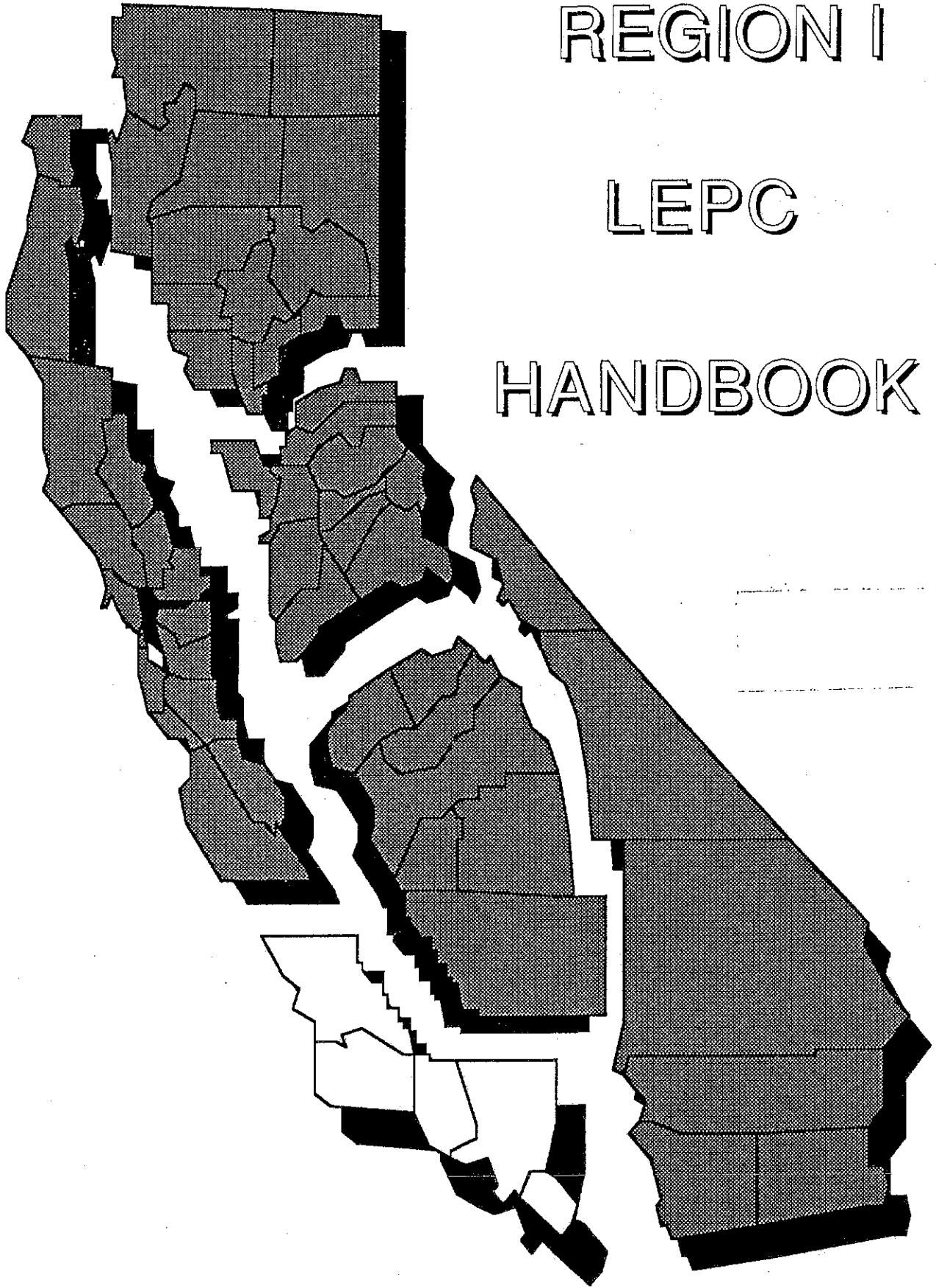


REGION I

LEPC

HANDBOOK



MAP OF CALIFORNIA SHOWING ALL LEPC'S
AND LISTING EACH REGION'S CHAIRMAN

TO BE INSERTED HERE

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**CHEMICAL EMERGENCY PLANNING AND RESPONSE COMMISSION
MISSION STATEMENT**

Authority:

The establishment of a State Emergency Response Commission is mandated by Superfund Amendments and Reauthorization Act, Title III of 1986. This authority is vested in the Chemical Emergency Planning and Response Commission (CEPRC) by the Governor's Executive Order D-63-87. The CEPRC is also tasked by Section 25503.1 of Chapter 6.95 of the California Health and Safety Code.

Mission:

The mission of the Chemical Emergency Planning and Response Commission (CEPRC) is to coordinate and supervise implementation of California's hazardous material emergency planning and community right-to-know program. This includes federal and state programs to prevent, mitigate, and respond to hazardous material emergencies and ensure public availability of appropriate chemical information as prescribed by law. The membership of the CEPRC is defined in the Executive Order, which has been interpreted by the CEPRC to also include membership of one representative from each of the six Local Emergency Planning Committees (LEPC). The CEPRC has several purposes, including, but not limited to:

1. Enhance public safety and environmental protection through efficient implementation of hazardous material emergency planning and community right-to-know laws.
2. Supervise and coordinate the establishment, membership, and program related activities of the LEPC's.
3. Review LEPC emergency planning activities.
4. Coordinate state agency activities in the area of hazardous material emergency planning and community right-to-know laws, while insuring that the legal and jurisdictional autonomy of each of these agencies/departments to act in these areas are preserved.
5. Promote, assist, and guide local, regional and state government activities to integrate hazardous material emergency planning and accident prevention programs and eliminate unnecessary program overlap.
6. Provide a forum for the consideration of ideas and concerns of public and private interests in the implementation of hazardous material emergency programs.
7. Ensure a mechanism for timely review and processing of requests for hazardous material information legally available to the public under this program.
8. Facilitate the identification of resources to promote fulfillment of 1-7.

LEPCs ROLE AND FUNCTION

In 1986 Congress passed the Emergency Planning and Community Right-to-Know Act as Title III of the Superfund Amendments and Reauthorization Act (SARA). This law was enacted to help communities protect public health and safety and the environment from chemical hazards.

To implement Title III, Congress required each state to appoint a State Emergency response commission. The commissions, in turn, were required to divide their states into emergency planning districts and name a Local Emergency Planning committee (LEPC) for each district. In California, Executive Order D-63-87 created the Chemical Emergency Planning and Response Commission (CEPRC). The commission has further established six Local Emergency Planning Committees (corresponding to the six state Office of Emergency Services mutual aid regions). Region I comprises the county areas of San Luis Obispo, Santa Barbara, Ventura, Los Angeles and Orange. The LEPC members fields of expertise (e.g. fire, health, agricultural, industry, medical, environmental, public, media, law, and emergency management) ensures all the necessary elements of the planning process are represented.

The LEPC is the focal point for the Title III activities in the region and is intended to be consistent with planning efforts of local government. The performance of the LEPC is critical to ensuring that the public benefits from the opportunities and the information provided for under the law.

The LEPC is appointed by the CEPRC and has the responsibility for supervising and coordinating the LEPCs activities. The basic LEPC mission is to:

- *Develop a comprehensive emergency plan and to update the plan at least once yearly.
- *Receive information about chemical releases for regional planning purposes and hazard analysis.
- *To assist the public in access to information on hazardous chemicals in their community.
- *To communicate and educate the public about risks from accidental and routine releases of hazardous chemicals.

The responsibilities of the LEPC are stated in law. Other activities may include providing a forum to discuss related hazardous materials issues.

**LOCAL EMERGENCY PLANNING COMMITTEE
MISSION STATEMENT and GOALS**

Authority:

The establishment of Local Emergency Planning Committee (LEPC) is mandated by Superfund Amendments and Reauthorization Act, Title III of 1986. This authority is vested in the six California LEPCs by the Chemical Emergency Planning and Response Commission (CEPRC). Categories of the membership on the LEPC are established by the CEPRC; however, each LEPC has discretion to add up to four ad hoc categories.

Mission:

As coordinated and supervised by the CEPRC, the mission of the LEPCs are to coordinate implementation of California's hazardous material emergency planning and community right-to-know program at the OES regional level. This includes implementation of federal, state and local programs to prevent, mitigate and respond to hazardous material emergencies and ensure public availability of appropriate chemical information as prescribed by law.

The LEPCs have several objectives, including, but not limited to:

1. Develop and implement the regional hazardous material emergency plan consistent with state and federal law, focusing on:
 - . identification of chemical risks, especially those that could have cross-jurisdictional impacts or require multi-jurisdictional response resources;
 - . identification of transportation related chemical risks;
 - . identification of local public and private response capabilities; and,
 - . facilitating agreements or systems to mitigate or reduce shortfalls in response capabilities.
2. Provide a forum for the consideration of ideas and concerns of public and private interests in the implementation of hazardous material emergency programs within the region.
3. Enhance public safety and environmental protection by facilitating the implementation of hazardous material emergency planning and community right-to-know laws.
4. Promote education and awareness programs, and sponsor such programs, as necessary to educate the community as to hazardous material emergency planning and community right-to-know.

5. Facilitate local government emergency planning activities, such as drills, exercises, education, and training that enhance hazardous material emergency preparedness or by obtaining necessary emergency planning information from facilities.
6. Work with the local administering agency (AA) to promote a mechanism for timely review and processing of requests for hazardous material information legally available to the public under these programs.
7. Promote, assist, and guide activities (in conjunction with AAs) to integrate and refine hazardous material emergency planning and accident prevention programs and eliminate unnecessary program overlap.

Goals:

The following goals have been established by the LEPC for 1991-1992.

1. Produce and distribute the revised Regional Plan.
2. Announce the availability of the Plan to the public through various outreach mechanisms (e. g., advertisements in newspapers, press conferences, news releases).
3. Conduct an exercise of one or more elements of the Plan as required under Title III.
4. Conduct workshops in the areas of risk assessment, community right-to-know, hazards analysis, transportation of hazardous materials, and compliance and enforcement for target audiences including: administering agencies, public officials, emergency responders, and the general public.
5. Continue meetings at the LEPC and subcommittee levels; encourage increased participation by the public and public officials; continue to improve the overall planning efforts in Region I through enhanced local/regional integration of program activities and dialog.

REGION I
LOCAL EMERGENCY PLANNING COMMITTEE
BY-LAWS

Approved January 19, 1988

COMMITTEE CHARGE

This Local Emergency Planning Committee (the Committee) is established by the authority of Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986. Its members are appointed by the Chemical Emergency Planning and Response Commission (the Commission), also authorized under SARA Title III.

This Committee shall:

- * complete the preparation of a Local Emergency Response Plan;
- * receive information about use of hazardous materials in industry as specified by Sara Title III;
- * receive notification of emergency releases of hazardous materials and follow-up written reports;
- * appoint an official to serve as the coordinator for information;
- * arrange for information collected by the committee to be made available to the public in a convenient and accessible manner; and
- * Oversee responses by Committee members and staff to public requests for information.

Additionally, this committee shall carry out all other functions as specified by SARA Title III.

COMMITTEE ORGANIZATION

The Committee shall be composed of 14 members appointed by the Commission and one alternate chosen by each member. In the absence of a Committee member, that member's alternate may vote. A majority of members or their alternates shall constitute a quorum. An issue requiring a vote shall have the approval of a majority of voting members or alternates to pass. Votes shall be taken by a roll call or by acclamation, or, when requested by any voting member, by written ballot.

CHAIRPERSON AND VICE CHAIRPERSON

A Chairperson and Vice-Chairperson shall be elected yearly at the October meeting of the committee by majority vote of the members or alternates attending.

SUBCOMMITTEES

Subcommittees shall be formed or dissolved at the discretion of the Committee Chairperson, with the approval by vote of the majority of the Committee members or alternates attending. Each subcommittee shall have a Subcommittee chairperson, appointed by the Committee Chairperson with the approval by vote of the majority of the Committee members or alternates attending. Subcommittee members shall be appointed by the Subcommittee Chairperson, and may be chosen from among Committee members or may be other persons qualified to advance the work the Subcommittee.

MEETINGS

Meetings shall be held on the third Tuesday of each month, or otherwise no less than monthly at times and places arranged and published by the Chairperson. Meetings shall be open to the public, except for executive sessions which may be called for those purposes allowed by law. Meetings shall be conducted according to Robert's Rules of Order.

Members of the public are invited to address the Committee on any item of the agenda or comments within the subject matter. Comments from the public will be limited to five (5) to ten (10) minutes per individual.

RATIFICATION AND AMENDMENT OF BY-LAWS

These By-Laws shall be ratified and may be amended from time to time by a two-thirds vote of members or alternates attending.

BUDGET TO BE INSERTED WHEN COMPLETED

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) CATEGORY DESCRIPTIONS

This policy of the Chemical Emergency Planning and Response Commission should be used as a guide by LEPCs when recruiting new members. Overall, LEPC members should have a substantial interest in reducing the risks posed to the public and emergency responders by hazardous materials. Local experience, and a regional perspective are highly desirable attributes. Each member shall enhance regional emergency preparedness through outreach activities and by networking with other organizations within their area of representation.

ADMINISTERING AGENCY: This position represents local administering agencies (AA) under Chapter 6.95 of the Health & Safety Code. The individual selected for this position must be employed by an administering agency. This person should be knowledgeable of the activities of other AAs in the region and willing to work with AAs for coordination of their views into LEPC programs.

AGRICULTURE: This position should be represented by an agricultural commissioner or member of their staff who is familiar with the regional agricultural situation and can understand and solicit the opinions of this sector. The individual appointed to this position would network and interact with the agricultural community and regulatory agencies regarding the management and control of hazardous materials. The incumbent should be a resource for information concerning regional agricultural use and the impact of hazardous material programs on agribusiness.

CIVIL DEFENSE: Represented by a city or county emergency services official, this position provides expertise on emergency response planning and management for disaster preparedness and hazard mitigation. By networking with other organization within their area of representation this member should work to integrate mutual-aid systems.

COMMUNITY GROUPS: This position represents community interest organizations and groups. The community member category is proactive in formulating right-to-know outreach programs. Candidates for this position should be selected from civic organizations or community associations interested in community hazard mitigation.

ELECTED OFFICIAL: This position is for an elected representative of local or state government such as a county supervisor, city council member, or state legislator. In some cases, a designated representative of the official may be appropriate. The individual selected for this category should provide public leadership and political visibility to the committee; coordinate political support activities for hazardous materials issues through regional councils and associations.

EMERGENCY MANAGEMENT: This position represents state emergency management and mutual-aid coordination for disaster operations at the regional level and is usually represented by the OES regional manager.

FIRE: This position represents the first responders, community and district fire service agencies/departments. The individual selected for this position should be a department or battalion officer, who is knowledgeable in hazardous material response. The individual in this position represents the fire service community through mutual aid regions, community agencies and professional associations.

FIRST AID: This position represents emergency medical response providers, both public and private, including ambulance companies, paramedical groups/units and volunteer organizations with disaster first aid response capabilities. The individual selected for this position should be members of emergency medical service organizations paramedical groups or the American Red Cross.

HEALTH: This position represents the local public health service agencies in the region. The individual appointed to this position provides expertise on hazardous materials safety, education, program management, and planning. Members are selected from county or community health departments.

HOSPITAL: This position represents both private and public hospital and emergency medical treatment facilities. The individual appointed to this position shall facilitate developing emergency medical response preparedness for hazardous materials at the local community and regional levels. Members are selected from regional hospital or medical center emergency medical coordinators.

INDUSTRY: This position represents businesses and industries that are regulated by current hazardous materials legislation. The individual in this position should provide knowledge on hazard material use, impact, and emergency planning in major facilities and small businesses. Members selected for this position should be active participants in regional associations and networks.

LAW ENFORCEMENT: This position represents the local law enforcement agencies within the region. The individual in this position shall communicate planning and preparedness needs for hazardous materials response and mutual-aid. The members in this category are from county sheriff's office, city police departments, or from a local CHP office.

LOCAL ENVIRONMENTAL: This position represents regional concerns for protecting the environment and mitigating the effects of hazardous materials. The individual selected for this category are representatives of organizations or institutions whose primary interest or mission is environmental protection.

MEDIA: This position represents local and regional broadcast and print media on emergency response and community right-to-know issues. The individual appointed to this position would assist in organizing/developing public information concepts and procedures for regional hazardous materials emergency preparedness.

TRANSPORTATION: This position represents all modes of hazardous materials transportation within the planning region. The individual in this position is knowledgeable of operations, regulations and procedures regarding the transport of hazardous materials. The member selected for this position is usually a regional/district supervisor or director for CALTRANS, Public Utilities Commission or CHP; or a manager in the transportation or transportation support industry.

AD HOC CATEGORIES: Each LEPC has the authority to establish four additional categories. All four categories do not have to be established. These categories can be used by an LEPC to expand representation on the committee and to obtain additional expertise. These categories cannot represent the same area of interest. Some LEPCs have considered the additional categories of air pollution control, legal, and federal facilities. Region I has, thus far, chosen the following two ad hoc categories: schools and public official.

REGION I- HAZARDOUS MATERIALS RESPONSE PLAN

Executive Summary

Background

On October 17, 1986, Congress passed the "Superfund Amendment and Reauthorization Act" (SARA), including Title III the "Emergency Planning and Community Right to Know" Act. Congress enacted this law to help local communities protect public health and safety and the environment from chemical hazards. The Governor's Office of Emergency Service (OES) was given responsibility for overseeing the implementation of Title III and coordinating it with the state's hazardous materials program.

To accomplish this, the law included the creation of a state commission entitled the Chemical Emergency Planning and Response Commission (CEPRC). The CEPRC in turn designated six emergency planning regions. The Local Emergency Planning Committees (LEPC's) were created with boundaries corresponding to the existing six Office of Emergency Service mutual aid regions.

As the focal point for Title III activities in the community one of the main goals of the LEPCs is to develop a hazardous material emergency plan addressing chemical emergency planning on the regional level. In California, however, under the existing state law administering agencies (AAs) had already developed emergency plans for their local areas. Not to duplicate effort the decision was made for the LEPC to develop a regional chemical emergency plan in keeping with the continuity of emergency response planning statewide.

Under these guidelines the first Hazardous Materials Emergency Plan for Region I (which includes San Luis Obispo, Santa Barbara, Ventura, Los Angeles and Orange counties) was created and was approved by the state commission in October 1988.

The Plan

This second edition of the plan reflects many hours of effort by the LEPC membership to develop a broad-based plan. The LEPC's objective is to have in place a plan, addressing the key preparedness issues on a regional basis, which includes those elements that could have cross-jurisdictional impacts or require multi-jurisdictional resources. Additionally, transportation related chemical risks, and local response capabilities both public and private are described. The diverse expertise of the LEPC members ensures these elements are included in this plan.

The plan builds upon existing area and local emergency plans. Each of the counties in the region has a unique set of characteristics which is considered in assessing the potential for hazardous materials emergencies. A broad description of transportation routes, facilities impacted and information on the various reporting facilities is included. Jurisdictions and organizations with emergency responsibilities are identified and incorporated into the Plan.

The Plan describes the roles and responsibilities of the LEPC, city and county administering agencies as well as other agencies which may be requested to provide technical, emergency response and/or clean-up assistance. Included in the plan is the description of the regional operations in response to a major hazardous materials emergency. It is anticipated that Region I's operational activities for most major hazardous materials emergencies will consist primarily of coordinating and obtaining resources, maintaining communications and disseminating information to concerned agencies and the public if requested. Appendices are included which provide additional resource information.

This second edition updates information developed in the first edition of the plan. This information expands on various areas such as training requirements, community right to know information and new procedures used to unify the federal and state programs. Input was solicited from the committee members, administering agencies, businesses and other interested parties. The plan is now available for public review and comment. After public comment and committee approval this plan will be submitted for approval to the CEPRC before the current deadline of October 17, 1991.

HAZARDOUS MATERIALS PLANNING IN CALIFORNIA

Prepared by
(under authority of)

State OES
(Under Sections 8574.16 of
Calif. Gov. Code)

**Six Regional Local
Emergency
Planning Committees**
(Under SARA Title III)

**127 Local Administering
Agencies**
(Under Chapter 6.95 of Calif.
Health & Safety Code)

**120,000 + "Businesses" in
California handling Hazardous
Materials in excess of State &
Federal Thresholds**
(Under Chapter 6.95 & SARA Title III)

**Integrated Hazardous Materials
Planning within California**

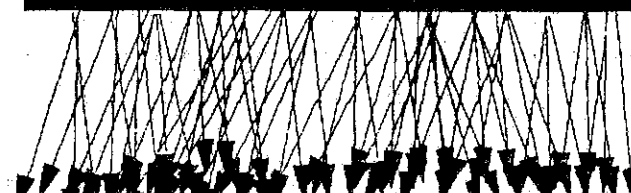
**California Hazardous Materials
Incident Contingency Plan**



**Regional Hazardous Materials
Emergency Plan**



**Hazardous Materials Emergency
Response Plan (Area Plan)**



**Hazardous Materials Business
Plan (Business Plan)**

**Superfund Amendment & Reauthorization Act (SARA) Title III also known as
The Chemical Emergency Planning & Community "Right-to-know" Act
(Summary)**

- SEC 301** Establishes State Commissions, Local Emergency Planning Committees (LEPC) & Planning Districts.
- SEC 302** Substances (listed Materials) and Facilities Covered, and notify State Commission
- SEC 303** Emergency Response Plan Required (Identify Facilities, routes, resources, methods & procedures, designation of community response coordinators, timely notification, evacuation plans, hazards analysis and training programs).
- SEC 304** Emergency Notification- immediately for extremely hazardous substances & written follow-up.
- SEC 305** Emergency Response Training & review of Emergency Alerting and Response Systems.
- SEC 311** Reporting requirements-Material Safety Data Sheets (MSDS) or list of materials.
- SEC 312** Report inventory to State, LEPC and Fire Department (only to the local Administering Agency in California) This information is available to public, except as provided for.
- SEC 313** Toxic Chemical Release information -applies to specific categories of facilities.
- SEC 321** Relationship to other Laws (shall not preempt state of local law or modify federal law).
- SEC 322** Trade Secrets-Allowed only as provided for in law (must be determined in court).
- SEC 323** Information to Health Professionals, Doctors, and Nurses- must be provided when there is a need.
- SEC 324** Public shall have access to plans, data sheets, inventory forms as provided for.
- SEC 325** Enforcement-Monetary penalties can be assessed for non-compliance of this law.
- SEC 326** Citizens have the authority to bring civil actions against a facility for not complying with law.

CHAPTER 6.95 HEALTH & SAFETY CODE: HAZARDOUS MATERIAL DISCLOSURE LAW

- SEC 25500** Establish business & Area Plans for hazardous material handlers criteria.
- SEC 25502** Implementation by Counties and cities.
- SEC 25503** Business Plans & Area Plans, the minimum standards & requirements.
- SEC 25503.5** Business Plan for emergency response; exemptions; emergency rescue personnel. (provide information to emergency response personnel on a 24 hour basis).
- SEC 25503.7** Railroad car stored 30 days or more are subject to file business plans.
- SEC 25504** Business Plans- Contain emergency response plans, training, & inventory data.
- SEC 25505** Business must review the plan biannually, inventory annually, & certify complete. Business plans (records) must be available for public inspection.
- SEC 25507** Threatened release or release- immediately report the release to affected agencies.
- SEC 25508** Authority to inspect- any employee or representative has the authority to inspect.
- SEC 25509** Inventory forms- include chemical name(s), waste category, maximum amount, how handled, SIC code, name & phone number of who to contact in an emergency.
- SEC 25511** Trade secrets- business may apply for trade secret as provided in US Gov. Code.
- SEC 25512** Effect of compliance-compliance with this law will not exempt from any other law.
- SEC 25513** Schedule of fees- cities or counties may adopt a fee to support cost of program.
- SEC 25514** Civil liability- any business that violates this law is civilly liable for monetary fines, and in emergency responses the cost of the cleaning up & disposal.
- SEC 25515** Fines & imprisonment- are levied when convicted of failure to notify of a release.
- SEC 25515.2** Collection of civil & criminal fines and distribution to hazardous material training and waste enforcement fund.
- SEC 25516** Injunctions & Restraining Orders- to enjoin unlawful acts to restrain the business and seek an order directing compliance.
- SEC 25517** Rewards- can be issued to a person for providing information to convict a violator.