Hazardous Waste Shipping Log

Hazardous waste generators remain liable for proper management of their hazardous waste even after it has left their site, including hazardous wastes that do not require a hazardous waste manifest for shipment, such as fluorescent lamps or used oil. Many generators are also required to send copies of hazardous waste manifests to either the Minnesota Pollution Control Agency (MPCA) or their Metropolitan County.

The MPCA encourages generators to keep a log of all the hazardous wastes shipped from their site, including waste that may not require a hazardous waste manifest. Though this log is not required, it can help minimize a site’s liability and monitor costs.

This fact sheet contains a suggested format for a shipping log and recommended information to include in a log.

* Electronically fillable version of this log at: <http://www.pca.state.mn.us/publications/w-hw2-40.doc>
* Easy-printing version of this log at: <http://www.pca.state.mn.us/publications/w-hw2-40.pdf>

For additional information regarding hazardous waste manifest requirements, see MPCA fact sheet #w-hw1-07, [Manifest Shipments of Hazardous Waste](http://www.pca.state.mn.us/index.php/view-document.html?gid=8999) at: <http://www.pca.state.mn.us/publications/w-hw1-07.pdf>.

More information

Guidance and requirements in this fact sheet were compiled from Minnesota Rules, Chapter 7045. To review Minnesota Rules, visit the Office of the Revisor of Statutes at <https://www.revisor.mn.gov/pubs>.

For more information, contact your Metropolitan County hazardous waste office or your nearest MPCA regional staff. For information about reducing your generation of used oil and related wastes, contact the Minnesota Technical Assistance Program (MnTAP). The MPCA’s Small Business Environmental Assistance Program (SBEAP) can offer you free, confidential, non-enforcement compliance assistance. Report spills of hazardous waste immediately to the Minnesota Duty Officer.

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| Metro County Hazardous Waste OfficesAnoka 763-422-7093Carver 952-361-1800Dakota 952-891-7557Hennepin 612-348-3777Ramsey 651-266-1199Scott 952-496-8475Washington 651-430-6655Websites http://www.co.[county].mn.usMinnesota Technical Assistance ProgramToll free 1-800-247-0015Metro 612-624-1300Website <http://www.mntap.umn.edu>Small Business Environmental Assistance ProgramToll free 1-800-657-3938Metro 651-282-6143Website <http://www.pca.state.mn.us/sbeap/> | Minnesota Pollution Control AgencyToll free (all offices) 1-800-657-3864Brainerd 218-828-2492Detroit Lakes 218-847-1519Duluth 218-723-4660Mankato 507-389-5977Marshall 507-537-7146Rochester 507-285-7343St. Paul 651-296-6300Willmar 320-214-3786Website <http://www.pca.state.mn.us>Minnesota Duty OfficerToll free 1-800-422-0798Metro 651-649-5451 |

**Hazardous Waste Shipping Log**

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| **Site name** |       | **Site HWID** |       |
| **Site address** |       |
|  |  |  |  |  | **Waste name** | **Waste name** | **Waste name** |
| **Date waste shipped** | **Transporter name*****& HWID if applicable*** | **Destination facility name*****& HWID if applicable*** | **Manifest/Bill of Lading number** | **Date waste received at facility** |       |       |       |
| **Amount + units** | **Amount + units** | **Amount + units** |
|       |       |       |       |       |       |       |       |
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If your site is required to submit copies of hazardous waste manifests to the MPCA or your Metropolitan County, you also may want to note the dates you sent your copies. See MPCA fact sheet #w-hw1-07, [Manifest Shipments of Hazardous Waste](http://www.pca.state.mn.us/index.php/view-document.html?gid=8999) at: <http://www.pca.state.mn.us/publications/w-hw1-07.pdf> for details.