

It is your job to make sure it's accurate.²

- Are you trained to know what is correct?



UNIFORM HAZARDOUS WASTE MANIFEST

1. Generator ID Number	2. Page 1 of	3. Emergency Response Phone	4. Manifest Tracking Number
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5. Generator's Name and Mailing Address
 Generator's Site Address (if different than mailing address)

Generator's Phone:

6. Transporter 1 Company Name
 U.S. EPA ID Number

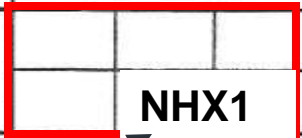
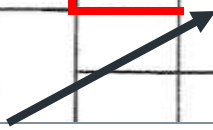
7. Transporter 2 Company Name
 U.S. EPA ID Number

8. Designated Facility Name and Site Address
 U.S. EPA ID Number

Facility's Phone:

9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers		11. Total Quantity	12. Unit Wt./Vol.	13. Waste Codes
		No.	Type			
1.						NHX1
2.						
3.						
4.						

I'm recycling this waste!!!



GENERATOR

14. Special Handling Instructions and Additional Information

Specific Gravity, exact weight of waste, etc...

15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent.
I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.

Generator's/Offeror's Printed/Typed Name	Signature	Month	Day	Year
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INT'L

16. International Shipments Import to U.S. Export from U.S. Port of entry/exit: _____
Transporter signature (for exports only): _____ Date leaving U.S.: _____

TRANSPORTER

17. Transporter Acknowledgment of Receipt of Materials

Transporter 1 Printed/Typed Name	Signature	Month	Day	Year
Transporter 2 Printed/Typed Name	Signature	Month	Day	Year

DISCREPANCY

18. Discrepancy

18a. Discrepancy Indication Space Quantity Type Residue Partial Rejection Full Rejection

Manifest Reference Number: _____

DESIGNATED FACILITY

18b. Alternate Facility (or Generator) _____ U.S. EPA ID Number _____
Facility's Phone: _____

18c. Signature of Alternate Facility (or Generator)	Month	Day	Year
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19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)

1. H141	2. H061	3.	4.
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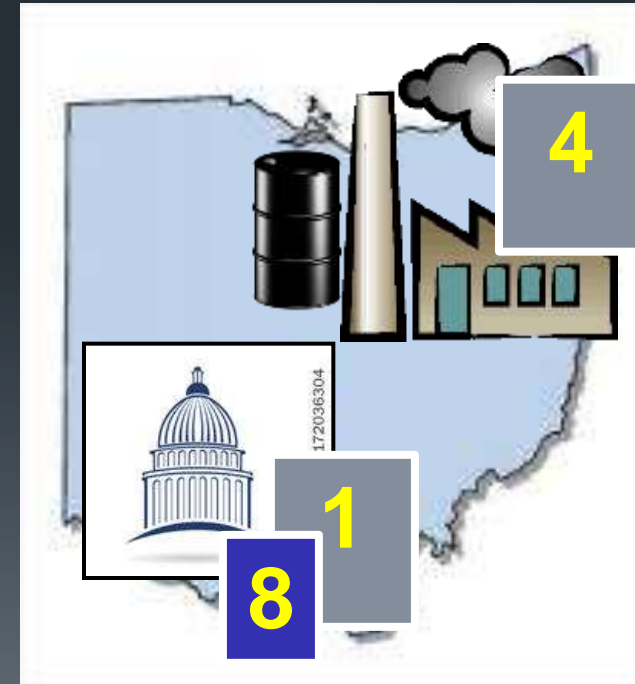
20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a

Printed/Typed Name	Signature	Month	Day	Year
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How do you know your waste is recycled?

- Are you relying on the Management Method Code on your manifest?
 - List of codes in the back of the chapter
- Get documentation from recycling facility...make sure it does not say “Certificate of Disposal” or “Incinerate”!

Where do the copies go?



What you do

- Step 1: Review for accuracy
- Step 2: Sign manifest, make 3 photocopies
- Step 3: Keep Copy “6” of manifest + one of the photocopies (“#9”) for your records
- Step 4: Send a second photocopy of the signed manifest (“#7”) to DES within 5 days
- Step 5: Send a third photocopy of the signed manifest (“*”) to the state where the TSD is located
- Step 6: When copy “3” is received from the TSDF, file it with your copy “6”.

When DES inspectors visit....

- Generators should have two copies of their manifests
 - One from when you initiated the shipment
 - One from the TSDF that shows it arrived there
- Inspectors will ask to see the manifests on file

Hazardous Waste Manifests



If after **35** days from the date of shipment you have not received a copy of the manifest from the TSDf, you are **required** to call the facility and inquire about the status of the waste.

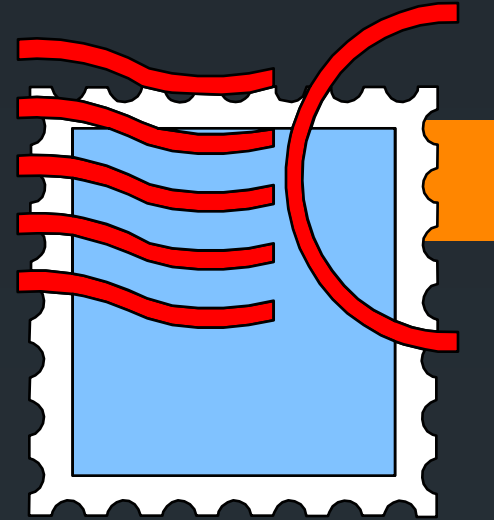
Hazardous Waste Manifests

If you do not receive a signed copy 3 after **45** days submit an exception report to the department

- (1) A legible copy of the manifest; and
- (2) A letter explaining the efforts taken to locate the hazardous waste and the results of those efforts.



Manifest copies should
be mailed (or emailed)
within **5** days of shipment to:



NH Dept of Env Svcs
WMD-RIMS
PO Box 3900
Concord, NH 03302-3900

or

hazwastereporting@des.nh.gov

Hold Manifests
for a minimum
of three (3)
years



Just let me
archive your
manifests

Not until I'm
three!

Errors on the Manifests

A cartoon illustration of a man in a green suit, white shirt, and red tie, looking thoughtful. A large thought bubble above him contains the text 'Things to remember when signing a manifest'. The background of the illustration is a yellow circle.

Things to remember when signing a manifest

**DO NOT SIGN
THE MANIFEST
until you check it.**

- Is the manifest legible?
- Is the information correct?
- Is this waste going to be recycled?
- Have you been trained to sign manifests?

Quarterly Reports

Details waste activity during each calendar quarter

1st Quarter - Jan 1 to March 31

2nd Quarter - April 1 to June 30

3rd Quarter - July 1 to Sept 30

4th Quarter - Oct 1 to Dec 31

This Report:

1. Indicates Hazardous Waste Fee due based on what wastes weren't recycled; and
2. Summarizes what you shipped

Is it correct? Review, then sign the report and return it.
Notify us of errors, correct them on the report.