



## INSTRUCTIONS ON HOW TO FILL OUT LEPC MEMBER REMOVAL FORM

1. On the LEPC webpage, download the Member Removal Letter.
2. Open the document and enter the following information in the blank fields:
  - a. Removal date
  - b. Name of member to be removed
  - c. County name
  - d. Name of member to be removed
  - e. Indiana Code 13-25-1-6
  - f. Reason for removal (examples: resigned, retired, switched jobs, facility closed)
  - g. Meeting date when member was voted for removal from LEPC
  - h. Name of LEPC chairperson
  - i. County name
  - j. Phone number of LEPC chairperson
  - k. Email address of LEPC chairperson
3. Confirm that all the information you entered is correct.
4. Save a copy.
5. Send the form to the IERC at [ierc@dhs.in.gov](mailto:ierc@dhs.in.gov).