

Operations, Enterprise Services, and Facilities

Standard Operating Procedure for Weekly Hazardous Waste Container Inspection

**PURPOSE**:

To ensure the safe and compliant storage of hazardous waste by conducting systematic weekly inspections of all hazardous waste containers in accordance with federal, state, and local regulations.

# **SCOPE:**

This SOP applies to all areas within SDCCD facilities where hazardous waste is accumulated, stored, or handled. It is applicable to all staff responsible for managing or monitoring hazardous waste containers

**PROCESS:**

* Inspections must be performed once every calendar week (no less than every 7 days).
* Use the checklist below to inspect each hazardous waste container storage area.
* Indicate “Y” (Yes) if the item meets compliance or “N” (No) if corrective action is needed.
* Document any deficiencies and assign a responsible employee for resolution.
* Submit completed checklists to EH&S for review and recordkeeping.

**RESPONSBILITIES:**

* Trained EH&S personnel or designees must conduct and document weekly inspections.
* Supervisors must ensure timely corrective actions are taken and records are maintained.
* All personnel must follow proper hazardous waste handling and labeling procedures

**Weekly Hazardous Waste Container Inspection Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Inspection Item** | **Y/N** | **Corrective Action (if any)** | **Employee Responsible** |
| Are containers properly and clearly labeled and dated? |  |  |  |
| Are containers tightly closed? |  |  |  |
| Are wastes stored in compatible containers? |  |  |  |
| Is there evidence of container deterioration? |  |  |  |
| Are spaces between containers clear of debris? |  |  |  |
| Are incompatible wastes properly segregated? |  |  |  |
| Are there any signs of leaks or spills? |  |  |  |
| Is spill response equipment adequate and accessible? |  |  |  |
| Does each container have adequate secondary containment for its volume? |  |  |  |
| If required, is an eyewash station accessible and ready for use? |  |  |  |
| Are “Hazardous Waste” signs in place and clearly visible? |  |  |  |
| Are “No Smoking” signs and a fire extinguisher in place and clearly visible? |  |  |  |
| Are all waste containers stored inside the designated waste storage area? |  |  |  |
| Is the total volume of wastes stored below the facility’s generator status? |  |  |  |

**Documentation and Recordkeeping**

Completed inspection forms must be retained on file for at least three years.

EH&S is responsible for maintaining records and ensuring compliance tracking.

All corrective actions must be tracked until resolved and closed out.

Inspected by print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_