

Texas Commission on Environmental Quality

CHECKLIST WORKSHEET

IHW CEI GENERAL FACILITY

Regulating Entity Name

Date :

Additional I D:

Investigator Name:

Item Number	Description	SECTION A: GENERAL SITE INFORMATION AND UNAUTHORIZED DISCHARGES	
		Answer	Citations
Item Number 1	Description	Describe land use within one mile.	
		Answer	Citations
Item Number 2	Description	Are any closed or abandoned solid waste units present?	
		Answer	Citations
Item Number 3	Description	Has proof of deed recordation of all closed solid waste land disposal units been provided to the TCEQ, if required?	
		Answer	Citations
Item Number 4	Description	Attach plant map or sketch showing site orientation, waste management units, and major topographic features.	
		Answer	Citations
Item Number 5	Description	Is any evidence present of fires and explosions or other releases to the environment from solid waste units or other on-site sources?	
		Answer	Citations
Item Number 6	Description	If fires, explosions or other releases have threatened, or could have threatened, human health outside of the facility site, or if the generator had knowledge that a spill had reached surface waters, have these occurrences been reported?	
		Answer	Citations
Item Number 7	Description	Have all releases of contaminants to the environment been documented and was appropriate action taken by the responsible party and reports submitted?	
		Answer	Citations
Item Number	Description	SECTION B: HAZARDOUS WASTE DETERMINATION AND NOTIFICATION	
		Answer	Citations
Item Number 1	Description	Has the generator completed a hazardous waste determination for each solid waste generated?	
		Answer	Citations
Item Number 1A	Description	Listed as a hazardous waste in 40 CFR Part 261, Subpart D? Reference 335.504(2), 262.11(b).	
		Answer	Citations
Item Number 1B	Description	Process or materials knowledge? Reference 335.504(3)(B), 262.11(c)(2).	
		Answer	Citations
Item Number 1C	Description	Tested for characteristics as identified in Part 261, Subpart C? Reference 335.504(3)(A), 262.11(c)(1).	
		Answer	Citations
Item Number 2	Description	Has the generator documented waste classification determinations on all industrial (including non-hazardous) solid wastes? Check the method(s) used for determination:	
		Answer	Citations
Item Number 2A	Description	Process or materials knowledge? 335.511	
		Answer	Citations

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Item Number 2B	Description	Tested for characteristics as identified in Part 261, Subpart C? 335.509		
	Answer	Citations	Notes	
Item Number 3	Description	For each hazardous waste generated, has the generator determined if it is restricted from land disposal?		
	Answer	Citations	335.431(c)(2)	Notes
Item Number 4	Description	Did the generator provide written notification for all municipal hazardous waste streams, industrial solid waste streams and associated waste management units?		
	Answer	Citations	335.6(c)(5)(D)	Notes
Item Number 5	Description	Did the generator immediately document any changes or additional information with respect to that originally provided and was written notification provided within 90 days?		
	Answer	Citations	335.6(c)	Notes
Item Number 6	Description	For generators of recyclable materials and non-hazardous recyclable materials subject to the notification requirements of 335.24 or Subchapter H, was notification of the recycling activity provided as required under 335.6(h)?		
	Answer	Citations	335.6(h)	Notes
Item Number	Description	SECTION C: RECORDKEEPING AND REPORTING: MANIFEST SYSTEM		
	Answer	Citations	Notes	
Item Number 1	Description	Does the generator use waste manifests when shipping Hazardous and Class 1 wastes off-site?		
	Answer	Citations	335.10(a)(6)	Notes
Item Number 2	Description	Are waste manifests properly completed and signed?		
	Answer	Citations	335.10(d)(1)	Notes
Item Number 3	Description	Identify primary off-site disposal/treatment/recycling facilities:		
	Answer	Citations	Notes	
Item Number 4	Description	Did the generator designate (on the manifest) a facility which is authorized to receive the waste described on the manifest?		
	Answer	Citations	335.10(a)(5)	Notes
Item Number 5	Description	For shipments of hazardous waste to a designated facility in an authorized state which has not yet obtained authorization to regulate that particular waste as hazardous, did the generator assure that the designated facility agrees to sign and return the manifest?		
	Answer	Citations	335.10(a)(6)	Notes
Item Number 6	Description	For hazardous and Class 1 wastes generated in Texas and consigned to a TSDF in another state, was the standard manifest (EPA Form 8700-22) used?		
	Answer	Citations	335.10(a)(3)	Notes
Item Number 7	Description	If the original copy of the manifest was not received back from the TSDF within 45 days of the date of shipment, has the generator submitted to the TCEQ an exception report?		
	Answer	Citations	335.13(k)	Notes
Item Number 8	Description	Does the facility retain manifests and exception reports for at least three years from the date the waste was accepted by the initial transporter (or longer as required by 335.13(l) & 262.40(d)?		
	Answer	Citations	335.13(i)	Notes
Item Number	Description	SECTION D: RECORDKEEPING AND REPORTING: WASTE ACTIVITIES		
	Answer	Citations	Notes	
Item Number 1	Description	Does the generator keep records of all hazardous waste and industrial solid waste activities in a format which is retrievable and easy to copy?		

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		Answer	Citations	Notes
Item Number 2	Description	If the facility is registered LQG, does the facility owner/operator use STEERS for submittal of notifications and Annual Waste Summaries?		
		Answer	Citations	Notes
Item Number 3	Description	Does the generator submit complete and correct Annual Waste Summaries on or before January 25 of each year for paper forms or on or before March 1 for electronic reports?		
		Answer	Citations	Notes
Item Number 4	Description	If the facility is an unregistered generator or an out-of-state primary exporter, have Waste Shipment Summaries (S1) and/or Foreign Waste Shipment Summaries (F1) been completed correctly and submitted on or before the 25th of each month for shipments originating during the previous month and maintained at the facility for at least 3 years?		
		Answer	Citations	Notes
Item Number 5	Description	Are records of any tests results, waste analyses or other determinations made in accordance with the hazardous waste determination requirements kept for at least three (3) years from the date that the waste was last sent to an on-site or off-site storage, processing or disposal facility?		
		Answer	Citations	Notes
Item Number 6	Description	Are Annual Waste Summaries maintained at the facility for at least three years?		
		Answer	Citations	Notes
Item Number	Description	SECTION H: PREPAREDNESS AND PREVENTION		
		Answer	Citations	Notes
Item Number 1	Description	Is the facility equipped with:		
		Answer	Citations	Notes
Item Number 1A	Description	Internal communication or alarm system capable of providing immediate emergency instruction to facility personnel?		
		Answer	Citations	Notes
Item Number 1B	Description	A device such as a telephone or two-way radio to contact emergency response personnel?		
		Answer	Citations	Notes
Item Number 1C	Description	Portable fire extinguishers, fire control equipment, spill control equipment and decontamination equipment?		
		Answer	Citations	Notes
Item Number 1D	Description	Water at adequate volume and pressure to service fire control equipment?		
		Answer	Citations	Notes
Item Number 2	Description	Is facility emergency alarm, communication and control equipment inspected and maintained to ensure proper operation in time of emergency?		
		Answer	Citations	Notes
Item Number 3	Description	Do all personnel handling hazardous wastes have immediate access to the internal alarm system or emergency communication system (also applies to any employee occupying the facility alone)?		
		Answer	Citations	Notes
Item Number 4	Description	Is aisle space maintained to allow unobstructed movement of personnel and emergency response equipment?		
		Answer	Citations	Notes
Item Number 5	Description	Has the owner or operator attempted to make the following arrangements with local authorities:		
		Answer	Citations	Notes

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Item Number 5A	Description	To familiarize police, fire departments and emergency response teams with facility layout and operation?		
	Answer	Citations	335.112(a)(2)	Notes
Item Number 5B	Description	Agreements to designate primary and support authority where more than one police and/or fire department may respond to an emergency?		
	Answer	Citations	335.69(a)(4)(A)	Notes
Item Number 5C	Description	Agreements with state emergency response teams, emergency response contractors and equipment suppliers?		
	Answer	Citations	335.69(a)(4)(A)	Notes
Item Number 5D	Description	Arrangements to familiarize local hospitals with the properties of hazardous wastes handled and the potential injuries or illnesses which could result?		
	Answer	Citations	335.69(a)(4)(A)	Notes
Item Number 6	Description	Has owner or operator documented any refusal of state or local agency to enter into such arrangements?		
	Answer	Citations	335.112(a)(2)	Notes
Item Number	Description	SECTION I: CONTINGENCY PLAN AND EMERGENCY PROCEDURES		
	Answer	Citations		Notes
Item Number 1	Description	Does facility have an adequate Contingency Plan, consistent with the specified requirements:		
	Answer	Citations		Notes
Item Number 1A	Description	Does the Plan describe actions taken by personnel in response to emergency situations?		
	Answer	Citations	335.69(a)(4)(A)	Notes
Item Number 1B	Description	Does the Plan describe arrangements with state and local emergency response agencies?		
	Answer	Citations	335.112(a)(3)	Notes
Item Number 1C	Description	Does the Plan list names, addresses and phone numbers of personnel qualified as emergency coordinator in priority order?		
	Answer	Citations	335.69(a)(4)(A)	Notes
Item Number 1D	Description	Does the Plan include a list of all emergency equipment on site and the location and description of equipment?		
	Answer	Citations	335.112(a)(3)	Notes
Item Number 1E	Description	Does the Plan include an adequate evacuation plan for facility personnel?		
	Answer	Citations	335.112(a)(3)	Notes
Item Number 1F	Description	Is the Plan maintained at the facility?		
	Answer	Citations	335.69(a)(4)(A)	Notes
Item Number 1G	Description	Has the Plan been submitted to all state and local agencies providing emergency response service?		
	Answer	Citations	335.69(a)(4)(A)	Notes
Item Number 1H	Description	Is the emergency coordinator on site or on call at all times?		
	Answer	Citations	335.69(a)(4)(A)	Notes
Item Number	Description	SECTION J: PERSONNEL TRAINING		
	Answer	Citations		Notes
Item Number 1	Description	Have facility personnel successfully completed a training program of classroom instruction or on-the-job training consistent with the requirements of 40 CFR 264.16 or 40 CFR 265.1?		
	Answer	Citations	335.69(a)(1)(A)	Notes
Item Number 1A	Description	Is the program directed by a person trained in hazardous waste management procedures?		
	Answer	Citations	335.69(a)(4)(A)	Notes

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Item Number 1B	Description Is the program designed to ensure effective emergency response? Answer Citations 335.69(a)(4)(A) Notes
Item Number 1C	Description Is the program completed within six months of date of employment? Answer Citations 335.69(a)(4)(A) Notes
Item Number 1D	Description Is an annual review of training given to personnel? Answer Citations 335.69(a)(4)(A) Notes
Item Number 2	Description Does the owner or operator keep the following records at the facility: Answer Citations Notes
Item Number 2A	Description Name, job title, and job description of each employee in a position related to hazardous waste management? Answer Citations 335.69(a)(4)(A) Notes
Item Number 2B	Description Written description of type and amount of training? Answer Citations 335.69(a)(4)(A) Notes
Item Number 2C	Description Documentation and record of training given each employee. Answer Citations 335.69(a)(4)(A) Notes