

## Directions for Use of the Environmental Audit Checklist

The Checklist has been developed in Microsoft Excel.

The files are named by the State they represent.

After the file is opened, select a sheet from the bottom of the page (Air Quality, Water Quality, CRTK, Hazardous Waste, Hazardous Material Transport, Spill Prevention).

There are three options (Yes, No, N/A) for selecting an answer for each question within the checklist. To select an answer, move the cursor to the appropriate cell and press any letter on the keyboard. To input the answer, either use the arrow keys to move to another block or hit the "ENTER" key.

The Comment/Concerns column will with be blank (which means to continue), or will provide a regulatory citation to refer to or will provide a suggested action.

An error message will appear in the comment column if more than one answer is provided. Delete the letter from the wrong box and select the correct box.