E-Plan Online Tier2
Submit User's Guide
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E-PLAN ONLINE TIER2 SUBMIT - USER'S GUIDE

- 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 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 developed by EPA. 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.

*** Important notes:

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

- For the 2016 reporting year, the following States and Counties accept E-Plan as an electronic form of Tier II reports:
  
  State of Alabama  
  State of Florida  
  State of Georgia  
  State of Mississippi  
  State of Montana  
  State of North Carolina  
  State of New York  
  State of South Carolina  
  State of Tennessee  
  Warren County (Ohio)  
  Chesapeake City, Hopewell City, Patrick County, Pittsylvania County, Richmond City, Smyth County, Virginia Beach City, and Waynesboro City (VA)

- 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.

- To receive an email confirmation after you file in E-Plan, you must change the email listed in the “Manage Submission” module, which can be found in the upper right corner of the screen. You will also be able to update the Submitter Name and password.

- Filing Tier II report via E-Plan's online Tier2 Submit may not fulfill the mandate per your state SERC and/or county LEPC and local fire department. You should obtain additional information and assistance in preparing and submitting Tier II reports by contacting your State agency, County LEPC, and local fire department.
• Contact your State official to see if they accept E-Plan as a form of electronic filing.

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.

What's New?

• Click here to view a table of the States that have additional data fields and the corresponding descriptions.
  ○ New State data fields include:
    ▪ Alabama: Master ID is required.
    ▪ Florida: Added a state-specific field for the chemicals in inventory.

• For Tier II filing years 2013, 2014, 2015 and 2016, 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) E-Plan's staff effort to service and support the data submitter throughout the 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.

<table>
<thead>
<tr>
<th>If your facility is located in</th>
<th>E-Plan Administrative Charge per Facility</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida, Montana, North Carolina, South Carolina, or Warren County (Ohio)</td>
<td>$0</td>
<td>These states have covered the cost of E-Plan service for all facilities in their state.</td>
</tr>
<tr>
<td>All other states</td>
<td>$25</td>
<td></td>
</tr>
</tbody>
</table>

• You are allowed to enter five (5) email addresses that will receive the E-Plan's Online Tier2 Data Submission Receipt.

•
Getting Started

- Using E-Plan Tier II
- E-Plan Online Filing Process
Using E-Plan Tier II

No software installation is required to use 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.

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., 1014347). 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.

*** Important note: Please save your Access ID and password in a secure location.
**Previous Submitters**
If you have already registered for an account, just sign in with your seven-digit Access ID and password.
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 online Tier2 Submit has unlimited capacity so even companies with thousands of facilities can use it effectively. The E-Plan online Tier2 Submit is organized into three modules (parts):

- **Facilities module** - where you enter facility name, physical address, mailing address, latitude and longitude coordinates, data submitter's name and title, etc.
- **Contacts module** - where you enter owner/operator, emergency contact, Tier II information contact, and other contact's names, addresses, emails, and phone numbers.
- **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.

<table>
<thead>
<tr>
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<th>Remarks</th>
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<td>$0</td>
<td>These states have covered the cost for all facilities in their state.</td>
</tr>
<tr>
<td>All other states</td>
<td>$25</td>
<td></td>
</tr>
</tbody>
</table>

*** Important notes:

- Filing Tier II report via E-Plan's online Tier2 Submit may **not** fulfill the mandate per your state SERC and/or county LEPC and local fire department. You should obtain additional information and assistance in preparing and submitting Tier II reports by contacting your state agency, county LEPC, and local fire department.
- Contact your State official 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:
Submission Management

- **Account Management**
  - Receive Submission Receipt
- **Forgot Access ID/Password**
**Account Management**

**Manage Submission menu**

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

![E-Plan Online Filing Submission Management](image)

**Manage Submission Information page**

You can change the Submitter Name, Password, or Email. Click on Update button to save the changes.
*** Important note: You are allowed to enter up to five (5) email addresses that will receive the E-Plan’s Online Tier2 Data Submission Receipt.
Receive Submission Receipt

Reporting Authority Email Addresses
You are allowed to enter up to five (5) email addresses that will receive the E-Plan's Online Tier2 Data Submission Receipt.

Here is an example of the E-Plan's Online Tier2 Data Submission Receipt:
From: eplan@utdcepl.org [mailto:eplan@utdcepl.org]
Sent: Wednesday, October 23, 2013 3:29 PM
To: Hao 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

<table>
<thead>
<tr>
<th>Facility Id</th>
<th>Facility Name</th>
<th>State</th>
<th>Filing Year</th>
<th>Filing Status</th>
<th>First Submit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999999</td>
<td>Test</td>
<td>TX</td>
<td>2012</td>
<td>Filed</td>
<td>Wed Oct 23 20:29:01 UTC 2013</td>
</tr>
</tbody>
</table>

If you need assistance, please contact the E-Plan Admin Team via the "Contact Us" button at https://tie2.erplan.net.

Best regards,
E-Plan Admin Team
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.

Forgot Password
Once you get the Access ID in the email, 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. The system will send your account password 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 and Password that was used by your facility to submit the Tier II report. On your request, you should provide your Facility Name and its Physical Address as well as the previous Submitter Name and Email.
Copying/Importing Data

- Enter/Retrieve Data
- Copy Data
- Import Tier2 Zip File
**Enter/Retrieve Data**

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

The appropriate Online Filing Home page will appear.
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 2010 to year 2013.

- 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.

***Important note:*** Copy function will transfer all previously filed Tier II data and site plans.
Import Tier2 Zip File

You can use the Import Tier2 function to import an existing Tier2 'zip', Tier2 't2s', or CAMEO 'zip' file into your account in E-Plan.

- 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.

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

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

Once the process is completed, the Import is complete message will appear. You must verify the result and then scroll down to the bottom of the page and click Continue to save.
Notes:

- The Tier2 or CAMEO data files will be imported as they are into E-Plan. For example, if a Tier2 data file is for year 2015, it will be imported as year 2015 submission. You will have to convert the facility data from year 2015 to the filing year using the Copy Data function.

- 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' files.

- EPA's Tier2 Submit software allows you to export a submission entered through the software into a “zip” file containing up to nine (9) .mer files and one (1) SitePlansTemp folder.
  
  SitePlansTemp (folder)
  Tier2SitePlanLink.mer
  Tier2ChemicalsInventory.mer
  Tier2ChemInvLocations.mer
  Tier2ChemInvMixtures.mer
  Tier2Contacts.mer
  Tier2ContactsLink.mer
  Tier2Facilities.mer
  Tier2FacilityIDs.mer
  Tier2Phone.mer

- There are two ways to create the zip or t2s file from the EPA's Tier2 Submit.
  
  o The easiest way to create a zip or t2s file from the EPA's Tier2 Submit is to use the Export feature under the File menu.
  
  o The second way is to find the location where the EPA's Tier2 Submit software is installed on your computer and zip the files in the Export Files folder of the software.

- Once a Tier2 zip or t2s file is created, it can be imported into the E-Plan's Online Tier II Reporting System.
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 link 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 facilities that you can add.
- You can also edit or delete facilities.

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

Facility Information page

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

This is a new 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 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.
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 University of Kentucky to convert values from degrees/minutes/seconds to decimal degrees: http://www.uky.edu/KGS/gis/converter.htm.

○ **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 new federal requirement.* You must check one box.

**Maximum No. of Occupants**
*This is a new 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.
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, see http://www.census.gov/eos/www/naics/.

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 new 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 [http://www.dnb.com/us/](http://www.dnb.com/us/).

*** 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: 800188161
- Description: University

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.
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

- **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 University of Kentucky to convert values from degrees/minutes/seconds to decimal degrees: [http://www.uky.edu/KGS/gis/converter.htm](http://www.uky.edu/KGS/gis/converter.htm).
NAICS Code and D&B Number

Facility Identification - NAICS Code
This is a federal requirement.
- NAICS code is required to be a 6-digit code.
- E-Plan added a drop-down list of latest North American Industry Classification System (NAICS) codes.
- For more information on NAICS codes and a NAICS search tool, see [http://www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/).

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

Facility Identification - Dun and Bradstreet (D&B) Number
This is a new 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 [http://www.dnb.com/us/](http://www.dnb.com/us/).

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: EPA allows non-business entities to enter "N/A" the ID Value's text box.
Here is an example of D&B Number:
- ID Type: Dun and Bradstreet
- ID Value: 800188161
- Description: University

Add/Edit Chemical

You can add a **new chemical** to your submission by clicking on the appropriate **Add New Chemical** link 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 **chemicals** that you can add.
- You can also edit ✏️ or delete ✗ chemicals.
- Chemicals from one facility can be copied into another.
- Each facility must report at least one **chemical** in inventory. In addition, unless Confidential is checked, each chemical must have at least one **location** record.
Chemical Information page
In the Chemical Information page, you must enter/select/check all of the applicable information including the chemical details, physical state, hazards, health effects, and quantity.

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.

*** 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 (EHS) with the exception of Organorhodium Complex, which has no CAS.

- You must enter **0000** for any chemical that you do **not** have a CAS registry number.

- Voluntary reporting of amounts below reporting requirement thresholds. (This 'Below Reporting Thresholds' check box does not apply to most submissions.)

  By checking the 'Below Reporting Thresholds' 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 Extremely Hazardous Substance (EHS) chemicals, only 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's Consolidated List of Lists](#).)
  
  - For hazardous substances (anything with a MSDS), only 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](#).

---

**Chemical Storage Locations page**

In the Chemical Storage Locations page, you must enter/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: Unless Confidential is checked, each chemical must have at least one location record, and each such record must specify:

- Location at Facility
- Type (unless Location at Facility contains “Confidential”)
- Pressure (unless Location at Facility contains “Confidential”)
- Temperature (unless Location at Facility contains “Confidential”)

(If "Confidential is checked or Location at Facility contains “Confidential”, you are supposed to provide a Tier II Confidential Location Information Sheet. For Texas facilities, though, complete storage location information must be entered into Tier2Submit even if "Confidential" is checked.)

**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.

**Chemical Components page**
In the Chemical Components page, you must enter/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. For more detailed information, visit the EPA’s EPCRA Frequent Questions - Sections 311 & 312 web site at [https://emergencymanagement.zendesk.com/hc/en-us/categories/201455628](https://emergencymanagement.zendesk.com/hc/en-us/categories/201455628).
Add/Edit Contact

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

- **Title** is required for the following contact types: Emergency Contact, Tier II Information Contact, and Fac. Emergency Coordinator.
- **First name** is required for emergency contacts.
- There is no limit on the number of contacts that you can add.
- You can also edit or delete contacts.

**Contact Role**

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

**Federal requirements** - You must provide three contacts as follows:

- **Owner / Operator**: You must provide 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.
- **Emergency Contact**: You must provide **title** (new requirement in filing year 2015), name and two phone numbers, at least one of which must have the phone type of “24-hour”.
- **Tier II Information Contact**: You must provide **title** (new requirement in filing year 2015), name, phone and email.
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.

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

Facility Association
If you have multiple facilities, you can associate a contact with more than one facility. You must select a facility, choose a contact type, and click Add to save.
Associate Contact With Facility

JASON MCLEOD (Emergency Contact)
THE HOME DEPOT STORE #3488 (FacID:4282749)
22 Valleybrook Road
REESE, IN 45431, USA

Note: We can associate JASON MCLEOD 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>
</tr>
</thead>
<tbody>
<tr>
<td>THE HOME DEPOT STORE #3488</td>
<td>Emergency Contact</td>
</tr>
</tbody>
</table>

Select Facility  
Select Contact Type  
Add  
Reset  
Next
State Fields

Some states request additional information for Tier II Chemical Inventory reports.

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.
Site Plans

You can upload and attach SDS (new)/MSDS (old) 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 the ‘Select a year to file/retreive Tier II data’. Click on Continue.
- The 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 http://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.

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

<table>
<thead>
<tr>
<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>274817</td>
<td>9-20.pdf</td>
<td>File</td>
<td>MDS0</td>
<td>MSDS sheet for 9-20</td>
<td>D1</td>
</tr>
<tr>
<td>274818</td>
<td>9-20.ppt</td>
<td>File</td>
<td>Other</td>
<td>WTU-PLT-3283.ppt</td>
<td>D2</td>
</tr>
</tbody>
</table>

- **Note:** Please upload one file per Tier2 documents.
- **File types:** PDF, DOC, XLS, JPG are only allowed.
- When uploading, write the file type, Cat, and put the link as http://somewebdata in the description field.

### All Fields are Mandatory

- **File Type:** File
- **File Category:** MDS0
- **File Description:**

  - Max file size 9 MB

![Document Upload Form]

[Image: Document Upload Form]
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.

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 Report for Access ID 1000000

Note:

This is not intended as a legal agreement, but as a statement of the conditions under which you are permitted to use the software. E-Plan Online is not intended for use in any capacity other than as an information service.

Congratulations! Your report has passed all submission tests for the year 2010.

Click Next Step to E-Plan to complete the Tier 2 submission.

Export Tier 2 Report to: [ ] Yes [ ] No [ ] PDF

Contact Us | FAQ | Feedback | User Guide | Search Tier 2


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.
- NAICS code is required to be a 6-digit code.
- E-Plan added a drop-down list of latest North American Industry Classification System (NAICS) codes.
- For more information on NAICS codes and a NAICS search tool, see http://www.census.gov/eos/www/naics/.

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

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

**This is a new 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 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 University of Kentucky to convert values from degrees/minutes/seconds to decimal degrees: http://www.uky.edu/KGS/gis/converter.htm.

*** Error - Not reporting Owner/Operator

For each facility submission, the EPA requires an Owner/Operator with full 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.
*** Error - Not Reporting Emergency Contact or 24-hour Phone for Emergency Contact

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

*** Error - Not Reporting a CAS Number

You must enter Chemical Abstracts Service (CAS) registry numbers for pure chemicals (i.e., those with no mixture components) that are Extremely Hazardous Substances (EHS) with the exception of Organorhodium Complex, which has no CAS.

*** Important note: You must enter 0000 for any chemical that you do not have a CAS registry number.
*** 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 additional 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 "TXID Number" - Please use the TXID number that has been previously assigned to your owner/operator. New filers please contact the Texas Tier II Program at tierupdate.state.tx.us or 800-452-2741 (in-Texas) or 512-458-6405 x 2439. Click Facility and click on State Specific Fields and click on update button to fix this error.

FacID 2923764 : Demo_Facilityname
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.

**First Responder View page**
Clicking the facility name link opens the Facility Information page.

You can also view the Contact Information, Chemical Inventory, Additional Information (i.e. site plans), and State Fields (if any).
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 Upload Data to E-Plan button will appear.

Clicking the Upload Data to E-Plan button opens the Submit Facility Information page.
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 the facilities.

---

**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 state agencies, County LEPC and local fire department about the changes.

- The **selection 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”.

---

**Reporting Authority Emails**

You are allowed to enter up to five (S) email addresses that will receive the E-Plan's Online Tier2 Data Submission Receipt.

Below is an example of the 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 Tier II Data Submission Report.

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

<table>
<thead>
<tr>
<th>Facility Id</th>
<th>Facility Name</th>
<th>State</th>
<th>Filing Year</th>
<th>Filing Status</th>
<th>First Submit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999999</td>
<td>Test</td>
<td>TX</td>
<td>2012</td>
<td>Filed</td>
<td>Wed Oct 23 20:29:01 UTC 2013</td>
</tr>
</tbody>
</table>

If you need assistance, please contact the E-Plan Admin Team via the “Contact Us” button at https://tier2.epplan.net.

Best regards,
E-Plan Admin Team

PDF Report Generation
Clicking the Print PDF 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.

![Select Facilities for PDF](image-url)
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.

<table>
<thead>
<tr>
<th>If your facility is located in</th>
<th>E-Plan Administrative Charge per Facility</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida, Montana, North Carolina, South Carolina, or Warren County (OH)</td>
<td>$0</td>
<td>These states have covered the cost for all facilities in their state.</td>
</tr>
<tr>
<td>All other states</td>
<td>$25</td>
<td></td>
</tr>
</tbody>
</table>

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
E-Plan Payment

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 Form](image)

*** Important note: Please Contact Us if you are not allowed to pay credit card via PayPal.

2) Pay with check/money order

- Make your check/money order with the correct amount payable to: University of Texas at Dallas 37037012, and mail it to the following address:

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

- For a signed, printable UTD’s W-9 form, click here.
## 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:** $345.00

### Payment Method
- Credit Card Payment
- Check/Money Order

### Detail Description

<table>
<thead>
<tr>
<th>#</th>
<th>STATE</th>
<th># of Facilities</th>
<th>CHARGE/TAX</th>
<th>EXPENSED COST</th>
<th>FACILITY ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>To</td>
<td>1</td>
<td>$32.00</td>
<td>$30.00</td>
<td>4156219</td>
</tr>
</tbody>
</table>
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.

*** Important note: Please Contact Us if you are not allowed to pay credit card via PayPal.

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.
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.

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 37037012**, and mail it to the following address:

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

*** Important notes: 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.
**UTD’s W-9 Form**

For a signed, printable UTD’s 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’.

Thank you for submitting your data electronically via E-Plan.
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 Info. For all paid invoices the receipt can be downloaded by clicking the Download Receipt button.

### Invoice - E-Plan (1000530)

#### Not Paid Invoice(s)

**Filing Year 2013**

<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>DUE DATE</th>
<th>OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPLAN2013-1000816</td>
<td>TEST 123</td>
<td>2014-01-13</td>
<td>Not Paid</td>
<td>Credit Card</td>
<td>$25.00</td>
<td>2014-03-01</td>
<td>Download Invoice</td>
</tr>
</tbody>
</table>

**Detail List**

- Not Filed
- TX
- $25.00
- (FacID:4490956) TEST123

#### Paid Invoice(s)

**Filing Year 2012**

<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>DUE DATE</th>
<th>OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPLAN2012-1000035</td>
<td>Site test</td>
<td>2013-12-12</td>
<td>Paid</td>
<td>Other</td>
<td>$0.00</td>
<td>2013-03-01</td>
<td>Download Receipt</td>
</tr>
</tbody>
</table>

**Detail List**

- Not Filed
- TX
- $0.00
- (FacID:4202721) TEST123
- Not Filed
- GA
- $0.00
- (FacID:4200435) Site test
Download Invoice

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

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

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

Here is an example of E-Plan receipt:
# THE UNIVERSITY OF TEXAS AT DALLAS

ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

## Online Tier 2 Data Submission Receipt

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>2013-11-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice #</td>
<td>EPLAN2013-1000096</td>
</tr>
<tr>
<td>Access ID</td>
<td>10000530</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Amount Received</td>
<td>$0.00</td>
</tr>
<tr>
<td>UTD EIN #</td>
<td>75-1305566</td>
</tr>
<tr>
<td>Payment Date</td>
<td></td>
</tr>
<tr>
<td>Payment Status</td>
<td>Paid</td>
</tr>
<tr>
<td>PO Number</td>
<td></td>
</tr>
</tbody>
</table>

### I. PAYMENT INFORMATION

**Method of Payment** Other

### II. DETAIL INFORMATION

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>State</th>
<th>Administrative Charge Per Facility</th>
<th># of Facilities</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4506209</td>
<td>NC</td>
<td>$0.00</td>
<td>1</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**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.

*** Important note: Please use the Internet Explorer browser when you download data to a .t2s file.
The final option on the menu bar is the **Logout** option which should be used for an orderly exit.
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.

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

- If you have questions regarding a specific state Tier II reporting requirement, please contact your State Tier II Administration (Website: [http://www.epa.gov/epcra/state-tier-ii-reporting-requirements-and-procedures](http://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 EPA website at [http://www.epa.gov/epcra](http://www.epa.gov/epcra).