

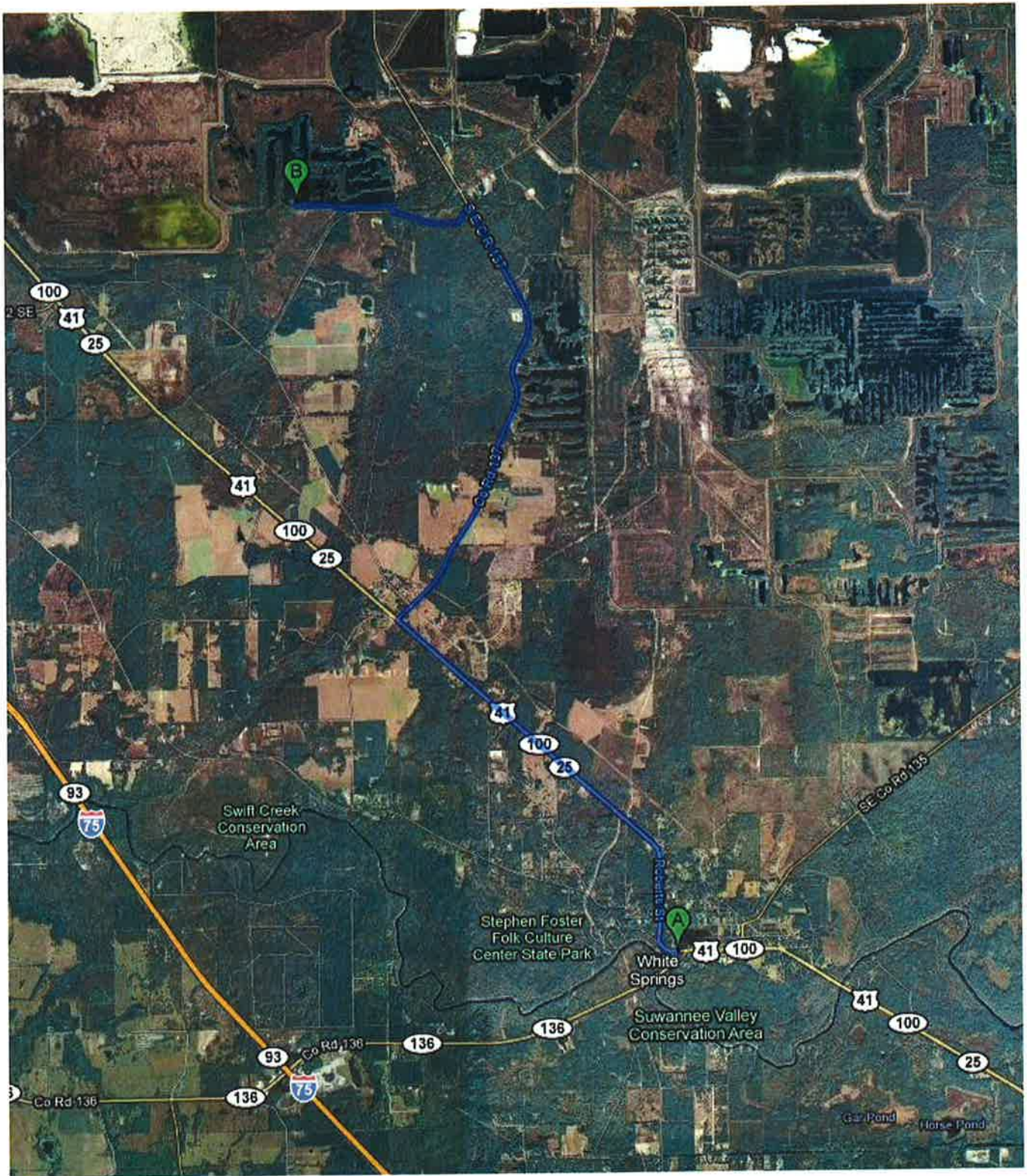


**PRELIMINARY AGENDA  
NORTH CENTRAL FLORIDA (DISTRICT 3)  
LOCAL EMERGENCY PLANNING COMMITTEE**

PCS Phosphate Conference Center  
White Springs, Florida

Thursday, May 29, 2014  
10:00 am

- I. INTRODUCTIONS AND CHAIRMAN'S REPORT**
- II. APPROVAL OF FEBRUARY 20, 2014, MEETING MINUTES \* ✓**
- III. LEPC BUSINESS ITEMS**
  - a) Update on Presidential Executive Order 13650: Improving Chemical Facility Safety and Security ✓
  - b) Report on E-Plan Electronic Submissions of Tier Two Data
  - c) State Emergency Response Commission Hazards Analysis Working Group Update ✓
  - d) New Procedures for Reviewing and Approving Hazards Analyses
  - e) HMEP Planning Grant Project Selection ✓
  - f) County Reports on Hazardous Materials Activities and Exercises - *NEW!*
- IV. PUBLIC INFORMATION ISSUES**
  - a) Moving Hazardous Materials Awareness Week to September to coincide with National Preparedness Month
  - b) Biennial Appointments of Members and Alternates to LEPC ✓
  - c) LEPC Webpage Update
  - d) Other Public Information Issues
- V. FIRST RESPONDER ISSUES**
  - a) Training Classes Scheduled and Additional Classes to be Requested ✓
  - b) Report on LEPC Biennial Exercise ✓
  - c) Status of Supplemental Environmental Projects Website and Database
  - d) State Emergency Response Commission Training Task Force Issues ✓
  - e) Regional Hazmat Team Update - Meeting, 11:30 am ✓
- VI. OTHER BUSINESS AND INFORMATION REQUESTS**
- VII. NEXT MEETING DATE AND LOCATION**



II

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

Gainesville Regional Utilities  
Eastside Operations Center, Gainesville, FL

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

**MEMBERS PRESENT**

Ron Mills, Chair  
Frank Armijo  
J.D. Brown for  
    Tim Alexander  
Billy Brideson for  
    Mitch Harrell  
Bill Ellis  
Scott Garner  
Matt Harris for  
    Gracie Kennedy  
Scott Holowasko  
Paul Kremer  
Donnie Land  
Mark Milton for  
    Steve Truluck  
Shayne Morgan,  
    Vice-Chair  
John Mousa  
David Peaton  
Donnie Sessions  
Dan Smith  
T.F. Smoak  
Ebbin Spellman for  
    David Donnelly  
Ed Ward

**MEMBERS ABSENT**

Mike Brimeyer  
Tom Cisco  
Clint Daugherty  
Dave Dickens  
Robert Garbett  
Robyn Gedeon  
Carl Glebowski  
Keith Godwin  
Sylvia Ifft  
Brian Johns  
Erica Kight  
David Meurer  
Kimberly Thomas

**GUESTS PRESENT**

Brian Bradshaw, FDEM  
Tom Cartwright, Dumont  
Krisha Cole, Suwannee  
    American Cement  
Al Leaphart, GREC  
Rafael Sanchez, Select  
    Specialty Hosp.  
Dusty Shaw, Windstream  
Ken Smith, Trademark  
    Metals Recycling  
Rusty Smith, Tri County  
    Electric  
Steve Spradley, Taylor Co  
    EM  
Chris Roeder  
Amy Sweeny, SiVance

**STAFF PRESENT**

Dwayne Mundy

The meeting was called to order at 10:05 a.m.

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

Chairman Ron Mills welcomed everyone and asked that they introduce themselves. He thanked Scott Holowasko and Gainesville Regional Utilities for hosting 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 events and the Hazards Analysis Working Group.

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

**Action: It was moved by Shayne Morgan and seconded by Scott Garner to adopt the minutes of the November 21, 2013, LEPC meeting as printed. The motion passed unanimously.**

## III. LEPC BUSINESS ITEMS

Facility representatives attending today's meeting were welcomed. It was reported that this is the second meeting where E-Plan facility representatives were invited by email to participate in a continuing discussion on increasing coordination between facilities, responders, emergency management and the LEPC. It was announced that this meeting is part of the LEPC-declared Hazardous Materials Awareness Week (February 16-22, 2014).

The LEPC reviewed the comments presented by Staff at the December 11, 2013 Public Listening Session for Executive Order 13650 on Improving Chemical Facility Safety and Security. The following recommendations were presented:

- The Florida model of regional LEPCs supported by a state fee system has greatly helped create a successful statewide hazardous materials emergency preparedness program. It should be considered by other states that have a struggling LEPC system.
- E-Plan and CAMEO should be funded and available to ensure that responders, SERCs and LEPCs have ready access to key information. Hazards analyses need to be a critical part of community preparedness efforts, especially for identifying potential offsite impacts. CAMEO should continue to be the free tool for conducting hazards analyses for site regulated by EPCRA Section 302.
- Ammonium nitrate should be reported on Tier 2 forms to ensure that this information is available to responders. It is currently exempt from Tier 2 reporting.
- Florida's Hazardous Materials Awareness Week is an example of a best practice for LEPCs to focus facility and responder outreach.

The LEPC discussed status of the Hazards Analysis Working Group. Dwayne Mundy reported that he was elected Chair of the group during the January 31, 2014, meeting. He reported that a draft recommendation has been adopted and was being distributed for comments from counties and regional planning councils. He said that the overall goal is to streamline both what is required in a hazards analysis and the process used to review and approve them.

The hazards analyses is a required part of the LEPC plan under Section 303 of EPCRA, the current recommendation is HAs should be reviewed by the regional planning council and adopted by the LEPC as part of its annual plan update.

The following recommendations were discussed by the LEPC:

- 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 last LEPC meeting. A Midterm Planning Conference was held to continue planning the LEPC's biennial exercise. It was decided to hold a functional exercise in conjunction with an upcoming technician class.

#### IV. PUBLIC INFORMATION ISSUES

Vice-Chairman Shayne Morgan reported Public Information issues. He reported that no dates were selected for a statewide Hazardous Materials Awareness week next year, so the LEPC at its last meeting selected February 16-22, 2014, as Hazardous Materials Awareness Week in north central Florida. Activities included, "Improving Chemical Safety through Coordination and Electronic Reporting" and "How-to-Comply with Hazardous Waste and Used Oil Regulations" workshops earlier this week in Lake City.

Dwayne Mundy reported that facility representatives were invited to this meeting and that emergency responders were invited to participate in the afternoon Regional Hazmat Team meeting.

The 2014 Thomas Yatabe Awards from the State Emergency Response Commission were presented to the recipients present. Certificates of Appreciations were presented to Chief Frank Armijo, Ed Ward, Ron Mills and Matt Harris. The Yatabe award was presented to Shayne Morgan. 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

Chief Donnie Sessions, Vice-Chair of First Responders reported on First Responder issues. He discussed training classes, the State Emergency Response Commission Training Task Force, and the Regional Hazmat Team meeting being held today at 1:00 pm.

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>. The group discussed that a lack of error checking and a bug that overwrites the number of pounds continue to create errors in the information available to responders.

Next, the group discussed the Hazards Analysis Summary which is the HMEP Planning Project selected by the LEPC at its last meeting. Mr. Mundy stated one reason that this was selected was that it supports the LEPC goal of ensuring that chemical safety information is available in dispatch centers in a suitable format. The information will come from the hazards analyses conducted in CAMEO.

It was reported that the State Emergency Response Commission Training Task Force. State Training Task Force conducted the Second Annual Hazardous Materials Symposium held in conjunction with Fire Rescue East on January 23-24, 2014, in Daytona Beach. He added that there was a hazmat team competition this year which was entered by three teams with only two teams winning prizes.

Upcoming classes include a 160 Hour IAFF Technician Class starting April 1, 2014 in Lake City, and an 8-hour Awareness Level class being held in Madison.

#### VI. OTHER BUSINESS AND INFORMATION REQUESTS

It was reported that no out of the ordinary requests or information had been received this quarter. Dwayne Mundy reported on participating in a conference call to develop a scope of work for the Division to contract the development of a Supplemental Environmental Project website as a means of potentially providing additional funding to hazmat response teams and fire departments.

VII. NEXT MEETING DATE AND LOCATION

The next meeting date was discussed and set for Thursday, May 29, 2014 at 10:00 am at PCS Phosphate in White Springs (Hamilton County). It was anticipated that the Regional Hazmat Team will meet at 11:30 am that same day and location. It was moved and the meeting was adjourned at 11:25 a.m.

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Chairman

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Date

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DRAFT

March 31, 2014

Via Electronic Delivery at <http://www.regulations.gov>

RE: Executive Order 13650 - Improving Chemical Facility Safety and Security

Dear Sir or Madam:



The North Central Florida Local Emergency Planning Committee (Florida District 3 LEPC) has been actively discussing Executive Order 13650 on Improving Chemical Facility Safety and Security during its last two quarterly meetings. The LEPC also participated in the Public Listening Session held in Orlando, Florida on December 11, 2013.

The LEPC concluded that greater safety and security can be achieved through supporting existing local, regional and state efforts to strengthen the operation of Local Emergency Planning Committees nationwide. The following recommendations are being offered:

- The Florida model of regional LEPCs supported by a state fee system has greatly helped create a successful statewide hazardous materials emergency preparedness program. It should be considered by other states that have a struggling LEPC system. This LEPC covers 11 counties and 7,000 square miles of predominately rural, agricultural intensive, North Central Florida. By operating on a regional basis, smaller rural counties are included in a hazardous materials response plan that they might otherwise lack the necessary resources.
- CAMEO and E-Plan should be funded and available to ensure that responders, SERCs and LEPCs have ready access to key information. Hazards analyses of EPCRA Section 302 facilities need to be a critical part of community preparedness efforts, especially for identifying potential offsite impacts. E-Plan is an effective tool for making Tier 2 information available to first responders. CAMEO, CAMEO Chemicals and ALOHA provide a proven resource for emergency responders and planners to prepare for chemical hazards.
- Ammonium nitrate should be reported on Tier 2 forms to ensure that this information is available to responders. The LEPC supports improved coordination between CFATS and RMP/CAA 112(r) sites.
- The US Department of Transportation HMEP Planning and Training Grants are critical to improving chemical facility safety and security. The amount of funding that should be made available at the local level should increase from 75% to 90%.

Thank you for your consideration of our comments on Improving Chemical Facility Safety and Security. If you have any questions regarding this matter, do not hesitate to contact me at [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'Dwayne Mundy'.

Dwayne Mundy, Director  
Public Safety and Regulatory Compliance  
North Central Florida Local Emergency Planning Committee  
2009 NW 67 Place, Gainesville, Florida 32653

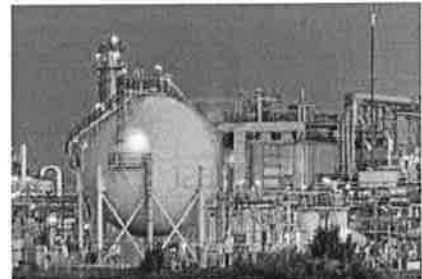


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# EXECUTIVE ORDER 13650



On August 1, 2013, the President issued Executive Order 13650 - *Improving Chemical Facility Safety and Security* (EO). The EO directs the Department of Homeland Security (DHS), the Environmental Protection Agency (EPA), the Department of Labor (DOL), the Department of Justice (DOJ), the Department of Agriculture (USDA), and the Department of Transportation (DOT) to establish a Chemical Facility Safety and Security Working Group to improve chemical facility safety and security in coordination with State regulators; State, local, and tribal emergency responders; chemical facility owners and operators; and local and tribal communities (here after referred to as stakeholders). This fact sheet provides an update to the December 20, 2013, Progress Fact Sheet on progress to address improvements in chemical facility safety and security, specifically stakeholder input, operational coordination with State, local, and Tribal partners, and efforts to modernize policies, programs, and requirements. Through this Progress Fact Sheet the Working Group is specifically inviting public input on actions described herein to improve stakeholder coordination.



## Stakeholder Input

At stakeholder meetings and listening sessions organized by the Working Group, agencies have continued to solicit feedback, best practices, and suggestions from interested stakeholders. The Working Group recently completed its twelfth listening session. The Working Group web page, [www.osha.gov/chemicalexecutiveorder](http://www.osha.gov/chemicalexecutiveorder), is a one-stop location that provides information and accepts comments from interested parties. Stakeholders also can submit written comments through email at [eo.chemical@hq.dhs.gov](mailto:eo.chemical@hq.dhs.gov) or via the [regulations.gov](http://www.regulations.gov) website (<http://www.regulations.gov/#!docketDetail;D=DHS-2013-0075>).

## Operational Coordination with State, Local, and Tribal Partners

Hazardous chemicals are located in many types of facilities and areas. Communities need to know where hazardous chemicals are used and stored; how to assess the risks associated with those chemicals; and how to ensure community preparedness for accidents or incidents that may occur. Many facility owners and operators rely on local resources for emergency preparedness and response, including first responders, emergency medical services, and hazardous materials response teams. It is important for facility owners and operators and their communities to foster strong relationships with one another and maintain a robust, open dialogue to help ensure chemical safety and security. Therefore, the EO directed the Working Group to develop a plan to support and further enable efforts by Federal regulators and stakeholders to work together to improve chemical safety and security.

Based on issues, limitations, and needs identified in public listening sessions, meetings with stakeholder groups, webinars, and feedback submitted to the Federal agencies, the Working Group has developed a set of actions to improve stakeholder coordination in six key categories:

- Expand engagement of the chemical regulated community in the local emergency planning process.
- Improve training and protection for first responders, including a comprehensive implementation and compliance strategy for Hazardous Waste Operations and Emergency Response regulations.
- Provide further technical assistance to State Emergency Response Commissions (SERCs), Tribal Emergency Response Commission (TERCs), Local Emergency Planning Committees (LEPCs), and Tribal Emergency Planning Committees (TEPCs) preparedness activities<sup>1</sup>.
- Identify and coordinate funding sources for LEPCs//TEPCs to sustain planning activities.
- Increase use of electronic reporting and data management.
- Improve public participation in LEPC/TEPCs emergency response planning and access to information about chemical facility risks.

The Working Group will further evaluate and refine the recommended actions as it obtains feedback and additional information from stakeholder groups, assesses resources, and prioritizes activities. We invite the public to submit comments on the proposed actions listed below. The public may submit comments to the public docket (<http://www.regulations.gov/#!searchResults;rpp=25;po=0;s=OSHA-2013-0026;fp=true;ns=true>, docket number OSHA-2013-0026) or by emailing [EO.chemical@hq.dhs.gov](mailto:EO.chemical@hq.dhs.gov).

#### **Expand Engagement of the Regulated Community in the Local Emergency Planning Process.**

While representatives from chemical facilities are involved in emergency-planning activities of some LEPCs, LEPCs noted that industry participation is not a consistent practice across the country and broader involvement across industry in this regard is needed. To improve participation in the local emergency planning process, the Working Group is working on the following short term action items: <sup>2</sup>

##### Short Term

- During authorization and compliance inspections of Chemical Facility Anti-Terrorism Standards (CFATS) covered facilities, verify that emergency plans for security incidents are developed and coordinated with local law enforcement and first responders as required. As appropriate, expand Regional Response Teams (RRT) to include industry members to support and enhance communication during the emergency planning process.

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<sup>1</sup> The Superfund Amendments and Reauthorization Act (SARA) of 1986 created the Emergency Planning and Community Right-to-Know Act (EPCRA). EPCRA required the establishment of state/tribe emergency response commissions (SERCs/TERCs), responsible for coordinating certain emergency response activities and for appointing local emergency planning committees (LEPCs/TEPCs).

<sup>2</sup> Short term actions are those anticipated to be completed by 2014.

- Develop and disseminate additional information for industry members, explaining roles and responsibilities in community emergency response planning and facility safety and security. In addition, establish a national electronic newsletter to improve education and information outreach to the regulated community.
- Assess the feasibility of reviving the Federal Integrated Contingency Plan (ICP), or “One Plan” facility reporting form to decrease duplication and streamline information collection. The “One-Plan” is an integrated contingency plan that allows a facility to comply with multiple Federal planning requirements by consolidating them into one functional emergency response plan.
- Develop guidance for LEPCs/TEPCs to engage facility owners and operators in the community emergency planning process and explain LEPC/TEPC authority under the Emergency Planning and Community Right-To-Know Act (EPCRA), including LEPC/TEPC authority to conduct on-site inspections and collect specific information on the location of hazardous chemicals.
- Working through the RRTs and with industry, identify opportunities to schedule chemical response exercises with federally regulated facilities and local first responders.

To improve participation in the local emergency planning process, the Working Group is evaluating the following medium to long term action items:<sup>3</sup>

Medium to Long Term

- Based on data and comments received in response to OSHA’s Request for Information (RFI) on Process Safety Management and Prevention of Major Chemical Accidents, determine whether to pursue regulatory changes to OSHA’s Process Safety Management Standard (29 CFR 1910.119) and OSHA’s Emergency Action Plan Standard (29CFR 1910.38) that would require facilities to coordinate emergency planning with local emergency-response authorities.
- Provide best practices to SERCs, TERCs, LEPCs, and TEPCs on organizational design, staffing, and developing relationships with key local and facility representatives to increase effectiveness.
- Complete regulatory action to clarify EPA Risk Management Program (RMP) information requirements to explicitly indicate that facilities can only report as ‘non-responders’ if local public responders have the means to respond to a facility’s regulated substance and agree to respond. Otherwise, the facility must indicate itself as a responder.
- To the extent feasible, include LEPCs (including first responders and emergency planners) in Federal safety inspections at regulated facilities.
- Develop protocols for appropriately sharing facility inspection information and results (while ensuring protection of security and enforcement information) with LEPCs/TEPCs.

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<sup>3</sup> Medium and long term actions would be completed after 2014.

**Improve Training for First Responders, Including a Comprehensive Implementation and Compliance Strategy for OSHA’s Hazardous Waste Operations and Emergency Response (HAZWOPER) Standard.**

Stakeholders, particularly local emergency responders, members of the local emergency planning committees, local residents, and facility operators, have noted the lack of a coordinated approach to emergency preparedness and response training. To address this, the Working Group is working on the following short term action items:

- Review existing courses and identify the most up-to-date training requirements for first responders.
- Provide a single, web-based portal on available training for first responders.
- Identify States where volunteers and public employees are not covered by health and safety standards and develop options to address any lack of coverage that is identified.

**Provide Further Technical Assistance to SERCs, TERCs, LEPCs, and TEPCs on Prevention and Preparedness for Chemical Incidents.**

Input from State and local stakeholders indicate that LEPCs need assistance in contingency planning activities and analyzing the chemical information received from regulated facilities. To achieve this, the Working Group is working on the following short term action items:

Short Term

- Develop guidance to assist LEPCs/TEPCs in developing chemical facility emergency response plans that will promote the inclusion of all relevant community stakeholders (i.e., first responders, community residents, community groups, schools, industry, utilities, etc.).
- Establish a “community” via social media to promote information exchange, including lessons learned and best practices, as well as provide information on guidance and outreach materials, training schedules, etc. Within the “community,” seek opportunities for ‘peer-to-peer’ involvement to leverage experience and best practice applications.
- Work with States to improve SERC/TERC member orientation and training and conduct area/regional LEPC/TEPC workshops to provide technical assistance.
- Revise the “National Response Team (NRT) Hazardous Materials Planning Guide (NRT-1)” and the “Criteria for Review of Hazardous Materials Emergency Plans (NRT-1a)” to improve the development and review of hazardous materials emergency plans.

To improve participation in the local emergency planning process, the Working Group is evaluating the following medium to long term action items:

Medium to Long Term

- Establish a mechanism to send notifications regarding new information on chemical safety and security issues and activities to SERCs/TERCs and LEPCs/TEPCs (e.g., lessons learned from a chemical incident).

- Work with States to assist the SERCs to enhance their role as information-sharing (e.g., RMP, CFATS, and EPCRA Tier II facility and chemical information) organizations and central repositories for training, resources, and program summaries related to chemical facilities.

**Identify and Coordinate Funding Sources for LEPCs/TEPCs to Sustain Planning Activities.**

LEPC and TEPC access to funding for implementing community planning, preparedness, and response programs is not consistent. Stakeholders noted that better coordination of Federal grant funds and support for mutual aid agreements could assist with this need. To achieve this, the Working Group is working on the following short term action items:

Short Term

- Federal agencies will identify all potential resources (e.g., grants, technical assistance, fee systems, private sector funding) and best/successful practices to access funding and support, and provide that information to LEPCs/TEPCs.
- Work with FEMA to modify the examples in the allowable cost list in the FY15 Homeland Security Grant Program Funding Opportunity Announcement to clarify and amplify that planning, training, and exercises for chemical facility incidents are eligible as permitted by law.

To improve participation in the local emergency planning process, the Working Group is evaluating the following medium to long term action items:

Medium to Long Term

- Identify models for mutual aid agreements to lend assistance to LEPCs/TEPCs for chemical emergency planning and response activities.
- Develop a compendium of Federal preparedness funding sources that can be used for first responder training and exercises, such as the Pipeline and Hazardous Materials Safety Administration (PHMSA) Hazardous Materials Grant Program, which includes the Hazardous Material Emergency Preparedness, Hazardous Material Instructor Training, the Supplemental Public Sector Training grants, and the Homeland Security Grant Program.
- Develop a compendium of successful best practices for SERCs on mechanisms for establishing funding to support the EPCRA program.

**Increase Use of Electronic Reporting and Data Management.** State and local officials as well as first responders have noted that local contingency planning and response would be more effective if information provided by chemical facilities was electronically available to officials who need it. To achieve this, the Working Group is working on the following short term action items:

Short Term

- Work with first responders to develop guidance on facility specific chemical information, such as current and up-to-date quantity and location, needed during an emergency response,

ensuring that facilities provide 24-hour contact information and that emergency responders are aware of that information<sup>4</sup>.

- Make subject matter experts from Federal and State government available to assist emergency planners and first responders on accessing and understanding the various databases and the information contained therein.

To improve participation in the local emergency planning process, the Working Group is evaluating the following medium to long term action items:

#### Medium to Long Term

- Explore further expansion of the Computer-Aided Management of Emergency Operations (CAMEO)<sup>5</sup> software suite to include OSHA information; develop a mobile device application; and consider additional initiatives to assist LEPCs/TEPCs in planning.
- Develop a web-based version of EPCRA Tier II Submit<sup>6</sup> to facilitate State development of an internet reporting system, which can be integrated with existing delivery systems, and assist with the accuracy and completeness of EPCRA reporting requirements in lieu of other hazmat emergency management information portal systems.
- Leverage the DHS Homeland Security Information Network and other information-sharing tools and platforms to improve first-responder access to chemical facility security information that is not sensitive but is essential for response planning.

**Improve Public Participation in Emergency Response Planning and Access to Information about Chemical Risks.** In some communities, the public is not notified about chemical releases nor does it know how to respond if a chemical accident occurs (e.g., evacuate or shelter-in-place). Additionally, in some cases the public does not know about LEPCs/TEPCs or how to participate in the planning and preparedness process. To improve public engagement on these issues, the Working Group is working on the following short term action items:

#### Short Term

- Develop outreach materials and successful practices describing mechanisms for broadening LEPC/TEPCs membership to groups outside those listed in the EPCRA statute.
- Hold stakeholder training workshops / annual conferences to promote networking and information exchange.

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<sup>4</sup> EPCRA inventory information is submitted on an annual basis, the quantity and/or locations of chemical(s) at the facility may be different at the time of an incident, therefore, it would be useful for responders to be able to have up to the minute quantity and location information when they respond to an incident location.

<sup>5</sup> The CAMEO software suite is a system of software applications used to assist LEPCs plan for chemical emergencies. LEPCs can use CAMEO to access, store, and evaluate information (i.e. EPCRA, RMP) that is critical for developing emergency plans. The CAMEO system integrates a chemical database and a method to manage the data, an air dispersion model, and a mapping capability.

<sup>6</sup> EPA developed EPCRA Tier II Submit to help facilities prepare an electronic chemical inventory report and submit it to their SERC, LEPC, and fire department. Many States accept Tier II Submit, and the Tier II chemical inventory data can also be exported into the CAMEO emergency planning software.

To improve participation in the local emergency planning process, the Working Group is evaluating the following medium to long term action items:

Medium to Long Term

- Include non-government entities that play a role in emergency planning and response around chemical facilities in meetings with SERCs and LEPCs/TEPCs to identify methods of integrating these groups into planning prior to an emergency.
- Develop best practices and/or guidance on successful notification systems and implementing those systems, including reverse 911, sheltering in place, and evacuation.
- Identify planning processes and information sharing tools to address the need to improve communications on local chemical risk to the public.

These action items will continue the development of the “whole community” that is necessary to enhance the sharing of information, the exchange of ideas on lessons learned and best practices, and the development and distribution of guidance and tools on response procedures and local contingency planning to foster safety and security.

## **Modernizing Policies, Programs, and Requirements**

Pursuant to Section 6(a) of the EO, the Working Group developed options to improve chemical facility risk management practices through agency programs, private sector initiatives, government guidance, outreach, standards, and regulations. To do so, the Working Group reviewed existing programs, lessons learned from major incidents, recommendations from the safety and security communities, and feedback from EO listening sessions. These options were released on January 3, 2014, to provide a starting point for additional stakeholder discussion. The stakeholder discussion and comment period, which continues through March 31, 2014, is a critical step in evaluating the feasibility and effectiveness of these options. Feedback on these options will inform a plan for implementing improvements to chemical risk management. This effort does not supersede official or standard processes for agency actions, such as notice and comment rulemaking. The options can be found at: [https://www.osha.gov/chemicalexecutiveorder/Section\\_6ai\\_Options\\_List.html](https://www.osha.gov/chemicalexecutiveorder/Section_6ai_Options_List.html).

The RFI comment period for Section 6(e) of the EO, related to modernization of OSHA’ PSM and related standards, remains open until March 31, 2014. Both the RFI and instructions for submitting comments may be found at <http://www.gpo.gov/fdsys/pkg/FR-2013-12-09/pdf/2013-29197.pdf> .

The Working Group continues to pursue the directives of the EO and is committed to building on the existing coordination with State regulators; State, local, and tribal emergency responders; chemical facility owners and operators; and local and tribal communities to improve chemical facility safety and security.

Discussed at April 4, 2014  
SERC meeting

March 21, 2014

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

FROM: Dwayne Mundy and members of the HA Working group

**SUBJECT: Recommendations from the Hazards Analysis Working Group**

**SUMMARY:** The Hazards Analysis Working Group met on January 31 and February 13, 2014, and developed a set of draft recommendations to improve the state hazards analysis process. The group reviewed the Emergency Planning and Community Right-to-Know Act Section 303 on what should be contained in a hazards analysis. The draft recommendations were provided to counties and regional planning councils for review and comment. On March 10, 2014, the Working Group reviewed the feedback and voted to adopt the following recommendations. These include opportunities for improvement which require additional time and work as well as enhancements to hazards analysis scope of work.

**Working Group Recommendations:**

*RPCs will*  
The ~~Division continues to~~ administer the contracts for the hazards analyses with the counties ~~and regional planning councils as it currently does~~. The hazards analysis deliverables will be reviewed and approved by the regional planning councils who will then submit an approval letter to the Division. Local Emergency Planning Committee approval of the hazards analysis will consist of the adoption of Local Emergency Planning Committee Plan update which includes the hazards analyses by reference.

- The Funding levels to counties and regional planning councils 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.
- The review process should be streamlined. This will not affect the level of funding to conduct the hazards analyses. The scope of work and additional funding for the hazards analyses review will be added to the existing regional planning council contracts. The Working Group has reviewed the current scope of work for conducting hazards analyses and has recommended a number of enhancements to streamline the process.



- The counties or regional planning councils will continue to visit half of the total number of hazards analyses sites each year. The procedures for telephone verifications for sites with only sulfuric acid should remain the same. The counties or regional planning councils will ensure all facilities are visited during the two-year cycle. A site visit to a new facility can be conducted in lieu of a site visit to an existing facility.

### **List of Items for Further Enhancement:**

The Working Group has identified a number of opportunities which require additional time and work. This list includes:

- The hazards analyses process could be further streamlined for the Division by contracting all of the hazards analyses contracts with the regional planning councils. The regional planning councils would then subcontract with any counties which would like to conduct the hazards analyses themselves. This would eliminate approximately 50 contracts by combining them with the existing 11 regional planning council contracts.
- Consistent, statewide training is needed for the people that will conduct the hazards analyses and the people that will review them. This training initiative for people conducting the hazards analyses was restarted in July 2013 and needs to be continued and expanded.
- Technological improvements need to be made to the hazards analysis review process. Review tools discussed include importing CAMEO modules into Excel to facilitate data review. Utilities could be developed that identify common data entry errors such as longitudes not being entered as a negative number or missing critical data items.
- Big efficiency gains could be achieved by adding "error checking" within E-Plan. For example, many facilities incorrectly check that they are a Section 302 site, even though they do not have an extremely hazardous substance.
- The review process needs to be defined and reviewed. The use of Excel spreadsheets to quickly review data exported from CAMEO was discussed as an improved review tool. Guidelines need to be developed and be consistently applied statewide for the review of hazards analyses.
- CAMEO, E-Plan and Tier2Submit all have capabilities for state defined fields. These fields could be defined and used to more efficiently collect information needed to conduct a hazards analysis. Additional questions can be added to the modules containing facility information and chemical inventory information.

*This year*

IIIe

**From:** [Wotherspoon, Paul](#)  
**To:** [Dwayne Mundy](#)  
**Subject:** Re:  
**Date:** Monday, March 31, 2014 5:41:54 PM

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From California - last years application was identical to this - we tried to reason with them on timeliness of planning the training to no avail - finally lost the fight last month - we had to provide estimates of every item for each LEPC on planning and training last week in order to be reimbursed. Not to say we have no recourse - I have taken the discussion to the next level and have put it on the April NASTTPO meeting agenda in New Orleans for discussion by the Board and general membership. In reality, every other federal grant has the same requirements (they want to know what you're spending the funding on, and how), that's why attending the MYTEP regional meetings is so important to the EMPG and DHS grant cycles.

Paul W

*Sent from my Verizon Wireless 4G LTE DROID*

Dwayne Mundy <[mundy@ncfrpc.org](mailto:mundy@ncfrpc.org)> wrote:

Paul,

I am curious, where did these projects come from? Can you send us last year's application?

Thanks, Dwayne



**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.

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**From:** Wotherspoon, Paul [<mailto:Paul.Wotherspoon@em.myflorida.com>]  
**Sent:** Monday, March 31, 2014 12:32 PM  
**To:** Chris Rietow; Chuck Carter; Dwayne Mundy; Eric Anderson; John Gibbons; John Meyer ; Kathryn Boer; Kathy Ahlen ; Manny Cela; Michael Arnold; Tim Kitchen  
**Cc:** Turner, Henry; Parker, Isabell; Date, Tim  
**Subject:**

Proposed HMEP Planning Projects for 2014-15 grant cycle – you can always submit a planning project not identified below, but it must conform with the requirements of the HMEP Planning Grant.

1. Conducting a commodity flow study in the region; LEPC's selecting this option should emphasize the flow of flammable liquids by short line railways. The State has access to the CSXT's

Network Operations Workstation (NOW) which allows for access to train content along CSX rails. This information should be utilized in conjunction with the short rail study.

2. Developing and conducting a full scale or Table-Top, multi-jurisdictional exercise of the LEPC hazardous materials emergency response plan that tests a minimum of two functional areas.
3. Prepare a HazMat Area Plan for counties served by volunteer Fire Departments and seasonal USFS paid staff – none of which operate a team trained or equipped to control a HazMat emergency. Coordination with outside HazMat resources is critical aspect of pre-planning effort. Objectives include: Identify administrative procedures; integrate information from Business Plans and Risk Management Plans; describe personnel training, recordkeeping, and drills; describe current available response supplies and equipment; describe emergency preparedness and response procedures; identify high hazard transportation routes with emphasis on liquid flammable cargo.
4. Providing on-site capabilities assessment of, or needs assessment survey for, hazardous materials rapid response teams in the region;
5. Conduct a regional training conference to provide theoretical and practical applications for the safe response and mitigation to hazardous materials transportation incidents with a focus on rail car and tank truck hazardous material commodities. Training will culminate with a Tabletop Exercise designed to apply training principles from conference coursework. All topics covered will provide information to assist in safely responding to a hazmat transportation incident using existing area response plans.
6. Conduct hazardous materials Educational and Safety seminars for public sector response personnel and at risk populations pertaining to the types and routes of hazardous materials transported throughout the jurisdictions of first responders. The purpose of the seminars is to assist first responders in improving emergency planning and response capabilities required under the Emergency Planning and Community Right-To-Know Act, by raising the awareness of hazardous materials transportation activities

Please provide me with your intended planning project – we can amend if necessary

Paul W

July 2014 - June 2016 Nominations

Biennial Roster District 3 LEPC

NAME	OCC_CATEG	ALTNAME
Mr. Tim Alexander	Elected Local Official	
Mr. Frank Armijo	Firefighting	Tim Westberry
<del>Mr. Mike Brimeyer</del>	Facility Owner	Mr. Frank Waters
Mr. Tom Cisco	Emergency Management	Leigh Webb
<del>Mr. Clint Daugherty</del>	Transportation	
Mr. Dave Dickens	Water Management District	Ms. Megan Wetherington
Mr. David Donnelly	Emergency Management	?
Mr. Bill Ellis	Facility Operator	Mr. David Still
Mr. Robert Garbett	Firefighting	
Mr. Scott Garner	Emergency Management	
Ms. Robyn Gedeon	Facility Operator	<del>Ms. Edye Rowell</del>
Mr. Carl G. Glebowski	Hospital	
<del>Mr. Keith Godwin</del>	Non-Elected Local Official	
Chief Mitch Harrell	Firefighting	
Mr. Scott Holowasko	Non-Elected Local Official	Mr. Robert Klemans
Ms. Sylvia Ifft	Law Enforcement	
Mr. Brian Johns	Emergency Management	<del>Mr. Michael Heeder</del>
Ms. Gracie Kennedy	Local Environmental	Mr. Matt Harris
<del>Ms. Erica Kight</del>	Broadcast Media	Reed Erickson Jeff Huffman WRUF/UF Journalism
Mr. Paul Kremer	Facility Owner	Mr. Michael Fowler
Dr. David Meurer	First Aid	
Mr. Ron Mills	Interested Citizen	
Mr. Shayne Morgan	Emergency Management	
Dr. John Mousa	Local Environmental	Mr. Agustin Olmos, P.E.
Mr. David Peaton	Emergency Management	
<del>Ms. Casey Schmelz</del>	Community Group	John Hampton
Chief Donald Sessions	Firefighting	Red Cross
Mr. T.F. "Tim" Smoak	Local Option	Captain Dan Smith

***NAME***

Ms. Kimberly Thomas

Mr. Steve R. Truluck

Mr. Ed Ward

***OCC\_CATEG***

Emergency Management

Health

Transportation

***ALTNAME***

Mark Milton  
Shands  
Hospital

→ ?  
FDOT

**Local Emergency Planning Committees Occupational Categories**

\* Indicates request for expansion

**Top Row = Current Total**

**Bottom Row = Total Previously Approved**

DISTRICT	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	TOTAL
Elected State and Local Officials	1	1	1	0	1	1	0	1	1	0	0	7
	1	1	1	0	1	1	0	1	1	0	0	7
Emergency Management	9	8	7	3	5	11	5	4	8	6	5	71
	9	8	7	3	5	11	5	4	8	6	5	71
Firefighting	3	3	4	8	9	10	3	4	7	7	3	61
	3	2	4	8	9	10	3	4	7	7	3	60
First Aid	0	2	1	0	1	1	0	2	4	0	0	11
	0	2	1	0	1	1	0	2	4	0	0	11
Health	1	3	1	2	3	1	2	3	1	3	3	23
	1	3	1	2	3	1	3	3	1	3	3	24
Law Enforcement	2	0	1	2	3	2	1	2	3	4	3	23
	2	1	1	2	3	2	1	2	3	4	3	24
Local Environmental	4 *	2	3	5	3	5	3 *	3	6	3	5	42
	3	3	3	5	3	5	3	3	6	3	5	42
Hospital	1	2	1	1	3	2	1	1	3	1	1	17
	1	2	1	1	3	2	1	1	3	1	1	17
Transportation	0	0	2	2	1	1	1	3	0	1	1	12
	0	0	2	2	1	1	1	3	0	1	1	12
Broadcast and Print Media	0	0	1	0	0	1	1	1	0	0	0	4
	0	0	1	0	0	1	1	1	0	0	0	4
Community Groups	0	1	1	1	0	1	0	3	0	0	0	7
	0	1	1	1	0	1	0	3	0	0	0	7
Facility Owners and Operators	6 *	2	4	3	6 *	8	5	4	5	5	6	54
	4	2	4	3	5	8	5	4	5	5	6	51
Non-Elected Local Official	0	0	2	1	2	1	0	1	1	1	2	11
	0	0	2	1	2	1	0	1	1	1	2	11
Interested Citizen	1	1	1	1	4	1	2	3	4	5	3	26
	1	1	1	1	4	1	2	3	4	5	3	26
Water Management District	0	0	1	0	0	0	0	1	0	0	0	2
	0	0	1	0	0	0	0	1	0	0	0	2
Local Option	0	1	1	0	1	0	2	2	1	1	0	9
	0	1	1	0	1	0	2	2	1	1	0	9
TOTAL MEMBERS	28 *	26	32	29	42 *	46	26 *	38	44	37	32	380
	25	27	32	29	41	46	27	38	44	37	32	378

Effective: April 4, 2014



**LOCAL EMERGENCY PLANNING COMMITTEE NOMINATION FORM**

LEPC DISTRICT:	3	DATE:	May 19, 2014
MEMBERSHIP:	Primary		
NOMINEE'S NAME:			
IF ALTERNATE, PRIMARY'S NAME:	Select		
JOB TITLE:			
PLACE OF EMPLOYMENT:			
MAILING ADDRESS:			
CITY, STATE, ZIP:			
COUNTY:			
PHONE NUMBER (Work):			
CELL PHONE NUMBER:			
FAX NUMBER (Work):			
EMAIL ADDRESS:			
OCCUPATIONAL CATERGORY:	Select		
Explanation of Choice of Category (if necessary):			
Please attach chairperson's recommendation (if alternate, also attach primary member's letter of recommendation).			



V.a

Serving

Alachua • Bradford

Columbia • Dixie • Gilchrist

Hamilton • Lafayette • Madison

Suwannee • Taylor • Union Counties

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

May 7, 2014

Paul Wotherspoon  
Florida Division of Emergency Management  
Chief, Technological Hazards Section  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

Dear Mr. Wotherspoon

The District 3 LEPC requests additional HMEP training funds to conduct the following additional five classes:

1	Awareness - EMS (4 hour)	\$250.00
2, 3	Madison Awareness 8-hr (2 additional shifts)	\$1,100.00
4	Madison Ops	\$1,900.00
5	Ethanol Train TTX	\$4,950.00
		<hr/>
		\$8,200.00

Classes 2, 3 and 4 have been requested by the City of Madison. These are a follow-up to the chlorine gas release that occurred during the loading and unloading of new ton containers by the transporter. The first class is for EMS and focuses on using the 2012 US DOT Emergency Response Guidebook for identifying hazards that occur during the transportation.

The final class is to help prepare emergency responders on the hazards of rail transportation of ethanol. Staff assisted with the recent LEPC District 4 Table Top Exercise involving a rail incident with Chlorine. This funding would be used to convert that exercise into one that could be used to increase the preparedness of responders.

As of this week, all of the HMEP training funds have been obligated and it is anticipated that they will have spent once the invoices are received for the recently completed IAFF 160-hour technician class are paid.

Thanks for your consideration of funding these public safety projects. If you have any questions, do not hesitate to contact me at 352.955.2200 ext 108 or [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org).

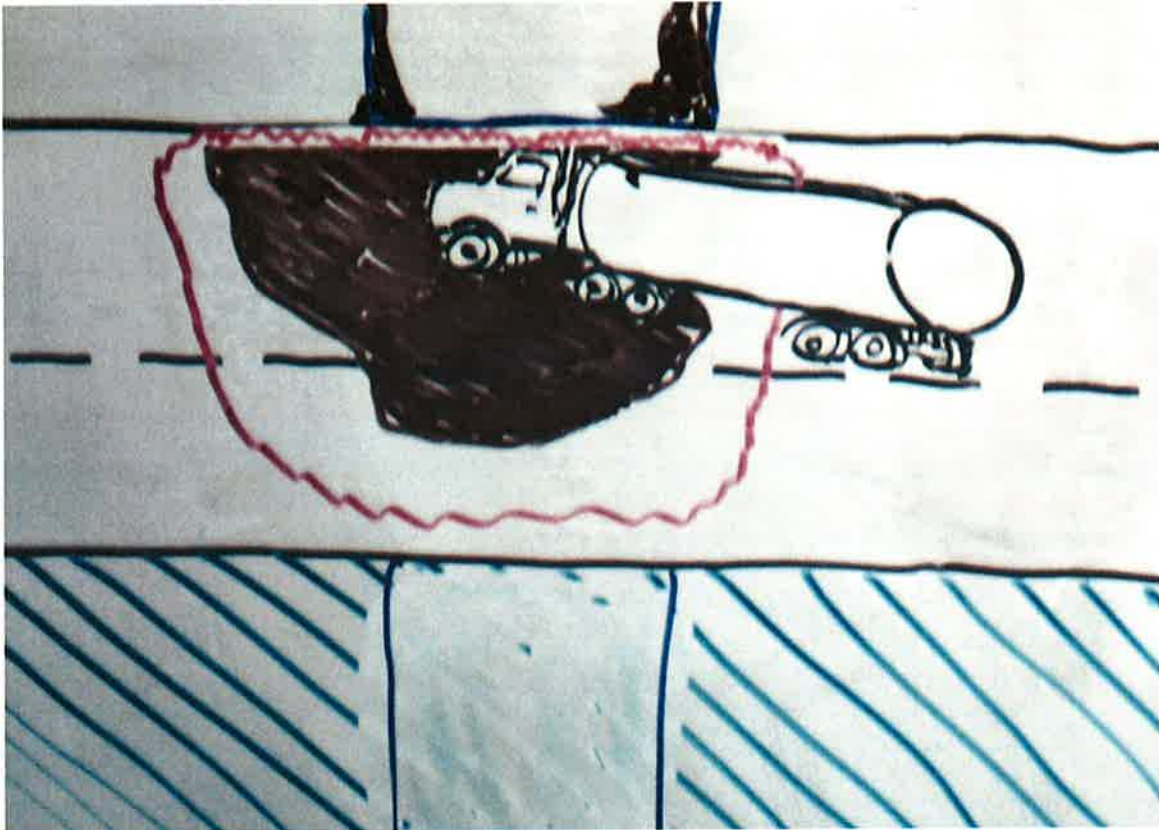
Sincerely,

Dwayne Mundy, Director  
Public Safety and Regulatory Compliance

Xc: Tim Date, Henry Turner



V<sub>b</sub>



May 2, 2014, LEPC Biennial Exercise Scenario, Diesel Spill on I-75, Columbia - Alachua County Border



May 15, 2014, 6,000 gallon oil spill, I-75 in Columbia County

V.c



May 8, 2014

Patricia Rubin  
EPCRA Liaison for the State of Florida  
U.S. EPA, Region 4,  
Air, Pesticides & Toxic Management Division  
61 Forsyth Street, SW  
Atlanta, Georgia 30303-3104

Dear Ms. Rubin,

Enclosed please find documentation regarding the Florida District 3 LEPC's concerns that propane releases in Madison and Gilchrist Counties occurred at Ferrell gas facilities. We have forwarded our concerns to the Florida Division of Emergency Management for their investigation. We continue to believe that additional review of EPCRA Section 312 reporting compliance should be conducted.

Thank you for your continuing support of hazmat preparedness. If you have any questions regarding this matter, do not hesitate to contact Dwayne Mundy at 352.955.2200 x108 or email [mundy@ncfrpc.org](mailto:mundy@ncfrpc.org).

Sincerely,

Dwayne Mundy, Director  
Public Safety and Regulatory Compliance  
LEPC 3 Staff Coordinator

enclosure

xc: Paul Wotherspoon, Time Date, Chris Stevens (FDEM)

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Maintain FLAHR /  
FFCA website for TTF  
products

IR Spec & RAMAN  
Long Term Costs and  
Maintenance

RIID Model SOG,  
Long Term Costs and  
Maintenance

Hazmat EOD  
Integration

COMPLETED PROJECTS							
RESOURCES	PUBLICATIONS	TRAINING	UPDATES	NEEDS ANALYSIS	FUNDING	STANDARDS & CERTIFICATIONS	SYSTEMS & RELATIONSHIPS
	Biological Sampling Protocol	Hazmat Operations Level Training Curriculum	Model Procedures for Hazmat Teams NIMS Compliance	Review ORE Deficiencies		Define Toxmedic Murphy	Health & DEP Detection Support Capabilities
	Hazmat FOG FLAHR	SERC Public Safety Hazmat Training Guidelines	Hazmat /Florida FOG ICS Crosswalk	LEPC Top Five 2008 Training Needs		Pro Board Certification	
	Medical Treatment Protocols	Non-Routine Hazards FSFC Schell					

Radiological Screening Response Procedures	First Responder Best Practices for RAD Event
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Revision of the Hazmat Section of the Florida FOG	Toxicologic Training Guidelines
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EPLAN Training Materials
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TABLED PROJECTS							
RESOURCES	PUBLICATIONS	TRAINING	UPDATES	NEEDS ANALYSIS	FUNDING	STANDARDS & CERTIFICATIONS	SYSTEMS & RELATIONSHIPS

Chemistry in Schools Program	Chemical Classification for Evidence
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Model Reporting System for Responders
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Develop SME Database
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IV.e



## Preliminary Agenda

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

PCS Phosphate Conference Center  
White Springs, Florida

Thursday, May 29, 2014  
11:30 am

- I. Introductions and Chair Report
- II. Approval of February 20, 2014 Minutes
- III. Planning and Operational Issues
  - Ensuring That All Responders are Able to View Information On Possible Hazmat Locations in Response Areas
  - Training Classes Scheduled and Additional Classes to be Requested
  - Pipeline Grant Application for 2014 and Expansion of Hazmat Boot Camp
- IV. Other Business and Next Meeting

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V.e

**NORTH CENTRAL FLORIDA REGIONAL  
HAZARDOUS MATERIALS RESPONSE TEAM  
POLICY BOARD MEETING**

Gainesville Regional Utilities Eastside  
Operations Center, Gainesville, Florida

Thursday, 20 February 2014  
1:00 pm

**MEMBERS PRESENT**

Donnie Sessions, Chair  
Brian Johns, Bradford County  
Shayne Morgan, Columbia County  
Dan Smith, Gainesville  
David Peaton, Gilchrist County  
Billy Brideson, Gilchrist County  
Ron Mills, LEPC  
Robert Garbett, Suwannee County

**MEMBERS ABSENT**

Alachua County  
Dixie County  
Lake City  
Lafayette County  
Union County \*  
City of Starke \*  
\* Inactive Status

**STAFF PRESENT**

Dwayne Mundy

**GUESTS PRESENT**

Charlie Nahrwold, Alachua PD  
Stephen Spradley, Taylor Co. EM

The meeting was called to order at 1:00 pm.

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

Chairman Don Sessions called the meeting to order and welcomed everyone. It was established that a quorum was present and official actions could be taken. Everyone introduced themselves.

**II. APPROVAL OF 15 AUGUST 2013 DRAFT MINUTES**

**Action: It was moved by Ron Mills and seconded by David Peaton to approve the minutes of the 15 August 2013 meeting as written. Motion passed unanimously.**

**III. PLANNING AND OPERATIONAL ISSUES**

Chairman Sessions lead the discussion on the importance of increasing coordination between facilities and responders. The group discussed the use of E-Plan as a source of downloadable Tier 2 data which can be imported into CAMEO. A new smart phone app from FEMA was also discussed.

Chief Sessions and Dan Smith reported on scheduled and recently conducted classes. A discussion of regional training needs followed. The group discussed the need for a technician class later this year. It was noted that last year only technician refresher classes were conducted.

Other potential classes discussed included responding to meth labs, hazmat incident management and CAMEO. Interest in conducting another technician class in the spring was reported.

Chief Sessions discussed the current State Emergency Response Commission Training Task Force project board. The need for a table top exercise was discussed. The group discussed that the 2014 LEPC exercise was being conducted as part of the technician class starting in Lake City in April 2014.

The group discussed and supported applying for a for pipeline safety from the U.S. Department of Transportation. Dwayne Mundy reported that the current fiscal grant application has not yet opened; however, the required federal registrations and certifications needed to document the ability to handle electronic fund transfers are still in place. It was suggested that the "Expressly Forbidden" list be reviewed to prior to the application.

**V. OTHER BUSINESS AND NEXT MEETING**

The next meeting was tentatively scheduled for after the next LEPC meeting. The propane leaks in Gilchrist and Madison Counties were discussed and that they had apparently not filed Tier 2 reports for years.

The meeting was adjourned at 2:24 pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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