

## USER'S GUIDE FOR FILING 302 REPORT IN E-PLAN

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### **EPCRA Section 302 - Emergency Response Planning**

The Emergency Planning and Community Right-to-Know Act (EPCRA) is known as Title III of the Superfund Amendments and Reauthorization Act (SARA). **Section 302** of EPCRA requires facilities to determine if they have any extremely hazardous substances (EHS) located on-site above a Threshold Planning Quantity (TPQ). EPCRA §302 EHS and their corresponding TPQs can be found in the "[List of Lists](#)." If a facility has an EHS that exceeds the TPQ, the owner or operator must submit a **one-time notification** to the State Emergency Response Commission (SERC) and the Local Emergency Planning Committee (LEPC) (if one exists in your community). If at any time a facility obtains or produces an EHS exceeding the TPQ, that facility must notify the SERC and LEPC within 60 days.

### **Criteria for submitting the facility profile information to the SERC and LEPC:**

- Facility has an EHS on site that is subject to reporting under §302 and can be found in the SARA Title III "List of Lists" (i.e., is a listed §302 chemical). The EHS list can also be found in [40 CFR Part 355, Appendices A and B](#); and
- The EHS exceeds the TPQ at any one time.

### **How is an EHS quantity calculated?**

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

### **What are some example EHSs?**

Some common EHSs and their 302 TPQs include ammonia (500 lbs), formaldehyde (500 lbs), chlorine (100 lbs), sulfuric acid (1,000 lbs), nitric acid (1,000 lbs), and phosphorus (100 lbs). TPQs refer to the cumulative total of each chemical stored at a facility. For instance, if a facility has 500 pounds of sulfuric acid used in wastewater treatment and 600 pounds of sulfuric acid in an electric fork lift battery, reporting is required because sulfuric acid is present at the facility over 1000 pounds, the TPQ.

### **How is EHS reporting under EPCRA §302 different from EPCRA §312 (Tier II) reporting?**

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

1. First, an EHS in §302 is reportable if it meets or exceeds the TPQ. An EHS is reportable under §312 if it meets or exceeds the TPQ or 500 pounds if 500 pounds is lower than the TPQ. For example, the TPQ of nitric acid is 1,000 pounds. For nitric acid to be reportable under §302, it must meet or exceed 1,000 pounds. However, nitric acid is reportable under §312 if it meets or exceeds 500 pounds.
2. Secondly, §302 is a one-time reporting of an EHS. §312 requires annual reporting of an EHS.

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## E-Plan Online Reporting system

Log on to the system at <https://tier2.erplan.net>

### First Time Users

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

### Previous Submitters

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

**Welcome to E-Plan's Online Tier II Reporting System**

This easy E-Plan online reporting system will allow you to create a report you can submit to your state to meet their requirement for filing of (SARA Title III) Tier II Emergency and Hazardous Chemical Inventory Reports. This system is for Tier II filing organizations to file their Tier II reports to the State each year. However, filing Tier II report via E-Plan may not fulfill the mandate per your state SERC and/or county LEPC and local fire department. Contact your State and County officials to see if they accept E-Plan as a form of electronic filing.

If you have comments or questions, please use the [Contact Us](#) button on any E-Plan website page.

### Important Notes

- [E-Plan webinar for Tier II Submitters \(REGISTER NOW\)](#)
  - 4/24/2017 1:00 PM EST (FULL)
  - 5/22/2017 10:00 AM EST (FULL)
  - 2/13/2017 1:00 PM EST, and
  - 2/22/2017 10:00 AM EST
- Completed Tier II forms for reporting year 2016 are due by **March 1, 2017**.
- For reporting year 2016, UT Dallas institutes **an administrative charge** for organizations that use E-Plan for creating/filing online Tier II reports. Please look at the [list](#) to see if a charge for creating/filing applies to each facility. Detailed instructions including how and where to pay online payment are available. Please view this [step-by-step guide](#).
- For the 2016 reporting year, nine States (i.e., Alabama, Florida, Georgia, Mississippi, Montana, New York, North Carolina, South Carolina, and Tennessee) and several Counties (i.e., Warren County (OH), Chesapeake City (VA), Hopewell City (VA), Patrick County (VA), Pittsylvania County (VA), Richmond City (VA), Smyth County (VA), Virginia Beach City (VA), and Waynesboro City (VA)) accept E-Plan as an electronic form of Tier II reports.
- If your State SERC and/or County LEPC's accept Tier2 Submit such as .l2s or Tier2 zip file electronically, you can create and export data via E-Plan. Please [Contact Us](#) to ask a question or report a problem.
- Please refer to your state's web site and the [EPA's State Tier II Reporting Requirements and Procedures](#) for submission details.
- E-Plan online Tier II training video. Click [here](#) to watch.

### Sign In

If you have already registered for an account, enter your Access ID and password in the boxes below and Sign In to access or update your account and data.

Access ID  
[Forgot Access ID](#)

Password  
[Forgot Password](#)

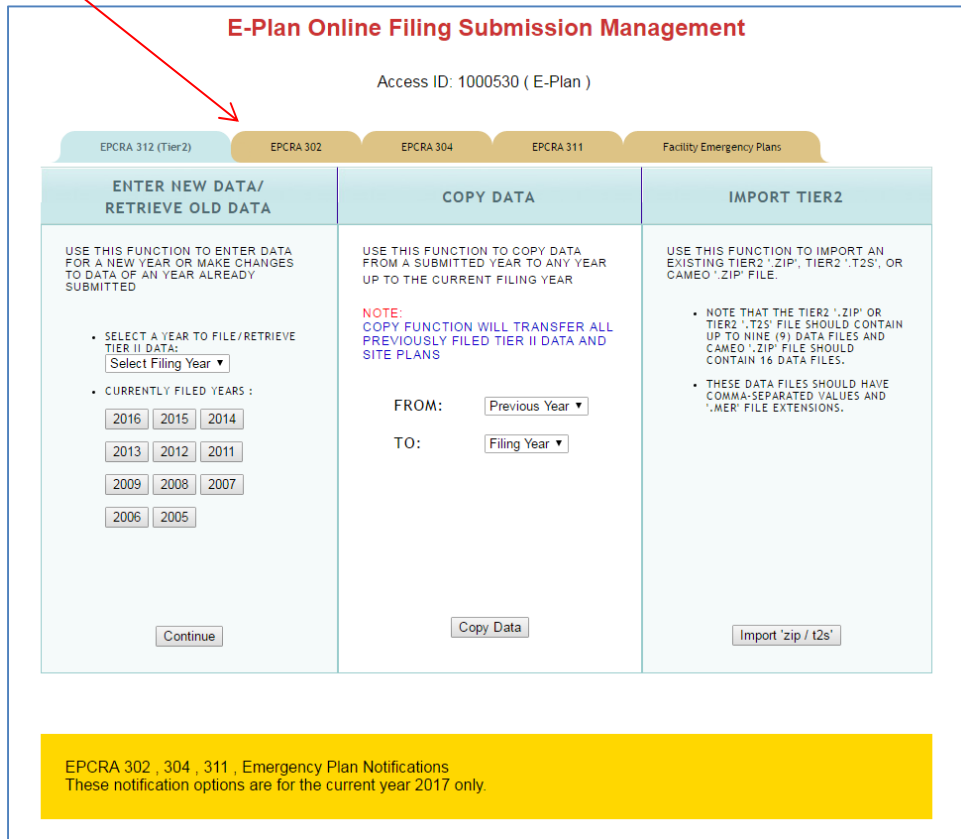
[Sign In](#)

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

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

# USER'S GUIDE FOR FILING 302 REPORT IN E-PLAN

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



**E-Plan Online Filing Submission Management**

Access ID: 1000530 ( E-Plan )

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

**ENTER NEW DATA/ RETRIEVE OLD DATA**

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

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

2016	2015	2014
2013	2012	2011
2009	2008	2007
2006	2005	

Continue

**COPY DATA**

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

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

FROM: Previous Year ▼

TO: Filing Year ▼

Copy Data

**IMPORT TIER2**

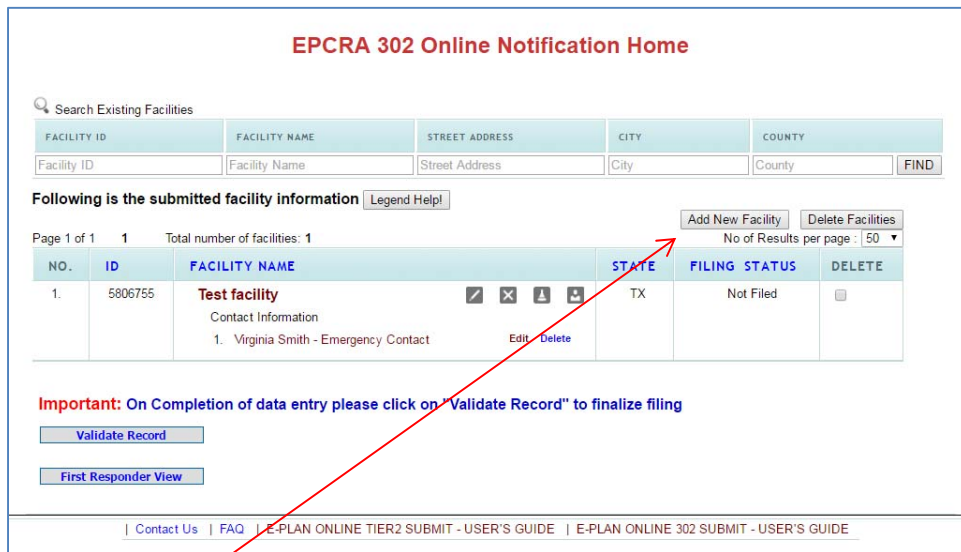
USE THIS FUNCTION TO IMPORT AN EXISTING TIER2 '.ZIP', TIER2 '.T2S', OR CAMEO '.ZIP' FILE.

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

Import 'zip / t2s'

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

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



**EPCRA 302 Online Notification Home**

Search Existing Facilities

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

FIND

Following is the submitted facility information Legend Help!

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

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

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

Validate Record

First Responder View

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

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

# USER'S GUIDE FOR FILING 302 REPORT IN E-PLAN

The 302 report consists of three sections:

1. Facility Information
2. Facility Emergency Contact
3. Hazardous Materials Information

### I. Facility Information

\* Field

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

**Facility Details**

Facility Name \*  Department   
Company Name  Facility Email

**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

**Facility Identification**

NAICS   
Dun & Bradstreet   
State Facility ID

### II. Facility Emergency Contact

First Name  Last Name \*   
Position  E-Mail   
Phone Number    
2nd Phone Number(optional)

### III. Hazardous Materials Information

No.	Chemical Name	CAS Number	Maximum amount (pounds)	Storage type	Location	Option
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="ADD"/>

**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 \*

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

Click **Save & Continue** to save the information.

# USER'S GUIDE FOR FILING 302 REPORT IN E-PLAN

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

**EPCRA 302 Online Notification Home**

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

Page 1 of 1 1 Total number of facilities: 1 Add 302 Facility Delete 302 Facilities  
No of Results per page : 50

NO.	ID	FACILITY NAME	STATE	FILING STATUS	VALIDATION STATUS	INVOICE STATUS	DELETE
1.	4986134	<b>Billings site</b> Chemical Information 1. SULFURIC ACID (7664-93-9)	MT	Not Filed	Pass	No Invoice	<input type="checkbox"/>

Select the “Upload Data to E-Plan” button. This should bring up a list of 302 facilities created by you. Besides each facility, you will find a check box and at the right of the facility name you will see a status indicating whether it has been FILED or not.

If a facility has not been filed, then **select the check box** and click on **Update** button to submit your 302 data to E-Plan.

**Submit Facility Information**

**Notes:**  
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 1001234 (Joe Smith)**

<input type="checkbox"/> Select all	Facility ID	Facility Name	State	Filing Status	Validation Status	Invoice ID
<input type="checkbox"/>	4986134	Billings site	MT	Not Filed	Pass	

Reporting Authority Emails:  
(Up to 3 cc emails)

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

### EMAIL

**From:** eplan@utdcsepi.org [mailto:eplan@utdcsepi.org]  
**Sent:** Wednesday, January 14, 2015 10:28 PM  
**To:** 302test@utdallas.edu  
**Cc:** 302test@gmail.com  
**Subject:** E-Plan's Online 302 Data Submission Receipt  
**Attachment:** EPCRA302Facilities.pdf (one-page report)

Dear Joe Smith:

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

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

Following table lists the current status of your facilities created under Access ID **1001234**

Facility Id	Facility Name	State	Filing Type	Filing Status	First Submit Date
4986134	Billings site	MT	302	Filed	Thu Jan 15 04:27:50 UTC 2015

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

# USER'S GUIDE FOR FILING 302 REPORT IN E-PLAN

## ONE-PAGE REPORT

### SECTION 302 – EMERGENCY PLANNING NOTIFICATION processed by the E-Plan's Online Reporting System

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

#### FACILITY INFORMATION

Facility Name: Billings site E-Plan Facility ID: 4986134  
Company Name: ABCDE Corporation  
Physical Address: 1234 99<sup>th</sup> St. North, Billings, Yellowstone County, MT - 59102  
Latitude: 45.9999 Longitude: -108.99999  
Mailing Address: 56789 ABCDE Road, Billings, MT - 59104  
NAICS: 12345 Dun & Bradstreet: 00-111-1234 State Facility ID: MT12345678

#### FACILITY EMERGENCY CONTACT

Full Name: Joe Smith Position: EHS Manager  
Telephone : 555-555-555 Email: joe.smith@ABCDE.com

#### HAZARDOUS MATERIALS INFORMATION

No.	Chemical name	CAS Number	Maximum Amount (pounds)	Storage Type	Location
1	SULFURIC ACID	7664-93-9	637	Tote bin	Generator building

#### 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.

Joe Smith Jan 14, 2015  
Name of Person Making Notification Date