

DOCUMENTS FOR LEPC COMPLIANCE

Documents for LEPC compliance must be submitted annually to [Online Tier II Manager](#).

LEGAL/PUBLIC NOTICE

The legal public notice is due January 31st. The legal notice should include at least four (4) declared meetings for the year. There should be two meetings scheduled between in the first six (6) months of the year and two meetings scheduled in the last six (6) months of the year.

A quorum (50% +1) must be met for the meeting to be an official LEPC meeting.

The legal notice must be published in the newspaper.

Include proof of publication with receipt and a copy of submission as it appears in a newspaper.

ROSTER REPORT

The roster report is due March 1st. The roster report must include a 24-hour emergency number for reporting Title III releases. Include an administrative number for routine calls.

The roster must have at least one (1) representative from each of the following twelve (12) categories:

| | |
|----------------------------|------------------------|
| Broadcast/Print Media | Health |
| Community Groups | Hospitals |
| Emergency Management | Industry |
| Emergency Medical Services | State/Local Government |
| Environment | Law Enforcement |
| Fire Departments | Transportation |

FISCAL REPORT

The fiscal report is due March 1st. The fiscal report must include the county auditor's report for Fund 1152 LEPC Right to Know. The report must be dated January 1 to December 31 of the previous year.

The report must include year end balance for the previous year (carry forward/beginning balance).

Include itemized LEPC expenditures. These categories are:

| | |
|--------------------------------|----------------------------|
| Communication Equipment | LEPC Equipment Maintenance |
| Data Management | Meeting Stipend |
| Emergency Planning | Other |
| HazMat Response Equipment | Training |
| IERC Approved Special Projects | |

BYLAWS

The LEPC Bylaws are due March 1st. Bylaws must be dated for the current year and include the signature of the Chairperson.

If the LEPC plans on having a virtual meeting component, an electronic communications policy must be included.

MEETING MINUTES

Meeting minutes are due two (2) months after the meeting date. Must indicate if the meeting met quorum. Submission must include a sign-in sheet with signatures.

There must be a vote for any spending. Minutes must be signed by the Chairperson.

Reports for each meeting must be submitted separately. Providing the date of the next meeting is not required, but helpful/.

EXERCISE PROPOSAL

Exercises are required annually. Exercise proposals are due May 1st. The exercise proposal must include the following information:

Start and end date

Location (street address, city, county)

Brief Scenario

Exercise type: Full-Scale, Functional, Tabletop

At least four (4) participating key agencies

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An Extremely Hazardous Substance (EHS) and/or a Comprehensive Environmental Response Compensation and Liability Act (CERCLA) Hazardous Substances with an established reportable quantity (RQ) published in the Title III list of lists

HSEEP Approval status (Yes if approval received from IDHS Exercise Officer). LEPC exercises do not require HSEEP approval. For questions about other exercises, contact the IDHS Exercise Section at exercise@dhs.in.gov.

EXERCISE FINAL REPORT

An exercise final report is due thirty (30) days after exercise date. The exercise final report must include the following information:

Start and end date.

Location (street address, city, county)

Brief Scenario

Exercise type- Full-Scale, Functional, Tabletop

At least 4 participating key agencies

At least 4 participating supporting agencies

An Extremely Hazardous Substance (EHS) and/or a Comprehensive Environmental Response Compensation and Liability Act (CERCLA) Hazardous Substances with an established reportable quantity (RQ) published in the Title III list of lists

HSEEP Approval status (Yes if approval received from IDHS Exercise Officer). LEPC exercises do not require HSEEP approval. For questions about other exercises, contact the IDHS Exercise Section at exercise@dhs.in.gov.

LEPC HAZARDOUS MATERIALS RESPONSE PLAN

The LEPC Hazardous Materials Response Plan (LEPC Plan) is due October 17th. The LEPC Plan is meant to assist first responders during a hazardous materials incident. The LEPC Plan must contain the nine planning elements as required by state and federal law. The plan must be reviewed annually by the LEPC and submitted to the Tier II Planning Module system.

LEPC Plan updates must be approved by LEPC vote at a meeting with a quorum. Reviews will be completed by the LEPC/IERC Program Managers and sent back to the LEPC via the Tier II system.

The nine planning elements can be found here: https://www.in.gov/dhs/files/9-planning_elements_for_LEPC_plan_writing.pdf

For further assistance please reach out to indianalepc@dhs.in.gov.