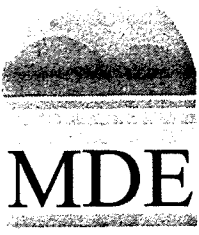


US EPA ARCHIVE DOCUMENT

Appendix H

Enforcement Forms:

- Inspection Checklists,
- Pollution Reduction Compliance Report,
- Field Notes,
- Site Complaint Form,
- Incident (Complaint) Report Form, and
- Hazardous Waste Laboratory Organic Analysis Report Form



MARYLAND DEPARTMENT OF THE ENVIRONMENT
 HAZARDOUS WASTE PROGRAM
 Hazardous Waste Enforcement Division
 1800 Washington Blvd., Suite 645
 Baltimore, MD 21230-1719
 (410) 537-3400

FI _____ Inspector: _____ Date: _____

GENERATOR CHECKLIST

Facility Name: _____
 Address: _____
 Facility Representative: _____ Telephone No.: _____
 Description of Work Activity: _____
 EPA Identification Number? _____

Section A - Hazardous Waste Determination

1. Does facility generate hazardous waste(s) as defined in COMAR
 26.13.02.10 - .19?..... Yes ___ No ___
 If yes, under which category is the waste?
 ___ Ignitable ___ Corrosive ___ Reactive ___ EP Toxic ___ RCRA Listed

2. Describe the amount of waste generated (day, week or month).

Section B - Manifest (26.13.03.04)

1. Does generator ship waste off-site?..... Yes ___ No ___
 (If no, do not complete sections B and C)
 2. Does generator use manifest?..... Yes ___ No ___
 If no, explain: _____
 3. Does generator retain copies of manifests?..... Yes ___ No ___ N/A
 If yes, does the manifest include the following information?
 (26.13.03.04C)
 -Manifest document number?..... Yes ___ No ___ N/A
 -Generator's name, mailing address and telephone number?..... Yes ___ No ___ N/A
 -Generator's EPA I.D. number?..... Yes ___ No ___ N/A
 -Transporter name(s) and EPA I.D. number(s)?..... Yes ___ No ___ N/A
 -Designated TSD name, address, and EPA I.D. number?..... Yes ___ No ___ N/A
 -Alternate TSD name, address, and EPA I.D. number?..... Yes ___ No ___ N/A
 -Instructions to return waste to generator if undeliverable?..... Yes ___ No ___ N/A
 -Description of the waste required by DOT regulations?..... Yes ___ No ___ N/A

US EPA ARCHIVE DOCUMENT



- Quantity of each hazardous waste by units of weight or volume?.... Yes No N/A
- Total number and types of containers given to transporter?..... Yes No N/A
- Is the proper certification noted on each manifest?..... Yes No N/A
- 4. Has the generator signed and dated manifests (26.13.03.04E)?..... Yes No N/A
- 5. Did the generator obtain initial transporter's signature and date of acceptance?..... Yes No N/A
- 6. Do returned copies of manifest include facility owner/operator signature and date of acceptance?..... Yes No N/A
- 7. Have manifests been retained for three years?..... Yes No N/A

Section C - Pre-Transport Requirements (26.13.03.05) N/A

- 1. Does generator package wastes in accordance with DOT requirements?.... Yes No
- 2. Are containers in good condition?..... Yes No
If no, explain: _____
- 3. Is the date that accumulation time began clearly marked and visible for inspection on each container?..... Yes No
- 4. Is period of accumulation less than 90 days?..... Yes No
-If no, is amount accumulated less than 500 kg or less than 1 kg of acute hazardous waste?..... Yes No N/A
-If no, explain: _____
- 5. Is "SATELLITE ACCUMULATION" no more than 55 gallons of hazardous waste or 1 quart of acutely hazardous waste?..... Yes No N/A
- 6. Are containers in good condition, closed, and clearly marked "HAZARDOUS WASTE"?..... Yes No N/A

Section D - Recordkeeping and Reporting (26.13.03.06)

- 1. Does the generator keep the following reports for three years?
 - Manifests and signed copies from designated facilities?..... Yes No
 - Annual Reports?..... Yes No
 - Exception Reports?..... Yes No N/A
 - Waste Analyses?..... Yes No N/A

Section E - Special Conditions (26.13.03.07)

- 1. Has the generator received from or transported to a foreign country any hazardous waste(s)?..... Yes No
-If yes, has a notice been filed with MDE and EPA?..... Yes No N/A
-Is this waste manifested and signed by a foreign consignee?..... Yes No N/A
-If generator transported wastes out of the country, has confirmation of delivery been received?..... Yes No N/A

Section F - General Requirements (26.13.03.05E)

Personnel Training (26.13.05.02G)

- 1. Does the owner/operator maintain personnel training records?..... Yes No
If yes, do they include:
 - Job title and written job description of each position?..... Yes No
 - Description of type and amount of training?..... Yes No
 - Records of training given to facility personnel?..... Yes No

Preparedness and Prevention (26.13.05.03)

- 1. Is there evidence of fire, explosion, or contamination of the environment?..... Yes No

- 2. Is the facility equipped with:
 - a. Internal communication or alarm system?..... Yes No
 - b. Telephone or two-way radio to call emergency response personnel?..... Yes No
 - c. Portable fire extinguishers, fire control equipment, spill control equipment, and decontamination equipment?..... Yes No
 - d. Water of adequate volume for hoses, sprinklers, or water spray system?..... Yes No
- 3. Is there sufficient aisle space to allow unobstructed movement of personnel and equipment in an emergency?..... Yes No
- 4. Has the owner/operator made arrangements with the local authorities to familiarize them with characteristics of the facility?..... Yes No
- 5. In the case that more than one police or fire department might respond, is there a designated primary authority?..... Yes No
- 6. If State or local authorities decline to enter into these arrangements,, has this been documented in the operating log?..... Yes No N/A

Contingency Plan and Emergency Procedures (26.13.05.04)

- 1. Is a contingency plan maintained at the facility?..... Yes No
 If yes, does contingency plan include:
 - Arrangements with local emergency response organizations?..... Yes No
 - Emergency coordinators' names, phone numbers, and addresses?..... Yes No
 - List of all emergency equipment at the facility and description of equipment?..... Yes No
 - Evacuation plan for facility personnel?..... Yes No
- 2. Is there an emergency coordinator on site or on call at all times?.... Yes No
- 3. Has a copy of the Contingency plan been submitted to local or State agencies that may be asked to provide emergency services?..... Yes No
 Has the plan ever been implemented?..... Yes No
 -If so, was the plan appropriate?..... Yes No N/A
 If the plan was not appropriate, has it been amended?..... Yes No N/A
 -If the plan was implemented, was the incident recorded in the operating log and was a written report submitted to MDE?..... Yes No N/A

Use and Management of Containers (26.13.05.09)

- 1. Are containers in good condition?..... Yes No
- 2. Is container made of a material that will not react with the waste which it stores?..... Yes No N/A
- 3. Are containers always closed when holding hazardous waste?..... Yes No
- 4. Are containers handled so that they will not be opened, handled, or stored in a manner which may rupture them or cause them to leak?... Yes No
- 5. Does owner/operator inspect containers at least weekly for leaks and deterioration?..... Yes No
- 6. Do container storage areas have adequate containment systems?..... Yes No
- 7. Are containers holding ignitable and reactive waste located at least 15m (50 ft) from facility property lines?..... Yes No N/A
- 8. Are incompatible wastes or materials placed in the same containers?... Yes No N/A
- 9. Are hazardous wastes placed in washed, clean containers when they previously held incompatible waste?..... Yes No N/A
- 10. Are incompatible hazardous wastes separated from each other by a berm, dike, wall, or other device?..... Yes No N/A

- Quantity of each hazardous waste by units of weight or volume?.... Yes No N/A
- Total number and types of containers given to transporter?..... Yes No N/A
- Is the proper certification noted on each manifest?..... Yes No N/A
- 4. Has the generator signed and dated manifests (26.13.03.04E)?..... Yes No N/A
- 5. Did the generator obtain initial transporter's signature and date of acceptance?..... Yes No N/A
- 6. Do returned copies of manifest include facility owner/operator signature and date of acceptance?..... Yes No N/A
- 7. Have manifests been retained for three years?..... Yes No N/A

Section C - Pre-Transport Requirements (26.13.03.05) N/A

- 1. Does generator package wastes in accordance with DOT requirements?.... Yes No
- 2. Are containers in good condition?..... Yes No
If no, explain: _____
- 3. Is the date that accumulation time began clearly marked and visible for inspection on each container?..... Yes No
- 4. Is period of accumulation less than 90 days?..... Yes No
-If no, is amount accumulated less than 500 kg or less than 1 kg of acute hazardous waste?..... Yes No N/A
-If no, explain: _____
- 5. Is "SATELLITE ACCUMULATION" no more than 55 gallons of hazardous waste or 1 quart of acutely hazardous waste?..... Yes No N/A
- 6. Are containers in good condition, closed, and clearly marked "HAZARDOUS WASTE"?..... Yes No N/A

Section D - General Facility Standards (26.13.05.02)

- 1. Has facility received hazardous waste from a foreign source?..... Yes No
If yes, has it filed a notice with the Regional Administrator?..... Yes No N/A

Waste Analysis Plan (26.13.05.02D)

- 2. Does the facility maintain a copy of the waste analysis plan at the facility?..... Yes No
If yes, does it include:
 - Parameters for which waste will be analyzed?..... Yes No N/A
 - Test methods used to test for these parameters?..... Yes No N/A
 - Sampling method used to obtain sample?..... Yes No N/A
 - Frequency with which the initial analyzes will be reviewed or repeated?..... Yes No N/A
 - (For off-site facilities) Waste analyses that generators have agreed to supply?..... Yes No N/A
 - (For off-site facilities) Procedures for ensuring that hazardous waste received matches the accompanying manifest or shipping paper?..... Yes No N/A
- 3. Does the facility provide adequate security through: (26.13.05.02E)
 - a) 24-hour surveillance system (e.g., television monitoring or guards?..... Yes No
 - OR**
 - b) 1. Artificial or natural barrier around the facility (e.g., fence or fence and cliff)?..... Yes No

AND



2. Means to control entry through entrances (e.g., attendant, television monitors, locked entrance, controlled roadway access)?..... Yes No
4. Does the facility have "KEEP OUT" signs posted?..... Yes No

General Inspection Requirements (26.13.05.02F)

5. Does the owner/operator maintain a written schedule at the facility for inspecting:
- Monitoring equipment?..... Yes No
 - Safety and emergency equipment?..... Yes No
 - Security devices?..... Yes No
 - Operating and structural equipment?..... Yes No
 - Types of problems of equipment (operator error, malfunction, discharge...)?..... Yes No
6. Does the owner/operator maintain inspection logs?..... Yes No
- If yes, do they include:
- Records for the last three years?..... Yes No
 - Date and time of inspection?..... Yes No
 - Name of inspector?..... Yes No
 - Notation of observations?..... Yes No
 - Date and nature of repairs or remedial action?..... Yes No
7. Are there any malfunctions or other deficiencies not corrected?..... Yes No N/A
-
-

Personnel Training (26.13.05.02G)

8. Does the owner/operator maintain personnel training records?..... Yes No
- If yes, do they include:
- Job title and written job description of each position?..... Yes No
 - Description of type and amount of training?..... Yes No
 - Records of training given to facility personnel?..... Yes No

Requirements for Ignitable, Reactive, or Incompatible Waste (26.13.05.02H)

9. Does the facility handle ignitable or reactive waste?..... Yes No
- a) If yes, is waste separated and confined from sources of ignition or reaction?..... Yes No N/A
 - b) Are smoking and open flame confined to specifically designated locations?..... Yes No N/A
 - c) Are "No Smoking" signs posted in hazardous areas?..... Yes No N/A
 - d) Have precautions for handling ignitable, reactive or incompatible wastes been documented?..... Yes No N/A

Section E - Preparedness and Prevention (26.13.05.03)

1. Is there evidence of fire, explosion, or contamination of the environment?..... Yes No
2. Is the facility equipped with:
- a) Internal communication or alarm system?..... Yes No
 - b) Telephone or two-way radio to call emergency response personnel?..... Yes No
 - c) Portable fire extinguishers, fire control equipment, spill control equipment, and decontamination equipment?..... Yes No

- d) Water of adequate volume for hoses, sprinklers, or water spray system?..... Yes No
- 3. Is there sufficient aisle space to allow unobstructed movement of personnel and equipment in an emergency?..... Yes No
- 4. Has the owner/operator made arrangements with the local authorities to familiarize them with characteristics of the facility?..... Yes No
- 5. In the case that more than one police or fire department might respond, is there a designated primary authority?..... Yes No
- 6. If State or local authorities decline to enter into these arrangements,, has this been documented in the operating log?..... Yes No N/A

Section F - Contingency Plan and Emergency Procedures (26.13.05.04)

- 1. Is a contingency plan maintained at the facility?..... Yes No
 If yes, does contingency plan include:
 - Arrangements with local emergency response organizations?..... Yes No
 - Emergency coordinators' names, phone numbers, and addresses?..... Yes No
 - List of all emergency equipment at the facility and description of equipment?..... Yes No
 - Evacuation plan for facility personnel?..... Yes No
- 2. Is there an emergency coordinator on site or on call at all times?.... Yes No
- 3. Has a copy of the Contingency plan been submitted to local or State agencies that may be asked to provide emergency services?..... Yes No
- 4. Has the plan ever been implemented?..... Yes No
 - If so, was the plan appropriate?..... Yes No N/A
 - If the plan was not appropriate, has it been amended?..... Yes No N/A
 - If the plan was implemented, was the incident recorded in the operating log and was a written report submitted to MDE?..... Yes No N/A
- 5. If the Facility Permit has been revised, has the Contingency Plan been revised also?..... Yes No N/A

Section G - Manifest System, Recordkeeping, and Reporting (26.13.05.05)

- 1. Does facility receive waste from off-site?..... Yes No
 - If yes, does the owner/operator retain copies of all manifests?..... Yes No
 - a) Are the manifests signed and dated and returned to the generator?..... Yes No
 - b) Is a signed copy given to the transporter?..... Yes No
 - c) Are manifests retained for at least three years?..... Yes No
- 2. Has the owner/operator received any shipments of waste that were inconsistent with the manifest (manifest discrepancies)?..... Yes No
 - If yes, has he attempted to reconcile the discrepancy with the generator and transporter?..... Yes No N/A
 - If the discrepancy wasn't reconciled, was MDE notified?..... Yes No N/A
- 3. Does the owner/operator keep a written operating record at the facility? (26.13.05.05D)..... Yes No
 - a) If yes, does it include:
 - 1. Description and quantity of each hazardous waste received?..... Yes No
 - 2. Methods and dates of treatment, storage, and disposal?..... Yes No

- 3. Location and quantity of each hazardous waste at each location?..... Yes No
- 4. Cross-references to manifest/shipping papers?..... Yes No
- 5. Records and results of waste analyses?..... Yes No
- 6. Report of incidents involving implementation of the contingency plan?..... Yes No N/A
- 7. Records and results of required inspections?..... Yes No
- 8. Monitoring or testing analytical data?..... Yes No
- 9. Closure cost estimates and, for disposal facilities, post closure cost estimates?..... Yes No
- 10. (For facilities without off-site sources) Annual certification that permittee has program to reduce volume and toxicity of hazardous waste generated?..... Yes No N/A
- 4. Does the facility submit annual reports to MDE? (26.13.05.05F)..... Yes No
 - a) If yes, do reports contain the following information?
 - 1. Name, address and EPA I.D. number of facility?..... Yes No
 - 2. Date and year covered by report?..... Yes No
 - 3. Description/quantity of hazardous waste?..... Yes No
 - 4. Treatment, storage, and disposal methods?..... Yes No
 - 5. (For facilities with off-site sources) EPA I.D. number of each generator from which facility received hazardous wastes?..... Yes No N/A
 - 6. Most recent closure and post-closure cost estimates?..... Yes No
 - 7. For TSD generators, description of efforts to reduce volume/toxicity of waste generated, and actual comparisons with previous year?..... Yes No
 - 8. Certification signed by owner/operator?..... Yes No
- 5. Has the facility received any hazardous waste from an off-site source without a manifest? (26.13.05.05G)..... Yes No
 - If yes, was this waste exempt under the small quantity generator provision of 26.13.02.05?..... Yes No N/A
 - If not exempt, was a written report submitted to MDE?..... Yes No N/A
- 6. Does the facility report releases, fires, explosions; groundwater contamination and monitoring data; and facility closure to MDE? (26.13.05.05H)?..... Yes No N/A

Section H - Use and Management of Containers (26.13.05.09)

- 1. Are containers in good condition?..... Yes No
- 2. Is container made of a material that will not react with the waste which it stores?..... Yes No N/A
- 3. Are containers always closed when holding hazardous waste?..... Yes No
- 4. Are containers handled so that they will not be opened, handled, or stored in a manner which may rupture them or cause them to leak?... Yes No
- 5. Does owner/operator inspect containers at least weekly for leaks and deterioration?..... Yes No
- 6. Do container storage areas have adequate containment systems?..... Yes No
- 7. Are containers holding ignitable and reactive waste located at least 15m (50 ft) from facility property lines?..... Yes No N/A
- 8. Are incompatible wastes or materials placed in the same containers?... Yes No N/A

Facility Name: _____
 Address: _____
 Facility Representative: _____ Phone No.: _____

Inspector: _____
 Date: _____

INSPECTION CHECKLIST

Small Quantity Handlers of Universal Waste

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision /requirement is not applicable)
Scope (26.13.10.06) – Is the handler managing only the following as universal waste, as qualified by COMAR 26.13.10.07 - .09: batteries, pesticides, lamps, mercury-containing thermostats, and PCB-containing light ballasts?			
General Applicability – Does the handler qualify as a Small Quantity Handler (amount of universal waste accumulated is not 5,000 kg or more at any time – COMAR 26.13.01.03B(72-2))			
General Requirements (26.13.10.11)			
Is the handler complying with the prohibition on performing any of the following acts with respect to universal waste: <ul style="list-style-type: none"> • Disposal, unless the handler does so under authority of a hazardous waste disposal facility permit_[M1]; • Dilution or treatment, except as provided in COMAR 26.13.10.12 – .16 or .17D_[M2] or as authorized in a hazardous waste facility permit. 			
General Management Standards (26.13.10.17)			
Labeling and Marking – are all universal wastes labeled or marked as required by COMAR 26.13.10.17A?			
Accumulation time – is the handler able to demonstrate the length of time that each item of universal waste or group of universal waste items has been accumulated, using one of the methods in COMAR 26.13.10.17B(3)(b) _[M3] _[M4] ?			
Accumulation time limits – has the handler complied with the time limits of COMAR 26.13.10.17B(1) and (2)? (Accumulation for no longer than one year unless approved by the Department.)			
Training – has the handler provided all employees who handle or manage universal waste with information on proper waste handling procedures and emergency procedures? (26.13.10.17C)			
Response to releases – has the handler immediately contained all releases of universal waste and managed released material in accordance with applicable regulations? (26.13.10.17D)			

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision /requirement is not applicable)
Specific Management Standards – Batteries (26.13.10.12)			
General requirements – are the batteries being managed in a way that prevents releases to the environment (26.13.10.12A)			
Leakage, spillage, damage – are batteries that show evidence of leakage, spillage, or damage managed in an appropriate container? (26.13.10.12B _[M5])			
Manipulation of batteries – in performing permissible manipulations of batteries _[M6] , has the handler assured that the casing of each individual battery cell is not breached and remains intact and closed? (COMAR 26.13.10.12D)			
Management of removed electrolyte and solid wastes generated in performing permissible manipulations of batteries _[M7] – has the handler characterized these items as to whether they are regulated as hazardous waste, and managed these items in accordance with applicable regulations concerning solid waste and hazardous waste? (26.13.10.12E, F and G)			
Specific Management Standards – Pesticides (26.13.10.13)			
General requirements – are the pesticides being managed in a way that prevents releases to the environment (26.13.10.13A)			
Containment – are the pesticides managed in an appropriate container or overpack container _[M8] , tank _[M9] , or transport vehicle or vessel _[M10] ? (26.13.10.13B)			
Specific Management Standards – Thermostats (26.13.10.14)			
General requirements – are the thermostats being managed in a way that prevents releases to the environment (26.13.10.14A)			
Leakage, spillage, damage – are thermostats that show evidence of leakage, spillage, or damage managed in an appropriate container? (26.13.10.14B(1 _[M11]))			
Removal of mercury-containing ampules – if the handler removes ampules, is it done in accordance with the requirements of COMAR 26.13.10.14B(2) and (3) as follows?			
Are ampules removed in a manner designed to prevent breakage? (26.13.10.14B(2)(a))			
Are ampules removed over a containment device sufficient to contain and collect mercury that could be released if an ampule were to break? (26.13.10.14B(2)(b))			
Is a mercury clean-up system readily available? (26.13.10.14B(2)(c))			
Is mercury released from broken ampules immediately transferred to an appropriate container _[M12] ? (26.13.10.14B(2)(d))			

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision /requirement is not applicable)
Is the area in which ampules are removed ventilated and monitored to assure compliance with occupational exposure standards? (26.13.10.14B(2)(e))			
Are employees that remove ampules thoroughly familiar with proper handling procedures for waste mercury and with emergency procedures? (26.13.10.14B(2)(f))			
Are removed ampules stored in closed, nonleaking containers that are in good condition? (26.13.10.14B(2)(g))			
Are materials that are used for the packing of removed ampules adequate to prevent breakage during storage, handling, and transportation? (26.13.10.14B(2)(h))			
Has the handler characterized mercury or clean-up residues resulting from spills or leaks and other wastes generated as a result of removing ampules as to whether they are regulated as hazardous waste, and managed these items in accordance with applicable regulations concerning solid waste and hazardous waste? (26.13.10.14B(3))			
Specific Management Standards – Lamps (26.13.10.15)			
General requirements – are the lamps being managed in a way that prevents releases to the environment (26.13.10.15A)			
Container requirements – are the lamps managed in an appropriate container or package ^[M13] ? (26.13.10.15B(1))			
Response to breakage – has the handler immediately collected materials resulting from breakage of a universal waste lamp, cleaned up any contamination resulting from the breakage, and placed materials resulting from lamp breakage and lamps that show evidence of breakage, leakage or damage in an appropriate container ^[M14] ? (26.13.10.15B(2))			
Use of devices to crush lamps – has the handler complied with the following requirements if the handler uses a device to crush mercury-containing universal waste lamps? (26.13.10.15B(3))			
Are the requirements of COMAR 26.13.10.15B(2) concerning collection of materials resulting from the breakage of a lamp complied with in operating the lamp crushing device? (26.13.10.15B(3)(a))			
Is the lamp-crushing device being operated in a manner that does not cause an exceedance of the OSHA permissible exposure limit for mercury of 0.10 milligrams per cubic meter of air? (26.13.10.15B(3)(b))			
Does the handler have documentation demonstrating that operation of the device will not cause the OSHA permissible exposure limit for mercury to be exceeded, and the device achieves a particle retention rate of at least 99.7% at a particle diameter of 0.3 microns? (26.13.10.15B(3)(c))			

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision /requirement is not applicable)
Is the lamp-crushing device equipped with air pollution controls that capture both particulate and vapor-phase mercury? (26.13.10.15B(3)(d))			
Do the air pollution controls on the lamp-crushing device meet the general criteria of COMAR 26.13.10.15B(3)(e) ^[M15] ?			
Does the handler operate the device indoors only? (26.13.10.15B(3)(f))			
Has the handler developed and implemented a written procedure that details how to safely crush mercury-containing lamps in accordance with the requirements of COMAR 26.13.10.15B(3)(g) ^[M16] ?			
Does the handler store crushed lamps in closed, nonleaking drums or containers that are in good condition? (26.13.10.15B(3)(h)(i))			
Does the handler refrain from transferring crushed lamps from one container to another? (26.13.10.15B(3)(h)(ii))			
Does the handler store crushed lamps in accordance with the requirements that apply to universal waste lamps? (26.13.10.15B(3)(i)(i))			
Does the handler store solid wastes generated in conjunction with the crushing operation in accordance with the applicable requirements of COMAR 26.13.01-.10? (26.13.10.15B(3)(i)(ii))			
Has the handler provided the information required by COMAR 26.13.10.15B(3)(j) ^[M17] to the Department by the deadlines specified in COMAR 26.13.10.15B(3)(k)?			
If requested, has the handler provided maintenance records required to be kept by COMAR 26.13.10.15B(3)(g)(iii)? (26.13.10.15B(3)(l))			
Specific Management Standards – PCB-Containing Lamp Ballasts (26.13.10.16)			
General requirements – are the ballasts being managed in a way that prevents releases to the environment (26.13.10.16A)			
Container requirements – are the ballasts managed in an appropriate container or package ^[M18] ? (26.13.10.16B)			
Shipments by Small Quantity Handlers (26.13.10.18)			
Allowable destinations – has the handler sent or taken all universal waste shipped off-site to either another universal waste handler, a destination facility ^[M19] , or a destination facility outside of the U.S.? (26.13.10.18A(1))			

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision /requirement is not applicable)
Transportation off-site by the handler – if the handler self- transports universal waste off-site, has the handler complied with the universal waste transporter requirements of COMAR 26.13.10.22 (see separate transporter inspection checklist)? (26.13.10.18A(2))			
U.S. DOT requirements – For universal waste that meets the definition of hazardous material under 49 CFR 171-180, has the handler complied with U.S. DOT regulations concerning packaging, labeling, marking, placarding and shipping papers? (26.12.10.18A(3))			
Shipment to another handler – Before sending any shipment of universal waste to another universal waste handler, has the originating handler verified that the receiving handler agrees to receive the shipment? (26.13.10.18A(4))			
Rejected shipments – for any shipment of universal waste rejected by a receiving handler or a destination facility, has the originating handler either received the waste back, or agreed with the receiving handler or destination facility on a destination facility to which the shipment will be sent? (26.13.10.18A(5))			
Rejecting shipments – if the handler rejects a shipment of universal waste or a portion of a shipment of universal waste, has the handler contacted the originating handler to notify the handler of the rejection and discuss reshipment; and either sent the rejected shipment back to the originating handler or to a destination facility that is mutually acceptable to the originating handler and the receiving handler? (26.13.10.18A(6))			
Receipt of hazardous waste that is not universal waste – if the handler has received hazardous waste that is not universal waste that the handler does not have a permit to accept, has the handler: <ul style="list-style-type: none"> • Notified the Department of the illegal shipment; • Provided the Department with the name, address and phone number of the originating shipper; and • Obtained instructions from the Department for managing the hazardous waste and followed those instructions? (26.13.10.18A(7))			
Exports – has the handler complied with the requirements of COMAR 26.13.10.18C concerning universal waste sent by the handler to a destination facility outside the U.S.?			

Additional comments:

Page: 1

[M1]A handler may send universal waste to a permitted hazardous waste disposal facility for disposal. This prohibition on disposal prohibits the handler from performing the act of disposal himself.

Page: 1

[M2]Allowable activities include responding to releases of universal waste in accordance with regulatory requirements, sorting batteries by type, mixing battery types in one container, discharging batteries to remove electric charge, regenerating used batteries, disassembling battery packs or batteries into individual batteries or battery cells, removing batteries from consumer products, removing electrolyte from batteries, removing mercury-containing ampules from thermostats in accordance with regulatory requirements, and crushing fluorescent lamps in accordance with regulatory requirements.

Page: 1

[M3]Acceptable methods include labeling containers, labeling individual items, maintaining an inventory system, identifying the earliest date that an item was placed in a specific accumulation area, or some other method that clearly demonstrates the time that the universal waste has been accumulated.

Page: 1

[M4]Specific criteria for determining when an item becomes a waste for the purposes of the universal waste rule are provided in COMAR 26.13.10.07C (batteries), 26.13.10.08C (pesticides), and 26.13.10.09C (lamps, mercury thermostats and PCB-containing lamp ballasts).

Page: 2

[M5]The container must be kept closed except when adding or removing waste, structurally sound, compatible with the contents of the batteries, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 2

[M6]Sorting batteries by type, mixing battery types in one container, discharging batteries to remove electric charge, regenerating used batteries, disassembling batteries into individual cells, removing batteries from consumer products, and removing electrolyte from batteries (COMAR 26.13.10.12C).

Page: 2

[M7]Sorting batteries by type, mixing battery types in one container, discharging batteries to remove electric charge, regenerating used batteries, disassembling batteries into individual cells, removing batteries from consumer products, and removing electrolyte from batteries (COMAR 26.13.10.12C).

Page: 2

[M8]The container must be kept closed except when adding or removing waste, structurally sound, compatible with the pesticides being contained, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions. (26.13.10.13B(1) and (2))

Page: 2

[M9]The tank must meet the requirements of COMAR 26.13.06.18 for interim status tanks, except for certain requirements concerning tanks that do not have secondary containment and certain requirements concerning waste analysis and trial tests. (26.13.10.13B(3))

Page: 2

[M10]The transport vehicle or vessel must be kept closed except when adding or removing waste, structurally sound, compatible with the pesticides being contained, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions. (26.13.10.13B(4))

Page: 2

[M11]The container must be kept closed except when adding or removing waste, structurally sound, compatible with the contents of the thermostats, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 2

[M12]A container that meets the requirements of COMAR 26.13.03.05E.

Page: 3

[M13]Structurally sound, adequate to prevent breakage of the contents of the container or package, compatible with the contents of the lamps, kept closed except when adding or removing waste, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 3

[M14]Kept closed except when adding or removing waste, structurally sound, compatible with the contents of the lamps, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 4

[M15]Do they include a HEPA filter, activated carbon filter, and engineering controls that maintain negative air pressure within the device with respect to outside air? (Or, alternatively, some other system that captures emissions at least as well as the system just described.)

Page: 4

[M16]The procedure must include a description of the crushing equipment, a requirement to follow the manufacturer's recommended operating procedures, documentation of maintenance of the equipment, and training of operators in operating procedures, waste handling procedures, and emergency procedures.

Page: 4

[M17] Information required includes handlers name, address, phone number, EPA i.d. number, name of facility contact, manufacturer and model number of crushing device.

Page: 4

[M18]Structurally sound, adequate to prevent damage to the container's contents that could result in a release of hazardous constituents, compatible with the contents of the PCB-containing lamp ballast, kept closed except when adding or removing waste, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 4

[M19]A destination facility is a facility that treats, disposes or recycles a particular category of universal waste. It must have the appropriate permits needed in order to perform these activities.

Facility Name: _____
 Address: _____
 Facility Representative: _____ Phone No.: _____

Inspector: _____
 Date: _____

INSPECTION CHECKLIST

Large Quantity Handlers of Universal Waste

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision / requirement is not applicable)
Scope (26.13.10.06)			
Is the handler managing only the following as universal waste, as qualified by COMAR 26.13.10.07 - .09: batteries, pesticides, lamps, mercury-containing thermostats, or PCB-containing light ballasts?			
A. Applicability (26.13.10.19A)			
(2) Does the handler qualify as a large quantity handler of universal waste (amount of universal waste accumulated is 5,000 kilograms or more at any time)? _{[M1][M2]}			
Prohibitions.			
Is the handler complying with the prohibition on performing any of the following acts with respect to universal waste: (1) Disposal of universal waste, unless the handler does so under authority of a hazardous waste disposal facility permit _[M3] ?			
(2) Dilution or treatment of universal waste, except as provided in Regulations .20, .21D, or as authorized in a hazardous waste facility permit? _[M4]			
Notification – (26.13.10.19C) Before accumulating 5,000 kilograms of universal waste for the first time, has the handler of universal waste done the following?			
Sent written notification to the Secretary that includes the information required by COMAR 26.13.10.19C(1)(a) _{[M5][M6]}			
Obtained an EPA i.d. number? (26.13.10.19C(1)(b))			
Large Quantity Handlers - General Management Standards (26.13.10.21A - D)			
Labeling and Marking – Are all universal wastes labeled or marked in accordance with the requirements of COMAR 26.13.10.17A _[M7] ?			

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision / requirement is not applicable)
Accumulation time – Is the handler able to demonstrate the length of time that each item of universal waste or group of universal waste items has been accumulated, using one of the methods in COMAR 26.13.10.17B(3)(b)?[M8][M9]			
Accumulation Time Limits – has the handler complied with the time limits of COMAR 26.13.10.17B(1) and (2)? (Accumulation for no longer than one year unless approved by the Department.)			
Training – Has the handler shown he has ensured that all employees who handle or manage universal waste are thoroughly familiar with proper waste handling procedures and emergency procedures pertinent to their responsibilities both during normal operations and in emergencies (26.13.10.21C)?			
Response to releases – Has the handler immediately contained all releases of universal waste and managed released material in accordance with applicable regulations?(26.13.10.17D, .21D)			
Large Quantity Handlers of Universal Waste - Specific Management Standards (26.13.10.20)			
Universal Waste Batteries – Are the batteries being managed in accordance with the requirements established for small quantity handlers in COMAR 26.13.10.12, as follows?			
General requirements – Are the batteries being managed in a way that prevents releases to the environment? (26.13.10.12A)			
Leakage, spillage, damage – Are the batteries that show evidence of leakage, spillage, or damage managed in an appropriate container? (26.13.10.12B)[M10]			
Manipulation of batteries – When performing permissible manipulations of batteries[M11], has the handler assured that the casing of each individual battery cell is not breached and remains intact and closed? (26.13.10.12D)			
Management of removed electrolyte and solid wastes generated in performing permissible manipulations of batteries [M12]– has the handler characterized these items as to whether they are regulated as hazardous waste and managed these items in accordance with applicable regulations concerning solid waste and hazardous waste? (26.13.10.12E, F and G)			
Universal Waste Pesticides - Are the pesticides being managed in accordance with the requirements established for small quantity handlers in COMAR 26.13.10.13, as follows?			
General requirements – Are the pesticides being managed in a way that prevents releases to the environment (26.13.10.13A)			

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision / requirement is not applicable)
Containment – Are the pesticides managed in an appropriate container or overpack container[M13], tank[M14], or transport vehicle or vessel[M15]? (26.13.10.13B)			
Universal Waste Thermostats - Are the thermostats being managed in accordance with the requirements established for small quantity handlers in 26.13.10.14?			
General requirements – are the thermostats being managed in a way that prevents releases to the environment? (26.13.10.14A)			
Leakage, spillage, damage – are thermostats that show evidence of leakage, spillage, or damage managed in an appropriate container? (26.13.10.14B[M16])			
Removal of mercury-containing ampules – if the handler removes ampules, is it done in accordance with the requirements of COMAR 26.13.10.14B(2) and (3) as follows?			
Are ampules removed in a manner designed to prevent breakage? (26.13.10.14B(2)(a))			
Are ampules removed over a containment device sufficient to contain and collect mercury that could be released if an ampule were to break? (26.13.10.14B(2)(b))			
Is a mercury clean-up system readily available? (26.13.10.14B(2)(c))			
Is mercury released from broken ampules immediately transferred to an appropriate container[M17]? (26.13.10.14B(2)(d))			
Is the area in which ampules are removed ventilated and monitored to assure compliance with occupational exposure standards? (26.13.10.14B(2)(e))			
Are employees that remove ampules thoroughly familiar with proper handling procedures for waste mercury and with emergency procedures? (26.13.10.14B(2)(f))			
Are removed ampules stored in closed, nonleaking containers that are in good condition? (26.13.10.14B(2)(g))			
Are materials that are used for the packing of removed ampules adequate to prevent breakage during storage, handling, and transportation? (26.13.10.14B(2)(h))			
Has the handler characterized mercury or clean-up residues resulting from spills or leaks and other wastes generated as a result of removing ampules as to whether they are regulated as hazardous waste and managed in accordance with applicable regulations concerning solid waste and hazardous waste? (26.13.10.14B(3))			

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision / requirement is not applicable)
Universal Waste Lamps - Are the lamps being managed in accordance with the requirements established for small quantity handlers in COMAR 26.13.10.15?			
General requirements – are the lamps being managed in a way that prevents releases to the environment (26.13.10.15A)			
Container requirements – are the lamps managed in an appropriate container or package[M18]? (26.13.10.15B(1))			
Response to breakage – has the handler immediately collected materials resulting from breakage of a universal waste lamp, cleaned up any contamination resulting from the breakage, and placed materials resulting from lamp breakage and lamps that show evidence of breakage, leakage or damage in an appropriate container[M19]? (26.13.10.15B(2))			
Use of devices to crush lamps – has the handler complied with the following requirements if the handler uses a device to crush mercury-containing universal waste lamps? (26.13.10.15B(3))			
Are the requirements of COMAR 26.13.10.15B(2) concerning collection of materials resulting from the breakage of a lamp complied with in operating the lamp crushing device? (26.13.10.15B(3)(a))			
Is the lamp-crushing device being operated in a manner that does not cause an exceedance of the OSHA permissible exposure limit for mercury of 0.10 milligrams per cubic meter of air? (26.13.10.15B(3)(b))			
Does the handler have documentation demonstrating that operation of the device will not cause the OSHA permissible exposure limit for mercury to be exceeded, and the device achieves a particle retention rate of at least 99.7% at a particle diameter of 0.3 microns? (26.13.10.15B(3)(c))			
Is the lamp-crushing device equipped with air pollution controls that capture both particulate and vapor-phase mercury? (26.13.10.15B(3)(d))			
Do the air pollution controls on the lamp-crushing device meet the general criteria of COMAR 26.13.10.15B(3)(e[M20])?			
Does the handler operate the device indoors only? (26.13.10.15B(3)(f))			
Has the handler developed and implemented a written procedure that details how to safely crush mercury-containing lamps in accordance with the requirements of 26.13.10.15B(3)(g[M21])?			
Does the handler store crushed lamps in closed, nonleaking drums or containers that are in good condition? (26.13.10.15B(3)(h)(i))			

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision / requirement is not applicable)
Does the handler refrain from transferring crushed lamps from one container to another? (26.13.10.15B(3)(h)(ii))			
Does the handler store crushed lamps in accordance with the requirements that apply to universal waste lamps? (26.13.10.15B(3)(i)(i))			
Does the handler store solid wastes generated in conjunction with the crushing operation in accordance with the applicable requirements of COMAR 26.13.01-.10? (26.13.10.15B(3)(i)(ii))			
Has the handler provided to the Department the information required by COMAR 26.13.10.15B(3)(j)[M22] by the deadlines specified in 26.13.10.15B(3)(k)?			
If requested, has the handler provided maintenance records required to be kept by COMAR 26.13.10.15B(3)(g)(iii)? (26.13.10.15B(3)(l))			
PCB-Containing Lamp Ballasts Are the lamp ballasts being managed in accordance with the requirements established for small quantity handlers in COMAR 26.13.10.16?			
General requirements – are the ballasts being managed in a way that prevents releases to the environment (26.13.10.16A)			
Container requirements – are the ballasts managed in an appropriate container or package[M23]? (26.13.10.16B)			
General Management Standards - Off-Site Shipments (26.13.10.21E)			
Off-Site Shipments – Is the handler complying with the following requirements established for small quantity handlers in COMAR 26.13.10.18A of this chapter?			
Allowable destinations – has the handler sent or taken all universal waste shipped off-site to either another universal waste handler, a destination facility[M24], or a destination facility outside of the U.S.? (26.13.10.18A(1))			
Transportation off-site by the handler – if the handler self-transportes universal waste off-site, has the handler complied with the universal waste transporter requirements of COMAR 26.13.10.22 (see separate transporter inspection checklist)? (26.13.10.18A(2))			
U.S. DOT requirements – For universal waste that meets the definition of hazardous material under 49 CFR 171-180, has the handler complied with U.S. DOT regulations concerning packaging, labeling, marking, placarding and shipping papers? (26.13.10.18.A(3))			
Shipment to another handler – Before sending any shipment of universal waste to another universal waste handler, has the originating handler verified that the receiving handler agrees to receive the shipment? (26.13.10.18.A(4))			

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision / requirement is not applicable)
<p>Rejected shipments – for any shipment of universal waste rejected by a receiving handler or a destination facility, has the originating handler either received the waste back, or agreed with the receiving handler or destination facility on a destination facility to which the shipment will be sent? (26.13.10.18A(5))</p>			
<p>Rejecting shipments – if the handler rejects a shipment of universal waste or a portion of a shipment of universal waste, has the handler contacted the originating handler to notify the handler of the rejection and discuss reshipment; and either sent the rejected shipment back to the originating handler or to a destination facility that is mutually acceptable to the originating handler and the receiving handler? (26.13.10.18A(6))</p>			
<p>Receipt of hazardous waste that is not universal waste – if the handler has received hazardous waste that is not universal waste that the handler does not have a permit to accept, has the handler:</p> <ul style="list-style-type: none"> • Notified the Department of the illegal shipment; • Provided the Department with the name, address and phone number of the originating shipper, and, • Obtained instructions from the Department for managing the hazardous waste and followed those instructions? <p>(26.13.10.18A(7))</p>			
<p>General Management Standards - Tracking Universal Waste Shipments (26.13.10.21F)</p>			
<p>Receipt of Shipments – Has the handler kept a record of each shipment of universal waste received at the facility_[M25]? (26.13.10.21.F(1)(a))</p>			
<p>Shipments Off-Site - Has the handler kept a record of each shipment of universal waste sent from the handler to other facilities_[M26]? (26.13.10.21F(2)(a))</p>			
<p>Has the handler ensured that each record of a shipment of universal waste received or sent off-site includes the following:</p> <ul style="list-style-type: none"> (i) The name and address of the originating universal waste handler or shipper from outside the U.S. from whom the shipment was sent; (ii) The name and address of the universal waste handler, destination facility or destination outside the U.S. to whom the universal waste was shipped; (iii) The quantity of each type of universal waste received or sent; and (iv) The date the shipment was received or sent. <p>(26.13.10.21F(1)(c) & F(2)(c))</p>			
<p>Record Retention. - For a given shipment of universal waste, has the handler retained records as follows:</p>			

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision / requirement is not applicable)
(a) For 3 years from the date of receipt to the handler's facility (26.13.10.21F(3)(a)); and,			
(b) For 3 years from the date of shipment from the handler's facility? (26.13.10.21F(3)(b))			
General Management Standards – Exports (26.13.10.21G) Has the handler complied with the requirements of COMAR 26.13.10.18C concerning universal waste sent by the handler to a destination facility outside the U.S.?			

Additional comments:

Page: 1

[M1]A universal waste handler retains the classification of a large quantity handler of universal waste at least until the end of the calendar year in which the handler was classified as a large quantity handler, even if the amount of universal waste that the handler has accumulated becomes less than 5,000 kilograms.

Page: 1

[M2]If a handler does not have an accumulation of 5,000 kilograms or more of universal waste on January 1 of a given year, the handler may elect to be regulated as a small quantity handler of universal waste until the handler accumulates 5,000 kilograms or more of universal waste for the first time in that calendar year.

Page: 1

[M3]A handler may send universal waste to a permitted hazardous waste disposal facility for disposal. This prohibition on disposal prohibits the handler from performing the act of disposal himself.

Page: 1

[M4]Allowable activities include responding to releases of universal waste in accordance with regulatory requirements, sorting batteries by type, mixing battery types in one container, discharging batteries to remove electric charge, regenerating used batteries, disassembling battery packs or batteries into individual batteries or battery cells, removing batteries from consumer products, removing electrolyte from batteries, removing mercury-containing ampules from thermostats in accordance with regulatory requirements, and crushing fluorescent lamps in accordance with regulatory requirements.

Page: 1

[M5] If the handler has previously obtained an EPA i.d. number, this written notification is not required (see 26.13.10.19C(2)).

Page: 1

[M6] Handler must either already have an EPA i.d. number, or submit the following information: handler's name and mailing address; name and business telephone number of a contact person; address or location of the universal waste management activities; a list of all types of universal waste managed by the handler; a statement that the handler is accumulating more than 5,000 kilograms of universal waste at one time; and a list of all types of universal waste the handler is accumulating above that amount.

Note: (26.13.10.19C(2)) A person who has received an EPA ID number before qualifying as a large quantity handler of universal waste is not required to comply with this written notification requirement

Page: 1

[M7]Acceptable methods include labeling containers, labeling individual items, maintaining an inventory system, identifying the earliest date that an item was placed in a specific accumulation area, or some other method that clearly demonstrates the time that the universal waste has been accumulated.

Page: 2

[M8]Acceptable methods include labeling containers, labeling individual items, maintaining an inventory system, identifying the earliest date that an item was placed in a specific accumulation area, or some other method that clearly demonstrates the time that the universal waste has been accumulated.

Page: 2

[M9]Specific criteria for determining when an item becomes a waste for the purposes of the universal waste rule are provided in COMAR 26.13.10.07C (batteries), 26.13.10.08C (pesticides), and 26.13.10.09C (lamps, mercury thermostats and PCB-containing lamp ballasts).

Page: 2

[M10]The container must be kept closed except when adding or removing waste, structurally sound, compatible with the contents of the batteries, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 2

[M11]Sorting batteries by type, mixing battery types in one container, discharging batteries to remove electric charge, regenerating used batteries, disassembling batteries into individual cells, removing batteries from consumer products, and removing electrolyte from batteries.

Page: 2

[M12]Sorting batteries by type, mixing battery types in one container, discharging batteries to remove electric charge, regenerating used batteries, disassembling batteries into individual cells, removing batteries from consumer products, and removing electrolyte from batteries (COMAR 26.13.10.12C).

Page: 3

[M13]The container must be kept closed except when adding or removing waste, structurally sound, compatible with the pesticides being contained, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 3

[M14]The tank must meet the requirements of COMAR 26.13.06.18 for interim status tanks, except for certain requirements concerning tanks that do not have secondary containment and certain requirements concerning waste analysis and trial tests.

Page: 3

[M15]The transport vehicle or vessel must be kept closed except when adding or removing waste, structurally sound, compatible with the pesticides being contained, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 3

[M16]The container must be kept closed except when adding or removing waste, structurally sound, compatible with the contents of the thermostats, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 3

[M17]A container that meets the requirements of COMAR 26.13.03.05E.

Page: 4

[M18]Structurally sound, adequate to prevent breakage of the contents of the container or package, compatible with the contents of the lamps, kept closed except when adding or removing waste, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 4

[M19]Kept closed except when adding or removing waste, structurally sound, compatible with the contents of the lamps, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 4

[M20]Do they include a HEPA filter, activated carbon filter, and engineering controls that maintain negative air pressure within the device with respect to outside air? (Or, alternatively, some other system that captures emissions at least as well as the system just described.)

Page: 4

[M21]The procedure must include a description of the crushing equipment, a requirement to follow the manufacturer's recommended operating procedures, documentation of maintenance of the equipment, and training of operators in operating procedures, waste handling procedures, and emergency procedures.

Page: 5

[M22] Information required includes handlers name, address, phone number, EPA i.d. number, name of facility contact, manufacturer and model number of crushing device.

Page: 5

[M23]Structurally sound, adequate to prevent damage to the container's contents that could result in a release of hazardous constituents, compatible with the contents of the PCB-containing lamp ballast, kept closed except when adding or removing waste, and free of evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions.

Page: 5

[M24]A destination facility is a facility that treats, disposes or recycles a particular category of universal waste. It must have the appropriate permits needed in order to perform these activities.

Page: 6

[M25] The required record may take the form of a log, invoice, manifest, bill of lading or other shipping document.

Page: 6

[M26]The required record may take the form of a log, invoice, manifest, bill of lading or other shipping document.

Facility Name: _____
 Address: _____
 Facility Representative: _____ Phone No.: _____

Inspector: _____
 Date: _____

INSPECTION CHECKLIST

Standards for Universal Waste Destination Facilities (COMAR 26.13.10.23)

(Note: "Destination Facility" is defined in COMAR 26.13.01.03B. "Destination Facility" does not include a facility at which a particular category of universal waste is only accumulated.)

Provision/Requirement	Yes (✓)	No (✓)	Comments (“N/A” if provision /requirement is not applicable)
Is the destination facility in compliance with the applicable requirements of COMAR 26.13.05 – 26.13.10? (26.13.10.23A(1))			
Has the owner or operator satisfied the notification requirement of §3010 of RCRA? (26.13.10.23A(1))			
If the destination facility recycles a particular universal waste without storing that universal waste before it is recycled, is the facility complying with COMAR 26.13.02.06C(2[M1])? (26.13.10.23A(2))			
Off-site Shipments.			
Shipments. Has the owner or operator of the destination facility sent or taken universal waste to no place other than a universal waste handler, another destination facility, or a foreign destination? (26.13.10.23B(1))			
Rejection of Shipments.			
If the owner or operator of the destination facility rejected a shipment containing universal waste or a portion of a shipment containing universal waste, did the owner or operator:			
(1) Contact the original shipper to notify the shipper of the rejection and to discuss re-shipment of the universal waste? (26.13.10.23B(2)(b)(i))			
(2) Send the shipment of universal waste back to the original shipper, or reach an agreement with the original shipper to send the shipment of the universal waste to another destination facility? (26.13.10.23B(2)(b)(ii))			
Illegal shipments. If the owner or operator of the destination facility received a shipment containing hazardous waste that is not a universal waste and the facility does not have a permit to accept hazardous waste, did the owner or operator:			

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision /requirement is not applicable)
(1) Immediately notify the Department of the illegal shipment and provide the Department with the name, address, and phone number of the shipper ? (26.13.10.23B(3)(a)-(b))			
(2) Obtain instructions for managing the hazardous waste from the Department and manage the waste in accordance with those instructions? (26.13.10.23B(3)(c))			
If the owner or operator of the destination facility received a shipment containing non-hazardous, non-universal waste, did the owner or operator manage that waste in a way that is in compliance with applicable federal, state and local solid waste regulations? (26.13.10.23B(4))			
Tracking Universal Waste Shipments.			
Receipt of Shipments.			
Has the owner or operator of the destination facility kept a record of each shipment of universal waste received at the facility _[M2] ? (26.13.10.23C(1))			
Has the owner or operator of the destination facility ensured that each record of receipt of shipment includes the following (26.13.10.23C(1)(c)):			
1. Name and address of the originating universal waste handler, destination facility or foreign shipper?			
2. The quantity of each type of universal waste received?			
3. The date each type of universal waste was received?			
Record Retention. Has the owner or operator of the destination facility retained records required by COMAR 26.13.10.23C(1) for at least 3 years from the date of receipt of each shipment of universal waste? (26.13.10.23C(2))			

Additional comments:

Page: 1

[M1] Notification requirement of §3010 of RCRA.

Page: 2

[M2] The record of a universal waste received may be a log, invoice, manifest, bill of lading, or other shipping document.

Facility Name: _____
 Address: _____
 Facility Representative: _____ Phone No.: _____

Inspector: _____
 Date: _____

INSPECTION CHECKLIST

Universal Waste Transporter (COMAR 26.13.10.22)

(NOTE: Standards for Universal Waste Transporters apply to persons engaged in the off-site transport of universal waste, including persons transporting their own universal waste.)

Provision/Requirement	Yes (✓)	No (✓)	Comments ("N/A" if provision /requirement is not applicable)
Prohibitions. Is the universal waste transporter complying with the prohibition on:			
(1) Disposal of universal waste[M1]? (26.13.10.22B(1))			
(2) Dilution or treatment of universal waste, except as provided in COMAR 26.13.10.22E?[M2]			
Waste Management.			
Is the universal waste transporter complying with all applicable U.S. Department of Transportation regulations in 49 CFR parts 171 through 180? (26.13.10.22C)			
Has the universal waste been described by a proper shipping name in accordance with COMAR 26.13.10.22C(2[M3])?			
Storage Time Limits.			
Has the universal waste transporter complied with the 10-day maximum storage time for universal waste at a transfer facility? (26.13.10.22D) [M4]			
Response to Releases. In the event of a release of universal waste, has the universal waste transporter:			
(1) Immediately contained all releases of universal waste and other residues from universal wastes in accordance with applicable regulations? (26.13.10.22E(1))			
(2) Determined whether any material resulting from a release associated with the management of universal waste is hazardous waste, and managed such hazardous waste in compliance with all applicable requirements of COMAR 26.13.01 – 26.13.10? (26.13.10.22E(2))			
Off-Site Shipments.			
Has the universal waste transporter transported the universal waste only to a universal waste handler, a destination facility, or a foreign destination? (26.13.10.22F(1))			

Page: 1

[M1]A handler may send universal waste to a permitted hazardous waste disposal facility for disposal. This prohibition on disposal prohibits the handler from performing the act of disposal himself.

Page: 1

[M2]Allowable activities include responding to releases of universal waste in accordance with regulatory requirements, sorting batteries by type, mixing battery types in one container, discharging batteries to remove electric charge, regenerating used batteries, disassembling battery packs or batteries into individual batteries or battery cells, removing batteries from consumer products, removing electrolyte from batteries, removing mercury-containing ampules from thermostats in accordance with regulatory requirements, and crushing fluorescent lamps in accordance with regulatory requirements.

Page: 1

[M3] A person may not describe universal waste by the DOT proper shipping name “hazardous waste, (l) or (s), n.o.s.”; and may not modify the hazardous material’s proper shipping name by adding the word “waste”.

Page: 1

[M4]If the transporter exceeds the 10-day limit, the transporter is regulated as a universal waste handler and is subject to applicable requirements of COMAR 26.13.10.11-21.

HAZARDOUS WASTE REDUCTION COMPLIANCE REPORT

Generator:

Date:

Address:

EPA ID No.

County:

MDE Inspector: P.K. Kadakia, P.E.

Contact Person:

Telephone:

Please describe briefly the CHS generating operation:

The waste generated is:

- (a) Recovered or recycled on-site _____ off-site _____
- (b) Treated on-site _____ off-site _____ (c) Disposed of _____

Please explain briefly any recovery or treatment possibilities which were considered to further reduce the volume of or the hazard that the CHS poses to the environment according to the Environment Title 7-205 of the Annotated Code of Maryland. Please indicate any efforts made in this regard.

EVALUATION BY MDE'S POLLUTION PREVENTION STAFF

Did the generator demonstrate to your satisfaction that recovery possibilities have been considered and that CHS volume and toxicity cannot be reasonably reduced further:

Yes _____ No _____

Recommended action: _____

Staff Signature

Date

Supervisor

Date



STATE OF MARYLAND
DEPARTMENT OF THE ENVIRONMENT
WASTE MANAGEMENT ADMINISTRATION

Hazardous Waste Program
1800 Washington Blvd.
Baltimore, MD 21230-1719
(410) 537-3400

SITE COMPLAINT

Table with columns: NUMBER, DATE. Row 1: SC-O-

1. Name of violator:
Address:
County: Phone:

2. Violation Type (with reference to the Annotated Code of Maryland)

- Water Pollution Control and Abatement (Environment Article, Sections 9-301 through 9-344)
Oil Control (Environment Article, Sections 4-401 through 4-418)
Controlled Hazardous Substances (Environment Article, Sections 7-201 through 7-268)
Landfills and Sludge Disposal (Environment Article, Section 9-204)
Other

3. Specifically:

4. You are hereby advised the following corrective actions are necessary. Compliance with the corrective actions contained herein does not preclude the Department from imposing further requirements. In addition, the Department reserves the right to impose sanctions or penalties for the underlying violation(s).

[Dotted lines for notes]

5. The above described violation(s) may result in the Department seeking legal sanctions against you, including the imposition of civil and/or criminal penalties. Continuation of the violation(s) or failure to take the corrective actions described above may result in additional sanctions or penalties.

6. "I hereby acknowledge receipt of this Site Complaint by my signature, which is not an admission of guilt".

Person issued to: Title:

Authorized by: Kendl P. Philbrick
Secretary
Department of the Environment

Issued by: Inspector

Phone:

**WASTE MANAGEMENT ADMINISTRATION
HAZARDOUS WASTE PROGRAM
COMPLAINT REPORT FORM**

RECEIVED BY: _____

A. INCIDENT _____
NUMBER YR MO DAY SEQ #

B. TIME NOTIFIED - 24 HR CLOCK

C. NOTIFIER:

Name _____ Telephone (____) _____
Address _____ County _____

D. LOCATION OF INCIDENT:

Street _____
City _____
County _____
Book Map Coordinates _____

E. RESPONSIBLE PARTY:

Name _____
Address _____
Telephone (____) _____

F. MEDIUM AFFECTED:

___ Surface water ___ Air ___ Soil/Paved ___ Groundwater ___ Indoor ___ See Part 2

G. NATURE OF INCIDENT:

___ Chemical _____	___ Open Dumping	___ Transfer Operation
___ CHS _____	___ Well Contamination	___ Aquatic Kill
___ Landfill	___ Sedimentation	___ Sludge/Sewage
___ Point Source Discharge	___ Surface H2O Quality	___ Gas Cylinder
___ Storage Tank	___ Oil	___ Other _____

H. CAUSE:

___ Industrial	___ Mechanical Failure	___ Unknown
___ Marine	___ Operator Error	___ Other _____
___ Transportation	___ Apparent Vandalism	

I. SPILL: (Estimated Quantity)

___ Potential (____) ___ Spilled (____) ___ Recovered (____) N/A ___

J. CLEAN UP:

___ State _____
___ Local _____
___ Industry _____
___ Contractor _____

K. CASE STATUS:

___ File Created / Open
___ Referred to: _____
___ Unfounded Complaint
___ Closed Reviewed by: _____

