AGENDA  
NORTH CENTRAL FLORIDA  
LOCAL EMERGENCY PLANNING COMMITTEE

Gilchrist County Emergency  
Operations Center  
3250 North US 129 Bell, FL 32619  
February 15, 2018  
10:00 a.m.  
Thursday

I. Introductions and Chair Report

II. Approval of November 16, 2017, Meeting Minutes *

III. Presentation: Sabal Trail Transmission Natural Gas Pipeline, Paul Lanius, Area Supervisor (Invited)

IV. LEPC Business Items
   a) Review of Deliverables Contained in Local Emergency Planning Committee Support Contract *
   b) Presentation of Yatabe Award Certificates of Appreciation *
   c) County Reports on Hazardous Materials Incidents and Activities *
   d) Coordination with Hazardous Waste Facilities Under New Requirements *
   e) Florida Pipeline Emergency Responder Initiative (PERI)
   f) Updates: Tier II Reporting, and Hazards Analyses

V. Public Information Issues
   a) Hazardous Materials Awareness Week, February 25 - March 3, 2018 *
   b) Membership Report *
   c) Other Public Information Issues

VI. First Responder Issues
   a) Report on Hazardous Materials Symposium
   b) Hazmat First Responder Training Classes and Assessments *
   c) Future Workshops: First Responder Access and Use of E-Plan Chemical Inventories (Tier II) and Hazards Analyses Reports
   d) Regional Hazmat Team Meeting, 1:00 pm Today *

VII. Other Business and Information Requests

VIII. Next Meeting Date and Location

* Included in Packet  
N:\LEPC\Agenda and Notices\lepc_1q18_agenda.docx

2009 NW 67th Place, Gainesville, FL 32653 - 1603 • 352.955.2200.
MINUTES
NORTH CENTRAL FLORIDA
LOCAL EMERGENCY PLANNING COMMITTEE

Location: Gainesville Regional Utilities
Eastside Operations Center, Gainesville, FL

November 16, 2017
10:00 a.m.

MEMBERS PRESENT
Shayne Morgan, Chair
Cassidy Carlile
Robert Garbett
Chris Gilbert
Scott Holowasko
Bruce Jordan
Gracie Kennedy
Michael Laycock
John MacDonald
David McIntire
Agustin Olmos
David Peaton, Vice Chair
Dan Smith
Ralph Smith
Amy Sweeney
Ed Ward
Alan Whigham

MEMBERS ABSENT
Tim Alexander
Frank Armijo
Sandi Courson
Dave Dickens
Matt Dotty
Michael Fowler
Scott Garner
Mitch Harrell
Jeff Huffman
Brian Johns
Paul Kremer
Henry Land
Marc Land
Roger Nogaki

MEMBERS ABSENT
Tim Smoak
David Still
Kimberly Thomas

GUESTS PRESENT
John Lyell
Forrest Lyell
Eddie Norton
Gina Lambert
Tad Cervantes
Chris Bonds
Jeff Bieling
Luke Waldron

STAFF PRESENT
Dwayne Mundy

The meeting was called to order at 10:04 am.

I. CHAIR’S REPORT AND INTRODUCTIONS

Scott Holowasko welcomed everyone to the Gainesville Regional Utilities Eastside Operations Center and provided a safety briefing. Chair Shayne Morgan asked that everyone introduce themselves. Shayne Morgan reported that he did not attend the most recent State Emergency Response Commission meeting held in Destin.

II. APPROVAL OF August 10, 2017 MEETING MINUTES

Action: It was moved by David McIntire and seconded by Bruce Jordan for approval of the minutes as written for the August 10, 2017 meeting. The motion passed unanimously.

III. PRESENTATION: OVERVIEW OF FLORIDA’S LOCAL EMERGENCY PLANNING COMMITTEE PROGRAM TRAIN THE TRAINER CLASS

Chair Shane Morgan gave a presentation on the goals and functions of Local Emergency Planning Committees. He stated that this is a Train the Trainer class available for Local Emergency
Planning Committee members to give in their counties explaining efforts that are ongoing to improve chemical safety in the community.

Additional information is available to support local presentations includes a list of the Section 302 sites in each county which a hazards analysis is prepared as well as a list of all of the sites reporting under Tier II.

IV. LEPC BUSINESS ITEMS

A summary of the workshop that was conducted prior to the Local Emergency Planning Committee earlier in the day from 8:30 a.m. to 9:30 a.m. on November 16, 2017 was given. Topics included how to avoid common errors on the Tier Two reporting forms as well as how to use the E-plan for Tier II data submission. Emphasis was given on critical items that must be completed as well as changes on the hazards category brought about by the Global Harmonization System.

It was reported that animal waste exceeding 1,000 pounds a day of ammonia no longer need to be reported to the Local Emergency Planning Committee as a continuous release under Section 304 of the Emergency Planning and Community Right to Know Act. It was reported that a number of dairies and chicken houses have reported in the past that they have sufficient number of animals that it is estimated that over 1,000 pounds of ammonia are released from animal waste each day. It was noted that this information is still reportable to the national response center under Comprehensive Environmental Response, Compensation, and Liability Act.

The counties reported on recent hazardous materials incidents and activities. Columbia County reported that they recently completed three days of gasoline tanker training and that a pipeline safety meeting was held in Lake City. Gilchrist County reported that during Hurricane Irma there were no hazardous materials incidents and the response focused mainly on debris. Levy County reported that they have a local mitigation strategy meeting coming up soon. Madison County reported that they recently concluded some propane response training.

Alachua County and Gainesville reported that there is an upcoming local mitigation strategy meeting. Suwannee County reported that during hurricane Irma Pilgrim’s Pride Poultry Processing Plant had an ammonia release during start up after being shut down during the hurricane. It was added that they were unable to attend the meeting because they are participating in a risk management program audit with the Florida Division of Emergency Management.

The Department of Environmental Protection reported that there have been some spills they have responded to on Interstate 75 and that Levy County assisted them with some oily drums that were found in a ditch prior to Hurricane Irma. The Florida Division of Emergency Management stated that they are busy on recovery efforts and recommended that the counties monitor the availability of mitigation funding.

The North Central Florida Regional Hazardous Materials Response Team announced that they have been awarded a $98,000 dollar pipeline safety technical assistant grant. Upcoming activities include a table top exercise being conducted with the Sabal Trail Pipeline on November 29, 2017 and the purchase of at least 24, four-gas detectors to assist local counties with pipeline response. Other activities include three full scale exercises to be held quarterly starting in 2018. Funding was also available to support the formation of a Pipeline Emergency Responder Initiative group in Florida similar to the one that is operating in Georgia.
V. PUBLIC INFORMATION ISSUES

Vice-Chair of Public Information David Peaton discussed the Operation Clean Sweep flyer and requested that a digital copy be provided to the Local Emergency Planning Committee members. It was noted that this program allows up to 1,000 pounds of old expired, unwanted pesticides to be picked up and properly disposed of per facility.

Local Emergency Planning Committee membership was discussed including if a member would like to nominate an alternate he should send an email to Dwayne Mundy. The media and law enforcement categories were mentioned as areas where additional members could be used. No other public information was discussed.

VI. FIRST RESPONDER ISSUES

The group reviewed the first responder training classes that had been conducted during the past fiscal year. Twenty-seven different classes have been offered and the final class as a technician refresher class in Suwannee County is now scheduled for December 5, 6, 7, 2017.

The group discussed the procedures available for requesting sponsorship to the 2018 Hazardous Materials Symposium. Reimbursement is available for a hotel room shared by two firefighters as well as for meals. The Local Emergency Planning Committee will directly pay for the registration of the Symposium. However, no funding is available for mileage. A limit of ten responders per county may attend the Symposium. Any additional request for Hazardous Material classes for next year should be submitted soon. One class discussed was a 160-hour technician class to be held in Columbia and Suwannee Counties.

As part of the expanded funding for the Local Emergency Planning Committee additional workshops are now included in the scope of work. A first responder access and use of hazardous inventories Tier Two and Hazards Analysis Reports Workshop is one of the classes the Local Emergency Planning Committee is looking for a sponsor.

It was discussed that this class was scheduled a year ago during Hurricane Hermine and that the Local Emergency Planning Committee will select a date in early 2018 to once again hold the class at the Gilchrist County Emergency Operations Center. That class will also include how to use Areal Locations of Hazardous Atmospheres and Mapping Application for Response, Planning, and Local Operational Tasks software for making Hazardous Material Shelter in Place and evacuation decisions.

It was noted that the North Central Florida Regional Hazardous Materials Response Team has a meeting scheduled for 1:00 p.m. later in the day and that one of the items is the planning of the November 29, 2017 Sabal Trail Pipeline Table Top Exercise. It was announced that in honor of retiring North Central Florida Regional Hazardous Materials Response Team Chair Dan Smith, that the exercise is named “What Would Dan Do?”

VII. OTHER BUSINESS AND INFORMATION REQUESTS

The group discussed progress with the updating of the Local Emergency Planning Committee logo and the availability of shirts with the new logo on it. Two sources were identified to be contacted regarding the possibility of doing these shirts.
VIII. NEXT MEETING DATE AND LOCATION

It was decided that the next Local Emergency Planning Committee meeting will be held on February 15, 2018 at the Gilchrist County Emergency Operations Center.

The meeting was adjourned at 10:58 a.m.

Chair

Date
ATTACHMENT A

SCOPE OF WORK

This attachment forms an integral part of the Agreement between the State of Florida, Division of Emergency Management and the NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL.

On October 17, 1986, Congress enacted the Emergency Planning and Community Right to Know Act (EPCRA), also known as Title III of the Superfund Amendments and Reauthorization Act (SARA). EPCRA requires hazardous chemical emergency planning by Federal, State and local governments, Indian Tribes, and industry. Additionally, EPCRA requires industry to report on the storage, use and releases of certain hazardous materials.

At the Federal level, the U.S. Department of Environmental Protection Agency (EPA) administers EPCRA.

At the state level, the Florida Division of Emergency Management (DEM) serves as the lead agency responsible for oversight and coordination of the local planning efforts required by EPCRA. Created by Governors Executive Order and chaired by the Director of DEM, the State Emergency Response Commission on Hazardous Materials (SERC) serves as a technical advisor and information clearinghouse for state and federal hazardous materials programs. Additionally, the SERC conducts quarterly public meetings in varying locations throughout the state. Currently, SERC membership consists of 27 Governor-appointed individuals who represent the interests of state and local government, emergency services, industry and the environment.

At the local level, the ten Regional Planning Councils (RPCs) each oversee a Local Emergency Planning Committee (LEPC) that: (1) performs outreach functions to increase hazardous materials awareness; (2) collects data on hazardous materials stored within the geographical boundaries of the RPC; (3) develops hazardous materials emergency plans for use in responding to, and recovering from, a release or spill of hazardous or toxic substances; (4) submits hazardous materials emergency plans to the SERC for review; (5) provides the public with hazardous materials information upon request. LEPC membership consists of local professionals representing occupational categories such as firefighting, law enforcement, emergency management, health, environment, and/or transportation. This Agreement provides funding so that the Recipient, as an RPC, can maintain the staffing capability necessary to perform the duties and responsibilities required by EPCRA.

This fiscal year the US EPA has two rule proposals. The first rule requires Small Waste Generators and Large Waste Generators to review and approve release reports. Second there is a proposed change to the Risk Management Program (RMP) rules which requires all program level 2 and 3 RMP facilities that self-reported to conduct a full scale field exercise every 5 years, or 53 each year in Florida. Also required to be conducted is notification and table top exercise drills each year. The exercise requires full participation of the local fire jurisdiction and LEPC.

This Scope of Work provides for the accomplishment of the duties and responsibilities of the Local Emergency Planning Committee as set forth in s. 301 of the federal Emergency Planning and Community Right To Know Act, 42 U.S.C. ss. 11001 et seq., including Division policies. The project period will begin on July 1, 2017 and will end on June 30, 2018. Required tasks are as follows:

TASK 1:
Designate at least one employee to support the quarterly LEPC meetings. The support for the LEPC meetings shall include the following: developing agendas and preparing minutes of the meetings in accordance with Section 252.90, Florida Statutes; providing timely notice to LEPC members and the general public of meeting dates and locations and other LEPC activities; publishing meeting dates in the Florida Administrative Register in accordance with Chapter 120, Florida Statutes; posting meeting agendas on the Recipient’s website at least seven days prior to the meeting in accordance with Chapter 120.525, Florida Statutes; providing timely notice of meetings to local newspapers, other appropriate
media, and interested parties; providing pertinent documents and materials for distribution at the meetings; attending the meetings; and, conducting presentations as requested by the Division;

**Deliverable due dates - September 30, 2017, December 31, 2017, March 31, 2018 and June 30, 2018:** LEPC Meeting Agenda (Proof of submission to Division 7 days prior to each meeting), Approved Meeting Minutes (Proof of submission to Division within 7 days following each meeting), Draft Meeting Minutes, Proof of Publication from the Florida Administrative Register, Proof of Meeting Agenda posted on Recipient’s website

**TASK 2:**
Attend the quarterly LEPC Chairpersons and Staff and State Emergency Response Commission meetings. When unable to attend, arrange for an appropriate designee such as the LEPC Chair or Vice Chair to attend. Attend all hazardous materials training courses, workshops, and conferences conducted by the Division within the District. When possible, attend national conferences (e.g, E-Plan, NASTTPO, etc.) as approved by the Division.

**Deliverable due dates - September 30, 2017, December 31, 2017, March 31, 2018 and June 30, 2018:** Agendas and Sign-in Sheets

**TASK 3:**
Per fiscal year, conduct a minimum of two (2) public presentations for interested parties within the district on the EPCRA program, including an overview of Florida’s LEPC program.  

**Deliverable due date – June 30, 2018:** Presentation, Agenda and Sign-in Sheets

**TASK 4:**
In newspapers of general circulation within the Recipient’s geographical boundaries, publish a minimum of one (1) public availability of information notification pursuant to Section 324(b) of EPCRA per fiscal year.

**Deliverable due date – June 30, 2018:** Proof of Publication

**TASK 5:**
Prepare and update the LEPC Hazardous Materials Emergency Response Plan. The LEPC plan shall include and address each of the planning provisions outlined in Section 303(c) of EPCRA and shall consist of the following:

1. Identification of facilities, within the counties in the district that are subject to the requirements of Section 302 of EPCRA.

2. Hazards and Vulnerability Analyses of the chemicals covered under Section 302 of EPCRA consistent with Section 303 of EPCRA, and the provisions of NRT-1 and "Technical Guidance for Hazards Analysis."

3. A Risk Analysis of the chemicals covered under Section 302 of EPCRA, consistent with Section 303 of EPCRA, and with the provisions of NRT-1 and "Technical Guidance for Hazards Analysis."

4. The work product submitted by the Recipient to fulfill this plan development task is not required to include Hazards, Vulnerability and Risk Analyses appearing verbatim in the county information; however, the work product shall include a complete listing of sites for which Hazards, Vulnerability and Risk Analyses have been performed. This listing must...
include, at a minimum, facility name, facility physical address and the county where the facility is located.

**Deliverable due date – June 30, 2018:** Updated LEPC Hazardous Materials Emergency Response Plan and approval documentation

**TASK 6:**
Proactively provide hazardous materials-related technical assistance within the district. Technical assistance shall include the following:

1. Assist in county hazards analysis development within the LEPC district by providing technical assistance when requested in the development of chemical identity, vulnerability, risk and hazards analyses of the chemicals covered under Section 302 of EPCRA.
2. Distribute SERC-developed hazardous materials training course information.
3. Assist the Division in scheduling and conducting hazardous materials workshops and training, including the Annual Hazardous Materials Training Symposium.
4. Assist facilities with Tier 2 filing and E-Plan within the LEPC district by providing technical assistance when requested. 
5. Assist local emergency managers and fire departments with installation and use of CAMEO and E-Plan, including how to access their corresponding Hazards Analysis data.

**Deliverable due dates - September 30, 2017, December 31, 2017, March 31, 2018 and June 30, 2018:** Quarterly Log of Technical Assistance Activities, Agendas and Sign-in Sheets

**TASK 7:**
Assist local emergency managers, hazmat facilities and other organizations (e.g., schools, hospitals, local governments, etc.) with planning, conduct and evaluation activities for hazardous materials-related exercises. In this capacity, assist with a minimum of one (1) hazmat-related exercise OR facilitate a minimum of one (1) hazmat tabletop exercise per fiscal year within the district.

**Deliverable due date – June 30, 2018:** Agendas, Sign-in sheets, related Exercise Documentation

**TASK 8:**
Provide shelter-in-place and evacuation technical assistance to the public and critical facilities as it relates to hazardous material releases/spills. Assistance includes presentations, development of educational materials and dissemination of information. Provide a minimum of one (1) shelter-in-place presentation and one (1) evacuation workshop per fiscal year within the district.

**Deliverable due date – June 30, 2018:** Agendas, Sign-in sheets, PowerPoint Presentation, Educational Materials

**TASK 9:**
Provide for the planning and coordination of Hazardous Materials Emergency Preparedness (HMEP) training as well as Transportation and Community Awareness and Emergency Response (TRANSCAER) training within the district.

**Deliverable due dates - September 30, 2017, December 31, 2017, March 31, 2018 and June 30, 2018:** Quarterly List of Training Courses Planned/Coordinated within the district
TASK 10:
Provide the Division with a report each quarter, due by the 30th day following the end of the quarter, to include all accomplishments for the LEPC program. Reporting quarters end September 30, 2017, December 31, 2017, March 31, 2018 and June 30, 2018.


PROJECT COST:
For the required services, compensation shall be the total maximum limiting amount of $80,000.00 for related services in the NORTH CENTRAL FLORIDA LEPC/RPC District 3.

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<td>1: LEPC Meeting Support</td>
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<td>3: EPCRA Presentations</td>
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<td>4: Public Avail. of Info Notice</td>
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<td>5: LEPC Emergency Plan</td>
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<td>6: Technical Assistance</td>
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<td>7: HazMat Exercise</td>
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<td>8: SIP and Evacuation</td>
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<td>9. Training Coordination</td>
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<td>10. Quarterly Progress Report</td>
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REIMBURSEMENT CONDITIONS:

Subject to the funding limitations of this Agreement, the Division shall reimburse the Recipient on a quarterly basis for the documented costs incurred during the successful completion of the task(s) required by this Agreement. However, the following limitations shall apply:

- In any quarter, the Division shall not reimburse the Recipient for an amount that exceeds 40% of the overall amount authorized by this Agreement; and,
- The cumulative amount of reimbursement for quarters 1, 2, and 3 shall not exceed 85% of the overall amount authorized by this Agreement.

If extraordinary circumstances exist, then the Recipient can request permission from the Division to exceed the 40% cap for a particular quarter. However, under no circumstances shall the cumulative reimbursement amount for quarters 1, 2, and 3 exceed 85% of the overall amount authorized by this Agreement.
Thomas Yatabe – SERC Awards

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

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

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

WEST FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE:
Kathy Ahlen West Florida Regional Planning Council

For seven years, Kathy’s tenacity, drive, enthusiasm, and unwavering commitment to the mission of the Local Emergency Planning Committee has made our community aware of hazardous materials in fixed facilities and along routes of transportation. During her tenure as our Coordinator, Kathy has strived to utilize every available “pulpit” in her efforts to raise awareness about hazardous materials and promote responder training. Kathy’s infectious enthusiasm for the program has inspired and motivated others to actively serve in the Committee.

NORTH CENTRAL FLORIDA LOCAL EMERGENCY PLANNING COMMITTEE:
Michael Fowler, Air Liquide Advance Materials

Contributed during the past year to improving the North Central Florida Hazardous Materials Emergency Preparedness program. As a facility representative at a Section 302 site and as an LEPC member, Mr. Fowler attended a LEPC Shelter In-Place Train-the-Trainer class. When the Women’s Club of High Springs requested a presentation, he volunteered to give the presentation. Setting an example of LEPC members giving the Shelter In-Place presentation exponentially expands the public outreach and education capabilities of the LEPC.
Certificates of Appreciation

December 27, 2017

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Captain Ken Coulter
Ocean City-Wright Fire District

Mr. Larry Dilmore
Breitburn Energy Partners

Ocean City-Wright Fire District

WestRock

Chief Bruce Jordan
City of Madison Fire Rescue

National Association of SARA Title III
Program Officials

Chief Frank Armijo
Lake City Fire Department

Chief Robert Garbett
Suwannee County Fire Rescue

Mr. Shayne Morgan
Columbia County Emergency Management

Ms. Tara Tucker

Mr. James A. Kelly
Pipeline and Hazardous Material Safety
Administration

Mr. Jonathon Lord
Florida Division of Emergency Management

Mr. Chris Naff

Mr. Richard Foster
Orlando Fire Department

Chief Jonathan Lamm
Cocoa Fire Department

Lieutenant Butch Loudermilk
Seminole County Fire Department

Mr. Ron Plummer
Emergency Management of Orange County

Chief Richard Stilp
St. Cloud Fire Department

Volusia County Fire Rescue

West Florida Local Emergency Planning Committee

West Florida Local Emergency Planning Committee

West Florida Local Emergency Planning Committee

West Florida Local Emergency Planning Committee

North Central Local Emergency Planning Committee

North Central Local Emergency Planning Committee

North Central Local Emergency Planning Committee

North Central Local Emergency Planning Committee

North Central Local Emergency Planning Committee

North Central Local Emergency Planning Committee

North Central Local Emergency Planning Committee

North Central Local Emergency Planning Committee

North Central Local Emergency Planning Committee

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East Central Florida Local Emergency Planning Committee

East Central Florida Local Emergency Planning Committee

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East Central Florida Local Emergency Planning Committee

East Central Florida Local Emergency Planning Committee

East Central Florida Local Emergency Planning Committee
MEMORANDUM - #03-18

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

FROM: Wesley Maul, Chairman

SUBJECT: Hazardous Materials Incidents Report

SUMMARY: The attached tables and graphs provide information on all hazardous materials incident reports received by the State Watch Office for the period of up to January 1, 2002 through November 30, 2017. Incident reports are reviewed by staff on a daily basis for compliance with Section 304 and other provisions of the Emergency Planning and Community Right-to-Know Act (EPCRA) program. They can also be used to identify facilities that may have an obligation to report under the Risk Management Planning (RMP) program.

The "Potential Section 304 Investigations" information in Table 1 is listed by Local Emergency Planning Committee (LEPC) District. These are incidents involving the release of an Extremely Hazardous Substance (EHS) or a Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) chemical at a fixed facility. In order for an incident to be covered under Section 304, the EHS or CERCLA chemical must meet or exceed its designated Reportable Quantity (RQ) and have potential for offsite exposure. Those facilities found not to be in compliance with all Section 304 reporting requirements are referred to the Division of Emergency Management’s General Counsel for possible enforcement action. The incidents listed in Table 2 cover hazardous materials incidents for which evacuations, injuries and/or deaths were reported. Also note that the official cause of death is determined by the medical examiner's office. This process may take up to 90 days. The numbers for these tables were obtained from the State Watch Office incident reports, as well as other sources. This information is still being recorded and is available upon request.

The figures in Graph I show the total number of hazardous materials incidents per year (including Section 304) reported to the State Watch Office for the period of January 1, 2002 through November 30, 2017. The figures in Graph II compare incidents that occurred at fixed facilities to those involving transportation-related incidents during the past 12 months. Note that the incidents in Graph II have been further refined to list petroleum, LNG and propane incidents.

WM/rd

Attachments
<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
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<tr>
<td>FERGUSON, Thomas</td>
<td>Residence Address: 123 Main St, Anytown, USA</td>
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<tr>
<td>HAMILTON, Jane</td>
<td>Residence Address: 456 Maple Ave, Anytown, USA</td>
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<tr>
<td>SMITH, John</td>
<td>Residence Address: 789 Oak Rd, Anytown, USA</td>
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**Formal Acknowledgment**

I, Thomas Fergerson, confirm that the information provided is true and complete to the best of my knowledge.

Dated: [Date]

[Signature]

**Notice:**

The failure to provide accurate and complete information may result in denial or delay of requested services.
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<tr>
<th>Description</th>
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**Additional Information**

- Date of Purchase: 01/01/2023
- Date of Approval: 01/02/2023
- Date of Exemption: 01/03/2023

**Notes**

- The chemical is exempted from the usual procedures due to its low toxicity.
- The purchase was approved by the Board of Directors.

**Approval Details**

- Approved by: John Smith, Director of Chemicals
- Approved on: 01/02/2023

**Exemption Form**

- Form Number: 123456
- Exemption Date: 01/03/2023

**Contact Information**

- Chemical Department: 123-456-7890
- Email: chemicals@company.com
<table>
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<tr>
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**Address:**

11 South Street, Regional Planning Council

**Phone:**

555-1234

**Fax:**

555-4321
September 1, 2017 thru November 30, 2017
Hazardous Materials Incident Reports
National Association of SARA Title III
Program Officials
Concerned with the Emergency Planning and Community Right-to-Know Act

November 29, 2016

EPA’s New Hazardous Waste Generator Improvements Rule
Implications for LEPCs, Emergency Planners and Emergency Responders

Introduction:

This new regulation was published in the Federal Register on November 28, 2016 and will become effective May 30, 2017. The regulation contains numerous provisions which impact the management of hazardous waste. It is not the purpose of this guidance to review all of those changes. Instead, it will focus on Subpart M - Preparedness, Prevention, and Emergency Procedures for Large Quantity Generators. The regulatory sections of concerns at 40 CFR §§ 262.250 - 262.265. Similar provisions apply to Small Quantity Generators under §262.16(b) (8).

Depending upon State hazardous waste regulations, locations as well as other information concerning large quantity generators of hazardous waste may not be known to LEPCs or local emergency planners/responders. It is quite possible that these facilities are not reporting under EPCRA Tier II requirements. This situation is even more likely for small quantity generators.

Under the new regulations it is not the responsibility of LEPCs or local emergency planners/responders to find these facilities. Instead, those facilities will be coming to you and they will have expectations of the actions you will take under the new regulations.

Discussion:

The discussion below points out some of the key provisions with implications for LEPCs and local planners/responders. Not all of the requirements are mentioned. Where deemed useful the provision is quoted. In cases where the provision is quite long it is paraphrased. Readers are referred to the actual text of the regulation for additional information.

The new requirements include the following:

§252.251 - "A large quantity generator must maintain and operate its facility to minimize the possibility of a fire, explosion, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water which could threaten human health or the environment."

This requirement is not standards based, so whether or not a facility is complying will be quite subjective. If a facility has an accident, then in 20-20 hindsight it may be clear that a violation was present.

§252.252 - This is a lengthy provision that requires the generator to have a communications/alarm system, some device with which to summon outside assistance from public authorities, fire extinguishers or fire control equipment, spill control equipment, decontamination equipment, and water or foam systems. The regulation gives the generator the right to decide whether any of this is actually necessary and where it might be located.
We have paraphrased this requirement because of its length. Again, this is a very subjective set of requirements not defined by nor bound to any particular set of recognized standards or criteria. The regulation does not provide any sort of local control or influence over the generator's choices - apparently the generator is free to ignore the views of the LEPC and local planners/responders. Likewise, it's extremely difficult to determine what criteria EPA might use when enforcing this provision.

§252.256 - "(a) The large quantity generator must attempt to make arrangements with the local police department, fire department, other emergency response teams, emergency response contractors, equipment suppliers, and local hospitals, taking into account the types and quantities of hazardous wastes handled at the facility. Arrangements may be made with the Local Emergency Planning Committee, if it is determined to be the appropriate organization with which to make arrangements.

(1) A large quantity generator attempting to make arrangements with its local fire department must determine the potential need for the services of the local police department, other emergency response teams, emergency response contractors, equipment suppliers and local hospitals. [Emphasis added]

(2) As part of this coordination, the large quantity generator shall attempt to make arrangements, as necessary, to familiarize the above organizations with the layout of the facility, the properties of the hazardous waste handled at the facility and associated hazards, places where personnel would normally be working, entrances to roads inside the facility, and possible evacuation routes as well as the types of injuries or illnesses which could result from fires, explosions, or releases at the facility.

(3) Where more than one police or fire department might respond to an emergency, the large quantity generator shall attempt to make arrangements designating primary emergency authority to a specific fire or police department, and arrangements with any others to provide support to the primary emergency authority." [Emphasis added]

We have quoted portions of this requirement because it is very significant. First, the generator is only required to "attempt" to make arrangements. There is no obligation that this attempt be in good faith nor is there any obligation that the generator be reasonable in its approach to determining whether outside public services will be necessary. Please note the highlighted portions above - it is the generator that makes these determinations not the local agencies.

Most concerning, however, is the provision calling for the generator to attempt to make arrangements on the primary emergency authority and incident command. This provision does not require the generator to accept existing local plans, MOUs or arrangements.

§262.260 - "(a) A large quantity generator must have a contingency plan for the facility. The contingency plan must be designed to minimize hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water.

***

(c) The plan must describe arrangements agreed to with the local police department, fire department, other emergency response teams, emergency response contractors, equipment suppliers, local hospitals or, if applicable, the Local Emergency Planning Committee, pursuant to §262.256."
This section of the regulation does not provide for “approval” of this contingency plan by anyone. Apparently if local agencies or the LEPC believe it’s inadequate, their only remedy is to refuse to enter into “arrangements”. That action carries no regulatory consequences for the generator.

§262.262 - “A copy of the contingency plan and all revisions to the plan must be maintained at the large quantity generator and -

(a) The large quantity generator must submit a copy of the contingency plan and all revisions to all local emergency responders (i.e., police departments, fire departments, hospitals and State and local emergency response teams that may be called upon to provide emergency services). This document may also be submitted to the Local Emergency Planning Committee, as appropriate.

(b) A large quantity generator that first becomes subject to these provisions after [Insert Date 6 Months After the Date Of Publication In The Federal Register] or a large quantity generator that is otherwise amending its contingency plan must at that time submit a quick reference guide of the contingency plan to the local emergency responders identified at § 262.262(a) or, as appropriate, the Local Emergency Planning Committee. The quick reference guide must include the following elements:

1. The types/names of hazardous wastes in layman’s terms and the associated hazard associated with each hazardous waste present at any one time (e.g., toxic paint wastes, spent ignitable solvent, corrosive acid);
2. The estimated maximum amount of each hazardous waste that may be present at any one time;
3. The identification of any hazardous wastes where exposure would require unique or special treatment by medical or hospital staff;
4. A map of the facility showing where hazardous wastes are generated, accumulated and treated and routes for accessing these wastes;
5. A street map of the facility in relation to surrounding businesses, schools and residential areas to understand how best to get to the facility and also evacuate citizens and workers;
6. The locations of water supply (e.g., fire hydrant and its flow rate);
7. The identification of on-site notification systems (e.g., a fire alarm that rings off site, smoke alarms); and
8. The name of the emergency coordinator(s) and 24-hour emergency telephone number(s) or, in the case of a facility where an emergency coordinator is continuously on duty, the emergency telephone number for the emergency coordinator.”

Nominal it’s nice for LEPCs, emergency planners and responders to have a copy of the contingency plan. For many communities it is likely that the quick reference guides will be the most useful provision contained in the new regulations. The information is tangible and may supply an adequate foundation for pre-planning responses and working with the local community on preparedness efforts. Unfortunately the provision immediately following contains deep flaws.

§262.265 - (a) Whenever there is an imminent or actual emergency situation, the emergency coordinator (or his designee when the emergency coordinator is on call) must immediately:

...

(2) Notify appropriate state or local agencies with designated response roles if their help is needed. [Emphasis added]

...

(4) If the emergency coordinator determines that the facility has had a release, fire, or explosion which could threaten human health, or the environment, outside the facility, the emergency coordinator must report the findings as follows: [Emphasis added]
(1) If the assessment indicates that evacuation of local areas may be advisable, the emergency coordinator must immediately notify appropriate local authorities. The emergency coordinator must be available to help appropriate officials decide whether local areas should be evacuated; and

(2) The emergency coordinator must immediately notify either the government official designated as the on-scene coordinator for that geographical area, or the National Response Center (using their 24-hour toll free number 800/424-8802).

Under these provisions local agencies and LEPCs receive incident notices only when the generator determines help is needed or evacuation might be necessary. In other words, the local agencies and responders are completely dependent upon the subjective view of the generator. If the releases from an incident are reportable under EPCRA or CERCLA, then the generator will be required to report under those statutes, but that is a limited subset of the sort of incidents generators may experience. Arguably these problems could be corrected as part of making “arrangements”; however, there is no requirement that the generator consider or adopt more adequate incident reporting commitment.

Conclusion:

To be clear, these regulations have the potential to provide new and useful information to LEPCs, emergency planners and responders. Unfortunately the community is dependent upon the good faith of the generator in terms of the actual cooperation, planning and reporting that will occur. LEPCs should continue to practice their normal approach to gaining information and cooperation from facilities by simply asking, inviting generators to meetings to discuss contingency plans etc. Keep in mind that these requirements are new to the generators as well and they will probably be very interested in the advice and involvement of LEPCs and first responders.
PROCLAMATION

HAZARDOUS MATERIALS AWARENESS WEEK
FEBRUARY 25 - MARCH 3, 2018

WHEREAS, the safe use of hazardous materials is essential to citizens, business, industry and local governments to maintain economic stability and the public health; and

WHEREAS, the North Central Florida Local Emergency Planning Committee recognizes the importance of protecting our communities from both accidental and deliberate releases of hazardous materials; and

WHEREAS, it is essential to increase community preparedness so that both public-sector and private-sector employees know how to safely protect themselves and those for whom they are responsible during an accidental or deliberate release of hazardous materials; and

WHEREAS, the North Central Florida Local Emergency Planning Committee offers free hazardous materials emergency response training for firefighters, emergency medical, law enforcement and other public safety personnel as well as free Shelter In-Place Train-the-Trainer classes for community groups, businesses, schools and the general public as a means of increasing safety in the event of a release; and

WHEREAS, citizens need to know that emergency responders, emergency management, all levels of government, schools and businesses are working together to ensure that our communities are as prepared as possible to protect all citizens from both accidental and deliberate releases of hazardous materials.

NOW, Therefore, Be it resolved by the North Central Florida Local Emergency Planning Committee that:

February 25 - March 3, 2018 is declared as Hazardous Materials Awareness Week.

PASSED AND DULY ADOPTED by the Local Emergency Planning Committee, at a regular meeting held on the 15th day of February, 2018.

______________________________
Shayne Morgan, Chair

______________________________
David Peaton, Vice-Chair - Public Information

______________________________
John McDonald, Vice-Chair - First Responders
### Local Emergency Planning Committees Occupational Categories

* Indicates request for expansion

**Top Row = Current Total**

**Bottom Row = Total Previously Approved**

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Effective: January 17, 2018
December 26, 2017

MEMORANDUM - #01-18

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

FROM: Wesley Maul, Chairman

SUBJECT: Local Emergency Planning Committees (LEPCs) Appointments

SUMMARY: This is to request the appointment of the following individuals as either members or alternate members to the LEPCs. Attached is a chart which provides an updated listing of the total LEPC membership by district and occupational category and letters requesting expansion subsequent to these appointments.

MEMBERS APPOINTMENTS

Mr. Rob Finley
Fire & Emergency Services Gulf Coast
Occupational Category: Firefighting

Mr. Martin Kasper
Kraton Chemical
Occupational Category: Facility Owner & Operator

Ms. Kathy Ahlen
Retired
Occupational Category: Interested Citizen

Mr. Tony Smith
Eastman Chemicals
Occupational Category: Facility Owner & Operator

Mr. Michael P. Holmes
Department of Environmental Protection
Occupational Category: Local Environmental

Mr. Tad J Cervantes
Columbia County Fire Rescue
Occupational Category: Firefighting
Ms. Paula Carrol (Coral Ellerbe)  
Jefferson County Emergency Management  
Occupational Category: Emergency Management  
Apalachee LEPC

Mr. Christopher Bonds (Tad J Cervantes)  
Columbia County Fire Rescue  
Occupational Category: Firefighting  
North Central FL LEPC

Mr. Kevin Carr (Michael P. Holmes)  
FL Department of Environmental Protection  
Occupational Category: Local Environmental  
North Central FL LEPC

Mr. Diane Hilliard (William Abernathy)  
Polk County  
Occupational Category: Emergency Management  
Central FL LEPC

Mr. James Angle (Geoff Brown)  
St. Petersburg College  
Occupational Category: Local Option  
Tampa Bay LEPC

Mr. Robert Bateman (William "Marty" Prickett)  
Hillsborough County Sheriff's Office  
Occupational Category: Law Enforcement  
Tampa Bay LEPC

Mr. Jemima Desir (Alfred Aleguas)  
Tampa General Hospital  
Occupational Category: Hospital  
Tampa Bay LEPC

Mr. Craig Hare (Sandy Brooking)  
Pinellas County Fire & EMS Administration  
Occupational Category: First Aid  
Tampa Bay LEPC

Ms. Stephanie Hendrix (Richard "Rick" Walker)  
Pinellas County Emergency Management  
Occupational Category: Emergency Management  
Tampa Bay LEPC

Mr. Donald "Buck" Martin (David St. Pierre)  
Manatee County Port Authority  
Occupational Category: Transportation  
Tampa Bay LEPC

Mr. Patrick Fuller (Gerard Mallet)  
Charlotte County Emergency Management  
Occupational Category: Emergency Management  
Southwest FL LEPC

Mr. Michael Gerwan (Heather Rothe)  
Stuart Police Department  
Occupational Category: Law Enforcement  
Treasure Coast LEPC
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AGENDA

NORTH CENTRAL FLORIDA REGIONAL HAZARDOUS MATERIALS TEAM POLICY BOARD

Gilchrist County Emergency Operations Center
3250 North US 129 Bell, FL 32619

February 15, 2018
1:00 p.m.
Thursday

I. Introductions and Chair Report

II. Approval of November 16, 2017, Meeting Minutes *

III. Ongoing Projects
   a) Revision of Interlocal Agreement by Member Local Governments and Expansion of Team *
   b) Assembly of Leaking-Pipe Tree(s)

IV. Pipeline Technical Assistance Grant *
   a) Tabletop Exercise with Sabal Trail Pipeline - Draft After Action Report *
   b) Purchasing 33 four-gas detectors ($24,000) *
   c) Selection of four-gas detector recipients and Agreement with Team
   d) Locations of Response and Decontamination Trailers
   e) Three Full Scale Exercises with Florida Gas Transmission Pipeline, and others
   f) Florida Pipeline Emergency Response Initiative (PERI)
   g) Pipeline Public Outreach *

V. Other Business and Next Meeting

* Included in Packet N:\LEPC\Agenda and Notices\rhmt_1q18_agenda.docx