



Carter H. Strickland, Jr.
Commissioner

December 16, 2013

Dear Facility Owner:

In order to assist you in complying with the New York City Community Right-to-Know Laws and Regulations, the Department of Environmental Protection (DEP) is holding a series of workshops on how to use the online Tier II Filing System. With this system you can submit your filing electronically, attach your Material Safety Data Sheet(s) and pay using either a credit/debit card or e-check. In addition to workshops DEP is offering sessions where you can file your Facility Inventory Submission here at our DEP office (see 2nd box below –you may need to bring necessary filing documentation).

Please refer to the tables below for the workshop and filing sessions:

WORKSHOP SCHEDULE

BOROUGH	LOCATION	DATE	TIME
Queens	NYC Department of Environmental Protection (DEP)	1/16/2014	5:00 – 6:30 PM
	59-17 Junction Blvd, 6 TH Floor Lecture Room, Flushing, NY 11373	1/23/2014	10:00 – 11:30AM
	NYC Department of Environmental Protection (DEP) 59-17 Junction Blvd, 3 rd fl. Cafeteria, Flushing, NY 11373	1/30/2014	10:00 – 11:30AM

TIER II SUBMISSION FILING SESSIONS

BOROUGH	LOCATION	DATE	TIME
Queens	NYC Department of Environmental Protection (DEP) 59-17 Junction Blvd, 10 th fl. Training Room Flushing, NY 11373	1/21/2014	10:00 AM – 12:30 PM or 1:30 – 4:00 PM
		1/28/2014	
		2/04/2014	
		2/06/2014	
		2/11/2014	
		2/13/2014	
		2/18/2014	
2/20/2014			

Due to space limitations, you must RSVP in order to guarantee attendance at these workshops and filing sessions. To reserve space at the **workshops** please email us at edu@dep.nyc.gov or call 718-595-4436. To reserve space at the **filing sessions** please call us at 718-595-4659.

Kevin T. McBride
Deputy Commissioner
Bureau of Police & Security

59-17 Junction Boulevard
Flushing, NY 11373

Online video training will be available in the near future at www.nyc.gov/dep/tier2filing

We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Hoag". The signature is fluid and cursive, with a large initial "G" and a long, sweeping underline.

Gregory Hoag
Executive Director, Division of Emergency
Response & Technical Assessment