IOWA DEPARTMENT OF NATURAL RESOURCES
APPLIANCE DEMANUFACTURING (ADP) PERMIT INSPECTION FORM

Permit No.: _____ -ADP- _____ - _____ County: _____

Facility Name: _____ Phone Number: _____

Facility Address: _____ City/State/Zip: _____

Responsible Official: _____ Phone Number: _____

Mailing Address: _____ City/State/Zip: _____

Person(s) Present: 1. _____

2. _____

3. _____

Date of This Inspection: _____ Date of Last Inspection: _____

*Be advised your facility may require, due to either SIC code or onsite management practices, an NPDES General Permit #1 (Stormwater permit).

Storage & Handling

IAC 567 Chapter 102.602[455D]: Appliance Storage & Handling Prior to Demanufacturing		Yes	No	NA
102.602(1)	Are appliances being stored to prevent capacitors, refrigerant lines, compressors, and components containing mercury from being damaged and allowing a release into the environment?	☐	☐	☐
102.602(2)	Are appliances being handled in a way which prevents damage, cuts, or breaks in refrigerant lines, compressors, capacitors and components containing mercury from being damaged and allowing a release into the environment?	☐	☐	☐
102.602(3)	Are less than 1,000 appliances being stored prior to demanufacturing?	☐	☐	☐
102.602(4)	Are appliances being demanufactured in 270 days or less?	☐	☐	☐

Comments:

Operations

IAC 567 Chapter 102.605[455D]: Fixed Facility & Mobile Operations		Yes	No	NA
102.605(1)	Is demanufacturing taking place on an impervious floor (including but not limited to concrete, ceramic tile, or metal)?	☐	☐	☐
102.605(2)	Is the point of demanufacturing located 50 feet or more from a well and any water of the state?	☐	☐	☐
102.605(5)	Is a unique marking system (minimum of nine inches square) being applied to the appliances after demanufacturing?	☐	☐	☐

Comments:

Training

IAC 567 Chapter 102.606[455D]: Training		Yes	No	NA
102.606(1)	Is at least one owner or employee completed a Department-approved training course?	☐	☐	☐
102.606(1)	Is one trained person on site at all times when appliances are being demanufactured?	☐	☐	☐

Comments:

IAC 567 Chapter 102.607[455D]: Refrigerant Removal Requirements		Yes	No	NA
102.607(2)	Is removal of refrigerant being done in an area where the temperature of the surrounding air and that of the appliance being demanufactured is 45 degrees Fahrenheit or greater?	☐	☐	☐
102.607(4)	If compressor oil is being removed from the refrigeration units, is it being stored in accordance with 567-119.5 (Note: AST must be large enough and on an impermeable surface to prevent spills, meet API construction standards, have absorbent material available, have a gauge to monitor liquid level, & meet Ch. 567-135 &136 if UST)	☐	☐	☐
102.607(5)“a”	Is the ammonia gas being vented into water and is the resulting wastewater being properly disposed of?	☐	☐	☐
102.607(5)“d”	Is removal of sodium chromate liquid taking place on an impervious surface?	☐	☐	☐
102.607(5)“e”	Is sodium chromate being properly stored in DOT-approved containers labeled with a proper EPA-approved chromium label stating “chromium” or “hazardous waste”?	☐	☐	☐
102.607(5)“g”	If sodium chromate waste is being generated, does the facility maintain records to determine if the person is a very small quantity generator (VSQG), small quantity generator (SQG), or large quantity generator (LQG) of hazardous waste?	☐	☐	☐

Comments:

Mercury Components

IAC 567 Chapter 102.608[455D]: Mercury-Containing Component Removal & Disposal		Yes	No	NA
102.608(1)	Are all components containing mercury being removed? Are precautions being taken to prevent breakage of the mercury containing components?	☐	☐	☐
102.608(2)	Are mercury components being stored in containers with a proper EPA-approved label stating “Universal Waste-Mercury Containing Equipment”, or Waste Mercury-Containing Equipment”, or “Used Mercury Containing Equipment” in both English and the predominant language of any non-English-reading workers?	☐	☐	☐
102.608(3)	Is the date when the first mercury-containing component was placed in the container affixed to the container?	☐	☐	☐
102.608(4)	Have mercury containing components been stored no longer than one year?	☐	☐	☐
102.608(5)	Is the weight of mercury containing components accumulated less than 5,000kg (11,025 lbs)?	☐	☐	☐
102.608(8)	Are fluorescent tubes, lamps, bulbs, etc., being placed in a container and packaged to prevent breakage to an EPA-approved recycler or processed in a manner that complies with state and federal regulations?	☐	☐	☐

Comments:

PCB Capacitors

IAC 567 Chapter 102.609[455D]: Capacitor Removal Requirements		Yes	No	NA
102.609(2)“a”	Does the facility have an EPA identification number?	☐	☐	☐
102.609(2)“b”	Are PCB items being stored in a manner that provides adequate protection from the elements and adequate secondary containment? Storage must take place on an impervious material above the 100-year floodwater elevation	☐	☐	☐
102.609(2)“c”	Is the point of demanufacturing located above the 100-year flood water elevation?	☐	☐	☐
102.609(2)“d”	Are the capacitors containing or suspected of containing PCPs placed in a DOT approved container with no signs of damage? Are PCB storage containers filled to two inches of absorbent material in the bottom?	☐	☐	☐
102.609(2)“e”	Are PCB containers DOT-approved and labeled with a 6” by 6” yellow label stating “PCBs” as described in 40 CFR part 761.45?	☐	☐	☐
102.609(2)“f”	Is the date the first PCB containing item was placed in the container on the container	☐	☐	☐

102.609(2)“f”	Are non leaking small PCB capacitors that are stored in an area that does not comply with the requirements in 102.609“a” to “f” stored for less than 30 days from the date of removal and a notation placed on the PCB capacitor indicating the date the item was removed from the appliance?	☐	☐	☐
102.609(2)“h”	Are the PCB containing items stored for no more than 270 days? Is the storage area labeled with the PCB M mark? Is the storage area inspected every 30 days and the inspection documented?	☐	☐	☐
102.609(2)“i”	If the demanufacturing stores more than 45kg (99.4 lbs) at any one time, is the demanufacturer maintaining annual written records and annual document log as required by 40 CFR 761.180?	☐	☐	☐

Comments:

Spills

IAC 567 Chapter 102.610[455D]: Spills		Yes	No	NA
102.610(2)	Are spill records being kept and has the facility reported spills that resulted in a hazardous condition?	☐	☐	☐
102.610(3)	Is a mercury spill kit on hand?	☐	☐	☐

Comments:

Reporting

IAC 567 Chapter 102.611[455D]: Record Keeping & Reporting		Yes	No	NA
102.611(2)	Are records of the following being kept? a. Number of appliances demanufactured in each of the following categories: 1. Refrigerators and freezers 2. Commercial coolers 3. Air-conditioning units 4. Dehumidifiers 5. Gas water heaters 6. Furnaces 7. Clothes washers and clothes dryers 8. Dishwashers 9. Microwave ovens 10. Other items containing mercury, refrigerant or PCB containing articles. b. Number of mercury switches removed from appliances. c. Number of mercury thermocouples removed from appliances. d. Date the first item was placed in the mercury storage drum that is in use on December 31. e. Number of fluorescent tubes removed from appliances. f. Number of sodium chromate containing appliances shipped to another demanufacturer. g. Amount of refrigerant removed. h. Number of PCB capacitors removed. i. Number of PCB ballasts removed. j. Date the first PCB containing item was placed in the storage drum that is in use on December 31.	☐	☐	☐
102.611(3)	Are records of the following being kept on site for a minimum of three years? a. All hazardous waste manifest and bills of lading for shipments of refrigerant, mercury switches, PCB containing materials, and any hazardous waste. b. Receipts for any sodium chromate containing units that were sent to another facility for processing. c. Documentation of destruction or receipt from a regional collection center for all PCB materials shipped. d. Documentation of inspections of the PCB storage area as required by 102.607“h”	☐	☐	☐

	e. Annual written records and annual document log if required by 102.607(4)"I" f. Copy of the annual report as required in 102.609(1)			

Comments:

Processing

IAC 567 Chapter 102.613[455D]: Shredding of Appliances		Yes	No	NA
102.613(1)	Has fluff from shredding demanufactured appliances been tested at least quarterly for PCBs, and TCLP for heavy metals? Have these results being sent to the department within 30 days of the end of each quarter? And are these records being kept onsite for a minimum of three years?	☐	☐	☐
102.613(3)	Are appliances being demanufactured before shredding or processing?	☐	☐	☐
102.613(3)	If appliances are being accepted from demanufacturers for recycle/disposal, have the appliances been demanufactured in accordance with Federal regulations and state laws from which the appliances were received?	☐	☐	☐

Comments:

Summary of Requirements	**Compliance Date:**

Summary of Reminders	**Compliance Date:**

Summary of Recommendations	**Compliance Date:**

Attach facility photos (if applicable) separately.

Inspector: _____ Reviewer: _____

Date: _____ Date: _____