



LEGAL NOTICE

Indiana Emergency Response Commission
January 2024



LEPCs must comply with Indiana Codes, 4-2-7-3, 13-25-1-6, 13-25-2-5, 13-25-2-10.6(b), 13-25-2-10.7 and 13-25-2-14 to receive funding. To meet funding and IERC requirements, the following documents/information must be submitted annually through the LEPC online reporting system at

<https://on.in.gov/lepc-reports>.



DUE DATE

Due Jan. 31.

The LEPC should vote on meeting dates before being submitted into TIER II.

- It is suggested to do all voting during last meeting of prior year.

Current years meeting dates.

Legal notices must be posted 48 hours prior to meeting.



LEPC MEETINGS

Submit proof of publication with receipt and copy of submission.

LEPCs are required to host at least four (4) meetings per year. It depends on how many your LEPC plans to have.

A quorum must be met to count as a meeting and be for the current year.



LEPC MEETINGS

A legal notice must be published in local newspaper stating the following:

- The LEPC plan facility material safety data sheets and EPCRA chemical reports have been submitted, and that follow-up emergency notices may be issued.
- Where the public may view the above plan, MSDSs, chemical reports and emergency notices.
- All meeting dates for the year with the location.



LEPC MEETINGS

- Need to be voted on before the end of the year if the LEPC is not having a meeting before Jan. 31.
- Facebook does not count as a place. It can be published **ONLY** in a newspaper.
- Must be for current year.
- Legal notices need to be posted 48 hours prior to the meeting.



Verification that the information on previous slide was published via newspaper clipping or legal affidavit from news media must be uploaded into online reporting system.



TEMPLATE

LEPC Legal Notice Template (Public Notice)

The _____ County Emergency Planning Committee will hold its meetings for the year _____ at _____ PM at _____ on the following dates: _____, _____, _____, and _____ and at such other times as shall be duly authorized by act of the Committee or its Chairman. All interested parties are encouraged to attend.

The _____ County Emergency Plan for Hazardous Materials Incidents may be reviewed during regular business hours at the office of _____, _____, IN. All information filed by covered SARA Title III facilities in _____ County may be reviewed during regular business hours at the offices of the _____, _____, IN. Copies of documents may be obtained at these offices, and the Committee may charge a fee for copying. For further information on these matters, please contact _____, Chairman, at (XXX) XXX-XXXX.



If you have any questions, or would like a copy of the legal notice template, please email:

Jackie Pulley at jpulley@dhs.in.gov

or

Melissa Amerman at mamerman@dhs.in.gov

THE END

