**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.
E-Plan Online Tier II Reporting system

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

**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., 1001234). You will be prompted to enter a password twice, the name of the submitter, and a valid email address for your submission. The password will protect your submission against unauthorized access.

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

The 302 Online Filing Home page will appear.

Click on the Add 302 Facility button to create your report.
The 302 report consists of three sections:
1. Facility Information
2. Facility Emergency Contact
3. Hazardous Materials Information

Click **Save & Continue** to save the information.
Once the system verifies that your 302 report has passed the minimum required fields for submission, the “Upload Data to E-Plan” will appear.

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.
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

<table>
<thead>
<tr>
<th>Facility Id</th>
<th>Facility Name</th>
<th>State</th>
<th>Filing Type</th>
<th>Filing Status</th>
<th>First Submit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4986134</td>
<td>Billings site</td>
<td>MT</td>
<td>302</td>
<td>Filed</td>
<td>Thu Jan 15 04:27:50 UTC 2015</td>
</tr>
</tbody>
</table>

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
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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 99th 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

<table>
<thead>
<tr>
<th>No.</th>
<th>Chemical name</th>
<th>CAS Number</th>
<th>Maximum Amount (pounds)</th>
<th>Storage Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SULFURIC ACID</td>
<td>7664-93-9</td>
<td>637</td>
<td>Tote bin</td>
<td>Generator building</td>
</tr>
</tbody>
</table>

SUBMISSION
I certify under penalty of law that I have personally examined and am familiar with the information contained in this submission, and that based on my inquiry of those individuals responsible for obtaining the information, I believe the information submitted is true, accurate, and complete.

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

Facility Name: billings site  E-Plan Facility ID: 99999999  Managed by The University of Texas at Dallas