

Appendix D.

Suggested Profile of the LEPC or TEPC

Introduction

The LEPC or TEPC was created to address the safety of the community living or working near facilities that handle hazardous chemicals. The passage of EPCRA mandates facilities that produce, use, store or release certain hazardous chemicals to submit reports to state, tribal and local organizations. It encourages these facilities to initiate community awareness about the chemicals they use and to work with local governments, emergency response organizations and neighborhood groups in developing emergency plans in the event of a hazardous chemical incidents at these facilities.

Mission Statement

The mission of the LEPC or TEPC is to protect and serve all citizens by promoting hazardous chemical safety in their community. This includes providing an advisory, educational and technical resource for the development and implementation of safety programs.

Purpose and Function

The LEPC or TEPC shall exist to promote and facilitate the safety of all persons with respect to their potential exposure to hazardous chemicals that could be released into the environment. The functions and duties of the LEPC and TEPC are those authorized by these organizations, in accordance with state or tribal rules and policies, as well as applicable local rules, and in accordance with, but not necessarily limited to, the provisions of EPCRA.

More specifically, the LEPC or TEPC shall engage in at least the following activities:

- Conduct regular meetings to address all pertinent issues.
- Develop and maintain an inventory of known hazardous chemicals.
- Develop and update a hazard/risk analysis.
- Develop and periodically update emergency response procedures for off-site emergency response personnel.
- Identify private/public sector resources available to deal with hazardous chemical emergencies.
- Review, process and respond to requests from the public for pertinent information.
- Review, maintain and process all appropriate reports and records as required by law.
- Develop and periodically update emergency warning procedures and evacuation plans.
- Coordinate training programs on hazardous chemical safety and emergency response procedures.

- Coordinate emergency response exercises.
- Provide expertise and compliance assistance to industries and businesses upon request.
- Educate citizens in the community on what to do during an emergency.
- Receive, maintain and disseminate emerging legislation relating to hazardous chemicals.

Suggested Standing Subcommittees for each LEPC or TEPC—Purpose and Mission

1. Legislative and Scientific

To monitor the status and progress of both existing and proposed legislation/regulations pertaining to hazardous chemical safety at the federal, state, tribal and local levels; also, to report all developments, changes or concerns to the LEPC or TEPC) In addition, monitor, review and collect scientific research efforts, findings and reports on hazardous chemical risk and safety; provide such information to the LEPC or TEPC and the subcommittees.

2. Funding

To identify sources of both public and private funding, which the LEPC or TEPC may solicit to further its efforts and then to attempt to obtain such funds.

3. Facility Outreach

To identify businesses that could benefit from the LEPC's or TEPC's efforts and to offer miscellaneous programs and general assistance to them so they may be in compliance with all applicable legislation/regulations.

4. Community Outreach

To identify the overall HAZMAT safety needs of the public at large and to offer training programs, presentations, materials and general assistance to the citizens.

In addition, to compile, organize, and maintain specific information on hazardous chemical incidents, releases and potential problems—and disseminate such information upon request from the public.

5. Training and Exercise

To identify training needs for emergency responders and make provisions to satisfy those needs; plan, coordinate and conduct training exercises.

6. Planning

To review, revise, update and maintain the community's hazardous materials' response plan. In addition, review hazardous chemical safety/response plans from individual businesses or industries upon request.

7. Budget Review

To review and oversee all requests for expenditures in excess of (some pre-determined number), as well as all capital items; make recommendations for approval or denial to the LEPC or TEPC.