

Safety Note #182

The Hazardous Waste Manifest



A Hazardous Waste Manifest must accompany hazardous waste that is being shipped off site. The manifest is the shipping document that travels with the hazardous waste from the point of generation, through transportation, to the final treatment, storage, or disposal facility. Each party in the chain of shipping, including the generator, signs and keeps one of the manifest copies, creating a “cradle-to-grave” tracking of the hazardous waste. The following information is what to look for on the manifest, when the waste contractor/transporter provides a completed copy for your signature as the Generator.

NOTE – Most Hazardous Waste Transporters will complete the Hazardous Waste Manifest as part of the service. The Waste Generator (ANR) is still responsible for the preparation, accuracy, and any corrections made to the manifest.

- For some hazardous waste pickups, the waste hauler (Transporter) will claim to be the Generator. Usually it will be for the used oils, which they combined with used oils from other facilities. If the Transporter claims to be the Generator, then a Service Order form (also known as a “milk run” manifest) is presented for your signature and a copy to keep.
- A Hazardous Waste Manifest is completed at the end of the hazardous waste pickup. **Not before.**
- If the Manifest is not typed in, a firm ball point pen should be used, and pressed down hard, so all the copies are legible.
- A Generator EPA Identification Number must be provided on the Manifest. Most ANR Research and Extension Centers have a permanent number. Contact ehs@ucanr.edu if you don't have it.
- If an ANR facility does not have a permanent EPA Identification Number (CE Office or other ANR property), then contact ANR Risk & Safety Services for assistance in obtaining a temporary number. Do not have the transporter or other vendor obtain a temporary number on ANR's behalf.
- The Transporter provides the Manifest Tracking Number if the Manifest is provided by the Transporter.
- Ensure the Generator's name, address and phone number is correct. This should be the address of your ANR location.
- Ensure the Transporter(s) information is correct and their EPA Identification Number is provided.
- Ensure the Designated Facility information is provided, including the EPA Identification Number.
- To limit liability, UC audits waste facilities and only uses approved facilities for disposal. Contact Risk & Safety services to verify the disposal site is approved.
- Have an **ANR employee** witness the waste pickup to ensure the description, container amounts/types, total quantity, and weight/volume is correct.
- The Waste Codes section of the Manifest must also be completed.
- The Generator's representative **MUST** print, sign and include the date of pickup on the Manifest. Although the Transporter can legally sign for the Generator, **ANR policy is to have all Manifests signed by an ANR representative.**
- Make sure the Transporter, prints, signs and dates the Manifest.
- Once the Hazardous Waste Manifest is signed by both the Generator and Transporter, a copy must be retained for the Generator, before the hazardous waste can be transported off site.
- Once the hazardous waste has been received at the destination facility, you will receive a copy of the Hazardous Waste Manifest with the signature and date from the destination facility.
- Copies of completed Hazardous Waste Manifest must be submitted annually to Risk and Safety Services for tracking and tax purposes. (Always keep a copy of the Manifest at the facility). If you have any questions, please contact Risk and Safety Services at ehs@ucanr.edu.