

# USAG Yongsan Environmental Compliance Inspection Checklist

Monthly    Quarterly    Site Assistance Visit    Follow-Up

Unit: \_\_\_\_\_ Building #: \_\_\_\_\_ Date: \_\_\_\_\_

Commander: \_\_\_\_\_ EO: \_\_\_\_\_

Inspector: \_\_\_\_\_

Overall Inspection Rating:       GO                       NO-GO

***Inspection Standards:***

***Initial Inspection: Satisfactory =***

- Must not exceed 2 NO-GO ratings in each section.
- Must not receive a NO-GO on an item marked with an \* in a section.
- Failure of any one section results in an overall NO-GO of the entire inspection and will require a Follow-Up Inspection.

***Follow-up Inspection:***

***Satisfactory = Corrections on any NO-GO ratings from Initial Inspection.***

**Section 1    Administrative**

Inspection Item	Rating		
	GO	NO-GO	N/A
1. Is there a primary and alternate Environmental Officer (EO) appointed by orders?			
2. Is a current copy of the EO appointment orders at DPW-Environmental Division?			
3. *Are the EOs trained within 3 months of being appointed?			
4. *Is the EO conducting the monthly compliance inspections as required?			
5. Are the following publications on-hand and current? (electronic or hard copy)			

a) AR 200-1, Environmental Protection & Enhancement			
b) TM 38-410, Storage and Handling of Hazardous Materials			
c) USFK Regulation 201-1, Environmental Governing Standards			
d) USAG Yongsan Environmental Policy Letter #2-13			
e) Installation Spill Contingency Plan (ISCP)-Volume I			
f) Environmental Management Program (EMP)-Bulk Fuel/Chemical Management			
g) Environmental Management Program (EMP)-Discharges to Storm Water Systems			
h) Environmental Management Program (EMP)-Hazardous Waste Generation			
i) Environmental Management Program (EMP)-Solid Waste Generation			
j) USAG Yongsan Environmental Officer SOP			
k) USAG Yongsan Environmental Management for Maintenance Facilities SOP			
l) USAG Yongsan Environmental Compliance Inspection (ECI) SOP			
m) USAG Yongsan HWAP SOP			
n) USAG Yongsan Oil Water Separator SOP (includes technical sheet for 2 approved detergents)			
o) USAG Yongsan Spill Response Procedures SOP			
6. *Does the Unit/Organization have a Spill Contingency Plan (SCP) that has been reviewed within the last year?			
7. Does the Unit/Organization have MSDS/SDS for all HM available for everyone to access? (Must include a summary in Korean language)			
8. Are HM inventories being done monthly and maintained on site?			
9. Has the Unit/Organization submitted their quarterly HM disposition sheets to the Hazmart? (This is needed for EESOH-MIS updates)			
10. Has Unit/Organization submitted their quarterly HM inventory to DPW-Environmental?			
11. Are weekly Hazardous Waste Accumulation Point (HWAP) inspections being conducted?			

12. Is the USFK Form 215-E (Used POL/Waste Accumulation Log) being used and maintained as required?			
13. Is the USFK Form 216-E (Hazardous Waste Inventory) being used and maintained as required?			
14. Have deficiencies from the previous inspections been corrected? (For use on Follow-Up Inspections after a NO-GO)			
15. Does the Corrective Action Plan (CAP) address all deficiencies? (For use if a Unit/Organization receives a NO-GO on the initial quarterly inspection).			
16. Have work orders been submitted to DPW as needed to correct facility/structural deficiencies? (must have documentation, i.e. FEWR #)			
<b>Total</b>			
<b>Section Rating</b>			
<b>Comments/Recommendations:</b>			

## Section 2 Training, EMS & Operational Controls

Inspection Item	Rating		
	GO	NO-GO	N/A
1. Has the EO conducted the required annual environmental training for Unit/Organization personnel on Spill Response, EMS General Awareness, HAZCOM, HM/HW Procedures?			
2. Does the Unit/Organization maintain environmentally relevant calibration records, inspection checklists, training certificates and licenses as required for the operation of their facilities?			
3. Does the Unit/Organization have a site-specific SOP for job processes that outline the function of the job and how to perform the tasks associated?			
4. Is the USAG Yongsan Environmental Policy poster placed where all personnel can read it?			
5. Do Unit/Organization personnel have the EMS smart cards?			
6. Are Unit/Organization personnel aware of the USAG Yongsan Environmental Policy#2-13?			
7. Are Unit/Organization personnel aware of the USAG Yongsan significant environmental aspects and which aspects are most closely related to their daily operations?			
<b>Total</b>			
<b>Section Rating</b>			
<b>Comments/Recommendations:</b>			

### Section 3 Maintenance Bays/Shops/Warehouse

Inspection Item	Rating		
	GO	NO -GO	N/A
1. Are solvents and cleaning compounds only being used indoors?			
2. *Are spills and releases being cleaned up immediately upon release?			
3. Are maintenance bays (including aircraft hangars) being sprayed down? (spraying down and using a squeegee to push water into drains is strictly prohibited; spot mopping is authorized)			
4. Are there adequate spill absorbent materials (spill kits) located within a reasonable distance for prompt use?			
5. Are used absorbent materials segregated and labeled from new absorbents?			
6. Are personnel familiar with the Unit/Organization Spill Contingency Plan (SCP) and is the SCP posted in the bay?			
7. Are oily rags accumulated separately and not disposed of as solid waste?			
8. Are Hazardous Materials (HM) that are being used in the maintenance bays/shops properly labeled, closed and stored on the secondary containment or in an appropriate material locker?			
<b>Total</b>			
<b>Section Rating</b>			
<b>Comments/Recommendations:</b>			

## Section 4 Oil/Water Separator (OWS)

Inspection Item	Rating		
	GO	NO-GO	N/A
1. Are pressure washers and steam cleaners only being used on a wash pad with an OWS?			
2. Is the Unit/Organization using the wash pad properly? (no vehicles or equipment parked or stored on wash pad)			
3. Are wash pads and OWS free of trash and debris?			
4. *Is there evidence that oil or fuel have been dumped into wash pad drainage trench or the OWS?			
5. Has sand and other sediment been removed from the wash pad and OWS drainage trench?			
6. Are only Environmental Division approved detergents being used? (Hurrifree and Safe Soap are approved detergents)			
7. *Is vehicle maintenance performed off of the wash pad?			
8. Are general housekeeping and OWS conditions satisfactory (no ground discoloration or odors/chemical smell)?			
9. Is there evidence of spills/overflows from the OWS and wash pad?			
10. Is there evidence of any other substance (detergents, solvents, antifreeze, etc.) present on the OWS and wash pad?			
11. Is the skimmer operating effectively by removing oil? If not, has the unit submitted a work order for repairs? (Documentation required)			
12. Is there a minimal amount of oil in the final stage of the OWS?			
13. Are the influent and effluent pipes and coalescing pack clean? If not, has coordination with Environmental Division been made prior to this inspection?			
14. Does unit check and measure accumulated sediments in OWS monthly? (Check and record accumulated sediments height)			
15. Is operating depth proper?			
16. Are OWS SOP, training, cleaning and inspection records maintained and available for inspection?			
<b>Total</b>			
<b>Section Rating</b>			
<b>Comments/Recommendations:</b>			

## Section 5 Facility Grounds/Equipment Line

Inspection Item	Rating		
	GO	NO-GO	N/A
1. Are drip pans being used properly to collect leaking POL?			
2. *Are spills and releases being cleaned up immediately upon release?			
3. Are there adequate spill absorbent materials (spill kits) located within a reasonable distance for prompt use?			
4. Is maintenance being conducted on the equipment line?			
5. Are equipment/vehicles being washed on the equipment line?			
6. Is there any evidence of leaks or damage to the underground or aboveground storage tanks (UST or AST) or any associated lines, valves and secondary containment dikes?			
7. Is there a lockout tag on the AST drain valve?			
8. Are there any water or fuel accumulation in the secondary containment?			
9. Does the AST have all required markings on the exterior of the tank (No smoking within 50 feet, capacity of tank and contents of the tank)?			
10. Is there evidence of HM in the grated trenches, ditches, storm drains or manholes?			
<b>Total</b>			
<b>Section Rating</b>			
<b>Comments/Recommendations:</b>			

## Section 6 Hazardous Material (HM) Storage/Fuel Dispensing Areas

Inspection Item	Rating		
	GO	NO-GO	N/A
1. Are HM storage and POL dispensing areas a minimum of 25 feet away from any storm drains, ditches, grated trenches, etc?			
2. *Are there adequate spill absorbent materials (spill kits) located within a reasonable distance for prompt use?			
3. *Is adequate secondary containment in place?			
4. Are containers kept closed except when removing product? (check bungs/funnels)			
5. Are the HM storage and/or dispensing areas protected by overhead cover to prevent exposure to storm water or contact with direct sunlight?			
6. *Is housekeeping adequate (secondary containments and sumps clean, no evidence of spillage, trash or water puddles)?			
7. Is the Unit Spill Contingency Plan posted?			
8. Is Unit/Organization using and/or storing expired HM?			
9. Is HM in serviceable containers?			
10. Is HM stored properly (i.e. labeled, segregated, and placarded)?			
11. Are placards and signage bilingual?			
12. Are cylinders chained or strapped securely so they cannot fall?			
13. Are compressed gas cylinders stored outdoors in cages with flammable gas segregated from non-flammable gas by a minimum of 25 ft?			
14. Are cylinders properly placarded (flammable gas or non-flammable gas)?			
15. Are cylinders stored separately from other HM or equipment?			
16. Are cylinders properly identified as to the contents and as full from empty?			
17. Are cylinders stored upright with caps on?			
18. Are HM stored separately from HW as required?			



19. Are corrosive type (acid or base) neutralizing spill kits available in case of any leak/spill of corrosive liquids? (i.e. lead-acid batteries)			
20. Is an appropriate fire extinguisher present and inspected monthly?			
21. Are National Fire Protection Association (NFPA) signs posted with appropriate hazard fields and danger levels identified?			
<b>Total</b>			
<b>Section Rating</b>			
<b>Comments/Recommendations:</b>			

## Section 7 Hazardous Waste Accumulation Point (HWAP)

Inspection Item	Rating		
	GO	NO-GO	N/A
1. Are containers closed except when adding waste? (check bungs/funnels)			
2. Are containers in good condition?			
3. *Is adequate secondary containment in place?			
4. Are proper tools available for container handling? (drum dolly, bung wrench)			
5. Are containers kept to no more than 80% of capacity?			
6. Do containers have the appropriate visible markings on them? (i.e. Used Oil, Waste Paint, Used Fuel, Used Antifreeze)			
7. Are the appropriate placards in place?			
8. Is HW stored in appropriate container according to the type of waste?			
9. Is Hazardous Waste (HW) properly segregated?			
10. Are HW containers properly marked with name of HW and accumulation start/end date?			
11. Does the Unit/Organization accumulate more than 55 gallons of any one type of HW stream?			
12. Is an appropriate fire extinguisher present and inspected monthly?			
13. Are ignitable waste streams grounded?			
14. Is the HWAP secured from unauthorized entry?			
15. *Are spill control supplies on hand (dry sweep, absorbent material, and others)?			
16. Are corrosive type (acid or base) neutralizing spill kits available in case of any leak/spill of corrosive liquids? (i.e. lead-acid batteries)			
17. *Is housekeeping adequate (secondary containments and sumps clean, no evidence of spillage, trash, or water puddles)?			
18. Is HWAP on an intact, nonporous surface that is bermed and in good condition?			
19. If the HWAP contains ignitable or reactive waste, is the HWAP located a minimum of 50 feet inside the installation boundary?			

20. Are bilingual signs posted? "HAZARDOUS WASTE ACCUMULATION POINT", "UNAUTHORIZED PERSONNEL KEEP OUT", "NO SMOKING" signs posted?			
21. Is Spill Contingency Plan posted?			
22. Are emergency notification numbers posted?			
23. Are the current HWAP POC names and telephone numbers posted?			
24. Are National Fire Protection Association (NFPA) signs posted with appropriate hazard fields and danger levels identified?			
<b>Total</b>			
<b>Section Rating</b>			
<b>Comments/Recommendations:</b>			