



Louisiana Hazconnect

Tier II User's Guide

Account registration • Facility setup • Tier II filing • Submission & payment

A practical guide for Louisiana facilities transitioning to Hazconnect for electronic Tier II reporting.



Purpose & Scope

Purpose & Scope

This guide explains how Louisiana facilities will use Hazconnect for electronic Tier II reporting.

The guide begins with account registration and continues through report preparation, submission, and payment.

Important

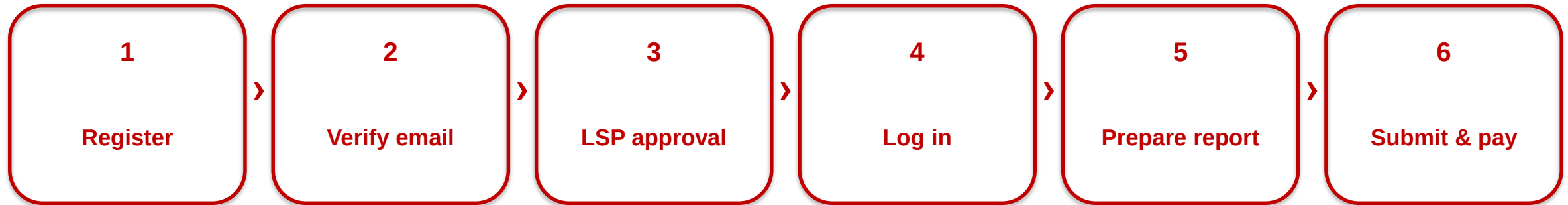
This guide explains platform navigation. It does not replace Louisiana statutes, administrative rules, or LSP filing instructions.

Need Help?

Questions about a Hazconnect account or annual Tier II reporting should be directed to the LSP Right-to-Know Unit at tier2@hazconnect.dps.la.gov.



Hazconnect Workflow



For Facilities

You will use the Louisiana Hazconnect website to establish your account and complete the electronic Tier II filing process.

For Existing Filers

Have your existing Louisiana Tier II facility number(s) available when you register, if applicable.



Before You Begin

Have the following information available before starting registration:

- Company/business name and contact information;
- Name and email address of the person who will manage the Hazconnect account;
- Existing Louisiana Tier II facility number(s), if applicable;
- Access to the email account used for registration;
- Information needed to prepare the facility's annual Tier II inventory; and
- Payment information for applicable filing fees.

Plan Ahead

Account registration includes email verification and administrative approval by LSP. Do not wait until the filing deadline to create an account.



Louisiana Tier II Filing Basics

Annual Filing

Louisiana law places responsibility on owners/operators to file inventory forms for hazardous materials manufactured, used, or stored at their facilities.

Important Distinction

Hazconnect is the filing platform. The platform does not determine whether a facility or chemical is legally reportable. Apply the applicable Louisiana and federal requirements when preparing the report.

Filing Deadline

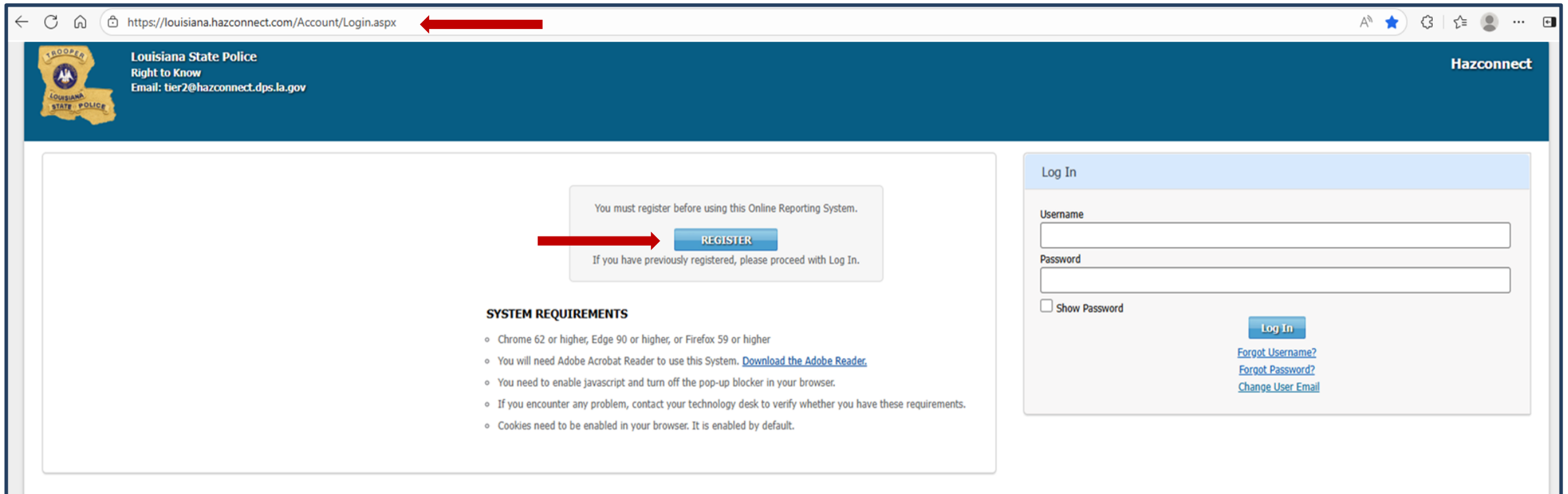
LRS 30:2369(B)(1) provides for filing by March 1 of each year.

Access Louisiana Hazconnect

Go to the Louisiana Hazconnect login page. From the login page, select REGISTER to begin creating a user account.

What to do:

1. Access the Louisiana Hazconnect website.
2. Click REGISTER.



The screenshot shows the Louisiana Hazconnect login page. The browser address bar displays <https://louisiana.hazconnect.com/Account/Login.aspx>, with a red arrow pointing to it. The page header includes the Louisiana State Police logo, the text "Louisiana State Police Right to Know Email: tier2@hazconnect.dps.la.gov", and the "Hazconnect" logo. The main content area features a registration prompt: "You must register before using this Online Reporting System." with a red arrow pointing to a blue "REGISTER" button, and "If you have previously registered, please proceed with Log In." Below this is a "SYSTEM REQUIREMENTS" section with a list of requirements. On the right, there is a "Log In" section with fields for "Username" and "Password", a "Show Password" checkbox, a blue "Log In" button, and links for "Forgot Username?", "Forgot Password?", and "Change User Email".

https://louisiana.hazconnect.com/Account/Login.aspx

Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Hazconnect

You must register before using this Online Reporting System.

REGISTER

If you have previously registered, please proceed with Log In.

SYSTEM REQUIREMENTS

- Chrome 62 or higher, Edge 90 or higher, or Firefox 59 or higher
- 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

☐ Show Password

Log In

[Forgot Username?](#)
[Forgot Password?](#)
[Change User Email](#)



Select the Correct User Type

Choose the user type used by facilities submitting Tier II inventory reports.

What to do:

1. Select REPORTING FACILITY/BUSINESS USER.
2. Click NEXT.

A screenshot of the "New User Registration" form for the Louisiana State Police Right to Know system. The form has a blue header with the Louisiana State Police logo on the left and the text "Louisiana State Police", "Right to Know", and "Email: tier2@hazconnect.dps.la.gov" on the right. Below the header, the title "New User Registration" is displayed. The main question is "What Type of User are you? *". Below this question is a dropdown menu with the selected option "Reporting Facility/Business User". To the right of the dropdown menu is a red arrow pointing left. Below the dropdown menu are two buttons: "Cancel" and "Next". To the right of the "Next" button is a red arrow pointing left. The form is set against a white background with a blue footer bar at the bottom.



Complete the Registration Form

Complete the registration fields using current company and user information.

What to do:

1. Complete the registration form.
2. If applicable, enter existing Tier II facility number(s) in Facility Details.
3. If entering more than one facility number, separate the numbers with commas.
4. Click SUBMIT.

Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

User Account Details

Username*
Password*
Retype Password*

☐ Show Password
☐ Show Password

Hint Question*
Hint Answer*

☐ Show Hint Answer

User Contact

First Name*
Last Name*
Role*

Select One

Mail will be sent to the address entered below. Please make sure it is a valid address where mail can be received.
Email will be used for follow-up correspondence.

Company Name*
Mailing Attention*
Street 1*
Street 2

City*
State*
Zip Code*
Country*

Email*
Retype Email*
Phone*

All system generated email notifications will be sent to the User Email entered above.

Facility Details

If you have previously submitted reports, list the names and street addresses of all Facilities that need to be transferred to your new account (separated by semicolons).
Account for Existing Facilities? Indicate 'EXISTING FACILITIES' and provide the name/address of at least one facility.
Account for New Facilities that have Never Reported? Indicate 'NEW FACILITY' and provide the names/addresses.

Facility Details
Please enter the characters as shown*

U7YLN

Cancel
Back
Submit

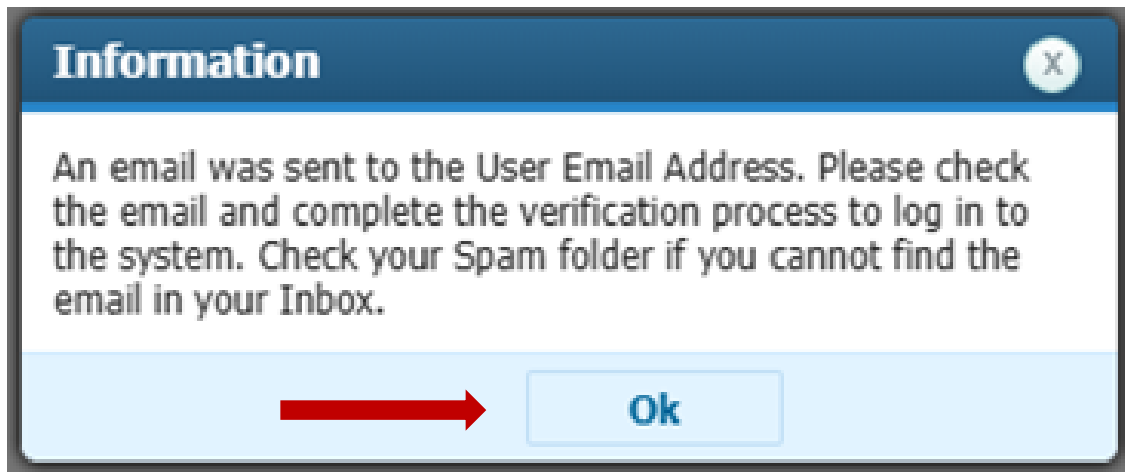
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Submit the Registration

After submitting the registration form, Hazconnect displays a confirmation message.

What to do:

1. Click OK.
2. Check the registered email account for verification messages.
3. If an expected message does not appear, check the spam/junk folder.



Email #1 — Registration Initiated

The first email confirms that a new registration has been initiated.

What to do:

1. No action is required from this email.
2. Keep the email for your records if needed.

New 'Submit User' User Account Registered - Louisiana State Police - Hazconnect ⌵ Inbox x



tier2@hazconnect.dps.la.gov

to me ▼

This is an Automated Message from Louisiana State Police - Hazconnect.

A new user was registered on 9/14/2026 1:38:48 PM with Username: Tier2ExampleL@

The following information was registered:

Company Name: LA Tier 2
First Name: John
Last Name: Doe
Address: P.O. BOX 66168, BATON ROUGE, Louisiana 70806
Telephone:
Email:

You will receive another email to verify your new User Account email. You need to complete the steps in it before the Administrator can approve your User Account.

Email #2 — Verify Your Email

The second email contains the link used to verify the email address and associate it with the Hazconnect account.

What to do:

1. Open the verification email.
2. Click the verification link.

Verify your User Email Address for the Louisiana State Police - Hazconnect

Inbox x



tier2@hazconnect.dps.la.gov

to me ▼

You registered for a User Account or changed your User Email in the Louisiana State Police Hazconnect system. You need to verify your email by clicking the link.

You will not be able to log into your account until the email account is verified and you have an active User Account.

Click here: <https://louisiana.hazconnect.com/Verification.aspx?tok=ir1uF2xSUMckzmAgF4GpSgdDbQWtgdrlacKY%2fF32NCNTj08KvkN1ftKMgnqAPaN>



If you cannot click the link, copy and paste it into a browser.

If you did not make this request, please contact tier2@hazconnect.dps.la.gov or tier2@hazconnect.dps.la.gov.

If you registered for a new User Account, WAIT TO RECEIVE AN EMAIL letting you know that the Administrator has approved your User Account. Then you can log into your User Account.

LSP Administrative Approval

After registration and email verification, the account must be reviewed and approved by the Louisiana State Police.

What to do:

1. If you attempt to log in before approval, the account will show as pending approval.
2. Do not submit duplicate registrations while an account is pending.



Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Hazconnect

You must register before using this Online Reporting System.

[REGISTER](#)

If you have previously registered, please proceed with Log In.

SYSTEM REQUIREMENTS

- Chrome 62 or higher, Edge 90 or higher, or Firefox 59 or higher
- 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

User Registration is pending Admin approval. You will receive an email when the registration is approved after which you can log in.

Username

Password

☐ Show Password

[Log In](#)

[Forgot Username?](#)
[Forgot Password?](#)
[Change User Email](#)

Email #3 — Account Approved

LSP approval is followed by an email confirming that the account is ready for login.

What to do:

1. Open the approval email.
2. Return to the Louisiana Hazconnect login page.
3. Log in using the credentials established during registration.

New 'Submit User' User Account Approved - Louisiana State Police - Hazconnect



tier2@hazconnect.dps.la.gov

to me ▼

This is an Automated Message from Louisiana State Police - Hazconnect.

Your User Account for Username: Tier2ExampleL@ has been approved as of 9/14/2026 2:50:47 PM.

You can now log in to the Louisiana State Police - Hazconnect with your Username and Password.

Please keep this information for future reference!

← Reply

→ Forward

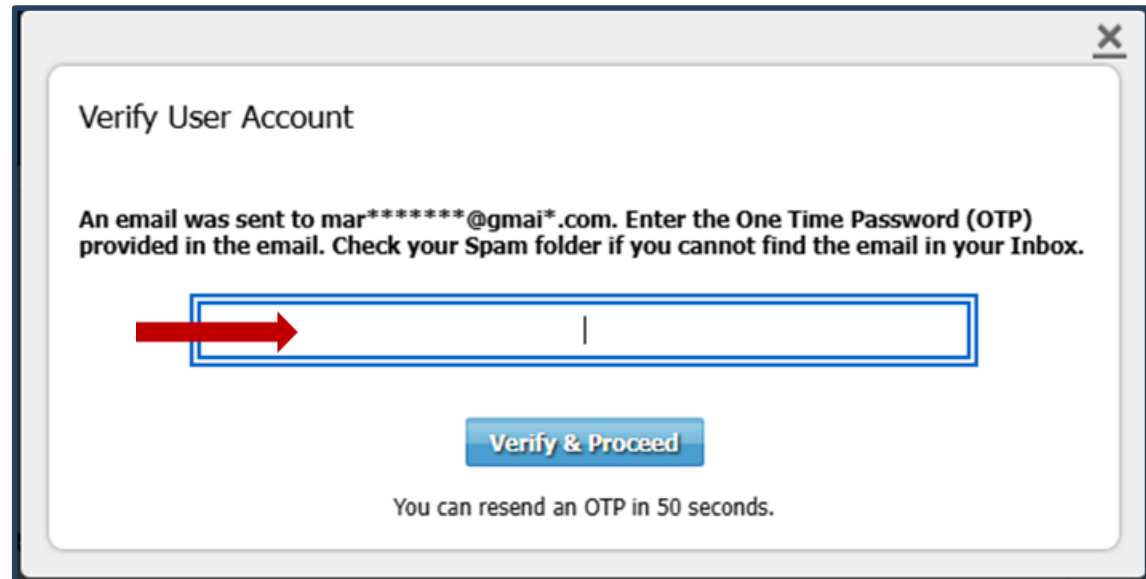
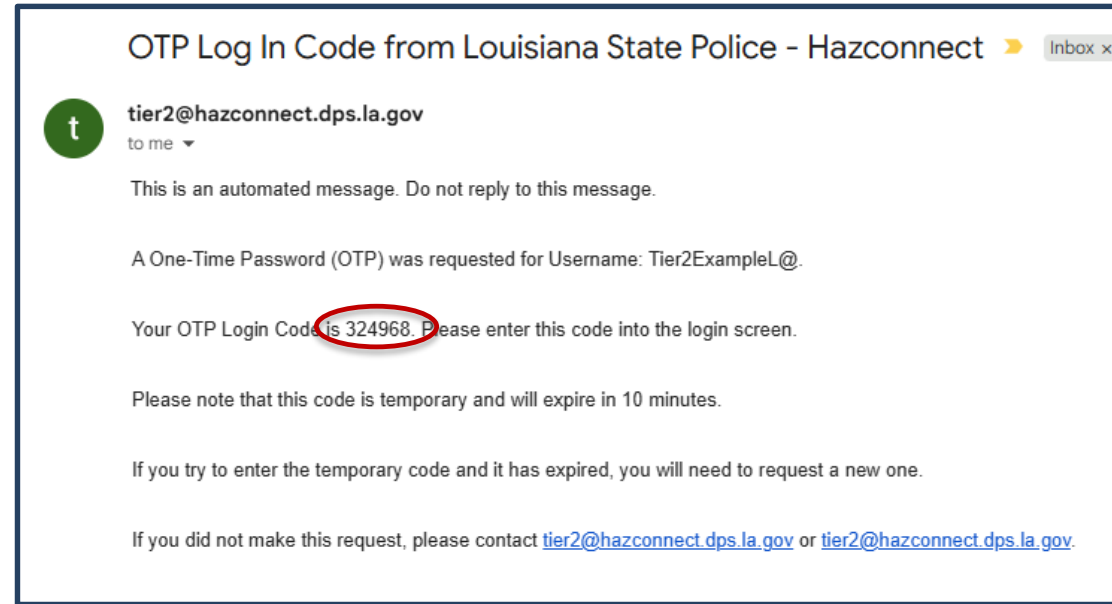


Two-Factor Authentication

Hazconnect uses two-factor authentication. A security code is sent to the registered email address when you log in.

What to do:

1. Enter the authentication code.
2. Complete the verification step to access the account.
3. If the code does not arrive, check the spam/junk folder.



Verify User Account

An email was sent to mar*****@gmail*.com. Enter the One Time Password (OTP) provided in the email. Check your Spam folder if you cannot find the email in your Inbox.

Verify & Proceed

You can resend an OTP in 50 seconds.



Your Hazconnect Account

After successful login, you can manage account information and access Tier II reporting functions.

What to do:

1. Review your account information.
2. Proceed to facility and Tier II reporting functions.



Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Edit My User Account Profile

Company Name *	Mailing Attention *		
LA Tier 2	LSP RTK		
First Name *	Last Name *	Role *	
John	Doe	Manager	
Street 1 *	Street 2		
P.O. BOX 66168			
Country *	City *	State *	Zip Code *
United States	BATON ROUGE	Louisiana	70806
Phone *	Email *		
Secret Question *			
Where were you on Januæ			
☐ Change Secret Answer?			
Username *			
Tier2ExampleL@			
☐ Change Password?			

Save

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Need Help?

The existing LSP guide directs questions regarding Hazconnect accounts and annual Tier II inventory reporting to the Right-to-Know Unit.

What to do:

1. Email your questions to tier2@hazconnect.dps.la.gov



Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Edit My User Account Profile

Company Name*	Mailing Attention *		
LA Tier 2	LSP RTK		
First Name *	Last Name *	Role*	
John	Doe	Manager	
Street 1 *	Street 2		
P.O. BOX 66168			
Country *	City *	State *	Zip Code *
United States	BATON ROUGE	Louisiana	70806
Phone*	Email*		
Secret Question *			
Where were you on Janu			
☐ Change Secret Answer?			
Username*			
Tier2ExampleL@			
☐ Change Password?			

Save

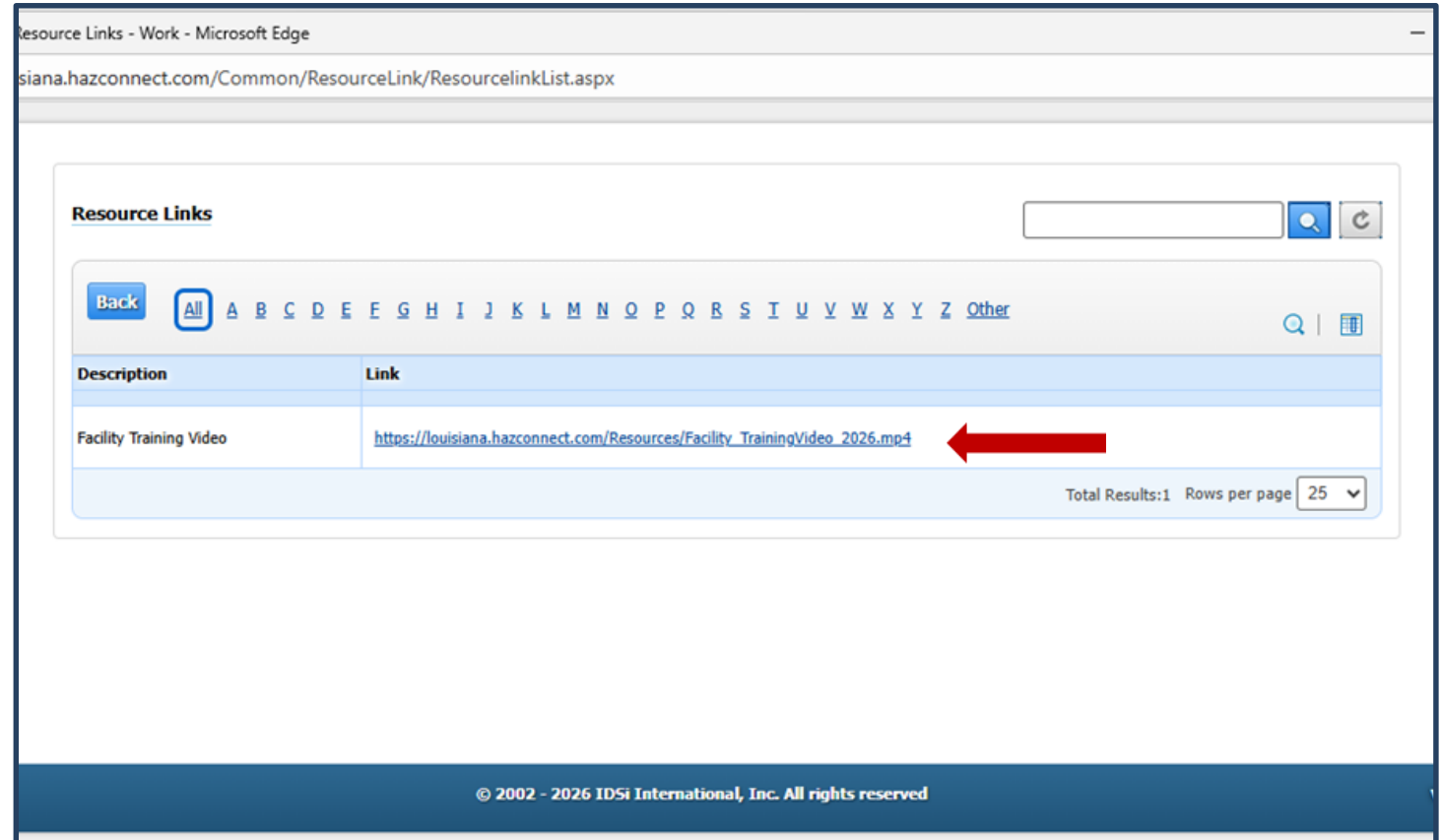
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Training Resources

A short training video is also available to help you transition to Hazconnect.

What to do:

1. Use the current LSP training resource made available with the Louisiana Hazconnect rollout.



The screenshot shows a web browser window titled "Resource Links - Work - Microsoft Edge" with the URL "louisiana.hazconnect.com/Common/ResourceLink/ResourcelinkList.aspx". The page displays a "Resource Links" section with a search bar and a list of links. A red arrow points to the link for the "Facility Training Video".

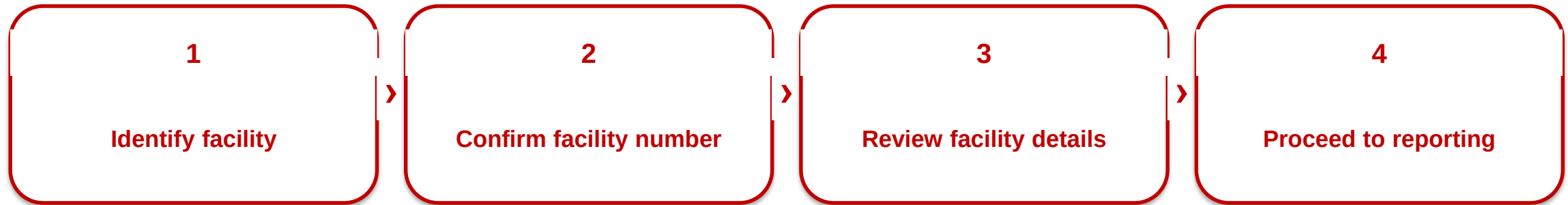
Description	Link
Facility Training Video	https://louisiana.hazconnect.com/Resources/Facility_TrainingVideo_2026.mp4

Total Results: 1 Rows per page: 25

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Facility Management

Before starting a new Tier II filing, confirm that the correct facility is associated with your user account.



Existing Facility

Use the facility number already assigned to the reporting facility, when applicable. Do not create a duplicate facility merely because the person responsible for reporting has changed.

Multiple Facilities

If one business is responsible for more than one reporting facility, maintain clear records showing which facility number corresponds to each physical location.



Adding a New Facility

IMPORTANT — DO NOT CREATE A DUPLICATE FACILITY

Do not select 'Add a New Facility' if a Tier II inventory has previously been filed for a facility at the same physical address.

Before creating a new facility record for an address with a previous Tier II filing, contact the LSP Right-to-Know Unit for assistance.

tier2@hazconnect.dps.la.gov

The 'Add a New Facility' function is only for facilities without previous filings.

What to do:

1. Click LIST FACILITIES in the FACILITIES drop-down tab
2. Click ADD NEW FACILITY

Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Home Facilities My Account Billing Resources

List Facilities

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.

The Louisiana State Police Emergency Response Commission is responsible for the collection and maintenance of Louisiana's EPCRA notifications and reporting of sections 302, 311 and 312 (Tier II). The purpose of this system is to provide a central facility for use in emergency preparedness planning and emergency response.

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 their possession of hazardous chemicals 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. Information is available at <https://lsp.org/about/leadershipsections/special-operations/emergency-response/emergency-services-unit-esu/>.

If you have any questions or need assistance, please contact SARA Program Manager at tier2@hazconnect.dps.la.gov or tier2@hazconnect.dps.la.gov.

IMPORTANT: You must submit a 2025 ANNUAL REPORT to complete your submission for this year! (Submitting a 2026 UPDATE does NOT count)

Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Home Facilities My Account Billing Resources

Active Facilities

Click on the Facility Name (blue links below) to add or edit reports. To add a New Facility, click the Add New Facility button to the right.

Back All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Facility ID	Company Name	Facility Name	Address	Parish	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report	Parent Company
Facility ID	Company Name	Facility Name	Address	All		City	LEPC	Fire Department	All	All		Parent Company

Add New Facility



Adding a New Facility

Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Hazconnect Tier
Welcome John, LA Tier 2 Last Login:

Home Facilities My Account Billing Resources

Have you submitted reports to the State before? If so, facilities may have already been added to your Account. Please take a look at the List of Facilities before adding this new facility. If the facility already exists on this list, please do not add the facility again. If the facility is listed with an Inactive Status, please contact the Help Desk to make the facility Active so that you can edit it. Only click Continue if this is a NEW site that needs to be reported. If you are missing one of your previously reported facilities, please contact us through the Help Desk so we can link the missing facility to your user account.

Active and Inactive Facilities

Back

Facility ID	Facility Name	Address	Facility Status
Facility ID	Facility Name	Address	All

No items to be listed

Total Results: 0 Rows per page: 10

Cancel Continue

IMPORTANT — DO NOT CREATE A DUPLICATE FACILITY

Do not select 'Add a New Facility' if a Tier II inventory has previously been filed for a facility at the same physical address.

Before creating a new facility record for an address with a previous Tier II filing, contact the LSP Right-to-Know Unit for assistance.

tier2@hazconnect.dps.la.gov

The 'Add a New Facility' function is only for facilities without previous filings.

What to do:

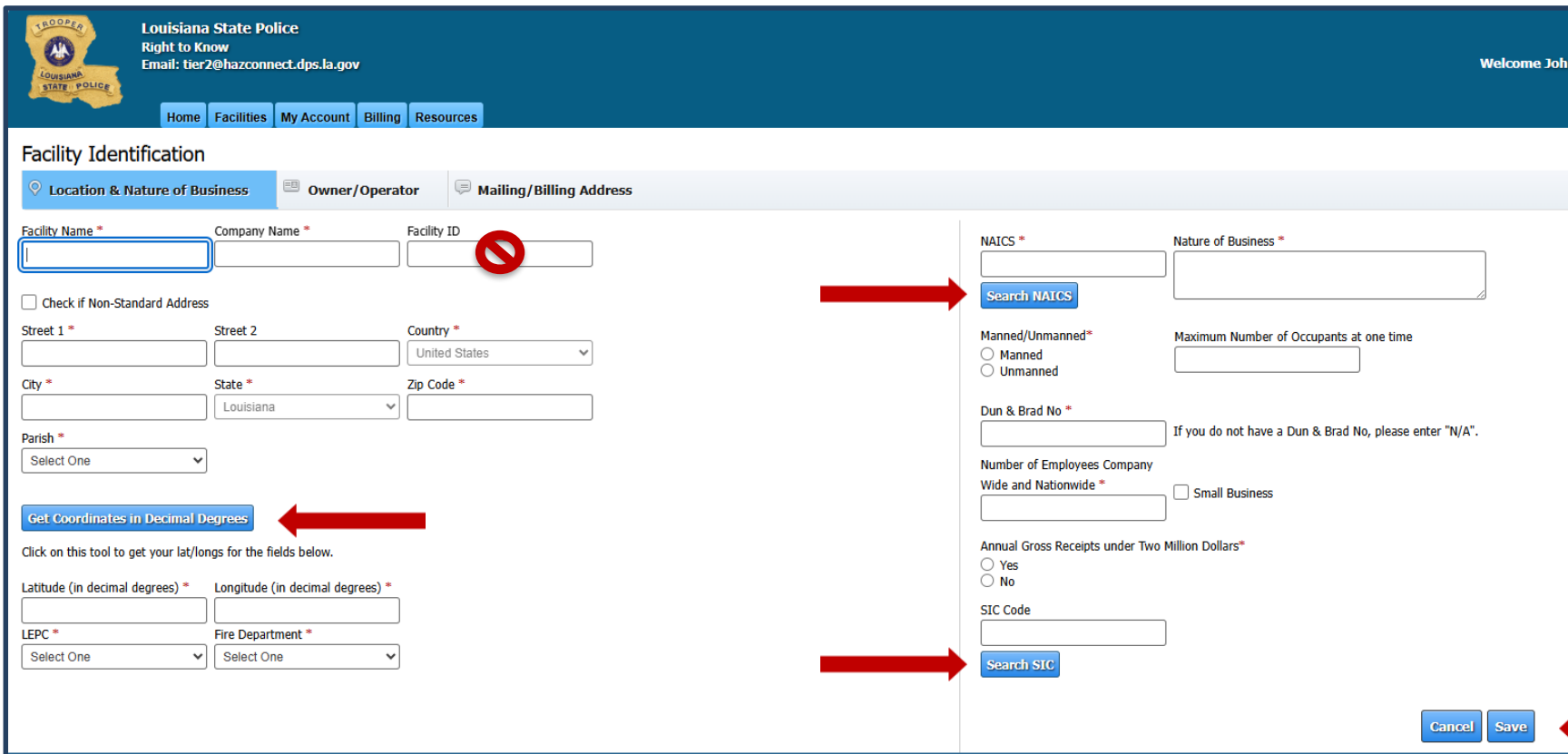
1. Do NOT enter any information in the FACILITY ID field
2. Enter your FACILITY NAME, FACILITY ADDRESS, and FACILITY STATUS
3. Click CONTINUE

Adding a New Facility

The Tier II report covers the hazardous chemical inventory for the preceding calendar year. Verify that you are working in the correct facility record before entering chemical data.

What to do:

1. Enter the correct data in each field
2. Use the BLUE MENU LINKS to ensure accurate data in select fields
3. Click SAVE



Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Welcome John

Home Facilities My Account Billing Resources

Facility Identification

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

Facility Name * Company Name * Facility ID *

☐ Check if Non-Standard Address

Street 1 * Street 2 * Country *
United States

City * State * Zip Code *
Louisiana

Parish *
Select One

[Get Coordinates in Decimal Degrees](#)

Click on this tool to get your lat/longs for the fields below.

Latitude (in decimal degrees) * Longitude (in decimal degrees) *

LEPC * Fire Department *

Select One Select One

NAICS * Nature of Business *

[Search NAICS](#)

Manned/Unmanned *
☐ Manned
☐ Unmanned

Maximum Number of Occupants at one time

Dun & Brad No *
If you do not have a Dun & Brad No, please enter "N/A".

Number of Employees Company Wide and Nationwide * ☐ Small Business

Annual Gross Receipts under Two Million Dollars *
☐ Yes
☐ No

SIC Code

[Search SIC](#)

Cancel Save



Adding a New Facility

The Tier II report covers the hazardous chemical inventory for the preceding calendar year. Verify that you are working in the correct facility record before entering chemical data.

What to do:

1. Continue to enter your company/facility information under the Owner/Operator tab
2. Click SAVE

Louisiana State Police
 Right to Know
 Email: tier2@hazconnect.dps.la.gov

[Home](#)
[Facilities](#)
[My Account](#)
[Billing](#)
[Resources](#)

Facility Identification Details

LSP RTK (Facility ID: 62444)
 Baton Rouge, LA 70806, Baton Rouge, LA 70806, United States

[Location & Nature of Business](#)
[Owner/Operator](#)
[Mailing/Billing 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
 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 If you do not have a Dun & Brad No, please enter "N/A".
 Street Address Country United States
 City State Louisiana
 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 * LA Tier 2
 Street 1 * P.O. BOX 66168 Street 2
 Country * United States City * BATON ROUGE
 State * Louisiana Zip Code * 70806
 Owner/Operator Phone * 24 Hour Phone
 Owner/Operator Email *

[Cancel](#)
[Save](#)



Adding a New Facility

The Tier II report covers the hazardous chemical inventory for the preceding calendar year. Verify that you are working in the correct facility record before entering chemical data.

What to do:

1. Continue to enter your company/facility information under the Mailing/Billing Address tab
2. Click SAVE



Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

HomeFacilitiesMy AccountBillingResources

Facility Identification Details

LSP RTK (Facility ID: 62445)
7919 Independence Blvd., Baton Rouge, LA 70806, United States
Contact:

Location & Nature of BusinessOwner/OperatorMailing/Billing Address

Mailing Address

If you enter an address outside of the US or Canada, enter the state/province name in the State field.
[Copy Physical Address](#)

Company Name*

Attention*

Street 1*

Street 2

Country*
United States

City*

State*
Louisiana

Zip Code*

Phone *

Billing Address

If you enter an address outside of the US or Canada, enter the state/province name in the State field.
[Copy Mailing Address](#) [Copy Physical Address](#)

Company Name*

Attention*

Street 1*

Street 2

Country*
United States

City*

State*
Louisiana

Zip Code*

Phone *

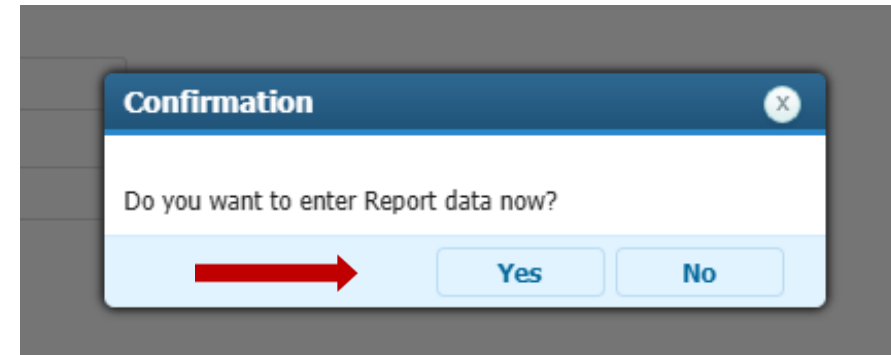
CancelSave

Adding a New Facility

The Tier II report covers the hazardous chemical inventory for the preceding calendar year. Verify that you are working in the correct facility record before entering chemical data.

What to do:

1. Click YES to file a new inventory report.
2. Click NO to return to your facility summary page.





Filing a New Inventory Report

Facility identification is foundational to the report. A correct chemical inventory attached to the wrong facility is still a reporting problem.

What to do:

1. Click LIST FACILITIES in the FACILITIES drop-down tab

Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Home **FACILITIES** My Account Billing Resources

List Facilities ←

Regulations

[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.](#)

The Louisiana State Police Emergency Response Commission is responsible for the collection and maintenance of Louisiana's EPCRA notifications and reporting of sections 302, 311 and 312 (Tier II). The purpose of this online reporting facility is for use in emergency preparedness planning and emergency response.

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 their possession of Extremely Hazardous Substances (EHS) 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 available at <https://lsp.org/about/leadershipsections/special-operations/emergency-response/emergency-services-unit-esu/>.

If you have any questions or need assistance, please contact SARA Program Manager at tier2@hazconnect.dps.la.gov or tier2@hazconnect.dps.la.gov.

IMPORTANT: You must submit a 2025 ANNUAL REPORT to complete your submission for this year! (Submitting a 2026 UPDATE does NOT meet this requirement)

Recent Submissions

No recent submissions

Facility Status Summary

Status	Active	Inactive
	1	0

Billing Summary

Total Amount Due : 0.00



Filing a New Inventory Report

Facility identification is foundational to the report. A correct chemical inventory attached to the wrong facility is still a reporting problem.

- What to do:**

 - 1. Select the appropriate facility.
 - 2. Verify that you have chosen the correct facility.

Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Hazconnect

Welcome John, LA Tier 2 Last Logi

HomeFacilitiesMy AccountBillingResources

Active Facilities

Click on the Facility Name (blue links below) to add or edit reports. To add a New Facility, click the Add New Facility button to the right.

Back

AllA B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

Add New Facility

Facility ID	Company Name	Facility Name	Address	Parish	Facility Status	City	LEPC	Fire Department	312 Status	302 Status	Latest Report	Parent Company
Facility ID	Company Name	Facility Name	Address	All		City	LEPC	Fire Department	All	All		Parent Company
62445	LSP	LSP RTK (ID: 62445)	7919 Independence Blvd., Baton Rouge, LA 70806	East Baton Rouge Parish	Active	Baton Rouge	East Baton Rouge Parish LEPC	BATON ROUGE FIRE DEPARTMENT	Unknown	Unknown		LSP

Total Results:1 Rows per page 10

26



Filing a New Inventory Report

Facility identification is foundational to the report. A correct chemical inventory attached to the wrong facility is still a reporting problem.

What to do:
1. Click ADD A NEW ANNUAL/REVISION REPORT



Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Hazconnect TI

Welcome John, LA Tier 2 Last Login

[Home](#) [Facilities](#) [My Account](#) [Billing](#) [Resources](#)

[Back](#)

List Submissions

To create and submit a new report, click on the "Add a New Annual/Revision Report" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously completed and submitted report, click on the icon under the "view" column next to the report.

LSP RTK (Facility ID: 62445)
7919 Independence Blvd., Baton Rouge, LA 70806, United States

Status: Active
[Change Facility Status](#)

Regulatory Reports

[Add a New Annual/Revision Report](#)

Tier II Report (312 Annual Report)

Report ID	Report	Status	Signed By	Signed Date	Submission Type	View
No items to be listed						

[Back to List of Facilities](#)



Filing a New Inventory Report

Facility identification is foundational to the report. A correct chemical inventory attached to the wrong facility is still a reporting problem.

What to do:

1. Select ANNUAL FOR (the reporting year for which you want to file for)
2. Click PROCEED

Louisiana State Police
Right to Know
Email: tier2@hazconnect.dps.la.gov

Home Facilities My Account Billing Resources

Start a New Report

LSP RTK (Facility ID: 62445)

7919 Independence Blvd., Baton Rouge, LA 70806, United States
Contact:

Choose a Report Type (click on button next to selection)

☒ **Tier II Report (312 Annual Report)**
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 Response Team (LERT) during the previous calendar year.

Choose a Report Class (click on button next to selection)

IMPORTANT: You must select the option below 'ANNUAL for 2025' to meet regulatory requirements by March 1, 2026.

☒ **Annual for** 2025 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.



Filing a New Inventory Report

Keep emergency-contact information current. The purpose of Tier II reporting is to provide usable information for emergency planning and response.

What to do:

1. Review your facility information and click EDIT if revisions are needed.
2. Once you have verified the facility number/facility information, Click either ADD CHEMICALS or IMPORT CHEMICALS.
3. Scroll down and use the EDIT buttons to complete STEPS 2 – 7.

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Hazconnect | Welcome John, LA Tier 2 | Last Login: [Time]

Home | Facilities | My Account | Billing | Resources

Edit Report Homepage for LSP RTK (Facility ID: 62445) | List Submissions

Step 1 ✓ | Step 2 ⚙️ | Step 3 ⚙️ | Step 4 ⚙️ | Step 5 ✓ | Step 6 ⚙️ | Step 7 ⚙️ | 0 Notes

Report | [Print Report](#)

2025 Annual Tier II Report(LSP RTK) - 17392

Submission Status: Initiated | **Status Date:** 9/18/2026
Last Updated: 9/18/2026 | **Submission Type:** Online
Submitter Username: John Doe [Tier2ExampleL@]

Step 1: Review Facility Information | [Edit](#)

Facility ID	62445	LEPC	East Baton Rouge Parish LEPC
Facility Name	LSP RTK	Fire Department	BATON ROUGE FIRE DEPARTMENT
Company Name	LSP	Lat/Long	30.4494/-91.106
Facility Status	Active	Maximum Number of Occupants at one time	100
Facility Status Reason	Active - Storing Chemicals above Reportable Quantities	Nature of Business	Abrasive Product Manufacturing
Status Change Date		NAICS	327910
Physical Location	7919 Independence Blvd., Baton Rouge, LA 70806, United States	SIC Code	3291
Parish	East Baton Rouge Parish	Dun & Brad No	N/A
Site Phone		Owner/Operator	LA Tier 2, P.O. BOX 66168, BATON ROUGE, LA 70806, United States
Manned	Yes	Company Sold To Name	
Small Business	No	Parent Company	LSP, 7919 Independence Blvd., Baton Rouge, LA 70806, United States
Number of Employees Company Wide and Nationwide	1000		
Annual Gross Receipts under Two Million Dollars	No		

Step 2: Review Chemical Inventory | Total: 0 | EHS: 0 | EHS>TPQ: 0 | [Add Chemicals](#) | [Import Chemicals](#)

Facility identification is foundational to the report. A correct chemical inventory attached to the wrong facility is still a reporting problem.

What to do:

1. Enter the chemical information.
2. Click SAVE.

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Filing a New Inventory Report

Accurate reporting of chemical inventory is vital to effective emergency planning.

- What to do:**

 1. Enter the inventory and storage information into the appropriate fields.
 2. Click SAVE.

LSP RTK (Facility ID: 62445)
7919 Independence Blvd. Baton Rouge, Louisiana 70806
Contact:

1-(3-Chloroallyl)-3,5,7-triaza-1-azoniaadamantane chloride (4080313)
Pure

Chemical Description ✓

Inventory & Storage +

Chemical Inventory

[Gals To Lbs Converter](#)

Maximum Daily Amount *

Unit

Pounds

Maximum Daily Amount Code *

Select One

[Gals To Lbs Converter](#)

Maximum Amount in Largest Container

Unit

Pounds

[Gals To Lbs Converter](#)

Average Daily Amount *

Unit

Pounds

Average Daily Amount Code *

Select One

Number of Days Onsite *

Storage Location

To enter a storage location, complete info in the "Add Storage Location" section below, and click on "Save Storage Location". Repeat for additional locations for the substance.

Storage Location List

Container Type	Pressure	Temperature	Storage Location	Confidential Location	Storage Location Ma
No locations entered yet for this substance					

Add Storage Location

Container Type *

Select One

Pressure *

Select One

Temperature *

Select One

☐ Storage Location is Confidential

Storage Location (ex. Southside of building, In tankfarm) *

Latitude

Longitude

[Gals To Lbs Converter](#)

Storage Location Max Daily Amount

Unit

Pounds

Save Storage Location

Cancel

Save



Filing Fee and Payment

Tier II filing fees can be paid within the Hazconnect website. Your inventory report is NOT complete until your filing fees are paid.

- What to do:**

 1. Review the filing fee displayed by the system.
 2. Click ACTION-PAY NOW

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Hazconnect Tier II |
Welcome John, LA Tier 2 Last Login: 09/

HomeFacilitiesMy AccountBillingResources

List Tier II Combined Invoices

Click the Combined Invoice No. to launch or print the Fee Summary. To pay an Invoice, go to Actions and click on Pay Now.

Back

Combined Invoice No	Report Year	Invoice Status	Username	Payment Status	Reporting Fee	Total Invoice Amount	Total Amt Due	Actions
Combined Invoice No	All	All	Username	All	Reporting Fee	Total Invoice Amount		
C113	2025	Active	Tier2ExampleL@	Not Paid	65.00	65.00	Pay Now	Actions

Total Results:1 Rows per page 25

Filing Fee and Payment

Tier II filing fees can be paid within the Hazconnect website. Your inventory report is NOT complete until your filing fees are paid.

What to do:

1. Verify payment information.
2. Click CONTINUE



The screenshot shows the Louisiana State Police Right to Know payment interface. At the top, the header includes the Louisiana State Police logo, the text "Louisiana State Police Right to Know", and the email "Email: tier2@hazconnect.dps.la.gov". Below the header is a navigation bar with links: Home, Facilities, My Account, Billing, and Resources. The main content area has a red warning message: "Please do not click on the browser Back button." and a link: "Click [here](#) to print the Combined Invoice". The "Make a Payment" section shows a "Due Amount : \$65.00" and a "Select payment method *" dropdown. Two payment methods are listed: "Check/Money Order" and "Online Payment-Credit Card/ACH", with the latter selected. A red arrow points to the "Online Payment-Credit Card/ACH" option. At the bottom right, there are "Cancel" and "Continue" buttons, with a red arrow pointing to the "Continue" button.

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Email: tier2@hazconnect.dps.la.gov

Home Facilities My Account Billing Resources

Please do not click on the browser Back button.

Click [here](#) to print the Combined Invoice

Make a Payment

☒ Due Amount : \$65.00

Select payment method *

☐ Check/Money Order

☒ Online Payment-Credit Card/ACH

Cancel Continue

Filing Fee and Payment

Tier II filing fees can be paid within the Hazconnect website. Your inventory report is NOT complete until your filing fees are paid.

What to do:

1. Confirm payment details
2. Click CONTINUE
3. Complete the payment process.
4. Save the payment confirmation or receipt.



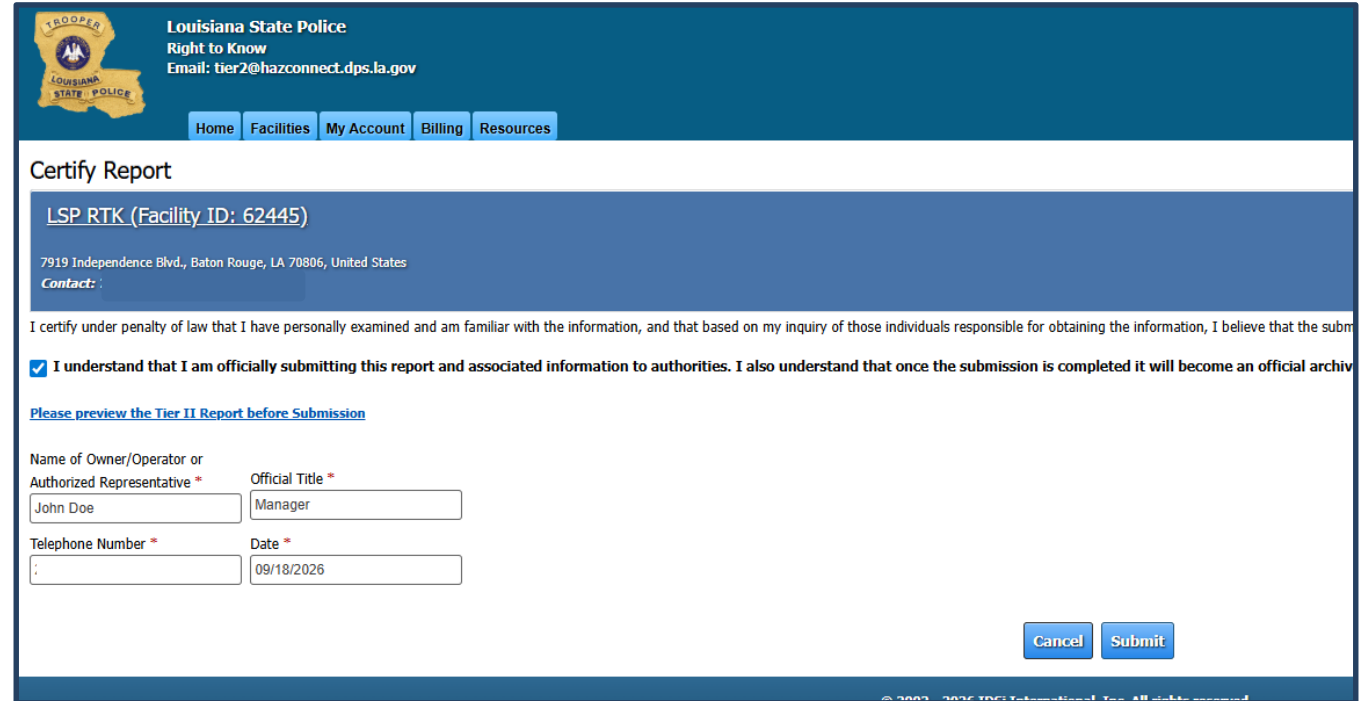
The screenshot shows the Louisiana State Police Right to Know payment confirmation page. At the top left is the Louisiana State Police Trooper logo. To its right, the text reads: "Louisiana State Police", "Right to Know", and "Email: tier2@hazconnect.dps.la.gov". Below this is a navigation bar with buttons for "Home", "Facilities", "My Account", "Billing", and "Resources". The main content area has a heading "Confirm Payment Details". Below the heading, it shows "Amount : \$65.00" and "Payment Method: Online Payment-Credit Card/ACH". At the bottom left is a blue "Continue" button. A large red arrow points from the "Continue" button towards the right. In the top right of the main content area, there is a red warning message: "Please do not click on the browser Back button." and a link: "Click [here](#) to print the Combined Invoice".

After Submission — Save Your Records

Keep the final submitted report and confirmation with the facility's Tier II reporting records and make them available to appropriate facility personnel.

What to do:

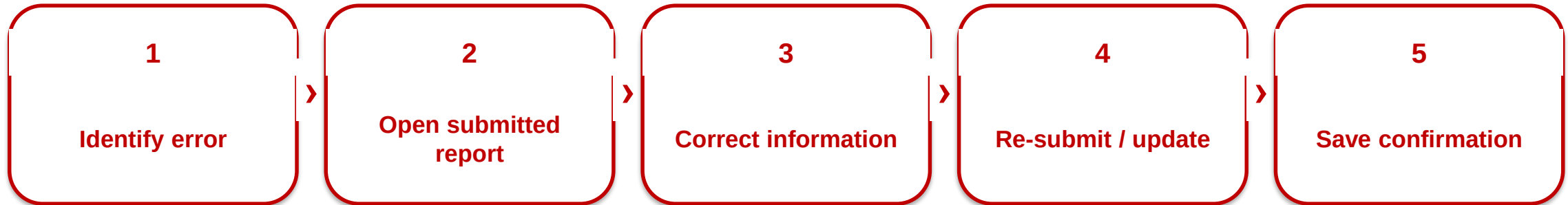
1. Save or print the Tier II submission confirmation.
2. Save the payment confirmation or receipt.
3. Retain a copy of the submitted Tier II report.
4. Record the submission date for your facility's compliance records.



The screenshot shows the Louisiana State Police Right to Know web portal. The header includes the Louisiana State Police logo, the text "Louisiana State Police Right to Know", and the email "tier2@hazconnect.dps.la.gov". Navigation links for Home, Facilities, My Account, Billing, and Resources are present. The main section is titled "Certify Report" and displays "LSP RTK (Facility ID: 62445)". Below this, the address "7919 Independence Blvd., Baton Rouge, LA 70806, United States" and a "Contact:" field are shown. A certification statement follows: "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 subm...". A checkbox is checked with the text "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 archiv...". A link "Please preview the Tier II Report before Submission" is provided. Below this, there are input fields for "Name of Owner/Operator or Authorized Representative *" (containing "John Doe"), "Official Title *" (containing "Manager"), "Telephone Number *" (empty), and "Date *" (containing "09/18/2026"). At the bottom right, there are "Cancel" and "Submit" buttons.

Corrections and Updates

If you discover an error after submission, use the correction/update function provided by the Louisiana Hazconnect system.



Do Not Create A Duplicate Facility

A correction to an existing facility/report should not be handled by creating a second facility record unless LSP specifically instructs you to do so.



Troubleshooting — Common Problems

No Verification Email

Check spam/junk folders and confirm that the registered email address was entered correctly.

Account Shows Pending Approval

The registration has not completed LSP administrative review. Do not create a duplicate account unless directed by LSP.

Authentication Code Not Received

Check spam/junk folders and verify access to the registered email account.

Facility is Mission

Confirm the facility number and contact the Right-to-Know Unit if the correct facility cannot be associated with the account.

Incorrect Facility Selected

Stop before submitting the report and confirm the facility record. Do not file a report against the wrong location.

Payment or Submission Problem

Save any error message/confirmation information and contact the Right-to-Know Unit for assistance.



Pre-Submission Checklist

Pre-Submission Checklist

- ☐ Correct reporting year selected
- ☐ Facility name & address verified
- ☐ All reportable chemicals reviewed
- ☐ Authorized person has reviewed the certification
- ☐ Filing fee paid, if applicable
- ☐ Correct facility selected
- ☐ Responsible & emergency contact information verified
- ☐ Maximum & average amounts reviewed
- ☐ Validation/error messages resolved
- ☐ Submission completed successfully
- ☐ Submission & payment confirmations saved



Help and Support

LSP Right-to-Know Unit

Questions regarding your Hazconnect account or annual Tier II inventory reporting should be directed to the Louisiana State Police Right-to-Know Unit.

tier2@hazconnect.dps.la.gov

When Requesting Assistance

Include the facility name/number, your Hazconnect username or registered email, the step where the problem occurred, and any error message or confirmation number.

Hazconnect Training Video

A Hazconnect training video can be accessed at:

https://louisiana.hazconnect.com/Resources/Facility_TrainingVideo_2026.mp4