**Items due to the SERC by January 31st**

**To be reviewed by SERC staff:**

**[ ]** Affidavit of Publication date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]** Membership List date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]** Bylaws date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be reviewed by Planning and Training Subcommittee members:**

**[ ]  Letter of Response Questionnaire** date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]** County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]** Completely and accurately filled out

**[ ]** Level of Response declared --- Awareness, Operations, Technician / circle declared Level of Response

**[ ]** Number of individuals trained in accordance to OSHA 1910.120 \_\_\_\_\_\_\_\_\_\_

**[ ]** Any specialized training provided \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]  HazMat Emergency Response Plan** date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RAD component: \_\_\_\_\_

 Y / N

**[ ]** Entire plan updated **OR** specific sections of the plan updated with dates

**[ ]** NRT-1A Checklist completely and accurately filled out

**[ ]** correct page #s match with the nine areas on the NRT-1A Checklist within the Hazmat Plan

**[ ]** Current Letter of Promulgation

**[ ]** Tier II Facility List, dated later than October

**[ ]** Level of Response is identified in the Plan

**[ ]** Contact Information

**[ ]** Equipment List

**[ ]** Training and Exercise schedules identified by type and when to be held

**[ ]** Meeting minutes approving the Plan updates

**[ ]  Exercise / Incident Report** date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[ ]** Completely and accurately filled out / signed

**[ ]** Narrative explaining the Hazardous Materials event, to include:

**[ ]** Hazardous Materials used during the event

**[ ]** Who and what agencies were involved in the event

**[ ]** How and what parts of the Hazmat Plan were used

**[ ]** After Action Report (AAR)/Corrective Actions, if any, identified for Hazmat Plan

**[ ]** Date in previous calendar year the exercise/event happened \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SERC Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Committee Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**