

[Your Facility's Letterhead]

[Date]

[LEPC Contact Name]

[LEPC Contact Title]

[Local Emergency Planning Committee (LEPC) Name]

[LEPC Address]

[City, State, ZIP Code]

Subject: Notification of Hazardous Chemical Spill Incident

Dear [LEPC Contact Name],

I am writing to inform you of a hazardous chemical spill incident that occurred at our facility, [Facility Name], located at [Facility Address], on [Date of Incident]. The spill involves the release of [Name of Hazardous Chemical], which is classified as a hazardous substance under regulatory guidelines.

Key Details of the Incident:

- Date and Time of Incident: [Date and Time]
- Location of Incident: [Location within Facility]
- Quantity of Hazardous Chemical Released: [Quantity]
- Type of Container Involved: [Type of Container]
- Immediate Actions Taken to Contain the Spill: [Brief Description of Response]

We are aware of the reporting requirements outlined by the Texas Health and Safety Code, Chapter 375, and are committed to fulfilling our obligations to promptly report this incident to the LEPC. This notification is in accordance with the requirements for reporting hazardous chemical spills that exceed the designated reportable quantity thresholds.

Our primary concern is ensuring the safety of our employees, the community, and the environment. We are working diligently to mitigate the impact of the spill and to coordinate with emergency responders and relevant authorities to manage the situation effectively.

Please let us know if there are any additional details or information you require regarding this incident. We are fully committed to cooperating with the LEPC to ensure a coordinated response and proper management of the situation.

Thank you for your prompt attention to this matter. We value our partnership with the LEPC and look forward to collaborating to address this incident appropriately.

Sincerely,

[Your Name]

[Your Title]

[Facility Name]

[Contact Information]

Attachments: [List any attachments or supporting documents]