



Simple Checklist for Evaluating Cost/Services, Liability, and Compliance

Date of Query: _____

Prospective Contractor: _____

Contact and Phone Number: _____

Instructions: Check off “yes” or “no” in the box. If “yes”, note the number of points for each question. A good candidate will have checks in all the “yes” boxes. Tally the score for each contractor and compare their scores using the Comparison Table for Potential Contractors.

Yes	No	Question/Comment
		1. Will the contractor provide help with correctly identifying my waste using the procedures in the state hazardous waste regulations (designation process) without charging extra? If yes, 1 point.
		2. Will the contractor make sure my waste is packaged, labeled, and shipped safely and in compliance with the state regulations for hazardous waste without charging extra? If yes, 1 point.
		3. Will the contractor help me with understanding the state regulations and how they apply to waste management at my business without charging extra? If yes, 1 point.
		4. Does the contractor have a record without any serious violations of the state hazardous waste regulations? (Use EC online to link to a searchable database by company name or ID number) If yes, 3 points.
		5. Does the contractor carry pollution liability insurance that will pay to clean up spills or accidents from the transportation of your hazardous waste, and cover damages to people or property? (If yes, record the amount of coverage offered by the insurance.) If yes, 1 point.
		6. Does the contractor carry pollution liability insurance that will pay to clean up spills or accidents from the management of your hazardous waste at a facility, and cover damages to people or property? (If yes, record the amount of coverage offered by the insurance.) If yes, 1 point.
		7. Is there a trust fund, insurance policy, letter of credit, or other way to assure that cleanup costs will be paid for if the management facility receiving my hazardous waste suddenly closed or went out of business? If yes, 1 point.

To use this information for the comparison table, tally the score for each contractor by adding the points indicated for each checked “yes” box.

	Score Total
	Cost/Service (Questions 1, 2, & 3)
	Compliance (Question 4)
	Liability (Questions 5, 6, & 7)