

APPENDIX B
LEPC REPORT CARD
AND
LEPC SELF-EVALUATION
CHECKLIST

LEPC REPORT CARD

This "report card" can be used to score the effectiveness of your LEPC. It is also very useful in pointing out areas where your LEPC can do better. Use the grading scale noted below to "score" your committee. Paul Orem of the Working Group on Community Right-to-Know, and Stuart Greenberg of the Environmental Health watch compiled the report card. Are LEPCs working? Many people believe that these mostly volunteer committees are not able to fulfill the vision of EPCRA, most notably in community involvement, hazards communication and risk reduction. Below are some criteria for evaluating your LEPC.

<input checked="" type="checkbox"/>	Check each item completed by your LEPC.
Items completed:	51-60 Outstanding
	41-50 Good
	31-40 Progressing
	21-30 Mediocre
	11-20 Inadequate
	1-10 Non-functional

<p>Has your LEPC</p> <p>1. Goals Established measurable outcome goals for _____</p> <ul style="list-style-type: none"> <input type="checkbox"/> reducing accidents? <input type="checkbox"/> reducing vulnerability zones and accident potentials? <input type="checkbox"/> improving emergency response and mitigation? <input type="checkbox"/> established goals for public access to chemical hazards information? <input type="checkbox"/> set process objectives (funding, participation, communication, etc.) and annually evaluated progress toward achieving goals? <p>2. Structures and Process</p> <ul style="list-style-type: none"> <input type="checkbox"/> achieved genuine broad-based and balanced membership? <input type="checkbox"/> secured adequate funding sources and professional staffing through legislation, agency budgets, donations, etc.)? <input type="checkbox"/> adopted a mission statement and by-laws? <input type="checkbox"/> held regular, well attended meetings (at least quarterly)? <input type="checkbox"/> held formal meetings (advance agenda, minutes, etc.)? <input type="checkbox"/> organizes active sub-committees and established clear member roles? <input type="checkbox"/> maintained policy independence from host agency? <input type="checkbox"/> Produced an annual report (Covering trends in accidents, hazards, enforcement, drills, site-specific risk reduction, etc.)? <input type="checkbox"/> utilized external resources such as other LEPCs and government agencies to obtain training materials? <p>3. Community Hazards Analysis (for facilities with EHSs)</p> <ul style="list-style-type: none"> <input type="checkbox"/> developed easily understood community maps showing EHS facilities, vulnerability zones, and transportation routes? <input type="checkbox"/> obtained needed EHS facility data through questionnaires, site visits, and document requests (using EPCRA 303(d)(3) authority)? 	<p>Has your LEPC</p> <p>3. Community Hazards Analysis (for facilities with EHSs) - continued</p> <ul style="list-style-type: none"> <input type="checkbox"/> obtained EHS facility process safety hazard analysis (OSHA process Safety Management Regulations)? <input type="checkbox"/> asked transportation carriers to identify chemicals and volumes moving through the community? <input type="checkbox"/> prepared or obtained "worst case" and lesser release scenarios at each EHS facility and for transportation? <input type="checkbox"/> identified critical facilities, vulnerable environments, and potentially exposed populations? <input type="checkbox"/> reviewed hazard analyses with EHS facility managers? <input type="checkbox"/> established computerized hazards analysis capabilities? <input type="checkbox"/> prioritized hazards (e.g., by vulnerability zone)? <p>4. Emergency Response Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> submitted a site specific emergency plan to the SERC? <input type="checkbox"/> exercised the emergency plan and corrected deficiencies? <input type="checkbox"/> ensured coordination between EHS facilities, fire departments, police, hospitals, etc.? <input type="checkbox"/> sponsored training for fire, medical, police, hazmat teams, and other response personnel? <input type="checkbox"/> ensure that hazard analyses are incorporated into fire department pre-plans? <input type="checkbox"/> established alert and warning systems, and coordinated systems among facilities? <input type="checkbox"/> established means to determine severity of a release, and the area and population likely to be affected? <input type="checkbox"/> planned shelters and evacuation routes? <input type="checkbox"/> designated facility and community emergency response coordinators? <input type="checkbox"/> maintained an inventory of response resources? <input type="checkbox"/> provided public education on protective actions (evacuation and shelter in place)? <input type="checkbox"/> evaluated the protective capacity of shelter in place structures? <input type="checkbox"/> acknowledged the limits of emergency response capabilities for protecting people, property and the environment? - continued
--	---

<p>Has your LEPC continued</p> <p>5. Accident Prevention</p> <ul style="list-style-type: none"> <input type="checkbox"/> promoted exploration of safer technologies involving safer chemicals, lower pressures or temperatures, less storage, etc.? <input type="checkbox"/> promoted other facility safety improvements? <input type="checkbox"/> provided the community hazards analysis to planning commissions, zoning boards, public works, and other entities? <input type="checkbox"/> acquainted facilities with hazard reduction resources? <input type="checkbox"/> held seminars for facility personnel, union health and safety committees? <input type="checkbox"/> analyzed spill reports for lessons learned? <input type="checkbox"/> publicized lessons learned and best practices? <input type="checkbox"/> given public recognition for major hazard reduction efforts? <p>6. Community Right to Know</p> <ul style="list-style-type: none"> <input type="checkbox"/> publicized availability of right to know information? <input type="checkbox"/> computerized data for ease of access and analysis? <input type="checkbox"/> established a convenient information request process? <input type="checkbox"/> provided TIER II chemical storage information as required? <input type="checkbox"/> publicized community hazard maps with vulnerability zones through libraries and news media? <input type="checkbox"/> publicized options for reducing vulnerability zones? <input type="checkbox"/> ensured that meetings are accessible and well publicized? <input type="checkbox"/> worked with communities concerned about specific sites? 	<p>Has your LEPC</p> <p>7. Enforcement</p> <ul style="list-style-type: none"> <input type="checkbox"/> publicized reporting requirements to covered facilities and transportation carriers? <input type="checkbox"/> provided compliance assistance to facilities and carriers? <input type="checkbox"/> uncovered and prosecuted non-reporting firms? <input type="checkbox"/> pursued beneficial expenditures in settling citizens suits against non-reporting firms? <p>8. Risk Management Planning</p> <ul style="list-style-type: none"> <input type="checkbox"/> evaluated its own capacity to review hazards and communicates RMP information to the public? <input type="checkbox"/> offered compliance assistance to covered facilities? <input type="checkbox"/> supported an effective on-line Federal database of complete risk management plans? <input type="checkbox"/> prepared to incorporate options for reducing vulnerability zones into public communications? <p style="text-align: center;">SCORE: _____</p> <p style="text-align: center;">DATE: _____</p> <p style="text-align: center;">NOTES:</p>
---	--

LEPC Self-Evaluation Checklist

1. Identification of Hazards			
Yes 9	No 9	N/A 9	a) Our LEPC has identified facilities with extremely hazardous substances.
Yes 9	No 9	N/A 9	b) Our LEPC has identified facilities with hazardous substances.
Yes 9	No 9	N/A 9	c) Our LEPC has identified major transportation routes for extremely hazardous substances and hazardous chemicals.
Yes 9	No 9	N/A 9	d) Our LEPC has identified other facilities contributing to or subjected to risk that are in close proximity to those facilities with extremely hazardous substances or hazardous chemicals.
2. LEPC Emergency Plan Development			
Yes 9	No 9	N/A 9	a) Our LEPC has included emergency response information on those facilities identified in 1a and 1b above in our Local Emergency Plan.
Yes 9	No 9	N/A 9	b) Our LEPC has included emergency response methods and procedures of first responders into our Local Emergency Plan.
Yes 9	No 9	N/A 9	c) Our LEPC has included emergency response measures used by medical personnel in our Local Emergency Plan.
Yes 9	No 9	N/A 9	d) Our LEPC has identified emergency equipment available in the community and at the facilities identified in 1a and 1b above, as well as the persons responsible for them, and has included this information in our Local Emergency Plan.
Yes 9	No 9	N/A 9	e) Our LEPC has established plans for shelter-in-place or evacuation. It has established early warning systems and identified emergency shelters. This information has been included in our Local Emergency Plan.
Yes 9	No 9	N/A 9	f) Our LEPC has designated emergency coordinators within the community and at facilities having extremely hazardous substances or hazardous chemicals, who will be responsible for implementing the Local Emergency Plan. This information is included in our Local Emergency Plan.
3. Implementing the Local Emergency Plan			
Yes 9	No 9	N/A 9	a) Our LEPC has established notification procedures by which facility coordinators, identified in 2f above, will notify first responders in the event of an extremely hazardous substance or hazardous chemical emergency.
Yes 9	No 9	N/A 9	b) Our LEPC has established notification procedures by which the public will be notified in the event of an extremely hazardous substance or hazardous chemical emergency.

Yes 9	No 9	N/A 9	c) Our Local Emergency Plan describes the incident command system to be used in responding to hazardous chemical emergencies.
4. Hazards Analysis			
Yes 9	No 9	N/A 9	a) Our LEPC has established a process to determine whether extremely hazardous substances or hazardous chemicals have been involved in past accidents.
Yes 9	No 9	N/A 9	b) Our LEPC has established a process to determine the level of risk if extremely hazardous substances or hazardous chemicals involved in an accident.
5. Emergency Response Exercises			
Yes 9	No 9	N/A 9	a) Our LEPC has developed emergency response drills and exercises to evaluate the effectiveness of our Local Emergency Plan.
Yes 9	No 9	N/A 9	b) Our LEPC has established a schedule to regularly conduct drills and emergency response exercises.
6. LEPC Organizational Maintenance			
Yes 9	No 9	N/A 9	a) Our LEPC regularly schedules, announces, and holds meetings.
Yes 9	No 9	N/A 9	b) Our LEPC annually reviews and revises, if necessary, our Local Emergency Plan.
Yes 9	No 9	N/A 9	a) Our LEPC regularly conducts exercises and tests emergency procedures.
Yes 9	No 9	N/A 9	b) Our LEPC has developed procedures for responding to inquiries concerning extremely hazardous substances or hazardous chemicals in the community.
7. Facility Compliance			
Yes 9	No 9	N/A 9	a) Our LEPC actively seeks to increase the number of facilities in our community that must annually report extremely hazardous substances or hazardous chemicals.
Yes 9	No 9	N/A 9	b) Our LEPC regularly contacts each reporting facility to promote better understanding of EPCRA requirements by the facility owner or operator.
Yes 9	No 9	N/A 9	a) Our LEPC provides both basic and detailed EPCRA information to new businesses.
8. Public Awareness			
Yes 9	No 9	N/A 9	a) Our LEPC develops articles about EPCRA and prints an annual notice of scheduled meetings for local news releases.
Yes 9	No 9	N/A 9	b) Our LEPC provides public service announcements concerning EPCRA to local radio and television stations.