

**PERMIT BY RULE
PERMANENT HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY
INSPECTION CHECKLIST**

Collection Facility Name: _____ EPA ID #: CAH _____

Collection Facility Address: _____

City: _____ Zip Code: _____

Sponsor Agency: _____

Sponsor Agency Contact Person: _____ Phone: _____

Contractor Name: _____

Contractor Contact Person: _____ Phone: _____

Date Inspected: _____ Inspection Agency: _____

Lead Inspector: _____ Phone: _____

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NOTE: Violations cited below are from California Health and Safety Code (HSC), sections 25100 et seq. and Title 22, California Code of Regulations (Cal. Code Regs.), section 67450.25 that includes requirements from Chapter 12 (use applicable portions of the Generator Checklist), Chapter 15, Articles 2 through 7, 9 and 10 (use applicable portions of the ISD checklist), in addition to the following requirements:

CHECKLIST ELEMENT	YES	NO	COMMENT
A. SUBMITTALS: Has the following document been submitted by the operator (sponsor agency) of the PHHWCF?			
1. PHHWCF Permit by Rule Notification form (DTSC 1094B) (11/08) to CUPA/ or DTSC (if no CUPA). [Title 22, Cal. Code Regs., section 66270.60(d)(6)(A)]	___	___	_____
3. PHHWCF has developed/maintained/implemented operational procedures to be followed whenever the PHHWCF meets or exceeds its maximum storage capacity. [Title 22, Cal. Code Regs, section 67450.25(a)(3)(A)].	___	___	_____
4. PHHWCF only accepts approved classifications of waste: [HSC 25218.1(f) & 25218.3]			
a. household hazardous waste;	___	___	_____
b. hazardous waste that is generated by CESQG.	___	___	_____
B. CONTAINMENT:			
5. Container transfer and storage area has a containment system that is designed and operated to contain a 24-hour, 25-year storm plus 10% of the aggregate volume of all containers or the volume of the largest container, whichever is greater. [Title 22, Cal. Code Regs., sections 67450.25 (a)(1) and 66264.175(b)(3)]	___	___	_____
6. The base underlying the containers in the receiving*, handling and storage areas is free of cracks or gaps and is impervious to the wastes. [Title 22, Cal. Code Regs., sections 67450.25(a)(4)(A) and 66264.175(b)(1)]	___	___	_____
*Tables and carts on which wastes are placed are considered the receiving area.			
7. The containment system is designed and operated to protect the containers from contact with accumulated liquids. [Title 22, Cal. Code Regs., sections 67450.25(a)(1) and 66264.175(b)(2)]	___	___	_____

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	YES	NO	COMMENT
8. Run-on into the containment system is prevented. [Title 22, Cal. Code Regs., sections 67450.25(a)(1) and 66264.175(b)(4)]	___	___	_____
9. Spilled or leaked waste and accumulated precipitation is removed in a timely manner as is necessary to prevent overflow of the collection system. [Title 22, Cal. Code Regs., sections 67450.25(a)(1) and 66264.175(b)(5)]	___	___	_____
10. a. The operator has submitted to CUPA /or DTSC (if no CUPA) a written statement signed by an independent, qualified professional engineer, registered in California, indicating that the containment system is suitably designed. [Title 22, Cal. Code Regs., section 66264.175(c)]	___	___	_____
or			
b. A engineering certification as required by Title 22, Cal. Code Regs., section 66274.175(c) shall be provided by a manufacturer, an independent professional engineer registered in the state of California or professional engineer employed by the local government entity from a different division or agency than the operator. [Title 22, Cal. Code Regs., section 67450.25(a)(1)(A)]	___	___	_____
C. DOCUMENTATION REQUIREMENTS: Does the PHHWCF have the following documents at the facility?			
11. a. Receipt or proof of mailing notification to CUPA/ or DTSC (if no CUPA). [Title 22, Cal. Code Regs., sections 66270.60(d)(6)(A) and 67450.25(a)(3)]	___	___	_____
b. CUPA/ or DTSC's (if no CUPA) Acknowledgement & or Authorization letter. [Title 22, Cal. Code Regs., sections 66270.60(d)(6)(B) and 67450.25(a)(3)]	___	___	_____
12. A written waste analysis plan (WAP) describing the procedures to characterize unidentified wastes received at the facility into federal DOT hazard classes (operator may use HAZCAT). [Title 22, Cal. Code Regs., section 67450.25(a)(2)(A)]	___	___	_____

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YES NO COMMENT

An operation plan with the following information:

- | | | | | |
|-----|---|-------|-------|-------|
| 13. | The PHHWCF is complying with Chapter 15, Article 8 (Financial Assurance) (DTSC Form 1220), except that the coverage to be maintained is in accordance with Title 22, Cal. Code Regs., section 67450.30.** | _____ | _____ | _____ |
|-----|---|-------|-------|-------|

**Financial Assurance for closure exemptions:

PHHWCF is operated no more than 30 days per year:
Submit a certification to DTSC with a statement why facility is exempt.

Estimated closure cost is less than \$10,000: Submit a certification to CUPA or DTSC (if no CUPA) with a statement why facility is exempt and adjust closure cost estimate annually for closure plan changes and national inflation index.

- | | | | | |
|-----|--|-------|-------|-------|
| 14. | Phase I environmental assessment due to DTSC within one year of commencing operation.
[HSC, section 25200.14; and Title 22, Cal. Code Regs., sections 66270.60(d)(B)(6) and 67450.25(a)(5)] | _____ | _____ | _____ |
| 15. | PHHWCF closure plan and post closure. [Title 22, Cal. Code Regs., sections 67450.25(a)(2)(E) and 66265.110-66265.115] | _____ | _____ | _____ |
| 16. | Site supervisor name(s). [Title 22, Cal. Code Regs., sections and 67450.25(a)(3)(B) 67450.4(b)(6)] | _____ | _____ | _____ |
| 17. | Description of operating procedure in the event of inclement weather. [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(8)] | _____ | _____ | _____ |
| 18. | Contingency plan which describes the following:
[Title 22, Cal. Code Regs., sections 67450.25(a)(2)(C) and 66265.52 & 66265.56 EXCEPT 66265.53(b)] | | | |
| | a. actions to take | _____ | _____ | _____ |
| | b. local arrangements | _____ | _____ | _____ |
| | c. emergency coordinator list | _____ | _____ | _____ |
| | d. list of emergency equipment | _____ | _____ | _____ |
| | e. evacuation plan | _____ | _____ | _____ |

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	YES	NO	COMMENT
19. Preparedness & prevention: [Title 22, Cal. Code Regs., section 67450.25(a)(2)(B)]			
a. Operator minimizes possibility of fire, explosion or release; [Title 22, Cal. Code Regs., section 66265.31]	___	___	_____
b. Existence of Internal communication or alarm system, portable fire extinguishers, spill control equipment, decontamination equipment, & water at facility; [Title 22, Cal. Code Regs., section 66265.32]	___	___	_____
c. Access to communication device; [Title 22, Cal. Code Regs., section 66265.34]	___	___	_____
d. Aisle space is maintained for emergencies; and [Title 22, Cal. Code Regs., section 66265.35]	___	___	_____
e. Arrangements with police, fire departments, emergency response teams and OES including facility layout & operation. [Title 22, Cal. Code Regs., section 66265.37]	___	___	_____
20. Copy of documents as specified in Title 22, Cal. Code Regs., section 66264.17(c) if applicable. (Ignitables, Reactives, & Incompatible wastes) [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(13)].	___	___	_____
21. If bulking solvents, oil-based paints or gasoline PHHWCF follows a written protocol approved by local fire & air pollution prevention agencies. [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(14)]	___	___	_____
22. Copies of all local permits obtained. [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(15)]	___	___	_____
23. A written agreement between the property owner and the operator if different. [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(16)]	___	___	_____
24. A written agreement between the contractor and the operator [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(17)]	___	___	_____

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	YES	NO	COMMENT
25. Follows Generator requirements, Chapter 12, Cal. Code Regs.	___	___	_____
a. Meet container management standards (storage time limits, closed, labeled, compatibility, inspected weekly, in good condition, with ignitables/reactives stored at a shorter distance (<50 feet from property line) with written approval of local fire authority. [Title 22, Cal. Code Regs., sections 67450.25(a)(2)(D), 66262.34, and 66265.170]	___	___	_____
b. Copies of manifests retained for 3 years & a legible copy of each manifest used submitted to DTSC within 30 days. [Title 22, Cal. Code Regs., sections 66262.20 and 66262.23]	___	___	_____
c. Inspection standards for hazardous waste accumulation area (container-weekly and tanks-daily). [Title 22, Cal. Code Regs., sections 66265.15 and 66265.195]	___	___	_____
D. CESQG WASTE ACCEPTED:			
26. A description of how CESQG HW will be received separately from the HHW: [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(9)]			
a. either accepts at different hours or Up to 27 gallons or 220 pounds, but not more than 100 kg/month and certain conditions are met [HSC 25185.5]	___	___	_____
b. receives at separate receiving area from other HHW.	___	___	_____
Household Hazardous Waste Transported to PHHWCF from the following HHW programs:			
(USE a manifest for transporting waste as per HSC, 26160 (d)(1); USE a registered waste hauler as per HSC, 25163 (a); and No manifest is required if transporting 5gal or 50 lbs waste and meeting conditions) [HSC 25185.3, 25185.4, and 25185.5]			
a. THHWCFs collection program	___	___	_____
b. Recycle-only (BOPs) collection program	___	___	_____
c. Mobile household collection program	___	___	_____
d. Load check program or Transfer station load check program under agreement with the PHHWCF.	___	___	_____
27. Maintains separate record identifying name, address, and identification number (if available) of CESQG, types and quantities of hazardous wastes accepted, and the fees paid to the PHHWCF for the management of those wastes. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(g)]	___	___	_____

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		YES	NO	COMMENT
E.	WALK THROUGH OBSERVATIONS			
28.	Location of HHW handling area is clearly marked to control public access. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(1)]	—	—	_____
29.	Facility has a buffer zone which has written approval of local agencies. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(2)]	—	—	_____
30.	Facility is large enough to accommodate all equipment, personnel and anticipated number of vehicles for a safe operation. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(3)]	—	—	_____
31.	Facility is paved with asphalt or concrete in good repair. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(4)]	—	—	_____
32.	All waste handling and storage areas have a continuous base that meet the requirements of 66264.175(b)(1). [Title 22, Cal. Code Regs., sections 67450.25(a)(4)(A)]	—	—	_____
33.	There is a physical barrier to delineate the perimeter of HHW handling and storage areas. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(5)].	—	—	_____
34.	The area(s) or structure(s) has the written approved of local agencies, to store ignitable and/or reactive waste. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(6)].	—	—	_____
35.	Waste handling areas are covered for excessive heat Or precipitation. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(7)].	—	—	_____

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	YES	NO	COMMENT
36. Warning signs are posted outside the receiving, handling and storage areas in English and in languages predominant in the area which state "Danger! Hazardous Waste Area - Unauthorized Personnel Keep Out". [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(8)]	___	___	_____
37. Warning signs are legible from a distance of at least 25 feet. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(8)(B)]	___	___	_____
38. Signs are posted prohibiting food, beverages, and smoking in the receiving, handling, and storage areas. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(8)].	___	___	_____
39. Storage area is a secured area with controlled access or is surrounded by a fence or monitored by 24-hour surveillance system. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(9)(C)]	___	___	_____
40. If facility operates during hours of darkness there is artificial lighting to provide a safe operation. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(9)(D)]	___	___	_____
41. There is a separate storage area for wastes which are ready to be transported off-site. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and [67450.4(d)(9)(E)]	___	___	_____
42. Local agency has approved the traffic control. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(10)(A) and (B)]	___	___	_____
43. Traffic is routed in a one-way direction to minimize backing up or turning around. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(10)(C)]	___	___	_____
44. Persons delivering wastes remain in their vehicles while in the waste acceptance area of the facility. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(10)(D)]	___	___	_____

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F. WASTE HANDLING PROCEDURES	YES	NO	COMMENT
45. Waste handling is performed by trained personnel and provides safety for the participants and workers. [Title 22, Cal. Code Regs., sections 67450.25(a)(4), 67450.4(e)(4), and 66265.16(D)]	___	___	_____
46. Bulking of wastes is done in a manner which prevents the mixing of incompatible wastes. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(1)(A)]	___	___	_____
47. Bulking of wastes is performed in a secured area away from the receiving area. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(1)(B)]	___	___	_____
48. Limit bulking and filtering of wastes to paints compatible solvents, gasoline, antifreeze, used oil and roofing tar. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(2)(B)]	___	___	_____
49. If bulking solvents, oil-based paints or gasoline during the waste acceptance hours, follows a written protocol approved by local agencies. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(2)(B)]	___	___	_____
50. Bulks, packages and ships used oil to a facility authorized to receive used oil pursuant to HSC Section 25200. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(3)]	___	___	_____
51. Properly packages, sorts and labels waste in accordance with Department of Transportation (DOT) requirements pursuant to Code of Federal Regulation (CFR), Title 49, Subchapter C. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(4)]	___	___	_____
52. Personnel who handle waste meet training requirements specified in Title 22, Cal. Code Regs., section 66264.16(a) and Occupational Safety and Health Administration (OSHA) requirements. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(5)]	___	___	_____
53. A written report was submitted to CUPA or DTSC (If no CUPA) within 15 days if an incident of noncompliance with these regulatory requirements occurred. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(i)]	___	___	_____

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	YES	NO	COMMENT
54. Manifest Record keeping & Reporting - PHHWCF receiving manifested waste to be in compliance with [Title 22, Cal. Code Regs., sections 67450.25(a)(2)(D) and 67450.4 (66265.70 EXCEPT 66265.73(b)(2),	___	___	_____
55. PHHWCF limited to store waste at the facility up to one year from the date of collection. [Title 22, Cal. Code Regs., section 67450.25(a)(6)]	___	___	_____
G. ANY VARIANCES ISSUED BY DTSC? (If yes, describe below).	___	___	_____

This report may identify conditions observed this date that are alleged to be violations of one or more sections of the California Health and Safety Code or Cal. Code Regs. relating to the management of hazardous waste. The violations may be described in more detail on the attached note sheet.

Inspector(s):

Lead Inspector: _____	Other Inspector: _____
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Agency: _____	Agency: _____
Phone Number: _____	Phone Number: _____

Facility Representative:

Your signature acknowledges receipt of this report and does not imply agreement with the findings.

Signature: _____	Printed Name: _____
Title : _____	Date: _____

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NOTE SHEET

This note sheet includes inspector observations and expands upon any violations identified in the checklist (refer to by number). In some cases, comments will indicate how the facility shall correct the violations. It also may include names of other individuals participating in this inspection.

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**HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY
CERTIFICATION OF RETURN TO COMPLIANCE**

For public agencies operating a household hazardous waste collection facility under PBR

In the matter of the Violation(s) cited on: _____

As identified in the Inspection report dated: _____

Conducted by: _____ (agency)

I certify under penalty of law that:

1. Respondent has corrected the violations specified in the notice of violation cited above.
2. I have personally examined any documentation attached to the certification to establish that the violations have been corrected.
3. Based on my examination of the attached documentation and inquiry of the individuals who prepared or obtained it, I believe that the information is true, accurate, and complete.
4. I am authorized to file this certification on behalf of the Respondent.
5. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (Print or Type)

Title

Signature

Date Signed

Public Agency Name

EPA ID Number