

Chemical Emergency Preparedness Fund (CEPF) Overview



2018-2019

Overview

This overview is intended to guide LEPCs in how to use the funding available under the Missouri Emergency Planning and Community Right-to-Know Act. In addition to this overview, this packet includes a copy of the 2019 CEPF Application. Pages 1-5 must be completed, and pages 6-9 may be used as supporting documentation.

County: _____

Approximate CEPF funding for next year:
(Based on last year's Tier Two fees collected) _____

DUE MAY 15, 2019

Submit completed CEPF Compliance Certification Packets by May 15, 2019, to:

MISSOURI EMERGENCY RESPONSE COMMISSION (MERC)

PO Box 3133, 2302 Militia Dr.

Jefferson City, MO 65102

Required Documentation

- CEPF Checklist
- CEPF Application
- Copies of all LEPC Meeting Minutes
- LEPC Member List (Any format will be accepted, but see Appendix A for an example)
- Copies of all receipts

Supporting Documentation (If applicable)

- LEPC/D Inventory Log (Appendix B)
- Travel Log (Appendix C)
- Copies of all contracts

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.

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