

## Universal Waste Self-Inspection Checklist

Area Reviewed:	Date:
Department:	Manager/Supervisor:

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

Training	Yes	N/A
Are records of Universal Waste Training maintained in the Department (employment plus five years)?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees who ship Universal Waste had DOT Shipper Training in the past three years?	<input type="checkbox"/>	<input type="checkbox"/>
Waste Handling	Yes	N/A
Are universal waste handlers trained?	<input type="checkbox"/>	<input type="checkbox"/>
Are all Universal Wastes moved to a designated “Universal Hazardous Waste Storage” area daily?	<input type="checkbox"/>	<input type="checkbox"/>
Are Universal Wastes handled in a manner that protects them from breakage?	<input type="checkbox"/>	<input type="checkbox"/>
Waste Containers	Yes	N/A
Are containers closed whenever Universal Waste is not being added or removed?	<input type="checkbox"/>	<input type="checkbox"/>
Are Universal Waste Containers intact and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate packing materials used to prevent inadvertent breakage?	<input type="checkbox"/>	<input type="checkbox"/>
Are containers sealed when full & immediately after incidental breakage?	<input type="checkbox"/>	<input type="checkbox"/>
Are containers marked with waste specific labels (e.g., Universal Waste Lamps, etc)?	<input type="checkbox"/>	<input type="checkbox"/>
Are start and full dates written on the labels?	<input type="checkbox"/>	<input type="checkbox"/>
Waste Storage	Yes	N/A
Does the Storage Area have a “Universal Hazardous Waste Storage Area” sign?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Universal Waste Storage Area secure/lockable and kept locked when not occupied?	<input type="checkbox"/>	<input type="checkbox"/>
Are Universal Wastes stored inside, in a dry area and protected from weather?	<input type="checkbox"/>	<input type="checkbox"/>
Are containers stored so that they are not stacked over five (5) feet high?	<input type="checkbox"/>	<input type="checkbox"/>
Is a current tally of the number of Universal Waste items maintained for the area?	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate aisle space maintained (able to see labels and dates)?	<input type="checkbox"/>	<input type="checkbox"/>
Are Universal Wastes removed from the area within six months of the start date on the label?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Weekly Storage Area Inspection Log up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Are Weekly Storage Area Inspection Logs kept for two years?	<input type="checkbox"/>	<input type="checkbox"/>
Are copies of the Weekly Storage Area Inspection Logs sent to SEM Monthly?	<input type="checkbox"/>	<input type="checkbox"/>
Disposal Records	Yes	N/A
Are all Universal Wastes disposed of without crushing, dismantled or otherwise treating the wastes?	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Switches shipped at least every three years?	<input type="checkbox"/>	<input type="checkbox"/>
If more than 200 UW items are stored on-site, does the site have a Generator ID Number?	<input type="checkbox"/>	<input type="checkbox"/>
Are Manifest/UBOL and Certificates of Recycling permanently retained on file?	<input type="checkbox"/>	<input type="checkbox"/>

For more detailed information on UWaste requirements please refer to the Universal Hazardous Waste Policy