SITE VISIT DATA SHEET (To be completed by Auditor)

INSTRUCTIONS: Record observations made during the IU site visit. Provide as much detail as possible.

Name of industry: _____
Address of industry: _____
Date of visit: _____ Time of visit: _____
Name of inspector(s):

Provide the name(s) and title(s) of industry representative(s)

Name	**Title**	**Phone/E-mail**
_____	_____	_____
_____	_____	_____

IU Permit Number: _____ Exp Date:_____ IU Classification: _____

Inspection Type/Purpose ☐Scheduled ☐Unscheduled ☐PPA ☐PCI ☐New Company ☐Complaint

Please provide the following documentation:

1. Nature of operation: _____
_____

2. Number of Employees _____ Number of shifts _____ Hours of operation _____

2. Water source:_____

4. Wastestream flow(s) discharged to the WWF: _____
_____

Sanitary:_____ (gpd) Process:_____(gpd) Combined:_____(gpd)

5. Describe any significant changes in process or flow: _____
_____

6. Type of pretreatment system (Describe):_____
_____

☐Continuous flow ☐Batch ☐Combined

7. Condition/operation of pretreatment system (Describe):

Any unusual conditions or problems with the pretreatment system:

8. Process area description (identify raw materials and processes used):
_____
_____

9. Condition/operation of process area (Describe):
_____
_____

Any unusual conditions or problems with the process area:
_____
_____

10. General housekeeping in process area (Describe):
_____
_____

Any unusual conditions or problems with general housekeeping in process area:
_____
_____

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

Any floor drains? _____ Any spill control measures? _____

12. Are hazardous wastes drummed and labeled? _____

13. Does the IU have hazardous waste manifests? _____
Any problems associated with hazardous waste:
_____
_____

14. Solid waste production:
_____

Solid waste disposal method(s): _____
_____

15. Description of sample location:
_____
_____

Sampling method/technique:
_____

16. Evaluation of self-monitoring data: ☐Yes ☐No ☐N/A
If yes, was self-monitoring adequate:

_____

17. Who performs the self-monitoring analysis?

_____

Comment on the Control Authorities effectiveness in evaluating:

Industry information, processes and operations.

_____
_____
_____

Pretreatment system O&M and best management practices (BMPs).

_____
_____
_____

Materials handling and general housekeeping.

_____
_____
_____

Chemical storage, hazardous waste, and slug discharge control.

_____
_____
_____
_____

Sampling, analysis, and records keeping.

_____
_____
_____
_____

General Comments: