

# Manifest shipments of hazardous waste.

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## **What is a Hazardous Waste Manifest?**

A manifest is defined as a list or record of the cargo being transported. The Uniform Hazardous Waste Manifest form travels with a shipment of hazardous waste from the site where it is generated to its ultimate resting-place.

## **Why is it important?**

Manifests are important because we don't value our wastes as much as our raw materials or products. And that's gotten us into trouble in the past. We paid more attention to getting the shipment of product to the customer than to getting the hazardous waste to a proper disposal site. We know now that a lot of those wastes didn't make it to the right place.

To prevent this problem, the Dangerous Waste Regulations (Chapter 173-303 WAC) require the use of a manifest form to track hazardous waste from "cradle-to-grave". It helps you, as the generator, document that the waste you sent off-site was transported by a licensed hauler and accepted by a permitted hazardous waste facility.

## **How does it work?**

Before you offer your hazardous waste for transport off the premises, you must prepare a Uniform Hazardous Waste Manifest as required by the Dangerous Waste Regulations.

Obtain copies of, and instructions for, the Uniform Hazardous Waste Manifest Form.

This is Form 8700-22 from the U.S. Environmental Protection Agency (EPA). Large shipments may require the continuation sheet, Form 8700-22A. You can purchase copies from safety supply companies or ask your waste hauler (see the Hazardous Waste Services Directory, Ecology publication #91-12s).

If you're shipping your waste out of state, check to see if you need to use that state's hazardous waste shipping manifest.

Make sure you get a form with enough copies. You'll need two copies for yourself (one when the waste is picked up, and one returned by the facility), one for each transporter, and one for the facility.

- Prepare the manifest form according to the instructions in federal and state regulations so that it includes the following information:
  - your RCRA Identification Number (see Checklist Fact Sheet 2),
  - your name, mailing address and emergency phone number,
  - the company name, RCRA Identification Number and phone number of the transporter(s),
  - the name, site address, phone number, and RCRA Identification Number of the hazardous waste facility designated to receive the waste,
  - an alternate receiving facility,

- the U.S. Department of Transportation shipping name, hazard class and identification number for each waste (your transporter or facility operator can usually help you with this),
  - the Dangerous Waste Number(s) (e.g., F001) for each waste,
  - a description of type and number of containers for each waste,
  - the total quantity of each waste, and
  - any special handling instructions.
- Sign and date the manifest form by hand and have the transporter do the same when the waste is picked up for shipment.
  - Retain one of the signed copies and give the rest to the transporter to take with the shipment.

When the transporter delivers the waste to the facility you have chosen, the facility representative signs each copy of the manifest, accepting the waste. The transporter takes a copy, the facility keeps a copy, and the facility sends you the last copy. This closes the “loop” and lets you know that the waste made it to its destination.

- If your waste is restricted from land disposal, complete a land disposal restriction certificate and attach it to the manifest (contact the nearest Ecology regional office for more information on this subject).

**What if you don’t get the last signed copy?**

- Contact the transporter(s) and/or facility if you have not received the last, signed copy of the manifest form within **35** days of the shipment date. Try to find out where your waste is and why you have not yet received the signed copy.
- Submit an **exception report** to Ecology if you have not received the last copy of the manifest within **45** days of the shipment date. The report, which you should keep for at least five years, must include the following:
  - a copy of the manifest for which you do not have a copy signed by the facility, and
  - a cover letter explaining the steps you took to find out what happened to your waste shipment and the results.