

# Hazardous Waste Compliance Self-Assessment

## Large Quantity Generators

Use this self-assessment to help your organization follow hazardous waste requirements. Consider doing a self-assessment once a month. Self-assessments are recommended, but not required.

A self-assessment is a great starting point to maintain compliance. Your inspector may assess additional aspects during a routine inspection depending on your organization's situation, license type, waste types, etc. according to [Minnesota Rules Chapter 7045](#) and the [Ramsey County Hazardous Waste Management Ordinance](#).

Some items below may not pertain to your organization. Contact your inspector or call 651-266-1199 with questions.

<b>Person filling out assessment:</b>			<b>Today's Date:</b>
<b>General</b>			<b>Corrective actions</b>
Did the name, location, or ownership of the business change? <i>If yes, contact Ramsey County to update your license.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your hazardous waste generator license posted onsite in a public area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Hazardous waste storage</b>			<b>Corrective actions</b>
Are all hazardous waste containers closed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are all hazardous waste containers properly labeled with the words "Hazardous Waste", a description of the waste, and an accumulation start date? <i>Accumulation start dates are not required for satellite containers.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are all hazardous waste containers in good condition, compatible with the waste, and not leaking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you conduct weekly container inspections* and keep records for at least three years? <i>Hazardous waste containers must be inspected weekly for leaks, deterioration, labeling and closure. Keep records of inspections, including issues found, for at least three years. *Weekly container inspections are not required for satellite containers.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are all satellite containers in the immediate working area and under direct visual and physical control? <i>If not, move them to an appropriate location OR manage them as permanent (i.e., regular hazardous waste) storage.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you ensure hazardous waste (any amount) is stored onsite for no more than 90 days from the accumulation start date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(Outdoor storage) Are liquids on a curbed impermeable surface that can contain leaks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(Outdoor storage) Are ignitable wastes shaded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(Outdoor storage) Are containers protected from moisture, unauthorized entry and damage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Hazardous waste disposal documentation			Corrective actions
Do you keep manifests (paper or electronic) onsite for at least three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you make sure manifests are properly completed? (i.e., correct hazardous waste ID, description of wastes, hazardous waste codes, generator contact information, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you make sure you have the Designated Facility to Generator ("three signature") copy of each manifest onsite? <i>You should receive a three-signature copy within 40 days of your waste arriving at the designated facility. If not, you are responsible for contacting the facility.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Used oil and related waste			Corrective actions
Are containers and tanks of used oil and related wastes in good condition and closed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are containers and tanks labeled with the words "Used Oil", "Used Oil Filters", or "Used oil sorbents"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you keep disposal documentation (paper or electronic) for used oil and related waste onsite for at least three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If you burn used oil for heat, do you keep track of how much you burn?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
New wastes			Corrective actions
Have you evaluated newly generated wastes to determine if they are hazardous or non-hazardous? <i>If no, assume the new waste is hazardous, and treat it as such. You have 60 days after generating a new waste to evaluate it. Keep evaluation records and/or test results.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Universal wastes: <a href="#">Types listed here</a>			Corrective actions
Are all universal waste containers closed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are all universal waste containers properly labeled? <i>Acceptable labels:</i> 1) <i>Universal Waste: [type]</i> 2) <i>Waste: [type]</i> 3) <i>Used: [type]</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you keep disposal documentation (paper or electronic) for universal waste onsite for at least three years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Emergency preparedness			Corrective actions
Is there adequate aisle space near hazardous waste containers? <i>This means a container can be accessed with appropriate emergency equipment without moving other items.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have a way to notify onsite staff of a hazardous waste emergency? <i>Examples include intercom, public address (PA) system, fire alarm or human voice.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do onsite staff have a way to request help during a hazardous waste emergency? <i>Examples include handheld radio, cell phone, alarm call buttons, buddy system or human voice.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do staff have access to phones to contact local emergency response agencies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have fire protection equipment appropriate to your wastes available onsite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Do you have spill control equipment (PPE, sorbents, etc.) appropriate to your wastes available onsite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have decontamination equipment (eye wash stations, showers, sinks, etc.) appropriate to your wastes available onsite?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you maintain and test all emergency equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Requirements for Large Quantity Generators</b>			<b>Corrective actions</b>
Do you always have a designated emergency coordinator available? <i>The emergency coordinator is responsible for coordinating all emergency response measures and must be available onsite or able to reach the premises quickly.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have a contingency plan? <i>The plan must be designed to minimize hazards to human health or the environment from fires, explosions or any unplanned release of hazardous waste to air, land or water. It should include: (1) contact information for emergency coordinator(s), (2) a list of all emergency equipment, their uses and locations, (3) evacuation procedures, and (4) response actions.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you shared your contingency plan with each local emergency response authority referenced in your plan? <i>Document attempts to share your plan.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are personnel with hazardous waste duties trained annually and records kept? <i>Train employees within six months of starting hazardous waste responsibilities. General hazardous waste training alone is insufficient. Additional, site-specific training is needed. Keep documentation. Annual training is required.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Notes</b>			

#### Additional Resources

- Minnesota Pollution Control Agency [fact sheets](#) on hazardous waste management.
- Ramsey County's [online hazardous waste training](#), available anytime.
- Sample [weekly container inspection template](#).