

Virginia Department of Environmental Quality  
Office of Small Business Assistance

Multi-Media Environmental Compliance Checklist  
*Revised August 2012*

***Have you undertaken a multimedia environmental compliance audit at your facility?***

If not, this checklist will help your company improve the environment and meet your firm's environmental compliance obligations by evaluating the compliance status of its facility. Many corporations and other environmentally regulated organizations have found that developing multimedia compliance auditing programs as part of their normal operating practices helps to improve environmental quality and avoid penalties for non-compliance. Comprehensive audits serve not only the purpose of determining compliance with current environmental regulations, but also of identifying areas where process improvements may be made.

If you conduct a multimedia environmental compliance audit and modify your operations based on the evaluation, your organization may benefit from:

- Improved environmental performance;
- Better protection of workers and the community-at-large;
- Savings in production costs from cutting down raw materials losses, pollution control costs, and generation of waste, and /or emissions; and,
- Decreased cost exposure by generating less waste and/or emissions for which you are responsible.

**Disclaimer:** This checklist does not seek to address every issue or requirement but rather to highlight areas of compliance and does not relieve any facility of state or federal regulatory obligations.

The checklist has been designed for the internal use of your organization and should not be returned to DEQ. Your answers to the following questions will help you to recognize areas for potential improvement. If you have any questions about your compliance requirements, deadlines, or other items on this checklist, please contact: Michael Dowd (Air), Jeffery Steers (Land Protection and Revitalization (Waste)), Melanie Davenport (Water) at DEQ's Central Office: (804) 698-4000 or toll-free at (800) 592-5482.

**AIR COMPLIANCE**

**Clean Air Act**

***Regulations promulgated as a result of the 1990 Clean Air Act Amendments have far-reaching effects and require every industrial facility, regardless of size, to evaluate current status with regard to existing federal and state air statutes.***

<b>1. Has your firm obtained the all appropriate Virginia operating permits to cover the type of operations of your facility?</b>	<b>Yes</b>	<b>No</b>
<b>2. Have you conducted a recent facility inspection and identified all activities and all process units that could possibly emit air contaminants?</b>	<b>Yes</b>	<b>No</b>
<b>3. Are one or more chemicals listed on EPA's inventory of 188 hazardous air pollutants used in any of your processes?</b>	<b>Yes</b>	<b>No</b>
<b>4. Have you completed a recent inventory of actual and potential emissions of all criteria pollutants and hazardous air pollutants?</b>	<b>Yes</b>	<b>No</b>

## WASTE COMPLIANCE

### Resource Conservation and Recovery Act (RCRA) Hazardous Waste Management

*The Resource Conservation and Recovery Act requires "cradle to grave" hazardous waste management. Businesses that generate hazardous waste must comply with varying requirements based on the quantity of waste created or specific management practices for its storage, handling, and disposal.*

If your facility generates more than 100 kg but less than 1000 kg of hazardous waste per month, do you:

1. Only accumulate hazardous waste in tanks, containers, containment buildings or on drip pads?	Yes	No
2. Ensure that the quantity of waste accumulated never exceeds 6,000 kilograms?	Yes	No
3. Ensure that all containers labeled as "hazardous waste" are dated, kept closed, are in good condition, and are inspected weekly; or comply with tank marking, inspection, and daily log requirements?	Yes	No
4. Have a Primary Emergency Coordinator designated and emergency information numbers posted next to the telephone?	Yes	No
5. Train your waste management personnel in waste handling and emergency response procedures specific to your facility?	Yes	No
6. Have an EPA identification number and use a Uniform Hazardous Waste Manifest and land disposal restrictions (LDR) form to ship your hazardous wastes, using a permitted transporter, to a permitted hazardous waste facility within 180 days of beginning accumulation?	Yes	No
7. Maintain copies of all waste management-related documents for at least 3 years?	Yes	No
8. Have a waste minimization plan?	Yes	No

If your facility generates more than 1000 kg of hazardous waste per month, do you:

1. Only accumulate hazardous waste in tanks, containers, containment buildings or on drip pads?	Yes	No
2. Ensure that all containers and tanks are labeled as "hazardous waste", containers are dated, kept closed, and are in good condition and other units meet unit specific requirements?	Yes	No
3. Comply with emission standards for process vents and equipment leaks, as applicable?	Yes	No
4. Conduct annual training for employees who handle waste and maintain written position descriptions with waste handling duties for those employees?	Yes	No
5. Keep written logs of inspections and records for employee training?	Yes	No
6. Have a written contingency plan for emergency response? Has it been distributed to all local officials who may respond to an emergency at your facility?	Yes	No
7. Use a permitted transporter to ship your hazardous waste, accompanied by a Manifest and LDR form, to a permitted hazardous waste disposal facility within 90 days of beginning accumulation?	Yes	No
8. Maintain copies of all waste management related documents for at least 3 years?	Yes	No
9. Have a waste minimization plan?	Yes	No
10. Submit a Biennial Report to DEQ by March 1 <sup>st</sup> of each even numbered year?	Yes	No
11. Submit the annual hazardous waste generator fee to DEQ by October 1 <sup>st</sup> of each year?	Yes	No

For RCRA treatment, storage, and disposal (TSD) facilities, in addition to the applicable requirements above, do you:

1. Have a RCRA permit or interim status for all on-site treatment, storage, or disposal units?	Yes	No
2. Have a written waste analysis plan?	Yes	No
3. Have a written closure plan for all units?	Yes	No
4. Have proper liability insurance and financial assurance documentation for closure?	Yes	No
5. Maintain a facility operating record and all related documentation?	Yes	No
6. Store waste for less than one year, or treat or dispose of waste within 1 year in accordance with	Yes	No

land disposal restrictions criteria?		
7. Maintain a groundwater monitoring system for land-based units and related records, as applicable?	Yes	No
8. Have a waste minimization plan?	Yes	No
9. Submit a Biennial Report to DEQ by March 1 <sup>st</sup> of each even numbered year?	Yes	No
10. Submit the annual hazardous waste generator fee to DEQ by October 1 <sup>st</sup> of each year?	Yes	No

### SOLID WASTE MANAGEMENT

If your facility generates solid waste, do you:

1. Store your solid waste in appropriate containers?	Yes	No
2. Have a regular schedule of collection of your solid waste?	Yes	No
3. Is putrescible waste stored no longer than 7 days on site before collection?	Yes	No
4. Is non-putrescible waste stored no longer than 90 days on site before collection?	Yes	No
5. Ensure that no solid waste is treated or disposed of on your property?	Yes	No
6. Have a permit by rule or permit from the Department if you are treating, disposing of, or otherwise managing solid waste (not including storing solid waste generate on-site as described above)?	Yes	No

### TOXIC SUBSTANCES CONTROL ACT (TSCA) of 1976 POLYCHLORINATED BIPHENYLS (PCBs)

*The use and disposal of PCBs is regulated under the Toxic Substances Control Act (1976) and corresponding regulations under 40 CFR 761. Under the rules that were published in 1990, manifesting, EPA identification number, recordkeeping, and inspections requirements are in effect, as well as specific rules with respect to PCB storage buildings. The Toxic Substances Control Act states that a manufacturer must notify EPA 90 days before producing or importing a new chemical substance not currently listed on the TSCA inventory. Facilities must notify EPA as well if they employ older chemicals for a significant new use that increases human or environmental exposure.*

1. Does your facility have PCBs or PCB equipment on site?	Yes	No
2. If so, are you meeting all requirements for storage areas, manifesting, EPA ID#, and recordkeeping under TSCA?	Yes	No
3. Before importing or producing a new or new used chemical, does your facility submit the appropriate Pre-Manufacture Notice (PMN) or Significant New Use Rule form (SNUR) to EPA?	Yes	No

### WATER COMPLIANCE REQUIREMENTS

#### Oil Pollution Act Spill Prevention Control and Counter Measure Plans

*If your facility meets the minimum storage volumes for oil and oil products, you must develop and execute a Spill Prevention Control and Countermeasure Plan.*

1. Does your facility store oil or oil products, including petroleum fuels?	Yes	No
2. More than 660 gallons aboveground in a single container?	Yes	No
3. More than 1,320 gallons aboveground at the facility?	Yes	No
4. If you answered "YES" to either question #2 or #3, has your facility developed a written Spill Prevention Control and Countermeasure Plan that has been certified or updated by a registered professional engineer during the past 3 years?	Yes	No

**Clean Water Act  
National Pollutant Discharge Elimination System (NPDES) Requirements**

*The NPDES program regulates most industrial point-source pollutant discharges to water. Thus, facilities regulated by this program must obtain the necessary EPA or Virginia permit, which details discharge limits and normally mandates the routine monitoring of discharges.*

1. Does your facility discharge any pollutants into the waters of a state or municipal water system?	Yes	No
2. If so, have you secured the appropriate federal, state and/or local permits or approval for these discharges?	Yes	No

**Clean Water Act  
Stormwater NPDES Requirements**

*Certain industrial facilities are required by federal and Virginia stormwater NPDES permitting regulations to comply with stormwater pollution control regulations.*

1. Has your facility prepared and filed a Notice of Intent (NOI) for General Permit coverage?	Yes	No
2. If so, has your facility developed and implemented a Stormwater Pollution Prevention Plan?	Yes	No

**Oil Pollution Act of 1990**

*If you have not developed and put an Oil Pollution Act of 1990 Facility Response Plan actively into place for oil, federal law and regulations mandate that you stop storing or handling this material. Penalties for failing to comply with this provision of the law have amounted to over \$100,000 each.*

1. Does your facility maintain storage for more than 1 million gallons of oil, or does it store greater than 42,000 gallons and transfer it over water to a vessel?	Yes	No
2. If so, have you completed an EPA Certification of Substantial Harm Determination form for the site?	Yes	No
3. Has your facility completed and implemented a Facility Response Plan?	Yes	No
4. Has your firm trained employees in executing the Facility Response Plan?	Yes	No

**Safe Drinking Water Act of 1974  
Underground Injection Control Program**

*EPA developed the Underground Injection Control Program under the Safe Drinking Water Act in order to prevent injection wells from contaminating sources of drinking water. Only EPA or DEQ may grant approval to use injection.*

1. Does your site have any underground injection systems, for example: leach fields, dry wells, septic systems, or cesspools that serve more than 20 people each day?	Yes	No
2. If so, have you secured permits for your facility's injection system?	Yes	No

**Groundwater Management Act of 1992**

*Persons who withdraw more than 300,000 gallons of groundwater per month within established groundwater management areas are required to obtain groundwater withdrawal permits and comply with the Virginia Groundwater Withdrawal Regulation. Groundwater withdrawal permits typically limit the amount of groundwater withdrawn, require that all withdrawal points be metered, and necessitate periodic reporting of metered withdrawals.*

1. Does your facility withdraw more than 300,000 gallons of groundwater per month?	Yes	No
2. Is your facility located in one of the following counties: Accomack, Charles City, Isle of Wight, James City, King William, New Kent, Northampton, Prince George, Southampton, Surry, Sussex, or York; or the area of Chesterfield, Hanover, or Henrico Counties east of Interstate 95; or, the Cities of Chesapeake, Franklin, Hampton, Hopewell, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, or Williamsburg?	Yes	No
3. If you answered both of the preceding question "YES" do you have a groundwater withdrawal permit for your facility?	Yes	No

### UNDERGROUND STORAGE TANK REQUIREMENTS

*Owners and operators of underground storage tanks must comply with Virginia regulations (9VAC25-580) involving all aspects of operation. Facilities must meet the following requirements: register underground storage tanks with DEQ, protect tanks from corrosion, secure proper leak detection, ensure appropriate spill response, provide notification of closure, submit required reports, maintain records, and assure financial responsibility.*

1. Is there one or more underground storage tanks present at your facility?	Yes	No
2. If so, have you registered these tanks with DEQ?	Yes	No
3. Do the tanks at your facility have protection from corrosion?	Yes	No
4. Has your facility employed the appropriate release detection mechanisms for operating tanks, for example, testing of tank and pipe tightness every 30 days?	Yes	No
5. Does your facility have financial responsibility for any necessary corrective actions?	Yes	No
6. Have you notified local building fire officials before closing or removing tanks?	Yes	No

### ABOVEGROUND STORAGE TANK REQUIREMENTS

*Owners and operators of aboveground storage tanks containing oil must comply with Virginia regulations (9VAC25-91) involving all aspects of operation. Facilities must meet the following requirements: register aboveground storage tanks above 660 gallons with DEQ, provide Oil Discharge Contingency Plans (ODCP) for facilities 25,000 gallons or greater of oil, secure proper leak detection, ensure appropriate spill response, provide notification of closure, submit required reports, maintain records, and assure financial responsibility.*

1. Is there one or more aboveground storage tanks present at your facility?	Yes	No
2. If so, have you registered these tanks with DEQ?	Yes	No
3. Have you notified local building fire officials before closing or removing tanks?	Yes	No

### OTHER ENVIRONMENTAL COMPLIANCE REQUIREMENTS

**Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III  
Emergency Planning and Community Right-to-Know (EPCRA) Act**

*EPCRA/SARA Title III mandates that facilities plan for chemical accidents, formulate hazardous substance inventories, track chemical releases, and allow the public to access information on toxic substances that are manufactured, processed, stored, treated, or otherwise used by their firms.*

1. Does your facility have a hazardous chemical present in quantities greater than 10,000 lbs.?	Yes	No
2. Does your facility have an Extremely Hazardous Substance or other hazardous chemical on-site in excess of the substance's threshold planning quantity?	Yes	No
3. If you answered "YES" to either question #1 or #2, do you maintain files of Material Safety Data Sheets (MSDS) on-site for each chemical?	Yes	No
4. Have you submitted your MSDSs with the required annual inventory reports to your local emergency planning commission, your local fire department, and the Virginia Emergency Response Council?	Yes	No

5. Have you submitted a Tier II (Section 312) form if you store on-site, at any time, more than 10,000 lbs. of a hazardous material (or an extremely hazardous material above its threshold planning quantity)?	Yes	No
6. Have you submitted a Form R (Section 313) if you use more than 10,000 lbs. of chemicals on the Section 313 Toxics Release Inventory (TRI) List of Lists?	Yes	No

**OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA)**

*OSHA reforms require employers to form safety committees, provide Right-to-Know information, and minimize the risk of blood-borne pathogens for employees in addition to other federal regulations that aim to secure worker health and safety. The latest regulations on confined space entry activities make the "host employer" or owner of a manufacturing facility responsible for determining the levels of hazards and controls needed for safe facility operation.*

1. Has your facility formulated a written safety program that includes policies and procedures for protecting workers from hazards in their work?	Yes	No
2. Does your facility have a written program and documented training of employees for OSHA's Hazard Communication Standards?	Yes	No
3. Have routine safety audits or inspections been performed and documented at your facility?	Yes	No

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If you have any questions about compliance requirements, deadlines, or other items on this checklist, please contact your DEQ regional office listed below and ask for Air, Waste or Water Compliance:

Southwest Regional Office	(540) 676-4800
Blue Ridge Regional Office	(540) 562-6700
Valley Regional Office	(540) 574-7800
Northern Virginia Regional Office	(703) 583-3800
Piedmont Regional Office	(804) 527-5020
Tidewater Regional Office	(757) 518-2000
Central Office (Richmond)	(804) 698-4000
Office of Small Business Assistance	(804) 698-4394