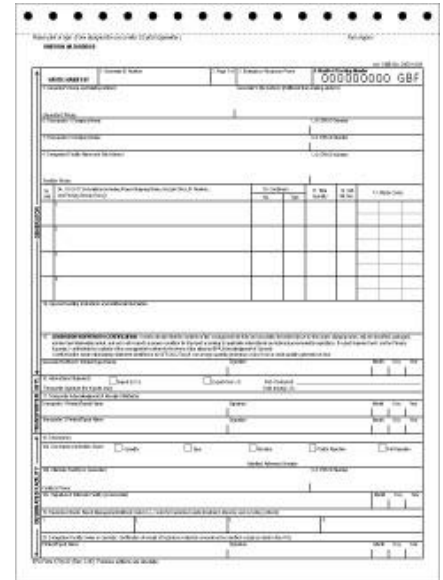


## HAZARDOUS WASTE MANIFESTING

### Requirements and Tracking Log

#### PURPOSE

- To track hazardous waste from cradle to grave; from the site where the waste was generated to its final recycling or disposal facility.
- The manifest system helps assure your waste reached its intended destination and was properly managed.
- The generator remains liable until the waste is accepted at the designated facility for any mismanagement of waste even after it leaves the generator's site.
- The manifest is a U.S. Environmental Protection Agency form which must be obtained by an approved EPA Manifest Registry. **A HW manifest looks like this:**



#### REGULATIONS THAT CONTROL THE USE OF THE HW MANIFEST

- Minnesota Pollution Control Agency (MPCA) – [Hazardous Waste Rules](#)
- U.S. Department of Transportation (DOT) – [Hazardous Materials Regulations](#) (HMR)
- U.S. Environmental Protection Agency (EPA) – Resource Conservation and Recovery Act (RCRA)
- U.S. EPA Toxic Substances Control Act (TSCA) for certain waste containing polychlorinated biphenyls (PCBs)

#### WHAT TO DO AFTER THE HW SHIPMENT LEAVES YOUR SITE:

- After you have signed and dated in block 15, your transporter will sign and date in block 17, you will then be given the bottom page, titled **Generator's Initial Copy**.
- Keep this Initial Copy to help track your waste; use the tracking log below.
- When your waste shipment reaches the designated facility as indicated in block 8, a facility representative will sign and date in block 20 and mail you the **Designated Facility to Generator Copy also known as the Final Copy**. It will be mailed to the address you listed in block 5.
- You should receive the signed **Final Copy within 35 days** of the date of shipment.
- Though generators are only required to keep manifest copies for three years, it is strongly recommended that manifest copies are kept indefinitely as proof of proper hazardous waste management.
- If you do not receive the Final Copy **within 35 days** from the date the waste was shipped, contact both the transporter and the designated facility to determine the status of your waste.
- If you still have not received the Final Copy **within 45 days**, you must submit an exception report to the MPCA by sending a legible copy of your Generator's Initial Copy and letter documenting your efforts to determine the status of your waste.

#### MAILING MANIFESTS:

- **As of May 1, 2016 generators are no longer required to mail in manifest copies.**

### TRAINING REQUIREMENTS:

- DOT training must be completed within 90 days of employment and every three years thereafter.
- DOT training is required for staff that:
  - package or prepare hazardous materials (*those who add waste to HW storage containers and/or transport them to a waste storage area*)
  - sign shipping manifests for hazardous waste and/or regulated waste such as infectious waste.
- Training must be documented and kept on file.
- MnTAP has created a [record of training](#) which includes a free [DOT Online Training](#) link.
- For more information go to the U.S. Department of Transportation Pipeline and Hazardous Material Safety Administration website: <http://www.phmsa.dot.gov/>

### MANIFEST TRACKING LOG:

- Use the sample log below to help track your hazardous waste manifests.
- Write the date and manifest number of each shipment; track to ensure the final copy is received within 35 days.
- **Remember all waste records and receipts must be kept on site for at least three years.**

<b>Date of Shipment</b> <i>(Initial Copy kept on site)</i>	<b>Manifest Number</b>	<b>Waste Shipped</b>	<b>Date Final Copy received</b> <i>(within 35 days of ship date)</i> Both Initial and Final Copy kept on site for at least 3 years	<b>NOTES:</b> <i>If Final Copy not received within 35 days – who contacted – notify State within 45 days</i>
<b>Example:</b> 5/4/2016	005480802 FLE	1, 5gal pail of waste pharms	5/15/2016 – yes / staff initials	

### QUESTIONS:

- Contact the hazardous waste outreach team at [PHE@co.washington.mn.us](mailto:PHE@co.washington.mn.us) or 651-430-6655.