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- State and federal regulations require that you safely accumulate hazardous chemical waste.
- State and federal agency inspectors visit the UW every few years for an unannounced inspection of our hazardous waste practices.
- This self-audit checklist helps you evaluate your compliance with these regulations and prepare for these inspections.
- This checklist is based on the “Top Ten” waste management violations found in academic institutions.

Chemical Waste Generator’s Self-Auditing Checklist

- Do all persons handling waste have documented hazardous waste training?
- Are wastes accumulated in compatible, leak-proof containers with tight-fitting lids?
- Is liquid waste accumulated in secondary containment away from floor drains or sinks?
- Are incompatible wastes separate from each other so that no mixing is possible?
- Are waste containers closed with a properly fitting lid or cap except when adding waste? (Don’t leave a funnel in the container unless it has a spring-loaded lid.)
- Is waste under your control? (Don’t store waste in hallways or in other public areas.)
- Is a UW Hazardous Waste Label affixed to each waste container, and are the contents clearly listed and chemical hazards identified on the label?
- Is there less than 55 gallons per waste type or less than 1 quart of acutely hazardous waste?
- Have you disposed of outdated and unneeded chemicals as hazardous waste?
- Do you know the process for requesting a waste pick-up by EH&S?

If you can answer yes to all of the questions in the checklist, you should fare very well during a hazardous waste compliance inspection.

If you answer no to any of these questions, we can help.

See Section 3 of the Laboratory Safety Manual for information on the definition of hazardous waste as well as instructions on how to accumulate it properly.

For instructions on how to request free pickup of your hazardous waste, and to find out where to pick up free waste labels, see <http://www.ehs.washington.edu/powaste/chemwaste.shtm>.

EH&S provides a free monthly chemical safety course that includes hazardous waste training. Sign up for this class online at <http://www.ehs.washington.edu/psostrain/corsdesc.shtm#managing>. Online hazardous waste refresher training is also available at <http://www.ehs.washington.edu/psostrain/hazwaste/index.shtm>. EH&S documents this training for you and will also send you a certificate for your own records.

For questions about training and documentation of training, contact the EH&S Training Office at ehstrain@u.washington.edu or call 206.543.7201.

For questions about hazardous waste, email the EH&S Environmental Programs Office at chmwaste@u.washington.edu or call 206.616.5835.

Who inspects us and why?

The Washington State Department of Ecology (Ecology) and EPA conduct hazardous waste compliance inspections at the University of Washington every few years. This is a spot check and the inspectors may enter any lab, shop or other facility that uses hazardous materials to audit hazardous waste management practices in that facility.

What are they looking for?

- The inspector will enter your facility and ask for the person in charge of waste management. This person should be trained and familiar with hazardous waste management practices at the location.
- The inspector will want to see where waste is generated/collected/accumulated.
- In addition to the items in this checklist (10 most common violations) the inspector will ask:
 - Are the workers in the area familiar with hazardous waste accumulation procedures?
 - Do you pour any hazardous waste down the drain? Is it

authorized and do you keep a discharge log?

- Have workers been trained in Emergency Preparedness, Hazard Recognition and Waste Management? For questions about training and documentation of training, contact the EH&S Training Office at ehstrain@u.washington.edu or call 206.543.7201.

- The inspector will also check for:
 - Eyewashes
 - Fire extinguishers
 - Emergency communication devices (pull alarm, telephone, horn, etc.)
 - Emergency contacts list posted near a telephone
 - Spill kits

The Environmental Health and Safety Department's Environmental Programs Office has developed this Self-Auditing Checklist to help you evaluate your operation's level of compliance with waste management regulations. **We strongly urge you to use this evaluation tool and to correct any deficiencies in your practices noted on the checklist.**

EH&S TIPS

Chemical Waste Generators Checklist - March 2007 For questions or more information, call 206-616-5835. For more information see our web site at www.ehs.washington.edu.