

### **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 forklift battery, reporting is required because sulfuric acid is present at the facility over 1000 pounds, the TPQ.



## E-PLAN - EPCRA SECTION 302 REPORTING

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### **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 - EPCRA SECTION 302 REPORTING

### E-Plan Online Reporting system

Log on to the system at <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.

**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), Richmond City (VA), Smyth County (VA), Virginia Beach City (VA), and Waynesboro City (VA)) accept E-Plan as an electronic form of Tier II reports.
4. If your State SERC and/or County LEPC's accept Tier2 Submit such as .t2s or Tier2 zip file electronically, you can create and export data via E-Plan. Please [Contact Us](#) to ask a question or report a problem.
5. 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.

#### 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.

Access ID

[Forgot Access ID](#)

Password

[Forgot Password](#)

[Sign In](#)

New to E-Plan? [Create An Account](#)

[Contact Us](#) | [FAQ](#) | [E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

## E-PLAN - EPCRA SECTION 302 REPORTING

Click on “**EPCRA 302**” tab to open the **EPCRA 302 Online Notification Home** page.

**E-Plan Online Filing Submission Management**

Access ID: 1000530 ( E-Plan )

EPCRA 312 (Tier2)
**EPCRA 302**
EPCRA 304
EPCRA 311
Facility Emergency Plans

**ENTER NEW DATA/  
RETRIEVE OLD DATA**

USE THIS FUNCTION TO ENTER DATA FOR A NEW YEAR OR MAKE CHANGES TO DATA OF AN YEAR ALREADY SUBMITTED

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

2016

2015

2014

2013

2012

2011

2009

2008

2007

2006

2005

[Continue](#)

**COPY DATA**

USE THIS FUNCTION TO COPY DATA FROM A SUBMITTED YEAR TO ANY YEAR UP TO THE CURRENT FILING YEAR

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

FROM: [Previous Year ▼]

TO: [Filing Year ▼]

[Copy Data](#)

**IMPORT TIER2**

USE THIS FUNCTION TO IMPORT AN EXISTING TIER2 '.ZIP', TIER2 '.T2S', OR CAMEO '.ZIP' FILE.

- 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'](#)

EPCRA 302 , 304 , 311 , Emergency Plan Notifications  
These notification options are for the current year 2017 only.

The **EPCRA 302 Online Notification Home** page will appear.

**EPCRA 302 Online Notification Home**

🔍 Search Existing Facilities

FACILITY ID	FACILITY NAME	STREET ADDRESS	CITY	COUNTY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[FIND](#)

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

Page 1 of 1    1    Total number of facilities: 1    [Add New Facility](#)    [Delete Facilities](#)    No of Results per page : 50 ▼

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	5806755	<b>Test facility</b> Contact Information 1. Virginia Smith - Emergency Contact <a href="#">Edit</a> <a href="#">Delete</a>	TX	Not Filed	<input type="checkbox"/>

Important: On Completion of data entry please click on “[Validate Record](#)” to finalize filing

[Validate Record](#)

[First Responder View](#)

[Contact Us](#) | [FAQ](#) | [E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

Click on the “**Add New Facility**” button to create your report.



## E-PLAN - EPCRA SECTION 302 REPORTING

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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

Facility Information

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

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

**Facility Details**

Facility Name \*

Department

Company Name \*\*  Copy company name to other facilities

Facility Email

Fire District

Report Year

Facility Phone Number

Facility Notes

**Physical Address**

Street \*

City \*

State \*

County \*

Note: The 'county name' is the 'city name' when there is no associated county.

ZIP \*

Country

Enter the required facility information.

**Mailing Address** Copy mailing address to other facilities

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

Street

City

State

ZIP

Country

**Location** Lookup Lat/Long Validate Lat/Long

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.

**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 \*

Save & Continue
Reset
Cancel

Click "Save & Continue" to save the facility information.

## Facility Emergency Contact







**EPCRA 302 Online Notification Home**

Search Existing Facilities

FACILITY ID	FACILITY NAME	STREET ADDRESS	CITY	COUNTY
Facility ID	Facility Name	Street Address	City	County

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

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

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	6142778	<b>TEST FACILITY - 302 REPORT</b> Chemical Information 1. Sulfuric Acid (7664-93-9)	TX	Not Filed	     

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

[Validate Record](#) [First Responder View](#)

[Contact Us](#) | [FAQ](#) | [E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

Click on the appropriate "Add New Contact" icon.

**Select Contact Role**

Facility ID: 6142778

\* 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).

Contact Role Select Contact Type

- Select Contact Type
- Emergency Contact
- Owner / Operator**
- Fac. Emergency Coordinator
- Parent Company
- Tier II Information Contact
- Submitter
- Billing
- Fire Department
- Other
- Primary
- Secondary
- Carrier
- Carrier Emergency
- Regulatory POC

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Choose a "Contact Role" and click "Continue".

## E-PLAN - EPCRA SECTION 302 REPORTING

### Contact Information

\* 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

Last Name or Business Name \*

First Name

Street Address \*

City \*

County

State \*

ZIP \*

Country \*

Email \*

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Enter the required contact information and click “**Save & Continue**” to save the contact information.

Submission Home
ECPRA 302 Filing Management
Validate Record
Invoice for 2018
Account Information
Logout

CURRENT FACILITY
CONTACT LIST
CHEMICAL LIST

TEST FACILITY - 302 REPORT (FacID: 6142778) [EDIT](#) [DELETE](#)

179197 Waterview Parkway  
Dallas, TX 75252, USA

Contact Information
Phone Information
Facility Association
Documents
Validate Record

### Contact Phone Information

iDa UTD (Owner / Operator)

\* 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

Phone Type
Phone Number

Select Phone Type
▼

Select Phone Type

24-hour

Mobile - Cell

Emergency

Work

Home

Fax

Beeper - Pager

[Contact Us](#) | [FAQ](#) | [E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

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

**EPCRA 302 Online Notification Home**

Search Existing Facilities

FACILITY ID	FACILITY NAME	STREET ADDRESS	CITY	COUNTY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Page 1 of 1    1    Total number of facilities: 1       

No of Results per page : 50

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	6142778	TEST FACILITY - 302 REPORT	TX	Not Filed	<input type="button" value="Delete"/>

Chemical Information

NO.	Chemical Name	EDIT	DELETE	COPY	ADD NEW CHEMICAL
1.	Sulfuric Acid (7664-93-9)	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy"/>	<input type="button" value="Add New Chemical"/>

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

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Click on the appropriate "Add New Chemical" icon.

**Chemical 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.

**Chemical Details**

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

Chemical Name \*

☐ EHS \*    ☐ Trade Secret

Days on site \*

Chemical information identical to previous year ☐

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

☐ Pure    ☐ Mixture

☐ Solid    ☐ Liquid    ☐ Gas

**Physical Hazards** \*(Check all that apply)

☐ Explosive

☐ Flammable (gases, aerosols, liquids, or solids)

☐ Oxidizer (liquid, solid or gas)

Enter the required chemical information.

☐ 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

**Quantity**

Max Daily Amount Code

Select Max Code

Maximum Daily Amount in pounds\*

Avg Daily Amount Code

Select Avg 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 Act of 1986. 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 Consolidated List of Lists.) For 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 granted a specific exemption from Tier II reporting under 40 CFR 370.10-13.

Save & Continue

Reset

Cancel

Contact Us

FAQ

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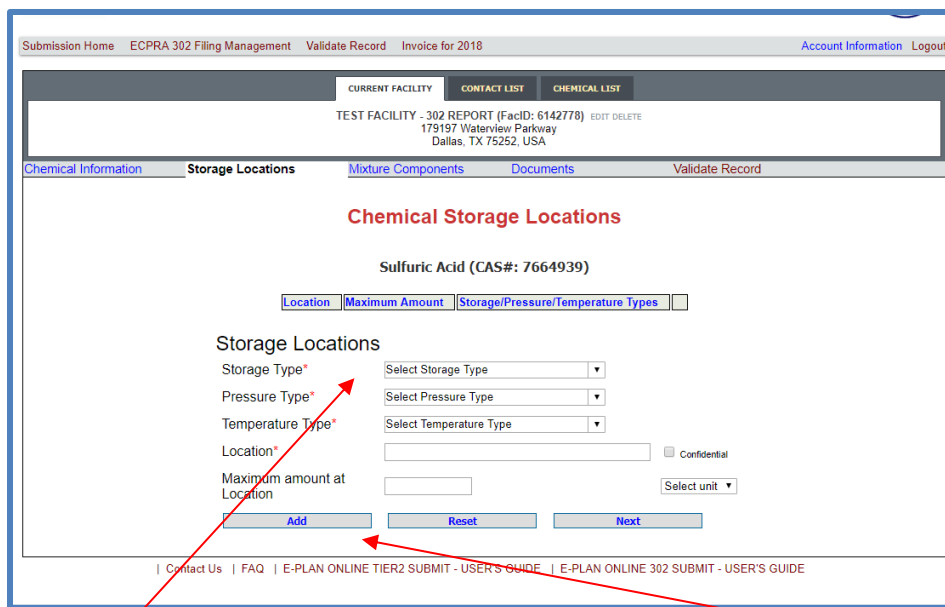
E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE

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.

# E-PLAN - EPCRA SECTION 302 REPORTING



Submission Home EPCRA 302 Filing Management Validate Record Invoice for 2018 Account Information Logout

CURRENT FACILITY CONTACT LIST CHEMICAL LIST

TEST FACILITY - 302 REPORT (FacID: 6142778) EDIT DELETE  
179197 Waterview Parkway  
Dallas, TX 75252, USA

Chemical Information Storage Locations Mixture Components Documents Validate Record

### Chemical Storage Locations

Sulfuric Acid (CAS#: 7664939)

Location Maximum Amount Storage/Pressure/Temperature Types

Storage Locations

Storage Type\* Select Storage Type

Pressure Type\* Select Pressure Type

Temperature Type\* Select Temperature Type

Location\* Confidential

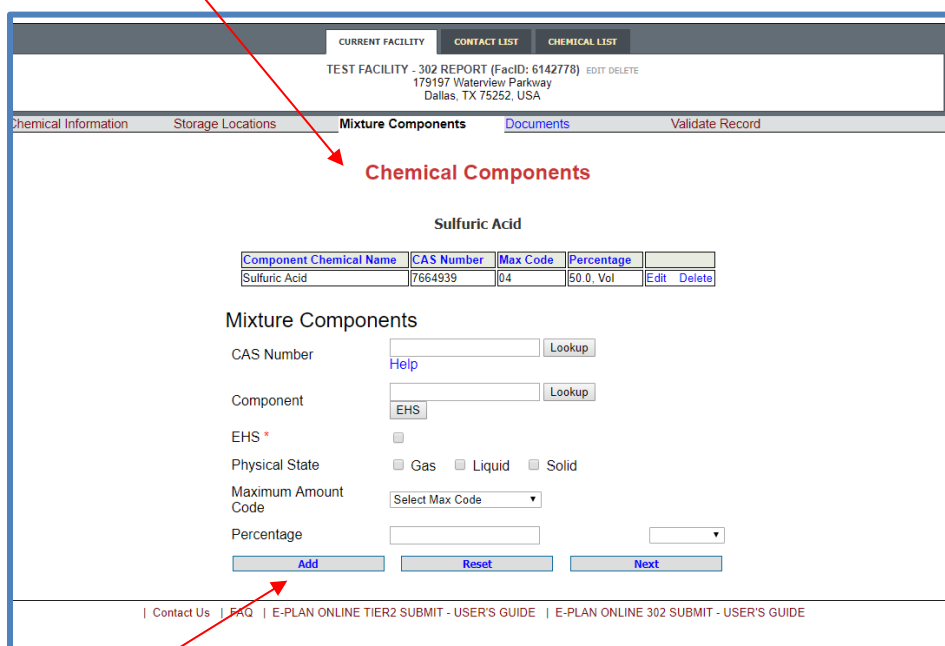
Maximum amount at Location Select unit

Add Reset Next

Contact Us FAQ E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE

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 components if you report a mixture that contains at least one EHS.



CURRENT FACILITY CONTACT LIST CHEMICAL LIST

TEST FACILITY - 302 REPORT (FacID: 6142778) EDIT DELETE  
179197 Waterview Parkway  
Dallas, TX 75252, USA

Chemical Information Storage Locations Mixture Components Documents Validate Record

### Chemical Components

Sulfuric Acid

Component Chemical Name	CAS Number	Max Code	Percentage
Sulfuric Acid	7664939	04	50.0, Vol

Mixture Components

CAS Number Help Lookup

Component EHS Lookup

EHS \*

Physical State Gas Liquid Solid

Maximum Amount Code Select Max Code

Percentage

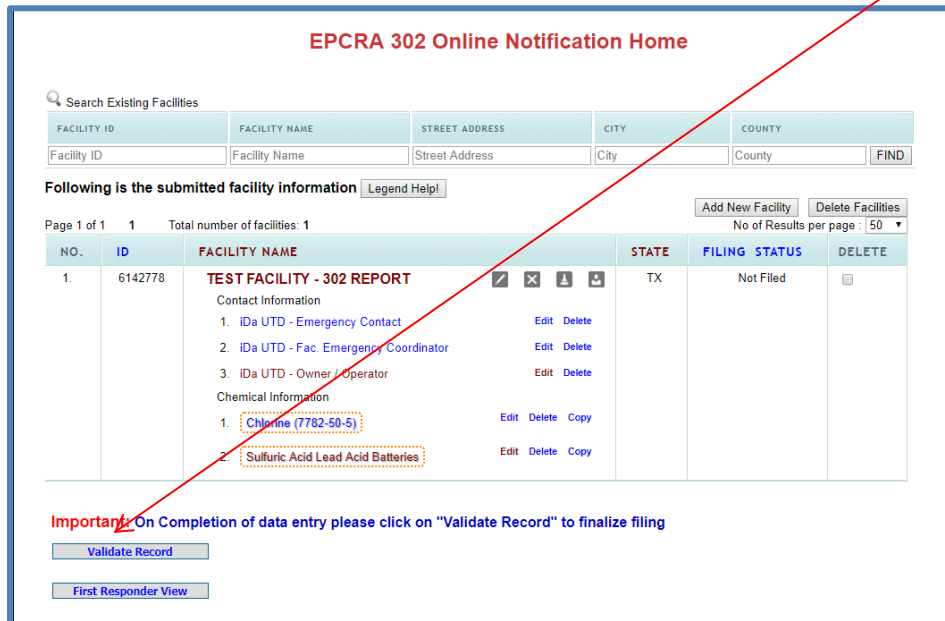
Add Reset Next

Contact Us FAQ E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE

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".



**EPCRA 302 Online Notification Home**

Search Existing Facilities

FACILITY ID	FACILITY NAME	STREET ADDRESS	CITY	COUNTY
Facility ID	Facility Name	Street Address	City	County

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

Page 1 of 1    1    Total number of facilities: 1    [Add New Facility](#)    [Delete Facilities](#)    No of Results per page : 50

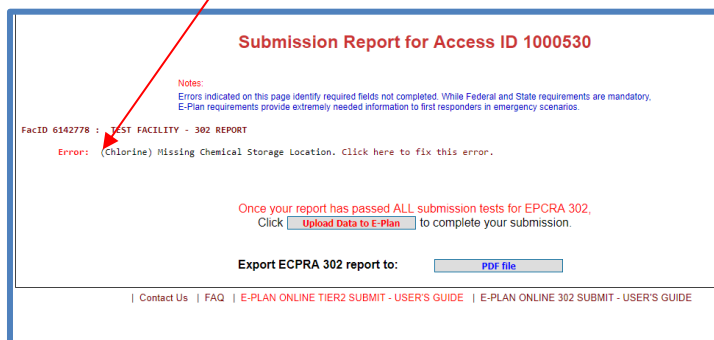
NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	6142778	<b>TEST FACILITY - 302 REPORT</b> Contact Information 1. iDa UTD - Emergency Contact <a href="#">Edit</a> <a href="#">Delete</a> 2. iDa UTD - Fac. Emergency Coordinator <a href="#">Edit</a> <a href="#">Delete</a> 3. iDa UTD - Owner / Operator <a href="#">Edit</a> <a href="#">Delete</a> Chemical Information 1. Chlorine (7782-50-5) <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy</a> 2. Sulfuric Acid Lead Acid Batteries <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Copy</a>	TX	Not Filed	<input type="checkbox"/>

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

[Validate Record](#)

[First Responder View](#)

You must fix errors (if any).



**Submission Report for Access ID 1000530**

**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 6142778 : TEST FACILITY - 302 REPORT

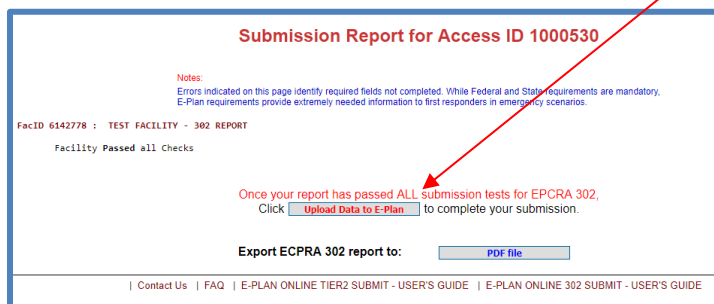
**Error:** (Chlorine) Missing Chemical Storage Location. Click here to fix this error.

Once your report has passed ALL submission tests for EPCRA 302, Click [Upload Data to E-Plan](#) to complete your submission.

Export ECPRA 302 report to: [PDF file](#)

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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.



**Submission Report for Access ID 1000530**

**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 6142778 : TEST FACILITY - 302 REPORT

Facility Passed all Checks

Once your report has passed ALL submission tests for EPCRA 302, Click [Upload Data to E-Plan](#) to complete your submission.

Export ECPRA 302 report to: [PDF file](#)

[Contact Us](#) | [FAQ](#) | [E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

## Exporting Data

### Submission Report for Access ID 1000530

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 6142778 : TEST FACILITY - 302 REPORT  
Validated : 2018-05-31 20:21:06.0 UTC  
Facility Passed all Checks

FacID 6189336 : TEST FACILITY - 302 REPORT MAY2018  
Validated : 2018-06-04 21:06:59.0 UTC  
Facility Passed all Checks  
Warning: Latitude (32.992018) of Dallas County, TX should be between 32.545214 and 32.989482. [Edit Facility and correct value to fix this warning.](#)

Once your report has passed ALL submission tests for EPCRA 302,  
Click [Upload Data to E-Plan](#) to complete your submission.

Export ECPRA 302 report to: [PDF file](#)

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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.

### Select Facilities for PDF

Note:  
The selection box will be shown if Validation status is "Pass"

<input type="checkbox"/> Select all	No.	ID	Facility Name	State	Filing Status	Validation Status	Invoice Status
<input type="checkbox"/>	1	6142778	TEST FACILITY - 302 REPORT	TX	Filed	Pass	Paid
<input type="checkbox"/>	2	6189336	TEST FACILITY - 302 REPORT MAY2018	TX	Not Filed	Pass	

[Create PDF](#)
[Back](#)

| [Contact Us](#) | [FAQ](#) | [E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

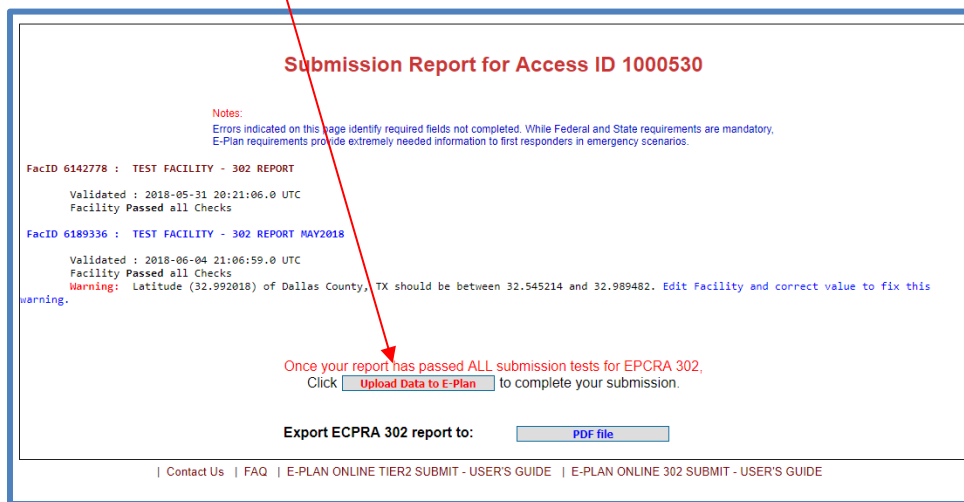
### Notes:

- 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).

# E-PLAN - EPCRA SECTION 302 REPORTING

## Submitting Data

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



**Submission Report for Access ID 1000530**

**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 6142778 : TEST FACILITY - 302 REPORT**  
Validated : 2018-05-31 20:21:06.0 UTC  
Facility Passed all Checks

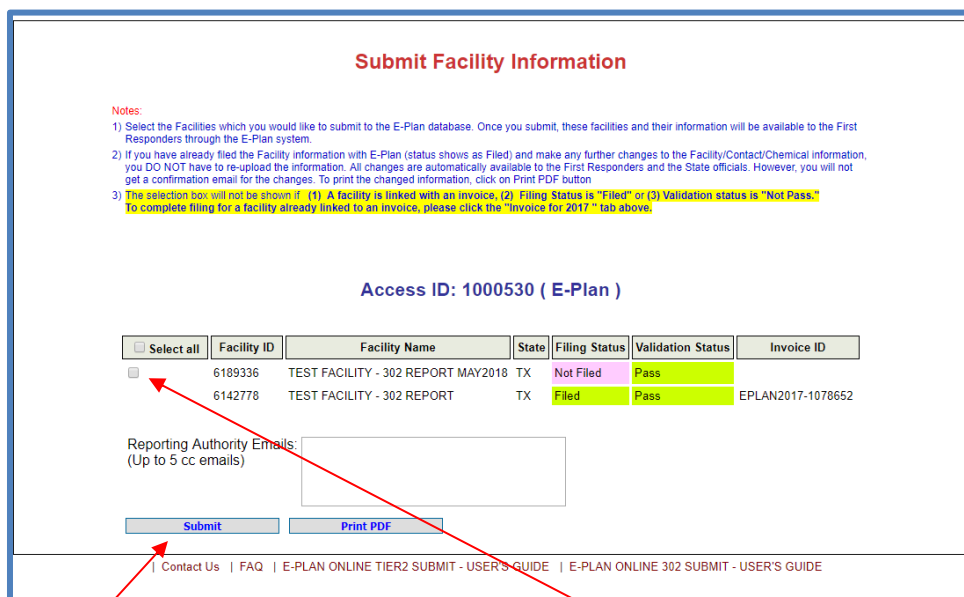
**FacID 6189336 : TEST FACILITY - 302 REPORT MAY2018**  
Validated : 2018-06-04 21:06:59.0 UTC  
Facility Passed all Checks  
**Warning:** Latitude (32.992018) of Dallas County, TX should be between 32.545214 and 32.989482. [Edit Facility](#) and correct value to fix this warning.

Once your report has passed ALL submission tests for EPCRA 302, Click [Upload Data to E-Plan](#) to complete your submission.

Export ECPRA 302 report to: [PDF file](#)

[Contact Us](#) | [FAQ](#) | [E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

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.



**Submit Facility Information**

**Notes:**  
1) Select the Facilities which you would like to submit to the E-Plan database. Once you submit, these facilities and their information will be available to the First Responders through the E-Plan system.  
2) If you have already filed the Facility information with E-Plan (status shows as Filed) and make any further changes to the Facility/Contact/Chemical information, you DO NOT have to re-upload the information. All changes are automatically available to the First Responders and the State officials. However, you will not get a confirmation email for the changes. To print the changed information, click on Print PDF button.  
3) The selection box will not be shown if (1) A facility is linked with an invoice, (2) Filing Status is "Filed" or (3) Validation status is "Not Pass." To complete filing for a facility already linked to an invoice, please click the "Invoice for 2017" tab above.

**Access ID: 1000530 ( E-Plan )**

<input type="checkbox"/> Select all	Facility ID	Facility Name	State	Filing Status	Validation Status	Invoice ID
<input type="checkbox"/>	6189336	TEST FACILITY - 302 REPORT MAY2018	TX	Not Filed	Pass	
<input type="checkbox"/>	6142778	TEST FACILITY - 302 REPORT	TX	Filed	Pass	EPLAN2017-1078652

Reporting Authority Emails:  
(Up to 5 cc emails)

[Submit](#) [Print PDF](#)

[Contact Us](#) | [FAQ](#) | [E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

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



## E-PLAN - EPCRA SECTION 302 REPORTING

### 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.

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

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](#).

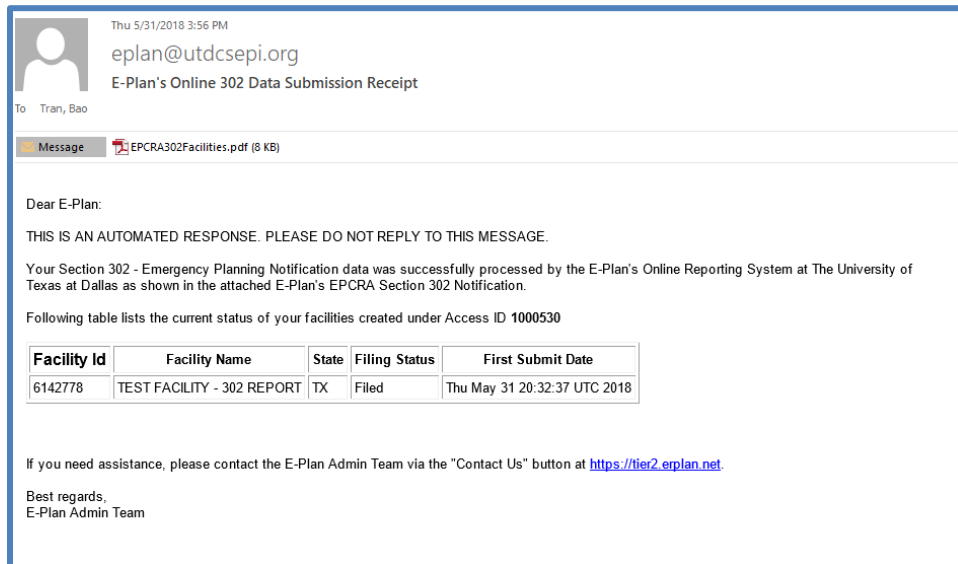


## E-PLAN - EPCRA SECTION 302 REPORTING

### 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







# E-PLAN - EPCRA SECTION 302 REPORTING

## EPCRA SECTION 302 REPORT

Page1

### 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: 6189336  
Company Name: UTD  
Physical Address: 17919 Waterview Parkway , Dallas, Dallas county , TX - 75228 , USA  
Latitude: 32.992018 Longitude: -96.75746700000002  
Mailing Address: 17919 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 Email: eplan2@utdallas.edu  
972-883-0000 - Work  
Full Name: iDa UTD Position: Operator  
Telephone: 800-747-5150 - Emergency Email: btt021000@utdallas.edu  
800-000-0001 - 24-hour  
Full Name: iDa UTD1 Position: FEC  
Telephone: 800-800-8000 - 24-hour Email: eplan@utdallas.edu  
800-747-5150 - Emergency

#### HAZARDOUS MATERIAL INFORMATION

No.	Chemical Name (CAS)	Max Amt (lb)	Storage Type / location	Mixture
1	Mixture with one EHS ( )	5,000	Battery / In the shop	Sulfuric Acid (7664939)
2	Sulfuric Acid, Spent (7664939)	2,000	Battery / Test lab	

#### 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: 6189336 Filing Status: Not Filed  
Managed by The University of Texas at Dallas