

# Introduction to Facility Inspections

NHDES periodically inspects facilities to assure they are operating in compliance with their permit and applicable rules and statutes. Inspections are also an opportunity for NHDES to provide technical assistance to facility operators who may be looking for help with particular problems.

## Inspect your own facility regularly

NHDES considers facility operators to be the agency's partners in making sure solid waste is properly managed in New Hampshire to protect environmental quality, public health and safety. Therefore, facility operators should regularly perform "self-inspections" similar to an NHDES inspection to identify and correct problems before they become serious. As an example, a blank copy of the NHDES inspection report form for municipal transfer stations is provided in this section. Inspection forms for other types of facilities are available on the NHDES website ([www.des.nh.gov](http://www.des.nh.gov)) or by request. Use these NHDES forms, or make versions of these forms that better suit your needs, to conduct your own inspections. Use this section of the manual to keep master copies of your self-inspection forms, a facility inspection log or other related information. Keep copies of your completed inspection reports as part of the facility's operating record.



NHDES inspector conducts a mock inspection with solid waste facility operators, to explain how NHDES conducts its inspections.

## What to expect during an NHDES inspection

NHDES inspections are typically unannounced. When inspectors arrive at your facility, they will show identification, request to speak with the owner or operator in responsible charge, and explain their purpose for visiting the facility. They will also explain how they intend to proceed with the inspection. Part of the inspection will involve a review of facility records and other paperwork, and part of the inspection will involve walking throughout the facility and asking questions to determine whether operations conform to the permit and applicable rules and statutes. Also, inspectors may take photographs as needed.

Following completion of the record review and walk through, inspectors will go over the inspection results before leaving the facility. They will identify any conditions that do not appear to be in compliance or are in need of improvement. Depending on the deficiency, they may also provide guidance documents or other information to help with correcting the deficiency. In addition, they will also try to answer any questions you have.

After the inspectors leave your facility, they will send you a formal inspection report, with written instructions and a time frame for correcting problems, if any.

## Preparing for Inspection

NHDES inspections should not be a problem if you take steps to stay on top of things at your facility. To prepare for an inspection and assure good results:

- Review the form that NHDES uses to inspect your facility to learn what NHDES inspectors will be looking for when they come to your facility.
- Conduct your own inspections on a regular basis – periodic inspections are required by rule but weekly self-inspections are recommended.
- Document those inspections in writing, using a copy of the NHDES inspection form or an inspection checklist of your own.
- Correct problems when you find them.
- If you keep finding the same problems, find the source of the problem and provide more worker training and/or instruction to drop-off customers, as needed.
- Contact NHDES for technical assistance when you are unsure of the correct way to do something.



## Inspection Report for a Municipal Collection/Storage/Transfer Facility

[Yes = ; No = ]

A. GENERAL INFORMATION		
Facility Name:		
Permittee Name:		
Permit #:		
Permit Type: <input type="checkbox"/> Standard <input type="checkbox"/> Permit-by-Notification <input type="checkbox"/> Other:		
Facility Location:		
Date of Inspection:		
Nature of Inspection: <input type="checkbox"/> Routine <input type="checkbox"/> Re-inspection <input type="checkbox"/> Requested <input type="checkbox"/> Complaint		
Inspector:		
Facility Contact:		
Has any enforcement action been issued to the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Enforcement Action #:		
Enforcement Action Status:		
Photos taken: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, photos are attached.		
<b>Note:</b> Citations [NH Solid Waste Rule Env-Sw # or RSA]		
B. OPERATOR REQUIREMENTS/POSTINGS		
1	Are operator certifications prominently posted? [Env-Sw 1105.05(e)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Are all persons who operate the facility certified by either issued certification or interim certification? [Env-Sw 1005.07(b)(1)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Does the facility's most senior operator(s) have a Level III or IV certification? [Env-Sw 1603.02(a)&(b)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Is there at least one supervisor for every 5 operators? [Env-Sw 1005.07(b)(2)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Are there signs posted at the facility providing notice of the disposal ban for mercury-added products? [RSA 149-M:58(V)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Is the facility's permit posted? [Env-Sw 1105.05(d)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. REPORTING/RECORDKEEPING		
1	Is there a copy of the facility's Operating Plan on site? [Env-Sw 1105.05(c)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Is there a copy of the facility's Closure Plan on site? [Env-Sw 1105.05(c)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Have there been any reportable incidents at the facility in the past year? [Env-Sw 1005.09(a)]	
	<input type="checkbox"/> Fire <input type="checkbox"/> Slip/Trip/Fall <input type="checkbox"/> Spill	
4	Have there been any complaints made by abutters or others involving facility operations? [Env-Sw 1005.09(d)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Does the permittee maintain records at the facility? [Env-Sw 1105.06(1-14)]	
	<input type="checkbox"/> Complaints <input type="checkbox"/> Incidents <input type="checkbox"/> Inspections	
	<input type="checkbox"/> Maintenance <input type="checkbox"/> Operations <input type="checkbox"/> Other:	
6	Does the facility have a scale? If not, how is volume or weight determined?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Source(s) of waste accepted?	
	<input type="checkbox"/> Local Commercial <input type="checkbox"/> Local Residential <input type="checkbox"/> Other:	
8	Has the permittee filed its annual facility report for the prior calendar year? [Env-Sw 1105.07(b)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Does the permittee maintain records on the quantity, type, source and destination for all wastes accepted? [Env-Sw 1105.13(e)]	<input type="checkbox"/> Yes <input type="checkbox"/> No

**D. WASTE TYPES MANAGED**

Which of the following wastes are managed at the facility?		
<input type="checkbox"/> Burn pile	<input type="checkbox"/> Glass	<input type="checkbox"/> Plastic
<input type="checkbox"/> C&D	<input type="checkbox"/> MSW	<input type="checkbox"/> Scrap Metal
<input type="checkbox"/> Cans (metal/tin/aluminum)	<input type="checkbox"/> Magazines	<input type="checkbox"/> Tires
<input type="checkbox"/> Cardboard	<input type="checkbox"/> Mixed Paper	<input type="checkbox"/> White Goods
<input type="checkbox"/> Electronics	<input type="checkbox"/> Newspaper	
Does the facility also manage any of the following wastes?		
<input type="checkbox"/> Antifreeze	<input type="checkbox"/> Fluorescent Lamps	<input type="checkbox"/> Propane Tanks
<input type="checkbox"/> Batteries	<input type="checkbox"/> Mercury Devices	<input type="checkbox"/> Other:
<input type="checkbox"/> CRTs	<input type="checkbox"/> Motor Oil	

**E. WASTE HANDLING & STORAGE AREAS**

Are the wastes in each area being properly managed? [Env-Sw 404.04(a)&(b)]		
<input type="checkbox"/> Antifreeze	<input type="checkbox"/> Fluorescent Bulbs	<input type="checkbox"/> Propane Tanks
<input type="checkbox"/> Batteries	<input type="checkbox"/> Glass	<input type="checkbox"/> Scrap Metal
<input type="checkbox"/> Burn Pile	<input type="checkbox"/> MSW	<input type="checkbox"/> Tires
<input type="checkbox"/> C&D	<input type="checkbox"/> Magazines	<input type="checkbox"/> White Goods
<input type="checkbox"/> Cans (metal/tin/aluminum)	<input type="checkbox"/> Mixed Paper	<input type="checkbox"/> Yard Waste
<input type="checkbox"/> Cardboard	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other:
<input type="checkbox"/> Electronics	<input type="checkbox"/> Plastic	
Are stockpiles located, sized and configured:		
<input type="checkbox"/> to be stable	<input type="checkbox"/> to prohibit precipitation from collecting in the stockpile area	
<input type="checkbox"/> to provide access for fire control	<input type="checkbox"/> to prevent physical injury/destruction of property	
3	Are these areas being managed in a manner that is safe and protective of the environment, public health and safety? [Env-Sw 404.04(a)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Are putrescible wastes removed before odor is produced or within 7 days, whichever is first? [Env-Sw 405.03(d)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Does the facility have a compost pile? If yes: <input type="checkbox"/> Yard Waste <input type="checkbox"/> Food Waste	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Are all wastes actively managed? [Env-Sw 405.03(a)] If no, what is not being actively managed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Are recyclables being managed to preserve their market value? [Env-Sw 405.03(a)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Are legible signs used to delineate each area? [Env-Sw 404.04(c)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Is access to non-public areas adequately restricted by the use of signs and/or barriers? [Env-Sw 404.04(e)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Does the facility contain any wastes for which it does not have arrangements for proper storage or removal to an authorized facility? [Env-Sw 405.02(a)/(b)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Are all wastes transferred to a facility that is authorized to receive them? [Env-Sw 405.03(b)]	<input type="checkbox"/> Yes <input type="checkbox"/> No

**F. GENERAL OPERATIONS**

1	Do the roads and access ways allow for safe movement of residential and bulk transport vehicles and people into and throughout the facility? [Env-Sw 1005.03]	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Is unauthorized access adequately restricted? [Env-Sw 404.04(e)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Are regular inspections of incoming waste conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the facility's entrance sign contain the following? [Env-Sw 1105.05(a)&(b)]		
4	<input type="checkbox"/> Facility Hours	<input type="checkbox"/> Permittee Address
	<input type="checkbox"/> Facility Name	<input type="checkbox"/> Permit Number
	<input type="checkbox"/> Phone Number	<input type="checkbox"/> Unlawful dumping statement
	<input type="checkbox"/> Waste types	
5	Do signs adequately assist people in managing their wastes? [Env-Sw 404.04(c)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Is the facility managed in a manner that minimizes litter, dust, odors, vectors, spills, fire, noise and other hazards? [Env-Sw 404.04(d)]	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Are there any impacts to abutting properties as a result of facility activities? [Env-Sw 1103.04]	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Are there controls in place to manage storm run off?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Does the permittee regularly inspect, monitor and maintain the facility to assure compliance? [Env-Sw 404.04(f)]	<input type="checkbox"/> Yes <input type="checkbox"/> No