



Smart Business Recycling Program

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) 896-4001 or email to smartbiz@dhec.sc.gov.

Facility Name:	Facility Contact:
Number of Employees:	Contact Phone Number: ()
Mailing Address:	Physical Address:
Fax Number:	E-mail:
SIC: _ _ _ _ : _ _ _ _ : _ _ _ _	No. of Shifts _____ No. of days/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
<input type="checkbox"/> Air Quality
<input type="checkbox"/> Underground Storage Tanks
<input type="checkbox"/> Other: _____ | <input type="checkbox"/> Hazardous Waste Management
<input type="checkbox"/> Wastewater (NPDES) Management
<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 ratings 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 is the capacity of the storage vessels?

7. Is production continuous or batch?

8. What other types of equipment are present?

9. Is the Facility subject to EPCRA? YES NO

- 9a. If YES, are the required EPCRA provisions satisfied? YES NO

10. What exhaust points are present?

These instructions are to be used by facilities to complete the Smart Business Recycling Program Background Information for Compliance Assistance Visits Form. Use additional sheets to complete the form if necessary.

<p>Facility Name: The name under which this particular facility or plant does business.</p> <p>Facility Contact: The person who should be contacted regarding a Compliance Assistance Visit.</p> <p>Number of Employees: The maximum number of people employed at the facility, excluding contractors.</p> <p>Contact Phone Number: The complete telephone number (including area code) at which the facility contact can be reached.</p> <p>Mailing Address: The address at which the facility receives mail.</p> <p>Physical Address: The physical location of the facility, which includes the number and street or highway at which the facility is physically located, the city, and zip code.</p> <p>Fax Number: The complete telephone number (including area code) for the electronic facsimile machine at which correspondence may be communicated to the facility contact.</p> <p>Email: The email address of the facility contact.</p> <p>SIC: Standard Industrial Classification (SIC) if known.</p> <p>No. of Shifts: The number of shifts worked at the facility.</p> <p>No. of days/week: Number of days the facility operates per week.</p> <p>Process Description: A description of the process at your facility.</p> <p>Existing DHEC Permits: Check yes or no indicating whether your facility has any DHEC Permits.</p> <p>If Yes, Permit Number: Indicate any existing DHEC Permit numbers.</p> <p>Specific Regulatory Areas: Check any areas listed that you would like assistance with.</p>	<p>UST Compliance 1-5: Answer Yes or No to each question to the best of your knowledge. 6: Complete the table with information on each UST at your facility.</p> <p>Stormwater Compliance Answer Yes or No to each question to the best of your knowledge.</p> <p>NPDES Compliance (exclude sanitary wastewater) 1. List the activities that generate wastewater at your facility. 2. Circle the choice that lists where your wastewater discharges. 1-7 Answer Yes or No to each question to the best of your knowledge. 8. Explain how your sludge is handled after generation.</p> <p>Hazardous Waste Management 1. List waste generated at your site. 2. Answer Yes or No to the best of your knowledge. 2a. List hazardous waste codes. 3. List the method used to determine if a waste is hazardous. 4. Circle the facility generator status based on the table. 1-15. Answer Yes or No to each question to the best of your knowledge.</p> <p>Air Quality Compliance 1-3 Answer Yes or No to each question to the best of your knowledge. 3a Determine whether each unit has been evaluated for air permitting. 4. List BTU/hr ratings. 5. List primary fuels used. 5a. List back-up fuels used. 6. Answer Yes or No to the best of your knowledge. If yes, list vessel capacity. 7. Determine whether your process is continuous (process flows continuously) or batch (start and stop process for a new product or batch). 8. List other equipment at the facility. 9. Determine facility EPCRA applicability. Information on EPCRA can be found at www.scdhec.gov/baq. 9a. If subject to EPCRA ensure you are complying with the regulation. 10. List any exhaust points from your facility.</p> <p>The completed form will be electronically filed confidentially in a DHEC database. Any copies made will be shredded.</p>
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