

Appendix J.

Sample Facility EPCRA Section 302 Planning Letter Submitted to SERC/TERC, LEPC/TEPC

As required under EPCRA Section 302(c), if the facility acquires a new EHS at or above its TPQ, the facility is required to notify their SERC/TERC and LEPC/TEPC within 60 days.

LEPCs and TEPCs may ask facilities in their planning district to fill out this template for notifying them and the SERC or TERC if the facility is subject to emergency planning notification.

[Facility Letterhead]

[SERC or TERC Address]

[LEPC or TEPC Address]

To the SERC or TERC /LEPC or TEPC Information Coordinators:

This is the emergency planning notification required under Section 302 of the Emergency Planning and Community Right-to-Know Act for the following facility:

NAME OF FACILITY _____

ADDRESS OF FACILITY _____

CITY, STATE, ZIP _____

This facility stores or uses the following Extremely Hazardous Substances on-site above the threshold planning quantity as specified in 40 CFR Part 355:

CAS #,	CHEMICAL NAME ,	QUANTITY (in pounds)
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1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

If additional emergency planning information for this facility is necessary, please contact our Facility Emergency Coordinator, _____, at _____ (phone) or _____ (email).

Sincerely,

Owner/Operator of Facility