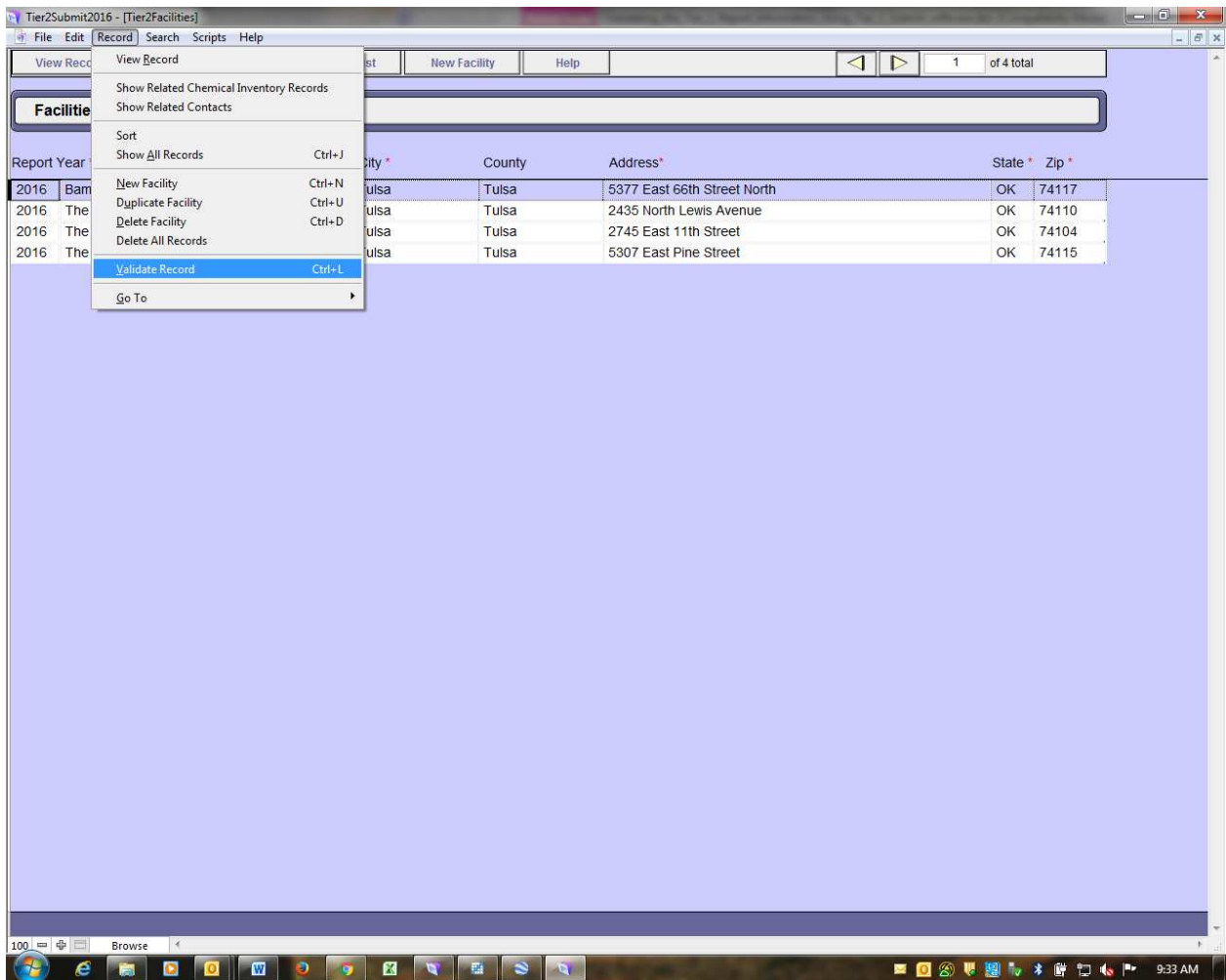


## Validating the Tier 2 Report Information Using Tier 2 Submit software

After entering or reviewing all the Tier 2 report information, the information may be “validated” using the Tier 2 Submit software.

1. Select the Facility record to be “validated”
2. Select the Record menu



3. Select “Validate Record” from the drop-down menu

The screenshot shows a web browser window titled "Tier2Submit2016 - [Tier2Contacts]". The application has a menu bar with "File", "Edit", "Record", "Search", "Scripts", and "Help". Below the menu is a navigation bar with buttons for "View List", "Facility List", "New Contact", "Help", and "Back / Close". A status bar indicates "1 of 1 found".

The main content area is titled "Contacts" and shows "Last Modified 12/21/2016". The contact details for "J. K. Evicks" are displayed, including the address "2745 East 11th Street, Tulsa, OK 74104" and the title "Environmental Manager".

There are two sections for phone numbers and contact types. The "Phone Type" section lists "24-hour" (918-732-2399) and "Mobile - Cell" (918-720-5465). The "Contact Type" section lists "Fac. Emergency Coordinator" and "Tier II Information Contact".

A validation error message box is displayed in the center, stating: "Tier II Information Contact Email is required for submission." The message box has "Ignore" and "Go To Field" buttons.

Below the message box, there is a section titled "Is a contact for the following facilities:" with a table of facilities and their zip codes:

Facility Name	Address	City	Zip
The Bama Companies, Inc. - Bama Frozen Dough	2435 North Le...		74110
Bama Foods, Limited Partnership	5377 East 66th Street North	Tulsa	74117
The Bama Companies, Inc. - Warehouse 2	5307 East Pine Street	Tulsa	74115
The Bama Companies, Inc. - Bama Pie	2745 East 11th Street	Tulsa	74104

At the bottom of the contact form, there are buttons for "View Facility", "Add Facility", and "Remove Facility". A note at the bottom states: "A red \* indicates a federal or state requirement."

4. If you see a Validation “message” box, select the “Go to field” button

Tier2Submit2016 - [Tier2Contacts]

File Edit Record Search Scripts Help

View List Facility List New Contact Help Back / Close 1 of 1 found

**Contacts** Last Modified 12/21/2016

(Last or Business Name)

First Name \* J. K. Last \* Evicks Title \* Environmental Manager

Address 2745 East 11th Street

City Tulsa State OK Zip 74104

Country USA Email \*

Phone Type	Phone #	
24-hour	918-732-2399	Delete
Mobile - Cell	918-720-5465	Delete
		Delete

**Contact Type**

Fac. Emergency Coordinator

Tier II Information Contact

**Is a contact for the following facilities:**

The Bama Companies, Inc. - Bama Frozen Dough	2435 North Lewis Avenue	Tulsa	74110
Bama Foods, Limited Partnership	5377 East 66th Street North	Tulsa	74117
The Bama Companies, Inc. - Warehouse 2	5307 East Pine Street	Tulsa	74115
The Bama Companies, Inc. - Bama Pie	2745 East 11th Street	Tulsa	74104

View Facility Add Facility Remove Facility

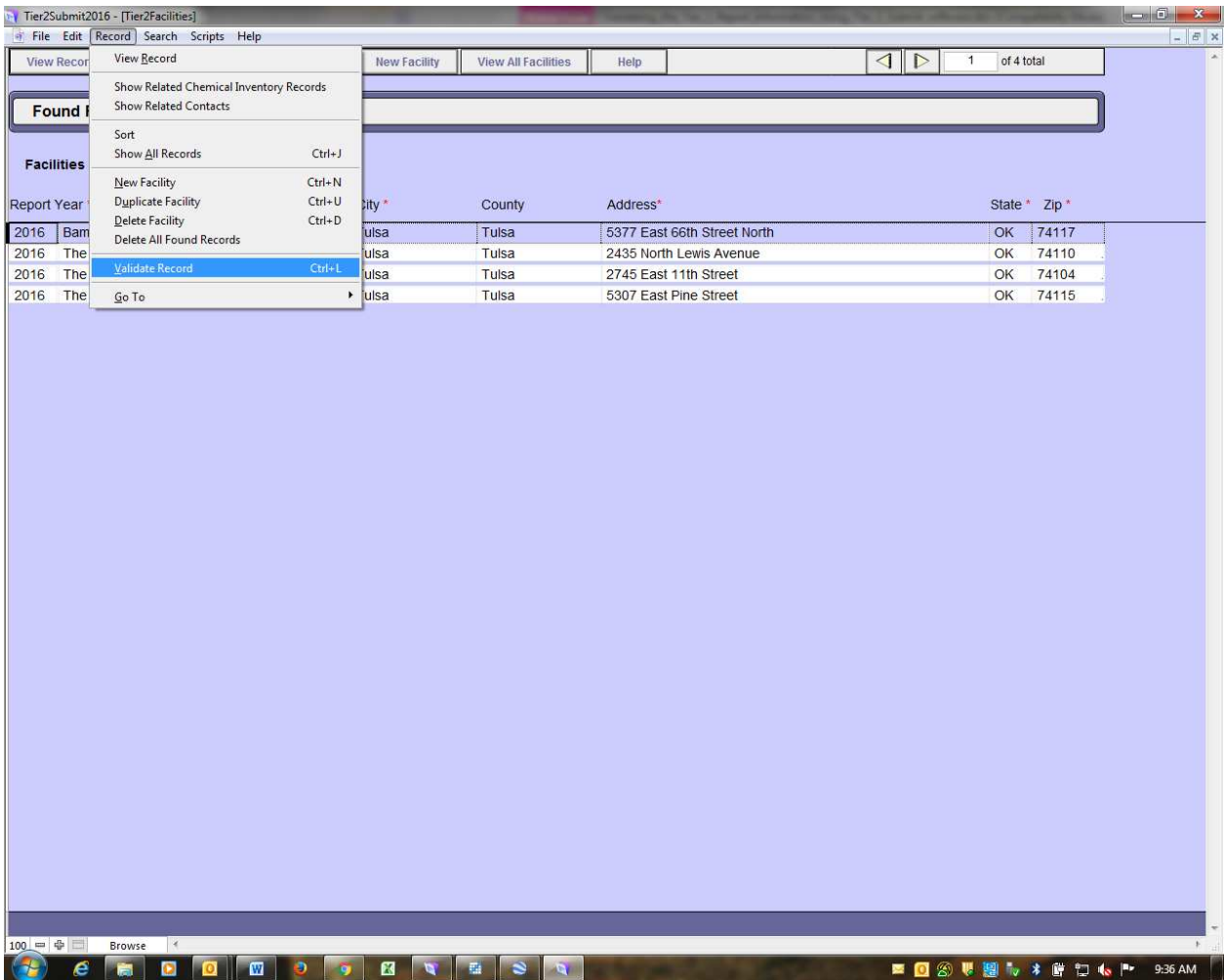
A red \* indicates a federal or state requirement.

Bob Swaim  
RE: Carroll Brewer  
Thank you Tom, Hope you have Happy Holidays.  
From: Bergman, Tom [mailto:Tom.Bergman@deq.ok.gov]

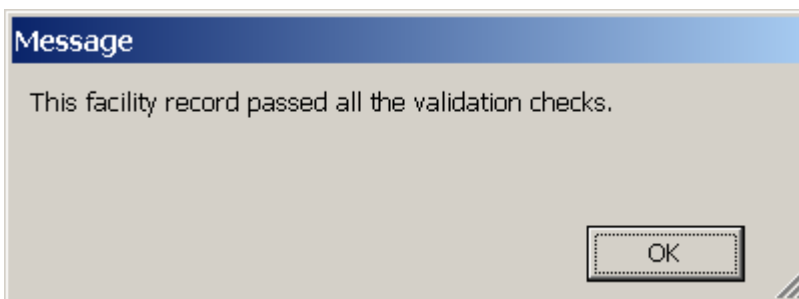
100 Browse

9:35 AM

5. After correcting the desired field, return to the Facility record



6. Select the Record / Validate Record menu
7. Continue this process until the selected record “passes” validation



8. Continue process for all Facility records

You are now ready to “create” the file to submit to DEQ. See the Tier 2 Submit Create Submission Instructions.