Tier II data submission into E-Plan*

If you do not receive an email back from E-Plan after submitting the Tier II report, the Tier II report was not submitted. The facility need to follow the guidelines below to make sure the Tier II report is in E-Plan.

On the Submission Home page, go to the 'Enter new Data/ Retrieve old Data' box and select a year as the 'Select a year to file/retrieve Tier II data'. Click on Continue.

The Filing Management page will appear. At the bottom of the Filing Management page, click on Validate Record. The Submission Validation Report for your submission will appear.

> Note that the E-Plan's Online Tier II Reporting System will not allow you to submit your Tier II data until the "Submission Validation Report" indicates all required fields are correct. Once the "Submission Validation Report" indicates all required fields are correct, click on the following option on the "Submission Validation Report" web page.

Button	Function
Upload Data to E-Plan	Submit facility data to E-Plan

At the bottom of the Submission Validation Report page, click on Upload Data to E-Plan button. This should bring up a list of facilities for that particular year filed by you. Besides each facility, you will find a Check Box and at the right of the facility name you will see a Status indicating whether it has been filed or not. If a facility has not been filed, then select the check box and click on the Update button to submit your data to E-Plan.

Note: All facilities that show the status as "Filed" are available to State agencies and local governments.

Once the Tier II data is submitted to E-Plan, the system will send you the confirmation email message stating your submittal was received. Attached with the email is a copy of the facility's Tier2 Online Submission Report saved as a PDF file.

* The information above was referenced from the Frequently Asked Questions (FAQ's) about E-Plan's Online Tier II Reporting System webpage. Please use the information there or on DHEC's Emergency Planning & Community Right-to-Know Act (EPCRA) webpage to assist you with any additional questions that you might have.