Welcome!

VIRTUAL EPCRA How to Comply & E-Plan Filing Instructions Workshop

Tampa Bay LEPC
February 2 & 3, 2022
How to Comply Workshop

An overview of your facility’s legal requirements to report under the Emergency Planning Community Right-to-Know Act (EPCRA)
2021 EPCRA/E-Plan Workshops
Virtual Meeting Instructions
History

- In 1984, Methyl isocyanate released at Union Carbide facility in Bhopal, India.
- In 1985, Aldicarb oxime released at a Union Carbide facility in Institute, WV.

Following the incidents, the following legislation was enacted in order to protect public health, safety and the environment:

- Superfund Amendments and Reauthorization Act of 1986 (aka “SARA Title III” or “EPCRA”) - 1986
The four major components of EPCRA are:

- Emergency Planning Functions (Sections 301-303)
- Emergency Release Notification (Section 304)
- Hazardous Chemical Storage Reporting Req’ts (Sections 311-312)
- Toxic Chemical Release Inventory (Section 313)

Primary purpose of laws is to: improve chemical safety, protect public health, protect the environment and increase public awareness.

Depending on the chemicals used, produced or stored on site or at a facility, one (or more) of the above-referenced sections of EPCRA may apply.
Chemicals regulated under EPCRA
Acronyms

- **CAS #**: Chemical Abstracts Service Number
- **CERCLA**: Comprehensive Environmental Response, Compensation and Liability Act
- **EHS**: Extremely Hazardous Substance
- **LEPC**: Local Emergency Planning Committee
- **OSHA**: Occupational Safety & Health Admin.
- **RQ**: Reportable Quantity
- **SDS**: Safety Data Sheet
- **SERC**: State Emergency Response Commission
- **TPQ**: Threshold Planning Quantity
- **TQ**: Threshold Quantity
- **TRI**: Toxic Release Inventory
Important Definitions/Distinctions

- **TPQ**: Threshold Planning Quantity – amount in lbs. for an extremely hazardous substance (EHS) having a unique CAS # and for which planning with SERC, LEPC and local fire departments is required.

- **TQ**: Threshold Quantity – amount in lbs. triggering notification of an EHS or an OSHA regulated hazardous chemical (EPCRA 311) and inventory reporting (EPCRA 312).
EXAMPLES OF COMPARING \( TPQs \) & \( TQs \):

- **Diesel fuel**
  - \( TPQ = N/A; \)  \(<\) \( TQ = 10,000 \) lbs.

- **Sulfuric acid**
  - \( TPQ = 1,000 \) lbs.  \( >\) \( TQ = 500 \) lbs.

- **Chlorine**
  - \( TPQ = 100 \) lbs.  \( =\) \( TQ = 100 \) lbs.
Section 301 – State and Local Organizations

Emergency Planning Functions

- Congress mandated the establishment of State Emergency Response Commissions for each State.
- The SERCs were responsible for designating the Local Emergency Planning Committees within their States.
## Florida LEPC Districts & Contacts

<table>
<thead>
<tr>
<th>LEPC NAME</th>
<th>STAFF CONTACT</th>
<th>NAME OF CHAIR</th>
<th>ADDRESS</th>
<th>CITY/ZIP</th>
<th>PHONE</th>
<th>STAFF E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERALD COAST</td>
<td>Debbie Thayer</td>
<td>Richard Delp</td>
<td>4081 E. Olive Rd., Suite A</td>
<td>Pensacola 32514</td>
<td>850/332-7976 ext. 225</td>
<td><a href="mailto:debbie.thayer@ecrc.org">debbie.thayer@ecrc.org</a></td>
</tr>
<tr>
<td>APALACHEE</td>
<td>Anthony Carpanini</td>
<td>Kevin Peters</td>
<td>2507 Callaway Rd., Suite 200</td>
<td>Tallahassee 32303</td>
<td>850/488-6211 ext. 112</td>
<td><a href="mailto:acarpanini@tharpc.com">acarpanini@tharpc.com</a></td>
</tr>
<tr>
<td>NORTH CENTRAL FLORIDA</td>
<td>TBD</td>
<td>Shayne Morgan</td>
<td>2009 N.W. 67th Pl., Suite A</td>
<td>Gainesville 32653</td>
<td>386/758-1353</td>
<td><a href="mailto:shayne.morgan@columbiaiacountyfla.com">shayne.morgan@columbiaiacountyfla.com</a></td>
</tr>
<tr>
<td>NORTHEAST FLORIDA</td>
<td>Tyler Nolen</td>
<td>Richard Knoff</td>
<td>100 Festival Park Ave.</td>
<td>Jacksonville 32202</td>
<td>904/279-0885 ext. 178</td>
<td><a href="mailto:tnolen@nefrc.org">tnolen@nefrc.org</a></td>
</tr>
<tr>
<td>EAST CENTRAL FLORIDA</td>
<td>Michelle Cechowski</td>
<td>Butch Loudermilk</td>
<td>455 N. Garland Ave.</td>
<td>Orlando 32801</td>
<td>407/245-0300 ext. 317</td>
<td><a href="mailto:michelle@ecfrpc.org">michelle@ecfrpc.org</a></td>
</tr>
<tr>
<td>CENTRAL FLORIDA</td>
<td>Curtis Knowles</td>
<td>Todd Tanner</td>
<td>555 E. Church St.</td>
<td>Bartow 33830</td>
<td>863/534-7130 ext. 124</td>
<td><a href="mailto:cknowles@cfrc.org">cknowles@cfrc.org</a></td>
</tr>
<tr>
<td>TAMPA BAY</td>
<td>Brian Ellis</td>
<td>Robert Bassett</td>
<td>4000 Gateway Centre Blvd., Suite 100</td>
<td>Pinellas Park 33782</td>
<td>727/570-5151 ext. 29</td>
<td><a href="mailto:Brian@tbrpc.org">Brian@tbrpc.org</a></td>
</tr>
<tr>
<td>SOUTHWEST FLORIDA</td>
<td>Amelia Williams</td>
<td>Bruce Porter</td>
<td>1400 Colonial Blvd., Suite 1</td>
<td>Ft. Myers 33907</td>
<td>239/938-1813 ext. 239</td>
<td><a href="mailto:awilliams@swfrpc.org">awilliams@swfrpc.org</a></td>
</tr>
<tr>
<td>TREASURE COAST</td>
<td>Kate Boer</td>
<td>Frank Lasaga</td>
<td>421 S.W. Camden Ave.</td>
<td>Stuart 34994</td>
<td>772/221-4060 ext. 24</td>
<td><a href="mailto:kboer@tcrpc.org">kboer@tcrpc.org</a></td>
</tr>
<tr>
<td>SOUTH FLORIDA</td>
<td>Jason McMahon</td>
<td>Ray McDonald</td>
<td>One Oakwood Blvd., Suite 221</td>
<td>Hollywood 33020</td>
<td>954/924-3653</td>
<td><a href="mailto:jmcmahon@sfrcpc.com">jmcmahon@sfrcpc.com</a></td>
</tr>
</tbody>
</table>
LEPCs

Mission

The primary objective of Florida’s Local Emergency Planning Committees is “to partner with citizens and local emergency management officials to protect communities from the adverse effects of hazardous materials. This is primarily achieved through a focus on planning, coordination, education & awareness.”
LEPCs

Mandated Responsibilities

- Host quarterly LEPC meetings;
- Attend quarterly SERC meetings;
- Update LEPC Hazmat Plan annually;
- Conduct annual EPCRA How-to-Comply workshops;
- Facilitate an annual multi-jurisdictional exercise;
- Provide annual Shelter-in-Place presentation(s);
  and
- Facilitate training of public-sector first responders under the annual HMEP Training program.
Section 302 – Substances and Notification & Section 303 – Emergency Response Plans

Chemical Notification and Planning for EHS that either meets or exceeds TPQ (in pounds)

Some common EHSs:
- Ammonia
- Chlorine
- Many Restricted Pesticides
- Hydrogen Chloride (gas)
- Sulfuric Acid
- Sulfur Dioxide
Chemical Mixtures

When assessing whether an EHS Threshold Quantity (TQ) is present at a facility, the following shall be considered and reflected, if applicable, in terms of chemical mixtures:

- If the concentration of an EHS in a mixture is less than or equal to one percent, you do not have to count that chemical towards the threshold.

- If an EHS is present in a mixture greater than one percent, it must be counted. Determine the quantity of the EHS by multiplying the concentration of the EHS (in weight %) by the weight (in pounds) of the mixture. Sum all quantities of like chemicals together, whether being part of mixture(s) or stored at 100% by volume, to determine if TQ is exceeded.
Section 304 – Emergency Release Notification

- Facility owner, operator or representative must report release to National Response Center & State Watch Office within **15 Minutes** of the release and the Florida Department of Environmental Protection within **24 Hours**. Notification to the Local Emergency Planning Council should follow.

- Calling 911 or notification from any other source (i.e. first responder, emergency management, etc.) will **NOT** satisfy the reporting requirement.
Failure to report a hazmat release within required time frame could result in a substantial fine.

When in doubt... call anyway

If a Section 304 release has occurred, a follow up report must be provided to the State Watch Office within 7 days.

If a CERCLA release, you must call NRC and notify the State Watch Office as a courtesy.
Initial/pertinent information necessary to provide when reporting a release:

- chemical name;
- quantity released;
- time and length;
- location of release (i.e. into air, water and/or land);
- health risk(s) associated with the chemical;
- safety measures implemented (e.g. evacuation, Shelter-in-Place...);
- assistance needed; and
- name and telephone number of contact person.

It is common for this information to be refined over the course of the response. Updated information should be provided in the follow-up report.
Sections 311 & 312 – Chemical Inventory Reporting

- Chemicals at the facility under this section include:
  - Any EHS that meets/exceeds TPQ OR 500 lbs. at any one time, whichever is less
  - Any hazardous chemical(s) that meets/exceeds 10,000 lbs. at any one time for which OSHA requires an SDS to be maintained on site

- There are over 500,000 chemicals in which OSHA requires a SDS (e.g. diesel fuel, paint thinner, polymers...)

- With today’s technology, SDSs are only required to be submitted if requested by a reporting recipient entity.
Sections 311 & 312 (Cont’d)

- If facility adds a new **non-EHS** hazardous chemical during the year for which a SDS is required and the quantity meets/exceeds the TQ level, update facility’s E-Plan inventory within **90** days.

- If facility adds a new **EHS** chemical during the year which meets/exceeds the TQ level, update facility’s E-Plan inventory within **60** days.

- Update reporting data whenever a chemical no longer reaches TQ levels, no longer exists on premises and/or there is a facility contact change(s).

- There are exemptions to reporting that apply under Sections 311 & 312.
Exemptions under Sections 311 & 312

- Any hazardous waste as defined by the Solid Waste Disposal Act
- Tobacco or tobacco products
- Wood or wood products
- “Articles” - defined as a manufactured item under Sect. 1910.1200(b)
- Food, drugs, cosmetics, or alcoholic beverages in a retail establishment which are packaged for sale to consumers or are intended for personal consumption by employees while in the workplace.
Exemptions (Cont’d)

- Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 1251 et seq.) and utilized in the workplace in the same manner as normal consumer use, and which use results in a duration and frequency of exposure which is not greater than exposures experienced by consumers.

- Any drug, as that term is defined in the Federal Food, Drug and Cosmetic Act (21 U.S.C. 301 et seq.), when it is in solid, final form for direct administration to the patient (i.e., tablets or pills).

- Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration.
Exemptions (Cont’d)

- Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use.

- Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public.

- Any substance to the extent it is used in a research laboratory, a hospital or other medical facility under the direct supervision of a technically qualified individual.

- Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.
Tier II Reporting – Submittal Requirements

- Electronic filing through E-Plan® (www.erplan.net) is now a requirement;
- Must provide corresponding filing fee payment;
- Confirm with the local fire department that submittal through E-Plan satisfies their reporting requirements/preferences. Submittal through E-Plan **DOES** satisfy the requirements of the SERC and the Tampa Bay LEPC; and
- Facilities are “encouraged” to upload a Facility Site Plan to their electronic reporting.
Tier II Reporting “Tidbits”

- Only **required** to report EHS and hazardous chemicals at or above TQ levels;
- Important to accurately identify Container Type/Pressure/Temperature information;
- Quantities: Total “Maximum Daily Amount” **must** be reported in lbs. (in Florida), **NOT** Range Codes;
- For facility familiarity, Fire Departments and/or other emergency responders will need to know **current** “at grade” name of facility and local emergency contacts that are familiar with the facility’s chemical process(es), inventory and storage locations; and
Tier II Reporting “Tidbits” (Cont’d)

- Days-on-site means days from date chemical entered facility at TQ level to the end of year OR when the chemical(s) was removed from the site from the beginning of the year OR a combination of both.
Benefits for use of *E-Plan®* for Reporting

**TO FIRST RESPONDERS**
- Enables instantaneous access to facility data, including: contact information and name/quantity/container type(s) of chemical(s)...
- Considering responsibility to safeguard lives/property, this can be achieved through planning for potential vulnerabilities.

**TO FACILITIES**
- Convenience/Ease of filing by allowing prior year data to be used as a starting point for updating and submitting electronically.
- Links are provided for make annual registration fee payment arrangements.
- Can transmit copies of data/records directly to entities (e.g. SERC, LEPC, local fire department, company officials...), if desired.

**TO COMMUNITIES/RESIDENTS**
- With accurate data provided to First Responders, this WILL lead to and ensure a more appropriate and timely response.
Section 313 – Toxic Release Inventory (TRI) Form

- TRI reporting is applicable to facilities in select industry sectors that use or process certain toxic chemicals in excess of established reporting threshold(s).

- Reporting serves as an annual quantification of *specific* toxic chemicals released to air, surface water and/or land.

- TRI facilities must employ the equivalent of 10 or more full-time staff.

- There are 767 chemicals classified as “toxic” by EPA.

- TRI Information must be submitted to SERC & EPA annually **by July 1st**.
## Florida Hazardous Materials Filing Fees/Requirements

<table>
<thead>
<tr>
<th>SECTION</th>
<th>FILING REQUIREMENT</th>
<th>FEE AMOUNT</th>
<th>DUE DATE</th>
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<tbody>
<tr>
<td>302</td>
<td>E-Plan to File E-Plan to Pay</td>
<td>$50 PER FACILITY (public &amp; private)</td>
<td>ONE-TIME FILING</td>
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<tr>
<td>302</td>
<td>E-Plan to File E-Plan to Pay</td>
<td>$10 PER EMPLOYEE $25 MINIMUM $1,000 MAXIMUM</td>
<td>MARCH 1 EACH YEAR</td>
</tr>
<tr>
<td>302 or 312 (private only)</td>
<td>E-Plan to File E-Plan to Pay</td>
<td>$10 PER EMPLOYEE $25 MINIMUM $2,000 MAXIMUM</td>
<td>MARCH 1 EACH YEAR</td>
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<tr>
<td>312</td>
<td>E-Plan to File E-Plan to Pay</td>
<td>$2.50 PER EMPLOYEE $25 MINIMUM $500 MAXIMUM Companies are eligible for the reduced fee only if they do not have present EHSs that meet or exceed the TPQ.</td>
<td>MARCH 1 EACH YEAR</td>
</tr>
<tr>
<td>313 TRI Toxic Release Inventory</td>
<td>Federal database CDX to File E-Plan to Pay</td>
<td>$150/FORM R REPORT $75/Chemical Listed On FORM A REPORT</td>
<td>JULY 1 EACH YEAR</td>
</tr>
<tr>
<td>RMP</td>
<td>Federal database CDX to File E-Plan to Pay</td>
<td>VARIES</td>
<td>APRIL 1 EACH YEAR</td>
</tr>
</tbody>
</table>
SHELTER-IN-PLACE PRINCIPLES (1 of 3)

1. When chemical release **NOTIFICATION** is provided by siren, public official or the media....

2. Go **INSIDE** home or business...

3. **CLOSE** and lock all windows & exterior doors...

4. If applicable, **CLOSE** Chimney damper...
5. **TURN OFF** all Ventilation Systems (i.e. Heating and Air Conditioning)

6. Go to **INTERIOR ROOM**, preferably without windows, bringing family members that are present and all pets...

7. Use **PLASTIC SHEETING** and **MASKING TAPE** to seal door and, if applicable, window(s)...

8. Place **DAMP** towels at base of door(s). Use another damp towel to cover mouth/nose if chemical odor is present...
9. While threat exists, **DON'T DRIVE** for ANY reason. School officials are trained to take care of your kids...

10. **MONITOR MEDIA REPORTS** for further instructions/information and to determine when “All Clear” has been issued...

11. Once the **ALL CLEAR** has been issued, the threat of chemical exposure has ended.

**RESUME YOUR DAILY ACTIVITIES**
EVACUATION/VULNERABILITY
EVACUATION/VULNERABILITY

with Hospital Overlay
EVACUATION/VULNERABILITY
with Hospital & Public Schools Overlay
This Resource Manual is designed to assist businesses with the development of more thorough Disaster Plans by identifying data and resources associated with a variety of man-made and natural hazards.
HAZARDOUS MATERIALS

Resource Links:

**PLANNING**
EPA List-of-Lists
EPCRA/Sara Title III
LEPC District 8/SERC
USDOT’s Pipeline & Hazardous Materials Safety Admin.(PHMSA)
OSHA/HAZWOPER
Nat’l Weather Svc. - U.S./Tampa
NOAA
State Watch Office
National Response Center
County Emer. Mgmt. agencies
Hazardous Waste Disposal
Local Fire Departments
FL Poison Information Center
Shelter-in-Place (Video)
Hospitals
Local Media
Tampa Bay Ports
Agricultural Chemicals

**RECOVERY**
LEPC District 8/SERC
State Watch Office
National Response Center
Haz. Waste Regulations/Disposal
Local Fire Departments
FL DEP/ Bureau of Emer. Response
Law Enforcement Entities
USCG – Sector St. Pete/National
Hospitals
FDOT/USDOT
Local Media
County/Municipal Stormwater Agencies
County Emer. Mgmt. agencies
County/Municipal Wastewater Facilities
Wireless Information System for
Emergency Responders (WISER)
The “All Hazards Guide for Businesses: Planning for Risks” Resource Document is available from the following link:

## Important State/Regional Contacts for EPCRA Reporting

<table>
<thead>
<tr>
<th>Florida Division of Emergency Management</th>
<th>Tampa Bay LEPC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wendy Reynolds</strong>&lt;br&gt;<a href="mailto:wendy.reynolds@em.myflorida.com">wendy.reynolds@em.myflorida.com</a>&lt;br&gt;(850) 815-4317&lt;br&gt;(If your NAICS Code begins with: 11, 31, 32 OR 33)</td>
<td><strong>Brian Ellis</strong>&lt;br&gt;<a href="mailto:Brian@tbrpc.org">Brian@tbrpc.org</a>&lt;br&gt;(727) 570-5151, ext. 10</td>
</tr>
<tr>
<td><strong>Alnysa Bisbee</strong>&lt;br&gt;<a href="mailto:alnysa.bisbee@em.myflorida.com">alnysa.bisbee@em.myflorida.com</a>&lt;br&gt;(850) 815-4317&lt;br&gt;(If your NAICS Code begins with: 11, 31, 32 OR 33)</td>
<td></td>
</tr>
<tr>
<td><strong>Omar Al-Khazraj</strong>&lt;br&gt;<a href="mailto:omar.al-khazraj@em.myflorida.com">omar.al-khazraj@em.myflorida.com</a>&lt;br&gt;(850) 815-4322&lt;br&gt;(If your NAICS Code begins with: 23, 42, 44, 48, 49 OR 53)</td>
<td></td>
</tr>
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</table>

If you are unsure of your Company’s NAICS code, it can be found at: [http://www.naics.com/search](http://www.naics.com/search)
## Important Local Contacts

### Emergency Management Agencies

<table>
<thead>
<tr>
<th>CITRUS COUNTY</th>
<th>MANATEE COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bretlee “Bobby” Jordan</td>
<td>Thomas Kitchen</td>
</tr>
<tr>
<td><a href="mailto:bjordan@sheriffcitrus.org">bjordan@sheriffcitrus.org</a></td>
<td><a href="mailto:thomas.kitchen@mymanatee.org">thomas.kitchen@mymanatee.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HERNANDO COUNTY</th>
<th>PASCO COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erin Thomas</td>
<td>Monica Santiago</td>
</tr>
<tr>
<td><a href="mailto:ethomas@hernandocounty.us">ethomas@hernandocounty.us</a></td>
<td><a href="mailto:msantiago@pascocountyfl.net">msantiago@pascocountyfl.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HILLSBOROUGH COUNTY</th>
<th>PINELLAS COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Mastandrea</td>
<td>Cathie Perkins</td>
</tr>
<tr>
<td><a href="mailto:mastandreaj@hillsboroughcounty.org">mastandreaj@hillsboroughcounty.org</a></td>
<td><a href="mailto:cperkins@pinellascounty.org">cperkins@pinellascounty.org</a></td>
</tr>
</tbody>
</table>
Important Contacts/Timelines for Reporting Hazardous Materials Releases

- **National Response Center** (WITHIN 15 MINUTES)
  (800) 424-8802

- **Florida State Watch Office** (NEW)
  (850) 815-4001 OR (800) 320-0519

- **Florida Department of Environmental Protection/Office of Emergency Response** (WITHIN 24 HOURS)
  www.floridadep.gov/pollutionnotice
Questions?

Brian Ellis
Brian@tbrpc.org

Tampa Bay LEPC
% Tampa Bay Regional Planning Council
4000 Gateway Centre Blvd., Suite 100
Pinellas Park, FL 33782
O: (727) 570-5151 ext. 10
F: (727) 570-5118

E-Plan Video
To begin your filing, go the E-Plan website at https://tier2.erplan.net/onlinefiling/filingLogin.htm

Getting Started

Your page should look like this. Filers click on the login page button under Online Tier2 eSubmit.

Click here to file Tier II report in E-Plan.
UT Dallas (E-Plan developer and administrator) charges a fee, however it is paid by the State of Florida.

If you already have an Access ID, you will enter it in here. If you do not know your login, or if you are uncertain if your facility has an existing login, please contact us at the Florida Division of Emergency Management to retrieve that information.

If your facility is a new filer in the State of Florida, you will click on ‘Request New Account’.

**Do not create a new account if your company filed last year.**

If you must create a new account, fill in the requested information and your Access ID will be emailed to you.
Florida filers don’t click on this tab.

Do not click 302 tab. Please contact our office if you need to submit a new Section 302 Notification.

New filers will go to the first column and select a filing year from the drop-down box and click ‘Continue’.
Florida filers don’t click on this tab.

Existing facilities will go to the 2nd column and copy from the previous year to the next filing year and click ‘Copy Data’.
When your data is finished copying ‘Copying completed!’ will flash. Beneath this message click on the button for the current filing year. This will take you to the Online Filing Home page.
**Tier II Filing Management**

**2021 Online Filing Home**

Use these icons to edit or delete a facility, add a new chemical, or add a new contact.

Verify facility info

Current filing status.

If you are a new filer or need to file for new facilities, click ‘Add New Facility’. To edit or delete a facility, add a new chemical, or add a new contact, click on one of the four grey icons next to the facility name.

You may return to this page from any page in your Tier II at any time by clicking on ‘Tier2 Filing Management’ in the grey header bar at the top of the page. Be sure you have saved your information or changes first!

Please take note of the status of your Tier II in the ‘Filing Status’ column. Only after you have validated your record, uploaded the data to E-Plan, and completed your Consolidated Annual Registration Form will the status change from ‘Not Filed’ to ‘Filed’. This will be discussed later in these instructions.
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.

Add to notes if facility:
1. Has been sold
2. Changed Name
3. Chemicals were removed
4. No longer operational.

You will need to verify all the information in the Tier II starting with the Facility Information. To check the data for separate facilities, click on the individual facility’s name. If there is any unique information you need to add about the facility, you may do so in the Facility Notes box. This may include noting if the facility was sold, the name has changed, chemicals were removed (with the date), or if the facility is no longer operational. If you have selected ‘Hazards Not Otherwise Classified’ on any of your chemicals, you will need to note the specific hazard here as well.

If you removed a previously reported facility or your facility has closed, you will also need to complete a Statement of Determination/Deregistration Form and upload it to the documents section in your report. We also request that you email a copy of it to our office so that we may upload it and make the appropriate notations in the first responder interface.
In addition to ensuring all of the information is correct, you will also need to look up or validate the latitude and longitude location of your facility. When you click on the 'Validate Lat/Long' button you are presented with a Google map with a pin indicating the position of your facility based on the address you entered. If your facility is in a complex or industrial park that shares a common address, but has multiple buildings, you may drag the pin to the exact location of your facility within the complex.
Confirm Facility Information (cont’d.)

Location

Latitude * 30.3865176
Longitude * -84.23274099999999
USNG 16R GU 65906 64866
Manned * ○ Yes ○ No
Maximum No. of Occupants * 800

Note: Maximum No. of Occupants must be more than 6 if you select “Yes” on Manned.

Type of Facility *
○ Yes ○ No — EPCRA 302 Facility (Emergency Planning) More Info
○ Yes ○ No — EPCRA 311 Facility More Info
○ Yes ○ No — EPCRA 312 Facility (Tier2) More Info
○ Yes ○ No — EPCRA 313 Facility (TRI) More Info
○ Yes ○ No — CAA 112 Facility (RMP-Chemical Accident Prevention) More Info

Submission

I certify under penalty of law that I have personally examined and am familiar with the information contained in this submission, and that based on my responsibility for obtaining the information, I believe the information submitted is true, accurate, and complete.

Name and official title of owner/operator
Owner/Operator’s authorized representative

Signature * Wendy Reynolds

At the bottom of this page, enter or confirm the name of the person signing the report. This should be the Owner/Operator or an Authorized Representative with knowledge and/or responsibility for materials stored at the facility. Click ‘Save & Continue’ when finished.
Confirm Facility Information (cont’d.)

On the next page you will list the Facility Identification information. Federal law requires, at a minimum, the 6-digit North American Industry Code System (NAICS) number and the 9-digit Dun and Bradstreet number. You may look up your NAICS code at [https://www.naics.com/search/](https://www.naics.com/search/). If you do not have a Dun and Bradstreet, simply enter ‘0’.

You will also see other ID numbers listed here if your facility has filed over a number of years, one of which is the ‘Florida Facility ID’, or Florida SERC Number. This is a number assigned by our office and will remain at that location in perpetuity. If you relocate to a new location, and there are no previous Tier II reports for that location, the state will assign a new SERC number to that location.

To find your Dun and Bradstreet number go here: [http://mycredit.dnb.com/search-for-duns-number/](http://mycredit.dnb.com/search-for-duns-number/)
Confirm Facility Information (cont’d.)

Please select ‘Yes’ or ‘No’ for these questions. If you are unsure, please contact our office for additional guidance.
Confirm Facility Information (cont’d.)

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>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>986469</td>
<td>Styrene Monomer, Inhibited SDS.pdf</td>
<td>File</td>
<td>SDS</td>
<td>Safety Data Sheet</td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td>2</td>
<td>986470</td>
<td>Sulfuric Acid SDS.pdf</td>
<td>File</td>
<td>SDS</td>
<td>Safety Data Sheet</td>
<td></td>
<td>Delete</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://some/website in the description field.

All Fields are Mandatory

File Type  
File Category  
Max file size 9 Mb

Please upload a site drawing. You may also add SDSs, SODs, and other documents.

You will upload any relevant documentation on this page. This includes Safety Data Sheets (SDS), facility site plans or maps, and the previously mentioned Statement of Determination/Deregistration Form. In the File Category drop-down menu, select the type of document you wish to upload, then browse for and select the desired file. Finally, enter a description and click ‘Upload’.
Confirm Contact Information

2021 Online Filing Home

ude: Owner / Operator (name, mail address, phone & email); Emergency Contact (name & 2 phone numbers, one of w

facility information  Legend Help!

er of facilities: 1

FACILITY NAME

Firefly Shipworks, LTD, Hera

Contact Information
1. Malcolm Reynolds - Emergency Contact
2. Zoe Washburn - Emergency Contact
3. Zoe Washburn - Fac. Emergency Coordinator
4. Firefly Shipworks, LTD, Hera - Facility Phone
5. Allied Spacecraft Corporation - Owner / Operator
6. Kaylee Frye - Tier II Information Contact

Click on name or edit to access contact info.

To edit or verify any of the existing contact information, you may click on the contact name or the ‘Edit’ link to the right of the name.
### Confirm Contact Information (cont’d.)

**Contact Information**

Malcolm Reynolds (Emergency Contact)

* Required data

#### 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Captain</td>
</tr>
<tr>
<td>Last Name or Business Name</td>
<td>Reynolds</td>
</tr>
<tr>
<td>First Name</td>
<td>Malcolm</td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Select State</td>
</tr>
<tr>
<td>ZIP</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>USA</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:m.reynolds@elliotspacecraftcorp.com">m.reynolds@elliotspacecraftcorp.com</a></td>
</tr>
</tbody>
</table>

The title, last name or business name, first name, and valid email address are required information. If you are entering the Owner/Operator information, enter the name of the entity that owns or operates the facility in the Last Name or Business Name field. It is not necessary to enter a specific person’s name as the Owner/Operator.
Confirm Contact Information (cont’d.)

Minimum Federal requirements.

The Owner/Operator, Emergency Contact, and Tier II Information Contact are all required under federal law. Additionally, facilities with an Extremely Hazardous Substance must also provide contact information for the Facility Emergency Coordinator.

In addition to a work number, a 24-hour number must be provided for the Emergency Contact. In the example above you will see that one of the phone numbers is listed as ’24-hour’ as the Phone Type. If at least one phone number is not given this designation, E-Plan will not accept the Tier II when the record is validated.

Contact Phone Information

Malcolm Reynolds (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).
In some cases, one person may be the contact for multiple facilities or may serve in multiple contact roles at the same facility. The facility you are working on will be highlighted in yellow.

If the contact is, for example, the Emergency Contact for multiple facilities, you may add them to those facilities by selecting the contact type from the drop-down menu and then checking the box next to the facility you wish to add them to. You will then click the ‘Add’ button.

If the person will serve in multiple contact roles for the current (highlighted) facility, click the drop-down arrow, select the contact type, check the box for the current facility, then click the ‘Add’ button.
### Confirm Chemical Information

**2021 Online Filing Home**

**FACILITY NAME**

<table>
<thead>
<tr>
<th>Chemical Information</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Styrene Monomer, Inhibited (100-42-5)</strong></td>
<td>1. Malcolm Reynolds - Emergency Contact</td>
</tr>
<tr>
<td>2. <strong>Sulfuric Acid (7664-93-9)</strong></td>
<td>2. Zoe Washburn - Emergency Contact</td>
</tr>
<tr>
<td></td>
<td>3. Zoe Washburn - Fac. Emergency Coordinator</td>
</tr>
<tr>
<td></td>
<td>4. Firefly Shipworks, LTD. Hera - Facility Phone</td>
</tr>
<tr>
<td></td>
<td>5. Allied Spacecraft Corporation - Owner / Operator</td>
</tr>
<tr>
<td></td>
<td>6. Kaylee Frye - Tier II Information Contact</td>
</tr>
</tbody>
</table>

To edit or verify any of the existing chemical information, you may click on the chemical name or the ‘Edit’ link to the right of the chemical. You may also copy chemical data to another facility in this Tier II report by clicking ‘Copy’.

**Click on either link to access chemical information.**
Chemical Information

* Fields are Federal mandatory fields
** Fields are E-Plan mandatory fields

Confirm Chemical Information (cont’d.)

If the chemical is an Extremely Hazardous Substance, the EHS box is automatically checked based on the CAS Number entered. Enter or confirm the number of days on site and the physical states of the chemical.

Note that sulfuric acid is an extremely hazardous substance.
At least one Physical or Health Hazard must be selected. If ‘Hazard Not Otherwise Classified’ is selected, you will need to enter the specific hazard in the Facility Notes portion of the Facility Information. This information is available on the Safety Data Sheet for the chemical.
Confirm Chemical Information (cont’d.)

Confirm or enter chemical quantities in pounds. Do not enter Range Codes. If chemicals are stored in multiple containers, enter the maximum amount in the largest container in the last field in the box. If the quantities are not above TPQ, the Below Reporting Thresholds box is checked automatically.

<table>
<thead>
<tr>
<th>Quantity</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Daily Amount Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Daily Amount in pounds*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avg Daily Amount Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average Daily Amount in pounds*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Amount in largest container (pounds)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Below Reporting Thresholds †</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

† Note: Voluntary reporting of amounts below reporting requirement thresholds. (This checkbox does not apply to most submissions.) By checking this 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. For hazardous substances (anything with a MSDS), check this box if the quantity is below the TPQ or 500 lbs, whichever is less. For a list of EHS chemicals and TPQs, please reference the EPA’s website.) In addition, this box may be checked if the chemical qualifies for an exemption from Tier II reporting under 40 CFR 370.10-13.

Always enter amounts in pounds
If the storage location has changed, update the location by clicking on ‘Edit’ in the far-right column. The information will populate in the box below. Make the necessary changes and click ‘Update’. To add a location, simply complete the fields in this same box and click ‘Add’.

Important: Please be detailed when describing the location. Ex: Tank Farm in Northwest Corner of property. All fields must be completed for E-Plan to accept the entry.
Confirm Chemical Information (cont’d.)

It is not necessary to enter mixture components for all chemicals reported on the Tier II, especially common substances like gasoline or diesel fuel. However, this screen is useful for reporting specialty substances that are a mixture of several chemicals. Just be aware that all of the components listed should add up to 100%. It may also be simpler to aggregate the chemicals and only report those substances that are at or above TPQ. Please contact our office if you need additional guidance.

Frequency and Mode of Shipments refers to how often chemicals are shipped to the site.

Enter or confirm the frequency with which the facility receives this substance and how it is transported.
After you have finished updating your Tier II report, return to the Online Filing Home page by clicking on Tier2 Filing Management in the gray header bar at the top of the page. Note that your status is still ‘Not Filed’. Next, you will click on the ‘Validate Record’ button at the bottom of the Online Filing Home page.

---

### FACILITY NAME

<table>
<thead>
<tr>
<th>FACILITY NAME</th>
<th>STATE</th>
<th>FILING STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefly Shipworks, LTD, Hera</td>
<td>FL</td>
<td>Not Filed</td>
</tr>
</tbody>
</table>

**Contact Information**

- Malcolm Reynolds - Emergency Contact
- Zoe Washburn - Emergency Contact
- Zoe Washburn - Fac. Emergency Coordinator
- Firefly Shipworks, LTD, Hera - Facility Phone
- Allied Spacecraft Corporation - Owner / Operator
- Kaylee Frye - Tier II Information Contact

**Chemical Information**

1. Styrene Monomer, Inhibited (106-42-5)
2. Sulfonic Acid (7664-93-9)

---

**Important:** On Completion of data entry please click on "Validate Record" to finalize filing
If an error message occurs, click the blue link next to the requirement. This will bring you to the page necessary to satisfy the requirement.
Validation Record (cont’d.)

For submission Report for Access ID 1058002

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 an emergency scenario.

FacID 5894462: Firefly Shipworks, LTD., He

With all errors corrected, the Tier II data can be uploaded to E-Plan.

Once the facility has passed all checks, click the ‘Upload Data to E-Plan’ button in the center of the page. If you wish to review a draft of the report before uploading, you may download a copy in the desired file format.

Important: The report is not filed yet!
Validate Record (cont’d.)

Submit Facility Information

Access ID: 1058002 (Wendy Reynolds)

Select facilities to upload.

Note that you can print a draft copy Tier II report before final upload.

On the next screen, check the boxes for the facilities you wish to upload. You may also click the box for ‘Select All’. If there are other parties to whom you wish to provide a copy of the Tier II, you may enter them in the ‘Reporting Authority Emails’ box below the facilities. This is especially useful if the local fire department prefers to receive a digital copy of the Tier II from the filer.
Consolidated Annual Registration Form

FLORIDA STATE EMERGENCY RESPONSE COMMISSION (SERC) CONSOLIDATED ANNUAL REGISTRATION FORM

Owner/Operator Information

Filing Year 2021
Company Name * Allied Spacecraft Corporation
Business Mailing Address (Street or P.O. Box) * 2555 Shumard Oak Blvd.
City * Tallahassee
State * FL
Zip * 32399
NAICS Code *
Telephone *
Contact Person *
Title *

Check this box to generate Login Free Pay Link ☐

If someone other than the person completing the filing is responsible for paying the fee via credit card or electronic check, you may generate a login-free link by clicking this box. Once you click ‘Submit’ you will be redirected to a page to enter the email address of the card or bank account holder.
Under ‘Registration Fee’ answer all questions until no other questions pop up. Note that some questions, as in the case of the extremely hazardous substance question in the example, are prepopulated based on the chemicals reported.

Government entities do not pay an annual fee.

Enter the number of employees statewide and click the ‘Calculate’ button to determine the total fee for the year. Finally, click the ‘Submit’ button to be taken to the payment module.
Other Fee Questions

Is your facility regulated by the Department of Environmental Protection for storage tanks (Section 376.303 of the Florida Statutes)?

Is your facility regulated by the Department of Agriculture and Consumer Services (Chapter 527, Florida Statutes)?

Is your facility regulated by the Public Service Commission for gas transmission and distribution lines (Chapter 368, Florida Statutes)?

Is your facility's primary function to grow crops or raise farm animals?

The questions above are examples of some of the additional questions that may pop up as you answer the Registration Fee questions. These questions determine the amount per employee your facility is required to pay. The minimum fee for any facility is $25.00. Facilities with Extremely Hazardous Substances, or that do not qualify for a fee reduction based on the above questions, pay $10.00 per employee, but not more than $2,000.00 per year. Facilities that qualify for a fee reduction pay $2.50 per employee, but not more than $500.00 per year.

Once the transaction is complete, it is advised that you print the screen with your confirmation number. You will also receive an email with this number. Close the payment module window to return to E-Plan.
New NIC Payment System

After clicking ‘Submit’ you will be redirected to the NIC new e-payment system. The first screen will display the fee type and amount. This is also where you will select the method of payment (credit card or bank account). After you have made your selection click the ‘Next’ button.
New NIC Payment System (continued)

The next screen is where you will input the customer information. **Please note that NIC assesses a $3.00 service fee for each transaction.** If you do not wish to pay the services fee, you may cancel the transaction and mail in a check.
On page three you will enter the credit card information. As previously mentioned, NIC assesses a $3.00 service fee for each transaction. If you do not wish to pay the services fee, you may cancel the transaction and mail in a check.
New NIC Payment System (continued)

On the final page click ‘Submit Payment’ to complete your transaction. Once your payment has processed you will be directed back to E-Plan where you may download your Consolidated Annual Registration form (see example on the next slide).
Florida State Filing

Download Consolidated Annual Registration Form

State Emergency Response Commission
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Telephone (850) 413-9970 or (800) 635-7179 (Florida only)

Email confirmation – Tier II Filed

Dear Sam Brckett:

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

Following table lists the current status of your facilities created under Access ID 1062748

<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>5008397</td>
<td>ABC Company (DEM test facility)</td>
<td>FL</td>
<td>2016</td>
<td>Filed</td>
<td>Thu Jan 05 17:52:30 UTC 2017</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

Finally, the submitter will receive an email with an electronic copy of the filed Tier II and the status will show ‘Filed’ on the Online Filing Home page.

Congratulations! Your filing is now complete!
# State Facility Representatives

<table>
<thead>
<tr>
<th>Wendy Reynolds</th>
<th>Omar Al-Khazraji</th>
</tr>
</thead>
<tbody>
<tr>
<td>850-815-4317</td>
<td>850-815-4323</td>
</tr>
<tr>
<td><a href="mailto:Wendy.Reynolds@em.myflorida.com">Wendy.Reynolds@em.myflorida.com</a></td>
<td><a href="mailto:Omar.Al-Khazraji@em.myflorida.com">Omar.Al-Khazraji@em.myflorida.com</a></td>
</tr>
</tbody>
</table>

Call if your NAICS code begins with: 22, 31, 32, 33, 72, 92

<table>
<thead>
<tr>
<th>Alnysa ‘A.J.’ Bisbee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>850-815-4322</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:Alnysa.Bisbee@em.myflorida.com">Alnysa.Bisbee@em.myflorida.com</a></td>
<td></td>
</tr>
</tbody>
</table>

Call if your NAICS code begins with: 11, 21, 23, 42, 48, 49, 51, 53, 54, 55