



## TIER II MANAGER™

Serving Thousands of Users

## Form Letter Notification

**The Form Letter Notification module saves departments significant time and resources while professionally communicating with chemical businesses.**

Compliance authorities are responsible for informing reporting companies when they are missing parts of their report that result in non-compliance and possible violations and fines. While authorities can use the bulk email notification features of the system, with the Form Letter Notification module, authorities can rapidly and automatically batch generate form letters on official department letterhead to mail to businesses.

Facilities can be picked from the database based on a wide set of pre-defined queries. Some Form Letters that can be generated are to Facilities with:

- Extremely Hazardous Chemicals
- Pending payments
- Non-compliant report items
- Reports that are not submitted
- And many more

IDSi can customize the letterhead to reduce costs for separate letterhead. IDSi can also customize the message for specific letters.

### FEATURES

- Letter content is generated as PDF print ready documents.
- Save hundreds of hours by batch generating and printing letters through 5 clicks.
- Improve address accuracy by batch generating mailing labels from the system.
- Print letters with or without the customized headers.
- Select to generate letters only to facilities without email addresses.

The image shows a sample form letter notification from IDSi International. It includes the IDSi logo, the recipient's name (Stephanie Albino), address (Brown Oil Inc, 33 N Main St, Wilson City, NC 28652), and a notification regarding a missing site plan color/shading. It also includes a return address for Emergency Management and contact information for Jenn Wilson.

Emergency Management  
2125 Center Avenue Suit 500  
Fort Lee, NJ 07024

10/9/2008

ATTN: STEPHANIE ALBINO  
BROWN OIL INC  
33 N MAIN ST  
WILSON CITY, NC 28652  
UNITED STATES

THIS IS A NOTIFICATION FROM THE ONLINE TIER II REPORTING SYSTEM REGARDING BROWN OIL (FACILITY ID: 3) LOCATED AT 33 N MAIN STREET WILSON CITY, NC 28652.

Dear SARA Title III Coordinator:

You have made a Tier II Chemical Inventory Report submission. However, we have found that there is missing, incorrect or unacceptable information in the following area(s):

- Site Plan Color and/or Shading is not Allowed

Please return the report within 20 days of receipt of this notice to the following address:  
Emergency Management

If you have any questions or need assistance, please contact Jenn Wilson at 201-302-9494.

Sincerely,  
Emergency Management