

**Please fill this form out and send it to your Community Programs Liaison to save in your County's file. They will then send you your username and password.*

Assignment of staff in each county responsible for processing ICAA Complaints using the Workplace Enforcement Monitoring System (WEMS)

Name of County: _____

Name of TPEP Coordinator or other staff assigned as primary for WEMS duties:

Name of LPHA or other Administrator assigned to WEMS as backup responsibility:

Information on ICAA and WEMS System:

<https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/CHRONIC/DISEASE/HPCD/PCONNECTION/TOBACCO/Pages/ICAAToolkit.aspx>

- Policies and Procedures Manual
- WEMS User Manual
- New WEMS System Training
- WEMS Training User Activity

Please Note: If a TPEP Coordinator leaves their position, the LPHA or other Administrator responsible for the TPEP program in the county must ensure coverage for WEMS complaint processing until a new primary staff is assigned. In the interim, the County Administrator or delegated staff will receive a Username and Password to process ICAA complaints.