



Emerald Award Inspection Checklist

Business Name: _____ Telephone: _____

Address: _____ City: _____ Zip Code: _____

Date: _____ Number of Employees: _____ E-Mail: _____

Inspector Name: _____ Fax Number: _____

Contact Person at the site: _____ Title: _____

Environmental Enforcement Actions Pending or Received in the last Year? Yes: _____ No: _____

If Yes, explain: _____

Business in operation for at least one year? _____ Emerald Award/Trophy received in the past? _____

Facility has an EAR License? _____

Please give a brief description of the facility's operations. Include photographs or informational literature to document:

Category: Pollution Prevention/Hazardous Waste Reduction		
Minimum Requirements for Compliance	Yes/No	Comments
DPEP License available for inspection?		
All containers of hazardous materials/waste are stored within adequate secondary containment?		
Containers of hazardous materials/waste are labeled as required (OSHA, EPA, BC)?		
Records of the proper disposal of hazardous materials/waste are available for inspection?		
Security for storage tanks adequate?		
Procedures are in place to appropriately handle a discharge of hazardous materials/waste (Spill Kits, Oil Dry, or Absorbents)?		
Outdoor usage of hazardous materials utilizes drip pans, secondary containment, or other steps are taken to prevent a release? (<i>Outdoor usage of hazardous materials includes the disassembly of equipment containing hazardous materials.</i>)		
Hazardous Materials/Waste were not observed discarded in a dumpster or refuse containers?		
Discharge of hazardous materials NOT observed into the soil, surface water, or storm drain? If NO facility is not eligible for the program this year.		

STOP, Did the facility meet all of the above minimum requirements? Yes or No

If Yes, proceed to the next page. If No, the facility is not eligible for an Emerald Award.



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Pollution Prevention/Hazardous Waste Reduction Best Management Practices	<input checked="" type="checkbox"/>	Score	Comments
Holding Area for draining used oil filters or new oil containers.		1	
Waste streams are segregated and recycled.		1	
Shop floor is sealed and clean.		1	
Floor cleaning machine utilized and a licensed waste hauler disposes of the mop water.		1	
Sludge/Oil water separator in use.		1	
Laundry service for contaminated rags.		1	
Emergency spill clean-up kits and spill contingency plan readily available.		1	
Separation of waste and new products to prevent contamination from mixing.		1	
Use of equipment which reduces the chance of a hazardous materials release.		1	
Extensive environmental training program for staff.		1	
Certification by an industry organization for positive environmental actions (i.e. ISO 14000).		4	
Offer a service to the public to collect used oil and other petroleum products.		2	
Environmentally friendly parts washer (uses steam or water rather than solvent).		2	
Use of refined/recycled or synthetic oil in the company fleet.		2	
Use of equipment which enables contaminated waste to be cleaned and reused (i.e. solvent filter system).		2	
Closed-loop system in place (no loss of hazardous materials due to evaporation).		2	
Aerosol applications replaced with a non-aerosol alternative.		2	
Reduction in the amount of hazardous waste produced due to process change.		2	
Use of P2 process which results in lower VOC emissions.		2	
Anti-freeze/oil recycled on-site.		2	
Installation of environmental safety equipment in addition to equipment required by the regulations.		2	
Water reclamation system used to recover/reuse process or wash water.		2	
Secondary containment capacity greater than that which is required by the regulations.		2	
Use of alternative fuel vehicles in business operations.		2	
Produces pollution prevention literature and shares with the public.		3	
P2 Plan in place.		3	
Additional Comments:			



Emerald Award Inspection Checklist



Category: Recycling				
Description of Action Taken		On-Site	Off-Site	Comments extra points may be awarded for supporting documentation
Recycling of traditional materials (i.e. cardboard, metal, paper, plastic).		3	2	
Recycling of non-traditional materials (i.e. batteries, pallets hazardous materials).		3	2	
Is there an on-site cardboard bailer?		3	2	
Provide customers/manufactures with an incentive to recycle/reuse.		3	2	
Donation of old equipment to those in need of it for reuse.		3	2	
Achieve a recycling rate above 40% of discarded materials. Request documentation supporting the recycling activities.		3	2	
Achieve a recycling rate above 50% of discarded materials. Request documentation supporting the recycling activities.		4	3	
Achieve a recycling rate above 60% of discarded materials. Request documentation supporting the recycling activities.		5	4	
Category: Green Products/Practices				
Facility uses feedstocks (raw material for the process) of lower than average toxicity for the industry.			1	
Facility uses feedstocks of zero to negligible toxicity.			2	
Facility uses process chemicals of lower than average toxicity (example: lead free solde).			1	
Facility uses process chemicals of zero to negligible toxicity.			2	
Eliminated the use of most or all process chemicals typical for this industry.			2	
Facility uses materials (woods, lime rock, etc.) that are from sustainable-yield sources (growing as fast as we are using) or renewable resources.			3	
Facility produces/uses energy-efficient, and long lasting products and services (remanufactured printer cartridges, recycled paper etc...)			1	
Facility uses/promotes/develops operating procedures that conserve resources (xeriscaping, cisterns, sprinkler systems with soil moisture indicators, reuse of wastewater/graywater etc..).			1	
Facility encourages employees/vendors to car pool, use public transportation, or alternative fuel vehicles.			1	
Retailer or wholesaler of green products (minimum of 5% or products sold).			1	
Retailer or wholesaler of green products (minimum of 20% or products sold).			2	
Manufacturer of green products (5% = 1, 20% = 2, 40% = 3).				



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Category: Innovative Procedures/Process Improvements

Facility uses/develops/promotes procedures, practices, technologies, or systems that maximize the use of resources and minimize the environmental and economic impact of such resources. Briefly describe the facility's Innovative Procedure/Process (Document with promotional literature and photographs if possible).

Issue Emerald Award Certificate for:

- Pollution Prevention/Hazardous Waste Reduction Score: _____
- Recycling Score: _____
- Green Products/Practices Score: _____
- Innovative Procedures/Process Improvements Score: _____

Inspector Signature: _____

Emerald Award Team Approval Date: _____

EAC Members voting yes: _____

EAC Members voting no: _____