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Office of Solid Waste
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Opportunities and Challenges for Local Emergency Planning Committees: Bestsellers in EPCRA

Chemical Emergency Preparedness
and Prevention Office (CEPPO)

Technical Assistance Bulletin

What's Inside This Bulletin...

In the course of focus group meetings, you told us that you were not aware of the many publications and resources developed by the federal government. To address this need, we are sending you the second edition of our "Opportunities and Challenges" series, which contains a list of documents, computer data bases, and programs to help you implement SARA Title III, also known as the Emergency Planning and Community Right-To-Know Act (EPCRA).

Specifically, this "bibliography" may be used to identify resources that can enhance your knowledge of key planning and preparedness issues, improve your relations with facilities and the public, and help you get a head start on planning for the future.

Most of the documents referenced here may be obtained by contacting the EPCRA Hotline at (800) 535-0202; additional ordering information appears in the text for those resources not available through the EPCRA Hotline.

We hope this "Opportunities and Challenges" bulletin will show you where to turn whenever a question arises. In addition, it is a great resource for new LEPC members trying to get up to speed. Keep "Bestsellers in EPCRA" on your bookshelf.

This document is organized by category. Within each category, there is a list of resources, which were selected because of their potential applicability to LEPC activities. The categories are:

- Getting Started: What Every LEPC Member Should Know
- Building Relations with Facilities and the Community
- Tools to Assist in Planning and Preparedness
- Increasing Compliance Through Awareness
- Who's Doing What?
- Technical Corner

Getting Started: What Every LEPC Member Should Know

"Chemicals in Your Community: A Citizen's Guide to the Emergency Planning and Community Right-to-Know Act" (OSWER-90-002), September 1988.

This booklet provides a general overview of the requirements and benefits for all audiences of the Emergency Planning and Community Right-To-Know Act, or EPCRA as it will be referred to throughout this document. Part I of the booklet describes the provisions of EPCRA, and Part II describes more fully the authorities and responsibilities of the groups of people affected by the law.

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Getting Started:
What Every LEPC Member Should Know
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"It's Not Over in October! A Guide for Local Emergency Planning Committees: Implementing the Emergency Planning and Community Right-to-Know Act of 1986" (OSWER-90-004), September 1988.

The purpose of this booklet is to offer suggestions to LEPCs to help them implement EPCRA. The booklet describes the functions of LEPCs and provides ideas and examples based on the experience of EPA, the Federal Emergency Management Agency, and other LEPCs.

"Title III on Indian Lands: A Guide to the Emergency Planning and Community Right-To-Know Act" (OSWER-92-009), April 1992.

This bulletin was prepared to familiarize Indian leaders with EPCRA requirements and provide guidance for complying with EPCRA. The bulletin is divided into three parts: (1) How Title III Works; (2) Resources Available to TERCs and LEPCs Implementing Title III; and (3) Everyone is Involved in Title III.

"Bibliography of Materials on The Emergency Planning And Community Right-To-Know Act (Title III of SARA)" (OSWER 91-002), August 1991.

This booklet contains a selected bibliography of materials that address planning, preparedness, response, and public participation issues of EPCRA.

Building Relations With Facilities and the Community

"Risk Communication About Chemicals In Your Community: A Manual for Local Officials" (EPA 230/09-89-066), EPA/FEMA/DOT/ATSDR, December 1989.

This manual will help local officials learn how to respond to public questions about chemical risks. The manual contains assistance and information about hazardous materials. A facilitator's manual and guide for conducting workshops are also available.

Tools to Assist in Planning and Preparedness

"Hazardous Materials Emergency Planning Guide" (NRT-1), National Response Team, March 1987.

The purpose of this guide is to assist communities in planning for hazardous materials incidents. It provides the NRT's framework for doing emergency response plans for chemical incidents. The guide also outlines the importance of planning teams and the critical components of hazardous materials emergency plans and addresses approaches to plan review and ongoing planning efforts.

"Criteria for Review of Hazardous Materials Emergency Plans" (NRT-1A), National Response Team, May 1988.

This document contains a set of criteria that may be used by the Regional Response Teams under the provisions of section 303(g) of EPCRA to review LEPC plans.

"Developing a Hazardous Materials Exercise Program: A Handbook for State and Local Officials" (NRT-2), National Response Team, September 1990.

This handbook was prepared to provide state and local governments with practical advice for developing a comprehensive hazardous materials exercise program. The handbook explains the value of exercises in testing and improving emergency plans and training emergency response personnel, provides pointers for selecting the appropriate exercise type and exercise objectives, applies lessons learned from other exercises and actual incidents, and describes available federal and private sector support and assistance.

"Hazardous Materials Exercise Evaluation Methodology (HM-EEM) and Manual," FEMA, October 1989.

This document was designed to assist state and local governments in the comprehensive evaluation of hazardous materials exercises. HM-EEM contains a series of modules prepared to evaluate major exercise objectives, so that emergency plans can be amended to reflect the lessons learned. To obtain a copy, contact the FEMA Publications Management Office at 500 C Street, SW, Washington, DC 20472.

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Tools to Assist in Planning and Preparedness
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"Making it Work" Series:

The "Making it Work" series provides technical assistance to those responsible for implementing EPCRA. The three first bulletins are:

1. **Title III Compliance (OSWER-91-009.1), September 1991.** The first bulletin in the series discusses the right-to-know concept, how to determine who's covered under the law, developing an outreach program, and enforcing EPCRA when voluntary compliance fails.

2. **Hazards Analysis (OSWER-92-009.01), September 1992.** The second bulletin provides practical information on hazards analysis, with examples drawn from successful or unique state and local programs. There is also information on resources available to help you conduct hazards analysis.

3. **Secrets of Successful SERCs (EPA 550-F-93-002), January 1993.** In this issue, a number of SERCs share their "secrets" about what makes a Title III program work at the state level. Topics include providing assistance to LEPCs, finding sources of funding, and managing and using Title III information in creative ways.

"Why Accidents Occur: Insights from the Accidental Release Information Program" (Technical Assistance Bulletin 8) (OSWER-89-008.1), July 1989.

This bulletin focuses on the causes of accidents as documented in the Accidental Release Information Program. It presents insights on accidents to help LEPCs communicate accident prevention strategies to local facilities.

"An Overview of the Emergency Response Program" (EPA 540/8-91/015), April 1992.

This brochure provides an overview of EPA's program for emergency response to releases of oil and hazardous substances. It covers the federal laws and regulations that authorize emergency response and discusses the techniques and technologies that the Agency uses to address the threats posed by environmental emergencies. To obtain a copy, call NTIS at (703) 487-4650, or write to NTIS at 5285 Port Royal Road, Springfield, VA 22161. Request a copy by using reference #PR-913.

Increasing Compliance Through Awareness

"Title III List of Lists (Consolidated List of Chemicals Subject to Reporting under the Emergency Planning and Community Right-to-Know Act)" (EPA 560/4-91-011), January 1993 (Revised periodically).

This document contains a consolidated list of chemicals subject to reporting under EPCRA and CERCLA. It lists by CAS number the extremely hazardous substances with their threshold planning quantities and reportable quantities. A partial listing of CERCLA hazardous substances with associated reportable quantities (including the RCRA hazardous wastes from the P and U lists), and the section 313 toxic chemicals are also provided.

"When All Else Fails! Enforcement of the Emergency Planning and Community Right-to-Know Act" (OSWER 89010), September 1989.

This 12-page pamphlet provides guidance to state and local authorities on how to work with facilities to ensure that those covered by EPCRA are complying with the law. The material presented outlines the enforcement authorities granted to citizens, local governments, LEPCs, states, and EPA.

"Emergency Planning and Community Right-to-Know Act of 1986; Questions and Answers" (EPA 560/4-91-003), January, 1991 (Revised periodically).

This document has been developed to assist facilities with reporting and to provide explanations of reporting requirements and nuances of EPCRA.

"The Emergency Planning and Community Right-to-Know Act: Section 313 Release Reporting Requirements" (EPA 560/4-91-002), December 1990.

This 24-page brochure alerts businesses to their reporting obligations under section 313 and helps them determine whether their facility is required to report. The brochure contains the section 313 EPA regional contacts, the section 313 toxics list, and a description of the Standard Industrial Classification (SIC) codes subject to section 313.

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Increasing Compliance Through Awareness
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"Community Right-to-Know and Small Business" (OSWER-88-005), September 1988.

This illustrated brochure describes the reporting requirements for small businesses and helps them determine if they need to comply. Specifically, the brochure provides background information on the community right-to-know reporting requirements (sections 311 and 312).

Who's Doing What?

"Successful Practices in Title III Implementation" Series:

The Chemical Emergency Preparedness and Prevention Office (CEPPO) publishes a series of technical assistance bulletins known as *Successful Practices in Title III Implementation*. These bulletins describe procedures and strategies that are innovative and particularly effective in implementing programs required by EPCRA. By discussing various aspects of programs from different areas of the country, this series allows LEPCs, SERCs, fire departments, and other EPCRA implementing agencies to learn from the experiences of their colleagues. Each profile describes the LEPC or SERC, its organizational structure, and the area in which it functions, as well as the activities undertaken, the lessons learned from those activities, and a contact person.

Nine bulletins have been published to date. At the end of the September 1992 edition (OSWER-92-006.1), an index is provided that lists subjects and the bulletins in which those subjects are discussed. This may be the best place for you to begin looking for the successful practices you would like to know more about.

ICMA's Peer Exchange Program: Assisting Communities with Solid Waste Management, Superfund, and SARA Title III.

Thanks to a grant provided by EPA, the Peer Exchange Program of the International City Management Association coordinates and sponsors meetings for local managers in need of advice from their experienced counterparts. The program makes the matches and arranges face-to-face meetings where participants discuss contracts, project finance, technical alternatives, public relations, compliance with federal and state mandates, and managerial and political considerations. Making LEPCs work is one of the primary areas of information exchange. *For more information, call ICMA at (202) 962-3672, or write to ICMA at 777 N. Capitol Street, NE, Suite 500, Washington, DC 20002-4201.*

NGA's Peer Exchange Program.

Through support provided by EPA, the National Governors' Association peer exchange program is focusing on coordinating the exchange of information among state peers. It is also useful to LEPCs because they can access the information obtained by their SERC on hazardous material accident preparedness and prevention programs. NGA facilitates telephone and written communication between SERCs and provides for face-to-face meetings. NGA plans to compile a list of state officials with expertise in specific fields who are willing to meet with peers in other states. LEPCs should contact their SERC to keep abreast of NGA programs. *For more information, contact Sarah Bauer at EPA Headquarters, 401 M Street, SW, (OS-120), Washington, D.C. 20460.*

Technical Corner

"Technical Guidance for Hazards Analysis: Emergency Planning for Extremely Hazardous Substances" (OSWER-88-001), December 1987.

The purpose of the document is to assist LEPCs in assessing the lethal hazards related to airborne releases of extremely hazardous substances. This guide describes how LEPCs can use readily available information and several worst case assumptions to screen all local chemical hazards, set priorities, and then develop more detailed scenarios for planning purposes.

"Handbook of Chemical Hazard Analysis," FEMA/EPA/DOT.

This handbook expands on "NRT-1" and "Technical Guidance for Hazards Analysis" by including information on explosive, flammable, reactive, and otherwise dangerous substances. These additional methodologies on how to plan for these and other dangerous chemicals serve as a stepping stone to a more comprehensive approach to emergency planning. To obtain a copy, contact the FEMA Publications Management Office at 500 C Street, SW, Washington, DC 20472.

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Technical Corner
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"1990 Emergency Response Guidebook," DOT P 5800.5.

This guidebook lists over 1,000 hazardous materials by name and DOT number. General hazards and isolation distances for these materials are also listed. This document is available by telephoning the Hazardous Materials Information Exchange at (800) 752-6367. In Illinois, call (800) 367-9592.

CAMEO (Computer-Aided Management of Emergency Operations).

This is a software package designed to provide state and local managers with a tool to manage information about hazardous materials, and to help planners, first responders, and emergency teams plan for a safe response to chemical accidents. The database in CAMEO contains over 3000 chemicals and includes fire and explosion hazards, firefighting techniques, first aid, health effects, and spill cleanup procedures. CAMEO is a tool for managing information in facility reports and for conducting hazards analysis. CAMEO can also be used to retrieve information in response to information requests and emergencies. CAMEO contains a mapping program that makes use of the Bureau of the Census Tiger files. *For more information, call (202) 293-2270, or write to the Environmental Health Center, National Safety Council, 1050 17th Street, NW, Washington, DC 20006.*

"Roadmaps to Sources of Information on Chemicals Listed in the Emergency Planning and Community Right-to-Know Act; Section 313 (for microcomputers)" U.S. EPA, July 14, 1989.

The ROADMAPS data base is a PC-based index to sources within and outside EPA and contains information on chemical toxicity and major regulations related to the SARA section 313 chemicals (5 1/4 inch diskettes, double density, 360k, IBM compatible, dBASE III clipper compiler format). To obtain a copy, call NTIS at (703) 487-4650, or write to NTIS at 5285 Port Royal Road, Springfield, VA 22161. For a complete package use PB92-501972, $195. For documentation only use PB92-169523, $19.50 hardcopy, $9.00 microfiche.

EPA HOTLINE NUMBERS

EPCRA
(800) 535-0202

RCRA/Superfund/UST
(800) 424-9346

SPCC/OPA Information
(202) 260-2342

Solid Waste Disposal/Recycling
(800) 677-9424

Solid Waste
(800) 424-9346

Wastewater Programs
(800) 624-8301

Safe Drinking Water Act
(800) 426-4791

Wetlands Protection
(800) 832-7828

TSCA Assistance
(202) 554-1404

Storm Water
(703) 821-4823

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