

# The LEPC Annual Report to MT DES

Each year, MT DES — as the administrator of the SERC — asks every LEPC and TEPC to submit an annual report. This report is more than just paperwork. It helps the SERC understand how LEPCs across Montana are functioning, where support is needed, and how to better serve local committees. It also creates a documented record of each LEPC's activities and progress that is valuable for grant eligibility, accountability, and year-over-year comparison.

## What Does the Annual Report Cover?

EPCRA Section 304 emergency notification requires facilities to notify the state, tribal and local authorities of any area(s) likely to be affected by any releases of CERCLA hazardous substances and EPCRA extremely hazardous substances. This notification allows the state, tribal and local authorities to receive release information as soon as releases occur in order to protect the community from potential hazards.

The annual report is submitted through a survey distributed to each LEPC Chair or local Emergency Manager. It captures the following:

-  Contact information — Current chair and public point of contact, with phone and email
-  Membership — Which of the 12 EPCRA-required community sectors are represented
-  Meeting activity — How many times the LEPC met during the year and whether records were kept
-  EPCRA compliance — Status on key requirements such as E-Plan access and Tier II report handling
-  Challenges and successes — Open-ended input that helps the SERC identify trends and improvement opportunities across the state

# The LEPC Annual Report to MT DES

## When Is It Due?

The annual report is typically due **November 1** each year. Reports are reviewed and presented to the full SERC at the November meeting. LEPCs that do not submit a report are noted, and the SERC uses this information to prioritize outreach and assistance.

## Why It Matters

The annual report is one of the SERC's primary tools for monitoring LEPC health across Montana's 56 jurisdictions. It helps identify which sectors are underrepresented statewide, track E-Plan usage, and document progress toward EPCRA compliance.

Completing the report accurately and on time is one of the most straightforward ways an LEPC can support the SERC's support mission — and ensure your community's needs are heard.

**Has your LEPC submitted its annual report? Contact your District Field Officer (DFO) if you need assistance.**

---

For more information, contact your MT DES District Field Officer or visit [des.mt.gov](https://des.mt.gov).

 (406) 324-4777

 [mtserc@mt.gov](mailto:mtserc@mt.gov)

*Reference: MCA 10-3-1204 | EPCRA Section 301*