



# General Self-Inspection Checklist

Date of Inspection: \_\_\_\_\_ Inspector's Name: \_\_\_\_\_  
*please print*

Facility Name/Physical Location: \_\_\_\_\_

Facility Permit Number: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Photos Taken? Y N (circle one) Location of Photos: \_\_\_\_\_

<b>A. Postings</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>If no, corrective action taken.</b>	<b>Complete Date/Initials</b>
Is the authorization page of the facility permit posted where it can be easily viewed? [Env-Sw 1105.05(d)]					
Are all operator certificates posted where they can be easily viewed? [Env-Sw 1105.05(e)]					
Are mercury disposal ban signs posted? [RSA 149-M:58(V)]					
<b>B. Operators</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>If no, corrective action taken.</b>	<b>Complete Date/Initials</b>
Are all operators certified by NHDES? [Env-Sw 1604.01(a)]					
Is there at least one Principal Operator present at all times during operating hours? [Env-Sw 1005.07(b)]					
Are employees trained on procedures to follow in case of a fire, spill or other emergency or hazardous condition? (BMP)					
<b>C. Reporting</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>If no, corrective action taken.</b>	<b>Complete Date/Initials</b>
If there was an incident or situation involving imminent and substantial risk to humans or the environment, or violations of the solid waste rules or the permit, was it reported to NHDES? [Env-Sw 1005.09(a)]					
If there were complaints in regard to facility operations, was a written report submitted to NHDES? [1005.09(d) + (e)]					
Has the permittee filed its annual facility report for the prior calendar year (due March 31)? [Env-Sw 1105.07(b)]					
If the facility has changed the waste types it accepts, or conducts any new activities not in the permit, did the permittee notify NHDES? [Env-Sw 1105.07(d)]					

If the facility modified the permitted design or operation, did the permittee obtain written approval from NHDES? [Env-Sw 315.03]					
<b>D. Recordkeeping</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>If no, corrective action taken.</b>	<b>Complete Date/Initials</b>
Are copies of the facility's current Operating Plan, Closure Plan and Permit accessible to the operators? [Env-Sw 1105.05(c)]					
Does the permittee maintain records at the facility on the quantity, type, source and destination for all wastes accepted, with out of state waste listed separately? [Env-Sw 1105.13(e)]					
<b>E. Waste Handling &amp; Storage</b>					
Waste types accepted at your facility*: <input type="checkbox"/> Brush Pile <input type="checkbox"/> Used Oil <input type="checkbox"/> Universal Wastes <input type="checkbox"/> C&D <input type="checkbox"/> Refrigerants <input type="checkbox"/> Antifreeze <input type="checkbox"/> Fluorescent bulbs/lamps <input type="checkbox"/> Food Waste: Compost <input type="checkbox"/> Scrap Metal <input type="checkbox"/> Batteries <input type="checkbox"/> Mercury Devices <input type="checkbox"/> Glass <input type="checkbox"/> Scrap Tires <input type="checkbox"/> CRTs <input type="checkbox"/> Other (specify): _____					
*NOTE: Attach the completed self-inspection checklists for each specified waste type checked.					
	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>If no, corrective action taken.</b>	<b>Complete Date/Initials</b>
Are all wastes properly handled and stored to be protective of human health and safety, and the environment? [Env-Sw 404.04(a)]					
Are legible signs used in each area to assist residents or customers in the proper management of all wastes? [Env-Sw 404.04(c)]					
Is the facility managed to minimize litter, dust, noise, odors, vectors, spills, fire and other hazards? [Env-Sw 404.04(d)]					
Is access to non-public areas within the facility restricted using signs or barriers? [Env-Sw 404.04(e)]					
Are putrescible and mixed municipal solid wastes stored off the ground? [Env-Sw 404.04 (i)+(j)]					
Are stockpiles managed to: be stable; prevent drainage; and to allow effective response to fire? [Env-Sw 404.05]					
Does the facility reject any wastes for which it does not have an arrangement for removal to an authorized facility? [Env-Sw 405.02(b)]					
Are all wastes actively managed? [Env-Sw 405.03(a)]					

Are all wastes transferred to a facility authorized to receive them? [Env-Sw 405.03(b)]					
Are putrescible wastes removed and transferred to an authorized disposal facility within one week of its receipt or as specified in the facility's operating plan? [Env-Sw 405.03(d)]					
<b>F. General Operations</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>If no, corrective action taken.</b>	<b>Complete Date/Initials</b>
Does the facility entrance sign have the facility hours, address, phone number, waste types, facility name, permit number, and unlawful dumping statement? [Env-Sw 1105.05(a)+(b)]					
Is access to the facility secured by locked gates or is access prevented whenever the facility is closed? [Env-Sw 1103.03]					
Do roads and access ways allow for safe movement of residential and bulk transport vehicles? [Env-Sw 1005.03]					
Does the facility accept only those wastes authorized in its permit? [Env-Sw 1105.09(a)]					
Are regular inspections of incoming wastes (as outlined in the operating plan) conducted? [Env-Sw 1105.09(b)]					
Are repairs and other operating problems corrected in a timely manner? [Env-Sw 1005.01(c)+(f)]					
Is the facility self-inspected in accordance with the operating plan? [Env-Sw 1005.01(e)]					
Are impacts to abutting properties minimized? [Env-Sw 1103.04]					
If applicable, does the facility have a federal stormwater Multi-Sector General Permit and maintain a stormwater pollution prevention plan? [USEPA 40 CFR Part 122.26(b) xiv.]					