

Satellite Accumulation Area (SAA) Self-Audit Checklist

Area Reviewed:	Date:
Department:	Manager/Supervisor:

This checklist was developed to help Supervisors meet their regulatory responsibilities under the Maine DEP Hazardous Waste Rules, Policies of The University of Maine and UM System Office.

Hazardous Waste Generation and Management	Yes	N/A
Have Hazardous Waste determinations been made for waste materials generated in your work area (Hazardous Waste determinations are made by SEM)?	<input type="checkbox"/>	<input type="checkbox"/>
Have proper disposal and handling procedures been established in your work area?	<input type="checkbox"/>	<input type="checkbox"/>
Training	Yes	N/A
Are all employees who utilize an SAA trained upon initial assignment and annually thereafter?	<input type="checkbox"/>	<input type="checkbox"/>
Are records of SAA Training current & maintained in the Department (employment plus five years)?	<input type="checkbox"/>	<input type="checkbox"/>
Satellite Accumulation Area (SAA) Location	Yes	N/A
Is the SAA located "at or near" the point of waste generation and "under the control" of the operator?	<input type="checkbox"/>	<input type="checkbox"/>
Is the SAA located away from drains, sinks, and exterior doorways? OR Is secondary containment utilized that is capable of containing all waste should a leak or spill occur?	<input type="checkbox"/>	<input type="checkbox"/>
Is the SAA secured to prevent the unauthorized addition of Hazardous Waste(s)?	<input type="checkbox"/>	<input type="checkbox"/>
Satellite Accumulation Area (SAA) Labeling	Yes	N/A
Are containers marked with the words "HAZARDOUS WASTE"?	<input type="checkbox"/>	<input type="checkbox"/>
Are first waste addition and container full dates written on the label(s) or container(s)?	<input type="checkbox"/>	<input type="checkbox"/>
Are the constituents of the container identified on the label(s) or container(s)?	<input type="checkbox"/>	<input type="checkbox"/>
Satellite Accumulation Area (SAA) Storage	Yes	N/A
Are containers intact and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are containers closed whenever Hazardous Waste is not being added or removed?	<input type="checkbox"/>	<input type="checkbox"/>
Are containers kept tightly capped when safe to do so?	<input type="checkbox"/>	<input type="checkbox"/>
Are containers chemically compatible with the contents of the container & the contents of the SAA?	<input type="checkbox"/>	<input type="checkbox"/>
Are only compatible Hazardous Wastes stored together in the SAA?	<input type="checkbox"/>	<input type="checkbox"/>
Is only one container of each type of Hazardous Waste present in the SAA?	<input type="checkbox"/>	<input type="checkbox"/>
Is a "Request for Chemical Pick-Up" form completed and submitted to SEM promptly for each full container of Hazardous Waste?	<input type="checkbox"/>	<input type="checkbox"/>
Satellite Accumulation Area (SAA) Inspection Logs	Yes	N/A
Is the Weekly Satellite Accumulation Area (SAA) Inspection Log up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Weekly Satellite Accumulation Area (SAA) Inspection Log completed each day Hazardous Waste is generated or potentially generated (Business day or Hazardous Waste generation day)?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Weekly Satellite Accumulation Area (SAA) Inspection Log readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>

For more detailed information on Hazardous Waste management requirements and Satellite Accumulation Areas (SAAs) please refer to the Satellite Accumulation Area (SAA) Policy.