Household Hazardous Waste Facility Checklist

| **CHECKLIST** | **RESPONSES** |
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| TRAINING RECORDS |  |
| 1. How do you access HHW training?
2. Type of training?
3. Date of last training?
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| 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
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| 1. Is this a permitted facility?
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| 1. How is the facility funded?
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| 1. Do you have a standard Operating Manual? If yes, list them.
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| 1. Is each container of HHW properly closed, labeled and non-leaking?
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| 1. Is HHW separated according to U.S. Department of Transport hazard classes before transport?
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| 1. Is HHW segregated and stored within the appropriate storage container or cabinet by the end of the working day?
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| 1. Is HHW over packed or lab packed in USDOT approved containers?
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| 1. Is each container labeled with the appropriate USDOT hazard class?
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| 1. Are all containers closed before HHW is transported?
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| 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)?
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| 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)
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| 1. Are access roads designed and constructed to accommodate flow of traffic safely and efficiently?
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| 1. Is the base or floor of the HHW receiving and processing area constructed of concrete or asphalt?
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| 1. Is secondary containment provided for all HHW stored for disposal or recycling?
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| 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?
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| FACILITY OPERATIONS |  |
| 1. How does the facility receive and unload waste from customers?
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| 1. How does the facility manage unknown HHW?
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| 1. Is HHW placed in the designated area within one week after it is received?
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| 1. Is all HHW, except HHW that will be distributed for use, sorted and segregated by DOT hazard class?
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| 1. Is all HHW labeled with the appropriate DOT hazard class?
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| 1. How are non-HHW materials managed?
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| 1. Are all containers with HHW closed, except when adding or removing waste?
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| 1. Do you bulk HHW? If yes, proceed to question 9, if no, proceed to question 10.
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| 1. What items do you bulk?
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| 1. How do you store your acids and bases?
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| 1. How do you store your bleach, ammonia and antifreeze?
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| 1. How do you manage batteries?
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| 1. How do you manage light bulbs?
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| 1. How do you manage HHW containers?
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| 1. How often is the facility inspected by staff?
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| 1. Does this inspection assess container integrity and waste volume?
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| 1. Is the inspection log dated and signed by the person who conducted the inspection?
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| 1. Do you operate a re-use facility? If yes, how does your re-use facility operate?
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| DISPOSAL |  |
| 1. Does the facility use a registered hazardous waste transporter?
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| 1. Is HHW documented on the manifest as a hazardous waste?
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| 1. Are all applicable hazardous waste codes for each waste listed on the manifest?
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| 1. How often does the contractor pick up HHW from the facility?
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| 1. What materials are disposed at landfills?
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| HOUSEKEEPING |  |
| 1. What type of PPE do staff members use while working at the facility?
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| 1. Is there spill containment equipment or tools?
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| 1. Is the facility clean?
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| 1. Does the facility have fire extinguishers?
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| 1. What type of fire extinguishers are available at the facility?
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| 1. When were the fire extinguishers serviced?
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| 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?
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| 1. Does the facility maintain its operational manual & emergency response guide?
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| 1. Do you have an emergency contacts telephone posting?
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| 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
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