E-Plan and CAMEO for Hazard Analysis



Created by the Florida Division of Emergency Management Technological Hazards Section

E-PLAN for Hazard Analysis Deliverables



Overview

Florida utilizes the E-Plan Online Database for Tier 2 filing and fee collection. E-Plan provides first responders and others with on-site hazardous chemical information for fixed facilities throughout the state.

Key Terms, Acronyms, & Abbreviations

Before getting set up as an E-Plan user, please take a few moments to familiarize yourself with the key terms, acronyms, and abbreviations below. Many of these will be used throughout your daily activities.

<u>Terms:</u>

- E-Plan Facility ID: A 7-digit, auto-generated number assigned to facilities by the E-Plan system. A new number is generated every year a facility submits a Tier 2 report.
- SERC Number: The State Facility ID number assigned by the state. This number is permanently assigned to a facility's location. If the facility relocates, a new SERC number is assigned to the location if one does not already exist. If the location has an existing SERC number, that number is assigned to the relocated facility's future filings in E-Plan.



Getting Started with E-Plan, continued

- Type **www.erplan.net** into the browser's address bar and press **Enter** on your keyboard, the browser will load the E-Plan page below.
- There are separate login portals for first responders (State and Local Government Personnel) and Tier 2 filers. Click on the 'Login Page' button under First Responders to go to the First Responder portal.





Getting Started with E-Plan, continued





Getting Started with E-Plan, continued

FIRST RESPONDER ACCOUNT CREATION

		* fields are mandatory
First Responder Type*	Select Account Type 🗸	
Account Type*	Select Account Type	~
Desired Level of Access*	Select Level 🗸	
First Responder Organization*		
Occupational Title*		
First Name*		
Last Name*		
Work Email*		
UserID*		Password should be at least 8 characters
Password*		long with at least one uppercase, one lowercase, one lowercase, one digit and one special characters are +,-
Work Address*		, <mark>#,@</mark>
City*		
State *	All 🗸	
County*	All 🗸	
Zip Code *		
Work Telephone *		
Supervisor's Name *		
Supervisor's Phone Number *		
Password Question	Select Password Question	~
Password Answer		
	Save and Continue	Cancel

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Enter your information into the account creation form. All fields marked with an asterisk (*) are mandatory. Click 'Save and Continue' after completing all required fields. Select the appropriate authorized approver from the list on the next page. This list can be sorted by Name, Title, and County to help you located an approver in your area. If one does not exist, select Robert Dietrich from the list, check the applicable check boxes at the bottom of the page, and click 'Save and Continue'.

Review the Acceptable Use Policy, check all boxes, enter your name and date, then click the 'Submit Request' button.

After your request is approved, E-Plan will create your account and email your account information. Return to the first responder login page, enter your user ID and password, then click 'Login'. UserID and Password fields are case sensitive.

Searching by SERC Number

Welcome Wendy Reynolds

Home	
Maintain Account	
Search Functions	
Facility Search	
Facility Chemical Search	
Chemical Search	
Facility Visual Search	
E-Plan Online Training E-Plan Online Filing (Tier2) E-Plan News	
EPCRA Title III Consolidated EPA Tier2 Submit	List of Lists
Weather	
Other Important Links	



Facility Search

Search for Facility(ies) by giving search parameter

Facility ID 🗸	
Facility	
Company	
Street Address	
State	FL 🗸
County/Parish	All 🗢
City	
ZipCode	
NAICS	
Filing Type	 302 304 311 ✓ Tier2 TRI Emergency Plan RMP (by Tier2 User) RMP (by EPA)
Filing Year	2023 🗸
Search by Submission date (UTC)	mm/dd/yyyy
Newly submitted or modified facilities since last login	
Search	Reset

After logging in, you will land on the 'Facility Search' page.

The search criteria on the Facility Search page automatically defaults to 'Facility ID', 'Tier2', and the current filing year ('2023' in the example at left).

- 1. Select '<u>State</u> Facility ID' from the Facility ID drop-down list.
- 2. Enter the SERC Number in the corresponding field. If you do not have this option, please contact State Staff.

	Facility Search
1	Search for Facility(ies) by giving search parameter
Facility ID Facility ID TRI ID RMP ID	2
State Facility ID	
State	FL 🗸

3. Click the Search button at the bottom of the page.





Facility Search Result Your results will appear on the next page. Click the Download Download Tier2 Zip File (Click to omit attachments) Tier2 Zip File button to begin Google Map exporting the zip file from E-Plan. **Download Public Excel** Download Excel File (Click to add Contact Tab) Sort by Facility ID ✓ Type All Chemicals ✓ **Download PDF** Type All Chemicals ~ Download PDF ZIP **Download Multiple KML File** Showing 1 of 1 result(s)

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indicates facility with uploaded document(s)





When the download is complete, click the download icon in the upper right corner in Chrome. Locate the Zip File in the Recent download history list. Click on the folder icon next to the filed name to open the Downloads folder on your computer. From here you may save the file to the preferred location on your computer.



Tier 2 Unit Contact Information

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CAMEO for Hazard Analysis Deliverables







Upload Zip File to CAMEO

Step 1:

Click on "Import" at the top right side of the program.

Step 2:

In the Import window, click "Browse to File". Locate file and double click.

The file will appear in the blue box in the Import window. Click "Continue".







Upload Zip File to CAMEO

Step 3:

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In the next two dialogue boxes, click "Continue" and "OK". The facility will appear in the facility list in CAMEO. Double click the facility to begin the Hazard Analysis.

Import File Information	Import Summ	ary			
C:/Users/wendyr/Downloads/Firefly_Shipworks,_LTD.,_Hera_ (2).zip					
Firefly_Shipworks,_LTD.,_Hera_ (2).zip contains: 1 facility, 5 contacts, 6 chemicals, Data year: 2020	File Firefly_Shipworks,_L	Records TD.,_Hera_(2).zip 1 facility, 5	contacts, 6 chemicals	Log Issues	Action Imported
Continue Cancel			ок		
<u>ن</u> ظ کے <u>س</u> د ب	ú af /i\ 🐗	« D			
🔍 Search Listing all Facilitie	ies				
+ 🚾 🚨 🖄 🗡	⊕ □				
📃 Report Year Facility Name /	^	City	County	Address	
EMERGENCY // 2020 Firefly Shipwor	orks, LTD., Hera	Tallahassee	Leon	2555 Sh	
FDEM					

Step 1:

Add the nearest crossstreet to the "Cross Street" field. Use Google Maps to locate the cross-street name if it is not labeled on the map in CAMEO.

Step 2:

Add the SERC Number (Florida Facility ID) to the "Department" field.



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Location	Phones ID and Regulations	Contacts	Chemicals	State Fields	Incidents	Attachments	Certificat	ion	Notes
1			All changes	saved.					
Report Year	2020 Site of	Shippe	er (i)				Show respon	nder sun	nmary
Facility Name	Firefly Shipworks, LTD., Hera		(i)					0
Location wh	ere chemicals are present								
Street Addres	ss (where hazardous materials a	re present)		Latitude and	d Longitude				
Street	2555 Shumard Oak Blvd.		<u> </u>	Latitude 30	.386518 ()	Longitude	-84.232745) (ì	
Cross Street	Southeast Capital Circle			<u>Set latitude/</u>	longitude from	address) Linked to MA	RPLOT	
City	Tallahassee			<u>Show nearby</u>	<u>records</u>				
State	FL v Zip 32399			+ +			Health AP C	alumet	ANT <
County	Leon 🔹			-	261	Satellite	ress		T
Fire District				rchar	Florida Dept	Complex	d Cyp		40
Country	USA 🔹			Me	of Revenue		Bal	s-Biv	
Department	000001				pavide		Shumard Oak	roak	In
Mailing Addre	255				ľ	Contraction of the second		Fou	
Street	2555 Shumard Oak Blvd.					ante inte	Ning 15		ES
City	Tallahassee				Ca	apital Circle ffice Center	-Cel		
State	FL v Zip 32399				Tran	servation Area			Sch
Country	USA 🔹			 Street vie 	ew 🔿 Sate	ellite view R	e-center map	М	ap instruc
				<u> </u>	<u> </u>				

Step 3:

Confirm that the latitude/longitude information is correct by reviewing the map in CAMEO.

If it is not, you may click "Set latitude/longitude from address".

You can also drag the pointer to the appropriate location on the map.



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Location	Phones	ID and R	egulatio	ons	Conta	cts	Chemicals	State Fields	Incidents	Attachment	ts Certifi	cation	Notes
					_		All change	s saved.					
Report Year	2020	Site	of			Shippe	er (i)	_			Show res	ponder sur	nmary
Facility Name	Firefly Shi	pworks, LTI	D., Hera	(j)					
Location wh	ere chemi	als are pr	esent										
Street Addres	ss (where h	azardous r	naterial	s are p	resent)			Latitude a	nd Longitude				
Street	2555 Shum	ard Oak Bl	vd.				(Latitude	30.386518 ()	Longituc	de -84.23274	5 ()	
Cross Street	Southeast	Capital Circ	cle					<u>Set latitud</u>	e/longitude from	address	Linked to	MARPLOT	
City	Tallahasse	e						Show near	by records				
State	FL 🔻	Zip 323	99					+		- THE	of Health R M	Calumet	1
County	Leon		2	•					[261	State Satellite	Way	H	-m
Fire District								rchan	Fibrida Dept	compet	d Cyp	tree d	40
Country	USA		,	•				Me	of Revenue		Ball	nmer s-Biv	
Department	000001								1		Shumard Oa	Sur	10
Mailing Addre	ess								ð		2	E PAIR	
Street	2555 Shum	ard Oak Bl	vd.							(alta)	NEW JOIL		FS
City	Tallahasse	e							00	apital Circle Iffice Center	e Ce		
State	FL V	Zip 323	99						Tran	Jalour Area	As C.		Sch
Country	USA		,	•]				Street	view 🔵 Sate	ellite view	Re-center m	<u>ap M</u>	lap instru

Step 4:

Under the "Phones" heading, confirm that the Type says '24-hour' and that the Phone field is populated with a phone number.

🍫 CAMEO Data I	Manager 4.3.0)						_	
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Location	Phones	ID and Regulations	Contacts	Chemicals	State Fields	Incidents	Attachments	Certification	Notes
				All change	s saved.				
Report Year	2020	Site of	🗌 Shipp	er (i)				Show responder s	ummary
Facility Name	Firefly Shi	pworks, LTD., Hera			j)				
1									•
Phones									
Туре		Phone							
24-hou	ır	▼ 850-555-5555	×						
Add Ph	one								



Step 6:

If the facility has had any chemical releases, Under the Incidents heading, click Add Incident button and enter all known information regarding the incident.

$\leftarrow \rightarrow$ III Facilitie	es 💄 Contacts	Chemical Inventory	َثُلَّ Incidents	Special	Routes	Resources	
Location	Phones	ID and	Regulations	Conta	cts	Chemicals	State Fiel
						All chan	ges saved.
Report Year 2023	Site	of	Shipper 🛈				
Facility Name Firefly	Shipworks, LTD.,	Hera		i			
Incidents							
This facility has n	o incidents.						
Add Incident							



Step 5:

Under the "Attachments" heading, click the "Add Attachment" button and upload the following documents:

- a. The Site Visit (Attachment K) using the naming convention "Site Visit for 202X" (you will use the current calendar year).
- b. Site Map using the naming convention "Site Map for 202x" (you will use the current calendar year). Site Map should include labels indicating:
 - i. Cross street
 - ii. Main entrance
 - iii. EHS chemical storage locations.

c. Statement of

Determination/Deregistration Form, if applicable.



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Location Phones ID and Regulations Contacts Chemicals State Fields Incidents									
All changes saved.									
Report Year 2020 Site of Shipper i									
Facility Name Firefly Shipworks, LTD., Hera									
Attachments									
This facility has no attachments.									
Add Attachment									



Step 6:

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Add the notes to the facility page in CAMEO. The notes include:

- Evacuation routes
- Transportation routes
- List of prior incidents at this facility, if applicable.

Location Phones ID and Regulations Contacts Chemicals State Fields All changes saved. Report Year 2023 Site of Shipper i Facility Name Firefly Shipworks, LTD., Hera i Notes Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	Location Phones ID and Regulations Contacts Chemicals State Fields All changes saved. All	Location Phones ID and Regulations Contacts Chemicals State Fields All changes saved. Report Year 2023 Site of Shipper (i) Facility Name Firefly Shipworks, LTD., Hera Notes Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	$\leftarrow \rightarrow \mathbf{H}_{Facilities}$	Contacts	Chemical Inventory	Special Locations	// Routes	Resources	
All changes saved. Report Year 2023 Site of Shipper () Facility Name Firefly Shipworks, LTD., Hera Notes Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	All changes saved. Report Year 2023 Site of Shipper () Facility Name Firefly Shipworks, LTD., Hera Notes Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	All changes saved. Report Year 2023 Site of Shipper () Facility Name Firefly Shipworks, LTD., Hera () Notes Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	Location	Phones	ID and Regulations	Contac	ts	Chemicals	State Fields
Notes Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	Notes Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	Notes Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	Report Year 2023 Facility Name Firefly Shi	Site of	Shipper (i)	ī		All chan	ges saved.
Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	Notos	1 7 7					
Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	Evacuation Routes, Transportation Routes, Prior Incident #1, Prior Incident #2 Go to Scenario Page	notes						
Go to Scenario Page	Go to Scenario Page	Go to Scenario Page	Evacuation Routes, T	ransportation	Routes, Prior Incident #1	, Prior Inciden	t #2		
Go to Scenano Page	Go to Scenario Fage		Co to Scenario Page						
			oo to scenano i age						

Step 7:

Verify chemical amounts against your Site Visit information:

- a. Scroll back up to the Chemicals heading.
- b. Double click on chemical name.



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Loc	cation Phones ID and	d Regulations	Contacts	Chemicals	State Fields	Incidents /
Rep	ort Year 2020 Site	of	Shipper	All changes	saved.	
Che	micals	LID., Hera] 0	/	
	Chemical Name	CAS	EHS (i)	Maximum Am	ount (Pounds)	0
	AMMONIA (ANHYDROUS)	7664-41-7	Yes	25,000		×
	Ammonia (anhydrous)	7664-41-7	Yes	25,000		×
	CHLORINE	7782-50-5	Yes	800		×
	Lead	7439-92-1	No	58,000		×
	PARAQUAT DICHLORIDE	1910-42-5	Yes	1,000		×
	Sulfuric Acid	7664-93-9	Yes	8,000		×
	List this facility's chemicals	Add Chem	ical			

Step 7 Continued:

- c. Confirm Maximum Daily Amount
- d. Confirm Max Amount in Largest Container.
 - i. If blank, enter from the Site Visit information.

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oet	Physical State & Amounts	Hazards	Locations	Components	Screenings & Sce	narios	Dates	State Field	s
531				All changes saved	ł.			<	Record
	Facility Name: <u>Firefly Shipwo</u>	orks, LTD., Hera	Report Year: 202	0 City: Tallahassee	State: FL				
Site	CAS Number 7664-41-7	i ehsi	O Yes) No SDS	i	💯 САМЕО	Chemicals		
	Chemical Name AMMONIA ((ANHYDROUS)						(i	
	Physical State & Amounts	;							
	Physical State (i)								
	✓ Pure Solid								
	Mixture Liquid								
_	🗸 Gas			,					
	Weight								
	Maximum Da	aily Amount 25,00	0 pounds	Maximum Daily Amo	ount Range Code	07 (25,000-4	9,999 pound	ls)	•
	Average Da	aily Amount 25,00	00 pounds (i	Average Daily Amou	Int Range Code 🛛)7 (25,000–49,	999 pounds))	•
	Max Amount in Larges	st Container 25,00	00 pounds	Need help converting	<u>g gallons to pounds</u>	?			
_	Below Reporting Thresho	olds i 📃 Tra	de Secret 🕡 🛛 🖸	ownload Trade Secret F	Form (2)				



Step 7 Continued:

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- f. Confirm amounts at each storage location.
 - a. If blank, enter from the Site Visit information.
- g. Ensure that the sum of storage location quantities equals the Maximum Daily Amount stored at the facility.

Physical Sta	te & Amounts	Hazards	Location	s	Components	Screenings	& Scenarios	Dates	State Fields	Notes
					All changes say	ved.			<	Record 1 of 5 >
Facility Name	: <u>Firefly Shipworks,</u>	<u>LTD., Hera</u>	Report Year:	2020	City: Tallahassee	State: FL				
CAS Number	7664-41-7 (i) EHS (j)	O Yes	O No	SDS	i	💯 самео	Chemicals		
Chemical Nar	ne AMMONIA (ANH	YDROUS)							i	
Storage Loc	ations									-
Stora	ge locations are co	nfidential (i)	<u>Download</u>	d Confid	ential Location For	<u>n</u> Ø				
Location	n at Facility Mecha	nical room					Max Am	ount 25,000	pounds	▼
Type of	Storage Tank insid	e building	•	Pressure	e Greater than aml	pient pressure	■ Temperative	ature 🛈 Less th	an ambient ter	mp. / not cr 🔻
					·					
	orage Location									

Step 8:

Under Screenings & Scenarios, click "Add Screening or Scenario".

Be sure to click the "Add Scenario" button, not the Screening button!





Step 9:

Enter the "Scenario Name". Many grantees use the chemical name.

You will create a separate scenario for each EHS chemical above TPQ!

- a. Release amount should be equal to Max Amount in Largest Container.
- b. Confirm release duration is appropriate for the physical state:
 - 10 minutes for gas or solid.
 - 0 for liquid.

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Scenario Description	Notes									
All changes saved.										
Facility Name: <u>Firefly Shipworks, LTD., Hera</u> Report Year: 2020 City: Tallahassee State: FL										
Chemical Name: <u>AMMONIA (ANHYDROUS)</u> CAS Number: 7664-41-7										
Scenario Name Ammonia (Anhydrous)										
Scenario Description										
Amount Released 25,000 pounds										
Concentration 100 % by weight										
Release Duration 10 minutes										
Physical State 💿 Gas 🛛 🔿 Liquid 🔷 Solid										
Surface area within dike sq ft (enter a value only if stored in a container with a dike)										
Atmospheric Concentration Level of Concern 0.035 gm/m ³ Matches the EPA Green Book LOC value for this chemical.										



Step 9 continued:

- c. Enter "Risk Assessment" criteria, then click "Estimate Threat Zone Radius"
 - i. Special note about EHSs in liquid mixtures:
 - When present in a mixture, the EHS may be in a Physical State that is different than its pure form, ex. liquid instead gas. CAMEO will give you an error for the threat zone radius.
 - 2. If this happens, go back to the top of the page and change the Physical State to Solid and click "Estimate Threat Zone Radius" again.
 - This action will correct 99% of these errors. If it does not correct the error for your chemical, please contact the Grant Manager for guidance.





Step 10:

Enter the following information in the "Notes" section:

- a. Critical Facilities with their populations.
- b. Total population in the Threat Zone. This total will include the residential population, the populations at the Critical Facilities, and the population of the facility that is storing the chemical.

	Scenario I	Notes						
				All cha	nges saved.			
acility Name: <u>Firefly S</u>	<u>hipworks, LTD.</u>	<u>Hera</u>	Report Ye	ar: 2020	City: Tallahassee	State: FL		
hemical Name: <u>AMM</u>	<u>)NIA (ANHYDRC</u>	<u>US)</u> C	AS Numbe	er: 7664-41	-7			
cenario Name Amm	onia (Anhydrou	s)						
lotes	· · ·							
Critical Facilities with	Populations, To	tal Popula	tion in Th	reat Zone -	including residential,	Critical Facilities,	and El	HS Facility
	1 2					,		



Step 11:

- a. Click 'Export' at the top right side of the page, then "Create File" button.
- b. Save the file to your computer.
- c. Upload your deliverable to Salesforce.





Section 312 Tier 2 Reporting Errors



If your Site Visit or scenario reveals any errors in the Tier 2 reporting, contact the facility and instruct them to contact the Florida Division of Emergency Management Tier 2 Compliance Unit. Examples of Tier 2 reporting errors include:

- Incorrect lat/long data on the Tier 2.
- Incorrect storage locations.
- Quantity errors or changes.
- Incorrect inventory list.



Avoiding Common Errors

Below are the most common errors that grantees make on their deliverables. Please use this guidance as a checklist to avoid having your deliverable rejected.

- 1. Not entering the SERC Number (Florida Facility ID) in the "Department" field.
- 2. Incorrect latitude/longitude.
- 3. Not entering the 24-hour phone number.
- 4. Not attaching the Site Plan and Site Visit.
- 5. Not labeling the main entrance, cross street, or storage locations on the Site Plan.
- 6. Storage locations in CAMEO do not match storage locations on Site Map.
- 7. Sum of storage location quantities is different than the Maximum Daily Amount stored at the facility.
- 8. Incorrectly using the largest amount at a single storage location to create the scenario. The scenario should be created based on the largest container on site.
 - a. Example: A facility is storing a total of 2,000 pounds (Maximum Daily Amount) of a chemical in two separate locations. One storage location has 1,000 pounds of the substance stored in two 500-pound tanks. The second storage location has 1,000 pounds of the same substance stored in a 700-pound tank and a 300-pound tank. Your scenario will be based on the **700-pound tank**.
 - b. This quantity should be equal to or less than the "Max Amount in Largest Container" field at the top of the chemical page.
- 9. Not clicking "Estimate Threat Zone Radius" button in the scenario.
- 10. "Notes" field must include the statement "Go to the scenario page." If the statement says 'chemical page', <u>your deliverable will be</u> <u>rejected</u>.
- 11. Facility population in the scenario does not match the number in the "Maximum Number of Occupants" field in the facility page.



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