

Hawaii DOH E-Permitting System Instructions

1. [HIDOH e-Permitting System -](#)

[Environmental Health Administration](#) or
<https://eha-cloud.doh.hawaii.gov/epermits>

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.

HI DOH Home

Home ▾ Finder ▾ Help ? Sign In ▾ Register ▾

Sign in

Register

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](#)

Contact Information

Address:
2827 Waimano Home Road
Pearl City, HI 96782

Contacts:
E-mail: 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**:

HI DOH Home Home **Finder** Help ? Sign In Register

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**

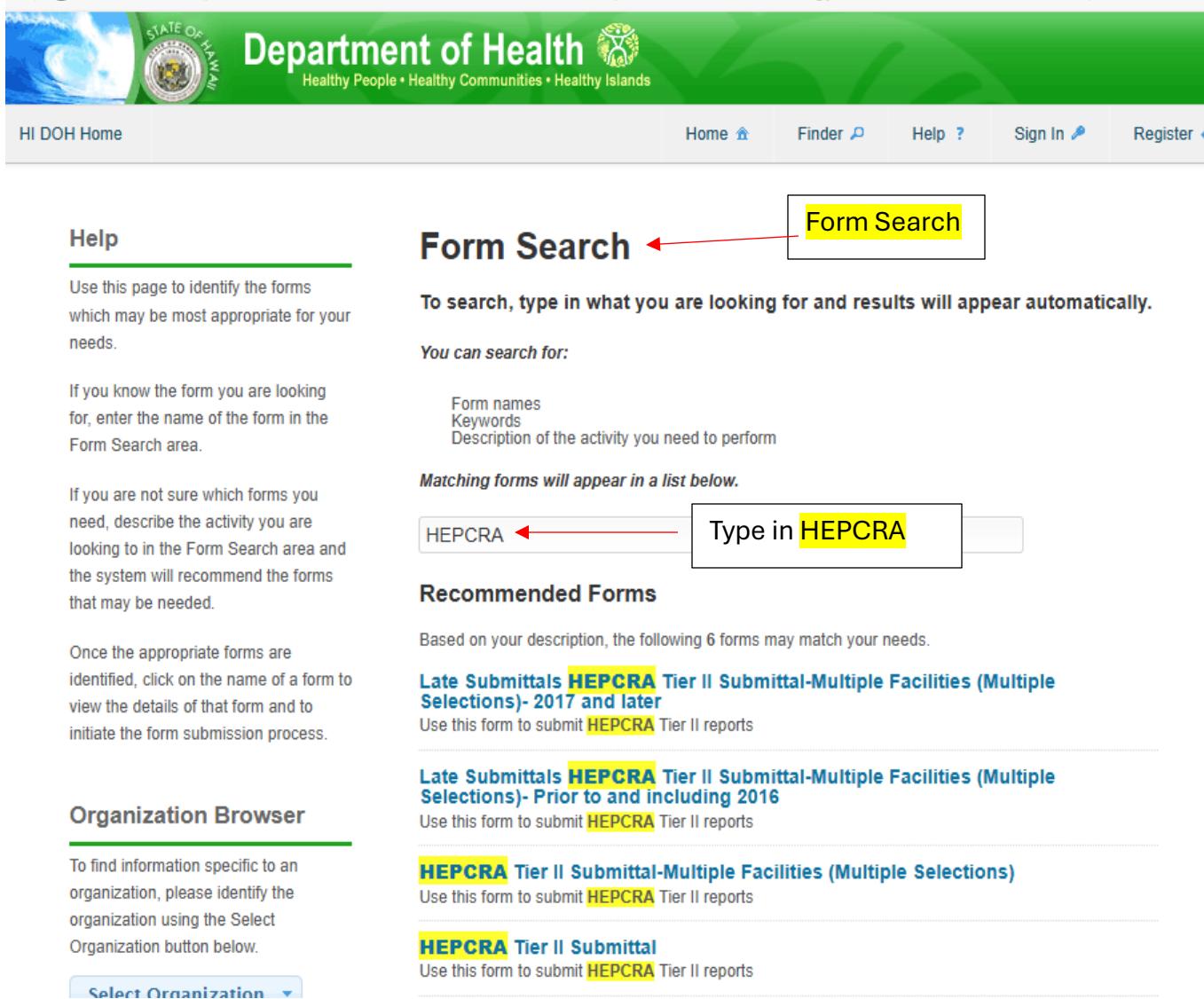
Hawaii Environmental Health e-Permitting Portal

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:

a. Below Form Search, type in HEPCRA and Recommended Forms will appear automatically.



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.

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 **HEPCRA**

Recommended Forms

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

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

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

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

HEPCRA Tier II Submittal
Use this form to submit **HEPCRA** Tier II reports

b. Click on one of the following forms:

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

Begin Form Entry



Begin Form Entry

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.

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

HEPCRA Tier II Submittal Submission HQJ-8P9C-BWGTT 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

New

Renewal

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/>

HI DOH Home

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

Logged in as Elizabeth
—Navigation Menu—

HEPCRA Tier II Submittal  Submission HQJ-8PPC-BWGTT Revision 1 Form Version 1.36  \$200.00 

Last saved a few seconds  **SAVE PROGRE**

Processing Info

1. Report Information

PREVIOUS SECTION
Processing Info

CLEAR SECTION

Please enter basic facility information

Purpose

This is a HEPCRA Tier II Submittal for the Following Facility.

Facility (drop down)

Facility (Select One)
Select...

New Facility

New Facility (If Facility is not in selection above)

New Facility Address

Address Line 1
Address Line 2
City State/Area HI Postal Code
VALIDATE ADDRESS

E-mail Address of Person Submitting the HEPCRA 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

HEPCRA Tier II Submittal (?)
Submission HQJ-8P9C-BWGTT Revision 1 Form Version 1.36

\$200.00 (?) Log in to view fees

Logged in as Elizabeth Galve
—Navigation Menu—

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)** CLEAR SECTION
- Review
- Certify & Submit

PREVIOUS SECTION
1. Report Information

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)**
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.

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

Logged in as Elizabeth Galvez
—Navigation Menu—

HEPCRA Tier II Submittal  \$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

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.**

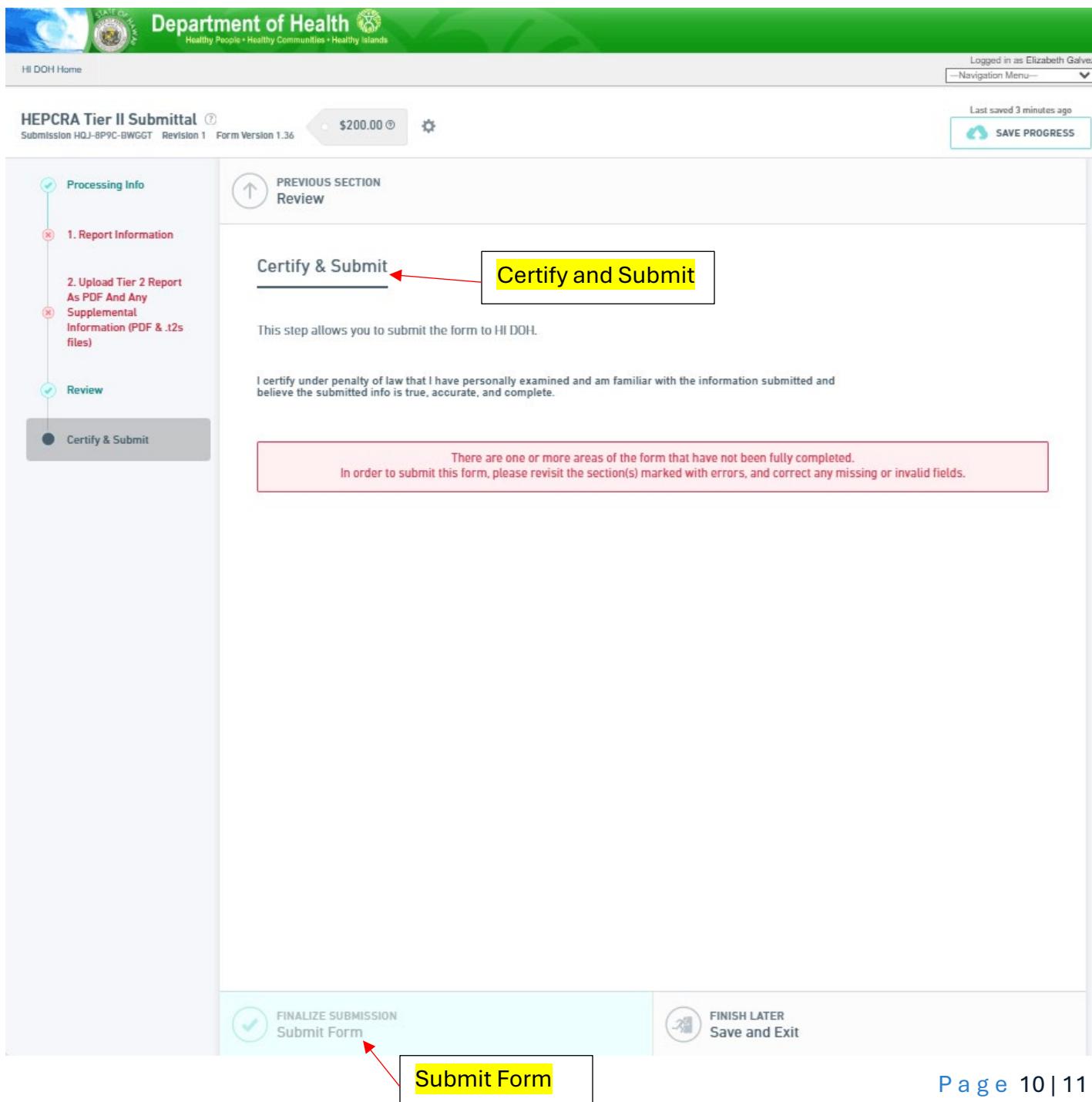
NEXT SECTION
Certify & Submit 

 **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.



The screenshot shows the HI DOH HEPCRA Tier II Submittal process. The top navigation bar includes the HI DOH Home link, a green header with the Department of Health logo and Healthy People • Healthy Communities • Healthy Islands text, and a user logged-in message (Elizabeth Galvez). The main content area shows the submittal details: HEPCRA Tier II Submittal, \$200.00 payment, and Form Version 1.36. A red arrow points from the 'Certify & Submit' link in the left sidebar to the 'Certify and Submit' button in the main content area. The 'Certify and Submit' button is highlighted with a yellow box. A red box highlights the error message: '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.' The bottom navigation bar includes 'FINALIZE SUBMISSION Submit Form' (highlighted with a yellow box and a red arrow) and 'FINISH LATER Save and Exit'.

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

Summary

Processing

NAME: HEPcRA Tier II Submittal
SUBMITTED: 12/31/2025 (0 days ago) by [E. Elizabeth Galvez](#)
SUBMISSION ID: HQJ-8579-AB0G2
SUBMISSION REASON: New
WORKGROUP: --

Processing

2 of 2

Notification Tier II Fee Paid
DUE ON: 12/31/2025

Documents & Attachments

201 Ohau Ave_E P R.pdf
Attached to Submission by Elizabeth Galvez 2025-12-31 2:11 PM [SUBMISSION ATTACHMENT](#)

Status
SUBMITTED

View Form A complete view of the submitted form data

Revised 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, 1011 Nuuanu Avenue, Suite 200, Sharon Leonida, 2385 Waimana Home Rd #100, Pearl City, Hawaii 96782, sharon.leonida@doh.hawaii.gov

Submission Confirmation

Payment

Print Confirmation X

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