



National Park Service Commercial Services Program

AUDIT QUESTIONNAIRE

Purpose:

This questionnaire was developed to gather basic information about your facilities and services required and/or authorized under your concession contract with the park. The audit team will review your answers in order to determine what resources are needed for the environmental audit, and to minimize disruption to your facilities and services. Additionally, this document will be reviewed by the audit team, park staff, and concessioner staff at the beginning of the audit so that all parties have a basic understanding of operations and can plan the audit schedule accordingly.

Definitions and Clarifications:

For the purpose of this questionnaire, the term “facility” refers to the facilities and property assigned to you under the concession contract, and all activities taking place in or on those facilities and property. All questions refer to your facilities and services within park boundaries, or any facilities and services outside of park boundaries that are specified in your contract (and thus fall under the scope of your concession contract).

The “park” refers to the National Park Service (NPS) Unit for which you are a concessioner. The questions are not intended to determine your level of regulatory compliance, but rather to identify environmental audit criteria that may be applicable to your facilities and services. This will allow the audit team to effectively and efficiently plan the environmental audit.

Instructions:

Please fill out this entire Audit Questionnaire. Be sure to answer each question, including those in Appendix A. Some of the questions may not be applicable to your facility. Please answer these questions by marking N/A (Not Applicable). If you do not have sufficient information to confidently address a question, answer by circling “Not Sure.”

For some questions, you may find that there is not enough space to give a detailed answer. In these cases, feel free to attach additional pages if necessary. Be sure to clearly state which question you are answering on your additional pages.

The concessioner point of contact (POC) should respond to the questionnaire with input from the various concessioner divisions. Specific input maybe needed from the following concessioner staff, if appointed: General Manager, Environmental Manager, Maintenance Supervisors, and General Laborers. Separate copies should be completed for each contracted concession operation.

Please note that some of the sections in this Audit Questionnaire will not be applicable to the concession operation. If that is the case please mark N/A and skip to the next section.

Return the completed Audit Questionnaire to park staff by the date specified.

National Park Service
US Department of the Interior

Commercial Services Program
Denver, Colorado



Assistance:

If you require assistance in completing the Audit Questionnaire, or have questions regarding the intent of a specific question, contact Kat Berry at 202/513-7153 or Kat_Berry@nps.gov.

Note that Appendix B has a list of documents to which the audit team may request access. Not all concessioners are required to have all documents in this list.

NPS Commercial Services Program Environmental Audit

AUDIT QUESTIONNAIRE

This form was completed by:

Name

Title

Date

A. GENERAL INFORMATION

CURRENT CONCESSION CONTRACT NUMBER: _____

CONCESSIONER NAME ON CONTRACT: _____

OPERATING ADDRESS IN PARK: _____

CORPORATE ADDRESS or ADDRESS IN OFF-SEASON (I.E., MAILING ADDRESS FOR CORRESPONDENCE): _____

POINT OF CONTACT (I.E., ENVIRONMENTAL MANAGER) (Name, Title, Phone, Fax, Email):

Do you have a computer?

Yes _____ No _____ Not Sure _____

Do you use or have the capability to connect to the Internet?

Yes _____ No _____ Not Sure _____

The NPS *GreenLine* Newsletter will now be in the form of a weekly or biweekly update. Are there any topics or topic areas that you would like to read articles on or receive additional information about? Go to www.concessions.nps.gov to see the latest articles.

B. FACILITY AND SERVICE INFORMATION

1. Approximately how many concessioner staff work at your facility/ies full-time? _____
2. Approximately how many concessioner staff work at your facility/ies part-time (i.e., seasonally)? _____
3. Approximately how many volunteers work at your facility/ies? _____
4. Approximately how many other types of workers (e.g., contractors) work at your facility/ies? (Please identify what types of workers they are.)

5. Have you or other organizations (other than the NPS Commercial Services Program) conducted environmental audits of your facility/ies?

Yes _____ No _____ Not Sure _____

If "yes," please identify who conducted the environmental audits and when they took place.

6. How many buildings and facilities do you operate at the park?

Please provide an inventory of concessioner buildings and facilities at the park. Attach an additional page if necessary.

Building	Building floor area (square footage)	Building Purpose

7. List any material, buildings, or equipment owned by park staff, but maintained by concessioner staff (besides what is described above).

Material/Building/Equipment	Owner	Operator	Owner responsibilities	Operator responsibilities

8. Indicate below which **services** you offer and describe all the **activities** that take place in each. If your services or activities do not fit into any of the listed examples, please describe them as best as possible (attach additional pages if necessary).

SERVICES	SERVICE OFFERED (Y/N)	OPERATING SEASON (MM/DD/YYYY)	ACTIVITIES (Examples: vehicle maintenance, vehicle fueling, boat maintenance, boat fueling, aircraft maintenance, aircraft fueling, building maintenance [including construction, renovation, painting, lighting or plumbing fixture repair or replacement], cleaning, landscaping [including lawn mowing, plant trimming, watering, pesticide use], printing, photo processing, other [please describe])
Bicycle Rental			
Campground/Trailer Park			
Fishing Guide			
Golf Course			
Horse/Mule Stable			
Horseback Tour			
Hunting Guide			
Interpretation Service			
Marina			
Medical/Dental Clinic			
Motorized Boat Tours/ Ferry Service			

SERVICES	SERVICE OFFERED (Y/N)	OPERATING SEASON (MM/DD/YYYY)	ACTIVITIES (Examples: vehicle maintenance, vehicle fueling, boat maintenance, boat fueling, aircraft maintenance, aircraft fueling, building maintenance [including construction, renovation, painting, lighting or plumbing fixture repair or replacement], cleaning, landscaping [including lawn mowing, plant trimming, watering, pesticide use], printing, photo processing, other [please describe])
Motorized Passenger Tours			
Mountaineering Guide			
Photography Laboratory			
Retail/Grocery Store			
River Rafting			
Service/Gas Station			
Showers/Laundry			
Ski/Snowshoe Rental			
Skiing			
Snowmobile Rental			
Swimming Pool			
Tennis Court			
Visitor/Employee Food Service			

SERVICES	SERVICE OFFERED (Y/N)	OPERATING SEASON (MM/DD/YYYY)	ACTIVITIES (Examples: vehicle maintenance, vehicle fueling, boat maintenance, boat fueling, aircraft maintenance, aircraft fueling, building maintenance [including construction, renovation, painting, lighting or plumbing fixture repair or replacement], cleaning, landscaping [including lawn mowing, plant trimming, watering, pesticide use], printing, photo processing, other [please describe])
Visitor/Employee Housing			
Watercraft Rental			
Other (please describe)			

C. AIR POLLUTON CONTROL MANAGEMENT

General

9. Do you have any air emissions permits or registrations?

Yes _____ No _____ Not Sure _____

If yes, what are they for?

10. Do you conduct air emissions monitoring at your facility?

Yes _____ No _____ Not Sure _____

11. Do you operate any air pollution control devices at your facility (e.g., filters, cyclones, bag houses, vapor recovery)?

Yes _____ No _____ Not Sure _____

If yes, what are they?

12. Inventory of air emission sources (attach additional pages if necessary)

Emissions Source	Location(s)	Size(s) or rate(s) of emissions (if known)	Not applicable
Boilers			
Furnaces			
Emergency Generators			
Fuel Dispensing Activities			
Spray paint booths			
Incinerators			

Emissions Source	Location(s)	Size(s) or rate(s) of emissions (if known)	Not applicable
Oil burning			
Open fires			
Prescribed Burning			
Vehicles			
Other			

Air Conditioning and Refrigeration

13. Do your employees service air conditioners or refrigerators in buildings?

Yes _____ No _____ Not Sure _____

14. Do your employees service air conditioners in vehicles?

Yes _____ No _____ Not Sure _____

15. Are refrigeration recovery units maintained on park property?

Yes _____ No _____ Not Sure _____

16. Do any refrigeration or air conditioning units on site require more than 50 pounds of refrigerant?

Yes _____ No _____ Not Sure _____

Asbestos and Lead

17. Do any of your facilities have any asbestos-containing materials?

Yes _____ No _____ Not Sure _____

If Yes, based on what? _____

18. Is there a plan for managing asbestos in your facilities?

Yes _____ No _____ Not Sure _____

19. Have employees received general asbestos awareness training?

Yes _____ No _____ Not Sure _____

20. Do any concessioner buildings have lead paint?

Yes _____ No _____ Not Sure _____

If Yes, based on what? _____

21. Have there been any lead paint removal projects in the past 5 years?

Yes _____ No _____ Not Sure _____

22. Does the concessioner have a plan to address or control an unplanned release of lead into the environment?

Yes _____ No _____ Not Sure _____

D. EMERGENCY RESPONSE PLANNING AND REPORTING

23. Is your staff required to cleanup hazardous substance spills/releases?

Yes _____ No _____ Not Sure _____

If yes, can they clean up any size spill or is there a threshold for their level of involvement (describe)?

24. Do you have documented procedures for cleaning up or containing hazardous substance spills or releases?

Yes _____ No _____ Not Sure _____

If yes, what kinds of emergency plans/procedures are in place (please list)?

25. Is a spill reporting procedure in place?

Yes _____ No _____ Not Sure _____

26. Have employees reported any spills to the federal or state authorities?

Yes _____ No _____ Not Sure _____

27. Have you had a release of a hazardous substance (including oil) to the environment in the past 3 years?

Yes _____ No _____ Not Sure _____

If yes, please describe the release event (i.e., date, substance, and quantity); immediate and long-term response actions taken; interaction with federal, state, or local regulatory agencies (e.g., EPA, state) spill/cleanup programs; and resolution (e.g., status of cleanup, status of monitoring, status of closure).

E. ENERGY AND WATER CONSERVATION

28. Have you undergone an energy or water audit or assessment to identify ways in which to conserve energy and/or water?

Yes _____ No _____ Not Sure _____

29. Has a written energy or water conservation plan, strategy, or procedure been developed and implemented?

Yes _____ No _____ Not Sure _____

30. Which of the following energy or water conservation measures have you implemented?

	Yes	No	Not Sure
Energy-efficient lighting			
Low-flow or no-flow faucets			
Low-flow or no-flow showerheads			
Low-flow or no-flow urinals			
Low-flow or no-flow toilets			
Motion sensing lighting			
Motion sensing hand dryers			
Motion sensing faucets and flush mechanisms			
Timed lighting and water mechanisms			
Energy Misers for vending machines			
Energy Star equipment			
Regular maintenance and tune-up to HVAC systems			
Weather stripping			
Other (please describe):			

F. ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS)

31. Are environmental considerations integrated into your activities and long-range project or budget plans?

Yes _____ No _____ Not Sure _____

If yes, please explain.

32. Do you have a plan in place to educate or train staff on environmental issues and/or minimizing environmental impact?

Yes _____ No _____ Not Sure _____

If yes, please list the environmental issues on which you provide education or training.

33. Do you have a program in place to educate visitors about environmental issues or your environmental programs?

Yes _____ No _____ Not Sure _____

If yes, please list the environmental topics on which you educate visitors.

34. Do you have any environmental certifications or participate in any environmental programs?

Yes _____ No _____ Not Sure _____

If yes, please identify.

35. Is a management review process for environmental programs in place?

Yes _____ No _____ Not Sure _____

36. Are internal verification and inspection programs in place for the following?

	Yes	No	Not Sure
Environmental compliance with federal regulations (EPA, DOT, OSHA)			
Environmental compliance with federal policies (NPS Director's Orders, Superintendent's Compendium, Concession Contract)			
Environmental compliance with state and local laws, regulations, and ordinances			
Permit requirements			
Spills and discharges reportable to authorities			
EMP/EMS implementation			

37. Are environmental responsibilities defined and documented for employees?

Yes _____ No _____ Not Sure _____

38. Have any Notices of Violation (NOV) or warning letters been issued to the concession operation?

Yes _____ No _____ Not Sure _____

If yes, please describe.

39. Do you have a documented EMS or Environmental Management Program (EMP, which is a type of EMS)?

Yes _____ No _____ Not Sure _____

If no, skip to the next section on Environmental Purchasing.

42. Who are the members of your Environmental Management Team?

Name	Position	Phone	E-mail

43. Does your documented EMS/EMP meet NPS concession contract specifications (36 CFR 51)?

Yes _____ No _____ Not Sure _____

G. ENVIRONMENTAL PURCHASING

44. Do you have a written environmental purchasing program (also known as a Green Purchasing Program or Affirmative Purchasing Program), policy, or procedure?

Yes _____ No _____ Not Sure _____

45. Which of the following environmentally-preferable products are you purchasing and/or using?

	Yes	No	Not Sure
Office paper with 30% recycled content			
Other paper with recycled content (e.g., toilet tissue, paper towels)			
Office supplies with recycled content (e.g., pens, trash cans, printer toner cartridges)			
Propylene glycol antifreeze			
Recycled or reclaimed antifreeze			
Re-refined oil			
Retread tires			
Less toxic cleaners			
Less toxic pest control products			
Bulk products			
Post-consumer recycled content lumber			
Alternative fueled vehicles			
Recycled content construction products			
Recycled content traffic barricades			
Recycled content office furniture			
Sustainably harvested wood			
Recycled content carpet			
Other (please describe):			

H. FUEL STORAGE TANKS

46. Do you own or operate fuel storage tanks within the park, in relation to your concession contract?

Yes _____ No _____ Not Sure _____

If no, skip to the next section on Hazardous Material Management.

47. For all tanks that contain oil, other petroleum products, or hazardous substances, please provide the following information for each: location, indication as to whether it is aboveground or underground, capacity (in gallons), and contents. (Attach additional sheets if necessary.)

Tank Location	Aboveground or Underground	Purpose of the tank	Age of Tank	Capacity	Content	Tank Wall (Double/Single Wall)	Owned By	Operated By

48. What method of release detection do you use on your tanks?

49. Do you dispense fuel to trucks, automobiles, or other vehicles?

Yes _____ No _____ Not Sure _____

50. If so, provide an inventory of vehicles at the park

Vehicle inventory	Number of Vehicles	Fuel used
Boats		
Trucks		
Aircraft		
Cars		
Electric or Alternative Fueled Vehicles (AFVs)		
Other vehicles Van, lawn tractor		

I. HAZARDOUS MATERIALS MANAGEMENT

51. Have employees submitted any reports or other information about chemical storage, use, and releases?

Entity information submitted to	Yes	No	Not Sure
State Emergency Response Commission (SERC)			
Local Emergency Planning Commission (LEPC)			
Fire Department			
NPS Washington Support Office (WASO) or Regional Office			
State or Local Environmental Quality or Health Department			

52. Are Underground Storage Tanks (UST) or Aboveground Storage Tanks (AST) used to store hazardous materials other than fuel?

Yes _____ No _____ Not Sure _____

53. Is there any equipment that contains polychlorinated biphenyls (PCBs) (e.g. light ballasts pre-1980, transformers, capacitors)?

Yes _____ No _____ Not Sure _____

54. Has there been a release of a hazardous substance(s) to the environment in the past three years?

Yes _____ No _____ Not Sure _____

55. Do you use or store paints or solvents?

Yes _____ No _____ Not Sure _____

56. Do you use antifreeze for vehicle maintenance or winterization of pipes?

Yes _____ No _____ Not Sure _____

57. What type of antifreeze is used?

Type of antifreeze	Yes	No	Not Sure	Unknown
Ethylene glycol				
Propylene glycol				
Reclaimed antifreeze				
Recycled antifreeze				

58. Is used antifreeze recycled?

Yes _____ No _____ Not Sure _____

J. HAZARDOUS WASTE MANAGEMENT

To the best of my knowledge, I certify that concessioner facilities and services being audited by the NPS Commercial Services Program are classified as a (pick one):

- Conditionally Exempt Small Quantity Generator (CESQG) of hazardous waste (generate less than 220 lbs of hazardous waste per month).
- Small Quantity Generator (SQG) of hazardous waste (generate between 220-2,200 lbs of hazardous waste per month).
- Large Quantity Generator (LQG) of hazardous waste (generate over 2,200 lbs of hazardous waste per month).
- Unsure.

Signature and Title

Date

59. What amount of hazardous waste do you generate (pick one)?

- Less than 220 lbs (100 kg) per month
- Between 220 lbs and 2,200 lbs (100 kg and 1,000 kg) per month

- c) Over 2,200 lbs (1,000 kg) per month
- d) Do not generate any hazardous waste
- e) Unknown

If no hazardous waste is generated, skip to the next section on Laboratory Chemical and Waste Management.

Note: Hazardous waste is defined by the EPA as being any solid waste which is ignitable, corrosive, reactive, toxic, or listed in the hazardous waste regulations. Hazardous waste includes, but is not limited to, items such as old paints, solvents, and cleaning chemicals that will no longer be used.

How much hazardous waste is accumulated at any one time (pick one)?

- a) Less than 2,200 pounds (1,000 kg)?
- b) Between 2,200 pounds and 13,228 pounds (6,000 kg)?
- c) More than 13,228 pounds?
- d) Unknown

60. How long are hazardous wastes stored onsite (pick one)?

- a) Less than 90 days
- b) Between 90 and 180 days
- c) Between 180 and 270 days
- d) Longer than 270 days
- e) Unknown

61. Is there a procedure in place to determine whether wastes are hazardous wastes or non-hazardous wastes?

Yes _____ No _____ Not Sure _____

If yes, please describe: _____

62. Do you have an EPA identification number for your facility/ies?

Yes _____ No _____ Not Sure _____

If yes, please list the number: _____

63. Do you transport your own hazardous waste offsite, within the park?

Yes _____ No _____ Not Sure _____

64. Do you transport your own hazardous waste offsite – outside of park boundaries?

Yes _____ No _____ Not Sure _____

65. Do you have a contractor transport your hazardous waste offsite?

Yes _____ No _____ Not Sure _____

66. Which processes are used to treat or dispose of hazardous waste (choose all that apply)?

- a) Incineration
- b) Landfill or land treatment
- c) Physical or chemical treatment
- d) Biological treatment
- e) Underground injection
- f) Elementary neutralization unit

67. Do you own or are you assigned to any structures that pre-date 1980?

Yes _____ No _____ Not Sure _____

68. Do you have any equipment containing a radioactive source (e.g., medical equipment, densimeter)?

Yes _____ No _____ Not Sure _____

69. Do you generate any radioactive waste?

Yes _____ No _____ Not Sure _____

K. LABORATORY CHEMICAL AND WASTE MANAGEMENT

70. Do you have any of the following types of laboratories?

Type of laboratory	Yes	No	Not Sure
Analytical			
Wastewater treatment			
Photography lab			
Print shop			

L. PESTICIDE MANAGEMENT

80. Do you or contractors use pesticides (e.g., insecticides, herbicides, fungicides, rodenticides)?

Yes _____ No _____ Not Sure _____

If no, skip to the next section on Solid Waste Management.

Note: "Pesticides" include insect repellent and indoor pest spray (e.g., "bug bombs").

81. Provide an inventory of pesticides stored and used (attach additional pages if needed).

Name of pesticide	Amount used per year	Location	Reason for use

82. Do your employees engage in pesticide application?

Yes _____ No _____ Not Sure _____

If yes, fill out the chart below:

Do employees:	Yes	No	Not Sure
Have a state certified applicator license?			
Engage in the application of restricted use pesticides?			
Generate pesticide wastes?			

Have procedures to ensure that non-applicators are not exposed to pesticides?			
Implement a written integrated pest management (IPM) program?			
Annually request approval to use pesticides from the park (e.g., park IPM coordinator or park concession specialist)?			
Annually report calendar year pesticide use to the park (e.g., park IPM coordinator or park concession specialist)?			

83. Who is the IPM Coordinator for the park? (Please list name, phone, and e-mail.)

M. SOLID WASTE MANAGEMENT
Please complete the Audit Questionnaire Waste Information Form in Appendix A.

83. Do you have a written plan, policy, or procedure on how your employees manage solid waste?

Yes _____ No _____ Not Sure _____

84. Which methods do you use to dispose of trash?

- a) Contract for offsite disposal with the park.
 - b) Contract for offsite disposal with a private vendor.
 - c) Incinerate onsite.
 - d) Landfill onsite.
 - e) Compost onsite.
 - f) Other (please describe) _____
-

85. Do you know what materials the park recycles from park visitors and within its own facilities?

Materials recycled	Yes	No	Not Sure	Unknown
White paper				
Colored paper				
Newspaper				

Cardboard				
Aluminum cans				
Plastic				
Glass				
Scrap metal				
Wood pallets				
Other (please list)				

86. If you recycle, do you contract out for recycling services (e.g., pickups)?

Yes _____ No _____ Not Sure _____

N. SPCC PLANNING

87. Do you store a combined **total** of 42,000 gallons or more of oil in USTs?

Yes _____ No _____ Not Sure _____

88. Do you store a combined **total** of 1,320 gallons or more of oil in ASTs and containers with the capacity to hold 55 gallons or more?

Yes _____ No _____ Not Sure _____

89. Do you have a Spill Prevention, Control, and Countermeasures (SPCC) Plan?

Yes _____ No _____ Not Sure _____

O. STORMWATER MANAGEMENT

90. Is there any exterior construction taking place?

Yes _____ No _____ Not Sure _____

If yes, does the construction zone cover more than one acre of land?

Yes _____ No _____ Not Sure _____

91. Do you have a storm water management permit?

Yes _____ No _____ Not Sure _____

If yes, what type of permit do you have? Explain. _____

92. Do you have a storm water pollution prevention plan (SWP3 or SWPPP)?

Yes _____ No _____ Not Sure _____

P. UNIVERSAL WASTE MANAGEMENT

93. Which of the following do you manage as universal waste, as opposed to hazardous waste (choose all that apply)?

- a) Fluorescent lights (burned out)
- b) Batteries (excluding dead alkaline batteries)
- c) Mercury-containing thermostats (used)
- d) Mercury-containing equipment (used)
- e) Pesticides (waste)

Note: Universal waste is a subset of hazardous waste that can be managed differently from other hazardous wastes. Currently, the EPA only recognizes certain types of fluorescent lights, batteries, mercury-containing thermostats, and pesticides as being universal wastes. However, some states regulate other types of solid wastes as universal wastes (e.g., aerosol cans in Colorado).

94. Do you generate less than 11,025 pounds (5,000 kg) of universal waste per month?

Yes _____ No _____ Not Sure _____

Q. USED OIL MANAGEMENT

95. Do you generate used oil?

Yes _____ No _____ Not Sure _____

If no, skip to the next section on Wastewater Management.

96. Do you recycle used oil?

Yes _____ No _____ Not Sure _____

R. WASTEWATER MANAGEMENT

97. Where is sanitary waste from your operations discharged?

Water discharge	Yes	No	Not Sure
Surface water(s) (navigable waters)			
Septic system(s)			
Publicly Owned Treatment Works (POTW)			
On-site wastewater treatment system			

98. Where is graywater (e.g., from showers, laundries, and kitchens) from your operations discharged?

Water discharge	Yes	No	Not Sure
Surface water(s) (navigable waters)			
Septic system(s)			
POTW			
On-site wastewater treatment system			

99. Do you have any permits for wastewater discharge?

Type of permit	Yes	No	Not Sure
National Pollution Discharge Elimination System (NPDES)			
State Pollution Discharge Elimination System (SPDES)			
Underground Injection Control (UIC)			
Other (please describe):			

100. Are any pretreatment or treatment processes used?

Type of process	Yes	No	Not Sure
Oil-water separator			
Grease trap			
Other (please describe):			

101. Do any of the following go down the drain?

Type of waste	Yes	No	Not Sure
Paints			
Solvents			
Automotive wastes (lubricants, antifreeze)			
Pesticides			
Fuel			
Metals			

S. CONTAMINATED SITES

102. Are you overseeing or managing studies or cleanup actions resulting from the release of hazardous substances or petroleum at facilities or properties for which you are responsible (e.g., leaking USTs, cleanup of soils or groundwater impacted by spills, etc.)?

If yes, the site is an Environmental and Disposal Liabilities (EDL) site. Please provide a description of site (Site Name), EDL Site Number (if known), and Stage of Cleanup.

Site Name	Site Number	Stage of cleanup

If yes, has the site(s) been reported to the park's EDL point of contact?

Yes _____ No _____ Not Sure _____

103. Who is the park POC for EDL sites (name, phone, email)? _____

104. Are you aware of other sites at facilities or properties for which you are responsible that are suspected to be contaminated based on known past activities or observed physical indicators, but where due care has not been conducted (e.g., fuel storage tanks that are known or suspected to have leaked or where spills may have occurred, known or suspected former dumping or landfill areas, etc.)?

Yes _____ No _____ Not Sure _____

If yes, the site is a Location of Concern (LOC). Please provide a description of the site (Site Name), approximate location of site, suspected contaminants, and reason for suggesting site is an LOC.

Site Name	Location within park	Suspected contaminant	Reason for listing

If yes, has the site(s) been reported to the park's EDL POC

Yes _____ No _____ Not Sure _____

105. Who is the park POC for LOC sites (name, phone, email)?

APPENDIX A – AUDIT QUESTIONNAIRE WASTE INFORMATION FORM

Purpose:

This Waste Information Form (WIF) was developed to gather information on the types of wastes generated by your concessioner facilities and services. The audit team will review these data to help determine some of the regulatory requirements that may be applicable to your facilities and services, and to provide you with assistance on how to properly handle and manage your different types of waste.

Definitions and Clarifications:

For the purpose of this WIF, all questions refer to wastes generated by your facilities and services within park boundaries. For example, if you have a warehouse outside the park, do not include packaging, cardboard, and other wastes associated with warehouse operations.

Instructions:

Fill out columns A and B. For Column A, indicate whether or not you generate this waste. For Column B, indicate whether or not you recycle this waste.

AUDIT QUESTIONNAIRE WASTE INFORMATION FORM

Waste		A Do you generate this waste?	B Do you recycle this waste?
1.	Aluminum	YES NO	YES NO
2.	Plastic	YES NO	YES NO
3.	Glass	YES NO	YES NO
4.	Tin (e.g., soup cans)	YES NO	YES NO
5.	Mixed Paper	YES NO	YES NO
6.	Cardboard	YES NO	YES NO
7.	Toner Cartridges	YES NO	YES NO
8.	Burned-Out Fluorescent Tubes	YES NO	YES NO
9.	Spent Lead Acid Batteries	YES NO	YES NO
10.	Spent Nickel Cadmium Batteries	YES NO	YES NO
11.	Contaminated Floor Sweep	YES NO	YES NO
12.	Waste Mineral Spirits/Turpentine/Wood Conditioner	YES NO	YES NO
13.	Waste Paint	YES NO	YES NO
14.	Waste Degreasing Solvent/Carburetor Cleaner	YES NO	YES NO
15.	Waste Fuel (Gasoline)	YES NO	YES NO
16.	Used Fuel Filters	YES NO	YES NO
17.	Used Oil Filters	YES NO	YES NO
18.	Used Diesel No. 2 Fuel	YES NO	YES NO
19.	Used Motor Oil	YES NO	YES NO
20.	Used Ethylene Glycol Antifreeze	YES NO	YES NO
21.	Used Propylene Glycol Antifreeze	YES NO	YES NO
22.	Oil/Gas/Solvent Contaminated Absorbent Pads	YES NO	YES NO
23.	Pesticide Waste	YES NO	YES NO
24.	Recovered CFCs and Halons	YES NO	YES NO
25.	Waste Cleaning Products	YES NO	YES NO
26.	Used Tires	YES NO	YES NO
27.	Scrap Metal (Steel, Aluminum, etc.)	YES NO	YES NO
28.	Bulky Appliances/Furniture	YES NO	YES NO
29.	Packaging Waste (Pallets, Boxes, Milk Crates)	YES NO	YES NO
30.	Food Waste (Excluding Animal Fat/Grease)	YES NO	YES NO
31.	Animal Fat/Grease	YES NO	YES NO
32.	Landscaping Waste (Grass Clippings, Leaves, Branches)	YES NO	YES NO
33.	Animal Manure	YES NO	YES NO
34.	Sewage Wastewater	YES NO	YES NO
35.	Graywater	YES NO	YES NO
36.	General Trash (Garbage not accounted for in other categories on this form)	YES NO	YES NO
37.	Other Waste (list)		
	1.	YES NO	YES NO
	2.	YES NO	YES NO
	3.	YES NO	YES NO
	4.	YES NO	YES NO
	5.	YES NO	YES NO
	6.	YES NO	YES NO
	7.	YES NO	YES NO

Appendix B: Records to Review during the Audit Site Visit

1. A map of the facility indicating the following locations:
 - Maintenance areas
 - Hazardous waste storage areas (including universal waste storage areas)
 - Hazardous material storage areas (including pesticide storage areas)
 - Aboveground and underground oil and fuel tanks
 - Septic systems
 - Wastewater treatment plants (active and passive, please specify)
 - Large solid waste disposal areas (not dumpsters) or abandoned disposal sites if applicable
 - Laboratories
 - Boilers and other air emissions sources
2. Training records for all training related to environmental activities including (but not limited to):
 - CFC technician certification
 - Emergency planning
 - Energy and water conservation
 - EMS
 - Environmental purchasing
 - Hazardous waste management (RCRA, DOT)
 - Laboratory safety
 - IPM – NPS course or state applicator course
 -
 - SPCC planning
 - Universal waste management
 - Wastewater operating certification
3. Permits, licenses and registrations including (but not limited to):
 - Air quality permit
 - Stormwater permit
 - Wastewater permit(s)
 - Wastewater operator license
 - Underground Injection Control (UIC) permit (related to septic tanks)
 - Landfill operation permit
 - Hazardous waste treatment, storage, and disposal facility permit
 - Underground/Aboveground storage tank permits/registration
 - Pesticide applicator license
4. Plans including (but not limited to):
 - Chemical Hygiene Plan
 - Emergency Plan
 - Energy and Water Conservation
 - EMS/EMP
 - Environmental Purchasing Plan
 - IPM Plan
 - Integrated Solid Waste Alternatives Program (ISWAP)
 - SPCC Plan
 - Storm Water Management Plan
5. Disposal records including (but not limited to):
 - Hazardous waste manifests
 - Other waste shipping forms

- Waste tracking logs or invoices for universal wastes, solid waste, used oil, and used antifreeze.
6. Reporting records including (but not limited to):
 - Tier I and II reporting forms
 - TRI reporting forms
 - Chemical information submitted to the local fire department
 - Pesticide Use Proposal System (PUPS) reporting
 - Spills reported to authorities
 7. Maintenance and repair records including (but not limited to):
 - Fuel tanks
 - Grease trap and/or oil water separator maintenance
 - Air pollution control devices
 8. Purchasing records including (but not limited to):
 - Environmental purchases
 - Energy Star purchases
 - Service records for air conditioning/refrigeration repair and maintenance
 - Service records for waste transportation and disposal
 9. Survey Records including (but not limited to):
 - Job hazard analyses (JHAs) or job safety analyses (JSAs)
 - Asbestos and lead surveys
 - Other contamination surveys