E-Plan – Emergency Response Information System

Online Tier II Filing Instructions

2013 Calendar Year

www.erplan.net

https://erplan.net/eplan/home.htm

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 <u>not</u> 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. **Network Maintenance**
   E-Plan First responder and filing websites, will be down for network maintenance on **Saturday, January 4, 2013 from 11:00 AM EST to 6:00 PM EST**. During this time all E-Plan websites will be inaccessible.

2. In the filing year 2013, **UT Dallas** will institute **an administrative charge** for organizations that use E-Plan for filing online Tier II reports. Please look at the list to see if a charge for filing applies to you. This administrative charge is used to cover the costs of 1) updating and implementing the online Tier2 submit tool to ensure that it is fully compatible with the EPA's 2013 Tier2 Submit software and 2) the E-Plan staff's effort to service and support the filers throughout the data submission process. There are two methods of payment: credit card and check/money order. Payment must be received by UT Dallas before you are able to upload data to E-Plan. *Your check or money order must be postmarked by February 17, 2014.*

3. Detailed instructions including how and where to pay online payment are available. Please view this step-by-step guide for the *E-Plan's Online Tier2 Submit module*.

4. On July 13, 2012, EPA published a final rule to revise Tier II reporting form. The rule becomes effective on **January 1, 2014**, and facilities must comply with the new requirements on the Tier II inventory form starting reporting year 2013, which is due by **March 1, 2014**. Click here to view changes to the E-Plan's online Tier2 Submit form for filing year 2013.

Florida facility fees paid by DEM

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

E-Plan Online Facility Filing

A new Access ID will be generated in the next page for your submission. For confidentiality purposes please provide a password for this Submission. This password will protect your submission against unauthorized access.

Password: _____

Confirm Password: _____

Name of Submitter: _____

Email address _____

Please enter the below verification code
(characters are case sensitive) _____

w4@D-

[Continue]

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

Fill out above information and a unique Access ID will be sent to the email provided.

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Forgot Access ID

Forgot Password

Sign In

New to E-Plan?   Create An Account

Submission Home

1.

ENTER NEW DATA/ RETRIEVE OLD DATA	COPY DATA	IMPORT TIER2
USE THIS FUNCTION TO ENTER DATA FOR A NEW YEAR OR MAKE CHANGES TO DATA OF AN YEAR ALREADY SUBMITTED	USE THIS FUNCTION TO COPY DATA FROM A SUBMITTED YEAR TO ANY YEAR UP TO THE CURRENT FILING YEAR	USE THIS FUNCTION TO IMPORT AN EXISTING TIER2 '.ZIP', TIER2 '.T2S', OR CAMEO '.ZIP' FILE.

- SELECT A YEAR TO FILE/RETRIEVE TIER II DATA:
  Select Filing Year ▾
- CURRENTLY FILED YEARS :

  [2012] [2011]

  Continue

NOTE:

COPY FUNCTION WILL TRANSFER ALL PREVIOUSLY FILED TIER II DATA AND SITE PLANS

FROM: Previous Year ▾

TO: Filing Year ▾

Copy Data

- NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN UP TO NINE (9) DATA FILES AND CAMEO '.ZIP' FILE SHOULD CONTAIN 16 DATA FILES.
- THESE DATA FILES SHOULD HAVE COMMA-SEPARATED VALUES AND '.MER' FILE EXTENSIONS.

Import 'zip / t2s'

3.

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- CURRENTLY FILED YEARS :

  [2012] [2011]

  Continue

NOTE:

COPY FUNCTION WILL TRANSFER ALL PREVIOUSLY FILED TIER II DATA AND SITE PLANS

FROM: 2012 ▾

TO: Select Year ▾
Select Year
2013

Copy Data

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FROM: Previous Year ▾
Previous Year
2012

TO: 2011

Copy Data

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  [2013] [2012] [2011]

  Continue

NOTE:

COPY FUNCTION WILL TRANSFER ALL PREVIOUSLY FILED TIER II DATA AND SITE PLANS

FROM: Previous Year ▾

TO: Filing Year ▾

COPYING COMPLETED!

☞

CLICK THIS : [2013]

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Import 'zip / t2s'

Filing Management

1. Confirm all facility information is correct

Facility Information	Facility Identification	State Fields	Documents	Validate Record

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 *	Pirate Paul's Ship Yard
Department	
Company Name **	Pirate Paul's Ship Yard
Facility Email	
Fire District	
Report Year	2013
Facility Phone Number	
Facility Notes	

Physical Address

Street *	111 Walk the Plank Way
City *	SEBRING
State *	FL

1. Confirm all facility information is correct

Mailing Address

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

Street _____

City _____

State [Select State ▼]

ZIP _____

Location [Lookup Lat/Long]

Latitude * | 27.45013

Longitude * | -81.518750

Manned *   ○ Yes ● No

Maximum No. of Occupants * | 0

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

Type of Facility *   ☐ EPCRA 302 Facility (Emergency Planning) More Info
☐ EPCRA 311 Facility More Info
☑ EPCRA 312 Facility (Tier2) More Info
☐ CAA 112 Facility (RMP-Chemical Accident Prevention) More Info

Submission

I certify under penalty of law that I have personally examined and am familiar with the information contained in this submission, and that based on my inquiry of those individuals 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 * | Pirate Paul, Captain

[Save & Continue]   [Reset]   [Cancel]

1. Confirm all facility information is correct

| CURRENT FACILITY | CONTACT LIST | CHEMICAL LIST | ADD NEW FACILITY | ADD NEW CONTACT | ADD NEW CHEMICAL |

Pirate Paul's Ship Yard (FacID: 4486887) EDIT DELETE
111 Walk the Plank Way
SEBRING, FL 33875, USA

Facility Information   **Facility Identification**   State Fields   Documents   Validate Record

Facility Identification

* Report a **NAICS** code and **Dun and Bradstreet** (Federal requirement)

ID Type	ID Value	Description		
Dun and Bradstreet	361923365		Edit	Delete
NAICS	221118		Edit	Delete
Florida Facility ID	10497		Edit	Delete
SIC	4911		Edit	Delete

ID Type   Select Type ▼

ID Value   _____

Description   _____

| Add | Reset | Next |

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To find your NAICS code go here:
http://www.naics.com/naicsfiles/2012NAICStoSIC-Crosswalk.pdf

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

1. Confirm all facility information is correct

1. Confirm all facility information is correct

Uploading a site map or MSDS document is optional. Either browse your files and Upload or click Filing Management

2. Confirm all contact information is correct

2013 Online Filing Home

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

Following is the submitted facility information   [Legend Help!]

Add Contact   [Add New Facility]   [Delete Facilities]

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.	4486887	**Pirate Paul's Ship Yard**	✎ ✗ ⚠ ⬇	FL	Not Filed	☐
		Contact Information				
		1. Jon Smith - Emergency Contact	Edit Delete			
		2. Pirate Paul's Ship Yard - Owner / Operator	Edit Delete			
		3. Pirate Paul - Tier II Information Contact	Edit Delete			
		Chemical Information				
		1. Chlorine (7782-50-5)	Edit Delete Copy			

2. Confirm all contact information is correct

| Contact Information | Phone Information | Facility Association | Documents | Validate Record |

Contact Information

Jon Smith (Emergency Contact)

* 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).

* Fields are mandatory

Title	First Mate
Last Name or Business Name *	Smith
First Name	Jon
Street Address *	3035 WYNSTONE DRIVE
City *	SEBRING
County	
State *	FL
ZIP *	33875
Country *	USA
Email *	info@piratepaulsshipyard.com

Save & Continue   **Cancel**

2. Confirm all contact information is correct

Contact Phone Information

Jon Smith (Emergency Contact)

* 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).

Phone Type	Phone Number		
Work	987-123-4567	Edit	Delete
24-hour	800-123-4567	Edit	Delete

Phone Type   Select Phone Type

Phone Number

Add   Reset   Next

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

2. Confirm all contact information is correct

If you have <u>more than one facility</u>, you may add the same Contact person to all facilities using the drop down to select the specific facility and the drop down to select the specific contact type and then click Add.

If you only have <u>one facility</u>, click Next.

2. Confirm all contact information is correct

Uploading a document is optional.

Either Upload Document or click Filing Management.

3. Confirm all chemical information is correct

3. Confirm all chemical information is correct

Chemical Information	Storage Locations	Mixture Components	State Fields	Documents	Validate Record

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 ** `7782505` [Lookup] Help

Chemical Name * `Chlorine` [Lookup]

☑ EHS *   ☐ Trade Secret

Days on site * `365`

Note: Only certain chemicals are EHS. Diesel and Gas are <u>not</u>.

Physical State *(Check all that apply)

☐ Pure   ☐ Mixture

☐ Solid ☑ Liquid ☐ Gas

Hazards *(Check all that apply)

☐ Fire   ☐ Sudden Release of Pressure   ☐ Reactive

Health Effects *(Check all that apply)

☑ Acute ☑ Chronic

Quantity

Note: The quantity is listed in pounds.

Max Daily Amount Code	Select Max Code ▼
Maximum Daily Amount in pounds*	12,750
Avg Daily Amount Code	Select Avg Code ▼
Average Daily Amount in pounds*	12,750
Maximum Amount in largest container (pounds)	12,750
Below Reporting Thresholds	☐

Save & Continue   **Reset**   **Cancel**

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

3. Confirm all chemical information is correct

3. Confirm all chemical information is correct

CURRENT FACILITY	CONTACT LIST	CHEMICAL LIST	ADD NEW FACILITY	ADD NEW CONTACT	ADD NEW CHEMICAL

Pirate Paul's Ship Yard (FacID: 4486887) EDIT DELETE
111 Walk the Plank Way
SEBRING, FL 33875, USA

Chemical Information	Storage Locations	Mixture Components	State Fields	Documents	Validate Record

Chemical Components

Chlorine (CAS#: 7782505)

Component Chemical Name	CAS Number	Max Code	Percentage	

Mixture Components

CAS Number	[_____]	Lookup	Help
Component	[_____]	Lookup	
EHS *	☐		
Maximum Amount Code	Select Max Code ▾		
Percentage	[_____]	Select unit ▾	

Add	Reset	Next

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

Adding a Mixture Component is optional.

Either Add the Mixture Component by entering the necessary fields and clicking Add or if there is no Mixture Component, click Next.

3. Confirm all chemical information is correct

| CURRENT FACILITY | CONTACT LIST | CHEMICAL LIST | ADD NEW FACILITY | ADD NEW CONTACT | ADD NEW CHEMICAL |

Pirate Paul's Ship Yard (FacID: 4486887) EDIT DELETE
111 Walk the Plank Way
SEBRING, FL 33875, USA

| Chemical Information | Storage Locations | Mixture Components | **State Fields** | Documents | Validate Record |

State Applicable Fields

Chlorine (CAS#: 7782505)

| Update & continue | | Reset |

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

3. Confirm all chemical information is correct

CURRENT FACILITY   CONTACT LIST   CHEMICAL LIST   ADD NEW FACILITY   ADD NEW CONTACT   ADD NEW CHEMICAL

Pirate Paul's Ship Yard (FacID: 4486887) EDIT DELETE
111 Walk the Plank Way
SEBRING, FL 33875, USA

Chemical Information   Storage Locations   Mixture Components   State Fields   **Documents**   Validate Record

Document Upload

Chlorine (CAS#: 7782505)

Document ID	File Name	File Type	File Category	File Description	Download	

Upload Document

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

Uploading a document is optional.

Either Upload Document or click Filing Management.

4. Validate Record

2013 Online Filing Home

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Following is the submitted facility information [Legend Help!]

[Add New Facility] [Delete Facilities]

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

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		Chemical Information							
		1. Chlorine (7782-50-5)	Edit	Delete	Copy				

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

[Validate Record]

[First Responder View]

4. Validate Record

Submission Report for Access ID 1026371

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.

Validation Time : Fri Jan 03 20:38:35 UTC 2014

FacID 4486887 : Pirate Paul's Ship Yard

    Facility Passed all Checks

CONGRATULATIONS!!! Your report has passed ALL submission tests for filing year 2013.
Click | **Upload Data to E-Plan** | to complete the Tier II submission.

Exporting Tier II report to: | **Tier2 zip file** | **.t2s File** | **PDF file** |

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

4. Validate Record

4. Validate Record

EPlan | UT DALLAS — The University of Texas at Dallas | United States Environmental Protection Agency

Submission Home   Filing Management   Validate Record   Invoice for 2013   Invoice History   Manage Submission   Logout

Invoice - Pirate Paul (1026371)

Paid Invoice(s)

INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	DUE DATE	OPTION
EPLAN2013-1000289	Pirate Paul's Ship Yard	2014-01-03	Paid	Other	$0.00	2014-03-01	Download Receipt / FL SERC REG
Detail List			Filed	FL	$0.00	(FacID:4486887) Pirate Paul's Ship Yard	

4. Validate Record

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

Owner/Operator Information

Filing Year	2013
Company Name *	Pirate Paul's Ship Yard
Business Mailing Address (Street or P.O. Box) *	3035 Wynstone Dr.
City *	Sebring
State *	FL
Zip *	33815
Federal Employer Identification (FEI) No. *	
SIC Code *	4911
NAICS Code *	221118
Telephone *	
Contact Person *	
Title *	

Completely fill out Consolidated Registration Form & scroll down.

4. Validate Record

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

1. Is your facility regulated by the Department of Environmental Protection for storage tanks (Section 376.303 of the Florida Statutes)?   ○ Yes ● No

2. Is your facility regulated by the Department of Agriculture and Consumer Services (Chapter 527, Florida Statutes)?   ○ Yes ● No

3. Is your facility regulated by the Public Service Commission for gas transmission and distribution lines (Chapter 368, Florida Statutes)?   ○ Yes ● No

5. Is your facility's primary function to grow crops or raise farm animals?   ○ Yes ● No

Calculated Fees

Enter Number of employees (statewide)	25
Filing Rate	$ 10.00
Filing Fees (Minimum $25 , Maximum $2000)	$ 250.00

[Calculate]   [Reset]

Payment Method

○ Credit Card Payment (will be redirected to external site)

○ Check/Money Order

[Submit]

2013 Online Filing Home

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

[**Validate Record**]

[**First Responder View**]

Questions?

Eric Anderson

LEPC IV Staff, Regional Planner

eanderson@nefrc.org

Local Emergency Planning Committee, District IV

6850 Belfort Oaks Place

Jacksonville, Florida 32216

O: (904) 279-0880

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