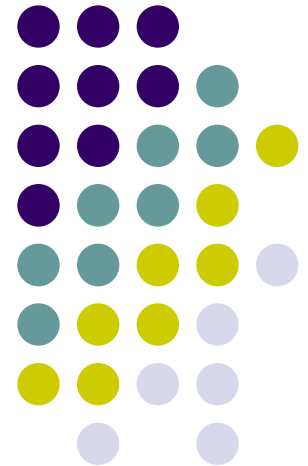


2013 LEPC Online Reporting Tutorial

Local Emergency
Planning Committees

Step-by-step approach to
submitting compliance
documents online



Landing Page

Select "Begin" if
you have your
log-in info

Select "Request"
if you don't have
your log-in info

Indiana Department of Homeland Security *Leadership for a Safe and Secure Indiana*



[IDHS](#) > [About IDHS](#) > [Boards & Commissions](#) > [Indiana Emergency Response Commission](#) > LEPC Online Reporting System

LEPC Online Reporting System

A user must be the designated LEPC contact person and issued a username and password.

In accordance with Superfund and Reauthorization Act Title III and Indiana Code 6-6-10-9, LEPCs must submit the following compliance documents to the IERC on or by their respective due dates:

- Legal Notice - January 31
- Roster - March 1
- Fiscal Report - March 1
- Emergency Response Plan/Updates - December 31
- Bylaws - December 31
- Meeting Minutes - December 31
- Exercise Report - December 31

If you have your assigned username/password, click on the button below to begin submission.

BEGIN

If you do not have an assigned username/password, click on the button below to request one.

REQUEST

For additional assistance about the system, contact John Steel at jsteel@dhs.in.gov

Log-In Page



Log in to IDHS (DFBS) System

(Un-authorized use will be prosecuted)

*user id:

*user password:

Login to account

Enter
user id
and
password

Recover Password

*user Login id:

Email password

Use recovery
password to
retrieve log-in info

Your County Page



[\[Main Menu\]](#) [\[DFBS Log Out\]](#) [\[change password\]](#)
[\[log out LEPC\]](#)

ALLEN County LEPC

[Add Current LEPC Year](#)

Year:	2013
	View LEPC

Select "View LEPC"
for compliance
submission list

SUBMISSION LIST

[\[Main Menu\]](#) [\[DFBS Log Out\]](#) [\[change password\]](#)

[\[log out LEPC\]](#) [\[back to start\]](#)

BLACKFORD County LEPC Compliance Document List & Status Year-end Approval By: Year-end Approval Date:

LEPC Notes(1000 char max):

[Edit Notes](#)

[Email Notes to LEPC contact\(s\)](#)

[\[run roster report\]](#)

1. Legal Notices (Due by January 31) Please click on "LEPC Meeting Schedule" to input your meeting dates, times and locations for the entire year.	Upload Legal Notice LEPC Meeting Schedule
2. Roster (Due by March 1) Note: Ethics training required for all roster members	Update Roster Print Roster Roster Added by: Date: Approve
3. Fiscal Report (Due by March 1)	Upload County Auditor's Report Add Fiscal Report
4. LEPC Plan Update (Due by December 31)	Upload Updated Plan Document
5. Bylaws (Due by December 31)	Upload Bylaws Document
6. Exercise Proposal (Due 30 days prior to exercise)	[View Exercise Rules /Instructions] Add Exercise Proposal
7. Exercise Report (Due 30 days after exercise and by December 31)	[View Exercise Rules /Instructions] Add Exercise Report
8. Meeting Minutes with meeting sign in sheets (Due December 31)	Upload Meeting Minutes and Sign-In Sheets

COMPLIANCE
STEP 1:
Legal Notice

Compliance Document List & Status
Year-end Approval By:
Year-end Approval Date:

1. Legal Notices
(Due by January 31)
Please click on "LEPC Meeting Schedule" to input
your meeting dates, times and locations for the
entire year.

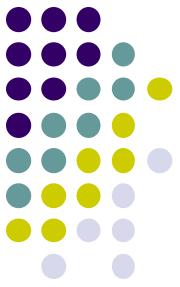
[Upload Legal Notice](#)
[LEPC Meeting](#)
[Schedule](#)

ENTER MEETING SCHEDULE
(dates, times & locations for
the entire year)



UPLOAD LEGAL NOTICES
(newspaper clippings or legal
affidavit only)

Legal Notices – Due January 31


Online Upload



Dos...

-  Provide a copy of the publisher's affidavit
-  Submit newspaper clipping of the notice

Don'ts...

-  Submit a letter sent to media stating meeting dates, times and location

Upload Document



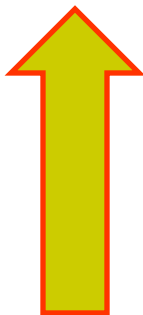
[\[Main Menu\]](#) [\[DFBS Log Out\]](#) [\[change password\]](#)

[\[back to LEPC\]](#)

Upload File For ALLEN County LEPC

IMPORTANT NOTES:

- 1) Please do not use special characters in file names.
Example: don't use symbols like '&' or '#' or '.' If you use them, our review of your submission will be delayed.
- 2) All data-LEPC File Type, File Location-are mandatory fields on this screen.
- 3) **Current maximum single file size you can upload is 80MB.**
- 4) PLEASE UPLOAD ONLY NON-ALTERABLE FILES (e.g., PDF, JPEG, BMP etc.)



To upload file
click "Choose File" below and select file,
then click "upload selected" button

Select LEPC File Type:

File Location:

Upload Document



[\[Main Menu\]](#) [\[DFBS Log Out\]](#) [\[change password\]](#)

[\[back to LEPC\]](#)

Upload File For ALLEN County LEPC

IMPORTANT NOTES:

- 1) Please do not use special characters in file names.
Example: don't use symbols like '&' or '#' or '.' If you use them, our review of your submission will be delayed.
- 2) All data-LEPC File Type, File Location-are mandatory fields on this screen.
- 3) **Current maximum single file size you can upload is 80MB.**
- 4) PLEASE UPLOAD ONLY NON-ALTERABLE FILES (e.g., PDF, JPEG, BMP etc.)

To upload file
click "Choose File" below and select file,
then click "upload selected" button

Select LEPC File Type:

File Location:

Selection 1 (dashed red circle around the dropdown menu)

Selection 2 (yellow arrow pointing down to the "Browse..." button)

Selection 3 (yellow arrow pointing right to the "Upload" button)

Dropdown menu options: Please Select, Please Select, Bylaws, Fiscal Report, Legal Notice, Meeting Minutes, Plan Review

Sample

Legal Notice Affidavit

Online Upload

Form Prescribed by State Board of Accounts
Dubois County Emergency Management
(Governmental Unit)
Dubois County, Indiana

Huntingburg Press LLC
P.O. Box 260
Huntingburg, IN 47542
Federal I.D. #61-1378533

General Form No. 99 P (Rev. 1967)

PUBLISHER'S CLAIM

LINE COUNT

Display Matter (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set)
number of equivalent lines
Head - number of lines
Body - number of lines 27
Tail - number of lines
TOTAL number of lines in notice..... 27

COMPUTATION OF CHARGES

27 lines 1 columns wide, equals 27 equivalent lines
at 388 cents per line..... \$ 10.48
Additional charge for notices containing rule and figure work
(50 percent of above amount) \$
Charge for extra proofs of publication
(\$1.00 for each proof in excess of two)..... \$
TOTAL AMOUNT OF CLAIM \$ 10.48

DATA FOR COMPUTING COST

Width of single column 11.0 ems

Size type... 7... point

Number of insertions 1

Pursuant to the provisions and penalties of Ch. 155, Acts 1953,

I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

Date... December 16, 2004

Aaron Roettger, General Manager

PUBLISHERS AFFIDAVIT

State of Indiana
Dubois County

Personally appeared before me, a notary public in and for said county and state, the undersigned Aaron Roettger who, being duly sworn, says that he is Advertising Manager of The Huntingburg Press LLC, a weekly newspaper of general circulation printed and published in the English language in the town of Huntingburg in the state and county aforesaid, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time the date of publication being as follows:

DECEMBER 15, 2004
LEGAL NOTICE

Aaron Roettger, General Manager

Subscribed and sworn to before me this 16th day of Dec., 2004

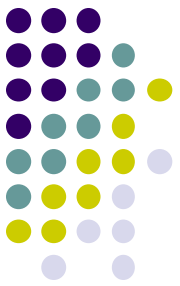
Eileen G. Lee

Eileen G. Lee, Notary Public
My commission expires March 10, 2012

I Certify that the claim is true and correct; that the services therein itemized and for which charge is made were ordered by me and were necessary to public business.

....., 20...

Annual Meeting Schedule



[\[Main Menu\]](#) [\[DFBS Log Out\]](#) [\[change password\]](#)

[\[log out LEPC\]](#) [\[back to LEPC\]](#)

ALLEN County LEPC Meeting Details

[Add New Meeting](#)

[\[print meeting schedule for this county\]](#)

[Send Updated Meeting Schedule to LEPC Roster](#)

Add / Update LEPC Meeting Schedule

Meeting Date:	<input type="text"/> MM/DD/YYYY
Meeting Time:	<input type="text"/>
Address1:	<input type="text"/>
Address2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip:	<input type="text"/>
Contact:	<input type="text" value="ekow Ewusi"/>
Phone:	<input type="text" value="3176952119"/>
Email:	<input type="text" value="iewusi@dhs.in.gov"/>
	<input type="button" value="Save Meeting"/>

Sample Meeting Schedule



ADAMS County LEPC Meeting Details

[Add New Meeting](#)

[\[print meeting schedule for this county\]](#)

[Send Updated Meeting Schedule to LEPC Roster](#)

[11/19/2012 : 6:30pm](#)

Address: 313 S. 1st Street

Decatur, IN,46733
karla marbach
2607245320
kmarbach@co.adams.in.us
[\[View/Update\]](#)

[01/15/2013 : 6:30pm](#)

Address: 313 S 1st street

Decatur, IN,46733
karla marbach
2607245320
kmarbach@co.adams.in.us
[\[View/Update\]](#)

[03/19/2013 : 6:30pm](#)

Address: 313 S. 1st street

Decatur, IN,46733
karla marbach
2607245320
kmarbach@co.adams.in.us
[\[View/Update\]](#)

[05/21/2013 : 6:30pm](#)

Address: 313 S. 1st street

Decatur, IN,46733
karla marbach
2607245320
kmarbach@co.adams.in.us
[\[View/Update\]](#)

[07/15/2013 : 6:30pm](#)

Address: 313 S. 1st Street

Decatur, IN,46733
karla marbach
2607245320
kmarbach@co.adams.in.us
[\[View/Update\]](#)

[09/17/2013 : 6:30pm](#)

Address: 313 S. 1st street

Decatur, IN,46733
karla marbach
2607245320
kmarbach@co.adams.in.us
[\[View/Update\]](#)

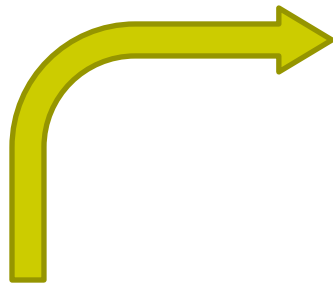
- ✓ Add new meetings
- ✓ Update meetings
- ✓ View meetings
- ✓ Send schedule to roster members
- ✓ Print meeting schedule

COMPLIANCE

STEP 2:

Roster

Compliance Document List & Status
Year-end Approval By:
Year-end Approval Date:



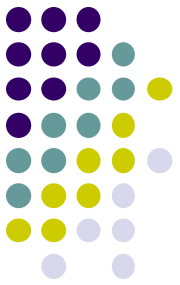
1. Legal Notices (Due by January 31) Please click on "LEPC Meeting Schedule" to input your meeting dates, times and locations for the entire year.	Upload Legal Notice LEPC Meeting Schedule
2. Roster (Due by March 1) Note: Ethics training required for all roster members	Update Roster Print Roster Roster Added by: Date:

Update Roster with current LEPC and member information.

A minimum of 13 members are required.

1. Enter ethics training date.
2. Enter proxies for qualified members only.
ONLY FEDERAL/STATE/LOCAL GOVERNMENT EMPLOYEES CAN HAVE PROXIES
3. Change representative designation from "Emergency Management" to appropriate designation.
4. All representative categories must be assigned to at least 1 but not more than 9 members.
5. Roster will not be approved if all representative categories are not assigned.
6. Update roster anytime during the year.

Roster Entry



LEPC Address1:	<input type="text"/>
LEPC Address2:	<input type="text"/>
LEPC City:	<input type="text"/> ,IN
LEPC Zip:	<input type="text"/>
Email:	<input type="text"/>
Chairman:	Add Chairman
Information Coordinator:	Add Information Coordinator
Planning Coordinator:	Add Planning Coordinator
Community Emergency Coordinator:	Add Community Emergency Coordinator
Document Location (Tier II):	<input type="text"/>
Telephone 24-hour Emergency:	<input type="text"/>
Telephone Administrative Number:	<input type="text"/>
Telephone Alternate:	<input type="text"/>
Fax:	<input type="text"/>
Status:	Pending
	Save Roster

[Add Representative](#)

Representatives

Roster Representative Entry



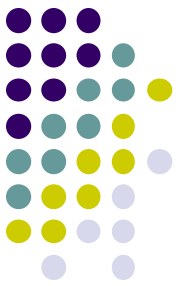
[\[log out LEPC\]](#)

Add / Update Representative

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Last Ethics Training Date:	<input type="text"/> mm/dd/yyyy
Person Type:	<input type="text"/>
<input type="button" value="Save Representative"/>	

Roster Representative Entry

Member Type

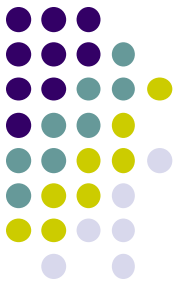


[\[log out LEPC\]](#)

Add / Update Representative

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Last Ethics Training Date:	<input type="text"/>
Person Type:	<input type="text"/>
<input type="button" value="Save Representative"/>	

COMPLIANCE STEP 3: Fiscal Report



Compliance Document List & Status

Year-end Approval By:
Year-end Approval Date:

1. Legal Notices (Due by January 31) Please click on "LEPC Meeting Schedule" to input your meeting dates, times and locations for the entire year.	Upload Legal Notice LEPC Meeting Schedule
2. Roster (Due by March 1) Note: Ethics training required for all roster members	Update Roster Print Roster Roster Added by: Date:
3. Fiscal Report (Due by March 1)	Upload County Auditor's Report Update Annual Fiscal Report

**UPLOAD COUNTY
AUDITOR'S REPORT**

**ENTER ANNUAL
FISCAL
DISBURSEMENTS
TO UPDATE REPORT**

Fiscal Report – Due March 1



- 💰 Previous year's expenditures (Online entry)
- 💰 County treasurer's report (Online upload)

All conditions below apply to the fiscal report:

- 💰 Must be approved at a legal meeting
- 💰 Must be approved at meeting with quorum of members
- 💰 Must be approved by an LEPC majority vote

Fiscal Report Entry



[\[Main Menu\]](#) [\[DFBS Log Out\]](#) [\[change password\]](#)
[back to LEPC](#)
[\[log out LEPC\]](#)

Add / Update Fiscal Report

Fiscal Items	Details	
Account Balance (Prior Year)(+):	<input type="text" value="\$0.0"/>	State entry only
Receipts From State(+):	<input type="text" value="\$0.0"/>	State entry only
Receipts From Grants(+):	<input type="text" value="\$0.0"/>	
Total Disbursements (-):	<input type="text" value="\$0.0"/>	
Account Balance (Year End):	<input type="text" value="\$0.0"/>	
	<input type="button" value="Save Fisal Report"/>	

[Add Disbursements](#)

Disbursements

Account Balance as of this Year End: \$0.0

Fiscal Report—Disbursement Type



[\[log out LEPC\]](#) [back to Fiscal Report](#)

Add / Update Disbursements

Disbursement Type:	-----
Account Balance:	-----
	Administrative Communication Equipment
	Data Management
	Emergency Planning
	Equipment Maintenance and Calibration
	Hazardous Material Response Equipment
	Meeting Stipend
	Other
	Special Projects Approved at a SERC Meeting
	Training

Select Disbursement Type

Fiscal Report — Sample



Fiscal Items	Details
Account Balance (Prior Year)(+):	\$146181.19
Receipts From State(+):	\$50163.19
Receipts From Grants(+):	\$10.0
Total Disbursements (-):	\$53122.97
Account Balance (Year End):	\$143231.41
	Save Fiscal Report

State entry only

State entry only

Select "Save Fiscal Report"
after disbursement entry to
update account balance

[Add Disbursements](#)

Disbursements

Disbursement Type: Administrative Communication Equipment [Edit](#)
Amount: \$1412.15

Disbursement Type: Data Management [Edit](#)
Amount: \$4953.0

Disbursement Type: Training [Edit](#)
Amount: \$37804.18

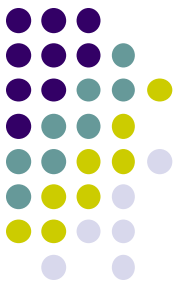
Disbursement Type: Hazardous Material Response Equipment [Edit](#)
Amount: \$6964.64

Disbursement Type: Emergency Planning [Edit](#)
Amount: \$1989.0

Disbursement Type: Equipment Maintenance and Calibration [Edit](#)
Amount: \$0.0

Disbursement Type: Meeting Stipend [Edit](#)

COMPLIANCE STEP 4: Plan Updates



Compliance Document List & Status

Year-end Approval By:

Year-end Approval Date:

LEPC Notes(1000 char max):

[Edit Notes](#)

[Email Notes to LEPC contact\(s\)](#)

[\[run roster report\]](#)

1. Legal Notices (Due by January 31) Please click on "LEPC Meeting Schedule" to input your meeting dates, times and locations for the entire year.	Upload Legal Notice LEPC Meeting Schedule
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4. LEPC Plan Update (Due by December 31)	Upload Updated Plan Document
5. Bylaws (Due by December 31)	Upload Bylaws Document
6. Exercise Proposal (Due 30 days prior to exercise)	[View Exercise Rules /Instructions] Add Exercise Proposal
7. Exercise Report (Due 30 days after exercise and by December 31)	[View Exercise Rules /Instructions] Add Exercise Report
8. Meeting Minutes with meeting sign in sheets (Due December 31)	Upload Meeting Minutes and Sign-In Sheets

**UPLOAD
UPDATED
PLAN
DOCUMENT**



LEPC Plan Updates – Due December 31

Online Upload



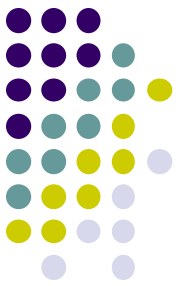
Dos...

- ☞ Use the 9 planning elements in the plan evaluation/review
- ☞ Submit either plan updates or entire updated plan
- ☞ Provide actual text/maps as they appear in the plan
- ☞ Submit *all* items requiring annual updates (denoted by * in your plan evaluation/review document)

Don'ts...

- ☹ Submit notice indicating "*no changes* to the plan"
- ☹ Submit notice stating changes without uploading electronic files
- ☹ Submit plans not addressing hazardous materials and/or the 9 planning elements
- ☹ Submit the *plan review* with your changes/comments on it

COMPLIANCE STEP 5: Bylaws



Compliance Document List & Status

Year-end Approval By:

Year-end Approval Date:

LEPC Notes(1000 char max):

[Edit Notes](#)

[Email Notes to LEPC contact\(s\)](#)

[\[run roster report\]](#)

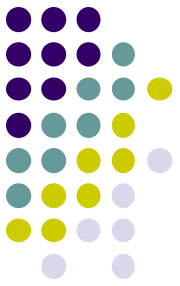
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3. Fiscal Report (Due by March 1)	Upload County Auditor's Report Add Fiscal Report
4. LEPC Plan Update (Due by December 31)	Upload Updated Plan Document
5. Bylaws (Due by December 31)	Upload Bylaws Document
6. Exercise Proposal (Due 30 days prior to exercise)	[View Exercise Rules /Instructions] Add Exercise Proposal
7. Exercise Report (Due 30 days after exercise and by December 31)	[View Exercise Rules /Instructions] Add Exercise Report
8. Meeting Minutes with meeting sign in sheets (Due December 31)	Upload Meeting Minutes and Sign- In Sheets

**UPLOAD
SIGNED
UPDATED
BYLAWS
DOCUMENT**








Bylaws — Due December 31

Online Upload



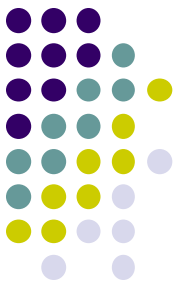
Dos...

-  Provide copies to all members
-  Review bylaws at a committee meeting
-  Address quorum and proxy issues
-  Address absenteeism
-  Evaluate membership stipend payments

Don'ts...

-  Adopt the IERC template or another LEPC's bylaws without review

COMPLIANCE STEP 6: Exercise Proposal



Compliance Document List & Status

Year-end Approval By:

Year-end Approval Date:

LEPC Notes(1000 char max):

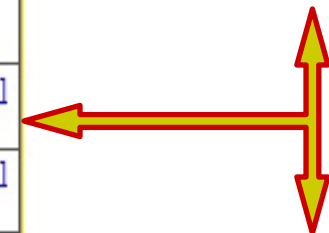
[Edit Notes](#)

[Email Notes to LEPC contact\(s\)](#)

[\[run roster report\]](#)

1. Legal Notices (Due by January 31) Please click on "LEPC Meeting Schedule" to input your meeting dates, times and locations for the entire year.	Upload Legal Notice LEPC Meeting Schedule
2. Roster (Due by March 1) Note: Ethics training required for all roster members	Update Roster Print Roster Roster Added by: Date: Approve
3. Fiscal Report (Due by March 1)	Upload County Auditor's Report Add Fiscal Report
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5. Bylaws (Due by December 31)	Upload Bylaws Document
6. Exercise Proposal (Due 30 days prior to exercise)	[View Exercise Rules /Instructions] Add Exercise Proposal
7. Exercise Report (Due 30 days after exercise and by December 31)	[View Exercise Rules /Instructions] Add Exercise Report
8. Meeting Minutes with meeting sign in sheets (Due December 31)	Upload Meeting Minutes and Sign-In Sheets

**INPUT
EXERCISE
PROPOSAL**



**SEND NOTICE 30 DAYS
PRIOR TO EXERCISE**

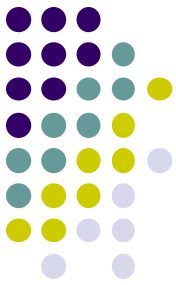
Exercise Proposal Entry

Add / Update Proposal

EXERCISE PROPOSAL

- >> DO submit proposal at least 30 days before exercise start date
- >> DO input information per instructions
- >> DO use ONLY EHS- or CERCLA-defined chemicals in your exercise (this system will only accept these chemicals for your proposal)
- >> DO remember that all exercises should include HSEEP information as applicable

PLEASE READ INPUT
INSTRUCTIONS



Exercise Type:	<input type="text"/>	Select Exercise Type: Full Scale, Functional or Table Top
HLSEEP Number:	<input type="text"/>	Enter HSEEP Number
Exercise Start Date:	<input type="text"/> MM/DD/YYYY	Enter Start Date
Exercise Start Time:	<input type="text"/>	Enter Start Time
Exercise End Date:	<input type="text"/> MM/DD/YYYY	Enter End Date
Exercise End Time:	<input type="text"/>	Enter End Time
Location:	<input type="text"/>	
City:	<input type="text"/>	
County:	<input type="text"/>	Select County
Scenario:	<input type="text"/>	
Exercise Incident Type:	<input type="text"/>	Select Fixed Facility or Transportation Incident
<input type="button" value="Save Exercise"/>		
Enter Exercise information above then Click "Save Exercise" to reach options for Adding Agencies and Chemicals		

[Add Agency
Agencies Details](#)

[Add Chemical
Chemicals Used](#)

AGENCY SELECTION

Add / Update Agency

Agency Name:	-----	▼ If other agency, type
Agency Type:	-----	▼
Agency on Scene:	-----	▼
Save Agency		

Agency Name:	-----	▼ If other agency, type
Agency Type:	-----	▼
Agency on Scene:	-----	▼
	Key	Support

Agency Name:	-----	▼
Agency Type:	-----	▼
Agency on Scene:	-----	▼

- Amateur Radio
- Board of Health
- Chairman
- Community Emergency Coordinator
- Coroner
- Emergency Management
- Emergency Medical
- Hazmat Team
- Hospitals
- IDEM
- IDHS
- Indiana State Police
- Information Coordinator
- Jurisdictional Fire Department
- Law Enforcement
- Military
- OSFM
- Planning Coordinator
- Public Works
- Red Cross

- ✓ **Key Agencies:** A minimum of four (4) of the key response agencies must be ON THE EXERCISE SCENE.
- ✓ **Support Agencies:** A minimum of four (4) of the support agencies must be ON THE EXERCISE SCENE.

Agency Name:	-----	▼ If other agency, type
Agency Type:	-----	▼
Agency on Scene:	-----	▼
	Yes	No

CHEMICAL SELECTION



[\[log out LEPC\]](#) [\[back to LEPC\]](#)

Add / Update Chemical

Is Chemical EHS:	-----▼
Is Chemical CERCLA:	-----▼
Chemical Name & CAS:	<input type="text"/>
RQ for Chemical:	<input type="text"/>
Amount of Chemical released:	<input type="text"/>
<input type="button" value="Save Chemical"/>	

SELECT CHEMICAL(S)



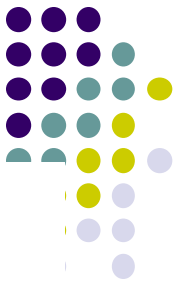
83329:ACENAPHTHENE [addChemical](#)
208968:ACENAPHTHYLENE [addChemical](#)
75070:ACETALDEHYDE [addChemical](#)
75876:ACETALDEHYDE, TRICHLORO- [addChemical](#)
60355:ACETAMIDE [addChemical](#)
64197:ACETICACID [addChemical](#)
94757:ACETICACIDDICHLOROPHENOXY)- [addChemical](#)
108054:ACETICACIDETHYLESTER [addChemical](#)
108247:ACETICANHYDRIDE [addChemical](#)
67641:ACETONE [addChemical](#)
75865:ACETONE CYANOHYDRIN [addChemical](#)
1752303:ACETONE THIOSEMICARBAZIDE [addChemical](#)
75058:ACETONITRILE [addChemical](#)
98862:ACETOPHENONE [addChemical](#)
53963:ACETYLAMINOFLUOREN [addChemical](#)
506967:ACETYLBROMIDE [addChemical](#)
75365:ACETYLCHLORIDE [addChemical](#)
591082:ACETYLTHIOUREA [addChemical](#)
107028:ACROLEIN [addChemical](#)
79061:ACRYLAMIDE [addChemical](#)
79107:ACRYLICACID [addChemical](#)
107131:ACRYLONITRILE [addChemical](#)
814686:ACRYLYL CHLORIDE [addChemical](#)
124049:ADIPIC ACID [addChemical](#)
111693:ADIPONITRILE [addChemical](#)
116063:ALDICARB [addChemical](#)
1646884:ALDICARBSULFONE [addChemical](#)
309002:ALDRIN [addChemical](#)
107186:ALLYLALCOHOL [addChemical](#)
107119:ALLYLAMINE [addChemical](#)
107051:ALLYLCHLORIDE [addChemical](#)

Add / Update Chemical

Is Chemical EHS:	Yes ▼
Is Chemical CERCLA:	Yes ▼
Chemical Name & CAS:	7664417 : AMMONIA : Ammonia
RQ for Chemical:	100
Amount of Chemical released:	ENTER AMOUNT HERE
	Save Chemical

- ❖ Fields will be populated after chemical selection.
- ❖ Amount of chemical released must be more than reportable quantity (RQ).
You cannot proceed if amount released is less than RQ.

Compliance Step 7: Exercise Report



Add / Update Exercise

FINAL EXERCISE REPORT

- >> DO submit report within 30 days after exercise completion
- >> DO input information per instructions
- >> DO report ONLY EHS- or CERCLA-defined chemicals used in your exercise
- >> DO remember that all exercises should include HSEEP information as applicable

PLEASE READ INPUT
INSTRUCTIONS

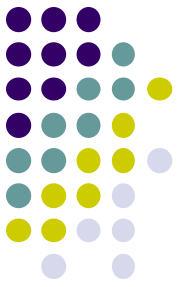


Exercise Type:	<input type="text" value="----"/>	Select Exercise Type: Actual, Full Scale, Functional or Table Top
HLSEEP Number:	<input type="text" value="Actual Incident"/> <input type="text" value="Full Scale"/> <input type="text" value="Functional"/> <input type="text" value="Table Top"/>	Enter HSEEP Number
Exercise Start Date:	<input type="text" value="/DD/YYYY"/>	Enter Start Date
Exercise Start Time:	<input type="text"/>	Enter Start Time
Exercise End Date:	<input type="text" value="MM/DD/YYYY"/>	Enter End Date
Exercise End Time:	<input type="text"/>	Enter End Time
Location:	<input type="text" value="Enter Location Information"/>	
City:	<input type="text"/>	
County:	<input type="text" value="----"/>	Select County
Scenario:	<input type="text" value="Enter Exercise Scenario"/>	
Exercise Incident Type:	<input type="text" value="----"/>	Select Fixed Facility or Transportation Incident
<input type="button" value="Save Exercise"/>		



Exercise Report — Due December 31

Online Entry



Dos...

- Submit *proposal* 30 days before exercise
- Conduct tabletop, functional, full-scale or actual event
- Use EHS/HS in the prescribed reportable quantities in the exercise
- Partner with other county response agencies for the exercise
- Submit *exercise report* within 30 days after exercise completion

Don'ts...

- Submit EMA/CEM exercise reports in lieu of LEPC exercise reports

COMPLIANCE STEP 8:

Meeting Minutes with Sign-In Sheets



Compliance Document List & Status

Year-end Approval By:

Year-end Approval Date:

LEPC Notes(1000 char max):

[Edit Notes](#)

[Email Notes to LEPC contact\(s\)](#)

[\[run roster report\]](#)

1. Legal Notices (Due by January 31) Please click on "LEPC Meeting Schedule" to input your meeting dates, times and locations for the entire year.	Upload Legal Notice LEPC Meeting Schedule
2. Roster (Due by March 1) Note: Ethics training required for all roster members	Update Roster Print Roster Roster Added by: Date: Approve
3. Fiscal Report (Due by March 1)	Upload County Auditor's Report Add Fiscal Report
4. LEPC Plan Update (Due by December 31)	Upload Updated Plan Document
5. Bylaws (Due by December 31)	Upload Bylaws Document
6. Exercise Proposal (Due 30 days prior to exercise)	[View Exercise Rules /Instructions] Add Exercise Proposal
7. Exercise Report (Due 30 days after exercise and by December 31)	[View Exercise Rules /Instructions] Add Exercise Report
8. Meeting Minutes with meeting sign in sheets (Due December 31)	Upload Meeting Minutes and Sign-In Sheets

**UPLOAD
MEETING
MINUTES
&
ACCOMPANYING
SIGN-IN
SHEETS**

**SIGN-IN
SHEETS MUST
BE SUBMITTED
TO VALIDATE
ALL MEETINGS**

Upload Documents



[\[back to LEPC\]](#)

Upload File For SCOTT County LEPC

IMPORTANT NOTES:

1) Please do not use special characters in file names.

Example: don't use symbols like '&' or '#' or '.' If you use them, our review of your submission will be delayed.

2) All data-LEPC File Type, File Location-are mandatory fields on this screen.

3) Current maximum single file size you can upload is 80MB.

4) PLEASE UPLOAD ONLY NON-ALTERABLE FILES (e.g., PDF, JPEG, BMP etc.)

To upload file
click "Choose File" below and select file,
then click "upload selected" button

Select LEPC File Type:

File Location:

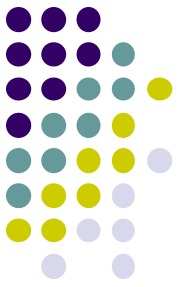
Select LEPC File Type:

File Location:






Please Select
Please Select
Bylaws
Fiscal Report
Legal Notice
Meeting Minutes
Plan Review

Meeting Minutes – Due December 31



Online Upload



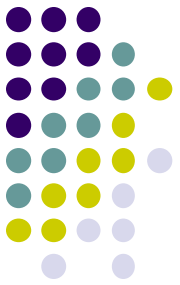
Dos...

-  Publish/post meeting announcement, agenda and minutes in accordance with “open door law”
-  Have a quorum present
-  Hold 2 meetings every 6 months
-  Submit minutes with date and time
-  Submit attendee sign-in sheets

Don'ts...

-  Submit county executive/council meeting minutes
-  Submit EMA/LEPC joint meeting minutes

Contact Information



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