STATE OF LOUISIANA

13 Things to Know NOW!

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

HANDBOOK

JANUARY 2015

LERC

PURPOSE: This publication is intended to help local, State and Federal leadership and first responders, hazardous material (HAZMAT) owner/operators and other HAZMAT stakeholders to better understand the role of the Louisiana Emergency Response Commission (LERC) and the Local Emergency Planning Committees (LEPCs) in safe, coordinated and efficient tracking and response to intentional or accidental releases of hazardous materials which threaten public health and the environment.

TARGET AUDIENCE: Local, State and Federal officials; first responders; fire, police, emergency management personnel, emergency medical services, healthcare providers; owner/operators of facilities that manufacture, store, use or transport hazardous substances; and others who participate directly in the Incident Command System (ICS) or its immediate support at the scene of a HAZMAT response or terrorist event in Louisiana.

13 Things to Know NOW!

Dear Local Emergency Planning Committee (LEPC) Member,

Federal and State statutes establish **regulations** for Federal, State and **local governments** and **industry** regarding **emergency planning** and **Community Right-to-Know (CRTK)** reporting for **hazardous** materials. The purpose of this legislation is to **identify**, **quantify**, **locate** and **determine** the physical and chemical properties of **hazardous materials** that may be in a community to:

- Safeguard the **public** and **environment**.
- Increase the public's **knowledge** and **access** to information that they need.
- Encourage applicable entities to develop **working relationships.**
- Improve **emergency response** to incidents.
- Have a plan for hazardous material (HAZMAT) incidents.

States and local authorities and community stakeholders are **most familiar** with the hazards within their respective jurisdictions. Because States and local citizens tend to be **first responders** for chemical emergencies, they are in the **best position** to assist local governments in developing **plans** to **respond** to HAZMAT incidents, including chemical releases. With oversight by the **Louisiana Emergency Response Commission** (LERC), **Local Emergency Planning Committees** (LEPCs) have been created to facilitate that work.

This *Local Emergency Planning Committee Handbook* (Handbook) is created to **assist** communities, LEPCs — and those with whom they work — in understanding the **roles** and **responsibilities** of LEPCs in safeguarding the public health and environment. While not a regulation, this Handbook represents **current policy**. It defines the roles of the LERC and LEPCs for the **implementation** of the Federal *Emergency Planning and Community Right to Know Act* (EPCRA), and also the relationship of LEPCs to the LERC and other State agencies and departments.

The guidance put forth in the EPCRA should be used by the LERC and LEPCs when **making decisions** regarding the actions of both. The *Federal Register* and other appropriate documents should be used by the LERC and LEPCs to keep current with **changes** that may be made in the future.

Safeguarding the public health and our environment is a **significant responsibility**. We hope this Handbook helps you in those efforts.

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Disclaimer

This document is intended to provide guidance on Federal and State regulations regarding Local Emergency Planning Committee (LEPC) roles and responsibilities, hazardous materials (HAZMAT) reporting and Community Right-to-Know (CRTK).

It is not designed to address all LEPC issues which may arise.

It is YOUR responsibility to comply with Federal, State and local requirements, regulations and statutes.

We strongly encourage you to consult with the resources identified throughout this HANDBOOK and check the Federal Register regularly for updates.

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Table of Contents

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Acronyms

ACP	Access Control Point
ACPH	Air Changes Per Hour
ADA	Americans with Disability Act
AIHA	American Industrial Hygiene Association
ALOHA	Area Locations of Hazardous Atmospheres
ATSDR	Agency for Toxic Substances and Disease Registry
CAA	Clean Air Act
CAMEO	Computer-Aided Management of Emergency Operations
CDC	Centers for Disease Control and Prevention
CERCLA	*Comprehensive Environmental Response Compensation and Liability Act*
CFR	Code of Federal Regulations
CP	Command Post
CRTK	Community Right-to-Know
CRZ	Contamination Reduction Zone
CWA	Clean Water Act
DAA	Federal Disaster Assistance Administration
DOT	U.S. Department of Transportation
EAS	Emergency Alert System
EBS	Emergency Broadcast System
EHS	Extremely Hazardous Substance
EMI	Emergency Management Institute
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	*Emergency Planning and Community Right to Know Act of 1986* (synonymous with SARA Title III)

EPRG	Emergency Planning Response Guidelines
ERG	Emergency Response Guidebook
ERP	Emergency Response Plan
FAA	Federal Aviation Administration
FDA	Food and Drug Administration
FETI	Fire Emergency Training Institute
FEMA	Federal Emergency Management Agency
FIRESCOPE	Firefighting Resources of California Organized for Potential Emergencies
GOHSEP	Governor's Office of Homeland Security and Emergency Preparedness
HAZMAT	Hazardous Material
HEPA	High-Efficiency Particulate Air
HMEP	Hazardous Materials Emergency Preparedness
HMERP	Hazardous Materials Emergency Response Plan
HHS	U.S. Department of Health and Human Services
HUD	U.S. Department of Housing and Urban Development
HZ	Hot Zone
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDLH	Immediately Dangerous to Life and Health
ISO	Incident Safety Officer
LAC	Louisiana Administrative Code
LCA	Louisiana Chemical Association
LCN	Louisiana Chemical Network
LDAF	Louisiana Department of Agriculture and Forestry
LDEQ	Louisiana Department of Environmental Quality
LDHH	Louisiana Department of Health and Hospitals
LDPS&C	Louisiana Department of Public Safety and Corrections, Public Safety Services, Office of State Police
LEL	Lower Explosive Limit
LEPC	Local Emergency Planning Committee
LEM	Louisiana Emergency Management
LERC	Louisiana Emergency Response Commission
LGR	Local Governments Reimbursement
LOC	Level of Concern
LOL	List of Lists
LRS	Louisiana Revised Statute
LSU	Louisiana State University

MOU	*Memorandum of Understanding*
MSDS	*Material Safety Data Sheet*
NIMS	National Incident Management System
NFA	National Fire Academy
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
NOAA	National Oceanic and Atmospheric Administration
NPL	National Priority List
NRC	National Response Center
NRP	*National Response Plan*
NRT	National Response Team
OHSEP	Office of Homeland Security and Emergency Preparedness
OREIS	Operation Respond Emergency Information System
OSC	On-Scene Coordinator
OSHA	Occupational Safety & Health Administration
PIO	Public Information Officer
POC	Point of Contact
PPE	Personal Protective Equipment
RCRA	Resource Conservation and Recovery Act
RMP	*Risk Management Plan*
RQ	Reporting Quantity
SARA	*Superfund Amendment and Reauthorization Act*
SERC	State Emergency Response Commission
SAA	State Administrative Agency
SARA Title III	Title III of the *Superfund Amendments and Reauthorization Act of 1986*; also titled the *Emergency Planning and Community Right-to-Know Act of 1986.*
SEP	Supplemental Environmental Projects
SHSP	State Homeland Security Program
SOP	Standard Operating Procedure
SPR	State Preparedness Report
THIRA	Threat and Hazard Identification and Risk Assessment
TPQ	Threshold Planning Quantity
TRI	Toxic Release Inventory
TSD	Treatment + Storage + Disposal
UASI	Urban Area Security Initiative
USC	United States Code
VNA	Visiting Nurse Association
WISER	Wireless Information System for Emergency Responders

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LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

Introduction

- History + Background
- Federal Law
- Regulatory Structure
- Louisiana State Law: Leading the Nation
- LERC
- LEPC
- Why this Handbook?

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1 Introduction

- History + Background
- Federal Law
- Regulatory Structure
- Louisiana State Law: Leading the Nation
- LERC
- LEPC
- Why this Handbook?

HISTORY + BACKGROUND

The Louisiana Emergency Response Commission (LERC) and Local Emergency Planning Committees (LEPCs) are products of Federal and State legislation passed in the wake of a series of major hazardous material (HAZMAT) disasters, such as the **Bhopal, India disaster** (1984) – an accident involving **hazardous chemicals** where thousands of people died – the **Three Mile Island** nuclear incident (1979), the **Institute**, **West Virginia** incident (1985) and the **Chernobyl** disaster (1986).

FEDERAL LAW

To **reduce the risk of** similar occurrences in communities across the country, Congress passed the *Emergency Planning and Community Right-to-Know Act* (EPCRA), also known as Title III of the *Superfund Amendments and Reauthorization Act* (SARA) of **1986** (42 USC Chapter 116). The legislation builds upon the U. S. Environmental Protection Agency's (EPA) State and local programs aimed at helping communities to better meet their responsibilities regarding **potential emergencies** involving hazardous materials.

A partnership in protection:

- Congress
- EPA
- State + local governments

WATERFORD 3 NUCLEAR POWER PLANT, LA

Hazardous materials are any substance deemed a hazardous material or a hazardous substance and included on a **list** adopted by rule by the Deputy Secretary of the Louisiana Department of Public Safety and Corrections (LDPS&C), Public Safety Services, Office of State Police to include those materials **deemed hazardous under the Comprehensive Environmental Response Compensation Liability Act** (CERCLA)**, the SARA, and certain substances included in the U.S. Department of Transportation** (DOT) **regulations** as found in **49 CFR 172.101**. Hazardous material also means any substance designated by the Deputy Secretary by rule on recommendation of the LERC which meets criteria established for adding other materials to the list. This term shall mean and include hazardous substances. [SOURCE: LRS 30:2363; LAC Title 33, Part V, Subpart 2, Chapter 101, Subsection 10105]

EPCRA was designed to help plan for and reduce **one type** of disaster – a hazardous material (HAZMAT) incident. Its primary focus is to provide:

- A basis for individual communities to develop and tailor a **HAZMAT planning** and **response** program.
- The public with a **right-to-know** attitude to **identify + quantify + locate + determine** the physical and chemical properties of hazardous materials in the community.

It has several provisions including those that:

- Establish **legal mandates** for businesses and for **Federal**, **State** and **local governments** regarding local emergency planning and **community right-to-know (CRTK) reporting** for hazardous materials and HAZMAT incidents.
- Help promote the **protection** of **responders**.

The CRTK provision in EPCRA helps **increase awareness** regarding the **presence** of chemicals in local communities, incidents involving those chemicals and **releases** of those chemicals into the environment.

A **release** is any **spilling**, **leaking**, **pumping**, **pouring**, **emitting**, **emptying**, **discharging**, **injecting**, **escaping**, **leaching**, **dumping**, or **disposing** into the **environment** (including the abandonment or discarding of barrels, containers, and other closed receptacles) of any hazardous material or substance. However, the term release does **not include Federal** or **State permitted releases**. [SOURCE: LAC Title 33, Part V, Subpart 2, Chapter 101, Subsection 10105]

The emergency planning and CRTK sections of EPCRA have the greatest impact on local governments.

There are several other statutes that **govern** and provide **context** and **guidance** for LEPCs. A table that **summarizes** CERCLA, EPCRA and other related Federal legislative initiatives can be found in the *Appendix*.

REGULATORY STRUCTURE

Prior to 1979, Federal response and recovery operations were coordinated through the **Federal Disaster Assistance Administration** (DAA) under the **U.S. Department of Housing and Urban Development** (HUD). Many parallel programs and policies existed at State and local levels, **compounding** the **complexity** of Federal-disaster response and relief efforts. Governors from across the country asked then-President Carter to **centralize** Federal emergency functions and in 1979 he issued an Executive Order (EO) to **merge** many of the separate disaster-related responsibilities into the **Federal Emergency Management Agency** (FEMA).

EPCRA Regulatory Structure in Louisiana

In **1980** the *Comprehensive Environmental Response, Compensation and Liability Act* (CERCLA) was passed. It authorizes the Federal government to respond to spills and other releases or threatened releases of **hazardous substances**, as well as hazardous waste sites. It created the *National Priority List* (NPL) which is assembled by the:

- **Environmental Protection Agency** (EPA).
- Agency for Toxic Substances and Disease Registry (ATSDR) in the **U. S. Department of Health and Human Services** (HHS).

13 Things to Know NOW!

ATSDR is responsible for maintaining a **registry** of persons exposed to toxic substances, **conducting surveys** and **screening programs** and **preparing toxicological profiles of hazardous substances**. However, it **does not address** the community researching hazardous chemicals manufactured and/or **stored** within the community.

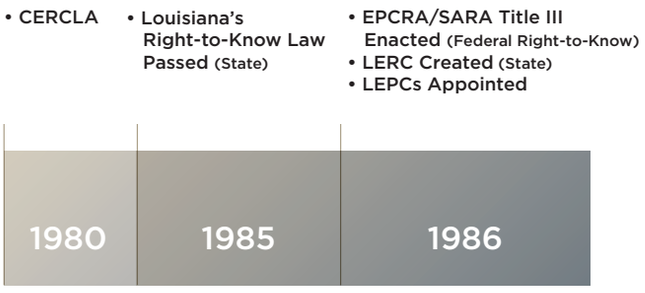
Paving the way for present day LEPC activities, Congress passed EPCRA/SARA Title III in **1986**. **EPCRA facilitates the ability of the public to obtain information regarding hazardous materials within their community**. That legislation addresses hazardous materials (HAZMAT) emergency **planning;** inventory reporting of hazardous materials, including quantities and locations, emergency **notification of HAZMAT incidents;** and **reporting** of releases of hazardous materials into the environment.

LEPCs are overseen by the **LERC**, which is **Chaired** by the **LDPS&C, Public Safety Services, Office of State Police**. LEPC and LERC activities are guided by **EPCRA rules and regulations**, which are **enforced** by **EPA Region 6**.

FUNCTIONAL AUTHORITY

LERC functions under the **supervision** and **authority** of the Deputy Secretary, **LDPS&C, Public Safety Services, Office of the State Police**.

FEDERAL + STATE LEGISLATIVE TIMELINE



LOUISIANA STATE LAW: LEADING THE NATION

States were mandated per EPCRA/SARA Title III to enact CRTK laws. **Louisiana** was **ahead** of the process and was the **first State Emergency Response Commission** (SERC) in the **Nation**. Louisiana enacted its Right-to-Know Law the year before Federal legislation was passed. In **1985**, Louisiana passed the *Hazardous Materials Information Development, Preparedness and Response Act* (LRS 30:2361 through 30:2386), – also known as the Right to Know Act. In **1986**, the same year EPCRA was enacted, Governor Edwin Edwards issued an Executive Order (EO) to create the **SERC** (LRS 30:2364), known as the Louisiana Emergency Response Commission (LERC). The Commission **replaced** the Hazardous Material Information Development, Preparedness and Response Advisory Board.

FEDERAL AUTHORITIES + REGULATIONS

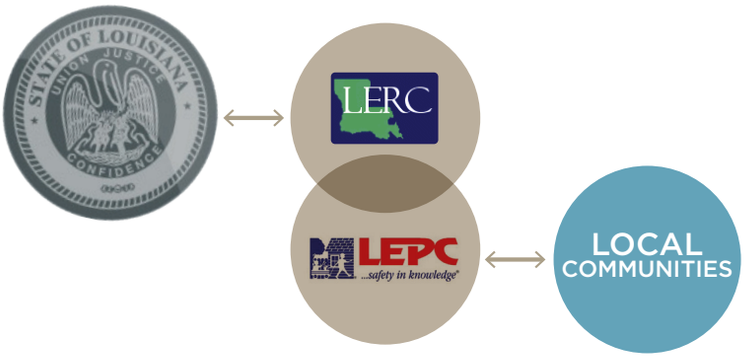
- *Comprehensive Environmental Response, Compensation, and Liability Act* (CERCLA)
- *Emergency Planning and Community Right-to-Know Act* (EPCRA)
- *Clean Air Act* (CAA)
- *Clean Water Act* (CWA)
- *Resource Conservation and Recovery Act* (RCRA)
- *Occupational Safety and Health Act* (OSHA)

Louisiana also **led the country** in compiling the data required under Federal law because much of the same information was already required under Louisiana's Right-to-Know Law.

State law allows for **administrative penalties** for noncompliance with the mandates. **Monitoring**, **enforcement**, initial **funding** and **annual fees** to cover the cost of maintaining and expanding an **information system** and other aspects of HAZMAT reporting are also included in the legislation.

EPCRA requires States to establish and maintain a SERC, which has **technical expertise** in the field of emergency response to **notify** and **protect** the public in the event of a release of an extremely hazardous substance into the environment. To the extent possible, the new legislation **aligned** State statutes with Federal law. Some provisions of State law remain **more stringent** than Federal law; when in conflict, the more stringent provision rules.

RELATIONSHIP BETWEEN LEPCs + LERC + STATE + LOCAL COMMUNITIES

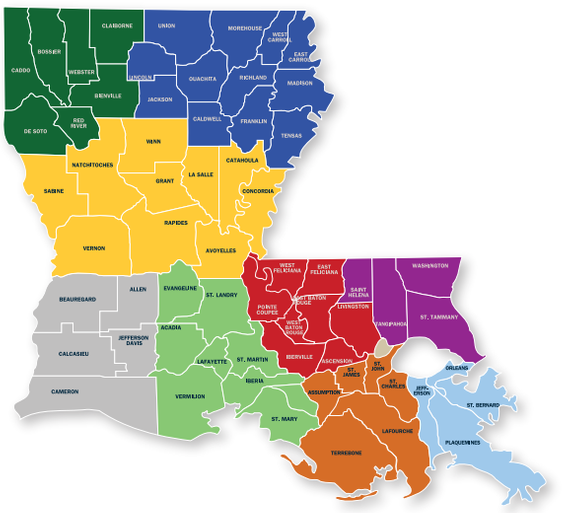


LERC

The Louisiana SERC (LERC) **coordinates** the State's **planning** and **preparedness** activities for hazard material incidents.

LEPC

The LERC **appoints Local Emergency Planning Committees** (LEPCs), **reviews** their *Emergency Response Plans* and makes recommendations toward implementation of those plans. LEPCs create **public awareness** of HAZMAT risks and **improve** community preparedness. They are **required** to **evaluate hazardous chemicals** in **manufacturing**, **storage**, **use** or **transportation** within the community and to **develop plans** to **respond** to incidents involving these hazardous materials. LEPCs exist to help communities plan for HAZMAT incidents, to accept reports of such incidents and to accept reports of hazardous materials stored on-site. They are usually **staffed** by offices of emergency management, first responders and local government. As a result, States and communities, working with industry, are **better able** to protect public health and the environment. (See Section 4, Page 33 for a detailed discussion of LEPCs.)



EACH OF LOUISIANA'S 64 PARISHES HAVE A LEPC.

WHY THIS HANDBOOK?

The EPA, along with other Federal and State agencies and the chemical industry are **working together** with local communities to make EPCRA and subsequent State laws **effective**. However, the **ultimate responsibility** for the success of EPCRA rests with the EPA, the State and LEPCs.

13 Things to Know NOW!

This Handbook was created by the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) in partnership with the LERC for LEPCs in the State of Louisiana. It intends to provide guidance to ensure the regulations put forth in EPCRA are adhered to. The Handbook identifies LEPC **goals**, **defines structure** and articulates **roles** and **responsibilities**.

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LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

Louisiana Emergency Response Commission (LERC)

- Overview
- Purpose
- Vision
- Mission
- Core Values
- Goals
- Membership
- Alignment with other State Agencies + Departments + Organizations
- Leadership
- Committees + Subcommittees
- Organizational Structure
- Reports + Recommendations
- Designated Repositories

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2 Louisiana Emergency Response Commission (LERC)

- Overview
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- Vision
- Mission
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OVERVIEW

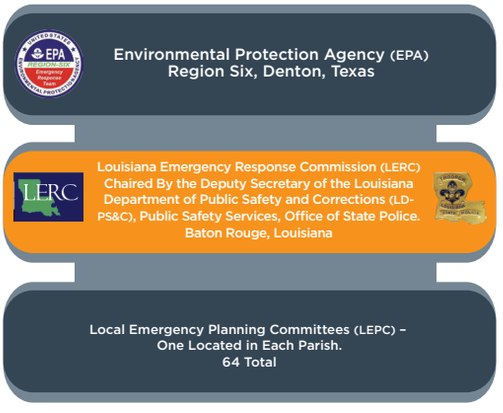
State law requires **owners/operators** of certain businesses to **report information** about regulated hazardous materials stored on-site and information of chemical incidents in the community and at their facilities to their **local fire departments**, the **Local Emergency Planning Committee** (LEPC) and the **Louisiana Emergency Response Commission** (LERC). The law also allows the **public** to have **access** to this information. **LEPCs** are the repository for the **collection** and **distribution** of this information unless they designate the **LERC** as their **repository**.

PURPOSE

The public has a **right** and a **responsibility** to **know** about and **protect** themselves from the risks and effects of hazardous materials in their environment. The public also has a **need** to know that State and local agencies have information to respond to their inquiries and to protect them by:

- Providing information to **physicians** for emergency medical diagnoses.
- Adequately **preparing** for disasters.
- **Centralizing** and **coordinating** regional and local **long-range planning** concerning environmental hazards in various localities.
- Developing information on **chronic health risks**, which may appear as the result of the presence of hazardous materials.

EPCRA Regulatory Structure in Louisiana



VISION

Raise awareness of – and to better **prepare for**, **reduce** where possible and ensure **appropriate response** when needed to – the risk associated with the presence of hazardous materials within Louisiana communities, so that citizens, property and its environment are **protected**.

MISSION

Develop, **coordinate**, and **lead** the State of Louisiana's **hazardous materials emergency management program**, **reducing** risks, **preventing** and/or **mitigating** accidents, and **enhancing** response and recovery, so that adverse affects are **avoided**, lives are **saved** and property loss is **minimized**.

CORE VALUES

- **Duty**: The LERC will maintain the **highest ethical** and **professional standards** in carrying out its duties and responsibilities. **Honesty** and **integrity** are hallmarks of the LERC and are conveyed, internally and externally, through word as well as deed.
- **Respect**: The LERC will **build** and **value** meaningful **partnerships** and embrace **diversity**.
- **Commitment**: Through a consistent approach, the LERC will promote a **safe** and **prepared** Louisiana with strong **leadership** and meaningful **partnerships**.
- **Partnership**: **Teamwork** will be encouraged by the LERC to **enlist** and **empower** the public to offer **original perspectives** to HAZMAT emergency response community awareness, planning and training.

MISSION DELIVERY

To deliver on its mission, the LERC:

- **Implements** the *Emergency Planning and Community Right-to-Know Act* (EPCRA) within Louisiana and related Federal programs available to State and local authorities.
- Supervises and coordinates **Local Emergency Planning Committees** (LEPCs).
- Promotes **community awareness** of the presence of hazardous materials.
- Promotes **hazardous materials emergency response planning**, ensuring parish-level **plans** include appropriate and required chemical information; are adequately developed, maintained and exercised; and available to the **public**.
- Maintains an **open forum** to consider ideas from the public and from private interests regarding comprehensive Statewide HAZMAT programming.

State legislation specifically **mandates** a **cooperative** effort between the LERC and all State agencies **collecting**, **disseminating** and **analyzing data**. The LERC is to develop, implement, manage and expand an **information system** with **single-agency oversight** and **designate local repositories** for the **collection**, **accessibility** and **sharing** of HAZMAT information with the **public** and among involved **State agencies** and **local governing authorities**. [SOURCE: *Hazardous Material Information Development, Preparedness and Response Act* Sections 2362 and 2365]

RELATED STATE LEGISLATIVE AUTHORITY

- *Hazardous Material Information Development, Preparedness and Response Act* (Right-to-Know Law)

13 Things to Know NOW!

GOALS

The goals of the LERC are to:

- Analyze the **strengths** + **weaknesses** of **past** and **present** LERC operations and consider future **opportunities** + **threats**.
- Help each LEPC complete a *Hazardous Material Emergency Response Plan* (HMERP).
- Plan for **chemical emergencies**.
- Provide hazardous chemical inventory **reporting tools** + data.
- Provide toxic chemical release **reporting procedures**.
- Study and **learn** from the HAZMAT climate (e.g., commodity flow + hazard analyses + spill data).
- Recommend **amendments** to related Louisiana laws as needed.

BY LAW, THE LERC IS TO:

- ☑ **Coordinate** the State's **planning** + **preparedness** activities for **HAZMAT compliance** with Title III of the *Superfund Amendments and Reauthorization Act* (SARA Title III), which is also known as EPCRA.
- ☑ **Develop** + **support** programs of State and local governments and local university-sponsored programs designed to improve emergency **planning**, **preparedness**, **mitigation**, **response** and **recovery** capabilities with special emphasis associated with **hazardous chemicals**.
- ☑ **Enhance public safety** + **environmental protection** through efficient implementation of HAZMAT emergency planning and EPCRA/CRTK laws.
- ☑ Designate **local emergency planning districts** + **appoint** a Local Emergency Planning Committee (LEPC) and members for each district.
- ☑ **Supervise** + **coordinate** the activities of the LEPCs.
- ☑ Coordinate **other State agency activities** in the area of HAZMAT emergency **planning** + **EPCRA/CRTK laws** to ensure legal and jurisdictional autonomy of each of these agencies is preserved.
- ☑ **Promote** + **assist** + **guide** local, regional and State government activities to **integrate** HAZMAT emergency **planning** and **accident prevention** programs to prevent unnecessary overlaps.
- ☑ Establish **procedures** for **receiving** + **processing** + **providing** information to the public on hazardous materials.
- ☑ Review LEPC **regional emergency plans** + **make recommendations** to the LEPC on revisions of the plan that may be necessary to ensure **coordination** with regional emergency plans of other LEPCs.
- ☑ Receive verbal + written follow-up **emergency notifications** of the release of extremely hazardous substances (EHSs) or hazardous chemicals.
- ☑ Provide a **forum** for the consideration of **ideas** + **concerns** of public and private interest in the implementation of HAZMAT emergency planning and accident prevention programs.
- ☑ Provide a mechanism for **timely review** + **processing** of **requests** for HAZMAT information legally available to the public.

MEMBERSHIP

The LERC members are **volunteers appointed** by the Governor and serve at his/her pleasure. Membership is currently limited to **19** and includes the following (or designee):

- **Deputy Secretary of the Louisiana Department of Public Safety and Corrections** (LDPS&C), **Public Safety Services, Office of State Police**
- **Secretary of the Louisiana Department of Environmental Quality** (LDEQ).
- **Secretary of the Louisiana Department of Agriculture and Forestry** (LDAF).
- **Director of the Governor's Office of Homeland Security and Emergency Preparedness** (GOHSEP).
- **Representative of the Right-to-Know Unit, LDPS&C, Public Safety Services, Office of the State Police.**
- **Representative of the Louisiana Emergency Preparedness Association** (LEPA).
- **Director of the Louisiana State University** (LSU) **Fire and Emergency Training Institute** (FETI).
- **Representative of environmental interests.**
- **Representative of the chemical industry nominated by the Louisiana Chemical Association** (LCA).
- **Ten** (10) **at-large members.**

A list of **current members** can be found at **lerc.dps.louisiana.gov/members.html.**

ALIGNMENT WITH OTHER STATE AGENCIES + DEPARTMENTS + ORGANIZATIONS

The LDAF and the LDEQ are required to consult with the Deputy Secretary of LDPS&C, Public Safety Services, Office of State Police regarding **implementation** of EPCRA/CRTK reporting requirements and the responsibilities of the LERC. Whenever **practical** and **feasible**, **coordinate reporting efforts** and **requirements** through representation on the Commission and through any established or created methods of cooperation and coordination among agencies.

The LDPS&C, Public Safety Services, Office of State Police forwards information it develops or receives regarding **long-term toxic effects** of hazardous materials to the **Louisiana Department of Health and Hospitals** (LDHH), which coordinates that information with the **Louisiana Regional Poison Control Center**.

The LDPS&C, Public Safety Services, Office of State Police communicates these laws and regulations to all State departments.

The LDPS&C, Public Safety Services, Office of State Police coordinates its efforts in developing a **one-call notification system** with all State departments. All departments of the State shall adjust the reporting requirements to allow for the development of the **one-call** State notification system for emergency release notifications. LDEQ adjusts its requirements for the **prompt reporting** of a release that **does not cause an emergency condition**, but is **nonetheless reported** because it is in **excess** of an applicable reportable quantity.

[SOURCE: *Hazardous Material Information Development, Preparedness and Response Act* Section 2366]

LEADERSHIP

LERC officers consist of – at a minimum – a **Chair** and **Vice Chair**. The Governor **appoints** the Chair while members **elect** the Vice Chair. Members can also choose to elect other officers if they think other officers are needed.

DUTIES OF THE CHAIR

The **Chair** recommends **agendas** for each meeting, **presides** at all meetings, **signs** the minutes and where needed, other documents connected with the work of the LERC. The Chair is also responsible for **implementing policies** adopted by the Commission.

DUTIES OF THE VICE CHAIR

In the **absence** of the Chair, the Vice Chair performs the duties of the Chair as well as those that may be **assigned** by the Chair and/or the Commission.

COMMITTEES + SUBCOMMITTEES

The LERC has **six (6)** standing committees and from time-to-time may create **special committees**. All committees report to the Commission at each regularly scheduled meeting.

STANDING COMMITTEES

LERC standing committees include:

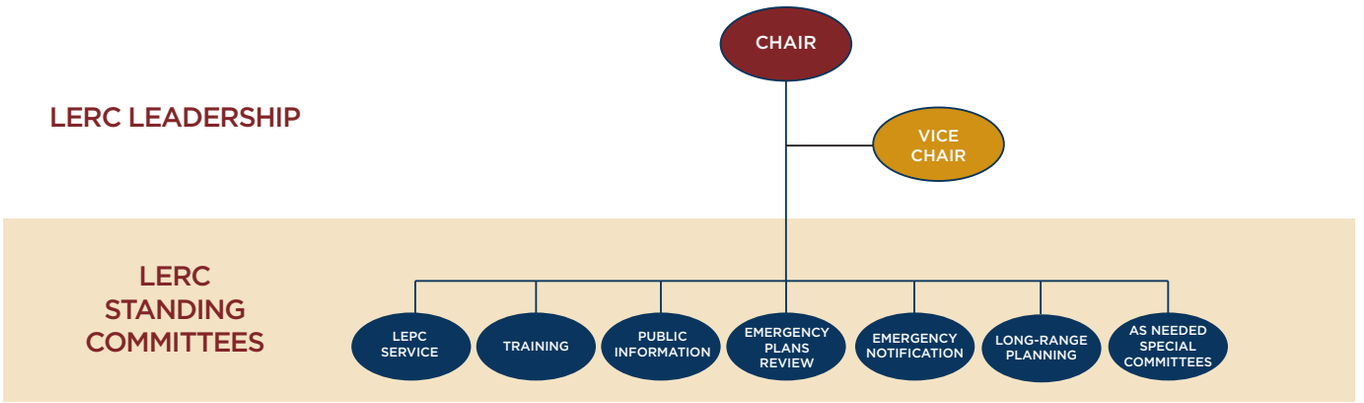
- **LEPC Service Committee.**
- **Training Committee.**
- **Public Information Committee.**
- **Emergency Plans Review Committee.**
- **Long-Range Planning Committee.**
- **Emergency Notification Committee.**

ORGANIZATIONAL STRUCTURE

Committee Chairs are **appointed** by the LERC Chair, **except** in the case of the Long-Range Planning Committee, which may be directly chaired by the LERC Chair.

Other than Long-Range Planning, **committee membership** is selected by each committee Chair and **approved** by the Commission. The Long-Range Planning Committee is composed of Chairs from **each of the other** standing committees and the **Vice Chair** of the Commission. The Chair and Vice Chair are **ex officio** members of each committee.

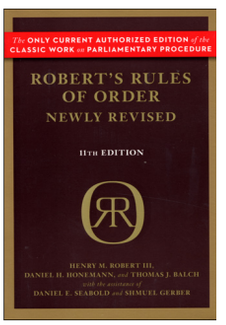
Non-commission members may be appointed to the LEPC Service, Training, Public Information and Emergency Plans Review Committees.



SPECIAL COMMITTEES

When the Commission believes it is **necessary** to carry out the work of the Commission, the LERC Chair may appoint a **special committee** with **specific duties**. Special committees stay in place until their work is complete and then cease to exist.

REGULAR MEETINGS



The LERC meets quarterly in Baton Rouge and may meet more frequently and in other locations if needed. As with most organizations, a **quorum** is required to conduct business. Deliberations are governed by *Robert's Rules of Order, Newly Revised*, 11th edition, September 27, 2011.

Meetings must be **announced publicly** in accordance with the *Louisiana Open Meeting Law*. Members must be notified at least **one (1) week** in advance for each **regular meeting** and notices must include the **time**, **place** and **agenda**. Matters not on the agenda can be considered with a favorable vote of the majority of members present.

SPECIAL MEETINGS

It takes **five (5) members** of the Commission to call a **special meeting**. Requests must be in **writing** and a meeting **must** be called within **five (5) days** of the written request.

Notice of **special meetings** and agenda items must be given to LERC members in writing or by phone at least **one (1) day** prior to the special meeting.

AGENDA

Anyone can request an item on the agenda by advising the Chair **two (2) weeks** prior to the meeting. The Chair may grant, refuse or act upon the request at his/her discretion. Written statements must be submitted at least **five (5)** days prior to a regular meeting and at least **one (1)** day prior to a special meeting.

PUBLIC PARTICIPATION

Audience members may be **recognized** by the Chair and **participate** if the Chair believes that participation enhances the understanding of matters under consideration.

VOTING

Each member, including the Chair, has **one (1) vote**; members may abstain. **Final actions**, positions or policy recommendations require a **favorable majority vote** of those members present.

REPORTS + RECOMMENDATIONS

In addition to **meeting minutes**, the LERC considers **resolutions**, issues **reports** and makes **recommendations**.

RESOLUTIONS

Resolutions are referred to an **appropriate committee** for review, consideration and a recommendation before being brought to the full Commission.

ANNUAL REPORT

The Chairperson of the Commission is responsible for preparation of a report describing its activities for the **prior year**. Upon approval by the Commission, the annual report is submitted no later than **April 1st of each year** by the Chair to the **Deputy Secretary of the LDPS&C, Public Safety Services**, the **Chief Executive Officer** of each of the agencies designated as **members** of the **Commission**, the **Senate Committee on Environmental Quality**, the **House Committee on Natural Resources and Environment**, and the **Governor**. It is then made available to other State and local government **officials**. The annual report is made available to the **public** upon request.

RECOMMENDATIONS

From time-to-time, the LERC may make recommendations to the LDPS&C Secretary concerning **legislation** that is relevant to the duties and responsibilities of the Commission.

DESIGNATED REPOSITORIES

The LERC has **designated repositories** for HAZMAT information gathered under the statute (LRS 30:2368). They are:

- **Local fire departments.**
- **LEPCs, as designated by the LERC.**
- **LDPS&C, acting for the LERC.**

Repositories are **required to provide information** to any person upon request during **reasonable office hours**.

In addition, repositories may **refer public requests** for information regarding **specific medical**, **toxic** and **health effects** to the **Louisiana Regional Poison Control Center**.

NOTE: Please see Section 4, Page 33 for a discussion of Goals + Responsibilities for Local Emergency Planning Committees (LEPCs).

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LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

Roles + Responsibilities

- Louisiana Department of Public Safety + Corrections (LDPS&C), Public Safety Services, Office of State Police
- Louisiana Emergency Response Commission (LERC)
- Owners/Operators
- Community
- Access to Facilities for Emergency Response

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3 Roles + Responsibilities

- Louisiana Department of Public Safety and Corrections (LDPS&C), Public Safety Services, Office of State Police
- Louisiana Emergency Response Commission (LERC)
- Owners/Operators
- Community
- Access to Facilities for Emergency Response

LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS (LDPS&C), PUBLIC SAFETY SERVICES, OFFICE OF STATE POLICE

Appointed by the **Governor**, the LERC functions under the **supervision** and **authority** of the Deputy Secretary of the **Louisiana Department of Public Safety and Corrections** (LDPS&C), **Public Safety Services, Office of State Police**.

The Deputy Secretary – or his/her designee – has significant responsibilities to ensure compliance with hazardous materials (HAZMAT) reporting requirements. He/she or his/her designee must **reasonably monitor** owners/operators to ensure HAZMAT reporting and **regulatory compliance**.

Generally, the Deputy Secretary – or his/her designee – **can:**

- **Enter** + **inspect** any facility in which there is **reasonable cause** to believe it is **non-compliant**.
- **Conduct investigations**.
- **Make reports**.
- **Conduct hearings** + directly or indirectly do **research** + **develop** + **demonstrate training activities** necessary to undertake the responsibilities and exercise the authority under the law.
- **Act**, in conjunction with the Office of the State Police, Emergency Services Unit, as **coordinator** of **emergency response activities** arising as a result of incidents of regulated materials.

  [SOURCE: *Hazardous Material Information Development, Preparedness, and Response Act,* Section 2376]

ROLES + RESPONSIBILITIES:

LOUISIANA DEPARTMENT OF PUBLIC SAFETY + CORRECTIONS (LDPS&C), PUBLIC SAFETY SERVICES, OFFICE OF STATE POLICE

The Deputy Secretary is also responsible to **seek funding** through the Louisiana Right-to-Know Fund for the **development**, **maintenance** and **staffing** of the Louisiana Chemical Network (LCN) – the State's **centralized data management system** – and adopt the necessary **rules** and **regulations** to administer it.

[SOURCE: *Hazardous Material Information Development, Preparedness, and Response Act,* Section 2380]

- ☑ Develops **rules + regulations** governing LERC activities for **defining** a substance as a **hazardous material**.
- ☑ **Develops + implements + compiles + supervises + manages** the **information system** for hazardous materials.
- ☑ Makes **reasonable** efforts to ensure owners/operators are **aware** of reporting requirements under Act 347.
- ☑ Develops a **centralized inventory reporting** and notification system, allowing for **standardization** in reporting on State + parish + local government levels that can be used by **all** government agencies.
- ☑ Provides Local Emergency Planning Committees (LEPCs) with recovery **equipment**, **software** and **training** to implement LCN.
- ☑ Develops a rule for **alternative reporting requirements + sharing of data** to ensure inclusion in the information management system developed by the LERC, for **manufacturers + storers + users** of **liquefied petroleum gas** who make reports, pay fees and are **permitted** through the Liquefied Petroleum Gas Commission and as provided in LRS 30:2370(a)(2).
- ☑ **Supervises** the **dissemination** of data to repositories.
- ☑ **Trains** repository personnel to provide information to the public.
- ☑ **Applies** for + **accepts + expends money** through appropriate budgetary processes from **Federal** sources for the further **development + implementation + dissemination** of information to agencies, emergency response personnel and the public.
- ☑ **Assists** all parishes in **developing** comprehensive *Hazardous Material Emergency Response Plans* (HMERPs) that reflect the **primary responsibility** for the protection of local citizens.
- ☑ Develops + adopts + disseminates rules and regulations for **posting HAZMAT notifications** and ensures reports are on the site of the incident.
- ☑ Whenever **practical** and **feasible**, enhances the capability of local governing authorities and repositories to **maintain** and **update** public information + develops other capabilities to assist in **compliance** reporting and **information-sharing** requirements.

[SOURCE: *Hazardous Material Information Development, Preparedness and Response Act,* Sections 2365 + 2368 + 2369 +2380]

ROLES + RESPONSIBILITIES:

LOUISIANA EMERGENCY RESPONSE COMMISSION (LERC)

Generally, the LERC is responsible for **supervising** and **coordinating** the activities of the **Local Emergency Planning Committees (LEPCs)** and establishing **procedures** for receiving and processing **public information requests**.

More specifically, through its **by-laws** and by **statute**, the LERC is responsible to:

- ☑ Establish emergency **planning districts**.
- ☑ Appoint LEPCs.
- ☑ **Supervise + coordinate** activities of LEPCs.
- ☑ Provide the EPA with information concerning **notifications received** regarding HAZMAT incidents.
- ☑ Designate, as necessary, facilities subject to HAZMAT **reporting procedures**.
- ☑ Recommend a **standardized inventory form** for gathering required information + develop **reporting procedures**, which reduce duplication of reporting and ensure information is available to the **public**.
- ☑ Recommend, as necessary, **additional substances**, which should be defined as **hazardous materials** based on location, toxicology, known short- and long-term health effects or other characteristics.
- ☑ Act as **central advisory body for coordinating** State + Federal *Emergency Planning and Community Right to Know Act* (EPCRA)/Community Right-to-Know (CRTK) activities with regard to hazardous materials.
- ☑ Establish procedures for **receiving + processing public requests** for information.
- ☑ **Review** LEPC HMERPs, recommending revisions as necessary to ensure the **coordination** of plans with *Emergency Response Plans* of other emergency planning districts.
- ☑ Ensure HAZMAT **training** is conducted.

For a complete description of the LERC's by-laws, please see the **Appendix** of this publication. [SOURCE: *Hazardous Material Information Development, Preparedness and Response Act* Section 2364; U.S.C. Title 42 Section 11005]

ROLES + RESPONSIBILITIES:

OWNERS/OPERATORS

Owners/operators have responsibilities. They must identify and report hazardous materials manufactured, used and/or stored at their facilities. More specifically, owners/operators must:

- ☑ **File inventory forms** for all **hazardous materials manufactured** + **used** + **stored** at their facilities.
- ☑ **Immediately notify the LEPC** and then the **HAZMAT Hotline of reportable releases** of certain hazardous materials and then notify the **Louisiana State Police** and other mandated entities as appropriate.
- ☑ In the event of an incident, as quickly as possible, provide **access** to their facility.

They are also required to:

- ☑ Identify a **facility emergency coordinator**.
- ☑ Report HAZMAT inventories **annually** – by **March 1** of **each year** – by **submitting** inventory forms to the LERC, **local fire departments** + **local planning committees** + **others**.
- ☑ **Post signs** at facilities indicating a hazardous material present on the premises.
- ☑ Notify present + each new **employee** within a **reasonable time** of beginning employment that hazardous materials are manufactured + used + stored +/or released at their facility.
- ☑ Louisiana manufacturers + distributors + packagers of hazardous materials and mixtures manufactured, blended, packaged, mixed, or distributed within Louisiana **must:**
  - ☑ **Incorporate** on the hazardous material's *Material Safety Data Sheet* (MSDS) the verbiage **"This material may be regulated by Louisiana's Right-to-Know Law, LRS 30:2361 et seq." OR**
  - ☑ **May supply a separate statement with that verbiage.**

[SOURCE: *Hazardous Material Information Development, Preparedness and Response Act,* Section 2369]

HAZMAT HOTLINE
225-925-6595 OR 877-925-6595

ROLES + RESPONSIBILITIES:

COMMUNITY

While the **primary responsibilities** for complying with Federal and State regulations regarding the manufacturing, storage, use and transportation of hazardous materials rest with owner/operators and the industry, the **community** – and stakeholders at **every level** – also have some responsibilities. The community needs to:

- ☑ Be involved with **prevention** + **preparedness** objectives.
- ☑ Know **where** hazardous materials are located within the community.
- ☑ **Cooperate** with – and provide input to – local authorities + industry in **emergency planning** + **exercising** + **response activities**.
- ☑ Become familiar with local HAZMAT and other emergency response **plans**.
- ☑ Be aware of **risks** within the community + how risks of **adverse** health, environmental + property effects can be **mitigated**.
- ☑ **Prepare** for accidents that might occur. Know **what to do** in the event of an accidental or intended release of hazardous material.
- ☑ Take responsibility to **seek out** + **share** information.
- ☑ **Communicate** + **cooperate** with other stakeholders on all aspects of accident prevention + preparedness + response.
- ☑ Recognize the **shared objective** with industry partners to reduce the likelihood of accidents.
- ☑ Promote best practices in community-wide **communications** + **information sharing**.
- ☑ Participate in **community-wide decision-making** when appropriate through public comment periods + review of proposed regulations + licensing procedures + siting of installations + more!

ACCESS TO FACILITIES FOR EMERGENCY RESPONSE

The parish governing authority designates **one (1) local emergency response agency** to have **access** to facilities within the parish in the event of a HAZMAT release.

Owners/operators have **responsibilities to provide access** as quickly as possible to their facilities when there has been a release subject to the reporting requirements of LRS 30:2373(B). However, each representative of a State or local emergency response agency provided access must be under the **strict supervision** of **facility personnel** and not take any direct action to respond to the release unless **specifically authorized** by **facility personnel**.

Designated local emergency response agencies must be *certified* or *qualified* in the handling of hazardous materials specific to the particular emergency and equipment and/or facility involved.

Access may be **delayed** for a **reasonable period of time**, to the extent **necessary** to **secure** the facility, **ensure immediate safety**, **preserve property** or **verify** the authority of those persons seeking access to the facility.

Owners/operators who **fail to comply** with the access requirement are subject to a **civil fine** of **$5,000**.
[SOURCE: *Hazardous Material Information Development, Preparedness, and Response Act* Section 2375]

LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

Local Emergency Planning Committees (LEPCs)

- Purpose
- Membership
- Goals + Responsibilities
- Primary Responsibilities
- Structure
- Public Awareness + Inquiries
- Maintaining a Healthy LEPC
- Nuts + Bolts of LEPC Operations

LERC

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4 Local Emergency Planning Committees (LEPCs)

- Purpose
- Membership
- Goals + Responsibilities
- Primary Responsibilities
- Structure
- Public Awareness + Inquiries
- Maintaining a Healthy LEPC
- Nuts + Bolts of LEPC Operations

PURPOSE

Local governments are responsible for the **integration** of hazardous materials (HAZMAT) **planning** and **response** within their jurisdiction. This includes:

- Ensuring the local hazard analysis **adequately addresses** HAZMAT incidents.
- Incorporating **planning** for HAZMAT incidents into the **local** *Emergency Operations Plan* and annexes.
- Assessing **capabilities** and developing HAZMAT **response capability** using local resources, mutual aid and contractors.
- **Training** responders.
- **Exercising** local plans.

EPCRA Regulatory Structure in Louisiana

It is **mandatory** for **industry** to be a part of the **planning process** to ensure facility plans are compatible with local emergency plans.

Usually organized within the offices of a first-responder agency or a local government office of emergency management, Local Emergency Planning Committees (LEPCs) are critical to **successful** local HAZMAT planning and Community Right-to-Know (CRTK) programs. LEPCs serve as a **focal point** in the community for **information** and **discussion** about hazardous substance emergency planning and health and environmental risks. Through **partnerships** with local

governments and industries, LEPCs help **safeguard public health** and the **environment**. Their activities increase the **public's knowledge** and **access** to information on hazardous and toxic chemicals; and encourage applicable entities to develop **working relationships** to improve emergency response to chemical incidents.

Citizens can expect the LEPC to reply to **questions** about chemical hazards, **risk management** actions, extended **health** issues and **environmental** effects.

The LEPC has many **responsibilities**, **mandates** and **deadlines**. To meet the challenge, the **membership** should organize itself by utilizing **individual efforts**, **subcommittees** or **contracted assistance**.

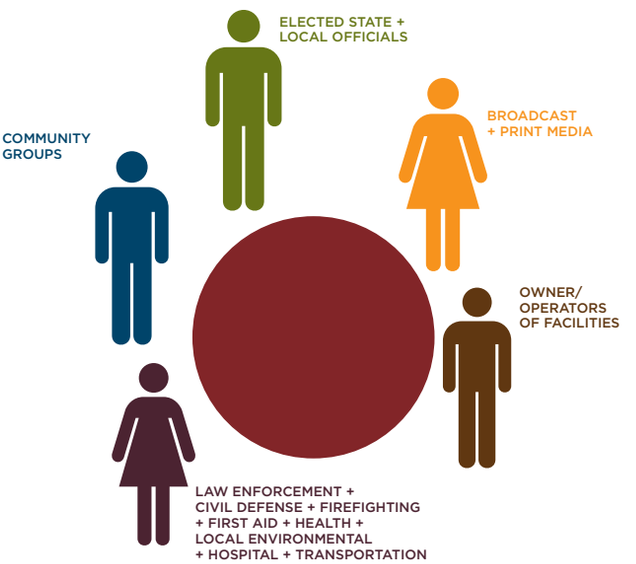
MEMBERSHIP

Members of the LEPC are **volunteers appointed** by the Louisiana Emergency Response Commission (LERC). LEPCs are made up of **elected officials**, members of **emergency response groups**, **industry representatives** and other **concerned citizens** who are responsible for planning and for providing information on chemical hazards to the citizens of each parish. [SOURCE: *Article 2 of LERC by-laws;* LRS 30:2364]

Because LEPC members represent **various organizations**, **agencies**, **departments**, **facilities** and/or other groups within the community, each member must realize that he or she represents their **organization** on the LEPC and that they are **responsible** for **coordinating information** and **activities** with the **LEPC** and the **organization** the member represents.

Because membership comes from the **local area**, members are familiar with factors that affect public safety, the environment and the economy of the community. That **expertise** is essential as the LEPC **advises** the development of local *Emergency Operations Plans*, so that plans are tailored to the **unique needs** of the local planning district or community.

When **representatives** are considered for the LEPC, the following are considered best practices:



- Elected officials should **only** be listed as LEPC members with their **consent** and the **agreement** that they will attend meetings. In some cases, it may be more practical for an elected official to have a **staff person** or a member of the local community represent that official on the LEPC.
- Individuals with an interest in the **environmental impacts** from the manufacturing of hazardous materials, use, storage and/or transportation are intended as representatives to the LEPC. However, you should note that an environmental engineer employed by a facility or a consultant may have a **conflict of interest** due to an industrial or business relationship and should not be appointed to the LEPC as an environmental representative but **may serve** as a representative of industry.
- **Law enforcement** includes law enforcement agencies **police agencies** within the planning district.
- A **hospital-related member** should represent hospital(s) **located within** the planning district OR, if none exists within the district, the hospital(s) **serving the community**.

- A **media** representative is important in advising the LEPC on **creating** and **distributing** news releases and **identifying** public eduction and outreach goals and initiatives.
- Other valuable members include representatives of **emergency management organizations**, especially local **Offices of Homeland Security and Emergency Preparedness** (OHSEPs) and any others established by ordinance.
- Representatives from the **transportation industry** should have **experience** transporting large numbers of people for input when developing **evacuation plans**.
- **Fire department** representation should be those from **responding** fire stations within the planning district.
- **First aid** or **emergency medical representatives** should come from emergency medical service providers that are likely to respond in the event of an incident.
- Representatives of **community groups** should include those from the **Red Cross**, **United Way**, **Louisiana 2-1-1 or other information referral organizations for social services**, the **Salvation Army,** church service groups and parent-teacher organizations among others. Survey the community to see what community groups are active and appropriate for inclusion. Members from the **general public** can also serve in this category.
- **Parish** or **city health departments** or Visiting Nurse Association (VNA) representatives are valuable in identifying **at-risk populations** and planning how those will be addressed should an incident occur.
- **Industry representatives** should include **owners/operators** of regulated facilities.

[SOURCE: Region 6 LEPC Update 4, Volume 22, No. 5, June 2009]

GROUPS TO INCLUDE

As prescribed by the *Emergency Planning and Community Right to Know Act* (EPCRA), the LEPC should **include** groups from the following organizations.

- ☑ **Elected State + local officials.**
- ☑ **Law enforcement + civil defense + firefighting + first aid + health + local environmental + hospital + transportation personnel.**
- ☑ **Broadcast + print media.**
- ☑ **Community groups.**
- ☑ **Owner/operators of facilities subject to reporting requirements** (which – unless otherwise exempt – manufacture, store or use substances specified as extremely hazardous by the Administrator of the Environmental Protection Agency [EPA]).

Groups and organizations noted above, or **any other person** or **group** or **organization may nominate** an individual **residing within the designated emergency planning district** to serve on the LEPC. Nominees must be **submitted** to the LERC for approval.

Although committee membership is encouraged, involving individuals who have **expertise** in areas of LEPC concern as **at-large members** can be very effective. Although not official members, they can expand the LEPC knowledge base significantly. Anyone with an interest or desire to assist with projects should be encouraged to join and participate. If the community the LEPC represents has an industry **using Extremely Hazardous Substances (EHSs)**, that industry **must** be a member.

Keep the LERC current with your membership. The LERC is responsible for maintaining a list of membership of all LEPCs. The LERC provides this information to the public, industry, Federal agencies and other State agencies and States.

Aside from the inclusion of basic categories or representation, the LEPC must determine **how big** it wants to be. In general, LEPCs tend to emphasize either **public safety emergency agencies** or **industry members**. Communities that have few industries tend to be more public-safety oriented.

GOALS + RESPONSIBILITIES

GOALS

LEPC **goals** include:

- Effectively administering the **core requirements** of *Emergency Planning and Community Right-to-Know Act* (EPCRA).
- Increasing the public's **HAZMAT awareness**.
- Being a source of **accurate** + **timely information** for HAZMAT incidents.
- Developing + maintaining **partnerships** with Federal, State and local agencies.
- Participating in **HAZMAT-related training**.

GENERAL LEPC FUNCTIONS

- **Increase awareness** in the community about the **presence** of hazardous chemicals.
- Be a **vital link** between citizens, government + industry.
- **Develop** + **maintain** comprehensive emergency response plans for HAZMAT incidents.
- Receive information about **reportable incidents + accidental releases**.
- **Collect** + **manage** + **provide public access** to information on hazardous materials within the community.
  - » Including maintaining + administrating **Tier II** information.
- Educate the public about risks associated with hazardous materials.
- Work with facilities to minimize risks to the community
- Assist with **HAZMAT-related training** of the public and of first responders.

RESPONSIBILITIES

There are **two (2) broad levels** of local responsibilities:

- **Regulated facilities** are responsible for **accident prevention**. They engage in **preparedness planning** and **emergency response** to HAZMAT incidents. They also have a responsibility to **report** the presence of hazardous substances.
- **LEPCs** and first-responder organizations are responsible **to the public** when it comes to community HAZMAT information, **incident preparedness** and **safety** in the event of a HAZMAT incident.

PRIMARY RESPONSIBILITIES

Under **Louisiana law** the LEPC is required to be a **repository** for information gathered under LRS 30:2368 unless they have designated the LERC as its repository. That information includes **inventory forms** submitted by industry (Tier II), **reportable release notification information** and **written follow-ups** regarding reportable incidents. LEPCs are also required to **coordinate** Emergency Planning and Community Right to Know Act (EPCRA)/Community Right-to-Know (CRTK) activities.

EPCRA and the State's *HAZMAT Information Development, Preparedness, and Response Act* identifies **legal responsibilities** for LEPCs, they include:

- ☑ **Taking action** as required by the LERC or as otherwise necessary to **implement** the provisions of EPCRA.
- ☑ **Completing preparation** of an *Emergency Operations Plan* (EOP) in accordance with Federal law + **submitting** it to the LERC.
- ☑ **Reviewing local** EOPs **once a year**, or more frequently as circumstances change in the community, or to meet the requirements of any regulated facility. [SOURCE: EPCRA Section 303(a)]
- ☑ Considering the need for **resources** necessary to **develop** + **implement** + **exercise** the *emergency plan*, and the means for providing those resources.
- ☑ **Making available, through public information requests, the following** (if submitted to them):
  - ☑ *Hazardous Material Emergency Response Plan (HMERP).*
  - ☑ *Material Safety Data Sheets* (MSDS).
  - ☑ **Inventory** forms.
  - ☑ **Toxic chemical release form**.
  - ☑ Follow-up **emergency notices** to the general public, during normal working hours at a location designated by the LEPC. [SOURCE: 42 U.S. Code Section 11044]
- ☑ Establishing **procedures** for **receiving + processing requests** from the public for information under EPCRA Section 324, including Tier II information under EPCRA Section 312.
- ☑ Designating an official to serve as **coordinator** for **information**. [SOURCE: EPCRA Section 301(c)]
- ☑ Receiving from each regulated facility the **name** of a facility representative who will participate in the **emergency planning process** as a **facility emergency coordinator**. [SOURCE: EPCRA Section 303(d)]
- ☑ Ensuring **hazardous chemical releases** reported by owners/operators of regulated facilities are received by LEPC from the community's emergency coordinator. [SOURCE: EPCRA Section 304(b)(1)(a)]
- ☑ Ensuring **follow-up emergency information** is received from owner/operator as soon as practical after a release that **requires** the owner/operator to submit notice. [SOURCE: EPCRA Section 304(c)]
- ☑ **Receiving** from the owner/operator of any facility, a **MSDS** for **each chemical** (upon request of the LEPC or fire department), or a list of such chemicals as described in Section 311. [SOURCE: EPCRA Section 311(a)]
- ☑ **Making available**, upon request by any person, a **MSDS** to the person in accordance with Section 324. [SOURCE: EPCRA Section 311(a)]
- ☑ Receiving an emergency hazardous **chemical inventory form** from each facility owner/operator. [SOURCE: EPCRA Section 312(a)]
- ☑ **Responding** to **Tier II information requests** no later than **45 days** after receipt of a request. [SOURCE: EPCRA Section 312(e)]
- ☑ Commencing a **civil action** against an owner/operator of a facility **for failure** to provide **required** information under EPCRA Section 303(d) or for failure to submit **Tier II information** under EPCRA Section 312(e)(1). [SOURCE: EPCRA Section 326(a)(2)(B)]
- ☑ Establishing **rules** by which LEPCs function. [SOURCE: EPCRA Section 301(a)]
  - » Rules shall **include public notification** of **committee activities**, **public meetings** to discuss emergency plans, **public comments** and response to comments by the **Committee**, and **distribution** of the *emergency plan.*

LEPCs are the **repository** for the community's response plan and risk management plans generated by the *Clean Air Act* (CAA) (P.L. 88-206).

STRUCTURE

LEPC BY-LAWS

The LEPC must **establish rules** by which govern its functions and activities. By-laws provide structure for decision-making and should address **leadership**, **operational** rules and more.

OPERATIONAL RULES

In the construction of its by-laws, the LEPC should consider:

- **Terms of office** for both leadership + members.
- Procedures for a member's **removal** from the LEPC.
- **Authority** of the LEPC.
- **Immunity** for the LEPC members.
- Notification to the LERC of **nominations for changes** in the LEPC, including any changes in information for any LEPC members.
- Evaluating the need for **resources** necessary to **develop** + **implement** + **exercise** the *Emergency Operations Plan*, making recommendations with respect to **additional resources** that may be required and the means for providing them. [SOURCE: EPCRA Section 303(a)]

LEADERSHIP

LEPC appoints/elects

- **Chair**
  - The Chair can be **any LEPC member**. Some LEPCs have chosen political leaders; others have selected Chairs from emergency management, environmental groups, industry or civic organizations. Important factors to consider are the leader's **availability** + **credibility** + **management skills** + **commitment** to the program and **respect** from other LEPC members and the community
- **Vice Chair.**
- **Other officers** as needed.
- **Information Coordinator** (IC).
  - The IC typically serves as the LERC **point of contact** (POC).
  - If the LEPC has not designated the LERC as their **repository**, it is the IC's job is to process requests from the public for information, including Tier II information. Requirements also include establishing **procedures** for **receiving** + **processing** requests for information.

LEPC rules include provisions for:

- **Public notification** of **committee activities**.
- **Public meetings** to discuss emergency plans, public comments and response to comments by the **Committee**.
- **Distribution** of the *Hazardous Material Emergency Plan*. [SOURCE: EPCRA Section 301(c)]
- **Publishing annually**, notices that the *Emergency Operations Response Plan*, **MSDS**, **follow-up** release notifications and **inventory** forms have been submitted. [SOURCE: EPCRA Section 324(b)]

SUBCOMMITTEES

Dividing the work among subcommittees **facilitates** planning and management activities. Subcommittees also expand participation.

The number of full Committee meetings can be **reduced** by having **subcommittees** focusing on **specific topics** in which members have an interest. Further, **subcommittees** help the process **move forward** more quickly, because several projects can be worked on at one time. The appointment of a **subcommittee Chair** helps ensure **work progresses efficiently**.

The **number** and **type** of **subcommittees** an LEPC creates depends **solely** on the **needs** of the LEPC and its members.

Subcommittees may be **formed** and **disbanded** as occasions arise to accomplish on-going tasks. Subcommittee membership **need not** be limited to LEPC members. LEPC subcommittees are **encouraged** to invite people from **various sectors** of the jurisdiction for additional input and enhanced expertise. The LEPC might appoint **subcommittees** for the following reasons:

- To **gather** + **review** existing community and facility emergency plans annually.
- To **coordinate** emergency response capabilities of LEPC member organizations.
- To check existing **response equipment** in the community.
- To identify **financial resources**.
- To coordinate with **other LEPCs** and the **LERC**.
- To conduct a **hazard analysis**.
- To manage + provide **information** for **citizens**.
- To provide information to **facilities**.
- To promote **public awareness** of the EPCRA + community **chemical hazards** + **emergency responses** expected from the public.

DETERMINING SUBCOMMITTEES

Consider several factors regarding **current** LEPC status and future **expectations** and **goals**. For example, the LEPC membership might answer the following questions:

- What are the goals of the LEPC this year?
- Do certain topics require much discussion or research?
- Is it necessary to establish subcommittees?
- Are there enough people, expertise + leadership among LEPC members to maintain subcommittees?

In larger LEPCs, subcommittee Chairs may sit on an **Executive Committee** with the LEPC Chair.

EXAMPLES OF SUBCOMMITTEES

Subcommittees to consider include:

- **Planning**. Responsibilities may include:
  - Developing + assisting in the **revision** of the HAZMAT **response portion** of the community's *Emergency Operations Plan* (EOP).
  - Establishing a **vulnerability zone** + determining **methodology**.
  - Reviewing **site-specific** *Hazardous Materials Emergency Response Plans* (HMERPs) submitted for each facility with Extremely Hazardous Substances (EHS).
  - Reviewing the **LEPC plan** annually.
- **Public Information**. Responsibilities may include:
  - **Writing** + **publishing** public notices.
  - Establishing an **information retrieval system**.
  - Performing citizen + neighborhood **outreach** to inform of plans + other information that is available.
- **Training + Exercise**. Responsibilities may include:
  - Conducting a **training needs assessment**.
  - Requesting **training grants** to provide needed training.
  - **Coordinating** training programs.
  - Establishing an **exercise schedule**.

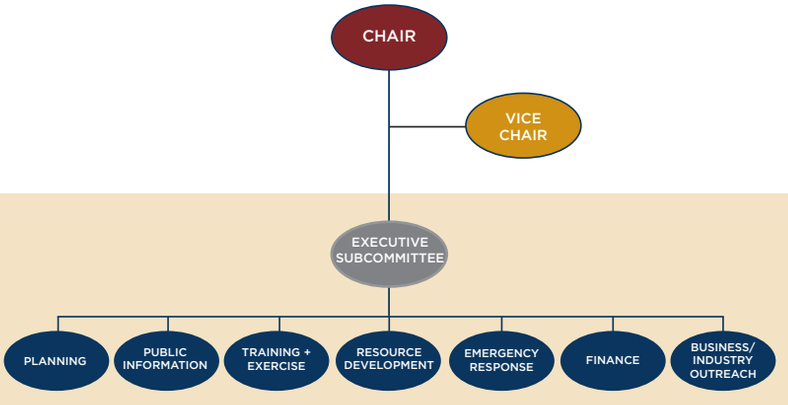
Once an assessment is completed by the LEPC and **basic subcommittees** are formed, the LEPC may desire to create **additional subcommittees** to respond to **expanded needs** and **specific ideas** generated from the current LEPC membership.

EXAMPLES OF ADDITIONAL SUBCOMMITTEES

- **Executive**. Responsibilities may include:
  - » Appointing **Chairs** for each subcommittee.
  - » Developing LEPC **long-term goals**.
  - » Addressing the needs of LEPC **members**.
  - » Reviewing LEPC membership terms + **soliciting volunteers** to fill vacancies.
  - » Becoming familiar with **Federal + State + local laws** and ordinances, which may impact the HAZMAT planning process.
  - » Developing a **work plan** with **timetables** to coordinate the activities of other subcommittees.
- **Resource Development**. Responsibilities may include:
  - » Researching **community resources** for emergency response (e.g., various types of equipment + facilities funding + available expertise).
  - » Identifying **alternative resources** upon which the community may rely during a HAZMAT emergency or disaster.
  - » Updating the **local resource inventory**.
  - » Identifying **other volunteer** or **in-kind assistance** contributions (e.g., private sources such as local business + industry + non-profit agencies, etc.), which may be used for various types of response.
- **Emergency Response**. Responsibilities may include:
  - » Developing emergency response **procedures** for local government personnel that may be utilized in HAZMAT responses.
  - » Establishing local **Incident Command System** (ICS) procedures to strengthen + coordinate local government emergency response.
- **Finance**. Responsibilities may include:
  - » Managing of the **LEPC budget**.
  - » Examining + **recommending** the use of funds.
- **Business/Industry Outreach**. Responsibilities may include:
  - » Developing initiatives that encourage **active participation** by the community's commercial businesses + industrial facilities.

LEPC LEADERSHIP

EXAMPLES OF LEPC SUBCOMMITTEES



FACILITIES ADMINISTRATION

LEPCs are challenged with having to administer a program with **little** or **no budget** and **no fixed facility** provided from which to work. Despite this, they are **required** by law to respond to public inquiries about hazardous materials into their communities within a reasonable amount of time – no later than **45 days**. They can accomplish this through **efficient record keeping** and using suitable **work space** provided by government or industry members who are members of the Committee. **Co-locating** the LEPC with the Emergency Management Agency office, Regional Planning Commission or a local fire or police department can be beneficial to each organization. Alternatively, LEPCs can also designate the LERC as the repository and provider of the public information request.

MAINTENANCE OF RECORDS

LEPCs have a **variety of records** for which they are responsible. First, and perhaps most important, is the **Tier II annual submissions** from facilities located within the LEPC's jurisdiction. These reports are the **foundation** of the CRTK philosophy set forth through the EPCRA legislation.

As a best practice, committees should consider retention for **20-plus years**. **Health effects** sometimes take years to be recognized. The Tier II reports are a useful source of information for **investigators** both in **epidemiological** and **environmental** studies.

Tier II records are subject to **public information request law** and **must be provided to any person requesting them**.
Tier II reports are typically stored either by **facility name**, **address** or **facility ID numbers**.
In addition to Tier II reporting, at a minimum, LEPCs should maintain the following records:

- Copy of Local ***Emergency Operations Plans*** + pertinent annexes.
- *Material Safety Data Sheets* (MSDS) or information on where to obtain them.
- Initial + follow-up **hazardous chemical spill release reports**.
- Records of LEPC + subcommittee **meetings**.
- LEPC **membership list**.

PUBLIC AWARENESS + INQUIRIES

LEPC COMMUNITY OUTREACH PROGRAMS

One of the most important functions of the LEPC is its **outreach programs**. The public should be informed of:

- **Potential hazards** present at facilities in their community.
- The community's ***Hazardous Material Emergency Response Plan*** (HMERP)**, which should include the mitigation and remediation of** HAZMAT incidents.
- **Protective measures** that can be taken by the public to minimize adverse public health.

LEPCs in many communities provide **education** and **information** to the public in a number of ways such as:

- Establishing an LEPC **website**.
- Providing **guest speakers** from their public information subcommittee to address schools + civic groups + youth programs + churches + other organizations active within the community.
- Holding **informational seminars**.
- Educating the public in **specific** HAZMAT matters through **cooperative printings** + **mailings** with other facilities doing business in the community.

- **Coordinating** LEPC plans with **facilities** + **Federal** + **State mandated** plans such as *Emergency Contingency Plans*.
- Ensuring that companies involved in the storage + use + transportation of hazardous materials have their **company's specific** Emergency Response Plans (ERPs).
- Assisting the industry with developing *Risk Management Plans* under EPA Section 112 of the Federal *Clean Air Act* (CAA).
- Keeping the **community up to date** with the **changing** Federal and State HAZMAT regulations through **meetings** + **community access television** + **local newspapers**.

Many LEPCs adopt a **logo** to identify their Committee to the public. Some Committees have had **logo design contests** within their communities and a number of committees have designed their own. Others have purchased copyrighted logos. Whatever the choice, it is important for the Committee to establish a **distinct identity** within the community.

It is important to **listen** and **address** the public's **concerns** about hazardous materials in their community.

PUBLIC INFORMATION REQUESTS

Federal law – the EPCRA – mandates that the public has a right to know about the **presence** and **risk** of hazardous materials within the community. The EPCRA requires LEPCs to **establish procedures** for **receiving** and **processing requests** from the public for information (obtained per mandate of *Title III of the Superfund Amendments and Reauthorization Act* [SARA Title III], Chapter 116, Section 11044) within **45 days** after the date of **receipt** of a request. This includes responding to requests for **Tier II information** under Section 11022, assuming the LEPC has not designated a LERC as their repository.

EPCRA is based on the principle that the **more known** about hazardous materials in the community, the **better prepared** the community is to **manage potential hazards** and to improve **public safety** and **health**. In some areas, there appears to be minimal public interest in the data generated under EPCRA. Therefore, LEPCs must strive to devise more creative ways to **interpret** and **disseminate information** on HAZMAT risks to the public.

MAINTAINING A HEALTHY LEPC

Research shows that the most **successful LEPCs** have the following attributes:

- Clearly **defined** goals.
- **Strong leadership** + designated staff.
- Members **trained** in the law.
- Members that know what is **expected** of them.
- Broad range of community representation including members with a diverse set of responsibilities + interests.
- Appointed **members** that are:
  - **Committed**.
  - I**nterested**.
  - Feel **useful** + believe they are **helping** the community.
  - Are involved in tasks that are **challenging** + according to their **interests** + **expertise**.
  - **Recognized** for their contributions.
  - Given opportunities to develop their **skills**.
- Participate in **well-maintained working relationships** with State-level agencies responsible for the program + with their peers in other districts.
- Meetings are **scheduled** at regular, convenient times.
- Meetings adhere to **agendas** and are concerned with common interests.

NUTS + BOLTS OF LEPC OPERATION

Previous sections of this Handbook have identified **mandated regulations** and **responsibilities** related to **record-keeping**, **planning** and **response** to HAZMAT incidents.

This section is a collection of **miscellaneous topics** related to the operation of a LEPC and **common-sense** suggestions for strategies that help promote a successful LEPC. Every Committee has **unique features** and **operating requirements**. These topics are offered as **ideas** to help prevent "reinventing the wheel" and to encourage **consistency** where appropriate, while not compromising the **unique needs** of **individual** communities.

FREQUENCY OF MEETINGS

To keep the LEPC functioning **effectively**, **regularly scheduled meetings** which address diverse issues and work toward **progress** on **key concerns** are essential. Regular meetings offer an opportunity for the LEPC to **broaden its role** in the community.

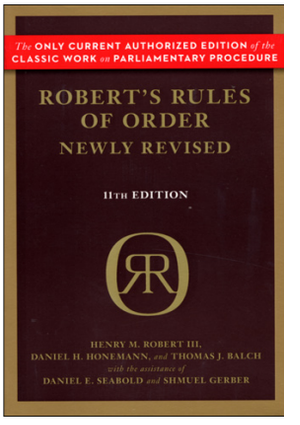
There are no hard rules on **how often** to meet.

The need to meet is predicated by the **amount of work** the LEPC wants to accomplish and the **amount of time and effort** members are willing to freely put forth. Those LEPCs that have a lot to do generally meet **more frequently**; for those it is not unusual to meet **monthly**. Frequent meetings are common in the **early stages** of development.

Having typically completed a significant body of work in their early days, more **mature** LEPCs tend not to meet as often as **new** ones. Many meet between **two (2)** and **four (4)** times a year. Each LEPC will find its **balance** on how much their members are willing to attend and the amount of work needed.

The decision on **when** to meet is best decided by the membership. LEPCs can benefit from moving meetings to **different locations** and **times**. Some LEPCs meet at industry sites where a regular meeting is held, followed by a **tour** of the site's operations. This has proved to be a very successful strategy for LEPCs who have embraced the facility-visit approach.

The LEPC should determine which **day of the week** and **specific time** is most convenient for the membership. Some committees find it easier for their membership to meet during the **workday**; others find **evenings** or **weekends** better. To accommodate both members and the public, sometimes meeting **dates**, **times** and **locations vary** so that more people have opportunities to participate.



COMMITTEE AGENDAS + RULES OF ORDER

Successful meetings follow an **organized format**, which can be implemented using guidelines such as *Robert's Rules of Order*. A **well-planned agenda** is an important tool for conducting effective meetings. The agenda should identify **specific issues** to be discussed at the meeting. If time constraints are a factor, each agenda item may be assigned a **time limit**. The key to this strategy is **adhering** to the time limit assigned for each issue.

Meeting agendas are based on what needs to be **accomplished** during the meeting. The agenda is also limited by how long LEPC members are willing to meet. Having a crowded agenda with limited time means that topics do **not** get **enough attention** and that may frustrate members wanting more time. So members can be prepared, each member should be sent a **copy** of the agenda **one (1)** to **two (2) weeks** prior to the scheduled meeting, along with information pertinent to the upcoming meeting.
While there is no hard rule, many LEPCs find that most meetings tend to last between **one (1)** and **two (2) hours**. In the developmental stages of activity, there are a number of tasks that need to be accomplished (HAZMAT planning, creation of by-laws, decisions on record keeping, etc.) which drive meeting agendas. However as a LEPC matures, tasks tend to become more timely and more specific to current issues.

LEPCs are encouraged to **include topics**, **speakers**, **invitations from facilities** and **response organizations**, as well as opportunities to **expand knowledge** from a wide variety of sources when conducting their meetings.

LEPC meetings are a good place to **air topics** of interest to members and to the community, bring in **knowledgeable experts**, hear from **other LEPCs** and **share** experiences. However, some LEPCs struggle to find suitable topics to talk about. Ideas that have worked to keep the LEPC **active** include:

- **Holding one (1) meeting a year dedicated to plan review**. This has **each** responding entity review with the membership its **roles** and **mission** during a response, according to the local ERP. This strategy facilitates the LEPC meeting one of its few **legislated mandates – annual plan review**.
- **Holding a meeting around the time Tier II forms are due to the LEPC (March 1)**. This allows **industries** to hand carry their forms to the LEPC. Some LEPCs provide **assistance** to industries helping them **prepare** the forms. If Tier II reports are stored on a computer with the **U.S. Environmental Protection Agency** (EPA) **Tier2Windows software**, LEPCs can easily **print facility forms**. This process helps both the LEPC and industry have more **accurate forms** and more importantly, serves as a reminder to **smaller** industries that those forms are due.
- **Inviting guest speakers to address topics of interest to members.** Topics that are perennial favorites are: **cost recovery**; district HAZMAT team **response** considerations; industry **safety programs** and **clean-up** contractor considerations. Governmental agencies such as U.S. Environmental Protection Agency (EPA), HAZMAT Team representatives, Occupational Safety & Health Administration (OSHA) and clean-up contractor representatives are generally more than willing to come and present material.
- **Incident or response review can be a very interesting and educational meeting**. **Reviewing** and **evaluating** a local response to identify **lessons learned** can improve overall awareness for LEPC members of needed actions and inform future planning to improve response.
- Reviewing a facility's **planning** and **response process** – as well as **on-site visits** – can serve as an **awareness tool** for response-community members. Having an industry explain **how** and **why** they use hazardous materials can be a beneficial means of improving **awareness** of the **specific facility** and the **hazardous materials used within that facility**. It also familiarizes responders where various hazardous materials are **used** or **stored**.
- **A review of new Federal, State or local regulations or laws from a governmental body or passed by a governing standard organization (e.g., National Fire Protection Association [NFPA]).** The review helps members keep current on the multitude of laws, regulations and authorities governing their activities.
- **A review of software available to industry and/or the emergency response community that also facilitate LEPC activities.** (For a detailed discussion of tools and job aids please see Section 12.)

ADA REQUIREMENTS

LEPCs should keep in mind the *Americans with Disability Act* (ADA) **requirements**, **ensuring** accessibility issues for members and potential participants who might want to attend are addressed.

ADDITIONAL RESOURCES

The **EPA** has developed and published booklets titled *Successful Practices in Title III Implementation* that documents **successes** and **lessons learned** from LEPCs across the country. From New York to Hawaii, from Florida to Alaska, there are examples of **what to do** and **what not to do** when establishing an active LEPC. Contact your **Region 6 EPA** office for information on these publications or visit **http://www2.epa.gov/aboutepa/epa-region-6-south-central**

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LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

5 Local Ordinances + Regulations

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5 Local Ordinances + Regulations

Local governing authorities, municipalities, parishes or other local governmental entities **cannot enact, adopt** or **enforce** an **ordinance, law** or **regulation** relative to hazardous materials (HAZMAT) reporting, except specifically authorized elsewhere by **State law**.

If reporting requirements to agencies in the Federal government under Federal law **conflict** with reporting requirements under Louisiana law, those entities affected **must** file those reports required by Federal and State law.

The Louisiana Emergency Response Commission (LERC) and Louisiana Department of Public Safety and Corrections (LDPS&C), Public Safety Services, Office of State Police, where **practical** and **feasible**, should incorporate local purposes into the State information system – Louisiana Chemical Network (LCN) – and provide **local access** to that information (subject to the qualifications provided for in LRS 30:2368(B)(1)).

[SOURCE: *Hazardous Material Information Development, Preparedness and Response Act.*]

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LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

Reporting

- Reporting Requirements
- General Requirements
- Types of Reporting
- Inventory Reporting
- Tier II Reporting
- Trade Secret Protection
- How to Report
- Alternative Reporting Procedures
- Incident Reporting
- Public Availability
- Penalties

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6 Reporting

- Reporting Requirements
- General Requirements
- Types of Reporting
- Inventory Reporting
- Tier II Reporting
- Trade Secret Protection
- How to Report
- Alternative Reporting Procedures
- Incident Reporting
- Public Availability
- Penalties

REPORTING REQUIREMENTS UNDER THE EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT (EPCRA) AND THE CLEAN AIR ACT (CAA) 112(R)

Certain hazardous materials are subject to **regulation** at **certain threshold amounts**. Regulated hazardous materials include:

- **Hazardous Substances** (as defined in *Comprehensive Environmental Response, Compensation and Liability Act* [CERCLA], also listed in 40 CFR 302.4)
- **Extremely Hazardous Substances** (EHSs) (as defined in *Emergency Planning and Community Right-to-Know Act* [EPCRA], Section 302, also listed in 40 CFR 355)
- **Hazardous Chemicals (Regulated Chemicals) for Accidental Release Prevention** [as defined in *Clean Air Act* (CAA), Section 112(r), also listed in 29 CFR 1910.1200]
- **Toxic Chemicals** (as defined in EPCRA, Section 313, also listed in 40 CFR 372.65)
- **List of Toxics + Flammables** (CERCLA reporting requirements apply not only to all of the substances individually listed in 40 CFR 302.4, but also to wastes or waste streams exhibiting the characteristics of ignitability + corrosivity + reactivity + toxicity under *Resource Conservation and Recovery Act* [RCRA].) [SOURCE: Section 112(r) of the CAA; 40 CFR 68.130]

§ 172.101 HAZARDOUS MATERIALS TABLE

§ 172.101 HAZARDOUS MATERIALS TABLE

Symbols (1)	Hazardous materials descriptions and proper shipping names (2)	Hazard class or Division (3)	Identification Numbers (4)	PG (5)	Label Codes (6)	Special provisions (§ 172.102) (7)	(8) Packaging (§ 173.***) Exceptions (8A)	(8) Packaging (§ 173.***) Non-bulk (8B)	(8) Packaging (§ 173.***) Bulk (8C)	(9) Quantity limitations (see §§ 172.27 and 175.75) Passenger aircraft/rail (9A)	(9) Quantity limitations (see §§ 172.27 and 175.75) Cargo aircraft only (9B)	(10) Vessel stowage Location (10A)	(10) Vessel stowage Other (10B)
	Accelerene, see P-Nitrosodimethylaniline												
	Accumulators, electric, see Batteries, wet etc.												
	Accumulators, pressurized, pneumatic or hydraulic (containing non-flamable gas), see Articles pressurized, pneumatic or hydraulic (containing non-flamable gas).												
	Acetal	3	UN1088	II	3	IB2, T4, TP1	150	202	242	5 L	60 L	E	
	Acetaldehyde	3	UN1089	I	3	A3, B16, T11, TP2, TP7	None	201	243	Forbidden	30 L	E	
A	Acetaldehyde ammonia	9	UN1841	III	9	IB8, IP3, IP7, T1, TP33	155	204	240	200 kg	200 kg	A	34
	Acetaldehyde oxime	3	UN2332	III	3	B1, IB3, T4, TP1	150	203	242	60 L	220 L	A	
	Acetic acid, glacial or Acetic acid solution, with more than 80 percent acid, by mass.	8	UN2789	II	8, 3	A3, A6, A7, A10, B2, IB2, T7, TP2	154	202	243	1 L	30 L	A	
	Acetic acid solution, not less than 50 percent but not more than 80 percent acid, by mass.	8	UN2790	II	8	A3, A6, A7, A10, B2, IB2, T7, TP2	154	202	242	1 L	30 L	A	
	Acetic acid solution, with more than 10 percent and less than 50 percent acid, by mass.	8	UN2790	III	8	IB3, T4, TP1	154	203	242	5 L	60 L	A	
	Acetic anhydride	8	UN1715	II	8, 3	A3, A6, A7, A10, B2, IB2, T7, TP2	154	202	243	1 L	30 L	A	40
	Acetone	3	UN1090	II	3	IB2, T4, TP1	150	202	242	5 L	60 L	B	
	Acetone cyanohydrin, stabilized	6.1	UN1541	I	6.1	2, B9, B14, B32, B74, B77, N34, T20, TP2, TP13, TP38, TP45	None	227	244	Forbidden	Forbidden	D	25, 40, 52, 53
	Acetone oils	3	UN1091	II	3	IB2, T4, TP1, TP8	150	202	242	5 L	60 L	B	
	Acetonitrile	3	UN1648	II	3	IB2, T7, TP2	150	202	242	5 L	60 L	B	40
	Acetyl acetone peroxide with more than 9 percent by mass active oxygen	Forbidden											

SAMPLE PAGE FROM 49 CFR 172.101 IDENTIFYING THE COMPLETE LISTS OF REGULATED SUBSTANCES.

The U.S. Environmental protection Agency (EPA) publishes a **consolidated list** of chemicals – *List of Lists* – subject to:

- **EPCRA**
- **CERCLA**
- **CAA Section 112(r)**

Users of this Handbook should regularly check the *Federal Register* for updates to the lists.

GENERAL REQUIREMENTS

All owners/operators must report the information required under **LRS 30:2369** regarding the **manufacture**, **storage**, **use** or **transportation** of hazardous materials no later than **March 1** of each year.

Owners/operators must **immediately** notify the Louisiana Department of Environmental Quality (LDEQ) and the Louisiana Department of Public Safety and Corrections (LDPS&C), Public Safety Services, Office of State Police of any reportable releases as soon as the owner/operator has knowledge of the release. There are some **exceptions**:

- Federally or State **permitted** release.
- Application of a **pesticide** or **fertilizer**.
- A hazardous material or substance **exceeding** the reportable quantity (RQ) when that RQ could be **reasonably expected** to escape the site of the facility.

HAZMAT HOTLINE
225-925-6595 OR 877-925-6595

ONE-CALL NOTIFICATION SYSTEM

Louisiana has developed a **one-call State notification system** for reporting emergency releases. Proper notification to the LDPS&C, Public Safety Services, Office of State Police of a release:

- **Satisfies** all emergency reporting obligations of the person making the notification, including **all emergency reporting obligations** to LDEQ, other State agencies and local response agencies.
- That is in **excess** of an applicable **RQ** but does not cause an emergency condition **satisfies** all prompt reporting obligations, under LAC 33:I.3917(A), of the person making the notification, provided that this provision does not apply to the reporting of any release of **radionuclides** in excess of a RQ determined in accordance with LAC 33:I.3929. [SOURCE: *Hazardous Material Information Development, Preparedness and Response Act* Section 2366]

EXTREMELY HAZARDOUS SUBSTANCES (EHSs)

The list of EHSs currently contains **372 chemicals**. They have **extremely toxic** properties.

The presence of EHSs in quantities above the threshold planning quantity (TPQ) (see page 54) or Louisiana's reporting threshold of **500 pounds**, whichever is **less**, requires the submission of a **chemical inventory report** to the **LEPC**, **local fire department** and the **Louisiana Emergency Response Commission** (LERC). The EHS list, with threshold planning quantities (TPQs) and RQs are listed in **40 CFR 355**, Appendices A and B Because of the hazards they pose, **any** release of an EHS, greater than the RQ, **must be reported** immediately to designated Federal, State and local emergency response officials.

To learn more, please visit: **www2.epa.gov/epcra**

HAZARDOUS SUBSTANCES

Hazardous substances are listed under the Superfund Amendment and Reauthorization Act (SARA) [Section 103 (a) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)]. The current list contains approximately **1,422 chemicals** and can be found at **40 CFR 302.4**. Release of these chemicals **above** certain RQ amounts **must** also be reported **immediately** to Federal, State and local agencies because they may represent an **immediate hazard** to the community or environment.
To learn more, please visit: **http://www.epw.senate.gov/cercla.pdf**

For the purposes of **transportation** considerations, there is a list of hazardous materials – approximately **2,053** – contained in the *Table of Hazardous Materials and Special Provisions* in **49 CFR 172.101**.

HAZARDOUS CHEMICALS

These are **not** included on a **specific list**, but are defined by the *Occupational Safety & Health Act* (OSHA) *Hazard Communication Standard* in **29 CFR 1910.1200**, as chemicals which represent a **physical** or **health hazard**. Inventories of these chemicals **must** be submitted to LDEQ, local fire departments and Local Emergency Planning Committees (LEPCs), if they are present at the facility in quantities of **100 pounds** or **more** at any one time during the year.

These chemicals are reported on **March 1** on the annual **TIER II report**. *Material Safety Data Sheets* (MSDSs) (see page 52 for more on MSDSs) for these chemicals **must** also be **submitted** if requested. EPCRA lists some **exemptions** to inventory reporting for certain **foods** and **household items** and products used in routine **agricultural operations** and other substances.

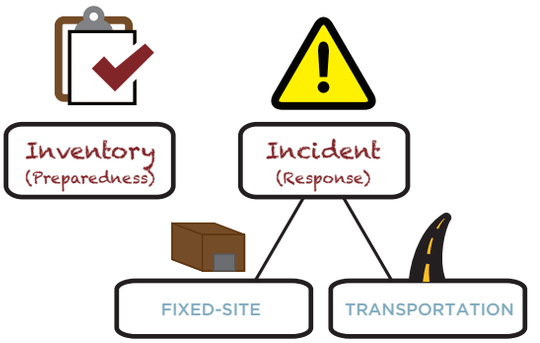
Not withstanding any provision of law to the contrary, **natural gas** from distribution lines **must** be reported if the release involves **1,000 pounds** or **more**.

For more information, please visit: **www.osha.gov**

TOXIC CHEMICALS

There are now more than **595 chemicals** or **chemical categories** identified as **toxic** chemicals. They were selected by Congress primarily because of their **chronic** or **long-term** adverse effects on human health. Estimates of the releases of these chemicals into the environment (air, land or water) **must** be reported **annually** to LDEQ and EPA. The list of toxic chemicals is contained in **40 CFR 372.65**.

TYPES OF REPORTING



TYPES OF REPORTING

There are **two (2) general types** of reporting:

- **Inventory Reporting (LRS 30:2369)** (also called preparedness phase).
- **Incident Reporting (LRS 30:2373)** (also called response phase).

An incident can be either accidental – also called an **emergency release** – or **continuous release**. Incident reporting falls into **two (2) sub categories**:

- **Fixed-site Incident Reporting (LRS 30:2373).**
- **Transportation Incident Reporting (LRS 32:1510).**

INVENTORY REPORTING

There are **fixed facilities** in almost every Louisiana parish which **manufacture**, **use**, **produce** and/or **store** hazardous chemicals. LEPCs need to be aware of **all** the facilities in their district, and **especially** the ones handling **EHSs**. These facilities may be **privately** or **government** owned, and all may be subject to some provisions of the law. **Federal facilities** also must comply with the provisions within EPCRA.

Facilities that have certain **EHSs** listed in **40 CFR 355** must submit:

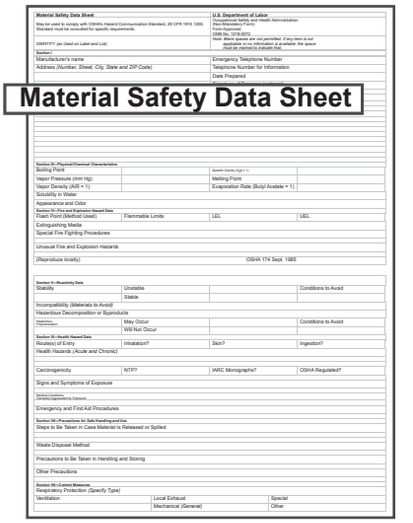
- An emergency **planning** letter to the **LERC** and **LEPC** when the facility has **sufficient EHSs** to warrant reporting.
- Information about the **types** + **amounts** of chemicals present **IF** requested by the fire chief or the LEPC.

This section identifies **five (5) reporting forms** owners/operators should be concerned with.

- Materal Safety Data Sheets (MSDSs) (OSHA) (EPCRA 311 - 312)
- *Tier One Emergency and Hazard Chemical Inventory: Aggregate Information by Hazard Type* form (EPA From 8700-29) (EPCRA 311 - 312)
- *Tier Two Emergency and Hazardous Chemical Inventory* form (EPA Form 8700-30) (EPCRA 311 - 312)
- *Toxic Release Inventory Forms* A and R (EPA Form # 9350-2) (EPCRA 313)

(NOTE: As of **January 21, 2014**, these forms are for "reference only"; completion of the form is now required electronically. Please visit **cdx.epa.gov/cdx/login**.)

A sample of each of these forms can be found in the Appendix of this Handbook.



OSHA 174 - SAMPLE MATERIALS SAFETY DATA SHEET (MSDS)

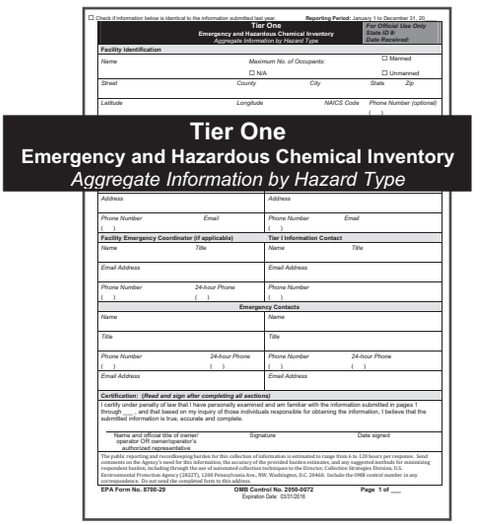
MATERIALS SAFETY DATA SHEET (MSDS)

As previously noted, owners or operators of regulated facilities are required to complete a **MSDS**. In addition to name and location, MSDSs capture:

- Chemical **name** or common name.
- Hazardous **component** of each reported chemical.
- For chemical mixtures, each **hazardous element** or **compound** in the mixture.
- Physical/chemical **characteristics**.
- **Fire** + **explosion** hazard data.

Once completed, MSDSs are then submitted to:

- **Appropriate LEPC.**
- **LERC**.
- **Fire department** with jurisdiction over the facility.



TIER ONE – EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY AGGREGATE INFORMATION BY HAZARD TYPE

TIER ONE + TIER TWO REPORTING FORMS

TWO (2) LEVELS OF INVENTORY REPORTING

There are **two (2) levels** of hazardous substances – including chemical – inventory reporting:

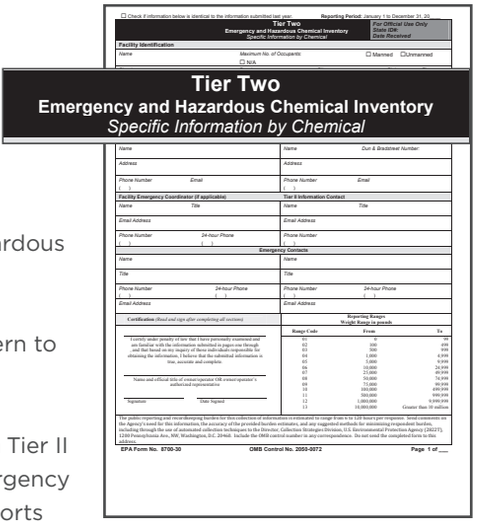
- Tier One
- Tier Two

TIER I REPORTING*

Tier I reporting **requires**:

- An estimate (in ranges) of the **different types** of regulated hazardous materials stored on-site during the previous calendar year.
- An estimate (in ranges) of the **average daily amount** of regulated hazardous materials present at the facility during the previous calendar year.
- The **general location** of regulated hazardous chemicals.
- And may include reports on individual hazardous chemicals of concern to **emergency response personnel**.

The information contained in a Tier I report is generally **always provided** on a Tier II report. EPCRA only requires Tier I information and leaves it to the State Emergency Response Commissions (SERCs) or LEPCs to request a Tier II report. Tier II reports are almost always the form submitted as SERCs and **LEPCs have almost universally requested Tier II reports**, which covers Tier I reporting.


Tier Two
Emergency and Hazardous Chemical Inventory
Specific Information by Chemical

TIER TWO – EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY SPECIFIC INFORMATION BY CHEMICAL

TIER II REPORTING

Tier II reporting requires the following **additional** information:

- **Chemical name** or the **common name** of the chemical as provided on the MSDS.
- A brief description of the **manner of storage** of the hazardous chemical.
- **Location** at the facility of the hazardous chemical.
- An indication of whether the owner elects to **withhold location information** of a specific hazardous chemical from disclosure to the public.

* When referencing Tiers with a spelled out numeral (e.g., “one” or “two”) we are referencing the forms. When referencing Tiers with a roman numeral (e.g., “I” or “II”) we are referencing the statute.

TIER II REPORTING

Tier II is a **comprehensive database** containing specific information regarding both the **presence** and **location** of hazardous materials in Louisiana. Data is collected from **owners/operators** of **fixed-site facilities** who **manufacture**, **use** or **store** any **hazardous chemical/substance** on which OSHA requires them to maintain MSDSs (e.g., *Extremely Hazardous Substances (EHSs)* and chemicals regulated by OSHA).

Federal rules require reporting of hazardous chemicals if they are present in amounts of **10,000 pounds** or **more** except for *EHSs*, which have a reporting threshold of **500 pounds** or TPQ if lower than **500 pounds**.

However, under **Louisiana Statute** [LAC Title 33 Section 10109] **rules** the threshold quantities, which **trigger inventory reporting** are much **lower** (**500** pounds of any chemical present on-site on any one (1) day during the preceding calendar year), except for some *EHSs* with **lower threshold quantities**.

Tier II reporting is:

- Governed by **EPCRA Section 312**.
- Generally submitted by **owners/operators** of (**public + private**) facilities between **January** and **March** of **each year**, to:
  - » **LERC**
  - » **LEPC**
- Applicable to **fixed facilities ONLY** – NO transportation companies.
- Includes listing **chemicals + hazard categories + inventory ranges + storage conditions + locations**.

The **public** can submit **written requests** for TIER II data.

- As noted elsewhere, it is a mandated **45-day** response.

Instructions for online Tier II reporting through the LDPS&C are found at: dpsweb01.dps.louisiana.gov/pdf/rtk_instructions.pdf.
[SOURCE + to learn more, visit: **www.lsp.org/pdf/rtk_law.pdf**]

More information on reporting procedures can be found at **www.LSP.org/rtk.html** and **www.LSP.org/pdf/rtk_efiling.pdf**.

In addition to the **LERC**, **LEPCs** and **fire departments**, Tier II information is available to:

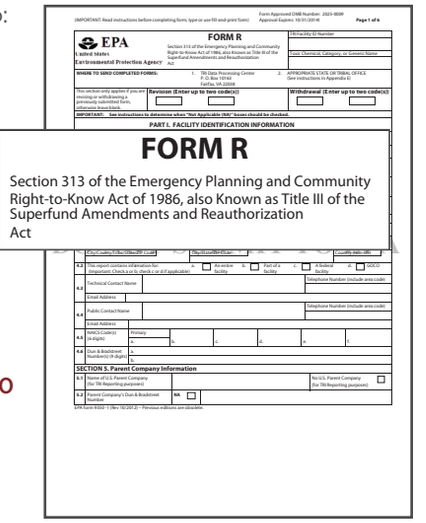
- **Other State + local officials**
- **Public**

[SOURCE: EPCRA, Section 312, 11021 and 11022; 40 Code of Federal Regulations (CFR), Section 370 and 372]

Statute requires filing of **TIER II** forms by regulated businesses on or before **March 1** of **each year**, covering the **inventory on-site** for the **preceding** calendar year.

As noted earlier, Louisiana law is **more restrictive** than Federal law. Federal law allows higher reporting inventory thresholds; Louisiana law requires reporting of **500 pounds** or more. **The most restrictive threshold is the one that applies.**

[SOURCE: EPCRA, Section 311 and 312]



FORM R

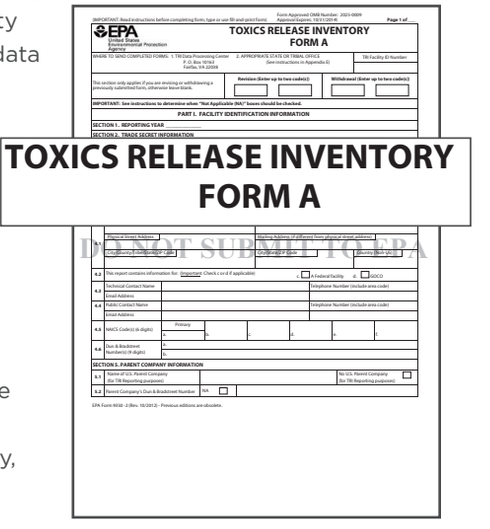
TOXIC RELEASE INVENTORY FORMS A + R

Owners/operators of a regulated facility must complete toxic chemical release information (also called *Toxics Release Inventory Form A*) for each regulated toxic chemical that was manufactured, processed or otherwise used in quantities exceeding a pre-established **toxic chemical threshold quantity.** This information is provided **annually (July 1)** directly to Environmental Protection Agency (EPA) from a regulated facility and provided to the official or officials designated by the Governor. It contains data reflecting releases during the preceding calendar year.

Previous to January 21, 2014, this information was provided by submitting *Toxics Release Inventory Forms A* and *R*. Today, this information is captured through an online process that – as noted previously – can be accessed at **cdx.epa.gov/cdx/login**. Forms A and R in included in the *Appendix* of this Handbook for reference.

Thresholds for reporting toxic chemicals are as follows:

- With respect to a toxic chemical **used** at a facility, **10,000 pounds** of the toxic chemical per year.
- With respect to a toxic chemical **manufactured** or processed at a facility, **25,000** pounds of the toxic chemical per year.



2013 TOXIC RELEASE INVENTORY – FORM A

TRADE SECRET PROTECTION

The State of Louisiana, through the LDPS&C, has **adopted** the trade secret provisions found in Title III of the *Superfund Amendments and Reauthorization Act* (42 U.S.C. 11042). A facility may **withhold the specific chemical identity** on these submittals. The withholder must show that:

- ☑ The information has **not been disclosed** to **ANY person** other than:
  - ☑ Any member of the **LEPC.**
  - ☑ A **government official.**
  - ☑ An **employee** of the withholder.
  - ☑ Someone bound by a **confidentiality agreement** and measures have been taken to protect the confidentiality; and the withholder intends to continue to take such measures.
- ☑ The information is **not required** to be disclosed to the **public** under any other Federal or State law.
- ☑ Disclosure of the information is likely to cause **substantial harm** to the **competitive** position of the withholder.
- ☑ The chemical identity is not **readily discoverable** through reverse engineering.

However, even if chemical identity information can be legally withheld from the public, section 323 provides for **disclosure** of this information to **health professionals** who need the information for **diagnostic** and **treatment** purposes or for **prevention** and treatment activities.

In **non-emergency** cases, the health professional receiving the information must provide a **written statement or need**.

In **medical emergency** situations, the health professional must, if required by the facility, provide these documents as soon as circumstances permit.

Information claimed as a trade secret and substantiation for that claim must be **submitted** to the **EPA**. More detailed information on the procedure for submitting trade secrecy claims can be found in the **trade secrets final rule**, published in the Federal Register, **July 29, 1988** (40 CFR 350). Any person may **challenge** trade secret claims by petitioning EPA. The Agency must then review the claim and rule on its validity.

Trade secret regulations cover the process for submission of claims, petitions for disclosure and the review process for petitions. All petitions for **trade secret protection** must be filed with the administrator of EPA.

[SOURCE: *Hazardous Material Information Development, Preparedness, and Response Act* Section 2371]

EMERGENCY TREATMENT DISCLOSURE

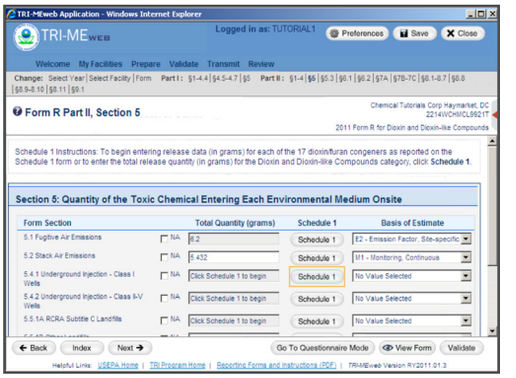
For trade secret information needed for **medical diagnosis** or **treatment** of a **person exposed** to a hazardous material, the State of Louisiana, through LDPS&C, has adopted the trade secret provisions found in Title III of the *Superfund Amendments and Reauthorization Act* (42 U.S.C. 11042), provided they **do not interfere** with the duty of a physician to report actual or potential **public health problems** to the proper authorities.

[SOURCE: *Hazardous Material Information Development, Preparedness, and Response Act* Section 2372]

HOW TO REPORT

Owners/operators – **except** those of defined **small businesses** – must submit TIER II forms **electronically through EPA's TRI-MEweb application**. Small business can submit **paper forms**. See Page 59, *Small Business Reporting Requirements,* for more information on small businesses.

[SOURCE: Chemical Inventory Reporting – LAC Title 33 Chapter 101]



TRI-MEweb APPLICATION

ALTERNATIVE REPORTING PROCEDURES

The Deputy Secretary of LDPS&C, Public Safety Services, Office of the State Police has discretion to permit alternative reporting procedures.

The nature of some owner/operator enterprises is such that the collection or compilation of required data is **difficult** to report and of **marginal informational value** to those requesting or using the data. In those cases the Deputy Secretary can establish **alternative reporting procedures**.

AVAILABILITY

Alternative reporting procedures are **available** under the following circumstances:

- Any **hazardous material** present at the facility will only be there for a **short period of time**.
  - » Those businesses include (but are not limited to) **building construction industries** or **wharf** and **dock facilities**.
- **Emergency response personnel** are likely to be able to **predict the nature** and **volume** of hazardous materials present at the facility without the information provided by the inventory form.
  - » Such facilities may include premises whose only structures are **electrical transmission** and **distribution equipment** or clearly marked **storage tanks** for **liquefied petroleum gas**.
- The business is related to **waste disposal** and **reclamation**, in which the hazardous materials are collected in such a manner that the **identity** of each substance may not be **individually identified** under established reporting procedures.

NON-EXCLUSIVE LIST OF FACILITIES THAT QUALIFY FOR ALTERNATE REPORTING PROCEDURES

- Oil and gas **exploration** + **production** facilities.
- **Natural gas** + **crude oil** + **hydrocarbon** product pipelines.
- Hydrocarbon **storage facilities** other than at petroleum refineries.
- Gasoline **service stations**.
- Electrical **transmission** + **distribution** equipment.
- Transportation-related industries.

[SOURCE: *Hazardous Material Information Development, Preparedness and Response Act,* Section 2370]

REQUIREMENTS FOR ALTERNATIVE PROCEDURES

Alternative procedures are not a "free ride." They come with requirements, including **defining** each of the following as **precisely** as possible:

- ☑ **Nature of activities** conducted at the facility.
- ☑ **Identity** of the hazardous materials which may be present at the facility.
- ☑ **Maximum quantity of each**.

The Deputy Secretary can also **define** and **provide** by rule for **exemptions** for "**small quantities**" of hazardous materials, which **need not be reported** by **certain categories** of owners or operators. The definition of small quantities is based on the **degree of hazard** such quantities might potentially present in certain situations, either to **emergency response personnel**, **owner/operator personnel** or **property** or to the **surrounding community**.

Categories of owners/operators include (but not limited to):

- **Residential** users.
- Owners/operators of **hotels + motels + restaurants + apartment buildings + office buildings** which use only small quantities of air conditioning and cleaning supplies and **do not exceed** the small quantities exemption for any other hazardous material.

SUBSTANCES NOT REQUIRED TO BE REPORTED FOR PURPOSES OF INVENTORY REPORTING

- **Food + food additives + color additives +drugs + cosmetics** regulated by the **U.S. Food and Drug Administration** (FDA).
- Substances present as a solid in any manufactured item to the extent exposure to the substance **does not occur** under normal conditions of use.
- Substances used for **personal + family + household** purposes.
- Substances present in the **same** form and **concentration** as a product packaged for distribution and for use by the **general public**.
- Substances used in a **research laboratory** + a **hospital** + other **medical facility** under the direct supervision of a technically qualified individual. This would not include substances stored in a separate warehouse or storage room.
- Substances used routinely in **agricultural operations** or as **fertilizer** held for **retail sale**.
- Hazardous materials **required** to be **reported** to the **Nuclear Regulatory Commission** (NRC) by **licensed utilization facilities** (10 C.F.R. 50 and LRS 40:1299.100).
- **Gasoline** or **diesel fuel**, all grades combined, that has been **stored in tanks having a capacity of less than 75,000** gallons (gasoline) OR **100,000 gallons** (diesel fuel) **entirely underground**, at a **retail gas station** that has been in compliance at all times during the preceding calendar year with all applicable underground storage tank requirements (provided in LRS 30:2194). However, copies of **any required reports** submitted to the LDEQ are to also be provided by LDEQ to the LEPC and LDPS&C, Public Safety Services, Office of State Police.

SMALL BUSINESS REPORTING REQUIREMENTS

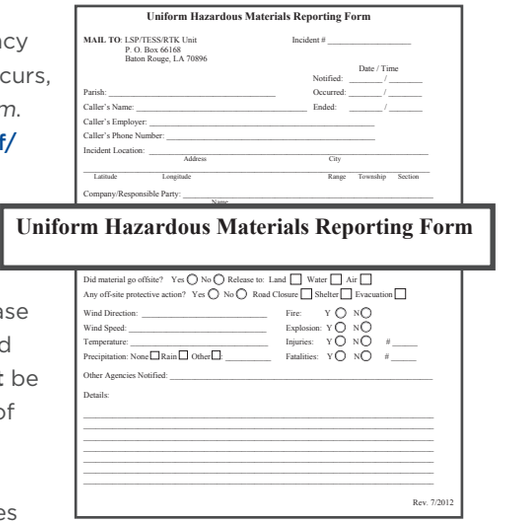
Small businesses as specifically defined under Act 347 are **required** to report **inventories** or **releases** of regulated hazardous substances. However, they pay a **reduced fee** (LRS 30:2374). (See Section 7, page 65)

Retail establishments [as defined by LRS 47:301(4)(b) and (11)], **cosmetology** salons and **barber** salons are **exempt**.

- Owners/operators of **retail sales establishments** which sell **consumer products** or **foodstuffs packaged for distribution** to, and intended for use by, the **general public**, and who have storage areas or storerooms in such establishments which are **separated** from shelf or display areas but maintained within the physical confines of such retail establishments are also exempt.
  - » Exemptions **do not apply** to hazardous materials placed in a **separate warehouse**.
  - » However, owners/operators maintaining such a warehouse facility are required to **make only one** report, regardless of the number of warehouses, storerooms and storage areas.

INCIDENT REPORTING

There are three (3) types of releases. A release can be an accident or emergency or it can be a continuous release. When an accident or emergency release occurs, owners/operators should use the *Uniform Hazardous Materials Reporting Form*. A copy can be found in the *Appendix* to this Handbook or at **www.lsp.org/pdf/rtk_hazmatreport.pdf**.


Uniform Hazardous Materials Reporting Form

MAIL TO: LSP/TESS/RTK Unit
P. O. Box 66168
Baton Rouge, LA 70896

Incident # _____

Date / Time
Notified: ____/____
Occurred: ____/____
Ended: ____/____

Parish: _____
Caller's Name: _____
Caller's Employer: _____
Caller's Phone Number: _____
Incident Location: _____ (Address) _____ (City)
_____ (Latitude) _____ (Longitude) _____ (Range) _____ (Township) _____ (Section)
Company/Responsible Party: _____ (Name)

Did material go offsite? Yes ◯ No ◯ Release to: Land ☐ Water ☐ Air ☐
Any off-site protective action? Yes ◯ No ◯ Road Closure ☐ Shelter ☐ Evacuation ☐

Wind Direction: _____ Fire: Y ◯ N ◯
Wind Speed: _____ Explosion: Y ◯ N ◯
Temperature: _____ Injuries: Y ◯ N ◯ #____
Precipitation: None ☐ Rain ☐ Other ☐: _____ Fatalities: Y ◯ N ◯ #____

Other Agencies Notified: _____

Details:

Rev. 7/2012

UNIFORM HAZARDOUS MATERIALS REPORTING FORM

WHEN TO REPORT

- **Any reportable release** of **any regulated hazardous material** that causes **any injury** requiring **hospitalization** or any **fatality** or any release that results in a **fire** or **explosion**, which could reasonably be expected to affect the **public safety** beyond the boundaries of the facility, **must** be reported **immediately** to the LDPS&C, Public Safety Services, Office of State Police and LEPC.
- **Any incident**, **accident** or **cleanup** within a facility, which could reasonably be expected to **affect public safety beyond** the boundaries of the facility or where the owner/operator knows a **protective action beyond** the boundaries of the facility has been initiated, must also be reported **immediately** to the LDPS&C, Public Safety Services, Office of State Police and LEPC.
- **Any release** or incident that occurs within the **boundaries** of a facility and may be subject to reporting is **not reportable** unless the release or incident involves a **rail car** that is in transportation.
- Any person who **handles**, **stores** or otherwise **maintains** a regulated hazardous material in a **negligent** or **unreasonable manner** without regard for the hazards of the material and **causes** a significant impact to **public health** and **safety** as a result of a reportable release of a hazardous material is in **violation** of the law.

TRANSPORTATION

Each person involved in an incident, accident or clean up of hazardous materials must notify the **Louisiana State Police HAZMAT HOTLINE** immediately if it involves:

- ☑ A fatality due to **fire**, **explosion** or **exposure** to the material.
- ☑ **Hospitalization** (as defined below) is required.
- ☑ A **release** of hazardous material.
- ☑ **Transfer** of bulk material is deemed necessary on a public highway or within **500 feet** of an **inhabited** building.
- ☑ A bulk container **leaning** at an angle of **45 degrees** or more.
- ☑ **Property damage** is **$10,000,000** or more.

HAZMAT HOTLINE
225-925-6595 OR 877-925-6595

FIXED-SITE

In the event a hazardous substance release **on-site** at a facility, owners/operators must report the following release incidents:

- ☑ Those that cause any injury requiring **hospitalization**. Hospitalization is **defined as** "admission into a hospital as a patient for an **overnight** stay or **emergency treatment** at a hospital to the extent that the owner/operator **requested** such treatment or becomes aware of such treatment within **24 hours** of the initiation of the relevant release." [SOURCE: LRS 30:2363]
- ☑ Those that result in a **fire** or **explosion** which could reasonably be expected to affect the **public safety** beyond the boundaries of the facility.
- ☑ Those that exceed the **reportable quantity** during any **continuous 24-hour** period when the reportable quantity could reasonably be expected to **escape beyond** the site of the facility.
- ☑ When the **incident**, **accident** or **clean-up** with the facility could reasonably be expected to affect **public safety beyond the boundaries** of the facility.
- ☑ Those where the owner/operator knows a **protective action** beyond the boundaries of the facility has been initiated.

ACCIDENTAL OR EMERGENCY RELEASE: WHO TO REPORT TO

If an **accidental chemical release** exceeds the applicable minimal reportable quantity, generally the facility must *immediately*:

- Notify the National Response Center (NRC) for any area likely to be affected by the release if the accident involves hazardous substances identified in the *Comprehensive Environmental Response, Compensation and Liability Act* (CERCLA).
- Notify the Louisiana Emergency Response Commission (LERC) through the LDPS&C, Public Safety Services, Office of State Police.
- Notify the LEPC in the affected area.

[SOURCE: 40 CFR, Section 302.6(a) and 355.40]

Emergency release reporting is required **except** to Federally permitted releases [as defined in section 101 (10) of CERCLA].

13 Things to Know NOW!

As soon as **practicable** and/or as **new information** becomes available:

- Provide a detailed **written follow-up** to the LEPC and LERC.
- Make available information about accidental releases to the **public**.

The NRC is the Federal government's **national communications center**, which is staffed 24 hours a day by U.S. Coast Guard officers and marine science technicians.

The written follow-up notice must **update information** included in the initial notice, provide information on **actual response actions** taken and **advice regarding medical attention** necessary for citizens exposed.

State Emergency notification requirements involving transportation incidents can be met by dialing the **HAZMAT hotline.**

If the incident is **transportation related** OR a **fixed-site event,** the following also applies:

ACCIDENTAL OR EMERGENCY RELEASE: WHAT TO REPORT

Notification of the release must include:

- Chemical **name**.
- An indication of whether the substance is **extremely hazardous**.
- An estimate of the **quantity** released into the environment.
- **Time** + **duration** of the release.
- Whether the release occurred into **air**, **water** and/or **land**.
- Any known or anticipated **acute** or **chronic health risks**, and where necessary, advice regarding **medical attention** for exposed individuals.
- **Proper precautions**, such as evacuation or sheltering in place.
- **Name** + **telephone number** of contact person.

  [SOURCE: 40 CFR 355]

PURPOSE OF THE NRC

The NRC is the **sole Federal point of contact for reporting all hazardous substance releases and oil spills**. The NRC receives all reports of releases involving hazardous substances and oil that trigger Federal notification requirements under several laws. Reports to the NRC activate the *National Contingency Plan* and the Federal government's response capabilities.

NRC PHONE NUMBER
1-800-424-8802 OR 206-553-1263

CONTINUOUS RELEASE

A continuous release occurs **without interruption** or abatement OR it is **routine**, **anticipated** and occurring at **irregular intervals** and is **incidental** to normal operations or treatment processes.

CONTINUOUS RELEASE: WHO TO REPORT TO

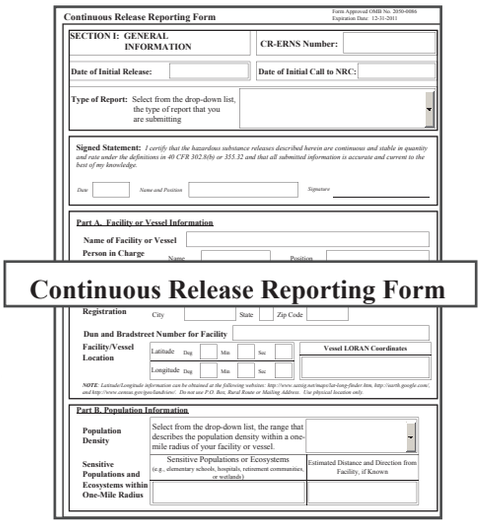
- For CERCLA hazardous substances, **NRC** + **LERC** + **LEPC** (initial telephone notification).
- **Non-CERCLA EHSs**, only to the LERC + LEPC (initial telephone notification).
- EPA Regional Office (initial written notification within **30 days** of notification to the NRC) + LERC + LEPC.
- First **anniversary follow-up report** is submitted to the **EPA Regional Office** only.

CONTINUOUS RELEASE: WHAT TO REPORT

- **Name** + **location** of facility.
- NRC or EPA **case number**.
- **Dun and Bradstreet** (DUNs) **number**.
- **Port of registration** if it's a vessel.
- **Name** + **phone number** of **person** in charge.
- **Population density** with **one (1) mile radius**, identifying:
  - **0 – 50 persons**
  - **51 – 100 persons**
  - **101 – 500 persons**
  - **501 – 1,000 persons**
  - **1,001 + persons**
- Identity of **sensitive populations** + **ecosystems** within a **one (1) mile radius** (e.g., elementary schools + hospitals + retirement communities + or wetlands).
- Name of **hazardous substance.**
- **Chemical Abstracts Service Registry Number** (if available).
- A mixture + **components** of the **mixture** + **approximate concentration quantities** by **weight**.
- **Upper** + **lower** bounds of the **normal range** of the release over the previous year.
- **Sources** of the release (e.g., valves, pump seals, etc.).
- **Frequency** of the release + fraction of the release from each release source.
- Statement establishing it as **continuous** + **stable** in **quantity + rate**.
- A **total annual amount** released in the previous year.
- **Environmental medium** affected by the release.
- **Signed statement** attesting to the release as **continuous** + **stable** and to **accuracy** + **current**.

EPA provides detailed guidance on this reporting procedure and can be found at **www.epa.gov/superfund/policy/release/faciliti.htm**

[SOURCEs: 40 CFR, Section 302.8; *EPA Reporting Requirements for Continuous Releases for Hazardous Substances, A Guide for Facilities on Compliance* (EPA 540-R-97-047)]


Continuous Release Reporting Form

Continuous Release Reporting Form
Form Approved OMB No. 2050-0086
Expiration Date: 12-31-2011

SECTION I: GENERAL INFORMATION
CR-ERNS Number:
Date of Initial Release:
Date of Initial Call to NRC:
Type of Report: Select from the drop-down list, the type of report that you are submitting

Signed Statement: *I certify that the hazardous substance releases described herein are continuous and stable in quantity and rate under the definitions in 40 CFR 302.8(b) or 355.32 and that all submitted information is accurate and current to the best of my knowledge.*

Date | Name and Position | Signature

Part A. Facility or Vessel Information
Name of Facility or Vessel
Person in Charge
Name | Position
Registration
City | State | Zip Code
Dun and Bradstreet Number for Facility
Facility/Vessel Location
Latitude Deg | Min | Sec
Longitude Deg | Min | Sec
Vessel LORAN Coordinates

NOTE: Latitude/Longitude information can be obtained at the following websites: http://www.uscg.mil/nsfcc/lat-long-finder.htm, http://earth.google.com/, and http://www.census.gov/geo/landview/. Do not use P.O. Box, Rural Route or Mailing Address. Use physical location only.

Part B. Population Information
Population Density
Select from the drop-down list, the range that describes the population density within a one-mile radius of your facility or vessel.
Sensitive Populations and Ecosystems within One-Mile Radius
Sensitive Populations or Ecosystems (e.g., elementary schools, hospitals, retirement communities, or wetlands)
Estimated Distance and Direction from Facility, if Known

CONTINUOUS RELEASE REPORTING FORM

4 CATEGORIES OF CONTINUOUS RELEASE

Normal range	Reported or occurring over any **24-hour period** under **normal operating** conditions. They must be **continuous** and **stable in quantity** and **rate** to be considered normal.
Routine	Occurs during **normal operating** procedures or processes.
Stable in quantity + rate	A release that is **predictable** and **regular** in **amount** and **rate** of emission.
Statistically significant increase	Increase in quantity of the hazardous substance released above the **upper bound** of the **reported normal range** of the release.

13 Things to Know NOW!

	WHO TO REPORT TO	WHAT TO REPORT
ACCIDENTAL OR EMERGENCY RELEASE	• Notify the National Response Center (NRC) for any area likely to be affected by the release if the accident involves hazardous substances identified in the *Comprehensive Environmental Response, Compensation and Liability Act* (CERCLA). • Notify the Louisiana Emergency Response Commission (LERC) through the LDPS&C, Public Safety Services, Office of State Police. • Notify the LEPC in the affected area.	Notification of the release must include: • Chemical **name**. • An indication of whether the substance is **extremely hazardous**. • An estimate of the **quantity** released into the environment. • **Time** + **duration** of the release. • Whether the release occurred into **air**, **water** and/or **land**. • Any known or anticipated **acute** or **chronic health risks**, and where necessary, advice regarding **medical attention** for exposed individuals. • **Proper precautions**, such as evacuation or sheltering in place. • **Name** + **telephone number** of contact person. [SOURCE: 40 CFR 355]
CONTINUOUS RELEASE	• For CERCLA hazardous substances, **NRC** + **LERC** + **LEPC** (initial telephone notification). • **Non-CERCLA EHSs**, only to the LERC + LEPC (initial telephone notification). • EPA Regional Office (initial written notification within **30 days** of notification to the NRC) + LERC + LEPC. • First **anniversary follow-up report** is submitted to the **EPA Regional Office** only.	• **Name** + **location** of facility. • NRC or EPA **case number**. • **Dun and Bradstreet** (DUNs) **number**. • **Port of registration** if it's a vessel. • **Name** + **phone number** of **person** in charge. • **Population density** with **one (1) mile radius**, identifying: - **0 – 50 persons** - **51 – 100 persons** - **101 – 500 persons** - **501 – 1,000 persons** - **1,001 + persons** • Identity of **sensitive populations** + **ecosystems** within a **one (1) mile radius** (e.g., elementary schools + hospitals + retirement communities + or wetlands). • Name of **hazardous substance.** • **Chemical Abstracts Service Registry Number** (if available). • A mixture + **components** of the **mixture** + **approximate concentration quantities** by **weight**. • **Upper** + **lower** bounds of the **normal range** of the release over the previous year. • **Sources** of the release (e.g., valves, pump seals, etc.). • **Frequency** of the release + fraction of the release from each release source. • Statement establishing it as **continuous** + **stable** in **quantity** + **rate.** • A **total annual amount** released in the previous year. • **Environmental medium** affected by the release. • **Signed statement** attesting to the release as **continuous** + **stable** and to **accuracy** + **current**.

PUBLIC AVAILABILITY

Each *Hazardous Material Emergency Response Plan* (HMERP), MSDS, list of regulated substances, inventory form, toxic chemical release form and all follow-up emergency notices shall be made available to the **general public**, except as otherwise exempt. LEPCs shall **annually publish** a notice in local newspapers that the HMERP, MSDSs and inventory forms have been submitted and that follow up emergency notices may subsequently be issued, identifying a **location** where they can be reviewed.

PENALTIES

What happens if regulated owners/operators fail to report? Under the law owners/operators who fail to report are subject to civil penalties. More specifically . . .

- **Failing to file an inventory form:**
  - A civil penalty can be levied **up to** but not exceeding **$25,000 per hazardous material** not reported.
  - **Small businesses** who have an omission from the inventory reporting forms receive a **warning** only for their **first offense**.
- **Failure to timely report a nonpermitted release:**
  - A civil penalty can be levied **up to** but not exceeding **$25,000 per violation**.
- **Failure to report a reportable release:**
  - A civil penalty can be levied **up to** be not exceeding **$25,000 per violation** per **day**.
- **Negligent handling of hazardous materials that results in a reportable incident:**
  - A civil penalty can be levied up to but not exceeding **$10,000 per violation**.
- **Intentionally handling + storing + otherwise maintaining a regulated hazardous material which endangers human life:**
  - A civil penalty can be levied **up to** but not exceeding **$25,000 per violation** per **day**.
  - However, first conviction of the fine will **not** exceed **$500** or **imprisonment** for not more than **six (6) months**, or **both**.
  - **Second** or subsequent conviction can result in fines **not less** than **$500** nor more than **$10,000** or **imprisonment** with or without hard labor for **not less** than **six (6) months** nor more than **10 years**.
- **Causing a reportable release that requires a significant emergency response:**
  - Owners/operators are required to **reimburse** the LDPS&C, Public Safety Services, Office of State Police for **reasonable** and **extraordinary costs** of emergency response.

LDPS&C, Public Safety Services, Office of State Police **considers**, in determining whether to assess a fine, the **financial situation** of owners/operators of small businesses as well as any **willfulness** in failing to comply with reporting regulations.

Owners/operators of a small business shall **not** be responsible for emergency response costs in excess of **$25,000**.

LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

Funding Local Emergency Planning Committee (LEPC) Activities

- Federal + Other Grants
- Fees
- Volunteers + Donated Services

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7 Funding Local Emergency Planning Committee (LEPC) Activities

- Federal + Other Grants
- Fees
- Volunteers + Donated Services

Funding is needed to carry out Local Emergency Planning Committee (LEPC) responsibilities. However, funding is typically limited, requiring LEPCs to look for supplemental funding, in-kind donations, grants and other means to support the work of the LEPC.

Among others, resources to support LEPCs and LEPC activities include funding through:

- Louisiana Right-to-Know Fund authorized under the *Hazardous Material Information Development, Preparedness and Response Act* (Louisiana Right-to-Know Law).
- Federal + other **grants**.
- Other **fees**.
- **Louisiana Department of Environmental Quality** (LDEQ).
- **Volunteers + donations**.
- **Local government**.
- **Supplemental Environmental Projects** (SEPs).

Section 30.2373 of the *Louisiana Right-to-Know Law* allows for **penalties** to be levied against owners/operators of facilities that **fail to report** the presence, location and release of hazardous substances as required by law. (See a more detailed discussion regarding penalties on page 75 of this Handbook.) Penalties are paid by owners/operators and transferred by the State Treasurer into a **special fund** designated as the Right-to-Know Fund. The fund balance cannot exceed **two (2) million dollars**. (Any monies in excess of that amount revert to the State's General Fund.)

Monies in the Right-to Know fund are paid to the Deputy Secretary of the Louisiana Department of Public Safety and Corrections (LDPS&C), Public Safety Services, Office of State Police and are used to develop and maintain the Louisiana Chemical Network (LCN) – the State's **centralized data management system** – that inventories hazardous materials by location and provides release reporting to appropriate authorities and the public.

Using the Right-to-Know Fund, LCN provides processed data to all parishes **through their LEPCs** and provides **equipment**, **software** and **training** to LEPCs to support the LCN system and its activities.

FEDERAL + OTHER GRANTS

There are limited State and Federal funds available to local emergency planners through grant programs. However, LEPC **training**, **exercises** and **activities** are sometimes supported by Federal and other grants. For example, activities might be funded through:

- **Hazardous Materials Emergency Preparedness** (HMEP) **program grants**.
- **State Homeland Security Program** (SHSP) **grants**.
- **Emergency Management Performance Grants** (EMPG).
- **Urban Areas Security Initiative** (UASI) **grants**.

HMEP PROGRAM GRANTS

Authorized by the **1990** *Hazardous Materials Transportation Uniform Safety Act*, the HMEP program provides approximately **$5 million a year** nationally for emergency response planning and training at the **local level**. The **U.S. Department of Transportation** (DOT) administers this program. The funds come from a **yearly registration fee** required of **transporters** of **hazardous materials** in interstate, intrastate and international commerce. The State share of this Federal grant is administered by the Louisiana State Police (LSP).

SHSP GRANTS

SHSP supports the implementation of **risk** driven, **capabilities-based** State Homeland Security Strategies to address capability targets established in the States. The capability targets are established during the Threat and Hazard Identification and Risk Assessments (THIRAs) process, and assessed in the *State Preparedness Report* (SPR). They inform **planning**, **organization**, **equipment**, **training** and **exercise** needs to prevent, protect against, mitigate, respond to and recover from **acts of terrorism** and other **catastrophic events**. The State Administrative Agency (SAA) is the only entity eligible to apply to Federal Emergency Management Agency (FEMA) for SHSP funds.

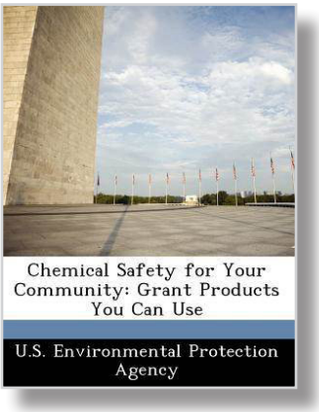
EMPGS

FEMA provides funds for **local emergency management** through EMPGs. The purpose of the EMPG Program is to make grants to States to assist State, local, territorial and Tribal governments in **preparing** for **all hazards**, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Stafford Act) (42 U.S.C. 5121 et seq.). Title VI of the Stafford Act authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the **protection** of **life** and **property** in the United States from hazards and to vest responsibility for emergency preparedness jointly in Federal government, States and their political subdivisions. The Federal Government, through the EMPG program, provides necessary direction, coordination and guidance and provides necessary **assistance**, as authorized in this title, so that a comprehensive emergency **preparedness** system exists at all levels for **all hazards**. All 56 States and territories are eligible for EMPG Program funds.

UASI GRANTS

The UASI program funds address the unique **risk-driven** and **capabilities-based planning**, **organization**, **equipment**, **training** and **exercise** needs of high-threat, high-density urban areas based on the capability targets identified during the THIRA process and associated assessment efforts. Grants provide assistance in building an enhanced and sustainable capacity to **prevent**, **protect against**, **mitigate**, **respond** to and **recover** from **acts of terrorism**. The SAA

is the only entity eligible to apply to FEMA for UASI funds. Eligible candidates for the program are determined through an analysis of relative risk of terrorism faced by the 100 most populous metropolitan statistical areas in the United States, in accordance with the 9/11 Act.



For more information on how to apply for these grants contact the **Louisiana Emergency Response Commission** (LERC) at **(225) 925-6113, Ext. 253** and/or the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) at **(225) 925-7500**.

In June of **1996**, the U.S. Environmental Protection Agency (EPA) published a **pamphlet** entitled *Chemical Safety for Your Community: Grant Products You Can Use* (EPA-550-K-96-00.1). They were mailed to all LEPCs and can be a **useful guide** for innovative **LEPC grant projects**. To order additional copies, contact the **Emergency Planning and Community Right-to-Know Act** (EPCRA) **hotline** at **800-424-9346**.

To learn more, please visit: **http://www.epa.gov/superfund/contacts**

FEES

Each local governing authority may adopt an ordinance to impose fees or charges on owners/operators whose facilities are located within the parish and who are subject to the reporting requirements. [SOURCE: LRS 2368(D)]

When filing **Tier II reports**, an **annual fee** must be submitted with the inventory form. The fee is assessed in proportion to the **number** of **reportable chemicals** of hazardous materials **manufactured**, **used** or **stored** on-site.

Fees for facilities not meeting the definition of "*small* business" (in LRS 30:2363) are identified in the following chart. Facilities **required** to pay a fee and any retail gas station **exempt** from reporting are **NOT** required to pay an **additional fee** to the LEPC, other than fees **already imposed** for the **collection of information** required by statute.

NUMBER OF REPORTBALE CHEMICALS OF HAZARDOUS MATERIALS PRESENT AT FACILITY	FEE
01 to 25	**$65.00**
26 to 75	**$85.00**
76 to 100	**$170.00**
Over 100	**$255.00**

Total fees are **capped** at **$2,000** for owners/operators reporting facilities with numbers of hazardous materials referenced above at **multiple locations** throughout the State.

SMALL BUSINESSES

"Small business" is defined in LRS 30:2363 as a single business establishment employing not more than nine full-time employees and having not more than two million dollars in average annual gross receipts. Any business employing more than nine persons shall not be considered a small business regardless of the average annual gross receipts. Any business with average annual gross receipts of over two million dollars shall not be considered a small business regardless of the number of employees. The fee **per facility** for defined small businesses **cannot exceed $25**.

[SOURCE: *Hazardous Material Information Development, Preparedness and Response Act* Section 2374]

REPOSITORY FEES

Repositories may charge a reasonable amount (defined as the charges authorized for copies of public records [LRS 44:32]) for copying charges and other administrative costs.

Each local governing authority may impose **fees** or charges on owners/operators whose facilities are **located within** the parish and who are subject to the **reporting requirements** to cover costs **necessary to establish** the system for information **storage**, **update** and **dissemination** mandated by statute.

Fees or charges imposed on any **single person** by the local governing authority **cannot** exceed **$1** per **page**, **$50** dollars per **inventory report** or **$300** per report including but not limited to reporting **multiple facilities** in a single parish.

Charges imposed on **defined small businesses under (LRS 30:2363) cannot** exceed **$15** per **inventory report**. [SOURCE: *Hazardous Material Information Development, Preparedness and Response Act* Section 2368 (1)]

VOLUNTEERS + DONATED SERVICES

Much of the LEPCs' work can be accomplished with **little** or **no funding**. Committee members often **donate time** and **other resources**. **Local businesses** and **agencies** have also contributed their services. Some LEPCs find that volunteers can be a great source of manpower. **Senior citizens**, for example, have the time to help and their knowledge and experience is invaluable. Prison **honor inmates** have also been enlisted in LEPC activities with good results.

FUNDING FROM LOCAL GOVERNMENT

Although LEPCs can accomplish much by using the resources already present in the community, there likely will still be a **need for funding**. Some parishes and municipalities have appropriated money from **general revenues** for this purpose.

SUPPLEMENTAL ENVIRONMENTAL PROJECTS (SEPs)

Once an action has been commenced by the EPA against a facility for **failure to submit** a **Tier II** *Chemical Inventory Report* or **emergency release** notification (CERCLA Section 103I EPCRA Section 11022), there is an **alternative** to simply imposing fines on the non-complying facility. Current Federal enforcement policy authorizes consideration for **mitigating** the fines imposed if the offending facility agrees to perform a **supplemental environmental project** (SEP), sometimes referred to as a beneficial environmental project. Enforcement actions provide an opportunity for the facility to become **actively involved** in the local HAZMAT planning and response process and to **assist LEPCs in their activities**. These agreements are an appropriate way to enforce EPCRA, since the SEPs can be arranged to aid in its implementation. SEPs have:

- Provided emergency or computer **equipment** to the LEPC.
- Provided **training** to local emergency or planning personnel.
- Become active **members** in the LEPC.
- Prepared **compliance articles**, which were reviewed by EPA Region 6 for accuracy, and submitted to **trade journals**.

OTHER SOURCES

EPA Region 6 and the State Emergency Response Commission (SERC) are committed to supporting LEPCs by providing funding obtained through **State statute**, **enforcement actions**, **EPCRA grants** and **assisting in getting US Department of Transportation** (DOT) **HMEP planning** and other **training grants** to LEPCs.

LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

Training/ Activities

- Local Emergency Planning Committee (LEPC) Training + Education Programs
- Training Standards
- Organization for Training

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8 Training/ Activities

- Local Emergency Planning Committee (LEPC) Training + Education Programs
- Training Standards
- Organization for Training

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) TRAINING + EDUCATION PROGRAMS

The *Emergency Planning and Community Right to Know Act* (EPCRA) **requires** each Local Emergency Planning Committee (LEPC) *Hazardous Material Emergency Response Plan* (HMERP) to describe a **training program** for emergency response personnel, including schedules.

TRAINING RESPONSIBILITIES

To fulfill its training responsibilities, the LEPC must:

- ☑ Determine what **training needs** exist.
- ☑ Identify **personnel** to be trained.
- ☑ Obtain **funding**.
- ☑ Identify **training facilities**.
- ☑ Identify **instructors** available to best meet + accomplish the training requirements for its community.

The training program should include training already available and scheduled, conducted by local and State emergency management offices, including various **first response** agencies and organizations, as well as other training activities relating to **hazardous materials** (HAZMAT) **preparedness** and **response**. For example, in some instances **regulated facilities** or **other stakeholder groups** may **provide** or **share** their training programs. The LEPC should coordinate with **district associations** (fire, emergency medial services [EMSs], law, medical and others) to **combine training efforts** where possible to increase training efficiencies.

Training programs should be made available for all **emergency responders**, **management** and **facility personnel**. Additionally, the LEPC should train its **members** in their respective areas of responsibility. The LEPC should **provide assistance** to local Offices of Homeland Security and Emergency Management (OHSEPs) in training groups such as the **Emergency Operations Center** (EOC) staff, **officials** and **others** regarding **HAZMAT plans**, **response**, **exercises** and other activities, when needed. It should also take advantage of **Governor's Office of Homeland Security and Emergency Preparedness** (GOHSEP)**-provided training**, **Louisiana State University** (LSU) **Fire and Emergency Training Institute** (FETI), **Louisiana Department of Public Safety and Corrections** (LDPS&C)**, Public Safety Services, Office of State Police** and **others** where appropriate.

Combined training has many **advantages**; it:

- Attracts **more participants**.
- Saves on the **cost** of training.
- Trains **more people** with **fewer instructors**.
- Provides **networking opportunities** for participants to become acquainted with other individuals and other organizations' **roles + responsibilities**.

TRAINING STANDARDS

Training standards for **private-sector employees** such as private contract **EMS** providers, **spill clean-up contractors** and **industrial HAZMAT response teams** are found under the *Occupational Safety and Health Act* (OSHA) Standard 29 CFR 1910-120(q).

Training is based on the **duties** and **function** to be performed by **each responder** of an emergency response organization. The skill and knowledge levels required for all **new responders** must be conveyed to them through **training** before they take part in actual emergency operations in response to an incident. **Employees** who participate, or are expected to participate, in emergency response must be given appropriate **levels** of training.

Training needs are defined by and include those for:

- First responder awareness level
- First responder operations level
- HAZMAT technician level
- HAZMAT specialist level
- On-scene incident commander

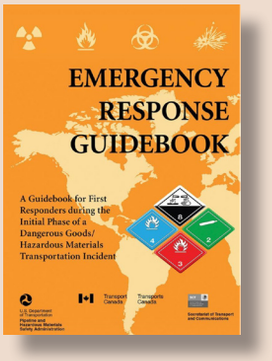
TRAINING STANDARDS BY FUNCTION

FIRST RESPONDER AWARENESS LEVEL

First-responders at the **awareness level** are employees of a regulated facility and other individuals who are **likely to witness** or **discover** a hazardous substance release and who have been **trained** to initiate an emergency response **sequence** by **notifying** authorities of the release.

First-responders at the **awareness level** must have received **training** or have sufficient **experience** to **objectively demonstrate competency** in the following areas:

- ☑ Understand what **hazardous substances** are + associated **risks** in an incident.
- ☑ Understand potential **outcomes** associated with an emergency created when hazardous substances are present.
- ☑ Ability to **recognize** the presence of hazardous substances in an emergency.
- ☑ Ability to **identify** hazardous substances, if possible.
- ☑ Understand the role of the **first-responder awareness level individual** in the employer's *Emergency Response Plan* – including **site security** and **control** – and the *U.S. Department of Transportation's* (DOT) *Emergency Response Guidebook* (ERG).
- ☑ Ability to realize the need for **additional resources** + make appropriate **notifications** to a **command center**.



FIRST RESPONDER OPERATIONS LEVEL

First-responders at the **operations level** are individuals who **respond** to releases or potential releases of hazardous substances as part of the **initial response** to the site for the purpose of **protecting nearby people**, **property** or the **environment** from the effects of the release. They are trained to respond in a **defensive fashion without actually trying to stop** the release. Their function is to **contain** the release from a **safe distance**, keep it from **spreading** and **prevent exposures**.

Employees must verify that first-responders at the operations level have received training or have had sufficient **experience** to objectively demonstrate **competency** in the following areas in **addition** to those listed for the **awareness level** (above). Operations-level personnel should:

- ☑ Know basic hazard + risk **assessment** techniques.
- ☑ Know how to **select** + use proper **personal protective equipment** (PPE) provided to the first responder operations level.
- ☑ Understand basic HAZMAT **terms**.
- ☑ Know how to perform **basic control**, **containment** + **confinement** operations within the capabilities of the resources and PPE available with their unit.
- ☑ Know how to implement **basic decontamination** procedures.
- ☑ Understand the **relevant standard operating procedures** (SOPs) + termination procedures.

HAZARDOUS MATERIALS (HAZMAT) TECHNICIAN LEVEL

HAZMAT **technicians** are individuals who **respond** to releases or potential releases for the purpose of **stopping the release**. They assume a **more aggressive** role than a first-responder at the operations level in that they **approach** the **point of release** in order to **plug**, **patch** or otherwise stop the release of a hazardous substance.

HAZMAT technicians must have received **training** equal to the first responder operations level and in addition have **employer-certified** competency in the following areas and the employer shall so certify:

- ☑ Know how to **implement** the **employer's** Emergency Response Plan (ERP).
- ☑ Know the **classification** + **identification** + **verification** of known and unknown materials by using field survey instruments + equipment.
- ☑ Be able to function within an assigned role in the **Incident Command System** (ICS).
- ☑ Know how to **select** and use proper **specialized chemical PPE** provided to the HAZMAT technician.
- ☑ Understand hazard + risk **assessment techniques**.
- ☑ Be able to perform **advance control** + **containment** + **confinement** operations within the capabilities of the resources and PPE with the unit.
- ☑ Understand + implement **decontamination** procedures.
- ☑ Understand **termination** procedures.
- ☑ Understand basic **chemical** + **toxicological terminology** and behavior.

HAZMAT SPECIALIST LEVEL

HAZMAT **specialists** are individuals who **respond** with and **provide support** to HAZMAT technicians. Their duties parallel those of the HAZMAT technician; however, those duties require a **more directed** or **specific knowledge** of the various substances they may be called upon to contain. The HAZMAT specialist also acts as the **site liaison** with Federal, State, local and other **government authorities** in regards to site activities. HAZMAT specialists must have **competency** in the following areas:

- ☑ Know how to **implement** the local ERP.
- ☑ Understand **classification** + **identification** + **verification** of known and unknown materials by using **advanced survey instruments** + **equipment**.
- ☑ Know the State ERP.
- ☑ Be able to select + use proper **specialized chemical PPE** provided to the HAZMAT specialist.
- ☑ Understand **in-depth hazard** and **risk techniques**.
- ☑ Be able to perform specialized **control** + **containment** + **confinement** operations within the capabilities of the resources and PPE available.
- ☑ Be able to determine + implement **decontamination** procedures.
- ☑ Have the ability to develop a **site safety** and **control plan**.
- ☑ Understand **chemical** + **radiological** + **employer-certified toxicological terminology** and behavior.

ON-SCENE INCIDENT COMMANDER

On-scene **commanders** assume **control** of the incident scene beyond the first-responder awareness level. They must have at least **24 hours** of training equal to the **first-responder operations level** and in addition must have **employer-certified competency** in the following areas:

- ☑ Know + be able to implement the **employer's** ICS.
- ☑ Know how to implement the **employer's** ERP.
- ☑ Know + understand the **hazards** and **risks** associated with employees working in **chemical protective clothing**.
- ☑ Know how to implement the local ERP.
- ☑ Knowledge of the State ERP and of the **Federal Regional Response Team**.
- ☑ Know + understand the importance of **decontamination** procedures.

HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE (HAZWOPER)

This course is designed for personnel involved with the investigation and remediation of uncontrolled hazardous waste sites and, to a lesser extent, response to an accident involving hazardous materials. It provides basic information needed to meet the requirements of 29 CFR 1910.120 (e)(3)(i) Hazardous Waste Operations and Emergency Response (HAZWOPER). Know + be able to implement the employer's ICS. After completing the course, participants will be able to:

- ☑ Identify methods and procedures for recognizing, evaluating, and controlling hazardous substances.
- ☑ Identify concepts, principles, and guidelines to properly protect site or response personnel.
- ☑ Discuss regulations and action levels to ensure health and safety of the workers.
- ☑ Discuss fundamentals needed to develop organizational structure and SOPs.
- ☑ Select and use dermal and respiratory protective equipment.
- ☑ Demonstrate the use, calibration, and limitations of direct-reading air monitoring instruments.

After completing this course, participants will be more knowledgeable in hazardous waste operations, team functions, personnel health and safety procedures, and operation of field monitoring equipment. In some segments of the course, participants are required to wear respiratory equipment, which precludes wearing eyeglasses. Individuals who are severely restricted without their glasses should be aware that their participation may be limited unless they have contact lenses, their own spectacle kit or spectacle-equipped respirator facepiece. During some exercises, participants are required to wear chemical protective clothing, which may be stressful to certain individuals.

TRAINERS

Trainers who **teach** any of the above **training subjects** must have satisfactorily completed a training course for teaching the subjects they are expected to teach. Examples of different courses include the courses offered by the **U.S. National Fire Academy**. If trainers have not had appropriate course work, they must have the training and/or academic **credentials** and **instructional experience** necessary to demonstrate **competent instructional skills** and a **good command** of the subject matter of the courses they are to teach.

U.S. NATIONAL FIRE ACADEMY

Employees who are trained in accordance with *OSHA Regulations* Section 1910.120(q)(6) must receive **annual refresher** training of sufficient content and duration to **maintain their competencies**, or shall demonstrate competency in those areas at least **annually**.

A statement shall be made of the training or competency, and if a statement of competency is made, the employer must keep a **record** of the **methodology** used to **demonstrate competency**.

ORGANIZATION FOR TRAINING

Realizing that each community is different, each LEPC has to determine how the district can best **organize**, **set-up** and **conduct** a productive training and education program. Each LEPC should develop a program that benefits its **community** in accordance with State and Federal training standards.

The following is **one way** a LEPC might approach the establishment of a training and education program. This concept is offered to help individual LEPCs **design** a program to fit their **unique circumstances**.

SAMPLE APPROACH TO DEVELOPING A TRAINING + EDUCATION PROGRAM: 8 STEPS FOR TRAINING SUCCESS

STEP 1: APPOINT A TRAINING + EDUCATION SUBCOMMITTEE.

The **Training + Education subcommittee** should consider including at least representatives from the **fire**, **law enforcement** and **regulated facilities** in the area; and emergency management and EMS **organizations**. The subcommittee might be chaired by the **Vice Chair** of the LEPC.

TRAINING SUBCOMMITTEE

The subcommittee could be **tasked** to:

- ☑ Identify local **training needs**.
- ☑ Inventory training that is **currently available** + by whom.
- ☑ Set overall training **goals** for the various organizations involved with **HAZMAT preparedness** + **response** + **data collection** + etc.
- ☑ Make **recommendations** to the full LEPC membership.

The subcommittee should keep the LEPC's membership **advised** of its activities and **findings**; regularly discuss training **needed**, **planned courses** and **requests** from community groups and organizations.

STEP 2: TRAIN LEPC MEMBERS

Because training is critically important to HAZMAT use, management, storage and reporting requirements, LEPCs should **lead by example**. The training program should provide **appropriate orientation** and **training** of LEPC members, defining their **duties** and **responsibilities,** ensuring their understanding of **current statutory requirements** and state of **compliance** within their communities. As **new** training programs become available, have LEPC members complete those new programs.

STEP 3: COMPLETE A TRAINING ASSESSMENT + ANALYSIS

The LEPC should also consider its direct and indirect roles in training and education **within the communities** or district it serves. To maximize those roles, a **gap analysis** should be conducted on **training levels** – Are they **satisfactory**? **Appropriate**? Do they meet **training requirements** and **training capacity?** Are there **sufficient instructors**? **Tools**? **Funding**? Etc? – to deliver needed programs and to achieve **Best Practices** in training.

TRAINING ASSESSMENT + ANALYSIS

LEPCs could:

- ☑ Identify **training requirements** of the various **agencies** + **organizations** + **departments** + **groups** within the community that they represent so it can consider how those needs will be met.
- ☑ Identify **training goals** for the various organizations + agencies + departments + groups within the district.
- ☑ **Survey** the community to identify **current training levels** (current state) of the various agencies + departments + organizations + groups within the community; determine if those levels **meet training goals**; and identify **gaps** where they are not **sufficient**, **appropriate** and/or **do not represent Best Practices**.
- ☑ Identify existing training assets + programs available to support these requirements, including training to be provided by **local instructors, State and Federal agencies** and **the private sector.**
- ☑ Determine if **additional assets** are needed.

STEP 4: BUILD A TRAINING PLAN + IMPLEMENT

A training plan should be **comprehensive**. It should address **gaps**, reflect **Best Practices**, ensure **currency** of all stakeholders and address staff **turnover** and **regulatory changes.**

TRAINING PLAN DEVELOPMENT + IMPLEMENTATION

LEPCs could:

- ☑ Where current training levels will benefit from **improvement**, accurately estimate the **type** + **cost** + **availability** of training needed to improve.
- ☑ Identify **target populations** to train. For example, ensure that training and/or orientation is available for **public officials + first response type organizations + churches + schools + service organizations + community** + **professional stakeholders** + **others**.
- ☑ Determine how the program will address **regulatory** change + key staff **turnover** + other issues to ensure professionals and stakeholders have **up-to-date** information.
- ☑ Develop a **schedule** for training activities for the **current year** + at least a **rough outline** of plans and goals for the following year.
- ☑ Identify **funding support** for training through the use of **LEPC training funds** + by obtaining additional funds from **grants** + **private** or **industrial sources**.
- ☑ Provide a **reference library** that is accessible throughout normal working hours containing **publications** + **audio-visual material** + **other items** for training use.
- ☑ Make a current listing of **references** + **training documents available** to the various **emergency response organizations**, **agencies** and **departments**, **private sector partners** and **community stakeholders**.

STEP 5: COORDINATION WITH + OUTREACH TO THE COMMUNITY

Community education and outreach are vital to **successfully achieving** the goals of the LEPC and ensuring successful HAZMAT risk **assessments**, **preparedness**, **management** and **reporting**.

COORDINATION + OUTREACH

LEPCs could consider:

- ☑ Establishing a **liaison**, through appropriate LEPC members, with **various agencies** + **departments** + **organizations** + **other groups** (e.g., **amateur radio**, **community groups** and **others**) within the community to:
  - ☑ Determine their training **interests**.
  - ☑ Discuss training **requirements**.
  - ☑ Determine the **needs** + **goals** of individual groups.
- ☑ Assisting the leadership of various response + support organizations, within the community to **meet training standards** prescribed for their personnel, including providing assistance with **training records** for individuals within an agency organization.
- ☑ Ensuring that employers are **aware** of training requirements and standards + **take advantage** of training opportunities + maintain appropriate **training records** for their personnel by creating and making available a **consolidated community training schedule** on a **quarterly** or **bi-annual** basis.
- ☑ Assisting **emergency response organizations** to obtain **training information** through fire associations, **OHSEP** Director's office + Local Emergency Planning Committee (LERC) + other State + Federal + private sources.
- ☑ Utilizing LEPC funds to **purchase training materials** + **aids** + **equipment** for use by various organizations, agencies, departments or groups.

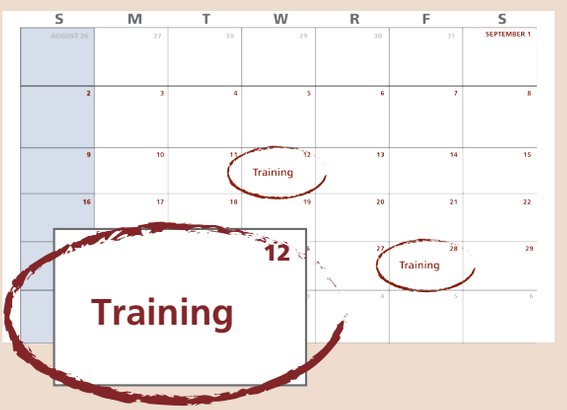
STEP 6: CREATE + COMMUNICATE A SCHEDULE

To ensure **awareness** and to **encourage participation** in training opportunities, community, professionals and stakeholders need to be aware they **exist** and when they are **available**.

TRAINING SCHEDULES

To help achieve appropriate levels of awareness and availability, the LEPC could consider:

- ☑ **Developing** + **maintaining** + **distributing** a **schedule** of all Training Subcommittee **meetings** and **training sessions** hosted or conducted by the LEPC or others.
- ☑ Requesting other departments + organizations + agencies within the community to provide the LEPC with **copies** of **their training schedules**, ensuring the **LEPC is informed** of **ongoing training programs** within the parish, helping the LEPC recognize **how** organizations are training and who may need **attention** and/or assistance from the LEPC.



- ☑ Developing a **Master Training Calendar** that incorporates all hazardous materials-related **community training** initiatives – a valuable tool to achieving an **integrated** + **successful** + **coordinated** community-wide training program.

STEP 7: DEVELOP FUNDING STRATEGIES

Funding is a critical factor for training success. The LEPC could assist organizations and agencies by helping them solicit **training funds** for **their use** through grant applications.

STEP 8: CONTINUAL TRAINING + EDUCATION PROGRAMS

Training should be **continuous**. The various training and education programs conducted or arranged by the LEPC for emergency management and LEPC staff and officials should be considered as **ongoing programs** based on the assessment of need.

CONTINUOUS TRAINING

The **LEPC Training Subcommittee** could:

- ☑ Carefully review training **already provided** + **assess current/future needs** + **develop their programs** accordingly.
- ☑ Be **familiar** with 29 CFR 1910.120(e) which requires **initial** + **management** + **supervisor** + **emergency response** + **refresher training**.

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LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

Planning

- Risk Management Programs
- Emergency Response Plan Development + Reviews
- Plan Development
- Reviews

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9 Planning

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RISK MANAGEMENT PROGRAMS

CLEAN AIR ACT (CAA)

Important provisions in the 1990 amendments of the *Clean Air Act* (CAA) advance the process of **risk management planning**. Amendments include specific provisions addressing **accidental releases** of hazardous chemicals. On **June 20, 1996**, the U.S. Environmental Protection Agency (EPA) promulgated **rules** and **guidance** for chemical accident **prevention**. These rules include requirements for sources (facilities) to develop and implement **risk management programs** that incorporate **three (3) elements**:

- **Hazard assessment**
- **Prevention**
- **Emergency response**

These programs are summarized in a **Risk Management Plan** (RMP), which was to be **submitted** to Environmental Protection Agency (EPA) by **June 21, 1996**.

It is important for **Local Emergency Planning Committees** (LEPCs) to be familiar with these Federal rules since they are clearly affected by them. At a minimum, LEPCs can expect to get involved in the following areas of the RMP rule:

- Requires owners/operators of a covered facility to provide the **name** and **telephone** of the **local agency** with which the facility *Hazardous Material Emergency Response Plan* (HMERP) is coordinated.
  - » LEPC members should familiarize themselves with those *Emergency Response Plans (ERPs).*
- Review at least the **executive summary** of all *RMPs* submitted by facilities within their LEPC planning areas. Not only will members find a **short summary** of the entire facility plan, but they will read about *future* changes planned to **improve safety**.
- Review the **hazard assessments** provided by regulated facilities. Identification of **vulnerable zones** add significantly to **planning efforts** of the LEPC.
  - » Because of security concerns, these assessments are not included on the Internet. LEPCs should discuss these **directly** with the facility.

EMERGENCY RESPONSE PLAN DEVELOPMENT + REVIEWS

MINIMUM REQUIREMENTS

STATE LAW

Under the Federal Emergency Planning and Community Right-to-know Act (EPCRA), each LEPC is **required** to **develop** an *ERP* and review it at least **annually** thereafter. The EPCRA was not intended to preempt any State or local law (Section 11041). Thus, existing State law **governs** local emergency response planning **as long as it meets the requirements of the EPCRA**.

Prior to the enactment of the EPCRA, most State emergency management statutes tasked **cities** and **counties/parishes** with providing **ERPs** within their jurisdictions. In most situations, the LEPC does NOT develop a **separate plan**, but assists local governments in **creating** ERPs **related** to **hazardous materials**.

Under State guidelines, communities develop ERPs to meet **response** and **recovery** needs during emergencies involving **natural hazards**, **national security** and **technological** and **man-made hazards**. Local jurisdictions are encouraged to **integrate** the EPCRA planning requirements into **existing multi-hazard plans**.

FEDERAL REQUIREMENTS

EPCRA specifies that each LEPC develop an ERP for the community. Each ERP must **identify** the facilities that **handle** and **store** hazardous materials within the LEPC's jurisdiction, as well as **transportation routes** used to transport these substances. The ERP must also identify **vulnerable populations** such as **schools**, **hospitals**, **nursing homes**, etc., as well as **resources** such as **reservoirs** that could be impacted by a release. The ERP must **coordinate individual** facility plans with those of **emergency response agencies** and it must address **training** of responders.

PLAN DEVELOPMENT

Those involved in **response plan development** should **ask** and **answer** the following questions:

- What are the **major chemical hazards** in our community?
- How can we determine the **area or population** likely to be affected by a release? How are they going to act? What shelters will be needed? What shelters will be available? How will evacuees get there?
- What emergency **response resources** (personnel + equipment) does our community need? What's already available to put towards a response?
- What kind of **training** do local responders need?
- How can we help **prevent** chemical accidents?

PLAN ELEMENTS

EPCRA requires each plan to:

- ☑ Identify **facilities + transportation routes** of extremely hazardous substances (EHSs).
  - ☑ Identify **additional facilities** subjected to **additional risks** due to their **proximity** to facilities subjected to requirements mentioned above, such as hospitals + nursing homes + schools + prisons + etc.
- ☑ Describe **on-site** + **off-site** emergency response procedures.
- ☑ Designate a **Community Emergency Coordinator** + **Facility Coordinator(s)** to implement the plan.
- ☑ Outline emergency **notification** procedures.
- ☑ Describe methods for determining the **occurrence** of a release + the probable **affected area** + **population**.
- ☑ Describe community and industry **emergency equipment** + **facilities** + determine the **identity** of persons responsible for them.
- ☑ Outline **evacuation plans**.
- ☑ Describe a **training program** for emergency response personnel (including **schedules**).
- ☑ Present **methods** + **schedules** for **exercising** the ERP to emergency **medical personnel**, **fire service** and **law enforcement** agencies.

National Response Team (NRT) 1-A also provides **criteria** for **plan development**, which includes sections on:

- ☑ **Legal authorities.**
- ☑ **Planning factors.**
- ☑ **Concept of operations.**
- ☑ **Communication procedures.**
- ☑ **Public information.**
- ☑ **Resource management.**
- ☑ **Safety.**
- ☑ **Incident assessment.**
- ☑ **Roles of police + fire + EMS + health + public works.**
- ☑ **Documentation.**

[SOURCE: http://www.nrt.org/Production/NRT/NRTWeb.nsf/AllAttachmentsByTitle/A-24NRT1a/$File/nrt1a.pdf?OpenElement]

TIPS FOR SUCCESSFUL LEPC PLANNING

- ☑ Call together the **relevant parties**.
- ☑ Become familiar with LEPC **plan review standard**s.
- ☑ Develop a good **working relationship** between the **LEPC** + local **fire departments** + **police departments** + **emergency medical** services + **public works departments** + local emergency management agency **directors** + local **Office of Homeland Security and Emergency Preparedness** (OHSEP).
- ☑ Develop a good **working relationship** with **Facility Emergency Coordinators**.
- ☑ **Research** community capabilities.
- ☑ Identify **facilities** in the district with **chemicals** of concern.
- ☑ Identify **facility information** necessary for planning.
- ☑ Compile **information** about **transportation routes**.
- ☑ Include community **outreach**.
- ☑ Perform a hazards **analysis** for the chemicals of concern at each facility.
- ☑ **Divide up the work**.
- ☑ **Coordinate** with other jurisdictions.
- ☑ **Exercise** the plan.
- ☑ Get the plan **signed**.
- ☑ **Submit** the plan to the Louisiana Emergency Response Commission (LERC)
- ☑ **Annually review** + update the plan.
- ☑ Give **public notices** + hold meetings

REVIEWS

The **hazardous materials** (HAZMAT) **plan** is required to be reviewed by the LEPC at least **once a year.**

CHARACTERISTICS OF A GOOD PLAN

A **good plan** should have the following **characteristics**:

- It is **simple**.
- It provides for **accomplishing** the mission.
- It is **flexible**.
- It is based on **facts** and solid assumptions.
- It provides for **continuity**.
- It provides for the use of **existing resources**.
- It **delegates authority** while maintaining necessary control.
- It provides for the **necessary organization**.
- It **coordinates** all elements of the response.
- It establishes **relationships** + **responsibilities**.

REVIEWERS OF THE PLAN SHOULD EXAMINE THE PLAN FOR THE FOLLOWING ITEMS:

- Does the plan attempt to **reduce** the **unknown** in a situation? Are the aims of the plan to evoke **appropriate actions**?
- Is the plan based on what is **likely** to happen?
- Are the basic tenets of the plan based on **knowledge** of **actual problems** and **solutions** or upon myths and misconceptions?
- Does the plan operate as a **continuous process**?
- Does the plan focus on **principles** rather than concrete details?
- Does the plan **overcome resistance** in thinking?
- Does is **establish methods** of response based on limitations of **money** + **time** + **effort**?
- What part of the plan is an **educational** activity?

EXERCISING THE PLAN + EXERCISE EVALUATION

Most planners agree that the best way to review a plan is to **test** – or **exercise** – it. There is **no requirement** that the plan must be tested each year; however, the LEPC is required to establish a **schedule** for testing the plan. Obviously, the level of review and testing is dependent on many factors, including **cost**, **personnel required** and **other** reasons.

EPCRA requires each LEPC plan to present **methods** and **schedules** for **exercising** ERPs to **emergency medical personnel**, **fire service** and **law enforcement agencies**.

EXERCISE DEVELOPMENT

The LEPC must:

- ☑ Decide what **objectives** to test.
- ☑ Select the **type** of exercise.
- ☑ Develop the **basic scenario**.
- ☑ Identify **participants**.
- ☑ Determine **when** to conduct the exercise.

The LEPC could appoint an **Exercise Design Team** who works with GOHSEP and others to develop exercises, including **scenarios**, **messages**, **incident-site** and **control** measures. The Team could consist of individuals **experienced** with the functions of the organizations, agencies and facilities involved in the exercise. One member should be designated as **Team Chief** or **Leader** and be responsible for submitting **appropriate progress reports** to the LEPC.

The Team may want to meet initially with the **Exercise Training Officer** for GOHSEP to seek **guidance** and to ensure that **exercise directives** and **procedures** are understood. The local Emergency Management Officer will have significant impact and input into this process.

The LEPC should provide the LERC **notice** of exercises. This permits the State to **participate**, as appropriate. There are various **courses**, **exercise guidance** and **evaluation documents** available to assist the LEPC with exercises.

EXERCISE DESIGN COURSE + REVIEW OF EXERCISES + CREDIT

GOHSEP periodically teaches a **FEMA-certified course** in **designing**, **conducting** and **evaluating** exercises. Interested individuals can contact the Training Officer for course information, dates and applications by visiting http://gohsep.la.gov/training_contacts.aspx.

GOHSEP normally provides an **evaluator** for exercises conducted in communities. However, the **LEPC** should provide **sufficient evaluators**, who are **qualified** by **training** and/or **experience** to conduct an evaluation of the objectives they will be assigned to review.

TIPS FOR CREATING AN EXERCISE

- ☑ Utilize the **training** + **experience** of the LEPC membership and of others in the community in the planning of the exercise.
- ☑ Start planning **many months** prior to the expected date of the exercise to determine the **type** + **scale** + **objectives** of the exercise.
- ☑ Appoint an **Exercise Design Team**. Provide them **guidance** on the type of exercise the LEPC wishes them to develop.
- ☑ Have the Team Leader provide the LEPC **periodic briefings** + identify any **needs** or **requirements** the LEPC should know.
- ☑ Arrange for a meeting between the Team + GOHSEP for guidance to ensure the exercise meets all **applicable State planning + exercising requirements**.
- ☑ Ensure that **all participating** departments + agencies + organizations:
  - » Are **aware** of the exercise.
  - » **Wish** to participate.
  - » Receive **general information** on the exercise.
  - » Know what will be **expected** of them during the exercise.
- ☑ Schedule **pre-exercise training** + **drills** to assist individuals or organizations to prepare for the exercise.

NOTE: Team members should **not participate** directly in the exercise as **players**, but should serve as **Controllers** or **Evaluators** during the exercise.

EXERCISE CREDIT

Emergency management professionals funded through Emergency Management Performance Grants (EMPG) must participate in no less than three (3) exercises (of any type of exercise) in a 12-month period (October 1 - September 30). LEPCs may **request exercise credit** for their local emergency management office for an **actual incident**, which occurred in, or affected, the jurisdiction or community. This credit, if granted, may be used to satisfy the **annual exercise requirement** for emergency management offices.

PUBLIC CRITIQUE

When the LEPC conducts a **full scale exercise**, an announced **public critique** is **recommended**. This critique should be scheduled by the LEPC, either in conjunction with another LEPC function, such as a LEPC meeting, or it could be scheduled separately.

Critiques and debriefings are important to exercise participants as well as the LEPC. Participants want to know what **evaluator(s) observed** and **recommendations** they have. **Debriefings** should be conducted **immediately** following the exercise, usually at the site while all participants are still present. Critiques bring the **participants together** and allow them to listen to comments of the evaluators as they critique all participating organizations.

The LEPC should also **assemble** the various heads of the participating agencies, departments, groups or organizations to discuss the exercise. They should discuss how the exercise actions **met** or **conflicted** with procedures outlined in the plan. They should identify any plan **shortcomings** or **errors** in their areas and what changes, if any, to the plan are needed. Any changes recommended should be presented to the LEPC and should be reviewed for possible inclusion in the next plan update.

COMMON PITFALLS IN THE PLANNING PROCESS

- Lack of **integration** of emergency planning into the facility's total management system.
- Lack of understanding about the **different dimensions** of emergency planning.
- Managers **not involved**.
- Top management **inflexibility**.
- Top management expects **immediate results** from the planning process.
- Confusing **financial** projections.
- Planning **responsibility wrongly placed** in a separate department rather than coordinated through several departments.
- Too much is attempted **too soon**.
- Failure to operate by **planning process action plan**.
- Lack of **broad input** into the planning process.
- Failure to see the **big picture**.

THE TOP 10 COMMON WEAKNESSES OF EMERGENCY PLANNING

- No systematic **collection** of information.
- No systematic **dissemination** of information.
- No provision for establishing **on-scene command** or management.
- Not able to achieve **inter-organizational** coordination.
- Specific **responsibilities** are not described.
- Incomplete **hazard assessment** + analysis.
- Plan is not **exercised**.
- No provision for **updating** or revising the plan.
- No concern for the **users** of the plan.
- Plan is not **distributed** to agencies involved.

WARNING SIGNS OF INSUFFICIENT PREPAREDNESS

- A lack of **urgency** or priority about **emergency planning** among management and employees.
- **Confusion** about **roles** + **commitment** to emergency planning.
- Confusion about **community roles** + **responsibilities** regarding disaster planning.
- Lack of a **viable disaster plan** that is part of the daily facility process.

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LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

10 Incident Command System (ICS)

- History
- Key Philosophies
- Command Post + Leadership
- ICS 5 Functional Areas
- More Information

LERC

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10 Incident Command System (ICS)

- History
- Key Philosophies
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- ICS 5 Functional Areas
- More Information

The Incident Command System (ICS) is a **management tool** consisting of procedures for **organizing** personnel, facilities, equipment and communications at the **scene** of an emergency.

There are many systems that are in use throughout the Nation for direction and control of resources at emergency events. The one developed by the **National Fire Academy** (NFA), is recognized as the **model tool** for command, **control** and **coordination** of resources and personnel.

For hazardous material (HAZMAT) incident response, the use of the ICS is **mandated** by **Federal regulations** (*Occupational Safety & Health Act* [OSHA] 1910-120).

ICS is based upon business management principles. In a business or government environment, managers and leaders perform the daily tasks of **planning**, **directing**, **organizing**, **coordinating**, **communicating**, **delegating** and **evaluating**. The same is true for an ICS. These tasks are preformed under the **overall direction** of the **Incident Commander** (IC).

HISTORY

In the early 1970's, a series of major **wildland fires** in Southern California prompted municipal, county, State and Federal fire authorities to form an organization known as **Firefighting Resources of California Organized for Potential Emergencies** (FIRESCOPE). Organizational difficulties involving **multi-agency** responses were identified by FIRESCOPE, including **ineffective communications**, lack of **accountability** and **lack of** a **well-defined command structure**.

Their efforts to address those difficulties resulted in the development of the **Incident Command System** (ICS) for effective incident management. Although originally developed for wildland settings, the system ultimately evolved into an **"all-risk" system**, appropriate for all types of fire and non-fire **emergencies**.

KEY PHILOSOPHIES

The ICS endorses a number of **philosophies** that are key to its success. They include:

- The use of **common terminology**.
- A **top-down** modular structure with **five (5)** functional areas (see graphic on the next page).
- Integrated **communications**.
- **Span of control.**

COMMON NAMES

The use of common terminology is essential to the effective operation of the ICS. Major functions are **pre-designated** and **titled**. Common **names** are established for all personnel and equipment resources conducting tactical operations within the ICS network, as well as for all facilities in and around the incident area.

MODULAR TOP-DOWN STRUCTURE

With regard to its modular, top-down structure, while **each function** is **recognized** in any implementation of the ICS, each function may **not** require **independent staffing**. In small incidents, a single person may be responsible for several functional areas. As the incident grows in size or complexity, these responsibilities may be divided further to have several individuals lead each functional area.

INTEGRATED COMMUNICATIONS

Integrated communications involve the management of incident scene communications through the use of an integrated and coordinated **communications plan**. This plan includes communication **procedures** to **receive**, **record** and **acknowledge incoming** and **outgoing** communications, of any form or type.

The ICS stresses the use of **plain language** in all communications.

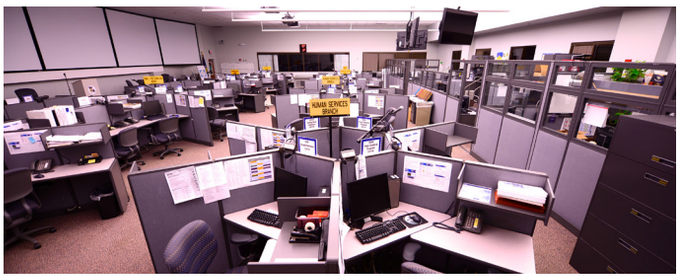
SPAN OF CONTROL

Span of control is an essential component of the ICS, defined as the **number** of subordinates a **single supervisor** can manage **effectively**. The guidelines for the desirable range are from **three (3)** to **seven (7)** persons reporting to a supervisor with an optimum number of **five (5)**.

COMMAND POST + LEADERSHIP

The location from which the ICS is managed is the **Command Post** (CP). It may consist of an ad hoc **designated vehicle** or it may be a vehicle **specifically designed** for that purpose. In larger incidents, a **structure** may be the designated location. It is important that all responders **know** the location of the CP. There should only be **one (1)** CP per incident.

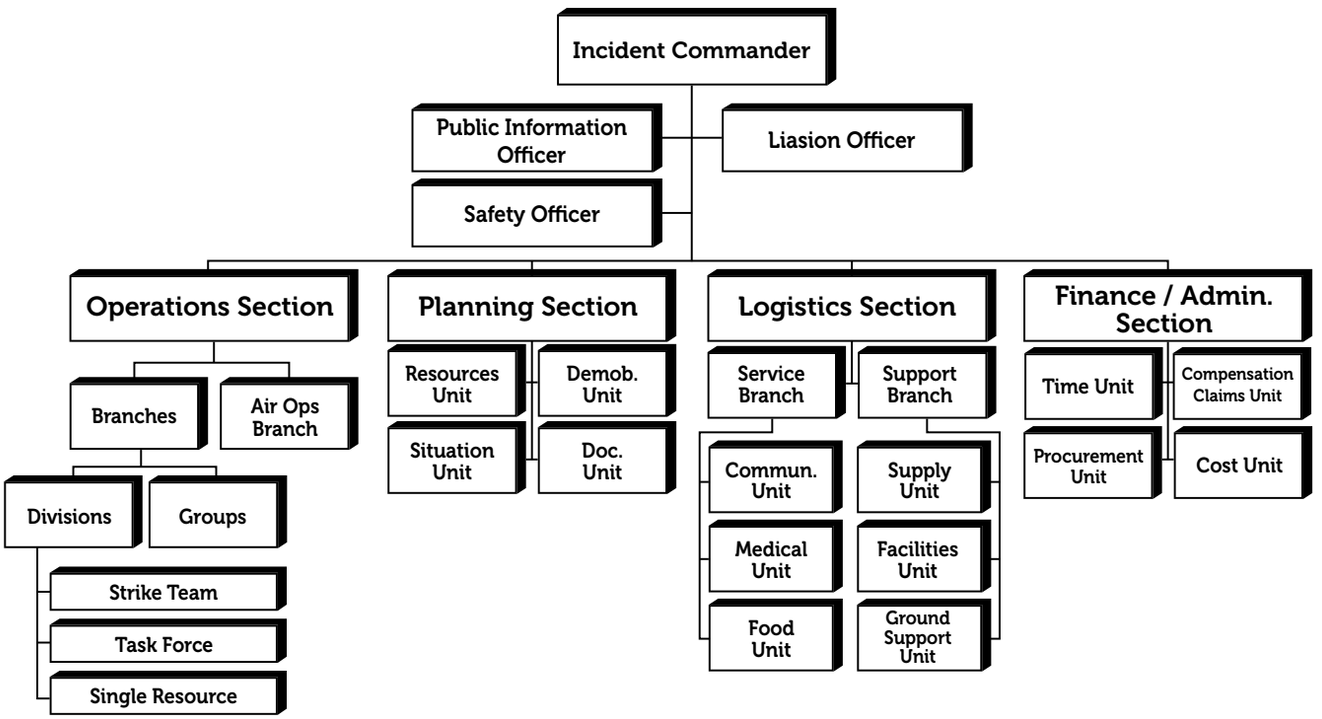
In large or complex incidents, the community **Emergency Operations Center** (EOC) may open to **support** field operations.



STATE EOC

Depending on the incident, command may be vested in a **single-agency** or **multiple-agency** jurisdictions. The concept of **unified command** is employed in multi-agency operations. Unified command is **shared responsibility** for overall management of an incident as a result of multi-jurisdictional or multi-agency operations. All involved agencies contribute to the command process. In a unified command structure, there is still a single person in overall charge of the event – the IC.

The **lead agency** for command is sometimes designated by legislation such as in HAZMAT incidents, which in Louisiana is the Louisiana State Police (LSP). The **ranking officer** becomes the IC.



ICS 5 FUNCTIONAL AREAS

Following is a brief description of the **five (5)** ICS functional areas.

COMMAND

The command function are those actions that involve **directing**, **ordering** and/or **controlling** resources by virtue of explicit legal, agency or delegated authority. ICs are selected on the basis of who has the **primary authority** for **overall control** of the emergency event. The IC may change at various stages of the emergency. The IC staff has **three (3)** support positions:

- **Safety Officer**
- **Public Information Officer** (PIO)
- **Liaison Officer**

OPERATIONS

The Operations function is responsible for the management of **tactical operations** at the incident. The operations function is coordinated by the **Operations Section Chief**, who reports to the IC. The Operations Section Chief has **primary responsibility** for the tactical operations taking place at any **specific phase** of the emergency's evolution.

PLANNING

The Planning function is responsible for the **collection**, **evaluation**, **dissemination** and **use** of information about the development of the incident and the **status** of **resources**. The Section is also responsible for **developing** an *Action Plan*, which should include **strategic** goals, **tactical objectives** and all **support activities** and actions that are required. In large or complicated incidents, this function may include specific operational **time periods**. The Planning Section Chief reports directly to the IC.

LOGISTICS

The Logistics function is responsible for locating, organizing and providing **facilities**, **services** and **materials** for the incident. It is directed by the **Logistics Sections Chief** who reports directly to the IC. This function assumes greater importance with larger, long-term operations.

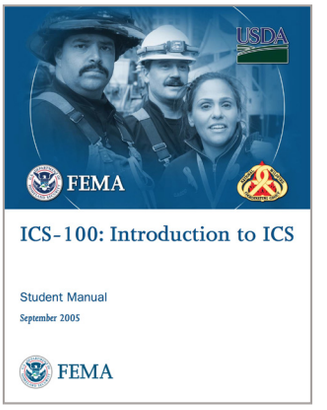
FINANCE

The Finance function plays an important role in the **cost-recovery** process. It is responsible for **tracking** all incident costs and **evaluating** the **financial considerations** of the incident. This function assumes a greater importance in **larger** and **long-term** incidents. The **Finance Section Chief** does not have to be a public safety agency type. The Finance Chief reports directly to the IC.

MORE INFORMATION

To learn more about the ICS try out these resources:

- *ICS-100: Introduction to ICS, Student Manual*. Emmitsburg, Md.: Emergency Management Institute, EMI 2005.
- National Fire Protection Association, NFPA 1561, *Standard for Fire Department Incident Management Systems*.



LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

Hazardous Material (HAZMAT) Response

- Local Response
- Use of the Incident Command System (ICS)
- Reimbursement to Local Governments for Emergency Response to Hazardous Substance Incidents

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11 Hazardous Material (HAZMAT) Response

- Local Response
- Use of the Incident Command System (ICS)
- Reimbursement to Local Governments for Emergency Response to Hazardous Substance Incidents

Both Federal and State statutes mandate that a person or entity **responsible** for the release of hazardous materials must **respond** and **remove** those hazardous materials. Responsible parties can respond/remove hazardous materials only if they are **appropriately trained** to do so. Otherwise, they need to hire **appropriately trained professionals** to do the work.

Local governments must be prepared to implement proper **notification** and response actions to **save lives** and **property** during an incident involving hazardous materials. The **capabilities** to do this **vary** greatly; however, State and Federal resources are **available** to assist local governments.

LOCAL RESPONSE

FIREFIGHTERS + HAZMAT TEAMS

Most jurisdictions assign the responsibility of hazardous materials (HAZMAT) incidents and release **response** to the local or district **fire departments**. Because proper **training** and **equipment** necessary for HAZMAT response is costly, both in manpower and dollars, capabilities vary considerably throughout the State.

A cautionary approach is taught to emergency responders. They should recognize **immediately** whether their team has the **proper training**, **manpower** and/or **personal protective equipment** (PPE) to handle an incident. Needed resources can be requested from other entities, such as neighboring parishes, State or Federal authorities by the Incident Commander (IC) or through the local emergency management professionals and/or Office of Homeland Security and Emergency Preparedness (OHSEP).

HAZMAT CONTRACTORS

Some jurisdictions have contracted with **private industry** for the provision of emergency **response** or **remediation** services at hazardous substance spill sites. If the jurisdiction is willing and capable to bear the cost of these contracts they should arrange for them **prior** to an incident and **incorporate** these contracted services into the local *Hazardous Material Emergency Response Plan* (HMERP).

Many States maintain a contractor **database** of companies that have requested to be listed as providers of various HAZMAT services within the State. Although they usually **do not** license, certify, recommend or otherwise regulate these vendors, the State may be able to provide a list of contractors to local authorities and facilities that **have**, **store** or **transport** hazardous materials.

USE OF THE INCIDENT COMMAND SYSTEM (ICS)

The Environmental Protection Agency (EPA) **requires** the use of the Incident Command System (ICS) at the scene of a HAZMAT incident, release or potential spill or release (29 CFR 1910.1200). This includes **private organizations** as well as **emergency responders**.

The designated, or local senior emergency response official **on scene**, is usually the IC. State and Federal **On-Scene Coordinators** (OSCs) are expected to work within the ICS at all incidents, and are considered to be **resources** for the IC.

REIMBURSEMENT TO LOCAL GOVERNMENTS FOR EMERGENCY RESPONSE TO HAZARDOUS SUBSTANCE INCIDENTS

As mentioned previously, Section 123 of *Comprehensive Environmental Response, Compensation, and Liability Act* (CERCLA) authorizes EPA to **reimburse local governments** for expenses incurred in carrying out **temporary emergency measures** in response to hazardous substance threats. These measures must be **necessary** to **prevent** or **mitigate** injury to human health or the environment from a release or threatened release of a hazardous substances, pollutant or contaminant.

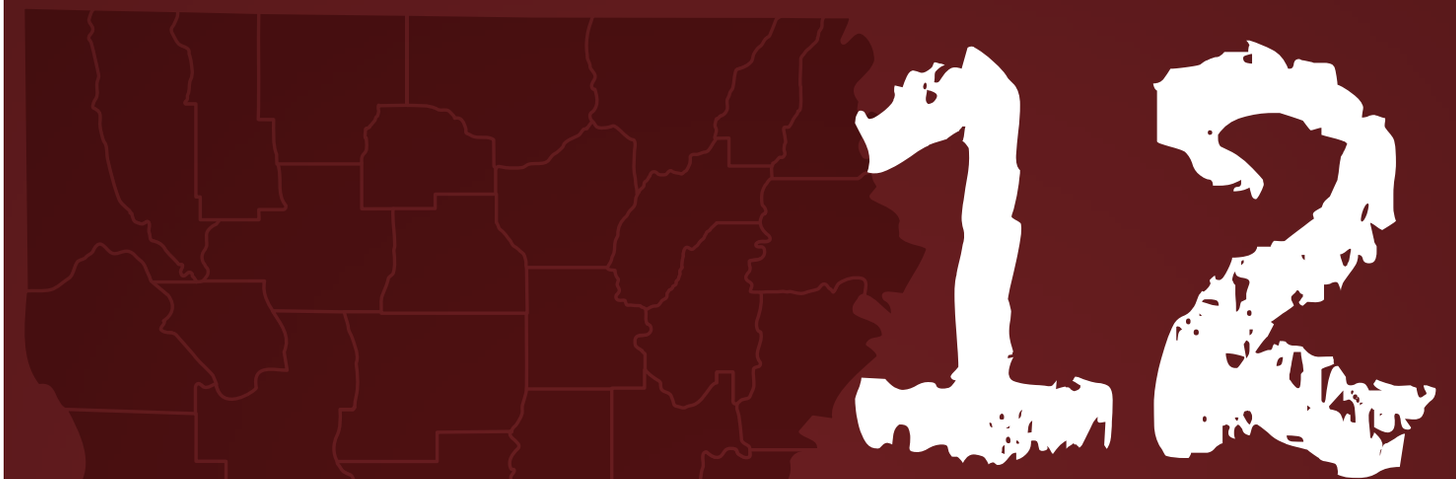
This specific program is called the **Local Governments Reimbursement** (LGR) **Program**. Through the program, EPA has reimbursed local governments for releases from **transportation accidents**, **dumped wastes, tire fires** and contamination from **drug labs**. Release of **oil** or **oil-related** products are **not** covered, unless the oil is mixed with a regulated material. For a fact sheet on this program, or to obtain an application for reimbursement, call the **Emergency Planning and Community Right to Know Act** (EPCRA) **hotline** at **(800) 424-9346**.

Local governing authorities, municipalities, parishes or other local governmental entities can **enact**, **adopt** or **enforce** an **ordinance**, **law** or **regulation** relative to HAZMAT **remuneration** unless specifically forbidden by **State law** [SOURCE: Louisiana R.S. 33:1974, 32:1519, 32:291 and 32.291.1].

For more information visit **www2.epa.gov/emergency-response/local-governments-reimbursement-program.**

LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK



Population Protection

- Overview
- Tools to Help
- Protecting the Population: Here's How it's Done
- Special-Needs Populations
- Responder Personal Protection Equipment (PPE)
- Biological Events

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12 Population Protection

- Overview
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EVACUATION

Perhaps the most **important activity** along with mitigation efforts during a hazardous material (HAZMAT) incident is the **population protection** measures the **Incident Commander** (IC) employs to **protect** community residents. It is a **multifaceted** effort and requires **rapid decision-making.**

OVERVIEW

In the event of an incident, information from on-scene personnel, 9-1-1 telephone callers and off-site responders provides **rapid initial information** on the **location** and **perceived** severity of an incident. Scientific information regarding the **identification** of substance(s) involved and **associated risk** is gathered to make **informed decisions** regarding which protection action – if any – to implement. The IC ensures that both **responders** and – to the extent possible – the **general public** are protected. Once a decision is made on the protective action, staff and resources are directed to **implement**. The public **must** be **informed** to carry out its instructions.

TOOLS TO HELP

There are **several tools available** to help those gathering information and making decisions regarding HAZMAT response and population protection. Among those are:

- **ALOHA – Areal Locations of Hazardous Atmospheres** – is a **modeling program** that estimates **threat zones** associated with hazardous chemical releases, including toxic gas clouds, fires and explosions. To learn more, visit **response.restoration.noaa.gov/aloha**

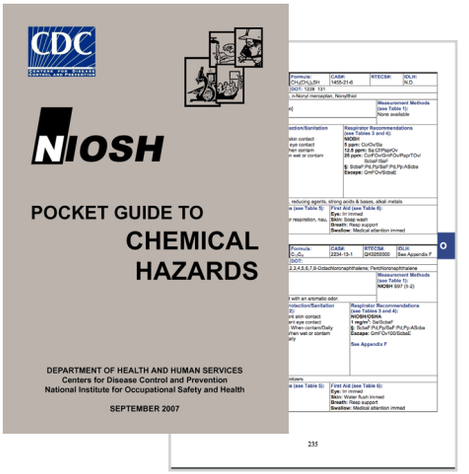
- **CAMEO Chemicals – Computer-Aided Management of Emergency Operations** – is a **database** and **software suite** of tools. Available as a website and as a downloadable

CAMEO WEBSITE

desktop application, it can be run on your office or personal computer. It contains a **library** with thousands of data sheets containing **response-related information** and **recommendations** for hazardous materials that are commonly **transported** + **used** + **stored** in the United States. It is a **reactivity prediction tool**, which helps **predict potential** reactive hazards between chemicals. To learn more, visit **http://www2.epa.gov/cameo**.

CAMEO was developed by the **National Oceanic and Atmospheric Administration's** (NOAA) **Office of Response and Restoration** in partnership with the **Environmental Protection Agency's** (EPA) **Office of Emergency Management** and the **U.S. Coast Guard's** Research and Development Center.

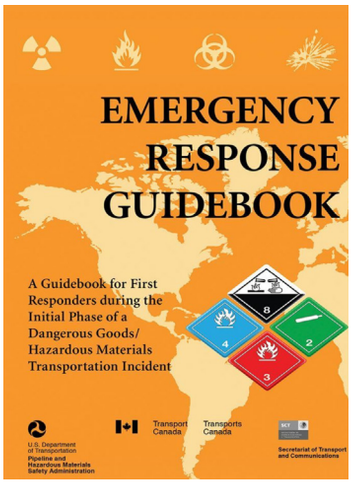
- The **Centers for Disease Control and Prevention** (CDC) **National Institute for Occupational Safety and Health** (NIOSH) publishes the ***NIOSH Pocket Guide to Chemical Hazards*** (Guide). The Guide is intended as a source of **general industrial hygiene information** on **several hundred chemicals/classes** for workers + employers + occupational health professionals. It presents **key information** and **data** for chemicals or substance groupings (e.g., cyanides + fluorides + manganese compounds) that are found in the **work environment**. The information found in the Guide helps users **recognize** and **control** occupational chemical hazards. For more information, visit **http://www.cdc.gov/niosh/npg/**.



SOURCE FOR GENERAL INDUSTRIAL HYGIENE INFORMATION ON SEVERAL HUNDRED CHEMICALS/CLASSES

- **CHEMTREC®** is a **round-the-clock call-center resource** for obtaining **immediate** critical response information. CHEMTREC is linked to chemical and hazardous material (HAZMAT) **experts**, including chemical **response specialists** + **public emergency services** + **private contractors**. CHEMTREC assists **shippers** of hazardous materials with **compliance** of government regulations. For more information, visit **http://www.chemtrec.com**.

- ***Emergency Response Guidebook*** (ERG) is an industry standard for emergency response to **transportation incidents**, including chemical releases. For more information, visit **http://phmsa.dot.gov/hazmat/outreach-training**.

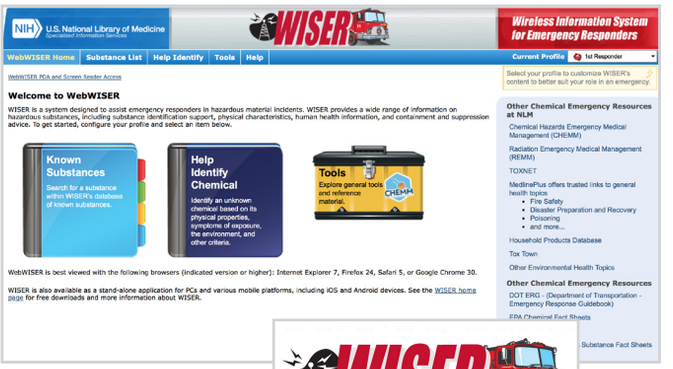


AN IMPORTANT RESOURCE FOR HAZMAT PLANNING + RESPONSE
WWW.PHMSA.DOT.GOV/HAZMAT/OUTREACH

- **Emergency Planning Response Guidelines** (EPRG) are a set of values created by the **American Industrial Hygiene Association** (AIHA). The ERPG provides **advice** on various **airborne risk** substances + the impact of air **concentrations**. There are **three (3)** guidelines.
  - » **EPRG 1:** The maximum **airborne concentration** below which it is believed nearly **all individuals** could be exposed for up to **one (1) hour without** experiencing other than **mild transient** adverse health effects or without perceiving a clearly defined objectionable odor.
  - » **EPRG 2:** The maximum **airborne concentration** below which it is believed nearly **all individuals** could be exposed for up to **one (1) hour without** experiencing or developing **irreversible** or other serious health effects or symptoms that could impair an individual's ability to take protective action.

» **EPRG 3:** The maximum **airborne concentration** below which it is believed nearly **all individuals** could be exposed for up to **one (1) hour without** experiencing **life-threatening** health effects. To learn more, please visit: **www.phmsa.dot.gov/hazmat/outreach**

- **Wireless Information System for Emergency Responders** (WISER) – provides a wide range of information on hazardous substances, including **substance identification** support + **physical characteristics** + human **health information** + **containment** + **suppression** advice. To learn more, visit **http://webwiser.nlm.nih.gov/**.



WISER WEBSITE

PROTECTING THE POPULATION: HERE'S HOW IT'S DONE

LEVEL OF CONCERN

Populations need to be protected before the harmful levels of exposure are reached. The **value** set at which population protection measures should be implemented is called the **Level of Concern** (LOC). Ambient air contamination levels do not automatically provide the IC with set levels on which to base decisions regulating when to implement population protection measures. Further information regarding exposure limits is typically based on **healthy adults**. Consequently these **exposure limits** may not be appropriate for **children**, the **elderly** or those in **poor health**. The IC has to **convert** occupational exposure limits to values on which the decision to implement population protection measures will be based. For example:

- For **flammable** materials, **10 percent** of the **lower explosive limit** (LEL) is the LOC.
- For **substances** that are **Immediately Dangerous to Life and Health** (IDLH), **10 percent** is the LOC at which to **initiate** protective actions.

Lower limits are recommended for initiating property protective measures to allow persons to initiate protective actions before the effects of the substances prevent from doing so. CAMEO (see page 93) is an excellent source for determining **exposure limits**.

Substances that present an **airborne** or **explosion** risk to the public are prime candidates for implementing **population protection measures**. Air modeling programs such as ALOHA (see page 93) can assist in projecting **how far** contaminants may go from the site. **Air monitoring** is needed to determine accurate **concentration levels** in the environment.

The following is a quick, **high-level review** of the process to determine and implement population protection measures and some related issues.

STEP 1: CONSIDER DECISION OPTIONS

The IC has **four (4) options** that can be employed to protect the public from a substance that may be putting citizens at risk.

- **Isolate** the incident scene.
- **Move** the population away from the danger (evacuation).
- Have the population go **indoors** + **seal** themselves off from the outside danger (shelter in place).
- A **combination** of these.

STEP 2: GATHER INFORMATION

The following is a generic review of **information gathering** necessary to determine what measures to employ and some tactical suggestions for implementing them.

FACTORS THAT INFLUENCE THE NEED FOR POPULATION PROTECTIVE MEASURES

A number of factors can influence impacts. For example:

- ☑ **Physical state** of the product: **Liquid? Gas? Solid?**
- ☑ If the product is a gas, is it **lighter** or **heavier** than air?
- ☑ Is it **flammable** or **explosive**?
- ☑ Does it readily **evaporate**?
- ☑ Is it **toxic**?
- ☑ Are the various **exposure limits** known?
- ☑ Has the release **stopped** or is it ongoing?

The **population protection process** requires addressing **four (4)** basic **issues**.

- Identifying the **substance +** knowing its **risk characteristics** + **type of incident**.
- Establishing **zones** where the substance could **cause harm**.
- Deciding whether to **isolate + evacuate + shelter in place** or a combination of these.
- Determining a means of **communicating** instructions to affected populations both in + out of the zones.

SUBSTANCE IDENTIFICATION

Identification of released substance(s) and the **risk characteristics** of the substance(s) are critical to decision-making. Identification **methods** vary depending on the type of incident – transportation or fixed-site. **For example**:

Transportation

The identification of substances involved in transportation accidents can normally be done by determining the **placard number(s)** on the **shipping vehicle** or reviewing **shipping papers** if they are available. By referencing the UN/NA Four (4) digit number found in the ERG, one can typically get the **name** of the product and **first-responder instructions**. The **U.S. Department of Transportation** (DOT) **Operation Respond Emergency Information System** (OREIS) can also provide valuable information by using the transportation container (tanker/trailer) number.

Fixed-site

In **fixed-site** releases, the **facility staff** normally assists by **providing information** regarding what was on-site and involved.

PLACARDS FROM ERG ASSIST IN IDENTIFYING HAZARDOUS SUBSTANCES

The use of pre-existing **pre-plans** and **Tier II reporting forms** are also useful tools to help in determining what substance may be at a particular address or location. Both provide **inventory** and **location** data.

Useful information needed for released substances related to protection of the **public** is not different than what is needed to protect **responding public safety personnel**. Information regarding the released substance is **essential** for **protecting** both.

STEP 3: DETERMINING + DELINEATING ZONES

The creation of zones is about **site control**. The creation of zones helps ensure **control** of the **release site** and **surrounding area** to:

- **Reduce** the **accidental spread** of hazardous substances from the contaminated areas to the **clean area** so that **threats** to workers + the public is **minimized**.
- **Prevent vandalism**.

Activities are **designated** within zones so that **movements** of people and equipment are **controlled**. The establishment of zones helps ensure personnel are **properly protected** against the hazards present where they are working, **work activities** and **contamination** are **confined** to appropriate areas and personnel can be **located** and **evacuated** in an emergency.

TYPES OF ZONES

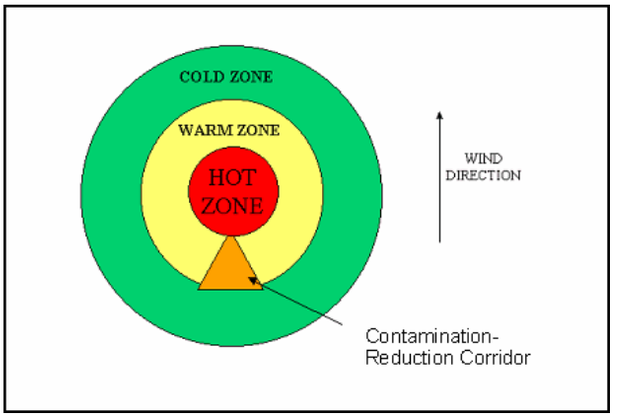
Sites are divided into as many **different zones** as **needed** to meet operational and safety objectives.

The following terms are used by HAZMAT teams and the ERG when referring to zones. For more information, please visit **https://www.osha.gov/Publications/complinks/OSHG-HazWaste/9-10.pdf.**

Vulnerable zone

An area over which the **airborne concentration** of a chemical accidentally released could reach the **level of concern**. This term is basically used in reference to **wind** (plume) **coverage**.

EXAMPLE OF ZONES



Exclusionary Zone

Exclusionary Zone is the **contaminated area**. This area is **highly restricted** or allows **NO access**.

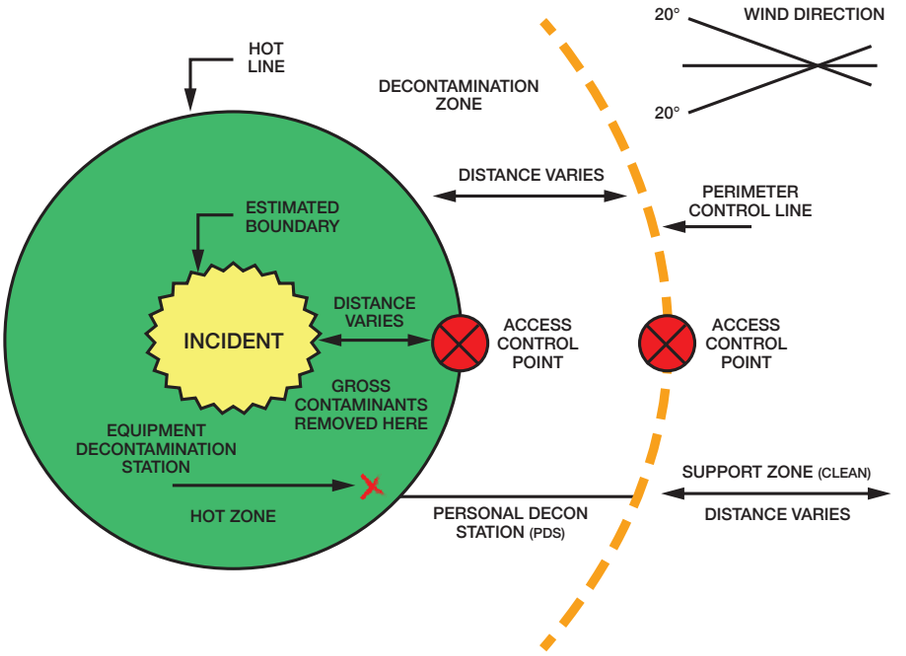
Initial Isolation Zone

An **Initial Isolation Zone** defines an area **surrounding** the incident in which persons **may be exposed** to dangerous and life threatening concentrations of hazardous material.

Protective Action Zone

The **Protective Action Zone** defines an area **downwind** from the incident in which persons may become **incapacitated** and **unable** to take protective action and/or incur **serious** or **irreversible health effects**.

SAMPLE DETAILED ORGANIZATION OF A HAZMAT INCIDENT AREA



Support Zone

The Support Zone is the **uncontaminated area** where workers should **not** be **exposed** to hazardous conditions.

Hot Zone

The **Hot Zone** is an **initial area** of contamination determined by **first-responders** at the operations and awareness levels. It is an area which technicians/specialists may alter their assessment of the situation. The Hot Zone contains the area **most immediately affected** by the HAZMAT incident. It also contains an area of **safe refuge** that is the beginning of a **decontamination** (contamination-reduction) **corridor**.

Hot Zones are **restricted** areas accessed **ONLY** by **properly trained** and **protected personnel** and from which, to the degree possible, **everyone** needs to be **evacuated**. The Incident Commander (IC) sets the parameters of this zone after giving consideration to the following:

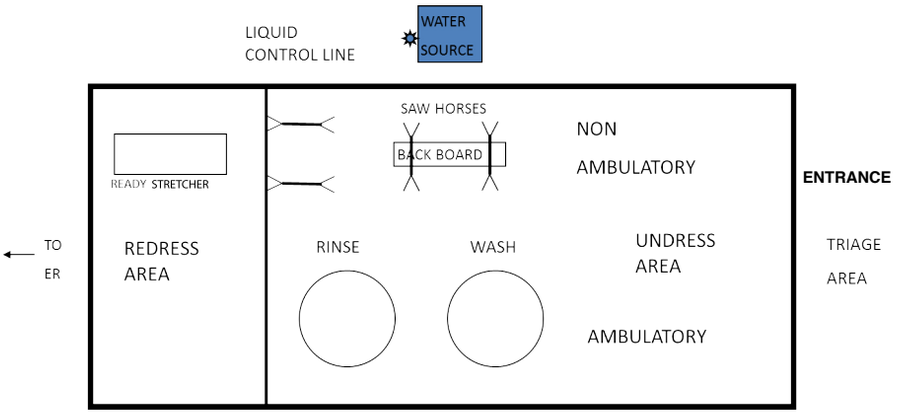
- **Volume** of material released.
- **Container** involved.
- Prevailing **meteorological conditions.**
- Potential effects on local **topography.**

Those working in the Hot Zone should wear **personal protection equipment** (PPE) appropriate for the hazardous substance.

Warm Zone

The **Warm Zone** is an operational area that may be established by operations level personnel, a technician or specialist. It is **safe** from HAZMAT exposure. The area also includes the **decontamination corridor** where decontamination **continues**. It is the area in which access **control points** connecting the Hot and Cold zones are established.

Those working in the Warm Zone should **wear PPE**.



TYPICAL LAYOUT OF DECONTAMINATION LINE

Cold Zone

The **Cold Zone** is the area **outside** Hot and Warm Zones in which personnel provide **support** for Hot Zone operations. It is here that the **Incident Command Post** (ICP) is found. Because it is assumed the area is **free** of all **contamination**, **no PPE** is needed for personnel working within it.

Contamination Reduction Zone (CRZ)

The Contamination Reduction Zone (CRZ) is the area where decontamination takes place. This is sometimes called the **decontamination corridor** – or the DECON corridor – and is a place where a series of steps to **remove** or **clean off** chemical contamination from the release. They occur when leaving the Hot Zone and moving towards support and/or Cold/Safe Zones.

DELINEATION OF ZONES

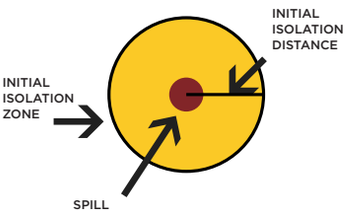
Delineating and **isolating exclusionary zones** is important to preventing further exposures.

Delineation of zones should be based on **sampling** and **monitoring** results and on an **evaluation** of potential **routes** and **amount** of contaminant dispersion in the event of a release. Movement of personnel and equipment among these zones – **minimized** and **restricted** to specific **Access Control Points** (ACPs) to **prevent cross-contamination** from contaminated areas to clean areas.

The ERG provides information on **three (3)** different processes:

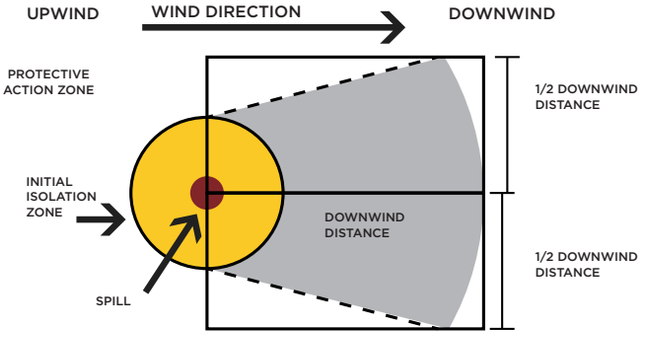
- **Define isolation zones.**
- **Determine downwind evacuations.**
- **Identify potential blast areas.**

EXAMPLE OF INITIAL ISOLATION ZONE



ISOLATION ZONE

EXAMPLE OF PROTECTIVE ZONE



PROTECTIVE ZONE

Zones are generally created based on **risks**. Once determined that the substance(s) released may pose a **risk** to the community, the IC establishes **exclusionary** and **protective zones** to **protect both responders** and the **general public.** Exclusionary zones are areas that have **restrictive** or **NO access**.

ERG provides guidance for creating **initial zones** until more **scientific methods** such as **ALOHA plume modeling** or **actual air monitoring** results can be obtained. **Adjusting distances** for a specific incident involves many interdependent **variables** and should be made only by personnel **technically qualified** to make such adjustments.
After determining the substance involved and **area** that is or could be affected by it, the IC decides whether to **isolate**, **evacuate, shelter-in-place** or a **combination** of those strategies.

Water (rivers, lakes, etc) and **railroads** must be considered if inside the exclusionary zones. **Air space** above the **exclusionary zones** can be restricted by contacting the **Federal Aviation Administration** (FAA). The requests to restrict air space can be defined in a number of ways. For example:

- Entire area is **completely** restricted.
- Air space above a **certain altitude** may be restricted.
- Air space may allow only **limited approved** traffic.

It is important to keep in mind that zones are **dynamic** and affected by many factors including **wind direction**. Communication between law enforcement personnel on the **perimeter lines** and **IC Staff** is critical. Personnel staffing perimeter lines should be instructed to report any **change** in conditions at their location to a designated area.

MARKING THE ZONE

MARKING GROUND ZONES

In releases involving zones of a **small** size, simply marking with **barrier tape** to **identify** and **warn** of the various zones may be all that is required. Once taped, **uniformed** security are generally needed to ensure that barriers are respected by pedestrians, public safety vehicular traffic and general vehicular traffic.

SECURING ZONES

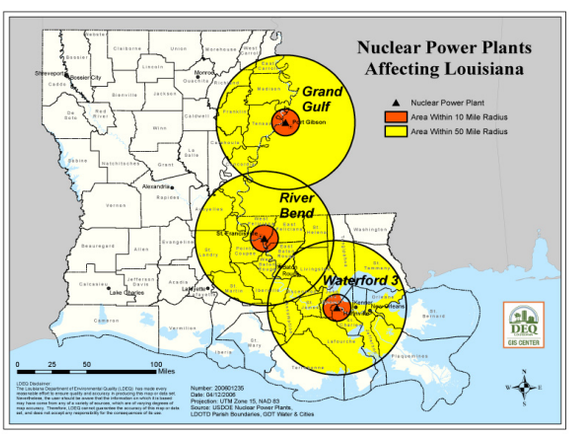
For those zones involving **larger** areas, more planning is needed. Someone will be needed to determine and to start deploying resources to **seal off** (isolate) the area. If the zone covers several blocks, **key major intersections** need to be identified and should be blocked first. Once the major intersections are closed, **secondary roads** and then **residential** side streets should be blocked. **Pedestrian** traffic must also be considered if it is possible for pedestrians to enter the exclusionary zones.

Typically, all roadblocks should be **staffed** to reduce chances of the public ignoring the barricades.

STEP 4: EVACUATION

Evacuation involves ordering the population - both **residential** and **workers** - to **leave the area**. From a psychological perspective most people generally feel safer leaving an area affected by hazardous substances rather than staying. Evacuation can be accomplished by asking persons inside the area to leave by using their **own transportation**, and/or by transportation provided by emergency responders (buses, chair vans, etc.), or by simply **walking away** from the site.

Evacuation from Hot Zones typically requires careful consideration of **personal protection** for workers entering the zone to facilitate evacuation. **Flammability**, **toxicity** and **route** of exposure considerations of the released substance guide the **level** of **personal protective equipment** (PPE) needed for workers.
Populations found inside the Hot Zone should be taken or directed to the **area** of **refuge** typically located at the **edge** of the **Hot Zone**. **Removal** of the population from the Hot Zone is a priority and should be accomplished as **quickly** as possible.



NUCLEAR POWER PLANTS AFFECTING LOUISIANA

Evacuation can be **complicated** by the presence of **special needs populations**, such as **schools**, **nursing homes**, **elderly housing**, **hospitals**, **group homes**, **etc**. (See page 105 for a detailed discussion on special-needs populations.)

The evacuation order should include:

- **Direction** by which to leave.
- Where emergency **shelters** for relocation are located.
- An **emergency telephone** number for residents to call if they need transportation.
- Encouragement to residents to warn their **neighbors**.

Warning messages should be short so they are **easily understandable** and can be repeated **frequently**.

PROCESS OF SHELTERING

- ☑ Closing + preferably **locking** all **doors** + **windows** to the **outside**. (Locking is preferred since it generally means the door or window is shut tight.)
- ☑ Closing **all internal doors** to reduce internal drafts.
- ☑ Shutting off heat or **air conditioning**.
- ☑ Shutting off all **air handling** systems, such as floor fans + vent vans + etc.
- ☑ Shutting off **clothes dryers**.
- ☑ Closing the **fireplace flue** if the fireplace is not in use. Please note that a structure **with a burning fire** in the fireplace is **NOT** a good candidate for sheltering-in-place.
- ☑ **Sealing** off cracks causing leakage to the outside.

Many persons will arrange their sheltering by staying with **family** or **friends**. Consideration should be given to **opening** a shelter or shelters for those who have not made their own arrangements.

The media should be advised to **broadcast shelter location(s)**.

STEP 5: SHELTERING-IN-PLACE

Sheltering-in-place (if appropriate) essentially asks the population to immediately **go indoors** and take steps to **prevent** outside air from entering inside. There are **three (3)** ways in which air can enter (and exit) a structure:

- **Natural ventilation** (open doors + windows).
- **Mechanical ventilation** (fans + air conditioning + heating systems).
- **Infiltration** (leakage through cracks and small opening around windows + doors + through walls).

LOUISIANA TEACHES FOUR (4) STEPS TO SHELTERING-IN-PLACE.

1. Go inside.
2. Close all doors + windows.
3. Turn off all ventilation systems.
4. Tune into local news for further information.

Rates of **outdoor air ventilation** are typically expressed in units of **air changes per hour** (ACPH). ACPH defines the volume of outdoor air that enters the building in the course of an **hour**. For example:

- If a building has an **internal volume** of **10,000 cubic feet**, and **20,000 cubic feet** of **outdoor** air enters the building each hour, its total "fresh air" ventilation is said to be **2.0 ACPH**.
- If only **5,000 cubic feet** of air enter the building in the same span of time, the rate becomes **0.5 ACPH**.

The average American home is **0.8-0.9 ACPH**. "Leaky" homes may experience **2.5 ACPH** or more, especially under **poor weather conditions** with high winds and low temperatures. The average office building has an average infiltration rate of **1.0 ACPH.**

DETERMINING WHETHER TO STAY OR LEAVE

In deciding which course to follow, the Incident Command Staff must **quickly review** a number of **factors**.

☑ **Factor 1: Substance + its associated risks.**

- » Does the substance present an airborne or explosion risk to responders or the general population?
- » What is the route of exposure + the personal protection equipment (PPE) needed to protect against it?
- » The NIOSH Guidebook is an **excellent reference** for Information regarding risks.

☑ **Factor 2: The duration over which the discharge takes place.** Releases are typically characterized as either being **instantaneous** or **continuous**.

- **Instantaneous releases** are those that take place over the course of **few seconds** or a **minute** or so, then stop. The result is typically a "**puff**" of vapor or gas or a **distinct cloud**.
- **Continuous** discharges take place over a **longer period** of time, producing long stretched-out "**plumes**" of gas or vapor.
- Those releases which are **longer** than **instantaneous** but **too short** in duration to create a continuous plume, are commonly called a **finite duration release**. The venting of a small pressurized cylinder is a common example of a finite duration release.
  - » In many cases the responders to an incident **may not know** how long the event is going to last.

☑ **Factor 3: Releases lasting substantially more than two (2) – three (3) hours are not practical candidates for sheltering as the air change per hour factor will negate the protection factor.**

☑ **Factor 4: Situations presenting an explosion hazard should be evacuated.**

☑ **Factor 5: The IC Staff should review the neighborhood affected by the release.**

- » Are most of the structures inside the zone appropriate for sheltering?
  Not every structure is a **good candidate** for the process of sheltering. Structures in **poor condition** in particular may not be able to be **sealed effectively**. **Broken** windows + holes may allow air infiltration. **High rise structures** with trash chutes + elevator shafts + stairway corridors contribute to creating **natural air drafts** with warmer air rising and cooler (outside) air replacing it. Please note that the air handling controls in many structures are not readily **accessible** to occupants.
- » Is the affected population able to accomplish the sheltering process?
  Frail, elderly populations may not be physically capable to accomplish the tasks required.
- » Does the IC Staff have resources to evacuate the affected area?
  To completely evacuate a typical neighborhood requires **time** + **resources**. Evacuation is **labor intensive** since **transportation** is generally needed to accomplish it. Responders may not have all **assets** needed to physically accomplish the tasks in the required amount of time. Depending on the situation, responders may not have the **ability** (lack of PPE) to **enter** the zone to assist residents in leaving.

☑ **Factor 6: In most neighborhoods, other than inner-city neighborhoods, the typical household has at least one (1) automobile.**

- » Assuming neighborhood residents receive the warning, can they leave by their own transportation? Can they assist with neighbors?

The **best candidates** for sheltering in place are typically **single-family homes** in **good condition**. The basic concept is to protect occupants from a **small cloud** while it blows over their structure. The smaller the cloud, the more effective the process.

After the cloud has **passed over**, the structure and the air is **clear**, residents must be informed and asked to essentially **reverse** the process in order to **air out** the structure and **flush out** any hazardous materials that may have seeped in.

AVERAGE US HOME
0.8-0.9 ACPH

"LEAKY HOMES"
2.5 ACPH OR MORE

AVERAGE OFFICE BLDG
1.0 ACPH

Residents who shelter-in-place must have a means of knowing what is going on outside. We recommend a **battery-operated radio** to listen to further instructions that might be given by responders.

The sealing of a structure is typically most effective during the **spring** and **fall** when the **outside** and **inside** **ambient temperatures** are similar. The worst season is the **winter** when outside temperatures are much colder than inside.

BATTERY OPERATED RADIOS ARE AN IMPORTANT ASPECT WHEN SHELTERING IN PLACE

STEP 6: PUBLIC WARNINGS

Warning the affected population is a **labor-intensive** operation. The initial focus should be warning the population **closest** to or **most affected** by the release. In **rural areas**, warning processes may be more difficult than in **urban areas** due the larger distances between homes.

The IC can get warnings out in a number of ways, including:

- **Door-to-door.**
- **Street-by-street.**
- Public safety public **address systems.**
- **Sirens.**
- Automatic **telephone** dialers.
- **Media.**
- Etc.

Street-by-street public warning is probably the most **commonly** used by communities. It can be implemented if the ambient air concentrations allow for worker exposure. Based on air monitoring measurements, PPE may be needed to protect workers. Vehicles giving warnings should be assigned **specific streets** to ensure that **every** street or area is warned. The vehicle should:

- Come to a complete **stop**.
- Give a tone or **siren alert**.
- Announce a verbal **message**.

BOTH EVACUATION + SHELTERING IN PLACE REQUIRE AFFECTED POPULATIONS BE INFORMED OF THE PROTECTIVE ACTION ORDERED.

PUBLIC INFORMATION IS A CRITICAL STEP IN IMPLEMENTING EITHER ACTION.

MESSAGING + PUBLIC INFORMATION OFFICER (PIO)

A **pre-scripted message** makes it easier to deliver effective warnings.

Pre-scripted message(s) should be incorporated into the **response procedures** for those responders who are charged with delivering public information by the local community HAZMAT Plan. As warning assignments are complete, those giving warnings should **report** in and request further instructions. Personnel assigned to the warning function should be advised where **shelters** have been opened in case residents approach them and ask.

The **ICP** should **record areas** warned as they are done. Throughout the entire warning and evacuation process, **air-monitoring readings** are needed for worker **safety** and to determine current **zone boundaries**.

The incident's PIO should be advised as soon as possible to **release information** regarding:

- Area (zones) **affected** by the hazardous substance release.
- Population **protection measures** being initiated.
- Where **shelters** are open (if applicable).
- Any **traffic rerouting** recommendations.

MEDIA

There are many effective ways to get **messages out**.

Typically, **broadcast** media is utilized to get emergency instructions on the air as soon as possible. The use of the **emergency broadcast system** (EBS) should also be considered. The PIO should do a quick assessment of affected populations to determine if **multi-lingual** instructions are needed. Instructions should be suitable for **hearing-impaired populations**.

Scripted messages across the bottom of television screens are very effective.

- **Radio** is the **most effective** means to warn **drivers**. The community's HAZMAT Plan may wish to **pre-identify** stations.
- **Television** is extremely effective for residential and, to a more limited extent, non-residential viewers.
- If possible, **faxing** + posting **maps** indicating affected areas is much more effective than giving verbal instructions.
- The **Emergency Alert System** (EAS) is very effective in ensuring that TV + radio stations carry messaging. Unfortunately, EAS does **not** yet reach **cable** or **satellite stations**. **Premium** stations are also sometimes not covered by EBS.
- If community **sirens** are used, the public should be familiar with **procedures** to follow. "Voice sirens" are extremely effective for communicating **warning instructions**. These systems are essentially a very powerful **megaphone** system.
- **Social media** networks are also powerful channels for messaging.

SPECIAL-NEEDS POPULATIONS

The evacuation of **special-needs populations**, particularly the **elderly**, those in **nursing homes** and **hospitals**, and **schools** are a **high priority**. The IC Staff should focus their resources on the populations at **greatest risk** from the exposure, typically **children**, the **elderly** and populations in **poor health**.
To the extent practical, warning must be given **individually** to **institutional** (schools, nursing homes, etc.) locations. This can be done by telephone and/or by responders going to the address whenever possible.

Institutional locations should be instructed to advise IC Staff of:

- The **number** of persons at a location.
- Their **transportation** needs.
- Potential **relocation destination(s)**.

Facility staff should organize residents for **rapid evacuation**, assembling them at a single location closest to where they might be picked up by transportation. Patient **records**, **medications**, special **diets** should be assembled and taken along with residents/patients. If possible, evacuees should have identifying tags with their names and the **institutional name** and **address**.

Transportation should be provided to the extent possible by the most **rapid** means possible. **Buses**, **wheelchair vans** and **ambulances** should be obtained and **staged** to affect a rapid process to transport persons needing transportation.

The relocation destination is ideally a **similar type** of institutional location (nursing home to nursing home, etc.). **Schools** should **always** be relocated to another school.

The PIO should inform **parents** of students of the **relocation address** as soon as it is known. School officials should also ensure that administrative **telephone numbers** typically called by parents are also informed of students relocation. Parents should be assured that responsible school officials stay with **relocated children** until picked up by parents.

Pre-planning should encourage institutions to arrange for **emergency relocation locations**. Ideally there are **two (2) locations** at **different ends** of the compass. Locations must not be too close or too far. Whenever possible, a **list** of those facilities evacuated, and their destinations, should be made.

RESPONDER PERSONAL PROTECTION EQUIPMENT (PPE)

A major issue that typically surfaces during any **population protective action** is **personal protection equipment** (PPE) for **emergency responders**. Whereas HAZMAT teams are **well equipped** with PPE to accomplish their missions, the typical **community** police or emergency medical provider may **not** have any PPE or a **limited** supply.

Information regarding the **hazardous substance** and its **risk** to responders must be **reviewed**. The focus should be on whether it is **possible** or **advisable** to send in emergency responders to perform **emergency life-saving evacuations** and what PPE is necessary to protect those responders. The Incident Safety Officer (ISO) has a critical role to ensure that workers are **not allowed** to rescue persons inside the exclusionary zones if proper PPE is unavailable.

Additionally, an **air monitoring system** to determine and monitor air contaminate levels will need to be established. Attention should be given to the incident/ substance(s) that have **multiple-risks**, such as being both **toxic** and **flammable**. **Multiple** air monitoring meters may be needed. If it is determined that personnel are going to work inside the exclusionary zones, a **Safety Officer** should be **appointed** to oversee their operations and report to the Incident Safety Officer (ISO).

HIGH-EFFICIENCY PARTICULATE AIR (HEPA) MASK AND GLOVES

During the **pre-plan phase**, communities should **identify** possible sources of PPE, **air monitors** and **other** protective gear. **Medical surveillance information** might also be gathered to determined from a very basic level who might or might not be able to wear PPE.

BIOLOGICAL EVENTS

Incidents involving **biological materials** may require a difference in **response methodology** and **protection** actions. Unless the source is **known** at the outset, the **gestation periods** causing symptoms may be **48 or more hours** after the exposure. Consequently, it becomes a **public health event** rather than an **emergency response event**.

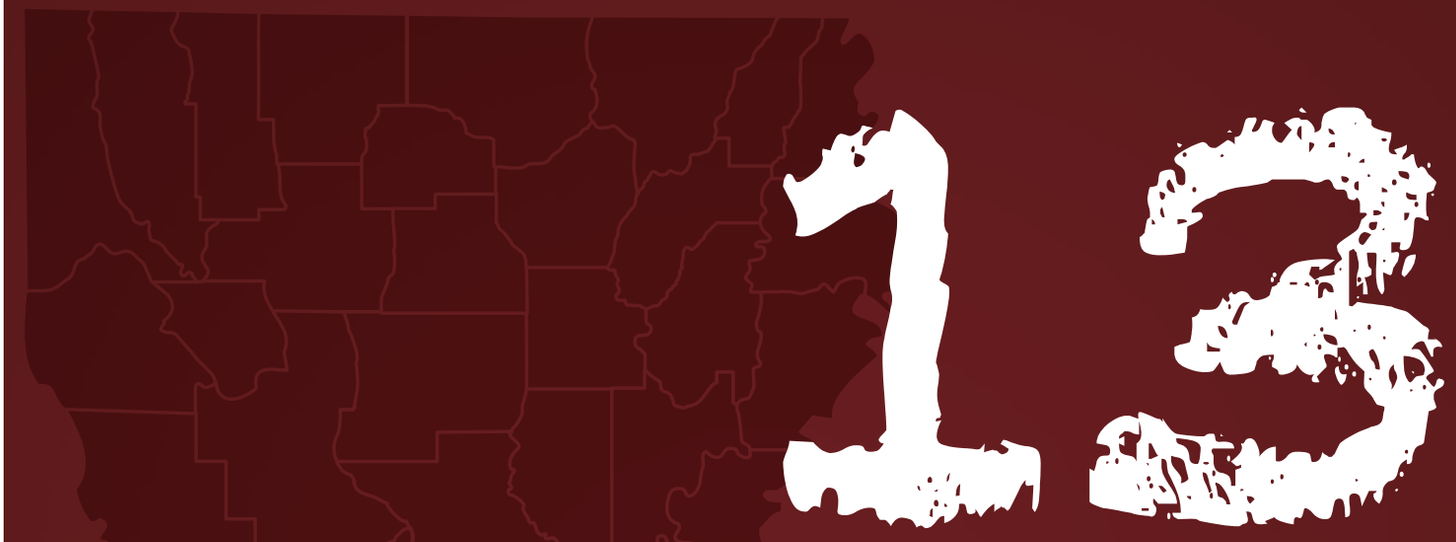
The Centers for Disease Control and Prevention (CDC) is responsible for the **specific identification** of the agent. Priority is to conduct an **epidemiological study** to identify the **source(s)** of exposure and **those** who might have been exposed. This study is typically conducted by **healthcare professionals** with the assistance of **law enforcement**. Emergency response departments need to determine from healthcare professionals **protective actions** needed to protect **response personnel**. Louisiana Department of Health and Hospitals (LDHH) is the primary information sources for this type of information.

The **biological agent** is identified at the outset by a message sent indicating that the occupants of "x" have been exposed to a biological agent. **Responders** need to consider a means of **isolating** the exposed **occupants** until medical care can be brought to them. This may require moving them out of the "**contaminated**" **location** to a **clean one** if possible. **Healthcare professionals** provide guidance to **emergency responders** relative to **decontamination**, **patient treatment** protocols and **PPE**.

Responders need to remember that **biological terrorism** events should be treated as a **crime scene** situation.

LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK



Clean Up + Cost Recovery

- Federal
- State
- Local
- Documentation is a Must!

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13 Clean Up + Cost Recovery

- Federal
- State
- Local
- Documentation is a Must!

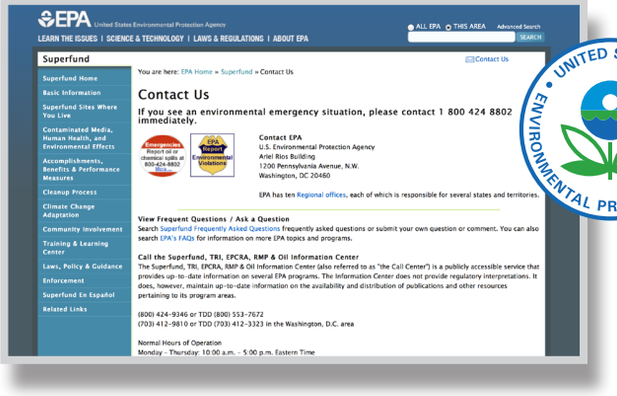
Response to chemical releases can **heavily burden** a community. Federal and State laws provide **reimbursement** to communities that incur costs as a result of a chemical emergency.

FEDERAL

42 U.S.C CHAPTER 103

The statute this regulation supports provides the opportunity for any **general-purpose unit** of local government to **apply** for **reimbursement** for costs arising from response to a release or threatened release of hazardous materials.

The incident must be **properly reported** and an **official request** for reimbursement submitted within **six (6) months** after conclusion of the response. Up to **$25,000** may be reimbursed for a **single response**. [SOURCE: 42 U.S.C. Chapter 103, Section 9623(c)] The U.S. Environmental Protection Agency (EPA) **prioritizes** requests based on "financial burden."



Additional information can be obtained by contacting the EPA's *Resource Conservation and Recovery Act* (RCRA)/Superfund Office at **1-800-424-9346 http://www.epa.gov/superfund/contacts/**

STATE

All persons who are **liable** for a release or threat of release from which the State **incurs costs** for **assessment**, **containment** and **removal** is **liable**, jointly and severely for the costs of clean up and other related costs.

WHAT IF WE HAVE TO GO TO COURT . . . ?

In cases where the Louisiana Department of Public Safety and Corrections (LDPS&C), Public Safety Services, Office of State Police, has issued an order to a person liable for the chemical release or threat of release and that person has **unreasonably** or in **bad faith** failed or refused to comply with the order, the court shall award the State not less than **two (2)** ***times*** nor more than **three (3) times** the **full amount** of its **response costs**, **plus litigation costs** and **reasonable attorneys' fees** to be paid by the **liable party**.

In all cases not provided for in the preceding paragraph of this citation, the court may award the State up to **three (3) times** the full amount of its **response costs** and **reasonable attorney's fees** against a **liable person**.

LOCAL

Some communities have arrangements with **clean-up contractors** to replace materials used by local **responders** such as **absorbents**, **pads**, **booms**, etc. from contractor supplies. The community then **adds the costs** of these items to the **responsible party's bill**. This allows local responders to replenish their supplies before leaving the scene.

DOCUMENTATION IS A MUST!

Complete documentation of incident costs is **critical** to cost recovery. The on-scene commander should make sure at the very least that a **detailed** list of all costs or equipment, material and personnel are **recorded**.

LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

13 Things to Know NOW! HANDBOOK

Contact Information

- Agency Addresses + Telephone + Fax Numbers

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- Agency Addresses + Telephone + Fax Numbers

Contact Information

STATE OF LOUISIANA LOCAL EMERGENCY PLANNING COMMITTEES (UPDATED JANUARY 2015)

PARISH	AGENCY ADDRESS	TELEPHONE	FAX
ACADIA	Acadia Parish Emergency Planning Committee c/o Acadia Parish Office of Homeland Security and Emergency Preparedness 568 Northeast Court Cir. Crowley, LA 70526	337-783-4357	337-788-8852
ALLEN	Allen Parish Emergency Planning Committee c/o Allen Parish Office of Homeland Security and Emergency Preparedness 602 Court St. Oberlin, LA 70655	337-300-9032	337-584-2269
ASCENSION	Ascension Parish Emergency Planning Committee South Irma Blvd., Building 3 Gonzales, LA 70737	225-621-8360 or 225-620-2020	225-644-3039
ASSUMPTION	Assumption Parish Emergency Planning Committee c/o Assumption Parish Office of Homeland Security and Emergency Preparedness PO Box 520 Napoleonville, LA 70390	985-369-7386	985-369-7341
AVOYELLES	Avoyelles Parish Emergency Planning Committee c/o Avoyelles Parish Office of Homeland Security and Emergency Preparedness 312 North Main St. Marksville, LA 71351	318-240-9160 or 318-730-9129	318-240-9162

PARISH	AGENCY ADDRESS	TELEPHONE	FAX
BEAUREGARD	Beauregard Parish Emergency Planning Committee c/o Office of Homeland Security and Emergency Preparedness 412 Bolivar Bishop Dr. DeRidder, LA 70634	337-463-3281 or 337-463-3282 x1142	337-460-5460
BIENVILLE	Bienville Parish Emergency Planning Committee PO Box 479 Arcadia, LA 71001	318-263-2019	318-263-7404
BOSSIER	Bossier Parish Emergency Planning Committee c/o Caddo-Bossier Office of Homeland Security and Emergency Preparedness 1511 Doctors Dr. Bossier City, LA 71111	318-425-5351	318-425-5940
CADDO	Caddo Parish Emergency Planning Committee c/o Caddo-Bossier Office of Homeland Security and Emergency Preparedness 1511 Doctors Dr. Bossier City, LA 71111	318-425-5351	318-425-5940
CALCASIEU	Calcasieu Parish Emergency Planning Committee PO Drawer 3287 Lake Charles, Louisiana 70602	337-436-8809 or 337-721-3800	337-436-4222
CALDWELL	Caldwell Parish Emergency Planning Committee 201 Main St PO Box 1737 Columbia, LA 71418	318-649-3764	318-649-3765
CAMERON	Cameron Parish Emergency Planning Committee c/o Cameron Parish Office of Homeland Security and Emergency Preparedness PO Box 374 Cameron, LA 70631	337-775-7048	337-775-7043
CATAHOULA	Catahoula Parish Emergency Planning Committee c/o Catahoula Parish Office of Homeland Security and Emergency Preparedness PO Box 258 Harrisonburg, LA 71340	318-729-7401	318-744-0205

PARISH	AGENCY ADDRESS	TELEPHONE	FAX
CLAIBORNE	Claiborne Parish Emergency Planning Committee c/o Claiborne Parish Office of Homeland Security and Emergency Preparedness PO Box 450 Homer, LA 71040	318-927-3575	318-927-3577
CONCORDIA	Concordia Parish Emergency Planning Committee c/o Concordia Parish Office of Homeland Security and Emergency Preparedness 217 Persimmon Mill Rd. Ferriday, LA 71334	318-757-8248 or 318-447-2109	318-757-7200
DESOTO	DeSoto Parish Emergency Planning Committee c/o DeSoto Parish Sheriff's Office 205 Franklin St. Mansfield, LA 71052	318-872-1877	318-871-4164
EAST BATON ROUGE	East Baton Rouge Parish Emergency Planning Committee c/o EBRP Office of Homeland Security and Emergency Preparedness 3773 Hurding Blvd. Baton Rouge, LA 70807	225-389-2100	225-389-2114
EAST CARROLL	East Carroll Parish Emergency Planning Committee c/o East Carroll Parish Communications District 400 First St., Suite 5 Lake Providence, LA 71254	318-559-2256	318-559-1502
EAST FELICIANA	East Feliciana Parish Emergency Planning Committee c/o East Feliciana Office of Homeland Security and Emergency Preparedness 11050 Bank St. Clinton, LA 70722	225-683-1014 or 225-244-5881	225-683-1478
EVANGELINE	Evangeline Parish Emergency Planning Committee c/o Evangeline Parish Sheriff's Office 415 W. Cotton St. Ville Platte, LA 70586	337-363-2021 or 337-363-5651	337-363-5652
FRANKLIN	Franklin Parish Emergency Planning Committee PO Box 741 Winnsboro, LA 71295	318-435-6247	318-435-5268

PARISH	AGENCY ADDRESS	TELEPHONE	FAX
IBERIA	Iberia Parish Emergency Planning Committee c/o Iberia Parish Courthouse 300 Iberia St., Suite B-130 New Iberia, LA 70560	337-369-4427 or 337-369-3711	337-369-9956 or 337-367-3807
IBERVILLE	Iberville Parish Emergency Planning Committee c/o Iberville Parish Office of Homeland Security and Emergency Preparedness 60825-B Hwy. 1148 Plaquemine, LA 70764	225-687-5140	225-687-5146
JACKSON	Jackson Parish Emergency Planning Committee c/o Jackson Parish Police Jury 500 East Court St. Jonesboro, LA 71251	318-259-2361 ext. 204 or 318-533-9062	318-259-3038
JEFFERSON	Jefferson Parish Emergency Planning Committee c/o Jefferson Parish Fire Department 1221 Elmwood Park Blvd., Suite 310 Jefferson, LA 70123	504-736-6211	504-736-6247
JEFFERSON DAVIS	Jefferson Davis Parish Emergency Planning Committee c/o Jefferson Davis Parish Sheriff's Office PO Box 863 Jennings, LA 70546	337-824-3850	337-824-2105
LAFAYETTE	Lafayette Parish Emergency Planning Committee c/o Lafayette Parish Office of Homeland Security and Emergency Preparedness PO Box 3286 Lafayette, LA 70502	337-291-5075	337-291-5080
LAFOURCHE	Lafourche Parish Emergency Planning Committee c/o Lafourche Parish Office of Homeland Security and Emergency Preparedness 4876 Hwy. 1 Mathews, LA 70375	985-537-7603 or 985-637-5195	985-532-8292
LASALLE	LaSalle Parish Emergency Planning Committee c/o LaSalle Parish Sheriff's Office PO Box 70 Jena, LA 71342	318-992-0673 or 318-992-2151	318-992-8919 or 318-992-8919

PARISH	AGENCY ADDRESS	TELEPHONE	FAX
LINCOLN	Lincoln Parish Emergency Planning Committee PO Box 979 Ruston, LA 71273	318-513-6200	318-513-6209
LIVINGSTON	Livingston Parish Emergency Planning Committee c/o Office of Homeland Security and Emergency Preparedness PO Box 1060 Livingston, LA 70754	225-686-3066	225-686-7280
MADISON	Madison Parish Emergency Planning Committee c/o Madison Parish OEP 402 E. Green St. Tallulah, LA 71282	318-574-1833	318-574-8786
MOREHOUSE	Morehouse Parish Emergency Planning Committee c/o Office of Homeland Security and Emergency Preparedness 351 S. Franklin St. Bastrop, LA 71220	318-874-3907 or 318-281-4141	318-874-3910
NATCHITOCHES	Natchitoches Parish Emergency Planning Committee c/o Natchitoches Parish Sheriff's Office 200 Church St. Natchitoches, LA 71457	318-238-7555	318-357-8217
ORLEANS	Orleans Parish Emergency Planning Committee c/o City Hall Office of HSEP 1300 Perdido St., Suite 9E06 New Orleans, LA 70112	504-658-8700	504-658-8701
OUACHITA	Ouachita Parish Emergency Planning Committee c/o Ouachita Parish Office of Homeland Security and Emergency Preparedness 1000 New Natchitoches Rd. West Monroe, LA 71292	318-322-2641	318-322-7356
PLAQUEMINES	Plaquemines Parish Emergency Planning Committee c/o Plaquemines Parish Office of Homeland Security and Emergency Preparedness 8056 Hwy. 23, Suite 200 Belle Chasse, LA 70037	504-274-2477	504-297-5635

PARISH	AGENCY ADDRESS	TELEPHONE	FAX
POINT COUPEE	Point Coupee Parish Emergency Planning Committee c/o Pointe Coupee Parish Sheriff's Office 406 Gretchen St New Roads, LA 70760	225-287-4068	225-694-5408
RAPIDES	Rapides Parish Emergency Planning Committee c/o Rapides Parish Office of Homeland Security and Emergency Preparedness 4216 Ellis St. Alexandria, LA 71302	318-445-0391	318-445-5605
RED RIVER	Red River Parish Emergency Planning Committee c/o Red River Parish Office of Homeland Security and Emergency Preparedness 510 Layfield Rd. Coushatta, LA 71019	318-932-5981	318-932-8502
RICHLAND	Richland Parish Emergency Planning Committee c/o Richland Parish Office of Homeland Security and Emergency Preparedness PO Box 668 Rayville, LA 71269	318-728-0453	318-728-7004
SABINE	Sabine Parish Emergency Planning Committee c/o Sabine Parish Office of Homeland Security and Emergency Preparedness 1756 San Antonio Ave. Many, LA 71449	318-256-2675	318-256-2675
ST. BERNARD	St. Bernard Parish Emergency Planning Committee 8201 West Judge Perez Dr. Chalmette, LA 70043	504-278-4275	504-278-1583
ST. CHARLES	St. Charles Parish Emergency Planning Committee c/o Office of Homeland Security and Emergency Preparedness PO Box 302 Hahnville, LA 70057	985-783-5050	985-783-6375
ST. HELENA	St. Helena Parish Emergency Planning Committee PO Box 339 Greensburg, LA 70441	225-222-3544 or 985-517-3343	225-222-3696

PARISH	AGENCY ADDRESS	TELEPHONE	FAX
ST. JAMES	St. James Parish Emergency Planning Committee c/o St. James Parish Office of Homeland Security and Emergency Preparedness 5153 Canatella St. Convent, Louisiana 70723	225-562-2364	225-562-2269
ST. JOHN THE BAPTIST	St. John the Baptist Parish Emergency Planning Committee c/o Dept. of Public Safety, Office of Homeland Security and Emergency Preparedness 1801 West Airline Hwy. La Place, LA 70068	985-652-2222	985-652-2183
ST. LANDRY	St. Landry Parish Emergency Planning Committee c/o St. Landry Parish HS/EP 780 Hwy. 742 Opelousas, LA 70570	337-948-7177	337-948-9139
ST. MARTIN	St. Martin Parish Emergency Planning Committee c/o St. Martin Parish Public Safety Complex 4870 Main Hwy. St. Martinville, LA 70582	337-394-2812 or 337-394-2800	337-332-0492
ST. MARY	St. Mary Parish Emergency Planning Committee 500 Main St., Room 112 Franklin, LA 70538	337-828-4100 x135 or 985-518-8882	337-828-4092
ST. TAMMANY	St. Tammany Parish Emergency Planning Committee c/o Mandeville Police Department 1000 Dove Park Rd. Covington, LA 70433	985-798-2125	985-898-3030
TANGIPAHOA	Tangipahoa Parish Emergency Planning Committee c/o Tangipahoa Parish Office of Homeland Security and Emergency Preparedness 206 East Mulberry St. Amite, LA 70422	985-748-9602 or 985-748-3211	985-748-7050
TENSAS	Tensas Parish Emergency Planning Committee c/o Office of Homeland Security and Emergency Preparedness PO Box 768 St. Joseph, LA 71366	318-766-3992	318-766-4391

PARISH	AGENCY ADDRESS	TELEPHONE	FAX
TERREBONNE	Terrebonne Parish Emergency Planning Committee PO Box 2768 Houma, LA 70361	985-873-6357	985-850-4643
UNION	Union Parish Emergency Planning Committee c/o Union Parish Sheriff's Office 100 East Bayou St., Suite 101 Farmerville, LA 71241	318-368-3124 or 318-245-3611	318-368-2728
VERMILION	Vermilion Parish Emergency Planning Committee c/o Vermilion Parish Office of Homeland Security and Emergency Preparedness Courthouse Building 100 North State St., Suite 211 Abbeville, LA 70510	337-898-4308	337-898-4309
VERNON	Vernon Parish Emergency Planning Committee c/o Vernon Parish Sheriff's Office 203 South 3rd St. Leesville, LA 71446	337-238-1311 or 337-238-7225	337-238-4987 or 337-238-4580
WASHINGTON	Washington Parish Emergency Planning Committee c/o Washington Parish Office of Homeland Security and Emergency Preparedness 803 Pearl St. Franklinton, LA 70438	985-839-0434	985-839-0435
WEBSTER	Webster Parish Emergency Planning Committee c/o Webster Parish Office of Homeland Security and Emergency Preparedness 128 Stanley Rd. Shongaloo, LA 71072	318-846-2454	318-846-2446
WEST BATON ROUGE	West Baton Rouge Parish Emergency Planning Committee c/o West Baton Rouge Parish Office of Homeland Security and Emergency Preparedness 2413 Ernest Wilson Dr. Port Allen, LA 70767	225-346-1577 or 225-346-1584	225-346-0284
WEST CARROLL	West Carroll Parish Emergency Planning Committee c/o West Carroll Parish Office of Homeland Security and Emergency Preparedness PO Drawer 630 Oak Grove, LA 71263	318-428-8020	318-428-8025

PARISH	AGENCY ADDRESS	TELEPHONE	FAX
WEST FELICIANA	West Feliciana Parish Emergency Planning Committee c/o West Feliciana Parish Office of Homeland Security and Emergency Preparedness PO Box 796 9938 West Feliciana Parkway St. Francisville, LA 70775	225-635-6428	225-635-6996
WINN	Winn Parish Emergency Planning Committee c/o Winn Parish Fire District # 3 PO Box 30 Winnfield, LA 71483	318-628-4611	318-628-7969

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Appendices

- Federal Laws + State Laws + Regulations
  - » Clean Air Act (CAA)
  - » Clean Water Act (CWA)
  - » Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
  - » Emergency Planning and Community Right to Know Act (EPCRA)
  - » Hazardous Materials Information Development, Preparedness, and Response Act (Right-to-Know Law)
  - » Occupational Safety and Health Standards Act (OSHA)
  - » Resource Conservation and Recovery Act of 1976 (RCRA)
- Louisiana Emergency Response Commission (LERC) By-Laws
- Frequently Asked Questions (FAQ)
- Reporting Forms for Reference

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Federal + State Laws + Regulations

The Following is a **summary** of **important legislation** with regard to the protection of the **public health** and **environment** and reporting requirements for regulated entities that **manufacture**, **store, transport** and/or **use** of hazardous substances.

TITLE	LEGAL CITATION	SUMMARY + INFORMATION GENERATED + MORE INFORMATION LOCATION
Clean Air Act of 1970 **(CAA) (amended in 1977 and 1980)**	Public Law 90-148, and numerous amendments. 42 U.S.C.A. 7401 et seq.	**SUMMARY** • Facilities that handle certain hazardous materials required to **develop** **(by June 22, 1999)** and **implement plans** for **managing operational risks**. Plans to include three (3) parts: 1. **Hazards assessment** describing **accident release scenarios** + potential **off-site consequences** + a **five (5) year accident history**; 2. **Prevention program** addressing **basic safety procedures** such as **training + maintenance + safety audits**; 3. **Emergency response program** covering **response plans + drill + coordination** with local planners. **KEY DATA GENERATED** • *Facility Operating Permit*: Specifies a wide variety of information including **emission rates + compliance certifications + schedules + record keeping + reporting procedures**. - Some data is **confidential**. - Permit is issued for up to **five (5) years**. *Risk Management Plans*: The U.S. Environmental Protection Agency (EPA) requires plans to be **electronically submitted**. **LOCATION OF DATA** • Plans submitted directly to EPA. • The public may access publicly accessible information regarding plans from EPA's website. • Local Emergency Planning Committees (LEPCs) may request copies from facility **submitting** the plan or may retrieve information from the EPA website.

TITLE	LEGAL CITATION	SUMMARY + INFORMATION GENERATED + MORE INFORMATION LOCATION
Clean Water Act of 1972 **(CWA)** **(DATE; amended 1987)**	Public Law 92-500, 95-217. 42 U.S.C.A 1300f et seq.	**SUMMARY** • Amended by the *Water Quality Act of 1987*. • To **control pollutants** in **effluent discharged** from a facility by virtually any means to almost any stream or body of water. • Establishes **standards** for **wastewater treatment plants** (publicly owned treatment works [POTWs]), that include required effluent **technologies** and **pre-treatment** requirements for industrial discharges of **toxic pollutants** into the POTWs. • Establishes **technology-based** and **water quality effluent standards** for discharges from specific industries into the waters of the United States. • Creates **performance requirements** for discharges from any **new source** from specific industries including **organic chemicals + plastics + synthetic fibers**. • Requires discharges of oil or **hazardous substances** in excess of reportable quantity (RQ) established by 40 CFR part 116, be **reported** to the National Response Center (NRC). • Controls discharges to the nation's waterways through a **comprehensive permit system** – *National Pollutant Discharges Elimination System* (NPDES permits). • Establishes **industrial storm water discharge** regulations in 1990, which include **permitting + sampling requirements** during normal rainfall events. **KEY DATA GENERATED** • *Facility Operating Permit*: Specifies a wide variety of information including **emission rates + compliance certifications + schedules + record keeping + reporting procedures**. - Some data is **confidential**. - Permit is issued for up to **five (5) years**. • Facility monthly or quarterly discharge monitoring reports: Include **flow + ph + temperature + toxic pollutants** information. **LOCATION OF DATA** • Louisiana Department of Environmental Quality (LDEQ)

TITLE	LEGAL CITATION	SUMMARY + INFORMATION GENERATED + MORE INFORMATION LOCATION
Comprehensive Environmental Response, Compensation, and Liability Act **(CERCLA) (December 1980; reauthorized in 1986)**	Public Law 99-510. U.S.C. 9601-9675.	**SUMMARY** • Authorizes the Federal government to **respond** to spills and other releases *(or threatened releases)* of **hazardous substances**, as well as to leaking hazardous waste dumps. • **Creates** State Emergency Response Commissions (SERCs). • Commonly called the *Superfund*, funding is created from **taxes** generated by this program and funds are to be used for **cleaning up hazardous waste sites**. • **Reauthorized** in **1986** as the *Superfund Amendment Reauthorization Act* (SARA). (SARA is covered separately even though technically a part of CERCLA.) • To assure that the **most serious** hazardous waste sites are addressed, the law calls for a *National Priority List* (NPL) to be assembled by the Environmental Protection Agency (EPA). • It also calls for EPA to develop **hazard ranking system** (HRS) to construct the NPL, which scores such factors as the **quantity** + **nature** of hazardous wastes present; likelihood of **contamination** of ground water + surface water + air + proximity of site to **population** and **sensitive natural environments**. • Created the **Agency for Toxic Substances and Disease Registry** (ASTDR) in the Department of Health and Hospitals (DHH) responsible for maintaining a registry of **persons exposed** to toxic substances; maintaining an inventory of **literature + research + studies** on health effects of toxic substance **contamination**; providing **medical care + testing** in cases of public health emergencies; and periodically conducting **surveys + screening programs** to determine relationship between exposure to toxic substances and illnesses. • Calls for the preparation of toxicologically **profiles** of hazardous substances. **KEY DATA GENERATED** • The NPL of hazardous waste sites commonly called "Superfund"" sites. Information from the SARA is found below. **LOCATION OF DATA MORE INFORMATION** • EPA regional office. **www.epa.gov/region01/superfund/findsite/fndindex.htm**

TITLE	LEGAL CITATION	SUMMARY + INFORMATION GENERATED + MORE INFORMATION LOCATION
Emergency Planning and Community Right to Know Act (EPCRA) **also known as the Superfund Amendment Reauthorization Act** (SARA) **of 1986**	Public Law 99-499. 42 U.S.C. 9601-9675.	**SUMMARY** • Addresses hazardous materials (HAZMAT) emergency **planning + emergency notification + reporting** of annual routine releases of chemicals to the environment. • Primary means to obtain information regarding hazardous materials within the **community**. • Routine reporting requirements, Section 313, **requires companies** that **manufacture + use + process** certain chemicals above **specified quantities** to report about releases of those materials to the **air + water + ground**. • Identifies information contained in the various reports required by SARA with a limited numbers of exceptions for **trade secret** information is open to public disclosure. **KEY DATA GENERATED** • ***Tier II Emergency and Hazardous Chemical Inventory Report*** - Submitted each **March 1st** by facilities having over **10,000 pounds** of at least one (1) hazardous material or **500 pounds** of at least one (1) extremely **hazardous material** on-site at any given time during preceding calendar year. - Report **required** to be sent to the Local Emergency Planning Committee (LEPC) + Fire Department + State Emergency Response Commission (SERC). - Report contains **facility information**, including the **name** + **address** + **ownership** + **emergency contact names** for the facility and a **listing of chemicals** by name that are over the threshold amounts. For each chemical there is **chemical description**, **physical** and **health hazards**, **quantity stored** and in what type(s) of **containers**. Facility can provide optional **map** of the facility. • Requires submission of a *Material Safety Data Sheet* (MSDS) upon request. Some information may be **trade secret** protected. **LOCATION OF DATA** • LEPCs + fire departments • Instructions for **online Tier II reporting** through the Louisiana Department of Public Safety & Corrections (LDPS&C) are found at: **dpsweb01.dps.louisiana.gov/pdf/rtk_instructions.pdf**.

TITLE	LEGAL CITATION	SUMMARY + INFORMATION GENERATED + MORE INFORMATION LOCATION
Continued . . . ***Emergency Planning and Community Right to Know Act*** **(EPCRA) also known as the Superfund Amendment Reauthorization Act (SARA) of 1986**	Public Law 99-499. 42 U.S.C. 9601-9675.	**KEY DATA GENERATED** • **Toxic Chemical Release Report (Form R)** - Submitted **annually** (by **July 1**) to Louisiana Department of Environmental Quality (LDEQ) Office. - Required from facilities meeting certain criteria regarding **size + type of business**, using one (1) or more than **300** specified toxic chemicals. - Includes: + **Facility name + address + ownership**; + **Toxic chemical identities**; + **Activities + general uses** of the toxic chemicals at the facility; + Maximum **amount** of each reportable toxic chemical **on-site** at any time during the calendar year; + **Releases** of toxic chemicals to the environment (air + water + land + etc); + **Transfers** of toxic chemicals to **off-site locations** (such as publically owned treatment works); + **Transfers to other off-site** locations; + **On-site waste treatment** methods + efficiency; + **Recycling** activities. **LOCATION OF DATA** • LDEQ • U.S. Environmental Protection Agency (EPA) • Federal depository libraries (check with your local library to determine nearest depository library location). • **Spill Reports** (SARA) - Any incident that meets any of the criteria for reporting must be reported to the LEPC. - Immediate reporting is required. – Report must include: + **Location/address** of the release; + Name + telephone number for the **person reporting**. + **Chemical name(s)** involved in the release; + Estimate of **quantity** released into the environment; + **Medium or media** into which the release occurred (air + water + ground +etc.); + Description of **known injuries**; + Any known or anticipated **acute** or **chronic health risks** associated with released chemical(s); + **Actions** taken to stop and contain any released material(s); + Name + telephone number of **person(s) to be contacted** for further or future information.

TITLE	LEGAL CITATION	SUMMARY + INFORMATION GENERATED + MORE INFORMATION LOCATION
Continued . . . ***Emergency Planning and Community Right to Know Act*** **(EPCRA) also known as the Superfund Amendment Reauthorization Act (SARA) of 1986**	Public Law 99-499. 42 U.S.C. 9601-9675.	**Continued . . .** **LOCATION OF DATA** • LEPC in which the **spill occurred**. • Louisiana Emergency Response Commission (LERC). • ***Community Hazardous Material Emergency Response Plans*** (HMERP) - LEPCs must develop **written plans** tailored to the needs of the community. • Plan must include nine (9) elements: 1. Identification of **facilities** using extremely hazardous materials; 2. **Emergency response procedures** to be used for responding to the site(s); 3. **Identification** of personnel designated as **community** coordinator + facility coordinators; 4. Procedures to be used during **emergencies**, including **probable area + population** that could be at risk; 5. Methods used to determine when a release has **occurred + probable area + population** that could be at risk; 6. Description of emergency **equipment + facilities** that are available to the community; 7. Plans for **evacuation** of effected facilities + potentially affected areas; 8. **Description** of + **schedule** for **training** programs; 9. **Description** of + **schedule** for **exercises** designed to test the emergency response.

TITLE	LEGAL CITATION	SUMMARY
***Hazardous Materials Information Development, Preparedness, and Response Act** (Right-to-Know Law)*	Louisiana Revised Statute 30:2361-30:2380	**SUMMARY** • Establishes the Louisiana Emergency Response Commission (LERC) and outlines its responsibilities. • Establishes the membership of the LERC, as well as that the LERC will function under the supervision and authority of the deputy secretary of the Department of Public Safety & Corrections (LDPS&C), Public Safety Services, Office of the State Police. • Outlines the responsibilities of the deputy secretary, all cooperating departments and owners and operators. • Creates and requires the maintenance of a statewide information system, known as the Louisiana Chemical Network (LCN). • Designates repositories for hazardous material (HAZMAT) information. • Allows for alternative reporting procedures under the deputy secretary's discretion. • Adopts the trade secret provisions found under the *Emergency Planning and Community Right to Know Act* (EPCRA) so long as it does not interfere with the duty of a physician to report actual or potential public health problems to the proper authorities. • Outlines the penalties for the failure of owners & operators to report the information required. • Requires the submittal of fees with the inventory form by each owner & operator, which is assessed in proportion to the number of hazardous materials, manufactured, used, or stored on site, unless the owner or operator is a small business. • Requires the owner or operators to give access to their facilities for emergency response. • Gives the deputy secretary or his designees the right to reasonably monitor owners or operators to ensure their compliance with this act. • Requires the Department of Public Safety and Correction to make an annual report to the Senate Committee on Environmental Quality, the House Committee on Natural Resources and Environment, and the governor. • Requires all meetings to be conducted in accordance with the Administrative Procedure Act and the Open Meetings Law. • Prevents any local governing authority, municipality, parish, or other local governmental entity to enact, adopt, or enforce an ordinance, law, or regulation relative to any provisions of this chapter. • Creates a Right-to-Know fund where all of the fees and penalties are collected. The fund balance is not to exceed two million dollars and any monies in excess to that amount go back to the general fund

TITLE	LEGAL CITATION	SUMMARY + INFORMATION GENERATED + MORE INFORMATION LOCATION
Occupational Safety and Health Standards Act (OSHA)***, 1910.120***	Public Law 91-596, and 29 U.S.C. Sections 651-678	**SUMMARY OF 1910.120 (b)** • **Requires** the **development** and **implementation** of a safety and health program for **employees** involved in **hazardous waste** operations and should be designed to **identify**, **evaluate** and **control** safety and health hazards and **provide** for emergency response for hazardous waste operations. **KEY DATA GENERATED** • **Safety** and **health** program. - This **program** incorporates: + An **organizational structure;** + A **comprehensive workplan;** + A **site-specific plan;** + **Safety** and **health training;** + **Medical surveillance;** + The employer's **standard operating procedures** (SOPs) for **safety** and **health;** and + Any necessary **interface** between **general program** and **site-specific activities**. **LOCATION OF DATA** • On-site of each facility. **SUMMARY OF 1910.120 (q)** • **Requires** the **development**, **implementation** and **availability** of an emergency response plan. • **Requires training** based on the **duties** and **function** of each responder of an emergency situation. **KEY DATA GENERATED** • Emergency Response Plan - This **plan** includes: + Pre-emergency **planning**; + Personnel **roles**; + Emergency **prevention** and **recognition**; + **Safe distances** and places of **refuge**; + **Site security** and **control**; + Evacuation **routes** and **procedures**; + **Decontamination**; + Emergency **medical treatment** and **first-aid**; + Emergency **alerting** and **response procedures**; + Critique of **response** and **follow-up**; and + **Personal Protection Equipment** (PPE) and emergency equipment. **LOCATION OF DATA** • On-site of each facility.

TITLE	LEGAL CITATION	SUMMARY + INFORMATION GENERATED + MORE INFORMATION LOCATION
Resource Conservation and Recovery Act of 1976 (RCRA)	Public Law 94-580 and numerous amendments. 42 U.S.C.A. 6901 et seq.	**SUMMARY** • Establishes the Federal program **regulating solid + hazardous waste management**. • **Defines** solid + hazardous waste: – Hazardous if it is **ignitable, corrosive, reactive or toxic**, or appears on a **list of 100 industrial process waste streams** and more than **500 discarded commercial products** and chemicals • Authorizes U.S. Environmental Protection Agency (EPA) to **set standards** for facilities that **generate** or **manage** hazardous waste. • Establishes a **permit program** for hazardous waste **treatment + storage + disposal** facilities. • Last reauthorized by the *Hazardous and Solid Waste Amendments of 1984*, which **set deadlines** for permit issuance + **prohibits** land disposal of many types of hazardous waste + requires the use of **specific technologies** at land disposal facilities + establishes a new program regulating **underground storage** tanks. • Sub-title C of RCRA created the hazardous waste **management program**; some wastes are specifically excluded, including **irrigation return flows + sanitary/municipal waste water + industrial point sources discharges** (regulated under Clean Water Act [CWA]), **+ nuclear materials** (covered by the *Atomic Energy Act*). • Requires **transporters** of hazardous waste to meet certain standards. – Regulations **coordinated** by EPA with existing regulations of the U.S. Department of Transportation (DOT). – A **manifest system**, effective since 1980 is used to **track** wastes from point of **generation** to place of **final treatment + storage + disposal**. • Treatment + storage + disposal (TSD) facilities are required to have **permits**, comply with **operating standards**, meet **financial requirements** in case of accident, and properly close hazardous waste facilities in accordance with EPA regulations when hazardous waste activities cease. **KEY DATA GENERATED** • Facilities must submit a **contingency plan** to included information regarding **type** and **locations** of wastes **+ spill remedial plans + key personnel + equipment + contractor** names. • Two (2) reports are generated in the case of **releases** – an **initial report** + **final report**. **LOCATION OF DATA** • Sent to EPA only.

Louisiana Emergency Response Commission (LERC) By-laws

ARTICLE I

NAME

This organization shall be known as the Louisiana Emergency Response Commission (LERC), hereinafter referred to as the "Commission."

ARTICLE II

PURPOSES

The duties, activities, and membership of the Commission are those set forth in LRS 30:2364 (Hazardous Material Information Development, Preparedness, and Response Act) and in Executive Orders (EOs) No. MJF 96-48, MJF 96-67, and MJF 97-14 issued by the governor on October 17, 1996, November 8, 1996, and March 3, 1997. These documents authorized the Commission to implement the requirements of SARA Title III, the "Emergency Planning and Community Right-to-Know Act of 1996," enacted by the U.S. Congress (hereinafter referred to as the Act). The Commission, functioning under the supervision and authority of the Deputy Secretary, Department of Public Safety and Corrections, Public Safety Services, is designated as the State Emergency Response Commission, as defined in the Act. It shall perform all of the duties required of it under the Act and LRS 30:2364, including, but not limited to the following:

(1) Establishing emergency planning districts.
(2) Appointing local emergency planning committees.
(3) Supervising and coordinating the activities of the local emergency planning committees.
(4) Providing the administrator of the Federal Environmental Protection Agency with information concerning notification received on certain releases of hazardous materials and substances.
(5) Designating, as necessary, additional facilities to be covered under this Chapter.
(6) Recommending a standardized inventory form to be used in gathering the required information under this Chapter and providing for alternative reporting procedures to reduce duplication of reporting.
(7) Recommending, as necessary, additional substances which should be defined as hazardous materials based on location, toxicology, known short and long term effects, and other characteristics.

(8) Acting as the centralized advisory body for coordinating the state and federal activities concerning community "Right-to-Know" legislation with regard to hazardous materials and substances.
(9) Establishing procedures for receiving and processing requests from the public for information.
(10) Reviewing local emergency planning committee (LEPC) emergency response plans and making recommendations to the LEPC on revisions of the plan that may be necessary to ensure the coordination of such plan with emergency response plans of other emergency planning districts.

ARTICLE III

MEMBERSHIP

Section 1. Members. The Louisiana Emergency Response Commission shall consist of the following members:

1. The Deputy Secretary of the Department of Public Safety, or the Deputy Secretary's designee;
2. The Secretary of the Department of Environmental Quality, or the Secretary's designee;
3. The Secretary of the Department of Agriculture and Forestry or the Secretary's designee;
4. The Director of the Governor's Office of Homeland Security and Emergency Preparedness, or the Director's designee;
5. A representative of the Right-to-Know Unit, Department of Public Safety, Office of State Police;
6. A representative of the Louisiana Emergency Preparedness Association;
7. The Director of the Louisiana State University Fire and Emergency Training Institute;
8. A representative of environmental interests;
9. A representative of the chemical industry nominated by the Louisiana Chemical Association; and
10. Ten at-large members;

Section 2. Number of members. The Commission shall consist of no more than 19 members appointed by and serving at the pleasure of the governor.

Section 3. Vacancies. Vacancies on the Commission shall be filled by appointment of the governor.

Section 4. Compensation. Members of the Commission shall serve without compensation.

ARTICLE IV

OFFICERS

Section 1. Named. The officers of the Commission shall consist of a Chairperson and Vice-Chairperson.

Section 2. Appointment of officers. The governor shall appoint the Commission's Chairperson. The Commission may elect the Commission's Vice-Chairperson and other such officers as it deems necessary.

ARTICLE V

DUTIES OF THE OFFICERS

Section 1. Duties of the Chairperson. The Chairperson shall recommend an agenda for each meeting, preside at all meetings of the Commission, sign all minutes and other records of documents connected with the work of the Commission requiring such signature and be responsible for implementing policies adopted by the Commission.

Section 2. Duties of the Vice Chairperson. In the absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting shall have all the powers of the Chairperson. The Vice-Chairperson may exercise other duties as from time to time may be assigned to the Vice-Chairperson by the Chairperson or the Commission.

ARTICLE VI

COMMITTEES

Section 1. Standing committees. The following committees shall be standing committees of the Commission:

1. LEPC Service Committee
2. Training Committee
3. Public Information Committee
4. Emergency Plans Review Committee
5. Long Range Planning Committee
6. Emergency Notification Committee

Section 2. Committee Chairperson and membership. Committee Chairpersons will be appointed by the LERC Chairperson, except that the LERC Chairperson may be Chairperson of the Long Range Planning Committee. Committee membership of each committee will be selected by each committee Chairperson for their respective committees and approved by the Commission, except that the membership of the Long Range Planning Committee will be composed of Chairpersons from the other standing committees, and the Vice-Chairperson of the Commission. Non-commission members may be appointed to the LEPC Service, Training, Public Information, and Emergency Plans Review Committees. The Chairperson and Vice-Chairperson are ex officio members of each committee.

Section 3. Special committees. When deemed necessary to carry out Commission work, the Commission Chairperson may appoint a special committee with specific duties. Once the duties of a special committee have been carried out, that committee will cease to exist.

Section 4. Committee reports. Each standing committee, or active special committee, will prepare and deliver a report of that committee's activities during each regular Commission meeting.

ARTICLE VII

MEETINGS

Section 1. Regular meeting. The Commission shall meet in Baton Rouge at least quarterly for regular meetings. Meetings can be held outside of Baton Rouge at the request of the Commission.

Section 2. Special meetings. The Chairperson may call special meetings when deemed necessary to carry out duties of the Commission. Upon written request of at least five Commission members, the Chairperson shall call as soon as possible (not to exceed five days) a special meeting. An attempt to notify all Commission members shall be made at least 24 hours in advance of the calling of any special meeting.

Section 3. Quorum. A quorum shall consist of a majority of Commission members. A quorum shall be required to transact business.

Section 4. Rules of Order. Deliberations of all Commission meetings and its committees shall be governed by Robert's Rules of Order, Newly Revised.

Section 5. Notice of meetings. Notice of the time, place and agenda items to be considered at each meeting shall be given to all members at least one week prior to each regular meeting. Matters not appearing on the agenda may be considered upon a favorable vote by a majority of members present. Notice of special meetings and intended agenda items shall be given to all Commission members in writing or by phone at least one day prior to a special meeting. Notice to the public of all Commission meetings shall be made in accordance with the Louisiana Open Meetings Law.

Section 6. Public participation. Any person who is not a member of the Commission and wishes to have an item placed on the Commission's regular or special meeting agenda shall advise the Chairperson two weeks prior to the meeting. The person shall supply the Chairperson with his or her name, address, group represented and the subject to be addressed. The Chairperson may grant, refuse or act upon this request at the Chairperson's discretion. The latter may include, but is not limited to, directing the item to a LERC committee.

Any written statements which are to be submitted as part of that presentation shall be submitted at least five days prior to a regular meeting and at least one day prior to a special meeting.

The Chairperson or the Chairperson's designee may recognize an audience member at a meeting and subsequently may allow that person to address the Commission where participation of such person, in the judgment of the Chairperson or designee, would enhance understanding of the matter under consideration for either the Commission or audience members.

No person shall speak more than once on the same subject unless granted permission by the Chairperson or designee.

No presentation shall exceed 10 minutes unless permitted by a majority vote of commissioners present.

ARTICLE VIII

VOTING

Section 1. One vote each. Each Commission member, including the Chairperson, shall be entitled to one vote. The Chairperson will only vote in the event of a tie.

Section 2. Proxy votes. A member may not vote by proxy.

Section 3. Abstentions. Members may register their abstention on any vote, which shall be reflected in the minutes.

Section 4. Determination of actions. All final actions, Commission positions or policy recommendations shall require a favorable vote of a majority of those Commission members present at a duly called meeting.

Section 5. Roll call votes. At the discretion of any member, including the Chairperson, of the Commission, any Commission action may be taken by a roll call vote, and the vote of each member shall be reflected in the minutes.

ARTICLE IX

REPORTS AND RECOMMENDATIONS

Section 1. Resolutions. All resolutions submitted for consideration by the Commission shall first be referred to an appropriate committee for review, consideration and its recommendation.

Section 2. Annual report. The Chairperson of the Commission shall be responsible for preparation of a report describing its activities for the prior year. Upon approval by the Commission, the annual report shall be submitted no later than April 1st of each year by the Chairperson to the Deputy Secretary of the Department of Public Safety and Corrections, Public Safety Services, the chief executive officer of each of the agencies designated as members of the Commission, the Senate Committee on Environmental Quality, the House Committee on Natural Resources and Environment, and the governor. Then it will be made available to other state and local government officials. The annual report shall be made available to the public upon request.

Section 3. Review of draft reports. A draft of the proposed annual report shall be circulated to all members of the Commission at least seven days prior to consideration by the full Commission at a regular scheduled meeting.

Section 4. Issuance of reports. No report shall be released in the name of the Commission unless it has been adopted by a favorable vote of a majority of the Commission's members.

Section 5. Legislative recommendations. The Commission may make recommendations to the Secretary of the Department of Public Safety, concerning legislation which bears upon duties and responsibilities of the Commission.

ARTICLE X

AMENDMENTS

These bylaws may be amended or replaced upon the favorable vote of a majority of the members of the Commission at any regular meeting of the Commission provided that proposed changes have been circulated to all members twenty-eight days prior to any action.

ARTICLE XI

RATIFICATION PROVISION

These bylaws were duly adopted initially by a majority of the members of the Commission this 14th day of May, 1991. They were amended by a majority vote of the Commission this 16th day of December, 1992. They were further amended by a majority vote of the Commission the 27th day of April, 1993, the 6th day of April, 1994, the 27th day of September, 1995, the 18th day of February, 1998, and the 10th day of March, 2009. They were amended by a majority vote of the Commission the 9th day of May, 2012. They were amended by a majority vote of the Commission on the 12th day of September, 2013.

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13 **Things** to Know NOW!

Local Emergency Planning Committee (LEPC) Frequently Asked Questions (FAQ) + Answers

WHAT IS AN LEPC?

Authorized under the *Hazardous Materials Information Development, Preparedness, and Response Act,* also known as the Right-to-Know Act, a **Local Emergency Planning Committee** (LEPC) is a gathering of representatives in a parish community that have an **interest** in **emergency planning**. As a group they are tasked with identifying **potential** risks that the parish faces from chemicals **manufactured**, **used**, **stored** and/or **transported** throughout the parish community.

WHAT IS IT'S PURPOSE?

The LEPC should seize ways to help minimize the **risk**, **prevent** accidents, and **develop a plan** to deal with chemical emergencies, as well as assist other entities and businesses in developing their plans. **Education** and community **outreach** is a core component of an LEPC. From the LEPC, the Louisiana Emergency Response Commission (LERC) – which appoints local LEPC members and oversees their activities, the business itself or the local fire department – the public is able to seek out **information** about chemicals in their communities and learn the appropriate **precautions** to take during an emergency.

WHO SERVES ON THE LEPC?

Elected officials, members of **emergency response groups**, **industry representatives** and other **concerned citizens** and **stakeholders** who are responsible for planning but also for providing information on chemical hazards to the citizens of each parish.

WHAT DOES AN LEPC DO?

An LEPC is a repository for community hazardous material (HAZMAT) information. It increases the public's HAZMAT awareness. It also develops and maintains partnerships with Federal, State and local agencies and participates in HAZMAT-related training.

The LEPC is responsible to develop a *Hazardous Material Emergency Response Plan* (HMERP) that addresses hazardous substances and is expected to **meet** at least **once a year** to review the HMERP and make necessary **changes** to the plan to ensure the **coordination** of the plan with HMERP of other emergency planning districts.

The LEPC acts as a **repository** for the notifications required by the Right-to-Know Law, both hazardous materials inventory **reporting** within the parish and the **incident/release** reporting. Requests for **information** from the public are handled by the LEPC.

WHY DO I NEED AN LEPC?

The citizens of your community need to know they are **safe** and that there are plans in place to **assist** with a **HAZMAT incident,** including a release. Additionally, LEPCs are **mandated** under the *Emergency Planning and Community Right to Know Act* (EPCRA) to ensure communities **know about** the **risks** and **effects** of hazardous materials in their environment so they can protect themselves.

WHAT IS THE LERC?

The **Louisiana Emergency Response Commission** (LERC) mandated by Federal and State regulation. It consists of **19 members** from **State** and **local governments**, **private** and **public sectors** including; **fire**, **law**, **public health** and **industry** representatives.

Members of the LERC are **appointed** by the Governor and are responsible for the oversight of LEPCs.

The LERC meets on a **quarterly** basis. It **approves** members for LEPCs, discusses needed **changes** to the Right-to-Know Law, and works directly with LEPCs to ensure **compliance** with Federal and State Laws.

WHO IS RESPONSIBLE FOR FORMING A LEPC IN MY COMMUNITY?

Under the Louisiana Right-to-Know Law, each parish has been identified as a **local emergency planning district**. The **LERC** has the responsibility to appoint the Local Emergency Planning Committees (LEPCs).

WHO SHOULD SERVE ON THE LEPC?

Any **person** with interest in community right to know or public safety may participate in the LEPC. Members should include representatives from; **fire department**, **law enforcement**, **healthcare**, **media**, **schools**, **industry**, **transportation**, **public health** and **other stakeholder groups**.

WHO PAYS FOR THE LEPC?

An LEPC is a meeting of the minds, a communications system, a forum to bring interested parties and the public together in an attempt to make **communities safer**. While there may be some incidental costs, they should not be significant. Fees from regulated facilities also support the program

CAN PARISHES JOIN TOGETHER TO FORM A REGIONAL LEPC?

With the approval of the LERC, parishes **may** combine LEPCs into a **regional LEPC**. This multi-parish LEPC must be able to meet the objectives set forth by each of the participating parishes. **For more information or assistance please contact the LERC Coordinator at 225-925-6113.**

WHERE DO I GET HELP?

If you need assistance in **developing** and **maintaining** your LEPC or need **ideas** for your LEPC, begin by contacting the **Project Manager, RTK Unit** at Louisiana State Police **225-925-6113 ext. 253** or by e-mail at **tess.esu@la.gov**. Members of the LERC will also be happy to assist you.

Reporting Forms for Reference

TOXIC RELEASE INVENTORY FORM A

(IMPORTANT: Read instructions before completing form; type or use fill-and-print form)
Form Approved OMB Number: 2025-0009
Approval Expires: 10/31/2014t
Page 1 of ___

EPA United States Environmental Protection Agency

TOXICS RELEASE INVENTORY FORM A

WHERE TO SEND COMPLETED FORMS: 1. TRI Data Processing Center, P. O. Box 10163, Fairfax, VA 22038 — 2. APPROPRIATE STATE OR TRIBAL OFFICE (See instructions in Appendix E)	TRI Facility ID Number

This section only applies if you are revising or withdrawing a previously submitted form, otherwise leave blank.	**Revision (Enter up to two code(s))**	**Withdrawal (Enter up to two code(s))**

IMPORTANT: See instructions to determine when "Not Applicable (NA)" boxes should be checked.

PART I. FACILITY IDENTIFICATION INFORMATION

SECTION 1. REPORTING YEAR _____

SECTION 2. TRADE SECRET INFORMATION

2.1	Are you claiming the toxic chemical identified on page 2 as a trade secret? ☐ Yes (Answer question 2.2; attach substantiation forms) ☐ No (Do not answer 2.2; go to Section 3)	**2.2**	Is this copy ☐ Sanitized ☐ Unsanitized (Answer only if "Yes" in 2.1)

SECTION 3. CERTIFICATION (Important: Read and sign after completing all form sections.)

I hereby certify that to the best of my knowledge and belief, for each toxic chemical listed in this statement, the annual reportable amount as defined in 40 CFR 372.27(a), did not exceed 500 pounds for this reporting year and that the chemical was manufactured, processed, or otherwise used in an amount not exceeding 1 million pounds during this reporting year.

Name and official title of owner/operator or senior management official:	Signature:	Date signed:

SECTION 4. FACILITY IDENTIFICATION

4.1	Facility or Establishment Name		TRI Facility ID Number
	Physical Street Address		Mailing Address (if different from physical street address)
	City/County/Tribe/State/ZIP Code	City/State/ZIP Code	Country (Non-US)

4.2	This report contains information for: (Important: Check c or d if applicable)	c. ☐ A Federal facility	d. ☐ GOCO
4.3	Technical Contact Name		Telephone Number (include area code)
	Email Address		
4.4	Public Contact Name		Telephone Number (include area code)
	Email Address		

4.5	NAICS Code(s) (6 digits)	Primary a.	b.	c.	d.	e.	f.
4.6	Dun & Bradstreet Number(s) (9 digits)	a.					
		b.					

SECTION 5. PARENT COMPANY INFORMATION

5.1	Name of U.S. Parent Company (for TRI Reporting purposes)		No U.S. Parent Company (for TRI Reporting purposes) ☐
5.2	Parent Company's Dun & Bradstreet Number	NA ☐	

EPA Form 9350 -2 (Rev. 10/2012) - Previous editions are obsolete.

MATERIAL SAFETY DATA SHEET

MATERIAL SAFETY DATA SHEET — 16 Sections

SECTION 1 — CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

Product Identifier			[WHMIS Classification]
Product Use			
Manufacturer's Name		Supplier's Name	
Street Address		Street Address	
City	Province	City	Province
Postal Code	Emergency Telephone	Postal Code	Emergency Telephone
Date MSDS Prepared	MSDS Prepared By		Phone Number

SECTION 2 — COMPOSITION/INFORMATION ON INGREDIENTS

Hazardous Ingredients *(specific)*	%	CAS Number	LD_{50} of Ingredient *(specify species and route*	LC_{50} of Ingredient *(specify species)*

SECTION 3 — HAZARDS IDENTIFICATION

Route of Entry	❒ Skin Contact	❒ Skin Absorption	❒ Eye Contact	❒ Inhalation	❒ Ingestion
[Emergency Overview]					
WHMIS Symbols]					
Potential Health Effects					
[					

SECTION 4 — FIRST AID MEASURES

Skin Contact
Eye Contact
Inhalation
Ingestion

SAMPLE FORMAT PROVIDED BY THE WORKERS' COMPENSATION BOARD OF BRITISH COLUMBIA

57M6 (6/99) *Please continue on reverse side*

Blank form provided courtesy of www.ehso.com/msdscreate.php

TIER II INVENTORY FORM

☐ Check if information below is identical to the information submitted last year.

Tier Two
Emergency and Hazardous Chemical Inventory
Specific Information by Chemical

Reporting Period: January 1 to December 31, 20____

Facility Identification

Name		*TRI Facility ID*		*RMP Facility ID*	
Street	*County*	*City*	*State*	*Zip*	*Phone Number* ( )
Latitude		*Longitude*		*NAICS Code*	
Dun & Brad Number		*FTE*			

Owner or Operator		**Parent Company**	
Name		*Name*	*Dun & Brad Number*
Address		*Address*	
Phone Number ( )	*Email*	*Phone Number* ( )	*Email*

Facility Emergency Coordinator		**Tier II Information Contact**	
Name	*Title*	*Name*	*Title*
Email Address		*Email Address*	
Phone Number ( )	*24-hour Phone* ( )	*Phone Number* ( )	

Emergency Contacts		
Name		*Name*
Title		*Title*
Phone Number ( )	*24-hour Phone* ( )	*Phone Number* ( )
Email Address		*Email Address*

Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? !
Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Ma

Certification *(Read and sign after completing all sections)*

I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through ___, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

Name and official title of owner/operator OR owner/operator's authorized representative

Signature

Date Signed

Range Code	
01	0
02	1(
03	5(
04	1(
05	5(
06	1(
07	2(
08	5(
09	7(
10	1(
11	5(
12	1(
13	1(

Optional Attachments: ☐ I have attached a site plan ☐ I have attached a list of site coordin
☐ I have attached a description of dikes and other safeguard measures

EPA Form No. 8700-30 **OMB Control No. 2050-0072**

Chemical Description	**Physical and Health Hazards**	**Inventory**	**Type of Storage**	**Storage Conditions (Pressure, Temperature)**	**Storage Locations**
Chemical Name: *EHS* Yes ☐ No ☐ *CAS No.* ☐ Solid ☐ Liquid ☐ Gas ☐ Trade Secret	☐ Fire ☐ Sudden Release of Pressure ☐ Reactivity ☐ Immediate (Acute) ☐ Delayed (Chronic)	*Maximum Daily Code:* *Average Daily Code:* *No. of days on site:*			
Chemical Name: *EHS* Yes ☐ No ☐ *CAS No.* ☐ Solid ☐ Liquid ☐ Gas ☐ Trade Secret	☐ Fire ☐ Sudden Release of Pressure ☐ Reactivity ☐ Immediate (Acute) ☐ Delayed (Chronic)	*Maximum Daily Code:* *Average Daily Code:* *No. of days on site:*			
Mixture Name: ☐ Solid ☐ Liquid ☐ Gas ☐ Trade Secret *EHS(s) Name:* *Non-EHS(s) Name:* ☐ Solid ☐ Liquid ☐ Gas ☐ Trade Secret	☐ Fire ☐ Sudden Release of Pressure ☐ Reactivity ☐ Immediate (Acute) ☐ Delayed (Chronic)	*Maximum Daily (Total Mixture) Code:* *Average Daily (Total Mixture) Code:* *Maximum Daily (EHS) Code:* *Average Daily (EHS) Code:* No. of days on site:			
Mixture Name: ☐ Solid ☐ Liquid ☐ Gas ☐ Trade Secret *EHS(s) Name:* *Non-EHS(s) Name:* ☐ Solid ☐ Liquid ☐ Gas ☐ Trade Secret	☐ Fire ☐ Sudden Release of Pressure ☐ Reactivity ☐ Immediate (Acute) ☐ Delayed (Chronic)	*Maximum Daily (Total Mixture) Code:* *Average Daily (Total Mixture) Code:* *Maximum Daily (EHS) Code:* *Average Daily (EHS) Code:* No. of days on site:			

EPA Form No. 8700-30 **OMB Control No. 2050-0072** **Page ___ of ___**

TIER I REPORT

☐ Check if information below is identical to the information submitted last year. **Reporting Period:** January 1 to December 31, 20____

Tier One
Emergency and Hazardous Chemical Inventory
Aggregate Information by Hazard Type

For Official Use Only
State ID #:
Date Received:

Facility Identification

Name	*Maximum No. of Occupants:* ☐ N/A			☐ Manned ☐ Unmanned
Street	*County*	*City*	*State*	*Zip*
Latitude	*Longitude*	*NAICS Code*	*Phone Number (optional)* ( )	
Dun & Bradstreet Number	*TRI Facility ID:* ☐ N/A	*RMP Facility ID:* ☐ N/A		

Subject to Emergency Planning under Section 302 of EPCRA? ☐ Yes ☐ No

Subject to Chemical Accident Prevention under Section 112(r) of CAA (40 CFR part 68, Risk Management Program)? ☐ Yes ☐ No

Owner or Operator Information		**Parent Company Information (optional)**	
Name		*Name*	*Dun & Bradstreet Number*
Address		*Address*	
Phone Number ( )	*Email*	*Phone Number* ( )	*Email*
Facility Emergency Coordinator (if applicable)		**Tier I Information Contact**	
Name	*Title*	*Name*	*Title*
Email Address		*Email Address*	
Phone Number ( )	*24-hour Phone* ( )	*Phone Number* ( )	
Emergency Contacts			
Name		*Name*	
Title		*Title*	
Phone Number ( )	*24-hour Phone* ( )	*Phone Number* ( )	*24-hour Phone* ( )
Email Address		*Email Address*	

Certification: (*Read and sign after completing all sections*)

I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages 1 through ___ , and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.

Name and official title of owner/ operator OR owner/operator's authorized representative	Signature	Date signed

The public reporting and recordkeeping burden for this collection of information is estimated to range from 6 to 120 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

EPA Form No. 8700-29 **OMB Control No. 2050-0072** **Page 1 of ___**
Expiration Date: 03/31/2016

CONTINUOUS RELEASE REPORTING FORM

SECTION I: GENERAL INFORMATION

CR-ERNS Number:

Date of Initial Release:

Date of Initial Call to NRC:

Type of Report: Indicate below the type of report you are submitting.

- ☐ Initial Written Notification
- ☐ First Anniversary Follow-up Report
- ☐ Written Notification of a Change to Initial Notification
- ☐ Written Notification of a Change to Follow-up Report

Signed Statement: I certify that the hazardous substances releases described herein are continuous and stable in quantity and rate under the definitions in 40 CFR 302.8(a) or 355.4(a)(2)(iii) and that all submitted information is accurate and current to the best of my knowledge.

_____
Name and Position

_____ _____
Date *Signature*

Part A. Facility or Vessel Information

Name of Facility or Vessel

Person in Charge of Facility or Vessel

Name of Person in Charge

Position

Telephone No. ( ) Alternate Telephone No. ( )

Facility Address or Vessel Port of Registration

Street County

City State Zip Code

Dun and Bradstreet Number for Facility

Facility/Vessel Location

Latitude Deg _____ Min _____ Sec _____

Longitude Deg _____ Min _____ Sec _____

Vessel LORAN Coordinates

Part B. Population Information

Population Density

Choose the range that describes the population density within a one-mile radius of your facility or vessel (Indicate by placing an "X" in the appropriate blank below).

____ 0 - 50 persons ____ 101 - 500 persons ____ more than 1000 persons

____ 51 - 100 persons ____ 501 - 1000 persons

Sensitive Populations and Ecosystems Within One Mile Radius

Sensitive Populations or Ecosystems (e.g., schools, hospitals, wetlands, wildlife preserves, etc.)	Distance and direction from facility

TOXIC RELEASE INVENTORY FORM R

(IMPORTANT: Read instructions before completing form; type or use fill-and-print form)

Form Approved OMB Number: 2025-0009
Approval Expires: 10/31/2014t

Page 1 of 6

EPA
United States
Environmental Protection Agency

FORM R

Section 313 of the Emergency Planning and Community Right-to-Know Act of 1986, also Known as Title III of the Superfund Amendments and Reauthorization Act

TRI Facility ID Number

Toxic Chemical, Category, or Generic Name

WHERE TO SEND COMPLETED FORMS: 1. TRI Data Processing Center, P. O. Box 10163, Fairfax, VA 22038 2. APPROPRIATE STATE OR TRIBAL OFFICE (See instructions in Appendix E)

This section only applies if you are revising or withdrawing a previously submitted form, otherwise leave blank.

Revision (Enter up to two code(s)) ☐ ☐

Withdrawal (Enter up to two code(s)) ☐ ☐

IMPORTANT: See instructions to determine when "Not Applicable (NA)" boxes should be checked.

PART I. FACILITY IDENTIFICATION INFORMATION

SECTION 1. REPORTING YEAR _____

SECTION 2. TRADE SECRET INFORMATION

2.1 Are you claiming the toxic chemical identified on page 2 as a trade secret? ☐ Yes (Answer question 2.2; attach substantiation forms) ☐ No (Do not answer 2.2; go to Section 3)

2.2 Is this copy ☐ Sanitized ☐ Unsanitized (Answer only if "Yes" in 2.1)

SECTION 3. CERTIFICATION (Important: Read and sign after completing all form sections.)

I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete and that the amounts and values in this report are accurate based on reasonable estimates using data available to the preparers of this report.

Name and official title of owner/operator or senior management official:	Signature:	Date signed

SECTION 4. FACILITY IDENTIFICATION

	Facility or E stablishment Name	TRI Facility ID Number	
4.1	Physical Street Address	Mailing Address (if different from physical street address)	
	City/County/Tribe/State/ZIP Code	City/State/ZIP Code	Country (Non-US)

4.2 This report contains information for: (Important: Check a or b; check c or d if applicable) a. ☐ An entire facility b. ☐ Part of a facility c. ☐ A federal facility d. ☐ GOCO

4.3	Technical Contact Name		Telephone Number (include area code)
	Email Address		
4.4	Public Contact Name		Telephone Number (include area code)
	Email Address		

4.5	NAICS Code(s) (6 digits)	Primary a.	b.	c.	d.	e.	f.
4.6	Dun & Bradstreet Number(s) (9 digits)	a.					
		b.					

SECTION 5. Parent Company Information

5.1	Name of U.S. Parent Company (for TRI Reporting purposes)		No U.S. Parent Company (for TRI Reporting purposes) ☐
5.2	Parent Company's Dun & Bradstreet Number	NA ☐	

EPA form 9350 -1 (Rev 10/2012) – Previous editions are obsolete.

UNIFORM HAZARDOUS MATERIALS REPORTING FORM

Uniform Hazardous Materials Reporting Form

MAIL TO: LSP/TESS/RTK Unit
P. O. Box 66168
Baton Rouge, LA 70896

Incident # _____

Date / Time
Notified: _____ / _____
Occurred: _____ / _____
Ended: _____ / _____

Parish: _____
Caller's Name: _____
Caller's Employer: _____
Caller's Phone Number: _____
Incident Location: _____
Address City
_____
Latitude Longitude Range Township Section

Company/Responsible Party: _____
Name
_____
Address City State Zip Code

Chemical Involved:_____Qty: _____ RQ: _____
Hazard Class: _____ UN#: _____ EHS ☐ Solid ◯ Liquid ◯ Gas ◯
Unusual Event ◯ Site Emergency ◯ General Emergency ◯
Did material go offsite? Yes ◯ No ◯ Release to: Land ☐ Water ☐ Air ☐
Any off-site protective action? Yes ◯ No ◯ Road Closure ☐ Shelter ☐ Evacuation ☐

Wind Direction: _____ Fire: Y ◯ N ◯
Wind Speed: _____ Explosion: Y ◯ N ◯
Temperature: _____ Injuries: Y ◯ N ◯ # _____
Precipitation: None ☐ Rain ☐ Other ☐: _____ Fatalities: Y ◯ N ◯ # _____

Other Agencies Notified: _____

Details:

_____
_____
_____
_____
_____
_____
_____

Rev. 7/2012

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Publication date: JANUARY 2015