

Date Prepared 05/2001  
Revised 3/24/09 P. Watt  
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**BMP Automotive #17**

**TITLE:** COGAN AND WILLIAM COURTYARD INSPECTIONS

**Regulatory Citation:** Not Applicable

**Applicability:** Cogan and William Courtyard.

**Purpose:** Minimize potential for releases of hazardous substances stored in the Courtyard.

**Department Responsible:** Automotive Department Chairman (629-7272)

**Schedule:** Once per month.

**Procedures:** Once per month the Automotive Technician and/or the Environmental Health & Safety Department will conduct a visual inspection of the Cogan Courtyard to ensure that materials are properly stored and that the potential for releases has been minimized. The attached sheet identifies each of the items that need to be reviewed. Once the inspection is completed the inspector will sign the log sheet and maintain in the EHS files.

The Director of EHS will review all inspection sheets and communicate appropriate corrective action where necessary to the Automotive staff, faculty or Chair. Corrective action will be documented on the inspection checklist.

**Record keeping:** Inspection sheets

**Record Location:** EHS Office environmental files

**Contact:** Automotive Department Chairman (629-7272)  
Director