

**LEPC/LEPD Annual Compliance Checklist**  
**July 1- June 30**  
**MERC Commission Approved 1/23/25**

- Complete/Return HMEP Grant Application by Deadline
- Provide Training Related to Chemical Emergency Preparedness and Prevention of Chemical Accidents  
RSMo 292.606 Subsection 4&5
- Review/Update Hazmat Plan- LEPC Must Vote/Approve the Plan Annually  
USC Title 42 Chapter 116 Sub Chapter I: 11003
- Complete Annual Hazmat Plan Exercise
  - Complete Annual Exercise by Deadline
  - Send HSEEP Format Situation Manual and AAR to LEPC/Planning Coordinator by DeadlineMERC Commission Approved 1/23/25
- Vote/Approve/Maintain Chairperson, Vice-Chairperson, Secretary and Treasurer. Inform MERC of Any Changes.  
USC Title 42 Chapter 116 Sub Chapter I: 11001(c)
- Fulfill Agency/Organization Membership Requirements, Vote and Approve Annually  
USC Title 42 Chapter 116 Sub Chapter I: 11001(c)
- Establish Rules by Which the LEPC/D Will Function  
USC Title 42 Chapter 116 Sub Chapter I: 11001(c)
- Establish Procedures for Receiving and Processing Requests From the Public for Tier II Information and Emergency Response Plan, Material Safety Data Sheets, Inventory Form, Toxic Chemical Release Form and Follow Up Emergency Notice. The Procedures Shall Include the Designation of an Official to Serve as Coordinator for the Information  
USC Title 42 Chapter 116 Sub Chapter I: 11001(c)
- Complete/Return LEPC/LEPD CEPF Compliance by Deadline. Components are Required by the MERC Commission.  
RSMo 292.606 Subsection 4&5 (CEPF Compliance)
- Complete/Return LEPC/LEPD Annual Compliance Missing Documentation by Deadline.  
MERC Commission Approved 1/23/25
- Identify Tier II Facilities that **SHOULD** be Filing (This List will be Used to Compare to the List of Who **IS** Filing)  
USC Title 42 Chapter 116 Sub Chapter I: 11003(c)

- Complete Written or Verbal Follow Up with Tier II Facilities Failing to File by Deadline
- Maintain File of Tier II Forms Filed Within the Jurisdiction
- Provide Public Availability of Emergency Response Plan, Material Safety Data Sheets, Inventory Form, Toxic Chemical Release Form and Follow Up Emergency Notice.  
Provide Public Notice of the Emergency Response Plan, Material Safety Data Sheets and Inventory Forms in a Local Newspaper  
USC Title 42 Chapter 116 Sub Chapter I: 11044
- The LEPC Shall Meet and Review the Emergency Response Plan Once Annually.  
USC Title 42 Chapter 116 Sub Chapter I: 11003(a)  
MERC Strongly Recommends Conducting (4) Quarterly Meetings per Year. This Will Ensure the LEPC/D Meets all Compliance Requirement Deadlines.