E-Plan Tier II Filing Instructions

State of Florida Emergency Response Commission

2555 Shumard Oak Boulevard
Tallahassee, FL 32399
(850) 815-4000
To begin your filing, go to the E-Plan website at https://tier2.erplan.net/onlinefiling/filingLogin.htm

Getting Started

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

Your page should look like this. Filers click on the login page button under Online Tier2 eSubmit.
UT Dallas (E-Plan developer and administrator) charges a fee, however it is paid by the State of Florida.

If you already have an Access ID, you will enter it in here. If you do not know your login, or if you are uncertain if your facility has an existing login, please contact us at the Florida Division of Emergency Management to retrieve that information.

If your facility is a new filer in the State of Florida, you will click on ‘Request New Account’.

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

If you must create a new account, fill in the requested information and your Access ID will be emailed to you.
**Florida filers don’t click on this tab.**

**New Filers Use this column.**

Do not click 302 tab. Please contact our office if you need to submit a new Section 302 Notification.

New filers will go to the first column and select a filing year from the drop-down box and click ‘Continue’.

**Existing Filers Use this column.**

Existing facilities will go to the 2nd column and copy from the previous year to the next filing year and click ‘Copy Data’.

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**Table:**

<table>
<thead>
<tr>
<th>Column</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Florida filers don’t click on this tab.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>New Filers Use this column.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Existing Filers Use this column.</strong></td>
<td></td>
</tr>
</tbody>
</table>
When your data is finished copying ‘Copying completed!’ will flash. Beneath this message click on the button for the current filing year. This will take you to the Online Filing Home page.
If you are a new filer or need to file for new facilities, click ‘Add New Facility’. To edit or delete a facility, add a new chemical, or add a new contact, click on one of the four grey icons next to the facility name.

You may return to this page from any page in your Tier II at any time by clicking on ‘Tier2 Filing Management’ in the gray header bar at the top of the page. Be sure you have saved your information or changes first!

Please take note of the status of your Tier II in the ‘Filing Status’ column. Only after you have validated your record, uploaded the data to E-Plan, and completed you Consolidated Annual Registration Form will the status change from ‘NotFiled’ to ‘Filed’. This will be discussed later in these instructions.
You will need to verify all the information in the Tier II starting with the Facility Information. To check the data for separate facilities, click on the individual facility’s name. If there is any unique information you need to add about the facility, you may do so in the Facility Notes box. This may include noting if the facility was sold, the name has changed, chemicals were removed (with the date), or if the facility is no longer operational. If you have selected ‘Hazards Not Otherwise Classified’ on any of your chemicals, you will need to note the specific hazard here as well.

If you removed a previously reported facility or your facility has closed, you will also need to complete a Statement of Determination/Deregistration Form and upload it to the documents section in your report. We also request that you email a copy of it to our office so that we may upload it and make the appropriate notations in the first responder interface.
In addition to ensuring all of the information is correct, you will also need to look up or validate the latitude and longitude location of your facility. When you click on the Validate Lat/Long button you are presented with a Google map with a pin indicating the position of your facility based on the address you entered. If your facility is in a complex or industrial park that shares a common address, but has multiple buildings, you may drag the pin to the exact location of your facility within the complex.

At the bottom of this page, enter or confirm the name of the person signing the report. This should be the Owner/Operator or an Authorized Representative with knowledge and/or responsibility for materials stored at that facility. Click ‘Save & Continue’ when finished.
On the next page you will list the Facility Identification information. Federal law requires, at a minimum, the 6-digit North American Industry Code System (NAICS) number and the 9-digit Dun and Bradstreet number. You may look up your NAICS code at https://www.naics.com/search/. If you do not have a Dun and Bradstreet, simply enter ‘0’. You will also see other ID numbers listed here if your facility has filed over a number of years, one of which is the ‘Florida Facility ID’, or Florida SERC Number. This is a number assigned by our office and will remain at that location in perpetuity. If you relocate to a new location, and there are no previous Tier II reports for that location, the state will assign a new SERC number to that location. You may also have your Federal Employer Identification number listed, however, that information is no longer required.
Please select ‘Yes’ or ‘No’ for these questions. If you are unsure, please contact our office for additional guidance.

You will upload any relevant documentation on this page. This includes Safety Data Sheets (SDS), facility site plans or maps, and the previously mentioned Statement of Determination/Deregistration Form. In the File Category drop-down menu, select the type of document you wish to upload, then browse for and select the desired file. Finally, enter a description and click ‘Upload’.
To edit or verify any of the existing contact information, you may click on the contact name or the ‘Edit’ link to the right of the name.

The title, last name or business name, first name, and valid email address are required information. If you are entering the Owner/Operator information, enter the name of the entity that owns or operates the facility in the Last Name or Business Name field. It is not necessary to enter a specific person’s name as the Owner/Operator.
The Owner/Operator, Emergency Contact, and Tier II Information Contact are all required under federal law. Additionally, facilities with an Extremely Hazardous Substance must also provide contact information for the Facility Emergency Coordinator.

In addition to a work number, a 24-hour number must be provided for the Emergency Contact. In the example above you will see that one of the phone numbers is listed as ‘24-hour’ as the Phone Type. If at least one phone number is not given this designation, E-Plan will not accept your Tier II when you validate the record.

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td>555-555-5555</td>
</tr>
<tr>
<td>24-hour</td>
<td>555-555-5555</td>
</tr>
<tr>
<td>Office</td>
<td>555-555-5555</td>
</tr>
<tr>
<td>Home</td>
<td>555-555-5555</td>
</tr>
</tbody>
</table>

**Confirm Contact Information (cont’d.)**

Minimum Federal requirements:

- 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)
In some cases, one person may be the contact for multiple facilities or may serve in multiple contact roles at the same facility. The facility you are working on will be highlighted in yellow.

If the contact is, for example, the Emergency Contact for multiple facilities, you may add them to those facilities by selecting the contact type from the drop-down menu and then checking the box next to the facility you wish to add them to. You will then click the ‘Add’ button.

If the person will serve in multiple contact roles for the current (highlighted) facility, click the drop-down arrow, select the contact type, check the box for the current facility, then click the ‘Add’ button.
To edit or verify any of the existing chemical information, you may click on the chemical name or the ‘Edit’ link to the right of the chemical. You may also copy chemical data to another facility in this Tier II report by clicking ‘Copy’.

If the chemical is an Extremely Hazardous Substance, the EHS box is automatically checked based on the CAS Number entered. Enter or confirm the number of days on site and the physical states of the chemical.
Confirm Chemical Information (cont’d.)

Physical Hazards *(Check all that apply)*

- Explosive
- 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
- Gas under pressure (compressed gas)
- In contact with water emits flammable gas
- Combustible Dust

Confirm Chemical Information (cont’d.)

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
- Specific target organ toxicity (single or repeated exposure)
- Aspiration hazard
- Sensitizing

If you select ‘Hazard Not Otherwise Classified, you will need to enter the specific hazard in the Facility Notes portion of the Facility Information.

At least one Physical or Health Hazard must be selected. If ‘Hazard Not Otherwise Classified is selected, you will need to enter the specific hazard in the Facility Notes portion of the Facility Information. This information is available on the Safety Data Sheet for the chemical.
Confirm or enter chemical quantities in pounds. Do not enter Range Codes. If chemicals are stored in multiple containers, enter the maximum amount in the largest container in the last field in the box. If the quantities are not above TPQ, the Below Reporting Thresholds box is checked automatically.

If the storage location has changed, update the location by clicking on ‘Edit’ in the far-right column. The information will populate in the box below. Make the necessary changes and click ‘Update’. To add a location, simply complete the fields in this same box and click ‘Add’.

Important: Please be detailed when describing the location. Ex: Tank Farm in Northwest Corner of property. All fields must be completed for E-Plan to accept the entry.
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.

It is not necessary to enter mixture components for all chemicals reported on the Tier II, especially common substances like gasoline or diesel fuel. However, this screen is useful for reporting specialty substances that are a mixture of several chemicals. Just be aware that all of the components listed should add up to 100%. It may also be simpler to aggregate the chemicals and only report those substances that are at or above TPQ. Please contact our office if you need additional guidance.

Frequency and Mode of Shipments refers to how often chemicals are shipped to the site. Enter or confirm the frequency with which the facility receives this substance and how it is transported.
After you have finished updating your Tier II report, return to the Online Filing Home page by clicking on Tier2 Filing Management in the gray header bar at the top of the page. Note that your status is still ‘Not Filed’. Next, you will click on the ‘Validate Record’ button at the bottom of the Online Filing Home page.

In the example above, you can see that the validation process discovered an error. To fix any errors that you encounter, click on the blue text. This should take you to the page where the error occurred. Make the appropriate changes, save your work, and then re-validate your record by clicking on the ‘Validate Record’ link in the gray header bar at the top of the page.
With all errors corrected, the Tier II data can be uploaded to E-Plan.

Once the facility has passed all checks, click the ‘Upload Data to E-Plan’ button in the center of the page. If you wish to review a draft of the report before uploading, you may download a copy in the desired file format.

Important: The report is not filed yet!

On the next screen, click the check boxes for the facilities you wish to upload. You may also click the box for ‘Select All’. If there are other parties to whom you wish to provide a copy of the Tier II, you may enter them as a list in the ‘Reporting Authority Emails’ box below the facilities. This is especially useful if the local fire department prefers to receive a digital copy of the Tier II from the filer.
Complete all fields for the Consolidated Annual Registration Form.

Under ‘Registration Fee’ answer all questions until no other questions pop up. Note that some questions, as in the case of the extremely hazardous substance question in the example above, are prepopulated based on the chemicals reported. Government entities do not pay an annual fee.

Enter the number of employees statewide and click the ‘Calculate’ button to determine the total fee for the year. Finally, click the ‘Submit’ button to be taken to the payment module.
The questions above are examples of some of the additional questions that may pop up as you answer the Registration Fee questions. These questions serve to determine the amount per employee your facility is required to pay. The minimum fee for any facility is $25.00. Facilities with Extremely Hazardous Substances, or that do not qualify for a fee reduction based on the above questions, pay $10.00 per employee, but not more than $2,000.00 per year. Facilities that qualify for a fee reduction pay $2.50 per employee, but not more than $500.00 per year.

Once the transaction is complete, it is advised that your print the screen with your confirmation number. You will also receive an email with this number. Close the payment module window to return to E-Plan.
In E-Plan, click on the ‘Invoice for 2020’ link in the gray header bar at the top of the page. This will take you to the page where you may download, save, and/or print your Consolidated Annual Registration Form.

Finally, the submitter will receive an email with an electronic copy of the filed Tier II and the status will show ‘Filed’ on the Online Filing Home page.

Congratulations! Your filing is now complete!
# State Facility Representatives

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>NAICS Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam Brackett</td>
<td>850-815-4323</td>
<td><a href="mailto:Sam.Brackett@em.myflorida.com">Sam.Brackett@em.myflorida.com</a></td>
<td>Call if your NAICS code begins with: 22, 62, 72, 81, 92</td>
</tr>
<tr>
<td>Wendy Reynolds</td>
<td>850-815-4317</td>
<td><a href="mailto:Wendy.Reynolds@em.myflorida.com">Wendy.Reynolds@em.myflorida.com</a></td>
<td>Call if your NAICS code begins with: 11, 31, 32, 33</td>
</tr>
<tr>
<td>Trisha Tidwell</td>
<td>850-815-4322</td>
<td><a href="mailto:Trisha.Tidwell@em.myflorida.com">Trisha.Tidwell@em.myflorida.com</a></td>
<td>Call if your NAICS code begins with: 23, 42, 44, 48, 49, 53</td>
</tr>
<tr>
<td>Mary Green</td>
<td>850-815-4330</td>
<td><a href="mailto:Mary.Green@em.myflorida.com">Mary.Green@em.myflorida.com</a></td>
<td>Call if your NAICS code begins with: 21, 44, 45, 51, 52, 54, 55, 56, 61, 71</td>
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