



PRELIMINARY AGENDA
NORTH CENTRAL FLORIDA (DISTRICT 3)
LOCAL EMERGENCY PLANNING COMMITTEE

Thursday, 15 August, 2013, 10:00 am
Columbia County Emergency Operations Center
263 NW Lake City Ave, Lake City, Florida 32056

I. INTRODUCTIONS AND CHAIRMAN'S REPORT

II. APPROVAL OF MAY 16, 2013, MEETING MINUTES

III. LEPC BUSINESS ITEMS

- a) Presentation – LEPC Involvement in Improving Chemical Facility Safety and Security, Executive Order from President, August 1, 2013
- b) Improving Coordination with Facilities Storing Ammonium Nitrate
- c) Memorandum of Understanding Regarding Electronic Access to Tier 2 Chemical Inventory Information, SERC, LEPC and Fire Departments
- d) Update on Hazards Analysis Review Workgroup
- e) Identification of Potential Supplemental Environmental Projects

IV. PUBLIC INFORMATION ISSUES

- a) Hazardous Materials Awareness Week Theme for 2014
- b) Thomas Yatabe Award Nominations
- c) LEPC Webpage Updates
- d) Membership Review
- e) LEPC Plan Update
- f) Other Public Information Issues

V. FIRST RESPONDER ISSUES

- a) Tier 2 Distribution to Fire Departments
- b) SERC Training Task Force Issues
- c) HMEP Training and Planning Project Contract Update
- d) Regional Hazmat Team Update - Meeting today at 1:00 pm

VI. OTHER BUSINESS AND INFORMATION REQUESTS

VII. NEXT MEETING DATE AND LOCATION

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2009 NW 67th Place, Gainesville, FL 32653 -1603 • 352.955.2200.

NORTH CENTRAL FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE MINUTES

PCS Phosphate
White Springs, FL

Thursday, 16 May, 2013
10:00 a.m.

MEMBERS PRESENT

Shayne Morgan,
Vice-Chair
Frank Armijo
Bill Ellis
Robert Garbett
Scott Garner
Matt Harris for
Gracie Kennedy
Kathy Jenkins
Paul Kremer
Donnie Land
David Peaton
Dan Smith
Donnie Sessions
T.F. Smoak
Ed Ward
Nelo Williamson, Jr.

MEMBERS ABSENT

Ron Mills, Chair
Tim Alexander
Mike Brimeyer
Tom Cisco
Clint Daugherty
David Donnelly
Robyn Gedeon
Carl Glebowski
Keith Godwin
Scott Holowasko
Sylvia Ifft
Brian Johns
Erica Kight (excused)
David Meurer
John Mousa
Jennifer Paris
Casey Schmelz
Kimberly Thomas
Steve Truluck

GUESTS PRESENT

Brian Bradshaw, FDEM
Bill Brideson, GCFR
Mitch Harrell, GCFR
Henry Land, HCEM
John Wright, HCEM

STAFF PRESENT

Dwayne Mundy

The meeting was called to order at 10:12 a.m.

I. CHAIRMAN'S REPORT AND INTRODUCTIONS

It was reported that Chairman Ron Mills was out of the state and Vice-Chair Shayne Morgan would be chairing today's meeting. He asked that everyone introduce themselves. Vice-Chair Morgan thanked Terry Baker and Bill Ellis from PCS Phosphate for providing a location for today's meetings. Terry Baker, the site manager for PCS Phosphate welcomed everyone to the facility.

Vice-Chairman Morgan reported that last week was the Governor's Hurricane Conference and that the Florida Preparedness Association also conducted meetings at that time. He stated that it is an issue of concern for Florida's emergency managers is the loss of funding to support keeping E-Plan free.

II. APPROVAL OF 14 February 2013, LEPC MEETING MINUTES

Action: It was moved by Scott Garner and seconded by Ed Ward to adopt the minutes of the 14 February, 2013, LEPC meeting as printed. The motion passed unanimously.

III. LEPC BUSINESS ITEMS

The Committee discussed concerns regarding the 2012 Chemical Inventory Reporting information not being provided to all Fire Departments by facilities. Dwayne Mundy reported that Chairman Ron Mills discussed this concern at the last LEPC Staff and Chairs meeting. Facilities were advised during the compliance workshops and at the State Emergency Response Commission that there was a letter of exemption from the Environmental Protection Agency saying that facilities that do not send a copy of its Tier 2 report to the local Fire Department won't be fined. This involves Fire Departments being expected to download information from the E-Plan on line data base.

The request for public records made to the Division of Emergency Management has indicated that such a letter of exemption apparently does not exist. Ron Mills had expressed his concern that facilities may potentially be fined for not sending information to the local Fire Departments. Chairman Mills asked that this issue addressed by the LEPC. One possible solution is for the LEPC send a print out of the E-Plan information to every Fire Department in the region and let them know that there were some miscommunications to facilities this year.

Action: It was moved by Donnie Sessions and seconded by David Peaton to provide the 2012 Tier 2 reporting information contained in E-Plan to the appropriate Fire Departments. The motion passed unanimously.

It was reported that a memorandum of understanding was adopted at the last LEPC meeting that establishes a formal agreement with the State Emergency Response Commission on allowing facilities to submit electronically to the LEPC using the E-Plan site to meet the chemical inventory reporting requirements. There is also an option that Fire Departments may enter into an agreement so that facilities would not be required to submit hardcopies to the Fire Departments. The group discussed that with the concern of the continuation of the E-Plan data base, that we should wait and see what happens with it prior to encouraging Fire Departments to adopt its use.

Dwayne Mundy reported on the Hazard Analyses update. He said that the Division of Emergency Management Director, Brian Koon has stated that the Hazard Analyses will not be eliminated for the fiscal year starting July 1, 2013. Dwayne Mundy also reported that he is a member of the Hazard Analyses workgroup and that two meetings have been conducted so far.

One area of concern he has raised is the release of duration for a sulfuric acid release. It was decided that at the conclusion of today's meeting that Paul Kremer, PHD Chemist and Bill Ellis, Professional Engineer would review the equations contained in the Technical Guidance which define the release duration. Mr. Mundy added that this is important because it indicated that sulfuric acid becomes airborne 10 times faster than a gas.

The short term goal of the Hazardous Analyses review process is to make needed modifications to the contract, training and review process to eliminate any problems. Dwayne Mundy reported that a concern that he has found is that the level of concern used for defining the evacuation worse case scenarios is at an inappropriate level.

It was discussed that the Division of Emergency Management has reported that is too much work for them to review the Hazard Analyses and that they no longer want to perform this activity. The group discussed the possibility of the LEPC reviewing the Hazardous Analyses as a way of increasing involvement and better prioritizing better planning efforts. It was noted that in the West, Texas ammonia nitrate explosion that the LEPC was essentially nonexistent and that the Chair of the LEPC was unaware that he was even the Chair. The LEPC discussed that the process of them reviewing the Hazard Analyses would increase the involvement of the committee and the mandated job of preparing an emergency plan for these facilities.

Dwayne Mundy reported that over 7,000 Tier 2 forms have been entered into E-Plan for facilities reporting statewide. He estimated that approximately 70 percent of the facilities in this region have used the electronic reporting for 2012.

IV. PUBLIC INFORMATION ISSUES

Vice-Chairman Shayne Morgan gave a summary of activities conducted during Hazardous Materials Awareness week. Activities included three "Improving Chemical Safety" seminars and three "How to Comply with Hazardous Waste Management" seminars. It was discussed that at the next meeting the LEPC should pick the theme for the 2014 Hazardous Materials Awareness week.

It was reported that the LEPC is continuing the updating of the LEPC web pages. Older out of date information is being removed and that newer information is being added. Shayne Morgan reviewed the membership and noted that every occupational category is currently filled. He stated additional representation could be used in law enforcement, emergency medical services, and broadcast media. Other issues coming include the update of the LEPC plan. Mr. Mundy reported that this year's update to the plan will consist primarily of formatting improvements.

V. FIRST RESPONDERS ISSUES

It was reported that counties are conducting their Multiyear Training and Exercise Programs and the LEPC has provided some input into the county and regional multiyear training and exercise plans. It was also reported that LEPC conducts awareness and

operations level classes throughout the year on request and currently it is conducting a technician class every other year and alternating with technician refreshers classes.

The group heard a report on the issues currently being addressed by the SERC Training Task Force. State Training Task Force Chair, Donnie Sessions reported that currently there are three issues on which they are working. He stated that a white powder protocol is being developed with the Division of Health, which focuses on sampling procedures and identifying if a situation is a creditable threat. A second project is the updating of the Hazardous Materials Guidelines for Emergency Response. The final task is scheduling the next Hazardous Materials symposium.

It was mentioned that the Regional Hazardous Response Team will meeting today at 11:30 a.m. Mr. Mundy indicated that grant application cycle has been opened again and we have two days in which to submit an application. He explained trouble with the application process.

The LEPC has conducted Technician Refresher classes in Live Oak, Bell and Lake City. Air Monitoring is being scheduled in Live Oak prior to the end of June. The HazmatIQ class is scheduled in Gainesville on May 30, 2013. A Decontamination class in Dixie County is also being scheduled in the near future. Dixie County has recently taken possession of the Decontamination Trailer of the North Central Florida Regional Hazardous Materials Response Team. The Team is working on a plan to add hazmat training props to the Gilchrist County Public Safety Headquarters.

Chief Armijo from Lake City raised the issue that we still need to incorporate a credentialing/ accountability system to identify Regional Hazmat Team members and indicate their level of training. Dan Smith reported that the one methodology identified was the issuing of coins with serial numbers to identify team members. It was decided that this issue should be added to the agenda to the next meeting.

VI. OTHER BUSINESS AND INFORMATION REQUESTS

It was reported that no out of the ordinary requests or information had been received this quarter. Tim Smoak discussed ongoing communication issues and the importance of reviewing marketing claims prior to the purchase of expensive equipment. It was reported that the TRANSCAER workshop is being planned at the State Fire College for September 2013 and that it was reported that all of the training is being provided through an out of state rail car group.

Dwayne Mundy reported that he attended the Ammonia Safety day at the Fire College and participated in a panel discussion on increasing facility involvement and preplanning with both the LEPC and the Emergency Responders.

VII. NEXT MEETING DATE AND LOCATION

The next meeting date was discussed and set for Thursday, August 15, 2013 at 10:00 am at the Columbia County Emergency Operations Center. It is anticipated that the Regional Hazmat Team will meet at 1:00 pm that same day and location.

It was moved and the meeting was adjourned at 11:25 a.m.

Chairman

Date

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IMPROVING CHEMICAL FACILITY SAFETY AND SECURITY

For Immediate Release

August 1, 2013

THE WHITE HOUSE

Office of the Press Secretary

EXECUTIVE ORDER

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IMPROVING CHEMICAL FACILITY SAFETY AND SECURITY

By the authority vested in me as President by the Constitution and the laws of the United States of America, it is hereby ordered as follows:

Section 1. Purpose. Chemicals, and the facilities where they are manufactured, stored, distributed, and used, are essential to today's economy. Past and recent tragedies have reminded us, however, that the handling and storage of chemicals are not without risk. The Federal Government has developed and implemented numerous programs aimed at reducing the safety risks and security risks associated with hazardous chemicals. However, additional measures can be taken by executive departments and agencies (agencies) with regulatory authority to further improve chemical facility safety and security in coordination with owners and operators.

Sec. 2. Establishment of the Chemical Facility Safety and Security Working Group. (a) There is established a Chemical Facility Safety and Security Working Group (Working Group) co-chaired by the Secretary of Homeland Security, the Administrator of the Environmental Protection Agency (EPA), and the Secretary of Labor or their designated representatives at the Assistant Secretary level or higher. In addition, the Working Group shall consist of the head of each of the following agencies or their designated representatives at the Assistant Secretary level or higher:

- (i) the Department of Justice;
- (ii) the Department of Agriculture; and
- (iii) the Department of Transportation.

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IMPROVING CHEMICAL FACILITY SAFETY AND SECURITY

(b) In carrying out its responsibilities under this order, the Working Group shall consult with representatives from:

- (i) the Council on Environmental Quality;
- (ii) the National Security Staff;
- (iii) the Domestic Policy Council;
- (iv) the Office of Science and Technology Policy;
- (v) the Office of Management and Budget (OMB);
- (vi) the White House Office of Cabinet Affairs; and
- (vii) such other agencies and offices as the President may designate.

(c) The Working Group shall meet no less than quarterly to discuss the status of efforts to implement this order. The Working Group is encouraged to invite other affected agencies, such as the Nuclear Regulatory Commission, to attend these meetings as appropriate. Additionally, the Working Group shall provide, within 270 days of the date of this order, a status report to the President through the Chair of the Council on Environmental Quality and the Assistant to the President for Homeland Security and Counterterrorism.

Sec. 3. Improving Operational Coordination with State, Local, and Tribal Partners. (a) Within 135 days of the date of this order, the Working Group shall develop a plan to support and further enable efforts by State regulators, State, local, and tribal emergency responders, chemical facility owners and operators, and local and tribal communities to work together to improve chemical facility safety and security. In developing this plan, the Working Group shall:

- (i) identify ways to improve coordination among the Federal Government, first responders, and State, local, and tribal entities;
- (ii) take into account the capabilities, limitations, and needs of the first responder community;
- (iii) identify ways to ensure that State homeland security advisors, State Emergency Response Commissions (SERCs), Tribal

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Emergency Response Commissions (TERCs), **Local Emergency Planning Committees (LEPCs)**, Tribal Emergency Planning Committees (TEPCs), State regulators, and first responders have ready access to key information in a useable format, including by thoroughly reviewing categories of chemicals for which information is provided to first responders and the manner in which it is made available, so as to prevent, prepare for, and respond to chemical incidents;

(iv) identify areas, in collaboration with State, local, and tribal governments and private sector partners, where joint collaborative programs can be developed or enhanced, including by better integrating existing authorities, jurisdictional responsibilities, and regulatory programs in order to achieve a more comprehensive engagement on chemical risk management;

(v) identify opportunities and mechanisms to improve response procedures and to enhance information sharing and collaborative planning between chemical facility owners and operators, TEPCs, **LEPCs**, and first responders;

(vi) working with the National Response Team (NRT) and Regional Response Teams (RRTs), identify means for Federal technical assistance to support developing, implementing, exercising, and revising State, local, and tribal emergency contingency plans, including improved training; and

(vii) examine opportunities to improve public access to information about chemical facility risks consistent with national security needs and appropriate protection of confidential business information.

(b) Within 90 days of the date of this order, the Attorney General, through the head of the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), shall assess the feasibility of sharing data related to the storage of explosive materials with SERCs, TEPCs, and LEPCs.

(c) Within 90 days of the date of this order, the Secretary of Homeland Security shall assess the feasibility of sharing Chemical Facility Anti-Terrorism Standards (CFATS) data with SERCs, TEPCs, and **LEPCs** on a categorical basis.

Sec. 4. Enhanced Federal Coordination. In order to enhance Federal coordination regarding chemical facility safety and

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security:

(a) Within 45 days of the date of this order, the Working Group shall deploy a pilot program, involving the EPA, Department of Labor, Department of Homeland Security, and any other appropriate agency, to validate best practices and to test innovative methods for Federal interagency collaboration regarding chemical facility safety and security. The pilot program shall operate in at least one region and shall integrate regional Federal, State, local, and tribal assets, where appropriate. The pilot program shall include innovative and effective methods of collecting, storing, and using facility information, stakeholder outreach, inspection planning, and, as appropriate, joint inspection efforts. The Working Group shall take into account the results of the pilot program in developing integrated standard operating procedures pursuant to subsection (b) of this section.

(b) Within 270 days of the date of this order, the Working Group shall create comprehensive and integrated standard operating procedures for a unified Federal approach for identifying and responding to risks in chemical facilities (including during pre-inspection, inspection execution, post-inspection, and post-accident investigation activities), incident reporting and response procedures, enforcement, and collection, storage, and use of facility information. This effort shall reflect best practices and shall include agency-to-agency referrals and joint inspection procedures where possible and appropriate, as well as consultation with the Federal Emergency Management Agency on post-accident response activities.

(c) Within 90 days of the date of this order, the Working Group shall consult with the Chemical Safety Board (CSB) and determine what, if any, changes are required to existing memorandums of understanding (MOUs) and processes between EPA and CSB, ATF and CSB, and the Occupational Safety and Health Administration and CSB for timely and full disclosure of information. To the extent appropriate, the Working Group may develop a single model MOU with CSB in lieu of existing agreements.

Sec. 5. Enhanced Information Collection and Sharing. In order to enhance information collection by and sharing across agencies to support more informed decisionmaking, streamline reporting requirements, and reduce duplicative efforts:

(a) Within 90 days of the date of this order, the Working Group

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shall develop an analysis, including recommendations, on the potential to improve information collection by and sharing between agencies to help identify chemical facilities which may not have provided all required information or may be non-compliant with Federal requirements to ensure chemical facility safety. This analysis should consider ongoing data-sharing efforts, other federally collected information, and chemical facility reporting among agencies (including information shared with State, local, and tribal governments).

(b) Within 180 days of the date of this order, the Working Group shall produce a proposal for a coordinated, flexible data-sharing process which can be utilized to track data submitted to agencies for federally regulated chemical facilities, including locations, chemicals, regulated entities, previous infractions, and other relevant information. The proposal shall allow for the sharing of information with and by State, local, and tribal entities where possible, consistent with section 3 of this order, and shall address computer-based and non-computer-based means for improving the process in the short-term, if they exist.

(c) Within 180 days of the date of this order, the Working Group shall identify and recommend possible changes to streamline and otherwise improve data collection to meet the needs of the public and Federal, State, local, and tribal agencies (including those charged with protecting workers and the public), consistent with the Paperwork Reduction Act and other relevant authorities, including opportunities to lessen the reporting burden on regulated industries. To the extent feasible, efforts shall minimize the duplicative collection of information while ensuring that pertinent information is shared with all key entities.

Sec. 6. Policy, Regulation, and Standards Modernization. (a) In order to enhance safety and security in chemical facilities by modernizing key policies, regulations, and standards, the Working Group shall:

(i) within 90 days of the date of this order, develop options for improved chemical facility safety and security that identifies improvements to existing risk management practices through agency programs, private sector initiatives, Government guidance, outreach, standards, and regulations;

(ii) within 90 days of developing the options described in subsection (a)(i) of this section, engage key stakeholders to

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discuss the options and other means to improve chemical risk management that may be available; and

(iii) within 90 days of completing the outreach and consultation effort described in subsection (a)(ii) of this section, develop a plan for implementing practical and effective improvements to chemical risk management identified pursuant to subsections (a)(i) and (ii) of this section.

(b) Within 90 days of the date of this order, the Secretary of Homeland Security, the Secretary of Labor, and the Secretary of Agriculture shall develop a list of potential regulatory and legislative proposals to improve the safe and secure storage, handling, and sale of ammonium nitrate and identify ways in which ammonium nitrate safety and security can be enhanced under existing authorities.

(c) Within 90 days of the date of this order, the Administrator of EPA and the Secretary of Labor shall review the chemical hazards covered by the Risk Management Program (RMP) and the Process Safety Management Standard (PSM) and determine if the RMP or PSM can and should be expanded to address additional regulated substances and types of hazards. In addition, the EPA and the Department of Labor shall develop a plan, including a timeline and resource requirements, to expand, implement, and enforce the RMP and PSM in a manner that addresses the additional regulated substances and types of hazards.

(d) Within 90 days of the date of this order, the Secretary of Homeland Security shall identify a list of chemicals, including poisons and reactive substances, that should be considered for addition to the CFATS Chemicals of Interest list.

(e) Within 90 days of the date of this order, the Secretary of Labor shall:

(i) identify any changes that need to be made in the retail and commercial grade exemptions in the PSM Standard; and

(ii) issue a Request for Information designed to identify issues related to modernization of the PSM Standard and related standards necessary to meet the goal of preventing major chemical accidents.

Sec. 7. Identification of Best Practices. The Working Group shall convene stakeholders, including chemical producers, chemical storage

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companies, agricultural supply companies, State and local regulators, chemical critical infrastructure owners and operators, first responders, labor organizations representing affected workers, environmental and community groups, and consensus standards organizations, in order to identify and share successes to date and best practices to reduce safety risks and security risks in the production and storage of potentially harmful chemicals, including through the use of safer alternatives, adoption of best practices, and potential public-private partnerships.

Sec. 8. General Provisions. (a) This order shall be implemented consistent with applicable law, including international trade obligations, and subject to the availability of appropriations.

(b) Nothing in this order shall be construed to impair or otherwise affect:

(i) the authority granted by law to a department, agency, or the head thereof; or

(ii) the functions of the Director of OMB relating to budgetary, administrative, or legislative proposals.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

BARACK OBAMA

THE WHITE HOUSE,
August 1, 2013.

#

North Central Florida Local Emergency Planning Committee, August 15, 2013 Review

RESOLUTION**ADOPTION BY NORTH CENTRAL FLORIDA (DISTRICT 3) LOCAL EMERGENCY
PLANNING COMMITTEE OF THE FLORIDA STATE EMERGENCY RESPONSE
COMMISSION TIER II HAZARDOUS MATERIAL INVENTORY REPORTS DATA USE
MEMORANDUM OF UNDERSTANDING**

WHEREAS, On March 1 of each year, Florida facilities that are subject to Section 312 of the Emergency Planning and Community Right-to-Know Act are required to file Tier II Hazardous Material Inventory Reports on the regulated hazardous materials that were located on-site for any length of time during the previous calendar year; and

WHEREAS, these reports are required to be filed with the State Emergency Response Commission, the appropriate Local Emergency Planning Committee and the local fire department; and

WHEREAS, the U. S. Environmental Protection Agency published guidance and interpretations on this matter in the July 13, 2010, Federal Register (Vol. 75, No. 133, page 39852) which states that a formal agreement is necessary between the entities to implement a partnership program for sharing of information deposited in a centralized database; and

WHEREAS, the State Emergency Response Commission adopted a Memorandum of Understanding during its July 7, 2011, meeting which formalized the relationships necessary to allow the Tier II data that is entered into the SERC's on-line reporting system to sufficiently cover a facility's reporting responsibilities to the LEPC and local fire department; and

NOW, THEREFORE, BE IT RESOLVED BY THE NORTH CENTRAL FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE THAT:

The North Central Florida (District 3) Local Emergency Planning Committee enters into the Florida State Emergency Response Commission Tier II Hazardous Material Inventory Reports Data Use Memorandum of Understanding as now written and as it may be amended in the future by the Florida State Emergency Response Commission.

PASSED AND DULY ADOPTED by the North Central Florida Local Emergency Planning Committee, at a regular meeting held on the February 14, 2013.



Ron Mills, Chair

ATTEST:



Shayne Morgan, Vice-Chair

Subject: Draft -- Supplemental Environmental Projects - potential projects wanted!

This is a draft memo that will be distributed to emergency responders in our area that have a hazmat project seeking funding. This has not been distributed yet.



Dwayne Mundy
Public Safety and Regulatory Compliance Program Director
North Central Florida Regional Planning Council
2009 NW 67th Place, Gainesville, FL 32653-1603
Voice: 352.955.2200, ext. 108
Fax: 352.955.2209
www.ncflepc.org

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.

North Central Florida Emergency Responders

The State Emergency Response Commission and the U.S. Environmental Protection Agency have entered into a Memorandum of Understanding that includes facilities that have violated reporting requirements under the hazardous materials Emergency Planning and Community Right-to-Know Act (ACT). Rather than paying a fine, a facility has the option to enter into a Supplemental Environmental Project and provide need equipment and supplies to emergency responders. To facilitate this process, the State Emergency Response Commission is encouraging responders to put together a list of possible fundable projects. These projected can be submitted to the North Central Florida (District 3) Local Emergency Planning Committee at <http://ncflepc.org/sep.html> .

Supplemental Environmental Projects (SEPs)

Most federal actions against businesses or individuals for failure to comply with the environmental laws are resolved through settlement agreements. As part of a settlement, an alleged violator may voluntarily agree to undertake an environmentally beneficial project related to the violation in exchange for mitigation of the penalty to be paid. A Supplement Environmental Project (SEP) furthers EPA's goal of protecting and enhancing the public health and the environment. It does not include the activities a violator must take to return to compliance with the law.

Characteristics of Supplemental Environmental Projects

Because SEPs are part of an enforcement settlement, they must meet certain legal requirements.

- There must be a relationship between the underlying violation and the emergency planning benefits that will result from the SEP.
- A SEP must improve, protect, or reduce risks to public health or the environment, although in some cases a SEP may, as a secondary matter, also provide the violator with certain benefits.

- The SEP must be undertaken in settlement of an enforcement action as a project that the violator is not otherwise legally required to perform.

Supplemental Environmental Projects Guidelines

In addition, there are several guidelines that a SEP must meet.

- A project cannot be inconsistent with any provision of the underlying statute(s).
- EPA must not play any role in managing or controlling funds used to perform a SEP.
- The type and scope of each project should be defined in the settlement document.
- A SEP must advance at least the objectives of the Emergency Planning and Community Right-to-Know Act (EPCRA) which formed the basis of the enforcement action.
 - These projects provide assistance to a responsible state or local emergency response or planning entity to enable these organizations to fulfill their obligations under the Emergency Planning and Community Right-to-Know Act (EPCRA.)
 - Such assistance may include the purchase of computers and/or software, communication systems, chemical emission detection and inactivation equipment, HAZMAT equipment, or training.
 - Cash donations to local or state emergency response organizations are not acceptable SEPs.

If you have any questions regarding this matter, please contact LEPC Director Dwayne Mundy at mundy@ncfrpc.org.



Dwayne Mundy
Public Safety and Regulatory Compliance Program Director
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www.ncflepc.org

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III.e)



Potential Supplemental Environmental Projects for Hazardous Materials Emergency Response

Project Submission Form

To submit a project for possible inclusion for future funding, please complete all fields in the Supplemental Environmental Project (SEP) project submission form on this web page. This form will be submitted through your email, so you must do this from a computer that is disconnected to your email server. Feel free to attach any pictures to the email. If you have any questions, do not hesitate to contact Dwayne Mundy at mundy@ncfrpc.org.

Project Overview

Project Name:

Select the cost range that encompasses the amount you estimate it will cost to implement your project. If you have an estimated cost based on a quote or bid, select "I have a bid or quote" from the list and then enter the estimated amount in the "Other Amount" field.

Estimated Cost: -- Select from List --

Quote or Bid Amount:

Project Details

Description of Proposed Project:

Expected Benefit:

Geographic Area of Project (Check all that apply)

- ☐ Entire North Central Florida (District 3) LEPC
- ☐ Alachua County
- ☐ Bradford County
- ☐ Columbia County
- ☐ Dixie County
- ☐ Gilchrist County
- ☐ Hamilton County
- ☐ Lafayette County
- ☐ Madison County
- ☐ Suwannee County
- ☐ Taylor County
- ☐ Union County

Organization, Institution, or Individual

Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Contact PersonContact Name: Telephone: E-mail:



IV.b)

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

September 28, 2012

MEMORANDUM – #19-12

TO: Members of the State Emergency Response Commission
(SERC) for Hazardous Materials

FROM: Bryan W. Koon, Chair 

SUBJECT: Thomas Yatabe – SERC Awards and Certificates of Appreciation

SUMMARY: This year the SERC received several nominations for the annual Thomas Yatabe – SERC Awards Program. The nominations are in recognition of the outstanding contributions made in the implementation and support of the Emergency Planning and Community Right-To-Know Act (EPCRA). The SERC's Membership Committee reviewed the nominations in accordance with the awards program procedures. Attached is a summary sheet, which lists the nominees for SERC Awards and Certificates of Appreciation.

BACKGROUND: According to established Thomas Yatabe – SERC Award Procedures, each LEPC Chairperson recommends one individual or organization that has made an outstanding contribution to the hazardous materials planning program for special recognition. Additional nominees may be recommended for Certificates of Appreciation.

RECOMMENDATION: The SERC's Membership Committee recommends that the attached list of nominees receive Thomas Yatabe – SERC Awards and Certificates of Appreciation.

BWK/lr

Attachment

Thomas Yatabe - State Emergency Response Commission
Awards Program - Nomination Form

Category: (Choose One)

SERC Member _____

LEPC Member _____

Other _____

Name: _____

Occupation: _____
(If Individual)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Reason for Nomination: _____

Brief Description of Accomplishments: _____

Other Comments: _____

For Staff Use Only:

Date Nomination Received: _____

Date Acted Upon By

Membership Committee: _____

ATTACHMENT A
Scope of Work

v.d)

PLANNING GRANT

The Recipient shall perform one of the seven Planning Grant Options listed in this attachment and all tasks shall be completed by June 30, 2013. The Recipient shall notify the Division, in writing, of its choice of a Planning Grant Option within seven days of contract execution.

Option 1: COMMODITY FLOW STUDY

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

Task 1: On behalf of the LEPC, develop a commodity flow study of hazardous materials and extremely hazardous substances transported over selected Interstate and U.S. Highway corridors within the LEPC District. At a minimum, this will include two (2) north/south corridors and two (2) east/west corridors.

1. Carry out a placard survey of trucks carrying hazardous and extremely hazardous substances (EHSs). Record placard number, chemical name, carrier name, direction of travel, date and time of observation and type of vehicle. Data will be collected from several locations along each corridor over a six (6) month period in two to three hour time increments.
2. Generate a series of maps showing the most frequently recorded hazardous materials at each of the observation locations.
3. Provide a report to all county emergency management directors in the LEPC District detailing the results of the study. Prior approval of the report format by the Division is required.

Task 2: Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks.
2. Prepare and submit to the Division a report of the findings and data collected, including any recommendations regarding the analysis.
3. Provide a written report to the Division within ten (10) working days of identifying any significant impediments to the completion of the project tasks as outlined in this scope of work.

4. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
5. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 2: EDUCATIONAL AND SAFETY WORKSHOPS

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

Task 1: On behalf of the LEPC, the Recipient shall develop and conduct educational and safety workshops. The purpose of the workshops shall be to raise the awareness of the importance of preplanning and preparedness activities among emergency response agencies, Section 302 facilities and the general public. Workshops will also be designed to raise the community's awareness of hazardous materials transportation related planning programs.

1. Develop and conduct educational and safety workshops to assist first responders in raising the awareness and importance of hazardous materials preplanning, prevention and preparedness activities related to hazardous materials transportation activities.
2. **A minimum of three workshops will be held.** Additional workshops may be held based on available funding. Each workshop will include a minimum of twenty (20) participants.
 - a. Provide the Division with a project outline and timetable which indicates the estimated time frames to complete the individual tasks. Include a brief description of the methods the Recipient will use to accomplish each task.
3. The Recipient will provide the following for each workshop:
 - a. workshop advertising
 - b. appropriate meeting facilities
 - c. participant training or reference materials
 - d. program speakers or instructors
 - e. a list of attendees
 - f. workshop evaluations

Task 2: Reporting requirements.

1. Provide a written follow-up report to the Division within thirty (30) days of each workshop. The follow-up report shall include:
 - a. summarize workshop subject matter
 - b. a list of attendees
 - c. summarize workshop evaluations
2. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning

projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

3. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 3: LOCAL EMERGENCY PLANNING COMMITTEE PLAN EXERCISE

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, provide staff support to the LEPC to develop and conduct an exercise of the LEPC hazardous materials emergency plan. Use the Homeland Security Exercise Evaluation Program (HSEEP) guidelines to develop, conduct and evaluate the exercise. The following exercise must be regional in scope to reflect an incident requiring a multi-jurisdictional or cooperative response and shall include a transportation element. The exercise must meet the following criteria:

1. A full-scale exercise that tests a minimum of two functional areas (e.g., communications, evacuation, resource management, etc.) or:
2. A comprehensive table top exercise utilizing a simulator / diorama that can be altered to closely reflect an actual location within the jurisdiction being tested. The exercise must test a minimum of two (2) functional areas (e.g., communications, evacuation, resource management, etc.)

Task 2: The required exercise staffing tasks at a minimum consist of the following:

1. Meet with local emergency management staff and local emergency response officials within the district to accomplish the following:
 - a. Explain the purpose and scope of the exercise;
 - b. Establish a method to coordinate procedures among local emergency response officials;
 - c. Identify key personnel to be involved in the exercise which shall include emergency management staff; and
 - d. Develop exercise goals and objectives.
2. Develop an exercise scenario. The following work products shall be completed and submitted to the Division for approval no less than **30 days** prior to the date of the exercise;
 - a. A detailed schedule of exercise events;
 - b. A summary of exercise messages; and
 - c. A listing of exercise control procedures and responsibilities.
3. Following the completion of the exercise, all major participants shall meet to discuss the exercise and identify areas for improvement in the LEPC hazardous materials emergency plan.

Task 3: Submit an after-action report, using HSEEP guidelines, to the Division containing the results of the exercise, a summary of the post exercise meeting outlined in 3 above and subsequent recommendations. The report should also include information regarding what is being done, or will be done, to address the recommendations.

Task 4: Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft match.

Task 5: Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan. For the purposes of this scope of work an actual event may *not* be substituted for the exercise requirement.

Option 4: FACILITY HAZARDS ANALYSIS SUMMARY

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, the Recipient shall develop a facility hazards analysis summary to be used by first responders and their dispatchers.

1. Create a cross-reference two-part loose-leaf booklet, in a chart format, for each Section 302 facility (by county) within the district. This document can be submitted in an alternate format with prior approval from the Division. Information should include, but is not limited to the following;
 - a. Facility name.
 - b. Facility address.
 - c. Facility coordinator - including name, title and telephone number.
 - d. Identify hazardous materials transportation routes from the county line to the facility.
 - e. Identify evacuation routes - based on wind direction.
 - f. A list of Extremely Hazardous Substances (EHS) used, produced or stored at the facility - including name and Chemical Abstract Service (CAS) number.
 - g. The average quantity of hazardous materials shipped to the facility.
 - h. The average number of hazardous materials shipments to the facility per year.
 - i. The vulnerable zone of each chemical listed.
 - j. The total exposed population relative to each EHS listed.
 - k. The storage method for each EHS, i.e., tank, drum, cylinder, etc.
 - l. History of accidental releases including transportation incidents (if any)
 - m. The potential health hazards for each EHS.
 - n. The potential environmental impact for each EHS.
2. Cross-references should be ordered according to the following sub-sections.
 - a. An alphabetical listing of facilities (to include a listing reference number).
 - b. Physical/street address listing of facilities using the City Directory format (to include listing reference number).
3. A copy of the analysis summary should be sent to the supervisor of dispatchers of each fire department within each county/jurisdiction in the district.
4. Prepare and submit to the Division the following documentation.

- a. A preliminary summary sample for review and approval.
 - b. A list of the facilities studied.
 - c. A list of fire departments, by county, and dispatch supervisor names.
5. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
6. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 5: SECTION 302 FACILITY OUTREACH

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, the recipient shall develop and conduct a Section 302 facility outreach and/or feedback program in order to determine the number and types of hazardous material movements by roadway to and from the local facilities. The workshops would provide enhanced up-to-date information to assist in determining the types and level of response necessary in a worst case scenario. Additionally, it would provide attending facility representatives with increased awareness and understanding of the hazardous materials being transported in the vicinity of their facilities and increased awareness of incident reporting requirements.

1. The program will include components which provide at a minimum, contact with every Section 302 facility within the District, fifty (50) of those facilities will require on-site contact (whenever possible these on-site visits should be coordinated with the counties' hazards analysis on-site visits). Components may consist of, but are not limited to, any of the following features; but must include providing the facility a copy of the most current hazards analysis prepared for the facility:
 - a. Explanation of the hazards analysis process and results and a review by the facility for omitted or erroneous information.
 - b. Increasing facility representatives' understanding of the LEPC plan including the relationship between the facility's hazards analysis and the LEPC plan and LEPC activities such as, LEPC-sponsored training, LEPC participation, or exercise development.
 - c. Increasing facility representative understanding of reporting requirements for on-site spills.
 - d. Providing information about local first responders, (location, telephone numbers, contact names).
 - e. Provide a reliable latitude and longitude for each facility's physical location in degrees, minutes, seconds or decimal degrees.

Task 2: Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks. Include in this report a request for a complete listing of Section 302 facilities within the District.

2. Prepare and submit to the Division a report consisting of two separate lists: one list for the 50 facilities that receive on-site visits and a second list for those facilities contacted by other means. On each list indicate the facilities contacted, the method of contact (on-site, telephone, mail, facsimile, etc.) and any technical assistance provided.
3. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
4. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 6: SHELTER-IN-PLACE EDUCATION ENHANCEMENT

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, provide staff support to the LEPC to develop and conduct Hazardous Materials Shelter-In-Place (SIP) and Evacuation Information Seminars in each county in the region and similar train-the-trainer seminars to state and county agency health and human care facility inspectors, nursing and day care home operators/owners, etc. to further disseminate information about SIP and evacuation procedures in transportation related hazardous materials emergencies. Improve worldwide web page SIP information, and construct a scale model SIP demonstration community:

1. Meet with local emergency management staff and local emergency response officials within the district to accomplish the following:
 - a. Explain the purpose and scope of the SIP Information Seminars and train-the-trainer seminars programs to be held in given counties;
 - b. Ascertain level of involvement that local emergency management staff wish to have in development and hosting of the SIP programs;
 - c. Identify key personnel, county/municipal departments, etc. to be involved in the SIP programs; and
 - d. Develop program goals and objectives.
2. Identify locations where programs will be held in counties, schedule speakers, arrange presentation and agenda, and publicize events using appropriate mail lists, e-mail lists, advertising on world wide web (where accessible), radio, newspapers, and television through public service advertisements and interviews/community calendars.
3. Conduct the programs, which shall, at a minimum, include:
 - a. Hold at least a minimum of four (4) Information Seminars (one in each county) in the LEPC district to increase public, community, local government and state agency awareness concerning emergency/accidental hazardous materials releases and the response which individuals, families, businesses and institutions should take in the event of a hazardous materials incident using video presentations, slides, and lectures.

- b. Hold a maximum of three (3) train-the-trainer seminars for state and county agency health and human care facility inspectors, nursing and day care home operators/owners, etc. within the LEPC district.
 - c. A written evaluation form shall be given to participants which allows them to assess the materials and speaker presentations.
- 4. Submit an after-action report to the Division containing the results of the programs and web page development, a summary of questions asked at the meetings, attendance rosters, and evaluation sheets with a critique of the presenters as outlined in 3 above and subsequent recommendations. The report should also include information regarding what is being done, or will be done, to address any recommendations which LEPC staff, emergency management staff, or participants in the programs make towards future improvements of the presentations and web pages.

Task 2: Enhance existing LEPC web services by researching and providing additional community safety and shelter-in-place/evacuation instructions through hyper linking and web page additions.

- 1. Work directly with county emergency management directors, the Division's computer web masters, and LEPC subcommittee members in identification of sites which may be appropriate for hyper linking. Ensure that participants in the project view potential sites for hyper linking so as to avoid creating links which give the public information which is in conflict with normal emergency preparedness and emergency management activities of West Florida.
- 2. Develop World Wide Web pages which incorporate appropriate hyperlinks and valuable information. Place a counter on the primary web page to ascertain number of times the site is accessed by the public.
- 3. Publicize the availability of the information through local area media and on web search engines.
- 4. Submit an after-action report to the Division containing the results of the project, number of pages developed, and number of public access hits received. Also indicate the number of sites which are being hyperlinked with a summary of what the sites contain.

Task 3: Construct one (1) desk-sized portable model community (properly scaled) which can demonstrate the various aspects of hazardous materials emergency actions. The example will include buildings (sealed and unsealed) which demonstrate the value of sheltering-in-place in certain situations, and demonstrate how some common hazardous materials (like chlorine) seek low spots on terrain. (A piece of dry ice in water would simulate a hazardous material release on the scene.)

1. Utilizing the services of the LEPC's Education and Public Awareness Subcommittee (serving as the lead subcommittee), and incorporating the needs and advise of the Exercise Design Subcommittee and Resource and Training Subcommittee, develop an Half-O (HO) scale scene. Use model homes, rail tracks, vehicles, people, landscaping, etc. to create a realistic model community. Request services of model railroad club members to assist in design and construction of the scene.
2. Once completed, run several test table-top exercise scenarios to demonstrate the effectiveness of the unit for training and public education. Work out any flaws regarding scenarios and presentations.
3. Advertise the availability of the model community to the public using various sources of media and the World Wide Web. Provide public presentations on request. Advise EM staff of the availability of the scene for use in training and presentations.
4. Submit an after-action report to the Division containing the results of the project, layout of the scene, photographs of the scene, amount of publicity given and number of public requests for demonstrations.

Task 4: Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

Task 5: Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 7: ON-SITE ASSESSMENT OF OR NEEDS ASSESSMENT SURVEY FOR HAZARDOUS MATERIALS RAPID RESPONSE TEAMS

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

Task 1: On behalf of the LEPC, conduct an on-site assessment of or needs assessment survey for a hazardous materials rapid response team(s) in the district.

1. The assessments will be conducted in accordance with the instructions included in the State Emergency Response Commission approved assessment tool.
2. Provide a completed summary of the assessment of each entity as provided in the assessment tool instructions, in addition to all raw data collected pursuant to completion of this project.
3. Provide a complete overview summary of all teams assessed including a comprehensive review of all the statistical values without reference to individual team entities.
4. Provide a non-judgmental review of the outcomes of the assessment.
5. Ensure knowledgeable application of the assessment tool through ensuring all assessors meet or exceed the requirements for an assessor as expressly defined within the assessment tool.
6. Utilizing an existing assessment survey questionnaire (approved by the Division), ascertain the response needs of all response entities relative to the Extremely Hazardous Substances known to exist in the region. The survey should include, but is not limited to, existing:
 - a. Hazardous materials response equipment
 - b. Hazardous materials response training
 - c. Hazardous materials trained personnel, including level of expertise
7. Submit a list of agencies that will be targeted to receive the assessment survey.

Task 2: Develop an analysis of the hazardous materials response capabilities and needs of the region, including a matrix of public, private, local and regional response teams. In the analysis recommendations include any noted resource or equipment deficiencies and any restrictions or special considerations that would prohibit the response

organization's participation in a hazardous materials incident.

1. Prepare a summary of the assessment survey analysis and distribute to survey participants and other interested parties.

Task 3: Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks.
2. Prepare and submit to the Division a report of the findings and data collected, including any recommendations regarding the assessment(s) or survey(s).
3. Provide a written report to the Division within ten (10) working days of identifying any significant impediments to the completion of the project tasks as outlined in this scope of work.
4. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
5. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.