San Francisco Department of Public Health

Self-Inspection Compliance Checklist for Printers

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		Date of Quarterly Self-Inspection				
facility meets requirements. ✓ "No" and enter a correction date when facility will correct deficiency. Otherwise, ✓ Not Applicable ("NA").		1	Y N Date	Y N Date	Y N Date	Y N Date
Recordkeeping		NA				
1. 2.	The business plan is current and maintained on site. HMUPA fees were paid and valid certificate of Registration/permit is					
۷.	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: EPA ID# has been obtained and is "active".					
9.	Emergency Response plan kept on site; hazardous waste contingency plan is posted.		0 0	0 0	0 0	
10.	Other					
Housekeeping						
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.				0 0	
5.	Other			0 0	- -	
<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.)					0 0
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. Exception report for hazardous waste disposal has been obtained and proper wastewater permits have been secured (for silver recovery, pH control, etc.).					
5.	Satellite waste accumulation areas are properly managed.					
6.	Universal waste is stored in a designated area.					
7.	Other		0 0			

San Francisco Department of Public Health

Self-Inspection Compliance Checklist for Printers

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

Hazardous Material/Waste Container Management		Y N Date	Y N Date	Y N Date	Y N Date
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.			. .		
2. Hazardous waste stored for <90 days or <180 days, not exceeding quantity limits. (Recyclable waste may be stored up to 1 year.)					
3. Hazardous materials/wastes are stored in appropriate, compatible, and approved containers, in good condition					
4. If required, hazardous material/waste containers are provided with adequate secondary containment.			- -		- -
5. Empty containers labeled "EMPTY" or similar wording, marked with date emptied.		0 0			0 0
6. Empty containers are properly managed within 1 year.					
7. All hazardous material/waste containers are closed when not in use.					
8. Universal waste is stored in closed, structurally sound containers,					
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.		0 0	0 0	0 0	
 Broken and leaking Universal Waste items are placed in sealed plastic bags before being placed in appropriate container. 		0 0	0 0		
11. Other					
Fire Protection					
Extinguishers are mounted in accessible locations, free from obstructions, clearly marked and visible.		0 0	- -	-	
2. Extinguishers are inspected and recharged annually.					
Combustible rags/scrap, debris and hazardous waste are stored in an approved metal container.		0 0			
4. Exit routes and emergency doors are free from obstruction.					
5. Electrical shut-off panels are clear from obstruction and have at least 30 in of clearance around them.		0 0			
6. Main electrical shutoff has OSHA-required 36 in of clearance around it.		0 0			
7. After opening 10 gallons of flammable liquids, the remaining open containers are stored in an approved flammable storage cabinets.		0 0	0 0		
8. All flammable liquids are stored away from potential ignition sources.					
9. All flammable liquids, which are dispensed between containers, are grounded and a bond, when necessary, is provided between containers.					
10. Other		0 0	- -	0 0	

Signature of Person Conducting Quarterly Inspection

Phone Number