

Air Quality: Monthly Hazardous Material Use, Fuel Consumption, and Equipment Operation Forms

Department: Chemical and General Safety

Program: Air Quality

Owner: Program Manager

Authority: ES&H Manual, Chapter 30, Air Quality¹

The conditions of SLAC's air quality permits specify that all subject hazardous air emissions generated at SLAC must be recorded and reported to the air quality program manager on a monthly basis. SLAC employees and subcontractors may use the following five templates or any equivalent forms to accomplish reporting requirements:

1. Pre-work HazMat list
2. HazMat use log
3. Fuel consumption log
4. Equipment operation log
5. HazMat use report

If you have any questions about which forms apply, the equivalency of alternative forms, or the reporting due date, contact the air quality program manager. For additional information on reporting requirements, see Air Quality: Construction Project Air Permit Requirements.²

Before Work Begins: Pre-work HazMat List

Before starting work, a completed pre-work HazMat list must be submitted to the program manager for review. Any materials that require a material safety data sheet (MSDS), such as solvents, paints, epoxies, adhesives, and concrete, are considered hazardous and must be listed if they will be used or stored on-site.³

All applicable MSDSs must be submitted. The program manager may recommend less toxic alternatives, identify special storage conditions, or verify training required to use certain chemicals.

While Work Is in Progress: Logs

Monthly recordkeeping is essential to facilitate tracking of HazMat use over the course of longer-term projects. The three monthly use logs are

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- 1 *SLAC Environment, Safety, and Health Manual* (SLAC-I-720-0A29Z-001), Chapter 30, "Air Quality", http://www-group.slac.stanford.edu/esh/environment/air_quality/policies.htm
 - 2 Air Quality: Construction Project Air Permit Requirements (SLAC-I-730-0A16S-003), <http://www-group.slac.stanford.edu/esh/eshmanual/references/airReqConstruction.pdf>
 - 3 "MSDS Viewer", <http://www.temis.com/tcmis/doe/msds>

Air Quality: Monthly Hazardous Material Use, Fuel Consumption, and Equipment Operation Forms

1. **HazMat use log.** Record the use of all hazardous materials. This list should be a subset of the pre-work HazMat list.
2. **Fuel consumption log.** Record all fuel consumed, including gasoline, diesel, natural gas, propane, and any other fuel. Indicate fuel used in terms of fuel dispensed into equipment or fuel consumed as indicated by a fuel tank gauge.
3. **Equipment operation log.** Record the initial and final readings on the direct reading meter each day the equipment is operated.

Note The BAAQMD has established a hierarchy that imposes strict time limits on non-emergency use for emergency backup generators, depending on date of manufacture, power rating, and other characteristics. Use of these generators must be logged and coordinated so that no regulatory limits are exceeded.

Once the Project Is Complete: Use Report

Once work is completed, complete the HazMat use report.

Note Use the pre-work HazMat list as a baseline and account for all hazardous materials initially listed, as well as any added in the course of the project.

PRE-WORK HAZMAT LIST

Project:				Scheduled start date:		
Location(s):				Date list submitted:		
SLAC contact:				Phone number:		
Subcontractor contact:				Phone number:		
Prepared by:				Affiliation:		
No.	Trade name	Technical name or primary constituent	CAS# (if applicable)	Unit size (e.g.: 5-gallon bucket)	Intended use	MSDS provided?
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Please complete this form and submit to the air quality program manager at least 5 working days prior to start of work.

Air Quality: Monthly Hazardous Material Use, Fuel Consumption, and Equipment Operation Forms

HAZMAT USE LOG for month of: _____

Page _____ **of** _____

Project:	Project start date:
Location(s):	Date list submitted:
SLAC contact:	Phone number:
Contractor contact:	Phone number:
Prepared by:	Affiliation:

Use this form to record monthly use of hazardous materials, including solvents, paints, epoxies, adhesives, concrete, et al.

No.	Trade name	Technical name or primary constituent	CAS# (if applicable)	Unit / size used (e.g.: 5-gallon bucket)	Amount procured	Amount used	Amount remaining
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

Please complete this form and submit to the air quality program manager by the 5th working day of each new month.

Air Quality: Monthly Hazardous Material Use, Fuel Consumption, and Equipment Operation Forms

FUEL CONSUMPTION LOG for month of: _____

Page _____ of _____

Project:	Project start date:
Location / Equipment ID:	Date list submitted:
SLAC contact:	Phone number:
Contractor contact:	Phone number:
Prepared by:	Affiliation:

Use this form to record all monthly fuel usage: gasoline, diesel, natural gas, propane, etc.
Record either fuel dispensed into equipment OR fuel consumed as indicated by a fuel tank gauge.

No.	Trade name	Technical name or primary constituent	CAS# (if applicable)	Date and time	Initial gauge reading	Final gauge reading	Amount dispensed or consumed
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

Please complete this form and submit to the air quality program manager by the 5th working day of each month.

EQUIPMENT OPERATION LOG for month of: _____

Project:	Project start date:
Location / equipment ID:	Date list submitted:
SLAC contact:	Phone number:
Contractor contact:	Phone number:
Prepared by:	Affiliation:

Use this form to record monthly operating hours of portable equipment (e.g., generators)

No.	Fuel Type	Technical name or primary constituent	Portable equipment ID number	Date and time	Initial meter reading	Final meter reading	Operating hours
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Please complete this form and submit to the air quality program manager by the 5th working day of each month.

HAZMAT USE REPORT

Project:				Project end date:			
Location(s):				Date list submitted:			
SLAC contact:				Phone number:			
Contractor contact:				Phone number:			
Prepared by:				Affiliation:			
No.	Trade name	Technical name or primary constituent	CAS# (if applicable)	Unit size (e.g.: 5-gallon bucket)	No. units used	Total usage	Same as pre-work list?
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

Please complete this form and submit to the air quality program manager within 10 working days after work is completed