



**Minnesota  
Pollution  
Control  
Agency**

# Step 7: Manifest Shipments of Hazardous Waste

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*Most shipments of hazardous waste must be accompanied by a manifest. This fact sheet answers the most-asked questions about the use of a manifest. This fact sheet is Step 7 in the "10 Steps to Compliance" series.*

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## What is a manifest? Why is it so important?

A manifest is a multi-page shipping paper that must accompany off-site shipments of hazardous waste. A manifest tracks hazardous waste movement from your site to the proper destination – your assurance that the waste you ship arrives at the intended destination. As the waste generator, you remain responsible for the consequences of any mismanagement of your waste. It is in your interest to ensure that the manifest is properly completed. In addition, completed manifests are useful for completing license renewal forms, protecting your company's liability, and tracking your waste reduction efforts.

### Does all hazardous waste require a manifest?

Defined universal wastes, hazardous wastes reused as feedstocks, by-products and certain other wastes do not need to be accompanied by a manifest; however, you do need documentation that the waste was received by the user. Wastes not requiring a manifest are listed in Table 1.

\*NOTE: Even though a waste may not require a manifest, if it is considered a *hazardous material* by the Department of Transportation (DOT), it may need to be accompanied by a shipping paper.

### Who prepares the manifest?

If your company generates a hazardous waste, you are the *generator* (producer) and are responsible for preparing a

manifest to accompany that waste when it leaves your site. While a contractor may prepare your manifest, you must sign it – confirming its accuracy. For this reason, it is important that you become familiar with the document.

### EPA's Uniform Hazardous Waste Manifest

After September 5, 2006, all generators must use the Environmental Protection Agency's (EPA) Uniform Hazardous Waste Manifest (EPA form 8700-22). Manifest forms are available from companies registered at this EPA Web site: <http://www.epa.gov/epaoswer/hazwaste/gener/manifest/registry/printers.htm>. The Minnesota Bookstore also carries manifests (see page 4).

### How do I fill out a manifest?

Manifests are often prepared by the transporter, but if you are filling out your own, remember this is a multi-page document, so use a ball-point pen and press hard to ensure the last copy is legible. Manifests may also be typed.

**Table 1: Wastes not requiring a manifest**

These wastes may be transported within Minnesota using a shipping paper rather than a manifest:

- Lead-acid batteries
- Dental amalgam
- Used oil, filters and sorbents destined for recycling
- Waste from Very Small Quantity Generators (VSQGs) going to a licensed VSQG collection program
- Waste regulated under the Universal Waste Rule (lamps, batteries, pesticides, mercury-containing devices such as thermostats, switches, thermometers, relays, manometers, barometers, thermocouples and gauges)
- Cathode ray tubes (CRTs) and electronic wastes

Whether you fill out the manifest yourself or use one prepared by your transporter, take a moment to check the following:

- **Item #1** Enter your U.S. Environmental Protection Agency (EPA ID) number. This is the twelve-digit number found on your generator license.
- **Item #2** If you are using continuation sheets, indicate how many pages, including the manifest itself, that accompany the shipment.
- **Item #3** Enter the telephone number for first responders to call in case of an emergency. It must meet these criteria:
  - The number can be your telephone number as the generator, or you may contract with a company specializing in emergency response to fulfill the responsibility.
  - The number must reach a phone that is monitored continuously until the waste has reached its destination. Pagers and answering machines do not meet the requirements for emergency contact numbers.
  - The number must reach someone who is knowledgeable about the waste being shipped and has the information necessary to respond to an emergency. Or, the person must be able to immediately access the necessary information.

\*Note: If the emergency response number is not the same for each waste, list the appropriate emergency number behind each waste in item 9b instead of in item 3.

- **Item #4** Only manifests with a pre-printed manifest tracking number imprinted by the printer are valid for use.
- **Item #5** Give the mailing address of the generator. If the location at which the waste was generated is different from the mailing address, also give the location address. This ensures that manifest copies are sent to the correct government agency. (See page 3 – *Where do I send copies of the manifest pages?*)
- **Items #6 and 7** Give the company name and U.S. EPA identification number of every company transporting your waste (*not* the vehicle or driver information). If more than two transporters will handle the waste, use a continuation sheet.

- **Item #8** Identify the destination facility for the waste. Enter the name of the facility, the address, the phone number, and the facility’s 12-digit U.S. EPA identification number.
- **Item #9a** Identify hazardous materials by marking an X in this item next to the corresponding hazardous material identified in item 9b.
- **Item #9b** Enter the DOT shipping name, hazard class or division, identification number and packing group for each waste. Also include applicable technical names and reportable quantity references. For information about DOT requirements, see the Minnesota Department of Transportation (DOT) Web site at <http://www.dot.state.mn.us/cvo/> or the USDOT Office of Hazardous Materials Safety Web site at <http://hazmat.dot.gov>.  
  
Should you need extra space for additional wastes, enter that information in item 27 on a Continuation Sheet. Also, if the emergency response telephone number is not the same for all wastes, enter the appropriate number immediately following the shipping descriptions of each waste.
- **Item #s 10, 11 and 12** Enter the number and type of containers for each waste (see Table 2). Be sure to specify the total quantity of each type of waste and identify the unit of measurement (see Table 3).

**Table 2: Types of Containers**

BA	Burlap, cloth, paper or plastic bags	DT	Dump truck
CF	Fiber or plastic boxes, cartons, cases	DW	Wooden drums, barrels, kegs
CM	Metal boxes, cartons, cases (includes roll-offs)	HG	Hopper or gondola cars
CW	Wooden boxes, cartons, cases	TC	Tank cars
CY	Cylinders	TP	Portable tanks
DF	Fiberboard or plastic drums, barrels, kegs	TT	Cargo tanks (tank trucks)
DM	Metal drums, barrels, kegs		

**Table 3: Units of Measure**

G	Gallons (liquids only)	N	Cubic meters
K	Kilograms	P	Pounds
L	Liters (liquids only)	T	Tons (2000 pounds)
M	Metric tons (1000 kilograms)	Y	Cubic yards

- **Item # 13** Waste codes. Manifests provide space to list up to six waste codes. List the six that best characterize the type of waste you are shipping and that will provide the most usable information should emergency response measures be needed. Minnesota’s

hazardous waste rules require that if the waste has a state-specific waste code, those state-specific codes must be included in item 13. Minnesota's four state specific waste codes are:

- MN01 – The waste exhibits the lethality characteristic
- MN02 – The waste is a lab pack (a collection of small amounts of unrelated, but compatible, chemicals shipped in one container)
- MN03 – Polychlorinated biphenyls (PCBs) at a concentration of 50 parts per million or greater
- MN04 – Used oil that is not recycled or burned for energy recovery
- **Item # 14** This space is for use by waste handlers (transporters) to record site, company, or shipment specific information. It can also be used by the facility to list the original manifest tracking number for rejected waste or for PCB waste descriptions.
- **Item #15** The manifest contains a space for the generator/offerer to sign certifying the information on the manifest is correct. **Minnesota law requires the generator to sign the manifest.**

## What happens to the manifest when the waste leaves my site?

The uniform hazardous waste manifest has six pages. Your transporter will leave the last page with you and take the top five pages to accompany the waste. The *Generator Initial Copy* page left at your site should have two signatures — yours and the transporter's. This is sometimes called the *initial page*. When the waste leaves your site, make 1-2 legible photocopies of this initial page and place the original in your file. Within five days of the waste leaving your site:

- Mail the photocopy of the initial page to the appropriate Minnesota regulatory agency.
- Mail the second photocopy of the initial page to the receiving state if required (see EPA's manifest Web site: [www.epa.gov/epaoswer/hazwaste/gener/manifest/](http://www.epa.gov/epaoswer/hazwaste/gener/manifest/)).

When the transporter and your waste reach the facility, the facility will sign and date the remaining five pages of your manifest. The facility will then:

- Give page number 5 to the transporter for its records,
- Keep page number 4 for its records,
- Send page number 3 – the *final* page – back to you, the generator.

The facility must send you the signed *final* page within 30 days of accepting your waste. You must send a photocopy

of the *final* page to the appropriate Minnesota regulatory agency within 40 days of the date the waste was accepted at the facility. (Out-of-state generators sending waste to a Minnesota facility do not need to send a copy to the MPCA or a metropolitan county.) File your original *final* page with your records.

## Where do I send copies of the manifest pages?

If you are a small or large quantity generator (SQG or LQG) of hazardous waste located anywhere in Minnesota, send a copy of the *initial* and *final* pages of the manifest to:

MPCA ATTN: HWIMS  
520 Lafayette Road North  
Saint Paul, MN 55155-4194

If you are a very small quantity generator (VSQG) located **outside the seven-county metropolitan area**, the MPCA currently does not require you to submit copies; however, make sure you retain the *initial* and *final* pages of the manifest for your records.

If you are a VSQG located in one of the following metropolitan area counties – **Anoka, Carver Dakota, Hennepin, Ramsey, or Washington** – send a copy of the *initial* and *final* manifest pages to:

Hazardous Waste Manifest Program Mail Code 609  
300 South 6<sup>th</sup> Street, Minneapolis, MN 55487.

If you are a VSQG located in **Scott County**, send a copy of the *initial* and *final* manifest pages to:

Scott County Environmental Health  
200 Fourth Ave. West, Shakopee, MN 55379-1220

## What if I don't get a facility-signature page back from the facility?

The receiving facility must return a signed final page to you within 30 days of accepting your waste. If you do not receive it within 35 days, contact the facility to determine the status of the waste shipment (*the phone number is in item 8 of the initial page in your file*). You may also want to call your transporter. If you do not receive the facility-signature page within 45 days of acceptance of the waste at the facility, you must file an *exception report* with the MPCA (*see next question*). If you never receive a *final* page from the facility, the *initial* page that you and the transporter signed becomes your official shipping record and must be retained for at least three years.

## What is an *exception report*?

If you do not receive the *final* page from the facility within 45 days of the date the waste was accepted at the facility, you must send an *exception report* to the MPCA. An exception report is simply:

- A letter addressed and sent to the MPCA Commissioner and your Metropolitan County Hazardous Waste Program, when applicable, stating the problem and what you have done to locate your waste; and,
- A photocopy of the initial manifest page from your records.

Keep a copy of this exception report in your records for a minimum of three years.

### Metropolitan County Hazardous Waste Programs

- Anoka County Department of Environmental Services  
2100 3<sup>rd</sup> Ave Anoka, MN 55303-2264
- Carver County Department of Environmental Services  
600 East 4<sup>th</sup> St. Chaska, MN 55318-2158
- Dakota County Environmental Management Dept.  
14955 Galaxie Ave. Apple Valley, MN 55124
- Hennepin County Dept of Environmental Services  
417 North 5<sup>th</sup> St. Minneapolis, MN 55401-1309
- Ramsey County Department of Public Health  
Environmental Health Section, 2785 White Bear Ave.  
Suite 350, Maplewood, MN 55109-1320
- Scott County Environmental Health  
200 4<sup>th</sup> Ave. West Shakopee, MN 55379-1220
- Washington County Dept of Health, Environment, and  
Land Management, 14949 North 62<sup>nd</sup> St. P.O. Box 6  
Stillwater, MN 55082-0006

## How long must I keep my manifests?

Keep manifests for a minimum of three years. An inspector visiting your site will request to see all of your manifests for the past three years, so keep them where they can be accessed easily. MPCA staff strongly recommends that you keep your manifests for the life of your business, if possible. If there are any future questions about where you sent waste, you will have that information readily available.

Small and large quantity generators who are required to complete and keep Land Disposal Restriction (LDR) forms for three years often keep both the LDR forms and manifests together.

## For more information

Your metropolitan county and the MPCA have staff available to answer questions. For more information, contact your metropolitan county hazardous waste office of the MPCA office closest to your county.

### Minnesota Bookstore

Purchase manifests ..... 651-297-3000  
Toll Free ..... 1-800-657-3757  
Web site

[www.comm.media.state.mn.us/bookstore/bookstore.asp](http://www.comm.media.state.mn.us/bookstore/bookstore.asp)

### 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 ..... 651-266-1199  
Scott County..... 952-496-8475  
Washington County..... 651-430-6655

### Minnesota Department of Transportation

Office of Freight and Commercial  
Vehicle Operations ..... 651-215-6300  
E-mail.....[motorcarrier@dot.state.mn.us](mailto:motorcarrier@dot.state.mn.us)  
Web site.....<http://www.dot.state.mn.us>  
USDOT Office of Hazmat Safety..... 800-467-4922

### Minnesota Pollution Control Agency

Toll free ..... 800-657-3864  
Brainerd..... 218-828-2492  
Detroit Lakes ..... 218-847-1519  
Duluth..... 218-723-4660  
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>

### EPA's Hazardous Waste Manifest Web site:

<http://www.epa.gov/epaoswer/hazwaste/gener/manifest/>

## Is your manifest tracking system out of control?

Get a brightly-colored file folder and check out the manifest tracking tips on the MPCA Web site –

<http://www.pca.state.mn.us/publications/w-hw5-03.pdf>