

## Universal Waste Inspection Form

**Instructions:** Please use ink. Results of the inspections must be recorded in this log. Review each Condition to determine if it has been met at the facility. If it has been met check **Yes**, if it has not been met check **No**. If **No** is selected there is a deficiency in the required condition. If any deficiencies are found, a description of the deficiency must be recorded in the **Deficiency** column. Prompt and immediate action must be taken to correct any deficiencies observed. The date and nature of all corrective actions must be recorded in the **Corrective Action** column. Once this form is completed, it should be maintained as a record for at least one year from the date of the inspection.

Identification of facility inspected: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Time of Inspection: \_\_\_\_\_ Full Name of Inspector: \_\_\_\_\_

<b>UNIVERSAL WASTE LAMPS</b>				
<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>Deficiency</b>	<b>Corrective Action</b>
Are all universal waste lamps placed in a container?				
Are all containers closed?				
Are all containers in good condition?				
Are all containers labeled as Universal Waste Lamps or Used Lamps?				

<b>UNIVERSAL WASTE USED ELECTRONICS</b>				
<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>Deficiency</b>	<b>Corrective Action</b>
Are all universal waste used electronics stored in a building with a roof and four walls or in the cargo carrying portion of a truck that prevents exposure to the environment?				
Are all universal waste used electronics or containers used to accumulated universal waste electronics labeled as Universal Waste Used Electronics or Used Electronics?				

<b>UNIVERSAL WASTE BATTERIES</b>				
<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>Deficiency</b>	<b>Corrective Action</b>
Are universal waste batteries that show evidence of leakage, spillage, or damage placed in a container?				
Are containers used for damaged universal waste batteries closed?				
Are containers used for damaged universal waste batteries structurally sound?				
Are container used for damaged universal waste batteries compatible with the contents of the batteries?				
Do the containers used for damaged universal waste batteries lack evidence of leakage, spillage or damage?				
Are universal waste batteries stored in a container or containment that reduces the risk of a release?				
Are universal waste batteries accumulated in a manner that prevents damage to or short circuit of the batteries?				
Are all containers or batteries labeled as Universal Waste Batteries or Used Batteries?				

<b>UNIVERSAL WASTE MERCURY-CONTAINING EQUIPMENT</b>				
<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>Deficiency</b>	<b>Corrective Action</b>
Are all universal waste mercury-containing equipment placed in a container?				
Are all containers closed?				
Are all containers in good condition?				
Are all containers labeled as Universal Waste Mercury-Containing Equipment or Used Mercury-Containing Equipment?				

<b>GENERAL ACCUMULATION AREA ELEMENTS</b>				
<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>Deficiency</b>	<b>Corrective Action</b>
Are universal wastes/containers stored in designated areas?				
Are the universal wastes/containers positioned away from high traffic areas?				
Are universal waste labels legible & visible for inspection?				
Are the universal wastes/cont. stored on a stable surface?				
Are the universal wastes/containers stored in a way that will prevent them from tipping or falling?				
Are the designated storage areas free of conditions that may compromise universal wastes/containers?				

<b>GENERAL PLAN ELEMENTS</b>				
<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>Deficiency</b>	<b>Corrective Action</b>
Have employees that generate or manage universal wastes been trained as required?				
Do available training records document the required information?				
Is the most current copy of the Universal Waste Management Plan available at the site?				
Have broken universal wastes been properly cleaned up?				
Have cleanup and spill debris from broken universal wastes been properly classified?				
Have cleanup and spill debris from broken universal wastes been properly accumulated and managed on-site?				
Are records for the off-site shipment of universal wastes maintained as required?				
Have off-site shipments of universal wastes been completed at least annually?				
(Large Quantity Handler) Is the total quantity of accumulated on-site universal waste greater than or equal to 11,000 pounds? <sup>1</sup>				
(Small Quantity Handler) Is the total quantity of accumulated on-site universal waste less than 11,000 pounds? <sup>1</sup>				

---

<sup>1</sup> to determine the total quantity of accumulated on-site universal waste including spent mercury-containing lamps, document the following:

A = Total quantity of universal waste lamps in pounds: \_\_\_\_\_

B = Total quantity of universal waste batteries in pounds: \_\_\_\_\_

C = Total quantity of universal waste mercury containing equipment in pounds: \_\_\_\_\_

D = Total quantity of universal waste used electronics in pounds: \_\_\_\_\_

A + B + C + D = Total quantity of universal waste in pounds: \_\_\_\_\_