Manifest Tracking Document #: ___________________________ Date: _________________

Pre-transportation Checklist

- Was EPA Form 8700-22 (Uniform Hazardous Waste Manifest) and (as necessary) EPA Form 8700-22A (Continuation Sheet) used for this shipment?

- Is the **Generator ID Number (Site Specific)** correct in **Section 1** of the first page of the manifest and in **Section 21** of all Continuation Sheets?

- Are the proper **Number of Pages** identified at the top in **Section 2** of the first page of the manifest and in **Section 22** of all Continuation Sheets?

- Is there a **24 hour emergency phone number** indicated in **Section 3** of the first page of the manifest?

  Use a 24-hour HAZMAT service like CHEMTREC or use Phone Duty. Contact Phone Duty and make them aware of the shipment if that number is used.

- Is the **Manifest Tracking Number** present and in **Section 4** of the first page of the manifest and in **Section 23** of all Continuation Sheets?

- Is the **Generator Name, Mailing Address and Telephone Number** is correct in **Section 5** of the first page of the manifest and in **Section 24** of all Continuation Sheets?

  This should be the address where you want the signed copies from the designated facility mailed. Signed copies must be received from the designated facility within 45 days from shipment date.

- Is the **Generator Site Address** is correct in **Section 5** of the first page of the manifest? This should be the address of the site where the work is performed.

- Is the **Transporter 1 Company Name and EPA ID Number** properly identified in **Section 6** of the first page of the manifest and **Section 25** of the Continuation Sheets?

- Is the **Transporter 2 Company and EPA ID Number** properly identified in **Section 7** of the first page of the manifest and **Section 26** of the Continuation Sheets?

- Is the **Designated Facility Name, Address, Telephone Number and EPA ID Number** properly identified in **Section 8** of the first page of the manifest?

- Does an “X” or “RQ” (as appropriate) appear in **Section 9a** of the first page of the manifest and **Section 27a** of the Continuation Sheet if the material is a DOT Hazardous Material?

- Are the **Proper D.O.T. Shipping Descriptions** are listed in **Section 9b** of the first page of the manifest and **Section 27b** of the Continuation Sheet?

  All RCRA Hazardous Waste should be preceded with the word “Waste” or have “Waste” listed in the shipping description.
Hazardous Waste Manifest Checklist

- Are the **Number and Type of Containers**, listed in **Section 10** of the first page of the manifest and **Section 28** of the Continuation Sheet? Description of container codes is found on the back side of first page of the manifest.

- Are the **Total Container Weight and Units** is listed in **Section 11 and 12** of the first page of the manifest and **Section 29 and 30** of the Continuation Sheet? Weights should be as accurate as possible. Weights for PCB Materials must be listed in Kilograms.

- Are the assigned **EPA Hazardous Waste Numbers** listed in **Section 13** of the first page of the manifest and **Section 31** of the Continuation Sheet?

  Additional waste codes can be listed in the Special Handling and Addition Information Section if there is not enough room.

- Are any additional descriptions in **Section 14** (first page of manifest) and **Section 32** (Continuation Sheets) properly identified for each waste stream and line item?

  For Example: PCB-containing or PCB-contaminated equipment may need an Out of Service Date or Identification Number. DOT Special Permit Numbers can also be listed in this section.

- Does **Section 15** of the first page of manifest contain the **printed name of the generator/offeror**, and is **signed and dated** by a properly trained EPA Employee?

  The person that signs the manifest must check with the transporter that the truck is properly placarded and offer placards (if needed) before leaving the site.

- Did the **Transporter(s) Sign and Date** the first page of the manifest in **Section 17**?

- Is a **Land Disposal Restriction Notification Form** properly filled out for each manifest as required?

  This form is required for each shipment of hazardous waste. Must make sure that the appropriate manifest number is identified on the form, proper generator name, proper number of pages identified on each page of the form and that all of the necessary information is filled in. The form must also be signed by a competent EPA Employee. The generator must retain a copy of the form with the manifest and give the transporter a copy of the form to deliver to the designated facility with the shipment.

- Retain a legible copy of the completed **Generator Initial Copy**.

- Retain a legible copy of the **Land Disposal Restriction Notification Form**.

**Post-Transportation Checklist**

- **Designated Facility to Generator Copy** received. If not received within 35 days from the shipment date, contact both the transporter and the designated facility to determine the status. If not received within 45 days, submit an exception report to the site file with a legible copy of the **Generator Initial Copy** and letter documenting efforts to obtain the **Designated Facility to Generator Copy**.

- Submit the following to the **Site File**:
  1. Completed **Generator Initial Copy** and completed **Designated Facility to Generator Copy**
  2. Completed copy of the Land Disposal Restriction Notification Form
  3. Copies of lab-pack packing slips
  4. Certificates of destruction