



Regional Review Committee Orientation Manual

February 2012



MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Traffic Safety

State Fire
Marshal and
Pipeline Safety

Division of Homeland Security and Emergency Management

444 Cedar Street, Suite 223, St. Paul, Minnesota 55101-6223
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Internet: www.dps.state.mn.us

Greetings;

On behalf of the Minnesota Division of Homeland Security and Emergency Management, I am pleased to welcome you as a new member of the Regional Review Committee (RRC). Thank you for your commitment to furthering the safety of Minnesota's citizens and the state's first responder personnel.

You are one of a nine members on a district Regional Review Committee. Each member brings a diverse background to the Committee as a representative from one of the following sectors: facilities regulated under the federal act; emergency response organizations, or a public member including community groups, the media, or elected officials.

The primary purpose of the six statewide Regional Review Committees is to ensure that county emergency operations plans include the Superfund Authorization Re-Authorization (SARA) Title III-related information required by state and federal laws.

Specifically, Regional Review Committees are charged with the task of determining whether county Emergency Operations Plans (EOP) adequately address the SARA Title III plan content items that are included in Minnesota's Local Emergency Operations Plan Crosswalk: the MNWALK.

This orientation packet has been prepared to introduce you to the history, the goals and the functions of the Regional Review Committee. Please also review the enclosed Standard Guidance Document, which should help you and other Committee members conduct your reviews in a consistent manner.

The recently updated Guidance Document has sample language for county and municipal emergency management personnel and includes examples of how to incorporate the required SARA Title III information. These materials should make it easier for RRCs to arrive at a decision as to whether or not an EOP adequately addresses the required SARA Title III planning information.

Should you have questions about your role or responsibilities as a RRC member, please contact the HSEM Regional Program Coordinator assigned to your district. The list of the Regional Program Coordinators is included in the orientation packet.

Again, thank you for your service and WELCOME ABOARD.

Sincere regards,

Kris A. Eide
Director



TABLE OF CONTENTS

DOCUMENT HISTORY	PAGE 3
THE (U.S.) EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT: IMPLEMENTATION IN MINNESOTA	4
HSEM REGIONAL MAP	7
REGIONAL REVIEW COMMITTEE EXPENSE REIMBURSEMENT RATES AND POLICY	8
SARA TITLE III AND ITS RELATIONSHIP TO THE MNWALK AND REGIONAL REVIEW COMMITTEES	11
EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)	12
TIER TWO EMERGENCY AND HAZARDOUS CHEMICAL REPORT FORM	16
SAMPLE E-PLAN	18
REGIONAL REVIEW COMMITTEE RESOURCES	19
LEGAL AUTHORITIES	20

Document History

Revision Date	Description of Changes
March 2011	Update
February 2012	Update

THE (U.S.) EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT: IMPLEMENTATION IN MINNESOTA

On October 17, 1986, the federal "Superfund Amendments and Reauthorization Act (SARA)," was enacted into law. This statute, commonly referred to as Title III, or the "Emergency Planning and Community Right-to-Know Act" (EPCRA), is intended to help communities deal safely and effectively with the numerous hazardous chemicals used in our society. EPCRA was incorporated into Minnesota law via passage of the "Minnesota Emergency Planning and Community Right-to-Know Act" (Minnesota Statutes [M.S.], Chapter 299K).

In Minnesota, the responsibility for monitoring compliance with EPCRA, as well as carrying out several of its requirements, has been assigned to the Department of Public Safety Division of Homeland Security and Emergency Management (HSEM).

EPCRA requires that every state carry out the following responsibilities:

- Facilitate the Title III emergency planning process at the local government level;
- Provide information about particular chemicals (or facilities) necessary for the planning activities of political subdivisions; and
- Establish procedures for receiving and processing public requests for information collected under Title III.

Under Section 301 of Title III, states are required to designate emergency planning districts, and to appoint members to a "Local Emergency Planning Committee" (LEPC) for each planning district. Initially, seven emergency planning districts were designated for the entire State of Minnesota, and appointed members to an LEPC for each district. However, when M.S., Chapter 299K was enacted in July 1989, the LEPCs were re-designated as Regional Review Committees (RRCs).

Interested applicants should complete a ***Regional Review Committee Service Application*** and submit it via e-mail, U.S. mail, fax, or in person.

Minnesota Department of Public Safety
Homeland Security and Emergency Management
Attn: RRC Application
444 Cedar Street, Suite 223
Saint Paul, MN 55101-6223

E-mail: dps.hsem@state.mn.us

Fax: 651.296.0459

Phone: 651.201.7400

Applications will remain on file for one year and may be considered in the event of a committee vacancy.

Contact Information:

Questions may be directed to Cathy Clark, HSEM Field Services branch director, at 651.201.7407 or cathy.clark@state.mn.us.

The primary duty of an RRC is to review the emergency operations plans (EOPs) of the political jurisdictions in its district, in accord with the state's four-year planning/exercising cycle. At a minimum, RRCs review EOPs to determine if they adequately address the required SARA Title III planning elements, as identified in Minnesota's Local Emergency Operations Plan Crosswalk (the MNWALK). When reviewing EOPs, RRCs note deficiencies and offer suggestions regarding plan improvements. Since their inception, RRCs have reviewed the EOPs of all 87 counties, 46 cities, and the University of Minnesota. Most of these plans have been reviewed multiple times. To facilitate the review process, members often meet with the applicable emergency management directors in their counties.

The following is the current membership of RRCs:

DISTRICT 1 (SOUTHEAST)

Public	Charles Karl	Albert Lea	2 yr. appointment	Term expires 12/31/2012
	Paul Anderson	Waseca	2 yr. appointment	Term expires 12/31/2013
	Trudy Kunkel	Mankato	3 yr. appointment	Term expires 12/31/2014
Responder	Ryan Ostreng	Byron	2 yr. appointment	Term expires 12/31/2012
	Ken Jones	Rochester	3 yr. appointment	Term expires 12/31/2013
	Steven Jurrens	Kasson	3 yr. appointment	Term expires 12/31/2014
Facility	**Richard Anderson	Rochester	2 yr. appointment	Term expires 12/31/2012
	Tim Cody	Stewartville	3 yr. appointment	Term expires 12/31/2013
	*Michael Santo	Janesville	3 yr. appointment	Term expires 12/31/2014

DISTRICT 2 (NORTHEAST)

Public	**Steven Flaherty	Grand Rapids	2 yr. appointment	Term expires 12/31/2012
	Mahjoub Labyad	Duluth	2 yr. appointment	Term expires 12/31/2013
	Leonard Anderson	Mahtowa	3 yr. appointment	Term expires 12/31/2014
Responder	*Marlyn Halvorson	Grand Rapids	2 yr. appointment	Term expires 12/31/2012
	Patrick Lee	Two Harbors	3 yr. appointment	Term expires 12/31/2013
	Mark Stansberry	Merrifield	3 yr. appointment	Term expires 12/31/2014
Facility	Eldon Voigt	International Falls	1 yr. appointment	Term expires 12/31/2012
	Shawn Graeber	Grand Rapids	2 yr. appointment	Term expires 12/31/2013
	Mike Marturano	Duluth	3 yr. appointment	Term expires 12/31/2013

DISTRICT 3 (NORTHWEST)

Public	Donald Jorstad	Red Lake Falls	2 yr. appointment	Term expires 12/31/2012
	*Dan Holm	Detroit Lakes	3 yr. appointment	Term expires 12/31/2013
	Glenn Wedul	Thief River Falls	3 yr. appointment	Term expires 12/31/2014
Responder	Randy Forseth	Solway	2 yr. appointment	Term expires 12/31/2012
	**Tom Vanderwal	Park Rapids	3 yr. appointment	Term expires 12/31/2013
	Dennis Mackedanz	Park Rapids	3 yr. appointment	Term expires 12/31/2014
Facility	Lance Rick	Moorhead	1 yr. appointment	Term expires 12/31/2012
	Mark Jones	Warren	2 yr. appointment	Term expires 12/31/2013
	Carol Sele	Bemidji	3 yr. appointment	Term expires 12/31/2014

DISTRICT 4 (WEST CENTRAL)

Public	Vacant			Term expires 12/31/2012
	Linda Peck	St. Cloud	3 yr. appointment	Term expires 12/31/2013
	David Wosmek	Alexandria	3 yr. appointment	Term expires 12/31/2014

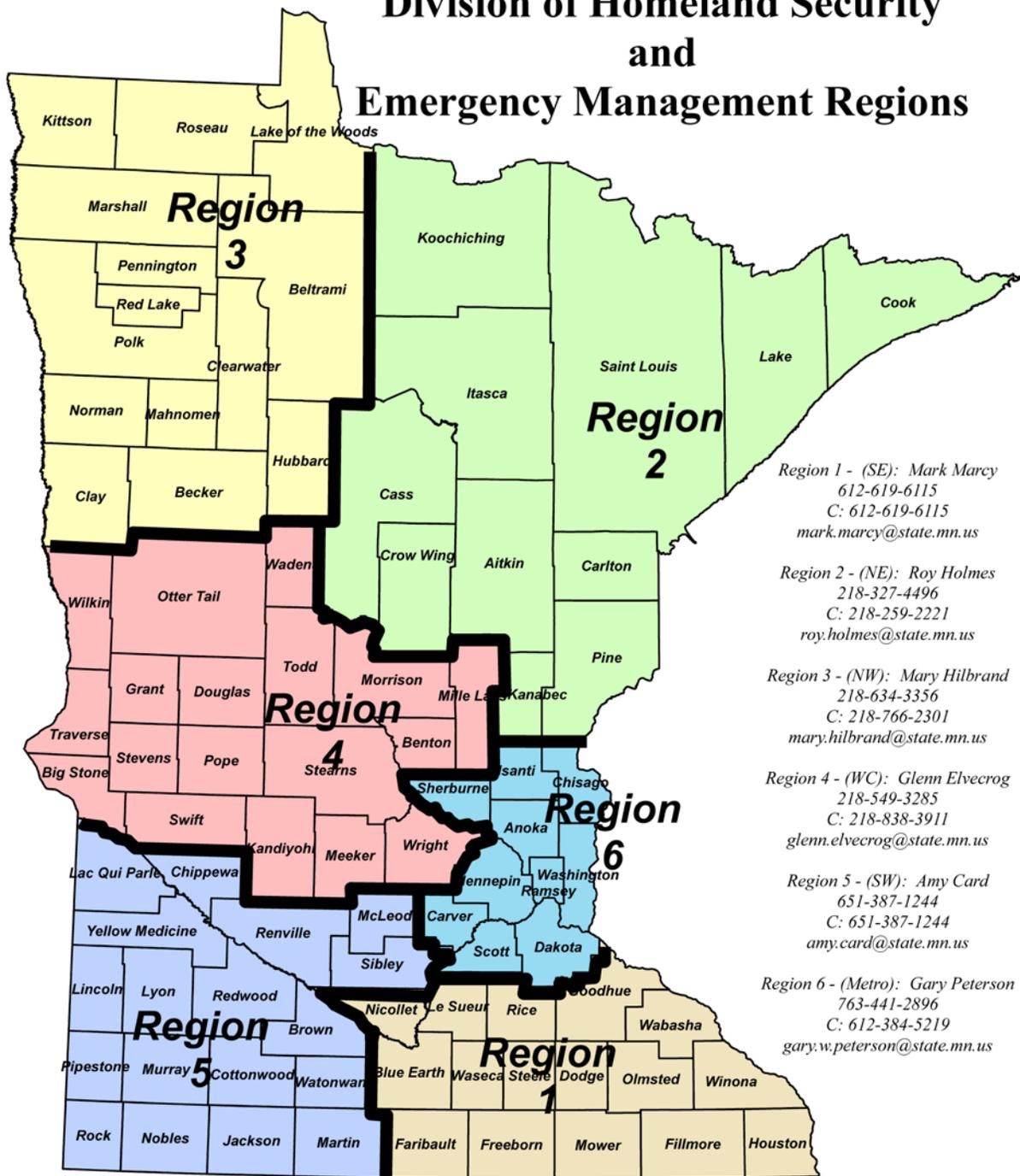
Responder	Marvin Klug	Sartell	2 yr. appointment	Term expires 12/31/2012
	Dona Greiner	Morris	3 yr. appointment	Term expires 12/31/2013
	Douglas Stahman	Morris	3 yr. appointment	Term expires 12/31/2014
Facility	*James Holthaus	St. Cloud	2 yr. appointment	Term expires 12/31/2012
	**Gary Nierengarten	St. Cloud	3 yr. appointment	Term expires 12/31/2013
	Christopher Strand	Annandale	3 yr. appointment	Term expires 12/31/2014
DISTRICT 5 (SOUTHWEST)				
Public	John Baerg	Butterfield	2 yr. appointment	Term expires 12/31/2012
	Janet Hagen	Wood Lake	3 yr. appointment	Term expires 12/31/2013
	*Harlan Nepp	Pipestone	3 yr. appointment	Term expires 12/31/2014
Responder	Steven Ewing	Pipestone	2 yr. appointment	Term expires 12/31/2012
	James Carver	Marshall	3 yr. appointment	Term expires 12/31/2013
	**Kimberly Hall	Butterfield	3 yr. appointment	Term expires 12/31/2014
	Craig Schafer	Marshall	3 yr. appointment	Term expires 12/31/2014
Facility	Vacant			Term expires 12/31/2012
	Vacant			Term expires 12/31/2013
	Carol Gabbert	Granite Falls	3 yr. appointment	Term expires 12/31/2014
DISTRICT 6 (METRO)				
Public	Marcia Engvall	Elk River	2 yr. appointment	Term expires 12/31/2012
	Jonathan Pritchard	Minnetonka	2 yr. appointment	Term expires 12/31/2013
	Paul Johnson	Coon Rapids	3 yr. appointment	Term expires 12/31/2014
Responder	John Gannaway	Stillwater	2 yr. appointment	Term expires 12/31/2012
	Rolf Peterson	Hastings	3 yr. appointment	Term expires 12/31/2013
	Christopher Kummer	Minneapolis	3 yr. appointment	Term expires 12/31/2014
Facility	James Blow	Coon Rapids	1 yr. appointment	Term expires 12/31/2012
	Shane Menefee	Minnetonka	3 yr. appointment	Term expires 12/31/2013
	William Lape	Woodbury	3 yr. appointment	Term expires 12/31/2014

*Chair **Vice Chair

HSEM REGIONAL MAP



Minnesota Division of Homeland Security and Emergency Management Regions



- Region 1 - (SE): Mark Marcy
612-619-6115
C: 612-619-6115
mark.marcy@state.mn.us
- Region 2 - (NE): Roy Holmes
218-327-4496
C: 218-259-2221
roy.holmes@state.mn.us
- Region 3 - (NW): Mary Hilbrand
218-634-3356
C: 218-766-2301
mary.hilbrand@state.mn.us
- Region 4 - (WC): Glenn Elvecrog
218-549-3285
C: 218-838-3911
glenn.elvecrog@state.mn.us
- Region 5 - (SW): Amy Card
651-387-1244
C: 651-387-1244
amy.card@state.mn.us
- Region 6 - (Metro): Gary Peterson
763-441-2896
C: 612-384-5219
gary.w.peterson@state.mn.us

Minnesota Duty Officer - 1-800-422-0798 or 651-649-5451

1/11/2011

REGIONAL REVIEW COMMITTEE EXPENSE REIMBURSEMENT RATES AND POLICY

DATE: February 2012
TO: RRC Members
FROM: Terry Flatley, Office & Administrative Specialist Int.
EPCRA Program
SUBJECT: Revised Expense Reimbursement Rates, & Policy

Reimbursement of RRC member expenses is based on the Commissioner's Plan, as provided for in MN Statutes, Section 15.0575. The reimbursement rates and policies that are authorized by and/or included in the most recent version of that Plan are summarized below.

The mileage reimbursement rate, effective Jan. 1, 2012, is **\$.555 cents/mile**. The other principal reimbursement rates (board comp. (**\$55/day**) and meals (a maximum of **\$7.00 for breakfast**, **\$9.00 for lunch** and **\$15.00 for dinner**) are unchanged. (**NOTE: Actual meal expenses only may be claimed.**)

We try to ensure that expense reimbursement checks are issued to you as promptly as possible. In order to do this we need your assistance. Specifically, expense reports must be filled out as completely and accurately as possible, *and be* accompanied by the necessary receipt(s). Please remember the following:

1. Expense reports need to be filled out with a **PEN**, not a pencil, and be legible.
(We encourage you to **PRINT**.)
2. State and local government employees serving on the RRC *are normally not eligible to receive board compensation*. If you have a question in this regard, please give me a call.
3. Reimbursement of parking and lodging expenses requires a receipt
(except when the parking space is metered).
4. Meal reimbursement:
 - BREAKFAST expense is reimbursable "...if the employee leaves home **before 6:00 a.m.** or is away from home overnight".
 - LUNCH expense is reimbursable "...if the employee is in travel status **more than 35 miles away from his/her normal office** or is away from home overnight".
 - DINNER expense is reimbursable "...if the employee cannot return home until **after 7:00 p.m.** or is away from home overnight."

Because of the foregoing meal reimbursement criteria, your DEPARTURE and ARRIVAL TIMES must be entered in the Time column, for both the "outbound" and "returning home" portions of your trip(s).

5. Completed expense reports for **RRC members must** be submitted to the HSEM Regional Program Coordinator for their District.
6. If reimbursable expenses have been incurred, completed expense reports should be submitted **at least once each quarter (1/1-3/31, 4/1-6/30, 7/1-9/30, 10/1-12/31) of the state fiscal year.**

Lastly, if you would like a copy of an expense report, please contact your Regional Program Coordinator or let me know and a copy will be provided to you. Should you have any questions regarding the above items, please feel free to contact me at (218) 327-4496. Thank you.

EXPENSE REPORT FOR INDIVIDUALS NOT ON SEMA4

Check if advance was issued for these expenses
 INAL EXPENSE(S) FOR THIS TRIP?

-STATE SHORT TERM ADVANCE OUT-OF-STATE RECURRING ADVANCE

Claimant Name: **John Doe** Home Address (include city and state): **123 Minnesota Lane, Any Town, MN** Agency: **DPS/HSEM** 1-Way Commute Miles: **1123 Minnesota Lane, Any Town, MN** Position Title: **RRC # Member**

Red#: **2/1/2012** Trip Start Date: **2/1/2012** Trip End Date: **2/1/2012** Reason for Travel/Advance (30 Char. Max) (example: XYZ Conference, Dallas, TX): **RRC # Meeting** Vendor Code: **#####** Expense Group ID: **RRC # Meeting**

Chart String(s)	Acting Date	Fund	Fin Dept ID	Approp ID	SW Cost	Sub Acct	Agency Cost 1	Agency Cost 2	PC BU	Project	Activity	Source Type	Category	Sub-Cat	Distrib %
A	2012	1000	32120	P072021											
B															

A. Description:

Date	Daily Description	Itinerary		Trip Miles	Total Trip & Local Miles	Mileage Rate	B. Description:			Total					
		Time	Location				Meals <input checked="" type="checkbox"/>	Total Meals (overnight)	Total Meals (no overnight)		Lodging	Personal Telephone	Parking		
2/1	RRC # Meeting	0800	Depart Any Town	105.0	105.0	\$ 0.555	<input type="checkbox"/>	\$ 9.00						\$ 9.00	
		1000	Arrive Meeting Town				<input type="checkbox"/>								
		1300	Depart Meeting Town				<input type="checkbox"/>								
		1500	Arrive Any Town				<input type="checkbox"/>								
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IN-STATE SHORT TERM ADVANCE **EXPENSE REPORT FOR INDIVIDUALS NOT ON SEMA4** Check if advance was issued for these expenses
 OUT-OF-STATE RECURRING ADVANCE FINAL EXPENSE(S) FOR THIS TRIP?

Claimant Name _____ Home Address (include city and state) _____ Agency _____ 1-Way Commute Miles _____ Position Title _____
 Reason for Travel/Advance (30 Char. Max) (example: XYZ Conference, Dallas, TX) _____ Vendor Code _____ Expense Group ID _____

Recl#	Trip Start Date	Trip End Date	Accounting Date	Fund	Fin Dept ID	Approp ID	SW Cost	Sub Acct	Agency Cost 1	Agency Cost 2	PC BU	Project	Activity	Source Type	Category	Sub-Cat	Distrib %
	2012	32120	1000			P072021											

A. Description:

Date	Daily Description	Itinerary		Trip Miles	Total Trip & Local Miles	Mileage Rate	Mileage	B. Description:			Total								
		Time	Location					Meals ✓	Total Meals (overnight)	Total Meals (no overnight)		Lodging	Personal Telephone	Parking					
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SARA TITLE III AND ITS RELATIONSHIP TO THE MNWALK AND REGIONAL REVIEW COMMITTEES

In reviewing county and city emergency plans it is helpful to understand the history and purpose of SARA Title III and the MNWALK emergency plan process.

Briefly, it goes back to December 3, 1984 in Bhopal, India, when in the middle of the night a toxic cloud of methyl isocyanate (MIC) gas escaped from a Union Carbide plant and swept through a nearby community, killing approximately 3,800 men, women, and children, and causing serious injury to another 11,000 persons. It was the worst chemical factory disaster in history, and it provoked worldwide outrage and reaction.

In the United States, it was realized that there were many chemical and other related industrial facilities all over the country, and a concern developed that similar incidents could happen in America. By 1986, Congress developed a set of comprehensive national regulations intended to prevent a Bhopal-type incident. These regulations were called the Emergency Planning and Community Right-to-Know Act (EPCRA). EPCRA subsequently became Title III of a major piece of environmental legislation known as the Superfund Amendments and Reauthorization Act of 1986. EPCRA soon became known as SARA Title III, and in Minnesota an enabling order incorporating the provisions of SARA Title III into state law was created.

The primary purpose of SARA Title III is to require facilities that have especially hazardous or toxic substances to publicly identify themselves and develop detection systems and emergency response plans for an accidental release, and also to require communities where such facilities are located to have a hazardous material emergency response plans, as well. Each state, including Minnesota, is required to have a state emergency response commission to oversee implementation and enforcement of the SARA Title III requirements. Each commission is allowed to appoint local committees to assist. In Minnesota, seven Regional Review Committees were formed to assist by reviewing city and county emergency response plans to assure they meet SARA Title III requirements.

Nationally, the idea was to create a series of requirements that, together, would form the foundation of an approvable hazardous materials emergency response plan for counties and municipalities where facilities with hazardous materials are located. In Minnesota, those federal requirements eventually became incorporated into the Minnesota All-Hazard emergency response planning system now administered by the MN Division of Homeland Security and Emergency Management (HSEM). They are identified by an asterisk (*) in the Minnesota Plan Crosswalk (MNWALK) and periodically reviewed by a Regional Review Committee under guidance of HSEM, which administers many other SARA Title III requirements not mentioned here.

Taken together, the SARA Title III items in the MNWALK still form the basis of an approvable hazardous materials emergency plan for every county and municipalities in Minnesota. In other words, those communities that meet SARA Title III requirements have, in fact, a good hazardous materials response plan. That is the purpose of the SARA title III requirements and the reason why the state and federal governments consider them to be important.

EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA)

The Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 establishes requirements for Federal, State and local governments, Indian Tribes, and industry regarding emergency planning and “Community Right-to-Know” reporting on hazardous and toxic chemicals. The Community Right-to-Know provisions help increase the public’s knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment. States, communities and facilities can use the information to improve chemical safety and protect public health and the environment.

EPCRA has four major provisions:

- Emergency Planning (Sections 301-303)
- Emergency release notification (Section 304)
- Hazardous chemical storage reporting requirements (Sections 311/312)
- Toxic chemical release inventory (Section 313).

Emergency Planning (Sections 301-303)

Emergency Response Plans contain information that community officials can use at the time of a chemical incident. Community emergency response plans for chemical accidents were developed under section 303. The plans must:

- Identify facilities and transportation routes of extremely hazardous substances (EHSs);
- Describe emergency response procedures, on and off site;
- Designate a community coordinator and facility coordinator(s) to implement the plan;
- Outline emergency notification procedures;
- Describe how to determine the probable affected area and population affected by releases;
- Describe local emergency equipment and facilities and the personnel responsible for them;
- Outline evacuation plans;
- Provide a training program for emergency responders (including schedules); and,
- Provide methods and schedules for exercising emergency response plans.

Planning activities of Local Emergency Planning Committees (LEPCs), functioning as Regional Review Committees (RRCs) in Minnesota, and facilities initially focused on, but were not limited to, the 355 extremely hazardous substances (EHSs) listed by the Environmental Protection Agency (EPA). The list includes the threshold planning quantities (TPQ) (minimum storage limits) for each substance. Any facility that has any of the listed chemicals at or above its TPQ must notify the State Emergency Response Commission (SERC) and LEPC within 60 days after they receive shipment or produce the substance on site. Since Minnesota does not have a SERC nor LEPCs, these notifications are made to the Minnesota EPCRA Program. The Minnesota EPCRA Program is part of HSEM.

Emergency Release Notification Requirements (Section 304)

Facilities must immediately notify the SERC and LEPC if there is a release into the environment of a hazardous substance that is equal to or exceeds the minimum reportable quantity (RQ) set in the regulations. This requirement covers the 355 extremely hazardous substances and the more than 700 hazardous substances subject to the emergency notification requirements under CERCLA Section 103 (a) (40 CFR 302.4). Some chemicals are common to both lists.

For facilities located in Minnesota, this notification is made to the local 911, Minnesota Duty Officer (1-800-422-0798, 651-649-5451) and National Response Center (1-800-424-8802). The Minnesota Duty Officer is part of the Minnesota Department of Public Safety Bureau of Criminal Apprehension. The National Response Center is part of the U.S. Coast Guard. Initial notification requirements involving transportation incidents can be met by dialing 911, or in the absence of a 911 emergency number, calling the operator. This emergency notification should include:

- The chemical name;
- An indication of whether the substance is extremely hazardous;
- An estimate of the quantity released into the environment;
- The time and duration of the release;
- Whether the release occurred into air, water, and/or land;
- Any known or anticipated acute or chronic health risks associated with the emergency, and where necessary, advice regarding medical attention for exposed individuals; proper precautions, such as evacuation or sheltering in place;
- Name and telephone number of a contact person.

An Emergency Release Follow-up Report (attached) must be submitted to the Minnesota EPCRA Program within seven days of the release.

Hazardous Chemical Storage Reporting Requirements (Sections 311/312)

Under Occupational Safety and Health Administration (OSHA) regulations, employers must maintain a material safety data sheet (MSDS) for any hazardous chemicals stored or used in the work place. Approximately 500,000 products have MSDSs.

Section 311 requires facilities that have MSDSs for chemicals held above certain quantities to submit either copies of their MSDSs or a list of chemicals to the SERC, LEPC and the local fire department. In Minnesota, submittals are made to the Minnesota EPCRA Program and local fire department only.

The Minnesota EPCRA Program does not accept MSDSs but instead requires the chemical list to be reported on a Hazardous Chemical Report (attached). This report is due within 90 days of a facility reaching threshold. These hazard categories are:

- Immediate (acute) health;
- Delayed (chronic) health;
- Fire;
- Sudden release of pressure;

- Reactive.

Facilities covered under section 311 must, under section 312, submit annually a Tier II Emergency and Hazardous Chemical Inventory Form (attached) to the SERC, LEPC, and local fire department. In Minnesota, submittals are made to the Minnesota EPCRA Program and local fire department only. Minnesota uses Tier II Manager on-line reporting software.

Tier II forms provide the following information for each substance;

- The chemical or common name as indicated on the MSDS;
- An estimate (in ranges) of the maximum amount of the chemical present at any time during the preceding calendar year and the average daily amount. In addition, Minnesota requires the actual amount of the chemical stored in pounds;
- A brief description of the manner of storage of the chemical;
- The location of the chemical at the facility;
- An indication of whether the owner elects to withhold location information from disclosure to the public.

In 1999, the EPA excluded gasoline and diesel fuel held at most retail gas stations from EPCRA 311/312 reporting.

Toxic Chemical Release Inventory (Section 313)

EPCRA Section 313, commonly referred to as the Toxics Release Inventory or TRI, requires certain facilities to complete a Toxic Chemical Release Inventory Form (EPA Form R) (attached) annually for specified chemicals. The form must be submitted to EPA and the Minnesota EPCRA Program annually by July 1, covering releases and other waste management activities of toxic chemicals that occurred during the preceding calendar year. Minnesota is among several states that allow facilities to submit on-line reports to both EPA and the Minnesota EPCRA Program. One purpose of this reporting requirement is to inform the public and government officials about releases and other waste management of toxic chemicals. The following information is required on the form:

- The name, location and type of business;
- Whether the chemical is manufactured (including importation), processed, or otherwise used and the general categories of the use of the chemical;
- An estimate (in ranges) of the maximum amounts of the toxic chemical present at the facility at any time during the preceding year;
- Quantity of the chemical entering the air, land, and water annually;
- Off-site locations to which the facility transfers toxic chemicals in waste for recycling, energy recovery, treatment or disposal;
- Waste treatment/disposal methods and efficiency of methods for each waste stream.

In addition, the Pollution Prevention Act of 1990 requires collection of information on source reduction, recycling, and treatment. EPA maintains a national TRI database, available at www.epa.gov/tri/. The Minnesota EPCRA Program maintains a state TRI database, available at www.epcra.state.mn.us

Summary of EPCRA reporting requirements for facilities located in Minnesota:

Section 302 One-time notification to Minnesota EPCRA Program within 60 days of reaching a storage threshold

Section 304 If a release above a reportable quantity occurs, facilities must contact 911, the Minnesota Duty Officer and the National Response Center. An Emergency Release Follow-up Report must be submitted to the Minnesota EPCRA Program within seven days of the release.

Section 311 One time submission with updates only for new chemicals or information to the Minnesota EPCRA Program and local fire department within three months.

Section 312 Annually by March 1 to the Minnesota EPCRA Program and local fire department.

Section 313 Annually by July 1 to EPA and the Minnesota EPCRA Program.

TIER TWO EMERGENCY AND HAZARDOUS CHEMICAL REPORT FORM



TIER TWO EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY REPORT FORM SPECIFIC INFORMATION BY CHEMICAL MINNESOTA EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT (EPCRA) PROGRAM

444 CEDAR ST., SUITE 223, ST. PAUL, MN 55101
PHONE: (651) 201-7416 FAX (651) 296-0459

ERC ID# - -

Reporting period from Jan. 1 to Dec. 31, _____

(If known, otherwise leave blank)

Page ___ of ___ pages

***Important: Read all instructions thoroughly before completing form. Fill in all fields with required information.
We would like to encourage submission of this report form by use of our online
Tier II Manager System at:
<http://www.epcra.state.mn.us/tier2manager>**

Facility/Site Identification:		Print information in CAPITAL LETTERS.	
Facility/Site Name <input type="text"/>			
Street Address <input type="text"/>			
City <input type="text"/>	State <input type="text"/>	Zip <input type="text"/> - <input type="text"/>	
County <input type="text"/>	Facility Telephone Number <input type="text"/> - <input type="text"/>		
Facility E-mail <input type="text"/>			SIC Code <input type="text"/>
Facility Longitude & Latitude <input type="text"/> <small>(Coordinates in decimal degrees format)</small>			
Mailing Address (If different than the facility physical location.)			
Company <input type="text"/>			
Street Address <input type="text"/>			
City <input type="text"/>	State <input type="text"/>	Zip <input type="text"/> - <input type="text"/>	
Attention <input type="text"/>		Country <input type="text"/>	

Emergency Contacts			
Name #1 <input type="text"/>			
Title <input type="text"/>			
Phone <input type="text"/> - <input type="text"/>	24 Hr. Phone <input type="text"/> - <input type="text"/>		
Name #2 <input type="text"/>			
Title <input type="text"/>			
Phone <input type="text"/> - <input type="text"/>	24 Hr. Phone <input type="text"/> - <input type="text"/>		

Form # PS-EPCRA 932 (12/06)

Tier 2 Online Submission Report

E-Plan - University of Texas at Dallas

Facility Name	GRANITE FALLS WASTEWATER TREATMENT PLANT	Facility ID	1506347
Department Name		Facility Email	
Physical Address	986 W PARK ST, Granite Falls, Yellow Medicine, MN - 55241, USA	Latitude / Longitude	44.805183 / -95.541763
Mail Address		Method of Determination	
NAICS	221320	Location Description	
Dun & Bradstreet			
Contact Information			
Emergency Contact 1	Name BILL LAVIN	Phone 3205643011 (Work)	Mail address USA
Emergency Contact 2	GRANITE DEPT	3205642129 (Work)	USA

Chemical Inventory Information

Chemical Description	Physical & Health Hazards	Inventory	Mixture components	Storage locations and codes (Non-Confidential)
CAS <u>7782505</u> Trade Secret [] Chem. Name <u>CHLORINE</u> Pure [X] Mixture [] Solid [] Liquid [X] Gas [X] EHS [X]	Fire [] Pressure [X] Reactive [] Acute [X] Chronic []	<u>27.0</u> Max. Daily Amount <u>27.0</u> Avg. Daily Amount <u>255</u> No. of Days On-site		1) COOL, DRY, WELL VENTILATED AREA: Type L ₁ Pressure 2, Temperature 4
State Specific Information				
No State specific information				
State Specific Information				
No State specific information				

State Specific Information

No State specific information

REGIONAL REVIEW COMMITTEE RESOURCES

Federal Emergency Management Agency

www.fema.gov

Minnesota Department of Public Safety

www.dps.state.mn.us

Minnesota Division of Homeland Security and Emergency Management

www.hsem.state.mn.us

HSEM EPCRA Program

www.epcra.state.mn.us

Association of Minnesota of Emergency Managers

www.amemminnesota.org

Extremely Hazardous Chemicals List

www.epa.gov

CONTACT INFORMATION

HSEM Regional Program Coordinators

Region 1	Mark Marcy	612-619-6115	mark.marcy@state.mn.us
Region 2	Roy Holmes	218-327-4496	roy.holmes@state.mn.us
Region 3	Mary Hilbrand	218-634-3356	mary.hilbrand@state.mn.us
Region 4	Glenn Elvecrog	218-549-3285	glenn.elvecrog@state.mn.us
Region 5	Amy Card	651-387-1244	amy.card@state.mn.us
Region 6	Gary Peterson	763-441-2896	gary.w.peterson@state.mn.us

Administrative Support

Regions 1, 5, and 6	MaryAnn Brummund	651-201-7412	maryann.brummund@state.mn.us
Regions 2, 3, and 4	Terry Flatley	218-327-4496	terry.flatley@state.mn.us

LEGAL AUTHORITIES

Minnesota Statutes, Chapter 299K

299K.04 REGIONAL REVIEW COMMITTEE.

Subdivision 1. **Membership.** (a) The commission shall establish emergency planning districts and appoint and supervise a regional review committee for each district. The regional review committee shall serve as the local emergency planning committee under the federal act, except where a local emergency planning committee has been established by one or more political subdivisions.

(b) Each regional review committee must have nine members consisting of:

(1) three representatives of facilities regulated under the federal act;

(2) three representatives of emergency response organizations; and

(3) three representatives of the public including community groups, broadcast and print media, and elected officials.

Subd. 2. **Compensation.** Regional review committee members shall be compensated in the manner provided in section [15.059](#).

Subd. 3. **Duties of regional review committee.** Regional review committees shall:

(1) review emergency operations plans prepared by political subdivisions within their emergency planning district to determine whether they meet the requirements of section 11003(c) of the federal act;

(2) consult and coordinate with the regional program coordinators of the Division of [Homeland Security and Emergency Management of the Department of Public Safety and with local and county organizations for civil defense designated under section [12.25](#);

(3) submit emergency plans to the commission for review and recommendations;

(4) establish procedures for receiving and processing requests from the public for information available under the federal act; and

(5) perform any other duties specified in the federal act.

299K.05 LOCAL EMERGENCY PLAN.

Subdivision 1. **Preparation.** Political subdivisions should prepare emergency plans that adequately address the requirements contained in section 11003 of the federal act. The emergency plan may be a part of a plan prepared by a political subdivision in accordance with chapter 12. County organizations, through the county director designated under section [12.25](#), shall receive the plans for review, shall coordinate the emergency planning required under the federal act for political subdivisions within the county, and shall submit the plans to the regional office of the Division of Emergency Management. The Division of Emergency Management shall submit the plans to the regional review committee.

Subd. 2. **Local emergency planning committee.** A political subdivision or two or more political subdivisions that are contiguous may request the commission to establish a local emergency planning committee for the political subdivision or subdivisions. A local emergency planning committee established by the commission shall carry out all requirements specified under sections 11001 to 11046 of the federal act.

Subd. 3. **Planning advisory committee.** A political subdivision or two or more political subdivisions that are contiguous may establish, in lieu of a local emergency planning committee, a planning advisory committee to prepare an emergency plan under section 11003 of the federal act.

SARA Title III, Section 304 (as amended)

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[www.gpoaccess.gov]
[Laws in effect as of January 3, 2007]
[CITE: 42USC11004]

CHAPTER 116--EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW

SUBCHAPTER I--EMERGENCY PLANNING AND NOTIFICATION

Sec. 11004. Emergency notification

(a) Types of releases

(1) 11002(a) substance which requires CERCLA notice

If a release of an extremely hazardous substance referred to in section 11002(a) of this title occurs from a facility at which a hazardous chemical is produced, used, or stored, and such release requires a notification under section 103(a) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 [42 U.S.C. 9603(a)] (hereafter in this section referred to as ``CERCLA") (42 U.S.C. 9601 et seq.), the owner or operator of the facility shall immediately provide notice as described in subsection (b) of this section.

(2) Other 11002(a) substance

If a release of an extremely hazardous substance referred to in section 11002(a) of this title occurs from a facility at which a hazardous chemical is produced, used, or stored, and such release is not subject to the notification requirements under section 103(a) of CERCLA [42 U.S.C. 9603(a)], the owner or operator of the facility shall immediately provide notice as described in subsection (b) of this section, but only if the release--

- (A) is not a federally permitted release as defined in section 101(10) of CERCLA [42 U.S.C. 9601(10)],
- (B) is in an amount in excess of a quantity which the Administrator has determined (by regulation) requires notice, and
- (C) occurs in a manner which would require notification

under section 103(a) of CERCLA [42 U.S.C. 9603(a)].

Unless and until superseded by regulations establishing a quantity for an extremely hazardous substance described in this paragraph, a quantity of 1 pound shall be deemed that quantity the release of which requires notice as described in subsection (b) of this section.

(3) Non-11002(a) substance which requires CERCLA notice

If a release of a substance which is not on the list referred to in section 11002(a) of this title occurs at a facility at which a hazardous chemical is produced, used, or stored, and such release requires notification under section 103(a) of CERCLA [42 U.S.C. 9603(a)], the owner or operator shall provide notice as follows:

(A) If the substance is one for which a reportable quantity has been established under section 102(a) of CERCLA [42 U.S.C. 9602(a)], the owner or operator shall provide notice as described in subsection (b) of this section.

(B) If the substance is one for which a reportable quantity has not been established under section 102(a) of CERCLA [42 U.S.C. 9602(a)]--

(i) Until April 30, 1988, the owner or operator shall provide, for releases of one pound or more of the substance, the same notice to the community emergency coordinator for the local emergency planning committee, at the same time and in the same form, as notice is provided to the National Response Center under section 103(a) of CERCLA [42 U.S.C. 9603(a)].

(ii) On and after April 30, 1988, the owner or operator shall provide, for releases of one pound or more of the substance, the notice as described in subsection (b) of this section.

(4) Exempted releases

This section does not apply to any release which results in exposure to persons solely within the site or sites on which a facility is located.

(b) Notification

(1) Recipients of notice

Notice required under subsection (a) of this section shall be given immediately after the release by the owner or operator of a facility (by such means as telephone, radio, or in person) to the community emergency coordinator for the local emergency planning committees, if established pursuant to section 11001(c) of this title, for any area likely to be affected by the release and to the State emergency planning commission of any State likely to be affected by the release. With respect to transportation of a substance subject to the requirements of this section, or storage incident to such transportation, the notice requirements of this section with respect to a release shall be satisfied by dialing 911 or, in the absence of a 911 emergency telephone number, calling the operator.

(2) Contents

Notice required under subsection (a) of this section shall include each of the following (to the extent known at the time of the notice and so long as no delay in responding to the emergency results):

- (A) The chemical name or identity of any substance involved in the release.
- (B) An indication of whether the substance is on the list referred to in section 11002(a) of this title.
- (C) An estimate of the quantity of any such substance that was released into the environment.
- (D) The time and duration of the release.
- (E) The medium or media into which the release occurred.
- (F) Any known or anticipated acute or chronic health risks associated with the emergency and, where appropriate, advice regarding medical attention necessary for exposed individuals.
- (G) Proper precautions to take as a result of the release, including evacuation (unless such information is readily available to the community emergency coordinator pursuant to the emergency plan).
- (H) The name and telephone number of the person or persons to be contacted for further information.

(c) Followup emergency notice

As soon as practicable after a release which requires notice under subsection (a) of this section, such owner or operator shall provide a written followup emergency notice (or notices, as more information becomes available) setting forth and updating the information required under subsection (b) of this section, and including additional information with respect to--

- (1) actions taken to respond to and contain the release,
- (2) any known or anticipated acute or chronic health risks associated with the release, and
- (3) where appropriate, advice regarding medical attention necessary for exposed individuals.

(d) Transportation exemption not applicable

The exemption provided in section 11047 of this title (relating to transportation) does not apply to this section.

(Pub. L. 99-499, title III, Sec. 304, Oct. 17, 1986, 100 Stat. 1733.)

References in Text

The Comprehensive Environmental Response, Compensation, and Liability Act of 1980, and CERCLA, referred to in subsec. (a)(1), (3), is Pub. L. 96-510, Dec. 11, 1980, 94 Stat. 2767, as amended, which is classified principally to chapter 103 (Sec. 9601 et seq.) of this title. For complete classification of this Act to the Code, see Short Title note set out under section 9601 of this title and Tables.