

Equipment	Y/N	# of units	Size		Service Cycle
Parts Washer					
Evaporator Unit					
Oil/Water Separator					
Distillation Unit					
Paint Guns					
Used Oil Space Heater					

Does the facility discharge to sewer or septic system?

Does the facility have floor drains?

General

Not OK	OK	N/A	UNK	
				Did the generator make a hazardous waste determination for all waste generated? 7-303
				Are test results maintained for three years after final disposal offsite for any hazard determination? 7 710(a)(2)
				Did the generator file a Hazardous Waste Handler Site ID form? 7 304(a)
				Is the Hazardous Waste Handler Site ID form up-to-the date and accurately describes waste activity and waste generation? 7 304(b)
				Has the generator reported all reportable discharges/releases of a hazardous waste or a hazardous material immediately by phone and written within 10 days? 7-105(a)(2)
				Has the generator registered with the secretary and renewed the registration annually? 7-308(b)(12)

Comments/Notes:

Manifests

Not OK	OK	N/A	UNK	
				Did the generator use the appropriate Uniform Hazardous Waste Manifest? 7-702(a)(1)
				Is the receiving facility designated on each manifest? 7 702(b)(1)
				Is the transporter's name, signature and date of acceptance on the manifest? 7 702(b)(2)

Not OK	OK	N/A	UNK	
				Is hazardous waste offered for shipment to transporters and TSDFs with EPA ID numbers? 7 309(b)(2)
				Did the generator complete the generators portion of the manifest before offering the waste for shipment? 7 309(b)(6)
				Did the generator sign and date the manifest? 7 702(b)(4)
				If the waste is not considered hazardous in the disposal state, does the generator have that state's authorization to receive the waste? 7 309(b)(5)(B)
				Are all signed copies of the manifests retained for at least 3 years? 7 702(b)(5)
				Have completed copies arrived within 35 days from the facility or 60 days from the consignee? 7 702(b)(9) If NO, see Exception Reports, page 6.
				Did the generator immediately send a copy to the Secretary? 7 702(b)(10)
				Are manifests for hazardous wastes that are subject to LDR accompanied by proper paperwork? 7 106(a)

Comments/Notes:

Exports

Not OK	OK	N/A	UNK	
				Did the generator notify the EPA 60 days before the export of a hazardous waste? 7-705(b)(1)
				Did the notification include the generator's name, mailing address, telephone number and EPA ID number? 7-705(b)(1)(A)
Did the notification include, by consignee, for each hazardous waste type:				
				A description of each hazardous waste with EPA hazardous waste code, DOT shipping name, hazard class, and DOT ID No (UN/NA)? 7-705(b)(1)(B)(i)
				The frequency or rate and period of time for waste to be exported? 7-705(b)(1)(B)(ii)
				The estimated total quantity of waste? 7-705(b)(1)(B)(iii)
				All points of entry and departure the waste will pass? 7-705(b)(1)(B)(iv)
				A description of the means by which each shipment of waste will be transported (e.g., mode of transportation, type of containers)? 7-705(b)(1)(B)(v)
				A description of the manner in which the hazardous waste will be treated, stored or disposed of in the receiving country? 7-705(b)(1)(B)(vi)
				The name and site address of the consignee and any alternate consignee? 7-705(b)(1)(B)(vii)
				The name of any transit countries through which the waste will be sent, the length of time, and the nature of waste handling during such transit? 7-705(b)(1)(B)(viii)
				Was a notification sent to the EPA's Office of Enforcement and Compliance Assurance; Office of Compliance, Enforcement Planning, Targeting and Data Division? 7-705(b)(2)
				Has the receiving country consented to accept the waste? 7-705(a)(2)

Not OK	OK	N/A	UNK	
				Did a copy of the EPA "Acknowledgment of Consent" accompany the shipments? 7-705(a)(3)
				Are copies of each notification of intent to export kept for 3 years? 7-710(d)(1)
				Are copies of the EPA Acknowledgment of Consent kept for 3 years? 7-710(d)(2)
				Are completed manifests from consignee kept for 3 years? 7-710(d)(3)

Comments/Notes:

Exception Reports

Not OK	OK	N/A	UNK	Has an exception report been filed for:
				No completed copy of the manifest from a TSD within 35 days? 7-707(a)(1)
				No manifest copy from a foreign consignee within 60 days? 7-707(a)(2)
				No completed copy of the exported manifest within 90 days? 7-707(c)(2)
				For waste returned to the United States? 7-707(c)(3)
				Are exception reports kept on file for 3 years? 7-710(a)(1)

Comments/Notes:

Annual Reports- LQGs

Not OK	OK	N/A	UNK	
				Did the LQG generator (or TSDF) file the most recent biennial report? 7-708(a)
				Are annual/biennial reports kept for 3 years? 7-710(a)(1)

Comments/Notes:

Preparedness & Prevention			
Not OK	OK	N/A	UNK
			Is the facility maintained and operated to minimize the possibility of fire, explosion, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, soil, groundwater, or surface water which could threaten human health or the environment? 7-309(a)
Is the facility equipped with the following, unless none of the hazards posed by waste handled at the facility could require a particular kind of equipment specified below:			
			An internal communications or alarm system capable of providing immediate emergency instruction (voice or signal) to facility personnel? 7-309(a)(1)(A)
			A device, such as a telephone, immediately available at the scene of operations, or a hand held two-way radio, capable of summoning emergency assistance from local police departments, fire departments or state or local emergency response teams? 7-309(a)(1)(B)
			Portable fire extinguishers, fire control equipment (including special extinguishing equipment such as that using foam, inert gas or dry chemicals), spill control equipment and decontamination equipment? 7-309(a)(1)(C)
			Water at adequate volume and pressure to supply water hose streams or foam producing equipment, or automatic sprinklers or water spray systems? 7-309(a)(1)(D)
			Is all emergency equipment tested and maintained as necessary to assure its proper operation in time of emergency? 7-309(a)(2)
			When handling hazardous waste, do personnel have immediate access to an internal alarm or emergency communication device (unless not required)? 7-309(a)(3)(A)
			If there is ever just one employee on the premises while the facility is operating, does that employee have immediate access to a device, such as a telephone (immediately available at the scene of operation) or a hand-held two-way radio, capable of summoning external emergency assistance? 7-309(a)(3)(B)
Did the generator make the following arrangements with local authorities:			
			Familiarize emergency response teams and police with the layout of the facility, properties of hazardous waste handled and evacuation routes? 7-309(a)(4)(A)
			Designate primary emergency authority to a specific police department and a specific fire department? 7-309(a)(4)(B)
			Agreements with emergency response teams, emergency response contractors and equipment suppliers? 7-309(a)(4)(C)
			Familiarize local hospitals with the hazardous waste handled at the facility and the types of injuries or illnesses which could result from an emergency? 7-309(a)(4)(D)
Whenever there is an emergency, does the owner or operator know to do the following:			
			Notify the Secretary that the facility is in compliance before operations are resumed in the affected areas? 7-308(b)(14)(F)(i)
			Maintain on file with the contingency plan a record of the time, date and details of any incident that requires implementing the contingency plan? 7-308(b)(14)(F)(ii)
			Submit a written report on the incident to the Secretary within 10 days? 7-308(b)(14)(F)(iii)
			Does the report (if applicable) include the name, address and telephone number of the owner or operator? 7-308(b)(14)(F)(iii)(aa)
			Does the report (if applicable) include the name, address and telephone number of the facility? 7-308(b)(14)(F)(iii)(bb)
			Does the report (if applicable) include the date, time and type of incident? 7-308(b)(14)(F)(iii)(cc)

Not OK	OK	N/A	UNK	
				Does the report (if applicable) include name and quantity of material(s) involved? 7-308(b)(14)(F)(iii)(dd)
				Does the report (if applicable) include the extent of injuries (if any)? 7-308(b)(14)(F)(iii)(ee)
				Does the report (if applicable) include an assessment of actual or potential hazards to human health or the environment, where this is applicable? 7-308(b)(14)(F)(iii)(ff)
				Does the report (if applicable) include estimated quantity and disposition of recovered material that resulted from the incident? 7-308(b)(14)(F)(iii)(gg)

Comments/Notes:

Contingency Planning Large Quantity Generators

Not OK	OK	N/A	UNK	
				Does the generator have a written contingency plan for the facility? 7-308(b)(14)
Does the Contingency Plan contain:				
				A description of the actions facility personnel must take to comply with the results of an emergency (Sections 7308(b)(9)(A) and 7-308(b)(9)(E))? 7-308(b)(14)(A)(i)
				Arrangements agreed to by local police departments, fire departments, hospitals, contractors and state and local emergency response teams to coordinate emergency services pursuant to 7-309(a)(4)?
				An up-to-date list of names, addresses and office and home phone numbers of all persons qualified to act as emergency coordinator? 7-308(b)(14)(A)(iv)
				An up-to-date list of all emergency equipment at the facility, including location, physical description of each item listed and a brief outline of its capabilities? 7-308(b)(14)(A)(v)
				An evacuation plan including signals to be used to begin evacuation, evacuation routes and alternate evacuation routes? 7-308(b)(14)(A)(vi)
				Are copies of the contingency plan and all revisions maintained at the facility and submitted to all local police and fire departments, hospitals, and state and local emergency response teams that may be called upon to provide emergency services? 7-308(b)(14)(B)
Has the contingency plan been reviewed and revised whenever:				
				Applicable regulations are revised? 7-308(b)(14)(C)(i)
				The plan fails in an emergency? 7-308(b)(14)(C)(ii)
				The facility changes in a way that increases the potential for fires, explosions, or releases of hazardous waste or hazardous waste constituents, or changes the response necessary in an emergency. 7-308(b)(14)(C)(iii)
				The list of emergency coordinators changes? 7-308(b)(14)(C)(iv)
				The list of emergency equipment changes? 7-308(b)(14)(C)(v)
				At all times is there at least one emergency coordinator either at the facility or on call. 7-308(b)(14)(D)

Not OK	OK	N/A	UNK	Whenever there is an imminent or actual emergency situation, does the emergency coordinator (or his/her designee) know to do the following:
				Activate internal facility alarms or communication systems? 7-308(b)(14)(E)(i)
				Notify appropriate state or local agencies with designated response roles if their help is needed? 7-308(b)(14)(E)(ii)
				If a release has occurred, identify the source, character, amount and extent of any released materials by record review or chemical analysis? 7-307(c)(14)(D)(iii)
				Assess hazards to human health and the environment, considering all direct and indirect effects? 7-308(b)(14)(E)(iv)
				In the event of an actual emergency, does the emergency coordinator know to determine if local evacuation may be necessary, and, if so, notify appropriate local authorities and be available to assist local authorities in evacuation measures? 7-308(b)(14)(E)(v)(aa)
				In the event of an actual emergency does the emergency coordinator know to notify the National Response Center (800 424 8802) and indicate his or her name and telephone number; name and address of the facility; time and type of incident; quantity of material(s) involved to the extent known; the extent of any injuries; and the possible hazards to human health or the environment outside the facility? 7-308(b)(14)(E)(v)(bb)
				Take all reasonable measures necessary to ensure that fires, explosions and releases do not occur, recur, or spread to other hazardous waste at the facility? 7-308(b)(14)(E)(vi)
				Monitor for leaks, pressure buildup, gas generation or ruptures in valves, pipes or other equipment in the event of a cease operation in response to an emergency? 7-308(b)(14)(E)(vii)
				Immediately after an emergency, the emergency coordinator must provide for treating, storing or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release, fire or explosion at the facility? 7-308(b)(14)(E)(viii)
				Ensure that no waste that may be incompatible with the released material is stored in affected areas until cleanup procedures are completed? 7-308(b)(14)(E)(ix)

Comments/Notes:

Personnel Training

Not OK	OK	N/A	UNK	
				Have facility personnel successfully completed a hazardous waste training program? 7-308(b)(15)(A)
				Is the personnel training program directed by a person trained in hazardous waste management procedures and does the program include procedures relevant to the employee' positions? 7-308(b)(15)(B)
				Does the training program ensure that facility personnel are able to respond effectively to emergencies with emergency procedures, emergency equipment, and emergency systems? 7-308(b)(15)(C)
Does the training include (where applicable) the following:				
				Waste handling procedures? 7-308(b)(15)(C)(i)
				Procedure for using inspecting, repairing and replacing facility emergency and monitoring equipment? 7-308(b)(15)(C)(ii)

Not OK	OK	N/A	UNK	
				Key parameters for automatic waste feed cutoff systems? 7-308(b)(15)(C)(iii)
				Communications or alarm systems? 7-308(b)(15)(C)(iv)
				Response to fires or explosions? 7-308(b)(15)(C)(v)
				Response to groundwater contamination incidents? 7-308(b)(15)(C)(vi)
				Shutdown of operations? 7-308(b)(15)(C)(vii)
				Have facility personnel successfully completed the program within 6 months after their date of employment or assignment to a new position? 7-308(b)(15)(D)
				Have facility personnel taken part in a review of initial training at least once per calendar year? 7-308(b)(15)(E)
Does the owner or operator maintain the following documents and records at the facility?				
				The job title for each position at the facility related to hazardous waste management and the name of each employee filling each job? 7-308(b)(15)(F)(i)
				A written job description for each position under '7 308(b)(10)(F) above which includes the requisite skill, education or other qualifications and duties of personnel assigned to each position? 7-308(b)(15)(F)(ii)
				A written description of the type and amount of both introductory and continuing training that will be given to each person filling a position listed under '7 308(b)(10)(F)? 7-308(b)(15)(F)(iii)
				Training records that document that the training or job experience required has been given to and completed by facility personnel in accordance with sections A through F above? 7-308(b)(15)(F)(vi)
				Are training records kept on current personnel until closure of the facility and on former employees for 3 years from the date the employee last worked at the facility? 7-308(b)(15)(F)(v)
Comments/Notes:				
Waste Accumulation and Storage-General				
Not OK	OK	N/A	UNK	
				Has the generator avoided disposing of hazardous waste by evaporation? 7-302(a)
				Has the generator not diluted hazardous waste? 7-302(b)
				Has the generator avoided an unpermitted release of a hazardous material to the waters or land? 7-302(c)
	NO	YES		Are tanks used to store hazardous waste? If tanks are on site and if LQG, fill out Tank Checklist (the long one) and AA, BB, CC checklists, as applicable.
				Are tanks marked with the words "Hazardous Waste" and are the contents of the tank identified? 7- 311(g)(1)

NO	YES	Is the generator placing hazardous wastes on Drip Pads or in Containment Buildings?(If yes, refer to 40 CFR Part 265 Subparts W and DD and Sections 262.34(a)(1)(iii) and (iv) for requirements) 7-311(h)
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Comments/Notes:

Satellite Accumulation

Not OK	OK	N/A	UNK	Does accumulation of hazardous waste in non-storage area(s) meet the following VHWMR requirements:
				For each wastestream, is the generator accumulating less than one cubic yard of VT-listed non-liquid hazardous waste, or one quart of acutely hazardous waste, or 55 gallons of any other hazardous waste? 7-310(a)
				For each wastestream, is the generator accumulating waste in containers at or near any point of generation? 7-310(a)
				For each wastestream, is the generator accumulating waste under the control of the operator of the process generating the waste? 7-310(a)
				Are the waste and the container chemically compatible such that no leakage occurs? 7-310(a)(1)
				Is the container in good condition? 7-310(a)(2)
				Is the container located within a structure that sheds rain and snow and on an impervious surface? 7-310(a)(3)
				Is the container holding the waste closed except to add or remove waste? 7-310(a)(4)
				Is the container marked with the words "Hazardous Waste" and other words that identify the contents? 7-310(a)(5)
				Are full containers dated and moved to a short-term storage area within three days of becoming full? 7-310(a)(8)
				Is the generator accumulating less than one cubic yard of VT-listed non-liquid hazardous waste, or one quart of acutely hazardous waste, or 55 gallons of any other hazardous waste in a short-term storage area ? 7-310(b)
				If accumulating waste in short term storage area, is the waste brought directly from the point of generation to the storage area by a trained employee at the end of each work shift (< 12 hours)? 7-310(b)(1)
				Is the shift accumulation container chemically compatible with any accumulated waste? 7-310(b)(1)(A)(i)
				Is the shift accumulation container in good condition? 7-310(b)(1)(A)(ii)
				Is the shift accumulation container kept closed except to add or remove waste? 7-310(b)(1)(A)(iii)
				Is the shift accumulation container marked or labelled as "hazardous waste" and other words that ID the contents? 7-310(b)(1)(A)(iv)
				For accumulation containers in STSA: is the accumulation container managed in accordance with the short-term storage area requirements of Section 7-311? 7-310(b)(2)(A)

Not OK	OK	N/A	UNK	
				Is each accumulation container in the STSA marked to indicate that it is an accumulation container and as to its point of generation? 7-310(b)(2)(B)
				For each accumulation container in STSA that becomes full with the amounts specified in 7-310(b), has the generator labeled the container with the date it reached the specified limit? 7-310(b)(2)(C)
				Is only one accumulation container per process wastestream being used to accumulate waste either in a satellite OR short term storage areas? 7-310(c)

REMINDER: Record Accumulation Containers either in Satellite Accumulation Containers OR Wastes in Storage Worksheets

Comments/Notes:

Short Term Storage Area

How many STSAs are there: _____

Location of HW Storage Area(s): _____ Indoors Outdoors

Not OK	OK	N/A	UNK	
				For Large Quantity Generators - Storage less than 90 days? 7-308(b)(2)(A)

Short-Term Storage Area - Design and Operating Standards

				Impervious storage surface? 7-311(a)(1)
				In a structure that sheds snow and ice? 7-311(a)(2)
				Preventive measures for storage of freezable hazardous waste? 7-311(a)(3)
				Is spill or fire control equipment required under 7-309(a)(1)(A) available in the vicinity of each short-term storage area? 7-311(a)(4)
				Are containers or tanks holding incompatible hazardous wastes segregated or stored in a separate enclosure 7-311(b)(1)
				Is hazardous waste labeling visible on all containers? 7-311(b)(2)
				Is aisle space at least 24 inches? 7-311(b)(3)

Short-Term Storage Area - Security

				Is there a warning sign posted at each storage area? 7-311(e)(1)
				Is a "No Smoking" sign posted for ignitable wastes in storage? 7-311(e)(2)
				Are the signs visible from 25 feet? 7-311(e)(1)
				For facilities bordering the province of Quebec, are the signs written in both English and French? 7-311(e)(1)

Short-Term Storage Area – Containers			
Are containers used for short-term storage clearly labeled with the following:			
			Generator's name, address and EPA ID AND "Hazardous Waste - Federal Law Prohibits..." language? 7-311(f)(1)(A)
			Name and hazardous waste ID number of the waste in the container? 7-311(f)(1)(B)
			Date when the container was first used to accumulate or store hazardous waste? 7-311(f)(1)(C)
			"Hazardous Waste - Federal Law Prohibits Improper Disposal. If found, contact the nearest police or public safety authority or the EPA" language? 7-311(f)(1)(D)
			Is the container holding the waste closed except to add or remove waste? 7-311(f)(4)(A)
			Are any containers holding hazardous waste not opened, handled or stored in a manner which may rupture the container or cause it to leak? 7-311(f)(4)(B)
			Has the generator avoided placing incompatible wastes/materials into the same container? 7-311(f)(4)(C)(i)
			Has the generator avoided placing waste into an unwashed container that previously held an incompatible waste or material? 7-311(f)(4)(C)(ii)
			Are all containers holding ignitable or reactive waste located at least 50 feet from the property line? 7-311(f)(6)
Short-Term Storage Area - Inventory & Inspection			
			Is a current hazardous waste inventory maintained at a location apart from the short term storage area? 3-11(d)(1)
			Are daily inspections conducted at each short-term storage area? 7-311(d)(2)
			Are daily inspection records kept for at least 3 years? 7-311(d)(2)
			Is a current inspection checklist maintained for each storage area? 7-311(d)(2)
Who performs inspections? _____			
Does the daily inspection checklist contain the following items:			
			Condition of Drums? 7-311(d)(2)(A)
			Safety and Emergency Equipment? 7-311(d)(2)(B)
			Aisle Space? 7-311(d)(2)(C)
			Problems Encountered/Corrective Actions? 7-311(d)(2)(D)
			Date of Inspection/Inspector's Signature? 7-311(d)(2)(E)
(See Wastes in Storage Worksheet to list containers in short-term storage)			
Comments/Notes:			

Universal Waste

How does the facility manage universal waste? _____

Not OK	OK	N/A	UNK	Universal Waste Lamps
				Are universal waste lamps packaged in containers that are structurally sound to prevent breakage and kept closed? 7-912(d)(5)(A)(i)
				Are full containers sealed with tape? 7-912(d)(5)(A)(ii)
				Are containers of lamps stacked no higher than 5 feet? 7-912(d)(5)(A)(iii)
				Are containers holding universal waste lamps marked as "Universal Waste-Lamps", "Waste Lamps" or "Used Lamps"? 7-912(e)(6)
				Can the universal waste handler demonstrate accumulation/storage for less than one year? 7-912(f)(3)
				Are all employees familiar with proper handling and emergency procedures? 7-912(g)
Mercury-Containing Devices				
				Are mercury containing devices packaged in containers that are structurally sound to prevent breakage and kept closed? 7-912(d)(6)(A)
				Are containers holding mercury-containing devices marked as "Universal Waste-Mercury Device(s)", "Waste Mercury Device(s)" or "Used Mercury Device(s)"? 7-912(e)(7)
				Can the universal waste handler demonstrate accumulation/storage for less than one year? 7-912(f)(3)
Light Ballasts				
				Are PCB-containing fluorescent light ballasts managed to prevent releases to the environment? 7-912(d)(4)
				Are PCB-containing fluorescent light ballasts, or their containers, marked as "Universal Waste- PCB Ballast(s)", "Waste PCB Ballast(s)", or "Used PCB Ballast(s)"? 7-912(e)(5)
				Can the universal waste handler demonstrate accumulation/storage for less than one year? 7-912(f)(3)
Cathode Ray Tubes (CRTs)				
				Are CRTs packaged to prevent breakage during storage, handling and transportation? 7-912d(7)
				Are CRTs, or their containers, marked as "Universal Waste- Cathode Ray Tube(s)", "Waste Cathode Ray Tube(s)", or "Used Cathode Ray Tube(s)", "Universal Waste- CRT(s)", "Waste CRT(s)" or "Used CRT(s)"? 7-912(e)(8)
				Can the universal waste handler demonstrate accumulation/storage for less than one year? 7-912(f)(3)

Comments/Notes:

Used Oil

What does the facility do with used oil? _____

Not OK	OK	N/A	UNK	
				Has the facility tested used oil? 7-812(c)(1)
				Are containers of used oil closed when not adding or removing waste? 7-806(b)(1)
				Are containers holding used oil handled or stored in a manner that may rupture the container or cause a release? 7-806(b)(2)
				Are containers holding used oil lined with materials which will not react with and are otherwise compatible with used oil? 7- 806(b)(3)
				Are containers holding used oil in good condition? 7-806(b)(4)
				Are containers holding used oil marked with the words "used oil?" 7-806(b)(5)
				Are containers holding used oil stored on an impervious surface? 7-806(b)(6)
				Are containers of used oil protected from rain or snow? 7-806(b)(7)
				Are containers of used oil and water protected from freezing? 7-806(b)(8)
				Are above-ground storage tanks holding used oil marked with the words "used oil?" 7-806(d)(2)
				Are above-ground storage tanks that are located out-of-doors equipped with secondary containment? 7-806(d)(4)

Comments/Notes:

Conditional Exemption

YES		NO		
Not OK	OK	N/A	UNK	
				Are used rags picked up and cleaned by a commercial laundering service? If yes, name of service: _____
				Are containers holding rags marked as "Destined for Laundering"? 7-203(w)(3)(A)
				Are the used rag containers kept closed and in good condition? 7-203(w)(3)(B)
				Are the used rag containers stored on an impervious surface and protected from rain and snow? 7-203(w)(3)(D)
				Are containers holding reusable absorbent material (contaminated with used oil) marked with words to identify the contents? 7-203(x)(2)(A)
				Are containers of reusable absorbent kept closed, except to add or remove waste? 7-203(x)(2)(B)
				Are containers of reusable absorbent in good condition? 7-203(x)(2)(C)

Not OK	OK	N/A	UNK	
				Are containers of reusable absorbent stored on an impervious surface and protected from rain and snow? 7-203(x)(2)(D)
				Are spent lead acid batteries being stored undercover and on an impervious surface? 7-204(f)(1)

Location batteries are recycled at: _____

Comments/Notes:

SUMMARY Comments or concerns (unless documented on Closing Conference Log):

Material provided during the inspection: