

# Chemical Emergency Preparedness Fund (CEPF)



2020

These funds are made available under the Missouri Emergency Planning and Community Right-to-Know Act. In addition, this packet includes a copy of the 2020 CEPF Application. Pages 1-5 must be completed, and pages 6-9 are used as supporting documentation.

County: \_\_\_\_\_

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

**DUE MAY 15, 2020**  
Submit completed CEPF Compliance Certification Packets by May 15, 2020, to:  
**MISSOURI EMERGENCY RESPONSE COMMISSION (MERC)**  
PO Box 3133, 2302 Militia Dr.  
Jefferson City, MO 65102

**NO Extensions will be granted for this year's application.**

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

# 2019-2020 CEPF Application

County/LEPD \_\_\_\_\_

## CEPF Checklist

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
2		<b>Cover Sheet/Certifications</b> Ensure that all applicable signatures are present and that the form is filled out entirely
	Comment	
3		<b>LEPC/D Contact Information</b> Primary points of contact (include a minimum of 3 separate individuals)
	Comment	
4		<b>Proposed Budget</b> Anticipated expenses for the coming year; outlines funds necessary to meet goals
	Comment	
5		<b>Financial Report</b> 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	
		<b>Meeting Minutes:</b> Include all official LEPC/LEPD meeting minutes for the past year
	Comment	
		<b>Purchase Receipts:</b> Legible copies of all receipts from the previous year's expenses
	Comment	
6-7		<b>Appendix A - Membership List</b> Appendix A is provided as an example format
	Comment	
8		<b>Appendix B – Inventory Log (If applicable)</b> List all non-disposable inventory purchased with LEPC funds, including items surplusd during the reporting period
	Comment	
9		<b>Appendix C – Travel Log (If applicable)</b> Documents LEPC travel expenses (mileage, meals, registration, and lodging)
	Comment	
10		<b>Appendix D – Proposed Equipment Purchases (If applicable)</b> Provides intended LEPC purchases along with a justification & application to training, exercises and/or planning
	Comment	

Cover sheet official signature page for 2020 application

Submittal Date: \_\_\_\_\_

<b>LEPC/D Name:</b>	
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

The LEPC Presiding Commissioner must sign and for LEPC's, the Presiding Commissioner of each county must sign

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 Information

<b>LEPC/D Name:</b>					
<b>LEPC Mailing Address</b>			<b>LEPC Street Address</b>		
Mailing Address Line 1			Street Address Line 1		
City	MO	Zip	City	MO	Zip

<b>LEPC Coordinator</b>			<b>LEPC Chairperson</b>		
Name			Name		
Email			Email		
Phone			Phone		

<b>LEPC Vice Chairperson</b>			<b>Alternate Contact</b>		
Name			Name		
Email			Email		
Phone			Phone		

<b>Presiding Commissioner</b>			<b>Emergency Management Director</b>		
Name			Name		
Email			Email		
Phone			Phone		

<b>Hazmat Exercise</b>	
<b>Last Exercise Date:</b>	<b>Exercise Type:</b>
<b>Scenario:</b> (brief description)	
<b>Next Exercise Date:</b>	<b>Exercise Type:</b>
<b>Scenario:</b> (brief description)	
<b>Hazmat Plan</b>	
<b>Last LEPC Review Date:</b>	<b>Last MERC Review Date:</b>

Proposed Budget 2020 for \_\_\_\_\_ County

The budget should reflect all expenses **planned** for the coming year.

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

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

\_\_\_\_\_  
LEPC Chair Signature

\_\_\_\_\_  
Date

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

<b>Reporting Year Start Date</b>		<b>Reporting Year End Date</b>	
<b>Beginning Balance</b>			
<b>Actual Income</b>			
CEPF			
Other			
<b>Total Funds Available</b>			

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

LEPC Chair Signature

Date

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 membership however you send it must be signed by the Presiding Commissioner.**

Presiding Commissioner \_\_\_\_\_  
 Print name Signature

	Elected State/Local Official	Emergency Management
Name		
Affiliation		
Email		
Phone		

	Fire Department	Law Enforcement
Name		
Affiliation		
Email		
Phone		

	EMS	Hospital
Name		
Affiliation		
Email		
Phone		

	Health	Media
Name		
Affiliation		
Email		
Phone		



APPENDIX A - LEPC/Ds Membership List (cont.)

	<b>Environmental</b>	<b>Transportation</b>
Name		Name
Affiliation		Affiliation
Email		Email
Phone		Phone
	<b>Industry</b>	<b>General Public</b>
Name		Name
Affiliation		Affiliation
Email		Email
Phone		Phone
	<b>Community groups</b>	
Name		Name
Affiliation		Affiliation
Email		Email
Phone		Phone
Name		Name
Affiliation		Affiliation
Email		Email
Phone		Phone
Name		Name
Affiliation		Affiliation
Email		Email
Phone		Phone



**APPENDIX C - 2019 Travel Log**

Check the appropriate box below:

- No travel expenses were incurred; or travel expenses were incurred but not claimed (STOP HERE)
- Travel expenses were incurred and claimed (COMPLETE THIS FORM)

Mileage Reimbursement Rate:

Traveler	Date(s)	Destination & Purpose	Miles	Meals	Lodging	Registration	LEPC Share
<b>Travel Totals</b>							

APPENDIX D - 2020 Proposed Equipment Purchases

<b>Equipment Description</b>	<b>Purpose / justification / application to training, exercises and/or planning</b>	<b>LEPC Share (If Applicable)</b>

## 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