

INTRODUCTION

On December 15, 1998 the Contra Costa County Board of Supervisors passed County Ordinance 98-48, which included Chapter 450-8, Risk Management. Chapter 450-8 applies to all facilities in unincorporated areas of Contra Costa County that have at least one process as defined in 40 CFR Part 68 that is subject to federal Risk Management Program Level 3 requirements and whose primary North American Industry Classification System Code (NAICS) is 324 (Petroleum and Coal Products Manufacturing) or 325 (Chemical Manufacturing). Facilities meeting these criteria will be referred to as Stationary Sources for the remainder of this guidance document.

In 2000, County Ordinance Code Chapter 450-8 was amended by Ordinance 2000-20 to add specific documentation requirements to Section 450-8.016(D) subsections (3) and (4):

- Documentation with sufficient detail and reasons why it is impractical to implement Inherently Safer Systems
- Documentation of evidence and reasons for process hazard analysis recommended actions not implemented

In 2002, City of Richmond adopted amendments to Chapter 6.43 of the Municipal Code of the City of Richmond via Ordinance No. 42-01 and required Stationary Sources meeting the same requirements in City of Richmond to comply with the same Contra Costa County's Industrial Safety Ordinance Chapter 450-8 requirements.

Chapter 450-8 was then further amended by Ordinance 2006-22 which modified specific sections to conform with state law by changing the former references of "State Risk Management Program" to the new "State Accidental Release Prevention Program." The amendment also includes:

- Additional definitions for "California Accidental Release Prevention Program", "catastrophic release", "human factors" and "human systems" to Section 450-8.014;
- A revised subdivision (b) of Section 450-8.016 to require:
 - Human factors programs developed by Stationary Sources to address maintenance safe work practices and maintenance procedures for specialized equipment, piping and instructions by June 30, 2011;
 - The conduct of a management of organizational change for changes in permanent staffing levels and reorganizations in maintenance, health and safety as well as required in operations or emergency response. This applies to Stationary Sources using contractors in permanent positions in operations and maintenance. Prior to conducting the management of organizational change, Stationary Sources are to ensure that descriptions of job functions are complete, current and accurate for the positions under consideration. Staffing changes that last longer than ninety days are considered permanent. Temporary changes associated with strike preparations are included in the management of organizational change requirements.

- A new subdivision (g) that requires the completion of a Security Vulnerability Assessment (SVA) by June 30, 2007, and at least once every five years thereafter (unless submitted to DHS);
- A new subdivision (h) that requires the completion of a Safety Culture Assessment within one year after development of guidance (which was completed on November 10, 2009), and at least once every five years thereafter;
- Other various clarifying, administrative and non-substantive changes to Section 450-8.004, Section 450-8.010, Section 450-8.014, Section 450-8.016, Section 450-8.018 and Section 450-8.030

The amended Ordinance 2006-22 became effective on July 27, 2006; however, it only applies to facilities subject to Contra Costa County's Ordinance. At this time, the City of Richmond has not yet adopted similar amendments to Chapter 6.43 of the Municipal Code of the City of Richmond as set forth by Ordinance No. 42-01.

This document identifies the programs and activities that **must**, **should**, or **may** be developed or conducted by Stationary Sources to meet the requirements of the Contra Costa Hazardous Materials Programs (CCHMP) representatives in regards to compliance with Sections 450-8.016 and 450-8.030 of Chapter 450-8. **Must** is used in accordance with very general programs that CCHMP expects to be developed or that are otherwise required by existing regulation/legislation/ordinance (e.g., a human factors program). **Should** is used in accordance with general alternative to meet requirements. **May** is used in accordance with specific examples of acceptable methods for addressing Safety Program requirements. Examples denoted as **should** or **may** are provided to assist sources in developing their own programs; however, alternative methods may be acceptable and must be discussed with CCHMP representatives.

The guidance document is divided into six sections (i.e., Section A through F). Section A addresses the management of Safety Programs which are an extension of the Accidental Release Prevention Program elements required in the California Accidental Release Prevention (CalARP) program. Section B includes guidance for the development of a human factors program as required by Section 450-8.016(b) of Chapter 450-8. Section C addresses root-cause analysis and incident investigation requirements. Section D addresses Inherently Safer Systems evaluations in separate studies as well as in process hazard analysis (PHA) and completion of recommendations formulated during the PHA. Section E defines content and submission requirements for the Safety Plan including information required to be submitted by Stationary Sources for the annual performance review and evaluation, accident history, SVA and Safety Culture Assessment. Section F addresses the various methods recognized by CCHMP that can be used to perform a Safety Culture Assessment and the required documentation.

This guidance document is intended to supplement the latest revision of Contra Costa County CalARP Program Guidance document that is available from CCHMP.