



County of Sacramento

CAL ARP COMPLETENESS REVIEW CHECKLIST

Pursuant to Section **2745.2(a)(1)** of California Code of Regulations, Title 19 (CCR Title 19), the Risk Management Plan (RMP) completeness review (CR) shall be determined in accordance to sections **2745.3** through **2745.9** (RMP Executive Summary, RMP Offsite Consequence Analysis, RMP Five-Year Accident History, RMP Program 2 & 3, RMP Emergency Response Program and the RMP Certification). If incomplete, Sacramento County Environmental Management Department (EMD) shall notify the owner/operator (o/o) of any deficiencies in writing pursuant to Section **2745.2(a)(3)**.

Facility:	FA:
Address:	Date of Completeness Review:
RMP Date:	Regulated Substance(s):
Program Level:	Quantity:

REQUIREMENTS FOR ALL PROGRAM LEVELS: Y=REQUIREMENT MET, P=PARTIAL, N=REQUIREMENT NOT MET, N/A=NOT APPLICABLE

<i>CCR Section</i>	<i>ITEM REQUESTED</i>	<i>PRESENT?</i>	<i>PLAN SECTION</i>
2745.3	EXECUTIVE SUMMARY		
2745.3(a)	The Executive Summary shall contain brief descriptions of the following: accidental release prevention and emergency response policies at the stationary source;		
2745.3 (b)	Stationary source and regulated substances handled;		
2745.3(c)	The general accident release prevention program and chemical-specific prevention steps;		
2745.3(d)	The five-year accident history;		
2745.3(e)	The emergency response program;		
2745.3(f)	Planned changes to improve safety.		

<i>CCR Section</i>	<i>ITEM REQUESTED</i>	<i>PRESENT?</i>	<i>PLAN SECTION</i>
2745.5	Five-Year Accident History Component		
2745.5	The Five-Year Accident History shall be submitted as part of the RMP pursuant to section 2750.9(a) and (b).		
2745.8	Emergency Response Program Component		
2745.8(a)(1)	The o/o must document in the RMP if a written emergency response plan has been created;		
2745.8(a)(2)	If the plan addresses specific actions to be taken in response to an accidental release of a regulated substance;		
2745.8(a)(3)	Procedures for notifying the public and local agencies responsible for responding to accidental releases.		
2745.8(a)(4)	Information on emergency health care;		
2745.8(a)(5)	The date of the plan's review/update;		
2745.8(a)(6)	The date of the most recent emergency response training for employees.		
2745.8(b)	The o/o must document in the RMP the name and phone numbers of the primary local emergency response agency with which the plan is coordinated.		
2745.8(c)	The o/o must also list all other federal and state emergency plan requirements to which the stationary source is subject.		
2740.1	Cal ARP Registration		
2740.1(a)	A facility subject to the Federal RMP requirements shall submit a complete registration form to both Fed USEPA and to the AA.		
2740.1(b)	A facility subject to only the Cal ARP regulations shall submit a complete Cal ARP registration to the AA meeting the requirements of sections 2740.1(d)(1) through 2740.1(d)(13)		
2740.1(c)	If a registration is requested and submitted prior to the submission of the RMP, it shall contain a certification of accuracy.		

REQUIREMENTS FOR PROGRAMS 2 & 3

<i>CCR Section</i>	<i>ITEM REQUESTED</i>	<i>PRESENT?</i>	<i>PLAN SECTION</i>
2745.4	Program 2 & 3 Offsite Consequence Analysis Component		
2745.4(a)(2)	For Program 2 & 3 processes: One worst-case release scenario for all regulated toxic substances above TQ and one worst-case scenario for all flammables above TQ.		
2745.4(b)	Offsite Consequences for WORST-CASE RELEASES must have the data indicated in sections 2745.4(b)(1) through 2745.4(b)(13);		
2745.4(b)(1)	Chemical name;		
2745.4(b)(2)	Percentage weight of the chemical in a liquid mixture (toxics only)		
2745.4(b)(3)	Physical state (toxics only)		
2745.4(b)(4)	Basis of results (give model name if used);		
2745.4(b)(5)	Scenario (explosion, fire, toxic gas release, or liquid spill);		
2745.4(b)(6)	Quantity released in pounds;		
2745.4(b)(7)	Release rate;		
2745.4(b)(8)	Release duration;		
2745.4(b)(9)	Wind speed and atmospheric stability class (toxics only);		
2745.4(b)(10)	Topography (toxics only);		
2745.4(b)(11)	Distance to endpoint;		
2745.4(b)(12)	Public and environmental receptors;		
2745.4(b)(13)	Passive mitigation considered;		
2745.4(a)(2)A	If additional worst case scenarios for toxics or flammables are required per 2750.3(a)(2)(C), the same information as required for 2745.4(a)(2) must be submitted.		
2745.4(a)(2)B	The o/o shall also submit information on one alternative release scenario for each regulated toxic substance held above the threshold quantity and one alternative release scenario to represent all regulated flammable substances held above the TQ.		
2745.4(b)	Offsite Consequences for ALTERNATIVE RELEASES must have the data indicated in sections 2745.4(b)(1) through 2745.4(b)(14);		
2745.4(b)(1)	Chemical name;		
2745.4(b)(2)	Percentage weight of the chemical in a liquid mixture (toxics only)		
2745.4(b)(3)	Physical state (toxics only)		
2745.4(b)(4)	Basis of results (give model name if used);		

<i>CCR Section</i>	<i>ITEM REQUESTED</i>	<i>PRESENT?</i>	<i>PLAN SECTION</i>
2745.4(b)(5)	Scenario (explosion, fire, toxic gas release, or liquid spill);		
2745.4(b)(6)	Quantity released in pounds;		
2745.4(b)(7)	Release rate;		
2745.4(b)(8)	Release duration;		
2745.4(b)(9)	Wind speed and atmospheric stability class (toxics only);		
2745.4(b)(10)	Topography (toxics only);		
2745.4(b)(11)	Distance to endpoint;		
2745.4(b)(12)	Public and environmental receptors;		
2745.4(b)(13)	Passive mitigation considered;		
2745.4(b)(14)	Active mitigation considered (alternative releases only).		
2745.7	RMP Program 3 Prevention Program Component		
2745.7(a)	RMP Program 2 Prevention Program Component-for each Program 3 process, the o/o shall provide in the RMP the information indicated in sections 2745.7(b) through 2745.7(q).		
2745.7(b)	The NAICS code for the process.		
2745.7(c)	The name(s) of the chemical(s) covered.		
2745.7(d)	The date of the most recent review or revision of the safety information and a list of federal or state regulations or industry-specific design codes and standards used to demonstrate compliance with the safety information requirement.		
2745.7(e)	The date of completion of the most recent PHA or update and the technique used		
2745.7(e)(1)	The expected date of completion of any changes resulting from the PHA;		
2745.7(e)(2)	Major hazards identified;		
2745.7(e)(3)	Process controls in use;		
2745.7(e)(4)	Mitigation systems in use;		
2745.7(e)(5)	Monitoring and detection systems in use;		
2745.7(e)(6)	Changes since the last PHA.		
2745.7(f)	The date of the most recent review or revision of operating procedures.		
2745.7(g)	The most recent review or revision of training programs;		
2745.7(g)(1)	The type of training provided		
2745.7(g)(2)	The type of competency testing used		

<i>CCR Section</i>	<i>ITEM REQUESTED</i>	<i>PRESENT?</i>	<i>PLAN SECTION</i>
2745.7(h)	The date of the most recent review or revision or maintenance procedures and the date of the most recent equipment inspection or test and the equipment tested or inspected.		
2745.7(i)	The date of the most recent change that triggered management of change procedures and the date of the most recent review or revision of management of change procedures.		
2745.7(j)	The date of the most recent pre-startup review.		
2745.7(k)	The date if the most recent compliance audit and the expected date of completion of any changes resulting from the compliance audit.		
2745.7(l)	The date of the most recent incident investigation and the expected date of completion of any changes resulting from the investigation		
2745.7(m)	The date of the most recent review or revision of employee participation plans.		
2745.7(n)	The date of the most recent review or revision of hot work permit procedures.		
2745.7(o)	The date of the most recent review or revision of contractor safety procedures.		
2745.7(p)	The date of the most recent evaluation of contractor safety performance.		
2745.7(q)(1)	The o/o shall submit in the external events analysis the types of natural and human caused external events considered in the PHA section 2760.2.		
2745.7(q)(2)	The o/o shall submit the estimated <u>magnitude or scope</u> of external events which were considered. If not known, the o/o of the stationary source shall work closely with the AA to determine what is required. If seismic events are applicable, the parameters used in the consideration of the seismic analysis and which edition of the UBC was used when the process was designed.		
2745.7(q)(3)	For each external event, with a potential to create a release of a regulated substance that will reach an endpoint offsite, apply sections 2745.7(e)(1) through 2745.7(e)(6).		
2745.7(q)(4)	The date of the most recent field verification that equipment is installed and maintained as designed.		
2745.9	Program 2 & 3 RMP Certification		
2745.9(b)	For Program 2 & 3 processes, the o/o shall submit in the RMP a single certification that, to the best of the signer's knowledge, information, and belief formed after reasonable inquiry, the information is true, accurate, and complete.		

Facility Name

Date

6 | Page

Footnotes: