Waste Inventory Sheets - Instructions

These instructions will help you inventory and categorize your wastes on your Waste Inventory Sheets. For your use, print out this entire six page document, and save a copy to your hard drive. (You may need to make extra copies of the Waste Inventory Sheets, depending on how many wastes you have.) When conducting a waste inventory at your business, please consider **all** your current and expected wastes. Include each waste whether or not it is:

- normally generated on a recurring basis,
- hazardous or non-hazardous
- being recycled or disposed (materials being reused are optional)

Three different Waste Inventory Sheets are provided:

1) recurring materials;
2) unused materials; and
3) unknown materials

The first step is to walk through your facility and write the name of each waste on the Waste Inventory Sheets. To help you get started, see instructions below for each Waste Inventory Sheet. During your walk through, fill in as much information as possible for each waste. The Small Business Web Pages will help you check and complete the information, especially "type of waste", options for "final disposal method", and "other information" regarding the wastes at your facility. You may also want to update the information based on future decisions you make (e.g. substituting materials, selecting different disposal methods, or changing how you store wastes).

Your suppliers should provide a material safety data sheet (MSDS) for each chemical and most other materials used in your business. The MSDS describes hazards of the material and will be helpful in determining how to categorize and manage wastes generated from the chemicals and materials in each production process. Only individuals trained in the hazards and necessary precautions should open the container or take a sample. If you are missing an MSDS, request it from your supplier or the manufacturer.

1) Recurring Materials

Include each waste that you normally have on a recurring basis, such as the following:

- office paper, cardboard, and plastic, metal and glass food and beverage containers;
- food wastes from cafeteria or break room operations;
- used engine oil, anti-freeze, batteries, and similar wastes generated from fork lifts, cars and trucks;
- wastes associated with heating and air conditioning systems, and building maintenance;
- material left-overs and cut-offs from production and packaging; and
- used process chemicals, sludges from process tank clean-outs, and other wastes generated from production processes.

2) Unused Materials

Include each unused chemical or other unused material you may have that is no longer needed or usable at your business. The material may be unusable to you for any of the following reasons:

- expired shelf life;
- off specification for the process it was intended for;
- no longer needed due to production process changes – resulting from a change in business products or material substitution.

In many cases, these unused materials can still be used, or recycled into a new product. Contact the product supplier or manufacturer to see if they can take back the unused material. Contact other businesses that may continue a process you have changed. When negotiating a price you may receive for the material, or an amount you may pay to get rid of it, consider both the value of the material as a product and how much it will cost you to dispose of it as a waste.

3) Unknown Materials

Include anything you may have at your facility that you are not sure what it is, such as an unlabeled barrel or other unlabeled container. Containers should be examined, opened and sampled by a qualified individual.

- Open metal containers only with non-sparking tools, in case contents are flammable. Don't smell unknown chemicals, and take precautions to prevent contact with eyes and skin.
- If the container is in poor condition, or damaged in any way, seek expert advice before moving or touching the container. A barrel with the top or sides pushed out, for example, may indicate the contents are under pressure, and opening it could be dangerous.
- If the container is not in good condition, make plans to put the original container into another larger (over-pack) container. Again, get expert advice first.

Be sure to record pertinent information you can find out about the material, such as:

- a description of the container and where it is located;
- former use of the material and who may have further information.

It is recommended to assign a number and place a label on the container. The word "caution" can also be included on the label, and the name of the person that should be contacted if the container needs to be moved. For example, the first unknown material would be labeled: "Unknown Material #1, CAUTION: Contact J.P.Smith Prior to Moving". Information learned about the unknown material can be added to the label.

For unknown materials, the Small Business Web Pages will probably not be of significant assistance to you in making a waste determination. You will need to contact an environmental laboratory or waste business to have each unknown waste tested and obtain expert advice to help you make the waste determination. Information you can gather about the material may be helpful to minimize testing costs.

Waste Inventory Sheets – Recurring Materials

On Site Information						Off Site Information		Waste Type	Comments
Waste Material	**Quantity**	**Process / Activity**	**Dept. / Area**	**Waste Storage Location**	**MSDS**	**Transport**	**Disposition**		
Example: Lead acid vehicle batteries	Approx. 10 batteries per year	Delivery trucks	Fleet Services	Inside, Fleet Services. Place batteries right side up on a pallet. Do not stack batteries or pallets.	Yes	WeHaul Waste Transport. Call for pick-up when 1 pallet is full of batteries.	Not sure – check with WeHaul.	_ solid X hazardous	Lead acid batteries are exempt from hazardous waste rules if properly recycled. Are batteries being properly maintained for full life? Are other types of batteries available?
Example: Fluorescent lamps	Approx. 50 per year	General lighting fixtures	Through-out building	Inside, Maintenance Shop. Place lamps into emptied new lamp package marked "used".	No – ask supplier	Ideal Electric. Used lamps returned when box is full & new lamps are delivered.	Not sure – check with Ideal.	_ solid X hazardous	Fluorescent lamps are exempt from hazardous waste rules if properly recycled. 1 lamp contains enough mercury to contaminate a small lake – wow!
Example: Wood chips	Approx. 1/2 tons per year	Tree trimming	Yard areas	Outside, Shipping. Place chips in pile – away from drainage ditch & buildings. Prevent fire (spontaneous combustion) by keeping piles small.	No – not needed	We-Haul Waste Transport. Call for roll-off box delivery when pile gets too big.	Employees & public can pick-up. City park for trail project 2002. Also to City compost site.	X solid _ hazardous	s. NR 500.08(2)(e), Wis. Adm. Code allows unpainted & untreated wood chips to be used for landscaping & trails. Try to eliminate all transportation costs.
								_ solid _ hazardous	
								_ solid _ hazardous	

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								_ solid _ hazardous	
								_ solid _ hazardous	
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								_ solid _ hazardous	
								_ solid _ hazardous	
								_ solid _ hazardous	
								_ solid _ hazardous	

Waste Inventory Sheets – Unused Materials

On Site Information						Off Site Information		Waste Type	Comments
Waste Material	**Quantity**	**Process / Activity**	**Dept. / Area**	**Waste Storage Location**	**MSDS**	**Transport**	**Disposition**		
Example: 1,1,1 trichloroethane	(2) 55 gallon steel drums, appear to be full & unopened	Was used for parts cleaning	Degreasing Area	Shipping area. The 2 drums are on a pallet.	Yes	Contact transporter to see if they will transport it back to supplier or to another user.	Contact supplier to see if they will take it back.	_ solid X hazardous Manifest if shipped as a waste.	1,1,1 trichloroethane has been replaced by a non-toxic citrus-based solvent
								_ solid _ hazardous	
								_ solid _ hazardous	
								_ solid _ hazardous	
								_ solid _ hazardous	
								_ solid _ hazardous	
								_ solid _ hazardous	

Waste Inventory Sheets – Unknown Materials

On Site Information						Off Site Information		Waste Type	Comments
Waste Material	**Quantity**	**Process / Activity**	**Dept. / Area**	**Waste Storage Location**	**MSDS**	**Transport**	**Disposition**		
Example: Unknown #1. Clear liquid	Approx. ½ gal. in a 1 gal. white plastic jug	Was likely used in Quality Control Lab	Jug from Quality Control Lab was picked up by Maint.	Stored in Maintenance Supervisor's office	Don't know	To be determined	To be determined	_ solid _ hazardous To be determined	Ask Quality Control Lab Supervisor for help in determining what this stuff is.
								_ solid _ hazardous	
								_ solid _ hazardous	
								_ solid _ hazardous	
								_ solid _ hazardous	
								_ solid _ hazardous	
								_ solid _ hazardous	