

Pre-Review Facility EH&S Questionnaire

Facility Name and Address: _____

Name of person completing form: _____ Date: _____

Title: _____

Phone: _____

In this questionnaire, please answer all questions as they pertain to the site currently as well as in the past.

I. SITE DESCRIPTION, VICINITY, AND HISTORY

1. Describe operations including descriptions of products, production volumes and general flow of materials through the process.

2. How long has your organization conducted operations? Any potentially relevant recent facility historical developments (e.g. expansions, acquisitions)? Knowledge of previous operations?

3. SIC code: _____

4. Parcel size (acres) : _____

- 5. Year facility was originally built: _____
- 6. Business Hours: _____ Hours of Production: _____ # of Shifts: _____
- 7. Number of Employees: _____
- 8. List key environmental management personnel and title.

Name	Title	Phone

- 9. Has the facility been the subject of an audit (either internal or external?) Y N
- 10. Who performed the audit? _____
- 11. Is the environmental report available? Y N NA Year of completion? _____
- 12. List environmental agency contacts at the federal, state and local level who are most familiar with your operations:

Contact Name	Agency	Phone Number

Underground Storage Tanks (USTs) (Ignore section if N/A)

1. Number of current USTs: _____
2. Number of historical or unused tanks: _____
3. Does the facility have documentation/permits for all active tanks Y N
If No, please describe:
4. Has integrity testing been conducted and have records been maintained on all the underground tanks? Y N
If No, please describe:
5. Does the facility have closure documentation for all unused/closed/abandoned tanks? Y N
If No, please describe:

6. List all USTs on the property

Tank ID	Capacity (gal)	Shell Material (e.g. fiberglass, steel)	Material (e.g. diesel)	Age (yrs)

Aboveground Storage Tanks (ASTs) (Ignore section if N/A)

1. Number of current ASTs: _____
2. Number of historical or unused tanks: _____
3. Does the facility have documentation/permits for all active tanks Y N
If No, please describe:
4. Does the facility have a Spill Prevention Control and Countermeasure (SPCC) Plan? Y N
When was the plan last updated? _____
5. List all ASTs on the property

Tank ID	Capacity (gal)	Shell Material (e.g. fiberglass, steel)	Material (e.g. diesel)	Age (yrs)

6. Describe containment systems including berms and floor, which surround the tanks (i.e. earthen berms, concrete, asphalt, etc.)

7. Describe how water and/or sludge from inside tanks is removed and managed.

III. WASTE GENERATION AND MANAGEMENT

1. Describe the wastes currently and previously generated at the facility and indicate if the wastes are hazardous (i.e., cleaning solvents, tank bottoms, used oil, ethylene glycol).

Waste Generated	Process Generating Waste	Quantity per Month (specify units)	Haz or Non-Haz	Transporter and Disposal Facility

2. Are any of the wastes listed above treated pursuant to a permit? If yes, which one(s) and describe the treatment? _____

3. Describe facility hazardous waste generator status.
 Conditionally Exempt Small Quantity Generator (<100kg/month) _____
 Small Quantity Generator (> 100kg/month and < 1000 kg/month) _____
 Large Quantity Generator (> 1000 kg/month) _____
 Treatment, Storage and Disposal Facility _____

3. Does the facility store waste > 90days? Y N More than 180 days? Y N

4. How many long term storage areas? _____

5. How many Satellite Accumulation Points? _____

2. Identify any exceedances and/or violations related to air emissions.

3. Is the facility covered under:

Title V Air Permit	Y	N
Synthetic Minor Permit	Y	N

Please provide a copy of applicable air quality permits.

4. Describe any room air pressure relationships, validation methods and the local exhaust ventilation system to manage exposure during the manufacturing process.

(continues)

V. WASTEWATER DISCHARGES

1. List and briefly describe the processes that yield wastewater (e.g. tank farms, runoff, oil/water separator, etc.) and describe controls and disposition.

Source	Process	Pollution Control	Quantity

2. Describe wastewater treatment activities.

3. List wastewater discharges as follows:

Outfall Location	Permit type (WDR, NPDES)	Permit #	Agency	Pollution Control? Y / N

4. Identify exceedances and/or violations related to wastewater discharges.

5. Does the facility have construction and/or industrial stormwater permit(s)? Y N
 Please provide a copy of the permit if as applicable.

6. Does the facility have a Stormwater Pollution Prevention Plan (SWPPP)? Y N
 Please provide a copy of the SWPPP if as applicable.

VI. REMEDIATION, LAWSUITS, NEIGHBOR COMPLAINTS

1. Describe releases that have occurred at the site.

Material Released	Quantity Released	Was Release Reported? (To Whom)	Was Remediation Conducted?	Has Closure Been Received from Agency? (identify agency)

2. Describe spill reporting procedures.

3. Identify areas known or suspected to be contaminated and extent of contamination, if known.

VII. MANAGEMENT SYSTEMS

1. Describe responsibilities of environmental, health, and safety (EHS) personnel at the site. Identify person(s) responsible, amount of time dedicated to EHS duties, who EHS representative reports to, level of training, and how long the EHS representative has been at the position

2. Does the EHS representative conduct internal audits? If yes, describe auditing program.

3. Does an external audit program exist, such as corporate or third party audits?

4. Does the facility have a formalized environmental management system? If so, provide a brief description.

5. Describe how the facility tracks existing and new regulations.

6. Who is responsible for facility upgrades and major maintenance projects? Describe how they are performed, including involvement from environmental staff.

7. Does the facility have HazCom and product awareness training (e.g. MSDS, hazard labeling, etc.)? Please describe:

VIII. OTHER ENVIRONMENTAL IMPACTS

1. Does the facility plan significant pollution control capital expenditures (>\$50,000) in the next year? Y N

2. Has a wetland delineation been performed on any part of your facility or are any portions of the property subject to the Army Corps of Engineers permit for wetlands under the Clean Water Act? Y N

3. Have either federal or state threatened/endangered species or candidate species been found at your facility? Y N

4. Any other specific environmental concerns or problems that were not touched upon by this questionnaire?

IX. HEALTH AND SAFETY

Which of the following programs are written and implemented on site? (please circle)

Chemical Hygiene Plan	Y	N	Not sure
Lockout/Tagout	Y	N	Not sure
Respiratory Protection	Y	N	Not sure
Hearing Conservation	Y	N	Not sure
Confined Space Program	Y	N	Not sure
Bloodborne Pathogen Program (Exposure Control Plan)	Y	N	Not sure
Contractor Safety Program	Y	N	Not sure
Emergency Action Plan	Y	N	Not sure
Electrical Safety Program	Y	N	Not sure
Hot Work Permits	Y	N	Not sure
Carcinogen registration	Y	N	Not sure
Radiation Safety Program	Y	N	Not sure
Compressed Gas Safety	Y	N	Not sure
Process Safety Management	Y	N	Not sure

Has any employee exposure monitoring been conducted? If so, for which chemicals? Where are the records maintained?

Who maintains records on work-related injuries and illnesses? Is there an Injury, Illness, Prevention Plan (IIPP)?

Are there equipment-specific written procedures for the control of potentially hazardous energy?

Are radioactive materials used? If so, please list?

Is there a list of hazardous substances maintained for the facility? Where are material safety data sheets maintained?

Have hazardous physical agents such as lasers, infrared and ultraviolet sources, X-ray units, etc. been identified in the facility? Discuss Y N

Are there written Standard Operating Procedures in place when work involves the use of chemicals? Discuss Y N

Is there an established ventilation inspection program for systems used to control hazardous materials exposures? Discuss Y N

Are fume hoods and biosafety cabinets evaluated at the time of their installation and at least quarterly thereafter? Discuss Y N

Is there an active safety and health program that deals with general safety and health program elements as well as management of hazards specific to the facility? Discuss Y N

Is there a program that assesses the work to determine if hazards that require the use of personal protective equipment are present or are likely to be present? Discuss Y N

Is a regular safety inspection program in place? Who performs the inspection and what is the frequency?

Is there an employee training program for hazard communication? What is the frequency of the training?

Who is responsible for maintaining and updating the documentation of employee safety and health training?

In the past five years have any notices of Safety or Health violations been issued? If so, please describe.

Who tracks & analyzes health & safety regulations?

X. ORGANIZATIONAL STRUCTURE AND REQUIREMENTS

- 1. Briefly indicate personnel at this facility with environmental responsibilities, and their general areas of responsibility. Indicate to whom each person reports.

- 2. Non-Compliance Reporting: Describe regular reporting requirements and other information requests for USDA. Indicate who makes the request.

Quarterly _____

Annually _____

Other _____

- 3. USDA Policy & Procedure Implementation: Describe any programs or other requirements that are implemented to comply with the directives of ARS Safety Health Environmental Management Manual 230.0M that have not otherwise been addressed within this questionnaire.

- 4. Describe other environmental requirements or tasks necessary to meet USDA policies or protocols (e.g., EMS reporting, etc.).

XI. PRODUCT MANAGEMENT (answer all those that apply)

1. Describe the organization's program to ensure chemical products meet chemical control compliance regulations (EPA, TSCA, EU Regulations, etc.)
2. How does the organization generate MSDSs for products?
3. How are MSDSs managed, how many are maintained and in which languages?
4. Are MSDSs generated for all products or just those classified as hazardous/dangerous
5. How does the facility handle global requirements for hazard warning labels?
6. What is the system for ensuring transportation of dangerous goods is handled and who is responsible for this?
7. What is the system for ensuring export/import compliance and who is responsible for this program?
8. Describe the organization's program for compliance with global trade regulations.