



**Environmental Protection**

*Carter H. Strickland, Jr.*  
Commissioner

**Kevin T. McBride**  
Deputy Commissioner  
Bureau of Police & Security  
kmcbride@dep.nyc.gov

59-17 Junction Boulevard  
Flushing, NY 11373

December 7, 2012

Dear Facility Owner:

In order to assist you in complying with the New York City Community Right-to-Know Laws and Regulations, the Department of Environmental Protection is holding a series of workshops on how to use their Online Tier II Filing System. With this system you can submit your filing electronically, attach your Material Safety Data Sheet(s) and pay using either a credit card, debit card or e-check.

Please refer to the table below for workshop schedules.

BOROUGH	LOCATION	DATE	TIME
Bronx	Casita Maria Center for Arts & Education 928 Simpson Street – 6 <sup>th</sup> fl Bronx, NY 10459	1/29/2013	6:00 – 7:30 pm
Manhattan	Pace University 3 Spruce Street – (Michael Schimmel Theatre entrance) Multipurpose Room	1/24/2013	10:00 – 11:30 am
Queens	NYC Department of Environmental Protection 59-17 Junction Blvd Flushing, NY 11373	1/17/2013** 2/5/2013* 2/12/2013*	10:00 – 11:30 am 4:00 – 5:30 pm 10:00 – 11:30 am
Brooklyn	Amico Senior Center 5901 13 <sup>th</sup> Ave (3rd fl Cafeteria) Brooklyn, NY 11219	1/31/2013	6:30 – 8:00 pm
Staten Island	Sea View Hospital Rehabilitation Center & Home Community Board 2 – Lou Caravone Community Service Bldg 460 Brielle Ave Staten Island, NY 10314	2/7/2013	10:30 – 12 noon

Due to space limitations, you must RSVP in order to guarantee attendance at these workshops. To reserve space, please email us at [edu@dep.nyc.gov](mailto:edu@dep.nyc.gov) or call 718-595-4436. We look forward to seeing you at these workshops.

Sincerely,

**Gregory Hoag**  
Executive Director, Division of Emergency  
Response & Technical Assessment

**\*3<sup>rd</sup> Floor Cafeteria \*\* 6<sup>th</sup> floor Lecture Room**