

ENVIRONMENTAL COMPLIANCE AUDIT QUESTIONNAIRE

The Environmental Audit Questionnaire is intended to gather background information about the facility. The first section of the questionnaire contains general questions. Subsequent sections ask for more detailed information. This background information will help plan and conduct the audit. Many of these questions are asked during the on-site portion of the audit.

WATER SUPPLY

1. Fill in the following table to determine water supply sources and water uses:

Water Use	Supply Sources	On-site Water Treatment Yes/No	Estimated Average Volume (Gal/day)	Method of Flow Measurement? Yes/No

WATER DISCHARGES

1. Fill in the following table to determine water discharges:

	YES	NO	NUMBER
Does the facility have a State Pollutant Discharge Elimination System (SPDES) permit for wastewater discharges?			
Does the facility have an industrial user discharge permit from a publicly-owned treatment works?			
Does the facility have a SPDES permit for stormwater or other discharges?			

DISCHARGE TO SEWER

1. Does the facility have a sewer discharge permit?
2. Indicate sources of non-sanitary wastewater (e.g., laboratory discharges, boiler blowdown, vehicle washing water) on facility. Indicate where these discharges are routed to and whether discharges are treated or pass through oil/water separators.
3. Have there been any changes in facility wastewater, wastewater discharges, treatment processes or point of discharge changes in the past three years? Are any changes planned for the next year?
4. If the facility discharges to a Publicly Owned Treatment Works, what pretreatment is required by the treatment facility for the facility's discharges?
5. Are wastewater discharges sampled and/or monitored? If yes, provide information in the table below. Provide data for the last year. Time period covered _____.
6. Are discharge monitoring reports (DMRs) submitted? If so, to whom?
7. Attach a copy of the local sewer ordinances.
8. Describe the chain of custody, sampling, and sample handling procedures.
9. Does the facility have floor drains? Describe where they are, where they discharge to, and what they are used for.

DISCHARGE TO GROUNDWATER

1. Are there any active or inactive wells (production wells, cooling water wells, groundwater monitoring wells, oil or gas wells, injection wells, etc.) located on this property? If yes, list types, approximate dates of use, depths. Indicate locations on site map and provide well logs, if available.
2. Describe any reported groundwater problems beneath both the property or on the surrounding area.
3. Does the facility have a groundwater monitoring program? If no, go to next question. If yes, what parameters are measured?

How frequently are groundwater measurements obtained?

Who receives the groundwater analysis results?

4. Are there available logs of soil borings taken on the property or geotechnical reports from past design or construction work?
5. Does the facility or facility-owned property have any known or suspected areas of contaminated soil? If yes, indicate area(s) on site map and identify the suspected contaminants.

STORMWATER DISCHARGES

1. Does the facility have a stormwater collection system? If yes, describe. If no, describe how stormwater discharges from the site?
2. Where does stormwater discharge? To surface water? To a municipal separate storm sewer system? To a combined sewer system? Describe.
3. Does the facility hold a SPDES permit for stormwater discharges? If yes, provide copy.
4. Does facility have a Stormwater Pollution Prevention Plan or a Stormwater Management Plan? If yes, provide a copy for review.
5. Are there known or suspected non-stormwater discharges or connections (e.g., wash waters, floor drains) to the storm drain system? If yes, describe type and location.
6. Are there any construction projects currently underway or proposed that will disturb one (1) or more acres of land area? If so, describe.
 - a. Has coverage been obtained under the SPDES General Permit for Stormwater Discharges from Construction Activity? If yes, provide copy of NOI.
 - b. Has a Stormwater Pollution Prevention Plan been prepared for the construction activity? If so, provide copy for review.
7. Has any stormwater sampling ever been conducted? If so, provide copy of results for review.

GROUNDWATER

1. Are there any active or inactive wells (production wells, cooling water wells, groundwater monitoring wells, oil or gas wells, injection wells, etc.) located on this property? If yes, list types, approximate dates of use, depths. Indicate locations on site map and provide well logs, if available.
2. Describe any reported groundwater problems beneath both the property or on the surrounding area.
3. Does the facility have a groundwater monitoring program? If no, go to next question.

If yes, what parameters are measured?
How frequently are groundwater measurements obtained?
Who receives the groundwater analysis results?
4. Are there available logs of soil borings taken on the property or geotechnical reports from past design or construction work?
5. Does the facility or facility-owned property have any known or suspected areas of contaminated soil? If yes, indicate area(s) on site map and identify the suspected contaminants.

OIL STORAGE TANKS

1. Is there a valid, certified Oil SPCC Plan for the facility?

UNDERGROUND STORAGE TANKS

1. Are there any underground storage tanks (USTs) presently on this site?
2. Have any of the USTs been registered with the regulatory agency?
3. Please complete the following table for all USTs (past and present) at the Facility.

Tank Capacity	Substance Stored	Construction Material	Location	Tank Age	Tank Registered?

4. Is an inventory (comparison of materials received against material used) on USTs maintained?
5. Were leak tests performed on any of the USTs? If yes, what testing procedures were used? What were the results?
6. If any of the USTs have leaked in the past, what corrective measures were taken by the Facility?
7. Please describe leak detection, interstitial monitoring, and overflow alarms/protection for all
8. Have any USTs been removed or abandoned in the past?
9. Was DEC informed prior to the removal/abandonment?

ABOVEGROUND STORAGE TANKS

1. Are there any aboveground storage tanks, drums, containers, or oil-containing equipment present at the facility?
2. Are any of them registered with a regulatory agency?
3. Do they all have a means of secondary containment (e.g., berm, dike, retaining wall, spill pallet, etc.)?
4. Which tanks, drums, containers or oil-containing equipment have high-level alarms?
5. Do any of them have structural problems?
6. Do any of them have associated underground pipes? If yes, show on site map and indicate contents of pipes. Which of these pipes have been leak tested?
7. What types of inspections (e.g., visual, integrity testing) are conducted for oil storage equipment? At what frequency?
8. Complete the following table for each aboveground oil storage area. If this information is provided in Oil SPCC Plan or elsewhere, attach the appropriate document.

Location of Storage Area	Type & Number of Containers in Area	Capacity of Containers in Area	Type of Materials Stored in the Containers	How Often Inspected?

9. List all equipment (e.g., hydraulic elevators or lifts, dumpsters, generators, SUNY-owned transformers, grease traps, oil/water separators, etc.) that contain 55 gallons or more of oil.
10. Are these included on an Oil SPCC Plan?

USED OIL

1. Does the facility generate used oil? If so, what type and where?
2. Where does the facility store the used oil?
3. How does the facility dispose of used oil?
4. Does the facility burn any used oil on-site?

AIR

1. Is there a valid air permit/registration that the facility is operating within?
2. If the facility operates any boilers, provide information in the following table.

Unit #	Date Installed	Date Modified	Heat Input MMBtu/Hr	Fuel Burned Gas, Oil, etc.	Sulfur Content of Fuel

3. What is the size (hp or kW) of the largest emergency generator?
How many generators are maintained on site?
4. Has the facility made any recent modifications to existing air emissions sources? Are any additions or modifications planned for the next two years? If yes, describe.
5. Have any air-related public complaints been received by the facility during the last two years? Describe the nature of the complaints (odors, visible emissions, etc.), their dates, and the facility's response.
6. Does the facility own or operate an incinerator?
7. What refrigerants are used on facility? Who is certified to work with refrigerants on facility?
8. Is there any refrigeration equipment with >50 lbs of refrigerant? Are service records available?
9. Does the facility own a reclaiming unit? Has this equipment been registered with EPA?
10. Are there any technicians who service automotive air conditioners?
11. Where is unused refrigerant stored on facility?
12. Does the facility have a gasoline dispensing facility? If so, how much gasoline was dispensed over each the past two calendar years?
13. Does the facility have a graphic arts department?
14. Does the facility have any dry cleaning operations?
15. How many parts washers or degreasers are located on facility? Where are these located How is the spent solvent disposed?
16. How many spray booths are located on facility? Where are these located?
17. Does the facility apply traffic paint?

PESTICIDES

1. Does the facility employ any certified pesticide applicators or technicians? If so, what types of certifications do they have (e.g., commercial technician, apprentice)?
2. What types of pesticide application is the facility engaged in (ornamental, turf, termites, cooling water tower treatment, greenhouse applications etc.)?
3. Is the most recent annual report available?
4. Does the facility use any restricted use or experimental pesticides?
5. Has the facility registered with DEC as a pesticide "agency"?
6. Does the facility maintain pesticide application records?

ENVIRONMENTAL COMPLIANCE PRE-AUDIT DOCUMENT REQUEST

These are some of the documents that will be reviewed during an environmental compliance audit.

Water/Stormwater

State waste discharge license and amendments (if any).	Copies of EPA or DEC compliance or performance inspection reports conducted over the last three years.
SPDES permit with special conditions and standard terms and conditions.	Copies of all discharge monitoring reports (DMRs) submitted during the last two years and all related correspondence to and from the regulators.
Copies of all upset/bypass reports and other permit compliance submittals made to DEC or EPA over the last year.	Applications for current and any pending state waste discharge license and SPDES permit.
Notice of violation, consent orders, compliance schedules, waivers, citizen complaints and reports or other documents related to compliance with wastewater discharge laws and rules.	Industrial user discharge permit with POTW.
List all facility discharge points.	Analytical results from groundwater monitoring on-site.
Stormwater plan and or pollution prevention plan.	Notice of intent to be covered under general permit.
Notice of intent to be covered under general permit.	

Inland Wetlands

Application to carry out regulated activity in inland wetland.	Notice of violation or other enforcement notices documents related to activities in wetlands
Summary ruling or permit to carry out such regulated activity.	

State and Federal Spill Prevention Control and Cleanup/Countermeasure Plans

Oil Spill Control and Countermeasure Plan.	New York Bulk Chemical Spill Plan.
Hazardous Waste Contingency Plan.	

Storage Tanks

Underground and aboveground oil storage tank registrations.	Tank testing reports and results.
Notice of removal or abandonment in place.	Notices of violation.
Inspection reports.	List of aboveground storage tanks (indicate contents and capacities).

Air

An inventory of all air emission sources.	Sulfur content results for fuel oil, if applicable
All current air emission permits and registrations and any pending applications.	Reports or testing to confirm any permit restrictions (e.g., flow rates, etc.).
Semi-annual, annual compliance and emission statement reports.	Maintain copies of all semi-annual, annual compliance and emission statement reports.
All emissions monitoring, testing, guarantees, and/or sampling reports for any and all emission sources.	A copy of the refrigerant certifications for on-facility personnel responsible for reuse and recycling of refrigerants.
Any ambient air quality monitoring data that demonstrate exceedances of state or federal air quality standards	Training, inspection, and certification records for incinerator operations and operators.
All notices of malfunctions, bypasses, shut downs, and emissions violations submitted to DEC and/or EPA.	Emission testing results not required by a license that deal with emission limits contained in a license.
All Complaints, notices of violations, consent agreements, etc. relating to air emissions, including complaints regarding odor, visible emissions, etc.	

Pest Management

Certified Pesticide Applicators license due every 3-years.	Maintain copies of pesticide applicators / technicians certifications or licenses.
Annual Pesticide Use Report for Facility.	Maintain copies of pesticide application records for the past 5 years.
Pesticide Business Registration renewed every 3 years.	Maintain copy of the Facility's registration with DEC and pesticide business labels for vehicles