

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.

The screenshot displays the 'Tier2Submit2013 - [Tier2Facilities]' web application. The 'Contacts' tab is selected, showing a list of contacts for the facility 'RAINBO SERVICE COMPANY--PROVAZNIK NO. A-7 LEASE'. The contacts are listed in a table with columns for Name, Contact Type, and a redacted field. The contacts are:

Name	Contact Type	Redacted Field
ROBINSON BRENT	Billing	
ROBINSON BRENTON	Regulatory Point of Contact	Tier II Information Contact
SERVICE COMPANY RAINBO	Owner / Operator	
QUALLS TERRY	Emergency Contact	

Red circles highlight the 'Owner / Operator' and 'Emergency Contact' types, and the 'Tier II Information Contact' type. The 'Tier II Information Contact' is also circled in red. The 'Emergency Contact' is also circled in red. The 'Tier II Information Contact' is also circled in red. The 'Emergency Contact' is also circled in red.

At the bottom of the contact list, there are buttons for 'Add Contact', 'Remove Contact', and 'View Contact'. A note at the bottom states: 'Federal requirements include: Owner / Operator (name, address, phone & email); Emergency Contact (name & 2 phone numbers, one of which must be 24-hour); Tier II Information Contact (name, email & phone).*

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.

The screenshot displays the 'Tier2Submit2013 - [Tier2Facilities]' web application. The top navigation bar includes links for 'View List', 'Chem Inventory List', 'Contact List', 'New Facility', and 'Help'. A search bar shows '1 of 1 found'. The main section is titled 'Facilities' with a 'Last Modified' date of 12/10/2013. The facility details include 'Facility Name * Ted Bacon--Washington Royalty--Freddie Bishop SOLD 2012' and 'Report Year * 2013'. Below this, a tabbed interface shows 'Location', 'ID and Regs', 'Contacts', 'State Fields', 'Attachments', and 'Certification'. The 'Contacts' tab is active, showing a table with one contact record: Name: Bacon, Ted; Contact Type: Owner / Operator, Emergency Contact, Tier II Information Contact. A red oval highlights this record. Below the table, there are buttons for 'Add Contact', 'Remove Contact', and 'View Contact'. A note at the bottom states: 'Federal requirements include: Owner / Operator (name, address, phone & email); Emergency Contact (name & 2 phone numbers, one of which must be 24-hour); Tier II Information Contact (name, email & phone). *'. The Windows taskbar at the bottom shows the time as 8:53 AM.

Tier2Submit2013 - [Tier2Facilities]

File Edit Record Search Scripts Help

View List Chem Inventory List Contact List New Facility Help 1 of 1 found

Facilities Last Modified 12/10/2013

Facility Name * Ted Bacon--Washington Royalty--Freddie Bishop SOLD 2012
If different, include both company name and facility name in the facility name field.

Department Report Year * 2013

Location ID and Regs **Contacts** State Fields Attachments Certification

Name	Contact Type
Bacon Ted	Owner / Operator Emergency Contact Tier II Information Contact

Federal requirements include: Owner / Operator (name, address, phone & email); Emergency Contact (name & 2 phone numbers, one of which must be 24-hour); Tier II Information Contact (name, email & phone). *

State requested contacts:
Billing address

Add Contact
Remove Contact
View Contact

A red * indicates a federal or state requirement.

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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.

The screenshot displays the 'Tier2Submit2013 - [Tier2Contacts]' application window. The interface includes a menu bar (File, Edit, Record, Search, Scripts, Help) and a toolbar with buttons for 'View List', 'Facility List', 'New Contact', 'Help', and 'Back / Close'. A status bar at the top right indicates '5 of 5 total' records.

The main content area is titled 'Contacts' and shows details for a contact last modified on 12/10/2013. The contact information is as follows:

- First Name:** RAINBO
- Last:** SERVICE COMPANY
- Title:** OWNER/OPERATOR
- Address:** 1839 SE 25TH ST
- City:** OKLAHOMA CITY
- State:** OK
- Zip:** 73129
- Country:** USA
- Email:** tom@deq.ok.gov

Below the contact information, there are two sections:

- Phone Type and Phone #:** A table with two rows. The first row shows 'Work' as the phone type and '405-202-4000' as the phone number. There are 'Delete' buttons for each row.
- Contact Type:** A dropdown menu showing 'Owner / Operator' as the selected type.

At the bottom, there is a section titled 'Is a contact for the following facilities:' which contains a table of facilities:

Facility Name	Address	City	Zip
RAINBO SERVICE COMPANY--PESTHOUSE NO. NW/4 SECTION 1 - T11N - R3W		OKLAHOMA CITY	73129
RAINBO SERVICE COMPANY--NORTH END SE/4 SECTION 23 - T12N - R3W		OKLAHOMA CITY	73111
RAINBO SERVICE COMPANY--PROVAZNIK NO. B SW/4 SECTION 33 - T12N - R6E		PRAGUE	74864
RAINBO SERVICE COMPANY--PROVAZNIK NO. A SE/4 SECTION 33 - T12N - R6E		PRAGUE	74864

Below the table are three buttons: 'View Facility', 'Add Facility', and 'Remove Facility'.

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”

Tier2Submit2013 - [Tier2Contacts]

File Edit Record Search Scripts Help

View List Facility List New Contact Help Back / Close 2 of 5 total

Contacts Last Modified 12/10/2013

(Last or Business Name)

First Name: TERRY Last: QUALLS Title: PUMPER

Address: _____

City: _____ State: _____ Zip: _____

Country: _____

mail: tom@deq.gov

Phone Type **Phone #**

Phone Type	Phone #	Delete
24-hour	444-444-4444	Delete
Emergency	444-444-4444	Delete

Contact Type

Emergency Contact

Is a contact for the following facilities:

Facility Name	Address	Zip
RAINBO SERVICE COMPANY--BERKEY-GRAGG	SE/4 SECTION 32 - T12N - R6E	PRAGUE 74864
RAINBO SERVICE COMPANY--PROVAZNIK NO. B	SW/4 SECTION 33 - T12N - R6E	PRAGUE 74864
RAINBO SERVICE COMPANY--PROVAZNIK NO. A	SE/4 SECTION 33 - T12N - R6E	PRAGUE 74864

View Facility Add Facility Remove Facility

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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.

The screenshot shows the Tier2Submit2013 - [Tier2Contacts] application window. The contact record for Preston Robinson is displayed. The contact is designated as both a Tier II Information Contact and an Emergency Contact, which is circled in red. The contact has two phone numbers, both designated as 24-hour.

Contacts (Last Modified 12/10/2013)

(Last or Business Name)

First Name: PRESTON, Last: ROBINSON, Title: VP

Address: , City: , State: , Zip: , Country: , Email: tom@deq.ok

Phone Type | **Phone #**

Phone Type	Phone #	Delete
24-hour	405-202-4000	Delete
Emergency	405-202-4000	Delete

Contact Type

Regulatory Point of Contact
Tier II Information Contact
Emergency Contact

Is a contact for the following facilities:

Facility Name	Address	City	Zip
RAINBO SERVICE COMPANY--PESTHOUSE NO.	NW/4 SECTION 1 - T11N - R3W	OKLAHOMA CITY	73129
RAINBO SERVICE COMPANY--NORTH END	SE/4 SECTION 23 - T12N - R3W	OKLAHOMA CITY	73111
RAINBO SERVICE COMPANY--PROVAZNIK NO. B	SW/4 SECTION 33 - T12N - R6E	PRAGUE	74864
RAINBO SERVICE COMPANY--PROVAZNIK NO. A	SE/4 SECTION 33 - T12N - R6E	PRAGUE	74864

View Facility | Add Facility | Remove Facility

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.

The screenshot shows a web application window titled "Tier2Submit2013 - [Tier2Contacts]". The interface includes a menu bar with "File", "Edit", "Record", "Search", "Scripts", and "Help". Below the menu is a navigation bar with "View List", "Facility List", "New Contact", "Help", and "Back / Close". The main content area is titled "Contacts" and shows a contact record for "PRESTON ROBINSON" with title "VP". The contact's email is "tom@deq.ok". The "Phone Type" dropdown is set to "Mobile - Cell" and the "Phone #" is "405-202-4000". The "Contact Type" dropdown is set to "Emergency Contact". The "Phone #" field is circled in red. Below the contact information, there is a section titled "Is a contact for the following facilities:" with a table listing facilities and their locations. At the bottom, there are buttons for "View Facility", "Add Facility", and "Remove Facility".

Is a contact for the following facilities:			
RAINBO SERVICE COMPANY--PESTHOUSE NO.	NW/4 SECTION 1 - T11N - R3W	OKLAHOMA CITY	73129
RAINBO SERVICE COMPANY--NORTH END	SE/4 SECTION 23 - T12N - R3W	OKLAHOMA CITY	73111
RAINBO SERVICE COMPANY--PROVAZNIK NO. B	SW/4 SECTION 33 - T12N - R6E	PRAGUE	74864
RAINBO SERVICE COMPANY--PROVAZNIK NO. A	SE/4 SECTION 33 - T12N - R6E	PRAGUE	74864

Changing one of the Phone Type entries to “24-hour” will result in a record that will “validate”

Tier2Submit2013 - [Tier2Contacts]

File Edit Record Search Scripts Help

View List Facility List New Contact Help Back / Close 4 of 5 total

Contacts

Last Modified 12/10/2013

(Last or Business Name)

First Name PRESTON Last ROBINSON Title VP

Address

City State Zip

Country Email tom@deq.ok

Phone Type

Phone #

Contact Type

Mobile - Cell

405-202-4000

Delete

24-hour

405-202-4000

Delete

Delete

Is a contact for the following facilities:

RAINBO SERVICE COMPANY--PESTHOUSE NO.	NW/4 SECTION 1 - T11N - R3W	OKLAHOMA CITY	73129
RAINBO SERVICE COMPANY--NORTH END	SE/4 SECTION 23 - T12N - R3W	OKLAHOMA CITY	73111
RAINBO SERVICE COMPANY--PROVAZNIK NO. B	SW/4 SECTION 33 - T12N - R6E	PRAGUE	74864
RAINBO SERVICE COMPANY--PROVAZNIK NO. A	SE/4 SECTION 33 - T12N - R6E	PRAGUE	74864

View Facility Add Facility Remove Facility

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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)

The screenshot displays the 'Tier2Submit2013 - [Tier2Contacts]' web application. The interface includes a menu bar with 'View List', 'Facility List', 'New Contact', 'Help', and 'Back / Close'. The main content area is titled 'Contacts' and shows a contact record for 'Ted Bacon' with the title 'Owner'. The contact's address is '453849 East 305 Road, Afton, OK 74331, USA', and the email is 'rabacon1224@yahoo.com'. The 'Phone Type' section lists 'Work' and '24-hour' phone numbers, both as '918.782.3425'. The 'Contact Type' dropdown menu is circled in red, showing four selected options: 'Owner / Operator', 'Emergency Contact', 'Tier II Information Contact', and 'Fac. Emergency Coordinator'. Below this, the 'Is a contact for the following facilities:' section lists 'Ted Bacon--Washington Royalty--Freddie Bishop' with a rural address and zip code '74006'. At the bottom, there are buttons for 'View Facility', 'Add Facility', and 'Remove Facility'. The Windows taskbar at the bottom shows the time as 9:10 AM and several open applications.