

E-Plan Reporting Frequently Asked Questions (FAQs)

When I file my Tier II reports, for what year am I submitting?

- On the third page of the Submission form the date of submission will be the reportable quantities for the *previous* year. So when making a submission in 2010, you are reporting quantities for 2009. Similar to reporting income taxes, you are reporting for the year that just ended.
- E-Plan makes it possible to go on line and update reportable quantities at any time. Those updates should be listed as the year they were entered.

As an Industry Tier II filer, how do I update my existing information to the current year's submission?

1. Log on to E-plan at <http://tier2.erplan.net> using your access code and password
2. To copy your previous year's data, to the current filing year go to the E-Plan Online Filing Submission Management page, go to the second box down on the page "**Copy data from previous year**" and select the appropriate Previous Year from the drop down "**FROM**" box that you wish to copy ...then, select the Current Filing Year (EX: in 2010 the filing year is 2009, in 2009 it was 2008 etc.) from the second drop down "**TO**" box and click on **Continue**...then;
3. On the same page, go to the "**Enter new Date/Retrieve old Data**" box (upper box on page) and select the latest filing year available as the Select a year to file/retrieve Tier II data...then click on **Continue**
4. The **20XX Online Filing Home** page will appear. At the bottom of this page, click on **Validate Record**, the Submission Validation Report for your submission will appear...
5. At the bottom of the Submission Validation Report page (once any errors indicated are corrected) click on **Upload Data to E-Plan** button at the very bottom left corner of the page...
6. This should bring up a list of facilities for that particular year filed by you, beside each facility you will see a Check Box, and at the right of the listed facility name, you will see a status indicating whether it has been filed or not. If the facility information has not been filed, select the check box and click on the **Update** button in the lower right corner of the list to submit your data to E-Plan.

As an industry submitter I am having difficulty submitting my report because the information is not being saved, what could be causing the problem?

The problem may be your computer screen settings. When submitting information almost every screen or information box has a **Save & Continue** button at the bottom, or some other means to save your entries. If the computer screen display properties are set at the wrong resolution, the bottom of the screens may not be visible to the user. A screen resolution setting that will allow you to view an entire page by scrolling is 1152 X 864 pixels. To

change or adjust resolution, Right click on your screen and a Display Properties box will appear. Click on the settings tab and adjust the screen resolution lever to the appropriate setting and click OK.

The final step prior to submitting your report is the Validation screen, accessible from the 20XX Online Filing Home screen. See the **Validate Record** button at the bottom of the screen. When you click on **Validate Record** it will bring up the Submission Validation Report for your submission, which will contain either the missing data or will state: Facility Passed all Checks. If you have errors, correct them on the appropriate screens, save and continue. Once all errors have been corrected you may then chose how to handle your submission, i.e. export or print. For your report to be visible to first responders, click on **Update Date to E-Plan** as your final submission action.

How do I upload documents (for example: contingency plans, maps, floor plans, or MSDS)?

To upload additional documents the procedure is;

- Log into the E-Plan's Online Tier II Reporting System at <http://tier2.erplan.net> using your Access ID and password.
- On the Submission Home page, go to the 'Enter new Data/ Retrieve old Data' box and select the 'Select a year to file/retrieve Tier II data'. Click on Continue.
- The Filing Management 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. 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. This procedure is for uploading documents for a facility in general:
- If you want to upload a document under a particular contact, use the Edit link and the Documents tab.
- If you want to upload a document under a particular chemical, use the Edit link and the Additional Documents tab.
- There is no difference between uploading a document under a Facility, a Chemical, or a Contact, at least from a first responder's perspective. When a first responder looks at facility information on E-Plan, all the documents under Facility, Chemical, and Contact appear as a single menu.

How can I import an existing submission from EPA's Tier2 Submit software into E-Plan's Online Tier II Reporting System?

Yes submissions can be made from EPA's software into E-Plan by doing the following;

- Once the Tier2 Submit zip or t2s file is created, it can be imported into the E-Plan's Online Tier II Reporting System by uploading the file through the web interface. The functionality to perform this operation (i.e. Tier2 '.zip', Tier2 '.t2s', or CAMEO '.zip' file) is present under the Submission Home screen upon logging into the E-Plan's Online Tier II Reporting System.
- Log into the E-Plan's Online Tier II Reporting System at <http://tier2.erplan.net> using your Access ID and password.

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- On the Submission Home page, go to the 'Upload Tier2 '.zip', Tier2 '.t2s', or CAMEO '.zip' file' box and click on Continue.
- The Import Tier2 or CAMEO Data Files page will appear. Click on
- Browse and choose the appropriate zip or t2s file on your computer that you want to upload.
- Click on the Upload button to load the selected zip or t2s file. The Importing Uploaded File screen will appear. 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 File Successfully Uploaded screen will appear. You can verify the result and then scroll down to the bottom of the page and click on the Continue button to save.

Note: The Tier2 or CAMEO data files will be imported as they are into the E-Plan's Online Tier II Reporting System. For example, if the Tier2 or CAMEO data files are for year 2007, they will be imported as year 2007 submission. You will have to convert the data from year 2007 to the filing year using the Copy Data from Previous Year function on the Submission page.

Can a zip file made from CAMEO be loaded into E-Plan?

Yes, you can import a zip file made from CAMEO into E-Plan as follows;

- Log into the E-Plan's Online Tier II Reporting System at <http://tier2.erplan.net> using your Access ID and password.
- On the Submission Home page, go to the 'Upload Tier2 '.zip', Tier2 '.t2s', or CAMEO '.zip' file' box and click on the Continue button.
- The Import Tier2 or CAMEO Data Files page will appear. Click on Browse and choose the appropriate zip file on your computer that you want to upload.
- Click on the Upload button to load the selected zip file. The Importing Uploaded File screen will appear. 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 File Successfully Uploaded screen will appear. You can verify the result and then scroll down to the bottom of the page and click on Continue to save.

How do I export data out of E-Plan into a .t2s file or .zipfile?

- Log into the E-Plan's Online Tier II Reporting System at <http://tier2.erplan.net> using your Access ID and password.
- On the Submission Home page, go to the 'Enter new Data/ Retrieve old Data' box and select the 'Select a year to file/retrieve Tier II data'. Click on Continue.
- The Filing Management page will appear. At the bottom of the Filing Management page, click on Validate Record. The Submission Validation Report for your submission will appear. Click either Export to Tier2 Zip File or Export to .t2s File to get either a zip file or a .t2s file. Before you click on Export, it is a good idea to click on Validate Record to see if your submission has any errors. If the report shows errors, correct them before you export to a .t2s or .zip file.

Note: that the E-Plan's Online Tier II Reporting System will not allow you to submit your Tier II data until the "Submission Validation Report" indicates all required fields are correct

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and the "Upload Data to E-Plan" has been pressed. Once your Tier II data is submitted, the system will send an email message to you stating your submittal was received. Attached with the email is a copy of the facility's Tier2 Online Submission Report (PDF format). You can forward the email message to your local and state agencies.

- Once you click on Export, a new page is displayed with check boxes beside each facility. Check the appropriate boxes for the facilities you want included in the file. Note that once you click on the Create File button, the system will ask you whether you want to Save the file or Open the file. Always choose the Save option and save it to your computer.

How do I make data available to emergency responders or how do I submit data to E-Plan?

- Once the "Submission Validation Report" indicates all required fields are correct, please do the following steps to complete your submission to E-Plan.
- Log into the E-Plan's Online Tier II Reporting System at <http://tier2.erplan.net> using your Access ID and password.
- On the Submission Home page, go to the 'Enter new Data/ Retrieve old Data' box and select the 'Select a year to file/retrieve Tier II data'. Click on Continue.
- The Filing Management page will appear. At the bottom of the Filing page, click on Validate Record. The Submission Validation Report for your submission will appear.
- At the bottom of the Submission Validation Report page, click on Upload Data to E-Plan button. This should bring up a list of facilities for that particular year filed 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 to submit your data to E-Plan.
- If you have properly submitted you data via E-plan, you will receive an e-mail from E-Plan confirming your data submission.

Note: All facilities that show the status as Filed are available to first responders.

In New York State, if I submit Tier 2 reports using E-Plan, does that satisfy my reporting requirements?

- **No**, not entirely since Tier 2 reports are also required to be filed with the County LEPC and with the fire department serving the reporting facility.
- Since the State of New York can not mandate that the local/county LEPCs and fire departments to accept the E-plan format filers must check with those agencies to determine an acceptable format.

If I am an industry submitter do I need authorization from anyone?

- **No**, industry is *required* by SARA Title III to report materials above the threshold quantities within their facility under the community right to know provisions, E-Plan is a means to that requirement.
- Industry has a number of filing format options including paper, CD, EPA Tier2 Submit, and E-Plan.

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- New York State accepts all forms of filing but prefers the simplicity of E-Plan. E-Plan fulfills the requirements of the law and provides on line data that is secure yet easy to access.
- There is no charge to submit via E-Plan and there are no charges for the secure access to that data by first response agencies. E-Plan is currently being funded by the U.S. Department of Homeland Security.

If Tier 2 reports go first to the County LEPCs and then to the local Fire Departments how should that process work?

- If Industry submits Tier 2 reports to the County LEPC's and then the County LEPC takes the responsibility to distribute reports to the local fire departments there should be a written agreement in place with a process attached.
- Industry is required by law to submit reports to the local fire department, if the LEPCs choose to be a part of the process, industry participants need to cover their reporting liability by having a written agreement between the LEPC's and Industry participants. The agreement should outline the process of distributing the reports

If I happen to be a County LEPC member and wish to view submissions and I also represent an Industry in the County where I am an LEPC member, do I need a separate log in?

- Yes, you will need a different log in; one for an authorized County User and one for an Industry User.

Do car dealerships need to report batteries and fuel via Tier 2?

- No, they do not have to report those items.

Do construction contractors need to report fuel via Tier 2?

- No, as long as the fuel is stored on a job site and is considered to be "transient" storage. This would not apply to fuel storage at their shop or permanent location from where they conduct their business.

Do facilities in the City of New York have additional reporting requirements?

- Yes, facilities in the City of New York must report to the Department of Environmental Protection (DEP) who also assesses fees. DEP has an online reporting requirement which is accessible from their web site at <http://www.nyc.gov/html/dep/html/businesses/tier2.shtml>

If the final date for reporting Tier 2 submissions falls on a weekend, do I have until the following Monday to file my report?

- No, The regulations in 40CFR stipulate submission of Tier 2 information on or before March 1st of each year to the fire department having jurisdiction over your facility, the county Local Emergency Planning Committee and the New York State Emergency

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Response Commission. The State can not alter federal regulations and would encourage you to do your best to complete the submission on time. However as a point of reference, we have historically seen industry representatives in a position such as yours that have reported late without any imposed penalties but there are no guarantees.

- By using the March 1st date, the deadline has a built in extension of approximately 60 days since it is not being required to be filed on January 1st.

When will I be able to submit Tier 2 data for the next reporting period?

- After you have submitted your report for the current reporting period, you can log on to the system and update the current report and save the changes. The newly updated data will be automatically uploaded into E-Plan. When EPA releases the Tier2 Submit software for the next reporting year, E-Plan update their software to allow for the upcoming reporting year to be used. [For example, as of March 1, 2010 you can log on and update the 2009 report, when EPA releases the software for 2010, E-plan will have the 2010 filing year available for use.]

What triggers the Tier II reporting requirement?

Reportable Quantities: Must report if any of the following (1 or 2) are met:

1. Facilities that use/store an extremely hazardous substance (EHS) at the threshold planning quantity (TPQ). EHSs are listed in the document known as the “List of Lists”, published by the EPA. Google List of Lists. EHSs are considered EPCRA Section 302 reporting facilities.
2. Facilities that use/store non-EHS products that are in excess of 10,000 pounds and are required to have a material safety data sheet (MSDS) on site. Facilities can determine if they are required to have an MSDS on site by reviewing federal code of regulations 29 CFR 1910.1200. Non-EHSs are considered Section 312 reporting facilities.

- **Exemptions to reporting:**

There are exemptions to reporting (limited). These can be found in 40 CFR 370.41. The exemptions include hospitals that store liquid oxygen. Also, limited exemptions are provided for trade secrets, which can be found in 40 CFR 350.

Who should receive Tier II reports?

State, LEPC and the fire department having jurisdiction over the facility. Send them to the county for LEPC and fire department inquiries.

E-Plan:

State is accepting on E-Plan. It is up to each county to decide for themselves. Direct inquiries to counties. The system is free. Website is <https://erplan.net/eplan/login.htm>. They will need to create a user ID and password (they will need to remember it for future use).

Laws/Regulations to provide for references:

Federal Laws: 42 USC §11022

Superfund Amendments and Reauthorization Act (SARA) (Public Law 99-499), with the Title III of SARA is Emergency Planning and Community Right to Know

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Enforcing federal regulations: 40 CFR 350 to 40 CFR 373

Definition of Hazardous Chemical: 29 CFR 1910.1200

EHS or Non-EHS: EPA's book the *List of Lists*

How do I access the information on E-Plan, including these FAQs, Webinars and other information related to Tier 2 and the LEPCs?

Open the SEMO State web site at <http://www.semo.state.ny.us>, click on PROGRAMS, scroll down to SERC and click. At the SERC link you will find a wealth of information on the LEPCs, TIER 2 reporting and E-Plan through the various links.