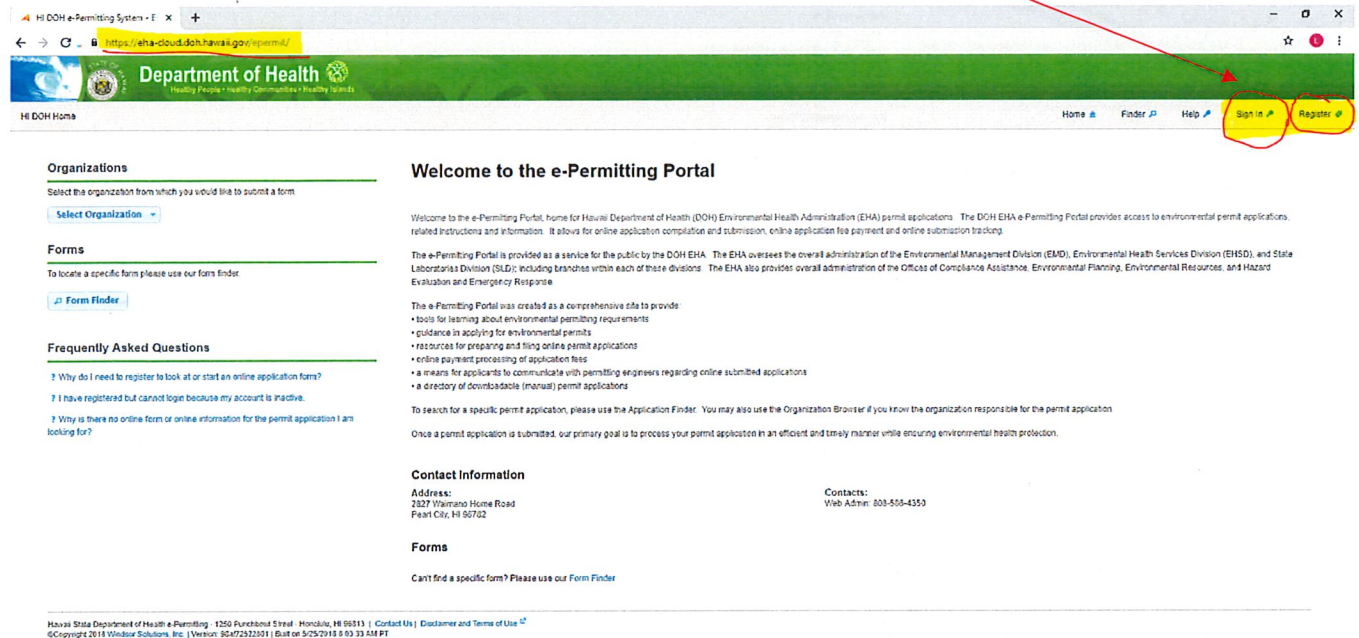


Hawaii DOH E-Permitting System Instructions

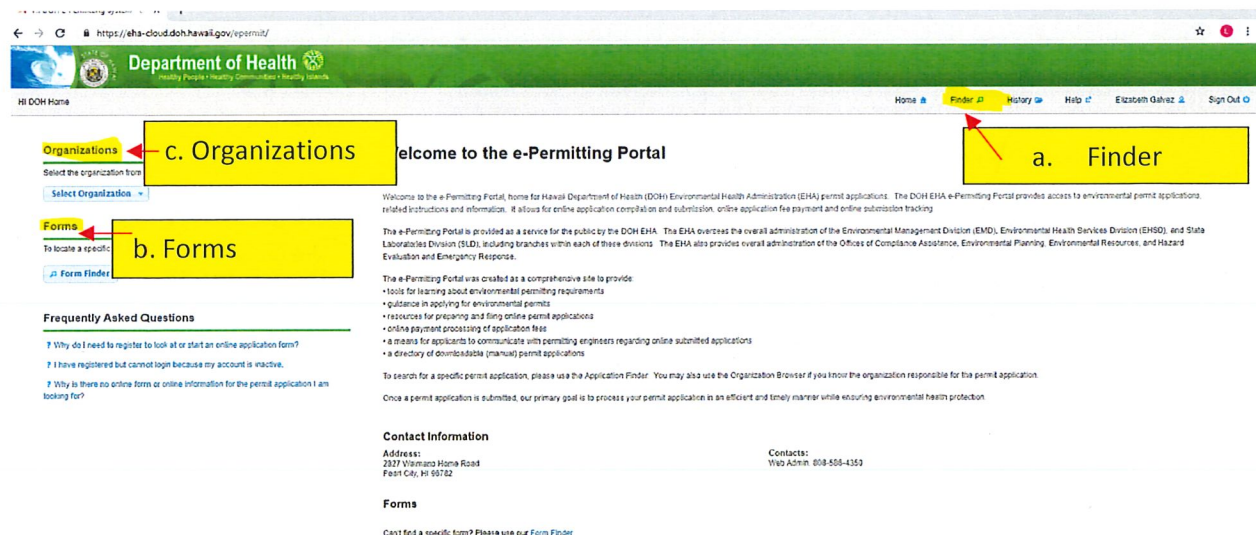
1. <https://eha-cloud.doh.hawaii.gov/epermit/>

Sign in if you already have an Account.

If using for the first time, Please **Register** to create a User ID in order to establish an Account. A verification e-mail will be sent to you.



2. To get into HEP CRA Tier II:



- a. Search using **Finder**. You will be forwarded to a screen with **Form Search**. Type in HEP CRA.

Department of Health
Healthy People • Healthy Communities • Healthy Islands

HI DOH Home

Home Finder Help Sign In Register

Help
Use this page to identify the forms which may be most appropriate for your needs.
If you know the form you are looking for, enter the name of the form in the Form Search area.
If you are not sure which forms you need, describe the activity you are looking to in the Form Search area and the system will recommend the forms that may be needed.
Once the appropriate forms are identified, click on the name of a form to view the details of that form and to initiate the form submission process.

Form Search
To search, type in what you are looking for and results will appear automatically.
You can search for:
• Form name
• Keywords
• Description of the activity you need to perform
Matching forms will appear in a list below.

HEPCRA

Recommended Forms
Based on your description, the following 4 forms may match your needs.
HEPCRA Tier II Submittal-Multiple Facilities (Multiple Selections)
Use this form to submit HEP CRA Tier II reports.
HEPCRA Tier II Submittal
Use this form to submit HEP CRA Tier II reports.
Report Submittal for HEER Office (Assessment and Remediation Related Reports; NOT Written Release Notification Forms; NOT HEP CRA Tier II Forms)
This Form is Used to Submit Reports to HEER's Non-Emergency Group Managing Cases of Site Assessment and Remediation (Site Assessment and Remediation Reports, NOT HEP CRA or Written Release Notifications).
EPR Information and Report Upload (NOT HEP CRA; NOT Written Release Notification)
Upload option for additional information requested by OSC.

Organization Browser
To find information specific to an organization, please identify the organization using the Select Organization button below.
Select Organization

Hawaii State Department of Health ePermitting 1233 Punchbowl Street Honolulu, HI 96813 | Contact Us | Disclaimer and Terms of Use

- i. Select HEP CRA Tier II Submittal for a single facility; or,
- ii. Select HEP CRA Tier II Submittal-Multiple Facilities (up to 20 Facilities)

3. Click on Begin Form Entry

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HI DOH Home

Home Finder Help

INSTRUCTIONS
The 1993 Hawaii Emergency Planning and Community Right-to-Know Act (HEPCRA) requires an **annual submission** of chemical inventories by covered facilities.
The Environmental Protection Agency (EPA) and the National Oceanographic and Atmospheric Administration (NOAA) have developed a software package, **Tier2Submit**, which facilities may use to submit their HEP CRA inventories. This program is free and available at:
<https://www.epa.gov/epcra/tier2-submit-software>.
The Department of Health (DOH), Hazard Evaluation and Emergency Response (HEER) Office encourages facility operators to use the Tier2Submit and provide the HEER Office with an electronic version of their data. Information for the HEER Office is available at our website:
<https://health.hawaii.gov/heer/>.
You now have an option to submit your chemical inventories and filing fees online at HI DOH ePermitting System at:
<https://eha-cloud.doh.hawaii.gov/epermit/>
If using for the first time, please Register to Create a User File in order to establish an Account. Upload the Tier II Chemical Inventory Report in both .t2s and .pdf format. Payment maybe made on-line via PayPal or a credit card.

CONTACT INFORMATION
Contact
Sharon Leonida
2385 Waimano Home Road, #100
Pearl City, HI 96782
sharon.leonida@doh.hawaii.gov.
Payment Remittance Address
State of Hawaii
Department of Health
Hazard Evaluation and Emergency Response (HEER)
Office
c/o HEP CRA Manager
2385 Waimano Home Road, #100
Pearl City, Hawaii 96782
ADDITIONAL LINKS
[HEER Office HEP CRA Tier II Website](#)

Begin Form Entry

4. Processing Info

HEPCRA Tier II Submittal
Submission HNA-JF01-30413 Revision 1 Form Version 1.2 Flat Fee \$200.00

Processing Info

Please specify the following information for your online application:

- The reason for the online application, e.g., new permit, permit renewal, permit modification, or survey. If no options are available for your online application, the value shown is the default and cannot be changed.
- The standard processing fee for your online application will be shown below, unless it is a calculated fee. Calculated fees will be finalized once the online application is ready for submittal. More than one project type may be selected by using the CTRL key with your mouse selector. To deselect, also use the CTRL key and mouse. Please note that justification is required for each project types designated.

Submission Reason
New

Applicable Project Types

Flat Fee: \$200

Next Section: 1. Report Information

a. Submission Reason

b. Applicable Project Types. Please leave blank.

c. Report Information

a. Submission

HEPCRA Tier II Submittal
Submission HNA-JF01-30413 Revision 1 Form Version 1.2 Flat Fee \$200.00

Submission Reason

Search

- Name Change
- Modification
- Survey/Other
- Renewal
- Permit Transfer
- Variance
- Registration
- New

Flat Fee: \$200

Applicable Project Types

Next Section: 1. Report Information

Submission Reason

it modification, or survey. If no options are available for your

unless it is a calculated fee. Calculated fees will be finalized once the online application is ready for submittal. More than one project type may be selected by using the CTRL key with your mouse selector. To deselect, also use the CTRL key and mouse. Please note that justification is required for each project types designated.

b. Applicable Project Types. Please leave blank.

Department of Health

HEPCRA Tier II Submittal

Submission: HNW-JG1K-GP632 Revision: 1 Form Version: 1.2 Flat Fee: \$200.00

Processing Info

Please specify the following information for your online application:

- The reason for the online application, e.g., new permit, permit renewal, permit modification, or survey. If no options are available for your online application, the value shown is the default and cannot be changed.
- The standard processing fee for your online application will be shown below, unless it is a calculated fee. Calculated fees will be finalized once the online application is ready for submittal. More than one project type may be selected by using the CTRL key with your mouse selector. To deselect, also use the CTRL key and mouse. Please note that justification is required for each project types designated.

Submission Reason

New

Applicable Project Types

☐ Green House Gas Emissions Reduction

☐ Waste Reduction, Reuse, Recycle

☐ Renewable Energy

CLEAR

NEXT SECTION 1. Report Information

c. Click on Next Section 1. Report Information

5. Report Information

a. Facility (Select One)

Department of Health

HEPCRA Tier II Submittal

Submission: HNW-K32R-58C24 Revision: 1 Form Version: 1.11 Flat Fee: \$200.00

Processing Info

a. Facility (Select One)

Type first three letters of facility

b. New Facility (If facility is not in selection above)

c. New Facility Address

Address Line 1

Address Line 2

City State/Area Postal Code

VALIDATE ADDRESS

d. E-mail Address

E-mail Address of Person Submitting the HEP CRA Tier II Report

e. Upload Tier 2 Report

NEXT SECTION 2. Upload Tier 2 Report As PDF And Any Supplemental Information (PDF & .t2s files)

a. Facility

← → ↻ eha-cloud.doh.hawaii.gov/epermit/app/#/submissionwizard/30179d57-2e93-4934-8a7f-7c43b243dbad/1

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HI DOH Home

HEPCRA Tier II Submittal ⓘ
Submission HNW-K32R-50C24 Revision 1 Form Version 1.11 Flat Fee \$200.00

Processing Info

1. Report Information

2. Upload Tier 2 Report As PDF And Any Supplemental Information (PDF & .t2s files)

Review

Certify & Submit

Facility (Select One)

Search

0170 Hilo, HA, USA (Reporting for year that construction is done on site), Facility ID: 2056

3M Company, Facility ID: 44

50,000 Tank 250, Facility ID: 45

616 Iwilei Brown Fields Remediation, Facility ID: 2006

846152-Iolehaehae, Facility ID: 2133

871317-Iolehaehae, Facility ID: 1857

AAT Chemical Inc, Facility ID: 46

ABC Corporation, Facility ID: 47

ABC Corporation Leonui Street, Facility ID: 48

Access Business Group LLC (Amway Corporation), Facility ID: 49

Ace Transmission, Facility ID: 50

AES Hawaii Inc. (Barbers Point), Facility ID: 51

Agrigenetics - DOW, Facility ID: 1876

Ahuatua Filter Plant Reservoir Site (0.30 MG Concrete & 0.10 MG Steel), Facility ID: 52

Ahulimanu WWPTF, Facility ID: 53

Clear Section

- i. Type first three letters of facility name; or,
- ii. Select from a drop-down. Please note the unique Facility ID No.

- b. New Facility – Type in Facility Name if Facility is not in the Selection above. Notify the HEER Office as you will need to obtain a unique HEPCRA Facility ID number.
- c. New Facility Address
- d. E-mail address of Person Submitting the HEPCRA Tier II report.
- e. Click on Next Section 2. Upload Tier 2 Report As PDF and Any Supplemental Information (.pdf & .t2s files)

6. Upload Tier 2 Report

a. Upload .t2s output file and a .pdf copy. Do not upload a .zip file – it will not work. You may enter comments if you choose.

b. Click on Next Section Review.

7. Review

a. Please review and ensure that your entry is completed accurately, prior to the next step

b. You may also click on Print Review if you want a print-out of your entry.

HEPCRA Tier II Submittal

Submission HXK-JG1K-GFKD2 Revision 1 Form Version 1.2 Flat Fee \$200.00

Processing Info

1. Report Information
2. Upload Tier 2 Report As PDF And Any Supplemental Information (PDF & .t2s files)
- Review**
- Certify & Submit

Please Unsubscribe

E-mail Address of Person Submitting the HEP CRA Tier II Report
elizabeth.galvez@doh.hawaii.gov

2. Upload Tier 2 Report As PDF And Any Supplemental Information (PDF & .t2s files)

Upload the Tier II Report

Upload Tier II Report (PDF and .t2s Files)

18-285 LG.pdf

CONFIDENTIAL
No
COMMENT
None Specified

Print Review

NEXT SECTION
Certify & Submit

Print Review

8. Certify and Submit

HEPCRA Tier II Submittal

Submission HXK-JG1K-GFKD2 Revision 1 Form Version 1.2 Flat Fee \$200.00

Processing Info

1. Report Information
2. Upload Tier 2 Report As PDF And Any Supplemental Information (PDF & .t2s files)
- Review
- Certify & Submit**

PREVIOUS SECTION
Review

Certify & Submit

This step allows you to certify the form as complete and accurate and to submit the form to HI DOH for review and processing

Please note: Any work you perform filling out a form will not be accessible by HI DOH staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to HI DOH and it will become part of the public record.

HEER Office

Submit Form

FINALIZE SUBMISSION
Submit Form

FINISH LATER
Save and Exit

Once completed, please Click on Finalize Submission Submit Form for submission.

9. Payment - \$200.00 per facility

Payment

This step of your online application allows you to pay any fees required for the submission. Please note that DOH will not begin processing your submitted application until full payment has been received by DOH.

**HEPCRA Tier II Submittal
Version 1.2**
(Submission #: HNK-JG1X-QPK02, revision 1)
Payment must be received before your submission can be processed.

Submission Information

Submission #:	HNK-JG1X-QPK02, revision 1	File Reference #:
Submitted By:	Elizabeth Galvez	
Submitted On:	01/04/2019	
Form:	HEPCRA Tier II Submittal	

Fee Details

Flat Fee

a. Online

Online

Pay online using a secure payment gateway

b. By Mail

By Mail

Pay by check or money order. Include the printed remittance slip with your payment.

c. Later

Later

Your form cannot be processed until payment is received in full.

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a. Online

PayPal \$200.00 USD

Pay with PayPal

elizabeth.galvez@doh.hawaii.gov

Password

☐ Stay logged in for faster checkout
Not recommended on shared devices

Log In

Having trouble logging in?

or

Pay with Debit or Credit Card

English Français Español

Contact Us Privacy Legal Your Data

- i. Pay with PayPal or
- ii. Pay with Debit or Credit Card

ATTACHMENT 3-B

After paying, please wait for the screen to return back to the previous page. This will allow the e-Permitting Portal to complete the process and the receipt will be sent to you and the HEER Office.

- b. By Mail – Please pay by check or money order. Include the remittance slip with your payment.
- c. Later - Your Tier II submittal forms cannot be processed until payment is received in full.