



Non-Hazardous/U.S. Department of Agriculture's Animal and Plant Health Inspection Service Waste Shipping Paper Guide

Non-Hazardous/APHIS Waste Shipping Paper Guide

Shipping Documents & DOT

Shipping Papers are provided for the transport of non-hazardous (non-RCRA) pharmaceutical waste and U.S. Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS) waste.

Generators are responsible for packaging and labeling the waste in accordance with federal, state and local regulations. They are also required to properly train employees who handle hazardous materials, including the person who signs the shipping documents.

Shipping Paper Requirements

Shipping Papers, formerly known as Manifests, are not required to be on a specific document/form. However, they typically contain the following info, in a specific order:

- Identification number
- Shipping name
- Hazard class
- Packing group
- Emergency/Spill #
- Shipping Paper #
- Customer Name, Address, Phone #
- Customer Account-site # (not required for DOT, but identifies you to Stericycle)
- DOT Description of Waste
- Container Type/Size
- Number of Containers
- Volume of Containers
- Signed Shipper's Certification Statement

It's the shipper's responsibility to prepare the appropriate shipping documentation for each shipment. The shipping paper should describe the materials being transported. Shipping papers must also be recognizable and readily available to authorities in the event of an inspection or accident. Shipping papers may have additional requirements by state agencies.

Recordkeeping

The shipper is required to retain a copy or electronic image of the shipping paper for 375 days. The generator is required to retain a copy or electronic image of this shipping paper for a minimum of two years. The copies must be accessible at or through the principal place of business, and must be made available if requested by an authorized official of a federal, state or local government agency at reasonable times and locations.

Importance of Signature

Shipping papers are legal documents signifying that the generator certifies that the hazardous material being transported is in accordance with the Hazardous Material Regulations. Certification must be legibly signed, manually, by typewriter or by other mechanical means, by a principal, officer, or employee of the shipper or his agent. The shipper may **not** accept a hazardous material for transportation or transport a hazardous material unless the shipper has received a **properly completed shipping paper**.

X  _____

*RMW is a hazardous material but is not an EPA hazardous waste. EPA (RCRA) hazardous waste is required to have a different type of shipping document, referred to as a manifest. Shipping papers are not regulated by the federal EPA.



NON-RCRA PHARMACEUTICAL & APHIS WASTE SHIPPING PAPER

NO. ABCD 123456

1. Generator's Name, Address and Telephone Number

Attn: John Generator
BIO/ABC Hospital
1234 Street
Anywhere, IL 123456 (111) 111-1111 6/1/2017



GENERATOR

CUSTOMER NUMBER 1234567-750

GENERATOR'S REGISTRATION #

Table with 5 columns: 2A. DESCRIPTION OF WASTE, 2B. CONTAINER TYPE, 2C. NO. OF CONTAINERS, 2D. WEIGHT/ Cu. Ft., 2E. WASTE CODE. Includes rows for waste description, container type (Rx35 Pharmaceutical Box), and a TOTALS row.

3. Generator's Certification: I hereby certify that the above-named material is not a hazardous waste as defined by 40 CFR Part 261 or any applicable state law, has been properly described, classified and packaged, and is in proper condition for transportation according to applicable regulations.

X Printed/Typed Name John Generator Signature John Generator Date 6/1/2017

TRANSPORTER 1

4. TRANSPORTER 1 ADDRESS: Stericycle, Inc. 5355 Colorado Blvd. Dacono, CO 80514 Phone #: 123-456-7890

TRANSPORTER: ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS.

Print/Type Name Jim Transporter Signature Jim Transporter Date 6/1/2017

TRANSPORTER 2

5. TRANSPORTER 2 ADDRESS: Phone #:

TRANSPORTER: ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS.

Print/Type Name Signature Date

TRANSPORTER 3

6. TRANSPORTER 3 ADDRESS: Phone #:

TRANSPORTER: ACKNOWLEDGEMENT OF RECEIPT OF MATERIALS.

Print/Type Name Signature Date

DESIGNATED FACILITY

7. DISCREPANCY INDICATION

- 8A. Designated Facility: NAME, ADDRESS, PHONE, PERMIT#
8B. Alternate Facility: NAME, ADDRESS, PHONE, PERMIT#
8C. Alternate Facility: NAME, ADDRESS, PHONE, PERMIT#
8D. Alternate Facility: NAME, ADDRESS, PHONE, PERMIT#

DESIGNATED FACILITY: Certification of Receipt of Non-Hazardous Materials covered by the manifest except as noted in Item 7.

Print/Type Name Signature Date

