

OPERATING PROCEDURES

Revision History

Rev. #	Description of Change	Date	Revised By
0	Initial Issue	July 2016	PSM RMP Solutions

Purpose

Inland Star Distribution Centers, Inc. has developed clearly written, detailed procedures, guidelines, rules, and practices for the handling of regulated chemicals. The procedures/policies provide all employees/contractors involved in the handling of regulated chemicals with the written information and precautions necessary to safely perform their tasks in a consistent manner.

Responsibilities

The General Manager, Operations is responsible for the following activities:

- Reviewing / updating the procedures as often as necessary to ensure they are current and reflect actual conditions and practices.
- Ensuring the procedures are updated if there are modifications to the systems or the facility.
- Ensuring that new procedures are developed as needed.
- Certifying the procedures on an annual basis and documenting certification.
- Ensuring that the procedures are readily available for the employees who operate and maintain the regulated processes.

Written Operating Procedures

Due to the simplicity of the “process” at Inland Star Centers, Inc., several of the required procedures are not applicable. See the table below for a summary of procedures/policies.

Operating Phase	Applicable Work Instruction
Initial Startup	Not applicable
Normal Operations <ul style="list-style-type: none"> • Inspection and Leak Checks of Incoming Containers (Damage Report) 	<ul style="list-style-type: none"> • RECEIVED Damage/WHSE Damage Form • Receiving Process • Damaged Inventory Process

Operating Phase	Applicable Work Instruction
Temporary Operations	Not applicable
Emergency Shutdown <ul style="list-style-type: none"> • Conditions requiring emergency shutdown • Assignment of shutdown responsibility to qualified operators 	Not applicable
Emergency Operations	Not applicable
Normal Shutdown	Not applicable
Startup following a turnaround or emergency shutdown	Not applicable

Operating Limits and Consequences of Deviations

The hazardous chemicals are stored within the warehouse at ambient temperature and ambient pressure. The equipment specification sheets included in Attachment B contain the following information:

- Safe operating limits – Stored within the warehouse at ambient temperature and ambient pressure
- Consequences of deviating for safe operating limits – Process Hazard Analysis
- Actions taken to avoid or correct the deviation – Process Hazard Analysis

The Process Hazard Analysis studies contain a detailed evaluation of the consequences of deviations and steps to correct or avoid the deviations (see Volume II of this PSM/CalARP Program for the PHA study).

Safety Systems

Safety Systems, fire suppression systems, are located within the Process Safety Information.

Safety and Health Considerations

Chemical hazards, as well as measures taken in the event of exposure, are described in the Safety Data Sheets. Personal protective equipment requirements are also delineated within the Safety Data Sheets.

Chemical Management and Inventory Control

See the corporate policy “Inventory Control Policy” which is maintained by the Director of EHS³.

Accessibility

The written procedures must be readily available for the employees who handle hazardous chemicals. The most current version of the procedures are maintained in the Transportation Office, which employees can readily access.

Procedure Review & Certification

The procedures are reviewed as often as necessary to ensure that they are accurate and reflect current practices. In addition, the procedures are reviewed and updated if modifications are made to the processes or to the facility.

On an annual basis, the procedures are reviewed and certified by the General Manager, Operations. This is accomplished by completing the Operating Procedures Review Summary and Certification Form (Attachment A), which documents the review, including any revisions to the procedures. When the procedures have been updated, the bottom of the form is signed to certify that the procedures are current and accurate.

Safe Work Practices

To further control process hazards and protect employees, Inland Star Distribution Centers, Inc. has developed safe work practices such as lockout/tagout, forklift safety, etc. Employees are trained on and are required to follow the safe work practices applicable to their job tasks.

Inland Star Distribution Centers, Inc. has implemented several safety measures to control site access. All visitors and contractors must enter through the main entrance and check in/out at the Transportation Office.

Attachment A

Operating Procedures Review Summary and Certification Form

Inland Star Distribution Centers, Inc.
Procedures Review Summary and Certification Form

Note: This form must be completed at least annually.

Facility Information:

Facility Name: Inland Star Distribution Center, Inc.
Address: 2132A East Dominquez Street, Carson, CA
Re: Material Handling Procedures

Procedure Review:

Dates of review: Click here to enter a date. through Click here to enter a date.	
Reviewed by	Title

Review Findings (check all boxes that apply):

<input type="checkbox"/> All procedures found to be current and accurate	<input type="checkbox"/> Some procedures need to be updated
<input type="checkbox"/> Additional procedures needed	<input type="checkbox"/> Some procedures no longer needed

Complete if changes are required to the policies:

Title of Policy	Description of changes	Assigned to	Target completion Date	Actual completion Date	Action taken
1.			Click here to enter a date.	Click here to enter a date.	
2.			Click here to enter a date.	Click here to enter a date.	
3.			Click here to enter a date.	Click here to enter a date.	
4.			Click here to enter a date.	Click here to enter a date.	
5.			Click here to enter a date.	Click here to enter a date.	
6.			Click here to enter a date.	Click here to enter a date.	

Use additional sheets if necessary.

Certification:

I have read the updated operating procedures and certify that to the best of my knowledge, they are current and accurate.	
Name:	Title:
Signature:	Date: