Pre-Inspection Reference Checklist for Small Quantity Generators of Hazardous Waste

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 (A.R.S. 49-929(A)(8)/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)

☐ Posted Emergency Information: (40 CFR § 262.16(b)(9)(ii)).
  Must contain the following:
  o Name and telephone number of the current designated Emergency Coordinator
  o Location of fire extinguisher, spill control materials, and fire alarms
  o Telephone number of local Fire Department

☐ Arrangements with Local Authorities (40 CFR § 262.16(b)(8)(vi)):
  Will accept:
  o Copies of emails sent to local authorities
  o Copies of certified mail receipts

☐ Inspection Checklists (R18-8-262.M, 40 CFR § 262.16(b)(8)(iv)):
  □ Weekly (central storage area)
  If applicable:
  □ Daily tank inspections

☐ Proof of Personnel Training (40 CFR § 262.16(b)(9)(iii)):
  Will accept:
  o Initial New Employee Orientation Training on hazardous waste generation/handling
  o Hazardous Communication Training
  o Hazardous Materials DOT Training (for individuals signing manifests)
  o Hazardous Waste Management Training
  o Emergency Procedures Training
  o RCRA Training

☐ Manifests (R18-8-262.G):
  Will accept (past 3 years only):
  o Paper copies (Returned signed page with all signatures must be maintained on-site for up to 3 years)
  o Electronic copies
If applicable:
- 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

☐ (if applicable) New Provisions for Episodic Generation Events (40 CFR § 262.232(b)):
  - Notification to EPA/myDEQ no later than 30 days before a planned event and 72 hrs after an unplanned event.

☐ (if applicable) Spill Reports/Incident Reports (40 CFR § 262.16(b)(9)(iv) / A.A.C. R18-8-265(G)):
  - If any major spills or incidents have occurred:
    - 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.