Emergency Response and Community Right to Know Act: All reporting levels (302, 311, 312)

Thank you for submitting your data electronically. For questions or requests, contact:
Simon Stecker
Phone: 515-783-7346
Email: iowa.epcra@dnr.iowa.gov
Webpage: iowadnr.gov/tier2

Notes:
1. Iowa DNR does not currently collect fees for EPCRA Tier II submittals.
2. Iowa DNR does not accept hard copies.
3. Iowa requires that each facility must have two Emergency Contacts. Each contact must have: First Name, Last Name, Title, Email, and at least two phone numbers, one of which must be answered 24-hours.

E-Plan Training Resources

Training Links	File Type	Remarks
E-Plan Online Tier2 Submit - User's Guide	Users Guide	Updated annually. Includes a Training Video.
How to Submit a Tier 2 Report	Training: Webinars and Videos	E-Plan's Training Page has a variety of webinars and training resources.

How E-Plan is used in Iowa:

Filing Reports:
Beginning in July 2019, Iowa transitioned all Tier II report filing to E-Plan electronic submission. Starting in January 2020, Iowa no longer accepted **hard copies or email submittals** without prior approval. Previous year's reports are uploaded into the E-Plan system at the start of each reporting season. You also have the option to attach site plans, contingency plans, maps, photos, etc. in the "additional information" section.

Important note: Local Emergency Planning Committees (LEPCs) and fire departments have specific filing methods. You can find the listing of County Emergency Managers with specific instructions on submitting your Tier 2 report at: iowadnr.gov/tier2. Please include a site plan for the fire departments.

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

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

Getting Started
Please use the "Contact Us" button on any E-Plan website page to request your login account (Access ID and password). In your request, please provide your facility name and address. If you have more than 1 location include addresses for all locations. You will be assigned 1 Access ID and password for all locations. If you use E-Plan for another state's Tier 2 submission you can request the same Access ID and password that you use for the other state. Just include that information in your request. You can also contact Simon Stecker to get your Access ID.

Important note: If you have not filed a report in the past, you will have to go to E-Plan's Tier II Reporting System Web Site at https://tier2.erplan.net and create a new account. After you register, you will be assigned an Access ID and password.

DO NOT go any further until you have acquired your Access ID and password.

1. **Creating and Editing Report:** You must login to E-Plan in order to create and submit your data. After you sign in, you will be taken to the "E-Plan Filing Submission Management."
   - **Copying Data:** Under the "COPY DATA" section, copy the data from the previous year to current year in the drop-down menu. Once this step is complete, you should see the years listed under currently filed years in the left section. Select from the drop-down menu to retrieve Tier II data for current year and press "Continue." You will be taken to the current year Online Filing Home page where you can **edit** your information if needed.
   - **Entering New Facility Data:** Under the "ENTER NEW DATA/RETRIEVE OLD DATA" section, choose the current year for the filing year and press "Continue." Enter your Facility Information. Press the "Save & Continue" button and then enter your Facility Identification (NAICS and Dun & Bradstreet are required). Return to the current year Online Filing Home page by clicking the "Tier2 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 2019 Online Filing Home page again, and press the icon to Add New Contact information.
2. **Validating and uploading data into E-Plan:** From the Online Filing Home page, press the "**Validate Record**" button at the bottom of the page. Correct any errors found, and re-validate.

   Once the "Submission Report" indicates all required fields have passed, 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 will 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 is be deemed complete when the Iowa DNR can view its electronic submittal on E-Plan. A hard copy does not need to be mailed to the SERC/DNR.

Important note: You must contact the appropriate LEPC and fire department to see if they can accept electronic filings. If they cannot accept electronic filings, a paper copy will need to be sent. You can find a listing of County Emergency Managers and their specific instructions on submitting your Tier 2 report at: iowadnr.gov/tier2 . Please include a site plan for the fire departments.

Some important notes:
   1. Completed Tier II forms for reporting year are due by March 1.
   2. THERE ARE CURRENTLY NO STATE FILING FEES IN IOWA, however Cedar Rapids and Davenport have city ordinances requiring the collection of fees.
   3. You can view the E-Plan Tier2 online user's guide for detailed filing instructions.

For **E-Plan questions or requests**, please use: https://erplan.net/eplan/support/contactUs.htm.

EPCRA General Requirements
Important note: E-Plan allows the facilities to create and submit one-time notification to the State Emergency Response Commission (SERC) – Department of Natural Resources (SERC/DNR). Filing your 311 and 312 reports via E-Plan meets your SERC/DNR requirement, but LEPCs and Fire Departments may require different submittal methods. You can find submittal requirements on the DNR webpage at: iowadnr.gov/tier2 under Forms, Instructions, and Useful Resources.

SECTION 311 (Initial Notification): If a facility has 10,000 pounds or more of an OSHA hazardous chemical present at any time, the facility must notify the SERC/DNR, LEPC, and the local fire department. Facilities must provide notification whenever there is a new chemical on site, and any time there is a revision or change in the Safety Data Sheet (SDS) for that chemical. Facilities must submit a detailed chemical inventory list or SDS information to the SERC/DNR within 90 days of the chemicals coming on site. You must request a Section 311 tab for your account, using the "Contact Us" button on the E-Plan website.

Section 312 (Tier II): Facilities that housed certain quantities of chemicals on site for more than 24 hours in the previous calendar year must submit a Tier II report to the SERC/DNR, LEPC, and the local fire department. Reports must be submitted between January 1 through March 1 in the E-Plan website. (Example: A facility that had 20,000 pounds of propane on site for 24 hours in May 2019 would need to file a Tier II report in 2020.)

- Tier II reports should be completed for each hazardous chemical present in amounts of 10,000 pounds or greater. Hazardous chemical means any hazardous chemical as defined under 29 CFR 1910.1200(c).
- Tier II reports should also be completed for each EHS present at the facility in amounts equal to or greater than the TPQ or 500 pounds, whichever is less. EHSs and their TPQs are listed in 40 CFR part 355, Appendix A and B, or in EPA's Consolidated List of Lists under the EHS column heading.