

Louisiana State Police Right-to-Know Unit Tier II Inventory Filing REMINDER

To: Regulated Businesses and Industries
From: Louisiana State Police Right-to-Know Unit
Date: August, 2008
RE: 2009 Tier II Annual Renewal

This is a reminder to prepare to file your Right-to-Know Tier II inventory for calendar year 2008. Your Tier II inventory must be filed between January 1, 2009, and March 1, 2009. If you fail to do so, your company may receive a Notice of Violation and a fine. Filing electronically is mandatory for large businesses and is highly encouraged for small businesses. The Right-to-Know staff will be available to help filers if problems are encountered during e-filing.

In order to file electronically for calendar year 2008, simply access and review the data via the Tier II website at:

<http://www.dps.state.la.us/lcnweb.nsf>

Please use the **Tier II User ID** and **Password** assigned to you in past years. This will allow you to review your data for the past year and make any changes necessary before you submit your filing. Facility and chemical information is replicated from the previous calendar years.

If you did not file online last year, you should obtain a User ID and password as soon as possible. You can do this by going to the Tier II website, clicking on the **green Tier II button**, and completing registration. Once you have registered, a User ID and Password will be mailed to you.

If your parish Local Emergency Planning Committee (LEPC) is listed on the Louisiana State Police website as having signed the State Repository Agreement, then filing electronically will fulfill your responsibility to send a copy of your Tier II to the LEPC. If a parish LEPC is not listed, then contact your LEPC after January 1, 2009, to see if this option is available to you.

LEPC contact information, along with copies of the Right-to-Know Rules promulgated on June 20 and December 21, 2001 covering Tier II filing fees, and other helpful documents are available at:

<http://www.lsp.org/rtk.html>

If you have any problems or questions, please contact the Louisiana State Police Right-to-Know Unit at rtktier2@dps.state.la.us or by telephone at (225) 925-6113.

PAYMENT NOTE: A driver's license number is required on the check submitted for payment of Tier II filing fees. The license number should be either from the person submitting the check or from a responsible individual within the company.