



# OSHA REGIONAL NOTICE

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

<b>DIRECTIVE NUMBER:</b> San Francisco Regional Instruction CPL 04-00-08	<b>EFFECTIVE DATE:</b> October 1, 2015
<b>SUBJECT:</b> Local Emphasis Program for Combustible Dust	
<b>REGIONAL IDENTIFIER:</b> Region IX	

## ABSTRACT

**Purpose:** This establishes a regional Local Emphasis Program (LEP) for programmed inspections of establishments in Region IX with known combustible dust hazards. This instruction is limited to establishments which are under Federal OSHA's jurisdiction throughout Region IX. It is the goal of Region IX to inspect all known establishments with a combustible dust hazard.

**References:** See paragraph III.

**Cancellation:** This instruction cancels Region IX Enforcement Programs Notice CPL 04-00-08, dated October 1, 2014.

**Significant Changes:** None.

**Action Offices:** Office of Enforcement Programs  
All Area Offices  
Office of Cooperative and State Programs

**Originating Office:** Office of Enforcement Programs

**Contact:** David Shiraishi  
Assistant Regional Administrator, Enforcement Programs

By and Under the Authority of

A handwritten signature in cursive script, appearing to read "Barbara Yee Goto".

BARBARA YEE GOTO  
Regional Administrator

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## **Executive Summary**

This Local Emphasis Program (LEP) addresses the hazard of combustible dust in the workplace. This instruction establishes a scheduling system and outreach program as a local addendum to the National Emphasis Program for combustible dust.

OSHA initiated a Combustible Dust National Emphasis Program on October 18, 2007. As a result of a catastrophic accident involving a combustible dust explosion at a sugar refinery in 2008, OSHA decided to intensify its focus on this hazard.

The purpose of this scheduling program is to inspect facilities that generate or handle combustible dusts which pose a deflagration or other fire hazard when suspended in air or some other oxidizing medium over a range of concentrations, regardless of particle size or shape; deflagrations can lead to explosions. Combustible dusts are often either organic or metal dusts that are finely ground into very small particles, fibers, fines, chips, chunks, flakes, or a small mixture of these. Types of dusts include, but are not limited to: metal dust, such as aluminum and magnesium; wood dust; plastic dust; biosolids; organic dust, such as sugar, paper, soap, and dried blood; and dusts from certain textiles. Some industries that handle combustible dusts include: agriculture, chemicals, textiles, forest and furniture products, wastewater treatment, metal processing, paper products, pharmaceuticals, and recycling operations (metal, paper, and plastic).

The Area Directors will follow this instruction when conducting outreach activities, and when conducting inspections at establishments where the potential for combustible dust hazards exist. The Area Offices will develop lists of all employers in their jurisdictions with known potential combustible dust hazards, and will randomly select sites for inspection, based on the procedures outlined in this instruction.

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## **I. Purpose.**

This Local Emphasis Program is an addendum to the National Emphasis Program for Combustible Dust, which contains policies and procedures for inspecting workplaces that handle combustible dusts that are likely to cause dust deflagrations, other fires, or explosions. These dusts include, but are not limited to:

- Metal dust such as aluminum and magnesium
- Wood dust
- Coal and other carbon dusts
- Plastic dust and additives
- Biosolids
- Other organic dust such as sugar, flour, paper, soap, and dried blood
- Certain textile materials

Industries that handle combustible dusts include, but are not limited to:

- Agriculture
- Food Products
- Chemicals
- Textiles
- Forest and furniture products
- Metal processing
- Tire and rubber manufacturing plants
- Paper products
- Pharmaceuticals
- Wastewater treatment
- Recycling operations (metal, paper, and plastic.)
- Coal dust in coal handling and processing facilities.

Note: OSHA Standard 29 CFR 1910.269(v)(11)(xii) addresses control of ignition sources at coal handling operations in electric power plants. The Mine Safety and Health Administration (MSHA) has authority in some areas involving coal crushing and conveying. See OSHA Instruction CPL 02-01-038 dated June 18, 2003 for additional guidance on authority.

## **II. Scope.**

This instruction applies to all areas of federal enforcement within Region IX.



### **III. References.**

- A. OSHA Instruction CPL 04-00-001, November 10, 1999, Procedures for Approval of Local Emphasis Programs.
- B. OSHA Instruction CPL 02-00-159, October 1, 2015, Field Operations Manual.
- C. OSHA Instruction CPL 03-00-008, March 11, 2008, Combustible Dust National Emphasis Program (Reissued).
- D. OSHA Instruction CPL 02-00-025, January 4, 1995, Scheduling System for Programmed Inspections.

### **IV. Cancellation.**

Region IX Enforcement Programs Notice CPL 04-00-08, dated October 1, 2014.

### **V. Expiration.**

This LEP will expire no later than one year from the date of implementation, unless renewed.

### **VI. Background.**

This LEP addresses the deflagration, other fire, and explosion hazards associated with most combustible dusts. It is issued in response to a number of combustible dust accidents which have resulted in deaths and serious injuries.

Dust deflagration, other fire, and explosion hazards are covered by several OSHA standards and the general duty clause. A chemical dust deflagration occurs when the right concentration of finely divided chemical dust suspended in air is exposed to a sufficient source of ignition to cause ignition (combustion) of the dust. If the deflagration is in a confined area, an explosion potential exists. These materials can also cause other fires. Combustible dust is often either organic or metal dust that is finely ground into very small particles. The actual quantity of dust that may accumulate in an affected area may vary, depending upon air movement, particle size, or any number of other factors.

### **VII. Procedures.**

The Area Directors will follow this instruction when conducting outreach activities. The Area Directors will also follow the NEP and this instruction when conducting inspections at establishments where the potential for combustible dust hazards exist.

A. Program Responsibilities.

1. The Office of Enforcement Programs will designate a program coordinator for this LEP. The program coordinator will ensure that a copy of this LEP is on file with the National Office; the LEP is evaluated on an annual basis in accordance with IX.F of the NEP; case files are submitted to the Directorate of Evaluation and Analysis (DEA) when requested, in accordance with paragraph IX.F. of the NEP; and that inspections conducted under this LEP are properly coded in accordance with paragraph IX.H of the NEP.
2. The Area Directors are responsible for developing lists of all employers in their jurisdictions with known potential combustible dust hazards.
3. Area Directors are responsible for ensuring Area Office Staff have been briefed on this directive and the NEP.

B. Outreach.

1. The Assistant Regional Administrator for Cooperative and State Programs and the Assistant Regional Administrator for Enforcement Programs will ensure the Area Directors and all Outreach staff are familiar with this directive and actively promote the LEP when conducting outreach sessions and meetings. Hazards, work practices, and machinery associated with combustible dust and covered by this LEP will be pointed out and discussed during outreach sessions and meetings. Handouts and publications that address these hazards, which are already developed and available, will be provided at outreach sessions and meetings. A copy of this LEP will be provided to interested parties upon request.

C. Scheduling of Programmed LEP Inspections.

1. The Area Directors will develop and maintain lists of establishments likely to have combustible dust hazards. These lists will be based on information sources such as prior inspection history, business directories, industry advertisements and local knowledge. (Sample site lists are included as Appendix A of this directive.) The lists will be updated as necessary, but at least annually, and will be filed electronically on the regional shared drive.
2. Establishments will be scheduled for inspection based on the procedures outlined in Appendix B. No more than one programmed inspection will be conducted at each establishment at each site every 12 months, although

additional unprogrammed inspections, including follow-ups, may be conducted.

3. Targeted establishments which also appear on the Site-Specific Targeting (SST) list will be inspected in accordance with paragraph IX.B.1 of the NEP.

D. Inspection Procedures.

1. Area Directors will ensure that CSHOs are familiar with the inspection procedures outlined in paragraph IX.E of the NEP.
2. CSHOs shall take all necessary precautions as listed in paragraph IX.D.4. (CSHO Safety and Health) of the NEP.
3. Bulk sampling will be conducted in accordance with paragraph IX.E of the NEP. Team Leaders will utilize the Cincinnati Technical Center's (CTC) online ordering system for the following bulk sampling supplies:

**CTC Order information:**

<u>Item Description</u>	<u>AESP ID</u>	<u>Vendor</u>	<u>Unit Price</u>
Combustible dust collection bottle	FES0001653	CTC	0.00 Ea
Combustible dust collection kit	FES0001652	CTC	0.00 Kit

NOTE: The bottle size is a 1 liter plastic bottle. The kits are limited to 3 kits per order. The kit includes one plastic bottle, scoop and brush. The Salt Lake Technical Center has requested that the aluminum scoop be returned with the sample.

VIII. Program Evaluation.

- A. The Regional Administrator will direct staff to evaluate the LEP in accordance with the guidelines in Appendix A of CPL 04-00-001 (previously CPL 2-0.102A), November 10, 1999, Procedures for Approval of Local Emphasis Programs and Experimental Programs.
- B. For LEPs which have been renewed from a previous year, the evaluation will use data for the period covering from the beginning of the 4<sup>th</sup> quarter of the previous fiscal year through the end of the 3<sup>rd</sup> quarter of the current fiscal year (i.e., the FY16 LEP evaluation will include data from July 1, 2015 – June 30, 2016). The narrative sections of the evaluation should cover the same time frame, although



significant issues arising in the 4<sup>th</sup> quarter, which may affect a decision on renewal of the LEP may also be discussed.

- C. This evaluation shall be submitted to the Regional Administrator for review by November 1, at which time a decision will be made to renew or discontinue the LEP. On the approval of the Regional Administrator, the evaluation report shall be submitted to the Directorate of Enforcement Programs no later than November 30.

**IX. OIS Coding.**

- A. All inspections scheduled under this LEP must be marked as “Programmed Planned”, and with the LEP code DUSTEXPL9.
- B. All inspections scheduled under this LEP shall have the DUSTEXPL National Emphasis Program code. The DUSTEXPL NEP code shall be entered as the primary emphasis code.
- C. Unprogrammed inspections or inspections conducted under other scheduling systems which also meet the criteria specified in this LEP shall have the DUSTEXP9 LEP code and DUSTEXPL NEP code entered, but not as the primary emphasis code.
- D. All forms must be coded in accordance with paragraph IX.H. of the NEP.

## Appendix A

### Region IX Combustible Dust Inspection List

R9 Combustible Dust LEP Establishment List NEP Appendix D-1 SICs/NAICS															
ID	Sequence	Tribe/USG Agency	Industrial Park	City	State	Zip Code	Company	Activity	# Ees	NAICS	SIC	Prev Insp	CSHO	Assigned	Inspected
1		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	San Carlos Irrigation Project	DOI, sell electricity	135	221112	4911	09/02/1999 2/7/1996			
2		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Triumph Engines – Tempe (Formerly Triumph Thermal Processing Co.)	Platinum Plating Aircraft Parts	29	332813	3471	7/13/2005 3/9/2004			
3		San Carlos Apache	N/A	San Carlos	AZ	85550	Apache Timber Products	Sawmill (Note: May be out of Business)	50	321113	2421	10/7/1988			
4		San Carlos Apache	N/A	Globe	AZ	85502	Cooley Industry, Inc.	Sawmill	5	321113	2421	01/10/2008			
5		White Mountain Apache Tribe	N/A	Hon-Dah	AZ	85926	Fort Apache Timber Company	Sawmill	240	321113	2421	03/13/2007 2/14/07 FAT			
6		Yavapai-Prescott Indian Tribe	Sun Dog Business Park	Prescott	AZ	86301	Northern Arizona Organic Recyclers	Organic Recycling		325998	2899				
1		Cabazon Band of Mission Indians	N/A	Mesa	CA		Colmac Energy, Inc.	48 Megawatt Biomass Fueled Powered Generation Plant		221119	4911				

**R9 Combustible Dust LEP Establishment List  
NEP Appendix D-2 SICs/NAICS**

ID	Sequence	Tribe/USG Agency	Industrial Park	City	State	Zip Code	Company	Activity	# Ees	NAICS	SIC	Prev Insp	CSHO	Assigned	Inspected
1		Colorado River Indian Tribe	Colorado River Indian Tribe	Parker	AZ	85344	U.S. Filter (Weststates Carbon)	Activated Carbon Technology	20	325998	2819	12/13/2005 9/28/2004 12/16/1999			
2		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Alexco L.L.C.  POSSIBLE SHARP PARTICPANT	Aluminum Extrusion	100	331316	3354	06/06/2005 02/24/2004			
3		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Classy Closets, Inc.	Mfg & Install Closets	195	337122	2511	01/23/2007 4/29/04 R 3/30/2004 2/9/2000			
4		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Champion Home Builders	Prefabricated Wood Buildings	219	321992	2452	01/31/2007 06/06/2005 03/29/2004 12/13/1999			
5		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Kaiser Aluminum Engineered Products	Aluminum Extruded Products	98	331316	3354	06/02/2005 3/31/2004 7/14/2000			
6		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Pimalco-Alcoa	Mfg Aerospace Aluminum Products.	319	331316	3354	04/18/2007 4/6/06 C 5/18/2004 8/2/1999			
7		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Romic Environmental Technologies Corp.	Hazmat Recycling & HazWaste Mgt	61	562211	4953	01/25/2007 07/14/2005 4/2/2004			
8		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Stericycle, Inc. of Chandler, AZ	Medical Waste Disposal	45	562211	4953	01/24/2007 07/11/2005 3/9/2004 12/16/1999			
9		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Triangle Truss, Inc.	Mfg Trusses	280	321214	2439	01/30/2007 07/12/2005 4/27/04 S 3/11/04 H 12/15/1999			
10		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Trussway	Mfg Trusses	87	321214	2439	01/29/2007 7/14/2005 5/21/2004			
11		Gila River Indian Community	Santan Industrial Park	Sacaton	AZ	85247	Chalum Inc.	Produces Aluminum Sulfate for water treatment and wastewater plants	6	325188	2819	01/29/2007 06/26/1994 05/16/1994			
12		Gila River Indian Community	Santan Industrial Park	Sacaton	AZ	85247	Monsanto	Delint Cottonseed	30	115111	0723	1/25/2007			
13		Salt River Pima-	Industrial	Scottsdale	AZ	85256	Salt River Commercial	Landfill		562212	4953	03/14/1990			

**R9 Combustible Dust LEP Establishment List  
NEP Appendix D-2 SICs/NAICS**

ID	Sequence	Tribe/USG Agency	Industrial Park	City	State	Zip Code	Company	Activity	# Ees	NAICS	SIC	Prev Insp	CSHO	Assigned	Inspected
		Maricopa Ind.	Corridor				Landfill								
14		Yavapai-Prescott Indian Tribe	Sun Dog Business Park	Prescott	AZ	86301	Craftsmen Woodworking	Woodworking		321918	2431				
15		Yavapai-Prescott Indian Tribe	Sun Dog Business Park	Prescott	AZ	86301	MCK Woodworks	Cabinet Makers	9	337110	2434	5/3/2004			
16		Yavapai-Prescott Indian Tribe	Sun Dog Business Park	Prescott	AZ	86301	Rover Company	Mfg Dog/Cat Cages	4	326199	3999	5/3/2004			
1		Cabazon Band of Mission Indians	N/A	Meca	CA		First Nation Recovery, Inc.	Recycled Rubber Products, Whole Scrap Tires		423930	5093				
1				Tamuning	GU	96913	AAA Trashco Guam	Refuse Collection		562111	4953				
2				Piti	GU	96925	Balli Steel Guam	Scrap and Waste Materials	20	423930	5093	05/06/2006 03/23/2006 03/09/2006			
3				Tamuning	GU	96931	Beck Enterprises	Wood Kitchen Cabinets	3	337110	2434	05/06/1996 04/22/1993			
4				Barrigada	GU	96913	Creations of Wood	Wood Kitchen Cabinets	N/A	337110	2434	01/16/1997			
5				N/A	GU		DLA Animal Feeds	Farm Product Warehousing & Storage		493130	4221				
6				N/A	GU		EJ Poultry Needs Store	Farm Product Warehousing & Storage		493130	4221				
7				N/A	GU		Gray Construction Co.	Cabinet Maker		337110	2434				
8				Barrigada	GU	96913	Island Scrap Yard	Refuse Systems	3	562111	4953	03/02/2006 03/31/2004 07/15/2003			
9				Barrigada	GU	96913	JAF Animal Feed & Supply	Farm Product Warehousing & Storage		493130	4221				
10				Barrigada	GU	96921	KZ Pacific Products	Agricultural Fertilizer		493130	4221				
11				N/A	GU		Pyramid Recycling	Scrap Metal		423930	5093				
12				Tamuning	GU	96931	WSTCO Quality Feed & Supply	Farm Product Warehousing & Storage		493130	4221				
13				San Antonio	MP	96950	A.Y. D. Services	Garbage Collecting Services		562111	4953				
14				Chinatown	MP	96950	Artman Corporation	Garbage Collection Services	9	562111	4953	08/15/2005 06/01/2000 04/09/1999			
15				As Lito	MP	96950	Blue Ribbon Feed & Farm Supply	Farm Product Warehousing & Storage		493130	4221				
16				Garapan	MP	96950	Great Pacific Refuse Recycling	Garbage Collection Services		562111	4953				
17				Songsong	MP	96951	I Know ROTA	Woodcraft		337110	2434				
18				San Roque	MP	96950	KP Company Limited	Refuse Collection Services	2	562111	4953	08/29/2002			

**R9 Combustible Dust LEP Establishment List  
NEP Appendix D-2 SICs/NAICS**

ID	Sequence	Tribe/USG Agency	Industrial Park	City	State	Zip Code	Company	Activity	# Ees	NAICS	SIC	Prev Insp	CSHO	Assigned	Inspected
19				Lower Base	MP	96950	KP/ MANS Joint Venture	Refuse Collection Services		562111	4953				
20				San Vicente	MP	96950	Micronesian Woodcraft Enterprises	Woodcraft	12	337110	2434	02/14/2001 06/16/1998			
21				Chalan Kanoa	MP	96950	Sabungero Feeds & Poultry Supply	Farm Products Warehousing & Storage		493130	4221				
22				Gualo Rai	MP	96950	Saipan Garden Center Inc.	Farm Products Warehousing & Storage	1	493130	4221	09/30/1997			
23				As Perdido	MP	96950	Saipan Triple Recycling	Scrap Metal		423930	5093				
24				Tanapag	MP	96950	Samko Inc.	Fabricated Metal Product not elsewhere classified		332999	3499				
25				Koblerville	MP	96950	Trash King	Garbage Collection Services		562111	4953				
26				San Jose	MP	96950	Wide Technical Services	Garbage Collection Services		562111	4953	08/13/2003 09/22/1998 02/24/1998			



**R9 Combustible Dust LEP Establishment List**  
**Other Establishments with Known Potential Combustible dust**

ID	Sequence	Tribe/USG Agency	Industrial Park	City	State	Zip Code	Company	Activity	# Ees	NAICS	SIC	Prev Insp	CSHO	Assigned	Inspected
1		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Animal Nutrition Systems	Mfg Animal Feeds & Supplements	7	311119	2048	1/23/2007 07/12/2005 3/11/2004 8/4/1992			
2		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Arizona Box and Container, Inc.	Mfg Corrugated Boxes	20	322211	2653	01/25/2007 06/03/2005 3/31/2004 3/3/1995			
3		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Doors and Building Components, Inc. (DBC)	Mfg Roll-up Doors	43	332321	3442	01/31/2007 06/07/2005 3/24/2004			
4		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	K.T. Fabrication	Fabricate Doors and Windows	15	332321	3442	02/01/2007 06/09/2005 3/25/2004 5/2/1996			
5		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Pacific Scientific Inc.	Ordinance & Accessories	245	332995	3489	10/13/2004 04/10/2003 A 01/09/1995			
6		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Therm-O-Rock West, Inc.	Mfg Vermiculite & Perlite	53	327992	3295	06/20/2007 04/06/2004 12/12/1999			
7		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Triumph Precision Castings Co.	Cast Turbine Blades/Vanes	53	336412	3724	2/4/05 FAT 3/31/2004			
8		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Triumph Fabrications – Phoenix (Formerly Triumph Engineering Solutions)	Aircraft Manufacturing – Produces welded & riveted sheet metal assemblies for aerospace assemblies.	50	336411	3721	06/21/2007 7/13/2005			
9		Gila River Indian Community	Lone Butte Industrial Park	Chandler	AZ	85226	Triumph Turbine Services, Inc.	Mfg. Turbine and turbine Generator Set Units	28	333611	3511	3/25/2004			
10		Gila River Indian Community	Santan Industrial Park	Sacaton	AZ	85247	Honeywell International – Aerospace Division	Aircraft Engine Mfg. & Testing Facility	13	336412	3724	1/23/2007			
11		Navajo Nation	Fort Defiance Industrial Park	Fort Defiance	AZ	86504	Ducommun Technologies	Electronics/Wire Systems	70	334419	3679	12/16/2005 10/18/2004 1/29/1998			
1			N/A	Pago Pago	AS	96799	Starkist Samoa, Inc.	Tuna Cannery – Location has a Fish Rendering Plant.	500	311711	2091	10/17/2006 12/16/2005 03/01/2005			
2				Harmon Industrial	GU	96911	Alliance Metal Specialist (AMS)	Metal Doors, Sash, and Trim	6	332321	3442	10/19/2007 01/13/1997			

**R9 Combustible Dust LEP Establishment List**  
**Other Establishments with Known Potential Combustible dust**

ID	Sequence	Tribe/USG Agency	Industrial Park	City	State	Zip Code	Company	Activity	# Ees	NAICS	SIC	Prev Insp	CSHO	Assigned	Inspected
				Park								05/03/1996			
3				Dededo	GU	96929	American Bakery	Bread and other bakery products	88	311811	2051	04/30/2008 02/28/2006 09/13/2005			
4				Tamuning	GU	96913	Coral Reef Maine Center	Boat Building and Repairing – (Shop)	12	336612	3732	06/03/2004 08/30/2002 08/31/1999			
5				Tamuning	GU	96931	Equatorial Manufactory Inc.(EMI)	Metal Doors, Sash and Trim	30	332321	3442	07/01/2003 09/23/1994			
6				Tamuning	GU	96911	Guahan Waste Control Inc.	Solid Waste Collection	50	562111	4212	04/28/2008 09/24/1998 06/09/1998			
7				Barrigada	GU	96913	JK Tile Store	Brick, Stone, & Related Materials	35	423320	5032	04/23/2008 03/15/2006 06/04/2004			
8				Lower Base	MP	96950	Kautz Glass Co.	Aluminum Glass Products	18	331312	3442	08/12/2003 08/07/1999 08/29/1996			
9				Tamuning	GU	96911	Lin-lan Metals (Guam) Corp.	Metal Doors, Sash, and Trim	8	332321	3442	05/01/2008 06/01/2004			
10				Harmon	GU	96911	The Shutter Factory	Metal Doors, Sash, and Trim	5	332321	3442	05/07/1996			
11				Garapan	MP	96950	Eyun Ji Corporation	Metal Doors, Sash, and Trim & Glass	5	332321	3442	11/04/2005			
12				Koblerville	MP	96950	NOAH Corporation	Fiberglass Products		327993	3296				
13				Lower Base	MP	96950	Sea Fix Inc.	Ship Building and Repairing – (Shop)	30	336611	3731	0818/2003 05/31/2003			

### **Procedures for Scheduling Inspections**

1. The Area Office will maintain a master list of sites eligible for inspection under this LEP. The master list, all additions and deletions, the randomized list, and scheduling cycles created for this LEP, shall be filed electronically on the regional shared drive and retained for three years.
  - a. Additions may be made to the master list based on local knowledge or other factors, including OSHA inspection history.
    - i. This should include annual OIS searches for establishments which have been coded with a secondary code, or under a related program. For example, a site that was inspected under the FORKLIFT LEP may have led to citations for combustible dust hazards. This inspection could be coded with DUSTEXP9 as a secondary code, and should be added to the DUSTEXP9 list for the following year.
    - ii. ADs should cross-reference these lists, and CSHOs should check establishment history on OIS, to make sure that sites which are placed on multiple lists are not subject to multiple inspections within a 12-month period.
  - b. Establishments shall be deleted from the master list if, during the course of an inspection, it is determined that the site no longer falls within the parameters of the LEP. This would primarily apply to sites which no longer perform the process or use the equipment targeted by the LEP.
  - c. All additions and deletions must be documented.
2. At the beginning of each fiscal year (or on the LEP's effective date), the Area Office shall create a randomly numbered list of all sites on the master list. Sites shall be randomly ordered using the RANDBETWEEN function in Excel. AOs may also send their master list to EP for randomization.
3. If all sites on the master list are to be inspected during the fiscal year, the sites may be inspected in any order. If an Area Office is not able to complete all inspections on the master list within a fiscal year, the Area Office will complete the list as soon as possible in the first quarter of the next fiscal year, and shall develop and follow scheduling cycles for the remainder of that year and in subsequent years.
4. The Area Office will create scheduling cycles by selecting a number of establishments from the randomized master list. All scheduling cycles shall be filed electronically on the regional shared drive.

- a. Establishments selected in a cycle can be inspected in any order, but the Area Office should take into account that all establishments in a cycle must be completed before another cycle is created. Area Offices should take into account programming goals and available resources when setting the size of a cycle.
- b. To the extent possible, new cycles should be selected at least once per quarter. Cycles may be run more often if necessary. An uncompleted cycle may be carried over into the next quarter, but the Area Office should take this into account and adjust the number selected for subsequent cycles accordingly.
- c. Selected establishments may be deferred to the next cycle if the site has been subject to a comprehensive programmed inspection (under this or any LEP) within the previous 12 months, or if the process to be inspected is not active. All deferrals must be documented. Additional criteria for deferral include:
  - i. Necessary equipment or personnel with necessary experience are not available to perform the inspection.
  - ii. The establishment is the last remaining establishment in a cycle, the inspection would require travel in excess of 50 miles, and it cannot be combined with other inspection activity.
  - iii. The establishment was cited as the result of a previous comprehensive inspection, and the final abatement date has not yet passed.
  - iv. The establishment has contested a previous citation and it is still pending before the Review Commission.

Approval for deferrals based on reasons other than those listed must be discussed with and approved by the ARA for EP.