

Hazardous Waste Checklist

Part 1. For Facilities in Riley County Only

- _____ 1. Every container of hazardous waste must be labeled with the words “Hazardous Waste,” and the name of the chemical. Do not use abbreviations or chemical formulas, and do not leave unlabeled bottles of substances unattended in the room, even if they are not hazardous.
- _____ 2. Containers must be in good condition, compatible with the waste, and not leaking.
- _____ 3. All hazardous waste containers must be closed except when adding or removing waste (lids on tight, no open funnels).
- _____ 4. Do not store incompatible wastes together.
- _____ 5. When a hazardous waste container becomes full, it must be marked with the date that it became full and removed by Environmental, Health and Safety within 3 days of that date. (If using the preprinted labels, record this date under “Accumulation Start Date.”)
- _____ 6. There must be no more than one container of a particular waste type per lab, shop, or other area. (When a container is approaching full, have it picked up by Environmental, Health and Safety BEFORE starting a second container of the same chemical).
- _____ 7. Do not accumulate more than 55 gallons of a particular hazardous waste or 1 quart of an acutely hazardous waste.
- _____ 8. Hazardous waste must be stored in the area where it was generated until picked up by Environmental, Health and Safety (don’t move containers from one lab or shop to another).
- _____ 9. Chemicals that are outdated or that are no longer being used must be picked up by Environmental, Health and Safety (don’t keep bottles of chemicals from past projects if they won’t be used in the future).
- _____ 10. Do not discard hazardous waste in the drain, trash or by evaporation.

Part 2. For Facilities Outside Riley County Only

- _____ 1. Facility must verify that it is a small quantity generator. EPA/KDHE will request the following information:
 - a. What hazard wastes are generated.
 - b. Amount generated per month.
 - c. Amount presently in storage.
 - d. How hazardous waste determination is made (e.g., check MSDS for contents and characteristics; check F, K, P & U lists; laboratory testing when in doubt).

- _____ 2. Facility must meet all of the following conditions to be classified as a small quantity generator. If not, contact Mitch Ricketts immediately, as many additional requirements will apply.
 - a. Generate less than 55 lbs. of hazardous waste per month.
 - b. Accumulate less than 2,200 lbs. of hazardous waste at any time.
 - c. Generate less than 2.2 lbs. of acutely hazardous waste (P-list) per month.
 - d. Accumulate less than 2.2 lbs. of acutely hazardous waste (P-list) at any time.
 - e. Generate less than 55 lbs. of residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill of acutely hazardous waste (P-list).
 - f. Accumulate at any time less than 55 lbs. of residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill of acutely hazardous waste (P-list).
- _____ 3. Hazardous waste must not be disposed by sanitary sewer unless the facility has received written approval from the sewer operator.
- _____ 4. The facility must obtain a Special Waste Disposal Authorization when it disposes of “special wastes.” Special wastes are wastes that require special management standards because of physical, chemical, or biological characteristics that present concerns regarding handling, owner/operator safety, management, or disposal. Examples include asbestos waste, and soil or debris contaminated by fuel spills.
- _____ 5. If the facility recycles hazardous waste on-site (such as in a still), they must count waste each time it is recycled when determining quantities in item 2, above (unless the waste is exempt because of a closed loop system).
- _____ 6. The facility must either:
 - a. Recycle, treat, or dispose of hazardous waste in an acceptable manner on site, or
 - b. Send hazardous waste off site for treatment, storage, or disposal.
- _____ 7. If the facility accumulates more than 55 lbs. of hazardous waste at any time, it must comply with the following requirements:
 - a. Any hazardous waste that is sent off site must go to an approved facility.
 - b. Package, label, and mark waste shipments according to KAR 28-31-4(e).
 - c. Use a hazardous waste transporter who is registered with KDHE and who has an EPA identification number.
 - d. Mark containers with the words, “Hazardous Waste.”
 - e. Mark the accumulation start date on each container.
 - f. Containers are in good condition and closed during storage except when necessary to add or remove waste.
 - g. Facility conducts weekly inspections of containers for signs of leakage and/or deterioration.
 - h. Weekly inspections are documented in a log that includes date and time of inspection, name of inspector, notations of observations, and date and nature of remedial actions.