



ELGIN FIRE
DEPARTMENT
550 Summit St • Elgin, IL 60120

HEADQUARTERS AND
FIRE PREVENTION BUREAU
550 SUMMIT STREET
ELGIN, ILLINOIS 60120-4219

David Schmidt *Fire Chief*
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FIRE PREVENTION BUREAU 847 / 931-6190
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Dear Business Owner,

The Elgin Fire Department is updating all commercial chemical use and storage within the City of Elgin. The purpose of this project is to improve our identification of hazardous materials which will enhance the Fire Department's emergency response capabilities.

In order for us to accomplish our goal we ask that you please provide the following information electronically to Tier2submit@cityofelgin.org.

1. A composite list of the chemicals used for manufacturing, storage and chemical products waiting to be transported or shipped.
2. Quantities of chemicals on hand.
3. Location of chemicals on a map with building(s) identified by name, number, letter, etc.
4. Copies of any required EPA Tier 2 reports.

- If you are unsure about your Tier 2 reporting requirements please contact:
Elgin Fire Department – Fire Prevention Bureau
Ron Sessions
847-931-6190
Sessions_r@cityofelgin.org

5. Copies of any waste manifests if waste is generated.

In addition to the above listed information we are also looking for the following contact information to facilitate communication with your company:

Name of responsible person for hazardous material safety
Contact number
Email
Mailing address

As you compile this information and if you are a Tier 2 reporter, please send all hazardous material related correspondence to Tier2submit@cityofelgin.org. If you have questions related to this information please contact Ron Sessions using his contact information listed above. The Elgin Fire Department appreciates your time and commitment to helping provide for a safe community.