Air Quality: Emissions Source Inspection Form

Department: Chemical and General Safety Program: Air Quality Owner: Program Manager Authority: ES&H Manual, Chapter 30, Air Quality¹

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	
Inspector / preparer	Inspection date
Inspection frequency	Dept. or Group
Daily Weekly Monthly	Quarterly Semi-annually Annually
Emissions Source Identification	
Custodian	Owner
BAAQMD status Permitted Exempt	
BAAQMD number	Source name
Location (bldg./ room)	Type (Equipment, activity, other)
Description	
Operational Status and Maintenance	
Current status Active Standby Inactive	
	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	

¹ *SLAC Environment, Safety, and Health Manual* (SLAC-I-720-0A29Z-001), Chapter 30, "Air Quality", <u>http://www-group.slac.stanford.edu/esh/environment/air_quality/policies.htm</u>

Hazards and Safeguards		
Signage present on or near unit to alert operator or personnel in area		
Current hazardous materials associated with source Absent Present (<i>List hazardous material</i>)		
Evidence of leaks or spills		
Noise level Silent Conversation Highway traffic Jet airplane at takeoff		
Safeguards in place		
(For example secondary containment, lids, vents, caps, shielding, machine guards)		
Environmental Factors		
Housekeeping in and around source unit		
Note nearby activity that might affect this emissions source		
Comments / Observations / Recommendations or Necessary Actions		
Inspector Printed name Signature Date		