



Office of Emergency Management
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January 25, 2016

Dear Adams County Colorado Tier II Facilities and LEPC Partners:

As most of you probably know, the process by which facilities submit their Tier II reports has changed. Colorado is instituting a single-point submission process for Tier II reporting. For reporting year 2015 (reports to be filed by March 1, 2016), facility owners and operators are required to submit their Tier II Submittal data electronically to the Colorado Department of Public Health and Environment (CDPHE). In Colorado, facilities are no longer required to provide the same report to the local emergency planning committee (LEPC) or the local fire department **unless** those agencies maintain their own reporting requirements.

For Adams County, the LEPC and the local fire departments/districts do **not** have their own reporting requirements. Please submit your 2015 Tier II Submittal data to the Colorado Department of Public Health and Environment. For instructions, please refer to the following CDPHE link:
<https://www.colorado.gov/pacific/cdphe/tier-ii-hazardous-chemical-inventory-reporting>.

When reporting to the state, please keep in mind that in performing quality control checks of the 2014 Tier II Submittal data, we found that the **Map Data**, **Fire District**, and **County** fields were repeatedly incorrect. Please reference the Adams County website (www.adcogov.org) for both the county map and the fire district map.

Under the **Map Data** tab, please use at least 4 - 5 digits right of the period (39.xxxxx - 104.xxxxx) to indicate the general location where the main hazard is in your facility. Having an accurate location will give us a better starting point for emergency-planning purposes.

In addition, please be sure to fill in the **24-hr emergency phone number** data field for your facility so that it can be used for emergency responders to contact someone from your facility in an emergency. Also, please include **email addresses** for your contacts, so we can send regulatory information, as necessary.

The Adams County LEPC meets on the 4th Monday of every other month beginning in February. The schedule and agendas are posted on the Adams County LEPC website at <http://www.adcogov.org/index.aspx?NID=310>. During the meetings, we discuss topics involving hazardous material issues in Adams County. We would appreciate having representatives from your facilities attend our LEPC meetings.

If you need any assistance with completing your submittals, feel free to contact me at (720) 523-6602 or ratkins@adcogov.org.

Sincerely,

Richard Atkins
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LEPC Coordinator
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