# INDUSTRIAL USER INSPECTION CHECKLIST

## I. General Inspection Information

<table>
<thead>
<tr>
<th>Name of industry:</th>
<th>Date of visit:</th>
<th>Visit start time:</th>
<th>Visit end time:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Inspection Type/Purpose

- [ ] Scheduled
- [ ] Unscheduled
- [ ] Enforcement
- [ ] Complaint
- [ ] New Company
- [ ] Follow-up
- [ ] Permit Renewal
- [ ] Spill/Slug

### Name of inspectors/affiliation:

<table>
<thead>
<tr>
<th>Printed name:</th>
<th>Signature Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### Last inspection date:

<table>
<thead>
<tr>
<th>Inspected by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Did the previous inspection identify deficiencies that the industrial user was required to correct?  
- [ ] Yes  
- [ ] No

Were deficiencies corrected?  
- [ ] Yes  
- [ ] No

Explain:

List all observed noncompliance issues and any corrective action that has been taken, or is planned:

<table>
<thead>
<tr>
<th>Provide the name(s) and title(s) of industry representative(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name(s)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Email(s)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

## II. General Facility Information

### Physical address of industry:

<table>
<thead>
<tr>
<th>Physical address of industry:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Mailing address of industry:

<table>
<thead>
<tr>
<th>Mailing address of industry:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### IU Permit Number:

<table>
<thead>
<tr>
<th>IU Permit Number:</th>
<th>Permit Exp. Date:</th>
<th>IU Classification(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is the industrial user permit on file at the facility?  
- [ ] Yes  
- [ ] No

Is the industrial monitoring data on file at the facility?  
- [ ] Yes  
- [ ] No

### Nature of operation and reason for industrial user classification:

<table>
<thead>
<tr>
<th>Nature of operation and reason for industrial user classification:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Number of employees:

<table>
<thead>
<tr>
<th>Number of employees:</th>
<th>Number of shifts:</th>
<th>Hours of operation/Days per week:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are there scheduled shut down periods?  
- [ ] Yes  
- [ ] No

When:

Seasonal production?  
- [ ] Yes  
- [ ] No

When:
Number of wastewater discharge points to the POTW:

<table>
<thead>
<tr>
<th>All discharge points accounted for?</th>
<th>□ Yes  □ No</th>
</tr>
</thead>
</table>

If no, explain:

### III. Production/Process Areas

Comprehensive process description (identify raw materials, processes used, products produced/amount of finished product, and wastes and their destination; attach a process diagram if available) or if in Control Authority's file, so reference:

<table>
<thead>
<tr>
<th>Any substantial changes or planned changes in manufacturing processes?</th>
<th>□ Yes  □ No</th>
</tr>
</thead>
</table>

(If Yes, describe in XIII. Notes section.)

Production and flows verified for Production-Based CIUs? □ Yes  □ No  □ N/A

Has there been any production or flow changes since the last inspection? □ Yes  □ No

If yes to either, has production or flow increased or decreased greater than 20% □ Yes  □ No

Did the industrial user report changes in process(es) to the POTW? □ Yes  □ No  □ N/A

Describe the condition of process area(s):

Describe any housekeeping concerns:

<table>
<thead>
<tr>
<th>Do floor drains/troughs lead to the POTW?</th>
<th>□ Yes  □ No</th>
</tr>
</thead>
</table>

Are incompatible process/raw materials separated? □ Yes  □ No

Are pipes labeled/color coded with directional flow arrows for easy identification? □ Yes  □ No

Are temporary hoses in place as part of production? □ Yes  □ No

Is a comprehensive piping diagram available at the facility? □ Yes  □ No

Are process tanks labelled? □ Yes  □ No  □ NA

Are storage tanks labelled? □ Yes  □ No  □ NA

Is the industrial user meeting its best management practices requirements? □ Yes  □ No  □ N/A

How often is the production area cleaned?

What chemicals are used in the cleaning of the production area?

Is the wastewater generated from cleaning the production area discharged to the POTW? □ Yes  □ No  □ N/A

*Attach a schematic description of the production process(es) at the facility (or if in City’s file, so reference).*

### IV. Wastewater Production

Water source(s):

Water usage:

<table>
<thead>
<tr>
<th>Is water consumption balanced with wastewater production?</th>
<th>□ Yes  □ No</th>
</tr>
</thead>
</table>

Explain:

Wastestream flow(s) discharged to the POTW (describe and include flow when available):

Production process(es):

Contact cooling water:

Boiler blowdown/makeup:

Evaporation (loss):

Non-contact cooling water:

Lawn maintenance/Irrigation (loss):
Are there any diversion meters in use (credit given for water used in final product, evaporation or lawn care)?  

| Yes | No |

Sanitary:

Wastewater hauled offsite (include names of haulers and destination):

<table>
<thead>
<tr>
<th>Sanitary: (gpd)</th>
<th>Process: (gpd)</th>
<th>Combined: (gpd)</th>
</tr>
</thead>
</table>

Describe any substantial changes (+/- 20%) in wastewater flow (changes that have occurred and changes that are planned):

| Yes | No | NA |

Did the industrial user report changes in wastewater flow to the POTW?

| Yes | No | NA |

Is dilution of the wastewater stream occurring, or is there any potential for dilution?

| Yes | No |

V. Pretreatment System

Does the industrial user treat its process wastewater prior to discharge to the POTW?

| Yes | No | NA |

Type of pretreatment system (Describe and include comprehensive schematic description if available or if in City’s file, so reference):

Check which of the following are utilized for pretreatment prior to discharge to sanitary sewer:

- Dissolved air floatation
- Membrane Tech.
- Ion Exchange
- Biological Treatment
- Centrifugation
- Flow Equalization
- Ozonation
- Chlorinating
- Chemical Precipitation w/Clarifier
- Oil/Water Separation
- Reverse Osmosis
- Grit Removal
- Sludge Filter Press
- Grease Trap
- Rotary Macro Screen
- Solvent Distillation
- pH Adjustment
- Sand Trap
- Sedimentation
- Silver Recovery
- Belt/Disk/Rope Oil Skimmer
- CN Destruct
- Hex Cr Reduction
- Segregation of Streams
- Surfactants
- Work Tank Agitation
- De-Foaming
- Chelating Agents

Continuous flow | Batch | Combined

Condition/operation of pretreatment system:

| Good | Fair | Poor |

Explain condition rating

Are equipment maintenance records maintained and available for review?

| Yes | No | NA |

Are equipment calibration records available, and are calibration frequencies adequate?

| Yes | No | NA |

Does the industrial user have a critical spare parts inventory?

| Yes | No | NA |

Is the detention time/mixing time in the pretreatment system adequate?

| Yes | No | NA |

Is the pH monitoring system working properly?

| Yes | No | NA |

Does the industrial user have a continuous pH monitoring system?

| Yes | No | NA |

Is the pretreatment system operator trained and certified?

| Yes | No | NA |

Is there an operator for each shift?

| Yes | No | NA |

Has the system experienced operational/upset problems since the last inspection?

| Yes | No | NA |

VI. Slug/Spill Controls, Best Management Practices

Who has the authority to halt the discharge from the facility should a spill or slug discharge occur?

How are employees informed of whom to call at the POTW in case of a spill or slug discharge?
Is the facility required to implement a slug discharge control plan? ☐ Yes ☐ No

Is slug plan up to date? (updated every two years) ☐ Yes ☐ No
If No Explain:

Is the slug discharge control plan appropriate for current conditions? ☐ Yes ☐ No

Does the permit require or allow BMPs? ☐ Required? ☐ Allowed? ☐ Voluntary? ☐ NA

Types of BMPs
- ☐ Installation of treatment
- ☐ Prohibitions on certain practices, activities or discharges
- ☐ Requirements for operation and maintenance of treatment units
- ☐ Timeframes associated with key activities
- ☐ Compliance certification, reporting and records retention
- ☐ Slug discharge control plan
- ☐ Solvent management plan
- ☐ Other

Description of Required BMPs:

Description of Allowed BMPs:

Description of Voluntary BMPs:

P2 Equipment/Practices in use:
- ☐ Overflow Alarms
- ☐ Fog/Halo Spray Rinsing
- ☐ Dragout Collection Trays
- ☐ Air Jets/Curtains
- ☐ Electrolytic Recovery
- ☐ Aqueous Paint Stripping Solutions
- ☐ Biocide Addition to Lengthen Coolant Life
- ☐ Flow Restrictors
- ☐ In-Situ Recycle (Ion Exchange, Reverse Osmosis)
- ☐ Dead/Stagnant Rinse Tanks
- ☐ Aqueous Cleaning Solutions
- ☐ Countercurrent Cascade Rinsing
- ☐ Seal-Less Pumps
- ☐ Horizontal Work Tank Negative Air Blankets
- ☐ Cartridge or Membrane Filtration
- ☐ Bead/Powder Blast Paint Removal
- ☐ Centrifugation of Machining Coolant
- ☐ Overspray Recycle
- ☐ Conductivity Probes
- ☐ Evaporation

Are BMPs installed correctly? ☐ Yes ☐ No ☐ NA
If Yes, does the BMP require installation of further treatment technology? ☐ Yes ☐ No ☐ NA
Explain:

Does facility have its own EMS or a similar version? ☐ Yes ☐ No ☐ NA

Is the facility ISO 14001 certified? ☐ Yes ☐ No ☐ NA

Corrective actions necessary? ☐ Yes ☐ No ☐ NA
Explain:
### VII. Chemical Storage

Chemical storage area (identify the chemicals that are maintained on site and how they are stored):

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any floor drains?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any spill control measures?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can chemicals reach floor drains if spilled?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is chemical containment needed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How often are floors washed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How often is equipment washed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the facility have the potential for a slug discharge?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the facility required to have a slug control program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the slug discharge control plan available onsite?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the slug discharge control plan still adequate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the facility had any past slug discharges?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are signs posted to inform employees about improper discharge practices?</td>
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<td></td>
</tr>
</tbody>
</table>

### VIII. Sludge Generation

If the facility generates sludge or hauls regulated wastes, please complete the following information. *(If not, go to next section)*

<table>
<thead>
<tr>
<th>Sludge Dewatering Method</th>
<th>Amount Generated (55 gal barrel [bbl]/mo)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sludge Storage (bbl)</td>
<td>Shipment frequency:</td>
</tr>
<tr>
<td>Sludge hauler(s)</td>
<td>Disposal location(s):</td>
</tr>
<tr>
<td>Is the sludge generated characterized as a hazardous waste?</td>
<td></td>
</tr>
<tr>
<td>Is any sludge sent off as a valuable raw material?</td>
<td></td>
</tr>
</tbody>
</table>

Examples: Zn sulfate sold to fertilizer mfg.; hydrochloric acid pickle liquor for local POTW’s coagulation and phosphorous removal; spent sulfuric pickle liquor to formulate with ammonia for fertilizer; Al hydroxide filter cake in alum form for sale to POTWs; chrome/nickel sludge used to produce ferronickel alloy; etc.

### IX. Hazardous Waste Generation

Is hazardous waste generated | Yes | No | NA |
Is hazardous waste discharged to the POTW | Yes | No | NA |
Manner of hazardous waste disposal:
| Are hazardous wastes drummed and labeled? | Yes | No |
| Are hazardous wastes held onsite for more than 180 days? | Yes | No |
| Does the industrial user have hazardous waste manifests? | Yes | No |

Any other problems associated with hazardous waste? | Yes | No |

Explain: 

### X. Solid Waste Production

Are solid wastes (other than sludge) produced during manufacturing process? | Yes | No |
Describe the types and approximate volumes of solid waste produced:

**Solid waste disposal method(s):**

**XI. Monitoring, Recordkeeping, and Reporting**

**Description of sample location:**

Are there any concerns regarding the cleanliness or location of the sampling point? [ ] Yes [ ] No If yes, please explain:

**Sampling method/technique:**

Evaluation of monitoring data: [ ] Yes [ ] No [ ] NA

If yes, was monitoring data adequate: [ ] Yes [ ] No [ ] NA

If not, explain why data was inadequate.

Who performs non-permit required monitoring analysis if conducted?

Are the permit requirements appropriate for:

<table>
<thead>
<tr>
<th>Sample location(s)?</th>
<th>[ ] Yes [ ] No</th>
<th>If no, explain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit limit(s)?</td>
<td>[ ] Yes [ ] No</td>
<td>If no, explain:</td>
</tr>
<tr>
<td>Sample method?</td>
<td>[ ] Yes [ ] No</td>
<td>If no, explain:</td>
</tr>
<tr>
<td>Sample frequency?</td>
<td>[ ] Yes [ ] No</td>
<td>If no, explain:</td>
</tr>
</tbody>
</table>

What changes, if any, are needed in the permit?

Samples are analyzed according to 40 CFR part 136 method where they exist? [ ] Yes [ ] No If no, Explain:

If alternative test procedures or modified methods are used (40 CFR 136.4-6), were all requirements met?

Samples are analyzed within required holding times? [ ] Yes [ ] No

Samples are analyzed in-house or contract?

If outside lab, what is the lab name?

Samples are preserved according to 40 CFR part 136? [ ] Yes [ ] No

Samples in required bottle type per 40 CFR part 136?

Samples are taken during periods of process discharge only? [ ] Yes [ ] No

Chain-of-custody (COC) form is used? [ ] Yes [ ] No

If COC is not used, describe documentation:

COC form is filled out properly? [ ] Yes [ ] No

**Record Keeping**

All information kept for 3 years? [ ] Yes [ ] No

All required information available, current and complete? [ ] Yes [ ] No
• The date, exact place, method, and time of sampling and the names of the person or persons taking the samples;

• The dates analyses were performed;

• Who performed the analyses;

• The analytical techniques/methods used; and

• The results of such analyses.

Explain:

Reporting

Did the facility report results of any more frequent than permit required sampling in the last reporting period? ☐ Yes ☐ No

If so, were all results reported? ☐ Yes ☐ No Comments:

POTW notified of all violations identified by industrial user within 24 hours of becoming aware? ☐ Yes ☐ No ☐ NA

If NA, does the POTW do all the facility’s monitoring? ☐ Yes ☐ No

Resampling results following violations identified by industrial user submitted within 30 days of becoming aware? ☐ Yes ☐ No

Do sample results match what is reported by the industry? ☐ Yes ☐ No

Explain:

Are there any violations that were not reported to the POTW? ☐ Yes ☐ No

Explain:

Have bypasses been reported?

Have upsets been reported?

XII. Wastestreams Verification/Combined Wastestream Formula

Can flow be measured at all sampling locations? ☐ Yes ☐ No

Are flows measured at each sampling location? ☐ Yes ☐ No

What type of measuring device is used?

How often are the flow measuring device(s) calibrated?

Is there a calibration log for the flow meter?

Are dilution wastestreams present at the sample location? ☐ Yes ☐ No

Is the CWF used at the facility? ☐ Yes ☐ No

How are the flows determined?

Is the facility using dilution to meet its effluent limits? ☐ Yes ☐ No Explain:

Should the facility be using the CWF? ☐ Yes ☐ No

Are there any new flows that need to be considered in the application of the CWF? ☐ Yes ☐ No

Are there any dilution flows that have not been accounted for? ☐ Yes ☐ No