

## E-Plan Tier II Reporting

Beginning in late December 2013 Montana will have transitioned Tier II report filing to E-Plan electronic submission. **No hard copies or email submittals are required to be submitted to Flathead County.** Follow the directions below to upload the 2013 report. If you have not already done so, you may also load the 2013 report and then edit it for 2014. You also have the option to attach contingency plans, maps, photos, etc. in the "additional information" section.

**Montana does not collect fees for this submittal. Montana follows EPA requirements and does not have state-level requirements.**

\*EPCRA 302: Extremely Hazardous Chemical notifications

EPCRA 311: Requirement to provide MSDS for reportable chemicals

EPCRA 312: Hazardous chemical reporting

### [Tier II Reporting Instructions and Forms](#)

- [EPA Tier II Chemical Inventory Form](#) (pdf)
- [EPA Tier II Chemical Inventory Form Instructions](#) (pdf)

### [Tier I Reporting Forms](#)

- [EPA Tier I Emergency and Hazardous Chemical Inventory Form](#) (pdf)

Regulation, Guidance, Training and Other Tier II Resources

- [What is the Emergency Planning and Community Right-to-Know Act \(EPCRA\)?](#)
- [Title III Consolidated List of Lists](#) (pdf)
- [EPCRA Factsheets](#)
- [EPCRA Resources Outside of EPA](#)

Montana uses E-Plan for accepting online submission of Tier II chemical inventory information.

Facilities must submit their Tier II Report by logging into E-Plan's Online Tier II Reporting System web site at <https://tier2.erplan.net>.



(Click on icon to open E-Plan web site)

### **Instructions for Facilities to File Reports:**

1. **Getting Started:** Please use the **Contact Us** button on any E-Plan website page to request for your login account (Access ID and password). In your request, please provide your facility name and address.

*Note:* If you did not file a report in the filing year 2013, you will have to go to E-Plan's Online Tier II Reporting System Web Site at <http://tier2.erplan.net> and click on **Create an Account**. After you register, you will be assigned a **7-digit Access ID number**.

2. **Creating and Editing Report:** You must **Sign In** to the system in order to create and submit your data. After you sign in, you will be taken to the "E-Plan Online Filing Submission Management" page where you will need to either **Enter new Data for your facility**, **Copy Data from previous year**, or **Import your data if it was created by EPA's Tier2 Submit program (extensions .zip or .t2s)**.
  - **Entering New Facility Data:** Under the "ENTER NEW DATA/RETRIEVE OLD DATA" section, choose 2014 for the filing year and press "Continue". Enter in your Facility Information. Press the "Save & Continue" button and then enter in your Facility Identification (NAICS required). Return to the 2013 Online Filing Home page by clicking the "Filing Management" link in the upper left-hand corner. From there, you will see the icon to **Add New Chemical**. Follow the prompts. When complete, return to the 2014 Online Filing Home page again, and press the icon to **Add New Contact** information.
  - **Importing Last Year's .zip or .t2s File:** Under the "IMPORT TIER2" section, press the "Import 'zip/t2s'" button. Locate your tier2 zip or t2s file, and press the Upload button. Once the file is successfully imported, press "Continue". You will be automatically taken back to the E-Plan Online Filing Submission Management page. If the imported Tier2 data files are for year 2013, you must convert the facility data from the 2013 to 2014 using the COPY DATA function.
  - **Copying Data:** Under the "COPY DATA" section, copy the data from 2013 to 2014 in the drop-down menu. Once this step is complete, you should see the years 2013 and 2014 listed under currently filed years in the left section. Select to retrieve Tier II data for 2014 in the drop down menu and press "Continue". You will be taken to the 2014 Online Filing Home page where you can **edit** your information if needed.
3. **Validating and uploading data into E-Plan:** From the 2014 Online Filing Home page, press the **Validate Record** button at the bottom of the page. If any errors are found, they will be listed here, or it will indicate that the facility report passed all submission tests. Once the "Submission Report" indicates all required fields are correct, the "**Upload Data to E-Plan**" option will appear. Press the **Upload Data to E-Plan** button, select your facility, and press the Update button. The status should change from **Not Filed** to **Filed** when the report has been properly submitted. A confirmation message will be sent to the account's email listed during the registration process, with a copy of your report attached in .pdf format. Print and save these documents as *proof of submission*.

A facility's Tier II Report submittal will be deemed complete when the Montana Department of Environmental Quality can view its electronic submittal on E-Plan.

#### **Instructions for Responders**

Flathead OES is the entity authorized to provide responder access to E-Plan.

- Please go to [erplan.net](http://erplan.net) to set up an account. Select the Login Page for First Responders. Select “Don’t have an E-Plan’s User ID? Create New Account.”
- Account Type: Select “User”
- Desired Level of Access: Select “County” or “City”
- Complete all other required fields.

Your request will be forwarded to the University of Dallas for approval. Flathead OES will be contacted for authorization. Turnaround time is usually a day or less. You will then receive notification from E-Plan about your login credentials. You may then access the Tier II reports.