

STATE OF COLORADO

COLORADO EMERGENCY PLANNING COMMISSION



Bill Owens
Governor

RISK MANAGEMENT PLAN - PUBLIC MEETING CERTIFICATION REQUIREMENT GUIDANCE DOCUMENT

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Member

October 11, 1999

You should have received our prior notices that as a filer of a Risk Management Plan with U.S. EPA you are now required to hold a public meeting. In our prior notices we provided our view of how a facility should comply with this new requirement.

You are also required to certify that this meeting has been held through a notice filed with the FBI. In this notice we are providing you with information from EPA on how you should perform the certification. You should also check the U. S. EPA Internet site at <http://www.epa.gov/swercepp/> for new developments or advice.

The certification notice must be provided prior to June 5, 2000. The following page shows examples of this certification and provides the addresses that should be used.

If you have questions on this notice please contact Commission member Tim Gablehouse at (800) 818-0050 or (303) 572-0050.

Right-To-Know
4300 Cherry Creek
Drive South
Denver, CO 80222
(303) 692-3017

Admin/Plans
15075 S. Golden Road
Golden, CO 80401
(303) 273-1622

Certification to the FBI

By June 5, 2000, the owner or operator of your facility must send a certification stating that the public meeting has been held, or the OCA summary posted, to:

Director, FBI
Attention: RMP Program - Room 1B327
935 Pennsylvania Ave. N.W.
Washington, D.C. 20535-0001

The FBI will document receipt of the certifications and provide documentation to the EPA. No other communication should be included with certifications to the FBI.

Release of OCA Without Restriction

The owner or operator of a facility may chose to share with the public the OCA sections of the facility's RMP. PL 106-40 provides that the OCA sections of any RMP made available to the public without restriction by the facility owner or operator is not subject to the restrictions of the law.

Once a facility has released that portion of its RMP to the public, government officials may do so, as well.

Notification to EPA

If your facility makes the OCA portion of your RMP available to the public without restriction, PL 106-40 requires you to notify EPA that you have done so. EPA must keep a public list of facilities that have released the OCA portion of their RMPs without restriction.

Mail the notice to:

RMP Reporting Center
P.O. Box 3346
Merrifield, VA 22116-3346

Sample Certification to Director, FBI

RE: EPA Facility ID# (12 digits)

In accordance with P.L. 106-40, on (insert date), (name of facility and facility ID number), after reasonable public notice, convened a public meeting. At that time, the local implications of our Risk Management Plan, including a summary of the OCA portion of the plan, were described and discussed.

or

In accordance with P.L. 106-40, on (insert date), (name of facility) publicly posted a summary of the OCA portion of our Risk Management Plan. The information was posted (describe where). This facility meets the definition of a small business stationary source in Section 507(c) of the Clean Air Act.

Signature

Print Name

Title

Date

Sample Notification to the Administrator, EPA

EPA Facility ID# (12 boxes to indicate size)

I am submitting this notification in accordance with the requirements of P.L. 106-40 to indicate that the OCA portion of the Risk Management Plan relating to (name of facility) was publicly released without restriction on (insert date).

Signature

Print Name

Title

Date