

“Serving Our Commonwealth”



LEPCs in Kentucky

Module 1



“Serving Our Commonwealth”

Unit 1: Course Overview



Calvert City, KY
Good Neighbor
Night

**LOCAL EMERGENCY PLANNING COMMITTEE
(LEPC) AWARENESS**



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Course Purpose

This course is designed to provide students with an understanding of the history, composition, and responsibilities of the State Emergency Response Commission (SERC) and the Local Emergency Planning Committee (LEPC) and how these organizations are established in Kentucky.

The roots of education are bitter, but the fruit is sweet.

- Aristotle



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Target Audience

The target audience for this course are current and prospective LEPC members, personnel from facilities with hazardous materials, and all citizens with an interest in Community Awareness and Emergency Preparedness.





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Course Design

This course is comprised of the following:

Unit 1: Course Overview

Unit 2: Historical Background of SERCs & LEPCs

Unit 3: Major Provisions of EPCRA

Unit 4: EPCRA in Kentucky

Unit 5: Funding LEPCs

Final Exam





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Course Logistics

**Please sign in
and
provide an email
address.**

Housekeeping
Issues:

- Breaks
- Cell Phones on Vibrate
- Location of Restrooms
- Location of Exits
- Other Concerns





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Class Expectations

Participate

Ask
Questions

Respect
Other's
Opinions

Return on
Time From
Breaks





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Introductions

Instructor:

- Name
- Title
- Organization
- Professional Experience

Student:

- Name
- LEPC Name (county)
- Personal or professional interest in LEPC



You can't base your life on other people's expectations.

- Stevie Wonder

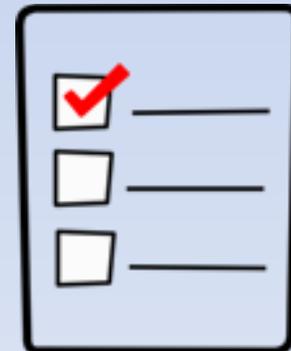


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Acronyms

As you will soon see, part of learning about LEPCs is becoming familiar with a number of acronyms, some of the more common acronyms are:

- **EPCRA**
Emergency Planning and Community Right to Know Act
- **LEPC**
Local Emergency Planning Committee
- **LOL**
List of Lists
- **SARA**
Superfund Amendment and Reauthorization Act





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Unit 2 – Historical Background



Bhopal, India
December 2, 1984

-

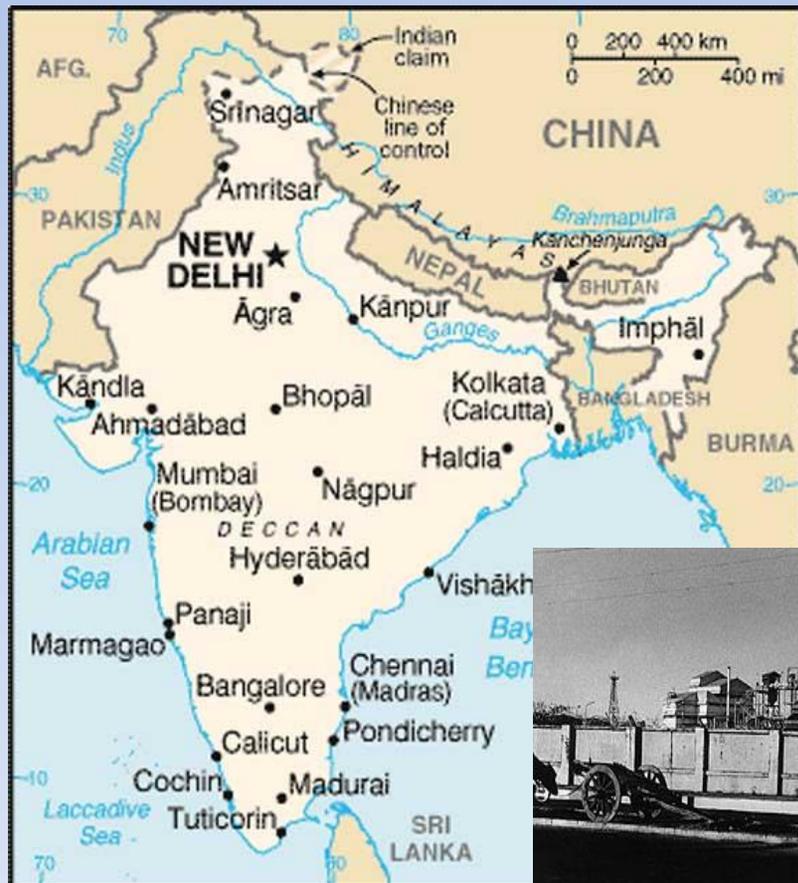
The catalyst that led to EPCRA



HAZMAT History – Bhopal, India

December 3, 1984 – Union Carbide

- 40 tons of toxic gas released (methyl isocyanate)
 - 3,800 – 8,000 immediate deaths
 - 11,000+ disabilities
 - 558,125 injuries
- “The world’s worst industrial catastrophe”





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HAZMAT History – Institute, West Virginia

- August 11, 1985
- Release of methylene chloride and aldicarb oxime
- Approximately 135 people hospitalized
- 28 releases of MIC between 1980-1985





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Bayer CropScience Explosion Video

Bayer CropScience Pesticide Waste Tank Explosion

Location: Institute, WV

Accident Occurred On: 28 August 2008

[Animation of Bayer CropScience Pesticide Waste Tank Explosion.](#)

This is a 3D animation of the sequence of events leading up to the explosion. Two workers were fatally injured when a waste tank containing the pesticide methomyl violently exploded, damaging a process unit at the plant. Duration: 4:00 minutes



This incident could have “eclipsed” Bhopal, India. Bayer CropScience had 13,700 lbs MIC.



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EPCRA / SARA Title III Enacted

- EPCRA stands for the **Emergency Planning and Community Right-to-Know Act**.
- EPCRA is Title III of the **Superfund Amendment and Reauthorization Act (SARA)** of 1986.
- “Superfund” is the name by which the 1980 Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) is commonly known.



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Purpose of EPCRA

The name itself tells us what its two main concerns are:

- **Emergency Planning**
- **Community Right to Know**
- Primary focus is to protect/safeguard public health and the environment.
- Help increase public’s knowledge and access to information on hazardous and toxic chemicals.
- Encourage applicable entities to develop working relationships to improve emergency response to chemical incidents.





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Significant State Requirements

EPCRA required:

- Every State have a State Emergency Response Commission (SERC)
- SERCs designate Local Emergency Planning Districts
- Each District have a Local Emergency Planning Committees (LEPC)





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Unit 2: Fundamentals Review

What catastrophic event is considered the main reason for the passage of EPCRA?

What does EPCRA stand for?

What are the main components of EPCRA?

EPCRA is Title III of what larger piece of legislation?

What two groups did EPCRA require every State to have?



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Unit 3 – SARA Title III





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Emergency Planning & Community Right to Know Act

- Federal law established EPCRA in 1986, under SARA Title III
- Administered by EPA
- Four major provisions (Section):
 - Emergency Planning (301-303)
 - Emergency release notification (304)
 - Hazardous chemical storage reporting requirements (311-12)
 - Toxic chemical release inventory (313)





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EPCRA Section 301: In General

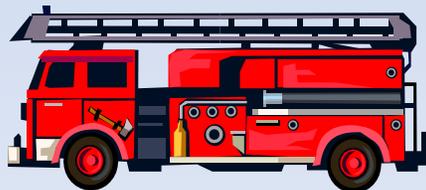
- Establishes State Emergency Response Commissions (SERC or CERC)
 - The SERCs supervise and coordinate the activities of LEPCs.
- Establishes Emergency Planning Districts
- Establishment of Local Emergency Planning Committees (LEPCs) within each district



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Section 301: LEPC Membership

- Elected local officials
- Law enforcement
- Civil Defense
- Firefighting
- First aid
- Health
- Hospital



- Local environmental
- Transportation
- Broadcast and print media
- Community groups
- Owners and operators of facilities subject to EPCRA





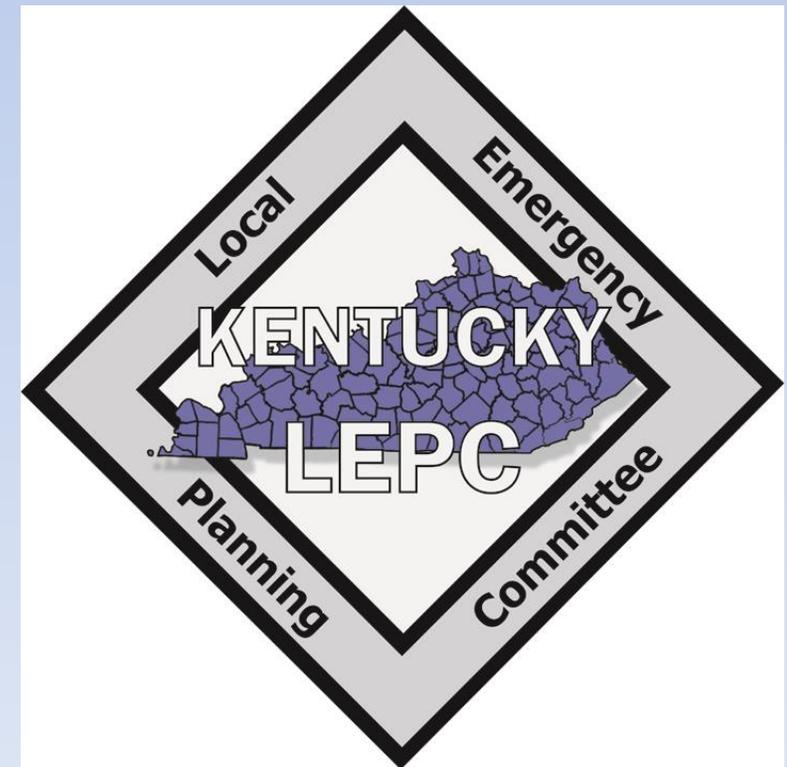
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Section 301: LEPC Requirements

LEPCs shall appoint a chairperson

LEPCs shall designate an official to serve as coordinator for information.

The LEPC must establish procedures for receiving and processing information requests from the public.





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Section 301: LEPC Bylaws

LEPCs shall establish bylaws which include provisions for:

- Public notification of committee activities;
- Public meetings to discuss the emergency plan;
- Receiving public comments;
- Response to public comment;
- Distribution of the emergency plan; and
- Receiving and processing requests from the public for information under Section 324 and 312.



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EPCRA Section 302: In General

- Requires EPA to create a list of Extremely Hazardous Substances (EHS) and establishment of a Threshold Planning Quantity (TPQ) for the EHS substances.
- SERC may designate additional facilities which shall be subject to the requirements of EPCRA





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Section 302: Facility Requirements

Applicable to any facility that has an Extremely Hazardous Substance (EHS) present at any time, at or above its Threshold Planning Quantity (TPQ)

FACILITY REQUIREMENTS:

- One-time notification to SERC and LEPC if any EHS is present in an amount \geq TPQ
- Within 60 days after facility becomes subject to requirements or acquiring new EHS's (Echoed in KRS 39E.120)



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EPCRA Section 303: Planning

- Require LEPCs to prepare chemical emergency response plans for all facilities with an EHS chemical above TPQ.
- Plans must:
 - ✓ Be reviewed by LEPC annually
 - ✓ Be reviewed by the SERC





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Section 303: Facility Requirements

- Within 30 days notify the LEPC of a facility representative who will participate in the emergency planning process as a FERC. (Echoed in KRS 39E.130)
- Promptly inform the LEPC of any relevant changes occurring at facility as such changes occur or are expected to occur.
- Upon request provide information to LEPC necessary for developing and implementing the emergency plan. (Echoed in KRS 39E.220)



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EPCRA Section 304: Emergency Notification

- EPCRA 304 and CERCLA 103 (Reporting Spills and Releases) ensure that all levels of government are notified of potential emergencies.
- Facilities must immediately report accidental releases of quantities greater than corresponding Reportable Quantities (RQs) to state and local officials.
- While there are less than 500 chemicals identified as EHSs, there are thousands of chemicals required to be reported under CERCLA. This greatly increases the likelihood and frequency of the SERC and LEPCs receiving release notifications.



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Notification Content: Initial and Follow-up

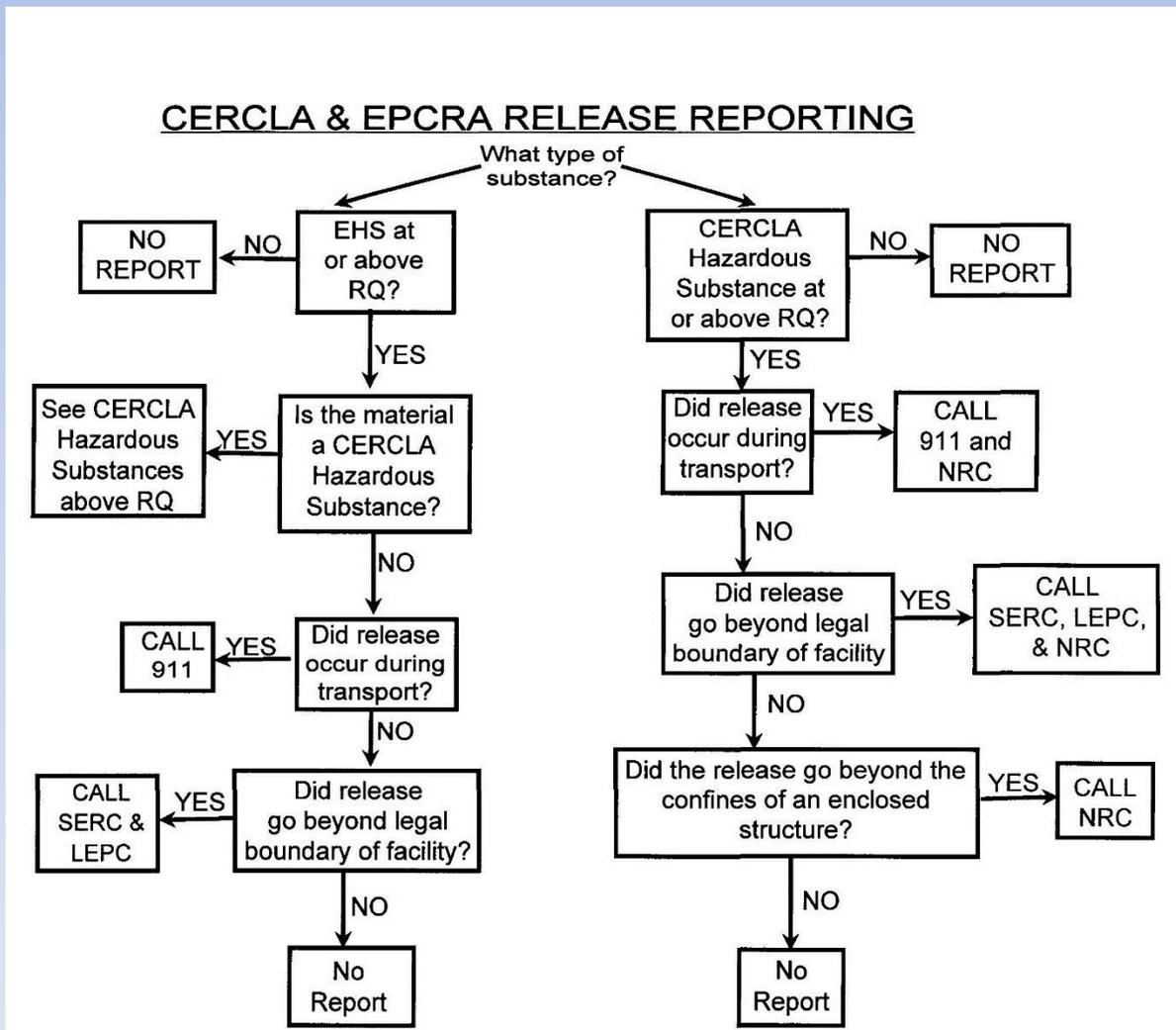
- Initial release notifications (verbal) are required immediately but should not delay an emergency response.
- Follow-up notifications must be written and are required as soon as practicable after a release.
- Release notification content requirements are fully outlined in EPCRA Section 304.





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Reporting Decision Tree



If there is a release of a substance covered under Title III in a reportable quantity (RQ), the company/transporter shall immediately notify:

- Local and state warning points
- National Response Center (NRC)

Echoed in KRS 39E.190



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EPCRA Section 311: Facility Requirements

Facilities must submit a MSDS for each chemical, or a list of chemicals, to each of the following:

- The county LEPC
- The SERC
- The fire department with jurisdiction over the facility





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Section 311: Availability of MSDS

If a facility submits a list of chemicals, upon request by the LEPC, the facility shall submit the MSDS for any chemical on the list to the LEPC.

A LEPC, upon request by any person, shall make available a MSDS. If the LEPC does not have the requested MSDS, the LEPC shall request the MSDS from the facility and then make the MSDS available to the person.





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Section 311: Exceptions

Several categories are exempt from the definition of “hazardous chemical” and are therefore exempt from EPCRA requirements including:

- Anything regulated by the FDA.
- Solid substances to the extent exposure does not occur under normal conditions.
- Any substance to the extent it is:
 - (1) Present in the same form and concentration as a product packaged for distribution and use by the general public;
 - (2) used under the direct supervision of a technically qualified individual in a research laboratory, hospital, or other medical facility;
 - (3) used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.



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Section 311/312 Thresholds

Section 311 establishes threshold quantities for chemicals below which facilities are not required to submit MSDSs.

Section 312 designates any chemical subject to Section 311 is also required under Section 312.

Established thresholds:

- 10,000 pounds for non-EHS (hazardous chemical)
- 500 pounds or the TPQ whichever is less for EHS

Note: There are 81 EHS chemicals on the EPA List of Lists (LoL) that have TPQ less than 500 lbs.



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The Difference Between RQ and TPQ

RQs apply only to the Emergency Notification (Spill) requirements in Section 304

- A large group of chemicals were assigned RQs under CERCLA.
- Some, but not all, of the chemicals on the CERCLA list were later identified as being an EHS.
- Not all EHS are on the CERCLA list.
- EHS not on the CERCLA list are assigned an RQ equal to their TPQ.

TPQs apply only to EHS

- TPQs are used in EPCRA Sections 302, 303, 311, and 312.
- Only chemicals with a TPQ are subject to the Planning Provisions (Section 303) of EPCRA.
- All chemicals required to have OSHA MSDS are subject to the MSDS reporting and Hazardous Material Inventory reporting of Section 311 and 312.
- 10,000 pounds or more for non-EHS
- 500 pounds or the TPQ, whichever is less, for EHS



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EPCRA Section 312: Facility Requirements

Any facility required to have a MSDS available under the Occupational Safety and Health Act of 1970 shall prepare and submit an hazardous chemical inventory form (Tier2 Report) to the following:

- ✓ The LEPC.
- ✓ The SERC.
- ✓ The local Fire Department



This includes facilities that manufacture, process, or store hazardous chemicals.

Tier2 Reports must be submitted annually by March 1, and contain data with respect to the preceding calendar year.



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Tier2 Reporting Retail Fuel Exemption

The Federal EPA has established the following threshold exceptions for gasoline and diesel fuel in compliant Underground Storage Tanks (UST) at retail stations.

Tier2 Reporting thresholds are:

- Gas: 75,000 gals ~ 470,250lbs
- Diesel: 100,000 gals ~730,000lbs





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Sec. 312 Availability of Tier II Information

- Facilities shall provide, upon request with respect to a specific facility, Tier II information to the LEPC.
- State or local officials acting in official capacity may have, upon request to a LEPC, access to Tier II information.
- Availability To Public - Any person may request Tier II information from a LEPC relating to the preceding calendar year. Request shall be in writing and shall be with respect to a specific facility. (Echoed in KRS 39E.230)



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EPCRA Section 313: Toxic Release Inventory

- Facilities must complete a toxic chemical release form for chemicals that were manufactured, processed, or otherwise used in excess of the threshold quantity during the preceding calendar year.
- Chemicals and threshold quantities on List of Lists
- Form must be submitted on or before July 1, annually and contains data reflecting releases during the preceding calendar year.
- Public can access this information from the EPA database: <http://www.epa.gov/enviro/facts/tri/search.html>





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Section 321: Relationship to Other Law

Nothing in this title shall preempt any State or local law, i.e. a state may enact tougher restrictions and requirements, but not lesser.



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Section 322: Trade Secrets

Facilities can withhold from reports and planning the specific identity of a chemical regulated under EPCRA as a trade secret if a facility submits a claim with substantiation to the USEPA and the USEPA upholds that claim.

Note: Specific information about this chemical must still be provided to a health care provider if such knowledge will assist in the diagnosis or treatment of an individual exposed to the chemical.





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EPCRA Section 324: Public Availability

The SERC and the LEPCs must make available to the general public:

- Chemical Emergency Response Plans
- Tier II Hazardous Material Inventory Forms
(specific location of chemical may be withheld from the general public)
- Emergency release notifications and written follow-up notifications
- Individual MSDS or chemical lists



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Section 324: Public Notice

Section 324 requires annual public notice by LEPC in local newspaper:

- They have received MSDS, Tier II, Emergency Release Notifications, and /or Tab Q-7;
- All items are available for public review; and
- Location where public can view





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EPCRA Section 327: Exemption

Except as provided in Section 304, Release Notification, EPCRA is applicable to fixed facilities only (no transportation).





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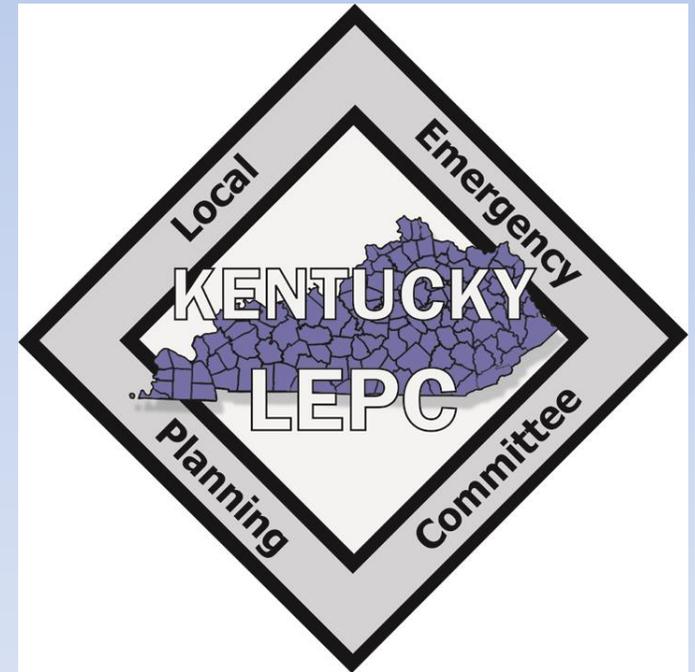
Unit 3: Fundamentals Review

- What has to be in LEPC by-laws?
- Where can you find a complete list of EHSs?
- How long does a facility have to notify the LEPC following the receipt of a new EHS
- Who creates the TAB Q-7 and how often do they review it?
- How quickly must facilities report accidental releases of EHS chemicals?
- What’s in an accidental release follow-up notice?
- What substances are exempt from EPCRA?
- What are the two classes of chemicals and their thresholds?
- What is the deadline for filling a Tier2 report?
- What are the two requirements for a request for Tier2 information?
- Which documents are LEPCs required to make available upon request?
- What is EPCRA’s applicability to transportation?



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Unit 4 – EPCRA in Kentucky





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Governing Body & Regulations

Established by law:

- Kentucky Revised Statute (KRS 39E)



Provisions implemented under:

- Kentucky Amended Regulations
(106 KAR Chapter 1)



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Kentucky Emergency Response Commission

The KERC is responsible for implementing EPCRA provisions. Duties include:

- Implement all provisions of SARA Title III and regulations related to hazardous substances (HAZMAT);
- Develop policies related to the response to releases of HAZMAT;
- Develop planning standards for HAZMAT releases;
- Develop HAZMAT inventory reporting requirements HAZMAT;
- Provide information to the public concerning HAZMAT in the community;
- Develop HAZMAT exercise requirements.

In Kentucky, the SERC is known as the Kentucky Emergency Response Commission (KERC). Formally known as the KyERC & CERC.



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KERC Membership

Commission membership includes representatives from:

- Kentucky Fire Commission,
- KY Department for Environmental Protection,
- Kentucky State Fire Marshal,
- Kentucky State Police,
- KY Attorney General's Office,
- Local Government,
- Local Emergency Management,
- Health Services, and
- Industry



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KERC Member Duties

- Appoint LEPCs
- Develop guidance and standards, review and making recommendations for TAB Q-7 plans;
- Develop policies relating to the training of LEPCs and persons subject to respond to hazardous material releases;
- Develop policies regarding exercising and testing of LEPC plans; and
- Develop procedures for facilities to report EHSs and Tier2 Inventories



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KERC Member Duties Cont.

The state commission shall, by administrative regulation promulgated by the Division of Emergency Management, establish warning and notification standards which shall include, but not be limited to:

- Establishment of twenty-four (24) hour warning points;
- Public warning; and
- Notification of local emergency response organizations.



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EHS Plan Requirements

The KERC annually publishes a TAB Q-7 Plan Development Guidance Manual and offers a specific training course that reviews each required section.

Plan requirements are listed in full in EPCRA Section 303 and KAR 1.081.



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Kentucky Online Tier2 Reporting

Kentucky requires all facilities subject to EPCRA to submit Tier2 forms and payments for associated fees electronically.

- Fees are due at the time of submittal, either by electronic check or credit card payment.
- Log onto Kentucky’s Online Tier II Submit Website:

<https://secure.kentucky.gov/kyem/Tier2submission>



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Kentucky Tier2 Forms

Kentucky requires all facilities subject to EPCRA to submit Tier2 forms using the EPA’s Tier2Submit program.

- Tier2Submit is available for free download, annually @ Thanksgiving, at:

<http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting/Tier2-submit-software>.



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Kentucky’s Planning Districts

Local emergency planning districts shall be consistent with county boundaries. The commission may authorize two (2) or more districts to combine, upon request of the committees of the affected districts. There shall be only one (1) LEPC within a district.

Kentucky’s Local Emergency Planning districts correspond to 118 of Kentucky’s 120 counties. The counties of Boone, Campbell, and Kenton have chosen to combine and are part of the Northern Kentucky Emergency Planning Committee.



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Kentucky's LEPCs

LEPCs are created as part of the Commission and members are appointed by Commission and are considered agents of the State for all purposes including liability.

LEPCs are required to meet a minimum of:

- Twice annually if have EHS in their jurisdiction
- Once a year if no EHS in their jurisdiction

LEPCs are required to provide a copy of their meeting minutes to the KERC within thirty (30) days of the date of the meeting.



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LEPCs Mission / Goals

LEPCs are volunteer organizations that work to understand chemical hazards in the community, develop emergency plans in case of an accidental release, and look for ways to prevent chemical accidents.



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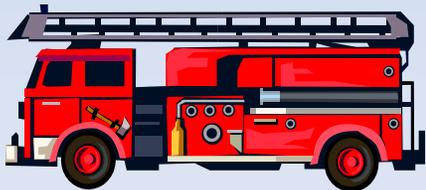
LEPCs Membership

(At Minimum as defined in KRS 39E.040)

- Elected local officials
- Law enforcement
- Emergency Management
- Fire service
- First aid
- Health service
- Hospital



- Local environmental
- Transportation
- Broadcast and print media
- Community groups
- Owners and operators of facilities subject to EPCRA & KRS



Attendance standards are set by LEPC.





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LEPCs Duties

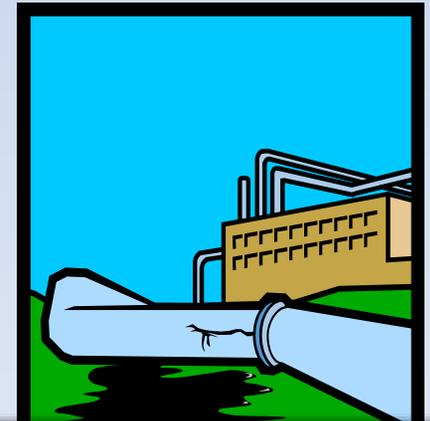
- ❖ Development, maintenance, and annual review of TAB Q-7 Plans;
- Identification of a 24-hour warning point to which persons responsible for releases of hazardous substances may be reported;
- Establishment of a method for receiving Tier2 reports, and by which members of the public may obtain report information;
- Appointment of a committee chairman



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Planning Participation Facilities

- Within 30 days notify the LEPC of a facility representative who will participate in the emergency planning process as a FERC. (Echoed in KRS 39E.130)
- Promptly inform the LEPC of any relevant changes occurring at facility as such changes occur or are expected to occur.
- Upon request, provide information to LEPC necessary for developing and implementing the emergency plan. (Echoed in KRS 39E.220)





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Planning: development, approval, and review

- TAB Q-7 plans shall be a part of the local EOP.
- TAB Q-7 plans shall be approved by the KEREC.
- LEPCs shall annually review each plan.



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Planning: Other

- Local governments and school districts shall participate in the planning process conducted by the LEPC.
- This participation shall include, at a minimum, providing information concerning government-owned or controlled emergency response assets; reviewing plans developed by the committee; and concurring that the final plan can be executed with existing resources.



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Planning & Incident Response

Emergency response organizations shall respond in a manner consistent with all KERC approved plans (TAB Q-7s) developed by the LEPC.





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Administration & Funding Support

- In local governments where EMA receives state or federal funds, those agencies shall provide administrative and planning support to the committee as specified by the director of the division.
- If state or federal funds are appropriated specifically to support emergency response planning, these funds may be allocated to the EMA and may be expended as specified by the director.



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Local Ordinances

Local governments may enact ordinances specifying standards which facilities shall meet to provide warning of releases to workers and to the public which may be affected by a release.



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Inspection, Prosecution, & Fines:

LEPCs may request the local fire chief make on-site inspections of any facility which has, or may have, HAZMAT substances.

LEPCs may, after consultation with the KERC chairman, seek civil remedies and with his consent and submit information to the county attorney for prosecution.

Any person violating any provision of this chapter shall be guilty of a Class A misdemeanor. First conviction fines begin at two hundred and fifty dollars (\$250), some violations start at \$2,500. Each day upon which the offense is continued constitutes a separate offense.



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Unit 4: Fundamentals Review

- Which laws govern the LEPC?
- How are planning districts in KY established; can they be reorganized?
- What liability protection is afforded LEPC members?
- What are LEPC meeting requirements?
- What proof of meeting is required to be submitted to the KERCC?
- Which groups must be a part of the LEPC?
- Who provides facility related information needed to complete a TABQ7?
- Where do approved TAB Q-7 plans reside?
- Who is required to participate in the TAB Q7 planning process?
- How do TAB Q-7s affect emergency response?
- What inspection authority do LEPCs have?



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Unit 5: Funding LEPCs





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KERC Grant Funding Source

- The KERC Fee Account Grant is derived from annual Tier II Hazardous Material Inventory Fees.
- 50% of the total money collected from Tier II fees goes to LEPCs.
- For the reporting year **2014 a total of \$396,247** was collected in Tier2 fees.
- Grant awards are made annually by September 15.



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Grant Documentation Requirements

- **Meet all requirements in KRS 39E.110**
- **EHS Facility Emergency Response Plan(s)**
- **Meeting Minutes**
- **Photocopy of the Legal Notice**
- **Annual Certification Letter**
- **Grant Application**
- **Documentation of Expenditures and a Bank Ledger**
- **Detailed Budget**
- **Updated Membership List**
- **Bylaws**
- **Personal Property Inventory**



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HMEP Grant Funding Source

The HMEP grant is funded through the Federal Department of Transportation (DOT) and distributed through the Pipeline and Hazardous Materials Safety Administration (PHMSA).

- The grant is an 80/20 in-kind match.
- The total Expended for Planning, Preparedness, and Pre-Planning in 2013 was \$74,677.





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HMEP Grant Eligibility Requirements

- Each year **March 31st** will be the deadline for project proposals to be submitted to KYEM.
- **October 1st** the successful sub-grantees will be notified their projects were approved and they can begin work immediately.
- The Sub-grantee then has from October 1 – September 1 the following year to perform their projects and complete the necessary paperwork.





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HMEP Planning & Exercise

Planning funds are expended through the LEPC for planning and exercises to test the community’s capability to respond to hazardous materials incidents.

The LEPC can:

- perform tabletop exercises, full scale exercises.
- perform a Commodity Flow Survey if determined necessary.
- use the planning funds for development, improvement, and public awareness campaigns for their committee.





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Unit 5: Fundamentals Review

- What are the two main grants used to fund LEPCs?
- What documentation must a LEPC submit to be eligible for the KyERC Fee Account Grant?
- When are ACL and LEPC Membership lists due the KEREC?
- How many times each year must a LEPC meet?
- What eligible activities can the HMEP Grant fund, and what is the in-kind split for the HMEP Grant?



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Noteworthy Resources

Kentucky Emergency Management

<http://kyem.ky.gov/Who%20We%20Are/Pages/KERC.aspx>

<http://kyem.ky.gov/Who%20We%20Are/Pages/LEPC.aspx>

<http://kyem.ky.gov/programs/Pages/SARATitleIII.aspx>

The following and other relevant items can be found in at least one of the Document Libraries found on the above websites:

- EPCRA: (SARA-TITLE-III)
- KRS 39E
- 106 KAR 1.081 – 1.131
- County Title III Plan Checklist
- Sara Title III Sample Certification Letter
- List of Lists
- EPCRA How to Comply Packet
- Tier2 Reporting Fee Schedule
- Battery Lead-Acid KERC Policy Documents
- Kentucky LEPC's - It Is Your Right To Know
- TAB Q-7 Plan Development Guidance
- Tier2 Retail Gas Station Reporting Rule



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Noteworthy Websites

National Association of SARA Title III Program Officials

<http://www.nasttpo.com/>

EPA - EPCRA information

<http://www2.epa.gov/epcra>

EPA Risk Management Program

<http://www2.epa.gov/rmp>

CAMEO (Computer Aided Management for Emergency Operations)

<http://www2.epa.gov/cameo>

Department of Homeland Security (DHS)

Chemical Facility Anti-Terrorism Standards (CFATS)

<http://www.dhs.gov/chemical-facility-anti-terrorism-standards>



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The Annual LEPC Calendar



~ January 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1) Tier2 Reporting Period Opens, Facilities must submit to SERC, LEPC, & FD no later than March 1 st 2) No later than <u>January 31</u> publish public information on committee activities entitled "Public (Legal) Notice Advertisement".					1 	2
3	4	5	6	7	8	9
10	11	12	13 	14	15	16
17	18 	19	20	21	22	23
24	25	26	27	28	29	30
	Notes: LEPCs must meet at least twice per year (once if no EHSs in district)					



~ February 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1) No later than <u>February 28</u> submit to the KERC a photocopy of the "Public (Legal) Notice Advertisement" published, clearly showing the name and date of the newspaper.				

Submit
photocopy of
published
"Public Notice"



~ March 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Facilities must submit by <u>March 1</u> : 1) Tier2 Reports 2) Facility Annual Certification Letter (FACL)		1 	2	3	4	5
	6	7	8	9	10	11
12	13 	14	15	16 	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Notes - FACL must state: 1) there were no changes to EHS Plan; or 2) EHS Plan has been revised and the revisions are included with the FACL



~ April 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No later than April 1st: 1) Review EHS Facility plans and send an ACL to the KYEM AM stating: a. that there were no changes; or b. plan has been revised and the revisions are included with the ACL 2) Submit Grant Application to the KYEM AM 3) Submit documentation of expenditures, including LEPC Bank Ledger					1 	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



~ June 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No later than June 1 submit detailed budget to the KERC or designee, identifying how the funds requested on the Grant Application are to be spent.			1 Submit Detailed Budget	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Notes:	



~ September 2016 ~



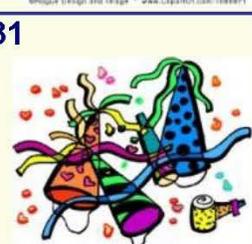
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No later than <u>September 15</u> the KERC will make the grant awards.				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 	16	17
18	19	20	21 	22	23	24
25	26	27	28	29	30	Notes:



~ December 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>No later than <u>December 1</u> submit to the KERC:</p> <ol style="list-style-type: none"> 1) Updated membership list and cover page 2) Bylaws, with certification stating: <ol style="list-style-type: none"> a. There were no changes; or b. They have been revised and the revisions are included 3) Personal Property Inventory for all items valued > \$500.00 				<p>1</p> <p>Submit: Member list w/ cover page, Bylaws, Property Inventory</p>	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31





“Serving Our Commonwealth”

Questions?





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Appendix Items List

- 003-CAL KERC Calendar of Events
- 505-AC Active LEPC Checklist
- 507-Acronym KERC Acronym List