

Emergency Planning & Community Right-to-Know Reporting Requirements

SARA Title III, commonly known as the Emergency Planning and Community Right-to Know Act (EPCRA), was enacted in 1986. This Act gave Local Emergency Planning Committees (LEPC) responsibilities to develop plans for facilities that have over a certain quantity of Extremely Hazardous Chemicals (a list of chemicals that was developed by the Environmental Protection Agency). In Kent County the LEPC is supported by staff within the Kent County Sheriff's Department, Office of Emergency Management. The LEPC itself consists of 19 volunteers representing specific categories designated within the Act.

Facilities within our County are required to provide planning information as well as hazardous materials inventories. Below is information on these facility requirements:

- **Emergency Planning Section 302**
 - Facilities, including farms, must submit a ONE TIME REPORT within 60 days of having an Extremely Hazardous Substance (EHS) at or above the Threshold Planning Quantity (TPQ). A list of these substances and quantities can be found at the MI SARA Title III Program website, www.michigan.gov/sara. You will also find information on how to file this report online using a program called Tier II Manager.
 - Facilities must designate a facility emergency coordinator and let the Kent County LEPC know who this individual is (616-632-6256). The Kent County LEPC will then set up an appointment with this individual to get the information necessary to complete an Offsite Response plan. We will also contact this individual every year to make sure that the plan is still accurate.
- **Emergency Release Notification Section 304**
 - If a facility, including farms, has a spill or release of one of these EHS over the Reportable Quantity (RQ) and it is leaving their property the following organizations must be notified immediately (within 15 minutes)
 - 911 to notify local authorities
 - 800-292-4706 (PEAS) to notify State Authorities
 - 800-424-8802 (NRC) to notify Federal Authorities
 - A written follow-up report is required to our LEPC as well as to the MI SARA Title III program within 30 days of the release.
- **Hazardous Chemical Inventory Section 311 (Not required of farms)**
 - Facilities must submit an INITIAL REPORT (a list of hazardous chemicals) with 3 months of having 10,000 lbs of OSHA hazardous substances or 500 pounds or the TPQ of an EHS. This report must go to:
 - MI SARA Title III Program
 - Kent County LEPC
 - Your local fire department
- **Hazardous Chemical Inventory Section 312 (Not required of farms)**
 - This is an ANNUAL report that must be submitted by MARCH 1.
 - This report is filed using the web based program Tier II Manger (you can gain access to this program from www.michignona.gov/sara). The Kent County LEPC and your local fire department can access information from this site.
 - This report is based on the chemicals that were onsite for the PREVIOUS full calendar year.
- **Toxic Chemical Release Inventory (TRI) – Section 313**
 - This is an ANNUAL REPORT by July 1st; this report is submitted to the Sate as well as the EPA.
 - There are approximately 650 listed toxic chemicals; contact the MI SARA Title III program for more details.

If you have any questions regarding the information provided above please contact the Kent County LEPC Coordinator at 616-632-6256.

