



On-Site Risk Management Audit Checklist for Program Level 1 Processes

Auditor name:	Date:
----------------------	--------------

I. Facility Information:

Facility name:	
Facility location:	
County:	RMP Facility I.D.
Contact name:	Phone Number:

II. Hazard Assessment: Documentation (OAC 3745-104-15)

Has the owner or operator maintained the following records:	Yes / No / Comments
(A.) For worst-case scenarios, a description of the vessel or pipeline and substances selected as worst case, assumptions and parameters used, and the rationale for selection, and anticipated effect of the administrative controls and passive mitigation on the release quantity and rate?	
(B.) For alternative release scenarios, a description of the scenarios identified, assumptions and parameters used, the rationale for the selection of specific scenarios, and anticipated effective of the administrative controls and mitigation on the release quantity and rate?	N/A
(C.) Documentation of estimated quantity released, release rate, and duration of release?	
(D.) Methodology used to determine distance to endpoints?	
(E.) Data used to estimate population and environmental receptors potentially affected?	

III. Emergency Planning and Response

Emergency Response	Yes / No / Comments
3745-104-36: Applicability	
<p>(A.) Does the owner or operator of the facility intend for its employees to respond to accidental releases of the regulated substance? (If no, ask 3745-104-36(A)(1) through -36(A)(3), if “yes”, ask 3745-104-37)</p> <p>(1.) Has the emergency response plan been coordinated with the community emergency response plan developed under 42 U.S.C. 11003?</p> <p>(2.) Has the emergency response plan been coordinated with the local fire department?</p> <p>(3.) Are there appropriate mechanisms in place to notify emergency responders in case of a release?</p>	
3745-104-37: Emergency Response Program	
<p>(A.) Does the owner or operator have a written emergency response plan?</p> <p>(1.) Does the written emergency response plan include:</p> <p>(a.) Procedures for informing the public and local emergency response agencies about releases?</p> <p>(b.) Documentation of proper first-aid and emergency medical treatment necessary to treat accidental human exposure?</p> <p>(c.) Procedures and measures for emergency response after an accidental release of a regulated substance?</p>	
<p>(2.) Are there procedures for the use of emergency response equipment and for its inspection, testing, and maintenance?</p>	
<p>(3.) Is there training for all employees in relevant procedures?</p>	
<p>(4.) Procedures to review and update the emergency response plan to reflect changes?</p>	
<p>(B.) NOTE: Integrated Contingency Plan is acceptable for above.</p>	
<p>(C.) Has the emergency response plan been coordinated with the community emergency response plan developed under section 3750.05 of the Ohio Revised Code?</p>	