Household Hazardous Waste Facility Checklist

| **CHECKLIST** | **RESPONSES** |
| --- | --- |
| TRAINING RECORDS |  |
| 1. How do you access HHW training? 2. Type of training? 3. Date of last training? |  |
| GENERAL FACILITY INFORMATION |  |
| 1. Provide a brief description of the facility?  * Name of facility * Facility coordinator’s details * Number of staff * Operational hours and days |  |
| 1. Is this a permitted facility? |  |
| 1. How is the facility funded? |  |
| 1. Do you have a standard Operating Manual? If yes, list them. |  |
| 1. Is each container of HHW properly closed, labeled and non-leaking? |  |
| 1. Is HHW separated according to  U.S. Department of Transport hazard classes before transport? |  |
| 1. Is HHW segregated and stored within the appropriate storage container or cabinet by the end of the working day? |  |
| 1. Is HHW over packed or lab packed in USDOT approved containers? |  |
| 1. Is each container labeled with the appropriate USDOT hazard class? |  |
| 1. Are all containers closed before HHW is transported? |  |
| 1. Is a bill of lading describing the USDOT hazard class or division and the approximate quantities of HHW carried during each transport of HHW (if applicable)? |  |
| FACILITY DESIGN |  |
| 1. Is a sign posted at the facility with the following information:  * Facility name * Days and hours of operation * Emergency contact number during non-operating hours * Permit holder and number (if applicable) |  |
| 1. Are access roads designed and constructed to accommodate flow of traffic safely and efficiently? |  |
| 1. Is the base or floor of the HHW receiving and processing area constructed of concrete or asphalt? |  |
| 1. Is secondary containment provided for all HHW stored for disposal or recycling? |  |
| 1. Is each storage area for HHW designed and constructed with a weather – resistant, permanent roof with the exception of used oil stored in tanks? |  |
| FACILITY OPERATIONS |  |
| 1. How does the facility receive and unload waste from customers? |  |
| 1. How does the facility manage unknown HHW? |  |
| 1. Is HHW placed in the designated area within one week after it is received? |  |
| 1. Is all HHW, except HHW that will be distributed for use, sorted and segregated by DOT hazard class? |  |
| 1. Is all HHW labeled with the appropriate DOT hazard class? |  |
| 1. How are non-HHW materials managed? |  |
| 1. Are all containers with HHW closed, except when adding or removing waste? |  |
| 1. Do you bulk HHW? If yes, proceed to question 9, if no, proceed to question 10. |  |
| 1. What items do you bulk? |  |
| 1. How do you store your acids and bases? |  |
| 1. How do you store your bleach, ammonia and antifreeze? |  |
| 1. How do you manage batteries? |  |
| 1. How do you manage light bulbs? |  |
| 1. How do you manage HHW containers? |  |
| 1. How often is the facility inspected by staff? |  |
| 1. Does this inspection assess container integrity and waste volume? |  |
| 1. Is the inspection log dated and signed by the person who conducted the inspection? |  |
| 1. Do you operate a re-use facility? If yes, how does your re-use facility operate? |  |
| DISPOSAL |  |
| 1. Does the facility use a registered hazardous waste transporter? |  |
| 1. Is HHW documented on the manifest as a hazardous waste? |  |
| 1. Are all applicable hazardous waste codes for each waste listed on the manifest? |  |
| 1. How often does the contractor pick up HHW from the facility? |  |
| 1. What materials are disposed at landfills? |  |
| HOUSEKEEPING |  |
| 1. What type of PPE do staff members use while working at the facility? |  |
| 1. Is there spill containment equipment or tools? |  |
| 1. Is the facility clean? |  |
| 1. Does the facility have fire extinguishers? |  |
| 1. What type of fire extinguishers are available at the facility? |  |
| 1. When were the fire extinguishers serviced? |  |
| RECORD KEEPING AND REPORTING |  |
| 1. Does the facility have a copy of the approved design plan, closure plan and all modifications to the plans, at the facility or other locations included in the facility operational plan, until he facility closes? |  |
| 1. Does the facility maintain its operational manual & emergency response guide? |  |
| 1. Do you have an emergency contacts telephone posting? |  |
| 1. Are the following records maintained at the facility for at least 3 years?  * Hazardous waste manifests * Training records * Bills of lading * Land disposal restriction notifications * Notifications of changes to approved design, operations and closure plans * Weekly inspection records |  |