

United States Environmental Protection Agency

Office of Solid Waste and Emergency Response EPA 550-B-00-005 March 2009 www.epa.gov/emergencies

# RISK MANAGEMENT PROGRAM GUIDANCE FOR CHEMICAL DISTRIBUTORS (40 PART CFR 68)

This document provides guidance to help owners and operators of stationary sources to determine if their processes are subject to regulation under section 112(r) of the Clean Air Act and 40 CFR part 68 and to comply with regulations. This document does not substitute for EPA's regulations, nor is it a regulation itself. Thus, it cannot impose legally binding requirements on EPA, states, or the regulated community, and may not apply to a particular situation based upon circumstances. The guidance does not represent final agency action, and EPA may change it in the future, as appropriate.

## FOR UPDATES

To keep up-to-date on changes to this document and to the risk management program rule, and to find other information related to part 68 and accident prevention, visit EPA's Office of Emergency Management website at:

www.epa.gov/emergencies/rmp

## TABLE OF CONTENTS

## INTRODUCTION

## CHAPTER 1 GENERAL APPLICABILITY

1.1	Introduction	1-1
1.2	General Provisions	1-3
1.3	Regulated Substances and Thresholds	1-5
1.4	What is a Process	1-5
1.5	Threshold Quantity in a Process	1-8
1.6	Stationary Source	1-14
1.7	When Must You Comply	1-16
1.8	Varying Inventories and Predictive Filing	1-16

## **CHAPTER 2 APPLICABILITY OF PROGRAM LEVELS**

2.1	What Are Program Levels	2-1
2.2	Program 1	2-3
2.3	Quick Rules for Determining Program 1 Eligibility	2-8
2.4	Program 3	2-11
2.5	Program 2	2-12
2.6	Dealing with Program Levels	2-14
2.7	Summary of Program Requirements	2-16

## CHAPTER 3 FIVE-YEAR ACCIDENT HISTORY

3.1	What Accidents Must Be Reported	3-1
3.2	What Data Must Be Provided	3-1
3.3	Other Accident Reporting Requirements	3-9

## CHAPTER 4 OFFSITE CONSEQUENCE ANALYSIS

4.1	Worst-Case Release Scenarios	4-3
4.2	Alternative Scenarios	4-17
4.3	Buildings	4-30
4.4	Estimating Offsite Receptors	4-31
4.5	Documentation	4-34
Append	dix 4A Technical Background for Chapter 4	4-37

## CHAPTER 5 MANAGEMENT SYSTEM

5.1	General Information (§ 68.15)	5-1
5.2	How to Meet the Management System Requirements	5-1

## CHAPTER 6 PREVENTION PROGRAM (PROGRAM 2)

6.1	About the Program 2 Prevention Program	6-1
6.2	Safety Information (§ 68.48)	6-2
6.3	Hazard Review (§ 68.50)	6-9
6.4	Operating Procedures (§ 68.52)	6-14
6.5	Training (§ 68.54)	6-18
6.6	Maintenance (§ 68.56)	6-20
6.7	Compliance Audits (§ 68.58)	6-22
6.8	Incident Investigation (§ 68.60)	6-24
6.9	Conclusion	6-27
Appe	endix 6A Comparison of RDP and Program 2 Prevention Elements	6-28

## CHAPTER 7 PREVENTION PROGRAM (PROGRAM 3)

7.1	Prevention Program 3 and OSHA PSM	7-1
7.2	Process Safety Information (§ 68.65)	7-3
7.3	Process Hazard Analysis (§ 68.67)	7-6
7.4	Operating Procedures (§ 68.69)	7-9
7.5	Training (§ 68.71)	7-10
7.6	Mechanical Integrity (§ 68.73)	7-10
7.7	Management of Change (§ 68.75)	7-11
7.8	Pre-Startup Review (§ 68.77)	7-12
7.9	Compliance Audits (§ 68.79)	7-13
7.10	Incident Investigation (§ 68.81)	7-13
7.11	Employee Participation (§ 68.83)	7-14
7.12	Hot Work Permits (§ 68.85)	7-15
7.13	Contractors (§ 68.87)	7-15
Append	lix 7-A PHA Techniques	7-17

## CHAPTER 8 EMERGENCY RESPONSE

8.1	Non-Responding Sources (§ 68.90(b))	8-1
8.2	Elements of an Emergency Response Program (§ 68.95)	8-2
8.3	Developing an Emergency Response Program	8-6
8.4	Integration of Existing Program	8-9
8.5	Am I Already in Compliance	8-9
8.6	Coordination with Local Emergency Planning Committees	8-12
Append	lix 8A Comparison of Emergency Response Program and RDP	8-15

## CHAPTER 9 RISK MANAGEMENT PLAN (Part 68, Subpart G)

9.1	Elements of the RMP	9-1
9.2	RMP Submission	9-2
9.3	Issues Pertaining to Submission of and Access to Confidential Business Information and T	Trade
	Secrets	9-3

		iii
9.4	Resubmission and Updates	9-4

## **CHAPTER 10 IMPLEMENTATION**

10.1	Implementing Agency	10-1
10.2	Reviews/Audits/Inspections (§ 68.220)	10-2
10.3	Relationship with Title V Permit Programs	10-4
10.4	Penalties for Non-Compliance	10-4

## CHAPTER 11 COMMUNICATION WITH THE PUBLIC

11.1	Basic Rules of Risk Communication	11-1
11.2	Sample Questions for Communicating with the Public	11-4
11.3	Communication Activities and Techniques	11-13
11.4	For More Information	11-19

## APPENDICES

APPENDIX A	PART 68
APPENDIX B	RESERVED
APPENDIX C	TECHNICAL ASSISTANCE
APPENDIX D	OSHA GUIDANCE ON PSM

#### LIST OF BOXES AND EXHIBITS IN RMP GUIDANCE

#### LIST OF EXHIBITS

#### **CHAPTER 1**

- Exhibit 1-1 Evaluate Facility to Identify Covered Processes
- Exhibit 1-2 Process
- Exhibit 1-3 Stationary Source

#### **CHAPTER 2**

- Exhibit 2-1 Evaluate Program Levels for Covered Processes
- Exhibit 2-2 Program Level Criteria
- Exhibit 2-3 Develop Risk Management Program and RMP
- Exhibit 2-4 Comparison of Program Requirements

#### **CHAPTER 3**

Exhibit 3-1 Atmospheric Stability Classes

#### **CHAPTER 4**

- Exhibit 4-1 Information Gathered from NACD Survey Toxic Substances
- Exhibit 4-2 Information Gathered from NACD Survey Flammable Substances
- Exhibit 4-3 Required Parameters for Modeling
- Exhibit 4-4 Worst-Case Scenario—Constants A1 and A2 for Toxic Gases
- Exhibit 4-5a Values of LFA, LFB, DF, and Vapor Pressure for Toxic Liquids
- Exhibit 4-5b Values of LFA, LFB, DF, and Vapor Pressure for Aqueous Solutions
- Exhibit 4-6 Temperature Correction Factors for Liquids Evaporating from Pools at Temperatures between 25°C and 50°C (77°F and 122°F)
- Exhibit 4-7a Worst-Case Scenario—Constants B1 and B2 for Toxic Liquids and Aqueous Solutions, 10-Minute Release
- Exhibit 4-7b Worst-Case Scenario—Constants B1 and B2 for Toxic Liquids 60-Minute Release
- Exhibit 4-8a Alternative Case Scenario—Constants D1 and D2 for Toxic Gases 10-Minute Release
- Exhibit 4-8b Alternative Case Scenario—Constants D1 and D2 for Toxic Gases 60-Minute Release
- Exhibit 4-9a Alternative Case Scenario—Constants C1 and C2 for Toxic Liquids and Aqueous Solutions, 10-Minute Release
- Exhibit 4-9b Alternative Case Scenario—Constants C1 and C2 for Toxic Liquids 60-Minute Release
- Exhibit 4-10 Distance to LFL for Flammable Substances

#### **CHAPTER 5**

Exhibit 5-1 Sample Management Documentation

#### CHAPTER 6

- Exhibit 6-1 Summary of Program 2 Prevention Program
- Exhibit 6-2 Safety Information Requirements
- Exhibit 6-3 Codes and Standards

- Exhibit 6-4 Sample Safety Information Sheet
- Exhibit 6-5 Hazard Review Requirements
- Exhibit 6-6 Sample Checklist
- Exhibit 6-7 Operating Procedures Requirements
- Exhibit 6-8 Training Chart
- Exhibit 6-9 Maintenance Guidelines
- Exhibit 6-10 Sample Audit Checklist for Safety Information and Hazard Review
- Exhibit 6-11 Incident Investigation Requirements
- Exhibit 6-12 Sample Incident Investigation Format

#### **CHAPTER 7**

- Exhibit 7-1 Comparable EPA and OSHA Terms
- Exhibit 7-2 Summary of Program 3 Prevention Program
- Exhibit 7-3 Process Safety Information Requirements
- Exhibit 7-4 Process Hazard Analysis Requirements
- Exhibit 7-5 Operating Procedures Requirements
- Exhibit 7-6 Mechanical Integrity Chart
- Exhibit 7-7 Management of Change Requirements
- Exhibit 7-8 Pre-startup Review Requirements
- Exhibit 7-9 Incident Investigation Requirements
- Exhibit 7-10 Employee Participation Requirements
- Exhibit 7-11 Hot Work Permits Requirements
- Exhibit 7-12 Contractors Chart
- Exhibit 7A-1 Applicability of PHA Techniques
- Exhibit 7A-2 Time and Staffing for PHA Techniques

#### **CHAPTER 8**

- Exhibit 8-1 Federal Guidance on Emergency Planning and Response
- Exhibit 8-2 Federal Emergency Planning Regulations

#### **CHAPTER 9**

Exhibit 9-1 RMP Updates

#### **CHAPTER 11**

Exhibit 11-1 Seven Cardinal Rules of Risk Communication

#### LIST OF BOXES

#### INTRODUCTION

State Programs What Is a Local Emergency Planning Committee? If You Are New to Regulations

#### CHAPTER 1

State Programs Qs and As: Stationary Source Aggregation of Substances Qs and As: Threshold Determination Qs and As: Threshold Determinations Q and A: Stationary Source Qs and As: Compliance Dates

#### **CHAPTER 2**

Q and A: Process and Program Level Qs and As: Public Receptors Q and A: Determining Distances Q and A: Environmental Receptors Qs and As: Accident History Qs and As: NAICS Codes Q and A: OSHA

#### **CHAPTER 3**

Q and A: Property Damage Qs and As: Accident History

#### **CHAPTER 4**

RMP\*Comp How to Obtain Census Data and Landview How to Obtain USGS Maps

#### **CHAPTER 7**

Qs and As: Implementation and Process Qs and As: Process Safety Information Qs and As: Offsite Consequences

#### **CHAPTER 8**

What Is a Response? What Is a Local Emergency Planning Committee? How Does the Emergency Response Program Apply? Planning for Flammable Substances

#### **CHAPTER 9**

Q and A: Revising a PHA Qs and As: RMP Updates

#### **CHAPTER 10**

Qs and As: Delegation Qs and As: Audits

vi

#### CHAPTER 11

What Does Your Worst-case Release Distance Mean?

What Does It Mean That We Could Be Exposed If We Live/Work/Shop/Go to School X Miles Away? If There Is an Accident, Will Everyone Within That Distance Be Hurt? What about Property Damage? How Sure Are You of Your Distances?

What Are You Doing to Prevent Releases?

What Are You Doing to Prepare for Releases?

Why Are Your Distances Different from the Distances in the EPA Lookup Tables?

How Likely Are the Worst-case and Alternative Release Scenarios?

Is the Worst-case Release You Reported Really the Worst Accident You Can Have?

What about the Accident at the [Name of Similar Facility] That Happened Last Month?

What Actions Have You Taken to Involve the Community in Your Accident Prevention and Emergency Planning Efforts?

Can We See the Documentation You Keep on Site?

viii

## TABLE OF POTENTIALLY REGULATED ENTITIES

This table is not intended to be exhaustive, but rather provides a guide for readers regarding entities likely to be regulated under 40 CFR part 68. This table lists the types of entities that EPA is now aware could potentially be regulated by this rule and covered by this document. Other types of entities not listed in this table could also be affected. To determine whether your facility is covered by the risk management program rules in part 68, you should carefully examine the applicability criteria discussed in Chapter 1 of this guidance and in 40 CFR 68.10, which is available in Appendix A of this document . If you have questions regarding the applicability of this rule to a particular entity, call the EPCRA/CAA Hotline at (800) 424-9346 (TDD: (800) 553-7672)(see Appendix C, Technical Assistance, for other sources of information).

Category	NAICS	SIC	Examples of Potentially Regulated
	Codes	Codes	Entities
Chemical distributors	42269	5169	Chemical wholesalers