



MAA Environmental Toolbox Talk

Monthly Inspections, Testing & Recordkeeping

From SPCC, SWPPP, Air permits and more. Monthly, quarterly, and annual inspections and recordkeeping are a requirement for many facilities. Inspections are meant to ensure permit compliance and to find any potential risks. Once risks are identified, the appropriate actions should be taken and noted.

Things to remember regarding monthly inspections are:

Inspections – make sure that someone is assigned to complete all required inspections.

- Have a Back Up! Just because someone is out sick or on vacation, does not waive the requirement to complete your inspections. It is always a good idea to have at least one back up person that is fully trained on completing your inspections.
- Clearly communicate when inspections have been assigned to a new person and follow up often to ensure they are being completed. Miscommunication has led to missed inspections, testing and recordkeeping.
- Inform employees as to where storm water and air monitoring records are stored. This will be helpful if there is an environmental incident or EGLE inspection.

Make sure to let the appropriate people (Environmental Staff included) know when a personnel change has been made.

Reminders when inspections are due

- Set reminders of when various inspections are due.
- Retention of Documentation – Know how long inspections must be kept for and where they will be stored.
- Most permits require inspections to be kept for a certain amount of time.
- Make sure to properly label the binders for proper retention and prevent accidental disposals.

Clear Explanation of Responsibilities/Training

- When training your personnel, make sure to explain the responsibilities clearly. Make sure to walk thru the entire process from completing the inspection, where they are stored, if they need to be submitted and to whom.

Make Comments/Notes – even if there are no actions that are needed to be taken.

- Comments and notes are easy ways to show inspections are not “pencil whipped” and are true inspections being done.
- Examples of notes include weather conditions, spill kits inspected/replenished, staining observed/not observed, containment clean/no debris, no process water/stormwater, etc.



Examples of Inspections/ Testing/ Recordkeeping that may apply to your facility

*SPCC Inspections, Tank Inspections, Stormwater Inspections, Stormwater Testing, Air permit recordkeeping, Complaint Logs, Baghouse Inspections, Water Truck Logs, Emissions/Dust Logs. **Do not forget annual inspections.***