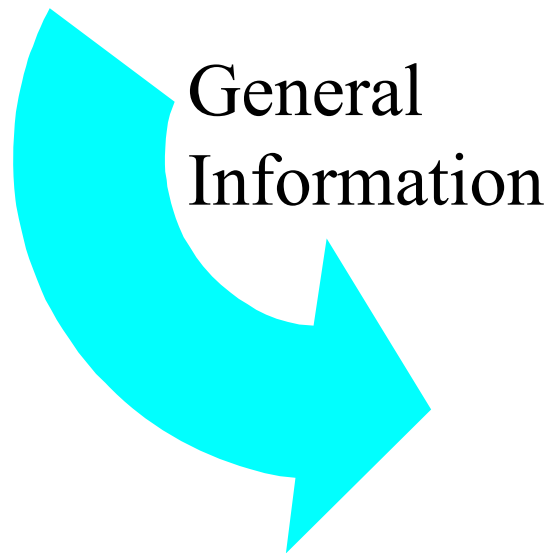


Documenting the Inspection

why?

- Provide true, accurate record
- Withstand scrutiny
- Help you remember
- Help supervisors & managers understand
- To make AG's happy

Documenting the Inspection



- Time, date
- Site name, address
- MPCA staff
- Facility owner, CEO
- Facility representative(s), Operators
- City officials (if municipality)

Documenting the Inspection



- Number of employees
- Time operating
- Type of facility
- Contact with MPCA
- Statements about conditions
- Company records

Documenting the Inspection



- Waste generation/management
- Production processes
- Permits
- Air emission sources
- Outside property
- Water treatment or discharges
- Other regulated activities

Documenting the Inspection

**Inspect & document
everything!**



Documenting the Inspection

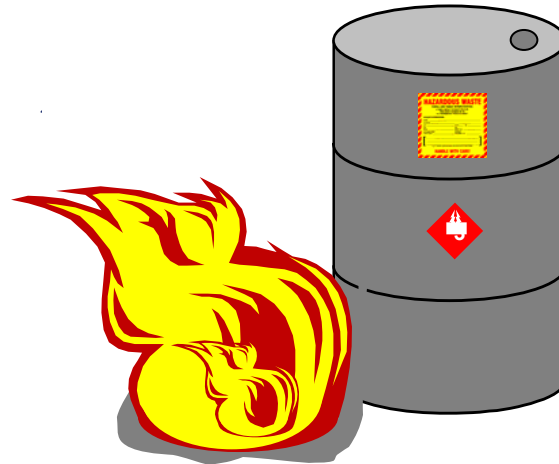
How?

- Photos
- Photocopies
- Written notes
- Floor plans, site maps

Documenting the Inspection

Tips

- Take your time
- Don't photograph MPCA staff
- Avoid hazards



Closing the Inspection



After the Inspection

Review notes

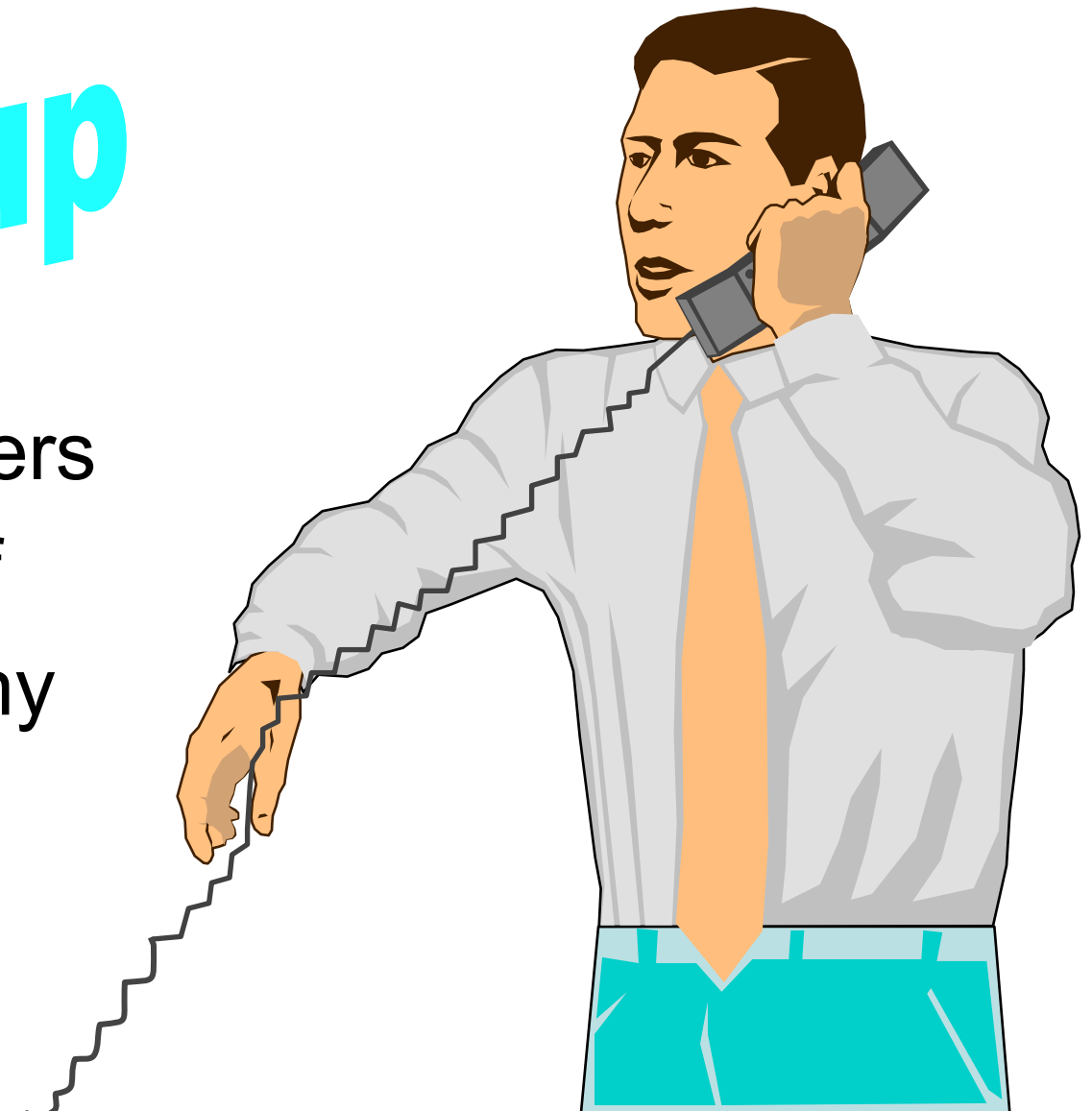


After the Inspection

Follow up

Talk to

- Coworkers
- AG staff
- Company
- Advisor



After the Inspection

Enter data

- Delta
- Complaint system



After the Inspection – Noncompliance ?

Make a file



Remember: What we do is public information!

After the Inspection

Communicate with company

- Keep communications open
- Document phone calls
- Record information sent