

# Hazardous Waste: Collection Area Weekly Inspection Checklist

Department: Environmental Protection

Program: Hazardous Waste

Owner: Program Manager

Authority: ES&H Manual, Chapter 17, Hazardous Waste<sup>1</sup>

This inspection checklist applies to all hazardous waste collection areas: satellite waste accumulation areas (SWAAs), waste accumulation areas (WAAs), and generic waste collection areas.

*Note This checklist does not apply to the main hazardous waste storage area, which is managed by the Waste Management Group (WM), and it does not apply to storage tanks associated with treatment units, which are routinely inspected as part of treatment unit operation.*

## Conducting Required Weekly Inspections

*Note Under such circumstances as extreme weather, more frequent inspections may be required.*

1. Print the two sections of the checklist that apply to your waste collection area  
SWAAs: Use sections A and B  
WAAs and generic collection areas: Use sections B and C
2. Inspect the checklist items to determine if the area and contents are in compliance. (See below for documentation requirements that apply only to remote locations.)
3. If corrective actions are necessary, perform them immediately or call WM for assistance.

## Remote Waste Collection Areas Only: Documented Inspection Requirements

4. Completely fill out sections B and C, including the location, date, and inspector's name. Mark each item in the check list and list observations and corrective actions taken.
5. Keep signed documents on file and available to WM for a minimum of three years.

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<sup>1</sup> SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001), Chapter 17, "Hazardous Waste", [http://www-group.slac.stanford.edu/esh/environment/hazardous\\_waste/policies.htm](http://www-group.slac.stanford.edu/esh/environment/hazardous_waste/policies.htm)

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## Section A SWAAs

All waste containers stored in a SWAA must also be inspected using Section B, "Hazardous Waste Items and Containers".

- Note All SWAAs must be formally designated as such by WM, and all requirements listed below must be met.

Meets requirements		What to look for	Comments / Corrective actions
No <input type="checkbox"/>	Yes <input type="checkbox"/>	<b>Accumulation Time</b> <ul style="list-style-type: none"> <li>▪ If the maximum accumulation time of 320 days is nearing, WM was contacted for removal</li> <li>▪ Within 3 days of reaching the 55-gallon or 1-quart limit, the container was marked with the date the quantity limit was reached, and a request was sent to WM for prompt removal</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other SWAA-specific Requirements</b> <ul style="list-style-type: none"> <li>▪ The waste is accumulated in a container located at or near the point of waste generation</li> <li>▪ The container is under the control of the operator of the process that is generating the waste</li> <li>▪ The initial date of accumulation (that is, the date waste was first placed in the container) is clearly marked on the container label and is visible</li> <li>▪ The total amount of each waste stream present at each satellite accumulation point is equal to or less than 55 gallons of hazardous waste or equal to or less than 1 quart of acutely or extremely hazardous waste</li> </ul>	

*Sign and keep on file for inspections of remote areas.*

**Section B Hazardous Waste Items and Containers**

Also inspect the area using Section A for SWAAs or Section B for WAAs and generic waste collection areas.

Meets requirements			What to look for	Comments / Corrective actions
N/A	No	Yes		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Labeling</b> Each container or item must be clearly marked with the following information <ul style="list-style-type: none"> <li>▪ The accumulation start date (that is, the date waste was first placed in the container). Waste transfer containers that are emptied daily, should be labeled "Emptied Daily" instead of the date.</li> <li>▪ The words "Hazardous Waste", waste composition, and physical state (solid or liquid)</li> <li>▪ Any hazardous properties (specify: flammable, corrosive, toxic, reactivity, or any other hazards)</li> <li>▪ Full identification: Name and extension of waste generator, SLAC, 2575 Sand Hill Road, Menlo Park, CA 94025</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Container Condition</b> <ul style="list-style-type: none"> <li>▪ Free of structural defects, dents, and leaks, and severe rusting</li> <li>▪ Clean and free of chemical residue and any debris</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Container Management</b> <ul style="list-style-type: none"> <li>▪ Containers are kept closed (except when adding or removing waste). Containers are considered closed when all lids, gaskets, and locking rings are in place and secured.</li> <li>▪ If funnels are left in place, they must be latched and provide a seal that prevents release of waste.</li> <li>▪ Containers are not overfilled. Liquids: leave 3" headspace.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Secondary Containment</b> <ul style="list-style-type: none"> <li>▪ Is in place for containers holding liquid waste or other dispersible waste (such as dust, powders, or shavings)</li> <li>▪ Is clean, free of debris, residue, and rainwater.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Incompatible Materials</b> <ul style="list-style-type: none"> <li>▪ Container is compatible with the type of waste</li> <li>▪ Incompatible wastes are segregated into separate containers</li> <li>▪ Wastes are separated from incompatible materials stored nearby</li> <li>▪ Hazardous wastes are not mixed with universal or common hazardous waste</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Empty Hazardous Materials Containers</b> All empties must be sent to WM for recycling or disposal. These details must be clearly marked on each container <ul style="list-style-type: none"> <li>▪ The word "empty", last contained X" (X = previous contents), "Date Emptied:" (If capacity is greater than 5 gal.)</li> </ul>	

*Sign and keep on file for inspections of remote areas.*

**Section C WAAs and Generic Waste Collection Areas**

Also use Section B to inspect hazardous waste items and containers.

Meets requirements			What to look for	Comments / Corrective actions
N/A <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	<p><b>Accumulation Time</b></p> <ul style="list-style-type: none"> <li>Hazardous waste has not accumulated for more than approximately 45 days from the accumulation start date on the container label.</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Requirements that may require an administrative or engineering remedy</b></p> <p>Note: Some of these items may not apply to all WAAs, depending on the storage area location</p> <ul style="list-style-type: none"> <li>Protected from foot and vehicular traffic</li> <li>Sheltered from rain or rainwater runoff</li> <li>Proper signs and identification are in place at entrance</li> <li>A telephone is readily available and operational</li> <li>Access is limited to authorized personnel only and area is locked when not in use</li> <li>Signs/instructions are posted for segregation and identification</li> <li>Floor have skit/slip prevention surfaces in place</li> </ul>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>Adequate aisle space is maintained around hazardous waste containers</li> <li>Spill response and cleanup materials and supplies are present or their location is clearly identified</li> <li>Personal protective equipment (PPE) as recommended in material safety data sheets (MSDSs) is present or location is identified</li> <li>General area is clean and free of debris</li> <li>Floor surfaces are clean, free of cracks, and in good repair</li> <li>Fire extinguishers with current annual inspection are present (if applicable)</li> <li>Safety showers/eyewashes are available and functional (if applicable)</li> </ul>	