

Welcome!

How to Comply Workshop LEPC District 8

February 15-16, 2012



How to Comply Workshop

An overview of your facility's legal requirements under the Emergency Planning Community Right-to-Know Act (EPCRA)

Purpose and History

- Reaction to Bhopal disaster in India
 - December 3, 1984
 - Methyl isocyanate
- Superfund Amendments and Reauthorization Act of 1986 (SARA Title III)
&
- Florida EPCRA, 1988 – FL Statute: Chapter 252,
Pt II

Overview

- Legislation in reaction to chemical release.
- Purpose of laws is to prevent loss of life, protection of citizens' property, worker safety, and increase public awareness.
- Depending on the chemicals at your Facility, you may be subject to reporting requirements under EPCRA Sections 302, 304, 311, 312, and 313.

Acronyms

- CAS #: Chemical Abstract Service Number
- CERCLA: Comprehensive Environmental Response, Compensation and Liability Act
- DEM: Division of Emergency Management
- EHS: Extremely Hazardous Substance
- LEPC: Local Emergency Planning Committee
- MSDS: Material Safety Data Sheet
- RQ: Reportable Quantity
- TPQ: Threshold Planning Quantity
- TQ: Threshold Quantity

Regulated quantities

- **TPQ:** Threshold Planning Quantity – amount in lbs for an extremely hazardous substance (EHS) having a unique CAS # and for which planning with SERC, LEPC and local fire departments is required. For some EHSs, there may be two TPQ values – based upon particle size if a solid (100 microns) - **EPCRA 302, 303**
- **TQ:** Threshold Quantity – amount in lbs triggering notification of an EHS or an OSHA regulated hazardous chemical (**EPCRA 311**) and inventory reporting (**EPCRA 312**)

Regulated quantities

EXAMPLES	<u>Section 302 Planning</u>	<u>Sections 311/312</u>
■ Diesel fuel –	TPQ = N/A;	TQ = 10,000 lbs
■ Sulfuric acid -	TPQ = 1,000 lbs;	TQ = 500 lbs
■ Chlorine -	TPQ = 100 lbs;	TQ = 100 lbs

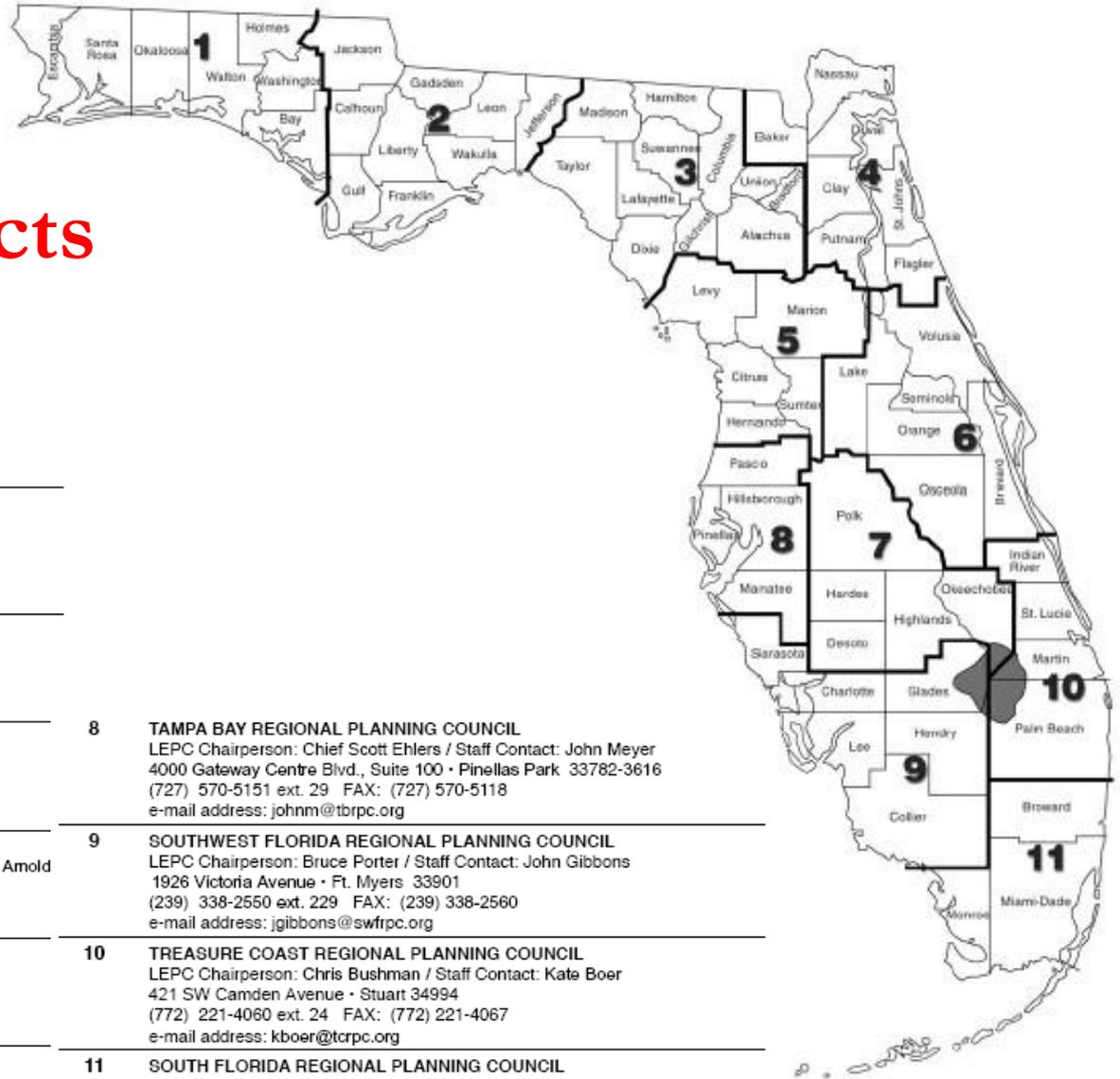
Regulated quantities

- **RQ: Reportable Quantity** - amount in lbs of a hazardous substance, material or waste released to the environment within a 24 hr period – **EPA CERCLA** – **Must “immediately” call NRC and State Watch Office**
- **RQ: Reportable Quantity** - amount in lbs offered for transportation over public highway, air, rail, or water inside a container or tanker in an amount equal to or in excess of the RQ amount for that chemical – **DOT HMTA** – **Must document on container and shipping papers with symbol “RQ”**

Section 301 – State and Local Organizations

- Emergency Planning Functions
 - Establishes the State Emergency Response Commission
 - Establishes the Local Emergency Planning Committees

LEPC Districts



District

- 1 WEST FLORIDA REGIONAL PLANNING COUNCIL**
 LEPC Chairperson: Richard Delp / Staff Contact: Kathy Ahlen
 4081 East Olive Road, Suite A • Pensacola 32514
 (850) 332-7976 ext. 210 (800) 226-8914 FAX: (850) 637-1923
 e-mail address: kathy.ahlen@wfrpc.org

- 2 APALACHEE REGIONAL PLANNING COUNCIL**
 LEPC Chairperson: Richard Smith / Staff Contact: Chris Rietow
 20776 Central Avenue East, Suite 1 • Blountstown 32424
 (850) 674-4571 FAX: (850) 674-4574
Tallahassee Office (850) 488-6211 ext. 102 FAX: (850) 488-1616
 e-mail address: chris.rietow@theaprc.com

- 3 NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**
 LEPC Chairperson: Ron Mills / Staff Contact: Dwayne Mundy
 2009 N.W. 67 Place, Suite A • Gainesville 32653-1603
 (352) 955-2200 ext. 108 FAX: (352) 955-2209
 e-mail address: mundy@ncfrpc.org

- 4 NORTHEAST FLORIDA REGIONAL COUNCIL**
 LEPC Chairperson: Richard Knoff / Staff Contact: Beth Payne
 6850 Belfort Oaks Place • Jacksonville 32216
 (904) 279-0885 ext. 133 FAX: (904) 279-0881
 e-mail address: epayne@nefrpc.org

- 5 WITHLACOOCHEE REGIONAL PLANNING COUNCIL**
 LEPC Chairperson: Deputy Chief David Cooper / Staff Contact: Michael Amold
 1241 S.W. 10th Street • Ocala 34471-0323
 (352) 732-1315 ext. 228 FAX: (352) 732-1319
 e-mail address: mamold@wrpc.cc

- 6 EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**
 LEPC Chairperson: Jennifer Hobbs / Staff Contact: April Raulerson
 309 Cranes Roost Boulevard, Suite 2000 • Altamonte Springs 32701
 (407) 262-7772 FAX: (407) 262-7788
 e-mail address: araulerson@ecfrpc.org

- 7 CENTRAL FLORIDA REGIONAL PLANNING COUNCIL**
 LEPC Chairperson: Gary Weiss / Staff Contact: Chuck Carter
 555 East Church Street • Bartow 33830
 (863) 534-7130 ext. 107 FAX: (863) 534-7138
 e-mail address: ccarter@cfrpc.org

- 8 TAMPA BAY REGIONAL PLANNING COUNCIL**
 LEPC Chairperson: Chief Scott Ehlers / Staff Contact: John Meyer
 4000 Gateway Centre Blvd., Suite 100 • Pinellas Park 33782-3616
 (727) 570-5151 ext. 29 FAX: (727) 570-5118
 e-mail address: johnm@tbrpc.org

- 9 SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL**
 LEPC Chairperson: Bruce Porter / Staff Contact: John Gibbons
 1926 Victoria Avenue • Ft. Myers 33901
 (239) 338-2550 ext. 229 FAX: (239) 338-2560
 e-mail address: jgibbons@swfrpc.org

- 10 TREASURE COAST REGIONAL PLANNING COUNCIL**
 LEPC Chairperson: Chris Bushman / Staff Contact: Kate Boer
 421 SW Camden Avenue • Stuart 34994
 (772) 221-4060 ext. 24 FAX: (772) 221-4067
 e-mail address: kboer@trcpc.org

- 11 SOUTH FLORIDA REGIONAL PLANNING COUNCIL**
 LEPC Chairperson: George Danz / Staff Contact: Manny Cela
 3440 Hollywood Blvd., Suite 140 • Hollywood 33021
 (954) 985-4416 FAX: (954) 985-4417
 e-mail address: celam@sfrpc.com

Section 302 – Substances and Notification & Section 303 – Emergency Response Plans

- Chemical Notification and Planning for EHS that either meets or exceeds TPQ (in pounds)
- Designation of a Facility Representative for 302 facilities
- Some common EHS (see “List of Lists”)
 - Ammonia
 - Chlorine
 - Many Restricted Pesticides
 - Hydrogen chloride (gas)
 - Sulfuric Acid
 - Sulfur Dioxide

Determination of EHS TPQ present at facility

- If an EHS is present in a mixture in a particular container, determine the quantity (in pounds) of the EHS in that container by multiplying the concentration of the EHS (in weight percent) by the weight (in pounds) of the mixture in the container.
- If the concentration of an EHS is less than or equal to one percent in the mixture, you do not have to count that EHS.
- You must aggregate (*i.e.*, add together) the amounts of each EHS at your facility to determine if a TPQ is present.

Summary of Section 302

Chemical List: Extremely Hazardous Substances

Trigger Level: Excess of Threshold Planning Quantity (TPQ)

Notification to: SERC, LEPC & Local Fire Department

When: Within 60 days of acquiring and/or EHS over TPQ

NOTES:

- (1) Once you have informed the SERC that you are covered by the law and paid initial \$50 registration fee (per facility), you do not need to notify them again even if you obtain another covered substance in excess of its TPQ at that particular facility. You are already registered as a Section 302 facility.
- (2) Under Section 303, you must notify the SERC, LEPC & Fire Dept. When you change the name of your emergency point of contact
- (3) When opening/closing facility or eliminating Section 302 chemicals, you must submit a *“Statement of Determination Form.”*

Section 304 – Emergency Release Notification

- Releases a Reportable Quantity (RQ) from the Two types of chemical lists
 - EHS as listed under Section 302 – escapes or threatens to escape a facility
 - CERCLA hazardous substances
- Report made by facility owner or operator, or representative within **15** minutes
- Reported to the State Warning Point/State Watch Office
 - SERC/LEPC
- If CERCLA release, must call NRC

Section 304 (Continued)

- Notification from any other source (i.e., first responder, emergency management, etc.) will **not** satisfy the reporting requirement
- Calling 911 will not satisfy reporting requirement
 - Unless transportation incident
- Failure to report could result in substantial penalty
 - When in doubt... call anyway
- If it is a Section 304 release, a follow up report must be provided within 7 days

Summary of Section 304

Chemical List: Extremely Hazardous Substances CERCLA Section 103(a) List

Trigger Level: Spills or release of covered substance in excess of its reportable quantity (RQ) and likely to mitigate beyond facility boundaries.

Notification to: State Watch Office (800/320-0519) & National Response Center (800/424-8802)

NOTES:

- (1) Both immediate and follow-up reports are required. Notification should include information to the “extent known at the time of the notice and so long as no delay in notice or emergency response occurs.”
- (2) Follow-up report goes to SERC & LEPC.

Section 311

- Chemicals at the facility under this section include:
 - Any EHS that meets/exceeds TPQ, or 500 lbs. at any one time, whichever is less
 - Any hazardous chemicals that meets/exceeds 10,000 lbs at any one time for which OSHA requires an MSDS to be maintained on site
- There are over 500,000 chemicals that OSHA requires an MSDS (e.g. diesel fuel, paint thinner, polymers...)
- Facilities are encouraged to submit summary documentation or list instead of MSDS (see Section 311 – Reporting Form)

Section 311 (Continued)

- If facility gets a new hazardous chemical for which an MSDS is required throughout the year, use Section 311 form to notify the SERC & LEPC within 90 days
- If facility gets a new **EHS** chemical throughout the year in an amount >TPQ, use Section 311 form to notify the SERC & LEPC within 60 days
- Update notification list whenever a chemical no longer reaches TQ levels or no longer exists on premises.
- Remember to note exact days-on-site when filing Section 312 reports.

Section 312 – Hazardous Chemical Inventory Form

- Same chemicals as listed on Section 311 notice
- Tier Two form for inventory of Hazardous Chemicals, their quantities, and site locations – Tier I not accepted in Florida
- Reporting document for previous calendar year (similar to taxes) and is due **March 1**, annually
- Regardless of submittal type, hard copies **MUST** be additionally provided to:
 - LEPC
 - Local Fire Department
- There are exemptions to reporting under Section 311 and 312

Exemptions

- Any hazardous waste as defined by the Solid Waste Disposal Act (42 U.S.C. 6901 et seq.);
- Tobacco or tobacco products;
- Wood or wood products;
- "Articles" - defined as a manufactured item under Section 1910.1200(b):
- Food, drugs, cosmetics, or alcoholic beverages in a retail establishment which are packaged for sale to consumers;
- Food, drugs, or cosmetics intended for personal consumption by employees while in the work place;
- Any consumer product or hazardous substance, as those terms are defined in the Consumer Product Safety Act (15 U.S.C. 1251 et seq.) and utilized in the workplace in the same manner as normal consumer use, and which use results in a duration and frequency of exposure which is not greater than exposures experienced by consumers;

Exemptions (Continued)

- Any drug, as that term is defined in the Federal Food, Drug and Cosmetic Act (21 U.S.C. 301 et seq.), when it is in solid, final form for direct administration to the patient (i.e., tablets or pills).
- Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration;
- Any substance present as a solid in any manufactured item to the extent exposure to the substance does not occur under normal conditions of use;
- Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public;
- Any substance to the extent it is used in a research laboratory, a hospital or other medical facility under the direct supervision of a technically qualified individual;
- Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

TIER TWO	REPORTING YEAR JAN. 1 TO DEC. 31,	Florida S●E●R●C Page ____ of ____ pages
EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY <i>Specific Information by Chemical</i>	Facility Identification	Owner/Operator Name
	Name _____ Street _____ City _____ County _____ State ____ Zip _____ SIC Code _____ Dun & Brad Number - - F.E.I. # - -	Name _____ Phone (____) _____ Mail Address _____ Emergency Contact Name _____ Title _____ Phone (____) 24 Hr. Phone (____) Name _____ Title _____ Phone (____) 24 Hr. Phone (____)

Chemical Description	Physical and Health Hazards <small>(check all that apply)</small>	Inventory in Pounds	Container Type Pressure Temperature	Storage Codes and Locations <small>(Non-Confidential)</small> <i>Storage Locations - Description, not address</i>
CAS _____ - - Trade Secret Chem. Name _____ Check all that apply: Pure Mix Solid Liquid Gas EHS EHS Name _____	Fire Sudden Release of Pressure Reactivity Immediate (acute) Delayed (chronic)	Maximum Daily Amount Average Daily Amount Days on Site		
CAS _____ - - Trade Secret Chem. Name _____ Check all that apply: Pure Mix Solid Liquid Gas EHS EHS Name _____	Fire Sudden Release of Pressure Reactivity Immediate (acute) Delayed (chronic)	Maximum Daily Amount Average Daily Amount Days on Site		
CAS _____ - - Trade Secret Chem. Name _____ Check all that apply: Pure Mix Solid Liquid Gas EHS EHS Name _____	Fire Sudden Release of Pressure Reactivity Immediate (acute) Delayed (chronic)	Maximum Daily Amount Average Daily Amount Days on Site		

Certification <i>(Read and sign after completing all sections)</i> I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through ____, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.	Optional Attachments I have attached a site plan I have attached a list of site coordinate abbreviations I have attached a description of dikes and other safeguard measures
Name and official title of owner/operator OR owner/operator's authorized representative _____ Signature _____ Date signed _____	

Tier II Reporting Observations – what to watch for and avoid

- Report only EHS and hazardous chemicals at or above TQ values.
- To SERC, LEPC, and local fire departments, original signature required on page 1 of Tier II form; copied signatures allowed on subsequent pages only
- Container Type/Pressure/Temperature codes
- Quantities: Maximum amounts – Total “Maximum Daily Amount” **must** be reported in lbs (in Florida). “Avg Daily Amount” can be reported in Range Code

Tier II Reporting Observations – what to watch for and avoid

- Know Trade Secret allowances and forms to use
- Lead-acid batteries – If reporting sulfuric acid separately at 500 lbs or more, be sure to additionally report lead (Pb) separately if 10,000 lbs or more.
- Mixtures – Quantity may be reported as
 - The weight of the mixture as a whole, or
 - The weight of the ingredients separately from a mixture
(**Not** both in the same report)

Tier II Reporting Observations – what to watch for and avoid

- Location description on site on form required
- Site map optional – if referenced on form
- Owner/operator can be a corporate owner with a different name of the facility being reported.
- For Facility identification, Fire Departments and/or other emergency responders will need to know current name of facility and emergency contact information of local individuals fully familiar with the facility's chemical inventory and storage locations.

Tier II Reporting Observations – what to watch for and avoid

- If facility name or emergency contacts change during the year, relevant to emergency planning, notify SERC, LEPC & Fire Dept. within 30 days of change.
- Ensure year of report is completed at top of form
- E-mail addresses – not required by law, but highly useful for communicating important information from LEPCs and SERCs to facility emergency planners.
- Certification by owner or person duly authorized by owner or corporate officer ---recommend in writing, (duly authorized)

Tier II Reporting Observations – what to watch for and avoid

- Certification – don't forget to identify Page # of total pages (e.g. “Page 1 of 5”) on top of form
- Physical and Health Hazards – don't forget to indicate which hazards apply to each chemical being reported. MSDSs are good sources for obtaining this information.
- Leap Years – i.e. 2008 - Days-on-site must be 366 days if chemical on site all year.
- Days-on-site means days from date chemical entered facility at TQ levels to end of year, or when the chemical(s) was removed from the site from the beginning of the year or combination of both

Tier II Forms – Ways to Submit

- SERC – www.FloridaHMIS.org or hardcopy via postal mail (with payment)
- Regardless of submittal method selected, copies must be sent to LEPC & Local Fire department.
 - LEPC – copy via postal mail, hand delivery or email.
 - Local Fire Department – hardcopy via postal mail or hand delivery.

HILLSBOROUGH COUNTY FIRE DEPARTMENT ADDRESSES (for mailing Tier II Reports)

Hillsborough County Fire Rescue 2709 E. Hanna Avenue Tampa, FL 33610	Tampa Fire Rescue 808 E. Zack Street Tampa, FL 33602	Sun City Center Emergency Squad #1 101 Ray Watson Drive Sun City Center, FL 33573
Plant City Fire Department 604 E. Alexander Street Plant City, FL 33566	Temple Terrace Fire Dept. 124 Bullard Parkway Temple Terrace, FL 33617	

PASCO COUNTY FIRE DEPARTMENT ADDRESSES (for mailing Tier II Reports)

Pasco County Fire Rescue 4111 Land O'Lakes Blvd., #208 Land O'Lakes, FL 34639	Port Richey Fire Department 7824 Grand Boulevard Port Richey, FL 34668
New Port Richey Fire Dept. 5919 Main Street New Port Richey, FL 34652	Zephyrhills Fire Department 6907 Dairy Road Zephyrhills, FL 33540

MANATEE COUNTY FIRE DEPARTMENT ADDRESSES

(for mailing Tier II Reports)

Bradenton Fire Department
1010 9th Avenue East
Bradenton, FL 34206

Cedar Hammock Fire Dept.
5200 26th Street West
Bradenton, FL 34207

Duette Volunteer Fire Dept.
30520 State Road 62
Duette, FL 33834

East Manatee Fire District
8800 State Road 70 East
Bradenton, FL 34202

Longboat Key Fire Dept.
5490 Gulf of Mexico Drive
Longboat Key, FL 34228

Myakka City Fire Dept.
Post Office Box 131
Myakka City, FL 34251

North River Fire District
1225 14th Avenue West
Palmetto, FL 34221

Parrish Fire District
Post Office Box 185
Palmetto, FL 34221

SBIA Fire Department
6000 Airport Circle
Sarasota, FL 34243-2105

Southern Manatee Fire Control Dist.
1640 60th Avenue Drive East
Bradenton, FL 34203-5020

Trailer Estates Fire Department
Post Office Box 5182
Bradenton, FL 34281

West Manatee Fire & Rescue
6001 Marina Drive
Holmes Beach, FL 34217-1563

PINELLAS COUNTY FIRE DEPARTMENT

ADDRESSES (for mailing Tier II Reports)

Pinellas County Public Safety
Services - EMS/Fire Admin.
12490 Ulmerton Road
Largo, FL 33774

Clearwater Fire Department
810 Franklin Street
Clearwater, FL 33756-5414

Dunedin Fire Department
1042 Virginia Avenue
Dunedin, FL 34698

East Lake Fire & Rescue, Inc.
3375 Tarpon Lake Boulevard
Palm Harbor, FL 34685-1222

Gulfport Fire Department
2401 53rd Street South
Gulfport, FL 33707-5161

Largo Fire Department
201 Highland Avenue
Largo, FL 33770

Lealman Fire District
4360 55th Avenue North
St. Petersburg, FL 33714-1632

Madeira Beach Fire Department
300 Municipal Drive
Madeira Beach, FL 33708-1916

Oldsmar Fire Rescue
225 Pine Avenue North
Oldsmar, FL 34677-4630

Palm Harbor Fire Rescue
250 West Lake Road
Palm Harbor, FL 34684-3909

Pinellas Park Fire Department
11350 43rd Street North
Clearwater, FL 33762-4900

Pinellas Suncoast Fire & Rescue
304 First Street
Indian Rocks Bch, FL 33785-2508

Safety Harbor Fire Department
700 Main Street
Safety Harbor, FL 34695-3553

Seminole Fire Department
9199 113th Street
Seminole, FL 33772-2805

South Pasadena Fire Department
911 Oleander Way South
South Pasadena, FL 33707-2150

St. Pete Beach Fire Department
7301 Gulf Boulevard
St. Pete Beach, FL 33706-1947

St. Petersburg Fire Department
400 Dr. Martin Luther King Jr. St. S.
St. Petersburg, FL 33701-4419

Tarpon Springs Fire Department
444 Huey Avenue South
Tarpon Springs, FL 34689-4722

Treasure Island Fire Department
180 108th Avenue
Treasure Island, FL 33706-4702

Summary of Sections 311/312

Chemical List: Extremely Hazardous Substances (EHS) and/or Hazardous Substances for which a Material Safety Data Sheet (MSDS) is required under OSHA.

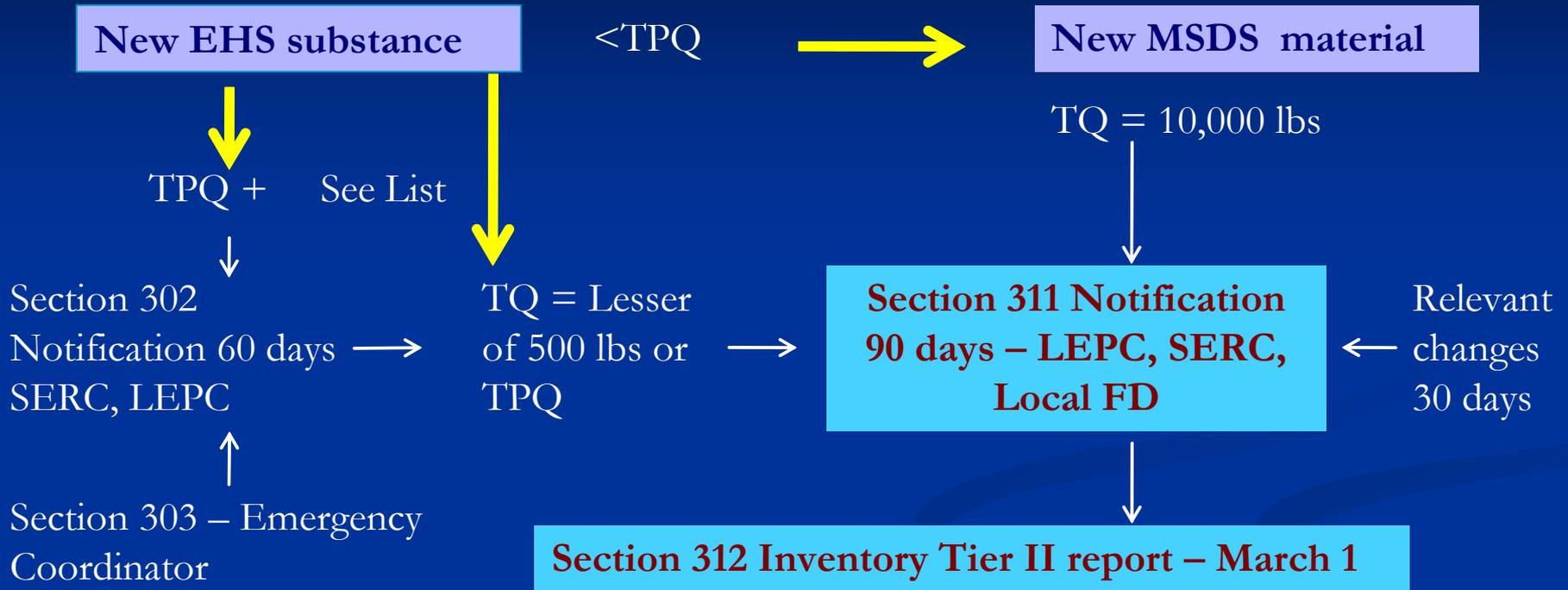
Trigger Level: Presence of HS in excess of 10,000 lbs. or an EHS in excess of 500 lbs., or its respective TPQ, whichever is less.

Notification to: SERC, LEPC & Local Fire Department.

When: Annually by March 1st.

Annual Fee(s): \$10/Employee (\$25 Minimum/\$2,000 Maximum) for typical Section 311/312 facilities. Reduced fee structure for facilities characterized in Chapter 368, 527 and/or 376.303.

OVERVIEW – ADVANCE & ON-TIME NOTIFICATIONS & REPORTS UNDER EPCRA



Releases

Section 304 – RQ and Non-RQ EHS Release Notification – immediate, if leaving property – Call SWP

CERCLA – RQ Release notice – immediate, if to environment \geq RQ $<$ 24 hrs – Call NRC

Section 313 – Toxic Chemical release inventory (TRI) report July 1

Reporting Fee Structure & Schedule

<u>SECTION</u>	<u>FEE AMOUNT</u>	<u>DUE DATE</u>
302	\$50 PER FACILITY (public and private)	ONE-TIME FILING
302 (agricultural facilities subject to the "routine agricultural use" exemption)	\$10 PER EMPLOYEE \$25 MINIMUM \$1,000 MAXIMUM	MARCH 1 EACH YEAR
302 OR 312 (private only)	\$10 PER EMPLOYEE \$25 MINIMUM \$2,000 MAXIMUM	MARCH 1 EACH YEAR
312 (certain regulated industries covered by Chapters 368, 527, or s. 376.303, F.S.) Chapter 368 (Gas Transmission & Distribution facilities) Chapter 527 (Liquefied Petroleum Gas) Chapter 376.303 (Above- and Underground Storage Tanks)	\$2.50 PER EMPLOYEE \$25 MINIMUM \$500 MAXIMUM Companies are eligible for the reduced fee only if they do not have present EHSs that meet or exceed the TPQ .	MARCH 1 EACH YEAR
313	\$150 PER FORM R REPORT \$75 PER CHEMICAL LISTED ON FORM A REPORT	JULY 1 EACH YEAR

Section 313 – Toxic Chemical Release Inventory (TRI) Form

- Mainly applies to manufacturing facilities, where routine toxic chemical emissions occur
- Specified SIC Codes only
- Toxic Chemicals meeting/exceeding threshold quantities for specified chemicals manufactured, processed or otherwise used (see “List of Lists” for Section 313-specified chemicals)
- Information is submitted to SERC and EPA

Summary of Section 313

Chemical List: Toxic Chemical List

Trigger Level: If a facility uses any Toxic Chemical in excess of 10,000 lbs., then the facility must report the annual amount released to the environment.

Who Must File: Facility with SIC Code 10 (except 1011, 1081, 1094); all between 2000-3900; SICs 4911, 4931, 4939, 4953, 5169, 5171, and 7389; and Facility with 10 or more employees.

Notification to: Environmental Protection Agency and SERC

When: Annually by July 1st.



Hazardous Materials Inventory System (HMIS)

Online Tier II Filing Instructions

2011 Calendar Year

www.FloridaHMIS.org

Recent FloridaHMIS Refinements:

- Addition of more “wizards” and instructions to assist users;
- Alleviation of several conflicts with “pop-up blockers”; and
- Better integration/link to optional electronic payment through Bank of America website.

Main Login Screen

 Home  Logout

User Name:

Password:

Login

Forgot Your Password?

Guest Login



[Request Login Process](#)

Request Login

Online Policy

Aesir Software

www.FloridaHMIS.org

Main Login Screen

 Home  Logout

User Name:

Password:

Login

Forgot Your Password?

Guest Login



[Request Login Process](#)

Request Login

Online Policy

Aesir Software

First time users:
You must have an
assigned User Name
to sign in

www.FloridaHMIS.com

If you don't have a User Name,
call the Technical Hazards
Section at (800) 635-7179 (in
Florida only) or (850) 413-9970

System Navigation

System Navigation
menu (side bar)

 Home  Logout

- Login Profile
 - List My Login Profile
- Facility
 - Manage Facility Data
- Chemical History
 - Manage Tier II Reports



Aesir Software

Click on the menu
items or the plus (+)
and minus (-) signs to
expand and contract
menu items

Main Navigation Page

System Navigation

-  Login Profile
 - List My Login Profile
-  Facility
 - Manage Facility Data
-  Chemical History
 - Manage Tier II Reports

Facility Module

The Facility Module allows the user to manage facilities by county, local emergency planning committee (LEPC), position, or by searching. Facilities can be added, removed, unassociated from certain positions and organizations. Users can also manage facility contacts, locations by coordinates, and chemicals.

Functions:

- **Facility County**
 - Select a county from the list to view, add, or manage all facilities in the selected county.
- **Facility LEPC**
 - Select an LEPC organization from a list to view, add, or manage all facilities associated with the selection. (LEPCs are established in the Chemical Setup Module.)
- **Facility Search**
 - Search the database for facilities to manage.
- **Facility Position**
 - View and manage facilities associated with the user's position.
- **Maintain Facility Organization**
 - Search for organizations, and associate pre-established facilities with the selected organization.
- **Facility Search for LEPC**
 - Members of an LEPC can search for and manage facilities tied to that LEPC.

Please read instructions below.

[Manage Facility Data Wizard User Manual](#)

System Navigation

Operator/Owner

Operator Name: 06 - East Central Florida Regional Planning Council

Instructions

This is the initial facility wizard screen. It displays the facilities that are currently owned or operated by the specified Organization. Click on the wizard icon in order to complete the facility data wizard.

Facilities for above Operator/Owner.

[← Back](#)

Select an item from the list below.

 Use the wizard tool to set up facility.

Facility Name	Facility Address	Owner Name
 LEPC06	309 Cranes Roost Blvd., #2000 Altamonte Springs, FL 32701	06 - East Central Florida Regional Planning Council

Aesir Software

Manage Facility

Instructions

This screen allows the user to maintain and update current facility information. The user will receive an error message if he/she attempts to change the name to something that creates a duplicate entry. The Facility Name has a unique index within the database.

Edit Facility

Facility Name	<input type="text" value="LEPC06"/>
*NAICS	<input type="text" value="11111"/>
Address 1	<input type="text" value="309 Cranes Roost Blvd., #2000"/>
Address 2	<input type="text"/>
*County	<input type="text" value="SEMINOLE COUNTY"/>
City	<input type="text" value="Altamonte Springs"/>
State	<input type="text" value="FL"/>
Zip Code	<input type="text" value="32701"/>

On this screen users can verify facility information

Manage Facility

Facility

Facility Name: LEPC06 **Facility Address:** 309 Cranes Roost Blvd., #2000

Instructions

This screen allows the user to confirm the current Facility information. "Previous" will send the user back to edit the Facility data while "Next" will redirect the user to confirm Facility Contact Information.

Please review the accuracy of information below and click NEXT to confirm

Confirm Facility Information

Facility Name LEPC06

NAICS

Address 1 309 Cranes Roost Blvd., #2000

Address 2

County SEMINOLE COUNTY

City Altamonte Springs

State FL

Zip Code 32701

Manage Facility Contact Information

Facility

Facility Name: LEPC06 **Facility Address:** 309 Cranes Roost Blvd., #2000

Instructions

This screens allows the user the ability to review the current Facility Contact information. This screen will also allow the user to Add, Edit, Delete, or Copy Contact information

Facility Contact

Previous Next

Select an item from the list below.



Edit Contact Delete Contact Add same contact for different contact type

	Name	Contact Type	Address	Phone	Email
	Hillman, Kate	Tier II Emergency Contact	,	407-262-7772	khillman@ecfrpc.or
	Raulerson, April	Tier II Emergency 24 Hour Contact	309 Cranes Roost Blvd., #2000 Altamonte Springs, FL 32701	407-262-7772	araulerson@ecfrp

Aesir Software

Changes made here will affect this facility only.

Add new contact

Manage Facility Contact Information

Facility
Facility Name: LEPC06 Facility Address: 309 Cranes Roost Blvd., #2000

Add Facility Contact

*Contact Type

*First Name

Middle Name

*Last Name

Phone Number

Extension

Address 1

Address 2

City

State

Zip

Email Address

Submit Back

There is only one of each listed Contact Type for each facility, but there are many different contact types to choose from on the dropdown list.

The regular Tier II Emergency Contact number and the 24 Hour Contact number are different Contact Types.

Manage Facility Contact Information

Facility

Facility Name: LEPC06 **Facility Address:** 309 Cranes Roost Blvd., #2000

Instructions

This screen allows the user to review and confirm the current Facility Contact information. "Previous" will allow the user to go back and edit Facility Contact information while the "Next" button will redirect the user to edit and maintain Facility Storage locations.

Please review the accuracy of information below and click NEXT to confirm

Previous Next Close Wizard

Confirm Facility Contact Information

Name	Contact Type	Address	Phone	Email
Hillman, Kate	Tier II Emergency Contact	,	407-262-7772	khillman@ecfrpc.org
Raulerson, April	Tier II Emergency 24 Hour Contact	309 Cranes Roost Blvd., #2000 Altamonte Springs, FL 32701	407-262-7772	araulerson@ecfrpc.org

Aes

Provide Tier II Contact Types
(for each facility)

Tier II Required Contact Types:

- Tier II Emergency Contact
- Tier II 24 Hour Emergency Contact

Tier II Recommended Contact Types:

- Tier II Secondary Contact
- Tier II Secondary 24 Hour Contact

Manage Facility Location List

Facility

Facility Name: LEPC06 **Facility Address:** 309 Cranes Roost Blvd., #2000

Instructions

This screen allows the user to update and maintain various Chemical Storage Locations for the specified Facility. All Facility Chemicals are required to be associated with a storage location so each Facility must have at least one Chemical Storage Location. However the goal of the Chemical Storage Location functionality is to allow detailed location information to Planners and First Responders, so each Facility is encouraged to provide multiple Chemical Storage Locations.

Facility Location

Previous Next

Select an item from the list below.



Edit Location Delete Location

	Storage Location	Latitude	Longitude
 	Back Lot	28.250000	-80.600000
 	In Storage Room	28.253470	-80.606320

Aesir Software

Edit & Delete

Each storage location (Facility Location) within the facility has coordinates for latitude and longitude.

Add new Storage Location

Manage Facility Location List

Facility

Facility Name: LEPC06 Facility Address: 309 Cranes Roost Blvd., #2000

Add Facility Location

- * Chemical Storage Location
- * Latitude
- * Longitude

Back Lot

← Back Submit

Aesir Software

Type in a descriptive Location Name for each storage area within the facility. These Locations will be used later when you add a chemical to your facility.

Each storage Location requires Latitude and Longitude coordinates in decimal degrees (not degrees minutes seconds).

If you do not have the Latitude and Longitude for the storage location, copy the ones from the default location ('Entire Facility') as a place holder. Update it when you have better location data.

Manage Facility Chemical Information

Facility

Facility Name: LEPC06 **Facility Address:** 309 Cranes Roost Blvd., #2000

Instructions

This screen allows the user to review the existing Facility Chemicals and proceed to the final confirmation if they are accurate. "Previous" moves the user back to Facility Storage Locations, "Next" proceeds to final confirmation, and "Edit" allows the user to edit the existing Facility Chemicals.

Facility Chemical Details

[Previous](#) [Next](#) [Edit](#)

Select an item from the list below.

Chemical Name	Chemical Code	Physical State Name	Physical State Code
Ammonia (anhydrous)	7664417	GAS	G
Chemical Location	Container	Number of Containers	Current Quantity
In Storage Room	Above Ground Tank, Ambient Pressure, Ambient Temperature	2	600
Sulfuric acid	7664939	LIQUID	L
Chemical Location	Container	Number of Containers	Current Quantity
Back Lot	Above Ground Tank, Ambient Pressure, Ambient Temperature	2	600

Edit & Delete

Manage Facility Chemical Information

Facility

Facility Name: LEPC06 **Facility Address:** 309 Cranes Roost Blvd., #2000

Instructions

This screen allows the user to Add new Facility Chemicals as well as delete existing Facility Chemicals. The process has been designed for the Facility to establish the complete list of Chemicals stored at the Facility first and then allow the user to provide details about amounts, storage locations, and containers on the following steps. If an existing Facility Chemical already has quantity detail records the system will require that these detail records be removed prior to deleting the Facility Chemical. This helps reduce accidental deletion of Facility Chemicals.

Facility Chemical

Previous

Next

Select an item from the list below.



Delete Facility Chemical

Chemical Name	Chemical Code	Physical State Name	Physical State Code
Ammonia (anhydrous)	7664417	GAS	G
Sulfuric acid	7664939	LIQUID	L

Aesir Software

If there are no chemicals listed for the facility, you will need to add them to your facility chemical list.

Add new Chemical to list.

Manage Facility Chemical Information

Chemical Code is the CAS number.

Facility

Facility Name: LEPC06 Facility Address: 309 C... Post Blvd., #2000

Instructions

This screen allows the user to enter in search criteria in order to narrow down the list of potential Chemicals to be added to Facility Chemicals. There are approximately 5,500 chemicals in the chemical table, so this screen allows the user to find the desired chemical efficiently.

Add Facility Chemical

* Search Value

Search By

Aesir Software

Use the Search to find the chemical to be added.

Remember: each different Physical State of a chemical is considered a different chemical.

Manage Facility Chemical Information

Click on 'Revise Filter' to return to the Chemical Search screen

Icon Key

Facility

Facility Name: LEPC06 Facility Address:

Instructions

This screen shows the result set based on the search criteria entered on the previous screen. The user can specify which Chemicals and Physical States should be added to the Facility Chemical list.

Chemicals

Back Revise Filter Select an item from the list below.

Review All of the names that are associated with the chemical code + Pick this chemical to select the physical states associated with this chemical

Chemical Code	Chemical Name	Physical State Code	Physical State Name	Acute	Chronic
75398	ACETALDEHYDE AMMONIA				
10054	AMINE HST; ETHANOL, 2-AMINO, REACTION PRODUCTS W/AMMONIA			Acute	Chronic
		Physical State Code	Physical State Name		
		+ LS	LIQUID SOLUTION		
7664	Ammonia (anhydrous)			Acute	Chronic
		Physical State Code	Physical State Name		
		L			
	NE COPOLYMER			Acute	Chronic
			LIQUID SOLUTION		
27967299	AMMONIA-UREA-FORMALDEHYDE POLYMER			Acute	
		Physical State Code	Physical State Name		
		+ GR	SOLID GRANULAR		
		+ SO	SOLID SOLUTION		

Click this icon to show other names for the CAS number (Chemical Code)

Click this icon to add this Chemical having this Physical State to the Facility Chemical List

Manage Facility Chemical Information

Facility

Facility Name: LEPC06 Facility Address: 309 Cranes Roost Blvd., #2000

Instructions

This screens allows the user to add, edit, and delete Facility Chemical Quantity detail records. These records identify which storage locations, containers, and amounts each specified Facility Chemical is stored in. The "Previous" redirect the user back to Facility Storage Locations, "Next" redirects the user to the final confirmation screen.

Facility Chemical Quantities

Previous Next Select an item from the list below.

+ Add Chemical Quantity Edit Chemical Quantity Delete Chemical Quantity

Chemical Name	Chemical Code	Physical State Name	Physical State Code	
Ammonia (anhydrous)	7664417	GAS	G	
Chemical Location	Container	Max Count	Max Quantity	
  In Storage Room	Above Ground Tank, Ambient Pressure, Ambient Temperature	2	5	
Ammonia (anhydrous)	7664417	LIQUID	L	
Chemical Location	Container	Max Count	Max Quantity	
  Back Lot	Above Ground Tank, Ambient Pressure, Ambient Temperature	5	600	
Sulfuric acid	7664939	LIQUID	L	
Chemical Location	Container	Max Count	Max Quantity	
  Back Lot	Above Ground Tank, Ambient Pressure, Ambient Temperature	2	600	

Manage Facility Chemical Information

Facility Chemical

Facility Name: LEPC06 Facility Address: 309 Cranes Roost Blvd., #2000

Chemical Name: Ammonia (anhydrous) Chemical Code: 7664417 Physical State Name: GAS Physical State Code: G

Edit Facility Chemical Quantity

*Facility Location In Storage Room

*Container A14 - Above Ground Tank, Ambient Pressure, Ambient Temperature

*Maximum Container Count 2 Containers

*Maximum Chemical Quantity 600 LBS

*Average Container Count 2 Containers

*Average Chemical Quantity 600 LBS

*Current Container Count 2 Containers

*Current Chemical Quantity 600 LBS

*Days on Site 365

Description

← Back Submit

The Facility Location dropdown list contains all of the onsite storage locations the user established in the Facility Information Location section

Manage Facility Chemical Information

Facility

Facility Name: LEPC06 Facility Address: 309 Cranes Roost Blvd., #2000

Instructions

This screen allows the user to review and confirm the current Facility Chemicals located at the specified Facility.

Confirm Facility Chemical Information

Previous **Finish**

Select an item from the list below.

Chemical Name	Chemical Code	Physical State Name	Physical State Code
Ammonia (anhydrous)	7664417	GAS	G
Chemical Location	Container	Max Count	Max Quantity
In Storage Room	Above Ground Tank, Ambient Pressure, Ambient Temperature	2	5
Ammonia (anhydrous)	7664417	LIQUID	L
Chemical Location	Container	Max Count	Max Quantity
Back Lot	Above Ground Tank, Ambient Pressure, Ambient Temperature	5	600
Sulfuric acid	7664939	LIQUID	L
Chemical Location	Container	Max Count	Max Quantity
Back Lot	Above Ground Tank, Ambient Pressure, Ambient Temperature	2	600

Tier II Submission

Operator/Owner

Operator Name: 06 - East Central Florida Regional Planning Council

Instructions

This is the initial facility wizard screen. It displays the facilities that are currently owned or operated by the specified Organization. Click on the wizard icon in order to complete the facility data wizard.

Facilities for above Operator/Owner.

[- Back](#)

Select an item from the list below.

 Use the wizard tool to set up facility.

Facility Name	Facility Address	Owner Name
 LEPC06	309 Cranes Roost Blvd., #2000 Altamonte Springs, FL 32701	06 - East Central Florida Regional Planning Council

Aesir Software

Tier II Submission

- ⊕ Login Profile
- ⊕ Facility
- ☐ Chemical History
 - Manage Tier II Reports

Facility Module

The Facility Module allows the user to manage facilities by county, local emergency planning committee (LEPC), position, or by searching. Facilities can be added, removed, unassociated from certain positions and organizations. Users can also manage facility contacts, locations by coordinates, and chemicals.

Functions:

- **Facility County**
 - Select a county from the list to view, add, or manage all facilities in the selected county.
- **Facility LEPC**
 - Select an LEPC organization from a list to view, add, or manage all facilities associated with the selection. (LEPCs are established in the Chemical Setup Module.)
- **Facility Search**
 - Search the database for facilities to manage.
- **Facility Position**
 - View and manage facilities associated with the user's position.
- **Maintain Facility Organization**
 - Search for organizations, and associate pre-established facilities with the selected organization.
- **Facility Search for LEPC**
 - Search for and manage facilities tied to that LEPC.

Click 'Manage Tier II Reports' to submit Tier II information

[Manage Facility Data Wizard User Manual](#)

Tier II Submission

Tier II Report List

← Back Select an item from the list below. 

✔ Select Tier II Report

	Organization	FEIN	Report Year	Payment Amount	Status
✔	06 - East Central Florida Regional Planning Council	0000006222	2010-1	\$0.00	Submitted

Aesir Software

Click to view a previously submitted Tier II Report or to make a payment.

Click to create a new Tier II Report

Tier II Submission

Operator/Owner

Operator Name: 06 - East Central Florida Regional Planning Council

Instructions

Are your facilities correct?

Facilities for above Operator/Owner.

Select an item from the list below.

Facility Name	Facility Address	Owner Name
LEPC06	309 Cranes Roost Blvd., #2000 Altamonte Springs, FL 32701	06 - East Central Florida Regional Planning Council

Aesir Software

Select a facility to create and submit a Tier II Report .

Tier II Submission

Confirm Tier II Submittal

You are preparing to submit a Tier II Report to the State Emergency Response Commission. This process will create a historical record of the facility data that is currently stored in the FloridaHMIS.org system.

After you click PROCEED button below you will not be able to edit the chemicals that are submitted. However, you will be able to submit a revised version if changes are necessary.

If you are ready to attach your current facility data to your Tier II Report click the PROCEED button below, otherwise click the **CANCEL** button below and review your facility data.

Proceed ← Back

Aesir Software

Should say "Back"

Tier II Submission

Tier II Report Submitted Confirmation

Congratulations you have officially submitted a Tier II Report to the State of Florida!

There are hard copy reports described below and available for you to print off.

As mentioned above the State of Florida have received your submitted Tier II Report, however you need to complete the payment process. You have the option of making an online payment or mailing a payment to the State of Florida.

Currently we are have a few technical issue with our online payment vendor Bank of America. We anticipate that these issue will be resolved in the next day or so. However, while these issues exist we have turned off the payment processing module. As was mentioned above you have successfully submitted your Tier II Report. Please return FloridaHMIS.org in a few days so that you may process your payment. We will also be contacting you by email once the payment module is active. We apologize for the inconvenience.

Yes No

 Consolidated Annual Registration

 Tier II Report

Aesir Software

Use these icons to View, Save, or Print a copy of the Consolidated Annual Registration Form and Tier II Report.

Consolidated Annual Registration Form

Company Name 06 - East Central Florida Regional Planning Council

Mailing Address 309 Cranes Roost Blvd.
#2000

City Altamonte Springs **State** FL **Zip** 32701

FEIN 0000006222

Contact Person April

Check Number **Total Submitted**

Registration Fee (Applies to non-governmental facilities only) Choose only one option)

A. Industries regulated by the Department of Environmental Protection for storage tanks (s.376.303, F.S.) or by the Department of Agriculture and Consumer Services (Chap. 527, F.S.) or by the Public Service Commission for gas transmission and distribution lines (Chap. 368, F.S.) are subject to the following fee (facilities with Extremely Hazardous Substances at or above Threshold Planning Quantity are not eligible for this option):

Number of Employees (Statewide) 3 X \$2.50 = _____
(As of December of the reporting year) (Minimum \$25.00, Max \$500.00)

OR

B. Agricultural facilities (see Rule Chapter 9G-14.002(2), FAC, for definition):

Number of Employees (Statewide) 3 X \$10.00 = _____
As of _____ (Month) (Minimum \$25.00, Maximim \$1,000)

OR

**C. All Others: Number of Employees (Statewide) 3 x \$10.00 = _____
(As of December of the Reporting Year) Minimum \$25.00, Maximum \$2,000.00)**

Make checks or money orders payable to: Cashier, Department of Community Affairs (please do not send cash). Submit payments with this form to the address below:

State Emergency Response Commission
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Telephone (850) 413-9970 or (800) 635-7179 (Florida only)

SERC Consolidated Annual Registration Form

Tier II Submission

TierII Report

Name: 06 - East Central Florida Regional Planning Council
FEIN: 0000008222
Report Year: 2010-2
Address: 309 Cranes Roost Blvd. #2000 Altamonte Springs, FL 32701
Contact: , April Raulerson
Phone: 407-282-7772

Facility Name: LEPC08

Facility Address 309 Cranes Roost Blvd., #2000 Altamonte Springs, FL 32701
NAICS: 11111

Chemical Code: 7884417		Chemical Name: Ammonia (anhydrous)		Chemical State: GAS	
Location: In Storage Room		Latitude: 28.253470		Longitude: -80.61	
Container: Above Ground	Pressure: Ambient Pressure	Temperature: Ambient Temperature	Max Count: 2	Max Quantity: 600	
Tank					
Chemical Code: 7884417		Chemical Name: Ammonia (anhydrous)		Chemical State: LIQUID	
Location: Back Lot		Latitude: 28.250000		Longitude: -80.60	
Container: Above Ground	Pressure: Ambient Pressure	Temperature: Ambient Temperature	Max Count: 5	Max Quantity: 5	
Tank					
Chemical Code: 7884939		Chemical Name: Sulfuric acid		Chemical State: LIQUID	
Location: Back Lot		Latitude: 28.250000		Longitude: -80.60	
Container: Above Ground	Pressure: Ambient Pressure	Temperature: Ambient Temperature	Max Count: 2	Max Quantity: 600	
Tank					

Tier II Submission

Operator/Owner
Operator Name: 06 - East Central Florida Regional Planning Council

Instructions

Create Tier II Report

Organization Name 06 - East Central Florida Regional Planning Council
FEIN 0000006222
*** Report Year** 2010 -
Number of Employees
Contact First Name
Contact Last Name
Contact Middle Name
Contact Phone
Extension
Address 1
Address 2
City
State
Zip Code

The Report Year is for the calendar year prior to the March 1 filing deadline. The 2010 – 1 indicates it is the first Tier II filing for the reporting period. Subsequent reports for the same reporting year will generate a new report number such as 2010 – 2.

Tier II Submission

Tier II Report List

[← Back](#)

Select an item from the list below.



Select Tier II Report

	Organization	FEIN	Report Year	Payment Amount	Status
<input checked="" type="checkbox"/>	06 - East Central Florida Regional Planning Council	0000006222	2010-1	\$0.00	Submitted
<input checked="" type="checkbox"/>	06 - East Central Florida Regional Planning Council	0000006222	2010-2	\$0.00	Submitted

Aesir Software

Important Telephone Numbers / Addresses

- State Emergency Response Commission
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
(800) 635-7179 (Florida only)
(850) 413-9970
- National Response Center
(800) 424-8802
- Florida State Watch Office
(850) 413-9911
(800) 320-0519

Questions?

John Meyer
LEPC Staff Coordinator
johnm@tbrpc.org

Local Emergency Planning Committee,
District 8

4000 Gateway Centre Blvd., Suite 100

Pinellas Park, FL 33782

O: (727) 570-5151 ext. 29

F: (727) 570-5118