

Appendix B.

Sample Invitation Letter to Request Participation in an LEPC or TEPC Organization

LEPCs and TEPCs may use this template for reaching out to facilities to participate in LEPC/TEPC organizations.

[County Letterhead] or LEPC or TEPC Logo

[Date]

[Name]

[Address]

Re: [Local Emergency Planning Committee or Tribal Emergency Planning Committee]

Dear [Enter Name]:

As you may be aware, _____ County / _____ is required under the federal Emergency Planning and Community Right-to-Know Act (EPCRA) to have an active and functioning [Local Emergency Planning Committee (LEPC) or Tribal Emergency Planning Committee (TEPC)].

The activities of this committee include development/maintenance of an emergency response plan for chemical accidents, receiving chemical reports from covered facilities, and making that information available to the public.

Representation on the [LEPC or TEPC] from the following groups is required by statute: state/tribal/local officials, law enforcement, firefighting, emergency management, health, broadcast/communications media, print media, emergency medical services, transportation, local environmental group, community group, and facility owners/operators subject to the provisions of EPCRA.

For us to have a successful [LEPC or TEPC], which is vital in protecting the citizens in our community from potential chemical accidents, our [LEPC or TEPC] is soliciting individuals for participation.

Since your facility is subject to the reporting provisions of EPCRA and plays a vital role in the emergency planning process, it would be valuable to have an individual from your facility become an active member on the [LEPC or TEPC].

I would like to extend an invitation for your facility to participate.

Please notify me as soon as possible with your response, as such expertise and knowledge would be of great value to the [LEPC or TEPC].

The [LEPC or TEPC] meets [number] times per [month, quarter, year] at [time] on the [number] day of the month.

The meetings begin promptly and last no more than [number] hours unless there is a special presentation or a special situation that needs to be addressed.

My mailing address is [address]; you can also contact me by email at [email address] or reach me by phone at [phone number].

Sincerely,

[LEPC or TEPC] Chairperson