

Georgia Department of Natural Resources

2 Martin Luther King, Jr. Dr., S.E., Suite 1066 East, Atlanta, Georgia 30334

Mark Williams, Commissioner

Environmental Protection Division

F. Allen Barnes, Director

Land Protection Branch

Mark Smith, Branch Chief

Office: 404/657-8831 Fax: 404/463-6676

COMPLIANCE ASSISTANCE VISIT REPORT

SECTION I: FACILITY INFORMATION										
Facility Name: _____										
EPA Identification Number: _____				NAICS Code: _____						
Location Address: _____										
City: _____			County: _____			Zip Code: _____				
Mailing Address: _____										
City: _____			State: _____			Zip Code: _____				
Generation Status: _____										
Additional Checklists:		Tank <input type="checkbox"/>		Transporter <input type="checkbox"/>		Used Oil <input type="checkbox"/>		Subpart CC <input type="checkbox"/>		
Facility's current generator status on the day of inspection:										
Facility's generator status based on the inspection:										
Estimated Quantity of Hazardous Waste Generated (lbs./month):										
Basis for Estimate: _____										
Officials		Name: _____			Name: _____					
Contacted:		Title: _____			Title: _____					
		Telephone: _____			Telephone: _____					
SECTION II: SUMMARY OF FINDINGS										
A. Narrative of what the facility does and manufactures:										
B. What are the hazardous and non-hazardous waste streams (list common name and waste codes):										
C. Summary of observations and deficiencies:										
Samples:		Yes <input type="checkbox"/>		No <input type="checkbox"/>		Photographs:		Yes <input type="checkbox"/>		No <input type="checkbox"/>
Inspected by: _____			Inspection Date: _____			Submittal Date: _____				
Date by which facility agrees to correct deficiencies: _____										
Signature of facility representative: _____						Date: _____				
Reviewed by: _____					Review Date: _____					
Attachments: _____										
File Name: _____										

SECTION II: SUMMARY OF FINDINGS CONTINUED

SECTION III: PRE-INSPECTION REVIEW

A. GENERAL INFORMATION

1. Regulated Waste Activity Notification Form on File:	
2. Most Recent Date of Notification Form:	

Facility notified as a:

LQG (>1,000 kg/mo.)	TRANSPORTER
SQG (>100 kg/mo. or <1,000kg/mo.)	TSD
CESQG (<100 kg/mo.)	UNIVERSAL WASTE HANDLER

MOST RECENT EPA HAZARDOUS WASTE CODES DOCUMENTED BY FILES:

SOURCE OF ABOVE INFORMATION/DATE:			
LAST INSPECTION DATE:	DATE OF LAST ENFORCEMENT:		
VIOLATIONS NOTED:			
ON FILE	YES	NO	REQ. YEARS (last 3 years)
BIENNIAL REPORT(S)			
HAZARDOUS WASTE REDUCTION PLAN(S)			
EXCEPTION REPORT(S)			
HAZARDOUS WASTE FEES PAID			

Note: If this inspection includes sampling, a Site Safety Plan must be approved prior to the Inspection and attached to this report.

(N/A – Not applicable)

SECTION IV: FIELD OBSERVATION DATA

A. WASTE GENERATION

Is there hazardous waste generation?

WASTE GENERATION			SATELLITE ACCUMULATION			
WASTE & WASTE CODE (e.g. spent solvent containing acetone/D001, F003)	PROCESS GENERATING WASTE	HOW THE FACILITY CLASSIFIED THE WASTE (waste code)	IS THERE SATELLITE ACCUMULATION? §262.34(c)(1) (Est. Volume in Gallons)	LABELING OF CONTAINER(S) §262.34(c)(1)(ii)	CONTAINER(S) CONDITION/ COMPATIBILITY §265.171 & §265.172	CONTAINER(S) CLOSED §265.173

Discuss any waste code/waste stream discrepancies.

Does the facility accumulate solvent contaminated rags?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If yes, how are they handled?

SECTION IV: CONTINUED

B. HAZARDOUS WASTE STORAGE AREA

1. Is there hazardous waste storage (90 day or 180 day)?

WASTESTREAM (Waste codes)	NUMBER OF CONTAINER(S) (Specify Volume if not 55-Gallon)	CONTAINER(S) MARKED HAZARDOUS WASTE §262.34(a)(3)	CONTAINER(S) MARKED WITH ACCUMULATION DATE §262.34(a)(2)	CONTAINER(S) CONDITION/ COMPATIBILITY §265.171 & §265.172	CONTAINER(S) CLOSED §265.173	ADEQUATE AISLE SPACE §265.35

2.1 IGNITABLE OR REACTIVE WASTE STORED >50 FEET FROM PROPERTY LINE? (§265.176)	YES		NO		N/A	
ARE INCOMPATIBLE WASTE SEPARATED BY DIKE, BERM, WALL OR OTHER DEVICE? §265.177)	YES		NO		N/A	

2. Is there universal waste storage? (Mercury-containing lamps or thermostats; batteries; pesticides)

WASTESTREAM	NUMBER & TYPE OF CONTAINER(S) (Specify Volume)	CONTAINER(S) CLOSED §273.13	CONTAINER(S) MARKED UNIVERSAL WASTE §273.14	CONTAINER(S) MARKED WITH ACCUMULATION DATE §273.15

COMMENTS:

SECTION IV: CONTINUED

YES NO N/A VIOLATION

C. TANK STORAGE/TREATMENT

1. Does the facility use tanks to store or treat hazardous waste?
If yes, see Tank Systems Checklist for Generator

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D. EMERGENCY EQUIPMENT

1. Is the facility operated and maintained to minimize possibility of fire, explosion, or release of hazardous waste to the environment? (§265.31)

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2. Does the facility have the following equipment to deal with hazards posed by waste handled: (§265.32)

a. Alarm system? (internal communication)

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b. Telephone or 2 way radio? (external communication)

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c. Fire extinguisher?

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d. Water? (If applicable)

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e. Are facility communication system, spill control equipment, fire protection equipment and decontamination equipment tested and maintained to ensure proper operation? (§265.33)

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f. Do personnel have immediate access to communication device or alarm system? (§265.34)

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List type of device or if verbal communication used:

SECTION V: GENERAL RECORDS

YES NO N/A VIOLATION

1. Has the facility notified of correct hazardous waste activity? (§262.12)

2. Does the facility conduct the weekly inspections of containers storing hazardous waste? (§262.34) (§265.174)

3. Are waste profiles, waste analysis, or supporting documentation of waste determination per §262.11 in the facility's records? [§262.11, §262.40)(c)]

4. Were Biennial Reports and Waste Reduction Plans submitted? (§262.41)

5. Are copies of the biennial reports in the facility's records? (§262.40)

6. Have arrangements with the local authorities been made to familiarize them with the facility, types of waste handled, and hazards posed? (§265.37)

7. Does generator package waste in accordance with 49 CFR Parts 173, 178, and 179 (DOT requirements)? (§262.30)

a. Does generator follow DOT labeling requirements in accordance with 49 CFR 172? (§262.31)

b. Does generator mark each package in accordance with 49 CFR 172? [§262.32(a)]

c. Is each container of 110 gallons or less marked with the following label? [§262.32(b)]

Hazardous Waste-Federal Law Prohibits Improper Disposal.
If found, contact the nearest police or public safety authority or the U.S. Environmental Protection Agency.

Generator Name and Address _____
Manifest Document Number _____

d. Is hazardous waste placarded before shipping off-site in accordance with the Department of Transportation regulations for hazardous materials under 49 CFR part 172, subpart F? (§262.33)

8. Have fees been paid?

a. Have the fee records (LQG) and fee report (LQG,SQG) been signed by a responsible corporate official? [391-3-19-.03(5)]

SECTION V: CONTINUED

YES NO N/A VIOLATION

b. Have the fee records (LQG) and the fee report (LQG,SQG), along with supporting documentation, been maintained on-site for a period of at least three years from the end of the calendar year for which they were completed (enacted July 1992)? [391-3-19-.03(5)]

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c. Does the fee record (LQG) contain the following: [391-3-19-.03(5)]

1. Manifest number for each shipment?

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2. Date of each shipment?

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3. Name and EPA I.D. Number of the final receiving facility for each shipment?

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4. By EPA hazardous waste number and method of management at the final receiving facility, the tons of hazardous waste for each shipment and the total tons of hazardous waste for the calendar year?

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d. Have any discrepancies been noted between the fee records, fee reports, and the manifests for the subject period?

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COMMENTS:

SECTION VI: CONTINGENCY PLAN

YES NO N/A VIOLATION

A. LARGE QUANTITY GENERATOR

1. Does the facility have a written Contingency Plan (§265.51) or a written Spill Prevention, Control, and Countermeasures Plan (SPCC)? [§265.52(b)]

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2. Does the Contingency Plan/SPCC Plan include:
 - a. Facility personnel action responses? §265.52(a)

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 - b. Description of agreement with the local authorities? [§265.52(c)]

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 - c. List of names, addresses, and phone numbers of emergency coordinators. Designates primary emergency coordinator, and list other coordinators in order of assumption of responsibility? [§265.52(d)]

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 - d. List of emergency equipment at the facility, including location, physical description and capabilities? [§265.52(e)]

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 - e. An evacuation plan for facility personnel? [§265.52(f)]

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3. Have copies of the Contingency Plan/SPCC Plan been submitted to police, fire department, hospital, local emergency response teams? (§265.53)

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4. Is the Contingency Plan/SPCC Plan amended when necessary? (§265.54)

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5. Is at least one emergency coordinator on facility premises or on call? (§265.55)

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6. Does the emergency coordinator respond immediately to emergencies, keep a record of these responses, and the report made to Federal, State, and local authorities, if required? (§265.56)

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SECTION VI: CONTINUED

YES NO N/A VIOLATION

B. SMALL QUANTITY GENERATOR

1. Is the following information posted next to the telephone: [§262.34(d)(5)]

a. Name and telephone number of emergency coordinator?

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b. Location of fire extinguishers, spill control material and, if present, fire alarm?

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c. Telephone of the fire department if no direct alarm exists?

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2. Is at least one emergency coordinator on facility premises or on call? [§262.34(d)(5)(i)]

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3. Does emergency coordinator respond immediately to emergencies as expressed by [§262.34(d)(5)(iv)]?

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COMMENTS:

SECTION VII: PERSONNEL TRAINING

YES NO N/A VIOLATION

A. LARGE QUANTITY GENERATOR

1. Does facility have a personnel training program for hazardous waste management, consisting of classroom instruction or on the job training? [§265.16(a)(1)] (Note in Comment Session)

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a. Is training directed by a person trained in hazardous waste management procedures? [§265.16(a)(2 and 3)]

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b. Do personnel complete training within 6 months of employment or job assignments? [§265.16(b)]

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c. Do personnel take part in annual review of hazardous waste training? [§265.16(c)]

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d. Are the following documents maintained per §265.16(d):

1. Job title and name of employee? [§265.16(d)(1)]

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2. Job description? [§265.16(d)(2)]

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3. Amount and type of initial and continuing training to be given to each person filling a position? [§265.16(d)(3)]

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2. Are records that document training and job experience given to and completed by personnel? [§265.16(d)(4)]

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3. Are records kept until closure of facility or 3 years past employment of individual personnel? [§265.16(e)]

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B. SMALL QUANTITY GENERATOR

1. Are employees thoroughly familiar with proper waste handling and emergency procedures as relevant to their responsibilities during normal facility operations and emergencies? [§262.34(d)(5)(iii)]

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COMMENTS:

SECTION VIII: MANIFEST/LAND DISPOSAL RESTRICTION

	YES	NO	N/A	VIOLATION
1. Are manifests kept in the facility's records for three years? [§262.40(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Did generator retain one copy of manifest signed by the generator and transporter for three years or until the facility received a signed copy from the designated permitted facility, which received the waste? [§262.23(a)(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are manifests completed to include: (Part 262, Subpart B)				
a. Manifest Document Number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Generator's name, mailing address, telephone number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Generator's EPA ID Number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Transporter's name and EPA ID Number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. TSD's facility name, address, and EPA ID Number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Waste information required by DOT: proper shipping name, quantity of waste, and type of container?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Did generator sign and date all manifests? (Part 262, Appendix)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Did generator obtain original carbon copy with handwritten signature and date of acceptance from initial transporter and the receiving TSD? [§262.23 (a)2 and (a)3]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Did the generator file any exception reports? (§262.42)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are exception reports kept for three years? (§262.40)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has the generator determined that the facility is managing (§268.7):				
a. A land disposal restricted waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. A land disposal restricted waste that can be land disposed without any further treatment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. A waste that is subject to an exemption from the land disposal restriction prohibition (i.e., A case-by-case exemption)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION VIII: CONTINUED

YES NO N/A VIOLATION

9. Does the land disposal restriction notification/certification include: (§268.7)

a. EPA Hazardous Waste Numbers?
(i.e. characteristics, listed waste) (§268.9)*

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b. Manifest number?

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c. Certification that the waste meets the treatment standards found in Part 268, Subpart D?

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d. Certification that the waste can be land disposed without any further treatment?

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e. Certification that the waste is exempt from land disposal restriction requirements and includes date, which this exemption applies?

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***If a hazardous waste determination consists of both Listed and Characteristic EPA waste codes, the applicable LDR waste code can exclude the Characteristic waste code if the specific hazardous constituent responsible for that Characteristic is already addressed by the treatment standard for the Listed waste code (i.e., an ignitable, spent acetone solvent characterized as F003, D001 would have a LDR waste code of F003). Otherwise, all EPA waste codes subject to LDR must be cited.**

10. Has facility notified designated TSD facility per requirements? [§268.7(a)(2)]

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11. Does facility maintain copies of LDR determinations, notifications, waste analysis, etc. relating to requirements in records for three years? [§268.7(a)(8)]

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12. Are any lab pack waste(s) shipped off-site? [§268.7(a)(9)]

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13. Does generator treat waste(s) in tanks or containers to comply with land disposal restriction requirements? [§268.7(a)(5)]

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a. Does Waste Analysis Plan include detailed chemical and physical analysis and all information to treat the waste(s)? [§268.7(a)(5)(i)]

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SECTION VIII: CONTINUED

YES NO N/A VIOLATION

- b. Has a copy of Waste Analysis Plan been submitted to Regional Administrator and Environmental Protection Division? [§268.7(a)(4)(ii)]

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 - i. Has submittal been verified? [§268.7(a)(4)(ii)]

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 - ii. Has facility notified designated TSD per Requirement? [§268.7(a)(3), §268.7(a)(4)]

--	--	--	--
 - c. Does the generator treat wastes which exhibit a characteristic to render the waste non-hazardous and ships this waste to a subtitle D facility? (§268.9(d))

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 - i. Was notice made to EPD?

--	--	--	--
 - ii. Are copies of the notices kept in the facility's records?

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 - iii. Do the notices comply with the requirements in (§268.9)?

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- 14. Is this facility a small quantity generator whose waste is reclaimed under a contractual agreement [§262.20(e)]?

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 - a. Are the type(s) of waste and frequency of removal specified in the contract agreement?

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 - b. Is the vehicle used to transport waste to recycling facility and to deliver regenerated material back to the generator owned and operated by the claimer of the waste?

--	--	--	--
 - c. Did generator maintain a copy of the reclamation agreement in the facility records for at least three years after termination or expiration of there agreement?

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 - d. Did generator maintain a copy of the initial land disposal restriction notification in the facility's records for at least three years after the termination or the expiration of the contract? [§268.7(a)(10)]

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COMMENTS:

SECTION IX: USED OIL MANAGEMENT

YES NO N/A VIOLATION

A. USED OIL ACTIVITIES

1. Does this facility burn used oil fuel for energy recovery or market used oil fuel directly to such a burner? If yes, see Used Oil Management Checklist, (Section IX)
2. Does the facility generate used oil?

B. USED OIL STORAGE (279.22, 279.45, 279.54, 279.64)

1. Does the facility store used oil?
2. Is the used oil stored in tanks, containers, or units subject to regulation under 40 CFR Parts 264 or 265?
3. Are the containers and aboveground tanks in good condition with no leaks?
4. Are containers, aboveground tanks, and fill pipes for underground storage tanks labeled or marked clearly with the words "Used Oil?"
5. Have any releases of used oil to the environment occurred? (describe in comment section)
- a. Did the facility stop the release?
- b. Did the facility contain the released used oil?
- c. Did the facility clean up and manage properly the released used oil and other materials?
- d. Did the facility repair or replace any leaking storage containers or tanks to prevent future releases prior to returning them to service?

C. HAZARDOUS WASTE MIXING (279.21)

1. Does the generator mix hazardous waste with the used oil?
- a. Does the mixture exhibit any characteristics of hazardous waste? (If yes, regulated as hazardous waste under Part 262)

SECTION IX: CONTINUED

YES NO N/A VIOLATION

- b. Does the used oil contain greater than 1,000 ppm total halogens? (If yes, presumed to be hazardous)

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D. ON-SITE BURNING IN SPACE HEATERS (279.23)

1. Does the generator burn used oil in used oil-fired space heaters?

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- a. Does the generator burn only used oil generated at the facility or received from household do-it-yourself used oil generators?

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- b. Is the heater designed to have a maximum capacity of not more than 0.5 million Btu per hour?

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E. OFF-SITE SHIPMENTS (279.24)

1. Does the generator transport the facility's used oil or used oil from do-it-yourselfers to a used oil collection center?

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- a. Is the used oil transported in a vehicle owned by the facility or an employee?

--	--	--	--

- b. Does the generator transport more than 55 gallons at any time?

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- c. Is the collection center registered, licensed, permitted, or recognized by a state/county/municipal government to manage used oil?

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2. Does the generator transport the facility's used oil to an aggregation point?

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- a. Is the used oil transported in a vehicle owned/operated by the facility or an employee?

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- b. Does the generator transport more than 55 gallons at any time?

--	--	--	--

- c. Is the aggregation point owned and/or operated by the same generator?

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SECTION IX: CONTINUED

YES NO NA VIOLATION

3. Does the generator have a contractual agreement pursuant to which reclaimed oil is returned by the processor/re-refiner to the generator for use as a lubricant, cutting oil, or coolant?

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a. Does the contract indicate the type of used oil and the frequency of shipments?

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b. Does the contract indicate that the vehicle used to transport the used oil to the processing/re-refining facility and to deliver recycled used oil back to the generator is owned and operated by the used oil processor/re-refiner?

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c. Does the contract indicate that reclaimed oil will be returned to the generator?

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4. Does the generator ensure that the used oil is transported only by transporters who have obtained EPA identification numbers?

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F. USED OIL FILTER EXCLUSION [261.4(b)(13)]

1. Does the generator manage used oil filters?

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a. Are the filters non-terne plated?

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b. Are the filters gravity hot-drained?

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Please list all businesses that handle the facility's used oil. Include the address(es) and EPA Identification Number(s).

COMMENTS:

SECTION X: OTHER ACTIVITIES

A. How long has the company been at this site?

B. Is there one or more septic tanks on-site?

YES		NO	
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1. If yes, how many?
2. How old are they?
3. Where are they?
4. Are they still in use?
5. What is the purpose of these septic tanks?

C. Is the facility on the Hazardous Sites Inventory?

YES		NO	
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1. If yes, what is the Hazardous Sites Inventory number?
2. Why is the facility listed on the Hazardous Sites Inventory?

D. Does the facility generate, transport, receive, store, recycle, treat or process solid waste?

YES		NO	
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1. If yes, describe the solid waste activities at the site:

E. Does the facility dispose of any waste materials on-site?

YES		NO	
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1. If yes, explain and include whether the disposal site is open or closed, how many sites there are, and permit number for each. Obtain a copy of the permit and permit conditions to attach to the report.

MANUFACTURING PROCESS DESCRIPTION

Facility Name:

Brief description of what facility does:

Complete the table for each hazardous waste stream.

WASTESTREAM & WASTE CODE(S)	TREATMENT, STORAGE, & DISPOSAL FACILITY	EPA IDENTIFICATION NUMBER

Complete the table for each non-hazardous waste stream.

WASTESTREAM/SCRAP/RECYCLABLES	SOLID WASTE COLLECTOR	SOLID WASTE DISPOSAL FACILITY'S PERMIT NUMBER

Draw or attach a schematic of each process:

Other Comments: