

2023 HAZARDOUS WASTE COMPLIANCE CALENDAR



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Facility: EPA I.D.:

Emergency Coordinator:

Phone #: Generator Category:

JANUARY WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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1-800-882-3233 or www.unrbep.org



Notify NDEP of spills of reportable quantities: 1-888-331-NDEP (6337)



Don't forget to document your training! Training records must be maintained for 3 years.

After training is complete, make sure your training is well understood by your employees. Management should periodically monitor compliance with hazardous waste procedures for their facility as a best practice.

Although training is only required upon hire and annually thereafter, consider providing more training opportunities for employees if needed.

JANUARY 2023

Mon

Wed

Fri

Sat

1	2	3	4	5	6	7
New Year's Day						
8	9	10	11	12	13	14
				BEP Hazardous Waste 101 - Reno		
15	16	17	18	19	20	21
	Martin Luther King Jr. Day; Nevada Peace Week Begins			BEP Hazardous Waste 101 - Las Vegas		
22	23	24	25	26	27	28
29	30	31				

Mark your calendar with:

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event

- training days
- inventory days
- equipment maintenance days

Generator category:

Personnel Training

Personnel training is required for both small (SQGs) and large quantity generators (LQGs). January is an ideal time to train personnel and set them up for a successful year.

SQGs must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities during normal facility operations and emergencies (40 CFR § 262.16(b)(9)(iii)).

LQGs must ensure new employees receive training within 6 months of hire or assignment to a hazardous waste role, and then annually thereafter. The training program must be designed to ensure that personnel are able to respond effectively to emergencies by familiarizing them with emergency procedures, emergency equipment, and emergency systems (40 CFR § 262.17(a)(7)).



Need training resources?
The EPA has online training modules that can supplement on-site training.

[illegible]

FEBRUARY WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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Minimize waste to keep your generator status low and satisfy Item 15 of the Uniform Hazardous Waste Manifest (40 CFR § 262.27):

- Use this calendar to create a schedule for routinely managing your inventory and minimize expired products by practicing First In First Out
- Design your processes and train employees to use hazardous materials as efficiently as possible
- Research and purchase alternative materials that are less hazardous such as Safer Choice products
- Review and change your processes to eliminate hazardous materials entirely
- Make sure your facility is managing certain hazardous wastes as universal wastes: batteries; lamps; mercury-containing equipment; and some pesticides

FEBRUARY 2023

Sun Mon Tues Wed Thur Fri Sat

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

Mark your calendar with:

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event
- training days
- inventory days
- equipment maintenance days

Plan Ahead: Episodic Event

An episodic event is “an activity that does not normally occur during a generator’s operations and that causes the generator to exceed the threshold for its normal generator category for that month.” (40 CFR § 262.231).

Nevada allows Very Small Quantity Generators (VSQGs) and SQGs to maintain their existing generator status during temporary events that increase hazardous waste generation, such as annual clean-outs or accidental spills. These events can be planned or unplanned. Episodic event relief is allowed only once per calendar year unless a facility petitions NDEP for relief a second time. Additionally, the second event cannot be of the same type as the first. For example, if the first event was a planned clean-out, the second event must be unplanned. Both types of events require NDEP notification and an EPA ID Number.

It is important to note that many facilities are routinely failing to give proper notice of their episodic events. Your facility must give 30 days notice prior to a planned event. An unplanned event must give notice within 72 hours.



Are you a VSQG without an EPA ID Number? Sign up for one online using myRCRAid through the RCRAInfo Industry Application.

[illegible]

MARCH WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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Are you using knowledge of the process to make waste determination at your facility?

Follow these steps:

1. Document all your waste streams and quantities generated each month
2. Determine if the waste meets the definition of a solid waste (40 CFR § 261.2)
3. If the waste meets the definition of a solid waste, use process knowledge and the Safety Data Sheet (SDS) to determine if the waste is a listed waste or a characteristic waste (corrosive, reactive, ignitable, or toxic)
4. Prepare written documentation that includes supporting information
5. Keep all documentation on file for hazardous and non-hazardous waste

MARCH 2023

Mon

Wed

Fri

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Daylight Savings Time Begins					St. Patrick's Day	
19	20	21	22	23	24	25
	First Day of Spring					
26	27	28	29	30	31	
					Cesar Chavez Day	

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event

- Total waste generated this month: 0

Total waste generated this month: Generator category:

Hazardous Waste Determination

Remember, waste determinations may change. If new raw materials are used or your processes change, that information must be updated. Review your hazardous waste determinations at least annually to ensure updates are included.



Need help with waste determinations? BEP has a fact sheet with more detail on how to identify your waste. Contact us for further assistance.

[illegible]

APRIL WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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Consider these environmental sustainability strategies for your business:

- Incorporate sustainability initiatives into internal policies and goal setting
- Conduct energy audits in all departments to identify where and how you can improve
- Implement energy and water conservation practices
- Revise internal processes to use resources as efficiently as possible
- Switch to non-toxic or less hazardous products for janitorial products and other maintenance chemicals, using Safer Choice products where possible
- Prevent pollution and eliminate waste with the 4 Rs: refuse, reduce, reuse, and recycle
- Incentivize carpooling, biking, or public transportation services for staff
- Contact BEP for help with: creating a sustainability plan, expanding on current initiatives, connecting to available resources, planning for climate change resiliency, and more

APRIL 2023

Mon

Wed

Fri

Sat

						1 April Fool's Day
2	3	4	5	6 Nevada Tartan Day	7	8
9 Easter Sunday	10	11	12	13	14	15 Tax Day
16 Nevada Healthcare Decisions Day; Nevada Shaken Baby Syndrome Awareness Week	17	18	19	20	21	22 Earth Day
23 30	24	25	26	27	28 Nevada Arbor Day	29

Mark your calendar with:

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event

- training days
- inventory days
- equipment maintenance days

Total waste generated this month: Generator category:

Environmental Sustainability

April 22nd is Earth Day, so it's a great time to create and implement environmental sustainability strategies for your business.

Operating in a manner that protects Nevada's water, air, and soil can lower costs, reduce risks, improve operational efficiency, and increase employee and customer loyalty. It will also prepare your business to be more resilient to the effects of climate change, such as extreme drought, heat, and wildfire smoke. It simply makes good business sense to explore sustainability strategies for your organization. Let BEP help your organization chart your path forward.

Learn from the experiences and advice of global leaders in sustainability by listening to the Sustainable Nation Podcast. Available through a partnership with BEP.



Wasted energy is wasted money. Download BEP's ENERGY STAR Action Workbook for Small Business to get you on the path toward improved efficiency and sustainability.

[illegible]

Training topic:

Date:

Time:

Employee attendance

MAY WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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Preparing for an inspection can be stressful, but there are actionable steps your facility can take to be ready for an inspection at any time.

- Keep records up to date and in one spot for easy access
- Regularly review waste streams to see where waste can be minimized
- Invest in updates in technology and materials
- Create written standard operating procedures to ensure consistency among staff
- Assign staff responsibility for inspecting hazardous waste storage areas
- Contact BEP to schedule a free site visit - we will walk through your facility with you and share ideas on how you can prepare for an inspection

MAY 2023

Sun Mon Tues Wed Thur Fri Sat

	1 Law Day	2	3	4	5 Cinco de Mayo	6
7	8	9	10	11	12	13
14 Mother's Day; Nevada Osteoporosis Prevention Week	15	16	17	18 Nevada Asian Culture Day	19	20
21	22	23	24	25	26	27
28	29 Memorial Day	30	31			

Mark your calendar with:

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event
- training days
- inventory days
- equipment maintenance days

Key in on Compliance

Some of the most common violations observed during hazardous waste inspections are the failure to:

- determine if your waste is hazardous or non hazardous;
- store waste properly by keeping containers closed, labeled, in good condition, and separated from incompatible wastes;
- conduct weekly inspections on hazardous waste storage areas;
- dispose of waste properly and safely; and
- maintain proper records and have them readily available during inspection, such as manifests or waste determinations.



Check out the EPA's handbook, *Managing Your Hazardous Waste: A Guide For Small Businesses*, for an overview on how small businesses can best comply with hazardous waste regulations.

Training topic:	
Date:	Time:
Employee attendance	

Total waste generated this month: Generator category:

JUNE WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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It is your responsibility to know which generator category your facility falls into, as there are different regulatory requirements for each category (40 CFR § 262):

- VSQGs generate 220 lbs. or less of hazardous waste monthly, can store no more than 2,200 lbs of hazardous waste on site, and have no storage time limits
- SQGs generate between 220 to 2,200 lbs of hazardous waste monthly, can store no more than 13,200 lbs of hazardous waste on site, and can store waste up to 180 days
- LQGs generate 2,200 lbs or more of hazardous waste monthly, can have no waste storage quantity limits, and can store waste up to 90 days

The quantities listed are for non-acute hazardous waste only. Note that there are different limits for acute hazardous waste.

JUNE 2023

Mon

Wed

Fri

Sat

				1	2	3
4	5 Nevada Mineral Industry Week Begins	6	7	8	9	10
11	12	13	14 Flag Day	15	16	17
18 Father's Day	19 Juneteenth	20	21 Summer Solstice	22	23	24
25	26	27	28	29	30	

Mark your calendar with:

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event

- training days
- inventory days
- equipment maintenance days

Total waste generated this month: Generator category:

Recordkeeping Requirements

Keeping records organized and well maintained on site is essential to demonstrating proper management of your hazardous waste. Records can be digital or on paper, must be kept for a minimum of 3 years, and must be readily available for an inspector upon request during an inspection. BEP advises maintaining manifests indefinitely as a best practice. Records should include training records, inspection logs, manifests, safety data sheets, emergency preparedness documents, waste testing, exception reports and more. LQGs are specifically required to have a contingency plan in their records. Storing records together in a folder or binder will help keep them accessible. This calendar can be used as a tool for many of these recordkeeping requirements.



A square QR code with a black and white pixelated pattern, used for linking to the EPA's Summary Table for generator requirements.

[illegible]

JULY WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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In order to use e-Manifest, you must have an EPA ID Number and register with the system. Once registered, a "Site Manager" will need to be assigned.

Switching to digital recordkeeping by using e-Manifest allows your facility to have access to long-term records. BEP recommends keeping manifest records indefinitely for your facility and e-Manifest is a helpful tool to use for that goal.

If you do not register with e-Manifest, you need to make arrangements with your receiving facility to get paper copies so that your recordkeeping is compliant.

JULY 2023

Mon

Wed

Fri

Sat

						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				Nevada Buffalo Soldiers Day	

Mark your calendar with:

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event

- training days
- inventory days
- equipment maintenance days

Total waste generated this month: Generator category:

Go Digital: e-Manifest

Hazardous waste generators, transporters, and receiving facilities can use e-Manifest as a single hub for reporting manifest data. This web-based system reduces the burden of preparing and tracking paper manifests, enables faster notification of issues related to hazardous waste shipments, and saves money for industry and state stakeholders. e-Manifests are administered through the RCRAInfo Industry Application, so if your facility has already registered through that platform, it will be a seamless transition. Although paper manifests are still accepted on US EPA form 8700-22, using e-Manifest is highly encouraged by the agency and can cost less.



NDEP has online resources available on accessing and using the e-Manifest system.

[illegible]

AUGUST WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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It is widely recognized that people of color, low-income communities, and other historically marginalized groups are disproportionately impacted from the effects of climate change, pollution, and other environmental issues. Environmental Justice (EJ) initiatives can be implemented at the local level too.

How does EJ and small business overlap? The EPA has set a goal to increase inspections in overburdened communities with potential EJ concerns. Is your business located in an area with EJ concerns? Is your business owned by or does it employ members of marginalized communities that may have increased exposure to environmental risks such as hazardous chemicals?

AUGUST 2023

Mon

Wed

Fri

Sat

		1	2	3	4	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 your calendar with:

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event

- training days
- inventory days
- equipment maintenance days

Generator category:

Environmental Justice

The EPA defines Environmental Justice (EJ) as “the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation and enforcement of environmental laws, regulations, and policies.”

The Federal Government's Justice40 Initiative is leading the way in expanding resources for EJ concerns. Justice 40 has established historic investments in disadvantaged communities that are marginalized, underserved, and overburdened by pollution. Existing and new federal programs are being reformed to ensure that 40% of overall benefits reach disadvantaged communities in the areas of: climate change, clean energy, energy efficiency, clean transit, affordable and sustainable housing, training and workforce development, remediation and reduction of legacy pollution, and the development of critical clean water and wastewater infrastructure.



The EPA's EJ Screening and Mapping Tool can bring awareness to where EJ concerns may be located.

[illegible]

SEPTEMBER WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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Universal waste considerations include:

- No EPA ID # is required
- Employees must be trained on proper handling and emergency procedures for universal waste
- Containers must be compatible with the waste and properly labeled.
- No manifesting is required
- Paperwork retention is not required, although it is recommended to save receipts, quantities, and bills as a best practice
- Universal wastes have a 1 year storage time limit
- Universal waste does not count toward your generator status

SEPTEMBER 2023

Mon

Tues

Wed

Thur

Fri

Sat

					1	2
3	4 Labor Day	5	6	7	8	9
10	11 Patriot Day	12	13	14	15	16
17 Nevada Constitution Day	18 National Pollution Prevention Week Begins	19	20	21	22 Nevada Native American Day	23 First Day of Autumn
24	25	26	27	28	29	30 Public Lands Day

Mark your calendar with:

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event
- training days
- inventory days
- equipment maintenance days

Universal Waste

Certain hazardous wastes can be managed as universal wastes: batteries (40 CFR § 273.2), pesticides (40 CFR § 273.3), mercury-containing equipment (40 CFR § 273.4), and lamps (40 CFR § 273.5). Note that the State of Nevada does not recognize aerosol cans as a universal waste.

The intent of universal waste management is to encourage recycling. To incentivize this, universal wastes have less stringent management requirements, reducing the regulatory and management burden on these wastes. Managing hazardous wastes as universal wastes also ensures they are not counted toward your facility's generator status.

If universal waste items break or leak, they are no longer considered universal waste. You must now make a determination to verify if they are hazardous waste and dispose accordingly.



The EPA has a quick reference summary table for comparing generator requirements to universal waste requirements.

[illegible]

OCTOBER WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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Preparedness and prevention are requirements under "General Facility Standards", designed to prevent releases, hazards, or other events that can compromise human health or the environment. There are six components that must be demonstrated, documented, or both:

1. Maintenance and operation of facility
2. Required equipment
3. Testing and maintenance of equipment
4. Access to communication or alarm system
5. Required aisle space
6. Arrangements with local authorities

OCTOBER 2023

Mon

Wed

Fri

Sat

1	2	3	4	5	6	7
Nevada Week of Respect						
8	9	10	11	12	13	14
	Indigenous People's Day; Columbus Day					
15	16	17	18	19	20	21
	Nevada Sarah Winnemucca Day					
22	23	24	25	26	27	28
						Nevada Day
29	30	31				
		Halloween				

Mark your calendar with:

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event
- training days
- inventory days
- equipment maintenance days

Total waste generated this month: 0

Generator category:

Emergency Preparedness

It is a requirement to post emergency information next to the telephone closest to where hazardous waste is stored. This information includes the name and contact information of the emergency coordinator, location of fire extinguishers and spill control supplies, and contact information for the fire department unless the facility has an alarm. This calendar includes space for this information on the back page that can be quickly flipped to in case of an emergency. For LQGs, a contingency plan is also required and, as of August 2020, the plan must include a quick reference guide for emergency response information.

Emergency preparedness is a team effort. It is important for all staff, not just hazardous waste handlers, to be informed on what to do during an emergency. At all times, there must be one person on site or on call with the responsibility of coordinating the emergency response.



When updating or creating a contingency plan, LQGs must prepare a quick reference guide. Check out BEP's factsheet for more details.

[illegible]

NOVEMBER WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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If your container is "RCRA empty" it does not have to be managed as hazardous waste, meaning the residues remaining are exempt from regulation (40 CFR § 261.7). To be considered "RCRA empty", the contents of the container must have been removed using common practices, such as pumping, pouring, aspirating, or draining. There must be less than one inch, or no more than three percent by weight of the container remaining.

If your facility has a scheduled shut-down coming up where employees won't regularly be onsite, BEP advises shipping off all hazardous waste so employees don't have to come in just to inspect the central accumulation area. Note the shut down on your calendar to explain why the area was not inspected.

NOVEMBER 2023

Mon

Wed

Fri

			1	2	3	4
5 Daylight Savings Time End	6	7	8	9	10	11 Veterans Day
12	13	14	15	16	17	18
19	20	21	22	23 Thanksgiving Day	24 Nevada Family Day	25
26	27	28	29	30		

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event

- ## Hazardous Waste Containers

If using funnels to fill or transfer hazardous waste containers, don't forget to remove the funnels when finished! This is a common violation noted during inspections.



Training topic:

Date:

Time:

Employee attendance

[illegible]

Total waste generated this month: 0

Generator category:

DECEMBER WEEKLY INSPECTION LOG

Date					
Time					
Inspected by					
Labeled as "Hazardous Waste"	Y N	Y N	Y N	Y N	Y N
Labeled with EPA waste code	Y N	Y N	Y N	Y N	Y N
Labeled with description of hazard	Y N	Y N	Y N	Y N	Y N
Labeled with accumulation start date	Y N	Y N	Y N	Y N	Y N
Containers closed, no leaks/corrosion	Y N	Y N	Y N	Y N	Y N
Notes on corrective actions taken					



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1-800-882-3233 or www.unrbep.org



Notify NDEP of spills of reportable quantities: 1-888-331-NDEP (6337)



SOPs are not required, but are a best practice. SOPs can include:

- Clear responsibilities for different roles
- PPE requirements
- Storage and labeling requirements
- Information on compatible and incompatible wastes
- Emergency procedures
- Disposal instructions
- Universal waste management
- Other best practices

DECEMBER 2023

Mon

Wed

Fri

Sat

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

Mark your calendar with:

- hazardous waste storage inspection days
- hazardous waste shipping days
- episodic generation event

- training days
- inventory days
- equipment maintenance days

Total waste generated this month: 0

Generator category:

Managerial Control

Want to set your staff up for success in 2024? Start striving toward managerial control over your hazardous waste operations by creating standard operating procedures (SOPs) specific to your facility, committing to routine training for your staff, and periodically monitoring your staff throughout the year to ensure their continued understanding of responsibilities.

Having written SOPs available to staff will promote consistency, help them feel confident in maintaining compliance, and ensure they are ready at any time for an inspection. BEP offers annual trainings and workshops on hazardous waste to help fulfill training expectations. Call BEP for a walk-through to assess your operations and offer new ideas for 2024!



BEP has an online resource library full of fact sheets, archived webinars, newsletters, and more to educate your staff and help you stay in compliance.

[illegible]

Waste Determination Tool

Facility Name: _____ EPA ID Number: _____

Waste name: _____ ☐ Solid ☐ Liquid ☐ Gas ☐ Sludge

Description of waste generating process: _____

Pounds of waste generated monthly: _____ Does this waste meet the definition of solid waste (40 CFR § 261.2)? ☐ Yes ☐ No

Is this waste excluded from the definition of solid waste or hazardous waste (40 CFR § 261.4(a) and 261.4(b))? ☐ Yes ☐ No

Is the waste generated in an industrial, construction, manufacturing, repair or similar setting and subject to hazardous waste determination requirements (40 CFR § 262.11)? ☐ Yes ☐ No

Is this waste a listed hazardous waste? ☐ Yes ☐ No Waste code: _____

Is this waste a characteristic hazardous waste? ☐ Yes ☐ No Characteristic & code: _____

Was laboratory analysis (e.g. TCLP) used to make this determination? ☐ Yes ☐ No If yes, attach or file a copy of the results.

Name & certificate number for the laboratory: _____ Test performed: _____

Was knowledge of the process used to make this determination? ☐ Yes ☐ No

If yes, describe the process used. List each document (SDS, process flow diagrams, etc.) reviewed and/or attach them to this sheet:

After using this tool, is the waste determined to be non-hazardous? ☐ Yes ☐ No

Determination made by: _____ Title: _____ Date: _____

Need assistance with your waste determination? Contact BEP.

1-800-882-3233 or www.unrbep.org

Hazardous Waste Emergency Response

Emergency Coordinator: _____

Title: _____

Phone Number: _____

Alternate Contact: _____

Title: _____

Phone Number: _____

Fire Department: _____

Police Department: 911 or _____

Equipment Location

Fire Extinguishers: _____

Spill control: _____

Alarm system: _____

Other fire control equipment: _____

Decontamination control: _____

Communication device(s): _____

Take Action

Fire: Call the fire department or attempt to extinguish it using a fire extinguisher

Spill: Contain the flow of hazardous waste. Clean up the hazardous waste and any contaminated materials or soil as soon as possible. Notify NDEP of the spill by the end of the first working day of the release.

Fire, explosion, or other release which could threaten human health or surface water: immediately notify the National Response Center with the following information:

- Name, address, and U.S. EPA Identification Number of generator
- Date, time, and type of incident (e.g., spill or fire)
- Quantity and type of hazardous waste involved
- Extent of any injuries
- Estimated quantity and disposition of any recovered materials

National Response Center: 1-800-424-8802

Nevada Department of Environmental Protection Spill Hotline: 1-888-331-NDEP (6337)

Helpful Contacts

Nevada Department of Environmental Protection - Carson City (775) 687-4670 www.ndep.nv.gov www.ndep.nv.gov/contact-us	Nevada Department of Environmental Protection - Las Vegas (702) 668-3900 www.ndep.nv.gov www.ndep.nv.gov/contact-us
Washoe County Health District Environmental Health Services (775) 328-2434 www.washoecounty.gov/health health@washoecounty.gov	Southern Nevada Health District Environmental Services (702) 759-0588 www.southernnevadahelthdistrict.org environmentalhealth@snhd.org
Washoe County Health District Air Quality Management Division (775) 784-7200 www.washoecounty.gov/health	Clark County Department of Environment and Sustainability (702) 455-5942 www.clarkcountynv.gov airquality@clarkcountynv.gov

Nevada Small Business Development Center (800) 240-7094 www.nevadasbdc.org admin@nevadasbdc.org	EPA Region 9 (415) 947-8000 (866) EPA-WEST (toll free in Region 9) www.epa.gov/nv
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BUSINESS ENVIRONMENTAL PROGRAM NEVADA

This calendar is provided by the Nevada Business Environmental Program, working as your trusted business advisor since 1988. Contact us for free confidential advisory services on environmental regulations, how to prevent pollution, become more sustainable, and save money on your bottom line. BEP is affiliated with the Nevada Small Business Development Center (SBDc) and receives funding support from the Nevada Division of Environmental Protection (NDEP). Additional support is provided by NV Energy.

1-800-882-3233
www.unrbep.org
help@unrbep.org