

Egyptian Pollution Abatement Project: Hazardous Waste Management – Inspection Manual, 2002

Checklist for hazardous waste inspections

On the basis of a template provided by Ministry of State for Environmental Affairs, Egyptian Environmental Affairs Agency and Egyptian Pollution Abatement Project: Hazardous Waste Management – Inspection Manual, 2002 the following information should be checked during inspections. Please note that such information to be included into the checklist need to be adopted to national legislation and therein defined requirements which have to be fulfilled by actors handling hazardous waste.

The checklist should also be used by industrial entities in order to check if all relevant requirements are fulfilled in accordance with current legislation. In addition, the inspection visits not only should serve to control entities handling hazardous waste and to prosecute not compliant actors, but also to support them in improving their waste management system.

Before carrying out the inspection visit, it is recommended that the inspection team prepares a brief summary about the industry and likely related production processes as well as used materials/substances and hence expected waste types generated.

| Requirement | Compliance status | | Comments |
|--|-------------------|----|----------|
| | yes | No | |
| 1. HW Generation | | | |
| 1.1 From the gathered background information, is the establishment likely to generate HW? | | | |
| 2. Document review | | | |
| 2.1 Licenses | | | |
| 2.1.1 Does the establishment has the necessary HW license(s)? | | | |
| 2.1.2 Is (are) the license(s) valid? | | | |
| 2.3 HW transport | | | |
| If the establishment is transporting its own HW off-site Does the establishment has a HW transport license? (Copy of permit/license should be available). Is the license valid? Are delivery documents to the receiving treatment facility available? Is the receiving facility accordingly permitted to treat HW? (Details of permit should be available). Is routing of the transport vehicles permitted? | | | |
| If the establishment is not transporting its HW off-site, but delivering to a transporter Are agreements/delivery documents to HW transporters available? | | | |

| Requirement | Compliance status | | Comments |
|---|-------------------|----|----------|
| | yes | No | |
| Is the transporter permitted to transport HW? (Details of license should be available). | | | |
| 2.4 HW disposal | | | |
| 2.4.1 In case of on-site disposal of HW, does the establishment has a HW disposal license? | | | |
| 2.4.2 Is the license valid? | | | |
| 2.5 HW Register | | | |
| 2.5.1 Is the HW register available? Is it compliant with the legal requirements? | | | |
| 2.5.2 Are the contents of the HW register describe the situation in the establishment accurately? (Answer after field inspection) | | | |
| 2.6 Emergency plan | | | |
| 2.6.1 Is the plan available? | | | |
| 2.6.2 Is the plan compliant and applicable? | | | |
| 2.7 Training records | | | |
| 2.7.1 Are the training records for involved personnel available? | | | |
| 2.7.2 Were the trainings compliantly realized according to legislation? | | | |
| 3. HW generating Units | | | |
| 3.1 Is the HW identified and quantified? | | | |
| 3.2 Are the indications on type and quantity consistent with information given in the HW register? | | | |
| 3.3 Is HW segregated from one another as well as from other non-HW? | | | |
| 3.4 Are the HW collection containers of adequate capacity? | | | |
| 3.5 Does the establishment ensure that no HW is accumulated/stored at the generating units for long time? | | | |
| 3.6 Is the generated HW transferred to the main HW storage area? | | | |
| 3.7 Are the employees aware of proper HW management and trained to act in emergency cases/accidents? | | | |
| 4. Utilities for HW management | | | |
| 4.1 On-site treatment of HW - Is the treatment process in compliance with legal requirements? | | | |

| Requirement | Compliance status | | Comments |
|---|-------------------|----|----------|
| | yes | No | |
| <ul style="list-style-type: none"> - If HW is generated from the treatment process, is the waste properly identified and quantified? - is the HW from the treatment process separated from one another as well as from other non-HW? - Are the employees aware of proper HW management and trained to act in emergency cases/accidents? | | | |
| <p>4.2 On-site storage of HW</p> <ul style="list-style-type: none"> - Is there a specifically designated HW storage area? - Does the storage area meet the legal requirements? - Do the storage containers meet the legal requirements? - Are there clear and correct labels inscribed with the required information on the waste containers? - Is the storage area suitable for the specific waste types and quantities stored? - Are the waste types and quantities of stored HW consistent with the information in the register? - Are the employees aware of proper HW management and trained to act in emergency cases/accidents? | | | |
| <p>4.3 On-site disposal of HW (if a specific HW disposal area is available on-site)</p> <ul style="list-style-type: none"> - is this area in accordance with the legal requirements? - Is the waste disposed of in accordance with legal requirements? - Are the waste types and quantities disposed of consistent with the information in the register? | | | |
| <p>4.4 HW transport vehicles (if the establishment transports HW)</p> <ul style="list-style-type: none"> - are the vehicles equipped and labeled (including type of waste) in accordance with the legal requirements? - Are the drivers properly trained to act correctly in emergency cases/accidents? | | | |