



## CHECKLIST

This checklist will help you to prevent the most common hazardous waste violations.

For more detailed information on hazardous waste management requirements, contact DEQ.

- Identify types and quantities of hazardous wastes
- Determine how much hazardous waste is generated
- Notify DEQ and obtain an EPA identification number from DEQ
- Use proper containers to collect and store wastes
- Label all containers as hazardous or non-hazardous wastes
- Include accumulation start dates on labels
- Keep containers of hazardous waste closed
- Maintain aisle space between containers for inspection
- Inspect containers weekly for rust, leaks or damage
- Train employees to properly handle hazardous wastes
- Designate an emergency coordinator
- Notify police, hospitals and fire department
- Post emergency information near each phone
  - *Fire department phone number*
  - *Emergency coordinator's name and phone number*
  - *Locations of fire alarms and extinguishers*
  - *Locations of spill control materials*
- Develop a contingency plan for emergencies
- Use manifests for all waste transported for disposal
- Keep all records for at least 3 years

*For additional information contact:*  
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