**Voluntary Protection Programs-Process Safety Management Program**

**(VPP-PSM) Supplement B**

**Calendar Year 2018**

**Instructions**

This year’s Supplement B Questions are organized differently than in previous years. Please respond to each question (sub-question) with separate responses. If the question relates to ammonia refrigeration, and you have no ammonia refrigeration, then you do not need to respond to that question. If the questions relate to contractors and you are not a contractor at a PSM site, then you do not need to respond to those questions. If you are a contractor at a PSM site then please respond to the contractor questions. Providing a response of “Not Applicable” will result in the questions will be returned to you for an appropriate response.

A section of questions related to metrics has been added. You are asked for a list of metrics you collect. This information will be used to identify leading indicators that best relate to how to evaluate the confidence of your PSM and associated safety and health programs.

1. **Program Information**
2. *Management of Change (MOC)Tracking*
3. What is the frequency with which the MOCs are audited? Is it annually or some other period, please indicate the period?

**Response**:

1. Describe your process for auditing them?

**Response:**

1. How do you track open action items on MOC’s?

**Response:**

1. What is the oldest open action item?

**Response:**

1. Are all action items properly closed?

**Response:**

1. Are all action items assigned to someone to complete?

**Response:**

1. For the oldest open action item, what is the number of months between this report and the last time a status update was given for it, (for Example: today is 12/2018 and the last update on the action item was 1/2017, your answer would be 24 months)

**Response:**

1. *Relief Valves/Systems*
2. How do you determine the design and design basis for every relief valve at your site that is in highly hazardous chemical (HHC) service?

**Response:**

1. Is it electronically kept or on paper or a combination of both?

**Response:**

1. Have you conducted a relief study to ensure that your flare system can adequately protect your facility/processes?

**Response:**

1. Did that relief study accurately consider current operating conditions?

**Response:**

1. When inspecting a relief valve do you have a procedure for documenting the condition the valve was in prior to repairs being made?

**Response:**

1. Do you perform an investigation when damage is found during its inspection?

**Response:**

1. If yes, please describe the process and indicate how long this level of investigation has been going on, include who is responsible for that investigation and keeping those records.

**Response:**

1. If no, please indicate that you do not.

**Response:**

1. *Emergency Operations*
2. Describe in detail the process you use to ensure that every operator knows all of the emergency operating procedures they are responsible for?

**Response:**

1. Do you drill the emergency operating procedures with the operators?

**Response:**

1. Describe the drill for emergency operating procedures. Include the frequency of the drills.

**Response:**

1. Describe the most recent loss of containment incident you have had at your facility. Provide a detailed description of the incident and the corrective actions taken.

**Response:**

1. *Ammonia Refrigeration*
2. If your facility has ammonia refrigeration system(s) please indicate how much ammonia your system(s) contains.

**Response**:

1. For the last three year period, please indicate how many times the system has been charged. Please detail each delivery of ammonia you have taken and how much the system was charged with for each delivery.

**Response:**

1. *Contractors*
2. As the owner of a PSM covered site, describe in detail how you communicate the process hazards your contractors are exposed to while at your site doing the work they have been hired to do.

**Response:**

1. If you are a contractor at a PSM covered site describe in detail the information you obtain from the owner about the process hazards your employees are exposed to.

**Response:**

1. Is the information different from when you first arrive on the site to when you are doing a specific job on the site? If so, describe how.

**Response:**

1. **Metrics Information**

We know that all companies collect metrics data for various programs and various reasons. Some of these metrics are very important in evaluating the elements of a system or the business, as a whole. We are particularly interested in identifying the metrics you collect for safety and health, and specifically your PSM metrics.

1. What is your primary North American Industry Classification System

(NAICS) Code?

**Response:**

1. Do you collect metrics electronically?

**Response:**

1. Please provide a narrative as to how you report the metrics you collect? What do you do with the information once collected and how is it utilized?

**Response:**

1. Please provide a couple of specific examples as how metrics were used specifically to assist with identifying issues and corrective measures within the last year.

**Response:**

1. *For all VPP-PSM Participants:* Please provide a list of (no more than) 15 PSM metrics regularly collected by your company. Prioritize the list providing the metrics you find most useful/critical and those metrics that give you a level of confidence in the function of a system or process or program.

**Response:**

1. *For Resident Contractors at a VPP-PSM Site:* Please provide a list of (no more than) 15 safety and health metrics you collect. Please prioritize the list providing the metrics you find most useful/critical and those metrics that give you a level of confidence in the function of a system or process or program.
2. If you are required by statute and operational function to develop and maintain a PSM program separate to that of your host site, please provide those PSM-related metrics.

**Response:**

1. If your operations fall under only paragraph (h) of the PSM standard please provide any metrics you collect regarding those elements.

**Response:**