



Process Operations COMPLIANCE CHECKLIST

Organization _____ Date _____		
Building _____ Location _____		
COMPLIANCE GUIDE	Compliant	NOT Compliant
1. Does the activity have a copy of, and are they familiar with and following, the CNRMA Clean Air Act Compliance Guide? <i>Comments:</i>		
SOPs	Compliant	NOT Compliant
2. Are written SOPs kept to demonstrate proper operation and maintenance of equipment based on manufacturer recommendations? <i>Comments:</i>		
TRAINING DOCUMENTED	Compliant	NOT Compliant
3. Is employee training documented to demonstrate familiarization with the SOPs (includes date, location, topic, and attendees)? <i>Comments:</i>		
MAINTENANCE RECORDS KEPT	Compliant	NOT Compliant
4. Are maintenance records kept, including a written maintenance schedule and records of scheduled and nonscheduled maintenance? <i>Comments:</i>		
OUTSIDE VENT	Compliant	NOT Compliant
5. For processes with outside vent, is the exterior (exhaust) free of waste material or overspray? <i>Comments:</i>		
MANOMETER OR DIFFERENTIAL PRESSURE GAUGE	Compliant	NOT Compliant
6. If process occurs in a booth, is there a properly functioning manometer or differential pressure gauge (DPG)? <i>Comments:</i>		
6b. Is DPG calibrated at minimum based on manufacturer recommendations? <i>Comments:</i>		
7. Is the manometer or DPG monitored and logged once per shift, to ensure bags or filters are changed as recommended? <i>Comments:</i>		
7a. Are bags or filters changed when outside the recommended operating limits (either too high or too low)? <i>Comments:</i>		

RECORDS OF CHANGE OUTS	Compliant	NOT Compliant
8. Are records of bag or filter change-outs kept? <i>Comments:</i>		
IF OUTSIDE	Compliant	NOT Compliant
9. If operating outside, is dust and/or overspray controlled via tarps and/or shrouds? <i>Comments:</i>		
RECORDS	Compliant	NOT Compliant
10. Are all SOPs, maintenance, filter/bag change-out and training records maintained onsite and available for unannounced inspections? <i>Comments:</i>		
10a. Are records kept for 5 years? <i>Comments:</i>		
FILTERS & FRAMES	Compliant	NOT Compliant
11a. If present, are filters and frames free of holes, gaps, or clogs? <i>Comments:</i>		
VEE CHECK	Compliant	NOT Compliant
11b. Is a monthly visible emissions check of stack performed and recorded? <i>Comments:</i>		
12. Does dust collection system discharge to waste container without breaks or holes in exhaust or possibility of spills, and prevent wind from disturbing waste? <i>Comments:</i>		
CONTAINERS CLOSED	Compliant	NOT Compliant
13. Non-NESHAP painting operations: Are coating and solvent containers kept closed except during transfer? <i>Comments:</i>		
WHITE STICKERS	Compliant	NOT Compliant
14. Non-NESHAP paint gun washers: Are requirements posted and followed at each unit? (white stickers)? <i>Comments:</i>		