

Appendix M.

Sample Public Notice or News Release

Public Law 99-499 Title III, of the Emergency Planning and Community Right-to Know Act of 1986 (EPCRA), Section 324, requires public notice at least once annually informing the public of the means to access information about chemicals stored, manufactured, and used within the community.

Under Sections 303, 311, 312 and 324 of EPCRA, the following documents are on file and available for public viewing:

- The local community EOP.
- Chemical inventory forms, filed by covered facilities within the community.
- Material Safety Data Sheets, filed by covered facilities within the community.
- Follow-up emergency release notification reports, filed by covered facilities within the community.
- Information concerning LEPC meetings, including notices, agendas, and minutes.

The location for viewing of these documents is the _____ (agency or organization) office at _____ (street/city) between the normal working hours of _____ (i.e., 8:00 AM to 4:30 PM Monday through Friday).

The Contact for the _____ County/Parish LEPC is _____ and may be reached at _____ (phone) or _____ (email address) for further information pertaining to the request for viewing these documents.