



Facility:	EPA I.D.:
<b>Emergency Coordinator:</b>	
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					



Contact BEP for free confidential assistance on environmental regulations, air quality permitting, hazardous waste management, sustainability, and more:

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



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



Follow these tips for your weekly inspections:

- Keep weekly inspections honest; do not pre-fill inspection forms and do not hide any corrective actions taken to fix issues.
- Conduct weekly inspections on the same day at the same time or earlier to be within the 7 day time limit.
- Write the full name of the inspector; initials are not acceptable.
- Whether your facility conducts inspections on paper or digitally, make sure employees know how to access inspection logs in the event of an inspection.
- Although weekly inspections are not required for very small quantity generators (VSQGs), it is recommended as a best management practice.

# **JANUARY 2025**

Sun	Mon	Tues	Wed	Thur	Fri	Sat
			New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	Martin Luther King Jr. Day; Nevada Peace Week Begins	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

### **Weekly Inspections**

Both small quantity generators (SQGs) and large quantity generators (LQGs) are required to inspect the hazardous waste containers in their central accumulation area on a weekly basis within 7 days.

The monthly inspection log in this calendar provides space for you to document the observations made during your weekly inspection. It is required to note the date, time, and full name of the person conducting the inspection. The inspector should look at each container to verify that it has proper labeling, which includes the words "Hazardous Waste", the EPA waste code(s) applicable to the contents, a description of the hazards of the contents, and an accumulation start date (i.e., the date waste first starts accumulating in the container). The inspector must also verify whether the containers are leaking or corroding.

If there are missing labels or issues with the hazardous waste container, the inspector must note what corrective action was taken to fix the issue. Weekly inspection records are not required to be maintained, but it is recommended to retain them for 3 years from the date of inspection as a best management practice.



Does your facility prefer to use digital documents? Download BEP's fillable digital inspection tool for both SQGs and LQGs.

Training to	Training topic:				
Date:	Time:				
Employee attendance					

Total waste generated this month:

## **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):

- Contact BEP for a business tune-up. We can visit your facility and make suggestions for minimizing your hazardous wastes, saving money and improving your environmental sustainability.
- 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 2025

ivion	lues	Wed	Thur	Fri	Sat
					1
3	4	5	6	7	8
10	11	12	13	14	15
				Valentine's Day	
17	18	19	20	21	22
President's Day					
24	25	26	27	28	
	3 10 17 President's Day	3 4 10 11 17 18 President's Day	3 4 5 10 11 12 17 18 19 President's Day	3 4 5 6 10 11 12 13 17 18 19 20	10 11 12 13 14  Valentine's Day  17 18 19 20 21

#### 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 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.

Notedly, many facilities are routinely failing to give proper notice of their episodic events, and are therefore unable to take advantage of the provision. Your facility must give 30 days notice prior to a planned event. An unplanned event must give notice within 72 hours.



Need an EPA ID Number? Sign up for one online using myRCRAid through the RCRAInfo Industry Application.

Training to	Training topic:				
Date:	Time:				
	Employee attendance				

Total waste generated this month:

## **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 determinations 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. If you are inspected later and there are questions about wastes you dispose as non-hazardous, you can share this documentation with the inspectors.

# **MARCH 2025**

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

#### Mark your calendar with:

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

- training days
- inventory days
- · equipment maintenance days

# Hazardous Waste Determinations

Hazardous waste determinations must be made at the point of generation for each waste generated at your facility. Supporting documentation, such as safety data sheets, labratory analyses, TCLP tests, process flow diagrams, description of the process, or other sources of information must be maintained with the determination. Documentation can be stored electronically as long as it is accessible upon request during an inspection. Use the Waste Determination Tool at the end of this calendar to help you and your employees identify if your waste streams are hazardous.

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.

Training topic:					
Date:	Time:				
Employee attendance					

Total waste generated this month:

## **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 2025**

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		April Fool's Day	2	3	4	5
Nevada Tartan Day	7	8	9	10	11	12
13	14	15 Tax Day	Nevada Healthcare Decisions Day	17	18	19
20	21	22  Earth Day	23	24	25 Nevada Arbor Day	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

### **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.

Training topic:					
Date:	Time:				
Employee attendance					

Total waste generated this month:

## **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 and confidential site visit we will walk through your facility with you and share ideas on how you can prepare for an inspection.

# **MAY 2025**

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1 Law Day	2	3
4	5 Cinco de Mayo	6	7	8	9	10
Mother's Day; Osteoporosis Prevention Week	12	13	14	15	16	17
18  Nevada Asian Culture Day	19	20	21	22	23	24
25	26  Memorial Day	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

### **Key in on Compliance**

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

- Determine if a 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, weekly inspections 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:				
Employ	yee attendance				

Total waste generated this month:

## 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, have no waste storage quantity limits but can only store waste up to 90 days.

The quantities listed above are for non-acute hazardous waste only. Note that acute hazardous waste generation quantities are 2.2 lbs. or less per month for VSQGs and SQGs, and more than 2.2 lbs. per month for LQGs.

# **JUNE 2025**

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

#### Mark your calendar with:

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

- training days
- inventory days
- equipment maintenance days

### **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 organized and accessible. This calendar can be used as a tool for many of these recordkeeping requirements.



There are no recordkeeping requirements for VSQGs, although it is best practice. Check out the EPA's Summary Table for a guide on different generator requirements.

Training to	pic:				
Date:	Time:				
	Employee a	attendance			

Total waste generated this month:

## **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 online 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 2025**

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	Independence	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28  Nevada Buffalo Soldiers Day	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

### 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 costs just \$6 per manifest for fiscal years 2024 and 2025.



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

Training topic:					
Date:	Time:				
Employee attendance					

Total waste generated this month:

## **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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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 containers 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.

# **AUGUST 2025**

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	Nevada Indigenous Peoples Day
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	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

#### **Hazardous Waste Containers**

Prior to moving waste to your central accumulation area, waste can be collected in containers at the point of waste generation, known as a satellite accumulation area (SAA). Generators may accumulate up to: 55 gallons of non-acute hazardous waste, and/or either 1 quart of liquid acute or 2.2 lbs of solid acute hazardous waste (40 CFR § 262.15)

The SAA container must be marked with "hazardous waste" and an indication of the hazards of the contents. Unless actively adding or removing waste, or temporarily venting the container, the SAA container must remain closed.

Once the SAA container is full, it can then be labeled with an accumulation start date (i.e., the date the SAA container was full) and moved to your central accumulation area. Inspect containers in your central accumulation area once weekly and note observations in your inspection log.



Don't know what to do with those empty containers? BEP has a factsheet for that! Check out tips on recycling and disposal.

Training topic:	Training topic:				
Date:		Time:			
Employee attendance					

Total waste generated this month:

## 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 and benefits 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 that facilities 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 hazardous waste generator status.

# SEPTEMBER 2025

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
	Labor Day					
7	8	9	10	Rememberance Day	12	13
14	National Pollution Prevention Week	16	17	18	19	20
21	First Day of Autumn	23	24	25	Nevada Native American Day	National Public Lands Day
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

#### **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). Nevada is considering the adoption of a regulatory amendment that would recognize aerosol cans as a universal waste, in line with federal RCRA regulation. However, at the time of publishing this calendar aerosol cans are not considered 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 hazardous waste generator status.



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

Training topic:				
Date:		Time:		
Employee attendance				

Total waste generated this month:

## **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 2025**

Wool

Sun	Mon	iues	wea	Inur	Fri	Sat
			Nevada Week of Respect; Cybersecurity Awareness Month	2	3	4
5	6	7	8	9	10	11
12	13	14	15	Sarah Winnemucca Day	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Halloween; Nevada Day	

#### Mark your calendar with:

- hazardous waste storage inspection days
- hazardous waste shipping days
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Eu:

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### **Emergency Preparedness**

It is an SQG 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 copied or quickly flipped to in case of an emergency. For LQGs, a contingency plan is required. The plan must include a quick reference guide for key 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.

Training topic:	Training topic:				
Date:	Time:				
Employ	yee attendance				

Total waste generated this month:

## **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					



Contact BEP for free confidential assistance on environmental regulations, air quality permitting, hazardous waste management, sustainability, and more:

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 hazardous waste 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.

Check the BEP website at the QR Code above for our annual Hazardous Waste 101 courses in both Reno and Las Vegas, typically offered in December.

# **NOVEMBER 2025**

Wad

Sun	Mon	iues	wea	Inur	Fri	Sat
						1
Daylight Savings Time Ends	3	4  Election Day	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 Day	Nevada Family 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

Eu:

Cat

### **Personnel Training**

Personnel training is a regulatory requirement for both SQGs and LQGs.

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.

Training topic:				
Date:	Time:			
Employee attendance				

Total waste generated this month:

## **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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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 2025**

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

#### Mark your calendar with:

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

- training days
- inventory days
- · equipment maintenance days

### **Managerial Control**

Want to set your staff up for success in 2026? 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 no obligation walk-through to assess your operations and offer new ideas for 2026!



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

Training topic:			
Date:		Time:	
Employee attendance			

Total waste generated this month:

## **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 w	aste meet the def	inition of solid waste (40 CF	R§ 261.2)?	Yes No	
Is this waste excluded from the definition of solid waste (40 CFR § 261	.4(a)) or hazardou	s waste (40 CFR § 261.4(b))?	Yes	☐ No	
Is the waste generated in an industrial, construction, manufacturing, requirements (40 CFR § 262.11)?	repair or similar se	tting and subject to hazardo	ous waste detern	nination	
Is this waste a listed hazardous waste (40 CFR § 261)?	☐ No	Waste code:			
Is this waste a characteristic hazardous waste (40 CFR § 261)?	Yes	No Characteristic & code	e:		
Was laboratory analysis (e.g. TCLP) used to make this determination?	Yes	No If yes, attach	or file a copy of t	he results.	
Name & certificate number for the laboratory:		Test performe	ed:		
Was knowledge of the process used to make this determination?	Yes	☐ No			
If yes, describe the process used. List each document (SDS, process flo	ow diagrams, etc.)	reviewed and/or attach the	m to this sheet:		
After using this tool, is the waste determined to be non-hazardous?	Yes	☐ No			
Determination made by:	Title:		Date:		

Copy this page and use it for all your waste streams, or scan the QR code to download and use a digital waste determination tool from BEP's website.



## **Hazardous Waste Emergency Response**

Emergency Coordinator:	Alternate Contact:	
Title:	Title:	
Phone Number:		
Fire Department:	Police Department: 911 or	
	Equipment Location	
Fire Extinguishers:	Other fire control equipment:	
Spill control:		
Alarm system:		

#### **Take Action**

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

**Spill:** Contain the flow of hazardous waste. Have only trained staff 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

# Helpful Contacts

Nevada Department of Environmental Protection - Carson City (775) 687-4670 www.ndep.nv.gov www.ndep.nv.gov/contact-us Northern Nevada Public Health Environmental Health Services (775) 328-2434 www.nnph.org healthehs@nnph.org Northern Nevada Public Health
Air Quality Management Division
(775) 784-7200
www.nnph.org
health-airqualitycontactus@nnph.org

Nevada Department of Environmental Protection - Las Vegas

(702) 668-3900 www.ndep.nv.gov www.ndep.nv.gov/contact-us Southern Nevada Health District Environmental Services

(702) 759-0588 www.southernnevadahealthdistrict.org environmentalhealth@snhd.org 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



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 and confidential advisory services on how to comply with environmental regulations, prevent pollution, become more sustainable, and save money on your bottom line.

BEP is based in the College of Business at the University of Nevada, Reno and 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.

(800) 882-3233

www.unrbep.org

help@unrbep.org