Large Quantity Generator and TSDF Inspection Checklist
NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WASTE MANAGEMENT
HAZARDOUS WASTE PROGRAM
Rev. 07/2021

Facility Name:	Facility Address:
State/EPA ID Number:	Telephone Number:
Facility Contact:	Title:
Date of Last Inspection:	
Type of Notification: ☐ TSDF ☐ LQG	

Yes	No	
☐	☐	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:	

Pre-inspection Interview:

Time In:	Time Out:
Date of Inspection:	
Business type:	
Owner/Subsidiary of:	
Number of Employees:	
Other Comments:	

Special Considerations at This Facility (Check All That Apply)*

Episodic Event	☐	VSQG Consolidation	☐	Pharmaceutical Wastes	☐	Academic Laboratory	☐
Used Oil Processor	☐	Used Oil Marketer	☐	Other:			☐

Participants:	**Position:**

**Remember to review the appropriate supplemental checklist.*

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.

General Facility Checklist

Yes	No	
☐	☐	Has the generator identified the waste streams and determined which wastes are hazardous? (33.1-24-03-02) <u>List waste streams</u>: <u>Equipment Cycle</u> <u>Y/N</u> <u># units</u> <u>Size</u> <u>Service</u> Parts Washers Carb/Brake Washer Distillation Unit Paint Gun Cleaners
☐	☐	Are biennial reports maintained for at least three years from the due date? (33.1-24-03-13(2))
☐	☐	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(3))
☐	☐	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(1))
☐	☐	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)

Additional Comments:

Manifests and Land Disposal Restrictions Checklist		
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)
☐	☐	Are descriptions on manifests similar to waste stream descriptions? (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 wastes 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 TSDF changes.)
☐	☐	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:		

Contingency Plan 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)

Contingency Plan Checklist		
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)
Comments:		

Personnel Training Checklist		
Yes	**No**	
☐	☐	Are employees familiar with proper handling of hazardous waste and emergency response procedures? (33.1-24-05-07(1)(a)) and/or (33.1-24-03-29(1)(g))
☐	☐	Is personnel training conducted by a person trained in hazardous waste management procedures? (33.1-24-05-07(1)(b)) and/or (33.1-24-03-29(1)(g)(1)(a))
☐	☐	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)) and/or (33.1-24-03-29(1)(g)(1)(a & b))
☐	☐	Have new employees been trained within six months after the date of their employment? (33.1-24-05-07(2)) and/or (33.1-24-03-29(1)(g)(3))
☐	☐	Have employees been given annual retraining? (33.1-24-05-07(3)) and/or (33.1-24-03-29(1)(g)(4)) 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)) and/or (33.1-24-03-29(1)(g)(5)(a))
☐	☐	Does the facility have a written job description of each position listed above? (33.1-24-05-07(4)(b)) and/or (33.1-24-03-29(1)(g)(5)(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)) and/or (33.1-24-03-29(1)(g)(5)(c))
☐	☐	Does the facility have records documenting training completed by facility personnel? (33.1-24-05-07(4)(d)) and/or (33.1-24-03-29(1)(g)(5)(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)) and/or (33.1-24-03-29(1)(g)(6))
Comments:		

Permitted Units Checklist		
Yes	**No**	
☐	☐	Does the facility have a permit?
☐	☐	Is the operating record complete?
☐	☐	Does the facility have a **permitted storage area**? 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?
☐	☐	Are the containers stored for less than one year?
☐	☐	Does the facility have **permitted tank(s)**?
☐	☐	Is the tank(s) marked “Hazardous 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?
Comments:		

Central Accumulation Area Checklist		
Yes	**No**	
☐	☐	Is the central accumulation area for LGQs inspected weekly? (33.1-24-03-29(1)(a)(5))
☐	☐	Is the central accumulation area for TSDF inspected weekly and a weekly inspection logbook is kept? (33.1-24-05-93)
☐	☐	Is there sufficient aisle space to allow inspection and emergency access? (33.1-24-05-19)
☐	☐	Are containers compatible with the wastes stored in them? (33.1-24-03-29(1)(a)(3)) and (33.1-24-05-91)
☐	☐	Is the facility designed, constructed, maintained or operated to minimize the release hazardous waste to the air, soil or surface water? (33.1-24-05-15)
☐	☐	If the containers hold free liquids: Is the containment free of cracks or gaps? (33.1-24-05-94(2)(a))
☐	☐	If the containers hold free liquids: Is the base sloped or the containment systems designed and operated to drain and remove liquids? (33.1-24-05-94(2)(b))
☐	☐	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? (33.1-24-05-94(2)(c))
☐	☐	If the containers hold free liquids: are there any free liquids or spills in the containment system? (33.1-24-05-94(2)(d) & (e))
☐	☐	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? (33.1-24-05-94(3)(b))
☐	☐	Are reactive or ignitable wastes stored at least 50 feet from the LQG's property line? (33.1-24-03-29(1)(a)(6)(a&b)) If not, has written exemption been provided from the local fire authority? Is a copy of the written exemption present on site?
☐	☐	Are containers holding ignitable or reactive waste located at least fifteen meters [50 feet] from the TSDF's property line? (33.1-24-05-95

LQG's that are only storing waste in containers, are not required to comply with the regulations in the shaded blocks if they are in compliance with the conditions listed in 33.1-24-03-29.

Accumulation Storage Area

	33.1-24-03-29(1)(e)					
Waste Type	**No. of containers**	**Dated Y/N**	**Labeled/ Marked Y/N**	**Closed Y/N**	**Good Condition Y/N**	**Hazard Label Y/N**

Satellite Accumulation Area Checklist		
Location:		
Wastes:		
Yes	**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? (pictograms) (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))

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Location:		
Wastes:		
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☐	☐	Is the container closed? (33.1-24-03-27(4))

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☐	☐	Have the containers been marked with the hazards of the wastes contained therein? (pictograms) (33.1-24-03-27(5))
☐	☐	Is the container closed? (33.1-24-03-27(4))

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Location:		
Wastes:		
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☐	☐	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? (pictograms) (33.1-24-03-27(5))
☐	☐	Is the container closed? (33.1-24-03-27(4))

Solvent Contaminated Wipes (33.1-24-02-04(1)(w) & (2)(p))		
Yes	**No**	
☐	☐	Are the containers labeled “excluded solvent-contaminated wipes”?
☐	☐	Are the containers closed? (container is considered closed when there is complete contact between the fitted lid and the rim)
☐	☐	Are the containers being removed one-hundred and eighty days from the start date of accumulation?
☐	☐	Do they have the following documentation? • Name and address of the laundry or dry cleaner that received the wipes for laundering or the landfill sent for disposal. • Documentation that the 180-day accumulation time limit is being met. • Description of the process used to ensure no free liquids were in the container prior to shipment.

Used Oil Checklist		
Yes	**No**	
☐	☐	Is the facility storing used oil in: Tank: Aboveground Size:_____ Gallons Underground Size:_____ Gallons Container: Number:_____ Size:_____
☐	☐	Are containers in good condition and not leaking? (33.1-24-05-622.2.)
☐	☐	Are the containers labeled or clearly marked “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 of space heaters:
☐	☐	Is the used oil shipped offsite? Used Oil Jobber:
Comments:		

Universal Waste Checklist		
Yes	**No**	
☐	☐	Is the facility managing universal wastes? (33.1-224-05-701) 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 “Universal Waste-Lamp(s)”, “Waste Lamp(s)” or “Used Lamp(s)”? (33.1-24-05-714.5.)
☐	☐	Pesticides: Are the containers labelled with the original label and the words “Universal Waste-Pesticide(s)” (33.1-24-05-714(2))
☐	☐	Aerosol cans : is each aerosol can, or a container in which aerosol cans are contained must be labeled or marked clearly with any of the following phrases: "Universal Waste - Aerosol Can(s)"; "Waste Aerosol Can(s)"; or "Used Aerosol Can(s)". (33.1-24-05-713(6)
☐	☐	1. Does the facility puncture the aerosol cans? If so: (33.1-24-05-713(5)(1. Do they conduct puncturing and draining activities using a device specifically designed to safely puncture aerosol cans and effectively contain the residual contents and any emissions thereof; 2. Do they have a written procedure detailing how to safely puncture and drain the universal waste aerosol can, including proper assembly, operation, and maintenance of the unit; segregation of incompatible wastes; and proper waste management practices to prevent fires or releases; 3. Maintain an onsite copy of the manufacturer's specification and instructions for any can puncturing devices used onsite; 4. Are the employees operating can puncturing devices appropriately, and have been trained; 5. Is the puncturing of the can is done in a manner designed to prevent fires and to prevent the release of any component of universal waste to the environment and the area is well-ventilated; 6. Are the contents from the waste aerosol can or puncturing device, emptied into container or tank that meets the applicable requirements of sections 33.1-24-03-26 through 33.1-24-03-29; 7. Have they conducted a hazardous waste determination on the contents of the emptied aerosol can; 8. If the contents are determined to be nonhazardous, the handler may manage the waste in any way that is in compliance with applicable state solid waste requirements; and 9. Is a written procedure in place in the event of a spill or leak, and a spill cleanup kit must be provided. All spills or leaks of the contents of aerosol cans must be cleaned up promptly.
☐	☐	Are containers 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)
Comments:		

VSQG Consolidation at an LQG		
Yes	**No**	
☐	☐	Does the facility receive wastes from VSQGs under the control of the same owner/operator? (33.1-24-03-29(4))
☐	☐	Has the LQG notified the Department of its activities? (33.1-24-03-29(4)(a & b))
☐	☐	Maintains records of shipments for three years from the data the waste was received from the VSQG? (33.1-24-03-29(4)(d))
☐	☐	Are the containers are labeled “hazardous waste” and marked with the hazards of the contents? (33.1-24-03-26(5)(g)(2))
☐	☐	Is the container or unit marked with the date accumulation started (i.e., the date the hazardous waste was received from the very small quantity generator)? (33.1-24-03-29(4)(e))
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.

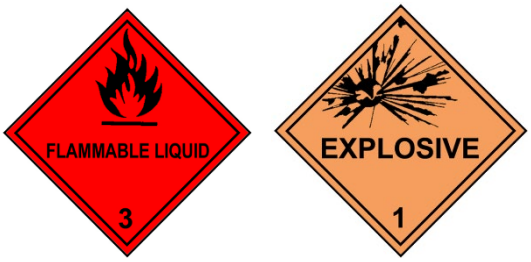
Issue a Notice of Inspection form.

Review additional checklists as needed.

Do not discuss potential civil or criminal actions.

Examples of markings (pictograms) that indicate the "Hazards"

Hazard communication consistent with DOT (49 CFR part 172 subpart E – labeling or subpart F – placarding)



Hazard statement or pictogram consistent with OSHA (29 CFR 1910.1200)

National Fire Protection Association code 704

The applicable hazardous waste characteristic (i.e., ignitable, corrosive, reactive, toxic)