POPULATION HEALTH DIVISION
SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH

Cannabis Task Force - HMWP Inspection Checklist Notes

INSPECTOR NAME(S)		
DATE	TIME IN	TIME OUT

MEASUREMENTS (WRITE "N/A" IF NOT APPLICABLE)			
0_2 %	CO_2 (PPM)	LEL %	CO (PPM)

	CHECK ALL THAT APPLY		
DBA	CULTIVATION	EXTRACTION	CO2 > 200 CF
Address		Phone #	
Owner/Operator	E-Mail		

ADMINISTRATIVE REQUIREMENTS

Requirement	Date Completed (Indicate N/A if not applicable)
Obtain a Hazardous Materials Certificate of Registration from DPH- HMWP	
Establish an account in the California Environmental Reporting System (CERS)	
Complete and submit a Hazardous Materials Business Plan (HMBP) to CERS	
Provide Hazard Communication training to all employees who handle hazardous materials; **AND** Provide Emergency Response Plan Training to all employees	
Obtain an EPA Hazardous Waste Generator ID Number if business operation generates hazardous waste	

OPERATIONAL REQUIREMENTS

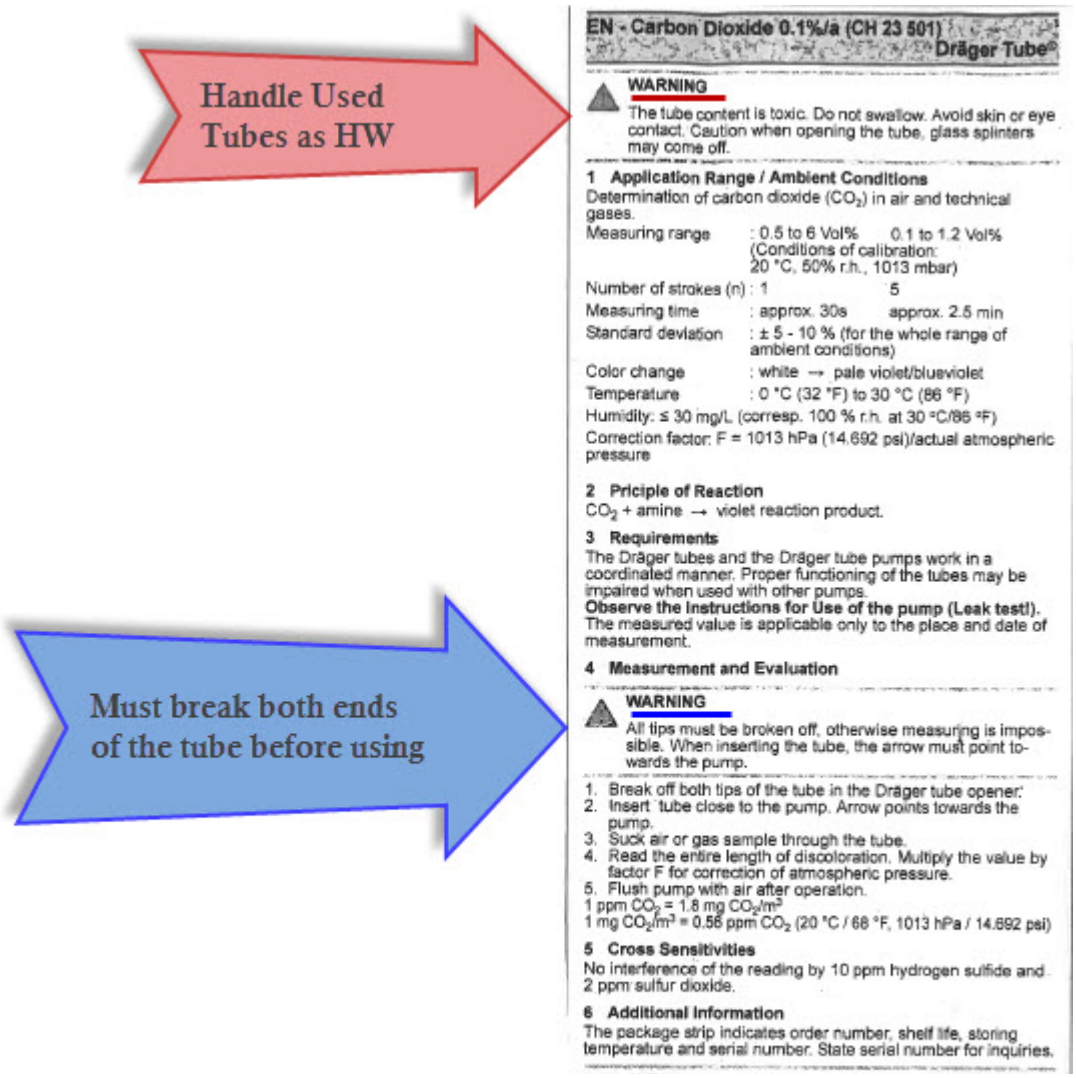
Requirement	Completed? Y/N or N/A
Conduct quarterly self-Inspections of all hazardous materials storage areas and maintain written records of the inspections	
Ensure all containers of hazardous materials are labeled with: 1) the name of the material; and 2) the appropriate hazard warning	
Ensure labels on hazardous materials containers are legible	

Ensure containers of hazardous materials are stored in a manner to prevent tipping over and/or inadvertent spills	
Maintain a spill kit on site	
Ensure all containers of hazardous waste are labeled with the words "Hazardous Waste; Name of Generator; Physical State of Waste and accumulation start date	
Ensure a hazardous waste determination is made prior to disposal of any hazardous or potentially hazardous material	

RECOMMENDATIONS

Items in this section are BEST Management practices and may be enforced by other City Departments	**Completed? Y/N or N/A**
Maintain Safety Data Sheets (SDS) for all hazardous materials stored at the site	
Keep spill clean-up materials readily available	
Store flammable materials in an approved "flammables" storage cabinet OR "flammables" safety can	
Safety cans and drums containing flammable liquids should be grounded and bonded when being used	
Containers of chemicals are stored below eye level	
Large bottles and containers are stored on shelves no higher than 5' from the floor	
Secondary containment provided for bulk liquid and hazardous waste storage	
Segregate acids from bases	
Segregate acids from flammable and combustible materials	
Segregate oxidizers from acids and flammable and combustible materials	
Compressed gas cylinders are secured against falling over	
Compressed gas cylinders are stored in a cool, dry place	
Empty gas cylinders are marked M-T or EMPTY and stored separately from full cylinders	
For sites that use and store CO2:	**Completed? Y/N or N/A**
CO2 sensors present and in current calibration	
CO2 alarms set for ≤5000 ppm	
Ventilation exhaust within 12 inches of the floor	
Ventilation system operational and designed for negative pressure	

CO_2 Drager Tube Instructions



NOTES:

1) The CO_2 Drager Tube has 2 scales: n = 1; and n =5; where n is the number of pumps used to draw in the sample.
   A) Range is 0.5 – 6.0 % by volume on the n = 1 scale
   B) Range is 0.1 – 1.2% by volume on the n = 5 scale
2) When converting measurement to ppm keep in mind:
   0.1% = 1000 ppm
   0.5% = 5000 ppm
   1.0 % = 10,000 ppm
3) CO_2 in ambient air is approximately 400 ppm. Sensitivity of Drager Tube is $\geq$1000 ppm
4) CO2 is heavier than ambient air:
   Molecular Weight of CO2 is 44
   Molecular Weight of ambient air is 29