LEPC Job Tool

NJ SERC



Notice

This job tool may be used as a guide to assist with the maintenance of the offsite Emergency Response Plan (ERP).

If you have any questions or comments, please email <u>njserc@njsp.gov</u>.

Certain material on this PowerPoint contain sensitive information. This PowerPoint and the information it contains should only be utilized to aid in updating the off-site Emergency Response Plan (ERP) by authorized LEPC personnel.

Introduction

There are two main phases to the maintenance of the off-Site Emergency Response Plan (ERP), as it pertains to the Emergency Planning and Community Right-to-Know Act (EPCRA) facilities:

- 1. Identifying EPCRA Facilities (Table A.1 of the off-site ERP)
- 2. Identifying areas subjected to risk (**Table A.2** of the off-site ERP)

IDENTIFYING EPCRA FACILITIES

- This phase involves identifying the EPCRA facilities within your emergency planning district. This is the information required on **Table A.1** of your off-site ERP.
- You will need to access to the NJDEP and NJDOH Community Right-to-Know Portal via the form at MyNJ Portal at <u>https://my.nj.gov/aui/Login</u> (click this link to log in now).

- If you do not see the following image along the left-hand side of your screen, you will need to request access by clicking this link and submitting the form https://www.nj.gov/dep/enforcement/opppc/crtk/crtkpasysfm.htm (use your agency email address).

DEP Apps
Applications
Community Right-to-Know

- If you already have access, or once you are given access to the DEP Application, proceed to the following slide.

- To access the Community Right-to-Know Portal, click the following link...

Sign in 🕼 🗖 🕅 myNewJersey x +		- D	×
\leftarrow C \bigcirc https://my.nj.gov/portal/Desktop		∞ ₀	, 📀
OFFICIAL SITE OF THE STATE OF NEW JERSEY	Governor Phil Murphy • Lt. Governor Tahesha Way NJ.gov Services Agencies FAQs		٩
NewJersey	Welcome Alex: <u>logout</u> <u>my account</u> <u>auth code</u> <u>layout</u> <u>help</u>		۵ ۵
If your browser automatically enters your ID and browser's <u>password manager</u> .	l password for myNJ on any of your other devices, learn how to retrieve them from your		+
DEP Apps Applications Community Right-to-Know	sey Events Travel Guide Locate Events Travel & Tourism Home Add an Event		
DOH Applications DOH Right To Know Survey			
		_	
Statewide Governor Phil Murphy			<u>ن</u> ې

- Follow the steps provided in the Right-to-Know Portal:
 - Step 1. Select your county
 - Step 2. For municipal-based districts, select your municipality
 - Step 3. (Can be skipped unless identifying a specific facility)
 - Step 4. **Select the reporting year
 - Step 5. Select DEP, DOH, or All facilities
 - Step 6. Select *All* to view every survey, select *302 Only* to view the EPCRA facilities, and select *Newly Required* to view new EPCRA facilities
 - Step 7: Click search

**Example: In the year 2024, you will use the 2023 survey. However, you need to wait until the annual March 1st deadline for the DEP facilities to report their surveys and annual July 15th deadline for the DOH facilities to report their surveys, to ensure complete and accurate reporting.



- The selections you choose in the previous steps determine what facilities you are currently viewing.
- You can confirm your selections at the top of the following screen...

Sign in	Ô	🗖 🕅 n	nyNewJersey	× (1) Right to Know Portal (RPO) - Faci ×	+						-	ð	×
\leftarrow C	Ŵ	🗇 https	//www-dep.state.nj.us/DEP	pCRTK/SearchCompanies		Q	A	☆	₹_=	Ē	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	•	Ø
				New Jersey Community R Reporting Year 20	ight To Know ²³							Î	Q
				DEP and DOH Facilities, Subject All Facilities, Gloucester	to 302 Planning County								0
Return to Search											Log	Out	-

Return to Search

YOUR SEARCH FOUND 100 match(es). Export to Excel

Facility ID	Facility Name	Physical Location	Facility Type *	Eligibility **	302?	Reporting Status ***	Received Date	Select Det	ail Format
			Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/29/2024	Quick View	Full Survey
			Regulated	CRTK/RPPR	Y	Reported Above Threshold	05/09/2024	Quick View	Full Survey
			Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/07/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/22/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	01/15/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	01/15/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	01/15/2024	Quick View	Full Survey
			Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/29/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	01/30/2024	Quick View	Full Survey
			Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/23/2024	Quick View	Full Survey
			Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/23/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/02/2024	Quick View	Full Survey
			Regulated	CRTK/RPPR	Y	Reported Above Threshold	01/17/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/16/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/26/2024	Quick View	Full Survey
			Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/09/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/28/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/28/2024	Quick View	Full Survey
			Regulated	CRTK/RPPR	Y	Reported Above Threshold	03/01/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/29/2024	Quick View	Full Survey
			NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/02/2024	Ouick View	Full Survey

Latest Revision: June 2024

چې چې

Chemicals Subject to 302 Planning

- At this point, there are two options to view each EPCRA facility's information.
- You can either:
 - 1. Select "Export to Excel"
 - This will allow you to view partial information of each facility all at once, OR
 - 2. Select "Full Survey"
 - This will allow you to view all information of each individually selected facility
- The next slide will show you where to find these two options.

	Sign in	Ô		関 myNewJersey	×	(1) Right to Kno	ow Portal (RPO) - Fa	ci x +									-	ð	×
\leftarrow	- C	ଜ	Ô	https://www-dep.state.nj.	us/DEP_pCR	RTK/SearchComp	anies				Q,	tij E	2	CD	₹≡	Ē	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
						New Je	ersey Commun	ity Right To K	now										Q
	Reporting Year 2023																		
						DEP and	I DOH Facilities, Su All Facilities, Glou	ibject to 302 Plan cester County	ning									- 1	0
Retu	rn to Search																Log	Out	-
YOL	IR SEARCH	I FOUND) 100 mat	ch(es). Export to Excel										Che	emicals !	Subject to	<u>302 Planr</u>	ning	
	Facility	y ID		Facility Name	Phys	sical Location	Facility Type *	Eligibility **	302?	Reporting Status ***	Received Date			Select De	tail Forn	nat			+
							Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/29/2024		<u>Quick Vi</u>	ew	2	Full Survey	•		1
							Regulated	CRTK/RPPR	Y	Reported Above Threshold	05/09/2024		<u>Quick Vi</u>	ew		Full Survey			
							Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/07/2024		<u>Quick Vi</u>	ew		Full Survey			
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/22/2024		<u>Quick Vi</u>	ew		Full Survey			
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	01/15/2024		<u>Quick Vi</u>	ew		Full Survey			
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	01/15/2024	1	<u>Quick Vi</u>	<u>ew</u>		Full Survey			
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	01/15/2024		<u>Quick Vi</u>	ew		Full Survey			
							Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/29/2024		<u>Quick Vi</u>	ew		Full Survey			
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	01/30/2024		Quick Vi	ew		Full Survey			
							Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/23/2024		<u>Quick Vi</u>	ew		Full Survey			
							Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/23/2024		Quick Vi	ew		Full Survey			
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/02/2024		<u>Quick Vi</u>	ew		Full Survey			
							Regulated	CRTK/RPPR	Y	Reported Above Threshold	01/17/2024		Quick Vi	ew		Full Survey			
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/16/2024		<u>Quick Vi</u>	<u>ew</u>		Full Survey			
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/26/2024		<u>Quick Vi</u>	ew		Full Survey			
							Regulated	CRTK/RPPR	Y	Reported Above Threshold	02/09/2024		<u>Quick Vi</u>	ew		Full Survey			
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/28/2024		<u>Quick Vi</u>	ew		Full Survey			
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/28/2024		<u>Quick Vi</u>	ew		Full Survey			
							Regulated	CRTK/RPPR	Y	Reported Above Threshold	03/01/2024		<u>Quick Vi</u>	ew		Full Survey			
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/29/2024		<u>Quick Vi</u>	ew		Full Survey			ŝ
							NAICS Exemption	EPCRA Only	Y	EPCRA Only	02/02/2024		Quick Vi	ew		Full Survey		•	253

Latest Revision: June 2024

- Explore both options to determine which one works best to view the EPCRA facility's information.
- Both options contain the information needed to complete Table A.1 of your off-site ERP. This includes:
 - Facility Name
 - Address
 - City
 - Zip Code
 - Facility Emergency Coordinator & Title
 - 24-hour Contact Number
- *Note: For your awareness and/or in the event of an emergency, Option 2 "Full Survey" typically provides multiple emergency contact numbers.

- Whether using Option 1 "Export to Excel" or Option 2 "Full Survey," simply fill in or copy and paste the aforementioned information from the Right-to-Know Portal to the off-site ERP in **Table A.1** (see next slide).

District Emergency Planning District Offsite Emergency Response Plan FOR OFFICIAL USE ONLY

XV. Appendices

A. EPCRA Facilities, Proximate Infrastructure and Transportation Routes

Table A.1 – EPCRA Facilities

The table below lists the facilities in the district planning district that are regulated under EPCRA. [Import this information from the NJDEP/NJDOH Right-to-Know Portal]

Facility Name Str	Street Address	City	Zip	Facility Emergency Coordinator, Title	24 Hour Contact number

- Continue to fill in or copy and paste the information from the Right-to-Know Portal to the off-site ERP in **Table A.1** until all EPCRA facilities are listed.

IDENTIFYING AREAS CONTRIBUTING OR SUBJECTED TO ADDITIONAL RISK

- This phase involves identifying areas that are subjected to additional risk due to proximity to EPCRA facilities, in the event of a release. This is the information required on **Table A.2** of your off-site ERP.
- The current version of your ERP identifies multiple vulnerable areas (listed on Slide 32 & 59). It is most efficient to use the following mapping platforms to easily identify these areas subjected to additional risk:
 - FEMA Resilience and Analysis Planning Tool (RAPT)
 - Google Maps

FEMA Resilience and Analysis Planning Tool (RAPT)

- The RAPT is an impressive Geographic Information Systems (GIS) mapping platform with multiple uses.
- For LEPC purposes, this tool has proven to quickly and efficiently identify certain infrastructure, some of which may be considered areas subjected to risk. Additionally, tools within the platform allow for creating a radius anywhere on the map, easily identifying infrastructure near EPCRA facilities.
- It is recommended to use the RAPT first because of these advanced features.

Google Maps

- Since the RAPT can only identify a limited number of infrastructure, Google Maps is the next best tool for identifying additional infrastructure.

- The following slides will be a step-by-step demonstration on using the RAPT and Google Maps to identify areas subjected to risk.

- To use the RAPT, go to <u>https://www.fema.gov/about/reports-and-</u> <u>data/resilience-analysis-planning-tool</u> and select "Access RAPT."
- You should then see the following slide...



Latest Revision: June 2024

- After agreeing to the terms and conditions, feel free to reference the RAPT Resource Center, Overview and Quick Start, and User Guide on the sidebar.
- Click the arrow tab to minimize the side menu.



Latest Revision: June 2024

- Type in the address of an EPCRA facility.
- Optional: click on the four squares icon in the toolbar to change the basemap to imagery to better find a facility.



Latest Revision: June 2024



Latest Revision: June 2024



Latest Revision: June 2024

- Now you will use the RAPT to identify areas subjected to risk. Click on the icon with buildings in the toolbar and select the following infrastructure:
 - Hospitals
 - Nursing homes
 - Fire stations
 - Public health departments
 - Local law enforcement locations
 - Colleges and universities
 - Private schools
 - Public schools
 - Prison boundaries
 - Power plants
 - Wastewater treatment plants (EPA)





Latest Revision: June 2024



Latest Revision: June 2024

- Now you will create a radius around the EPCRA facility.
- Click the hamburger icon on the toolbar, then click the "!" icon (Incident Analysis icon).



Latest Revision: June 2024


Latest Revision: June 2024

- Set the buffer distance to .5 miles
- Click on the pinpoint icon near the bottom
- Then click on the EPCRA facility to populate the radius



- Click on any marker populated within the radius to identify the risk area & obtain the information needed for **Table A.2** of the off-site ERP. The information for **Table A.2** includes:
 - Name
 - Address
 - City
 - Zip Code



- Simply fill in or copy and paste the aforementioned information from the RAPT to the off-site ERP in **Table A.2** (see next slide).

District Emergency Planning District Offsite Emergency Response Plan FOR OFFICIAL USE ONLY

Table A.2 – Proximate Facilities

The table below lists facilities contributing or subjected to additional risk and facilities that could be negatively impacted by a chemical release due to their proximity according to the current ERG guidebook.

The table below lists proximate critical infrastructure and facilities that could be negatively impacted by a chemical release according to the current ERG guidebook.

Name	Street Address	City	Zip	Proximate EPCRA Facility			

- Continue to fill in or copy and paste the information from the RAPT to the offsite ERP in **Table A.2** until all areas within the radius are listed.

- Optional: Another way of viewing the risk areas within the radius is to click the print icon.



Type in a title (the system will not let you continue without a title).
Click OK.



- This is a table that identifies multiple risk areas, <u>even displaying categories</u> <u>that you didn't select and categories outside of your radius</u>
- Be sure to only account for the categories that you initially selected and that are within your radius. You can confirm this with the column on the right-hand side.

Sign in 🕼 🗖	S Resilience Analysis	and Planning $$ X	about:blank	×	+						-	ð	×
\leftarrow C A ()	about: blank						☆	כןכ	₹_=	Ē	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	•	
	This	report is designed to	be printed on Lette	ANSI A (8.5" X 11") Portrait Paper				Print		Close		Q
	OPARTICO.							1					0
	FEN 😻	A Test]					<u>o</u> -
	Public School	s (Proximity)											+
	NCES	SID	NAME		ENROLLMENT	DI	STANCE						
				-999		0.17 Miles (ap	pproximate)	\leftarrow					
	Public School	S											
	NCESID	NAME	ADDRESS	СІТҮ	STATE	ZIP	TELEPHONE						
	340588002564	GLASSBORO INTERMEDIATE SCHOOL	202 DELSEA DR N	GLASSBORO	NJ	08028	(856) 652-2700						
	ТҮРЕ	STATUS	COUNTY	NAICS_CODE	NAICS_DESC	SOURCE	VAL_METHOD						
	1	2	GLOUCESTER	611110	ELEMENTARY AND SECONDARY SCHOOLS	https://nces.ed.go v/ccd/schoolsearc h/school_list.asp? schoolid=340588 002564	IMAGERY/OTHE R						
	VAL_DATE	WEBSITE	ENROLLMENT	ST_GRADE	END_GRADE	DISTRICTID	SHELTER_ID						
	6/14/2010, 8:00 PM	http://www.gpsd.u s/domain/163	-999	М	М	3405880	NOT AVAILABLE					•	ŝ

- As previously stated, the RAPT can only identify a limited number of infrastructure / areas subjected to risk. However, there is a method to add external GIS data into the RAPT.
- If you have access to GIS data containing additional infrastructure or areas subjected to risk, proceed to the following slides (52-58).

- Click the hamburger icon on the toolbar, then click the "Add Data" icon.



Latest Revision: June 2024

Sign in	Ø		S Resilience Analysis and Planning × +	- a	5 ×	:
$\leftarrow \ \ G$	G	Ô	https://fema.maps.arcgis.com/apps/webappviewer/index.html?id=90c0c996a5e242a79345cdbc5f758fc6 A 🖒 🖒 🖒 🏠	K		>
S FEMA	Resi	ilienc	e Analysis and Planning Tool (RAPT) ? 듣 👪 🌩 🖾 🚧 🐇 T 🚦 🗡	47		Ļ
+	1200	1125.10	× < < < < < < < < < < < < < < < < < < <	3 V.~		>
	R			h	•	-
0		C	Add Data Population C GET	a.	+	_
Lor				「市場」		
7. 6. 6						
, Can	r.				6	
	-			- it		
A						
					1	
	DAhni	5/	AN AN AN	POWERED	BY	~
	22 Degre	ees	This EPA Geospatial data set is generated from the following national environmental progr.	es	R 22	3

Latest Revision: June 2024

- You will now see three options to upload GIS Data in various formats: search, URL, and file.



Latest Revision: June 2024



Latest Revision: June 2024



Latest Revision: June 2024

- Due to the limited infrastructure identification on the RAPT, Google Maps was used to identify additional areas subjected to risk such as:
 - Daycares
 - EMS Stations
 - Government buildings / public works
 - Post offices
 - Substations
 - Community Centers
 - Large sports clubs
 - Malls
 - Libraries
 - Parks
 - Airports

- Go to <u>https://www.google.com/maps</u>.
- Type in the address of an EPCRA facility.



- Move your curser over the EPCRA facility and right-click.
- Then click on "measure distance."
- Immediately after, click anywhere on the map.





- You should now see a ruler, which can be used to identify areas within a halfmile radius (800m).

- To move the ruler around, click and hold on the end point, and drag in any direction.
- The new distance will show at the bottom of the screen in the white box.



Latest Revision: June 2024

- On the left-hand side, click the middle icon titled "nearby."



Latest Revision: June 2024

- Type in the infrastructure you're searching for, i.e. daycare.
- This will display all daycares, or similar infrastructure, within proximity.
- Make sure that "update results when map moves" is enabled.



- Repeat the previous steps in slides 61-71 for each EPCRA facility to identify the risk areas within the distance.
Questions/Comments

If you have any questions or comments, please email <u>njserc@njsp.gov</u>.

Thank you!