

Region 6 Executive Order 13650 Implementation Workgroup
Wednesday 1 April 2015; 10:00-11:30 hours
EPA Region 6, 1445 Ross Ave. Dallas, TX 75202

In Attendance: Steve Mason (EPA), Monica Smith (EPA), Bryant Smalley (EPA), Sean Perciful (DHS), Mel Medrano (DHS), Paul Gilbreath (DHS), Jeff Lewis (DOL/OSHA), Doug Huddleston (OSHA). **Minutes** by Hilary Gafford (Weston Solutions).

1. General Administration Items

- EPA Regional call last week: EPA workgroup representatives in other federal regions reported that they are drafting between 1 and 9 SOPs.
- The next EPA Regional Division Directors meeting will discuss the status of the respective regional EO 13650 workgroups.
- This workgroup will compile a joint update to report at the next national EO 13650 workgroup call, similar to the last update, when requested.
- Brochure/fact sheet describing the initiative of the Region 6 EO 13650 workgroup is finalized and dated April 2015. It will be color a pdf available for public viewing/download on the EPA OSC website. This brochure will also be printed for distribution at the Region 6 2015 LEPC workshops.

2. LEPC Workshops

- EPA/START will cover DHS for the first 2 Louisiana workshops, because DHS has a mandatory all-hands-meeting.
- DHS will have 4 people in rotation to cover the workshops, and may use locally-placed DHS representatives for some of the workshops.

3. SOP Status Updates

- **SOPs #1 and #2 are finished and posted for public viewing on the RRT6 website.**
- **SOP #3 – Representation on the RRT6**
 - This workgroup has been enacting this SOP in practice, and Steve Mason has drafted the written SOP to reflect practices already in place.
 - First draft of SOP#3 is distributed to workgroup members and to the USCG group for feedback. Once all feedback has been incorporated, Mason will re-distribute the SOP for final approval by workgroup members next week.

- **SOP#4 – “Improving Coordination. . . Getting to Know You”**
 - SOP#4 first draft has been approved by workgroup members, and was submitted to the RRT6 Executive Membership, including USCG and Ronnie Crossland (EPA).
 - Once comments from the RRT6 Executive membership are incorporated, Steve Mason will submit the draft to the members of this workgroup for final approval. Goal is to have this SOP finalized by the end of next week.
- **SOP#5 – “EPCRA Outreach. . .”**
 - Soon to be under development.
- **SOP#6 – “Guide to Provide First Responders with Access to Single POC . . .”**
 - Contact card has been completed, and is a print-ready pdf.
 - Weston Solutions will develop the contact card into an app for smartphone, under the direction of Steve Mason.
- **SOP#7 – “LEPC Outreach”**
 - This workgroup has been enacting this SOP in practice, and Steve Mason will draft the written SOP to reflect practices already in place.
- **SOP #8 – “Inter-Agency Inspections and Enforcement Procedures”**
 - Currently in development, led by Howard Cole (OSHA).
 - Workgroup members are currently reviewing and suggesting input on the most effective methods for data sharing for federal, state, and local agencies.

4. Next Meeting

- Next meeting will be on 6 May 2015 at 10:00 hours.