



**South Carolina Department of Health and  
 Environmental Control  
 Center for Waste Minimization  
 Compliance Assistance  
 General Facility Information Checklist**

This checklist is used for background information by the staff to prepare for your compliance assistance visit. Please complete this checklist and fax to (803) 896-8999.

Facility Name:	Facility Point of Contact:
Number of Employees:	Contact Phone Number: (     )
Mailing Address:	Site Address (including county):
Fax Number:	E-mail:
SIC: ___ ___ __: ___ ___ __: ___ ___ __	No. of Shifts _____ No. of days per week _____
Process Description:	
Existing DHEC Permits:    YES    NO	
If Yes, Permit Number	

If there are specific regulatory areas that you would like to receive assistance with, please note below.

- |   |   |
|---|---|
| <input type="checkbox"/> Stormwater Management<br><input type="checkbox"/> Air Quality<br><input type="checkbox"/> Underground Storage Tanks<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> Hazardous Waste Management<br><input type="checkbox"/> Wastewater (NPDES) Management<br><input type="checkbox"/> Pollution Prevention/Waste Minimization |
|---|---|

***UST COMPLIANCE***

1. Are any underground storage tanks (USTs) on-site? YES NO
  
2. Is each UST registered with DHEC? YES NO
  
3. When was the last time these tanks were up-graded? YES NO
  
4. Is the area around the tank discolored? YES NO
  
5. Are all tanks that contain hazardous substances double-walled? YES NO
  
6. For each Underground Storage Tank, complete the following information:

Tank	Install Date	Tank Operating Status	Tank Capacity	Tank Contents
		in-service closed	gallons	
		in-service closed	gallons	
		in-service closed	gallons	
		in-service closed	gallons	
		in-service closed	gallons	
		in-service closed	gallons	
		in-service closed	gallons	
		in-service closed	gallons	

UST Program Point of Contact: Compliance Help Desk, (803) 896-6240

## ***STORMWATER COMPLIANCE***

1. Has facility requested coverage under the General permit for Industrial Activity? YES NO

If no, has the facility requested coverage under the No Exposure Certification Exclusion?

YES NO

2. Are industrial materials and/or material handling equipment stored outside? YES NO

3. Are any materials stored outside in closed containers which are in good condition? YES NO

4. Does facility have a written Stormwater Pollution Prevention Plan? YES NO

5. Is the plan retained on-site and signed by the appropriate company official? YES NO

6. Does the plan require the signature of a Professional Engineer? YES NO

7. For any required sampling, is the analysis performed by a DHEC certified lab? YES NO

8. Are periodic site compliance evaluations being conducted? YES NO

***NPDES COMPLIANCE (exclude sanitary wastewater)***

1. What activities on-site generate wastewater (excluding restrooms/kitchens)?

2. Where does the wastewater discharge? (circle)

- Released to public sewer
- Septic field
- Storm drain
- Other off-site discharge

3. Is any of the wastewater recycled on-site?    YES    NO

4. Are floor drains present at the facility?    YES    NO

If yes, where do the floor drains discharge?

5. Is wastewater treated (pH adjusted, solids removed, etc) before discharge?    YES    NO

6. For any required sampling, is analysis performed by a DHEC certified lab?    YES    NO

7. Are records maintained on-site?    YES    NO

8. How is sludge disposal handled?

## ***HAZARDOUS WASTE MANAGEMENT***

1. What waste do you generate?
2. Has the facility determined which wastes are hazardous wastes? YES NO
- 2a. What are the codes of the hazardous waste generated? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.
3. What method was used to make the hazardous determination?
4. What is the facility generator status? (Circle one)
  - Conditionally Exempt Small Quantity Generator (CESQG)
  - Small Quantity Generator (SQG)
  - Large Quantity Generator (LQG)

Generator Status	HW generated in any calendar month	Acute HW generated, in any month, or accumulated at any time	Spill cleanup material contaminated w/ acute HW generated, in any month, or accumulated at any time	Accumulated HW on-site
CESQG	less than 100 kg (220 lbs)	1 kg (2.2 lbs)		less than 1000 kg (2200 lbs)
SQG	between 100 and 1000 kg (220 lbs – 2200 lbs)	1 kg (2.2 lbs)		less than 6000 kg (13200 lbs)
LQG	1000 kg or more	1 kg (2.2 lbs)	less than 100 kg (220 lbs)	

5. Has the facility obtained an EPA ID number? YES NO
6. Are containers compatible with the wastes stored in them? YES NO
7. Are HW containers closed properly? YES NO
8. Are HW containers labeled properly? YES NO
9. Are HW containers in good condition? YES NO
10. Are accumulation dates on containers? YES NO
11. Are materials segregated based on compatibility? YES NO
12. Are weekly inspections documented? YES NO
13. Are satellite collection areas in use? YES NO
14. Does facility have hazardous waste manifests or shipping papers on file? YES NO
15. Is secondary containment in place as required? YES NO

## *AIR QUALITY COMPLIANCE*

1. Is the facility classified as exempt, minor, or major source for permitting? YES NO
  
2. Are air pollution control devices present (scrubbers, cyclones, etc)? YES NO  
If YES, is each included in your air quality permit?
  
3. Are fuel-burning sources present (boilers, emergency generator, incinerators, heaters, furnaces, etc)? YES NO
- 3a. If Yes, has each unit been evaluated for the need for an air quality permit?
  
4. What are the BTU/Hr rating of the fuel-burning sources? \_\_\_\_\_, \_\_\_\_\_.
  
5. What primary fuels are used on-site?
- 5a. What the back-up fuels used on-site?
  
6. Are storage vessels (silos, tanks, etc) present? YES NO  
If yes, what are the vessel capacity?
  
7. Is production continuous or batch?
  
8. What other types of equipment are present?
  
9. If YES, are the required EPCRA provisions satisfied? YES NO
  
10. What exhaust points are present?