



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION III
1650 Arch Street
Philadelphia, Pennsylvania 19103-2029

112(r)(1) GDC Inspection Checklist

SUBPART A - GENERAL INFORMATION

(Y=Yes, N=No, P=Partial, A= Not Applicable)

Inspectors:

Facility Name:

Mailing Address:

Physical Address:

County:

Inspection Date:

Inspectors:

Phone Number:

Facility Contact:

E-mail address:

Website address:

Owner of facility:

Headquarters of owner:

President/CEO/principal of owner:

Form of organization (corporation, LLC, LLP, etc.):

Date organized/incorporated:

State of organization/incorporation:

Operator of facility:

Headquarters of operator:

President/CEO/principal of operator:

Form of organization (corporation, LLC, LLP, etc.):

Date organized/incorporated:

State of organization/incorporation:

Location of facility:

Rural/commercial/industrial:

Highways nearby:

Schools/hospitals nearby:

Description of facility:

Buildings/structures/equipment/installations comprising stationary source:

SIC/NAICS Code:

Process(es) inspected:

Description of process:

Location of process:

Identify whether produce/process/handle/store:

Listed or extremely hazardous substances present:

MSDSs:

Quantities of listed or extremely hazardous substances:

Is facility subject to RMP requirements?

Is facility subject to OSHA PSM? Y or N

Process(es) subject to OSHA PSM:

What is/are the process program level(s) and why?

Date(s) RMP filed:

Employee representative(s):

Persons present during opening conference:

Persons present during facility walk-through:

Net worth:

Previous state/federal/local violations:

Is facility using administrative controls? Y or N

Are administrative controls documented and followed properly? Y or N

Has the facility met requirements for the management system Y or N

General Duty Clause 112(r)(1) Check list

(check to insure that the following are documented and updated)

1. Identify hazards which may result from accidental releases using appropriate hazard assessment techniques

Scenario Identification:

- a. Process Hazard Analysis (PHA)
- b. Scenario Identification Method (HAZOP)
- c. Scenario Identification Method (Experienced)

Comments:

2. Designed and Maintained a Safe Facility

Standard Operating Procedures:

- a. MSDS for all regulated substances
- b. Standard Operating Procedures (SOP) for process
- c. Maximum intended inventory of regulated substances
- d. Safe upper and lower temperatures, pressures, flows, and compositions
- e. Equipment specifications
- f. Codes and standards used to design, build, and operate the process
- g. Process and Instrumentation Diagrams (P&IDs)
- h. Electrical Classification Drawings
- i. Relief Systems Design and Design Basis
- j. Ventilation System Design

Comments:

Are generally accepted and good engineering practices followed? Y or N

American Society of Mechanical Engineers (ASME), National Association of Corrosion Engineers (NACE), American National Standards Institute (ANSI), American Institute of Chemical Engineers (AIChE), American Petroleum Institute (API) National Fire Protection Association (NFPA)

Training:

- a. () Have training programs been implemented and evaluated train employees on the hazards of the substance, and any additional hazards presented by the processes.
- b. () Documentation of proper employee training, including, receiving, storing, transferring and shipping of hazardous materials.
- c. () Have the owners/operators ensured that evaluation of the trainee competence is included in the program.

Comments:

Managing Changes:

- a. () Procedures established to manage changes to process and to identify hazards associated with those changes.

Comments:

Audits:

- a. () Self Audits of facility's prevention program.

Comments:

Preventive Maintenance Program:

- a. () Preventive Maintenance Program (API)(NACE)(AIChE)(ANSI)
- b. () Contractors trained for process maintenance activities
- c. () Employees trained for process maintenance activities
- d. () Inspections and test on the process equipment
- e. () SOP's for ensuring mechanical integrity

Comments:

Incident Investigations:

- a. () Accidents with or potential for catastrophic releases have been investigated within 48 hours following incident.
- b. () Findings documented, reviewed with employees, and retained for five years.

Comments:

3. Minimized the Consequences of an Accidental Release

Planning:

- a. () Emergency Response Plan
- b. () Plan includes anticipation of the types of releases that may occur from the process, mitigation process, notification process to local responders and local responder involvement.

Coordination with LEPC:

- a. () Coordinate emergency response plan with LEPC, local response agencies.
- b. () Does the LEPC have a copy of the facility's Emergency Response Plan.

Comments:

Training:

- a. () Training for all employees in relevant procedures and practices when responding to process emergencies.
- b. () Does facility respond to emergency releases.
- c. () Equipment available if facility response is needed.
- e. () Emergency drills conducted in coordination local/state emergency response management agencies.

Comments:

Exercises:

- a. () Do the owners/operators conduct periodic exercises been conducted to ensure plans are adequate to address identified emergency scenarios.
- b. () Have the owners/operators included local and state emergency response management agencies planning process.

Comments:

4. SITE SECURITY

- a. () Facility fenced, physical security, cameras.

Comments:

Facility Personnel Participating in Audit/Inspection

NOTES AND COMMENTS

RECOMMENDATIONS

Inspector's Name: _____

Signature: _____

Date: _____

Appendix