

# Self-Audit and Inspection Guide for Facilities Conducting Cleaning, Preparation, and Organic Coatings of Metal Parts

## Statement of Need

The introduction of technologically advanced processes to the workplace presents unique challenges to regulatory inspectors, such as the Environmental Protection Agency (EPA), and industry personnel responsible for compliance. The National Defense Center for Environmental Excellence (NDCEE) has developed the *Self-Audit and Inspection Guide (SAIG)* to meet those challenges. The SAIG combines an interactive, user-friendly CD-ROM and written material to provide video segments and plain-language information summaries. The summaries convey information that is necessary to ensure that specific technologies are within environmental guidelines.

## Demonstration and Justification

Design reviews were conducted in April and August 1998 to ensure that technical aspects of the CD-ROM satisfied EPA expectations. Upon review (August, 40-percent complete), EPA officials expressed satisfaction with design aspects of the CD-ROM and were particularly pleased with its user-friendly interactivity. During the review session, EPA officials requested that additional detailed regulatory information be included. In response to this request, an in-depth summary and analysis of pertinent regulatory requirements were incorporated into the design of the CD-ROM. Additionally, multiple internal (on the CD-ROM) and external (Internet) links were incorporated into the design.

The video version of the SAIG and accompanying written reference were well received during the April 1998 EPA demonstration.

The use of plain-language information, in conjunction with video clips and narratives describing technologies and materials, can be used as an aide to enhance environmental compliance activities at public and private sector installations. The interactive nature of the CD-ROM presents technically complex information in a user-friendly manner.

## Implementation

The *Self-Audit and Inspection Guide for Facilities Conducting Cleaning, Preparation and Organic Coatings of Metal Parts (SAIG-I)* was delivered and approved after extensive review by the EPA, other federal agencies, and private-sector organizations. The NDCEE has been awarded a contractual agreement with the EPA to develop SAIG-II. SAIG-II will be developed using the same format as SAIG-I to present information specific to Inorganic Coatings.

## Follow-Up

The interactive CD-ROM, and accompanying written guide, identifies individual process steps, associated equipment, potential point source releases or waste generation activities, and Federal regulatory requirements for facilities that clean, prepare, and apply organic coatings to metal parts. The simple, plain-language format and user-friendly interface that were

developed for this audio/visual tool have broad application to many complex processes. Regulatory inspectors with little or no experience inspecting cleaning and coating lines, or facility personnel that are responsible for complying with many regulatory requirements, will also benefit from the tool and accompanying written guide.



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### Status

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