

## Hawaii DOH E-Permitting System Instructions

### 1. [HI DOH e-Permitting System -](https://eha-cloud.doh.hawaii.gov/epermit)

[Environmental Health Administration](#) or  
<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.

**Organizations**  
 Select the organization from which you would like to submit a form.  
[Select Organization](#)

**Forms**  
 To locate a specific form please use our form finder.  
[Form Finder](#)

**Frequently Asked Questions**  
 ? Who do I contact for help with my online form?  
 ? Why do I need to register to look at or start an online application form?  
 ? I have registered but cannot login because my account is inactive.  
[view more FAQs](#)

### Hawaii Environmental Health e-Permitting Portal

Welcome to the Hawaii Environmental Health ePermitting Portal, home for Hawaii Department of Health (DOH) Environmental Health Administration (EHA) permit applications. The DOH EHA e-Permitting Portal provides access to environmental permit applications, related instructions and information. It allows for online application compilation and submission, online application fee payment and online submission tracking.

The e-Permitting Portal is provided as a service for the public by the DOH EHA. The EHA oversees the overall administration of the Environmental Management Division (EMD), Environmental Health Services Division (EHSD), and State Laboratories Division (SLD); including branches within each of these divisions. The EHA also provides overall administration of the Offices of Compliance Assistance, Environmental Planning, Environmental Resources, and Hazard Evaluation and Emergency Response.

The e-Permitting Portal was created as a comprehensive site to provide:

- tools for learning about environmental permitting requirements
- guidance in applying for environmental permits
- resources for preparing and filing online permit applications
- online payment processing of application fees
- a means for applicants to communicate with permitting engineers regarding online submitted applications
- a directory of downloadable (manual) permit applications

To search for a specific permit application, please use the Application Finder. You may also use the Organization Browser if you know the organization responsible for the permit application.

Once a permit application is submitted, our primary goal is to process your permit application in an efficient and timely manner while ensuring environmental health protection.

**Contact Information**

**Address:**  
 2827 Waimano Home Road  
 Pearl City, HI 96782

**Contacts:**  
 E-mail: [epwebadmin@doh.hawaii.gov](mailto:epwebadmin@doh.hawaii.gov)  
 Web Admin: 808-586-4350

**Forms**  
[Electronic Signature Subscriber Agreement](#)  
 Required form for EHA electronic signature approval

Can't find a specific form? Please use our [Form Finder](#)

2. Access HECRA Tier II. Search using **Form Finder or Finder**:

**Department of Health**  
Healthy People • Healthy Communities • Healthy Islands

HI DOH Home Home [Finder](#) [Help](#) [Sign In](#) [Register](#)

## Hawaii Environmental Health e-Permitting Portal

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**Organizations**  
Select the organization from which you would like to submit a form.  
[Select Organization](#)

**Forms**  
To locate a specific form please use our form finder.  
[Form Finder](#)

**Frequently Questions**  
[Form Finder](#)

- a. Below Form Search, type in HEP CRA and Recommended Forms will appear automatically.

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**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.

**Organization Browser**

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

Select Organization

**Form Search**

To search, type in what you are looking for and results will appear automatically.

You can search for:

Form names  
Keywords  
Description of the activity you need to perform

Matching forms will appear in a list below.

HEPCRA

Type in HEP CRA

**Recommended Forms**

Based on your description, the following 6 forms may match your needs.

**Late Submittals HEP CRA Tier II Submittal-Multiple Facilities (Multiple Selections)- 2017 and later**  
Use this form to submit HEP CRA Tier II reports

**Late Submittals HEP CRA Tier II Submittal-Multiple Facilities (Multiple Selections)- Prior to and including 2016**  
Use this form to submit HEP CRA Tier II reports

**HEP CRA Tier II Submittal-Multiple Facilities (Multiple Selections)**  
Use this form to submit HEP CRA Tier II reports

**HEP CRA Tier II Submittal**  
Use this form to submit HEP CRA Tier II reports

- b. Click on one of the following forms:

- i. **Late Submittals HEP CRA Tier II Submittal-Multiple Facilities (Multiple Selections)- 2017 and later** – for late submittals for calendar years 2017 - 2024
- ii. **Late Submittals HEP CRA Tier II Submittal-Multiple Facilities (Multiple Selections)- Prior to and including 2016** – for late submittals for calendar years 2016 and earlier
- iii. **HEP CRA Tier II Submittal-Multiple Facilities (Multiple Selections)** – for filing more than one facility for calendar year 2025
- iv. **HEP CRA Tier II Submittal** – for filing a single facility for calendar year 2025

3. Click on **Begin Form Entry**. Please take the time to read the HEPCRA Tier II Submittal Instructions.

## HEPCRA Tier II Submittal

VERSION 1.36

### 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 HEPCRA inventories. This program is free and available at:

<https://www.epa.gov/epcra/tier2-submit-software#tierii>

The Department of Health (DOH), Hazard Evaluation and Emergency Response (HEER) Office encourages facility operators to use Tier2Submit and provide the HEER Office with an electronic version of their data. See instructions for submitting forms through e-permitting in Section 3B of the Facility Operators Package:

<https://health.hawaii.gov/heer/submit-documents-to-heer/submit-a-hepcra-tier-ii-report#package>

Submit your chemical inventories and filing fees online.

If using e-Permitting for the first time, please Register to Create a User File in order to establish an Account.

If you are submitting for a new facility, please contact HEER to receive a unique Facility ID number.

The HEER Office is not requiring the EPA CROMMER electronic signature requirements for the Tier II submittal through e-permitting. A subscriber agreement is not required to be submitted.

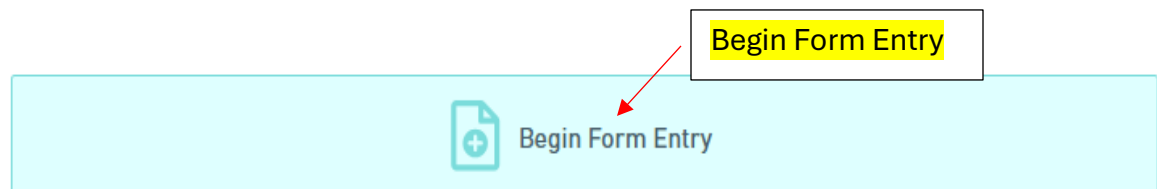
Upload the Tier II Chemical Inventory Report in both .t2s and .pdf format.

Payment may be made via PayPal or a credit card. Don't close PayPal before you receive your payment confirmation from the e-Permitting Portal.

Accurate coordinates of your facility where your chemicals are stored is very important in order for emergency responder personnel to find your facility in an event of an emergency. Please ensure that you submit the exact Latitude and Longitude correctly for your facility. In case your chemicals are stored in several locations, please submit the latitude and longitude of the front gate. Do not submit the coordinates of your mailing address.

We request that you notify us by fax, mail, or e-mail if your facility is no longer operating or is no longer a reportable facility.

Information about the HEER Office is available at our website: <https://health.hawaii.gov/heer/>



4. Processing Info – provide information. Submission Reason: New or Renewal will take you through the same steps. Click on the Arrow down for the Next Section.

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HI DOH Home Home Finder Dashboard My Submissions Help ? Elizabeth Galvez Sign Out

**HEPCRA Tier II Submittal** ?  
Submission HQJ-8P9C-BWGGT Revision 1 Form Version 1.36 \$200.00

Last saved a few seconds ago  
**SAVE PROGRESS**

**Processing Info**

1. Report Information

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

Review

Certify & Submit

**Submission Reason**

Search

Modification

Name Change

New

Permit Transfer

Registration

Renewal

Survey/Other

Variance

**Next Section**

**NEXT SECTION**  
1. Report Information

5. Provide facility information.

- a. For existing facilities, there is a drop-down menu. Type the first three letters of facility name or the address. You may also type in the Facility ID. Please confirm that you have the correct facility name, facility address and the Facility ID before you proceed.
- b. For a new facility, please obtain a Facility ID no. prior to completing the HEPCRA Tier II submittal. You may contact us at <https://health.hawaii.gov/heer/contact-us/>

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--Navigation Menu--

HEPCRA Tier II Submittal ⓘ  
Submission HQJ-8P9C-BWGGT Revision 1 Form Version 1.36 \$200.00 ⓘ ⚙️

Last saved a few seconds ago  
SAVE PROGRESS

**Processing Info**

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

**PREVIOUS SECTION**  
Processing Info

**1. Report Information** [CLEAR SECTION](#)

Please enter basic facility information

**Purpose**  
This is a HEP CRA Tier II Submittal for the Following Facility.

**Facility (Select One)**  
Select...

**New Facility (If Facility is not in selection above)**

**New Facility Address**  
Address Line 1  
Address Line 2  
City State/Area Postal Code  
HI

[VALIDATE ADDRESS](#)

**E-mail Address of Person Submitting the HEP CRA Tier II Report**  
Enter valid e-mail address

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

c. Click on the Next Section.

Next Section

6. Upload Tier 2 Report as a pdf and .t2s files

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Submission HQJ-8P9C-BWGGT Revision 1 Form Version 1.36 \$200.00

Last saved 5 minutes ago  
SAVE PROGRESS

Processing Info

1. Report Information

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

Review

Certify & Submit

PREVIOUS SECTION  
1. Report Information

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

CLEAR SECTION

Upload the Tier II Report

\* Upload Tier II Report (PDF and .t2s Files)

Please upload the individual .t2s output file and a PDF copy here. Do not upload the .zip file- it will not work.

Please be aware that files exceeding 200 MB in size are not allowed

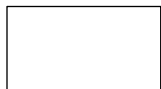
Drop files here to upload

OR

CHOOSE FILE

Comment

NEXT SECTION  
Review




a. Click on the Next Section.

Next Section

Next Section



7. **Review.** You may print review and/or print to ensure that your online application is completed accurately.


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 --Navigation Menu--

**HEPCRA Tier II Submittal** ⓘ  
 Submission HQJ-8P9C-BWGGT Revision 1 Form Version 1.36
 \$200.00 ⓘ
⚙️
Last saved 20 minutes ago  
SAVE PROGRESS

✓ Processing Info  
✗ 1. Report Information  
✗ 2. Upload Tier 2 Report As PDF And Any Supplemental Information (PDF & .t2s files)  
● Review  
○ Certify & Submit

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

### Review

For this step, your online application form is shown with the responses you have selected. Please take a moment to review and ensure that your online application form is completed accurately, prior to the next step. If you need to make any changes, please return to the application form sections step.

As a reminder, your online application form is not accessible by HI DOH staff until you have submitted the form in the 'Certify & Submit' step. Prior to submission, your online application form is considered a draft. At the time of submission, it will be transmitted to HI DOH and it will become part of the public record.

1. REPORT INFORMATION

Please enter basic facility information  
  
**Purpose**  
 This is a HEPcRA Tier II Submittal for the Following Facility.  
  
**Facility (Select One)**  
 None Specified  
  
**New Facility (If Facility is not in selection above)**  
 None Specified  
  
**New Facility Address**  
 [No Street Address Specified]  
 [No City Specified] HI [No Postal Code Specified]  
  
**E-mail Address of Person Submitting the HEPcRA Tier II Report**  
 None Specified ⚠️ Enter valid e-mail address

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)**  
 No files uploaded  
**Comment**  
 None Specified ⚠️ At least one file is required.

⬇️ NEXT SECTION  
**Certify & Submit**

🖨️ Print Review

**Print Review**

## 8. Certify and Submit.

Your submittal is not complete until you complete one or more fields of the form that are marked in red, you have submitted it and you have made the payment. Your submittal is not accessible by Hawaii Hazard Evaluation and Emergency Response (HEER) staff until you submit the form in this step.

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Submission HQJ-8P9C-BWGGT Revision 1 Form Version 1.36 \$200.00 ⚙

Last saved 3 minutes ago  
SAVE PROGRESS

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 submit the form to HI DOH.

I certify under penalty of law that I have personally examined and am familiar with the information submitted and believe the submitted info is true, accurate, and complete.

There are one or more areas of the form that have not been fully completed.  
In order to submit this form, please revisit the section(s) marked with errors, and correct any missing or invalid fields.

FINALIZE SUBMISSION  
Submit Form

FINISH LATER  
Save and Exit

**Submit Form**

9. **Payment.**

Once the Tier II form has been submitted, please make the appropriate payment, either Online or by Mail. Payment must be received before the submission can be processed.

SUBMISSION OVERVIEW

HEPCRA Tier II Submittal

ID # HQJ-8579-AB0G2

View Form

Access complete view of the submitted form data

Summary

Processing

NAME

HEPCRA Tier II Submittal

SUBMITTED

12/31/2025 (0 days ago) by [Elizabeth Galvez](#)

SUBMISSION ID

HQJ-8579-AB0G2

SUBMISSION REASON

New

WORKGROUP

—

Processing

View All

2

Notification Tier II Fee Paid

DUE ON 12/31/2025

Documents & Attachments

201 Ohua Ave\_E P R.pdf

Attached to Submission by Elizabeth Galvez 2025-12-31 2:11 PM

SUBMISSION ATTACHMENT

Status

COMPLETED

Revise Submission

Print

Download / Export

View Confirmation

Fees

Flat Fee \$200.00

Balance Due \$200.00

Make Payment

Download Payment Voucher

Contact Info

Contact

State of Hawaii

Department of Health

Hazard Evaluation and Emergency Response (HEER) Office

c/o HEP-CRA Manager, Sharon Leonida

2365 Waimano Home Rd #100

Pearl City, Hawaii 96782

sharon.leonida@doh.hawaii.gov

## Submission Confirmation

**Payment**

Print Confirmation



## HEPCRA Tier II Submittal

Submission HQJ-8579-AB0G2 Revision 1 Form Version 1.36

AWAITING PAYMENT

**Payment Required to Complete Submission**

Payment must be received before your submission can be processed.

## Submission Fees

Flat Fee ..... \$200.00

Total Due **\$200.00**

Pay Online

Pay by Mail