Ohio State Emergency Response Commission
Ohio EPA Emergency Planning and Community Right-to-Know
P.O. Box 1049 / 50 W Town Street
Columbus, Ohio 43216-1049

EMERGENCY PLANNING - TITLE III ORC 3750.07 & 3750.08

INSTRUCTIONS FOR OIL AND GAS EXTRACTION SITES

HAZARDOUS CHEMICAL INVENTORY REPORT FORMS

These instructions are only for the facility identification form for commercial oil and gas extraction sites. If your oil/gas extraction well is used solely for personal use and you do not sell the petroleum crude oil product, you need not to report under this program. The oil and gas form is designed to be a generic crude oil reporting form that allows the operator to declare all tank batteries within a specific township to be reported together. Each completed township inventory report will contain one or more inventory forms which list tank batteries (facilities), their location and storage capacity, plus a township map showing the locations of the facilities. This information form will serve as your facility identifier and chemical inventory report. If you have a field yard that stores chemicals in amounts that trigger reporting, use the regular Title III 311/312 inventory reporting form for those facilities. If this is a revision of a previous form, please check the Revision box and show the changes on the page(s) by crossing through the old information and putting the new information on a blank line.

Under Ohio Administrative Code 3750-30-101; an owner or operator of a facility who has previously submitted a facility identification form, may in the event there are no changes to the reported information from the previous years filing, may send in lieu of a new facility identification form, a letter to the Commission, Local Emergency Planning Committee(s), and the Fire Department(s) stating that the previously submitted form(s) and information is still correct. A separate letter shall be submitted for each facility identification form (specific county and township) previously submitted.

A new facility identification form is required every three years even if no changes have occurred.

The filing fee is submitted annually, regardless of your company's facility identification form filing status.

FACILITY IDENTIFICATION FORM FOR OIL & GAS EXTRACTION: This form provides basic information such as emergency phone numbers and site locations. Changes to this information must be updated within 90 days. Its use could save a well owner valuable time and expense in a spill situation.

1.1) Provide the name of the Ohio County & Township the facility covered by SARA Title III is located. Any map showing the location of the facility(s) is an acceptable attachment. Note: If your company owns or operates tank battery sites in more than one township, use a separate Facility Identification Form for each of the townships.

1.2) Enter the name and mailing address of the corporation, or operating company.

1.3) Enter the Dunn & Bradstreet number for your company. The Dunn & Bradstreet company assigns these numbers when they financially evaluate a company.

1.4a) Enter the name of the facility's emergency response coordinator.

1.4b) List the phone number where the emergency response coordinator can be reached during the day.

1.4c) List a 24 hour emergency number where the coordinator can be reached at any time. Do not put a regular office number unless it is manned 24 hours a day.

1.5a) Provide the name of the alternate facility emergency response coordinator.

1.5b) Provide the phone number where the alternate can be contacted during the day.

1.5c) Provide a 24 hour emergency phone number for the alternate.

2.0a) List facilities (tank battery sites) by its lease or well name. "Facility" means all buildings, equipment, structures, and other stationary items which are located on a single site or are contiguous or adjacent sites and which are owned or operated by the same person (or person which controls, is controlled by, or under the common control with). If more space is needed, a separate list, such as a computer list, with appropriate information (all of #2) may be attached to the Facility Identification Form.

2.0b) Enter the facility (tank battery or lease) address (street or road locations and number if possible). If the facility has no specific address give the closest crossroad directions and/or approximate distance to facility.

2.0c) The lattitude and longitude as they appear on the well plat.

2.0d) The name of the local fire department which has jurisdiction over the facility.

2.0e) The maximum storage capacity in gallons at the site (e.g. 2-100 barrel tanks = 8400 gal)

3.0) A responsible official of the company, facility, corporation or proprietorship must sign the form, certifying the validity of the information provided. Provide the date that the document was signed. Provide the signer's phone number and print or type the person's name and title.

EMERGENCY & HAZARDOUS CHEMICAL INVENTORY FORM FOR OIL & GAS EXTRACTION SITES: For most facilities, crude oil is the only hazardous chemical which will be on site for the calendar year, however, the possibility does exist that other hazardous chemical(s) which need to be reported may also be present. At some point during the calendar reporting year, some refracing fluids contain acids and other "hazardous chemical(s)" (29CFR1910). See the "extremely hazardous substance" section of these instructions. A careful check is recommended to assure proper inventory reporting. The CAS #, hazard classes and storage codes for crude oil have already been filled in.

4.0) Provide the name and mailing address of the field office administering the reported production area in that township. If this information is the same as 1.1 on the identification form, then you may mark "same".

5.0) If you are storing or have hazardous chemicals in quantities greater than its assigned threshold quantity, other than crude oil at a facility (lease), please fill out lines 2 or 3 for these other chemicals. On page 4 of this packet, is a listing of the most common extremely hazardous chemicals found at an extraction site. If you need to do this, please be sure you are using the correct form. This form is only for Oil & Gas extraction and storage site leases, and not to be used with any other type of storage facility. To complete the form for chemicals other than crude oil you may need the Hazardous Chemical Inventory Form Instructions. Contact the SERC at (614)-644-2260 or 1--888-644-2260 (toll free)

After you have finished the Facility Identification Form and the Chemical Inventory Form, you are ready to complete the Filing Fee Worksheet. The worksheet is found near the back of this packet and can be completed by following the directions on the form.

When you have filled out all three forms and attached a map showing the locations of the storage facility(ies), you are ready to mail the packages to the three required organizations.

The best way to do this is to make three (3) copies of the facility identification form, the facility inventory form, and the map. Then mail one set to the local fire department which you listed in section 2.0d on the facility identification form. Mail the second set to the Local Emergency Planning Committee for your county, (Listing of LEPC information coordinators is provided to assist your efforts). Mail the third set to:

Ohio EPA
SERC
50 W Town Street
P.O. Box 1049
Columbus, Ohio 43216-1049

A fourth set should be kept for your company's personal records.

Your Facility Filing Fee Worksheet and check (payable to the *Treasurer, State of Ohio*) should be mailed to:

Ohio Environmental Protection Agency
Dept. L-2711
Columbus, Ohio 43260-2711

If at any time you have any questions about how to fill out the forms in this packet, you may direct them to your LEPC or to the Ohio EPA Right-To-Know program at (614) 644-2260 or 1-888-644-2260.

The owner or operator of a facility (tank battery/lease) having, at any one point in time during a calendar year, 10,000 pounds (about 1,350 gallons or 310 barrels) of crude oil, 10,000 pounds of a hazardous chemical(s), or the threshold quantity of an Extremely Hazardous Substance (EHS list on page 4) is subject to these reporting requirements.

1. Within 90 days of acquiring any hazardous chemical (crude oil), submit a list of these chemical(s) to the SERC, Local Emergency Planning Committee (LEPC), and jurisdictional fire department (Sec. 3750.07, ORC 42 USC-499 PART 311).

2. Within 60 days of acquiring the threshold planning quantity (TPQ) of an EHS, notify the SERC, LEPC, and fire department of the name of the EHS and the name of the facility emergency coordinator.

3. Annually submit a Facility Identification Form, Chemical Inventory Form, site map and fee by March 1st of each year for each facility to the SERC, the LEPC and fire department. Only the SERC receives the filing fee.

4. Spill Reporting is described on pages 5-7.

Note: The State Emergency Response Commission requires all submissions to be in strict accordance to the reporting requirements (and examples) as outlined in this instructional book.

Note: The State Emergency Response Commission may return to the parent company any and all submissions not submitted in accordance with these instructions.

Examples include, but are not limited to:

(1) Facility computer generated printouts listing their facilities in a continuous run format with no page break between counties and each specific township.

(2) Reports and corresponding maps unstapled and uncollated.

EXTREMELY HAZARDOUS SUBSTANCES

Title 40 of the Code of Federal Regulations (40CFR) section 370.28, implementing sections 311 and 312 of SARA Title III, requires the reporting of extremely hazardous substances (EHSs) present in pure or in mixture form, if the concentration equals, in weight, one percent (0.1 percent if carcinogenic). A facility owner or operator is required to add up all the quantities of **each** EHS present in several mixtures (or in pure form and in mixtures) to determine whether the facility meets the **threshold** for reporting. The rule allows either a list of the total quantity of each EHS present, or the total quantity of each mixture containing an "EHS", noting on the Tier Two form the presence of the EHS component. The following table shows 10 EHSs which can be present in exploration and production operations and provides information on how they appear in the generic reports. Should other EHSs be present, they must be identified separately on your chemical inventory report.

EHSs/Alphabetical Order

CAS Number	*EHS Name*	*Threshold Quantity (pounds)*	*Generic Reports Listing*
107-02-8	Acrolein	500	Biocides-Acrolein
79-06-1	Acrylamide	500	Acrylamide monomer
7664-41-7	Ammonia	500	Biocides-Anhydrous-Ammonia
7782-50-5	Chlorine	100	Chlorine Gas
107-15-3	Ethylenediamine	500	Surfactant-Ethylene Diamine
50-00-0	Formaldehyde	500	Biocides-Formaldehyde
7664-39-3	Hydrogen Fluoride	100	Acids, Inorganic-Hydrofluoric Acid
7783-06-4	Hydrogen Sulfide	500	Hydrogen Sulfide
7446-09-5	Sulfur Dioxide	500	Sulfur Dioxide
7664-93-9	Sulfuric Acid	500	Acids, Inorganic-Sulfuric Acid

EHSs/CAS Number Order

CAS Number	*EHS Name*	*Generic Report Listing*
50-00-0	Formaldehyde	Biocides-Formaldehyde
79-06-1	Acrylamide	Acrylamide monomer
107-02-8	Acrolein	Biocides-Acrolein
107-15-3	Ethylenediamine	Surfactant-Ethylene Diamine
7446-09-5	Sulfur Dioxide	Sulfur Dioxide
7664-39-3	Hydrogen Fluoride	Acids, Inorganic-Hydrofluoric Acid
7664-41-7	Ammonia	Biocides-Anhydrous Ammonia
7664-93-9	Sulfuric Acid	Acids, Inorganic-Sulfuric Acid
7782-50-5	Chlorine	Chlorine Gas
7783-06-4	Hydrogen Sulfide	Hydrogen Sulfide

NOTE: If a tank battery site stores one or more "Extremely Hazardous Substances" above the assigned threshold quantity (in pounds); the owner/operator must report that substance as directed.

Release Reporting of a Hazardous Substance

The State Emergency Response Commission (SERC) finalized a set of eight (8) release reporting rules (3750-25-01; 3750-25-05; 3750-25-10; 3750-25-12; 3750-25-13; 3750-25-15; 3750-25-20; and 3750-25-25), effective June 30th, 1993. The purpose of this section is to make you aware of your reporting obligations in case of a discharge or release.

All verbal notifications made under these rules are to be reported to the Ohio EPA's Emergency Response Section, Local Emergency Planning District(s) which may be affected, and the jurisdictional fire department(s).

An owner or operator is required to report a release or discharge under 3750.06 of the Ohio Revised Code anytime there is a release or spill of a regulated chemical which exceeds its assigned Reportable Quantity (RQ) and leaves the facility property line. The regulated substances subject to the release reporting requirements are reference below:

Materials Subject to Release Reporting

- **Extremely Hazardous Substances 40 CFR; Part 355; Appendix A and B,**
- **CERCLA Hazardous Substances 40 CFR Part 302; Table 302.4, and**
- **Oil (definition includes without limitation to, gasoline, petroleum, fuel oil, sludge, oil refuse, and oil mixed with wastes other than dredged spoil).**

a) The Reportable Quantity (RQ) for the discharge of oil including crude oil into or upon navigable waters is an amount which causes a visible film or sheen upon the surface of the water;

b) The RQ for the release of oil into the environment, excluding navigable waters, is an amount of 25 gallons or more; and

c) The RQ for the release of crude oil from an oil and gas extraction storage facility into the environment, excluding navigable waters, is 210 gallons.

Verbal Notification Requirement

The verbal notification to the fire department, LEPC, and Ohio EPA shall be made within 30 minutes of knowledge of the release, unless notification within that timeframe is impractical due to uncertain circumstances. In addition, calls to The National Response Center (NRC) shall be made for those reportable quantity releases involving CERCLA hazardous substances or oil to navigable waters as soon as possible. The National Response Center (NRC) 24-hour number is 1-800-424-8802.

The release notification for 24-hour reporting of spills in the State of Ohio is:

In Ohio call:

1-800-282-9378

If the 1-800 number does not work, call:

614-224-0946

In addition, facility must call:
- LEPC emergency coordinator
- Jurisdictional fire department

Be prepared to relay as much of the information listed below as is known or can be estimated at the time of reporting. Please remember this is an initial report and estimates can be corrected in your follow-up emergency notice report.

- Name and phone number of the person to contact for further information;
- Location and source(s) of the release or discharge;
- Chemical name or identity of any substance(s) involved in the release or discharge;
- Is the substance an extremely hazardous substance;
- Estimate of the quantity (gallons or pounds) discharged into the environment;
- Time and duration of the release or discharge;
- The environmental medium or media into which the substance was released or discharged;
- Potential health effects associated with the release or discharge of the substance; and
- Report precautions taken, including evacuation, remediation, or other proposed response actions.

This information is required under ORC Section 3750.06(C) and Rule 3750-25-25(A)(1) of the Ohio Administrative Code (OAC).

Written Follow-up Requirements

After the release or discharge, **written follow-up emergency notice must be submitted within 30 days to the Ohio EPA Emergency Response Section and the local planning committee of the planning district(s) in which the release or discharge occurred,** unless the release was from a vessel, then the report is sent only to the SERC. This follow-up emergency notice is your company's opportunity to explain in its own words the circumstances and actions relating to the release of pollutants to the environment. Your written emergency notice should follow the question sequence as indicated below. If any of the questions are not applicable to your incident, indicate N/A (not applicable) for that item.

1. Who

(a) Complete facility name, address and telephone number of the facility from which the release occurred. Complete name of owner and/or operator.

2. When

(a) Actual time, date, and duration of the discharge or release.

(b) Actual time and date of discovery of the release or discharge.

(c) Actions taken to respond to and contain the release or discharge.

(d) Indicate the spill number assigned by Ohio EPA. (If you do not know this number, call a duty officer during business-hours and ask. The telephone number is 614-644-3194). If the National Response Center was notified, please provide their assigned case number.

3. Location

(a) Location of facility from which the release or discharge occurred.

(b) Location of release: county, township, and city.

(c) Longitude and latitude of the release, if known.

(d) Distance and direction from nearest intersection or milepost if it was a transportation related release or discharge.

4. Product Release

(a) Common and/or technical name(s) of the material(s) released or discharged and CAS Numbers(s).

(b) What was the quantity and duration of the discharge? Indicate volume(s) in gallons or pounds.

5. Environmental Impact

(a) Name of the environmental medium or media affected (i.e. navigable waters, land, and/or air). If navigable waters, please identify.

(b) What was the length of area of the navigable waterway affected?

(c) What was the ground surface area (square feet or yards) and depth of soil contamination?

(d) To the extent information is available, identify damage to wildlife and/or vegetation.

(e) To the extent information is available, identify impact to human health and safety (i.e. evacuations, exposure, etc.)

(f) Where appropriate, identify medical advice provided for exposed individuals and or local medical personnel.

6. Monitoring and Detection

(a) If the release or discharge was monitored, indicate the method of detection and concentrations detected.

(b) If the release was air-borne, how was the wind direction and speed determined?

(c) Was the public warned, and if so, how?

7. Mitigation, Containment Action

(a) How much product or waste was recovered or neutralized?

(b) How was the material recovered or neutralized?

(c) Were any other actions taken to reduce the impact of the discharge (containment, adsorbents, on-site treatment, etc.)?

8. Prevention Measures

Please provide plans to prevent recurrence of the discharge or release which may occur at this specific source. This may include: employee training, replacement of equipment, construction, or security measures such as lighting, fencing or locks.

9. Health Risks

List known or anticipated acute and chronic health risks of exposure associated with the substances which were released.

10. Permit Numbers

(a) Indicate any air, water, or other permit numbers which may be pertinent to this incident (voluntary information).

(b) If this is a NPDES/air permit, please enclose a copy of your current effluent/emission limitations.

11. Chronology

Provide a chronological review of the incident. Include a chronology of communications with state and local government.

12. Documentation

Provide any reports or other documents which pertain to the incident (e.g. accident reports, manifest, bills of lading, laboratory analyses).

13. Causes

Describe any extenuating circumstances which caused the discharge.

14. Economic Impact

(This information is voluntary)

(a) Estimate the dollar value, if any, of the spilled product.

(b) What was the equipment damage cost (estimate)?

(c) What was the cost of spill cleanup (estimate)?

(d) What are the estimated costs of spill prevention to eliminate possible reoccurrence of this event?

This information is required pursuant to ORC Section 3750.06(D) and OAC Rule 3750-25-25(A)(2).

The written emergency notice must be submitted within 30 days of the release or discharge to:

(a) Ohio EPA, DERR—ER
Lazarus Government Center
50 West Town Street, Suite 700
P.O. Box 1049
Columbus, Ohio 43216-1049
ATTN: ER Records Mgmt.
SERC Report

Note: the 30-day written spill release notice to the Ohio EPA/SERC can be submitted by attaching the report and e-mailing to:
cindy.stanwick@epa.ohio.gov
Please reference the Ohio EPA, Emergency Response spill number on the e-mail subject line.

(b) County LEPC
Emergency Coordinator

The statute provides that if significant additional information regarding the mandatory or voluntary information submitted becomes known during the period between submission of the written report and one (1) year after the release or discharge, the owner or operator shall submit to the LEPC and the Ohio EPA an updated written notice within three (3) days after learning of the additional information.

If this is the second oil spill release at this location within a 12 month period, or a release of over 1,000 gallons which has reached water, then you must submit a copy of your Spill Prevention Control and Countermeasure Plan (SPCC) to the U.S. EPA Regional Administrator and to Ohio EPA within 60 days from the time of the discharge as required by 40 CFR 112.4. Your SPCC plan may be submitted with your response to the 30-day written follow-up report. You may obtain SPCC information from U.S. EPA, by contacting their Hotline Center at 800-424-9346.

Revised October 2012

Ohio Local Emergency Planning Committee Information and Emergency Coordinators by County

NOTE: This list contains the 24-hour emergency telephone numbers of LEPC Emergency Coordinators (as of 10/1/12). These numbers are to be used only to report reportable spills/ releases to local officials. In the majority of cases, the 24-hour number is a dispatching number (eg..Sheriff's Dept./Fire Dept./Police). Please do not call the 24-hour emergency number for general program questions or issues. This is only an emergency incident reporting telephone number.

NOTE: Questions about annual chemical inventory reports or filing fees should be directed to the information coordinator of your planning district (see below) or a state representative of the SERC (614-644-2260) or 1-888-644-2260 (toll free).

ADAMS COUNTY LEPC

INFORMATION COORDINATOR
Karen Sapp
Adams Cnty. EMA
31 Logans Lane
West Union, OH 45693
(937) 544-6123

EMERGENCY COORDINATOR
Karen Sapp
Adams Cnty. EMA
31 Logans Lane
W. Union, OH 45693
(937) 544-6123 (DAY)
(937) 544-2314 (24-HR)

ALLEN COUNTY LEPC

INFORMATION COORDINATOR
Russell Decker
Allen Cnty. EMA Director
P. O. Box 1243/333 N. Main St.
Lima, OH 45802
(419) 993-1404

EMERGENCY COORDINATOR
Russell Decker
Allen Cnty. EMA Director
P. O. Box 1243/333 N. Main St.
Lima, OH 45802
(419) 993-1404 (DAY)
(419) 227-3535 (24-HR)

ASHLAND COUNTY LEPC

INFORMATION COORDINATOR
Mark Rafeld
Ashland Cnty. EMA
110 Cottage St.
Ashland, OH 44805
(419) 282-4272

EMERGENCY COORDINATOR
Rick Anderson
Ashland City Fire Chief
274 Cleveland Ave.
Ashland, OH 44805
(419) 289-6511 (DAY)
(419) 289-2911 (24-HR)

ASHTABULA COUNTY LEPC

INFORMATION COORDINATOR
Debbie Riley
Ashtabula Cnty. EMA Secretary
25 W. Jefferson St.
Jefferson, OH 44047
(440) 576-9148

EMERGENCY COORDINATOR
George Sabo
Ashtabula Cnty. EMA Dir.
25 W. Jefferson St.
Jefferson, OH 44047
(440) 576-9148 (DAY)
(440) 576-0055 (24-HR)

ATHENS COUNTY LEPC

INFORMATION COORDINATOR
Fred Davis
Athens Cnty. EMA
13 W. Washington St.
Athens, OH 45701
(740) 594-2261

EMERGENCY COORDINATOR
Fred Davis
Athens Cnty. EMA
13 W. Washington St.
Athens, OH 45701
(740) 594-2261 (DAY)
(740) 752-5444 (24-HR)

AUGLAIZE COUNTY LEPC

INFORMATION COORDINATOR
Dan Grothause
Auglaize Cnty. EMA
209 Blackhoof St. (Room 206)
Wapakoneta, OH 45895
(419) 739-6725

EMERGENCY COORDINATOR
Troy Anderson
Auglaize Cnty. EMA
209 Blackhoof St. (Room 206)
Wapakoneta, OH 45895
(419) 739-6725 (DAY)
(419) 733-3857 (24-HR)

BELMONT COUNTY LEPC

IINFORMATION COORDINATOR
Dave Ivan
Belmont Cnty. EMA Dir.
68329 Bannock Rd.
St. Clairsville, OH 43950
(740) 695-5984

EMERGENCY COORDINATOR
Dave Ivan
Belmont Cnty. EMA Dir.
68329 Bannock Rd.
St. Clairsville, OH 43950
(740) 695-5984 (DAY)
(740) 699-0425 (24-HR)

BROWN COUNTY LEPC

INFORMATION COORDINATOR
Beth Nevel
Brown Cnty. EMA Director
325 W. State St. (Bldg. B)
Georgetown, OH 45121
(937) 378-5100

EMERGENCY COORDINATOR
Beth Nevel
Brown Cnty. EMA Director
325 W. State St. (Bldg. B)
Georgetown, OH 45121
(937) 378-5100 (DAY)
(937) 378-2474 (24-HR)

BUTLER COUNTY LEPC

INFORMATION COORDINATOR
Matt Haverkos
Butler Cnty. EMA
315 High St.(Suite 670)
Hamilton, OH 45011
(513) 785-5810

EMERGENCY COORDINATOR
Jeff Galloway
Butler Cnty. EMA Dir.
315 High St.(Suite 670)
Hamilton, OH 45011
(513) 785-5810 (DAY)
(513) 785-5810 (24-HR)

CARROLL COUNTY LEPC

INFORMATION COORDINATOR
Tom Cottis
Carroll Cnty. EMA
106 Kensington Rd.
P.O. Box 628
Carrollton, OH 44615
(330) 627-0003

EMERGENCY COORDINATOR
Tom Cottis
Carroll Cnty. EMA
106 Kensington Rd.
P.O. Box 628
Carrollton, OH 44615
(330) 627-0003 (DAY)
(330) 627-2141 (24-HR)

CHAMPAIGN COUNTY LEPC

INFORMATION COORDINATOR
Craig Evans
Champaign Cnty EMA
1512 US HWY 68 (Suite C103)
Urbana, OH 43078
(937) 484-1642

EMERGENCY COORDINATOR
Craig Evans
Champaign Cnty EMA
1512 US HWY 68 (Suite C103)
Urbana, OH 43078
(937) 484-1642 (DAY)
(937) 605-1786 (24-HR)

CLARK COUNTY LEPC

INFORMATION COORDINATOR
Ken Johnson
Clark Cnty. EMA
3130 E. Main St. (Suite 1E)
Springfield, OH 45505
(937) 521-2175

EMERGENCY COORDINATOR
Rodney Rahrle
Springfield Fire Dept.
350 N. Fountain Ave.
Springfield, OH 45504
(937) 324-7632 (DAY)
(937) 324-7615 (24-HR)

CLERMONT COUNTY LEPC

INFORMATION COORDINATOR
Karen Blades
Clermont Cnty. Info. Coord.
2279 Clermont Center Dr.
Batavia, OH 45103
(513) 732-2231

EMERGENCY COORDINATOR
Pam Broughton
Clermont County EMA
2279 Clermont Center Drive
Batavia, OH 45103
(513) 735-8502 (Day)
(513) 732-2331 (24-HR)

CLINTON COUNTY LEPC

INFORMATION COORDINATOR
Michael Jones
Clinton Cnty. EMA
1645 Davids Drive
Wilmington, OH 45177
(937) 382-6673

EMERGENCY COORDINATOR
Michael Jones
Clinton Cnty. EMA
1645 Davids Drive
Wilmington, OH 45177
(937) 382-6673 (DAY)
(937) 603-4240 (24-HR)

COLUMBIANA COUNTY LEPC

INFORMATION COORDINATOR
Willie Brantingham
Columbiana Cnty. Info. Coord.
215 S. Market St.
P. O. Box 404
Lisbon, OH 44432
(330) 424-0861

EMERGENCY COORDINATOR
Darren Dodson
Columbiana Cnty. EMA Dir.
215 S. Market St.
Lisbon, OH 44432
(330) 424-9725 (DAY)
(330) 424-7255 (24-HR)

COSHOCTON COUNTY LEPC

INFORMATION COORDINATOR
James Van Horn
Coshocton Cnty. EMA
724 S. 7th St.
Coshocton, OH 43812
(740) 622-1984

EMERGENCY COORDINATOR
Robbie LeMaster
Coshocton Cnty. EMA
724 S. 7th St.
Coshocton, OH 43812
(740) 622-1984 (DAY)
(740) 622-2411 (24-HR)

CRAWFORD COUNTY LEPC

INFORMATION COORDINATOR
Jette Cander
Crawford Cnty. EMA
112 E. Mansfield St. (Suite 302)
Bucyrus, OH 44820-2349
(419) 562-6009

EMERGENCY COORDINATOR
Tim Flock
Crawford Cnty. EMA Dir.
112 E. Mansfield St. (Suite 302)
Bucyrus, OH 44820-2349
(419) 562-6009 (DAY)
(419) 562-7906 (24-HR)

CUYAHOGA COUNTY LEPC

INFORMATION COORDINATOR
Bill Belardo
Cuyahoga Cnty. Info. Coord.
310 W. Lakeside Ave. (#795-A)
Cleveland, OH 44113
(216) 443-5472

EMERGENCY COORDINATOR
Brandy Carney
Cuyahoga Cnty. EMA
310 W. Lakeside Ave. (#795-A)
Cleveland, OH 44113
(216) 443-5691 (DAY)
(216) 771-1365 (24-HR)

DARKE COUNTY LEPC

INFORMATION COORDINATOR
Mindy Saylor
Darke Cnty. EMA Director
5183 County Home Rd.
Greenville, OH 45331
(937) 548-1444

EMERGENCY COORDINATOR
Ken Johnson
Darke Cnty. LEPC
5183 County Home Rd.
Greenville, OH 45331
(937) 548-1444 (DAY)
(937) 548-2020 (24 HR)

DEFIANCE COUNTY LEPC

INFORMATION COORDINATOR
Nicole Zolman
Defiance Cnty. EMA
22491 Mill St.
Defiance, OH 43512
(419) 782-1130

EMERGENCY COORDINATOR
Julie Ritterhouse
Defiance Cnty. EMA Director
22491 Mill St.
Defiance, OH 43512
(419) 782-1130 (DAY)
(419) 784-1155 (24-HR)

DELAWARE COUNTY LEPC

INFORMATION COORDINATOR
Bob Lavender
Delaware Cnty. EMA
10 Court St.
Delaware, OH 43015
(740) 833-2182

EMERGENCY COORDINATOR
Brian Galligher
Delaware Cnty. EMA
10 Court St.
Delaware, OH 43015
(740) 833-2181 (DAY)
(740) 368-1911 (24 HR)

ERIE COUNTY LEPC

INFORMATION COORDINATOR
Marianne Cheetham
Erie Cnty. LEPC
2900 Columbus Ave.
Sandusky, OH 44870
(419) 627-7617

EMERGENCY COORDINATOR
Timothy Jonovich
2900 Columbus Ave.
Sandusky, OH 44870
(419) 627-7617 (DAY)
(419) 627-7668 (24-HR)

FAIRFIELD COUNTY LEPC

INFORMATION COORDINATOR
Christine Noland
Fairfield Cnty. EMA
241 W. Main St. (Suite 100)
Lancaster, OH 43130
(740) 654-4357

EMERGENCY COORDINATOR
Jon Kochis
Fairfield Cnty. EMA Dir.
241 W. Main St. (Suite 100)
Lancaster, OH 43130
(740) 654-4357 (DAY)
(740) 438-5304 (24-HR)

FAYETTE COUNTY LEPC

INFORMATION COORDINATOR
Fulton Terry
Fayette Cnty. Info. Coord.
133 S. Main St. (L15)
Washington CH, OH 43160
(740) 335-8264

EMERGENCY COORDINATOR
Fulton Terry
Fayette Cnty. EMA Dir.
133 S. Main St. (L15)
Washington CH, OH 43160
(740) 335-8264 (DAY)
(740) 636-2360 (24-HR)

FRANKLIN COUNTY LEPC

INFORMATION COORDINATOR
Jerry Pettit
Columbus Public Health
240 Parsons Ave.
Columbus, OH 43215
(614) 645-6275

EMERGENCY COORDINATOR
Michael R. Pannell
Franklin Cnty. EMA Director
5300 Strawberry Farms Blvd.
Columbus, OH 43230
(614) 794-0213 (DAY)
(614) 794-0213 (24-HR)

FULTON COUNTY LEPC

INFORMATION COORDINATOR
Heather Kost
Fulton Cnty. EMA
152 S. Fulton St.
Wauseon, OH 43567
(419) 337-9207

EMERGENCY COORDINATOR
Rod Cheney
Fulton Cnty. EMA
152 S. Fulton St.
Wauseon, OH 43567
(419) 337-9207 (DAY)
(419) 583-6018 (24-HR)

GALLIA COUNTY LEPC

INFORMATION COORDINATOR
Sherri Daines
Gallia Cnty. EMA Dir.
1255 St. Rt. 160
Gallipolis, OH 45631
(740) 441-2036

EMERGENCY COORDINATOR
Sherri Daines
Gallia Cnty. EMA Dir.
1255 St. Rt. 160
Gallipolis, OH 45631
(740) 441 -2036 (DAY)
(740) 446-1221 (24-HR)

GEAUGA COUNTY LEPC

INFORMATION COORDINATOR
Brian Laney
Geauga Cnty. EMA
12518 Merritt Rd.
Chardon, OH 44024
(440) 279-2171

EMERGENCY COORDINATOR
Ken Folsom
Geauga Cnty. Emergency Coord.
12518 Merritt Rd.
Chardon, OH 44024
(440) 279-2173 (DAY)
(440) 286-1234 (24-HR)

GREENE/MONTGOMERY COUNTY LEPC

INFORMATION COORDINATOR
Jeff Jordan
Mont./Greene Cnty. Info. Coord.
117 South Main St. (Suite 721)
Dayton, OH 45422
(937) 224-8934

EMERGENCY COORDINATOR
Dennis Bristow
Dayton Regional HazMat Coord.
444 W. 3rd Street, Suite 20-231
Dayton, OH 45402-1460
(937) 512-5103 (DAY)
(937) 901-5112 (24-HR)

GUERNSEY COUNTY LEPC

INFORMATION COORDINATOR
Linnie Deeks
Guernsey Cnty. EMA
627 Wheeling Ave. (Suite 302)
Cambridge, OH 43725
(740) 432-9292

EMERGENCY COORDINATOR
Gerry Beckner
Guernsey Cnty. EMA
627 Wheeling Ave. (Suite 302)
Cambridge, OH 43725
(740) 432-9292 (DAY)
(740) 439-4455 (24-HR)

HAMILTON COUNTY LEPC

INFORMATION COORDINATOR
Edward Frambes
Hamilton Cnty. EMA
2000 Radcliff Drive
Cincinnati, OH 45204
(513) 263-8010

EMERGENCY COORDINATOR
Bary Lusby
Hamilton Cnty. EMA
2000 Radcliff Drive
Cincinnati, OH 45204
(513) 263-8206 (DAY)
(513) 825-2260 (24-HR)

HANCOCK COUNTY LEPC

INFORMATION COORDINATOR
Lee Swisher
Hancock Cnty. EMA
P.O. Box 964/1900 Lima Ave.
Findlay, OH 45839-0964
(419) 424-7092

EMERGENCY COORDINATOR
Lee Swisher
Hancock Cnty. EMA
P.O. Box 964/1900 Lima Ave.
Findlay, OH 45839-0964
(419) 424-7092 (DAY)
(419) 422-2424 (24-HR)

HARDIN COUNTY LEPC

INFORMATION COORDINATOR
Audrey Hankins
Hardin Cnty. LEPC
1025 S. Main St.
Kenton, OH 43326
(419) 674-2392

EMERGENCY COORDINATOR
Max Trachsel
Hardin Cnty. EMA
1025 S. Main St.
Kenton, OH 43326
(419) 674-2276 (DAY)
(419) 674-7171 (24-HR)

HARRISON COUNTY LEPC

INFORMATION COORDINATOR
Lorna Bower
Harrison Cnty. EMA Dir.
538 N. Main St., Suite F
Cadiz, OH 43907-1282
(740) 942-3922

EMERGENCY COORDINATOR
Lorna Bower
Harrison Cnty. EMA Dir.
538 N. Main St., Suite F
Cadiz, OH 43907-1282
(740) 942-3922 (DAY)
(740) 942-2197 (24-HR)

HENRY COUNTY LEPC

INFORMATION COORDINATOR
Nick Nye
Henry Cnty. LEPC
1853 Oakwood Ave.
Napoleon, OH 43545
(419) 599-5827

EMERGENCY COORDINATOR
Tracy Busch
Henry Cnty. EMA Dir.
1853 Oakwood Ave.
Napoleon, OH 43545
(419) 592-4876 (DAY)
(419) 592-8010 (24-HR)

HIGHLAND COUNTY LEPC

INFORMATION COORDINATOR
James A. Lyle
Highland Cnty. EMA Dir.
1487 N. High St., Suite 600
Hillsboro, OH 45133
(937) 393-5880

EMERGENCY COORDINATOR
James A. Lyle
Highland Cnty. EMA Dir.
1487 N. High St., Suite 600
Hillsboro, OH 45133
(937) 393-5880 (Day)
(937) 593-2902 (24-HR)

HOCKING COUNTY LEPC

INFORMATION COORDINATOR
Sonja Miller
Hocking Cnty. EMA
52 E. Second St.
Logan, OH 43138
(740) 385-6168

EMERGENCY COORDINATOR
Ryan Berry
Hocking Cnty. EMA Dir.
52 E. Second St.
Logan, OH 43138
(740) 385-6168 (DAY)
(740) 385-3000 (24-HR)

HOLMES COUNTY LEPC

INFORMATION COORDINATOR
Gary Mellor
Holmes Cnty. EMA Dir.
2 Court St. (Suite 11)
Millersburg, OH 44654
(330) 674-0989

EMERGENCY COORDINATOR
Gary Mellor
Holmes Cnty. EMA Dir.
2 Court St. (Suite 11)
Millersburg, OH 44654
(330) 674-0989 (DAY)
(330) 674-1936 (24-HR)

HURON COUNTY LEPC

INFORMATION COORDINATOR
Jason Roblin
Huron Cnty. EMA Dir.
255-B Shady Lane Dr.
Norwalk, OH 44857
(419) 663-5772

EMERGENCY COORDINATOR
Jason Roblin
Huron Cnty. EMA Dir.
255-B Shady Lane Dr.
Norwalk, OH 44857
(419) 663-5772 (DAY)
(419) 651-1868 (24-HR)

JACKSON COUNTY LEPC

INFORMATION COORDINATOR
Robert Czechlewski
Jackson Cnty. EMA Dir.
200 E. Main St. - Rm. 205
Jackson, OH 45640
(740) 286-5630

EMERGENCY COORDINATOR
Robert Czechlewski
Jackson Cnty. EMA Dir.
200 E. Main St. - Rm. 205
Jackson, OH 45640
(740) 286-5630 (DAY)
(740) 286-6464 (24-HR)

JEFFERSON COUNTY LEPC

INFORMATION COORDINATOR
Rob Herrington
300 Airport Rd.
P.O. Box 2039
Wintersville, OH 43953
(740) 266-4150

EMERGENCY COORDINATOR
John Parker
Jefferson Cnty. EMA
300 Airport Rd.
P.O. Box 2039
Wintersville, OH 43953
(740) 283-8600 (DAY)
(740) 266-4150 (24-HR)

KNOX COUNTY LEPC

INFORMATION COORDINATOR
Mark Maxwell
Knox Cnty. EMA Dir.
11540 Upper Gilchrist Rd.
Mt. Vernon, OH 43050
(740) 393-6772

EMERGENCY COORDINATOR
Mark Maxwell
Knox Cnty. EMA Dir.
11540 Upper Gilchrist Rd.
Mt. Vernon, OH 43050
(740) 393-6772 (DAY)
(740) 397-3333 (24-HR)

LAKE COUNTY LEPC

INFORMATION COORDINATOR
Anthony Frazier
Lake Cnty. EMA
8505 Garfield Rd./P. O. Box 480
Mentor, OH 44061
(440) 350-5368

EMERGENCY COORDINATOR
Larry Greene
Lake Cnty. EMA Director
8505 Garfield Rd./P. O. Box 480
Mentor, OH 44061
(440) 350-5499 (DAY)
(440) 350-5499 (24-HR)

LAWRENCE COUNTY LEPC

INFORMATION COORDINATOR
Michael Boster
Lawrence Cnty. Info. Coord.
P.O. Box 233 /515 Park Ave.
Ironton, OH 45638
(740) 533-4375

EMERGENCY COORDINATOR
Michael Boster
Lawrence Cnty. EMA Dir.
515 Park Ave.
Ironton, OH 45638
(740) 533-4375 (DAY)
(740) 534-1911 (24-HR)

LICKING COUNTY LEPC

INFORMATION COORDINATOR
Terri Coe
Licking Cnty. EMA
155 E. Main St.
Newark, OH 43055
(740) 670-5576

EMERGENCY COORDINATOR
Jeff Walker
Licking Cnty. EMA Dir.
155 E. Main St.
Newark, OH 43055
(740) 670-5577 (DAY)
(740) 345-2345 (24-HR)

LOGAN COUNTY LEPC

INFORMATION COORDINATOR
Kendra Brewster
Logan Cnty. Info. Coord.
1855 St. Rt. 47 W.
Bellefontaine, OH 43311
(937) 593-5743

EMERGENCY COORDINATOR
Helen Norris
Logan Cnty. Emergency Coord.
1855 St. Rt. 47 W.
Bellefontaine, OH 43311
(937) 593-5743 (DAY)
(937) 935-0221 (24-HR)

LORAIN COUNTY LEPC

INFORMATION COORDINATOR
Karen Lecorchick
Lorain Cnty. Info. Coord.
322 N. Gateway Blvd.
Elyria, OH 44035
(440) 329-5117

EMERGENCY COORDINATOR
Thomas Kelley
Lorain Cnty. EMA Dir.
322 N. Gateway Blvd.
Elyria, OH 44035
(440) 329-5117 (DAY)
(440) 322-5888 (24-HR)

LUCAS COUNTY LEPC

INFORMATION COORDINATOR
Joe Walter
Lucas Cnty. LEPC
2144 Monroe St.
Toledo, OH 43604
(419) 213-6505

EMERGENCY COORDINATOR
Lucas Cnty. LEPC Emergency Coordinator
2144 Monroe St.
Toledo, OH 43604
(419) 213-6527 (DAY)
(419) 936-3550 (24-HR)

MADISON COUNTY LEPC

INFORMATION COORDINATOR
Roger Roberts
Madison Cnty. EMA
271 Elm Street
London, OH 43140
(740) 852-4200

EMERGENCY COORDINATOR
Roger Roberts
Madison Cnty. EMA
271 Elm Street
London, OH 43140
(740) 852-4200 (DAY)
(740) 852-1212 (24-HR)

MAHONING COUNTY LEPC

INFORMATION COORDINATOR
Clark Jones
Mahoning Cnty. EMA
700 Industrial Rd.
Youngstown, OH 44509
(330) 740-2200

EMERGENCY COORDINATOR
Clark Jones
Mahoning Cnty. EMA
700 Industrial Rd.
Youngstown, OH 44509
(330) 740-2200 (DAY)
(330) 740-2370 (24-HR)

MARION COUNTY LEPC

INFORMATION COORDINATOR
Rena McGinnis
Marion Cnty. EMA
100 N. Main St.
Marion, OH 43302
(740) 494-9911

EMERGENCY COORDINATOR
Harry Burdick
Marion Cnty. EMA Dir.
100 N. Main St./Courthouse
Marion, OH 43302
(740) 494-9911 (DAY)
(740) 382-8244 (24-HR)

MEDINA COUNTY LEPC

INFORMATION COORDINATOR
Dennis Miller
Medina Cnty. EMA
555 Independence Drive
Medina, OH 44256
(330) 722-9240

EMERGENCY COORDINATOR
Christina Fozio
Medina Cnty. EMA
555 Independence Drive
Medina, OH 44256
(330) 722-9240 (DAY)
(330) 725-6631 (24-HR)

MEIGS COUNTY LEPC

INFORMATION COORDINATOR
Robert Byer
Meigs Cnty. EMA Dir.
117 E. Memorial Drive (Suite 4)
Pomeroy, OH 45769
(740) 992-4541

EMERGENCY COORDINATOR
Robert Byer
Meigs Cnty. EMA Director
117 E. Memorial Drive (Suite 4)
Pomeroy, OH 45769
(740) 992-4541 (DAY)
(740) 992-6617 (24-HR)

MERCER COUNTY LEPC

INFORMATION COORDINATOR
Mike Robbins
Mercer Cnty. EMA
214 W. Livingston St.
Celina, OH 45822
(419) 586-6468

EMERGENCY COORDINATOR
Mike Robbins
Mercer Cnty. EMA
214 W. Livingston St.
Celina, OH 45822
(419) 586-6468 (DAY)
(419) 586-6455 (24-HR)

MIAMI COUNTY LEPC

INFORMATION COORDINATOR
Art Blackmore
Miami Cnty. EMA
210 Marybill Dr.
Troy, OH 45373
(937) 332-8561

EMERGENCY COORDINATOR
Kenneth Artz
Miami Cnty. EMA Dir.
210 Marybill Dr.
Troy, OH 45373
(937) 332-8560 (DAY)
(937) 339-6400 (24-HR)

MONROE COUNTY LEPC

INFORMATION COORDINATOR
Phillip Keevert
Monroe Cnty. Info. Coord.
47069 St. Rt. 26
Woodsfield, OH 43793
(740) 472-0220

EMERGENCY COORDINATOR
Phillip Keevert
Monroe Cnty. EMA
47069 St. Rt. 26
Woodsfield, OH 43793
(740) 472-0220 (DAY)
(740) 472-1612 (24-HR)

MONTGOMERY/GREENE COUNTY LEPC

INFORMATION COORDINATOR
Jeff Jordan
Mont./Greene Cnty. Info. Coord.
117 South Main St. (Suite 721)
Dayton, OH 45422
(937) 224-8934

EMERGENCY COORDINATOR
Dennis Bristow
Dayton Regional HazMat Coord.
444 W. 3rd St. (Suite 20-231)
Dayton, OH 45402-1460
(937) 512-5103 (DAY)
(937) 901-5112 (24-HR)

MORGAN COUNTY LEPC

INFORMATION COORDINATOR
Mark Jenkins
Morgan Cnty. EMA Director
60 South Fourth St.
McConnelsville, OH 43756
(740) 962-2424

EMERGENCY COORDINATOR
Mark Jenkins
Morgan Cnty. EMA Director
60 South Fourth St.
McConnelsville, OH 43756
(740) 962-2424 (DAY)
(740) 962-4044 (24-HR)

MORROW COUNTY LEPC

INFORMATION COORDINATOR
Joseph A. Edwards
Morrow Cnty. EMA Director
140 S. Main St.
Mt. Gilead, OH 43338
(419) 947-4041

EMERGENCY COORDINATOR
Joseph A. Edwards
Morrow Cnty. EMA Director
140 S. Main St.
Mt. Gilead, OH 43338
(419) 947-4041 (DAY)
(419) 946-7055 (24-HR)

MUSKINGUM COUNTY LEPC

INFORMATION COORDINATOR
Kristie Howard
Muskingum Cnty. Info. Coord.
2215 Adamsville Rd.
Zanesville, OH 43701
(740) 453-1655

EMERGENCY COORDINATOR
Bo Keck
Muskingum Cnty. EMA
2215 Adamsville Rd.
Zanesville, OH 43701
(740) 453-1655 (DAY)
(740) 452-3637 (24-HR)

NOBLE COUNTY LEPC

INFORMATION COORDINATOR
Denise Wells
Noble Cnty. EMA
48535 Cold Water Creek Rd.
Caldwell, OH 43724
(740) 732-7387

EMERGENCY COORDINATOR
Chasity Schmelzenbach
Noble Cnty. EMA Director
48535 Cold Water Creek Rd.
Caldwell, OH 43724
(740) 732-7387 (DAY)
(740) 732-5631 (24-HR)

OTTAWA COUNTY LEPC

INFORMATION COORDINATOR
Fred Petersen
Ottawa Cnty. EMA
315 Madison St.
Port Clinton, OH 43452
(419) 734-6901

EMERGENCY COORDINATOR
Fred Petersen
Ottawa Cnty. EMA
315 Madison St.
Port Clinton, OH 43452
(419) 734-6901 (DAY)
(419) 734-4404 (24-HR)

PAULDING COUNTY LEPC

INFORMATION COORDINATOR
Randy Shaffer
Paulding Cnty. EMA Dir.
503 Fairgrounds Dr. (Suite 2)
Paulding, OH 45879
(419) 399-3500

EMERGENCY COORDINATOR
Randy Shaffer
Paulding Cnty. EMA Dir.
503 Fairgrounds Dr. (Suite 2)
Paulding, OH 45879
(419) 399-3500 (DAY)
(419) 399-3791 (24-HR)

PERRY COUNTY LEPC

INFORMATION COORDINATOR
Rita Spicer
Perry Cnty. LEPC
121 West Brown St., P.O. Box 657
New Lexington, OH 43764
(740) 342-1141

EMERGENCY COORDINATOR
Rita Spicer
Perry Cnty. EMA
121 West Brown St., P.O. Box 657
New Lexington, OH 43764
(740) 342-1141 (DAY)
(740) 342-4123 (24-HR)

PICKAWAY COUNTY LEPC

INFORMATION COORDINATOR
David Conrad
Pickaway Cnty. EMA
139 W. Franklin St.
Circleville, OH 43113
(740) 477-1165

EMERGENCY COORDINATOR
David Conrad
Pickaway Cnty. EMA
139 W. Franklin St.
Circleville, OH 43113
(740) 477-1165 (DAY)
(740) 207-6865 (24-HR)

PIKE COUNTY LEPC

INFORMATION COORDINATOR
Kelli Sanders
Pike Cnty. LEPC
116 S. Market St., Suite 200
Waverly, OH 45690
(740) 947-2111

EMERGENCY COORDINATOR
Richard Henderson
Pike Cnty. Sheriff
116 S. Market St, Suite 200.
Waverly, OH 45690
(740) 947-2111 (DAY) ext. 28
(740) 947-2111 (24-HR)

PORTAGE COUNTY LEPC

INFORMATION COORDINATOR
Kellie Kepple
Portage Cnty. Info. Coord.
8240 Infirmary Rd.
Ravenna, OH 44266
(330) 297-4571

EMERGENCY COORDINATOR
Jon Barber
Portage Cnty. EMA Director
8240 Infirmary Rd.
Ravenna, OH 44266
(330) 297-3607 (DAY)
(330) 296-0222 (24-HR)

PREBLE COUNTY LEPC

INFORMATION COORDINATOR
Dave Anderson
Preble Cnty. EMA
6818 U.S. 127 North
Eaton, OH 45320
(937) 456-6742

EMERGENCY COORDINATOR
Charles Biggs
Preble Cnty. EMA Director
6818 U.S. 127 North
Eaton, OH 45320
(937) 456-6742 (DAY)
(937) 533-2121 (24-HR)

PUTNAM COUNTY LEPC

INFORMATION COORDINATOR
Anita Stechschulte
Putnam Cnty. EMA
117 Dr. Thatye Dr./P. O. Box 370
Ottawa, OH 45875
(419) 538-7315

EMERGENCY COORDINATOR
Steve Odenweller
Putnam Cnty. EMA
117 Dr. Thatye Dr./P. O. Box 370
Ottawa, OH 45875
(419) 538-7315 (DAY)
(419) 523-3208 (24-HR)

RICHLAND COUNTY LEPC

INFORMATION COORDINATOR
Jim Southward
Richland Cnty. LEPC
597 Park Ave. East
Mansfield, OH 44905
(419) 774-5886

EMERGENCY COORDINATOR
Jim Southward
Richland Cnty. LEPC
597 Park Ave. East
Mansfield, OH 44905
(419) 774-5886 (DAY)
(419) 524-2412 (24-HR)

ROSS COUNTY LEPC

INFORMATION COORDINATOR
Vicki Carter
Ross Cnty. EMA
475 Western Ave./P.O. Box 87
Chillicothe, OH 45601
(740) 773-1700

EMERGENCY COORDINATOR
David Bethel
Ross Cnty. EMA
475 Western Ave./P.O. Box 87
Chillicothe, OH 45601
(740) 773-1700 (DAY)
(740) 253-0939 (24-HR)

SANDUSKY COUNTY LEPC

INFORMATION COORDINATOR
Christine Mock
Sandusky Cnty. EMA Dir.
2323 Countryside Dr. (Suite B)
Fremont, OH 43420
(419) 334-8933

EMERGENCY COORDINATOR
Christine Mock
Sandusky Cnty. EMA Dir.
2323 Countryside Dr. (Suite B)
Fremont, OH 43420
(419) 334-8933 (DAY)
(419) 334-6434 (24-HR)

SCIOTO COUNTY LEPC

INFORMATION COORDINATOR
Kimberly Carver
Scioto Cnty. EMA Dir.
729 6th Street (Basement)
Portsmouth, OH 45662
(740) 355-8300

EMERGENCY COORDINATOR
Kimberly Carver
Scioto Cnty. EMA Dir.
729 6th Street (Basement)
Portsmouth, OH 45662
(740) 355-8300 (DAY)
(740) 354-7566 (24-HR)

SENECA COUNTY LEPC

INFORMATION COORDINATOR
Dave Gross
Seneca Cnty. Info. Coord.
126 Hopewell Ave.
Tiffin, OH 44883
(419) 447-0266

EMERGENCY COORDINATOR
Dan Stahl
Seneca Cnty. EMA
126 Hopewell Ave.
Tiffin, OH 44883
(419) 447-0266 (DAY)
(419) 447-3456 (24-HR)

SHELBY COUNTY LEPC

INFORMATION COORDINATOR
Marc Burdiss
Shelby Cnty. EMA
800 Fair Rd.
Sidney, OH 45365
(937) 492-5635

EMERGENCY COORDINATOR
Marc Burdiss
Shelby Cnty. EMA
800 Fair Rd.
Sidney, OH 45365
(937) 492-5635 (DAY)
(937) 498-1111 (24-HR)

STARK COUNTY LEPC

INFORMATION COORDINATOR
Don McDonald
Stark Cnty. LEPC
4500 Atlantic Blvd., NE
Canton, OH 44705
(330) 451-3907

EMERGENCY COORDINATOR
Tim Warstler
Stark Cnty. EMA Dir.
4500 Atlantic Blvd., NE
Canton, OH 44705
(330) 451-3900 (DAY)
(330) 451-3911 (24-HR)

SUMMIT COUNTY LEPC

INFORMATION COORDINATOR
Tommy Smoot
Summit Cnty. EMA
175 S. Main St. (Suite 101)
Akron, OH 44308
(330) 643-2558

EMERGENCY COORDINATOR
Valerie DeRose
Summit Cnty. EMA
175 S. Main St. (Suite 101)
Akron, OH 44308
(330) 643-2558 (DAY)
(330) 643-2522 (24-HR)

TRUMBULL COUNTY LEPC

INFORMATION COORDINATOR
Linda Beil
Trumbull Cnty. EMA
1453 Youngstown-Kingsville Rd.
Vienna, OH 44473
(330) 675-6601

EMERGENCY COORDINATOR
Linda Beil
Trumbull Cnty. EMA
1453 Youngstown-Kingsville Rd.
Vienna, OH 44473
(330) 675-6601 (DAY)
(330) 307-8383 (24-HR)

TUSCARAWAS COUNTY LEPC

INFORMATION COORDINATOR
Patty Levengood
Tuscarawas Cnty. EMA Dir.
2295 Reiser Ave. SE
New Philadelphia, OH 44663
(330) 308-6670

EMERGENCY COORDINATOR
Patty Levengood
Tuscarawas Cnty. EMA Dir.
2295 Reiser Ave. SE
New Philadelphia, OH 44663
(330) 308-6670 (DAY)
(330) 343-2642 (24-HR)

UNION COUNTY LEPC

INFORMATION COORDINATOR
Brad Gilbert
Union Cnty. EMA
233 W. 6th St.
Marysville, OH 43040
(937) 645-3174

EMERGENCY COORDINATOR
Jamie Patton
Union Cnty. Sheriff's Office
221 W. 5th St.
Marysville, OH 43040
(937) 645-4110 (DAY)
(937) 645-4110 (24-HR)

VAN WERT COUNTY LEPC

INFORMATION COORDINATOR
Rick McCoy
Van Wert Cnty. EMA Dir.
1220 Lincoln Highway/P.O. Box 602
Van Wert, OH 45891
(419) 238-1300

EMERGENCY COORDINATOR
Rick McCoy
Van Wert Cnty. EMA Dir.
1220 Lincoln Highway/P.O. Box 602
Van Wert, OH 45891
(419) 238-1300 (DAY)
(419) 238-2462 (24-HR)

VINTON COUNTY LEPC

INFORMATION COORDINATOR
Jayson Potts
Vinton Cnty. EMA Director
106 S. Market St.
McArthur, OH 45651
(740) 596-3524

EMERGENCY COORDINATOR
Jayson Potts
Vinton Cnty. EMA Director
106 S. Market St.
McArthur, OH 45651
(740) 596-3524 (DAY)
(740) 596-3524 (24-HR)

WARREN COUNTY LEPC

INFORMATION COORDINATOR
Rick Murray
Warren Cnty. LEPC
500 Justice Dr.
Lebanon, OH 45036
(513) 695-1313

EMERGENCY COORDINATOR
Rick Murray
Warren Cnty. Emergency Services
500 Justice Dr.
Lebanon, OH 45036
(513) 695-1313 (DAY)
(513) 695-1289 (24-HR)

WASHINGTON COUNTY LEPC

INFORMATION COORDINATOR
Jeff Lauer
Washington Cnty. LEPC
205 Putnam St. - Courthouse
Marietta, OH 45750
(740) 373-5613

EMERGENCY COORDINATOR
Jeff Lauer
Washington Cnty. LEPC
205 Putnam St. - Courthouse
Marietta, OH 45750
(740) 373-5613 (DAY)
(740) 373-2833 (24-HR)

WAYNE COUNTY LEPC

INFORMATION COORDINATOR
Joseph Villegas
201 W. North St.
Wooster, OH 44691
(330) 262-9817

EMERGENCY COORDINATOR
Daniel Clevidence
Wayne Cnty. EMA
201 W. North St.
Wooster, OH 44691
(330) 262-9817 (DAY)
(330) 287-5701 (24-HR)

WILLIAMS COUNTY LEPC

INFORMATION COORDINATOR
Don Bulla
Williams Cnty. LEPC
210 N. Beech
Bryan, OH 43506
(419) 636-8497

EMERGENCY COORDINATOR
Bruce Siders
Williams Cnty. LEPC
304 W. High St.
Bryan, OH 43506
(419) 636-4232 (DAY)
(419) 636-1151 (24-HR)

WOOD COUNTY LEPC

INFORMATION COORDINATOR
Suzette Hall
Wood County EMA
One Courthouse Square
Bowling Green, OH 43402
(419) 354-9269

EMERGENCY COORDINATOR
Bradley Gilbert
Wood Cnty. EMA Dir.
One Courthouse Square
Bowling Green, OH 43402
(419) 354-9269 (DAY)
(419) 354-9001 (24-HR)

WYANDOT COUNTY LEPC

INFORMATION COORDINATOR
Rodger Brodman
Wyandot Cnty. EMA Dir.
235 ½ N. Sandusky Ave.
Upper Sandusky, OH 43351
(419) 294-6406

EMERGENCY COORDINATOR
Michael R. Hetzel
Wyandot Cnty. Sheriff
235 ½ N. Sandusky Ave.
Upper Sandusky, OH 43351
(419) 294-2362 (DAY)
(419) 294-2362 (24-HR)

Revised October 2012

SERC

Ohio State Emergency Response Commission
Ohio EPA Emergency Planning and Community Right-to-Know
P.O. Box 1049 / 50 W Town Street
Columbus, Ohio 43216-1049

Facility Identification Form

Oil & Gas Extraction

☐ Check if Revision Page ____ of ____

1.1
For Filing Date: ___ ___ / ___ ___ / ___ ___
County: _____
Township: _____
☐ Have Attached a Facility Map

1.2 Name of Parent Company (30 char max)
Address (30 char max)
Address (30 char max)
City (25 char max) | State
Zip Code | 1.3 Parent Company: Dun & Bradstreet

(This space for EPA use only)
County | SIC 1311
PIN
Amount Paid
Check No.
Date of Check ____ / ____ / ____

1.4 a. Emergency Contact (30 char max) | b. Telephone Number (Include area code) | c. 24 Hr. Emergency #

1.5 a. Alternate Contact (30 char max) | b. Telephone Number (Include area code) | c. 24 Hr. Emergency #

2. Facility Identification

	a. Facility Name (30 char max) (Lease Name & Number)	b. Street Location (30 char max)	c. Latitude or X Coord.	Longitude or Y Coord.	d. Fire Department Name (25 char max)	e. Storage Capacity in Gallons
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

CERTIFICATION *(READ AND SIGN AFTER COMPLETING ALL SECTIONS)*
I CERTIFY UNDER PENALTY OF LAW THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN PAGES ONE THROUGH ____, AND THAT BASED ON MY INQUIRY OF THOSE INDIVIDUALS RESPONSIBLE FOR OBTAINING THE INFORMATION, I BELIEVE THAT THE INFORMATION IS TRUE, ACCURATE, AND COMPLETE.

NAME AND OFFICIAL TITLE OF OWNER OR OWNER'S AUTHORIZED REPRESENTATIVE | SIGNATURE | DATE SIGNED

Ohio State Emergency Response Commission
Ohio EPA Emergency Planning and Community Right-to-Know
P.O. Box 1049 / 50 W Town Street
Columbus, Ohio 43216-1049

Facility Identification Form

Oil & Gas Extraction

☐ Check if Revision Page ____ of ____

1.1
For Filing Date: ___ ___ / ___ ___ / ___ ___
County: _____
Township: _____
☐ Have Attached a Facility Map

1.2 Name of Parent Company (30 char max)
Address (30 char max)
Address (30 char max)
City (25 char max) | State
Zip Code | 1.3 Parent Company: Dun & Bradstreet

(This space for EPA use only)
County ___ SIC 1311
PIN ___-____
Amount Paid $___,___.__
Check No. ________
Date of Check ____ / ____ / ____

1.4 a. Emergency Contact (30 char max) | b. Telephone Number (Include area code) ( ) - | c. 24 Hr. Emergency # ( ) -

1.5 a. Alternate Contact (30 char max) | b. Telephone Number (Include area code) ( ) - | c. 24 Hr. Emergency # ( ) -

2. Facility Identification

	a. Facility Name (30 char max) (Lease Name & Number)	b. Street Location (30 char max)	c. Latitude or X Coord.	Longitude or Y Coord.	d. Fire Department Name (25 char max)	e. Storage Capacity in Gallons
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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NAME AND OFFICIAL TITLE OF OWNER OR OWNER'S AUTHORIZED REPRESENTATIVE | SIGNATURE | DATE SIGNED

SERC

Ohio State Emergency Response Commission
Ohio EPA Emergency Planning and Community Right-to-Know
P.O. Box 1049 / 50 W Town Street
Columbus, Ohio 43216-1049

Emergency and Hazardous Chemical Inventory Form For
Oil & Gas Extraction Sites

4.0	Field Office Information (If Different From Parent Company)
4.1	Operating Divison Name (30 char max)
4.2	Office Name (30 char max)
	Street Location (30 char max)
	Mailing Address (If Different From Street Location) (30 char max) 17
	City (25 char max) State O H
	Zip Code - Office Telephone Number ( ) -

5.0 Chemical Description										Hazard Class					Location of Chemicals						Amount			
	CAS REGISTRY NO.	SPECIFIC CHEMICAL NAME	PURE	MIXTURE	COMPONENTS	EHS CHEMICAL	SOLID	LIQUID	GAS	TRADE SECRET	ACUTE	CHRONIC	FIRE	REACTIVE	RELEASE OF PRESSURE	B, T, OR A BUILDING, TANK OR AREA NO.	DVISION OR ROOM LETTER	FLOOR	STORAGE TYPE CODE	PRESSURE & TEMPERATURE CONDITIONS	LOCATION-CONFIDENTIAL	MAXIMUM	AVERAGE	UNITS	NO. OF DAYS ON SITE
1	8002-05-9	Crude Oil	X					X			X	X	X			A-01			A	1,4		04	04	C	365
2																									
3																									

Table 3 Inventory Range Codes

Range Code	Weight Range in Pounds From - - - - - - - - To	
01	0	99
02	100	999
03	1,000	9,999
04	10,000	99,999
05	100,000	999,999
06	1,000,000	9,999,999

Range Code	Weight Range in Pounds From - - - - - - - - To	
07	10,000,000	49,999,999
08	50,000,000	99,999,999
09	100,000,000	499,999,999
10	500,000,000	999,999,999
11	1 billion	higher than 1 billion

Example #1

SERC

Ohio State Emergency Response Commission
Ohio EPA Emergency Planning and Community Right-to-Know
P.O. Box 1049 / 50 W Town Street
Columbus, Ohio 43216-1049

Facility Identification Form

Oil & Gas Extraction

☐ Check if Revision Page ____ of ____

1.1
For Filing Date: 03/01/98
County: Portage
Township: Charleston Twp
☐ Have Attached a Facility Map

1.2
Name of Parent Company (30 char max): Smith Well Company
Address (30 char max): 100 High Street
Address (30 char max): P.O. Box 100
City (25 char max): Ravenna
State: OH
Zip Code: 44281-
1.3 Parent Company: Dun & Bradstreet: 66-535-0421

(This space for EPA use only)
County ___ SIC 1311
PIN ___-___
Amount Paid $___.___
Check No. ___
Date of Check ___/___/___

1.4
a. Emergency Contact (30 char max): John Smith
b. Telephone Number (Include area code): (216) 555-6000
c. 24 Hr. Emergency #: (216) 555-1102

1.5
a. Alternate Contact (30 char max): Paul Johnson
b. Telephone Number (Include area code): (216) 555-6000
c. 24 Hr. Emergency #: (216) 555-1899

2. Facility Identification

	a. Facility Name (30 char max) (Lease Name & Number)	b. Street Location (30 char max)	c. Latitude or X Coord.	Longitude or Y Coord.	d. Fire Department Name (25 char max)	e. Storage Capacity in Gallons
1	Jones #1	Twp Rd 311	43.963502	-83.12749	Charleston Twp.	8400
2	Jones #2	Twp Rd 103 & Ravenna Rd	43.963862	-83.72097	Charleston Twp.	8400
3	Jones #3	Thomas Pike & Thurston R	43.63802	-83.75301	Charleston Twp.	8400
4	Waters #1	1374 St Rt 307	42.75823	-82.9972	Kingston Fire Dept.	8400
5						
6						
7						
8						
9						
10						

CERTIFICATION *(READ AND SIGN AFTER COMPLETING ALL SECTIONS)*
I CERTIFY UNDER PENALTY OF LAW THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN PAGES ONE THROUGH ____, AND THAT BASED ON MY INQUIRY OF THOSE INDIVIDUALS RESPONSIBLE FOR OBTAINING THE INFORMATION, I BELIEVE THAT THE INFORMATION IS TRUE, ACCURATE, AND COMPLETE.

John Smith
NAME AND OFFICIAL TITLE OF OWNER OR OWNER'S AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE SIGNED

SERC

Ohio State Emergency Response Commission
Ohio EPA Emergency Planning and Community Right-to-Know
P.O. Box 1049 / 50 W Town Street
Columbus, Ohio 43216-1049

Example #2

Facility Identification Form

Oil & Gas Extraction

☐ Check if Revision Page ____ of ____

1.1
For Filing Date: 03/01/98
County: Portage
Township: Logan Twp
☐ Have Attached a Facility Map

1.2 Name of Parent Company (30 char max): Smith Well Company
Address (30 char max): 100 High Street
Address (30 char max): P.O. Box 100
City (25 char max): Ravenna
State: OH
Zip Code: 44081-
1.3 Parent Company: Dun & Bradstreet: 66-535-0421

(This space for EPA use only)
County ___ SIC 1311
PIN ___-___
Amount Paid $___.___
Check No. ___
Date of Check ___/___/___

1.4 a. Emergency Contact (30 char max): John Smith
b. Telephone Number (Include area code): (216) 555-6000
c. 24 Hr. Emergency #: (216) 555-1102

1.5 a. Alternate Contact (30 char max): Paul Johnson
b. Telephone Number (Include area code): (216) 555-6000
c. 24 Hr. Emergency #: (216) 555-1899

2. Facility Identification

	a. Facility Name (30 char max) (Lease Name & Number)	b. Street Location (30 char max)	c. Latitude or X Coord.	Longitude or Y Coord.	d. Fire Department Name (25 char max)	e. Storage Capacity in Gallons
1	Kruger #1	Twp Rd 189	41.963741	-83.12749	Logan Twp.	8400
2	Kruger #2	Twp Rd 189	41.623862	-83.79797	Logan Twp.	8400
3	Watterson AB	St. Route 52 SW	42.63142	-83.22201	Wright Fire Dept.	8400
4	Robert #100	Millersburg Rd.	42.89353	-82.94794	Webster Fire Dept.	8400
5	Robert #103	Intersection-Millersburg Pi	42.96300	-81.1176	Webster Fire Dept.	8400
6						
7						
8						
9						
10						

CERTIFICATION *(READ AND SIGN AFTER COMPLETING ALL SECTIONS)*
I CERTIFY UNDER PENALTY OF LAW THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN PAGES ONE THROUGH ____, AND THAT BASED ON MY INQUIRY OF THOSE INDIVIDUALS RESPONSIBLE FOR OBTAINING THE INFORMATION, I BELIEVE THAT THE INFORMATION IS TRUE, ACCURATE, AND COMPLETE.

John Smith
NAME AND OFFICIAL TITLE OF OWNER OR OWNER'S AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE SIGNED

SERC
Annual Chemical Inventory Filing Fee Worksheet
(Oil & Gas Extraction and Storage Site(s))

Date Due _____

Facility Name _____

Address _____

City _____ , OH Zip _____

Revenue ID _____ Revenue Type _____

County _____

Ohio EPA use ONLY
Check ID#
Check Date
Check #
Check Amount $

I. FEE CALCULATION

Line A; Base inventory filing fee. **A)** $50.00

Line B; Write the total number of storage facilities (ie.. extraction sites) which you reported to the ODNR Division of Mineral Resources Management's Risk-Based Data Management System (RBDMS) that store in excess of 10,000 pounds (35 barrels) of petroleum crude oil or other hazardous substance(s) on site in connection with the production or storage of crude oil. **B)** _____

Line C; Subtract 25 from the amount listed on line B. (If this number is less than 0, enter 0.) **C)** _____

Line D; Multiply the amount on line C _____ x $10. **D)** _____

Line E; Add the total on line D to line A. If the total amount exceeds $900, enter $900 on line E. **E)** _____

II. LIST COUNTY(IES) AND THE TOTAL NUMBER OF WELLS FOR EACH WHICH YOUR PARENT COMPANY HAS OPERATING OIL AND GAS EXTRACTION/STORAGE SITE(S)

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

III. CREDITS

Line F; Enter any credits that were paid to any city or municipality as a result of a "grandfathered" local Right-to-Know (R-T-K) program. (Any facility claiming this credit must attach a receipt or other document showing the amount paid and that the purpose was for community R-T-K.) If no fee was paid, enter 0. **F)** _____

IV. LATE FEES

Line G; If your inventory and filing fee is postmarked after March 31st, you must pay a 10% late filing fee; Line E _____ x .10 **G)** _____

V. TOTAL FILING FEE DUE

Line H; Subtract line F from line E, then add line G if applicable. ((E) - (F) + (G)) **H)** _____

Amount on Line H is your facility's annual inventory filing fee.

Make check payable to: **Treasurer, State of Ohio**
Mail to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711
Please include Revenue ID# on check