

**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](mailto: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](mailto: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](mailto: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](mailto:sriddell1@frederickcountymd.gov)



**Maryland**  
Department of  
the Environment

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# **EPCRA Reporting: Basic Reporting Requirements**

Frederick County LEPC

January 9, 2023

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## EPCRA Reporting: Basic Reporting Requirements

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**Superfund Amendments & Reauthorization Act of 1986**

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**SARA**

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

**EPCRA**



## EPCRA Reporting: Basic Reporting Requirements

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### 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

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### **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

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### 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

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### **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

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### **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

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### **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

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### **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

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- **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 1<sup>st</sup> each year for the preceding calendar year.



## EPCRA Reporting: Basic Reporting Requirements

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### **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

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### **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

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### **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

|  |  |                     |                                |  |
|--|--|---------------------|--------------------------------|--|
| <b>Facility Identification</b>   |  |                     |                                | <b>Owner/Operator Details</b>                              |
| 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                         |
| Maximum Occupants:   |  |                     |                                | Baltimore, MD 21230, United States                         |
| Physical Location:   | 1800 Washington Boulevard, Baltimore, MD 21230 | Nature of Business: | Abrasive Product Manufacturing | Phone: 410-537-3800 Email: patricia.williams1@maryland.gov |
| County:  | Baltimore City                                 | NAICS Code:         | 327910                         | <b>Parent Company Details</b>                              |
| 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: 1800 Washington Boulevard                 |
| <input type="checkbox"/> Manned <input checked="" type="checkbox"/> Unmanned   |  | EIN ID(Tax Number): |                                | Baltimore, MD 21230, United States                         |
| Email:   | mddtier2.mde@maryland.gov                      | FTE:                | 25                             | Phone: 410-537-3800 Email: mddtier2.mde@maryland.gov       |
| Subject to EPCRA Section 312 (Annual Inventory)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |  |                     |                                | <b>Tier II Information Contact</b>                         |
| Subject to Emergency Planning under Section 302 of EPCRA (40 CFR part 355)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |  |                     |                                | Name: Patricia Williams                                    |
| Subject to Section 112r of Clean Air Act (CAA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |                     |                                | Title: EPCRA Coordinator                                   |
| RMP Facility ID:   |  |                     |                                | Phone: 410-537-3800 24 Hr.Phone: 410-237-3800              |
| Subject to EPCRA Section 313 (Toxic Release Inventory - TRI)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  |  |                     |                                | Email: patricia.williams1@maryland.gov                     |
| TRI Facility ID:   |  |                     |                                | <b>Facility Emergency Planning Coordinator</b>             |
|  |  |                     |                                | Name: Patricia Williams                                    |
|  |  |                     |                                | Title: EPCRA Coordinator                                   |
|  |  |                     |                                | Phone: 410-537-3800 24 Hr.Phone: 410-537-3800              |
|  |  |                     |                                | Email: patricia.williams1@maryland.gov                     |
| <b>Emergency Contacts</b>  |  |                     |                                |  |
| 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. |  |                     |                                |  |
| Patricia Williams, EPCRA Coordinator   | 7/19/2017 10:07:58 AM                          | 410-537-3800        |                                |  |
| Name and official title of owner/operator or authorized representative   | Date Signed                                    | Telephone Number    | Signature                      |  |
| <b>Optional Attachments</b>  |  |                     |                                |  |
| <input type="checkbox"/> Site Plan   |  |                     |                                |  |
| <input type="checkbox"/> Site Coordinate Abbreviations   |  |                     |                                |  |
| <input type="checkbox"/> Other Safeguard measures  |  |                     |                                |  |
| <input type="checkbox"/> Facility Emergency Response Plan  |  |                     |                                |  |



## EPCRA Reporting: Basic Reporting Requirements

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### **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  | <input type="checkbox"/>               | <input type="checkbox"/>                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 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: <input type="checkbox"/>   |  |  |                          |                          |                          |                          |                          |                          |
| Check if the chemical is below reporting threshold: <input type="checkbox"/>   |  |  |                          |                          |                          |                          |                          |                          |
| Inventory  |  | Storage Codes & Location                         |                          |                          |                          |                          |                          |                          |
| Max Daily Amt (lbs): 1000  | <input type="checkbox"/>               | <input type="checkbox"/>                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 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   |  |  |                          |                          |                          |                          |                          |                          |
|  |  | 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"/>               | <input type="checkbox"/>              | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Check if Chemical Information is changed from the last submission: <input checked="" type="checkbox"/>   |  |                                       |                          |                          |                                     |                                     |                          |
| CAS #: 1310-73-2   |  |                                       |                          |                          |                                     |                                     |                          |
| Trade Secret: <input type="checkbox"/>   |  |                                       |                          |                          |                                     |                                     |                          |
| Chemical Name: Sodium hydroxide  |  |                                       |                          |                          |                                     |                                     |                          |
| 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   | <input type="checkbox"/>               | Container Type                        | Pressure                 | Temperature              | Storage Location                    | Description                         | Is Confidential          |
| Max Daily Amt Code: 06   | <input type="checkbox"/>               | [J]Bag                                | [1]Ambient pressure      | [4]Ambient temperature   | By side door in garage              |                                     |                          |
| Avg Daily Amt (lbs): 10000   | <input type="checkbox"/>               |                                       |                          |                          |                                     |                                     |                          |
| Avg Daily Amt Code: 06   | <input type="checkbox"/>               |                                       |                          |                          |                                     |                                     |                          |
| Max Amt in Largest Container (lbs):  | <input type="checkbox"/>               |                                       |                          |                          |                                     |                                     |                          |
| No of days onsite: 365   | <input type="checkbox"/>               |                                       |                          |                          |                                     |                                     |                          |



## EPCRA Reporting: Basic Reporting Requirements

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### **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

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For Sections 302, 311, and 312:

Maryland On-line Tier Two Reporting System  
(MOTTRS)



## EPCRA Reporting: How to Report

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### 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:

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

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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

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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

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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

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