

SANTA ROSA FIRE DEPARTMENT
FIRE PREVENTION BUREAU
INSPECTION CHECKLIST

July 1, 2010



DRY CLEANING

Address:		Permit #:
Inspector:	Date Inspected:	Status:
Inspector:	Date Inspected:	Status:
A-Approved, R-Re-inspection Required		

This Checklist outlines general requirements. Information contained herein applies to typical instances and may not address all circumstances.

PERMITS

Verify:

- | | | | |
|----|--------------------------|--------------------------|--|
| | Y | N | |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Installation permit |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Fixed extinguishing system or automatic sprinkler system permit to be obtained by the installer prior to system installation |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Dry Cleaning Operations (a separate permit is also required if the dry cleaning business uses perchlorethylene) |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous Materials (Range and/or Level) |

CODE REFERENCES:

- California Health & Safety Code
- Title 40 – Code of Federal Regulations (C.F.R.)
- Title 22 – California Code of Regulations

GENERAL REQUIREMENTS

Verify:

- | | | | |
|----|--------------------------|--------------------------|--|
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Heating (CFC 1204.2.2). In Type II dry cleaning plants, heating shall be by indirect means using steam, hot water or hot oil only. |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Bonding and grounding (CFC 1204.2.4). Storage tanks, treatment tanks, filters, pumps, piping, ducts, dry cleaning units, stills, tumblers, drying cabinets and other such equipment, where not inherently electrically conductive, shall be bonded together and grounded. Isolated equipment shall be grounded. |

SPOTTING AND PRETREATING

Verify:

Inspection Checklist
Dry Cleaning

- | | Y | N | |
|----|--------------------------|--------------------------|--|
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Spotting tables (CFC 1206.3.1). Scouring, brushing or spotting tables on which articles are soaked in solvent shall have a liquid-tight top with a curb on all sides not less than 1 inch (25 mm) high. The top of the table shall be pitched to ensure thorough draining to a 1.5-inch (38 mm) drain connected to an approved container. |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Ventilation (CFC 1206.3.3). Scrubbing tubs, scouring, brushing or spotting operations shall be located such that solvent vapors are captured and exhausted by the ventilating system. |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Bonding and grounding (CFC 1206.3.4). Metal scouring, brushing and spotting tables and scrubbing tubs shall be permanently and effectively bonded and grounded. |

DRY CLEANING SYSTEMS

Verify:

- | | | | |
|-----|--------------------------|--------------------------|--|
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Type II systems (CFC 1207.2). Type II dry cleaning and solvent tank storage rooms shall not be located below grade or above the lowest floor level of the building. |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Fire-fighting access (CFC 1207.2.1). Type II dry cleaning plants shall be located so that access is provided and maintained from one side for fire-fighting and fire control purposes in accordance with Section 503. |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Number of means of egress (CFC 1207.2.2). Type II dry cleaning rooms shall have not less than two means of egress doors located at opposite ends of the room, at least one of which shall lead directly to the outside. |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Spill control and secondary containment (CFC 1207.2.3). Curbs, drains, or other provisions for spill control and secondary containment shall be provided in accordance with Section 2704.2 to collect solvent leakage and fire protection water and direct it to a safe location. |

FIRE PROTECTION

Verify:

- | | | | |
|-----|--------------------------|--------------------------|---|
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Automatic sprinkler system (CFC 1208.2). |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Automatic fire-extinguishing systems (CFC 1208.3). Type II dry cleaning units, washer-extractors, and drying tumblers in Type II dry cleaning plants shall be provided with an approved automatic fire-extinguishing system installed and maintained in accordance with Chapter 9. |

Exception: Where approved, a manual steam jet not less than 0.75 inch (19 mm) with a continuously available steam supply at a pressure not less than 15 pounds per square inch gauge (psig) (103 kPa) is allowed to be substituted for the automatic fire-extinguishing system.

- | | | | |
|-----|--------------------------|--------------------------|---|
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Portable fire extinguishers (CFC 1208.4). A minimum of two 2-A:10-B:C portable fire extinguishers shall be provided near the doors inside dry cleaning rooms containing Type II, Type III-A and Type III-B dry cleaning systems. |
|-----|--------------------------|--------------------------|---|

DRY CLEANING BUSINESS OPERATION REQUIREMENTS:

ACCUMULATION

- | | | | |
|-----|--------------------------|--------------------------|--|
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.34.) Hazardous waste may be accumulated onsite in generator accumulation units only in compliance with the applicable time limits specified in Health & Safety Code, §25123.3 (90 days, 180 days, 270 days or 365 days). |
|-----|--------------------------|--------------------------|--|

Inspection Checklist
Dry Cleaning

- | | Y | N | |
|-----|--------------------------|--------------------------|---|
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | If hazardous waste is accumulated in containers, a generator must comply with Title 22, California Code of Regulations, division 4.5, chapter 15, article 9 (Use and Management of Containers). These requirements include: |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.176.) Placing containers holding ignitable or reactive wastes at least 15 meters (50 feet) from the facility's property line. |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.177.) Not placing incompatible waste streams into the same container. |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.177.) Separating a container holding a hazardous waste that is incompatible with any waste or other materials transferred or stored nearby in other containers, piles, open tanks, or surface impoundments from the other materials or protecting them by means of a dike, berm, wall, or other device. |

Maintaining all containers so that they are:

- | | | | |
|-----|--------------------------|--------------------------|--|
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.171) in good condition; |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.172) compatible with contents; |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.173) closed, except when adding or removing hazardous waste; |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.173) managed to avoid rupture or leaks; |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.174) inspected weekly; and |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.34) properly labeled. |

LABELING/MARKING

- | | | | |
|-----|--------------------------|--------------------------|---|
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.34) The date upon which each period of accumulation begins must be clearly marked and visible for inspection on each accumulation unit. |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.34) Each container must be labeled or clearly marked with the words, "Hazardous Waste." |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.34) Each container and portable tank in which hazardous waste is accumulated must be labeled with the following information: |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | Composition and physical state of the waste; |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | Statement or statements that call attention to the particular hazardous properties of the waste (e.g. flammable, reactive); and |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | Name and address of the generator. |

EMERGENCY PROCEDURES/ CONTINGENCY PLANS

All generators must comply with these requirements regarding preparedness and prevention:

- | | | | |
|-----|--------------------------|--------------------------|--|
| 34. | <input type="checkbox"/> | <input type="checkbox"/> | (40 C.F.R. §265.31; Title 22, §66265.31) All operations must minimize the possibility of a fire, explosion or any unplanned release of hazardous waste or hazardous waste constituents to air, soil, or surface water that could threaten human health or the environment. |
|-----|--------------------------|--------------------------|--|

Inspection Checklist
Dry Cleaning

- | | Y | N | |
|-----|--------------------------|--------------------------|--|
| 35. | <input type="checkbox"/> | <input type="checkbox"/> | (40 C.F.R. section 265.32; Title 22, §66265.32) A generator's site must be equipped with the following: |
| 36. | <input type="checkbox"/> | <input type="checkbox"/> | Internal communication or alarm system to provide immediate instruction to personnel; |
| 37. | <input type="checkbox"/> | <input type="checkbox"/> | A telephone, two-way radio, or similar device, capable of summoning emergency assistance from local police departments, fire departments, or state or local emergency response teams; |
| 38. | <input type="checkbox"/> | <input type="checkbox"/> | Portable fire extinguishers, fire control equipment, spill containment equipment and decontamination equipment;

(40 C.F.R. section 265.33, Title 22, §66265.33) All communications and alarm systems, fire protection equipment, spill control equipment and decontamination equipment, where required, must be tested and maintained as necessary to ensure its proper operation in time of emergency. |
| 39. | <input type="checkbox"/> | <input type="checkbox"/> | (40 C.F.R. section 265.34, Title 22, §66265.34.) Whenever hazardous waste is being handled, all personnel involved in the operation must have immediate access to an internal alarm or emergency communication device, either directly or through visual voice contact with another employee. |
| 40. | <input type="checkbox"/> | <input type="checkbox"/> | (40 C.F.R. section 265.34, Title 22, §66265.34) If only one employee is on the premises while the facility is operating, he/she must have immediate access to a device, such as a telephone (immediately available at the scene of operation) or a hand-held two-way radio, capable of summoning external emergency assistance. |
| 41. | <input type="checkbox"/> | <input type="checkbox"/> | (40 C.F.R. section 265.35, Title 22, §66265.35) The generator must maintain aisle space to allow the unobstructed movement of personnel, fire protection equipment, spill control equipment and decontamination equipment to any area of operation in an emergency. |

GENERATION OF LESS THAN 27 GALLONS/MONTH

- | | | | |
|-----|--------------------------|--------------------------|--|
| 42. | <input type="checkbox"/> | <input type="checkbox"/> | (40 C.F.R. section 262.34(d)(5)) Generators that generate less than 27 gallons/month of hazardous waste must comply with the following requirements: |
| 43. | <input type="checkbox"/> | <input type="checkbox"/> | (40 C.F.R. section 262.34(d)(5)(i)) At all times there must be at least one employee either on the premises or on call (i.e., available to respond to an emergency by reaching the facility within a short period of time) with the responsibility for coordinating all emergency response measures. This employee is the emergency coordinator. |
| 44. | <input type="checkbox"/> | <input type="checkbox"/> | (40 C.F.R. section 262.34(d) (5)(ii)) Post the following information next to the telephone: <ul style="list-style-type: none">▪ The name and telephone number of the emergency coordinator;▪ The location of fire extinguishers and spill control material, and, if present, fire alarm; and▪ The telephone number of the fire department, unless the facility has a direct alarm. |
| 45. | <input type="checkbox"/> | <input type="checkbox"/> | (40 C.F.R. section 262.34(d)(5)(iv)) The emergency coordinator or his/her designee must respond to any emergencies that arise. |

In the event of a:

Fire, call the fire department or attempt to extinguish it using a fire extinguisher;

Spill, contain the flow of hazardous waste to the extent possible, and as soon as is practicable, clean up the hazardous waste and any contaminated materials or soil;

Fire, explosion, or other release that could threaten human health outside the facility or when the generator has knowledge that a spill has reached surface water, the generator must immediately notify the National Response Center (using their 24-hour toll free number 800/424-8802).

GENERATION OF 27 GALLONS/MONTH OR MORE

- | | Y | N | |
|-----|--------------------------|--------------------------|--|
| 46. | <input type="checkbox"/> | <input type="checkbox"/> | Each generator that generates 27 gallons/month or more of hazardous waste per month must comply with the requirements as follows: |
| 47. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.51) The generator must prepare and retain a written contingency plan and emergency procedures for dealing with emergencies. The contingency plan shall be designed to minimize hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, or surface water. |
| 48. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.51) The provisions of the plan must be carried out immediately whenever there is a fire, explosion, or release of hazardous waste or hazardous waste constituents that could threaten human health or the environment. The contents of a contingency plan can be found in Title 22, §66265.52. |
| 49. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.55) At all times there must be at least one employee, either on the premises or on call (i.e., available to respond to an emergency by reaching the site within a short period of time), with the responsibility for coordinating all emergency response measures. In addition, this person must have the authority to commit resources needed to carry out the contingency plan. |

TRAINING

- | | | | |
|-----|--------------------------|--------------------------|--|
| 50. | <input type="checkbox"/> | <input type="checkbox"/> | (40 C.F.R. section 262.34(d)(5)(iii)) Generators that generate less than 27 gallons/month of hazardous waste must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies. |
| 51. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66265.16) Generators that generate 27 gallons or more per month of hazardous waste must comply with the requirements of Title 22, §66265.16. These requirements include: |
| 52. | <input type="checkbox"/> | <input type="checkbox"/> | Personnel must successfully complete a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the generator's compliance with the regulatory requirements. |
| 53. | <input type="checkbox"/> | <input type="checkbox"/> | This program must be directed by a person trained in hazardous waste management procedures, and must include instruction that teaches personnel hazardous waste management procedures (including contingency plan implementation) relevant to the positions in which they are employed. |
| 54. | <input type="checkbox"/> | <input type="checkbox"/> | At a minimum, the training program must be designed to ensure that personnel are able to respond effectively to emergencies by familiarizing them with emergency procedures, emergency equipment and emergency systems, including other applicable requirements. |
| 55. | <input type="checkbox"/> | <input type="checkbox"/> | Personnel must successfully complete the program within six months after employment or assignment to the facility. Personnel must not work in unsupervised positions until they have completed the training requirements referenced above. They must also take part in an annual review of the initial training. |

(Title 22, §66265.16) The following documents and records must be maintained at the facility:

- | | Y | N | |
|-----|--------------------------|--------------------------|--|
| 57. | <input type="checkbox"/> | <input type="checkbox"/> | The job title for each position related to hazardous waste management, and the name of the employee filling each job. |
| 58. | <input type="checkbox"/> | <input type="checkbox"/> | A written job description for each position related to hazardous waste management, including the requisite skill, education or other qualifications and duties of employees assigned to each position. |
| 59. | <input type="checkbox"/> | <input type="checkbox"/> | A written description of the type and amount of both introductory and continuing training that will be given to each person filling each of these positions. |
| 60. | <input type="checkbox"/> | <input type="checkbox"/> | Records that document that the training or job experience required has been given to, and completed by, facility personnel. |
| 61. | <input type="checkbox"/> | <input type="checkbox"/> | Training records on current personnel must be kept until closure of the site. Training records on former employees must be kept for at least three years from the date the employee last worked at the site. Personnel training records may accompany personnel transferred within the same company. |

SHIPMENT

- | | | | |
|-----|--------------------------|--------------------------|---|
| 62. | <input type="checkbox"/> | <input type="checkbox"/> | When shipping hazardous waste totaling more than 50 pounds/5 gallons off the premises a generator must: |
| 63. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.12) Use only transporters, and transfer, treatment, storage and disposal facilities that are registered or permitted by DTSC and have obtained an ID number; |
| 64. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.32) Comply with Department of Transportation (DOT) requirements for packaging, labeling and marking and ensure that the transport vehicle is correctly placarded; |
| 65. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.20 and Title 22, §66262.21) Use a California Hazardous Waste Manifest, DTSC Form 8022A, unless the receiving state requires otherwise. A manifest is the paperwork that accompanies hazardous waste from the point of generation to the point of ultimate treatment, storage or disposal. Manifests may be ordered from the Department of General Services, P. O. Box 1015, North Highlands, CA, 95660. For general manifest questions, call DTSC's GISS at 1-800- 618-6942.; |
| 66. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.23) Complete the generator and waste sections and sign the manifest certification according to the instructions included in the Appendix to Chapter 12 of Division 4.5, Title 22, California Code of Regulations; |
| 67. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.23) Obtain the handwritten signature of the initial transporter and date of acceptance on the manifest; |
| 68. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.23) Retain two copies of the manifest, in accordance with Title 22, §66262.40(a); |
| 69. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.40) Keep the generator copy of each manifest for three years or until the signed copy is returned by the designated facility (See below*). This signed copy must be retained for at least three years from the date the waste was accepted by the initial transporter; |
| 70. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.23) Ensure that if shipping hazardous waste to an out of state non-permitted TSD, that the TSD signs and returns the final copy of the manifest to the generator, who is then responsible for sending the signed copy to DTSC; |

Inspection Checklist
Dry Cleaning

- | | Y | N | |
|-----|--------------------------|--------------------------|---|
| 71. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.23) Submit the appropriate copy of each manifest used to DTSC, within thirty (30) days of each shipment; |
| 72. | <input type="checkbox"/> | <input type="checkbox"/> | (Health & Safety Code, section 25160) If a manifest from another state is used to ship hazardous waste to that state, then submit a legible copy of the manifest used to DTSC within thirty (30) days of each shipment; |
| 73. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.20) Ship waste only to facilities authorized to accept the waste type; |
| 74. | <input type="checkbox"/> | <input type="checkbox"/> | Contact the transporter and/or the owner or operator of the designated facility to determine the status of the hazardous waste if the generator has not received a copy of the manifest signed by the operator of the designated facility within 35 days of the date the waste was accepted by the initial transporter; and |
| 75. | <input type="checkbox"/> | <input type="checkbox"/> | (Title 22, §66262.42) *File an Exception Report with DTSC if a copy of the manifest signed by the facility operator is not received within 45 days of the date the waste was accepted by the initial transporter. The time to file an exception report is 60 days for generators of less than 27 gallons/per month and who meet other specified requirements. (Health & Safety Code, section 25123.3 (h)(2)). These reports must be retained for a period of three years. |

BIENNIAL REPORT

(Title 22, §66262.41 and Title 22, §66262.40) Submitting a biennial report is required for a generator who ships any hazardous waste to a transfer, treatment, storage or disposal facility within the United States. The report is due by March 1 of each even-numbered year and covers the previous year of hazardous waste activity. Copies must be retained for three years. For more information regarding biennial reports, call the Biennial Report Hotline at (916) 322-2880.