

CHAPTER 7 - TRANSFER/DONATION PROCESSING - SECTION 1

NOTES: When issuing hazardous property, ensure the following (T/D of hazardous waste is not permitted):

1. If GSA issues a waiver, provide a waste profile sheet for used and/or opened hazardous material (HM) that would be considered HW if discarded by service contract (see Chapter 1).
2. Provide the chemical name of hazardous contaminants and the noun name of non-hazardous contaminants for used and/or opened HM that would not be considered HW if discarded by service contract (see Chapter 1).
3. Provide a Material Safety Data Sheet (MSDS) to all recipients of unused/unopened HM.
4. Ensure OSHA compliant label is affixed to all containers of HM. Exceptions are listed at 29 CFR 1910.1200.
5. Verify that transporter's conveyance is properly placarded according to 49 CFR 172.500.
6. When issuing MLI/CCLI and other property requiring DEMIL, ensure that required DEMIL statements are provided on the transfer orders.

A. CUSTOMER PICKUP:

1. Greet customer and verify authority to pickup property:
 - If the GSA-approved 122/123 specifies the name of an individual to perform pickup, the individual must present a current employee ID card, a letter of authorization on agency letterhead or other positive means of identification.
 - If doubt exists about authorization, contact the OFA, donee or GSA regional office.
 - The customer must provide a Letter of Authorization for release if truck/motor freight company is picking up on the customer's behalf.
2. Ensure that customer signs the DRMS Form 147 (see Supplement 4 for a sample DRMS Form 147).
3. Pull the SF 122/123 from the customer pickup file and match against the identification presented by the individual performing the pickup.
 - If the SF 122/123 is found in the requisition denial/cancellation file, advise the customer to contact the GSA region office for further help. Refile the SF 122/123.
 - If an approved SF 122/123 has not been received, contact GSA for further instructions.
4. Notify warehousing personnel of pending delivery.
5. Give SF 122/123 to the customer and provide directions to the outloading point.

NOTE: Central/Satellite DRMO personnel may handle the delivery and return of SF 122/123 if directed by the Central DRMO Chief.

6. Receive a copy of the SF 122/123 and complete steps 7 and 8.
7. Enter data and file source documents (see DRMS-I 4160.14, Volume IV, Chapter 9).

B. PROPERTY SHIPPED BY TRANSPORTATION OFFICER (TO):

1. Receive a signed copy of the shipping document from the TO, indicating the date the shipment was received.
2. File in shipping suspense file for follow-up every 7 days until property is shipped by the TO.
3. Receive completed shipping document from TO, annotated with the following:
 - Date shipped.
 - Mode of shipment (see DRMS-I 4160.14, Vol IV, Supplement 1 for a list of codes).
 - GBL/TCN number.
 - PCH&T charges.
4. Pull and destroy suspense copy of shipping document from shipping suspense file.
5. Process SF 122 as follows:
 - Make a copy, mark it "Advance Notice Copy" and mail to the OFA.
 - Go to paragraph A7 above to accomplish data input.

C. SF 122/123 WITH INVENTORY SHORTAGE OR CONDITION CODE DIFFERENCE (also see paragraph C of Section 2 of this chapter):

1. Receive SF 122/123 from PMB with quantity or condition code discrepancy.
2. Contact customer for approval of partial issue, issue of like or substitute item, or condition code change.
 - If approved:
 - Annotate SF 122/123 with date and name of person giving approval and initials of documentation person. Forward to PMB for issue or shipment.
 - For issue of like or similar items, see Chapter 4.
 - If not approved, go to next step.
3. Update applicable screening lists.
4. Prepare 3 copies of DRMS Form 58 (see Supplement 4 for a sample DRMS Form 58).
 - Original to agency/donee.
 - Copy to requisition denial/cancellation file.
 - Copy to GSA regional office.

D. NONAPPROPRIATED FUND (NAF)/SURCHARGE PROPERTY.

NAF property shall be processed for Federal Screening only; it is not eligible for donation. NAF property is eligible for reutilization or transfer provided the NAF activity waives reimbursement or negotiates reimbursement with the requisitioning activity. Reimbursement will not exceed the estimated gross proceeds that would be derived from the sale on a competitive basis.

CHAPTER 7 - SYSTEMS INPUT - SECTION 2

A. POST TRANSFER ORDER.

This process is used to create a record of shipment for all line items under one Transfer Order. All items must be accountable items. The transfer order must have had a picking slip generated and there must be no variance between the any line quantity and the amount shipped. To enter a record of a Transfer Order Shipment, complete the following steps

1. **Access DRMO User on DAISY Main menu.**
2. **Access the Generate Shipments for Transfer Orders menu.**
3. **Access the Transfer Order Information Display screen.**
4. **Access the Transfer Order Shipment screen.**

The Transfer Order Shipment (Figure 7-1) screen is accessed by pressing [F2] after reading the Transfer Order Information Display screen.

```

replace not stored      find

udrs3010.002           DAISY                               06/11/95
FUNC1                  TRANSFER ORDER SHIPMENT ENTRY      10:13

TRANSFER ORDER NUMBER      : 36X04520200014
LINE NUMBER RANGE - BEGINNING : 0001
LINE NUMBER RANGE - ENDING   : 0005
ACTION CODE                 : v
ACCOUNTING CODE             : I
DATE SHIPPED                : 022595

ENTER TRANSFER ORDER NUMBER.  PRESS <F3> FIND.
F1 -Prv Form F2 -Nxt Form F3 -Find          F5 -Fld Help F10-More Key

```

Figure 7-1. Transfer Order Shipment Screen

5. **Enter the TRANSFER ORDER NUMBER.** (14 characters)
6. **Press [F3].**
The system locates the matching Transfer Order number and associated line numbers, then displays the message "TRANSFER ORDER NUMBER FOUND."
7. **Press [Enter].**
8. **Type the Beginning Line Number.** (4 characters)
Enter the first line number for the range of line numbers.
9. **Type the Ending Line Number.** (4 characters)
Enter the last line number for the range of line numbers.

10.Type the ACTION CODE. (1 character) (See DRMS-I 4160.14, Vol. IV, Supplement 1 for Action/Accounting codes.)
Enter a code of **7** or **V**.

11.Type the ACCOUNTING CODE. (1 character)
Enter the Accounting Code which correctly identifies the type of generation and disposal.

12.Type the DATE SHIPPED. (6 characters)
Enter the date the range of line items was shipped.

13.Press [F9].
The system will search for the Transfer Order Line Numbers indicated and update each with the new information. The Transfer Order Statistical Information screen (Figure 7-2) is displayed.

```

replace not stored      update      record      1 of 1
-----
udrs3012.001           DAISY           06/11/95
func7003                TRANSFER ORDER STATISTICAL INFORMATION      15:47
-----
TOTAL TRANSFER ORDER LINE NUMBERS FOUND           5
TOTAL LINE NUMBERS UPDATED WITHIN 0001 - 9999 RANGE      0
  1.  LINE NUMBERS NOT USABLE PROPERTY              0
  2.  LINE NUMBERS HAZARDOUS PROPERTY              0
  3.  LINE NUMBERS REIMBURSABLE PROPERTY           0
  4.  LINE NUMBERS ALREADY CANCELED                0
  5.  LINE NUMBERS ALREADY SHIPPED                 0
ENTER SELECTION FOR DETAILED INFORMATION
-----
F1 -Prv Form F2 -Nxt Form F3 -Find                F5 -Fld Help F10-More Key
  
```

Figure 7-2. Transfer Order Statistical Information - Screen 1

The Transfer Order Statistical Information - screen 1 presents statistical information for all Transfer Order Line numbers within the range you entered in Steps 8 and 9. A total number of line numbers in each category is displayed.

To see the individual Transfer Order Line numbers for a specific category, type the category number. The Transfer Order Statistical Information - screen 2 (Figure 7-3) is displayed.

```

replace not stored      update      record      1 of 1
-----
udrs3012.001          DAISY          06/11/95
func7003              TRANSFER ORDER STATISTICAL INFORMATION  15:47
-----
TOT
TOT
LINE NUMBERS FOR NOT USABLE PROPERTY
-----
PRESS <F14> PREV SET; <F1>; OR PREV MENU.
SELECTION:
-----
F1 -Prv Form F2 -Nxt Form F3 -Find          F5 -Fld Help F10-More Key
  
```

Figure 7-3. Transfer Order Statistical Information - Screen 2

B. POST TRANSFER ORDER LINE ITEM SHIPMENT.

When a single line item from an accountable Transfer Order is shipped, this process creates a record of the line item shipment. To create the record, complete the following steps.

1. Access DRMO User on DAISY Main menu.
2. Access the Generate Shipments for Transfer Orders menu.
3. Access the Transfer Order Shipment Line Item Entry screen.

The Transfer Order Shipment Line Item Entry screen (Figure 7-4) is accessed by choosing Post Transfer Order Line Item Shipment from the Generate Shipments for Transfer Orders menu.

```

replace not stored      find
-----
udrs3020.002          DAISY          02/25/95
func                  TRANSFER ORDER SHIPMENT LINE ITEM ENTRY 10:14
-----
TRANSFER ORDER NO.      : 36X04520200014
TRANSFER ORDER LINE NO. : 0002
ACTION CODE / ACCOUNTING CODE : v / I
UNIT OF ISSUE          : EA          QUANTITY SHIPPED      : 1
DATE SHIPPED           : 022595
REIMBURSEMENT CODE:    PROCEEDS          : $
DTID-NO               : W15GK801170936    PROPERTY LOCATION RIC : SX1283
-----
ENTER TRANSFER ORDER NUMBER, PRESS RETURN.
F1 -Prv Form F2 -Nxt Form F3 -Find          F5 -Fld Help F10-More Key
  
```

Figure 7-4. Transfer Order Shipment Line Item Entry Screen

4. **Type the TRANSFER ORDER NUMBER.** (14 characters)
5. **Type the TRANSFER ORDER LINE NUMBER.** (4 characters)
6. **Press [F3].**
7. **Type the ACTION CODE.** (1 character)
Enter Action code **7** or **V**.
8. **Type the ACCOUNTING CODE.** (1 character)
The Accounting code you enter must match the Action code.
9. **Type the DATE SHIPPED.** (8 characters)
Enter the date the materiel was shipped.
10. **Enter the PROCEEDS of the transaction.** (1 - 9 characters)
If the Reimbursement code is 1, this entry is mandatory. Enter the total dollar amount received for the materiel indicated by the Line number.
11. **Press [F9].**
Adds the information just entered. One of two messages will be displayed on the message line to indicate the next action required.
 - If the message is "SHIPMENT NOTICE ENTRY COMPLETE," press **[ENTER]** to end this line number entry.
 - If the message is "TRANSACTION ADDED, MANIFEST ENTRY REQUIRED," press **[ENTER]** to display the Transfer Order Shipment and Manifest Entry screen (Figure 7-5).

```

replace not stored      update      record      1 of      1 ADDED
-----
udrs3075.001          DAISY          02/25/95
func7003             POST POST TRANSFER SHIPMENT AND MANIFEST ENTRY      10:14
-----
TRANSFER ORDER NO.   : 36X04520200014      TRANSFER ORDER LINE NO.: 001
ACTION/ACCOUNTING   : V / I                QTY SHIPPED             : 1
REIMBURSEMENT PROCEEDS: / $0.00            DATE SHIPPED            : 02/25/95
DTID NO.            : W15GK801170936      PROPERTY LOCATION RIC    : ST1A

MANIFEST DOCUMENT NUMBER      : NY279394657232249
US EPA TRANSPORTER ID NO.     : NYE00084
ADDL US EPA TRANSPORTER ID NOS. :
TSDf STATE PERMIT NO.        : NYG000240179
EPA HAZARDOUS WASTE NO.      : D006
DESIGNATED FAC. US EPA ID NO. : NY5000240179

DESIGNATED FACILITY NAME      : WASTE DISPOSAL INC
ADDITIONAL DATA              :
SPECIFIC LOCATION             : 129 REDMAN
GENERAL LOCATION/ZIP CODES     : HUDSON, NY 10112-4901
-----
ENTER MANIFEST DOCUMENT NUMBER.
F1 -Prv Form F2 -Nxt Form F3 -Find F4 -Nxt Rec F5 -Fld Help F10-More Key

```

Figure 7-5. Transfer Order Shipment and Manifest Entry Screen

The Transfer Order Shipment and Manifest Entry screen must be completed for each Transfer Order Line number having to do with a hazardous waste item.

12.Type the MANIFEST DOCUMENT NUMBER. (17 characters)

13.Type the US EPA TRANSPORTER ID NUMBER. (12 characters)

Enter the identification number of the transporter of the hazardous property recorded on the manifest.

14.Type the ADDITIONAL EPA TRANSPORTER ID NUMBERS. (12 characters)

If additional transporters are identified on the manifest, list the identification numbers. If no further additional transporters are indicated, press **[Enter]** twice to move the cursor past these fields.

15.Type the TSDf STATE PERMIT NUMBER. (12 characters)

Enter the identification number issued by the state which indicates the facility handling the waste has been properly licensed.

16.Type the EPA HAZARDOUS WASTE CODE. (4 characters)

This code identifies the type of waste by applying EPA criteria.

17.Type the DESIGNATED FACILITY US EPA ID NUMBER. (12 characters)

Enter the identification number of the facility permitted to handle the hazardous waste indicated on manifest.

The system checks to see if the Designated Facility US EPA ID Number already exists. If information is found, it is displayed in the lower portion of the screen. If no record is found, you must provide the information. You may also correct any information displayed in these fields by pressing **Y** then **[Enter]** as many times as required until the cursor is at the beginning of the affected field. Type the correct information in the field.

The Transfer Order number is added to the system, or located by the system, and the Generate Shipment for Post Post Transfer Order menu (Figure 7-9) is displayed.

```

replace not stored      update      record      1 of      1
-----
udrs3050.002          DAISY          07/11/95
func1                INITIATE TRANSFER ORDER NUMBER      14:28
-----
                Select one of the following items

                ADD TRANSFER ORDER LINE FOR

                1.  USABLE
                2.  SCRAP

                ENTER SELECTION:
-----
ENTER TRANSFER ORDER NUMBER.  PRESS <F9> ADD/UPD.
F1 -Prv Form F2 -Nxt Form F3 -Find          F5 -Fld Help F10-More Key
    
```

Figure 7-7. Generate Shipment for Post Post Transfer Order Menu

6. Type 1 to select the addition of a usable item.

Entering 1 causes the Post Post Transfer Order Shipment Entry screen (Figure 7-10) to display.

```

replace not stored      find
-----
udrs3055.XXX          DAISY          07/09/95
func1                POST POST TRANSFER ORDER SHIPMENT ENTRY      10:14
-----
TRANSFER ORDER NO.          : 49X00001840001
TRANSFER ORDER LINE NO.     : 0001
DTID NUMBER                 : N3535593470062
ACTION CODE / ACCOUNTING CODE : V / I
QUANTITY SHIPPED            : 1
DATE SHIPPED                : 07/09/95
REIMBURSEMENT CODE:        PROCEEDS          :
-----
ENTER TRANSFER ORDER NUMBER.
F1 -Prv Form F2 -Nxt Form F3 -Find          F5 -Fld Help F10-More Key
    
```

Figure 7-8. Post Post Transfer Order Shipment Entry Screen

7. Type the TRANSFER ORDER LINE NUMBER. (4 characters)

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Enter the Transfer Order Line Number for the item as indicated on the SF122 or SF123.

8. Type the DTID NUMBER. (14 - 15 characters)

Enter the DTID number consisting of a Generator DODAAC, DTID creation date, serial number and/or Generator DTID Number Suffix.

9. Type the ACTION CODE. (1 character)

Enter the code for the action to be taken to post the transaction to the master record.

10. Type the ACCOUNTING CODE. (1 character)

Enter the correct Accounting Code which corresponds to the Action Code.

11. Type the QUANTITY SHIPPED. (1 - 5 characters)

Enter the amount of the item that was shipped.

12. Type the DATE SHIPPED. (6 characters)

Enter the calendar date for the line number shipment.

13. Type the amount of PROCEEDS. (1 - 9 characters)

Enter the amount received for the item. If the Reimbursement Code is 1, an amount must be entered.

14. Press [F9].

Adds the information just entered.

If the message "POST POST SHIPMENT NOTICE ENTRY COMPLETE" appears, press **[Enter]** to end this line number entry and continue your work.

If the message "POST POST SHIPMENT NOTICE ENTRY COMPLETE, MANIFEST ENTRY REQUIRED" appears, press **[Enter]** to display the Transfer Order Shipment and Manifest Entry screen (Figure 7-11).

```
replace not stored      update      record      1 of      1 ADDED
-----
udrs3075.001           DAISY           07/09/95
func7003              POST POST TRANSFER SHIPMENT AND MANIFEST ENTRY      15:40
-----
TRANSFER ORDER NO.    : 49X00001840001    TRANSFER ORDER LINE NO.: 0001
ACTION/ACCOUNTING    : V / I            QTY SHIPPED           : 1
REIMBURSEMENT PROCEEDS: / $0.00          DATE SHIPPED          : 07/09/95
DTID NO.             : W15GK801170936    PROPERTY LOCATION RIC  : ST1A

MANIFEST DOCUMENT NUMBER      : VA062194863110652
US EPA TRANSPORTER ID NO.     : VAT793641872
ADDL US EPA TRANSPORTER ID NOS. :
TSDF STATE PERMIT NO.        : VAS891653429
EPA HAZARDOUS WASTE NO.      : F003
DESIGNATED FAC. US EPA ID NO. : UTD437841626

DESIGNATED FACILITY NAME      : WASTE DISPOSAL INC
ADDITIONAL DATA              :
SPECIFIC LOCATION             : 129 REDMAN
GENERAL LOCATION/ZIP CODES    : HUDSON, NY 10112-4901

ENTER MANIFEST DOCUMENT NUMBER.
F1 -Prv Form F2 -Nxt Form F3 -Find F4 -Nxt Rec F5 -Fld Help F10-More Key
```

Figure 7-9. Transfer Order Shipment and Manifest Entry Screen

The Transfer Order Shipment and Manifest Entry screen must be completed for each Transfer Order Line number having to do with a hazardous waste item.

15.Type the MANIFEST DOCUMENT NUMBER. (17 characters)

16.Type the US EPA TRANSPORTER ID NUMBER. (12 characters)

Enter the identification number of the transporter of the hazardous property recorded on the manifest.

17.Type the ADDITIONAL EPA TRANSPORTER ID NUMBERS. (12 characters)

If additional transporters are identified on the manifest, list the identification numbers. If no further additional transporters are indicated, press **[Enter]**.

18.Type the TSDF STATE PERMIT NUMBER. (12 characters)

Enter the identification number issued by the state which indicates the facility handling the waste has been properly licensed.

19.Type the EPA HAZARDOUS WASTE CODE. (4 characters)

This code identifies the type of waste by applying EPA criteria.

20.Type the DESIGNATED FACILITY US EPA ID NUMBER. (12 characters)

Enter the identification number of the facility permitted to handle the hazardous waste indicated on manifest.

When the Designated Facility US EPA ID number is entered, the following fields will be filled with data. If any of the fields contain no information, you must enter the information. If information in the displayed fields is incomplete or incorrect, change the information displayed by entering a **Y** then pressing **[Enter]** to move to the affected field. Type the correct information in the field.

DESIGNATED FACILITY NAME (1 - 35 characters)

ADDITIONAL DATA (1 - 35 characters)

Facility address information.

SPECIFIC LOCATION (1 - 35 characters)

Facility address information.

GENERAL LOCATION/ZIP CODES (1 - 26 characters for General Location, and 5 - 9 characters for ZIP Code).

City, state and ZIP Code information.

21.Press [F9].

Pressing **[F9]** causes the system to add the information just entered.

D. INITIATE POST POST TRANSFER ORDER NUMBER - SCRAP.

To create and post a record of a scrap item shipment, complete the following steps.

1. Access DRMO User on DAISY Main menu.

2. Access the Generate Shipments for Transfer Orders menu.

3. Access the Initiate Transfer Order Number screen.

The Initiate Transfer Order Number screen (Figure 7-12) is accessed by choosing Initiate Post Post Transfer Order Number from the Generate Shipments for Transfer Orders menu.

```
replace not stored      update      record      1 of      1

udrs3045.001           DAISY           05/25/95
FUNCL                  INITIATE TRANSFER ORDER NUMBER      10:15

TRANSFER ORDER NUMBER      : 20050001140102

ENTER TRANSFER ORDER NUMBER.  PRESS <F9> ADD/UPD.
F1 -Prv Form F2 -Nxt Form F3 -Find      F5 -Fld Help F10-More Key
```

Figure 7-10. Initiate Transfer Order Number Screen

4. Type in the TRANSFER ORDER NUMBER. (14 characters)5. Press [F9].

The Transfer Order number is added to the system, or located by the system, and the Generate Shipment for Post Post Transfer Order menu (Figure 7-13) is displayed.

```
replace not stored      update      record      1 of      1

udrs3050.002           DAISY           05/25/95
func1                  INITIATE TRANSFER ORDER NUMBER      14:28

Select one of the following items

ADD TRANSFER ORDER LINE FOR

1.  USABLE
2.  SCRAP

ENTER SELECTION:

ENTER TRANSFER ORDER NUMBER.  PRESS <F9> ADD/UPD.
F1 -Prv Form F2 -Nxt Form F3 -Find      F5 -Fld Help F10-More Key
```

Figure 7-11. Generate Shipment for Post Post Transfer Order Menu

6. Type 2 to select the addition of a scrap item.

Entering 2 causes the Scrap Post Post Transfer Order Shipment Notice Entry screen (Figure 7-14) to display.

```

replace not stored      find
-----
udrs3070.XXX          DAISY          05/25/95
func1                POST POST TRANSFER ORDER SHIPMENT ENTRY    10:14
-----
TRANSFER ORDER NO.      : 20050001140102
TRANSFER ORDER LINE NO. : 0002
SCL/SCT NO. LD45S1B    PROPERTY LOCATION RIC : SYUB
ACTION CODE / ACCOUNTING CODE : 7/
SCRAP WEIGHT SHIPPED    : 420
DATE SHIPPED           : 05/25/95
REIMBURSEMENT CODE:    PROCEEDS      :
-----
ENTER TRANSFER ORDER NUMBER.
F1 -Prv Form F2 -Nxt Form F3 -Find          F5 -Fld Help F10-More Key

```

Figure 7-12. Scrap Post Post Transfer Order Shipment Notice Entry Screen

7. Type the TRANSFER ORDER LINE NUMBER. (4 characters)

Enter the Transfer Order Line Number for the item as indicated on the SF122 or SF123.

8. Type the SCL/SCT NUMBER. (7 characters)

Enter the SCL/SCT number consisting of a prefix, SCL code, Site code and DEMIL code all used to identify a scrap item.

9. Type the PROPERTY LOCATION RIC. (4 characters)

Enter a combination of the DRMO RIC and RIC suffix to specifically identify the storage location.

10. Type the appropriate ACTION CODE. (1 character)

Enter an Action Code of **7**, **S** or **V**.

11. Type the SCRAP WEIGHT SHIPPED. (1 - 7 characters)

Enter the weight of the scrap property.

12. Type the DATE SHIPPED. (6 characters)

Enter the date the scrap materiel was shipped.

13. Type the PROCEEDS. (1 - 9 characters)

The amount received for the scrap materiel must be entered if the Reimbursement Code is 1.

14. Press [F9].

Adds the information just entered.

If the message "POST POST SHIPMENT NOTICE ENTRY COMPLETE" is displayed, press **[Enter]** to continue your work.

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If the message "POST POST SHIPMENT NOTICE ENTRY COMPLETE, MANIFEST ENTRY REQUIRED" is displayed, press **[Enter]** to display the Transfer Order Shipment and Manifest Entry screen (Figure 7-15).

```
replace not stored      update      record      1 of      1 ADDED

udrs3075.001           DAISY           05/25/95
func7003              SCRAP POST POST TRANSFER SHIPMENT AND MANIFEST ENTRY      15:40

TRANSFER ORDER NO.    : 20050001140102      TRANSFER ORDER LINE NO.: 0002
ACTION/ACCOUNTING     : 7 /                      QTY SHIPPED             : 420
REIMBURSEMENT PROCEEDS: / $0.00      DATE SHIPPED            : 05/25/95
DTID NO.              : LD45S1B                PROPERTY LOCATION RIC    : SYUB

MANIFEST DOCUMENT NUMBER      : CA502627980565572
US EPA TRANSPORTER ID NO.    : CAT000179792
ADDL US EPA TRANSPORTER ID NOS. :
TSDf STATE PERMIT NO.       : CAS081629386
EPA HAZARDOUS WASTE NO.     : D007
DESIGNATED FAC. US EPA ID NO. : CAD004569832

DESIGNATED FACILITY NAME     : WASTE DISPOSAL INC
ADDITIONAL DATA             :
SPECIFIC LOCATION           : 129 REDMAN
GENERAL LOCATION/ZIP CODES   : STOCKTON, CA 97920

ENTER MANIFEST DOCUMENT NUMBER.
F1 -Prv Form F2 -Nxt Form F3 -Find F4 -Nxt Rec F5 -Fld Help F10-More Key
```

Figure 7-13. Transfer Order Shipment and Manifest Entry Screen

The Transfer Order Shipment and Manifest Entry screen must be completed for each Transfer Order Line number having to do with a hazardous waste item.

15.Type the MANIFEST DOCUMENT NUMBER. (17 characters)

16.Type the US EPA TRANSPORTER ID NUMBER. (12 characters)

Enter the identification number of the transporter of the hazardous property recorded on the manifest.

17.Type the ADDITIONAL EPA TRANSPORTER ID NUMBERS. (12 characters)

If additional transporters are identified on the manifest, list the identification numbers. If no further additional transporters are indicated, press **[Enter]**.

18.Type the TSDf STATE PERMIT NUMBER. (12 characters)

Enter the identification number issued by the state which indicates the facility handling the waste has been properly licensed.

19.Type the EPA HAZARDOUS WASTE CODE. (4 characters)

This code identifies the type of waste by applying EPA criteria.

20.Type the DESIGNATED FACILITY US EPA ID NUMBER. (12 characters)

Enter the identification number of the facility permitted to handle the hazardous waste indicated on manifest.

When the Designated Facility US EPA ID number is entered, the following fields will be filled with data. If any of the fields contain no information, you must enter the information. If information in the displayed fields is incomplete or incorrect, change the

information displayed by entering a **Y** then pressing **[Enter]** to move to the affected field. Type the correct information in the field.

DESIGNATED FACILITY NAME (1 - 35 characters)

ADDITIONAL DATA (1 - 35 characters)
Facility address information.

SPECIFIC LOCATION (1 - 35 characters)
Facility address information.

GENERAL LOCATION/ZIP CODES (1 - 26 characters for General Location, and 5 - 9 characters for ZIP Code)
City, state and ZIP Code information.

21. Press [F9].

Adds the information just entered.

E. RECORD MANIFEST RETURN DATE.

Manifests for a shipment of hazardous waste are signed and returned to the issuing DRMO. Enter the date of receipt into the system by completing the following steps.

1. Access DRMO User on DAISY Main menu.
2. Access the Generate Shipments for Transfer Orders menu.
3. Access the Manifests Return Date Entry screen.

The Manifest Return Date Entry screen (Figure 7-16) is accessed by choosing Record Manifest Return Date from the Generate Shipments for Transfer Orders menu.

```

replace not stored      update      record      1 of      1 ADDED
-----
udrs3092.002           DAISY           06/06/95
func1                   RECORD MANIFEST RETURN DATE      15:40
-----
MANIFEST DOCUMENT NUMBER      : CA057172435010027
MANIFEST RETURN DATE          : 06/06/95

TRANSFER ORDER NO.   : 20050001140102   TRANSFER ORDER LINE NO : 0002
REQUISITION NO.     :                   REQUISITION NO. SUFFIX :

US EPA TRANSPORTER ID NO.      : CAT000179792
ADDL US EPA TRANSPORTER ID NOS. :
TSDF STATE PERMIT NO.         : CAS081629386
EPA HAZARDOUS WASTE NO.       : D007
DESIGNATED FAC. US EPA ID NO.  : CAD004569832

DESIGNATED FACILITY NAME      : WASTE DISPOSAL INC
ADDITIONAL DATA              :
SPECIFIC LOCATION             : 129 REDMAN
GENERAL LOCATION/ZIP CODES    : STOCKTON, CA 97920
-----
ENTER MANIFEST DOCUMENT NUMBER.
F1 -Prv Form F2 -Nxt Form F3 -Find F4 -Nxt Rec F5 -Fld Help F10-More Key
  
```

Figure 7-14. Manifest Return Date Entry Screen

4. Type the MANIFEST DOCUMENT NUMBER. (17 characters)

Enter the hazardous waste document identification number.

5. Press [F3].

The system locates and displays the additional information for the Manifest Document Number you have entered.

6. Type the MANIFEST RETURN DATE. (8 characters)

Enter the date the notice of receipt was received.

7. Press [F9].

Adds the date to the manifest information already in the system.