



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: BP Products North America Inc., Whiting Business Unit	Facility or Permit ID: 089-00453
Address: 2815 Indianapolis Boulevard	Type of Inspection: Compliance Monitoring Strategy
Facility Contact Name: Morgan Molenhouse	Facility Contact Phone: 219-359-0511
Inspection Report Contact: Morgan Molenhouse	Inspection Report Contact Email: morgan.molenhouse@bp.com

Access-Related Questions for the Facility	
1.	<p>Does the facility have any confirmed or suspected cases of COVID-19? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, does the facility have any precautionary measure(s) in place to protect workers and others needing to access the facility?</p> <p>Last reported case was 7/24/2020. Response Actions:</p> <p>Prior to being informed of the case, the individual was last in the refinery 7/21/2020. Since confirmation was not within 24 hours of being on site, no additional cleaning was done. We continue to have increased frequency of cleaning throughout the facility. For this case, there were NO contacts with other individuals in the workplace. If there were any contacts with any other individuals, they would be sent home to self-quarantine for 14 days from last contact. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
2.	<p>Does the facility require a health screening before entry? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what does the health screening entail? <input type="text" value="Temperature check and filling out a health questionnaire."/></p>
3.	<p>Does the facility require entry at any specific entrance or location? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
4.	<p>Does entry require a special pass or badge? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p>
5.	<p>Are there any specific PPE requirements or CDC requirements at the source or facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, what are they? <input type="text" value="Flame Retardant/Resistant Clothing, Metatarsal Protection Steel Toed Boots, Safety Glasses/Goggles, Hard Hat, Hearing Protection. Wearing a face mask is recommended but not required when social distancing can be maintained."/></p>

Pre-Inspection Questions for the Facility

6.	Is the facility operating? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, when is facility expected to be operational again?	
7.	If the facility is operating, what are the days/hours of operation?	24/7
8.	Can an inspection be conducted at this facility without a representative present? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, skip to Question 12. If NO, what is the best time for an inspection (to maintain CDC guidelines for the facility and IDEM inspector)? Suggested Best Time for Inspection: AM / PM	9:00 a.m. - 7/28 - Rep available
9.	Is it necessary for a facility representative to physically accompany the inspector during any portion of the inspection? <input checked="" type="checkbox"/> Yes <input 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	
10.	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:	Joseph Schuler
11.	Is it necessary to drive to any locations within the perimeter of the facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, can the inspector drive to the location in a separate vehicle? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
12.	Are the required records available in electronic format to allow the inspector to review them prior to visiting the site? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
13.	If records are not available electronically, is there an appropriate space or location for records review where CDC distancing requirements can be maintained? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
14.	Tell the facility representative what records must be made available for your review. 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:	<ul style="list-style-type: none"> • Fuel type, average daily sulfur content for each fuel type, average daily fuel gravity for each fuel type, total daily fuel usage for each type, and heat content of each fuel type, • Records for the F-401 process heater as specified in the Continuous Compliance Plan, • LDAR and BWON Records, • Records of monthly firing rates at F-401, • Records of monthly emissions of SO2 from F-401, • Records for the continuous emission monitors: One-minute block averages. All
15.	<p>Ask for an e-mail address(s) of the person scheduled to meet the inspector (if applicable) 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.</p> <p>Representative Name: <input type="text" value="Joseph Schuler"/> E-mail: <input type="text" value="joseph.schuler@bp.com"/></p>	
16.	<p>Has the inspector sent an inspection schedule e-mail to the source representative that includes the information in the agency infographic titled, "Conduct of Inspections During COVID-19"? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: center;">Date Sent: 7/27/2020 Initials: SND</p>	

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: Date: 7/27/2020

Supervisor Reviewed and Approved: Date: 7/28/2020

Notes: