

## 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.

- ❖ Tier II reports are due (annually) on or before March 1<sup>st</sup>.
  - For example: Tier II reports due on March 1, 2015 should reflect chemical inventories for the previous calendar year January 1 – December 31, 2014.
  
- ❖ Tier II reports should be completed for each *hazardous chemical* present in amounts of 10,000 pounds or greater.
  - Hazardous chemical means any hazardous chemical as defined under 29 CFR 1910.1200(c).
  
- ❖ Tier II reports should also be completed for each *extremely hazardous substance (EHS)* present at the facility in amounts equal to or exceeding the Threshold Planning Quantity (TPQ) or 500 pounds, whichever is less.
  - EHSs and their TPQs are listed in 40 CFR part 355, Appendix A and B.



**Changes to E-Plan's Online Tier II Form for Filing Year 2013  
in Accordance with EPA's 2013 Tier2 Submit  
(Effective January 1, 2014)**

EPA website: <http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting>

On July 13, 2012, EPA published a final rule to revise Tier I and Tier II reporting forms, as well as the Confidential Location Information Sheet. The revisions added some new data elements and revised some existing data elements.

- The rule became effective on January 1, 2014, and facilities must comply with the new requirements on the Tier II inventory form starting with reporting year 2013.
- Some States may have specific requirements for reporting on the Tier II inventory form. Refer to the reporting requirements for your state for submission details.
  - EPA website: <http://www2.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures>



## FACILITY INFORMATION

1. Latitude and longitude are required.
  - Latitude and longitude values must be entered in decimal degrees.
2. **Removed** “Method for determining Latitude and Longitude” and “Description of location identified by Latitude and Longitude”.
3. **Removed** “Number of Employees” field.
4. Added “Manned” and “Unmanned” checkboxes.
  - Validation: Exactly one must be checked.
5. Added “Maximum No. of Occupants”.
  - Validation: Must be > 0 unless “Unmanned” is checked, in which case it must be 0.
6. Dun & Bradstreet (D&B) Number is required. D&B Number assignment is FREE for all businesses required to register at <http://www.dnb.com/us/>.
  - D&B number has been a requirement since 1987. The facility should contact the State or Regional office to get a number. If not possible, the facility may enter N/A.



## FACILITY INFORMATION – CONT'D

7. Added “Yes” and “No” boxes for “Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?”
  - Validation: Exactly one must be checked.
  
8. Added “Facility Emergency Coordinator” to contact types.
  - Validation: The Facility Emergency Coordinator is required only if “Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?” is “Yes”. In that case, first name, last name, and email must be entered. In addition, two phone numbers are required, at least one of which must have the phone type of “24-hour”.
  
9. Added “Yes” and “No” boxes for “Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?”
  - Validation: Exactly one must be checked.
  
  - If “Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)?” is “Yes”, add “RMP id” to the list of facility id types.
    - ✓ Validation: An RMP id must be furnished.



## CONTACT INFORMATION

1. For **emergency contacts**, required email address and two phone numbers, at least one of which must have the phone type of “24-hour”.
  - All other requirements remain the same as before, including last name (first is optional).
2. For **owner/operator contacts**, required email address and one phone of any type.
  - All other requirements remain the same as before, including last name (first is optional).
3. **Removed** “Regulatory Point of Contact” from the contact types.
4. Added “**Tier II Information Contact**”.
  - Validation: Every facility must provide a contact of this type. First name, last name, email, and one phone number of any type must be entered.
5. For “**Parent Company**” contact type, added a Dun & Bradstreet field to Contacts; it will be displayed only when the contact record has “Parent Company” as one of its contacts.
6. Added “facility phone number” (optional).



## CHEMICALS IN INVENTORY

- Switched to using new 2013 range code values for Maximum and Average Daily Amounts of chemicals onsite.

### New Reporting Ranges

Range Value	Weight range in pounds	
	From	To
<b>01</b>	0	99
<b>02</b>	100	499
<b>03</b>	500	999
<b>04</b>	1,000	4,999
<b>05</b>	5,000	9,999
<b>06</b>	10,000	24,999
<b>07</b>	25,000	49,999
<b>08</b>	50,000	74,999
<b>09</b>	75,000	99,999
<b>10</b>	100,000	499,999
<b>11</b>	500,000	999,999
<b>12</b>	1,000,000	9,999,999
<b>13</b>	10,000,000	Greater than 10 million

- E-Plan displays the actual values for Maximum and Average Daily Amounts.



## CHEMICALS IN INVENTORY – CONT'D

2. Under “Hazards”, re-labeled “Pressure” as “Sudden Release of Pressure”.
3. Added "Confidential" checkbox for chemical storage locations.
4. Added a “Below Reporting Thresholds” checkbox to Chemicals in Inventory.
5. Required CAS for pure chemicals (i.e., those with no mixture components) that are EHS (with the exception of Organorhodium Complex, which has no CAS).
  - EHSs and their TPQs are listed in 40 CFR part 355, Appendix A and B.
6. For mixture components, included all the fields currently available (EHS, CAS, component name, %, Wt/Vol) and added a new field for the range code.
  - Validation: Required CAS and range code for EHS components (except Organorhodium Complex).



## CHEMICALS IN INVENTORY – CONT'D

7. Switched to using full descriptive phrases (rather than codes) for container type, pressure, and temperature. Also, added “Battery” to the Type list but **remove** “Other”.

<u>Storage Types</u>	<u>Pressure Conditions</u>	<u>Temperature Conditions</u>
Above ground tank	Ambient pressure	Ambient temperature
Below ground tank	Greater than ambient pressure	Greater than ambient temperature
Tank inside building	Less than ambient pressure	Less than ambient temperature but not cryogenic
Steel drum		Cryogenic conditions
Plastic or no-metallic drum		
Can		
Carboy		
Silo		
Fiber drum		
Bag		
Box		
Cylinder		
Glass bottles or jugs		
Plastic bottles of jugs		
Tote bin		
Tank wagon		
Rail car		
Battery		



- ❖ For the 2013 Tier II reporting year, the following States accept E-Plan online submittals:
  1. State of Florida
  2. State of Georgia
  3. State of Mississippi
  4. State of Montana
  5. State of New York
  6. State of North Carolina
  7. State of South Carolina
  8. State of Tennessee
  
- ❖ E-Plan allows entry of three valid emails that will receive the E-Plan's Online Tier2 Data Submission Receipt along with the data filer's email.

THANK YOU FOR YOUR CONTINUED SUPPORT OF E-PLAN