

ANNUAL COMPLIANCE CALENDAR

Month	Day	Requirement
January	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check
February	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check
	1 st	Post OSHA Form 300
March	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check
April	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check
May	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check
June	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check
July	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check
August	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check
September	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check

October	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check

November	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check

December	Weekly	Daily Facility Inspections
	1 st	Weekly Facility Inspections
	1 st	Monthly Facility Inspections
	1 st	Monthly Safety Inspections
	1 st	Monthly Fire Extinguisher Check

ANNUAL COMPLIANCE REVIEW CHECKLIST

The following is a list of compliance programs, reports, training programs and other regulatory issues which must be reviewed, amended, updated checked, or paid annually and **documented**. Some of the items on this list do not have a specific review date, so each company must have its own schedule.

City of Chicago Liquid Waste Fee	January 30
IEPA Non-Hazardous Waste Report	February 1
Halogenated Solvent Cleaning NESHAP Compliance Report	February 1
MWRD RD-115 Continued Compliance Report for 433 Metal Finishers	February 15
MWRD RD-925 User Charge Statement	February 20
IEPA Hazardous Waste Activity Report	March 1
RCRA Training Report	March 1
Tier II Hazardous Chemical Inventory Form to IEPA, Fire Dept., LERC	March 1
MWRD RD-115 Continued Compliance Report for 413 Electroplaters	April 27
IEPA Air Emissions Report	May 1
USEPA Risk Management Plan Report	June 29
TRI Form R to IEPA, USEPA	July 1
DOT HazMat Registration Fee	July 1
IEPA Chromium NESHAP Compliance Report (may not need submission)	July 27
IEPA Stormwater Certification (due anytime during year)	August 1
MWRD RD-115 Continued Compliance for 433 Metal Finishers	August 15
MWRD RD-115 Continued Compliance for 413 Electroplaters	October 27
IEPA ERMS Seasonal Report (10 or Less ATUs)	October 31
IEPA ERMS Seasonal Report (More Than ATUs)	November 30
Sample for User Charge Before 12/31	November 30

MWRD Copper Report	10 th of Each Month For Some Elk Grove Facilities
Contingency Plan	
Hazard Communication Training	
Airborne Contaminants Control Plan	
HazMat Training	
Forklift Training (Every 3 years)	
Stormwater Inspection (If Applicable)	