

Hazardous Waste Compliance Self-Assessment

Small 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.

Person filling out assessment:	Today’s Date:
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General		Corrective actions
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	
Hazardous waste storage		Corrective actions
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 have 6600 pounds (3000 kg) or less of non-acute hazardous waste onsite? <i>You may accumulate up to this amount for up to 180 days from the accumulation start date.</i>	<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: Types listed here			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	
Requirements for Small Quantity Generators			Corrective actions
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 telephone posting? <i>Post next to the phone: (1) name and phone number of emergency coordinator(s), (2) location of fire extinguishers, fire alarms and spill control material, and (3) phone numbers for the fire department (unless there is a direct alarm) and Minnesota Duty Officer.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you document and maintain up-to-date personnel training? <i>Train employees within six months of starting hazardous waste responsibilities. Keep documentation. One-time training is required. Refreshers are recommended, but not required.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you notified local authorities (police, fire, hospital, etc.) about hazardous waste types, volumes, locations, and risks at your site? <i>Document attempts to notify them.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Notes			

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](#).