



Section: Required Documentation

Self-Audit Tips, Action Steps & Resources

How do I obtain an EPA ID number?

Use the *Notification of Regulated Waste Activity Service* to apply:
<https://rsp.pca.state.mn.us>

View instructions at <http://www.pca.state.mn.us/publications/w-hw5-12.pdf>.
Call the Minnesota Pollution Control Agency for assistance at 800-657-3864.

Note: The EPA ID number is also referred to as a Hazardous Waste ID number.

Which hazardous wastes require a manifest?

Hazardous wastes that require a manifest if shipped off site for proper disposal include all fully regulated hazardous waste, which include:

- Waste flammables
- Waste corrosives
- Waste lethal/pesticides/toxics

Hazardous wastes that do not require a manifest include:

- Non-empty aerosols
- Used batteries
- Used lamps
- Used oil
- Waste electronics

These wastes do need receipts — see question 2 for more information.

For more information

See *Manifest Shipments of Hazardous Wastes* at www.pca.state.mn.us/publications/w-hw1-07.pdf.

1. **If your company generates hazardous waste, you must obtain an Environmental Protection Agency (EPA) ID number for your company.**
 - I already have an EPA ID number (list)
 - I will apply for an EPA ID number.

2. **Hazardous waste manifests**

A hazardous waste manifest is a multi-copy shipping paper that must accompany most shipments of hazardous waste.

→ **If you ship or will ship hazardous wastes off site with a manifest, you must:**

- Keep hazardous waste manifest disposal records on-site and available for inspection for at least three years.

- I understand the record keeping requirements for hazardous waste manifests and will manage the manifest records properly.

→ **The hazardous waste manifest shipping requirements are not applicable to my company because (check one):**

- I do not have hazardous waste manifests because I transport my hazardous wastes to a licensed VSQG Collection Program (specify)

*Note: If you plan to use a VSQG Collection Program for disposal you still need to obtain an EPA ID number

- I do not have hazardous waste manifests because I do not generate hazardous wastes that would require a manifest for disposal.

Section: Required Documentation (*continued*)

Self-Audit Tips, Action Steps & Resources

For more information about record keeping

See *Keep Records* at www.pca.state.mn.us/publications/w-hw1-10.pdf.

For more information about weekly inspections

For more information and a sample weekly container inspection log, see *Documenting Container Inspections* at www.pca.state.mn.us/publications/w-hw2-41.pdf.

A sample weekly container inspection log may also be downloaded at www.hennepin.us/selfaudit.

Which hazardous wastes require weekly inspections?

Fully regulated wastes include:

- Waste flammables
- Waste corrosives
- Waste lethal/toxics

Hazardous wastes that are not fully regulated and do not require weekly inspection logs include waste:

- Batteries
- Electronics
- Lamps
- Non-empty aerosols
- Photo film
- Used oil

3. Recycling and disposal receipts/records and/or disposal logs

For hazardous wastes that are not fully regulated hazardous wastes (such as batteries, electronics, lamps, non-empty aerosols and oil) or are not shipped off site, you must keep records of proper disposal.

- I keep recycling and disposal receipts/records and/or disposal logs on-site and available for inspection for at least three years.

4. Weekly inspections

Containers and storage areas of fully regulated hazardous wastes must be inspected weekly for leaks, proper labeling and proper storage. These inspections must be documented in a log that is kept on-site and is available for inspection for at least three years.

→ What to look for:

- Containers are closed.
- Containers are labeled properly and the labels are visible.
- The dates on the containers indicate they are within storage time limits for your generator size.
- There are no spills or leaks.
- There are no cracks in the floor of the storage area.
- Incompatible wastes and materials are stored separately.

→ The log must contain:

- The date of inspection
- Any problems that were found
- What was done to correct each problem
- The date each problem was corrected and who corrected it
- The employee performing the weekly inspections must sign or initial the log

- I understand the requirements for weekly inspections and am maintaining a log that is kept on-site and available for inspection for at least three years.
- I do not maintain a weekly container inspection log because I do not generate fully regulated hazardous wastes.
- I am aware that storing wastes with incompatible wastes and materials can cause fires, explosions or toxic fumes.



Hazardous Waste Self Audit

Section: Signature

Section: Signature

1. Verify that you have filled out all enclosed sections:

- General & Contact Information
- All applicable waste sections
- Required Documentation

Free training

Hennepin County offers free online hazardous waste training for hazardous waste generators of all sizes.

The training is designed to give a general overview of hazardous waste regulations. The training also includes regulatory updates and industry examples.

Topics covered include:

- Waste evaluation
- Labeling and storage
- License applications
- Selecting transporters and disposers
- Record keeping
- Emergency planning
- Waste minimization and pollution prevention

To launch the Online Hazardous Waste Generator Training, visit <http://www.hennepin.us/business/recycling-hazardous-waste/hazardous-waste-training-resources>.

2. Signature

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I am also aware that in this self audit I have described the actions my business will take to comply with the State of Minnesota and Hennepin County hazardous waste laws and regulations, and that there are significant penalties for failure to comply including fines and imprisonment.

Signature: _____ Date: _____

Printed name: _____

Title: _____

Company name: _____

Phone: _____ Email: _____

Submitting the self audit

Retain a copy for your records.

Return the self-audit to:
Hennepin County Environment and Energy
Attn: Hazardous Waste Self Audit Program
701 Fourth Ave South, Suite 700
Minneapolis, MN 55415

Please contact us with any questions.
Phone: 612-348-3777
Fax: 612-348-8532
Email: marie.olaes@hennepin.us

Office use only
Approved by:

Date: