

MANIFEST INSTRUCTIONS

Chapter VI, page 6 & 8

The following example indicates how hazardous waste manifests are to be filled out:

Keep-Em-Rolling Trucking has sent a driver and truck to pick up the items identified on the delivery order, DD Form 1155. His EPA identification (ID) number is OK8321431000. The TSDf designated for receipt of the waste is the prime contractor, Smith Disposal. His EPA ID number is OK3501000001. Your host installation's EPA number is AR7165070121 and your telephone number is (501)333-6363. The truck driver introduces himself and hands you the manifest for your signature.

Complete the following steps before you sign the manifest:

1. Check the DRMS web page Qualified TSDf and Transporter List to make certain that the EPA ID numbers of the transporter and disposal firm are correct, as well as names and addresses for each when required.
2. Check that your DRMO's name, address and telephone number are correct.
3. Check that you have properly assigned a manifest document number to the manifest.
4. Prior to the transporter's arrival, determine the proper shipping name, hazard class, identification number, and packaging group number which must appear on the manifest. The following items are listed on the delivery order:
 - a. Acetone: Five 55-gallon drums.
 - b. Paint, Lacquer: Two 5-gallon cans.
 - c. 1,1,1-Trichloroethane: Ten 55-gallon drums.
 - d. Potassium Cyanide Solution: One 20-gallon drum.
5. The basic descriptions that must be entered on the manifest are as follows:
 - a. Acetone - the proper shipping name for this item is found in column 2 of the HMT, the hazard class in column 3, the identification number in column 4, and the packaging group number in column 5. Therefore, the proper information is **"Acetone, UN1090, II"**. However, since this is being transported as a waste, the word "waste" must appear as part of the proper shipping name. Therefore, the manifest entry must be:

"Waste Acetone, 3, UN1090, II"

b. Paint, lacquer - this item requires additional information than that provided. Several entries appear on the Hazardous Material Table for paint. These are differentiated by their hazard classes and packaging group. We know that this paint is lacquer, and for the purpose of this example, the "paint" is known to have a flash point of 70 degrees Fahrenheit and boiling point of 150 degrees Fahrenheit; therefore, it meets the definition of a flammable liquid. The manifest entry is:

“Waste Paint, 3, UN1263, II (lacquer)”

c. 1,1,1-Trichloroethane - the manifest entry is:

“Waste 1,1,1-Trichloroethane, 6.1, UN2831, III”

d. Potassium cyanide is listed in the appendix to 172.101 as having an RQ value of 10(4.54). This means the "reportable quantity" for potassium cyanide solution is ten lbs. or 4.54 kg. Because our 20-gallons exceeds the "RQ" value in one container, it must have "RQ" entered either before or after the basic description. The proper manifest entry is:

“RQ Waste Potassium Cyanide Solution, 6.1, UN1680, I, Poison”

6. Complete your check of the manifest by making certain that the type and number of containers is in agreement with what is loaded on the transport vehicle, and that the total volume of the waste is correct for each entry. Do not sign the manifest at this point, even though you are certain that the manifest is complete with respect to its required information.

7. The certification on the manifest says that the items are properly packaged, marked, and labeled. Verify that all items are properly packaged, marked, and labeled and ensure the emergency response information is also on the manifest (see block 15 of enclosure 4), then sign the manifest.