## San Francisco Department of Public Health

## **Self-Inspection Compliance Checklist for Garment Cleaners**

An alternate self-inspection checklist may be used provided that all items outlined below are included.

<b>Instructions:</b> Conduct self-inspections on a quarterly basis. Check (✓) "Yes" if facility meets requirements. ✓ "No" and enter a correction date when facility will correct deficiency. Otherwise, ✓ Not Applicable ("NA").			Date of Quarterly Self-Inspection					
		7	Y N Date	Y N Date	Y N Date	Y N Date		
	cordkeeping	NA						
ICC	corucceping							
1.	The business plan is current and maintained on site.							
2.	HMUPA fees were paid and valid certificate of Registration/permit is posted in an area that is accessible to the public at all times.							
3.	Facility map(s) is current and maintained on site.							
4.	Hazardous materials/waste inventory is current and maintained on site.							
5.	All employees have received their annual training and have signed the							
	training class roster.							
6.	Material Safety Data Sheets (MSDS) are up to date and readily available and accessible to all employees.		0 0					
7.	Required receipts, manifests, and/or logs are maintained on site (e.g., hazardous waste disposal manifest or milk run receipts, bill of lading, hazardous waste analysis records, self-inspection records, etc.)							
8.	Hazardous waste generators: EPA ID# has been obtained and is "active"							
9.	Emergency Response plan kept on site; hazardous waste contingency plan is posted				0 0			
10.	Other							
Ho	usekeeping							
1.	Work, storage, equipment and spotting areas are kept clean and orderly.							
	Eyewashes and emergency showers are checked periodically.							
3.	In storage areas serving only employees, aisles meet 24-inch clearance minimum.		0 0		0 0	0 0		
4.	Spill equipment kits are clearly labeled, visibly located and available for use in a ready condition.		0 0					
5.	Other							
Ha	zardous Material/Waste Storage Area(s)							
1.	Incompatible hazardous materials/wastes are stored separately and segregated to prevent accidental mixing (e.g., acids from bases, flammables and oxidizers; flammables from oxidizers and acids; etc.)			<b>-</b> -	<u> </u>	<b>-</b> -		
2.	No hazardous waste generated off-site stored on-site.							
3.	Hazard ID signs posted and used correctly.							
4.	Hazardous waste determination has been made.							
5.	Satellite waste accumulation areas are properly managed.							
6.	Universal waste is stored in a designated area.							
7.	Other							

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Hazardous Material/Waste Container Management		YN	Date	Y N Date	Y N Date	Y N Date
1. Hazardous material/waste containers, including filters, replacement solvent and solvent waste, are properly labeled. Hazardous waste labels include the following: the title "Hazardous Waste" etc.; generator information; composition and physical state; hazard property; and accumulation start date.						
2. Hazardous waste stored for <180 days, not exceeding quantity limits (Recyclable waste may be stored up to 1 year.)	S					
3. Hazardous materials/wastes are stored in appropriate, compatible, and approved containers, in good condition						
4. If required, hazardous material/waste containers are provided with adequate secondary containment.					<b>-</b> -	
5. Empty containers labeled "EMPTY" or similar wording, marked wi date emptied.	th				<b>-</b> -	
6. Empty containers are properly managed within 1 year.						
7. All hazardous material/waste containers are closed when not in use.						
8. Universal waste is stored in closed, structurally sound containers,						
9. Universal waste containers are marked with "Universal Waste" and waste type (e.g. lamps, batteries, electronic devices). Accumulation start date is documented for each container.						
<ol> <li>Broken and leaking Universal Waste items are placed in sealed plastic bags before being placed in appropriate container.</li> </ol>					<b>-</b> -	<b>-</b> -
11. Other						
Signature of Person Conducting Quarterly Inspection				none Number		