



**NPI Audit Checklist**

Audit Reference Number:

**Facility name:**

**Representative:**

**Phone number:**

**EPA Licence Number (if applicable):**

Is NPI data used to calculate EPA licence fees?

Is other monitoring data used to calculate EPA licence fees?

**EPA Officers:**

**Date of audit:**

**Background**

1. Is an EMS in place?  Yes  No (go to Q2)

a. Does this include NPI procedures?  Yes  No (go to Q2)

(View the procedures.)

2. Is an EMS planned?  Yes  No

If yes when?

3. What QA systems do you have in place?

a. Are any improvements or modification planned?  Yes  No

4. What level of environmental training does all staff receive?

High  Med  Low  None

a. Does training include NPI or monitoring?  Yes  No

5. Describe your NPI reporting team

a. Who assists with reporting?

b. Who assists with data gathering?

c. Who performs the calculations?



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6. Apart from visits from the EPA Licence Coordinator, are other Audits with an environmental focus conducted?  Yes  No (go to Q7)
- a. Do these cover emissions, chemicals, fuel or other NPI issues?  Yes  No
- b. Are these other audits of use in NPI reporting?  Yes  No
7. Are other reports generated?  Yes  No (go to Q8)
- a. Please list:  Annual return  Corporate report  Others:
- b. Do these use the same information as NPI reporting  Yes  No
8. What is the level of monitoring, chemical analyses?  
 As licensed  Regularly  None
- Does the monitoring assist you with NPI reporting?  Yes  No
9. What is the level of community interactions (environmental)?  
 High  Med  Low  None
- Does this involve emissions or issues related to NPI? Could NPI help to inform?

**Background**



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10. Is there a purchasing policy for chemicals and fuels acquisition?  Yes  No

11. How are chemicals/fuels purchased?  Central system  Individuals  
(tick all applicable, view the records)

Map out chemicals to process and fuel to use (separate sheet – process flow diagram)

12. Are chemicals used that contain NPI substances?  Yes  No (go to Q13)

a. What chemicals contain NPI substances?

b. What % substance in each material?

13. How are chemicals/fuels stored?

Fully banded

Offsite:

Bulk storage

Other:

14. Are any spillages included in the NPI report?  Yes  No

15. Are inventories conducted to check amounts in storage?  Yes  No (go to Q16)

a. Are inventories used in NPI reporting?  Yes  No

16. Are MSDSs kept?  Yes  No (go to Q17)

a. Do MSDSs give the % NPI substances in the chemicals?  Yes  No

b. Is MSDS data used in NPI reporting?  Yes  No

## Chemicals & Fuels



## NPI Audit Checklist

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17. What records does the NPI reporter use? (tick all applicable, view the records)

- The purchasing invoices
- MSDSs
- Chemical/fuel inventory
- Supplier documentation
- Other:

18. Are there any opportunities for product substitution (to reduce or eliminate NPI substance usage or emission)?  Yes  No

19. Is there any fuel stored onsite?  Yes  No

20. Are there any engines used onsite (e.g. forklifts)?  Yes  No

21. What machinery/equipment is used on site (e.g. >30MW boiler & fuel type)?

22. Describe any inputs into the facility (such as substance amounts and production levels)

23. Describe any products and waste streams from the facility

# Chemicals & Fuels



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24. Does the process have seasonal variations?  Yes  No
25. Can materials be lost during transfer activities?  Yes  No
26. Can losses/emissions occur or change due to equipment conditions?  Yes  No
27. Can operations (e.g. rinsing, mixing, overfilling) lead to losses?  Yes  No
28. Are residuals recovered and reused?  Yes  No (got to Q30)
- a. What is the fate of the residuals?
29. Are there any opportunities to reduce fugitive emissions?  Yes  No
30. Are there any process specific pollution control equipment currently in use?  
 Yes  No
31. Is there any other pollution control equipment currently in use?  Yes  No
32. Are there any cleaner production activities undertaken within the facility?  
 Yes  No

**Processes**



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Emissions

33. Are there any issues with understanding the NPI industry handbook?  Yes  No

34. What calculation techniques and estimation methods are used?

a. Do they use emission factors?  Yes  No

b. Do they update factors?  Yes  No

35. What fuels & substances trigger reporting thresholds?

36. Are there any issues or concerns with the current NPI report?

37. Are there any cross-checks (or validation or technical review)?  Yes  No

38. Are there any issues with the Online Reporting System?  Yes  No

Transfers

39. Are categories 1, 1b or 3 thresholds exceeded?  Yes  No

40. Are there any waste streams  Yes  No

a. Where do they go?

b. Are NPI substances in this waste measured?  Yes  No

c. Can it be calculated?  Yes  No

**NPI Reporting**



**NPI Audit Checklist**

Audit Reference Number:

**Extra Comments**



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