



**Small Quantity and Very Small Quantity Generators 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 Last Inspection:			
Type of Notification:			
SQG		VSQG	
<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?	
		Did the facility conduct an episodic generation event? (Complete Episodic Generator List)	
Inspection Type:		(unannounced) (announced) (CEI) (Complaint) (Multimedia) (Other)	
Expected Waste Streams:			
<b>Pre-inspection Interview:</b>			
Time In:		Time Out:	
Date of Inspection:			
Business type:			
Owner/Subsidiary of:			
Number of Employees:			
Other Comments:			
<b>Participants:</b>		<b>Position:</b>	

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.		
<b>VSQG Checklist</b>		
<b>Yes</b>	<b>No</b>	
		Has the generator determined if hazardous waste is produced? (33.1-24-03-02)
		In a calendar month, does the facility generate less than or equal to 1 kg of acute hazardous waste, 100 kg of non-acute hazardous waste or residues from the cleanup of hazardous waste? (33.1-24-03-03) If no, the facility is not considered a VSQG. Generator status must be accurately determined, and the inspection must be conducted at the appropriate classification.
		Has the generator accumulated greater than or equal to 1 kg of acute hazardous waste, 100 kg of any residue or contaminated debris or water, or 1,000 kg of non-acute hazardous waste? (33.1-24-03-26(3) & (4)) If yes, the facility is subject to LQG conditions for exemption.
		Is the waste sent to a permitted municipal waste landfill, industrial waste landfill, TSDR facility, or an LQG under the control of the owner/operator? (33.1-24-03-26(5))
		Does the generator mix his characteristic hazardous waste with nonhazardous waste? If the mixture meets any of the characteristics of hazardous waste then it is fully regulated. (33.1-24-02-05(8))
		Does the generator mix his listed hazardous waste with solid waste? If so the mixture it is fully regulated. (33.1-24-02-05(9))
		Does the generator mix his hazardous waste with used oil? If so the mixture is subject to sections 33.1-24-05-600 through 689. (33.1-24-02-10 & 33.1-24-05-610(2)(c))
Comments:		

**If managing Universal Waste, see Universal Waste Checklist on page 6**

<b>Used Oil Checklist</b>		
<b>Yes</b>	<b>No</b>	
		Is the facility storing used oil in:  <u>Tank</u> : Aboveground                      Size: _____ Gallons Underground                    Size: _____ Gallons <u>Container</u> : Number: _____          Size: _____
		Are containers in good condition and not leaking? (33.1-24-05-622(2))
		Are the containers labeled or clearly marked AUsed Oil@? (33.1-24-05-622(3)(a)) If it is an underground tank, are the fill pipes labeled? (33.1-24-05-622(3)(b))
		Does the facility have a used oil space heater? Number: _____
		Is the used oil shipped offsite? Used Oil Jobber: _____
Comments:		

SQG Checklist																											
General Facility Checklist																											
Yes	No																										
		<p>Has the generator identified the waste streams and determined which wastes are hazardous? (33.1-24-03-02)</p> <p><u>List waste streams:</u></p> <table border="0"> <thead> <tr> <th><u>Equipment</u></th> <th><u>Y/N</u></th> <th><u># units</u></th> <th><u>Size</u></th> <th><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>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>	<u>Equipment</u>	<u>Y/N</u>	<u># units</u>	<u>Size</u>	<u>Service Cycle</u>	Parts Washers					Carb/Brake Washer					Distillation Unit					Paint Gun Cleaners				
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		Are biennial reports maintained for at least three years from the due date (March 1 <sup>st</sup> of even numbered years) (33.1-24-03-13(2))																									
		Does the generator have copies of waste analysis, test results, or other determination for the last three years since TSD verification? (33.1-24-03-13(3))																									
		Does the generator store their waste in tanks? (If so there are additional requirements for them) (33.1-24-05-114)																									
Additional Comments:																											

Contingency and Training Checklist		
Yes	No	
		Designation of emergency coordinator(s)? (33.1-24-03-28(9).)
		Are employees familiar with proper waste handling and emergency response procedures? (33.1-24-03-28(9))
Comments:		

<b>Manifests and Land Disposal Restrictions Checklist</b>		
<b>Yes</b>	<b>No</b>	
		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 any manifests not been returned from the TSD during the last year and were they reported to the NDDH? (33.1-24-03-15(3))
		Does the generator have a contractual agreement to remove solvent wastes? Is a copy maintained for 3 years? (33.1-24-03-04(5)(b)) (Note to inspectors: If the facility has a reclamation agreement with a solvent recycling company to recycle and return solvents, a manifest for each shipment is not required.)
		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))

Comments:

**Accumulation Area Checklist**

<b>Yes</b>	<b>No</b>	
		Is emergency response information posted near the phone? (33.1-24-03-12.4.e.2.)
		<b>Are quantities accumulated within the limits:</b> Time less than 180 (270 days if 200 miles plus)? (33.1-24-03-28(11)) Maximum accumulation limit of 6000 kg? (33.1-24-03-28(2)(a))
		Weekly drum inspection logbook present? (33.1-24-05-93)

**Accumulation Storage Area**

<b>Type</b>	<b>Amount</b>	<b>Dated Y/N</b>	<b>Labeled Y/N</b>	<b>Closed Y/N</b>	<b>Leaking Y/N</b>

<b>Satellite Accumulation Area Checklist</b>		
<b>Location:</b>		
<b>Wastes:</b>		
<b>Yes</b>	<b>No</b>	
		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 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))

<b>Used Oil Checklist</b>		
<b>Yes</b>	<b>No</b>	
		Is the facility storing used oil in: <u>Tank:</u> Aboveground          Size: _____ Gallons Underground          Size: _____ Gallons <u>Container:</u> Number: _____ Size: _____
		Are containers in good condition and not leaking? (33.1-24-05-622.2.)
		Are the containers labeled or clearly marked as Used Oil? (33.1-24-05-622.3.a.) If it is an underground tank, are the fill pipes labeled? (33.1-24-05-622.3.b.)
		Does the facility have a used oil space heater? Number: _____
		Is the used oil shipped offsite? Used Oil Jobber: _____
Comments:		

<b>Universal Waste Checklist</b>		
<b>Yes</b>	<b>No</b>	
		Is the facility managing universal wastes? (33.1-24-05-701) 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? (33.1-24-05-716)
		Batteries: is each battery or the container labeled Universal Waste-Battery(ies), Waste Battery(ies) or Used Battery(ies)? (33.1-24-05-714.1.)
		Mercury containing devices: is each device or container labeled Universal Waste-Mercury Containing Device(s), Waste Mercury Containing Device(s) or Used Mercury Containing Device(s)? (33.1-24-05-714.4.)
		Lamps: is each lamp or a container or package labeled A Universal Waste-Lamp(s), Waste Lamp(s) or Used Lamp(s)? (33.1-24-05-714.5.)
		Container closed, structurally sound, compatible with the contents and free of leaks, spills or damage? (33.1-24-05-713.1.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? (33.1-24-05-715.1.)
Comments:		

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.

<b>Episodic Generation Checklist</b>		
<b>Yes</b>	<b>No</b>	
		Did the generator conduct a planned episodic event? Date of Event:
		Did the generator conduct an unplanned episodic event? Date of Event:
		Was more than one episodic event conducted in a calendar year? Date of 1 <sup>st</sup> event: Date of 2 <sup>nd</sup> event: Date(s) of additional event(s):
		If more than one event was conducted in a calendar year, was a petition submitted to the NDDEQ for an additional event? (33.1-24-03-34(4))
		Was proper notification given to the NDDEQ? Min. 30 days prior to planned event; no more than 3 days after an unplanned event. (33.1-24-03-34)
		Were episodic wastes accumulated in containers? (33.1-24-03-34)
		Were episodic wastes accumulated in tanks? (33.1-24-03-34)
		Are hazardous waste tanks or containers labeled with the words "episodic hazardous waste" and the hazards of the waste? (33.1-24-03-34)
		Have episodic hazardous wastes been accumulated on-site for less than sixty (60) days from the date of generation? (33.1-24-03-34(2)(e) & (3)(e))
		Are records being maintained at the site for a minimum of 3 years after the episodic event?



**GENERATOR CATEGORY REFERENCE TABLE**

<u>Quantity of acute hazardous waste generated in a calendar month</u>	<u>Quantity of a non-acute hazardous waste generated in a calendar month</u>	<u>Quantity of residues from a cleanup of acute hazardous waste generated in a calendar month</u>	<u>Generator category</u>
<u>Greater than 1 kg (2.2 lbs)</u>	<u>Any amount</u>	<u>Any amount</u>	<u>Large quantity generator</u>
<u>Any amount</u>	<u>Greater than or equal to 1,000 kg (2,200 lbs)</u>	<u>Any amount</u>	<u>Large quantity generator</u>
<u>Any amount</u>	<u>Any amount</u>	<u>Greater than 100 kg (220 lbs)</u>	<u>Large quantity generator</u>
<u>Less than or equal to 1 kg (2.2 lbs)</u>	<u>Between 100 kg (220 lbs) and 1,000 kg (2,200 lbs)</u>	<u>Less than or equal to 100 kg (220 lbs)</u>	<u>Small quantity generator</u>
<u>Less than or equal to 1 kg (2.2 lbs)</u>	<u>Less than or equal to 100 kg (220 lbs)</u>	<u>Less than 100 kg (220 lbs)</u>	<u>Very small quantity generator</u>