



# Project Preparation Checklist

Use this checklist to organize the information that can support an efficient first review. Complete what is known, label estimates, and identify gaps rather than guessing.

[Read the complete accessible HTML checklist online](#)

## Start With the Project in Front of You

The material, location, quantity, packaging, condition, timing, operating constraints, requested outcome, and available records shape the next questions.

## This Checklist Does Not Confirm Service

Acceptance, availability, scope, pricing, transportation, timing, destination, and documentation remain subject to project-specific review and approval.

## Core Project Information

### 01 Organization and Contact

Company, facility, decision-maker, project contact, phone, and email.

Notes:

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### 02 Project Location

City and state, facility type, access limits, security needs, and operating restrictions.

Notes:

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### 03 Service Need

What must happen: disposal, destruction, recycling, lab pack, tank work, transportation, PFAS work, or another outcome.

Notes:

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### 04 Material or System

Known identity, product, waste stream, generating process, system type, or reason for the request.

Notes:

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### 05 Quantity

Estimated weight, volume, container count, dimensions, inventory count, or tank capacity.

Notes:

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### 06 Packaging and Configuration

Drums, totes, pails, pallets, cylinders, tanks, bulk material, loose inventory, piping, or system layout.

Notes:

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### 07 Condition

Fullness, integrity, leaks, damage, age, temperature exposure, labels, contamination, or other known concerns.

Notes:

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### 08 Timing and Project Stage

On hand or future bid, desired date or window, shutdowns, deadlines, trailer status, and required approvals.

Notes:

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## Records and Visuals Already Available

- ☐ SDS files, product specifications, labels, and inventory spreadsheets
- ☐ Analytical results, prior profiles, manifests, shipping records, or destination documents
- ☐ Clear photographs of labels, containers, storage areas, equipment, access, and current condition
- ☐ Tank drawings, piping diagrams, fire-suppression plans, equipment specifications, or site maps
- ☐ Customer documentation standards, witness requirements, and required closeout format

## Service-Specific Preparation

### Product Destruction

- Inventory and packaging
- Reason product cannot return to market
- Brand-protection or witness requirements
- Evidence required at closeout

### Lab Pack and Chemical Inventory

- Known identities and container sizes
- Approximate fullness and condition
- Available SDS files or photographs
- Unknowns clearly separated from known materials

### Rejected or Time-Sensitive Freight

- Current location and trailer status
- Rejection reason and deadline
- Product, quantity, packaging, and condition
- Bill of lading, photographs, and receiving details

### Tank, Pump-Out, and Bulk Material

- Tank capacity and estimated contents
- Connections, access, and transfer distance
- Material state and available analysis
- Site schedule and equipment restrictions

### PFAS, AFFF, and Fire-Suppression Work

- Concentrate, rinsate, solids, PPE, and equipment separated by stream
- System type, tank information, and drawings
- Planned outcome and project stage
- Prior sampling, test results, and reporting needs

### Recurring Facility Programs

- Locations and recurring streams
- Typical quantities and accumulation pattern
- Access, storage, and internal contacts
- Service cadence and documentation needs

## Safety and Information Boundaries

Do not open, move, touch, sample, consolidate, or smell unknown or questionable material to complete this checklist. Use only information that can be gathered safely under your organization's procedures. For an immediate threat to people, property, or the environment, contact 911 or the appropriate local emergency authority.

## Ready for Review?

Visit our website and choose Request a Quote, or call 864-380-7439. Send the service, city and state, material or system, quantity, packaging, condition, timing, and available records.