



2025 HAZARDOUS WASTE COMPLIANCE CALENDAR

Inspection Logs and Tips

Developed and published by the Kansas Small Business Environmental Assistance Program

Facility name _____

EPA I.D. # _____ Generator category _____

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

Accumulating CESQs and KSQs 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 _____

TIPS

- Regular training is required for all personnel handling hazardous waste at KSQGs, SQGs and LQGs. While not required, training is highly recommended for personnel at CESQGs.
- Want to learn compliance directly from the regulator? KDHE typically hosts classroom training events throughout the year: kdhe.ks.gov/637/Hazardous-Waste-Generator-Training.

Incorporate hands-on scenarios, such as container management, in your training to improve understanding and retention.



JANUARY 2025

SUN MON TUES WEDS THURS FRI SAT

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
19	20 Martin Luther King Jr. Day	21	22	23	24	25
26	27	28	29	30	31	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?

SCAN THE QR CODE FOR A FULL LIST OF RESOURCES REFERENCED IN THIS CALENDAR



TRAINING

Effective training is crucial to regulatory compliance. Employees handling hazardous waste at KSQGs and larger must be trained within six months of hire and then receive refresher training at least once a year thereafter. Until initial training is complete, untrained employees must work under the supervision of trained individuals.

Training is widely available from many different sources, including SBEAP's on-line training at sbeap.org/node/256. Regardless of source, training must be documented and comprehensive enough that employees are "thoroughly familiar" with proper waste handling and emergency response procedures. Classroom or virtual training sessions should be supplemented with facility-specific details to ensure the training is relevant to the workplace.

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
Marked with accumulation start date	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N
Incompatible wastes segregated	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 _____

TIPS

- Want your voice heard on future changes? Public meeting notices for regulatory changes ready for comment can be found on KDHE's public notices webpage at kdhe.ks.gov/1697/Public-Notices-Home.
- Looking for another way to stay up to date? Attend the annual Kansas Environmental Conference to hear directly from each of KDHE's Bureaus: kdhe.ks.gov/895/Kansas-Environmental-Conference.

Kansas hazardous waste regulations are more stringent than the federal regulations they're based on.

The screenshot shows the KDHE website with a navigation menu including 'How Do I...', 'Air', 'Field Services', 'Remediation', 'Waste', and 'Water'. A search bar is present with the text 'I'm Looking For...'. Below the navigation is a banner image of sunflowers. The main content area is titled 'Public Notices & Upcoming Events' and lists several categories: 'Hazardous Waste Public Notices', 'Solid Waste Public Notices', 'Workshops, Trainings & Special Events', 'Bureau of Waste Management Bulletin Listserv', and 'Kansas Environmental Conference'. Each category has a brief description of the information available.

FEBRUARY 2025

SUN MON TUES WEDS THURS FRI SAT

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

**SCAN THE QR
CODE FOR A
FULL LIST OF
RESOURCES
REFERENCED IN
THIS CALENDAR**



REGULATORY UPDATES- WHAT'S NEW?

The Kansas government is updating its hazardous waste regulations from the July 1, 2006, version of federal regulations to the July 1, 2021, version. While it may be a year or more before changes are finalized, KDHE BWM has already implemented some changes via policy – these policies can be found on KDHE's website at kdhe.ks.gov/1871/Policies-Guidance-Documents.

To learn more about upcoming changes, sign up for KDHE BWM's newsletters at kdhe.ks.gov/1732/Bureau-of-Waste-Management-Bulletin-List or SBEAP's E-Tips Newsletter at sbeap.org/newsletter.

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
Marked with accumulation start date	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N
Incompatible wastes segregated	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 _____

TIPS

- Audit your own facility for possible violations by using KDHE BWM's compliance inspection checklists: kdhe.ks.gov/572/Solid-Hazardous-Waste-Compliance-Documen.
- Have questions but don't want to get the regulator involved? Contact SBEAP's hotline at 800-578-8898 for free, confidential assistance. SBEAP also provides on-site assistance for businesses with fewer than 100 employees.

Improper container management is frequently the most common violation from year to year.



MARCH 2025

SUN MON TUES WEDS THURS FRI SAT

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

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?

SCAN THE QR CODE FOR A FULL LIST OF RESOURCES REFERENCED IN THIS CALENDAR



COMMON VIOLATIONS

Understanding common hazardous waste violations and emphasizing them in training can help improve compliance. Last year's top violations involved container management, recordkeeping and hazardous waste determinations.

- Remember to label hazardous waste storage containers, satellite accumulation containers and day accumulation containers with the words "Hazardous Waste." Additionally, label hazardous waste storage containers with an accumulation start date.
- Keep containers closed except when adding or removing waste. To be "closed," containers must not leak if tipped over and must not allow vapors to escape.
- Keep hazardous waste records — such as manifests, training logs, inspection logs and waste determinations — for a minimum of three years since last relevant.
- Document hazardous waste determinations for all waste streams (excluding "office wastes") and update them whenever a waste's properties change.

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					

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 _____

TIPS

- Not sure how to start the hazardous waste determination process? Watch SBEAP's video guidance at youtu.be/low2V-Fi-h8.
- Have questions about your determination paperwork? Contact SBEAP for free, confidential assistance. Call 800-578-8898 or email sbeap@k-state.edu.

Accurate waste determinations are the cornerstone of proper hazardous waste management.



APRIL 2025

SUN MON TUES WEDS THURS FRI SAT

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

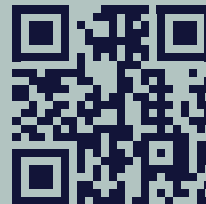
Mark on the calendar —

- 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?

**SCAN THE QR
CODE FOR A
FULL LIST OF
RESOURCES
REFERENCED IN
THIS CALENDAR**



HAZARDOUS WASTE DETERMINATIONS

How do you know if you have hazardous waste or not? By completing the waste determination process. KDHE BWM breaks this down into four steps in its technical guidance document HW-2011-G1, "Hazardous Waste Determinations and Documentation":

1. Make a list of your waste streams and their approximate monthly weights.
2. Check which wastes meet the definition of "solid waste" under 40 CFR 261.2. Note that "solid wastes" can be physically solid, liquid or gaseous.
3. Check which of the "solid wastes" meet the definition of hazardous waste. Hazardous waste types are discussed in detail in KDHE's technical guidance document HW-2011-G2, "Characteristic and Listed Hazardous Wastes."
4. Document your findings for each waste on a waste determination form.

Flip to the back of the calendar for a sample determination form. For copies of HW-2011-G1 and -G2, visit KDHE BWM's hazardous waste ID and management webpage: kdhe.ks.gov/1889/Hazardous-Waste-ID-Management.

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

Accumulating CESQGs and KQSGs 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 _____

TIPS

- Need a refresher on container management requirements? Watch SBEAP's container management training video at sbeap.org/waste-management/hazardous-waste (video at bottom of page).
- Some companies color-code their waste containers to prevent cross-contaminating nonhazardous wastes with hazardous wastes.

To be "closed," a container must satisfy two conditions: 1) no leaks would occur if the container tipped over and 2) no vapors can escape.



MAY 2025

SUN MON TUES WEDS THURS FRI SAT

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

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?

**SCAN THE QR
CODE FOR A
FULL LIST OF
RESOURCES
REFERENCED IN
THIS CALENDAR**



CONTAINER MANAGEMENT

Proper container management reduces the risk of accidental release and is key to protecting human and environmental health. In general, hazardous waste containers must be kept closed except when adding or removing wastes, be labeled with the words "Hazardous Waste," be in good condition and be compatible with their contents and surroundings. Hazardous waste storage containers, satellite accumulation containers and day accumulation containers each have additional requirements that are discussed in detail in KDHE BWM's technical guidance document HW-2005-G1, "Container Management for Hazardous Waste Generators," found at: kdhe.ks.gov/1886/Container-Management.

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					

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 _____

TIPS

- Maintain an inventory of emergency response supplies and equipment for quick access during unplanned episodic events.
- Not sure how to declare an episodic event? Call SBEAP at 800-578-8898 or view form 8700-12I, "Instructions for Notification of Regulated Waste Activity Form," at kdhe.ks.gov/602/Hazardous-Waste-Generators-Transporters.

KDHE BWM must be notified within 72 hours of an unplanned episodic event, whereas a planned episodic event must be declared to KDHE BWM at least 30 days before the event begins.



JUNE 2025

SUN MON TUES WEDS THURS FRI SAT

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

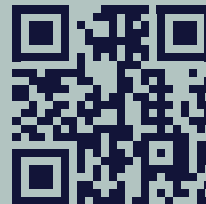
Mark on the calendar —

- 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?

**SCAN THE QR
CODE FOR A
FULL LIST OF
RESOURCES
REFERENCED IN
THIS CALENDAR**



EPISODIC EVENTS

Episodic events are situations that do not normally occur during generator operations that also result in so much hazardous waste that the amount exceeds the generator's usual waste category. Episodic events come in two types, planned and unplanned, and could apply to releases from equipment failures, inventory cleanouts and product recalls. The benefit of declaring an episodic event is that generators maintain their current generator category. Episodic events cannot be declared by non-generators or LQGs, they can only be declared by CESQGs, KSQGs and SQGs.

To declare an event, eligible facilities must file form 8700-12, "Notification of Regulated Waste Activity Form" with the "Episodic Generator" addendum to KDHE BWM.

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
Marked with accumulation start date	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N
Incompatible wastes segregated	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 _____

TIPS

- Train staff on the correct distinction between hazardous and nonhazardous solvent-contaminated wipes to prevent accidental cross-contamination.
- Not sure if you're managing your wipes correctly? Ask SBEAP at 800-578-8898 or compare your management practices against KDHE BWM's contaminated wipes compliance checklist, found at kdhe.ks.gov/572/Solid-Hazardous-Waste-Compliance-Documen.

Free liquids from excluded solvent-contaminated wipes are a separate waste stream and must be managed accordingly.



JULY 2025

SUN MON TUES WEDS THURS FRI SAT

29	30	1	2	3	4 <i>Independence Day</i>	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	1	2

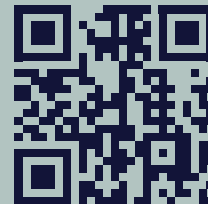
Mark on the calendar —

- 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?

**SCAN THE QR
CODE FOR A
FULL LIST OF
RESOURCES
REFERENCED IN
THIS CALENDAR**



SOLVENT-CONTAMINATED WIPES

Solvent-contaminated wipes are a common hazardous waste stream across the country. Due to how common they are, the EPA issued a rule allowing certain contaminated wipes to be excluded from waste regulations when managed properly. Which wipes are eligible and what is proper management?

- Eligible wipes cannot contain listed hazardous wastes besides listed solvents, and they cannot be characteristic for toxicity, corrosivity or reactivity unless due to a listed solvent.
- Containers must be closed, nonleaking, able to contain free liquids and labeled “Excluded Solvent-Contaminated Wipes.”
- Accumulation start dates need to be tracked for each excluded wipe container.
- Excluded wipes must be sent for disposal or laundering within 180 days of accumulation start.
- Documents must be kept on where wipes are sent, on accumulation dates and on how free liquids are removed from wipes before off-site transport.

For additional details and an example documentation form, see KDHE BWM’s technical guidance document HW-1995-G2, “Solvent-Contaminated Wipes,” at kdhe.ks.gov/1889/Hazardous-Waste-ID-Management.

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
Marked with accumulation start date	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N
Incompatible wastes segregated	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 _____

TIPS

- Regularly clean mud traps to prevent overflows and leaks.
- Looking for a KDHE-certified lab for testing? You can find a list of options at kdhe.ks.gov/1286/Environmental-Laboratory-Accreditation.

Per KDHE BWM policy 2016-P2, mud trap waste from commercial car wash facilities is considered nonhazardous waste and does not require analytical testing. This policy can be found at kdhe.ks.gov/1883/Solid-Waste-Identification-Management.



AUGUST 2025

SUN MON TUES WEDS THURS FRI SAT

27	28	29	30	31	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						

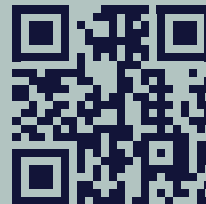
Mark on the calendar —

- 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?

**SCAN THE QR
CODE FOR A
FULL LIST OF
RESOURCES
REFERENCED IN
THIS CALENDAR**



MUD TRAP WASTE

Mud trap waste is typically found at truck wash facilities, repair shops and certain industrial facilities. Depending on what’s being washed, this waste stream could be hazardous due to petroleum products and/or heavy metals. Unlike most waste determinations, which can be made using process knowledge, mud trap waste must be analyzed via analytical testing at a KDHE-certified lab. The testing must be done for volatile organic compounds and RCRA metals using the Toxicity Characteristic Leaching Procedure, or TCLP. For details, see KDHE BWM’s technical guidance document SW-1994-G3, “Mud Trap Waste – Disposal and Beneficial Use Options” at kdhe.ks.gov/1883/Solid-Waste-Identification-Management.

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
Marked with accumulation start date	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N
Incompatible wastes segregated	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 _____

TIPS

- Manage eligible hazardous waste as universal waste to reduce your disposal costs and monthly hazardous waste generation rates.
- If you generate lithium-ion battery waste then be sure to follow KDHE's safe storage and shipping tips to prevent possible fires: kdhe.ks.gov/2049/Lithium-ion-Battery-LIB-Disposal.

The EPA is planning to propose new universal waste regulations to specifically address solar panel and lithium-ion battery disposal: epa.gov/hw/improving-recycling-and-management-renewable-energy-wastes-universal-waste-regulations-solar.



SEPTEMBER 2025

SUN MON TUES WEDS THURS FRI SAT

31	1 Labor Day	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	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?

SCAN THE QR CODE FOR A FULL LIST OF RESOURCES REFERENCED IN THIS CALENDAR



UNIVERSAL WASTE

Kansas generators can manage four types of hazardous waste as universal waste: metal-containing batteries, mercury-containing equipment, certain pesticides and spent lamps. What's the difference between universal and hazardous waste? First, universal wastes must be recycled, and second, there are less requirements for managing universal wastes than there are for hazardous wastes. As a result, universal waste "disposal" is cheaper, easier and better for the planet.

KDHE BWM details universal waste management in two technical guidance documents: HW-2001-G1, "Requirements for Handlers of Universal Waste," and HW-1995-G1, "Spent Fluorescent Lamps Containing Mercury." You can find these documents at kdhe.ks.gov/1889/Hazardous-Waste-ID-Management.

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
Marked with accumulation start date	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N
Incompatible wastes segregated	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 _____

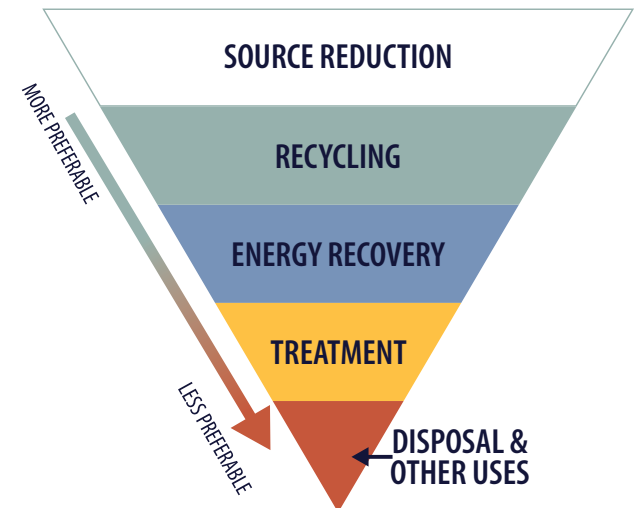
Week 4 inspected by _____

TIPS

- Hazardous waste regulations require facilities to be operated in a way to minimize possible emergency situations – following a waste minimization plan can help achieve this.
- Engaging with industry trade groups can help you find new waste minimization opportunities.

By reducing purchasing and disposal costs, waste minimization projects typically pay for themselves in less than five years. SBEAP can help you identify possible projects.

WASTE MANAGEMENT HIERARCHY



OCTOBER 2025

SUN MON TUES WEDS THURS FRI SAT

28	29	30	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 Halloween	1

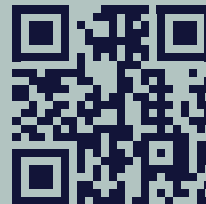
Mark on the calendar —

- 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?

**SCAN THE QR
CODE FOR A
FULL LIST OF
RESOURCES
REFERENCED IN
THIS CALENDAR**



WASTE MINIMIZATION

Waste minimization is the act of reducing the amount of hazardous waste being generated and/or the hazardousness of the waste. Changing materials, processes and technologies are three core waste minimization strategies businesses can follow. For example:

- Switching from solvent-based paints to water-based paints is a change in material.
- Improving inventory management practices to reduce expired product is a change in process.
- Installing distillation equipment to recover used solvent is a change in technology.

These actions not only improve workplace safety, but they can also improve a business's financial and environmental sustainability. Looking for help? We offer a summer intern program to help businesses identify and assess sustainability opportunities: sbeap.org/intern-program.

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
Marked with accumulation start date	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N
Incompatible wastes segregated	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 _____

TIPS

- Ensuring waste determinations are correct is a critical piece to preventing illegal disposal of hazardous wastes.
- Found a violation? In some cases, generators can reduce or eliminate possible penalties by self-reporting violations to KDHE under its environmental audit policy: kdhe.ks.gov/1616/Environmental-Audit-Policy-PDF. Contact SBEAP if you have questions.

Hazardous and nonhazardous wastewater is easy to accidentally dispose of illegally. In general, no industrial wastewater can be discharged to a septic system, and no industrial wastewater can be discharged to a publicly owned treatment works without their written permission or permit.



NOVEMBER 2025

SUN MON TUES WEDS THURS FRI SAT

26	27	28	29	30	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 30	24	25	26	27 Thanksgiving	28	29

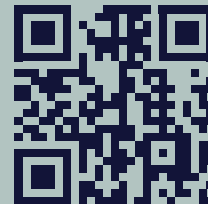
Mark on the calendar —

- 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?

SCAN THE QR CODE FOR A FULL LIST OF RESOURCES REFERENCED IN THIS CALENDAR



ILLEGAL DISPOSAL

Illegal disposal of hazardous waste can significantly damage local ecosystems and lead to severe financial penalties, even if the disposal was accidental. Preventing illegal disposal has three basic requirements: 1) have adequate control over waste materials, 2) know how regulations apply to those waste materials, and 3) apply that knowledge to ensure compliance.

- Engineering and administrative controls can help improve waste control. For example, segregating nonhazardous and hazardous processes can reduce cross-contamination, and clearly defining employee roles can prevent untrained employees from working with hazardous wastes.
- Establishing a quality, routine training program can help employees know how regulations apply to their waste streams. Using established resources can also help. Besides SBEAP, one useful resource is KDHE BWM's "Hazardous Waste Generator Handbook," accessible at kdhe.ks.gov/602/Hazardous-Waste-Generators-Transporters.
- Maintaining regulatory compliance is never-ending. Prevent illegal disposal by improving waste controls with regulatory knowledge in a loop of continuous improvement.

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
Marked with accumulation start date	Y	N	Y	N	Y	N
Containers properly closed	Y	N	Y	N	Y	N
Containers in good condition	Y	N	Y	N	Y	N
Incompatible wastes segregated	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 _____

TIPS

- Use the "Hazardous Waste Emergency Response" form at the back of the calendar to help meet regulatory preparedness requirements.
- Call the National Response Center at 800-424-8802 as soon as practicable in the event of fire, explosion or release that threatens human health or the environment.

Current hazardous waste regulations on emergency preparedness and prevention activities do not apply to CESQGs.



DECEMBER 2025

SUN MON TUES WEDS THURS FRI SAT

30	1	2	3	4	5	6
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	2	3

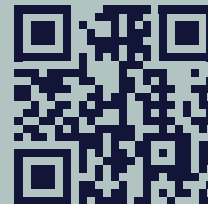
Mark on the calendar —

- 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?

SCAN THE QR CODE FOR A FULL LIST OF RESOURCES REFERENCED IN THIS CALENDAR



EMERGENCY PREPAREDNESS

To reduce the risk of serious disaster, KSQGs and larger must meet certain hazardous waste emergency preparedness and prevention requirements. Four of these requirements are that facilities must:

1. Have an emergency coordinator on-site or on call at all times.
2. Communicate emergency contact details to its employees.
3. Keep aisle spaces free from obstructions to allow for movement of personnel and emergency equipment.
4. Be equipped with control equipment relevant to the facility's hazards, such as decontamination equipment or fire protection equipment.

You can find a full list of emergency preparedness and prevention requirements in KDHE BWM's "Hazardous Waste Generator Handbook:" kdhe.ks.gov/602/Hazardous-Waste-Generators-Transporters.

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: _____ EPA I.D. # _____

Waste name: _____

Process description: _____

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 determination? Yes No

If yes, list the name and date of each document (SDS, 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, visit kdhe.ks.gov/168/Waste or email kdhe.bwmweb@ks.gov for more information.

Hazardous Waste Emergency Response

EMERGENCY COORDINATOR: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER (optional): _____

ALTERNATE EMERGENCY COORDINATOR: _____

HOME PHONE NUMBER: _____

CELL PHONE NUMBER (optional): _____

FIRE DEPT. 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. Visit kdhe.ks.gov/420/Spill-Reporting for additional information and reference guides for spills, discharges, and emergency releases.

FIRE, EXPLOSION OR RELEASE WHICH THREATENS HUMAN HEALTH OR THE ENVIRONMENT

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 St. • Hays, KS 67601-2651
785-261-6100

North Central District Office

3040 Enterprise Dr. • Salina, KS 67401-7699
785-827-9639

Northeast District Office

800 W. 24th St. • Lawrence, KS 66046
785-842-4600

Southwest District Office

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

South Central District Office

300 W. Douglas, Ste. 700 • Wichita, KS 67202-2921
316-337-6020

Southeast District Office

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

CONTACT INFORMATION

Bureau of Waste Management

785-296-1600 • kdhe.ks.gov/168/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.

Kansas State University Pollution Prevention Institute Small Business Environmental Assistance Program

800-578-8898 • www.sbeap.org • sbeap@ksu.edu

Call or email for confidential assistance with environmental rules.

Get more tips on reducing wastes and discuss ideas mentioned in this calendar.



*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).*

