

Your facility is due for a routine hazardous waste inspection. Please use this checklist as a reference to help provide your facility's records to the ADEQ inspector one week prior to the inspection.

Required Documents:

- MyDEQ Account information (*40 CFR § 262.12(a)*, [A.R.S. 49-929/931](#)):
 - Proof of paid Registration Fee
 - Proof of paid Generation Fee
 - Current Generator Status
- Waste Determination Records ([40 CFR § 262.11](#)):
 - Will accept:
 - Waste Profile Sheets
 - Analytical results
 - If Generator Knowledge is used:
 - Process Descriptions
 - Safety Data Sheets (SDS)
- Contingency Plan ([40 CFR § 262.260](#) & [40 CFR § 262.261](#))
 - Must contain the following:
 - a) Actions the facility will take in the event of an emergency
 - b) SPCC plan that accounts for hazardous waste
 - c) Arrangements with local emergency response teams, hospitals, etc.
 - d) Names and numbers of designated Emergency Coordinators, listed in order of command
 - e) List of emergency equipment, detailing their location, physical description, and capabilities
 - f) An evacuation plan, describing signals, routes, and alternative routes
- Quick Reference Guide ([40 CFR § 262.262](#)):
- Inspection Checklists (*R18-8-262.M*, [40 CFR § 262.17\(a\)\(1\)\(v\)](#)):
 - Weekly (Central storage area)
 - If applicable:
 - Daily tank inspections
- Training Plan ([40 CFR § 262.17\(a\)\(7\)](#)):
 - Job descriptions and training requirements for all employees handling hazardous waste
 - Proof of RCRA and HAZWOPER for (at least) the Environmental Manager
 - General training for employees that handle hazardous waste
 - DOT HazMat training for individuals signing manifests



Manifests (*R18-8-262.G*):

Will accept (past 3 years only):

- Paper copies (Returned signed page must be maintained on-site for up to 3 years)
- RCRAInfo Account
- Exception Reports ([40 CFR § 262.42](#))
- Discrepancy Reports ([40 CFR § 264.72/265.72](#))
- Unmanifested Waste Reports ([40 CFR § 264.76/265.76](#))

Land Disposal Restriction Notification Forms (LDRs) ([40 CFR § 268](#)):

- Normally attached to returned manifests
- Past three years only

Spill Reports/15-Day Reports of Implementing Contingency Plan ([40 CFR § 262.265](#)):

If any major spills or incidents have occurred within the past 3 years:

- NRC/ADEQ ERU Notification
- Clean-up/Remediation reports

Universal Waste Tracking Information ([40 CFR § 273.15](#)):

Will accept:

- Date marked on accumulation containers or each individual item
- Inventory system
- Certificate of Recycling/Destruction
- Anything documenting the Universal waste has not been accumulated for greater than one year

If you have any questions regarding the documents on this checklist, please reach out to the ADEQ inspector for clarification. For more compliance assistance information, visit azdeq.gov/ca.