

Appendix O. LEPC and TEPC Self-Evaluation Check

The following checklist has been developed for the sole purpose of conducting a self-assessment of the LEPC and TEPC organizations. Below are criteria used for evaluating an LEPC (or TEPC). Place a check mark next to each item completed by the LEPC (or TEPC). Total the number of YES check marks in the “Y/N” column to evaluate your LEPC.

LEPC (or TEPC) STRUCTURE AND ORGANIZATION		Y/N
1)	Achieved genuinely broad-based and balanced membership	
2)	Adopted by-laws	
3)	Hold regular, well-attended, announced meetings (at least quarterly)	
4)	Ensured LEPC (or TEPC) meetings are accessible and well-publicized (time, place, publicity)	
5)	Provide LEPC (or TEPC) members advance agendas and written minutes	
6)	Submits annual membership list to the SERC (or TERC)	
7)	Organized active subcommittees and established clear membership roles	
8)	Produced annual report (covering trends in accidents, hazards, enforcement, drills, site-specific risk reduction, etc.)	
9)	Worked toward reducing vulnerability zones and accident potentials	
10)	Maintained own identity independent from the host agency	
11)	Improved emergency response and mitigation	
12)	Set progress objectives (funding, participation, communication, etc.) and annually evaluate progress toward achieving those goals	
13)	Secured adequate funding sources (through federal, state, or tribal agency budgets, grants, donations, etc.)	
IDENTIFICATION OF HAZARDS		
14)	Identified facilities with EHSs.	
15)	Identified facilities with other hazardous chemicals	
16)	Identified major transportation routes for EHSs and other hazardous chemicals.	
17)	Identified facilities contributing to or subject to risk in close proximity to facilities with EHSs and hazardous chemicals	
LEPC (or TEPC) EMERGENCY RESPONSE PLANNING		
18)	Submitted chemical emergency response plan to the SERC (or TERC)	
19)	Annually review and update the plan as necessary.	
20)	Coordination exists between EHS facilities and fire departments, and other organizations (police, hospitals, etc.)	
21)	Included emergency response methods and procedures of first responders into your chemical emergency response plan	
22)	Established a means to determine the severity of a chemical release	
23)	Identified potential shelters and evacuation routes	
24)	Included emergency response information on those facilities identified in local or tribal emergency plan	

25)	Identified the facility emergency response coordinators for regulated facilities within jurisdiction	
26)	Maintain an inventory of emergency response resources (equipment, facilities, and expertise)	
27)	Established plans for shelter-in-place or evacuation	
28)	Established early warning systems and has identified emergency shelters	
29)	Provided education on protective actions (evacuation/shelter-in-place) to the public and first responders	
30)	Evaluated the protective capacity of shelter-in-place structures	
31)	Acknowledged the limits of emergency response capabilities for protecting people, property, and the environment	
32)	Conducted a hazard analysis	
33)	Ensured hazard analyses are incorporated into plan	
34)	Ensured procedures are in place by which facility emergency response coordinators will notify first responders in the event of a hazardous chemical emergency.	
35)	Included emergency response measures used by medical personnel in local or tribal emergency plan	
IMPLEMENTING THE LEPC EMERGENCY RESPONSE PLAN		
36)	Established notification procedures by which facility coordinators, identified in item #35, will notify first responders or other system (e.g., hotline, dispatcher) in the event of an EHS or hazardous chemical emergency	
37)	Describes the incident command system to be used in responding to hazardous chemical emergencies	
38)	Established alert and warning systems to notify the public	
COMMUNITY HAZARD ANALYSIS		
39)	Developed easily understood community maps showing EHS facilities, vulnerability zones, transportation, etc.	
40)	Conducted commodity flow study to identify chemicals and volumes moving through community	
41)	Identified potential hazards from natural events such as flood, tornado, earthquake, drought, winter storm, etc.	
42)	Identified critical facilities, vulnerable environments, and potentially exposed populations (e.g., schools, nursing homes, residential areas, workers on site)	
43)	Prepared or obtained worst-case and lesser release scenarios at each EHS facility and those in transportation	
44)	Assessed potential risks and developed a prioritized list	
45)	Established process to determine whether EHSs or other hazardous chemicals have been involved in past accidents	
46)	Established a process to determine the level of risk if EHSs or other hazardous chemicals are involved in an accident	
47)	Established a process to determine the areas and populations that will be affected in the event EHSs or other hazardous chemicals are released	
LEPC TRAINING AND EXERCISES		
48)	Developed emergency response drills and exercises to evaluate the effectiveness of the local or tribal emergency response plan.	
49)	Established a schedule to regularly conduct drills and emergency response exercises	

50)	Sponsored training for fire, medical, police, hazmat teams, hospitals, and other response personnel	
51)	Held seminars for the public on the hazards within their community and how they can protect life and property	
52)	Participated in drills and exercises with regulated facilities within the jurisdiction	
COMMUNITY RIGHT-TO-KNOW		
53)	Publicized availability of right-to-know information	
54)	Computerized data for ease of access and analysis	
55)	Established a convenient information request process	
56)	Facility provided Tier II chemical storage information as required	
57)	Publicized community hazard maps with vulnerability zones through printed or electronic media	
58)	Discussed or publicized options for reducing vulnerable zones (e.g., safer technologies)	
59)	Regularly contacted each reporting facility to promote better understanding of EPCRA requirements by the facility owner or operator	
60)	Outreach new facilities on EPCRA requirements	
61)	Ensured all required facilities are annually submitting their Tier II forms	
62)	Actively sought to increase number of facilities in the community annually reporting EHSs or hazardous chemicals	
ACCIDENT PREVENTION		
63)	Promoted exploration of inherently safer technologies (safer chemicals, lower pressure or temperatures, less storage, fewer shipments)	
64)	Promoted other facility safety improvements (e.g., secondary containment, automatic shutoffs, alarms, etc.)	
65)	Provided the hazard analysis to planning commissions, zoning boards, public works, citizen advisory councils, and other local entities	
66)	Analyzed spill reports for response and prevention lessons	
67)	Given recognition for hazard reduction efforts (e.g., annual awards)	
PUBLIC AWARENESS		
68)	Maintains an LEPC website for the public to access	
69)	Prints an annual EPCRA notice for local news releases or displays the EPCRA public notice on your website	
70)	Provides public service announcements concerning all-hazard preparedness to local radio and television stations	
71)	Conducts activities in the community to heighten the public's awareness of hazards in the community	
		TOTALS