

The Tier II Filing System

*The Community
Right-to-Know
Online Filing System*

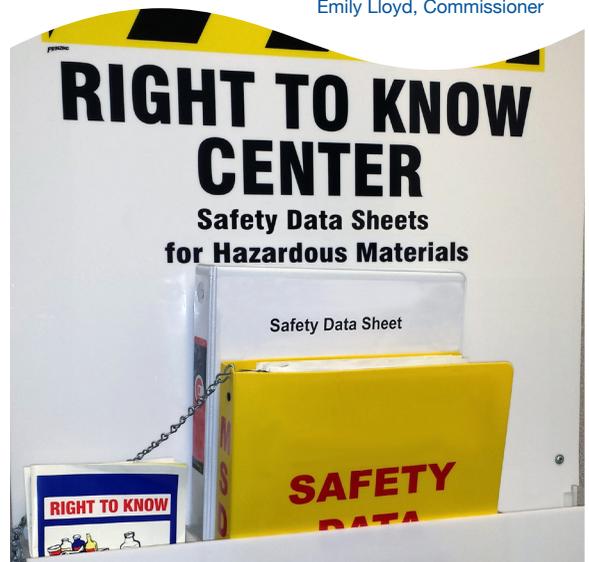
www.nyc.gov/dep/tier2filing

Online Payment Feature is Available

Compliance is Mandatory
FILING DUE YEARLY MARCH 1ST



Bill de Blasio, Mayor
Emily Lloyd, Commissioner



Right-To-Know Program /LEPC
Division of Emergency Response & Technical Assessment
NYC Department of Environmental Protection
59-17 Junction Blvd.
Flushing, New York 11373-5108

INTRODUCTION

The New York City Department of Environmental Protection (DEP) Community Right-To-Know (RTK) Program has a Web-based reporting system for facilities, called the Tier II Filing System. This system lets facilities file their annual Facility Inventory Forms (FIF) electronically.

ACCESSING YOUR DATA

To file the FIF electronically, each facility must register online at www.nyc.gov/dep/tier2filing in order to get a user account. To register online you must be an owner, operator, manager or corporate officer, in accordance with the Administrative Code of the City of New York, Section 24, Chapter 7.

After you have registered, you will receive an email with the facility ID number and the link to complete the following items:

- Create password
- Type owner's name
- Answer the security question
- Activate the account
- Certify the document

An owner/operator filing for multiple facilities can apply to have one username and password to access all facilities.

After the facility's user account has been activated, authorized users will be able to view their facility inventory information that has been updated in the Tier II Filing System and change their password if necessary.

If you have filed a hard copy FIF previously, you must register as an Existing Facility and enter your Facility ID number in the registration form.

Facilities can still file a hard copy FIF. Forms can be downloaded from our website at www.nyc.gov/dep/tier2filing at no cost. There will be a \$20.00 charge to receive the compliance package by mail.

SOME ADVANTAGES OF FILING ONLINE ARE:

1. Data such as inventory quantity and storage code can be entered more accurately by choosing from drop-down boxes.
2. Facility information can be easily updated.
3. You can view, edit and print out a Facility Inventory Form (FIF) for each facility.
4. You can avoid the hard copy filing package request fee (\$20.00.)
5. Ability to search the Online Material Safety Data Sheets (MSDS) or Safety Data Sheet (SDS) Library, select, save and upload MSDS/SDS for each chemical.
6. The system will automatically calculate the filing fee and allow you to pay online using a major credit /debit card or e-check.
7. Additional files such as a site plan can be attached.

CONTACT US

For more information or to schedule an appointment, **please call (718) 595-4659 between the hours of 9am and 5pm, or email the Right-To-Know Program at: deptier2@dep.nyc.gov.**

You can also write to us at:

Department of Environmental Protection
Right to Know Program
59-17 Junction Blvd 1st fl
Flushing, NY 11373-5108