

GUIDELINES FOR GRANTING LEPD CHANGE REQUESTS



1. Individual Jurisdiction to JOIN Multi-County LEPD
 - a) A written request and justification for the change shall be provided to the commission by the highest elected local official of the requesting jurisdiction. An explanation of how the existing LEPCs and LEPDs will be integrated should be included.
 - b) A letter from the multi-county LEPC indicating their concurrence will accompany the request.
 - c) Each covered facility within the joining county must be notified of the new address for the LEPC by either the joining county or the multi-county LEPC following commission approval of the new LEPD.
 - d) The single county LEPC must forward copies of the information from reporting facilities to the multi-county LEPC.

2. Individual Jurisdiction to WITHDRAW from a Multi-County LEPD.
 - a) A written request and a reasonable explanation of the need for the change shall be provided to the commission by the highest elected local official in the requesting jurisdiction. An explanation of how the division of the LEPC would be accomplished should be included.
 - b) A letter from the jurisdiction to the multi-county LEPC notifying the multi-county district of the proposed change must accompany the request. Comments from the multi-county LEPC will be considered by the commission.
 - c) Prior to approval of such a request, the county shall provide the commission with LEPC nominations that meet EPCRA requirements and a schedule for completing a Local Emergency Plan.
 - d) The commission may give conditional approval to an LEPD change request based on the scheduled completion of a Local Emergency Plan by the county.
 - e) The requesting county shall provide written notice to each of the facilities upon approval of the requested change.
 - f) Information and reports from reporting facilities will be forwarded to the single county LEPC from the multi-county LEPC on approval of the change request.

3. The commission can approve, disapprove, defer action or request additional information regarding any proposed LEPD change.