



Minnesota
Pollution
Control
Agency

Hazardous Waste Shipping Log

Waste/Hazardous Waste #2.40, rev. July 2004

This shipping log has been developed by the Minnesota Pollution Control Agency (MPCA) with assistance from Minnesota hazardous waste generators to help all generators with hazardous waste record keeping requirements. It is offered solely as an aid; it is not required.

How to use this log

You may use the log to track only hazardous waste shipped under manifest, or all waste generated by your business as in the example shown below. You may make copies of the log for your own use.

Business Name, EPA#, Location

Provide information to identify your business.

Reporting Year

Record shipments during the calendar year, January 1 - December 31.

Date, Manifest

Record the date of the shipment and the number of the manifest under which it was shipped. If no manifest was used, leave the space blank. (One date per line.)

LDR

Check this box if a Land Disposal Restriction (LDR) form accompanied the manifest. (LDR forms are not required for very small quantity generators.)

Date Sent to MPCA, Received From Facility, Date Sent to MPCA

Record the date you sent a two-signature page of the manifest to the MPCA and the date you received a three-signature page back from the disposal facility. If you used a manifest having only six pages, write the date you made a copy of the three-signature page received from the facility and mailed it to the MPCA. NOTE: Very Small Quantity Generators (VSQGs) in Greater Minnesota no longer need to mail copies of manifests to the MPCA. VSQGs in the seven-county metropolitan area should refer to hazardous waste fact sheet #1.07, *Manifest Shipments of Hazardous Waste* for manifest requirements.

Example: Hazardous Waste Shipping Log

Business Name Location										EPA #			Reporting Year 20__	
Line	Date	Manifest #	LDR	Date sent to MPCA	Date rec'd from facility	Date sent to MPCA	Certification rec'd	MPCA Inventory #						
								Waste Name		Parts washer solvent	Waste paint & thinner	Carb cleaner	Used oil	Used oil filters
										Management Method		RB	IT	IT
								Hauler	TSDF	Amount (include units)				
1	1/30/04	MN152706	✓	1/30/04	2/15/04	-----	-	Solv-Recycle	Solv-Recycle	16 ga				
2	3/26/04	MN175332	✓	3/26/04	4/12/04			SR	SR	17 ga		5 ga		
3	4/2/04	-----	--	-----	-----	-----	-	Oil Reclaimer	-----				110 ga	26 lb
4	5/20/04	WI806509	✓	5/22/04	6/12/04	6/13/04	✓	Hazard Trkg	WI Recycler		55 ga			



Certification

Check this box if you received certification stating the waste was recycled or destroyed.

MPCA Inventory

Small and large quantity generators can find the MPCA Inventory number on their most recent license renewal form. Very small quantity generators may wish to refer to their most recent license renewal form to determine the order in which their wastes are listed. Then, assign the first waste listed to be Inventory #1, second waste listed, Inventory #2, etc.

Waste Name, Management Method

Record the name of each waste (one waste per column). A space is provided should you wish to record the method in which each waste is managed at the disposal or recycling facility.

Hauler, TSDF

Record the hauler used for each shipment and the treatment, storage, or disposal facility to which it is being sent.

Quantity

Record the quantity of waste and units as shown on the manifest.

Same Inventory Number, Different Units of Measurement

If you use more than one hauler for a waste stream and different units of measurement are used on the manifests, all entries for that stream must be measured in the same way before you can find the

total for the year. The MPCA accepts these conversion factors for liquids:

- To change gallons to pounds, multiply gallons by 10.
- To change pounds to gallons, divide pounds by 10.
- To change kilograms (kg) to pounds, multiply kg by 2.2.
- To change pounds to kilograms, divide pounds by 2.2. If you need to convert units for sludges, use the density given on your manifest or ask the hauler for the density.

Total for year

You may wish to total the amount of waste you shipped each year to compare with past year's records. (If the amount you generate is the same as the amount you ship each year, you may use this total on your license renewal form. If not, you will need to determine the amount of waste generated.)

More than 14 Waste Streams or 15 Shipments per Year

Business having more than 15 waste streams (columns) or anticipating more than 15 shipments per year (lines) will need to make copies of the log and continue on another page.

Keeping Records

Although this shipping log is not required to be retained, it does contain valuable information regarding your waste management practices. For this reason, you may wish to keep your log in a notebook or on a clipboard, then transfer it to a permanent record keeping system.

More Information

Your metropolitan county and the Minnesota Pollution Control Agency have staff available to answer waste management questions. For more information, contact your metropolitan county hazardous waste office or the MPCA office closest to your county.

Metro County Hazardous Waste Offices

Anoka County	(763) 422-7093
Carver County	(952) 361-1800
Dakota County	(952) 891-7557
Hennepin County	(612) 348-3777
Ramsey County	(651) 773-4466
Scott County	(952) 496-8177
Washington County	(651) 430-6655

Minnesota Pollution Control Agency

Toll free	(800) 657-3864
Brainerd	(218) 828-2492
Detroit Lakes	(218) 847-1519
Duluth	(218) 723-4660
Mankato	(507) 389-5977
Marshall	(507) 537-7146
Rochester	(507) 285-7343
St. Paul	(651) 297-2274
Willmar	(320) 214-3786

Web Site <http://www.pca.state.mn.us>



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Business Name Location										EPA #			Reporting Year 20____	
Line	Date	Manifest #	LDR	Date sent to MPCA	Date rec'd from facility	Date sent to MPCA	Certification rec'd	MPCA Inventory #						
								Waste Name						
								Management Method						
								Hauler	TSDf	Amount (include units)				
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
Total for Year														

**Hazardous Waste Shipping Log, *continued***

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Business Name					EPA #			Reporting Year 20__	
MPCA Inventory #									
Waste Name									
Management Method									
Line	(Date)	(Manifest)	Amount (include units)						
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
Total for Year									