

Region 6 Executive Order 13650 Implementation Workgroup
Wednesday 3 February 2016; 09:30-10:30 hours
EPA Region 6, 1445 Ross Ave. Dallas, TX 75202

In Attendance: Steve Mason (EPA), Monica Smith (EPA), Howard Cole (OSHA), Josh Flesher (OSHA), Doug Huddleston (OSHA), Jeff Lewis (OSHA), Madison Baxter (EPA). **Minutes by** Hilary Gafford (Weston Solutions).

1. SOP Status Updates

- All 8 SOPs created by the EO 13650 Workgroup in Region 6 were completed as of August 2015, and signed by the Regional Administrators at EPA, OSHA, and DHS.

2. Enacting the SOPs

- **SOP#1, “Administration of the Workgroup”**
 - The EO 13650 Workgroup for Region 6 continues to meet monthly in order to continue enacting the 8 SOPs throughout Region 6.
- **SOP #2, “Incident Commander Standard . . .”**
 - Guidance advising on HAZWOPER requirements for emergency responders and competencies for Incident commanders was distributed electronically throughout Region 6 in November 2015 via the EPA Region 6 CEPP/LEPC email distribution list, which includes over 4,000 direct recipients in the state, local, and industry sectors. The guidance is permanently available for public review via the RRT6 website.
 - HAZWOPER First Responder Awareness Level online training course, developed by EPA Region 6, is available through the RRT6 website.
 - Information on the SOP was distributed at the Annual HOTZONE Conference in Houston, TX in October 2016.
- **SOP #3 – “Representation on the RRT6”**
 - RRT6 now includes all five SERCs in Region 6, ATSDR, Poison Control Center, and USDOT/PHMSA.
- **SOP #4, “Improving Coordination on Program Roles / Getting to Know You”**
 - Steve Mason will bring this item to the attention on the RRT6 Executive Committee to encourage completion. This item will request each RRT6 provide a 1-2 page summary describing the each agency’s roles and capabilities in emergency planning and response.

- Estimated completion date for this item is May 2016
- **SOP #5 – “EPCRA Outreach . . . ”**
 - EPA Region 6 will send guidance to Tier II reporting facilities to encourage accurate emergency contact information for the facility.
 - EPA will distribute the guidance via email after March 2016, once states in Region 6 have received the most recent list of Tier II reporting contacts.
- **SOP#6 – “Guide to Provide First Responders with Access to Single POC . . .”**
 - The first responder “Quick Card” developed by the workgroup was distributed throughout Region 6 electronically via the EPA Region 6 CEPP/LEPC email distribution list.
 - EPA distributed hardcopies of the quick card at the annual HOTZONE Conference in Houston, TX in October 2015.
 - The “Quick Card” is also available for public review and download via the RRT6 website.
- **SOP #7 - “LEPC Outreach”**
 - The October LEPC newsletter was an introduction and comprehensive guide to Executive Order 13650 in Region 6. The newsletter specified the regional goals and workgroup actions in Region 6.
 - LEPC Newsletter – The EPA Region 6 LEPC newsletter continues to provide up-to date information, alerts, and best practices to responders, planners, and industry throughout Region 6.
 - LEPC Workshops – EPA hosted 32 workshops throughout Region 6 in 2015. The workshops included presentations on EO 13650 objectives, and OSHA and DHS programs available to locals throughout Region 6.
 - EPA will hold an additional 30+ workshops throughout Region 6 in 2016, with participation from OSHA and DHS at each workshop.
 - EPA Region 6 CEPP (Steve Mason), compiled a collection of EPCRA guidance and best management practices to create a searchable pdf document, which is posted on the RRT6 website for public viewing. The document was also introduced via the EPA Region 6 CEPP/LEPC email distribution list.
- **SOP #8 - “Inter-Agency Inspections and Enforcement Procedures”**
 - DHS has been considering the most effective way to bring inspectors from all three agencies together. There are over 200 OSHA compliance inspectors in Region 6 alone.

- Workgroup agrees that a ½ day webinar would likely be the most effective and convenient form for the training, possibly followed by a live training in the Houston area.

3. Region 6 LEPC Workshops

- DHS and OSHA will participate in the 30+ EPA-led LEPC workshops in Region 6 in 2016.
- The workshops will likely be held May-September 2016. Exact dates are currently under review by the respective state partners, and will likely be finalized by the end of February 2016.
- Agenda topics currently include respective state issues, CAMEO Chemicals, and use of Poison Control Centers. Suggested OSHA topics include way in which OSHA supports locals during large responses, such as examples from Hurricane Katrina and the heat stress program established during the Deepwater Horizon response.

4. Next Meeting

- The next workgroup meeting date is TBD, and will likely be during the first week of March 2016.

END MEETING