EPCRA Section 302 - Emergency Response Planning

Section 302 of Emergency Planning and Community Right-to-Know Act (EPCRA) requires facilities to determine if they have any extremely hazardous substances (EHSs) located on-site above a Threshold Planning Quantity (TPQ). EPCRA section 302 EHS and their corresponding TPQs can be found in the “List of Lists.” If a facility has an EHS that exceeds the TPQ, the owner or operator must submit a one-time notification to the State Emergency Response Commission (SERC) or Tribal Emergency Response Commission (TERC) and the Local Emergency Planning Committee (LEPC) (if one exists in your community).

If at any time a facility obtains or produces an EHS exceeding the TPQ, that facility must notify the SERC/TERC and LEPC within 60 days.

Special instructions: Check with your State SERC/TERC and County LEPC for their EPCRA section 302 reporting requirements.

Criteria for submitting the facility profile information to the SERC/TERC and LEPC:

- Facility has an EHS on site that is subject to reporting under EPCRA section 302 and can be found in the SARA Title III “List of Lists.” The EHS list can also be found in 40 CFR Part 355, Appendices A and B; and

- The EHS exceeds the TPQ at any one time.

How is an EHS quantity in a mixture calculated?

If an EHS is present in a mixture, only the quantity (in pounds) of the EHS within the mixture applies toward the TPQ assessment. Refer to the Safety Data Sheet (SDS) to determine the mixture component percentages. For instance, if a 100 pound mixture contains 20% by weight of an EHS, then the EHS is present at 20 pounds.

What are some example EHSs?

Some common EHSs and their 302 TPQs include ammonia (500 pounds), formaldehyde (500 pounds), chlorine (100 pounds), sulfuric acid (1,000 pounds), nitric acid (1,000 pounds), and phosphorus (100 pounds). TPQs refer to the cumulative total of each chemical stored at a facility.

For instance, if a facility has 500 pounds of sulfuric acid used in wastewater treatment and 600 pounds of sulfuric acid in an electric fork lift battery, reporting is required because sulfuric acid is present at the facility over 1000 pounds, the TPQ.
How is EHS reporting under EPCRA section 302 different from EPCRA section 312 (Tier II) reporting?

There are two main differences between EHS reporting associated with EPCRA section 302 and EPCRA section 312.

1. First, an EHS in EPCRA section 302 is reportable if it meets or exceeds the TPQ. An EHS is reportable under EPCRA section 312 if it meets or exceeds the TPQ or 500 pounds if 500 pounds is lower than the TPQ.

   For example, the TPQ of nitric acid is 1,000 pounds. For nitric acid to be reportable under EPCRA section 302, it must meet or exceed 1,000 pounds. However, nitric acid is reportable under EPCRA section 312 if it meets or exceeds 500 pounds.

2. Secondly, ECPRA section 302 is a one-time reporting of an EHS. ECPRA section 312 requires annual reporting of an EHS.
**E-Plan Online Reporting system**

Log on to the system at [https://tier2.erplan.net](https://tier2.erplan.net)

**First Time Users**
Once at the Welcome to E-Plan’s Online Reporting System page, click on "Create An Account" link to create a new 7-digit Access ID (e.g., 1001234). You will be prompted to enter a password twice, the name of the submitter, and a **valid** email address for your submission. The password will protect your submission against unauthorized access.

**Previous Submitters**
If you have already registered for an account, just sign in with your seven-digit Access ID and password.
Click on “EPCRA 302” tab to open the EPCRA 302 Online Notification Home page.

The EPCRA 302 Online Notification Home page will appear.

Click on the “Add New Facility” button to create your report.
The EPCRA section 302 report (notification) consists of three sections:

1. **Facility Information**

2. **Facility Emergency Contact**
   A facility must report at least
   - One Owner/Operator contact
   - One Emergency Contact
   - One Fac. Emergency Coordinator

*Note:* The one-page EPCRA section 302 report (PDF) lists the Emergency Contact and Fac. Emergency Coordinator only.

3. **Hazardous Material Information**
   - You should report EHSs only. **DO NOT** report any non-EHS chemicals.
   - EHSs can be found in the SARA Title III “List of Lists”
Facility Information

Enter the required facility information.

Click “Save & Continue” to save the facility information.
Facility Emergency Contact

Click on the appropriate “Add New Contact” icon.

Choose a “Contact Role” and click “Continue”.
Enter the required contact information and click “Save & Continue” to save the contact information.

Select a “Phone Type”, enter a “Phone Number”, and click “Add” to save the information.

Note: Each “Emergency Contact” must have at least two phone numbers, at least one of which must have the phone type of “24-hour”.
Hazardous Material Information

Click on the appropriate “Add New Chemical” icon.

Enter the required chemical information.
Click “Save & Continue” to save the chemical information.

**Note:** If you report a mixture that contains at least one EHS, check the “Mixture” box and enter the name and CAS number of each EHS in the “Mixture Components” tab.

If a mixture containing an EHS is stored at your facility, and if the quantity of that EHS reaches its reporting threshold amount, then you report that EHS mixture component only.
Select and enter the required “Chemical Storage Location” and click “Add” to save. Unless Confidential is checked, there must be at least one location record.

Select and enter the required information for each EHS component if you report a mixture that contains at least one EHS.

Click “Add” to save.
Validating Data

Once you have entered all required information about a facility, the contact people for that facility and the EHSs in the facility’s inventory, you can click “Validate Record”.

You must fix errors (if any).

When the system verifies that your EPCRA section 302 report has passed the minimum required fields for submission, the “Upload Data to E-Plan” will appear.
Exporting Data

You can export your data to a PDF file. Clicking the "PDF file" button on the Submit Report page brings up a list of facilities. To generate a PDF report for a particular facility, check the appropriate box and click Create PDF.

Notes:

1) Filing status – Not Filed: Once your facility has passed the validation checks, you can generate a “draft-watermarked report”.

2) Filing status – Filed: When your data is filed, you can export data to PDF file (without a watermark).
Submitting Data

Clicking the "Upload Data to E-Plan" button opens the Submit Facility Information page.

Once your report has passed ALL submission tests for EPCRA 302, click Submit to E-Plan to complete your submission.

This should bring up a list of 302 facilities created by you. Besides each facility, you will find a check box and at the right of the facility name you will see a status indicating whether it has been FILED or not.

If a facility has not been filed, then select the appropriate check box and click “Submit” to file your 302 data into E-Plan.
**Invoicing and Payment**

Once you select the “Upload Data to E-Plan” button, the system will display a list of 302 facilities for year 20xx created by you. Besides each facility, you will find a Check Box and at the right of the facility name you will see a status indicating whether it has been FILED or not. If a facility has not been filed, then select the check box and click on the Submit button to create an invoice based upon each facility’s location.

Please see the table below for “E-Plan administrative charge.” A flat $100 administrative charge per each EPCRA section 302 facility report regardless of the number of EHSs. This E-Plan administrative charge applies to all EPCRA section 302 facilities in both public and private sectors that file their EPCRA section 302 notifications using E-Plan.

<table>
<thead>
<tr>
<th>If your facility is located in</th>
<th>E-Plan Administrative Charge per Facility</th>
<th>State Filing Fee</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montana, North Carolina, or Warren County (OH)</td>
<td>$0</td>
<td>No</td>
<td>These states and Warren County (Ohio) have covered the cost for all 302 facilities within their jurisdiction.</td>
</tr>
<tr>
<td>Florida</td>
<td>$0</td>
<td>Yes</td>
<td>State of Florida has covered the cost for all 302 facilities within their jurisdiction.</td>
</tr>
<tr>
<td>All other states</td>
<td>$100</td>
<td>Contact your State SERC/TERC</td>
<td>Contact your State SERC/TERC to see if they accept E-Plan as a form of electronic filing.</td>
</tr>
</tbody>
</table>

The University of Texas at Dallas (UT Dallas) offers two convenient payment methods (credit card and check/money order) to meet your individual needs; select the option that best suits you.

Your data will be automatically uploaded into E-Plan upon receipt of your payment in full.

**Note:** Please Contact Us if you are not allowed to pay credit card via PayPal. We will send you the instructions for making your credit card payment via UT Dallas MarketPlace.
E-Plan’s Online 302 Data Submission Receipt

Once you have submitted your EPCRA section 302 data into E-Plan, the system will send an email message to you stating your submittal was received.

EMAIL

Thu 5/31/2018 3:56 PM

eplan@utdsepi.org
E-Plan's Online 302 Data Submission Receipt

Dear E-Plan:

THIS IS AN AUTOMATED RESPONSE. PLEASE DO NOT REPLY TO THIS MESSAGE.

Your Section 302 - Emergency Planning Notification data was successfully processed by the E-Plan's Online Reporting System at The University of Texas at Dallas as shown in the attached E-Plan's EPCRA Section 302 Notification.

Following table lists the current status of your facilities created under Access ID 100050

<table>
<thead>
<tr>
<th>Facility Id</th>
<th>Facility Name</th>
<th>State</th>
<th>Filling Status</th>
<th>First Submit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>61421770</td>
<td>TEST FACILITY - 302 REPORT</td>
<td>TX</td>
<td>Filed</td>
<td>Thu May 31 20:32:37 UTC 2018</td>
</tr>
</tbody>
</table>

If you need assistance, please contact the E-Plan Admin Team via the "Contact Us" button at https://lee2.epplan.net

Best regards,
E-Plan Admin Team
SECTION 302 - EMERGENCY PLANNING NOTIFICATION (Review Only)
processed by the E-Plan’s Online Reporting System (Filing Status: Not Filed)

This is a notification that the facility has an Extremely Hazardous Substance at or above the Threshold Planning Quantity (TPQ).

FACILITY INFORMATION
- Facility Name: TEST FACILITY - 302 REPORT MAY2018
- E-Plan Facility ID: 6185336
- Company Name: UTD
- Physical Address: 17519 Waterview Parkway, Dallas, Dallas county, TX - 75228, USA
- Latitude: 32.992018
- Longitude: -96.75746700000002
- Mailing Address: 17519 Waterview Parkway, Dallas, TX - 75228
- NAICS: Dun & Bradstreet
- State Facility ID:

FACILITY EMERGENCY CONTACT
- Full Name: Emergency UTD2
- Position: EC1
- Telephone: 800-000-0000 - 24-hour
- 972-883-0000 - Work
- Email: eplan2@utdallas.edu

- Full Name: IDa UTD
- Position: Operator
- Telephone: 800-747-5150 - Emergency
- Email: htxt2000@utdallas.edu

- Full Name: IDa UTD1
- Position: FEC
- Telephone: 800-800-8000 - 24-hour
- Telephone: 800-747-5150 - Emergency
- Email: eplan@utdallas.edu

HAZARDOUS MATERIAL INFORMATION

<table>
<thead>
<tr>
<th>No.</th>
<th>Chemical Name (CAS)</th>
<th>Max Amt (lb)</th>
<th>Storage Type / Location</th>
<th>Mixture</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mixture with one EHHS ()</td>
<td>5,000</td>
<td>Battery / In the shop</td>
<td>Sulfuric Acid (7647000)</td>
</tr>
<tr>
<td>2</td>
<td>Sulfuric Acid (7647000)</td>
<td>2,000</td>
<td>Battery / Test lab</td>
<td>Sulfuric Acid (7647000)</td>
</tr>
</tbody>
</table>

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 that the submitted information is true, accurate and complete.

TEST SUBMITTER

Name and Official title of Person Making Notification ___________________________

Date ___________________________

Facility Name: TEST FACILITY - 302 REPORT MAY2018
E-Plan Facility ID: 6185336
Filing Status: Not Filed
Managed by The University of Texas at Dallas