

Satellite Accumulation Area Inspection Log

Waste Storage Area:	Month:	Year:
Room:	Building	

Each SAA must be inspected once a week to ensure all of the following:

- **Incompatible wastes are not stored together** and containers are not more than one wide against walls of the area;
- **Waste containers are clean and free of spill residue, not rusting, leaking, or bulging;**
- **Aisles are clear**
 - At least 36" of aisle space where possible
- **Start dates are written** on every container's label for spent waste;
- **Hazard determinations have been made for every waste container;**
 - By default your waste must be labeled "Hazardous Waste." If you or Safety and Environmental Management (SEM) determines your waste is not hazardous then label your container "Non-Hazardous Waste."
 - Use the Chemical Pickup and Disposal Request form for expired, stock chemicals OR the Hazard Determination Form (Spent Waste) for accumulated waste.
- **All containers of waste are closed** unless immediately adding waste;
 - A "closed" container will contain the contents if it's accidentally tipped over.
- **No duplicate containers of the same hazardous waste stream;**
- **All full containers are dated and a request has been made to SEM to have the waste collected within 72 hours (3 business days).**

Date/Time/Signature		Yes	No
	Wastes stored properly, in acceptable containers, & aisles clear.		
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Corrective action(s) taken if "NO" is selected above:			

Send/fax a copy of this SAA log to Dale at Safety and Environmental Management (SEM) - 7 York Village at the end of each month. Fax 581-4085

Note: Please keep copies of your SAA logs for the current year and previous year. This is very helpful to SEM during a regulatory inspection.