



# PERMANENT HHW/VSQG COLLECTION FACILITY INSPECTION

Revision: 06/29/2016  
WASTE & MATERIALS  
MANAGEMENT PROGRAM

This Inspection Form, used for the inspection of facilities that collect household hazardous waste and/or very small quantity generator waste, evaluates facility compliance with Wisconsin's Hazardous Waste Management Rules in ch. NR 666 subch. HH, Wis. Adm. Code).

## Section 1: Design and Operation Standards

A. The collection facility is not located in a flood plain, wetland, or critical habitat for threatened or endangered species.	<input type="checkbox"/>	666.902(1)	<input type="text"/>
B. The facility stores less than 240,000 pounds of hazardous waste at any time.	<input type="checkbox"/>	666.902(2)	<input type="text"/>
C. Hazardous waste is stored in containers located in a building completely enclosed with walls, a floor and a roof. Note: Alternate structures may be allowed with department approval.	<input type="checkbox"/>	666.902(3)	<input type="text"/>
D. The floor in the container storage area is free of cracks and gaps and sufficiently impervious to contain leaks and spills until detected and removed.	<input type="checkbox"/>	666.902(4)	<input type="text"/>
E. The building is designed and operated so that at least ONE of the following is met: 1. The floor is sloped to drain and remove liquids from leaks and spills. 2. The containment system is designed to drain liquids from spills or leaks. 3. Containers are elevated or otherwise prevented from contacting accumulated liquids.	<input type="checkbox"/>	666.902(5)	<input type="text"/>
F. The containment system has sufficient capacity to contain the volume of the largest container or 10% of the volume of all containers, whichever is greater. Note: Only consider containers with free liquids in volume calculations.	<input type="checkbox"/>	666.902(6)	<input type="text"/>
G. Waste accumulated in the sump or collection area is removed within 24 hours or in a timely manner as necessary to prevent an overflow, whichever is less.	<input type="checkbox"/>	666.902(7)	<input type="text"/>
H. A collection facility notification form #4430-020 has been submitted to the department and the clerk of affected municipalities. Note: A collection facility operating prior to August 1, 2006 does not need to submit a notification form.	<input type="checkbox"/>	666.903(1)	<input type="text"/>
I. Containers of hazardous waste are stored for one year or less.	<input type="checkbox"/>	666.903(3)	<input type="text"/>
J. The collection facility is not accepting waste from small or large quantity generators.	<input type="checkbox"/>	666.900	<input type="text"/>

## Section 2: On-Site Management of Waste

A. Containers are labeled with the words "Hazardous Waste" or other words that identify the contents.	<input type="checkbox"/>	666.903(4)(a)	<input type="text"/>
B. Containers are clearly marked with the accumulation start date.	<input type="checkbox"/>	666.903(4)(b)	<input type="text"/>
C. Containers are in good condition.	<input type="checkbox"/>	666.903(4)(c)	<input type="text"/>
D. Containers are made of or lined with materials that are compatible with the waste being stored.	<input type="checkbox"/>	666.903(4)(c)	<input type="text"/>



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## Section 2: On-Site Management of Waste

E. Containers are kept closed, except when waste is added or removed.		666.903(4)(d)
F. Containers are opened, handled or stored to prevent leaks or ruptures.		666.903(4)(e)
G. Containers and accumulation areas are inspected weekly for leaks and deterioration.		666.903(4)(f)
H. Immediate action is taken to correct problems found during the inspections.		666.903(4)(f)
I. Adequate aisle space is maintained in the container storage areas to allow for the unobstructed movement of personnel and all emergency equipment.		666.903(4)(g)
J. Incompatible wastes are stored in separate containers.		666.903(5)(a)
K. Containers of incompatible wastes are separated or protected from each other by a physical barrier (dike, berm, wall or other device).		666.903(5)(b)
L. Containers of ignitable or reactive wastes are stored and protected from sources of ignition or reaction.		666.903(5)(c)
M. "No Smoking" signs are posted in storage areas containing ignitable and reactive wastes.		666.903(5)(d)
N. The entry of unauthorized persons into the container storage area is controlled at all times.		666.903(6)
O. If hazardous waste is bulked, the mixing of incompatible waste is prevented by testing the waste or applying knowledge of the waste.		666.903(15)
P. Treatment is limited to neutralization in an elementary neutralization unit and adding absorbent materials.		666.903(16)

## Section 3: Preparedness and Prevention, Contingency Plan, and Emergency Procedures

A. The facility is operated so as to prevent fires, explosions or releases of hazardous waste which could threaten human health or the environment.		666.903(7)
B. The facility is equipped with ALL of the following: 1. An internal communications or alarm system that provides immediate emergency instruction (voice or signal) to facility personnel. 2. A telephone or 2-way radio capable of summoning emergency assistance from police, fire or local emergency response teams. 3. Portable fire extinguishers, fire control equipment (foam, dry chemicals, etc) and spill control equipment.		666.903(8)



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## Section 3: Preparedness and Prevention, Contingency Plan, and Emergency Procedures

C. All facility communication or alarm systems, fire protection equipment and spill control equipment are tested and maintained to assure proper operation.		666.903(9)
D. The collection facility has a written contingency plan, amended SPCC plan, or other amended emergency plan that describes the actions facility personnel will take in response to a fire, explosion or release of hazardous waste.		666.903(10)
E. Copies of the contingency plan and all revisions have been made available to the police, fire, hospitals, and emergency response teams.		666.903(10)
F. The contingency plan was amended due to any of the following: 1. Contingency plan failed in an emergency. 2. A change in the design or operation of the facility increases the potential of a fire, explosion or release or changes the response necessary in an emergency.		666.903(10)
G. The plan identifies an emergency coordinator who meets ALL of the following: 1. Can reach the facility in a short period of time. 2. Is familiar with all aspects of site activities and the contingency plan. 3. Has authority to commit the resources needed to carry out the contingency plan.		666.903(10)(b)
H. The contingency plan includes ALL of the following: 1. Description of the arrangements agreed to by the police, fire, hospitals and emergency response teams to coordinate emergency services. 2. Designation of a primary emergency coordinator, with alternates listed in the order of assuming responsibility. 3. Name, address and office/home phone numbers for each emergency coordinator. 4. An up-to-date list of emergency equipment at the site, including location, description and capabilities of each item. 5. Evacuation plan for personnel including signal(s) to be used in the event of evacuation and alternate routes.		666.903(10)
I. The emergency coordinator is responsible for activating internal alarms or communication systems and notifying appropriate authorities, if their help is needed, in the event of an imminent or actual emergency.		666.903(11)(a)
J. The emergency coordinator is responsible for ALL of the following in the event of a fire, explosion or other release: 1. If the incident threatens human health or if a spill has reached surface water, immediately notify the national response center (800-424-8802). 2. Notify the division of emergency government (800-943-0003) and comply with the remedial action requirements of ch. NR 706. 3. Identify the character, source, amount and extent of released hazardous materials. 4. Assess hazards to human health and the environment. 5. Take all reasonable measures necessary to ensure fires, explosions and discharges do not occur, reoccur, or spread. 6. Provide for treating, storing, or disposing of recovered waste, contaminated soil, surface water, or other material immediately after the emergency.		666.903(11)(b)

## Section 4: Personnel Training Requirements

A. The collection facility has a program of classroom instruction or on-the-job training to ensure personnel can respond effectively to emergencies.		666.903(12)
B. Employees work in supervised positions until they complete the training.		666.903(12)



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## Section 4: Personnel Training Requirements

C. Training familiarizes staff with emergency equipment and procedures.	<input type="checkbox"/>	666.903(12)(a)
D. The training program is completed within 6 months of employment.	<input type="checkbox"/>	666.903(12)(b)
E. Training is reviewed annually for all staff.	<input type="checkbox"/>	666.903(12)(c)

## Section 5: Reports and Recordkeeping

A. If the collection facility ships hazardous waste to a licensed TSD, an annual report has been submitted to the department by March 1st of the following year.	<input type="checkbox"/>	666.903(13)
B. The collection facility retains a copy of the annual reports, if required, and analytical results from certified laboratories for a minimum of 3 years.	<input type="checkbox"/>	666.903(14)
C. If the collection facility accepts hazardous waste from very small quantity generators, the collection facility provides the VSQG with a shipment receipt that includes ALL of the following information: 1. Generator's company name, street address, city and state. 2. Quantity and type of waste. 3. Date the waste was accepted by the collection facility.	<input type="checkbox"/>	666.903(17)
D. The collection facility retains a copy of the VSQG shipment receipt for a minimum of 3 years from the date the shipment was received.	<input type="checkbox"/>	666.903(17)(d)

## Section 6: Financial Responsibility Requirements

A. The permanent collection facility stores more than 80,000 pounds of hazardous waste at any one time. If NO, go to Section 7.	<input type="checkbox"/>	
B. The collection facility can provide a detailed written estimate for the cost of final closure.	<input type="checkbox"/>	666.910(1)(a)
C. The closure cost estimate includes the cost of hiring a third party to remove and properly manage the estimated maximum inventory of waste.	<input type="checkbox"/>	666.910(1)(b)
D. The collection facility does not store more than the maximum inventory of waste used to calculate the closure cost estimate.	<input type="checkbox"/>	666.910(1)(b)
E. The closure cost estimate is adjusted for inflation 60 days prior to the anniversary date of establishing financial responsibility.	<input type="checkbox"/>	666.910(1)(d)
F. Financial assurance for closure has been established by using a trust fund, surety bond, letter of credit, insurance, net worth test, deposit with the department, escrow account or multiple financial mechanisms.	<input type="checkbox"/>	666.910(2)(a)



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## Section 7: Transporting Hazardous Waste to Permanent Collection Facility

A. The collection facility transports, or offers for transport, hazardous waste to a permanent collection facility for the purpose of bulking or consolidating waste. If NO, go to Section 8.	<input type="checkbox"/>	<input type="checkbox"/>
B. Hazardous waste is packaged in accordance with applicable DOT requirements. Note: Not required if transported by a government employee in a government vehicle, per 49 CFR 171.1(d).	<input type="checkbox"/>	666.905(3)(a) <input type="checkbox"/>
C. Hazardous waste is labeled accordance with applicable DOT requirements. Note: Not required if transported by a government employee in a government vehicle.	<input type="checkbox"/>	666.905(3)(b) <input type="checkbox"/>
D. Hazardous waste is marked in accordance with applicable DOT requirements. Note: Not required if transported by a government employee in a government vehicle.	<input type="checkbox"/>	666.905(3)(c) <input type="checkbox"/>
E. Each container of 119 gallons and less is marked with the "Hazardous Waste - Federal Law Prohibits Improper Disposal" label. Note: Not required if transported by a government employee in a government vehicle.	<input type="checkbox"/>	666.905(3)(c) <input type="checkbox"/>
F. The collection facility ensures the initial transporter uses the appropriate placards. Note: Not required if transported by a government employee in a government vehicle.	<input type="checkbox"/>	666.905(3)(d) <input type="checkbox"/>
G. The collection facility provides the receiving facility with written notification describing the properties of the waste.	<input type="checkbox"/>	666.905(3)(e) <input type="checkbox"/>
H. The collection facility notifies the receiving facility of applicable land disposal restriction standards.	<input type="checkbox"/>	666.905(3)(e) <input type="checkbox"/>

## Section 8: Offering Hazardous Waste for Transport to a Treatment, Storage, Disposal Facility (TSDF)

A. The collection facility offers hazardous waste for transport to a TSDF or recycling facility. If NO, go to Section 9.	<input type="checkbox"/>	<input type="checkbox"/>
B. The collection facility has an EPA ID number.	<input type="checkbox"/>	666.905(1)(a) <input type="checkbox"/>
C. Hazardous waste is packaged in accordance with applicable DOT requirements.	<input type="checkbox"/>	666.905(1)(b) <input type="checkbox"/>
D. Hazardous waste is labeled in accordance with applicable DOT requirements.	<input type="checkbox"/>	666.905(1)(c) <input type="checkbox"/>
E. Hazardous waste is marked in accordance with applicable DOT requirements.	<input type="checkbox"/>	666.905(1)(d) <input type="checkbox"/>
F. Each container of 119 gallons and less is marked with the "Hazardous Waste - Federal Law Prohibits Improper Disposal" label.	<input type="checkbox"/>	666.905(1)(d) <input type="checkbox"/>
G. The collection facility ensures the initial transporter has the appropriate placards.	<input type="checkbox"/>	666.905(1)(e) <input type="checkbox"/>



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## Section 8: Offering Hazardous Waste for Transport to a Treatment, Storage, Disposal Facility (TSDF)

H. The manifest and continuation form are completed according to the instructions in the appendix to 40 CFR part 262.		666.905(1)(f)
I. For out-of-state shipments, a copy of each manifest is submitted to the department within 30 days of receiving the signed copy from the designated facility.		666.905(1)(f)1
J. Facility retains a copy of each manifest for 3 years that is either signed by the collection facility owner or operator and the initial transporter, or signed by the designated hazardous waste facility that received the waste.		666.905(1)(f)2
K. Facility retains the final, signed copy of the manifest from the designated hazardous waste facility that received the waste for at least 3 years from the date the waste was accepted by the initial transporter.		666.905(1)(f)2
L. The collection facility determines if the waste meets LDR treatment standards by applying knowledge of the waste or analyzing the waste (NR 668.07(1)).		666.905(1)(g)
M. The collection facility completes EITHER of the following (NR 668.07(1)): 1. LDR notification if the waste does not meet treatment standards. 2. LDR certification if the waste does meet treatment standards.		666.905(1)(g)
N. A one-time LDR written notice is sent to each TSDF with the initial waste shipment (NR 668.07(1)).		666.905(1)(g)
O. A new LDR notification is sent to the TSDF when the waste or receiving facility changes (NR 668.07(1)).		666.905(1)(g)
P. A copy of the LDR notification and certification notices are kept for at least 3 years from the date the waste was last sent off-site (NR 668.07(1)).		666.905(1)(g)

## Section 9: Self-Transporting Hazardous Waste to a Treatment, Storage, Disposal Facility

A. The collection facility self-transport hazardous waste to a licensed or permitted hazardous waste TSDF or recycling facility. If NO, go to Section 10.		
B. The collection facility has an EPA ID number.		666.905(2)
C. The manifest and continuation form are completed according to the instructions in the appendix to 40 CFR part 262.		666.905(2)
D. For out-of-state shipments, a copy of each manifest is submitted to the department within 30 days of receiving the signed copy from the designated facility.		666.905(2)
E. A copy of each manifest signed by the receiving facility is kept for 3 years from the date the waste was accepted by the initial transporter.		666.905(2)
F. If a signed copy of the manifest is not received from the receiving facility, a copy of the manifest signed by the generator and initial transporter is kept for 3 years.		666.905(2)



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## Section 9: Self-Transporting Hazardous Waste to a Treatment, Storage, Disposal Facility

G. The collection facility determines if the waste meets LDR treatment standards by applying knowledge of the waste or analyzing the waste (NR 668.07(1)).		666.905(2)
H. The collection facility completes EITHER of the following (NR 668.07(1)): 1. LDR notification if the waste does not meet treatment standards. 2. LDR certification if the waste does meet treatment standards.		666.905(2)
I. A one-time LDR written notice is sent to each TSDF with the initial waste shipment (NR 668.07(1)).		666.905(2)
J. A new LDR notification is sent to the TSDF when the waste or receiving facility changes (NR 668.07(1)).		666.905(2)
K. A copy of the LDR notification and certification notices are kept for at least 3 years from the date the waste was last sent off -site (NR 668.07(1)).		666.905(2)
L. The waste is packaged, labeled and marked in accordance with applicable DOT requirements.  Note: Not required if transported by a government employee in a government vehicle, per 49 CFR 171.1(d).		666.905(2)
M. Each container of 119 gallons and less is marked with the "Hazardous Waste - Federal Law Prohibits Improper Disposal" label.  Note: Not required if transported by a government employee in a government vehicle.		666.905(2)
N. The collection facility ensures the initial transporter has the appropriate placards.  Note: Not required if transported by a government employee in a government vehicle.		666.905(2)
O. The hazardous waste transportation requirements in ch. NR 663 are met.  Note: DOT requirements stated in NR 663 do not apply to government vehicles operated by government employees.		666.905(2)

## Section 10: Status Evaluation

A. Describe other wastes managed at the collection facility and complete additional inspection reports, as appropriate.		