



November 30, 2006

To: Toleda Burton; Barry Henson; Butch Pennington; Diane Wyatt; Karen Birkenstock; Katherine Terry; Ken Reeves; Kenneth Laseter; Kim Adkins; Kitchens, Patrick; LaQuita Donald; Sammy Crews

RE: Tier II Web-based Reporting System for 2006 Reporting year due March 2007

Dear Tier II Reporter;

The Memphis/Shelby County Local Emergency Planning Committee (MSCLEPC), the Memphis Fire Department and the Shelby County Fire Department are upgrading the Tier II reporting system to web based electronic filing system. Starting in 2007 for reporting year 2006 you will be required to log on to www.msclpec.org and fill out the Tier II forms online. This reporting will fulfill your responsibility for reporting to the local LEPC and the local fire departments. The reporting system will provide a printout for signature to be mailed to the State of Tennessee Emergency Management Agency. The new reporting system allows the information to automatically be geo-coded for use by the emergency responders.

Information and instructions will be posted on the web page in the coming months and the MSCLEPC will be holding training seminars starting in December to educate Tier II Reporters in the use of the system.

If you have consultants filling out your Tier II reports for submission, please notify them of the change.

The MSCLEPC will be providing more information in the coming months and please visit our web site for additional information.

Sincerely

Nick V. Ridge
Chairman
Memphis/Shelby County Local Emergency Planning Committee