

TDOT General Facility Compliance Checklist

This checklist may be used to assist TDOT garage personnel in maintaining RCRA compliance and preparing for future inspections from internal and external auditors. The checklist contains general facility requirements, not including SAA and AA items (which are covered in detail on the SAA and AA inspection log forms). This checklist serves only as a guide and, as such, does not have to be maintained as an official inspection record.

Generator Status	
	Facility has a generator ID# .
	Facility operates within designated generator status - LQG, SQG, CESQG .
Emergency Preparedness	
	Grounds are inspected regularly to reduce potential hazardous waste releases and threats to human health.
	Telephone/radio is readily available.
	Emergency phone numbers are posted.
	Emergency response equipment is located at multiple locations in the garage (fire extinguisher, spill kit, overpack drum).
General Garage Operations	
	Trash receptacles contain no paper towels or rags from shop operations and no aerosol cans .
	The aerosol can crusher has carbon filter in place .
Used Oil & Tires	
	Used oil is collected for recycling and is transported only by approved transporters .
	Hazardous materials are not mixed with used oil.
	Used oil piping/cans/tanks are labeled "Used Oil".
	Used tires are accumulated in a covered area , and do not collect rainwater.
	Tires are transported regularly to collection trailers .
Records, Reports & Waste Manifests	
	Annual waste generator reports are maintained for 3 years.
	Inspections records are maintained for 3 years.
	Waste manifests records are maintained for 3 years. Each manifest includes the following: Facility EPA ID# Generator, transporter signatures & dates Transporter and TSDf ID#s LDR – complete copy Return manifest (w/in 30 days) or Exception Report Original copy of manifest
	Material transfer logs are used to record ship-ups and records maintained for 3 years.