E-Plan Section 302 Notification Instructions

State of Florida Emergency Response Commission
2555 Shumard Oak Boulevard
Tallahassee, FL 32399
(850) 815-4000
If you already have an account, you will enter your login information 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!
To begin your filing, go the E-Plan website at https://erplan.net

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

Click here to login to E-Plan.
Click the gold EPCRA 302 tab to go to the EPCRA 302 Online Notification Home page.
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!**
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.

Verify facility info or add new facility
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 * Firefly Shipworks, LTD, Here

Department

Company Name ** Allied Space Corporation

Facility Email

Fire District

Report Year 2018

Facility Phone Number 850–555–5555

Facility Notes

Physical Address

Street * 2555 Shumard Oak Blvd.

City * Tallahassee

State * FL
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.)

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’ to advance to the next page.
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/](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.

### 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”)

<table>
<thead>
<tr>
<th>ID Type</th>
<th>ID Value</th>
<th>Description</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAICS</td>
<td>334511</td>
<td>Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrument Manufacturing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dun &amp; Bradstreet</td>
<td>0</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To find your Dun and Bradstreet number go here:  
[http://mycredit.dnb.com/search-for-duns-number/](http://mycredit.dnb.com/search-for-duns-number/)
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.

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

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.

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.

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

* 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).

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.

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.
Next, click on the button to add your new EHS chemical.
Confirm Chemical Information (cont’d.)

Chemical Information

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

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)*
- 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

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

**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†

† 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 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: 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 have exemption from Tier II reporting under 40 CFR 370.10-13.)
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)

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.
After you have finished entering your data, you are ready to validate the record and complete the notification. Click on the ‘Validate Record’ button at the bottom of the EPCRA 302 Online Notification 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 EPCEA 502 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.
With all errors corrected, the data can be uploaded to E-Plan.

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

**Important:** The report is not filed yet!
Submit Facility Information

Access ID: 1058002 (Wendy Reynolds)

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*: Allied Spacecraft Corporation
Business Mailing Address (Street or P.O. Box)*: 2555 Shumard Oak Blvd.
City*: Tallahassee
State*: FL
Zip*: 32309
Telephone*: 565-565-1234
Contact Person*: Malcolm Reynolds
Title*: Captain

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

EPCRA 302 Facilities

Please select the facility, or facilities applicable for your submission

<table>
<thead>
<tr>
<th>SELECT</th>
<th>SERC ID</th>
<th>FACILITY INFO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>50015</td>
<td>Firefly Shipworks, LTD., Hera 2555 Shumard Oak Blvd. Tallahassee, FL 32309 Latitude: 30.3865175, Longitude: -84.23274509999999</td>
</tr>
</tbody>
</table>

Chemical Name: SULFURIC ACID (7664939, 1000.0 lb)

Calculated Fees

Number of Facilities Selected: 1 x $50.00
Filing Fees: $50.00

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.
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.
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.
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.
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.

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.