

E-Plan Section 302 Notification Instructions



State of Florida Emergency Response Commission

2555 Shumard Oak Boulevard

Tallahassee, FL 32399

(850) 815-4000

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

1. Completed Tier II forms for reporting year 2017 are due by **March 1, 2018**.
2. 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**.
3. 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), and Shenandoah County (VA)**, Virginia E-Plan as an electronic reporting system.
4. If your State requires you to submit such information, you may submit such information via E-Plan. Please refer to your state's web site and the **EPA's State Tier II Reporting Requirements and Procedures** for submission details.
6. E-Plan online Tier II training video. Click **here** to watch.

Links to retrieve login information

New Florida filers/facilities only!

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.

[Forgot Access ID](#)

[Forgot Password](#)

Sign In

New to E-Plan?

Create An Account

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 in prior years!

Getting Started



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

A screenshot of the E-Plan website home page. The page has a white background with a blue header. On the left is a navigation menu with links like "Home", "Chemical Search", "WMD Information", "NIOSH Pocket Guide", "ATSDR Toxic Profile", "CHEMTREC", "E-Plan Online Training", "E-Plan Online Filing (Tier2)", "E-Plan News", "E-Plan Facilities/State", "OSHA Occupational Chemical Database", "DisasterAssistance.gov", and "EPCRA Title III Consolidated List". The main content area is titled "E-Plan - Emergency Response Information System". It is divided into two columns. The left column is for "FIRST RESPONDERS" (Federal, State, and Local Government Personnel) and has a "Login Page" button. The right column is for "Online Tier2 eSubmit" (Tier II Submitters, Facility Managers, and Business Owners) and has a "Login Page" button. A red circle highlights the "Online Tier2 eSubmit" section, and a red arrow points from the text "Click here to login to E-Plan." to this section. Logos for the Department of Homeland Security, E-Plan, UT Dallas, and the Environmental Protection Agency are visible at the top.

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

[Click here to login to E-Plan.](#)

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="text" value="Select Filing Year"/>Currently filed Years : <input type="text" value="2018"/> <input type="text" value="2017"/> <p><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="text" value="Previous Year"/></p> <p>To: <input type="text" value="Filing Year"/></p> <p><input type="button" value="Copy Data"/></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 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 DAYA 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><input type="button" value="Import 'zip / t2s'"/></p>	

Click the gold EPCRA 302 tab to go to the EPCRA 302 Online Notification Home page.

Online Filing Home Overview

[Submission Home](#) [EPCRA 302 Filing Management](#) [Validate Record](#) [Invoice for 2023](#)

EPCRA 302 Online Notification Home

Search Existing Facilities [Reset](#)

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"/>

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

Page 1 of 1 1 Total number of facilities: 1

No of Results per page : 50

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	6787595	Firefly Shipworks, LTD., Hera (FL SERC: 5001: Contact Information 1. Malcolm Reynolds - Emergency Contact 2. Zoe Washburn - Fac. Emergency Coordinator 3. Firefly Shipworks, LTD., Hera - Facility Phone 4. Allied Spacecraft Corporation - Owner / Operator 5. Kaylee Frye - Tier II Information Contact	FL	Not Filed	<input type="checkbox"/>

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



Current status.

If you have previously filed a Tier 2 your facility information and contacts **MAY** already exist in the 302 Notification tab along with any previously reported Extremely Hazardous Substances (EHSs). If they are not, or you are a new filer or need to report for new facilities, click 'Add New Facility' on the right side of the page then use the gray icons next to the facility name to add your contacts. 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'.

You may return to this page from any page in the notification by clicking on 'EPCRA 302 Filing Management' in the gray header bar at the top of the page. **Be sure you have saved your information or changes first!**

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 for which you are submitting a notification.

EPCRA 302 Online Notification 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 (name, email

facility information [Legend Help!](#)

er of facilities: 1

Verify facility info or
add new facility

[Add New Facility](#)

No of Results |

FACILITY NAME	STATE	FILING STATUS	DELETE
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	FL	Not Filed	<input type="checkbox"/>

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 2018

Facility Phone Number

Facility Notes

At the top of the page enter, confirm, or update any required information, as indicated by red asterisks.

Physical Address

Street *

City *

State *

Confirm Facility Information (cont'd.)

Mailing Address

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

Street

City

State

ZIP

Country

Location

Latitude *

Longitude *

USNG

Manned * Yes No

Maximum No. of Occupants *

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

Type of Facility *

<input checked="" type="radio"/> Yes	<input type="radio"/> No	----	EPC
<input type="radio"/> Yes	<input checked="" type="radio"/> No	----	EPC
<input checked="" type="radio"/> Yes	<input type="radio"/> No	----	EPC
<input type="radio"/> Yes	<input checked="" type="radio"/> No	----	EPC
<input type="radio"/> Yes	<input checked="" type="radio"/> No	----	CAA

Submission

I certify under penalty of law that I have provided the information responsible for obtaining the information, I believe to be true and correct.

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

https://sandbox.erplan.net/tier2/onlinefiling/utilities/validationMap.htm?lat=30.3865175&longit - In...

https://sandbox.erplan.net/tier2/onlinefiling/utilities/validationMap.htm?lat=30.3865175&longitude=-84.23274509999999

Click and drag the marker to correct Latitude/Longitude.

Current position:

30.3865175, -84.23274509999999

Closest matching address:
2555 Shumard Oak Blvd, Tallahassee, FL 32399, USA

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

In the Location box, validate the latitude and longitude location of your facility. When you click on the 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

Latitude *

Longitude *

USNG 16R GU 65906 64866

Manned * Yes No

Maximum No. of Occupants *

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](#)

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>

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 ir responsible for obtaining the 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 * [Signing the Section 302 Notification](#)

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' to advance to the next page.

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

[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 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 this is a new facility, please contact our office so that we may assign a number. You will not be able to pay your fees until the facility is assigned a SERC Number.

Click 'Next' to advance to the next page.

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 Type

File Category

File Browse... 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.

Upload any relevant documentation on this page, including Safety Data Sheets (SDS) or facility site plans or maps.

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'.

You may click 'Next (Add Contact)' to begin adding contacts or EPCRA 302 Filing Management to return to the Notification Home page.

Confirm Contact Information

EPCRA 302 Online Notification Home

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

facility information

Legend Help!

Number 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



Edit Delete
Edit Delete
Edit Delete
Edit Delete
Edit Delete
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.

To enter a new contact click on the  icon.

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 *	Captain
Last Name or Business Name *	Reynolds
First Name *	Malcolm
Street Address	
City	
County	
State	Select State ▼
ZIP	
Country	USA
Email *	m.reynolds@alliedspacecraftcorp.com

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

Enter/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.)

Minimum Federal requirements.

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).

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

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.



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  icon next to the facility's name.

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 notification when the record is validated if this requirement is not met.

Confirm Contact Information

EPCRA 302 Online Notification Home

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



Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete

Next, click on the  to add your new EHS chemical.

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 ** [Help](#)

Chemical Name *

EHS * Trade Secret

Days on site *

Chemical information identical to previous year

[Look up chemical by CAS Number or Chemical Name](#)

Physical State *(Check all that apply)

Pure Mixture

Solid Liquid Gas

Enter the CAS Number or Chemical Name and click the 'Lookup' button. Select the appropriate chemical from the drop-down list and click 'Use Chemical'.

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

Select Max Code ▾

Maximum Daily Amount in pounds*

25,000

Avg Daily Amount Code

Select Avg Code ▾

Average Daily Amount in pounds*

25,000

Maximum Amount in largest container (pounds)

1,000

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. For EHS chemicals, 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.

Always enter
amounts in
pounds



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.

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*

Pressure Type*

Temperature Type*

Location*

Maximum amount at Location Confidential

Add

Reset

Next

Can add multiple locations as needed

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	
Mixture Components				
CAS Number	<input type="text"/>	<input type="button" value="Lookup"/>		
	Help			
Component	<input type="text"/>	<input type="button" value="Lookup"/>		
	<input type="button" value="EHS"/>			
EHS *	<input type="checkbox"/>			
Physical State	<input type="checkbox"/> Gas	<input type="checkbox"/> Liquid	<input type="checkbox"/> Solid	
Maximum Amount Code	<input type="text" value="Select Max Code"/> ▼			
Percentage	<input type="text"/>		<input type="text"/>	▼
<input type="button" value="Add"/>		<input type="button" value="Reset"/>		<input type="button" value="Next"/>

If you are reporting a specialty or name-brand product that is a mixture that contains an EHS, use this screen to enter the components. Just be aware that all of the components listed should add up to 100%. Please contact our office if you need additional guidance.

Click EPCRA 302 Filing Management to return to the Notification Home page.

Validate Record

EPCRA 302 Online Notification Home

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

After you have finished entering your data, you are ready to validate the record and complete the notification. Click on the 'Validate Record' button [Validate Record](#) at the bottom of the EPCRA 302 Online Notification Home page.

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

[Validate Record](#)

[First Responder View](#)

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 [Upload Data to E-Plan](#) to complete your submission.

Exporting Tier II report to:

[Tier2 zip file](#)

[.t2s File](#)

[PDF file](#)

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.

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.

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.

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!

FacID 5894462 : Firefly Shipworks, LTD., He

Facility Passed all Checks

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

Once your report has passed ALL submission tests for filing year 2022, Click **Upload Data to E-Plan** to complete your submission.

Export ECPRA 302 report to:

PDF file

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 of the 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 notification, 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 EPCRA 302 CONSOLIDATED REGISTRATION FORM

Submission Information

Company Name *

Business Mailing Address (Street or P.O. Box) *

City *

State *

Zip *

Telephone *

Contact Person *

Title *

Check this box to generate a Payment Link (without Login)

EPCRA 302 Facilities

Please select the facility, or facilities applicable for your submission

SELECT <input type="checkbox"/>	SERC ID	FACILITY INFO
<input checked="" type="checkbox"/>	50015	Firefly Shipworks, LTD., Hera 2555 Shumard Oak Blvd. Tallahassee, FL 32399 Latitude: 30.3865175, Longitude: -84.23274509999999 Chemical Name : SULFURIC ACID (7664939, 1000.0 lb)

Calculated Fees

Number of Facilities Selected x \$50.00

Filing Fees \$

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.

Check the box next to the facility for which you are submitting a notification and click the 'Submit' button at the bottom of the page.

NIC Payment System

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1058002	302 Registration	\$50.00	1	\$50.00
Total				\$50.00

Payment

Payment Type

Payment Type *

Select One ▼

Next >

Customer Information

Payment Information

Cancel

Transaction Summary

302 Registration	\$50.00
TOTAL	\$50.00

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 and 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	302 Registration	\$50.00	1	\$50.00
Total				\$50.00

Payment

Payment Type ✓ [Edit](#)

Credit/Debit Card

Customer Information

Country * Complete all required fields [*]

First Name *

Last Name *

Transaction Summary

302 Registration	\$50.00
Service Fee	\$3.00
TOTAL	\$53.00

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Company Name

Address *

Address 2

City * State *

ZIP/Postal Code *

Phone Number *

Email

[Next >](#)

Payment Information

[Cancel](#)

NIC Payment System (continued)

Top of Page

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1058002	302 Registration	\$50.00	1	\$50.00
Total				\$50.00

Payment

Payment Type ✓ [Edit](#)

Credit/Debit Card

Customer Information ✓ [Edit](#)

Address: Malcolm Reynolds
Allied Spacecraft Corporation
2555 Shumard Oak Blvd.
Tallahassee, FL 32399

Phone Number: 555-555-1234

Country: United States

Email Address

Bottom of Page

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 >](#)

[Cancel](#)

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)

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 the transaction is complete, you will be automatically redirected back to E-Plan.



[Submission Home](#) [EPCRA 302 Filing Management](#) [Validate Record](#) [Invoice for 2023](#)

Invoice - Wendy Reynolds (1058002)

Click [HERE \(FL 302 REG\)](#) for Florida EPCRA 302 REGISTRATION.

In E-Plan, click on the Invoice link in the gray bar at the top of the page to download the Florida EPCRA 302 Registration Form.