



Guadalupe County Fire Marshal Office

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Tier II Reporting

Tier II Reports are due each year by March 1st. Guadalupe County LEPC now requires all reporting to be electronic utilizing Tier II Submit. And requests that electronic Tier Two data files (created out of the Tier2 Submit version, not scanned, PDF or word documents) be submitted via email to **lepc@co.guadalupe.tx.us**. Please include a contact name and telephone number in the body of the email for reference. If emailing is not an option, then electronic data files may be submitted on CD or floppy disk via U.S. mail. To avoid confusion, please do not send duplicate submissions of your Tier Two Report in any format with your filing fee. The TXT2 Number must appear on the Tier2 Submit State Fields screen.

Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit a Hazardous Chemical Inventory Form (Tier II) to the Local Emergency Planning Committee (LEPC), the Department of State Health Services, and the local fire department annually. Note: Submission of your electronic data file to DSHS Tier II Chemical Reporting Program serves as notification to the State Emergency Response Commission (SERC) for Tier II data.

The Guadalupe County LEPC does not charge fees for Tier II filing.

A new version of Tier2 Submit is created around November of each year. For more information about reporting requirements and the newest version of the Tier 2 Submit Software, visit the Texas Department of State Health Services web site at: <http://www.dshs.state.tx.us/tiertwo/default.shtm>