PIPP COMPLETENESS REVIEW CHECKLIST

This checklist is provided to help identify that the minimum requirements included in Rule 323.2006 that must be addressed in the PIPP along with a few recommended items to include. Include components that are specific to the facility's pollution prevention methods and emergency response. It is not required to provide the information in the order presented. This checklist does not address all the requirements that may be needed to be included if preparing an Integrated Contingency Plan (ICP) as that will vary with the other planning regulation requirements.

IN THE PLAN? **I: Facility identification information Rule 6(1)(a)**

Yes	No	N/A	**Identify the following information about the facility:**
☐	☐		1. Facility name
☐	☐		2. Facility owner
☐	☐		3. Mailing address
☐	☐		4. Street address (if different from mailing address)
☐	☐		5. Facility telephone number
☐	☐		6. 24-Hour emergency telephone number(s) It is recommended to list coordinator's office, home, cell phone, pager, etc.
☐	☐		7. Designated spill prevention and control coordinator. It is recommended to also have an alternate contact.
☐	☐	☐	8. Name of person(s) responsible for on-site spill prevention and control (if different from coordinator). It is recommended to also identify an alternate contact.
☐	☐		9. Procedures that will be used to alert individuals within the facility of an emergency at the facility:
☐	☐		a. Spill prevention and control coordinator
☐	☐	☐	b. Person(s) responsible for on-site spill prevention and control if different from coordinator, and
☐	☐		c. Other people in the facility about the emergency including employees, visitors, contractors, etc.
☐	☐		10. Map showing facility relative to the surrounding area, include thoroughfares.

II: Notification Procedures to Entities Outside of Facility Rule 6(1)(b) and Part 31 Section 3111b

Yes	No	N/A	**Identify the reporting procedures that will be used to notify entities off-site. At a minimum, include notification to the following:**
			1. Michigan Department of Environmental Quality
☐	☐		a. PEAS Hotline 800-292-4706
☐	☐	☐	b. District office during business hours (recommended)
☐	☐		2. U.S. Coast Guard - National Response Center 800-424-8802
☐	☐		3. 911 or if that service not available, then contact your community's primary public safety answering point
☐	☐		4. Local emergency planning committee (check if covered by calling 911)
☐	☐		5. Local fire department (check if covered by calling 911)
☐	☐		6. Local law enforcement agency (e.g. police, sheriff's department, state police) (check if covered by calling 911)
☐	☐	☐	7. Municipal wastewater treatment plant if facility served by that plant
☐	☐	☐	8. Spill clean-up contractor, or consulting firm, or both
☐	☐	☐	9. Other local, state, and/or federal agencies or entities that you may be required to report releases under other regulations (required if preparing an ICP that has additional reporting requirements)

III: Spill Control and Cleanup Procedures Rule 6(1)(c)

Yes	No	N/A	**Identify information about how the facility will control spills and conduct cleanups of releases:**
			1. Inventory and location of spill control and clean-up equipment (type and quantity)
☐	☐		a. Equipment available on-site
☐	☐	☐	b. Equipment available off-site
☐	☐		2. Procedures for response and cleanup
☐	☐		3. Procedures for characterization and disposal of recovered materials

IV: Polluting Material Inventory Rule 6(1)(d)

Yes	No	N/A	**Include information about polluting materials typically on-site in quantities exceeding TMQs during the preceding 12 months:**
			1. Polluting Material(s) by:
☐	☐		a. Chemical Name(s), and
☐	☐		b. Product Name (e.g. Trade Name(s)), and
☐	☐		c. Chemical Abstracts Service (CAS) number
☐	☐		2. Location where the Material Safety Data Sheets (MSDS) are kept for these polluting materials

IN THE PLAN? **V: Site Plan (Facility map) Rule 6(1)(e)**

Yes	No	N/A	**Include information about polluting materials typically on-site in quantities exceeding TMQs during the preceding 12 months:**
☐	☐	☐	1. Aboveground and underground storage tanks
☐	☐	☐	2. Floor drains (know where these floor drains lead to)
☐	☐	☐	3. Loading and unloading areas, docks
☐	☐	☐	4. Sumps (sump pumps)
☐	☐	☐	5. On-site water supply
☐	☐	☐	6. Containment structures for solid polluting materials
☐	☐	☐	7. Secondary containment structures for liquid polluting materials
☐	☐	☐	7. Other storage and use areas of polluting materials that do not exceed TMQs (recommended)
☐	☐	☐	8. Other relevant site structures

VI: Outdoor Secondary Containment for Liquid Polluting Materials Rule 6(1)(f)

Yes	No	N/A	**Include information about outdoor secondary containment structures on-site used for liquid polluting materials exceeding TMQs:**
☐	☐	☐	1. Location(s)
☐	☐	☐	2. Design and construction data including:
☐	☐	☐	a. Dimensions
☐	☐	☐	b. Construction materials (and types of coatings) used
☐	☐	☐	c. Holding capacity
☐	☐	☐	d. Amount of polluting material stored in that structure
☐	☐	☐	3. How spilled polluting materials will be captured and removed
☐	☐	☐	4. Provisions for physical security of secondary containment structure, such as:
☐	☐	☐	a. Signage
☐	☐	☐	b. Gates & Fences
☐	☐	☐	c. Barriers
☐	☐	☐	d. Other
☐	☐	☐	5. Precipitation management (rain or storm water and snow accumulation) procedures
☐	☐	☐	a. Characterization of collected precipitation
☐	☐	☐	b. Disposal procedures
☐	☐	☐	c. Copies of permits or exemptions authorizing discharge (i.e. from DEQ, local wastewater treatment plant)
☐	☐	☐	6. Inspections and maintenance procedures

VII: Other Control Mechanisms and Facility Security Rule 6(1)(g) & (h)

Yes	No	N/A	**Include the following information if it has not already been addressed in the plan:**
☐	☐	☐	1. Other control mechanisms at facility to prohibit or control releases
☐	☐	☐	2. Provisions for general facility physical security

VIII: Plan Preparation, Submittal, and Update Requirements Rule 6(2)–(5)

Yes	No	N/A	**Complete PIPP or ICP, review and update as necessary, and submit notifications:**
☐	☐		1. PIPP completed when facility meets threshold management quantities
☐	☐		2. Plan is kept at the facility and available for inspection
☐	☐		3. Notification that PIPP or ICP has been prepared and certification of compliance with Part 5 rules sent to Water Bureau district office within 30 days of completing the PIPP or ICP
☐	☐		4. Notification sent to LEPC that plan is completed and available upon request
☐	☐		5. Notification sent to local health department that the plan is completed and available upon request
☐	☐	☐	6. Copy of plan submitted to a requesting agency within 30 days after receiving the request
☐	☐		7. Plan is evaluated every three years and after any release requiring implementation of the plan
☐	☐	☐	8. Plan is updated if any facility personnel, processes, or procedures that were included in the plan occur, or other changes are necessary to maintain compliance with rules
☐	☐	☐	9. Recertification and re-notification of updates are sent to Water Bureau district office, LEPC, and local health department
☐	☐	☐	10. Plan is modified within 30 days of receipt, or other DEQ provided response timeframe, of the DEQ's request to modify the plan if found to be incomplete or inadequate; submit re-notification and recertification