



Local Emergency Planning Committee (LEPC) Public Availability of Information

I. What information is available?

Title III of the Superfund Amendments and Re-authorization Act (**RCRA**), also known as the Emergency Planning and Community Right-to-Know Act (**EPCRA**), requires operators of facilities within Dallas County to report the following to the Dallas County Local Emergency Planning Committee (**LEPC**):

1. **Annual chemical inventory** (Tier Two form) If OSHA hazardous chemicals which are present at or above 10,000 pounds at any time during the year and/or Extremely Hazardous Substances (**EHS**) which are present at or above the Threshold Planning Quantity or 500 pounds whichever is less.
2. **Spill reports** for releases at or above the reportable quantity for chemicals listed on the Extremely Hazardous Substances (**EHS**) and/or Comprehensive Environmental Response, Compensation, and Liability Act (**CERCLA**) lists.

In addition, the LEPC is in possession of other information voluntarily provided by covered facilities to assist in emergency planning activities within Dallas County.

II. How can I access information in the possession of the LEPC?

With the exception of confidential information allowed by **EPCRA**, information in the possession of the **LEPC** is available to the public upon written request and payment of reproduction charges as applicable. Responses to written requests will be handled on a first come, first served basis within the staffing limitations of the Office of Homeland Security and Emergency Management. The goal is to respond to requests within ten (10) business days. Due to staffing limitations, the **LEPC** is only able to provide copies of information currently in its possession; the **LEPC** is not able to perform research to answer requests. **The LEPC's database is currently set up to search via the Texas Commission on Environmental Quality - Emergency Response Spills database.** To check for availability of other information, contact the Office of Homeland Security and Emergency Management LEPC at fax (214) 653-7988. **Records in the possession of the LEPC will be photocopied and mailed or faxed for a minimum cost of \$3.00 for reproduction of up to five pages, and 25¢ per page thereafter Paid-in-Advance.** *(Due to the possible presence of confidential information and other security concerns, the Dallas County LEPC is unable to allow general access to the LEPC files.)*

III. How accurate is information in the possession of the LEPC?

Information in the possession of the LEPC is largely self-reported by facilities. The LEPC makes no independent verification or assessment of reported information. Every effort is made to respond thoroughly to each request; however, the Dallas County LEPC assumes no responsibility for the completeness or accuracy of the information provided. Other sources of similar information are local fire departments, TNRCC, and EPA.

IV. How do I request information?

The Texas Public Information Act, Chapter 552 of the Texas Government Code (the "PIA"), gives the public the right to access government records that are collected, assembled, and maintained by governmental bodies. The Officer for Public Information shall promptly produce public information for inspection, duplication, or both, upon written request. Certain exceptions may apply to the disclosure of the information. Within a reasonable time frame, governmental bodies shall release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

Section 552.201(b) of the Texas Government Code, the Texas Public Information Act (“TPIA”), designates each elected county official and the chief administrative officer as the officer for public information and the custodian of information created or received by that county official’s respective office. When a written request is sent via electronic mail or facsimile, it must be sent to the officer for public information, or the person designated by that officer.

Dallas County has transitioned to GovQA, a web-based public records management platform for handling public information requests. Requests to county departments can now be submitted and tracked via the GovQA Public Records Center found at the following link:

Public Records Center

Following these procedures best guarantees that a request is processed with full consideration of the rights and responsibilities afforded to requestors and to governmental bodies under the TPIA.