



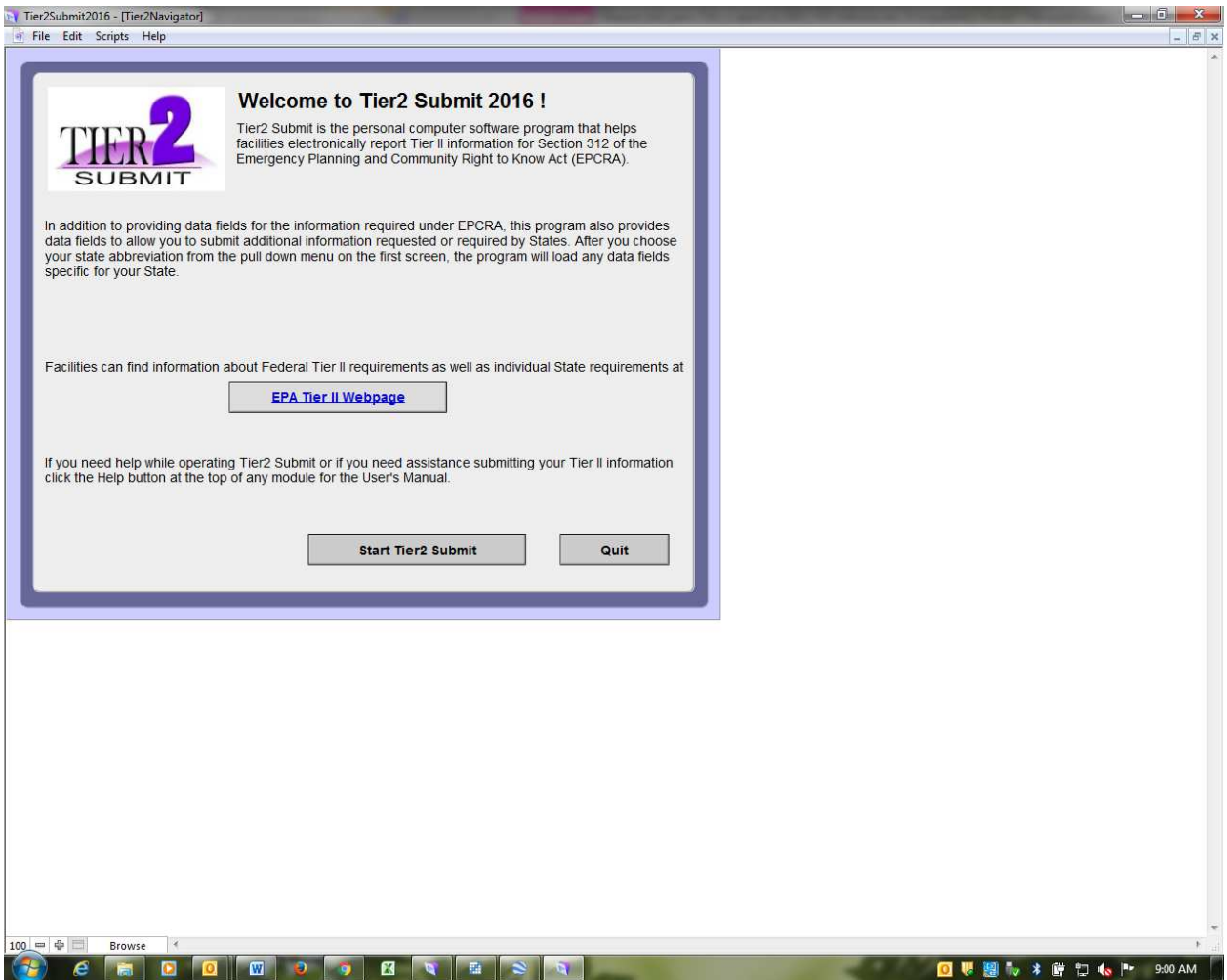
Import last year's Tier 2 report file to 2016 Tier 2 Submit instructions

Earlier in this process, you downloaded last year's Tier 2 report to your computer desktop. Then, you installed the current Tier 2 Submit 2016 software.

You are now ready to import last year's report information into the current year's software

Importing the .zip file to 2016 Tier 2 Submit software

1. **DO NOT OPEN THE .ZIP FILE!!! THE .ZIP FILE CANNOT BE OPENED ON YOUR COMPUTER; IT CAN ONLY BE IMPORTED INTO THE TIER 2 SUBMIT 2016 SOFTWARE.**
2. Launch or activate the Tier 2 Submit 2016 software; this is usually accomplished by selecting the "Start" button in the lower left of your computer screen, then selecting "Programs", and then selecting "Tier2Submit2016" from your programs list. In some cases, you may be able to launch the Tier 2 Submit software by selecting an icon or shortcut from your computer desktop.



3. Select the “Start Tier 2 Submit” button

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Quick Report Help 1 of 1 total

Facilities Last Modified 12/21/2016

Facility Name *
If different, include both company name and facility name in the facility name field. List company name first.

Department Report Year * 2016

Location ID and Regs Contacts State Fields Attachments Certification

Location Where Hazardous Chemicals are Present Mailing Address (if different)

Street *

City * State * Zip *

County Fire District Country USA

Emergency 24-Hour Phone Number

Enter lat/long values in decimal degrees (use a negative number for Western hemisphere longitude).
[Need help finding your lat/long values?](#)

Latitude * Longitude *

A red * indicates a federal or state requirement.

100 Browse

9:00 AM

4. Select the "File" menu

Tier2Submit2016 - [Tier2Facilities]

File Edit Record Search Scripts Help

Inventory List Contact List New Facility Quick Report Help

1 of 1 total

Last Modified 12/21/2016

me *

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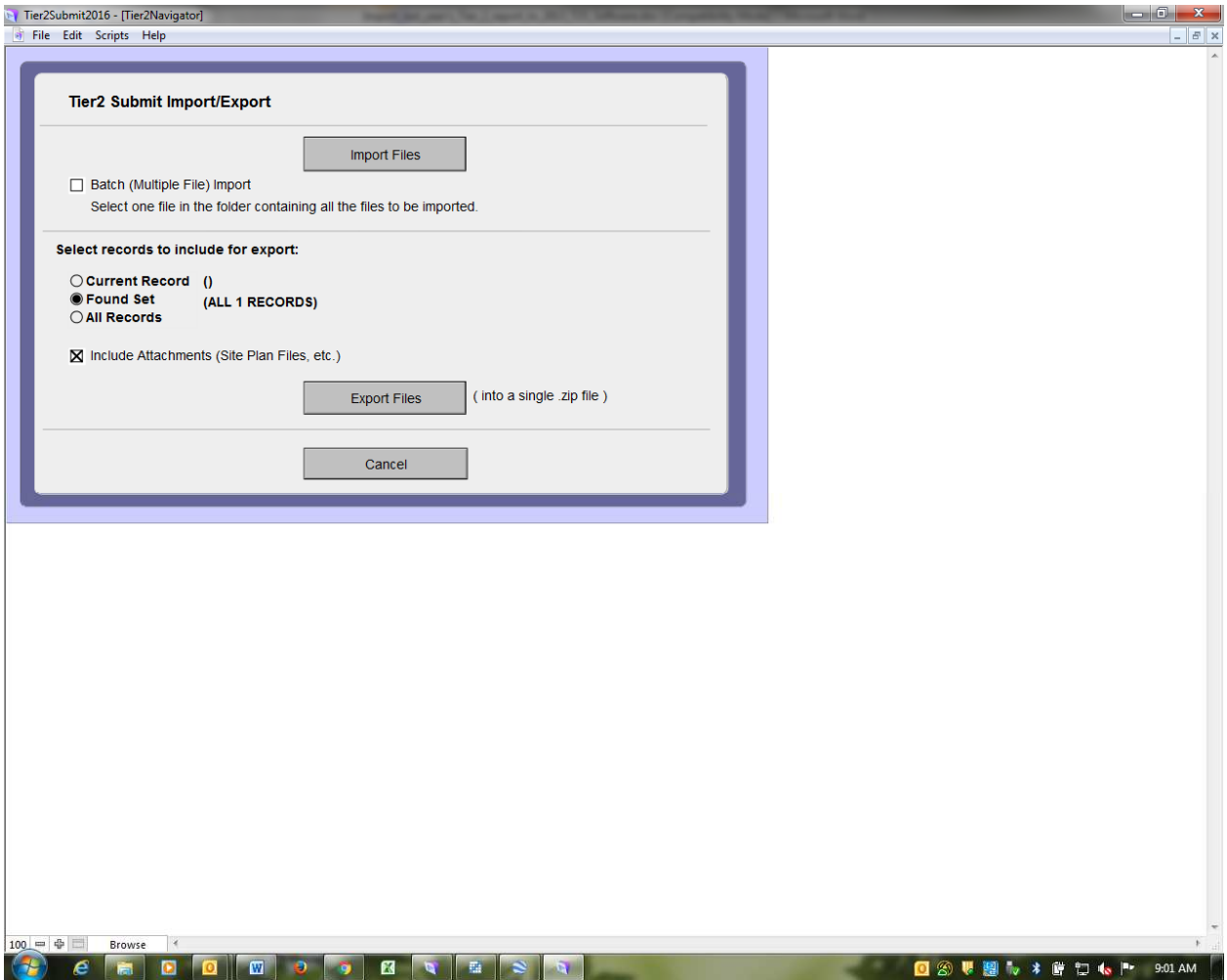
Emergency 24-Hour Phone Number

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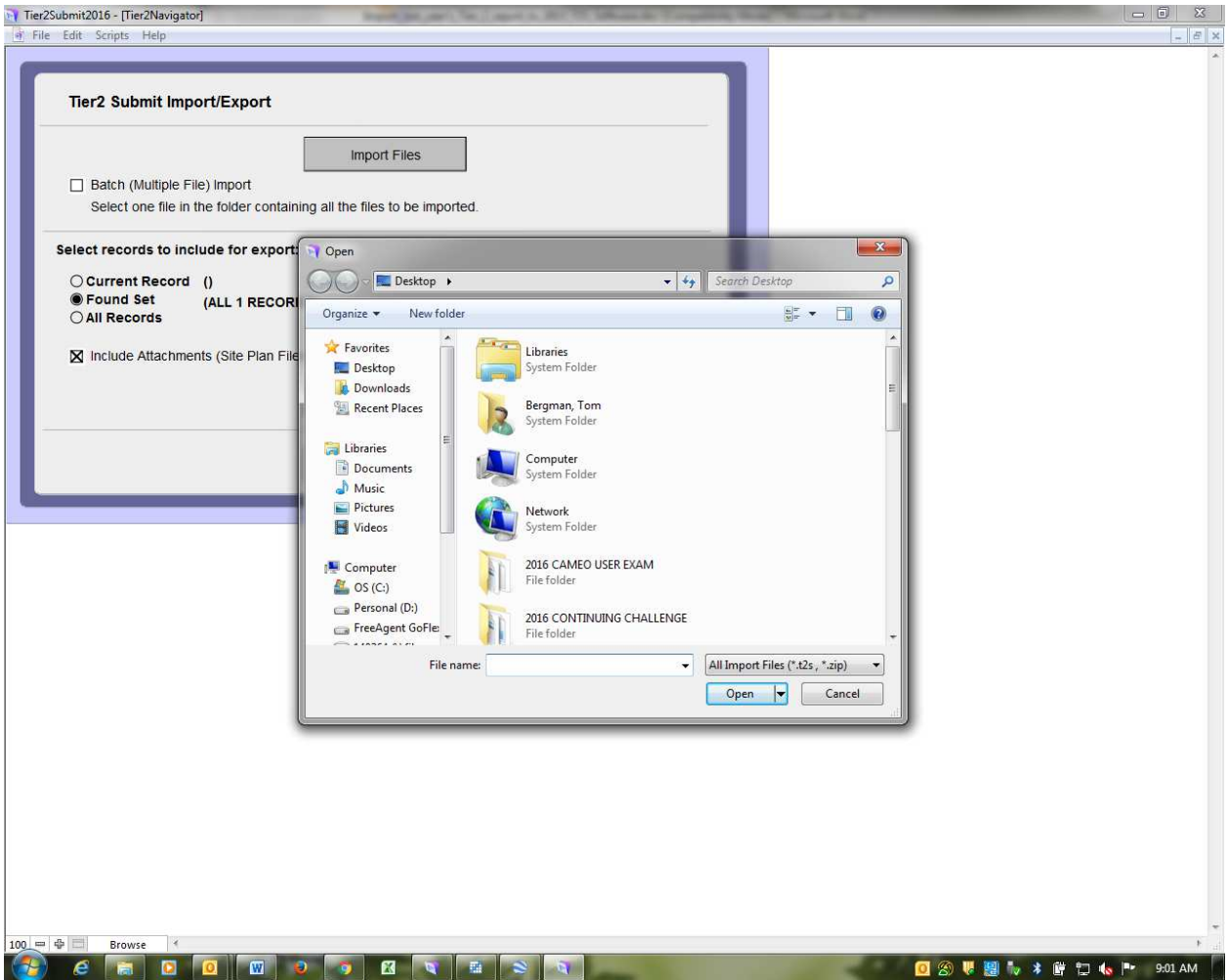
Latitude * Longitude *

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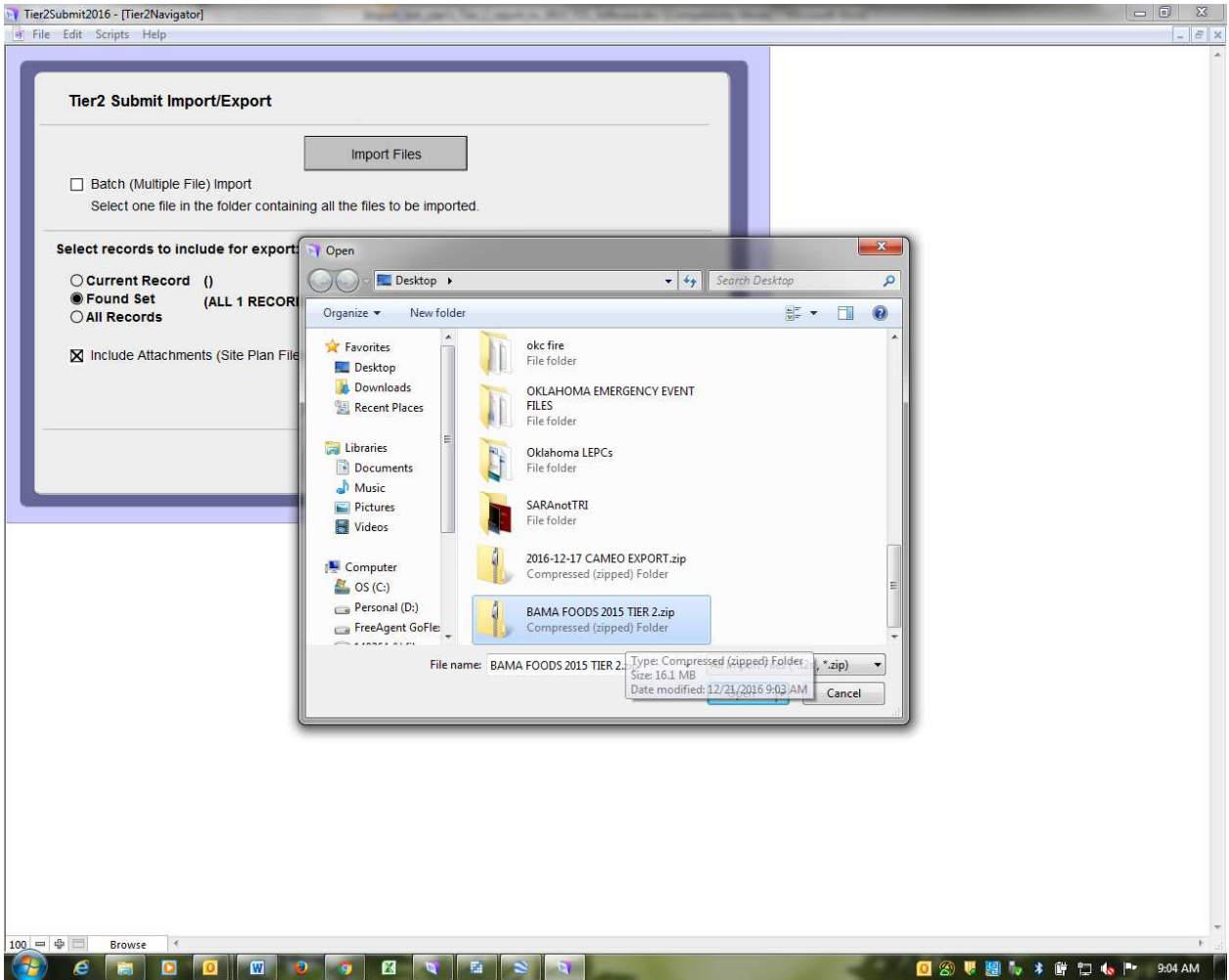
5. Select "Import/Export"



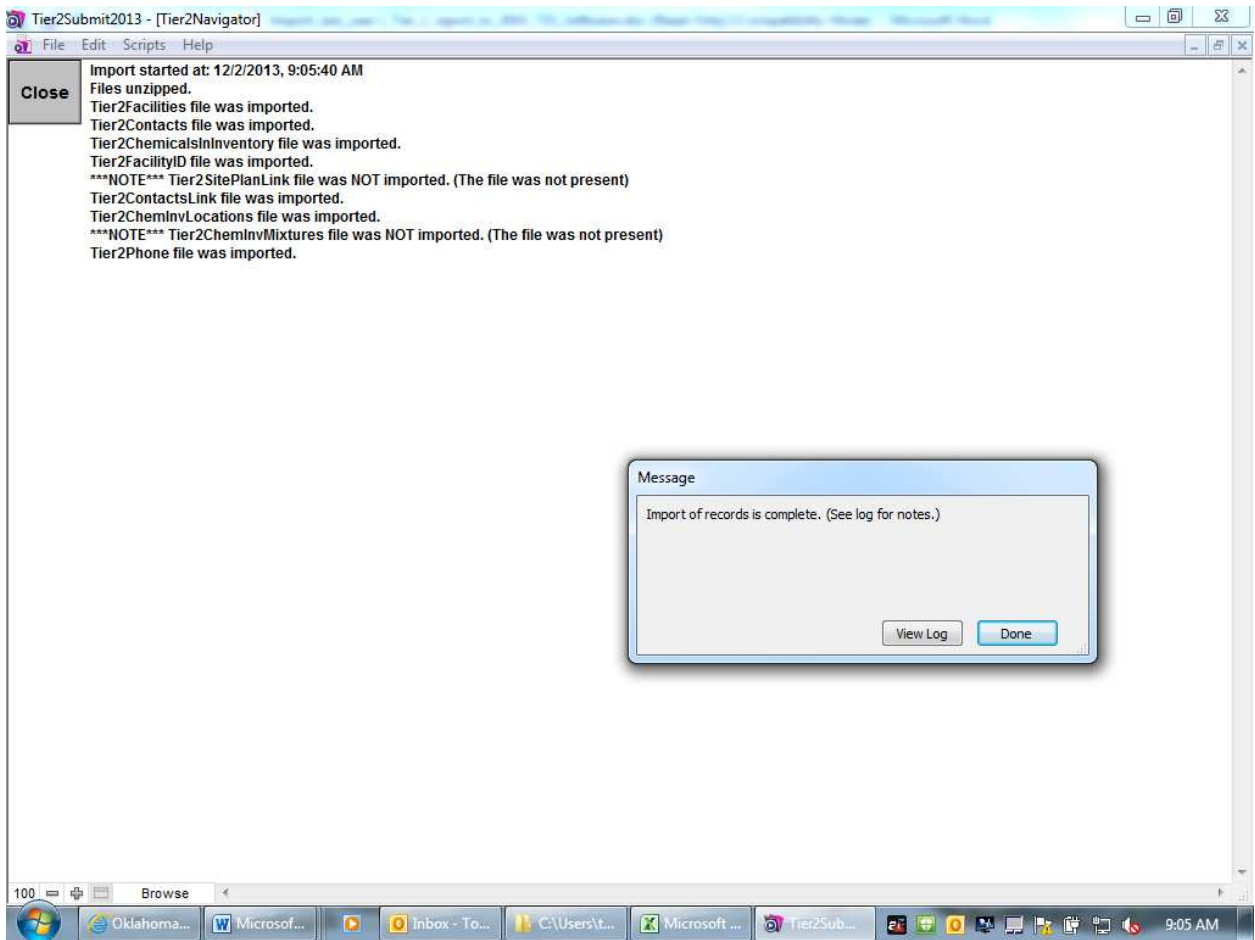
6. Select “Import Files”



7. Set the “look in:” box to your computer desktop; or to where you saved the previous year’s .t2s file

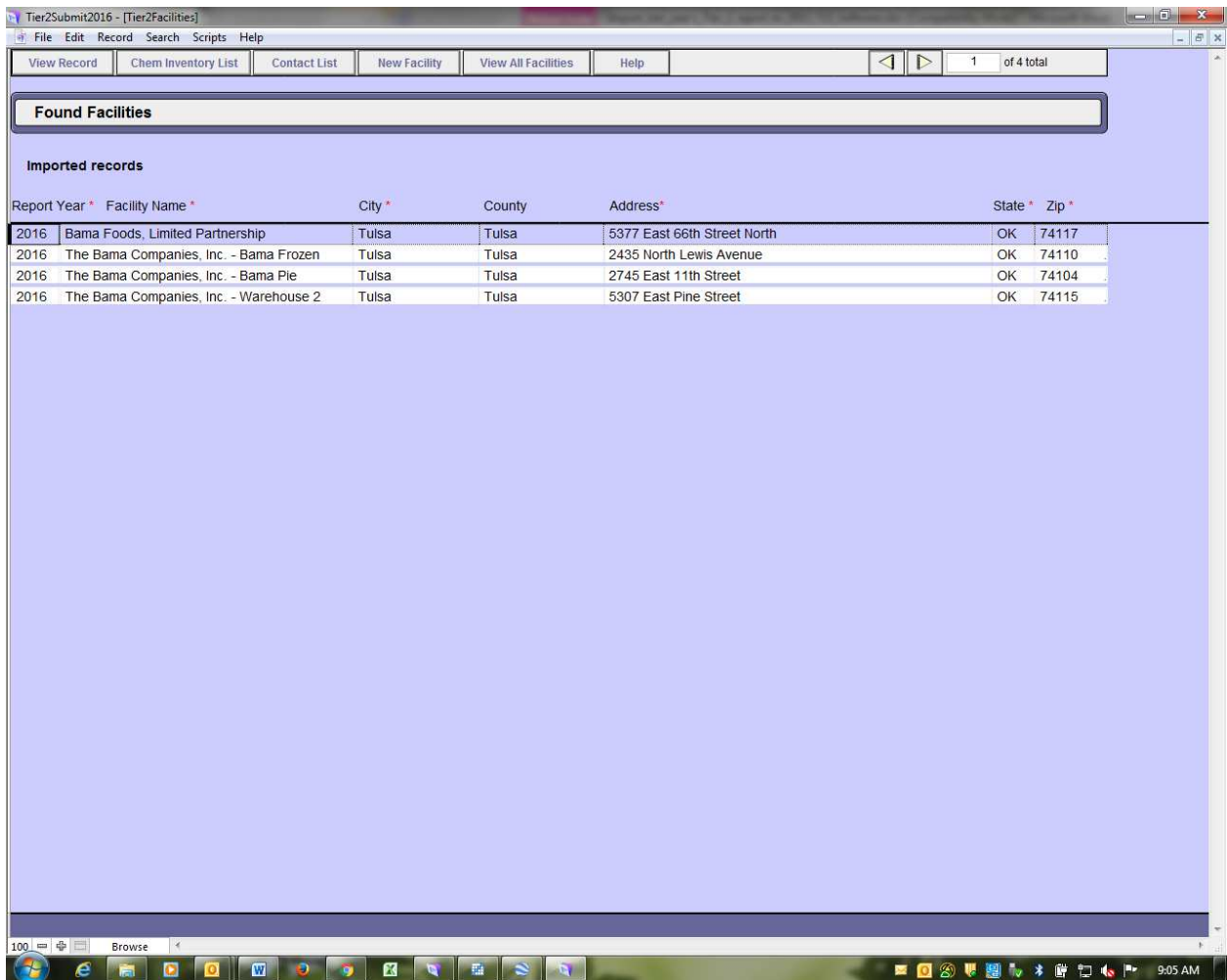


8. The Tier 2 .zip file should be visible; double-click on the .zip file



9. After the Import process is finished, select “OK” button

Your last year’s Tier 2 information should now be displayed in the Tier 2 Submit 2016 software. You are now ready to revise/change/edit the Tier 2 report.



The screenshot shows the 'Tier2Submit2016 - [Tier2Facilities]' application window. The interface includes a menu bar (File, Edit, Record, Search, Scripts, Help) and a toolbar with buttons for 'View Record', 'Chem Inventory List', 'Contact List', 'New Facility', 'View All Facilities', and 'Help'. A navigation bar shows '1 of 4 total' records. Below this is a section titled 'Found Facilities' with an empty search box. The main area is labeled 'Imported records' and contains a table with the following data:

Report Year *	Facility Name *	City *	County	Address*	State *	Zip *
2016	Bama Foods, Limited Partnership	Tulsa	Tulsa	5377 East 66th Street North	OK	74117
2016	The Bama Companies, Inc. - Bama Frozen	Tulsa	Tulsa	2435 North Lewis Avenue	OK	74110
2016	The Bama Companies, Inc. - Bama Pie	Tulsa	Tulsa	2745 East 11th Street	OK	74104
2016	The Bama Companies, Inc. - Warehouse 2	Tulsa	Tulsa	5307 East Pine Street	OK	74115