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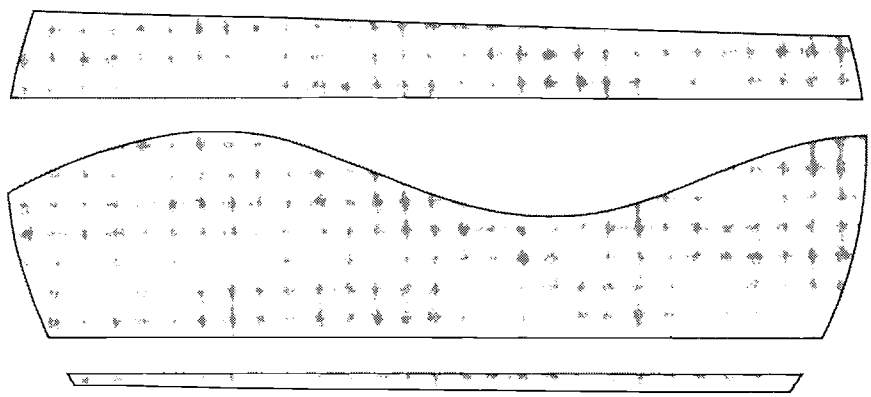
ABSTRACT

This guide is intended to help public and not-for-profit campus-based organizations in New York State to comply with local, state, and federal environmental regulations. The environmental self-audit serves as a basic diagnostic tool for campus-based organizations (centralized schools, colleges/universities, correctional facilities, mental health institutions, etc.) to evaluate possible compliance problems relating to air, water, land use, solid waste, and hazardous materials. Included is information for the organization that is about to begin operations, for the facility that has never examined its environmental health before, and for the organization that is about to move or expand. This self-audit should serve as a preliminary self-diagnostic tool to identify possible environmental compliance problems in the regulatory categories of air, water, land use, petroleum and chemical storage tanks,solid waste, and hazardous materials. (EV)

THE ENVIRONMENTAL SELF-AUDIT FOR CAMPUS-BASED ORGANIZATIONS

A QUICK AND EASY GUIDE TO ENVIRONMENTAL COMPLIANCE

May 2000



Prepared for Campus-based Organizations in New York State
by
New York State Department of Environmental Conservation
Pollution Prevention Unit

George E. Pataki, Governor **John P. Cahill, Commissioner**

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GEORGE E. PATAKI
GOVERNOR

STATE OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL CONSERVATION
ALBANY, NEW YORK 12233-1010

JOHN P. CAHILL
COMMISSIONER

Dear Campus Manager:

The New York State Department of Environmental Conservation's Pollution Prevention Unit is proud to announce the release of the "Environmental Self-audit for Campus-based Organizations," a quick and easy guide to environmental compliance.

The Environmental Self-audit serves as a basic diagnostic tool for campus-based organizations (centralized schools, colleges/universities, correctional facilities, mental health institutions, etc.) to evaluate possible compliance problems relating to air, water, land use, solid waste and hazardous materials.

It is important for campus managers to initiate review of potential or actual environmental problems associated with daily operations of the many activities that are included in your total organization. Self audits can yield significant dividends ranging from pollution prevention and operational cost savings to improved rates of environmental compliance. Further, please note that State and Federal environmental laws do not discriminate between not-for-profit/public organizations and the private sector. Both are held equally responsible for environmental compliance.

New York State is committed to preserving a healthy environment for all its citizens. This guide will help your organization to achieve this goal.

Sincerely,

John P. Cahill
Commissioner

HOW TO USE THIS GUIDE

The environmental self-audit in this guide should be useful at anytime in an organization's life cycle: in the planning stages; during regular operation; and before an expansion, operating change or purchase of a new technology. Please remember, this manual was prepared to assist in a wide variety of situations and activities. Therefore, it is offered as a guide only. Completion of the audit with all "yes" or "not applicable" answers indicates that you are most likely in compliance. Assurance of compliance can only be achieved by an on-site review by a DEC representative. In addition, the facility should review the requirements of local governments to be sure it is complying with the demands of villages, towns and counties.

If the response to some or all of the diagnostic questions in the self-audit is "*no*" or "*can't determine*," it indicates that your organization may need to conduct a more thorough evaluation of your environmental compliance. Use the results of the self-audit to create a working list of the areas that need to be evaluated. You may need to contact an environmental firm, consulting engineer or environmental attorney to obtain expert assistance in making necessary operating changes or completing permit applications. State and local government agencies explain the permitting process and answer specific questions.

A series of shortcuts is offered below for the reader who wishes to glance quickly through the text.

Consult the list of activities that may need environmental permits to see if your operation fits in any of these categories.

EXAMPLES OF SHOPS/ACTIVITIES THAT MAY NEED ENVIRONMENTAL PERMITS

- appliance repair shops
- automobile repair shops
- assembly shops
- auto body shops
- bakeries
- building cleaning and maintenance
- car washes
- construction
- dentist's offices
- doctor's offices
- dry cleaners
- educational and vocational shops
- equipment repair shops
- farms
- fuel oil storage
- foundries
- funeral services
- furniture manufacturing and repair
- gasoline service stations
- graphic arts
- house or architectural structure painters
- garages
- laboratories
- laundromats
- leather manufacturing facilities
- lumber mills
- metallurgical shops
- metal treatment/plating operations
- photo processing
- print shops
- refrigeration/air conditioning service
- restaurants/cafeterias
- resource recovery/incinerator facility
- small-engine repair shops
- solvent metal cleaning
- veterinary facilities
- waste disposal areas (landfills)
- wood working and refinishing operations

INTRODUCTION

Most campus-based organizations have extremely diverse functions and are, in essence, a small community providing a variety of services—heat, power, sewage treatment, automotive repairs, building maintenance, etc. With such diverse functions, maintaining up-to-date knowledge of permit requirements, changes in laws/regulations, and the latest permit application procedures are difficult. Secondly, sometimes the public sector, in its aggressive pursuit of public service, places less emphasis on environmental compliance or assigns environmental issues to someone geographically distant from the problems. As mentioned earlier, not-for-profit and public organizations are viewed by the public as having a higher level of environmental responsibility than private sector organizations. Consequently, meeting environmental standards is a critical aspect of managing and operating a public or not-for-profit campus-based facility. Lastly, and most important, protecting the environment is a responsibility of every citizen since we, as individuals, rely on the environment for those things that keep us alive and make living pleasurable.

This guide is intended to help public and not-for-profit campus-based organizations in New York State comply with local, state and federal environmental regulations. Included is information for the organization that is about to begin operations, for the facility that has never examined its environmental health before, and for the organization that is about to move or expand.

This self-audit should serve as a preliminary self-diagnostic tool to identify possible environmental compliance problems in the regulatory categories of air, water, land use, petroleum and chemical storage tanks, solid waste and hazardous materials.

Though not comprehensive, the environmental self-audit can prove worthwhile as a preventative strategy in much the same way that an internal financial audit can help companies avoid violations of local, state, and federal tax laws. It can also help facilities that do not need permits to change operating procedures to prevent damage to the environment and to comply with pollution prevention policies.

Facilities that practice pollution prevention can benefit the environment by producing less waste and reducing the transfer of waste from one environmental medium to another. However, a frequent and important incentive to practice pollution prevention is the savings in material use and disposal costs of waste. This saving is really the avoided cost of purchasing new material and paying for unnecessary disposal.

This self-audit is designed for the nonexpert. It will help the user to evaluate the (major) environmental health of the organization and the potential need to address problem areas.

Therefore, use of this guide may result in one of three conclusions for each work area or facility:

(1) the facility appears to be in compliance with environmental regulations.

(2) problems appear to exist because a polluting activity is or was occurring.

If a polluting activity is occurring, it must be immediately stopped and a plan developed to address the contamination (i.e., cleanup). Regulatory agencies must be notified immediately. In this instance, assistance of an environmental professional is recommended. If a violation exists, the issue should be discussed with the facility legal office or outside counsel.

(3) a permit is needed. Environmental specialists should review procedures, regulations, etc. If staff environmental personnel are not available to oversee this process, outside assistance is strongly recommended. Regulatory agencies like DEC offer advice on permit processing, the SEQRA process and technical regulatory requirements. This assistance, or that obtained through a consultant, is usually necessary for successful permit processing.

Free or low-cost assistance may also be available from colleges and universities, and business assistance providers, such as the Environmental Facilities Corporation. The type of assistance may vary from simple advice to technical recommendations.

Don't be discouraged by the sometimes difficult process of identifying and addressing environmental compliance problems. Over the long term, the measurable benefits of conducting and responding to regular environmental self-audits may include reductions in environmental hazards, exposure to enforcement and fines, insurance rates, waste handling costs and accident statistics. Benefits may also include an improved compliance record, improved worker health and a better work environment.

Intangible benefits may include better relations with regulatory agencies, improved employee morale, favorable publicity and a stronger reputation for integrity.

The often complex environmental regulations, permit requirements and penalties for violations have been omitted from this guide. Additional information may be obtained by contacting environmental agencies and assistance organizations listed in "A Resource Guide" at the end of this self-audit. These resources may also provide referrals to environmental engineering firms, consultants and attorneys.

This guide provides extremely useful information, but there is no guarantee, expressed or implied, that the information provided will satisfy all possible conditions and requirements necessary to comply with all state and federal environmental regulations.

Remember that regulations are continually updated. When in doubt on whether a permit is required, or whether some new requirements have gone into effect, consult with your New York State Department of Environmental Conservation regional office, or consult agencies in "A Resource Guide" for more information.

This publication is the result of a collaborative effort between the New York State Department of Environmental Conservation and the State University of New York at Buffalo Center for Integrated Waste Management. It is based on an earlier document entitled "Environmental Self-audit for Small Businesses", which was prepared as a joint effort by the New York State Department of Environmental Conservation and Empire State Development.

THE ENVIRONMENTAL SELF-AUDIT FOR CAMPUS-BASED ORGANIZATIONS

Consider the following checklist as a guide for a diagnostic tour of a shop within campus. Facilities are advised to regularly conduct routine self-audits to evaluate compliance and determine what changes need to be made, including new permits that are needed or when old permits should be renewed or revised.

A reviewer that responds to the questions in this checklist should consider this self-auditing process as preparation for evaluating compliance with local, state and federal environmental regulatory guidelines. Review each chapter with a group of people who are most familiar with shop operations, such as shop managers, construction engineers, shipping, inventory, and purchasing supervisors and operational staff. Their responses to the self-audit questions should indicate whether potential hazards or polluting activities are occurring that require permits and/or operational changes.

The environmental self-audit is only one step a facility should take to determine its regulatory compliance and identify suitable methods of waste reduction. The audit checklist would be most effective when used with related tools, such as workshops and publications targeted to this topic. For many small campus-based organizations, the environmental self-audit will likely be as useful as a thermometer would be for a person with a fever: the symptoms may be measured, but an expert may be needed to diagnose the problem. Unless a facility has engineering and legal experts on staff who are familiar with local, state and federal environmental regulations, outside expertise will often be needed in such areas as regulatory requirements, environmental control technologies, manufacturing operations and processes, legal considerations, management systems, scientific disciplines needed to identify potential hazards, and recommended environmental management practices.

Pragmatic, progressive managers will use the audit process to achieve two goals: to evaluate current operational practices and to create management control systems, procedures and record-keeping practices adequate to assure future compliance with environmental regulations.

Remember for many types of activities, permits are necessary before the facility opens, for ongoing operation, or before expansion.

SELF-AUDIT CHECKLIST

AIR

Review each question carefully and check the appropriate box. Any "no" or "can't determine" answers indicate that a potential problem exists and should be investigated. Take notes on the questions that received a "no" or a "can't determine" response, and use this information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances, a "no" response may indicate operational changes or that permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, since many regulatory issues are linked to the quantities of materials used or discarded in the air, land or water.

An air emission is the release of any dust, fume, gas, mist, odor, smoke or vapor, or any combination of them, to the outside atmosphere.

PLEASE NOTE: 6 NYCRR Part 201, Permits and Registrations, underwent a significant revision in 1996 and numerous small sources are now able to obtain a simplified registration form or are no longer required to obtain a permit. However, other emission control and record keeping requirements may still apply, even if your facility is exempt from permitting.

	Yes	No	Not Applicable	Can't Determine
(1) If any shop has air emissions, has the facility investigated whether it complies with state and federal requirements for these air emissions?	❑	❑	❑	❑
(2) If the facility's activities result in air emissions, have these been identified, measured and documented?	❑	❑	❑	❑
(3) Does the facility have an up-to-date site plan or blueprint showing all existing sources (i.e., exhaust vents) of air pollution?	❑	❑	❑	❑
(4) If any shops use smokestacks to release air contaminants, has the company evaluated the need for a facility registration or permit under 6 NYCRR Part 201?	❑	❑	❑	❑
(5) If any shop has industrial exhaust ventilation systems on machines or in the workshop, has the facility evaluated the need for a facility registration or permit under 6 NYCRR Part 201?	❑	❑	❑	❑
(6) Does the facility/shop keep yearly records of all raw materials consumed in the manufacture of its products, and does the facility also compare these raw material records to the volume and types of material found in its emissions?	❑	❑	❑	❑
(7) If the facility burns any waste as fuel at the site, has it determined whether a facility registration or permit under 6 NYCRR Part 201 is required to operate a stationary combustion unit?	❑	❑	❑	❑
(8) If the facility plans to construct a shop that is not specifically exempted from 6 NYCRR Part 201, has the facility obtained state approval to construct and operate the shop?	❑	❑	❑	❑
(9) If the facility has a state permit to construct a source of air emissions and has completed construction, has the facility obtained a certificate to operate?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(10) Are all of the facility's state permits and certificates up-to-date and accurate?	❑	❑	❑	❑
(11) Does the facility periodically monitor whether its shops remain in compliance with the conditions and compliance certifications of the permit?	❑	❑	❑	❑
(12) If a facility with a currently registered or permitted shop plans to make a modification, has the facility determined whether this change will subject the shop to additional or new legal (including notifications) requirements?	❑	❑	❑	❑
(13) If there is an upset of any kind with any shop's/plant's air pollution equipment, are the appropriate government agencies required to be notified? If so, have they been?	❑	❑	❑	❑
(14) Has the facility eliminated all sources of potential neighborhood nuisances, such as unpaved roads, tank/piping leaks, smoke stacks with excessive emissions, uncovered storage piles or excessive noise?	❑	❑	❑	❑
(15) If the facility has received complaints from neighbors regarding odors, noise, dense smoke or air emissions fall-out, has the facility eliminated or controlled these emissions, and have the complaints stopped?	❑	❑	❑	❑
(16) Are all odors, visible and invisible gaseous emissions, and particulates emitted during normal operations controlled in compliance with regulations and laws?	❑	❑	❑	❑
(17) If the facility's activities result in noise pollution, has the facility investigated whether the volume, frequency and duration of excessive noise are in accordance with restrictions in municipal codes?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(18) If gas or diesel-powered motor vehicles are used in the day-to-day operation of the facility, is maintenance conducted on a regular basis to meet inspection standards?	❑	❑	❑	❑
(19) If stationary engines are used at the facility, have emissions levels been tested, and any needed permit or registration been obtained?	❑	❑	❑	❑
(20) Are the shops buffered from outside sources of air pollution, such as auto exhaust, that would adversely affect employee health?	❑	❑	❑	❑
(21) If dust is generated within buildings by facility operations, are methods used to control dust?	❑	❑	❑	❑
(22) If vehicles are operated within a building, is proper ventilation provided to protect employee and visitor health?	❑	❑	❑	❑
(23) If the shop is involved in refrigeration/air conditioning or solvent degreasing and uses ozone-depleting compounds, such as chlorofluorocarbons or 1,1,1-trichloroethane, has the facility begun to explore alternatives? (Production of ozone depleting compounds began phase out on December 31, 1995.)	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(24) For printing, dry cleaning, construction and other activities, if the facility conducts any of the following activities, has compliance with the cited regulation (6 NYCRR) been evaluated? ♦ regular use of unpaved roads (Part 211) ♦ cremation (Part 219) ♦ solvent cleaning/degreasing* (Part 226) ♦ dry cleaning* (Part 232) ♦ graphic arts* (Part 234) ♦ textile fabric printing (Part 234) * denotes that a national emission standard for hazardous air pollutants (NESHAP) may apply to your facility. *If you are uncertain, contact your regional office of the Department of Environmental Conservation.*	❑	❑	❑	❑
(25) For mineral product activities, if the facility conducts any of the following activities, has compliance with the cited regulation (6 NYCRR) been evaluated? ♦ manufacturing of bricks and related clay products, asphalt*, cement*, glass, lime, or gypsum (Part 212) ♦ processing of crushed stone, or taconite ore (Part 212) ♦ manufacture of industrial paving (Part 212) * denotes that a national emission standard for hazardous air pollutants (NESHAP) may apply to your facility. *If you are uncertain, contact your regional office of the Department of Environmental Conservation.*	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(26) For wood-related activities, if the facility conducts any of the following activities, has compliance with the cited regulation (6 NYCRR) been evaluated? ♦ Chemical wood pulping* (Part 212) ♦ Manufacturing of pulpboard, plywood veneer (Part 212) ♦ Incineration of woodworking waste (Part 212) ♦ Incineration of wood cleared from a property to erect a structure, highway, railroad, pipeline, power or communication line (Part 212). ♦ Storage and use of stain, wood sealer, varnish, paints, adhesives and solvents (Part 228) * denotes that a national emission standard for hazardous air pollutants (NESHAP) may apply to your facility. *If you are uncertain, contact your regional office of the Department of Environmental Conservation.*	❑	❑	❑	❑
(27) If your facility dispenses gasoline, does it comply with the vapor recovery requirements of 6 NYCRR Part 230?	❑	❑	❑	❑
(28) If the facility conducts any of the following activities, has it submitted a compliance plan to its local Department of Environmental Conservation regional office? ♦ Surface coating (painting) ♦ Storage of volatile or organic liquids ♦ Pharmaceutical manufacturing, research and/or development ♦ Cosmetic manufacturing, research and/or development ♦ Graphic arts	❑	❑	❑	❑
(29) If you use a toxic compound (degreasers, solvents, etc.) are you aware that there may be specific emission limits for each compound?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(30) If you operate a boiler (greater than 10 million BTUs) that was installed after 6/89, are you in compliance with the new source performance standards (NSPC)?	❑	❑	❑	❑
(31) The sulfur content of fuels is regulated, different concentrations are permitted in different locations in NYS. Are you aware of the sulfur content of the fuel you burn, and are you in compliance with the regulations?	❑	❑	❑	❑

SELF-AUDIT CHECKLIST

WATER

Review each question carefully and check the appropriate box. Any "no" or "can't determine" answers indicate that a potential problem exists and should be investigated. Take notes on the questions that received a "no" or a "can't determine" response, and use this information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances, a "no" response may indicate operational changes or that permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, since many regulatory issues are linked to the quantities of materials used or discarded in the air, land or water.

Wastewater discharge is the release of sewage, industrial wastewater, stormwater or other pollutants to surface or groundwater.

	Yes	No	Not Applicable	Can't Determine
(1) If the facility is located in the counties of Kings (Brooklyn), Nassau, Queens or Suffolk and if it has the capacity to withdraw water from underground sources in excess of 45 gallons per minute, does the facility have a Long Island well permit?	❑	❑	❑	❑
(2) Has the facility investigated whether it complies with local, state and federal regulations for all wastewater discharges?	❑	❑	❑	❑
(3) If the facility's activities result in wastewater discharges, have these been identified, measured and documented?	❑	❑	❑	❑
(4) Does the facility have an up-to-date site plan or blueprint showing all existing sources (i.e., outfall pipes) of water discharges?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(5) If the facility discharges wastewater into a municipal treatment system, is it in compliance with all municipal and federal pretreatment requirements?	❑	❑	❑	❑
(6) If the facility discharges its wastewater into rivers, streams or lakes, or onto the ground, does it have a permit for doing so?	❑	❑	❑	❑
(7) If any shop in the facility is discharging wastewater from floor drains (including sanitary sewage, industrial waste, wash water, stormwater, etc.) onto the ground, into streams, ponds, rivers, or into the groundwater, has the facility obtained a permit?	❑	❑	❑	❑
(8) If any shop in the facility disposes of wastewaters into ground water or subsurface waters, does it have a permit for doing so?	❑	❑	❑	❑
(9) If water is currently used as a cleaning or cooling agent, is the water disposed of in accordance with state regulations?	❑	❑	❑	❑
(10) Are all of the facility's state permits to discharge wastewater up-to-date?	❑	❑	❑	❑
(11) If the facility has up-to-date permits to discharge wastewater, does it continuously monitor whether its facilities remain in compliance with these permits?	❑	❑	❑	❑
(12) Does the facility regularly observe its discharge points to determine whether these produce excessive pollution?	❑	❑	❑	❑
(13) If the facility plans to modify a shop that discharges wastewater, has the facility obtained state approval for this modification?	❑	❑	❑	❑
(14) Does the facility keep yearly records of all raw materials consumed in the manufacture of its products, and does the facility also compare these raw material records to the volume and types of materials in its wastewater?	❑	❑	❑	❑
(15) If there is an upset of any kind with the plant's water pollution equipment, are the appropriate government agencies always notified?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(16) If the facility has an industrial or maintenance activity that is exposed to storm water, does the company have a permit to discharge this storm water?	❑	❑	❑	❑
(17) If the facility is located in a coastal erosion hazard area and is conducting any type of regulated activity, was a permit or variance obtained? * *see footnote at the end of this section*	❑	❑	❑	❑
(18) If the facility constructed any structures or authorized any development in a 100-year flood plain, was the design of the structures, or the use of the land or hydraulic impact of the development consistent with local government standards, and did the company obtain a local permit? (Note: Local government and New York State Department of Environmental Conservation regional offices, and the U.S. Army Corps of Engineers have floodplain maps and other information available from which a company may determine if it is located in a 100-year floodplain.)	❑	❑	❑	❑

SELF-AUDIT CHECKLIST

LAND USE

Review each question carefully and check the appropriate box. Any "no" or "can't determine" answers indicate that a potential problem exists and should be investigated. Take notes on the questions that received a "no" or a "can't determine" response, and use this information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances, a "no" response may indicate that operational changes or permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, since many regulatory issues are linked to the quantities of materials used or discarded in the air, land or water.

	Yes	No	Not Applicable	Can't Determine
(1) Has the facility investigated whether it complies with all local, state and federal regulations on land use?	❑	❑	❑	❑
(2) Has the facility site been evaluated to determine whether it includes a marsh or wetland area (as defined by the New York State Department of Environmental Conservation or the U.S. Army Corps of Engineers)? **See footnote at the end of this section.*	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(3) If the facility has begun or is about to undertake any of the following activities in a freshwater or tidal wetland, has it obtained permits for: ♦ Construction of buildings or accessory structures, roadways, septic systems, bulkheads, shoreline stabilization structures, dikes or dams? ♦ Placement of fill, excavation or grading? ♦ Modification, expansion or extensive restoration of existing structures? ♦ Drainage, except for agriculture? ♦ Application of pesticides?	❑	❑	❑	❑
(4) If the facility plans to disturb a river, stream or lake through building or repairing a dam, or dredging or stabilizing a bank, has it asked DEC if a permit or 401 certification is required for the work?	❑	❑	❑	❑
(5) If the facility is located in a coastal erosion hazard area and is conducting a regulated activity, was a permit or variance obtained? *See footnote at the end of this section.*	❑	❑	❑	❑
(6) If the facility plans to perform any development activities on the land or modify any uses of the land in any designated wild, scenic and recreational river system area, has it obtained a permit for this activity? *See footnote at the end of this section.*	❑	❑	❑	❑
(7) If there are known historic and archaeological **sites** on the site, have steps been taken to determine if additional information/approvals are needed to properly protect and preserve them? *See footnote at the end of this section.*	❑	❑	❑	❑
(8) If the facility started any fires on forest lands (public or private) as a vegetative management tool, has it obtained authorization from the New York State Department of Environmental Conservation?	❑	❑	❑	❑
(9) If the facility uses state lands, has it obtained a permit?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(10) If the facility is located in the Adirondack or Catskill Parks, and has installed signs, has the facility checked to see if a permit was required?	❑	❑	❑	❑
(11) Prior to construction or development, have all necessary soil and site inspections been conducted?	❑	❑	❑	❑
(12) Relative to any projected development, what is known about prior use of the site? ♦ Were raw materials stored, shipped or processed on the site? ♦ Were electrical transformers, asbestos sources, fuel storage areas and waste disposal areas on the site? ♦ Are there any process pits, ponds or lagoons on-site? *A map should be prepared for your records/files, if any of the above activities occurred on the site.*	❑	❑	❑	❑
(13) If the facility is mining sand, gravel or other minerals on the business site in excess of 1,000 tons within twelve successive months, does it have a permit for this activity?	❑	❑	❑	❑
(14) If the facility is closing a sand, gravel or other mineral mine, has a reclamation plan been developed and approved under the permit?	❑	❑	❑	❑
(15) If the facility plans to explore, develop or produce natural gas or oil or presently produces gas and oil (for use or sale) or stores natural gas or liquefied petroleum gas underground in natural geologic cavities (not tanks), are the wells and/or natural geologic cavities registered with the New York State Department of Environmental Conservation? Has the facility submitted an annual well report for each well?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(16) If the facility has any abandoned natural gas, oil, salt solution or storage wells or stratigraphic, geothermal or brine disposal wells deeper than 500 feet, have all the abandoned wells been registered with the New York State Department of Environmental Conservation? Have all the abandoned wells been plugged?	❑	❑	❑	❑

**If you are unsure about a land use designation (wetlands, coastal erosion area, scenic river, etc.) contact your regional office of the Department of Environmental Conservation for criteria and maps.*

SELF-AUDIT CHECKLIST

PETROLEUM AND CHEMICAL STORAGE TANKS

Review each question carefully and check the appropriate box. Any "no" or "can't determine" answers indicate that a potential problem exists and should be investigated. Take notes on the questions that received a "no" or a "can't determine" response, and use this information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances, a "no" response may indicate that operational changes or permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, since many regulatory issues are linked to the quantities of materials used or discarded in the air, land or water.

	Yes	No	Not Applicable	Can't Determine
(1) If there are any petroleum storage tanks or chemical bulk storage tanks on-site that are not being used, have these been properly emptied, cleaned and filled, or removed?	❑	❑	❑	❑
(2) If there are empty petroleum storage tanks or chemical bulk storage tanks on-site, are these registered with the New York State Department of Environmental Conservation?	❑	❑	❑	❑
(3) If fuels are used for heating, vehicles, processes, or heavy equipment at the business, are the storage methods consistent with the New York State Department of Environmental Conservation regulations?	❑	❑	❑	❑
(4) If fuels are used for heating, vehicles, processes, or heavy equipment at the business, are the storage methods consistent with the New York State Department of Environmental Conservation regulations?	❑	❑	❑	❑
(5) If fuel or hazardous substances are stored underground, are the tanks registered with the state, have leak detection, and labeled properly?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(6) Does fuel storage comply with National Fire Protection Association and New York State fire codes?	❑	❑	❑	❑
(7) If the facility stores or disposes of fuel or manufacturing waste products on-site, do local and state environmental regulatory agencies approve of the methods used?	❑	❑	❑	❑
(8) Are housekeeping procedures adequate to minimize and provide for prompt cleanup of spills and fuel leaks?	❑	❑	❑	❑
(9) Does the facility have a spill prevention control, and countermeasures plan?	❑	❑	❑	❑
(10) Has the New York State Spill Response Hotline telephone number been posted for reporting spills of petroleum products, hazardous waste and/or toxic chemicals?	❑	❑	❑	❑
(11) Have all spills been reported to the Spill Hotline at (518) 457-7362?	❑	❑	❑	❑

SELF-AUDIT CHECKLIST

SOLID WASTE – AN OVERVIEW

Review each question carefully and check the appropriate box. Any "no" or "can't determine" answers indicate that a potential problem exists and should be investigated. Take notes on the questions that received a "no" or a "can't determine" response, and use this information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances, a "no" response may indicate that operational changes or permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, since many regulatory issues are linked to the quantities of materials used or discarded in the air, land or water.

*Solid wastes are all the nonhazardous wastes arising from human and animal activity that are normally solid, discarded as useless or unwanted, and require disposal.**

For the purpose of this audit, solid waste is grouped into four categories:

*1.**Domestic Waste**--waste from housekeeping, cafeterias, commercial/ business activities, yard/farm waste, etc.*

*2. **Construction/demolition debris**--material from construction, repair or demolition of structure.*

*3. **Medical Waste**--waste from hospitals, infirmaries and aid stations that may contain body parts, body fluids, infectious agents, or other medical/hazardous wastes.*

*4. **Rubbish and bulky items and manufacturing waste**--large items, such as derelict autos, appliances, packing crates, old piping, and nonhazardous residues from manufacturing.*

**Excluded from this section are hazardous and toxic materials (commonly associated with commercial/industrial applications).*

	Yes	No	Not Applicable	Can't Determine
(1) If the facility has any active landfills on the property, has it obtained a permit from DEC to operate the facility?	❑	❑	❑	❑
(2) If the facility has any inactive landfills on the property have they been examined for compliance with DEC regulations?	❑	❑	❑	❑
(3) Do you have a management system to mandate the separation of hazardous/ toxic materials from solid waste?	❑	❑	❑	❑
(4) Regulators control the type and volume of solid waste that can be treated, incinerated, stored, processed, composted or disposed of. If your facility handles wastes generated on-site or off site: (a) have you checked if an approval is necessary? (b) if an approval is necessary, have you applied for it?	❑	❑	❑	❑

(a) DOMESTIC WASTE

	Yes	No	Not Applicable	Can't Determine
(1) Is domestic waste collected from source locations (shops, cafeterias, etc.) and stored in a way that protects the waste from the elements and animals?	❑	❑	❑	❑
(2) Are the containers used to store the waste tight (to prevent leakage)?	❑	❑	❑	❑
(3) Is the storage area cleaned on a regular basis?	❑	❑	❑	❑
(4) If the facility uses its trucks or a contractor to transfer the material to a disposal site, are the truck bodies tight to prevent leaks?	❑	❑	❑	❑
(5) Is the disposal site, receiving some or all of the waste generated, permitted to operate by DEC?)	❑	❑	❑	❑
(6) Have you checked the compliance record of the waste hauler and disposal site?	❑	❑	❑	❑
(7) Is the facility recycling the materials that are required to be recycled in the community?	❑	❑	❑	❑

(b) RUBBISH, BULKY ITEMS AND MANUFACTURING WASTE

	Yes	No	Not Applicable	Can't Determine
(1) If the facility stores more than 1,000 waste tires, does it have a permit to operate a waste tire storage facility?	❑	❑	❑	❑
(2) If the facility stores or disposes of waste fuel or manufacturing waste products on-site, do local and state environmental regulatory agencies approve of the methods used?	❑	❑	❑	❑
(3) If the facility composts 3,000 tons or more of yard waste, has it obtained a waste permit from DEC?	❑	❑	❑	❑
(4) If the facility receives used-oil, or acts as a used-oil transfer, storage or processing facility, has it complied with applicable used oil management standards and, if required, obtained a permit?	❑	❑	❑	❑
(5) If you gather large bulky used items (junk autos, pallets, appliances, scrap metal, etc.), have you developed a recycling program for them?	❑	❑	❑	❑
(6) If the facility sends the used oil directly to a burner, or first claims that the used-oil is on-specification, has the facility complied with the used-oil marketing regulations, and ensured that the burner is authorized to accept their used oil?	❑	❑	❑	❑
(7) If the facility contracts with a waste transporter for the disposal of its used oil, does the transporter have a USEPA identification number and a DEC waste transporter permit to transport used oil?	❑	❑	❑	❑
(8) If the facility labels any products it produces as "recycled," "recyclable," or "reusable" are they authorized under the recycling emblem regulation (6 NYCRR Part 368)?	❑	❑	❑	❑

(c) CONSTRUCTION AND DEMOLITION DEBRIS

Construction and demolition (C&D) debris may be categorized as either regulated or exempt, depending on its make-up (contaminates). Exempt material (clean crushed concrete, stone, bricks, soil, etc.) may be landfilled on-site; while mixed debris, wood, roofing, etc. must be sent to a regulated disposal facility. Please contact DEC for specific information on exempt vs. regulated material.

	Yes	No	Not Applicable	Can't Determine
(1) If the facility is planning to demolish or renovate a structure, are you aware of the two major categories of C & D?	❑	❑	❑	❑
(2) Are you aware that the cost of disposal of the two categories differs substantially?	❑	❑	❑	❑
(3) If you are planning to landfill the debris on-site, do you have a management system to separate the acceptable (exempt) from the unacceptable (regulated)?	❑	❑	❑	❑
(4) If you are planning to landfill on-site, have you made sure that the area to be filled is not a wetland or a DEC protected waterbody?	❑	❑	❑	❑
(5) If you are sending the debris off site for disposal, have you made sure that the disposal site is under DEC permit?	❑	❑	❑	❑
(6) Have you explored the possibility of recycling some or all of the debris?	❑	❑	❑	❑

(d) MEDICAL WASTE*

	Yes	No	Not Applicable	Can't Determine
(1) If the facility generates regulated medical waste (biohazard waste), do you have a management system to review the in-house movement, storage and transfer of the waste from your facility?	❑	❑	❑	❑
(2) Do you use cadmium-free red bags?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(3) Have the health care facility (e.g., infirmary) employees been educated about the difference between regulated medical waste, hazardous waste and domestic waste (noninfectious)?	❑	❑	❑	❑
(4) Are regulated medical waste, hazardous waste and domestic waste collected and stored separately?	❑	❑	❑	❑
(5) If the facility houses other organizations that generate regulated medical waste (Health Sciences, Microbiology, Veterinary, etc.), have they been educated about the differences between regulated medical waste, hazardous waste and solid waste?	❑	❑	❑	❑
(6) Is regulated medical waste separated into "sharps" and "nonsharps"?	❑	❑	❑	❑
(7) Is regulated medical waste properly containerized close to the point of generation?	❑	❑	❑	❑
(8) Are regulated medical waste containers properly/clearly marked and easily accessible to facilitate proper waste segregation?	❑	❑	❑	❑
(9) Are regulated medical waste containers properly sealed and labeled before they are moved to another location at the health care facility for storage treatment or disposal?	❑	❑	❑	❑
(10) Is there a designated biohazard waste storage area clearly labeled with the word biohazard or the universal biohazard symbol?	❑	❑	❑	❑
(11) Is the biohazard waste storage area securely controlled, with access limited to authorized personnel?	❑	❑	❑	❑
(12) Is the biohazard waste storage area protected from the weather and vermin, and secure from vandalism?	❑	❑	❑	❑
(13) Are facility employees (who generate and handle regulated medical waste) familiar with the regulatory requirements for handling and disposal of regulated medical waste?	❑	❑	❑	❑
(14) If regulated medical waste is generated at the facility, is it removed for disposal on a regular basis?	❑	❑	❑	❑

* *An environmental self assessment specifically for health care facilities has been prepared by NYS DEC.*

SELF-AUDIT CHECKLIST

HAZARDOUS MATERIALS - AN OVERVIEW

Review each question carefully and check the appropriate box. Any "no" or "can't determine" answers indicate a potential problem exists and should be investigated. Take notes on the questions that received a "no" or a "can't determine" response, and use this information to create a working list of environmental compliance issues that may require further investigation. Whenever possible, add to this list your best estimate of the quantity, concentration and name of the material involved.

In some instances, a no response may indicate that operational changes or permits are necessary. However, this will not be true in every case. Further information from regulatory agencies, environmental engineers or attorneys may be needed to make this determination, since many regulatory issues are linked to the quantities of materials used or discarded in the air, land or water.

Hazardous materials are materials or chemicals that are reactive, corrosive, ignitable or toxic.

Reactive means the material undergoes violent chemical reaction with water. Reactive materials include those that can generate toxic gases or fumes.

Corrosive means the material dissolves metals and other materials, or burns the skin. Corrosive materials include rust or paint removers, acid or alkaline cleaning fluids, and battery acid or material having a pH of 2.0 or lower, or 12.5 or higher.

Ignitable means the material catches fire easily. Ignitable materials include many organic solvents, some paint wastes and strong oxidizing agents. A liquid is ignitable if it has a flash point of less than 60 degrees Centigrade (140 degrees Fahrenheit).

Toxic means that the materials, chemicals or fumes maybe noxious, poisonous, venomous, virulent or pestilent. Toxic substances also may have high concentrations of heavy metals such as mercury, cadmium, lead or certain pesticides that could contaminate surface or groundwater.

	Yes	No	Not Applicable	Can't Determine
(1) Has the facility investigated whether it complies with all local, state and federal regulations on hazardous material storage, handling and disposal?	❑	❑	❑	❑
(2) If the company uses, manufactures or stores chemicals at its site, is it in compliance with the federal mandate (under the SARA Title III Community-Right-to-Know law) to file inventory forms and chemical release information with a local emergency planning committee?	❑	❑	❑	❑
(3) Has the facility determined whether or not the business property is listed or is a candidate for listing in the New York State Registry of Inactive Hazardous Waste Disposal Sites?	❑	❑	❑	❑
(4) Has the facility notified DEC of any proposed major change of use of a hazardous waste site?	❑	❑	❑	❑
(5) Is local fire protection adequate and equipped to provide protection in the event of an accident or problem involving hazardous or toxic materials?	❑	❑	❑	❑
(6) If local fire protection is not adequate in the event of an accident or problem involving hazardous or toxic materials, is a private fire brigade prepared to respond?	❑	❑	❑	❑
(7) Has the facility determined whether it has hazardous wastes on-site (as defined by certain characteristics or by specific listing in 6 NYCRR, Part 371)?	❑	❑	❑	❑
(8) Has the closest fire department been informed of the location and quantities of hazardous materials on-site that have the potential to cause fire, explosions, or releases of toxic gases or obnoxious odors?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(9) For facilities that use, store or manufacture hazardous or toxic waste products or wastes, has an employee been designated and trained as a chemical emergency coordinator?	❑	❑	❑	❑
(10) If the facility stores hazardous materials on-site, are emergency telephone numbers posted along with information about the location of emergency equipment?	❑	❑	❑	❑
(11) If the facility generates more than 100 kilograms of hazardous waste in a month or stores more than 1,000 kilograms of hazardous waste, has it obtained an EPA identification number?	❑	❑	❑	❑
(12) Facilities that generate 25 tons or more per year of hazardous waste must determine if a Hazardous Waste Reduction Plan (HWRP) needs to be submitted to DEC for review and acceptance. The HWRP must be submitted by July 1 of the year following the calendar year in which the 25 tons was generated. Is a HWRP required and, if so, has it been submitted?	❑	❑	❑	❑
(13) Generators that manifest hazardous waste that are not subject to HWRP requirements must have a program in place to reduce the volume or quantity and toxicity of such waste to the degree determined by the generator to be economically practicable. If a program is required, has it been put in place?	❑	❑	❑	❑

(a) HAZARDOUS RAW MATERIALS

A raw material is a crude or processed material that can be converted by manufacture, processing, or combination into a new and useful product.

	Yes	No	Not Applicable	Can't Determine
(l) Are the chemical names and inventory quantities of the raw materials stored and used on site readily available along with Material Safety Data Sheets?	❑	❑	❑	❑
(2) Is information about the physical state or material properties (solid, liquid, gas) of all federally regulated hazardous substances used as raw materials stored and used on-site continuously updated and readily available?	❑	❑	❑	❑
(3) Is information about the storage methods on-site, for all federally regulated hazardous substances used as raw materials, continuously updated and readily available?	❑	❑	❑	❑
(4) Are hazardous materials ordered on an as-needed basis to avoid stockpiling of hazardous materials?	❑	❑	❑	❑
(5) Are all hazardous or toxic raw materials clearly labeled, easily identifiable and regularly inspected for container leaks, corrosion, rupture or other failures?	❑	❑	❑	❑
(6) Are materials stored so they do not react with one another or with their containers?	❑	❑	❑	❑
(7) Are hazardous or toxic compounds that would react or dissolve in water segregated so that, if a sprinkler system is activated, they do not become a water pollution or other problem?	❑	❑	❑	❑
(8) If the facility is involved in lawn maintenance and agricultural activities and/or its employees use items such as pesticides, defoliants, fungicides, herbicides, insecticides, fertilizers and rodenticides, has the facility been registered as a pesticide agency, is the person applying these materials certified and are the items used being properly stored, handled and disposed of?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(9) Does the storage of hazardous raw materials comply with the National Fire Protection and the New York State fire codes?	❑	❑	❑	❑
(10) If the facility uses radioactive materials, does its use, storage, mixing and/or transport comply with state and federal regulations?	❑	❑	❑	❑
(11) If the facility generates regulated medical waste, does its storage, treatment, transport and/or disposal comply with state and federal regulations?	❑	❑	❑	❑
(12) Are volatile compounds stored to minimize evaporation dangers?	❑	❑	❑	❑
(13) Are the chances for spills, leaks and other accidents minimized during the handling of raw materials by use of conveyor belts, forklifts or specially designated and trained personnel who move these materials?	❑	❑	❑	❑

(b) HAZARDOUS PRODUCTS

A product is something produced by a manufacturing process.

	Yes	No	Not Applicable	Can't Determine
(1) If chemical products are produced at the facility, are these stored, inspected and transported in accordance with environmental and workplace regulations?	❑	❑	❑	❑
(2) Are the chemical names, inventory levels and Material Safety Data Sheets for these products readily available and continuously updated?	❑	❑	❑	❑
(3) Are all hazardous or toxic products clearly labeled and easily identifiable?	❑	❑	❑	❑
(4) Are hazardous products stored so that they will not react with one another or with containers?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(5) Are toxic or hazardous wastes stored so that, if a sprinkler system is activated, they will not become a water pollution problem?	❑	❑	❑	❑
(6) Are hazardous products stored in compliance with National Fire Protection Association and New York State fire codes?	❑	❑	❑	❑
(7) Are volatile compounds stored to minimize evaporation dangers?	❑	❑	❑	❑
(8) Are the chances for spills, leaks and other accidents minimized during the handling of products through the use of conveyor belts, forklifts or personnel specially designated and trained personnel to move these materials?	❑	❑	❑	❑

(c) HAZARDOUS WASTES

A waste is damaged, defective, or superfluous material produced as an unwanted by-product of a manufacturing process, chemical laboratory, or nuclear reactor. A material is not a waste until it is determined that it is no longer needed.

	Yes	No	Not Applicable	Can't Determine
(1) Has proper disposal been arranged for any state and federally regulated hazardous wastes resulting from business operations?	❑	❑	❑	❑
(2) Are hazardous wastes stored in accordance with state and federal regulations?	❑	❑	❑	❑
(3) If hazardous wastes are generated, are they free of contamination from radioactive materials/wastes that would make them a mixed waste?	❑	❑	❑	❑
(4) Is care taken to properly segregate incompatible wastes and materials?	❑	❑	❑	❑
(5) Is care taken to segregate hazardous wastes from nonhazardous wastes?	❑	❑	❑	❑
(6) Is housekeeping in the waste storage area adequate?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(7) Does storage of used oil from vehicles, machinery, etc. conform with environmental regulations?	❑	❑	❑	❑
(8) Have measures been taken to prevent mixing of solvents or PCBs with used oil?	❑	❑	❑	❑
(9) Does storage of any other fuel wastes (such as ash) conform with environmental regulations?	❑	❑	❑	❑
(10) Does the company have clearly defined procedures for preventing waste fuel spills and leaks?	❑	❑	❑	❑
(11) Are all wastes properly dated and labeled?	❑	❑	❑	❑
(12) Are volatile wastes properly stored?	❑	❑	❑	❑
(13) If the facility has a medical, veterinary, dental, laboratory or mortuary facility, is it in compliance with requirements for regulated medical waste tracking, disposal, registration and identification?	❑	❑	❑	❑
(14) If the facility generates regulated medical wastes, are they free of contamination from radioactive materials?	❑	❑	❑	❑
(15) If the facility conducts metallurgical, chemical, printing, construction and other related activities, does it comply with laws governing handling and disposal procedures for the waste resulting from: ♦ combustion of fuel, oil, coal, waste oil ♦ chemical processing ♦ fabrication of polyester resin plastics products ♦ surface coating of plastic parts ♦ incineration of refuse, automobile bodies, or sewage sludge ♦ dry cleaning ♦ storage of organic liquids ♦ solvent degreasing, waste solvent reclamation ♦ graphic arts ♦ commercial solvent and paint use ♦ textile fabric printing.	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(16) If the facility is involved in any of the following activities, is it in compliance with approved waste storage and disposal procedures for the waste resulting from: ♦ manufacturing of pulpboard, plywood veneer ♦ incineration of woodworking waste.	❑	❑	❑	❑
(17) If the facility contracts with a waste transporter for the disposal of its hazardous wastes or low-level radioactive waste, does the transporter have a U.S. Environmental Protection Agency identification number and a New York State Department of Environmental Conservation waste transporter permit?	❑	❑	❑	❑
(18) Does the facility's waste transporter have certification to transport the specific types of wastes and quantities of waste produced?	❑	❑	❑	❑
(19) If the facility disposes of its hazardous wastes at a waste treatment, storage and disposal facility (TSD), does the TSD have U.S. Environmental Protection Agency and New York State Department of Environmental Conservation identification numbers? Is the TSD authorized to accept the type of wastes produced?	❑	❑	❑	❑
(20) If hazardous wastes are shipped to a TSD, does the facility retain copies of shipping manifests for a minimum of three years?	❑	❑	❑	❑
(21) If wastes such as metal, cyanide and other hazardous materials are disposed of in a landfill, are they properly treated prior to land disposal, and is proper notification given to the landfill facility?	❑	❑	❑	❑
(22) If wastes described in question 19 are landfilled, does the facility maintain records (for at least five years) of the following documents submitted to the TSD: waste analysis records, notifications to TSD facilities and certification statements?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(23) If the facility ships hazardous wastes to a TSD for reclamation, does it retain copies of shipping manifests for a minimum of three years?	❑	❑	❑	❑
(24) Does the facility have any reason to believe that hazardous waste is disposed of on-site?	❑	❑	❑	❑
(25) Has the facility performed operation, maintenance and monitoring activities at a remediated hazardous waste site and evaluated the remedy's performance and effectiveness?	❑	❑	❑	❑

(d) LABORATORY WASTES

	Yes	No	Not Applicable	Can't Determine
(1) Are you aware of the requirements of the Resource Conservation and Recovery Act (RCRA) relative to chemical storage and waste disposal?	❑	❑	❑	❑
(2) It is estimated that up to 40% of chemical lab waste is unused virgin chemical. Do you have a program to minimize wasting unusable material?	❑	❑	❑	❑
(3) Purchasing in bulk may be cheaper on a unit bases, if all the material is used. However, having to dispose of unused, outdated or unknown material is costly and defeats the bulk-buying concept. Do you limit purchases of chemicals to amounts needed for a project or specific calendar period?	❑	❑	❑	❑
(4) Will your chemical supplier deliver small amounts of chemicals and accept unopened chemicals that are returned?	❑	❑	❑	❑
(5) Have you explored centralized chemical purchasing and storage so that some volume purchasing can occur with the knowledge that the volume will be used?	❑	❑	❑	❑
(6) Since many chemicals are hazardous when disposed, have you investigated "softer" replacement chemicals or activities (experiments) that serve the same purpose but use less harmful materials?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(7) Clear, accurate labels are imperative for safe and effective chemical use and disposal. Have you:				
♦ established a policy that requires periodic inspection of chemicals stored to assure that the labels are legible and permanently fixed?	❑	❑	❑	❑
♦ labeled all waste containers?	❑	❑	❑	❑
♦ replaced labels where they may have started to wear or fray?	❑	❑	❑	❑
♦ considered using UPC codes in addition to the commercial label as added protection?	❑	❑	❑	❑
(8) Are all incompatible chemicals stored separately at the correct temperature and humidity?	❑	❑	❑	❑
(9) Do you segregate the following highly reactive materials?	❑	❑	❑	❑
♦ oxidizing agents for reducing agents & combustibles?	❑	❑	❑	❑
♦ reducing agents from reducible substances?	❑	❑	❑	❑
♦ acids from reducing agents?	❑	❑	❑	❑
(10) Are all chemicals cabinets labeled clearly as to contents and vented (as needed)?	❑	❑	❑	❑
(11) Do you record spills, have an emergency plan to respond to them (along with emergency telephone numbers) and have adequate safety equipment available?	❑	❑	❑	❑
(12) Do you inspect stored chemicals regularly for leakage and poor storage?	❑	❑	❑	❑
(13) Do you maintain a file on all chemicals purchased including date of purchase, expiration date, purchaser, and frequency of use?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(14) If there is more than one laboratory (and chemical storage area) at your facility and no centralized purchasing, have you explored circulating a periodic list of available/surplus chemicals?	❑	❑	❑	❑
(15) Do you regularly discard chemicals that are no longer used, needed or expired? If so, do you know if they are hazardous wastes before you dispose of them?	❑	❑	❑	❑
(16) Do you have a designated chemical waste storage area with:				
♦ containers clearly labeled "hazardous waste"	❑	❑	❑	❑
♦ provisions for segregation of incompatible waste clearly labeled?	❑	❑	❑	❑
♦ policy for clear and permanent labeling on individual containers of waste chemicals?	❑	❑	❑	❑
♦ regular inspection for damage, leaks, etc.?	❑	❑	❑	❑
(17) If you generate large quantities of waste solvents, have you explored recycling the waste solvents, (e.g.. a solvent distillation unit?)	❑	❑	❑	❑
(18) Mercury continues to be a major environmental and health issue. Have you examined your laboratory for: ♦ elemental mercury and mercury compounds used in experiments ♦ mercury filled measuring devices ♦ mercury switches, etc.	❑	❑	❑	❑
(19) If you have mercury, have you explored replacing the experiments or replacing the measuring devices/switches with non-mercury technology?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(20) Do you have a policy and procedures for addressing mercury spills?	❑	❑	❑	❑
(21) Do you dispose of any lab waste down the sink drains?	❑	❑	❑	❑
(21) Discharging wastewater to surface or groundwaters without a State Pollutant Discharge Elimination System (SPDES) permit is a violation of the Clean Water Act. Do you discharge any wastewater to floor drains or sinks that flow to anything other than a holding tank or a publicly owned treatment works (POTW)?	❑	❑	❑	❑
(22) Does you facility discharge its wastewater to a publicly owned treatment works (POTW)?	❑	❑	❑	❑
(23) If so, did you get approval from your local POTW?	❑	❑	❑	❑
(24) If you do not have a POTW in your area, do you have either a (1) state pollutant discharge elimination system (SPDES) permit, or (2) a holding tank before you discharge your wastewater?	❑	❑	❑	❑
(25) Do you label secondary containers when chemicals are transferred from larger containers?	❑	❑	❑	❑
(26) Do all your lab departments (i.e. chemistry, physics, biology) meet on a monthly basis to discuss the total amounts of hazardous waste generated from each Department?	❑	❑	❑	❑
(27) Did you know that you can accumulate up to 55 gallons of hazardous waste at your lab area or working area before you bring it to your hazardous waste storage area? This accumulation area is known as a satellite accumulation area. When experiments are finished, are containers set up in the work area to collect the daily lab wastes?	❑	❑	❑	❑
(a) Is there a separate container for each waste?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(b) Is each container labeled with the proper waste that is being stored?	❑	❑	❑	❑
(28) If you are a small quantity or large quantity generator, do you complete a hazardous waste manifest when shipping your hazardous waste off-site?	❑	❑	❑	❑
(29) Do you keep good records of your hazardous waste generation and accumulation?	❑	❑	❑	❑
(30) Do you have a training program for hazardous waste management?	❑	❑	❑	❑
(31) Do you know your hazardous waste generator status?	❑	❑	❑	❑
(32) When you discard a waste, do you know if it is hazardous?	❑	❑	❑	❑
(33) If you don't know, do you ask you supervisor?	❑	❑	❑	❑
(34) Do you add up on a monthly basis all the hazardous waste you generate?	❑	❑	❑	❑
(35) Do you have a copy of the manual, "Environmental Compliance & Pollution Prevention Guide for Small Quantity Generators" published by DEC?	❑	❑	❑	❑
(36) Do you use a DEC permitted commerical hazardous waste hauling firm?	❑	❑	❑	❑
(37) Does your lab need an air permit or registration for your air emissions that are discharged into your fume hoods?	❑	❑	❑	❑
(38) If your lab operation has air emissions, have you identified, measured, and documented these emissions?	❑	❑	❑	❑
(39) Do you keep chemical (including waste) containers closed in order to eliminate fugitive emissions & evaporative losses?	❑	❑	❑	❑

(e) PESTICIDE MANAGEMENT

Important Provisions of the Pesticide Regulations (Section 325)

1. *Pesticide means:*
   (A) Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any insects, rodents, fungi, weeds, or other forms of plant or animal life or viruses,
   (B) any substance or mixture of substances intended as a plant regulator, defoliant or desiccant.

2. *All individuals engaged in commercial application of pesticides (in this case the application at any campus-based/governmental facility) must be certified by DEC or working under the direct supervision of a certified pesticide applicator. More rigid on-site provisions exist for application of termiticides, fumigants and some aquatic pesticides. Review the DEC rules/regulations before any pesticide applications.*

3. *Every pesticide, which is used, distributed, sold or offered for sale in New York State, must be registered by DEC and labeled for a specific target at a specified concentration.*

Please Note:

•Anyone applying a pesticide at a facility must be certified by DEC as a "certified pesticide applicator" or working under the supervision of a "certified pesticide applicator."
• All pesticides are labeled to be used for specific target organisms at specific concentrations; do not attempt to make changes from the label direction.

	Yes	No	Not Applicable	Can't Determine
(1) If pesticides were applied by one of your employees, did you register as an "agency" with DEC?	❑	❑	❑	❑
(2) If you are required to register as an agency and one of your employees used pesticides in Category 1, Agriculture; Category 5, Aquatics; Category 7, Industrial, Institutional or Structural; or applied pesticides by aircraft, do you employ at least one certified commercial pesticide applicator, certified in these categories?	❑	❑	❑	❑
(3) Is the person applying the pesticide certified by DEC or working under the direct supervision of a certified pesticide applicator?	❑	❑	❑	❑
(4) Is the appropriate on-site or off-site direct supervision provided?	❑	❑	❑	❑
(5) Is the certified applicator or certified technician certified in the proper category?				

	Yes	No	Not Applicable	Can't Determine
(6) Does the certified applicator or certified technician have a proper certification identification card on their person?	❑	❑	❑	❑
(7) Does the person applying pesticides have a copy of the pesticide label in their custody?	❑	❑	❑	❑
(8) Did you verify with DEC that the pesticide being used is registered by DEC?	❑	❑	❑	❑
(9) Is the pesticide being used in accordance with the label directions, against a labeled pest and in the labeled concentration?	❑	❑	❑	❑
(10) Do all persons handling, mixing, loading or applying pesticides wear the proper personal protection equipment and have training in the proper use of this equipment?	❑	❑	❑	❑
(11) Are pesticides stored in their original containers with a legible label?	❑	❑	❑	❑
(12) Are full or partially full pesticide containers stored in a secure, locked, and approved pesticide storage cabinet?	❑	❑	❑	❑
(13) Does all equipment containing pesticides and drawing water from any waste source have an effective antisiphon device to prevent backflow?	❑	❑	❑	❑
(14) Are empty pesticide containers properly recycled or disposed of?	❑	❑	❑	❑
(15) If pesticides were applied to a structure, was notification of the pesticide application, in the form of the label for any and every pesticide used, given to the person in charge of the facility before the application?	❑	❑	❑	❑
(16) If pesticides were applied to any grounds, trees or shrubs within a public park or within 100 feet of a dwelling, multiple dwelling, public park or public building (any building open to the public), were visual notification markers as required in ECL 33-1003 posted within or placed around the perimeter of the treated area for at least 24 hours following the application?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(17) If pesticides are being used at the facility, are you maintaining daily pesticide use reports as required by the Pesticide Reporting law and 6NYCRR Part 325?	❑	❑	❑	❑
(18) Are you reporting pesticide application information annually to DEC as required by the Pesticide Reporting Law?	❑	❑	❑	❑
(19) Is there a procedure to assure: ♦ pesticides are applied only when needed ♦ labels are maintained on all pesticide containers ♦ pesticides are applied only by certified applicators or persons working under the direction of a certified applicator?	❑	❑	❑	❑
(20) Is the pesticide storage cabinet clearly labeled, and are MSDS sheets usable and available for all the pesticides purchased, stored or used?	❑	❑	❑	❑
(21) Are emergency numbers clearly posted, and have staff been informed where the numbers are posted?	❑	❑	❑	❑
(22) Have you evaluated the possibility of reducing the amount of pesticides or the number of applications?	❑	❑	❑	❑
(23) Are records kept of: ♦ pesticide purchases by compound ♦ dates of purchase ♦ location and date of use by compound ♦ name of certified applicators and certification number?	❑	❑	❑	❑

SELF-AUDIT CHECKLIST
HOUSEKEEPING

	Yes	No	Not Applicable	Can't Determine
(1) Do the facility laboratories and shops collect and recycle waste solvents?	❑	❑	❑	❑
(2) Are the different solvent waste streams separated so they can be recycled?	❑	❑	❑	❑
(3) Have you considered switching to less toxic, less flammable solvents?	❑	❑	❑	❑
(4) Has the use of aqueous reagents, simple alcohols and ketones (instead of petroleum hydrocarbons) and sonic or steam cleaning been considered to replace solvent-based cleaning?	❑	❑	❑	❑
(5) If the facility uses a large number of batteries, do you have a battery management program?	❑	❑	❑	❑
(6)Do you purchase batteries with the lowest levels of heavy metal?	❑	❑	❑	❑
(7) Has the facility considered switching from single use batteries to rechargeable batteries?	❑	❑	❑	❑
(8)Have all sources of mercury been identified?	❑	❑	❑	❑
(9) Have your electrical and maintenance shop been instructed to save and store (for proper disposal) mercury switches, thermostats, etc.?	❑	❑	❑	❑
(10)Are spent mercury lamps collected for recycling or disposal?	❑	❑	❑	❑
(11)Are waste lamps stored to prevent leakage?	❑	❑	❑	❑
(12) Have you explored the opportunity to upgrade your lighting system?	❑	❑	❑	❑
(13) Are vendors required to take back pallets?	❑	❑	❑	❑
(14) Are the concrete floors of the maintenance area sealed to facilitate cleanup without using solvents?	❑	❑	❑	❑
(15) Are maintenance areas cleaned with a biodegradable detergent?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(16) Has the use of only a few concentrated cleaning detergents, whose strength is adjusted by housekeeping staff, been considered?	❑	❑	❑	❑
(17) Has the facility considered controlling the variety of housekeeping solutions used, i.e., implementing a meter dispensing system for dispensing fewer chemicals in the proper amount and concentration?	❑	❑	❑	❑
(18) Have less toxic cleaning products been explored?	❑	❑	❑	❑
(19) Have alternatives to cleaning chemicals and degreasers that contain mercury been identified?	❑	❑	❑	❑
(20) Are your employees required to address all spills as soon as they occur?	❑	❑	❑	❑
(21) Do maintenance personnel use dry methods for cleanup of small spills?	❑	❑	❑	❑
(22) Are maintenance personnel required to pick up absorbent material as soon as possible after the leak or spill has occurred?	❑	❑	❑	❑
(23)Has the maintenance department considered using water-based paints?	❑	❑	❑	❑
(24) Are waste towels stored in a closed, metal safety container?	❑	❑	❑	❑

SELF-AUDIT CHECKLIST

PROCUREMENT OF COMMODITIES

	Yes	No	Not Applicable	Can't Determine
(1) Does the facility have a central system in place for tracking and quantifying the amount of chemicals purchased, dispensed and disposed of?	❑	❑	❑	❑
(2) Does the current inventory system minimize the amount of waste generated from overpurchasing?	❑	❑	❑	❑
(3) Upon arrival of purchased materials, is a central receiving department or person in charge for verifying that the order is correct?	❑	❑	❑	❑
(4) Are records kept of chemicals, medical supplies and equipment starting with their arrival, during their use, to final disposal?	❑	❑	❑	❑
(5) Is the procurement of chemicals and medical supplies done through a central department or person familiar with the facility's pollution prevention and waste reduction goals?	❑	❑	❑	❑
(6) Are infrequently used materials purchased in smaller quantities?	❑	❑	❑	❑
(7) Does the inventory system ensure that purchased materials are used first-in, first-out to avoid expiration of their shelf life?	❑	❑	❑	❑
(8) Are Material Safety Data Sheets (MSDS) maintained and made readily available to employees for all materials used in the facility? (This is an OSHA requirement.)	❑	❑	❑	❑
(9) Have employees been trained to safely handle the types of packages and chemicals the facility receives?	❑	❑	❑	❑
(10) Have you requested that vendors use minimal, recyclable, or returnable packaging and containers?	❑	❑	❑	❑
(11) Does the facility have a system to monitor the flow from receipt of raw material to disposal?	❑	❑	❑	❑
(12) Do you return obsolete or out-of-date supplies to the vendor?	❑	❑	❑	❑

	Yes	No	Not Applicable	Can't Determine
(13) Does the facility have a program to minimize the purchase of devices and products containing PVC plastic?	❑	❑	❑	❑
(14) Has the facility made a commitment to purchase mercury-free products whenever alternatives exist?	❑	❑	❑	❑

THE NEW YORK STATE SEQR PROCESS

While references to most specific regulations affecting campus-based organizations are omitted from this guide, managers need to understand the State Environmental Quality Review (SEQR) process.

PURPOSE

The New York State Environmental Quality Review Act requires that state and local agencies evaluate a project's environmental impacts before providing funding, or issuing a permit, license or other discretionary approval authorizing the action. Conducting a systematic environmental review during the project planning stage can avoid or reduce environmental impacts.

WHEN IS A SEQR REVIEW NEEDED?

Any facility about to undertake construction, initiate a new operation, or expand or alter an existing operation, may need to participate in an environmental review under SEQR. Environmental review is required when a facility applies for a discretionary approval from any state or municipal agency for an activity that may impact the environment. Many types of state and municipal approvals are discretionary. Examples of discretionary approvals include zoning approvals or variances, site plan approval and environmental permits from DEC. An environmental review is also required when a facility is seeking funding from a state or municipal agency.

It is recommended that an organization planning a project meet with the relevant state or local agency to inform the agency about the proposed project prior to the submission of any applications. The agency can then inform the facility about the likely environmental review procedures and the expected timeframes for review and final decision. Preapplication meetings can clarify application procedures and help prevent unnecessary delay.

WHAT THE ENVIRONMENTAL REVIEW INVOLVES

The environmental review begins with the preparation of an environmental assessment form to determine the impact that the new or expanded operation may have on the environment. Following analysis by agency staff, a determination is made regarding the project's potential for environmental impact. For projects that have little or no environmental impact, the review ends with the filing of a determination of no significant impact (Negative Declaration). Most project's result in the issuance of a negative declaration. However, for projects that may significantly impact the environment, a Positive Declaration is issued and the preparation of an environmental impact statement is necessary. For a particularly controversial or environmentally significant project, a public hearing may also be necessary.

WHEN THE ENVIRONMENTAL REVIEW CONCLUDES

Obtaining government approvals, including any environmental review usually takes between one and six months. In many instances, approval is needed from more than one agency or local board. Streamline the process and save time by submitting concurrent applications for all necessary approvals to each agency or board with approval authority over the action.

In some situations, such as when an environmental impact statement is required, the review process may take longer. As part of the environmental review, agencies may require project modifications that would avoid or reduce environmental impacts. The SEQR review must be completed before the issuance or denial of discretionary approvals or funding.

Note: The SEQR process is governed by the SEQRA Law, Article 8 of the New York State Conservation Law, and Volume 6 of the New York Codes, Rules and Regulations, Part 617. Additional information regarding the SEQR process can be obtained from DEC or the local government of the area in which the campus-based organization is located.

REFERRALS TO LOCAL ENVIRONMENTAL TESTING SPECIALISTS

If the services of a consulting engineer or analytical laboratory are needed, contact county and state environmental regulatory agencies for referrals. They have lists of consulting firms that have done environmental work in this area. The New York State Department of Environmental Conservation requires the use of a licensed professional engineer or corporation for the evaluation and cleanup of hazardous waste disposal sites as well as for some other environmental projects.

Nearly all environmental sampling methods must be accepted and approved before contracting for analytical work. Each agency involved may have a different set of criteria that must be met. Before hiring a consultant or laboratory, the following actions are recommended:

- Check at least three references where similar work was done.
- Check to see if regulatory agencies were satisfied with methods and procedures used.
- Determine what registrations, certificates or licenses are required by the regulatory agencies involved and verify that the firm has obtained these.

CHEMICAL AND PETROLEUM SPILLS

In the event of an emergency spill, facilities are required by law to notify local public safety agencies to protect the public from fires and explosions, direct traffic away from spill areas and, if necessary, evacuate residents.

The responsible party is required by law to report the spill to the New York State Department of Environmental Conservation (DEC) spill hotline number (1-800-457-7362) and to all appropriate local and federal authorities. The DEC's trained emergency spill staff is on duty 24 hours a day and will go to the scene to assess the danger to the environment and public health, ensure the spill is effectively controlled and identify the responsible party.

Spiller liability is legally enforceable. The DEC can require the responsible party to clean up the spilled materials. If a DEC standby contractor performs the remedial work, DEC may legally recover costs, and also impose fines and penalties on responsible parties.

GLOSSARY TERMS AND LAWS

The following terms are commonly used by local, state and federal regulatory agencies when referring to laws and regulations. Most are not included in the text of this self-audit document, but are provided here for future referral.

ACM Asbestos Containing Material.

AHERA Asbestos Hazardous Emergency Response Act.

AIR CONTAMINANTS Regulatory definition includes dust, fumes, gas, mist, odor, smoke, vapor, pollen and noise.

ARCHITECTURAL STRUCTURES Stationary objects and structures (inside and outside) such as: buildings, mobile homes, lean-tos, bridges, piers, foundations and footings, towers, light poles, swimming pools, walkways, shelters, greenhouses, pavements, curbs, roofs, pipes, fences, signs, playground equipment, etc.

AST Above-ground Storage Tank.

COASTAL EROSION HAZARD AREAS Coastal erosion hazard areas are coastal shorelines containing natural protective landforms, such as beaches, dunes, bluffs and near-shore areas, where loss or alteration of the natural protective landform would subject other lands to the forces of coastal flooding and erosion or coastal shorelines that are receding at an average rate of one foot or more per year. (Note: Coastal erosion hazard areas could be located on the shores of the Atlantic Ocean, Long Island Sound, Hudson River Estuary, New York Harbor, Lake Erie, Lake Ontario, and their interconnecting and outlet rivers.)

CAA (Federal) Clean Air Act.

CERCLA (Federal) Comprehensive Environmental Response, Compensation and Liability Act of 1980. The act provides authority and funding for the cleanup of past hazardous waste activities.

CFR Code of Federal Regulations.

CONSTRUCTION AND DEMOLITION DEBRIS Construction and demolition (C&D) debris is uncontaminated solid waste resulting from the construction, remodeling, repair and demolition of utilities, structures and roads; and uncontaminated solid waste resulting from land clearing. C&D debris does not include (even if from construction, remodeling, repair, or demolition of structures, roads or land clearing): anything containing any type of hazardous substances or chemicals; any putrescible or biodegradable material, tires, household appliances or furniture, flammable or explosive substances, or debris resulting from any processing, pulverizing, or shredding technique.

CWA (Federal) Clean Water Act.

DEC Department of Environmental Conservation (NYS) (sometimes referred to as "ENCON").

DEE Division of Environmental Enforcement--oversees DEC compliance programs.

DISCHARGE The addition of pollutants into the environment.

DISPOSAL FACILITY Facility at which solid waste and/or hazardous waste, is treated, recycled, incinerated or buried.

DOT (Federal) Department of Transportation. Regulates over-the-road transportation of all materials, including solid and hazardous waste.

ECL New York State Environmental Conservation Law.

ECOs Environmental Conservation Officers of the NYS DEC (usually in uniform).

EFC (NYS) Environmental Facilities Corporation.

EMISSIONS The exit of pollutants into the outside air.

EMISSION SOURCE Any apparatus capable of causing any emission of pollutant into the air.

EPA (Federal) Environmental Protection Agency.

EPA ID No. Number issued by the EPA or the NYS DEC to generators, transporters and TSD facilities to assist in the tracking of hazardous waste from cradle to grave.

ESD Empire State Development.

FIFRA Federal Insecticide, Fungicide, and Rodenticide Act.

FOREST LAND Forest land is land carrying forest growth or, if totally lacking it, bearing evidence of former forest growth and not now in other use . It includes not only lands that may be covered with tree growth, but also lands best adapted to forests.

401 CERTIFICATION State approval which must be issued by DEC before certain federal discharge permits (primarily Section 404 discharge of dredged or fill materials permits administered by the U.S. Army Corps of Engineers) can be issued by the federal government.

GENERATOR Any person or business that produces a hazardous waste usually from some sort of industrial process.

GROUNDWATER Any water found beneath the earth's surface.

HAZARDOUS SUBSTANCE Everything defined as such by DEC regulation (6 NYCRR Part 597) that determines levels of ignitability, corrosivity, reactivity and toxicity at which a substance is considered hazardous.

HAZARDOUS WASTE Waste posing health threats because it is characteristically corrosive, ignitable, reactive or toxic or contained on the list (6 NYCRR Part 371) of sources which generate such waste.

LANDFILL A disposal facility, or part of one, at which solid waste, or its residue after treatment, is intentionally placed in or on land, and at which solid waste will remain after closure and which is not a landspreading activity, a surface impoundment, or an injection well.

LEACHATE Liquid that results from water collecting contaminants as it trickles through wastes, as in a landfill.

MANIFEST Document which is required to accompany a hazardous waste or a low-level radioactive waste from cradle (generator) to transporter to grave (disposal facility).

MINERALS Any naturally formed inorganic, solid material (including sand, gravel and shale) located on or below the surface of the earth, including peat and topsoil. A mineral is any solid material or substance of commercial value found in or on the earth. Overburden is considered a mineral whenever it is removed from the affected land for sale, exchange or use in the regular operation of a business.

MINING Mining means the extraction of overburden and minerals from the earth; the preparation and processing of minerals, including washing, cleaning, crushing, stockpiling, etc. Mining does not include the excavation, removal and disposition of minerals from construction projects, exclusive of the creation of water bodies, or excavations in aid of agricultural activities.

MSDS Material Safety Data Sheet--distributed by the manufacturer of the chemical and contains information about safe and proper use and exposure to hazardous chemicals--must be available to employees for inspection (Right-to-Know Act).

NESHAPS National Emissions Standards for Hazardous Air Pollutants.

NPDES National Pollutant Discharge Elimination System--federal permits for discharge into water.

NYCRR NY Codes, Rules and Regulations.

NYSDEC New York State Department of Environmental Conservation (DEC).

100 YEAR FLOOD Flood having a 1 percent chance of being equaled or exceeded in any given year.

100 YEAR FLOOD PLAIN Area of land that will be covered during a 100 year flood.

OSHA Occupational Safety and Health Administration. Division of the Department of Labor. This federal agency regulates work place safety through the establishment of threshold limits on exposure to designated hazardous chemicals, including asbestos and carcinogens.

PERMIT Authorization or a license issued by DEC or EPA.

PLACARD Sign used on trucks carrying waste over state highways.

POINT SOURCE Any discernable, confined and discrete conveyance from which pollutants are discharged, such as a pipe, ditch or tunnel.

PORTABLE OR MOVEABLE EQUIPMENT AND OBJECTS Portable or moveable equipment and objects include, but are not limited to, industrial, institutional and household appliances; motor vehicles; construction, military and farm equipment; furniture; shelving; cabinets; yard or landscaping equipment; toys; medical equipment; and anything that is or can be coated in a paint spray booth, including glass, wood, metal, plastic, fabrics, paper, etc.

POTW Publicly Owned Treatment Works. A wastewater treatment facility designed to treat waste waters from homes and industry, and owned by a municipality.

RCRA Resource Conservation Recovery Act. A federal law that regulates solid and hazardous waste, its generation, transportation, treatment and storage.

REGULATED ACTIVITY (as pertaining to Coastal Erosion Hazard Areas) means construction or placement of a structure, or any action or use of land that materially alters the condition of land, including grading, excavating, dumping, mining, dredging, filling or any disturbance of soil (excluding agriculture).

REGULATED MEDICAL WASTE Any medical waste that is a solid waste generated in the diagnosis, treatment (e.g., provision of medical services), or immunization of human beings or animals, in research pertaining thereto, or in the production or testing of biologicals.

REGULATED WASTE Solid waste that is raw sewage, seepage, sludge from a sewage treatment plant, sludge from a water supply treatment plant, used-oil in industrial-commercial waste (including hazardous waste), low-level radioactive waste, or waste tires.

SARA (Federal) Supervened Amendments and Reauthorization Act of 1986. Amendments to CERCLA include Title III, which establishes the Emergency Planning and Community Right-to-Know Act, giving the public greater access to information concerning specific hazardous chemicals and establishing emergency response contacts and reporting requirements at state and local levels.

SANITARY LANDFILL Designed for disposal of nonhazardous waste.

SANITARY SEWER A system of pipes that conveys waste to a POTW, where it is treated before being discharged into the waters of the state.

SECURE LANDFILL Landfill designed for disposal of hazardous waste.

SEQR New York State's Environmental Quality Review Act (SEQR) requires the consideration of environmental impacts along with social and economic factors in all agency decision-making. SEQR requires all levels of state and local government to assess the environmental significance of actions which have been discretion to approve, fund or directly undertake. If an action is determined not to have significant environmental impacts, a determination of nonsignificance

(Negative Declaration) is prepared. If an action is determined to have potentially significant environmental impacts, an Environmental Impact Statement (EIS) is required.

SERVICE ESTABLISHMENT Any automobile service station, including gasoline and/or diesel fuel outlets, or any other retail outlet or boat marina selling at least 500 gallons of lubricating oil annually and having an on-premises oil changing operation.

SITE of GENERATION A place where hazardous wastes are produced.

SOLID WASTE All materials or substances that are discarded or rejected as spent, useless, worthless or in excess to the owners at the time of discard or rejection.

SPDES State Pollutant Discharge Elimination system permit system designed to regulate pollutant discharges into the waters of the state within certain specific limits.

STATE SUPERFUND LAW New York State Law dealing with disposal of hazardous wastes. Regulations are codified in 6 NYCRR Part 375.

STORM SEWER A system of pipes for channeling of surface runoff (rain) into surface waters, such as lakes, streams and ditches.

SURFACE COATINGS Include, but are not limited to paint, asbestos, mastics, tars, pitch, waterproofing, varnish, wood preservatives, primers, sealers, graphic arts coatings, topcoats, shellacs and lacquers, concrete curing compounds, stains, tile-like coatings, roof coatings, vinyl coatings, etc.

TRANSFER FACILITY Any transportation-related facility where solid and hazardous wastes are held during the normal course of transportation.

TRANSPORTER A person or business engaged in the off-site transportation of solid or hazardous waste.

TSCA (Federal law) Toxic Substances Control Act.

TSD FACILITY Treatment, storage, disposal facility. A site where hazardous wastes or substances are treated, stored or disposed of.

USED ENGINE LUBRICATING OIL Petroleum-based or synthetic lubricating oil from internal combustion engines that has been contaminated by physical or chemical impurities.

USED ENGINE LUBRICATING OIL RETENTION FACILITY A used engine lubricating oil retention facility is any facility employed to store used lubricating oil by a service establishment or any other person, industrial operation, airport, trucking terminal, or state or local government facility that generates at least 500 gallons of used lubricating oil annually.

USED OIL Any oil that has been refined from crude oil; or any synthetic oil that has been used and, as a result of such use, is contaminated by physical or chemical impurities.

USED OIL STORAGE FACILITY Any facility, other than a used engine lubricating oil retention facility located at the point of generation, that stores used oil, including, but not limited to, storage facilities for used oil transfer stations or used oil processing facilities.

UST Underground storage tank.

VOC Volatile organic compound. The class of chemicals that includes solvents, such as alcohol, petroleum-based mineral spirits, toluene, methyl ethyl ketones. VOC pollutants contribute to form atmospheric ozone (03), a recognized air pollutant.

WASTE FUEL Any waste oil, fuel oil or mixture of these to be burned that contains between 25 and 250 parts per million (by weight) of lead and does not contain chemical waste. Also any fuel to be burned that does not contain any chemical waste.

WASTE OIL (When concerned with its burning as a fuel). Used engine lubricating oil and any other oil, including, but not limited to: fuel, motor, gear and cutting oils; transmission, hydraulic and dielectric fluids; oil storage tank residue and animal and vegetable oils that have been contaminated by physical or chemical impurities, through use or accident, and have not been subsequently re-refined.

WASTE OIL (When concerned with its treatment, storage and/or disposal as a solid waste). Engine lubricating oil and/or any other used oil, including, but not limited to fuel, engine, gear and cutting oils; transmission, hydraulic and dielectric fluids; oil storage tank residues and animal and vegetable oil that has not subsequently been re-refined.

WASTEWATER Spent or used water from homes, farms, communities or industry.

WATER OF THE STATE All surface and ground waters.

WATER POLLUTION Water pollutants are not limited to chemicals and may be considered to be everything discarded in water that is industrial, municipal and agricultural waste.

WILD, SCENIC & RECREATIONAL RIVER SYSTEMS (WSRRS) Presently located in the counties of Livingston, Rockland, Suffolk, Tompkins, Ulster and, Wyoming and the Adirondack Park.

Local Assistance

Municipal and county governments should be contacted directly for information about local zoning, waste disposal, sewage and water treatment and related ordinances, and also for assistance and information regarding compliance with state, federal and local environmental regulations.

In New York City, specific programs are administered by the New York City Department of Environmental Protection (NYCDEP). The New York State Department of Environmental Conservation will direct inquiries to NYCDEP as appropriate.

State Government

New York State Department of Environmental Conservation

DEC Division of Environmental Permits
625 Broadway
Albany, NY 12233-1750
Phone: (518) 402-9167

Environmental analysis, SEQR Information and management of environmental permits are provided at the following locations:

REGION 1
(Nassau, Suffolk Counties)
SUNY Campus
Loop Rd., Bldg. 40, Room 219
Stony Brook, NY 11790-2356
Phone: (631) 444-0365

REGION 2
(Bronx, Kings, New York, Queens, Richmond Counties)
1 Hunters Point Plaza
47-40 21st St.
Long Island City, NY 11101-5407
Phone: (718) 482-4997

REGION 3
(Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester Counties)
21 South Putt Corners Road
New Paltz, NY 12561-1696
Phone: (845) 256-3054

REGION 4
(Albany, Columbia, Delaware, Greene, Montgomery, Oswego, Rensselaer, Schenectady, Schoharie Counties)
1150 Westcott Road
Schenectady, NY 12306-2014
Phone: (518) 357-2069

Sub Office
Route 10, Jefferson Rd.
HCR#1, Box 3A
Stamford, NY 12167-9503
Phone: (607) 652-7741

REGION 5
(Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren, Washington Counties)
Route 86, PO Box 296
Raybrook, NY 12977-0296
Phone: (518) 897-1234

Sub Office
County Route 40
PO Box 220
Warrensburg, NY 12885-0220
Phone: (518) 623-1281

REGION 6
(Herkimer, Jefferson, Lewis, Oneida, St Lawrence Counties)
State Office Building
317 Washington St.
Watertown, NY 13601-3787
Phone: (315) 785-2245

Sub Office
State Office Building
207 Genesee St.
Utica, NY 13501-2885
Phone: (315) 793-2560

REGION 7
(Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga, Tompkins Counties)
615 Erie St. West
Syracuse, NY 13204-2400
Phone: (315) 426-7438

Sub Office
1285 Fisher Ave.
Cortland, NY 13405-5170
Phone: (607) 753-3095

REGION 8
(Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne, Yates Counties)
6274 East Avon-Lima Rd.
Avon, NY 14414-9519
Phone: (716) 226-5390

REGION 9
(Allegany, Cattaraugus, Chautauqua, Erie, Niagara, Wyoming Counties)
270 Michigan Ave.
Buffalo, NY 14203-2999
Phone: (716) 851-7165

Sub Office
182 East Union, Suite 3
Allegany, NY 14706-1328
Phone: (716) 372-0645

New York State Department of Environmental Conservation

Pollution Prevention Unit
625 Broadway, Albany, NY 12233-8010
Phone: (518) 402-9469
Fax (518) 402-9470
To access pollution prevention information clearinghouse and provide technical assistance and guidance on pollution prevention and waste minimization issues.

Small Quantity Generator Hotline
Phone: (800) 462-6553
To receive technical assistance on small quantity hazardous waste generation.

Bulk Storage Helpline
Phone: (518) 402-9549
For information regarding above- or below-ground storage tanks.

Spill Reporting Hotline
Phone: (800) 457-7362
To report spills of oil petroleum products or hazardous materials on land or water in New York State, to report toxic gas releases, and to report large quantity discharges of raw sewage. Companies are legally required to report a spill within 24 hours. After reporting emergency spills to New York State Spill Response Hotline, the National Response Center should be notified as well.

Other State Agencies

Governor's Office of Regulatory Reform
Gov. Alfred E. Smith Building
17th Floor
PO Box 7027
Albany, NY 12225
Phone: (800) 342-3464
Phone: (518) 474-8275
For assistance identifying and obtaining business permits and licenses NYSDEC.

Empire State Development
Clean Air Act Small Business Ombudsman
633 Third Ave., 32nd Floor
New York, NY 10017
Phone: (800) 782-8369
For assistance in determining how regulations may affect a business and in communicating with state regulatory agencies; sets up workshops; and handles complaints.

NYS Environmental Facilities Corporation (EFC)
Clean Air Act Small Business Assistance Program
625 Broadway, Albany, NY 12205
Hotline: (800) 882-9721
Provides fee-free technical assistance, interprets requirements, provides advice on pollution prevention and control strategies and conducts environmental audits. EFC also provides fee-based contractual technical advisory services for a broad range of environmental issues (518) 402–7462.

Federal Government Contacts

EPA Small Business and Asbestos Ombudsman Hotline
Phone: (800) 368-5888

EPA Region II Office
290 Broadway
New York, NY 10007-1866
Phone: (212) 637-5000

RCRA/Superfund UST/EPCRA Hotline
Phone: (800) 424-9346 or (800) 535-0202
To obtain information about hazardous and solid waste disposal.

Stratospheric Ozone Hotline
Phone: (800) 296-1996
EPA's Hotline for Significant New Alternatives Policy Program provides list of acceptable ozone depleting compound alternatives.

EPA Spill Hotline
Phone: (800) 424-8802
EPA's 24-hour hotline for reporting oil and chemical spills to the Federal Government. This hotline is manned by the U.S. Coast Guard.

Wetlands Protection Hotline
Phone: (800) 832-7828
Provides regulatory information pursuant to Section 404 of the Federal Clean Water Act regarding the discharge of dredged or fill material into U.S. waters; also provides general information regarding wetlands.

The U.S. Army Corps of Engineers should be contacted for approval and permits for any construction near waterways and wetlands, and for approval of any mining or reclamation activities.

U.S. Army Corps of Engineers
Department of the Army
ATTN: Chief, Regulatory Branch
Buffalo District, Corps of Engineers
1776 Niagara Street
Buffalo, NY 14207
Phone: (716) 879-4330
For Erie, Niagara, Wyoming, Orleans, Genesee, Monroe, Wayne, Livingston, Ontario, Seneca, Yates, Steuben, Schuyler, Chemung, Cayuga, Oswego, Onondaga, Madison, Chenango, Cortland, Tompkins, Tioga, Broome, Jefferson, St. Lawrence, Lewis, Oneida, & Herkimer Counties, and for portions of Chautauqua, Cattaraugus & Allegany Counties.

U.S. Army Corps of Engineers
Department of the Army
ATTN: Chief, Regulatory Branch
New York District, Corps of Engineers
26 Federal Plaza
New York, NY 10278
Phone: (212) 264-0182
For Franklin, Clinton, Essex, Hamilton, Warren, Fulton, Saratoga, Washington, Montgomery, Otsego, Schenectady, Albany, Rensselaer, Schoharie, Delaware, Greene, Columbia, Sullivan, Ulster, Dutchess, Orange, Putnam, Rockland, Kings, Queens, Richmond, Bronx, New York, Westchester, Nassau & Suffolk Counties.

U.S. Army Corps of Engineers
Department of the Army
ATTN: Chief, Regulatory Branch
Pittsburgh District, Corps of Engineers
William S. Moorehead Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222
Phone: (412) 395-7100
For portions of Allegany, Cattaraugus & Chautauqua Counties.

U.S. Department of Education
Office of Educational Research and Improvement (OERI)
National Library of Education (NLE)
Educational Resources Information Center (ERIC)

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