

San Francisco Department of Public Health

Self-Inspection Compliance Checklist for Auto Body and Paint Shops

An alternate self-inspection checklist may be used provided that all items outlined below are included.

Instructions: Conduct self-inspections on a quarterly basis. Check (✓) “Yes” if facility meets requirements. ✓ “No” and enter a correction date when facility will correct deficiency. Otherwise, ✓ Not Applicable (“NA”).	Date of Quarterly Self-Inspection					
	Y	N	Date	Date	Date	Date
<u>Recordkeeping</u>		NA				
1. The business plan is current and maintained on site.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
2. HMUPA fees were paid and valid certificate of Registration/permit is posted in an area that is accessible to the public at all times.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
3. Facility map(s) is current and maintained on site.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
4. Hazardous materials/waste inventory is current and maintained on site.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
5. All employees have received their annual training and have signed the training class roster.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
6. Material Safety Data Sheets (MSDS) are up to date and readily available and accessible to all employees.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
7. Required receipts, manifest, and/or logs are maintained on site (e.g., hazardous waste disposal manifest or milk run receipts, bill of lading, back-up diesel generator usage logs, hazardous waste analysis records, self-inspection records, records of spills and unauthorized release notifications [UARR] etc.)	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
8. Hazardous waste generators: EPA ID# has been obtained and is “active”.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
9. Emergency Response plan kept on site; hazardous waste contingency plan is posted.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
10. Other	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
<u>Housekeeping</u>						
1. Work, storage, mixing, etc. areas are kept clean and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
2. Eyewashes and emergency showers are checked periodically.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
3. In storage areas serving only employees, aisles meet 24-inch clearance minimum.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
4. Spill equipment kits are clearly labeled, visibly located and available for use in a ready condition.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
5. Drains are protected from sanding dust and oily discharges.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
6. Other	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
<u>Hazardous Material/Waste Storage Area(s)</u>						
1. Incompatible hazardous materials/wastes are stored separately and segregated to prevent accidental mixing (e.g., acids from bases, flammables and oxidizers; flammables from oxidizers and acids; etc.)	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
2. No hazardous waste generated off-site stored on-site.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
3. Hazard ID signs posted and used correctly.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
4. Hazardous waste determination has been made.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
5. Satellite waste accumulation areas are properly managed.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
6. Universal waste is stored in a designated area.	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □
7. Other	<input type="checkbox"/>	<input type="checkbox"/>	□ □	<input type="checkbox"/>	<input type="checkbox"/>	□ □

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<u>Hazardous Material/Waste Container Management</u>	NA	Y	N	Date	Y	N	Date	Y	N	Date	Y	N	Date
1. Hazardous material/waste containers, including batteries and oil filters, are properly labeled. Hazardous waste labels include the following: the title "Hazardous Waste", "Used Oil", etc.; generator information; composition and physical state; hazard property; and accumulation start date.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
2. Hazardous waste stored for <90 days or <180 days, not exceeding quantity limits. (Recyclable waste may be stored up to 1 year.)		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
3. Hazardous materials/wastes are stored in appropriate, compatible, and approved containers, in good condition.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4. If required, hazardous material/waste containers are provided with adequate secondary containment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
5. Used oil filters are properly managed, including labeling containers "Drained Used Oil Filters".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6. Empty containers labeled "EMPTY" or similar wording, marked with date emptied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
7. Empty containers are properly managed within 1 year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
8. All hazardous material/waste containers are closed when not in use.		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
9. Universal waste is stored in closed, structurally sound containers,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
10. Universal waste containers are marked with "Universal Waste" and waste type (e.g. lamps, batteries, electronic devices). Accumulation start date is documented for each container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
11. Broken and leaking Universal Waste items are placed in sealed plastic bags before being placed in appropriate container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
12. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<u>Underground Storage Tank(s)</u>													
1. Required records and logs are maintained on site (e.g. annual calibration/maintenance checks, alarm history logs, cathodic protection system maintenance, monthly automatic tank gauging or statistical inventory reports, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
2. Spill and secondary containments are free from liquids and debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
3. Sensors are positioned at the lowest point for earliest possible detection of liquid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4. Local agency is notified 48 hours prior to conducting any installation, repair, replacement, calibration, or certification of monitoring equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
5. Monitoring certification conducted annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
6. Designated operator is certified, HMUPA notification current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
7. SB 989 tests conducted within three years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
8. Tank system repairs conducted as warranted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
9. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
<u>Fire Protection</u>													
1. Extinguishers are mounted in accessible locations, free from obstructions, clearly marked and visible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
2. Extinguishers are inspected and recharged annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
3. Combustible rags/scrap, debris and hazardous waste are stored in an approved metal container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
4. Exit routes and emergency doors are free from obstruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

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5. Electrical shut-off panels are clear from obstruction and have at least 30 in of clearance around them.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6. Main electrical shutoff has OSHA-required 36 in of clearance around it.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. After opening 10 gallons of flammable liquids, the remaining open containers are stored in an approved flammable storage cabinets.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. All flammable liquids are stored away from potential ignition sources.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
9. All flammable liquids, which are dispensed between containers, are grounded and a bond, when necessary, is provided between containers.	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
10. Other	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Signature of Person Conducting Quarterly Inspection

Phone Number