

E-Plan Tier II Filing Instructions



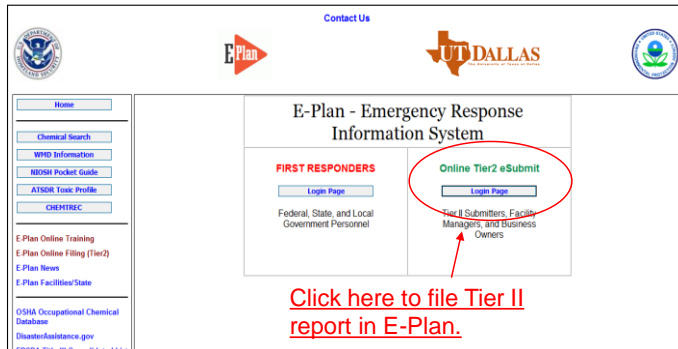
State of Florida Emergency Response Commission

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

Getting Started



To begin your filing, go 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.

Slide 4

E-Plan Online Filing Submission Management

Access ID: 1058002 (Wendy Reynolds)

EPCRA 312 (Tier2)
EPCRA 302

Florida filers don't click on this tab.

ENTER NEW DATA/ RETRIEVE OLD DATA	COPY DATA	IMPORT TIER2
<p>Use this function to enter data for a new year or make changes to data of an year already submitted</p> <p>Select a year to file/retrieve Tier II data: Select Filing Year ▼</p> <p>Currently filed Years :</p> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">2018</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">2017</div> </div> <p style="text-align: center; margin-top: 20px;">Continue</p>	<p>Use this function to copy data from a submitted year to any year up to the current filing year</p> <p><i>Note:</i> Copy function will transfer all previously filed Tier II data and site plans</p> <p>From: Previous Year ▼</p> <p>To: Filing Year ▼</p> <p style="text-align: center; margin-top: 20px;">Copy Data</p>	<p>Use this function to import an existing Tier2 '.zip', Tier2 '.t2s', or CAMEO '.zip' file.</p> <p><i>Note:</i> THE TIER2 OR CAMEO DATA FILES WILL IMPORTED WITHOUT AUTO FILING YEAR CONVERSION. FOR EXAMPLE, IF A TIER2 FOR YEAR 2018, IT WILL BE IMPORTED AS YEAR 2018 SUBMISSION. YOU WILL NEED TO CONVERT THE DATA FROM 2018 TO THE CURRENT YEAR USING THE COPY DATA</p> <p><i>Note:</i> NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN ONE XML DATA FILE AND DOCUMENTS UNDER SitePlansTemp folder.</p> <p><i>Note:</i> XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.</p> <p style="text-align: center; margin-top: 20px;">Import '.zip' / '.t2s'</p>

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'.

Slide 5

E-Plan Online Filing Submission Management

Access ID: 1058002 (Wendy Reynolds)

EPCRA 312 (Tier2)
EPCRA 302

Florida filers don't click on this tab.

ENTER NEW DATA/ RETRIEVE OLD DATA	COPY DATA	IMPORT TIER2
<p>Use this function to enter data for a new year or make changes to data of an year already submitted</p> <p>Select a year to file/retrieve Tier II data: Select Filing Year ▼</p> <p>Currently filed Years :</p> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">2018</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">2017</div> </div> <p style="text-align: center; margin-top: 20px;">Continue</p>	<p>Use this function to copy data from a submitted year to any year up to the current filing year</p> <p><i>Note:</i> Copy function will transfer all previously filed Tier II data and site plans</p> <p style="color: red; text-align: center; font-weight: bold;">Select 2020</p> <p>From: Previous Year ▼</p> <p>To: Filing Year ▼</p> <p style="color: red; text-align: center; font-weight: bold;">Select 2021</p> <p style="text-align: center; margin-top: 20px;">Copy Data</p>	<p>Use this function to import an existing Tier2 '.zip', Tier2 '.t2s', or CAMEO '.zip' file.</p> <p><i>Note:</i> THE TIER2 OR CAMEO DATA FILES WILL IMPORTED WITHOUT AUTO FILING YEAR CONVERSION. FOR EXAMPLE, IF A TIER2 DATA FILE IS FOR YEAR 2018, IT WILL BE IMPORTED AS YEAR 2018 SUBMISSION. YOU WILL NEED TO CONVERT THE DATA FROM 2018 TO THE CURRENT YEAR USING THE COPY DATA</p> <p><i>Note:</i> NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN ONE XML DATA FILE AND DOCUMENTS UNDER SitePlansTemp folder.</p> <p><i>Note:</i> XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.</p> <p style="text-align: center; margin-top: 20px;">Import '.zip' / '.t2s'</p>

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'.

E-Plan Online Filing Submission Management

Access ID: 1058002 (Wendy Reynolds)

EPCRA 312 (Tier2)
EPCRA 302

ENTER NEW DATA/ RETRIEVE OLD DATA	COPY DATA	IMPORT TIER2
<p>USE THIS FUNCTION TO ENTER DATA FOR A NEW YEAR OR MAKE CHANGES TO DATA OF AN YEAR ALREADY SUBMITTED</p> <p>• SELECT A YEAR TO FILE/RETRIEVE TIER II DATA: <div style="border: 1px solid black; padding: 2px;">Select Filing Year ▼</div> </p> <p>• CURRENTLY FILED YEARS :</p> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid black; padding: 2px;">2021</div> <div style="border: 1px solid black; padding: 2px;">2020</div> <div style="border: 1px solid black; padding: 2px;">2019</div> </div> <div style="display: flex; gap: 10px; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px;">2018</div> <div style="border: 1px solid black; padding: 2px;">2017</div> </div> <p style="text-align: center; margin-top: 20px;">Continue</p>	<p>USE THIS FUNCTION TO COPY DATA FROM A SUBMITTED YEAR TO ANY YEAR UP TO THE CURRENT FILING YEAR</p> <p style="color: red; font-weight: bold;">NOTE: COPY FUNCTION WILL TRANSFER ALL PREVIOUSLY FILED TIER II DATA AND SITE PLANS</p> <p>FROM: <div style="border: 1px solid black; padding: 2px;">Previous Year ▼</div></p> <p>TO: <div style="border: 1px solid black; padding: 2px;">Filing Year ▼</div></p> <div style="border: 2px solid red; border-radius: 50%; width: 150px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> COPYING COMPLETED! </div> <div style="border: 2px solid red; border-radius: 50%; width: 150px; height: 30px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> CLICK THIS : <div style="border: 1px solid black; padding: 2px 10px; margin-left: 5px;">2021</div> </div>	<p>USE THIS FUNCTION TO IMPORT AN EXISTING TIER2 '.ZIP', TIER2 '.T2S', OR CAMEO '.ZIP' FILE.</p> <p style="color: red; font-weight: bold;">NOTE: THE TIER2 OR CAMEO DATA FILES WILL BE IMPORTED WITHOUT AUTO FILING YEAR CONVERSION. FOR EXAMPLE, IF A TIER2 DATA FILE IS FOR YEAR 2018, IT WILL BE IMPORTED AS YEAR 2018 SUBMISSION. YOU WILL NEED TO CONVERT THE FACILITY DATA FROM 2018 TO THE FILING YEAR USING THE COPY DATA FUNCTION</p> <p>• NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN ONE XML DATA FILE AND DOCUMENTS UNDER SITEPLANSTEMP FOLDER.</p> <p>• XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.</p> <p style="text-align: center; margin-top: 20px;">Import '.zip' / '.t2s'</p>

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.

Tier II Filing Management

2021 Online Filing Home

FACILITY NAME	STREET ADDRESS	CITY	COUNTY
<input type="text" value="Facility Name"/>	<input type="text" value="Street Address"/>	<input type="text" value="City"/>	<input type="text" value="County"/>

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

facility information [Legend Help!](#) [Add New Facility](#)

Number of facilities: 1

FACILITY NAME	STATE	FILING STATUS
Firefly Shipworks, LTD, Hera Contact Information 1. Malcolm Reynolds - Emergency Contact 2. Zoe Washburn - Emergency Contact 3. Zoe Washburn - Fac. Emergency Coordinator 4. Firefly Shipworks, LTD, Hera - Facility Phone 5. Allied Spacecraft Corporation - Owner / Operator 6. Kaylee Frye - Tier II Information Contact Chemical Information 1. Styrene Monomer, Inhibited (100-42-5) 2. Sulfuric Acid (7664-93-9)	FL	Not Filed

Verify facility info

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

Current filing status.

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 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.

Confirm Facility Information (cont'd.)

Location

Lookup Lat/Long Validate Lat/Long

Latitude * 30.3865175

Longitude * -84.23274509999999

USNG 16R GU 65906 64866

Manned * ☒ Yes ☐ No

Maximum No. of Occupants * 800

Note: Maximum No. of Occupants must be more than 0 if you select "Yes" on Manned.

Type of Facility *

- ☒ Yes ☐ No ---- EPCRA 302 Facility (Emergency Planning) [More Info](#)
- ☐ Yes ☐ No ---- EPCRA 311 Facility [More Info](#)
- ☐ Yes ☐ No ---- EPCRA 312 Facility (Tier2) [More Info](#)
- ☐ Yes ☐ No ---- EPCRA 313 Facility (TRI) [More Info](#)
- ☐ Yes ☐ No ---- CAA 112 Facility (RMP-Chemical Accident Prevention) [More Info](#)

Submission

I certify under penalty of law that I have personally examined and am familiar with the information contained in this submission, and that based on my information, I believe the information submitted is true, accurate, and complete.

Name and official title of owner/operator OR
Owner/Operator's authorized representative

Signature * Wendy Reynolds

Signing the Tier II report

[Save & Continue](#) [Reset](#) [Cancel](#)

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.

Confirm Facility Information (cont'd.)

[State Fields](#) [Documents](#) [Validate Record](#)

Required data

Facility Identification

* Report a 6-digit NAICS code and 9-digit Dun and Bradstreet number (Federal requirements)
(Dun and Bradstreet: Non-business entities may enter "N/A")

ID Type	ID Value	Description	Edit	Delete
NAICS	334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrument Manufacturing	Edit	Delete
Dun & Bradstreet	0	None	Edit	Delete

ID Type

ID Value

Description

[Add](#) [Reset](#) [Next](#)

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

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.)

CURRENT FACILITYCONTACT LISTCHEMICAL LIST

Firefly Shipworks, LTD., Hera (FacID: 5894462) EDIT DELETE
2555 Shumard Oak Blvd.
Tallahassee, FL 32399, USA

Facility IdentificationState FieldsDocumentsValidate Record

State Applicable Fields

Does your facility have a written emergency response plan?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 & ContinueReset

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

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

Slide 13

Confirm Facility Information (cont'd.)

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		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.

All Fields are Mandatory

File TypeFile ▾

File CategorySDS ▾

FileBrowse...Max file size 9 Mb

File Description

Upload

Next (Add Contact)

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

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'.

Confirm Contact Information

2021 Online Filing Home

ude: Owner / Operator (name, mail address, phone & email); Emergency Contact (name & 2 phone numbers, one of w

facility information Legend Help!

er of facilities: 1

FACILITY NAME

Firefly Shipworks, LTD, Hera

Contact Information

1. Malcolm Reynolds - Emergency Contact
2. Zoe Washburn - Emergency Contact
3. Zoe Washburn - Fac. Emergency Coordinator
4. Firefly Shipworks, LTD, Hera - Facility Phone
5. Allied Spacecraft Corporation - Owner / Operator
6. Kaylee Frye - Tier II Information Contact

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.

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).

* Fields are mandatory

Title *

Last Name or Business Name *

First Name *

Street Address

City

County

State

ZIP

Country

Email *

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.

Confirm Contact Information (cont'd.)

Contact Phone Information

Minimum Federal requirements.

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).

Phone Type	Phone Number	
Work	850-555-5555	Edit Delete
24-hour	850-555-5500	Edit Delete

Phone Type

Select Phone Type ▼

Phone Number

Add

Reset

Next

[Contact Us](#) | [FAQ](#) | [E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

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.

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		
Association	Documents	Validate Record

Associate Contact With Facility

Malcolm Reynolds (Emergency 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)

Add

Reset

Next

[Us](#) | [FAQ](#) | [E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S](#)

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.

Confirm Chemical Information

2021 Online Filing Home

ber of facilities: 1

FACILITY NAME

Firefly Shipworks, LTD, Hera

Contact Information

1. [Malcolm Reynolds - Emergency Contact](#) Edit Delete
2. [Zoe Washburn - Emergency Contact](#) Edit Delete
3. [Zoe Washburn - Fac. Emergency Coordinator](#) Edit Delete
4. [Firefly Shipworks, LTD, Hera - Facility Phone](#) Edit Delete
5. [Allied Spacecraft Corporation - Owner / Operator](#) Edit Delete
6. [Kaylee Frye - Tier II Information Contact](#) Edit Delete

Chemical Information

1. [Styrene Monomer, Inhibited \(100-42-5\)](#) Edit Delete Copy
2. [Sulfuric Acid \(7664-93-9\)](#) Edit Delete Copy

Click on either link to access chemical information.

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'.

Confirm Chemical Information (cont'd.)

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.

Chemical Details

CAS Number ** Lookup Help

Chemical Name * Lookup EHS

☒ EHS * ☐ Trade Secret

Days on site *

Chemical information identical to previous year ☐

Note that sulfuric acid is an extremely hazardous substance

Physical State *(Check all that apply)

☐ Pure ☒ Mixture

☐ Solid ☒ Liquid ☐ Gas

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)*

☐ Copy chemical hazards to other chemicals

- ☐ 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

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
- ☐ Simple Asphyxiant
- ☐ Hazard Not Otherwise Classified

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 Chemical Information (cont'd.)

Quantity

Max Daily Amount Code

Maximum Daily Amount in pounds*


Avg Daily Amount Code

Average Daily Amount in pounds*


Maximum Amount in largest container (pounds)

Below Reporting Thresholds 

**Always enter
amounts in
pounds**

Select Max Code 

25,000

Select Avg Code 

25,000

1,000

☐

† 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-to-Know Act (EPCRA). For chemicals that are not EPCRA reportable, 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 are reporting is exempt from Tier II reporting under 40 CFR 370.10-13.

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.

Confirm Chemical 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

[Mixture Components](#) [State Fields](#) [Documents](#)

Chemical Storage Locations

Sulfuric Acid (CAS#: 7664939)

Existing location →

Location	Maximum Amount	Storage/Pressure/Temperature Types	
Warehouse	8000.0 , pounds	Battery / Ambient pressure / Ambient temperature	Edit Delete

Storage Locations

Storage Type* [Can add multiple locations as needed](#)

Pressure Type*

Temperature Type*

Location* ☐ Confidential

Maximum amount at Location

[Add](#) [Reset](#) [Next](#)

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.

Confirm Chemical Information (cont'd.)

Chemical Components

Sulfuric Acid (CAS#: 7664939)

Component Chemical Name **CAS Number** **Max Code** **Percentage**

Mixture Components

CAS Number [Lookup](#)

Component [Lookup](#)

EHS * ☐

Physical State ☐ Gas ☐ Liquid ☐ Solid

Maximum Amount Code

Percentage

[Add](#) [Reset](#) [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.

CURRENT FACILITY **CONTACT LIST** **CHEMICAL LIST**

Firefly Shipworks, LTD., Hera (FacID: 5894462) [EDIT](#) [DELETE](#)
 2555 Shumard Oak Blvd.
 Tallahassee, FL 32399, USA

State Fields [Documents](#)

State Applicable Fields

Sulfuric Acid (CAS#: 7664939)

Frequency of Shipments

Mode of Shipments (Check all that apply):

Highway ☐

Rail ☐

Pipeline ☐

Ship or Barge ☐

Other ☒

[Update & continue](#) [Reset](#)

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

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!](#)

Number of facilities: 1

FACILITY NAME	STATE	FILING STATUS
Firefly Shipworks, LTD, Hera Contact Information 1. Malcolm Reynolds - Emergency Contact 2. Zoe Washburn - Emergency Contact 3. Zoe Washburn - Fac. Emergency Coordinator 4. Firefly Shipworks, LTD, Hera - Facility Phone 5. Allied Spacecraft Corporation - Owner / Operator 6. Kaylee Frye - Tier II Information Contact Chemical Information 1. Styrene Monomer, Inhibited (100-42-5) 2. Sulfuric Acid (7664-93-9)	FL	Not Filed

Current filing status

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

[Validate Record](#)

[First Responder View](#)

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.

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.

FacID 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](#)

[.xls File](#)

[PDF file](#)

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.

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.

Validate Record (cont'd.)

Submission Report for Access ID 1058002

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.

FacID 5894462 : Firefly Shipworks, LTD., He

Facility Passed all Checks

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

Once your report has passed ALL submission tests for filing year 2021
Click **Upload Data to E-Plan** to complete the Tier II submission.

Exporting Tier II report to:

Tier2 zip file

.t2s File

PDF file

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!

Validate Record (cont'd.)

Submit Facility Information

Access ID: 1058002 (Wendy Reynolds)

<input type="checkbox"/> Select all	Facility ID	Facility Name	State	Filing Status	Validation Status	Invoice ID
<input type="checkbox"/>	6548180	Firefly Shipworks, LTD., Hera	FL	Not Filed	Pass	

Reporting Authority Emails:
(Up to 5 cc emails)

Submit

Print PDF

Select facilities to upload.

Note that you can print a draft copy Tier II report before final upload.

On the next screen, check the 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 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.

Consolidated Annual Registration Form

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

Owner/Operator Information

Filing Year 2021

Company Name * Allied Spacecraft Corporation

Business Mailing Address (Street or P.O. Box) * 2555 Shumard Oak Blvd.

City * Tallahassee

State * FL

Zip * 32399

NAICS Code * 334511

Telephone *

Contact Person *

Title *

Check this box to generate Login Free Pay Link ☐

Note all fields are required.

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.

Consolidated Annual Registration Form cont'd.

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?

☐ Yes ☒ No

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

☒ Yes ☐ No

Please have your method of payment ready BEFORE clicking on the Submit button.

Calculated Fees

Enter Number of employees (statewide) 0

Filing Rate \$10.00

Filing Fees (Minimum \$25 , Maximum \$2000) \$0

Calculate Reset

Enter # of employees, then click on "Calculate"

Click 'Submit' to pay online.

Submit

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.

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.

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?

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

The screenshot displays the 'New NIC Payment System' interface. At the top, there are four tabs: '1 Payment Type', '2 Customer Info', '3 Payment', and '4 Submit Payment'. The 'Payment Type' tab is active.

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1058002	TIER2 Annual Registration for FY 2021	\$1,000.00	1	\$1,000.00
Total				\$1,000.00

Transaction Summary

TIER2 Annual Registration for FY 2021	\$1,000.00
TOTAL	\$1,000.00

Need Help?
Select Payment Method and Continue to proceed with payment.

Payment

Payment Type

Payment Type *

Select One

Next >

Customer Information

Payment Information

Cancel

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.

Top of Page

Bottom of Page

1 Payment Type

2 Customer info

3 Payment

4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1058002	TIER2 Annual Registration for FY 2021	\$1,000.00	1	\$1,000.00
Total				\$1,000.00

Payment

Payment Type ✓ Edit

Credit/Debit Card

Customer Information

Complete all required fields [*]

Country *
United States

First Name *
Kaylee

Last Name *
Frye

Transaction Summary

TIER2 Annual Registration for FY 2021	\$1,000.00
Service Fee	\$3.00
TOTAL	\$1,003.00

Need Help?

Please complete the Customer Information Section.

Company Name
Allied Spacecraft Corporation

Address *
2555 Shumard Oak Blvd.

Address 2

City *
Tallahassee

State *
FL - Florida

ZIP/Postal Code *
32399

Phone Number *
555-555-5555

Email ?

Next >

New NIC Payment System (continued)

Top of Page

Bottom of Page

1 Payment Type

2 Customer info

3 Payment

4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1058002	TIER2 Annual Registration for FY 2021	\$1,000.00	1	\$1,000.00
Total				\$1,000.00

Payment

Payment Type ✓ Edit

Credit/Debit Card

Customer Information

Complete all required fields [*]

Address
Kaylee Frye
Allied Spacecraft Corporation
2555 Shumard Oak Blvd.
Tallahassee, FL 32399

Phone Number
555-555-5555





Country
United States

Email Address

Payment Information

Complete all required fields [*]

Credit Card Number * ?

Credit Card Type





Expiration Month *
Select a Month

Expiration Year *
Select a Year

Security Code * ?

Name on Credit Card *

Next >

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)

Payment Information ✓ [Edit](#)

Credit Card
Visa ****8522
Exp. 04/2029

Name on Credit Card
Gift Card Recipient

[Cancel](#) [Submit Payment](#)

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)

[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

eplan@utdcsepi.org | Brackett, Sam
E-Plan's Online Tier2 Data Submission Receipt

Tier2Facilities.pdf
15 KB

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

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

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!