

**Town of Westford
Health Department
55 Main Street
Westford, MA 01886
(978) 692-5509 FAX (978) 392-2558**

Guide for Using Health Department Sample Tables

The Town of Westford Health Department has provided templates for three sample tables that Hazardous Materials and Hazardous Waste permit holders can use to collect information that will comply with the Health Department's Regulations.

If you store Hazardous Materials (Chemicals) in containers that are larger than 50 gallons you can use **Table A, Hazardous Materials (Chemical Storage) Monthly Inventory Checklist for Containers Larger than 50 Gallons Liquid Capacity.**

This Table should be filled out monthly and the tables should be maintained with other permit records. This Table can be shown to the Health Department inspector upon request and will provide evidence of compliance with record-keeping requirements.

- Column 1: Date of inspection
- Column 2: Provide identification of each container that you inspect, for example "Degreasing solvent holding container".
- Column 3: Approximate amount of material present in the container at the beginning of the inspection period. For the first inspection, this will be the amount in the container. For subsequent inspections, it will be the amount in Column 9 from the previous inspection period.
- Column 4: How much material was purchased and added to the container?
- Column 5: How much material was used during the period?
- Column 6: If applicable, how much material was sold?
- Column 7: How much material was disposed of during the period?
- Column 8: How much material that was present at the end of the previous period cannot be accounted for?
- Column 9: For inspection periods AFTER the first period, ADD Column 4 to Column 3, and then SUBTRACT the sum of Columns 5, 6, 7, and 8. This is the amount present at the end of the period.
- Column 10: Initial the form each month.

If you store Hazardous Waste in containers that are larger than 50 gallons you can use **Table B, Hazardous Waste Monthly Inventory Checklist for Containers Larger than 50 Gallons Liquid Capacity** for your monthly inventory.

- Column 1: Date of Inspection
- Column 2: Provide identification of each container that you inspect, for example, "Solvent waste"
- Column 3: Approximate amount of material present in the container at the beginning of the inspection period. For the first inspection, this will be the amount in the container. For subsequent inspections, it will be the amount in Column 7 from the previous inspection period.
- Column 4: How much waste was added during the period?
- Column 5: How much waste was disposed of through your waste disposal contractor during the period?
- Column 6: Is any waste unaccounted for and lost in any way?
- Column 7: For inspection periods AFTER the first period, ADD Column 4 to Column 3 and then SUBTRACT the sum of Columns 5 and 6. This is the amount present at the end of the period.
- Column 8: Initial the form each month.

If you store Hazardous Waste you can use **Table C, Hazardous Waste – Waste Accumulation Area Weekly Inspection Checklist for Facility Operators** to track your weekly inspections. The Table is intended to record YES or NO answers.

- Column 1: Date of inspection. This should occur weekly.
- Column 2: Note if there is evidence of leaks around the container or on the container sides. If all leaks are into the secondary containment you can note this below the table and then replace the container.
- Column 3: Note if the container is labeled "Hazardous Waste".
- Column 4: Are the chemical names present if known or is the waste properly identified (for example, non-chlorinated solvent waste, etc.).
- Column 5: Is the waste identified as "reactive", "corrosive", "ignitable", or "toxic"?
- Column 6: Are all the containers closed?
- Column 7: Are all containers within a secondary containment structure?
- Column 8: Are incompatible wastes segregated in different containers and not adjacent to each other? Example: alkaline liquids and acids, such as battery acid.
- Column 9: All containers must have the date when the accumulation began on the label.

Column 10: If a deficiency was noted, was it fixed or otherwise resolved? Example of “otherwise resolve” is if you note a leak and have ordered a new container. If there are no deficiencies noted, enter NA (Not applicable) in the table.

Column 11: Initial the form each week.