

**Jefferson County Local  
Emergency Planning  
Committee**

**By-Laws  
And  
Procedures**

**Ratified  
June  
2024**

## **RESOLUTION**

Whereas, Pursuant to the State Emergency Services Act (West Virginia Code Chapter 15, Article 5A-7, as amended) each LEPC "shall appoint a chairperson and establish procedural rules by which the committee shall function. Such rules shall include provisions for public notification of committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the committee and distribution of the emergency plan."

AND WHEREAS, the Jefferson County Local Emergency Planning Committee has met and ratified the Constitution on June 19, 2024.

**JEFFERSON COUNTY  
LOCAL EMERGENCY  
PLANNING COMMITTEE**

**CONSTITUTION  
and BY-LAWS**

**PREAMBLE**

Whereas, to provide an efficient means of operation, the Jefferson County Local Emergency Planning Committee, hereafter identified as the LEPC, establishes the following Bylaws and Procedures to better fulfill their functions. This Constitution and Bylaws address a variety of issues and requirements including meeting formats, agendas, public notification of activities, receiving and responding to public comment, distribution of emergency plan, and requests for information under the Right-to-Know Provisions of SARA Title III. The Jefferson County LEPC is to implement the provisions of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA); The Emergency Planning and Community Right to Know Act (EPCRA) of Public Law 99-499, dated 1986; supplemented by the West Virginia Code, Chapter 15, Article 5A, and implemented by the local authority.

**CHANGES TO THE BY-LAWS AND PROCEDURES**

The By-Laws may only be changed by a (2/3) two-thirds majority vote of the LEPC membership following a three-month review of the proposed change (s) by all the members of the LEPC. The procedures may be changed by a majority vote of the LEPC voting members present at a regularly scheduled meeting.

**ARTICLE I: MEMBERSHIP**

**Section 1 – Terms of Membership**

The LEPC membership shall consist of, but not limited to, representatives from the following categories and must be maintained annually per WV State Code 15-5A-7a.

1. Elected State and Local Officials, Appointed Officials, Emergency Management
2. Law Enforcement, Fire Fighting, Emergency Medical Services(EMS), E911, Local Environmental, Hospital and Health Department Representatives, Utilities, Transportation
3. Broadcast and Print Media
4. Community and Citizen Groups
5. Owners and Operators of Facilities subject to the requirements of West Virginia Code, Chapter 15, Article 5

New members will be accepted as members in the LEPC by a majority vote of the voting members present. The membership list shall be submitted to the SERC through the LEPC for approval and confirmation. Other potential members may be recommended by the County Commission to serve.

Members may serve until they give notice to the LEPC that they no longer wish to be part of the membership, their representation changes, or they are replaced by a person of equal or greater responsibility. The duties and responsibilities of officers shall be to establish and oversee the policies and procedures listed in these by-laws.

## **Section 2 – Voting Members**

Voting members are those who participate by attending or sending their Alternate to LEPC meetings. Voting members will be designated by category such as law enforcement, fire service, emergency medical services, health department, hospitals, community group, owner/operator, etc.

## **Section 3 – Associate Members**

Associate members are individuals who wish to contribute and participate on a limited basis.

## **ARTICLE II: OFFICERS**

**Section 1** - The officers of the LEPC shall be:

- Chairperson;
- Co-Chairperson;
- Recorder/Secretary;
- Treasurer;
- Information Coordinator

A quorum of the LEPC shall elect a Chairperson and Co-Chairperson by a majority vote before July 1<sup>st</sup>, prior to the end of his/her term. The term of the Chairperson and Co-Chairperson will run for a period of (2) two years starting July 1<sup>st</sup> and ending June 30<sup>th</sup>. There are no limits imposed on the number of terms for each office; however, the committee shall encourage participation of as many members as possible to fulfill the functions of the officers.

**Section 2** - The duties of the officers are as follows:

### **Chairperson**

The role of the Chairperson is to oversee the functions of the committee and ensure that all tasks and requirements are carried out. These duties include setting meeting times and agendas, appointing standing or additional sub-committees, chairing meetings, and other duties associated with being a chairperson for any type of committee.

### **Co-Chairperson**

The role of the Co-Chairperson is to chair the LEPC in the absence of the Chairperson or to assume an unexpired term of the Chairperson should the Chairperson be unable to fulfill his or her term until such time as a new Chairperson is elected. In addition, the Co-Chairperson may be a member of, or chair any committee as deemed fit by the Chairperson, when not specified by the body.

### **Recorder/Secretary**

The Recorder/Secretary shall be appointed by the Chairperson to serve for a term of (2) two years. The responsibilities shall include recording of the minutes of the LEPC meetings, sending out notifications or making personal telephone reminder calls, preparing meeting agendas and public notification of meetings, and any other duties as assigned by the Chairperson.

### **Treasurer**

The Treasurer shall be appointed by the Chairperson to serve a term of (2) two years. The responsibilities shall include making deposits and disbursement of payments, maintain all financial records and make financial reports to the LEPC as each regular meeting. The Treasurer and Chairperson of the LEPC shall sign all disbursement checks.

### **Information Coordinator**

The Information Coordinator shall be appointed (42USC 116, 11001c and WV State Code 15-5A-7b2) by the Chairperson to serve a term of (2) two years. It is the duty of the Information Coordinator to process public information requests in a timely manner and maintain the annual Tier 2 Reports as required. The Information Coordinator shall maintain a record of all requests and have access to those records during normal working hours and to fulfill these responsibilities, will use the procedures and guidelines contained in Appendix A, "Procedures and Guidelines for receiving and processing information requests under SARA Title III".

### **TIER 2 Reports**

The Director of the Office of Homeland Security and Emergency Management shall maintain and record all annual Tier 2 Reports as required by SARA Title III, which are due on the 1<sup>st</sup> day of March of each year.

## **ARTICLE III: PUBLIC NOTIFICATION, COMMENT & RESPONSE**

### **Section 1 - Public Notification of LEPC Activities**

#### **A. Meetings:**

The Recorder/Secretary shall issue a news release and post an agenda at least (5) five business days before each meeting to all local media as well as post on the WV Secretary of State's Website pursuant to WV Code 15-5A-7. Such meetings shall be posted on the Jefferson County LEPC Website. Appendix B contains a sample of a suggested news release.

#### **B. Public Hearings:**

Notification of Public Hearings shall be the same as for meeting notification but shall also include a legal advertisement placed in the local newspapers at least (5) five business days before the Public Hearing in accordance with West Virginia State Code 15-5A-7d5. Appendix B contains a sample of a suggested legal advertisement.

#### **C. Major Reports and Plans:**

Public notification concerning the issuing of Major Reports and Plans shall be the same as for Public Hearings. Such reports and plans shall be posted on the Jefferson County LEPC Website.

#### D. Minutes of Meetings and Hearings:

Official minutes of all LEPC meetings and hearings shall be documented and made available to the public upon request. Requests for minutes shall be made using the request for information procedures in Appendix A. Such minutes shall be posted on the Jefferson County LEPC Website after approval of the minutes.

#### **Section 2 - Public Comment and Response**

The LEPC shall request that all questions and comments be submitted in writing. This will provide for adequate documentation and will allow the LEPC to respond appropriately. It is important that the LEPC respond in an official and timely manner. Appendix A contains procedures and guidelines for receiving and processing information requests under SARA Title III.

Oral comments at public meetings shall be recorded with a 3 minute time limit allotted for comments. These oral comments must be submitted, in writing, via the same method outlined in Appendix A. It should be noted that instantaneous responses to sensitive questions or comments are not mandatory. A well-prepared response to sensitive issues, delivered in a reasonable time, is acceptable.

#### **ARTICLE IV: PARLIAMENTARY AUTHORITY**

In the conducting of organizational business, questions of precedent and order shall be ruled on by the presiding officer in accordance with *Roberts Rules of Order*, unless rules are constitutionally changed.

#### **ARTICLE V: ORDER OF BUSINESS**

The normal order of business shall be as follows:

- Call to Order
- Pledge of Allegiance
- Reading of Minutes
- Treasurer's Report
- Standing Committee Reports
- Unfinished Business
- New Business
- Member Sharing Time
- Adjournment

#### **ARTICLE VI: MEETINGS**

**Section 1** - Meetings are scheduled bi-monthly on the third Wednesday of the month.

**Section 2** - Special Meetings: Special Meetings may be called by the Chairperson, upon consensus of the officers. All members must be notified of the special meeting. Only the scheduled business can be debated and acted on in a special meeting.

**Section 3** - The LEPC shall abide by the West Virginia Sunshine Law (Code: 6-9A) and WV Code 15-5A-7 for all business.

## **ARTICLE VII: QUORUM**

**Section 1** - A Quorum shall be determined as a minimum of (10) ten voting members being present. Members not able to attend a meeting shall ensure their alternate is notified and able to attend. If the alternate is unable to attend, the member should notify the Jefferson County LEPC Chairperson of their inability to attend and present any information they wish conveyed to the committee.

## **ARTICLE VIII: AUDIT OF TREASURER'S BOOKS**

**Section 1** - An audit of the treasurer's book(s) shall occur when the county conducts its annual audit.

**Section 2** - Questions arising from said book(s) shall first be directed to the ex-officio or current treasurer for interpretation. If the interpretation is found inadequate by the auditors, they must inform the membership, and final disposition if the books shall be determined on the floor in open debate.

## **ARTICLE IX: VOTING**

**Section 1** - Only voting members or their official designee shall have the right to vote on matters of the LEPC, with the exception of the chairperson of the organization, who may vote in three instances listed below. Each member may have one vote per item presented for action. Action will be determined on the basis of having a majority of the members present.

- To break a tie
- When a roll call vote is initiated
- During elections

## **ARTICLE X: COMMITTEES**

**Section 1** - Any committee, appointed or elected, shall consist of at least three members, one being an officer, and consisting of an odd number of members.

## **ARTICLE XI: AMENDMENTS**

**Section 1** - This Constitution may be amended by a two-thirds vote of those members in attendance.

**Section 2** - An amendment may be presented and debated but cannot be acted upon until the next regular meeting.

**Section 3** - All regular members will be notified before the meeting when the vote on a proposed amendment to the Constitution is to occur.

**Section 4** - Each article, section, and/or sub-section of these Bylaws is to be treated independently. Should a particular article, section, or sub-section be found to be invalid, such invalidity shall not impact upon the remainder of the Bylaws.

## **ARTICLE XII: ADJUDICATION**

**Section 1** - Should any portion of this Constitution be adjudicated as unconstitutional or illegal, it shall not invalidate the balance of this Constitution.

## **ARTICLE XIII: MISCELLANEOUS**

**Section 1** - The Jefferson County LEPC Fiscal Year shall be the same as the West Virginia Fiscal Year, beginning July 1<sup>st</sup>, and ending June 30<sup>th</sup> of each year.

### **IDENTIFICATION OF COVERED FACILITIES**

The identification of covered facilities that must meet (1) Emergency Release Notification and Emergency Planning, (2) Hazardous Chemical Reporting, and (3) Toxic Chemical Release Inventory requirements of Title III is a monumental task.

Many facilities, especially small, independent facilities, may not know that they are required to report to the LEPC. The LEPC can help in the identification of covered facilities through:

- Chamber of Commerce
- Planning Commissions
- Telephone Book Yellow Pages
- State Tax Records through the County Assessor's Office
- Standard Industrial Code (SIC) Book

Once the LEPC identifies a potentially covered facility, the LEPC shall formally contact the facility to request information regarding their status as a covered facility. Appendix C contains a sample letter that may be used when contacting these facilities. The LEPC shall attempt to communicate the requirements of Title III to facilities within their district. Methods of communicating this information are advertisement, news articles, trade journals, seminars and other such means.

The LEPC can expect to encounter many questions from facility owners and operators. The reporting requirements are complex, and the facility owner/operator may not know if Title III applies to their facility. A covered facility also may need to be provided information about the substances covered under Title III. The Federal Register contains lists of these substances including: "List of Hazardous Chemicals", "Extremely Hazardous Substances" and Toxic Chemicals". The facility will be provided with a copy of those lists on request.

Title III legislation has mandated many new changes and requirements on both government and private industry. Only through cooperation, good communications, and much hard work, can the requirements of this vital piece of legislation be met.



## APPENDIX A

### Procedures and Guidelines for Receiving and Processing Information Requests Under SARA Title III

Jefferson County Local Emergency Planning Committee  
Kearneysville, West Virginia

## CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Introduction .....	A-3
Information that is Available .....	A-3
MSDS or List of MSDS Chemicals.....	A-3
Emergency and Hazardous Chemical Inventory Forms.....	A-4
Follow-up Emergency Notice of Release.....	A-5
General Policy.....	A-5
Filing a Request for Information.....	A-5
Responding to a Request for Information.....	A-6
Information that may be Withheld.....	A-6
Costs Involved with a Request for Information.....	A-7
Glossary of Terms.....	A-8

## **FOR INFORMATION UNDER TITLE III**

### **INTRODUCTION**

On October 17, 1986, "The Emergency Planning and Community Right-to-Know Act of 1986" was enacted into law. This Act is part of the "Superfund Amendments and Reauthorization Act of 1986 (SARA)" but is a separate freestanding statute, sometimes known as Title III. Title III establishes requirements for Federal, State, and Local governments and industry regarding emergency planning and "community right-to-know" reporting on hazardous and toxic chemicals. This legislation builds upon EPA's Chemical Emergency Preparedness Program (CEPP), the Community Awareness and Emergency Response (CAER) Program of Chemical Manufacturers Association and many State and local programs aimed at helping communities to meet their responsibilities regarding potential chemical emergencies.

The community right-to-know provisions of Title III will help to increase the public's knowledge and access of information on the presence of hazardous chemicals in their communities and releases of these chemicals into the environment. These procedures describe the basic types of information available and outlines the process for public distribution of this information.

### **INFORMATION THAT IS AVAILABLE**

Under Title III, certain covered facilities are required to file information with the State Emergency Response Commission (SERC) and the Local Emergency Planning Committee (LEPC). The information that must be filed includes:

1. Material Safety Data Sheet (MSDS) or List of MSDS Chemicals (Section 311);
2. Emergency and Hazardous Chemicals Inventory Form (Section 312);
3. Follow up Emergency Notices (Section 304)

Title III allows members of the public to have access to information filed with the SERC and the LEPC by making an appropriate request.

### **MSDS OR LIST OF MSDS CHEMICALS**

Section 311 of Title III requires an owner or operator of a covered facility to submit specific information for each hazardous chemical that stored at the facility. The information needed is in the Material Safety Data Sheet (MSDS) which contains information regarding the hazards associated with the use of, or exposure to hazardous chemicals. Section 311 also gives the owner or operator the option of filing a list of the chemicals for which he must have an MSDS, instead of filing the MSDS itself. Where an owner or operator files the "list" and a member of the public requests from the LEPC a copy of the MSDS for any chemical on the list, the LEPC shall request the sheet from the facility owner or operator and then make the sheet available to the requester according to Title III requirements.

## EMERGENCY AND HAZARDOUS CHEMICALS INVENTORY FORM

Section 312 of Title III requires an owner or operator of a covered facility to prepare and submit an Emergency and Hazardous Chemical Inventory Form. The inventory form is to be submitted to the LEPC, and SERC, and the local Fire Department by March 1 of each year. Section 312 specifically delineates the kinds of information required on the inventory form and sets out those special circumstances under which highly specific information is to be submitted.

The inventory form must provide specific information regarding the amounts and locations within the facility of categories of hazardous chemicals. Such general information, known as "Tier II Information," must be provided for each chemical, in aggregate terms for those categories of hazardous chemicals set forth under the Occupational Safety and Health Act and the regulations issued under that act.

### Specific Tier II information required in the inventory form includes:

1. The chemical name and the common name of the chemical as provided on the material safety data sheet;
2. An estimate (in ranges) of the maximum amount of the hazardous chemical present at the facility at any time during the previous calendar year;
3. An estimate (in ranges) of the average daily amount of the hazardous chemical present at the facility during the previous calendar year;
4. A brief description of the manner of storage of the hazardous chemical;
5. An indication of whether the owner elects to withhold location information of a specific hazardous chemical from disclosure to the public under Section 324.

Any person may request the SERC or LEPC for Tier II information relating to the previous calendar year with respect to a facility. Any such requests shall be in writing and shall be with respect to a specific facility. Upon receipt of a request, the SERC or the LEPC shall notify the owner or operator of the specific facility of the request.

Any Tier II information that the SERC or a LEPC has in its possession shall be made available to a person making a request under SERC procedures. If the SERC or LEPC does not have the Tier II information in its possession and receives a request for that information, the SERC or LEPC shall request the facility owner or operator for Tier II information with respect to a hazardous chemical that a facility has stored in an amount over 10,000 pounds present at the facility any time during the previous calendar year. Such information shall then be made available to the person making the request.

When Tier II information that is not with the SERC or LEPC and which related to a hazardous chemical that a facility has stored in an amount less than 10,000 pounds present at the facility any time during the calendar year, a request from a person **must include the general need for the information.** The SERC or LEPC then has the discretion to grant or deny such a request.

## **FOLLOW-UP EMERGENCY NOTICE OF RELEASE**

Section 304 of Title III requires covered facilities to submit emergency notification of releases of specific extremely hazardous substances. Such notifications are to be made to the County Emergency Coordinator or the LEPC, and to the SERC of any state likely to be affected by the release. Additionally, Section 304 required that an owner or operator of a covered facility provide written follow-up emergency notices when practical after the release. Such Follow-up notices are to include:

1. An update of the information included in the initial release notification;
2. Information on actions taken to respond to and contain the release;
3. Any known or expected acute or chronic health risks associated with the release; and
4. Where appropriate, advice regarding medical attention necessary for exposed individuals.

## **GENERAL POLICY**

The SERC and all LEPC's will make the fullest possible disclosure of records to the public consistent with the provisions of Title III. All SERC records shall be available to the public unless they are exempt from disclosure requirements.

## **FILING A REQUEST FOR INFORMATION**

A request for records may be filed with the SERC or with the LEPC if the request relates to a facility found in the LEPC's Emergency Planning District. The addresses of the SERC and the LEPC are:

West Virginia Emergency Response Commission  
1700 MacCorkle Ave., SE, 6<sup>th</sup> Floor  
Charleston, WV 25314  
Phone: (304) 957-8367

Jefferson County Local Emergency Planning Committee Stephen S. Allen, Director, Office of  
Homeland Security and Emergency Management  
28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430  
Phone: (304) 728-3290

Records which may be requested from the LEPC are the local emergency response plans, MSDS or lists of hazardous chemicals, the hazardous chemicals inventory forms, and follow-up notices of releases. Records which may be requested from the SERC are the hazardous chemical inventory form and emergency follow-up notices of releases.

A request must be made in writing, must describe the records sought in a way that will allow their identification and location, but otherwise need not be in any particular form. If the description of the records sought in the request is not sufficient to allow the SERC or the LEPC to identify and find the requested records, the SERC or the LEPC will notify the requester (by telephone when practical), that the request cannot be processed until more information is given.

Every reasonable effort will be made to help in the identification of records sought and to help the requester in formulating his or her request. If a request is described in general terms (e.g., all records

concerning a certain facility), then the SERC or the LEPC may talk with the requester (by telephone when practical) with a view toward reducing the administrative burden of processing a broad request and minimizing the fees payable by the requester. Such attempts will not be used as a means to discourage, but as a means to help identify the specific records sought.

Requests received at offices other than those described above may not be answered timely. Oral or phone requests for records may be honored at the discretion of the SERC or LEPC if followed by a written request. The written request may be hand delivered if previous arrangements for an appointment to receive copied material have been made by phone.

## **RESPONDING TO A REQUEST FOR INFORMATION**

The SERC or LEPC, upon receipt of a written request, will mark the request, with the date of receipt, and begin to identify and find the requested information or ask for more information concerning the request, if necessary.

The SERC or the LEPC must respond in writing, to the requester within 45 days of the receipt of the request. Such response must do either:

1. Furnish copies of the requested information; or
2. Advise the requester of the time and place at which he/she may inspect and copy the information; or
3. Deny the request stating in writing the reason for such denial.

Denials of requests may be made only in the following circumstances:

1. The requested record is not known to exist; or
2. The record is not in the SERC or the LEPC possession and the SERC or the LEPC is not required under Title III to obtain this record from the owner or operator of a covered facility; or
3. The record is exempt from disclosure under Title III.

A letter informing the requester of the denial must be sent within 45 days. The letter shall clearly state the basis for the denial.

## **INFORMATION THAT MAY BE WITHHELD**

**The following information may be withheld from the public under Title III:**

1. **Trade Secrets:** The Specific chemical identify, (including the chemical name and other specific identification) may be withheld by the owner or operator of a covered facility from information submitted to the SERC or the LEPC if such information is determined by the U.S. Environmental Protection Agency to be a trade secret as defined in Title III.

2. **Location of the Specific Chemical:** Upon request an owner or operator of a facility subject to Title III, the SERC and the appropriate LEPC must withhold from disclosure the location of any specific chemical required by Title III to be contained in an inventory form as Tier II information.

## **COSTS INVOLVED WITH A REQUEST FOR INFORMATION**

Fees will be charges requesters for searching for the reproducing requested records. Fees charged by the Jefferson County LEPC shall be sufficient to defray the costs associated with finding and reproducing the requested information. Accordingly, the fees to be charged by the LEPC shall be as follows:

1. Copying costs shall be \$1.50 per page.
2. The charge for copying materials that must be reproduced by outside facilities shall be the actual cost of copying.
3. A search fee of \$15.00 per hour or fraction of an hour and shall be charged for the time spent in trying to find requested records beyond the initial half hour used to find such records.
4. An invoice for the total amount of fees will be given to the Requester when materials are picked up. Payments shall be made by money order or cashier's check payable to the "Jefferson County LEPC".
5. Any Requester, who cannot afford to pay the fees established by the LEPC under this section may file an affidavit with the committee stating that the Requester is unable to pay such fees. Upon the filing of any such affidavit the LEPC may process the request by following these guidelines as if the fees had been paid.

## GLOSSARY OF TERMS

**"Chemical Releases"** - releases of toxic chemicals that must be reported annually in a "Toxic Chemical Release Reporting Form" to the U.S. Environmental Protection Agency and a State Official to be designated by the Governor according to Section 313 of Title III. The report is due July 1 of each year.

**"Emergency Notification or Emergency Release Notification"** - the notification required by Section 304 of Title III that must be given immediately upon a release of a listed hazardous substance that exceeds the reportable quantity for that substance. This notification must be given to the SERC and the Local Emergency Planning Committee.

**"Emergency Response Plan"** - the plan to be developed by each Local Emergency Response Committee. These plans are to be revisited on an annual basis by the LEPC to be revised as necessary to meet the needs of the community and or state requirements.

**"Inventory Form"** - the Emergency and Hazardous Chemical Inventory form that must be submitted by covered facilities to the Local Emergency Planning Committee, the SERC, and the local fire department. The inventory form is sometimes referred to as the Tier II.

**"List of MSDS Chemicals"** - a list of chemicals submitted to the Local Emergency Planning Committee, the SERC, and the local fire department instead of the requirement to submit copies of Material Safety Data Sheets (MSDS).

**"Local Emergency Planning Committee" (LEPC)** - the committee responsible for receiving hazardous chemical information from covered facilities and making this information available to the public. The LEPC is also responsible for overseeing development and implementation of the Emergency Plans under its cognizance.

**"MSDS" or "Materials Safety Data Sheet"** - a form used by chemical manufacturers as required by the Federal Occupational Safety and Health Administration's Hazard Communication Standard (29 DFR 1910.1200) for reporting health and safety information on hazardous chemicals.

**"SERC" or "State Emergency Response Commission"** - the state agency responsible for implementation of Title III within the state. The SERC oversees operation of the Local Emergency Planning Committee as well as coordinates emergency response activities.

**"Tier II Information"** - information that must be provided on the inventory form only upon request of the SERC or Local Emergency Planning Committee. This information is due March 1 of each year.



## APPENDIX B

### **SAMPLE NEWS RELEASE**

For Immediate Release – January 1, 2024

Contact: Stephen S. Allen, Information Coordinator

Telephone: 304-728-3290

The Jefferson County Local Emergency Planning Committee (LEPC) will meet at 8:15 a.m., Wednesday, February 21, 2024 at the Hospice of the Panhandle, 330 Hospice Lane, Kearneysville, WV 25430.

The meeting is open to the public. For further details contact Stephen S. Allen, Chairperson.

Telephone: 304-728-3290.

### **SAMPLE LEGAL ADVERTISEMENT**

#### **NOTICE**

The Jefferson County Local Emergency Planning Committee will hold an open public hearing to solicit public comment on its draft of the Emergency Response Plan.

The hearing will be held at 330 Hospice Lane, Kearneysville, WV at 8:15 a.m., Wednesday, February 21, 2023. For information on meeting format and content, call Stephen S. Allen, 304-728-3290.

## APPENDIX C

### **Sample Letter to Potential Covered Facility**

Dear \_\_\_\_\_:

Under the Federal Superfund and reauthorization Act of 1986 (SARA Title III) Owners of facilities, bylaw, must take certain actions regarding hazardous substances on their property.

If you use, store, manufacture, process or import any chemical or chemical substance that is hazardous: you may be subject to the requirements of this law. You should check to see if you have any such substances, and if so in what amount. To learn if a substance is hazardous, you can:

- Check information in labels, or literature accompanying the material.
- Question the provider of the material.
- Contact your local health officer at 304-258-8416.
- Contact the Local Emergency Planning Committee Information Coordinator.  
Stephen S. Allen at 304-728-3290

If you have such substances, contact the LEPC Information Coordinator for advice on further requirements.

Sincerely,

Chairperson  
Local Emergency Planning Committee

## **DISTRIBUTION LIST OF EMERGENCY PLAN**

JEFFERSON COUNTY LOCAL EMERGENCY  
PLANNING COMMITTEE CHARTER  
MEMBERSHIP SIGNATORY APPROVAL

We the undersigned members of the Jefferson County Local Emergency Planning Committee, by appointment of our County Commission, hereby ratify "The Jefferson County LEPC Constitution".

