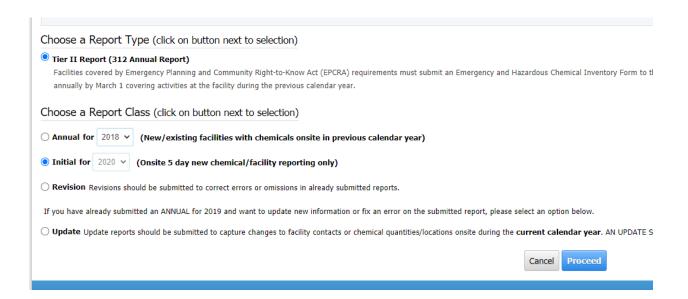
Initial Tier II Report Instructions

(Screenshots are of fictitious facilities used for the purposes of training materials)

- Login at https://www.lipatts.pa.gov.
- 2. Hover over Facilities Tab at the top and choose List Facilities.
- 3. Click on your facility name listed in blue font.
- 4. PATTS will display a list of the last three submitted reports (if previous reports were submitted) Click Add a New Report located on the right-side of the screen.



5. After closely reading Report Class descriptions, choose Initial for (current year we are in should be selected) and select Proceed. Please note that Report Type Tier II Report 312 Annual Report is always preselected and cannot be changed.



6. Initial Reports will display 6 Steps that can be Edited:

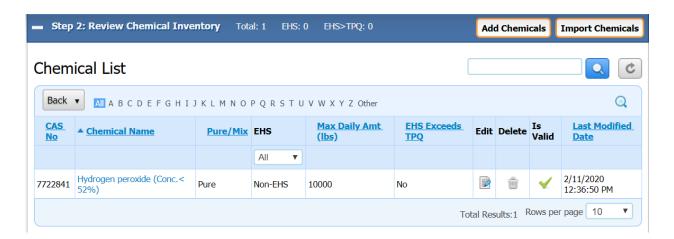


Step 1: Facility Information- Click Edit on right-side of screen to edit the facility details if needed.

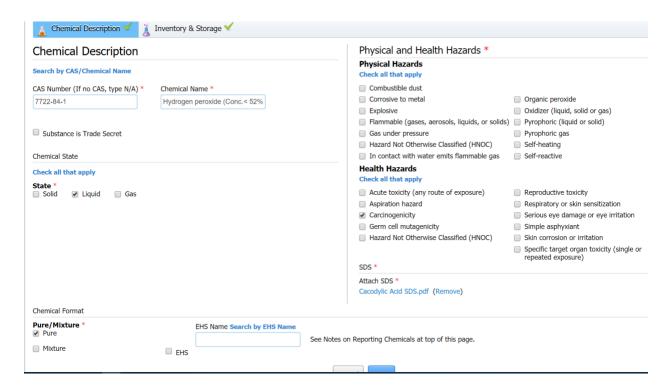
Step 2: An Initial Report requires you to add a new chemical. If you do not add a new chemical, the system will not allow you to submit the report.

Chemical Information- Click Add Chemicals to add a new chemical, Import Chemicals to import chemical information from other facilities you might report for e.g. a parent company that has the same chemical.

- Choose the trashcan symbol to delete a chemical from list.
- Choose the Edit symbol to Edit chemical previously reported. Use this option to change
 Chemical Descriptions, Chemical State, Chemical Format; select Trade Secret if needed,
 Physical and Health hazards; Remove SDS/MSDS and replace with new SDS; Update
 Chemical Quantity, Location, Number of Days onsite, and Confidentiality of Storage
 Location. Gallon to pounds converter tool and Latitude and Longitude Coordinate tool
 are available in this section as well.



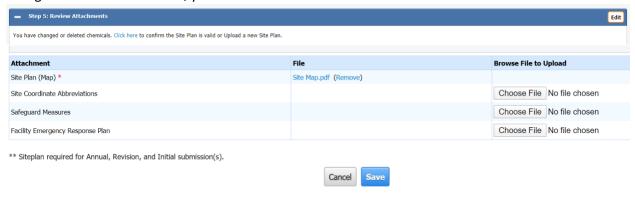
 Chemical Name in SDS section is where you select Remove and can then select Add to attach a new SDS (see below).



Step 3: Review Subject to Status- Choose Edit if changes are needed and save.

Step 4: Review Report Contacts- Choose Edit if changes are needed. If a Regulatory/Emergency Contact is deleted, the system will require you to enter another Regulatory/Emergency contact

Step 5: Review Attachments- Choose Edit if changes are needed. If Edit is selected, the options below will display. Attachments can be removed and replaced as needed. If site plan has not changed since last submission, you must validate that it is still valid. Select Save.



Step 6: Submit Report



7. Check off the certify report option if you are choosing to certify the report and enter the name of the person who will be signing the Certification Letter. No fee is charged for Initial Reports.

I certify under penalty of law tha	t I have personally examined and am	n familiar with the information, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted in				
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 archive for a						
lease preview the Tier II Repo	ort before Submission					
Name of Owner/Operator or Authorized Representative	Official Title *					
	Owner					
Pennsafe Hege	Owner Date *					

8. Choose Print Certification Letter. Upon signing, email to RA-li-psaf-patts@pa.gov.

Thank you for submitting the online report.									
If you have entered a valid Tier II Contact e-mail address, you will be notified of this successful report submission. This report will be reviewed by State officials.									
For questions, please reference the Help Guide for the appropriate contact.									
View Report	Print Report	List Submissions	List Facilities	Print Certification Letter	Print Fee Exemption Letter				

CERTIFICATION		m familiar with the information submitted and that based on my inquiry	
		ieve that the submitted information is true, accurate and complete.	
Pennsafe Hege, Owner		12/11/2020	
Name and Official Title of Owner/operator or Authorized Representative	Signature	Date	
Telephone Number : (717) 787-7596			
Regulatory POC : lhege@pa.gov Email			
General Mailing Address		Certified Mailing Address	
Commonwealth of Pennsylvania PA Department of Labor & Industry Bureau of Occupational & Industrial Safety/Pennsafe P.O. Box 68571 Harrisburg, PA 17106-8571	Program	PA Department of Labor & Industry Bureau of Occupational & Industrial Safety/Pennsafe Program 051 Boas Street Room 1000 Harrisburg, PA 17121-0750	
Any questions should be directed to the Bureau of Occup Street Room 1600, Telephone: 717-783-2071 Opt 0, Fax:		strial Safety/Pennsafe Program, PA Department of Labor & Industry, 051 Boar , Email: <u>ra-li-psaf-patts@pa.gov</u>	

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program.