



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

Gainesville Regional Utilities  
Eastside Operations Center  
4747 North Main St., Gainesville, Florida

Thursday, 20 February 2014  
10:00 a.m.

- I. INTRODUCTIONS AND CHAIRMAN'S REPORT**
- II. APPROVAL OF NOVEMBER 21, 2013, MEETING MINUTES \***
- III. LEPC BUSINESS ITEMS**
  - a) Increasing Coordination Between Facilities, Fire Departments, Emergency Management, Regional Hazmat Teams and the LEPC
  - b) Update on Presidential Executive Order 13650: Improving Chemical Facility Safety and Security
  - c) State Emergency Response Commission Hazards Analysis Working Group Update
  - d) Electronic Submission of Tier Two Data for Reporting Year 2013
- IV. PUBLIC INFORMATION ISSUES**
  - a) Presentation of State Emergency Response Commission Yatabe Award and Certificates of Appreciation
  - b) Hazardous Materials Awareness Week Report, Feb. 16-21, 2014
  - c) LEPC Webpage Updates
  - d) Membership Review
  - e) Other Public Information Issues
- V. FIRST RESPONDER ISSUES**
  - a) Training Classes Scheduled and Additional Classes to be Requested
  - b) Midterm Planning Conference on LEPC Biennial Exercise
  - c) State Emergency Response Commission Training Task Force Issues
  - d) Regional Hazmat Team Update - Meeting, 1:00 pm
- VI. OTHER BUSINESS AND INFORMATION REQUESTS**
- VII. NEXT MEETING DATE AND LOCATION**

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**NORTH CENTRAL FLORIDA LOCAL EMERGENCY  
PLANNING COMMITTEE MINUTES**

Lake City Fire Department  
Lake City, FL

Thursday, 21 November, 2013  
10:00 a.m.

**MEMBERS PRESENT**

Ron Mills, Chair  
Frank Armijo  
Joseph Bazinet for  
Carl Glebowski  
Bill Ellis  
Matt Harris for  
Gracie Kennedy  
Scott Holowasko  
Paul Kremer  
Donnie Land  
Mark Land for  
Casey Schmelz  
T.F. Smoak  
Ebbin Spellman for  
David Donnelly  
Ed Ward

**MEMBERS ABSENT**

Shayne Morgan,  
Vice-Chair  
Tim Alexander  
Mike Brimeyer  
Tom Cisco  
Clint Daugherty  
Dave Dickens  
Robert Garbett  
Scott Garner  
Robyn Gedeon  
Keith Godwin  
Mitch Harrell  
Sylvia Ifft  
Brian Johns  
Erica Kight  
David Meurer  
John Mousa  
Jennifer Paris  
David Peaton  
Donnie Sessions  
Kimberly Thomas  
Steve Truluck

**GUESTS PRESENT**

Sara Buford, AT&T  
Brian Bradshaw, DEM  
Bruce Jordan, Madison Fire  
Rescue  
Chief James Sommers,  
Suw. Co. Fire Rescue  
Chief Westbury, Lake City  
Fire Department

**STAFF PRESENT**

Dwayne Mundy

The meeting was called to order at 10:03 a.m.

**I. CHAIRMAN'S REPORT AND INTRODUCTIONS**

Chairman Ron Mills welcomed everyone and asked that they introduce themselves. He thanked Chief Armijo for providing a location for today's meetings. Chairman Mills reported on the last LEPC Chairs and State Emergency Response Commission meetings.

Chairman Mills reported on the Florida Emergency Preparedness Association academy and its annual work meeting being held in Daytona Beach in early 2014.

## II. APPROVAL OF 15 AUGUST 2013, LEPC MEETING MINUTES

**Action: It was moved by Ed Ward and seconded by Bill Ellis to adopt the minutes of the 15 August, 2013, LEPC meeting as printed. The motion passed unanimously.**

## III. LEPC BUSINESS ITEMS

Dwayne Mundy reported on the status of the Executive Order issued by President Obama on Improving Chemical Facility Safety and Security. He said that public comment sessions have started and one is scheduled for Florida on December 11, 2013 in Orlando. Mr. Mundy recommended the focus of the LEPC comments be that regional LEPCs have worked well in Florida and present a workable model elsewhere. He reviewed the following items identified as priorities at the last meeting:

- Identify ways to ensure that SERCs and LEPCs have ready access to key information in a usable format (Section 3.a.iii).
- Improved sharing of Chemical Facility Anti-Terrorism Standards (CFATS) data (Section 3.c).
- Improved sharing to help identify chemical facilities which may have additional reporting requirements (Section 5.a).
- Monitor and comment on the list of potential regulatory and legislative proposals (Section 6.b)
- Provide stakeholder comments on successes and best practices to reduce safety and security risks (Section 7).

Dwayne Mundy reported on the Improving Hazard Analyses Working Group and its recent meetings. The group discussed that the list of Section 302 facilities still contained errors, but should be fixable. Possible sources of errors in the last couple of versions of the facility lists were discussed.

Next, the Committee discussed the hazards analysis process. Chair Ron Mills discussed two meetings which he had with Director Bryan Koon on fixing the hazards analysis process. He indicated that there is interest at the Division in hearing suggestions to increase regional involvement in the hazards analysis process. Dwayne Mundy reported next on the Improving Hazard Analyses Working Group and reported on three ideas to help improve the process.

- The LEPC should approve the hazards analyses rather than the Division. The LEPC review should focus on coordination among facilities, fire departments, county emergency management. An improved streamlined review would be at a higher level than the current checklist-based reviews conducted by the Division. The primary focus would be on improving preparedness through increased coordination among facilities, emergency management, fire departments and the LEPC.
- The LEPC or counties should decide which half of the Section 302 sites should be visited each year. This would allow sites with large potential impacts to be a priority over sites with minimal impacts.

- A review tool needs to be developed to facilitate the review of CAMEO data. One idea being discussed is exporting the relevant data to a spreadsheet to speed up the process and being able to quickly determine if any required fields are missing.
- The identification of critical facilities within a given vulnerable zone should be automated and be easily updated based upon existing state, regional and county data. The Regional Planning Councils have collected critical facility information and locations as part of the Statewide Regional Evacuation Study. This could help remove duplication of planning efforts.

The LEPC discussed that this is the year to conduct an exercise and the Initial Planning Conference was conducted as part of the LEPC meeting. Various options for an exercise were discussed. It was decided that a functional exercise should be conducted as part of the conclusion of the hazmat technician class in May or a tabletop exercise be conducted prior to June 2014. A final decision will be made at the midterm planning conference to be held at the next LEPC meeting.

#### IV. PUBLIC INFORMATION ISSUES

Vice-Chairman Shayne Morgan was not present at the meeting and was reported to be in a training class. Dwayne Mundy reported that no dates were selected for a statewide Hazardous Materials Awareness week next year. It was decided to declare February 16-22, 2014, as Hazardous Materials Awareness Week in north central Florida. Activities are anticipated to include, "Improving Chemical Safety and Security through Regional Coordination" seminars and inviting all reporting facilities and fire departments to participate. Dwayne Mundy said some, "How to Comply with Hazardous Waste Management" seminars could be held in conjunction.

Shayne Morgan was announced as the recipient of the 2014 Thomas Yatabe Award from the State Emergency Response Commission. The recipients of Certificates of Appreciations were also listed in the packet. These are in recognition of outstanding contributions made in supporting LEPC projects and helping increase hazardous materials safety in our communities.

It was reported that the LEPC is continuing the updating of the LEPC web pages. All membership categories remain filled.

#### V. FIRST RESPONDERS ISSUES

The LEPC discussed ensuring that firefighters have access to Tier 2 forms and that they are aware of electronic access available through E-Plan at <http://erplan.net>.

It was reported that the State Emergency Response Commission Training Task Force. State Training Task Force is working on the Second Annual Hazardous Materials Symposium to be held in conjunction with Fire Rescue East on January 23-24, 2014,

in Daytona Beach. He added that there will be a hazmat team competition this year and that there was talk of having the North Central Florida Regional Hazmat Team enter the competition.

It was mentioned that the Regional Hazardous Materials Response Team Policy Board will not meet today.

The LEPC reviewed the hazmat training classes conducted during the past fiscal year, October 1, 2012 through September 30, 2013. A total of 17 classes were held with a total of 297 students and 1,936 hours of training. Classes included Awareness, Operations, Technician Refresher, Incident Command, HazmatIQ, Decontamination and Chemical Suicide Awareness.

The group discussed that attendance was down in some classes. It was decided that if there are not a sufficient number of students registered in a class on the day before the class, that the class would be cancelled.

It was reported that a TRANSCAER workshop being planned at the State Fire College for September 2013 to cover Chlorine, Ammonia and ethanol response was cancelled. A TRANSCAER railcar stop tour of Florida is being planned for first quarter 2014, with the closest stop being Jacksonville.

#### VI. OTHER BUSINESS AND INFORMATION REQUESTS

It was reported that no out of the ordinary requests or information had been received this quarter. There was a discussion on possible sources of radiation awareness training.

#### VII. NEXT MEETING DATE AND LOCATION

The next meeting date was discussed and set for Thursday, February 20, 2014 at 10:00 am in Alachua County. It is anticipated that the Regional Hazmat Team will meet at 1:00 pm that same day and location. These meetings will be held during Hazardous Materials Awareness Week.

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

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Chairman

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Date

N:\LEPC\minutes\draft LEPC\_minutes-21Nov-2013.docx

**Dwayne Mundy**

III.a

**From:** Dwayne Mundy *emailed to 608 facility contacts*  
**Sent:** Wednesday, January 29, 2014 4:14 PM  
**To:** Dwayne Mundy  
**Subject:** Improving Chemical Safety and Electronic Reporting for Tier Two Workshops  
**Attachments:** HM\_workshop\_2014.pdf; HWflyer2014.pdf

Improving Chemical Safety at all facilities that use hazardous materials is important to all of us. The primary audience for these workshops are facilities registered under the Emergency Planning and Right-to-Know Act (EPCRA) Section 312 and 302. The workshops are funded through annual registration fees administered by the Florida Division of Emergency Management. The deadline for reporting 2013 chemical inventories is March 1, 2014.

To register for one of these workshops or for additional information, please contact LEPC Director Dwayne Mundy at [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org) or call 352.955.2200 ext. 108. Additional information will be available at <http://ncflepc.org>.

- 1) **Improving Chemical Safety through Coordination and Electronic Reporting**, February 18, 2014  
Tuesday, 9:30 – 11:30 a.m. Florida Gateway College, Wilson S. Rivers Library 149 SE College Place Lake City, FL 32025

**Electronic Tier Two Reporting using E-Plan**, North Central Florida Regional Planning Council Office, 2009 NW 67 Place, Gainesville, FL 32653

- 2) Tuesday, Feb. 11th – 2:00pm
- 3) Wednesday, Feb. 12th – 10:00 am
- 4) Thursday, Feb. 13th – 10:00 am

Registration is required and space is limited in these three classes. This is a hands-on class, so it is recommended that you bring your laptop and access password.

This Improving Chemical Safety through Coordination and Electronic Reporting Workshop is part of Local Emergency Planning Committee (LEPC) outreach efforts during Hazardous Materials Awareness Week. Topics to be covered include:

- Florida's Electronic Reporting System for Submitting EPCRA Tier Two Reports
- Emergency Planning, Response and Preparedness
- Increasing Coordination with local responders and emergency management
- Changes to Tier Two reporting in 2014

If you received this notice via email, your email address is contained in the Florida E-Plan Chemical Facility Database for Reporting Year 2012. March 1, 2014 is the deadline for reporting current contacts and 2013 chemical inventories. The data entry portal is <http://erplan.net>.



**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](http://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.





# Improving Chemical Safety through Coordination and Electronic Reporting

## FREE Workshops

This Improving Chemical Safety through Coordination and Electronic Reporting Workshop is part of Local Emergency Planning Committee (LEPC) outreach efforts during Hazardous Materials Awareness Week. Topics to be covered include:

- Florida's Electronic Reporting System for Submitting EPCRA Tier Two Reports
- Emergency Planning, Response and Preparedness
- Increasing Coordination with local responders and emergency management
- Changes to Tier Two reporting in 2014

Improving Chemical Safety at all facilities that use hazardous materials is important to all of us. The primary audience is facilities registered under the Emergency Planning and Right-to-Know Act (EPCRA) Section 312 and 302.

The workshops are funded through annual registration fees administered by the Florida Division of Emergency Management.

To register for one of these workshops or for additional information, please contact LEPC Director Dwayne Mundy at [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org) or call 352.955.2200 ext. 108.

Additional information will be available at <http://ncflepc.org>.

**February 18, 2014**

Tuesday, 9:30 – 11:30 a.m.  
Florida Gateway College,  
Wilson S. Rivers Library  
149 SE College Place  
Lake City, FL 32025

If you received this notice via email, your email address is contained in the Florida E-Plan Chemical Facility Database for Reporting Year 2012. March 1, 2014 is the deadline for reporting current contacts and 2013 chemical inventories. The data entry portal is <http://erplan.net>.

**Electronic Tier Two Reporting  
using E-Plan**, North Central Florida  
Regional Planning Council Office,  
2009 NW 67 Place, Gainesville, FL  
32653

- Tuesday, Feb. 11<sup>th</sup> – 2:00pm
- Wednesday, Feb. 12<sup>th</sup> – 10:00 am
- Thursday, Feb. 13<sup>th</sup> – 10:00 am

Registration is required and space is limited in these three classes. This is a hands-on class, so it is recommended that you bring your laptop and access password.



# How To Comply with Hazardous Waste and Used Oil Regulations

**FREE  
Workshops**

The North Central Florida Regional Planning Council is conducting a **FREE** workshop to help businesses and governmental agencies comply with hazardous waste and used oil storage and disposal regulations.

This workshop will cover topics that apply to all types of businesses that generate potentially hazardous waste. Learn useful information on how to manage your hazardous waste in a cost-effective and legal manner.

Common regulated wastes include: used oil and filters, anti-freeze, solvents, rags, paint wastes, lead-acid batteries, dentist amalgams, fluorescent tubes and other Mercury containing light bulbs.

This compliance assistance outreach project is being presented in partnership with the Florida Department of Environmental Protection and the North Central Florida Local Emergency Planning Committee (Florida District 3).

To register for this workshop or for additional information, please contact Dwayne Mundy at [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org) or (352) 955-2200 ext. 108. Additional information, maps and directions will be available at <http://ncflepc.org>.

**February 18, 2014**

Tuesday, 1:00 – 3:30 p.m.  
Florida Gateway College,  
Wilson S. Rivers Library  
149 SE College Place  
Lake City, FL 32025

**To Receive Hazardous  
Waste Compliance  
Information Updates  
by E-mail, send a  
request to:  
[mundy@ncfrpc.org](mailto:mundy@ncfrpc.org)**

Note: This is being held in conjunction with an “Improving Chemical Safety through Coordination and Electronic Reporting” Workshop being held at the same location from 9:30 – 11:30 am.



**Dwayne Mundy**

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**From:** EO.Chemical [eo.chemical@hq.dhs.gov]  
**Sent:** Thursday, January 30, 2014 2:21 PM  
**To:** Undisclosed recipients  
**Subject:** EO 13650 Community Webinar: February 26, 2014

**Community Webinar on Executive Order 13650: Improving Chemical Facility Safety and Security**

- Do you have concerns about chemical facilities in your community and across the nation?
- Do you have questions about improving chemical facility safety and security?
- Do you want to know what actions the federal government is taking to improve coordination and information sharing?
- Do you want to know more about what federal regulations are doing to safeguard chemical facilities and communities?
- Do you want to know how community members can provide comments and feedback on the Executive Order in order to help improve the safety and security of chemical facilities?

If so, please join us on Wednesday, February 26 from 8pm to 10pm Eastern for a webinar about the Executive Order 13650 on Improving Chemical Facility Safety and Security to learn how this order will reduce worker and community risks from hazardous chemical releases. Skeo Solutions, an independent contractor, will present the webinar through EPA's Technical Assistance Services for Communities (TASC) program. The TASC program provides independent technical assistance to communities.

**Who should attend:** Community members and grass roots organizations, including first responders, interested in improving the safety and security of chemical facilities.

**Webinar Details**

Wednesday, February 26, 8pm – 10pm Eastern

- **Space for this webinar is limited**, so register today at [https://epa.connectsolutions.com/e3y57l48hj2/event/event\\_info.html](https://epa.connectsolutions.com/e3y57l48hj2/event/event_info.html).
- Please test your computer before attending the meeting at [http://admin.adobeconnect.com/common/help/en/support/meeting\\_test.htm](http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm). The Connection Test checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a meeting. If you do not pass the test, perform the suggested actions and run the test again.

The North Central Florida Local Emergency Planning Committee (District 3 LEPC) last met on November 21, 2013, at the Lake City Fire Department (Columbia County). Agenda items included the Executive Order on Increasing Chemical Facility Safety and Security, using hazards analyses for increasing preparedness, and declaring February 16-22, 2014 as Hazardous Materials Awareness Week.

The LEPC discussed the Executive Order and concluded that promoting regional planning for LEPCs should be a focus of our comments. Items identified as priorities for LEPCs include:

- III.b
- Using E-Plan and CAMEO to ensure that SERCs and LEPCs have ready access to key information.
  - Promoting the reporting of ammonium nitrate on Tier 2 forms to ensure that this information is available to responders.
  - Supporting improved sharing of Chemical Facility Anti-Terrorism Standards (CFATS) data, especially with the Risk Management Program (RMP) process.
  - Improved sharing with hazardous waste inspection programs to help identify chemical facilities which may have additional reporting requirements.
  - Hazardous Materials Awareness Week should be proposed as a best practice for LEPCs to focus facility and responder outreach.

Preparing a hazards analysis summary was selected as the planning project for the year. Work was also started on planning a biennial exercise. The Committee continued its ongoing discussion on improving the Hazard Analyses process and supported the following ideas to help improve the outcome.

- III.c
- The LEPC or counties should decide which half of the Section 302 sites should be visited each year. This would allow sites with large potential impacts to be a priority over sites with minimal or no off-site impacts.
  - The LEPC should approve the hazards analyses rather than the Division. The LEPC review should focus on identifying any barriers to coordination among facilities, fire departments, and county emergency management. The LEPC review would be at a higher level review than the current reviews conducted by the Division and would focus on improving preparedness.
  - A review tool needs to be developed to facilitate the review of CAMEO data. One idea being discussed is exporting the relevant data to a spreadsheet to speed up the process and being able to quickly determine if any required fields are missing.
  - A longer term goal would be automating the identification of critical facilities within a given vulnerable zone based upon existing state, regional and county data. The regional planning councils have collected critical facility information and locations as part of the Statewide Regional Evacuation Study. This could help remove duplication of planning efforts.

Activities for 2014 Hazardous Materials Awareness Week are anticipated to include Chemical Safety presentations held in conjunction with Hazardous Waste Management seminars. The LEPC discussed inviting all registered EPCRA Section 302 and 312 facility representatives to participate in a discussion on increasing coordination between facilities, responders, emergency management and the LEPC.

**Dwayne Mundy**

**From:** Dwayne Mundy  
**Sent:** Wednesday, February 05, 2014 2:02 PM  
**To:** Chris Rietow; Chuck Carter (ccarter@cfrpc.org); Dwayne Mundy; Eric Anderson (eanderson@nefrpc.org); John Gibbons (jgibbons@swfrpc.org); John Meyer (johnm@tbrpc.org); Kate Boer (kboer@tcrpc.org); Kathy Ahlen (kathy.ahlen@wfrpc.org); Manny Cela (celam@sfrpc.com); Michael Arnold (marnold@wrpc.cc)  
**Subject:** HA Working Group recommendation for review and comment

fyi



**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](http://www.ncflepc.org)

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**From:** Dwayne Mundy  
**Sent:** Wednesday, February 05, 2014 10:55 AM  
**To:** 'Date, Tim'; Cook, Preston (Hillsborough Co); Jennifer Hobbs; jscott3@coj.net; lousmuller@comcast.net; Rietow, Chris (Apalachee RPC); stevemew@santarosa.fl.gov; Wolfe, Ken (Okaloosa County Alt. EM); Womble, Paul (Polk Co EM); McWhorter, Linda; Wotherspoon, Paul; Parker, Isabell; Turner, Henry  
**Cc:** 'Chris Rietow'  
**Subject:** RE: Conference Call

Can we schedule the next HA Working Group call for Thursday, February 13, 2014 2:00 PM?

Here is what I have for our recommendation:

Recommendation approved by the Hazards Analysis Working Group on January 31, 2014 for review and comment.

The Division contracts the Hazards Analyses out to counties and RPCs as it currently does, but has the final county deliverables reviewed and approved by the RPCs who will then submit a review and approval letter to the Division.

- 1) The Funding levels to counties and RPCs to conduct the hazards analyses should remain the same or be increased to the extent possible based upon the constraint that all funding is contingent on receipts received from the hazardous materials fee system.
- 2) The review process should be streamlined. This will be a separate contract and not affect the level of the hazards analyses funding as stated above.
- 3) The hazards analyses contract should cover a two-year period where the counties and RPCs decide which half of the sites will be visited each year. The procedures for telephone verifications for sites with only sulfuric acid should remain the same. The Counties and or RPCs will ensure all facilities are visited during the two-year cycle.



# HAZARD ANALYSIS WORKING GROUP

Friday, January 31, 2014

Conference Call

10:00 AM – 11:30 AM

## Summary

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### Participants:

Preston Cook	Chris Rietow	Gary Muller for Louetta Muller
Dwayne Mundy	Steve Mewborn	Tim Date
John Scott	Paul Womble	

### Other participants:

Linda McWhorter	Paul Wotherspoon
Isabell Parker	Henry Turner
Eve Rainey	

### 1. Selection of a Chairperson

The first order of business was to elect a chairperson. A motion was made to select Dwayne Mundy and Mr. Mundy agreed to serve. The motion was seconded and passed unanimously.

### 2. Other Business

A motion was made by Mr. Date to require a proxy to be employed in the same discipline as the Working Group member. The motion was seconded and passed unanimously.

### 3. Proposals for Consideration

The third item addressed was to select one of three proposals presented to revamp the hazards analysis contracting process in order to forward a recommendation to the State Emergency Response Commission (SERC). The proposals were:

- The Division contracts the Hazards Analyses out to the 11 Regional Planning Councils (LEPC Staff). The RPC then would have the option of sub-contracting to the counties/contractor or doing the work themselves.
- The Division contracts the Hazards Analyses out to counties and RPCs as it currently does, but has the final county deliverables reviewed and

approved by the RPCs who will then submit a review and approval letter to the Division.

- The Division contracts the Hazards Analyses out to counties and RPCs as it currently does. FDEM could either review the deliverables or sub-contract out to the RPC's for that task.

After discussion, a motion was made to not move the first proposal forward. The motion was seconded and passed by majority.

After discussion, a motion was made to forward the second proposal, with revisions, to the SERC for consideration. The motion was seconded and passed by majority.

Without discussion, a motion was made to not move the third proposal forward. The motion was seconded and passed unanimously.

#### **4. Next Conference Call Date**

Chair Mundy proposed several dates for the next conference call and he offered to poll all Working Group members to determine the best date.

#### **5. Adjournment**

There being no further business the conference call was ended.



III.d

## Dwayne Mundy

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**From:** Brackett, Sam [Sam.Brackett@em.myflorida.com]  
**Sent:** Wednesday, January 08, 2014 4:26 PM  
**To:** Ahlen, Kathy; Rietow, Chris (Apalachee RPC); Dwayne Mundy; Anderson, Eric; marnold@wrpc.cc; tkitchen@ecfrpc.org; ccarter@cfrc.org; johnm@tbrpc.org; John Gibbons; kboer@tcrpc.org; Manny Cela  
**Cc:** Wotherspoon, Paul; Knight@dit00smamso001.doh.state.fl.us; Priscilla@dit00smamso001.doh.state.fl.us; Ray, Donna; Green, Mary; McMillan, Kate; Tim.Date@em.myflorida.com; Turner, Henry; Parker, Isabell; Chris.Stevens@em.myflorida.com  
**Subject:** RE: YEAR 2013 EPCRA 302 & 312 FILING (FLORIDA) - EMAIL NOTICE  
**Attachments:** 2013 Annual Email 12-23-2013.docx; 2013 Annual Email 1-7-2014 Update.docx; 2013 E-plan Training ppx.pptx

Hey Everyone,

I just wanted to update everyone concerning our current activities. On December 27, 2013 we sent an email notice to all year 2012 E-Plan submitters notifying them to file for year 2013 Sections 302 and/or 312 (Tier II) filing (see first attached document).

On January 7, 2014, we were informed that our original email needed to be corrected. In response, I sent an amended email notice to all E-Plan submitters (see second attached document).

The post-card notifications for year 2013 Sections 302 and/or 312 (Tier II) Filing are being printed & will be mailed out this week (we contracted for this service).

Also, we have updated the E-Plan Training slides – incorporated the EPA mandated changes (see the third attachment to this email). You can use these slides for any upcoming Tier II training classes. Paul was thinking that a train the trainer class might work for the Daytona Beach meetings this month, if there is any interest to do so.

And finally, we might be available to do some E-Plan training, preferably in conjunction with any Tier II training that you have scheduled (or will be scheduling). Or if you want a State person at any of your scheduled Tier II trainings, then we will make every effort to be available to attend.

Any additional suggestions will be much appreciated. Thank you,

Sam.

Sam Brackett  
Planning Manager  
Florida Division of Emergency Management  
850-413-9928  
850-488-6250 (fax).

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**From:** Brackett, Sam  
**Sent:** Friday, December 20, 2013 4:16 PM  
**To:** 'Ahlen, Kathy'; Rietow, Chris (Apalachee RPC); Dwayne Mundy; Anderson, Eric; [marnold@wrpc.cc](mailto:marnold@wrpc.cc);

[tkitchen@ecfrpc.org](mailto:tkitchen@ecfrpc.org); [ccarter@cfRPC.org](mailto:ccarter@cfRPC.org); [johnm@tbrpc.org](mailto:johnm@tbrpc.org); John Gibbons; [kboer@tcrpc.org](mailto:kboer@tcrpc.org); Manny Cela  
**Cc:** Wotherspoon, Paul; Knight, Priscilla; Ray, Donna; Green, Mary; McMillan, Kate; [Tim.Date@em.myflorida.com](mailto:Tim.Date@em.myflorida.com); Turner, Henry; Parker, Isabell; [Chris.Stevens@em.myflorida.com](mailto:Chris.Stevens@em.myflorida.com)  
**Subject:** YEAR 2013 EPCRA 302 & 312 FILING (FLORIDA) - EMAIL NOTICE

Hey everyone,

I am getting ready to send out the email annual reporting notice to all of the Florida EPCRA submitters in E-Plan. These are the folks that should already have their Access IDs. I have attached an Excel spreadsheet copy of the contact list. This will be handy when someone calls for their Access ID & Password. Note that the attached list has the company Access IDs. Once the facility rep has their Access ID then they can go through the, "forgot password process" to get into E-Plan.

Additionally, there are approximately 500 companies not on that list that will be coming into compliance soon via the Potential Notice of Violation process (or by other means). They are currently being contacted about prior year's filings & they will also be reminded to file for year 2013 as well.

The Post-Card notice will be mailed out within a couple of weeks.

The email annual notices will be going out later today or early on Monday (December 23<sup>rd</sup>). Please contact me if you have any question.

Sam Brackett  
Planning Manager  
Florida Division of Emergency Management  
850-413-9928  
850-488-6250 (fax).

## **Florida EPCRA Sections 302 / 312 Reporting for Calendar Year 2013:**

This is a reminder that the time to file your year 2013 EPCRA Sections 302 & 312 Tier II chemical inventory data is fast approaching. The reports must be filed by March 1, 2014. This filing is required per Florida's Emergency Planning and Community Right-to-Know Act (EPCRA). As in prior years, you still have the option to either file online or submit paper.

Please note that we strongly encourage everyone to file online using the E-Plan's Tier II Online Reporting System. Most Florida sites currently have year 2012 chemical data already in E-Plan. You can access that data with your assigned Access ID & Password. If you are receiving this email, then do not go into E-Plan and create a new Access ID & Password. Use your existing Access ID & Password. If you do not know your Access ID & Password, then please call 850-413-9970. Note that the E-Plan Tier II Online Reporting System accepts electronic submissions from both EPA's Tier 2 Submit and Tier II Manager. Also, those that file online using E-Plan will not be required to file a paper report with the SERC or local LEPC. Those filing online using E-Plan will also need to check with their local fire department for their specific reporting preference (electronic vs. paper submission).

Florida Tier II filers will be able to file their year 2013 Tier II reports in E-Plan beginning on December 27, 2013. You will be able to submit your Tier II Chemical Inventory reports online as well as pay your annual registration fee. E-Plan's Tier II Online Reporting System web site is available at: <https://erplan.net>.

E-Plan Online training videos are available for viewing at the following web site: <http://eplannews.utdallas.edu/Training.htm>.

The United States Environmental Protection Agency's Tier 2 Submit software is available at: <http://www.epa.gov/osweroe1/content/epcra/tier2.htm>.

Guidance for Tier 2 Submit is available in question and answer format at the following site: <http://www.epa.gov/emergencies/content/epcra/tier2submitfaq.htm>.

For the current reporting year (2013), paper forms will still be accepted. However, note that the United States Environmental Protection Agency has passing rule making which has added many new data elements to the form. More information can be found at: <http://www2.epa.gov/epcra-tier-i-and-tier-ii-reporting>.

Those that opt to file paper Tier II reports will need to send copies to the State Emergency Response Commission, the Local Emergency Planning Committee (LEPC) and to the fire department. Florida specific forms are available at: <http://www.floridadisaster.org/HazMat/SERC/morformz.htm>.

Postcard From  
State

<b>REMINDER: EPCRA SECTIONS 302 &amp; 312 TIER II Chemical Inventory Reports For Year 2013</b>			
<b>REPORTING DEADLINE: MARCH 1, 2014</b>			
<b>ONLINE REPORTING: PRIOR YEAR'S FACILITY/CHEMICAL DATA CAN BE ACCESSED USING UNIQUE ACCESS IDs AND PASSWORDS AT <a href="http://WWW.ERPLAN.NET">WWW.ERPLAN.NET</a>.</b> Contact your State Rep or local LEPC staff for E-Plan login assistance or information. If you file electronically, then you do not need to mail a paper copy to SERC or your LEPC. Check with your local Fire Dept for their reporting requirements.		<b>State Reps to call if you need help with the Access ID or Password:</b>	
		IF YOUR COMPANY STARTS WITH:	CONTACT NAME: CONTACT NUMBER:
			SAM BRACKETT 850-413-9928
		D, J, O, R, S, U, W	MARY GREEN 850-413-9926
		E, G, L, M, P, T, X, Y, Z	DONNA RAY 850-413-9918
		A, B, F, H, Q,	PRISCILLA KNIGHT 850-413-9916
		C, I, K, N, V,	KATE MCMILLAN 850-413-9976
<b>ADDITIONAL INFORMATION:</b> <a href="http://www.floridadisaster.org/hazmat/LEPC">http://www.floridadisaster.org/ hazmat/LEPC</a> <a href="http://hazmat.floridadisaster.org">http://hazmat.floridadisaster.org</a> 850-413-9970 (local) 800-635-7179 (toll-free)			

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## **Preliminary Agenda**

### **North Central Florida Regional Hazardous Materials Response Team Policy Board Meeting**

Gainesville Regional Utilities  
Eastside Operations Center  
4747 North Main St., Gainesville, Florida

Thursday, 20 February 2014  
1:00 p.m.

- I. Introductions and Chair Report
- II. Approval of August 15, 2013 Draft Minutes
- III. Planning and Operational Issues
  - Ensuring That All Responders are Able to View Information On Possible Hazmat Locations in Response Areas
  - Enhancing Coordination Between Facilities, Fire Departments, Emergency Management, Regional Hazmat Teams and the Local Emergency Planning Committee
  - Training Classes Scheduled and Additional Classes to be Requested
  - LEPC Biennial Hazmat Exercise
  - Pipeline Grant Application for 2014 and Expansion of Hazmat Boot Camp
- IV. Other Business and Next Meeting

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

Mailed to all Fire, EMS  
and law enforcement agencies  
in LEPC database



## Regional Hazardous Materials Response, Training and Coordination Meeting

February 20, 2014, 1:00 pm

Gainesville Regional Utilities Eastside Operations Center  
4747 North Main Street, Gainesville, Florida

The North Central Florida Regional Hazardous Materials Response Team would like to invite all first responders to our next meeting to discuss hazardous materials response, training and coordination. One goal of this meeting is to ensure that all responders are able to view information on possible hazmat locations in your response area.

A second goal is to enhance coordination between facilities, fire departments, emergency management, regional hazmat teams and the Local Emergency Planning Committee. This meeting is an opportunity to discuss any multi-discipline issues or suggestions on ensuring that all of our first responders are as prepared as possible.

The North Central Florida Local Emergency Planning Committee (LEPC) provides free hazardous materials response training to emergency responders. Your agency should have received a chemical suicide awareness poster from the LEPC in early October 2013. Chemical suicides in cars and meth lab chemicals are a couple of the emerging hazmat threats which all responders need to be aware.

If there are any questions, do not hesitate to contact LEPC Director Dwayne Mundy at 352.955.2200 x108 or email: [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org). Please RSVP if you plan on attending. If you would like to be added to our email list for free training classes, please complete and return the following. Thank you in advance for your assistance in helping increase hazardous materials preparedness in our communities.

### Department Training or Hazmat Contact

_____	_____
(Name)	(Title)
_____	
(Organization and Address)	
_____	
_____	
_____	
(Telephone Number and E-Mail Address)	