Environmental Leadership Program Inspection Form
Portable Asphalt Facility

Company 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 (330 possible)**

Part 1: Environmental Compliance

1.1	Is the facility's current air emission operating permit on site? *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.*	0	5
1.2	Are all air permit-mandated records current to date? *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 (magnehelic, photohelic, burner pressure, etc.) and permit limits (fuel and tonnage).*	0	5
1.3	Have the required stack emissions tests been completed? *All stack emissions tests required by the air permits must have been completed within the allotted time allowed by the permit*	0	5
1.4	Is the plants stack opacity less than 20% for NSPS plants? *The stack particulate emissions must be within the allowed limits of 20% opacity set by the New Source Performance Standards (NSPS) in the Federal Code. (Consult latest visible emissions test as required by permit).*	0	5
1.5	Are visible emissions from roadways, stockpiles, bins and conveyors within permitted limits? *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).*	0	5
1.6	Has the plant received any notices of violation within the last 3 years? *Any notices of violation must be resolved within this timetable set by Federal Code*	0	5
1.7	Is there a written fugitive dust control plan and is it followed? *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.*	0	5
1.8	Is the air pollution control equipment inspected regularly or as required by the air permit? *The air pollution control equipment must be inspected as required by the air permit and/or per the manufacturer recommendations on a regular basis. Each facility must also have a written control equipment malfunction plan that must be followed.*	0	5
1.9	Is there a Wisconsin Pollution Discharge Elimination System (WPDES) storm water permit and plan, or other required permit(s)? *If there are water discharges associated with the facility, then a WPDES permit and plan must be obtained and followed*	0	5

1.10	Are the SARA 311 or 312 chemical inventory reports current? *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).*	0		5
1.11	Are the Air Emissions Inventory reports current? *Facilities are required to submit annual inventory reports if in operation*	0		5
1.12	Have relocations been submitted? *Portable plants must submit a relocation notice to the Department of Natural Resources with each move*	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
1.14	Are all locally required permits and requirements followed?	0		5

Total Points Scored for Part 1: Environmental Compliance (70 possible and 70 required)

Part 2: Safety

2.1	Does the facility have an Employee Safety Policy Manual? *This manual should include policies that cover: discipline, crane safety, hearing conservation, electrical safety, first aid training, emergency response, fall protection, personal protective equipment, traffic control etc.*	0		5
2.2	Is a formal safety inspection or audit program in place?	0		5
2.3	Do plant personnel conduct weekly safety meetings? *These safety meetings are to be held on a weekly basis to cover common or recurring safety concerns to increase awareness*	0		5
2.4	Is there a written respiratory protection program? *A written respiratory program should be kept at the facility*	0		5
2.5	Is there a written lockout/tagout program? *A written lockout/tagout program is required at the facility*	0		5
2.6	Is there a written confined space program with the proper equipment, permits and training? *A written confined space program should be at the facility*	0		5
2.7	Is there a written hazardous communication program? *A written hazardous communication program is required at the facility with access to the appropriate SDS sheets, and all products properly labeled*	0		5
2.8	Are speed limit signs posted at or near the entrance of the plant?	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 required)

Part 3: Environmental Control Measures

3.1	Does the plant have a person designated to monitor environmental compliance?	0	3	5
3.2	Are plant personnel and new plant personnel trained annually to adhere to the various environmental permits and compliance plans?	0	3	5
3.3	Are environmental audits performed on the plant?	0	3	5
3.4	Is there a current Spill Prevention Control and Countermeasure Control (SPCC) plan and is it followed as required at this plant? *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.*	0	3	5

3.5	Are Best Management Practices (BMP) for storm water runoff quality implemented and well maintained? *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*	0	2	3		5
3.6	Are 55 gallon drums and other storage containers properly stored and/or removed from the site? *Credit will be given to 55 gallon drums and other storage containers that are empty and periodically removed from the site*	0		3		5
3.7	Is a burner check using a gas analyzer performed at least once each year? *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.*	0		3	4	5
3.8	Are the baghouse bags regularly inspected with a blacklight and fluorescent powder? *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.*	0		3	4	5
3.9	Does the plant combust clean fuels, such as natural gas, liquid propane/butane, or biofuels?	0		3		5
Part 3a: Visible Emissions Controls						
3.10	Is a person assigned to the plant who is certified to read visible emissions? *The person must pass an EPA Method 9 certification test*	0				5
3.11	Is the plant's operator or foreman trained to read visible emissions?	0		3		5
3.12	Does a certified person check visible emissions at least once each year? *Documentation of the current certification of the visible emissions reader must be provided*	0		3		5
3.13	Did the last stack test show the plant's particulate emissions to be less than the permit limit? *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.*	0		3		5
3.14	What fugitive dust control measures are used on the haul roads under the facility's control? *Credit will be given for haul road materials and the control of fugitive dust from the haul roads, frequency and type of mitigation should be tracked and documented*	0	2	3	4	5
3.15	What fugitive dust control measures are used on the facility's operational area? *Credit will be given for operational areas that are paved with hot mix asphalt or concrete. Operational area is defined as the area within the asphalt plant structure. The operational area is the area immediately surrounding the asphalt plant components (i.e. under the drum, around the baghouse, the feeder bins, silos. etc).*	0		3		5
3.16	What fugitive dust control measures are used on the facility's stockpile access roads? *Credit will be given for stockpile access roads that are paved with hot mix asphalt or concrete, and should be tracked and documented*	0	2	3	4	5
3.17	Is non-incorporated baghouse dust handled and stored to minimize fugitive emissions? *Credit will be given for varying levels of fugitive dust minimization during the handling and storage of non-incorporated baghouse dust*	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 load-out area? *Controls for visible emissions or odors from the plant's truck load-out can be from an enclosed load-out tunnel combined with a baghouse, condenser, etc.*	0		3		5

3.21	Is a burner sound suppression system used?	0			3	4	5
3.22	Are drivers reminded in writing and 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 DATCP 93 specifications? *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 DATCP 93. 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.*	0			3		5
3.24	Are containment areas or remote impoundment areas on site to contain spills from hot oil heater tanks and asphalt cement (AC) tanks and piping? *Credit will be given for the containment of spills associated with hot oil heater and AC tanks and piping*	0	1	2	3	4	5
3.25	Does the plant use a biodegradable truck bed release agent?	0			3		5
Part 3d: Recycling and Beneficial Re-Use Activities							
3.26	Does the Plant's air permit allow it to remediate petroleum-contaminated soil?	0					5
3.27	Does the plant process recycled asphalt pavement (RAP)?	0			3	4	5
3.28	Does the plant's air permit allow the combustion of reclaimed used oil for energy reclamation?	0					5
3.29	Does the plant make beneficial reuse of industrial byproducts or recycled asphalt shingles (RAS)? *Credit will be given for using industrial byproducts such as foundary sand, glass, recycled tires, asphalt shingles, etc., but does not include recycled asphalt*	0	1	2	3	4	5
Part 3e: Sustainability							
3.30	Are green technologies utilized at this plant? *Green technologies include, but are not limited to, porous asphalt and warm mix asphalt*	0			3		5
3.31	Does this plant recycle waste material such as used oil, used oil filters, cardboard, p paper, cans, bottles, light bulbs, and scrap metal	0			3		5

Total Points Scored for Part 3: Environmental Control Measures (155 possible and 93 required)

Part 4: Plant Appearance

4.1	Is the condition of the paint on the plant's equipment and buildings good? *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).*	0	1	2	3	4	5
4.2	Is abandoned equipment or scrap, under common ownership, properly stored on site or disposed of? *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).*	0			3		5
4.3	Is the overall appearance of the plantsite good? *Overall appearance of the site under common control 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.*	0	1	2	3	4	5
4.4	Is there good control of erosion, lubricant staining, trash accumulation, etc? *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*	0				4	5

4.5	Does the company have a plant site restoration plan and were previous plant sites restored to good condition after the plant was relocated?	0					5
	Points will be awarded based on the condiditon of the site once the asphalt plant leaves the site with respect to pre-exisiting conditions of the site before the asphalt plant arrived. List references for five sites or references to sites visited within the last two years, whichever is less.						

☐ **Total Points Scored for Part 4: Plant Appearance (25 possible and 20 required)**

Part 5: Community Relations

5.1	Has a tour been held at your plant?	0	1	2	3	4	5
	A tour would include requests from specialized groups or clubs, such as school groups, zoning officials, rotary clubs, etc..and include a walking or driving tour of the facility						
5.2	Does your company sponsor any programs at schools?	0			3	4	5
	The plant applying for the Wisconsin Hot Mix Asphalt Environmental Leadership Program will receive credit for any company sponsored programs at the 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.						
5.3	Does your company sponsor non-profit community organizations?	0	1	2	3	4	5
	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 Leadership Program will receive credit for any company sponsored non-profit community organizations.						
5.4	Is your company involved in business activity planning for the plant with community leaders?	0	1	2	3	4	5
	The plant applying for the Wisconsin Hot Mix Asphalt Environmental Leadership Program will actively seek contact with the community leaders in the area where it is located.						
5.5	Does your company donate in-kind services, such as aggregate, hot mix asphalt, labor or construction equipment with or without operators to 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 non-profit, church or community organizations. The plant applying for the Wisconsin Hot Mix Asphalt Environmental Leadership Program will receive credit for any company donations to non-profit, church or community organizations.						
5.6	Does your company participate in a neighborhood awareness group?	0	1	2	3	4	5
	Participation in a neighborhood awareness efforts 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 Leadership Program will receive credit for participation in neighborhood awareness groups.						
5.7	Does your plant notify neighbors and county officials of a local contact whom them 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 Leadership Program. No corporate credit will be given.						

☐ **Total Points Scored for Part 5: Community Relations (35 possible and 14 required)**