



Facility name

EPA I.D. #

Generator category

2021 Hazardous Waste Compliance Calendar

Developed and published by the Kansas Small Business Environmental Assistance Program

Inspection Logs and Tips

Weekly/Monthly Inspection Log

Date (enter date a weekly or monthly inspection was conducted)										
Time										
Each container clearly marked with the words "Hazardous Waste"	Y	N	Y	N	Y	N	Y	N	Y	N
Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
Incompatible wastes segregated	Y	N	Y	N	Y	N	Y	N	Y	N
If anything needed to be fixed, explain here and list date it was fixed.										

Accumulating CESQGs and KSQGs are required to conduct monthly inspections of hazardous waste storage areas. SQGs and LQGs are required to conduct weekly inspections of hazardous waste storage areas.

Please print full name of person who performed the weekly or monthly inspection.

Week 1 inspected by _____

Week 2 inspected by _____

Week 3 inspected by _____

Week 4 inspected by _____



Tip:

Only employees who handle or manage hazardous waste are required to be trained. For example, if the financial manager is not managing hazardous waste or its associated documents, then they are NOT required to be trained.

Note:

DOT, OSHA, and HAZCOM/HAZWOPER training **do not** cover the requirements of RCRA training.

JANUARY 2021

Sun	Mon	Tues	Wed	Thur	Fri	Sat
27	28	29	30	31	1 New Year's Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Martin Luther King Jr. Day	19	20	21	22	23
24 31	25	26	27	28	29	30

Mark on the calendar—

- each day a hazardous waste storage inspection was conducted
- each day hazardous waste was shipped

Things to consider—

- How much hazardous waste was generated this month?
- How much hazardous waste is currently in storage?
- What is the oldest accumulation start date in storage?

Hazardous Waste Training

January is a great time to host annual training. This should include classroom and on-site sessions. New employees must have training within six months of taking a position that requires handling or managing hazardous waste, and then annually thereafter. It is imperative to supplement classroom training with on-site training. Employers must document the training, including who was trained, when and a description of the training provided. Training must be documented and records retained for three years. Other than non-accumulating CESQGs, all generators are required to provide annual training to their employees with regard to those employees' hazardous waste management duties. Classroom training options are widely available and include K-State's SBEAP.org online training.

Tip:

Don't forget to document your annual training. The log below is an example of what training records should include.

Description of training topics covered:	
Date:	Time:
List of employees attending:	

Tip:

One of the top noncompliance issues KDHE cites is for "failure to document your hazardous waste determinations."

Note:

A vendor's waste profile can be helpful when making a determination but it is not a substitute for the required determination documentation.



Weekly/Monthly Inspection Log

Date (enter date a weekly or monthly inspection was conducted)										
Time										
Each container clearly marked with the words "Hazardous Waste"	Y	N	Y	N	Y	N	Y	N	Y	N
Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
Incompatible wastes segregated	Y	N	Y	N	Y	N	Y	N	Y	N
If anything needed to be fixed, explain here and list date it was fixed.										

Accumulating CESQGs and KSQGs are required to conduct monthly inspections of hazardous waste storage areas. SQGs and LQGs are required to conduct weekly inspections of hazardous waste storage areas.

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Week 1 inspected by _____

Week 2 inspected by _____

Week 3 inspected by _____

Week 4 inspected by _____

FEBRUARY 2021

Sun Mon Tues Wed Thur Fri Sat

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Valentine's Day	15 Presidents' Day	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

Mark on the calendar—

- each day a hazardous waste storage inspection was conducted
- each day hazardous waste was shipped

Things to consider—

- How much hazardous waste was generated this month?
- How much hazardous waste is currently in storage?
- What is the oldest accumulation start date in storage?

Tip:

Can most solvent-contaminated wipes be managed under an exclusion rather than managed as hazardous waste? YES! Read more by flipping the page to March 2021.

Documenting Hazardous Waste Determinations

Did you know a hazardous waste determination is REQUIRED to be documented for each hazardous waste generated at your facility? So what steps should you take and what is needed? Most generators can use their knowledge of process and Safety Data Sheet (SDS) rather than lab testing when making a hazardous waste determination. To use knowledge of process, KDHE recommends generators follow four steps:

1. document all waste streams and quantities generated each month;
2. check to see if the waste meets the definition of a solid waste in 40 CFR 261.2;
3. if the waste meets that definition, use the process knowledge and SDS to determine if the waste is a "characteristic and/or listed hazardous waste"; and
4. prepare the written documentation. This can be in an electronic format or a hard copy such as the KDHE example found at www.kdheks.gov/waste/techguide/HW-2011-G1.pdf.

Description of training topics covered:	
Date:	Time:
List of employees attending:	

Weekly/Monthly Inspection Log

Date (enter date a weekly or monthly inspection was conducted)										
Time										
Each container clearly marked with the words "Hazardous Waste"	Y	N	Y	N	Y	N	Y	N	Y	N
Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
Incompatible wastes segregated	Y	N	Y	N	Y	N	Y	N	Y	N
If anything needed to be fixed, explain here and list date it was fixed.										

Accumulating CESQGs and KSQGs are required to conduct monthly inspections of hazardous waste storage areas. SQGs and LQGs are required to conduct weekly inspections of hazardous waste storage areas.

Please print full name of person who performed the weekly or monthly inspection.

Week 1 inspected by _____

Week 2 inspected by _____

Week 3 inspected by _____

Week 4 inspected by _____

Tip:

Proper documentation clearly states if a waste is hazardous and includes all supporting documentation.

Note:

Each hazardous waste generated at the facility must have a documented waste determination completed and on file.



MARCH

2021

Sun Mon Tues Wed Thur Fri Sat

31	1	2	3	4	5	6
KSQGs and SQGs must submit their annual reports and monitoring fees by April 1.						
7	8	9	10	11	12	13
14	15	16	17 Saint Patrick's Day	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Mark on the calendar—

- each day a hazardous waste storage inspection was conducted
- each day hazardous waste was shipped

Things to consider—

- How much hazardous waste was generated this month?
- How much hazardous waste is currently in storage?
- What is the oldest accumulation start date in storage?

Tip:

If a waste needs to be tested to confirm a determination, generators must use a KDHE-certified lab. www.kdheks.gov/envlab/disclaimer.html

More on Hazardous Waste Determinations

Hazardous waste determination documentation should be reviewed and updated annually. If there have been process or raw material changes, the determination form should be updated, and new SDSs or test results included as part of the update. Electronic determinations are acceptable as long as these can be produced for review during a state or federal inspection.

But how about solvent-contaminated wipes? Most of these wipes fall under the "Solvent-Contaminated Wipes Exclusion," which means they still require determination using a special form and specific management, but when a proper determination is made, these wipes do NOT have to be managed as hazardous waste. This option for exclusion, if properly documented and managed, can save generators money by avoiding hazardous waste disposal fees. However, not every landfill in Kansas can accept these types of excluded wipes. To learn more, read the "Solvent-Contaminated Wipes Technical Guidance Document" found at www.kdheks.gov/waste/techguide/HW-1995-G2Revised2019-06-05.pdf.

Description of training topics covered:	
Date:	Time:
List of employees attending:	

For additional assistance, call KDHE at 785-296-1600 or SBEAP at 800-578-8898.

Tip:

If you do not know your facility's generator category, then how do you know what management and training requirements apply? Keep reading to confirm your facility is in compliance.

Note:

Did you know Kansas has four generator categories, but most states follow federal regulations and only have three?



Weekly/Monthly Inspection Log

Date (enter date a weekly or monthly inspection was conducted)										
Time										
Each container clearly marked with the words "Hazardous Waste"	Y	N	Y	N	Y	N	Y	N	Y	N
Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
Incompatible wastes segregated	Y	N	Y	N	Y	N	Y	N	Y	N
If anything needed to be fixed, explain here and list date it was fixed.										

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Week 2 inspected by _____

Week 3 inspected by _____

Week 4 inspected by _____

APRIL

2021

Sun Mon Tues Wed Thur Fri Sat

28	29	30	31	1 Annual report and monitoring fees due for KSQGs and SQGs	2	3
4 Easter	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	WORKS! Conference April 13-15 in Topeka		22	23	24
25	26	27	28	29	30	1

Mark on the calendar—

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- each day hazardous waste was shipped

Things to consider—

- How much hazardous waste was generated this month?
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Tip:

To accurately account for monthly generation of hazardous waste accumulated in drums, many generators keep a log next to the drum and enter the date and quantity of waste each time it is added.

Generator Categories

It is critical for a facility to know its generator category. Different categories have different regulatory requirements, and a generator must determine which category his or her facility is classified as in order to determine which regulations to follow. The generator category your facility falls into is based on the amount of hazardous waste generated in a calendar month and how much waste has been accumulated month to month. Generators cannot average the amounts over a few months or year, but instead should maintain careful generation records. In Kansas, hazardous waste generators fall into one of four categories of the following names and quantities:

- **A conditionally exempt small quantity generator (CESQG)** generates less than 55 pounds of hazardous waste in a calendar month and accumulates no more than 2,200 pounds on site.
- **A Kansas small quantity generator (KSQG)** generates 55 pounds or more, but no more than 220 pounds, of hazardous waste in a calendar month and never accumulates more than 2,200 pounds on site.
- **A small quantity generator (SQG)** generates more than 220 pounds, but less than 2,200 pounds, of hazardous waste in a calendar month; stores waste for up to 180 days; and never accumulates more than 13,200 pounds on site.
- **A large quantity generator (LQG)** generates 2,200 pounds or more hazardous waste in a calendar month, and stores waste on site for 90 days or fewer.

Important Note: Please note the quantities listed above do not include limits for acutely hazardous waste.

Description of training topics covered:	
Date:	Time:
List of employees attending:	

For additional assistance, call KDHE at 785-296-1600 or SBEAP at 800-578-8898.

Weekly/Monthly Inspection Log

Date (enter date a weekly or monthly inspection was conducted)										
Time										
Each container clearly marked with the words "Hazardous Waste"	Y	N	Y	N	Y	N	Y	N	Y	N
Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
Incompatible wastes segregated	Y	N	Y	N	Y	N	Y	N	Y	N
If anything needed to be fixed, explain here and list date it was fixed.										

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Please print full name of person who performed the weekly or monthly inspection.

Week 1 inspected by _____

Week 2 inspected by _____

Week 3 inspected by _____

Week 4 inspected by _____

Tip:

Confused about what constitutes compliant hazardous waste container management? Watch the following short video at www.sbeap.org for a full overview and feel free to use it for training your staff.

Note:

The containment management inspection logs on calendar pages can be used to document your weekly or monthly inspections, depending on your hazardous waste generator category.



MAY

2021

Sun Mon Tues Wed Thur Fri Sat

25	26	27	28	29	30	1
Environmental Stewardship award applications now posted www.kdheks.gov/sbcs/p2_pollution_prevention_awards.html						
2	3	4	5	6	7	8
9 Mother's Day	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day					

Mark on the calendar—

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- each day hazardous waste was shipped

Things to consider—

- How much hazardous waste was generated this month?
- How much hazardous waste is currently in storage?
- What is the oldest accumulation start date in storage?

Container Management

Did you know “failure to maintain a closed container” and “failure to label the container with the words ‘hazardous waste’” are ranked near the top on KDHE’s list of most-common violations? In fact, all containers of hazardous waste in Kansas must be labeled with the words “hazardous waste,” be closed except when adding or removing hazardous waste, be in good condition and hold contents compatible with the container. Hazardous waste storage containers must be inspected either monthly or weekly, depending on generator category, and generators can use these calendars to document the inspections. Depending on how it is used, a container may be considered as storage or satellite, but only storage containers require accumulation start dates.

Tip:

Read more about container management at www.kdheks.gov/waste/techguide/HW-2005-G1.pdf.

Description of training topics covered:	
Date:	Time:
List of employees attending:	

For additional assistance, call KDHE at 785-296-1600 or SBEAP at 800-578-8898.



Tip:

Use different file folders to separate waste documents from your stormwater or air quality documents. This will help you stay organized and make it easier to find the right records in case of an inspection.

Note:

If an inspector requests hard copies of a specified electronic record, the facility must provide them.

Read more at

www.kdheks.gov/waste/techguide/HW-2015-G1.pdf

Weekly/Monthly Inspection Log

Date (enter date a weekly or monthly inspection was conducted)										
Time										
Each container clearly marked with the words "Hazardous Waste"	Y	N	Y	N	Y	N	Y	N	Y	N
Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
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Week 1 inspected by _____

Week 2 inspected by _____

Week 3 inspected by _____

Week 4 inspected by _____

JUNE

2021

Sun Mon Tues Wed Thur Fri Sat

30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Father's Day	21	22	23	24	25	26
27	28	29	30	1	2	3

Mark on the calendar—

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Things to consider—

- How much hazardous waste was generated this month?
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Hazardous Waste Recordkeeping

True or false: *Good record keeping is a vital part of compliance, and often a sign that a facility is well-managed and has fewer violations.* TRUE! Most hazardous waste records need to be maintained for at least three years. These include, but are not limited to, storage-area inspection logs, hazardous waste manifests and land disposal restriction notices (LDRs), training records, emergency preparedness documents, contingency plans, and exception reports. Hazardous waste determination records, which may include the determination form, SDS and lab test results, need to be maintained for at least three years from the date the facility last shipped the waste off site. Good record keeping is often an indication of compliance, so be intentional about making sure your records are in order. This will also help you to be prepared for a KDHE or EPA inspection.

Tip:
If maintained, this calendar can be used for container inspection and training records.

Description of training topics covered:	
Date:	Time:
List of employees attending:	

Weekly/Monthly Inspection Log

Date (enter date a weekly or monthly inspection was conducted)										
Time										
Each container clearly marked with the words "Hazardous Waste"	Y	N	Y	N	Y	N	Y	N	Y	N
Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
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If anything needed to be fixed, explain here and list date it was fixed.										

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Week 1 inspected by _____

Week 2 inspected by _____

Week 3 inspected by _____

Week 4 inspected by _____



Tip:

On June 30, 2018, the e-Manifest system for tracking hazardous waste shipments electronically began. It modernizes the cradle-to-grave tracking system and can save facilities time and resources.

Note:

EPA has posted several helpful e-Manifest resources at www.epa.gov/ia/hazardous-waste-documents.

JULY

2021

Sun Mon Tues Wed Thur Fri Sat

27	28	29	30	1	2	3
4 Independence Day	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mark on the calendar—

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Things to consider—

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Tip:

EPA charges the receiving facilities fees based on the type of manifest, paper or electronic. Note paper fees are substantially higher than electronic fees. See www.epa.gov/e-manifest/e-manifest-user-fees-and-payment-information.

E-Manifest and Shipping Hazardous Waste

You may know e-Manifest is a national system for tracking hazardous waste shipments, but does that mean as a generator your facility has to register for the e-Manifest system? Generators still have the option to have paper copies of their manifests; however, these paper copies usually carry a high fee (see tip below). In addition to reduced fees, generators will notice numerous benefits if they register with the e-Manifest system. These include signing manifests electronically, rapid notification of discrepancies and the ability to make manifest corrections. Data elements currently applicable to paper manifests are essentially the same for e-Manifest. Just as in the past, generators always want to ensure they are shipping their waste with a licensed hazardous waste hauler, using the proper waste codes and allowing only trained personnel to sign manifests or e-Manifests.

Description of training topics covered:	
Date:	Time:
List of employees attending:	

For additional assistance, call KDHE at 785-296-1600 or SBEAP at 800-578-8898.

Tip:

Proper container management is key to preventing spills and releases to the environment. Check out the container management technical guidance document at www.kdheks.gov/waste/techguide/HW-2005-G1.pdf.

Note:

Learn better through videos? Check out the video and training at www.sbeap.org



Weekly/Monthly Inspection Log

Date (enter date a weekly or monthly inspection was conducted)										
Time										
Each container clearly marked with the words "Hazardous Waste"	Y	N	Y	N	Y	N	Y	N	Y	N
Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
Incompatible wastes segregated	Y	N	Y	N	Y	N	Y	N	Y	N
If anything needed to be fixed, explain here and list date it was fixed.										

Accumulating CESQGs and KSQGs are required to conduct monthly inspections of hazardous waste storage areas. SQGs and LQGs are required to conduct weekly inspections of hazardous waste storage areas.

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Week 1 inspected by _____

Week 2 inspected by _____

Week 3 inspected by _____

Week 4 inspected by _____

AUGUST 2021

Sun Mon Tues Wed Thur Fri Sat

1	2	3	4	5	6	7
8	9	10	11	12	13	14
		Attend the Kansas Environmental Conference in Manhattan				
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

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Things to consider—

- How much hazardous waste was generated this month?
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Tip:

Want to audit your facility with the same checklist KDHE uses? Find it at www.kdheks.gov/waste/p_inspections.html.

Mitigating Risks for Noncompliance

It is obvious you can mitigate or reduce risks related to waste management by ensuring your facility is in compliance with hazardous waste and other environmental regulations. Certainly training, record keeping and internal audits are key components of mitigating risks. But have you thought about how much waste is generated and wondered if some practices could be improved to reduce waste and mitigate risk through waste minimization? Hazardous waste management regulations date back to 1976 and are known as RCRA or the Resource Conservation and Recovery Act. Note the words “resource conservation” in RCRA. Reviewing your wastes streams and operations to identify ways to reduce waste at the source through process, material or technology changes can reduce waste, but also ease compliance burdens and save facilities money. If you don’t have time or lack ideas for risk reduction, consider inviting a third party with fresh eyes to do a walk-through at your facility. KDHE provides compliance assistance visits to eligible facilities, and SBEAP provides multimedia compliance and waste minimization assistance. These programs are provided at no charge to the facility and can help you mitigate compliance risk and possibly save money

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Date:	Time:
List of employees attending:	

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Time										
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Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
Incompatible wastes segregated	Y	N	Y	N	Y	N	Y	N	Y	N
If anything needed to be fixed, explain here and list date it was fixed.										

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Please print full name of person who performed the weekly or monthly inspection.

Week 1 inspected by _____

Week 2 inspected by _____

Week 3 inspected by _____

Week 4 inspected by _____



Tip:

A good way to learn "what's new" is to attend the KDHE fall workshops. Learn more at www.kdheks.gov/waste/p_workshops.html, and check out the "What's New" page at www.kdheks.gov/waste/p_whatsnew.html

Note:

Although EPA has implemented many new rules, most are not yet in effect in Kansas. Read on to learn more.

SEPTEMBER 2021

Sun Mon Tues Wed Thur Fri Sat

29	30	31	1	2	3	4
5	6 Labor Day	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

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Things to consider—

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- What is the oldest accumulation start date in storage?

Tip:

It is generators' responsibility to understand what new regulations apply at their facilities. Staying up to date on your training is one of the best ways to ensure compliance.

What's New? Generator Changes

New federal rules have been published since Kansas last updated its hazardous waste regulations. Some of these will go into effect immediately, while others won't until the state formally adopts them. The adoption process can take up to a year or longer, and KDHE may allow generators to comply with some less-stringent requirements before that process is completed. For example, the "Generator Improvements Rule" (GIR) went in effect federally in 2017 but has not been formally incorporated into Kansas regulations. By policy, KDHE provides generators the option of complying with four of the GIR provisions that are less stringent than the existing hazardous waste generator regulations. This policy can be found at www.kdheks.gov/waste/policies/BWM_2017-P2.pdf and additional KDHE policies may be found at www.kdheks.gov/waste/p_policies.html.

As of August 2019, EPA banned disposal of hazardous waste pharmaceuticals by flushing or putting them down the drain. This sewer ban went into effect immediately in all states as it protects our waterways. KDHE has posted this information on its website at www.kdheks.gov/waste/forms/meddisposal/EPAHWPsewerban-2019-08-21.pdf.

Description of training topics covered:	
Date:	Time:
List of employees attending:	

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Tip:

Used oil is not considered a hazardous waste as long as it is recycled.

Note:

Used oil sent for recycling should be labeled "used oil."

Weekly/Monthly Inspection Log

Date (enter date a weekly or monthly inspection was conducted)										
Time										
Each container clearly marked with the words "Hazardous Waste"	Y	N	Y	N	Y	N	Y	N	Y	N
Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
Incompatible wastes segregated	Y	N	Y	N	Y	N	Y	N	Y	N
If anything needed to be fixed, explain here and list date it was fixed.										

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OCTOBER

2021

Sun Mon Tues Wed Thur Fri Sat

26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11 Columbus Day	12	13	14	15	16
17	18	19	20	21	22	23
24 Halloween	25	26	27	28	29	30
31						

Mark on the calendar—

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- What is the oldest accumulation start date in storage?

Tip:

Hot-drain used-oil filters for at least 12 hours to facilitate oil recovery. Although these properly drained filters can go to the trash, generators are encouraged to recycle them.

Used Oil

Should your used oil be labeled “waste oil,” “waste” or just simply “used oil?” As long as the oil is sent for recycling, it must be labeled with the words “used oil.” Yet inspectors frequently see these containers mislabeled or not labeled at all. Labeling and training are important in order to promote proper management for recycling and prevent used oil from being contaminated with another waste because it was not properly labeled. In fact, oil disposed of or contaminated with other waste will likely need to be evaluated and managed as a hazardous waste, often a costly mistake. “Used oil” means any oil that has been refined from crude oil or any synthetic oil, has been used, and as a result of such use is contaminated by physical or chemical impurities as defined in 40 CFR 279.10. Petroleum-based antifreeze and solvents, and vegetable-based oils are not considered used oil under this regulation. Used oil sent for recycling or used as a fuel is not a hazardous waste. Recycling used oil conserves a valuable resource and saves companies money. Read more about proper management of used oil at www.kdheks.gov/waste/techguide/HW-1999-G1.pdf.

Description of training topics covered:	
Date:	Time:
List of employees attending:	

Weekly/Monthly Inspection Log

Date (enter date a weekly or monthly inspection was conducted)										
Time										
Each container clearly marked with the words "Hazardous Waste"	Y	N	Y	N	Y	N	Y	N	Y	N
Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
Incompatible wastes segregated	Y	N	Y	N	Y	N	Y	N	Y	N
If anything needed to be fixed, explain here and list date it was fixed.										

Accumulating CESQGs and KSQGs are required to conduct monthly inspections of hazardous waste storage areas. SQGs and LQGs are required to conduct weekly inspections of hazardous waste storage areas.

Please print full name of person who performed the weekly or monthly inspection.

Week 1 inspected by _____

Week 2 inspected by _____

Week 3 inspected by _____

Week 4 inspected by _____

Tip:

Although some fluorescent lamps pass the TCLP test for mercury and are not hazardous, generators are encouraged to recycle them. As with other waste records, maintain universal waste management records for at least three years.

Note:

Alkaline batteries do not contain any heavy metals and can be disposed of in the regular trash.



NOVEMBER 2021

Sun Mon Tues Wed Thur Fri Sat

31	1	2	3	4	5	6
7	8	9	10	11 Veterans' Day	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Thanksgiving	26	27
28 Hanukkah begins	29	30	1	2	3	4

Mark on the calendar—

- each day a hazardous waste storage inspection was conducted
- each day hazardous waste was shipped

Things to consider—

- How much hazardous waste was generated this month?
- How much hazardous waste is currently in storage?
- What is the oldest accumulation start date in storage?

Tip:

Universal waste management requirements are summarized at www.kdheks.gov/waste/techguide/HW-2001-G1.pdf.

Universal Waste

It is important to include universal waste-handler training as a topic in your training program. Lamps containing mercury and batteries that contain metals are hazardous wastes unless specifically managed as “universal waste.” Certain widely generated hazardous wastes have been designated as universal waste. This designation allows universal waste handlers to manage universal waste under the streamlined requirements of 40 CFR 273, instead of the more stringent RCRA Subtitle C requirements for hazardous waste. Universal waste includes hazardous waste lamps (older fluorescent and metal halide), mercury-containing equipment (thermostats and medical equipment), hazardous waste batteries (nickel-cadmium, lithium, and lead-acid) and certain hazardous waste pesticides. Universal wastes do not count toward your monthly hazardous waste generation rate and have less-stringent container management standards. Universal waste containers must remain closed and sent to a universal waste handler at least annually. The generator must be able to demonstrate the length of time the universal waste has been accumulated onsite. This can be accomplished by various methods (e.g., labeling each container with the date universal waste was first placed in the container; or maintaining an inventory system that identifies the earliest date any universal waste became a waste).

Description of training topics covered:	
Date:	Time:
List of employees attending:	

For additional assistance, call KDHE at 785-296-1600 or SBEAP at 800-578-8898.



Tip:

Many facilities analyze their spent paint filters to document whether or not the filters can be managed as “special waste” instead of hazardous waste, saving hundreds of dollars in disposal costs.

Note:

Special waste cannot be hazardous waste. Use knowledge of process, and SDSs or laboratory testing, to make a determination on whether a waste meets the definition of a special waste or a hazardous waste.

Weekly/Monthly Inspection Log

Date (enter date a weekly or monthly inspection was conducted)										
Time										
Each container clearly marked with the words “Hazardous Waste”	Y	N	Y	N	Y	N	Y	N	Y	N
Marked with accumulation start date	Y	N	Y	N	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N	Y	N	Y	N
Incompatible wastes segregated	Y	N	Y	N	Y	N	Y	N	Y	N
If anything needed to be fixed, explain here and list date it was fixed.										

Accumulating CESQGs and KSQGs are required to conduct monthly inspections of hazardous waste storage areas. SQGs and LQGs are required to conduct weekly inspections of hazardous waste storage areas.

Please print full name of person who performed the weekly or monthly inspection.

Week 1 inspected by _____

Week 2 inspected by _____

Week 3 inspected by _____

Week 4 inspected by _____

DECEMBER 2021

Sun Mon Tues Wed Thur Fri Sat

28	29	30	1	2	3	4
5	6 Hanukkah ends	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Christmas Eve	25 Christmas Day
26	27	28	29	30	31 New Year's Eve	1

Mark on the calendar—

- each day a hazardous waste storage inspection was conducted
- each day hazardous waste was shipped

Things to consider—

- How much hazardous waste was generated this month?
- How much hazardous waste is currently in storage?
- What is the oldest accumulation start date in storage?

Tip:
Find the "Special Waste Disposal Request" form at www.kdheks.gov/waste/forms/solidwaste/sw600-specwasteV4.pdf.

Special and Medical Wastes

"Special waste" is defined as any solid waste that because of physical, chemical or biological characteristics, requires special handling or management due to concern for owner or operator safety regarding handling, management or disposal in accordance with K.A.R. 28-29-109. There are several instances where generators dispose of waste as hazardous wastes when it could have been managed much more economically as a "special waste." Examples of special wastes **may** include spent paint filters, large industrial waste materials that can't be recycled, some sludge, non-medical sharps, asbestos or even medical waste meeting certain standards. Special wastes are hauled to the landfill or transfer station separately with a special waste authorization. The application process for the authorization is simple and the form is linked below.

Medical waste is generated in connection with human or animal care, which can cause disease or injury. Medical wastes must be placed in red containers or bags, or the container must be labeled "biohazard." Containers must be closable, constructed to prevent leakage and closed prior to removal. Medical waste can be managed in various ways, including as a special waste. Read more at www.kdheks.gov/waste/techguide/SW-2001-01MW.pdf.

Description of training topics covered:	
Date:	Time:
List of employees attending:	

For additional assistance, call KDHE at 785-296-1600 or SBEAP at 800-578-8898.

Waste Determination Documentation Form

Facility name: _____

Waste name: _____

Description process: _____

Pounds of waste generated monthly: _____

Does this waste meet the definition of solid waste?

 Yes No

Is this waste exempt from the definition of solid waste or hazardous waste?

 Yes No

Was laboratory analysis used to make this determination?

 Yes No

If yes, record the name and KDHE certificate number for the laboratory: _____

If yes, **attach** a copy of the analytical results to this sheet.

Was knowledge of the process used to make this decision?

 Yes No

If yes, list the name and date of each document (MSDS, process flow diagrams, etc.) reviewed and/or **attach** them to this sheet:

Is this waste non-hazardous?

 Yes No

Is this waste a listed hazardous waste?

 Yes No

If yes, list waste codes: _____

Is this waste a characteristic hazardous waste?

 Yes No

If yes, list waste codes: _____

List the name and title of the person making this determination:

Date of this determination: _____

For step-by-step guidance, go to www.kdheks.gov/waste/techguide/HW-2011-G1.pdf.

Hazardous Waste Emergency Response

EMERGENCY COORDINATOR: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER (optional): _____

ALTERNATE: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER (optional): _____

FIRE PHONE NUMBER (unless there is a direct alarm): _____

EQUIPMENT LOCATION

(A map showing locations is sufficient.)

FIRE EXTINGUISHERS: _____

FIRE ALARMS (if present): _____

SPILL CONTROL: _____

RESPONSE ACTION

FIRE: Call the fire department or extinguish the fire using an appropriate fire extinguisher.

SPILL: Contain the flow of hazardous waste. Clean up the hazardous waste, and any contaminated materials or soil as soon as possible.

FIRE, EXPLOSION OR RELEASE WHICH THREATENS HUMAN HEALTH OR SURFACE WATER

Notify the National Response Center with the following information:

- Name, address and US EPA ID number of generator
- Date, time and type of incident
- Quantity and type of hazardous waste involved
- Extent of any injuries
- Estimated quantity and disposition of recovered materials

NATIONAL RESPONSE CENTER: 800-424-8802

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT: 785-291-3333

KDHE DISTRICT OFFICES

Northwest District Office

2301 E. 13th Street
Hays, KS 67601-2651
785-261-6100

Southwest District Office

302 W. McArtor Road
Dodge City, KS 67801-6014
620-682-7940

South Central District Office

300 West Douglas, Suite 700
Wichita, KS 67202-2921
316-337-6020

North Central District Office

2501 Market Place, Suite D
Salina, KS 67401-7699
785-827-9639

Northeast District Office

800 W. 24th Street
Lawrence, KS 66046-4417
785-842-4600

Southeast District Office

308 W. 14th Street
Chanute, KS 66720
620-431-2390

CONTACT INFORMATION

Bureau of Waste Management

785-296-1600 (Topeka)

kdheks.gov/waste

This bureau regulates hazardous and solid wastes to meet state (KDHE) and federal (EPA) waste management rules.

This calendar is provided by the Kansas Department of Health and Environment and the Kansas Small Business Environmental Assistance Program, working in partnership to provide you with tools and tips to help you stay in compliance, reduce waste and save money.

Call or email for confidential assistance with environmental rules.
Get more tips on reducing wastes and discuss ideas mentioned in this calendar.

Kansas State University Pollution Prevention Institute Small Business Environmental Assistance Program

Environmental Assistance Hotline

800-578-8898

www.sbeap.org • sbeap@ksu.edu

Use this calendar for recordkeeping. Keep all records for at least three years.

Paid for in part by the Kansas Department of Health and Environment (KDHE).

