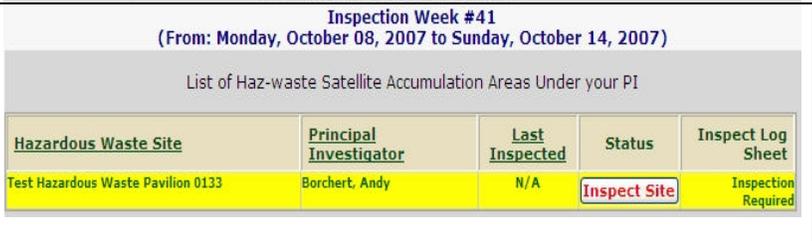
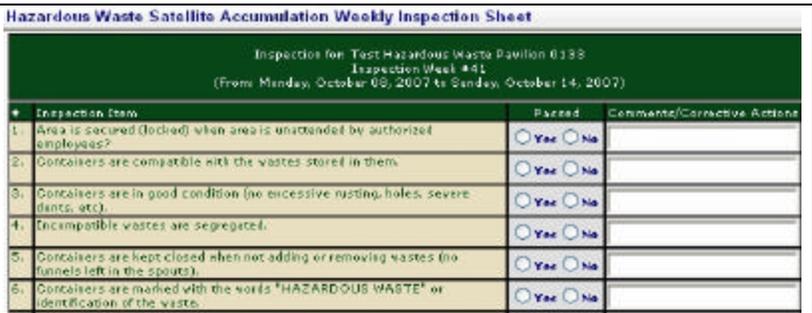
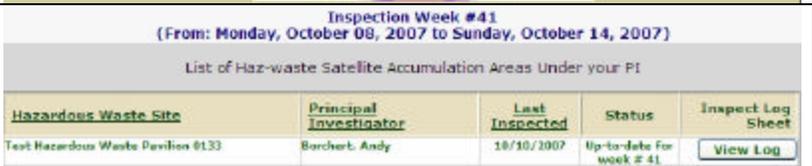


Instructions for Completing the Online Hazardous Waste Satellite Accumulation Weekly Inspection Sheet

<p>1</p>	<p>Log on to the Environmental Health Services Hazardous Waste Division's Home page at http://www.ehs.colostate.edu/WHazWaste/. Click on "Online Weekly Inspection."</p> <p>Login using your User Name and Password provided by EHS. (This is different than your University eID and password.)</p>																						
<p>2</p>	<p>You will then be shown a table that lists the waste sites under your principal investigator. If one of your waste sites is highlighted in yellow it means you need to perform a weekly inspection for that site. To do so click on the "Inspect Site" button. If none of your sites are highlighted yellow it means all of your sites are up to date and no inspection is needed.</p>	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Hazardous Waste Site</th> <th style="text-align: left;">Principal Investigator</th> <th style="text-align: left;">Last Inspected</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Inspect Log Sheet</th> </tr> </thead> <tbody> <tr> <td>Test Hazardous Waste Pavilion 0133</td> <td>Borchert, Andy</td> <td>N/A</td> <td style="background-color: yellow;">Inspect Site</td> <td style="background-color: yellow;">Inspection Required</td> </tr> </tbody> </table>	Hazardous Waste Site	Principal Investigator	Last Inspected	Status	Inspect Log Sheet	Test Hazardous Waste Pavilion 0133	Borchert, Andy	N/A	Inspect Site	Inspection Required											
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<p>3</p>	<p>Once you have clicked "Inspect Site" you will be asked whether or not there is waste stored in your site. If there is no waste being stored in your area click the "No Waste in Storage" bullet. If you do not have any waste in storage no further inspections are needed. If there is waste being stored in your area you will need to check the "Have waste in storage?" bullet and proceed with the inspection.</p>																						
<p>4</p>	<p>If there is waste stored in your facility you will need to complete the full weekly inspection. These are the same inspection items that were on our old paper inspection form. The primary difference between the two is the space where you can write corrective actions you may have taken to solve a problem. For example, if you left the door unlocked, your corrective action might be, "I locked the door."</p>	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Inspection Item</th> <th style="text-align: left;">Passed</th> <th style="text-align: left;">Comments/Corrective Actions</th> </tr> </thead> <tbody> <tr> <td>1. Area is secured (locked) when area is unattended by authorized employees?</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> <td></td> </tr> <tr> <td>2. Containers are compatible with the wastes stored in them.</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> <td></td> </tr> <tr> <td>3. Containers are in good condition (no excessive rusting, holes, severe dents, etc).</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> <td></td> </tr> <tr> <td>4. Incompatible wastes are segregated.</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> <td></td> </tr> <tr> <td>5. Containers are kept closed when not adding or removing wastes (no funnels left in the spouts).</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> <td></td> </tr> <tr> <td>6. Containers are marked with the words 'HAZARDOUS WASTE' or identification of the waste.</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> <td></td> </tr> </tbody> </table>	Inspection Item	Passed	Comments/Corrective Actions	1. Area is secured (locked) when area is unattended by authorized employees?	<input type="radio"/> Yes <input type="radio"/> No		2. Containers are compatible with the wastes stored in them.	<input type="radio"/> Yes <input type="radio"/> No		3. Containers are in good condition (no excessive rusting, holes, severe dents, etc).	<input type="radio"/> Yes <input type="radio"/> No		4. Incompatible wastes are segregated.	<input type="radio"/> Yes <input type="radio"/> No		5. Containers are kept closed when not adding or removing wastes (no funnels left in the spouts).	<input type="radio"/> Yes <input type="radio"/> No		6. Containers are marked with the words 'HAZARDOUS WASTE' or identification of the waste.	<input type="radio"/> Yes <input type="radio"/> No	
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<p>5</p>	<p>Once you have completed all the items listed on the inspection you will be shown the following screen.</p>																						
<p>6</p>	<p>After completing your inspection you may now exit our system, or if you wish, view your inspection history by clicking on the "View Log" button.</p>	 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Hazardous Waste Site</th> <th style="text-align: left;">Principal Investigator</th> <th style="text-align: left;">Last Inspected</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Inspect Log Sheet</th> </tr> </thead> <tbody> <tr> <td>Test Hazardous Waste Pavilion 0133</td> <td>Borchert, Andy</td> <td>10/10/2007</td> <td>Up-to-date for week # 41</td> <td style="background-color: yellow;">View Log</td> </tr> </tbody> </table>	Hazardous Waste Site	Principal Investigator	Last Inspected	Status	Inspect Log Sheet	Test Hazardous Waste Pavilion 0133	Borchert, Andy	10/10/2007	Up-to-date for week # 41	View Log											
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7	<p>After clicking on “View Log” you will be shown a screen that displays the history of your waste site. Items not highlighted indicate that you performed your weekly site inspection on time. Items highlighted in yellow indicate that a weekly site inspection was not performed and a notice of non-compliance was added to your P.I.’s log that week. Items highlighted in green indicate that your waste site was inactivated that week.</p>	<table border="1"> <thead> <tr> <th>Inspection Week Range</th> <th>No waste in storage inspection not required</th> <th>Area is secured (locked) when area is unattended by authorized employees.</th> <th>Containers are compatible with the wastes stored in them.</th> <th>Containers are in good condition (no rusting, holes, severe dents, etc).</th> <th>Incompatible wastes are segregated.</th> <th>Containers are kept closed when not in use (no funnels left in the spouts).</th> <th>Containers are marked with the words “HAZARDOUS WASTE” or identification of the waste.</th> <th>Each waste container (date that waste first put in the container) is identified on each container.</th> <th>The chemical contents of each container are clearly listed on each container.</th> <th>Inspector Initials</th> <th>Date of Inspection</th> <th>Comments/Corrective Actions:</th> <th>Click to View Details</th> </tr> </thead> <tbody> <tr> <td>3/Sep/07 To 9/Sep/07</td> <td><input type="checkbox"/></td> <td>AWB</td> <td>9/01</td> <td>Waste Site Inactivated No Inspections</td> <td>View</td> </tr> <tr> <td>24/Sep/07 To 30/Sep/07</td> <td><input type="checkbox"/></td> <td>AWB</td> <td>N/A</td> <td>Missed Inspection, Notice of Non-compliance issued to PI.</td> <td>View</td> </tr> </tbody> </table>	Inspection Week Range	No waste in storage inspection not required	Area is secured (locked) when area is unattended by authorized employees.	Containers are compatible with the wastes stored in them.	Containers are in good condition (no rusting, holes, severe dents, etc).	Incompatible wastes are segregated.	Containers are kept closed when not in use (no funnels left in the spouts).	Containers are marked with the words “HAZARDOUS WASTE” or identification of the waste.	Each waste container (date that waste first put in the container) is identified on each container.	The chemical contents of each container are clearly listed on each container.	Inspector Initials	Date of Inspection	Comments/Corrective Actions:	Click to View Details	3/Sep/07 To 9/Sep/07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AWB	9/01	Waste Site Inactivated No Inspections	View	24/Sep/07 To 30/Sep/07	<input type="checkbox"/>	AWB	N/A	Missed Inspection, Notice of Non-compliance issued to PI.	View								
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8	<p>By clicking on the “View” button by each inspection you will be able to view more details about that week’s inspection. For example the week highlighted in green would bring up a message that looked something like the following:</p>	<p style="text-align: center;">Test Hazardous Waste Pavilion 0133 3/Sep/07 To 9/Sep/07 Principal Investigators Name: Borchert, Andy Inactivation Date: 01-Sep-2007</p> <p style="text-align: center;">Waste site was inactivated (by Borchert, Andy) and no hazardous waste inspection was conducted.</p>																																										
9	<p>When a week is highlighted in yellow and you click “View Details” you will be shown a screen with the notice of non-compliance message your P.I. received for not completing an inspection that week. (Non-Compliance notifications are e-mailed and added to a P.I.’s permanent log when an inspection was not performed by Sunday night at 11:59 p.m. for a given week).</p>	<p style="text-align: center;">Notice of Non-compliance</p> <p style="text-align: center;">Date Issued: 30-Sep-2007</p> <p style="text-align: center;">Issued To: Borchert, Andy</p> <p style="text-align: center;">Failure to comply with Weekly Inspection requirements for Hazardous Waste Satellite Accumulation Areas.</p>																																										
10	<p>If your inspection was completed on time for a given week, when you click “View” you will be able to see the details of your inspection, including any corrective actions taken.</p>	<p style="text-align: center;">Test Hazardous Waste Pavilion 0133 09/Oct/07 To 14/Oct/07 Principal Investigators Name: Borchert, Andy Inspectors Name: Borchert, Andy Inspection Date: 09-Oct-2007</p> <table border="1"> <thead> <tr> <th>#</th> <th>Inspection Item</th> <th>Passed</th> <th>Comments/Corrective</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Area is secured (locked) when area is unattended by authorized employees.</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> <td>Door was unlocked! 1 loc</td> </tr> <tr> <td>2.</td> <td>Containers are compatible with the wastes stored in them.</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>N/A</td> </tr> <tr> <td>3.</td> <td>Containers are in good condition (no excessive rusting, holes, severe dents, etc).</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>N/A</td> </tr> <tr> <td>4.</td> <td>Incompatible wastes are segregated.</td> <td><input checked="" type="radio"/> Yes <input type="radio"/> No</td> <td>N/A</td> </tr> </tbody> </table>	#	Inspection Item	Passed	Comments/Corrective	1.	Area is secured (locked) when area is unattended by authorized employees.	<input type="radio"/> Yes <input checked="" type="radio"/> No	Door was unlocked! 1 loc	2.	Containers are compatible with the wastes stored in them.	<input checked="" type="radio"/> Yes <input type="radio"/> No	N/A	3.	Containers are in good condition (no excessive rusting, holes, severe dents, etc).	<input checked="" type="radio"/> Yes <input type="radio"/> No	N/A	4.	Incompatible wastes are segregated.	<input checked="" type="radio"/> Yes <input type="radio"/> No	N/A																						
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We hope our instructions have been helpful to you in completing our new online weekly inspection form. If you have any other questions contact Environmental Health Services Hazardous Waste Division 491-6745.