

ATTACHMENT 3			
List of Documents Typically Requested During a Regulatory Inspection; Document Location(s) and Contacts			
Agency	Inspection Type	Documents	Document Location(s) and Contacts
Air Resources Board, California (ARB)	Mobile generator	Permit (Tag)	EHS network drive, and a tag on the unit.
		Documentation of compliance with permit	FSE (A. Aaberg)
Bay Area Air Quality Management District (BAAQMD)	Generators, Boilers, UST	Permit-to-Operate	EHS network drive, and copies near the equipment.
	Generators, stand-by	Reliability Testing Records	FSE (A. Aaberg), Housing (J. Valdez)
	Boilers	Source Testing Results	FSE (A. Aaberg)
	Gasoline Facility (UST)	Gasoline throughput records	FSE (A. Aaberg)
Cal Department of Public Health (CDPH) - Radiologic Health Branch	Radioactive Materials and Radiation Producing Machines	Radiation Permit	COSE (L. Vadura), RTC (B. Larsson)
		Radiation Safety Program	
		Log Book	
		Receipt Forms	
		Wipe sample results	
		Radiation Safety Committee Meeting Minutes	
		Calibration records	
		Training records	
Cal Fire Marshal (Cal-Fire) or SF Fire Department (SFFD)	Fire Safety - Facility Inspections	Fire Prevention Plan	EHS (J. Farhat)
		Extinguishers & fire systems inspection records	EHS; FSE to maintain records on AMMS system.
Cal Fire Marshal (Cal-Fire) or SF Fire Department (SFFD)	Fire Safety - Project Inspections	Project-related documentation	Capital Planning (S. Lam)
Cal Occupational Safety & Health Administration (Cal/OSHA)	Air Compressor Permits	Air Compressor Permits (near each compressor)	FSE (A. Aaberg); B. Batara has a list of permits
	Elevator Permits	Elevator Permits (posted inside elevator)	
	Pressure Vessel Permits	Pressure Vessel Permits	
	Injury Investigations, Employee complaints	Cal/OSHA – Injury/Illness Log	EHS (V. Ramos)
		Hazard Communication Plan	EHS (M. Majewski)
		Chemical Hygiene Plan (CHP)	EHS (M. Majewski); COSE (L. Vadura)
		Injury Illness Prevention Plan (IIPP)	EHS (M. Majewski)
		Employee Exposure Records	EHS (M. Majewski)
		Workers' Compensation Records	EHS (V. Ramos)
		Accident Investigation Reports	EHS (M. Majewski)
		Emergency Response Plan	EHS (M. Majewski)
Safety Data Sheets (MSDSs and SDSs)	MSDS-Online (in progress); Hard copies in each area		
Cal-Recycle Waste Tire Compliance - Central Unit	Waste Tires	Tire Program Identification Certificate (TPID)	EHS network drive, and copy posted at Corp.Yard
		Trip Log & receipts	EHS/ FSE
Cal Regional Water Quality Control Board (RWQCB)	Stormwater	Not applicable at this time.	EHS
Certified Unified Program Agency (CUPA): Marin County Dept. of Public Works (DPW)	CUPA Programs	CUPA Permits (Haz Mat Storage & Use; Haz Waste Generator)	EHS maintains an electronic copy on network drive. Original Permit posted at RTC (B.Larsson)
		Haz Mat and Haz Waste Inventory Statements	EHS - on line at CERS website (M.Elliott)
		Training Records (Haz Mat handling; Haz Waste generator)	EHS; RTC (B. Larsson)
		Manifests	EHS (M. Elliott); RTC (B. Larsson - copy at RTC)
Certified Unified Program Agency (CUPA): SF Dept. of Public Health (SFDPH) - Environmental Health	CUPA Programs	CUPA Permits (Haz Mat Storage & Use; Haz Waste Generator, AST, UST)	EHS/ Posted in ADM - 2nd Floor (M. Elliott)
		Haz Mat and Haz Waste Inventory Statements	EHS - on line at CERS website (M.Elliott)
		Training Records (Haz Mat handling; Haz Waste generator)	EHS / Individual departments
		Manifests	EHS (hard copies maintained on file in ADM 260)
		UST Operator records	RB Petroleum, is UST Operator (A. Aaberg)
SPCC Plan (for California AST Program)	EHS (Controlled copy on file in ADM 260) (M. Elliott)		
Department of Transportation (DOT) - Hazmat/ Hazwaste Shipments	Hazmat/Hazwaste Shipments	DOT Training Records for individuals who sign a Manifest or BOL for DOT-regulated materials.	EHS maintains a copy of training certificates on the network drive.
Federal Aviation Administration (FAA) - Hazmat Shipments via Air	Hazmat Shipments	DOT Training Records for individuals who sign a BOL for shipment of hazardous materials via Air.	EHS network drive.
Marin County Department of Public Works/ City of Tiburon	Wastewater Permit	Permit compliance records	EHS, RTC
Marin County Fire Department	Fire Safety	Extinguishers & fire systems inspection records	RTC
SF Department of Public Health (SFDPH) - Environmental Health	Medical Waste Permit	Permit (LQG)	EHS network drive & posted at Student Health Center
		Medical Waste Management Plan	COSE
		Emergency Action Plan (EAP)	COSE
		Treatment Records	COSE
		Training Records	COSE, Student Health Center
		Medical Waste Shipping Documents	EHS and individual generators:Student Health Center;
	Swimming Pool	Logs	FSE (A. Aaberg)
On-site Wells	Well Destruction documentation	EHS Network Drive (M.Elliott)	
SF Public Utilities Commission (SFPUC) - Regulatory	Wastewater Permit	Wastewater Permit (Class II)	EHS Network Drive (M. Elliott)
		Records associated with cleaning out grease traps	FSE (Cesar Chavez Bldg.)
		Paint Trap Maintenance Log (Plumbing Shop)	FSE (HVAC Shop, A. Aaberg)
		Silver Recovery Unit maintenance records	EHS/ Fine Arts (R. Soleimani)
		Manifest records	EHS files in ADM 260 (M.E lliott)
SF Public Utilities Commission (SFPUC) - Infrastructure	Stormwater (Construction)	Inspection records, strom drain maintenance	EHS Network Drive; FSE (AMMS)