



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

MEMORANDUM:

TO: Facilities Subject to the **Emergency Planning and Community Right-To-Know Act (EPCRA)** Reporting Requirements

FROM: State Emergency Response Commission (SERC) for Hazardous Materials

DATE: January 12, 2017

SUBJECT: **2016 Annual Registration Filing Deadline**

Your company is currently registered with the SERC under the obligations of the [Emergency Planning and Community Right-To-Know Act \(EPCRA\)](#). The following information is being provided to assist you with meeting Florida's annual reporting requirements as provided in the Florida Emergency Planning and Community Right-to-Know Act ([Chapter 252, Part II](#), Florida Statutes) and implementing rule ([Rule Chapter 27P-14](#), Florida Administrative Code).

Owners or operators of facilities subject to Sections 302 and/or 312 reporting requirements of this Act must file with the Commission no later than **March 1, 2017**.

The preferred method of reporting for the state of Florida is to use the E-Plan Online Filing system. It can be accessed at: www.erplan.net. Owners or operators that have previously filed with the State of Florida will be able to use existing Access IDs and passwords to file online using E-Plan. Those choosing to use this filing option can copy over prior year's data, update changes and then file (upload) for the current year (2015). Currently, the Local Emergency Planning Committee's will accept online Tier 2 filing in lieu of paper forms. Also, check with your local fire department to verify their Tier II reporting requirements.

The second option for filing is to submit paper Tier II forms. Those that choose to file paper forms must send the original Tier II report to the SERC as well as copies to both the LEPC and the local fire department. Printed copies using Tier 2 Submit software will be accepted provided that the maximum amounts are listed in pounds.

MEMORANDUM
January 12, 2017
Page Two

If you have questions or need assistance filing online in E-Plan please contact our staff at (850) 413-9970 (or toll free in Florida at (800) 635-7179). Note that your Local Emergency Planning Committee (LEPC) representatives are also available to help with your filing issues. Their contact information can be found at: <http://www.floridadisaster.org/hazmat/LEPC/>.

RD

Enclosures

A handwritten signature in blue ink, consisting of a stylized, cursive 'R' followed by a long horizontal stroke.