



Dry Land Sort & Boom Facilities Inspection Form



Date:		
Sort Location or Name:		
Includes (Y/N):	Storage buildings	Offices
		Docks & Piers

Conformance:	Yes	No	N/A
General:			
1. Emergency & safety equipment on site and functional (PPE, 1 st aid, fire, spill)			
2. Applicable documents on site and current (Fire plan, Spill plan, SOP)			
3. Housekeeping current (cleanliness, brush, organization)			
4. Signs & labels up to date (WHMIS, warnings, procedures, identification, tags)			
5. Access controls in place (gates, fences, guarded)			
6. Potable water provided (permitted, sampled)			
7. Sewage system working (serviced, sampled)			
8. Records located (permits, sample results)			
Water Management:			
9. Surface water Management functional (culvert and ditches)			
10. Run-off all captured and treated			
11. Settling ponds & separators functioning and serviced			
Fuel & Lubricant Management (storage & dispensing):			
12. Vacuum gage readings taken (see below)			
13. Site free of evidence of leaks or spills (lines & tanks)			
14. Guarding & Covers intact and functional			

Conformance:	Yes	No	N/A
15. Containment functioning (drained, sound)			
16. Separators functioning and serviced			
17. Electrical systems functioning (alarms, emergency shut-off, wiring)			
18. Fire extinguishers & spill kits in place & full			
Special Waste Management (collection & storage):			
19. Collection containers in place (identifiable, used correctly, serviced)			
20. Bilge water correctly handled (contained, separated, labeled)			
21. Contaminated rags & pads collected			
22. Contaminated soils, sludge or wood debris handled properly			
23. Aerosol cans properly collected & stored			
Wood Wastes			
24. Household waste collected (separated)			
25. Burning operation appropriate (permitted, ash disposal)			
Others:			
26. Ambrosia beetle trap bundles destroyed before emergence of brood			
27.			

Vacuum Gage Readings:	Tank #							
	Reading							

Inspected by: _____

Comments:

Supervisor Review (sign-off) :			
#	Action Item:	Responsibility:	Due Date:

Instructions: This form is to be used whenever a formal inspection of dryland sorting and booming facilities is carried out. Inspections are to be carried out at a minimum once per month on each active sorting complex. **The person doing the inspection forwards the completed form to the supervisor accountable for sign-off.** Once reviewed and signed-off, the supervisor accountable forwards the inspection form to the person responsible for records and documentation. The *Incident Tracking System (ITS)* is used to track the results of the inspection.