Air Quality: Emissions Source Inspection Form

Department: Chemical and General Safety
Program: Air Quality
Owner: Program Manager
Authority: ES&H Manual, Chapter 30, Air Quality

This inspection form includes generalized categories of information covering a wide range of emissions sources and is meant to serve primarily as a template. Modify it to suit your particular source. All permitted and permit-exempt sources must be inspected a minimum of once every six months.

### General Information

<table>
<thead>
<tr>
<th>Inspector / preparer</th>
<th>Inspection date</th>
</tr>
</thead>
</table>

Inspection frequency

- [ ] Daily
- [ ] Weekly
- [ ] Monthly
- [ ] Quarterly
- [ ] Semi-annually
- [ ] Annually

Dept. or Group

### Emissions Source Identification

<table>
<thead>
<tr>
<th>Custodian</th>
<th>Owner</th>
</tr>
</thead>
</table>

BAAQMD status

- [ ] Permitted
- [ ] Exempt

BAAQMD number

Source name

Location (bldg./ room)

Type

(Equipment, activity, other)

Description

Category

(For example, solvent cleaner, generator)

### Operational Status and Maintenance

Current status

- [ ] Active
- [ ] Standby
- [ ] Inactive

Last operated on

Current operating frequency

If not currently operational, test, if appropriate.

- [ ] Tested
- [ ] Not tested

(Explain)

Are all gauges and displays functional?

- [ ] Yes
- [ ] No

(Describe malfunction)

Most recent maintenance and/or repair

(Date)

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### Hazards and Safeguards

<table>
<thead>
<tr>
<th></th>
<th>□</th>
<th>□</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signage present on or near unit to alert operator or personnel in area</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current hazardous materials associated with source</td>
<td>□ Absent</td>
<td>□ Present</td>
<td></td>
</tr>
<tr>
<td>(List hazardous material)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of leaks or spills</td>
<td>(For example stains, discoloration, odors, dust, powder)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noise level</td>
<td>□ Silent</td>
<td>□ Conversation</td>
<td>□ Highway traffic</td>
</tr>
<tr>
<td>Safeguards in place</td>
<td>(For example secondary containment, lids, vents, caps, shielding, machine guards)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Environmental Factors

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Housekeeping in and around source unit</td>
<td>(Note any containers, rags, stepstools, tools)</td>
</tr>
<tr>
<td>Note nearby activity that might affect this emissions source</td>
<td></td>
</tr>
</tbody>
</table>

### Comments / Observations / Recommendations or Necessary Actions

- 
- 
- 
- 
- 

Inspector

<table>
<thead>
<tr>
<th>Printed name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>