



Hazardous Waste Manifest Guide

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Manifests & DOT

Uniform Hazardous Waste Manifests, or Manifests for short, are required for the transport of hazardous waste to be compliant with the Department of Transportation (DOT) and the Environmental Protection Agency (EPA). The DOT regulates hazardous-material transport and conducts periodic inspections of trucks and healthcare facilities to ensure containers are properly packaged. EPA tracks shipments to ensure all hazardous waste is received and disposed of at a permitted facility. The manifest is an important piece of the EPA's cradle to grave tracking requirements and also fulfills shipping paper requirements from the DOT.

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 signor of the shipping documents.

Manifest Requirements

Manifests require a certain format that states may not alter. It's the shipper's responsibility to prepare the appropriate shipping documentation for each shipment of hazardous material. The manifest must properly describe per DOT requirements, the hazardous materials being transported and may include a continuation sheet: www.epa.gov/sites/production/files/2015-06/documents/con-sheet.pdf.

For more information on completing the Hazardous Waste Manifest, visit:
www.epa.gov/sites/production/files/2015-06/documents/man-inst.pdf.

Recordkeeping

The final disposal company needs to return the manifest to the generator within 30 days (generator should receive within 45 days of shipment). The shipper is required to retain a copy or electronic image of the manifest for 375 days. The shipper must retain both copies of the hazardous waste manifest for 3 years, this includes their initial copy and the copy from the disposal facility. The generator is required to retain a copy or electronic image of this shipping paper for a minimum of three 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 Signor

Manifests 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 manifest**. It is very important that generators understand what they are signing and ask for clarification on anything that is not understood.

X  _____

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator ID Number ABC123456789	2. Page 1 of	3. Emergency Response Phone (877) 577-2669	4. Manifest Tracking Number 123456789				
5. Generator's Name and Mailing Address John Generator ABC Hospital 1234 Street, Anywhere, IL 123456				Generator's Site Address (if different than mailing address)					
Generator's Phone: (111) 111-1111									
6. Transporter 1 Company Name Stericycle, Inc.				U.S. EPAID Number DEF123456789					
7. Transporter 2 Company Name				U.S. EPAID Number					
8. Designated Facility Name and Site Address Stericycle, Inc. 2670 Executive Drive Indianapolis, IN 46241				U.S. EPAID Number INR000110197					
Facility's Phone: 317-524-5617									
9a HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers		11. Total Quantity	12. Unit Wt./Vol.	13. Waste Codes			
		No.	Type						
X	1. UM3266 Waste Corrosive Liquid, Basic, Inorganic, N.O.S. (Sodium Hydroxide, Waste) & PGII RQ(D002)	001	DF	040	P	D002			
X	2. NA3077 Hazardous Waste, Solid, N.O.S. (Methanol, Xylene, Ethanol) & PGII RQ(D001)	001	DF	010	P	F003			
	3. Alkaline batteries	002	DF	120	P	U002			
X	4. UN3248 Waste Medicine, Liquid, Flammable, Toxic, N.O.S. (Cyclophosphamide, Melphalan) 3 (5.1) PGII RQ(D001)	003	DF	025	P	D001	D010	D005	
						D007	D011	D009	
14. Special Handling Instructions and Additional Information (1) 732181-01 - ERG(154) Sodium Hydroxide WAS (2) 732189-01 - ERG(171) Solvent Spill Waste (3) 735785-01 Alkaline Batteries (4) Pharmaceutical Waste									
15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.									
Generator's/Offor's Printed/Typed Name John Generator					Signature <i>John Generator</i>		Month 6	Day 1	Year 2017
16. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S. Port of entry/exit: _____ Transporter signature (for exports only): _____ Date leaving U.S.: _____									
17. Transporter Acknowledgment of Receipt of Materials									
Transporter 1 Printed/Typed Name Jim Transporter					Signature <i>Jim Transporter</i>		Month 6	Day 1	Year 2017
Transporter 2 Printed/Typed Name					Signature		Month	Day	Year
18. Discrepancy									
18a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection									
Manifest Reference Number									
18b. Alternate Facility (or Generator)					U.S. EPAID Number				
Facility's Phone:									
18c. Signature of Alternate Facility (or Generator)							Month	Day	Year
19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)									
1.	H141	2.	H141	3.		4.			
20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a									
Printed/Typed Name John Facility					Signature <i>John Facility</i>		Month 6	Day 1	Year 2017

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