M-74 (4-16)

pennsylvania DEPARTMENT OF TRANSPORTATION

Date:

District/County:

Reviewer(s):

PennDOT SEMP/EMS
Internal Compliance Checklist for Maintenance

Refer to Legal and Other Requirements Index for regulatory references

This checklist is to be completed for the entire county including non-01 stockpiles annually. All findings for a county should be documented on one form.

Category	#	Compliance Category	Compliance Details	MS4	**Yes**, in compliance	**No**, out of compliance	NA	For "**No**" responses, enter finding and name of stockpile where finding occurred below.
Air Quality	1	If equipment is painted or sandblasted on site, is an Air Quality permit onsite? Are permit conditions followed?	An air quality permit may be required if painting or sandblasting is done on site. Air quality permits require monitoring of HAP and VOC emissions.					
Air Quality	2	If County has tunnels, does tunnel air quality and emissions meet PennDOT requirements?	According to PennDOT policy, a tunnel is shut down if carbon monoxide exceeds 300 ppm (human health limit is 1,500 ppm). Detector alarms are checked every 3 months. Liberty Tunnel and Ft. Pitt Tunnel detectors are manually calibrated every 3 months.					
Air Quality	3	Is required preventive maintenance done on fleet according to CMMT measure?	Proper maintenance of car and truck emission control systems limits harmful emissions. Review CMMT score for the county on Garage Quality Assurance and Compliance. According to PennDOT policy, QA Score should be > 3.					
Air Quality	4	Are asbestos inspection and EPA notification requirements being followed for bridges scheduled for demolition or renovation by maintenance forces?	Asbestos inspection and DEP/EPA notification requirements are found in Pub 281. Bridges scheduled for demolition or renovation that span a railroad or contain attached utilities must be inspected for asbestos. DEP/EPA notification for all bridge demolitions/renovations must be performed at least 10 days before the start of construction, whether or not asbestos is found. PennDOT's Annual Consolidated Notification process satisfies the DEP/EPA notification requirement for bridges that are not "List B." Asbestos inspectors and contractors must maintain L&I certification. Additional local regulatory requirements for Allegheny County and the City of Philadelphia are found in Pub 611.					
Air Quality	5	Are Motor Vehicle Refrigerant Recover/Recycle equipment registered with the EPA?	40 CFR 82 requires that equipment be registered. Verify registration with Equipment Manager.					
Air Quality	6	Are mechanics certified to work on vehicle refrigerant systems?	40 CFR 82 requires that mechanics be certified. Verify that mechanics have a technician certification card.					
CAR PAR	7	Are CARs from previous audits closed and CAR PAR closed in the database?	According to PennDOT policy, CARs from audits, QA's, etc. must be entered into a database and must be closed by date indicated on the CAR PAR form.					
CAR PAR	8	Were preventive action plans effective?	Preventive actions implemented must ensure that the CAR does not reoccur. If CAR reoccurs, root cause analysis may not have been effective.					
CAR PAR	9	Have BOMO Facility QA findings been corrected for scores <2?	According to PennDOT policy, findings from QA's (BOMO, PSU, etc.) conducted in the previous 12 months must be corrected for any low or failing scores. Automatic QA failures are required to have a corrective action plan sent to BOMO.	MS4				
CFRP (SPCC-PPC)	10	Is correct CFRP template used?	Bottom of CFRP template signature page indicates whether SPCC long form or non-SPCC short form must be used, in order to meet requirements of 40 CFR 112.	MS4				
CFRP (SPCC-PPC)	11	Is CFRP reviewed and signed annually or as warrented by engineering changes?	The CFRP is required to be reviewed annually and signed by the Tank Coordinator or designee. Also, 40 CFR 112 requires the CFRP to be reviewed and signed within 6 months of a relevant engineering change. The date the plan was reviewed must be listed on the signature page in the CFRP. Tank Coordinator signs and indicates which plan is required. A SPCC plan must be signed by a P.E	MS4				
CFRP (SPCC-PPC)	12	Has the aggregate capacity of ASTs storing oils been determined? If AST capacity > 1,320 gallons, has CFRP been approved by a P.E.?	A written Combined Facility Response Plan (CFRP) [a.k.a. PPC or SPCC plan] is required at facilities. The aggregate capacity of drums ≥ 55 gallons and tanks containing petroleum products and used oil at the site must be calculated. If the total gallons are >1,320 gallons, then the CFRP plan must be signed by a P.E.					
CFRP (SPCC-PPC)	13	If the site has ASTs > 21,000 gallons of regulated substance, is the Downstream Notification in the CFRP completed?	Downstream notification is required at sites with AST capacity > 21,000. An annual notification must be sent to downstream municipalities and other water users.	MS4				
CFRP (SPCC-PPC)	14	Do site maps listed in the CFRP accurately reflect the operations and physical layout at the facility?	The CFRP and MS4 permit both require an accurate site map. The site map must provide stormwater system information, including flow direction, stormwater conveyance pipes, swales and basins. An annual review is required with signature and date.	MS4				
CFRP (SPCC-PPC)	15	Is the Materials and Waste Inventory in the CFRP accurate and complete?	The CFRP must provide a Material and Waste Inventory of materials and wastes identified in the CFRP template. Check the inventory list for accuracy and completeness.	MS4				
CFRP (SPCC-PPC)	16	Have spill drill scenarios been conducted from the CFRP or conducted during other documented training? Has training been conducted on the CFRP?	Spill Drill Template in the CFRP Plan Spill drills must be completed during Dark Hours or other training. The course must be conducted annually, with the following course code: SEMP Incident Response and Spill Control [Training Record: Course Code 78DIST000054]. Verify that absentees were trained. Regulations require annual training on the specific scenarios identified for personnel with oil-handling responsibility.	MS4				
CFRP (SPCC-PPC)	17	Are all spills >5 gallon that occurred at the site, and any spills that impacted Waters of the Commonwealth, reported appropriately and documented?	Records of all spills greater than 5 gallons must be kept, plus records of any spills that impacted surface water or groundwater, or that reached stormwater structures not connected to an oil-water separator or combined sewer.	MS4				

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E&S	18	Are E&S BMPs effective at jobs completed in the last 6 months?	E&S controls are required to remain effective following job completion. Look for any signs of erosion at site. Visit a job site and verify that BMP is working and silt fence, bags, etc. have been removed from the job site once vegetation is established. Spot check 2 projects to ensure E&S controls are effective.	MS4				
E&S	19	Is Pub. 464 available at the job site?	Foremen should have a copy of Pub. 464 (paper or electronic). Interview a foreman to verify that they are aware of the requirement.	MS4				
E&S	20	Was an M-666 obtained from Property Owner prior to dumping clean fill? Are forms on file?	Spoil materials from earth disturbing activities must be left in the ROW when possible. If spoil material is taken offsite, the M-666 and Due Diligence forms must be completed. Disposal sites must be located prior to the start of the job. Documentation of clean fill must be obtained from property owner. County must retain all records at county office for 7 years. Interview a foreman on M-666 process. Check for records at the county 01.	MS4				
E&S	21	Are due diligence forms (EDD-VI and EDD-VII) completed as needed for maintenance activities requiring fill to be reused off of the job site?	Due diligence/Fill Management forms must be completed each year. If material is removed from the right-of-way and staining or smell is present, the material must be tested before it can be used as fill. Check to see that Due Diligence forms are filed at the county 01 according to current retention schedule.					
Housekeeping	22	Are product storage containers labeled as appropriate, covered with secured lids, on containment appropriate for the substance, and in good condition?	Products must be protected from rainwater accumulation and accidental spillage (overfilling) by keeping containers covered with proper lids when not in use. Label each storage container with contents. Store in approved containers (i.e., hydraulic fluid should not be stored in used windshield fluid bottle) and on containment. PennDOT policy is that drums must not be double stacked.	MS4				.
Housekeeping	23	Are empty drums stored neatly with lids and bungs secure? Is area signed?	Empty drums must be stored with lids and bungs secure. Check empty drum area for signage. According to PennDOT policy, empty drums that are damaged or rusted must be crushed and recycled as scrap metal.					
Housekeeping	24	Are drums empty, not leaking, blocked from rolling, not stacked more than 3 high, and stored so that surface water does not collect around drum area?	Check drums for signs of leaking or residual waste remaining in drum in excess of 1". Empty drums must be blocked to prevent rolling and be stacked no more than 3 high. Check drum storage area for signs of surface water collecting around drums.					
Housekeeping	25	Are product drums labeled, on containment, with a fire extinguisher within 50'? Are drums containing flammable liquids grounded, e.g., tack oil?	Drums containing product must be labeled, and stored on containment. Fire extinguishers must be compliant with requirement, have proper signage and be placed within 50 feet and accessible. Steel drums containing Category 1 or 2 flammable liquids, or Category 3 flammable liquids with a flashpoint below 100°F must be grounded, e.g., tack oil. Fully stocked spill kits must be nearby and must be easily accessible.	MS4				
Housekeeping	26	Are all secondary containments and spill pallets that hold containers of various products free of liquid/debris and clean and able to hold 110% of largest container? Is dispensing unit ~~is~~ within containment area?	The facility must have secondary containment structures in place for AST that are not double walled. Drums must be on containment. Spill pallets or other containment structures must be able to contain 110% of the largest container. If a spill pallet contains spilled material, it may not be able to hold contents of a spilled drum.	MS4				
Housekeeping	27	Are pesticides and herbicides stored in an area protected from the weather, away from floor drains, and on containment, with proper signage present?	See ProtoCard for Herbicide and Pesticide Storage.					
Housekeeping	28	Are original pesticide/herbicide manufacturers' labels legible?	See ProtoCard for Herbicide and Pesticide Storage.					
Housekeeping	29	Are pesticide/herbicide product Safety Data Sheets available?	See ProtoCard for Herbicide and Pesticide Storage.					
Housekeeping	30	Is pesticide and herbicide storage area locked when not in use? Are products segregated from other products?	The storage area must be physically separate from other storage areas, have secondary containment, and locked when not in use. A fire extinguisher and spill control kit for absorbing and containing spilled chemicals must also be kept nearby. Protect from temperature extremes if noted on the manufacturer's label.					
Housekeeping	31	Are leaks and spills in garage work areas cleaned up in a timely manner?	Floors and work areas must be free of spilled materials and/or spills must be cleaned up in a timely manner to prevent worker safety hazards.	MS4				
Housekeeping	32	Are proper yard practices in place to reduce potential to impact stormwater from spills, sand, absorbents?	Spilled materials and absorbents are cleaned up immediately. All stockpiled material must be stored correctly. Cold mix must be kept under roof or tarped with no standing water. No signs of distressed vegetation from salt runoff.	MS4				
Housekeeping	33	Do leaking vehicles/equipment have absorbent pads, spill containment or bermed?	All vehicles and equipment must be parked on impervious surfaces or have absorbent pads placed under engines or other areas that have leaks.					
Housekeeping	34	Are hydrocarbon stains > 2 sq. yds. cleaned up?	Review area for hydrocarbon stains on paved and non-paved areas. There must be no area of stained soil > than 2 square yards with a penetration of 1/4" or more. Look for signs that absorbents were used to clean up spills.	MS4				
Housekeeping	35	Are fire extinguishers inspected annually and mounted correctly.	Fire Extinguishers are to be inspected annually and mounted to prohibit accidental release,					
Housekeeping	36	Are Right-to-Know labels visible, and are Safety Data Sheets available?	RTK requires correct labeling, and information on chemicals (SDS) must be readily available to employees. Labels must not be faded, and must be properly filled out.					

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Housekeeping	37	Have excessive vegetative growth or trash around buildings and fences been cleaned up?	According to PennDOT Policy, no excessive vegetative growth such as weeds or noxious plants, litter or trash; area generally neat, tidy and well maintained.					
Housekeeping	38	Are incompatible materials or wastes segregated when stored in the same area?	Incompatible materials or wastes must not be stored together, e.g. acids/bases or flammables/oxidizers. Ensure the individuals who handle liquids understand what materials are incompatible.					
Housekeeping	39	Are all compressed gas cylinders properly stored (labeled, capped, secured or in a rack to prevent tipping)?	Protective collars/caps should on and secure. Cylinders must be secured with non-metallic binding and stored in a well ventilated area, shielded from prolong sun exposure. Empty/full cylinders should be segregated, Oxygen and acetylene must not stored within 20' of each other unless separated by firewall; cylinder must be stored in a properly signed storage area, >10' from property line.					
Permits	40	Does PennDOT personnel or contractor storing and handling pesticides / herbicides have applicator Dept. of Ag certification and know the proper storage methods for materials and wastes?	Request a copy of the Department of Ag certificate for the current pesticide / herbicide handler. Ensure the individual has been trained in proper material and waste handling practices to avoid spills.					
Stormwater/ Drainage	41	Are yard drains flowing without erosion to a drainage ditch system, pipes to outfall < 1/2 full, stormwater grates <1/2 full, no signs of erosion around stockpile, or encroachment into delineated wetlands?	Check that yard drains, ditches, outfalls and grates are being properly maintained at stockpile.	MS4				
Stormwater/ Drainage	42	Are Stormwater retention/detention ponds at stockpiles operating effectively with no sign of erosion or excess silt?	Sediment/silt must be removed periodically, vegetation controlled (unless designated as a rain garden), erosion repaired, and orifices not clogged.	MS4				
Stormwater/ Drainage	43	Are street sweepings disposal requirements met?	Street sweeping may reduce pollutants from entering stormwater. Sweep during dry weather and properly dispose of street sweepings. Conduct at least one spot check when possible.	MS4				
Stormwater/ Drainage	44	Is the oil/water separator cleaned on an annual basis?	01 stockpiles with truck wash facilities have oil/water separators. Periodic maintenance of oil/water separator must include cleaning of all filters and pits Locate and review annual maintenance documents - vendor invoice serves as documentation.					
Stormwater/ Drainage	45	Are garage floor drains connected to a sanitary sewer system? If not, are floor drains/sinks plugged?	Determine whether each drain discharges to surface water, an oil/water separator, or the sanitary sewer. The type of discharge determines the applicable regulation to be followed. Exemptions exist if discharge is to sanitary sewer.	MS4				
Stormwater/ Drainage	46	If truck washing done on site, are vehicles washed in approved wash bays only?	No outside washing or rinsing is permitted ; Vehicles can only be washed in an approved wash bay; Look for hoses connected outside of building.	MS4				
Stormwater/ Drainage	47	Are wetlands at facilities delineated so facility personnel can avoid encroachment?	Pa. Code § 96.3 protects the function and values of wetlands pursuant to Chapter 93 and 105 (relating to water quality standards and waterway management). Impacts to wetlands are subject to violation of PA Code, and is subject to PADEP permitting.	Ms4				
Stormwater/ Drainage	48	If stormwater discharges to a municipal sewer is there written documentation of the agreement?	Federal Regulation 40 CFR 122.26; PADEP 2002 Comprehensive Stormwater Management Policy, DEP Policy No. 392-0300-002.	MS4				
Stormwater/ Drainage	49	For sites with stormwater basins onsite, is there a maintenance plan and inspection records for the basin?	Pa. Code § 77.458 Chapter 102 (relating to erosion and sedimentation control plan); PADEP 2002 Comprehensive Stormwater Management Policy, DEP Policy No. 392-0300-002.	MS4				
Tanks	50	Have Tank Inspection Checklists been completed monthly for all sites with tanks? Are forms kept on file at the site for 12 months? Do tapes indicate tanks PASSED?	Tank inspection checklists must be completed monthly for all tanks containing regulated substances. Any findings must be documented and corrected. Any repairs done to a tank must be completed by a registered and certified 3rd party inspector. Any failure must be investigated, and explanation should be documented on the tape or monthly report. Tapes showing PASSED status (at least monthly) must be kept for 12 months.	MS4				
Tanks	51	Have all of the required petroleum storage tanks at the facility been registered? (Applicable for all petroleum USTs and any petroleum ASTs >1,100 gallons). Is the DEP registration posted at the site current and correct?	Petroleum storage tanks listed in the Permits-by-Rule section of the Storage tank regulations must be registered. See DEP for list of exempt tanks or refer to Tank Database. Look for posted DEP Tank Registration Certificate. Verify that DEP Tank Certificate is current, and accurately lists tank size and contents. Waste Oil USTs >110 gallons are regulated under the Storage Tank Act, but used antifreeze tanks and Waste Oil ASTs are regulated as residual waste tanks.	MS4				
Tanks	52	Are DEP regulated UST's Third Party Tank Inspections conducted once every 3 years? Are regulated ASTs Inspected every 10 years? Is the UST Mechanical Line Leak Test conducted annually?.	Release detection is required with monthly reconciliation for all tanks > 1,100 gallons. Tanks must be visually inspected monthly for releases and general wear and tear. Record the inspection using the one-page checklist. Refer to DEP permit for inspection dates. Tank installation and modification documents must be maintained on site for the life of the tank. Review tank inspection records maintained by the County Equipment Manager.	MS4				

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Tanks	53	Are oil/water separator alarms tested and there is no evidence of overflow? Are oil/water separators listed on the Monthly Tank Inspection Checklist?	Pub. 694 requires that if an alarm is present that it be tested monthly. Oil/water separators are not considered storage tanks, but process flow tanks, and are not subject to Tank Act requirements. However, these units must be inspected and included in the CFRP (SPCC/PPC). Review oil/water separator inspection records maintained by the County Equipment Manager.	MS4				
Tanks	54	Are Rainwater Release Logs completed and kept on file? Is the date rainwater was released from containment and the test method used documented?	Brine tanks that are in fully covered containment structures must document any releases and test method; All single-walled tanks, not under cover, must have rainwater release log completed with date and test method, e.g., asphalt tanks and brine tanks.	MS4				
Tanks	55	Is there secondary containment for above ground storage tanks containing liquid sodium or calcium chloride at 110% of largest tank capacity, and is secondary containment properly maintained?	Installing and monitoring of secondary containment is required by PennDOT, but is not a regulatory requirement. Check for cracks in containment structures and evidence of containment leakage. Brine mixers that contain brine when not in use are considered ASTs.	MS4				
Tanks	56	Are the tanks identified with a product ID label, tank number and other required signing? Tanks dispensing fuel require additional signing per Pub. 284.	Tanks must have legible label with tank contents and Tank #. Tanks containing a regulated substance that dispense fuel must have the required signage (Ultra low Sulfur; "It Is Unlawful"; Emergency Stop: No Smoking; Stop Motor; No Topping Off; Do Not Leave Vehicle Unattended while Fueling.)					
Tanks	57	Is the Emergency Generator listed in the CFRP and preventive maintenance performed?	Pub. 284 requires generator to be powered on weekly and inspected monthly. These inspections are documented in Plant Maintenance and on the Monthly Tank Inspection Forms kept by the CEM.					
Tanks	58	Have facilities with regulated USTs have Operator A, B and Cs trained and names posted at facility? Emergency procedures are posted?	Emergency procedures must be posted, including Operator A, B and C information. Each identified operator must be available at the site within the designated timeframe, and the Operator C must be present onsite during all fueling operations. Operator C's must receive annual refresher training.					
Tanks	59	Is the Storage Tank Database inventory accurate and up-to-date?	The Storage Tank Database should list all tanks (petroleum based products and brine) by stockpile with photos and inspection dates for regulated tanks. The database is used by BOMO as a the official PennDOT tank inventory for conducting BOMO QA's.					
Tanks	60	Are salt brine tank containment drain valves closed when the tank has brine in it?	Containment drain valves are to remain closed when salt brine is in the tank. Not all AST brine tanks have containment valves. Valve may be left open if tank is RCRA empty, which is when liquid is below drain valve.	MS4				
Tanks	61	Is secondary containment for single-walled ASTs in place and maintained properly? If alarm present, is it tested monthly?	Secondary containment is required if the facility has a single-walled ASTs storing petroleum.	MS4				
Tanks	62	Are asphalt tanks in compliance with containment and storage requirements?	Proper containment, impervious pad, capable of holding 110% of the largest tank rated capacity. No major spillage outside containment, no excessive spillage or product within containment as evidenced by greater than 50% coverage of surface area; or greater then 20 gals product; no excessive water within containment greater than 50% surface area or greater than 1% containment volume, release valve closed.					
Training	63	Are there training records for universal and residual waste?	A small quantity handler of universal waste must train all employees who handle or have responsibility for managing universal waste. Residual waste training must also be conducted periodically. Course was created in 2015 in LSO and includes all waste streams and waste determination: **78DIST000123 SEMP Waste Regs & Waste Strms**	MS4				
Training	64	Are equipment operators licensed and provided with appropriate training, i.e., SEMP training courses?	Road salt applications onto roadways in areas where waters with specific designations are protected, i.e. wetlands. Regulations establish programs to ensure safe public drinking water supplies. SEMP training program has been established and LSO report created. MS4 permit requires training to be tracked. LSO training report for SEMP-related courses should be reviewed annually.	MS4				
Waste	65	Are records for waste maintained and tracked? Do records include waste determination, volume, and disposal location for each waste stream?	Facilities must track waste streams. DGS requires waste streams to be entered into a database. Records for municipal, residual, and hazardous waste, including universal waste, must be maintained. Details of waste management are provided in Pub 611.	MS4				
Waste	66	Has the facility determined its waste generator status for hazardous waste and residual waste (typically only 01 stockpiles)?	Facilities are required to determine their hazardous generator status and a separate residual waste generator status. Depending on waste generator status the facility must complete required reports, e.g., large quantity residual waste generators must complete DEP's biennial report. Hazardous waste generators must maintain manifests for 20 years.					
Waste	67	If the site is a large quantity residual waste generator, has the DEP Biennial Report been completed?	Large Quantity Residual Generator Status is reached if >2,200 lbs. generated monthly. Biennial Reports and Source Reduction Strategy are required to be completed and sent to DEP.					**Not subject to compliance auditing at this time, pending waste tracking system implementation.**
Waste	68	Are dumpsters and trash cans free of hazardous wastes, regulated recyclables, herbicide containers, and universal wastes?	Fluorescent tubes/bulbs; empty aerosol cans; scrap metal, shop rags, shop wipes. Under no circumstances shall any hazardous waste, universal waste, or residual waste be placed in municipal waste dumpsters.					

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Waste	69	Are empty pesticides and herbicides containers stored and disposed of in the correct manner?	Pesticides and herbicides must be kept in original containers when possible or otherwise properly labeled. Pesticides/herbicides storage and disposal are regulated. Empty containers and empty container rinsate are managed and disposed of in accordance with requirements summarized in *Herbicides and Pesticides Storage* Protocard.					
Waste	70	Is used antifreeze stored properly; labeled, on containment if stored in a drum, with an accumulation date <1 year? Verify STD 497 Form	Label the contents of the container storing used antifreeze. Keep containers stored undercover and on containment. Accumulation time cannot exceed 1 year and vendor pickup must be documented. Used antifreeze must be recycled according to PennDOT contract and counts toward residual waste generator status.					
Waste	71	Are used vehicle batteries stored on spill containment pallets, area signed Universal Waste, stored under cover, and dated with date that 1st battery was placed on pallet (< 1 year)?	Store batteries on spill containment pallet. Universal Waste requirements include signing storage area and indicating date of 1st battery to ensure accumulation is < 1 year. Universal wastes must be labeled with the words *Universal Waste – Batteries*					
Waste	72	Are batteries recycled – rechargeable batteries)? (Does not include alkaline batteries).	Batteries are considered a hazardous waste unless collected for recycling. Refer to recycling contract. Universal wastes must be labeled with the words "Universal Waste – Batteries" Universal waste storage areas must be identified with accumulation start date. Vehicle batteries and non-alkaline ≥ 9 volts must be taped or bagged individually.					
Waste	73	Are non-punctured RCRA empty aerosol cans, or RCRA empty aerosol cans that will be punctured labeled according to Pub. 611?	Unpunctured aerosol cans containing oil products such as WD-40 and spray lubricants are to be stored in a container labeled "Waste Oil - Residual Waste." Punctured empty aerosol cans are stored in a container labeled "Empty Aerosol Cans for Recycling, Scrap Metal." All drums are dated and accumulation date is < 1 year.					
Waste	74	If hazardous waste is on site, have weekly inspections of hazardous waste storage areas been performed and documented?	According to PennDOT policy, weekly Inspections of hazardous waste areas must be completed and documented, regardless of generator status. Various methods can be used to document Weekly Walkarounds, including Site Inspection Checklists.					
Waste	75	Residual and Universal Waste containers are properly stored and labeled with date on full containers not > 179 days.	Residual and Universal Waste containers must be labeled, but the date is not written on the label until the container is full. PennDOT policy is that drums are dated when 90% full, and that waste disposal must occur within 179 days.					
Waste	76	Are hazardous wastes properly stored, labeled, and dated with accumulation start date, and is date < 179 days?	Waste must be disposed of within 179 days. All Haz waste drums are to be labeled with the start date on drum, and disposal requires a waste manifest.					
Waste	77	Are copies of hazardous waste manifests on file with copy 6 attached to copy 3? Are hazardous waste manifests kept on file for 20 years? (This became effective in 2010)	Federal requirement for hazardous waste manifests is 3 years; PennDOT requirement is 20 years. If PennDOT (the generator) does not get Copy 3 back within 30 days, they must contact the Treatment, Storage, and Disposal Facility (TSDF) or transporter to determine the status of their waste. For the few PennDOT facilities that are SQGs, US EPA must be notified if copies are not received within 45 days.					
Waste	78	Have products been listed in MSDS Pro? Has Community RTK training been conducted? Are HSSF Posted at all sites?	Community RTKL requires employees be trained on hazards in the workplace annually. PennDOT uses MSDS Pro to list materials. Hazardous Substance Survey Forms [HSSF] must be posted by April 1 annually at all stockpiles.					
Waste	79	Have only trained individuals signed the uniform hazardous waste manifest? Are all trained signers listed as a PennDOT authorized signer? Does the Signature Authorization list of trained signers include only those whose 3-year training is current?	Only a trained signer can sign (must be recertified every 3 years). Typical Haz waste generated at PennDOT; waste paint, mineral spirits, petroleum naphtha, gasoline. Review Signature Authority Tracking for approved employees (SIGNATURE AUTHORIZATION COMMONWEALTH OF PENNSYLVANIA) Management Directive 205.4.					
Waste	80	Are waste dumpsters not leaking? Has BMP been implemented for dumpsters to have lids that are kept closed?	Keep lid closed on dumpsters and ensure that they are not leaking, as a key element of stormwater pollution prevention practices. Municipal waste is garbage, refuse, industrial lunchroom or office waste and other material, including solid, liquid, semisolid materials, commercial or institutional water supply treatment plant, waste water treatment plant or air pollution control facility. DEP considers uncontaminated street sweepings to be municipal waste as well. Scrap metal dumpsters and residual waste dumpsters are also commonly present at PennDOT stockpiles.	MS4				
Waste	81	When internally transporting waste oil, does the facility ensure it transports no more than one 55 gallon drum of waste oil at any time?	Waste oil generators may self-transport up to 55 gallons of used oil from a non-01 stockpile to the 01 stockpile. Waste oil must be added to the tank in increments of less than 25 gallons.					
Waste	82	Are the used oil storage containers in good condition (no severe rusting, apparent structural defects or deterioration) and not leaking?	Containers must be in good condition (no severe rusting, apparent structural defects or deterioration) and not leaking (no visible leaks).	MS4				
Waste	83	Does the facility prevent the mixture of other waste fluids with the waste oil?	Used oil can easily be contaminated and become hazardous if managed improperly. Examples of waste not to mix with used oil include brake cleaner, solvents used for degreasing (including petroleum distillates and mineral spirits), paint and oil paint waste, antifreeze, degreasers, and carburetor cleaners.					

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Waste	84	Are the used oil storage containers/drums clearly labeled with the words “Waste Oil”?	Used oil storage container/drum must be clearly labeled with the words “Waste Oil”.					
Waste	85	Is waste oil recycled according to contract and Halogen tested by the vendor annually? Is vendor documentation available, i.e. STD 497?	Used oil must be recycled according to PennDOT recycling contract. PennDOT is reimbursed for used oil. Used oil counts towards residual waste generator status. Verify that waste is picked up at least annually. Verify that Vendor conducts onsite testing waste oil in accordance with regulatory requirements prior to pickup. Test parameters will include total halogens, and possibly arsenic, cadmium, chromium, lead, and/or Flash Point as well.					
Waste	86	Are cloth shop rags containers labeled "Shop Rags Only"? Is a record of laundry service maintained?	Cloth shop rags must be labeled "SHOP RAGS ONLY" that are free of liquids, in a non-leaking, closed container. Records of laundry service must be maintained as evidence that accumulation time does not exceed 180 days in compliance with USEPA defined as "Excluded Solvent Contaminated Wipes". Solvent-contaminated wipes that are sent for cleaning and reuse are not solid wastes, provided the conditions of the exclusion are met.					
Waste	87	Are disposable shop rags labeled "Disposable Shop Wipes Only"? Is a record of disposal in -the waste stream tracking database?	Disposable shop wipes must be labeled "Disposable Shop Wipes Only" that are free of liquids, in a non-leaking, closed container. Records of waste service must be maintained as evidence that accumulation time does not exceed 180 days in compliance with USEPA defined as "Excluded Solvent Contaminated Wipes".					
Waste	88	If Recycled Asphalt Pavement (RAP) is on site, is it properly stored and inventoried?	RAP must be managed in accordance with co-product determination requirements, e.g. RAP cannot be stored on site for more than 2 construction seasons. RAP must be inventoried and reports generated. A RAP-soil mix that is unusable as RAP cannot be stored and managed as a RAP co-product, and must be disposed of.					
Waste	89	Does the facility have scrap tires picked up or taken to an approved facility/permitted landfill, as needed? Is documentation maintained?	Scrap tires must be recycled by an approved vendor. No more than 500 whole tires on site and stored under-cover. Scrap tires must be transported from site annually, and should be counted towards residual waste generator status Split, quartered or shredded tires must be recycled unless rejected by the recycling vendor.					
Waste	90	Are punctured aerosol cans generated disposed of as scrap metal (if vendor accepts)? Is puncture unit properly labeled. Are drums storing the waste properly grounded?	Empty aerosol cans must be punctured and disposed of properly, usually scrap metal. Label the drum containing the residue “Aerosol Can Residue, In Process”. When the drum is 90% full, it must be dated-this starts the 180-day waste accumulation time. Drum must be grounded.					
Waste	91	Are fluorescent bulbs and ballasts recycled according to PennDOT contract? Is box dated and accumulation date < 1 year? Are wastes stored in a manner to avoid breakage?	Universal Waste containers are required to have accumulation start date. PennDOT requires fluorescent bulbs and ballasts to be recycled as a source reduction strategy. Pre-paid boxes are on contract and may be used for shipment. Universal wastes must be labeled with the words “Universal Waste – Bulbs/Batteries/etc.” Check records for broken bulb disposal.					
Waste	92	Are used oil and fuel filters managed correctly, and recycled or disposed of properly?	Before disposal, both metal and paper used oil filters must be hot-drained until no longer dripping. For most filter types this requires puncturing. Drained metal filters of all types may be crushed and recycled as scrap metal, or may be disposed of as residual waste. Paper filters require disposal as residual waste.					
Waste	93	Do waste tanks have audible overfill alarms ?	Waste oil and antifreeze generally pumps from inside the building to an outside storage tank. Ensure there is a suitable mechanism, in good operating condition, to avoid an overfill of the waste tank.					
Waste	94	Do PennDOT vehicles transporting wastes to municipal dumps have 1-yr. renewable stickers?	Use of PennDOT vehicles for transporting municipal or residual waste to a disposal facility requires a Waste Haul Permit1-year renewable sticker provided by DEP (fee required) 25 Pa Code 299.220 requires the appropriate vehicle signage.					
Waste	95	For vehicles transporting residual wastes are fire extinguisher's and spill equipment maintained in the vehicle?	Residual waste handling regulations apply for transporting wastes between Penn DOT facilities. See 25 Pa Code 299.216 for details on emergency equipment.					
Waste	96	For vehicles transporting residual wastes are records of wastes transported maintained in the vehicle daily and records maintained for 5 years?	Residual waste handling regulations apply for transporting wastes between Penn DOT facilities as well as to disposal sites . See 25 Pa Code 299.219 for details on daily record keeping including but not limited to: types of wastes, volumes, transfer facility and disposal location.					
Winter Operations	97	Are winter materials kept under cover, directing storm water runoff away from salt storage buildings, and salt spills cleaned up?	From Apr 1 - Oct 31, all salt, salt mix and treated salt is either stored under roof behind 10' setback line or is tarped and sandbagged. Year round, salt is stored on impervious pad and below fill line. Bagged deicing chemicals stored under roof, on pallets - this is a year round requirement.	MS4				
Winter Operations	98	Is winter material swept off building apron and back under cover within 48 hours after a storm?	Look for signs of salt staining around salt buildings. Excessive salt stains could be a sign that salt is not being swept back after a storm.					
Winter Operations	99	During winter months (Nov 1 to Mar 31) is salt pushed back 10' or tarped and anchored?	Salt must be pushed back 10' or tarped and anchored within 48 hours of the end of a storm event.					
Winter Operations	100	Is yard free of salt stained soil > 5 square yards (pervious surfaces)? Is salt brine containment area free of leaking or excess standing water? Is salt brine pump mounted correctly?	In accordance with PennDOT Policy, no area of stained soil greater than 5 square yards located on a pervious surface - this is a year-round requirement. No spills or leaks evident around containment area with < 1" of standing water. Improper pump. If brine maker is not in service, it must be empty.	MS4				

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pennsylvania DEPARTMENT OF TRANSPORTATION

Category	#	Compliance Category	Compliance Details	MS4	Yes, in compliance	No, out of compliance	NA	For "No" responses, enter finding and name of stockpile where finding occurred below.
Winter Operations	101	Are spreader system verification checks completed annually?	This is a CMMT measure required by PennDOT. Check CMMT scores for Winter Preparedness. Verification is used to confirm spreader output.	MS4				
Winter Operations	102	Are road salt application rates monitored?	This is a CMMT measure required by PennDOT. Check CMMT scores for Winter Material Management. Salt reports are used to monitor salt usage rates.	MS4				
			Number of MS4 items being scored	42				
			Total Items In-Compliance/Out-of-Compliance		0	0	0	

Add Additional findings here.
You may also document BMPs in this section.

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SEMP Compliance Checklist Results

Areas Assessed:	Maximum Possible Score:	Standards Met:	Standards Not Met	Items Not Scored	Total Items Scored	% Score
SEMP Score	102	102	0	0	102	100.00%
MS4 Score	42	42	0	0	42	100.00%

Score for SEMP/MS4	
>90% =	5
80% -89% =	4
70%-79% =	**3**
60%-69% =	2
50%-59% =	1
<50% =	0