

# **E-Plan Tier 2 Reporting System Users Guide for Florida Facilities**



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

# Getting Started



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

A screenshot of the E-Plan website home page. The page has a header with logos for the Department of Homeland Security, E-Plan, UT Dallas, and the Department of the Interior. Below the header is a navigation menu on the left with links like Home, Chemical Search, WMD Information, NIOSH Pocket Guide, ATSDR Toxic Profile, and CHEMTREC. The main content area is titled "E-Plan - Emergency Response Information System" and is divided into two columns. The left column is for "FIRST RESPONDERS" and includes a "Login Page" button for Federal, State, and Local Government Personnel. The right column is for "Online Tier2 eSubmit" and includes a "Login Page" button for Tier II Submitters, Facility Managers, and Business Owners. A red circle highlights the "Online Tier2 eSubmit" section, and a red arrow points from a text box on the right to this section.

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

[Click here to file Tier 2 report in E-Plan.](#)

## 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 filing 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 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!**

# E-Plan Online Filing Submission Management

Access ID: 1058002 ( Wendy Reynolds )

EPCRA 312 (Tier2)	EPCRA 302	
<p><b>ENTER NEW DATA/ RETRIEVE OLD DATA</b></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: <input type="text" value="Select Filing Year"/></p> <p>Currently filed years : <input type="button" value="2018"/> <input type="button" value="2017"/></p> <p><input type="button" value="Continue"/></p>	<p><b>COPY DATA</b></p> <p>Use this function to copy data from a submitted year to any year up to the current filing year</p> <p><b>Note:</b> 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><b>IMPORT TIER2</b></p> <p>Use this function to import an existing Tier2 '.zip', Tier2 '.t2s', or CAMEO '.zip' file.</p> <p><b>Note:</b> THE TIER2 OR CAMEO DATA FILES WILL IMPORTED WITHOUT AUTO FILING YEAR REVISION. FOR EXAMPLE, IF A TIER2 FILE IS FOR YEAR 2018, IT WILL BE REPORTED AS YEAR 2018 SUBMISSION. YOU WILL NEED TO CONVERT THE FILING YEAR FROM 2018 TO THE CURRENT YEAR USING THE COPY DATA FUNCTION</p> <ul style="list-style-type: none"><li>NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN ONE XML DATA FILE AND DOCUMENTS UNDER SitePlansTemp folder.</li><li>XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.</li></ul> <p><input type="button" value="Import 'zip / t2s'"/></p>



**New Filers Use this column.**

**Do not click the gold EPCRA 302 tab.**

Instructions on how to file a Section 302 Notification in E-Plan may be found on our Technical Resources page at <https://www.floridadisaster.org/dem/response/technological-hazards/epcra/technical-resources/>.

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.

# E-Plan Online Filing Submission Management

Access ID: 1058002 ( Wendy Reynolds )

EPCRA 312 (Tier2)	EPCRA 302	
<b>ENTER NEW DATA/ RETRIEVE OLD DATA</b>	<b>COPY DATA</b>	<b>IMPORT TIER2</b>
<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"><li>Select a year to file/retrieve Tier II data: <input type="text" value="Select Filing Year"/></li><li>Currently filed Years : <input type="button" value="2018"/> <input type="button" value="2017"/></li></ul> <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><b>Note:</b> Copy function will transfer all previously filed Tier II data and site plans</p> <p><u>Select the year you are copying from.</u></p> <p>From: <input type="text" value="Previous Year"/></p> <p>To: <input type="text" value="Filing Year"/></p> <p><u>Select the year you are copying to.</u></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><b>Note:</b> 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 DATA FROM 2018 TO THE FILING YEAR.</p> <p><b>Existing Filers Use this column.</b></p> <ul style="list-style-type: none"><li>NO ...</li><li>XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.</li></ul> <p><input type="button" value="Import 'zip / t2s'"/></p>

**Do not click the gold EPCRA 302 tab.**

Instructions on how to file a Section 302 Notification in E-Plan may be found on our Technical Resources page at

<https://www.floridadisaster.org/dem/response/technological-hazards/epcra/technical-resources/>.

Existing facilities will go to the 2<sup>nd</sup> column and copy from the previous year to the next filing year and click 'Copy Data'.

# E-Plan Online Filing Submission Management

Access ID: 1058002 ( Wendy Reynolds )

EPCRA 312 (Tier2)

EPCRA 302

ENTER NEW DATA/ RETRIEVE OLD DATA	COPY DATA	IMPORT TIER2
<p>USE THIS FUNCTION TO ENTER DATA FOR A NEW YEAR OR MAKE CHANGES TO DATA OF AN YEAR ALREADY SUBMITTED</p> <ul style="list-style-type: none"><li>SELECT A YEAR TO FILE/RETRIEVE TIER II DATA: <input type="text" value="Select Filing Year"/></li><li>CURRENTLY FILED YEARS : <input type="text" value="2022"/> <input type="text" value="2021"/> <input type="text" value="2020"/> <input type="text" value="2019"/> <input type="text" value="2018"/> <input type="text" value="2017"/></li></ul> <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><b>NOTE:</b> 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><b>COPYING COMPLETED!</b></p> <p><b>CLICK THIS :</b> <input type="text" value="2022"/></p>	<p>USE THIS FUNCTION TO IMPORT AN EXISTING TIER2 '.ZIP', TIER2 '.T2S', OR CAMEO '.ZIP' FILE.</p> <p><b>NOTE:</b> 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"><li>NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN ONE XML DATA FILE AND DOCUMENTS UNDER SITEPLANSTEMP FOLDER.</li><li>XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.</li></ul> <p><input type="button" value="Import 'zip / t2s'"/></p>

When your data is finished copying 'COPYING COMPLETED!' will flash. Click on the button beneath this message for the current filing year. This will take you to the Online Filing Home page.

# Online Filing Home Overview

## 20XX 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

Page 1 of 1 1 Total number of facilities: 1

No of Results per page : 50 ▼

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE <input type="checkbox"/>
1.	6341361	<b>Firefly Shipworks, LTD, Hera</b> 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	<input type="checkbox"/>

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

Current filing status.

**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 2 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'.

# 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.

## 20XX Online Filing Home

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

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

facility information

er of facilities: 1

[Verify facility info](#)

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



# Confirm Facility Information (cont'd.)

## Facility Information

\* Fields are Federal mandatory fields

\*\* Fields are E-Plan mandatory fields

Remember to press the  button after updating any information on this page. Otherwise, the changes will not be saved.

Facility Details	
Facility Name *	<input type="text" value="Firefly Shipworks, LTD, Hera"/>
Department	<input type="text"/>
Company Name **	<input type="text" value="Allied Space Corporation"/>
	<input type="button" value="Copy company name to other facilities"/>
Facility Email	<input type="text"/>
Fire District	<input type="text"/>
Report Year	2018
Facility Phone Number	<input type="text" value="850-555-5555"/>
Facility Notes	<input type="text"/>

### Add to notes if facility:

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

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. The Statement of Determination/ Deregistration Form and map of the LEPCs may be found at the links below:

<https://www.floridadisaster.org/dem/response/technological-hazards/epcra/technical-resources/>

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

Physical Address	
Street *	<input type="text" value="2555 Shumard Oak Blvd."/>
City *	<input type="text" value="Tallahassee"/>
State *	<input type="text" value="FL"/>

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

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 Tier 2 report**

At the bottom of this page, enter or confirm the name of the person signing the report. This should be the Owner/Operator or an Authorized Representative with knowledge and/or responsibility for materials stored at the facility. Click 'Save & Continue' when finished.

# Confirm Facility Information (cont'd.)

[State Fields](#)

[Documents](#)

[Validate Record](#)

Required data



## Facility Identification

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

ID Type	ID Value	Description		
NAICS	334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrument Manufacturing	<a href="#">Edit</a>	<a href="#">Delete</a>
Dun & Bradstreet	0	None	<a href="#">Edit</a>	<a href="#">Delete</a>

ID Type

ID Value

Description

[Add](#)

[Reset](#)

[Next](#)

To find your Dun and Bradstreet number go here:

<https://www.dnb.com/duns-number/lookup.html>

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 2 reports for that location, the state will assign a new SERC number to that location.

# Confirm Facility Information (cont'd.)

CURRENT FACILITY

CONTACT LIST

CHEMICAL LIST

Firefly Shipworks, LTD., Hera (FacID: 7308618) [EDIT](#) [DELETE](#)  
2555 Shumard Oak Blvd.  
Tallahassee, FL 32399, USA

State Fields

[Documents](#)

[Validate Record](#)

## State Applicable Fields

\* Fields are State mandatory fields

Does your facility have a written emergency response plan?  Yes  No

Does your facility have a hazardous materials response team?  Yes  No

Does your local fire department have an up-to-date pre-plan for your facility?  Yes  No

[Update & Continue](#)

[Reset](#)



Answering these questions **is** **not** mandatory in Florida. However, providing this information is helpful for first responders. Please contact our office for if you need 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://somesite 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), 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

## 20XX Online Filing Home

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

facility information

Legend Help!

er of facilities: 1

### FACILITY NAME

#### Firefly Shipworks, LTD, Hera

##### Contact Information

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



- 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.

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 *	<input type="text" value="Captain"/>
Last Name or Business Name *	<input type="text" value="Reynolds"/>
First Name *	<input type="text" value="Malcolm"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
State	<input type="text" value="Select State"/>
ZIP	<input type="text"/>
Country	<input type="text" value="USA"/>
Email *	<input type="text" value="m.reynolds@alliedspacecraftcorp.com"/>

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.)

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 field 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 2 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).

The Emergency Contact and the Facility Emergency Coordinator are both required to have two phone numbers entered into E-Plan, one of which must be designated '24-hour' as the Phone Type. E-Plan will not accept the Tier 2 when the record is validated if this requirement is not met.

# Confirm Contact Information (cont'd.)

	CURRENT FACILITY	CONTACT LIST	CHEMICAL LIST	
Firefly Shipworks, LTD., Hera (FacID: 5894462) <a href="#">EDIT</a> <a href="#">DELETE</a> 2555 Shumard Oak Blvd. Tallahassee, FL 32399, USA				
Association	<a href="#">Documents</a>	<a href="#">Validate Record</a>		

## 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	<a href="#">Edit</a>	<a href="#">Delete</a>

Select All Facilities and Contact Type

(FacID:5894462) Firefly Shipworks, LTD., Hera (Current facility)

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 completed 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

## 20XX 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 2 report by clicking 'Copy'.

# Confirm Chemical Information (cont'd.)

## Chemical Information

\* Fields are Federal mandatory fields

\*\* Fields are E-Plan mandatory fields

Remember to press the [Save & Continue](#) button after updating any information on this page. Otherwise, the changes will not be saved.

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.

### Chemical Details

CAS Number \*\*   [Help](#)

Chemical Name \*

EHS \*  Trade Secret

Days on site \*

Chemical information identical to previous year

Note that sulfuric acid is an extremely hazardous substance

### Physical State \*(Check all that apply)

Pure  Mixture

Solid  Liquid  Gas

# 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\*

Always enter  
amounts 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.

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	<a href="#">Edit</a> <a href="#">Delete</a>

### 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 and the 'Add' button will change to 'Update'. 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
<b>Mixture Components</b>				
CAS Number	<input type="text"/>	<input type="button" value="Lookup"/>		
	<a href="#">Help</a>			
Component	<input type="text"/>	<input type="button" value="Lookup"/>		
EHS *	<input type="checkbox"/>	<input type="button" value="EHS"/>		
Physical State	<input type="checkbox"/> Gas	<input type="checkbox"/> Liquid	<input type="checkbox"/> Solid	
Maximum Amount Code	<input type="text" value="Select Max Code"/> <input type="button" value="v"/>			
Percentage	<input type="text"/>		<input type="text"/>	<input type="button" value="v"/>
<input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="Next"/>				

It is not necessary to enter mixture components for all chemicals reported on the Tier 2, 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) <a href="#">EDIT</a> <a href="#">DELETE</a>		
2555 Shumard Oak Blvd. Tallahassee, FL 32399, USA		
State Fields		<a href="#">Docu</a>

## State Applicable Fields

Sulfuric Acid (CAS#: 7664939)

Frequency of Shipments

Mode of Shipments (Check all that apply):

Highway

Rail

Pipeline

Ship or Barge

Other

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

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

and facility information [Legend Help!](#)

Number of facilities: 1

FACILITY NAME	STATE	FILING STATUS
<p><b>Firefly Shipworks, LTD, Hera</b>    </p> <p>Contact Information</p> <ul style="list-style-type: none"><li>1. <a href="#">Malcolm Reynolds - Emergency Contact</a> <a href="#">Edit</a> <a href="#">Delete</a></li><li>2. <a href="#">Zoe Washburn - Emergency Contact</a> <a href="#">Edit</a> <a href="#">Delete</a></li><li>3. <a href="#">Zoe Washburn - Fac. Emergency Coordinator</a> <a href="#">Edit</a> <a href="#">Delete</a></li><li>4. <a href="#">Firefly Shipworks, LTD, Hera - Facility Phone</a> <a href="#">Edit</a> <a href="#">Delete</a></li><li>5. <a href="#">Allied Spacecraft Corporation - Owner / Operator</a> <a href="#">Edit</a> <a href="#">Delete</a></li><li>6. <a href="#">Kaylee Frye - Tier II Information Contact</a> <a href="#">Edit</a> <a href="#">Delete</a></li></ul> <p>Chemical Information</p> <ul style="list-style-type: none"><li>1. <a href="#">Styrene Monomer, Inhibited (100-42-5)</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy</a></li><li>2. <a href="#">Sulfuric Acid (7664-93-9)</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy</a></li></ul>	FL	Not Filed

Current filing status

After you have finished updating your Tier 2 report, return to the Online Filing Home page by clicking on Tier2 Filing Management in the gray header bar at the top of the page. Note that your status is still 'Not Filed'. Next, click on the 'Validate Record' button [Validate Record](#) at the bottom of the Online Filing 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 1066584

**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 7308618 : Firefly Shipworks, LTD., Hera

Chemical : Lead Acid Batteries

**Error:** Missing Chemical Storage Location. [Click here 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 will take you to the page where the error occurred where you can make the corrections. When finished, 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 take you to the appropriate page to correct the error.

# 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 Tier 2 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.

Exporting Tier II report to:

Tier2 zip file

.t2s File

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 Tier 2 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 2, 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 2 via email.

# Consolidated Annual Registration Form

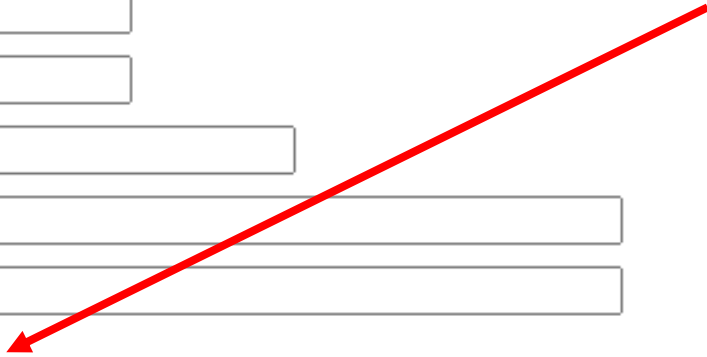
## FLORIDA STATE EMERGENCY RESPONSE COMMISSION (SERC) CONSOLIDATED ANNUAL REGISTRATION FORM

### Owner/Operator Information

Filing Year	20XX
Company Name *	<input type="text" value="Allied Spacecraft Corporation"/>
Business Mailing Address (Street or P.O. Box) *	<input type="text" value="2555 Shumard Oak Blvd."/>
City *	<input type="text" value="Tallahassee"/>
State *	<input type="text" value="FL"/>
Zip *	<input type="text" value="32399"/>
NAICS Code *	<input type="text" value="334511"/>
Telephone *	<input type="text"/>
Contact Person *	<input type="text"/>
Title *	<input type="text"/>
Check this box to generate a Payment Link (without Login) <input type="checkbox"/>	

**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.



# Consolidated Annual Registration Form cont'd.

Note the fee rate is determined by your reported chemicals and answers to these questions.

## Registration Fee

Please answer questions below to calculate the filing fees applicable for your submission

Is your facility a governmental body (federal, state, country or local) facility?

Yes  No

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

Yes  No

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

### Calculated Fees

Enter Number of employees (statewide)

0

Filing Rate

\$ 10.00

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

\$ 0

Calculate

Reset

Enter # of employees, then click on "Calculate"

Click 'Submit' to pay online.

Submit

Under 'Registration Fee' answer all questions until no other questions pop up. Note that some questions, as in the case of the extremely hazardous substance question in the example, are prepopulated based on the chemicals reported.

Government entities do not pay an annual fee.

Enter the number of employees statewide and click the 'Calculate' button to determine the total fee for the year. Finally, click the 'Submit' button to be taken to the payment module.

# Other Fee Questions

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
<b>TOTAL</b>	<b>\$1,000.00</b>

### Need Help?

Select Payment Method and Continue to proceed with payment.

After clicking 'Submit' you will be redirected to the NIC 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

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 ✓ [Edit](#)

**Credit/Debit Card**

### Customer Information

Complete all required fields [ \* ]

Country \*

First Name \*    Last Name \*

### Transaction Summary

TIER2 Annual Registration for FY 2022	\$1,000.00
Service Fee	\$3.00
<b>TOTAL</b>	<b>\$1,003.00</b>

### Need Help?

Please complete the Customer Information Section.

## Bottom of Page

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

### Payment

Payment Type ✓ [Edit](#)

Credit/Debit Card

Customer Information ✓ [Edit](#)

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

Country: United States

Phone Number: 555-555-1234





Email Address:

[Bottom of Page](#)

### Payment Information

Complete all required fields [ \* ]

Credit Card Number \*

Credit Card Type    

Expiration Month \*

Expiration 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** 

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

**Name on Credit Card**  
Gift Card Recipient

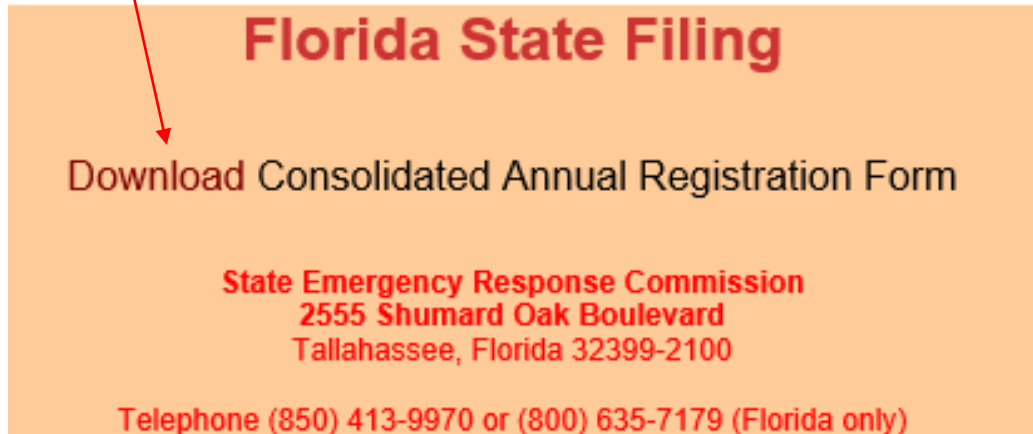
[Edit](#)

[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. 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)

Once you are back in E-Plan, click the 'Invoice for 20XX' link in the gray bar at the top of the page to download the Consolidated Annual Registration Form. The Consolidated Annual Registration Form serves as the invoice you will need to submit to your accounting department.

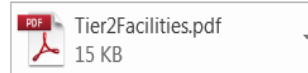
## Email Confirmation – Tier 2 Filed



eplan@utdcsepi.org

Brackett, Sam

E-Plan's Online Tier2 Data Submission Receipt



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 2 and the status will show 'Filed' on the Online Filing Home page.

Congratulations! Your filing is now complete!

# State Tier 2 Unit

Representative	Representative
Wendy Reynolds 850-815-4317 <a href="mailto:Wendy.Reynolds@em.myflorida.com">Wendy.Reynolds@em.myflorida.com</a>	Sylvester Williams 850-815-4309 <a href="mailto:Sylvester.Williams@em.myflorida.com">Sylvester.Williams@em.myflorida.com</a>
NAICS Codes & Industry Sectors	NAICS Codes & Industry Sectors
11 – Agriculture, Forestry, Fishing and Hunting 21 – Mining 22 – Utilities 23 – Construction 31-33 – Manufacturing 51 – Information 52 – Finance and Insurance 53 – Real Estate Rental and Leasing 54 – Professional, Scientific, and Technical Services 56 – Administrative and Support and Waste Management and Remediation Services 72 – Accommodation and Food Services 81 – Other Services (except Public Administration) 92 – Public Administration	42 – Wholesale Trade 44-45 – Retail Trade 48-49 – Transportation and Warehousing 55 – Management of Companies and Enterprises 61 – Educational Services 62 – Health Care and Social Assistance 71 – Arts, Entertainment, and Recreation