

**Regulated Waste Program - Form 1: Satellite Accumulation Area
Storage and Maintenance Area Self-Inspection Form**

Location: _____

Satellite Accumulation Areas must be inspected weekly.

Inspection Date	Area free of spills/leaks/litter/debris	Proper Secondary containment	Containment clean	Container conditions sound	Containers labeled	Incompatibles segregated	Waste tagged and dated	Waste within storage time	Aisle way clear of obstruction	Emergency procedures posted	Inspector's initials	Comments / Corrective Actions

Satellite Accumulation Areas must be inspected at least weekly. Explain any problems found and corrective actions taken in the “Comments” section. This log is part of the facility operating records and must be kept for a minimum of three (3) years.

How to Use the Satellite Accumulation Area Inspection Form

This form is to be used for inspections of satellite accumulation areas, bulk hazardous waste accumulation areas and/or maintenance areas.

Area Inspected:

The area or areas being inspected should be indicated on the form. Each department may decide how many forms are needed to best cover their storage and maintenance areas.

Inspection Date:

Enter the month, day and year of the inspection.

Area free of spills/leaks/litter/debris:

- Look on and around containers for signs of spilled or leaked materials. There should be no visible signs of contamination on tops or sides of waste containers, in the containment, or elsewhere in the storage area. Wipe down or clean containers, containment and the storage area as necessary. Is there any trash or debris on the ground?

Proper secondary containment:

- Is the secondary containment of adequate size? The volume of the secondary containment needs to be:
 - 110% the volume of a single container if only one is present or,
 - if multiple containers use a single secondary containment, the containment volume should be the larger of 150% of the largest container volume, or 10% of the total volume of all the containers.
- Is the secondary containment compatible with the chemicals to be stored? Make sure it won't be degraded or corroded by a spill.
- Are all materials stored in the same secondary containment compatible? Make sure they won't chemically react with each other.
- The adequacy of secondary containment is dependent on many specifics of the storage location.

Container conditions sound:

- All containers of wastes should be closed with a tightly fitting lid. A properly sealed container in sound condition will not leak when laid on its side or overturned.

Containers labeled:

- All containers, whether the contents are hazardous or non-hazardous, including individual use containers, squeeze bottles and spray bottles, should have a legible label, which at a minimum indicates the name of the product and the primary hazard of the contents. Generally recognized products do not need the hazard indicated.

Incompatibles segregated:

- Are materials that could adversely interact with each other or the other containers separated by secondary containment and/or distance? For instance, are acids kept away from bases and flammables/combustibles separated from oxidizers? The product SDS is a good source for identifying incompatible materials.
- For materials transferred to a new container, such as a spray bottle, is the material compatible with the new container?

Waste tagged and dated:

- As soon as even one drop of hazardous waste is first added to a container, a waste label must be completed and attached.
- Hazardous waste labels are available from EH&S.

Waste within storage time:

- Containers should be removed within 3 months. To conform to regulatory requirements, all containers **must** be designated for pickup through SRC within 6 months of the accumulation start date.

Aisle way clear of obstruction

- All aisle ways and access to waste containers must be clear of obstruction. There should be enough space to allow for weekly inspections and emergency response.

Emergency procedures:

- For each area where hazardous materials or wastes are stored, verify that simplified response guides for emergencies are posted.

Inspector's initials

Comments/Corrective actions:

- Explain any problems found and corrective actions taken. Follow-up promptly on deficiencies noted. When corrections are completed, initial, date and explain corrective actions taken.