

E-Plan Online Tier2 Submit 2024 User's Guide

Table of contents

E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE	3
Welcome to E-Plan Tier II	4
What's New?	6
E-Plan Administrative Charge	11
Training Video	12
Getting Started	13
Using E-Plan Tier II	14
E-Plan Online Filing Process	17
Account Management	21
Account Information	22
Forgot Access ID/Password	24
Copying/Importing Data	26
Enter/Retrieve Data	27
Copy Data	29
Import Tier2 Zip File	30
Creating/Editing/Validating Data	32
Add/Edit Facility	33
Latitude and Longitude Coordinates	39
NAICS Code and D&B Number	41
Add/Edit Chemical	43
Add/Edit Contact	47
State Fields	51
Site Plans	52
Validating Data	54
Most Common Filing Errors	56
First Responder View	61
Upload Data to E-Plan	63
Submitting Data and Payment	65
Facility Selection	66
E-Plan Invoice Calculation	67
E-Plan Payment	69
Pay with Credit Card	71
Pay with Check or Money Order	74
UT Dallas W-9 Form	75
Data Uploading	76
Submission Receipt	77
E-Plan Invoice History	79
Download E-Plan Invoice	80
Download Payment Receipt	81
Exporting Data	82
Tier2 Zip File Generation	84
.t2s File Generation	85
PDF Report Generation	86
Log out of E-Plan	87
Contact Us	88

- [Welcome to E-Plan Tier II](#)
- [What's New?](#)
- [Training video](#)

Welcome to E-Plan Tier II

This is a step-by-step guide for using the E-Plan's Online Tier2 Submit module. This guide will assist you through the process of entering data to build a Tier II report for filing to your State and local jurisdiction.

The E-Plan's Online Tier II Reporting System (web site: <https://tier2.erplan.net>) is fully compatible with the Tier2 Submit software program developed jointly by the EPA and NOAA. However, the advantage of E-Plan's Online Tier II Reporting System is that you do not have to install any software on your machine to submit your data. With no software, there is no facility based software updates required every year. Also, E-Plan's Online Tier II Reporting System allows you to retrieve your submission from any computer with the security of an Access ID and password that is known only to you.

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 II) 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 reports 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. 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.**

2. On July 13, 2012, EPA published a final rule to revise Tier II reporting forms. 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.

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](#)

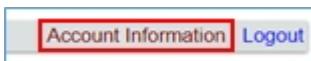
[New to E-Plan?](#)

*** Important notes:

- **Completed Tier II forms for reporting year 2024 are due by March 1, 2025.**
 - Per EPA, if you had a hazardous chemical on-site at or above the thresholds at your facility for **more than 24 hours at any time** during calendar year **2024**, then you will need to file a Tier II report. Please consult with your State and Tribal Emergency Response Commissions (SERCs and TERCs) and Local and Tribal Emergency Planning Committees (LEPCs and TEPCs) for their Tier II reporting requirements.
 - If your facility was **closed** in 2024, you still need to report hazardous chemicals that were **present** at your facility at any time during the previous calendar year (i.e., 2024) at levels that equal or exceed reporting thresholds.
 - If you **sold** your facility in 2024, you still need to report hazardous chemicals, which were **present** at your facility from 1/1/2024 to the date that it was sold, at levels that equal or exceed reporting thresholds.
 - Tier II reports due on **March 1, 2025** should reflect the chemical inventories for the previous calendar year **January 1 – December 31, 2024**.
- Filing Tier II report via E-Plan's Online Tier2 Submit (web site: <https://tier2.erplan.net>) may

not fulfill the mandate per your SERCs/TERCs, LEPCs/TEPCs, and/or local fire departments. You should obtain additional information and assistance in preparing and submitting Tier II reports by contacting your State SERC/TERC, County LEPC/TEPC, and local fire department.

- Contact your State SERC/TERC, County LEPC/TEPC, and local fire department to see if they **accept** E-Plan as a form of electronic filing.
- For the **2024** reporting year, the following States and Counties accept E-Plan as an electronic form of Tier II reports:
 - State of Alabama
 - State of Alaska
 - State of Florida
 - State of Georgia
 - State of Iowa
 - State of Mississippi
 - State of Montana
 - State of North Carolina
 - State of New York
 - State of South Carolina
 - State of Tennessee
 - Warren County in Ohio
 - Counties in Virginia – Chesapeake City, Hopewell City, Patrick County, Pittsylvania County, Richmond City, Smyth County, Virginia Beach City, and Waynesboro City
- If you take over an existing account and do not know the log in credentials (i.e., Access ID and/or password), please use the [Contact Us](#) button on any E-Plan website page to request the account information.
- Account Information and Reporting Authority Email Addresses:
 - Account Information: Please ensure your contact information (e.g., submitter name, email address) is correct.
 - Reporting Authority Email Addresses: You are allowed to enter up to 10 email addresses that will receive the E-Plan's Online Tier2 Data Submission Receipt.



What's New?

What's changed in E-Plan's Online Tier2 Submit 2024?

- **Federal requirements**
 - **Chemical information:** Updated the Extremely Hazardous Substance (EHS) checks to match the latest regulatory information from the latest [EPA Consolidated List of Lists](#), updated May 2024.
 - **Facility information:**
 - Adjusted the validation rule from earlier Tier2 Submit versions that required users to enter zero in the "Maximum number of occupants" field when they had also indicated that the facility is "Unmanned", based on feedback from states and tribes. The federal Tier II form instructions are still that you should use zero in that case. However, some states and tribes want to collect information on the number of people that may sometimes be at an Unmanned facility (e.g., if someone is there once a month for routine maintenance) for planning and emergency response purposes. This change gives users in those states and tribes more flexibility in filling out these fields per state and tribal guidance in their areas.
 - Updated the county boundary checks to use the latest files from the U.S. Census Bureau.
 - **Contact information:** Added email address's and zip code's validation checks.
- **State-specific fields**
 - Updated state-specific fields and/or instructions in Alabama, Hawaii, Ohio, and Wyoming.
 - Click [here](#) to view a table of the **States** that require **additional data fields** and the corresponding descriptions.

Important notes:

- **Chemical information page**
 - **CAS Number:** New drop-down selection including CAS # and chemical name.
 - **Chemical Name:** New drop-down selection including chemical name and CAS #.
 - New **"Stored in Batteries"** check box.

[Chemical Information](#)
[Storage Locations](#)
[Mixture Components](#)
[State Fields](#)
[Documents](#)
[Validate Record](#)

Chemical Information

* Fields are Federal/State 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 **

Chemical Name *

EHS * Trade Secret

Stored in Batteries?

Days on site *

Chemical information identical to previous year

[Chemical Information](#)
[Storage Locations](#)
[Mixture Components](#)
[State Fields](#)
[Documents](#)
[Validate Record](#)

Chemical Information

* Fields are Federal/State 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 **

Chemical Name *

EHS * Trade Secret

Stored in Batteries?

Days on site *

Chemical information identical to previous year

- **Implemented new E-Plan Tier2 account request process**

Once at the Welcome to E-Plan's Online Tier II Reporting System page, click on "Create An Account" link to create a new 7-digit Access ID (e.g., 1098765). You will be prompted to fill out all fields and click **Continue** to submit.

- Enter your full name and a **valid** email address
- Enter the Facility Name and its physical address (**Note**: If you have two or more facilities, you should include in the **Comments** section.)
 - **Physical address**: Full street address or state road of the facility

where the hazardous chemicals are located. If your facility is in a rural area and doesn't have a street address, check with your State SERC and/or County LEPC to see what they would like you to enter in this field.

Check your **e-mail in box** for updates and further instructions regarding your Tier2 account request.

- If your request is **approved** and your Tier2 account has been created successfully, you will receive a **password reset message** from E-Plan Administrator <eplan@utdcsepi.org> with a reset password link. Use this email to create your password.
 - If there are problems with your request, you will receive an email with an explanation and the reason your account request could not be approved.
- If the facility is subject to the emergency planning notification requirement under **EPCRA Section 302**, codified in 40 CFR part 355, one of your contacts must have a contact type of "**Facility Emergency Coordinator**", select "Yes" to EPCRA 302 Facility (Emergency Planning) as shown below, and report your Extremely Hazardous Substance (EHS) and its quantity in the Chemical Information section.

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](#)

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 *

- If the facility is subject to the Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, **Risk Management Program**), follow these steps:
 - Type of Facility: Select "Yes" to CAA 112 Facility (RMP-Chemical Accident Prevention)
 - Facility Identification: Choose "RMP" in the ID Type drop-down menu, enter a unique 12-digit RMP ID (e.g., 100000789012)

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](#)

The screenshot shows the 'Facility Identification' section of the E-Plan Online Tier2 Submit 2024 User's Guide. A dropdown menu for 'ID Type' is open, showing options: RMP (selected), Select Type, TRI, SIC, Dun & Bradstreet, State ID, NAICS, EIN#, and Other. The table below shows existing entries:

ID Type	ID Value	Description		
NAICS	454110	Electronic Shopping and Mail-Order Houses	Edit	Delete
Dun & Bradstreet	NA		Edit	Delete

- If the facility is subject to the [Toxics Release Inventory \(TRI\)](#) reporting under Section 313 of EPCRA, follow these steps:
 - Type of Facility: Select "Yes" to EPCRA 313 Facility (TRI)
 - Facility Identification: Choose "TRI" in the ID Type drop-down menu, enter a TRI ID (e.g., 1234ABCDXYZ987NW)

The screenshot shows the 'Type of Facility' section with the following options:

- 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](#)

The screenshot shows the 'Facility Identification' section with the 'ID Type' dropdown menu open and 'TRI' selected. The table below shows existing entries:

ID Type	ID Value	Description		
NAICS	454110	Electronic Shopping and Mail-Order Houses	Edit	Delete
Dun & Bradstreet	NA		Edit	Delete

- The latitude and longitude of the facility must be in decimal degrees with at least **four decimal digits** to the right of the decimal points (e.g., 32.9919, -96.7573.)

The screenshot shows the 'Location' section with the following fields:

- Latitude *
- Longitude *

- The chemical amount **cannot** be zero.
- If an [EHS](#) is part of a mixture, you must report at least **one EHS mixture component**.

- Enter the CAS number of the mixture or product, if available. If not, leave it BLANK.
- E-Plan data import/export
 - **Import Files:** Mer/XML
 - **Export Files:** XML only
- You must check all the "**Physical and Health Hazards**" boxes that apply to each of the hazardous chemicals that you are reporting in the **2022** Tier II form.
 - Physical and Health Hazards are listed on the substance's **SDS** (Safety Data Sheet) in Section 2, "Hazards Identification".
 - At least **one hazard** must be checked for each chemical.
 - If the **SDS** includes the text "Hazard not otherwise classified", you may check this option in the Tier II report, along with any other hazards listed on the **SDS**. If you select "Hazard not otherwise classified", you should include a note on the **Facility Notes** field explaining the hazard.

Physical Hazards	Health Hazards
<ul style="list-style-type: none"> • 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 • Hazard Not Otherwise Classified 	<ul style="list-style-type: none"> • 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

E-Plan Administrative Charge

For Tier II filing year **2024**, UT Dallas institutes an **E-Plan administrative charge** from the organizations that use E-Plan for their online Tier II report. 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 Tier2 Submit software and
2. Providing service and support to users throughout the Tier II data submission process.

When you select to upload a facility's data into E-Plan, the system will create an **E-Plan invoice** based upon the **facility's location**.

If your facility is located in	E-Plan Administrative Charge per Facility	Remarks
Alaska, Florida, Iowa, Montana, North Carolina, South Carolina, or Warren County (Ohio)	\$0	These states and Warren County (Ohio) have covered the cost of E-Plan service for all Tier II facilities within their jurisdiction.
All other states	\$25	

Training Video

This is a brief overview on how to use E-Plan to submit a Tier II report.

Click [here](#) to **Watch. Listen. Practice. Learn.**

Created with the Standard Edition of HelpNDoc: [Free Kindle producer](#)

Getting Started

- [Using E-Plan Tier II](#)
- [E-Plan Online Filing Process](#)

Using E-Plan Tier II

No software installation is required to use the E-Plan Online Tier2 Submit tool.

You can start a new submission by going to the E-Plan's Online Tier II Reporting System web site located at <https://tier2.erplan.net>.

The screenshot shows the 'Welcome to E-Plan's Online Tier II Reporting System' page. It features a header with the title and a paragraph explaining the system's purpose for filing SARA Title III reports. Below this is a 'Contact Us' link. The main content is divided into two columns. The left column, titled 'Important Notes', contains two numbered items: 1) A notice from UT Dallas regarding an administrative charge for organizations using E-Plan for filing, with a deadline of February 17, 2014. 2) A notice from EPA regarding a final rule to revise Tier II reporting forms, effective January 1, 2014, with a deadline of March 1, 2014. The right column, titled 'Sign In', provides instructions for existing users to enter their Access ID and password, with links for 'Forgot Access ID' and 'Forgot Password'. A 'Sign In' button is located below these fields. At the bottom right, there is a 'New to E-Plan?' link and a 'Create An Account' button.

First Time Users

Once at the Welcome to E-Plan's Online Tier II Reporting System page, click on "**Create An Account**" link to create a new 7-digit Access ID (e.g., 1098765).

You will be prompted to fill out all fields and click **Continue** to submit.

- Enter your full name and a **valid** email address
- Enter the Facility Name and its physical address
 - **Physical address:** Full street address or state road of the facility where the hazardous chemicals are located. If your facility is in a rural area and doesn't have a street address, check with your State SERC and/or County LEPC to see what they would like you to enter in this field.

Check your **e-mail inbox** for updates and further instructions regarding your E-Plan Tier2 account request.

- If your request is **approved** and your E-Plan Tier2 account has been created successfully, you will receive a password reset message from E-Plan Administrator <eplan@utdcsepi.org> with a reset password link. Use this email to create your

- password.
- If there are problems with your request, you will receive an email with an explanation and the reason your account request could not be approved.

E-Plan Online Filing Account Request

You are requesting A new Access ID. Please provide us the facility name and physical address to check if there is any existing facility record in our system. We will send you an email once the review process has been completed.

Name of Submitter:

Email address:

Facility Information:

Facility Name

Street Address:

City:

State:

County:

Zip Code:

Contact phone:

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

u7+GE

Comments: (Optional)

Your request has been submitted successfully

Thank you for using E-Plan
You will receive an email once your account request is approved!

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

Previous Submitters

If you have already registered for an account, just sign in with your seven-digit Access ID and password.

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](#)

New to E-Plan?

E-Plan Online Filing Process

You can easily navigate to each of the following modules using the horizontal menu bar to add, delete or edit the information. In fact, E-Plan's Online Tier2 Submit has unlimited capacity so even companies with thousands of facilities can use it effectively. The E-Plan's Online Tier2 Submit is organized into **three modules** (parts):

1. **Facilities module** – Where you enter facility name, physical address, mailing address, latitude and longitude coordinates, data submitter's name and title, etc.
2. **Contacts module** – Where you enter owner/operator, emergency contact, Tier II information contact, and other contact's names, addresses, emails, and phone numbers.
3. **Chemicals in Inventory module** – Where you enter chemical property, storage information, mixture components, etc.

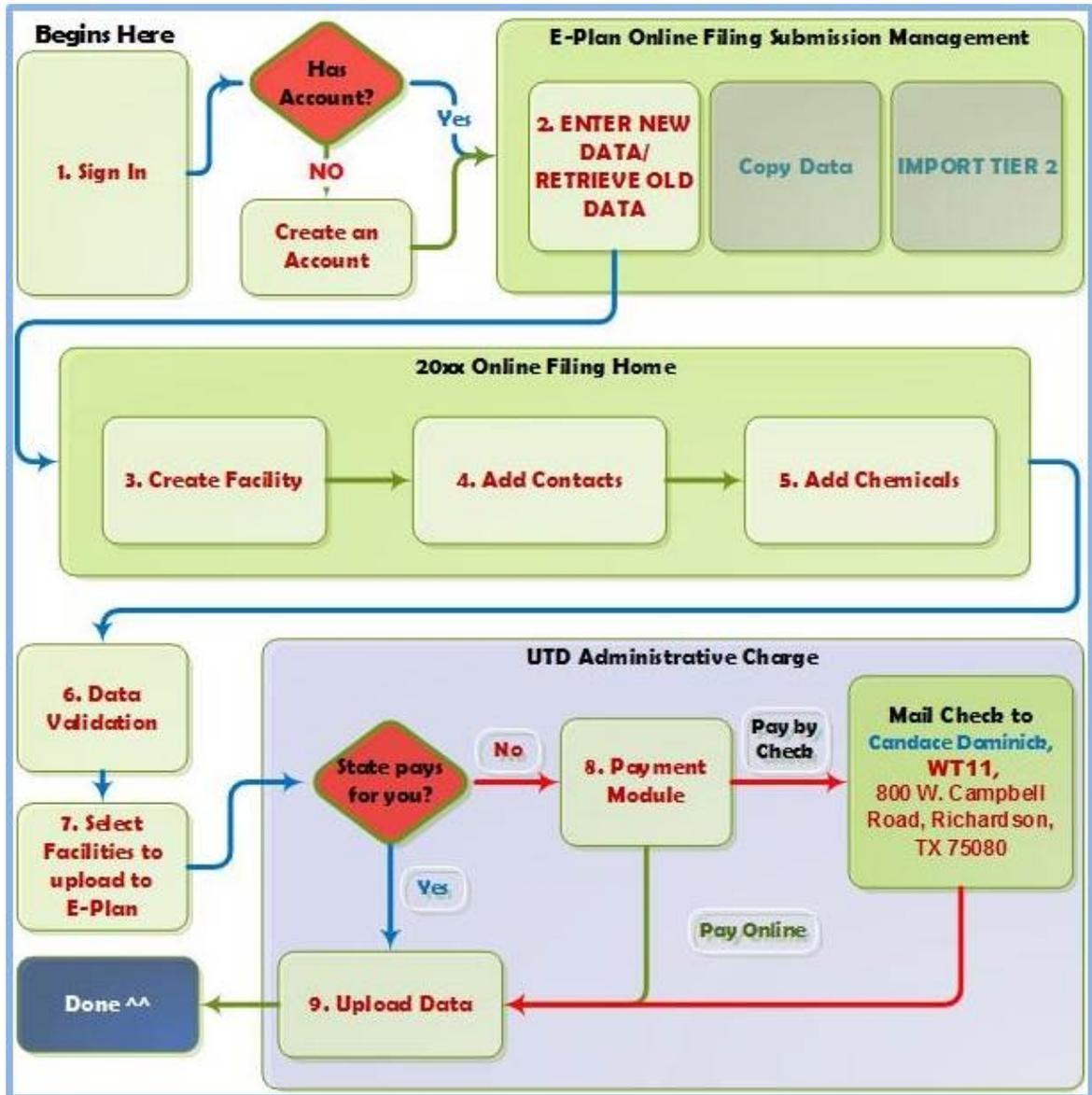
Starting in the filing year 2013, E-Plan online Tier2 Submit was built in with a payment module to collect the E-Plan administrative charge. Once you select to upload a facility's data into E-Plan, the system will create an invoice based upon the facility's location.

If your facility is located in	E-Plan Administrative Charge per Facility	Remarks
Alaska, Florida, Iowa, Montana, North Carolina, South Carolina, or Warren County (Ohio)	\$0	These states and Warren County (Ohio) have covered the cost for all Tier II facilities within their jurisdiction.
All other states	\$25	

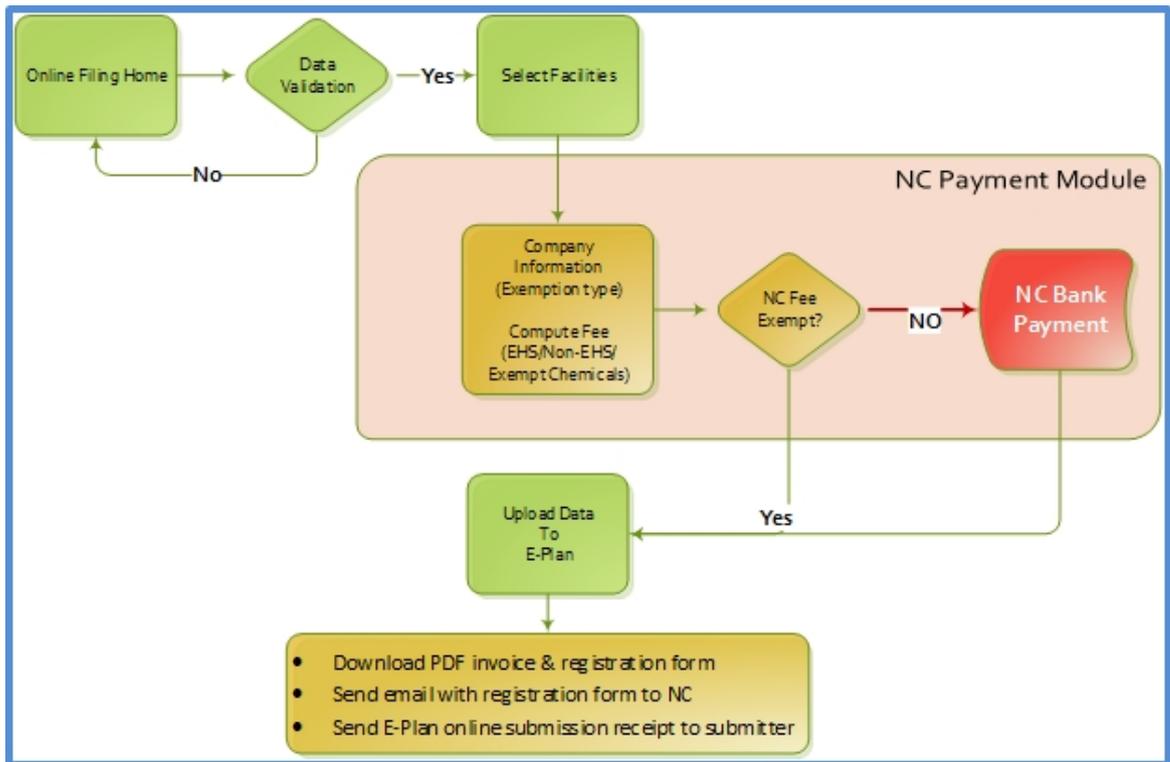
*** **Important notes:**

- Filing Tier II report via E-Plan's Online Tier2 Submit (web site: <https://tier2.erplan.net>) may **not** fulfill the mandate per your state SERC/TERC, County LEPC/TEPC, and/or local fire department. You should obtain additional information and assistance in preparing and submitting Tier II reports by contacting your state SERC/TERC, county LEPC/TEPC, and local fire department.
- Contact your state SERC/TERC to see if they accept E-Plan as a form of electronic filing.

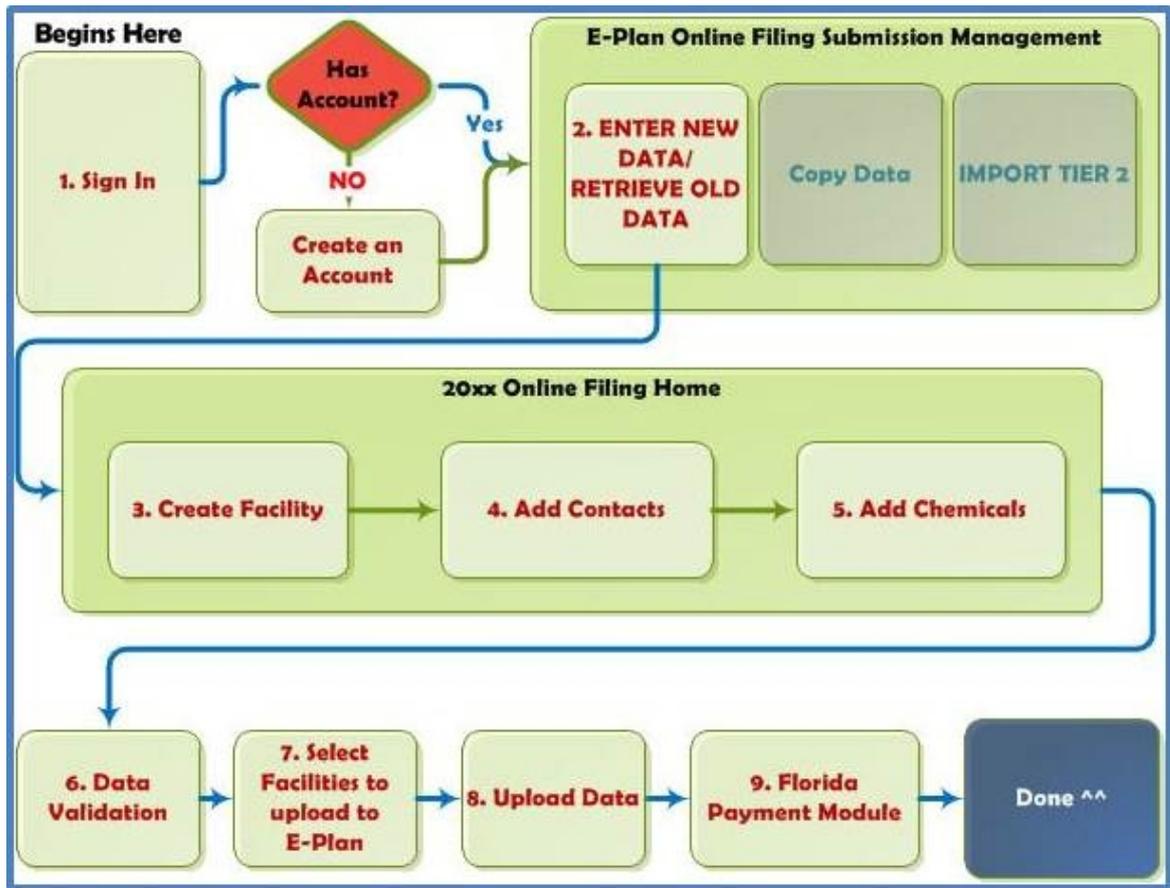
A flow diagram of the E-Plan Online Tier2 Filing for **all States** (except Florida and North Carolina) is shown below:



A flow diagram of the E-Plan Online Tier2 Filing for **State of North Carolina** is shown below:



A flow diagram of the E-Plan Online Tier2 Filing for **State of Florida** is shown below:



Account Management

- [Account Information](#)
- [Forgot Access ID/Password](#)

Account Information

To manage your account such as changing/updating Submitter Name, Password, or Email, select **Account Information** menu at the top right side of the **E-Plan Online Filing Submission Management** page.

The screenshot shows the 'E-Plan Online Filing Submission Management' interface. At the top, there is a navigation bar with links: 'Submission Home', 'Tier2 Filing Management', 'Validate Record', 'Invoice for 2019', 'Invoice History', 'Account Information' (circled in red), and 'Logout'. Below the navigation bar, the page title is 'E-Plan Online Filing Submission Management' and the user's 'Access ID: 1000530 (E-Plan)' is displayed. The main content area is divided into three columns, each with a specific function:

- ENTER NEW DATA/ RETRIEVE OLD DATA:** This section allows users to enter data for a new year or retrieve data from a previous year. It includes a 'Select Filing Year' dropdown menu and a grid of buttons for years from 2019 to 2006. A 'Continue' button is at the bottom.
- COPY DATA:** This section allows users to copy data from a submitted year to a current filing year. It includes a 'NOTE' stating that the function transfers all previously filed Tier II data and site plans. It has 'FROM:' and 'TO:' dropdown menus with 'Previous Year' and 'Filing Year' selected, respectively. A 'Copy Data' button is at the bottom.
- IMPORT TIER2:** This section allows users to import existing Tier2 data files. It includes a 'NOTE' explaining that files will be imported without auto-filing year conversion and that XML files should have specific tags and extensions. An 'Import zip / t2s' button is at the bottom.

You can change the Submitter Name or Email. Click on **Update** button to save the changes.

Submission Home Account Information Logout

Account Information and Reporting Authority Email Addresses

Access ID: 1000530
Submitter Name:
Password:
Email:

Emergency Plan Notification / Tier2 Reporting Authority Email Address(es) (up to 5)
Add one email in each line or add comma(,) at the end of each email

302 Reporting Authority Email Address(es) (up to 5)
Add one email in each line or add comma(,) at the end of each email

304 Reporting Authority Email Address(es) (up to 5)
Add one email in each line or add comma(,) at the end of each email

311 Reporting Authority Email Address(es) (up to 5)
Add one email in each line or add comma(,) at the end of each email

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

You can reset your password. Click on **Continue** button to save the changes.

Submission Home Account Information Logout

E-Plan Online Facility Filing

Change Password

Old Password:
New Password:
Confirm Password:
Password Question:
Password Answer:

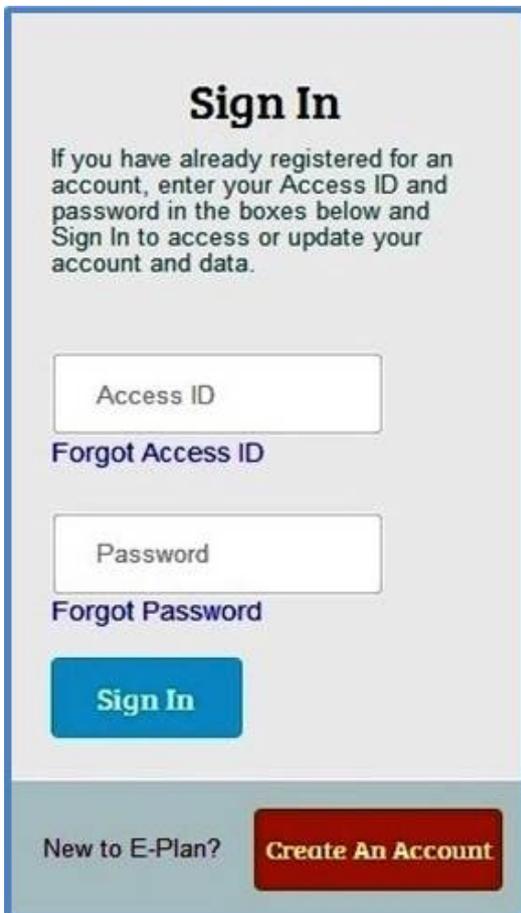
[Contact Us](#) | [FAQ](#) | [E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

Forgot Access ID/Password

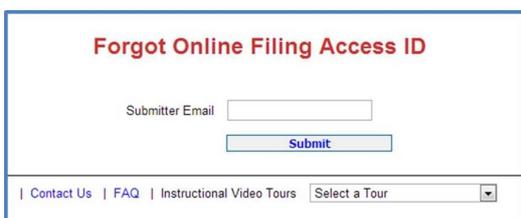
Forgot Access ID

You can retrieve the Access ID assigned to your account by clicking on the **Forgot Access ID** link. A page appears requesting the Submitter Email. Enter your email address that was entered on your account information. Click the **Submit** button. The system will send your Access ID information to you.

***** Important note:** If you are a new employee at a facility that filed Tier II data with E-Plan, you need to use the [Contact Us](#) button on any E-Plan web page to obtain the Access ID that was used by your facility to submit the Tier II report. On your request, you must provide us your Facility Name and its Physical Address where the hazardous chemicals are located as well as the previous Submitter Name and Email Address.



The screenshot shows a 'Sign In' form. At the top, it says 'Sign In' in a large, bold font. Below that, a paragraph reads: '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.' There are two input fields: the first is labeled 'Access ID' and has a link 'Forgot Access ID' below it; the second is labeled 'Password' and has a link 'Forgot Password' below it. A blue 'Sign In' button is positioned below the password field. At the bottom left, it says 'New to E-Plan?' and at the bottom right, there is a red 'Create An Account' button.



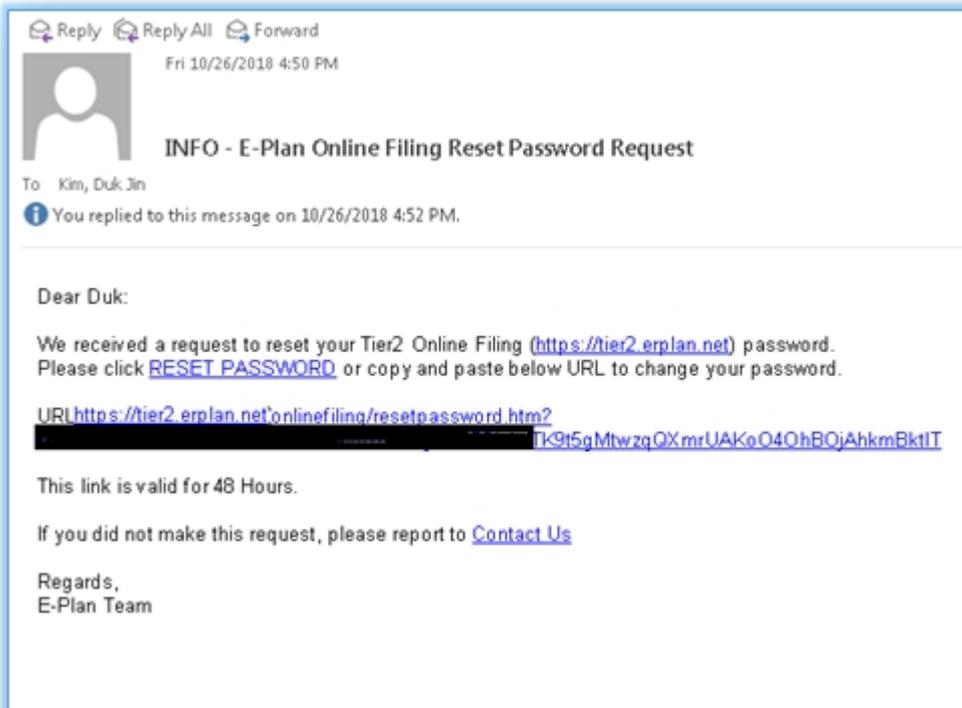
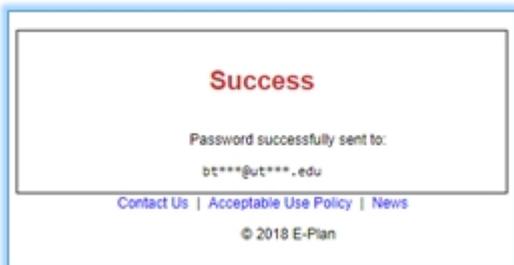
The screenshot shows a 'Forgot Online Filing Access ID' form. The title is 'Forgot Online Filing Access ID' in red. Below the title, there is a label 'Submitter Email' followed by an input field. Below the input field is a blue 'Submit' button. At the bottom of the page, there is a footer with links: 'Contact Us', 'FAQ', 'Instructional Video Tours', and a dropdown menu labeled 'Select a Tour'.

Forgot Password

You can retrieve the account password by clicking on the **Forgot Password** link. A page appears requesting the Access ID. Enter your Access ID and click the **Submit** button. You will receive a password reset message from E-Plan Administrator <eplan@utdcsepi.org> with a reset password link. Use this email to create your new password.



The screenshot shows a web form titled "Forgot Online Filing Password" in red text. Below the title is a text input field labeled "Access ID" and a blue "Submit" button. At the bottom of the form, there is a navigation bar with links: "Contact Us", "FAQ", "E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE", and "E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE".



***** Important note:** Reset password link expires after 48 hours.

Copying/Importing Data

- [Enter/Retrieve Data](#)
- [Copy Data](#)
- [Import Tier2 Zip File](#)

Enter/Retrieve Data

Under the **EPCRA 312 (Tier2)** tab, you can use the **Enter New Data or Retrieve Old Data** function to create a new report or make changes to the submitted data.

- Select a **filing year** from the drop down
- Click the **Continue** button

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	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">• SELECT A YEAR TO FILE/RETRIEVE TIER II DATA: Select Filing Year ▼• CURRENTLY FILED YEARS : <table border="1"><tr><td>2021</td><td>2020</td><td>2019</td></tr><tr><td>2018</td><td>2017</td><td>2016</td></tr><tr><td>2015</td><td>2014</td><td>2013</td></tr><tr><td>2012</td><td>2011</td><td>2009</td></tr><tr><td>2008</td><td>2007</td><td>2006</td></tr><tr><td>2005</td><td></td><td></td></tr></table> <p>Continue</p>	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2009	2008	2007	2006	2005			<p>USE THIS FUNCTION TO COPY DATA FROM A SUBMITTED YEAR TO ANY YEAR UP TO THE CURRENT FILING YEAR</p> <p>NOTE: COPY FUNCTION WILL TRANSFER ALL PREVIOUSLY FILED TIER II DATA AND SITE PLANS</p> <p>FROM: Previous Year ▼</p> <p>TO: Filing Year ▼</p> <p>Copy Data</p>	<p>USE THIS FUNCTION TO IMPORT AN EXISTING TIER2 '.ZIP', TIER2 '.T2S', OR CAMEO '.ZIP' FILE.</p> <p>NOTE: 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">• NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN ONE XML DATA FILE AND DOCUMENTS UNDER SITEPLANSTEMP FOLDER.• XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION. <p>Import '.zip / .t2s'</p>
2021	2020	2019																		
2018	2017	2016																		
2015	2014	2013																		
2012	2011	2009																		
2008	2007	2006																		
2005																				

The appropriate **20xx Online Filing Home** page will appear.

Submission Home Tier2 Filing Management Validate Record Invoice for 2021 Invoice History Account Information Logout

2021 Online Filing Home

Search Existing Facilities

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

*** 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).**

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

Page 1 of 1 1 Total number of facilities: 35 No of Results per page: 50

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	6756094	South Carolina <div style="margin-left: 20px;"> Contact Information <ol style="list-style-type: none"> 1. BT Johnson - Chemical Carrier Edit Delete 2. Joe Johnsmith - Emergency Contact Edit Delete 3. Sandie Johnson - Fac. Emergency Coordinator Edit Delete 4. Frank Hawk - Owner / Operator Edit Delete 5. Sandie Johnson - Tier II Information Contact Edit Delete Chemical Information <ol style="list-style-type: none"> 1. CHLORINE (7782-50-5) Edit Delete Copy 2. Chlorine Gas - (7782-50 (7782-50-5)) Edit Delete Copy 3. Diesel Fuel Solution Edit Delete Copy 4. Mixture no CAS and no component Edit Delete Copy </div>	SC	Not Filed	<input type="checkbox"/> <input type="checkbox"/>

Copy Data

You can use the **Copy Data** function to copy your data in E-Plan from a previous year to any year up to the current filing year. For example, copy data from year **2022** to year **2023**.

- Go to the "**COPY DATA**" box
- Select the **Previous Year** under the first drop down box
- Select the **Filing Year** under the second drop down box
- Click on **Copy Data**

The data will now be copied and the year will appear under the list of currently filed years.

The screenshot displays the 'E-Plan Online Filing Submission Management' interface. At the top, it shows 'Access ID: 1000530 (E-Plan)'. Below this are navigation tabs for 'EPCRA 312 (Tier2)', 'EPCRA 302', 'EPCRA 304', 'EPCRA 311', and 'Facility Emergency Plans'. The 'EPCRA 312 (Tier2)' tab is selected and highlighted with a red dashed box. The main content area is divided into three columns: 'ENTER NEW DATA/ RETRIEVE OLD DATA', 'COPY DATA', and 'IMPORT TIER2'. The 'COPY DATA' column is highlighted with a red solid box. It contains the following text: 'USE THIS FUNCTION TO COPY DATA FROM A SUBMITTED YEAR TO ANY YEAR UP TO THE CURRENT FILING YEAR'. Below this is a note: 'NOTE: COPY FUNCTION WILL TRANSFER ALL PREVIOUSLY FILED TIER II DATA AND SITE PLANS'. There are two dropdown menus: 'FROM:' with 'Previous Year' selected and 'TO:' with 'Filing Year' selected. At the bottom of this column is a 'Copy Data' button. The 'ENTER NEW DATA/ RETRIEVE OLD DATA' column contains instructions and a list of 'CURRENTLY FILED YEARS' from 2021 to 2005. The 'IMPORT TIER2' column contains instructions and a note about file formats, with an 'Import .zip / .t2s' button at the bottom.

***** Important note:**

1. Copy function will transfer all previously filed Tier II data and site plans.
2. You should review/edit facility information, contacts, and chemicals in inventory.

Import Tier2 Zip File

You can use the **Import Tier2** function to import an existing Tier2 Submit export file (ZIP), Tier2 submission file (T2S), or CAMEO export file (ZIP) into your E-Plan account.

- Select the **Import 'zip / t2s'** button to start the process of importing data from your desktop, CD, or memory stick into your account in E-Plan.

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	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> <p>• SELECT A YEAR TO FILE/RETRIEVE TIER II DATA: <input type="button" value="Select Filing Year"/> </p> <p>• CURRENTLY FILED YEARS :</p> <p> <input type="button" value="2021"/> <input type="button" value="2020"/> <input type="button" value="2019"/> <input type="button" value="2018"/> <input type="button" value="2017"/> <input type="button" value="2016"/> <input type="button" value="2015"/> <input type="button" value="2014"/> <input type="button" value="2013"/> <input type="button" value="2012"/> <input type="button" value="2011"/> <input type="button" value="2009"/> <input type="button" value="2008"/> <input type="button" value="2007"/> <input type="button" value="2006"/> <input type="button" value="2005"/> </p> <p style="text-align: center;"><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>NOTE: COPY FUNCTION WILL TRANSFER ALL PREVIOUSLY FILED TIER II DATA AND SITE PLANS</p> <p>FROM: <input type="button" value="Previous Year"/></p> <p>TO: <input type="button" value="Filing Year"/></p> <p style="text-align: center;"><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>NOTE: 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"> • NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN ONE XML DATA FILE AND DOCUMENTS UNDER SITEPLANSTEMP FOLDER. • XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION. <p style="text-align: center;"><input type="button" value="Import 'zip / t2s'"/></p>

- Use Browse to select the appropriate file and click **Upload** to start the process of importing data.

Import Tier2 or CAMEO Data Files

Upload Tier2 Zip, Tier2 T2s, or CAMEO Zip file :

No file chosen

Please wait while the uploaded file is being processed. This process may take several minutes depending on the size of the uploaded file.

Once the data uploading process is completed, the **Import is complete** message will appear. You should verify the result, scroll down to the bottom of the page, and click **Continue** to save.

Notes:

- The EPA's Tier2 or CAMEO data files will be imported as they are into E-Plan. For example, if a Tier2 data file is for year 2022, it will be imported as year 2022 submission. You will have to convert the facility data from year **2022** to the filing year (e.g., **2024**) using the **Copy Data** function.

- E-Plan can import:
 - EPA's Tier2 Submit submission files (T2S)
 - EPA's Tier2 Submit export files (ZIP)
 - EPA's CAMEO export files (ZIP)

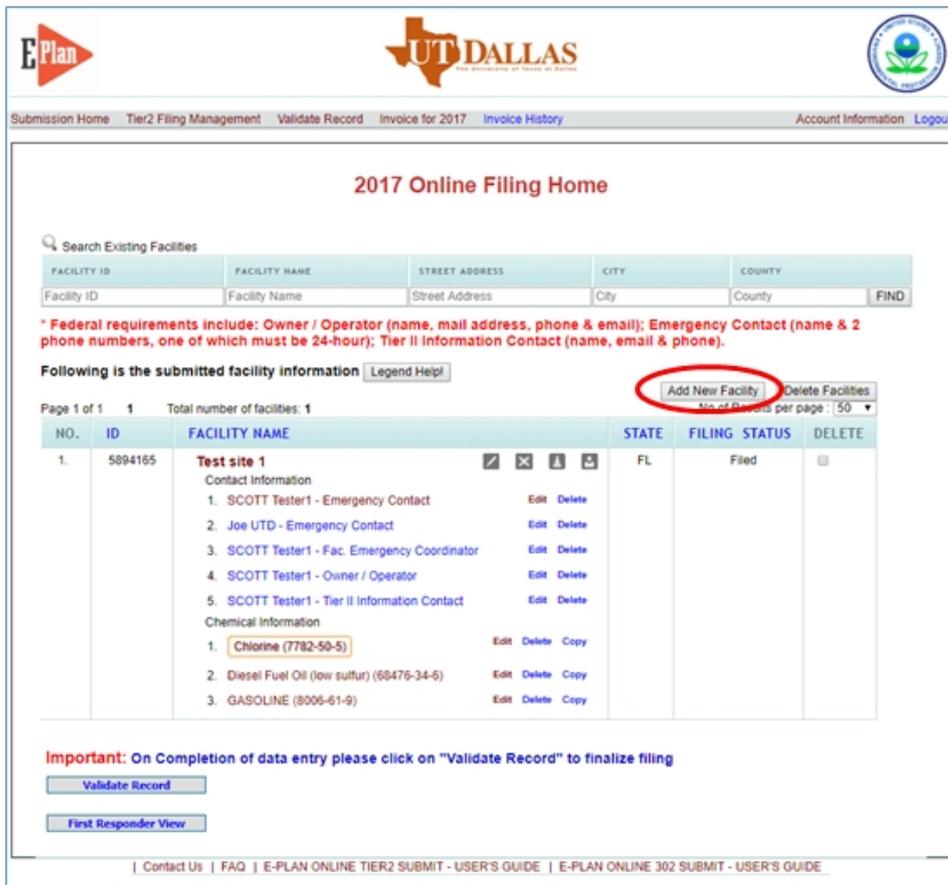
Creating/Editing/Validating Data

- [Add/Edit Facility](#)
 - Add a Facility
 - Facility Information page
 - [Latitude and Longitude Coordinates](#)
 - Manned / Unmanned
 - Maximum No. of Occupants
 - Facility Classification – Section 312 (Tier II Report)
 - Certification - Signature Box
 - [NAICS Code](#)
 - [Dun and Bradstreet \(D & B\) Number](#)
- [Add/Edit Chemical](#)
 - Add a Chemical
 - Chemical Information page
 - Chemical Storage Locations page
 - CAS No.
 - Confidential Chemical Location
 - Chemical Components page – Mixtures
- [Add/Edit Contact](#)
 - Owner/Operator
 - Emergency Contact
 - Tier II Information Contact
- [State Fields](#)
- [Site Plans](#)
- [Validating Data](#)
 - [Most Common Filing Errors](#)
 - Not Reporting NAICS Code
 - Incorrect or Not Reporting Latitude and Longitude Coordinates
 - Not reporting Owner/Operator
 - Not Reporting Emergency Contact or 24-hour Phone for Emergency Contact
 - Not Reporting a CAS Number
 - Not Reporting State Data
 - [First Responder View](#)
- [Upload Data to E-Plan](#)

Add/Edit Facility

You can add a **new facility** to your submission by clicking on the appropriate **Add New Facility** button shown on the **20xx Online Filing Home** page. After entering the required information, press the appropriate **Save and Continue** button to save the information.

- There is no limit on the number of **facilities** that you can add.
- You can also edit  or delete  facilities.



The screenshot shows the '2017 Online Filing Home' page. At the top, there are navigation links: 'Submission Home', 'Tier2 Filing Management', 'Validate Record', 'Invoice for 2017', 'Invoice History', 'Account Information', and 'Logout'. The main content area is titled '2017 Online Filing Home' and includes a search bar for existing facilities. Below the search bar, there is a table of submitted facilities. The table has columns for 'NO.', 'ID', 'FACILITY NAME', 'STATE', 'FILING STATUS', and 'DELETE'. The first row shows a facility with ID 5894165, named 'Test site 1', located in FL, with a filing status of 'Filed'. The facility details include contact information for SCOTT Tester1 and chemical information for Chlorine, Diesel Fuel Oil, and Gasoline. An 'Add New Facility' button is circled in red in the top right corner of the table area. Below the table, there is an 'Important' message and buttons for 'Validate Record' and 'First Responder View'.

*** Clicking on "**Tier2 Filing Management**" will return to the **20xx Online Filing Home** page

Facility Information page

In the Facility Information page, you must enter/edit/select/check all of the required information in the facility details, physical address, mailing address, location, and submission sections.

Submission Home Tier2 Filing Management Validate Record Invoice for 2017 Invoice History Account Information Logout

CURRENT FACILITY CONTACT LIST CHEMICAL LIST

Test site 1 (FacID: 5894165) EDIT DELETE
1900 SE 99 STREET
FORT LAUDERDALE, FL 33316, USA

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 * Test site 1

Department

Company Name ** ABC Company

Facility Email

Fire District

Report Year 2017

Facility Phone Number

Facility Notes
This facility will be closed in 2019.

Physical Address

Street * 1900 SE 99 STREET

City * FORT LAUDERDALE

State * FL

County ** Broward

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

ZIP * 33316

Country USA

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

Street 1900 SE 99 STREET

City FORT LAUDERDALE

State FL

ZIP 33316

Country USA

Latitude and Longitude Coordinates

This is a federal requirement. You must report your facility's latitude and longitude coordinates in **decimal** degrees.

- Be careful not to reverse your latitude and longitude coordinates.
- Enter only numerical data.
- Do not preface numbers with letters (such as N or W) to denote the hemisphere.

Here is an example of latitude and longitude values in decimal degrees:

Latitude = 38.898556

Longitude = -77.037852

*** Important notes:

- **Lookup Lat/Long** button – If you do not know the latitude and longitude coordinates for your facility, you can select the "**Lookup Lat/Long**" button, and the system will convert your facility's physical address to latitude and longitude coordinates via geocoding. If the reported physical address is incorrect, there is no mechanism for E-Plan to verify the geographical coordinates for that location is correct.

Physical Address

Street *

City *

State *

County **

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

ZIP *

Country

Mailing Address

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

Street

City

State

ZIP

Location

Latitude *

Longitude *

USNG

Method for determination

Description of location

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 * EPCRA 302 Facility (Emergency Planning) [More Info](#)
 EPCRA 311 Facility [More Info](#)
 EPCRA 312 Facility (Tier2) [More Info](#)

- If you know the latitude and longitude coordinates for your facility, but their values are in **degrees/minutes/seconds** (e.g., Latitude 40° 13' 12.9" N and Longitude 79° 45' 25.2" W). You must **convert** values from degrees/minutes/seconds to decimal degrees.

You can use this tool provided by the Federal Communications Commission to convert values from degrees/minutes/seconds to decimal degrees: <https://www.fcc.gov/media/radio/dms-decimal>.

Convert Degrees Minutes Seconds to Decimal Degrees

Latitude:

Longitude:

Created by Tom Cosmas (tcosmas@erols.com)
 Thursday, August 26, 1999 - 01:10:29 PM

- **Validation:** The E-Plan system will check on every coordinate that is manually entered by you.
 - 1) Check if a coordinate is in decimal degrees
 - 2) For facilities located in the US (except Guam), check if the latitude coordinate is within the range of 0 to 80
 - 3) For facilities located in the US (except Guam), check if the longitude coordinate is within the range of -180 to -50

Manned / Unmanned

This is a federal requirement. You must check one box.

Maximum No. of Occupants

This is a federal requirement. You must enter a positive number, which is a number that is bigger than zero. For example, "1" is a positive number. Also "258" is a positive number.

Facility Classification

You should consult with your state agencies and local governments about your EPCRA reporting requirements such as Tier II report (i.e., EPCRA Section 312), new EHS at or above Threshold Planning Quantity (TPQ) (i.e., EPCRA Section 302), and so on.

Certification - Signature Box

The name and title of the facility's authorized representative that you enter in the Signature box will be displayed on E-Plan as the Data Submitter.

Location [Lookup Lat/Long](#)

Latitude *

Longitude *

USNG

Method for determination

Description of location

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 *

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 *

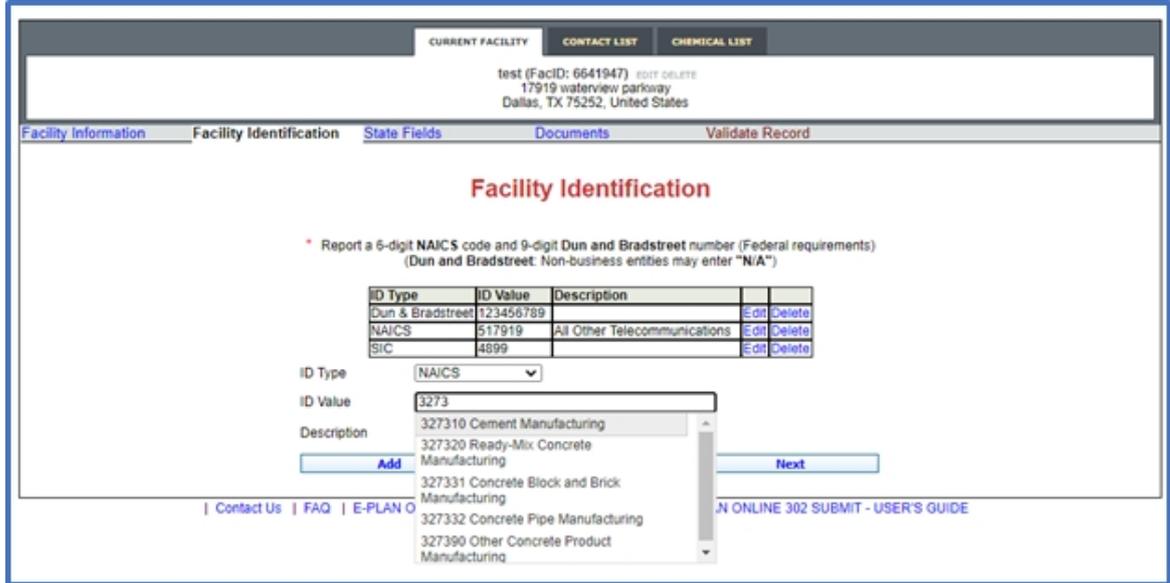
NAICS Code

This is a federal requirement. Both Tier2 Submit and the Tier II form ask for the primary North American Industry Classification System (NAICS) code for your facility. For more information on NAICS codes and a NAICS search tool, click [here](#).

You can add a **NAICS Code** to your submission by clicking on the **Facility Identification** link shown on the Facility Information page. After selecting and entering the required information, press **Add** to save the information.

Here is an example of NAICS code:

- ID Type: **NAICS**
- ID Value: 32731
- Description: Cement Manufacturing



Dun and Bradstreet (D & B) Number

This is a federal requirement. Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine-digit identifier for business. D&B Number assignment is FREE for all businesses required to register at <https://www.dnb.com>.

***** Important note:** EPA allows non-business entities to enter "N/A" the ID Value's text box.

You can add a **D&B Number** to your submission by clicking on the **Facility Identification** link shown on the Facility Information page. After selecting and entering the required information, press **Add** to save the information.

Here is an example of D&B Number:

- ID Type: **Dun and Bradstreet**
- ID Value: 123456789
- Description: ABC Company

The screenshot shows the 'Facility Identification' form. At the top, there are tabs for 'CURRENT FACILITY', 'CONTACT LIST', and 'CHEMICAL LIST'. Below these, the facility name 'test (FacID: 6641947)' and address '17919 waterview parkway, Dallas, TX 75252, United States' are displayed. The main content area is titled 'Facility Identification' and includes a note: '* 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")'. A table lists existing entries:

ID Type	ID Value	Description		
SIC	4899		Edit	Delete
NAICS	517919	All Other Telecommunications	Edit	Delete

Below the table, there are input fields for 'ID Type' (set to 'Dun & Bradstreet'), 'ID Value' (123456789), and 'Description' (ABC Company). At the bottom of the form are 'Add', 'Reset', and 'Next' buttons. A footer contains links for 'Contact Us', 'FAQ', and user guides.

State Applicable Fields

Some States request additional information for Tier II Chemical Inventory reports. Click [here](#) to view a table of the States that have additional data fields and the corresponding descriptions.

The screenshot shows the 'State Applicable Fields' form. At the top, there are tabs for 'CURRENT FACILITY', 'CONTACT LIST', 'CHEMICAL LIST', 'ADD NEW FACILITY', 'ADD NEW CONTACT', and 'ADD NEW CHEMICAL'. Below these, the facility name 'TEST123 (FacID: 4202721)' and address '17919 Waterview parkway, Dallas, TX 75252, USA' are displayed. The main content area is titled 'State Applicable Fields' and includes several checkboxes:

- Initial Filing
- Updated Filing
- Annual Filing
- Confidential Chemical Storage Locations Included
- EPCRA 302 Submission - Checking the EPCRA 302 Submission box means an EHS (Extremely Hazardous Substance) chemical is present at its Threshold Planning Quantity (TPQ) and thereby takes the place of the 'Emergency Planning Letter' or EPL

There is also a text field for 'TX12 Number - Please use the TX12 number that has been previously assigned to your owner/operator. New filers please contact the Texas Tier II Program at tier2help@dshs.state.tx.us or 800-452-2791 (In-Texas) or 512-834-6603 x 2439'. At the bottom are 'Update & Continue' and 'Reset' buttons.

Latitude and Longitude Coordinates

You must report your facility's latitude and longitude coordinates in decimal degrees.

- Be careful not to reverse your latitude and longitude coordinates.
- Enter only numerical data.
- Do not preface numbers with letters (such as N or W) to denote the hemisphere.

Here is an example of latitude and longitude values in decimal degrees:

Latitude = 38.898556
 Longitude = -77.037852

- The latitude and longitude of the facility must be in decimal degrees with at least **four decimal digits** to the right of the decimal points (e.g., 32.9919, -96.7573.)

- **Lookup Lat/Long** button – If you do not know the latitude and longitude coordinates for your facility, you can select the "**Lookup Lat/Long**" button, and the system will convert your facility's physical address to latitude and longitude coordinates via geo-coding. If the reported physical address is incorrect, there is no mechanism for E-Plan to verify the geographical coordinates for that location is correct.

- **Validate Lat/Long** button When you click “**Validate Lat/Long**”, a Google map will display the coordinates of the initial point. You can drag the marker to a new location and then “**Click to update Lat/Long**”.
 - **Validation:** The E-Plan system will check on every coordinate that is manually entered by you.
 - 1) Check if a coordinate is in decimal degrees
 - 2) For facilities located in the US (except Guam), check if the latitude coordinate is within the range of 0 to 80
 - 3) For facilities located in the US (except Guam), check if the longitude coordinate is within the range of -180 to -50
- If you know the latitude and longitude coordinates for your facility, but their values are in **degrees/minutes/seconds** (e.g., Latitude 40° 13' 12.9" N and Longitude 79° 45' 25.2" W). You must **convert** values from degrees/minutes/seconds to decimal degrees.

You can use this tool provided by the Federal Communications Commission to convert values from degrees/minutes/seconds to decimal degrees: <https://www.fcc.gov/media/radio/dms-decimal>.

Degrees Minutes Seconds to Decimal Degrees

Enter Degrees Minutes Seconds latitude:	41	51	1.4
Enter Degrees Minutes Seconds longitude:	-87	40	32.7
Convert to Decimal		Clear Values	
Results: Latitude:	41.850389	Longitude:	-87.67575

NAICS Code and D&B Number

Facility Identification – NAICS Code

This is a federal requirement.

- North American Industry Classification System (NAICS) code is required to be a **6-digit** code.
- E-Plan added a **drop-down list** of the latest [NAICS 2022 codes](#).
- For more information on NAICS codes and a NAICS search tool, click [here](#).

You can add a **NAICS Code** to your submission by clicking on the **Facility Identification** link shown on the Facility Information page. After selecting and entering the required information, press **Add** or **Next** to save the information.

Here is an example of NAICS code:

- ID Type: **NAICS**
- ID Value: 611310
- Description: Colleges, Universities, and Professional Schools

test (FacID: 6641947) [EDIT](#) [DELETE](#)
17919 waterview parkway
Dallas, TX 75252, United States

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

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		
Dun & Bradstreet	123456789	ABC Company	Edit	Delete
SIC	4899		Edit	Delete

ID Type:

ID Value:

Description:

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

Facility Identification – Dun and Bradstreet (D&B) Number

This is a federal requirement. Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine-digit identification number, for each physical location of your business. D&B Number assignment is FREE for all businesses required to register at <https://www.dnb.com/>.

You can add a **D&B Number** to your submission by clicking on the **Facility Identification** link shown on the Facility Information page. After selecting and entering the required information, press **Add** or **Next** to save the information.

***** Important note:** If your facility is a public utility or other non-business entity, EPA allows you to enter "N/A" in the "ID Value" text box.

Here is an example of D&B Number:

- ID Type: **Dun and Bradstreet**
- ID Value: 800188161
- Description: University

The screenshot shows a web interface for facility identification. At the top, there are tabs for 'CURRENT FACILITY', 'CONTACT LIST', and 'CHEMICAL LIST'. Below these, the facility name 'test (FacID: 6641947)' and address '17919 waterview parkway, Dallas, TX 75252, United States' are displayed. A navigation bar includes 'Facility Information', 'Facility Identification', 'State Fields', 'Documents', and 'Validate Record'. The main section is titled 'Facility Identification' and contains a note: '* 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")'. Below this is a table with columns 'ID Type', 'ID Value', 'Description', and two empty columns. The table contains two rows: one for SIC code 4899 and one for NAICS code 511310 (Colleges, Universities, and Professional Schools). Below the table are input fields for 'ID Type' (set to 'Dun & Bradstreet'), 'ID Value' (800188161), and 'Description' (University). At the bottom are 'Add', 'Reset', and 'Next' buttons. A footer contains links for 'Contact Us', 'FAQ', and user guides for 'E-PLAN ONLINE TIER2 SUBMIT' and 'E-PLAN ONLINE 302 SUBMIT'.

ID Type	ID Value	Description		
SIC	4899		Edt	Delete
NAICS	511310	Colleges, Universities, and Professional Schools	Edt	Delete

ID Type:

ID Value:

Description:

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

Add/Edit Chemical

You can add a **new chemical** to your submission by clicking on the appropriate **Add New Chemical** icon shown on the **20xx Online Filing Home** page. After entering the required information, press the appropriate **Save and Continue** button to save the information.

- There is no limit on the number of **chemicals** that you can add.
- You can also edit  or delete  chemicals.
- Chemicals from one facility can be copied into another.
- **Each facility** in your Tier II report needs to have at least one **chemical**. In addition, each chemical must have at least one **location** record. Furthermore, **type, pressure, and temperature for each location** (even if "Confidential" is checked) are required.
- States may have **lower reporting thresholds** and **additional chemicals** covered by the State right-to-know regulations. Contact your State SERC for any specific requirements for that State.



2011 Online Filing Home

* Federal requirements include: Owner / Operator name, mail address, phone and 1 Emergency Contact with name and 24-hr phone

Following is the submitted facility information

Legend  Edit Facility  Delete Facility  Add New Chemical  Add New Contact

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	2923764	<p>Demo FacilityName -</p> <p>Demo Department</p> <p>Contact Information</p> <p>1. Demo_firstname Demo_lastname - Edit Delete</p> <p>Emergency Contact</p> <p>2. Demo_firstname Demo_lastname - Edit Delete</p> <p>Owner / Operator</p> <p>Chemical Information</p> <p>1. NOCASNUM (7664-93-9) Edit Delete Copy</p>	TX	Filed	

Add New Chemical

Chemical Information page

In the Chemical Information page, you must enter/select/check all of the applicable information including the chemical details, physical state, physical hazards, health hazards, and quantity.

*** Important notes:

- You must enter Chemical Abstracts Service (**CAS**) registry numbers for pure chemicals (i.e., those with no mixture components) that are Extremely Hazardous Substances (**EHSS**) with the exception of Organorhodium Complex, which has no CAS.
 - If you do not have a CAS registry number, leave it **BLANK**.

Chemical Abstracts Service (CAS) Number

To report mixtures, facilities have the option to report by the component or the mixture itself. However, as stated in the regulations at 40 CFR 370.14(b), the reporting option used must be consistent for both Material Safety Data Sheet (MSDS) and inventory reporting, unless it is not possible to do so. This means that, if the facility report on a specific mixture as a whole for MSDS reporting, then the facility must report on that mixture as a whole for inventory reporting, too.

- Pure Chemical:
 1. Provide the chemical name (or common name of the chemical) as provided on the MSDS sheet.
 2. Enter the Chemical Abstract Service (CAS) registry number.
 3. Indicate if the chemical is an EHS. Check the box "yes" or "no".
 4. Check box for the appropriate descriptor for the chemical: solid, liquid, or gas and so on.

- Mixture:
 1. Provide the name of the mixture, product name or trade name as provided on the MSDS sheet.
 2. Enter the CAS number of the mixture or product, if available. If not, leave it BLANK.
 3. Check box for the appropriate descriptor: solid, liquid, or gas.
 4. If the mixture contains any EHS, check the box "yes", and then enter the name and CAS number of each EHS in the mixture.
 5. You are not required to list non-EHSs in the mixture, but may report if you wish to do so.

- The chemical amount **cannot** be zero.
- If you are reporting a **mixture** or solution that contains one or more hazardous chemicals, you have two options, outlined below.
 - Option 1 (recommended option): Report your mixture as a whole. Check "Mixture". Enter the name of the mixture or product name as it appears on the mixture's SDS. In the **Quantity** section, enter the weight of the entire mixture. In the Mixture Components section, list all EHS components in the mixture. You do not have to list non-EHS components in the mixture, but you may wish to do so in order to better inform emergency planners and first responders.
 - Option 2: Report your mixture by reporting the hazardous components separately.
- If an [EHS](#) is part of a mixture, you must report at least **one EHS mixture component**.
- Voluntary reporting of amounts below reporting requirement thresholds.
 - For EHSs, the system will check this box if the quantity is below the threshold planning quantity (TPQ) or 500 pounds, whichever is less. (For a list of EHS chemicals and TPQs, please reference the [EPA Consolidated List of Lists](#).)
 - For hazardous substances (anything with a SDS sheet), the system will check

this box if the quantity is below 10,000 pounds. 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](#).

Quantity

Max Daily Amount Code	Select Max Code ▼
Maximum Daily Amount in pounds*	9,000
Avg Daily Amount Code	Select Avg Code ▼
Average Daily Amount in pounds*	3,000
Maximum Amount in largest container (pounds)	8,000
Below Reporting Thresholds †	<input checked="" type="checkbox"/>

† 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 SDS), 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.

Chemical Storage Locations page

In the Chemical Storage Locations page, you must enter/edit/select/check all of the applicable information including the storage type, pressure type, temperature type, location, and maximum amount at location.

There is no limit on the number of chemical storage locations that you can add.

*** Important note:

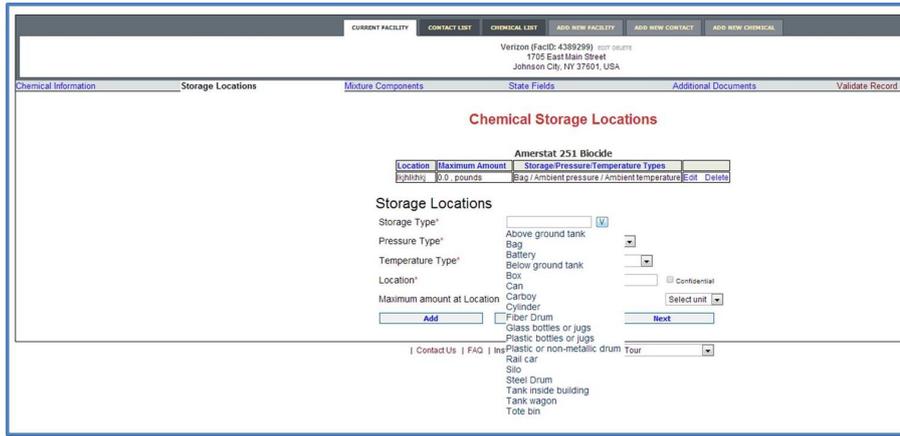
Every chemical in your Tier II report needs to have at least one location record, and each such record must specify:

- Location at Facility
- Storage Type
- Pressure Type
- Temperature Type

Confidential Chemical Location:

Checking the "Confidential" check box means that no locations are required for that chemical. However, in order to fulfill the proper reporting under EPCRA, you must submit a [Confidential Location Information Sheet](#) to the SERC, LEPC, and fire department. This form is used by the authorities to verify actual locations for audits and emergencies and not by public citizens.

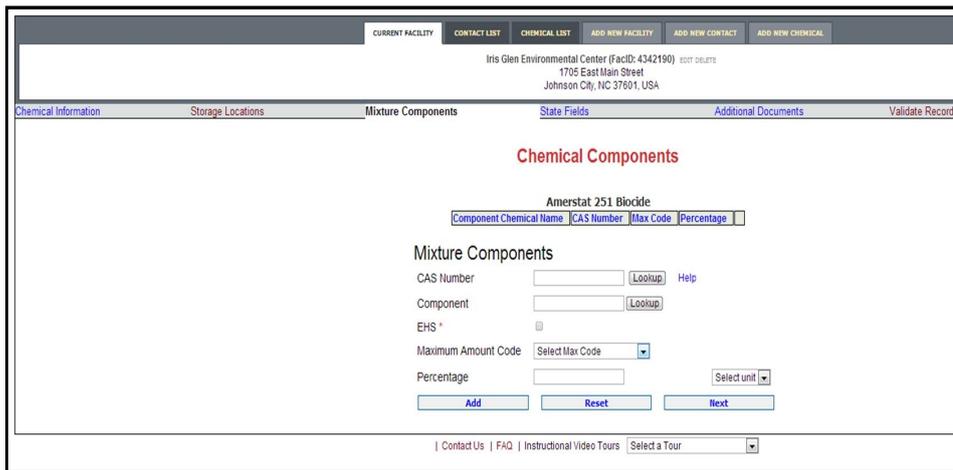
- Type, Pressure, and Temperature for each location (even if "Confidential" is checked) are **required**.



Chemical Components page

In the Chemical Components page, you must enter/edit/select/check all of the applicable mixture components information including the CAS number, component name, EHS, maximum amount code, and percentage.

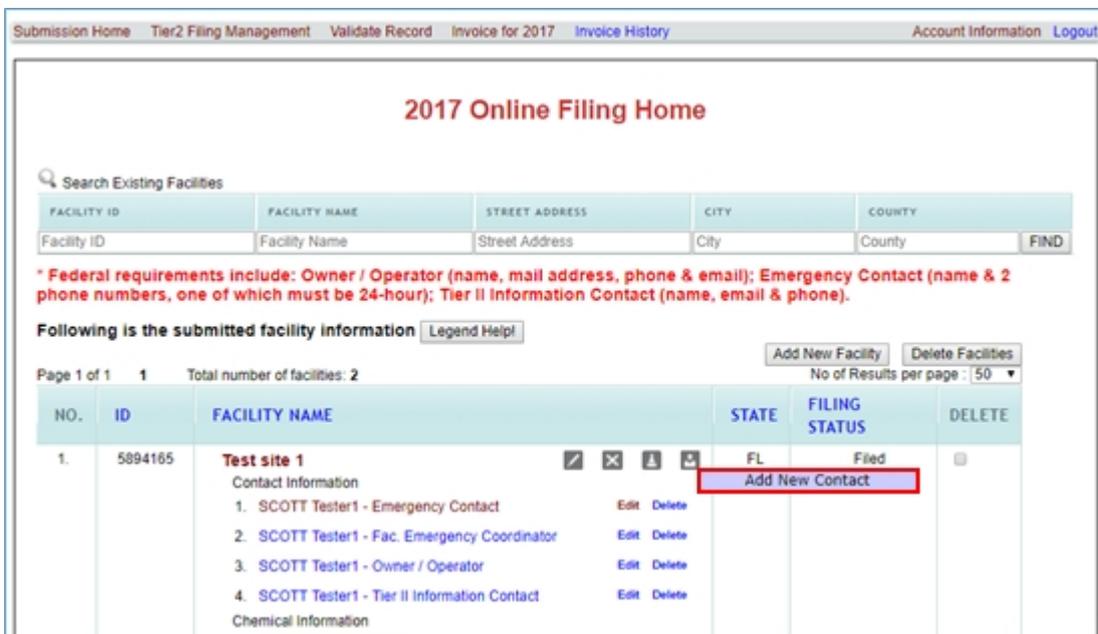
There is no limit on the number of chemical mixture components that you can add.



Add/Edit Contact

You can add a **new contact** to your submission by clicking on the appropriate **Add New Contact** icon shown on the **Online Filing Home** page. After entering the required information, press the appropriate **Save and Continue** button to save the information.

- There is no limit on the number of contacts that you can add.
- You can also edit  or delete  contacts.
- In most cases a contact should be a real person, but if your contact type is "Parent Company" or "Chemical Carrier" you may leave First Name blank and enter a business name in the Last Name field.
- You should **remove** duplicate contacts.



The screenshot shows the '2017 Online Filing Home' interface. At the top, there are navigation links: 'Submission Home', 'Tier2 Filing Management', 'Validate Record', 'Invoice for 2017', 'Invoice History', 'Account Information', and 'Logout'. Below this is a search section for existing facilities with fields for Facility ID, Facility Name, Street Address, City, and County, and a 'FIND' button. A red asterisk note states: '* 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)'. Below the note is a 'Legend Help' button. The main section displays 'Following is the submitted facility information' with 'Add New Facility' and 'Delete Facilities' buttons. It shows 'Page 1 of 1' and 'Total number of facilities: 2'. A table lists the facilities, with the first one being 'Test site 1' (ID: 5894165, State: FL, Filing Status: Filed). A red box highlights the 'Add New Contact' button next to the facility name. Below the facility name, there is a list of contacts with 'Edit' and 'Delete' links for each:

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	5894165	Test site 1	FL	Filed	
		Contact Information			
		1. SCOTT Tester1 - Emergency Contact			Edit Delete
		2. SCOTT Tester1 - Fac. Emergency Coordinator			Edit Delete
		3. SCOTT Tester1 - Owner / Operator			Edit Delete
		4. SCOTT Tester1 - Tier II Information Contact			Edit Delete
		Chemical Information			

Contact Role

Select a contact type from the drop down menu and click **Continue** to proceed.

*** Federal requirements:

Per EPA, each facility in your Tier II report needs to have the following contacts:

- **Owner / Operator:** Facility owner or operator. If the owner/operator is a person, include their first and last name. If it is a company, enter the company name in the Last Name or Business Name field and leave the First Name field blank. Regardless of whether the contact is a person or company, you must enter a mailing address, phone number, and a valid email address. You should choose one phone of any type from the drop down phone list including 24-hour, mobile-cell, emergency, work, or home.
- **Emergency Contact:** You must provide first and last name, title, a valid email address and two phone numbers (at least one of which must have the phone

type of “24-hour”) of one local individual who can act as a referral if emergency responders need assistance in responding to a chemical accident at your facility.

- The 24-hour phone number provided should be reachable 24 hours a day, every day.
 - It is important that this individual can be reached at any time at one of the numbers provided (i.e., 24/7) to meet local emergency responders during an emergency situation.
 - This individual should have knowledge of the plant processes, chemicals and the associated risks.
- **Tier II Information Contact:** The person knowledgeable about the information contained on the Tier II inventory form for the facility. You must provide title, first and last name, a valid email address, and a phone number (of any type).

***** Important Note:**

- **Facility Emergency Coordinator:** **Required** if the facility is subject to the emergency planning requirements of **Section 302 of EPCRA (40 CFR part 355)**. Include first and last names, title, a valid email address, and two phone numbers, including one 24-hour number.

Contact Information page

In the Contact Information page, you must enter/select/check all of the applicable information including title, last name, first name, street address, city, county, state, and zip code. You also need to provide a **valid email address**.

Submission Home Tier2 Filing Management Validate Record Invoice for 2017 Invoice History Account Information Logout

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 *

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

Contact Phone Information

Choose a phone type from the drop down list, enter the phone number, and click **Add** to save.

Submission Home Tier2 Filing Management Validate Record Invoice for 2017 Invoice History Account Information Logout

CURRENT FACILITY CONTACT LIST CHEMICAL LIST

Test site 1 (FacID: 5894165) [EDIT](#) [DELETE](#)
1900 SOUTHEAST 15 STREET
FORT LAUDERDALE, FL 33316, USA

Contact Information Phone Information Facility Association Documents Validate Record

Contact Phone Information

Joe UTD (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	972-883-2000	Edit Delete
24-hour	972-883-2911	Edit Delete

Phone Type

Phone Number

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

Facility Association

If you have multiple facilities, you can associate a contact with more than one facility.

You must select at least one facility, choose a contact type, and click **Add** to save.

Submission Home Tier2 Filing Management Validate Record Invoice for 2017 Invoice History Account Information Logout

CURRENT FACILITY CONTACT LIST CHEMICAL LIST

Test site 1 (FacID: 5894165) NOT ONLINE
1900 SOUTHEAST 15 STREET
FORT LAUDERDALE, FL 33316, USA

Contact Information Phone Information Facility Association Documents Validate Record

Associate Contact With Facility

Joe UTD (Emergency Contact)

Note: You can associate "Joe UTD" with other facilities such that the contact information can be copied to the other associated facilities.

Facility Name	Contact Type		
(FacID: 5894165) Test site 1	Emergency Contact	Edit	Delete
(FacID: 5894170) Test site 2	Owner / Operator	Edit	Delete

Select All Facilities and Contact Type | Select Contact Type

(FacID: 5894165) Test site 1 (Current facility)

(FacID: 5894170) Test site 2

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

When a contact name is associated with multiple roles or duplicate, triplicate and so on, you need to click on that contact name to open the **Contact Information** page. Next, click the **“Facility Association”** to view the Associate Contact With Facility table. Then, you can delete the appropriate contact's role.

Dallas, UT 75252, United States

Contact Information Phone Information Facility Association Documents Validate Record

Associate Contact With Facility

B T (Emergency Contact)

Note: You can associate "B T" with other facilities such that the contact information can be copied to the other associated facilities.

Facility Name	Contact Type		
(FacID: 6641947) test	Emergency Contact	Edit	Delete
(FacID: 6641947) test	Emergency Contact	Edit	Delete
(FacID: 6641947) test	Emergency Contact	Edit	Delete

Select All Facilities and Contact Type | Select Contact Type

(FacID: 6641947) test (Current facility)

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

State Fields

State Applicable Fields page

Some states request additional information for Tier II Chemical Inventory reports. E-Plan validates both Federal and State requirements. Click [here](#) to view a table of the States that have additional data fields and the corresponding descriptions.

You must enter/select all the appropriate information into any state requested fields and press the appropriate **Update** button to save the information.

*** Important note:

If you have **100+ facilities** that require entering the additional State Tier II field repeatedly, please [Contact Us](#) so we can assist you to enter the data.

The screenshot shows a web form titled "State Applicable Fields". At the top, there are two tabs: "State Fields" (selected) and "Documents". The form contains two input fields: "Master ID Number" with the value "999999" and "Valid e-mail address for your proof of receipt" with the value "eplan@utdallas.edu". Below the input fields are two buttons: "Update & Continue" and "Reset".

The screenshot shows a web page with a navigation bar at the top containing links: "Submission Home", "Tier2 Filing Management", "Validate Record", "Invoice for 2017", "Invoice History", "Account Information", and "Logout". Below the navigation bar are three tabs: "CURRENT FACILITY" (selected), "CONTACT LIST", and "CHEMICAL LIST". The "CURRENT FACILITY" tab displays the following information: "Test site 2 (FacID: 5894170) EDIT DELETE", "17919 Waterview", and "Birmingham, Oth 99999, USA". Below this information are four tabs: "Facility Information", "Facility Identification", "State Fields" (selected), "Documents", and "Validate Record". The "State Fields" tab displays the title "State Applicable Fields" and the message "No Applicable State Fields". Below the message is a "Next" button. At the bottom of the page, there is a footer with links: "| Contact Us | FAQ | E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE | E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE".

Site Plans

EPA regulations state that the facility may attach a site plan with the Tier II inventory form that contains site coordinates indicated for buildings, lots, areas, etc., throughout the facility. In addition, some States require facilities to submit a site plan (click [here](#) to view a table of the States that have additional data fields and the corresponding descriptions.)

- Some States suggested the attachment file naming convention as follows.
 - SDS_Chlorine_ABCIndustry-Greenville.pdf
 - SitePlan_ABCCountyWaterTreatmentPlant.jpg
 - AerialPhoto_ABCtownPumpStation.png

You can upload and attach SDS sheets, site plans, emergency/contingency plans, facility floor plan drawings, or maps directly into E-Plan. You may upload as many files as you like, but the size of each file must be less than 9 MB. If the size of the file is more than 9 MB, please split it into smaller parts and upload them separately.

Generally, the following procedure is for uploading a site plan:

- Log into the [E-Plan's Online Tier II Reporting System](#) using your Access ID and password.
- On the E-Plan Online Filing Submission Management page, go to the "Enter new Data/ Retrieve old Data" box and select **2024** as the "Select a year to file/retrieve Tier II data".
- The **2024 Online Filing Home** page will appear.
- Click on the Edit button beside the facility. The selected Facility Information page will appear.
- Select the Documents link on the menu bar.
- Select a File Type from the drop down menu and then File Category.
(**Note:** If entering a link, choose File type as Link and put the link such as https://somewebsite in the **File Description** field.)
- Click on Browse and choose the file on your computer that you want to upload.
- Fill in a Description for the file (such as Contingency Plan).
- Click the Upload button to load the selected file.

Submission Home Tier2 Filing Management Validate Record Invoice for 2017 Invoice History Account Information Logout

CURRENT FACILITY CONTACT LIST CHEMICAL LIST

Test site 1 (FacID: 5894165) SORT DELETE
1900 SE 99 STREET
FORT LAUDERDALE, FL 33316, 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
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

File Type: File
 File Category: SDS
 File: Choose Files No file chosen Max file size 9 Mb
 File Description:

Upload Next (Add Contact)

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

Once documents are uploaded, they will appear in the table as shown below.

Submission Home Tier2 Filing Management Validate Record Invoice for 2017 Invoice History Account Information Logout

CURRENT FACILITY CONTACT LIST CHEMICAL LIST

Test site 1 (FacID: 5894165) SORT DELETE
1900 SE 99 STREET
FORT LAUDERDALE, FL 33316, 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	509839	Iron Oxide Black CAS # 1317619.pdf	File	SDS	Iron Oxide Black SDS		Delete
2	509840	EPlan.jpg	File	Diagrams	E-Plan logo		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

File Type: File
 File Category: SDS
 File: Choose Files No file chosen Max file size 9 Mb
 File Description:

Upload Next (Add Contact)

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

Validating Data

Validation is used to verify that the minimum required fields for Tier II Chemical Inventory Reports are complete. Errors indicated on the **Submission Report** identify that the minimum required fields are not completed. While Federal and State requirements are mandatory, E-Plan requirements provide extremely needed information to first responders in emergency scenarios.

*** Important notes:

- To save time validate after you enter each facility.
- The system will not allow you to upload your Tier II data to E-Plan until the "Submission Report" indicates all required fields are correct.
- Once **ALL** facilities pass the minimum required fields for submission, the "Upload Data to E-Plan" button will appear.

Validate Record button

When you select the Validate Record button, the system will check that the minimum required fields for submission are complete.

2012 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 New Facility](#) [Delete Facilities](#)

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	4202721	TEST123 Contact Information 1. ANNIE BIRCH - Owner / Operator Edit Delete 2. ANNIE BIRCH - Tier II Emergency Contact Edit Delete 3. GUY BARTOLOTTA - Tier II Secondary Contact Edit Delete Chemical Information 1. TRADE SECRET Edit Delete Copy	TX	Not Filed	<input type="checkbox"/>
2.	4202413	Site test Contact Information 1. Thomas W. Tipton null - Emergency Contact Edit Delete 2. PCS Phosphate null - Operator Edit Delete Chemical Information 1. Ammonia (anhydrous) (7664-41-7) Edit Delete Copy	GA	Not Filed	<input type="checkbox"/>

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

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

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

Submission Report page

If the minimum required fields for your submission are validated and passed all tests, the **Upload Data to E-Plan** button will appear stating that the facility has passed all validation tests.

Click the **Upload Data to E-Plan** button to start the data upload process.

[Submission Home](#) [Tier2 Filing Management](#) [Validate Record](#) [Invoice for 2017](#) [Invoice History](#) [Account Information](#) [Logout](#)

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 5894165 : Test site 1
Validated : 2017-11-02 21:12:25.0 UTC
Facility **Passed** all Checks

FacID 5894170 : Test site 2
Validated : 2017-11-02 21:09:42.0 UTC
Facility **Passed** all Checks

Once your report has passed ALL submission tests for filing year 2017,
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](#) [| E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

Most Common Filing Errors

There are several common errors that facilities fail to report while creating their Tier II report via E-Plan.

- If there is an error found on your Tier II report, it will be indicated on your submission report.
- The system will not display the "**Upload Data to E-Plan**" option that allows you to submit your Tier II data until the "Submission Report" indicates all required fields are correct.

*** Error – Not Reporting NAICS Code

This is a federal requirement.

- North American Industry Classification System (NAICS) code is required to be a **6-digit** code.
- E-Plan added a **drop-down list** of latest (NAICS) codes.
- For more information on NAICS codes and a NAICS search tool, click [here](#).

You can add a **NAICS Code** to your submission by clicking on the **Facility Identification** link shown on the Facility Information page. After selecting and entering the required information, press **Add** or **Next** to save the information.

Here is an example of NAICS code:

- ID Type: **NAICS**
- ID Value: 611310
- Description: Colleges, Universities, and Professional Schools

Submission Report for Access ID 1015959

Note:

1) 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.
2) Once ALL facilities pass ALL submission tests, the "Upload Data to E-Plan" option will appear.

Validation Time : Thu Feb 23 17:14:28 UTC 2012

FacID 2923764 : Demo_FacilityName

Error: A NAICS code must be reported for a Facility Submission. [To Add NAICS code, Edit Facility -> Facility Identification link -> Add NAICS Code](#)

FacID 2923793 : Demo_facilityname1

Facility Passed all Checks

*** Error – Incorrect or Not Reporting Latitude and Longitude Coordinates

Latitude and Longitude Coordinates

This is a federal requirement. You must report your facility's latitude and longitude coordinates in **decimal** degrees with at least four decimal digits to the right of the decimal points.

- Be careful not to reverse your latitude and longitude coordinates.
- Enter only numerical data.
- Do not preface numbers with letters (such as N or W) to denote the hemisphere.

The latitude and longitude of the facility must be in decimal degrees with at least **four decimal digits** to the right of the decimal points (e.g., 32.9919, -96.7573). Here is an example of latitude and longitude values in decimal degrees:

Latitude = 32.9919
 Longitude = -96.7573

The screenshot shows a form titled "Location" with two input fields. The "Latitude" field contains the value "32.9919" and the "Longitude" field contains the value "-96.7573". Above the fields are two buttons: "Lookup Lat/Long" and "Validate Lat/Long".

***** Important notes:**

- **Lookup Lat/Long** button – If you do not know the latitude and longitude coordinates for your facility, you can select the "**Lookup Lat/Long**" button, and the system will convert your facility's physical address to latitude and longitude coordinates via geocoding. If the reported physical address is incorrect, there is no mechanism for E-Plan to verify the geographical coordinates for that location is correct.

The screenshot displays the "Physical Address" and "Mailing Address" sections of the E-Plan form. The physical address is "17919 Waterview pkwy, Dallas, TX 75252, USA". The "Location" section shows the "Lookup Lat/Long" button circled in green and the "Validate Lat/Long" button circled in red. A red dashed arrow points from the "Validate Lat/Long" button to a Google map window. The map window shows a red pin on a map of Dallas, Texas, with the following text: "Click and drag the marker to correct Latitude/Longitude. Current position: Click to update Lat/Long 32.992018, -96.75746700000002. Closest matching address: 17919 Waterview Parkway, Dallas, TX 75252, USA".

- **Validate Lat/Long** button – When you click "**Validate Lat/Long**", a Google map will

display the coordinates of the initial point. You can drag the marker to a new location and then “**Click to update Lat/Long**”.

- **Validation:** The E-Plan system will check on every coordinate that is manually entered by you.
 - 1) Check if a coordinate is in decimal degrees
 - 2) For facilities located in the US (except Guam), check if the latitude coordinate is within the range of 0 to 80
 - 3) For facilities located in the US (except Guam), check if the longitude coordinate is within the range of -180 to -50
- If you know the latitude and longitude coordinates for your facility, but their values are in **degrees/minutes/seconds** (e.g., Latitude 40° 13' 12.9" N and Longitude 79° 45' 25.2" W). You must **convert** values from degrees/minutes/seconds to decimal degrees.

You can use this tool provided by the Federal Communications Commission to convert values from degrees/minutes/seconds to decimal degrees: <https://www.fcc.gov/media/radio/dms-decimal>.

Degrees Minutes Seconds to Decimal Degrees

Enter Degrees Minutes Seconds latitude: 41 51 1.4

Enter Degrees Minutes Seconds longitude: -87 40 32.7

Convert to Decimal Clear Values

Results: Latitude: 41.850389 Longitude: -87.67575

*** Error – Not reporting Owner/Operator

*** **Important notes:** Please remove duplicate contacts.

For each facility submission, the EPA requires an Owner/Operator with first name and last name, address, phone and email. You should choose one phone of any type from the drop down phone list including 24-hour, mobile-cell, emergency, work, or home.

Submission Report for Access ID 1015959

Note:
1) 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.
2) Once ALL facilities pass ALL submission tests, the "Upload Data to E-Plan" option will appear.

Validation Time : Thu Feb 23 17:11:34 UTC 2012

FacID 2923764 : Demo_FacilityName

Error: An Owner/Operator contact is required for a Facility Submission. [Add New Contact of type Owner/Operator to fix this error.](#)

FacID 2923793 : Demo_facilityname1

Facility Passed all Checks

*** Error - Not Reporting Emergency Contact or 24-hour Phone for Emergency Contact

*** **Important notes:** Please remove duplicate contacts.

For each facility submission, the EPA requires one Emergency Contact with first name and last name, title, and two phone numbers, at least one of which must have the phone type of "24-hour".

Submission Report for Access ID 1015959

Note:
1) 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.
2) Once ALL facilities pass ALL submission tests, the "Upload Data to E-Plan" option will appear.

Validation Time : Thu Feb 23 17:09:05 UTC 2012

FacID 2923764 : Demo_FacilityName

Contact : Demo_firstname Demo_lastname
Error: 24 Hour Phone required for Emergency Contact. [Edit Contact and add 24 hour phone under Phone information tab to fix this error.](#)

FacID 2923793 : Demo_facilityname1

Facility Passed all Checks

*** Error – Not Reporting State Data

State Applicable Fields page

Some states request additional information for Tier II Chemical Inventory reports. E-Plan validates both Federal and State requirements. Click [here](#) to view a table of the States

that have additional data fields and the corresponding descriptions.

You must enter/select all the appropriate information into any state requested fields and press the appropriate **Update** button to save the information.

***** Important note:** If you have 100+ facilities that require entering the additional State Tier II field repeatedly, please [Contact Us](#) so we can assist you to enter the data.

Submission Report for Access ID 1015959

Note:

- 1) 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.
- 2) Once ALL facilities pass ALL submission tests, the "Upload Data to E-Plan" option will appear.

Validation Time : Thu Feb 23 16:58:18 UTC 2012

FacID 2923764 : Demo_FacilityName

State Requirement Error: Please fill a value for the State requirement labelled TXT2 Number - Please use the TXT2 number that has been previously assigned to your owner/operator. New filers please contact the Texas Tier II Program at tiertwohelp@dshs.state.tx.us or 800-452-2791 (In-Texas) or 512-834-6603 x 2439. [Edit Facility](#) and click on [State Fields](#) tab to access the State Specific Fields and click on [update](#) button to fix this error.

FacID 2923793 : Demo_facilityname1

Facility Passed all Checks

First Responder View

The **First Responder View** provides ready access to key information in a usable format, including the facility information, contact information, chemicals in inventory and site plans.

Clicking the **First Responder View** button displays the entire Tier II report including the facility information, contacts, chemicals, and site plans.

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 New Facility](#) [Delete Facilities](#)

Page 1 1 Total number of facilities: 2 No of Results per page : 50

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	4506209	TEST - University Field Laboratories Contact Information 1. CSEPI Institute - Emergency Contact 2. CSEPI Institute - Owner / Operator 3. CSEPI Institute - Tier II Information Contact Chemical Information 1. Chlorine (7782-50-5)	NC	Filed	<input type="checkbox"/>
2.	4506214	TEST - University Field Laboratories Contact Information 1. CSEPI Institute - Emergency Contact 2. CSEPI Institute - Owner / Operator 3. CSEPI Institute - Tier II Information Contact Chemical Information 1. Chlorine (7782-50-5)	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](#)



First Responder View page

Clicking the facility name link opens the Facility Information page.

Submission Home Tier2 Filing Management Validate Record Invoice for 2017 Invoice History Account Information Logout

First Responder View

Access ID: 1000530 (E-Plan)

■ indicates facility with uploaded document(s)

No.	Id	Facility Name	Company Name	Type	Filing Year	Street Address	City	County	State
1	5894165	Test site 1	AL	Tier2	2017	1900 SOUTHEAST 15 STREET	FORT LAUDERDALE	Broward	FL
2	5894170	Test site 2	Test site A	Tier2	2017	5401 East Lake Blvd	Birmingham	Jefferson	AL

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

You can view the Contact Information, Chemical Inventory, Additional Information (i.e., site plans), and State Fields (if any).

Facility Information	Contact Information	Chemical Inventory	Additional Information	State Fields																										
Facility Information																														
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%;">Facility Name</td> <td>TEST</td> </tr> <tr> <td>Company Name</td> <td>TEST</td> </tr> <tr> <td>Filing Year</td> <td>2013</td> </tr> <tr> <td>Department</td> <td>University Field Laboratories</td> </tr> <tr> <td>Physical Address</td> <td>17919 Wateniew Parkway Dallas, Alameda County NC - 75292</td> </tr> <tr> <td>Latitude</td> <td>32.992018</td> </tr> <tr> <td>Longitude</td> <td>-96.757467</td> </tr> <tr> <td>Location Description</td> <td>AB - Administrative Building</td> </tr> <tr> <td>Maximum No. of Occupants</td> <td>Information not available</td> </tr> <tr> <td>Corporate Email</td> <td>eplan@utdallas.edu</td> </tr> <tr> <td>Type of Facility</td> <td>EPCRA 312 (Tier2)</td> </tr> <tr> <td>Data Management</td> <td>First Submit Date: 2013-11-18 20:16:27.0 UTC Last modified Date: 2013-11-18 20:16:27.0 UTC Data Submitted by: J. Walli, Program Coordinator NAICS - 611310 - Pesticide storage complex</td> </tr> <tr> <td>Facility Notes</td> <td>This facility stores experimental and registered pesticides. Please view the attached excel file which contains the CAS numbers.</td> </tr> </table>					Facility Name	TEST	Company Name	TEST	Filing Year	2013	Department	University Field Laboratories	Physical Address	17919 Wateniew Parkway Dallas, Alameda County NC - 75292	Latitude	32.992018	Longitude	-96.757467	Location Description	AB - Administrative Building	Maximum No. of Occupants	Information not available	Corporate Email	eplan@utdallas.edu	Type of Facility	EPCRA 312 (Tier2)	Data Management	First Submit Date: 2013-11-18 20:16:27.0 UTC Last modified Date: 2013-11-18 20:16:27.0 UTC Data Submitted by: J. Walli, Program Coordinator NAICS - 611310 - Pesticide storage complex	Facility Notes	This facility stores experimental and registered pesticides. Please view the attached excel file which contains the CAS numbers.
Facility Name	TEST																													
Company Name	TEST																													
Filing Year	2013																													
Department	University Field Laboratories																													
Physical Address	17919 Wateniew Parkway Dallas, Alameda County NC - 75292																													
Latitude	32.992018																													
Longitude	-96.757467																													
Location Description	AB - Administrative Building																													
Maximum No. of Occupants	Information not available																													
Corporate Email	eplan@utdallas.edu																													
Type of Facility	EPCRA 312 (Tier2)																													
Data Management	First Submit Date: 2013-11-18 20:16:27.0 UTC Last modified Date: 2013-11-18 20:16:27.0 UTC Data Submitted by: J. Walli, Program Coordinator NAICS - 611310 - Pesticide storage complex																													
Facility Notes	This facility stores experimental and registered pesticides. Please view the attached excel file which contains the CAS numbers.																													
Facility Contact Information																														
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Contact Type</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>CSEPI Institute</td> <td>Emergency Contact</td> <td>24-hour - 19007475150 Work - 972-883-2631</td> <td>epian@utdallas.edu</td> </tr> <tr> <td>CSEPI Institute</td> <td>Owner / Operator</td> <td>24-hour - 19007475150 Work - 9728842631</td> <td>epian1@utdallas.edu</td> </tr> <tr> <td>CSEPI Institute</td> <td>Tier II Information Contact</td> <td>24-hour - 19007475150 Work - 9728842631</td> <td>epian1@utdallas.edu</td> </tr> </tbody> </table>					Name	Contact Type	Phone	Email	CSEPI Institute	Emergency Contact	24-hour - 19007475150 Work - 972-883-2631	epian@utdallas.edu	CSEPI Institute	Owner / Operator	24-hour - 19007475150 Work - 9728842631	epian1@utdallas.edu	CSEPI Institute	Tier II Information Contact	24-hour - 19007475150 Work - 9728842631	epian1@utdallas.edu										
Name	Contact Type	Phone	Email																											
CSEPI Institute	Emergency Contact	24-hour - 19007475150 Work - 972-883-2631	epian@utdallas.edu																											
CSEPI Institute	Owner / Operator	24-hour - 19007475150 Work - 9728842631	epian1@utdallas.edu																											
CSEPI Institute	Tier II Information Contact	24-hour - 19007475150 Work - 9728842631	epian1@utdallas.edu																											
Chemical Inventory Information																														
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Chemical (Click for ERG link)</th> <th>CAS #</th> <th>Max Qty. (lbs)</th> <th>Avg Qty. (lbs)</th> <th>Properties</th> </tr> </thead> <tbody> <tr> <td style="background-color: #FFD700;">Chlorine (EHS Chemical)</td> <td>7782-50-5</td> <td>545</td> <td>385</td> <td> Inert Solid Liquid Acute Fire Reactive EHS </td> </tr> <tr> <td colspan="5"> Synonyms: Bertholite.Chlore (dot french).Chlorine.Chlorine mol .Chlorine molecule (c12).Cloro (dot spanish).Diatomic chlorine.Dichlorine.Molecular chlorine. </td> </tr> <tr> <td colspan="5"> Storage Location Type Pressure Temperature 1. 4021 Chi Rd. Bldg 2134 Ambient pressure Ambient temperature 2. 4021 Chi Rd. Bldg 2138 Ambient pressure Ambient temperature 3. 4021 Chi Rd. Bldg 2133 Ambient pressure Ambient temperature </td> </tr> <tr> <td colspan="5"> Component Name CAS No Percentage Gases.petroleum.c4-rich 68477850 25.0 Weight </td> </tr> </tbody> </table>					Chemical (Click for ERG link)	CAS #	Max Qty. (lbs)	Avg Qty. (lbs)	Properties	Chlorine (EHS Chemical)	7782-50-5	545	385	Inert Solid Liquid Acute Fire Reactive EHS	Synonyms: Bertholite.Chlore (dot french).Chlorine.Chlorine mol .Chlorine molecule (c12).Cloro (dot spanish).Diatomic chlorine.Dichlorine.Molecular chlorine.					Storage Location Type Pressure Temperature 1. 4021 Chi Rd. Bldg 2134 Ambient pressure Ambient temperature 2. 4021 Chi Rd. Bldg 2138 Ambient pressure Ambient temperature 3. 4021 Chi Rd. Bldg 2133 Ambient pressure Ambient temperature					Component Name CAS No Percentage Gases.petroleum.c4-rich 68477850 25.0 Weight					
Chemical (Click for ERG link)	CAS #	Max Qty. (lbs)	Avg Qty. (lbs)	Properties																										
Chlorine (EHS Chemical)	7782-50-5	545	385	Inert Solid Liquid Acute Fire Reactive EHS																										
Synonyms: Bertholite.Chlore (dot french).Chlorine.Chlorine mol .Chlorine molecule (c12).Cloro (dot spanish).Diatomic chlorine.Dichlorine.Molecular chlorine.																														
Storage Location Type Pressure Temperature 1. 4021 Chi Rd. Bldg 2134 Ambient pressure Ambient temperature 2. 4021 Chi Rd. Bldg 2138 Ambient pressure Ambient temperature 3. 4021 Chi Rd. Bldg 2133 Ambient pressure Ambient temperature																														
Component Name CAS No Percentage Gases.petroleum.c4-rich 68477850 25.0 Weight																														

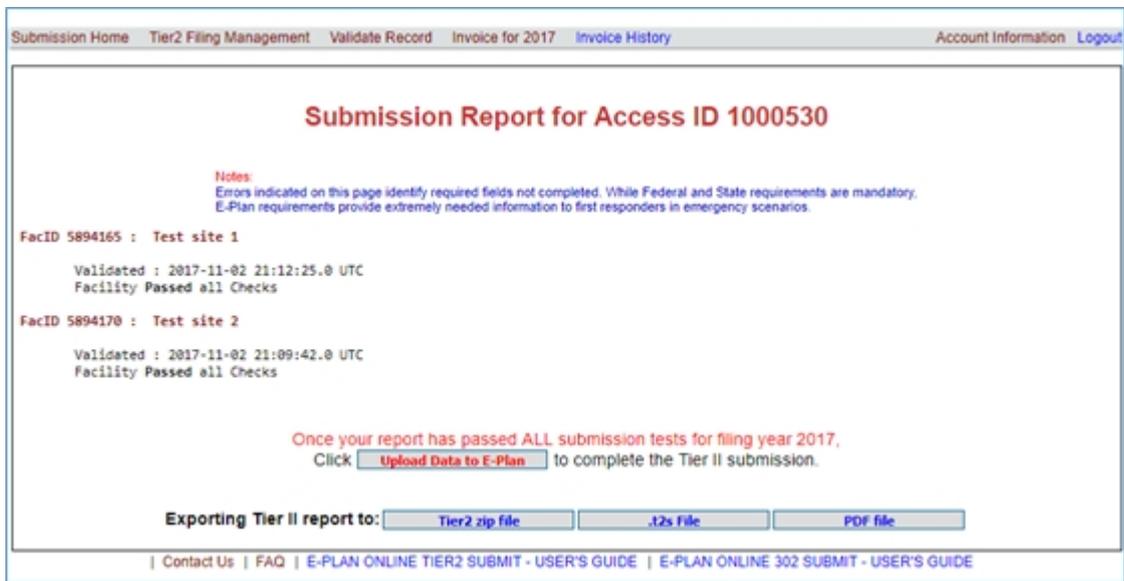
Upload Data to E-Plan

Once you are ready to submit your Tier II facility data to E-Plan, you must validate records, fix errors (if any), and upload data to E-Plan.

***** Important notes:**

- The system will not allow you to submit your Tier II data until the "Submission Report" indicates all required fields are correct.
- Once the "Submission Report" indicates all required fields are correct, the "**Select facilities**" to Continue Submission (Upload Data to E-Plan) will appear.

Clicking the "**Select facilities**" button opens the Submit Facility Information page.



Submission Home Tier2 Filing Management Validate Record Invoice for 2017 Invoice History Account Information Logout

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 5894165 : Test site 1
Validated : 2017-11-02 21:12:25.0 UTC
Facility Passed all Checks

FacID 5894170 : Test site 2
Validated : 2017-11-02 21:09:42.0 UTC
Facility Passed all Checks

Once your report has passed ALL submission tests for filing year 2017,
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](#) | [E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE](#)

Submission Home Tier2 Filing Management Validate Record Invoice for 2017 Invoice History Account Information Logout

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"/>	5894170	Test site 2	AL	Not Filed	Pass	
<input type="checkbox"/>	5894165	Test site 1	FL	Filed	Pass	EPLAN2017-1015259

Reporting Authority Emails:
(Up to 5 cc emails)

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

Submitting Data and Payment

- [Facility Selection](#)
- [E-Plan Invoice Calculation](#)
- [E-Plan Payment](#)
 - [Pay with Credit Card](#)
 - [Pay with Check or Money Order](#)
 - [UTD's W-9 form](#)
- [Data Uploading](#)

Facility Selection

If a facility has **not** been filed, select the appropriate check box and click **Update** to begin the uploading data process. Each facility will be associated with a selection box followed by the facility name, state, filing status, validation status and invoice ID. You can use the **Select all** check box to select all facilities.

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 a invoice, (2) Filing Status is "Filed" or (3) Validation status is "Not Pass"

Access ID: 1000530 (E-Plan)

<input type="checkbox"/> Select all	Facility Name	State	Filing Status	Validation Status	Invoice ID
<input type="checkbox"/>	TEST	NC	Filed	Pass	EPLAN2013-1000096
<input type="checkbox"/>	TEST	TX	Not Filed	Pass	

Reporting Authority Emails:
(Up to 3 cc emails)

*** Important notes:

- Once a report is filed, any **subsequent change** is automatically updated to the previous submission and posted on E-Plan for first responders' view. You do not have to **resubmit** or delete any previously filed reports. However, you must notify the relevant State SERC/TERC, County LEPC/TEPC, and local fire department about the changes.
- The **selection check box** will not be shown
 - If a facility is already linked with an invoice, or
 - If a facility has already been filed, or
 - The validation status is "Not Pass".

E-Plan Invoice Calculation

Once you select to upload a facility's data into E-Plan, the system will create an invoice based upon the facility's location.

- A flat \$25 administrative charge per facility for an entire year of access.
- The \$25 administrative charge applies to all Tier II facilities in both public and private sectors that file their Tier II data via E-Plan.

If your facility is located in	E-Plan Administrative Charge per Facility	Remarks
Alaska, Florida, Iowa, Montana, North Carolina, South Carolina, or Warren County (Ohio)	\$0	These states and Warren County (Ohio) have covered the cost for all Tier II facilities within their jurisdiction.
All other states	\$25	

E-PLAN PAYMENT FOR FILING YEAR 2013

Payment Information

Company Name *

Name *

Billing Address *

City *

State *

Zip *

Country *

Phone

Email

PO Number

Total Amount Due: \$35.00

Payment Method

Credit Card Payment

Check/Money Order

DETAIL DESCRIPTION					
NO.	STATE	# OF FACILITIES	ADMINISTRATIVE CHARGE PER FACILITY	EXTENDED COST	FACILITY ID
1.	NY	1	\$25.00	\$25.00	4342191
2.	NY, Erie county	1	\$10.00	\$10.00	4342190

Here are some examples:

Example #1: You have 112 facilities in **North Carolina**. The system will generate a \$0 invoice.

Example #2: You have two facilities: one in **South Carolina** and one in **Georgia**. The system will generate a \$25 invoice.

- Facility in **South Carolina**: \$0
- Facility in **Georgia**: \$25

Example #3: You have three facilities: one in **Florida**, one in **Montana**, and one in **New York**. The system will generate a \$25 invoice.

- Facility in **Florida**: \$0
- Facility in **Montana**: \$0
- Facility in **New York**: \$25

Example #4: You have ten facilities: two in **Florida**, three in **Tennessee**, three in **North Carolina**, and two in **Georgia**. The system will generate a \$125 invoice.

- Two facilities in **Florida**: \$0
- Three facilities in **Tennessee**: \$75
- Three facilities in **North Carolina**: \$0
- Two facilities in **Georgia**: \$50

***** Important notes:**

- North Carolina utilizes E-Plan for all filings (i.e., Emergency Plan and EPCRA Sections 302, 304, 311 and 312) and Tier II fee collection.
- Florida utilizes E-Plan for all filings (i.e., EPCRA Sections 302, 304, 311 and 312) and Tier II, 302, TRI and RMP fee collections.

Submission Home Tier2 Filing Management Validate Record Invoice for 2017 Invoice History Account Information Logout

Invoice - E-Plan (1000530)

Click [HERE \(FL RMP REG\)](#) for Florida RISK MANAGEMENT PROGRAM (RMP) SINGLE FACILITY ANNUAL REGISTRATION.

Click [HERE \(FL TRI REG\)](#) for Florida TOXIC CHEMICAL RELEASE INVENTORY (TRI) ANNUAL REGISTRATION.

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)

INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	OPTION
EPLAN2017-1015260	Test site A	2017-11-03	Not Paid	Check/Money Order	\$25.00	Download Invoice Cancel Invoice Edit Billing Info

Detail List Not Filed AL \$25.00 (FacID:5894170) Test site 2

E-Plan Payment

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

1) [Pay with credit card \(via PayPal\)](#)

E-PLAN PAYMENT FOR FILING YEAR 2013

Payment Information

Company Name *

Name *

Billing Address *

City *

State *

Zip *

Country *

Phone

Email

PO Number

Total Amount Due: **\$25.00**

Payment Method

Credit Card Payment

Check/Money Order

DETAIL DESCRIPTION					
NO.	STATE	# OF FACILITIES	ADMINISTRATIVE CHARGE PER FACILITY	EXTENDED COST	FACILITY ID
1.	TX	1	\$25.00	\$25.00	4506214

***** Important 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](#).

2) [Pay with check/money order](#)

- Make your check/money order with the correct amount payable to: **University of Texas at Dallas**, and mail it to the following address:

University of Texas at Dallas
Attention: Candace Dominick, M/S WT11
 800 W. Campbell Road
 Richardson, TX 75080
 Phone: 972-883-2620
- Please ensure to mail your check/money order at least one week before the due date. Once UT Dallas receives your check or money order, it would take 3-5 business days to deposit it into UT Dallas bank account. When your check or money order is "cleared", your data will be automatically uploaded into E-Plan.

E-PLAN PAYMENT FOR FILING YEAR 2013

Payment Information

Company Name *
Name *
Billing Address *

City *
State *
Zip *
Country *
Phone
Email
PO Number
Total Amount Due: **\$25.00**

Payment Method

Credit Card Payment
 Check/Money Order

DETAIL DESCRIPTION

NO.	STATE	# OF FACILITIES	ADMINISTRATIVE CHARGE PER FACILITY	EXTENDED COST	FACILITY ID
1.	TX	1	\$25.00	\$25.00	4506214

- To download a copy of the signed **UT Dallas** W-9 form, click [here](#).

Pay with Credit Card

Once you select the **Credit Card Payment** option and click Submit, the system will display the [E-Plan's invoice detail](#) page.

Invoice - E-Plan (1000530)

Not Paid Invoice(s)

INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	DUE DATE	OPTION
EPLAN2013-1000816	TEST 123	2014-01-13	Not Paid	Credit Card	\$25.00	2014-03-01	Download Invoice Cancel Invoice Edit Billing Info Pay by Credit Card
Detail List		Not Filed	TX	\$25.00	(FacID:4490956) TEST123		

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

- 1) To pay online, click the "Pay by Credit Card" button. The **PayPal** order summary page will appear.
- 2) You can make a payment with two options:
 - Pay with my PayPal account
 - **Don't have a PayPal account** (You can pay with a debit or credit card)
- 3) Once your PayPal transaction is successfully processed, PayPal will send a payment receipt to you.
- 4) Your data will be automatically uploaded into E-Plan immediately upon receipt of your PayPal payment.

The University of Texas at Dallas

Your order summary

Descriptions	Amount
Filing Fees	\$25.00
Item price: \$25.00	
Quantity: 1	
Item total	\$25.00
Total \$25.00 USD	

Choose a way to pay

Pay with my PayPal account

Log in to your account to complete the purchase

Email

PayPal password

This is a private computer. [What's this?](#)

[Forgot email or password?](#)

Don't have a PayPal account?

(Optional) Join PayPal for faster future checkout.

Your order summary

Descriptions	Amount
Filing Fees	\$25.00
Item price: \$25.00	
Quantity: 1	
Item total	\$25.00
Total \$25.00 USD	

Choose a way to pay

Pay with my PayPal account

Log in to your account to complete the purchase

Pay with a debit or credit card, or Bill Me Later

(Optional) Join PayPal for faster future checkout

Country: United States

Debit or Credit Card
Prepaid Gift Card
Bill Me Later
Special Offer

Card number

Payment types

Expiration date mm / yy /

CSC

[What is this?](#)

Billing information

First name

Last name

Address line 1

Address line 2 (optional)

City/State

ZIP code

Shipping address Same as billing address

Contact information

Phone type

[Why is this needed?](#)

Phone number 655-655-1234

Email

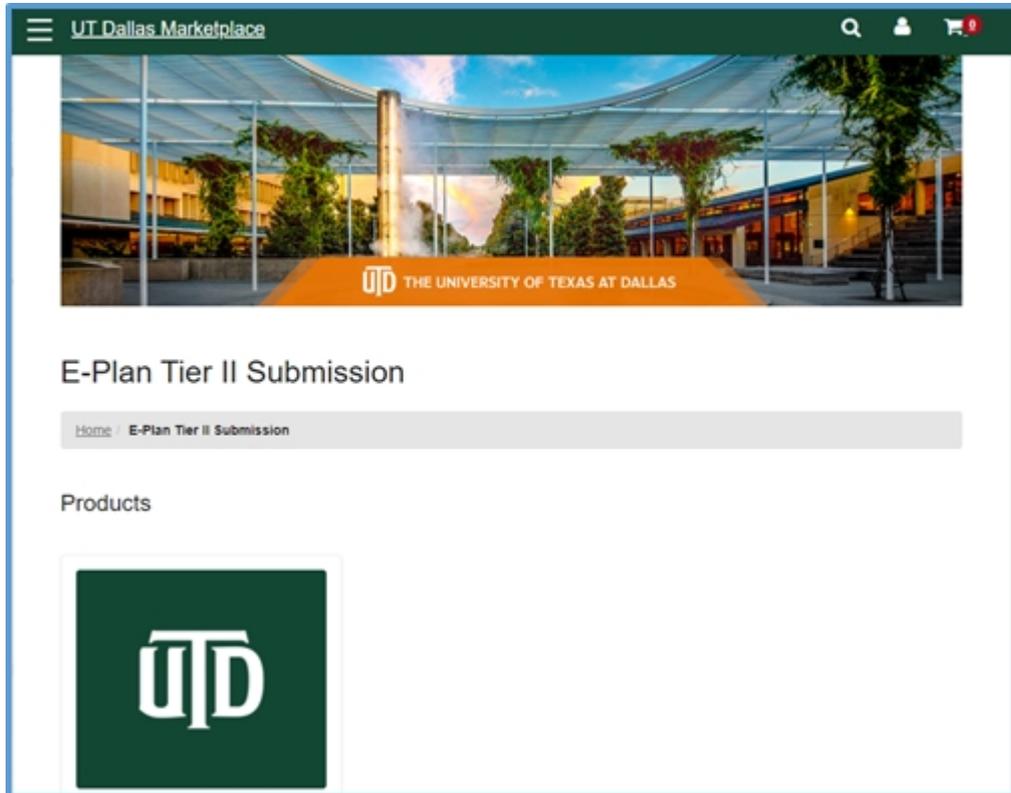
Click Pay to complete your purchase. Please review your information to make sure that it is correct.

Payments processed by

***** Important 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](#).



Pay with Check or Money Order

If you select to pay with **Check/Money Order** and click Submit, the system will display the [E-Plan's invoice detail](#) page.

Invoice - E-Plan (1000530)							
Not Paid Invoice(s)							
INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	DUE DATE	OPTION
EPLAN2013-1000827	TEST 123	2014-01-13	Not Paid	Check/Money Order	\$25.00	2014-03-01	Download Invoice Cancel Invoice Edit Billing Info
Detail List		Not Filed	TX	\$25.00	(FacID:4490956) TEST123		
Contact Us FAQ E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE							

You should download the invoice and save it to your desktop, make your check/money order with the correct amount payable to: **University of Texas at Dallas (UT Dallas)**, and mail it to the following address:

University of Texas at Dallas
Attention: Candace Dominick
800 W. Campbell Road
M/S WT11
Richardson, TX 75080
Phone: 972-883-2620

***** Important note:**

Please ensure to mail your check/money order at least one week before the due date. Once UT Dallas receives your check or money order, it would take 3-5 business days to deposit it into UT Dallas bank account. When your check or money order is "cleared", your data will be automatically uploaded into E-Plan.

UT Dallas W-9 Form

To view or download a copy of the signed UT Dallas W-9 form, click [here](#).

Data Uploading

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

PAID WITH CREDIT CARD VIA PAYPAL OR [UT DALLAS MARKETPLACE](#)

Once your payment transaction is successfully processed, PayPal or UT Dallas Marketplace will send a payment receipt to you. Your data will be automatically uploaded into E-Plan immediately upon receipt of your invoice payment in full.

PAID WITH CHECK/MONEY ORDER

Once your check or money order is "cleared" and your invoice is paid in full, your data will be automatically uploaded into E-Plan.

Once a Tier II facility data is successfully uploaded into E-Plan, the filing status for that facility will be changed from "Not Filed" to "Filed".

Invoice - E-Plan (1000530)							
Not Paid Invoice(s)							
INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	DUE DATE	OPTION
EPLAN2013-1000122	TEST	2013-12-09	Not Paid	Check/Money Order	\$25.00	2014-03-01	Download Invoice Cancel Invoice Edit Billing Info
Detail List		Not Filed	TX	\$25.00	(FacID:4506214) TEST		
Paid Invoice(s)							
INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	DUE DATE	OPTION
EPLAN2013-1000096	TEST	2013-11-18	Paid	Other	\$0.00	2014-03-01	Download Receipt
Detail List		Filed	NC	\$0.00	(FacID:4506209) TEST		

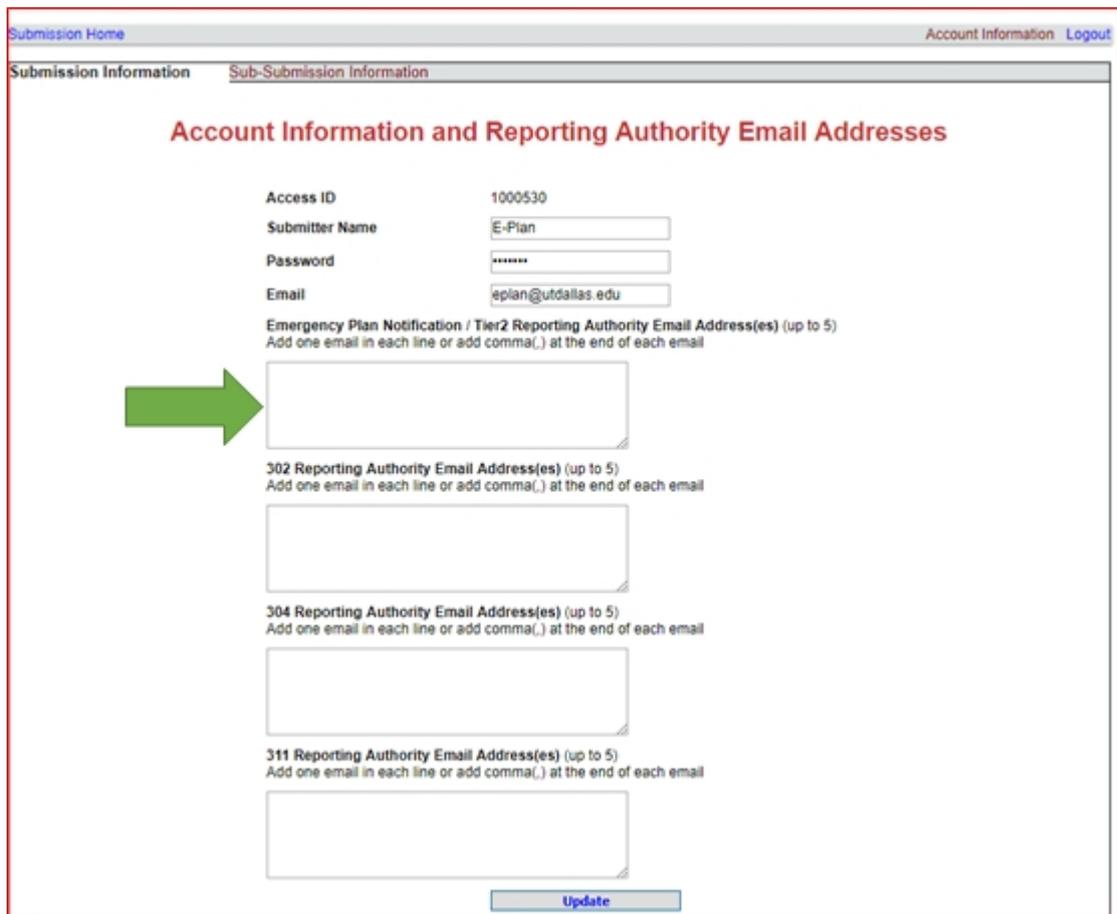
Thank you for submitting your data electronically via E-Plan.

Submission Receipt

Once your Tier II data is submitted to E- Plan, the system will send an email message to you stating your submittal was received.

Reporting Authority Email Addresses

You are allowed to enter up to 10 email addresses that will receive the **E-Plan's Online Tier2 Data Submission Receipt**.



The screenshot shows a web browser window with the following content:

- Top navigation: [Submission Home](#) (left) and [Account Information](#) [Logout](#) (right).
- Page title: **Account Information and Reporting Authority Email Addresses**
- Form fields:
 - Access ID: 1000530
 - Submitter Name: E-Plan
 - Password: *****
 - Email: eplan@utdallas.edu
- Section: **Emergency Plan Notification / Tier2 Reporting Authority Email Address(es)** (up to 5)
Add one email in each line or add comma(,) at the end of each email
- Section: **302 Reporting Authority Email Address(es)** (up to 5)
Add one email in each line or add comma(,) at the end of each email
- Section: **304 Reporting Authority Email Address(es)** (up to 5)
Add one email in each line or add comma(,) at the end of each email
- Section: **311 Reporting Authority Email Address(es)** (up to 5)
Add one email in each line or add comma(,) at the end of each email
- Bottom button: [Update](#)

A green arrow points to the first empty text input field under the 'Emergency Plan Notification' section.

Here is an example of the **E-Plan's Online Tier2 Data Submission Receipt**:

From: eplan@utdcsepi.org [mailto:eplan@utdcsepi.org]
Sent: Wednesday, October 23, 2013 3:29 PM
To: Bao Tran;UTD Team;E-Plan PM;Jenny Wall
Subject: E-Plan's Online Tier2 Data Submission Receipt

Dear UTD:

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 as shown in the attached E-Plan's Online Tier2 Data Submission Report.

Following table lists the current status of your facilities created under Access ID **1031574**

Facility Id	Facility Name	State	Filing Year	Filing Status	First Submit Date
99999999	Test	TX	2012	Filed	Wed Oct 23 20:29:01 UTC 2013

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

E-Plan Invoice History

This page lists all the paid and not paid invoices generated for your account. Each invoice listed has the options to [Download Invoice](#), [Cancel Invoice](#), and [Edit Billing Information](#). For all paid invoices the receipt can be downloaded by clicking the [Download Receipt](#) button.

INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	OPTION
EPLAN2017-1015262	ABC Company	2017-11-14	Not Paid	Credit Card	\$25.00	Download Invoice Cancel Invoice Edit Billing Info <input type="button" value="Pay by Credit Card"/>
Detail List		Not Filed	AL	\$25.00	(FacID:5894461) Test site XYZ	
INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	OPTION
EPLAN2017-1015261	Site test	2017-11-14	Paid	Check/Money Order	\$25.00	Download Receipt
Detail List		Filed	GA	\$25.00	(FacID:5894460) Site test	

Download E-Plan Invoice

Clicking on the "Download Invoice" button opens the invoice in PDF.

INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	OPTION
EPLAN2017-1015262	ABC Company	2017-11-14	Not Paid	Credit Card	\$25.00	Download Invoice Cancel Invoice Edit Billing Info Pay by Credit Card
Detail List		Not Filed	AL	\$25.00	(FacID:5894461) Test site XYZ	
INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	OPTION
EPLAN2017-1015261	Site test	2017-11-14	Paid	Check/Money Order	\$25.00	Download Receipt
Detail List		Filed	GA	\$25.00	(FacID:5894460) Site test	

Here is an example of E-Plan invoice for filing year 2013:



THE UNIVERSITY OF TEXAS AT DALLAS
 ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Online Tier 2 Data Submission Invoice

<https://tier2.erplan.net>

Bill to:
TEST
 17919 Waterview Parkway
 Dallas TX, 75252
 Contact person: CSEPI Institute
 Email: eplan1@utdallas.edu
 Phone: 9728842631

Invoice Date	2013-12-09
Invoice #	EPLAN2013-1000123
Access ID	1000530
Total Amount	\$ 25.00
UTD EIN #	75-1305566
Payment Status	Not Paid
PO Number	

I. PAYMENT INFORMATION

Method of Payment	Check/Money Order
Check No.	Check/Money Order Amount

II. DETAIL INFORMATION

Facility ID	State	Administrative Charge Per Facility	# of Facilities	Extended Cost
4506214	TX	\$25.00	1	\$25.00
Total Amount				\$25.00

Download Payment Receipt

Clicking on the "Download Receipt" button opens the E-Plan receipt in PDF.

INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	OPTION
EPLAN2017-1015262	ABC Company	2017-11-14	Not Paid	Credit Card	\$25.00	Download Invoice Cancel Invoice Edit Billing Info Pay by Credit Card
Detail List		Not Filed	AL	\$25.00	(FacID 5894461) Test site XYZ	
INVOICE NO.	COMPANY NAME	INVOICE DATE	STATUS	PAYMENT METHOD	AMOUNT DUE	OPTION
EPLAN2017-1015261	Site test	2017-11-14	Paid	Check/Money Order	\$25.00	Download Receipt
Detail List		Filed	GA	\$25.00	(FacID 5894460) Site test	

Here is an example of E-Plan payment receipt:



THE UNIVERSITY OF TEXAS AT DALLAS
 ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

Online Tier 2 Data Submission Receipt

<https://tier2.erplan.net>

Paid By:
TEST
 17919 Waterview Parkway
 Dallas TX, 75252
 Contact person: CSEPI Institute
 Email: erplan1@utdallas.edu
 Phone: 9728842631

Invoice Date	2013-11-18
Invoice #	EPLAN2013-1000096
Access ID	1000530
Total Amount	\$ 0.00
Amount Received	\$ 0.00
UTD EIN #	75-1305566
Payment Date	
Payment Status	Paid
PO Number	

I. PAYMENT INFORMATION

Method of Payment	Other
-------------------	-------

II. DETAIL INFORMATION

Facility ID	State	Administrative Charge Per Facility	# of Facilities	Extended Cost
4506209	NC	\$0.00	1	\$0.00
Total Amount				\$0.00

If you have any questions concerning this receipt, contact: Bao Tran at 972-883-2870 or via email btt021000@utdallas.edu

THANK YOU FOR YOUR SUPPORT OF E-PLAN

Exporting Data

You can export your data to a Tier2 zip, .t2s, or PDF file. Clicking on the appropriate button will perform the intended operations.

Access ID: 1000530 (E-Plan)						
<input type="checkbox"/> Select all	Facility ID	Facility Name	State	Filing Status	Validation Status	Invoice ID
	6724856	Test Site 1 (Validated but not filed)	NM	Not Filed	Pass	
	6744824	Test Site 2	SC	Filed	Pass	EPLAN2020-1094544

*** Print Tier II report: Filing status = **Not filed**

Once your facility has passed the validation checks, you can export data to a PDF file **only**.

1. Log into E-Plan at <https://tier2.erplan.net> using 7-digit Access ID and password.
2. Select year a year (e.g., **2024**) to retrieve your data.
3. Click Export Report.
4. Click "Download PDF" option to open the "Select Facilities for PDF" screen.
5. Select the check box and click Create PDF to generate a "**draft-watermarked report**".

Submission Home Tier2 Filing Management **Validate Record** Invoice for 2020 Invoice History Account Information Logout

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 6724856 : Test Site 1 (Validated but not filed)
Validated : 2021-08-02 15:11:08.0 UTC
Facility Passed all Checks

FacID 6744824 : Test Site 2
Validated : 2021-08-02 15:29:24.0 UTC
Facility Passed all Checks

Once your report has passed ALL submission tests for filing year 2020,
Click **Upload Data to E-Plan** to complete your submission.

Exporting Tier II report to:

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

Page1

Preliminary Tier 2 Online Submission Report (Review Only)
 E-Plan - University of Texas at Dallas
 Reporting period : From January 1, 2020 to December 31, 2020

Facility Name	Test Site 1 (Validated but not filed)	Facility ID	6724856	
Company Name	Test	Facility Email	. . .	
Filing Status	Not Filed	Mailing Address	. . .	
Physical Address	555 John Grisham Dr., Mesquite, Dona Ana county, NM - 88048 . USA	Latitude / Longitude	32.1632474 / -106.6990574	
Max. No. of Occupants	0 <input type="checkbox"/> Manned <input checked="" type="checkbox"/> Unmanned	Emergency 24-Hour Phone Number		
NAICS	111419 - Other Food Crops Grown Under Cover	Dun & Bradstreet	NA -	
TRI Facility ID		RMP Facility ID		
Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Subject to Chemical Accident Prevention under Section 112(j) of CAA (40 CFR part 68, Risk Management Program)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Facility Note				

Contact Information	Name (Title)	Phone	Email	Address
Emergency Contact	Joe Smith (Manager)	888-451-9900 (Mobile - Cell) 888-451-9901 (24-hour)	Joe.Smith@utdallas.edu	555 Johansen Expy, Fairbanks, COUNTY, AK - 99701, USA
Fac. Emergency Coordinator	Joe Smith (Manager)	888-451-9900 (Mobile - Cell) 888-451-9901 (24-hour)	Joe.Smith@utdallas.edu	555 Johansen Expy, Fairbanks, . AK - 99701, USA
Owner / Operator	Joe Smith (Manager)	888-451-9900 (Mobile - Cell) 888-451-9901 (24-hour)	Joe.Smith@utdallas.edu	555 Johansen Expy, Fairbanks, . AK - 99701, USA
Tier II Information Contact	Joe Smith (Manager)	888-451-9900 (Mobile - Cell) 888-451-9901 (24-hour)	Joe.Smith@utdallas.edu	555 Johansen Expy, Fairbanks, . AK - 99701, USA

Chemical Inventory Information					
Chemical Description	Physical Hazards	Health Hazards	Inventory	Mixture components	Storage locations and codes (Non-Confidential)

***** Print Tier II report: Filing status = Filed**

When your data is **filed**, you can export data to a Tier2 zip file, t2s file, and PDF file.

1. Log into E-Plan at <https://tier2.erplan.net> using 7-digit Access ID and password.
2. Select a year (e.g., 2024) to retrieve your data.
3. Click Validate Record. The Submission Report for Access ID 1xxxxxx page will appear.
4. Clicking on the appropriate button (Tier2 zip file, t2s file, or PDF file) will perform the intended operations.

Page1

Tier 2 Online Submission Report
 E-Plan - University of Texas at Dallas
 Reporting period : From January 1, 2020 to December 31, 2020

Facility Name	Test Site 2	Facility ID	6744824	
Company Name	Test Site 2	Facility Email	. . .	
Department Name		Mailing Address	. . .	
Physical Address	4444 Augusta R., West Columbia, Charleston county, SC - 29169, USA	Latitude / Longitude	33.1752848 / -80.15965419999999	
Max. No. of Occupants	0 <input type="checkbox"/> Manned <input checked="" type="checkbox"/> Unmanned	Emergency 24-Hour Phone Number		
NAICS	611110 - Elementary and Secondary Schools	Dun & Bradstreet	NA -	
TRI Facility ID		RMP Facility ID		
Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Subject to Chemical Accident Prevention under Section 112(j) of CAA (40 CFR part 68, Risk Management Program)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Facility Note				

Contact Information	Name (Title)	Phone	Email	Address
Emergency Contact	Joe2 Smith2 (EC)	888-451-9901 (24-hour) 888-451-9901 (Mobile - Cell)	joe.smith2@utdallas.edu	555 Johansen Expy, Dillingham, COUNTY, AK - 97601, USA
Emergency Contact	Joe Smith (Manager)	888-451-9900 (Mobile - Cell) 888-451-9901 (24-hour)	Joe.Smith@utdallas.edu	555 Johansen Expy, Fairbanks, COUNTY, AK - 99701, USA
Owner / Operator	Joe Smith (Manager)	888-451-9900 (Mobile - Cell) 888-451-9901 (24-hour)	Joe.Smith@utdallas.edu	555 Johansen Expy, Fairbanks, . AK - 99701, USA
Tier II Information Contact	Joe Smith (Manager)	888-451-9900 (Mobile - Cell) 888-451-9901 (24-hour)	Joe.Smith@utdallas.edu	555 Johansen Expy, Fairbanks, . AK - 99701, USA

Chemical Inventory Information					
Chemical Description	Physical Hazards	Health Hazards	Inventory	Mixture components	Storage locations and codes (Non-Confidential)

Tier2 Zip File Generation

Clicking the "Tier2 zip file" button on the **Submission Report for Access ID 1xxxxxx** page brings up a list of facilities.

To generate a Tier2 zip file for a particular facility, check the appropriate box and click **Create Tier2 Zip file**.

Select the Facilities for Tier 2 Zip File

Note:
The selection box will be shown if (1) Validation status is "Pass" and (2) Filing Status is "Filed" or Invoice status is "Paid".

<input type="checkbox"/> Select all	No.	ID	Facility Name	State	Filing Status	Validation Status	Invoice Status
<input type="checkbox"/>	1	6724856	Test Site 1 (Validated but not filed)	NM	Not Filed	Pass	
<input type="checkbox"/>	2	6744824	Test Site 2	SC	Filed	Pass	Paid

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

Created with the Standard Edition of HelpNDoc: [Easy to use tool to create HTML Help files and Help web sites](#)

.t2s File Generation

Clicking the ".t2s File" button on the **Submission Report for Access ID 1xxxxxx** page brings up a list of facilities.

To generate a .t2s file for a particular facility, check the appropriate box and click **Create .t2s file**.

Select the Facilities for .t2s File

Note:
The selection box will be shown if (1) Validation status is "Pass" and (2) Filing Status is "Filed" or Invoice status is "Paid".

<input type="checkbox"/> Select all	No.	ID	Facility Name	State	Filing Status	Validation Status	Invoice Status
<input type="checkbox"/>	1	6724856	Test Site 1 (Validated but not filed)	NM	Not Filed	Pass	
<input type="checkbox"/>	2	6744824	Test Site 2	SC	Filed	Pass	Paid

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

PDF Report Generation

Clicking the "PDF file" button on the **Submit Facility Information** page brings up a list of facilities.

To generate a PDF report for a particular facility, check the appropriate box and click **Create PDF**.

***** Important note:**

If the facility's filing status is not filed, the system will generate a "draft-watermarked report".

The screenshot displays a web interface titled "Select Facilities for PDF". At the top, there are navigation links: "Submission Home", "Tier2 Filing Management", "Validate Record", "Invoice for 2020", "Invoice History", "Account Information", and "Logout". Below the navigation is a red heading "Select Facilities for PDF". A note states: "Note: The selection box will be shown if Validation status is 'Pass'". Below the note is a table with the following data:

<input type="checkbox"/> Select all	No.	ID	Facility Name	State	Filing Status	Validation Status	Invoice Status
<input type="checkbox"/>	1	6724856	Test Site 1 (Validated but not filed)	NM	Not Filed	Pass	
<input type="checkbox"/>	2	6744824	Test Site 2	SC	Filed	Pass	Paid

Below the table are two buttons: "Create PDF" (circled in green) and "Back". At the bottom of the page, there are links: "Contact Us", "FAQ", "E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE", and "E-PLAN ONLINE 302 SUBMIT - USER'S GUIDE".

Log out of E-Plan

When you are ready to log out of the E-Plan's Online Tier II Reporting System, go to the upper right corner of the page and click **Logout**.



Contact Us

The E-Plan online Tier II Reporting System will be updated frequently to make it more useful and complete. Please use the [Contact Us](#) button on any E-Plan website page to ask a question, provide feedback, or report a problem.


Contact Us


Contact Us

All fields are mandatory

Name	<input type="text"/>
Company / Organization	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
State	<input type="text" value="Select State"/>
Reason	<input type="radio"/> I want to report a PROBLEM with (select topic below) <input type="radio"/> I have a QUESTION about (select topic below) <input type="radio"/> I want INFORMATION about (select topic below) <input type="radio"/> I want to make a SUGGESTION about <input type="radio"/> I want to SHARE a(an) (select topic below) <input type="radio"/> I want to SCHEDULE an E-Plan (select topic below)
Topic	<input type="text" value="Select Topic"/>
Please enter the below verification code (characters are case sensitive)	<input type="text"/>
p5&U#	
Please provide your comments here	<input type="text"/>

***** Important note:** E-Plan administrative team does **not** provide regulatory interpretations.

- If you have questions regarding **a specific state's Tier II reporting requirement**, please contact your [State or Tribe Tier II Administration](#) listed on the EPA's website at <https://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures>.
- If you have questions about Emergency Planning and Community Right-to-Know (EPCRA) and Tier II Chemical Inventory Reporting, please visit the EPA's website at <https://www.epa.gov/epcra>.

Thank you for submitting your data electronically via E-Plan.