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GOVERNOR

STATE OF IDAHO  
OFFICE OF EMERGENCY  
MANAGEMENT

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

MG MICHAEL J. GARSHAK  
ADJUTANT GENERAL



BRAD RICHY  
DIRECTOR

December 24, 2019

Please accept this letter as a reminder to facilities of the upcoming reporting period for 2019 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 2019 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: **2019-County Name-Facility Name** (example: **2019-BlaineCounty-AbcCompany**). Once saved, *e-mail the file as an attachment*, with "Tier 2 Submission" in the subject line, to [tier2@imd.idaho.gov](mailto:tier2@imd.idaho.gov). **All facilities reporting five (5) or more chemicals/products must use the electronic submission process.** Facilities below this threshold may choose to file 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, 2020.**

Please visit our website to find contact information for the LEPCs in the State of Idaho, including a directory of those local agencies which are accepting electronic submissions of the 2019 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/hazardous-materials/tier-ii-reporting/>. Please contact the hazardous materials regulatory compliance staff at (208) 258-6549 if you have any questions.

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

Sincerely,

Wayne Harris  
Idaho Office of Emergency Management