

* Self Audit

Facility Name _____
 Facility Org # _____
 Region _____

Date _____
 Auditor _____

Checklist Item	Finding #	Yes	No	Comments
1) <u>Air Quality</u>				
a) Are chlorofluorocarbon (CFC) containing equipment only worked on by certified individuals? (A.90.1, A.90.3, A.90.4 and A.90.7)				
b) Are old refrigerators being stored? (A.90.4)				
c) Are fuel dispensing pumps properly signed? (A.55.2 and A.55.3)				
d) Do operators of incinerators have State approval? (A.1.2)				
e) Are motor vehicle emissions/inspections required? (A.1.2)				
2) <u>Drinking Water</u>				
a) Are drinking water systems properly tested? (DW.1.6)				
b) Are records properly maintained? (DW.30.1)				
c) Are old abandoned wells properly closed? (DW.1.2)				

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3) <u>Hazardous Materials</u> a) Does facility have an up-to-date Hazard Communications Plan? (HM.10.1)				
b) Are all needed Material Safety Data Sheets (MSDSs) on file and readily available? (HM.1.9)				
c) Are the local emergency response commission or local fire department aware of hazardous materials stored at the facility? (HM.1.7, HM.25.1, HM.30.1)				
d) Are there any unlabeled hazardous chemical containers or drums? (HM.1.10)				
e) Are hazardous materials stored properly? (HM.35.1 through HM.35.3 and HM.35.8)				
f) Are incompatible hazardous materials stored together? (HM.35.1)				
g) Do storage buildings and cabinets meet requirements? (HM.35.4 through 35.7)				
h) Are compressed gas cylinders stored and secured properly? (HM.45.1)				
4) <u>Hazardous Waste Management</u> a) Are hazardous wastes being disposed of in a timely and proper manner? (HW.10.1)				
b) Are containers of unknown substances stored at the facility? (HW.10.1)				
c) Are records maintained for the disposal of hazardous waste (i.e., recycling batteries)? (HW.10.6)				

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d) Is a specific person responsible for hazardous waste? Are they properly trained in handling and storing waste? (HW.1.5)				
e) Does the facility know what type of waste generator they are? 1) Conditionally Exempt Small Quantity (<100 Kg/month) (HW.15.1 through HW.15.10); 2) Small Quantity Generator (>100 Kg/month but <1000 Kg/month) (HW.20.1 through HW.45.5); 3) Generator (>1000 Kg/month) (HW.55.1 through HW.110.6)				
f) Are storage containers labeled, in good shape, closed and consolidated in one contained area?				
g) Is the waste storage area inspected periodically?				
h) Is a hazardous waste inventory maintained? (HW.10.6)				
5) <u>Pesticide Management</u>				
a) Is equipment used for the application of pesticides properly labeled? (PM.48.7)				
b) Are pesticide applicators properly certified? (PM.1.2 and PM.5.1)				
c) Have applicators received baseline physicals? (PM.5.3)				
d) Are records kept for the application of pesticides? (PM.45.1 and PM.45.2)				
e) Are pesticides properly stored? (PM.47.1 through 47.8)				
6) <u>Petroleum, Oil, and Lubricant Management</u>				
a) Does the facility have a written updated SPCC Plan? (PO.5.1)				
b) Is spill equipment and containment in place or available to contain spills? (PO.20.1)				

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c) Do aboveground storage tanks (ASTs) of greater than 660 gallons have secondary containment? (PO.40.1)				
d) Do aboveground storage tanks undergo periodic visual checks for leaks? (PO.40.4)				
e) Are containers of used oil properly labeled? (PO.65.3)				
f) Is there a record of disposal/recycling of used oil? (PO.65.7)				
7) <u>Solid Waste Management</u>				
a) Does the facility have a recycling program? (SW.25.1)				
b) Are there any abandoned or open landfill sites? (SW.1.2)				
c) Have the proper authorities been notified of existing or abandoned landfill sites? (SW.40.1)				
d) Have bulky wastes been disposed of properly? (SW.10.1 and SW.10.5)				
e) Do all garbage cans have covers? (SW.10.1)				
8) <u>Special Pollutants Management</u>				
a) Have asbestos surveys been performed? (SP.55.1)				
b) Have radon tests been performed? (SP.80.1)				
c) Is existing asbestos properly labeled? (SP.55.2 and SP.55.3)				
d) Is facility aware of the concentrations of PCBs in electrical transformers at the site? (SP.15.1)				
e) Have there been any complaints about noise at the facility? (SP.85.1)				

Checklist Item	Finding #	Yes	No	Comments
9) <u>Underground Storage Tank (UST) Management</u>				
a) Have existing USTs been monitored as required? (UT.40.1)				
b) Are records being kept for leak detection monitoring? (UT.40.1)				
c) Have USTs been properly closed and with State approval? (UT.1.2)				
10) <u>Wastewater Management</u>				
a) Are all required NPDES/SPDES Permits on file? (WW.10.1)				
b) Are requirements of the permits being met (i.e., testing and monitoring)? (WW.10.1)				
c) Do vehicle wash pads function correctly according to federal, state and local requirements? (WW.1.2)				
d) Are septic tanks periodically pumped of solids and sludge? (WW.55.1)				

* To be voluntarily performed annually during years when formal audits do not occur

NOTE: All information within () is related to finding numbers in the Federal Environmental Compliance Auditing Handbook.