

**Background Information for Site Visits**

Please complete the applicable items below to provide our team with helpful information for the upcoming site visit. Use additional sheets if the space provided is inadequate.

This technical assistance is a **non-regulatory, free, confidential** service of the Center for Waste Minimization.

<b>Section 1: Facility Information</b>			
Facility Name:		Date:	
Facility Type:		Primary SIC Code:	
Facility Contact:		# Employees:	# Shifts:
Days/week:			
Mailing Address:			
Physical Address:			
County:		Email address:	
Telephone No:	Fax No:	Mobile No:	
Products Manufactured:			
<b>Section 2: Environmental Areas</b>			
<b>WASTE TYPES</b>			
<b>HAZARDOUS (RCRA) WASTE</b>			
A. Wastes Reporting (List Below)			
Code	Chemical	Unit Operation (e.g. Parts Washer/Printing/Painting/etc.)	Annual Amount
B. Generator Quantity Status (Check One)			
Less than 100 kg/mo (220 lb/mo)			
100-1000 kg/mo (220-2200 lb/mo)			
Greater than 1000 kg/mo (2200 lb/mo)			
Not sure			
<b>SOLID (non-hazardous) WASTE</b>			
Identify major types and estimated quantities below			
	Types	Recycle?	Quantities (e.g. lb/mo)
	Cardboard		
	Plastics		
	Pallets		
	Drums		
	Oil		
	Sludge		
	Fluorescents		
	Rags		
	Absorbents		
	Electronics		
	Paper (including office paper and newspaper)		
	Metal		
<b>WATER</b>			
<b>WASTEWATER</b>			
A. Treatment Provision (check all that apply)			
Company has NPDES permit			
Company pretreats then discharges into POTW system.		Identify POTW:	
Company discharges directly into POTW system.		Identify POTW:	
Other			
B. Average wastewater flow from operations		gpd	

C. Unit operations generating wastewater			
D. If sludge is generated on-site, is a chemical analysis available?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
E. Are recirculating operations being conducted?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
STORM WATER (check all that apply)			
Company discharges into a river or stream			
Company has storm water permit		<input type="checkbox"/> General Permit	<input type="checkbox"/> Individual Permit
Company knows the TMDL of the receiving water stream			
Company has a SWPPP			
DRINKING WATER (check all that apply)			
Facility is a public water supply system			
Facility drinking water is from a well or local water system		<input type="checkbox"/> Well	<input type="checkbox"/> Local System
<b>AIR (Stack and Fugitive)</b>			
A. Descriptions			
Emission Source	Unit Description	Control Equipment	Annual Amount of Emissions
B. Is a chemical analysis of residuals (e.g. dust) available?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Section 3: Facility Details</b>			
Permits			
Facility has a hazardous waste permit	Permit Number:	EPA ID No.	
Facility has a wastewater permit	Permit Number:		
Facility has a storm water permit	Permit Number:		
Facility has a drinking water permit	Permit Number:		
Facility has an air permit	Permit Number:		
Enforcement			
Is your facility currently under any enforcement actions?	List enforcement actions:		
Is the following information available, if needed, for the technical assistance visit? Please indicate the information that will be available.			
Process flow diagrams			
Facility layouts and work flow diagrams			
Current environmental firms utilized			
Material Safety Data Sheets (MSDS)			
Environmental Management System (EMS)	ISO <input type="checkbox"/>	Other <input type="checkbox"/>	
Please describe any emissions/waste reduction practices/operations already in place.			
Please describe any reuse/recycling/reclamation operations already in place (on-site or off-site).			
If you are using an outside firm(s) for reuse/recycling/reclamation of process waste, would you provide their name(s) for our reference?			
Waste	Recycler		
Are waste management costs available – including reporting, insurance, treatment, and disposal/discharge?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do limitations on your environmental permits hinder your emissions/waste minimization efforts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

