

How to enter and submit a Tier II Inventory Report (filer instructions)

1. Go to <https://rtkweb.dps.la.gov/t2access.nsf>.
 - If your facility has never had a Facility Number or User ID and Password, click *Obtain Web ID*, answer the questions and follow the instructions. Only request ONE set of log-in credentials (user ID and password). You can create additional facilities once you receive your credentials and are granted access to the website.
 - If you have log-in credentials, click Login to enter your User ID (T2-XXXXX) and your case-sensitive password.
 - The website is best viewed using Google Chrome. Older versions of Internet Explorer (8, 9, 10) and the Firefox web browser are also compatible.
 - Toolbars will have Help buttons that display information for each page and explain the purpose of each section.



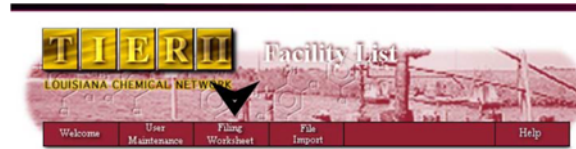
2. After logging in, you will see *Reporting Year, Facility ID, Facility Name and Filed Status*. Click on the Facility ID number for the Reporting Year to open the Facility Information page.



3. The Facility Information page contains the facility information. Click the gray *Edit* button, then click the box next to Ready for Filing and at the top and make any corrections or additions needed. If you have a question about what to enter in a field, click the Help button on the right side of the toolbar. Once you have completed the form, click *Save* to make your facility ready for filing.

4. On the Facility Information page toolbar, click *Chemical Inventory*.
 - In the Chemical Inventory section, click *New Pure* to create an entry for a pure chemical or *New Mixture* to create an entry for a chemical mixture. You will enter chemical information and storage locations here.
 - To view existing chemicals, click *By Chemical Name* under *Views of All Existing Chemicals*.
 - Click on each chemical name to review information. If changes are needed, click *Edit*; click *Save* to save changes.
 - Chemicals can be removed from your inventory by clicking *Remove Chemical*.
 - After completing the form, click *Save*.
 - **IMPORTANT!** Please review your facility information and chemical inventory **before** proceeding to the final steps to file. **YOU WILL NOT BE ABLE TO EDIT YOUR ENTRY AFTER YOU HAVE FILED FOR THE FACILITY.**

- After you have entered your chemical inventory, click *Home* to return to the Facility List page. Click *Filing Worksheet* to calculate your inventory filing fee and officially file your report. *If you have more than one facility to file, you will have to review and edit each facility before completing the Filing Worksheet.



- The first two questions determine whether your business meets the definition of a Small Business regarding Tier II filing. The answers are pre-set to No.
- The Exemptions block is for facilities that are municipally owned – federal, state, parish, or city. There is also an Exemption for those facilities which are currently licensed by the Liquefied Petroleum Gas Commission. All other facilities should have “None” selected. After answering the questions, click *Calculate* to continue and receive your fee amount.



- Complete the Tier II Filer section with your business contact information. The system requires that all fields be completed.
 - The results page will show your fee amount, and will give you the option to pay with check, money order, or credit card.
 - If you have an exemption and \$0 filing fee, choose *Check/Money Order* as your payment method.
 - After you have chosen your payment type, click *Next* to go to the Invoice page.
 - If you are paying with a credit card, you will go to a secure site to enter your card details before going to the Invoice.

Company Information

Number of Facilities: 1

Number of Employees less than or equal to 97: No

Annual Gross Receipts under Two Million?: No

Exemptions: None

Filing Date: 10/03/2024 Being Filed by: T2-14065

Tier II Filer - Individual completing the Tier II filing form

First Name: _____

Middle Initial: _____

Last Name: _____

Title: _____

Mailing Address: _____

Address Line 2: _____

City: _____ State: LA Zip: _____

Telephone: _____ Telephone Extension: _____

Fax #: _____

Cell Phone: _____

Email: _____

Facility Information (Reporting Year: 2023)

Facility ID	Facility Name	# Chemicals	Fee
60287	GUIDRY ECO-GARDEN PRODUCTS	4	65.00
Total			65.00

Please Select Payment Type:
 [Select One]

You will need to send a PRINTED COPY OF THE INVOICE FROM THE FOLLOWING SCREEN along with your payment to ensure proper crediting.

- Print at least two copies of the invoice page. One copy is your proof of filing. The second copy will be mailed to the Department of Public Safety, Office of Management and Finance at the address provided on the invoice, along with your payment. If you paid by credit card or are exempt from filing fees, you still need to mail a copy of your invoice to the Office of Management and Finance. We cannot re-generate the invoice page. This is your only chance to print/save a copy.

Exemptions: None

Filing Date: 10/03/2024 Being Filed by: T2-14065

Facility Information (Reporting Year: 2023)

Facility ID	Facility Name	Chemicals	Fee	Invoice #
60287	GUIDRY ECO-GARDEN PRODUCTS	4	65.00	53962437
Total			65.00	

You will need to send your payment along with a printed copy of this Tier II Invoice addressed to:

Department Of Public Safety
 Office of Management and Finance
 Financial Services Division
 P.O. Box 60909
 Baton Rouge, LA 70806
 OR
 7979 Independence Blvd.
 Baton Rouge, LA 70806

Your check or money order will need to be made out to:
 State Police, Right-to-Know

Please retain a copy for your records.

I certify under penalty of law that I have personally examined and am familiar with the information being submitted, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

- When you print this page, the website officially marks your inventory report as Filed.
 - If your Facility Information page still shows *Ready for Filing* after completing the Filing Worksheet Section, contact us for assistance at RTK.Tier2@la.gov.
 - Please be aware that when you file, you are also certifying that you have examined the information in the inventory report and that it is true, accurate, and complete. Should you forget to enter a new chemical, or change contact information, you will not be able to edit your report once it is filed.

9. After completing your online filing, go to the Facility Information page and click *Printable Report*. This will combine the Facility Information and Chemical Inventory sections into one document. You are required to send copies of inventory reports of all the facilities you have filed for to both the parish Local Emergency Planning Committee and to the local fire department which has jurisdiction over the area where your facility is located. By entering your Tier II information at our Tier II Inventory Filing website, you meet the requirement of sending a copy to the Louisiana Emergency Response Commission. At this time, we cannot accept uploads of site maps and safety data sheets, so please mail printed versions or email PDFs to RTK.Tier2@la.gov.