

LOCAL EMERGENCY PLANNING COMMITTEE

COMPOSITION AND RESPONSIBILITIES ACCORDING THE EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT OF 1986 (also known as TITLE III OF THE SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT)

1. Each Local Emergency Planning Committee (LEPC) shall (according to the Act) include, at a minimum, representatives from each of the following groups or organizations:

- ! elected state and local officials
- ! law enforcement
- ! emergency management
- ! fire fighting
- ! first aid
- ! health
- ! local environmental
- ! hospital
- ! transportation
- ! broadcast and print media
- ! community groups
- ! owners and operators of covered facilities

2. The LEPC shall:

- ! appoint a chairperson
- ! establish rules for the committee to operate by including provisions for:
 - public notification of committee activities
 - response to public comments
 - distribution of the emergency plan
- ! establish procedures for receiving information
- ! establish procedures for processing requests from the public
- ! designate a person to serve as a coordinator for information

3. The LEPC should have completed a comprehensive plan as of October 17, 1988 and shall:

- ! review their plan annually
- ! evaluate the need for resources to develop, implement and exercise the emergency plan
- ! make recommendations with respect to additional resources that may be required and the means for providing such additional resources
- ! The LEPC shall submit a copy of the plan to the MERC for review. Note: Each plan shall include the following:
 - identification of facilities and transportation routes of extremely hazardous substances
 - identification of possible impacted facilities (hospitals, schools, manufacturers, etc.)
 - methods and procedures to be used by plant operators and local response officials to respond to chemical releases from the covered facilities
 - designation of local emergency and facility coordinators
 - notification and communication procedures
 - methods for determining the occurrence of a release and the impacted area
 - identification of emergency equipment and persons responsible for equipment
 - evacuation plans
 - training plans
 - schedule and method for exercising the emergency plan

4. The LEPC receives emergency notifications of chemical releases under Section 11004

(previously Section 304) from facilities and transporters.

5. The LEPC receives Section 11021 *(previously Section 311)* notices (chemical safety information) and revisions from companies that have materials for which OSHA requires Material Safety Data Sheets (MSDS). The fire department also receives these notices (Tier II form). If the LEPC receives a Tier II, it can request the MSDS for any of the listed materials. Also, the LEPC shall provide the public a copy of any MSDS on request. If the LEPC does not have the MSDS, it should be requested from the facility and then provided to the requestor.
6. The LEPC receives Emergency Hazardous Chemical Inventory Forms under Section 11022 *(previously Section 312)* of the Act from facilities. This information includes estimated amounts of chemical (by category) present at the facility during the preceding year, the average daily amount of chemicals in each category, and the general location of the chemicals.
7. The LEPC must publish information annually to let the public know where and during what hours information on the following is available: emergency response plans, chemical lists, inventory forms, toxic release forms, and follow-up emergency notices.

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