

**MICHIGAN STATE POLICE  
EMERGENCY MANAGEMENT DIVISION  
SARA TITLE III SUBMITTAL PROCEDURES**

1. The Local Emergency Planning Committee (LEPC) develops the community response plan (off site response plan) for all SARA Section 302 sites within its jurisdiction. The plan must be completed in coordination with the local emergency management coordinator and be consistent with the Local Emergency County Plan/County Emergency Action Guidelines.
2. Upon completion, each plan should be sent to the appropriate Michigan State Police (MSP), Emergency Management and Homeland Security Division (EMHSD) District Coordinator. Plans must be accompanied by a current completed SARA TITE III Emergency Response Plan Submittal Sheet, dated 6/23 and SARA Title III Emergency Response Plan Review Sheet, dated 08/22.
3. The MSP, EMHSD District Coordinator will review the Emergency Response Plan Review Submittal Sheet to make sure they are filled out correctly. Specifically, the District Coordinator will check the following information:
  - **A SARA ID** number assigned by the Department of Environmental Great Lakes and Energy (EGLE) must be identified in the space provided **on the Response Plan Submittal Sheet**. A form indicating a facility belongs on the list is not acceptable. The LEPC must obtain a SARA ID number from EGLE before submitting plans. There will be no exceptions to this requirement.
  - All other information on the **Response Plan Submittal Sheet** must be filled out in the space provided.
  - The **page** numbers are **identified** for items referenced to the local emergency county plan/emergency actions guidelines (EAG) are identified in the space provided on the **Emergency Response Plan Review Sheet**.
  - The name of the fire department is identified for items referenced to the fire department in the space provided on the Emergency **Response Plan Review Sheet**.

If the items listed above are not on the Response Plan Submittal Sheet or the Response Plan Review Sheet the District Coordinator will return the off-site Hazardous Material Plan, the Response Plan Submittal Sheet and the Emergency Response Plan Review Sheet to the Local Emergency Planning Committee (LEPC). The LEPC will be responsible for taking corrective actions and resubmitting the plan to the District Coordinator.

4. If all the required information is on the Emergency Response Plan Submittal Sheet and the Emergency Response Plan Review Sheet the District Coordinator will review the Local Emergency Operations Plan (EOP)/Emergency Action Guidelines (EAG) to verify that items referenced to the EOP/EAG are in fact, in these documents. If not, the District Coordinator will return the off -site plan to the LEPC. The LEPC is expected to correct this deficiency before resubmitting the off-site plan if the LEPC is anticipating funding for the plan under any grant administered by **EMHSD**.

**NOTE: If the LEPC is submitting the plan for SERC acceptance ONLY, the District Coordinator will simply comment on items referenced to the EOP/EAG or the Fire Department and forward the plan to the EMHSD for staff review and comment.**

5. The District Coordinator will check the yes box on the Emergency Response Plan Submittal Sheet if references to fire department identify the fire department by name.

NOTE: If plan is submitted by **the LEPC for SERC acceptance only and items are not** addressed in the plan as referenced the District Coordinator will **check the no box on the** Emergency Response Plan Submittal Sheet.

6. The District Coordinator will check the yes box on the Emergency Response Plan Submittal Sheet if references to the EOP/EAG are addressed as referenced.

NOTE: If the plan is submitted by the LEPC for SERC acceptance only and items are not addressed in the plan as referenced the District Coordinator will check the **no box on the** Emergency Response Plan Submittal Sheet.

7. The District Coordinator will then submit the off-site plan to EMHSD.

8. EMHSD staff will review the plan, provide comments (written and/or oral), as appropriate, and submit the plans for SERC acceptance.

9. If plans are submitted under an EMHSD administered planning grant and meets all planning requirements payment will be initiated by EMHSD.

10. EMHSD staff will return the Emergency Response Plan Submittal Sheet along with the Emergency Response Plan Review Sheet to the local LEPC chair and the local emergency management coordinator for their files.

Questions regarding these procedures should be directed to Mr. Thomas Matzke at (517) 224-6349 or [matzkeT@michigan.gov](mailto:matzkeT@michigan.gov).