



# ASSESSMENT GUIDE FOR ELECTRONIC WASTES, UNIVERSAL WASTE AND USED OIL HANDLERS

This form, used for facilities that provide collection or recycling services for one or more of these materials, evaluates basic material handling requirements. Responses on the form are used by the Department to identify facilities that may require separate follow-up inspections.

Revision:  
WASTE & MATERIALS  
MANAGEMENT PROGRAM

## Section 1: Electronic Waste: Discarded household electronics: computers, computer accessories, TVs, printers,

A. Are Electronic Wastes stored on-site? If No, go to Section 2.  Additional Information Resource: Managing Electronic Wastes Destined for Recycling, DNR Publication WA-1473.	<input type="checkbox"/>	<input type="text"/> <input type="text"/>
B. Do you have documentation showing that electron wastes have been stored for less than one year?	<input type="checkbox"/>	<input type="text"/> <input type="text"/>
C. Are all e-wastes stored in a manner that protects them from weather and breakage?	<input type="checkbox"/>	<input type="text"/> <input type="text"/>
D. Are all e-wastes stored so they are secure and inaccessible to the public after hours?	<input type="checkbox"/>	<input type="text"/> <input type="text"/>
E. Are the containers of discarded electronics labeled to identify the contents?	<input type="checkbox"/>	<input type="text"/> <input type="text"/>
F. Are the facility employees who handle the discarded electronics trained to prevent breakage and how to clean up any breakage that occurs?	<input type="checkbox"/>	<input type="text"/> <input type="text"/>
G. Are any of the electronics de-manufactured or disassembled on site? Note: Demanufacturing or disassembly means to manually break down e-waste into individual components parts for resale or reuse, or to sort for further recycling. Some components generated by demanufacturing or disassembly are universal wastes (e.g., nickel-cadmium or lithium batteries; fluorescent or other mercury-containing lights, switches or relays.) See Section B - D.	<input type="checkbox"/>	<input type="text"/> <input type="text"/>
H. Do you know where the electronic wastes are sent for processing or recycling? If yes, list the recycler/s:	<input type="checkbox"/>	<input type="text"/> <input type="text"/>

## Section 2: Universal Waste Standards - Batteries, NR 673.02: lead-acid automotive, mercuric-oxide (button, some

A. Are spent batteries managed on-site? If No, go to Section 3.  Universal Waste rules streamline the requirements for collecting and transporting hazardous waste batteries, certain pesticides, fluorescent and other hazardous waste lamps, mercury containing equipment and antifreeze.  Universal Waste Handler is: a generator of universal waste, or the owner or operator of a facility that receives universal waste from other handlers, accumulates universal waste and sends universal waste to another universal waste handler, destination facility or to a foreign destination. A Universal Waste Handler does not include a person who treats, disposes or recycles universal waste [s. NR 673.09(12)(b), Wis. Adm. Code]. Persons treating, disposing, recycling, or otherwise processing universal wastes are universal waste destination facilities and are subject to applicable hazardous waste regulations.  Additional information resource: Management of Used Batteries, UW Extension Publication SHWEC 710.MK.0002.	<input type="checkbox"/>	<input type="text"/> <input type="text"/>
B. Are leaking batteries stored in containers that are closed, structurally sound and leak proof?	<input type="checkbox"/>	<input type="text"/> <input type="text"/>



# ASSESSMENT GUIDE FOR ELECTRONIC WASTES, UNIVERSAL WASTE AND USED OIL HANDLERS

Revision:  
WASTE & MATERIALS  
MANAGEMENT PROGRAM

## Section 2: Universal Waste Standards - Batteries, NR 673.02: lead-acid automotive, mercuric-oxide (button, some

C. Do you have documentation showing that batteries been have stored for less than one year?	<input type="checkbox"/>	<input type="checkbox"/>
D. Are all batteries or containers of batteries labeled or marked "Waste -", "Used -" or "Universal Waste -" batteries?	<input type="checkbox"/>	<input type="checkbox"/>
E. Do you know where the batteries are sent for processing or recycling? If yes, list recycler/s	<input type="checkbox"/>	<input type="checkbox"/>

## Section 3: Universal Waste Standards - Mercury Containing Devices, NR 673.04: manometers, switches,

A. Are discarded mercury containing devices managed on-site? If No, go to Section 4. Additional information resource Management of Mercury Containing Equipment, DNR Publication WA-1004.	<input type="checkbox"/>	<input type="checkbox"/>
B. Are leaking mercury containing devices stored in containers that are closed, structurally sound and leak proof?	<input type="checkbox"/>	<input type="checkbox"/>
C. Do you have documentation showing that these devices have been stored for less than one year?	<input type="checkbox"/>	<input type="checkbox"/>
D. Are the devices or containers labeled or marked "Waste -", "Used -" or "Universal Waste -" followed by the name of the device?	<input type="checkbox"/>	<input type="checkbox"/>
E. Do you know where the mercury containing devices sent for processing or recycling If yes, list recycler/s:	<input type="checkbox"/>	<input type="checkbox"/>

## Section 4: Universal Waste Standards - Lamps, NR 673.05: fluorescent, HID, mercury or sodium vapor.

A. Are discarded lamps managed on-site? If No, go to Section 5. Additional information resource: Safe Lamp and Bulb Management, DNR Publication WA-195.	<input type="checkbox"/>	<input type="checkbox"/>
B. Are lamps stored in containers that are closed, structurally sound, adequate to prevent breakage and compatible with the contents of the lamps?	<input type="checkbox"/>	<input type="checkbox"/>
C. Do you have documentation showing that lamps been stored for less than one year?	<input type="checkbox"/>	<input type="checkbox"/>
D. Are all containers labeled or marked "Waste -", "Used -" or "Universal Waste -" lamps?	<input type="checkbox"/>	<input type="checkbox"/>
E. Do you know where the lamps are sent for processing or recycling? If yes, list recycler/s:	<input type="checkbox"/>	<input type="checkbox"/>



# ASSESSMENT GUIDE FOR ELECTRONIC WASTES, UNIVERSAL WASTE AND USED OIL HANDLERS

Revision:  
WASTE & MATERIALS  
MANAGEMENT PROGRAM

## Section 5: Universal Waste Standards - Antifreeze, used engine coolant, propylene or ethylene glycol.

A. Is used antifreeze managed on-site? If No, go to Section 6.	<input type="checkbox"/>	<input type="checkbox"/>
Additional information resource: Managing Used Antifreeze, DNR Publication WA-356.		
B. Is the antifreeze stored in containers that are closed, structurally sound and leak proof?	<input type="checkbox"/>	<input type="checkbox"/>
C. Do you have documentation showing that antifreeze has been stored for less than one year?	<input type="checkbox"/>	<input type="checkbox"/>
D. Are containers labeled or marked "Used Antifreeze"?	<input type="checkbox"/>	<input type="checkbox"/>
E. Do you know where the antifreeze is sent for recycling? If yes, list recycler/s:	<input type="checkbox"/>	<input type="checkbox"/>

## Section 6: Used Oil, NR 679 subch C.

A. Is used oil managed on-site? If No, go to Section 7.	<input type="checkbox"/>	<input type="checkbox"/>
If the facility operates a used oil collection center, they may accept used oil from household do-it-yourselfers and farmers or companies who self-transport no more than 55 gallons of used oil at any time. Additional information resource: Used Oil Management, DNR Publication WA-233		
B. Are the containers and above-ground tanks labeled with the words "Used Oil"?	<input type="checkbox"/>	<input type="checkbox"/>
C. Are the containers or tanks in good condition and not leaking?	<input type="checkbox"/>	<input type="checkbox"/>
D. Are spills cleaned up promptly, and released used oil and other materials managed properly?	<input type="checkbox"/>	<input type="checkbox"/>
E. Do you know where the used oil is sent for processing or recycling? If yes, list recycler/s:	<input type="checkbox"/>	<input type="checkbox"/>

## Section 7: Miscellaneous Information

F. Are there any additional comments or concerns about management practices for the above wastes at this facility? If Yes, describe.	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

