

Large Quantity Generator and TSDF Inspection Checklist NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY DIVISION OF WASTE MANAGEMENT HAZARDOUS WASTE PROGRAM Rev. 07/2020

Facility Name:				Facility Address:				
State/EPA ID Number:					Telephone Number:			
Facility Contact:					Title:			
Date of L	ast Inspec	tion:						
Type of Notification: TSDF					LQG			
Yes	No							
		ls sa	ampling or photog	raphic equip	ment rea	uired?		
			pecial safety or pe					
			hazardous waste					
Inspection	n Type:		(unannounced)	(announced	) (CEI)	(Complaint)	(Multimedia)	(Other)
Expected			(		/ (==/		(	
Streams:								
Pre-insp	ection Int	ervie	w:					
Time In:					Time Ou	ıt:		
Date of Ir	spection:							
Business	type:							
Owner/Subsidiary of:								
Number of Employees:								
Other Comments:								
Participa	nts:				Position	า:		

<u>not</u> an ir	This checklist includes Hazardous Waste requirements found in Article 33.1-24 NDAC. It is <u>not</u> an inclusive checklist of <u>all</u> requirements for hazardous waste generators. The applicable chapter and subsection are referenced after each item.							
		Checklist						
Yes	No							
		Has the generator identified the waste streams and determined which wastes are hazardous? (33.1-24-03-02)						
		List waste streams:						
		Equipment Y/N # units Size Service						
		Parts Washers Carb/Brake Washer Distillation Unit Paint Gun Cleaners						
		Are biennial reports maintained for at least three years from the due date? (33.1-24-03-02)						
		Does the generator have copies of waste analysis, test results, or other determination for the last three years since TSDF verification? (33.1-24-03-13)						
		Is the facility equipped with an internal communications or alarm system capable of providing immediate emergency instruction to facility personnel? (33.1-24-05-16)						
		Is the facility equipped with a telephone or two-way radio immediately available at scene of operation that is capable of summoning emergency assistance from local and state government? (33.1-24-05-16(2))						
		Is the facility equipped with fire extinguishers, fire control, spill control, decontamination, and other special equipment? (33.1-24-05-16(3))						
		Is the facility equipped with water at adequate volume and pressure to supply hoses, sprinklers, foam-producing equipment? (33.1-24-05-16(4))						
		Does the facility test and maintain the equipment listed above? (33.1-24-05-17)						
Addition	al Comm	ents:						

Yes	No	
		Have wastes been shipped offsite?
		Are the manifests properly completed? (33.1-24-03-04 & Appendix I)
		Are the manifests properly signed? (33.1-24-03-07 & Appendix I)
		Descriptions on manifest similar to waste stream description? (33.1-24-03 Appendix I)
		Are copies of manifests maintained for at least 3 years for wastes shipped offsite? (33.1-24-03-13(1))
		Have wastes been received from offsite; and are copies of manifests maintained for at least 3 years for wastes received from offsite? (33.1-24-03-13(1))
		Have waste been exported to or imported from a foreign country? (33.1-24-03-17 & -30)
		Have any manifests not been returned from the TSDF during the last year and did they send in an exception report to the NDDEQ? (33.1-24-03-15(1) & (2))
		Have any unresolved manifest discrepancies been submitted to the Department? (33.1-24-05-39)
		Is a one-time written LDR notification present for the waste stream(s)? (33.1-24-05-256 (Note to Inspectors: No further notification is necessary until the waste or the TSDR change.)
		Does the LDR notification indicate appropriate treatment standards? (33.1-24-05-256)
		Are waste codes on LDR the same as the manifests? (33.1-24-05-256)
		Are LDRs maintained for 3 years after TSD verification? (33.1-24-05-256(1)(h))
Comm	ents:	

Conting	ency Pla	an Checklist
Yes	No	
		Is a contingency plan maintained onsite? (33.1-24-05-28(1)) Current Version dated:
		Does the contingency plan include arrangements with the local fire departments, police departments, hospitals, contractors and state and local emergency response teams? (33.1-24-05-20 and -27(3))
		Does the contingency plan include a response plan for fires, explosions or any unplanned sudden of non-sudden release of hazardous waste or hazardous constituents to air, soil, or surface water? (33.1-24-05-27(1) and -31)
		Does the contingency plan include an up-to-date list of all emergency equipment, their capabilities and location of each? (33.1-24-05-27(5))
		Does the contingency plan include an evacuation plan for facility personnel with signals and rally points? (33.1-24-05-27(6))
		Does the contingency plan include an up-to-date list of names, addresses and phone numbers (office and home) of all persons qualified to act as emergency coordinator? (33.1-24-05-27(4) and -30)

Yes	No	
		Are the emergency coordinators listed in the order in which they assume responsibility? (33.1-24-05-27(4))
		Have any physical changes occurred at the facility or personnel changes occurred that would impact the contingency plan and cause a need for the plan to be revised? (33.1-24-05-29)
		Is there a quick reference guide for the contingency plan? (33.1-24-05-32)
Commer	its:	

Yes	nel Trai	
		Are employees familiar with proper handling of hazardous waste and emergency response procedures? (33.1-24-05-07(1)(a))
		Is personnel training conducted by a person trained in hazardous waste management procedures? (33.1-24-05-07(1)(b))
		Is the training program designed to ensure that the contingency plan is covered along with all the emergency procedures, equipment and emergency systems? (33.1-24-05-07(1)(c))
		Have new employees been trained within six months after the date of their employment? (33.1-24-05-07(2))
		Have employees been given annual retraining? (33.1-24-05-07(3)) Date of last training:
		Does the facility have on record the job title for each position at the facility related to hazardous waste management and the name of the employee filling each job? (33.1-24-05-07(4)(a))
		Does the facility have a written job description of each position listed above? (33.1-24- 05-07(4)(b))
		Does the facility have a written description of the type and amount of training that will be given to each person filling a position listed in above? (33.1-24-05-07(4)(c))
		Does the facility have records documenting training completed by facility personnel? (33.1-24-05-07(4)(d))
		Are training records for former employees kept for at least three years from the date the employee last worked at the facility? (33.1-24-05-07(5))

	Does the facility have a permit?   Is the operating record complete?
	Is the operating record complete?
	Does the facility have a <b>permitted storage area</b> ?
	Permitted Capacity:
	Amount currently in storage:
	Are wastes in the storage area allowed by the permit?
	Is the secondary containment in good condition?
	Are there any free liquids in the secondary containment?
	Are the permitted units in compliance with the organic air emission regulations?
	Does the facility have permitted tank(s)?
	Is the tank(s) marked AHazardous Waste@ with letters at least 4 inches high?
	Are the wastes stored in the tank(s) allowed by the permit?
	Is the secondary containment in good condition?
	Are there any free liquids in the secondary containment?
	Are the permitted units in compliance with the organic air emission regulations?
	Does the facility have permitted surface impoundments?
	Is the leak detection system detecting leachate?
	Is the liner in good condition?
	Are the permitted units in compliance with the organic air emission regulations?

pection logbook present? (33.1-24-05-93) aisle space to allow inspection and emergency access? (33.1-24-05- ompatible with the wastes stored in them? (33.1-24-05-91) igned, constructed, maintained or operated to minimize the release to the air, soil or surface water? (33.1-24-05-15) hold free liquids: Is the containment free of cracks or gaps? (33.1-24-05- hold free liquids: Is the base sloped or the containment systems erated to drain and remove liquids? (33.1-24-05-94(2)(b)) hold free liquids: Does the containment system have sufficient capacity
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hald free liquide: Deep the containment system have sufficient conspirit.
rcent of the volume of containers for the volume of the largest 24-05-94(2)(c))
hold free liquids: are there any free liquids or spills in the containment I-05-94(2)(d) & (e))
hold solid waste only: is the floor sloped to drain and remove liquids or n pallets or are otherwise protected from contact with accumulated 05-94(3)(b))
nitable wastes stored at least 50 feet from the facility=s property line?
n exemption been provided from the local fire authority? written exemption present on site?

Accumulation Storage Area					
Waste Type	No. of containers	Container dated Y/N	Labeled/ Marked Y/N	Container Closed Y/N	Good Condition Y/N

	Satellite Accumulation Area Checklist Location:					
Wastes:						
Yes	es No					
		Is there less than 55 gallons of non-acute, or 1 quart of acute, hazardous waste per waste stream present? (33.1-24-03-27)				
		Is the container at or near the point of generation and under the control of the operator? (33.1-24-03-27)				
		Is the container marked/labeled as hazardous waste or the contents otherwise identified? (33.1-24-03-27(5))				
		Have the containers been marked with the hazards of the wastes contained therein? (33.1- 24-03-27(5))				
		Is the container closed? (33.1-24-03-27(4))				

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		Is the container closed? (33.1-24-03-27(4))	

Is the facility storing	ere a al la 11 tra e		
	used oli in:		
<u>Tank</u> : Abovegroun Underground	d Size:	Gallons	
Underground	d Size:	Gallons	
Container: Number:	Size:		
Are containers in go	od condition and not	leaking? (05-622.2.)	
Are the containers la	Are the containers labeled or clearly marked AUsed Oil@? (05-622.3.a.)		
If it is an und	erground tank, are th	ne fill pipes labeled? (05-622.3.b.)	
Does the facility have	e a used oil space h	eater?	
Number of space he	aters:		
Is the used oil shippe	ed offsite?		
Used Oil Jobber:			
Comments:			
Comments.			

Yes	No	
		Is the facility managing universal wastes? (05-701) Circle size:
		Small Quantity handler of universal waste
		Large Quantity handler of Universal waste
		Have the employees who handle the waste been informed of the proper handling and emergency procedures appropriate for the type or types of universal waste handled at the facility? (05-716)
		Batteries: is each battery or the container labeled AUniversal Waste-Battery(ies)@, AWaste Battery(ies)@ or AUsed Battery(ies)@? (05-714.1.)
		Mercury containing devices: is each device or container labeled AUniversal Waste-Mercury Containing Device(s)@, AWaste Mercury Containing Device(s) @ or AUsed Mercury Containing Device(s)@? (05-714.4.)
		Lamps: is each lamp or a container or package labeled AUniversal Waste-Lamp(s)@, AWaste Lamp(s)@ or AUsed Lamp(s)@? (05-714.5.)
		Container closed, structurally sound, compatible with the contents and free of leaks, spills or damage? (05-713.1.a, 713.2.a, 713.3.a and 713.4.a)
		Can the handler prove that the universal wastes are stored less than one year? (05-715.1.
Comme	ents:	

Does the facility receive wastes from VSQGs under the control of the same owner/operator? (33.1-24-03-26(5)(g))     Are containers marked with the words "hazardous waste" and the associated hazard identification? (33.1-24-03-26(5)(g)(2))	
identification? (33.1-24-03-26(5)(g)(2))	
ments:	
innonito.	-

Additional Comments:

Post-inspection review:

Conduct exit interview with facility contact. The interview should include observations made during the inspections, and recommendations on these observations. List questions raised during the inspection. Discuss all obvious violations of the rules.

State overall compliance status will be determined after reviewing inspection results with supervisors and the issuance of an inspection report.

Issue a Notice of Inspection form.

Do not discuss potential civil or criminal actions.