



## LEPC COMPLIANCE DOCUMENTS

All documents for LEPC compliance must be submitted annually online in Tier II Manager (also called Hazconnect).

### LEGAL/PUBLIC NOTICE

The Legal/Public Notice is due Jan. 31. The notice should include at least four declared meetings for the year. There should be two meetings scheduled in the first six months of the year and two meetings scheduled for the last six months of the year, for a total of four meetings for the year. You can have more, but four valid meetings are required.

A quorum (50% +1) must be met for the meeting to be a valid meeting.

The notice must be published in a newspaper and include proof of publication. A photocopy of the ad and receipt are required. If the ad is printed as a courtesy, please upload a written, signed statement acknowledging that, in lieu of the receipt.

### ROSTER REPORT

The Roster Report is due April 30. The report must include a 24-hour emergency number for reporting Title III releases. Include an administrative number for routine calls. The roster must have at least one representative from each of the following 12 categories:

- Broadcast/Print Media
- Community Groups
- Emergency Management
- Emergency Medical Services
- Environment
- Fire Departments
- Health
- Hospitals
- Industry
- Law Enforcement
- State/Local Government
- Transportation

Remember, for the meeting to meet quorum, you must have 50% + 1 of the people listed as Primary on your roster attend (or a designated proxy to fill their place).

## FISCAL REPORT

The Fiscal Report is due Oct. 31. The report must include the LEPC Fiscal Report Form (found under Resources on the LEPC webpage of the IDHS website) along with the county Auditor's Report for Fund 1152 LEPC Right to Know. The report must be dated Jan. 1 to Dec. 31 of the previous year. The report must include the year-end balance for the previous year (carry forward/beginning balance). It also must include itemized LEPC expenditures.

These categories are:

- Communication Equipment
- Data Management
- Emergency Planning
- Hazmat Response Equipment
- IERC Approved Special Projects
- LEPC Equipment Maintenance
- Meeting Stipend
- Other
- Training

## BYLAWS

The LEPC Bylaws are due April 30. Bylaws must be dated for the current year and include the signature of the chairperson.

If the LEPC plans on having a virtual meeting component, an electronic communications policy must be included.

## MEETING MINUTES REPORTS

Meeting Minutes Reports are due after the meetings take place. The report can be initiated after the meeting takes place and left in initiated status until a signed copy of the Meeting Minutes Report is available for upload. The Meeting Minutes Report should be reviewed and voted on for approval at the following LEPC meeting and then signed by the LEPC chairperson. The signed copy should then be uploaded to the corresponding meeting. Reports for each meeting must be submitted separately.

The report should indicate if the meeting meets the quorum. Submission should include a Sign-in Sheet with signatures and include the date of the meeting.

There must be a vote for any spending. Important items should be voted on at the discretion of the LEPC.

## EXERCISE PROPOSAL

Exercises are required annually. Exercise Proposals are due May 1. The proposal must include the following information:

- Start and end date
- Location (street address, city, county)
- Brief scenario
- Exercise type: full-scale, functional, tabletop
- At least four participating key agencies
- At least four participating supporting agencies
- An Extremely Hazardous Substance (EHS) and/or a Comprehensive Environmental Response Compensation and Liability Act (CERCLA) Hazardous Substances with an established Reportable Quantity (RQ) published in the Title III list of lists
- HSEEP Approval status

The LEPC exercise does not require HSEEP approval.

A list of HSEEP required documents and other exercise information can be found on the IDHS Exercise Section page at <https://www.in.gov/dhs/emergency-management-and-preparedness/exercise-section>.

## EXERCISE FINAL REPORT

An Exercise Final Report is due 30 days after the exercise date. The report must include the following information:

- Start and end date
- Location (street address, city, county)
- Brief scenario
- Exercise type: full-scale, functional, tabletop
- At least four participating key agencies
- At least four participating supporting agencies
- An Extremely Hazardous Substance (EHS) and/or a Comprehensive Environmental Response Compensation and Liability Act (CERCLA) Hazardous Substances with an established Reportable Quantity (RQ) published in the Title III list of lists
- Sign-in sheet
- After-Action Report
- If seeking HSEEP approval, include all HSEEP documents required

The LEPC exercise does not require HSEEP approval.

A list of HSEEP required documents and other exercise information can be found on the IDHS Exercise Section page at <https://www.in.gov/dhs/emergency-management-and-preparedness/exercise-section>.

## LEPC PLAN

Due Oct. 17, the LEPC Plan is the Hazardous Materials Emergency Response plan for the county. It is meant to assist first responders during a hazardous materials incident. A new plan must be created/updated and reviewed annually by the LEPC and submitted online into Tier II Manager (also called Hazconnect). Plan updates must be voted on and approved by the LEPC. The plan must be marked by the LEPC as LEPC Reviewed and LEPC Certified before it can be marked as IERC Approved.