



## SOUTHWEST FLORIDA LEPC MEETING AGENDA



February 27<sup>th</sup>, 2025, 9:30 am EST

Zoom Link:

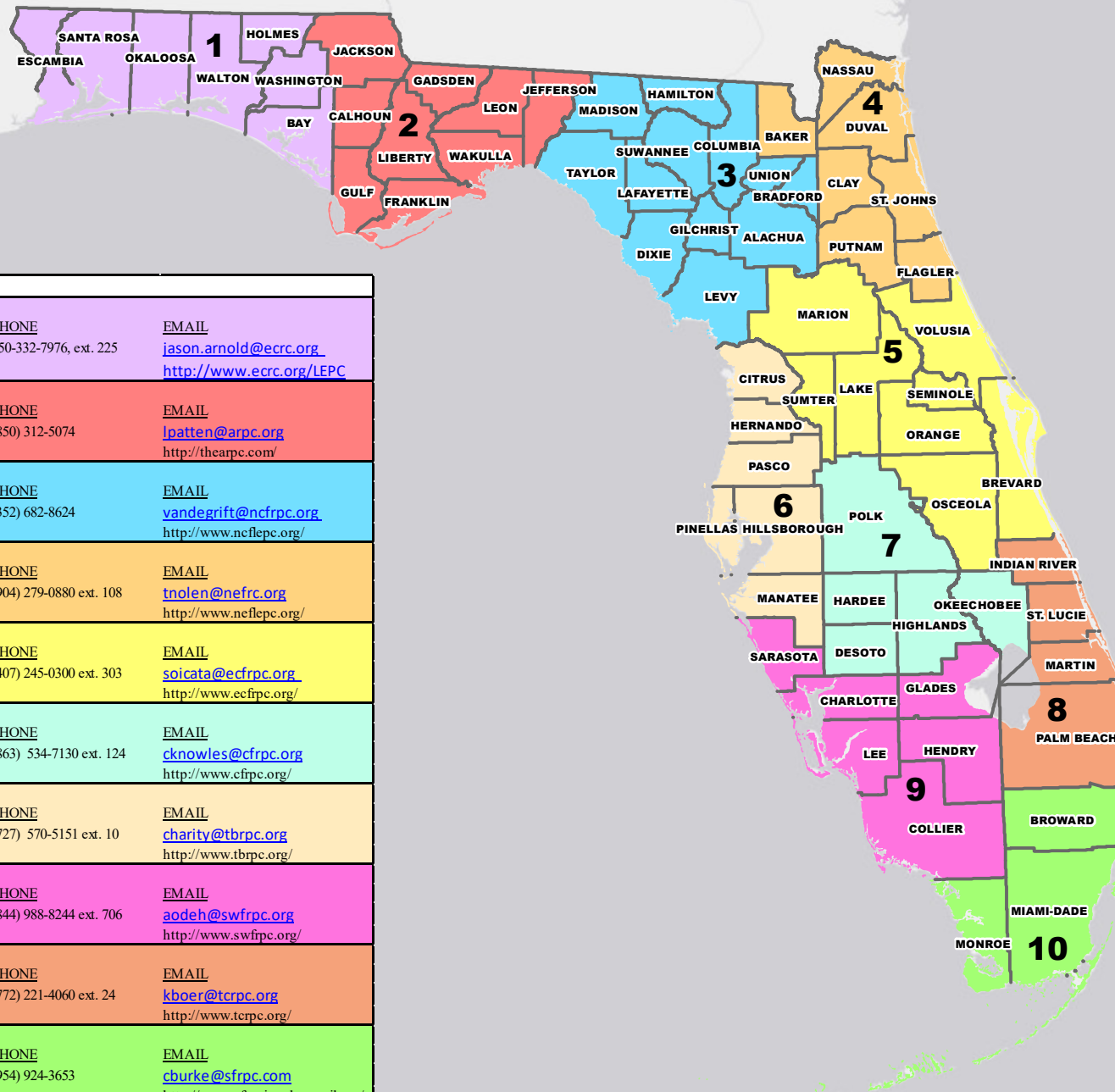
<https://us06web.zoom.us/j/82356566293?pwd=cYExmYgSgaoXG9LoiXzpsDErw2nr92.1>

Join by phone: 1-929-205-6099

Meeting ID: 823 5656 6293

Passcode: 354531

1.	Invocation	
2.	Pledge of Allegiance	
3.	Introductions & Call to Order: <b>Bruce Porter</b>	
<b>ACTION ITEMS: OLD &amp; NEW BUSINESS</b>		
4.	Minutes of the November 21 <sup>st</sup> , 2024, Meeting: <b>Bruce Porter</b>	Page 5
5.	LEPC Membership: <b>Asmaa Odeh</b>	Page 19
<b>PRESENTATION</b>		
6.	Technical Assistance and Training Requests: <b>Asmaa Odeh</b>	
<b>ADMINISTRATIVE ISSUES</b>		
7.	Meeting Schedule & Locations: <b>Asmaa Odeh</b>	Page 58
8.	SERC Meeting Recap: <b>Asmaa Odeh</b>	
<b>REPORTS</b>		
9.	Southwest Florida LEPC Training Subcommittee Report: <b>Matt Marshall</b>	
10.	Tier II Reporting & E-Plan Update: <b>Matt Marshall</b>	
11.	Florida Division of Emergency Management (FDEM) Trainings & Events: <b>Asmaa Odeh</b>	Page 60
12.	Hazardous Materials Incidents in Southwest Florida: <b>Asmaa Odeh</b>	Page 62
<b>COMMENTS &amp; CLOSING</b>		
13.	Topics for Future Meetings	
14.	Member Comments	
15.	Public Comment	
16.	Next Meeting: May 22 <sup>nd</sup> , 2025	
17.	Adjournment	



FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE CONTACTS				
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Disclaimer: Map is intended for reference only  
No warranty for accuracy provided

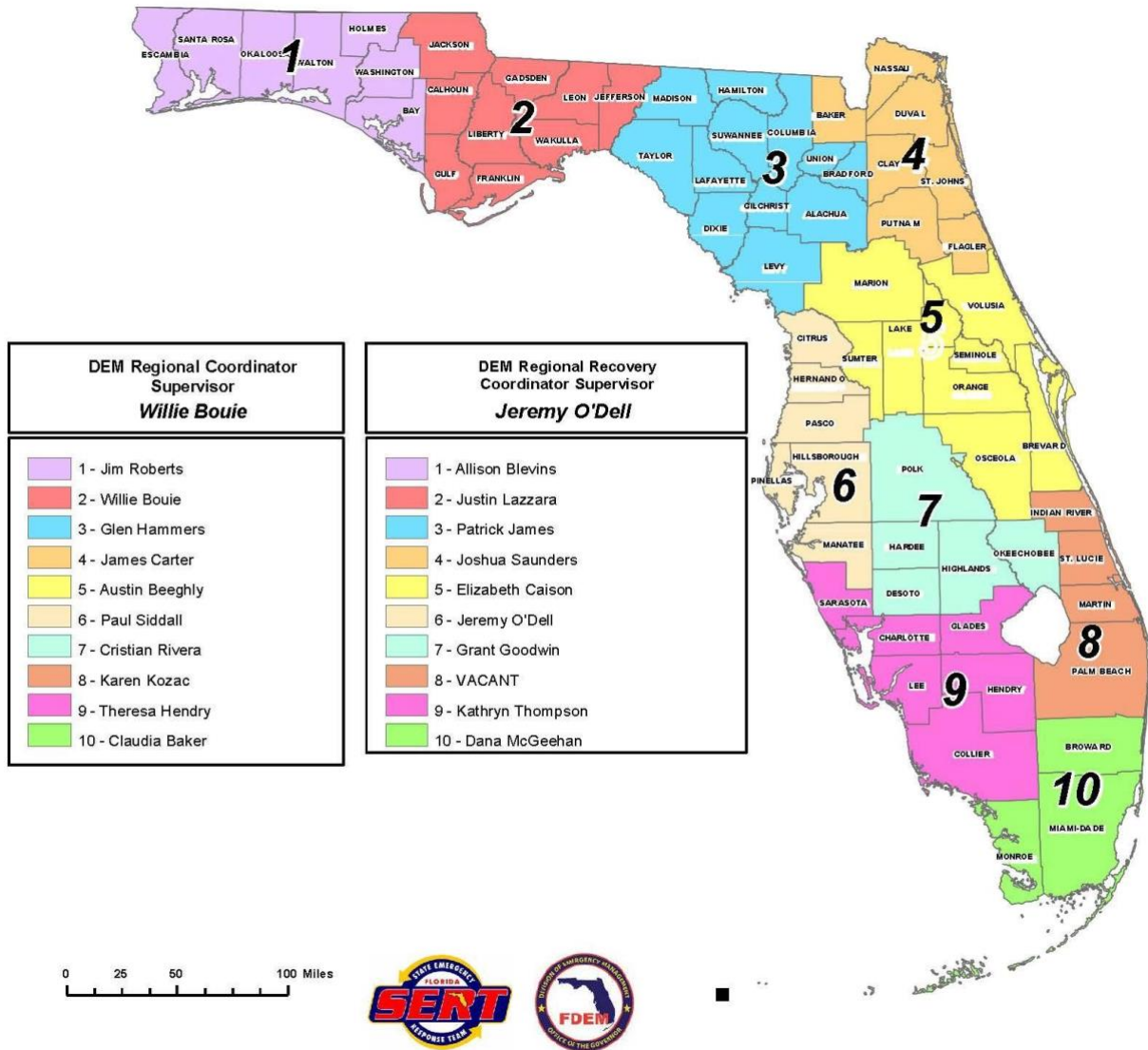
Created By: GIS Section  
Requested By: Danielle King  
Date: 8/22/2024  
Time: 9:03:55 AM  
Path: S:\Projects\Region Maps\LEPC\_20240822.mxd

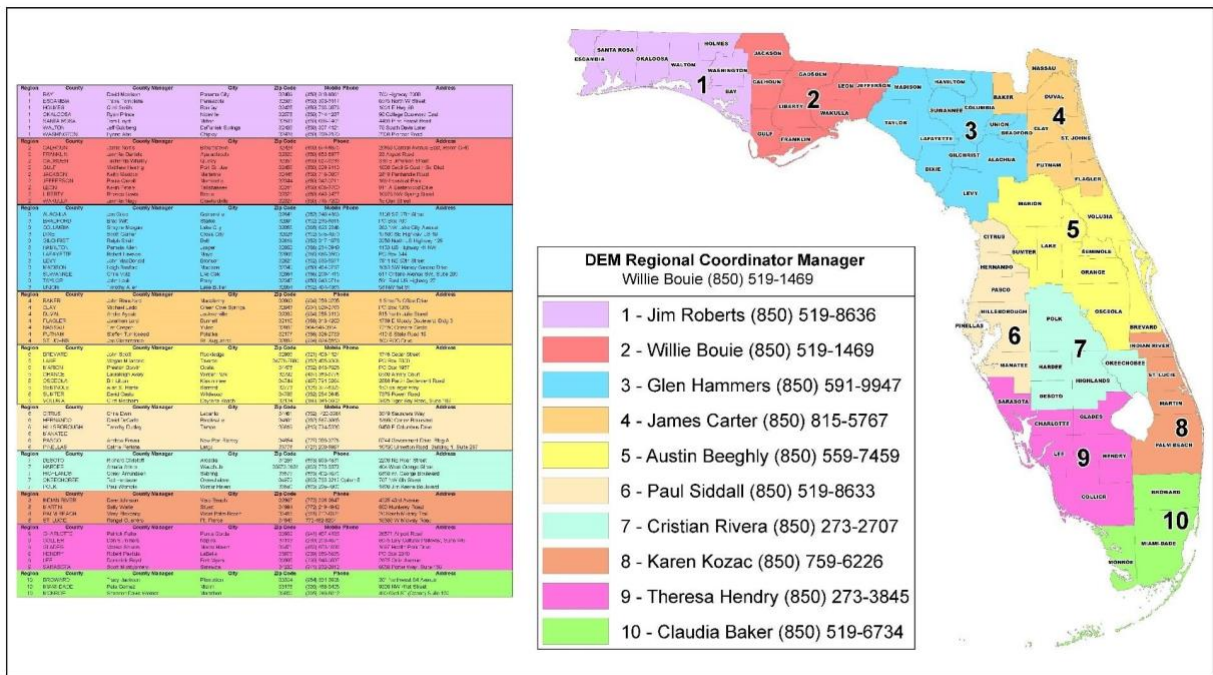
# LOCAL EMERGENCY PLANNING COMMITTEES STATE OF FLORIDA



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**SOUTHWEST FLORIDA  
LOCAL EMERGENCY PLANNING COMMITTEE**

**Meeting Minutes of November 21<sup>st</sup>, 2024**

The Southwest Florida Local Emergency Planning Committee met on November 21<sup>st</sup>, 2024, at 9:30 AM EST via Microsoft Teams. The following members were present during the proceedings which began at 9:30 AM.

**LEPC Members Present:**

1. Bruce Porter, LEPC Chair
2. Matthew Marshall, Deputy Chief Marco Island Fire Rescue
3. Adrian Damms, Hendry County Emergency Management
4. Alvin Henderson, Cape Coral Fire Department Division of Emergency Management
5. Amy Howard, Collier County Emergency Management Coordinator
6. Brenda Barnes, Florida Department of Health Hendry County and Glades County
7. Brian Massey, Healthcare Coalition Emergency Management Coordinator
8. Chad Lorenz, Interested Citizen
9. Christine Fankhauser, Charlotte County Emergency Management Specialist
10. Dawn Lorenz, Lee Health
11. E. J. Landrith Emergency Management Sarasota County Emergency Operations Center Operations Manager
12. Heidi Hoffman, Florida Department of Environmental Protection
13. Ioannis Gountas, Florida Department of Health Emergency Preparedness/Training
14. Johnny Rigney, Sarasota County Fire Special Operations Coordinator
15. Kenrick Roguska, Lieutenant Charlotte County Sheriff's Office
16. Raymond Gretz, Florida Gulf Coast University Environmental Health & Safety
17. Rhonda Holtzelaw, Florida Gulf Coast University Environmental Health & Safety
18. Richard Kerkerling, Emergency Manager City of Sarasota Police Department
19. Rick Pardo, Lee County Mosquito Control District
20. Scott Davis, Fort Myers Fire Department Battalion Chief
21. Theresa Hendry, Florida Division of Emergency Management Regional Response Coordinator

**Others Present:**

1. Asmaa Odeh, Southwest Florida Regional Planning Council LEPC Coordinator
2. Jean Etcheverry, Fire Chief Alva Fire Control Chief
3. Jennifer Smith, NCH Healthcare System Director Emergency Management and Public Safety
4. Kathleen Ward, U.S Department of Homeland Security
5. Shane Styza, Battalion Chief Special Operations Charlotte County Fire and EMS
6. Todd Nichlos, United States Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA)

### **AGENDA ITEMS #1-3**

Johnny Rigney, Sarasota County Fire Special Operations Coordinator led an invocation. The LEPC Chair, Bruce Porter called the meeting to order at 9:30 a.m. The Pledge of Allegiance was called by Bruce Porter. Roll call was taken via Zoom attendance.

### **AGENDA ITEM #4 Minutes of the November 21<sup>st</sup>, 2024 Meeting**

LEPC Chair, Bruce Porter offered a motion to approve the LEPC meeting minutes of the November 21<sup>st</sup>, 2024 meeting. The motion was moved by Brian Massey seconded by Matthew Marshall. The motion was approved unanimously.

### **AGENDA ITEM #5 LEPC Membership**

Asmaa Odeh stated that there were no new changes to LEPC Membership. Best practices, such as the Florida State Emergency Response Commission Policies for Local Emergency Planning Committees shared with LEPC members as well as the current list of membership. Asmaa Odeh stated that she reached out to members that have not recently attended a meeting nor responded to recent correspondences. Members asked to review LEPC membership list to streamline communications.

### **AGENDA ITEM #6 Presentation**

There was no presentation for this quarter. LEPC members discussed topics of interest and technical assistance requests for our next meeting as well as presentations.

### **AGENDA ITEM #7 Meeting Schedule and Location**

Deputy Chief, Matthew Marshall discussed with LEPC members future meeting dates and asked if there were any schedule conflicts:

- February 27<sup>th</sup>, 2025
- May 22<sup>nd</sup>, 2025
- August 28<sup>th</sup>, 2025
- November 20<sup>th</sup>, 2025

Motion to approve meeting schedule was moved by Matthew Marshall and seconded by Kenrick Roguska. The motion was approved unanimously.

## **AGENDA ITEM #8 SERC Meeting Recap**

SERC Meeting cancelled due to Hurricane Helene and Hurricane Milton.

## **AGENDA ITEM #9 SWFL LEPC Training Subcommittee Report**

Deputy Chief, Matthew Marshall shared information on the upcoming 2025 Hazmat Symposium in Daytona for any first responders interested in attending. First responders are responsible for registering for the conference, informing the SWFL LEPC Coordinator, Asmaa, to then reserve their hotel room. After attending the conference, first responders will be reimbursed for the registration fee. Deputy Chief, Matthew Marshall has several distribution lists to inform responders regionally about this training opportunity.

Deputy Chief, Matthew Marshall and Asmaa Odeh shared the HMEP FY25 LEPC Training Request Forms received by City of Naples Fire and Charlotte County Fire to the LEPC members. Deputy Chief, Matthew Marshall offered a motion to approve the LEPC Training Requests. The motion was moved by Scott Davis and seconded by Brian Massey. The motion was approved unanimously.

## **AGENDA ITEM #10 Tier II Reporting and E-Plan Update**

Deputy Chief, Matthew Marshall gave an update on Tier II reporting and informed members to be ready to submit Tier II reports. Deputy Chief, Matthew Marshall is also preparing a Tier II and E-Plan training through the LEPC.

## **AGENDA ITEM #11 Florida Division of Emergency Management (FDEM) Trainings and Events**

Asmaa Odeh shared both Florida Division of Emergency Management (FDEM) Trainings and Events as well as Hazmat Materials Incidents in Southwest Florida.

## **AGENDA ITEM #12 Hazardous Material Incidents in Southwest Florida**

Asmaa Odeh mentioned that there is a running list of hazardous materials incidents by county in the meeting packet.

E. J. Landrith made a comment regarding Hazardous Materials Incidents in Southwest Florida for each county. The incident reports in the new format are a big improvement.

For all counties, it mentions an activation, but it does not say what the activation is for. I attached the report for your reference. E. J. Landrith had a question about notifications versus action required. Asmaa Odeh referred question to FDEM SWO.

Reply from the State Watch Office:

When the SWO receives an incident from either the county or another stakeholder, the report is made, but the reporting party is asked if there are any actions on-going, and if there are any unmet needs or requests for state assistance. The SWO does not request actions from the County other than providing informational updates. Ideally, the county should be aware of incidents occurring in their county prior to receiving the SWO reports.

### **AGENDA ITEM #13 Topics for Future Meeting**

LEPC Chair, Bruce Porter, opened the floor for discussion and future meeting topics.

### **AGENDA ITEM #14 Member Comments**

Brian Massey extended an invitation on an upcoming table top exercise for Region 6 on December 3<sup>rd</sup>, 2024.

Asmaa Odeh shared that LEPC members in Collier, Hendry, Lee, and Sarasota requesting ERG booklets and will be delivering them after meeting is adjourned.

### **AGENDA ITEM #15 Public Comments**

There were no public comments.

### **AGENDA ITEM #16 Next Meeting**

The next meeting is scheduled for November 21<sup>st</sup>, 2024, at 9:30 A.M. (EST). Additional information can be obtained at <http://www.swfrpc.org/programs/lepc>

### **AGENDA ITEM #17 Adjournment**

The meeting adjourned at 9:59 A.M.

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**Chairman Bruce Porter**

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**Approval Date**

The meeting was duly advertised in the November 19<sup>th</sup>, 2024, issue of the FLORIDA ADMINISTRATIVE REGISTER, VOLUME 50, NUMBER 266 and on the Southwest Florida Regional Planning Council (SWFRPC) website.

Meeting Minutes by Asmaa Odeh, SWFL LEPC Coordinator



participants\_82356566293 (1)

Topic	ID	Host	Duration (minutes)	Start time	End time	Participants	
Southwest Florida LEPC	82356566293	SWFRPC (meetings@swfrpc.org)	27	11/21/2024 09:27:35 AM	11/21/2024 09:54:06 AM	30	
Name (original name)	Email	Join time	Leave time	Duration (minutes)	Guest	Recording disclaimer response	In waiting room
SWFRPC	meetings@swfrpc.org	11/21/2024 09:27:35 AM	11/21/2024 09:54:06 AM	27	No	OK	No
Brian Massey		11/21/2024 09:27:40 AM	11/21/2024 09:54:06 AM	27	Yes	OK	No
raymond gretz		11/21/2024 09:27:42 AM	11/21/2024 09:53:56 AM	27	Yes	OK	No
kroguska		11/21/2024 09:27:44 AM	11/21/2024 09:53:57 AM	27	Yes	OK	No
Bruce Porter		11/21/2024 09:27:45 AM	11/21/2024 09:54:05 AM	27	Yes	OK	No
Johnny Rigney		11/21/2024 09:27:45 AM	11/21/2024 09:54:05 AM	27	Yes	No Response	No
dlorenz		11/21/2024 09:27:46 AM	11/21/2024 09:53:54 AM	27	Yes	OK	No
Christine (Chris) Fankhauser		11/21/2024 09:27:47 AM	11/21/2024 09:53:59 AM	27	Yes	OK	No
StyzaS		11/21/2024 09:27:49 AM	11/21/2024 09:53:56 AM	27	Yes	OK	No
Chad Lorenz		11/21/2024 09:27:50 AM	11/21/2024 09:33:23 AM	6	Yes	OK	No
scott' Davis		11/21/2024 09:27:52 AM	11/21/2024 09:54:02 AM	27	Yes	OK	No
Theresa Hendry - FDEM		11/21/2024 09:27:53 AM	11/21/2024 09:53:59 AM	27	Yes	OK	No
John Gountas DOH Glades		11/21/2024 09:27:53 AM	11/21/2024 09:53:58 AM	27	Yes	No Response	No
Mathew Marshall		11/21/2024 09:27:56 AM	11/21/2024 09:54:06 AM	27	Yes	No Response	No
Heidi Hoffman		11/21/2024 09:27:57 AM	11/21/2024 09:53:59 AM	27	Yes	OK	No
Kathleen Ward		11/21/2024 09:28:04 AM	11/21/2024 09:53:49 AM	26	Yes	OK	No
todd.nichols		11/21/2024 09:28:05 AM	11/21/2024 09:54:06 AM	27	Yes	OK	No
Adrian D - Hendry EM		11/21/2024 09:28:05 AM	11/21/2024 09:53:59 AM	26	Yes	OK	No
E. J. / Sarasota County EM Ops		11/21/2024 09:28:42 AM	11/21/2024 09:54:05 AM	26	Yes	OK	No
12024307022		11/21/2024 09:28:56 AM	11/21/2024 09:53:57 AM	26	Yes	No Response	No
Rick Pardo		11/21/2024 09:29:40 AM	11/21/2024 09:54:06 AM	25	Yes	No Response	No
Rhonda Holtzclaw		11/21/2024 09:29:56 AM	11/21/2024 09:54:06 AM	25	Yes	OK	No
Jean Etcheverry		11/21/2024 09:30:25 AM	11/21/2024 09:54:05 AM	24	Yes	OK	No
kerkeringr700		11/21/2024 09:30:41 AM	11/21/2024 09:54:05 AM	24	Yes	OK	No
Amy Howard		11/21/2024 09:31:11 AM	11/21/2024 09:54:05 AM	23	Yes	OK	No
Brenda Barnes, Dept of Health Hendry County		11/21/2024 09:33:10 AM	11/21/2024 09:54:03 AM	21	Yes	OK	No
Jennifer Smith		11/21/2024 09:33:15 AM	11/21/2024 09:54:05 AM	21	Yes	OK	No
19415853840		11/21/2024 09:33:18 AM	11/21/2024 09:53:57 AM	21	Yes	No Response	No
Alvin Henderson   Cape Coral EM		11/21/2024 09:43:07 AM	11/21/2024 09:54:05 AM	11	Yes	No Response	No
LCEM		11/21/2024 09:48:54 AM	11/21/2024 09:54:06 AM	6	Yes	No Response	No



**SOUTHWEST FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE**

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# LEPC Membership



## **FLORIDA STATE EMERGENCY RESPONSE COMMISSION POLICIES FOR LOCAL EMERGENCY PLANNING COMMITTEES**

(Revised 04/16)

### **I. APPOINTMENT**

A. Local Emergency Planning Committees (LEPCs) must have representatives from the following occupational categories, as required in Section 301 (c) of the Emergency Planning and Community Right-To-Know Act (EPCRA):

1. elected state and local officials
2. law enforcement;
3. emergency management
4. firefighting;
5. first aid;
6. health;
7. local environmental;
8. hospital;
9. transportation personnel;
10. broadcast and print media
11. community groups;
12. facility owners and operators
13. interested citizens;
14. non-elected local officials; and
15. water management district representatives.
16. local option
17. education

There should be a continued good faith effort on behalf of the LEPC chairperson to ensure that all of the occupational categories are represented on the LEPC.

B. For the purpose of appointment, the State Emergency Response Commission (SERC) has defined “Interested Citizen” as “a person who resides in the emergency planning district for which appointment is sought to the LEPC, and who is interested in the

emergency planning process, but who does not otherwise represent those groups or organizations designated by state and federal law.”

C. For the purpose of appointment, Water Management District (WMD) representatives can be staff or board members of the five established WMDs. Membership in this category is limited to one member. An effort should be made to encourage a separate representative for each LEPC.

D. Two types of appointments will be considered for the LEPCs:

1. Regular Appointments – Recommendations for appointments of members and alternate members to an LEPC must be directed to the Compliance Planning Section from the LEPC chairperson. These recommendations must be made in writing and/or submitted via electronic mail. LEPC nominations will be considered at the next scheduled SERC meeting. **All appointments must be approved by the SERC.**

2. Fast-Track Appointments – The SERC chairperson, or alternate chairperson, may fill vacancies on an “interim basis” until the SERC has an opportunity to review and approve the recommendations. However, this appointment method shall only be used when extenuating circumstances warrant. The recommendations can be made by telephone but will require written follow-up and/or may be submitted electronically. The SERC chairperson, or alternate chairperson, shall respond within ten days of receiving an oral or written request for recommendation.

E. LEPC members and alternates shall be appointed for a two-year term.

1. SERC will re-appoint all existing LEPC memberships for additional two-year terms each July of all even-numbered years.
2. In the event the SERC does not act on biennial appointments prior to July 1, all appointments will remain in effect until the SERC takes official action.
3. All members may be re-nominated and re-appointed through the SERC’s biennial appointment process.

F. A member may recommend an individual to serve as his/her alternate. With the exception of the elected state or local officials' category, the alternate must represent the same occupational category as the primary member. A member in the elected state or local officials 'category may recommend his/her aide or a district staff member to serve as his/her alternate. The member's recommendation must be made in the form of a letter to the LEPC chairperson. An LEPC chairperson shall recommend alternate nominations to the SERC in the same manner as regular appointments. All alternate nominations shall be accompanied by the primary member's initial written request. The SERC shall review and consider recommendations for alternates at its next scheduled SERC meeting.

1. It will be the responsibility of the LEPC Coordinators to inform the alternates of meeting dates, and to provide them with pertinent meeting materials.
2. If both the member and the alternate are present at a meeting, the member has one vote; the alternate has no vote.
3. If the primary resigns and is not immediately replaced, the alternate becomes the primary member. If the state or local official resigns and they have chosen their aide as their alternate, the aide is automatically removed with the primary.
4. An alternate member may not serve as an officer of the LEPC.

G. The LEPC chairpersons and vice-chairpersons shall serve a two-year term and be elected in accordance with "Roberts Rules of Order." New LEPC chairpersons and vice-chairpersons shall be elected at the first organizational meeting following biennial appointments. The former chairperson shall serve as interim chairperson until said meeting is held and elections can be conducted.

In the event that a chairperson resigns or is removed from the LEPC, the vice-chairperson shall preside until a new chairperson

can be elected.

- H. The maximum size of the LEPC and the maximum size of the occupation category is up to the discretion of the LEPC.
- I. LEPCs can establish “Technical Advisory Workgroups” consisting of volunteers that will provide assistance to the LEPC in a variety of areas (i.e., planning, public outreach). Non-appointed workgroup members do not have LEPC voting privileges.
- J. Nine members constitute a quorum count.
- K. There should be a continued good faith effort on behalf of the LEPC chairperson to ensure district wide representation on the LEPC.
- L. When an LEPC member changes occupational categories, he/she must notify the LEPC chairperson. Upon doing so, the LEPC member’s appointment will be reviewed. The LEPC chairperson may then recommend to the SERC chairperson that the member be appointed to another occupational category, if appropriate.

## **II. RESIGNATION AND TERMINATION PROCESS**

- A. When an LEPC member provides written notice of resignation to the LEPC chairperson, or to the SERC, that member will be removed by the SERC.
- B. In the event written confirmation of a resignation is unobtainable, a verbal confirmation from the member or the chairperson of an LEPC to the SERC will be acceptable.
- C. Attendance policies are at the discretion of the LEPC.
- D. If a member is recommended for removal from an LEPC by the above process, or for any other reason, the SERC will send a letter to that LEPC member identifying the reasons for removal.

### **III. CODE OF CONDUCT**

- A. All members of the LEPCs shall be advised of the provisions of the Florida Code of Ethics for Public Officers and Employees (Sections 112.311 et seq., Florida Statutes) and provided written information regarding their responsibilities thereunder:
  - 1. to avoid conflicts of interest;
  - 2. to avoid using Committee membership for private gain;
  - 3. other requirements of the Code of Ethics.
- B. All members of the LEPCs shall be expected to adhere to the provisions of the Florida Code of Ethics for Public Officers and Employees.
- C. All members of the LEPCs shall adhere to Florida Statute 286 Sunshine Law and Florida Statute 119 Public Meetings.
- D. All members of the LEPCs shall conduct themselves in the relationship to the Committee, in a manner so as to not disrupt any meeting, operation, or proceeding, and so as not to improperly interfere with the fulfillment of the mission and responsibilities of the Committee.
- E. Violations of the provisions of the Code of Ethics shall be handled in the manner provided in Chapter 112, Part III, Florida Statutes. Non-ethical violations of the LEPC Membership Code of Conduct shall be referred to the SERC utilizing the following procedures:
  - 1. Any complaint regarding a non-ethical violation of the LEPC Membership Code of Conduct shall be expressed in a petition  
  
endorsed by a minimum of three members of the pertinent LEPC. The petition shall be in writing, addressed to the LEPC chairperson shall set forth in detail the facts which indicate a need for removal of a Committee member (the affected member) and be signed by all petitioners.

2. Following the receipt of the petition, the LEPC chairperson shall schedule the item at the next regularly scheduled LEPC meeting to consider the petition. On or before scheduling said meeting, the chairperson shall provide a copy of the petition to the affected member and each member of the Committee, with a notice regarding said special meeting or session, and advising the affected member and the petitioners to appear to discuss the charges set forth in the petition.
3. The LEPC shall act on the petition and forward its recommendation to the SERC chairperson. A recommendation for removal of the Committee member must pass by a majority vote of those LEPC members present.
4. The affected member may submit a written response to the SERC chairperson, which shall be distributed to the SERC membership.
5. At the SERC meeting at which the petition is considered, SERC staff shall present the position of the petitioners. Any questions by members of the SERC shall be referred to the petitioners, answered by the affected member or by SERC staff. The affected member may then present a response to the petition and answer any questions by members of the Committee. Both the representative of the petitioners and the affected member may ask questions of one another.
6. Should the affected member of the petitioners refuse or fail to appear, the SERC may consider the available evidence and reach a decision.
7. The SERC shall decide the matter of removal following its review and consideration of all the evidence presented to it, on motion duly seconded, made by the representative of the petitioners. If said motion is not made or seconded, the proceedings shall terminate without further action. The motion to recommend removal must pass by the affirmative vote of  $\frac{3}{4}$  or more of those SERC members present.



Primary Member	Alternate Member	Organization	Occupational Category	
			Elected State and Local Officials	
			Elected State and Local Officials	
			Elected State and Local Officials	
Brenda Barnes	Ioannis (John) Gountas	Florida Department of Health	Health	
Brian Massey		Southwest Florida Healthcare Coalition	Health	
Jemima Desir Douge		Florida Poison Control Center/ Tampa General Hospital	Health	
Jennifer Smith		NCH Healthcare System	Health	
		Florida Department of Health	Health	
Matt Currie	Kelly Gibbs- Winiarz	U.S. Department of Homeland Security	Emergency Management	
Patrick Fuller	Ellen Pinder	Charlotte County Emergency Management	Emergency Management	
Mike Ryan	Ray Coyle	City of North Port	Emergency Management	
		Collier County Bureau of Emergency Services - EMS Deputy		
Tony Camps		Chief of Operations	Emergency Management	
Dan Summers	Amy Howard	Collier County Bureau of Emergency Services	Emergency Management	
Marisa Shivers		Glades County Emergency Management	Emergency Management	
	Thomas McColough	Hendry County Emergency Management	Emergency Management	
Caroline Briones	Bill Floyd	Lee County Emergency Management	Emergency Management	
Alvin Henderson Jr.	Meischa Jackson	Cape Coral Fire Department	Emergency Management	
Greg Pactor		Collier County EMS/Fire Department	Firefighting	
Mathew Marshall		Marco Island Fire Department	Firefighting	
Michael Choate	David Batiato	Immokalee Fire Control District	Firefighting	
Rob Low	Caleb Morris	Greater Naples Fire Rescue	Firefighting	
		Bonita Springs Fire & Rescue	Firefighting	
Dan Sieber		San Carlos Fire Department	Firefighting	
Ed Dwyer	Shane Sibert	Estero Fire Rescue	Firefighting	
Scott Davis		Fort Myers Fire Dept.	Firefighting	
Seth Comer		Iona McGregor Fire District	Firefighting	
Johnny Rigney	Matt Shapiro	Sarasota County Fire Department	Firefighting	
			First Aid	
Kenrick Roguska		Charlotte County Sheriff's Office	Law Enforcement	
Richard "Todd" Kerker		City of Sarasota Police Department	Law Enforcement	
Joanne Semmer		Ostego Bay Oil Spill Co-op	Local Environmental	
Heidi Hoffman	David Glen	Florida Department of Environmental Protection	Local Environmental	
Rhonda Holtzclaw	Raymond Gretz	Florida Gulf Coast University	Local Environmental	
			Hospital	
Dawn Lorenz	Robert Fisher	Lee Health	Hospital	
Sean Alley	Steve Moyer	Sarasota Memorial Hospital	Hospital	
			Transportation	
			Transportation	
			Transportation	
			Broadcast and Print Media	
			Community Groups	
Jeffrey Moyer		Florida Power and Light	Facility Owners and Operators	
Michael Gates		Collier County Utilities	Facility Owners and Operators	
Michael Laycock		Florida Gas Transmission Company	Facility Owners and Operators	
Nadine Cortes	Dave Rawicz	Cheney Brothers, Inc.	Facility Owners and Operators	
Rick Pardo	Jenifer McBride	Lee County Mosquito Control District	Facility Owners and Operators	
Wes Allen		Florida Gas Transmission Company	Facility Owners and Operators	
			Facility Owners and Operators	
Bruce Porter		Interested Citizen	Interested Citizens	
Chad Lorenz		Interested Citizen	Interested Citizens	
Derek Free		Alpha Omega Training & Compliance, Inc. (AOTC)	Interested Citizens	
John Findley		Sonic Automotive	Interested Citizens	
Kimberly Rider		Interested Citizen	Interested Citizens	
Kristen Chardo		ADP Total Source	Interested Citizens	
Louetta Muller		Emergency Planning Services	Interested Citizens	
Charles Nava		Emergency Management/Public Safety Community	Interested Citizens	
			Water Management	
			Local Option	
			Local Option	
			Local Option	
			Education	
			Education	



# LOCAL EMERGENCY PLANNING COMMITTEE NOMINATION FORM

LEPC DISTRICT:			DATE:	
MEMBERSHIP:				
NOMINEE'S NAME:				
IF ALTERNATE, PRIMARY'S NAME:				
JOB TITLE:				
PLACE OF EMPLOYMENT:				
MAILING ADDRESS:				
CITY, STATE, ZIP:				
COUNTY:				
PHONE NUMBER (Work):				
CELL PHONE NUMBER:				
FAX NUMBER (Work):				
EMAIL ADDRESS:				
OCCUPATIONAL CATERGORY:				
Explanation of Choice of Category (if necessary):				
Please attach chairperson's recommendation (if alternate, also attach primary member's letter of recommendation).				

- |        |           |                                   |        |
|--------|-----------|-----------------------------------|--------|
| 1      | Primary   | Elected State and Local Officials | Mr.    |
| 2      | Alternate | Emergency Management              | Ms.    |
| NCF    | Select    | Firefighting                      | Select |
| 4      |           | First Aid                         |        |
| 5      |           | Health                            |        |
| 6      |           | Law Enforcement                   |        |
| 7      |           | Local Environmental               |        |
| 8      |           | Hospital                          |        |
| 9      |           | Transportation                    |        |
| 10     |           | Broadcast and Print Media         |        |
| 11     |           | Community Groups                  |        |
| Select |           | Facility Owners and Operators     |        |
|        |           | Non-Elected Local Official        |        |
|        |           | Interested Citizen                |        |
|        |           | Water Management                  |        |
|        |           | Local Option                      |        |
|        |           | Education                         |        |



**SOUTHWEST FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE**

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# Technical Assistance and Training Requests

# **E-Plan Tier 2 Reporting System Users Guide for Florida Facilities**

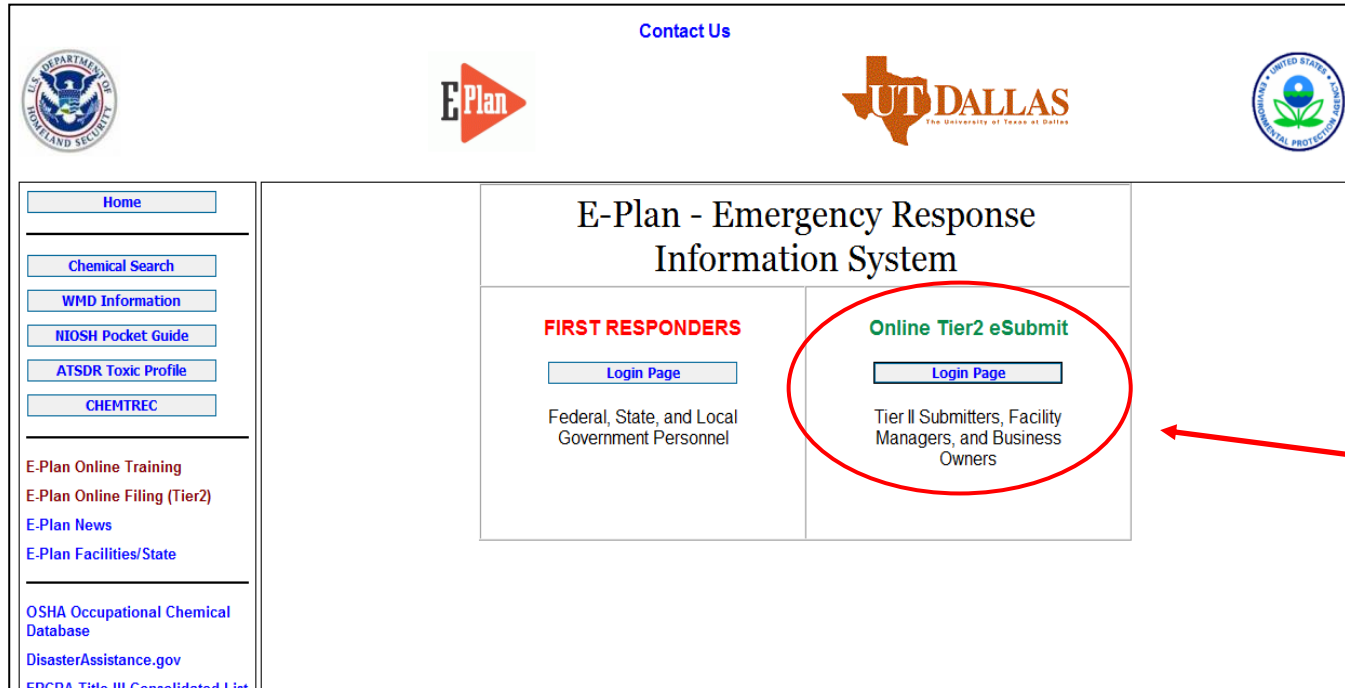


State of Florida Emergency Response Commission  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399  
(850) 815-4000

# Getting Started



To begin your filing, go to the E-Plan website at <https://erplan.net/eplan/home.htm>



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

[Click here to file Tier 2 report in E-Plan.](#)

## Welcome to E-Plan's Online Tier II Reporting System

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

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

### Important Notes

1. Completed Tier II forms for reporting year 2017 are due by **March 1, 2018**.
2. For reporting year 2017, **UT Dallas** institutes **an administrative charge** for organizations that use E-Plan for creating/filing online Tier II reports. Please look at the **list** to see if a charge for creating/filing applies to each facility. Detailed instructions including how and where to pay online payment are available. Please view this step-by-step **guide**.
3. For the 2017 reporting year, nine States (i.e., **Alabama, Florida, Georgia, Mississippi, Montana, New York, North Carolina, South Carolina, and Tennessee**) and several Counties (i.e., **Warren County (OH), Chesapeake City (VA), Hopewell City (VA), Patrick County (VA), Pittsylvania County (VA), and Scott County (VA)**) accept E-Plan as an electronic filing method.
4. If your State or County requires you to submit such data via E-Plan, please contact your State or County officials for more information.
5. Please refer to your state's web site and the **EPA's State Tier II Reporting Requirements and Procedures** for submission details.
6. E-Plan online Tier II training video. Click **here** to watch.

Links to retrieve login information

New Florida filers/facilities only!

### Sign In

If you have already registered for an account, enter your Access ID and password in the boxes below and Sign In to access or update your account and data.

[Forgot Access ID](#)

[Forgot Password](#)

Sign In

New to E-Plan?

Create An Account

If you already have an account, you will enter your login information here. If you do not know your login, or if you are uncertain if your facility has an existing account, click on **Forgot Access ID** or **Forgot Password** to retrieve your login information. **Note: Your email address must match the email that is reflected as the account owner, or the information will not be provided.**

If you are assuming filing responsibilities from someone else, you will need to submit a request to E-Plan by clicking on the **Contact Us** link. E-Plan will ask you to verify your affiliation with the facility/company via email before providing login information.

If your facility is a new filer in the State of Florida, you will click on the orange 'Request New Account' button. Fill in the requested information and your account information will be emailed to you.

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

# E-Plan Online Filing Submission Management

Access ID: 1058002 ( Wendy Reynolds )

## EPCRA 302 , 311 Notifications

These notification options are for the current year 2024 only.

EPCRA 312 (Tier2)



### ENTER NEW DATA/ RETRIEVE OLD DATA

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

- SELECT A YEAR TO FILE/RETRIEVE TIER II DATA:

Select Filing Year ▼

- CURRENTLY FILED YEARS :

2023 2022 2021

2016

Continue

### COPY DATA

USE THIS FUNCTION TO COPY DATA FROM A SUBMITTED YEAR TO ANY YEAR UP TO THE CURRENT FILING YEAR

**NOTE:**  
COPY FUNCTION WILL TRANSFER ALL PREVIOUSLY FILED TIER II DATA AND SITE PLANS

FROM: Previous Year ▼

TO: Filing Year ▼

Copy Data

### IMPORT TIER2

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

**NOTE:**  
THE TIER2 OR CAMEO DATA FILES WILL BE IMPORTED WITHOUT AUTO FILING YEAR CONVERSION. FOR EXAMPLE, IF A TIER2 DATA FILE IS FOR YEAR 2018, IT WILL BE IMPORTED AS YEAR 2018 SUBMISSION. YOU WILL NEED TO CONVERT THE FACILITY DATA FROM 2018 TO THE FILING YEAR USING THE COPY DATA FUNCTION

- NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN ONE XML DATA FILE AND DOCUMENTS UNDER SITEPLANSTAMP FOLDER.
- XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.

Import 'zip / t2s'

**Do not click the gold EPCRA 302 or EPCRA 311 tabs!** EPCRA 302 and 311 notifications should be submitted during the calendar year in which the substance became present at or above TPQ. You are still required to submit a Tier 2 after the end of the calendar year.

Instructions on how to file a EPCRA 302 notification in E-Plan may be found on our Technical Resources page at <https://www.floridadisaster.org/dem/response/technological-hazards/epcra/technical-resources/>.

Submitting a EPCRA 311 notification is similar to a Tier 2, however there is no Consolidated Annual Registration Form or Fee.

# E-Plan Online Filing Submission Management

Access ID: 1058002 ( Wendy Reynolds )

## EPCRA 302 , 311 Notifications

These notification options are for the current year 2024 only.

EPCRA 312 (Tier2)	EPCRA 302	EPCRA 311
ENTER NEW DATA/ RETRIEVE OLD DATA	COPY DATA	IMPORT TIER2
<p>USE THIS FUNCTION TO ENTER DATA FOR A NEW YEAR OR MAKE CHANGES TO DATA OF AN YEAR ALREADY SUBMITTED</p> <ul style="list-style-type: none"><li>• SELECT A YEAR TO FILE/RETRIEVE TIER II DATA: <input type="text" value="Select Filing Year"/></li><li>• CURRENTLY FILED YEARS : <input type="text" value="2023"/> <input type="text" value="2022"/> <input type="text" value="2021"/> <input type="text" value="2016"/></li></ul> <p><input type="button" value="Continue"/></p>	<p>USE THIS FUNCTION TO COPY DATA FROM A SUBMITTED YEAR TO ANY YEAR UP TO THE CURRENT FILING YEAR</p> <p><b>NOTE:</b> COPY FUNCTION WILL TRANSFER ALL PREVIOUS SUBMITTED TIER II DATA TO THE CURRENT YEAR.</p> <p>FROM: <input type="text" value="Previous Year"/></p> <p>TO: <input type="text" value="Filing Year"/></p> <p><input type="button" value="Copy Data"/></p>	<p>USE THIS FUNCTION TO IMPORT AN EXISTING TIER2 '.ZIP', TIER2 '.T2S', OR CAMEO '.ZIP' FILE.</p> <p><b>NOTE:</b> THE TIER2 OR CAMEO DATA FILES WILL BE IMPORTED WITHOUT AUTO FILING YEAR CONVERSION. FOR EXAMPLE, IF A TIER2 DATA FILE IS FOR YEAR 2018, IT WILL BE IMPORTED AS YEAR 2018 SUBMISSION. YOU WILL NEED TO CONVERT THE FACILITY DATA FROM 2018 TO THE FILING YEAR USING THE COPY DATA FUNCTION</p> <ul style="list-style-type: none"><li>• NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN ONE XML DATA FILE AND DOCUMENTS UNDER SITEPLANSTEMP FOLDER.</li><li>• XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.</li></ul> <p><input type="button" value="Import 'zip / t2s'"/></p>

New Filers Use this column.

New Tier 2 filers, that did not submit EPCRA 302 or 311 during the previous calendar year, will go to the first column and select a filing year from the drop-down box and click 'Continue'. From there, you will enter your data in the same order as described for existing filers.



# E-Plan Online Filing Submission Management

Access ID: 1058002 ( Wendy Reynolds )

## EPCRA 302 , 311 Notifications

These notification options are for the current year 2024 only.

EPCRA 312 (Tier2)

EPCRA 302

EPCRA 311

### ENTER NEW DATA/ RETRIEVE OLD DATA

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

- SELECT A YEAR TO FILE/RETRIEVE TIER II DATA:

Select Filing Year ▼

- CURRENTLY FILED YEARS :

2023 2022 2021

2016

Continue

### COPY DATA

USE THIS FUNCTION TO COPY DATA FROM A SUBMITTED YEAR TO ANY YEAR UP TO THE CURRENT FILING YEAR

**NOTE:**  
COPY FUNCTION WILL TRANSFER ALL PREVIOUSLY FILED TIER II DATA AND SITE PLANS

Select the year you are copying from.

FROM: Previous Year ▼

TO: Filing Year ▼

Select the year you are copying to.

Copy Data

### IMPORT TIER2

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

**NOTE:**  
THE TIER2 OR CAMEO DATA FILES WILL BE IMPORTED WITHOUT AUTO FILING YEAR CONVERSION. FOR EXAMPLE, IF A TIER2 DATA FILE IS FOR YEAR 2018, IT WILL BE IMPORTED AS YEAR 2018 SUBMISSION. YOU WILL NEED TO CONVERT 2018 TO 2024 FOR FILING.

- NOT TIER II DATA. ONLY TIER II DATA DOCUMENTS UNDER SITEPLANSTAMP FOLDER.
- XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.

Import 'zip / t2s'

Existing facilities will go to the 2<sup>nd</sup> column and copy from the previous year to the next filing year and click 'Copy Data'.

Existing Filers  
Use this  
column.

# E-Plan Online Filing Submission Management

Access ID: 1058002 ( Wendy Reynolds )

## EPCRA 302 , 311 Notifications

These notification options are for the current year 2024 only.

EPCRA 312 (Tier2)

EPCRA 302

EPCRA 311

### ENTER NEW DATA/ RETRIEVE OLD DATA

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

- SELECT A YEAR TO FILE/RETRIEVE TIER II DATA:

Select Filing Year ▼

- CURRENTLY FILED YEARS :

2022 2021 2020

2019 2018 2017

Continue

### COPY DATA

USE THIS FUNCTION TO COPY DATA FROM A SUBMITTED YEAR TO ANY YEAR UP TO THE CURRENT FILING YEAR

**NOTE:**  
COPY FUNCTION WILL TRANSFER ALL PREVIOUSLY FILED TIER II DATA AND SITE PLANS

FROM: Previous Year ▼

TO: Filing Year ▼

**COPYING COMPLETED!**

**CLICK THIS :** 2022

### IMPORT TIER2

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

**NOTE:**  
THE TIER2 OR CAMEO DATA FILES WILL BE IMPORTED WITHOUT AUTO FILING YEAR CONVERSION. FOR EXAMPLE, IF A TIER2 DATA FILE IS FOR YEAR 2018, IT WILL BE IMPORTED AS YEAR 2018 SUBMISSION. YOU WILL NEED TO CONVERT THE FACILITY DATA FROM 2018 TO THE FILING YEAR USING THE COPY DATA FUNCTION

- NOTE THAT THE TIER2 '.ZIP' OR TIER2 '.T2S' FILE SHOULD CONTAIN ONE XML DATA FILE AND DOCUMENTS UNDER SITEPLANSTEMP FOLDER.
- XML DATA FILE SHOULD HAVE XML TAGGED VALUES AND '.XML' FILE EXTENSION.

Import 'zip / t2s'

When your data is finished copying 'COPYING COMPLETED!' will flash. Click on the button beneath this message for the current filing year. This will take you to the Online Filing Home page.

# Online Filing Home Overview

The Online Filing Home page is where you will review/update the Tier 2 data. You may return to this page from any page in your Tier 2 by clicking on 'Tier2 Filing Management' in the gray header bar at the top of the page (not shown). **Be sure you have saved your information or changes first!**

If you are a new filer or need to file for new facilities, click 'Add New Facility' on the right side of the page. To edit or delete a facility, add a new chemical, or add a new contact, click on one of the four gray icons next to the facility name. This page also reflects your filing status. After completing the steps described in these instructions, return to this page to confirm that the status has change from 'Not Filed' to 'Filed'.

## 20XX Online Filing Home

FACILITY ID	FACILITY NAME	STREET ADDRESS	CITY	COUNTY
<input type="text" value="Facility ID"/>	<input type="text" value="Facility Name"/>	<input type="text" value="Street Address"/>	<input type="text" value="City"/>	<input type="text" value="County"/>

FIND

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

Following is the submitted facility information 




Legend Help!

Page 1 of 1 1 Total number of facilities: 1

Add New Facility

Delete Facilities

No of Results per page : 50

NO.	ID	FACILITY NAME	STATE	FILING STATUS	DELETE
1.	6341361	<div><div><div><div></div><div><div>Edit</div><div>Delete</div><div>Edit</div><div>Delete</div></div></div></div><div>Firefly Shipworks, LTD, Hera</div><div>Contact Information</div><div><div>1. Malcolm Reynolds - Emergency Contact</div><div>2. Zoe Washburn - Emergency Contact</div><div>3. Zoe Washburn - Fac. Emergency Coordinator</div><div>4. Firefly Shipworks, LTD, Hera - Facility Phone</div><div>5. Allied Spacecraft Corporation - Owner / Operator</div><div>6. Kaylee Frye - Tier II Information Contact</div></div><div>Chemical Information</div><div><div>1. Styrene Monomer, Inhibited (100-42-5)</div><div>2. Sulfuric Acid (7664-93-9)</div></div></div> <td>FL</td> <td>Not Filed</td> <td><input type="checkbox"/></td>	FL	Not Filed	<input type="checkbox"/>

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

Current filing status.

# Confirm Facility Information

Begin your filing by clicking on the facility's name to review the Facility Information. You will do this for each facility in your Tier 2.

## 20XX Online Filing Home

	FACILITY NAME	STREET ADDRESS	CITY	COUNTY
	<input type="text" value="Facility Name"/>	<input type="text" value="Street Address"/>	<input type="text" value="City"/>	<input type="text" value="County"/>

ude: Owner / Operator (name, mail address, phone & email); Emergency Contact (name & 2 phone numbers, one of which must be 24-hour); Tier II Information Contact (

facility information [Legend Help!](#)

[Add Ne](#)

er of facilities: 1

FACILITY NAME	STATE	FILING STATUS
<div><b>Firefly Shipworks, LTD, Hera</b></div> <div>Contact Information</div> <div><div>1. <a href="#">Malcolm Reynolds - Emergency Contact</a></div><div>2. <a href="#">Zoe Washburn - Emergency Contact</a></div><div>3. <a href="#">Zoe Washburn - Fac. Emergency Coordinator</a></div><div>4. <a href="#">Firefly Shipworks, LTD, Hera - Facility Phone</a></div><div>5. <a href="#">Allied Spacecraft Corporation - Owner / Operator</a></div><div>6. <a href="#">Kaylee Frye - Tier II Information Contact</a></div></div> <div>Chemical Information</div> <div><div>1. <a href="#">Styrene Monomer, Inhibited (100-42-5)</a></div><div>2. <a href="#">Sulfuric Acid (7664-93-9)</a></div></div>	FL	Not Filed

Verify facility info

# Confirm Facility Information (cont'd.)

## Facility Information

\* Fields are Federal mandatory fields

\*\* Fields are E-Plan mandatory fields

Remember to press the **Save & Continue** button after updating any information on this page. Otherwise, the changes will not be saved.

Facility Details	
Facility Name *	<input type="text" value="Firefly Shipworks, LTD, Hera"/>
Department	<input type="text"/>
Company Name **	<input type="text" value="Allied Space Corporation"/>
	<input type="button" value="Copy company name to other facilities"/>
Facility Email	<input type="text"/>
Fire District	<input type="text"/>
Report Year	2018
Facility Phone Number	<input type="text" value="850-555-5555"/>
Facility Notes	<div><div>Add to notes if facility:</div><div><div>1. Has been sold</div><div>2. Changed Name</div><div>3. Chemicals were removed</div><div>4. No longer operational.</div></div></div> <input type="text"/>

Physical Address	
Street *	<input type="text" value="2555 Shumard Oak Blvd."/>
City *	<input type="text" value="Tallahassee"/>
State *	<input type="text" value="FL"/>

At the top of the page confirm that any required information, indicated by red asterisks, is correct. You may also enter in other relevant information to the Facility Notes field, such as if the facility was sold (with the date), if the name has changed, if 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 chemical 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. Please also email a copy of the form to our office, your Local Emergency Planning Committee (LEPC), and the local fire department. The Statement of Determination/ Deregistration Form and map of the LEPCs may be found at the links below:

<https://www.floridadisaster.org/dem/response/technological-hazards/epcra/technical-resources/>

<https://www.floridadisaster.org/dem/response/technological-hazards/serc/lepc/>

# Confirm Facility Information (cont'd.)

Mailing Address

Copy mailing address to other facilities

☐ Check if Mailing Address same as Physical Address. Enter Mailing Address below if different.

Street

2555 Shumard Oak Blvd.

City

Tallahassee

State

FL

ZIP

32399

Country

USA

Location

Lookup Lat/Long

Validate Lat/Long

Latitude \*

30.3865175

Longitude \*

-84.23274509999999

USNG

16R GU 65906 64866

Manned \*

☒ Yes ☐ No

Maximum No. of Occupants \*

800

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

Type of Facility \*

☒ Yes ☐ No ----- EPC

☐ Yes ☒ No ----- EPC

☐ Yes ☐ No ----- EPC

☐ Yes ☐ No ----- EPC

☐ Yes ☐ No ----- CAA

Submission

I certify under penalty of law that I have provided true and accurate information and am responsible for obtaining the information, I believe to be true and accurate.

Name and official title of owner/operator

Owner/Operator's authorized representative

https://sandbox.erplan.net/tier2/onlinefiling/utilities/validationMap.htm?lat=30.3865175&longit - In...

https://sandbox.erplan.net/tier2/onlinefiling/utilities/validationMap.htm?lat=30.3865175&longitude=-84.23274509999999

Map

Satellite

Florida Public Service Commission

Florida Division of Emergency Management

Florida State-Southwood Shared Resource Center

Capital Circle Nature Preserve

Shumard Oak Blvd

Shumard Oak Blvd

Shumard

Capital Cir SE Trail

Google

Map data ©2018 Google Terms of Use Report a map error

Click and drag the marker to correct Latitude/Longitude.

Current position:

Click to update Lat/Long

30.3865175, -84.23274509999999

Closest matching address:

2555 Shumard Oak Blvd, Tallahassee, FL 32399, USA

Scroll down the page to continue reviewing the facility's information.

In the Location box, 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.)

<b>Location</b>	
<input type="button" value="Lookup Lat/Long"/>	<input type="button" value="Validate Lat/Long"/>
Latitude *	<input type="text" value="30.3865175"/>
Longitude *	<input type="text" value="-84.23274509999999"/>
USNG	16R GU 65906 64866
Manned *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Maximum No. of Occupants *	<input type="text" value="800"/>
<small>Note: Maximum No. of Occupants must be more than 0 if you select "Yes" on Manned.</small>	
Type of Facility *	<div><div><input checked="" type="radio"/> Yes <input type="radio"/> No</div><div><input type="radio"/> Yes <input checked="" type="radio"/> No</div><div><input checked="" type="radio"/> Yes <input type="radio"/> No</div><div><input type="radio"/> Yes <input checked="" type="radio"/> No</div><div><input type="radio"/> Yes <input checked="" type="radio"/> No</div></div> <div><div>EPCRA 302 Facility (Emergency Planning) <a href="#">More Info</a></div><div>EPCRA 311 Facility <a href="#">More Info</a></div><div>EPCRA 312 Facility (Tier2) <a href="#">More Info</a></div><div>EPCRA 313 Facility (TRI) <a href="#">More Info</a></div><div>CAA 112 Facility (RMP-Chemical Accident Prevention) <a href="#">More Info</a></div></div>

Maximum No. of Occupants refers to the number of people permitted in the building at any one time by state building codes. For more information on Florida Building Codes go to <https://floridabuilding.org/c/default.aspx>

## 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 ir responsible for obtaining the information, I believe the information submitted is true, accurate, and complete.

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

Signature \*

Signing the Tier 2 report

[Save & Continue](#)

[Reset](#)

[Cancel](#)

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 & Bradstreet number. You may look up your NAICS code at <https://www.naics.com/search/>. You should be able to obtain your Dun & Bradstreet number from your Accounting Department. If you do not have a Dun & Bradstreet, simply enter '0'.

You may also see additional ID numbers listed here, including 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 2 reports for that location, the state will assign a new SERC number to that location.

<a href="#">State Fields</a>	<a href="#">Documents</a>	<a href="#">Validate Record</a>
------------------------------	---------------------------	---------------------------------

## Facility Identification

**Required data!**



\* Report a 6-digit **NAICS** code and 9-digit **Dun and Bradstreet** number (Federal requirements)  
(Dun and Bradstreet: Non-business entities may enter "N/A")

ID Type	ID Value	Description		
NAICS	334511	Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrument Manufacturing	<a href="#">Edit</a>	<a href="#">Delete</a>
Dun & Bradstreet	0	None	<a href="#">Edit</a>	<a href="#">Delete</a>

ID Type

ID Value

Description

[Add](#)

[Reset](#)

[Next](#)



## Confirm Facility Information (cont'd.)

Answering these questions **is not** mandatory in Florida. However, providing this information is helpful for first responders. Please contact our office for if you need additional guidance.

## ate Fields

## Documents

### Validate Record

## State Applicable Fields

Not required in Florida, but the information is very useful to first responders!

\* Fields are State mandatory fields

Does your facility have a written emergency response plan?

☐ Yes ☐ No

Does your facility have a hazardous materials response team?

☐ Yes ☐ No

Does your local fire department have an up-to-date pre-plan for your facility?

☐ Yes ☐ No



[Update & Continue](#)Reset

# 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.

No.	Document ID	File Name	File Type	File Category	File Description	Download	
1	986469	Styrene Monomer, Inhibited SDS.pdf	File	SDS	Safety Data Sheet		Delete
2	986470	Sulfuric Acid SDS.pdf	File	SDS	Safety Data Sheet		Delete

File types: PDF, DOC, JPG are only allowed.  
If entering a link, choose File type as Link  
and put the link as http://somewebsite in the description field.

All Fields are Mandatory

File Type

File Category

File  Browse... Max file size 9 Mb

File Description

Upload

Back to Online Filing Home

Upload any relevant documentation on this page, including Safety Data Sheets (SDS), facility site plans or maps, and the previously mentioned Statement of Determination/Deregistration Form. Select the type of document you wish to upload from the File Category drop-down menu, browse your computer for the document, then select the desired file. Finally, enter a description and click 'Upload'. When you are finished, click the 'Back to Online Filing Home' button.

Site plans are not required but are definitely encouraged! They are a valuable resource to first responders!

# Confirm Contact Information

## 20XX 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



Edit Delete  
Edit Delete  
Edit Delete  
Edit Delete  
Edit Delete  
Edit Delete

Click on name or 'Edit' to confirm  
or update contact info.

To review an existing contact's information, click on the contact's name, or the 'Edit' link to the right of the name. This will take you to the pages to make any changes to their email, title, and phone number.

If the contact person has changed, you may overwrite the information in these screens instead of adding a new contact from the Online Filing Home page.

# Confirm Contact Information (cont'd.)

## Contact 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).

\* Fields are mandatory

Title \* Captain

Last Name or Business Name \* Reynolds

First Name \* Malcolm

Street Address

City

County

State Select State ▼

ZIP

Country USA

Email \* m.reynolds@alliedspacecraftcorp.com

Save & Continue Cancel

Review/update 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. Do not enter a specific person's name as the Owner/Operator unless it is the name of the business.

Click Save & Continue to advance to the next page.

# Confirm Contact Information (cont'd.)

Minimum Federal requirements.

## 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).

Phone Type	Phone Number	
Work	850-555-5555	Edit Delete
24-hour	850-555-5500	Edit Delete

Phone Type

Select Phone Type ▼

Phone Number

Add

Reset

Next

To change a phone number, click 'Edit' next to the number. This will populate in the Phone Number field below the table and the 'Add' button will change to 'Update'. Make the desired changes and click the 'Update' button. When finished, click 'Next' to be taken to the next screen.

The Owner/Operator, Emergency Contact, and Tier 2 Information Contact are all required under federal law.

Facilities with an Extremely Hazardous Substance must also provide contact information for the Facility Emergency Coordinator. If this applies to your facility, click on the 'Tier2 Filing Management' in the gray header bar at the top of the page (not shown) and add a new contact using the fourth gray icon next to the facility's name (see slide 7).

The Emergency Contact and the Facility Emergency Coordinator are both required to have two phone numbers entered into E-Plan, one of which must be designated '24-hour' as the Phone Type. E-Plan will not accept the Tier 2 when the record is validated if this requirement is not met.

# Confirm Contact Information (cont'd.)

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. Do not check the highlighted facility. You will then click the 'Add' button.

Association

Documents

Validate Record

Associate Contact With Facility

Malcolm Reynolds (Emergency Contact)

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

Facility Name	Contact Type		
(FacID:5894462) Firefly Shipworks, LTD., Hera	Emergency Contact	Edit	Delete

☐ Select All Facilities and Contact Type

Select Contact Type

☐ (FacID:5894462) Firefly Shipworks, LTD., Hera (Current facility)

Add

Reset

Next

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.

After you have completed changes to this page, or there are no changes, click on 'Tier2 Filing Management' in the gray header bar at the top of the page to return to the Online Filing Home screen.

# Confirm Chemical Information

## 20XX Online Filing Home

ber 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

##### Chemical Information

1. Styrene Monomer, Inhibited (100-42-5)
2. Sulfuric Acid (7664-93-9)



Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete

Edit Delete Copy

Edit Delete Copy

Click on either link to  
access chemical  
information.

Click on the chemical name, or the 'Edit' link to the right of the chemical, to edit or verify the existing chemical information. You may also copy chemical data to another facility in this Tier 2 report by clicking 'Copy'.

# Confirm Chemical Information (cont'd.)

## Chemical Information

\* Fields are Federal mandatory fields

\*\* Fields are E-Plan mandatory fields

Remember to press the [Save & Continue](#) button after updating any information on this page. Otherwise, the changes will not be saved.

### Chemical Details

CAS Number \*\*   [Help](#)

Chemical Name \*

☒ EHS \* ☐ Trade Secret

Days on site \*

Chemical information identical to previous year ☐

Note that sulfuric acid is an  
extremely hazardous substance

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.

### Physical State \*(Check all that apply)

☐ Pure ☒ Mixture

☐ Solid ☒ Liquid ☐ Gas



# Confirm Chemical Information (cont'd.)

## Physical Hazards *\*(Check all that apply)*

Copy chemical hazards to other chemicals

- ☐ Explosive
- ☐ Flammable (gases, aerosols, liquids, or solids)
- ☐ Oxidizer (liquid, solid or gas)
- ☐ Self-reactive
- ☐ Pyrophoric (liquid or solid)
- ☐ Pyrophoric Gas
- ☐ Self-heating
- ☐ Organic peroxide
- ☒ Corrosive to metal
- ☐ Gas under pressure (compressed gas)
- ☐ In contact with water emits flammable gas
- ☐ Combustible Dust

## Health Hazards *\*(Check all that apply)*

- ☐ Acute toxicity (any route of exposure)
- ☒ Skin corrosion or irritation
- ☒ Serious eye damage or eye irritation
- ☐ Respiratory or skin sensitization
- ☐ Germ cell mutagenicity
- ☐ Carcinogenicity
- ☐ Reproductive toxicity
- ☐ Specific target organ toxicity (single or repeated exposure)
- ☐ Aspiration hazard
- ☐ Simple Asphyxiant
- ☐ Hazard Not Otherwise Classified

**If you select 'Hazard Not Otherwise Classified', you will need to enter the specific hazard in the Facility Notes portion of the Facility Information.**

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.

Quantity	
Max Daily Amount Code	Select Max Code ▼
Maximum Daily Amount in pounds*	25,000
Avg Daily Amount Code	Select Avg Code ▼
Average Daily Amount in pounds*	25,000
Maximum Amount in largest container (pounds)	1,000
Below Reporting Thresholds †	<input type="checkbox"/>

† **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 EHS chemicals, only 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 hazardous substances (anything with a MSDS), only check this box if the quantity is below 10,000 lbs. In addition, this box may be checked if the chemical you are reporting is exempt from Tier II reporting under 40 CFR 370.10-13.

# Confirm Chemical Information (cont'd.)

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 and the 'Add' button will change to 'Update'. 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. A separate location should be entered for each area where chemicals are stored. All fields must be completed for E-Plan to accept the entry.

ixture Components

State Fields

Documents

## Chemical Storage Locations

Sulfuric Acid (CAS#: 7664939)

Existing location

Multiple storage locations at a single facility must be listed separately.

Location	Maximum Amount	Storage/Pressure/Temperature Types	
Warehouse	8000.0 , pounds	Battery / Ambient pressure / Ambient temperature	Edit Delete

### Storage Locations

Storage Type\*

Pressure Type\*

Temperature Type\*

Location\*

☐ Confidential

Maximum amount at Location

Select unit

Add

Reset

Next

# Confirm Chemical Information (cont'd.)

## Chemical Components

Sulfuric Acid (CAS#: 7664939)

Component Chemical Name	CAS Number	Max Code	Percentage
<b>Mixture Components</b>			
CAS Number	<input type="text"/>	<input type="button" value="Lookup"/>	
	<a href="#">Help</a>		
Component	<input type="text"/>	<input type="button" value="Lookup"/>	
	<input type="button" value="EHS"/>		
EHS *	<input type="checkbox"/>		
Physical State	<input type="checkbox"/> Gas <input type="checkbox"/> Liquid <input type="checkbox"/> Solid		
Maximum Amount Code	<input type="text" value="Select Max Code"/>	<input type="button" value="v"/>	
Percentage	<input type="text"/>	<input type="button" value="v"/>	
<input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="Next"/>			

It is not necessary to enter mixture components for all chemicals reported on the Tier 2, especially common substances like gasoline or diesel fuel. However, this screen is useful for reporting specialty or name-brand 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.

Enter or confirm the frequency with which the facility receives this substance and how it is transported.

CURRENT FACILITY	CONTACT LIST	CHEMICAL LIST
Firefly Shipworks, LTD., Hera (FacID: 5894462) <a href="#">EDIT</a> <a href="#">DELETE</a> 2555 Shumard Oak Blvd. Tallahassee, FL 32399, USA		
State Fields		<a href="#">Docu</a>

## State Applicable Fields

Sulfuric Acid (CAS#: 7664939)

Frequency of Shipments

Mode of Shipments (Check all that apply):

Highway ☐

Rail ☐

Pipeline ☐

Ship or Barge ☐

Other ☒

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

# Validate Record

clude: Owner / Operator (name, mail address, phone & email); Emergency Contact (name & 2 phone numbers, one of which must be 24-hour); Tier II Information

d facility information [Legend Help!](#)

umber of facilities: 1

FACILITY NAME				STATE	FILING STATUS
<b>Firefly Shipworks, LTD, Hera</b>				FL	Not Filed
Contact Information					
1. Malcolm Reynolds - Emergency Contact				Edit Delete	
2. Zoe Washburn - Emergency Contact				Edit Delete	
3. Zoe Washburn - Fac. Emergency Coordinator				Edit Delete	
4. Firefly Shipworks, LTD, Hera - Facility Phone				Edit Delete	
5. Allied Spacecraft Corporation - Owner / Operator				Edit Delete	
6. Kaylee Frye - Tier II Information Contact				Edit Delete	
Chemical Information					
1. Styrene Monomer, Inhibited (100-42-5)				Edit Delete Copy	
2. Sulfuric Acid (7664-93-9)				Edit Delete Copy	

Current filing status

After you have finished updating your Tier 2 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, click on the 'Validate Record' button [Validate Record](#) at the bottom of the Online Filing Home page.

**Important:** On Completion of data entry please click on "Validate Record" to finalize filing

[Validate Record](#)

[First Responder View](#)

# Validate Record (cont'd.)

## Submission Report for Access ID 1066584

**Notes:**

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

FacID 7308618 : Firefly Shipworks, LTD., Hera

Chemical : Lead Acid Batteries

**Error:** Missing Chemical Storage Location. [Click here to fix this error.](#)

Once your report has passed ALL submission tests for filing year 2023,

Click [Select facilities](#) to Continue Submission (Upload Data to E-Plan)

Exporting Tier II report to:

[Tier2 zip file](#)

[.t2s File](#)

[PDF file](#)

In the example to the left, you can see that the validation process discovered an error. To fix any errors that you encounter, click on the blue text. This will take you to the page where the error occurred where you can make the corrections. When finished, save your work, and re-validate your record by clicking on the 'Validate Record' link in the gray header bar at the top of the page.

If an error message occurs, click the blue link next to the requirement.  
This will take you to the appropriate page to correct the error.

# Validate Record (cont'd.)

## 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 emergency scenarios.

FacID 5894462 : Firefly Shipworks, LTD., He

Facility Passed all Checks

With all errors corrected, the Tier 2 data can be uploaded to E-Plan.

Once your report has passed ALL submission tests for filing year 2023,  
Click **Select facilities** to Continue Submission (Upload Data to E-Plan)

Once the facility has passed all checks, click the 'Select Facilities' 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!**

Exporting Tier II report to:

Tier2 zip file

.t2s File

PDF file

# Validate Record (cont'd.)

## Submit Facility Information

Access ID: 1058002 ( Wendy Reynolds )

<input type="checkbox"/> Select all	Facility ID	Facility Name	State	Filing Status	Validation Status	Invoice ID
<input type="checkbox"/>	6548180	Firefly Shipworks, LTD., Hera	FL	Not Filed	Pass	

Reporting Authority Emails:  
(Up to 5 cc emails)

Submit

Print PDF

Select facilities to upload.

Note that you can print a  
draft copy Tier 2 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 2, 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 2 via email. Click 'Submit' to be taken to the Consolidated Annual Registration Form.



# Consolidated Annual Registration Form

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

Owner/Operator Information

Filing Year

20XX

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 \*

334511

Telephone \*

Contact Person \*

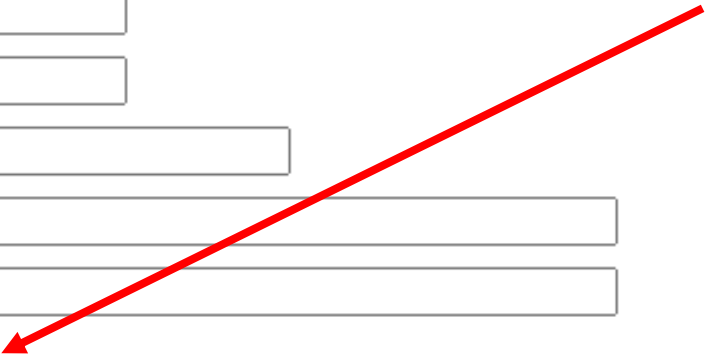
Title \*

Check this box to generate a Payment Link (without Login)

☐

**Note all fields are required.**

If someone other than the person completing the filing is responsible for paying the fee via credit card or electronic check, click this box to generate a payment link that does not require a login. Once you click 'Submit' you will be redirected to a page to enter the email address of the card or bank account holder.



# Consolidated Annual Registration Form cont'd.

Note the fee rate is determined by your reported chemicals and answers to these questions.

## Registration Fee

Please answer questions below to calculate the filing fees applicable for your submission

Is your facility a governmental body (federal, state, country or local) facility?

☐ Yes ☒ No

Does your facility have an extremely hazardous substance at or above threshold planning quantity?

☒ Yes ☐ No

**Please have your method of payment ready BEFORE clicking on the Submit button.**

### Calculated Fees

Enter Number of employees (statewide)

0

Filing Rate

\$ 10.00

Filing Fees (Minimum \$25 , Maximum \$2000 )

\$ 0

Calculate

Reset

Enter # of employees, then click on "Calculate"

Click 'Submit' to pay online.

Submit

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 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.

# NIC Payment System

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1058002	TIER2 Annual Registration for FY 2022	\$1,000.00	1	\$1,000.00
Total				\$1,000.00

Payment

Payment Type

Payment Type \*

Select One

Next >

Customer Information

Payment Information

Cancel

Transaction Summary

TIER2 Annual Registration for FY 2022	\$1,000.00
TOTAL	\$1,000.00

Need Help?

Select Payment Method and Continue to proceed with payment.

After clicking ‘Submit’ you will be redirected to the NIC e-payment system. The Payment Type tab displays the fee type and amount and asks for the payment method. Select the method of payment (credit card or bank account) from the drop-down menu and click the ‘Next’ button.

# NIC Payment System (continued)

Enter the customer information on the Customer Info tab and click ‘Next’. 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.

Top of Page

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1058002	TIER2 Annual Registration for FY 2022	\$1,000.00	1	\$1,000.00
Total				\$1,000.00

Payment

Payment Type

Credit/Debit Card

Customer Information

Country \*

United States

First Name \*

Malcolm

Last Name \*

Reynolds

Transaction Summary

TIER2 Annual Registration for FY 2022	\$1,000.00
Service Fee	\$3.00
TOTAL	\$1,003.00

Need Help?

Please complete the Customer Information Section.

Bottom of Page

Company Name

Allied Spacecraft Corporation

Address \*

2555 Shumard Oak Blvd.

Address 2

City \*

Tallahassee

State \*

FL - Florida

ZIP/Postal Code \*

32399

Phone Number \*

555-555-1234

Email

Next

Payment Information

Cancel

# NIC Payment System (continued)

Top of Page

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1058002	TIER2 Annual Registration for FY 2022	\$1,000.00	1	\$1,000.00
Total				\$1,000.00

Payment

Payment Type

Credit/Debit Card

Customer Information

Address

Malcolm Reynolds  
Allied Spacecraft Corporation  
2555 Shumard Oak Blvd.  
Tallahassee, FL 32399

Country

United States

Phone Number

555-555-1234

Email Address

Bottom of Page

Payment Information

Credit Card Number \*

Credit Card Type

Expiration Month \*

Expiration Year \*

Security Code \*

Name on Credit Card \*

Complete all required fields [ \* ]

Select a Month


Select a Year

Next

Cancel

Enter the credit card information on the Payment tab and click 'Next'. 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.

# NIC Payment System (continued)

Payment Information

Credit Card

Visa \*\*\*\*8522

Exp. 04/2029

Name on Credit Card

Gift Card Recipient

Edit

Cancel

Submit Payment

On the final page click 'Submit Payment' to complete your transaction. Once the transaction is complete, you will be automatically redirected back to Invoice page in E-Plan. You will also receive a payment confirmation email.

## Invoice - Wendy Reynolds (1058002)

[Link to print copy of the fee form.](#)

### 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)

On the Invoice page, click 'Download' to obtain your Consolidated Annual Registration Form, which serves as your invoice.

## Email Confirmation – Tier 2 Filed



eplan@utdcsepi.org

Brackett, Sam

E-Plan's Online Tier2 Data Submission Receipt



Tier2Facilities.pdf  
15 KB

Dear sam brackett:

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 **1052748**

Facility Id	Facility Name	State	Filing Year	Filing Status	First Submit Date
5808397	ABC Company (DEM test facility)	FL	2016	Filed	Thu Jan 05 17:52:38 UTC 2017

If you need assistance, please contact the E-Plan Admin Team via the "Contact Us" button at <https://tier2.erplan.net>.

Best regards,  
E-Plan Admin Team

Finally, the submitter will receive an email with an electronic copy of the filed Tier 2 and the status will show 'Filed' on the Online Filing Home page.

Congratulations! Your filing is now complete!



# State Tier 2 Unit

Representative	Representative
Wendy Reynolds 850-815-4317 <a href="mailto:Wendy.Reynolds@em.myflorida.com">Wendy.Reynolds@em.myflorida.com</a>	Sylvester Williams 850-815-4309 <a href="mailto:Sylvester.Williams@em.myflorida.com">Sylvester.Williams@em.myflorida.com</a>
NAICS Codes & Industry Sectors	NAICS Codes & Industry Sectors
11 – Agriculture, Forestry, Fishing and Hunting 21 – Mining 22 – Utilities 23 – Construction 31-33 – Manufacturing 51 – Information 52 – Finance and Insurance 53 – Real Estate Rental and Leasing 54 – Professional, Scientific, and Technical Services 56 – Administrative and Support and Waste Management and Remediation Services 72 – Accommodation and Food Services 81 – Other Services (except Public Administration) 92 – Public Administration	42 – Wholesale Trade 44-45 – Retail Trade 48-49 – Transportation and Warehousing 55 – Management of Companies and Enterprises 61 – Educational Services 62 – Health Care and Social Assistance 71 – Arts, Entertainment, and Recreation



**SOUTHWEST FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE**

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# Meeting Schedule

### **LEPC Meeting Schedule**

- May 22<sup>nd</sup>, 2025
- August 28<sup>th</sup>, 2025
- November 20<sup>th</sup>, 2025
- February 26<sup>th</sup>, 2026

*NOTE: The annual LEPC planning agreement is from July 1<sup>st</sup> through to June 30<sup>th</sup>. All meetings are held on the fourth Thursday of the month at 9:30am EST, unless the meeting date conflicts with federal holiday, community events and member work schedule.*



SOUTHWEST FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE

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# Florida Division of Emergency Management (FDEM) Trainings and Events



[Home](#) > Browse Calendar

State Training and Events Schedule

The following schedule is provided by Florida Division of Emergency Management (FDEM) to keep our customers advised of events and training opportunities throughout the state.

**REMINDER:** Information on these pages changes frequently. It is recommended that you check the site weekly to stay abreast of important changes.

[Training and Events Links](#) | [Frequently Asked Questions](#) | [FDEM Course List](#)

Search Criteria

Course No.

Course Name

Region 

Region 6

County 

--Select from List--

From 

--Select from List--

To 

--Select from List--

Search

Reset

Jump to a month

[February 2025](#) [March 2025](#) [April 2025](#)

[May 2025](#) [August 2025](#)

February 2025 Training and Events					
Date	Region	City/ County	Name	Status	
Feb. 18 - Feb. 20	Region 6	Naples Collier	<a href="#">G-300_post 5/10/2019 - G-300_post 5/10/2019 Intermedi...</a>	Pending	
Feb. 26 - Feb. 28	Region 6	Bradenton Manatee	<a href="#">G-300_post 5/10/2019 - G-300_post 5/10/2019 Intermedi...</a>	Pending	
March 2025 Training and Events					
Date	Region	City/ County	Name	Status	
Mar. 03 - Mar. 04	Region 6	Cape Coral Lee	<a href="#">G-108 - G-108 Community Mass Care Management ...</a>	Pending	
Mar. 05 - Mar. 06	Region 6	Cape Coral Lee	<a href="#">G-205 - G-205 Recovery from Disaster: The Local Gover...</a>	Not started	
Mar. 11 - Mar. 13	Region 6	Cape Coral Lee	<a href="#">G-2300 - G-2300 Intermediate Emergency Operations Cen...</a>	Not started	
Mar. 12 - Mar. 12	Region 6	Punta Gorda Charlotte	<a href="#">_ - Crisis Track Administrator Training</a>	Not started	
Mar. 31 - Apr. 02	Region 6	North Port Sarasota	<a href="#">G-300_post 5/10/2019 - G-300_post 5/10/2019 Intermedi...</a>	Not started	
April 2025 Training and Events					
Date	Region	City/ County	Name	Status	
Apr. 01 - Apr. 03	Region 6	Cape Coral Lee	<a href="#">G-2308 - G-2308 EOC Operations and Situational Awaren...</a>	Not started	
Apr. 03 - Apr. 04	Region 6	North Port Sarasota	<a href="#">G-400_post 5/10/2019 - G-400_post 5/10/2019 Advanced...</a>	Not started	
Apr. 29 - May. 01	Region 6	Naples Collier	<a href="#">G-2304 - G-2304 Emergency Operations Center Planning...</a>	Not started	
May 2025 Training and Events					
Date	Region	City/ County	Name	Status	
May. 19 - May. 21	Region 6	Punta Gorda Charlotte	<a href="#">G-300_post 5/10/2019 - G-300_post 5/10/2019 Intermedi...</a>	Not started	
May. 20 - May. 21	Region 6	Naples Collier	<a href="#">G-400_post 5/10/2019 - G-400_post 5/10/2019 Advanced...</a>	Not started	
May. 21 - May. 23	Region 6	Naples Collier	<a href="#">L-984 - L-984 Strike Team/Task Force</a>	Not started	
May. 22 - May. 23	Region 6	Punta Gorda Charlotte	<a href="#">G-400_post 5/10/2019 - G-400_post 5/10/2019 Advanced...</a>	Not started	
August 2025 Training and Events					
Date	Region	City/ County	Name	Status	
Aug. 04 - Aug. 06	Region 6	Cape Coral Lee	<a href="#">G-428 - G-428 Community Emergency Response Team (CERT ...</a>	Not started	
Aug. 04 - Aug. 06	Region 6	Cape Coral Lee	<a href="#">G-427 - G-427 Community Emergency Response Team (CERT ...</a>	Not started	
Aug. 04 - Aug. 06	Region 6	Cape Coral Lee	<a href="#">G-108 - G-108 Community Mass Care Management ...</a>	Not started	
Aug. 04 - Aug. 06	Region 6	Cape Coral Lee	<a href="#">G-489 - G-489 Management of Spontaneous Volunteers in...</a>	Not started	



SOUTHWEST FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE

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# Hazardous Materials Incidents in Southwest Florida (SWFL)



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Select an Agency

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Incident #	Status	Incident Name	County	Date Created	Last Updated	Action
			Charlotte	mm/dd/yyyy	mm/dd/yyyy	
2024 - 8810	Open	SEOC Level 2 Activation	Statewide	10/06/2024 08:05 PM	10/17/2024 05:38 PM	<a href="#">Edit</a> <a href="#">View</a>
2024 - 8238	Open	SEOC Level 2 Activation	Statewide	09/24/2024 11:00 AM	10/17/2024 05:36 PM	<a href="#">Edit</a> <a href="#">View</a>

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