

**Utah Department of Environmental Quality
Division of Waste Management and Radiation Control**

**P.O. Box 144880
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**WASTE MANAGEMENT
& RADIATION CONTROL**

**SMALL BUSINESS ASSISTANCE
PROGRAM**

DWMRC REPRESENTATIVE:

Name: (Printed) _____

Signature: _____

Title: Environmental Scientist/Engineer

Date: _____

UTAH DEQ SMALL BUSINESS ASSISTANCE FORM

Facility: _____

Date: _____

R315-262-11 DETERMINATION OF WHETHER A WASTE IS HAZARDOUS

ACTION NEEDED: _____

R315-262-18 NOTIFICATION AND EPA HAZARDOUS WASTE IDENTIFICATION NUMBERS

___ If you generate between 100 and 1000 Kgs (220-2200lbs) of **non-acute** hazardous waste per month AND less than 1 Kg of **acutely hazardous waste** AND less than 100 kg of residues from a cleanup of acute hazardous waste, you are classified as a Small Quantity Generator (SQG), and must notify the Director of the Division of Waste Management and Radiation Control to obtain an EPA ID Number.

___ If you are a Small Quantity Generator, you must obtain an EPA ID Number (Form 8700-12) in order to offer hazardous waste for management to a transporter, or to a treatment, storage and disposal facility (TSDF) that also has an EPA ID Number. Prior to September 1, 2021, and every 4 years afterwards (prior to September 1st), you must renotify the Director of the Division of WMRC using EPA Form 8700-12.

ACTION NEEDED: _____

R315-262-20 thru 25 MANIFESTS

- ___ Use approved manifest forms 8700-22 and 8700-22A, or the Electronic Manifesting System, when offering hazardous wastes for transport to a TSDF.
- ___ Designate another TSDF facility or instruct a transporter to return wastes if they are undeliverable.
- ___ Fill out all applicable sections of the manifest.
- ___ If a SQG reclaims a waste under a contractual reclamation agreement, a manifest is not required.
- ___ Keep copies of contractual reclamation agreements for three years after service ends.

ACTION NEEDED: _____

R315-262-40 RECORDKEEPING

- ___ Keep copies of all manifests for three years.
- ___ Keep all records, including determination of generation rates, waste characterization documentation, disposition, etc., for three years.

ACTION NEEDED: _____

R315-262-42 EXCEPTION REPORTING

___ If the TSDF does not return the generator's original copy of the manifest (or sign electronically in the Electronic Manifesting System) within 60 days from the date the waste was accepted by the initial transporter, submit a letter to the Director of UDWRC that states this, and provide a copy of the manifest.

ACTION NEEDED: _____

R315-262-30 thru 33 PACKAGING, LABELING, MARKING AND PLACARDING

___ Package, label and mark waste containers in accordance with D.O.T. 49 CFR requirements prior to shipment offsite.

ACTION NEEDED: _____

R315-262-16(b) ACCUMULATION OF A HAZARDOUS WASTE CONDITION OR EXEMPTION

- ___ Do not store hazardous wastes for longer than 180 days, or 270 days, if applicable, without a permit.
- ___ Do not exceed 6000 Kg of hazardous wastes stored in your facility at any time.
- ___ Mark the date that accumulation of hazardous waste began on each container (not required for satellite accumulation containers).
- ___ Label each hazardous waste container or tank with the words "HAZARDOUS WASTE", and an indication of the hazards of the contents (such as D.O.T. hazmat labels, NFPA chemical hazard labels, OSHA pictograms, or EPA waste characteristics (i.e., ignitable, corrosive, reactive, toxic).
- ___ Containers holding hazardous waste must be in good condition.
- ___ Hazardous wastes must be stored in containers that are compatible with the waste.
- ___ Containers holding hazardous waste must be kept closed, except with adding or removing waste.
- ___ Do not open, handle or store containers of hazardous waste in a manner which could cause a release.
- ___ Containers of hazardous waste must be inspected weekly for signs of leakage or deterioration. A log should be kept to document inspections.
- ___ Incompatible wastes, or incompatible wastes and materials should not be placed into the same container.
- ___ Hazardous wastes should not be stored in containers that previously held an incompatible material, unless cleaned prior to doing so.
- ___ Incompatible wastes should be separated by means of a dike, berm, or similar method.

ACTION NEEDED: _____

ACTION NEEDED: _____

UTAH DEQ SMALL BUSINESS ASSISTANCE FORM Continued

9. 40 CFR 265.170 through 178 USE AND MANAGEMENT OF CONTAINERS

- a. Hold hazardous wastes in containers that are in good condition.
b. Store hazardous wastes in containers that are compatible with the waste.
c. Keep hazardous waste containers in a completely closed condition except when adding or removing wastes.
d. Do not open, handle or store containers of hazardous waste in a manner which may cause a release.
e. Inspect containers of hazardous waste at least weekly to look for signs of leakage or deterioration. A log should be kept.
f. Do not store incompatible hazardous wastes in the same container.
g. Do not store wastes in containers that previously held an incompatible material without cleaning it first.
h. Separate incompatible wastes by means of a dike, berm or other method.

ACTION NEEDED: _____

10. 40 CFR 265.31 through 37 PREPAREDNESS AND PREVENTION

- a. You must operate your facility in such manner that MINIMIZES the possibility of fire, explosion or any unplanned release.
b. You must have the following preparedness and prevention equipment unless the wastes you store do not pose the hazards that the equipment is designed to respond to: Internal communications or alarm capable of instruction (such as an intercom), a device capable of summoning outside emergency assistance (such as a direct alarm to the fire department or a telephone), portable fire extinguishers, water at adequate pressure and volume to supply fire fighting needs, alarms and communication devices accessible to personnel where they are handling hazardous wastes.
c. You must maintain and test, where necessary, all communication systems; fire, spill response, decontamination and protective equipment.
d. Make maintain aisle space to allow unobstructed movement of personnel and emergency equipment.
e. Make arrangements with local fire, police and hospitals to respond to emergency situations at your facility. Maintain documentation of notification letters, responses or lack of responses from these agencies.
f. Document refusals by authorities to emergency arrangements.

ACTION NEEDED: _____

11. R315-268 LAND DISPOSAL RESTRICTIONS (LDR)

- a. If you treat your hazardous wastes to render them non-Land Disposal Restricted, you must develop and follow a written waste analysis plan. This waste analysis plan must be based on a laboratory analysis of the waste and must contain all necessary elements including frequency. The waste analysis plan must be submitted to the Executive Secretary of the Utah Solid and Hazardous Waste Control Board at least 30 days prior to treatment.
b. Maintain an assessment of LDR status on file for each hazardous waste generated at the facility.
c. Prepare a notice and certification that each waste is either land disposal restricted, or if it is restricted, that it is land disposable after treatment, must accompany the original manifested shipment of hazardous waste or when the waste stream changes.
d. Maintain all LDR Documentation for three years after the waste is shipped off site.

ACTION NEEDED: _____

12. R315-273 UNIVERSAL WASTES, FLUORESCENT LIGHT TUBES

- a. High mercury fluorescent light tubes must be recycled or disposed as hazardous waste. Any broken tubes must be managed as a hazardous waste but can still be recycled. Do not dispose of tubes in the regular trash or in the dumpster.
b. Label either the waste tubes or container holding the tubes as "UNIVERSAL WASTE-MERCURY CONTAINING LAMPS".
c. If you would like to crush the lamps, an application must be submitted and approved to the Director of Waste Management and Radiation Control.

ACTION NEEDED: _____

13. R315-15 STANDARDS FOR USED OIL GENERATORS

- a. Use permitted used oil transporter, (name, address and telephone number of transporter).
b. Storage tanks and associated piping in good condition and labeled "Used Oil".
c. Burn only their own used oil in vented space heater with a max. cap. of 0.5 million BTUs or in (>0.5 cap.heater).
d. Hot drain punctured oil filters. Method of filter disposal. Discarded in trash or recycled. If recycled, by whom?
e. Clean up any used oil spills and any contaminated soil.
f. For Spills greater than 25 gallons ,or smaller releases that pose a potential threat to human health or the environment, must be reported to DEQ at 801-536-4123.

ACTION NEEDED: _____

14. COMMENTS -If you have any questions, please call the Division at (801) 536-0200.

Example of Employee Training Log (this is only an example and must be adapted specifically to your facility)

XYZ Company Employee Training Log

Date: April 9, 2015

Time: 10:00 am to 11:00 am

Discussion lead by: John Doe, Health and Safety Coordinator

Topics Discussed

I. Hazardous Waste Accumulation Time

- a. Do not store hazardous wastes for longer than 180 days on site.
- b. Label each container or tank with the words "Hazardous Waste."

II. Use and Management of Containers

- a. Maintain a log weekly on the hazardous waste containers; containers closed, labeled, dated and in good condition. If not, please contact the emergency coordinator in order to rectify the problem.

III. Other topics as discussed

- a.
- b.

Employee Name (Please Print)

Employee Signature

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

These are only examples that will help you to comply with the regulations. You must **adapt** the following information and it make specific to **your** facility.

SEE #10c

Today's date:

Letters to: Your Hospital
 Your local Police Department
 Your local Fire Department

Dear Sir or Madame:

In accordance with 40 CFR 265 Subpart C, we are required to notify you that we generate hazardous waste(s). The waste(s) that we generate is (are) ...(examples might be: waste paints, paint sludges, Methyl Ethyl Ketone, Acetone, other solvents, acids, bases, listed wastes, etc).

We make every effort to properly manage our wastes, but in the event of an emergency we may require your assistance. In the event of an unforeseen emergency, you may be requested to respond.

Your name and title

Your company name

See 7f

**IN CASE OF AN EMERGENCY DIAL 911
EMERGENCY COORDINATOR IS CARL CAREFUL –
EXT 2536
FIRE EXTINGUISHERS LOCATION MARKED ON THE WALL
SPILL CONTROL EQUIPMENT LOCATED AT TIME CLOCK**

See 12b

**UNIVERSAL WASTE
LAMPS**
DATE: _____

These are only examples that will help you to comply with the regulations. You must **adapt** the following tables and it make specific to **your** facility.

CONTAINER MANAGEMENT LOG

Date	Inspector's <i>Name</i>	Are containers labeled with the words HAZARDOUS WASTE?		Is accumulation date marked on all hazardous waste containers and is that date less than 180 days old?		Are hazardous waste containers closed and are all bungs and bung rings secure?		If any columns are marked NO describe what was done to bring the container into compliance?
		Yes	No	Yes	No	Yes	No	

MANIFEST MANAGEMENT LOG

Date	Manifest number	Total pounds of hazardous waste (convert all amounts to pounds)		Generator copy of manifest signed by transporter & our company representative		Land Disposal Restriction certification (LDR) with matching manifest number		Signed copy from disposal facility mailed back to us within 60 days		Are these three forms stapled together?		If any columns are marked NO, what is being done to bring manifest file into compliance?
		Total Pounds	Pounds	Yes	No	Yes	No	Yes	No	Yes	No	