



Business Environmental Program Hazardous Waste Fact Sheet

Hazardous Waste Manifest

What is a hazardous waste manifest?

A hazardous waste manifest (manifest) is a paper document containing multiple copies of a single form designed to track hazardous waste from point of generation to point of ultimate disposal (cradle to grave). A manifest must accompany all hazardous waste shipped off-site. The manifest procedures are designed to seamlessly track hazardous waste from the time it leaves the generator facility, where it was produced, until it reaches the off-site waste management facility which will store, treat, or dispose of the hazardous waste.

Who must use a manifest?

Both Small Quantity Generators (SQG) and Large Quantity Generators (LQG) are required to use a manifest when shipping hazardous waste off-site. A business is considered a SQG if you generate between 100 and 1,000 kilograms (kg) or 220 and 2,200 pounds (lbs) per month of hazardous waste. A business is considered a LQG if it generates more than 1,000 kg or 2,200 lbs of hazardous waste or 1 kg or more of acutely hazardous waste (P-list) in a month.

Are Conditionally Exempt Small Quantity Generators required to use a manifest ?

Conditionally Exempt Small Quantity Generators (CESQG) generating less than 100 kg or 220 lbs of hazardous waste in a month may use a manifest, but are not required by federal regulations.

What is a tolling agreement ?

If you send hazardous waste to a recycling facility, you may be able to use a tolling agreement instead of a manifest. A tolling agreement is a "closed-loop" arrangement whereby a generator contracts with a recycling company to reclaim its hazardous waste and return it as a recycled product, thereby avoiding disposal. Tolling agreement is only for CESQG and SQG and a copy of the contract must be kept on file for three years after the contract has ended.

What manifest do I use ?

Some states require their own manifest (e.g. California). If the state to which you are shipping your hazardous waste requires its own manifest, use that state's form. To obtain the state's required manifest forms, contact your transporter or the Treatment, Storage, and Disposal Facility (TSDF) you intend to use.

If the state to which you are shipping your waste does not have its own manifest, you can use the Federal Uniform Hazardous Waste Manifest, EPA Form 8700-22 and, if necessary, the continuation form #8700-22A (See 40 CFR§262 Appendix for example forms and instructions). Copies are available from some transporters, TSDFs, and catalogs.

How do I complete the manifest ?

The generator must complete the parts of the manifest, which is generator specific. Many transporters complete the manifest for their clients, but it is important to remember the person signing the manifest is responsible for the accuracy of the information. If you are using a manifest prepared by your transporter, ensure all the information entered is correct. Specifically, double check boxes 1, 3, and 4 for accuracy. Required information includes: name of transporter, name of the designated facility, your EPA ID number, and the Department of Transportation description of the waste , such as proper shipping name and hazard class.

What do I do with the completed manifest?

The generator signs the completed manifest before the transporter accepts the shipment and provides the generator with the "generator copy" of the manifest. When the transporter arrives at the TSDF, the load is reviewed and upon acceptance the TSDF will sign the manifest. The TSDF will provide the transporter with the transporter copy. The TSDF will keep their copy, send the generator the original signed document, and if in Nevada, will forward a copy of the manifest to the Nevada Division of Environmental Protection. If the TSDF is out of Nevada, the generator is responsible to forward a copy to NDEP. The TSDF also signs the form when the shipment is received and sends a copy of it back to you. This final signature completes the chain of custody confirming your hazardous waste actually arrived at the facility designated for receipt. This is your final receipt for the disposition of your hazardous waste (See Figure 1—Manifest Process). You must keep this copy on file for a minimum of three years.

What Resources will help complete a manifest ?

If you are responsible for completing a manifest, or would like to ensure technical accuracy, there are a few documents you should have in your reference library:

- 49 CFR Sections 100 to 185 (Specifically §172.101 Hazardous Materials Table);
- 40 CFR Sections 300 to 399 (Specifically Table 302.4) for Reportable Quantities (RQ); and
- North American Emergency Response Guidebook.

What do I do in the event my TSDF signed manifest has not been sent back to my facility?

If an SQG does not receive a TSDF signed copy of the manifest (s) from the designated TSDF within 60 day of shipment, the generator must submit a legible copy (which means make sure it's legible when the shipment is originally transported from the facility) of the manifest with a note to the Nevada Division of Environmental Protection office (see address below). This copy, known as an exception report, simply indicates that a copy was not received from the TSDF.

If a LQGs that does not receive a TSDF signed copy of their manifest(s) within 35 days from initial transport, the generator must contact the transporter and/or the TSDF to find out where the hazardous waste shipment is currently located. If the TSDF copy has not been received within 45 days, an exception report consisting of a legible copy of the manifest and a cover letter explaining the efforts taken to locate the hazardous waste and the results of those efforts must be sent to the NDEP office.

What if I ship my hazardous waste out of Nevada?

Businesses that ship hazardous waste to TSDF out of the state of Nevada for treatment or disposal must submit a copy of the TSDF signed Manifest to the NDEP office.

Nevada Division of Environmental Protection

Bureau of Waste Management

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Useful documents "Managing Your Hazardous Waste A Guide for Small Businesses"

<http://www.epa.gov/wastes/hazard/generation/sqg/handbook/k01005.pdf>



