

**STATE EMERGENCY RESPONSE COMMISSION**  
**FACILITY**  
**EMERGENCY RESPONSE PLAN AND EXERCISE**  
**ANNUAL LETTER OF CERTIFICATION**

This document, when properly completed, serves as notification that the below identified facility meets the requirements of Maine Revised Statutes Title 37B section 795. Title 37B section 795 states that a facility with Extremely Hazard Substances that meet or exceed the Threshold Planning Quantity as listed in the EPA's List of Lists shall review and exercise their emergency plan on an annual basis. Additionally, under the Federal Emergency Planning and Community Right to Know Act facilities are required to coordinate their planning activities with their Local Emergency Planning Committee. Signing this document is a certification statement being made by the facility coordinator that he or she has consulted with the local emergency planning committee and other emergency and health professionals to assure maximum coordination with those whose cooperation or services may be required in the event of a reportable release or incident.

**Facility/Site Name:**

**Address:**

**City:**

**County:**

**EHS on site:**

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**STATEMENT OF CERTIFICATION**

By submitting this letter to the SERC /LEPC/ and Fire Department \_\_\_\_\_ acknowledges that the plan has been reviewed and updated as needed within the last 12 months, that the plan addresses all the hazards associated with the hazardous materials stored, used and/or processed at the facility, that arrangements have been made with both public and private response agencies as delineated in the plan and that the plan has been communicated and coordinated with local and regional emergency planning and response agencies.

Annual Review Completed (Date of review): \_\_\_\_\_

Annual Exercise Completed (Date of exercise) \_\_\_\_\_

Exercise Type: (check one) Workshop ☐ TTX ☐ Functional ☐ Full Scale ☐ Other \_\_\_\_\_

Who was contacted to ensure proper coordination (list departments/agencies)? \_\_\_\_\_

Name Facility Representative (Print): \_\_\_\_\_

Phone number \_\_\_\_\_

E-Mail \_\_\_\_\_

Title Facility Representative (Print): \_\_\_\_\_

Facility Representative's Signature\_\_\_\_\_

Date Signed:

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**UPON COMPLETION OF THIS CERTIFICATION, SEND A COPY VIA EMAIL TO THE FOLLOWING AGENCIES:**

1. Maine State Emergency Response Commission (maine.serc@maine.gov)
2. Local Emergency Planning Committee
3. Fire Department/District with Jurisdiction

**NOTE: This Certification Page must be submitted annually, no later than March 1<sup>st</sup> to the Maine SERC, LEPC and jurisdictional Fire Departments.**

**NOTE: If the plan has been updated please ensure that copies are distributed electronically to:**

1. Maine State Emergency Response Commission
2. Local Emergency Planning Committee

**And a paper copy to:**

3. Fire Department/District with Jurisdiction

Form available on MEMA/SERC website at

<https://www.maine.gov/mema/hazards/serc>