



**Large Quantity Generators and TSDF Inspection Checklist**  
 NORTH DAKOTA DEPARTMENT OF HEALTH - DIVISION OF WASTE MANAGEMENT  
 HAZARDOUS WASTE PROGRAM  
 Rev. 02/05

Facility Name:		Facility Address:	
EPA ID Number:		Telephone Number:	
Facility Contact:		Title:	
Date of Notification:		Date of Last Inspection:	
Type of Notification:			
TSDF		LQG	
<b>Yes</b>	<b>No</b>		
		Is sampling or photographic equipment required?	
		Is special safety or personal protection required?	
		Is a hazardous waste file maintained?	
Inspection Type:		(unannounced) (announced) (CEI) (Complaint) (Multimedia) (Other) _____	
Expected Waste Streams:			
<b>Pre-inspection Interview:</b>			
Time In:		Time Out:	
Date of Inspection:		Weather Conditions:	
Business Type:		Owner/Subsidiary of:	
Address:		Number of employees:	
Other comments:			
<b>Participants:</b>		<b>Position:</b>	
		NDDH Inspector	

This checklist includes Hazardous Waste requirements found in Article 33-24 NDAC. It is not an inclusive checklist of all requirements for hazardous waste generators. The applicable chapter and subsection are referenced after each item.

**General Facility Checklist**

Yes	No																																				
		<p>1. Has the generator identified the waste streams and determined which wastes are hazardous? (03-02)  <u>List waste streams:</u></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Equipment</th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Y/N</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u># of units</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Size</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Service Cycle</u></th> </tr> </thead> <tbody> <tr> <td>Parts Washers</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Carb/Brake Washer</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hot Water Washer</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Oil/Water Separator</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Distillation Unit</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Paint Gun Cleaners</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Equipment	<u>Y/N</u>	<u># of units</u>	<u>Size</u>	<u>Service Cycle</u>	Parts Washers					Carb/Brake Washer					Hot Water Washer					Oil/Water Separator					Distillation Unit					Paint Gun Cleaners				
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		<p>2. Are biennial reports maintained for at least three years from the due date (3/1/even yr)? (03-13.2.)</p>																																			
		<p>3. Does the generator have copies of waste analysis, test results, or other determination for the last three years since TSDF verification? (03-13.3.)</p>																																			
		<p>4. Is the facility equipped with an internal communications or alarm system capable of providing immediate emergency instruction to facility personnel. (05-16.1.)</p>																																			
		<p>5. 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? (05-16.2.)</p>																																			
		<p>6. Is the facility equipped with fire extinguishers, fire control, spill control, decontamination, other special equipment? (05-16.3.)</p>																																			
		<p>7. Is the facility equipped with water at adequate volume and pressure to supply hoses, sprinklers, foam-producing equipment? (05-16.4.)</p>																																			
		<p>8. Does the facility test and maintain the equipment listed above? (05-17)</p>																																			

Comments:

<b>Manifests and Land Disposal Restrictions Checklist</b>		
<b>Yes</b>	<b>No</b>	
		1. Have wastes been shipped offsite?
		2. Are the manifests properly completed? (03-04 & Appendix I)
		3. Are the manifests properly signed? (03-07 & Appendix I)
		4. Descriptions on manifest similar to waste stream description? (03 Appendix I)
		5. Are copies of manifests maintained for at least 3 years for wastes shipped offsite? (03-13.1.)
		6. Have wastes been received from offsite; and are copies of manifests maintained for at least 3 years for wastes received from offsite? (03-13.1.)
		7. Have any manifest discrepancies occurred during the last year; and were they reported to the NDDH? (03-15.1. and .2.)
		8. Have waste been exported to or imported from a foreign country? (03-17 & 03-30)
		9. Is a one-time written LDR notification present for the waste stream(s)? (05-256) (Note to Inspectors: No further notification is necessary until the waste or the TSDR change.)
		10. Does the LDR notification indicate appropriate treatment standards? (05-256)
		11. Are waste codes on LDR the same as the manifests? (05-256)
		12. Are LDRs maintained for 3 years after TSD verification? (05-256.1.h.)
Comments:		
<b>Contingency Plan Checklist</b>		
<b>Yes</b>	<b>No</b>	
		1. Is a contingency plan maintained onsite? (05-28.1.)
		2. Does the contingency plan include arrangements with the local fire departments, police departments, hospitals, contractors and state and local emergency response teams? (05-20 and 05-27.3.)
		3. Does the contingency plan include a response plan for fires, explosions or any unplanned sudden or nonsudden release of hazardous waste or hazardous constituents to air, soil, or surface water? (05-27.1. and 05-31)
		4. Does the contingency plan include an up-to-date list of all emergency equipment, their capabilities and location of each? (05-27.5.)
		5. Does the contingency plan include an evacuation plan for facility personnel with signals and rally points/ (05-27.6.)

<b>Contingency Plan Checklist</b>		
<b>Yes</b>	<b>No</b>	
		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? (05-27.4. and 05-30)
		7. Are the emergency coordinators listed in the order in which they assume responsibility? (05-27.4.)
		8. 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? (05-29)
Comments:		
<b>Personnel Training Checklist</b>		
<b>Yes</b>	<b>No</b>	
		1. Are employees familiar with proper handling of hazardous waste and emergency response procedures? (05-07.1.a.)
		2. Is personnel training conducted by a person trained in hazardous waste management procedures? (05-07.1.b.)
		3. Is the training program designed to ensure that the contingency plan is covered along with all the emergency procedures, equipment and emergency systems? (05-07.1.c.)
		4. Have new employees been trained within six months after the date of their employment? (05-07.2.)
		5. Have employees been given annual retraining? (05-07.3.)
		6. 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? (05-07.4.a.)
		7. Does the facility have a written job description of each position listed above? (05-07.4.b.)
		8. 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 #6? (05-07.4.c.)
		9. Does the facility have records that document that the training completed by facility personnel? (05-07.4.d.)
		10. Are training records for former employees kept for at least three years from the date the employee last worked at the facility? (05-07.5.)
Comments:		

Permitted Units Checklist		
Yes	No	
		1. Does the facility have a permit?
		2. Is the operating record complete?
		3. Does the facility have a <b>permitted storage area</b> ? Permitted Capacity: _____ Amount currently in storage: _____
		4. Are wastes in the storage area allowed by the permit?
		5. Is the secondary containment in good condition?
		6. Are there any free liquids in the secondary containment?
		7. Are the permitted units in compliance with the organic air emission regulations?
		8. Does the facility have <b>permitted tanks</b> ?
		9. Is the tanks marked "Hazardous Waste" with letters at least 4 inches high?
		10. Are the wastes stored in the tank(s) allowed by the permit?
		11. Is the secondary containment in good condition?
		12. Are there any free liquids in the secondary containment?
		13. Are the permitted units in compliance with the organic air emission regulations?
		14. Does the facility have <b>permitted surface impoundments</b> ?
		15. Is the leak detection system detecting leachate?
		16. Is the liner in good condition?
		17. Are the permitted units in compliance with the organic air emission regulations?
Comments:		

**Central Accumulation Area Checklist**

Yes	No	
		1. Is the facility designed, constructed, maintained or operated to minimize the release hazardous waste to the air, soil or surface water? (05-15)
		2. Is there sufficient aisle space to allow inspection and emergency access? (05-19)
		3. Are containers compatible with the wastes stored in them? (05-91)
		4. Are inspections conducted weekly for leaking or deteriorating containers and is a logbook of weekly inspections maintained? (05-93)
		5. If the containers hold free liquids: Is the containment free of cracks or gaps? (05-94.2.a.)
		6. If the containers hold free liquids: Is the base sloped or the containment systems designed and operated to drain and remove liquids? (05-94.2.b.)
		7. If the containers hold free liquids: Does the containment system have sufficient capacity to contain ten percent of the volume of containers for the volume of the largest container? (05-94.2.c.)
		8. If the containers hold free liquids: are there any free liquids or spills in the containment system? (05-94.2.d. and .e.)
		9. If the containers hold solid waste only: is the floor sloped to drain and remove liquids or are they stored on pallets or are otherwise protected from contact with accumulated liquid? (05-94.3.b.)
		10. Are reactive or ignitable wastes stored at least 50 feet form the facility's property line? (05-95)

Comments:

**Accumulation Storage Area**

Waste Type	Waste Amount	Container Dated Y/N	Labeled/Marked Y/N	Container Closed Y/N	Good Condition Y/N

**Satellite Accumulation Area Checklist**

Yes	No	
		1. Is there less than 55 gallons or 1 quart of acute waste per waste stream present? (03-12.3)
		2. Is the container at or near the point of generation and under the control of the operator? (03-12.3)
		3. Are the containers marked/labeled as hazardous waste or the contents otherwise identified? (03-12.3.b.)
		4. Is the container closed? (05-92)

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Wastes:		



**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.