

ENVIRONMENTAL LEADERSHIP PROGRAM INSPECTION FORM

PERMANENT ASPHALT FACILITY

Company Name -Name & Location of Facility: _____

Date of Inspection: _____ FID Number _____

Name of Inspector: _____

Names of Inspection Participants: _____

List permit numbers and type: _____

Total Number of Points Scored for all Five Sections (360 possible)

Part 1: Environmental Compliance	0	1	2	3	4	5
1.1 Is the facility's current air emission operating permit on site? <i>The facility is required to have its air emissions operating permit on the facility premises at all times. The permit is to be readily accessible.</i>	0					5
1.2 Are all air permit-mandated records current to date? <i>All records required to be kept by the air permits must be current and up to date. Records should show compliance with required inspections (baghouse and blacklight), compliance tests (stacktests, visible emissions, burner tune-ups, etc.), operational records (magnahelic, photohelic, burner pressure, etc.) and permit limits (fuel and tonnage).</i>	0					5
1.3 Have the required stack emissions tests been completed? <i>All stack emissions tests required by the air permits must have been completed within the allotted time allowed by the permit.</i>	0					5
1.4 Is the plants stack opacity less than 20% for NSPS plants and less than 40% for non-NSPS plants? <i>The stack particulate emissions must be within the allowed limits set by the New Source Performance Standards (NSPS) set in Federal Code whether that be 20% or 40% as the situation mandates. (Consult latest visible emissions test as required by permit).</i>	0					5
1.5 Are visible emissions from roadways, stockpiles, bins and conveyors within permitted limits? <i>Visible emissions from these sources must be within the stated limits per State Code. (Depending on the plant's location, the permit states that the facility must take the necessary 'precautions to prevent particulate matter from becoming airborne,' or the permit limit is 20% opacity.)</i>	0					5
1.6 Are any notices of violation resolved, less than 270 days or 9 months, after being issued? <i>Any notices of violation must be resolved within this timetable set by Federal Code.</i>	0					5
1.7 Is there a written fugitive dust control plan and is it followed? <i>Each facility must have a written fugitive control plan and must follow this plan. Activities associated with this plan may include paving of roadways, water spray controls, wheel washing and road watering and/or sweeping.</i>	0					5
1.8 Is the air pollution control equipment inspected regularly or as required by the air permit? <i>The air pollution control equipment must be inspected as directed by the permit and/or per the manufacturer recommendations and a regular basis. Each facility must also have a written control equipment malfunction plan that must be followed.</i>	0					5
1.9 Is there a Wisconsin Pollution Discharge Elimination System (WPDES) storm water or other permit as required?	0					5

If there are water discharges associated with the facility then a WPDES permit must be obtained and followed.

1.10	Are the SARA 311 or 312 chemical inventory reports current? <i>These reports are to be filed as appropriate if in operation. (Batch plants, as defined in the Wisconsin SARA code, require a one time notification report to the state along with the appropriate relocation notices.)</i>	0	5
1.11	Are the Air Emissions Inventory reports current? <i>Facilities are required to submit annual inventory reports if in operation</i>	0	5
1.12	Do above ground liquid fuel tanks have secondary containment? <i>Above ground liquid fuel storage tanks must have appropriate secondary containment. Asphalt cement is not considered a liquid fuel.</i>	0	5
1.13	Are spare parts for the air pollution control equipment kept on site and/or are readily available as required by permit?	0	5

Total Points Scored for Part 1: Environmental Compliance (65 possible and 65 required)

Part 2: Safety		0	1	2	3	4	5
2.1	Does the facility have an Employee Safety Policy Manual. <i>This manual may include policies that cover: discipline, crane safety, hearing conservation, electrical safety, first aid training, emergency response, fall protection, personal protective equipment, traffic control etc.</i>	0					5
2.2	Is a formal safety inspection or audit program in place?	0					5
2.3	Do plant personnel conduct regular safety meetings? <i>These safety meetings are to be held on a regular basis to cover common or recurring safety concerns to increase awareness.</i>	0					5
2.4	Is there a written respiratory protection program? <i>A written respiratory program should be kept at the facility</i>	0					5
2.5	Is there a written lockout/tagout program? <i>A written lockout-tagout program is required at the facility</i>	0					5
2.6	Is there a written confined space program with the proper equipment, permits and training? <i>A written confined space program should be at the facility.</i>	0					5
2.7	Is there a written hazardous communication program? <i>A written hazardous communication program is required at the facility with the appropriate MSDS sheets, an inventory of all hazardous materials and all products properly labeled.</i>	0					5
2.8	Are speed limits posted?	0					5
2.9	Are plant roads clearly established to set up a traffic pattern?	0					5

Total Points Scored for Part 2: Safety (45 possible and 45 points required)

Part 3: Environmental Control Measures		0	1	2	3	4	5
3.1	Does the plant have a person designated to monitor environmental compliance? <i>Are plant personnel and new plant personnel trained annually to adhere to the various environmental permits and compliance plans?</i>	0			3		5
3.2	Are environmental audits performed on the plant?.	0			3		5
3.3	Is there a current Spill Prevention Control and Countermeasure (SPCC) plan and is it followed as required at this plant? <i>The SPCC plan is designed to prevent and control the incidence of a spill. It requires that certain procedures are defined in the case of a spill and proper materials are accessible to respond to a spill</i>	0			3	4	5
3.4	Are Best Management Practices (BMP) for storm water runoff quality implemented and well maintained?	0		2	3		5

Examples of BMPs include, but are not limited to, retention ponds, grassy swales, rip rap channels, rain gardens, stone weepers, ditch checks, vegetative buffers, and optimum site selection, such that no site runoff occurs.

3.6	Are empty drums properly stored and disposed of? <i>Credit will be given to 55 gallon drums that are empty.</i>	0	1	2	3	4	5
3.7	Is a burner check using a gas analyzer performed at least once each year? <i>Written documentation must be provided for point values of 3 and up. Documentation must include date of the tune-up, emissions before and after the adjustments, records of the adjustments made and operating conditions before and after the adjustments</i>	0			3	4	5
3.8	Are the baghouse bags regularly inspected with a blacklight and fluorescent powder? <i>Blacklighting of the baghouse bags must be performed appropriately to receive credit. The fluorescent powder must be dumped into a baghouse inlet on the dirty air side while the exhaust fan is running. The bags must be visually inspected with a blacklight in a dark surrounding (i.e at night or under a dark tarp) for evidence of fluorescent powder on the clean air side.</i>	0			3	4	5

Part 3a: Visible Emissions Controls

3.9	Is a person assigned to the plant who is certified to read visible emissions? <i>The person must pass an EPA Method 9 certification test.</i>	0					5
3.10	Is the plant's operator or foreman trained to read visible emissions?	0			3		5
3.11	Does a certified person check visible emissions at least once each year? <i>Documentation of the current certification of the visible emissions reader must be provided</i>	0			3		5
3.12	Did the last stack test show the plant's particulate emissions to be less than the limit? <i>The most recent stack test must be performed within the timeframe outlined in the permit. A stack test report must be provided to receive credit.</i>	0	1	2	3	4	5
3.13	What fugitive dust control measures are used on the facility's haul roads? <i>Credit will be given for haul road materials and the control of fugitive dust from the haul roads.</i>	0		2	3	4	5
3.14	What fugitive dust control measures are used on the facility's operational area? <i>Credit will be given for operational areas that are paved with hot mix asphalt or concrete. Operational area is the area immediately surrounding the asphalt plants components (i.e. under the drum, around the baghouse, the feeder bins, silos etc.)</i>	0			3		5
3.15	What fugitive dust control measures are used on the facility's stockpile access roads? <i>Credit will be given for stockpile access roads that are paved with hot mix asphalt or concrete.</i>	0		2	3	4	5
3.16	What fugitive dust control measures are used under the facility's stockpiles <i>Credit will be given for areas under the stockpiles that are paved with hot mix asphalt or concrete.</i>	0			3		5
3.17	Is non-incorporated baghouse dust handled and stored to minimize fugitive emissions? <i>Credit will be given for varying levels of fugitive dust minimization during the handling and storage of non-incorporated baghouse dust.</i>	0		2		4	5

Part 3b: Noise and Odor Controls

3.18	Are Asphalt Cement tanks vented to an odor control device?	0		2	3	4	5
3.19	Are there controls for visible emissions or odors from the plant's silos?	0			3		5
3.20	Are there controls for visible emissions or odors from the truck loadout area? <i>Controls for visible emissions or odors from the plant's truck loadout can be from an enclosed load-out tunnel combined with a baghouse, condenser, etc.</i>	0			3		5
3.21	Is a burner sound suppression system used?	0			3	4	5
3.22	Are drivers reminded in writing or with a sign to tarp their loads	0			3		5

Part 3c: Petroleum Product Management and Control

3.23	Are all eligible petroleum storage tanks and areas within Comm 10 specifications?	0			3		5
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Eligible petroleum storage tanks include tanks that store either flammable (gasoline) or combustible (diesel, commercial heating oil and some used oils). Asphalt cement storage tanks and construction tanks are exempt from Comm 10. Construction tanks are defined as the temporary storage and handling of flammable and combustible liquids at construction projects where it is customary to obtain fuels in bulk and dispense or transfer them under control of the owner or contractor.

3.24	Are lube oil or coolant drums etc. stored in containment areas or in a roofed enclosure?	0	3	5			
3.25	Are the plant's Asphalt Cement (A/C) and fuel piping above ground?	0	3	5			
3.26	Are the containment areas in good repair and sealed against leaks?	0	1	2	3	4	5

The plant will receive credit for containment and the condition of the containment. If more than one containment area exists then the point value will be based on the containment area that provides the greatest environmental benefit (i.e Containment for tanks that store liquid petroleum products at ambient temperature and pressure, or containment areas that protect environmentally sensitive areas such as wetlands, water bodies, etc.). If there are no containment areas on site, then the point value is zero for this question

3.27	Are the hot oil heater tanks located within the containment areas?	0	1	2	3	4	5
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Credit will be given for the containment of spills associated with hot oil heater tanks and piping

3.28	Does the plant use a biodegradable truck bed release agent?	0	3	5
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Part 3d: Recycling and beneficial Re-Use Activities

3.29	Does the Plant's air permit allow it to remediate petroleum-contaminated soil?	0	3	4	5		
3.30	Does the plant process recycled asphalt pavement (RAP)?	0	3	4	5		
3.31	Does the plant's air permit allow the combustion of reclaimed used oil for energy reclamation?	0	3	5			
3.32	Does the plant make beneficial use of industrial byproducts?	0	1	2	3	4	5

Credit will be given for using industrial byproducts such as foundry sand, glass, recycled tires, etc., but does not include recycled asphalt or recycled asphaltic shingles (RAS).

Part 3e: Sustainability

3.33	Are green technologies utilized at this plant?	0	3	5
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Green technologies include, but are not limited to, porous asphalt and warm mix asphalt.

Total Points Scored for Part 3: Environmental Control Measures
(165 possible and 94 points required)

Part 4: Plant Appearance

4.1	Is the condition of the paint on the plant's equipment and buildings good? <i>This category rates the condition of the paint on the plant, surrounding buildings and structures. (Any paint on the mixing drum is exempt from this question.)</i>	0	1	2	3	4	5
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4.2	Is there a sign at the entrance that identifies the company?	0	3	5
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The sign must be posted at the company entrance and must, at a minimum, identify the company operating the asphalt plant. In order to receive credit for this question, the sign must be visible from the public right of way and the sign must identify the asphalt plant operator. Credit will not be given for a sign identifying a crusher operator unless the same company controls both operations.

4.3	Are berms and/or trees used to screen the plant from the public?	0	1	2	3	4	5
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Berms and/or trees are used to screen the plant from the public. Complete screening of the plant does not necessarily need to block the view of the plant from all property boundaries nor does the screening need to block the view of the entire height of the facility. Credit will also be given for utilizing natural berms and existing trees.

4.4	Is the appearance of the entrance and interior landscaping good? <i>Credit will be given for landscaping of the entrance and interior of the facility.</i>	0	1	2	3	4	5
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4.5	Is the site fenced?	0	1	2	3	4	5
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Credit will be given to partial fencing of the site as well as complete fencing of the site. The Points system will take into account the different types of fencing. Credit will also be given if the site is posted for trespassing.

4.6	Is abandoned equipment or scrap, under common ownership, properly stored on site or disposed of? <i>This includes equipment or scrap that is no longer in operation or is used for parts. Abandoned equipment is defined as equipment from asphalt plants, crushers or any type of construction equipment that at one time used petroleum products (gas, diesel, etc.) and/or grease to operate the equipment. Scrap material is defined as metal parts that did not come into contact with petroleum products or grease (i.e. baghouse ductwork).</i>	0		3		5	
4.7	Is the overall appearance of the site good? <i>Overall appearance of the site includes, but is not limited to, the asphalt plant, roadways, stockpile areas, entrance, exit, storage areas, storage tanks, buildings or structures on site, quarry/pit (if applicable), shop area, etc. The site does include the crusher if it is on site and under common control.</i>	0	1	2	3	4	5
4.8	Is the overall condition of the plant's roadways good? <i>The roadways may be constructed of asphalt, concrete, gravel or a combination. The condition of the roadways will be assigned a point value based on the overall condition of the roadways.</i>	0	1	2	3	4	5
4.9	Is there good control of erosion, lubricant staining, trash accumulation, etc? <i>Points will be awarded based on the control of erosion, lubricant staining, trash accumulations and other controllable factors at the plant site that affect the appearance of the site.</i>	0					5

Total Points Scored for Part 4: Plant Appearance (45 possible and 37 points required)

Part 5: Community Relations		0	1	2	3	4	5
5.1	Has an open house activity been held at your plant? <i>An open house activity would include an invitation to the general public to come on site and view the plant either operating or not operating for educational purposes, public relations or a charity event. This does not include invitations to specialized groups or clubs, such as school groups, zoning officials, rotary clubs, etc.</i>	0	1	2	3	4	5
5.2	Does your company conduct tours of the plant site for neighbors, the media, etc.? <i>A tour includes a walking or driving tour of the facility applying for the Wisconsin Hot Mix Asphalt Environmental Citizenship Program for the purposes of education.</i>	0	1	2	3	4	5
5.3	Does your company sponsor any programs at schools? <i>The plant applying for the Wisconsin Hot Mix Asphalt Environmental Citizenship Program will receive credit for any company sponsored programs at the local schools. Company sponsored programs include, but are not limited to, reading programs, Junior Achievement consultant, geology presentations, career presentations, financial support for academic or social events, athletic teams, participation in school fund raising events, financial assistance for school groups or classes, etc.</i>	0			3	4	5
5.4	Do you sponsor non-profit community organizations? <i>Sponsorship for non-profit community organizations can be either financially or via employee participation. (This includes employee(s) participating on a committee for a non-profit community organization.) The plant applying for the Wisconsin Hot Mix Asphalt Environmental Citizenship Program will receive credit for any company sponsored non-profit community organizations.</i>	0	1	2	3	4	5
5.5	Is your company involved in business activity planning for the plant with community leaders? <i>The plant applying for the Wisconsin Hot Mix Asphalt Environmental Citizenship Program will actively seek contact with the community leaders in which it does business.</i>	0	1	2	3		5
5.6	Does your company donate in-kind services, such as aggregate, hot mix asphalt, labor or construction equipment with or without operators to local non-profit, church or community organizations?	0	1	2	3	4	5

Donation of in-kind services may include, but is not limited to, aggregate, hot mix asphalt, labor or construction equipment with or without operators to local non-profit, church or community organizations. The plant applying for the Wisconsin Hot Mix Asphalt Environmental Citizenship Program will receive credit for any company donations to local non-profit, church or community organizations.

5.7 Does your company participate in a neighborhood awareness group? 0 1 2 3 4 5

Participation in a neighborhood awareness group involves company contact with the neighbors of a particular site. Contact must be proactive in nature and not a response to a problem (reactive). Additionally, contact must be made by the company and credit will not be given for letters or notices supplied by local government. The plant applying for the Wisconsin Hot Mix Asphalt Environmental Citizenship Program will receive credit for participation in neighborhood awareness groups.

5.8 Does your plant notify the neighbors of a local contact whom they can call if they have complaints? 0 1 2 3 4 5

The contact must be the plant or division manager of the plant applying for the Wisconsin Hot Mix Asphalt Environmental Citizenship Program.

Total Points Scored for Part 5: Community Relations (40 possible and 16 points required)