



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 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:			
Participants:		Position:	

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)
		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))
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 or 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))
		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))
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?
		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?
Comments:		

Central Accumulation Area Checklist		
Yes	No	
		Weekly drum inspection logbook present? (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? (33.1-24-05-91)
		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 facility=s property line? (33.1-24-05-95) If not, has written exemption been provided from the local fire authority? Is a copy of the written exemption present on site?
Comments:		

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	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))

VSQG Consolidation at an LQG		
Yes	No	
		Does the facility receive wastes from VSQGs under the control of the same owner/operator? (33.1-24-03-26(5)(g))
		Are containers marked with the words "hazardous waste" and the associated hazard identification? (33.1-24-03-26(5)(g)(2))
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.