

## Using E-Plan to Submit Tier II

Mathew Marshall E-Plan State Tier 2 Coordinator m.marshall@utdallas.edu

# 40 CFR Part 370.10 Who must comply with the hazardous chemical reporting requirements?

- (a) You must report if OSHA requires your facility to prepare or have available MSDS (SDS) for a hazardous chemical and if either of the following conditions is met:
  - (1) An *EHS* is present at your facility at any one time in an amount equal to or greater than <u>500 pounds</u> (227 kg—approximately 55 gallons) or TPQ.
  - (2) Non-EHS is present at your facility at any one time in an amount equal to or greater then 10,000 pounds (or 4,540 kg).

\*\*\*Check with the State, LEPC and Fire Department for different amounts

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CHEMTREC

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OSHA Occupational Chemical Database

DisasterAssistance.gov

E-Plan - Emergency Response Information System

#### FIRST RESPONDERS

**Login Page** 

Federal, State, and Local Government Personnel

#### Online Tier2 eSubmit

Login Page

Tier II Submitters, Facility Managers, and Business Owners

#### 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. E-PLAN Webinars on "How to use E-Plan to submit a 2017 Tier2 report". Registration at https://register.gotowebinar.com/rt/8364817669507546371. Dates are:
  - \* January 8, 2018
  - \* January 22, 2018
  - \* February 5, 2018
  - \* February 19, 2018

Forgot Access LD 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.

- 5. 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.
- 6. Please refer to your state's web site and the EPA's State Tier II Reporting Requirements and Procedures for submission details

New to 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

Create An Account

#### **E-Plan Online Filing Submission Management**

Access ID: 1014804 ( Mathew Marshall )

EPCRA 312 (Tier2) EPCRA 302	EPCRA 304 EPCRA 311	Facility Emergency Plans
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  • SELECT A YEAR TO FILE/RETRIEVE TIER II DATA:  Select Filing Year  • CURRENTLY FILED YEARS:  2017 2016 2015  2014 2013 2012  2011 2010	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	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 TEN (10) DATA FILES AND CAMEO '.ZIP' FILE SHOULD CONTAIN 16 DATA FILES.  • THESE DATA FILES SHOULD HAVE COMMA-SEPARATED VALUES AND '.MER' FILE EXTENSIONS OR XML TAGGED VALUES AND '.XML' FILE EXTENSION.
Continue	Copy Data	Import 'zip / t2s'







Submission Home Manage Submission Logout

#### E-Plan Online Filing Submission Management

Access ID: 1014804 (Mathew Marshall)

EPCRA 312 (Tier2) EPCRA 302 **ENTER NEW DATA/ COPY DATA IMPORT TIER2 RETRIEVE OLD DATA** USE THIS FUNCTION TO ENTER DATA USE THIS FUNCTION TO COPY DATA USE THIS FUNCTION TO IMPORT AN FOR A NEW YEAR OR MAKE CHANGES FROM A SUBMITTED YEAR TO ANY YEAR EXISTING TIER2 '.ZIP', TIER2 '.T2S', OR TO DATA OF AN YEAR ALREADY CAMEO '.ZIP' FILE. UP TO THE CURRENT FILING YEAR SUBMITTED NOTE: NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN COPY FUNCTION WILL TRANSFER ALL SELECT A YEAR TO FILE/RETRIEVE UP TO NINE (9) DATA FILES AND PREVIOUSLY FILED TIER II DATA AND TIER II DATA: CAMEO '.ZIP' FILE SHOULD SITE PLANS CONTAIN 16 DATA FILES. Select Filing Year 💠 Step 1 • THESE DATA FILES SHOULD HAVE CURRENTLY FILED YEARS: COMMA-SEPARATED VALUES AND FROM: 2015 '.MER' FILE EXTENSIONS. 2015 2013 2012 2017 2011 2010 Step 3 Copy Data Import 'zip / t2s' Continue







Submission Home Manage Submission Logout

#### E-Plan Online Filing Submission Management

Access ID: 1014804 (Mathew Marshall)

EPCRA 312 (Tier2)

EPCRA 302

#### ENTER NEW DATA/ **COPY DATA IMPORT TIER2** RETRIEVE OLD DATA USE THIS FUNCTION TO ENTER DATA USE THIS FUNCTION TO COPY DATA USE THIS FUNCTION TO IMPORT AN FOR A NEW YEAR OR MAKE CHANGES FROM A SUBMITTED YEAR TO ANY YEAR EXISTING TIER2 '.ZIP', TIER2 '.T2S', OR TO DATA OF AN YEAR ALREADY CAMEO '.ZIP' FILE. UP TO THE CURRENT FILING YEAR SUBMITTED NOTE THAT THE TIER2 '.ZIP' OR NOTE: TIER2 '.T2S' FILE SHOULD CONTAIN COPY FUNCTION WILL TRANSFER ALL • SELECT A YEAR TO FILE/RETRIEVE UP TO NINE (9) DATA FILES AND PREVIOUSLY FILED TIER II DATA AND TIER II DATA: CAMEO '.ZIP' FILE SHOULD SITE PLANS CONTAIN 16 DATA FILES. Select Filing Year 💠 THESE DATA FILES SHOULD HAVE • CURRENTLY FILED YEARS: COMMA-SEPARATED VALUES AND FROM: Previous Year 💠 '.MER' FILE EXTENSIONS. 2017 2015 2013 TO: Filing Year 2012 2011 2010 **COPYING COMPLETED!** CLICK THIS: 2017 Import 'zip / t2s' Continue

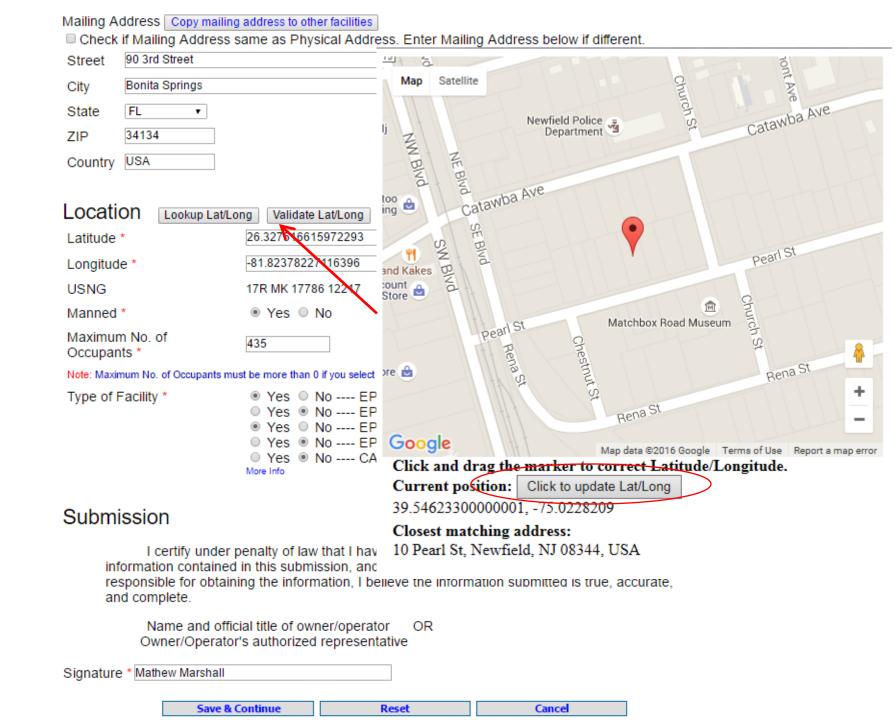
#### **2017 Online Filing Home**

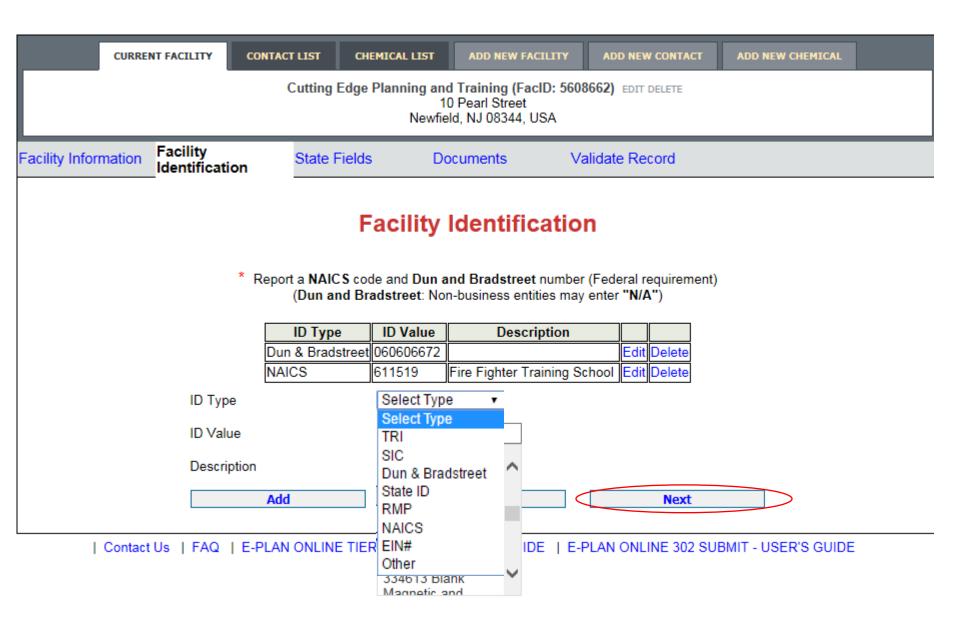
Search E	Existing Facilitie	s										
FACILITY II	)	FACILITY NAME	STREET AL	DDRESS		CIT	TY			COUNTY		
Facility ID		Facility Name	Street Add	ress		Cit	ty			County		FIND
which mu	st be 24-ho		rator (name, mail address, ontact (name, email & pho		Eme	ergen	icy (	Contact (nar	ne & 2	phone numbers	, one	of
										Add New Facility	Delete	Facilities
Page 1 of 1	1 Total	number of facilities: 2								No of Results per	page :	50 🗘
NO.	ID	FACILITY NAME						STATE	FILII	NG STATUS	DEL	ETE
1.	5894167	Cutting Edge Planni Contact Information  1. Mathew Marshall - E  2. Mathew Marshall - C  3. Mathew Marshall - T  Chemical Information  1. Diesel Fuel (68334-  2. Mercury (62-37-3)	Emergency Contact  Dwner / Operator  Tier II Information Contact  30-5)	Edit	Edit Edit Edit	Delete Delete Copy	e e	NJ		Not Filed		

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

First Responder View

		CURRENT FACILITY	CONTACT LIST	CHEMICAL LIST	
	А	" ABC Chemical Compa	iny (DEMO) (FacID:	5807848) EDIT DE	LETE
		Bonita	90 3rd Street Springs, TX 76520	, USA	
Facility Information Facility Id	dentification State	e Fields	Documents	Validate R	ecord
		Facili	ity Informa	tion	
		* Fields a	re Federal mandato	ny fialds	
			are E-Plan mandato		
Remember to pre	ess the Save & Co	ontinue button	after updating any info	rmation on this page	e. Otherwise, the changes will not be saved.
Facility Details	s				
Facility Name		nemical Company (D	EMO)		
Department					
Company Na	me ** Cutting	Edge Planning & Tra	aining Inc.	Copy compa	ny name to other facilities
Facility Email	mathew	v.marshall0511@gma	ail.com		
Fire District					
Report Year	2016				
Facility Phon	e Number				
			221		
Facility Notes	,				
Physical Addr	ress				
_	90 3rd Street				
City *	Bonita Springs				
State *	TX •				
, -	Live Oak ▼				
	y name' is the 'city name' 76520	when there is no associ	iated county.		
	JSA				
Country					
	ess Copy mailing ad				
	ailing Address sam Brd Street	ne as Physical Add	dress. Enter Mail	ing Address be	low if different.
	nita Springs				
State FL					









Submission Home Filing Management Facility Information Facility Identification State Fields **Documents State Applicable Fields Cutting Edge Planning and Training (FacID:2880760)** 10 Pearl Street Newfield, NJ, 08344, USA No Applicable State Fields Next

| Contact Us | FAQ | Instructional Video Tours

Select a Tour

•

ABC Chemical Company (DEMO) (FacID: 5807848) EDIT DELETE 90 3rd Street
Bonita Springs, TX 76520, USA

Facility Information

Facility Identification

State Fields

Documents

Validate Record

#### **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	738509	E-Plan training flyer-CEPT.pdf	File	Notification	E-Plan Class Flyer	7	Delete
2	738510	Draft-EPlan Best Practices for Authorizing Authorities.pdf	File	Other	Authorizing best practices	7	Delete
3	738511	ABC Chem Company Site Plan.jpg	File	Diagrams	Site Plan	15	Delete

File types: PDF, DOC, JPG are only allowed.

If entering a link, choose File type as Link
and put the link as http://somewebsite in the description field.

#### All Fields are Mandatory

Uploa	d	Next (Ad	ld Contact)	
File Description			4	
File	Choose Fil	es No file ch	osen	Max file size 9 Mb
File Category	SDS	•		
File Type	File ▼			

### Add/Edit Contact

#### **Contact Information**

\* Federal requirements include: Owner / Operator (name, mail address, phone & email)

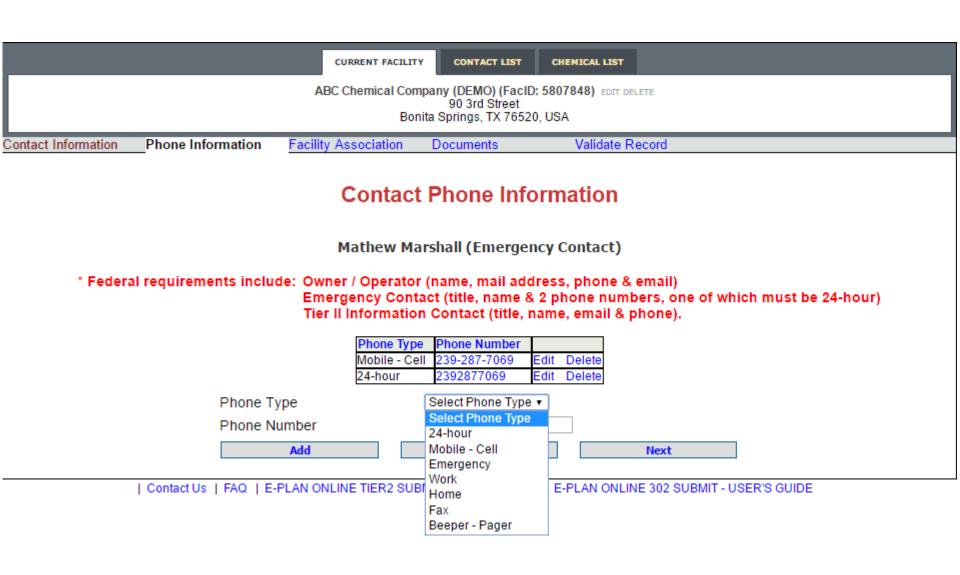
Emergency Contact (title, name & 2 phone numbers, one of which must be 24-hour)

Tier II Information Contact (title, name, email & phone).

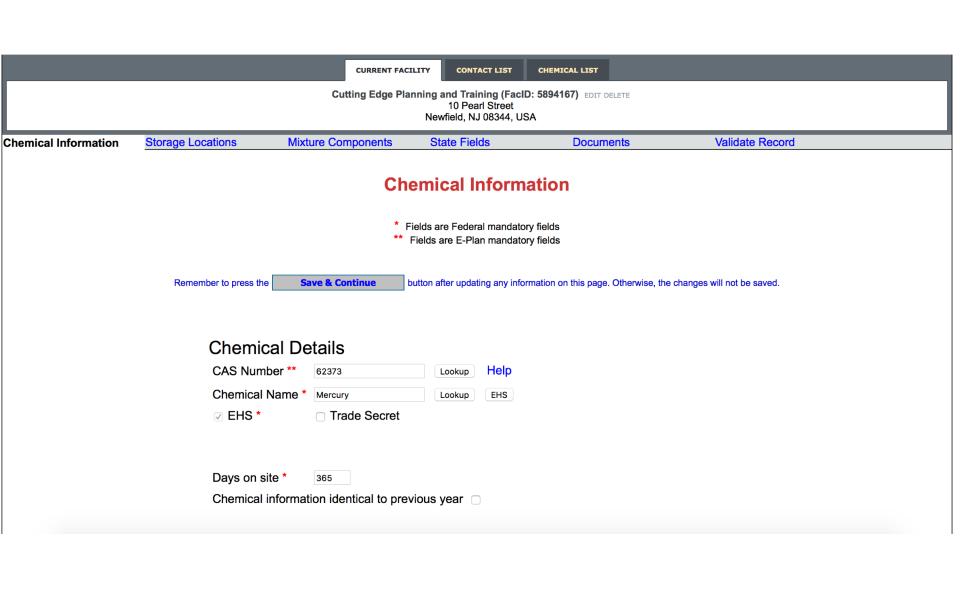
\* Fields are mandatory

Title *	
Last Name or Business Name *	
First Name *	
Street Address	
City	
County	
State	Select State 🗸
ZIP	
Country	USA
Email *	
Save & Continue	Cancel

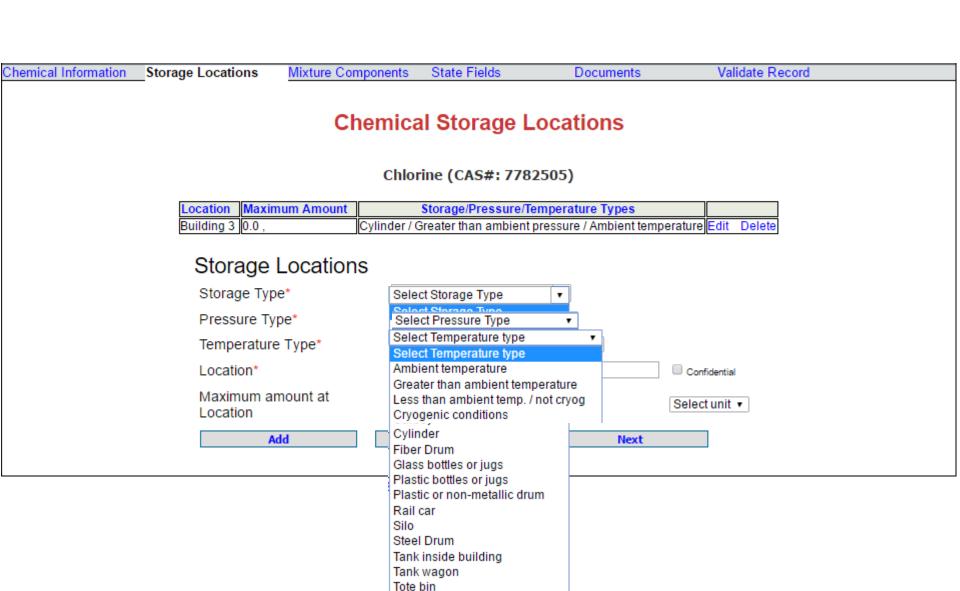
CURRENT FACILITY CONTACT LIST CHEMICAL LIST ABC Chemical Company (DEMO) (FacID: 5807848) EDIT DELETE 90 3rd Street Bonita Springs, TX 76520, USA Contact Information Phone Information Facility Association Validate Record Documents Contact Information Mathew Marshall (Emergency Contact) \* Federal requirements 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 VΡ Title \* Marshall Last Name or Business Name \* Mathew First Name \* 90 3rd Street Street Address Bonita Springs City Collier County State GΑ • ZIP 34134 USA Country mathew.marshall0511@gmail.com Email \* Save & Continue Cancel

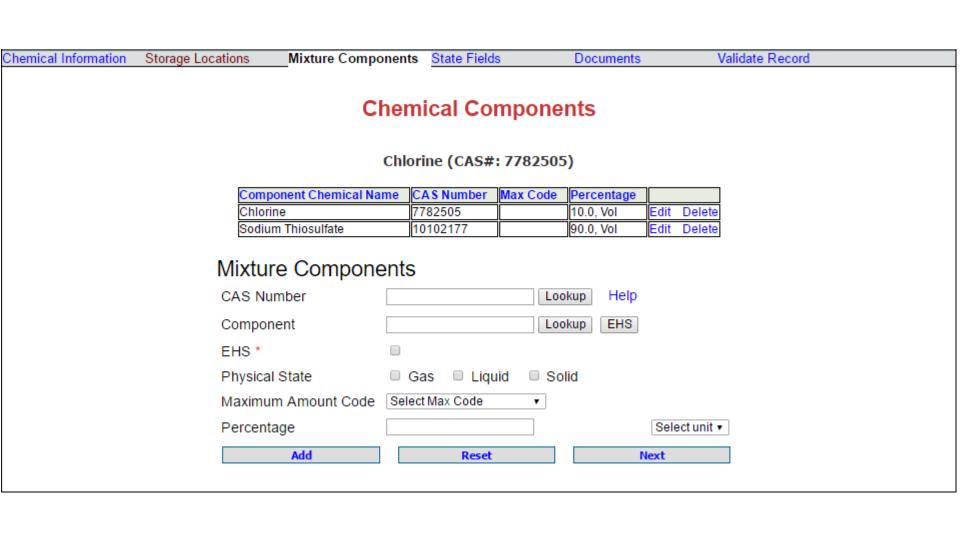






Physical State *(Check all that apply)		
✓ Pure   Mixture		
☑ Solid □ Liquid □ Gas		
Physical Hazards *(Check all that apply)		
□ Explosive	Health Hazards *(Check all that apply)	
☐ Flammable (gases, aerosols, liquids, or solids)	☐ Acute toxicity (any route of exposure)	
☐ Oxidizer (liquid, solid or gas)	☐ Skin corrosion or irritation	
□ Self-reactive	☐ Serious eye damage or eye irritation	
☐ Pyrophoric (liquid or solid)	☐ Respiratory or skin sensitization	
□ Pyrophoric Gas	☐ Germ cell mutagenicity	
□ Self-heating	□ Carcinogenicity	
□ Organic peroxide	□ Reproductive toxicity	
□ Corrosive to metal	☐ Specific target organ toxicity(single or repeated exposure)	
	☐ Aspiration hazard	
Gas under pressure (compressed gas)	☐ Simple Asphyxiant	
☐ In contact with water emits flammable gas		
☐ Combustible Dust	☐ Hazard Not Otherwise Classified	
	Quantity	
	Max Daily Amount Code	Select Max Code
	·	
	Maximum Daily Amount in pounds*	10
	Avg Daily Amount Code	Select Avg Code
	Average Daily Amount in pounds*	5





#### **Submission Report for Access ID 1014804**

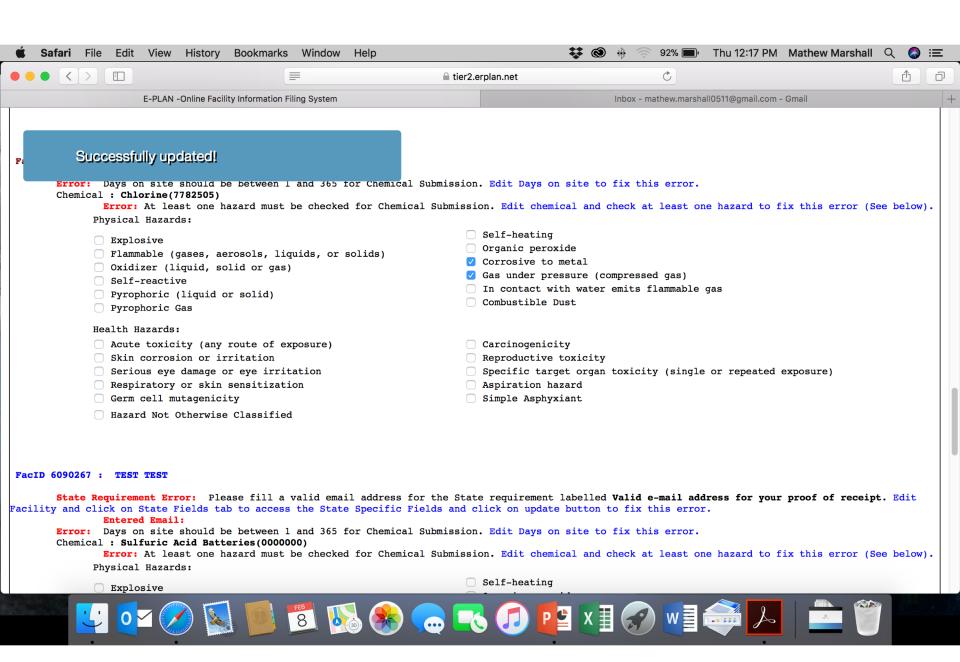
#### Notes:

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 5894167 : Cutting Edge Planning and Training  Error: The entered description for NAICS code 611519 differs from Entered description: Fire Fighter Training School Official description: Other Technical and Trade Schools Edit NAICS at the Facility Identification Page to fix error Chemical: Diesel Fuel(68334305)  Error: At least one hazard must be checked for Chemical Sub Physical Hazards:	-
Explosive Flammable (gases, aerosols, liquids, or solids) Oxidizer (liquid, solid or gas) Self-reactive Pyrophoric (liquid or solid) Pyrophoric Gas Health Hazards:	Self-heating Organic peroxide Corrosive to metal Gas under pressure (compressed gas) In contact with water emits flammable gas Combustible Dust
Acute toxicity (any route of exposure)  Skin corrosion or irritation  Serious eye damage or eye irritation  Respiratory or skin sensitization  Germ cell mutagenicity  Hazard Not Otherwise Classified	Carcinogenicity Reproductive toxicity Specific target organ toxicity (single or repeated exposure) Aspiration hazard Simple Asphyxiant

Once your report has passed ALL submission tests for filing year 2016,
Click Upload Data to E-Plan to complete the Tier II submission.

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



#### Submission Report for Access ID 1014804

#### Notes:

Exporting Tier II report to:

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 5807848 : ABC Chemical Company (DEMO)
        Warning: Latitude (26.327516615972293) of Live Oak County, TX should be between 28.056681 and 28.786949. Edit Facility and correct value to fix this
warning.
        Warning: Longitude (-81.82378227116396) of Live Oak County, TX should be between -98.335031 and -97.808774. Edit Facility and correct value to fix this
warning.
        Contact : Mathew Marshall
                Error: Title is required for Emergency Contact. Edit Contact (of type Emergency Contact) and enter Title to fix this error.
        Contact : Mathew Marshall
                Error: Title is required for Fac. Emergency Coordinator. Edit Contact (of type Fac. Emergency Coordinator) and enter Title to fix this error.
        Contact : Mathew Marshall
                Error: Title is required for Tier II Information Contact. Edit Contact (of type Tier II Information Contact) and enter Title to fix this error.
        State Requirement Error: Please fill a value for the State requirement labelled During this reporting year, was this facility sold to another company,
or did it close operations or discontinue storing reportable quantities of hazardous substances? If yes, you must enter the effective date. Answering 'No' means
that as of the end of the reporting year you were still operating this facility and storing reportable quantities of hazardous substances.. Edit Facility and
click on State Fields tab to access the State Specific Fields and click on update button to fix this error.
        Error: NAICS code 111111 is not on the most recent (2012) list of 6-digit codes. Edit NAICS at the Facility Identification Page to fix error.
FacID 5807847 : Cutting Edge Planning and Training
        Facility Passed all Checks
                                              Once your report has passed ALL submission tests for filing year 2016.
                                                 Click
                                                                                to complete the Tier II submission.
                                                         Upload Data to E-Plan
```

.t2s File

PDF file

Tier2 zip file

fier2.erplan.net

#### 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: 1014804 (Mathew Marshall)

Select all	Facility ID	Facility Name	State	Filing Status	Validation Status	Invoice ID
	6090265	ABC Chemical Company (DEMO)	TX	Not Filed	Not Pass	
	6090264	Cutting Edge Planning and Training	NJ	Not Filed	Not Pass	
	6090267	TEST TEST	AL	Not Filed	Not Pass	
<b>✓</b>	6090266	TEST TEST TEST	NC	Not Filed	Pass	
	6090268	test	FL	Not Filed	Not Pass	

Reporting Authority Emails: Mathew.marshall0511@gmail.com, (Up to 5 cc emails)

m.marshall@utdallas.edu

**Submit** 

**Print PDF** 



























C





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

#### **Owner/Operator Information**

Filing Year	2017
Company Name *	TEST TEST
First Name *	Mathew
Last Name *	Marshall
Business Mailing Address (Street or P.O. Box) *	90 3rd Street
City *	Bonita Springs
State *	GA 💲
Zip *	34134
Dun and Bradstreet Code *	00000000
Telephone *	239-287-7069
E-Mail *	mathew.marshall0511@gm

#### **Registration Fee**

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

1.	Is your facility a family farm enterprise	⊖Yes	<ul><li>No</li></ul>
2.	Is your facility owned by federal, state, or local government?	⊖Yes	<ul><li>No</li></ul>
3.	Is your facility a non-profit corporation?	⊖Yes	<ul><li>No</li></ul>
4.	Is your facility a motor vehicle dealership?	⊖Yes	□No































C

#### **Registration Fee**

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

- 1. Is your facility a family farm enterprise Yes No
- 2. Is your facility owned by federal, state, or local government? Yes No
- 3. Is your facility a non-profit corporation? Yes No
- 4. Is your facility a motor vehicle dealership? Yes •No

FACILITY ID	FACILITY NAME	FILING FEE
6090266	TEST TEST TEST	\$90.00
	EHS Chlorine (CAS: 7782505)	

**Submit** 

## Questions?

Contact:

Mathew Marshall

m.marshall@utdallas.edu

The correct way to report a mixture or a pure chemical is to report what the SDS is for. For example, if the SDS is for the sulfuric acid battery, then report it as is (mixture), then the facility should check off the box that says "EHS" and write it sulfuric acid, and the amount present in the batteries. So the facility would be checking off all the hazards on the SDS.

If the facility also has sulfuric acid in pure form, it is best to advise them to report it in the "pure" chemical section.

In order to determine if they have to report, since sulfuric acid is an EHS, the facility would be to aggregate the amount of sulfuric acid present in pure form with those amount present in mixtures, such as batteries, and other mixtures.

Btw, we are going to post a cross-walk of the old and the new physical and health hazards on our website hopefully today.

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Sícy Jacob Chemícal Engineer Regulations Implementation Division Office of Emergency Management U.S. EPA, MailCode 5104A 1200 Pennsylvanía Avenue, NW