

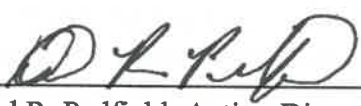


Number:	D2019-01
Effective Date:	March 15, 2019
Termination Date:	
Rescinds Directive Number:	D2009-02

PEMA Directive

Subject: Hazardous Materials Emergency Response Preparedness (HMERP) Annual Report Requirements
Scope: All Counties in the Commonwealth of Pennsylvania

Distribution:
<ul style="list-style-type: none"> • www.pema.pa.gov • Directors, PEMA Area Offices • Chairpersons, County Boards of Commissioners/County Executives • County Coordinators • Chairpersons, County Local Emergency Planning Committees

By Direction of:

David R. Padfield, Acting Director PA Emergency Management Agency

I. PURPOSE

- A. This Directive results from the requirement of section 204(a)(3) of the Hazardous Material Emergency Planning and Response Act (Act 165), 35 P.S. §6022.204(a)(3). It provides counties with the format and instructions for the preparation and content of the Hazardous Materials Emergency Response Preparedness (HMERP) Annual Report (“Report”) required by section 204(b.1) of Act 165, 35 P.S. §6022.204(b.1).
- B. The Report is intended to be an annual assessment of the status of the chemical safety program in the county, taking into consideration recent events; the threat posed by hazardous chemical manufacturing and storage facilities and transportation of hazardous chemicals through and within the county; the response capabilities to the threats considering the response organization, trained personnel, response plans, and equipment; the financial status of the program; and any unmet needs to be filled to achieve satisfactory capabilities. It is a basic document on which current and future plans are to be developed; along with the state’s annual report to the legislature.
- C. In addition to providing the county commissioners/executives a detailed analysis of the chemical safety status in the county, the Report is a means of advising the Director, Pennsylvania Emergency Management Agency (PEMA) and the State Emergency Response Commission (SERC) of the overall status of the program in

Comments and Questions Regarding this Directive Should be Directed to:
Hazardous Materials Division, Bureau of Technological Hazards, 717-651-7076

each county as well as issues with the statewide Chemical Safety Program and the shortfalls and problem areas which must be addressed. The data contained in the Report will be used in decisions regarding grants which may be awarded to the counties, specifically, the Hazardous Materials Response Fund (HMRF) Grant. The HMRF Grant will not be provided to counties which do not complete the HMERP Report.

- D. The HMERP Report is to be submitted to PEMA, Bureau of Technological Hazards, via the Electronic Systems Application (ESA) HMRF Grant application, no later than February 15th of each year (unless specifically changed for any year by PEMA). The reporting period for all data is January 1 through December 31 of the immediate preceding year. Data that may change during the year is to be reported as of December 31. Timely and satisfactory submission of this report is one of the requirements for the county to be considered in compliance with the statewide Chemical Safety Program.
- E. The use of the ESA HMRF Grants application allows counties to both meet the annual report requirement outlined above and simultaneously apply for the HMRF Grant. The HMRF Grant Guidance will be updated and published annually or as required by PEMA. The HMRF Grant Guidance, published by the Bureau of Budget, Grants Management Division, will provide specific program details, allowances, limitations, and reporting requirements for applying, implementing, and receiving HMRF Grant funding.

II. AUTHORITY

- A. PA Emergency Management Services Code 35 Pa.C.S. §7101 *et seq.*, as amended.
- B. Hazardous Material Emergency Planning and Response Act, Act 165 of 1990, P.L. 639, No. 165, as amended, 35 P.S. §6022.101 *et seq.*

III. GENERAL INFORMATION

- A. Instructions and format for preparing the report are provided in Section IV. The prescribed format for each document must be used, or the documents will be returned for corrections.
- B. The signatures required for certification of the Report must be those of the County Treasurer or other person who has responsibility and accountability for the non-lapsing restricted Hazardous Material Emergency Response (HMER) Account, which is required by section 207(b)(1) of Act 165, 35 P.S. §6022.207(b)(1).
- C. Original signatures are required and must be uploaded to the ESA HMRF Grants Application where specified in the Addenda or through the e-Signature application in ESA. The Report will not be considered complete if submitted without them.

IV. FORMAT AND INSTRUCTIONS FOR THE HMERP REPORT

- A. The Report and the HMRF Grant Application are fully integrated into a single application in ESA. When submitting the Report, select the option in the top of the Addenda which asks if the county is applying for the HMRF Grant. If this option is not selected, the county will not be considered for the HMRF Grant.
- B. Specific step-by-step instructions for completing the Report in ESA are included in the HMRF Grant Guidance as Attachments. The HMRF Grant Guidance is published annually and is subject to change based on available funding and/or policy changes.
- C. Any questions concerning the procedures for development of this report should be directed to the appropriate Area Office or to the PEMA Bureau of Technological Hazards, Hazardous Materials Division, at 717-651-7076.

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Office of the State Fire Commissioner
Deputy Director for Administration
Deputy Director for Preparedness
Special Assistant to the Director
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Bureau of Planning, Training, and Exercise
Bureau of Grants Management
PEMA Area Offices

