

✓
Name: Dr. Bruce Anderson
Title: Chairperson
Organization HSERC

✓
Name: Mr. Gary Gill
Title: Director
Organization Environmental Quality Control Office

✓
Name: Mr. James Nagatani
Title: Chairperson
Organization Board of Agriculture
REP: Bob Boesch

✓
Name: Maj. Gen. Edward V. Richardson
Title:
Organization Department of Defense
REP: Roy Price

✓
Name: Ms. Lorraine Akiba
Title: Director
Organization DLIR
REP: Russel Charlton

✓
Name: Mr. Michael D. Wilson
Title: Chairman
Organization BLNR
REP: Deputy, *gil Agaran*

✓
Name: Mr. Seiji Naya
Title:
Organization DBEDT

✓
Name: Mr. Kazu Hayashida
Title: Director
Organization Dept. of Transportation
REP: Ralph Moore

✓ Rep: *Bac*

Name: Ralph Woolley
Title: Acting Interim Dean
Organization School of Public Health, University of Hawaii

Name: Ms. ~~Rheta Thisten~~ Kathy Yule
Title:
Organization American Red Cross

✓
Name: Mr. Jay Sasan
Title: Hawaii Representative
Organization Industrial Safety Division

✓
Name: Mr. Clifford Ikeda
Title: Kauai Representative
Organization Kauai Civil Defense

✓
Name: Captain Joseph Blackburn
Title: Maui Representative
Organization Maui Fire Department

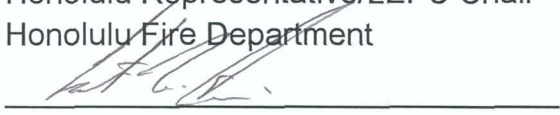
✓
Name: Captain Carter Davis
Title: Honolulu Representative
Organization Honolulu Fire Department

✓
Name: Dr. John Harrison

Title: Environmental Coordinator

Organization: For the UH Environmental Center

Capt. Carter Davis
Honolulu Representative/LEPC Chair
Honolulu Fire Department



NV
Chief Nelson Tsuji
LEPC Chairperson
Hawaii Fire Department

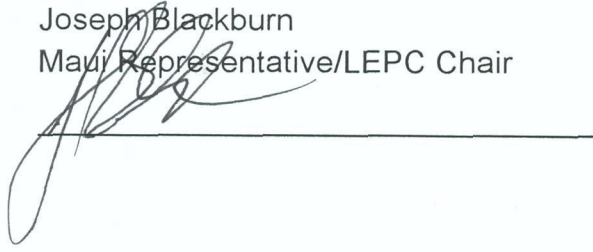
Dr. Bruce Anderson
Deputy Director, Environmental Health
Department of Health, For the HSERC
Chairperson



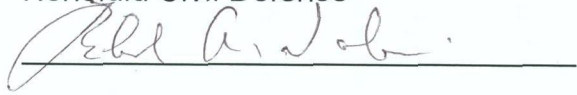
Dr. John Harrison
Environmental Coordinator
For the UH Environmental Center

Gilbert S. Coloma-Agaran
Deputy to the Chairperson
Department of Land and Natural Resources,
For the BLNR

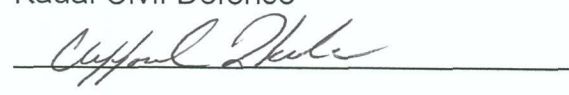
Joseph Blackburn
Maui Representative/LEPC Chair



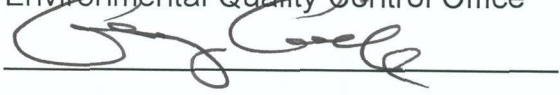
NV
Leland Nakai
Civil Defense Coordinator
Honolulu Civil Defense



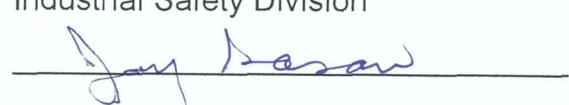
Mr. Clifford Ikeda
Kauai Representative/LEPC Chair
Kauai Civil Defense



Mr. Gary Gill
Director
Environmental Quality Control Office



Mr. Jay Sasan
Hawaii Representative
Industrial Safety Division



Mr. Ralph E. Moore
Hazardous Materials Specialist
State Department of Transportation, For the
DoT

Mr. Roy C. Price, Sr.
Vice Director
Civil Defense Division, For the DoD

RC Price

Mr. Russel Charlton
Manager
Occupational Health Branch, For the DLIR

Nira Correy for Russell
Charlton.

Ms. Kathy Yule
Acting Manager, Emergency Services
American Red Cross

Prema Menon

Prema Menon
~~Muranaka Environmental Consultants~~

University of Hawaii
School of Public Health

Robert A. Boesch
Pesticides Program Manager
Pesticides Branch, For the Board of Agriculture

Robert A. Boesch

Thomas J. Smyth
Business Services Division
Dept. of Business, Economic Dev. & Tourism

TSmyth

LCDR KEN HERTZLER
USCG, MSO HONOLULU
PLANNING DEPT

Nov 15 HSERC Meeting

<u>Name</u>	<u>Organization</u>	<u>Phone</u>
JIM VINTON	BHP-HAWAII	547-3414
RIAN ADAHI for BARRY USAGANA	BWS	527-5235
HERBERT HANNIBAL	ISERS/CEV	449-8998
Chris Takano	HEER DOH	586-4249
Bill Perry	HEER DOH	586-4249
Bruce Anderson	NOIT	586-4424
Ann Tanaka	Navy PWC	471-9160
Mike Cripps	HEER	586-4277

Hawaii State Emergency Response Commission
 August 15, 1995
 Department of Health, 919 Ala Moana Boulevard Fifth Floor Conference Room

Name	Title	Organization	Address	Phone	Fax
Tim O'CALLAGHAN	HD Health Dir	Pearl Harbor Naval Shipyard ^(code 1061)	P.H. Hawaii ⁹⁶⁸¹⁶	474-0229	
Robert Boesch	Program Mgr	HI Dept. of Agr	1428 S. King St. Hon	96814 973-5401	973-5401
James Bac	Energy Analyst	DBEDT-Energy	700 Bishop St, 1900	Honolulu 76813 587-3803	587-3839
Nonna Okaawa		SDOH-EMS	3627 Kilauea Ave Rm 102	HNL 96816	733-9210 733-8232
Gary Gill	Director	OEQC	220 S. King	Fifth Fl. 96813	586-4185 586-2452
GIL AGARAN	DEP DIR	DLNR			587-0403
RUSSELL CHARLTON	MANAGER	STATE	OHA		586-9090 586-9104
Barry Usagawa		Board of Water Supply	630 S. Beretania St.		527-5235 527-6195
Leighton Ak Cook	Training Officer	State Civil Defense	3949 Diamond #D	Rel. 734-2161	
Chris Takema	OSC	Dept. of Health	919 ALA-MOANA #200		586-4249 586-7573
Terry Campos	OSC	"	"	"	"

Maryanne W. Kusaka
Mayor



Robert D. Mullins
Administrative Assistant

OFFICE OF THE MAYOR

August 14, 1995

State of Hawai'i Emergency Response Commission
SOH DOH - Hazard Evaluation and Emergency Response
919 Ala Moana Boulevard, Suite 206
Honolulu, Hawai'i 96814

Re: Kaua'i LEPC Membership


Dear Commissioners:

Pursuant to Section 128E-5(b) of Hawai'i Revised Statutes, the following names are presented to you for appointment to the Local Emergency Planning Committee for the Kaua'i District:

Richard Minatoya, Councilman, County of Kaua'i
George Freitas, Jr., Chief of Police (effective October 1, 1995)
County of Kaua'i
Ed Pickop, SOH-Department of Agriculture
Clyde Takekuma, Chief, SOH-DOH, Sanitation Division
Steve Kyono, District Engineer, SOH-DOT, Highways Division
David Sproat, Fire Chief, County of Kaua'i
Cayetano Gerardo, CD Administrator, County of Kaua'i
Clifford Ikeda, CD Plans & Operations Officer, County of Kaua'i
William Dahle, General Manager, Radio Station KUAI
Beryl Moir, Outdoor Circle
Michael Goto, Manager, Brewer Environmental Industries

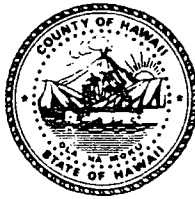
Should you have any questions, please feel free to contact Clifford Ikeda at (808) 241-6336.

With warmest aloha,


Maryanne W. Kusaka

MWK/bt

Stephen K. Yamashiro
Mayor



Jay A. Sasan
Safety Coordinator

County of Hawaii
DIVISION OF INDUSTRIAL SAFETY
25 Aupuni Street • Hilo, Hawaii 96720-4252
(808) 961-8215

TO: MAYOR STEPHEN K. YAMASHIRO
FROM: JAY SASAN, SAFETY COORDINATOR
SUBJECT: LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) MEMBERS
DATE: JUNE 9, 1995

Please find attached an updated LEPC Membership list.

Replacements listed are:


Keiko Bonk-Abramson - replaces Elroy Osorio
Stanley Tamura - temporarily replaces Hugh Ono
June Kunimoto - replaces Dr. Sam Ruben
Wayne Carvalho - replaces Victor Vierra

New members:

Galen Enriques - Fire Chief KMC
Ed Katahira - University of Hawaii at Hilo
Wayne Awai - County of Hawaii Fire Department

Upon your approval this list will be forwarded to the Hawaii State Emergency Response Commission (HSERC) for their information and approval.

APPROVAL / ~~DISAPPROVAL~~



Mayor Stephen K. Yamashiro

JS/ss/632-3
cc: William Davis
Nelson Tsuji - LEPC Chairperson

BENJAMIN J. CAYETANO
GOVERNOR OF HAWAII



LAWRENCE MIIKE
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH

P. O. BOX 3378
HONOLULU, HAWAII 96801

In reply, please refer to:
HEER OFFICE

95-121-MJM

May 3, 1995

Hawaii State Emergency Response Commission (HSERC)
919 Ala Moana Boulevard, Room 206
Honolulu, Hawaii 96814-4912

HSERC Members:

Under the authority of the Hawaii Revised Statutes, Chapter 128E-2(c), I hereby designate Dr. Bruce S. Anderson to act as the Chairperson of the Hawaii State Emergency Response Commission.

Sincerely,

Lawrence Miike
Director of Health
Chairperson, HSERC

BENJAMIN J. CAYETANO
GOVERNOR OF HAWAII



LAWRENCE MIKE
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH
P.O. BOX 3378
HONOLULU, HAWAII 96801

IN REPLY, PLEASE REFER TO:
HEER OFFICE

95-175-MM

June 21, 1995

To: The Hawaii State Emergency Response Commission Members
From: Bruce Anderson, Acting Chair *Bruce Anderson*
The Hawaii State Emergency Response Commission
Subject: **Notice** for HSERC Meeting #21

This is to invite you to attend the next meeting of the Hawaii State Emergency Response Commission (HSERC) to be held on Tuesday, August 15, 1995, 9:00 am to 12:00 noon. The meeting will be held at the Department of Health, 919 Ala Moana Boulevard, 5th Floor Conference Room.

Topics will include a presentation from Mike Ardito of the EPA's Office of Emergency Planning and a discussion of the fate of LEPC budget legislation.

BENJAMIN J. CAYETANO
GOVERNOR OF HAWAII



LAWRENCE MIIKE
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH
P.O. BOX 3378
HONOLULU, HAWAII 96801

IN REPLY, PLEASE REFER TO:
HEER OFFICE

June 21, 1995

HAWAII STATE EMERGENCY RESPONSE COMMISSION
MEETING #21

TUESDAY, August 15, 1995 from 9:00 p.m. to 12:00 p.m.

Department of Health
919 Ala Moana Boulevard, 5th Floor Conference Room
Honolulu, Hawaii 96814

AGENDA

1. Call to Order
Opening Remarks
Discussion/Approval of Minutes from Meeting #20
Bruce Anderson, DOH, Environmental Health Administration
2. Review of the February LEPC Peer Exchange
Mike Ardito, Office of Emergency Planning, USEPA Region 9
3. Filing Status
Fees Collected
Database Progress
Marsha Mealey, HEER Office
4. RRT Update
Steve Armann, HEER Office
5. August HazMat Exercise
Al Kang, State Civil Defense
6. HazMat Training
Leighton Au Cook, State Civil Defense
7. LEPC Updates and Nomination of New Members
Jay Sasan, Hawaii
Clifford Ikeda, Kauai
Joe Blackburn, Maui
Carter Davis, Oahu
8. Waikiki HEER Office Investigation
Mike Cripps, HEER Office
9. Maui Cost Recovery
Maui Plan Review; Hawaii Plan to be Submitted
Legislative Briefing
Discussion of New HSERC Direction
Establishment of Subcommittees:
Legislation, Policy, Planning, Exercises, Funding, Business/Industry, Information Management
Steve Armann, HEER Office
10. Other Business
11. Schedule next HSERC meeting

BENJAMIN J. CAYETANO
GOVERNOR OF HAWAII



LAWRENCE MIKE
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH

P. O. BOX 3378
HONOLULU, HAWAII 96801

In reply, please refer to:
HEER OFFICE

July 5, 1995

To: HSERC Members

From: Marsha Mealey, *MM* EPCRA Coordinator, HEER Office

Subject: Designated Representatives to the HSERC

If you will be unable to attend quarterly HSERC meetings and would like to designate a representative to attend meetings and vote on your behalf, you must do so in writing. Returning the attached form will serve as official notification to the HSERC. The individual specified will be sent HSERC meeting notices and business. You will also be sent limited notices of HSERC business.

Hawaii State Emergency Response Commission (HSERC)
919 Ala Moana Boulevard, Room 206
Honolulu, Hawaii 96814-4912

HSERC Members:

Under authority of Hawaii Revised Statutes, Chapter 128E-2(c), I hereby designate:

Name _____
Title _____
Organization _____
Address _____
Phone _____
Fax _____

as my representative to the HSERC for the _____
Organization

Sincerely,

Member's Signature and Date

Member's Printed Name

Brief
Dr. Anderson

August 14, 1995

HAWAII STATE EMERGENCY RESPONSE COMMISSION
MEETING #21

TUESDAY, AUGUST 15 , 1995 from 9:00 p.m. to 12:00 p.m.

Department of Health
919 Ala Moana Boulevard, 5th Floor Conference Room
Honolulu, Hawaii 96814

AGENDA

(BRUCE ANDERSON, CHAIR)

▼ (CHECK FOR A QUORUM)

1 Call to Order

▼ THE MEETING WILL PLEASE COME TO ORDER.

Time: _____

Opening Remarks

I HAVE BEEN DESIGNATED IN WRITING AS THE CHAIR OF THE HSERC BY LAWRENCE MIKE, DIRECTOR OF HEALTH.

Welcome

I'D LIKE TO WELCOME MEMBERS OR THEIR DESIGNATED REPRESENTATIVES AS WELL AS FACILITY REPRESENTATIVES FOR INDUSTRY AND NEWLY COVERED FEDERAL FACILITIES.

Discussion/Approval of Minutes from Meeting #20

MEMBERS RECEIVED DRAFT COPIES OF THE AUGUST HSERC MINUTES WITH THE ANNOUNCEMENT OF TODAY'S MEETING.

THERE ARE EXTRA COPIES FOR THOSE WHO WOULD LIKE THEM. PLEASE TAKE SOME TIME TO REVIEW THE DRAFT MINUTES.

▼ DO I HEAR A MOTION TO ACCEPT THE MINUTES?

▼DOES ANYONE WANT TO SECOND THE MOTION?

▼THE MOTION TO ACCEPT THE MINUTES HAS BEEN SECONDED. IT'S NOW OPEN TO DISCUSSION. ARE THERE ANY CHANGES?

▼THE CHAIR RECOGNIZES...

▼THOSE IN FAVOR OF ACCEPTING THE MINUTES *AS PRINTED/WITH THE CHANGES DISCUSSED* SAY YES. (PAUSE FOR THE YES VOTES) THOSE OPPOSED SAY NO.

▼THE MOTION IS CARRIED. THE MINUTES ARE ACCEPTED.

2 I'D LIKE TO INTRODUCE **Mike Ardito** FROM THE OFFICE OF EMERGENCY PLANNING, U.S. EPA REGION IX. HE WILL PRESENT A REVIEW OF THE FEBRUARY LEPC PEER EXCHANGE AND AN OVERVIEW OF THE HAWAII RISK ASSESSMENT.

3 I'D LIKE TO PRESENT **Marsha Mealey** OF THE HEER OFFICE. SHE WILL UPDATE THE COMMISSION ON THE SECTION 312 FILING STATUS FOR THE REPORTING YEAR 1994.

4 I'D LIKE TO PRESENT **Steve Armann**, MANAGER OF THE HEER OFFICE. HE WILL GIVE AN UPDATE OF THE ACTIVITIES OF THE REGIONAL RESPONSE TEAM (RRT).

5 **Al Kang**, OF THE STATE CIVIL DEFENSE WOULD LIKE TO EXTEND AN INVITATION TO OBSERVE THE NEXT HAZMAT EXERCISE HERE IN HAWAII.

6 **Leighton Au Cook**, ALSO OF THE STATE CIVIL DEFENSE WOULD LIKE TO SPEAK ABOUT HAZMAT TRAINING.

7 AT THIS POINT, I'D LIKE TO GIVE THE LEPC REPRESENTATIVES THE OPPORTUNITY TO UPDATE THE COMMISSION ON COUNTY EMERGENCY PLANNING ACTIVITIES.

1. **Jay Sasan**, Hawaii

2. **Clifford Ikeda**, Kauai

3. **Sean O'Keefe**, Maui

4. **Carter Davis**, Oahu

8 I'D LIKE TO INTRODUCE **Mike Cripps**, ONE OF OUR STATE ON SCENE COORDINATORS. HE WILL DESCRIBE THE HEER OFFICE INVESTIGATION OF EXPLOSIVE CONDITIONS IN WAIKIKI.

9 I'D LIKE TO GIVE **Steve Armann** THE FLOOR AGAIN TO UPDATE THE COMMISSION ON HEER OFFICE ACTIVITIES SINCE THE LAST MEETING. STEVE WILL ALSO DISCUSS THE HSERC'S DIRECTION FOR THE FUTURE.

- Maui Cost Recovery
- Maui Plan Review; Hawaii Plan to be Submitted
- Legislative Briefing
- Discussion of New HSERC Direction

Establishment of Subcommittees:

Legislation, Policy, Planning, Exercises, Funding, Business/Industry, Information Management

10 **Other Business**

IS THERE ADDITIONAL BUSINESS TO BE DISCUSSED?

11 **Schedule next HSERC meeting**

THE CHAIR PROPOSES THAT THE NEXT MEETING BE HELD IN NOVEMBER MOST LIKELY THE WEEK OF THE 13th, THE WEEK BEFORE THE THANKSGIVING HOLIDAYS.

▼DO I HEAR A MOTION TO SCHEDULE THE NEXT HSERC MEETING IN NOVEMBER?

▼DOES ANYONE WANT TO SECOND THE MOTION?

▼THE MOTION HAS BEEN SECONDED.

▼THOSE IN FAVOR SAY YES. (PAUSE FOR THE YES VOTES)

▼THOSE OPPOSED SAY NO.

▼THE MOTION IS CARRIED.

▼DO I HEAR A MOTION TO ADJOURN THE MEETING?

▼DOES ANYONE WANT TO SECOND THE MOTION?

▼THE MOTION TO ADJOURN HAS BEEN SECONDED.

▼THOSE IN FAVOR SAY YES. (PAUSE FOR THE YES VOTES)

▼THOSE OPPOSED SAY NO.

THE MOTION IS CARRIED. THE MEETING IS ADJOURNED UNTIL NOVEMBER.

Time: _____

HAWAII LEPCs PEER EXCHANGE — SUMMARY REPORT

A very productive Hawaii LEPCs Peer Exchange was held on Friday, February 24, 1995 in Honolulu at the Hawaii Department of Health's fifth floor conference at 919 Ala Moana Boulevard. The LEPCs Peer Exchange was funded by a \$1,000 grant received from the International City/County Management Association (ICMA). This was the fourth LEPC Peer Exchange in U.S. EPA Region IX.

Among the 20 participants at the Hawaii LEPCs Peer Exchange were several guest speakers including Hawaii State Representative Jim Shon and former California Coastal Region LEPC Chair Forrest Craig from the San Rafael Fire Department.

Hawaii State Representative Jim Shon provided a status report on Hawaii Bill 382 and his assessment of the State's political climate regarding environmental programs and funding. Shon mentioned the State's need to find more money for environmental programs. He supported the idea of getting money to agencies in a more direct way, but did not see how it could be done presently. He recognized that funds were being collected for specific purposes, but put into the General Fund. It was valuable having him there to hear the concerns of the LEPC chairs and other attendees. He admitted his lack of knowledge about the LEPCs, but he was provided written materials to inform him of EPCRA-related programs.

Dr. John Bowen of the University of Hawaii gave a status report on hazmat response training and hazmat equipment for each Hawaiian county. He articulated his concerns about the lack of personal protective equipment in certain locations of Hawaii. He also addressed the deficiency in standardization of certification for hazmat response training in Hawaii. Dr. Bowen mentioned that there is a serious problem in the State regarding the required hazmat refresher mandates. Even though some counties have 25 to 30 personnel trained for hazmat, if those individuals do not have documented annual 8-hour refresher training — in the eyes of OSHA, they are not trained. Dr. Bowen also mentioned that every firefighter needs to be trained to the first responder operations level — no exceptions. Every policeman needs to be trained to the first responder awareness level — and this has not been done in the State by a long-shot. Some fire departments are in very good shape in terms of training, but others are in violation of OSHA.

Al Kang, Hawaii State Exercise Training Officer, gave an excellent overview of the hazmat exercise program. Some of the objectives for the exercise program include reviewing emergency plans and rewriting them through planning and conducting exercises. He said exercises integrate functions of various agencies and provides the opportunity to recognize those functions. He concluded his presentation with the premiere showing of the professionally-produced Kauai full-field exercise video from last summer.

An informative and motivational keynote address was given during the lunch hour by Forrest Craig, the California Coastal Region LEPC Chair in 1993 and Deputy Fire Marshal/Hazmat Coordinator for the San Rafael Fire Department. He talked about building partnerships among agencies and gave an overview of the California LEPC structure, the California Coastal Region LEPC, and the California Administering Agencies. The Coastal Region Hazmat Emergency Response Plan was described. A matrix was provided that outlined public agencies' personnel available for hazardous materials response in the Coastal Region's 16 counties.

Craig also presented copies of an article he wrote on EIS (the Emergency Information System.) He said it "is an emergency and disaster planning and response program specifically designed to be used in emergency and non-emergency operations. This map-driven colorful program can take resource data and facility information based on geographical and natural resource information in the mapping program, and display specific information relative to an incident."

Each LEPC chair from the four counties gave a brief update presentation on LEPC activities in their jurisdiction. Those reports were from Carter Davis, Honolulu County LEPC Chair; Cliff Ikeda, Kauai County, LEPC Chair; Joe Blackburn, Maui County LEPC Chair; and Nelson Tsuji, Hawaii County LEPC Chair.

Earlier, Mike Ardito from U.S. EPA, gave an overview of Region IX's chemical emergency preparedness and prevention program. He also distributed summary copies of the LEPC Effectiveness Survey conducted nationwide by George Washington University last year.

In the afternoon, a roundtable discussion and brainstorming session was held to identify problems and possible solutions for the following topics:

- Hazmat Emergency Planning
- EPCRA Information Management
- EPCRA Compliance/Enforcement
- SERC / LEPC Interface
- SERC / LEPC Financing Issues
- Building and Maintaining an Effective LEPC
- Community / Industry Involvement
- Mutual Aid Agreements
- Grant Opportunities

A complete outline of the problems identified and possible solutions mentioned is attached. In brief, some of the suggestions included:

- Have the fire department and environmental agencies develop a comprehensive inspection program.
- Pool and purchase hazmat response equipment regionally to save money.
- For mutual aid, validate comparable and competent level of training between jurisdictions.
- Provide training for LEPC members regarding their roles and responsibilities.
- Hold workshops or a seminar on the SERC/LEPCs for public officials.
- Hold regularly scheduled Hawaii State Emergency Response Commission meetings. (The next one was scheduled for May 31.)
- Find funding to pay for the cost of attendance of HSERC members.
- Invite the Governor to attend a future HSERC meeting.

- Have the HSERC set-up an EPCRA Information Management Subcommittee.
- Reactivate the Business/Industry Subcommittee on the HSERC.
- Help establish a CAER (Community Awareness and Emergency Response) and/or TRANSCAER (transportation CAER) group for Hawaii.
- Invite environmental group representatives for membership on LEPCs.

Most of the follow-up questionnaires returned after the LEPCs Peer Exchange gave excellent marks for the workshop. Most participants requested a regular or annual workshop for the Hawaii LEPCs — similar to the Peer Exchange.

Mike Ardito
8/11/95

**Notes from Hawaii LEPC Peer Exchange
February 24, 1995**

The roundtable discussion in the afternoon focused on a list of issues. Those issues were then clarified by identifying problems and suggesting possible solutions.

The issue topics were:

1. Hazmat Emergency Planning

Problems:

- Need more training for risk analysis (for facilities)
- How to identify the level of risk (in case one has to go to court)

Solutions:

- Say all facilities are "extreme" (high)

2. EPCRA Information Management

Problems:

- Don't have statewide standard (same format) at government level (and that makes it difficult for businesses)
- Needs to integrate with CAMEO
- Community Right-to-Know (how to maintain)
- Practice of sharing data statewide

Solutions:

- SERC set-up EPCRA Information Management Subcommittee or revitalize subcommittees
- Marsha Mealey will coordinate the effort (point-of-contact for standardizing format)

3. EPCRA Compliance and Enforcement

Problems:

- UFC, NPDES, other environmental regulations.
- Lack of knowledge, training, expertise (for staff)
- Lack of awareness of EPCRA

Solutions:

- Comprehensive inspection program
- Self-audit program (initials)
- Put on workshops for industry

4. SERC / LEPC Interface

Problem:

- No HSERC meeting lately

Solutions:

- Regularly scheduled HSERC meetings
- Funding for attendance
- Advertise SERC meetings publicly

**Notes from Hawaii LEPC Peer Exchange
February 24, 1995**

5. SERC / LEPC Financing

Problems:

- There is no "financing" / not dispersed
- Non-compliance of State law already in existence
- Reluctance of government to ask commercial interests for help.
- Know what your budget needs are

Solutions:

- Need legislation
- Government action
- Emergency response organizations to get together for benefits
- Workshop / seminar for public officials
- More publicity / get message out
- Invite Governor to meeting
- Inform 4 executive managers (mayors) and key legislative members

6. Building / Maintaining Effective LEPCs:

Problems:

- Lack of money / resources
- Need staff to do leg work
- Keep LEPC members motivated / tasked to objectives
- Geographical layout
- Executives of counties not giving attention to LEPCs / lack of priority

Solutions:

- Training for LEPC members' roles / responsibilities
- Use video for public officials
- Establish one LEPC for State
- LEPC / HSERC manuals with glossaries

7. Community / Industry Involvement

Problems:

- Need trade organizations involved
- Need smaller companies involved
- Get word out
- No CAER group here
- No community involvement in LEPC

Solutions:

- Environmental group rep on LEPC
- Get universities involved
- Legislature / elected officials to LEPC meetings (endorse credibility of LEPC; draw media attention)
- Establish CAER group / TRANSCAER
- Reactivate business / industry subcommittee on HSERC (better handle on business community)
- Have "Industry Day"

**Notes from Hawaii LEPC Peer Exchange
February 24, 1995**

8. Mutual Aid Agreements

Problems:

- None in existence
- Distance between islands (transporting aid)
- Liability (in Hawaii Revised Statutes)
- Cost recovery (in Hawaii Revised Statutes)
- Equipment
- Comparable / competent level of training (or lack thereof)

Solutions:

- Regional equipment purchases
- Regional training
- Federal resources (?)

9. Grant Opportunities

Problems:

- Don't know what they are / who to send to
- Lack of applications from Hawaii (EPCRA innovative grants)
- Matching funds / reimburseable grants (goes into the general fund)
- Out-of-State travel authorization for training
- No State funding for grants
- No "special funds"
- Lack of activity of HSERC

Solutions:

- LEPCs hold own training / accept money for courses / collect fees and use for future training
- Change attitudes
- Workshop on EPCRA grants
- More coordination with EPA and other agencies (flexiplace)
- Get UH involved (students working on degrees)
- Mail out grant info

**Hawaii LEPCs Peer Exchange
List of Attendees**

February 24, 1995

**Steve Armann, Manager, Hazard Evaluation and Emergency Response,
Hawaii Department of Health**

Joe Blackburn, Maui County LEPC Chair

Dr. John Bowen, University of Hawaii, Hilo

**Terry Corpus, Hawaii State On-Scene Coordinator
Hawaii Department of Health**

**Forrest Craig, Deputy Fire Marshal, San Rafael Fire Department
Former LEPC Chair, California Coastal Region**

**Mike Cripps, Hawaii State On-Scene Coordinator
Hawaii Department of Health**

**Carter Davis, Honolulu County LEPC Chair
Hazmat Coordinator, Honolulu Fire Department**

**Paul Pomroy, Kauai Fire Department
Representative of Kauai LEPC**

Clifford Ikeda, Kauai County LEPC Chair

**Al Kang, Hawaii State Exercise Training Officer
Hawaii State Civil Defense**

**Marsha Mealey, Hawaii SERC Coordinator
Hawaii Department of Health**

Leland Nakai, Honolulu LEPC Coordinator

**Sean O'Keefe, Member, Maui County LEPC
Hawaiian Commercial and Sugar Company**

(over)

**Bill Perry, Hawaii State On-Scene Coordinator
Hawaii Department of Health**

**Jay Sasan, Safety Coordinator, Hawaii County
Member, Hawaii County LEPC**

Jim Shon, Hawaii State Representative

**Chris Takeno, Hawaii State On-Scene Coordinator
Hawaii Department of Health**

**Nelson Tsuji, Hawaii County LEPC Chair
Fire Chief, Hawaii County**

**James Vinton, BHP Hawaii
Member, Honolulu County LEPC**

**Mike Ardito, Environmental Protection Specialist
U.S. EPA, Region IX, San Francisco, CA**

Nationwide LEPC Survey: Summary Report

William C. Adams; Stephen D. Burns; Philip G. Handwerk
Department of Public Administration; The George Washington University
Washington, DC 20052; (202) 994-7494 (703) 522-4331; October 1994

*Grant funding for this research was provided by the
Chemical Emergency Preparedness and Prevention Office of
the U.S. Environmental Protection Agency*

The current status of America's Local Emergency Planning Committees (LEPCs) cannot be generalized as either utter failure or phenomenal success. However, many LEPCs are doing a far better job than their critics imagined. One fourth of the LEPCs strictly comply with their legal mandates and even take numerous proactive steps that go beyond the minimum required by law.

Though not as proactive, most other LEPCs are highly compliant (16%) or mostly compliant (39%) with the law. Yet, despite this vigor, about one fifth (21%) of all LEPCs — disproportionately in less-populated and rural counties — are inactive or, if once active, are now defunct.

These and other findings are drawn from survey data of 1,151 LEPCs. The nationwide, population-weighted poll was conducted in the summer of 1994 by a research team from The George Washington University.

Background. Title III of the 1986 Superfund Amendments and Reauthorization Act (SARA) is a provision called the Emergency Planning and Community Right-to-Know Act (EPCRA) — commonly referred to as SARA Title III or just SARA III.

SARA III stipulated that each governor appoint a State Emergency Response Commission (SERC). Each SERC was then to create Local Emergency Planning Committees (LEPCs). Most SERCs created one LEPC for each county. A few states used smaller townships or boroughs; a few created large LEPCs encompassing many counties.

Each LEPC was supposed to submit an emergency response plan to the SERC no later than October, 1988. LEPCs were also given various other duties. This nationwide survey was designed to measure the progress that have LEPCs made to date in fulfilling these responsibilities.

Compliance & Proactivity

Compliance. To what extent have LEPCs complied with the requirements of SARA III? To satisfy ten key provisions of the law, LEPCs need to have the following:

- (1) An LEPC Chair
- (2) An Emergency Coordinator
- (3) An Information Coordinator
- (4) Members representing at least 12 of 13 specified groups
- (5) Formal LEPC meetings
- (6) Publicly advertised meetings
- (7) An emergency response plan submitted to the SERC
- (8) A plan incorporating at least 9 of 10 key SARA III elements
- (9) A plan that has been reviewed in the past year
- (10) Published newspaper notice that the plan and local hazardous substances data are publicly available

Proactivity. To what extent have LEPCs gone beyond the minimum letter of the law? To assess "proactivity," five additional factors can be examined: Whether the LEPC...

- (1) Has practiced the plan in the past 12 months
- (2) Has updated the plan in the past 12 months
- (3) Has a plan that takes natural hazards into account

(4) Uses its EHS data to make hazard reduction or prevention recommendations to local government or to industry

(5) Meets at least quarterly

Activity Categories

LEPCs can be sorted according to their degrees of compliance and proactivity. In this report, they are grouped into these four categories: (1) Proactive, 24% of LEPCs surveyed; (2) Compliant, 16%; (3) Quasi-Active, 39%; and Inactive, 21%.

Proactive LEPCs. LEPCs are classified as Proactive if they have complied with all (10/10) or almost all (9/10) of the ten SARA III provisions listed above (including a completed, SERC-submitted plan) *and* also have performed at least four of the five proactive initiatives listed above. A substantial number of all surveyed LEPCs earned the Proactive designation (24%).

Proactive LEPCs excel across the board, but, when examined for any common deficiencies, public communication tends to be their weakest area (just as for other LEPCs).

Compliant LEPCs. The Compliant LEPCs — 16% of all LEPCs — fully satisfy at least nine of the ten SARA III provisions (including a SERC-

submitted plan) but have not performed as many as four of the five proactive factors on page 2.

Compliant LEPCs are most likely to default on the requirement to publish newspaper notices of the public availability of their EPCRA data and plan. Only 56% do so.

Quasi-Active LEPCs. These LEPCs comply with a majority of the ten legal mandates noted above, but fall short in two to four areas and/or have not filed a completed emergency plan with the SERC. Quasi-Active LEPCs comprise 39% of all LEPCs.

Quasi-Active LEPCs are not exactly dormant. Yet, they are neglecting several areas of the law, especially those involving public communications requirements. For example:

- Only 53% of all Quasi-Active LEPCs publicly advertise their formal meetings.
- Only 34% of all Quasi-Active LEPCs have published newspaper notices of the availability of their plans and EPCRA data.

Quasi-Active LEPCs tend to be behind in most other SARA III activities as well. For example, just 60% have submitted completed plans to their SERC. And only 72% of those that do have completed plans have reviewed the plans in the past year.

Inactive LEPCs. This study classifies LEPCs as Inactive if they fail to comply with a majority of the ten SARA III requirements noted above — or the Chair acknowledged that the LEPC had become defunct, had never been active, or had just begun tentative efforts to organize.

These LEPCs have poor records on most issues covered in the survey. Some Inactive LEPCs technically do have an emergency response plan — but, their plan was inherited from years gone by and has rarely, if ever, been updated.

Why are these LEPCs inactive?

- According to 67%, the indifference of their local community is the reason. Many blame their small population base.
- Inadequate financial support constrains 38%. Several wrote that they need "resources to go with the mandates" and need "funding, funding, funding."
- A perceived lack of actual chemical threats was singled out by 34% as the reason for inactivity.

What sort of LEPCs are idle? Population size is the best predictor of LEPC lethargy. Almost half (47%) of all Inactive LEPCs have jurisdictions with fewer than 20,000 residents. Inactive LEPCs are also more likely to be rural and somewhat less

affluent. Inactive LEPCs exist in all regions, but are slightly more common in the West where there are a few more sparsely populated jurisdictions.

All references to "functioning" LEPCs are based on the 79% of LEPCs that are "Quasi-Active," "Compliant," or "Proactive" — and excludes the 21% that are Inactive.

Structures & Procedures

- Most functioning LEPCs have a Chairperson (99%), an Emergency Coordinator (94%), and an Information Coordinator (96%). They usually have formal rules of procedure (86%) and hold formal meetings (91%).
- Only 42% of functioning LEPCs have an operating budget to support their activities. Some draw direct funding from local governments (34%) and a few from local industry (14%).
- Most functioning LEPCs have sought additional resources. In accordance with SARA III, many LEPCs have made recommendations regarding resources they need (71%), but only about half (54%) have made recommendations regarding the means for providing such resources.

- Most functioning LEPCs have recruited members from most of the dozen areas designated in SARA III. Elected state officials are the least represented, serving on just 38% of LEPCs.
- The median size of functioning LEPCs is 20 members. Their meetings are fairly well attended, with 12 members attending the typical meeting.
- Most functioning LEPCs meet on a fairly regular basis; 61% hold formal meetings at least quarterly. About one third (34%) meet six or more times a year.

Emergency Response Plan

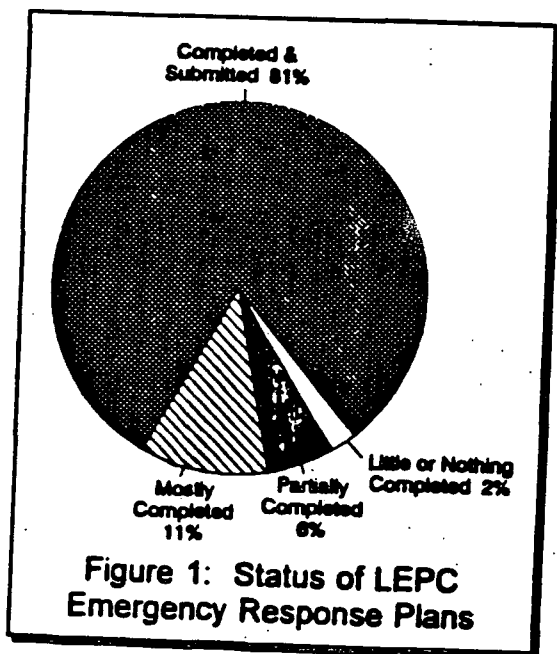
Most functioning LEPCs (81%) have completed an emergency response plan and submitted it to their SERC; another 11% say their plan is "mostly completed." Characteristics of the completed plans include the following:

- Most plans contain all or nearly all the elements required by law.
- Most plans were written by a team of LEPC members (60%) or by one member (19%).
- Most plans (78%) allow for natural hazards like hurricanes and earthquakes, an element not required by law.

Most functioning LEPCs with completed plans are giving ongoing attention to refining their plans.

- Most functioning LEPCs (88%) reviewed their completed plan in the past year.
- Over three-fourths (78%) updated their plan in the past year.
- A large majority (74%) practiced and exercised their plan in the past year.
- In the past year, 46% both exercised and then revised their plan as a result of the exercise.

The status of these emergency response plans is important because most LEPCs (62%) have had to use their plans in a chemical emergency.



One of the most important (but not mandated) measures that LEPCs can take is to make "hazard reduction or prevention recommendations to industry or local government." Nearly half (48%) of the functioning LEPCs have taken this notable step.

Public Communications

Public accountability is a fundamental theme of SARA III. The law outlines several specific steps to ensure and encourage public accessibility to EHS data and the emergency planning process. Nonetheless, many LEPCs are lax in this area.

- Nearly a third of the functioning LEPCs (30%) fail to advertise their meetings to the public.
- Half (51%) of the functioning LEPCs fail to publish the required newspaper notice about the public availability of the emergency response plan and EPCRA data.
- Most functioning LEPCs (88%) do have procedures in place to make the plan and the EPCRA data available to the public.
- Whether due to public apathy or the low profile of LEPCs, most receive few public inquiries. Many (41%) had no public inquiries during the past year. Only 25% received over six inquiries.

Other Data Usage

- Functioning LEPCs overwhelmingly (89%) use the chemical inventory information found on the Tier I/II forms to identify risk areas to be addressed in the emergency plans.
- Fewer than half (42%) of the functioning LEPCs systematically process the extremely hazardous substances (EHS) data differently than non-EHS data.
- Nearly half (45%) of the functioning LEPCs put the chemical inventory information found on the Tier I/II forms into a computerized database. The remainder only use paper.

LEPC Priorities

LEPC leaders were asked to select as many as three top priorities for improving their LEPC from a list of 12 items. Priorities are widely dispersed. No single factor far surpasses all the rest as the top concern of LEPCs. Most potential priorities are each cited by only one or two out of every ten LEPCs.

The top priority is "identifying non-reporting facilities," cited by 29%. "Developing training programs" (23%) and "communicating with the public" (21%) are other priorities.

Types of Assistance

LEPCs were asked to rate the usefulness of 25 different types of assistance: 11 EPA publications and software packages, three other publication series, eight training and technical assistance programs, and three types of meetings.

Of 11 EPA tools and publications, LEPC leaders consider three to be "very useful": *CAMEO*, *ALOHA*, and the *List of Lists*. None of the EPA products was widely criticized as "not useful."

EPA training, technical assistance, and publications all compared favorably to the evaluations of similar assistance from industry or other government agencies.

EPA's publications and other forms of assistance received mostly positive reviews among those who were familiar with them. However, many LEPC leaders are unacquainted with these resources.

The most well-known EPA publications are the *NRTI Planning Guide*, *Green Book*, *CAMEO* program, *Chemicals in the Community*, and *List of Lists*. Yet, about one third of the leaders of functioning LEPCs are unfamiliar with EPA's highest profile publications. Other publications are unfamiliar to as many as two thirds of them.

Implications

The performance of LEPCs is a complex and varied pattern. As reviewed above, their levels of activism are extremely uneven. About one fifth (21%) have failed to act on a majority of the basic mandates of SARA III. Some of these LEPCs created an emergency plan years ago but have become lifeless today; others have recently begun to revive. At the other extreme, nearly a quarter (24%) have chosen to fully comply with the details of the law and to pursue activities beyond the minimum legal mandates. Without exhausting the ramifications of these survey findings, three particular patterns should be underscored.

LEPCs in many of America's more populous jurisdictions are surprisingly vigorous. However, rural and small-town LEPCs are often much less healthy, if not moribund. SARA III was predicated on more volunteerism, public interest, and inventive funding than has emerged in these less-populated LEPCs. These lagging LEPCs might well profit from special guidance and resources. Some might even be consolidated with adjacent LEPCs.

Despite the "community right-to-know" goals of SARA III, public communications is the area in which most LEPCs fall short. Among all

functioning LEPCs, only 49% publish newspaper notice of the public availability of their emergency plans and HazMat data and only 70% advertise their meetings to the public. LEPCs clearly need to be reminded of these obligations.

Another important communications area stands out as a conspicuous target for improvement — the visibility of EPA publications for LEPCs. Among those who are familiar with them, EPA's publications are seen as valuable. However, EPA's publications are unknown to between one third and two thirds of the leaders of functioning LEPCs. Thus, greater distribution of these materials holds the real potential to assist LEPCs.

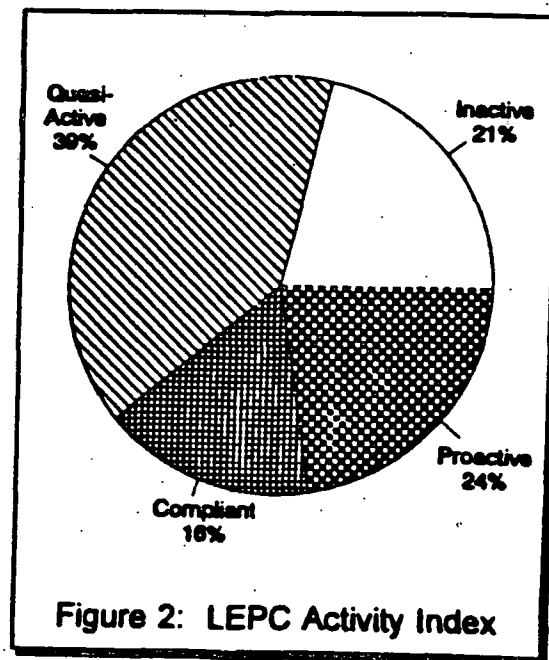


Figure 2: LEPC Activity Index

Methodology

Population-Weighted Sample. The 50 states have 2,970 LEPCs; another 427 are assigned to U.S. territories, Native American reservations, and the District of Columbia. An unweighted sample would have drawn over half of the fifty-state sample from the 1,538 LEPCs of just four states — New Jersey, New Hampshire, Massachusetts, and Texas — since those states each have hundreds of small LEPC districts.

Instead, the sampling strategy that was used weighted LEPCs according to their population. This system ensured that LEPCs in the more populated jurisdictions were represented in approximate proportion to their population.

For every 120,000 residents of a state, an LEPC was sampled. The resulting sample size for the project was 1,435 LEPCs, including a sample of LEPCs for U.S. territories and Native American reservations. Ultimately, mail surveys and supplemental telephone interviews yielded a final completion rate of 80% (1,151 LEPCs).

Confidence Intervals. These 1,151 completed interviews drawn from the total of 3,397 LEPCs yields confidence intervals of $\pm 2\frac{1}{2}\%$ as a safe rule of thumb (at the customary

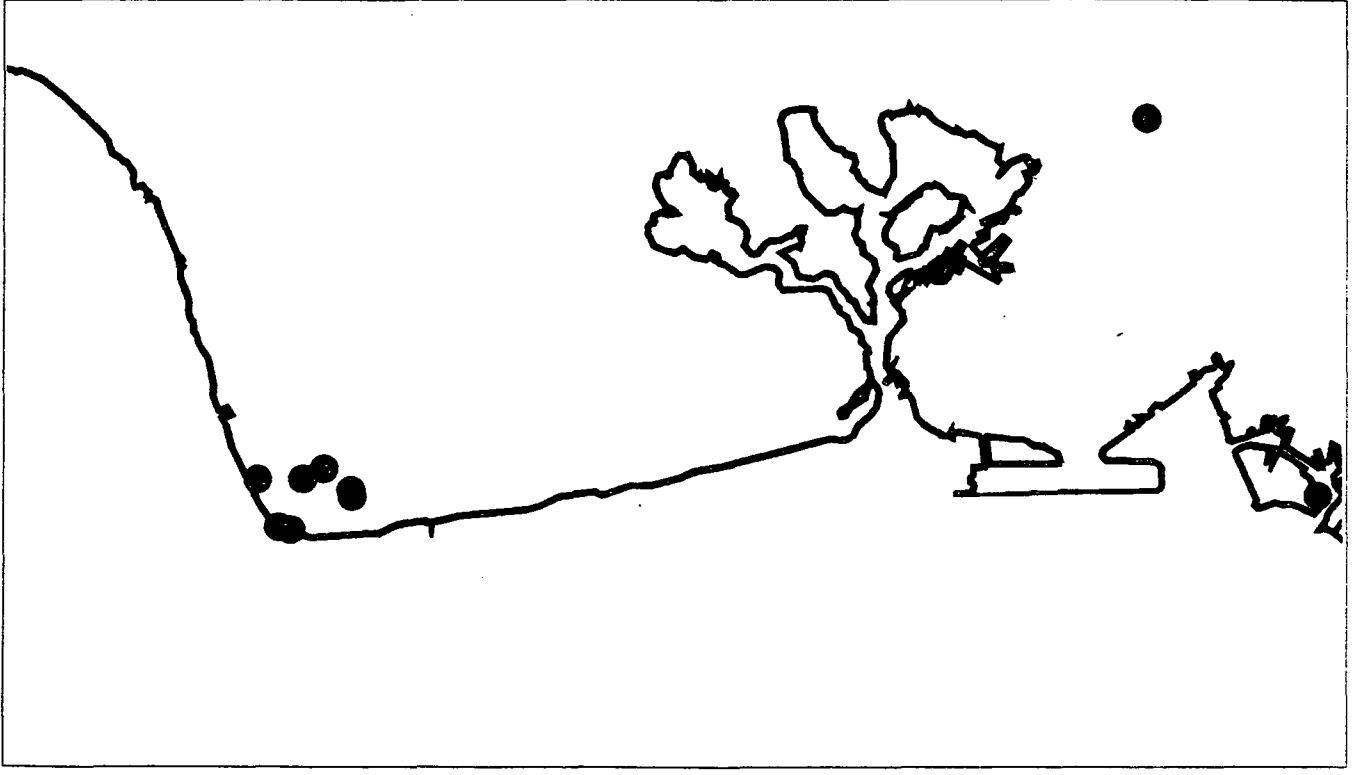
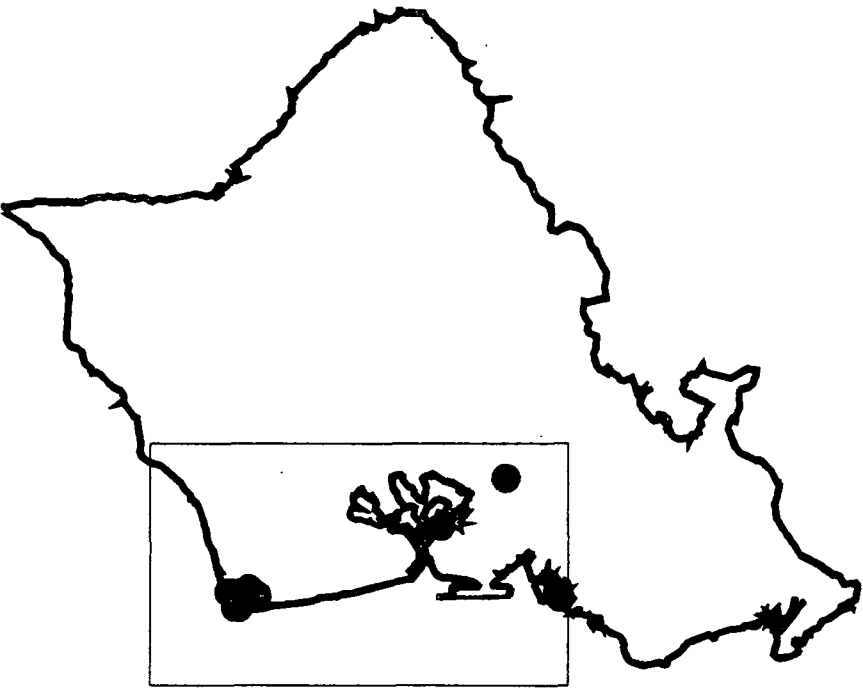
95% level of probability, adjusted by the finite population multiplier). The text does not note confidence intervals, however, because the central findings of this survey do not hinge on subtle $2\frac{1}{2}\%$ margins.

Testing for Nonresponse Bias. The high response rate greatly increases the likelihood that responses are an accurate representation of the sampled population. Moreover, to further verify the merits of this sample, an abbreviated telephone interview was conducted with a random sample of 150 LEPC leaders who had not responded to the mail questionnaires. This exercise found that the minority who had not responded were not significantly different in terms of LEPC activity from those who did respond.

Response Validation. To check if Chairs were willing to admit their LEPCs' shortcomings, three dissimilar states were selected for a special analysis. A total of 112 LEPCs had been successfully surveyed in these three states. Only one of these 112 LEPCs had erroneously claimed to have a completed, SERC-submitted, emergency response plan, according to records obtained from their SERCs. This litmus test verified the candor and accuracy of LEPC responses to this crucial question and, by extension, reinforced the reliability of all the findings.

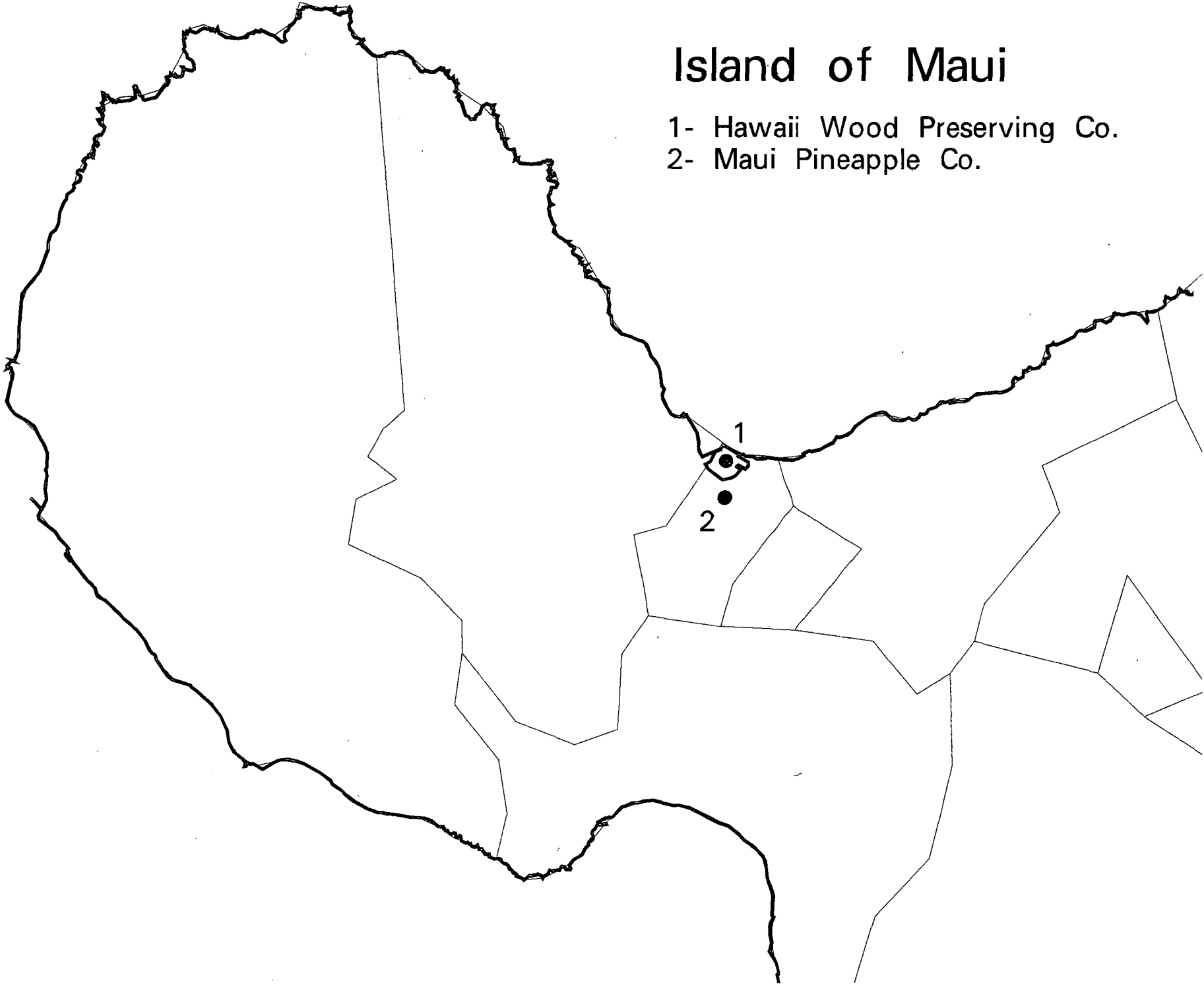
Total HEPCRA Fees to Date
For Reporting Year 1994
\$81,500

8/14/95



Island of Maui

- 1- Hawaii Wood Preserving Co.
- 2- Maui Pineapple Co.



NEWS RELEASE

hawaii state civil defense, 3949 diamond head road, honolulu, hawaii, 96816
v(808)734-2161 f(808)737-4150

"HAZMAT EXERCISE SET FOR HONOLULU HARBOR"

HONOLULU. *Over 90 percent of Hawaii's durable and consumer goods arrive in Honolulu by sea transport. Honolulu Harbor sees tons of cargo loaded and off-loaded daily, as well as heavy in-and out-bound shipping traffic. The harbor is also a busy port-of-call for cruise ships from around the world. This heavy shipping and cargo traffic poses a real possibility for accidents. The harbor has been the scene of fires and other incidents caused by hazardous agents found in containers and cargo holds.*

To better meet the challenges of response to incidents like these, crisis managers and first responders are set to stage a fullscale hazardous materials exercise in the harbor area on Thursday, August 24. The half-day event is sponsored by the Environmental Protection Agency, the Federal Emergency Management Agency, Hawaii State Civil Defense, Oahu Civil Defense Agency, and local private industry. Emergency vehicles and Kaiser Permanente Hospital will also be involved in incident response and transport and treatment of "victims". Hundreds of people are expected to take part.

Honolulu Harbor's Piers 1 and 2 are the main scene for the exercise. Some areas along Nimitz Highway will also be used to pre-position emergency vehicles. Thursday's event will test response to a simulated incident which poses a threat to Honolulu's busy port operations and downtown business center. Police, fire, medical, and other emergency officials will be

-MORE-

2-2-2

called on to identify and contain hazardous agents, as well as practice decontamination and recovery procedures. Kaiser Hospital will engage emergency room staff to evaluate special treatment and handling of persons who have succumbed at the scene.

People in the downtown area on the morning of August 24 may see smoke rising in the vicinity of Piers 1 and 2 adjacent to the Foreign Trade Zone. Exercise officials plan to release a small amount of environmentally safe nontoxic red dye into harbor waters to simulate a spill. Emergency vehicles will also be using the Nimitz Highway corridor for response and transport. Exercise activity is set to begin about 8:00 a.m. and will wind down around noon.

The upcoming hazmat exercise is held annually by county. Last year, the event was held on Kauai, and this year is scheduled on Oahu. Exercises like this help keep a focus on critical skills needed to deal with a wide range of natural and technological hazards found in Hawaii. August's event will emphasize the special skills and equipment needed for handling a serious hazardous materials incident.

For more information, contact State Civil Defense Exercise Officer Al Kang at 734-2161, or Paul Takamiya, Oahu Civil Defense Agency, at 523-4121.

BACKGROUND

"Operation Diamond Head" Fullscale HAZMAT Exercise

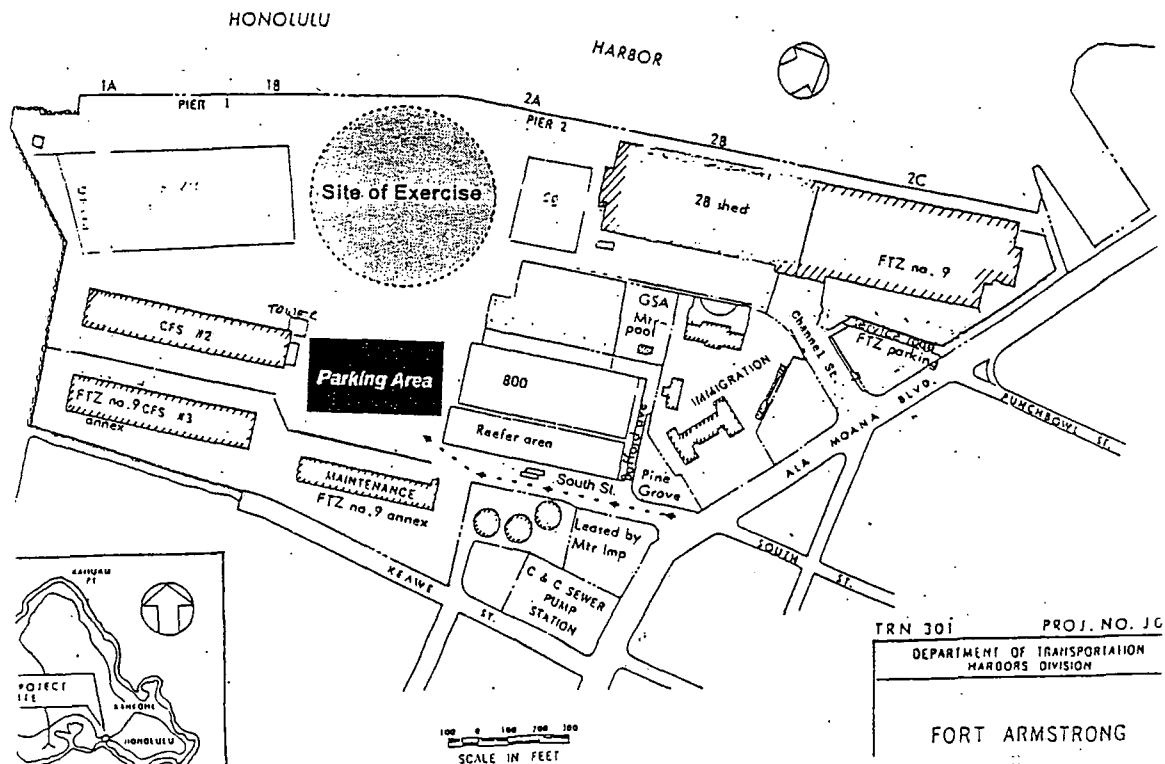
Honolulu Harbor, Piers 1 and 2
Thursday, August 24, 1995
9:00 a.m. - 12:00 noon

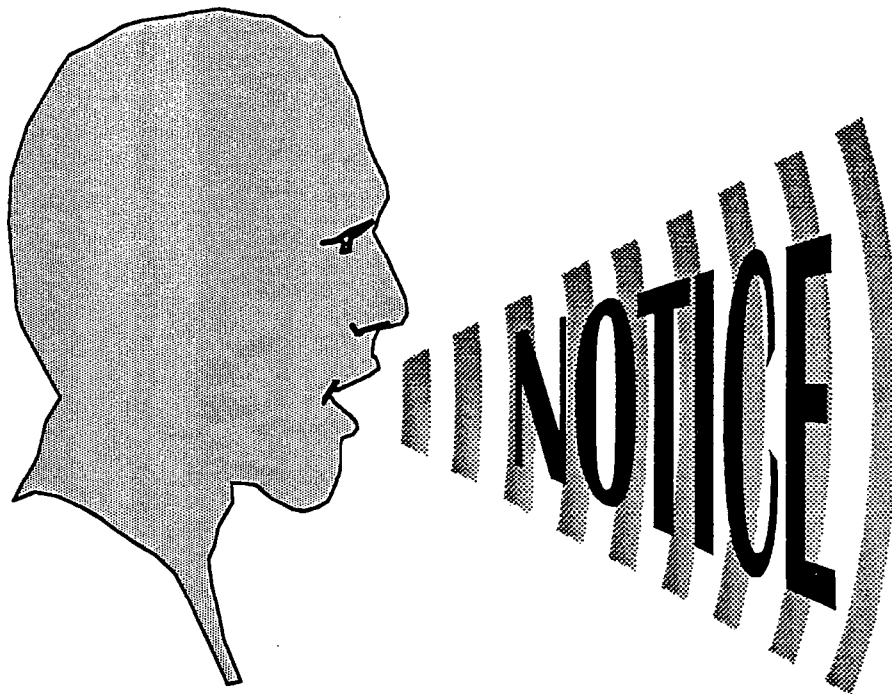
As Hawaii's commercial and industrial technology becomes more sophisticated, opportunities for exposure to harmful agents are increasingly more common. Reports of contamination and pollution are a routine occurrence. While Hawaii has never had to deal with the likes of an "Exxon Valdez", the potential is there. That's why "Operation Diamond Head" is being staged - to make sure that the men and women on the frontlines can act swiftly to control a serious incident. To do this right it takes training and practice - lots of it.

* * * * *

Location Directions: From Ala Moana Blvd., take South Street makai towards the waterfront. Parking is located on the right, past the scale house. See map.

Interviews, photos, video. Action starts at about 9:00 and will continue through noon. Public Information staff will be on hand to meet media needs. For safety reasons, the exercise is not open to the general public. Some 150 observers are expected to be onsite.





Civil defense and emergency agencies are holding an exercise
in the waterfront area

Police, fire, and ambulances will be on scene, and smoke
and red dye will be visible from some vantage points in downtown Honolulu.

Hazardous Materials Exercise

Honolulu Harbor, Piers 1 and 2
Thursday, August 24, 1995
8:00 a.m.-12:00 noon

This exercise will help emergency agencies better serve our community in the event of a real crisis.

STATE CIVIL DEFENSE

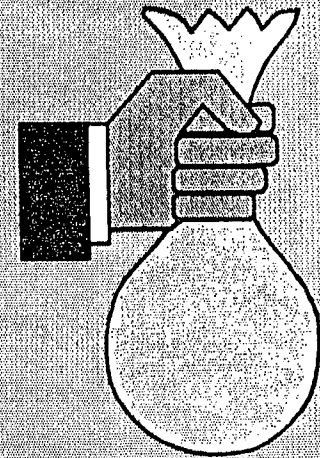
HAZARDOUS MATERIALS

TRAINING PROGRAM

OVERVIEW

Sources of Funding for HAZMAT Training

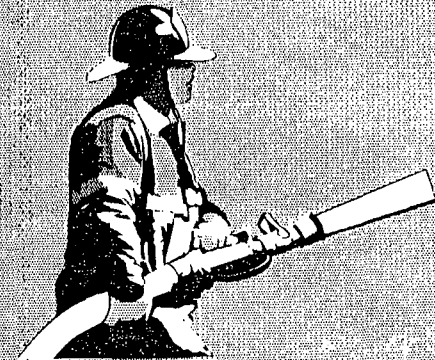
- SARA Title III
 - ▶ Began in 1987, next year ?
 - ▶ \$57,000 for 1995
- HMEP (formerly HMTUSA)
 - ▶ Began in 1993, runs til 1999
 - ▶ \$21,000 for 1995



SARA TITLE III Training

- Authorities: 29 CFR 1910.120; EPA 40 CFR 311; NFPA 471; HRS Title 12, Chapter 99.**
- FY96 - Funding may be available in late December 1995 to support next year's training.**
- Funds pay for instructors' fees and expenses; air fare and per diem for participants; registration fees; and training materials.**

Training on SARA Title III Funds



- **Emphasis on advanced emergency response training**
 - ▶ **Chemistry of HAZMAT (80 hrs)**
 - ▶ **HAZMAT Tactical Considerations (80 hrs)**
 - ▶ **Continuing Challenge Workshop (32 hrs)**
 - ▶ **CAMEO (32 hrs)**
 - ▶ **Article 80 UFC (24 hrs)**

HAZMAT Training on SARA Title III Funds - Cont.

- ▶ **Miscellaneous**

- ⇒ **First Responder Awareness**

- ⇒ **Refresher Courses**

- ⇒ **Train-the-Trainer**

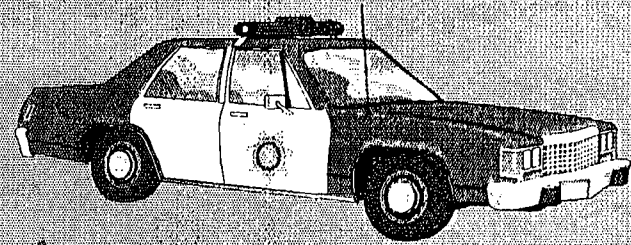
- ⇒ **Pesticide Emergency Response**

- **Liberal matching requirements**

- ▶ **Salary & fringe benefits of participants**



HAZMAT Training on HMEP Funds



- Formerly HMTUSA
- Emphasis on lower levels of first responder training
 - ▶ Monthly FRA classes
 - ▶ Monthly FRA/FRO refresher classes
 - ▶ Other courses scheduled on demand
- Soft/hard match required

Future Direction of HAZMAT Training for Hawaii - Cont.

- HMEP

- ▶ Stringent match requirements by DOT
- ▶ Difficulty meeting 20% hard match
- ▶ Possible solutions:

- ⇒ Revamped tuition subsidy - not based on reimbursement

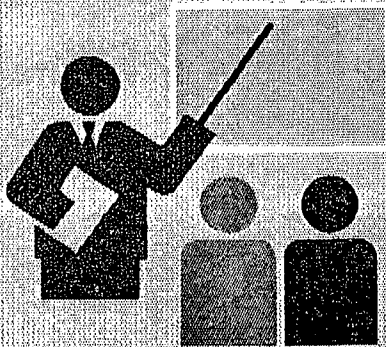
- ⇒ Switch funding

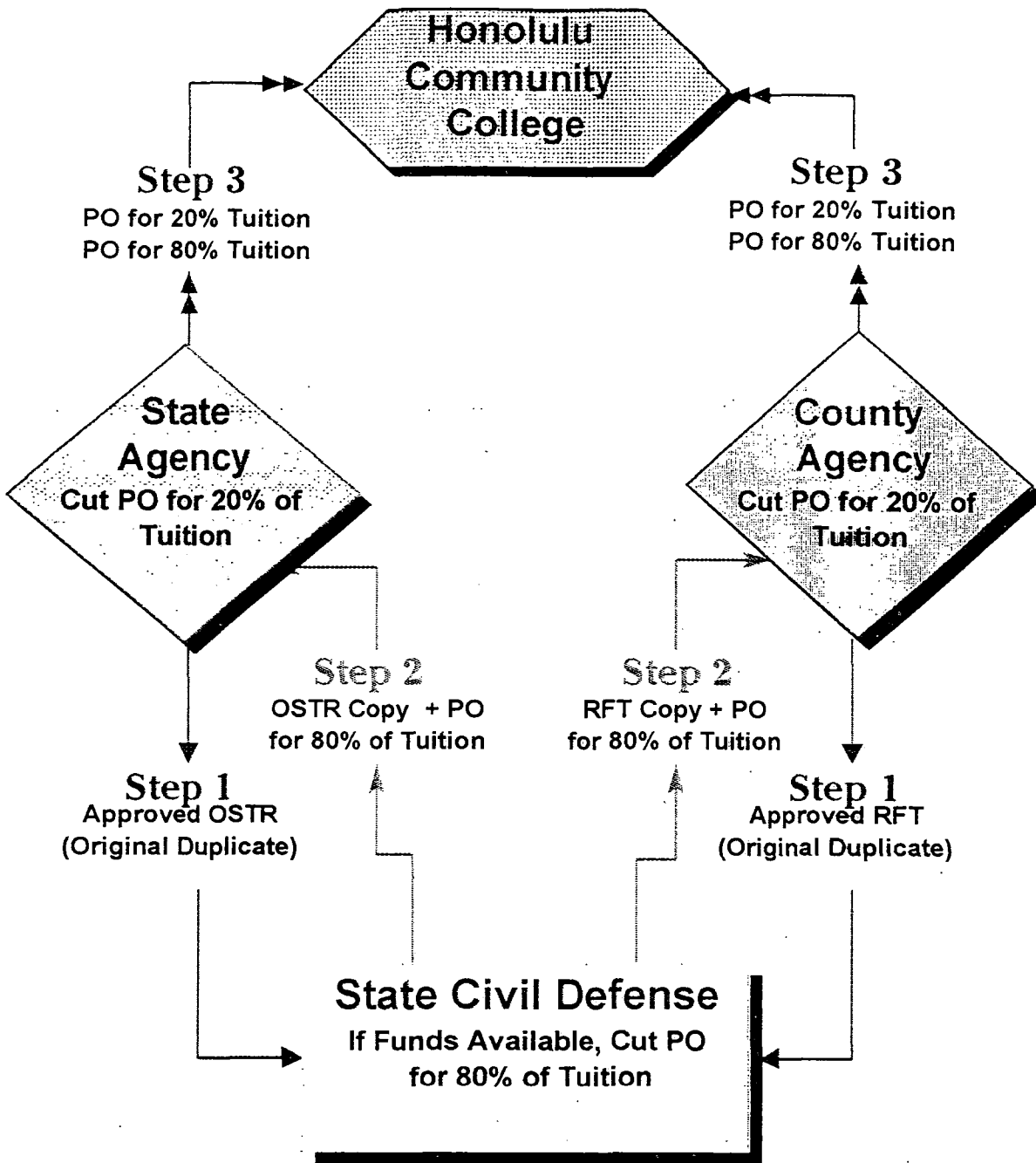
- ▶ Fund, instead, the SARA courses which utilize HFD training facilities/equipment



Future Direction of HAZMAT Training for Hawaii

- SARA Title III
 - ▶ Depends on renewed funding for '96
 - ▶ Continued emphasis on upper level FR training
 - ▶ Fully obligated every year





Summary of State Civil Defense Tuition Subsidy

Hazardous Materials Training Needs Assessment

Conducted December 1994-January 1995

Statewide Training Breakdown

Awareness	3183¹	1905³	92
Operations	1186²	1528³	79
Technician	163	103	4
Specialist	113	70	4
Incident Command	120	139	0

¹ Fire and police comprise 19% of this figure

² Fire and police comprise 31% of this figure

³ Fire and police comprise 84% of this figure

Conclusion: Train-the-Trainer courses most cost-effective method to meet needs

PROPOSED SUBCOMMITTEES

LEGISLATIVE

Objective: To propose and promote legislation which enhances emergency response in Hawaii.

Proposed Tasks: In cooperation with the Funding Subcommittee, draft a bill explaining the purpose and history of the HCIF Filing Fee proposing that the funds be earmarked for use by the LEPCs.

Lobby legislators to pass environmental bills and attend hearings.

POLICY

Objective: To draft statewide policy regarding emergency response, and EPCRA and 128E implementation (Enforcement, Cost Recovery).

Proposed Tasks: Propose bylaws for adoption by the HSERC.
Draft an Enforcement policy for the State under 128D and 128E.
Work with the AG Office and obtain AG's approval.
Draft a ERRF cost recovery policy for the State under 128D.
Work with the AG Office and obtain AG's approval.

PLANNING

Objective: To review LEPC emergency response plans and to review and amend the State Oil and Hazardous Substances Emergency Response Plan.

Proposed Tasks: Respond to LEPCs with written comments on their county HazMat emergency response annexes once a year.
Publish and distribute changes and updates to the State Oil and Hazardous Substances Emergency Response Plan once a year.

EXERCISES

Objective: To plan, prepare and evaluate emergency response exercises.

Proposed Tasks: Run an exercise for a county each quarter.

FUNDING

Objective: To explore and promote options for funding SERC and LEPC activities.

Proposed Tasks: In cooperation with the Legislative Subcommittee, draft a bill explaining the purpose and history of the HCIF Filing Fee proposing that the funds be earmarked for use by the LEPCs.

BUSINESS/INDUSTRY

Objective: To promote industry involvement in SERC and LEPC activities.

Proposed Tasks: Develop outreach programs to industry to assure that businesses which are covered are reporting.
Establish legal and ethical guidelines for gifts to the HSERC. (or should this be the Funding Subcommittee?)
Solicit donations.

INFORMATION MANAGEMENT

Objective: To establish protocols for uniform information management and insure that information is available to the public.

Proposed Tasks: Draft protocols for the format of electronic information stored under 128E.
Draft protocols for the routine distribution of HEPCRA information to interested parties.
Make HEPCRA Data available to the State GIS.
Make HEPCRA Data available to the Civil Defense GIS.
Establish electronic communications between the HSERC (HEER Office) and the CD system.
Establish electronic communications between the LEPCs and the Civil Defense system.
Make HEPCRA Data available to the State Library system.
Make HEPCRA Data available to Hawaii FYI.

Public Access to
Information about
Hazardous Chemicals

Chemical Emergency
Preparedness and
Prevention
and
Pollution Prevention and
Toxics

 **Customer Service Plan**

United States
Environmental Protection Agency
Emergency Planning and
Community Right-to-Know (5101)
Attention: Customer Assistance Officer
401 M Street, S.W.
Washington, D.C. 20460
Official Business
Penalty for Private Use
\$300

1 00/F-94/009

BULK RATE
POSTAGE & FEES PAID
EPA
PERMIT No. G-35

PUBLIC ACCESS TO INFORMATION ABOUT HAZARDOUS CHEMICALS

Offices of Chemical Emergency Preparedness and Prevention and Pollution Prevention and Toxics

Pilot Customer Service Plan

Mission

Our mission is to help America's communities deal safely and effectively with the many hazardous substances that are used throughout our society. Under the Emergency Planning and Community Right-to-Know Act (EPCRA), we assist state and local governments to prevent and prepare for chemical emergencies and to inform you about chemical hazards and releases of toxic chemicals in your communities.

We provide information that you have a right to know:

- Are the chemicals in your community dangerous?
- What chemicals have been released in accidents?
- What chemicals are stored at facilities in your area?
- What chemicals are routinely released in your community?

This information will help you make informed decisions and take actions that will better protect your families and your neighborhoods from unacceptable risks.

Service to our Customers

Our goal is to serve you by providing information about toxic chemical releases in your community through the Toxic Release Inventory (TRI). Additionally, we work with state and local government, community groups and 3,400 Local Emergency Planning Committees (LEPC) who also provide you with information about hazardous chemicals that are present in your communities.

Our Customer Service Standards

- We will make TRI information available through county libraries nationwide and through electronic systems and published reports.
- We will work with LEPCs to make the information about chemicals and chemical releases easy for you to obtain and use.
- We will assure that the information in TRI about hazardous chemicals and routine release of toxic chemicals is updated annually and made available to you every spring.
- We will provide you with the most accurate data about chemicals in your community.

Actions to Improve Service

Currently, there are two efforts under way to improve our service:

- To help you obtain, use and understand information about releases of toxic chemicals in your community,



EPA will operate a Toxic Release Inventory User Support (TRI-US) service. Specialists are available to answer questions, refer you to the nearest library where TRI is located, or assist you in finding the information you need. For assistance, call (202) 260-1531.

- EPA will work with LEPCs to improve your awareness and understanding of all Community Right-to-Know information collected under EPCRA.

Questions, Comments or Complaints

We want to hear from you about the quality of service we provide to you. Please call **us on (202) 260-9701** or write to us at:

U.S. EPA
Emergency Planning and Community Right-to-Know (5101)
Attention: Customer Assistance Officer
401 M Street, S.W.
Washington, D.C. 20460

If you would like to become more involved in Community Right-to-Know issues, please contact our hotline and we will provide you with local contacts.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

APR - 3 1995

OFFICE OF
SOLID WASTE AND EMERGENCY
RESPONSE

MEMORANDUM

SUBJECT: Technical Assistance Bulletin on Deliberate Releases

TO: Local Emergency Response Committees (LEPCs) and State Emergency Response Commissions (SERCs)

FROM: Jim Makris, Director
Chemical Emergency Preparedness and Prevention Office

The recent deliberate release of an extremely hazardous chemical in the Tokyo, Japan subway system has highlighted the need for local emergency response planning for such events in the U.S. This bulletin is intended to assist LEPCs and SERCs focus on issues related to such a release and to stimulate a review of local plans. It should not, however, cause undue alarm since an event of this type in the U.S. remains highly improbable. The bulletin was written in conjunction with the Public Health Service, the Federal Emergency Management Agency, and other federal agencies that would have an important role if an event of this type were to occur.

We anticipate that other federal departments and agencies will distribute this bulletin to their state and local counterparts. If you would like to discuss any of the identified issues in this bulletin with an EPA representative, please feel free to contact your regional Chemical Emergency Preparedness and Prevention representative listed below.

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Thinking About Deliberate Releases: Steps Your Community Can Take



Technical Assistance Bulletin

Recent incidents, such as the deliberate chemical release in Tokyo, Japan, highlight the need to ensure that local emergency response plans consider this possibility, however slight it may be. The United States government has structures and mechanisms in place to address situations like the Japanese subway incident. However, state and local authorities and first responders need to be well prepared.

Under the Federal Response Plan (FRP)*, the U.S. Public Health Service (PHS) would provide the lead for coordinating a federal effort for health and medical services. It would be supported by the Environmental Protection Agency (EPA) in conjunction with the Federal Bureau of Investigation (FBI), the Department of Defense (DOD), and other agencies.

This bulletin's objective is to bring to your attention how your local emergency plan review process can address deliberate releases and to provide suggestions for rapid action. This bulletin should not cause undue alarm about the likelihood of deliberate releases (as they remain highly improbable events). Throughout the plan review process, the Local Emergency Planning Committee (LEPC) should coordinate with local fire, police, and health and environmental departments, hospitals, and other government agencies and organizations that may play a role in responding to a deliberate release.

Most of the elements contained in your emergency response plan are directly applicable to a deliberate release scenario. Some key differences remain, however. The following section suggests areas of your emergency response plan that may need additional development.

The checklist below is not intended to be exhaustive. However, it should trigger taking another look at your plan to ensure that it meets special needs. We suggest that an LEPC meeting is an appropriate way to address this matter.

PREVENTION, PREPAREDNESS, AND RESPONSE

First Steps

- Determine if there are independent efforts in your community addressing deliberate releases (e.g., by the police and fire departments), and if so, coordinate these efforts with community emergency response planning efforts.
- Assess the likelihood of a deliberate release and potential locations, such as transportation facilities, water treatment plants, and natural gas facilities, where a release may occur in order to focus planning.

Training and Equipment

Ensure that your plan:

- Requires personnel to be trained to respond to a broad range of incidents, including deliberate releases. (Training should include exercises with deliberate release scenarios.)
- Identifies access to personnel trained to use appropriate personal protective equipment and to carry out response and clean up activities.

* The FRP, coordinated by the Federal Emergency Management Agency (FEMA), provides a structure for federal assistance. For a deliberate release, the PHS within the Department of Health and Human Services (Emergency Support Function (ESF) #8 - Health and Medical Services) would lead a coordinated federal effort. The Environmental Protection Agency (ESF #10 - Hazardous Materials) would assist ESF #8. Each ESF provides mechanisms for delivering federal assistance. ESF #10 integrates the efforts of the federal Regional Response Teams functioning under the National Oil and Hazardous Substances Contingency Plan (NCP).

- Identifies access to personnel familiar with risk communication techniques. (Training may be obtained from EPA and FEMA for example.)
- Identifies access to appropriate equipment to respond (e.g., special monitoring and protective equipment). (The State representative on the Regional Response Team may be able to assist in this process.)

Alert and Notification

Ensure that your plan:

- Encompasses mechanisms to identify whether a release is deliberate.
- Addresses procedures to notify the proper federal (e.g., the National Response Center), state, and local authorities.
- Outlines a mechanism to contact the Governor or other officials who might declare an emergency.
- Includes rapid notification procedures for contacting the health department, local hospitals, and other medical facilities to prepare for the possible decontamination of individuals exposed to extremely hazardous substances (some of which may be extremely uncommon) and to provide patient management services.
- Outlines procedures for rapid and continued communication with all critical parties from local fire, police, and health departments to special federal response entities.
- Addresses how to rapidly warn residents of the threat or occurrence of a deliberate release without causing undue alarm.
- Considers in place protection/evacuation procedures.
- Addresses additional security measures to be taken in and around the community at risk.

Site Emergency Procedures

Ensure that your plan:

- Provides for special security clearances for field personnel and others entering key facilities.
- Allows for periodic communication to the community on the status of the situation.
- Highlights personnel and procedures for access control, rumor control, and evacuation control.

- Provides for communication with nearby sites and facilities that may also be targets of deliberate releases.
- Provides for additional experts to remain in contact with federal and state entities, not typically involved with hazardous material response efforts, but with an informed interest in and responsibility for deliberate release scenarios (e.g., FBI).
- Identifies specific state and federal resources to be accessed.

Re-entry

Ensure that your plan:

- Identifies access to expert advice and procedures concerning decontamination techniques for clean up of uncommon extremely hazardous substances.
- Discusses the unique aspects of re-entry into the affected area, such as the possibility of additional threats or incidents.
- Outlines procedures for rapidly releasing information to the public and media regarding re-entry.

Remember that your existing emergency response plan addresses many of the issues that you will need to consider, but additional efforts now will allow you to respond immediately to the particular threats and risks involved with deliberate releases.

In the event of an intentional release of an extremely hazardous substance, contact the National Response Center.

1-800-424-8802

For additional information, contact your State Emergency Response Commission or State representative on the federal Regional Response Team.



Making It Work

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Secrets Of Successful SERCs

Put It In Writing

Written by-laws can make the difference between organization and chaos.

The 1986 Emergency Planning and Community Right-to-Know Act outlined the basics of what a SERC is and what it's supposed to do: collect and distribute Title III data, establish Local Emergency Planning Committees (LEPCs) and supervise their activities, and review local emergency plans.

Beyond these broad guidelines, though, the law left many of the specifics of carrying out Title III to the individual states. That gives each SERC the freedom to tailor its program to fit the state's own particular needs. For example, a densely populated industrial state with many chemical facilities and a great deal of rail and highway transport of hazardous materials may want to set up a different program than a rural state.

However the program is structured, it's important to have the duties and

What's Inside....

Even though the Emergency Planning and Community Right-to-Know Act (commonly known as Title III) is a federal law, the real job of making it work takes place most often at the state and local level. Citizens' groups, local emergency responders, business people, and government officials all play a critical part in reducing the risk from chemicals in the community. Because all these groups don't always have the chance to talk directly to one another, EPA publishes the *Making It Work* bulletins as a forum for people in the Title III community to trade ideas and exchange information. (For more detailed discussions of some of the state activities mentioned in this publication, see the "Successful Practices in Title III Implementation" series of bulletins listed on page 11.)

In this issue, a number of State Emergency Response Commissions (SERCs) share their "secrets" about what makes a Title III program work at the state level:

- Having written by-laws that clearly establish procedures and responsibilities;
- Delegating jobs and authority to all SERC members;
- Managing and using Title III information in creative ways;
- Providing assistance to LEPCs;
- Finding a variety of sources of funding; and
- Being proactive rather than just following the letter of the law.

As it turns out, there's very little secret about most of these practices — the most important factors in creating an effective state Title III program are energy, creativity, dedication, and leadership.

authority of the SERC clearly spelled out, either through state legislation, an executive order from the governor, or some other formal means. It may seem like yet another burden of paperwork, but the alternative can be a muddle of confusion over who's responsible for what.



Before Maine enacted its own state right-to-know law in 1989, many issues came up that were difficult to settle among all the groups involved in emergency response, says David Brown of the Maine SERC. The process of writing a state law helped to focus the debate and establish clear and orderly procedures.

The first order of business was to copy and codify the requirements of the federal Title III into the state law, says Brown. "We found that this was very important in order to make compliance easier and to make things easier to understand," so that



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people wouldn't have to run to the federal documents whenever a question came up.

"Then we added the specifics that would be unique for Maine," says Brown. For example, the state law mandated that facilities develop emergency plans and conduct annual exercises, and that an environmental group be included on the SERC and on each of Maine's 16 LEPCs. It set term limits for non-permanent SERC members, with expiration dates staggered so that new members are folded in gradually.

An important part of writing by-laws for a SERC is to establish who's in charge. "It's absolutely necessary" to have a designated lead agency, says Brown. "If that position of leadership is abdicated, then the splinter groups will go off in ten different directions."

In Maine, as in many states, the SERC is headed by the state emergency management agency, but the responsibilities of other agencies — environmental protection, police, etc. — also were spelled out clearly either in the statute or in an executive order from the Governor that "fleshed out the little details," according to Brown.

Rules governing each agency's participation in the SERC should specify positions, not individuals, so that when key people leave, their replacements will know what their roles and duties are. In Maine, the commissioner of the department of public safety is required by executive order to name a state police person to sit on the SERC. But if that person can't make a meeting, the commissioner is responsible for making sure that someone else *does* attend. That way, the SERC is never without a quorum.

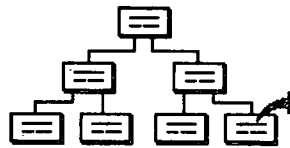
After Maine passed its state right-to-know law, the SERC then produced a "plain English" primer that put the new law into ordinary language so that LEPCs, facilities, firefighters, and other groups would be even more clear about what was required of them.

As a result, says Brown, "We've moved from feeling our way around in the dark to a situation where most of the LEPCs have conducted at least one exercise, most facilities have submitted an emergency plan for review, and 95 percent of our facilities that have hazardous materials are now registered with us." ●

Delegate!

The lead agency shouldn't do everything. That's what the SERC is for.

Along with money, the resource that every state Title III program needs most desperately is manpower. Effective SERCs have learned to spread the workload around to as many people as possible so that the lead agency—the agency responsible for administering the state's Title III program—doesn't become overburdened.



"Delegation is the first logical step," says Delaware SERC representative Gordon Henderson. "You sure as heck don't want to set up a bureaucracy, even if you did have the money."

It starts with using the resources that are already on hand, beginning with the other state agencies represented on the SERC. When Title III passed in 1986, there was no additional money provided to perform its functions, says Henderson, so Delaware

divided the new responsibilities among agencies that already were doing similar jobs. The state EPA, for example, had been handling chemical release notifications from facilities, so it took on Title III's additional requirements. The public health department expanded its collection of worker-right-to-know information to include reports required under sections 311 and 312.

Once the jobs are delegated, it's important for the lead agency to coordinate all the efforts into a single coherent program. Agencies working on chemical emergency planning, for example, should be aware of who is collecting TRI (Toxic Release Inventory) data collected under section 313, which may be of value to them. Similarly, state agencies that handle risk assessment, clean air, transportation, and other programs related to Title III should be encouraged to join the SERC and add whatever help and resources they can. This is particularly important since the 1990 passage of two new laws that could affect SERC activities significantly — the Clean Air Act Amendments (CAAA) and the Hazardous Materials Transportation Uniform Safety Act (HMTUSA).

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Participation in the SERC isn't limited to government agencies, however. Each state should aim to create a balanced and active commission that represents all sectors of the community, then make sure that each of the members takes an active role. "We are demanding of our SERC members," says Ohio SERC chairman Grant Wilkinson. "If they miss two meetings in a row and don't have a good reason for it, we remove them from the commission." Wilkinson

also encourages lots of interaction in SERC meetings, not only among commission members but with the audience as well: "I don't generally let someone sit there without saying something." As a result, he says, Ohio's SERC meetings have been well-attended and productive.

"This has to be a dynamic process if it's going to work," says Joe Quinn of the Nevada SERC. "New members

should be brought in regularly — new blood, if you will." In Nevada, transportation of hazardous chemicals has become more of an issue recently, so representatives from railroads and the trucking industry are being introduced into the SERC.

One key "player" on any SERC has to be local industry, says Quinn. "The public sector cannot set itself up in automatic opposition to

the private sector — it's got to be a partnership."

The Nevada SERC has been very successful in getting real participation from its industrial members: a chemist from a local mine might give a training course, or a facility might donate use of its vehicles to haul equipment. The companies are generally happy to help, says Quinn. "The PR doesn't hurt them at all, and it's of mutual benefit. They live here, too. Their kids go to the same schools."

Including state political figures as active members of the SERC also is "critical," says Quinn. "Without that conduit to the legislative body of the state, the SERC is not going to be anywhere near as effective as it should be. If it works correctly, [the SERC] can be a tremendous force in getting needed legislation passed."

As the numbers of people involved in Title III issues grow, the SERC membership could become unwieldy. To avoid this, it may be helpful to create committees and working groups for ongoing jobs that require more attention.

What the Law Says about SERCs

According to section 301 of the Emergency Planning and Community Right-to-Know Act (EPCRA) — also known as Title III — each State Emergency Response Commission (SERC) is required to:

- "...designate emergency planning districts in order to facilitate preparation and implementation of emergency plans."
- "...appoint local emergency planning committees [LEPCs] members...and supervise and coordinate the activities of such committees..."
- "...review the [LEPC] plan and make recommendations to the committee... necessary to ensure coordination of such plans with...plans of other [LEPCs]..."
- "...notify the Administrator of facilities subject to...[section 302]...by notifying the Administrator of:
 - 1) each notification received from a facility under subsection (c) and,
 - 2) each facility designated by the Governor or State emergency response commission..."
- "...establish procedures for receiving and processing requests from the public for information...;" and
- "Upon receipt of a request for tier II information... (from a state or local official)...request the facility owner or operator for the tier II information and make available such information to the official."

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The Maine SERC has three standing committees for dealing with training, budget, and community right-to-know issues. There are 25 members on the training committee alone, including fire fighters, police, medical emergency responders, and industry representatives. Because all these groups have their different perspectives on emergency response, the committee hashes out whatever disagreements might arise over policies and plans before making a recommendation to the overall SERC for approval or disapproval.

Short-term projects can be delegated to subcommittees. In Connecticut, the SERC formed an LEPC Advisory Task Force to develop a guidance manual giving LEPCs a basic overview of Title III requirements, along with sample emergency plans and public notices. With half its members drawn from industry and half from LEPCs, the task force was able to tackle a job that the SERC would have been unable to take on itself.

Advisory committees are another way to get much-needed help while at the same time broadening the base of support for Title III programs within the state. R. C. Dawson serves on a hazmat

response advisory committee in Virginia, one of several such groups that provide advice to the SERC in a specific area where it can use more expertise. Some advisory committees meet monthly, others less often, depending on the tasks at hand. The hazmat advisory committee involves police, firefighters, rescue officials, and others "from a variety of disciplines," says Dawson. "Once you break down the barriers and start networking, you open up a whole avenue of help."

In Ohio, a task force set up by the state legislature to conduct a one-time outside review of the SERC's activities has been helpful as a kind of reality check, says SERC chairman Grant Wilkinson. With its membership drawn from the regulated community, LEPCs, and environmental groups — no state employees allowed — the task force can assess how effectively the SERC is fulfilling its charter and recommend how its operations might be improved. Then, after the group makes its report, it simply disbands instead of leaving behind another permanent layer of bureaucracy.

When looking for resources to draw into the SERC, it's useful to think regionally. Many chemical safety issues extend across state lines and even international borders. Neighboring SERCs, the federal Regional Response Team, and EPA's regional office all can be of help. It may be a simple matter of two counties on opposite sides of a state line conducting joint safety exercises. Or it may involve cooperation on a larger scale. In Delaware, a recent LEPC regional conference drew 275 people from 13 states who were able to share ideas about solving common problems.

As with most Title III work, regional cooperation depends on people in different organizations in different states talking to each other and exchanging information about their programs.

"The job title I have of Title III 'coordinator' is pretty descriptive," says Delaware's Gordon Henderson. "What I do all day long is coordinate. I'll be on the phone to FEMA, to EPA's regional office or headquarters, to my counterpart in another state, or to one of our LEPCs. You pick up the

telephone and you talk to a lot of people."

As SERCs delegate work to more and more "helpers," the issue of legal immunity may eventually arise. Volunteers who participate on LEPCs and SERCs may become concerned that they are legally liable if an accident occurs in a facility for which they've helped to create an emergency response plan.

In order to allay these fears, states such as Arizona have passed laws that specifically grant immunity to SERC and LEPC members. Most states have some form of liability protection for individuals involved in emergency planning, or have existing laws that cover volunteers in general. In any case, the SERC may want to address this issue as it seeks to recruit people willing to carry out the work of Title III. ●

MAKING IT WORK

Information that Informs

Collecting a mountain of data isn't your goal — understanding and using it is.

A large part of Title III work is collecting information — about facilities, about the chemicals they handle, and about the risks these chemicals pose to the community. Managing that flood of information, and using it in creative ways, is one of the great challenges facing any SERC.

The first concern should be who's going to collect the data. Tier II forms, Form R reports, Material Safety Data Sheets, and other Title III data can all go to the same state agency or to several different ones. But if the information is scattered, it should eventually be put into a format compatible with different uses, or integrated into a single database that contains *all* Title III information in a form that everyone can use.

Pennsylvania made the decision that one-stop shopping was the best way to go, says SERC representative Jim Tinney. One agency collects all Title III information, assembles it into a statewide computer database, then sends the updated data twice a year to LEPCs, who can plug the latest

information into dBase, CAMEO (Computer-Aided Management of Emergency Operations), or other computer programs of their choice. That way, says Tinney, instead of having the data exist in different forms all over the state, "We all have up-to-date files."



One way for SERCs to get the most out of Title III data is to make LEPCs familiar with the latest computer database programs. "Information is power," says Karl Birns of the Kansas SERC, "and one way to empower the LEPCs is to support a system that gets them usable information."

The Kansas SERC makes CAMEO software — which includes databases on chemicals, facilities, and transportation, along with street maps to assist planning and response personnel — widely available to counties. The SERC provides the CAMEO software to any LEPC that wants it, along with maps and local Title III data.

Once it's up and running, the CAMEO database includes "names of the companies, contacts, what chemicals are present, where they're found, everything," says Birns. "CAMEO is a real live link to information. It's the kind of thing that takes the program out of the theoretical and makes it practical."

Aside from helping LEPCs with their emergency planning, these kinds of powerful computer programs allow the LEPC to establish "linkages" with other agencies outside the chemical safety community, says Birns. CAMEO can be useful to officials responsible for zoning and highway planning, or to health departments who can use it to track private wells and septic systems. Birns suggests that counties make CAMEO data available to road departments, water departments, and many other users so that the LEPC becomes a respected source of information.

This empowerment, he says, is probably the single most important thing a SERC can do for LEPCs. "If the LEPC is in a position to be a source of good information to

everybody, then they become a formidable force in their community, and they will accrue support. People will come to them."

The ultimate goal of community "right-to-know" laws is to get the information out to the general public, and here too, the SERC can take an active role. The first thing the Pennsylvania SERC did in this regard was to establish a citizens' reading room where the public could come in and review submitted Title III forms on paper. When computer automation became more widespread and affordable, the reading room substituted a laser-disc "Citizen's Access Workstation" for the paper files. With only a little bit of instruction, users from the general public can create their own queries and get copies of Title III reports.

People visit the reading room and make written requests, says Tinney, or "they call us on the phone, and we provide customized responses." In order to let the public know that the service is available, the SERC sends out press releases and does an annual mailing to every employer in the state. Other Title III outreach activities in Pennsylvania include seminars for

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trade groups and citizens' associations, exhibits at environmental conferences, and an electronic bulletin board carrying general information about Title III that's accessible to anyone with a computer modem.

Currently, says Tinney, the Pennsylvania SERC is working with a fire company and a private vendor to develop a way for remote users to dial directly into the state's Title III data system. Using touch-tone voice prompts, he says, "You could, in effect, order up your own fax of a site plan or a Tier II or TRI form." The system is being designed initially for emergency responders, but ultimately, he says, it could be made available to the public.

This movement to convert Title III data to more "user-friendly" formats also is underway in Hawaii, where the SERC is using grant money from EPA to install computer displays in public places such as libraries. The system would use hands-on, interactive video displays to present basic information about chemicals in the community.

In Minnesota, the SERC found that it was routinely asked for information about Title III by citizens' groups around the state. But, says SERC representative Bob Dahm, "What can you do with a bunch of handouts and a six-foot table?"

So, using grant money from EPA, the Minnesota SERC developed a portable display booth — complete with photo panels explaining how facilities use chemicals and what Title III is all about — that could be used as a traveling exhibit. Along with the booth, the SERC produced a video and printed booklets that could be handed out to the public.

The first stop on the "tour," says Dahm, was the Minnesota State Fair. After that, the booth traveled to meetings of fire chiefs, environmental conferences, citizens' groups — "anywhere we found a large enough audience." The SERC also has made the booth available to any county that wants to display it in shopping malls or other public forums.

Minnesota's other outreach efforts include developing a speaker's kit for people giving talks to citizens groups and producing public service announcements that have aired on local radio stations.

Interestingly, the SERC found that television commercials were not the best way to spread the word. "We were told by stations, 'We'll air [a public service announcement], but it will be somewhere between the 53rd episode of *I Love Lucy* and the Home Shopping Channel,'" says Dahm. "For the cost of producing something like that, we decided it wouldn't be money well spent." ●

LEPCs: How You Can Help

The local level is where most of the work is — and should be — done.



If SERCs often find themselves strapped for resources, the situation can be even worse at the local level. Because LEPCs often receive very little direct financial support, says Delaware's Gordon Henderson, "You start having LEPCs run on sort of a bake-sale basis, scrounging for filing cabinets or xerox machines." The result, he says, is that "A lot of them were feeling alienated, saying, 'We're the ones who have the liability if the plant fails, but nobody's talking to us.'"

There are a number of ways a SERC can help. One way is to help LEPCs get organized by giving them guidance on writing their own by-laws. What's true for states also is true at the local level: Without written rules, the implementation of Title III can dissolve into chaos.

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The Arizona SERC discovered a simple way to be of assistance in this area. After one county in the state, Cochise, produced a good, workable set of by-laws — covering everything from where the LEPC office was located to who was responsible for public information — the SERC merely sent the Cochise by-laws around to each of the other 15 Arizona LEPCs as a model to copy or adapt to their own needs. “Why reinvent the wheel?” says Carl Funk of the Arizona SERC. Since then, half of the state’s LEPCs have adopted their own by-laws.

SERCs can help LEPCs in other ways, by running public information campaigns to draw volunteers, or by providing general guidance and relevant documents on state and federal Title III requirements.

By law each SERC also is required to conduct regular reviews of LEPC emergency plans. Here the SERC’s oversight can be of immeasurable help in making sure that local communities are building an effective Title III program.

Virginia is a good example of a state that “takes care” of its LEPCs by offering expert guidance on emergency planning. A branch within the state’s emergency management agency takes responsibility for helping LEPCs to develop their emergency plans. The branch reviews the plans, sends them back with recommendations, and conducts training courses to help LEPCs solve their problems if the plans don’t meet certain criteria. These courses are often group sessions where several LEPCs that have similar problems can compare notes. After the group session, a state representative follows up to address the individual issues in each jurisdiction.

The other important supervisory role that SERCs have is to provide guidance in creating training programs. Here again, Virginia offers an extensive program. Each year, the SERC puts on two to three contingency planning courses, along with two emergency exercise design courses, at least two conferences for public officials (which may include LEPC members), and 60 to 70 courses for hazardous materials responders.

The courses are free to all attendees and are offered at different locations around the state — because, says SERC representative Norman McTague, “It’s a heck of a lot easier to get people to drive 100 miles than 200 or 300 miles.”

As part of its LEPC outreach program, Virginia (through a grant from EPA) also has aired a full-day satellite TV program on Title III emergency planning, complete with call-in from the LEPCs. The emergency management agency also keeps four people “in the field” to help support the 114 LEPCs in the state. As a

result, says McTague, “We keep in fairly close contact all the time.”

When the SERC can’t go to the LEPCs, the LEPCs can come to the SERC. One simple way is to hold statewide meetings so that people from different jurisdictions can share ideas. Often, says Sue Vaughn of the Connecticut SERC, “There’s no other mechanism for LEPC members to get together and exchange ideas.”

Michigan has had great success with its annual LEPC conference, says SERC representative Diane Ogren. With 97 LEPCs in the state, the conference draws an attendance of some 250

Bringing Neighbors Together

One LEPC has a problem. Another has the solution. The trouble is, they’re on opposite sides of the state and neither one is aware of what the other is doing.

That’s where the “peer exchange” grant program sponsored by EPA and the International City Management Association (ICMA) comes in. LEPCs can apply to the program to serve either as “advisors” or “recipients” of assistance. At the ICMA offices in Washington, D.C., the applications are entered into a database that matches LEPCs who have specific needs with those who offer that same expertise. The two parties get together for a workshop, compare notes and both go home a little wiser. The grants cover up to \$600 of travel costs and other basic expenses for workshop attendees.

ICMA expects to award approximately 30 of these peer exchange grants in 1992. To receive an application, write to Sarith Guerra, International City Management Association, 777 North Capitol Street NE, Suite 500, Washington DC 20002, or call (202) 962-3649.

MAKING IT WORK

people each year, who hear presentations and trade information. "We don't just invite LEPC members," says Ogren. "We also invite members of hazardous materials response teams, so the planners and the responders get a chance to interact." Carl Funk of Arizona agrees that the rejuvenation that takes place at these statewide meetings justifies paying travel expenses for LEPC members to be there. It's a good way, he says, of "maintaining constant contact."

SERCs also can encourage neighboring LEPCs to share emergency equipment and other resources through mutual aid agreements. The Minnesota SERC currently is putting together a database of emergency response personnel, equipment, and supplies that could be made available to all local governments within the state. The information would go into a database tended by a 24-hour duty officer. That way, says Bob Dahm, "When someone calls and says they need [emergency equipment] in a hurry, you call the duty officer and he pulls up the list of sources."

Cooperative agreements across political boundaries also extend to Minnesota's dealings with Indian reservations, which are sovereign nations. The state has a Memorandum of Understanding with the Minnesota Chippewa Tribe whereby the tribe works in cooperation with the SERC, sharing planning, training, and response resources as well as facility information.

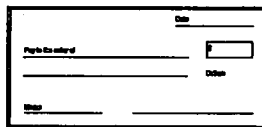
Mutual aid agreements are just a matter of common sense, says Joe Quinn of the state of Nevada, which has set up "Project Oasis" to integrate information about regional resources and response capabilities into a single comprehensive computer database. "There's no way some rural districts can support a hazmat team of their own," says Quinn, "whereas if the resources are focused, a regional team is a much more logical approach to the problem — and a lot more economically feasible." ●

Paying the bills

Money is always a problem, but for most SERCs there's more than one source of revenue.

No Title III program can run without funding, of course, and the perpetual battle to raise money preoccupies many a SERC chairperson.

Most states appropriate some amount of public funds in their annual budget for Title III programs.



Another option is to do what many states already have done: establish fees for industry who file reports under Title III. Maine, for example, established a fee system based on the amount of hazardous chemicals stored at each facility (with a ceiling of \$5,000 per facility per year). Not only does that raise revenue, it also discourages facilities from storing large amounts. According to the 1991 edition of the National Governors Association's publication, *Emergency Planning and Community Right-to-Know: A Status of State Actions*, 18 states have Title III fee systems in place, while two others

have fee programs that provide funds to support Title III activities. Ten other states plan to introduce fee bills during their 1992 legislative sessions.

Be warned, however: if you don't already have a fee system, getting the legislation through the statehouse may be a long process. In Delaware it took three years to agree on a bill that wasn't considered too burdensome on industry. "That wasn't easy legislation to draft," says Gordon Henderson. "I remember spending an hour and a half one day on the committee just trying to say 'gas station' in legal language."

The key to success, he says, is to get industry actively involved in the process of creating a fee system from the start, instead of springing it on the facilities without their participation.

"You have to work with the community that you're regulating," Henderson says. "Industry wanted something that would work. Better to have a good, workable system that [they] helped to develop than to let a bunch of bureaucrats do it."

Before establishing its fee system, the Delaware SERC set up a subcommittee with

MAKING IT WORK

members from industry, fire fighters, and state representatives (who head two of the state's LEPCs). The subcommittee worked out several compromises, including exemptions for non-profit associations. But even if there are compromises, the result can be thousands of additional dollars coming to the SERC every year, and a way to decrease its reliance on general appropriations.

In some states, money from fees or appropriations are passed through directly to LEPCs. In others, the SERC itself administers the funds, which can be a good way of keeping abreast of local activities.

To qualify for grants, Wisconsin LEPCs have to be able to show that they did a certain amount of work, says William Clare of the Wisconsin SERC. "They don't automatically get the grant whether they do something or not." The SERC uses a formula based on population and the number of planning and reporting facilities to determine grants that cover each LEPC's planning and administrative costs. Grants also can provide matching funds for computer equipment and emergency response equipment. Along with their grant application, however, the LEPC is

required to fill out a work plan detailing its planned activities in developing emergency response plans, conducting emergency exercises, and meeting other requirements of Title III. If any of these milestones are not met, a percentage of the total grant is deducted for each task the LEPC has not completed. That way, says Clare, funding is tied to performance, and the state gets the best possible result from its appropriated money.

Civil action settlements and fines for non-compliance can be another source of revenue. Although "We've discovered that encouragement works a lot better," says David Brown of the Maine SERC, "We'll still do it [enforcement]. We're not going to ignore violators."

Even when it isn't mandatory, facilities in the state can be an important source of financial help. "One of the things we found [in Delaware] is that all you have to do is ask industry," says Henderson. "We haven't been turned down yet."

He advises that SERCs ask not for money so much as specific services — perhaps free training courses or secretarial

help. These kinds of industry donations "have magnified our Title III budget a hundred-fold," says Henderson. For one regional LEPC conference, a company donated the conference center, the food, and the audiovisual equipment, as well as printing the conference program. The cost to the facility was over \$35,000, which, says Henderson, is "twice my whole year's training budget."

Along with state appropriations, application fees, and industry donations, SERCs also receive funds from the federal government. EPA has provided a limited number of grants for everything from community outreach to training programs, and the Federal Emergency

Management Agency (FEMA) has provided grants for training.

Beginning in fiscal year 1993, a portion of fees collected under the Hazardous Materials Transportation Uniform Safety Act (HMTUSA) of 1990 will be applied to state and local Title III programs: a total of \$5 million for annual planning grants to states (with 75 percent of that amount passed through to LEPCs) and \$7.8 million in annual emergency response training grants to states and Indian tribes (with 75 percent going to train public employees, primarily firefighters). LEPCs should contact the state agency designated by the Governor as the primary lead for the HMTUSA program to learn more about the state's planning grant application. ●

SERC Contacts

SERC representatives mentioned in this bulletin:

Arizona	Carl Funk	(602) 231-6309
Connecticut	Sue Vaughn	(203) 566-4856
Delaware	Gordon Henderson	(302) 834-4531
Hawaii	Mark Ingoglia	(808) 543-8249
Kansas	Karl Birns	(913) 296-1690
Maine	David Brown	(207) 289-4080
Michigan	Diane Ogren	(517) 334-5107
Minnesota	Bob Dahm	(612) 643-3002
Nevada	Joe Quinn	(702) 687-4240
Ohio	Grant Wilkinson	(614) 644-2782
Pennsylvania	Jim Tinney	(717) 783-2071
Virginia	Norm McTague	(804) 674-2459
	R.C. Dawson	(804) 270-2931
Wisconsin	William Clare	(608) 266-1509

MAKING IT WORK

Get Active!

The best SERCs go beyond the letter of the law.

Being a successful SERC means looking for innovative programs in unexpected places and encouraging participation from every sector of society. It also

means keeping the spirit of Title III in mind, rather than just fulfilling the letter of the law.

"You can't wait for legislation," says Joe Quinn of the Nevada SERC. "You've got to be very proactive."

Many SERCs already have most of the ingredients they need to be successful — the next step is organization, followed by learning what others in their region and around the country are doing to further the goal of chemical safety.

"When I took this job," says Gordon Henderson of the Delaware SERC, "I thought, 'This is never going to work.

Government people and industry are not supposed to be able to cooperate.'"

Nonetheless, he says he's learned that SERCs really can accomplish good things: "Title III is an idealistic dream that shouldn't be working, but is." ●

EPA Regional Title III Offices

EPA - Region 1
New England Regional Lab
60 Westview Street
Lexington, MA 02173
617-860-4301
(CT, MA, ME, NH, RI, VT)

EPA - Region 2
2890 Woodbridge Avenue
Edison, NJ 08837-3679
908-321-6620
(NJ, NY, PR, VI)

EPA - Region 3
Oil & Title III Section
841 Chestnut Street
Philadelphia, PA 19107
215-597-5998
(DE, DC, MD, PA, VA, WV)

EPA - Region 4
345 Courtland Street, NE
Atlanta, GA 30365
404-347-1033
(AL, FL, GA, KY, MS, NC, SC, TN)

EPA - Region 5
77 West Jackson HSC-9J
Chicago, IL 60604-3590
312-353-1964
(IL, IN, MI, MN, OH, WI)

EPA - Region 6
Allied Bank Tower
1445 Ross Avenue
Dallas, TX 75202-2733
214-655-2270
(AR, LA, NM, OK, TX)

EPA - Region 7
ARTX/TOPE/TSCS
726 Minnesota Avenue
Kansas City, KS 66101
913-551-7308
(IA, KS, MO, NE)

EPA - Region 8
One Denver Place
999 18th Street, Suite 500
Denver, CO 80202-2466
303-293-1723
(CO, MT, ND, SD, UT, WY)

EPA - Region 9
75 Hawthorne Street (H-1-2)
San Francisco, CA 94105
415-744-2100
(AS, AZ, CA, HI, NP, NV, GU)

EPA - Region 10
1200 6th Avenue (HW-114)
Seattle, WA 98101
206-553-4349
(AK, ID, OR, WA)

MAKING IT WORK

WANT MORE INFORMATION?

To provide additional insight into the various programs and activities discussed in this publication, EPA has published many documents that might be helpful in implementing Title III at the state level. Below is a partial listing of documents available through the Emergency Planning and Community Right-to-Know Information Service:

EPCRA Information Service
US EPA (OS-120)
401 M St. S.W.
Washington D.C. 20460
Telephone: 1-800-535-0202

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

Computer Systems for Chemical Emergency Planning (Technical Assistance Bulletin 5) (OSWER-89-005), September 1989.

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

Digest of Federal Training in Hazardous Materials (FEMA 134), July 1987)

Guide to Exercises in Chemical Emergency Preparedness Programs (OSWER-88-006), May 1988.

Hazardous Materials Emergency Planning Guide (NRT-1), March 1987.

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.

Managing Chemicals Safely (EPA-510-K-92-001), March 1992.

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

Successful Practices in Title III Implementation, Volumes 1-9. A series of bulletins highlighting state and local Title III programs that are particularly innovative or effective. Each bulletin profiles the activities of several different SERCs and LEPCs, along with "lessons learned" and contacts for more information.

Successful Practices #1 (OSWER-89-006.1), January 1989.

- State of Kansas
- Washtenaw County, Michigan
- Butler County, Kansas
- Jefferson County, Kentucky

Successful Practices #2 (OSWER-89-006.2), August 1989

- Calhoun County, Alabama
- Pampa, Texas
- Cuyahoga County, Ohio
- Racine County, Wisconsin
- State of Idaho

Successful Practices #3 (OSWER-89-006.3), December 1989.

- Woodbury County, Iowa
- State of Virginia
- Fairfax County, Virginia
- Pierce County, Washington

Successful Practices #4 (OSWER-90-006.1), March 1990.

- New York, New York
- El Paso County, Colorado
- Alexandria, Virginia
- State of Maine

Successful Practices #5 (OSWER-90-006.2), June 1990.

- Tinker Air Force Base, Oklahoma
- State of Connecticut
- Cumberland County, Maine
- Wyandotte County, Kansas

Successful Practices #6 (OSWER-90-006.3), September 1990.

- State of Ohio
- Hamilton County, Ohio
- Wallingford, Connecticut
- Ouachita Parish, Louisiana

MAKING IT WORK

Successful Practices #7 (OSWER-91-006.1), February 1991.

- Cameron County, Texas
- Bucks County, Pennsylvania
- Harford County, Maryland
- Dallas County, Texas

Title III List of Lists (Consolidated List of Chemicals Subject to Reporting Under the Emergency Planning and Community Right-to-Know) EPA 560/4-92-011, January 1992.

Tort Liability in Emergency Planning (OSWER-89-007), January 1989.

Successful Practices #8 (OSWER-91-006.2), October 1991.

- Cherry Hill, New Jersey
- Manitowac County, Wisconsin
- Green County, Missouri
- State of Hawaii
- Arapahoe County, Colorado

When All Else Fails! Enforcement of the Emergency Planning and Community Right-to-Know Act (OSWER-89-010), September 1989.

Successful Practices #9 (OSWER-92-006.1), September 1992.

- Natrona County, Wyoming
- Erie County, New York
- State of Arizona
- Mohave County, Arizona



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Environmental Protection
Agency (OS-120)
Washington, DC 20460

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HAWAII STATE EMERGENCY RESPONSE COMMISSION
HAWAII STATE DEPARTMENT OF HEALTH
P.O. BOX 3378
HONOLULU, HI 96801-9904

Leighton Ah Cook, Training Officer
Department of Defense
3949 Diamond Head Road
Honolulu, HI 96816-4495

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Honolulu, Hawaii 96819

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U.S. Dept. of Labor/OSHA
300 Ala Moana Blvd, Suite 5122
Honolulu, HI 96850

Edward E. Coleman
Dept. of Health & Human Services
Public Health Service
50 United Nations Plaza, Room 349-A
San Francisco, CA 94102

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Honolulu Fire Department
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Honolulu, HI 96814

Patrick Fevella
State of Hawaii
Department of Transportation (Fire00)
Kahului Airport Terminal
Kahului, HI 96732

David Frankel
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630 S. Beretania Street
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Maui District Health Office
54 High Street
Wailuku, HI 96793

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3420 Kuhio Highway
Lihue, HI 96766

Grace Simmons
DOH, SHWB
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500 Ala Moana Blvd.
Honolulu, HI 96813

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Emergency Medical Services
4303 Diamond Head Road
Honolulu, HI 96816

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City & County of Honolulu
Dept. of Public Works, Chief Engineer's Office
650 S. King Street, 11th Floor
Honolulu Municipal Bld
Honolulu, HI 96813

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Maurice Munectilar
Kauai Conty Councilman
County of Kauai
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Hilo, HI 96720

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District Health Office, Kauai
3040 Umi Street
Lihue, HI 96766

Ralph E. Moore
State Dept. of Transportation
869 Punchbowl St.
Honolulu, HI 96813

John J. Naught
Pacific Area Office
National Marine Fisheries Service, NOAA
2570 Dole Street, Room 105
Honolulu, HI 96822-2396

William P. Patterson
FEMA REG. IX, Bldg. 105
Presidio of San Francisco, CA 94129

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4398-A Loke St.
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Dept. of Business, Economic Dev. & Tourism
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Honolulu, HI 96804

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Hawaii State Legislature
State Office Tower #505
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Honolulu, HI 96813

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Department of Defense
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Honolulu, Hawaii 96822

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Coastal Resources Management
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Saipan, Mariana Islands 96950

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Muranaka Environmental Consultants
P.O. Box 4341
Honolulu, Hawaii 96812

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75 Hawthorne Street (A-4-3)
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Mae Nakahata
Hawaiian Commercial & Sugar Co.
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Honolulu, HI 96801

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State Office Tower, Room#310
235 S. Beretania Street
Honolulu, HI 96813

Ronald K. Takahashi
Department of Civil Defense
101 Aupuni Street, Suite 133
Hilo Lagoon Centre
Hilo, HI 96720

Alan L. Remick
U.S. Dept. of Energy
P.O. Box 808, L-575
Livermore, CA 94550

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Department of Health
District Health Office-Kauai
3040 Umi Street
Lihue, HI 96766

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County of Kauai, Office of the County Attorney
4396 Rice Street, Suite 202
Lihue, HI 9676

Eileen Yoshinaka
U.S. Department of Energy
P.O. Box 50168
Honolulu, HI 96850

Lt. Governors Office
State Capitol, 5th Floor
415 S. Beretania Street
Honolulu, Hawaii 96713

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212 Merchant St. Suite 202
Honolulu, Hawaii 96813

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 Community College Fire Science
 874 Dillingham Boulevard
 Honolulu, Hawaii 96817

John Nolan
 Dept. of Wastewater Mgmt
 650 South King Street, 14th Floor
 Honolulu, Hawaii 96813

Chulee Grove
 Honolulu Community College
 Occupational Safety & Health Program
 874 Dillingham Boulevard
 Honolulu, Hawaii 96817

Captain Mike Compton
 Hawaiian Air National Guard
 3949 Diamond Head Road
 Honolulu, Hawaii 96816

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To	Neil Hamberg	From	Marsha Mealy			
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Phone #	522-8260	Phone #	586-4694			
Fax #	522-8270	Fax #	586-9537			

FACSIMILE TRANSMISSION COVERSHEET

DATE October 18, 1994Total pages including coversheet 1TO Marsha MealeyHawaii DOHFAX (808) 586-7537PHONE (808) 586-4694

FROM **Mike Ardito**
Office of Emergency Planning
U.S. EPA Region 9 H-8-5
75 Hawthorne Street
San Francisco California 94105

FAX (415) 744-1796

PHONE (415) 744-2206

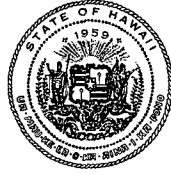
Notes Marsha, I was able to adjust my
schedule so I will arrive in Hawaii on

~~Nov.~~ 15. Therefore, I will be able to
attend the Hawaii SERC meeting on Nov. 16.

If possible, please put me on the agenda.

Call me when you have a chance, I'd like to discuss
this with you.

U.S. ENVIRONMENTAL PROTECTION AGENCY



**STATE OF HAWAII
DEPARTMENT OF HEALTH**

P. O. BOX 3378
HONOLULU, HAWAII 96801

In reply, please refer to:
HEER OFFICE

October 18, 1994

**DRAFT MEETING SUMMARY
HAWAII STATE EMERGENCY RESPONSE COMMISSION
MEETING #20**

WEDNESDAY, August 31, 1994 from 9:00 a.m. to 12:00 p.m.

Department of Health
Kinau Hale Board Room, 1st Floor
1250 Punchbowl Street
Honolulu, Hawaii 96813

Attendees

Bruce S. Anderson, DOH
Robert Buesch for Yukio Kitagawa, Board of Agriculture
Roy Price for Major General Richardson, DOD
Manette N. Courvay for Dayton Nakanelua
Clifford Ikeda, Kauai County LEPC
Captain Carter Davis, Honolulu County LEPC
Jay Sasan, Hawaii County LEPC

Other Attendees

Sean O'Keefe, Maui LEPC, HC&S
Chulee Grove, Honolulu Community College
Michael Choy, HECO
Rian Adachi for Barry Usagawa, BWS
Steve Armann, DOH
Marsha Mealey, DOH
Chris Takeno, DOH

I. Call to Order

The 20th meeting of the HSERC was called to order at 9:25 am on August 31, 1994 by Dr. Anderson.

A. Opening Remarks

Introductions:

Rachel Loftin and Tom Mix of the EPA are in Hawaii to perform the year end

review of the federal Superfund Core grant programs and are attending as observers of this HSERC meeting.

Announcement:

On June 21st of this year, Captain Carter W. Davis of the Honolulu Fire Department was elected chairperson of the Honolulu Local Emergency Planning Committee and will therefore represent the City and County on the Hawaii State Emergency Response Commission.

Captain Davis has been with the Honolulu Fire Department for 14 years and specializes in the area of hazardous materials. He is an instructor with the National Fire Academy and is recognized nationally and internationally as an expert in the field of emergency response to hazardous materials incidents.

B. Discussion/Approval of Minutes from Meeting #19

The draft meeting summary of HSERC meeting #19 was reviewed and approved with one change.

II. Nomination and appointment of LEPC members

The following members were appointed to the Honolulu LEPC. These appointments supersede previous appointments made for the listed offices, divisions and departments.

Thomas S. Vendetta, Chief
Industrial Safety and Worker's Compensation Division
Department of Personnel

Stanley Maekawa, Assistant Division Chief
Customer Service Division
Board of Water Supply

Captain Carter Davis
Hazardous Material Officer
Honolulu Fire Department

Captain Terrance Yuen
Civil Defense Coordinator
Honolulu Police Department

Eugene Lee
Program Coordinator
Department of Public Works

James Barr
Vice President of Operations
Brewer Environmental Industries

Gary Susag
Radiological Defence and Logistics Officer
Oahu Civil Defence Agency.
Gary will fill the vacancy until a permanent replacement is hired for Chris Takeno's former position.

III. Providing the public with Information -
Dissemination of Materials such as Meeting announcements and minutes and Emergency
Plans

1) HSERC meeting notices are sent to:

Lt. Governor's Office
State Capitol, 5th floor
415 Beretania Street
Honolulu, HI 96713.

LEPC meeting notices should be sent to the county seat (in Honolulu, the County Clerk's Office) and the Lt. Governor's Office. Six copies should be sent. Notice should be given at least six (6) days before the meeting.

2) The state and county emergency plans may be submitted to:

Hawaii Documents Center
Hawaii State Library
Honolulu, HI 96813
attn: Pat McNally ph.:586-3543.

Provide 7 copies, specify that the documents will be submitted annually and that they are to go to regional distribution. The library will catalog and distribute them.

State and County Civil Defense plans are already placed with the library.

3) Minutes (both HSERC and LEPC) and facility emergency plans are on file at:

State of Hawaii
Department of Health
Hazard Evaluation and Emergency Response Office
919 Ala Moana Blvd., Room 206
Honolulu, HI 96814-4912.

If a need arises for sign language interpreters for a meeting, contact the HEER office for the DOH procedure.

IV. Draft Enforcement Policy

Steve Armann called for the formation of a subcommittee to generate the enforcement policy for 128E.

Three strikes; you're out policy. This means that once the SERC is notified by the LEPC (or other source) that a facility may be required to provide information under HEPCRA that it is not providing, the HEER office will send a letter requesting that information. If no reply is made, a second letter will be sent to managers higher up the facility's chain of command indicating that a violation will be issued if there is not an adequate response. The third communication will be a notice of violation.

HSERC must approve policy.

All LEPC representatives will be members of the subcommittee.

Draft a policy before next meeting.

LEPC representatives should open membership to their LEPC members.

V. HSERC Review of Emergency Plans

Roy Price discussed the Civil Defense side of emergency plan review.

1. Currently the hazmat plan is a Supplement to Volume 3.
2. HazMat annexes to the EOP were created over time.
3. A FEMA crosswalk is done by the State Civil Defense.
4. Plans should use state and county infrastructure for communications, etc.
5. SOP and exercises for implementation must also be developed.
6. Plans have been approved by:
 - Mayor
 - County Council
 - General Richardson and
 - FEMA.
7. In October of 1982 a group met to discuss emergency plan review.
8. In Honolulu a 1988 Annex was sent to South Oahu CD.
In 1992 it was sent to CD (approved) and SERC.
9. What is the SERC for purposes of review?
Staff review: HEER and CD
HSERC approve based on staff recommendations.
10. HEER will send memos to LEPCs requesting plans for review by HSERC.

Submission Dates for LEPC Plans

Proposed Schedule:

1st Quarter	Honolulu
2nd Quarter	Maui
3rd Quarter	Hawaii
4th Quarter	Kauai

VI. Budget for Next Year

Marsha Mealey, HEER Office

SEE THE SPREADSHEET AND JUSTIFICATION PACKET.

The proposed budget is approximately \$242,0000.

Should Federal Facilities pay the HCIF Filing Fee to the State General Fund?

The Navy expressed doubt regarding the legality of federal facilities paying the HCIF filing fee to the state general fund. Loren Volpini of EPA Region IX notes that federal facilities pay fees in states other than Hawaii. It must be stressed that this is a fee for service, such as technical support, etc.

The HEER Office will request an opinion from the AG's Office.

Innovative Funding Programs for LEPCs

1. Peer Exchange Group
2. Obtain local sponsor for LEPCs as an association of concerned citizens.

Discussion of the Budget

- Amend EPCRA to establish a special fund and divide for ways for appropriations.

- Request revenues generated.
- Have contributors to the fund send letters and FAXs lobbying for specific uses of the money.
- Submit bill for the actual costs of running the LEPCs and SERC as a reference document.

VII. DOT Planning Grant

Chris Takeno, of the HEER Office discussed the status of the grant.

1993-1994 The HEER Office can use contractual hire but must encumber the money by September under the extension.

- Not for equipment, *reimbursement*
- Money for training doesn't go back to supervisor but to the general fund.
- Advertising must also be done.
- OSHA must apply pressure before supervisors will let their people go to 40 hour training.

VIII. Review of the Regional Response Team Exercise on June 7-9, 1994.

Steve Armann, of the HEER Office, commented that State participation was less than anticipated.

IX. Other Business

Kauai participated in an excellent HazMat exercise. A video of the exercise is available.

X. Schedule next HSERC meeting

The next meeting of the HSERC will be held on Wednesday, November 16, 1994.

The meeting was adjourned at 11:36.



STATE OF HAWAII
DEPARTMENT OF HEALTH

P. O. BOX 3378
HONOLULU, HAWAII 96801

August 31, 1994

FINAL MEETING SUMMARY
HAWAII STATE EMERGENCY RESPONSE COMMISSION
MEETING #19

May 31, 1994
9:00 a.m. to 12:00 p.m.

Department of Health
Kinau Hale Board Room, 1st Floor
1250 Punchbowl Street
Honolulu, Hawaii 96813

In reply, please refer to:
HEER OFFICE

Attendees

John C. Lewin, M.D., DOH
Bruce S. Anderson, DOH
Roy Price for Major General Richardson, DOD
Ralph Moore for Rex D. Johnson, DOT
Russell Charlton for Dayton Nakanelua, DLIR
B.Z. Siegel, UH-School of Public Health
Gordon Akita for Keith Ahue, DLNR
Chris Takeno, City and County of Honolulu LEPC
Clifford Ikeda, Kauai County LEPC
Tom Smyth for Mufi Hannemann, DBEDT
Sean M. O'Keefe for Ron Davis, Maui County LEPC
Jay Sasan, Hawaii County LEPC

Other Attendees

Jim Vinton, BHPPA(H)
Steve Armann, DOH-HEER
Michael Choy, HECO
Blake Vance, Hawaii Sugar Planters Association
Terry Corpus, DOH-HEER
Laura Young, DOH-HEER

I. Call to Order

The 19th meeting of the HSERC was called to order at 9:15 am on May 31, 1994 by Dr. Lewin.

A. Opening Remarks

Introductions

Marsha Mealey, Hawaii DOH, HEER, EPCRA Coordinator
Laura Young, Hawaii DOH, HEER, Site Discovery and Assessment
Chris Takeno, Hawaii DOH, HEER, On-Scene-Coordinator

Dr. Lewin announced his resignation as Chairperson of the HSERC. Bruce Anderson will be acting Chairperson of the HSERC until a new Director of Health is named.

B. Discussion/Approval of Minutes from Meeting #18

The draft meeting summary from HSERC meeting #18 was reviewed and approved with no changes.

II. Nomination and appointment of LEPC members

A motion to appoint the following nominees to the local emergency planning committees of the counties as listed below was carried.

County of Hawaii

Galen Enriques, Fire Chief
U.S. Army Reserve Center
Pohakuloa Training Center
470 W. Lanikaula Street
Hilo, Hawaii 96720

County of Maui

Williet Medeiros
Maui News
100 Mahalani Street
Wailuku, Hawaii 96793

Sel Menor, Administrator
Maui County Civil Defense

Lawrence Hart
Maui District Health Officer

City and County of Honolulu

Laurence Raine
University of Hawaii at Manoa
School of Public Health

Nominees to LEPCs should attend meetings before their official appointment to avoid delay due to HSERC meeting schedules.

III. Update of Local Emergency Planning Committees Activities

Jay Sasan from Hawaii County

Hawaii County formally started LEPC activities in February. The first meeting was held without a chairman. The chairperson is now Nelson Tsuji, Hawaii County Fire Chief, and his Vice Chair is Harry Kim. The LEPC has held two meetings. The next meeting will adhere to the provisions of the Sunshine Law. Attendance at the meetings has improved. The workshop by Laura Young on EPCRA requirements was well attended by government representatives. Another workshop is planned for the public.

Sean O'Keefe from Maui County

The LEPC has had three (monthly) meetings. Captain Joseph Blackburn, of the Maui Fire Department, is the Chairperson. The Maui County Emergency Response Plan is being updated. They are also assembling a list of training resources. The committee is considering having Molokai and Lanai form subcommittees which will send a single representative to the main LEPC meetings. There has been no response from letters to their County Council members regarding LEPC participation. Bylaws and Public Relations subcommittees have been established.

Chris Takeno from the City and County of Honolulu

No meetings have been held since the appointment of the members by the HSERC. A tentative meeting is planned for June 21st. A Chair will be elected at that meeting.

Clifford Ikeda from Kauai County

State/City supplied a loan to run TGRAF software but some training is needed before it becomes operational. The Council approved money for three (3) Macintosh computers for the Fire Department (two portable and one Power Mac). The committee is planning a full scale EPA funded HazMat exercise on the morning of August 17th in Nawiliwili. All Tier II forms received have been entered into the database. Assistance from the State on determining the direction of the LEPC is requested. Bill Perry is the State OSC assigned to Kauai but Terry Corpus may switch with him.

IV. Hawaii Chemical Inventory Forms (Tier Two) and Filing Fee Submissions Update from Laura Young

The deadline for submitting Tier II forms was March 1, 1994 but the HEER office is still receiving several a week. Seventy four thousand dollars (\$74,000) in filing fees has been collected and submitted to the General Fund. Follow up will be done on sixty to seventy five facilities which have reported but have not submitted their fees as well as other facilities which are known to the State but have not reported. Two hundred more Tier II forms were filed this year than in previous years. The increased filing and the volume of question (at times 50 per week) indicate that professional associations have been effective in disseminating information about HEPCRA.

County DOT facilities should report as well as all car rental facilities. If they (or other facilities) are not reporting, the LEPC should submit the names to HEER and the HSERC will send requests for information; copies will be sent to LEPCs for their records.

The HSERC could send a warning letter, if there is no response, send an additional warning letter higher up in the management of the company before sending a formal order/fine.

LEPCs should submit requests for funds (staffing, computers, response equipment, etc.) to the HSERC and the HSERC should submit a proposal for a budget through the HEER

Office (appropriations bill) for a September legislative deadline.

The summary report of statewide Hawaii Chemical Inventory Form filing should be a formal document officially submitted to the libraries.

V. Review of Regional Response Team Exercise on June 7-9, 1994 from Terry Corpus

The State Of Hawaii has an Area Contingency Plan for Worst Case Oil Spills to Navigable Waters as mandated by the Oil Pollution Act of 1990 (OPA). It was developed by the Coast Guard with input from Federal, State and County government and also private industry. The comprehensive plan encompasses different shoreline types, endangered species and habitats, archeological sites, boom protection, deployment strategy, storage and disposal facilities and companies with HazWOPER trained personnel. An exercise program is also mandated by OPA. The Coast Guard follows National Preparedness for Response Exercises Program (NPREP). The exercise is scheduled for June 8th with physical deployment of a response crew and vessel. Vessel of Opportunity, shore skimming, beach clean up and decon. Participants include MSRC, Clean Islands Council (CIC), Marine Logistics, PENCO and their subcontractors. The command center at the Oil Response Center on Sand Island Access Road will be activated. There will be an RRT Workshop on June 7th and a critique on June 9th. HSERC Members are invited to observe.

DOT requested a list of participants.

VI. Direction and Role of the Hawaii State Emergency Response Commission from Steve Armann

The items on the attached timetable, which lists tasks mandated by HEPCRA, the agency with current responsibility for completing the tasks and the tasks' progress toward completion, were discussed.

It was suggested that LEPCs submit emergency plans to the HSERC one LEPC per quarter. Review criteria for LEPC emergency plans was discussed. A meeting will be scheduled between John Bartlett (State Civil Defense) and DOH staff to begin drafting approval criteria.

VII. Other Business

Roy Price has submitted through the Department of Transportation for a training grant for the fiscal year 1995 and intends to apply for an extension for the existing planning grant and training grant both of which are in the \$30,000 range. Funds may be used to provide administrative support to the LEPCs. Now that DOH has funds, Roy will withdraw his 50% match.

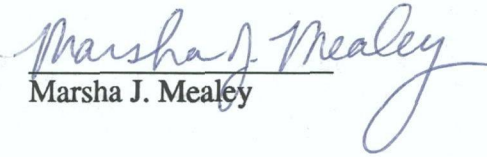
Roy Price notified the HSERC that FEMA is providing training monies. Leighton Au Cook is meeting with community colleges to arrange reimbursement for courses which are put on by Civil Defense.

Alden Kang, of the State Civil Defense, is arranging a HazMat exercise in Kauai.

VIII. Schedule next HSERC meeting

The HSERC will meet next in late August.

Respectfully submitted,


Marsha J. Mealey
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