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 Offices  Anoka 763-422-7093  Carver 952-361-1800  Dakota 952-891-7557  Hennepin 612-348-3777  Ramsey 651-266-1199  Scott 952-496-8475  Washington 651-430-6655  Websites http://www.co.[county].mn.us  Minnesota Technical Assistance Program  Toll free 1-800-247-0015  Metro 612-624-1300  Website <http://www.mntap.umn.edu>  Small Business Environmental Assistance Program  Toll free 1-800-657-3938  Metro 651-282-6143  Website <http://www.pca.state.mn.us/sbeap/> | Minnesota Pollution Control Agency  Toll free (all offices) 1-800-657-3864  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 651-296-6300  Willmar 320-214-3786  Website <http://www.pca.state.mn.us>  Minnesota Duty Officer  Toll free 1-800-422-0798  Metro 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.