

The Tier II Filing System

*Community
Right-to-Know
Online Filing System*

www.nyc.gov/dep/tier2filing

Online Payment Feature is Available

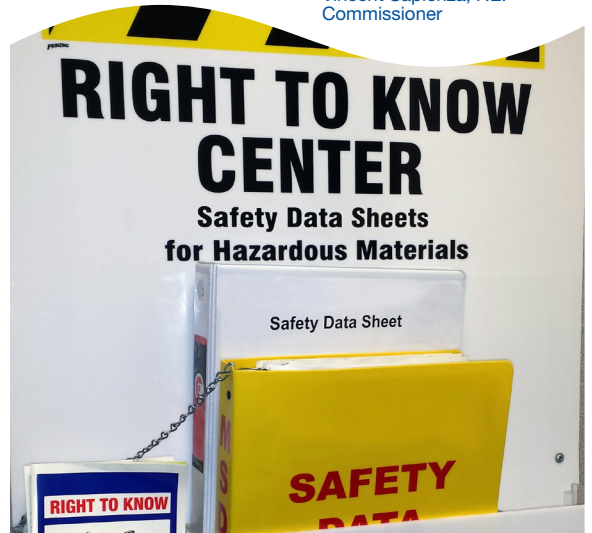
Compliance is Mandatory
FILING DUE YEARLY BY MARCH 1ST



Right-To-Know Program /LEPC
Division of Emergency Response & Technical Assessment
NYC Department of Environmental Protection
59-17 Junction Blvd.
Flushing, New York 11373-5108



Bill de Blasio
Mayor
Vincent Sapienza, P.E.
Commissioner



INTRODUCTION

The New York City Department of Environmental Protection (DEP) Community Right-To-Know (RTK) Program has a Web-based reporting system entitled the Tier II Filing System. This system allows facility owners/operators to file their annual Facility Inventory Forms (FIF) electronically.

ONLINE FILING

To file your Facility Inventory Form (FIF) online:

- You must register online at www.nyc.gov/dep/tier2filing to have a user account.
- After you register, you will receive your facility ID number, a link to create your password and to activate your account by email.
- You will be able to access the account after activating your facility's user account.
- For multiple facilities you can apply for one username and password to access all your facilities.
- If you filed a hard copy FIF previously, you must register as an "Existing Facility" and use your Facility ID number on the registration form.

SOME ADVANTAGES OF ONLINE FILING ARE:

- It is easier to update facility information and to input data such as inventory, quantity and storage code by choosing from drop-down boxes. .
- You can view, edit and print out a Facility Inventory Form (FIF) for your facilities.

- You avoid the hard copy filing package request fee of \$20.00.
- You have the ability to search Safety Data Sheets (SDS) online or on DEP Library, select, save and upload SDS for each chemical.
- The system calculates the filing fee and allows you to pay online using a major credit/debit card or e-check.
- You can also attach files such as a site plan.

Facilities, that wish to file a hard copy, can download FIF Forms from our website at www.nyc.gov/dep/tier2filing at no cost. There will be, however, a \$20.00 fee to receive the compliance package by mail.

RISK MANAGEMENT PLAN (RMP)

Risk Management Plan information and guidelines are available on our website. If you need more information you can email us at RMP@dep.nyc.gov

CONTACT US

For more information on Tier II filing or to schedule an appointment, **please call us at (718) 595-4659 between the hours of 9:00 am and 4:00 pm, or email the Right-To-Know Program at: deptier2@dep.nyc.gov.**

You can also write to us at:

Department of Environmental Protection
Right to Know Program
59-17 Junction Blvd 1st fl
Flushing, NY 11373-5108