



PUBLIC REQUESTS FOR INFORMATION

The Montgomery County Local Emergency Planning Committee (LEPC) has established the following procedure governing the release of records to the public and governmental agencies. This procedure is in compliance with state and federal guidelines, and the bylaws of the LEPC

POLICY

Requests for information will be handled in accordance with the County of Montgomery Open Records Request Policy.

1. Requests will be directed to the County's Open Records Officer in the Solicitor's Office, which will forward the request to the SARA Reporting Specialist to research and answer the request.

The SARA Reporting Specialist will advise the Open Records Officer if the request will be answered using the guidelines of the SARA Title III regulations. This allows for the response to be answered within 45 calendar days.

2. All requests for information under EPCRA for public documents provided to or generated by the LEPC must be in writing and indicate the site of concern (Multiple sites not permitted).

3. The formal response to the requestor may indicate that there are documents available for review; and the time, date, and location of the review (as mutually arranged) given.

4. The records requested will be made available for viewing only.

5. Copies of the written response are to be forwarded to the Right to Know Office and the Solicitor's Office.
