



SECONDARY SCHOOLS

UNIFIED PROGRAM INSPECTIONS



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
- 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	Hazardous Waste Label
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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

HAZARDOUS WASTE

STATE & FEDERAL LAW PROHIBIT IMPROPER DISPOSAL

IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY, THE U.S. ENVIRONMENTAL PROTECTION AGENCY OR THE CALIFORNIA DEPARTMENT OF TOXIC SUBSTANCES CONTROL.

PROPER D.O.T. SHIPPING NAME: _____ UN OR NA #: _____

GENERATOR'S INFORMATION

NAME: BIO TECH COMPANY

ADDRESS: 0000 COMPANY DR

CITY: SAN DIEGO STATE: CA ZIP: 92121

GENERATOR'S EPA ID NUMBER: 000 000 000 MANIFEST TRACKING NUMBER: _____

ACCUMULATION START DATE: 1 / 1 / 07 CA WASTE NUMBER: 214 EPA WASTE NUMBER: D001

CONTENTS, COMPOSITION: dichloromethane, methanol, plus other small amounts of solvents

PHYSICAL STATE: HAZARDOUS FLAMMABLE TOXIC
 SOLID LIQUID PROPERTIES: CORROSIVE REACTIVE OTHER

COMPLETE FOR STORAGE

HANDLE WITH CARE!
CONTAINS HAZARDOUS OR TOXIC WASTES

COMPLETE FOR TRANSPORT

Useful Approximations

100 kg water

27 gallons

Half-full 55-gallon drum

1000 kg water

270 gallons

Five 55-gallon drums

Typical Areas Generating Hazardous Waste or Storing Hazardous Materials

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

Useful Contacts

HMD's Duty Desk: (858) 505-6880; Our web site: <http://www.sdcdeh.org>

California Department of Toxic Substances Control (DTSC) 1-800-72-TOXIC www.dtsc.ca.gov