

# WOOL FIBERGLASS MANUFACTURING

## Startup, Shutdown, and Malfunction Plan (SSMP) and Reports

**It is recommended that the inspector review the files of the appropriate regulatory agency for information related to SSMP reporting. All applicable SSMP records should be made available to the inspector during the on-site inspection.**

### A. SSMP DEVELOPMENT

1.	Did the facility develop and implement a written startup, shutdown and malfunction plan (SSMP)? <b>[\$63.1386(c)(1)/§63.6(e)(3)(i)]</b>	Yes [ ] No [ ]
2.	Does the SSMP include procedures to determine and record :	
a.	the cause of the malfunction? <b>[\$63.1386(c)(1)(i)/§63.6(e)(3)(i)]</b>	Yes [ ] No [ ]
b.	the time the malfunction began and ended? <b>[\$63.1386(c)(1)(i)/§63.6(e)(3)(i)]</b>	Yes [ ] No [ ]
c..	corrective actions to be taken in the event of a malfunction of a control device or process modification? <b>[\$63.1386(c)(1)(ii)/§63.6(e)(3)(i)]</b>	Yes [ ] No [ ]
d.	the actions taken to correct the malfunction or minimize emissions? <b>[\$63.1386(c)(1)(ii)/§63.6(e)(3)(i)]</b>	Yes [ ] No [ ]
e.	Does it include a maintenance schedule for each control device and process modification that is consistent with the manufacturer's instructions and recommendations for routine and long-term maintenance? <b>[\$63.1386(c)(1)(iii)/§63.6(e)(3)(i)]</b>	Yes [ ] No [ ]

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### B. SSMP IMPLEMENTATION

1.	Were malfunctions corrected as soon as practicable after their occurrence in accordance with the SSMP? <b>[\$63.6 (e)(1)(ii)]</b>	Yes [ ] No [ ] N/A [ ]
2.	To the extent that an unexpected event arose during a SSM did the facility comply by minimizing emissions during such a SSM event consistent with safety and good air pollution control practices? <b>[\$63.6 (e)(1)(ii)]</b>	Yes [ ] No [ ] N/A [ ]

3.	During periods of SSM, was the facility operated and maintained in accordance with the procedures specified in the SSMP? <b>[\$63.6(e)(3)(ii)]</b>	Yes [ ] No [ ] N/A [ ]
4.	Does the title V permit for the facility require	
a.	the facility to adopt a SSMP? <b>[\$63.6(e)(3)(ix)]</b>	Yes [ ] No [ ]
b.	that the facility operate and maintain the source in accordance with the procedures specified in the SSMP? <b>[\$63.6(e)(3)(ix)]</b>	Yes [ ] No [ ]

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**C. SSMP REVISIONS**

1.	If the SMMP fails to address or inadequately addresses an event that meets the characteristics of a malfunction but was not included in the SSMP at the time the SSMP is developed, did the facility	
a.	revise the SMMP? <b>[\$63.6(e)(3)(viii)]</b>  <i>Note: If the answer is "NO" or "N/A", skip to D</i>	Yes [ ] No [ ] N/A [ ]
b.	revise the SMMP within 45 days after the event? <b>[\$63.6(e)(3)(viii)]</b>	Yes [ ] No [ ]
2.	Did the revision include:	
a.	detailed procedures for operating and maintaining the source during similar malfunction events? <b>[\$63.6(e)(3)(viii)]</b>	Yes [ ] No [ ]
b.	a program of corrective action for similar malfunctions of process or air pollution control and monitoring equipment? <b>[\$63.6(e)(3)(viii)]</b>	Yes [ ] No [ ]
c.	any revision to the SMMP which alters the scope of the activities at the source which are deemed to be a SSM, or otherwise modifies the applicability of any emission limit, work practice requirement, or other requirement in a standard established under this part? <b>[\$63.6(e)(3)(viii)]</b>	Yes [ ] No [ ]
d.	Did the revised plan take effect after the facility has provided a written notice describing the revision to the permitting authority? <b>[\$63.6(e)(3)(viii)]</b>	Yes [ ] No [ ]

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## D. SSM RECORDKEEPING/REPORTING

1.	Is the facility keeping records of each event and recording and reporting if an action taken during a SSM is not consistent with the procedures in the plan? <b>[\$63.1386(c)(2)/ §63.10(b)(1)]</b>	Yes [ ] No [ ] N/A [ ]
	Did the facility:	Yes [ ] No [ ] N/A [ ]
a.	record the action taken for that event? <b>[§ 63.6(e)(3)(iv)]</b>	
b.	report action above within 2 working days after commencing actions inconsistent with the plan? <b>[\$63.6(e)(3)(iv)/63.10(d)(5)(ii)]</b>	Yes [ ] No [ ] N/A [ ]
c.	follow the report by a letter within 7 working days after the end of the event? <b>[\$63.6(e)(3)(iv)/§63.10(d)(5)(ii)]</b>	Yes [ ] No [ ] N/A [ ]
d.	Did the letter contains the name, title, and signature of the owner or operator or other responsible official who is certifying its accuracy? <b>[\$63.10(d)(5)(ii)]</b>	Yes [ ] No [ ] N/A [ ]
2.	If the SSMP is subsequently revised, is the facility	Yes [ ] No [ ]
a.	maintaining on site each previous (i.e., superseded) version of the SSMP? <b>[\$63.6(e)(3)(v)/§63.6(e)(3)(viii)]</b>	N/A [ ]
b.	making each such previous version available for inspection and copying by the Administrator for a period of 5 years after revision of the SSMP? <b>[\$63.6(e)(3)(v)/§63.6(e)(3)(viii)]</b>	Yes [ ] No [ ] N/A [ ]
c.	reporting each such revision to a SSMP in its semiannual report? <b>[\$63.6(e)(3)(viii)/ §63.10(d)(5)]</b>	Yes [ ] No [ ] N/A [ ]
3.	If at any time after adoption of a SSMP the facility ceases operation or is otherwise no longer subject to the provisions of this part, did the facility retain a copy of the most recent plan for 5 years from the date the source ceases operation or is no longer subject to this part? <b>[\$63.6(e)(3)(v)]</b>	Yes [ ] No [ ] N/A [ ]
4.	Is the facility maintaining records of:	Yes [ ] No [ ] N/A [ ]
a.	the occurrence and duration of each SSM operation (i.e., process equipment)? <b>[\$63.10(b)(2)(i)]</b>	
b.	the occurrence and duration of each malfunction of the required air pollution control and monitoring equipment? <b>[\$63.10(b)(2)(ii)]</b>	Yes [ ] No [ ] N/A [ ]

c. all required maintenance performed on the air pollution control and monitoring equipment? <b>[\$63.10(b)(2)(iii)]</b>	Yes [ ] No [ ] N/A [ ]
d. actions taken during periods of SSM when such actions are different from the procedures specified SSMP? <b>[\$63.10(b)(2)(iv)/\$63.6(e)(3)]</b>	Yes [ ] No [ ] N/A [ ]
e. all information necessary to demonstrate conformance with the affected source's SSMP when all actions taken during periods of SSM are consistent with the procedures specified in such plan? <b>[\$ 63.10(b)(2)(v)/\$63.6(e)(3)]</b>	Yes [ ] No [ ] N/A [ ]
5. If actions taken by the facility during a SSM are consistent with the procedures specified in the source's SSMP did the SSM report: a. state such information? <b>[\$63.10(d)(5)(i)]</b>	Yes [ ] No [ ] N/A [ ]
b. include the number, duration, and a brief description of each SSM? <b>[\$63.10(d)(5)(i)]</b>	Yes [ ] No [ ] N/A [ ]
c. consist of a letter, containing the name, title, and signature of the owner or operator or other responsible official who is certifying its accuracy? <b>[\$63.10(d)(5)(i)]</b>	Yes [ ] No [ ] N/A [ ]
d. Was the report submitted to the Administrator semiannually? <b>[\$63.10(d)(5)(i)]</b>	Yes [ ] No [ ]
e. Was the report delivered or postmarked by the 30th day following the end of each calendar half (or other calendar reporting period, as appropriate)? <b>[\$63.10(d)(5)(i)]</b>	Yes [ ] No [ ]

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