

# Technical Assistance and Training

Emergency Planning and Community Right to Know Act (EPCRA) How to Comply & E-Plan Workshop

Source: <https://www.epa.gov/epcra>



# Overview

EPCRA requires hazardous chemical emergency planning by Federal, State and Local Governments, Indian Tribes, and Industry.

Additionally, EPCRA requires industry to report on the storage, use and releases of certain hazardous materials. It also requires these reports to be used to prepare for and protect their communities from potential risks.

# What is EPCRA?

On October 17, 1986, Congress enacted the Emergency Planning and Community Right to Know Act (EPCRA), also known as Title III of the Superfund Amendments and Reauthorization Act (SARA).

Florida's 1988 EPCRA statute (Chapter 252, Part II) requires facilities handling certain hazardous materials to comply with federal and state reporting laws and mandates a compliance verification program and annual fees

# Emergency Planning and Community Right- to-Know Act (EPCRA)

## Key Provisions of EPCRA:

- Sections 301 to 303. Emergency Planning
- Section 304. Emergency Notification
- Sections 311 and 312. Community Right-  
to-Know Requirements
- Section 313. Toxics Release Inventory  
(TRI)
- Section 322. Trade Secrets



SECTIONS 301, 302, AND 303 OF THE EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA) (40 CODE OF FEDERAL REGULATIONS (CFR) PART 355 SUBPART B) ARE INTENDED TO HELP COMMUNITIES PREPARE FOR CHEMICAL EMERGENCIES. THESE PROVISIONS ESTABLISH THE IMPLEMENTING AGENCIES, STATE AND TRIBAL EMERGENCY RESPONSE COMMISSIONS (SERCS AND TERCS) AND LOCAL AND TRIBAL EMERGENCY PLANNING COMMITTEES (LEPCS AND TEPCS).



IN ADDITION, THESE PROVISIONS REQUIRE FACILITIES TO REPORT ON THE PRESENCE OF EXTREMELY HAZARDOUS SUBSTANCES AND REQUIRE LOCAL AND TRIBAL EMERGENCY PLANNING COMMITTEES (LEPCS AND TEPCS) TO DEVELOP COMMUNITY EMERGENCY RESPONSE PLANS AND TO SHARE CHEMICAL INFORMATION TO CITIZENS IN THE COMMUNITY.

# Emergency Planning

EPCRA Sections 301 to 303

Sections 301, 302, and 303 of the Emergency Planning and Community Right-to-Know Act (EPCRA) (40 Code of Federal Regulations (CFR) Part 355 Subpart B) are intended to help communities prepare for chemical emergencies. These provisions establish the implementing agencies, State and Tribal Emergency Response Commissions (SERCs and TERCs) and Local and Tribal Emergency Planning Committees (LEPCs and TEPCs). In addition, these provisions require facilities to report on the presence of Extremely Hazardous Substances and require Local and Tribal Emergency Planning Committees (LEPCs and TEPCs) to develop community emergency response plans and to share chemical information to citizens in the community.

# Emergency Release Notifications

EPCRA Section 304 and CERCLA Section 103

The Emergency Planning and Community Right to Know Act (EPCRA) and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) have parallel emergency release notification requirements. The purpose of these requirements is to notify officials and first responders of potentially dangerous releases so that they can evaluate the need for response actions.

# Hazardous Chemical Inventory Reporting

EPCRA Sections 311-312



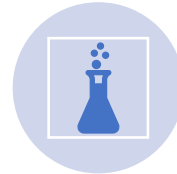
For any hazardous chemical used or stored in the workplace, facilities must maintain a safety data sheet (SDS) (formerly known as material safety data sheet, MSDS). Facilities must submit the safety data sheet (SDS) or a list of hazardous chemicals to their State or Tribal Emergency Response Commission (SERC or TERC), Local or Tribal Emergency Planning Committee (LEPC or TEPC), and local fire department.



Facilities must also submit an annual inventory of these chemicals by March 1 of each year to their State or Tribal Emergency Response Commission (SERC or TERC), Local or Tribal Emergency Planning Committee (LEPC or TEPC), and local fire department. The information submitted by facilities must be made available to the public.

# What facilities are covered?

Any facility that is required to maintain Safety Data Sheets (SDS) under the Occupational Safety and Health Administration (OSHA) regulations for hazardous chemicals stored or used in the workplace.



Facilities with chemicals in quantities that equal or exceed the following thresholds must report:

For gasoline (all grades combined) at a retail gas station, the threshold level is 75,000 gallons (or approximately 283,900 liters), if the tank(s) was stored entirely underground and was in compliance at all times during the preceding calendar year with all applicable Underground Storage Tank (UST) requirements at 40 CFR part 280 or requirements of the State UST program approved by the Agency under 40 CFR part 281.



For all other hazardous chemicals: 10,000 pounds.



For Extremely Hazardous Substances (EHSs) (40 CFR part 355 [Appendix A](#) and [Appendix B](#)), either 500 pounds or the Threshold Planning Quantity (TPQ), whichever is lower.



For diesel fuel (all grades combined) at a retail gas station, the threshold level is 100,000 gallons (or approximately 378,500 liters), if the tank(s) was stored entirely underground and the tank(s) was in compliance at all times during the preceding calendar year with all applicable UST requirements at 40 CFR part 280 or requirements of the State UST program approved by the Agency under 40 CFR part 281.

# How do I submit a Tier II Inventory Report?

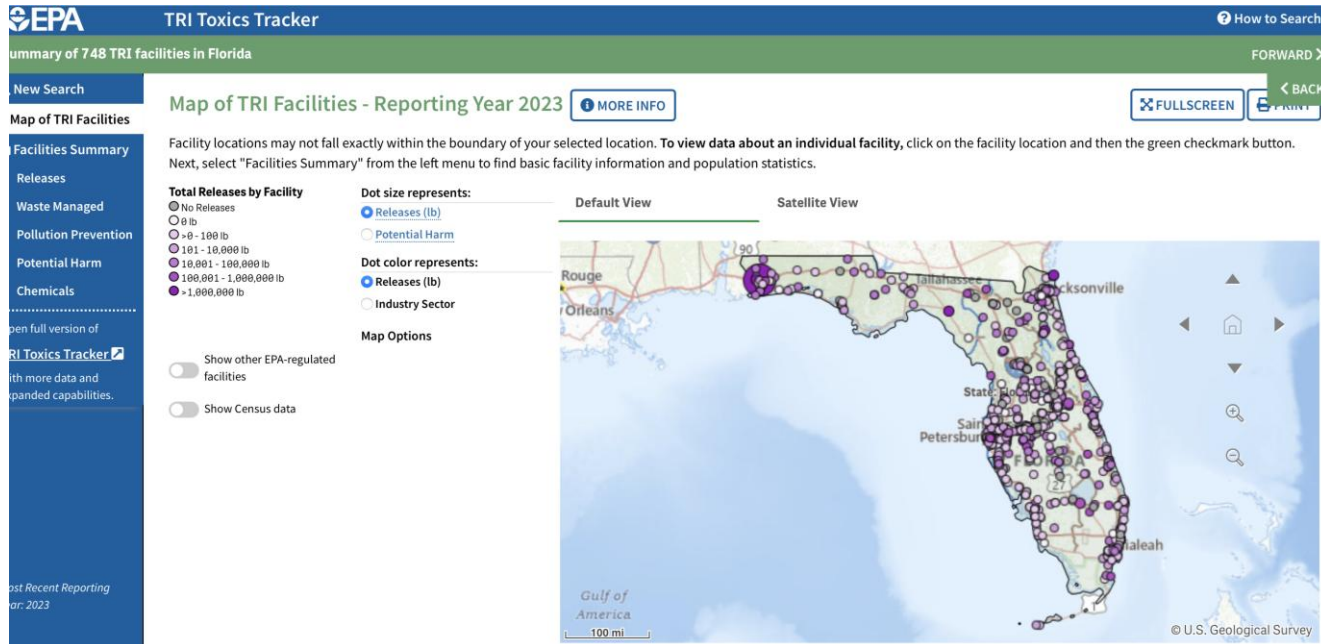
[Tier II Forms and Instructions](#)

[Tier II Reporting Requirements by State](#) and [Tier2 Submit Software](#)

Facilities covered by these requirements must submit an emergency and hazardous chemical inventory form to their State or Tribal Emergency Response Commission (SERC or TERC), Local or Tribal Emergency Planning Committee (LEPC or TEPC), and the local fire department annually. Facilities provide either a Tier I or Tier II form. Most States require the Tier II form. Tier II forms require basic facility identification information, employee contact information for both emergencies and non-emergencies, information about chemicals stored or used at the facility, and additional data elements which would be useful to local planners and responders.

The following is a list of some of the information required on the inventory form:

- The chemical name or the common name as indicated on the SDS
- An estimate of the maximum amount of the chemical present at any time during the preceding calendar year and the average daily amount
- A brief description of the manner of storage of the chemical
- The location of the chemical at the facility
- An indication of whether the owner of the facility elects to withhold location information from disclosure to the public



## EPA Find Out What's Happening in Your Neighborhood Using EPA's Toxics Release Inventory (TRI)

- Do nearby industrial facilities release toxic chemicals?
- What chemicals are they releasing?
- What is being done to reduce chemical releases?

### TRI can help you find the answers!

#### It's your RIGHT TO KNOW!

We all have the right to know about the chemicals we may be exposed to in our daily lives. The Emergency Planning and Community Right-to-Know Act of 1986 and the Pollution Prevention Act of 1990 require certain industrial facilities across the country to report annually to EPA's **Toxics Release Inventory (TRI)** about chemicals they release\* and what they're doing to prevent or reduce pollution.



TRI includes data about more than 21,000 facilities across the country and covers 770 chemicals and 33 chemical categories.

#### TRI can identify:

- Nearby industrial facilities that release chemicals into the air, water, and land
- Which chemicals each facility releases and how much
- Pollution prevention (P2) activities that reduce chemical releases
- Which facilities are reducing chemical releases
- Potential health impacts linked to the chemicals released

Visit [www.epa.gov/tri/#trisearch](http://www.epa.gov/tri/#trisearch) to learn about chemicals and facilities in your community



\*A "release" is an emission or discharge to the air, water, and/or land.

#### Is my health at risk because of toxic chemicals in my community?

- Although TRI can't tell you whether or to what extent you've been exposed to toxic chemicals, it can be used as a starting point in evaluating potential risks to the health of your community and the environment. Visit [www.epa.gov/tri/risk](http://www.epa.gov/tri/risk) to learn more.
- EPA, state and tribal governments implement environmental regulations to reduce potential risks to human health and the environment.
- Facilities are often required to use approved control technologies and methods to reduce or eliminate toxic releases.
- EPA also encourages facilities to prevent or reduce pollution at the source and to promote recycling whenever possible.

# What is the Toxics Release Inventory?

TRI tracks the waste management of certain toxic chemicals that may pose a threat to human health and the environment. U.S. facilities in different industry sectors must report annually how much of each chemical they release into the environment and/or managed through recycling, energy recovery and treatment, as well as any practices implemented to prevent or reduce the generation of chemical waste.

The information submitted by facilities is compiled in the Toxics Release Inventory. TRI helps support informed decision-making by companies, government agencies, non-governmental organizations and the public.

The TRI Program fact sheet is available in English and Spanish.

Source: <https://www.epa.gov/toxics-release-inventory-tri-program/what-toxics-release-inventory>

# U.S. Department of Environmental Protection Agency (EPA)

At the Federal level, the U.S. Department of  
Environmental Protection Agency (EPA)  
administers EPCRA.





At the State level, the Florida Division of Emergency Management (FDEM) serves as the lead agency responsible for oversight and coordination of the local planning efforts required by EPCRA.



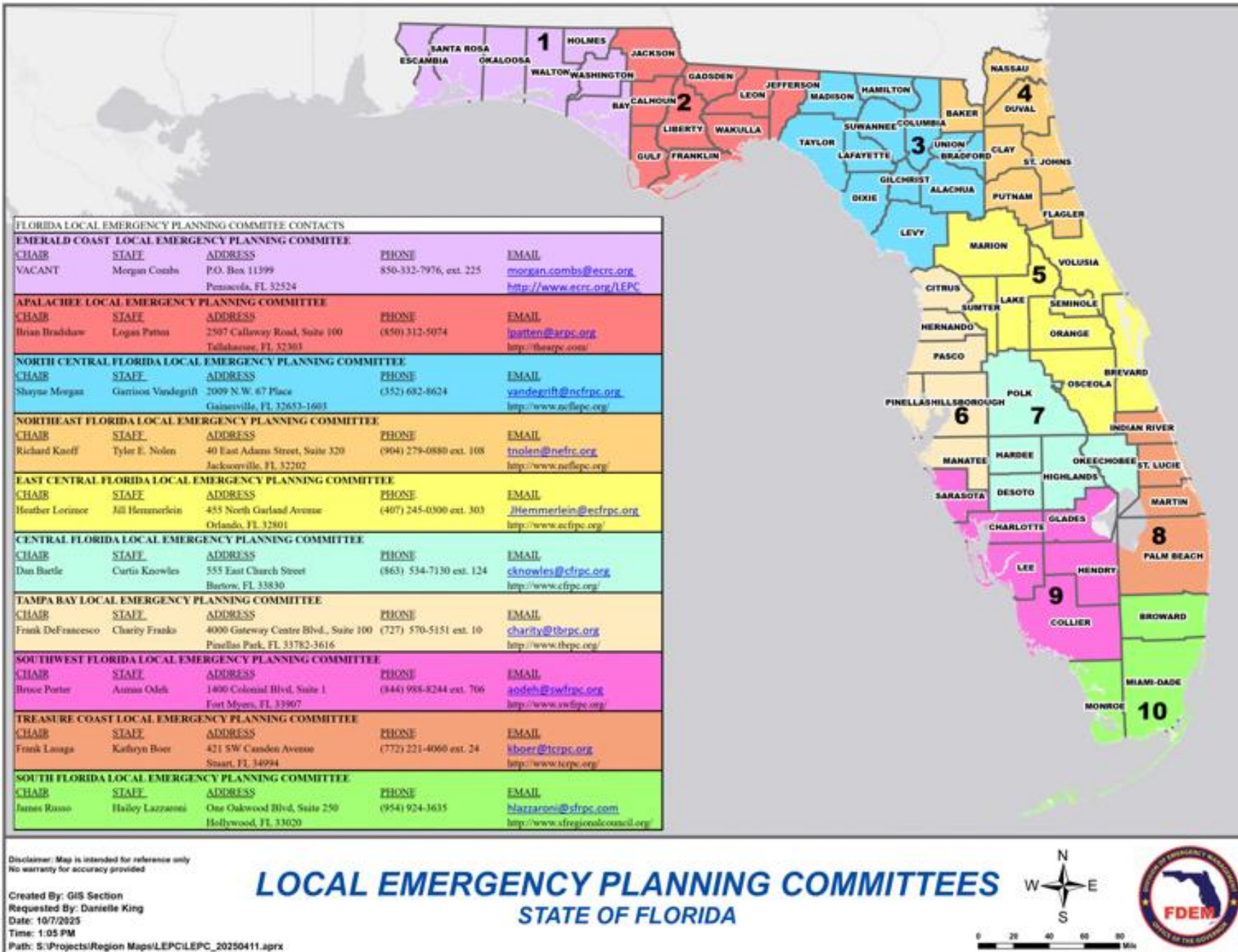
Created by Governors Executive Order and chaired by the Director of FDEM, the State Emergency Response Commission (SERC) on Hazardous Materials serves as a technical advisor and information clearinghouse for State and Federal hazardous materials programs.

Additionally, the SERC conducts quarterly public meetings in varying locations throughout the state.

# Emergency Planning EPCRA Sections 301 to 303

At the local level, ten (10) Regional Planning Councils (RPCs) each oversee a Local Emergency Planning Committee





FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE CONTACTS				
<b>EMERALD COAST LOCAL EMERGENCY PLANNING COMMITTEE</b>				
<b>CHAIR</b>	<b>STAFF</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>
VACANT	Morgan Combs	P.O. Box 11399 Panacea, FL 32524	850-332-7976, ext. 225	<a href="mailto:morgan.combs@ecrc.org">morgan.combs@ecrc.org</a> <a href="http://www.ecrc.org/LEPC">http://www.ecrc.org/LEPC</a>
<b>APALACHEE LOCAL EMERGENCY PLANNING COMMITTEE</b>				
<b>CHAIR</b>	<b>STAFF</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>
Brian Bradshaw	Logan Patten	2507 Calloway Road, Suite 100 Tallahassee, FL 32303	(850) 312-5074	<a href="mailto:lpatten@arpc.org">lpatten@arpc.org</a> <a href="http://thearpc.com/">http://thearpc.com/</a>
<b>NORTH CENTRAL FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE</b>				
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Shayne Morgan	Garrison Vandegrift	2009 N.W. 67 Place Gainesville, FL 32652-1603	(352) 682-8624	<a href="mailto:vandegrift@ncfrpc.org">vandegrift@ncfrpc.org</a> <a href="http://www.ncfrpc.org/">http://www.ncfrpc.org/</a>
<b>NORTHEAST FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE</b>				
<b>CHAIR</b>	<b>STAFF</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>
Richard Koell	Tyler E. Nolen	40 East Adams Street, Suite 320 Jacksonville, FL 32202	(904) 279-0880 ext. 108	<a href="mailto:tnolen@nefrpc.org">tnolen@nefrpc.org</a> <a href="http://www.nefrpc.org/">http://www.nefrpc.org/</a>
<b>EAST CENTRAL FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE</b>				
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<b>CENTRAL FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE</b>				
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<b>TAMPA BAY LOCAL EMERGENCY PLANNING COMMITTEE</b>				
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Frank DeFrancesco	Charity Franks	4000 Gateway Centre Blvd., Suite 100 Pinellas Park, FL 33782-3616	(727) 570-5151 ext. 10	<a href="mailto:charity@tbrpc.org">charity@tbrpc.org</a> <a href="http://www.tbrpc.org/">http://www.tbrpc.org/</a>
<b>SOUTHWEST FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE</b>				
<b>CHAIR</b>	<b>STAFF</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>
Bruce Porter	Amina Odeh	1400 Colonial Blvd, Suite 1 Fort Myers, FL 33907	(844) 988-8244 ext. 706	<a href="mailto:aodeh@swfrpc.org">aodeh@swfrpc.org</a> <a href="http://www.swfrpc.org/">http://www.swfrpc.org/</a>
<b>TREASURE COAST LOCAL EMERGENCY PLANNING COMMITTEE</b>				
<b>CHAIR</b>	<b>STAFF</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>
Frank Louga	Kathryn Boer	421 SW Camden Avenue Stuart, FL 34994	(772) 221-4066 ext. 24	<a href="mailto:kboer@tcrpc.org">kboer@tcrpc.org</a> <a href="http://www.tcrpc.org/">http://www.tcrpc.org/</a>
<b>SOUTH FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE</b>				
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Janeen Russo	Haley Lazzaroni	One Oakwood Blvd, Suite 250 Hollywood, FL 33020	(954) 924-3635	<a href="mailto:hlazzaroni@sfrpc.com">hlazzaroni@sfrpc.com</a> <a href="http://www.sfrpc.com/">http://www.sfrpc.com/</a>

Disclaimer: Map is intended for reference only  
No warranty for accuracy provided

Created By: GIS Section  
Requested By: Danielle King  
Date: 10/7/2025  
Time: 1:05 PM  
Path: S:\Projects\Region Maps\LEPC\LEPC\_20250411.aprx

## LOCAL EMERGENCY PLANNING COMMITTEES STATE OF FLORIDA





Local or Tribal Emergency Planning Committees (LEPCs or TEPCs) must develop an emergency response plan, review the plan at least annually, and provide information about chemicals in the community to citizens. Plans are developed by Local or Tribal Emergency Planning Committees (LEPCs or TEPCs) with stakeholder participation. The Local or Tribal Emergency Planning Committee (LEPC or TEPC) membership must include (at a minimum):

- Elected state and local or tribal officials
- Police, fire, civil defense, and public health professionals
- Environment, transportation, and hospital officials
- Facility representatives
- Representatives from community groups and the media



LEPC Committee that: (1) perform outreach functions to increase hazardous materials awareness; (2) collect data on hazardous materials stored within the geographical boundaries of the RPC; (3) develop hazardous materials emergency plans for use in responding to, and recovering from, a release or spill of hazardous or toxic substances; (4) submit hazardous materials emergency plans to the SERC for review; and (5) provide the public with hazardous materials information upon request.

Primary Member	Alternate Member	Organization	Occupational Category
			Elected State and Local Officials
			Elected State and Local Officials
			Elected State and Local Officials
Jeanette (John) Goumas	Carolin Adams	Florida Department of Health	Health
Brian Massey		Southwest Florida Healthcare Coalition	Health
Jennita Dear 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
Erick Provost		U.S. Coast Guard	Law Enforcement
		Sarasota County Emergency Management	
Patrick Fuller	Ellen Pinder	Charlotte County Emergency Management	Emergency Management
Shay Alozie	Mike Novarez	City of North Port	Emergency Management
		Collier County Department of Emergency Management - EMS Deputy Chief of Operations	Emergency Management
Dan Sarniers	Amy Howard	Collier County Department of Emergency Management	Emergency Management
Marisa Shivers		Glades County Emergency Management	Emergency Management
Adrian Dennis	Robert Pastula	Henry County Emergency Management	Emergency Management
Caroline Brinson		Lee County Emergency Management	Emergency Management
Alvin Henderson Jr.	Melissa Jackson	Cape Coral Fire Department	Emergency Management
Greg Packer		Collier County EMS/Fire Department	Firefighting
Matthew Marshall		Marco Island Fire Department	Firefighting
Michael Choate	David Barfio	Immokalee Fire Control District	Firefighting
Andy Kraiewski	Chris Diaz	Greater Naples Fire Rescue	Firefighting
		Bonita Springs Fire & Rescue	Firefighting
Glen Van Brunt		San Carlos Fire Protection and Rescue Service District	Firefighting
Ed Dwyer		Estero Fire Rescue District	Firefighting
Todd Poland	Paul Dearmond	Fort Myers Fire Department	Firefighting
Seif Casimr		Leon McGowan Fire District	Firefighting
Robert Blawett		Imperial Area Fire Control District	Firefighting
		Charlotte County Fire & EMS	Firefighting
Johnny Blaney	Matt Shapiro	Sarasota County Fire Department	Firefighting
Brent Stevens		City of Labelle Fire Department	Firefighting
			First Aid
Kerick Boguska		Charlotte County Sheriff's Office	Law Enforcement
		City of Sarasota Police Department	Law Enforcement
Joanne Setzmer		Onago Bay Oil Spill Co-op	Local Environmental
Heddi Hoffman	David Glen	Florida Department of Environmental Protection	Local Environmental
Rhonda Holtzclaw	Raymond Gertz	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 Laxson		Florida Gas Transmission Company	Facility Owners and Operators
Amarda Barzer	Davey Rawicz	Cheney Brothers, Inc.	Facility Owners and Operators
Rick Pardo	Jennifer 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 Charde		ADP Total Source	Interested Citizens
Louetta Mulder		Emergency Planning Services	Interested Citizens
Charles Marx		Emergency Management/Public Safety Community	Interested Citizens
			Water Management
			Local Option
			Local Option
			Local Option
Richard "Todd" Kenkerang		New College of Florida Emergency Management	Education
			Education

SWFL LEPC membership consists of local professionals representing occupational categories such as firefighting, law enforcement, emergency management, health, environment, and/or transportation.

# Contact Your County Commissioner

To engage elected officials, you should conduct the following activities:

- Build rapport/establish a relationship.
- Focus on impact.
- Identify stakeholders' values and key issues.
- Prepare and tell your story.
- Incorporate visits and educational materials.

Source: <https://edis.ifas.ufl.edu/publication/WC324>

SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL MEMBERSHIP	
<b>OFFICERS</b>	
Commissioner Bill McDaniel, Chair	Councilman Fred Burson, Vice-Chair
Commissioner Tim Stanley, Secretary	Councilman Ron Smith, Treasurer
<b>CHARLOTTE COUNTY</b>	
Commissioner Joe Tiseo, Charlotte BCC	Commissioner Bill McDaniel, Collier BCC
Commissioner Ken Doherty, Charlotte BCC	Commissioner Rick LoCastro, Collier BCC
Councilwoman Dr. Deborah Lux, City of Punta Gorda	Councilman Bill Kramer, City of Naples
Mr. Donald McCormick, Governor Appointee (Governor Appointee Vacancy)	(Governor Appointee Vacancy) (Governor Appointee Vacancy)
<b>GLADES COUNTY</b>	
Commissioner Tim Stanley, Glades BCC (Glades BCC Vacancy) (Governor Appointee Vacancy)	<b>HENDRY COUNTY</b>
	Commissioner Emma Byrd, Hendry BCC
	Commissioner Michael Atkinson, Hendry BCC (Governor Appointee Vacancy)
<b>LEE COUNTY</b>	
Commissioner David Mulicka, Lee BCC	<b>SARASOTA COUNTY</b>
Commissioner Brian Hamman, Lee BCC	Commissioner Ron Cutsinger, Sarasota BCC (Sarasota BCC Vacancy)
Councilman Fred Burson, City of Fort Myers	Councilman Ron Smith, City of Venice
Mayor Dan Allers, Town of Fort Myers Beach	(Governor Appointee Vacancy)
Councilman Jesse Purdon, City of Bonita Springs (Governor Appointee Vacancy) (Governor Appointee Vacancy)	(Governor Appointee Vacancy)
<b>EX-OFFICIO MEMBERS</b>	
(Vacant), FDEP	Wayne Gaither, FDOT
Phil Flood, SFWMD	(Vacant) SFWMD
<b>STAFF</b>	
Rebekah Harp, Interim Executive Director	
Asmaa Odeh, Deputy Director/Portfolio Manager/LEPC Coordinator	
Julie Bankston – Vista	

# Questions

Asmaa Odeh

Deputy Director/LEPC Coordinator

Email: [aodeh@swfrpc.org](mailto:aodeh@swfrpc.org)



# E-Plan and CAMEO for Hazard Analysis



Created by the Florida Division of Emergency Management  
Technological Hazards Section



# **E-PLAN for Hazard Analysis Deliverables**



# Overview

Florida utilizes the E-Plan Online Database for Tier 2 filing and fee collection. E-Plan provides first responders and others with on-site hazardous chemical information for fixed facilities throughout the state.

## Key Terms, Acronyms, & Abbreviations

Before getting set up as an E-Plan user, please take a few moments to familiarize yourself with the key terms, acronyms, and abbreviations below. Many of these will be used throughout your daily activities.

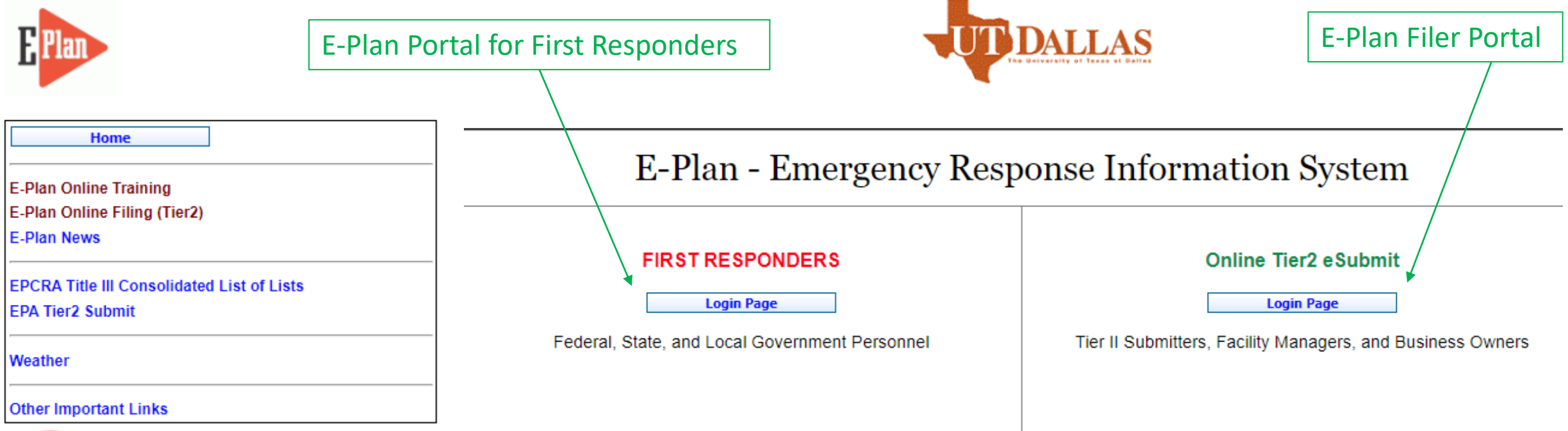
### Terms:

- **E-Plan Facility ID:** A 7-digit, auto-generated number assigned to facilities by the E-Plan system. A new number is generated every year a facility submits a Tier 2 report.
- **SERC Number:** The **State Facility ID** number assigned by the state. This number is permanently assigned to a facility's location. If the facility relocates, a new SERC number is assigned to the location if one does not already exist. If the location has an existing SERC number, that number is assigned to the relocated facility's future filings in E-Plan.



# Getting Started with E-Plan, continued

- Type **www.erplan.net** into the browser's address bar and press **Enter** on your keyboard, the browser will load the E-Plan page below.
- There are separate login portals for first responders (State and Local Government Personnel) and Tier 2 filers. Click on the 'Login Page' button under First Responders to go to the First Responder portal.

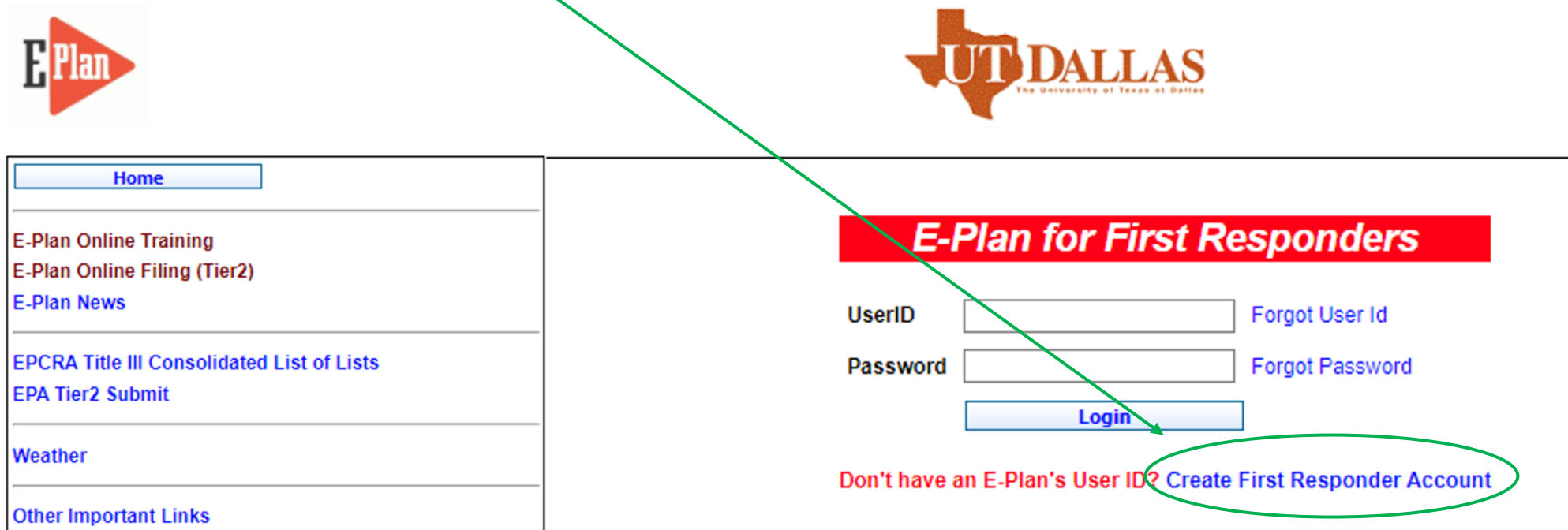


The screenshot displays the E-Plan website interface. On the left is a navigation menu with links: Home, E-Plan Online Training, E-Plan Online Filing (Tier2), E-Plan News, EPCRA Title III Consolidated List of Lists, EPA Tier2 Submit, Weather, and Other Important Links. The main content area features the UT Dallas logo and the title "E-Plan - Emergency Response Information System". Below this, there are two columns: "FIRST RESPONDERS" with a "Login Page" button and the text "Federal, State, and Local Government Personnel"; and "Online Tier2 eSubmit" with a "Login Page" button and the text "Tier II Submitters, Facility Managers, and Business Owners". Two green callout boxes with arrows point to the "Login Page" buttons: "E-Plan Portal for First Responders" points to the first responders' button, and "E-Plan Filer Portal" points to the online tier2 eSubmit button.



# Getting Started with E-Plan, continued

Click the 'Create First Responder Account' link to open the 'FIRST RESPONDER ACCOUNT CREATION' page.



The screenshot displays the E-Plan website interface. On the left is a navigation menu with the following items: Home, E-Plan Online Training, E-Plan Online Filing (Tier2), E-Plan News, EPCRA Title III Consolidated List of Lists, EPA Tier2 Submit, Weather, and Other Important Links. The main content area features the UT Dallas logo and a 'Contact Us' link. A red banner reads 'E-Plan for First Responders'. Below this is a login form with fields for 'UserID' and 'Password', each with a 'Forgot' link. A 'Login' button is positioned below the password field. At the bottom of the login section, a link reads 'Don't have an E-Plan's User ID? Create First Responder Account', which is circled in green. A green arrow points from the text above to this link.



# Getting Started with E-Plan, continued

## FIRST RESPONDER ACCOUNT CREATION

\* fields are mandatory

First Responder Type*	<input type="text" value="Select Account Type"/>
Account Type*	<input type="text" value="Select Account Type"/>
Desired Level of Access*	<input type="text" value="Select Level"/>
First Responder Organization*	<input type="text"/>
Occupational Title*	<input type="text"/>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Work Email*	<input type="text"/>
UserID*	<input type="text"/>
Password*	<input type="text"/>
Work Address*	<input type="text"/>
City*	<input type="text"/>
State *	<input type="text" value="All"/>
County*	<input type="text" value="All"/>
Zip Code *	<input type="text"/>
Work Telephone *	<input type="text"/>
Supervisor's Name *	<input type="text"/>
Supervisor's Phone Number *	<input type="text"/>
Password Question	<input type="text" value="Select Password Question"/>
Password Answer	<input type="text"/>

Password should be at least 8 characters long with at least one uppercase, one lowercase, one digit and one special character. Valid special characters are +, -, #, @

Enter your information into the account creation form. All fields marked with an asterisk (\*) are mandatory. Click 'Save and Continue' after completing all required fields. Select the appropriate authorized approver from the list on the next page. This list can be sorted by Name, Title, and County to help you located an approver in your area. If one does not exist, select Robert Dietrich from the list, check the applicable check boxes at the bottom of the page, and click 'Save and Continue'.

Review the Acceptable Use Policy, check all boxes, enter your name and date, then click the 'Submit Request' button.

After your request is approved, E-Plan will create your account and email your account information. Return to the first responder login page, enter your user ID and password, then click 'Login'. UserID and Password fields are case sensitive.



# **Searching by SERC Number**

# Facility Search by SERC Number

Welcome Wendy Reynolds

[Home](#)  
[Maintain Account](#)

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**Search Functions**  
[Facility Search](#)  
[Facility Chemical Search](#)  
[Chemical Search](#)  
[Facility Visual Search](#)

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[E-Plan Online Training](#)  
[E-Plan Online Filing \(Tier2\)](#)  
[E-Plan News](#)

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[EPCRA Title III Consolidated List of Lists](#)  
[EPA Tier2 Submit](#)

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[Weather](#)

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[Other Important Links](#)

## Facility Search

Search for Facility(ies) by giving search parameter

Facility

Company

Street Address

State

County/Parish

City

ZipCode

NAICS

302  
 304  
 311  
 Tier2  
 TRI  
 Emergency Plan  
 RMP (by Tier2 User)  
 RMP (by EPA)

Filing Type  
 Submission TAB

Filing Year

Search by Submission date (UTC)  to

Newly submitted or modified facilities since last login

After logging in, you will land on the 'Facility Search' page.

The search criteria on the Facility Search page automatically defaults to 'Facility ID', 'Tier2', and the current filing year ('2023' in the example at left).



# Facility Search by SERC Number

1. Select '**State** Facility ID' from the Facility ID drop-down list.
2. Enter the SERC Number in the corresponding field. If you do not have this option, please contact State Staff.
3. Click the Search button at the bottom of the page.

## Facility Search

1

Search for Facility(ies) by giving search parameter

2

Facility ID ▼  
Facility ID  
TRI ID  
RMP ID  
State Facility ID  
Street Address  
State FL ▼

Search for Facility(ies) by giving search parameter

Search

Reset

3

Search

Reset



# Facility Search by SERC Number

Your results will appear on the next page. Click the Download Tier2 Zip File button to begin exporting the zip file from E-Plan.



## Facility Search Result

[Download Tier2 Zip File](#)

(Click to omit attachments )

[Google Map](#)

[Download Public Excel](#)

[Download Excel File](#)


(Click to add Contact Tab)


Sort by  Type  [Download PDF](#)

Type  [Download PDF ZIP](#)

[Download Multiple KML File](#)

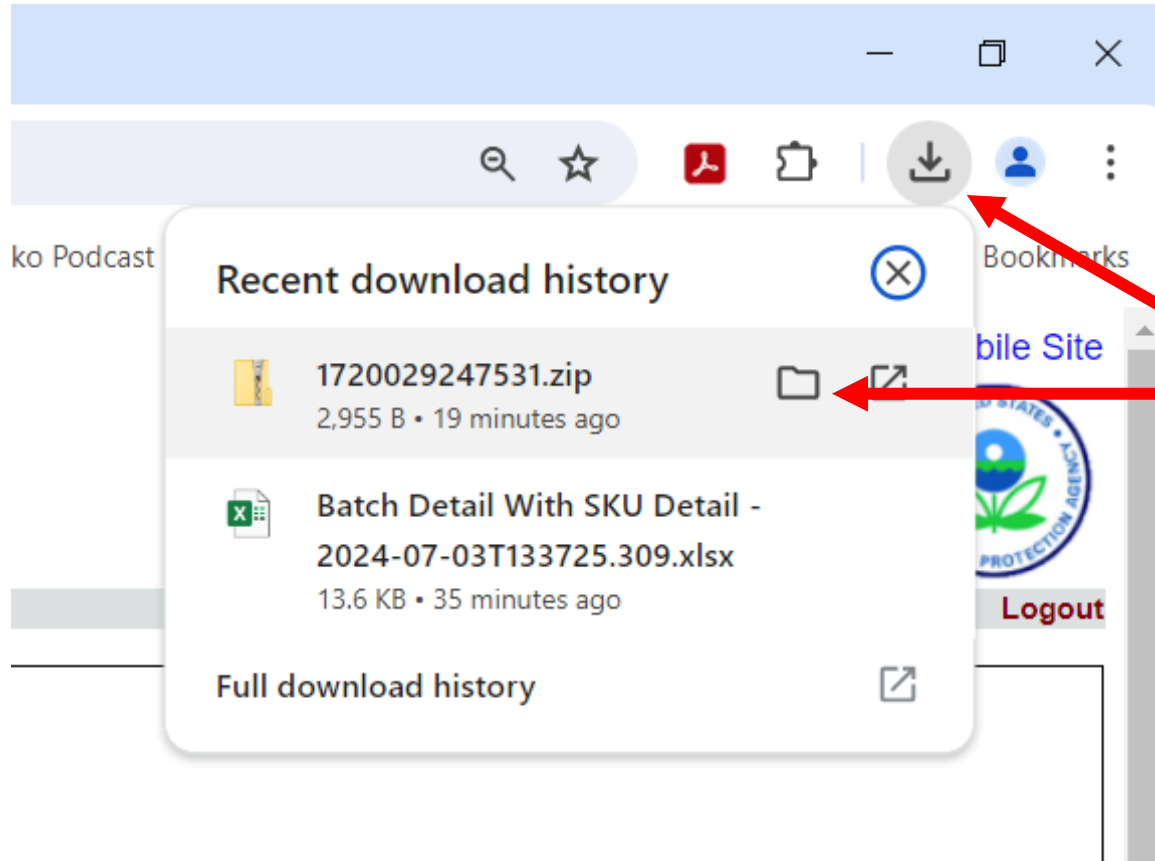
Showing 1 of 1 result(s)

 indicates facility with uploaded document(s)

No.	Id	Facility Name	Company Name	Filing Type by Submitter	Filing Year(Type)	Street Address	City	County	State
1	7456175	Firefly Shipworks, LTD., Hera 	Allied Spacecraft Corporation	302 Tier2	2023 (Tier2)	2555 Shumard Oak Blvd.	Tallahassee	Leon	FL



# Facility Search by SERC Number



When the download is complete, click the download icon in the upper right corner in Chrome. Locate the Zip File in the Recent download history list. Click on the folder icon next to the file name to open the Downloads folder on your computer. From here you may save the file to the preferred location on your computer.



## Tier 2 Unit Contact Information

Wendy Reynolds, Unit Lead

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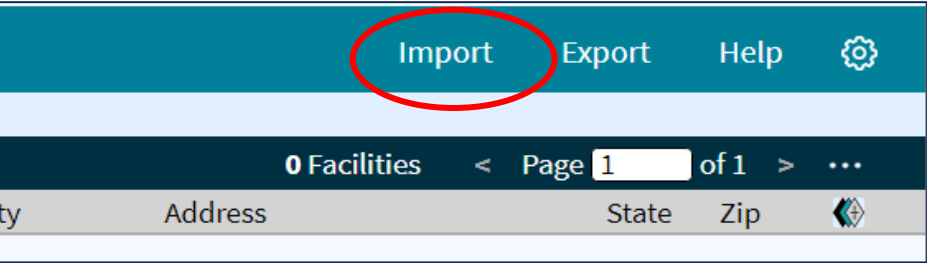
# CAMEO for Hazard Analysis Deliverables



# Upload Zip File to CAMEO

## Step 1:

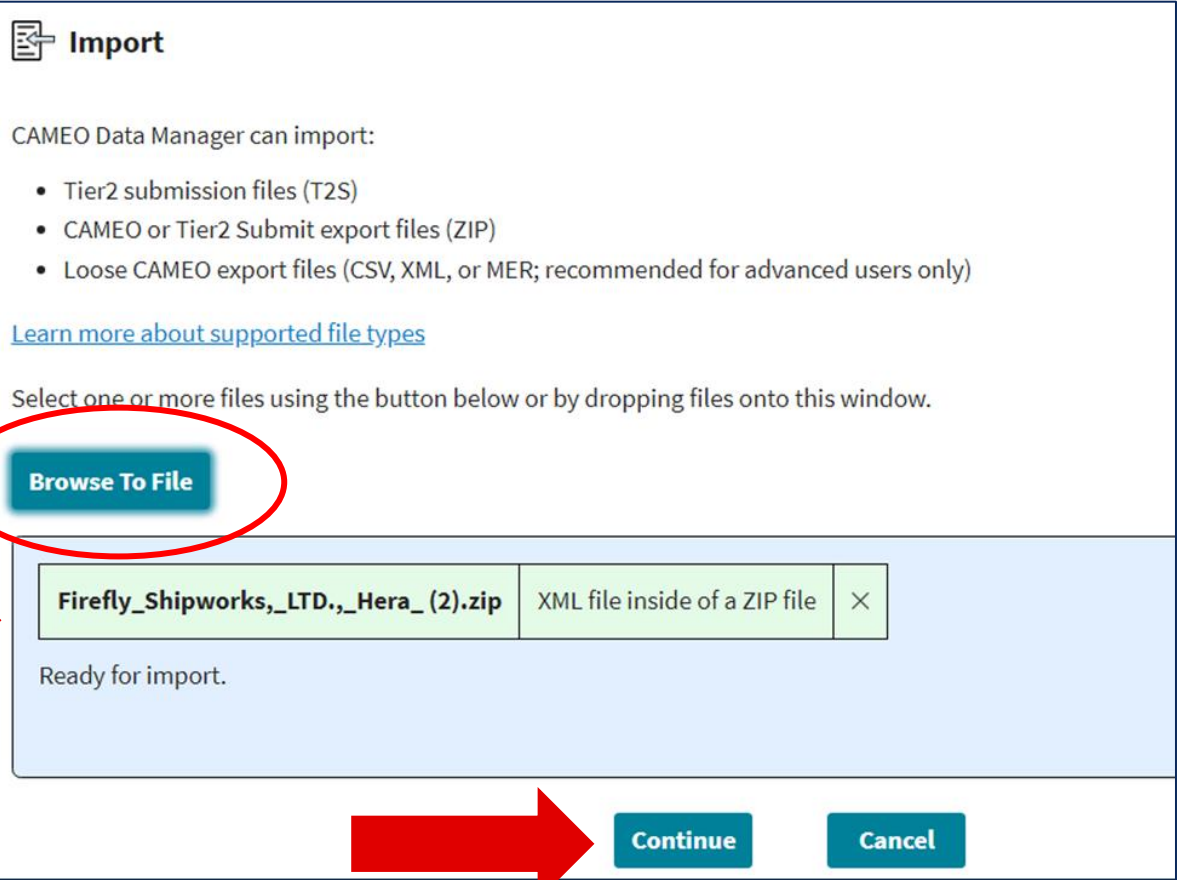
Click on "Import" at the top right side of the program.



## Step 2:

In the Import window, click "Browse to File". Locate file and double click.

The file will appear in the blue box in the Import window. Click "Continue".



# Upload Zip File to CAMEO

## Step 3:

In the next two dialogue boxes, click “Continue” and “OK”. The facility will appear in the facility list in CAMEO. Double click the facility to begin the Hazard Analysis.

### Import File Information

C:/Users/wendyr/Downloads/Firefly\_Shipworks,\_LTD.,\_Hera\_(2).zip


**Firefly\_Shipworks,\_LTD.,\_Hera\_(2).zip** contains:  
1 facility, 5 contacts, 6 chemicals, Data year: 2020

**Continue** **Cancel**

### Import Summary

File	Records	Log	Issues	Action
Firefly_Shipworks,_LTD.,_Hera_(2).zip	1 facility, 5 contacts, 6 chemicals			Imported

**OK**



Report Year	Facility Name ^	City	County	Address
2020	Firefly Shipworks, LTD., Hera	Tallahassee	Leon	2555 Sh



# Hazard Analysis

## Step 1:

Add the nearest cross-street to the “Cross Street” field. Use Google Maps to locate the cross-street name if it is not labeled on the map in CAMEO.

## Step 2:

Add the SERC Number (Florida Facility ID) to the “Department” field.

← → 🏭 👤 🧪 ⚠️ 🏠 📄 🚚 🗺️ Import Export Help ⚙️

Location Phones ID and Regulations Contacts Chemicals State Fields Incidents Attachments Certification Notes

All changes saved.

Report Year  Site  of   Shipper ⓘ [Show responder summary](#)

Facility Name  ⓘ

**Location where chemicals are present**

**Street Address (where hazardous materials are present)**

Street  ⓘ

Cross Street  ⓘ

City

State  Zip

County

Fire District

Country

Department  ⓘ

**Latitude and Longitude**

Latitude  ⓘ Longitude  ⓘ

[Set latitude/longitude from address](#)  Linked to MARPLOT

[Show nearby records](#)

⊙ Street view ○ Satellite view [Re-center map](#) [Map instruc](#)



# Hazard Analysis

## Step 3:

Confirm that the latitude/longitude information is correct by reviewing the map in CAMEO.

If it is not, you may click “Set latitude/longitude from address”.

You can also drag the pointer to the appropriate location on the map.

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Location Phones ID and Regulations Contacts Chemicals State Fields Incidents Attachments Certification Notes

All changes saved.

Report Year  Site  of   Shipper ⓘ [Show responder summary](#)

Facility Name  ⓘ

### Location where chemicals are present

**Street Address (where hazardous materials are present)**

Street  ⓘ

Cross Street

City

State  Zip

County

Fire District

Country

Department

**Latitude and Longitude**

Latitude  ⓘ Longitude  ⓘ

[Set latitude/longitude from address](#)  Linked to MARPLOT

[Show nearby records](#)

+ -

Street view  Satellite view  [Re-center map](#) [Map instru](#)

**Mailing Address**

Street  ⓘ

City

State  Zip

Country



# Hazard Analysis

## Step 4:

Under the “Phones” heading, confirm that the Type says ‘24-hour’ and that the Phone field is populated with a phone number.

The screenshot shows the CAMEO Data Manager 4.3.0 interface. The top navigation bar includes icons for Location, Phones, ID and Regulations, Contacts, Chemicals, State Fields, Incidents, Attachments, Certification, and Notes. The main content area displays a form with the following fields:

- Report Year: 2020
- Site: [ ] of [ ]
- Shipper:  Shipper ⓘ
- Facility Name: Firefly Shipworks, LTD., Hera ⓘ

A green notification bar at the top of the form area states "All changes saved." and includes a "Show responder summary" button.

The "Phones" section is highlighted with a red circle. It contains a table with the following data:

Type	Phone
24-hour ▼	850-555-5555

Below the table is an "Add Phone" button. A red circle highlights the table content, and a red 'x' icon is visible next to the phone number field.



# Hazard Analysis

## Step 6:

If the facility has had any chemical releases, Under the Incidents heading, click Add Incident button and enter all known information regarding the incident.

The screenshot displays a software interface for Hazard Analysis. At the top, a navigation bar includes icons and labels for Facilities, Contacts, Chemical Inventory, Incidents, Special Locations, Routes, Resources, and MARPLOT. Below this is a header row with tabs for Location, Phones, ID and Regulations, Contacts, Chemicals, and State Field. The main content area is light green and contains the text "All changes saved." followed by form fields: "Report Year" (2023), "Site" (empty) of (empty), and a checkbox for "Shipper" with an information icon. The "Facility Name" field contains "Firefly Shipworks, LTD., Hera" with an information icon. Below this is a grey header for the "Incidents" section, which is circled in red. The text "This facility has no incidents." is displayed, and a blue "Add Incident" button is located below it.

Location	Phones	ID and Regulations	Contacts	Chemicals	State Field
All changes saved.					
Report Year	2023	Site	of	<input type="checkbox"/> Shipper ⓘ	
Facility Name	Firefly Shipworks, LTD., Hera ⓘ				
<b>Incidents</b>					
This facility has no incidents.					
<a href="#">Add Incident</a>					



# Hazard Analysis

## Step 5:

Under the “Attachments” heading, click the “Add Attachment” button and upload the following documents:

- a. The Site Visit (Attachment K) using the naming convention “Site Visit for 202X” (you will use the current calendar year).
- b. Site Map using the naming convention “Site Map for 202x” (you will use the current calendar year). Site Map should include labels indicating:
  - i. Cross street
  - ii. Main entrance
  - iii. EHS chemical storage locations.
- c. Statement of Determination/Deregistration Form, if applicable.

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Location Phones ID and Regulations Contacts Chemicals State Fields Incidents

All changes saved.

Report Year  Site  of   Shipper ⓘ

Facility Name  ⓘ

**Attachments**

*This facility has no attachments.*

**Add Attachment**

**Attachments**

File Name		
Site Visit for 202X.pdf	<a href="#">Open file</a>	✕
Site Map for 202x.pdf	<a href="#">Open file</a>	✕
SOD_DEREG FORM revised 10.31.2022.pdf	<a href="#">Open file</a>	✕

**Add Attachment**

Attachments  
Uploaded

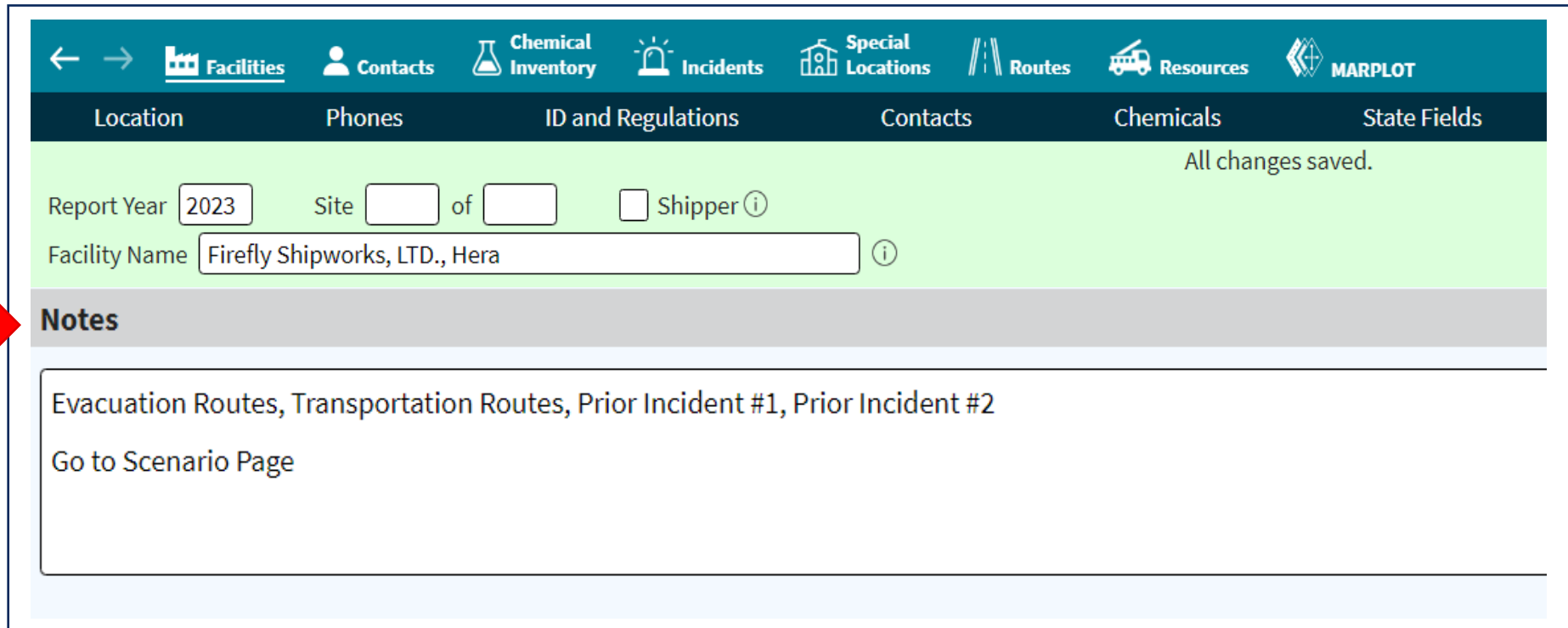


# Hazard Analysis

## Step 6:

Add the notes to the facility page in CAMEO. The notes include:

- Evacuation routes
- Transportation routes
- List of prior incidents at this facility, if applicable.



The screenshot shows the CAMEO interface for a facility page. The top navigation bar includes icons for Facilities, Contacts, Chemical Inventory, Incidents, Special Locations, Routes, Resources, and MARPLOT. Below this is a secondary navigation bar with tabs for Location, Phones, ID and Regulations, Contacts, Chemicals, and State Fields. The main content area is light green and displays the following information:

- Report Year:
- Site:  of
- Shipper ⓘ
- Facility Name:  ⓘ

A message "All changes saved." is visible in the top right corner. Below the form fields is a grey header for the "Notes" section. The notes text area contains the following text:

Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2  
Go to Scenario Page

A large red arrow points from the left side of the slide to the "Notes" section of the screenshot.



# Hazard Analysis

## Step 7:

Verify chemical amounts against your Site Visit information:

- Scroll back up to the Chemicals heading.
- Double click on chemical name.



The screenshot shows the Hazard Analysis software interface. At the top, there is a navigation bar with icons for Location, Phones, ID and Regulations, Contacts, Chemicals, State Fields, and Incidents. Below the navigation bar, there is a green header area with the text "All changes saved." and a form for reporting information. The form includes fields for Report Year (2020), Site (empty), of (empty), Shipper (checkbox), and Facility Name (Firefly Shipworks, LTD., Hera). Below the form, there is a section titled "Chemicals" which contains a table of chemical data. The table has columns for Chemical Name, CAS, EHS, and Maximum Amount (Pounds). At the bottom of the table, there is a link "List this facility's chemicals" and a button "Add Chemical".

Chemical Name	CAS	EHS	Maximum Amount (Pounds)
AMMONIA (ANHYDROUS)	7664-41-7	Yes	25,000
Ammonia (anhydrous)	7664-41-7	Yes	25,000
CHLORINE	7782-50-5	Yes	800
Lead	7439-92-1	No	58,000
PARAQUAT DICHLORIDE	1910-42-5	Yes	1,000
Sulfuric Acid	7664-93-9	Yes	8,000



# Hazard Analysis

## Step 7 Continued:

- c. Confirm Maximum Daily Amount.
- d. Confirm Max Amount in Largest Container.
  - i. If blank, enter from the Site Visit information.



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Physical State & Amounts Hazards Locations Components Screenings & Scenarios Dates State Fields

All changes saved. < Record

Facility Name: [Firefly Shipworks, LTD., Hera](#) Report Year: 2020 City: Tallahassee State: FL

CAS Number  ⓘ EHS ⓘ  Yes  No SDS  ⓘ CAMEO Chemicals

Chemical Name  ⓘ

### Physical State & Amounts

**Physical State** ⓘ

Pure  Solid  
 Mixture  Liquid  
 Gas

**Weight**

Maximum Daily Amount  pounds Maximum Daily Amount Range Code  ▼

Average Daily Amount  pounds ⓘ Average Daily Amount Range Code  ▼

Max Amount in Largest Container  pounds [Need help converting gallons to pounds?](#)

Below Reporting Thresholds ⓘ  Trade Secret ⓘ [Download Trade Secret Form](#) ↗️



# Hazard Analysis

## Step 7 Continued:

- f. Confirm amounts at each storage location.
  - a. If blank, enter from the Site Visit information.
- g. Ensure that the sum of storage location quantities equals the Maximum Daily Amount stored at the facility.

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Physical State & Amounts Hazards Locations Components Screenings & Scenarios Dates State Fields Notes

All changes saved. < Record 1 of 5 >

Facility Name: [Firefly Shipworks, LTD., Hera](#) Report Year: 2020 City: Tallahassee State: FL

CAS Number  ⓘ EHS ⓘ  Yes  No SDS  ⓘ CAMEO Chemicals

Chemical Name  ⓘ

**Storage Locations** ⓘ

Storage locations are confidential ⓘ [Download Confidential Location Form](#) ⓘ

Location at Facility  Max Amount   ▼

Type of Storage  ▼ Pressure  ▼ Temperature ⓘ  ▼

**Add Storage Location**



# Hazard Analysis

Step 8:

Under Screenings & Scenarios, click “Add Screening or Scenario”.

The screenshot shows a software interface with a teal header and a dark teal navigation bar. The navigation bar includes tabs for 'Physical State & Amounts', 'Hazards', 'Locations', 'Components', and 'Screenings & Scenarios'. Below the navigation bar, a green status bar indicates 'All changes saved.' The main content area displays facility information: 'Facility Name: Firefly Shipworks, LTD., Hera', 'Report Year: 2020', 'City: Tallahassee', and 'State: FL'. Below this, there are input fields for 'CAS Number' (7664-41-7), 'EHS' (Yes/No radio buttons), 'SDS', and 'Chemical Name' (AMMONIA (ANHYDROUS)). The 'Screenings & Scenarios' section is highlighted in grey and contains the text 'This chemical has no screenings or scenarios.' and a blue button labeled 'Add Screening or Scenario' which is circled in red.

Be sure to click the “Add Scenario” button, not the Screening button!

The screenshot shows a modal dialog box with a white background and a grey border. The dialog has a title 'Add a Screening or Scenario' with a circular icon containing a plus sign. Below the title are three buttons: 'Add Screening', 'Add Scenario', and 'Cancel'. A large red arrow points from the 'Add Screening or Scenario' button in the previous screenshot to the 'Add Scenario' button in this dialog. The background of the dialog is semi-transparent, showing the underlying software interface.



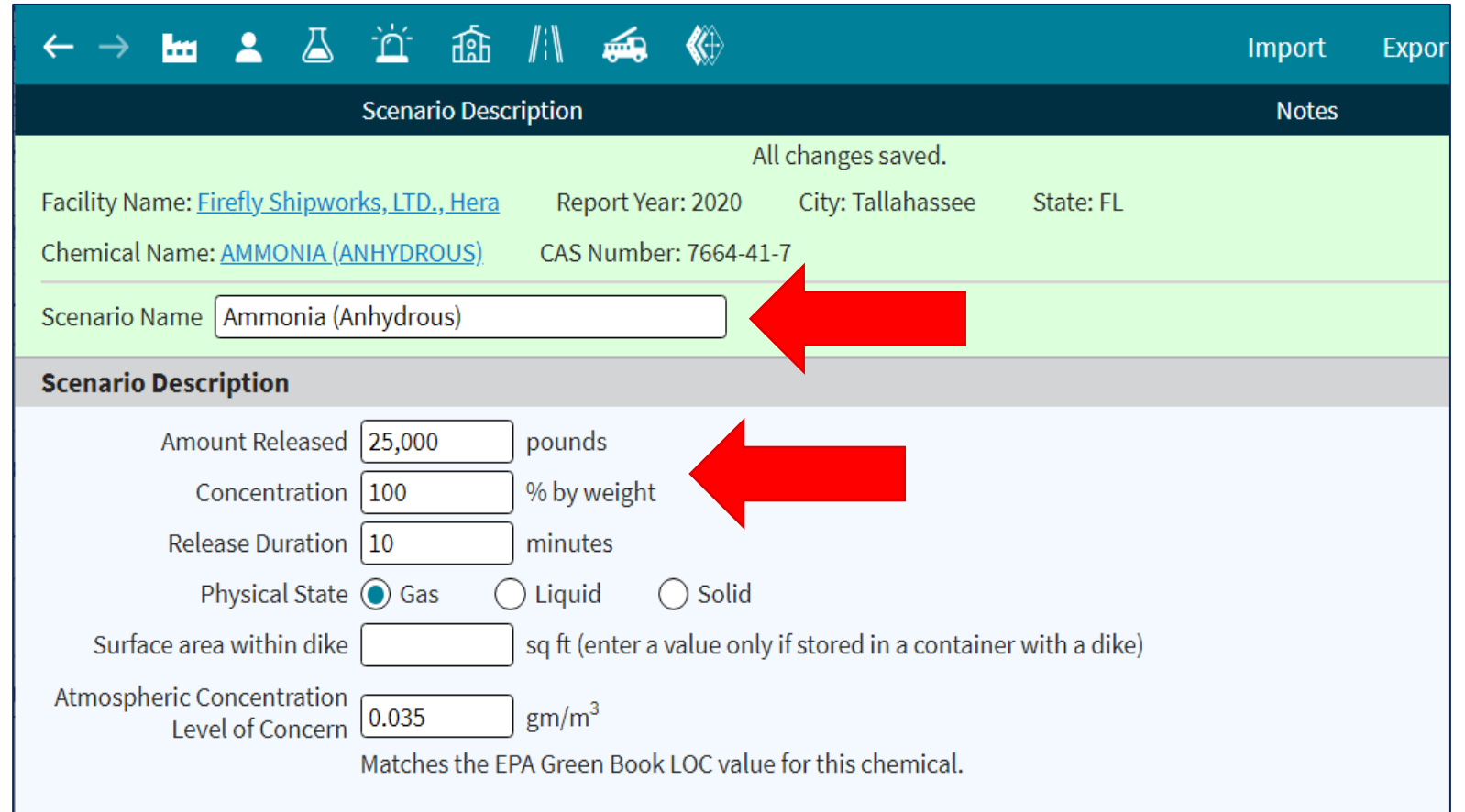
# Hazard Analysis

## Step 9:

Enter the “Scenario Name”. Many grantees use the chemical name.

**You will create a separate scenario for each EHS chemical above TPQ!**

- Release amount should be equal to Max Amount in Largest Container.
- Confirm release duration is appropriate for the physical state:
  - 10 minutes for gas or solid.
  - 0 for liquid.



The screenshot shows a software interface for hazard analysis. At the top, there is a navigation bar with icons for back, forward, home, and other functions. Below this is a header section with "Scenario Description" and "Notes". The main content area is divided into several sections:

- Facility Information:** Facility Name: [Firefly Shipworks, LTD., Hera](#), Report Year: 2020, City: Tallahassee, State: FL.
- Chemical Information:** Chemical Name: [AMMONIA \(ANHYDROUS\)](#), CAS Number: 7664-41-7.
- Scenario Name:** A text input field containing "Ammonia (Anhydrous)". A red arrow points to this field.
- Scenario Description:** A section with various input fields:
  - Amount Released: 25,000 pounds. A red arrow points to this field.
  - Concentration: 100 % by weight.
  - Release Duration: 10 minutes.
  - Physical State: Radio buttons for Gas (selected), Liquid, and Solid.
  - Surface area within dike: [ ] sq ft (enter a value only if stored in a container with a dike).
  - Atmospheric Concentration Level of Concern: 0.035 gm/m<sup>3</sup>. Below this, it says "Matches the EPA Green Book LOC value for this chemical."

# Hazard Analysis

## Step 9 continued:

- c. Enter “Risk Assessment” criteria, then click “Estimate Threat Zone Radius”
  - i. Special note about EHSs in liquid mixtures:
    1. When present in a mixture, the EHS may be in a Physical State that is different than its pure form, ex. liquid instead gas. CAMEO will give you an error for the threat zone radius.
    2. If this happens, go back to the top of the page and change the Physical State to Solid and click “Estimate Threat Zone Radius” again.
    3. This action will correct 99% of these errors. If it does not correct the error for your chemical, please contact the Grant Manager for guidance.

The screenshot shows the CAMEO software interface. At the top, there is a navigation bar with icons for back, forward, home, user, chemical, hazard, facility, road, truck, and map. The main content area is divided into sections: Scenario Description, Risk Assessment, and Threat Zone Radius. The Scenario Description section shows facility and chemical information. The Risk Assessment section has three dropdown menus: Risk (Low), Consequences (High), and Overall Risk (Medium). The 'Estimate Threat Zone Radius' button is circled in red. A red arrow points to the 'Consequences' dropdown menu. The Threat Zone Radius is set to > 10 miles, and there is a 'Show on Map' button.

Scenario Description	Notes
All changes saved.	
Facility Name: <a href="#">Firefly Shipworks, LTD., Hera</a> Report Year: 2020 City: Tallahassee State: FL	
Chemical Name: <a href="#">AMMONIA (ANHYDROUS)</a> CAS Number: 7664-41-7	
Scenario Name: <input type="text" value="Ammonia (Anhydrous)"/>	
<b>Risk Assessment</b> ⓘ	
Risk: <input type="text" value="Low"/> ▼	Probability of described accident occurring
Consequences: <input type="text" value="High"/> ▼	Severity of consequences to people
Overall Risk: <input type="text" value="Medium"/> ▼	Combination of probability and severity of consequences
<b>Estimate Threat Zone Radius</b> ⓘ Threat Zone Radius: <input type="text" value="&gt; 10"/> miles <b>Show on Map</b>	



# Hazard Analysis

## Step 10:

Enter the following information in the “Notes” section:

- Critical Facilities with their populations.
- Total population in the Threat Zone. This total will include the residential population, the populations at the Critical Facilities, **and** the population of the facility that is storing the chemical.

← → [Icons] Import Export

Scenario Description Notes

All changes saved.

Facility Name: [Firefly Shipworks, LTD., Hera](#) Report Year: 2020 City: Tallahassee State: FL

Chemical Name: [AMMONIA \(ANHYDROUS\)](#) CAS Number: 7664-41-7

Scenario Name

**Notes**

Critical Facilities with Populations, Total Population in Threat Zone - including residential, Critical Facilities, and EHS Facility



# Hazard Analysis

## Step 11:

- Click 'Export' at the top right side of the page, then "Create File" button.
- Save the file to your computer.
- Upload your deliverable to Salesforce.

CAMEO Data Manager 4.3.0

Export

What do you want to do?

Create a ZIP file containing CSV files, which can serve as a backup of your CAMEO data ⓘ

From a Screenings & Scenarios record, the only option is to export all records in the database. Export from the related Facility or Route record to include only Screenings & Scenarios records related to that record.

**All records in the database**

**Create File** **Cancel**

Physical State  Gas  Liquid  Solid

Surface area within dike  sq ft (enter a value only if stored in a container with a dike)



## Section 312 Tier 2 Reporting Errors



If your Site Visit or scenario reveals any errors in the Tier 2 reporting, contact the facility and instruct them to contact the Florida Division of Emergency Management Tier 2 Compliance Unit. Examples of Tier 2 reporting errors include:

- Incorrect lat/long data on the Tier 2.
- Incorrect storage locations.
- Quantity errors or changes.
- Incorrect inventory list.



# Avoiding Common Errors

Below are the most common errors that grantees make on their deliverables. Please use this guidance as a checklist to avoid having your deliverable rejected.

1. Not entering the SERC Number (Florida Facility ID) in the “Department” field.
2. Incorrect latitude/longitude.
3. Not entering the 24-hour phone number.
4. Not attaching the Site Plan and Site Visit.
5. Not labeling the main entrance, cross street, or storage locations on the Site Plan.
6. Storage locations in CAMEO do not match storage locations on Site Map.
7. Sum of storage location quantities is different than the Maximum Daily Amount stored at the facility.
8. Incorrectly using the largest amount at a **single storage location** to create the scenario. The scenario should be created based on the **largest container on site**.
  - a. Example: A facility is storing a total of 2,000 pounds (Maximum Daily Amount) of a chemical in two separate locations. One storage location has 1,000 pounds of the substance stored in two 500-pound tanks. The second storage location has 1,000 pounds of the same substance stored in a 700-pound tank and a 300-pound tank. Your scenario will be based on the **700-pound tank**.
  - b. This quantity should be equal to or less than the “Max Amount in Largest Container” field at the top of the chemical page.
9. Not clicking “Estimate Threat Zone Radius” button in the scenario.
10. “Notes” field must include the statement “Go to the scenario page.” If the statement says ‘chemical page’, **your deliverable will be rejected**.
11. Facility population in the scenario does not match the number in the “Maximum Number of Occupants” field in the facility page.



# Hazard Analysis Grant Contact Information

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