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November 26, 2019

To: All Westchester Tier II Reporting Facility Contacts,

On behalf of the Westchester County Local Emergency Planning Committee (LEPC), I draw your attention to a recent change regarding the submission of EPA Tier II Emergency and Hazardous Chemical Inventory Reports. The information provided in these reports is an integral component to our community planning and preparedness for potential risks.

Please note, for future filings paper copies of Tier II reports will no longer be accepted. The Westchester County LEPC is urging facilities to submit Tier II information via the [E-Plan system](#), the nation's largest database of chemical and facility hazards data. *E-Plan* is an online reporting system that will allow you to create an electronic report you can submit to both NY State and the Westchester County LEPC to satisfy the filing requirement of SARA Title III (Tier II Emergency and Hazardous Chemical Inventory Reporting).

E-Plan is also a proven system that provides First Responders and other preparedness partners with rapid access to on-site hazardous chemical information submitted under the U.S. Environmental Protection Agency regulations. In an emergency situation, instant access to the critical information listed in Tier II reports and stored in *E-Plan* makes it an invaluable tool for First Responders. However, you should continue to check with your local fire department regarding what form of Tier II report they prefer.

All facility *E-Plan* accounts should list LEPC@westchestergov.com as a "Reporting Authority" email address. This allows the system to send to the LEPC an email message upon successful submission of your facility's Tier II report in *E-Plan*.

Facilities that currently utilize [EPA Tier 2 Submit](#) may upload to *E-Plan* the Tier II export file (XML file called "epcra_tier2_data.xml").

All questions about *E-Plan* and Tier II submission procedures should be directed to the Westchester County Office of Emergency Management at 914-864-5450.

Your continued participation and cooperation is greatly appreciated.

Respectfully,

Brian Anderson, MPH, CSP
Chair – Westchester County LEPC

CC: Dennis Delborgo, Westchester County Emergency Management Director