

Instructions for the “Satellite Accumulation Area Inspection” form

Supervisors are to provide this form to an individual who is to be held accountable for waste accumulation containers or areas. This individual may be the same Contact Person identified on the HWMP-2 form, but it is not mandatory. A separate form should be completed for each waste accumulation container and/or area. The best management practice (BMP) for frequency of use of this form is once per month; however, supervisors may require more frequent intervals. *Before copying the form insert the name and phone number of the HWC in the number 6 space.*

1. The “Section” space identifies the part of the facility organization responsible for the waste producing activities in the area.
2. In the “Room #” space indicate the room number; however, if the room number is already clearly understood, use this space for clarification. For example, if there is more than one work station performing the same activity (process) in the same room, and using separate waste collection containers, use this space to differentiate between the container locations. Also, if there are several cabinets used to hold the accumulated waste container specify, “Yellow Cabinet” or “Acid Cabinet”.
3. The “Process” space is used to identify the activity that actually produces a regulated waste stream. This could be a *Manual* process such as painting, preservative change, or maintenance; or, it could be the name of automated equipment such as ICP-MS, or tissue processor.
4. The “Contact Person” space identifies the individual that performs the activity or runs the equipment that produces the waste and is the one completing this form.
5. The remainder of the form is self explanatory. Put the date the inspection is performed in the “Date this data is accurate for” section; answer each question with a **Y** for Yes or **N** for No, and put any additional comments in the “Comments” section.



This form is for Satellite Accumulation Areas **ONLY**. If anyone other than the individual activity generating the waste uses the accumulation container, the “Central Waste Accumulation Area” form HWMP-4 must be used.