



December 22, 2011

EPCRA Tier II Coordinator:

Effective with the 2011 reporting year Tier 2 information filed with the State of North Carolina using the UTD E Plan system will meet all local reporting requirements, with one exception. If you report TRADE SECRET information those reports must still be filed locally using the method outlined below.

Method to report to Mecklenburg County if you report any TRADE SECRET information,

You must submit a .t2s file, via email, to tier2@ci.charlotte.nc.us. This file must be exported from the EPA's Tier2Submit application **only** after the data has been validated with NO errors. See Attachment 1 for validation instructions. The Tier2Submit application is free of charge and may be downloaded from the EPA's web site at <http://www.epa.gov/oem/content/epcra/tier2.htm>.

Respectfully,

Garry E. McCormick
Tier II Coordinator, Charlotte Mecklenburg Emergency Management



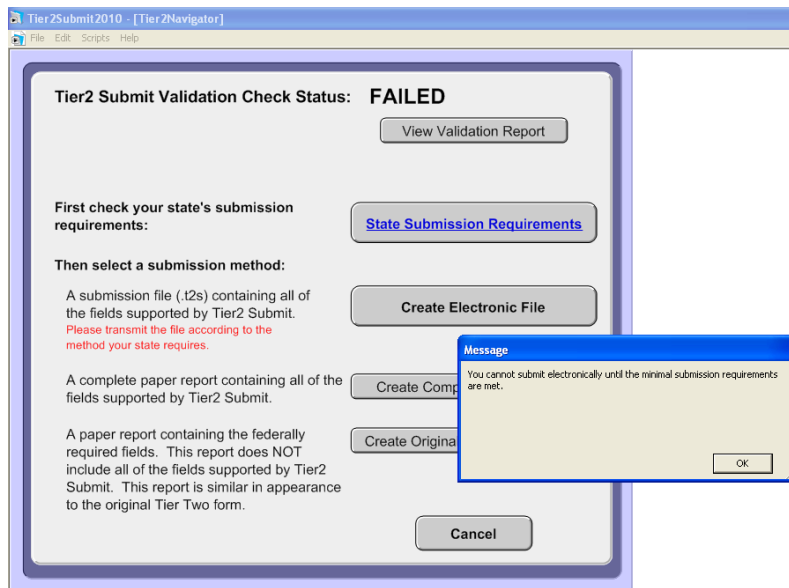
CHARLOTTE-MECKLENBURG EMERGENCY MANAGEMENT OFFICE

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Charlotte, NC 28202-2530
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Instructions for Validating Data and Creating .t2s Electronic File From EPA Tier2Submit Software

Once data has been entered into Tier2Submit, you must create a .t2s for submission to Charlotte-Mecklenburg Emergency Management at tier2@ci.charlotte.nc.us. In order to create the .t2s file, you must first validate that it has no errors. To do this validation, go to File→Create Submission. On the dialog box that appears, choose the button ‘Start Submission Validation’. At the top of the next screen, you will see the text ‘Tier2 Submit Validation Check Status:’ followed by the message ‘PASSED’ or ‘FAILED’. If your validation message is ‘PASSED’, then you will be able to create your .t2s file by clicking on the ‘Create Electronic File’ button on that same page. If your validation message is ‘FAILED’, then you will NOT be able to create an electronic file until those errors are corrected. You will receive a message similar to the one in the screen shot below.



At this point, you may ‘View Validation Report’ to see what errors occurred so that you have guidance to correct the errors. Once errors are corrected and your data passes validation, you will be permitted to create your electronic .t2s file to submit to tier2@ci.charlotte.nc.us.