

“10 Action Items to conduct after Peer Auditor Training and before your on site audit”

1. Prepare an **oil storage inventory** (only containers greater than 55-gallon). Please note the location, department, date of installation and material of construction of the container or tank, and if secondary containment is provided. Also note if spill material storage is located in close proximity.
2. Prepare a **chemical inventory** for each department on campus and include name of chemical, a reference to whether the inventoried chemical is on the Extremely Hazardous Substances (EHS) list. (40 CFR Part 355, Appendix A)
3. Prepare a **PCB equipment inventory** of all transformers and equipment located on campus. Please include any teaching equipment located within the Sciences building.
4. Prepare an **inventory of fuel burning equipment** and include the rating of the equipment (i.e. Mbtu or KW), location, date of installation, and type of fuel burned (i.e. diesel, natural gas, propane, #2 fuel oil, etc.). The inventory should include boilers, generators, kilns, etc.
5. Prepare an **inventory of waste streams** generated on campus. The inventory should include the name of the building, department, and room where generated. Also include the name of the waste generated, the container it is stored in, and the approximate rate of generation on a monthly basis.
6. **Obtain Licenses and Contracts** from subcontractors whom perform pesticide applications, pool maintenance, refrigerant recycling, biohazard waste disposal, universal waste disposal, and hazardous waste disposal.
7. Investigate the level of **environmental training** received by campus faculty and staff. Develop a list of the training courses completed, the dates of the training, and provided copies of any certificates or licenses issued as part of the training.
8. **Organize and provide copies of off-site shipments of wastes**, including but not limited to hazardous wastes, universal wastes, recycled materials, low level radioactive, used oil, biohazard or medical waste.
9. **Record keeping.** Organize and provide copies of all environmental records completed for the campus. Review historical records for former Underground Storage tank closures, soil or ground water contamination investigation; dump site information, on site landfills, dry well investigations, etc.
10. **Networking with your fellow peer auditors!**