



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: Avery Dennison MFD	Facility or Permit ID: 089-00407
Address: 270 Westmeadow Place, Lowell	Type of Inspection: Commitment
Facility Contact Name: Kate Thomas	Facility Contact Phone: 219-690-4030
Inspection Report Contact: Kate Thomas	Inspection Report Contact Email: kate.thomas@averydennison.com

Access-Related Questions for the Facility	
1.	<p>Does the facility have any confirmed or suspected cases of COVID-19? <input type="checkbox"/> Yes <input checked="" 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? <input 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="Questionnaire - Self-assessment"/></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 type="checkbox"/> Yes <input checked="" 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="Metatarsal Protection Steel Toed Boots, Safety Glasses/Goggles, Hard Hat, Hearing Protection. Wearing a face mask is required."/></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?	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
7.	If the facility is operating, what are the days/hours of operation?	24 hours / 5 days
8.	Can an inspection be conducted at this facility without a representative present? 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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <div style="border: 1px solid black; padding: 5px; width: fit-content;"> 8:00 am - 9/10/2020 - Rep available </div>
9.	Is it necessary for a facility representative to physically accompany the inspector during any portion of the inspection? 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 <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? Environmental Representative:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Kate Thomas </div>
11.	Is it necessary to drive to any locations within the perimeter of the facility? If yes, can the inspector drive to the location in a separate vehicle?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input 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 type="checkbox"/> Yes <input checked="" 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:	<div style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> The VOC content of each coating material and solvent used less water; The amount of coating material and solvent used on monthly basis; Records of the test results. The vessel identification numbers; The vessel dimensions; The vessel capacities; A description of the emission control equipment for each vessel; Solvent purchase orders. CEMS data, Organic HAP content data </div>

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="Kate Thomas"/> E-mail: <input type="text" value="kate.thomas@averydennison.co"/></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: 9/8/2020 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: 9/8/2020

Supervisor Reviewed and Approved: Date: 9/8/2020

Notes: