

## EPA NEW ENGLAND INSPECTORS' MULTIMEDIA CHECKLIST

### General Information

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

Phone No.: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ SIC Code: \_\_\_\_\_ No. Employees: \_\_\_\_\_

Products mfd. and description of facility: \_\_\_\_\_  
 \_\_\_\_\_

### Air: Stationary Source Compliance

- 1.O** Did you observe opaque smoke emitted from a smokestack (dark enough to obscure anything behind the plume)? \_\_\_\_ - If yes - Which process line (be specific, i.e., boiler No. 4)? \_\_\_\_\_ - Air pollution control equipment out of service? \_\_\_\_ - If yes - When will it be back on line? \_\_\_\_\_
- 2.OP** Did you smell any strong odors? \_\_\_\_ If yes, from what process? \_\_\_\_\_ What chemicals (i.e., solvents) were causing the odors? \_\_\_\_\_ Is the process controlled by air pollution control equipment? \_\_\_\_
- 3.I** Has the facility added any processes which emit air pollutants or expanded any pre-existing air-pollution emitting processes in the last two years? \_\_\_\_ - If yes, what type of process was added? \_\_\_\_\_ Did the facility obtain a state air permit? \_\_\_\_
- 4.I** Does the facility operate a degreaser(s) that uses one of the following cleaning solvents:  
           Methylenechloride                      Perchloroethylene                      Trichloroethylene  
           111-Trichloroethane                      Carbontetrachloride                      Chloroform  
 If yes, has the facility submitted an initial notification and a notification of compliance to the EPA? \_\_\_\_\_

### EPCRA N313 (Spill Notification/Chemical Inventory) and CAA 112(r) Risk Management Plans

- 1.I** Has the facility experienced any accidental releases above the Reportable Quantity (RQ) within the last three years? \_\_\_\_\_ If yes, provide the name of the chemical released, the quantity and the date. \_\_\_\_\_

- 2.I** Does the facility have on-site at any time during the calendar year a) 10,000 lbs or more of any hazardous chemical requiring an MSDS or b) a threshold reporting quantity of a listed Extremely Hazardous Substances (EHS)? \_\_\_\_\_
- 3.I** If yes, have Tier II chemical inventory forms been filed annually with the fire department and local/state planning authorities? \_\_\_\_\_
- 4.I** Does the facility have more than a threshold quantity of a listed chemical in any individual process (including storage) requiring preparation of a Risk Management Plan?
- 5.I** If yes, has the facility submitted an RMP summary to EPA via the Internet?

### **EPCRA Section 313 (Toxic Release Inventory)**

- 1.I** Does the facility manufacture, process, or use any toxic chemicals in a quantity greater than 10,000 lbs per year?
- 2.I** Has the facility submitted any toxic chemical release forms (Form R) to EPA?

### **FIFRA**

- 1.I** Does the facility manufacture, distribute, repack, relabel, store or use pesticides? (Product which would be considered pesticides includes disinfectants, sterilizers, germicides, algicides, virucides, swimming pool compounds, insecticides, fungicides, herbicides, etc.)  
\_\_\_\_\_
- 2.I** If yes, does the label bear an EPA registration and establishment number? \_\_\_\_\_

### **RCRA**

- 1.I** Does the facility generate or otherwise handle hazardous waste? If so, describe the types of hazardous waste generated/handled, and state whether it is generated on-site or received from off-site. \_\_\_\_\_  
\_\_\_\_\_
- 2.OP** Do you see any waste stored in containers, drums, tanks, pails, or dumpsters? Note the approximate quantity of waste, and its location. \_\_\_\_\_  
\_\_\_\_\_
- 3.OP** Are there any containers or tanks of hazardous waste that are open or in poor condition (leaking, corroded, etc.)? If so, describe waste (e.g., liquid, sludge, etc.), indicate markings

on containers/tanks and the container/tank location(s). \_\_\_\_\_

**4.OP** Is there any evidence of spills or leaks or dumping to the ground, pits or lagoons? If so, note location and extent of release. \_\_\_\_\_

**5.I** Does the facility operate a boiler or industrial furnace? Has there been any incineration of hazardous waste on-site? If so, what type of hazardous waste, and is this an ongoing operation? \_\_\_\_\_

**SPCC**

**1.I** How many gallons of oil does the facility store above and below ground? \_\_\_\_\_

- If the facility stores more than 660 gallons in a single tank or more than 1320 gallons in a number of tanks above ground or more than 42,000 gallons below ground - Does the facility have a certified SPCC (Spill Prevention, Control, and Countermeasure) plan signed by a P.E.? \_\_\_\_\_ Date of plan:\_\_\_\_\_. Certifying P.E. No. \_\_\_\_\_.

**TSCA PCB**

**1.OI** Is there any evidence of liquid-filled electrical equipment that may contain PCBs?

If "yes," describe type of equipment:\_\_\_\_\_

**2.IP** If the above equipment is considered to contain PCBs, what was the basis for this determination:

based on- marking with "Large PCB Mark"? Yes:\_\_\_ No:\_\_\_

based on- equipment Nameplate? Yes:\_\_\_ No:\_\_\_

based on- information from facility rep.? Yes:\_\_\_ No:\_\_\_

**3.OP** Is there any evidence of spills or leaks from transformers, capacitors, or other liquid-filled electrical equipment that may contain PCBs? Yes:\_\_\_ No:\_\_\_

If "yes," describe type of equipment and spill or leak \_\_\_\_\_

**4.OP** Are there any PCB items (equipment, drums of waste or other containers) in storage for disposal? Yes:\_\_\_ No:\_\_\_

Where are these items being stored, and what is their condition? \_\_\_\_\_

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**TSCA Core**

- 1.I** Does the facility manufacture (synthesize anew) any chemical substances in any amount?  
 \_\_\_\_\_ If so, in simple terms, what chemical(s) do they make? \_\_\_\_\_
- 2.I** Does the facility import any chemical substances into the United States? (Company is "Importer of Record") \_\_\_\_\_

**UST**

- 1.I** Does the facility store in USTs motor fuels, waste oils, and/or hazardous substances?  
 \_\_YES \_\_NO (Note: USTs containing heating fuels for on-site heating purposes are exempted from RCRA UST.)

**If Yes, ask:**

- 2.I** Are the USTs registered with the state? \_\_YES \_\_NO (Each state keeps notification data for USTs)
- 3.I** Is some form of leak detection in use for the UST system's tank and associated piping)?  
 \_\_YES \_\_NO
- 4.I** Are records available showing registration and monthly leak detection along with the yearly UST system tightness test? \_\_YES \_\_NO

**Water****A. DIRECT (NPDES) & INDIRECT (PRETREATMENT) DISCHARGERS**

- 1. I** Has the facility expanded its production or wastewater flow, or changed its processes, since its last permit? \_\_\_\_\_
- O** Did you observe any outfalls?\_\_\_\_\_ If so, was there any discoloration, steam, oil sheen, or odor? \_\_\_\_\_
- 2. P** Does the facility use water in its manufacturing processes? \_\_\_\_\_  
 If yes ---
- I a** Does the facility discharge wastewater (process, sanitary, cooling, etc.) into a surface water, municipal sewer system, or a subsurface system? \_\_\_\_\_ Is the municipal sewer separate or combined? \_\_\_\_\_.
- I b** Are all of the discharges covered by a permit? \_\_\_\_\_

3. **P** Does the facility have floor drains? \_\_\_\_\_ If yes -  
 a) Are materials stored in a manner that leaks or spills could enter the floor drains? \_\_\_\_\_  
 \_\_\_\_\_  
 b) Are materials dumped down the floor drains? \_\_\_\_\_  
**I** c) Where do the floor drains discharge (1. treatment facility, 2. municipal sewer, 3. subsurface system, 4. storm drain or 5. surface water)? \_\_\_\_\_
4. Does the facility treat its process and/or sanitary wastewater prior to discharge? \_\_\_\_\_  
 If yes -  
**OP** a) Is the treatment equipment operational, clean, and well maintained? \_\_\_\_\_  
**OP** b) Is the discharge free of solids, color, and odor? \_\_\_\_\_

### B. STORM WATER

1. **O** Are there catch basins, drains, culverts, ditches, etc. on the property intended to convey storm water. \_\_\_\_\_ If yes - Is the storm water conveyed to a (1) treatment facility, (2) combined sewer, (3) separate storm sewer, (4) separate sanitary sewer, or (5) surface water? \_\_\_\_\_  
 \_\_\_\_\_
2. **I** Are the storm water discharges covered by a permit or has the discharger applied for a permit?  
 \_\_\_\_\_
3. **O** Are materials stored outside? \_\_\_\_\_ If yes -  
 a) Are materials (1) stored in sealed containers, under tarps or roofs, or (2) are they open to contact with precipitation? \_\_\_\_\_  
 b) Are outside material handling/storage areas clean and kept in a manner to prevent contamination of runoff? \_\_\_\_\_.

### **Wetlands**

1. **O** Within view, are there a) streams, ponds or other water bodies; b) vegetated areas with standing water; or c) areas with mucky, peaty, or saturated (squishy) soils? If yes, have any of these areas been disturbed by waste/refuse disposal, storage of materials, ditching, or filling? If yes, briefly describe:  
 \_\_\_\_\_
2. **I** If yes to both "Observable" questions, does facility have a federal CWA section 404 permit, or any state or local permit authorizing the activity(ies) observed?  
 \_\_\_\_\_

### **Underground Injection Control (UIC)**

#### **Subsurface Wastewater Disposal**

1. **A. [I]** Does the facility discharge fluid wastes to drains, plumbing, or drainage systems connected to a subsurface wastewater disposal system(s) listed below? Yes: \_\_\_ No: \_\_\_  
 If "yes," circle discharged fluid waste type(s) in list below.  
 If "yes," circle subsurface wastewater disposal system type(s) in list below.

1.B. [I] Does the facility have a state or local permit authorizing the subsurface wastewater disposal system(s)? Yes:\_\_\_ No\_\_\_

**Subsurface Sewage Disposal**

2.A. [I] Does the facility have an onsite sewage disposal system(s) that serves more than 20 people per day? Yes:\_\_\_ No\_\_\_

2.B. [I] Does the facility have a state or local permit authorizing the onsite sewage disposal system(s)? Yes:\_\_\_ No\_\_\_

2.C. [I] Is the onsite sewage disposal system used to dispose of any fluid waste type(s) listed below? Yes:\_\_\_ No\_\_\_  
If "yes," circle discharged fluid waste type(s) in list below.

3. [O] Do you observe any floor drain(s) or surface drain(s) that can receive any of the fluid waste type(s) listed below? Yes:\_\_\_ No\_\_\_  
If "yes," check the discharged fluid waste type(s) in list below.

3. [I] If "yes", where does the facility drain(s) discharge: a. Municipal sewer?\_\_\_\_\_  
b. Subsurface disposal system type(s) listed below?\_\_\_\_\_c. Unknown\_\_\_\_\_

**Disposal System Type**

dry well	septic system	cesspool	leach field	leach pit	leaching trench	disposal well
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**Fluid Waste Type**

<b>Liquid Wastes</b> <b>Process Wastewater</b> <b>Non-Contact Cooling Water</b> <b>Boiler Blowdown Fluids</b> <b>Air Conditioning Fluids</b> <b>Heat Pump Fluids</b> <b>Other Waste</b> _____	<b>Wash Water, Spills or Storm Water from:</b> * maintenance areas * hazardous material or waste storage areas * hazardous material or waste handling areas * process or manufacturing areas * fuel storage areas * areas prone to hazardous substance release
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**CODES:**

**O - OBSERVABLE P - PROCESS I - INTERVIEW**

**Pollution Prevention (Optional)**

1.I Does your facility have a pollution prevention, toxics use reduction, or RCRA waste minimization program?

Would you be interested in finding out more about pollution prevention techniques?

*Take a look at this brochure, and feel free to call any of the EPA, state, or other staff*

*listed for more information.*

ADDITIONAL COMMENTS

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**CONCLUSION**

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**RECOMMENDATION FOR FOLLOW-UP**

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<b>Forwarded to Contact</b>		<b>Phone</b>	<b>Mail Code</b>
Air-stationary	Fred Weeks	918-1855	SEA
EPCRA 313	Cynthia L. Brown	918-1743	SEA
TSCA Core	Rose Toscano	918-1861	SEA
EPCRA (Non313)	Don Mackie	918-1749	SEA
FIFRA	Wayne Toland	918-1852	SEA
RCRA	Ken Rota	918-1751	SER
SPCC	Don Grant	918-1768	SEW
TSCA PCB	Abdi Mohamoud	918-1858	SEA
UST	Bill Torrey	918-1311	HBO
WATER	Joan Serra	918-1881	SEW
UIC	Dave Delaney	918-1614	CMU
WETLANDS	Denise Leonard	918-1719	SEE
RMP	Ray DiNardo	918-1804	SPP

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## ACRONYMS

### **AIR**

AFS - AIRS Facility Subsystem (EPA's air compliance database)  
 AIRS - Aerometric Information Retrieval System  
 BACT - Best Available Control Technology  
 CAA - Clean Air Act  
 CAAA - Clean Air Act Amendments  
 CEM/CEMS - Continuous Emission Monitoring/System  
 CFC - Chlorofluorocarbon  
 EER - Excess Emission Report  
 HAP - Hazardous Air Pollutant  
 HON - Hazardous Organic NESHAP  
 LAER - Lowest Achievable Emission Rate  
 NAAQS - National Ambient Air Quality Standards  
 NARS - National Asbestos-Contractor Registry System  
 NESHAPS - National Emission Standards for Hazardous Air Pollutants  
 NSPS - New Source Performance Standards  
 NSR - New Source (Pre-construction) Review  
 PM - Particulate Matter  
 RACT - Reasonably Available Control Technology  
 SIP - State Implementation Plan  
 VE - Visible Emissions  
 VOC - Volatile Organic Compounds

### **EPCRA**

EPCRA - Emergency Planning and Community Right-to-Know Act  
 LEPC - Local Emergency Planning Committee  
 SERC - State Emergency Response Commission  
 TRI - Toxic Release Inventory

### **FIFRA**

FIFRA - Federal Insecticide, Fungicide, and Rodenticide Act, as Amended  
 EPA Reg. No. - EPA Registration Number (one for each pesticide)  
 EPA Est. No. - EPA Establishment Number (where a pesticide is manufactured)

### **RCRA**

RCRA - Resource Conservation and Recovery Act  
 HSWA - Hazardous and Solid Waste Amendments  
 TCLP - Toxicity Characteristic Leaching Procedure  
 LDR or Land Ban - The Land Disposal Restrictions  
 TSDF - Treatment, Storage and Disposal Facility  
 LQG - Large Quantity Generator  
 SQG - Small Quantity Generator



BIF - Boiler and Industrial Furnace

**TSCA/PCBs**

TSCA - Toxic Substances Control Act

PCBs - Polychlorinated biphenyls

ML - Large PCB Mark

**UST**

UST - Underground Storage Tanks

OUST - Office of UST

**WETLAND**

CWA - Clean Water Act

404 - specific section of the CWA regulating the discharge of dredged or fill material into waters of the U.S., including wetlands