

2008 Tier II Chemical and Contingency Plan Guilford LEPC Submission Guidance Letter

New Electronic Submission Requirements

As of the 2008 reporting year, the Guilford County LEPC requires all companies submitting Tier II reports to do so electronically using the E-Plan system. Tier II reports are required to be submitted by March 1, 2009.

EPA has made recent changes that apply to this year's submittals. Please review the information posted on the EPA website:

http://epa.gov/emergencies/docs/chem/EPCRA_Factsheet_FINAL.pdf

Tier II - The Guilford County Local Emergency Planning Committee (LEPC), operating under authority of the North Carolina Department of Crime Control and Public Safety, has implemented a new web based system for submitting required annual Tier II reports. The new system, E-Plan, enables companies to enter and submit their chemical data from one convenient location, via a secured web site. Using E-Plan eliminates the need for sending multiple copies to the State of NC, Local LEPCs, and local fire departments and is endorsed for use by the NC Office of Emergency Management. E-Plan provides authorized fire and emergency services personnel with immediate secure access to your facility's chemical response information. A simple update is all that is required for future submissions and inventory updates. This means no more costly trips to the post office or paying for expensive deliveries. And best of all, no more paper!

Contingency Plans - The Guilford County LEPC also requires companies and reporting sites to place a copy of your contingency plan under "Additional Information" on E-Plan. Paper submissions will no longer be required once submitted on E-Plan. All updates to plans should be made on E-Plan.

Using E-Plan

Using E-Plan is a secure, convenient and an environmentally responsible way to submit and update required Tier II reports through direct entry or by using Tier II Submit* software. Simply open your web browser to access the internet and go to <https://tier2.erplan.net>. As you fill in the information for your free E-Plan Account, reference your **Authorizing Authority**. (See below.) An instructional guide and a section of Questions and Answers, for using E-Plan can be found at www.greensboroready.com or <http://www.high-point.net/fire/tier2.cfm>. If for some reason you encounter difficulties submitting via E-Plan, please contact E-Plan directly at <https://tier2.erplan.net> or by calling (972)883-2631. If you still need assistance, please contact the **E-Plan ACCOUNT AUTHORIZING AUTHORITY** below, for the area in which your facility is located.

- Greensboro City - Marilyn Braun: Marilyn.Braun@greensboro-nc.gov
- Guilford County - Ron Campbell: Ron.Campbell@guilford-es.com
- High Point City - Barry Tilley: Barry.Tilley@highpointnc.gov

*If you are presently using Tier Two Submit software, the E-Plan site will instruct you as to how to make a simple transition to E-Plan. Free training is available at your convenience on the E-Plan website: <https://tier2.erplan.net>. From this page, scroll to the bottom and "Select a Tour."

For questions, you may also free to contact:
Michelle Kareis, Chair, Guilford County LEPC

mkareis@Vertellus.com