

# Guidelines for Granting LEPD Change Requests

---

---



1. Individual Jurisdiction to JOIN Multi-County LEPD
  - a. Written request and justification for the change shall be provided to the Commission by the requesting LEPC, signed by the Chairman, Vice-Chairman, and Secretary/Treasurer. An explanation of how the existing LEPC and the LEPD will be integrated should be included.
  - b. A letter from the multi-county LEPC indicating their concurrence will accompany the request.
  - c. Each covered facility within the joining county must be notified of the new address for the LEPC by either joining the county or the multi-county LEPC following commission approval of the new LEPD.
  - d. The single county LEPC must forward copies of the information from reporting facilities to the multi-county LEPC.
  
2. Individual Jurisdiction to WITHDRAW from a Multi-County LEPD
  - a. A written request and a reasonable explanation of the need for the change shall be provided to the commission by the requesting LEPC, signed by the Chairman, Vice-Chairman, and Secretary/Treasurer. An explanation of how the division of the LEPC would be accomplished should be included.
  - b. A letter from the requesting LEPC to the multi-county LEPD notifying the multi-county district of the proposed change must accompany the request. Comments from the multi-county LEPD will be considered by the commission.
  - c. Prior to approval of such a request, the requesting LEPC shall provide the commission with LEPC nominations that meet EPCRA requirements and a schedule for completing a Local Emergency Plan.
  - d. The commission may give conditional approval to an LEPD change request based on the scheduled completion of a Local Emergency Plan by the county.
  - e. The requesting LEPC shall provide written notice to each of the facilities upon approval of the requested change.
  - f. Information and reports from reporting facilities will be forwarded to the single county LEPC from the multi-county LEPC on approval of the change request.
  
3. The commission can approve, disapprove, defer action or request additional information regarding any proposed LEPD change.