



Montgomery/Greene County Local Emergency Response Council
 One Dayton Centre
 1 South Main Street, Suite 260
 Dayton, OH 45402
 (937)223-6323 (Phone)
 (937)223-9750 (Fax)

FOR OFFICE USE ONLY	
1. Date of Request	___/___/___
2. Request Number	_____
3. Date sent to Company	___/___/___
4. Date Received From Company	___/___/___
5. Date Passed on To Requestor	___/___/___

INFORMATION REQUEST FORM

Sections 311, 312, and 324 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA) and Section 3750.10 of the Ohio Revised Code mandate that the public shall be provided access to facility specific chemical inventories, material safety data sheets (MSDS) and local emergency response plans. This information is to be available at the MGCLERC offices as noted on the letterhead. An individual may request to review the nonconfidential information in a facility file by appointment. Copies will also be made available by request. The MGCLERC may charge a reasonable fee to cover the cost of copying, shipping, and accrued costs for computer searches. These fees must be paid before receiving the requested materials. There will be no charge for reviewing a facility file if no copies are requested.

1. Facility Identification

County _____
 Name of Facility _____
 Corporate Name (if different) _____
 Street Address _____
 City, State, Zip _____

2. Standard Information Requests Please Check the Appropriate Box(es)

- List of extremely hazardous chemicals at site reported to MGCLERC.
- List of all hazardous chemicals stored or used at the site in question reported to MGCLERC.
- Copy of MSDS for a specific chemical(s). Product name(s). _____
- Section 304* Reports of Releases
- Chemical Inventory and Location Form
- List of reported chemicals/products at the site in question which may pose a physical hazard (Fire, Sudden Release of Pressure, or Reactivity)
- List of reported chemicals/products at the site in question which may pose a health hazard.
- Local Emergency Response Plan for Montgomery/Greene Counties.

* An accidental release of a specified substance that goes beyond the facility property limits.

3. Non-Standard Information Requests

- Lists or copies of MSDS for any information checked above for entire inventory of the facility. *
- Other * _____

Requests for the Toxics Release Inventory (Section 313) should be addressed to Ohio EPA, DAPC, P.O. Box 1049, Columbus, Ohio 43266-1049, Attn: Section 313, or call (614) 644-2286 and ask for Section 313 Assistance.

* Please complete Section #7 for this request.

The Local Emergency Response Plan, Material Safety Data Sheets (MSDS), and Inventory Report forms are available to the public under Sections 311 and 324 of the Superfund Amendments and Reauthorization Act of 1986 (SARA), Ohio Revised Code Section 3750.10, and subsequent regulations. The Local Emergency Planning Committee will make a good faith effort to provide the requested information within 45 days, as per 40 CFR 370.21(d).

Do you request that your personal identity be held confidential as explained in the paragraph above?

4. Yes No

5. I would like an appointment for review of this requested information.

I wish to obtain copies of this requested information.

Under State of Ohio and SERC rules, personal information in Section 6 will be considered confidential if so requested. However, this information may be subpoenaed or otherwise obtained by court action.

6. Required General Information About Person Making Request: (Please print)

Name _____

Street Address (must be included) _____

P O Box _____

City/State/Zip Code _____

Telephone Number ____ (____) _____

I understand that there may be a fee to cover copying, computer costs, and shipping; and that this fee must be paid to the MGCLERC before my request can be filled.

Signature _____ Date _____

7. Other Information About This Request:

Requests for copies of Tier II* inventory information for substances stored in quantities less than 10,000 pounds MUST include a written statement explaining why the information is needed.

*Tier II reports contain specific chemical names, quantities, and hazards present at the facility.

RETURN THIS FORM TO:

Information Coordinator
Montgomery/Greene County Local Emergency Response Council
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1 South Main Street, Suite 260
Dayton, OH 45402
937-223-6323 (Phone) 937-223-9750 (Fax)

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