



# NRAO Department of Environmental Safety & Security Environmental Protection Compliance Inspection Checklist

Inspector Name:

Date:

Time:

Location of Inspection:

- \* Inspections must be conducted on an annual basis
- \* Maintain checklist as documentation of this requirement

<b>ASTs/USTs</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Each AST/UST appropriately permitted for operation.			
Local maintenance staff conducts annual inspection to verify conformity with regulations.			
Regular periodic monitoring conducted by local maintenance staff.			
Electronic monitoring in place and functioning or manual procedures used for covered USTs.			
Single walled ASTs inside secondary containment			
Secondary containment capable of holding 110% of the largest single tank volume or total capacity of connected tanks.			
<b>Waste Stream Determination</b>			
New materials with the potential to be hazardous reviewed by ES&S before purchase.			
Owner of the material has inventory and categorized each waste stream annually.			
Hazardous waste manifests are completed for each off-site shipment.			
Any employee required to handle hazardous waste is trained.			
<b>Waste Handling</b>			
Materials properly packaged and labeled for that specific material.			
Liquid waste containers properly closed and sealed to prevent spillage.			
No mixed or unidentified wastes.			
<b>Waste Disposal</b>			
Disposal is an appropriate disposal method.			
Scrap materials of little or no value, transported to an approved open landfill.			
Putrescible waste (organic food waste) removed before 7 days for disposal.			
Non-putrescible wastes (construction debris), and recycling are not stored more than 90 days between collections.			
Waste is not to be disposed on site unless properly permitted.			
Waste has no excessive free liquids.			
<b>Recycling</b>			
Recyclable waste is segregated and placed in appropriate containers for collection.			
All lead-acid batteries collected for recycling to the authorized storage area.			
Accumulate all used oils in approved locations.			
Used oil manifests provided to ES&S.			
<b>Construction and the Environment</b>			
Project with potential to affect the environment submitted to ES&S for review.			
All contractors and visitors will be provided with information regarding the protection of the environment.			

Prohibitions followed for collecting or disturbing any plants, animals, or archaeological materials.			
All ground disturbing activities limited. Construction sites will be fenced or flagged.			
Parking and construction storage contained within the designated areas.			
<b>Kitchen Drains</b>			
Kitchen drains connected to a separator cleaned and waste disposed properly.			
Waste manifests provided to ES&S.			
<b>Point Source Control</b>			
Any wastewater treatment plant has current State certification.			
Water testing and sample collection performed by trained personnel.			
Appropriate chain of custody procedures used to track samples.			
Results of monitoring and testing copied and available at all times.			
Unusual or non-compliant results promptly reported.			
<b>Prohibited Sanitary Sewer Discharges</b>			
Only domestic wastes discharged to drains, sinks, and toilets.			
Prohibited materials and chemicals prevented from disposal down the drain.			
No wastewater resulting in any perceptible color, odor, taste, or foaming on the surface or ground waters.			
Regular inspection of septic tanks conducted to determine when pumping is required.			
<b>Surface Water and Storm Water</b>			
Only unpolluted waters (rainwater or groundwater) discharged to the environment.			
No open containers exposed to rainfall.			
Secondary containment for all oils or chemicals stored outdoors, even temporarily.			
Runoff from construction disturbed areas controlled.			
<b>Groundwater Protection</b>			
NRAO water system operators licensed or certified.			
Chain-of-custody procedures used to track samples collected for analysis.			

<b>Describe the Discrepancies and Corrective Actions Needed below:</b>	
<b>Discrepancies</b>	<b>Corrective Action</b>

**Return the Completed Form to:** ES&S Site Safety Division  
**Copy to:** NRAO ES&S Admin Support – Diana Torres: dltorres@nrao.edu