**Marion County LEPC**

If you operate a facility in Marion County and are required to submit a Tier II report, The following will help you route your filings correctly. Tier II submissions must be entered no later than March 1st.

**Where to File**

**Marion County Tier II reports must be filed with three places:**

1. Local Emergency Planning Committee (LEPC – LEPC@marioncountyal.org for questions)
2. Alabama Department of Environmental Management (ADEM)
3. The fire department that services the facility’s location

**Available Software**

Tier II Submit is a free software that can prepare and maintain Tier II reports. This can be downloaded from the EPA website ([**Download of the Tier II Submit software**](https://www.epa.gov/epcra/tier2-submit-software)). When the software is downloaded, the facility must be built into the program. Once entered, the program only requires annual updates to create your filing. [**Tutorial on how to use Tier II Submit software**](https://www.epa.gov/epcra/tier2-submit-tutorial). You may also submit your Tier II report through E-Plan. If you choose to use E-Plan for your facility, please forward a copy of the successful transmission email you receive from the program to LEPC OR a statement telling us you have filed this year’s Tier II report using E-Plan.

**Format**

When submitting a Tier II report electronically, the format must be compatible for importing information into the CAMEO system (a .t2s file). Once the Tier II form is complete, **save the file with a descriptive title** (example: Acme, Inc – Marion Co 2016 Tier II) and **email the submission to**LEPC@marioncountyal.org.