

Appendix A

Environmental Compliance Questionnaire

Please fill out this questionnaire as completely as possible. It will provide background information necessary to plan and conduct an environmental compliance audit at the facility.

Name of Facility: _____

Location/State: _____

County: _____

Region: _____

Organizational Code: _____

Point of Contact: _____

Phone Number: _____

Date Completed: _____

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
Section 1. Air Emissions Management		
1. Does the facility operate a fuel burner (central steam plant, or hot water steam boiler) or incinerator?	_____	A.1.1, A.1.6 A.1.5,
If YES for boilers, how large and what fuel is used?		
Size	Fuel	
_____	_____	
_____	_____	
_____	_____	
If Yes for Incinerators, which of the following is burned (circle the applicable option):		
trash plant waste animal carcasses other _____		
2. Does the facility dispense, store, or transfer gasoline?	_____	A.55.1 through A.55.6
Type: _____		
3. Is the facility located in an area with an oxygenated gasoline program?	_____	A.55.3
4. Does the facility use any degreasers (solvent baths)?	_____	A. 116.1 through A.118.7
What is used in the degreasers? _____		
5. Does the facility procure/use CFCs or halon substances?	_____	A.85.1 through A.85.4
6. Does the facility repair any units containing refrigerant (circle the applicable options):	_____	A.90.1 through A.90.19
motor vehicles air conditioners refrigerators freezers window air conditioning units building (central) refrigeration		

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
Section 2. Drinking Water Management		
1. Does the facility purchase its drinking water from a nearby municipality's water system?	_____	None applicable
2. Does the facility treat and distribute its own drinking water? If yes, answer the following:	_____	DW.1.1 through DW.30.3
How many people (family members included) reside year round on the refuge? _____		
Does the Visitor's Center have its own drinking water fountain? _____		
How many visitors does the facility average in a year? _____		
What is typically the largest number of visitors in any one month? _____		
3. Does the facility draw water from its own well?	_____	DW.1.2
4. Has the facility been classified by the state as a community water system?	_____	DW.35.1 through DW.50.10
5. Has the facility been classified by the state as a noncommunity water system?	_____	DW.60.1 through DW.65.2
6. Has the facility been classified by the state as a nontransient noncommunity, water system?	_____	DW.70.1 through DW.78.10
7. Has the facility been classified by the state as a transient noncommunity water system?	_____	DW.80.1
8. Is the facility located near a sole source aquifer?	_____	DW.95.1
Section 3. Hazardous Materials Management		
1. Have there been any spills or releases of hazardous substances such as paints, solvents, acids, fuel, and/or pesticides at the facility?	_____	HM.20.1 through HM.20.5
2. Does the facility stored onsite more than 1379 gal of fuel at any one time or 1350 lb of formalin?	_____	HM.30.1 through HM.30.3
		HM.15.1 through

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
3. Does the facility operate a laboratory?	_____	HM.15.4
4. Does the facility store any flammable/combustible liquids (i.e., paints, solvents) in lockers, storage sheds, tanks, or industrial areas? (circle applicable types of storage)	_____	HM.25.1 through HM.42.5
5. Does the facility store compressed gases?	_____	HM.45.1 and HM.45.2
6. Does the facility store acids?	_____	HM.47.1
7. Does the facility transport or offer for transport hazardous materials?	_____	HM.50.1 through HM.50.12
Section 4. Hazardous Waste Management		
1. Is the facility a producer/generator/creator of hazardous waste? Examples include waste paint, waste solvent, waste paint thinner, waste acids, and waste batteries.	_____	HW.1.1 through HW.10.4
2. Does the facility generate less than 100 kg [220.46 lb, approx. 26.5 gal] of hazardous waste in 1 mo?	_____	HW.15.1 through HW.15.11
3. Does the facility generate more than 100 kg [220.46 lb] but less than 1000 kg [2204.62 lb, approx. 265 gal] of hazardous waste in 1 mo?	_____	HW.20.1 through HW.45.5
4. Does the facility generate more than 1000 kg [2204.62 lb] of hazardous waste in 1 mo?	_____	HW.55.1 through HW.110.6
The following are hazardous wastes that may typically be found at a facility (check if used at this facility and indicate amount typically used in a year):		
solvents * _____ liquid paint or spray paint booth air filters _____		
paint stripper or thinner _____ pesticides, insecticides, herbicides _____		
ammunition, explosives _____ battery acid/unserviceable batteries _____		
Fluorescent light bulbs _____		
printing ink, ink solvents, and cleaners _____		
absorbent material and soil contaminated with hazardous waste _____		

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
used oil (some states consider this a hazardous waste) _____ other _____ other _____ other _____		
*This includes trichloroethane, methylene chloride, tetrachloroethylene, 1,1,1-trichloroethane, carbon tetrachloride, chlorinated fluorocarbons, toluene, MEK, mineral spirits, xylene.		
5. Does the facility transport hazardous waste in its own vehicles?	_____	HW.120.1 through HW.120.5
6. Is the facility considered a treatment, storage, and disposal facility? If yes, indicate if it is: Interim Status _____ Permitted (Part B Permit) _____	_____	See the regulations
Section 5. Pesticide Management		
1. Do facility personnel engage in the application of pesticides?	_____	PM.1.2, PM.5.1 through PM.45.2
2. Does the facility use contractor personnel to apply pesticides?	_____	PM.1.2, PM.5.1 through PM.45.2
3. Does the facility store, mix, or formulate pesticides?	_____	PM.47.1 through PM.48.8
4. Does the facility store/use pesticides that are labeled DANGER, WARNING, POISON, or with the skull and crossbones?	_____	PM.48.1 through PM.48.8
5. Does the facility apply agricultural pesticides?	_____	PM.20.1 through PM.20.2
6. Does the facility dispose of pesticides?	_____	PM.55.1 through PM.55.6
Section 6. Petroleum, Oil, and Lubricant (POL) Management		
1. Does the facility have a Spill Prevention Control and Counter measure (SPCC) plan?	_____	PO.5.1 through PO.5.8
2. Have there been any discharges or spills of petroleum products at the facility of more than 5 gal to the environment?	_____	PO.15.1 and PO.15.2

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
3. Does the facility have any aboveground POL storage tanks that are over 660 gal?	_____	PO.40.1 through PO.40.4
4. Does the facility have any pipelines?	_____	PO.45.1 through PO.45.11
5. Does the facility generate/store used oil?	_____	PO.60.1 through PO.90.1
Section 7. Solid Waste Management [Revised September 2000]		
1. Does the facility collect or store solid waste onsite?	_____	SW.10.1 through SW.10.8
2. Does the facility contract out the collection of its solid waste?	_____	SW.1.5
3. Does the facility have any dumps/landfills/land disposal sites on the property?	_____	SW.30.1 through SW.40.1
Active? _____ Closed? _____ If closed, when was it closed? _____		
If known, what was typically placed in the dump/landfill/disposal site?		

4. Is the facility planning or operating a new landfill?	_____	SW.45.1 through SW.45.3
5. Does the facility handle or dispose of medical waste such as needles, bloody wastes, pathogenic waste, etc.?	_____	SW.110.1 through SW.110.6
Section 8. Special Pollutants Management		
1. Does the facility have any equipment that contains PCBs?	_____	SP.5.1 through SP.45.11
If YES, indicate which of the following are at the facility:		
transformers capacitors circuit breakers electromagnets switches heat transfer systems voltage regulators reclosers		

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
light ballast other _____		
2. Does the facility use PCBs in research?	_____	SP.30.1
3. Has the facility had a PCB spill?	_____	SP.20.1 through SP.20.3
4. Does the facility store PCBs or PCB items?	_____	SP.35.1 through SP.35.6
5. Does the facility transport or dispose of items containing PCBs?	_____	SP.40.1 through SP.45.11
6. Has the facility surveyed its buildings for asbestos? Which sites tested positive for asbestos? _____	_____	SP.55.1 through SP.55.4
7. Does the facility have personnel that remove asbestos, perform maintenance work on asbestos covered structures, pipes, or insulation?	_____	SP.65.1 and SP.65.2
8. Have structures at the facility which contain asbestos under gone, or are currently undergoing, renovation, stripping, or demolition?	_____	SP.60.1 through SP.60.9
9. Do facility personnel transport or dispose of asbestos-containing waste?	_____	SP.70.1 through SP.70.4
10. Has the facility conducted a radon survey of its buildings?	_____	SP.80.1 through SP.80.3
11. Has the facility received any noise complaints?	_____	SP.85.1
Section 9. Underground Storage Tank (UST) Management		
1. Does the facility have any USTs in the process of being replaced or upgraded? How many and what are their contents? _____	_____	UT.10.1
2. Has the facility installed any new USTs (after May 1986)? How many and what are their contents? _____	_____	UT.15.1 through UT.15.5

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
3. Have any of the facility USTs been closed? How many? _____	_____	UT.75.1 through UT.75.7
4. Have any of the facility USTs undergone a change in service? How many? _____	_____	UT.75.1 through UT.75.7
Section 10. Wastewater Management		
1. Does the facility have any potential sources discharging to the environment? (circle the applicable) wastewater treatment plant oil/water separator washrack septic system	_____	WW.10.1 through WW.10.6
2. Does the facility have a NPDES/SPDES permit?	_____	WW.10.1 through WW.10.6
3. Does the facility discharge to a local wastewater treatment plant? (circle the appropriate sources of discharge) domestic sewage wastewater treatment plant oil/water separator washrack	_____	WW.25.1 through WW.25.9
4. Has the facility had any pretreatment standards imposed upon it by the local wastewater treatment plant?	_____	WW.1.2
5. Does the facility operate a feedlot?	_____	WW.45.1
6. Does the facility do land application of sludge?	_____	WW.105.1 through WW.125.8
7. Does the facility do land disposal of sludge?	_____	WW.135.1 through WW.140.6
8. Does the facility incinerate sludge?	_____	WW.150.1 through WW.150.8

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
Section 11. Greening [Added September 2000]		
1. Does the facility have an Environmental Management Plan? 2. Does the facility have a recycling program? 3. Does the facility purchase products containing recovered materials?		GR.12.1 GR.25.1 GR.12.3
Re-Refined Oils and Lubricants:		
1. Approximately how many vehicles are serviced for replacement or addition of oils and lubricants by the shop or facility annually? _____		GR.12.3 and GR.12.4
2. What type of vehicles are serviced (e.g., sedans, trucks, heavy equipment, aircraft)? _____		
3. What is the estimated annual consumption of oil and lubricants in the shop? Motor Oil: _____gallons Other Lubricants: _____gallons		
4. Approximately how frequently is the engine oil replaced in facility vehicles? Every _____ miles or _____ months.		
5. Does the facility or shop test the oil to determine if replacement is needed? Yes _____ No _____		
6. Does the shop or facility use re-refined oil for replacement engine lubricating (motor) oils? Yes _____ No _____		
7. Does the shop or facility use re-refined oil for replacement hydraulic fluids? Yes _____ No _____		
8. Does the shop or facility use re-refined oil for replacement gear oils? Yes _____ No _____		
9. Do shop containers containing unused oils and other lubricants indicate these products are re-refined? Oil: Yes _____ No _____ Hydraulic Fluids: Yes _____ No _____ Gear Oils: Yes _____ No _____		
10. Is the shop or facility aware of the RCRA/CPG requirement to use re-refined oils or lubricants? Yes _____ No _____		
11. If the facility is aware of the requirement to use re-refined oils and lubricants and still does not use these products, what is their explanation for not using these products?		

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
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Re-refined is too expensive _____
 Specifications don't allow use of re-refined _____
 Re-refined is not available _____
 Other _____

12. Where does the shop or facility purchase oil and other lubricants?

Commercial bulk vendor (e.g., Safety Kleen)? Yes ____ No ____
 Govt. vendor (e.g., DLA, GSA) ? Yes _____ No _____
 Local commercial vendor (e.g., auto supply)? Yes ____ No ____
 Other? _____

13. Do shop or facility personnel purchase oil or other lubricants for use in the shop using a government charge card or account at a commercial vendor (e.g., K-Mart or Sears) outside of the facility?

Always _____ Occasionally _____ Never _____

14. What is the fate of used oil removed from the facility's vehicles?

Disposed of as hazardous waste? _____
 Picked up by vendor for recycling? _____
 Reused at facility for heating fuel? _____
 Other? _____

15. If the oil is collected or sent out to a recycler, is it ultimately used for energy recovery or is it re-refined?

Energy Recovery _____ Re-Refined _____ Don't Know _____

Retread Tires

1. Approximately how many tires does the shop or facility replace annually? _____

2. What type(s) of replacement tires does the shop or facility use?

Bus Yes _____ No _____
 Heavy Truck Yes _____ No _____
 Pickup Truck Yes _____ No _____
 Passenger Vehicle Yes _____ No _____
 Other Yes _____ No _____

3. Does the shop or facility install retread tires on facility vehicles onsite?

Yes _____ No _____

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
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If Yes, for which types of tires?

- Bus _____
- Heavy Truck _____
- Pickup Truck _____
- Passenger Vehicle _____
- Other _____

4. Does the shop or facility have in place an agreement or contract with a "retreader" to retread the facility's tires? Yes _____ No _____

5. Does the shop or facility use an outside service or vendor for tire replacement? Yes _____ No _____

If yes, does the vendor offer retread tires? Yes _____ No _____
Don't Know _____

If yes, does the facility purchase these tires? Yes _____ No _____

6. Is the shop or facility aware of the RCRA/CPG requirement to use retread tires? Yes _____ No _____

7. If the shop or facility is aware of the requirement to do so yet still does not use retread tires, what is the explanation for not using these products?

- Retread tires are "unsafe" _____
- Specifications don't allow use of retread tires _____
- Retread tires are not available to the facility _____
- Other _____

8. Does the shop or facility purchase retread tires for use in the shop using a government charge card or account at a commercial vendor (e.g., Bandag, Goodyear, or other retreader) outside of the facility? Always _____ Occasionally _____ Never _____

9. How are used tires disposed of by the facility?

Engine Coolant

1. Approximately how many vehicles are services for replacement or addition of coolants by the shop or facility annually? _____

2. What type of vehicles are serviced? (e.g., sedans, trucks, heavy equipment) _____

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
3. Where does the shop or facility purchase coolant (reclaimed or virgin)?		
Commercial bulk vendor (e.g., Safety Kleen) Yes _____ No _____		
Govt vendor (e.g., DLA, GSA) Yes _____ No _____		
Local commercial vendor (e.g., auto supply) Yes _____ No _____		
Other _____		
4. Approximately how frequently is the coolant changed in each vehicle? Every _____ miles or _____ months?		
5. What is the estimated average annual usage of coolant in this shop or facility? _____ gallons		
6. Does the shop or facility use reclaimed engine coolant?		
Yes _____ No _____		
7. Does the shop or facility have in place an agreement or contract with a vendor to reclaim the facility's used coolant?		
Yes _____ No _____		
8. Does the shop or facility have onsite, a reclamation device to reclaim used coolant? Yes _____ No _____		
9. Is the shop aware of the RCRA/CPG requirement to use reclaimed coolant? Yes _____ No _____		
If the facility is aware of the requirement to do so yes still does not use reclaimed coolant, what is the explanation for not using this product?		
Reclaimed coolant is not effective _____		
Specifications don't allow use of reclaimed coolant _____		
Reclaimed coolant is not available to the facility _____		
Coolant reclamation devices are too costly _____		
Other _____		
10. Does the facility purchase coolant (reclaimed or virgin) for use in the shop using a government charge card at a commercial vendor (e.g., K-Mart or Sears) outside of the facility? Yes _____ No _____		

QUESTION/DESCRIPTION	RESPONSE	REFERENCE (If YES, see checklist items:)
11. How does the facility dispose of coolant that is removed from facility vehicles (and is not reclaimed)? _____		

Signature of individual completing this form: _____

Date completed: _____

Pollution Control Records

ATTENTION: The following records should be available for review by the audit team either prior to the audit or immediately upon arrival at the facility. (NOTE: Not all facilities will have, or are even required to have, all of the following.)

General

1. Copies of NOVs, USEPA audit reports, or waivers issued to the facility in any of these areas and a site map.

Air Emissions Management

1. Air emissions inventory.
2. All air related permits.
3. A list of steam generating units and boilers and their size, fuel used, and locations.
4. Emissions monitoring and operating records
5. Air emissions episode plan
6. CFC training certification

Drinking Water Management

1. Copies of drinking water test results.
2. Copies of reports to the state.
3. Permit.
4. Operator certification.
5. UIC records.
6. Sanitary surveys.

Hazardous Materials Management [Revised September 2000]

1. A list of hazardous material storage/use areas.
2. MSDSs.
3. Documentation of personnel training.
4. The Hazard Communication Plan.
5. A copy of any reports of spills.
6. Copies of the Tier I or Tier II reports.
7. Chemical Hygiene Plan.

Hazardous Waste Management

1. The Hazardous Waste Management Plan.
2. A list of hazardous wastes generated at the facility.
3. USEPA identification number.
4. Manifests and exception reports.
5. Any permits.
6. The biennial report.
7. Personnel training records.

Pesticides Management

1. The Pesticide Management Plan.
2. A list of pesticide storage sites.
3. Application records.
4. MSDSs for pesticides.
5. Personnel Certifications for applicators.
6. Contracts for pesticide application.

POL Management

1. The SPCC plan.
2. Used oil disposal records.
3. Spill training documentation.

Solid Waste Management [Revised September 2000]

1. Any contracts with waste haulers.
2. All documentation pertaining to landfill operation or closure.
3. Records on groundwater sampling resulting from monitoring wells.

Special Pollutants Management

1. The PCB inventory.
2. The PCB annual report.
3. The results of the asbestos survey.
4. Asbestos training records.
5. Noise complaints.
6. Radon survey results.
7. Inspection, storage, and maintenance records for PCBs and asbestos containing materials.

Underground Storage Tank (USTs) Management

1. Closure documentation/approval.
2. A list of all USTs and their locations.
3. Release detection documentation.
4. Integrity test results.
5. Site contamination reports after tank removals.

Wastewater Management

1. All NPDES/SPDES permits and associated maintenance and monitoring records.
2. Maps of the storm, sanitary, and industrial sewers.
3. A copy of pretreatment standards imposed on the facility.
4. Test results on sludge disposed of through land application, land disposal, or incineration.
5. Locations of holding ponds, sedimentation pits, and open/end of-pipe discharge points.

Greening [Added September 2000]

1. Environmental Management Plan.