

Review Information
Name of University/ Community / Technical College:
Date of inspection:
Signature of inspector:



Minnesota
STATE COLLEGES
& UNIVERSITIES

Hazardous Waste Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the Minnesota Pollution Control Agency (MPCA) regarding the generation, management, and disposal of hazardous wastes.

Section A: Hazardous Waste Generator	Please Underline
1. Does your institution generate hazardous waste?	Y N N/A ??
<p>Minnesota Hazardous Waste Rules (Chapter 7045) state that ‘anyone who produces or manages a waste must evaluate that waste’. The waste must be evaluated to determine if it is hazardous waste within 60 days of generation of the waste. The generation start date must be recorded and available for inspection. It is recommended that wastes must be evaluated prior to any mingling or combining with other wastes. If wastes are mixed then, then mixture needs to be evaluated if it is hazardous, within 60 days of mixing process.</p>	
2. Have you identified if your waste is hazardous waste? a. Is your waste exempt? (Minn. R. pt. 7045.0120) b. Is the waste ‘listed’ as a hazardous waste? (Minn. R. pt. 7045.0135) c. Is the waste hazardous because it exhibits a hazardous ‘characteristic’? (Minn. R. pt. 7045.0131) d. Does the waste contain polychlorinated biphenyls (PCBs) at a concentration of 50 parts per million or more?	Y N N/A ??
If the waste is not exempt and answered yes to b, c and d; your institution is a hazardous waste generator.	
3. Has a detailed chemical and physical analysis been obtained of a representative sample of typical hazardous waste at your institution?	Y N N/A ??

[MN R. 7045.0458, Subp. 1]	
Detailed waste analysis must contain all the information known for treatment, storage and disposal of the hazardous waste. The records of this analysis must be up-to-date and repeated whenever there are any changes in procedures (e.g. New programs or courses in your campus that generate hazardous wastes in addition to your regular hazardous waste stream).	
<p>4. Is there a written plan for the hazard waste analysis? [MN R. 7045.0458, Subp. 2]</p>	Y N N/A ??
<p>A written hazard waste analysis plan must be maintained at your institution. The plan must specify</p> <ul style="list-style-type: none"> A. Parameters used for analysis and justification for parameter selection B. Test methods used for analysis C. Sampling methods used D. Frequency of sampling E. If necessary, methods used for additional analysis. 	
<p>5. Have you obtained a Hazardous Waste Generator License for your institution? [MN R. 7045.0221, Subp.1]</p>	Y N N/A ??
<p>Obtain a Hazardous Materials Generator License from MPCA. A registration form must be submitted as application. A hazardous waste generator license is issued for a term up to 2 years. [MN R. 7045.0243, Subp. 1] If additional waste are generated at your facility, that are not included in the license; submit an amended license application within 75 days of first producing the new hazardous waste.</p>	
<p>6. Do you apply for a License annually? Do you pay the subjected fee?</p>	Y N N/A ??
<p>If located in following counties: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott or Washington; you need to contact the appropriate county hazardous waste staff for applicable forms. In Greater Minnesota, businesses generating 10 gallons of waste per year do not need a license. Licenses are issued in June each year. All hazardous waste generators will be charged a license fee that varies with the amount of hazardous waste generated and how it is managed.</p>	
<p>7. Is the License posted prominently in the public area at your institution? [MN R. 7045.0221, Subp.2]</p>	Y N N/A ??
<p>The generator must prominently display the hazardous waste generator license in a public area at the licensed site.</p>	
<p>Section B: Containers; Use, Management and Storage</p>	
<p>8. Does the container storing hazardous waste meet US Department of Transportation container requirements? [MN R. 7045.0270]</p>	Y N N/A ??

The containers used to store hazardous waste must be of sturdy, leak proof construction, adequate wall thickness, adequate strength and ability to hold hazardous waste. Additionally the containers must have lids, caps, or other closure devices of sufficient strength and construction.

9. Is the container storing hazardous waste compatible with the waste material? (For instance, solvents and paint waste should be placed in steel drums, but acidic or alkaline waste should not be placed in steel drums.)
[MN R. 7045.0626, Subp. 3]

Y N N/A ??

The containers used for waste collection should be made of or lined with the materials which will not react with the collected waste. It must be ensured that the containers storing waste are compatible with the waste.

10. Is it ensured that incompatible wastes are segregated?
[MN R. 7045.0562, Subp. 1a]

Y N N/A ??

Hazardous waste that is incompatible with any waste or other materials located nearby must be adequately separated from the other materials or protected from them by means of a dike, berm, wall or other devices. It is recommended not to mix wastes. It is recommended not to mix non hazardous waste with hazardous waste. Once you mix anything with listed hazardous waste, the whole batch becomes hazardous. Mixing waste can also make recycling very difficult, if not be putting non hazardous cleaning agents in a container of used hazardous solvents.

11. Is the container storing hazardous waste kept securely closed when not in use?
[MN R. 7045.0626, Subp.4]

Y N N/A ??

Hazardous waste container must always be closed during storage, except when it is necessary to add or remove wastes. It must be ensured that the hazardous waste containers are not handled, opened or stored in a manner which may rupture the container or cause it to leak. Reuse of containers is regulated by DOT regulations.

12. Is the container storing hazardous waste marked clearly with the words "Hazardous Waste"?
[MN. R. 7045.0626, Subp. 4a]

Y N N/A ??

All hazardous waste containers or tanks must be clearly labeled with the words 'Hazardous Waste' with a description that clearly identifies their contents to both employees and emergency personnel.

13. Are the hazardous waste containers and storage areas inspected weekly?

Y N N/A ??

The hazardous waste containers and the areas where hazardous waste is stored need to be inspected at least weekly. The weekly inspections shall include looking for leaks, deterioration caused by corrosion or other factors. Written records shall be kept of the dates of inspections and their findings.

14. Are incompatible wastes segregated?
[MN. R. 7045.0456, Subp. 1a]

Y N N/A ??

Hazardous wastes that are incompatible with any other waste or other materials located nearby must be adequately separated from other materials or protected from them by means of a dike, berm, wall or other

device.	
15. Are the containers with ignitable or reactive waste materials located at least 15 meters (50 feet) from the facility's property line?	Y N N/A ??
Whenever physically possible based on the dimensions of the property, the waste containers with ignitable or reactive wastes located at least 15 meters (50 feet) from the facility's property line. When it is not physically possible to place containers at least 50 feet from the property line, based on the dimensions of the property, the ignitable or reactive waste must be placed at least as far as the specified minimum distance from the property line in the Minnesota Uniform Fire Code.	
16. Is it ensured that hazardous waste is separated and protected from sources of ignition or reaction? [MN. R. 7045.0456, Subp. 1]	Y N N/A ??
Ignitable, corrosive and reactive wastes must be separated and protected from the sources of ignition or reaction, including but not limited to open flames, smoking, cutting and welding, hot surfaces, frictional heat, static and electrical sparks, mechanical sparks, spontaneous ignition and radiant heat.	
17. Are 'No Smoking' signs conspicuously located where ignitable or reactive waste is stored and handled? [MN. R. 7045.0456, Subp. 1]	Y N N/A ??
When ignitable or reactive waste are stored and handled any process involving open flames or smoke generation or smoking must be confined to specifically designated areas and away from the wastes.	
18. Are other required safety precautions taken during storage of ignitable, corrosive or reactive wastes?	Y N N/A ??
Adequate and appropriate precautions must be taken while storing ignitable or reactive wastes to prevent reactions which A. Generate extreme heat, pressure, fire, explosions or violent reactions B. Produce uncontrolled toxic mists, fumes, dusts or gases in sufficient quantities to threaten human health or the environment; C. Produce uncontrolled flammable fumes, dusts, or gases in sufficient quantities to pose a risk of fire or explosions; D. Damage the structural integrity of the device or facility; or E. Other likely scenarios that could threaten human health or environment.	
19. Have the precautions, inspection records and control methods used to segregate incompatible wastes been documented?	Y N N/A ??
<i>Indoor Storage of Hazardous Waste is regulated by fire codes and building codes.</i>	
20. Is there enough aisle space for easy access and visibility?	Y N N/A ??
21. Is the waste protected from inadvertent damage?	Y N N/A ??
22. Are containers stored in an area without floor drains?	Y N N/A ??

23. Is access restricted to only those individuals responsible for the hazardous waste?	Y N N/A ??
<i>Outdoor Storage of Hazardous Waste</i>	
24. Is the liquid hazardous waste stored on a curbed and impermeable surface?	Y N N/A ??
25. Is the hazardous waste protected from the elements – Rain, snow, sunlight, etc.?	Y N N/A ??
If the hazardous waste containers are stored outdoors and have a potential to be exposed to direct sunlight, rain, snow etc. then an overhead roof needs to be installed which does not obstruct the visibility of the labels.	
26. If there is repair/ upgrade/ changes in the storage capacity of the hazardous storage system or facility; has an application been resubmitted to MPCA?	Y N N/A ??
Submit plans and obtain a permit. Discontinue use of storage system or facility until permits are obtained.	
27. In case of closure of hazardous waste storage system or part of hazardous waste storage facility is there a closure notice or application to MPCA updated?	Y N N/A ??
Submit a one-page Closure Notice describing the closure and verifying that all hazardous materials have been properly disposed.	
28. If the hazardous waste storage facility is to be closed, have you obtained approval for the closure of the facility?	Y N N/A ??
The permit holder or applicant shall submit a plan to the Fire Department to terminate storage, dispensing, handling or use of hazardous materials at least 30 days prior to facility closure.	
<i>Secondary Containment</i>	
29. Is there any visible deterioration of structure/ coating of secondary containment containers?	Y N N/A ??
Ensure that any deterioration of secondary containment containers is promptly repaired.	
30. Has adequate spill or drainage control for solid or liquid hazardous material provided?	Y N N/A ??
Areas, rooms or buildings used for the storage of solid and liquid hazardous materials shall be provided with a means to control spillage and to contain or drain off spillage and fire-protection water discharged in the storage area. Rooms or areas where hazardous material liquids are dispensed, stored, or used shall be provided with a means to control spills.	
31. Is adequate and acceptable secondary containment provided for hazardous materials storage system?	Y N N/A ??

Ensure that acceptable and adequately sized secondary containment is provided.	
32. Is it ensured that there is good housekeeping in the containment area?	Y N N/A ??
Ensure containment area is clean and dry. Review procedures to prevent future releases.	
33. Are there written procedures for the clean up of hazardous materials spills?	Y N N/A ??
All hazardous material spills must be cleaned up immediately and recorded. Spills that escape secondary containment must be reported/ cleaned/ mitigated. Spills that enter the storm sewer or pose a fire, explosion, or toxic gas release shall be reported to Campus authorities, 911 and MPCA immediately.	
Section C: Hazardous Waste Transportation and Manifest	
34. If the container is being shipped for disposal, have arrangements been made for a Licensed Treatment, Storage, and Disposal (TSD) facility to accept your hazardous wastes? [MN R. 7045.0208, Subp. 1, B]	Y N N/A ??
35. If the container is being shipped for disposal, have arrangements with a registered Hazardous Waste Hauler been made for transport of wastes to the TSD facility? [40 CFR 262.20]	Y N N/A ??
36. Have Hazardous waste manifests been completed for all shipments of hazardous wastes within Minnesota (or other State's Manifest for shipments to other States)? [MN R. 7045.0265, Subp. 4]	Y N N/A ??
When a shipment of hazardous waste is to be delivered to a hazardous waste facility outside of Minnesota, the campus must ensure that, the copy of the manifest signed by the facility operator is send to MPCA within 40 days of acceptance of hazardous waste by the TSD facility.	
37. Have the general requirements of the manifest been completed? [MN R. 7045.0265, Subp. 1]	Y N N/A ??
The Campus must ensure that following requirements are met: <ol style="list-style-type: none"> 1. Sign the Manifest by hand; 2. Obtain handwritten signature of the initial transporter and date of acceptance on the manifest; 3. Retain one copy; 4. Submit one copy to MPCA within 5 working days of the initial transporter's acceptance of shipment; 5. Give the remaining copies of the manifest to the transporter. 	
38. Has the Campus ensured that all the pre-transportation requirements for hazardous waste been completed? <ol style="list-style-type: none"> 1. Marking 2. Packaging 3. Labeling 4. Placarding? 	Y N N/A ??

[MN R. 7045.0270, Subp. 1]	
Before transporting the hazardous waste the Campus must ensure that the marking, packaging, labeling and placarding is completed to be in compliance with the DOT regulations.	
<p>39. Has your institution kept a copy of each signed manifest for at least three years, or until a copy is received from the owner and operator of the facility which received the waste for at least three years? [MN R. 7045.0294, Subp. 1]</p>	Y N N/A ??
Section D: Personnel Training	
<p>40. Are the personnel are trained in hazardous waste management procedures? - Initially (Within 6 months of hiring) - Annually (refresher) [MN. R. 7045.0558, Subp. 1]</p>	Y N N/A ??
<p>Hazardous Waste facility personnel need to successfully complete <i>either</i> a classroom <i>or</i> on-the-job training program that ensures facility's compliance with regulations. The personnel training must include hazardous waste management procedures including contingency plan implementation procedures. Training program should include procedures for effective response to emergencies.</p> <ul style="list-style-type: none"> A. Procedures for using, inspecting, repairing and replacing facility emergency and monitoring equipment; B. Key parameters for automatic waste feed cutoff systems; C. Communications or alarm systems; D. Procedures for response to fires or explosions; E. Procedures for response to ground water contamination incidents; and F. Procedures for shut down of operations. 	
<p>41. Are all the required records maintained at the facility? [MN. R. 7045.0558]</p>	Y N N/A ??
<p>As related to the employee hazardous waste job duties, following documents and records must be maintained at your institution;</p> <ul style="list-style-type: none"> A. The employee job title; B. Employee job description; C. Written description of training given: Type of training and amount (frequency) of initial and annual hazardous waste management training; D. Documentation that the general requirements of hazardous waste management and training review has been given and completed by the facility personnel. 	
<p>42. Are all the records of former employees retained? [MN. R. 7045.0558, Subp. 7]</p>	Y N N/A ??
Training records on the former employees must be retained at least for three years from the date the employee last worked at your institution.	

Section E: Preparedness and Prevention	
43. Is there adequate aisle space between container rows? [MN R. 7045.0566, Subp.6]	Y N N/A ??
Adequate aisle space is to be maintained to allow the unobstructed movement of personnel, fire protection equipment, spill control equipment, and decontamination equipment to any area of facility operation in an emergency.	
44. Is there immediate access to communication or alarm systems whenever hazardous waste is poured, mixed or handled? [MN R. 7045.0566, Subp.3(B) and Subp.5]	Y N N/A ??
Whenever hazardous waste is being poured, mixed, spread, or otherwise handled, all personnel involved in the operation shall have immediate access to an internal alarm or communication device, either directly or through visual or voice contact with another employee. If only one employee is working on the premise, it is to be ensured that the employee shall have immediate access to a communication device.	
45. Is there an adequate supply of fire extinguishers and spill control equipment in the accumulation area? [MN R. 7045.0566, Subp.3(C)]	Y N N/A ??
It must be ensured that fire extinguishers, spill control equipment, decontamination equipment, and fire control equipment, including special extinguishing devices such as those using foam, inert gas, or dry chemicals is available in case of an emergency.	
46. Is there adequate water pressure to supply fire hoses? [MN R. 7045.0566, Subp. 3(D)]	Y N N/A ??
All hazardous waste storage areas must have water at adequate volume and pressure to supply water hose streams, foam producing equipment, automatic sprinklers, or water spray systems.	
47. Is the fire fighting equipment, spill control and water supply tested and maintained? [MN R. 7045.0566, Subp. 4]	Y N N/A ??
All the facility communications or alarm systems, fire protection equipment, spill control equipment, and decontamination equipment where required, must be tested and maintained. It is recommended to have: Weekly and Monthly testing schedules.	
48. Is HMIS (Hazardous Material Inventory Statement) filed with the local Fire Department?	Y N N/A ??
49. Is it ensured that HMIS is filed/ updated within thirty days of storage of new hazardous materials?	Y N N/A ??
50. Is it ensured that HMIS is complete and updated /current?	Y N N/A ??
51. Is it ensured that hazardous materials are located as indicated in HMIS or	Y N N/A ??

on the site map?	
52. Have the police, fire department and emergency response teams been familiarized with the layout of the facility? [MN R. 7045.0568, Subp. 1(A)]	Y N N/A ??
<p>Arrangements need to be made to familiarize the police, fire departments, and emergency response teams</p> <ul style="list-style-type: none"> • Location of storage and accumulation areas within the facility, • Properties of hazardous wastes handled at the facility and its associated hazards, • Places where facility personnel would normally work • Entrances to and roads inside the facility and • Possible evacuation routes. 	
53. Have arrangements been made with the local hospitals to familiarize them with the properties of the hazardous waste handled at your facility and the types of injuries which may result from contact with these wastes? [MN R. 7045.0568, Subp. 1(D)]	Y N N/A ??
This is usually a letter to the local hospitals identifying the wastes generated and the types of injuries or illnesses which could result from fire, explosions, or releases at the facility that result from contact with the waste.	
54. Are there written agreements with state emergency response teams, emergency response contractors and equipment suppliers? [MN R. 7045.0568, Subp. 1(C)]	Y N N/A ??
55. Has a contingency plan been developed describing the actions to be taken by facility personnel in the event of a fire, explosion or hazardous materials release? [MN R. 7045.0572, Subp. 2]	Y N N/A ??
A contingency plan needs to be developed for the hazardous waste generator facility. This plan must be designed to minimize the hazards to human health or the environment from fires, explosions, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents to air, land, or water.	
56. Does the plan describe arrangements agreed to by local police departments, fire departments, hospitals, contractors, and state and local emergency response teams? [MN R. 7045.0572, Subp. 4(C)]	Y N N/A ??
57. Does the plan list telephone numbers for the emergency coordinator and alternates? [MN R. 7045.0572, Subp. 4(D)]	Y N N/A ??
The plan must list names, addresses, and office and home telephone numbers of all persons qualified to act as emergency coordinator. This list must be kept up-to-date. If more than one person is listed, one must be named as primary emergency coordinator and others must be listed in the order in which they will assume	

responsibility as alternates.	
58. Does the plan list the locations and capabilities of emergency equipment kept at the institution including fire extinguishers, spill control equipment and communications and alarm systems and decontamination systems? [MN R. 7045.0572, Subp. 4(E)]	Y N N/A ??
The plan must include a list of all emergency equipment at the facility such as fire extinguishing systems, spill control equipment, internal and external communications and alarm systems, and decontamination equipment. This list must be kept up-to-date. Additionally, the plan must include the location and a physical description of each item on the list and a brief outline of its capabilities.	
59. Does the plan include primary and alternate evacuation routes for students and faculty? [MN R. 7045.0572, Subp. 4 (F)]	Y N N/A ??
The plan must include an evacuation plan for facility personnel and students. The plan must describe the signal or signals to be used to begin evacuation, evacuation routes, and alternate evacuation routes in cases where primary routes could be blocked by the release of hazardous waste or fire.	
60. Has a copy of the plan been forwarded to local emergency agencies including police, fire, emergency medical, the local emergency planning committee, and any emergency response contractors who may be called upon during an incident? [MN R. 7045.0572, Subp. 5(B)]	Y N N/A ??
61. Are there provisions for updating the Contingency Plan as operations and/or personnel change? [MN R. 7045.0572, Subp. 6]	Y N N/A ??
62. Are procedures in place for reporting to MPCA of hazardous waste spills? [MN R. 7045.0275, Subp. 2]	Y N N/A ??
Any person in control of a hazardous waste that spills, leaks, or otherwise escapes from a container, tank, or other containment system, including its associated piping, shall immediately notify the agency if the hazardous waste may cause pollution of the air, land resources, or waters of the state. The person shall use the appropriate Minnesota duty officer's 24-hour telephone number: A. (651) 649-5451 for Twin Cities' local calling area and outside Minnesota; B. (800) 422-0798 for greater Minnesota; C. (651) 297-5353 for TDD for Twin Cities' local calling area and outside Minnesota; or D. (800) 627-3529 for TDD for greater Minnesota.	
63. Are there procedures in place to recover hazardous waste spills as soon as possible to limit damages to human health and environment? [MN R. 7045.0275, Subp. 3]	Y N N/A ??
Any person who generates a hazardous waste that spills, leaks, or otherwise escapes from a container, tank, or other containment system, including its associated piping, shall recover the hazardous waste as rapidly and	

as thoroughly as possible and shall immediately take other action as may be reasonably possible to protect human life and health and minimize or abate pollution of the water, air, or land resources of the state.

Section F: Minimal Quantity Generator (MQG)

64. If the waste generated at your institution is:
Less than 100 pounds (10 gallons) per year?
 If Y, the generator size is Minimal Quantity Generator (MQG). **Y N N/A ??**

Generator Size for Minimal Quantity Generator (MQG):
 Dakota and Scott Counties: 65 gallons
 Carver and Hennepin Counties: 55 gallons
 Anoka, Ramsey and Washington Counties?

Section G: Very Small Quantity Generator (VSQG)

65. If the waste generated at your institution:
Less than 220 pounds (22 gallons or half drum liquid) per month
 If Y, the generator size is Very Small Quantity Generator (VSQG). **Y N N/A ??**

An application for Very Small Quantity Generator License must be submitted to MPCA and renewed annually or as required, along with the license fee.

66. If the generator size is VSQG or accumulates 2000 lbs (1000 kg), is it ensured that storage limit is 180 days and the waste has been shipped before the limit? **Y N N/A ??**

The storage time limit is 270 days, if the Treatment, Storage and Disposal facility is located more than 200 miles from the generator site. Write the date on the container when it is full.

**Section H: Small Quantity Generator
 (Generate between 100 and 1000 Kilograms of Hazardous Waste Per Month)**

67. If the waste generated at your institution:
 More than 220 pounds, but less than 2200 pounds per month
 (or about ½ to 4 drums liquid)
 If Y, the generator size is **Small Quantity Generator (SQG)**. **Y N N/A ??**

A facility that generates more than 100 kilograms but less than 1,000 kilograms of hazardous waste in one calendar month is designated as a small quantity generator (SQG).

68. Have hazardous waste containers been accumulated at your facility for 180 days or less?
 [40 CFR 262.34(f)] **Y N N/A ??**

69. If the generator size is SQG or accumulates 6600 lbs (3000 kg); is it ensured that waste is shipped within 180 days of the date waste was first put into the container i.e. accumulation start date.? **Y N N/A ??**

The storage time limit is 270 days, if the facility is located more than 200 miles from the generator site.

70. Is it ensured that at least one employee (identified as Emergency Coordinator) for providing emergency response?	Y N N/A ??
The emergency coordinator must be either on the generator's premises or available to respond to an emergency by reaching the premises within a short time.	
71. Is it ensured that the Emergency Coordinator or a designee have the responsibility to respond to emergencies in the hazardous waste storage areas.	Y N N/A ??
<u>Emergencies</u> 1. Fire 2. Spill 3. Release threatening Human health and Environment	<u>Response</u> Call Fire Department or extinguishing fire by using fire extinguisher Contain the spill; cleanup the hazardous waste and contaminated soils Notify National Response Center providing identification information and estimated quantity of material released and contained.
72. Is the following information posted on the premises next to the telephone? - Name and phone number of the Emergency Coordinator - Location of Fire extinguisher and spill control material - Fire alarm - Telephone number of the Fire department	Y N N/A ??
73. Are all employees working in hazardous waste area, thoroughly trained and hence familiar with proper waste handling and emergencies within 6 months of starting their positions?	Y N N/A ??
Section I: Large Quantity Generator (LQG)	
74. If the waste generated at your institution: <i>More than 2200 pounds or more per month (about 4 or more drums of liquid)</i> If Y, the generator size is Large Quantity Generator (LQG). [MN R. 7045.0206, Subp. 2]	Y N N/A ??
A facility that generates hazardous waste of 1,000 kilograms or more, in a calendar month is designated as 'A large quantity generator' (LQG).	
75. If the generator size is LQG and there is no limit on the accumulation of amount of waste, is it ensured that the waste is shipped within 90 days of start of waste accumulation date (unless there is Storage Facility Permit or interim status permit obtained)? [MN R. 7045.0292, Subp. 1,A]	Y N N/A ??
Note: If you store hazardous waste for more than 90 days, Time extension may be applied to MPCA. One extension may be granted for up to 30 days by MPCA if hazardous waste must remain on site for longer than allowable time. [MN R. 7045.0292, Subp.10].	

<p>76. Do containers meet the standards specified in Section B - Containers; Use, Management and Storage?</p>	<p>Y N N/A ??</p>
<p>The containers need to be marked, labeled and placarded. The wastes need to be compatible with the material of the containers.</p>	
<p>77. Are containers marked with accumulation start date? [MN R. 7045.0292, Subp. 2]</p>	<p>Y N N/A ??</p>
<p>A Generator's accumulation start date begins when the generator initiates accumulation in a container or tank. The accumulation start date must be visible for inspection. For tanks or containers that are not shipping containers, a log including accumulation start date must be maintained for each tank or container.</p>	
<p>78. Are container labels visible? Do hazardous waste labels have words 'Hazardous Waste' and a description that clearly identifies their contents to employees and emergency personnel? [MN R. 7045.0292, Subp.1, F]</p>	<p>Y N N/A ??</p>
<p>79. Are the storage areas protected from unauthorized access and inadvertent damage from vehicles or equipment? [MN R. 7045.0292, Subp. 1, D]</p>	<p>Y N N/A ??</p>
<p>80. Are the containers holding free liquid waste been placed on containment surfaces (impermeable to wastes and if stored outside is curbed)?</p>	<p>Y N N/A ??</p>
<p>81. Is it ensured that the requirements are satisfied for</p> <ul style="list-style-type: none"> - personnel training (Section D), - ignitable, reactive or incompatible wastes (Section B) - preparedness and prevention (Section E) - contingency planning (Section E) - waste analysis (Section A) 	<p>Y N N/A ??</p>
<p>Section J: Satellite Accumulation Sites – A Satellite Accumulation Area is designated area near a process or location that generates hazardous waste where wastes are stores until they are moved to a Central Hazardous Waste Accumulation area. For satellite accumulation drums, the date the drum is filled is the <i>accumulation start date</i>. The 90 or 180 day storage time clock starts on this date.</p>	
<p>82. Is the quantity of waste less than 55 gallons or less than 1 quart for acutely toxic waste? [40 CFR 262.34(c)(1)]</p>	<p>Y N N/A ??</p>
<p>Satellite accumulation may occur at more than one location and you may accumulate more than one waste at a location; however you may not exceed the limits (55 gal or 1 qt acute) for each waste at each location.</p>	
<p>83. If the quantities of hazardous waste exceed the amounts in question above, are the containers moved within three days to a less than 90-day accumulation area or off site to an authorized facility? [40 CFR 262.34(c)(1)]</p>	<p>Y N N/A ??</p>

<p>84. Is the satellite containers located in the immediate working area where waste is generated and is it under the direct control of the operator processing the generation of waste?</p>	<p>Y N N/A ??</p>
<p>If Y, daily visual inspections of the satellite accumulation area are adequate.</p>	
<p>85. Are the satellite accumulation containers not under direct supervision of the employee(s) in the area?</p>	<p>Y N N/A ??</p>
<p>If Y, weekly inspections need to be documented.</p>	
<p>86. Are containers marked with accumulation start date? [MN. R. 7045.0292, Subp. 8, D(1)]</p>	<p>Y N N/A ??</p>
<p>87. Are container labels visible? [MN. R. 7045.0292, Subp.8, B(2)]</p>	<p>Y N N/A ??</p>
<p>It is recommended not to mix wastes. It is recommended not to mix non hazardous waste with hazardous waste. Once you mix anything with listed hazardous waste, the whole batch becomes hazardous. Mixing waste can also make recycling very difficult, if not be putting non hazardous cleaning agents in a container of used hazardous solvents.</p>	
<p>88. Is there immediate access to communication or alarm systems whenever hazardous waste is poured, mixed or handled? [40 CFR 265.32 and 265.34(a)(b)]</p>	<p>Y N N/A ??</p>
<p>89. Is there an adequate supply of fire extinguishers and spill control equipment in the accumulation area? [40 CFR 265.32(c)]</p>	<p>Y N N/A ??</p>
<p>90. Is there adequate water pressure to supply fire hoses? [40 CFR 265.32(d)]</p>	<p>Y N N/A ??</p>
<p>91. Is the fire fighting equipment, communications and alarm equipment, and decontamination equipment, spill control and water supply tested and maintained? [40 CFR 265.33]</p>	<p>Y N N/A ??</p>
<p>Section K: Separation of Hazardous Materials</p>	
<p>97. Are hazardous materials stored in hazardous material storage cabinets or gas cabinets? Is it ensured that incompatible materials are not stored within the same cabinets?</p>	<p>Y N N/A ??</p>
<p>98. If 'N' to 16. are incompatible hazardous material storage segregated by at least 20 ft.?</p>	<p>Y N N/A ??</p>
<p>99. If 'N' to 16. and 17.; are incompatible materials storage isolated by a noncombustible partition extending not less than 18 inches above and to the sides of the stored material?</p>	<p>Y N N/A ??</p>

<p>100. Is it ensured that oxidizers are not stored on or against combustible surfaces?</p>	<p>Y N N/A ??</p>
<p>Organic Peroxides shall be stored in their original DOT shipping containers. During storage, care shall be taken to prevent contamination.</p>	
<p>101. Is appropriate monitoring ensured for an existing storage system/ storage facility/ secondary containment?</p> <ul style="list-style-type: none"> • Provide a monitoring device for the hazardous materials storage system • Maintain a visual monitoring log 	<p>Y N N/A ??</p>
<p>102. Are inspections of storage facility regularly performed? Are results of the inspections documented?</p>	<p>Y N N/A ??</p>
<p>103. Is proper closure of the hazardous materials storage system followed if the hazardous material storage area/ room/ facility discontinued?</p>	<p>Y N N/A ??</p>
<p>104. Is the hazardous material storage area secured from public access?</p>	<p>Y N N/A ??</p>
<p>105. Are all the monitoring/ inspection records maintained for a minimum of three years?</p>	<p>Y N N/A ??</p>
<p>106. Is there is a policy that ensures there is no disposal of hazardous laboratory chemicals in the sink?</p>	<p>Y N N/A ??</p>
<p>Laboratory personnel will not discharge into the sewer system any chemical which:</p> <ul style="list-style-type: none"> - has a pH less than 2.5 or greater than 12.0 - is flammable (FP < 140 F) - is reactive (Oxidizers, water reactive, pyrophoric, explosives) - exhibits toxic characteristics - is a dye - has a strong odor - has high viscosity - is Oily - constitutes a large volume. <p>When considering how to dispose materials; consider</p> <ul style="list-style-type: none"> - the physical, health and environmental hazards associated with the material; - applicable regulatory restrictions; <p>how effectively the material can be captured.</p>	
<p>Section L: Cafeteria – Used and Unused Oil</p>	
<p>107. Has the oil used in the cafeteria for cooking/ frying etc. containerized and kept separate from the regular trash until it is disposed of or recycled?</p>	<p>Y N N/A ??</p>
<p>The oil used in cafeteria does not meet the EPA and MPCA definition of ‘Used Oil’. EPA defines used oil as any oil that was refined from crude oil or any synthetic oil and that as result of use is contaminated by physical or chemical impurities. Vegetable and animal fat oils are not included in the definition. Although it is probably not a large volume waste stream, the used oil in cafeterias must be adequately managed and</p>	

precautions must be taken.	
108. Do the employees handling used oil have immediate access to alarm or communication devices (either directly or through another employee)?	Y N N/A ??
109. Is the cafeteria equipped with - Portable Fire Extinguisher - Fire Control Equipment - Absorbent materials and - Spill/ decontaminant equipment?	Y N N/A ??
110. Are best practices used to ensure safe handling of unused cooking oil?	Y N N/A ??
<p>Following best practices are recommended for unused cooking oil:</p> <ol style="list-style-type: none"> 1. Label all containers and tanks with appropriate label enlisting the containers' contents. 2. Ensure containers and tanks are in good condition. Structural defects need to be fixed immediately. Replace rusting, leaking or deteriorating tanks. 3. Store unused oil only in designated tanks and storage containers. 	
Section K: Art Departments	
111. Is it ensured that, adequate procedures for disposal of waste hazardous art materials are implemented and attempts are made for waste minimization?	Y N N/A ??
<p>University and Community college programs may produce large amounts of aqueous wastes. Waste elimination or reduction should be encouraged. Using lead-free glazes instead of leaded glazes results in reduction in the amount of lead that enters the environment, via kiln fumes and also in discarding the unwanted or waste material. Another example of waste minimization is the use of water-based screen printing inks instead of solvent-based.</p>	
112. Do studios have the approved 'Safety cans' for solvent disposal?	Y N N/A ??
<p>Solvent wastes should be collected and stored in approved safety disposal cans. Chlorinated solvents must be stored separately from other solvents. Never pour solvents down the drain.</p> <p>In Oil painting classes, the evaporation of solvent can be reduced by:</p> <ul style="list-style-type: none"> - covering all open containers of solvent with aluminum foil wrapped around the brushes and top of container. - placing waste solvent in approved solvent waste cans and closing all containers of waste solvents when not being used. - reducing class size or number of students painting in oil. 	
113. Are oily rags, paint rags, and similar materials subject to spontaneous combustion placed in approved oily waste cans which are emptied daily?	Y N N/A ??
114. Are old art materials and equipment routinely and periodically removed and properly disposed?	Y N N/A ??
115. In photographic labs, is it ensured materials generated during photograph	Y N N/A ??

development process is collected and disposed appropriately?	
<p>A typical darkroom and/ or photographic lab can potentially generate hazardous waste as a result of photograph development process. The most common byproduct of this process that can become a hazardous waste is 'spent fixer'. Processing spent fixer through a silver recovery unit can allow the material to be considered non-hazardous. Additionally,</p>	
<p>116. Is it ensured that photographic lab solutions such as unused toners, fixers, reducers, developers, intensifiers and stop bath liquid is not poured down the drain?</p>	<p>Y N N/A ??</p>
<p>Section L: Dormitories</p>	
<p>117. Is it ensured that there is awareness among students regarding proper disposal of 'Household Hazardous Waste'?</p>	<p>Y N N/A ??</p>
<p>Although household products are excluded from regulations under RCRA, these products must be handled properly since they can be dangerous. Household hazardous products include a wide range of consumer products, including</p> <ul style="list-style-type: none"> • Antifreeze, used oil and other waste materials related to automobiles • Fluorescent and halogen bulbs • Non-alkaline batteries, specially 'button batteries' that contain mercury • Chlorine Bleach • Drain Cleaners and spot removers 	
<p>118. Are procedures in place for the appropriate disposal of the household hazardous materials?</p>	<p>Y N N/A ??</p>
<p>Encourage safe practices for use and disposal of household hazardous materials in dormitories:</p> <ol style="list-style-type: none"> 1. Using and storing products containing hazardous substances carefully. 2. Keeping products containing hazardous materials in their original containers and not removing their labels. 3. Never mixing leftover household hazardous waste with other products. 	
<p>Section M: Infectious Waste</p>	
<p>119. If your institution generates infectious waste, is there a written and implemented 'Infectious Waste Management Program'?</p>	<p>Y N N/A ??</p>
<p>Infectious waste is waste from laboratories, clinics including human blood, blood products in containers, research animal waste, regulated human body fluids. This waste must be separated from chemical waste. Disposal of the infectious waste with normal trash is prohibited.</p> <p>Under the infectious waste regulatory program, MPCA has following requirements:</p> <ul style="list-style-type: none"> • Packaging and labeling of infectious waste • Handling and segregation of infectious waste • Infectious waste commercial transporter registration 	

<ul style="list-style-type: none"> • Infection waste management plan requirements • Standards for storage, transport, spill response, treatment and disposal of infectious waste. 	
120. Are sharps disposed appropriately? [MN. R. 7035.9120, Subp. 1]	Y N N/A ??
Sharps must be disposed in closed containers that are rigid, puncture-resistant, so that the contents do not leak. Sharps must remain packaged throughout the collection, storage, decontamination or any other processing.	
121. Are sharps containers labeled with ‘Sharps’ or ‘Infectious Waste’ and have international biohazard symbol?	Y N N/A ??
122. Is infectious waste (except sharps) collected in plastic bags which are impervious to moisture?	Y N N/A ??
Infectious waste must be contained in plastic bags marked with biohazard symbols, and must be impervious to moisture, of sufficient strength to preclude ripping, tearing or bursting under normal conditions of use and handling.	
123. Prior to shipping, are plastic bags of infectious waste packaged in corrugated fiberboard boxes?	Y N N/A ??
124. Is infectious waste incinerated, autoclaved or decontaminated at your facility? [MN. R. 7035.9120, Subp. 3(1)]	Y N N/A ??
If infectious waste is autoclave, it must be autoclaved at 250 deg F for at least an hour. The infectious waste autoclave log containing date, time, temperature, pressure and operator name must be kept onsite for three years.	
125. Is a spill cleanup kit available in areas that are used for storage, decontamination, and disposal or in the transport vehicle? [MN R. 7035.9120, Subp. 6]	Y N N/A ??
Spill cleanup kit for infectious waste must include at least: <ol style="list-style-type: none"> 1. Absorbent material for spilled liquids; 2. Hospital grade disinfectant (1 gallon); 3. Packaging and labeling material; 4. Scoop shovel, push brooms and plastic buckets; 5. Disposable coveralls, gloves, surgical face masks, goggles. 	
126. Is there an established spill response procedure for infectious waste? [MN. R. 7035.9120, Subp. 6(B)]	Y N N/A ??
During a Spill Response procedure, it must be ensured that – <ol style="list-style-type: none"> 1. Access to the spill area by unauthorized personnel must be prevented; 2. Broken containers and spilled material must be packaged and labeled; 3. Absorbent material must be applied to surface areas contaminated with infectious waste; 	

4. Reusable items must be cleaned and disinfected immediately.	
127. Are all reports and records (training, spill cleanup, logs, transporter etc.) retained for at least three years?	Y N N/A ??
128. Has Facility Infectious Waste Management Plan developed and submitted to MPCA or County Office?	Y N N/A ??
129. Is a copy of Facility Infectious Waste Management Plan maintained on-site?	Y N N/A ??
130. Is the Facility Infectious Waste Management Plan updated for two years?	Y N N/A ??

References:

MN. R. 7045

Comments/Corrective action: