The following are the most common areas of non-compliance noted during inspections conducted by the Hazardous Materials Division. Conducting weekly environmental inspections at your facility can improve your regulatory compliance and assist you in reducing environmental problems in other areas as well. Review each section as you conduct your weekly inspection.

**Work and Accumulation Area**

- All hazardous waste containers and containers used for satellite accumulation of hazardous waste have properly completed hazardous waste labels. (See back for sample label)
- All hazardous waste containers and containers used for satellite accumulation of hazardous waste are fully closed at all times, except when adding or removing waste.
- All hazardous waste containers have been disposed of within allowable storage time. (See back for allowable accumulation times)
- All containers used for satellite accumulation of hazardous waste are managed yearly. (Satellite accumulation does not exceed one year).
- Medical wastes are labeled with name, address and phone number of the generator and managed within 30 days of being “ready for disposal”.
- Universal wastes are stored to prevent breakage.

**Hazardous Waste/Materials Recordkeeping**

- All employees & students handling hazardous materials/wastes are properly trained. (Large Quantity Generators require training documentation)
- Hazardous Materials Business Plan (HMBP) is up to date, including chemical inventory, emergency contacts and emergency response plan. Updates to the inventory and emergency contact information have been submitted to HMD within 30 days of the change, as required, along with the signed Annual HMBP Certification Statement (HM-953). If no updates are needed, HMBP Certification Statement is submitted annually indicating HMBP has been reviewed and is current. Forms are on the County of San Diego DEH HMD website at: [http://www.sdcounty.ca.gov/deh/hazmat/hmd_forms.html](http://www.sdcounty.ca.gov/deh/hazmat/hmd_forms.html)
- Hazardous Materials Business Plan/Emergency Contingency Plan is implemented, maintained on site and available for review by employees, students and HMD Inspector.
- Legible copies of all hazardous waste manifests are sent to the California Department of Toxic Substances Control (DTSC) P.O. Box 400, Sacramento, CA 95812-0400 within 30 days of waste shipment.
- TSDF signed copies of all manifests are obtained from the TSDF and are available for inspection for at least 3 years.

Please note: this is not an all inclusive checklist. Satisfying all the above does not guarantee compliance with all applicable laws, regulations or ordinances. There may be other areas of environmental concern that you may choose to investigate further.
## HAZARDOUS WASTE STORAGE AND DISPOSAL

### Generator Status

| Small Quantity Generator (SQG) | Hazardous Waste Generation: |
|                               | • Less than 1,000 kg (2,200 pounds) / month |
|                               | • Less than 1 kg of acutely hazardous waste/month |
|                               | • Waste quantity may never exceed 6,000 kg |
|                               | • When generating less than 100 kg / month accumulation date starts when 100 kg is reached |
| **Allowed Accumulation Time:** | • 180 days or less, or |
|                               | • 270 days if waste is transported 200 miles or more |

### Large Quantity Generator (LQG)

| Hazardous Waste Generation: |
| 1,000 kg (2,200 pounds) or more in any month |
| 1 kg or more of acutely hazardous waste in any month |

| **Allowed Accumulation Time:** | 90 days or less |

### Satellite Accumulation

| Hazardous Waste Generation: |
| 55 gallons or 1 quart of acutely or extremely HW |

| **Allowed Accumulation Time:** | No longer than one year on site |

### Useful Approximations

<table>
<thead>
<tr>
<th>100 kg water</th>
<th>1000 kg water</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 gallons</td>
<td>270 gallons</td>
</tr>
<tr>
<td>Half-full 55-gallon drum</td>
<td>Five 55-gallon drums</td>
</tr>
</tbody>
</table>

### Typical Areas Generating Hazardous Waste or Storing Hazardous Materials

- Biology Laboratory
- Art/Photography Class
- Nurse’s Office
- Physical Sciences Classes
- Graphic Arts Classes
- District or Contractor’s Trailers
- Chemistry Laboratory
- Drama/Set Design
- Emergency Generator
- Auto Repair Shop
- Grounds Maintenance
- Cooling/Boiler Room
- Auto Body Shop
- Custodial
- ROP Classes
- Wood Shop
- Universal Waste Storage Area
- Swimming Pool
- Welding Class
- Associated Student Body
- Dumpster
- Machine Shop

### Useful Contacts

- HMD’s Duty Desk: (858) 505-6880; Our web site: [http://www.sdcdeh.org](http://www.sdcdeh.org)
- California Department of Toxic Substances Control (DTSC) 1-800-72-TOXIC [www.dtsc.ca.gov](http://www.dtsc.ca.gov)