



**Environmental
Protection**

*Emily Lloyd
Commissioner*

Kevin T. McBride
Deputy Commissioner
Bureau of Police & Security
kmcbride@dep.nyc.gov

59-17 Junction Boulevard
Flushing, NY 11373

December 8, 2014

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 Safety Data Sheet(s) and pay using either a credit/debit card or e-check. In addition to the workshops, we are also offering sessions to assist you in the filing of your Facility Inventory Form online.

All workshops are held at:

NYC Department of Environmental Protection
59-17 Junction Blvd, **3rd fl Cafeteria**
Flushing, NY 11373

WORKSHOP DATES

DATE	TIME
Wednesday, January 14, 2015	10:00 – 11:30 am
Wednesday, January 21, 2015	10:00 – 11:30am
Wednesday, January 21, 2015	16:00 – 17:30 pm
Wednesday, January 28, 2015	16:00 – 17:30 pm

All Tier II Submission Filing sessions are conducted between the hours of 10:00am and 3:00 pm at our DEP Office, 10th fl Training Room.

TIER II SUBMISSION FILING SESSION DATES

Thursday, January 22, 2015	Tuesday, January 27, 2015
Thursday, January 29, 2015	Tuesday, February 3, 2015
Thursday, February 5, 2015	Tuesday, February 10, 2015
Thursday, February 12, 2015	Wednesday, February 18, 2015
Tuesday, February 24, 2015	

To reserve space at the workshops please email us at edu@dep.nyc.gov or call 718-595-4436. To schedule an appointment for the filing sessions please call us at 718-595-4659. We look forward to hearing from you.

Sincerely,

Greg Hoag
Executive, Director