

EMP 4.4.6.6 HazMart Inspection Checklist FEVA Form 32-683 Annual Hazardous Material Storage Facility Assessment Checklist

Unit: _____

Building: _____

EESOH-MIS Shop Code: _____

Primary HM POC: _____

Date: _____

Alternate HM POC: _____

Inspected By: _____

	YES	NO	N/A	Handbook Reference	Requirement
1. ADMINISTRATION					
1.1 Are Rosters of AECs, UEC, HWC, & HMMs posted on information bulletin boards in shops, work areas, and offices next to the Environmental Policy to allow the greatest access to unit personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.2
1.2 Does your shop have an EESOH-MIS Shop Code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFMAN 32-7002
1.3 Does your shop procure, store, handle, or use HAZMAT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFMAN 32-7002
1.4 Have HM Monitors and Alternate Monitors received in-house training (i.e. HazCom, Advanced Environmental Training, EMAC Training)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFMAN 32-7002
1.5 Have HM Monitors and Alternate Monitors received EESOH-MIS training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFMAN 32-7002
1.6 Does your shop have a Hazardous Materials Functional Area Continuity Book (FACB)/Program binder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
1.7 Is the site inspected monthly (30 calendar days)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
1.8 Is the most current FEVA Form 32-680 being used to document inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
1.9 Does Activity have an up to date site specific Contingency Plan and posted at the site? Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6 and EMP4.4.7
2.PROCUREMENT					
2.1 Are all HAZMAT authorized or AUL updated (to include pesticides/herbicides)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFMAN 32-7002
2.2 Are materials ordered with Government Purchase Card (GPC) Authorized and approved in EESOH-MIS prior to purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFI64-117
2.3 Does activity coordinate with HazMart to have barcodes issued after materials are purchased with GPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFI64-117
2.4 Are all barcodes legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFMAN 32-7002
2.5 Does each HAZMAT have a sequential tracking label (barcode) affixed or otherwise available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFMAN 32-7002
2.6 Are Haz Mat storage locations identified on a building map?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. HAZCOM					
3.1 Is the SDS for each HAZMAT readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29 CFR 1910.1200
3.2 Is the SDS for each HAZMAT manufacture specific?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.3 Is the SDS for each HAZMAT up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.4 Does the shop have approved HAZMAT Authorization Use List (AUL) readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFMAN 32-7002

EMP 4.4.6.1 HazMart Inspection Checklist FEVA Form 32-683
Annual Hazardous Material Storage Facility Assessment Checklist

	YES	NO	N/A	Handbook Reference	Requirement
3.5 Does the site have emergency response information posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
3.6 Does site have sign indicating type of storage area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
3.7 Does site have "NO SMOKING" sign?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
3.8 Are all secondary transfer containers labeled with at least the following:					
3.8a. Identity of the hazardous chemicals? (DD FORM 2522 Hazardous Chemical Warning Label)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	29 CFR 1910.1200
3.8b. Appropriate hazard warnings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	29 CFR 1910.1200
3.9 Are all incoming containers labeled with at least the following:					
3.9a. Identity of the hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	29 CFR 1910.1200
3.9b. Appropriate hazard warnings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	29 CFR 1910.1200
3.9c. Name, address, and phone # of manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	29 CFR 1910.1200
3.10 Are labels on all containers:					
3.10a. Legible, in English, and prominently displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	29 CFR 1910.1200
3.10b. Not removed or defaced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	29 CFR 1910.1200
3.11 Do storage containers contain proper identification labels (original/ OSHA approved and are these labels legible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
3.12 Is activity authorized or storing pesticides/ herbicides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
4.STORAGE, HANDLING, TRACKING, AND USE					
4.1 Is there an Authorized Unit List (AUL) of HAZMAT stored in the work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFMAN 32-7002
4.2 Is the site protected from the elements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
4.3 Are hazardous materials segregated from wastes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
4.4 Are hazardous materials stored in a storage area that is adequately ventilated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
4.5 Is spill containment system clean, dry and free of materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
4.6 Are flammable lockers serviceable and properly labeled "FLAMMABLE"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29 CFR 1910.106
4.7 Are non-flammable hazardous materials maintained in proper storage lockers or cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29 CFR 1910.106
4.8 Are all HAZMAT storage locations and lockers clean, neat, and free of debris (i.e. empty containers, empty boxes, trash, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29 CFR 1910.106
4.9 Are temperature-sensitive materials stored to prevent exposure to temperature extremes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
4.10 Are HAZMAT storage areas and lockers free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29 CFR 1910.106
4.11 Are HAZMAT containers store with their lids or tops tightly closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29 CFR 1910.106
4.12 Is the 3-point latch on the flammable locker working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29 CFR 1910.106

**EMP 4.4.6.6 HazMart Inspection Checklist FEVA Form 32-683 Annual
Hazardous Material Storage Facility Assessment Checklist**

	YES	NO	N/A	Handbook Reference	Requirement
4.13 Does the flammable locker meet 2-inch minimal containment requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29 CFR 1910.106
4.14 Are containers kept on pallets if not using containment pallets or "HazMat Storage Buildings" with containment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
4.15 Does site have secondary containment sufficient enough in capacity to hold the 110% of the largest volume of an undetected leak to prevent an illicit discharge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
4.16 Are flammable lockers ventilated properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29 CFR 1910.106
4.17 Is all HAZMAT segregated based on material compatibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29 CFR 1910.106
4.18 Are all compressed gas cylinders, to include small propane and refrigerant bottles, properly secured and stored in accordance with Compressed Gas Association (CGA), P-1 2000?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		29 CFR 1910.106
5 SHELF LIFE					
5.1 Is HAZMAT with shelf life being properly managed according to shelf-life extension procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.3.13.3.1	AFMAN 23-122
5.2 Are shelf life extensions documented on DD Form 2477-3?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.3.13.3.3.1.5	AFMAN 23-122
5.3 Is HAZMAT managed on a "first-in; first-out" basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.3.13.3.2	AFMAN 23-122
5.4 Is the HM Monitor aware of the Free Issue Program operated by HAZMART? Are excess or un-used materials turned in to HAZMAT for re-issue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFMAN 32-7002
6 MISCELLANEOUS					
6.1 Is there a portable fire extinguisher located within 30-50ft of the locker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.6.6
6.2 Is there PPE available for use, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.4.1 and	AFMAN91-203 and EMP 4.4.6.6
6.3 Does the shop have adequate spill response materials or "spill kits" available in the event of a spill?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		EMP 4.4.7
6.4 Does the shop routinely inspect and inventory spill response materials or "spill kits", replacing and maintaining materials as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Inspector:				POC Signature:	
Comments (Deficiencies, Corrective Action, Changes, How to Improve, and Root Cause):					