Using E-Plan to Submit Tier II

Mathew Marshall
E-Plan State Tier 2 Coordinator
40 CFR Part 370.10
Who must comply with the hazardous chemical reporting requirements?

(a) You must report if OSHA requires your facility to prepare or have available MSDS (SDS) for a hazardous chemical and if either of the following conditions is met:

• (1) An **EHS** is present at your facility at any one time in an amount equal to or greater than **500 pounds** (227 kg—approximately 55 gallons) or TPQ.

• (2) **Non-EHS** is present at your facility at any one time in an amount equal to or greater then **10,000 pounds** (or 4,540 kg).
# E-Plan - Emergency Response Information System

<table>
<thead>
<tr>
<th>FIRST RESPONDERS</th>
<th>Online Tier2 eSubmit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal, State, and Local Government Personnel</td>
<td>Tier II Submitters, Facility Managers, and Business Owners</td>
</tr>
</tbody>
</table>

**Login Page**

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

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

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

Important Notes

1. **E-Plan webinar for Tier II Submitters (REGISTER NOW)**
   - 1/24/2017 1:00 PM EST (FULL)
   - 2/2/2017 10:00 AM EST (FULL)
   - 2/13/2017 1:00 PM EST, and
   - 2/22/2017 10:00 AM EST

2. Completed Tier II forms for reporting year 2016 are due by **March 1, 2017**.

3. 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**

4. 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.

5. If your State SERC and/or County LEPC’s accept Tier2 Submit such as .t2s or Tier2 zip file electronically, you can create and export data via E-Plan. Please **Contact Us** to ask a question or report a problem.

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

7. 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
**E-Plan Online Filing Submission Management**

Access ID: 1014804 (Mathew Marshall)

### ENTER NEW DATA/RETRIEVE OLD DATA

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

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

- **CURRENTLY FILED YEARS:**
  - 2015
  - 2014
  - 2013
  - 2012
  - 2011
  - 2010

### 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:**
- 2015
- 2014
- 2013
- 2012
- 2011
- 2010

### IMPORT TIER2

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

- **NOTE:**
  TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN UP TO NINE (9) DATA FILES AND CAMEO '.ZIP' FILE SHOULD CONTAIN 13 DATA FILES.

- **THESE DATA FILES SHOULD HAVE COMMA-SEPARATED VALUES AND '.MER' FILE EXTENSIONS.**

---

[Continue]

[Copy Data]

[Import '.zip / t2s']
## E-Plan Online Filing Submission Management

**Access ID:** 1014804 (Mathew Marshall)

### 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:**
  - 2015
  - 2013
  - 2012
  - 2011
  - 2010

### 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.

**Step 1**

**From:**

- 2015

**Step 2**

**To:**

- 2017

### Import Tier2

Use this function to import an existing Tier2 `.zip`, Tier2 `.t2s`, or Cameo `.zip` file.

- **NOTE:**
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.**

### Instructions

- **Continue**
- **Copy Data**
- **Import `zip/t2s`**
E-Plan Online Filing Submission Management

Access ID: 1014804 (Mathew Marshall)

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:
  
  2017  2015  2013
  2012  2011  2010

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

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.

COPYING COMPLETED!

CLICK THIS: 2016

Continue

Import 'zip / t2s'
### Facility Information

#### Cutting Edge Planning and Training

**Contact Information**
1. Mathew Marshall - Emergency Contact
2. Mathew Marshall - Owner / Operator
3. Mathew Marshall - Tier II Information Contact

**Chemical Information**
1. Diesel Fuel (68334-30-5)
2. Mercury (62-37-3)

**State**: NJ  
**Filing Status**: Not Filed

#### Important
On Completion of data entry please click on "Validate Record" to finalize filing.
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 * ABC Chemical Company (DEMO)
Department
Company Name ** Cutting Edge Planning & Training Inc
Facility Email matthew.marshall511@gmail.com
Fire District
Report Year 2016
Facility Phone Number
Facility Notes

Physical Address
Street * 90 3rd Street
City * Bonita Springs
State * TX
County ** Live Oak
Note: The 'county name' is the 'city name' when there is no associated county.
ZIP * 76520
Country USA

Mailing Address
Check if Mailing Address same as Physical Address. Enter Mailing Address below if different.
Street
City Bonita Springs
State FL
Mailing Address

Street: 90 3rd Street
City: Bonita Springs
State: FL
ZIP: 34134
Country: USA

Location

Latitude: 26.327616615972293
Longitude: -81.82378227116396
USNG: 17R MK 17786 12217
Manned: Yes
Maximum No. of Occupants: 435

Note: Maximum No. of Occupants must be more than 0 if you select Yes.

Type of Facility

Submission

I certify under penalty of law that I have information contained in this submission, and 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: Mathew Marshall
Facility Identification

* Report a NAICS code and Dun and Bradstreet number (Federal requirement)
(Dun and Bradstreet: Non-business entities may enter "N/A")

<table>
<thead>
<tr>
<th>ID Type</th>
<th>ID Value</th>
<th>Description</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dun &amp; Bradstreet</td>
<td>060606672</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAICS</td>
<td>611519</td>
<td>Fire Fighter Training School</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ID Type

Select Type

- TRI
- SIC
- Dun & Bradstreet
- NAICS
- EIN#
- Other

ID Value

Add

Next
State Applicable Fields

Cutting Edge Planning and Training (FacID:2880760)

10 Pearl Street
Newfield, NJ, 08344, USA

No Applicable State Fields

Next
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.

<table>
<thead>
<tr>
<th>No.</th>
<th>Document ID</th>
<th>File Name</th>
<th>File Type</th>
<th>File Category</th>
<th>File Description</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>738509</td>
<td>E-Plan training flyer-CEPT.pdf</td>
<td>File</td>
<td>Notification</td>
<td>E-Plan Class Flyer</td>
<td><img src="image.png" alt="Download" /></td>
</tr>
<tr>
<td>2</td>
<td>738510</td>
<td>Draft-EPlan Best Practices for Authorizing Authorities.pdf</td>
<td>File</td>
<td>Other</td>
<td>Authorizing best practices</td>
<td><img src="image.png" alt="Download" /></td>
</tr>
<tr>
<td>3</td>
<td>738511</td>
<td>ABC Chem Company Site Plan.jpg</td>
<td>File</td>
<td>Diagrams</td>
<td>Site Plan</td>
<td><img src="image.png" alt="Download" /></td>
</tr>
</tbody>
</table>

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
File Description

Max file size 9 Mb

Upload Next (Add Contact)
Add/Edit Contact

Contact Information

* Federal requirements include: Owner / Operator (name, mail address, phone & email)
  Emergency Contact (title, name & 2 phone numbers, one of which must be 24-hour)
  Tier II Information Contact (title, name, email & phone).

* Fields are mandatory

Title *
Last Name or Business Name *
First Name *
Street Address
City
County
State
ZIP
Country
Email *

[Save & Continue] [Cancel]
Contact Information

Mathew Marshall (Emergency Contact)

* Federal requirements include: Owner / Operator (name, mail address, phone & email)
  Emergency Contact (title, name & 2 phone numbers, one of which must be 24-hour)
  Tier II Information Contact (title, name, email & phone).

* Fields are mandatory

Title *  VP
Last Name or Business Name *  Marshall
First Name *  Mathew
Street Address  90 3rd Street
City  Bonita Springs
County  Collier
State  GA
ZIP  34134
Country  USA
Email *  mathew.marshall0511@gmail.com
Contact Phone Information

Mathew Marshall (Emergency Contact)

* Federal requirements include: Owner / Operator (name, mail address, phone & email)
  Emergency Contact (title, name & 2 phone numbers, one of which must be 24-hour)
  Tier II Information Contact (title, name, email & phone).

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile - Cell</td>
<td>239-287-7069</td>
<td>Edit</td>
</tr>
<tr>
<td>24-hour</td>
<td>2392877069</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Phone Type

- Select Phone Type
  - 24-hour
  - Mobile - Cell
  - Emergency
  - Work
  - Home
  - Fax
  - Beeper - Pager

Add

Next
Associate Contact With Facility

Mathew Marshall (Emergency Contact)

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

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Contact Type</th>
<th>Edit/Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>(FacID:5807848) ABC Chemical Company (DEMO)</td>
<td>Emergency Contact</td>
<td></td>
</tr>
<tr>
<td>[checkbox]</td>
<td>[Select Contact Type]</td>
<td></td>
</tr>
<tr>
<td>(FacID:5807847) Cutting Edge Planning and Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(FacID:5807848) ABC Chemical Company (DEMO)</td>
<td>(Current facility)</td>
<td></td>
</tr>
<tr>
<td>[checkbox]</td>
<td>[Select Contact Type]</td>
<td></td>
</tr>
</tbody>
</table>

[Buttons: Add, Reset, Next]
Chemical 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.

Chemical Details

CAS Number ** 62373
Chemical Name * Mercury
EHS *
Trade Secret

Days on site * 365
Chemical information identical to previous year
Physical State *(Check all that apply)*
- Pure
- Mixture
- Solid
- Liquid
- Gas

Physical Hazards *(Check all that apply)*
- 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

Health Hazards *(Check all that apply)*
- 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

Quantity
Max Daily Amount Code
- Select Max Code
- Maximum Daily Amount in pounds* 10
Avg Daily Amount Code
- Select Avg Code
- Average Daily Amount in pounds* 5
Chemical Storage Locations

Chlorine (CAS#: 7782505)

<table>
<thead>
<tr>
<th>Location</th>
<th>Maximum Amount</th>
<th>Storage/Pressure/Temperature Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building 3</td>
<td>0.0</td>
<td>Cylinder / Greater than ambient pressure / Ambient temperature</td>
</tr>
</tbody>
</table>

Storage Locations

- Storage Type*
- Pressure Type*
- Temperature Type*
- Location*
- Maximum amount at Location

Select Storage Type

- Select Storage Type
- Select Pressure Type
- Select Temperature Type

Select Temperature type

- Ambient temperature
- Greater than ambient temperature
- Less than ambient temp. / not cryog
- Cryogenic conditions
- Cylinder
- Fiber Drum
- Glass bottles or jugs
- Plastic bottles or jugs
- Plastic or non-metallic drum
- Rail car
- Silo
- Steel Drum
- Tank inside building
- Tank wagon
- Tote bin
Chemical Components

Chlorine (CAS#: 7782505)

<table>
<thead>
<tr>
<th>Component Chemical Name</th>
<th>CAS Number</th>
<th>Max Code</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chlorine</td>
<td>7782505</td>
<td>10.0 Vol</td>
<td>Edit</td>
</tr>
<tr>
<td>Sodium Thiosulfate</td>
<td>10102177</td>
<td>90.0 Vol</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Mixture Components

CAS Number
Component
EHS *
Physical State
Gas
Liquid
Solid
Maximum Amount Code
Select Max Code
Percentage
Select unit

Add
Reset
Next
Submission Report for Access ID 1014804

Notes:
Errors indicated on this page identify required fields not completed. While Federal and State requirements are mandatory, E-Plan requirements provide extremely needed information to first responders in emergency scenarios.

FacID 5894167 : Cutting Edge Planning and Training

Error: The entered description for NAICS code 611519 differs from the official description in NAICS 2017.
Entered description: Fire Fighter Training School
Official description: Other Technical and Trade Schools
Edit NAICS at the Facility Identification Page to fix error.
Chemical: Diesel Fuel (68334305)
Error: At least one hazard must be checked for Chemical Submission. Edit chemical and check at least one hazard to fix this error (See below).

Physical Hazards:
- Explosive
- Flammable (gases, aerosols, liquids, or solids)
- Oxidizer (liquid, solid or gas)
- Self-reactive
- Pyrophoric (liquid or solid)
- Pyrophoric Gas

Health Hazards:
- Acute toxicity (any route of exposure)
- Skin corrosion or irritation
- Serious eye damage or eye irritation
- Respiratory or skin sensitization
- Germ cell mutagenicity
- Hazard Not Otherwise Classified

- Self-heating
- Organic peroxide
- Corrosive to metal
- Gas under pressure (compressed gas)
- In contact with water emits flammable gas
- Combustible Dust
- Carcinogenicity
- Reproductive toxicity
- Specific target organ toxicity (single or repeated exposure)
- Aspiration hazard
- Simple Asphyxiant

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

Exporting Tier II report to: Tier2 zip file .t2s File PDF file
Submission Report for Access ID 1014804

Notes:
Errors indicated on this page identify required fields not completed. While Federal and State requirements are mandatory, E-Plan requirements provide extremely needed information to first responders in emergency scenarios.

FacID 5807848 : ABC Chemical Company (DEMO)

Warning: Latitude (26.327516615972293) of Live Oak County, TX should be between 28.056681 and 28.786949. Edit Facility and correct value to fix this warning.
Warning: Longitude (-81.82378227116396) of Live Oak County, TX should be between -98.335031 and -97.808774. Edit Facility and correct value to fix this warning.

Contact : Mathew Marshall
  Error: Title is required for Emergency Contact. Edit Contact (of type Emergency Contact) and enter Title to fix this error.
Contact : Mathew Marshall
  Error: Title is required for Fac. Emergency Coordinator. Edit Contact (of type Fac. Emergency Coordinator) and enter Title to fix this error.
Contact : Mathew Marshall
  Error: Title is required for Tier II Information Contact. Edit Contact (of type Tier II Information Contact) and enter Title to fix this error.

State Requirement Error: Please fill a value for the State requirement labelled During this reporting year, was this facility sold to another company, or did it close operations or discontinue storing reportable quantities of hazardous substances? If yes, you must enter the effective date. Answering 'No' means that as of the end of the reporting year you were still operating this facility and storing reportable quantities of hazardous substances. Edit Facility and click on State Fields tab to access the State Specific Fields and click on update button to fix this error.

Error: NAICS code 111111 is not on the most recent (2012) list of 6-digit codes. Edit NAICS at the Facility Identification Page to fix error.

FacID 5807847 : Cutting Edge Planning and Training

Facility Passed all Checks

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

Exporting Tier II report to: Tier2 zip file .t2s File PDF file
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 2016" tab above.

Access ID: 1014804 (Mathew Marshall)

<table>
<thead>
<tr>
<th>Selectall</th>
<th>Facility ID</th>
<th>Facility Name</th>
<th>State</th>
<th>Filing Status</th>
<th>Validation Status</th>
<th>Invoice ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5807848</td>
<td>ABC Chemical Company (DEMO)</td>
<td>TX</td>
<td>Not Filed</td>
<td>Not Pass</td>
<td></td>
</tr>
<tr>
<td>✔️</td>
<td>5807847</td>
<td>Cutting Edge Planning and Training</td>
<td>NJ</td>
<td>Not Filed</td>
<td>Pass</td>
<td></td>
</tr>
</tbody>
</table>

Reporting Authority Emails:
(Up to 5 cc emails)

Mathew.marshall10511@gmail.com,
m.marshall@utdallas.edu

Submit
Print PDF
E-PLAN PAYMENT FOR FILING YEAR 2016

Payment Information

Company Name: Cutting Edge Planning and Training
Name: Mathew Marshall
Billing Address: 90 3rd Street
City: Bonita Springs
State: GA
Zip: 34134
Country: USA
Phone: 239-287-7069
Email: mathew.marshall0511@gmail.com
PO Number: 

Total Amount Due: $25.00

Payment Method

- Credit Card Payment
- Check/Money Order

Submit

DETAIL DESCRIPTION

<table>
<thead>
<tr>
<th>NO.</th>
<th>STATE</th>
<th># OF FACILITIES</th>
<th>ADMINISTRATIVE CHARGE PER FACILITY</th>
<th>EXTENDED COST</th>
<th>FACILITY ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>NJ</td>
<td>1</td>
<td>$25.00</td>
<td>$25.00</td>
<td>5807847</td>
</tr>
</tbody>
</table>
## Invoice - Mathew Marshall (1014804)

<table>
<thead>
<tr>
<th>INVOICE NO.</th>
<th>COMPANY NAME</th>
<th>INVOICE DATE</th>
<th>STATUS</th>
<th>PAYMENT METHOD</th>
<th>AMOUNT DUE</th>
<th>OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPLAN2016-1047521</td>
<td>Cutting Edge Planning and Training</td>
<td>2017-01-03</td>
<td>Not Paid</td>
<td>Credit Card</td>
<td>$25.00</td>
<td><img src="download.png" alt="Download Invoice" /></td>
</tr>
</tbody>
</table>

**Detail List**

Not Filed  | NJ  | $25.00  | (FacID:5807847) Cutting Edge Planning and Training |
Questions?

Contact:
Mathew Marshall
239-287-7069
m.marshall@utdallas.edu