



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

GRETCHEN WHITMER  
GOVERNOR

COL. JAMES F. GRADY II  
DIRECTOR

# LEPC OFFICER / MEMBER RECORD

## Form Instructions

Effective August 2009, this is the only form that will be used to notify the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) of current membership status and any changes for LEPCs.

This form will be the LEPC's responsibility to complete. Each LEPC should retain a copy for its records. Periodic requests for updates may be sent to each LEPC by the MSP/EMHSD. This form is to be used to complete those requests, and any changes, additions, or deletions after that point should be made on this same LEPC OFFICER / MEMBER RECORD form, which can be completed on-line.

The form should be sent to **Thomas Matzke** via e-mail at [MatzkeT@michigan.gov](mailto:MatzkeT@michigan.gov); faxed to his attention at **(517) 224-6349**; or mailed to the following address:

**ATTN: Thomas Matzke**  
**SARA Title III Program**  
**MSP / EMHSD**  
**7150 Harris Road**  
**Dimondale, Michigan 48821**

Upon receipt of these changes, the MSP/EMHSD will enter the information in its LEPC database.

To assist you with the LEPC member "Group Represented" category on the form, below is a list of the various categories:

- Broadcast / Print Media / Social Media
- Emergency Management
- Community Group
- Elected Officials
- Facility Owner/Operator
- Firefighter
- First Aid
- Health Organization
- Hospital Personnel
- Law Enforcement
- Local Environmental Group
- Transportation

Recommended Groups:

- Agriculture

- Education
- Organized Labor

**NOTE: One person may represent more than one category.**

If you have any questions regarding these instructions, please contact Mr. Thomas Matzke at (517) 224-6349, or e-mail at [MatzkeT@michigan.gov](mailto:MatzkeT@michigan.gov).