TIER 2 SUBMIT 2013

GUIDANCE FOR “CONTACTS” ENTRIES

Each “facility” must have at least one entry designated for each of the following designated Contact Types:

a. **Owner/Operator**
b. **Emergency Contact**
c. **Tier II Information Contact**

The below example is the page you will see when you select the “Contacts” tab.

In the above example, the company has designated 2 records as Emergency Contacts, 1 of which is also designated as the Tier II Information Contact.
In the example below, the company has entered only 1 contact record, but has designated that 1 record as Owner/Operator, Emergency Contact, and Tier II Information Contact.
**Owner/Operator** record requirements are:

- Mailing Address, City, State, Zip
- Email Address
- one (1) Phone Number (designation of Phone Type doesn’t matter)

*The below examples are what you will see when you select an individual Contact record.*
Emergency Contact record requirements are:

Must have two (2) phone numbers

One of the 2 phone numbers you must choose the “24-hour” designation; choosing “Mobile/Cell” or “Emergency” will not satisfy the requirement for a “24-hour” phone number

Must have an E-Mail address for each record designated as an “Emergency Contact”
Tier II Information Contact, each listed Tier II Information Contact record must have

- Email Address
- One (1) Phone Number (designation of Phone Type doesn’t matter)

In the below example, the record is designated as both an Emergency Contact and a Tier II Information Contact; thus this record must satisfy the requirements for both contact types (i.e. must have 2 phone numbers and 1 must be designated as “24-hour”). If this record were designated as only “Tier II Information Contact, it would not be required to include a 24-hour phone number.
For Tier 2 Submit 2013 “validation” purposes, email addresses and phone numbers do not have to be “unique”. In other words, you can use the same email address for the Owner/Operator, the Emergency Contact, and the Tier 2 Information Contact and Tier 2 Submit will validate the record. However, you cannot leave the Email Address field “blank” for any of those contact records, or the Tier 2 report will not “validate”.

In the below example, this record will not pass “validation” because it is an Emergency Contact record that does not have a “24-hour” Phone Type listed.

Notice the Phone # entries are identical; this will not cause the record to fail validation.
Changing one of the Phone Type entries to “24-hour” will result in a record that will “validate”
Users can enter one (1) contact record and designate that one contact as the Owner/Operator, the Emergency Contact, and the Tier 2 Information Contact…and Tier 2 Submit will validate the record. It is not necessary to have an individual entry for each Contact Type.

In the below example, 1 contact record has been designated as multiple “Contact Type”, thus this record must satisfy the requirements for Owner/Operator, Emergency Contact, and Tier II Information Contact entries. It must have

Mailing Address, City, State, Zip (Owner/Operator requirement)

Email Address (Owner/Operator, Emergency Contact, and Tier II Information Contact requirement)

2 Phone Numbers (Emergency Contact requirement)

1 Phone Type must be “24-hour” (Emergency Contact requirement)