

Jefferson County Local Emergency Planning Committee

410 SEVENTEENTH STREET
SUITE 1375
DENVER, CO 80202
(303) 572-0050

Facility Profile and Internal Contingency Plan Updates - 2007 Request

PLEASE NOTE THAT LAST YEAR'S NEW INFORMATION AND TIER II ELECTRONIC REPORTING REQUESTS ARE STILL PRESENT.

The Jefferson County LEPC is requiring each facility subject to emergency planning under Emergency Planning and Community Right-to-Know Act, also known as Title III of the Superfund Amendments and Reauthorization Act, to provide a contingency plan, including the details on the attached Basic Planning Sheet. We are requiring this information pursuant to Title III, Section 303 (d)(3) [42 USC § 11003] as the Local Emergency Planning Committee for Jefferson County.

You are subject to this request if your facility stores Extremely Hazardous Substances (EHSs) that exceed the thresholds established by EPA under 40 CFR, Part 355 or if you are a facility required to report under Sections 311, 312 (including Tier II reporters) or 313 of the Title III, and all facilities filing risk management plans under § 112r of the Clean Air Act.

All facilities are required to respond to this request even if you have submitted plans previously. Responses are due by **April 1, 2007**. This date is intended to allow facilities to file Tier II reports coordinated with this contingency plan request. We encourage all facilities to use electronic reporting for Tier II. EPA provides free software. <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/tier2.htm> The Colorado Emergency Planning Commission also accepts and encourages electronic reporting.

Our requirements are as follows:

1. Provide the information on the attached Basic Planning Sheet and return it to us **including the signed certification that you have consulted with your local fire jurisdiction.**
2. Determine the requirements of your local fire jurisdiction. If you are currently submitting a hazardous materials management or other emergency plan to your local fire jurisdiction provide the LEPC with a copy of that plan **in addition to the completed Basic Planning Sheet.**
3. Please note the requirement to report spills under item 7 on the Basic Planning Sheet.

The certification is to be signed by an officer or designated person representing the facility. We will not require a signature from the fire department on your plan, although we certainly recommend such an approach. Please direct any questions to me at (303) 572-0050.

Thank you,



Timothy R. Gablehouse
Chairman

JEFFERSON COUNTY EMERGENCY PLANNING COMMITTEE
BASIC PLANNING SHEET

THE INFORMATION ON THIS PAGE IS REQUIRED OF ALL FACILITIES

(This is not a form - use as many pages as are necessary to provide the information.)

1. Date:
2. Facility Name, Address and Phone Number:
3. Facility Owner:
4. Facility Emergency Coordinators:
 - A. Name: _____ Title: _____
Address: _____
Phone: (O) _____ (H) _____
 - B. Name: _____ Title: _____
Address: _____
Phone: (O) _____ (H) _____
5. Phone Numbers of Emergency Response and Reporting Agencies:

“Law Enforcement”

“Fire Department”

Jefferson County Health Department 303 232-6301
Colorado Health Department 303-692-3020 or (toll free) 877-518-5608
Jefferson County LEPC 303 572-0050 or 303 271-8215
National Response Center 800-424-8802
EPA Title III Hotline 800-535-0202

6. Facilities are required to have MSDS data on each hazardous substance located at the facility. Identify where this information will be stored and how it will be made available to emergency response agencies.
7. Provide a list of all reportable releases of hazardous substances listed under the Emergency Planning and Community Right-to-Know Act or § 112r of the Clean Air Act since January 1, 1995. Include information on the date of the release, name of the hazardous chemical(s) involved, location of the release, and description of any impact the release had outside the facility.
8. **The following certification statement is required on all plans:**

I, _____, certify that this facility has provided information on this contingency plan to and consulted with, 1) the fire departments with jurisdiction over this facility, and 2) with other individuals responsible for emergency response at the facility, and 3) to employees generally working in the potentially affected areas within the facility, and 4) to the potentially affected facilities and areas outside of the facility, as identified herein, and that the information contained in this contingency plan is true and complete to the best of my knowledge and belief.

(Name and title of responsible person.)