Annual E-Plan Tier II Filing Workshop



State of Florida Emergency Response Commission

https://erplan.net/eplan/home.htm

Getting Started



E-Plan News

Database

E-Plan Facilities/State

DisasterAssistance.gov

OSHA Occupational Chemical

EDCDA Title III Concellidated Liet



Contact Us





Chemical Search WMD Information NIOSH Pocket Guide ATSDR Toxic Profile CHEMTREC E-Plan Online Training E-Plan Online Filing (Tier2)

E-Plan - Emergency Response Information System

FIRST RESPONDERS

Login Page

Federal, State, and Local Government Personnel

Online Tier2 eSubmit

Login Page

Tier II Submitters, Facility
Managers, and Business

Click here to file Tier II report in E-Plan.

Welcome to E-Plan's Online Tier II Reporting System

This easy E-Plan online reporting system will allow you to create a report you can submit to your state to meet their requirement for filing of (SARA Title III) Tier II Emergency and Hazardous Chemical Inventory Reports. This system is for Tier II filing organizations to file their Tier II reports to the State each year. However, filing Tier II report via E-Plan may not fulfill the mandate per your state SERC and/or county LEPC and local fire department. Contact your State and County officials to see if they accept E-Plan as a form of electronic filing.

If you have comments or questions, please use the Contact Us button on any E-Plan

Admin fee paid by State of Florida

Important Notes

- 1. Completed Tier II forms for reporting year 2017 are due by March 2018.
- For reporting year 2017, UT Dallas institutes an administrative charge
 for organizations that use E-Plan for creating/filing online Tier II reports.
 Please look at the <u>list</u> to see if a charge for creating/filing applies to each
 facility. Detailed instructions including how and where to pay online
 payment are available. Please view this step-by-step <u>guide</u>
- For the 2017 reporting year, nine States (i.e., Alabama, Florida, Georgia, Mississippi, Montana, New York, North Carolina, South Carolina, and Tennessee) and several Counties (i.e., Warren County (OH), Chesapeake City (VA), Hopewell City (VA), Patrick County (VA), Pittsylvania County (VA), Richmond City (VA), Smyth County (VA), Virginia Beach City (VA), and Waynesboro City (VA)) accept E-Plan as an electronic form of Tier II reports.
- 4. If your State SERC and/or County LEPC's accept Tier2 Submit such as .t2s or Tier2 zip file electronically, you can create and export data via E-Plan. Please Contact Us to ask a question or report a problem.
- 5. Please refer to your state's web site and the **EPA's State Tier II Reporting Requirements and Procedures** for submission details.
- 6. E-Plan online Tier II training video. Click here to watch.

Sign In

If you have already registered for an account, enter your Access ID and password in the boxes below and Sign In to access or update your account and data

Forgot Access ID

Forgot Password

Sign In

New to E-Plan?

Create An Account

Please Note

Do not create a new account if your company filed last year.





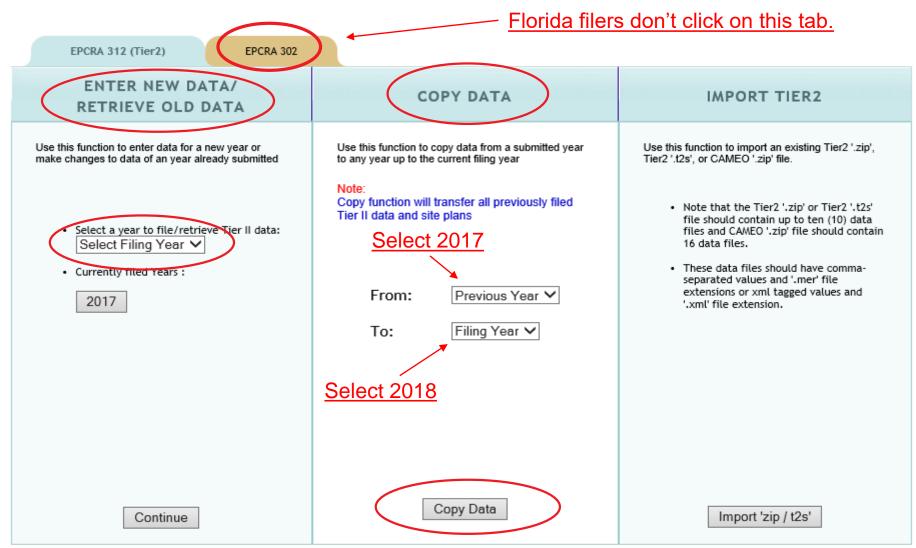


E-Plan Online Facility Filing							
A new Access ID will be generated in the next page for your submission. Submission. This password will protect your subm							
Password:							
Confirm Password:							
Name of Submitter:							
Email address							
Please enter the below verification code (characters are case sensitive)							
w4@D-							
Continue							
Contact Us FAQ E-PLAN ONLINE TIER	2 SUBMIT - USER'S GUIDE						

Fill out above information and a unique Access ID will be sent to the email provided.

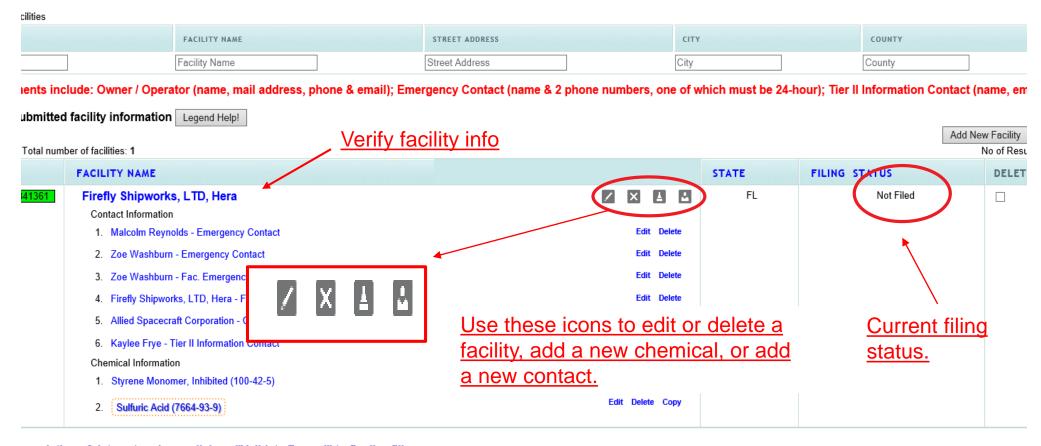
E-Plan Online Filing Submission Management

Access ID: 1058002 (Wendy Reynolds)



Tier II Filing Management

2018 Online Filing Home



ompletion of data entry please click on "Validate Record" to finalize filing

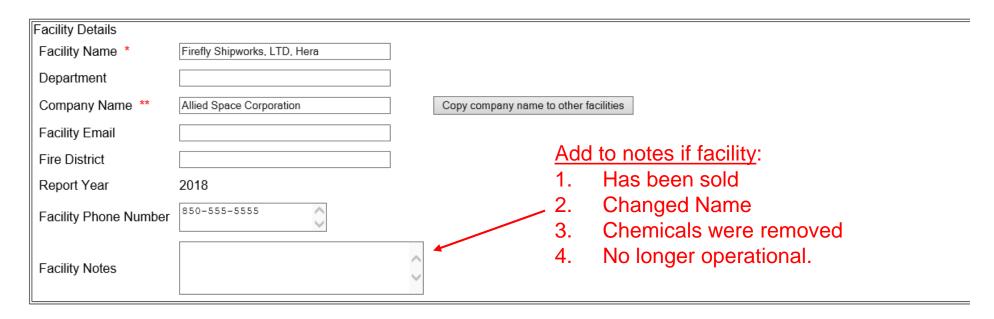
d iew

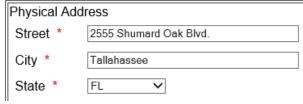
Confirm Facility Information

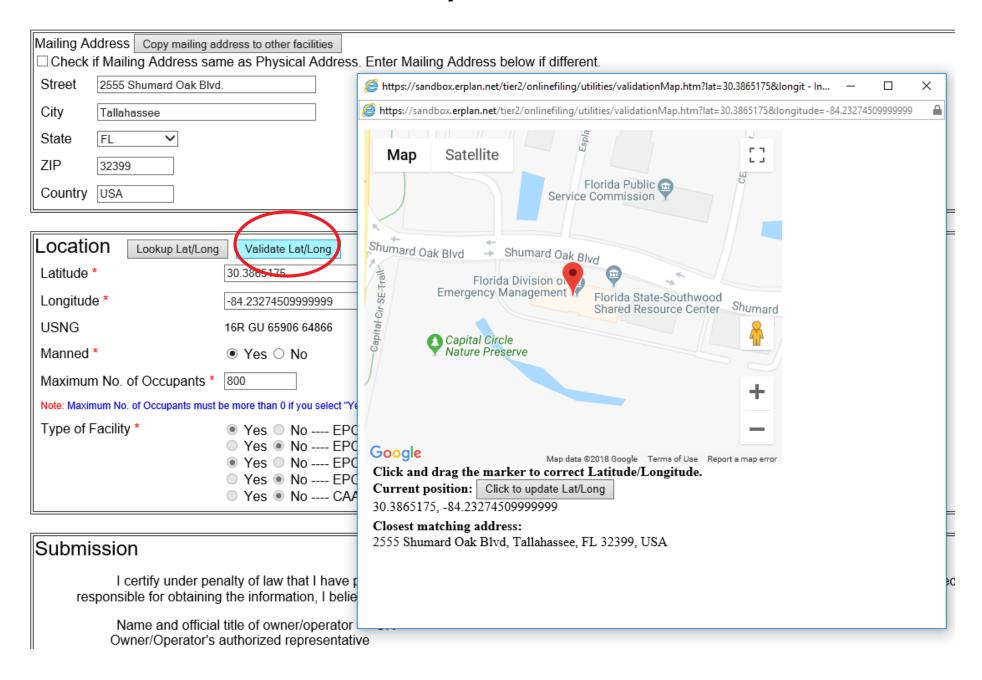
Facility Information

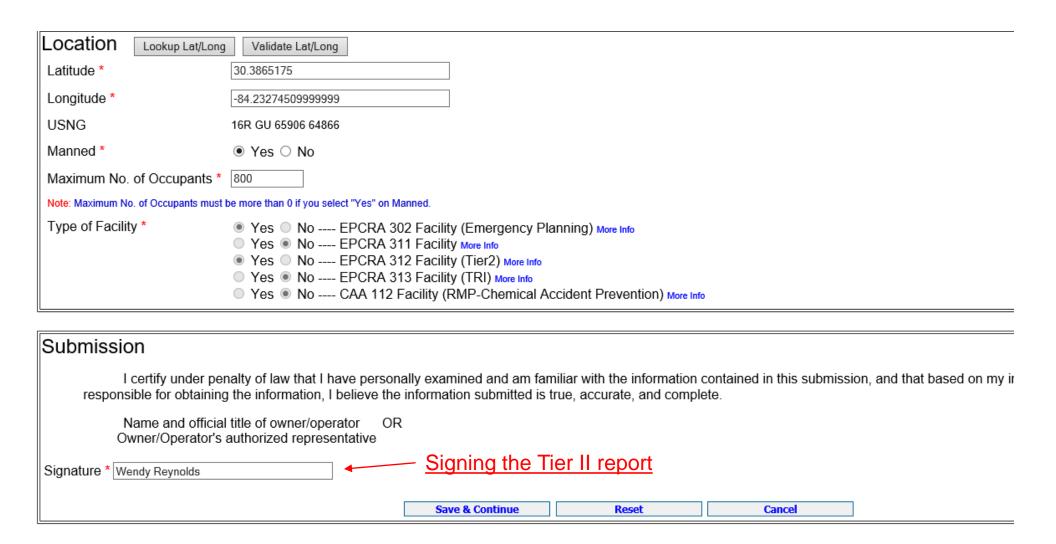
- * Fields are Federal mandatory fields
- ** Fields are E-Plan mandatory fields

Remember to press the Save & Continue button after updating any information on this page. Otherwise, the changes will not be saved.









State F	Fields		Document	ts		Validate Reco	rd		
Required data	<u>a</u>		Facility	ldentifi	cation				
	*		AICS code and 9-digit n and Bradstreet: Nor			nber (Federal requirements) nter "N/A")			
ID Type	ID Value			Descri	ption				
NAICS	334511	Search, Detection,	Navigation, Guidance,	Aeronautical	and Nautic	al System and Instrument M	lanufacturing	Edit	Delete
Dun & Bradstreet	0	None						Edit	Delete
	ID	Type S Value	elect Type 🗸						
		Add		Reset		Next]		

To find your Dun and Bradstreet number go here: http://mycredit.dnb.com/search-for-duns-number/

To find your 6-digit NAICS code go here: http://www.naics.com/search/

		CURRENT FACILITY CONTACT LIST	CHEMICAL LIST					
Firefly Shipworks, LTD., Hera (FacID: 5894462) EDIT DELETE 2555 Shumard Oak Blvd. Tallahassee, FL 32399, USA								
Facility Identification	State Fields	Documents	Validate Record					
	State Applicable Fields							
		Does your facility have a written emergency response pla	nn? Yes ✔					
Does your facility have a hazardous materials response team? Yes ✓								
	Does your local fire department have an up-to-date pre-plan for your facility? Yes 🗸							
		Update & Continue Reset						

Document Upload

* Fields are Federal mandatory fields

□ I have	submitted a	site plan.
----------	-------------	------------

- ☐ I have attached a description of dikes and other safeguard measures.
- ☐ I have attached a list of site coordinate abbreviations.

No.	Document ID	File Name	File Type	File Category	File Description	Download	
1	986469	Styrene Monomer, Inhibited SDS.pdf	File	SDS	Safety Data Sheet		Delete
2	986470	Sulfuric Acid SDS.pdf	File	SDS	Safety Data Sheet	<u> </u>	Delete

File types: PDF, DOC, JPG are only allowed. If entering a link, choose File type as Link and put the link as http://somewebsite in the description field.

Upload

All Fleids are Ma	andatory			2
File Type	File 🗸			<u>a</u>
File Category	SDS	~		
File		Browse	Max file siz	ze 9 Mb
File Description		^ ~		

Next (Add Contact)

Please upload a site drawing. You may also add SDSs, SODs, and other documents.

Confirm Contact Information

2018 Online Filing Home

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





Click on name or edit to access contact info.

Confirm Contact Information (cont'd.)

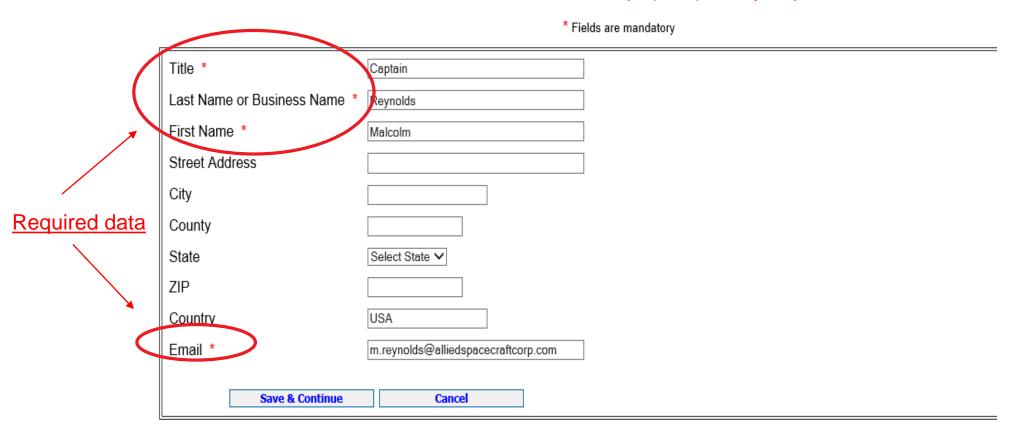
Contact Information

Malcolm Reynolds (Emergency Contact)

* Federal requirements include: Owner / Operator (name, mail address, phone & email)

Emergency Contact (title, name & 2 phone numbers, one of which must be 24-hour)

Tier II Information Contact (title, name, email & phone).



Confirm Contact Information (cont'd.)

Minimum Federal requirements.

Contact Phone Information

Malcolm Reynolds (Emergency Contact)

Federal requirements include: Owner / Operator (name, mail address, phone & email)

Emergency Contact (title, name & 2 phone numbers, one of which must be 24-hour)

Tier II Information Contact (title, name, email & phone).

Dhone Type Dhone Number

	i none Type	i none itanibei			
	Work	850-555-5555	Edit	Delete	
	24-hour	850-555-5500	Edit	Delete	
Phone Type		Select Phone Ty	pe 🗸		
Phone Number]	
Add		Reset			Next

| Contact Us | FAQ | E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE | E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE

Confirm Contact Information (cont'd.)

	CURRENT FACILITY CONTACT LIST	CHEMICAL LIST						
Firefly Shipworks, LTD., Hera (FacID: 5894462) EDIT DELETE 2555 Shumard Oak Blvd. Tallahassee, FL 32399, USA								
Facility Association	Documents	Validate Record						
	Associate Contact Wi	th Facility						
	Malcolm Reynolds (Emergen	cy Contact)						
Note: You can associate "Malcolm Reynolds" with other facilities such that the contact information can be copied to the other associated facilities.								
Facility Name Contact Type (FacID:5894462) Firefly Shipworks, LTD., Hera Emergency Contact Edit Delete								
☐ Select All Facilities and Contact Type Select Contact Type ✓								
☐ (FacID:5894462) Firefly Shipworks, LTD., Hera (Current facility)								
Ad	d Reset	Next						
I Contact Us FAQ E-PLA	N ONLINE TIER2 SUBMIT - USER'S GUIDE	E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE						

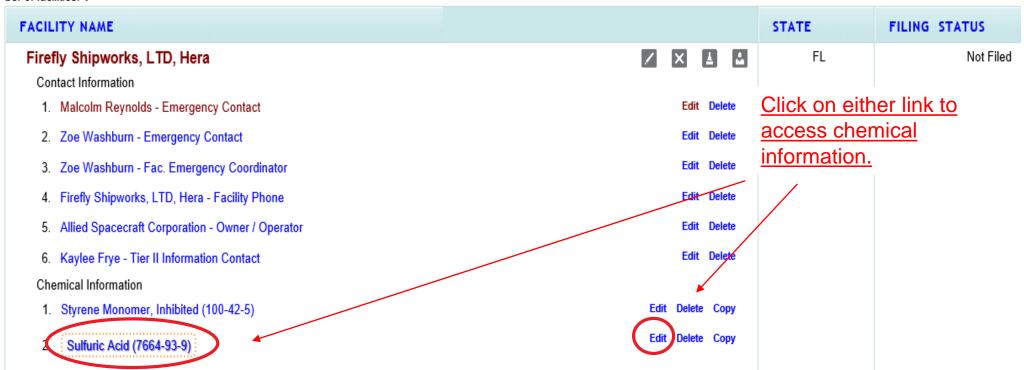
If you have more than one facility, you may add the same Contact person by selecting specific facilities and the drop down to select the specific contact type and then click Add.

If you only have one facility, click Next.

Confirm Chemical Information

2018 Online Filing Home

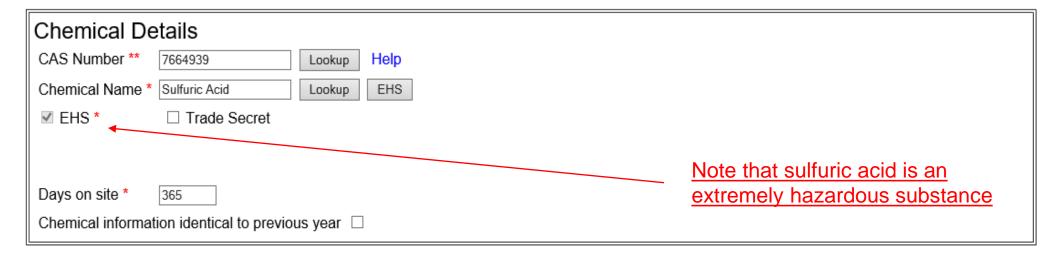
ber of facilities: 1



Chemical Information

- * Fields are Federal mandatory fields
- ** Fields are E-Plan mandatory fields

Remember to press the Save & Continue button after updating any information on this page. Otherwise, the changes will not be saved.



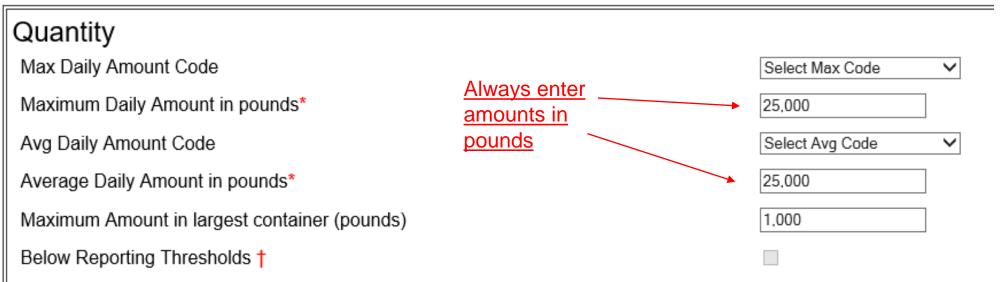
Physical	State	*(Check all that apply)
☐ Pure ☑	Mixture	
☐ Solid ☑	Liquid	□ Gas

Physical Hazards *(Check all that apply)

Copy chemical hazards to other chemicals
☐ Explosive
$\hfill\Box$ Flammable (gases, aerosols, liquids, or solids)
☐ Oxidizer (liquid, solid or gas)
☐ Self-reactive
☐ Pyrophoric (liquid or solid)
☐ Pyrophoric Gas
☐ Self-heating
☐ Organic peroxide
✓ Corrosive to metal
$\hfill\Box$ Gas under pressure (compressed gas)
$\hfill\square$ In contact with water emits flammable gas
☐ Combustible Dust

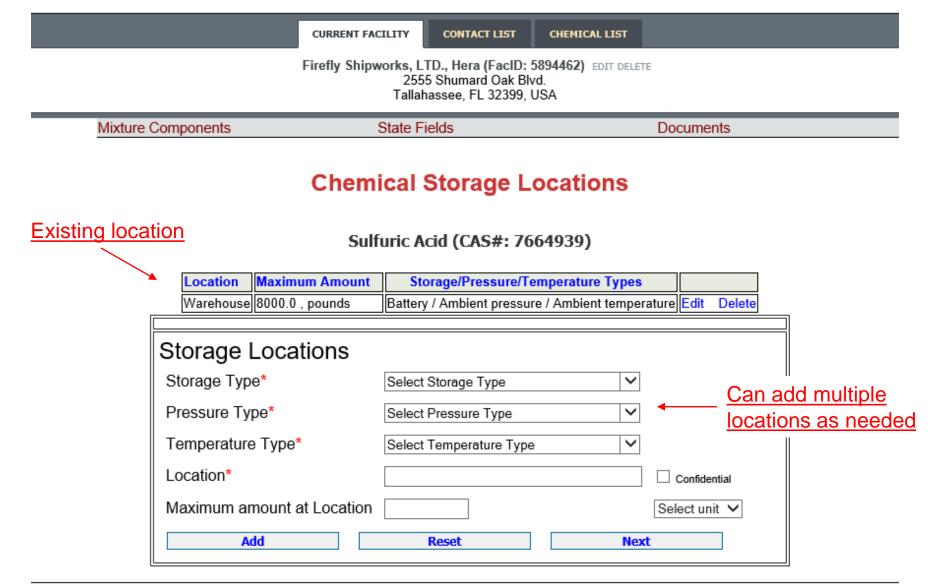
Health Hazards *(Check all that apply)

☐ Acute toxicity (any route of exposure)
✓ Skin corrosion or irritation
✓ Serious eye damage or eye irritation
☐ Respiratory or skin sensitization
☐ Germ cell mutagenicity
☐ Carcinogenicity
☐ Reproductive toxicity
$\ \square$ Specific target organ toxicity (single or repeated exposure)
☐ Aspiration hazard
☐ Simple Asphyxiant
☐ Hazard Not Otherwise Classified



† Note: Voluntary reporting of amounts below reporting requirement thresholds. (This checkbox does not apply to most submissions.)

By checking this box, you are certifying that this chemical is not of a reportable quantity under Section 312 of the Emergency Planning and Community Right chemicals, only check this box if the quantity is below the TPQ or 500 lbs., whichever is less. (For a list of EHS chemicals and TPQs, please reference the EPA's hazardous substances (anything with a MSDS), only check this box if the quantity is below 10,000 lbs. In addition, this box may be checked if the chemical you a exemption from Tier II reporting under 40 CFR 370.10-13.



	CURRENT FACILITY	CONTACT LIST	CHEMICAL LIST					
Firefly Shipworks, LTD., Hera (FacID: 5894462) EDIT DELETE 2555 Shumard Oak Blvd. Tallahassee, FL 32399, USA								
xture Components	State F	ields		Documents				

Chemical Components

Sulfuric Acid (CAS#: 7664939)

Component Chem	ical Name CAS Number Max Code Percentage		
Mixture Components			
CAS Number	Help		
Component	EHS		
EHS *			
Physical State	□ Gas □ Liquid □ Solid		
Maximum Amount Code	Select Max Code		
Percentage	~		
Add	Reset Next		

Adding a Mixture Component is optional.

Either Add the Mixture Component by entering the necessary fields and clicking Add or if there is no Mixture Component, click Next.

	CURRENT FACILITY	CONTACT LIST	CHEMICAL LIST	
Firefly Shipworks, LTD., Hera (FacID: 5894462) EDIT DELETE 2555 Shumard Oak Blvd. Tallahassee, FL 32399, USA				
mponents	State F	ields		Documents

State Applicable Fields

Sulfuric Acid (CAS#: 7664939)

Frequency of Shipments	Annually 💙			
Mode of Shipments (Check all that apply):				
Highway				
Rail				
Pipeline				
Ship or Barge				
Other	✓			
Update & continue	Reset			

| FAQ | E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE | E-PLAN ONLINE 302 SUBMIT - U

Frequency and Mode of Shipments refers to how often chemicals are shipped to the site.

Validate Record

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

d facility information Legend Help!

nber of facilities: 1



Important: On Completion of data entry please click on "Validate Record" to finalize filing



Validate Record (cont'd.)

Submission Report for Access ID 1052748

Notes:

Errors indicated on this page identify required fields not completed. While Federal and State requirements are mandatory, E-Plan requirements provide extremely needed information to first responders in emergency scenarios.

5808397 : ABC Company (DEM test facility)

Error: A Fac. Emergency Coordinator is required for a EPCRA 302 Facility Submission. Add New Contact of type Fac. Emergency Coordinator to fix this error.

Once your report has passed ALL submission tests for filing year 2016, Click Upload Data to E-Plan to complete the Tier II submission.

Exporting Tier II report to: Tier2 zip file .t2s File PDF file

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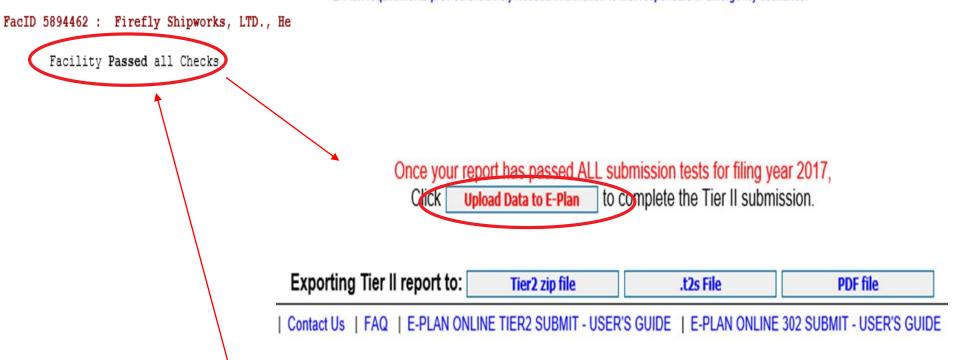
If an error message occurs, click the blue link next to the requirement. This will bring you to the page necessary to satisfy the requirement.

Validate Record (cont'd.)

Submission Report for Access ID 1043644

Notes:

Errors indicated on this page identify required fields not completed. While Federal and State requirements are mandatory, E-Plan requirements provide extremely needed information to first responders in emergency scenarios.



With all errors corrected, the Tier II data can be uploaded to E-Plan.

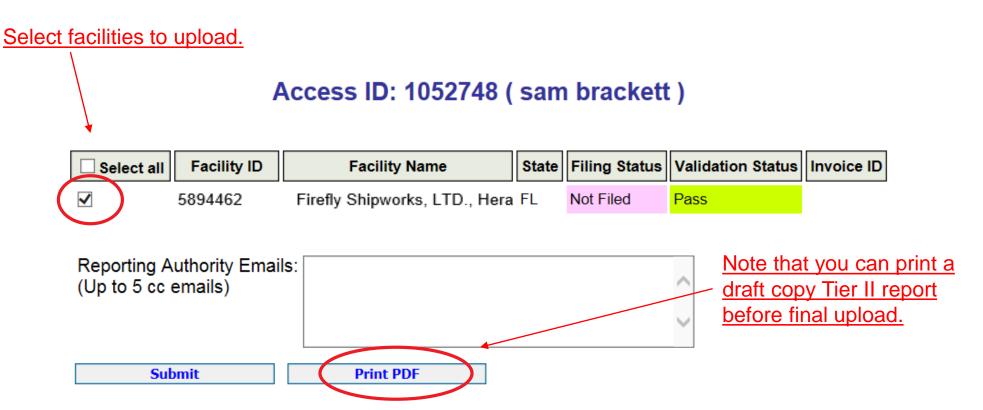
Validate Record (cont'd.)

Submit Facility Information

d like to submit to the E-Plan database. Once you submit, these facilities and their information will be available to the First Responders through the E information with E-Plan (status shows as Filed) and make any further changes to the Facility/Contact/Chemical information, you DO NOT have to rest Responders and the State officials. However, you will not get a confirmation email for the changes. To print the changed information, click on Prin

if (1) A facility is linked with an invoice, (2) Filing Status is "Filed" or (3) Validation status is "Not Pass." ready linked to an invoice, please click the "Invoice for 2016" tab above.

it your Consolidated Annual Registration Form, please have available your Federal Employer Identification (FEI) No. and credit card information if



Consolidated Annual Registration Form

Note all fields are required.

FLORIDA STATE EMERGENCY RESPONSE COMMISSION (SERC) CONSOLIDATED ANNUAL REGISTRATION FORM

Owner/Operator Information			
Filing Year	2018		
Company Name *	Allied Spacecraft Corporation		
Business Mailing Address (Street or P.O. Box) *	2555 Shumard Oak Blvd.		
City *	Tallahasse		
State *	FL ∨		
Zip *	32399		
NAICS Code *	334511		
Telephone *			
Contact Person *			
Title *			

Fee Calculation and Payment

Note the fee rate is determined by your reported chemicals and answers to these questions.

Registration Fee

Please answer questions below to calculate the filing fees applicable for your submission

Is your facility a governmental body (federal, state, country or local) facility?

pay online.

○Yes

No

O No

Yes

5. Does your facility have an extremely hazardous substance at or above threshold planning quantity?

Calculated Fees

Enter Number of employees (statewide)

Filing Rate

Filing Fees (Minimum \$25, Maximum \$2000) \$2000.00

Calculate

Reset

Click 'Submit' to

Other Fee Questions

Is your facility regulated by the Department of Environmental Protection for storage tanks (Section 376.303 of the Florida Statutes)?

Is your facility regulated by the Department of Agriculture and Consumer Services (Chapter 527, Florida Statutes)?

Is your facility regulated by the Public Service Commission for gas transmission and distribution lines (Chapter 368, Florida Statutes)?

Is your facility's primary function to grow crops or raise farm animals?

Enter Payment Information

Your account details are shown below. Please enter details of the payment you want to make, and then select Continue to proceed.

Enter Payment Information	
Retrieved Account Details	
Account Number :	1030631
Email Address *:	
Funding Source Details	
Payment Method*:	Card Account
Name on Card*:	
Card Number*:	
	VISA METAL
Expiry Date*:	(mm/yy)
Card CVV No*:	(IIIIIVyy)
	What is this?

Address Line 1*:	
Address Line 2 :	
City*:	
State*:	-Select-
Country* :	USA ▶ Please enter your Country
Zip*:	
Enter Payment Details	
Payment Date:	10/18/2017
Payment Amount* :	Current Balance (\$2,000.00) This is Current Balance as of today
	Minimum Payment Amount Due (\$2,000.00) This is the Minimum Amount Due based on your statement
	Payment Amount Past Due (\$0.00) This is the Past Amount Due based on your statement
	Current Statement Balance Amount (\$2,000.00) This is Current Statement Balance based on your statement
Your Account will not be charged until the P	ayment is confirmed on the next page

Continue

Invoice - Wendy Reynolds (1043644)

Link to print copy of the fee form.

Florida State Filing

Download Consolidated Annual Registration Form

State Emergency Response Commission 2555 Shumard Oak Boulevard Tallahassee, Florida 32399-2100

Telephone (850) 413-9970 or (800) 635-7179 (Florida only)

Email confirmation - Tier II Filed



PDF copy of the Tier II Report.

Dear sam brackett:

THIS IS AN AUTOMATED RESPONSE. PLEASE DO NOT REPLY TO THIS MESSAGE.

Your Tier II data was successfully processed by the E-Plan's Online Tier II Reporting System at The University of Texas at Dallas as shown in the attached E-Plan's Online Tier 2 Data Submission Report.

Following table lists the current status of your facilities created under Access ID 1052748

Facility Id	Facility Name	State	Filing Year	Filing Status	First Submit Date
5808397	ABC Company (DEM test facility)	FL	2016	Filed	Thu Jan 05 17:52:38 UTC 2017

If you need assistance, please contact the E-Plan Admin Team via the "Contact Us" button at https://tier2.erplan.net.

Best regards, E-Plan Admin Team

State Facility Representatives



Sam Brackett 850-815-4323 Sam.Brackett@em.myflorida.com

Call if your NAICS code begins with: 62, 22, 92, 81, 21, 72

Trisha Tidwell 850-815-4322

Call if your NAICS code begins with: 23, 42, 51, 53, 48, 49

Wendy Reynolds 850-815-4317 Wendy.Reynolds@em.myflorida.com

Call if your NAICS code begins with: 11, 31, 33, 44, 45, 52, 54, 55, 56, 61, 71

Your NAICS code can be found at:

http://www.naics.com/search/