*Please follow by the form letter below to notify the VERC and LEPC of your facility’s applicability to EPCRA §302. Insert/replace with appropriate facility-specific information in the highlighted parenthesized areas. Use this template with your company’s letterhead.*

**( date )**

Virginia Emergency Response Council

c/o VA DEQ SARA Title III Program

P.O. Box 1105

Richmond, VA 23218

CC. Local Emergency Planning Committee

Local Fire Department

Dear Sir/Madam,

Our facility **( facility name )** in **( location )**, in accordance with EPCRA section 302/303, is identifying **( contact name )** as the Facility Emergency Coordinator.

This is being communicated due to the fact that our facility now is storing the following hazardous substances onsite in quantities exceeding their threshold planning quantity, as described below.

| **Chemical** | **CAS #** | **EHS** | **Process** | **Amount Onsite** |
| --- | --- | --- | --- | --- |
| **( chemical name )** | **( CAS # )** | **( y/n )** | **( location/use )** | **( amount in pounds )** |
|  |  |  |  |  |
|  |  |  |  |  |

Sincerely,

**( Emergency Contact Name )**

**( Contact Information )**