

LEPC/LEPD Annual Compliance 2022-2023



Due September 30, 2023
MISSOURI EMERGENCY RESPONSE COMMISSION (MERC)
2302 Militia Dr.
PO Box 3133
Jefferson City, MO 65102
(OR)

Email: merc@sema.dps.mo.gov

**Submissions Received After September 30, 2023, Will Not Be
Processed**

Call for assistance: 573-536-9112

2022-2023 Annual Compliance Requirements

LEPC /LEPD _____

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Cover Sheet	Ensure that all applicable signatures are present and that the form is filled out entirely.
LEPC/D Contact Information	Primary points of contact (all officer positions must be filled)
Proposed Expenditures	Anticipated expenses for the coming year; outlines funds necessary to meet goals
Financial Report	Documents income and expenses from the previous fiscal year. All receipts, contracts, and/or supporting documentation MUST be included and should be clearly labeled with the expense category used for calculations (e.g., “Admin,” “Travel,” etc.).
Membership List	List all LEPC/D members under their specific category. Additional pages or separate documents may be used.
Inventory Log (If applicable)	List all non-disposable inventory purchased with LEPC funds, including items surplused during the reporting period
Annual Exercise (If Not Previously Submitted)	Copy of completed exercise with supporting documentation and AAR
Hazmat Plan (If Not Previously Submitted)	Copy of annually reviewed and approved LEPC/D Hazardous Materials Plan
Public Notice	All public notices from the previous fiscal year (LEPC/D meetings, Right to Know, etc.)
Training	Provide a list of all training related to Chemical Emergency Preparedness of Chemical Accidents provided by the LEPC/D.
Treasurer’s Report and/or Bank Statements	Copy of the county/county’s treasurer’s report to include: beginning balance of fiscal year, ending balance of fiscal year and all transactions (debits and credits). If a separate checking account is used by the LEPC/D, all bank statements for the fiscal year must be provided.
Meeting Minutes	All LEPC/D meeting minutes from the previous fiscal year and the meeting minutes approving the submission of the required documents, expenses, officers, and membership.
LEPC/D Rules of Operations (If Not Previously Submitted)	Copy of voted reviewed/voted/approved LEPC/D rules of operations
Public Request Procedures (If Not Previously Submitted)	Copy of procedures for receiving and processing requests from the public for Tier II information, emergency response plan, safety data sheets, inventory logs, chemical release form and follow up emergency notice. The procedure shall include the designated official to serve as the Coordinator for the information.
Tier II Facilities (If Not Previously Submitted)	Copy of Tier II facilities identified within the jurisdiction

***Electronic signatures are not accepted**

Cover Sheet Official Signature Page

LEPC Chair Name (Typed)

LEPC Chair Signature

County	County Treasurer Printed Name	County Treasurer Signature

**The above signature represents that the county has provided the LEPC/D requested documentation to complete this application. The signature does not represent the county approving the compliance information.*

Are any funds from this Packet being used as a match for any federal Grant? Yes No

If yes please name the Grant _____

Payments will be sent from Missouri Emergency Response Commission to the County Government [RSMO Sec 292.604.1(b)]. Your LEPC will receive a concurrent letter advising them of the amount.

MERC Use Only			
Payment Request Date:		Payment for Years:	
Payment Date:		Payment Amount:	
Check/Transaction Number:			
Signature MERC Executive Director		Date	

LEPC/D Name:					
LEPC/D Mailing Address			LEPC/D Street Address		
City:	MO	Zip:	City:	MO	Zip:

LEPC/D Coordinator (If Applicable) LEPC/D Chairperson

Name		Name
Email		Email
Phone		Phone

LEPC/D Vice Chairperson LEPC/D Secretary

Name		Name
Email		Email
Phone		Phone

LEPC/D Treasurer

Name	
Email	
Phone	

2023-2024 Proposed Expenditures

The report should reflect all expenses **planned** for the next fiscal year.

Budget Year Start Date 07/01/2023	Budget Year End Date 06/30/2024
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Expense Category	Cost-Share Amount	LEPC/D Amount
Administrative		Total
Contract Labor (NO full-time employees) *Attach copy of contract		
Postage		
Printing		
Phone/Fax/Internet		
Office Supplies and Equipment		
Computer/Electronic Equipment		
Public Notice		
LEPC meetings (publications, meals, etc.)		
Other		
Projects		Total
Hazmat Plan Distribution		
Hazard Communication		
Facility Review and ID		
Hazmat Flow Study		
Other		
Training & Exercise		Total
Course and Instructor Fees		
Materials and Supplies		
Equipment (See Appendix D)		
Other		
Travel		Total
Mileage, Meals, Registration and Lodging		
Other		Total
(Specify)		
Total Estimated Expenses		
End Balance (Unallocated Funds)		

LEPC/D Chair Signature

Date

2022-2023 LEPC/D Financial Report (This is for **actual** expenses in your previous fiscal year)

Ensure that all receipts, contracts, and other documentation are attached, labeled with the appropriate category and check number.

Reporting Year Start Date	07/01/2022	Reporting Year End Date	06/30/2023
Beginning Balance			
Actual Income			
CEPF			
Other			
Total Funds Available			

Expense Category	Cost-Share Amount	LEPC/D Amount
Administrative		Total:
Personnel (NO full-time employees) *Attach copy of contract		
Postage		
Printing		
Phone/Fax/Internet		
Office Supplies and Equipment		
Computer/Electronic Equipment		
Public Notice		
LEPC Meetings (publication, meals, etc.)		
Other		
Projects		Total:
Hazmat Plan Distribution		
Hazard Communication		
Facility Review and ID		
Hazmat Flow Study		
Other		
Training & Exercise		Total:
Course and Instructor Fees		
Materials and Supplies		
Equipment (See Appendix B)		
Other		
Travel		Total:
Mileage, Meals, Registration and Lodging		
Other		Total:
(Specify)		
Total Expenses		Total:
End Balance		Total:

LEPC/D Chair Signature

Date

LEPC/D Membership List

This page can be used as a guide for those LEPC/Ds that already have digital member lists and as a tool for the LEPC/Ds without digital member lists. If you already have a membership list, you may provide that if it has been signed by the LEPC Chair. All members must be listed.

LEPC/D Chair _____

Printed Name

Signature

	Elected State/Local Official	Emergency Management
Name		
Affiliation		
Email		
Phone		

	Fire Department	Law Enforcement
Name		
Affiliation		
Email		
Phone		

	EMS	Hospitals
Name		
Affiliation		
Email		
Phone		

	Health	Media
Name		
Affiliation		
Email		
Phone		

LEPC/Ds Membership List (cont.)

	Environmental	Transportation
Name		Name
Affiliation		Affiliation
Email		Email
Phone		Phone
	Industry	General Public
Name		Name
Affiliation		Affiliation
Email		Email
Phone		Phone
	Community groups	
Name		Name
Affiliation		Affiliation
Email		Email
Phone		Phone
Name		Name
Affiliation		Affiliation
Email		Email
Phone		Phone
Name		Name
Affiliation		Affiliation
Email		Email
Phone		Phone

Inventory Log

Check the appropriate box(es) below:

- The LEPC/D does not own equipment purchased with CEPF or HMEP funds (STOP HERE)
- The LEPC/D owns non-disposable, non-consumable equipment purchased with CEPF or HMEP funds (COMPLETE THIS FORM)
- During this reporting year, the LEPC/D surplused non-disposable, non-consumable equipment purchased with CEPF or HMEP funds (COMPLETE THIS FORM)

Item	Brand	Model	Serial #	Location	In-Service Date	Surplus/Distribute Date

Directions and Information

***Electronic signatures are not accepted**

1. Due Date: The Annual Compliance will be due September 30, 2023. Any submissions received after the September 30, 2023 due date will not be processed and a letter and email will be sent explaining that the submission was not received by the required date and will not be reviewed or processed.
2. Due Date Reminder: A due date reminder email will be sent out August 1, 2023.
3. CEPF Checklist (Page 3): All items on the checklist must be included unless the item(s) is/are already on file with the MERC.
4. Cover Sheet Official Signature Page (Page 4): LEPC/D Chairperson must sign; County Treasurer must sign stating the financial reports have been provided to the LEPC/D.
5. LEPC/D Contact Information (Page 5): All officer positions must be completed and Coordinator (if applicable).
6. 2023-2024 Proposed Expenditures (Page 6): All sections and categories must be completed. The document follows the state fiscal year (July-June). The LEPC/D's proposed expenditures must follow this same fiscal year. The dates are pre-filled with the correct dates, the dates cannot be altered. The Chairperson must sign this page.
7. 2022-2023 LEPC/D Financial Report (Page 7): All LEPC/D expenses must be included in the Financial Report. All receipts and invoices must be attached. The Financial Report will follow the state fiscal year (July-June). The dates are pre-filled and cannot be altered. The Chairperson must sign this page.
8. LEPC/D Membership List (Page 8-9): All voted/approved LEPC/D members must be included on this list. If an additional document is used, the same information for each member must be included. The Chairperson must sign this page.
9. Inventory Log (Page 10): All inventory purchased and maintained by the LEPC/D must be included on this page. If an item is surplus or distributed and the LEPC/D is no longer financially responsible for the inventory, the date must be included.
10. No parts of the document can be changed or altered. If the document is altered, it can be voided.

Sara Allen
sara.allen@sema.dps.mo.gov
573-536-9112

Overview

This overview is intended to guide LEPCs in how to use the funding available under the Missouri Emergency Planning and Community Right-to-Know Act.

The Emergency Planning and Community Right-to-Know Act (EPCRA) established state emergency response commissions and local emergency planning committees (LEPCs). The State of Missouri established the Chemical Emergency Preparedness Fund (CEPF) to enable the Missouri Emergency Response Commission (MERC) and the LEPCs to carry out responsibilities as designated in state and federal statutes.

EPCRA Requirements

EPCRA requires that each local emergency planning committee/district (LEPC/D):

- Hold a public meeting at least annually.
- Provide annual public notice that indicates how the public may access the hazmat plan, file Tier II forms filed within the jurisdiction, and provide hazmat incident information; and
- Maintain a hazardous materials emergency response plan (“hazmat plan”) that is reviewed, updated, and exercised annually.

Missouri Requirements

In order for a county LEPC/D to be officially recognized by the State of Missouri, and to receive that year’s CEPF, each county LEPC/D must submit a CEPF Application to MERC. If the LEPC/D is not requesting to receive CEPF, the Annual Compliance Packet is required.

A few important notes:

- The MERC and the LEPC Elected Officers are charged with ensuring that the LEPC operates according to State and Federal Laws and Regulations.
- If, at any point, you have questions about the LEPC/D CEPF Packets (how to fill it out, required documentation, etc.), contact the LEPC/Planning Coordinator.
- **The financial report must include all invoices and applicable check numbers should be written on each invoice.**

Thank you for your efforts and dedication to reducing chemical risks and making Missouri a safer place to live, visit, and work. We look forward to working with you again this year as we strive to provide stellar service and resources to help your LEPC/D be successful.

LOCAL EMERGENCY PLANNING COMMITTEE/DISTRICT CEPF FUNDING RULES AND PROCEDURES

To alleviate some of the confusion and simplify the funding process, the Missouri Emergency Response Commission (MERC) has developed rules and procedures for the Community Emergency Preparedness Fund (CEPF), to be used by Local Emergency Planning Committees/Districts (LEPC/Ds).

Fees collected by the department and all funds provided to Local Emergency Planning Committees/Districts shall be used for chemical emergency preparedness purposes as outlined in RSMO sections 292.600 to 292.625 and the federal act, including:

- (1) Contingency planning for chemical releases
- (2) Exercising, evaluating, and distributing plans
- (3) Providing training related to chemical emergency preparedness and prevention of chemical accidents
- (4) Identifying facilities required to report
- (5) Processing the information submitted by facilities and making it available to the public
- (6) Receiving and handling emergency notifications of chemical releases
- (7) Operating a Local Emergency Planning Committee/District
- (8) Providing public notice of chemical preparedness activities. (RSMO 292.606.4)

For further clarification, please see the information below or contact the MERC at 800-780-1014 or go to the MERC homepage at <https://sema.dps.mo.gov/about/merc.php>.

CEPF Funding

The CEPF funding program's purpose is to increase local effectiveness to prevent chemical accidents; to handle hazardous material emergencies safely and efficiently; and to enhance implementation of the state and federal Emergency Planning and Community Right-to-Know Acts (EPCRA). RSMO 292.602.3-4 authorizes the Missouri Emergency Response Commission to provide assistance to Local Emergency Planning Committees/Districts through funding from the hazardous chemical fee system.

This funding program is supported by fees collected under a state fee program requiring a facility having to comply with reporting requirements under EPCRA to contribute to the program. Pipelines transporting hazardous materials must also contribute to the program. These fees are placed in the "Chemical Emergency Preparedness Fund" (CEPF). Funds are provided to Local Emergency Planning Committees/Districts (LEPC/Ds) through an account provided by the county's treasurer. If a county is a member of a LEPC, the county treasurer shall immediately provide such funds to the LEPC.

The information below provides a list of approved projects and activities eligible for CEPF funding.

Projects and Activities Eligible for CEPF Funding

1. Contingency Planning for Chemical/Hazardous Materials Releases:

- Purchase a PC and software to support planning for hazardous material releases and responses(e.g. CAMEO)
- Pay for expenses associated with developing, reviewing and updating hazardous materials emergency response plans and procedures(e.g. meeting expenses, professional consulting fees)

2. Exercising, Evaluating and Distributing Chemical/Hazardous Materials Emergency Response Plans:

- Expenses to conduct emergency response drills and expenses associated with the plan
- Copying and mailing expenses, if applicable, to distribute the plans
- Fees for a professional instructor to design and/or oversee exercises
- Expenses to conduct specialized and functional exercises(focusing on a specific issue, such as in-place protection, etc.)

- 3. Providing Training Related to Chemical Emergency Preparedness and Prevention of Chemical Accidents, (Must be HAZMAT or Chemical Related):**
 - Expenses to participate in appropriate state, regional, or federal training courses (travel, course expenses, etc.). Appropriate courses may relate to planning, response, inspections, compliance, personnel safety, safety audits, etc.
 - Expense of printing and mailing training materials
 - Rental of a facility or equipment needed for training purposes
 - Fee for a special instructor(as required)
 - Purchase of training programs and/or materials to be used to support local training
- 4. Identifying Facilities Required to Report: (LEPC/D Requirement)**
 - Expenses related to printing and mailing notices to facilities potentially required to report
 - Expenses for contracted clerical personnel to create and maintain a paper file and/or electronic database of reported facilities (see section 7 for wage restrictions)
- 5. Processing Information Submitted by Facilities; Make it Available to the Public:**
 - Expenses to set up and maintain a chemical inventory reporting file system and/or information database
 - Expenses for the purchase of filing cabinets and file guides to organize and file information
- 6. Receiving and Handling Emergency Notifications of Chemical or Hazardous Materials Releases:**
 - Expenses to set up and maintain an emergency release notification filing system and databases
- 7. Operating a Local Emergency Planning Committee/District:**
 - Expenses associated with printing, copying, and distributing informational materials to LEPC/D members and other appropriate groups
 - Expenses as needed for LEPC/D meetings and other LEPC/D activities
 - Wages for a part-time assistant (must have a signed contract with the LEPC). Wage is not to exceed \$15.00/hour
 - Expenses for an independent audit of LEPC/D fund use as needed
- 8. Providing Public Notice of Chemical Preparedness Activities:**
 - Advertising LEPC/D meetings and activities in newspapers, radio, TV, etc.
- 9. Developing a Chemical/Hazardous Material Emergency Plan:**
 - Improvement and implementation of the emergency plan required under 42 U.S.C. Chapter 116(SARA Title III)
 - Enhancement of emergency plan including response procedures involving transportation of hazardous goods and radioactive materials
 - Conducting jurisdiction-wide hazards analysis (includes hazard identification, vulnerability analysis and risk assessment)
 - Conducting exercises that test the Chemical/Hazardous Materials emergency operations (the first and utmost priority is to enhance the LEPC/Ds Chemical/Hazardous Materials emergency plan before entering into this part of the planning program)

10. Commodity Flow Assessment:

- Assessment to determine flow patterns of hazardous goods into or within the state

11. Training Needs Assessment:

- Assessment to determine the number of public sector employees (first responders or public officials who are not responders but who perform activities associated with Chemical/Hazardous Materials emergency response plans developed under EPCRA) employed or used by a political subdivision who need the proposed training

12. LEPC/LEPD meetings in conjunction with City or County EMA meetings:

- LEPC meetings that are held in conjunction with city or county EMA meetings may use CEPF funds to provide snacks or meals, but with a 50/50 cost share between the LEPC and the EMA. Separate agendas must be written and receipts showing the cost share must be provided.

13. Projects and Activities not listed above:

- Projects and activities not listed above can be addressed on an individual basis by contacting the MERC Executive Director, and following subsection 4 of the emergency response equipment rules and procedures listed below. Any project, activity or equipment purchase must be Chemical/Hazardous Materials related.

Chemical/Hazardous Materials Emergency Response Equipment:

Note: The funds provided under Missouri's Emergency Planning and Community Right-to-Know Act are intended primarily to support the planning, training, and community right-to-know components of local emergency preparedness for chemical hazards. If a Local Emergency Planning Committee/District elects to use these funds for hazardous materials response equipment, the Missouri Emergency Response Commission (MERC) requires that the following be accomplished first:

1. The LEPC/D should have completed a hazard analysis for Extremely Hazardous Substances(EHS) and the more common hazardous chemicals present in their community
2. The LEPC/D should have completed a local emergency plan following the guidelines of 40 CFR Part 311 and 29 CFR 1910.120
3. The personnel who will be using the equipment should have a level of training needed for their expected level of involvement with hazardous chemicals as specified in 40 CFR Part 311 and the local emergency plan; on-going training to maintain response competency and for use of the purchased equipment should be considered.
4. An equipment purchase proposal must be sent to the MERC Executive Director for Approval and include:
 - a) A written quote for all equipment to be purchased.
 - b) A written justification for the equipment needed.
 - c) Written approval of the LEPC/LEPD.

CEPF Funds CANNOT:

1. Revert to any General Revenue Fund
2. Be used to pay full time salaries and benefits
3. Be used to fund any part of a county or city emergency management program
4. Be used to purchase cell phones or other communications devices except where approved for HAZMAT related purposes
5. Be used to purchase office furniture or equipment, such as computers, monitors, printing devices, chairs or tables except for usage by the LEPC for specific administrative and training functions and approval by the MERC
6. Be used to pay travel expenses to and from LEPC or LEPCD meetings, or for official approved travel above the State mileage guidelines
7. Be used to pay a salary or stipend to any LEPC Officer or Member (Serving as an Officer or a Member is voluntary and is not eligible for salary or stipend)
8. Be used to purchase UAVs (Drones)
9. Be used to fund building projects
10. Be used to purchase vehicles of any size or category, this includes trailers.
11. Be used to supplement purchases of fire and emergency services equipment unless approved by the MERC for HAZMAT specific equipment for training, exercises and response as listed under Emergency Response Equipment purchases.

Please note that CEPF funds are absolutely prohibited from being used by a county or city government for any operational purposes, such as repairing streets, roads, salaries, other maintenance programs, or for any reason outside of the MERC CEPF rules and procedures.

Any questions regarding the CEPF program may be directed to:

Missouri Emergency Response Commission

PO Box 3133

Jefferson City, MO 65102

(800) 780-1014