Tier 2 Frequently Asked Questions (FAQs)

Q: I no longer have access to the email associated with my E-Plan account to recover a password or access ID, how can I recover my account?

A: Click the "Contact Us" button anywhere on the E-Plan website (erplan.net) and fill out the form, letting E-Plan know about your situation so they can assist.

Once logged in you can change the login email and submitter name in the Account Information tab in the top right.

Q: My facility closed, sold or didn't meet reporting thresholds of the previous year, what do I do?

A: Closed Facility: Ensure that your facility had no hazardous chemicals over the reporting threshold at any time during the reporting year. Even closed, a facility needs to report if they were over the threshold during the year. Notify the State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC), and local fire department of closure and when your final reporting year will be. The SERC for Iowa is the Iowa Department of Natural Resources (Iowa DNR)

Sold Facility: If sold during the middle of the year and it had hazardous chemicals over the reporting threshold at any point during your ownership that year it must still be reported. There is a chance both parties of the sale will have to report the same facility that year. Notify the SERC, LEPC, and local fire department of the sale.

Notification of Facility Change: While not required, it is encouraged to notify the State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC), and local fire department of facility changes such as closing, selling, or no longer needing to submit a Tier 2 report. This will help avoid unnecessary follow-up from these entities in the future who may be checking on the status of your facility.

Q: How do I notify the State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC), and my local fire departments about changes to my facility or a 311 submittal? (Does not including a 312 Tier 2 inventory report)

A: SERC (Iowa DNR): Notify by email to iowa.epcra@dnr.iowa.gov
LEPC: Refer to the county coordinator list on our Iowa Department of Natural Resources (DNR) tier 2 page for preferred delivery method.
Local Fire Department: If not specified on the county coordinator list, email or mail a hard copy letter of the update

Q: Can I edit Tier 2 information after I have already submitted on E-Plan?

A: Yes, most things you can edit after submittal without having to resubmit the entire Tier 2 again on E-plan. You may have to email or mail hard copies of the new Tier 2s to your county and fire department if the edit is significant.

Q: How do I update my contact information for the State of Iowa to ensure I receive official Tier 2 correspondence?

A: The State of Iowa utilizes contact information submitted in the most recent Tier 2 and contact information of the account holders who submit the Tier 2. If you would like to change your contact information you can edit an already submitted Tier 2, change E-Plan account contact information, or wait until next Tier 2 submission to add in your contact information.

Q: How do I access Tier 2 chemical inventory data as a public citizen?

A: Send an email request to iowa.epcra@dnr.iowa.gov

Q: How do I report lead acid batteries?
A: Refer to the *Lead Acid Battery Tier 2 Guide* on the DNR Tier 2 webpage, under *Resources*, for a full explanation.

Q: I am having issues with the E-Plan software, what do I do?
A: Utilize the "Contact Us" button anywhere on the E-Plan website.

Q: Do I need send a certified copy to the SERC (Iowa DNR)?
A: No, the E-Plan submission is all the Iowa DNR needs to fulfill the SERC submittal requirement.

Q: What do I do if I have questions not answered here?
A: Contact:

Adam Broughton, EPCRA Lead
(515) 204-3352
adam.broughton@dnr.iowa.gov

You can also Navigate to EPA Tier 2 FAQs. They have a number of in-depth questions and answers.