



**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH**  
**Self Inspection Compliance Checklist for**  
**Office and Retail Establishments**



As required by the Hazardous Materials Ordinance, San Francisco Health Code, Article 21 Section 1161, a HMUPA registered business must conduct regular quarterly self-inspections of its facility. Documentation of these self-inspections is to be maintained and made available to the Department of Public Health upon request. An alternate self-inspection checklist may be used provided that all applicable 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	Y N Date	Y N Date	Y N Date
<b>Hazardous Materials Regulated Businesses</b>					
<u>Recordkeeping</u>	NA				
1. The business plan is current and maintained on site.		□ □	□ □	□ □	□ □
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.		□ □	□ □	□ □	□ □
3. Facility map(s) is current and maintained on site.		□ □	□ □	□ □	□ □
4. Hazardous materials/waste inventory is current and maintained on site.		□ □	□ □	□ □	□ □
5. All employees have received their annual training and have signed the training class roster.	□	□ □	□ □	□ □	□ □
6. Material Safety Data Sheets (MSDS) are up to date and readily available and accessible to all employees.	□	□ □	□ □	□ □	□ □
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.)	□	□ □	□ □	□ □	□ □
8. Hazardous waste generators, including stores accepting returns (such as perfume, paint, thinner, etc.) and with off-spec waste: EPA ID# has been obtained and is “active”	□	□ □	□ □	□ □	□ □
9. Emergency Response plan kept on site; hazardous waste contingency plan is posted	□	□ □	□ □	□ □	□ □
10. Other	□	□ □	□ □	□ □	□ □
<u>Housekeeping</u>					
1. Work, storage, mixing, etc. areas are kept clean and orderly.		□ □	□ □	□ □	□ □
2. Eyewashes and emergency showers are checked periodically.	□	□ □	□ □	□ □	□ □
3. In storage areas serving only employees, aisles meet 24-inch clearance minimum.		□ □	□ □	□ □	□ □
4. Spill equipment kits are clearly labeled, visibly located and available for use in a ready condition.		□ □	□ □	□ □	□ □
5. Other	□	□ □	□ □	□ □	□ □
<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.)	□	□ □	□ □	□ □	□ □
2. No hazardous waste generated off-site stored on-site.	□	□ □	□ □	□ □	□ □
3. Hazard ID signs posted and used correctly.	□	□ □	□ □	□ □	□ □
4. Hazardous waste determination has been made.	□	□ □	□ □	□ □	□ □
5. Satellite waste accumulation areas are properly managed.	□	□ □	□ □	□ □	□ □
6. Universal waste is stored in a designated area.	□	□ □	□ □	□ □	□ □



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7. Hardware stores: if participating in City's latex paint collection program (HHW), keep that recyclable HHW separated from store's waste (returns, off-spec materials, 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"/>
8. 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>Hazardous Material/Waste Container Management</u>	NA	Y N Date	Y N Date	Y N Date	Y N Date
1. Hazardous material/waste containers are properly labeled. Hazardous waste labels include the following: the title "Hazardous Waste"; 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 is 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. 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"/>
6. 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"/>
7. 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"/>
8. 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"/>
9. 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"/>
10. 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"/>
11. <b>Pharmacies:</b> pharmaceutical waste is properly managed.	<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>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. 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"/>
4. 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"/>
5. 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"/>
6. 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"/>
7. 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"/>

**For businesses seeking SF Green Business recognition:**  
**To the best of my knowledge, this business is in compliance with all Federal, State and City laws, permits and regulations. I understand that the SF Green Business recognition may be revoked at any time if this business is not meeting SF Green Business Standards. I also understand this business may be subject to a fine of \$500 if found to be deliberately providing false information.**

<b>Business Name</b> _____	<b>Address</b> _____
<b>Printed Name of Person Conducting Quarterly Inspection</b> _____	<b>Phone Number</b> _____
<b>Signature of Person Conducting Quarterly Inspection</b> _____	<b>Date</b> _____