

Environmental Compliance Checklist

FORT KNOX, KY

Unit/Activity	Building #	Date

KEY: C = Compliance NC = Noncompliance N/A = Not Applicable * = Admin Note Status Remarks

1. TRAINING		
A. Environmental Officer (EO) assigned on appointment orders and orders are available.		
B. Alternate Environmental Officers assigned on appointment orders and orders are available.		
C. EO and assistant EO have attended the Fort Knox Environmental Training and certificates available.		
D. Environmental Training for the EO and alternate is current (within the last 12 months).		
E. Unit Level Awareness Training is being conducted and documented.		

2. ADMINISTRATION		
A. Unit has a copy of the Fort Knox Environmental Handbook.		
B. Current hazardous material inventory posted on flammable lockers.		
C. Site specific spill prevention plan current and available.		
D. Stormwater pollution prevention visual inspection checklists performed and maintained for 3 years.		
E. Aboveground Storage Tank (AST) visual inspections are performed weekly.		
F. Environmental Management System (EMS) poster is displayed.		
G. Material Safety Data Sheets (MSDSs) accessible to personnel and up to date.		

3. HAZARDOUS WASTE (HW) SATELLITE ACCUMULATION SITE (SAS) MANAGEMENT		
A. HW generated at the facility is being reported to EMD.		
B. The HW container is at or near the point of generation and within the operators control.		
C. The SAS has adequate secondary containment and overhead protection.		
D. Containers are in good condition (no rusting, dents, or leaks) and compatible with waste.		
E. Container is labeled "Hazardous Waste" with the unit, NSN, contents, manufacturer and quantity.		
F. Container is kept closed when HW is not being added.		
G. The container(s) is/are DOT approved.		
H. The amount of HW at this location does not exceed 55 gallons.		
I. The amount of Acutely Hazardous Waste does not exceed 1 quart.		
J. Emergency spill response materials are close by and emergency spill response procedures are posted.		
K. The weekly inspection of the SAS is being conducted.		

4. UNIVERSAL WASTE		
A. Container is labeled "Universal Waste" with contents and accumulation start date.		
B. Waste is segregated by type.		
C. Container is in good condition and compatible with waste.		
D. Container is kept closed except when waste is being added.		

5. HAZARDOUS MATERIAL (HM) STORAGE		
A. Containers have approved secondary containment and/or overhead protection.		
B. Containers are in good condition and compatible with stored materials.		
C. Containers are labeled properly and closed securely when not in use.		
D. Materials are not outdated or excessive for mission requirements.		
E. All materials are properly bar coded by the Fort Knox Hazardous Materials Control Center (HMCC).		
F. HMs are properly stored (in proper cabinets).		
G. Empty containers are returned to the HMCC.		
H. Spill absorbent material is available.		

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FORT KNOX Environmental Compliance Checklist (Continued)		Status	Remarks
6. MAINTENANCE AREAS			
A. Spill absorbent material is available and spills are cleaned up immediately.			
B. Contaminated dry sweep is stored properly and disposed of at Fort Knox Landfill.			
C. Containers are properly labeled (i.e. clean rags, dirty rags, clean dry sweep, used oil, etc).			
D. Used oil, fuel and hydraulic filters are drained and turned in to Bldg 2770 for crushing and recycling.			
E. Drains are free of dirt and other debris.			
F. Dirty rags are stored in metal containers and sent for laundering.			
G. Personnel handling ACM's (brakes, clutches) have awareness level training (& annual refresher).			
H. Brakes are being properly wetted during removal or enclosure equipment is being used.			
I. Asbestos waste is double-bagged in 6-mil bags and containerized in a closed labeled fiber drum.			
7. SPILL PREVENTION AND CONTROL COUNTERMEASURES			
A. The unit/facility has a site specific "spill contingency plan".			
B. "Emergency Spill Response Procedures" prominently posted in areas that could have a spill.			
C. Emergency contact sheet is posted with emergency phone numbers.			
D. Emergency contact information is current.			
E. All containers of POL that are 55 gallons or larger have secondary containment.			
F. Emergency spill supplies are available.			
8. CLEAN WATER/STORMWATER			
A. The unit has an up-to-date copy of the SWP3. Inspections are documented and maintained on file.			
B. Monthly SWP3 reports are being submitted to EMD.			
C. Vehicles are only washed at the central washracks and not at the facility.			
D. Oil/Water separators are being inspected for sediment build up and oil thickness.			
E. There is no evidence of contaminated discharge from oil/water separators.			
F. Facility floor drains are clear and clean.			
G. Steam cleaning areas are used properly with NO soaps, detergents, or other emulsifiers.			
H. Facility grit traps are clean/clear of debris and are being inspected and maintained.			
I. Storm sewer grates, drains, drop boxes and outfalls are cleaned and clear of debris.			
J. Storm water runoff ditches and areas are clean and clear of debris.			
K. POL spills are being cleaned up properly.			
L. The area exhibits no evidence of erosion.			
M. Tarps are placed over all tracked vehicles.			
N. Vehicles are check for leaks, drip pans placed where necessary & checked to prevent overflowing.			
O. The area exhibits "good housekeeping" practices.			
9. SOLID WASTE/RECYCLE			
A. Municipal solid waste containers are available, adequate and appropriately marked.			
B. Recycle containers are available, adequate and appropriately marked.			
C. Lids on municipal solid waste and recycle containers are kept closed when not in use.			
D. Municipal solid waste is properly segregated (no recyclables in trash dumpsters or vice versa).			
E. All appropriate materials are recycled (oils, antifreeze, clean paper, cardboard, metals, pallets).			
10. ABOVEGROUND STORAGE TANKS (includes storage of 55 gallon drums)			
A. Emergency "Spill Response Procedures" are prominently posted.			
B. Visual inspections of ASTs are performed weekly.			
C. Contents of tank(s) and piping are correctly labeled.			
D. ASTs are doubled walled or have other means of secondary containment.			
E. Where required, secondary containment discharge valve is normally closed.			
F. Spill supplies are available and in sufficient quantity.			
G. Where required, a "rainwater release form" is filled out and on record for three years.			

FORT KNOX Environmental Compliance Checklist (Continued)

Status

Remarks

11. CLEAN AIR

- A. Refrigerant recovery systems are in place for vehicle/building AC maintenance.
- B. Personnel are trained to perform maintenance on AC systems.
- C. Servicing records are kept for appliances that hold 50 lbs (or more) of refrigerant.
- D. Reports are completed and sent to the EPA [40CFR82.166(n)] for appliances that leak.
- E. Records for the recovery and disposal of refrigerant from MVAC's are being kept.
- F. The unit/facility does/does not have a paint booth (if yes, answer the following questions).
- G. The unit/facility has a permit or is covered under an existing permit.
- H. Paint booth logs are maintained for paint usage, solvent/thinner, and daily hours of operation.
- I. Visible observation of "capacity of emissions" is performed and recorded weekly.
- J. Paint booth filters are in place and in good condition.
- K. Records regarding the condition and regular changing of filters are maintained.
- L. Parts washer lids are kept close when not in use.

COMMENTS