



STATE OF IDAHO
OFFICE OF EMERGENCY
MANAGEMENT

4040 W. GUARD STREET, BLDG. 600
BOISE, IDAHO 83705-5004



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December 22, 2016

Please accept this letter as a reminder to facilities of the upcoming reporting period for 2016 Tier II Reports under the Emergency Planning and Community Right to Know Act (EPCRA), and to announce the State of Idaho's continued preference for facility use of the Tier2 Submit software as their method of reporting. The newest version of Tier2 Submit 2016 is available at no cost at: <https://www.epa.gov/epcra/tier2-submit-software>.

When the Tier II report is complete, please validate and save in the .t2s format using the following convention for the file name: **2016-County Name-Facility Name** (example: **2016-BlaineCounty-SafeChem**). Once saved, *e-mail the file as an attachment*, with "Tier 2 Submission" in the subject line, to tier2@imd.idaho.gov. While the Idaho Office of Emergency Management prefers electronic submissions, the reports may also be filed using the paper form by mailing to:

Idaho Office of Emergency Management
ATTN: Tier II Submissions
4040 Guard Street, Bldg. 600
Boise, ID 83705-5004

ALL REPORTS (EITHER ELECTRONIC OR HARD-COPY) MUST BE RECEIVED BY MARCH 1, 2017.

Also on our website, you will find the information for the LEPCs in the State of Idaho, including a directory of those local agencies which are accepting electronic submissions of the 2016 Tier II inventories (including the e-mail addresses for submission).

If you have questions or require additional information, please refer to our website at <https://ioem.idaho.gov/Pages/HazardousMaterials/TierII.aspx>. You can reach Wayne Harris, Hazardous Materials Regulatory Compliance Coordinator, at (208) 258-6549.

Thank you for your continuing efforts in making Idaho a safe place to live.

Sincerely,

Brad Richy
Idaho Office of Emergency Management