December 20, 2018

Dear Facility Owner:

The New York City Department of Environmental Protection (NYC DEP), Division of Emergency Response and Technical Assessment (DETRA) is holding a series of workshops to assist facility owners/operators on how to use the online Tier II Filing System. The online system allows you to file electronically, attach Safety Data Sheet(s), and make a payment using either a credit/debit card or e-check.

The workshops will be held at the following venues and dates:

1. NYC Department of Environmental Protection
   59-17 Junction Blvd, 3rd fl Training Room B
   Flushing, NY 11373

   **WORKSHOP DATES**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Thursday, January 10, 2019</td>
<td>10:00 – 11:30 am</td>
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<tr>
<td>Monday, January 14, 2019</td>
<td>16:30 – 18:00 pm</td>
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<td>Friday, February 1, 2019</td>
<td>10:00 – 11:30 am</td>
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<tr>
<td>Monday, February 11, 2019</td>
<td>16:30 – 18:00 pm</td>
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2. Wednesday, February 6, 2019 @ 10:00 am – 11:30 am
   The Point
   940 Garrison Avenue
   Bronx, NY 10474
   *Entrance on Manida Street*

3. Wednesday, February 13, 2019 @ 10:00 am – 11:30 am
   Staten Island Borough President Office
   10 Richmond Terrace, Room 125
   Staten Island, NY 10301

To reserve a space at a workshop please email us at deptier2@dep.nyc.gov or call 718-595-4659. We look forward to hearing from you.

Sincerely,

Harry Mayer, Ph.D.
Director, DERTA