



# IDEM Prescreening Inspection Checklist

Prior to each inspection, the inspector will contact the source or facility a minimum of 24 hours prior to the anticipated inspection date. The inspector will complete the following checklist for each facility.

Facility Name: Flint CPS Inks North America Corporation	Facility or Permit ID: 085-00037, 41659
Address: 3025 West Old Road 30 Warsaw, Indiana 46580 Kosciusko County	Type of Inspection: CMS
Facility Contact Name: Ken Blackford, Senior Manager, Operations	Facility Contact Phone: <u>Mr. Blackford</u> 574-268-6024 574-268-4681
Inspection Report Contact: Ken Blackford	Inspection Report Contact Email: <a href="mailto:ken.blackford@flintgrp.com">ken.blackford@flintgrp.com</a>

### Access-Related Questions for the Facility

1.	Does the facility have any confirmed or suspected cases of COVID-19 Late last week, less than two weeks. Decontaminated the area and individual worked in isolated area. If yes, does the facility have any precautionary measure(s) in place to protect workers and others needing to access the facility?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Does the facility require a health screening before entry? If yes, what does the health screening entail? ___questionnaire_____	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3.	Does the facility require entry at any specific entrance or location? Main entrance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4.	Does entry require a special pass or badge? If yes, ask the representative to have the pass or badge readied in advance to minimize the time the inspector spends at the entry point.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5.	Are there any specific PPE requirements or CDC requirements at the source or facility? If Yes, what are they? ___Mask, 6 feet of distance.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### Pre-Inspection Questions for the Facility

6.	Can an inspection be conducted at this facility without a representative present? If YES, skip to Question #10. Someone else can walk around with me	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7.	Is it necessary for a facility representative to physically accompany the inspector during any portion of the inspection?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	If yes, can this be done in a manner that would allow a 6-foot distance between the inspector and the facility representative at all times?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8.	Is it necessary to drive to any locations within the perimeter of the facility?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If yes, can the inspector drive to the location in a separate vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Is the facility operating?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If No, when is facility expected to be operational again? _____	
10.	Is the facility working normal operational hours and what is the best time for an inspection (to maintain CDC guidelines for the facility and IDEM inspector)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Suggested Best Time for Inspection: _____ 6AM- 2:30PM	
11.	Are the appropriate environmental or operational staff working or will they be present/available during the scheduled inspection time?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Environmental Representative: _____ Ken Blackford	
12.	Are the required records available in electronic format to allow the inspector to review them prior to visiting the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
13.	If the required records are available in electronic format, ask that they be sent to you electronically for review. If the required records are not available in electronic format, ask that they be ready for review at the facility.	
	Required Records: _____ Records that were unable to be sent electronically can be reviewed at the site in a conference room.	
14.	If records are not available electronically, is there an appropriate space or location for records review where CDC distancing requirements can be maintained? See above.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Ask for an e-mail address(s) of the person scheduled to meet the inspector and anyone who should receive the official inspection report. The inspector should explain that the representative will receive an e-mail with details on the scheduled inspection and information on how it will be conducted.	
	Representative Name: Ken Blackford _____ E-mail: <u>ken.blackford@flintgrp.com</u> _____	
16.	Has the inspector sent an inspection schedule e-mail to the source representative with all the inspection included the agency infographic titled, "Conduct of Inspections During COVID-19"?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Date Sent: <u>12/14/2020</u> _____ Initials: <u>AKL</u> _____	

**The inspector should work with the supervisor on any facility or source that has special PPE requirements, denies entry to the inspector or applies restrictions to entry.**

Checklist Completed By: Adrienne Lenyo AKL Date: 12/14/2020

Supervisor Reviewed and Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: