



January 4, 2018

Memphis/Shelby County LEPC
P.O. Box 111450
Memphis, TN 38111-1450

Dear Tier II Submitter:

The Memphis Shelby County Local Emergency Planning Committee (MSCLEPC) would like to inform you of about Tier II submissions for RY2017 and our LEPC.

First, the State of Tennessee requires that all RY2017 Tier II submissions be conducted electronically with E-Plan by March 1, 2018. Electronic submission allows better storage and handling of data. Its accessibility in emergencies is critical to the outcome of a hazardous chemical event. We strongly encourage you to follow the state requirements and file with E-Plan. TEMA website for additional information <http://www.tnema.org/chemical>.

There is a \$25 administrative filing fee per site for the use of E-Plan. Further details regarding filing and the fee are on the E-Plan website <https://tier2.erplan.net/onlinefiling/filingLogin.htm>.

*Once you submit a Tier II Report via E-Plan for a company located in the city of Memphis, you **DO NOT** need to submit a hard copy to the LEPC, the Memphis Fire Department, SERC or TEMA.*

If your company is located in the county or one of the surrounding municipalities, SERC, TEMA and the LEPC will receive your report once you have completed your E-Plan filing. E-Plan provides the option of printing out a report. This report may be submitted to the local fire department. Please contact the local fire department to determine their requirements for notification.

Second, the Memphis/Shelby County LEPC has been working to broaden our reach in the community. We have redeveloped our website to make it more accessible and user friendly. Our web address is www.msclpec.org, and can be compatible with mobile devices. Sign-up at our new site and receive meeting notifications, training opportunities in the area, and other information important to industry, government and the community.

The Memphis/Shelby County LEPC is one of the oldest organizations of its kind in the country. Our establishment predates the federal mandate that requires our existence. We are unique in our strong support from industry as well as local government. Our monthly meetings enable members to build relationships vital to response during a chemical emergency. Yet even though we are federally mandated, we receive no funding from federal, state or local government. MSCLEPC relies upon volunteers, grants and donations from the community to sustain our efforts.

As a Tier II Submitter, your participation in the LEPC is also federally mandated. We would like to encourage you to join us at our monthly meetings on the third Thursday of each month. It is a great opportunity to network with others industry, build relationships with local responders and gain knowledge pertaining to our businesses and government.

The MSCLEPC's long standing goal of becoming a non-profit organization was realized in 2014. Through the diligent work of our volunteers, your donation is now tax deductible. We would like to ask that as you file your Tier II report this year to please consider a contribution to our efforts. Without the support of donations, we would not be able to so successfully fulfill our mission as the bridge between industry, community and the government. The LEPC exists to promote and maintain public health and safety by preparing citizens, industries, and local emergency response agencies for all hazardous chemical emergencies. This is done through the development of a comprehensive community program which includes: Shelter-In-Place literature and workshops; emergency response preparedness drills involving industry, responders, and the community; a county-wide emergency response plan; our website <http://www.mslepc.org>, and community outreach. Your contribution helps us achieve our goals of making a more informed and safer community in the Mid-South.

Thank you for doing your part. We hope to see you soon.

Sincerely,

Tanya Henderson

*Tanya Henderson
Memphis/Shelby County LEPC, Secretary*

RY2017 LEPC TIER II VOLUNTARY CONTRIBUTION STATEMENT

There is no requirement for paying a filing fee to the LEPC or TEMA.

We would appreciate your consideration in making a tax deductible donation this year to the LEPC.

Below is a chart of suggested levels of contribution based on the reportable Tier II inventory of your facility. Please consider these amounts; however, any contribution is appreciated. Please make checks payable to **MSCLEPC**.

If your company requires a statement for a check request, please use this document for that purpose. **Use the first 4 letters of your company name to complete your invoice number.** If you need a more formal invoice for this purpose, please contact the LEPC Chairman.

Checks should be mailed to:

**Memphis/Shelby County LEPC
P.O. Box 111450
Memphis, TN 38111-1450**

Total Reportable Daily Inventory Amount on Site in Pounds

| | | | | |
|----|------------|----|-------------------------|-------|
| 01 | 0 | to | 99 | \$10 |
| 02 | 100 | to | 499 | \$10 |
| 03 | 500 | to | 999 | \$10 |
| 04 | 1,000 | to | 4,999 | \$25 |
| 05 | 5,000 | to | 9,999 | \$50 |
| 06 | 10,000 | to | 24,999 | \$75 |
| 07 | 25,000 | to | 49,999 | \$100 |
| 08 | 50,000 | to | 74,999 | \$200 |
| 09 | 75,000 | to | 99,999 | \$300 |
| 10 | 100,000 | to | 499,999 | \$400 |
| 11 | 500,000 | to | 999,999 | \$500 |
| 12 | 1,000,000 | to | 9,999,999 | \$600 |
| 13 | 10,000,000 | to | Greater than 10 million | \$700 |

Date: _____ Invoice: **RY2017TierII-**_____

Company: _____

Tier II Report Voluntary Contribution Amount: _____

Memphis/Shelby County LEPC
EIN 27-1448367