

Universal Waste Checklist (Small Quantity Handler)

- **If you manage elemental mercury from open-ended mercury-containing devices, have you ensured that you never accumulate more than 35 kilograms of mercury on site at one time?**
- **Have you labeled either the universal waste itself or the accumulation container appropriately?**
 - o “Waste (material type)”
 - o “Used (material type)”
 - o “Universal Waste (material type)”
- **Do you ship your universal wastes to another universal waste handler for consolidation, to a destination facility or to a foreign destination within one year of receiving it?**
- **Do you ensure that you ship universal wastes offsite before you have accumulated more than 5000 kilograms of universal waste on site at one time during a calendar year?**
- **Have employees been informed of the proper management of universal wastes and what response actions they are responsible for in an emergency?**
- **Do you maintain proper equipment for responding to a release of the types of universal waste you manage at your facility?**
- **If you conduct allowable treatment of universal wastes on site, do you have written procedures detailing how to treat the waste, what to do in case of a release, and what to do with all materials resulting from this process?**