

Waste Management - Hazardous Materials Checklist

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Hazardous Material Identification & Inventory

Ensures accurate identification, labeling, and tracking of all hazardous materials on site.

Description of Hazardous Material Inventory Process

Write something...

Inventory System Used?

- Spreadsheet
- Dedicated Inventory Software
- Manual Logbook
- Other



Copy of Current Hazardous Material Inventory List

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Number of Hazardous Materials Currently in Use

Enter a number...

Types of Hazardous Materials Present (Select all that apply)

- Flammable Liquids
- Corrosive Substances
- Toxic Substances
- Reactive Chemicals
- Compressed Gases
- Pesticides
- Other

Brief description of process for identifying new hazardous materials

Write something...

Date of Last Inventory Review

Enter date...

Storage Requirements

Verifies proper storage conditions and practices for hazardous materials, including container compatibility and segregation.

Maximum Quantity of Flammable Liquids Stored

Are Flammable Liquids Stored in Approved Containers?

 Yes No N/A

Are Incompatible Materials Segregated?

 Yes No N/A

Describe Segregation Methods Employed

Are Storage Areas Adequately Ventilated?

- Yes
- No
- N/A

Temperature of Storage Area (in °C)

Enter a number...

Are Secondary Containment Systems Present?

- Yes
- No
- N/A

Describe Secondary Containment Measures (if applicable)

Write something...

Are storage areas clearly labeled with hazard warnings?

- Yes
- No
- N/A

Waste Characterization & Segregation

Confirms proper identification and separation of hazardous waste streams.

Waste Stream Identification

- Paint & Coatings
- Solvents
- Acids/Bases
- Cleaning Compounds
- Fluorescent Lamps
- Unknown Waste - Requires Testing

Description of Waste Material

Write something...

Hazard Class (if known)

- Flammable
- Corrosive
- Toxic
- Reactive
- Not Applicable

Contaminants Present (Check all that apply)

- Heavy Metals
- VOCs (Volatile Organic Compounds)
- PCBs (Polychlorinated Biphenyls)
- Asbestos
- None Known

Estimated Waste Quantity (in gallons/liters)

Enter a number...

Date Waste Generated

Enter date...

Container Type

- 55-gallon Drum
- 5-gallon Pail
- 1-gallon Container
- Smaller Container
- Bulk Tank

Notes/Comments regarding waste characteristics

Write something...

Container Management

Covers the proper selection, labeling, and inspection of waste containers.

Container Capacity (Gallons/Liters)

Enter a number...

Container Type (e.g., 55-gallon drum, 1-gallon can)

- 55-gallon Drum
- 1-gallon Can
- 5-gallon Bucket
- Other - Specify in Long Text

Container Material (e.g., Plastic, Steel)

- Plastic
- Steel
- Other - Specify in Long Text

Container Condition Notes (e.g., rust, damage)

Write something...

Date of Last Container Inspection

Enter date...

Container Labeling Verification (Check all that apply)

- Clearly Identifies Waste
- Includes Hazard Statements
- Includes Accumulation Start Date
- In Good Condition (Not Faded or Damaged)

Upload Photo of Container Label (if necessary)

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Security Measures in Place (check all that apply)

- Fencing
- Locked Access
- Security Cameras
- 24/7 Surveillance
- Other: [LONG_TEXT]

Maximum Number of Containers Allowed

Enter a number...

Date of Last Inspection of Accumulation Area

Enter date...

Summary of Findings from Last Inspection (if applicable)

Write something...

Type of Flooring Material (for spill containment)

- Impervious Concrete
- Asphalt
- Other: [LONG_TEXT]

Is Secondary Containment Present?

- Yes
- No

Photographs of Accumulation Area(s)

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Waste Transportation & Disposal

Ensures compliant procedures for moving and disposing of hazardous waste off-site.

Waste Transporter Licensed?

- Yes
- No
- N/A

Waste Manifest Number

Enter a number...

Date of Waste Shipment

Enter date...

Manifest Follow-up Completed?

- Yes - Signed Copy Received
- No
- Pending

Notes/Comments on Waste Shipment

Write something...

Disposal Facility Verified?

- Yes - Permitted and Compliant
- No
- N/A

Waste Manifest Copy

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Emergency Response & Spill Control

Covers preparedness and procedures for handling spills and releases of hazardous materials.

Is a Spill Prevention, Control, and Countermeasure (SPCC) plan in place and up-to-date?

- Yes
- No
- N/A

Briefly describe the facility's spill prevention measures.

Write something...

What spill response equipment is readily available?

- Absorbent Pads/Materials
- Containment Booms
- Personal Protective Equipment (PPE)
- Neutralizing Agents
- Spill Kit(s)
- Other (Specify in LONG_TEXT)

Number of trained spill response team members.

Enter a number...

Date of last spill response drill.

Enter date...

Describe the facility's communication procedures for reporting spills.

Write something...

Upload a copy of the facility's Spill Response Plan.

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Are spill reporting procedures readily accessible to all relevant personnel?

Yes

No

Training & Documentation

Verifies adequate training for personnel handling hazardous materials and maintains proper records.

Frequency of Hazardous Materials Training (years)

Enter a number...

Last Hazardous Materials Training Date

Enter date...

Training Topics Covered

- Hazard Identification
- SDS Understanding
- Proper Handling Procedures
- Emergency Response
- Waste Management
- Regulatory Requirements

Copy of Training Records

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Description of Training Program

Write something...

Trainer Qualification

- Certified Hazardous Materials Manager
- Qualified Employee with Experience
- External Consultant

Number of Employees Trained

Enter a number...

Date of Last SDS Review

Enter date...

Regulatory Compliance & Recordkeeping

Ensures adherence to all applicable local, state, and federal regulations.

Last Regulatory Agency Audit Date

Enter date...

Summary of Audit Findings and Corrective Actions

Write something...

EPA ID Number (if applicable)

Enter a number...

Primary Regulatory Agency Contact Person

- EPA
- State Environmental Agency
- Local Authority

Contact Person's Name

Write something...

Contact Person's Phone Number

Write something...

Contact Person's Email Address

Write something...

Copies of Permits and Licenses

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Date of Last Training Record Review

Enter date...