

**ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST**

**Table of Contents**

	<u>Page</u>
I. Self-Audit Procedures .....	2
II. Additional Information .....	2
III. Additional Requirements .....	2
IV. Legal Authority .....	3
V. EH&S Compliance Checklist:	
1. EH&S Program Administration .....	4
2. Pollution Prevention .....	4
3. Emergency Response .....	5
4. Hazardous Materials Storage Permit .....	6
5. Hazardous Materials Business Plan (HMBP) .....	6
6. Accidental Release Prevention (CalARP) .....	6
7. Industrial Wastewater Discharge (POTW) .....	7
8. Hazardous Waste Activity Registration .....	7
9. Local Hazardous Waste Generator Permit .....	7
10. Onsite Hazardous Waste Treatment (Tiered Permit) .....	8
11. Hazardous Materials and Hazardous Waste Storage .....	8
12. Multimedia Reporting (Form R) .....	9
13. Waste Minimization Reporting (SB-14) .....	9
14. Air Pollution Control .....	10
15. Storm Water Pollution Prevention (SWPP) .....	12
16. Injury and Illness Prevention Plan (SB-198) .....	13
17. Hazard Communication .....	13
18. Safe Drinking Water and Toxic Enforcement Act (Proposition 65) .....	14
19. Energy Control Program (Lockout/Tagout) .....	14
20. Confined Spaces .....	14
21. Hearing Conservation .....	14
22. Respiratory Protection .....	15
23. Process and Laboratory Ventilation .....	15
24. Chemical Hygiene Plan .....	16
25. Personal Protective Equipment .....	16
26. Employee Training .....	16
27. Facility Inspections .....	17
Footnotes .....	18

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

**Self-Audit Procedures:** (See Procedure \_\_\_\_\_ for further instructions). The following checklist should be used as an aid in reviewing your facility's compliance with industry environmental and health & safety regulations and requirements. The listed references (column 6) provide additional information as to the specific requirements for each program. Reference documents may be available through your association. Column 7 (Status/Notes) should be used to document your compliance.

Pollution prevention (P2) items have been strategically placed near the beginning of the checklist. By completing the P2 items first, a facility may realize compliance with other regulatory programs by simply instituting good waste minimization practices.

**Additional Information:** This checklist is based on the current laws and regulations as of the date of publication. Regulations frequently change. Therefore, you should review current laws and regulations for any recent changes in the requirements. Some of the items you should check include:

- Title 8, California Code of Regulations, Division 1, Chapter 4, Subchapter 7 (California Occupational Safety and Health Administration – Cal/OSHA) – General Industrial Safety Orders
- Title 22, California Code of Regulations, Division 4.5 (California Department of Toxic Substances Control) – Environmental Health Standards for the Management of Hazardous Waste
- California Health & Safety Code, Chapter 6.95 and Local CUPA<sup>1</sup> Requirements – Hazardous Materials Business Plan and Accidental Release Prevention Program
- Local Sewer Authority – Industrial Wastewater Discharge
- South Coast Air Quality Management District – Air Pollution Control Rules
- Regional Water Quality Control Board – Storm Water Pollution Prevention Plan and Monitoring Program
- Internet: DTSC – <http://www.cahwnet.gov/dtsc/dtsc.htm>      USEPA – <http://www.epa.gov>      SCAQMD – <http://www.aqmd.gov>  
Fed/OSHA – <http://www.osha.gov>      Cal/OSHA – <http://www.dir.ca.gov>      SWRCB – <http://www.swrcb.gov>  
OES – <http://www.oes.ca.gov>      NMFRC – <http://www.nmfrc.org>

**Additional Requirements:** In addition to recent changes in the requirements, you should also consider additional Cal/OSHA standards that might apply to your facility. Regulatory information may be found in Title 8 California Code of Regulations. These might include any of the following:

- Employer postings; ergonomics; process safety management; use of asbestos, formaldehyde, or lead containing substances; bloodborne pathogens; welding operations; use of compressed air and gases; boiler operations; use of power tools, hoists and grinding equipment; spray coating; elevated platforms; aisleway, ramp, door and exit requirements; fire sprinkler requirements; and seismic requirements.

<sup>1</sup> CUPA – Certified Unified Program Agency

**Legal Authority:** *The compliance requirements provided on the following pages are taken from the respective laws and regulations, as indicated in the “References” column. In addition to the statutory and regulatory requirements, some compliance items that reflect improved and accepted management practices have been included. These management practices have been included because of their overall industry acceptance and their potential to reduce environmental risk and improve compliance.*

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
1. EH&S Program Administration	All	1. Has a Program Administrator been assigned to oversee all EH&S activities for the facility? It is a good policy to have one person assigned this responsibility.					
2. Pollution Prevention	DTSC, POTW, USEPA	<p>1. Has the facility installed rinsewater reuse and reduction measures:</p> <ul style="list-style-type: none"> <li>A. Flow restrictors</li> <li>B. Countercurrent rinses</li> <li>C. Spray rinses</li> <li>D. Dragout rinses</li> <li>E. Timer flow controls</li> <li>F. Conductivity flow controls</li> <li>G. Reuse of rinsewater in scrubber</li> <li>H. Recapture of dragout rinsewater</li> <li>I. Improved rinsewater agitation</li> </ul> <p>2. Has the facility instituted the practice of optimizing bath use:</p> <ul style="list-style-type: none"> <li>A. Filtration of bath</li> <li>B. Bath change by analysis</li> <li>C. New chemistry to reduce waste</li> <li>D. Evaporation to concentrate waste</li> </ul> <p>3. Has the facility instituted practices to reduce dragout:</p> <ul style="list-style-type: none"> <li>A. Operate bath at low end of concentration</li> <li>B. Increase bath temperature</li> <li>C. Drip bars</li> <li>D. Slower workpiece removal</li> <li>E. Spray rinses over process tanks</li> <li>F. Air knives</li> <li>G. Coated racks</li> <li>H. Drain boards</li> </ul> <p>4. Has the facility instituted practices to improve waste treatment:</p> <ul style="list-style-type: none"> <li>A. Improved treatment chemistry</li> <li>B. Flow equalization</li> <li>C. Batch treatment</li> </ul>				<ul style="list-style-type: none"> <li>- Local Ordinances</li> <li>- 22 CCR §67100.1-.14</li> <li>- DTSC and USEPA P2 Documents*</li> <li>- <b>DTSC Document #402 (Hazardous Waste Minimization Checklist &amp; Assessment Manual for the Metal Finishing Industry)</b></li> <li>- POTW P2 Documents</li> <li>- EMS Form _____</li> <li>- EMS Checklist _____</li> </ul>	

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
3. Emergency Response	CUPA, DTSC, DOT, OSHA, USEPA	<ol style="list-style-type: none"> <li>1. Has the facility prepared a written <i>Emergency Response Plan</i> that includes <i>Emergency Procedures</i> and the information listed below? All employees should be trained in emergency procedures.</li> <li>2. Have <i>Emergency Coordinators</i> been designated for response to emergency incidents? Responsible staff members should be trained for emergencies.</li> <li>3. Has the facility prepared a <i>Facility Evacuation Map</i> that clearly shows evacuation routes? Is the map posted throughout the facilities? Employees should be trained in evacuation procedures and evacuation drills should be conducted.</li> <li>4. Have <i>Emergency Telephone Numbers</i> been documented for Emergency Coordinators, emergency services agencies and companies, and senior facility staff? The list should be posted in the facility.</li> <li>5. Has a list of <i>Emergency Equipment</i> been prepared for the facility?</li> <li>6. Have arrangements been made with <i>Emergency Services Companies</i> to provide emergency response? Written agreements should be obtained.</li> <li>7. Has the facility assembled an <i>Inventory of Hazardous Materials</i> to be made available in the event of an emergency? If the facility has prepared a Hazardous Materials Inventory Statement, include a copy of it with your Emergency Response Plan.</li> <li>8. Has the facility prepared an <i>Emergency Action Plan</i> that discusses procedures to follow in an emergency? This plan may be included in the facility's Emergency Response Plan.</li> </ol>				<ul style="list-style-type: none"> <li>- H&amp;SC §25500</li> <li>- 29 CFR 1910.120</li> <li>- 22 CCR §66265.52</li> <li>- 8 CCR §5192</li> <li>- <b>CUPA HMBP*</b></li> <li>- EMS Form _____</li> <li>- EMS Form _____</li> <li>- EMS Form _____</li> <li>- EMS Form _____</li> <li>- EMS Form _____</li> <li>- 8 CCR §3220</li> </ul>	

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
3. Emergency Response (continued)	CUPA, DTSC, DOT, OSHA, USEPA	9. Has the facility prepared a <i>Fire Prevention Plan</i> that discusses methods to prevent fires in the facility? This plan may be included in the facility's Emergency				- 8 CCR §3221	
4. Hazardous Materials Storage Permit	Local Agency	1. Has the facility submitted a <i>Hazardous Materials Storage Permit</i> application, if required? Some local agencies may include this permit with their Hazardous Materials Business Plan requirement or their CUPA registration.				- Local Ordinances – (typically Fire Dept or local CUPA)	
5. Hazardous Materials Business Plan (HMBP)	CUPA or Local Agency, OES	<p>1. If the facility uses more than the threshold quantities of hazardous material, has the facility submitted a <i>Hazardous Materials Business Plan</i> (HMBP) to the local governing agency? Threshold quantities are 500 pounds, 55 gallons, or 200 cubic feet of hazardous materials at any one time during the year.</p> <p>2. Has the facility <i>updated the HMBP</i> as required or annually? A revised HMBP must be submitted to the local agency within 30 days when material quantities increase by 100% or any new material, or annually.</p>				- H&SC §25500 - OES HMBP Forms* - <b>Local Agency HMBP Forms*</b> - EMS Checklist _____	
6. Accidental Release Prevention (CalARP)	CUPA or Local Agency, OES	<p>1. If the facility uses listed acutely hazardous materials above threshold quantities, has the facility submitted a <i>CalARP Registration</i> form?</p> <p>2. If required by the local agency, has the facility submitted a <i>Risk Management Plan</i> (required 6/21/99)?</p>				- H&SC §25531 - <b>CUPA Registration Form*</b>  - <b>OES RMP Guidance Document*</b>	

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
7. Industrial Wastewater Discharge	POTW	<ol style="list-style-type: none"> <li>1. If the facility discharges treated industrial wastewater to the sewer, has the facility submitted a <i>Wastewater Discharge Permit Application</i> to the local POTW?</li> <li>2. Has the facility ensured compliance with its wastewater discharge permit by:                             <ol style="list-style-type: none"> <li>A. Notifying the local POTW of any new or modified processes or discharge sources</li> <li>B. Confirming sampling point(s) complies with federal and local requirements</li> <li>C. Confirming sampling methods comply with federal and local requirements</li> <li>D. Ensuring the facility's solvent management and slug control plans are effectively implemented</li> <li>E. Ensuring industrial wastewater discharge includes no diluting streams</li> <li>F. Ensuring wastewater treatment operators are properly trained to assess the performance of the facility's wastewater treatment system</li> </ol> </li> <li>3. Has the facility completed required sampling and analysis of industrial wastewater?</li> <li>4. Has the facility submitted a <i>Periodic Report of Continued Compliance (PRCC)</i> or <i>Self Monitoring Report (SMR)</i> on the established submittal schedule?</li> </ol>				<ul style="list-style-type: none"> <li>- <b>Local Industrial Discharge Ordinance and Permit Application*</b></li> <li>- 40 CFR §403*</li> <li>- <b>Local POTW PRCC/SMR forms*</b></li> </ul>	
8. Hazardous Waste Activity Registration	DTSC, USEPA	<ol style="list-style-type: none"> <li>1. Has the facility completed a <i>Hazardous Waste Activity</i> form that correctly reflects the waste generation at the facility?</li> </ol>				<ul style="list-style-type: none"> <li>- <b>EPA Form 8700-12</b></li> </ul>	
9. Local Hazardous Waste Generator Permit	Local Agency	<ol style="list-style-type: none"> <li>1. If required by a local agency, has the facility completed and submitted a local <i>Hazardous Waste Generator's Permit Application</i>?</li> </ol>				<ul style="list-style-type: none"> <li>- Local Ordinance</li> </ul>	

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
10. Onsite Hazardous Waste Treatment (Tiered Permit)	CUPA, DTSC	<ol style="list-style-type: none"> <li>1. If the facility treats hazardous waste onsite, has the facility prepared and submitted an <i>Onsite Hazardous Waste Treatment Notification Form</i> (Tiered Permit)?</li> <li>2. Has the facility completed all annual updates to the <i>Onsite Hazardous Waste Treatment Notification Form</i>? Updates are due to DTSC by March 1.</li> <li>3. Has the facility prepared a <i>Waste Analysis Plan</i>?</li> <li>4. Has the facility prepared a <i>Closure Plan</i> and updated the <i>Closure Cost Estimate</i> annually or as required?</li> <li>5. Has the facility completed a <i>Tiered Permit Phase I Environmental Assessment</i>?</li> <li>6. Has the facility completed a <i>Contingency Plan</i>? (May be part of Emergency Response Plan)</li> <li>7. Has the facility completed and recorded <i>Facility Inspections</i>?</li> <li>8. Has the facility recorded all quantities of hazardous waste treated?</li> <li>9. Has the facility completed and submitted <i>Biennial Reports</i>, if a Large Quantity Generator? The Biennial Report must be submitted to USEPA and/or DTSC on agency forms each even numbered year by March 1.</li> </ol>				<ul style="list-style-type: none"> <li>- 22 CCR §67450.1-.13</li> <li>- <b>DTSC Form 1772*</b></li> <li>- EMS Checklist _____</li>   <li>- 22 CCR §66265.13(b)</li>   <li>- 22 CCR §67450.3(a)(13)(B)</li>   <li>- 22 CCR §67450.7</li> <li>- <b>DTSC Form 1151*</b></li>   <li>- 22 CCR §66265.52</li>   <li>- 22 CCR §66265.15(b)</li>   <li>- <b>USEPA Biennial Report Booklet*</b></li> </ul>	
11. Hazardous Materials and Hazardous Waste Storage	DTSC, CUPA or Local Agency, OSHA	<ol style="list-style-type: none"> <li>1. Are all containers of hazardous materials and hazardous waste properly segregated?</li> <li>2. Are all containers of hazardous materials and hazardous waste closed, except during dispensing?</li> </ol>				<ul style="list-style-type: none"> <li>- 22 CCR §66264.170-178</li> <li>- 8 CCR §5164</li> <li>- Local Ordinances</li> <li>- EMS Checklist _____</li> </ul>	

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
11. Hazardous Materials and Hazardous Waste Storage (continued)	DTSC, CUPA or Local Agency, OSHA	<p>3. Are all hazardous materials and hazardous waste containers in good condition?</p> <p>4. Are all containers of hazardous waste stored inside secondary containment?</p> <p>5. Are all containers of hazardous waste properly labeled with a Hazardous Waste Label, which includes the accumulation start time (limit is 90 days)?</p>					
12. Multimedia Reporting (Form R)	USEPA	<p>1. Has the facility completed and submitted <i>Toxic Release Inventory (Form R) Reports</i>, if the facility processes or uses more than the threshold quantities of listed materials. The Form R Report must be submitted to USEPA each year by July 1.</p>				- USEPA Form R Booklet*	
13. Waste Minimization Reporting (SB-14)	DTSC, CUPA	<p>1. If the facility generates more than 12,000 Kg of hazardous waste, or 12 Kg of extremely hazardous waste, has the facility prepared a <i>Source Reduction Evaluation and Plan and Performance Report (SB-14)</i>? The documents must be updated every four years by September 1 (1999, 2003...)</p> <p>2. If the facility is a small business, has the facility prepared an industry-specific <i>Waste Audit Study</i> or a <i>Source Reduction Compliance Checklist</i>? The documents must be updated every four years by September 1 (1999, 2003...)</p> <p>3. If captured by SB-14, has the facility prepared a <i>Summary Progress Report</i> that summarizes the results from previously implemented source reduction methods, and estimates future anticipated source reduction achievements. This document must be SENT to DTSC every four years by September 1 (1999, 2003...)</p>				<p>- 22 CCR §67100.1-.14 - H&amp;SC 25244.12-.23 - <b>Hazardous Waste Source Reduction Guidance Manual*</b></p> <p>- California Government Code Article 2, Section 11342 - <b>Hazardous Waste Source Reduction Compliance Checklist*</b></p>	

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
14. Air Pollution Control	CARB, SCAQMD	<ol style="list-style-type: none"> <li>1. If the facility emits any hazardous substance above emission standards, has the facility submitted an <i>Air Pollution Control Permit Application</i>?</li> <li>2. If the facility performs electrolytic chrome plating or chromic acid anodizing:               <ol style="list-style-type: none"> <li>A. Facilitywide chromium emissions are less than 2 lbs/year:                   <ol style="list-style-type: none"> <li>1. Has the facility added anti-mist additive to each process tank, or installed other control equipment to reduce <u>tank</u> emissions by at least 95%, or</li> <li>2. Has the facility reduced emissions from the <u>emissions collection system</u> to less than 0.05 mg/amp-hr for decorative chrome plating and less than 0.15 mg/amp-hr for hard chrome plating or chromic acid anodizing?</li> </ol> </li> <li>B. Facilitywide chromium emissions are between 2 and 10 lbs/year:                   <ol style="list-style-type: none"> <li>1. Has the facility added anti-mist additive to each process tank, or installed other control equipment to reduce <u>tank</u> emissions by at least 99%, or</li> <li>2. Has the facility reduced emissions from the <u>emissions collection system</u> to less than 0.03 mg/amp-hr?</li> </ol> </li> <li>C. Facilitywide chromium emissions are greater than 10 lbs/year:                   <ol style="list-style-type: none"> <li>1. Has the facility added anti-mist additive to each process tank, or installed other control equipment to reduce tank emissions by at least 99.8%, or</li> <li>2. Has the facility reduced emissions from the emissions collection system to less than 0.006 mg/amp-hr?</li> </ol> </li> </ol> </li> </ol>				<ul style="list-style-type: none"> <li>- H&amp;SC §42300</li> <li>- <b>SCAQMD Rule 201 and Permit Application Forms</b></li> <li>- SCAQMD Rule 1469</li> </ul>	



## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
15. Storm Water Pollution Prevention (SWPP)	SWRCB, RWQCB	<ol style="list-style-type: none"> <li>1. If the facility has industrial activity exposed to storm water, has the facility submitted a <i>Notice-Of-Intent</i> to SWRCB?</li> <li>2. Has the facility prepared a <i>Storm Water Pollution Prevention Plan</i></li> <li>3. Has the facility prepared a <i>Monitoring Program</i> (or is the facility covered under a Group Monitoring Plan)?</li> <li>4. Has the facility implemented its SWPP Plan best management practices in accordance with its implementation schedule?</li> <li>5. Has the facility completed its Non-Storm Water Discharge Visual Observations quarterly?</li> <li>6. Has the facility completed its Storm Water Discharge Visual Observations monthly during the wet season?</li> <li>7. Has the facility completed its Storm Water Sampling twice during the wet season?</li> <li>8. Has the facility completed its annual review of its SWPP? This review must be documented and submitted with the Annual Report to RWQCB.</li> <li>9. Has the facility submitted its <i>Annual Storm Water Report</i> to RWQCB each year? The Annual Report must be submitted to RWQCB annually by July 1.</li> </ol>				<p>- State Water Resources Control Board Order 97-03-DWQ*</p> <p>- Forms are provided in the SWRCB SWPP Packet*</p> <p>- Annual Report forms are provided in the SWRCB SWPP Packet</p>	

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
16. Injury and Illness Prevention Plan (SB-198)	OSHA	<ol style="list-style-type: none"> <li>1. Has the facility prepared an <i>Injury and Illness Prevention Plan</i> in accordance with OSHA guidelines?</li> <li>2. Does the company provide a method for communication of workplace hazards with its employees (e.g. committees or safety suggestion box)?</li> <li>3. Has the company evaluated its facility for workplace hazards?</li> <li>4. Does the facility perform routinely scheduled safety inspections of its facility?</li> <li>5. Has the facility prepared <i>Codes of Safe Practice</i> for its employees and their jobs?</li> <li>6. Has the facility investigated all workplace injuries and illnesses?</li> <li>7. Has the facility corrected all hazardous conditions?</li> <li>8. Has the facility maintained records of hazard assessments, inspections, and employee safety training?</li> </ol>				<ul style="list-style-type: none"> <li>- 8 CCR §3203</li> <li>- <b>Cal/OSHA Guidance Document*</b></li>   <li>- EMS Form _____</li>   <li>- EMS Form _____</li>   <li>- EMS Form _____</li>   <li>- EMS Form _____</li>   <li>- EMS Form _____</li> </ul>	
17. Hazard Communication	OSHA	<ol style="list-style-type: none"> <li>1. Has the facility prepared a written <i>Hazard Communication Program</i>?</li> <li>2. Has the facility prepared an inventory of hazardous chemicals used at the facility? An HMBP Hazardous Materials Inventory Statement may meet this requirement.</li> <li>3. Has the facility provided Materials Safety Data Sheets for its employees for the chemicals used in the Facility?</li> <li>4. Are all containers of hazardous chemicals properly labeled with the chemical name and hazard warnings?</li> </ol>				<ul style="list-style-type: none"> <li>- 8 CCR §5194</li> <li>- <b>Cal/OSHA Guidance Document*</b></li> </ul>	

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
18. Safe Drinking Water and Toxic Enforcement Act (Prop 65)		1. If the facility has any Prop 65 listed chemical, does the facility provide warnings to its employees and the community? Warning signs should be placed at business entrances and in work areas.				- H&SC §25249.5-.13	
19. Energy Control Program (Lockout/Tagout)	OSHA	1. Does the facility have a written <i>Energy Control Program</i> for the control of energy during servicing and maintenance of machines and equipment?  2. Has the facility developed <i>Lockout/Tagout</i> procedures for its machinery and equipment? Written procedures should be prepared for appropriate machinery and equipment.  3. Does the facility have a supply of locks and tags to implement the Lockout/Tagout				- 29 CFR §1910.147 - 8 CCR §2320, 3314, and 6004 - <b>Cal/OSHA Guidance Document*</b>  - EMS Form _____	
20. Confined Spaces	OSHA	1. Has the facility prepared written procedures for entry into confined spaces?  2. Has the facility marked areas or equipment that are confined spaces?				- 29 CFR §1910.146 - 8 CCR §5156, 5157, and 5158 - <b>Cal/OSHA Guidance Document*</b> - EMS Form _____	
21. Hearing Conservation	OSHA	1. If the facility has noise levels above 85 decibels (TWA <sup>4</sup> ), has the facility prepared a <i>Hearing Conservation Program</i> ?  2. Has the company conducted area noise sampling to determine noise levels?  3. Has the facility conducted baseline testing of employees exposed to noise levels above 85 dBA?  4. Has the facility conducted annual audiometric testing for employees exposed to noise levels higher than 85 dBA (TWA)?				- 29 CFR §1910.95 - 8 CCR §5095-5100 - <b>Cal/OSHA Guidance Document*</b>  - EMS Form _____	

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
22. Respiratory Protection	OSHA	<ol style="list-style-type: none"> <li>1. If employees are exposed to hazardous chemicals above their permissible exposure limit, has the facility prepared a written <i>Respiratory Protection Program</i>?</li> <li>2. Has the facility conducted air sampling to determine need for respirator use?</li> <li>3. If respirators are required for employees, have the employees been fit tested for respirator use?</li> <li>4. If respirators are required for employees, have the employees been instructed in the proper use and maintenance of their respirator?</li> <li>5. Have employees who use a respirator completed an annual medical examination?</li> </ol>				<ul style="list-style-type: none"> <li>- 29 CFR §1910.134</li> <li>- 8 CCR §5144</li> <li>- <b>Cal/OSHA Guidance Document*</b></li> <li>- EMS Form _____</li> <li>- EMS Form _____</li> </ul>	
23. Process and Laboratory Ventilation	OSHA	<ol style="list-style-type: none"> <li>1. If process tanks emit gases, vapors, or mists of hazardous chemicals above permissible exposure limits, has the facility provided process tank ventilation?</li> <li>2. Has the facility periodically tested and recorded process tank ventilation air velocities? A periodic testing of process tank ventilation (e.g. semiannually) should be established to confirm ventilation air velocities meet design and performance requirements.</li> <li>3. If the facility has a laboratory hood, has the facility tested the face velocity of the hood to confirm compliance? A periodic testing of laboratory hoods should be established to confirm ventilation face velocities meet design and performance requirements.</li> </ol>				<ul style="list-style-type: none"> <li>- 8 CCR §5154</li> <li>- EMS Form _____</li> <li>- 8 CCR §5154.1</li> <li>- EMS Form _____</li> </ul>	

## ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
24. Chemical Hygiene Plan	OSHA	<ol style="list-style-type: none"> <li>1. If the facility has a laboratory, has the facility prepared a written <i>Chemical Hygiene Plan</i>?</li> <li>2. Has the facility implemented all segments of the Chemical Hygiene Plan (MSDSs, exhaust hood measurements, inspections, etc.)?</li> </ol>				- 8 CCR §5191	
25. Personal Protective Equipment	OSHA	<ol style="list-style-type: none"> <li>1. Has the company assessed the hazards of each job for personal protection requirements?</li> </ol>				- 8 CCR §3203, 3380-3400 - EMS Form _____	
26. Employee Training	All	<ol style="list-style-type: none"> <li>1. Has the facility completed and recorded Right-To-Know, Hazard Communication, General Health &amp; Safety, and job specific training for all of its employees?</li> <li>2. Has the facility completed and recorded Hazardous Materials Handling training for its employees that handle hazardous materials?</li> <li>3. Has the facility completed and recorded Hazardous Materials Transportation training for its employees that are involved in hazardous materials transportation related jobs?</li> <li>4. Has the facility completed and recorded Hazardous Waste Handling training for its employees that handle hazardous waste?</li> <li>5. Has the facility completed and recorded Hazardous Waste Treatment training for its employees that treat hazardous waste?</li> <li>6. Has the facility completed and recorded Emergency Coordinator training for its employees that serve as emergency coordinators?</li> <li>7. Has the facility completed and recorded periodic (e.g. monthly) safety training for all of its employees?</li> </ol>				- H&SC §25500 - 29 CFR §1910.120 - 29 CFR §1910.1200 - 49 CFR §172.700 - 22 CCR §66265.16 - 8 CCR §3202 - 8 CCR §5192 - Cal/OSHA Guidance Documents* - EMS Checklist _____ - EMS Form _____	

**ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST**

Program	Agencies <sup>2</sup>	Check	Yes	No	%	References <sup>3</sup>	Status/Notes
27. Facility Inspections	All	1. Has the facility completed and recorded the required facility inspections?				<ul style="list-style-type: none"> <li>- Local Ordinances</li> <li>- CUPA HMBP*</li> <li>- 22 CCR §66265.15(b)</li> <li>- 8 CCR §3203</li> <li>- State Water Resources Control Board Order 97-03-DWQ*</li> <li>- EMS Checklist _____</li> <li>- EMS Form _____</li> </ul>	

# ***ENVIRONMENTAL and HEALTH & SAFETY COMPLIANCE CHECKLIST***

---

## Footnotes:

### <sup>2</sup> Agency/Association Abbreviations:

CARB	California Air Resources Board
CUPA	Certified Unified Program Agency
DOT	Department of Transportation
DTSC	Department of Toxic Substances Control
EPA	Environmental Protection Agency (USEPA and Cal/EPA)
NMFASC	Metal Finishing Association of Southern California
NMFRC	National Metal Finishing Resource Center
OES	Office of Emergency Services (State)
OSHA	Occupational Safety and Health Administration (Cal/OSHA and Federal OSHA)
POTW	Public Owned Treatment Works (Local Sewer Department)
RWQCB	Regional Water Quality Control Board
SCAQMD	South Coast Air Quality Management District
SWRCB	State Water Resources Control Board

<sup>3</sup> References shown with an asterisk are available from MFASC. References shown in **bold** are the primary reference for support materials.

<sup>4</sup> TWA means time-weighted average.