# OVERVIEW FORMS

# SUGGESTED BOILER LOG SHEET

**NOTE**: This log is suitable only for boilers in heating systems which return 100% of the condensate to the boiler or which circulate hot water. It is not suitable for steam boilers with safety valves set higher than 15 psi (1.03 bar) or water boilers operating at greater that 160 psi (11 bar) or 250°F (121°C).

Boiler Number _____ Person Responsible for Boiler _____ Phone Number _____

Inspector's Name/Agency _____ Phone Number

Last Inspection ____ ____ ____ Operating Certificate Expires ____ / ____ / ____

Location of Certificate (if not posted) _____

Annual Service ____ / ____ / ____ Service Firm _____ Phone Number _____

**The following tests and inspections may be recorded on the chart on the reverse side**.

☐ **SAFETY OR RELIEF VALVE TEST**. With pressure in the boiler, fully open the valve, using the test lever provided, and let it snap shut. If the valve does not reseat properly, repeat. **If the safety or relief valve cannot be lifted, the boiler must be shut down immediately until the valve can be repaired or replaced**.

☐ **LOW WATER FUEL SUPPLY CUTOUT (LWFCO) RAPID DRAIN TEST**. With the burner in operation, rapidly flush the LWFCO chamber using the drain valve provided. The burner **must** shut off when the device is drained. **If the boiler does not have at least one properly functioning LWFCO, it must not be left unattended until repairs are made**.

☐ **LWFCO SLOW DRAIN TEST**. With the burner in operation, verify the function of the LWFCO by **slowly** reducing the level of the water in the boiler. Great care must be taken to prevent actually firing the boiler with insufficient water. This test should be performed quarterly for steam boilers and annually for water boilers.

☐ **DRAIN WATER GAUGE GLASS**. If necessary, drain and flush the water column and gauge glass.

☐ **BURNER CHECK**. Observe the boiler and burner for a long enough period to be certain that the burner operates normally. Test the combustion safeguard system (if possible).

☐ **CIRC OR COND PUMP CHECK**. For steam boilers, when testing the LWFCO, verify operation of the condensate pump and/or emergency feeder.

☐ **CHECK SYSTEM FOR LEAKS**. The entire system should be examined for leaks of steam and water with particular attention paid to pump and valve packings, automatic air vents, and condensate tank overflow lines. Leaks, in addition to possible water or humidity damage, are wasteful of energy and, over time, will result in scale buildup in the boiler.

☐ **WATER CHEMISTRY CHECK**. Test the boiler water as appropriate for your area. Quarterly is normally sufficient. The frequency must be determined by experience.

**CALL YOUR SERVICE FIRM OR BOILER INSPECTOR IF YOU NEED ASSISTANCE WITH ANY OF THESE ITEMS**

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# RECORD YOUR TEST AND INSPECT DATA HERE:

| | SAFETY OR RELIEF VALVE TEST | LOW WATER FUEL SUPPLY CUTOUT RAPID DRAIN TEST | | | | | LWFCO SLOW DRAIN TEST | DRAIN WATER GAUGE GLASS | CHECK BURNER | CHECK CIRC OR COND PUMP | CHECK SYSTEM FOR LEAKS | CHECK OR VERIFY WATER CHEMISTRY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SEP | | | | | | | | | | | | |
| OCT | | | | | | | | | | | | |
| NOV | | | | | | | | | | | | |
| DEC | | | | | | | | | | | | |
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| MAY | | | | | | | | | | | | |
| JUN | | | | | | | | | | | | |
| JUL | | | | | | | | | | | | |
| AUG | | | | | | | | | | | | |

# CENTRIFUGAL AIR CONDITIONING LOG SHEET

**NOTE**: This log is recommended for fluorocarbon (Freon, Genetron, etc.) air conditioning systems with hermetic centrifugal compressors. With minor modification, it is suitable for similar equipment separately driven by a motor, turbine or engine.

Unit Number _____ Person Responsible for Unit _____ Phone Number _____

Inspector's Name/Agency _____ Phone Number _____

Startup Service _____/ _____/ _____ Winterizing (if applicable) _____/ _____/ _____

Service Firm _____ Phone Number _____

| | COMPRESSOR | | | | | | | MOTOR | | | EVAPORATOR | | | | CONDENSER | | | | PURGE | | AIR TEMP. | | INITIALS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Bearing Temp. | | Oil | | | | | | | Refrigerant | | Water | | Refrigerant | | Water | | | | | | |
| Date//Time | Vane Position | | | Level | Reservoir Temp/Heater* | Cooler Outlet Temp. | Pressure | Volts | Amps | Vibration Level | Pressure/Level* | Temp. | In.et Temp. | Outlet Temp. | Pressure | Temp. | Inlet Temp. | Outlet Temp | Run Time | Water Level | Outdoor | Air Conditioned Space | Operator |
| | | | | | | | | | | | | | | | | | | | | | | | |
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**On the back, list any additional information, including leakage or abnormal conditions observed, oil or refrigerant added, purged fluid drained, and any tests, repairs or adjustments performed. Record any automatic shutdowns, including their time and cause. "If the unit is not running, enter the refrigerant level in the evaporator and the status of the oil reservoir heater.**

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# SUGGESTED ARCTIC FREEZE CHECKLIST WITH COLD WEATHER PRECAUTIONS

When preparing for an Arctic Freeze, a detailed checklist should be developed indicating the order in which processes are to be shut down and the facility secured. The length of time needed - expressed in hours or days - to accomplish these tasks should be determined in advance so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a winter watch or storm warning, check it off and move on to the next one.

| | ACTION | TIME NEEDED | DONE |
|---|---|---|---|
| 1. | Restore any cutback of heat to buildings or processes. | _____ | ☐ |
| 2. | Provide additional heat for normally cold areas. | _____ | ☐ |
| 3. | Make certain there is an adequate supply of fuel for the heating systems. | _____ | ☐ |
| 4. | Expedite the completion of any postponed repairs to the heating system. | _____ | ☐ |
| 5. | Forgo any planned heating plant or boiler inspections until the danger of the severe cold has passed. | _____ | ☐ |
| 6. | Keep someone on the premises who will continually monitor all areas of the premises for signs of impending trouble, and provide that person with an up-to-date list of emergency numbers to call should trouble be detected. | _____ | ☐ |
| 7. | Add heat tracing to process and protective system piping that might freeze. | _____ | ☐ |
| 8. | Check insulation on piping and structures to be certain it will protect them against the extreme cold temperatures. | _____ | ☐ |
| 9. | Where processes are shut down, drain piping and tanks to prevent freezing damage. | _____ | ☐ |
| 10. | Recheck the *Cold Weather* Precautions listed on this form. | _____ | ☐ |

Add other items unique to your facility.

## COLD WEATHER PRECAUTIONS

Unless proper precautions are taken, cold weather can cause problems. Buildings may be loaded beyond their design by accumulations of snow and ice. Fire protection equipment may freeze, leaving a major portion of the facility without protection.

Prior to and during cold weather, the following precautions should be taken.

A. General
   1. Plans should be made to remove snow from flat roofs or other structures which might collapse.
   2. All doors, windows, skylights, ventilators, and other openings should be weather-tight so they will not admit cold air that could cause sprinkler systems to freeze.

B. Heating Systems
   1. To determine that the entire system is in proper operating condition, it should be examined and deficiencies corrected. Burners, boilers, and flues should be clean. Obstructions should be removed from all pipes, radiators, and unit heaters. Controls of heating equipment should be tested for proper operation.
   2. Where possible, an adequate reserve supply of fuel should be on hand at all times. Safe alternate energy sources should be investigated.
   3. Temperatures about 40°F (5°C) must be maintained at all times in buildings equipped with wet pipe sprinkler systems; in all dry pipe, pre-action, and deluge valve closets; and in all pump houses.
   4. Clearances should be maintained between heating system components and combustible floors, walls, partitions, platforms and stock.

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C. Protective Systems

Some of the following maintenance procedures involve valve operation or other impairments to protective systems. Proper procedures should be followed in all such cases (see *OVERVIEW* Section 1, Impairments To Protective Systems).

1. Plans should be made to promptly clear snow from access ways, control valves, hydrants, hose cabinets, smoke and heat vents, explosion relief vents, and other essential equipment to permit effective operations in the event of an emergency.
2. Wet pipe sprinkler systems in areas which are inadequately heated should be converted to dry pipe or pre-action systems.
3. Dry pipe sprinkler systems and preaction or deluge systems dry pilot lines should be inspected carefully to make sure that the piping is properly pitched for drainage. Any condensation that collects in low points in the piping should be removed. Excessive priming water should also be removed.
4. Sprinkler heads in the immediate vicinity of steam pipes, unit heaters, or other heat-producing appliances should be of the correct temperature rating.
5. Solutions in all anti-freeze sprinkler systems should be tested and anti-freeze added as necessary.
6. Any "shut-in-winter" valves controlling small unheated areas should be closed, tagged with AXA XL Risk Consulting's cold weather shut-off tags, and properly drained. Consideration should be given to converting such systems to either a dry pipe or a pre-action system.
7. All wet standpipe systems with piping located in areas subject to freezing should be shut off, drained and tagged.
8. Connections to water motor gongs and fire department connections should be properly drained.

D. Fire Protection Water Tanks

1. Gravity tanks must not leak, since an accumulation of ice on trestles can cause the tank structure to collapse. The expansion joint and riser boxing should be in good condition.
2. The water temperature in the gravity tank should be checked frequently during cold weather and maintained at no less than 42°F (5.5°C).
3. The tank heating system should be flushed and put in good working order.
4. The tank roof-hatch cover should fit tightly and be fastened.

E. Hydrants and Underground Piping

1. Hydrants and fire pump hose headers should be drained. Outlet hose valves must be left half open to prevent damage from freezing.
2. Hose should be properly drained and dried.
3. Packing on post indicator valves should not be leaking.
4. Sections of exposed piping should be drained or otherwise protected against freezing.
5. Valve and meter pits should be dry and frost-proof.

F. Portable and Wheeled Fire Extinguishers located in cold areas should be suitable for such locations or installed in heated cabinets.

G. Automotive Fire Apparatus should be properly serviced for cold weather.

# EARTHQUAKE
# BUILDING INVENTORY

Bldg. Name/No. _____ Inventory By _____ Date _____

Date of Construction _____ Design Bldg. Code _____ Code Adopted _____
(Local. State. Nat'l) (Date)

Bldg. Use _____

Drawings Available (Y/N) _____

Number of Stories _____ Height _____ Size _____
Footprint

Shape _____
(Comment horizontal and vertical shape — Regular vs irregular)

Provide freehand sketch and section on back of form. (Note adjacent buildings.)

Construction

Structural System _____
(Describe or classify)

Roof Construction _____
(Describe or classify)

Exterior Walls _____ Floors _____
(Construction) (Construction)

Connections _____
(Describe anchors for roof to wall, wall to floors or foundation)

Condition _____
(Evaluate general condition of structure - Note prominent weakness)

Is bldg. on: ☐ Level Ground ☐ Sloping Ground ☐ Adj to earthen Bank

Is bldg. constructed on: ☐ Rock ☐ Natural Soils ☐ Fill ☐ Unknown

**Nonstructural**

Partitions _____ Ceilings _____
(Type and Construction) (Type and Construction)

Windows _____
(Fixed or Movable - Wood or Metal Frame)

Light Fixtures _____
(Hanging - Am they secure)

Mechanical Equipment _____
(Floor, wall or ceiling mounted - secure mount or anchor)

Professional structural and hazard analysis needed? (Y/N)

Comments _____

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# EARTHQUAKE PREPAREDNESS

The establishment of an Earthquake Preparedness program must accept the premise that earthquakes occur without warning. There will be no “watch” or “warning" period as issued for other natural hazards such as hurricane, flood, winter storm or arctic freeze. Current technology does not allow for precise time and location forecasting of a damaging earthquake. Efforts for loss mitigation must entail a continuing program consisting of preparations subject to repetitive review, reevaluation and upgrading. Drills and practice must contemplate after the fact response to property damage, physical destruction, interruption of utility services, personal injury and possibly loss of life. AND: you will be left to your own resources for a nominal period of time.

The following checklist notes items which, if appropriately addressed, will enhance the potential for your business to fully recover from the effects of an earthquake.

**STRUCTURAL CONSIDERATIONS**:

| | ACTION | IMPLEMENTED | REVIEWED |
|---|---|---|---|
| 1. | Make a seismic hazard appraisal of buildings and structures. If in doubt of the seismic health of the facility consult a structural engineer. | | |
| 2. | Inspect signs, tanks, stacks and chimneys for deterioration and proper support. | | |
| 3. | Plan upgrade strengthening where necessary for 1. and 2. above. | | |
| 4. | Designate –“safe" shelter or assembly areas. | | |
| 5. | Designate –“safe" evacuation routes from all areas to assembly areas. | | |

(Note: A minimum of two safe assembly areas and two evacuation routes should be established in case the primary area or route is inaccessible.)

**NON-STRUCTURAL BUILDING RELATED CONSIDERATIONS**:

| | ACTION | IMPLEMENTED | REVIEWED |
|---|---|---|---|
| 1. | Make an earthquake hazard/safety appraisal of buildings and operations. (Also identify or develop - Duck, Cover and Hold - locations along evacuation routes.) | | |
| 2. | Brace tall cabinets, shelves, tall machinery and equipment or other top heavy objects which could topple. | | |
| 3. | Brace and adequately support overhead mounted fixtures, drop ceilings, piping, heaters or other overhead devices. | | |
| 4. | Bolt down and restrain flammable fuel fired appliances and provide flexible connectors for fuel supply. | | |
| 5. | Provide frequent isolation valving for piping systems. | | |
| 6. | Provide safe independent alternate energy sources for vital equipment and services. | | |
| 7. | Provide auxiliary and backup equipment and energy sources for critical services such as communications and lighting. | | |
| 8. | Restrain and adequately support mainframe computers. | | |
| 9. | Safeguard vital records. (Include both physical and machine processing for update. storage and retrieval.) | | |
| 10. | Plan for continuation of Plant Security. | | |
| 11. | Consider that employees may remain on premises for up to 72 hours. Provide reasonable and adequate supplies of necessities. | | |
| 12. | Plan for Customer/Client/Supplier awareness and develop contingency plans for continued business operations. (include plans for alternate office facilities, financial procedures, data processing, communications and transportation.) | | |

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**RESPONSE CONSIDERATIONS**:

| | ACTION | IMPLEMENTED | REVIEWED |
|---|---|---|---|
| 1. | MAKE A PLAN AND REVIEW IT ANNUALLY.<br>**NOTE**: Earthquake aftershocks may occur-expect them -include the probability in your planning. | | |
| 2. | Acquire necessary up-to-date educational and emergency information materials. | | |
| 3. | Involve all level of personnel in information discussions and repetitive meetings, drills and practice sessions. Allow for the contingency of on-site customers, vendors or visitors. | | |
| 4. | Assign two responsible people in each department, each shift, who can “TAKE CHARGE” of their group immediately. This will reassure all employees that the situation is under control and enhance prompt response actions. | | |
| 5. | Assign specific duties and responsibilities such as accounting for personnel, checking for injuries, building damage assessment, checking for fire and fire hazards, leaking gas or flammable/hazardous liquids, safe equipment shutdown, shutting off fuel lines, disconnecting power, containing hazardous materials and evacuating the premises, as much as practical. | | |
| 6. | Suitable prearrangements will be necessary for the care and handling of injured and handicapped persons. | | |
| 7. | Establish a communications network employing self contained devices such as radio transceivers. Include reporting of conditions from on premises locations and off premises sites as practical to a central on site control point such as the designated 'safe shelter assembly area." A bulletin board can be used to post situation reports of general interest regarding employee residence, specific landmarks, personal inquiries and general status notices. | | |
| 8. | Establish an emergency transportation pool. Transportation beyond the immediate premises should not be attempted until accessibility is known. An inspection of the company properties will be necessary and mobile material handling equipment may need to be utilized on site. | | |
| 9. | Establish contact with neighbors or other industrial mutual aid agreement participants. | | |
| 10. | Establish contact with civil authorities such as police, fire, medical and emergency agencies to advise them of your situation and request or offer assistance as needed or available. | | |

# SUGGESTED FLOOD CHECKLIST

When preparing for a flood, a detailed checklist should be developed indicating the order in which processes are to be shut down and the facility secured. The length of time needed - expressed in hours or days - to accomplish these tasks should be determined in *advance so* that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a *flood watch* or flood *warning,* check it off and move on to the next one.

| | ACTION | TIME NEEDED | DONE |
|---|---|---|---|
| 1. | Shut down processes safely, and drain open tanks of flammable or combustible liquids. | _____ | ☐ |
| 2. | Brace unsupported structural members at construction sites. | _____ | ☐ |
| 3. | Up-date important backup records, and move them to a location not vulnerable to flooding. | _____ | ☐ |
| 4. | Anchor yard items that can be moved by flood waters, such as trailers, lumber, or loose yard storage. Move stored materials inside if practical. Barricade critical outdoor equipment with sandbags to provide protection against floating debris. | _____ | ☐ |
| 5. | Assemble the following supplies and equipment at a central, secure location: | | ☐ |
| | _____ Portable pumps and hose<br>_____ Emergency lighting<br>_____ Lumber and nails<br>_____ Sandbags | _____ Mops and squeegees<br>_____ Tarpaulins<br>_____ Power and manual tools Shovels and axes | |
| 6. | Ensure that the emergency crew remaining on the premises has the following: | _____ | ☐ |
| | _____ Nonperishable food<br>_____ First aid equipment<br>_____ Lighting | _____ Two-way radios<br>_____ Stored drinking water | |
| 7. | Fill emergency generator and fire pump fuel tanks | _____ | ☐ |
| 8. | Inspect all fire protection equipment to be sure it is in service. | _____ | ☐ |
| 9. | Check travel brakes on movable cranes and bridges. Anchor them in accordance with the manufacturer's out-of-service instructions. | _____ | ☐ |
| 10. | Place sandbags at vulnerable building openings and around critical outdoor equipment. Divert water from critical areas such as holes in foundations, doorways, and sills. | _____ | ☐ |
| 11. | Move important machinery, stock, and reports to higher elevations. By knowing the past flooding history of the area, reasonably safe areas can be selected. If major equipment cannot be moved, coat vulnerable metal surfaces with grease. | _____ | ☐ |
| 12. | Shut off all flammable and combustible liquids and gases lines at their source to prevent the discharge of such liquids and gases from piping broken by floating debris. Support exposed piping properly. | _____ | ☐ |
| 13. | Make sure above and below ground tanks are properly anchored to prevent flotation. Fill empty tanks with water or product, and extend vent lines on active tanks above the anticipated maximum water level. | _____ | ☐ |
| 14. | Lash down portable containers of flammable or combustible liquids. | _____ | ☐ |
| 15. | Shut off electrical power at the main building disconnect when that building is in imminent danger of flooding. | _____ | ☐ |

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# TYPICAL BOMB THREAT CHECKLIST WITH MILITARY ORDNANCE DISPOSAL CONTROL CENTERS

**INSTRUCTIONS: LISTEN, DO NOT INTERRUPT THE CALLER!**

Name of Operator _____ Time _____ Date _____

Caller's Identity

Sex: Male _____ Female _____ Approximate Age Years _____

Origin of Call

_____Local _____Long Distance _____Booth _____Internal (from within Bldg.?) If internal, leave plug in board.

| VOICE CHARACTERISTICS | SPEECH | LANGUAGE | ACCENT | MANNER | BACKGROUND NOISES |
|---|---|---|---|---|---|
| ____ Loud | ____ Fast | ____ Excellent | ____ Local | ____ Calm | ____ Office Mach. |
| ____ High Pitch | ____ Distinct | ____ Fair | ____ Foreign | ____ Rational | ____ Factory Mach. |
| ____ Raspy | ____ Stutter | ____ Foul | ____ Race | ____ Coherent | ____ Bedlam |
| ____ Intoxicated | ____ Slurred | ____ Good | ____ Not Local | ____ Deliberate | ____ Animals |
| ____ Soft | ____ Slow | ____ Poor | ____ Caucasian | ____ Righteous | ____ Quiet |
| ____ Deep | ____ Distorted | ____ Other | ____ Region | ____ Angry | ____ Mixed |
| ____ Pleasant | ____ Nasal | _____ | ____ Other | ____ Irrational | ____ Street Traffic |
| ____ Other | ____ Other | _____ | _____ | ____ Incoherent | ____ Airplanes |
| _____ | _____ | _____ | _____ | ____ Emotional | ____ Party Atmos. |
| _____ | _____ | _____ | _____ | ____ Laughing | ____ Trains |
| _____ | _____ | _____ | _____ | ____ Other | ____ Music |
| _____ | _____ | _____ | _____ | _____ | ____ Voices |

**BOMB FACTS**

If caller seems agreeable to further conversation, ask questions like:

KEEP CALLER TALKING

WHEN WILL IT GO OFF? Certain Hour _____ Time Remaining _____

WHERE IS IT PLANTED? Building _____ Area _____

WHAT KIND OF BOMB? WHERE ARE YOU NOW? HOW DO YOU KNOW SO MUCH ABOUT THE BOMB? WHAT IS YOUR NAME AND ADDRESS? HOLD ON LINE WHILE YOU NOTIFY SUPERVISOR LISTED BELOW:

Did caller appear familiar with plant or building by his description of the bomb location?

Write out the message in its entirety and any other comments on reverse side.

**ACTION TO TAKE IMMEDIATELY AFTER CALL**

Notify following persons in order given:

| NAME | PHONE NO. |
|---|---|
| NAME | PHONE NO. |
| NAME | PHONE NO. |
| NAME | PHONE NO. |

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# Military Ordnance Disposal Control Centers

**FIRST U.S. ARMY**
***Control Center***
542nd/549th ORD DET
Fort Meade, MD 20755
*Telephone:* (301) 677-5182 or 677-5183

*Area of Responsibility:*
Maine, New Hampshire, Vermont, New York, Massachusetts
Connecticut, New Jersey, Pennsylvania, Delaware
Maryland, Ohio, Virginia, West Virginia, Kentucky
Rhode Island, and District of Columbia

**THIRD U.S. ARMY**
***Control Center***
547th ORD DET
Fort McPherson, GA 30330

*Telephone:*
Duty Hours: (404) 752-3004 or 752-3055
Non Duty Hours: (404) 752-3113

*Area of Responsibility:*
North Carolina, South Carolina, Georgia, Florida
Alabama, Mississippi and Tennessee

**FOURTH U.S. ARMY**
***Control Center***
546th ORD DET
Fort Sam Houston, Texas 78234

*Telephone:*
Duty Hours: (512) 221-4646 or 221-5308
Non Duty Hours: (512) 221-5500 or 221-2907

*Area of Responsibility:*
Texas, Louisiana, Arkansas, Oklahoma, New Mexico

**FIFTH U.S. ARMY**
***Control Center***
543rd ORD DET
Fort Leonard Wood, Missouri 65473

*Telephone:* (314) 368-3814 or 368-4313

*Area of Responsibility:*
North Dakota, South Dakota, Wyoming, Colorado
Kansas, Missouri, Iowa, Wisconsin, Michigan, Illinois
Indiana, Minnesota, and Nebraska

**SIXTH U.S. ARMY**
***Control Center***
548th ORD DET
Presidio of San Francisco, California 94129

*Telephone: (415) 561-4203 or 561-4312*

*Area of Responsibility:*
California, Washington, Oregon, Arizona, Nevada,
Idaho, Montana, Utah

# SUGGESTED HURRICANE CHECKLIST

When planning for hurricanes, a detailed checklist should be developed indicating the order in which processes are to be shut down and the facility secured. The length of time needed — expressed in hours or days — to accomplish these tasks should be determined in advance so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a *hurricane watch* or *hurricane warning*, check it off and move on to the next one.

| | ACTION | TIME NEEDED | DONE |
|---|---|---|---|
| 1. | Shut down processes safely. | _____ | ☐ |
| 2. | Inspect roof edging strips, gutters, flashing, covering, and drains. | _____ | ☐ |
| 3. | Inspect sign and stack supports, guy wires, and anchorages. | _____ | ☐ |
| 4. | Check for weak door and window latches or hardware or for insecure panel fastenings. Expedite repairs. | _____ | ☐ |
| 5. | Protect vulnerable windows from flying debris. | _____ | ☐ |
| 6. | Brace unsupported structural members at construction sites. | _____ | ☐ |
| 7. | Protect important records from wind, debris, and rain. | _____ | ☐ |
| 8. | Up-date important backup records and move them to a location not vulnerable to the same incident. | _____ | ☐ |
| 9. | Fill aboveground tanks to capacity with product or water to minimize wind damage (see Flood Checklist for underground tanks). | _____ | ☐ |
| 10. | Anchor structures in the yard that can be moved by high winds, such as trailers, lumber, or any loose yard storage. Move stored materials inside where practical. | _____ | ☐ |
| 11. | Assemble the following supplies and equipment at a central, secure location: | _____ | ☐ |
| | _____ Emergency lighting<br>_____ Lumber and nails<br>_____ Tape for windows<br>_____ Sandbags<br>_____ Roofing paper | _____ Caulking compound<br>_____ Tarpaulins<br>_____ Power and manual tools<br>_____ Shovels and axes<br>_____ Chain saws | |
| 12. | Ensure that the emergency crew remaining on the premises has the following: | _____ | ☐ |
| | _____ Nonperishable food<br>_____ First aid equipment<br>_____ Lighting | _____ Two-way radios<br>_____ Stored drinking water | |
| 13. | Fill emergency generator and fire pump fuel tanks. | _____ | ☐ |
| 14. | Inspect all fire protection equipment to be sure it is in service. | _____ | ☐ |
| 15. | Take extraordinary measures to secure outdoor traveling cranes and bridges in accordance with manufacturers' instructions. Besides setting rail clamps, secure with wedges and cable anchors. | _____ | ☐ |
| 16. | Clean out drains and catch basins. | _____ | ☐ |
| 17. | Be sure to prepare the Flood Checklist as well as the Hurricane Checklist. | | ☐ |

Add other items unique to your facility.

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# HURRICANE TRACKING DATA WITH MAP

| STORE NAME _____ | | | | | MAXIUMU WIND (MPH) | CENTRAL PRESSURE (INCHES HG.) | FORWARD SPEED (MPH) | DIRECTION |
|---|---|---|---|---|---|---|---|---|
| DATE | TIME | LATITUDE (DEG. N) | LONGITUDE (DEG. W) | MILES – – – FROM | | | | |
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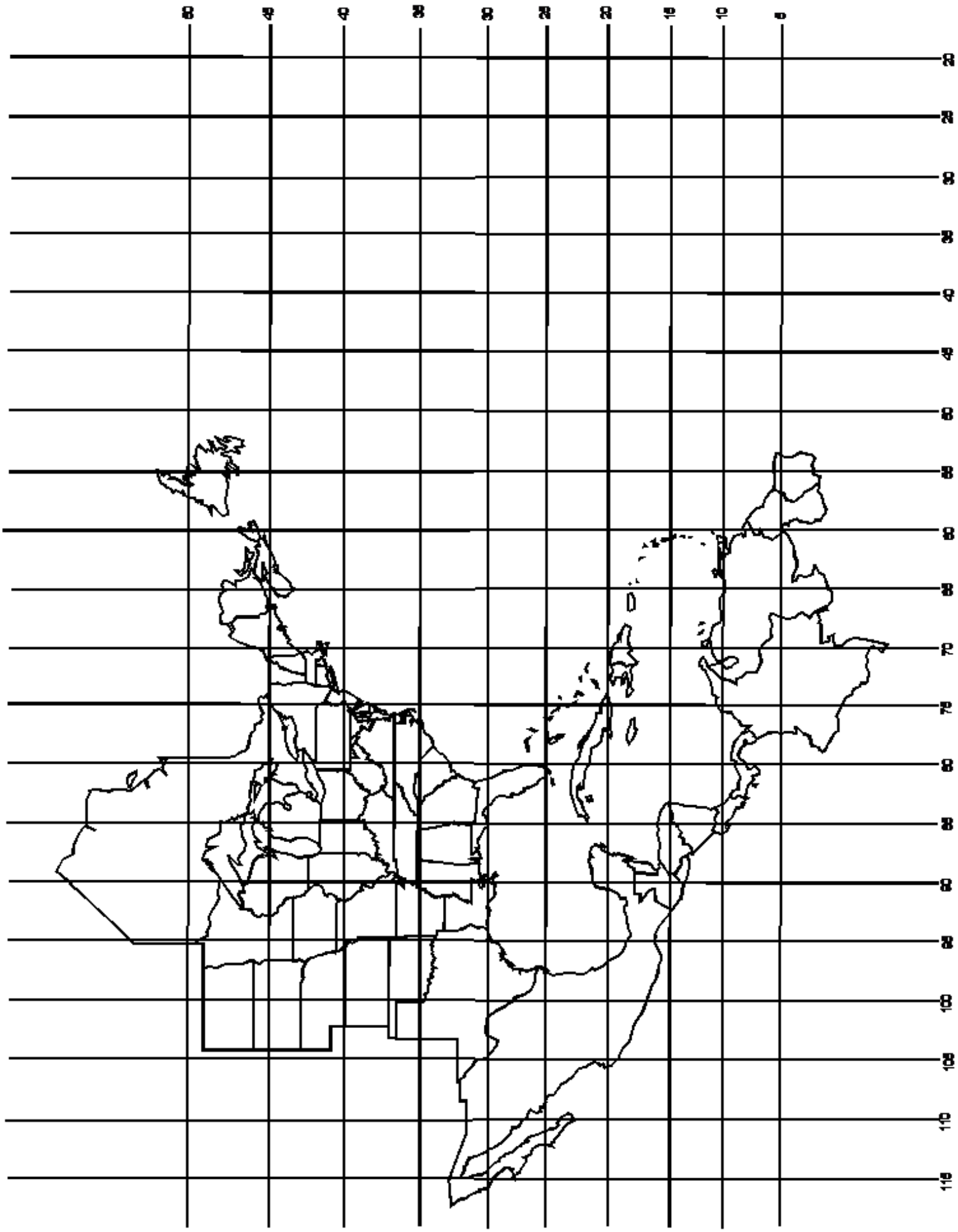

# TYPHOON TRACKING DATA WITH MAP

| STORM NAME: _____ | | | | | MAXIUMU WIND (MPH) | CENTRAL PRESSURE (INCHES HG.) | FORWARD SPEED (MPH) | DIRECTION |
|---|---|---|---|---|---|---|---|---|
| DATE | TIME | LATITUDE (DEG. N) | LONGITUDE (DEG. W) | KILOMETERS – – – FROM | | | | |
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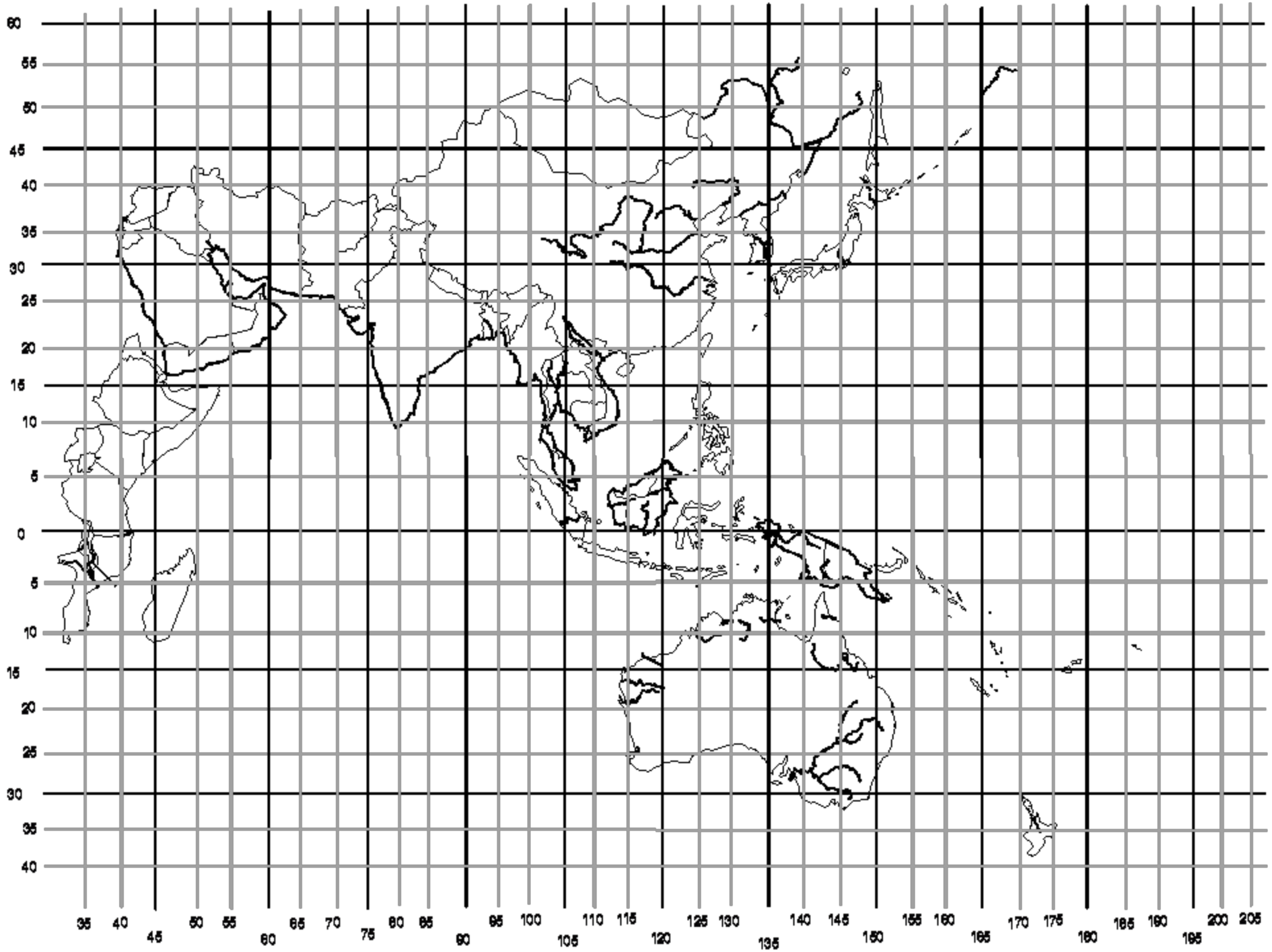
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# CHEMTREC GUIDELINES FOR RESPONDING TO CHEMICAL OR HAZARDOUS MATERIAL EMERGENCIES

**FOR CHEMICAL EMERGENCY**
Spill, Leak, Fire, Exposure, or Accident
**CALL CHEMTREC — DAY OR NIGHT**
***800–424–9300**
Toll-free in the continental U.S.
*Add long distance access number if required

**483-7616 in District of Columbia**

For calls originating outside the
Continental U.S.:
**202–483–7616** –Washington, D.C., Collect
**ALL CALLS ARE RECORDED**

## USER GUIDANCE

CHEMTREC can usually provide hazard information warnings and guidance when given only the NAME OF THE PRODUCT and the NATURE OF THE PROBLEM. For more detailed information and/or assistance, or if product is unknown, attempt to provide as much of the following additional information as possible:

- Name of caller and call back number
- Location of problem
- Shipper or manufacturer
- Container type
- Rail car or truck number
- Carrier name
- Consignee
- Local conditions

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## CHEMTREC Information

### What It Is

CHEMTREC, the Chemical Transportation Emergency Center provides information and/or assistance to those involved in or responding to chemical or hazardous material emergencies. Established in 1971, it is a public service of the Chemical Manufacturers Association (formerly Manufacturing Chemists Association) in Washington, D.C.

CHEMTREC operates in two stages: First, on receipt of information regarding the name of a chemical, it provides immediate advice on the nature of the product and steps to be taken in handling the early stages of a problem. Second, CHEMTREC promptly contacts the shipper of the material involved for more detailed information and appropriate follow-up, including on-scene assistance when feasible.

While the Center's primary mission is to help in transportation incidents, it also provides support in chemical and hazardous materials emergencies in non-transportation situations.

CHEMTREC operates 24 hours a day, seven days a week to receive calls on phone numbers shown on the front panel of this folder. The number is widely circulated in professional literature distributed to emergency service personnel, carriers, the chemical industry, bulletins of government agencies, trade associations and others who may have need. It is *no*t circulated in the public press. The public need is best served through the emergency services.

CHEMTREC is not a reporting center. The Department of Transportation handles this function. CHEMTREC should be called only in those cases where assistance is needed.

CHEMTREC, in its years of operation, unfortunately has received many calls that were not pertinent to emergencies. These calls often interfere with the handling of legitimate emergencies. It is vital that callers understand CHEMTREC is neither intended nor equipped to function as a general information source.

### Mode of Operation

Participating companies are requested to include the following on their shipping documents: "For Chemical Emergency — Spill, Leak, Fire, Exposure, or Accident, Call CHEMTREC 800-424-9300 day or night."

An emergency reported to CHEMTREC is received by the Communicator on duty. Recording details in writing, or on a video-screen, and by tape recorder, they question the caller to determine as much essential information on the problem as possible. This enables them as a first step, to provide the best available information on the chemical(s) reported to be involved, thereby giving specific indication of hazards, what to do, or what not to do in case of spills, fire or exposure.

Having advised the caller, the Communicator proceeds immediately to notify the shipper by phone or via electronic transmission. The known particulars of the emergency are relayed, and responsibility for further guidance — including dispatching personnel to the scene, or whatever seems warranted — passes to the shipper.

CHEMTREC Communicators are chosen for their ability to remain calm under emergency situations. To preclude unfounded personal speculation regarding a reported emergency, they are under instructions to abide strictly by the information provided for their use by technical experts employed by the industry.

The second stage of assistance becomes more difficult where the shipper is unknown. However, the Communicator has other resources. For example, on problems involving radioactive materials, CHEMTREC can call on the U.S. Department of Energy.

Mutual aid programs exist for some products. Here one producer will service the field emergencies involving another producer's product. Initial referral may be in accordance with the applicable mutual aid plan, rather than directly to the shipper. Arrangements of this sort are established on chlorine through the Chlorine Institute and on pesticides through the National Agricultural Chemicals Association.

The former has CHLOREP, the Chlorine Emergency Plan, in which the nearest producer responds to a problem. NACA has a Pesticide Safety Team Network (PSTN) of some 40 emergency teams distributed throughout the country. In addition, there are mutual assistance programs for other products, including vinyl chloride and hydrogen cyanide. CHEMTREC serves as the communication link for these programs.

CHEMTREC truly serves as the communication point for the entire emergency response system of the private sector and helps support that of the public sector. Many companies in the chemical and other industries have their own well-organized national response capabilities. The chemical industry is constantly working to expand this capability to assist others in planning such capabilities.

Identification of product and shipper is important to minimize time needed to provide necessary information and assistance. Shipping papers are carried by truck drivers and in the engine or caboose of trains. Car and truck numbers and carrier names can be useful in tracing unknown cargoes.

## Relationship to Government

While CHEMTREC is in the private sector, its capabilities have been recognized for many years by the Department of Transportation, and a close and continuing relationship is maintained between CHEMTREC and the Department. More recently, formal acknowledgement of this arrangement was signed by DOT and CMA. Through the U.S. Coast Guard's National Response Center, the DOT is notified of significant incidents affecting personnel or the environment. The usual day-to-day incidents are not reported. Working closely together, the capabilities of each system will be enhanced.

## Background

CMA is a trade association of chemical manufacturers, large and small, representing more than 90 percent of the production capacity for basic industrial chemicals in the United States and Canada. It has long been active in programs to improve the safety of chemical shipping containers, both package and bulk units, thereby minimizing failures and leakage of contents under extraordinary stress. Such efforts continued unabated.

Nevertheless, despite precautions taken, train derailments, truck upsets and collisions and barge accidents do happen. Such emergencies deserve to be handled as well as possible to minimize harmful effects on life and property.

Emergency services — fire and police — normally are well-prepared to cope with common materials. including certain flammables such as fuel oil and gasoline. Too often they are at a disadvantage when chemicals are involved, especially since "what should be done" and "what should not be done" in the early stages may bear heavily on the seriousness of the incident. They need accurate, clearly understandable information to help them act with proper precautions.

The concept of CHEMTREC was first explored by the Chemical Manufacturers Association in the mid 1960s following some major derailments. Officials of concerned federal departments approached CMA to determine what the industry could do to provide information to emergency services and carriers. After thorough consideration, the CHEMTREC concept was recommended and approved by CMA's Board of Directors in June 1970. The continuous and expanding operations since that time have confirmed the validity of the concept.

## Other Associations

CMA and CHEMTREC coordinate their programs with many other trade associations and professional groups. The Bureau of Explosives of the Association of American Railroads is involved in many rail incidents. Members of the American Trucking Associations and National Tank Truck Carriers are also major users of CHEMTREC. Groups representing manufacturers of other hazardous materials work with CHEMTREC in providing information in emergencies. This, and cooperation with emergency services, is essential in maintaining an effective program.

**For More Information**

Questions regarding CHEMTREC should be sent to: Director, CHEMTREC.
**c/o CMA, 2501 M Street, N.W., Washington, D.C. 20037. Telephone 202-887-1255.**

# INDIVIDUAL TRAINING RECORD

NAME _____ POSITION _____ SHIFT _____

| DATE | SUBJECT | HOURS | | INSTRUCTING AGENCY | EXAMS | | | COMMENTS |
|---|---|---|---|---|---|---|---|---|
| | | ACADEMIC | PRACTICAL | | WRITTEN | ORAL | PRACTICAL | |
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# REPORT OF FIRE BRIGADE DRILL

DEPARTMENT: _____

SHIFT: _____

TRAINER: _____

FIRE BRIGADE MET ON: _____

FIRE BRIGADE MEMBERS PRESENT:

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

FIRE BRIGADE MEMBERS PRESENT:

_____

_____

_____

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_____

_____

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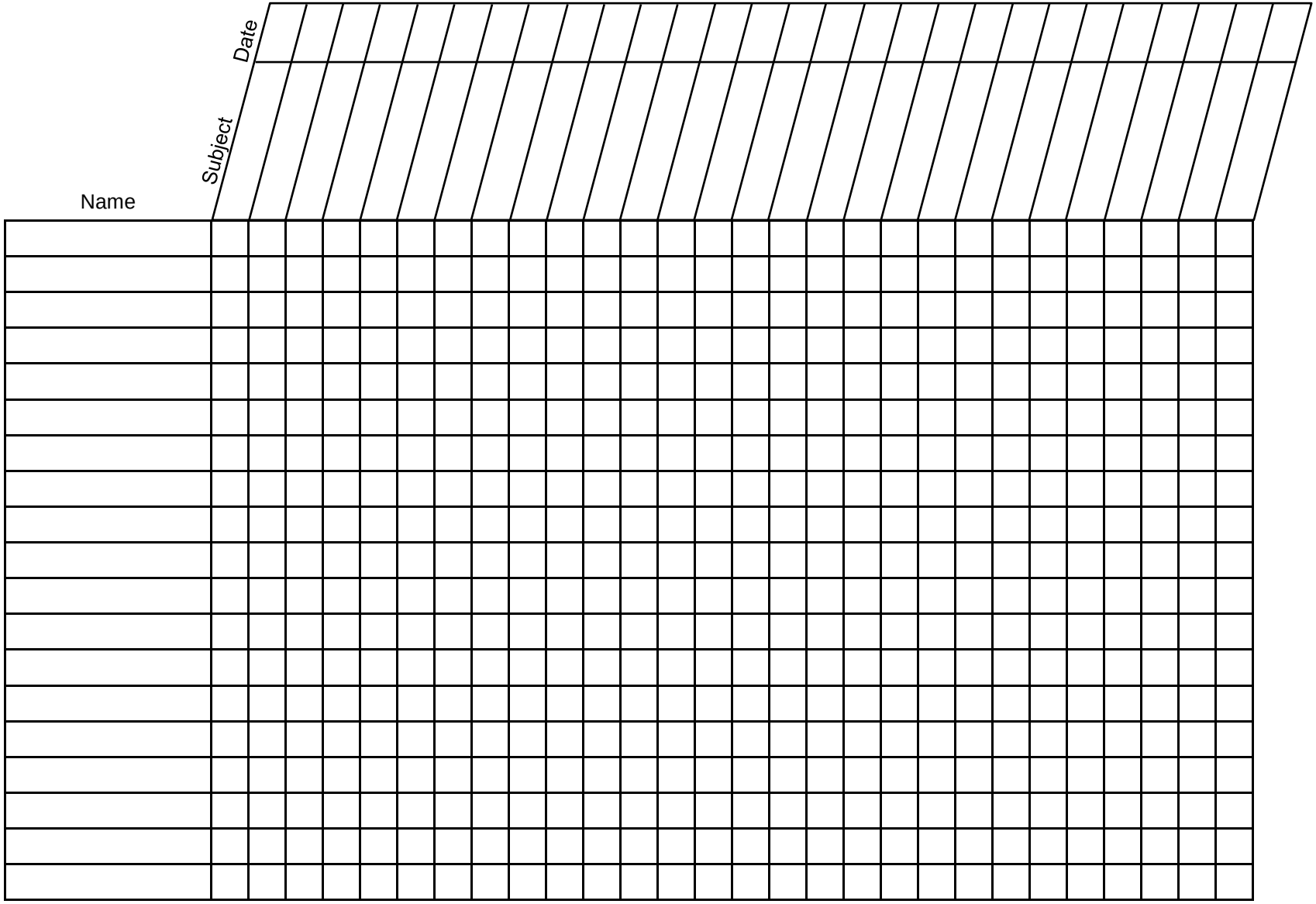
# ANNUAL TRAINING PROGRESS

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# LOSS PREVENTION AUDIT REPORT

**Audit to be made at least once a month.**

Facility: _____ Inspector: _____

Location: _____ Date: _____

Identify deficiencies, if any, in the following programs. Make appropriate comments concerning location, specific deficiency, and corrective action taken or required. Major changes in occupancy or construction, as they affect programs, should also be described.

| OVERVIEW PROGRAM | Deficiencies None | Deficiencies Noted | COMMENTS |
|---|---|---|---|
| Management of Change | ☐ | ☐ | |
| Impairments to Fire Protection Systems | ☐ | ☐ | |
| Smoking Regulations | ☐ | ☐ | |
| Maintenance | ☐ | ☐ | |
| Employee Training | ☐ | ☐ | |
| New Construction | ☐ | ☐ | |
| Insurance Company Recommendations | ☐ | ☐ | |
| Pre-Emergency Planning | ☐ | ☐ | |
| Hazardous Materials Evaluation | ☐ | ☐ | |
| Cutting, Welding, and Other Hot Work | ☐ | ☐ | |
| Fire Protection and Security Surveillance | ☐ | ☐ | |
| Fire Protection Equipment Inspection | ☐ | ☐ | |
| Hazard Identification and Evaluation | ☐ | ☐ | |
| Proper Housekeeping | ☐ | ☐ | |

ADDITIONAL COMMENTS (identify by program number): _____

Report reviewed by: _____ Position: _____
(signed)

**FILE FOR REVIEW BY AXA XL RISK CONSULTING REPRESENTATIVE**

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# FIRE PROTECTION EQUIPMENT INSPECTION REPORT

Facility: _____ Conducted By: _____

Location: _____ Date: _____

## The Following Items Should Be Checked At Least Weekly.

**Any "No" response should be explained.**

**WATER SUPPLY, SECTIONAL, AND SPRINKLER SYSTEM CONTROL VALVES**

| Valve ID | Open | Shut | Sealed | Valve ID | Open | Shut | Sealed | Valve ID | Open | Shut | Sealed | Valve ID | Open | Shut | Sealed |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | |
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**PUBLIC WATER**

Public water supply in service? ☐ **Yes** ☐ **No** _____ Pressure: _____psi

Fire department connection accessible, caps in place, couplings free to rotate? ☐ **Yes** ☐ **No** _____

**FIRE PUMPS**

| Pump ID | Type | Set For Auto.? | | Operated Today? | | Checklist Completed? | | Comments |
|---|---|---|---|---|---|---|---|---|
| | | Yes | No | Yes | No | Yes | No | |
| | | | | | | | | |
| | | | | | | | | |

**WATER SUPPLY TANKS**

| Tank ID | Tank Full? | | Heater Working? | | Water Temp. | | Comments |
|---|---|---|---|---|---|---|---|
| | Yes | No | Yes | No | | | |
| | | | | | | | |
| | | | | | | | |

**AUTOMOTIVE FIRE APPARATUS**

Each fully in service? ☐ **Yes** ☐ **No** _____

Checklist completed? ☐ **Yes** ☐ **No** _____

**SPECIAL EXTINGUISHING SYSTEMS**

| System ID | Type | In Service? | | Date Last Serviced | Date Last Tested | Comments |
|---|---|---|---|---|---|---|
| | | Yes | No | | | |
| | | | | | | |
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## The Following Items Should Be Inspected At Least Monthly.

**Any "No" response should be explained.**

**WET PIPE, DRY PIPE, DELUGE, AND PRE-ACTION SPRINKLER SYSTEMS**

| System ID | Alarm Tested? | | Water Pressure | | | Heat Adequate? | | Air/ Supv. Press. | Comments |
|---|---|---|---|---|---|---|---|---|---|
| | Yes | No | Static | Flow | Differential | Yes | No | | |
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## FIRE EXTINGUISHERS, INSIDE HOSE CONNECTIONS, AND STANDPIPES

Each unit in service? ☐ **Yes** ☐ **No** _____

Checklist completed? ☐ **Yes** ☐ **No** _____

## HYDRANTS, HOSE HOUSES, AND MONITOR NOZZLES

| Monitor Nozzle/ Hydrant ID | Accessible? | | Drained? | | Equipment | | | | Comments |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | Adequate? | | Cond. OK? | | |
| | Yes | No | Yes | No | Yes | No | Yes | No | |
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## FIRE DOORS

Fire doors and shutters in good condition? ☐ **Yes** ☐ **No** _____

Automatic closing devices operable? ☐ **Yes** ☐ **No** _____

## SMOKE AND HEAT, AND EXPLOSION-RELIEF VENTS

Vents operable? ☐ **Yes** ☐ **No** _____

Areas around vents unobstructed? ☐ **Yes** ☐ **No** _____

## PROTECTIVE SIGNALING SYSTEMS

All systems been tested satisfactorily? ☐ **Yes** ☐ **No** _____

**<u>OTHER PROTECTION DEFICIENCIES</u> FOUND DURING THE COURSE OF EACH INSPECTION SHOULD BE REPORTED BELOW:**

| | Yes | No | If "Yes," note location. |
|---|---|---|---|
| Stock within 36 in. of sprinkler heads? | ☐ | ☐ | _____ |
| Sprinkler heads or piping bent? | ☐ | ☐ | _____ |
| Sprinkler heads painted? | ☐ | ☐ | _____ |
| Sprinkler heads or piping corroded? | ☐ | ☐ | _____ |
| Sprinkler heads loaded with debris? | ☐ | ☐ | _____ |
| Items hanging from, or supported by sprinkler heads? | ☐ | ☐ | _____ |
| Sprinkler heads obstructed by partitions? | ☐ | ☐ | _____ |
| Signs of internal sprinkler piping obstruction? | ☐ | ☐ | _____ |
| Fire doors blocked by materials? | ☐ | ☐ | _____ |

## ADDITIONAL COMMENTS AND RECOMMENDATIONS

_____

_____

_____

_____

_____

_____

Report reviewed by: _____ Position: _____
(signed)

Has prompt action been initiated? ☐ Yes ☐ No _____

# SUGGESTED CHECKLIST FOR FIRE PUMP INSTALLATIONS

Facility: _____ Conducted By: _____

Location: _____ Date: _____

Pump Identification: _____ Type of Driver: _____

Make of Pump: _____ Location of Pump: _____

Rated Flow: _____ Rated Pressure: _____ Rated Speed: _____

When checking each fire pump, the following should be determined. A "No" answer indicates a deficiency which should be corrected.

| | | YES | NO |
|---|---|---|---|
| **1.** | **For All Pump Installations** | | |
| a. | Is fire pump suction valve(s) open and sealed? | ☐ | ☐ |
| b. | Is suction tank full and adequately heated? | ☐ | ☐ |
| c. | Is the pond, lake, reservoir, or other suction supply at a normal level? | ☐ | ☐ |
| d. | Is suction crib clean and free of debris, ice, or other obstruction? | ☐ | ☐ |
| e. | If a fire department connection is provided, is it accessible, and are the caps in place and the couplings free to rotate? | ☐ | ☐ |
| f. | Is fire pump discharge valve open and sealed? | ☐ | ☐ |
| g. | If a booster pump, are all valves on the by-pass open and sealed? | ☐ | ☐ |
| h. | Is jockey pump suction valve open and sealed? | ☐ | ☐ |
| i. | Is jockey pump discharge valve open and sealed? | ☐ | ☐ |
| j. | Is jockey pump controller switch “on”? | ☐ | ☐ |
| k. | Is jockey pump running normally, not excessively? | ☐ | ☐ |
| 1. | Is controller in “automatic” position? | ☐ | ☐ |
| m. | Did pump start automatically upon drop in pressure? | ☐ | ☐ |
| n. | Was pump starting pressure proper? | ☐ | ☐ |
| o. | Is “shut-off pressure” normal? | ☐ | ☐ |
| p. | If pump takes suction under lift, did the priming system(s) function properly? | ☐ | ☐ |
| q. | Is circulation relief valve operating at shut-off pressure? | ☐ | ☐ |
| r. | Are pump bearings and seals running at the proper operating temperature? | ☐ | ☐ |
| s. | Did local and remote pump alarms and supervisory signals operate properly? | ☐ | ☐ |
| t. | Is valve to hose header shut, and is header drained? | ☐ | ☐ |
| u. | Is pump room clean and free of excess combustibles? | ☐ | ☐ |
| v. | Is there a Class BC fire extinguisher in this pump room? | ☐ | ☐ |
| w. | Is pump room adequately heated? | ☐ | ☐ |
| **2.** | **For Internal Combustion Engine-Driven Fire Pump** | ☐ | ☐ |
| a. | Is weekly program timer operating properly? | ☐ | ☐ |
| b. | Did the pump room combustion air damper open? | ☐ | ☐ |

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(over)

| | | YES | NO |
|---|---|---|---|
| c. | Did the cooling water waste properly? | ☐ | ☐ |
| d. | Did the pump start on each set of batteries? | ☐ | ☐ |
| e. | Is lubricating oil level correct? | ☐ | ☐ |
| f. | Is engine coolant level correct? | ☐ | ☐ |
| g. | Is liquid at proper level in all batteries? | ☐ | ☐ |
| h. | Are battery hydrometer readings within acceptable limits? | ☐ | ☐ |
| i. | Is each battery pilot light on? | ☐ | ☐ |
| j. | Is battery charger functioning properly? | ☐ | ☐ |
| k. | Is fuel tank full? | ☐ | ☐ |
| l. | Is fuel line valve open and sealed? | ☐ | ☐ |
| m. | Did low oil pressure alarm test satisfactorily? | ☐ | ☐ |
| n. | Did high engine temperature alarm test satisfactorily? | ☐ | ☐ |
| o. | Did interruption of AC power to the controller cause engine to start or initiate a remote supervisory signal? | ☐ | ☐ |
| p. | Did the overspeed-shut-down-device-position switch work properly? | ☐ | ☐ |
| q. | Is interruption-of-battery-power alarm working properly? | ☐ | ☐ |
| r. | Is controller locked, and are keys accessible to authorized personnel? | ☐ | ☐ |
| s. | Was engine run for 30 minutes? | ☐ | ☐ |
| t. | Did engine achieve and maintain proper operating temperature? | ☐ | ☐ |
| **3.** | **For Electric Motor-Driven Fire Pump** | ☐ | ☐ |
| a. | Was pump run for 7 minutes? | ☐ | ☐ |
| b. | Did motor achieve and maintain proper operating temperature? | ☐ | ☐ |
| c. | Is the circuit breaker in the closed position? | ☐ | ☐ |
| d. | Is the “power available” light on? | ☐ | ☐ |
| **4.** | **For Steam-Driven Fire Pump** | ☐ | ☐ |
| a. | Is proper supply of lubricants on hand and is lubrication system operable? | ☐ | ☐ |
| b. | Is the steam chest or casing at operating temperature? | ☐ | ☐ |
| c. | Are steam traps operating, or was condensate manually drained? | ☐ | ☐ |
| d. | Is sufficient steam pressure maintained at all times? | ☐ | ☐ |
| e. | Was a “slip test” made? | ☐ | ☐ |
| f. | Was the pump run for 5 minutes? | ☐ | ☐ |
| g. | While operating at rated speed, was the vibration within acceptable limits? | ☐ | ☐ |

Deficiencies or other comments: _____

# SUGGESTED AUTOMOTIVE FIRE APPARATUS CHECKLIST

Facility: _____ Inspector: _____

Location: _____ Date: _____

Make of Apparatus: _____ Type of Apparatus: _____

When checking automotive fire apparatus, the following should be determined. A "No" answer indicates a deficiency which should be corrected.

| | | YES | NO |
|---|---|---|---|
| 1. | Are the terminals on the batteries clean and the cable clamps tightly connected? | | |
| 2. | Is each battery clean and securely mounted? | ☐ | ☐ |
| 3. | Is battery liquid at proper level? | ☐ | ☐ |
| 4. | Is each battery hydrometer reading within acceptable limits? | ☐ | ☐ |
| 5. | Is the trickle or automatic charger operating? | ☐ | ☐ |
| 6. | Is the crank case oil level correct? | ☐ | ☐ |
| 7. | Is the coolant level in the radiator correct? | ☐ | ☐ |
| 8. | Were the brakes pressure-tested by operating the foot pedal? | ☐ | ☐ |
| 9. | Were the air brakes bled to remove condensate? | ☐ | ☐ |
| 10. | Was the apparatus started and driven for 10 minutes and then allowed to idle for an additional 20 minutes at not less than 1000 rpm? | ☐ | ☐ |
| 11. | Is the engine speed (rpm) maintained when the ignition switch is either in the A or B position? | ☐ | ☐ |
| 12. | Is fuel tank full? | ☐ | ☐ |
| 13. | Is booster tank water level full? | ☐ | ☐ |
| 14. | Is foam tank full? | ☐ | ☐ |
| 15. | Are tools, appliances, and portable equipment in proper location and in working condition? | ☐ | ☐ |
| 16. | Are lights, sirens, and horns operable? | ☐ | ☐ |
| 17. | Is engine clean, and free of an accumulation of oil and moisture around its wiring or electrical equipment? | ☐ | ☐ |
| 18. | Is the underside of the apparatus clean? | ☐ | ☐ |
| 19. | Is each tire properly inflated and free of cuts, breaks, and foreign objects? | ☐ | ☐ |
| 20. | Are special extinguishing systems such as dry chemical, carbon dioxide, and Halon in working order? | ☐ | ☐ |
| 21. | Did pump suction and discharge valves operate freely? | ☐ | ☐ |
| 22. | Are pump caps and couplings free to turn? | ☐ | ☐ |
| 23. | Are the hydraulic systems of aerials, ladders, elevated platforms, and articulating booms in proper operating condition? | ☐ | ☐ |
| 24. | Has regular preventive maintenance been performed on the engine, chassis, pump, and other mechanical and electrical equipment? | ☐ | ☐ |

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Deficiencies or other comments:

# SUGGESTED FIRE EXTINGUISHER AND INSIDE HOSE CONNECTION REPORT FORM

Facility: _____ Inspector: _____

Location: _____ Date: _____

Fire Extinguishers

| Number | Location | Type and Size | Charged? | | Properly Installed? | | Last Serviced | Comments |
|---|---|---|---|---|---|---|---|---|
| | | | Yes | No | Yes | No | | |
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**Inside Hose Connections/Standpipes**

| Number | Location | Hose Size | Hose Length | Hose Cond. | Rack Cond. | Comments |
|---|---|---|---|---|---|---|
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Is any change in the distribution of extinguishers or inside hose connections needed?

☐ YES ☐ NO, Explain. _____

Additional comments and recommendations: _____