Tier II Longitude and Latitude Update Directions

1. Login on https://tierii.iema.state.il.us/TIER2MANAGER/Account/Login.aspx with username and password.
2. Click on FACILITIES tab on top of page.
3. Click on the blue number next to your facility. The blue numbers and words are links to other pages.
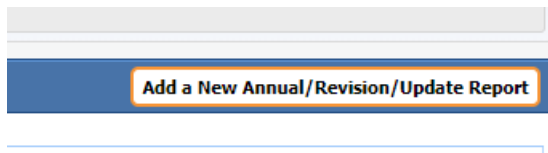
	Active	Inactive
Facility	1	0

4. Click on the blue address of your facility.

O P Q R S T U V W X Y Z Other		
Company Name	▲ **Facility Name**	**Address**
Company Name	Facility Name	Address
Prairie Farms Dairy, Inc.	Prairie Farms Dairy, Inc. (State ID:	1800 Adams St., Granite City, IL

5. Click on the UPDATE REPORT button on right of the screen.

> Add a New Annual/Revision/Update Report

6. Step 1 will not have the Longitude/Latitude (LL) information on the right of the screen. You will need to fix that first.
   a. Press the EDIT button on the right of the Step 1 screen
   b. Current LL will populate for your facility. DO NOT CHANGE THE LOCATION. Push SAVE. LL information will automatically be inserted into the proper fields for your plant.
7. Step 2:
   a. Press the EDIT button for the chemical that has the red exclamation mark on it.

EHS Exceeds TPQ	Edit	Delete	Is Valid	
Exceeds TPQ	📝	🗑	🔴	2/

8. Nothing will need changed on the Chemical Detail page. Press SAVE at the bottom of the page.
9. Chemical Inventory page pops up. Copy to clipboard the Maximum amount from the top of the page.

Chemical Inventory

Gals To Lbs Converter

Maximum Daily Amount *	Unit
40000	Pounds ⌄

10. Scroll down to the bottom of the page. Paste the amount into the Storage Location Max Daily. These numbers MUST equal each other.
    a. If you have multiple location for the same chemical, you will need to assign the LL for each location and list the amount for each individual location.

Add Storage Location

Container Type *
Select One ⌄

Pressure
Select (

☐ Storage Location is Confidential

Storage Location *
[   ] 📍

Lati

Gals To Lbs Converter

Storage Location Max Daily
Amount *
40000

Unit*
Pounds

11. Click on the edit button on the right side of the screen by the chemical you wish to modify. The Storage Location information automatically populates.
    a. This information comes from the block just above the Storage Location.
        i. Container type, Pressure, Temperature, Storage location

Add Storage Location

Container Type *
Above ground tank ⌄

Pressure *
Greater than ambient pressu ⌄

Temperature *
Less than ambient temperatu ⌄

☐ Storage Location is Confidential

Storage Location *
Main Ammonia Receiver inside c 📍

Latitude *
[   ]

Longitude *
[   ]

12. Press the blue location balloon.
    a. Grab the balloon drag it to the proper location at your facility where the chemicals are stored.
        i. You may have to zoom out on the Google map in order to find your facility.
    b. Follow the Red Lettered directions to apply the location to the form.

Locate Your Address

Address/LatLong Value

| Granite City Illinois 62040 | **Find on Map** |

| Lat | Long | |
| 38.7017 | -90.1545 | **Pick this location** |

If you want to move the point, click and drag the red point to the new location and then click 'Pick this location' to paste the coordinates back to the form.

13. Check the box for Chemical Storage Location Verification Statement

Chemical Storage Location Verification Statement

☐ Chemical Storage Locations are used for Emergency Planning to keep communities safe. Check

14. Push SAVE on the bottom of the screen.
15. You will need to go through this whole process for each chemical and each location of the chemical if it has multiple locations.

If you have further questions and need assistance, please contact Dave Martin at dave.martin@illinois.gov or (217) 785-9903