



SMALL QUANTITY GENERATOR INSPECTION

Revision: 06/29/2016
**WASTE & MATERIALS
 MANAGEMENT PROGRAM**

This Inspection Form, used for the inspection of facilities that generate between 100 kg (220 lbs) and 1000 kg (2205 lbs) of non acute hazardous waste in a calendar month and less than 1 kg of acute hazardous waste in a calendar month , evaluates facility compliance with Wisconsin's Hazardous Waste Management Rules (chapter NR 660 - 679, Wis. Admin. Code).

Section 1: Waste Information

A. Hazardous waste determination has been made on each solid waste generated (NR 662.011).	<input type="checkbox"/>	662.190(2)
		<input type="checkbox"/>
B. The waste determination has been made correctly, considering the listed waste definitions and the characteristics of the waste, in light of the materials or processes used (NR 662.011(3)).	<input type="checkbox"/>	662.190(2)
		<input type="checkbox"/>
C. Waste samples are analyzed by laboratories certified or registered under NR 149. Provide lab names and certification numbers (NR 662.011(3)(a)1).	<input type="checkbox"/>	662.190(2)
		<input type="checkbox"/>
D. Generator keeps records of any test results, waste analysis or other determinations for at least three years from the date the waste was last sent to a treatment, storage or disposal facility.	<input type="checkbox"/>	662.193(1)(b)
		<input type="checkbox"/>
E. Generator submitted a notification form and obtained an EPA ID# (NR 662.012).	<input type="checkbox"/>	662.190(2)
		<input type="checkbox"/>
Note: A subsequent notification should be submitted when there is an ownership or name change.		

Section 2: Manifest, Pre-Transport Requirements and Off-Site Shipments

A. Generator sends waste off-site to be reclaimed under a contractual agreement. If NO, go to Question 2.E.	<input type="checkbox"/>	
		<input type="checkbox"/>
B. Type of waste and frequency of shipments are specified in the contractual agreement.	<input type="checkbox"/>	662.191(1)(a)
		<input type="checkbox"/>
C. Vehicle used to transport the waste to the recycler and back to the generator is owned and operated by the reclaimer.	<input type="checkbox"/>	662.191(1)(b)
		<input type="checkbox"/>
D. Copy of the reclamation agreement is maintained for at least 3 years from the date the agreement is terminated or expires.	<input type="checkbox"/>	662.191(2)
		<input type="checkbox"/>
E. Generator sends hazardous waste off-site that is not reclaimed under a contractual agreement. If NO, go to Question 2.K.	<input type="checkbox"/>	
		<input type="checkbox"/>
F. The manifest is used according to the instructions in the appendix to 40 CFR part 262 (NR 662.020(1)).	<input type="checkbox"/>	662.190(2)(a)
		<input type="checkbox"/>
G. The facility designated on the manifest is permitted or licensed to accept the waste (NR662.020(2)).	<input type="checkbox"/>	662.190(2)(a)
		<input type="checkbox"/>
H. For out-of-state shipments, a copy of the manifest is sent to the department within 30 days of receiving the signed copy from the designated facility (NR 662.023(3)).	<input type="checkbox"/>	662.190(2)(a)
		<input type="checkbox"/>
I. Manifest continuation form, EPA form 8700-22A, is prepared according to the instructions in the appendix of 40 CFR part 262 (NR 662.020(1)).	<input type="checkbox"/>	662.190(2)(a)
		<input type="checkbox"/>
J. If the generator received a shipment back as a rejected load, the returned waste has been accumulated in compliance with the container or tank standards for less than 180 days.	<input type="checkbox"/>	662.192(5)
		<input type="checkbox"/>
K. Upon receipt of the rejected shipment, the generator signed EITHER of the following: 1. Manifest Item 18c if the transporter returned the shipment using the original manifest. 2. Manifest Item 20 if the transporter returned the shipment using a new manifest.	<input type="checkbox"/>	662.192(5)
		<input type="checkbox"/>



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Section 2: Manifest, Pre-Transport Requirements and Off-Site Shipments

L. Copy of the manifest is signed by the generator and retained until the signed copy from the designated facility is received.		662.193(1)(a)
M. Copy of each manifest is kept for at least three years from the date of shipment.		662.193(1)(a)
N. Hazardous waste is packaged according to applicable DOT requirements before transport (NR 662.030). If no pretransportation activities are taking place during the inspection answer as 'NA'		662.190.(2)
O. Hazardous waste is labeled according to applicable DOT requirements before transport (NR 662.031). If no pretransportation activities are taking place during the inspection answer as 'NA'		662.190(2)
P. Hazardous waste is marked according to applicable DOT requirements before transport (NR 662.032(1)). If no pretransportation activities are taking place during the inspection answer as 'NA'		662.190(2)
Q. Containers of 119 gallons and less are marked with the "Hazardous Waste - Federal law prohibit improper disposal" label before transport (NR 662.032(2)). If no pretransportation activities are taking place during the inspection answer as 'NA'		662.190(2)
R. Placards are offered to the initial transporter (NR 662.033). If no pretransportation activities are taking place during the inspection answer as 'NA'		662.190(2)

Section 3: Land Disposal Restrictions

A. Generator determined if each waste is prohibited from land disposal by lab analysis or generator knowledge.		668.07(1)
B. A copy of the LDR notification and certification shall be maintained on-site in the facility records for solid wastes even when the hazardous characteristic is removed prior to disposal, or when the waste is excluded from the definition of hazardous or solid waste under ss. NR 661.02 to 661.06, or exempted from ch. 291, Stats., and chs. NR 660 to 673, subsequent to the point of generation.		668.07(1)(h)
C. Generator complies with the prohibition against dilution of wastes.		668.03
D. A one-time written notice is sent to each treatment, storage or disposal facility with the initial waste shipment.		668.07(1)
E. A new notification is sent to the TSD and maintained in the generator file when the waste or receiving facility changes.		668.07(1)
F. If the waste MEETS treatment standards, the LDR notice certifies the wastes may be land disposed without further treatment.		668.07(1)
G. If the waste EXCEEDS treatment standards, the LDR notice notifies of appropriate treatment and applicable prohibitions.		668.07(1)
H. Copy of the LDR notifications and certifications are retained for at least 3 years from the date the waste was last sent off-site.		668.07(1)(h)



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Section 3: Land Disposal Restrictions

I. Generator with a contractual agreement complies with BOTH of the following: 1. The notification and certification requirements for the initial shipment of the waste subject to the agreement. 2. Retains a copy of the notification and certification with the tolling agreement for at least 3 years after the agreement is terminated or expires.		668.07(1)(j)
J. Underlying hazardous constituents have been identified for characteristic wastes.		668.09(1)
K. Generator identifies EITHER of the following when the waste is both a listed and characteristic waste: 1. The treatment standards for the listed waste code, in lieu of the treatment standard for the characteristic waste code. 2. The treatment standards for all applicable listed and characteristic waste codes.		668.09(2)
L. If waste is treated in containers or tanks, the generator meets with BOTH of the following (NR 668.07(1)(e)): 1. Developed a waste analysis plan describing the procedures used to meet applicable LDR treatment standards. 2. Complies with the certification requirements in NR 668.07(1)(c).		662.192(1)(d)

Section 4: Annual Reports and Exception Reporting

A. Annual reports covering generator activities during the previous calendar year have been submitted to the Department by March 1 of the following year.		662.193(3)
B. Copy of each annual report is kept for at least 3 years from the due date of the report.		662.193(1)(c)
C. If the signed manifest copy is not received in 60 days, a legible copy of the manifest indicating no confirmation of delivery was submitted to the department.		662.193(2)

Section 5: Preparedness and Prevention

A. Generator has ALL of the following equipment, unless the equipment is not necessary for the types of wastes handled (665.0032): 1. Device to summon emergency assistance (e.g., telephone, 2 way radio). 2. Internal communications and alarm systems. 3. Portable fire extinguishers. 4. Fire control equipment, including special extinguishing equipment. 5. Spill control equipment. 6. Decontamination equipment (e.g., eyewash, shower). 7. Water at adequate volume and pressure to supply water spray systems.		662.192(1)(d)
B. All of the above emergency equipment is tested and maintained to assure its proper operation in an emergency (665.0033).		662.192(1)(d)
C. There is immediate access to internal or external alarms or an emergency communication device in hazardous waste handling areas (665.0034).		662.192(1)(d)



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Section 5: Preparedness and Prevention

D. Generator has made ALL of the following arrangements with emergency organizations (NR 665.0037(1)): 1. Primary and support roles have been defined if multiple police and fire departments could respond to an emergency. 2. Police, fire and emergency response teams are familiar with the site layout, hazards of the waste handled, places where personnel work, entrances and roads in the site and possible evacuation routes. 3. Agreements are made with emergency response contractors and equipment suppliers. 4. Local hospitals are familiar with the properties of wastes handled and the potential resulting injuries or illnesses.		662.192(1)(d)
E. Aisle space is provided throughout the facility to allow for the unobstructed movement of personnel and all emergency equipment (NR 665.0035).		662.192(1)(d)

Section 6: Emergency Procedures & Personnel Training Requirements

A. A person has been identified as an emergency coordinator who is responsible for coordinating all emergency response measures and is on the premises or able to reach the site within a short period of time.		662.192(1)(e)1
B. ALL of the following information is posted next to the telephone: 1. Name and telephone number of the emergency coordinator. 2. Location of fire extinguishers, spill control material and, if present, fire alarm. 3. Telephone number of the fire department unless the generator has a direct alarm.		662.192(1)(e)2
C. In the event of an emergency, the emergency coordinator takes the following actions: 1. In the event of a release, telephone the division of emergency management (800-943-0003) and comply with NR 706. 2. In the event of a fire, call the fire department or attempt to extinguish the fire, if appropriate. 3. In the event of a spill, contain the flow of hazardous waste to the extent possible and clean up the hazardous waste and contaminated materials or soil. 4. If there is a release that could threaten human health outside the facility or if a spill reaches surface water, immediately notify the national response center (800-424-8802).		662.192(1)(e)4
D. All employees are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities during normal operations and emergencies.		662.192(1)(e)3

Section 7: Container Accumulation

A. Generator accumulates hazardous waste in containers. If NO, go to Section 8.		
B. The accumulation start date is clearly marked and visible for inspection on each container.		662.192(1)(d)1
C. All containers are clearly marked with the words "Hazardous Waste".		662.192(1)(d)2
D. The contents of a container that is leaking or in poor condition are transferred to another container in good condition (NR 665.0171).		662.192(1)(b)
E. Containers are made or lined with materials compatible with the waste (NR 665.0172).		662.192(1)(b)



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Section 7: Container Accumulation

F. Containers are kept closed except when it is necessary to add or remove waste (NR 665.0173(1)).		662.192(1)(b)
G. Containers are opened, handled or stored to prevent leaks or ruptures (NR 665.0173(2)).		662.192(1)(b)
H. Container storage areas are inspected weekly for leaks and deterioration (NR 665.0174).		662.192(1)(b)
I. Incompatible wastes are stored in separate containers unless the mixing will not generate extreme heat, fire, explosion, toxic gases or other dangers (NR 665.0177(1)).		662.192(1)(b)
J. Containers of incompatible wastes are separated or protected from each other by a physical barrier (dike, berm, wall or other device) (NR 665.0177(3)).		662.192(1)(b)
K. Containers that previously held waste are properly washed before adding incompatible waste, unless the mixing will not generate extreme heat, fire, explosion, toxic gases or other dangers (NR 665.0177(2)).		662.192(1)(b)

Section 8: Satellite Accumulation

A. Waste is accumulated in satellite accumulation areas. If NO, go to Section 9.		
B. Generator accumulates no more than 55 gallons of hazardous waste or 1 quart of acute hazardous waste in each satellite area.		662.192(4)(a)
C. Satellite containers are under the control of the operator of the process generating the waste.		662.192(4)(a)
D. Containers are always kept closed except when it is necessary to add or remove waste (NR 665.0173(1)).		662.192(4)(a)1
E. Containers are made of or lined with materials that are compatible with the waste (NR 665.0172).		662.192(4)(a)1
F. Containers are marked "Hazardous Waste" or with other words that identify the contents.		662.192(4)(a)2
G. If the container is leaking or in poor condition, contents are transferred to another container in good condition (NR 665.0171).		662.192(4)(a)1
H. Container holding the excess waste is marked with the date the excess amount begins accumulating.		662.192(4)(b)
I. Generator complies with the 180 day accumulation requirements with respect to the excess amount within 3 days of it being generated.		662.192(4)(b)



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Section 9: Used Oil

A. Used oil is managed on-site. If NO, go to Section 10.		
B. Used oil containing \geq 1,000 ppm halogens is managed as listed hazardous waste or the rebuttable presumption requirements have been met.		679.10(2)(a)2
C. Used oil containers and tanks are in good condition and not leaking.		679.22(2)
D. Used oil containers and tanks are marked "used oil".		679.22(3)(a)
E. Transporter has an EPA ID number, except when generator self-transport or has a tolling arrangement.		679.24
F. If oil containing materials are disposed of as a solid waste, the used oil has been properly drained so there is no visible sign of free-flowing oil and a waste determination has been properly made.		679.10(3)(a)
G. If used oil is burned in an on-site used oil-fired space heater, all of the following are met: 1. Only used oil from the generator or household do-it-yourselfers is burned. 2. The heater is designed with a maximum capacity of 0.5 million BTU per hour or less. 3. The combustion gases are vented to the ambient air.		679.23
H. If used oil is accepted from others or sent off-site to be burned in a space heater, the used oil meets fuel specifications and the marketer requirements in NR 679 subch. H are met.		679.11

Section 10: Universal Waste

A. The facility is a small quantity handler of universal waste (never accumulates more than 11,025 lbs). If NO, state in the comments section if the facility is a universal waste nonhandler, large handler or destination facility, and go to Section 11.		
Note: If the facility is a large handler, complete the large quantity handler of universal waste inspection form.		
B. Universal waste has not been disposed, treated or diluted.		673.11
Note: Dilution or treatment does not include: sorting, mixing, discharging, regenerating, or disassembling batteries; removing batteries from consumer products or removing electrolytes; removing thermostat ampules; or, responding to a release of universal waste.		
C. Universal waste batteries and thermostats that are broken or show evidence of leakage or spillage are placed in closed, structurally sound containers that are compatible with the waste and not leaking.		673.13
D. Universal waste lamps and pesticides are placed in closed, structurally sound containers that are compatible with the waste and are not leaking.		673.13
E. All universal wastes are labeled or marked "Waste" or "Used" followed by the specific type of universal waste handled or "Universal Waste".		673.14
F. Universal waste is accumulated for less than one year from the date generated or received from another handler.		673.15(1)
G. If universal waste is accumulated beyond one year, the handler can prove that accumulation was necessary to facilitate proper recovery, treatment or disposal.		673.15(2)



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Section 10: Universal Waste

H. Length of accumulation time is demonstrated by any of the following: 1. Each container is marked or labeled with the earliest date the waste is generated or received. 2. The individual item of waste is marked or labeled with the date it was generated or received. 3. An inventory system identifying the date the waste was generated or received is maintained. 4. The universal waste is placed in a specific accumulation area identified with the earliest date the waste was generated or received.		673.15(3)
i. Employees are trained on the proper handling and emergency procedures appropriate to the types of waste handled at the facility.		673.16
J. ALL of the following are met when a release occurs: 1. Release is immediately contained. 2. A waste determination is made. 3. Spill residue is disposed of properly as solid or hazardous waste.		673.17
K. Handler sends the waste to a destination facility, foreign destination or another handler. Indicate the facilities in the comments section.		673.18(1)
L. For hazardous materials, the handler packages, labels, marks, placards and prepares the proper shipping papers in accordance with DOT requirements in 49 CFR parts 172 to 180.		673.18(3)
M. The following activities have occurred. If YES, complete the Universal Waste Small Quantity Handler inspection form. 1. Universal waste are sorted or disassembled. 2. Recalled pesticides are managed. 3. Universal waste shipments have been rejected. 4. Universal waste shipments have included hazardous or solid waste. 5. Universal waste is self-transported.		

Section 11: Waste Minimization Certification

A. Small quantity generator has made a good faith effort to minimize the amount of waste generated (NR 662.027(2)).		662.190(2)(a)
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Section 12: Generator Status Evaluation

A. Between 220 lbs (100 kg) and 2,205 lbs (1,000 kg) of waste is generated in any month.		662.190(1)
B. Waste is accumulated for 180 days or less.		662.192(1)
C. Waste is accumulated for 270 days or less if the generator must ship 200 miles or more.		662.192(2)
D. Less than 13,230 lbs (6,000 kg) of waste is accumulated.		662.192(1)(a)
E. Describe any other activities the generator is conducting at the facility.		