities greater than the threshold planning quantity (TPQ). Look Under the Step 4 Heading to see the contact types you must enter.

**\*Two (different )Emergency Contacts – both with First and Last Names, Title, E-mail, Daytime phone # and 24-hour phone #.**

## Step 5: Tier II Report Attachments

Illinois Emergency Management Agency  
2200 South DePaul Parkway, Springfield, Illinois 62763  
Phone: 217-558-6259, Fax: 217-558-6259

Hazconnect

Add/Edit Tier II Report Attachments  
IEMA TEST FACILITY (State ID: 020205)  
12345 Main Street, Joliet, IL 60432, United States  
Contact: 217-558-1212  
Type: Facility

2024 Tier II Report Annual

Attachment	File	Browse File to Upload
Site Plan (Map)*		<input type="button" value="Browse..."/>
Site Coordinate Attachments		<input type="button" value="Browse..."/>
Safety Plan/Notice		<input type="button" value="Browse..."/>
Facility Emergency Response Plan (OPIED/RA)		<input type="button" value="Browse..."/>

\* Site Plan required for Annual and Revision submission(s).

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### STEP 5 : Add/Edit Tier II Report Attachments

REQUIRED FIELDS MARKED WITH A RED ASTERISK (\*) ARE LISTED BELOW.

All other fields are optional. Click on Edit button on right side of screen to add/edit information.

**\*Site Plan (Map).** Site plans must meet minimum requirements. In Hazconnect™, a site plan is a one-page diagram of where the Tier II chemicals are stored within the facility's site/location. Site plan attachments must be image files (jpg, bmp, gif). Sample site maps are listed in the Resource Link Section at the bottom of the IEMA-OHS Tier II Webpage at <https://iemaohs.illinois.gov/preparedness/serc/serc-tier2.html>.

Please note that optional attachments are not required to be image files and PDFs are accepted.

## Step 6: Submit Report

Step 1 ✓ Step 2 ✓ Step 3 ✓ Step 4 ✓ Step 5 ✓ Step 6 ⚠

Facility and Owner/Operator Contacts Edit

Name	Contact Type	Phone	24 Hr Phone	Email	Move
Facility	Direct Site Communication	217-444-0000			
Wido Metals Testing Facility		888-777-8877		noemail@test.net	

Regulatory and Emergency Contacts Edit

Name	Title	Contact Type	Phone	24 Hr Phone	Email	Delete	Move	Is Valid
John Smith	Testor	Regulatory Point of Contact	333-333-3327 x 55804	333-217-5580 x 54	john@noemail.net			✓
John Smith	Testor	Emergency Planning Coordinator	333-333-3327 x 55804	333-217-5580 x 54	john@noemail.net			✓
Joe Jones	Asst. Testor	Emergency Contacts	333-333-3333 x 77	333-333-3333 x 77	Joe@noemail.net			✓
John Smith	Testor	Emergency Contacts	333-333-3333 x 88	333-333-3333 x 88	john@noemail.net			✓

Step 5: Review Attachments Edit

Description	File	File Type
Site Plan	Captain.JPG	image/jpeg
Site Coordinate Abbreviations		
Safeguard Measures		
Facility Emergency Response Plan		

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](#)

[Cancel Report](#) (This will discard all Report data)

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### STEP 6 : Submit Report

Screen shot above is from the bottom of the Edit Report Homepage

Note that there are green checkmarks at the top of the screen for Steps 1-5. This means that these steps are correct. If any information is missing in a step, there will be an orange circle with an exclamation mark next to the step. Edit the step and complete to receive a green check mark.

Click on the blue **"Submit Report"** button (lower right side) to submit the report.

Please note that if you click on the blue **"Cancel Report"** button (lower left side), you will discard all the report data that has been edited.

See the next slide for the Certification Page.

## Step 6: Submit Report (continued)

Illinois Emergency Management Agency  
2200 South Dirksen Parkway, Springfield, Illinois 62703  
Phone: 217-558-0559, Fax: 217-558-0560

Home Facilities My Account Resources

Hazconnect

Certify Report

IEMA TEST FACILITY (State ID: 020205) 2024 Tier II Report Annual

12145 Main Street, Joliet, IL 60432, United States  
Contact: 217-555-1212  
Type: Facility

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 preview the Tier II Report before Submission

Name of Owner/Operator or Authorized Representative \* Official Title \*

Micarr Morrison specialist

Telephone Number \* Date \*

217-555-1212 12/29/2022

Cancel Submit

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### STEP 6 : Submit Report - Certification

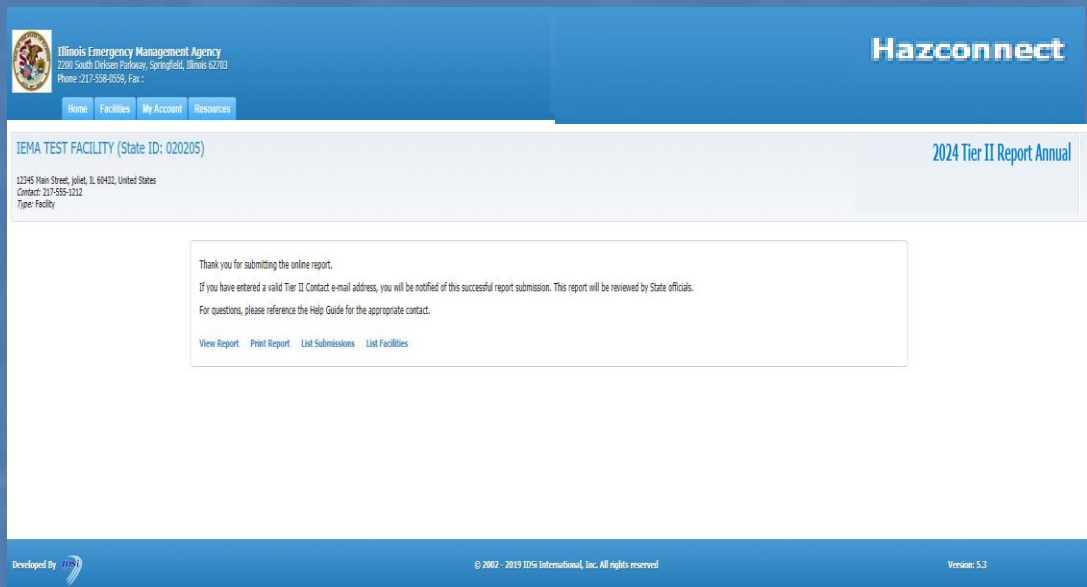
Type/Year of report is in **blue** in upper right side of screen.

**ALL FIELDS IN THIS SECTION ARE REQUIRED.**

- \* Certification Checkbox on left side
- \* Name of Owner/Operator or Authorized Representative
- \* Official Title
- \* Telephone Number
- \* Date (automatically entered)

Click on **blue** "Submit" Button to officially submit the report.

## Step 6: Submit Report (continued)



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### STEP 6 : Submit Report (continued) “Thank You” Screen

Click on the **blue “Print Report”** screen and print three copies of your report. Send copies to the LEPC and jurisdictional fire department and keep a copy for your files. Contact lists are available by clicking on the green question mark to open the Sidebar. Click SERC/LEPC/Tier 2 Webpage in the Resources Section. LEPC Contact List and Fire Department Link are in upper right side of Webpage.

If you receive a note about copying changes to your latest report, the best answer is “Update Facility and Chemical Details.” This ensures that any updates/revisions you make to previously certified reports will be migrated to your current year’s information.

## Contact Information

Tier II Program  
Hazardous Materials Section

Illinois Emergency Management Agency - Office of Homeland Security  
Tier II E-mail [ema.tier2mgr@illinois.gov](mailto:ema.tier2mgr@illinois.gov)

Telephone 217/558-0559\*

[www.ready.illinois.gov](http://www.ready.illinois.gov)



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\* Send requests for assistance via the Tier II e-mail address above.