

IFB 16-6049

Attachment B: DLA Checklist 2000

DRMS INSPECTION LOG

(Prescribing Authority: DRMS-I 4160.14, Sec 1)

(Not to be used for RCRA permitted facilities inspections.

Only to be used for usable/scrap/non-permitted HW storage facilities)

DATE/TIME

AREA/BUILDING	PRINTED NAME OF CHIEF/SITE MGR.	SIGNATURE OF FIELD MANAGER.CHIEF OR DESIGNEE			INSPECTOR NAME		
SAFETY AND EMERGENCY	OBSERVATION	Inspector Initials			DISCREPANCY	DATE, CORRECTIVE ACTION, AND ESTIMATED COMPLETION DATE (ECD)	Inspection Frequency
		YES	NO	N/A			
Emergency eyewash/shower stations. Permanently installed and self-contained.	Is access unobstructed, clearly marked, clean, functional checked, flushed, fluid changed and level checked?. 29 CFR 1910.151(c) & DRMS-I 4160.14, Sec 1 C3.7.3.4						Weekly
Personal Protective Equip. (PPE) Including respirators, eye protection, clothing, etc	Is the PPE clean and serviceable? Have all employees been trained and are their PPE Certification Forms completed and on file?. 29 CFR 1910.132 and 29 CFR 1910.134						Weekly
Housekeeping: Including office/common areas, yard/parking lot, etc.	Are all office/common and storage areas (<i>government and contractor</i>) to include outside areas clean, orderly, and sanitary? Are aisles free of property and other obstacles?						Weekly
Aisles, stairs, floors, exits	Are they clear, painted as required, clearly marked? 29 CFR 1910.22(b) , 29 CFR 1910.38 , 40 CFR 265.35 and DRMS-I 4160.14 Sec 2 C8.2						Weekly
Fire Extinguishers	Are they properly charged, mounted, serviceable, properly rated and labeled? 29 CFR 1910.157(c)(4) , 40 CFR 265.32(c) , and DRMS-I 4160.14 Sec 2 C8.2.9.2.3						Monthly
First-Aid equipment & supplies	If on hand, are the kits stocked (with no expired items) and organized? 29 CFR 1910.151 (b) and Appendix A						Monthly
Telephone system	Are they properly marked with emergency numbers and operational? Are infrequently used phones checked for operation? 40 CFR 265.32(b) DRMS-I 4160.14 Sec 2 C8.2						Monthly
Absorbents	Are absorbents available for saturation, contamination with the proper quantity limits and are they chemically compatible?						Monthly
Empty Drums/Containers (<i>Other than scrap; e.g. ammo cans, shipping & engine containers</i>)	Are empty drums corrosion free, secured, properly stored, free of standing water and do turn-in documents verify the drums are "empty"? DRMS-I 4160.14, Sec 3 Special Processing (Containers Empty) and (<i>Mosquito Infested Property</i>)						Monthly

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AREA/BUILDING	PRINTED NAME OF CHIEF/SITE MGR.		SIGNATURE OF FIELD MANAGER/CHIEF OR DESIGNEE			INSPECTOR NAME	
SAFETY AND EMERGENCY <i>(Continued)</i>	OBSERVATION	Inspector Initials			DISCREPANCY	DATE, CORRECTIVE ACTION, AND ESTIMATED COMPLETION DATE (ECD)	Inspection Frequency
		YES	NO	N/A			
Storage racks	Is material placed at proper height - 18" under sprinkler heads? 29 CFR 1910.141						Monthly
Switch panels	Is there a 3 foot clearance? 29 CFR 1910.303 (G)(1) and 1910.304 and 1910.305						Monthly
Forklifts	Are trucks inspected daily prior to being placed into service using either the DLA Daily Operator Checklist or a host equivalent? 29 CFR 1910.178						Monthly
Forklifts	Are defects immediately reported and corrected? 29 CFR 1910.178						Monthly
Equipment: Including cranes, hoists, pallet jacks, balers. etc	Is it serviced, checked for leaks, and in good condition? 29 CFR 1910.178 and 179						Monthly
OSHA compliant labeling on all HM including DRMO-owned	Is there OSHA compliant labeling on HM? 29 CFR 1910.1200						Monthly
Battery charging area	Is it well ventilated, identified, located outside flammable storage area, and free from overflowing acid? CFR 1910.178(g) (1-12)						Monthly
Yard/outside area	Are the tires, containers, etc., free of standing water? DRMS-I 4160.14, Sec 3 , Special Processing (<i>Mosquito Infested Property</i>)						Monthly
Emergency	Is a method and means available to notify workforce and visitors of an emergency and to disseminate evacuation or other essential information, i.e. public address system, cell phones, etc. DRMS-I 4160.14 Sec 1 C4.7.3						Monthly
Emergency Plans	Are Emergency Action plans developed and posted/available with employees trained on how to use the plan? 29 CFR 1910.38 DRMS-I 4160.14 Sec 2 C8.6.2 DRMS-I 4160.14 Sec 1 C4.7.3						Semi-Annually
Emergency Plans and Exercises	Are the fire plans and two other scenarios exercised yearly? DRMS-I 4160.14 Sec 1 C4.7.3.3						Semi-Annually

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NON-PERMITTED HW STORAGE AREA	OBSERVATION	Inspector Initials			DISCREPANCY	DATE, CORRECTIVE ACTION, AND ESTIMATED COMPLETION DATE	Inspection Frequency
		YES	NO	N/A			
Signs for Storage Areas (rooms)	Are the appropriate signs (e.g.NO SMOKING, FLAMMABLE, ACID, TOXIC), properly posted? 40 CFR 265.17. DLAI 4145.11, Chap 4, Sec II 4.4-4.20 and DLA-I 4145.11, 8.9 (B) DRMS-I 4160.14 Sec 2 C8.2.13.2.7.3						Weekly
Personal Protective Equip. (PPE) Including respirators, eye protection, clothing, etc	Is the PPE clean and serviceable? Have all employees been trained and are their PPE Certification Forms completed and on file?. 29 CFR 1910.132 & 29 CFR 1910.134						Weekly
Housekeeping: Including office/common areas, yard/parking lots, etc.	Are all office/common and storage areas (<i>government & contractor</i>) to include outside areas clean, orderly, and sanitary? Are aisles free of property and other obstacles? 29 CFR 1910.22(a)						Weekly
Container integrity	Are they free from corrosion, structural defects, open lids and leaking contents? 40 CFR 265.171, DRMS-I 4160.14, Sec 1, C3.5.1.2.3.6, DRMS-I 4160.14, Sec 2, C8.2.13.2.1						Weekly
Sealing of containers	Are the lids secure and free of leaks or discoloration? 40 CFR 265.173 DRMS-I 4160.14, Sec2, C8.2.13.2						Weekly
Marking/labeling of containers	Are they properly identified, including correct data and security? 40 CFR 262.31-32, DLA-I 4145.11,8.9B, DRMS-I 4160.14 Sec 2, C8.2.13.4						Weekly
Containment area coating/sealant	Are there cracks, worn spots and what is the overall condition? Is there proper grading or curbs to mitigate spills (<i>outside storage</i>) 29 CFR 1910.106(6)(iii)						Weekly
Non-Permitted Storage Area	Is container height and spacing sufficient? Are containers easily accessible? 40 CFR 265.171						Weekly
Segregation of incompatible wastes	Are incompatible wastes being stored with proper barrier distances? 40 CFR 265.176 & 265.177. DRMS-I 4160.14 Sec 1 C2.15.2.2 and Sec 2, C8.2.13.2.6-8 DLA-I 4145.11, Chapter 4						Weekly
Pallets	Are the pallets in good condition? e.g. not broken, warped, missing nails or stained? DRMS-I 4160.14 Sec 1 C3.7.4.4. Are wooden pallets & packaging material compliant with International Standards Phytosanitary Measures (ISPM)15? DOD Interim Policy on Phytosanitary Measures for Wood Packaging Material (WPM) Transiting International Borders						Weekly
Tools: Including nonsparking shovels, bung wrench, etc.	Are tools available, clean, serviceable, corrosion free and nonsparking? OSHA Guidelines (e.g., toluene, xylene, etc.) DRMS-I 4160.14 Sec 2 C8.2.8.2 C8.6.3.8						Monthly

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AREA/BUILDING	PRINTED NAME OF CHIEF/SITE MGR.		SIGNATURE OF FIELD MANAGER/CHIEF OR DESIGNEE			INSPECTOR NAME	
SCRAP	OBSERVATION	Inspector Initials			DISCREPANCY	DATE, CORRECTIVE ACTION, AND ESTIMATED COMPLETION DATE (ECD)	Inspection Frequency
		YES	NO	N/A			
Personal Protective Equip. (PPE) Including respirators, eye protection, clothing, etc	Is the PPE clean and serviceable? Have all employees been trained and are their PPE Certification Forms completed and on file?. 29 CFR 1910.132 & 29 CFR 1910.134						Weekly
Housekeeping: Including office/common areas, yard/parking lots, etc.	Are all office/common and storage areas (<i>gov. & contractor</i>) to include outside areas clean, orderly, and sanitary? Are aisles free of property and other obstacles? 29 CFR 1910.22(a) 40 CFR 261.1 (c)(6) & 265.35 DRMS-I 4160.14 Sec 2 C8.9						Weekly
Scrap piles/tires	Are there leaks spills or hazards present? Is the scrap positioned to avoid rainwater collection? DRMS-I 4160.14 Sec 3 Special Processing (<i>Mosquito Infested Property</i>) Are scrap tires stacked properly and covered to prevent water accumulation? DRMS-I 4160.14, Sec 3 (Tires)						Weekly
Cylinders and fire extinguishers	Are they purged, mutilated, DOT marking removed, punctured or inlet threads destroyed? Are they properly labeled/ tagged "Condemned Scrap" and segregated from other scrap and treated as compressed cylinders? DLA-I 4145.25 , DRMS-I 4160.14, Sec 3 (Compressed Gas Cylinders)						Weekly
Non-Hazardous empty drums/containers (e.g. shipping, engine, ammo, triple rinsed, liners removed, etc.)	Have the drums/containers been triple rinsed and marked "triple rinsed"? Are drums/containers free of leaks, positioned to avoid rainwater collection and are the hazardous markings removed? DOD 4160.21-M, Chapter 10 , Att 1(9) and DRMS-I 4160.14, Sec 3 Special Processing (<i>Containers Empty</i>) and (<i>Mosquito Infested Property</i>)						Weekly
SCL ENA (Appliances, electrical), SCL EWG (White appliance goods)	Are there spills or leaks? Ensure material is not baled, shredded, compressed, or stacked. Is material segregated from other scrap? Are "ODS Removed" tag affixed? 40 CFR 82.150-166 , DOD 4160.21-M , Chapter 10, Att 1(24) DRMS 4160.14 Sec 3 , Special Processing (<i>ODS (household appliances/ white goods) and (refrigeration equipment & refrigeration appliances)</i>)						Weekly

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SCRAP (Continued)	OBSERVATION	Inspector Initials			DISCREPANCY	DATE, CORRECTIVE ACTION, AND ESTIMATED COMPLETION DATE (ECD)	Inspection Frequency
		YES	NO	N/A			
Fluorescent light bulbs/ballast	Has it been removed from fixture prior to processing? Are bulbs stored to prevent breakage or release of contents? Are ballast marked "No PCB"? 40 CFR 761C(9) , DRMS 4160.14 Sec 3 , Special Process (<i>Light Bulb</i>)						Weekly
Vehicle scrap	Are hazardous items removed, e.g. batteries, fire extinguishers? Liquids drained and free of debris? DRMS-I 4160.14 Sec 3 , Special Processing (<i>Vehicle</i>) Are Low Level Radiation Gauges removed? DRMS-I 4160.14 Sec 3 (<i>Radioactive Material</i>)						Weekly
All batteries for recycling	Any spills or leaks? Are batteries properly banded/secured to pallets? If stacked, are layers separated by plywood or fiberboard? If drained, are they placed on their side? Are they properly stacked and capped to prevent anodes/cathodes from touching? 40 CFR 266.80 & 273.2.261.20 DOD 4160.21-M, Chapter 10 , Att 1, para 3, (<i>Batteries</i>) DRMS-I 4160.14 Sec 3 Special Processing (<i>Batteries</i>)						Weekly
Scrapped metalworking machines (FSG 34)	Are the machines properly stored and free of contamination, leaks, spills and debris? Are PCB test results and a PCB statement provided with the ETID/DTID if required? DoD 4160.21-M, Ch 4, par B43 , DRMS 4160.14, Sec 3, Special Processing (<i>Metalworking machines</i>)						Weekly
Equipment, chemicals and supplies for DRMO use: Including cylinders, aerosol cans, etc.	Is it properly secured and stored and positioned to avoid rain water collection? DLA-I 4145.25 Sec 5 DRMS-I 4160.14 Sec 3 Sec 1 C2.15 Sec 2 C8.2 Sec 3 Special Processing (<i>Mosquito Infested Property</i>)						Weekly
Radiation Detector	Has a calibration source been passed through the radiation detector to insure it's operational? DRMS-I 4160.14, Sec 1 C3.6				If not operational, contact DES Battle Creek Safety and Health Office		Weekly

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AREA/BUILDING	PRINTED NAME OF CHIEF/SITE MGR.		SIGNATURE OF FIELD MANAGER/CHIEF OR DESIGNEE			INSPECTOR NAME	
USABLE STORAGE AREA	OBSERVATION	Inspector Initials			DISCREPANCY	DATE, CORRECTIVE ACTION, AND ESTIMATED COMPLETION DATE	Inspection Frequency
		YES	NO	N/A			
Personal Protective Equip. (PPE) Including respirators, eye protection, clothing, etc	Is the PPE clean and serviceable? Have all employees been trained and are their PPE Certification Forms completed and on file?. 29 CFR 1910.132 & 29 CFR 1910.134						Weekly
Housekeeping: Including office/common areas, yard/parking lots, etc.	Are all office/common and storage areas (<i>government and contractor</i>) to include outside areas clean, orderly & sanitary? Are aisles free of property and other obstacles? 29 CFR 1910.22(a)						Weekly
Vehicles	Are there any leaks or spills found? Are drip pans and/or water repelling absorbent pads being used? (<i>DRMO and contractor control</i>)? Have hazardous chemicals been removed? Are Low Level Radiation gauges removed? Have medical supplies been removed from ambulances? NOTE: If going to scrap, remove extinguisher & battery. DRMS-I 4160.14 Sec 3 Special Processing (<i>Vehicles</i>) DRMS-I 4160.14 Sec 3 Special Processing (<i>Radioactive Material</i>) 29 CFR 1910.157(c)(4)						Weekly
Metalworking machines (FSG 34)	Are the machines properly stored and free of contamination, leaks, spills and debris? Are PCB test results and a PCB statement provided with the ETID/DTID if required? DoD 4160.21-M, Ch 4, par. B43, DRMS-I 4160.14 Sec 3, Special Processing (<i>Asbestos</i>)						Weekly
Asbestos containing items	Has the property been properly sealed? Are warning signs visible? 29 CFR 1910.1001(j)(2) DRMS-I 4160.14 Sec 3 Special Processing (<i>Asbestos</i>)						Weekly
Dumpsters	Have the dumpsters been checked for Precious Metals (PM), HM/HW, and do not contain usable property? Are they free of standing water? DLA One Book, Physical Security Prog. 4.6.3.1.1 40 CFR 261.3, DRMS-I 4160.14 Sec 3 Special Processing (<i>Mosquito Infested Property</i>)						Weekly
Inside Storage	With the exception of large bulk items and/or rolling stock, are the government and sales contractor storing usable property inside warehouses and protected from the elements?						Weekly

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USABLE STORAGE AREA <i>(Continued)</i>	OBSERVATION	Inspector Initials			DISCREPANCY	DATE, CORRECTIVE ACTION, AND ESTIMATED COMPLETION DATE	Inspection Frequency
		YES	NO	N/A			
Outside Storage	If large items are stored outside, has the government and sales contractor provided tarps or other coverings if the item is not intended for outside storage? GAO-05-277 Report						Weekly
	If items have been stored outside for more than 90 days, has the government and/or sales contractor provided status when property will be removed or sold? DRMS-I 4160.14, Sec 3, Special Processing (Warehousing/Storage)						Weekly
Separation of Government and Contractor Property	Is the sales contractor's property stored separately from Government property so to avoid commingling? Reference: DRMS-I 4160.14, Sec. 4, Supp. 2, C6 Enclosure 2 - Standard Operating Procedure (SOP) for Commercial Venture (CV) Transactions						Weekly

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SECURITY	OBSERVATION	Inspector Initials			DISCREPANCY	DATE, CORRECTIVE ACTION, AND ESTIMATED COMPLETION DATE (ECD)	Inspection Frequency
		YES	NO	N/A			
Access / Visitor Control	Do vehicles enter through a single gate which is under employee surveillance? Are vehicles entering monitored or escorted? DRMS-I 4160.14 Sec 1, Para. C4.6						Weekly
Access / Visitor Control	Are walls, window, doors, fence lines, (to include area under the fence, i.e., washouts, gullies & barbed wire on top of the fence), gates checked for damage and operation daily and in a condition to keep out and/or detect trespassers? DRMS-I 4160.14 Sec 1, C4.5						Weekly
Clear Zones and Barriers	Are fence lines kept free of obstructions and excessive vegetation?(20 ft. ext./5-20 ft. int.) Are walls, windows, doors, fence lines, (to include area under the fence, i.e. washouts, gullies & barbed wire on top of the fence), gates checked for damage & operation daily and in a condition to keep out and/or detect trespassers? DRMS-I 4160.14 Sec 1, C4.5						Weekly
Property Accountability	Are property losses / thefts promptly reported to HQ DRMS, i.e. SITREP, email, XAL action, etc? DRMS-I 4160.14 Sec 1, Para. C2.3						Weekly
Release of Property	Are visitors who remove property authorized by valid letter of authorization from agency, i.e. military unit, government agency, police department, government contractor, etc? GAO Report (GAO-06-943), pg 4						Weekly
Lighting	Are outside storage areas & warehouse/ building exteriors sufficiently illuminated? DLA Physical Security Guide D3f						Weekly
Parking	Is visitor and employee parking restricted from within 50 ft. of warehouse entrances? DRMS-I 4160.14 Sec 1, Para. C4.6						Weekly

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SECURITY (Continued)	OBSERVATION	Inspector Initials			DISCREPANCY	DATE, CORRECTIVE ACTION, AND ESTIMATED COMPLETION DATE (ECD)	Inspection Frequency
		YES	NO	N/A			
Pilferable Storage	Is unescorted access granted by activity chief? Are names of access-authorized employees reflected on DLA Form 1610B? Are visitors under continuous escort? DRMS-I 4160.14 Sec 1, C4.5.5.3						Weekly
Pilferable Storage	Are pilferable/sensitive items, dangerous items stored in security cage? Are CIIC instructions followed? Are pilferable/sensitive items promptly processed upon receipt? Is the backlog area checked for pilferable/sensitive items? DRMS-I 4160.14 Sec 1, C4.6						Weekly
Funds Security Container	Do funds containers weigh more than 500 lbs or secured to premises? Are combinations changed yearly and upon departure of cashier? Are funds storage limitations not exceeded? (OCONUS Only) DRMS-I 4160.14 Sec 1, Para. C4.6						Monthly
Key Control	Are all keys in system inventoried and documented every 6 months? Are twice daily repository inventories conducted? Is there a reflection of continuous accountability (DLA Forms 1610A,B & C)? DLA Physical Security Guide, D3f.						Monthly
Scrap	Are there controls in place to protect precious metal bearing scrap and high-temp scrap (i.e. barriers, visitor control, accountability, etc.) DRMS-I 4160.14 Sec 1, C4.6, C4.5						Monthly
Classified Incident Management	Does the ISA/MOA with the host, include support from the information security manager in removing/securing classified material discovered in disposal assets? DRMS-I 4160.14, Sec 1, C4.4						Annual

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FACILITIES	OBSERVATION	Inspector Initials			DISCREPANCY	DATE, CORRECTIVE ACTION, AND ESTIMATED COMPLETION DATE (ECD)	Inspection Frequency
		YES	NO	N/A			
Exterior Surfaces: Includes storage areas, parking lots, sidewalks, scrap areas, etc.	Is there evidence of failed or failing surfaces (e.g. excessive potholes, inadequate drainage, surface cracking, etc.) that requires repair? DRMS-I 4160.14 Sec 1, C2.15						Weekly
Supporting Facilities: Includes fencing, outdoor lighting, scales, docks, ramps, scrap bins, oil water separators, etc.	Is there evidence of failed or failing component(s) impacting the intended operation of the supporting facilities? DRMS-I 4160.14 Sec 1, C2.15						Weekly
Buildings: Includes offices, warehouses, DEMIL buildings, Controlled Property Center buildings, etc.	Is there evidence of damage to the building (e.g. roof (water leakage), walls, doors, beams, etc.). Is there evidence of failed or failing building systems (e.g. water. lighting. electrical, and heating, ventilation and air conditioning (HVAC), etc.). DRMS-I 4160.14 Sec 1, C2.15						Weekly
<p>NOTE: Facility repairs not done by the Host or FST/DRMO should be elevated through the Disposal Service Director (DSD) to their respective HQ DRMS component office as a potential facility project. HQ DRMS will forward to DES-WRI as a viable facility project for inclusion into the facility database and subject to DRMS Command for approval and funding.</p>							