

**UNMC Environmental Health and Safety
EPA Audit for UNMC/NM Facilities Areas**

| | |
|--------------|--------------------------------|
| Date: | Building & Room(s): |
|--------------|--------------------------------|

| | |
|----------------------------|---------------|
| Manager/Supervisor: | Phone: |
|----------------------------|---------------|

FMP Managers/Supervisors: Please complete the checklist as you review each item with your staff. Once the checklist has been reviewed, all staff should sign the checklist. **Please be prepared to submit a completed and signed checklist at the time of your audit.** If you have any questions regarding the checklist, please contact Environmental Health & Safety (EHS) at 402-559-6356.

| AUDIT CHECKLIST ITEM | | YES | NO | N/A | EXPLANATION / INFORMATION |
|----------------------|---|-----|----|-----|--|
| 1 | <p>Have all employees been educated in the hazards present within the work area(s)? <i>This includes hazards associated with equipment, stored energy, pressure vessels, hazardous chemical reactions, shock sensitive substances, flammable/explosives, etc.</i></p> | | | | All employees should be aware of the hazards present and take the necessary steps to minimize or eliminate them. All employees must know what personal protective and safety equipment is available, when it is required, how to use it, when it is not safe to use and how to dispose of it. |
| 2 | <p>Have all employees completed annual Universal Waste training? <i>All personnel who handle Universal Waste, must be trained prior to handling Universal Waste and renew training on an annual basis. Please contact EHS to sign up any new employees for training.</i></p> | | | | Universal Waste includes all light bulbs (fluorescent, mercury vapor, HID, compact), batteries (lead acid, NiCa, Lithium, button), electronic items (circuit boards, LED lights), and mercury containing items (switches, thermostats or thermometers), must be handled as Universal Waste. Please note: ALL Universal Waste should be taken to the Universal Waste storage area, in the 4230 Building, Basement Level, for proper disposal by EHS. Reference: Universal Waste Plan |
| 3 | <p>Are Safety Data Sheets (SDS) and other references readily accessible to employees for ALL chemicals and/or hazardous materials present in the work area(s)?</p> | | | | Employees should review SDS (formerly known as MSDS) information prior to working with any chemicals or hazardous materials. Appropriate PPE should be used, as outlined on the SDS. |
| 4 | <p>Is Personal Protective Equipment (PPE) readily available for all employees and are employees trained to use the appropriate PPE? <i>Personal protective equipment is protective gear needed to keep workers safe while performing their jobs.</i></p> | | | | It is important that PPE is selected based upon the hazard(s) to the worker, properly fitted and in some cases periodically refitted (e.g., respirators), conscientiously and properly worn, regularly maintained and replaced in accordance with manufacturer's specifications, properly removed and disposed of to avoid contamination of self, others or the environment. |
| 5 | <p>Are all chemicals in the work area(s) stored appropriately? <i>Proper chemical storage is a requirement for any area using hazardous materials.</i></p> | | | | Chemicals shall be organized by compatibility, clearly labeled with full chemical name (no abbreviations) and containers in good condition. Flammable liquids must be stored in an UL/FM approved flammable liquids cabinet, with a door that is latched shut. Reference: Chemical Storage Fact Sheet |

| AUDIT CHECKLIST ITEM | | YES | NO | N/A | EXPLANATION / INFORMATION |
|----------------------|---|-----|----|-----|--|
| 6 | <p>Are all empty, plugged or unused aerosol cans tagged with a chemical collection tag and given to EHS for proper disposal? <i>Aerosol cans are a regulated item that must be tagged for pick-up and proper disposal by EHS.</i></p> | | | | Regulated items must be tagged with a chemical collection tag and picked up by EHS staff for proper disposal. For additional information on regulated waste, please contact EHS. Reference: Aerosol Can Disposal Fact Sheet |
| 7 | <p>Are all solvent contaminated towels or rags (wipers) being collected, properly stored, and given to EHS for proper disposal? <i>Any rag that you use with solvents, is potentially a hazardous waste.</i></p> | | | | Wipers contaminated with solvent may or may not be regulated depending on the solvent used and may need to be tested prior to disposal. If you have wipers contaminated with any of the solvents listed on the Solvent Contaminated Towels or Rags (Wipers) Fact Sheet , the wipers must be collected, properly stored and tagged with a chemical collection tag and picked up by EHS for proper disposal. |
| 8 | <p>Is used oil being collected in containers properly labeled? <i>Create a segregated storage area or container. Label the container "USED OIL ONLY". Maintain a written log to document all amounts and types of oil added to the container.</i></p> | | | | No solvents, or oil contaminated with solvents, PCBs or any other material should be added to the container. Limit access to the container so that there is no chance that anything but used oil is added to the container. When the container is full, arrange transportation to the Grounds Department with permission of the Grounds Supervisor, and empty container into the large used oil container. Reference: Oil and Filter Disposal (Used) Fact Sheet |
| 9 | <p>Are paint and paint related materials being collected, properly stored, and given to EHS for proper disposal? <i>All oil-based paint and paint thinner must be tagged with a chemical collection tag and picked up by EHS for proper disposal.</i></p> | | | | Oil-based paints are regulated due to their flammability and the presence of regulated solvents such as xylene and toluene. Water-based paints are generally not regulated since they are nonflammable. However, paints (both water-based and oil-based) that contain metallic pigments are regulated as a hazardous waste when disposed. Reference: Paint and Paint Related Materials Disposal Fact Sheet |
| 10 | <p>Is soldering and bead blast waste being collected, properly stored, and given to EHS for proper disposal? <i>Soldering and bead blast waste has been shown to have high levels of heavy metals (lead, cadmium, etc.).</i></p> | | | | Soldering and bead blast waste must be collected, properly stored, tagged with a chemical collection tag and picked up by EHS for proper disposal. If you think that the soldering or bead blast waste may not be hazardous, please provide a sample to EHS for appropriate testing. |
| 11 | <p>Are rechargeable batteries, button batteries and lithium batteries collected and tagged with a chemical collection tag and given to EHS for proper disposal? <i>These battery types are a regulated item that must be tagged for pick-up and proper disposal by EHS.</i></p> | | | | Regulated items must be tagged with a chemical collection tag and picked up by EHS for proper disposal. For additional information on regulated waste, please contact EHS at (402) 559-6356. Reference: Battery Disposal Fact Sheet |

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature

First & Last Name (please print)

Date

Signature