



Shelby County Local Emergency Planning Committee

800 Fair Road
Sidney, OH 45365
P: 937-492-5635 F: 937-492-8507
E: ShelbyCountyEMA@gmail.com

**Information & Emergency
Coordinator**
Cheri Drinkwine
Chairman
Bruce Metz
Vice Chairman
Aaron Emerson

Be Prepared...

Public Information Application

Date of Request

**Required
Information**

Under State of Ohio and SERC rules, personal information below this line will be considered confidential, if so requested. However, this information may be subpoenaed or otherwise obtained by court action.

Name	
Street Address	
P.O. Box	
City, State, Zip	
Telephone Number	

Check if Applicant Name & Address are to be kept confidential

**Records
Requested**

Please indicate the records needed with specific requests outlined.

**Facility
Identification**

Please provide information for the facility involved in this request.

Name of Facility	
Street Address	
City, State, Zip	

Request Type

Review Records in LEPC Office Copies

Fees

The Shelby County Local Emergency Planning Committee (LEPC) may charge a reasonable fee to cover the cost of copying and shipping. These fees must be paid before receiving the requested materials. There will be no charge for reviewing a facility file if no copies are requested.

Continued on next page

Public Information Application, Continued

Photocopies

Requests for photocopies will be implemented as follows:

- Front and back copies will count as 2 copies. The first 20 copies will be provided at no charge.
 - All copies, after the first 20, will incur a charge of \$.05 per copy before any copies will be produced.
 - If the requester would like the copied documents mailed or faxed, these charges must be paid for before any copies will be produced.
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Agreement

I understand there may be a fee to cover copying, computer costs and shipping; and that this fee must be paid to the "Shelby County LEPC" before my request can be filed.

Signature	
Date	

Form Submission

Please return this completed form to:
Shelby County EMA/ LEPC
800 Fair Road
Sidney, Ohio 45365
Fax: 937-492-8507
ShelbyCountyEMA@gmail.com

Relevant Laws

Sections 311, 312 and 324 or Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA) mandate that the public shall be provided access to facility specific chemical inventories, material safety data sheets (MSDS) and local emergency response plans.
Ohio Revised Code Section 3750.02 (B) 2 c – The SERC Shall: Adopt rules in accordance with Chapter 119 of the Revised Code to implement and administer this chapter that may be more stringent than the "Emergency Planning and Community Right-To-Know Act of 1986," 100 Stat. 1729, 11001, and regulations adopted under it. Rules adopted under division (B)(2) of this section shall not be inconsistent with that act or the regulations adopted under it.

**LEPC Employee Receiving Request:
Response to This Request:**

**LEPC Employee Answering Request:
Date of Response:**
