

Slide 1


E-Plan Tier II Filing Instructions



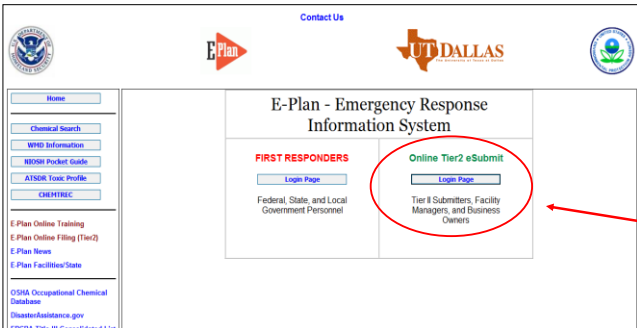
State of Florida Emergency Response Commission
2555 Shumard Oak Boulevard
Tallahassee, FL 32399
(850) 815-4000

Slide 2

Getting Started



To begin your filing, go the E-Plan website at <https://erplan.net/eplan/home.htm>



Your page should look like this. Filers click on the Login Page button under Online Tier2 eSubmit.

[Click here to file Tier II report in E-Plan.](#)

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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 website page.

Important Notes

- Completed Tier II forms for reporting year 2017 are due by March 1, 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 [list](#) 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 guide](#).
- 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), Virginia Beach (VA)) accept E-Plan as an electronic filing method. For a complete list of participating states and counties, click [here](#).
- If your State or County does not accept E-Plan as a filing method, please refer to your state's web site and the [EPA's State Tier II Reporting Requirements and Procedures](#) for submission details.
- Please refer to your state's web site and the [EPA's State Tier II Reporting Requirements and Procedures](#) for submission details.
- E-Plan online Tier II reports will be available starting in 2018.

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.

Access ID

[Forgot Access ID](#)

[Forgot Password](#)

Sign In

New to E-Plan? [Create An Account](#)

Links to retrieve login information

New Florida filers/facilities only!

If you already have an account, you will enter your login information it in here. If you do not know your login, or if you are uncertain if your facility has an existing account, click on [Forgot Access ID](#) or [Forgot Password](#) to retrieve your login information. **Note: Your email address must match the email that is reflected as the account owner, or the information will not be provided.**

If you are assuming filing responsibilities from someone else, you will need to submit a request to E-Plan by clicking on the [Contact Us](#) link. E-Plan will ask you to verify your affiliation with the facility/company via email before providing login information.

If your facility is a new filer in the State of Florida, you will click on the orange 'Request New Account' button. Fill in the requested information and your account information will be emailed to you.

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

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E-Plan Online Filing Submission Management

Access ID: 1058002 (Wendy Reynolds)

EPCRA 312 (Tier2)	EPCRA 302	
<p style="text-align: center;">ENTER NEW DATA/ RETRIEVE OLD DATA</p> <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: [2018] [2017]</p> <p style="text-align: center;">[Continue]</p>	<p style="text-align: center;">COPY DATA</p> <p>Use this function to copy data from a submitted year to any year up to the current filing year</p> <p>Note: Copy function will transfer all previously filed Tier II data and site plans</p> <p>From: [Previous Year ▼] To: [Filing Year ▼]</p> <p style="text-align: center;">[Copy Data]</p>	<p style="text-align: center;">IMPORT TIER2</p> <p>Use this function to import an existing Tier2 '.zip', Tier2 '.t2s', or CAMEO '.zip' file.</p> <p>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 TIER2 DATA FROM 2018 TO THE CURRENT 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 SitePlan2Temp folder.</p> <p>• XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.</p> <p style="text-align: center;">[Import '.zip / t2s']</p>

Do not click the gold EPCRA 302 tab. Please contact our office for instructions on how to file a Section 302 Notification in E-Plan.

New filers will go to the first column and select a filing year from the drop-down box and click 'Continue'. From there, you will enter your data in the same order as described for existing filers.

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E-Plan Online Filing Submission Management

Access ID: 1058002 (Wendy Reynolds)

EPCRA 312 (Tier2)	EPCRA 302	
<p style="text-align: center;">ENTER NEW DATA/ RETRIEVE OLD DATA</p> <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 : [2018] [2017]</p> <p style="text-align: center;">[Continue]</p>	<p style="text-align: center;">COPY DATA</p> <p>Use this function to copy data from a submitted year to any year up to the current filing year</p> <p>Note: Copy function will transfer all previously filed Tier II data and site plans</p> <p style="color: red; font-weight: bold;">Select 2021</p> <p>From: [Previous Year ▼] To: [Filing Year ▼]</p> <p style="color: red; font-weight: bold;">Select 2022</p> <p style="text-align: center;">[Copy Data]</p>	<p style="text-align: center;">IMPORT TIER2</p> <p>Use this function to import an existing Tier2 '.zip', Tier2 '.t2s', or CAMEO '.zip' file.</p> <p>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 TIER2 DATA FROM 2018 TO THE CURRENT 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 SitePlan2Temp folder.</p> <p>• XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.</p> <p style="text-align: center;">[Import '.zip / t2s']</p>

Do not click the gold EPCRA 302 tab. Please contact our office for instructions on how to file a Section 302 Notification in E-Plan.

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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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> <ul style="list-style-type: none"> SELECT A YEAR TO FILE/RETRIEVE TIER II DATA: <input type="button" value="Select Filing Year"/> CURRENTLY FILED YEARS: <input type="button" value="2022"/> <input type="button" value="2021"/> <input type="button" value="2020"/> <input type="button" value="2019"/> <input type="button" value="2018"/> <input type="button" value="2017"/> <p style="text-align: center;"><input type="button" value="Continue"/></p>	<p>USE THIS FUNCTION TO COPY DATA FROM A SUBMITTED YEAR TO ANY YEAR UP TO THE CURRENT FILING YEAR</p> <p>NOTE: COPY FUNCTION WILL TRANSFER ALL PREVIOUSLY FILED TIER II DATA AND SITE PLANS</p> <p>FROM: <input type="button" value="Previous Year"/></p> <p>TO: <input type="button" value="Filing Year"/></p> <p style="text-align: center; border: 1px solid red; border-radius: 50%; padding: 5px;">COPYING COMPLETED!</p> <p style="text-align: center; border: 1px solid red; border-radius: 50%; padding: 5px;">CLICK THIS : <input type="button" value="2022"/></p>	<p>USE THIS FUNCTION TO IMPORT AN EXISTING TIER2 'ZIP', TIER2 'T2S', OR CAMEO 'ZIP' FILE.</p> <p>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> <ul style="list-style-type: none"> NOTE THAT THE TIER2 'ZIP' OR TIER2 'T2S' FILE SHOULD CONTAIN ONE XML DATA FILE AND DOCUMENTS UNDER SITEPLANSTEMP FOLDER. XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION. <p style="text-align: center;"><input type="button" value="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.

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Online Filing Home Overview

2022 Online Filing Home

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

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

Following is the submitted facility information [Legend Help](#)

Page 1 of 1 Total number of facilities: 1 No of Results per page: 50

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	EPCRA312	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. Sulfatic Acid (7664-93-9)	FL	Not Filed	<input type="checkbox"/>

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

The Online Filing Home page is where you will review/update the Tier 2 data. You may return to this page from any page in your Tier II by clicking on 'Tier2 Filing Management' in the gray header bar at the top of the page (not shown). **Be sure you have saved your information or changes first!**

If you are a new filer or need to file for new facilities, click 'Add New Facility' on the right side of the page. To edit or delete a facility, add a new chemical, or add a new contact, click on one of the four gray icons next to the facility name. This page also reflects your filing status. After completing the steps described in these instructions, return to this page to confirm that the status has change from 'Not Filed' to 'Filed'.

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Confirm Facility Information

Begin your filing by clicking on the facility's name to review the Facility Information. You will do this for each facility in your Tier 2.

2022 Online Filing Home

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

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

Facility Name: Verify facility info

Facility Information Legend Help! Add New

Number of facilities: 1

FACILITY NAME	STATE	FILING STATUS
Firefly Shipworks, LTD, Hera <small>Contact Information</small> <ol style="list-style-type: none"> Malcolm Reynolds - Emergency Contact Edit Delete Zoe Washburn - Emergency Contact Edit Delete Zoe Washburn - Fac. Emergency Coordinator Edit Delete Firefly Shipworks, LTD, Hera - Facility Phone Edit Delete Allied Spacecraft Corporation - Owner / Operator Edit Delete Kaylee Frye - Tier II Information Contact Edit Delete <small>Chemical Information</small> <ol style="list-style-type: none"> Styrene Monomer, Inhibited (100-42-5) Edit Delete Copy Sulfuric Acid (7664-93-9) Edit Delete Copy 	✖ ✕ ⚠ ⬇ FL	Not Filed

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Confirm Facility Information (cont'd.)

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.

Facility Details

Facility Name *

Department

Company Name ** Copy company name to other facilities

Facility Email

Fire District

Report Year

Facility Phone Number

Facility Notes

Add to notes if facility:

1. Has been sold
2. Changed Name
3. Chemicals were removed
4. No longer operational.

Physical Address

Street *

City *

State *

At the top of the page confirm that any required information, indicated by red asterisks, is correct. You may also enter in other relevant information to the Facility Notes field, such as if the facility was sold (with the date), if the name has changed, if 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 chemical 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. Please also email a copy of the form to our office, your Local Emergency Planning Committee (LEPC), and the local fire department. A map of the LEPCs can be found on our website:

<https://www.floridadisaster.org/globalassets/maps/lepcmap.pdf>

Confirm Facility Information (cont'd.)

Mailing Address Copy mailing address to other facilities

Check if Mailing Address same as Physical Address. Enter Mailing Address below if different.

Street: 2555 Shumard Oak Blvd.
 City: Tallahassee
 State: FL
 ZIP: 32399
 Country: USA

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"

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 knowledge and belief, the information 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

Scroll down the page to continue reviewing the facility's information.

In the Location box, 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.)

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 knowledge and belief, the information 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

Maximum No. of Occupants refers to the number of people permitted in the building at any one time by state building codes. For more information on Florida Building Codes go to <https://floridabuilding.org/c/default.aspx>

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.

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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		
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:

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 may also see additional ID numbers listed here if your facility has filed over a number of years, including 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.

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Confirm Facility Information (cont'd.)

Facility Identification
State Fields
Documents
Validate Record

CURRENT FACILITY
CONTACT LIST
CHEMICAL LIST

Firefly Shipworks, LTD., Hera (FacID: 589446Z) [EDIT](#) [DELETE](#)
 2555 Shumard Oak Blvd.
 Tallahassee, FL 32399, USA

State Applicable Fields

Does your facility have a written emergency response plan?

Does your facility have a hazardous materials response team?

Does your local fire department have an up-to-date pre-plan for your facility?

[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.

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.

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

All Fields are Mandatory

File Type:

File Category:

File: Max file size 9 Mb

File Description:

Upload any relevant documentation on this page, including Safety Data Sheets (SDS), facility site plans or maps, and the previously mentioned Statement of Determination/Deregistration Form. Select the type of document you wish to upload from the File Category drop-down menu, browse your computer for the document, then select the desired file. Finally, enter a description and click 'Upload'.

Confirm Contact Information

2022 Online Filing Home

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

facility information

or 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

Click on name or edit to confirm or update contact info.

To review an existing contact's information, click on the contact's name, or the 'Edit' link to the right of the name. This will take you to the pages to make any changes to their email, title, and phone number.

If the contact person has changed, you may overwrite the information in these screens instead of adding a new contact from the Online Filing Home page.

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

Review/update 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. Do not enter a specific person's name as the Owner/Operator unless it is the name of the business.

Click Save & Continue to advance to the next page.

Confirm Contact Information (cont'd.)

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).**

Minimum Federal requirements.

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

Phone Type

Phone Number

!

The Owner/Operator, Emergency Contact, and Tier II Information Contact are all required under federal law.

Facilities with an Extremely Hazardous Substance must also provide contact information for the Facility Emergency Coordinator. If this applies to your facility, click on the 'Tier2 Filing Management' in the gray header bar at the top of the page (not shown) and add a new contact using the fourth gray icon next to the facility's name (see slide 7).

Two phone numbers are required for the Emergency Contact, one of which must be designated '24-hour' as the Phone Type. E-Plan will not accept the Tier II when the record is validated if this requirement is not met.

To change a phone number, click 'Edit' next to the number. This will populate in the Phone Number filed below the table and the 'Add' button will change to 'Update'. Make the desired changes and click the 'Update' button. When finished, click 'Next' to be taken to the next screen.

Confirm Contact Information (cont'd.)

CURRENT FACILITYCONTACT LISTCHEMICAL LIST

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

AssociationDocumentsValidate 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

(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. Do not check the highlighted facility. 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.

After you have complete changes to this page, or there are no changes click on 'Tier2 Filing Management' in the gray header bar at the top of the page to return to the Online Filing Home screen.

Confirm Chemical Information

2022 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.

Click on the chemical name, or the 'Edit' link to the right of the chemical, to edit or verify the existing chemical information. You may also copy chemical data to another facility in this Tier II report by clicking 'Copy'.

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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 **

Chemical Name *

EHS * Trade Secret

Days on site *

Chemical information identical to previous year

Physical State *(Check all that apply)

Pure Mixture

Solid Liquid Gas

Note that sulfuric acid is an extremely hazardous substance

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.

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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

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 Select Max Code ▼

Maximum Daily Amount in pounds* Always enter amounts in pounds →

Avg Daily Amount Code Select Avg Code ▼

Average Daily Amount in pounds* →

Maximum Amount in largest container (pounds)

Below Reporting Thresholds †

† 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), only check this box if the quantity is below the TPO or 500 lbs., whichever is less. (For a list of EHS chemicals and TPOs, 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

Structure Components
State Fields
Documents

Existing location

Chemical Storage Locations

Sulfuric Acid (CAS#: 7664939)

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

Storage Locations

Storage Type* Select Storage Type ▼ ← Can add multiple locations as needed

Pressure Type* Select Pressure Type ▼

Temperature Type* Select Temperature Type ▼

Location* Confidential

Maximum amount at Location Select unit ▼

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. A separate location should be entered for each area where chemicals are stored. 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
<div style="border: 1px solid gray; padding: 5px;"> <h5 style="margin: 0;">Mixture Components</h5> <p>CAS Number <input type="text"/> Lookup</p> <p>Help</p> <p>Component <input type="text"/> Lookup</p> <p>EHS <input type="checkbox"/></p> <p>Physical State <input type="checkbox"/> Gas <input type="checkbox"/> Liquid <input type="checkbox"/> Solid</p> <p>Maximum Amount Code <input type="text"/> Select Max Code</p> <p>Percentage <input type="text"/> %</p> <p style="text-align: center;"> Add Reset Next </p> </div>			

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 or name-brand 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 Docu

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

Facility information Legend Help!

Number of facilities: 1

FACILITY NAME	STATE	FILING STATUS
<p>Firefly Shipworks, LTD, Hera</p> <p>Contact Information</p> <ol style="list-style-type: none"> 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 <p>Chemical Information</p> <ol style="list-style-type: none"> 1. Styrene Monomer, Inhibited (100-42-5) Edit Delete Copy 2. Sulfuric Acid (7664-93-9) Edit Delete Copy 	FL	Not Filled

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 Filled'. Next, click on the 'Validate Record' button Validate Record at the bottom of the Online Filing Home page.

Slide 26

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 2022,
Click to complete your submission.

Exporting Tier II report to:

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 gray header bar at the top of the page.

Slide 27

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

Once your report has passed ALL submission tests for filing year 2022,
Click to complete your submission.

Exporting Tier II report to:

Important: The report is not filed yet!

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.

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

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)

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 via email.

Consolidated Annual Registration Form

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

Owner/Operator Information

Filing Year: 2022

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 a Payment Link (without Login)

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, click this box to generate a payment link that does not require a login. Once you click 'Submit' you will be redirected to a page to enter the email address of the card or bank account holder.

Slide 30

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)	<input type="text" value="0"/>	Enter # of employees, then click on "Calculate"
Filing Rate	\$10.00	
Filing Fees (Minimum \$25 , Maximum \$2000)	\$0	

Click 'Submit' to pay online. Submit

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.

Slide 31

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 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.

NIC Payment System

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 2022	\$1,000.00	1	\$1,000.00
Total				\$1,000.00

Payment

Payment Type

Payment Type *

Select One

Next >

Customer Information

Payment Information

Cancel

Transaction Summary

TIER2 Annual Registration for FY 2022	\$1,000.00
TOTAL	\$1,000.00

Need Help?

Select Payment Method and Continue to proceed with payment.

After clicking 'Submit' you will be redirected to the NIC new e-payment system. The Payment Type tab displays the fee type and amount asks for the payment method. Select the method of payment (credit card or bank account) from the drop-down menu and click the 'Next' button.

NIC Payment System (continued)

Enter the customer information on the Customer Info tab and click 'Next'. **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 2022	\$1,000.00	1	\$1,000.00
Total				\$1,000.00

Payment

Payment Type ✔

Credit/Debit Card Edit

Customer Information

Country *

United States

First Name *

Malcolm

Last Name *

Reynolds

Complete all required fields [*]

Transaction Summary

TIER2 Annual Registration for FY 2022	\$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 *

555-555-1234

Email

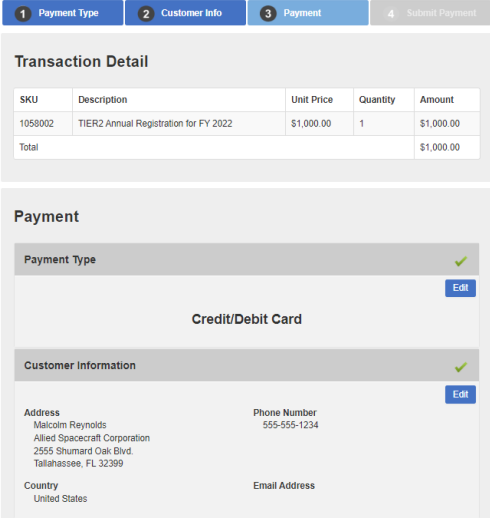
Next >

Payment Information

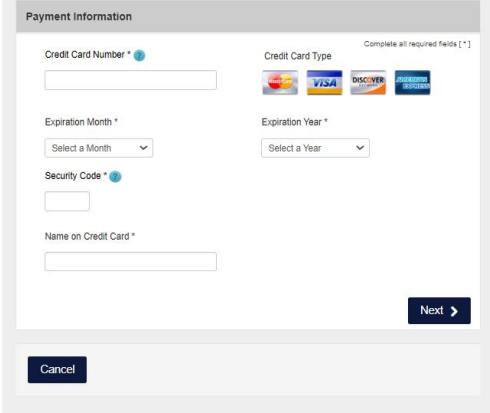
Cancel

NIC Payment System (continued)

Top of Page

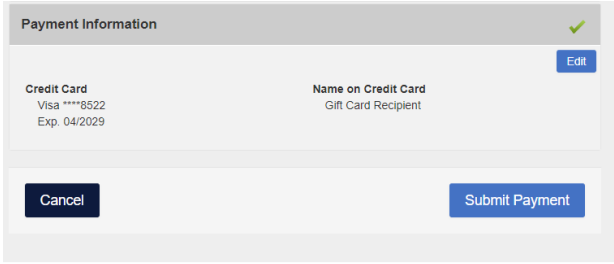


Bottom of Page



Enter the credit card information on the Payment tab and click 'Next'. 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.

NIC Payment System (continued)



On the final page click 'Submit Payment' to complete your transaction. Once the transaction is complete, you will be automatically redirected back to E-Plan to download the Consolidated Annual Registration Form. You will also receive a payment confirmation email.

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)

The Consolidated Annual Registration Form serves as the invoice you will need to submit to your accounting department.

Email Confirmation – Tier II Filed

 eplan@utdcepi.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!