2013 LEPC Online Reporting Tutorial

Local Emergency Planning Committees

Step-by-step approach to submitting compliance documents online
Select “Begin” if you have your log-in info.

Select “Request” if you don’t have your log-in info.
Log in to IDHS (DFBS) System

( Unauthorized use will be prosecuted )

*user id: iewusi@dhs.in.gov

*user password: *********

Login to account

Recover Password

*user Login id:

Email password

Enter user id and password

Use recovery password to retrieve log-in info
Your County Page

ALLEN County LEPC

Add Current LEPC Year

Year: 2013

Select “View LEPC” for compliance submission list
BLACKFORD County LEPC
Compliance Document List & Status
Year-end Approval By:
Year-end Approval Date:

LEPC Notes (1000 char max):
- Edit Notes
- Email Notes to LEPC contact(s)
- [run roster report]

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1. Legal Notices | Upload Legal Notice  
(Due by January 31)  
LEPC Meeting Schedule |
| 2. Roster (Due by March 1) | Update Roster  
(Note: Ethics training required for all roster members)  
Print Roster  
Roster Added by:  Date:  
Approve |
| 3. Fiscal Report | Upload County Auditor’s Report  
(Due by March 1)  
Add Fiscal Report |
| 4. LEPC Plan Update | Upload Updated Plan Document  
(Due by December 31) |
| 5. Bylaws | Upload Bylaws Document  
(Due by December 31) |
| 6. Exercise Proposal | [View Exercise Rules /Instructions]  
(Due 30 days prior to exercise)  
Add Exercise Proposal |
| 7. Exercise Report | [View Exercise Rules /Instructions]  
(Due 30 days after exercise and by December 31)  
Add Exercise Report |
| 8. Meeting Minutes with meeting sign in sheets | Upload Meeting Minutes and Sign-In Sheets  
(Due December 31) |
COMPLIANCE STEP 1: Legal Notice

1. Legal Notices
   (Due by January 31)
   Please click on "LEPC Meeting Schedule" to input your meeting dates, times and locations for the entire year.

ENTER MEETING SCHEDULE
(dates, times & locations for the entire year)

UPLOAD LEGAL NOTICES
(newspaper clippings or legal affidavit only)
Legal Notices – Due January 31
Online Upload

Dos...

- Provide a copy of the publisher’s affidavit
- Submit newspaper clipping of the notice

Don’ts...

- Submit a letter sent to media stating meeting dates, times and location
Upload Document

Upload File
For ALLEN County LEPC

IMPORTANT NOTES:
1) Please do not use special characters in file names.
Example: don't use symbols like '&,' or '#,' or '.'. If you use them, our review of your submission will be delayed.
2) All data-LEPC File Type, File Location-are mandatory fields on this screen.
3) Current maximum single file size you can upload is 80MB.
4) PLEASE UPLOAD ONLY NON-ALTERABLE FILES (e.g., PDF, JPEG, BMP etc.)

To upload file
click "Choose File" below and select file,
then click "upload selected" button

Select LEPC File Type: Please Select

File Location: [Input field] [Browse...]

Upload selected
Upload Document

[Main Menu] [DFBS Log Out] [change password]

[back to LEPC]

Upload File
For ALLEN County LEPC

IMPORTANT NOTES:
1) Please do not use special characters in file names.
Example: don't use symbols like '8' or '#7' or '.' If you use them, our review of your submission will be delayed.
2) All data-LEPC File Type, File Location—are mandatory fields on this screen.
3) Current maximum single file size you can upload is 80MB.
4) PLEASE UPLOAD ONLY NON-ALTERABLE FILES (e.g., PDF, JPEG, BMP etc.)

To upload file
   click "Choose File" below and select file,
   then click "upload selected" button

Selection 1
Selection 2
Selection 3
Sample
Legal
Notice
Affidavit
Online
Upload
### Annual Meeting Schedule

**ALLEN County LEPC Meeting Details**

- [Add New Meeting](#)
- [Print meeting schedule for this county](#)
- [Send Updated Meeting Schedule to LEPC Roster](#)

---

### Add / Update LEPC Meeting Schedule

<table>
<thead>
<tr>
<th>Meeting Date: MM/DD/YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address1:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address2:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact: ekow Ewusi</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone: 3176952119</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email: <a href="mailto:iewusi@dhs.in.gov">iewusi@dhs.in.gov</a></th>
</tr>
</thead>
</table>

[Save Meeting]
### Sample Meeting Schedule

#### ADAMS County LEPC Meeting Details

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Address</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| 11/19/2012 | 6:30pm | 313 S, 1st Street| Decatur, IN, 46733
            |        |                  | Karla Marbach, 2607245320
            |        |                  | kmarbach@co.adams.in.us                               |
| 01/15/2013 | 6:30pm | 313 S 1st Street | Decatur, IN, 46733
            |        |                  | Karla Marbach, 2607245320
            |        |                  | kmarbach@co.adams.in.us                               |
| 03/19/2013 | 6:30pm | 313 S, 1st Street| Decatur, IN, 46733
            |        |                  | Karla Marbach, 2607245320
            |        |                  | kmarbach@co.adams.in.us                               |
| 05/21/2013 | 6:30pm | 313 S, 1st street| Decatur, IN, 46733
            |        |                  | Karla Marbach, 2607245320
            |        |                  | kmarbach@co.adams.in.us                               |
| 07/15/2013 | 6:30pm | 313 S 1st Street | Decatur, IN, 46733
            |        |                  | Karla Marbach, 2607245320
            |        |                  | kmarbach@co.adams.in.us                               |
| 09/17/2013 | 6:30pm | 313 S, 1st Street| Decatur, IN, 46733
            |        |                  | Karla Marbach, 2607245320
            |        |                  | kmarbach@co.adams.in.us                               |

- Add new meetings
- Update meetings
- View meetings
- Send schedule to roster members
- Print meeting schedule
COMPLIANCE
STEP 2: Roster

Update Roster with current LEPC and member information. **A minimum of 13 members are required.**

1. Enter ethics training date.
2. Enter proxies for qualified members only. 
   **ONLY FEDERAL/STATE/LOCAL GOVERNMENT EMPLOYEES CAN HAVE PROXIES**
4. All representative categories must be assigned to at least 1 but not more than 9 members.
5. Roster will not be approved if all representative categories are not assigned.
6. Update roster anytime during the year.
<table>
<thead>
<tr>
<th>LEPC Address 1:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LEPC Address 2:</td>
<td></td>
</tr>
<tr>
<td>LEPC City:</td>
<td>IN</td>
</tr>
<tr>
<td>LEPC Zip:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Chairman:</td>
<td>Add Chairman</td>
</tr>
<tr>
<td>Information Coordinator:</td>
<td>Add Information Coordinator</td>
</tr>
<tr>
<td>Planning Coordinator:</td>
<td>Add Planning Coordinator</td>
</tr>
<tr>
<td>Community Emergency Coordinator:</td>
<td>Add Community Emergency Coordinator</td>
</tr>
<tr>
<td>Document Location (Tier II):</td>
<td></td>
</tr>
<tr>
<td>Telephone 24-hour Emergency:</td>
<td></td>
</tr>
<tr>
<td>Telephone Administrative Number:</td>
<td></td>
</tr>
<tr>
<td>Telephone Alternate:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Status:</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Add Representative
Representatives
### Add / Update Representative

| First Name:          |  
|----------------------|--------------------------|
| Middle Initial:      |  
| Last Name:           |  
| Email:               |  
| Last Ethics Training Date: | mm/dd/yyyy  
| Person Type:         |  

[Save Representative]
# Roster Representative Entry

**Member Type**

---

## Add / Update Representative

**Table:**

| First Name: | ----- |
| Middle Initial: | Broadcast / Print Media  
Community Groups  
Emergency Management |
| Last Name: | Emergency Medical Services  
Environmental  
Fire Fighting  
Health |
| Email: | |
| Last Ethics Training Date: | Hospital  
Industry  
Law Enforcement  
Local / State Government  
Transportation |
| Person Type: | ----- |

**Buttons:**

- Save Representative
### COMPLIANCE STEP 3: Fiscal Report

#### Compliance Document List & Status

**Year-end Approval By:**

**Year-end Approval Date:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Action Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Legal Notices (Due by January 31)</td>
<td>- Upload Legal Notice&lt;br&gt;- LEPC Meeting Schedule</td>
</tr>
<tr>
<td></td>
<td>Please click on &quot;LEPC Meeting Schedule&quot; to input your meeting dates, times and locations for the entire year.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Roster (Due by March 1)</td>
<td>- Update Roster&lt;br&gt;- Print Roster&lt;br&gt;- Roster Added by: Date:</td>
</tr>
<tr>
<td></td>
<td>Note: Ethics training required for all roster members</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Fiscal Report (Due by March 1)</td>
<td>- Upload County Auditor’s Report&lt;br&gt;- Update Annual Fiscal Report</td>
</tr>
</tbody>
</table>

**Upload County Auditor’s Report**

**Enter Annual Fiscal Disbursements to Update Report**
Fiscal Report – Due March 1

- Previous year’s expenditures *(Online entry)*
- County treasurer’s report *(Online upload)*

All conditions below apply to the fiscal report:

- Must be approved at a legal meeting
- Must be approved at meeting with quorum of members
- Must be approved by an LEPC majority vote
Fiscal Report Entry

Add / Update Fiscal Report

<table>
<thead>
<tr>
<th>Fiscal Items</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Balance (Prior Year)(+)</td>
<td>$0.0</td>
</tr>
<tr>
<td>Receipts From State(+)</td>
<td>$0.0</td>
</tr>
<tr>
<td>Receipts From Grants(+)</td>
<td>$0.0</td>
</tr>
<tr>
<td>Total Disbursements (-)</td>
<td>$0.0</td>
</tr>
<tr>
<td>Account Balance (Year End)</td>
<td>$0.0</td>
</tr>
</tbody>
</table>

Add Disbursements

Disbursements

Account Balance as of this Year End: $0.0
Fiscal Report—Disbursement Type

Add / Update Disbursements

Select Disbursement Type

[log out LEPC] back to Fiscal Report
Fiscal Report — Sample

<table>
<thead>
<tr>
<th>Fiscal Items</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Balance (Prior Year)(+)</td>
<td>$146,181.19</td>
</tr>
<tr>
<td>Receipts From State(+)</td>
<td>$50,163.19</td>
</tr>
<tr>
<td>Receipts From Grants(+)</td>
<td>$10.0</td>
</tr>
<tr>
<td>Total Disbursements (-)</td>
<td>$53,122.97</td>
</tr>
<tr>
<td>Account Balance (Year End):</td>
<td>$143,231.41</td>
</tr>
</tbody>
</table>

Add Disbursements

Disbursements

Disbursement Type: Administrative Communication Equipment  Edit
Amount: $1412.15

Disbursement Type: Data Management  Edit
Amount: $4953.0

Disbursement Type: Training  Edit
Amount: $37804.18

Disbursement Type: Hazardous Material Response Equipment  Edit
Amount: $6964.64

Disbursement Type: Emergency Planning  Edit
Amount: $1989.0

Disbursement Type: Equipment Maintenance and Calibration  Edit
Amount: $0.0

Disbursement Type: Meeting Stipend  Edit

State entry only
Select “Save Fiscal Report” after disbursement entry to update account balance
**COMPLIANCE STEP 4: Plan Updates**

Compliance Document List & Status  
Year-end Approval By:  
Year-end Approval Date:  

LEPC Notes (1000 char max):  
[Edit Notes]  
[Email Notes to LEPC contact(s)]  
[run roster report]

| 1. Legal Notices  
(Due by January 31)  
Please click on "LEPC Meeting Schedule" to input your meeting dates, times and locations for the entire year. | Upload Legal Notice  
LEPC Meeting Schedule |
|---|---|
| 2. Roster (Due by March 1)  
Note: Ethics training required for all roster members | Update Roster  
Print Roster  
Roster Added by: Date:  
Approve |
| 3. Fiscal Report  
(Due by March 1) | Upload County Auditor's Report  
Add Fiscal Report |
| 4. LEPC Plan Update  
(Due by December 31) | Upload Updated Plan Document |
| 5. Bylaws  
(Due by December 31) | Upload Bylaws Document |
| 6. Exercise Proposal  
(Due 30 days prior to exercise) | [View Exercise Rules /Instructions]  
Add Exercise Proposal |
| 7. Exercise Report  
(Due 30 days after exercise and by December 31) | [View Exercise Rules /Instructions]  
Add Exercise Report |
| 8. Meeting Minutes with meeting sign in sheets  
(Due December 31) | Upload Meeting Minutes and Sign-In Sheets |
LEPC Plan Updates – Due December 31

Online Upload

Dos...

1. Use the 9 planning elements in the plan evaluation/review
2. Submit either plan updates or entire updated plan
3. Provide actual text/maps as they appear in the plan
4. Submit all items requiring annual updates (denoted by * in your plan evaluation/review document)

Don’ts...

 unfavorably
1. Submit notice indicating “no changes to the plan”
2. Submit notice stating changes without uploading electronic files
3. Submit plans not addressing hazardous materials and/or the 9 planning elements
4. Submit the plan review with your changes/comments on it
# COMPLIANCE STEP 5: Bylaws

**Compliance Document List & Status**
**Year-end Approval By:**
**Year-end Approval Date:**

**LEPC Notes (1000 char max):**
- Edit Notes
- Email Notes to LEPC contact(s)
- [run roster report]

<table>
<thead>
<tr>
<th>Step</th>
<th>Requirements</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| 1. Legal Notices | (Due by January 31) | Upload Legal Notice  
LEPC Meeting Schedule |
| 2. Roster (Due by March 1) | Note: Ethics training required for all roster members | Update Roster  
Print Roster  
Roster Added by:  
Date:  
Approve |
| 3. Fiscal Report | (Due by March 31) | Upload County Auditor’s Report  
Add Fiscal Report |
| 4. LEPC Plan Update | (Due by December 31) | Upload Updated Plan Document |
| 5. Bylaws | (Due by December 31) | Upload Bylaws Document |
| 6. Exercise Proposal | (Due 30 days prior to exercise) | [View Exercise Rules /Instructions]  
Add Exercise Proposal |
| 7. Exercise Report | (Due 30 days after exercise and by December 31) | [View Exercise Rules /Instructions]  
Add Exercise Report |
| 8. Meeting Minutes with meeting sign in sheets | (Due December 31) | Upload Meeting Minutes and Sign-In Sheets |
Bylaws – Due December 31
Online Upload

Dos...

1. Provide copies to all members
2. Review bylaws at a committee meeting
3. Address quorum and proxy issues
4. Address absenteeism
5. Evaluate membership stipend payments

Don’ts...

1. Adopt the IERC template or another LEPC’s bylaws without review
## COMPLIANCE STEP 6: Exercise Proposal

### Compliance Document List & Status
**Year-end Approval By:**
**Year-end Approval Date:**

<table>
<thead>
<tr>
<th>LEPC Notes (1000 char max):</th>
<th>Upload Legal Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Notes</td>
<td></td>
</tr>
<tr>
<td>Email Notes to LEPC contact(s)</td>
<td></td>
</tr>
<tr>
<td>[ run roster report]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Legal Notices (Due by January 31)</th>
<th>Upload Legal Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please click on &quot;LEPC Meeting Schedule&quot; to input your meeting dates, times and locations for the entire year.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Roster (Due by March 1)</th>
<th>Update Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Ethics training required for all roster members</td>
<td>Print Roster</td>
</tr>
<tr>
<td>Roster Added by: Date:</td>
<td>Approve</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Fiscal Report (Due by March 1)</th>
<th>Upload County Auditor's Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add Fiscal Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. LEPC Plan Update (Due by December 31)</th>
<th>Upload Updated Plan Document</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5. Bylaws (Due by December 31)</th>
<th>Upload Bylaws Document</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>6. Exercise Proposal (Due 30 days prior to exercise)</th>
<th>[View Exercise Rules / Instructions]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add Exercise Proposal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Exercise Report (Due 30 days after exercise and by December 31)</th>
<th>[View Exercise Rules / Instructions]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add Exercise Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Meeting Minutes with meeting sign in sheets (Due December 31)</th>
<th>Upload Meeting Minutes and Sign-In Sheets</th>
</tr>
</thead>
</table>

SEND NOTICE 30 DAYS PRIOR TO EXERCISE

INPUT EXERCISE PROPOSAL
### Exercise Proposal Entry

**Add / Update Proposal**

**Exercise Proposal**
- DO submit proposal at least 30 days before exercise start date
- DO input information per instructions
- DO use ONLY EHS- or CERCLA-defined chemicals in your exercise (this system will only accept these chemicals for your proposal)
- DO remember that all exercises should include HSEE data as applicable

<table>
<thead>
<tr>
<th>Exercise Type</th>
<th>Select Exercise Type: Full Scale, Functional or Table Top</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSEE Number</td>
<td>Enter HSEE Number</td>
</tr>
<tr>
<td>Exercise Start Date</td>
<td>Enter Start Date</td>
</tr>
<tr>
<td>Exercise Start Time</td>
<td>Enter Start Time</td>
</tr>
<tr>
<td>Exercise End Date</td>
<td>Enter End Date</td>
</tr>
<tr>
<td>Exercise End Time</td>
<td>Enter End Time</td>
</tr>
<tr>
<td>Location</td>
<td>Enter Location Information</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td>Select County</td>
</tr>
<tr>
<td>Scenario</td>
<td>Enter Exercise Scenario</td>
</tr>
<tr>
<td>Exercise Incident Type</td>
<td>Select Fixed Facility or Transportation Incident</td>
</tr>
</tbody>
</table>

Enter Exercise information above then click “Save Exercise” to reach options for Adding Agencies and Chemicals
AGENCY SELECTION

Key Agencies: A minimum of four (4) of the key response agencies must be ON THE EXERCISE SCENE.

Support Agencies: A minimum of four (4) of the support agencies must be ON THE EXERCISE SCENE.
CHEMICAL SELECTION

Add / Update Chemical

<table>
<thead>
<tr>
<th>Is Chemical EHS:</th>
<th>-----</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Chemical CERCLA:</td>
<td>-----</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chemical Name &amp; CAS:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>RQ for Chemical:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount of Chemical released:</th>
</tr>
</thead>
</table>

Save Chemical

SELECT CHEMICAL(S)

83328: ACENAPHTHENE addChemical
209868: ACENAPHTHYLENE addChemical
75070: ACETALDEHYDE addChemical
75876: ACETALDEHYDE, TRICHLORO- addChemical
60355: ACETAMIDE addChemical
64197: ACETIC ACID addChemical
94757: ACETICACID Dichlorophenoxy- addChemical
108054: ACETICACIDETHYLESTER addChemical
108247: ACETICANHYDRIDE addChemical
67641: ACETONE addChemical
75865: ACETONE CYANHYDRIN addChemical
1752301: ACETONE THIOSEMICYCARBAZIDE addChemical
75058: ACETONITRILE addChemical
98862: ACETOPHENONE addChemical
52963: ACETYLANIFLUORENE addChemical
50667: ACETYLBROMIDE addChemical
75365: ACETYLCHLORIDE addChemical
501082: ACETYLTHIOUREA addChemical
107028: ACROLEIN addChemical
79061: ACRYLAMIDE addChemical
76107: ACRYLIC ACID addChemical
107131: ACRYLONITRILE addChemical
814686: ACRYLYL CHLORIDE addChemical
124049: ADIPIC ACID addChemical
111693: ADIPONITRILE addChemical
116633: ALDICARB addChemical
1646884: ALDICARB SULFONE addChemical
300001: ALDRIN addChemical
1071864: ALLYLALCOHOL addChemical
107119: ALLYLAMINE addChemical
107051: ALLYLCHLORIDE addChemical
Fields will be populated after chemical selection.

Amount of chemical released must be more than reportable quantity (RQ). You cannot proceed if amount released is less than RQ.
Compliance Step 7: Exercise Report

Add / Update Exercise

Select Exercise Type: Actual, Full Scale, Functional or Table Top

Enter HSEEP Number

Enter Start Date

Enter Start Time

Enter End Date

Enter End Time

Enter Location Information

Select County

Enter Exercise Scenario

Select Fixed Facility or Transportation Incident

Save Exercise
Exercise Report – Due December 31

Online Entry

Dos...

➢ Submit *proposal* 30 days before exercise
➢ Conduct tabletop, functional, full-scale or actual event
➢ Use EHS/HS in the prescribed reportable quantities in the exercise
➢ Partner with other county response agencies for the exercise
➢ Submit exercise *report* within 30 days after exercise completion

Don’ts...

➢ Submit EMA/CEM exercise reports in lieu of LEPC exercise reports
**COMPLIANCE STEP 8:**
**Meeting Minutes with Sign-In Sheets**

### Compliance Document List & Status

**Year-end Approval By:**
**Year-end Approval Date:**

**LEPC Notes (1000 char max):**

- [Edit Notes](#)
- [Email Notes to LEPC contact(s)](#)
- [run roster report](#)

| 1. Legal Notices  
(Due by January 31) | Upload Legal Notice  
LEPC Meeting Schedule |
<table>
<thead>
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<td>Please click on &quot;LEPC Meeting Schedule&quot; to input your meeting dates, times and locations for the entire year.</td>
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</table>

| 2. Roster (Due by March 1)  
Note: Ethics training required for all roster members | Update Roster  
Print Roster  
Roster Added by: Date: Approve |

| 3. Fiscal Report  
(Due by March 1) | Upload County Auditor’s Report  
Add Fiscal Report |

| 4. LEPC Plan Update  
(Due by December 31) | Upload Updated Plan Document |

| 5. Bylaws  
(Due by December 31) | Upload Bylaws Document |

| 6. Exercise Proposal  
(Due 30 days prior to exercise) | [View Exercise Rules /Instructions]  
Add Exercise Proposal |

| 7. Exercise Report  
(Due 30 days after exercise and by December 31) | [View Exercise Rules /Instructions]  
Add Exercise Report |

| 8. Meeting Minutes with meeting sign in sheets  
(Due December 31) | Upload Meeting Minutes and Sign-In Sheets |

**SIGN-IN SHEETS MUST BE SUBMITTED TO VALIDATE ALL MEETINGS**

**UPLOAD MEETING MINUTES & ACCOMPANYING SIGN-IN SHEETS**
Upload Documents

Upload File
For SCOTT County LEPC

IMPORTANT NOTES:
1) Please do not use special characters in file names.
Example: don't use symbols like '&', '#' or ':' If you use them, our review of your submission will be delayed.
2) All data-LEPC File Type, File Location-are mandatory fields on this screen.
3) Current maximum single file size you can upload is 80MB.
4) PLEASE UPLOAD ONLY NON-ALTERABLE FILES (e.g., PDF, JPEG, BMP etc.)

To upload file
click "Choose File" below and select file,
then click "upload selected" button

Select LEPC File Type: Please Select
File Location: Browse...

Upload selected
Dos...
- Publish/post meeting announcement, agenda and minutes in accordance with “open door law”
- Have a quorum present
- Hold 2 meetings every 6 months
- Submit minutes with date and time
- Submit attendee sign-in sheets

Don’ts...
- Submit county executive/council meeting minutes
- Submit EMA/LEPC joint meeting minutes
Contact Information

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