



# Homeland Security and Emergency Services

## Emergency Management

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To: Industry Partners Subject to the Emergency Planning and Community Right-to-Know Act (EPCRA)

From: David DeMatteo, SARA Title III Program Manager for the State of New York

Subject: Electronic Filing of Tier II Chemical Inventory Information

Date: October 18, 2016

Dear Industry Partners;

Per federal reporting requirements, facilities that use or store a hazardous chemical above a threshold quantity must annually submit their chemical inventory information to off-site officials on or before March 1st of each year. The inventory information must be submitted to the fire department having jurisdiction over the facility, the respective county local emergency planning committee (LEPC), and the State Emergency Response Commission (SERC). In 2007, the New York SERC decided to accept the use of a web-based reporting program known as E-Plan as the primary means for companies operating in New York State that are required to submit Tier II chemical inventory information, Safety Data Sheets (SDSs) and facility-specific plot plans.

The decision to allow the use of this web-based application for compliance purposes applies to satisfying notification of the SERC and for many counties in the State. County LEPCs and fire departments have decided on their own as to whether or not they are willing to accept E-Plan submissions for reporting compliance. Industry can determine the reporting needs of the jurisdiction that the facility resides in by contacting the appropriate county and/or local officials that your facility is located in to determine their reporting needs.

E-Plan is very user-friendly, and requires little preparation time on behalf of industry to accurately and effectively submit inventory information. This system has proven to be extremely beneficial for meeting regulatory reporting requirements, as well as with providing first responders with reliable information in their planning and response efforts. E-Plan makes it simple to submit an initial report, submit updated reports in following years, is fully compatible with the U.S. EPA's Tier2 Submit program, and is of no cost to industry. The information that is submitted via E-Plan is stored on servers that are ISO/IEC 27001 certified, and approved by the U.S. Department of Homeland Security. The information submitted by industry is only accessible with permissions granted by the appropriate state and local authorities. The E-Plan home page can be found at <https://erplan.net>. In a few short minutes, industry can simply create an account and submit their information for a given facility.

As decided initially in 2007, the New York SERC is strongly encouraging the use of E-Plan for submitting Tier II information. In addition, due to technology concerns, our office will no longer be able to accept any electronic submissions of Tier II data in the form of CD or email attachment.

We appreciate your support in this endeavor as we move forward in meeting compliance with EPCRA. If you need additional information regarding EPCRA reporting compliance in New York State or E-Plan, please feel free to contact our office by calling (518) 292-2862, via email at [serc@dhses.ny.gov](mailto:serc@dhses.ny.gov).