



LEPC Notifications and Reporting

Under EPCRA, Montana statute, and response plans and procedures, there is the need for notifications and reporting. Knowing the difference between the two and who is responsible for each case is an important part of facilitating [EPCRA](#) and emergency planning in Montana.

NOTIFICATIONS

The act of promptly informing authorities about specific conditions or events, usually in real time or within a short timeframe.

- Notifications will usually come from the facility or reporting party about a hazardous substance spill or release. Typically, this is initially reported to the Public Safety Answering Point (PSAP) or the emergency contact for the local jurisdiction.
- Depending upon the substance, type of release, and spread, the National Response Center (NRC) may need to be notified as well.
- Then, depending upon the substance and environmental impacts or for general situational awareness and if the incident looks as if it could exceed the capacity of the local jurisdiction, the local jurisdiction might **notify the MT DES Duty Officer (DO) at 406-431-0411.**
- The notification could be the start of the process spelled out the State HazMat Plan. This notification generates a report by the DO, and the report is then distributed to necessary partners and the appropriate actions taken. It is also available as a report to the SERC for future reference.

REPORTING

The submission of required information, often by a facility to designated authorities (such as [SERC](#), [LEPC](#), fire departments, or [EPA](#)) about hazardous chemicals or toxic releases.

- Reporting is usually done within [E-Plan](#) by the facility or by the reporting party through the Duty Officer process.
- While some facilities try to send paper reports, [E-Plan](#) should be the standard for sending all reports to ensure they are fully documented and available to the locals and the [SERC](#).

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SUMMARY OF REPORT TYPE, RESPONSIBILITIES, RECIPIENTS, AND PURPOSE

Reporting Type	Facility's Responsibility	Recipients	Purpose
Sections 302–303	One-time EHS report, designate emergency coordinator	SERC, LEPC, Tribal Emergency Planning Committee	Local emergency planning
Section 304	Immediate reporting of sudden releases over RQ	SERC, LEPC, EPA/NRC	Ensure rapid response to chemical incidents
Sections 311–312	Submit SDS and annual Tier I/Tier II inventory reports	SERC, LEPC, fire dept (state/local recipients)	Enhance community right-to-know, emergency preparedness
Section 313 (TRI)	Annual toxic release data to EPA	EPA/DOT database	Monitor releases, foster transparency and prevention

WHY EACH SECTION REQUIREMENT IS NEEDED

302–303

Emergency Planning (302–303): Builds capacity for local responders to prepare for worst-case chemical scenarios.

304

Emergency Release Notification (304): Enables prompt public warning and emergency mitigation.

311–312

Inventory Reporting (311–312): Offers ongoing visibility into chemical risks in a community, enabling proactive hazard planning.

313

TRI Reporting (313): Supports environmental monitoring, compliance incentives, and community awareness over long-term exposures.