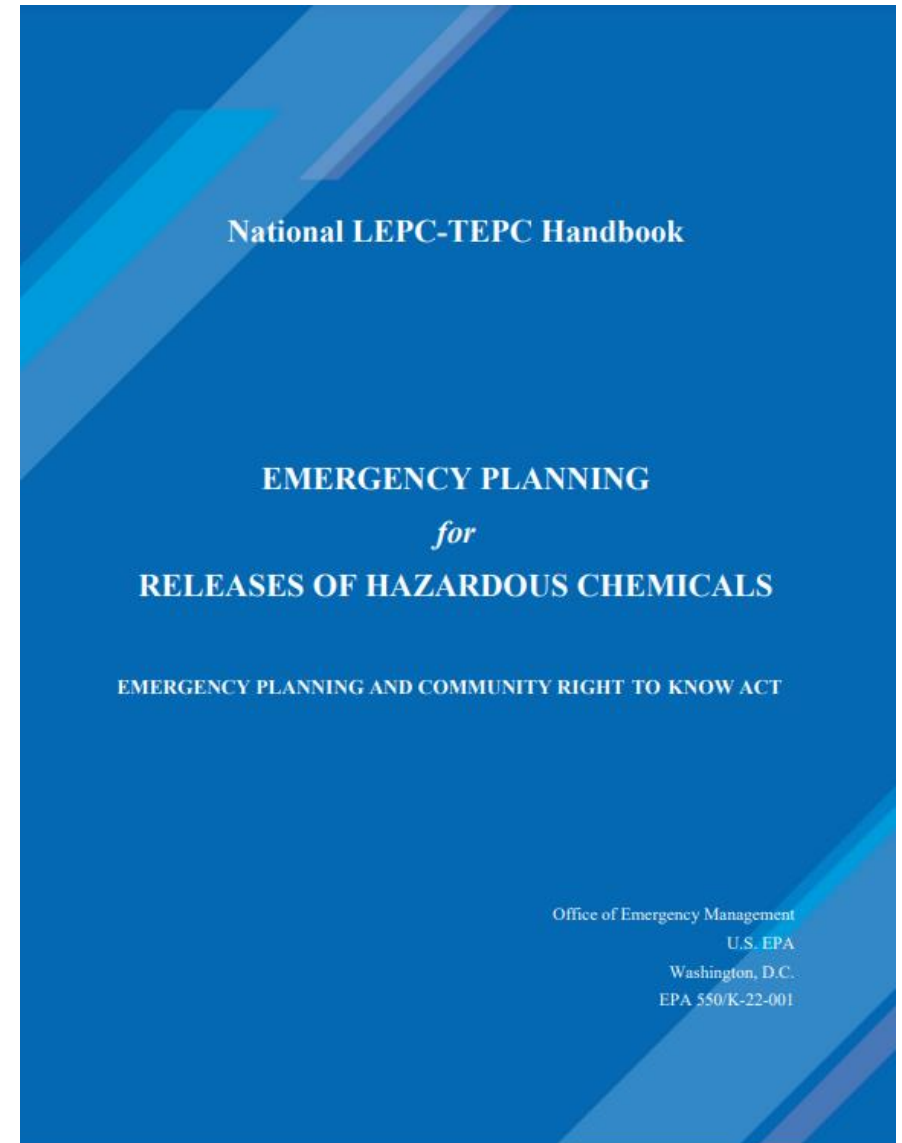




National LEPC-TEPC Handbook

Released January 2022

<https://www.epa.gov/epcra/national-lepc-tepc-handbook>





PURPOSE

- EPA developed this national handbook as a resource for LEPCs and TEPCs to strengthen community preparedness for accidental chemical releases
- It compiles and expands upon existing guidance materials for the EPCRA and its amendments under the [America's Water Infrastructure Act \(AWIA\)](#) of 2018.
- This resource will be particularly helpful for new members of tribal and local organizations responsible for implementing EPCRA and for communities that may deal with chemical accidents.

Part I: Statutory and Regulatory Requirements for Facilities, States, Tribes and Local Agencies

Chapter 1 – [EPCRA Section 301: Establishment of State Commissions, Planning Districts, and Local Committees \(pdf\)](#)

Chapter 2 – [EPCRA Section 302: Emergency Planning Notification \(pdf\)](#)

Chapter 3 – [EPCRA Section 303: Comprehensive Emergency Response Plans \(pdf\)](#)

Chapter 4 – [EPCRA Section 304: Emergency Release Notification \(pdf\)](#)

Chapter 5 – [EPCRA Sections 311 and 312: Hazardous Chemical Inventory Reporting \(pdf\)](#)

Chapter 6 – [EPCRA Section 322: Trade Secrets \(pdf\)](#)

Chapter 7 – [EPCRA Section 323: Provision of Information to Health Professionals, Doctors, and Nurses \(pdf\)](#)

Chapter 8 – [EPCRA Section 324: Public Availability of Plan, Data Sheets, Forms, and Follow-up Notices \(pdf\)](#)

Chapter 9 – [EPCRA Section 325: Enforcement \(pdf\)](#)

Chapter 10 – [EPCRA Section 326: Civil Actions \(pdf\)](#)

Chapter 11 – [Other EPA Regulations \(pdf\)](#)



Part I Sample: Regulatory Requirements for EPCRA 304 (Written Report)

4.3 Facilities: Follow-up Emergency Notice (Written Report)

EPCRA section 304(c): Followup emergency notice

As soon as practicable after a release which requires notice under subsection (a), such owner or operator shall provide a written followup emergency notice (or notices, as more information becomes available) setting forth and updating the information required under subsection (b), and including additional information with respect to—

- (1) actions taken to respond to and contain the release,*
- (2) any known or anticipated acute or chronic health risks associated with the release, and*
- (3) where appropriate, advice regarding medical attention necessary for exposed individuals.*

The law also requires facilities to provide a written follow-up report of the release as soon as practicable after the release (EPCRA Section 304(c)). EPA published guidance on July 13, 2010 (75 FR 39852), to define the term “as soon as practicable” as 30 days (<https://www.govinfo.gov/content/pkg/FR-2010-07-13/pdf/2010-17031.pdf>).

In the guidance, EPA provided flexibility to the states to require more stringent timeframes if they choose to do so. EPA is aware that a few states require fewer than 30 days for facilities to submit a written follow-up report.

EPCRA Section 304(c): Follow up Emergency Notice



Part II: Guidance and Resources for Implementing EPCRA

Chapter 12 – Organizational Structure of LEPCs and TEPCs (pdf)
Chapter 13 – Duties of LEPCs and TEPCs (pdf)
Chapter 14 – How to Maintain a Healthy and Active LEPC and TEPC Organization (pdf)
Chapter 15 – EPCRA Program & Environmental Justice (pdf)
Chapter 16 – Effective Planning for Chemical Emergencies (pdf)
Chapter 17 – Tools and Resources for Planning and Response (pdf)
Chapter 18 – Conducting a Hazard Analysis (pdf)
Chapter 19 – Commodity Flow Study (pdf)
Chapter 20 – Training Resources (pdf)
Chapter 21 – Other Key Groups for Success of EPCRA (pdf)
Chapter 22 – Funding and Grants (pdf)
Chapter 23 – Local Governments Reimbursement (LGR) Program (pdf)
Chapter 24 – National Incident Management System (NIMS) Compliance Requirements for LEPCs and TEPCs (pdf)
Chapter 25 – Chemical Facility Anti-Terrorism Standards (CFATS) and Emergency Planning for LEPCs and TEPCs (pdf)
Chapter 26 – Measuring Progress in Chemical Safety: A Guide for LEPCs and TEPCs (pdf)



Part II Sample: Guidance and Resources for Conducting a Hazard Analysis

Chapter 18. Conducting a Hazard Analysis

18.1 Hazard Analysis

The first step in a hazard analysis is to identify facilities containing EHSs or to identify transportation routes likely to be used for the transportation of these substances. An analysis will help you identify these and other hazards in your community. Emergency planners should try to answer the following questions:

- What are the major chemical hazards in our community?
- How can we determine the area or population likely to be affected by a release?
- What emergency response resources (personnel and equipment) does our community need?
- What kind of training do local responders need?
- How can we help prevent chemical accidents?

The hazard analysis process can assist local planners in answering these and other important planning questions.

There are three components of hazards analysis as it is applied to the EHSs. A brief overview is presented below.

18.1.1 Hazards Identification

Hazards identification typically provides specific information on situations that have the potential for causing injury to life or damage to property and the environment due to a hazardous materials spill or release. A hazards identification includes information about chemical identities:



Part II Sample: Training Resources

20.2 Training Resources

The following is a list of some of the training programs offered by the Federal Emergency Management Agency, DOT, DHS, and Transportation Community Awareness and Emergency Response (TRANSCAER) for emergency planners and first responders. Your state or tribal emergency management may offer additional training programs. Industry trade associations may also offer free training for first responders.

- **National Preparedness Training**

FEMA offers a variety of training and education for first responders, emergency managers and other members of the community.

<https://www.fema.gov/emergency-managers/national-preparedness/training>

<https://www.fema.gov/emergency-managers/national-preparedness/exercises>

- **National Incident Management System**

The [National Incident Management System \(NIMS\)](#) guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from incidents. Local, state, territorial, and tribal nation jurisdictions are required to adopt NIMS in order to receive federal preparedness grants.

<https://www.fema.gov/emergency-managers/nims>

<https://www.fema.gov/emergency-managers/nims/components>

- **NIMS Implementation and Training**

Local, state, tribal and territorial jurisdictions are required to adopt NIMS in order to receive federal [Preparedness Grants](#). FEMA has defined implementation objectives to guide jurisdictions in their implementation of NIMS.



Part II Sample: Funding and Grants

Chapter 22. Funding and Grants

This chapter provides information on various grants available to LEPCs and TEPCs. You may reach out to your SERC or TERC, who are best positioned to assist you in receiving funding from state and tribal emergency management agencies.

22.1 Grants

PHMSA HMEP Grant Program

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorizes the U.S. DOT to provide assistance to public sector employees through training and planning grants to states, territories, and Native American tribes for emergency response. The purpose of this grant program is to increase state, territorial, tribal, and local effectiveness in safely and efficiently handling hazardous materials incidents and incidents; enhance implementation of EPCRA; and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.

<https://www.phmsa.dot.gov/about-phmsa/working-phmsa/grants>

Assistance for Local Emergency Response Training (ALERT)

The ALERT grant promotes hazmat response training for volunteer or remote emergency responders. Response activities include the transportation of crude oil, ethanol and other flammable liquids by rail consistent with NFPA standards. The ALERT grant is competitively awarded to non-profit organizations capable of delivering an established curriculum to emergency responders.

<https://www.phmsa.dot.gov/grants/hazmat/assistance-local-emergency-response-training-alert>



Appendices

Appendix A – Examples of LEPC (or TEPC) Membership (pdf)
Appendix B – Sample Invitation Letter to Request Participation in an LEPC or TEPC Organization (pdf)
Appendix C – Sample LEPC (or TEPC) Membership Update Form (pdf)
Appendix D – Suggested Profile of the LEPC (or TEPC) (pdf)
Appendix E – Sample LEPC By-Laws (pdf)
Appendix F – Examples of LEPC Mission Statements (pdf)
Appendix G – Holding an Effective LEPC (or TEPC) Meeting (pdf)
Appendix H – Facility Questionnaire to Obtain Additional Information for Emergency Planning (pdf)
Appendix I – Planning Principles and Perils: A Guide to Effective Planning (pdf)
Appendix J – Sample Facility EPCRA Section 302 Planning Letter Submitted to SERC/TERC, LEPC/TEPC (pdf)
Appendix K – Energize Your LEPC—Region 7 Newsletter (pdf)
Appendix L – What to Do in a Chemical Emergency (pdf)
Appendix M – Sample Public Notice or News Release (pdf)
Appendix N – Emergency Planning Checklist for LEPCs and TEPCs (pdf)
Appendix O – LEPC and TEPC Self-Evaluation Check (pdf)
Appendix P – Sample Response Reimbursement Letter for Responsible Party (pdf)
Appendix Q – Fact Sheet—Implementation of the Hazardous Waste Operations and Emergency Response (HAZWOPER) Program (pdf)
Appendix R – Crosswalk of Statutes / CFR Regulations/ USC Citations (pdf)



Appendices Sample

Appendix F. Examples of LEPC Mission Statements

When developing, or revising, the by-laws for the LEPC or TEPC, a strong mission statement should provide citizens and the LEPC or TEPC members with an understanding of the direction the LEPC plans on taking.

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

Below are sample mission assignments from a few LEPCs in Region 6, which can be tailored for each LEPC or TEPC.

Calcasieu Parish, LA

Appointed by the SERC, the LEPC includes representatives from state and local government, law enforcement, civil defense, firefighting, first aid, health, environmental and transportation agencies, hospitals, broadcast and print media, community groups, and businesses that are subject to EPCRA requirements.

The LEPC develops an emergency plan, which is reviewed annually, to prepare for and respond to chemical emergencies. The LEPC also receives emergency release and chemical inventory information from local facilities and make this information available to the public on request. They also have the authority to request information from facilities for their own planning purposes. Every LEPC serves as a focal point for each community for information and discussions about hazardous substances, emergency planning, and health and environmental risks.

LEPCs can be effective in taking steps to educate the public about chemical risks and working with businesses to minimize those risks.

Appendix J. Sample Facility EPCRA Section 302 Planning Letter Submitted to SERC/TERC, LEPC/TEPC

As required under EPCRA Section 302(c), if the facility acquires a new EHS at or above its TPQ, the facility is required to notify their SERC/TERC and LEPC/TEPC within 60 days.

LEPCs and TEPCs may ask facilities in their planning district to fill out this template for notifying them and the SERC or TERC if the facility is subject to emergency planning notification.

[Facility Letterhead]

[SERC or TERC Address]

[LEPC or TEPC Address]

To the SERC or TERC /LEPC or TEPC Information Coordinators:

This is the emergency planning notification required under Section 302 of the Emergency Planning and Community Right-to-Know Act for the following facility:

NAME OF FACILITY _____

ADDRESS OF FACILITY _____

CITY, STATE, ZIP _____

This facility stores or uses the following Extremely Hazardous Substances on-site above the threshold planning quantity as specified in 40 CFR Part 355:

CAS #, CHEMICAL NAME , QUANTITY (in pounds)

1 _____

2 _____

3 _____

4 _____

5 _____



Technical Resources

[EPCRA Webpage](#)

[EPCRA Video: Protecting Communities from Chemical Accidents](#)

[How to Better Prepare Your Community for a Chemical Emergency: A Guide for State, Tribal and Local Agencies](#)

[Chemical Emergency Preparedness and Prevention on Tribal Lands](#)

[EPCRA \(Non-Section 313\) Online Training for States, Tribes and LEPCs](#)

[EPCRA/RMP/Oil Call Center](#)

[National Association of SARA Title III Program Officials \(NASTTPO\) Webpage](#)[EXITEXIT EPA WEBSITE](#)

[Sample LEPC Emergency Operations Plans \(EOPs\)](#)

[U.S. Department of Transportation / Pipeline and Hazardous Materials Safety Administration Guidance for Conducting Hazardous Materials Flow Studies](#)[EXITEXIT EPA WEBSITE](#)

[Sample Commodity Flow Studies](#)

[SERC-TERC Monthly Newsletter](#)

[NRT-1: Hazardous Materials Planning Guide](#)

[NRT-1a: Criteria for Review of Hazardous Materials Emergency Plans](#)[EXITEXIT EPA WEBSITE](#)

[NRT-2: Developing a Hazardous Materials Exercise Program](#)

[Technical Guidance for Hazard Analysis](#)

[Risk Communication About Chemicals in Your Community](#)



Technical Resources Sample

EPCRA Webpage

www.epa.gov/epcra

EPCRA Video: Protecting Communities from Chemical Accidents

<https://www.epa.gov/epcra/protecting-communities-chemical-accidents-emergency-planning-and-community-right-know-act>

How to Better Prepare Your Community for a Chemical Emergency: A Guide for State, Tribal and Local Agencies

<https://www.epa.gov/epcra/how-better-prepare-your-community-chemical-emergency-guide-state-tribal-and-local-agencies>

Chemical Emergency Preparedness and Prevention on Tribal Lands

<https://www.epa.gov/rmp/chemical-emergency-preparedness-and-prevention-tribal-lands>

EPCRA (Non-313) Online Training for States, Tribes and LEPCs

<https://www.epa.gov/epcra/epcra-non-section-313-online-training-states-tribes-lepcs-local-planners-and-responders>

This training describes the requirements of EPCRA. It provides the implementing regulations and guidance for agencies to fulfill the responsibilities prescribed in the law and prepares them to provide compliance assistance to facilities.

