Chemical Emergency Preparedness Fund

CEPF 2017/2018 LEPC/D Compliance Certification Package

# Introduction and Overview

The Emergency Planning and Community Right-to-Know Act (EPCRA) established state emergency response commissions and local emergency planning committees (LEPCs). The State of Missouri established the Chemical Emergency Preparedness Fund (CEPF) to enable the Missouri Emergency Response Commission (MERC) and the LEPCs to carry out responsibilities as designated in state and federal statutes.

## EPCRA Requirements

EPCRA requires that each local emergency planning committee/district (LEPC/D):

* Hold a public meeting at least annually;
* Provide annual public notice that indicates how the public may access the hazmat plan, file Tier II forms filed within the jurisdiction, and provide hazmat incident information; and
* Maintain a hazardous materials emergency response plan (“hazmat plan”) that is reviewed, updated, and exercised annually.

## Missouri Requirements

In order for a county LEPC/D to be officially recognized by the State of Missouri, and to receive that year’s CEPF, each county LEPC/D must submit the LEPC/D Compliance Certification Package to MERC.

A few important notes:

* The Presiding Commissioner of each county is charged with ensuring that the county operates as part of an LEPC/D; as such, the Presiding Commissioner MUST sign the LEPC/D Compliance Certification Package.
* The Presiding Commissioner of each county is charged with appointing members to the LEPC/D and submitting the proposed member list to MERC for approval; as such, the Presiding Commissioner MUST sign the LEPC/D Member List.
* If, at any point, you have questions about the LEPC/D Compliance Certification Package (how to fill it out, required documentation, etc.), contact the MERC office.
* **The financial report must include all invoices and check numbers should be written on each invoice.**

Thank you for your efforts and dedication to reducing chemical risks and making Missouri a safer place to live, visit, and work. We look forward to working with you again this year as we strive to provide stellar service and resources to help your LEPC/D be successful.

**MAY 15, 2018**

Submit completed CEPF Compliance Certification Packets by May 15, 2018, to:

Missouri Emergency Response Commission (MERC)

PO Box 3133, 2302 Militia Dr

Jefferson City, MO 65102

**LEPC FUNDING**

**GUIDELINES**

To alleviate some of the confusion and simplify the funding process, the Missouri Emergency Response Commission (MERC) has developed guidelines for the Community Emergency Preparedness Fund (CEPF), that is available to the Local Emergency Planning Committees/Districts (LEPC/Ds).

Fees collected by the department and all funds provided to local emergency planning committees shall be used for chemical emergency preparedness purposes as outlined in sections 292.600 to 292.625 RSMO and the federal act, including:

(1) Contingency planning for chemical releases;

(2) Exercising, evaluating, and distributing plans;

(3) Providing training related to chemical emergency preparedness and prevention of chemical accidents;

(4) Identifying facilities required to report;

(5) Processing the information submitted by facilities and making it available to the public;

(6) Receiving and handling emergency notifications of chemical releases;

(7) Operating a local emergency planning committee;

(8) Providing public notice of chemical preparedness activities. (RSMO 292.606.4) For further clarification, please call the MERC at 800-780-1014 or go to the MERC homepage at <https://sema.dps.mo.gov/about/merc.php>.

***CEPF Funding***

The CEPF funding program’s purpose is to increase local effectiveness to prevent chemical accidents; to safely and efficiently handle hazardous materials emergencies; and to enhance implementation of the state and federal Emergency Planning and Community Right-to-Know Acts (EPCRA). RSMO292.602-3-4 authorizes the Missouri Emergency Response Commission to provide assistance to Local Emergency Planning Committees through funding received from the hazardous chemical fee system.

This funding program is supported by fees collected under a state fee program requiring a facility having to comply with reporting requirements under EPCRA to contribute to the program. Pipelines transporting hazardous materials must also contribute to the program. These fees are placed in the “Chemical Emergency Preparedness Fund” (CEPF). Funds are provided to Local Emergency Planning Committees (LEPCs) through the county governing body. If an LEPC has been formed, the county shall immediately provide such funds to the LEPC committee.

**FOLLOWING ARE EXAMPLES OF PROJECTS AND ACTIVITIES ELIGIBLE FOR**

**CEPF FUNDING:**

**1. Contingency Planning For Chemical Releases**

* + - Purchase a PC and software to support planning for hazardous material releases and responses (e.g. CAMEO)
		- Pay for expenses associated with developing, reviewing and updating hazardous materials emergency response plans and procedures (e.g. meeting expenses, professional consulting fees)

**2. Exercising, Evaluating And Distributing Plans**

* + - Expenses to conduct emergency response drills and exercises associated with the plan
		- Copying and mailing expenses, if applicable, to distribute the plans
		- Fees for a professional instructor to design and/or oversee exercises
		- Expenses to conduct specialized and functional exercises (focusing on a specific issue, such as in- place protection, etc.)

**3. Providing Training Related To Chemical Emergency Preparedness And Prevention Of Chemical Accidents**

* Expenses to participate in appropriate state, regional, or federal training courses (travel, course expenses, etc.) Appropriate courses may relate to planning, response, inspections, compliance, personnel safety, safety audits, etc.
* Expense of printing and mailing training materials
* Rental of a facility or equipment needed for training purposes
* Fee for a special instructor (as required)
* Purchase of training programs and/or materials to be used to support local training

**4. Identifying Facilities Required To Report**

* + - Expenses related to printing and mailing notices to facilities potentially required to report
		- Expenses for contracted clerical personnel to create and maintain a paper file and/or electronic database of reported facilities

**5. Processing Information Submitted By Facilities; Make It Available To The Public**

* + - Expenses to set up and maintain a chemical inventory reporting file system and/or information database
		- Expenses for the purchase of filing cabinets and file guides to organize and file information

**6. Receiving And Handling Emergency Notifications Of Chemicals Releases**

* Expenses to set up and maintain an emergency release notification filing system and database

**7. Operating A Local Emergency Planning Committee**

* Expenses associated with printing, copying and distributing informational materials to LEPC members and other appropriate groups
* Expenses as needed for LEPC Committee meetings and other LEPC activities
* Wages for a part-time assistant (must have a signed contract with county)
* Expenses for an independent audit of LEPC fund use as needed

**8. Providing Public Notice of Chemical Preparedness Activities**

* Advertising LEPC meetings and activities in newspapers, radio, TV, etc.

**9. Developing Emergency Plan**

* Improvement, and implementation of the emergency plan required under 42 U.S.C. Chapter 116 (SARA Title III)
* Enhancement of emergency plan including response procedures involving transportation of hazardous goods and radioactive materials
* Conducting jurisdiction-wide hazards analysis (includes hazard identification, vulnerability analysis and risk assessment)
* Conducting exercises that test the emergency operations (the first and utmost priority is to enhance the LEPCs emergency plan before entering into this part of the planning program)

**10. Commodity Flow Assessment**

* Assessment to determine flow patterns of hazardous goods into or within the state

**11. Training Needs Assessment**

* Assessment to determine the number of public sector employees (first responders or public officials who are not responders but who perform activities associated with emergency response plans developed under EPCRA) employed or used by a political subdivision who need the proposed training

**Emergency Response Equipment**

***NOTE: The funds provided under Missouri's Emergency Planning and Community Right-to-Know Act are intended primarily to support the planning, training, and community right-to-know components of local emergency preparedness for chemical hazards. If a Local Emergency Planning Committee elects to use these funds for hazardous materials response equipment, the Missouri Emergency Response Commission (MERC) recommends that the following be accomplished first:***

* The LEPC should have completed a hazards analysis for Extremely Hazardous Substances (EHS) and the more common hazardous chemicals present in their community
* The LEPC should have completed a local emergency plan following the guidelines of 40 CFR Part 311 and 29 CFR 1910.120
* The personnel who will be using the equipment should have the level of training needed for their expected level of involvement with hazardous chemicals as specified in 40 CFR Part 311 and the local emergency plan; on-going training to maintain response competency and for use of the purchased equipment should also be considered

Any questions regarding the CEPF program may be directed to:

***Missouri Emergency Response Commission***

***P.O. Box 3133 Jefferson City, MO 65102***

***(800) 780-1014***

# Cover Sheet Official signature page for 2018 Application

Submittal Date:

|  |  |
| --- | --- |
| LEPC/D Name: |  |
| County Name(s): |  |
| CEPF Certification Year: |  |
| Primary Contact Name:  |   |
|  Primary Phone Number: |  |

Statement of certification that the application is true and correct to the best of our knowledge, that the county and LEPC/D intends to maintain/pursue compliance with applicable regulations, and agree to spend the CEPF money consistent with applicable laws.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| LEPC Chair Name (Typed) |  | LEPC Chair Signature |

|  |  |  |
| --- | --- | --- |
| COUNTY | PRESIDING COMMISSIONER NAME | SIGNATURE |
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The LEPC Presiding Commissioner must sign and for LEPD’s, the Presiding Commissioner of each county must sign

XX

Are any funds from this Packet being used as a match for any federal Grant? Yes No

If yes please name the Grant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payments will be sent from Missouri Emergency Response Commission to the County Government [RSMO Sec 292.604.1(b)]. Your LEPC will receive a concurrent letter advising them of the amount.**

|  |
| --- |
| MERC Use Only |
| Payment Request Date: |  | Payment for Years: |  |
| Payment Date: |  | Payment Amount: |  |
| Check/Transaction Number: |  |
| Signature |  |  |  |
| MERC Executive Director |  |  Date |  |

# LEPC/D Contact and Meeting Information

|  |  |  |
| --- | --- | --- |
|  LEPC/D Name: |  |  |
| **LEPC Mailing Address** |  | **LEPC Street Address** |  |
| Mailing Address Line 1 | Street Address Line 1 |
| City | MO | Zip | City | MO | Zip  |
| **Spill Notification Number** |  |  | **Fax Number** |  |  |
| **LEPC Website** |  |
| **LEPC Social Media** |  |
| **LEPC/D Meeting Information** |
| **Contact Name & Phone** |  |
| **Meeting Schedule (Days/Times)** |  |
| **Location Name (Building/Agency)** |  |
| **Street Address & City** |  |

|  |  |  |
| --- | --- | --- |
|  | **LEPC Coordinator** | **LEPC Chairperson** |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24 hr. Phone  |  | 24 hr. phone |

|  |  |  |
| --- | --- | --- |
|  | **LEPC Vice Chairperson** | **Alternate Contact** |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24 hr. Phone  |  | 24hr Phone |

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|  | **Presiding Commissioner** | **Emergency Management Director** |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24hr Phone  |  | 24hr Phone |

# LEPC/D Documents and Activities

Contact the MERC to determine which documents need to be submitted with this package.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Date | Reviewed | Updated | On File with MERC(Must provide hard or electronic copy every three years) |
| Bylaws |  |  |  |  |
| Member List (Must be signed by Presiding Commission)See Appendix A) |  |  |  |  |
| Meeting Minutes(All minutes approving purchases) |  |  |  |  |
| Hazmat Plan |  |  |  |  |
| Public Notice |
| Newspaper(s) |  |
| Date(s) Run |  |  |  |
| Hazmat Exercise |
| Last Exercise Date: |  | **Exercise Type:** | (Tabletop, functional, etc.) |
| Sponsor/ Lead Agency: |  |
| Documentation on file with MERC: | (MESL, scenario, hotwash, etc) |
| Scenario: | (brief description) |
| Next Exercise Date: |  | **Exercise Type:** | (tabletop, functional, etc.) |
| Sponsor/ Lead Agency: |  |  |  |  |
| Documentation on file with MERC: | (MESL, scenario, hotwash, etc) |  |  |
| Scenario: | (brief description) |
| Hazmat Commodity Flow Study |
| Last Flow Study Date |  | **Copy sent to MERC?** |  |
| Description/ Comment |  |
| Next Anticipated Flow Study Date |  |  |  |
| Description/ Comment |  |

# LEPC/D Status Survey

# Name of LEPC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MERC staff will use the information you provide on this page to identify and prioritize services and resources for your LEPC/D and those across the region; and we would like to share your success stories with others. Be as brief, or as detailed, as you have the time and inclination to be.

|  |
| --- |
| MERC Planner Resource Request |
| What assistance, resources, or services do you need that we could provide? Rank your top 3, but check all that apply. Use the space below the checkboxes if there’s something you need that’s not on the list. |
| ☐ LEPC 101: Initial or Refresher☐ LEPC revitalization☐ Identifying, setting, & meeting goals and objectives☐ Finances: tracking, planning, and spending funds☐ Bylaws: develop, review, or update☐ Document processing, data management☐ Other request(s): | ☐ Hazmat plan review, update, or conversion☐ Training needs assessment☐ Hazmat exercise: scenario & schedule☐ Hazard analysis: flow studies & facilities☐ Membership: review, identify, update, & manage☐ Accessing Tier II reports, handling info requests |
| Click here to enter text. |
| LEPC/D Success Stories and Strengths |
| What was the biggest challenge your LEPC/D overcame this year? Or provide an accomplishment of which you are particularly proud? What do you consider to be your LEPC/D’s greatest strengths, or the top 2-3 factors that contribute to LEPC/D success? Tell us about your LEPC/D’s unique qualities and activities. What best practice tips do you have to share with other Missouri LEPC/Ds? |
| Click here to enter text. |
| LEPC/D Challenges |
| What ongoing or upcoming challenges are facing the LEPC/D, and what impacts do they have? How long are these difficulties anticipated to last? What, if any, solutions are available and feasible? How does the LEPC/D plan on overcoming these obstacles? And of course, contact the MERC to see what assistance may be available. |
| Click here to enter text. |

# LEPC/D 2018 Activities, Goals and Objectives

Based on the list of activities eligible for funding through CEPF (RSMO 292.606), describe the LEPC/D’s activities, goals and objectives with respect to the following: if you click on the “click here to enter text” below, it will become an expandable document. Please tell us about the LEPC activities, the goal for that activity, and how money will be spent on that activity (See attached funding guidelines for further suggestions.)

|  |
| --- |
| Activity and Goal Description |
| Activity:  |
| Goal(s): Click here to enter text. |
| Activity:  |
| Goal(s):Click here to enter text. |
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| Goal(s):Click here to enter text. |

# Proposed Budget 2018 for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County

The budget should reflect all expenses in the activities, goals/objectives and purchases planned for the coming year.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Year Start Date** |  | **Budget Year End Date** |  |
| **Beginning Balance** |  |
| **Estimated Income** |  |
| CEPF (This is only an estimation, using the previous years is acceptable) |  |
| Other (i.e.,; interest, donations) |  |
| **Total Estimated Funds Available** |  |

|  |  |  |
| --- | --- | --- |
| **Expense Category** |  **Cost share amount** | **LEPC expense** |
| Administrative |  | **Total** |
| Contract Labor (NO full-time employees) |  |  |
| Postage |  |  |
| Printing |  |  |
| Phone/Fax/Internet |  |  |
| Office Supplies and Equipment |  |  |
| Computer/Electronic Equipment |  |  |
| Public Notice |  |  |
|  **LEPC meetings (publications, meals, etc.)** |  |  |
| Other |  |  |
| Projects |  | Total |
| Hazmat Plan Distribution |  |  |
| Hazard Communication |  |  |
| Facility Review and ID |  |  |
| Hazmat Flow Study |  |  |
| Other |  |  |
| Training & Exercise |  | **Total** |
| Course and Instructor Fees |  |  |
| Materials and Supplies |  |  |
| Equipment (attach list) |  |  |
| Other |  |  |
| Travel |  | **Total** |
| Mileage, Meals, Registration and Lodging |  |  |
| Other |  | **Total** |
| (Specify) |  |  |
| **Total Estimated Expenses** |  |  |
| **End Balance (Unallocated Funds)** |  |  |

 LEPC Chair Signature Date

# LEPC/D Inventory Log (Current)

|  |
| --- |
| Check the appropriate box below: |
| ☐ The LEPC/D does not own equipment purchased with CEPF or HMEP funds (STOP HERE) |
| ☐ The LEPC/D owns non-disposable, non-consumable equipment purchased with CEPF or HMEP funds (COMPLETE THIS FORM) |
| ☐ During this reporting year, the LEPC/D surplussed non-disposable, non-consumable equipment purchased with CEPF or HMEP funds (COMPLETE THIS FORM) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | Brand | Model | Serial # | Location | In-Service Date | Surplus Date |
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# The following pages

# are for the

# Previous Fiscal Year’s

# Expenses

**Please ensure that all receipts, contracts, invoices**

**and other documentation are attached**

**and labeled with the appropriate category and**

 **must have a check number or**

**a report from the Treasurer’s Office for verification.**

# 2017 LEPC/D Financial Report (This is for expenses in your previous year’s budget proposal)

**Ensure that all receipts, contracts, and other documentation are attached, labeled with the appropriate category and check number.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reporting Year Start Date** |  | **Reporting Year End Date** |  |
| **Beginning Balance** |  |
| **Actual Income** |  |
| CEPF |  |
| Other |  |
| **Total Funds Available** |  |

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Cost-Share Amount** | **LEPC Amount** |
| **Administrative** |  | **Total:** |
| Personnel (NO full-time employees) |  |  |
| Postage |  |  |
| Printing |  |  |
| Phone/Fax/Internet |  |  |
| Office Supplies and Equipment |  |  |
| Computer/Electronic Equipment |  |  |
| Public Notice |  |  |
|  **LEPC Meetings (publication, meals, etc.)** |  |  |
| Other |  |  |
| Projects |  | Total: |
| Hazmat Plan Distribution |  |  |
| Hazard Communication |  |  |
| Facility Review and ID |  |  |
| Hazmat Flow Study |  |  |
| Other |  |  |
| **Training & Exercise** |  | **Total:** |
| Course and Instructor Fees |  |  |
| Materials and Supplies |  |  |
| Equipment (attach list) |  |  |
| Other |  |  |
| **Travel** |  | **Total:** |
| Mileage, Meals, Registration and Lodging |  |  |
| **Other** |  | **Total:** |
| (Specify) |  |  |
| **Total Expenses** |  | **Total:** |
| **End Balance** |  | **Total:** |

 LEPC Chair Signature Date

# 2017 Travel Log

|  |  |  |
| --- | --- | --- |
| Check the appropriate box below: | Mileage Reimbursement Rate: |  |
| ☐ No travel expenses were incurred; or travel expenses were incurred but not claimed (STOP HERE) |
| ☐ Travel expenses were incurred and claimed (COMPLETE THIS FORM) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Traveler | Date(s) | Destination & Purpose | Miles | Meals | Lodging | Registration | LEPC Share |
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|  |  | **Travel Totals** |  |  |  |  |  |

# Amended Budget for 2017

This page is for making changes to the **previous budget** if required

**(You only need to file this, if you had any major amounts change in or between categories)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Year Start Date** |  | **Budget Year End Date** |  |
| **Beginning Balance** |  |
| **Estimated Income** |  |
| CEPF |  |
| Other |  |
| **Total Estimated Funds Available** |  |

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Proposed Budgeted Amount** | **Amended Amount** |
| **Administrative** |  | **Total:** |
| Personnel (NO full-time employees) |  |  |
| Postage |  |  |
| Printing |  |  |
| Phone/Fax/Internet |  |  |
| Office Supplies and Equipment |  |  |
| Computer/Electronic Equipment |  |  |
| Public Notice |  |  |
|  LEPC Meetings (publications, meals, etc.) |  |  |
| Other |  |  |
| **Projects** |  | Total: |
| Hazmat Plan Distribution |  |  |
| Hazard Communication |  |  |
| Facility Review and ID |  |  |
| Hazmat Flow Study |  |  |
| Other |  |  |
| **Training & Exercise** |  | **Total:** |
| Course and Instructor Fees |  |  |
| Materials and Supplies |  |  |
| Equipment (attach list) |  |  |
| Other |  |  |
| **Travel** |  | **Total:** |
| Mileage, Meals, Registration and Lodging |  |  |
| **Other** |  | **Total:** |
| (Specify) |  |  |
| **Total Amended Budget Expenses** |  |  |
| **End Balance (Unallocated Funds)** |  |  |

 LEPC Chair Signature Date

# LEPC/D Accomplishments, Activities, Goals and Objectives (what you did)

**LEPC Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Based on the list of activities and goals listed from 2017 tell us what was accomplished by using CEPF funds (RSMO 292.606)

|  |
| --- |
| Activity and Goal Description |
| Activity:  |
| Goal(s):Click here to enter text. |
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| Goal(s):Click here to enter text. |

Appendix A LEPC/D Membership List

This page can be used as a guide for those LEPC/Ds that already have digital member lists and as a tool for the LEPC/Ds without digital member lists. If you already have a membership list, you may provide that as long as it has been signed by the Presiding Commissioner.

**The LEPC membership list must be signed by the Presiding Commissioner, and for LEPDs EACH Presiding Commissioner must sign.**

Presiding Commissioner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print name Signature

|  |  |  |
| --- | --- | --- |
|  | **Elected State/Local Official** | **Emergency Management** |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24 hr. Phone  |  | 24 hr. phone |

|  |  |  |
| --- | --- | --- |
|  | **Fire Department** | **Law Enforcement** |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24 hr. Phone  |  | 24hr Phone |

|  |  |  |
| --- | --- | --- |
|  | **EMS** | **Hospital** |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24hr Phone  |  | 24hr Phone |

|  |  |  |
| --- | --- | --- |
|  | **Health** | **Media** |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24hr Phone  |  | 24hr Phone |

LEPC/Ds Membership List (cont.)

|  |  |  |
| --- | --- | --- |
|  | **Environmental** | **Transportation** |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24hr Phone  |  | 24hr Phone |
|  | **Industry** | **General Public** |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24 hr. Phone  |  | 24 hr. phone |

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| --- | --- | --- |
|  | **Community groups** |  |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24 hr. Phone  |  | 24hr Phone |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24hr Phone  |  | 24hr Phone |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Name |
| Affiliation |  | Affiliation |
| Email |  | Email |
| Phone  |  | Phone |
| 24hr Phone  |  | 24hr Phone |

# Expanded Checklist

For your convenience, the various sections of the CEPF Compliance Certification Package are outlined and summarized below. If you have additional questions about any portion of this package, please contact the MERC office.

|  |  |  |
| --- | --- | --- |
| **PAGE** | **√** | **SECTION & DESCRIPTION** |
| 1 |  | **Cover Sheet/Certifications**Ensure that all applicable signatures are present and that the form is filled out entirely |
| Comment |  |
| 2 |  | **LEPC/D Contact and Meeting Information**Primary points of contact (include a minimum of 3 separate individuals)LEPC meeting schedule/rotation, location, and contact person  |
| Comment |  |
| 3 |  | **LEPC/D Activities****Bylaws:** include copy of most recent version (Must provide hard or electronic copy every three years)**Membership List:** copy included MUST be signed by the Presiding Commissioner ( See Appendix A)**Hazmat Plan:** include copy of current plan (Must provide hard or electronic copy every three years)**Flow Study:** if available, include a copy**Exercise:** include copy of scenario/hot wash or after actions review**Public Notice:** include copy of most recent publication**Meeting Minutes:** include copy from a meeting that occurred during this reporting period (all minutes approving purchases) |
| Comment |  |
| 4 |  | **Goals & Objectives**SMART goals; measure completion of previous year’s goals, set goals for the coming year |
| Comment |  |
| 5 |  | **Proposed Budget**Anticipated expenses for the coming year; outlines funds necessary to meet goals |
| Comment |  |
| 6 |  | **Financial Report**Documents income and expenses for the reporting period; receipts, contracts, and/or supporting documentation MUST be included and should be clearly labeled with the expense category used for calculations (e.g., “Admin,” “Travel,” etc.) |
| Comment |  |
| 7 |  | **Travel Log**Documents LEPC travel expenses (mileage, meals, registration, and lodging) |
| Comment |  |
| 8 |  | **Inventory**List all non-disposable inventory purchased with LEPC funds, including items surplused during the reporting period |
| Comment |  |