

Instructions to Obtain Access to Tier II Chemical Inventory Information

The Emergency Planning and Community Right to Know Act (EPCRA) requires industry that uses or stores a threshold quantity of a chemical to submit a chemical inventory report annually to the State. This report is known as a Tier II chemical inventory form. The State of New York accepts Tier II information from industry in hardcopy format and via a web-based application known as E-Plan. E-Plan is maintained by the University of Texas at Dallas (UTD) and provides free access to chemical information to response agencies. The America's Water Infrastructure Act (AWIA) amended EPCRA and requires the State to provide commercial water supply (CWS) operators access to Tier II chemical inventory information upon request. To facilitate compliance with AWIA, the State is offering CWSs access to E-Plan. Please note that access to E-Plan is for CWS's purpose only and should not be shared without contacting our office in advance. If you are interested in creating an account, please follow the steps below. If you would like the hardcopy Tier II reports we receive or choose not to create an E-Plan account, you can obtain Tier II data for your area via email at SERC.OEM@dhses.ny.gov. The steps to create an account are described below.

Step 1: First, go to the following online address: <https://erplan.net/eplan/home.htm>, then click on "First Responder" login page, see below figure 1.

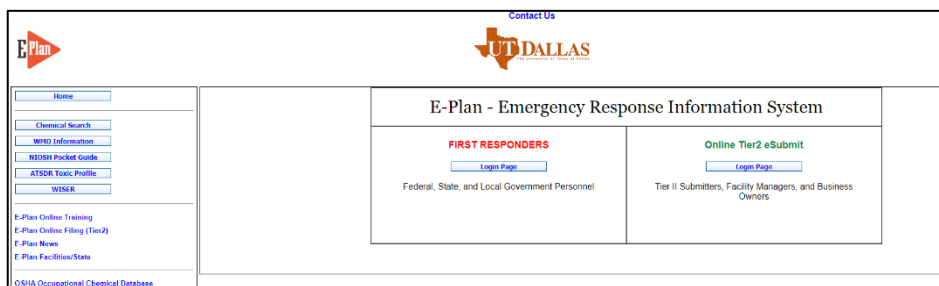


Figure 1: E-Plan Log-In

Step 2: Then click on "Create a First Responder Account" (figure 2)

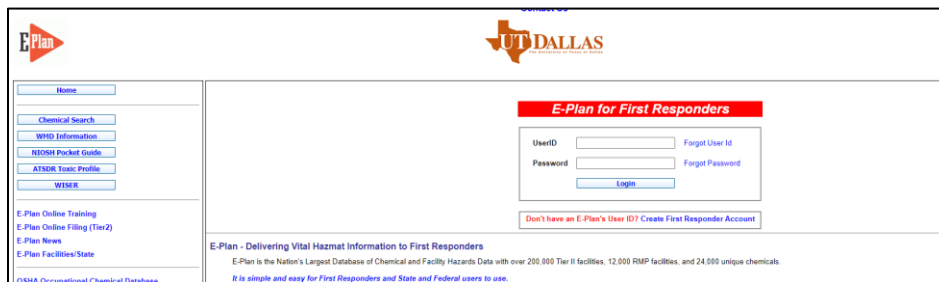


Figure 2 Create First Responder Account

Step 3: After clicking on "Create a First Responder Account", provide the following information in field blanks and drop-down boxes:

- First Responder Type: Select "Water Supplier"
- Account type choose: Select "User"
- Desired level of access: Select "County"
- Complete all open fields with your information and create a user ID and password.
- Then click on save and continue.
- Complete all fields in the account request page or access to the system will be denied.
- Click Save and Continue

Figure 3: Account Creation Page

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Step 4: After completing the “Account Creation Page”, the website will ask you to identify your “Authorizer”. Select “David DeMatteo” as your Authorizer.

E-Plan Users

If no authorizer found, please select "other" from the list.

| Authorizer: | Name | Title | County | State |
|----------------------------------|--------------------|----------------------------------|-------------|-------|
| <input checked="" type="radio"/> | David DeMatteo | Chief of Planning | Albany | NY |
| <input type="radio"/> | David Cook | Fire Chief | Albany | NY |
| <input type="radio"/> | Ervin LaTourrette | Deputy Chief | Albany | NY |
| <input type="radio"/> | Cynthia Zobel | Planning | Albany | NY |
| <input type="radio"/> | Brian Wood | Commander | Albany | NY |
| <input type="radio"/> | Joseph Gregory | Chief of Department | Albany | NY |
| <input type="radio"/> | Michael Ponticello | Director | Broome | NY |
| <input type="radio"/> | Naomi Gennings | Assistant to the Director | Cattaraugus | NY |
| <input type="radio"/> | Niel Rivenburgh | Deputy Director | Cayuga | NY |
| <input type="radio"/> | Mark Fritz | Hazmat Coordinator | Cayuga | NY |
| <input type="radio"/> | Kristin Card | Chairwoman | Chemung | NY |
| <input type="radio"/> | Matthew Beckwith | Fire Coordinator | Chenango | NY |
| <input type="radio"/> | Eric Day | Director | Clinton | NY |
| <input type="radio"/> | Robert Lopez | Director of 911 | Columbia | NY |
| <input type="radio"/> | David Harrison Jr | Director | Columbia | NY |
| <input type="radio"/> | Erik Verfuss | Captain | Cortland | NY |
| <input type="radio"/> | Roman Scott | Director | Cortland | NY |
| <input type="radio"/> | Courtney Metcalf | Deputy Director | Cortland | NY |
| <input type="radio"/> | WILLIAM BEALE | Emergency Management Coordinator | Dutchess | NY |
| <input type="radio"/> | James Kelly | Chair | Dutchess | NY |
| <input type="radio"/> | Stephanie Burgess | Tier 2 Coordinator | Erie | NY |
| <input type="radio"/> | Greg Butcher | Deputy Commissioner | Erie | NY |
| <input type="radio"/> | Joseph Casper III | Team Leader | Erie | NY |
| <input type="radio"/> | Donald Jaquish | Director | Essex | NY |

Figure 4: E-Plan Account Authorizer Selection

Step 5: Once you have chosen “David DeMatteo” as your Authorizer, scroll down the page, click “Facility Search”, then Save and Continue.

Please select your desired permission to view information in E-Plan

Facility Search: View contact information and chemical inventory for facilities in your assigned jurisdiction

Chemical in Facilities Search: View a specified chemical in a specific area within the assigned jurisdiction

Figure 5: E-Plan Facility Search

Step 6: Finish Filling out the acceptable use policy, then submit your request.

Acceptable Use Policy

To E-Plan Account Requestor:
This Acceptable Use Policy defines the guidelines and specifies the actions that are prohibited by E-Plan regarding the use of the E-Plan Emergency Response Information System (E-Plan System). E-Plan reserves the right to modify the Acceptable Use Policy at any time and without notice. You must read, understand, and abide by the Terms and Conditions as set forth below. By checking the boxes below, You agree to the Acceptable Use Policy.

Illegal Action The E-Plan System may only be used for lawful purposes. Transmission, distribution, or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret, or other intellectual property right used without proper authorization, and material that constitutes an illegal threat or violates export control laws.

System and Network Security Violations of system or network security are prohibited and may result in criminal and civil liability. E-Plan will investigate incidents involving such violations. If criminal activity is suspected, E-Plan may involve and will cooperate with law enforcement, as necessary. Examples of system or network security violations include, but are not limited to, the following:

- Unauthorized access to or use of data, systems or networks, including any attempt to probe, to scan, or to test the vulnerability of a system or network, or to breach security or authentication measures without express authorization or invitation of E-Plan.
- Unauthorized monitoring of data or traffic on any network or system without the express authorization of E-Plan.
- Interfering with service to any user, host, or network, including, without limitation, mail bombing, flooding, deliberate attempts to overload a system, and broadcast attacks.
- Forging of any TCP/IP packet header or any part of the header information in an electronic mail (email) or traditional mail package.
- Sharing of User Names and Passwords is strictly prohibited.

Email Sending Unsolicited mail messages, including, without limitation, commercial advertising and informational announcements, is explicitly prohibited. The email accounts for the E-Plan System are intended solely for system business; therefore, correspondence that does not concern E-Plan issues is prohibited.

Sensitive Material The E-Plan System is a secure, non-public information source on the web. The data may include sensitive and proprietary information. As such, only individuals issued accounts by E-Plan will have access to the system. Therefore, any unauthorized use or distribution of either E-Plan accounts or E-Plan materials may result in criminal or civil liability.

Reporting Violations E-Plan requires that anyone who believes that: 1) there has been a violation of this Acceptable Use Policy, or 2) unauthorized personnel have used, are using, or plan to use the E-Plan System, please contact the E-Plan Administrator by calling telephone number (518) 853-2039 or sending an email to erplan@dallas.edu.

If available, please provide the following information:

- The identity of the person or persons responsible for committing the alleged violation.
- The date and time of the alleged violation.
- Evidence of the alleged violation.

E-Plan may take any one or more of the following actions in response to complaints:

- Issue warnings, written or oral.
- Suspend the User's account.
- Terminate the User's account.
- Bring legal action to enjoin violations and/or to collect damages, if any, caused by violations.

Please enter your full name and date below to indicate that you have read, understand, and agree to abide by the Terms and Conditions outlined above in the Acceptable Use Policy.

E-Plan Account Requestor
Full Name: _____ Date: _____ (mm/dd/yyyy)

Contact Us | Acceptable Use Policy | News

Figure 6: Acceptable use policy

Account requests will be sent to the NYS Division of Homeland Security and Emergency Services for approval. Once your account has been approved, log into it and ensure it works. Online training is available on the E-Plan website or through the following link: <https://erplan.net/news/Training.htm>. If you have any questions, please call the NYS Office of Emergency Management (State OEM) Planning Section at 518-292-2302 or via email at SERC.OEM@dhes.ny.gov. Information on AWIA can be referenced at the following link: <https://www.epa.gov/waterresilience/americas-water-infrastructure-act-2018-spill-notification-and-access-chemical>