

# 2016

Kentucky Emergency  
Response Commission  
(KERC)

Kentucky Emergency  
Management (KYEM)



## LEPC GRANT APPLICATIONS SELF-STUDY MANUAL

This course is designed to provide active LEPC members with an understanding of the state requirements for LEPC grant funding (KRS and KAR), including a detailed review of all the documentation and forms LEPCs are required to submit to the KERC or their designees. The target audience for this course is current members of an LEPC. Specifically, the Chair, the Vice-Chair, the Treasurer, and persons whose role with the LEPC typically includes the responsibility to complete any LEPC forms and documents: This guidance supersedes all previous instructions for application of KERC Grants.

**KERC Document: 720-GASS**

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# LEPC Grant Application Self-Study Manual

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## Contents

LEPC Courses .....	7
LEPCs in Kentucky: Module 1 .....	7
LEPC Grant Applications: Module 2 .....	7
Emergency Response Planning for EHS Facilities: Module 3 .....	7
Tier2 / EHS Facility Plan Validating Exercise: Module 4 .....	7
Unit 1: Course Overview .....	8
Course Purpose .....	8
Target Audience .....	8
Course Design.....	8
Course Objectives .....	9
Acronyms .....	9
KERC Document Library (KERC# 001-LIB).....	9
Unit 2: LEPC Documentation Provisions in EPCRA, KRS, & KAR.....	10
EPCRA SEC. 301 Establishment of SERCs, Planning Districts, and LEPCs .....	10
SEC. 324 Public Availability of Plans, Data Sheets, Forms, and Followup Notices .....	10
KRS 39E.100 Local planning committees.....	11
LEPCs Duties: KRS 39E.110 Committee Duties.....	11
LEPC Membership and Terms .....	11
Public Meetings & Open Records .....	11
KRS 39E.140 Political entities required to participate in local planning process.....	11
Administrative & Funding Support.....	11
106 KAR 1:081. KERK Tier2 Reporting and Fee Schedule & EHS Facility Planning Participation Requirements.....	12
Facility Annual Certification Letter (FACL).....	12
106 KAR 1:121. KERK Fee Account Grant Distribution Formula. ....	12
Tier2 Funding Split.....	12
Unit 2: Fundamentals Review .....	12
Unit 3: 106 KAR 1:091 .....	13
106 KAR 1:091. KERK fee account grant requirements for LEPCs .....	14
Section 2 (1) - KRS 39E.110 Requirements .....	14
Section 2 (1) B – LEPC Planning Requirements.....	14
Section 2 (1) C – Meeting Requirements .....	14

# LEPC Grant Application Self-Study Manual

---

Section 2 (2). .....	15
KRS 39E.110: Meeting Minutes .....	15
LEPC Food Expenditures.....	15
Section 2 (1) D - "Public (Legal) Notice Advertisement" .....	16
"PUBLIC (LEGAL) NOTICE ADVERTISEMENT" Photocopy.....	16
Section 2 (1) E - Annual Certification Letter (ACL).....	16
Eight (8) Approved ACL Plan Status Definitions .....	17
* NEW .....	17
* TECHNICAL CHANGE .....	17
** UNDER DEVELOPMENT.....	17
ADMINISTRATIVE CHANGE.....	17
NO CHANGE .....	17
DELETED .....	17
RESERVED FOR FUTURE USE .....	17
NO EHS.....	17
Definitions: Administrative vs. Technical.....	18
Administrative Change Definition .....	18
* Technical Change Definition .....	18
Definitions: New vs. Under Development.....	18
* NEW .....	18
** UNDER DEVELOPMENT.....	18
Section 2 (1) F - Grant Application.....	19
Section 2 (1) G - Documentation of Expenditures.....	19
Section 2 (1) H - Detailed Budget .....	19
Section 2 (1) I - Membership List and Cover Page.....	19
KRS 39E.040 Duties -- Appointment of committees.....	19
Section 2 (1) J - Bylaws .....	20
Section 2 (1) K - Personal Property Inventory Maintenance.....	20
Unit 3: Fundamentals Review.....	20
Unit 4: The Grant Process & Documentation Submission .....	21
KAR 1.091 Sec. 3 KERK Grant Review procedures .....	21
KAR 1.091 Sec. 4 Requests for Modifications. ....	21
KAR 1.091 Sec. 5 Supplemental Grant Awards.....	22

# LEPC Grant Application Self-Study Manual

---

KAR 1.091 Sec. 6 Requirements for Funding Accountability. ....	22
State Tax Exempt.....	22
KERC/LEPC Documents Library .....	23
SharePoint Posting & Notification .....	23
Electronic Funds Transfer (EFT) – Electronic Deposit .....	24
Contract.....	24
Unit 4: Fundamentals Review .....	24
Unit 5: Additional LEPC Funding - HMEP Grant.....	25
Hazardous Materials Emergency Preparedness (HMEP) Grant.....	25
Pipeline and Hazardous Materials Safety Administration (PHMSA) .....	25
HMEP Grant (Training).....	26
HMEP Grant (Planning & Exercise) .....	26
2014 HMEP Grant Totals.....	26
HMEP Grant Timeline.....	27
Questions?.....	28
HAZMAT Program Coordinator.....	28
LEPC Program Coordinator.....	28
LEPC Program Manager .....	28
Noteworthy Resources .....	29
Noteworthy Websites.....	29
KERC - LEPC Acronyms.....	30

# LEPC Grant Application Self-Study Manual

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# LEPC Grant Application Self-Study Manual

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## LEPC Courses

The Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses consist of:

**LEPCs in Kentucky: Module 1** of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses. An introductory look at Local Emergency Planning Committee (LEPC), the laws and regulations that govern them, and a LEPCs importance in providing the community – its citizens and its leaders – with needed information that will better prepare them in the event of a chemical emergency.

**LEPC Grant Applications: Module 2** of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses. This course is designed to provide active LEPC members with an understanding of the state requirements for LEPC grant funding (KRS and KAR), including a detailed review of all the documentation and forms LEPCs are required to submit to the KERC or their designees.

**Emergency Response Planning for EHS Facilities: Module 3** of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses. This course is designed to provide active LEPC planners with an understanding of the federal (EPCRA) and state (KRS and KAR) requirements for Hazardous Materials (HAZMAT) emergency response plans (formerly known in Kentucky as TAB Q-7s).

**Tier2 / EHS Facility Plan Validating Exercise: Module 4** of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses. Includes the final culminating activity; a Tier2 / EHS Facility Plan Validating Exercise. This course is designed to provide active LEPC members with an understanding of the relationship between Tier2 reporting and EHS Facility plans and how both can be utilized to ensure the LEPC is fulfilling its EPCRA and KRS planning requirements.

# LEPC Grant Application Self-Study Manual

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## Unit 1: Course Overview

This is the 2<sup>nd</sup> module of the Kentucky Emergency Response Commission (KERC) Local Emergency Planning Committee (LEPC) Courses.

Module 1: LEPCs in Kentucky is a prerequisite for this course.

This course is a detailed review of the state requirements for LEPC grant funding (KRS and KAR), including a detailed review of all the documentation and forms LEPCs are required to submit to the KERC or their designees.

## Course Purpose

This course is designed to provide active LEPC members with an understanding of the state requirements for LEPC grant funding (KRS and KAR), including a detailed review of all the documentation and forms LEPCs are required to submit to the KERC or their designees.

## Target Audience

The target audience for this course is current members of an LEPC. Specifically, the Chair, the Vice-Chair, the Treasurer, and persons whose role with the LEPC typically includes the responsibility to complete any/all of the following forms and documents:

101-GA	Grant Application
102-DB	Detailed Budget
103-PPI	Personal Property Inventory
103B-PPI	Additional Personal Property Inventory
104-MCP	Membership Cover Page
105-GL	Grant Ledger
107-PLN	Public Legal Notice
302-ACL	Annual Certification Letter

## Course Design

The individual course units will address the following:

- Unit 1: Course Overview - Purpose, Design, Objectives, Logistics, Expectations, Introductions
- Unit 2: The Annual LEPC Calendar - LEPC requirements in relation to the standard calendar
- Unit 3: LEPC Documentation Provisions - the legal requirements found within EPCRA, KRS, and KAR
- Unit 4: 106 KAR 1:091. KERC fee account grant requirements for LEPCs. – detailed review all of the documents listed within 1.091
- Unit 5: Grant Process & Documentation Submission - the procedures LEPCs must follow & the forms that must be submitted
- Unit 6: Additional Funding - The Hazardous Materials Emergency Preparedness (HMEP) Grant
- Final Exam

# LEPC Grant Application Self-Study Manual

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## Course Objectives

The course objectives: after completing this manual you should be able to:

- Site the Annual LEPC Calendar and connect the due dates to the documents required by the KERC
- Complete all forms and documents required by the KERC
- Know to whom and where documents are to be submitted and posted

## Acronyms

As you can see, part of learning about the LEPC 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

A more complete acronym list can be found in the back of this manual.

## KERC Document Library (KERC# 001-LIB)

This self-study manual refers to, but does not include, any of the actual forms required to be submitted by the LEPC. For a complete listing of all KERC Forms please download the KERC Document Library (KERC# 001-LIB) which contains documentation regarding the complete library of Kentucky Emergency Response Commission (KERC) materials. It contains both required and optional materials for all aspects of LEPC activity including but not limited to planning and grants.

# LEPC Grant Application Self-Study Manual

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## Unit 2: LEPC Documentation Provisions in EPCRA, KRS, & KAR

In this unit we will briefly review the legal requirements regarding grant funding for LEPCs found within EPCRA, KRS, and KAR.

At the end of this unit you should be able to identify:

- What liability protection is afforded LEPC members?
- What are the LEPC Chairman requirements?
- Which KRS & KAR govern the main day-to-day LEPC activities?
- Which KRS governs Open Meeting and Open Record requirements?
- Which KAR governs the way in which facility paid Tier2 Fees are split among KY LEPCs?

### EPCRA SEC. 301 Establishment of SERCs, Planning Districts, and LEPCs

(c) Establishment of Local emergency planning committees.

After designation of emergency planning districts the SERC shall appoint members of a LEPC for each emergency planning district. Each committee shall include, at a minimum, representatives from each of the following groups or organizations: elected State and local officials; law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the requirements of this subtitle. LEPCs shall appoint a chairperson and shall establish rules by which the committee shall function. Such rules shall include provisions for:

- public notification of committee activities,
- public meetings to discuss the emergency plan,
- public comments, response to such comments by the committee, and
- Distribution of the emergency plan.

***EPCRA Section 301 is specifically referenced in these materials because LEPCs are required by KAR 1.091 to have bylaws. Those bylaws are required to have, at minimum, the information addressing each bullet point listed above.***

The LEPC shall establish procedures for receiving and processing requests from the public for information under section 324, including tier II information under section 312. Such procedures shall include the designation of an official to serve as coordinator for information.

### SEC. 324 Public Availability of Plans, Data Sheets, Forms, and Follow-up Notices

EPCRA Section 324 requires that each LEPC annually publish a notice in local newspapers that the emergency response plan, material safety data sheets, and inventory forms have been submitted according to EPCRA Section 324. The notice shall state that follow-up emergency notices may subsequently be issued. Such notice shall announce that members of the public who wish to review any such plan, sheet, form, or follow-up notice may do so at the location designated.

# LEPC Grant Application Self-Study Manual

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*EPCRA Section 324 is specifically referenced in these materials because LEPCs are required by KAR 1.091 to annually publish a public notice. The KERC included additional requirements for the public notice and created a template which is found in its entirety in KAR 1.091. LEPCs should replace the information found within the parenthesis with accurate local information and publish. LEPCs should **NOT** vary from template content, form, or layout.*

## KRS 39E.100 Local planning committees

(1) Local emergency planning committees are created as part of the state commission.

(2) Local **committee members** shall be appointed by the commission, and **shall be considered as agents of the state for all purposes, including purposes of liability protection.**

## LEPCs Duties: KRS 39E.110 Committee Duties

### LEPC Membership and Terms

(1) Duties of the committees shall include:

(d) **Appointment of a committee chairman**, from among its members, **for a term of two (2) years.** Chairmen may be reappointed;

(4) Members of local committees shall serve for terms as specified by the commission, though not to exceed four (4) years except by reappointment. Committees may establish attendance standards for continued membership and shall advise the commission of any additions or deletions from the membership that are desired. These changes may be approved or disapproved by the commission.

*LEPC members should be very familiar with KRS 39E.110 and 106 KAR1.091 as they identify the majority of day-to-day activities an LEPC is required to do.*

### Public Meetings & Open Records

(5) **Committee meetings shall be subject to provisions of KRS 61.805 to 61.850 relating to public meetings and to KRS 61.870 to 61.884 relating to open records,** provided that trade secrets, as determined by the federal Environmental Protection Agency, are processed in accordance with 42 U.S.C. 11042.

## KRS 39E.140 Political entities required to participate in local planning process.

### Administrative & Funding Support

(2) In local governments where local emergency management agencies receive state or federal funds, those agencies shall provide administrative and planning support to the committee as specified by the director of the division.

# LEPC Grant Application Self-Study Manual

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## 106 KAR 1:081. KERC Tier2 Reporting and Fee Schedule & EHS Facility Planning Participation Requirements.

### Facility Annual Certification Letter (FACL)

**Section 4(1)** In accordance with the planning requirements of KRS no later than sixty (60) days after a facility notifies the KERC that it is subject to the requirements of this section, the facility shall provide emergency response planning information to the LEPC and shall assist the LEPC in developing an EHS Facility Emergency Response Plan for all EHSs in accordance with the “Emergency Response Planning Guide for EHS Facilities”.

**Section 4(2)** After initial submission and approval of the EHS Facility Emergency Response Plan, each March 1 any facility that has an EHS in excess of the TPQ shall review the EHS Facility Emergency Response Plan and send a Facility Annual Certification Letter (FACL) to the LEPC stating that there were no changes and therefore the EHS Facility Emergency Response Plan is correct as is; or the EHS Facility Emergency Response Plan has been revised and the revisions are included with the FACL.

**Section 4(3)** A Category Five Facility which is deemed exempt under SARA Title III Section 311(e) and therefore not subject to the annual chemical inventory reporting requirement shall comply with Section 4 (1) and (2) of this administrative regulation and shall file the fee in accordance with Section 3 of this administrative regulation.

***Facilities, at minimum, should be familiar with 106 KAR 1.081, as it dictates how they are to participate in the planning process with the LEPC.***

## 106 KAR 1:121. KERC Fee Account Grant Distribution Formula.

### Tier2 Funding Split

In Kentucky 50% of the Tier2 reporting fees received from facilities are given back to the LEPC. An LEPC must meet all requirements listed in 106 KAR 1.091 to be eligible. **The total amount allocated to the LEPCs in Kentucky is divided according to the formula listed in 106 KAR 1.121.** The formula was designed so that the more facilities you have in a county the larger piece of the allocated funding you receive. The same goes for the EHS facility plans, the more EHS facilities you have in a county the larger piece of the allocated funding you receive.

***This is the main, and sole guaranteed, revenue source for LEPCs.***

- For the calendar year 2014, the split translated to:
- Each eligible LEPC was worth \$483.23
- Each Tier2 facility was worth \$22.82
- Each EHS Facility Plan was worth \$78.46

## Unit 2: Fundamentals Review

- What liability protection is afforded LEPC members?
- What are the LEPC Chairman requirements?
- Which KRS & KAR govern the main day-to-day LEPC activities?
- Which KRS governs Open Meeting and Open Record requirements?
- Which KAR governs the way in which facility paid Tier2 Fees are split among KY LEPCs?

# LEPC Grant Application Self-Study Manual

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## Unit 3: 106 KAR 1:091

106 KAR 1.091 is the “Meat & Potatoes” of this course in that it identifies the majority of the day-to-day tasks that LEPCs are required to perform. In this unit we review in depth the requirements of 106 KAR 1.091 and all of the documents listed within in which the KERCC requires to be submitted annually by LEPCs wishing to secure grant funding. In some instances the documents must be submitted to a KYEM AM, the KERCC Chair, or the designee. Many times documents must be uploaded to a County SharePoint folders.

The KERCC has established the “LEPC Grant Applications” guidance manual as the official document and instruction manual for securing grant funding. Most of the major items within the “LEPC Grant Applications” guidance manual are echoed in KRS 39E.110 and 106 KAR 1.091.

***LEPCs should annually review the “Emergency Response Planning Guide for EHS Facilities” document and always be familiar with 106 KAR 1.091 to ensure they correctly complete and successfully secure a portion of the funds annually made available through the KERCC.***

At the end of this unit you should be able to identify:

- What KRS requirements must LEPCs meet to be eligible for financial assistance?
- What are the planning and plan status requirements LEPCs must meet to be eligible for financial assistance?
- What are the LEPC meeting requirements, including record keeping?
- What are the documents and deadlines for submission for all grant eligibility requirements?

A complete set of LEPC Grant Application forms, including several optional forms created to help with administrative organization can be found at the end of this unit starting on page 21.

- 101-GA Grant Application
- 102-DB Detailed Budget
- 103-PPI Personal Property Inventory
- 103B-PPI Additional Personal Property Inventory
- 104-MCP Membership Cover Page
- 105-GL Grant Ledger
- 107-PLN Public Legal Notice
- 301-PT EHS Plan Template
- 302-ACL Annual Certification Letter
- 303-PC EHS Plan Checklist
- 501-PR Grant Requirements
- 502-BL LEPC Bylaws
- 503-MM Meeting Minutes
- 504-MA Meeting Agenda
- 505-AC Active LEPC Checklist

## 106 KAR 1:091. KERK fee account grant requirements for LEPCs

### Section 2 (1) - KRS 39E.110 Requirements

**To be eligible for financial assistance**, local emergency planning committees which have extremely hazardous substances (EHS) as listed in 40 CFR 355 Appendices A and B, in excess of the threshold planning quantity (TPQ) present in their community shall meet all the following criteria during the preceding calendar year (January 1 through December 31):

(A) **The local emergency planning committee shall meet all requirements set forth in KRS 39E.110.**

### Section 2 (1) B – LEPC Planning Requirements

The **LEPC shall have an EHS Facility Emergency Response Plan** pursuant to KRS 39E.110 (1)(a), (e), (f) and 39E.150 as set out in the “Emergency Response Planning Guide for EHS Facilities” **for each facility in the planning district that has an EHS in excess of the TPQ** that has been approved by the KERK.

(i)The LEPC shall submit a completed EHS Facility Emergency Response Plan Checklist as defined in section 2 with all EHS Facility Emergency Response plans submitted for KERK approval.

(ii)The LEPC shall submit new EHS Facility Emergency Response Plans to the KYEM AM within sixty (60) days of notification that the facility has an EHS in excess of the TPQ.

(iii)The KYEM AM shall review new EHS Facility Emergency plans and their accompanying checklists for completeness. Plans deemed complete by the KYEM AM shall be forward them to the Chairman of the KERK, or designee, within thirty (30) days of receipt from the LEPC. Plans deemed incomplete shall be returned to the LEPC with recommendations.

### Section 2 (1) C – Meeting Requirements

**The LEPC shall meet at least twice during each calendar year** to conduct its business and a quorum shall be required. **A copy of the minutes must be provided to the Chairman of the KERK, or designee, within thirty (30) days** of the date of the meeting pursuant to KRS 39E.110 (2).

# LEPC Grant Application Self-Study Manual

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## Section 2 (2).

(2) To be eligible for financial assistance, **LEPCs which do not have any EHS** in excess of the TPQ present in their community shall meet the following criteria during the preceding calendar year:

(A) The LEPC shall meet criteria set forth in KRS 39E.110 (1)(b), (c), (d), (2), (4), (5) and Section 2(d), (F), (G), (H), (I), and (J) of this administrative regulation.

(B)The LEPC **shall meet at least once during each calendar year** to conduct its business and a quorum shall be required. **A copy of the minutes must be provided to the Chairman of the KEREC, or designee, within thirty (30) days** of the date of the meeting pursuant to KRS 39E.110 (2).

*As of the 2015 Tier2 Reporting Cycle (calendar year 2014) there were only five counties in Kentucky without an EHS facility: Elliott, Magoffin, Menifee, Robertson, & Rockcastle.*

## KRS 39E.110: Meeting Minutes

(1) Duties of the committees shall include:

(2) Local committees shall advise the commission of their actions by providing a copy of minutes to the commission within thirty (30) days of the date of the meeting. If the minutes are later changed before approval, a copy of the revised minutes shall be submitted to the commission within thirty (30) days of the approval.

## LEPC Food Expenditures

It shall be the policy of the Kentucky Emergency Response Commission (KEREC) to authorize LEPC's to expend funds allocated to the services and training categories for food on the following occasions:

1) At two official LEPC meetings per year, with per person cost not to exceed the most current State Per Diem

2) At two exercises/training events per year, with per person cost not to exceed the most current State Per Diem

This policy was voted on and approved by the CEREC Board of Commissioners at the July 18th, 2012 meeting.

# LEPC Grant Application Self-Study Manual

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## Section 2 (1) D - "Public (Legal) Notice Advertisement"

**No later than January 31st** each calendar year (January 1 through December 31) in accordance with KRS Chapter 424 (Legal Notice), **the local emergency planning committee shall publish** public information on committee activities entitled "**Public (Legal) Notice Advertisement**" on KERC form 107-PLN as set out in Section 7 of 106 KAR 1.091.

**No later than February 28th Local Emergency Planning Committees must provide** the Chairman of the KERC, or designee, with a **photocopy of the "Public (Legal) Notice Advertisement"** published as described clearly showing the name of the newspaper and the date of publication.

***At the last LEPC meeting of the calendar year LEPCs should set the schedule for the upcoming calendar year in preparation of publishing the "Public (Legal) Notice Advertisement".***

### "PUBLIC (LEGAL) NOTICE ADVERTISEMENT" Photocopy

LEPCs must submit a scanned copy from the newspaper that includes date of newspaper ... DO NOT CUT AND PASTE

## Section 2 (1) E - Annual Certification Letter (ACL)

**No later than April 1 each year**, the local emergency planning committee shall review EHS Facility Emergency Response plans and **send an Annual Certification Letter (ACL)** as defined in section 2 to the KYEM AM stating that there were no changes and therefore the plan is correct as is; or the plan has been revised and the revisions are included with the ACL.

(i) The KYEM AM shall review the ACL and all EHS Facility Emergency Response Plan revisions received from the local emergency planning committee for completeness, note any recommendations and forward them to the Chairman of the Kentucky Emergency Response Commission, or designee, no later than May 1 each year.

# LEPC Grant Application Self-Study Manual

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## Eight (8) Approved ACL Plan Status Definitions

\* **NEW** – New plan that is complete and has been reviewed and approved by LEPC but has never been reviewed or approved by a KYEM AM or the KERC; **requires submitting an EHS Facility Plan Checklist.**

\* **TECHNICAL CHANGE** – A plan that has prior KERC approval but, includes changes that materially affect response operations in the event of a release of an EHS; **requires submitting an EHS Facility Plan Checklist.** Complete definition in the KERC's "Emergency Response Planning Guide for EHS Facilities".

\*\* **UNDER DEVELOPMENT** - New plan that is not complete, or is complete, but has not been officially reviewed and approved by LEPC, and has never been reviewed or approved by KYEM AM or KERC. Requires submitting an EHS Facility Plan Checklist. 106 KAR 1:091 states that the **LEPC shall submit a EHS Facility Plan to the AM within sixty (60) days** of notification that the facility has an EHS in excess of the TPQ.

**ADMINISTRATIVE CHANGE (DATE)** - A plan that has prior KERC approval, however; changes that do not materially affect response operations in the event of a release of an EHS have been made during the annual review. Complete definition in the KERC's "LEPC Guide to Emergency Response Planning for EHS Facilities". Include the date of the administrative change(s) in the FACILITY field.

**NO CHANGE** - A plan that has prior KERC approval and has not been changed since its last review. Plan is currently on the county SharePoint page with a signed/dated EHS Facility Plan Checklist and KERC approval letter.

**DELETED (DATE)** – An obsolete plan that is no longer part of the County EOP. ACL includes date and reason plan was deleted. These plans do not count toward KERC fee account grant distribution formula. Include the date the plan was deleted in the FACILITY field.

**RESERVED FOR FUTURE USE** – Plan does not exist but space reserved for future plan. These plans do not count towards KERC fee account grant distribution formula.

**NO EHS** – An optional plan created by the LEPC for a facility that does not house any EHS's. These plans do not count towards KERC fee account grant distribution formula.

**\*Require submission to the KERC for approval**

**\*\* Require submission for approval w/in 60 days**

# LEPC Grant Application Self-Study Manual

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## Definitions: Administrative vs. Technical

The EHS Facility Plans Checklist was revised in 2006 (current version Dec 2014) to allow differentiation between administrative and technical changes made to EHS Facility Plans. Administrative changes do not require approval by the KERC and a Checklist does not need to be prepared. The definitions of Administrative and Technical Changes are given below. A copy of the Checklist is provided in this manual see Table of Contents for exact location.

### Administrative Change Definition

Administrative changes are those changes that in themselves do not materially affect response operations in the event of a release of an extremely hazardous substance. These changes include: name change of the facility, changes to telephone numbers, personnel changes, and changes to the names or numbers of affected special facilities listed for a quadrant in the vulnerable zone (unless these changes are due to a change in the radius of the vulnerable zone).

### \* Technical Change Definition

Technical changes are those changes that materially affect response operations in the event of a release of an extremely hazardous substance (EHS). These include changes to the type or quantity of EHS chemicals that may cause an increase or decrease in the radius of the vulnerable zone, and other changes that affect the size of the vulnerable zone. In the event of a change in the size of the vulnerable zone, corresponding sections of the Title III Plan such as Response Point, Staging Area, and Special Facilities should be reviewed to determine if and how the change has affected these sections. If Special Facilities have been added to or subtracted from quadrants due to the change in radius the drawing of the new radius should include these changes.

**\*Require submission to the KERC for approval**

## Definitions: New vs. Under Development

\* **NEW** – A new plan is one that is complete and has been reviewed and approved by the LEPC but has **NOT** been reviewed or approved by a KYEM AM or the KERC. New plans require submitting a signed EHS Facility Plan Checklist with the EHS Plan.

\*\* **UNDER DEVELOPMENT** – A plan that may be complete -or- is **NOT** yet complete, but has not been reviewed and approved by LEPC. Under development plans have **NOT** been reviewed and approved by KYEM AM or KERC. 106 KAR 1:091 states that the LEPC shall submit an EHS Facility Plan to the KYEM AM within sixty (60) days of notification that the facility has an EHS in excess of the TPQ. When Under Development Plans are officially reviewed and approved by the LEPC their designation will change to NEW and will accordingly require submitting a signed EHS Facility Plan Checklist with the EHS Plan.

**\*Require submission to the KERC for approval**

**\*\* Require submission for approval w/in 60 days**

# LEPC Grant Application Self-Study Manual

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## Section 2 (1) F - Grant Application

**No later than April 1st the local emergency planning committee shall submit Grant Application** on KERC Form 101-GA to the KYEM AM

(i) The KYEM AM shall review the grant request form for completeness and conformance to statutes and administrative regulations, note any recommendations and forward it to the Chairman of the Kentucky Emergency Response Commission or designee, no later than May 1.

## Section 2 (1) G - Documentation of Expenditures

**No later than April 1st the local emergency planning committee shall provide** the Chairman of the Kentucky Emergency Response Commission or designee, **documentation of expenditures**, including but not limited to, bank statements, canceled checks, invoices, receipts, and a LEPC Bank Ledger (KERC Form 105-GL) for the preceding year.

## Section 2 (1) H - Detailed Budget

**No later than June 1st local emergency planning committees shall submit a detailed budget**, KERC Form 102-DB, to the Chairman of the Kentucky Emergency Response Commission or designee, identifying how the funds requested on the Grant Application, KERC Form 101-GA, are to be spent.

## Section 2 (1) I - Membership List and Cover Page

**No later than December 1 each year, the LEPC shall submit an updated membership list and cover page** as defined in section 1 to the Chairman of the KERC, or designee.

## KRS 39E.040 Duties -- Appointment of committees.

The commission shall:

(1) Appoint LEPCs and revise these committees as it deems appropriate. The committees shall include, as a minimum, representatives from each of the following groups:

- (a) Elected local officials
- (b) Law enforcement
- (c) Emergency management
- (d) Fire service
- (e) Medical Services
- (f) School Districts
- (g) Local environmental
- (h) Transportation
- (i) Broadcast and print media
- (j) Community groups
- (k) Owners and operators of facilities subject to this chapter

# LEPC Grant Application Self-Study Manual

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## Section 2 (1) J - Bylaws

**No later than December 1 each year, the bylaws of each local emergency planning committee must be provided to the Chairman of the Kentucky Emergency Response Commission, or designee, with certification stating that there were no changes and therefore the bylaws are identical to last year; or the bylaws have been revised and the revisions are included.**

The bylaws shall identify the position or person who will be responsible for accountability for the funds and who will be listed as the authorized applicant as shown on the grant application (KERC Form 101-GA).

## Section 2 (1) K - Personal Property Inventory Maintenance

**No later than December 1st local emergency planning committees shall submit to the Chairman of the Kentucky Emergency Response Commission or designee, a Personal Property Inventory (KERC Form 103-PPI) identifying all property items purchased using KERC Grant funds and valued in excess of \$500.00.**

## Unit 3: Fundamentals Review

- What KRS requirements must LEPCs meet to be eligible for financial assistance?
- What are the planning and plan status requirements LEPCs must meet to be eligible for financial assistance.
- What are the LEPC meeting requirements, including record keeping
- What are the documents and deadlines for submission for all grant eligibility requirements?

# LEPC Grant Application Self-Study Manual

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## Unit 4: The Grant Process & Documentation Submission

In this unit we review in depth the Grant Process detailed in 106 KAR 1.091 and the procedures LEPCs must follow when submitting documentation. In some instances the documents must be submitted to a KYEM AM, the KERC Chair, or the designee. Many times documents must be uploaded to a County SharePoint folders.

At the end of this unit you should be able to identify:

- When does the KERC make grant award payments?
- When is a grant modification required?
- What are the banking requirements for grant funds?

106 KAR 1:091 continued...

### KAR 1.091 Sec. 3 KERC Grant Review procedures

(1) The KYEM AM, the Chairman of the KERC, or designee, or the Grant Review Committee may request additional information which shall be provided by the LEPC. Failure to provide the requested information shall invalidate the LEPC's request for funding.

(2) The Chairman of the KERC, or designee, shall annually update, publish, and promulgate all grant requirements and KERC forms in the "KERC FEE ACCOUNT GRANT GUIDE FOR LEPCS."

(3) The schedule of due dates are as follows:

(A) No later than June 1st the Chairman of the KERC, or designee, shall review the grant request form for completeness and conformance to statutes and administrative regulations, note any recommendations and forward it to the Grant Review Committee.

(B) No later than July 1st the Grant Review Committee, with a quorum present, shall review all grant requests and Detailed Budget (KERC Form 102-DB) and forward their recommendations to the KERC for final approval.

(C) **No later than September 15th the KERC shall make the grant awards.**

### KAR 1.091 Sec. 4 Requests for Modifications.

(1) **A modification of a grant award is required if there is a change in the grant request or if a local emergency planning committee is unable to expend the funds for the purpose for which the grant was awarded. A request for modification shall be submitted by the LEPC for approval by the commission.**

(2) Requests for modifications of grant awards shall be submitted on a Detailed Budget (KERC Form 102-DB) and, except for due dates, shall be processed in accordance with Sections 2 and 3 of 106 KAR 1.091.

(3) Modifications may be submitted throughout the grant period.

# LEPC Grant Application Self-Study Manual

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## **KAR 1.091 Sec. 5 Supplemental Grant Awards.**

- (1) In the event supplemental money is available, the KERC shall determine the date of the supplemental allocation award and inform the LEPC of that date.
- (2) Requests for supplemental money shall be submitted on a Grant Application and Detailed Budget and, except for due dates, shall be processed in accordance with Sections 2 and 3 of 106 KAR 1.091.
- (3) If a LEPC requests supplemental money the schedule of due dates is:
  - (A) 30 days from notification by the KERC of the availability of supplemental money, the LEPC shall submit the supplemental grant request and detailed budget to the KYEM AM.
  - (B) 30 days from receipt of the supplemental grant request, the KYEM AM shall review the supplemental grant request documents and forward it to the Chairman of the KERC, or designee.
  - (C) 30 days from receipt of the supplemental grant request, the Chairman of the KERC, or designee, shall review the supplemental grant request and forward it to the Grant Review Committee.
  - (D) 45 days from receipt of the supplemental grant request, the Grant Review Committee, with a quorum present, shall review the supplemental grant request and forward their recommendations to the KERC.
  - (E) 30 days from receipt of the recommendation of the Grant Review Committee, the KERC shall make the supplemental grant award.

## **KAR 1.091 Sec. 6 Requirements for Funding Accountability.**

- (1) **Funds provided by the KERC shall be deposited in a separate "(Name of County) Emergency Planning Committee Fee Account"** and fiscal accountability shall be prescribed by the state auditor of public accounts. All funds shall be subject to audit by the KERC and the state auditor of public accounts.
- (2) Grant awards approved by the KERC may be withheld for noncompliance with KRS 39E.010 to 39E.990 and administrative regulations issued there under and for failure to provide required documentation.
- (3) All funding allocation decisions shall be made by the KERC and shall be dependent upon availability of fees collected.
- (4) Unexpended monies shall be returned to the KERC fee account fund.

## **State Tax Exempt**

All Kentucky LEPCs are state tax exempt. ID – ST-037-209

# LEPC Grant Application Self-Study Manual

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## KERC/LEPC Documents Library

KERC Form Naming Protocol:

- 100 Level Forms: Grant Forms
- 300 Level Forms: Planning Forms
- 500 Level Forms: Optional Forms
- 700 Level Forms: Course Materials

ALL forms and manuals are posted at the following:

KYEM Website - LEPC & SARA Title III Page

<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>

KYEM External SharePoint - KYEM Forms

<http://www.kyemweb.com/kyem/KYEM%20Forms/Forms/AllItems.aspx>

## SharePoint Posting & Notification

For all LEPC Grant documentation requirements items are either to be submitted directly to the KYEM AM or the KERC Chair, or the designee. In all cases the Chair's designee would constitute LEPC Program Staff in Frankfort and documents should be "submitted" in the following manner:

- 1) LEPC representative uploads documentation to County SharePoint Folder
- 2) LEPC representative emails KYEM AM and LEPC Program coordinator

Email must include specifically:

- a) Which document was uploaded (xxxx)
- b) Where document is located (xxxx)

# LEPC Grant Application Self-Study Manual

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## Electronic Funds Transfer (EFT) – Electronic Deposit

LEPCs must submit an Authorization for Electronic Deposit of Vendor Payment with current LEPC bank information on it to the KERC Chair, or the designee. Funds provided by the KERC will be deposited electronically into the LEPC Account (EFT). If the KYEM LEPC Program Coordinator has a copy and there have been no changes in the previous calendar year, no further action is required. If any changes have been made in the previous calendar year, a new form must be submitted to the KYEM LEPC Program Coordinator.

This document should not be posted to SharePoint as it contains PPI. Current standard procedures allow for a signed copy to be emailed to the LEPC Program Coordinator.

If you are not sure if your LEPC has a current bank account, contact the KYEM LEPC Program

Coordinator to verify. Office: 502-607-5732

connie.g.estill.nfg@mail.mil

tier2kyem@gmail.com

## Contract

The KYEM LEPC Program Coordinator will send a copy of the contract to the KYEM AMs who will forward to each of their eligible LEPCs. Once LEPCs receive the contract, certain pages (typically 1, 2, and 9) will need to be signed and returned to the KYEM AM. The AM will deliver or mail the originals to Frankfort.

**\*\*\*LEPC must sign using BLUE INK ONLY and provide the original to the KYEM AM\*\*\***

- Page 1- in the box in the middle of the form, where it says "contractor" and to the right of multiple provider, put the county LEPC name and address.
- Page 2- fill out the part under 2nd party.
- Page 9- under (d), contractor must check appropriate box and initial where it says "the contractor has not violated"

The LEPC Program Coordinator will notify the KYEM AM when funds have been sent by EFT to the LEPC. Please notify your KYEM AM and the LEPC Program Coordinator when the grant has been deposited into the LEPC account.

## Unit 4: Fundamentals Review

- When does the KERC make grant award payments?
- When is a grant modification required?
- What are the banking requirements for grant funds?

# LEPC Grant Application Self-Study Manual

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## Unit 5: Additional LEPC Funding - HMEP Grant

In this unit we will briefly review a secondary grant in Kentucky that may be used to fund LEPCs. The Hazardous Materials Emergency Preparedness (HMEP) is administered by KYEM through the HAZMAT Program Coordinator.

At the end of this unit you will be given the contact information for the KYEM HAZMAT Program Coordinator. You may contact them at any time with questions or for assistance in applying.

### Hazardous Materials Emergency Preparedness (HMEP) Grant

- HMEP is funded through the Federal Department of Transportation (DOT).
- The funds are distributed through the Pipeline and Hazardous Materials Safety Administration (PHMSA).
- Grant period runs from October 1 – September 30 annually.
- Grant funds are divided into 2 categories :
  - - Training
  - - Planning & Exercise
- 75% of the Grant Funds are distributed for Training, Planning and Exercises. The remaining 25% are used for administration of the grant.
- The grant is an 80% federal with 20% local match.
- All grant activities need to be completed by first week of September and all paperwork completed and returned to KYEM Haz-Mat Program Coordinator by September 1st.

### Pipeline and Hazardous Materials Safety Administration (PHMSA)

PHMSA's National Goal is to reduce the risk of death or major injury associated with hazmat incidents. Effective response by appropriately trained personnel, operating under an efficient emergency plan and with strong institutional cooperation, can, among other things:

- Effectively isolate and stop a hazardous material release once an accident happens
- Administer appropriate and expedient medical treatment to those injured
- Stop the release of hazardous material
- Prevent a fire or explosion resulting from a hazardous materials release
- Reduce the amount of time in the closure of a major transportation artery
- Avoid unnecessary evacuations

# LEPC Grant Application Self-Study Manual

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## HMEP Grant (Training)

Training Funds are:

- Expended to train first responders and LEPC members for response to hazardous materials incidents in their communities.
- Used to increase hazardous materials awareness of LEPC Members & Community Leaders to the threat to their community.

KYEM works with a variety of hazardous materials training partners such as Kentucky Community & Technical College System (KCTCS) and Louisiana State University / National Center for Biomedical Research and Training (LSU/NCBRT) to provide first responders and LEPC members with training on hazardous materials and emergency response.

The HMEP Grant works to fund the following trainings:

Awareness/ERG Book	CAMEO
HazMat Operations Level	Ammonia, Ethanol, Chlorine Response
HazMat Technician Level	Flammable Liquid and Gas Bulk Storage
HazMat Refresher Course	Radioactive Material Specialty in Transportation
HazMat Tank Car Specialty	Crude Oil Training
HazMat IQ	Haz-Cat Training
HazWopper	<b>AND MANY MORE....</b>

## HMEP Grant (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 in their communities.

The LEPC can use HMEP funds to:

- Perform tabletop exercises, full scale exercises.
- Perform a Commodity Flow Survey (CFS) if determined necessary.
- Use the planning funds for development, improvement, and public awareness campaigns for their committee.

## 2014 HMEP Grant Totals

2014 HMEP Grant total expended for Planning, Preparedness and Pre-Planning was \$74,070

2014 HMEP Grant total expended for Hazardous Materials First Responder Training was \$186,135

# LEPC Grant Application Self-Study Manual

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## HMEP Grant Timeline

- **January:** Applications are distributed to LEPCs for project proposals annually on the first workday of January
- **March 15<sup>th</sup>:** Annual deadline for project proposals to be submitted to the KYEM HAZMAT Program Coordinator
- **March 31<sup>st</sup>:** Project proposals will be selected for inclusion in the application to PHMSA for the Federal Grant
- **April 3<sup>rd</sup>:** Deadline for KYEM to submit the Federal Grant Application to PHMSA for approval
- **September 1<sup>st</sup>:** Deadline for completion of the sub-grantee projects from the previous grant cycle and submission of paperwork and invoices to KYEM for reimbursement of funds
- **September 30<sup>th</sup>:** PHMSA will notify KYEM of the grant award
- **October 1<sup>st</sup>:** Successful sub-grantees will be notified and they can begin work immediately
- **Oct. 1<sup>st</sup> - Sept. 1<sup>st</sup>:** The Sub-grantee has 12 months to perform the projects and complete all the necessary paperwork

# LEPC Grant Application Self-Study Manual

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## Questions?

Please do not hesitate to contact any of the KYEM Staff if you need assistance:

### HAZMAT Program Coordinator

Danita Farrier  
Kentucky Emergency Management (KYEM)  
Boone Center National Guard  
EOC Room 210-P-5  
110 Minuteman Parkway  
Frankfort, KY 40601  
Office: 502-607-5728  
Fax: 502-607-1622  
[danita.e.farrier.nfg@mail.mil](mailto:danita.e.farrier.nfg@mail.mil)

### LEPC Program Coordinator

Connie Estill  
Kentucky Emergency Management (KYEM)  
Boone Center National Guard  
EOC Room 210-P-5  
110 Minuteman Parkway  
Frankfort, KY 40601  
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Fax: 502.607.1008  
[connie.g.estill.nfg@mail.mil](mailto:connie.g.estill.nfg@mail.mil)  
[tier2kyem@gmail.com](mailto:tier2kyem@gmail.com)

### LEPC Program Manager

David M Davis  
Kentucky Emergency Management (KYEM)  
Boone Center National Guard  
EOC Room 210-P-6  
110 Minuteman Parkway  
Frankfort, KY 40601  
Office: 502.607.5712  
Fax: 502.607.1008  
[david.m.davis200.nfg@mail.mil](mailto:david.m.davis200.nfg@mail.mil)  
[kentuckyserc@gmail.com](mailto:kentuckyserc@gmail.com)

# LEPC Grant Application Self-Study Manual

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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

## 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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# KERC - LEPC Acronym List



ACL	-----	Annual Certification Letter
ACPH	-----	Air Change per Hour
AM	-----	Area Manager
AN	-----	Ammonium Nitrate
ATSDR:	-----	Agency for Toxic Substances and Disease Registry
CAA	-----	Clean Air Act
CAMEO	-----	Computer Aided Management for Emergency Operations
CAS #:	-----	Chemical Abstract Service
CERC	-----	Commonwealth Emergency Response Commission - now called KERC
CERCLA	-----	Comprehensive Environmental Response, Compensation, and Liability Act
CFATS	-----	Chemical Facility Anti-Terrorism Standards
CFR	-----	Code of Federal Regulations
CSB	-----	Chemical Safety Board
DES	-----	Disaster and Emergency Services
DHS	-----	Department of Homeland Security
DOT	-----	Department of Transportation
EEC	-----	Energy and Environment Cabinet
EHS	-----	Extremely Hazardous Substance
EMA	-----	Emergency Management Agency
EMS:	-----	Emergency Medical Service
EOC:	-----	Emergency Operations Center
EOP	-----	Emergency Operations Plan
EPA	-----	Environmental Protection Agency
E&PPC	-----	Environmental & Public Protection Cabinet
EPCRA	-----	Emergency Planning and Community Right-to-Know Act
ERG	-----	Emergency Response Guidebook
ERIL:	-----	Emergency Resource Inventory List
ERT:	-----	Environmental Response Team
FACL	-----	Vfacility Annual Certification Letter
FCC:	-----	Federal Communications Commission
FDA	-----	Food and Drug administration
FEMA:	-----	Federal Emergency Management Agency
FERC	-----	Facility Emergency Response Coordinator
GIS	-----	Geographic Information Systems
GPS	-----	Global Positioning System
HAZMAT	-----	Hazardous Materials
HMEP	-----	Hazardous Materials Emergency Preparedness
HSC:	-----	Highway Safety Commission
KAR	-----	Kentucky Administrative Regulations
KCTCS:	-----	Kentucky Community and Technical College System
KERC	-----	Kentucky Emergency Response Commission
KRS	-----	Kentucky Revised Statutes
KY DEP	-----	Kentucky Department of Environmental Protection
KYEM	-----	Kentucky Emergency Management
LEPC	-----	Local Emergency Planning Committee
Lat/Long	-----	Latitude and Longitude
LOC:	-----	Level of Concern
LoL	-----	List of Lists
MIC	-----	Methyl Isocyanate
MSDS	-----	Material Safety Data Sheets (now known as SDS)



# KERC - LEPC Acronym List

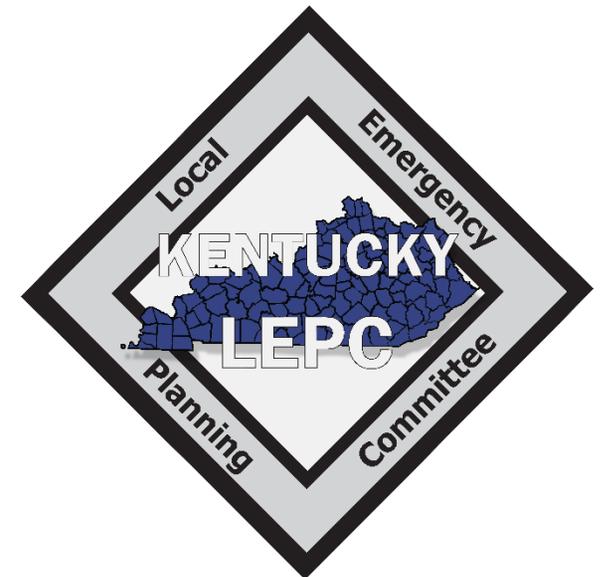


NASTTPO	-----	National Association of SARA Title II Program Officers
NFPA	-----	National Fire Protection Association
NIMS:	-----	National Incident Management System
NOAA	-----	National Oceanic and Atmospheric Administration
NRC	-----	National Response Center
NREPC:	-----	Natural Resources and Environmental Protection Cabinet
OSHA	-----	Occupational Safety and Health Administration
PHMSA	-----	Pipeline and Hazardous Materials Safety Administration
RMP:	-----	Risk Management Plan
RP:	-----	Response Point
RQ	-----	Reportable Quantity
SARA	-----	Superfund Amendments and Reauthorization Act
SCBA	-----	Self-Contained Breathing Apparatus
SDS	-----	Safety Data Sheets (formerly MSDS)
SERC	-----	State Emergency Response Commission - Known in KY as KERC
SIC	-----	Standard Industrial Classification
SIP	-----	Shelter-In-Place
TAB Q-7:	-----	Former name for an EHS Facility Emergency Response Plan in KY
Tier2	-----	Tier2 Report
TPQ	-----	Threshold Planning Quantity
TRI	-----	Toxic Release Inventory
UN ID#:	-----	United Nations Identification Number
USC:	-----	United States Code
USCG:	-----	United States Coast Guard
USEPA:	-----	United States Environmental Protection Agency
UST	-----	Underground Storage Tanks
VZ:	-----	Vulnerable Zone

*“Serving Our Commonwealth”*



**2016**  
***KERC / LEPC***  
***Calendar of Events***





*“Serving Our Commonwealth”*

**Program Notes:**

- **Module 1: “LEPCs in Kentucky”**
- **Module 2: LEPC Grant Application**
- **Module 3: Emergency Response Planning Guide for EHS Facilities**
- **Module 4: Tier2 / EHS Plan Validation Exercise**

**Purpose (KERC LEPC Calendar):**

This document is designed to provide LEPC members with a timeline of the grant requirements found in EPCRA, KRS, and KAR. It will also serve as a valuable tool in planning yearly LEPC meetings and Exercises. Tentative dates for the KERC meeting have been included. All LEPC Chairs are welcome to attend and encouraged to contact the KERC Program Manager to schedule agenda time for presentations regarding current LEPC events, issues, requests, and general updates of activities.

**Target Audience (KERC LEPC Calendar):**

The target audience for this document is any private citizen with an interest in community awareness and emergency preparedness and current members of an LEPC. Specifically, the Chair, the Vice-Chair, the Treasurer, and persons whose role with the LEPC typically includes the responsibility to complete any/all of the following forms and documents:

Annual Certification Letter  
Detailed Budget  
Grant Application  
Grant Ledger

Membership Cover Page  
Personal Property Inventory  
Public Legal Notice



# ~ January 2016 ~

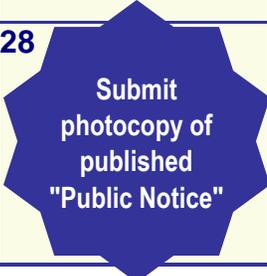


Sun	Mon	Tue	Wed	Thu	Fri	Sat
1) No later than <u>January 31</u> publish public information on committee activities entitled "Public (Legal) Notice Advertisement". 2)					1	2
3	4	5	6	7	8	9
10	11	12	13 	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Notes: LEPCs must meet at least twice per year (once 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.				



# ~ 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 <b>Facility Deadline: Tier2 Report and FACL</b>	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
<b>Notes: No later than April 1<sup>st</sup>:</b> 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



# ~ May 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	30	31	Notes:			



# ~ June 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes: No later than <b>June 1</b> submit detailed budget to the KERC or designee, identifying how the funds requested on the Grant Application are to be spent.			1 <b>Submit Detailed Budget</b>	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:	



# ~ July 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:					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:					



# ~ August 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	30	31	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:



# ~ October 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>Notes:</b>						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	<b>Notes:</b>				



# ~ November 2016 ~



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Notes:		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
<b>No later than <u>December 1</u> submit to the KERC:</b> 1) Updated membership list and cover page 2) Bylaws, with certification stating: 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				1 Submit: Member list w/ cover page, Bylaws, Property Inventory	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

Please do not hesitate to contact any of the KYEM Staff if you have any questions:

HAZMAT Program Coordinator

Danita Farrier

Kentucky Emergency Management (KYEM)

Boone Center National Guard

EOC Room 209-P-5

110 Minuteman Parkway

Frankfort, KY 40601

Office: 502-607-5728

Fax: 502-607-1622

[danita.e.farrier.nfg@mail.mil](mailto:danita.e.farrier.nfg@mail.mil)

LEPC Program Coordinator

Connie Estill

Kentucky Emergency Management (KYEM)

Boone Center National Guard

EOC Room 210-P-5

110 Minuteman Parkway

Frankfort, KY 40601

Office: 502-607-5732

Fax: 502.607.1008

[connie.g.estill.nfg@mail.mil](mailto:connie.g.estill.nfg@mail.mil)

[tier2kyem@gmail.com](mailto:tier2kyem@gmail.com)

LEPC Program Manager

David M Davis

Kentucky Emergency Management (KYEM)

Boone Center National Guard

EOC Room 210-P-6

110 Minuteman Parkway

Frankfort, KY 40601

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Fax: 502.607.1008

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[kentuckyserc@gmail.com](mailto:kentuckyserc@gmail.com)