

**BIOHAZARDOUS MEDICAL WASTE
FACILITY PLAN APPLICATION
CHECKLIST**

SUBMITTAL OF APPLICATION

This checklist constitutes the outline for the Biohazardous Medical Waste Facility Plan (BMWFP) that is required in accordance with A.R.S. §49-762, and is required to be completed and attached to your application submittal. A complete application submittal should consist of a cover letter, the Biohazardous Medical Waste Facility application, and the BMWFP. The BMWFP should consist of this checklist and the associated supporting documentation and technical information. Please note the following:

- Ensure that any design drawings and/or calculations are stamped by an Arizona-registered professional of an appropriate discipline. For equipment and technology designs, the manufacturer's specifications (as prepared by the manufacturer) may suffice for original design drawings and associated certifications and calculations.
- For calculations, state any assumptions made and provide references for values and information used.
- Should you determine an element is "not applicable," please formally address the item in the BMWFP and state "not applicable" and the basis for that determination.
- The completeness, organization, and clarity of your submittal will assist ADEQ in facilitating its review. Please number pages, and use good editorial practices such as section headers, and a Table of Contents. Provide technical references as needed.

Use this checklist to ensure that you do not forget to include a facility plan component. The checklist also includes a cross-reference column in which the applicant is to note the location of the requested information in the application package.

If the operations at the Biohazardous Medical Waste Facility will also include transporting biohazardous medical waste, the applicant must also comply with transporter requirements in A.A.C. R18-13-1409. A separate set of instructions and an example transportation plan are available to assist applicants with becoming registered transporters.

The facility plan must receive approval from the Department as prescribed in A.R.S. §49-762.04 prior to starting construction of the facility. Should you have any questions regarding this process, please contact the Permits and Plan Review Unit at (602) 771-4123.

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I.	LETTER OF TRANSMITTAL	CITATION(S)	LOCATION OF MATERIAL IN APPLICATION
<input type="checkbox"/>	A letter of transmittal to the Department	NA	
II.	TABLE OF CONTENTS <i>Instructions: Please provide a detailed Table of Contents that follows the general outline of this Facility Plan checklist.</i>	CITATION(S)	LOCATION OF MATERIAL IN APPLICATION
<input type="checkbox"/>	A table of contents listing the main sections of the application	NA	
III.	GENERAL INFORMATION	CITATION(S)	LOCATION OF MATERIAL IN APPLICATION
<input type="checkbox"/>	Name of the facility	A.R.S. §49-762.07(A)(1) A.A.C. R18-1-503(A)(2)	
<input type="checkbox"/>	General Description of the Facility Operation – The type and a general description of the biohaz medical waste facility operation	A.R.S. §49-762.07(A)(3)	
<input type="checkbox"/>	Owner Information – All owners’ names, addresses, and telephone numbers	A.R.S. §49-762.03(A) A.A.C. R18-1-503(A)(1)	
<input type="checkbox"/>	Operator Information – All operators’ names, addresses, and telephone numbers	A.R.S. §49-762.03(A)	
<input type="checkbox"/>	Agent Information – All names, addresses, and telephone numbers of any agents authorized to act on behalf of the applicant	A.A.C. R18-1-503(A)(3)	
<input type="checkbox"/>	Facility Information	A.R.S. §49-762.07(A)(3)	
	<input type="checkbox"/> The physical location of the facility	A.R.S. §49-762.07(A)(1)	
	<input type="checkbox"/> The mailing address of the facility	A.R.S. §49-762.07(A)(1)	
	<input type="checkbox"/> The legal description of the facility by township, range, and section	A.R.S. §49-762.07(A)(2)	
	<input type="checkbox"/> The county assessor’s book, map, and parcel number for the land on which the facility is located	A.R.S. §49-762.07(A)(2)	
<input type="checkbox"/>	Site Location Map	A.R.S. §49-762.07(A)(5)	
<input type="checkbox"/>	Aerial Map		
<input type="checkbox"/>	Vicinity Map(s) – At a scale not over 1:24,000 that delineates:		
	<input type="checkbox"/> The area within one mile of the proposed facility boundaries;		
	<input type="checkbox"/> Adjacent zoning and land use (including residences) within one mile of the proposed facility boundaries;		
	<input type="checkbox"/> Access roads, bridges and railroads;		
	<input type="checkbox"/> Floodplains within one-half mile of the proposed facility boundaries;		

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IV.	LOCATION RESTRICTIONS	CITATION(S)	LOCATION OF MATERIAL IN APPLICATION
<input type="checkbox"/>	Irrigation Grandfathered Rights – New solid waste facilities may not be permitted if an irrigation grandfathered right is appurtenant to all or any part of the facility. The irrigation grandfathered rights may be retired through the Department of Water Resources.	A.R.S. §49-772(A)(1)	
<input type="checkbox"/>	Floodplains – > 25,000 cfs – No part of a facility seeking plan approval may be located within one half mile of a 100-year floodplain with flows in excess of 25,000 cfs.	A.R.S. §49-772(A)(2) ¹	

V.	ADMINISTRATIVE DETERMINATIONS	CITATION(S)	LOCATION OF MATERIAL IN APPLICATION
<input type="checkbox"/>	<i>Land Lease Agreements – Provide a copy of all land lease agreements for the area on which the medical waste facility will be located.</i>		
<input type="checkbox"/>	Certificate of Disclosure – Provide a copy of either a certificate of disclosure required by A.R.S. §49-109 or a written acknowledgement that such disclosure is not required.	A.R.S. §49-109	

VI.	OTHER APPROVALS/DEMONSTRATIONS <i>Photocopies of other environmental approvals or permits which are required for the facility must be included in the application. Plan approval will not be completed until all other approvals have been obtained. A possible approval is listed below:</i>	CITATION(S)	LOCATION OF MATERIAL IN APPLICATION
<input type="checkbox"/>	Air Permit – If an air quality permit is required for the facility under A.R.S. Title 49, Chapter 3, the applicant shall include evidence of that air quality permit, or evidence of an air quality permit application with the application for plan approval.	A.A.C. R18-13-1410(B)	

¹ See A.R.S. §49-772(A)(2) for exceptions.

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VII.	OPERATING CRITERIA <i>Instructions: An operations procedures manual must be included in the solid waste facility plan submittal and must describe the operational procedures necessary to reduce threats to public health and eliminate the possibility of releases. The operations plan should address the day to day activities at the facility as well as activities scheduled farther apart. A copy of the operations plan shall be kept on site and made available to employees. At a minimum, the operations plan must include:</i>	CITATION(S)	LOCATION OF MATERIAL IN APPLICATION
STORAGE, TRANSFER AND TREATMENT FACILITIES			
<input type="checkbox"/>	Specify the maximum storage time that biohazardous medical waste will remain at the facility. If the biohazardous medical waste will be stored for more than 24 hours, the facility must be equipped with a refrigerator to refrigerate the biohazardous medical waste. The refrigerator must be operated at an appropriate temperature.	A.A.C. R18-13-1411(5)	
<input type="checkbox"/>	State that biohazardous medical waste will only be accepted if it is accompanied by the tracking form. The form must be signed by an authorized agent and a copy must be kept for one year.	A.A.C. R18-13-1411(6)	
<input type="checkbox"/>	State that biohazardous medical waste will only be accepted if it is packaged as described in R18-13-1407. State that if the container is damaged or leaking, improperly labeled, or otherwise unacceptable, the waste shall be rejected and returned to the transporter or immediately repackaged.	A.A.C. R18-13-1411(7)	
<input type="checkbox"/>	State that the storage area will be cleaned daily as prescribed in R18-13-1407(A)(2).	A.A.C. R18-13-1411(8)	
<input type="checkbox"/>	Describe the recordkeeping process including: <ul style="list-style-type: none"> • Retention of shipment tracking forms; • Retention of maintenance and calibration records. 	A.A.C. R18-13-1411(6) A.A.C. R18-13-1412(A)(3)(a)	
ITEMS APPLICABLE ONLY TO TREATMENT FACILITIES			
<input type="checkbox"/>	Submit the following documentation for facility equipment with the SWFP:	A.A.C. R18-13-1412	
<input type="checkbox"/>	Equipment specifications that identify the proper type of medical waste to be treated in the equipment and any design or equipment restrictions.	A.A.C. R18-13-1412(A)(1)(a)	
<input type="checkbox"/>	Manufacturer's specifications and operating procedures for the equipment that describe the type and volume of waste to be treated, monitoring data of the treatment process, and calibration and testing of the equipment, providing specific details about the capability of the equipment to achieve treatment standards. Include emergency shut-down procedures.	A.A.C. R18-13-1412(A)(1)(b) A.A.C. R18-13-1415	
<input type="checkbox"/>	Instructions for equipment maintenance, testing, and calibration that ensure the equipment achieves the treatment standards.	A.A.C. R18-13-1412(A)(1)(c) A.A.C. R18-13-1415	
<input type="checkbox"/>	Training manual for the facility equipment.	A.A.C. R18-13-1412(A)(1)(d)	
<input type="checkbox"/>	Written certification from the manufacturer stating that the equipment, when operated properly, is capable of achieving the treatment standards.	A.A.C. R18-13-1412(A)(1)(e) A.A.C. R18-13-1415	
<input type="checkbox"/>	Submit and maintain at the facility, an operations procedure manual describing how waste will be handled from the time it is accepted, through the treatment process, and final disposition of the treated waste. Include the following:	A.A.C. R18-13-1412(A)(2)	
<input type="checkbox"/>	Provisions for treating biohazardous medical waste within 24 hours of receipt or refrigerating immediately at 40°F or less if treatment will not occur within 24 hours.	A.A.C. R18-13-1412(A)(2)(a)	

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	<input type="checkbox"/> A contingency plan for when treatment equipment is out of service for an extended period of time. Base the plan on the capacity of the treatment equipment to treat all waste at the facility, including any backlog. State that waste will be stored for less than 90 days. If the 90-day timeframe will be exceeded, the operator must either stop accepting waste until the backlog is treated, or contract with another treatment facility for treating the waste. Include in the contingency plan:	A.A.C. R18-13-1412(A)(2)(b)	
	<input type="checkbox"/> A list of names, addresses, and telephone numbers (home and office) of all individuals qualified to act as emergency coordinators.		
	<input type="checkbox"/> A list of emergency equipment maintained on-site, the physical location of emergency equipment, and an evacuation plan.		
	<input type="checkbox"/> A list of names, addresses, and telephone numbers of persons to be contacted in the event that an imminent and substantial endangerment to public health or the environment arises.		
	<input type="checkbox"/> Steps to be taken in the event of a fire at the facility, including the distance to the nearest fire department, how the fire department will be notified in case of fire or other emergency, and the estimated response time.		
	<input type="checkbox"/> Actions to be taken with respect to employee safety, including a discussion on first aid training, ambulance service availability, and the distance to the nearest hospital. Communication with emergency services must be available at the facility.		
	<input type="checkbox"/> Facility shutdown procedures.		
	<input type="checkbox"/> Describe how backup equipment will be utilized during equipment breakdown.		
	<input type="checkbox"/> Procedures for handling hazardous chemicals, radioactive waste, and chemotherapy waste. Provide for scanning biohazardous medical waste with a Geiger counter and handling waste that measures above background level as required by state and federal law.	A.A.C. R18-13-1412(A)(2)(c)	
	<input type="checkbox"/> State that biohazardous medical waste will be stored in accordance with R18-13-1408 including: <ul style="list-style-type: none"> • Segregation of waste types; • Signage; • Refrigeration requirements; • Exposure to wind, rain, precipitation, or animals/vectors; • General housekeeping requirements 	A.A.C. R18-13-1412(A)(5) A.A.C. R18-13-1408	
	<input type="checkbox"/> State that the following requirements will be adhered to if the treatment method is incineration:	A.A.C. R18-13-1412(A)(6)	
	<input type="checkbox"/> Reduce the incinerated medical waste, excluding metallic items, into carbonized or mineralized ash by incineration.	A.A.C. R18-13-1412(A)(6)(a)	
	<input type="checkbox"/> Determine whether the ash is hazardous waste as required under R18-8-262.	A.A.C. R18-13-1412(A)(6)(b) A.A.C. R18-8-262	

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<input type="checkbox"/>	State that autoclaving will be performed according to manufacturer's specifications for the unit.	A.A.C. R18-13-1412(A)(7)	
<input type="checkbox"/>	State that only alternative medical waste treatment methods that achieve the treatment standards in R18-13-1415(A).	A.A.C. R18-13-1412(A)(8) A.A.C. R18-13-1415(A)	
<input type="checkbox"/>	State that animal waste, chemotherapy waste, and cultures and stocks will be treated as prescribed in R18-13-1420.	A.A.C. R18-13-1412(A)(9) A.A.C. R18-13-1420	
<input type="checkbox"/>	State that medical sharps will be treated as prescribed in R18-13-1419.	A.A.C. R18-13-1412(A)(10) A.A.C. R18-13-1419	
<input type="checkbox"/>	Discuss records that must be kept of equipment maintenance and operational performance levels. Records must include the date and result of all equipment calibration and maintenance and must be kept for 3 years. Operational performance level records shall indicate the duration of time for each treatment cycle and:	A.A.C. R18-13-1412(A)(11)	
<input type="checkbox"/>	For steam treatment and microwaving records, both temperature and pressure maintained in the treatment unit during each cycle and the method used for confirmation of these items.	A.A.C. R18-13-1412(A)(11)(a)	
<input type="checkbox"/>	For chemical treatment, a description of the solution used.	A.A.C. R18-13-1412(A)(11)(b)	
<input type="checkbox"/>	For incineration, the temperature maintained in the treatment unit during operation.	A.A.C. R18-13-1412 11(A)(11)(c)	
<input type="checkbox"/>	Any other operating parameters in the manufacturer's specifications.	A.A.C. R18-13-1412(A)(11)(d)	
<input type="checkbox"/>	A description of the treatment method used and a copy of the maintenance test results.	A.A.C. R18-13-1412(A)(11)(e)	
<input type="checkbox"/>	State that the red bags will not be opened prior to treatment unless opening the bag is required to treat the contents.	A.A.C. R18-13-1412(A)(12)	

VIII.	DESIGN CRITERIA <i>The facility plan must contain design criteria to assure that the facility is designed and operated to meet the requirements below. Include drawings, calculations, and specifications, as appropriate.</i>	CITATION(S)	LOCATION OF MATERIAL IN APPLICATION
<input type="checkbox"/>	Provide information on the design of the treatment, storage and/or transfer facility to include at minimum:	A.A.C. R18-13-1411	
<input type="checkbox"/>	The overall design of the facility with sufficient detail as to provide a clear understanding of the size of both structures and features. Provide cross-sections and details to show orientation and geometry to facility structural components. Include:	A.A.C. R18-13-1411	
<input type="checkbox"/>	<i>Facility access points and traffic routing within and around the proposed facility (include existing, planned, and future access roadways).</i>		
<input type="checkbox"/>	<i>All buildings, appurtenances, structures (including scales, recycling facilities, transfer facilities, inspection areas and employee and equipment cleanup areas), parking areas and utilities (both above and below ground surface) within the proposed facility boundaries.</i>		

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	<input type="checkbox"/>	<i>Clearly labeled treatment and disposal areas, storage and transfer areas, major equipment, drains, and other design features.</i>		
	<input type="checkbox"/>	<i>Permanent fences, gates, and litter control structures.</i>		
	<input type="checkbox"/>	<i>Storm water management structures.</i>		
	<input type="checkbox"/>	Areas that are dedicated to the handling and storage of biohazardous medical waste so that these wastes are always handled separately from other types of solid waste accepted at the facility.	A.A.C. R18-13-1411(1)	
	<input type="checkbox"/>	A statement that the universal biohazard symbol will be prominently displayed as prescribed in R18-13-1401.	A.A.C. R18-13-1411(2)	
	<input type="checkbox"/>	A demonstration that walls and floors of storage areas will be constructed from smooth, easily cleanable non-porous material that is impervious to liquids and resistant to corrosion by disinfecting agents and hot water.	A.A.C. R18-13-1411(3) A.A.C. R18-13-1411(A)(4)(a)	
	<input type="checkbox"/>	A demonstration that the floor surface in the treatment and storage area either has a curb of sufficient height to contain spills or slopes to a drain that connects to an approved sanitary sewage system, septic tank, or collection device.	A.A.C. R18-13-1412(A)(4)(b)	
	<input type="checkbox"/>	Provisions to protect biohazardous medical waste from contact with water, precipitation, wind, or animals.	A.A.C. R18-13-1411(4)	

Pursuant to Arizona Revised Statutes (A.R.S. § 41-1030):

- (1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.
- (2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.
- (3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.

— End of Biohazardous Medical Waste Facility Plan Checklist —