



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

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COMMISSIONER

P.O. Box 149347
Austin, Texas 78714-9347
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TTY: 1-800-735-2989
www.dshs.state.tx.us

Fee Payment Form & Instructions:

The Texas Tier Two Chemical Inventory Report for calendar year 2014 is due between January 1- March 1, 2015. The Texas Tier Two Program requires reports to be submitted electronically using the 2014 Tier2 Submit software. Once you have used the software to create your report, **Please e-mail your submission to:**

T2Sdatafiles@dshs.state.tx.us

****PLEASE REVIEW CHANGES TO TIER2 SUBMIT 2014 PAGE FOR NEW REPORTING REQUIREMENTS****

You will need to mail in your filing fee with this Fee Payment Form to the address given below. Please include your TXT2 number on the following items: the subject line of your email; the check/money order memo line; and the State Fields screen in the Tier2 Submit software.

For additional information, please contact DSHS staff as indicated below:

E-mail: tiertwohelp@dshs.state.tx.us

Phone: (512) 834-6603

Web: www.texastiertwo.com

Toll Free (TX only): (800) 452-2791

After you have submitted your Tier Two report, please take the short survey on our website at: <https://reglicensing.questionpro.com/>

If you have questions related to your fees, please use the fee calculators located on the left hand side of our website.

Please make your check payable to: Texas Department of State Health Services – ZZ109-180

TXT2 No.: 68687 Total: \$100 Check No.: _____ No. of facilities: 8

Owner/Operator: **Hidalgo County**

Submitter Name: Hidalgo County Executive Office- Environmental Compliance Division

Contact Phone No.: 956-318-2980 Mailing Address Change:

Hidalgo County Executive Office
Environmental Compliance Division
2818 S. Business Highway 281
Edinburg, TX 78539

Cash Receipts – MC 2005

DSHS – Tier Two Chemical Reporting Program

PO Box 149347

Austin, TX 78714-9347

Tier Two Filing Checklist

1. Download and install the Tier2 Submit 2014 software from our website located at: www.texastiertwo.com .
2. Once installed, new filers will need to begin typing information. Previous filers will be able to import in previous year's data file (.t2s or .zip) (You might need administrative rights to install the software, please contact your IT Department for help.)
3. Review each tab along with all required red asterisk spaces before submitting.
4. To **Save & Submit**, click **File > Create Submission > Start Submission Validation**.
5. Once you pass validation, you may **Create an Electronic File**. (File Name Suggestion: [TXT2 Number] Tier II 2014.
6. Compose a new email to: t2sdatafiles@dshs.state.tx.us . Include your TXT2 Number in the subject line and make sure to have your contact information in the body of the e-mail.
7. Attach the Data File to your e-mail (please make sure not to attach the Tier2Submit desktop shortcut) and send your e-mail to DSHS. You will receive an automated confirmation e-mail letting you know that it was successfully received. If there are problems with your submission, you will be contacted at a later time.
8. Payment: Mail in the Filing Fee Payment Form and your check or money order. Credit cards are not accepted at this time. A cancelled check or money order will serve as your receipt of payment.
9. You are also required to send the data file to the Local Emergency Planning Commission (LEPC) and local fire department for your facility. For help locating your LEPC please go to: www.dshs.state.tx.us/tiertwo/lepc.shtm. For help locating your local fire department, please go to: <http://tfsfrp.tamu.edu/fdd/directory/> . In order to adequately protect the health and safety of individuals in your community, DSHS requires adherence with this reporting requirement.

TRADE SECRET?

Please do not check the "Trade Secret" box unless you have received approval from the US Environmental Protection Agency (EPA). DSHS does not substantiate trade secret claims. Forms and other information about how to report trade secrets must be obtained from EPA's Office of Emergency Management at: <http://www.epa.gov/emergencies/content/epcra/tier2.htm>. You may also contact the Emergency Planning and Community Right-to-Know Act (EPCRA) Call Center at: 800-424-9396 or by mail at: EPCRA Trade Secrets, c/o CGI Federal, Inc., PO Box 10162, Fairfax, VA 22038. If your trade secret claim is substantiated by EPA, you must submit a Sanitized Tier 2 report and EPA's confirmation of your claim to DSHS.

FEE INFORMATION

You may use our Interactive Fee Calculators on our website by accessing it through our homepage at: <http://www.texastiertwo.com>. We have two fee calculators located on the left hand side of the webpage; look under **Tier Two Reference Center** and select either **the Fee Calculator for Manufacturing** or the **Fee Calculator for Non-Manufacturing and Public Employer Facilities**.