

Emergency Response and Community Right to Know Act: Tier II Reporting E-Plan Intro

For questions, requests, or concerns, contact:

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Important information at a glance

1. Iowa DNR does not currently collect fees for EPCRA Tier II submittals. A small number of local cities have ordinances requiring the collection of fees and will reach out to you after Tier II submittal.
2. Iowa DNR does not accept hard copies.
3. Tier II reporting for the previous year opens on January 1 and is due by March 1 (For example, 2023 reporting opens on January 1 of 2024 and is due March 1 of 2024)
4. 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 have the phone type of "24-hour".
5. Submitting through E-Plan fulfills the Tier II submittal requirements to the State Emergency Response Commission (SERC). See the county coordinator list on the [Iowa DNR Tier II webpage](#) to see the preferred method of Tier II submittal to your Local Emergency Planning Committee (LEPC) and fire department.

E-Plan Training Resources

Training Links	File Type	Notes
E-Plan Online Tier2 Submit - User's Guide	Online Training	Updated Annually. Includes a training video

E-Plan Quick Guide

(Please see training video for more in depth review) - erplan.net/news/Training.htm

Facilities must submit their Tier II Report by logging into E-Plan's Tier II Reporting System website at:

<https://tier2.erplan.net/onlinefiling/filingLogin.htm>

1. **Getting Started:** Please login using your Access ID and Password. If you are new and the account details were not passed on or you are not able to access the password recovery email on file, use the "Contact Us" button to get help from E-Plan.



If your company is filing a Tier II report for the first time with E-Plan and you need an account click the "Request Account" button.

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

2. **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 Online Filing Submission Management" page.

Copying Data: Under the "COPY DATA" section, copy the data from the previous year to the current year in the drop-down menu. Once this step is complete, you should see the updated year listed under currently filed years in the left section. Select from the drop-down menu to retrieve Tier II data for the current year and press "Continue." You will be taken to the Online Filing Home page of the selected year where you can edit your information if needed.

Entering New Facility Data: Under the "ENTER NEW DATA/RETRIEVE OLD DATA" section, choose 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 Online Filing Home page by clicking the

"Tier2 Filing Management" link in the upper left-hand corner. From there, you will see the clickable icon to Add New Chemical () in the same row as the facility name. Follow the prompts. When complete, return to the Online Filing Home page again by clicking "Tier2 Filing Management", and press the icon to Add New Contact information () in the same row as the facility name. Be sure to add two emergency contacts as well as the other required contacts.

Attachments: While not mandatory, attachments are helpful and site plans are especially useful for first responders in case of emergency. You also have the option in E-Plan to attach contingency plans, maps, photos, etc. To add attachments, click on the name of a facility from the Online Filing Home page. Click the "Documents" button in the upper middle of the page then upload relevant information.

3. **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 revalidate.

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 "Submit" button.

Important note: Some LEPCs will accept the Tier II emailed to them using the "Reporting Authorities Emails:" box on the "Submit Facility Information" page. Check the county coordinator list on iowadnr.gov/tier2 to see your LEPCs and fire departments preferred method.

Once submitted E-Plan redirects you to the invoice page (which should have nothing as there are no fees charged to you for E-Plan Tier II submittal). Click on the "Tier2 Filing Management" button to take you to the home page once again. The respective facilities you have submitted should have a filing status of filed. 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 SERC submittal is 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.

How E-Plan is used in Iowa

Beginning in July 2019, Iowa transitioned all Tier II report filing to E-Plan electronic submission. Some LEPCs and fire departments utilize data in E-Plan for emergency preparedness, as such, it is strongly encouraged to submit a site plan of your facility.

Recent E-Plan Updates: <https://erplan.net/news/Updates/features.html>

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