

The only detail missing from your next environmental or health and safety compliance audit is this new tool!

Detailed, easy-to-use information in a flexible Web-based auditing tool.

# BNA Auditor

***BNA Auditor* gives you everything you need for a reliable EHS compliance audit checklist:**

- Accurate, up-to-date state and federal information
- Timesaving Web links to the regulations
- Clear, concise guidance
- Ability to customize by adding corporate standards or site-specific requirements



Powered by:



**"Have I missed anything?"**

### **Specialty Technical**

**Publishers**, whose resources are preferred by most professional auditors (*Environmental and OSHA Audit Guides and Checklists for US States and Federal Jurisdictions*), and **BNA**, publishers of the most comprehensive collection of EHS information and guidance available today (*Environment & Safety Library*), have joined forces to bring you an exciting advance in EHS auditing.

**Now you can answer that question with confidence, for every EHS audit and self-assessment you perform.**

## **Introducing** ***BNA Auditor***


*BNA Auditor* gives you high-quality, easy-to-use, regularly updated state and federal content, with the automated power and selectivity you need to do all this and more:

- **Assess** a facility's compliance with all applicable federal and state environmental regulations.
- **Customize** your audit by selecting just those modules that apply to your facility.
- **Integrate** state questions with relevant federal requirements at the right point in your audit checklists.
- **Rely** on the detailed instructions, auditor guide notes, field-tested checklists, and accurate quarterly updates.
- **Link** directly to the text of any relevant federal or state citation.
- **Save, share, and export** your EHS audit checklists.
- **Generate** audit and compliance management reports.
- **Save** time and money.
- **Minimize** risk and **demonstrate** due diligence.
- And more!

*Finally, an auditing tool that meets your high standards...*

**With BNA Auditor, you can do more—and do it better—in less time.**

**BNA AUDITOR**  
Customized EHS audit protocols powered by BNA & STP

**SPECIALTY  
TECHNICAL  
PUBLISHERS**

ABOUTHELP

HOMESTART TEMPLATETEMPLATES IN PROGRESSCOMPLETED TEMPLATESBROWSE STP REFERENCE

Welcome  
(Logout)

**Welcome to BNA Auditor**  
TAKE A TOUR

BNA & Specialty Technical Publishers bring you everything you need to prepare an EHS compliance audit checklist from anywhere, at anytime, using any web browser!

- Build customized protocols using STP's fully integrated expert federal and state Guide Notes and Checklists
- Link directly to the text of federal and state regulations
- Save, share, and export your EHS audit checklist and customized reports

START BUILDING TEMPLATE

**Latest STP Release Notes**

**FEDERAL**

- » [Environmental Auditing: Federal Compliance Guide](#)
- » [OSHA Auditing: Federal OSHA Compliance Guide](#)

**CALIFORNIA**

- » [Environmental Auditing: California Compliance Guide](#)
- » [California Occupational Safety & Health Audit Guide](#)

**STATE DIFFERENCES**

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- » [Environmental Auditing: California Compliance Guide](#)
- » [California Occupational Safety & Health Audit Guide](#)
- » [Environmental State Differences](#)
- » [OSHA State Differences](#)

**Recent Audits**

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- » [California : Fire Protection](#)

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ABOUT HELP

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**Michigan > Hazardous Waste**  
**Applicability Analysis Summary**

Click on a topic or review the applicability questions for the rulebook topic. Once all questions in a section are successfully answered, the status will change to **APPLICABLE** or **NOT APPLICABLE**.

Return to a section marked **INCOMPLETE** to finish the rulebook applicability analysis for that topic.

**Note:** Check STP [Environment State Differences](#) material integrated within each federal rulebook to identify additional state compliance requirements for that topic.

There are **7** rulebooks chosen for this template.

**Hazardous Waste**

☐ Expand All / ☐ Collapse All

Topic Selected	Status	Last Saved	Mark Not Applicable
<input type="checkbox"/> Hazardous Waste			
<a href="#">Conditionally Exempt Small Quantity Generator</a>	APPLICABLE	3/23/2007 4:45:09 PM	<input type="checkbox"/>
<a href="#">Small Quantity Generator</a>	APPLICABLE	3/23/2007 4:45:18 PM	<input type="checkbox"/>
<a href="#">Large Quantity Generator</a>	APPLICABLE	3/23/2007 4:45:31 PM	<input type="checkbox"/>
<a href="#">TSD Facilities-General</a>	NOT APPLICABLE	3/23/2007 1:39:03 PM	<input type="checkbox"/>
<a href="#">TSD Facilities-Specific</a>	APPLICABLE	3/23/2007 1:42:58 PM	<input type="checkbox"/>
<a href="#">Used Oil Management</a>	NOT APPLICABLE	3/23/2007 1:39:14 PM	<input type="checkbox"/>
<a href="#">Universal Wastes</a>	APPLICABLE	3/23/2007 1:43:01 PM	<input type="checkbox"/>

REVISE TEMPLATE SAVE AS START NEW TEMPLATE

**Applicability Progress**  
7 of 7 Rulebooks Completed

**Reference Tools**

- Pre-Audit Preparations**  
Assemble the following documents and take the actions noted prior to beginning the audit at the target facility
- Regulatory Summary Reference**  
STP overview of regulatory requirements for applicability analysis topics
- STP Glossary**  
STP glossary specific to applicability analysis topics

[VIEW REPORT](#)

**Generate Audit Protocol**  
Generate a report based on your selections. Export it to your hard drive at any time during the review.

- Facility ScoreSheet**  
Applicable regulatory requirements in short form for use as basis for report of audit findings and corrective actions; exportable to Excel
- Compliance Audit Guidance**  
Integrated federal & state guidance on specific regulatory requirements; exportable to Word

[VIEW PROTOCOL](#)

After you chose a state and topic(s), and name the site, you can perform an Applicability Analysis.

## A sophisticated yet surprisingly simple user approach.

- 1. Prescreen before going to the site.**  
Using *BNA Auditor's* detailed applicability tables and guide notes, you can create a first draft of your audit protocol before you even arrive to conduct your audit.
- 2. Access and print out just what you need.**  
Filter out what you don't need and print only the materials applicable to that audit.
- 3. Continuously determine applicability.**  
Tailor your prescreening to the actual situations at the site and its processes, operations, and equipment. *BNA Auditor* allows for ongoing honing of the audit protocol as conditions and circumstances change.
- 4. Consult the relevant regulations.**  
Links throughout *BNA Auditor* speed you directly to federal and state requirements with just a click!
- 5. Create reports at your convenience.**  
Enter your findings right away, using Excel or Word.

Choose a topic to start the Applicability Analysis. This is the first step to creating a custom audit checklist, targeted to your operations, and integrating state and federal content.

Hazardous Waste			
Expand All / Collapse All			
Topic Selected	Status	Last Saved	Mark Not Applicable
Hazardous Waste			
Conditionally Exempt Small Quantity Generator	APPLICABLE	3/23/2007 1:42:49 PM	<input type="checkbox"/>
Small Quantity Generator	APPLICABLE	3/23/2007 1:42:50 PM	<input type="checkbox"/>
Large Quantity Generator	APPLICABLE	3/23/2007 1:42:53 PM	<input type="checkbox"/>
TSD Facilities-General	NOT APPLICABLE	3/23/2007 1:39:03 PM	
TSD Facilities-Specific	APPLICABLE	3/23/2007 1:42:58 PM	<input type="checkbox"/>
Used Oil Management	NOT APPLICABLE	3/23/2007 1:39:14 PM	
Universal Wastes	APPLICABLE	3/23/2007 1:43:01 PM	<input type="checkbox"/>

Conduct Rulebook-level Applicability first.

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**Applicability Progress**  
7 of 7 Rulebooks Completed

Michigan > Hazardous Waste > Hazardous Waste

**Rulebook Applicability: Conditionally Exempt Small Quantity Generator**  
Does your facility generate in a calendar month 100 kg or less of hazardous waste and accumulate no more than 1,000 kg of hazardous waste at any time; and generate or accumulate at any one time 1 kg or less of acute hazardous waste, or 100 kg or less of any residue or contaminated soil, waste, or other debris resulting from clean-up of a spill of an acute hazardous waste into or on any land or water?  
☒ Yes ☐ No

Then follow with Section Applicability.

Section Applicability: TSD Facilities-Specific			
Section	Applicability	Yes	No
1	Do you use surface impoundments to treat, store or dispose of hazardous wastes?	<input checked="" type="radio"/>	<input type="radio"/>
2	Do you use waste piles to treat or store hazardous waste?	<input checked="" type="radio"/>	<input type="radio"/>
3	Do you have a landfill or waste pile that is used to dispose of hazardous waste?	<input checked="" type="radio"/>	<input type="radio"/>
4	Do you operate a hazardous waste incinerator?	<input checked="" type="radio"/>	<input type="radio"/>
5	Do you operate under interim status and thermally treat hazardous waste in devices other than enclosed devices using controlled flame combustion?	<input checked="" type="radio"/>	<input type="radio"/>
6	Do you burn or process hazardous wastes in a boiler or industrial furnace (BIF)? NOTE: "Burn" means burning of hazardous wastes for energy recovery or destruction; "process" means processing of hazardous wastes for materials recovery or as an ingredient.	<input checked="" type="radio"/>	<input type="radio"/>
7	Do you operate under interim status and treat hazardous wastes by chemical, physical, or biological methods in units other than tanks, surface impoundments, and land treatment facilities?	<input checked="" type="radio"/>	<input type="radio"/>
8	Do you treat or store hazardous waste in containment buildings?	<input checked="" type="radio"/>	<input type="radio"/>

## **You have control over the level of detail.**

*BNA Auditor* is concise and streamlined, yet you still have the option to drill down for more technical language and data when the complexities of a situation demand it.

You can quit and save an audit, share templates, and provide access to authorized team members.

## **If compliance reviews and self-assessments are your responsibility, *BNA Auditor* is the right tool for the job.**

*BNA Auditor* is designed for independent and corporate auditors, consultants, compliance managers, and facility-level self-assessors. Whatever your focus or background, you'll reap more benefits with *BNA Auditor*. Here's how:

### ***Companies with a corporate self-assessment/compliance management program***

Help your company's individual sites meet their internal self-assessment mandates on an ongoing basis.

### ***Sites doing their own compliance analysis***

Use *BNA Auditor* as part of the ISO EMS process to identify all "legal aspects," especially at larger, more complex industrial sites.

### ***Internal audit groups***

Save money compared to the costly updating of audit checklists by yourself.

### ***Independent professional auditors/consultants***

Compete with industry leaders by having access to the knowledge and field-tested materials of a national network of EHS auditors.

### ***Companies with a California connection***

Easily access California environmental and safety rules, including major air and water districts.

### ***Attorneys***

Quickly research differences between state and federal regulations.

**Learn more...then start your complimentary trial today!**

**Contact:** STP's customer service at 800-251-0381

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# ***BNA Auditor* Outline of Contents**

## **COMPONENTS**

### ***Introduction***

- Overview and applicability summaries of federal, state, and local regulations for each topic
- Key compliance definitions

### ***Pre-Assessment Preparation***

- List of all documents, reports, and files to be gathered for review prior to on-site audit or inspection

### ***Compliance Rulebooks (Audit Protocols)***

- Detailed summaries of regulatory requirements
- Guide notes
  - ☐ How to determine applicability
  - ☐ Specific compliance elements to look for
  - ☐ Practices, conditions, or situations that could indicate potential problems
  - ☐ How to verify compliance

### ***Score Sheets***

- Allows quick recording of the facility's compliance status with each regulatory requirement
  - ☐ "Complies"
  - ☐ "Does not comply"
  - ☐ "Not applicable"

## **ENVIRONMENT TOPICS**

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| • Air quality                       | • Operator certification (POTW) |
| • Asbestos                          | • PCBs                          |
| • Audit privilege                   | • Pesticides                    |
| • Drinking water                    | • Solid wastes                  |
| • Facility management systems       | • Storage Tanks (UST, AST)      |
| • Hazardous materials               | • Toxic Substances              |
| • Hazardous wastes                  | • Underground storage tanks     |
| • Ionizing radiation (NRC licenses) | • Wastewater                    |
| • Lead-based paint                  | • Wetlands                      |
| • Oil and petroleum                 |                                 |

## **SAFETY TOPICS**

- |                         |                            |
|-------------------------|----------------------------|
| • Brazing               | • HAZWOPER                 |
| • Chemical exposures    | • ISO 9000                 |
| • Compressed gases      | • Lockout/tagout           |
| • Confined spaces       | • Machinery                |
| • Controls              | • Materials handling       |
| • Cutting               | • Means of egress          |
| • Diving                | • Medical/first-aid        |
| • Electrical            | • Occupational health      |
| • Excavations           | • Personal protection      |
| • Fire protection       | • Powered platforms        |
| • General environmental | • Record keeping           |
| • General industry      | • Process safety           |
| • Hand-held tools       | • Walking/working surfaces |
| • Hazard communication  | • Welding                  |
| • Hazardous materials   |                            |



### **About BNA**

BNA delivers specialized information to EHS, business, legal, and government professionals at every level of expertise. As the leading independent publisher of print and electronic news, analysis, and reference products, BNA has provided intensive coverage of developments in law and regulation for more than 75 years.

An extensive network of more than 500 BNA reporters, lawyer-editors, and correspondents, posted at federal, state, and international government offices, courts, and other key locations, ensures that you have timely information and expert analysis of the issues that matter most to you and your work. Our authoritative, nonpartisan publications are widely recognized for their editorial excellence and objectivity.

### **About Specialty Technical Publishers**

Since its inception in 1986, Specialty Technical Publishers has become one of North America's leading providers of reference and interpretive materials environment, health and safety, and transportation.

Written by experts from Specialty Technical Consultants who use them for their own extensive federal and state auditing, these guides offer in-depth interpretation and clarification of regulatory requirements relevant to consultants, lawyers, managers, and federal and state agencies. The publications address laws and regulations, compliance, auditing programs, and training management, and are constantly updated.



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