

FREDERICK COUNTY
Local Emergency Planning Committee (LEPC)
Meeting Minutes

DATE: January 9, 2023

TIME: 8:30am

LOCATION: Virtual Teams Meeting

Attendees: Jen Beach, FC-DEC; Kelly Cambrel, FC-Communications; Chris Ciucci, AstraZeneca; Shawn Dennison, FC-HD; Dennis Dudley, FC-DEP; Lisa Dunaway, Homeland Security; Kristie Dutrow FC-DEC; David Foehner, CSX; Allen Frenette, Homeland Security; Kevin Grunwell, Brunswick PD; Tracie Hanson, Homeland Security; Nathan Hupp, City of Frederick; Todd Johnson, FC-HD; Heidi Keeney, FC-DEM; Ron Kunz, NIH; Erin Lawson, FC-DEC; Tyler Muntz, FC-DPW; Garth Pheabus, Ft. Detrick; Becky Rogers, FC-DEP; Sharon Riddell, FC-DEP; Megan Roderick, Healthcare Coalition; Robin Shusko, FCC; Tom Sinton, FC-Legal; Jen Stahley, FC-DEC; Vaughn Ripley, MML; David Tolino, Trans Tech

CALL TO ORDER: Dennis Dudley called meeting to order at 8:31am

- Introduction and welcome of LEPC members and guests

MEETING MINUTES

- A motion was made to approve the September 26, 2022, Minutes by Todd Johnson and seconded by Vaughn Ripley, the motion was approved by all

COMMITTEE REPORTS:

- External Standing Committee – N/A
- Internal Standing Committee
 - Reminder this is a public meeting under the MD Open Meetings Act.
 - Right-To-Know – the sub-committee recently filmed the educational PSA LEPC HAZMAT Preparedness. The video is available for viewing on the LEPC website
 - 2023 Update Website
 - Change time for Internal Standing Committee Meeting
 - Same day as External Committee
 - Ensure Meeting Dates, Agendas and Minutes are posted on Frederick County Government LEPC Website

OLD BUSINESS:

- Meetings will be conducted in Microsoft Office Teams conference calls
- Update Membership: please provide updates to Sharon Riddell
sriddell1@frederickcountymd.gov
- New Officers:
 - Chair: Dennis Dudley
 - Vice Chair: BC Jon Newman

- Secretary: Sharon Riddell
- Constitution and Bylaws update
 - 2016 update was not submitted for approval
 - Input for changes to bylaws – review in January 2023 and vote on changes at April 2023 meeting

NEW BUSINESS:

- LEPC 2023 Dates: January 9, April 10, July 10, and a September date for Emergency Preparedness Month
- Health Care Coalition reviewing draft radiation surge annex for Regions I & II
- Frederick County has elected a new County Executive, Jessica Fitzwater – Our LEPC membership list will be updated to reflect that change. Please provide any updates from your organizations to the Secretary Sharon Riddell, sriddell@frederickcountymd.gov
- Presentation on Tier II reporting and procedures presented by Patricia S. Williams from Maryland Department of the Environment

Patricia Williams
EPCRA Coordinator
Land and Materials Administration
Maryland Department of the Environment
1800 Washington Boulevard, Ste 650
Baltimore, Maryland 21230
Patricia.williams1@maryland.gov
410-537-3800 (O)
- NRC Notifications – N/A

ROUNDTABLE DISCUSSION:

Issues/events pertinent to the mission of the LEPC

- Allen Frenette
 - On January 25, 2023, The National Threat Assessment Center (NTAC) will have a nationwide virtual presentation via Microsoft Teams to highlight the Mass Attacks in Public Spaces: 2016-2020 report. Register at <https://www.secretservice.gov/MAPS>
- Dennis Dudley
 - For future LEPC meetings we will try to have presentations, please forward and requests/ideas to myself

Motion to adjourn by Ron Kunz, second by Shawn Dennison. The motion passed unanimously, and the meeting was adjourned at 9:06am

NEXT MEETING: April 10, 2023, at 8:30am, Virtual Teams Meeting

Send any items/topic for the agenda to sriddell1@frederickcountymd.gov



Maryland
Department of
the Environment

EPCRA Reporting: Basic Reporting Requirements

Frederick County LEPC

January 9, 2023



EPCRA Reporting: Basic Reporting Requirements

Superfund Amendments & Reauthorization Act of 1986

=

SARA

**SARA Title III =
Emergency Planning &
Community Right-To-Know Act**

EPCRA



EPCRA Reporting: Basic Reporting Requirements

Why EPCRA?

- Provides emergency responders with facility specific/chemical specific information about hazardous materials at a facility
- Allows public access to information about chemicals and chemical hazards in their communities
- Provides a starting point for stakeholder dialogue about hazard reductions and emergency planning



EPCRA Reporting: Basic Reporting Requirements

Why EPCRA ?

- Established an emergency planning infrastructure
 - State emergency response commission (SERC)
 - Local emergency planning committees (LEPC)
- Requires immediate notification for accidental releases of extremely hazardous substances (EHS)
- Requires the collection of hazardous chemical inventory and toxic chemical release information from industry.



EPCRA Reporting: Basic Reporting Requirements

EPCRA Reporting :

- Section 302 - Emergency Planning Notification
- Section 304 - Accidental Spill Notification
- Section 311 - Chemical Inventory Reporting - SDS
- Section 312 – Annual Chemical Inventory Reporting
- Section 313 – Toxic Chemical Release (TRI)



EPCRA Reporting: Basic Reporting Requirements

What are the reporting requirements?

Section 302 – Emergency planning notification

A facility with more than the threshold planning quantity (TPQ) of a listed extremely hazardous substance (EHS) must notify the SERC and the LEPC so the facility can be included in emergency planning for the planning district

- Approximately 356 listed EHSs
- Thresholds range from 1 – 10,000 pounds
- One time report due when EHS comes on-site



EPCRA Reporting: Basic Reporting Requirements

What are the reporting requirements?

Section 304 – Spill Notification

A facility that accidentally releases (spills) more than a reportable quantity (RQ) of an EHS or a CERCLA hazardous substance must provide immediate and written follow-up reports of the incident.

- >1,000 covered substances
- RQs range from 1 – 5,000 lbs released in a 24-hours
- Reports go to LEPC, SERC, and the National Response Center **800-424-8802**

MDE Emergency Response 24-hour reporting number

866-633-4686

866-MDE-GOTO



EPCRA Reporting: Basic Reporting Requirements

What are the reporting requirements?

- **Sections 311/312 – Hazardous Chemical Reporting**
- **Threshold Quantities are:**
 - Hazardous Substances – 10,000 pounds
 - EHS – 500-pounds or the TPQ whichever is lower
 - Examples:

Sulfuric acid 1000-lb TPQ	Section 312 TPQ = 500-lbs
Ammonia 500-lb TPQ	Section 312 TPQ = 500-lbs
Chlorine 100-lb TPQ	Section 312 TPQ = 100-lbs



EPCRA Reporting: Basic Reporting Requirements

What are the reporting requirements?

Sections 311/312 – hazardous chemical inventory

A facility that exceeds the reporting threshold for a hazardous substance or an EHS must file a list of those substances (Section 311) and an annual inventory report (Section 312 Tier II) with the SERC, the LEPC, and the local fire department



EPCRA Reporting: Basic Reporting Requirements

- **Section 311/312 – Hazardous Chemical Inventory**
 - Section 311 – One-time reporting unless there is a change at the facility or significant new information about a substance already on site.
 - Section 312 – Annual reporting requirement. Tier II Report due March 1st each year for the preceding calendar year.



EPCRA Reporting: Basic Reporting Requirements

What are the reporting requirements?

- **Sections 311/312 – Hazardous Chemical Reporting**

What is an EPCRA hazardous Chemical?

- Any substance for which a facility owner/operator must prepare or have available an SDS under the OSHA Hazard Communication Standard

29 CFR 1910.1200(c)



EPCRA Reporting: Basic Reporting Requirements

What are the reporting requirements?

- **Sections 311/312 – Hazardous Chemical Reporting**
 - There is no comprehensive list of hazardous chemicals
 - If it is OSHA hazardous, it is EPCRA hazardous.



EPCRA Reporting: Basic Reporting Requirements

What information is on a Tier II?

Basic facility information

- Includes Owner/Operator and 24-hour contact names, phone numbers and email
- Geographic Location – including lat/long and county
- EPA Regulatory identifiers – includes TRI and RMP identification numbers



EPCRA Reporting: Basic Reporting Requirements

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Tier II Emergency and Hazardous Chemical Inventory

Facility Name: MOTTRS Users Manual Facility ID: 10689

Reporting Period From January 1, 2016 to December 31, 2016

☒ Annual ☐ Update ☐ Revised ☒ Facility Information has changed from the last submission

Facility Identification				Owner/Operator Details											
Facility ID:	10689	LEPC:	Baltimore City LEPC	Name:	Tier II Manager Manual										
Facility Name:	MOTTRS Users Manual	Lat/Long:	39.2761/-76.645	Address:	1800 Washington Boulevard Baltimore, MD 21230, United States										
Maximum Occupants:				Phone:	410-537-3800										
Physical Location:	1800 Washington Boulevard, Baltimore, MD 21230	Nature of Business:	Abrasive Product Manufacturing	Email:	patricia.williams1@maryland.gov										
County:	Baltimore City	NAICS Code:	327910	Parent Company Details											
Fire Department:	Baltimore City Fire Department	SIC Code:	1234	Name:	MOTTRS User Manal										
Phone:	410-537-3800	Dun and Brad No:		Dun and Brad No:											
<input type="checkbox"/> Manned <input checked="" type="checkbox"/> Unmanned		EIN ID(Tax Number):		Address:	1800 Washington Boulevard Baltimore, MD 21230, United States										
Email:	mdetier2.mde@maryland.gov	FTE:	25	Phone:	410-537-3800										
Subject to EPCRA Section 312 (Annual Inventory)?				Email:											
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				mdetier2.mde@maryland.gov											
Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)?				Tier II Information Contact											
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Name:											
Subject to Section 112r of Clean Air Act (CAA)?				Patricia Williams											
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				Title:											
RMP Facility ID:				EPCRA Coordinator											
Subject to EPCRA Section 313 (Toxic Release Inventory - TRI)?				Phone:											
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				410-537-3800											
TRI Facility ID:				24 Hr.Phone:											
				410-237-3800											
				Email:											
				patricia.williams1@maryland.gov											
				Facility Emergency Planning Coordinator											
				Name:											
				Patricia Williams											
				Title:											
				EPCRA Coordinator											
				Phone:											
				410-537-3800											
				24 Hr.Phone:											
				410-537-3800											
				Email:											
				patricia.williams1@maryland.gov											
Emergency Contacts															
<table border="1"><thead><tr><th>Name</th><th>Title</th><th>Phone</th><th>24 Hr.Phone</th><th>Email</th></tr></thead><tbody><tr><td>Patricia Williams</td><td>EPCRA Coordinator</td><td>410-537-3800</td><td>410-537-3800</td><td>patricia.williams1@maryland.gov</td></tr></tbody></table>						Name	Title	Phone	24 Hr.Phone	Email	Patricia Williams	EPCRA Coordinator	410-537-3800	410-537-3800	patricia.williams1@maryland.gov
Name	Title	Phone	24 Hr.Phone	Email											
Patricia Williams	EPCRA Coordinator	410-537-3800	410-537-3800	patricia.williams1@maryland.gov											
Certification: I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through 4, and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate and complete.					Optional Attachments										
Patricia Williams, EPCRA Coordinator					<input type="checkbox"/> Site Plan										
Name and official title of owner/operator or authorized representative					<input type="checkbox"/> Site Coordinate Abbreviations										
7/19/2017 10:07:58 AM					<input type="checkbox"/> Other Safeguard measures										
Date Signed					<input type="checkbox"/> Facility Emergency Response Plan										
410-537-3800															
Telephone Number															
Signature															



EPCRA Reporting: Basic Reporting Requirements

What information is on a Tier II?

Chemical Specific information

- Chemical Name and CAS Number
- Physical & Health Hazards
- Quantities on site
- Storage conditions:
 - Container Type
 - Pressure and Temperature
 - Location of the chemical at the facility



EPCRA Reporting: Basic Reporting Requirements

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Tier II Emergency and Hazardous Chemical Inventory

Facility Name: MOTTRS Users Manual Facility ID: 10689

Reporting Period From January 1, 2016 to December 31, 2016

Chemical Description	Physical and Health Hazards														
Chemical ID: 115589 Check if Chemical Information is changed from the last submission: <input checked="" type="checkbox"/> CAS #: 7664-41-7 Trade Secret: <input type="checkbox"/> Chemical Name: Ammonia EHS: <input checked="" type="checkbox"/> Contains EHS: <input type="checkbox"/> Exceeds TPQ: <input checked="" type="checkbox"/> EHS Name: Ammonia <input checked="" type="checkbox"/> Pure <input type="checkbox"/> Mix <input type="checkbox"/> Solid <input checked="" type="checkbox"/> Liquid <input type="checkbox"/> Gas Chemical Added On: Exceed TPQ On: Check if the chemical is below reporting threshold: <input type="checkbox"/>	<input type="checkbox"/> Fire <input checked="" type="checkbox"/> Pressure <input checked="" type="checkbox"/> Reactivity <input checked="" type="checkbox"/> Immediate (Acute) <input checked="" type="checkbox"/> Delayed (Chronic)														
Inventory	Storage Codes & Location														
Max Daily Amt (lbs): 1000 Max Daily Amt Code: 04 Avg Daily Amt (lbs): 750 Avg Daily Amt Code: 03 Max Amt in Largest Container (lbs): No of days onsite: 365	<table border="1"><thead><tr><th>Container Type</th><th>Pressure</th><th>Temperature</th><th>Storage Location</th><th>Description</th><th>Is Confidential</th><th>Max Amt At Location(lbs)</th></tr></thead><tbody><tr><td>[E]Plastic or nonmetallic drum</td><td>[1]Ambient pressure</td><td>[4]Ambient temperature</td><td>Near loading dock</td><td></td><td></td><td></td></tr></tbody></table>	Container Type	Pressure	Temperature	Storage Location	Description	Is Confidential	Max Amt At Location(lbs)	[E]Plastic or nonmetallic drum	[1]Ambient pressure	[4]Ambient temperature	Near loading dock			
Container Type	Pressure	Temperature	Storage Location	Description	Is Confidential	Max Amt At Location(lbs)									
[E]Plastic or nonmetallic drum	[1]Ambient pressure	[4]Ambient temperature	Near loading dock												



EPCRA Reporting: Basic Reporting Requirements

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Tier II Emergency and Hazardous Chemical Inventory

Facility Name: MOTTRS Users Manual Facility ID: 10689

Reporting Period From January 1, 2016 to December 31, 2016

Chemical Description		Physical and Health Hazards						
Chemical ID:	115588	<input type="checkbox"/> Fire						
Check if Chemical Information is changed from the last submission:	<input checked="" type="checkbox"/>	<input type="checkbox"/> Pressure						
CAS #:	1310-73-2	<input checked="" type="checkbox"/> Reactivity						
Trade Secret:	<input type="checkbox"/>	<input checked="" type="checkbox"/> Immediate (Acute)						
Chemical Name:	Sodium hydroxide	<input type="checkbox"/> Delayed (Chronic)						
EHS:	<input type="checkbox"/>							
Contains EHS:	<input type="checkbox"/>							
Exceeds TPQ:	<input type="checkbox"/>							
EHS Name:								
<input checked="" type="checkbox"/> Pure <input type="checkbox"/> Mix <input checked="" type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas								
Chemical Added On:	Exceed TPQ On:							
Check if the chemical is below reporting threshold:	<input type="checkbox"/>							
Inventory		Storage Codes & Location						
Max Daily Amt (lbs): 20000		Container Type	Pressure	Temperature	Storage Location	Description	Is Confidential	Max Amt At Location(lbs)
Max Daily Amt Code: 06		[J]Bag	[1]Ambient pressure	[4]Ambient temperature	By side door in garage			
Avg Daily Amt (lbs): 10000								
Avg Daily Amt Code: 06								
Max Amt in Largest Container (lbs):								
No of days onsite: 365								



EPCRA Reporting: Basic Reporting Requirements

Tier Two Reporting in Maryland

- Maryland follows all federal EPCRA reporting requirements.
- All Tier Twos are submitted electronically via the Maryland Online Tier Two Reporting System (MOTTRS)
- MOTTRS is now available to all Maryland LEPCs (25 total) for the data collection obligations associated with Tier 2 Reporting.
- RY 2021 – 2,766 reports in the State; 152 in Frederick County



EPCRA Reporting: How to Report

For Sections 302, 311, and 312:

Maryland On-line Tier Two Reporting System
(MOTTRS)



EPCRA Reporting: How to Report

MOTTRS

1. Used by MDE for since 2002
2. Streamlined data entry, data management
3. Expedited the billing process
4. Mandatory for all covered facilities
5. Now available to **all** Maryland LEPCs



EPCRA Reporting: How to Report



Maryland Department of the Environment
Community Right-To-Know Section
1800 Washington Blvd.
Baltimore, MD 21230
Phone :410-537-3800, Fax :410-537-3873

Online TIER II MANAGER™

You must register before using this Online Reporting System.

[REGISTER](#)

If you have previously registered, please proceed with Log In.

SYSTEM REQUIREMENTS

- You need to use Internet Explorer 10 (non-compatibility mode) or higher, Firefox 20 or higher, or Chrome 26 or higher. Using older versions may create problems.
- You will need Adobe Acrobat Reader to use this System. [Download the Adobe Reader.](#)
- You need to enable javascript and turn off the pop-up blocker in your browser.
- If you encounter any problem, contact your technology desk to verify whether you have these requirements.
- Cookies need to be enabled in your browser. It is enabled by default.

Log In

Username

t2usermanual

Password

[Log In](#)

[Forgot Username?](#)

[Forgot Password?](#)

[Reset Password?](#)

Developed By 

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Version: 5.2

<https://securesite.mde.state.md.us/TIER2MANAGER>



EPCRA Reporting: MOTTRS for the LEPC

Three types of users for the LEPC:

1. Jurisdictional Limited Administrator

- Accounts approved by MDE
 - » Must have prior approval from EPCRA Coordinator
- Manage the user accounts for the jurisdiction
- Available accounts - 3



EPCRA Reporting: MOTTRS for the LEPC

Three types of users for the LEPC:

2. Jurisdiction Planner

- Users approved by the Jurisdiction Limited Admin
- Has access to the GIS features of MOTTRS
- Can complete the emergency planning functions for individual facilities
 - » Set vulnerability zones for chemicals reported on the Tier Two Report
 - » Record notes about a facility for use during a response
- Available Jurisdiction Planner accounts - 10



EPCRA Reporting: MOTTRS for the LEPC

Three types of users for the LEPC:

3. Jurisdiction Program User

- Users approved by the Jurisdiction Limited Admin
- Has access to the GIS features of MOTTRS
- Read-Only accounts – cannot write to database
- Can see notes about a facility added by the Jurisdiction Planner
- Available Jurisdiction Program User accounts - 40



EPCRA Reporting: Basic Reporting Requirements

- For more information about EPCRA in Maryland contact:
 - Patricia Williams
MDE – LMA
(410) 537-3800
patricia.williams1@maryland.gov