



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: _____

A. Postings	Y	N	N/A	If no, corrective action taken.	Complete Date/Initials
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. Operators	Y	N	N/A	If no, corrective action taken.	Complete Date/Initials
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)					
C. Reporting	Y	N	N/A	If no, corrective action taken.	Complete Date/Initials
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]																									
D. Recordkeeping	Y	N	N/A	If no, corrective action taken.	Complete Date/Initials																				
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)]																									
E. Waste Handling & Storage																									
<p>Waste types accepted at your facility*:</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Brush Pile</td> <td><input type="checkbox"/> Used Oil</td> <td><input type="checkbox"/> Universal Wastes</td> <td></td> </tr> <tr> <td><input type="checkbox"/> C&D</td> <td><input type="checkbox"/> Refrigerants</td> <td><input type="checkbox"/> Antifreeze</td> <td><input type="checkbox"/> Fluorescent bulbs/lamps</td> </tr> <tr> <td><input type="checkbox"/> Food Waste: Compost</td> <td><input type="checkbox"/> Scrap Metal</td> <td><input type="checkbox"/> Batteries</td> <td><input type="checkbox"/> Mercury Devices</td> </tr> <tr> <td><input type="checkbox"/> Glass</td> <td><input type="checkbox"/> Scrap Tires</td> <td><input type="checkbox"/> CRTs</td> <td></td> </tr> <tr> <td colspan="4"><input type="checkbox"/> Other (specify): _____</td> </tr> </table> <p>*NOTE: Attach the completed self-inspection checklists for each specified waste type checked.</p>						<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): _____			
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	Y	N	N/A	If no, corrective action taken.	Complete Date/Initials																				
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)]					
F. General Operations	Y	N	N/A	If no, corrective action taken.	Complete Date/Initials
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.]					



Self-Inspection Checklist: *Brush Pile – Chip or Burn*

Date of Inspection: _____ Inspector's Name: _____
please print

Check the box for yes, no or n/a. If you check no, action is required on the part of the permittee.

Brush Pile Management	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
Do operators inspect incoming loads of brush/wood and remove non-conforming materials? (BMP)					
Do residents place waste wood in a separate stockpile to allow the operators to remove non-conforming materials before chipping or burning? (BMP)					
Chipping					
Does the facility accept only clean brush for chipping? (BMP)					
Is the brush pile located over a firm surface to minimize contamination from stones and other debris? (BMP)					
Are chips promptly removed from the site to avoid odors? (BMP)					
Are chips used in landscaping projects instead of being burned or landfilled? (BMP)					
Burning					
Does the facility obtain all required local or state burn permits before burning? [RSA 227-L:17]					
Does burning comply with all local and state open burning requirements, including when burning is allowed? [RSA 227-L]					
Are only incidental amounts of untreated wood burned? [RSA 125-C:10-c]					

Burning, continued	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
If there is incidental burning of untreated wood, is it always under the supervision of an operator? [RSA 125-C:10-c]					
Is adding material to the burn pile limited to solid waste operators? (BMP)					
Do solid waste operators attend the burn at all times? [RSA 227-L]					
Is fire suppression equipment nearby when burning? [Env-Sw 1005.01(d)]					
Ash Management					
Is the ash tested for hazardous components if anything other than clean brush and wood is burned? [Env-Hw 400]					
If ash is being tested, is it contained and covered while waiting for lab results? [BMP]					
Is ash disposed of at an authorized facility? [Env-Sw 902.04 if non-hazardous, Env-Hw 500 if hazardous]					



Self-Inspection Checklist: *Construction & Demolition Debris (C&D)*

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Check the box for yes, no or n/a. If you check no, action is required on the part of the permittee.

Construction & Demolition (C&D) Management	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
Is incoming C&D waste inspected to make sure it doesn't include asbestos or other materials requiring special handling? [Env-Sw 1005.01(e)]					
Do residents leave their waste in a stockpile, separate from the burn area? (BMP)					
Is C&D sorted by type according to how it will be recycled or disposed of? (BMP)					
Is C&D debris stored in a separate area of the facility, such as a container? (BMP)					
Is C&D removed from the burn pile before burning? [Env-A 1001.09]					
Is C&D debris removed from the facility when a full load is accumulated? [BMP and Env-Sw 405.03(a)]					
Is C&D debris disposed of only at facilities that are authorized to accept it? [Env-Sw 405.02(b)]					
If C&D is stored in a stockpile, is it stable? [Env-Sw 404.05(e)]					



Self-Inspection Checklist: *Food Composting*

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please print

Compost Items	Y	N	Compost Method			Bypass Wastes		
				Y	N		Y	N
Vegetables, fruits and bakery items						Glass		
Dairy items [milk, cheese, etc.]			Windrow			Plastic		
Meat and meat byproducts			Static pile			Metal		
Leaf and yard wastes			In-vessel			Other:		
Clean chipped wood			Other:					
Animal manures [type _____]								
Farm crop residuals								
Grass								
Sludges*								
Other:								

*Sludge or septage composting requires additional testing [Env-Sw 605.03(a) & 605.05(h)], and has use limitations [Env-Sw 605.07].

Check the box for yes, no or n/a. If you check no, action is required on the part of the permittee.

Waste Handling Areas [Env-Sw 404 & 505]	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
Are signs posted to assure proper use of areas?					
Is the composting area graded to prevent surface drainage toward or ponding in the area?					
Are outdoor stockpiles underlain by asphalt, concrete or packed soil surface?					
Is stockpile spacing sufficient to allow the fire department to effectively respond to a fire?					
Is there a nearby water supply with sufficient quantity for local fire fighting needs?					

Operations [Env-Sw 604 & 605]	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
Are all food wastes received at the facility inspected prior to acceptance?					
Are all rejected food wastes properly disposed of off-site?					
Are there records on the source, description and quantity of all material brought to the site?					
Is compost maintained at temperatures above 131° F for at least 3 consecutive days?					
Are temperature readings obtained at 6-8 inches and 18-24 inches below the pile's surface?					
Is the facility designed to limit odors?					
Are there records on the tonnage of bypass waste removed prior to composting?					
Are there records on the tonnage of non-compostables that are disposed of?					
Does the operating plan list all of the non-acceptable wastes listed under Env-Sw 605.02(e)?					
Operations [Env-Sw 607 & 1105.10]	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
When food waste is not mixed with compost within 2 hours after arrival, is it stored in closed containers until mixed?					
Is food waste that is not mixed into the compost transferred off site for disposal after 24 hours?					
Are records kept at the facility on the amount, type, and destination of bypass/residual waste?					
Are compost piles maintained under aerobic conditions at all times?					
Is access to the compost piles maintained all year?					

Operations [Env-Sw 607 & 1105.10], cont.	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
If manure is a primary component of the compost, is there a sufficient amount of a bulking agent stored on site?					
Does the facility maintain access to disposal and other facilities for the proper management of bypass and residual wastes?					



Self-Inspection Checklist: *Glass*

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Glass Management	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
Are residents encouraged to separate glass from other recyclables? (BMP)					
If glass is collected separately, are there signs posted directing customers to the correct drop off location? [Env-Sw 404.04(c)]					
Is glass handled using protective gear such as gloves and eyewear? (OSHA/DOL)					
Is glass placed in a dumpster or stored on a hard surface such as concrete or asphalt? [Env-Sw 404.05(b)]					
Is glass managed so that excessive amounts do not accumulate? [Env-Sw 405.03(a)]					
Glass is not buried or used as general fill. If this is correct/true, check yes.					
Is glass disposed of at a facility authorized to receive it –OR– does it meet the Certified Waste Derived Product (CWDP) requirements and is used by the town as processed glass aggregate (PGA) or sent to be used as PGA? [Env-Sw 405.03(b)]					



Self-Inspection Checklist: *Used Oil (UO)*

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Check the box for yes, no or n/a. If you check no, action is required on the part of the permittee.

Used Oil (UO) Management	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
Do you only accept UO in containers that allow operators to determine if it has been mixed with other oils or waste? [Env-Hw 807.06(b)(9)]					
Does the facility only accept Do-it-Yourself (DIY) used oil or used oil from a "marketer"? [Env-Hw 807.06(b)(9)]					
Is UO stored in leak proof containers, free of dents and rust? [Env-Hw 807.06(b)]					
Are the containers clearly labeled with the words "Used Oil For Recycle" (or "waste oil," if contaminated with a hazardous waste)? [Env-Hw 807.06(b)(4)]					
Are the containers closed except when oil is being added or removed from the container or tank? [Env-Hw 807.06(b)(5)]*					
Is UO stored indoors on an impervious surface? (BMP)*					
If UO is stored near an open floor drain, not connected to a holding tank, are the containers placed in secondary containment?*					
If stored outdoors, are the UO containers covered and inside secondary containment? (BMP) [Env-Hw 807.06(b)(6)]*					
Is there sufficient aisle space around containers so they can be inspected easily? (BMP)*					

Used Oil (UO) Management, cont.	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
If the combined UO storage capacity is greater than 1,320 gallons or the largest single storage tank is greater than 660 gallons, is the facility or tank registered as an Aboveground Storage Facility or Aboveground Storage Tank (AST) with NHDES? [Env-Or 304]					
Are UO filters punctured or crushed and fully drained and recycled with other scrap metal or disposed of at a permitted facility? (BMP)					
Are fire extinguishers accessible? [Env-Sw 404.03(a)(10)]					
Are "No Smoking" signs posted in the storage area? [Env-Sw 404.04(c)+(d)]					
Are tanks and containers maintained to prevent spillage, seepage, or other discharges of used oil? [Env-Hw 807.06(b)(6)]					
Is there a spill kit in the storage area in case of an emergency? (BMP)*					
Is there emergency information on how to clean up spills posted by the nearest phone? (BMP)*					
Are employees properly trained on how to handle UO and to clean up spills? (BMP)					
Are trained facility operators the only ones to transfer UO into the storage container? (BMP)					
Is UO actively managed by burning it in a registered UO burner, transporting it off-site using a bill of lading to a registered used oil marketer, OR sending it off-site as a hazardous waste? [Env-Hw 807.06(b)(11) and Env-Hw 807.10]					
If shipped off site, is documentation kept for at least 3 years and made available for department inspection upon request? [Env-Hw 807.07(c)]					

*Env-Wq 401.04 Best Management Practices for Ground Water Protection
<http://des.nh.gov/organization/commissioner/legal/rules/index.htm#waterq>





Self-Inspection Checklist: *Refrigerants*

Date of Inspection: _____ Inspector's Name: _____
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Check the box for yes, no or n/a. If you check no, action is required on the part of the permittee.

Refrigerant Management	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
If you accept refrigerant containing items without refrigerants, do you obtain a signed statement from the customer that it has been removed according to EPA regulations, with the date it was removed and name and address of who removed it?*					
Is an area of your facility designated for temporary storage of appliances and other items that still contain refrigerants? (BMP)					
Are items containing refrigerants handled in a way that prevents damage and possible release of refrigerants? (BMP)					
Are refrigerants recovered by an EPA-certified technician, using EPA-certified equipment?*					
Is a distinguishing mark placed on each refrigerant containing item after the items are fully evacuated? (BMP)					
Is the refrigerant sent to an EPA-certified reclaimer for reuse?*					
Are there records of refrigerant reclamation going back at last 3 years?*					

*[Section 608 Clean Air Act, 40 CFR Part 82, Subpart F]



Self-Inspection Checklist: *Scrap Metal*

Date of Inspection: _____ Inspector's Name: _____
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Check the box for yes, no or n/a. If you check no, action is required on the part of the permittee.

Scrap Metal Management	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
Is unauthorized access limited with a fence or barrier? [Env-Sw 1005.02(a)]					
Are incoming loads inspected to identify unauthorized or unacceptable materials? [Env-Sw 1105.09]					
Are tanks and containers inspected to make sure they are empty before adding them to a storage container or stockpile? [Env-Sw 407.04(d)]					
Are proper procedures and equipment used to prevent spills and leaks from scrap metal that contains fluids? (BMP)					
Are stockpiles in an area identified on the facility site plan? [Env-Sw 404.05(a)]					
Are metals separated and stored to increase their market value? [Env-Sw 405.02(d)]					
Is scrap metal stored off the ground in containers, covered or under a roof; or in stockpiles on a concrete surface? (BMP)					
If stockpiles have greasy, oily parts or other contamination sources, are they stored on a concrete surface or within concrete bunkers that are covered? (BMP)					
If the scrap metal stockpile is open to precipitation, is it underlain by asphalt, concrete or packed soil and graded to prevent water from draining through or collecting in the stockpile? [Env-Sw 404.05(b)]					

Scrap Metal Management, Cont.	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
Are scrap metal stockpiles free of plastic, wood and other debris? [Env-Sw 405.02(e)]					
Are scrap metal stockpiles stable? [Env-Sw 404.05(e)]					
Does the location of the stockpiles allow access for fire control purposes? [Env-Sw 404.05(d)(1)]					
Are controls in place to manage stormwater run-off? [USEPA 40 CFR Part 122.26(b) xiv.]					



Self-Inspection Checklist: *Scrap Tires*

Date of Inspection: _____ Inspector's Name: _____
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Check the box for yes, no or n/a. If you check no, action is required on the part of the permittee.

Scrap Tire Management	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
Are tires collected and stored in covered trailers, transfer containers or stockpiles? [Env-Sw 905.02(b)]					
Are outdoor tire stockpiles maintained so as to prevent standing water that would allow mosquitos to breed? [Env-Sw 404.04(a)]					
Are tires stored in compliance with local fire codes? (BMP)					
Does indoor storage of tires conform to National Fire Protection Association (NFPA) standards? [Env-Sw 905.02(c)]					
Are the piles less than 25 feet wide and 15 feet high? [Env-Sw 905.02(b)(3)]					
Is a berm at least 12 inches high constructed around the tire pile(s)? [Env-Sw 905.02(b)(3)d]					
Are fire lanes at least 25 feet wide located around the pile(s) to allow access for fire trucks? [Env-Sw 905.02(b)(3)c]					
Is there fire equipment, cover material and other supplies near the stockpile(s) to help control a fire? [Env-Sw 905.02(b)(3)e]					
Are tires actively managed [Env-Sw 405.03(a)] by limiting accumulation to one load (1,000 - 1,500 tires)? (BMP)					

Scrap Tire Management, cont.	Yes	No	N/A	If no, corrective action taken.	Complete Date/Initials
Are tires shipped to a facility that is authorized to receive them? [Env-Sw 905.04(a)]					
Are tires destined for a landfill split, quartered or shredded to prevent tires from resurfacing? [Env-Sw 905.04(b)]					



Self-Inspection Checklist: *Universal Waste*

Date of Inspection: _____ Inspector's Name: _____
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Waste Types ¹	Storage				Tank, Trailer or Container ²								Covered ³		In Secondary Containment ⁴		Spill or Release ⁵	
	Outside	Inside	Pallet	Pail, Gaylord or Box	Closed		Compatible		Free of Defects		Labels & Dates							
					Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N
Antifreeze																		
Batteries																		
CRTs ⁶																		
Lamps																		
Mercury Devices																		
Pesticides ⁷																		

¹ Cross off any **waste type** not accepted.

² Containers holding universal wastes are **closed** except when adding or removing the universal waste from the container.

The containers are **compatible** with the type of universal waste stored in them.

Containers holding universal waste are **free of any defects**, design issues, or damage that could result in a release to the environment. Containers are **labeled** with the type of waste and the **date** the first item or fluid was added.

(Containers = drums, cardboard boxes or tubes, plastic bins and pails, etc.)

³ Universal wastes stored outdoors are on an impervious surface and **covered** to prevent contact with rain or snow.

⁴ Fluids stored outdoors are in **secondary containment**. If stored indoors near a functioning floor drain, contact NHDES at (603) 271-2513 or dwgbinfo@des.nh.gov for further assistance.

⁵ If a reportable **spill or release** has occurred, include in the notes a description of the spill, whether the spill was cleaned up immediately and if local officials and NHDES were contacted. (Note: A reportable spill is one that poses a threat to human health and the environment, and is either a violation of the permit or Solid Waste Rules.)

⁶ If broken, **CRTs** are placed in a sealable, compatible, defect free container.

⁷ For assistance, contact the NH Dept. of Agriculture, Division of **Pesticide** Control at (603) 271-3550 or NHDES Hazardous Waste Compliance Section at 1-866-HAZMAT.

Universal Waste Transferred Off Site	Y	N
Are all universal wastes transferred off site with a bill-of-lading to an authorized facility?		
Are all universal wastes transferred off site within one year? -OR- Does the permittee have a letter or contract with another universal waste handler, or a destination facility allowing storage times up to 2 years? [A destination facility is one that treats, disposes of, or recycles the waste.]		
The maximum quantity of all universal wastes stored on site at any time is less than 11,000 pounds. -OR- The facility is registered as a large quantity handler.		
Explain any violation and provide a compliance schedule and date of actual compliance [use extra sheets if needed].		