



Compliance aids are cost-effective tools designed to help you and your employees perform your jobs more effectively and efficiently. They include checklists, forms, labels and signs that can be used as-is or modified to meet your facility's needs. Although it isn't practical to include all of the detailed requirements in a reference checklist, the most important requirements are noted.

Realizing that compliance with the hazardous waste regulations is often just one component of your job responsibilities, these aids were developed to provide straightforward tools to help you remember the many tasks you are required to do to stay in compliance. They are also useful when conducting onsite hazardous waste training for your employees and when preparing for an upcoming hazardous waste compliance inspection. The compliance aids can be found at <http://www.cdphe.state.co.us/hm/complianceaids.htm>.

### **Checklists and Forms**

The checklists can be placed in or near your work area to remind you of specific actions or tasks that you are required to do. These are topic-related questions to ask yourself to ensure that you're managing your wastes properly. The checklists can be printed on heavy cardstock paper, waterproof paper, or regular paper that is laminated or placed in sheet protectors if your work area is dusty or humid, then hung on the wall at eye level where you are likely to see them. The tank and container management checklists include log sheets to document your daily or weekly inspection findings. These can be kept in 3-ring binders in your work area so they are handy during your inspections, and readily available during a compliance inspection. Just check off the inspection criteria as you confirm them, initial and date. If an issue is discovered during your inspection, make a note in the comments section or elsewhere on the log regarding the nature of the issue and when/how it was resolved.

The Small Quantity Generator Telephone Posting form can be used to update and post your emergency contact information. If you have more than one telephone in your facility that may be used to call for assistance during an emergency, complete just one copy of the form, then make as many photocopies as needed to provide a current copy for posting next to each phone. Although posting this information next to the telephone is only required for small quantity generators, other generators may also want to post this important information by the phone.

### **Labels**

Missing or incorrect labels on hazardous waste tanks and containers are common violations for many hazardous waste generators. While labels are often available from your service provider and many printing companies, it's just as easy to make your own. Labels can be printed on regular or waterproof label paper, even magnetic label paper, using most office printers. Multiple copies of labels can be printed on full-sheet label paper, then cut apart using scissors or a paper cutter. Alternatively, you can purchase pre-cut label paper. A variety of paper types, labels and other materials are available at local office supply stores and on the Internet.

### **Signs**

Signs can be used to identify areas of your facility set aside for specific activities like waste storage, to give employees important safety reminders, or to remind them of tasks that need to be done in that area. While most of these signs are available from commercial printing companies, you can print them yourself on heavy cardstock paper, waterproof paper, or regular paper that is laminated or placed in sheet protectors.

**For more information please contact:**

Colorado Department of Public Health and Environment  
Hazardous Materials and Waste Management Division  
4300 Cherry Creek Drive South  
Denver, Colorado 80246-1530

Customer Technical Assistance Line:  
(303) 692-3320  
(888) 569-1831 ext. 3320 toll-free

Division website:  
<http://www.cdphe.state.co.us/hm/>

Regulations:  
<http://www.cdphe.state.co.us/regulations/hazwaste/>

E-mail:  
[comments.hmwmd@state.co.us](mailto:comments.hmwmd@state.co.us)

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This is designed to provide guidance on the appropriate management of wastes based on Colorado solid and hazardous waste statutes and regulations only. Other statutes and regulations may also apply.