**Management [68.15]**

Has the owner or operator:

**68.15 (a) Developed a management system to oversee the implementation of the risk management program elements?**

**Yes  No  N/A**

(b) Assigned a qualified person or position that has the overall responsibility for the development, implementation, and integration of the risk management program elements?

**Yes  No  N/A**

(c) Documented other persons responsible for implementing individual requirements of the risk management program and defined the lines of authority through an organization chart or similar document?

**Yes  No  N/A**

# Hazard Assessment Documentation [68.39]

**68.39 (a-e) Has the owner/operator maintained on site the required documentation for the hazard assessments (worst case and alternative release scenario)?**

**Yes  No  N/A**

## **Safety Information [68.48]**

**68.48 (a) Has the owner or operator compiled and maintained the following up‑to‑date safety information, related to the regulated substances, processes, and equipment:**

**(1) Safety Data Sheets (SDS) that meet the requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200(g)?**

**Yes  No  N/A**

**(2) Maximum intended inventory of equipment in which the regulated substances are stored or processed?**

**Yes  No  N/A**

**(3) Safe upper and lower temperatures, pressures, flows, and compositions?**

**Yes  No  N/A**

**(4) Equipment specifications?**

**Yes  No  N/A**

**(5) Codes and standards used to design, build, and operate the process?**

**Yes  No  N/A**

**68.48 (b) Ensured the process is designed in compliance with recognized and generally accepted good engineering practices?**

**Yes  No  N/A**

**68.48 (c) Updated information if a major change has occurred that made the information inaccurate?**

**Yes  No  N/A**

## **Hazard Review [68.50]**

**68.50 (a) Has the owner or operator conducted a review of the hazards associated with the regulated substances, processes, and procedures?**

**Yes  No  N/A**

**Did the review identify:**

**(1) The hazards associated with the process and regulated substances?**

**Yes  No  N/A**

**(2) Opportunities for equipment malfunctions or human errors that could cause an accidental release?**

**Yes  No  N/A**

**(3) The safeguards used or needed to control the hazards or prevent equipment malfunctions or human error?**

**Yes  No  N/A**

**(4) Any steps used or needed to detect or monitor releases?**

**Yes  No  N/A**

**(b) Determined by inspecting all equipment that the processes are designed, fabricated, and operated in accordance with applicable standards or rules, if designed to meet industry standards or Federal or state design rules?**

**Yes  No  N/A**

**(c) Documented the results of the review?**

**Yes  No  N/A**

**Ensured that problems identified were resolved in a timely manner?**

**Yes  No  N/A**

**(d) Updated the review at least once every five years or whenever a major change in the processes occurred?**

**Yes  No  N/A**

**Resolved all issues identified in the review before startup of the changed process?**

**Yes  No  N/A**

**Operating Procedures [68.52]**

**68.52 (a) Has the owner or operator prepared written operating procedures that provide clear instructions or steps for safely conducting activities associated with each covered process consistent with the safety information for that process?**

**Yes  No  N/A**

**(b) Do the procedures address the following:**

**(1) Initial startup?**

**Yes  No  N/A**

**(2) Normal operations?**

**Yes  No  N/A**

**(3) Temporary operations?**

**Yes  No  N/A**

**(4) Emergency shutdown and operations**

**Yes  No  N/A**

**(5) Normal shutdown?**

**Yes  No  N/A**

**(6) Startup following:**

**A normal shutdown?**

**Yes  No  N/A**

**An emergency shutdown?**

**Yes  No  N/A**

**A major change that requires a hazard review?**

**Yes  No  N/A**

**(7) Consequences of deviations?**

**Yes  No  N/A**

**Steps required to correct or avoid deviations?**

**Yes  No  N/A**

**(8) Equipment inspections?**

**Yes  No  N/A**

**(c) Has the owner or operator ensured that the operating procedures have been updated, if necessary, whenever a major change occurred and prior to startup of the changed process?**

**Yes  No  N/A**

## **Training [68.54]**

**68.54 (a) Has the owner or operator:**

**Ensured that each employee presently operating a process, and each employee newly assigned to a covered process have been trained or tested competent in the operating procedures provided in § 68.52 that pertain to their duties?**

**Yes  No  N/A**

**For those employees already operating a process on June 21, 1999, the owner or operator may certify in writing that the employee has the required knowledge, skills, and abilities to safely carry out the duties and responsibilities as provided in the operating procedures.**

**Yes  No  N/A**

**(b) Provided refresher training at least every three years, or more often if necessary, to each employee operating a process, to ensure that the employee understands and adheres to the current operating procedures of the process?**

**Yes  No  N/A**

**Determined, in consultation with the employees operating the process, the appropriate frequency of refresher training?**

**Yes  No  N/A**

**(d) Ensured that each operator was trained in any updated or new procedures prior to startup of a process after a major change?**

**Yes  No  N/A**

**Maintenance [68.56]**

**68.56 (a) Has the owner or operator prepared and implemented procedures to maintain the on‑going mechanical integrity of the process equipment?**

**Yes  No  N/A**

**(b) Has the owner or operator trained or caused to be trained each employee, involved in maintaining the on‑going mechanical integrity of the process?**

**Did training include:**

**The hazards of the process?**

**Yes  No  N/A**

**How to avoid or correct unsafe conditions?**

**Yes  No  N/A**

**Procedures applicable to the employee's job tasks?**

**Yes  No  N/A**

**(c) Has every maintenance contractor ensured that each contract maintenance employee is trained to perform the maintenance procedures developed?**

**Yes  No  N/A**

**(d) Has the owner or operator performed or caused to be performed inspections and tests on process equipment that follow recognized and generally accepted engineering practices?**

**Yes  No  N/A**

**Are the frequency of inspections and tests of process equipment consistent with applicable manufacturer’s recommendations, industry standards or codes, good engineering practices or prior operating experience?**

**Yes  No  N/A**

#### Compliance Audits [68.58]

**68.58 (a) Has the owner or operator certified that compliance audits are conducted at least every three years to verify that the procedures and practices are adequate and are being followed?**

**Yes  No  N/A**

**(b) Has compliance audit been conducted by at least one person knowledgeable in the process?**

**Yes  No  N/A**

**(c) Has the owner operator developed a report of the audits findings?**

**Yes  No  N/A**

**(d) Has the owner or operator promptly determined and documented an appropriate response to each of the findings of the audit and documented that deficiencies had been corrected?**

**Yes  No  N/A**

**(e) Has the owner or operator retained the two most recent compliance audit reports, unless more than five years old?**

**Yes  No  N/A**

**Incident Investigation [68.60]**

**68.60 (a) Has the owner or operator investigated each incident which resulted in, or could reasonably have resulted in a catastrophic release?**

**Yes  No  N/A**

**(b) Were all incident investigations initiated not later than 48 hours following the incident?**

**Yes  No  N/A**

**(c) Was a summary prepared at the conclusion of every investigation, which included:**

**(1) Date of incident?**

**Yes  No  N/A**

**(2) Date investigation began?**

**Yes  No  N/A**

**(3) A description of incident?**

**Yes  No  N/A**

**(4) The factors that contributed to the incident?**

**Yes  No  N/A**

**(5) Any recommendations resulting from the investigation?**

**Yes  No  N/A**

**(d) Has the owner or operator promptly addressed and resolved the investigation findings and recommendations, and are the resolutions and corrective actions documented?**

**Yes  No  N/A**

**Have the resolutions and correction actions been documented?**

**Yes  No  N/A**

**(e) Has the owner or operator reviewed the finding with all affected personnel whose job tasks are affected by the findings?**

**Yes  No  N/A**

**(f) Has the owner or operator retained investigation summaries for five years?**

**Yes  No  N/A**

**Emergency Response - Applicability [68.90]**

**68.90 (a) Will employees of a stationary source respond to emergencies?**

**Yes  No  N/A**

**If YES, proceed to 68.95(a).**

**If NO, continue.**

**(b) If employees of the stationary source WILL NOT RESPOND to accidental releases of regulated substances:**

**(1) For stationary sources with any regulated toxic substance held in a process above the threshold quantity, is the stationary source included in the community emergency response plan developed under EPCRA?**

**Yes  No  N/A**

**(2) For stationary sources with only regulated flammable substances held in a process above the threshold quantity, has the owner or operator coordinated response actions with the local fire department?**

**Yes  No  N/A**

**(3) Are appropriate mechanisms in place to notify emergency responders when there is a need for a response?**

**Yes  No  N/A**

## **Emergency Response - Program [68.95]**

**68.95 (a) Has the owner or operator developed and implemented an emergency response program for the purpose of protecting public health and the environment?**

**Yes  No  N/A**

**Does the program include the following elements?**

**(1) An emergency response plan which is maintained at the stationary source?**

**Yes  No  N/A**

**Does the emergency response plan contain the following elements:**

**(i) Procedures for informing the public and local emergency response agencies about accidental releases?**

**Yes  No  N/A**

**(ii) Documentation of proper first‑aid and emergency medical treatment necessary to treat accidental human exposures?**

**Yes  No  N/A**

**(iii) Procedures and measures for emergency response after an accidental release of a regulated substance?**

**Yes  No  N/A**

**(2) Procedures for the use of emergency response equipment and for its inspection, testing, and maintenance?**

**Yes  No  N/A**

**(3) Training for all employees in relevant procedures?**

**Yes  No  N/A**

**(4) Procedures to review and update, as appropriate, the emergency response plan to reflect changes at the stationary source and ensure that employees are informed of changes?**

**Yes  No  N/A**

**68.95 (b) Did the owner or operator use a written plan that complies with other Federal contingency plan regulations or is consistent with the approach in the National Response Team’s Integrated Contingency Plan Guidance (‘‘One Plan’’)? If so, does the plan include the elements provided in paragraph (a) of 68.95, and also complies with paragraph (c) of 68.95?**

**Yes  No  N/A**

**68.95 (c) Has the emergency response plan been coordinated with the community emergency response plan developed under EPCRA?**

**Yes  No  N/A**

**Has the owner or operator provided to the local emergency response officials information necessary for developing and implementing the community emergency response plan requested by the LEPC or emergency response officials?**

Yes  No  N/A