E-Plan Tier II Filing Instructions

State of Florida Emergency Response Commission

2555 Shumard Oak Boulevard
Tallahassee, FL 32399
(850) 815-4000
Getting Started

To begin your filing, go to the E-Plan website at https://tier2.erplan.net/onlinefiling/filingLogin.htm

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.

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

<table>
<thead>
<tr>
<th>E-Plan Online Filing Submission Management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EPICIA102</strong> (Tier2)</td>
</tr>
<tr>
<td><strong>ENTER NEW DATA/ RETRIEVE OLD DATA</strong></td>
</tr>
</tbody>
</table>

### Copy Data

**Note:** This function will transfer all previously filed Tier II data and site plans.

- **Select a year to file/retrieve Tier II data.**
- **Current filing years:**
  - 2021
  - 2020
  - 2019
  - 2018
  - 2017

- **File Year:**

  - **Click on the button for the current filing year.**

### Import Tier2

**Note:**

- The Tier II of Canada Data File will be imported without auto file conversion. For example, if a Tier II data file is for year 2018, it will be imported for year 2018. Submission. You will need to convert the facility data from 2018 to the filing year using the Copy Data function.
- **Verify facility info**
- **Current filing status.**

---

**Tier II Filing Management**

**2021 Online Filing Home**

<table>
<thead>
<tr>
<th>Tier II Filing Management</th>
</tr>
</thead>
</table>

- **Verify facility info**
- **Current filing status.**

**Use these icons to edit or delete a facility, add a new chemical, or add a new contact.**

- **Add New Facility.**
- **Edit Facility.**
- **Delete Facility.**

You may return to this page from any page in your Tier II at any time by clicking on ‘Tier2 Filing Management’ in the grey 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 your Consolidated Annual Registration Form will the status change from ‘Not Filed’ to ‘Filed’. This will be discussed later in these instructions.
Facility Information

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

Add to notes if facility:
1. Has been sold
2. Changed Name
3. Chemicals were removed
4. No longer operational.

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.

Confirm Facility Information (cont’d.)

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.
Confirm Facility Information (cont’d.)

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 the facility. Click ‘Save & Continue’ when finished.

Slide 11

Confirm Facility Information (cont’d.)

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.
Confirm Facility Information (cont’d.)

Please select ‘Yes’ or ‘No’ for these questions. If you are unsure, please contact our office for additional guidance.

<table>
<thead>
<tr>
<th>Facility Identification</th>
<th>State Fields</th>
<th>Documents</th>
<th>Validate Record</th>
</tr>
</thead>
</table>

State Applicable Fields

- Does your facility have a written emergency response plan? [Yes] [No]
- Does your facility have a hazardous materials response team? [Yes] [No]
- Does your local fire department have an up-to-date pre-plan for your facility? [Yes] [No]

<table>
<thead>
<tr>
<th>Confirm Facility Information (cont’d.)</th>
<th>Document Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Upload</td>
<td></td>
</tr>
<tr>
<td><strong>Fields are Federal mandatory fields</strong></td>
<td></td>
</tr>
<tr>
<td>- I have submitted a site plan.</td>
<td></td>
</tr>
<tr>
<td>- I have attached a description of dikes and other safeguard measures.</td>
<td></td>
</tr>
<tr>
<td>- I have attached a list of site coordinate abbreviations.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Document ID</th>
<th>File Name</th>
<th>File Type</th>
<th>File Category</th>
<th>File Description</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>986469</td>
<td>Styrene Monomer, Inhibited SDS.pdf</td>
<td>File</td>
<td>SDS</td>
<td>Safety Data Sheet</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>986470</td>
<td>Sulfuric Acid SDS.pdf</td>
<td>File</td>
<td>SDS</td>
<td>Safety Data Sheet</td>
<td></td>
</tr>
</tbody>
</table>

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

All Fields are Mandatory
File Type [File]
File Category [SDS]
File [Browse]
File Description

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’.

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

2021 Online Filing Home

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.

Required data

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Malcolm Reynolds</th>
<th>Title</th>
<th>Malcolm Reynolds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name or Business Name</td>
<td>Shipworks, LTD, Hera</td>
<td>Last Name or Business Name</td>
<td>Shipworks, LTD, Hera</td>
</tr>
<tr>
<td>First Name</td>
<td>Reynolds</td>
<td>First Name</td>
<td>Reynolds</td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
<td>City</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td></td>
<td>County</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Select State</td>
<td>State</td>
<td>Select State</td>
</tr>
<tr>
<td>ZIP</td>
<td></td>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>USA</td>
<td>Country</td>
<td>USA</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:malcolm@shipworks.com">malcolm@shipworks.com</a></td>
<td>Email</td>
<td><a href="mailto:malcolm@shipworks.com">malcolm@shipworks.com</a></td>
</tr>
</tbody>
</table>

Click on name or edit to access contact info.
Minimum Federal requirements.

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 the Tier II when the record is validated.

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’.

Note that sulfuric acid is an extremely hazardous substance.
Confirm Chemical Information (cont’d.)

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 Chemical Information (cont’d.)

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.

---

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.
Validate Record

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 to the left, 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 re-validate your record by clicking on the ‘Validate Record’ link in the grey header bar at the top of the page.

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

Validate Record (cont’d.)

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!

Select facilities to upload.

Note that you can print a draft copy Tier II report before final upload.
If someone other than the person completing the filing is responsible for paying the fee via credit card or electronic check, you may generate a login-free link by clicking this box. Once you click ‘Submit’ you will be redirected to a page to enter the email address of the card or bank account holder.

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, 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.
Other Fee Questions

The questions above are examples of some of the additional questions that may pop up as you answer the Registration Fee questions. These questions 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 you 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.

New NIC Payment System

After clicking ‘Submit’ you will be redirected to the NIC new e-payment system. The first screen will display the fee type and amount. This is also where you will select the method of payment (credit card or bank account). After you have made your selection click the ‘Next’ button.
New NIC Payment System (continued)

The next screen is where you will input the customer information. **Please note that NIC assesses a $3.00 service fee for each transaction.** If you do not wish to pay the services fee, you may cancel the transaction and mail in a check.

On page three you will enter the credit card information. As previously mentioned **NIC assesses a $3.00 service fee for each transaction**, if you do not wish to pay the services fee, you may cancel the transaction and mail in a check.
New NIC Payment System (continued)

On the final page click ‘Submit Payment’ to complete your transaction. Once your payment has processed you will be directed back to E-Plan where you may download your Consolidated Annual Registration form (see example on the next slide).

Invoice - Wendy Reynolds (1058002)

Florida State Filing
Download Consolidated Annual Registration Form

State Emergency Response Commission
2555 Shumard Oak Boulevard
Tallahassee, Florida 32309-2160
Telephone (850) 413-0970 or (800) 635-7779 (Florida only)

Email confirmation – Tier II Filed

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!