



# TRANSPORTATION & TRANSFER FACILITY INSPECTION

Revision: 06/29/2016  
WASTE & MATERIALS  
MANAGEMENT PROGRAM

This Inspection Form, used for the inspection of hazardous waste transfer facilities and hazardous waste transporters, evaluates facility compliance with Wisconsin's Hazardous Waste Management Rules (chapters NR 660 - 679, Wis. Adm. Code).

## Section 1: Notification and Licensing

A. The transporter has submitted a notification form and obtained an EPA ID#.	<input type="checkbox"/>	663.11(1)
Note: A subsequent notification should be submitted when there is an ownership or name change.		<input type="checkbox"/>
B. A transportation license has been issued to each location where transport vehicles are based.	<input type="checkbox"/>	663.13(1)(b)
		<input type="checkbox"/>
C. If ownership changed, the new owner has re-applied for a transportation license by submitting a license application form.	<input type="checkbox"/>	663.13(1)(h)
		<input type="checkbox"/>

## Section 2: Manifest Requirements

A. The transporter ensures that the manifest accompanying the hazardous waste shipment is signed and dated by the generator.	<input type="checkbox"/>	663.20(1)(a)
		<input type="checkbox"/>
B. The transporter leaves a signed and dated copy of the manifest with the generator.	<input type="checkbox"/>	663.20(2)
		<input type="checkbox"/>
C. The transporter retains one copy of the manifest signed and dated by the TSDF or next transporter for a period of 3 years from the date the hazardous waste was accepted by the initial transporter.	<input type="checkbox"/>	663.20(4)
		<input type="checkbox"/>
D. The transporter delivers the entire quantity of hazardous waste from a generator or transporter to the following: 1. The designated facility listed on the manifest. 2. An alternate facility if an emergency prevents delivery to the designated facility. 3. The next designated transporter. 4. A facility outside of the U.S. as designated by the generator.	<input type="checkbox"/>	663.21(1)
		<input type="checkbox"/>
E. If the waste cannot be delivered to the designated or alternate facility because of an emergency situation, the transporter contacts the generator for further directions and revises the manifest according to the generator's instructions.	<input type="checkbox"/>	663.21(2)(a)
		<input type="checkbox"/>
F. If the transporter transports SQG waste pursuant to a reclamation agreement, ALL of the following requirements are met: 1. The name, address and EPA ID# of the generator; the quantity of waste accepted; DOT shipping information; and, the date the waste is accepted are recorded on the log or shipping paper for each shipment. 2. The transporter carries the log or shipping paper during transport of the waste to the reclamation facility. 3. The transporter retains the shipping records for a period of at least 3 years after termination or expiration of the agreement.	<input type="checkbox"/>	663.20(8)
		<input type="checkbox"/>

## Section 3: Rejected Waste

A. The transporter has transported partial or full load rejections. If NO, go to Section 4.	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>



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## Section 3: Rejected Waste

B. For a partial load rejection or regulated container residue that occurs while the transporter is at the designated facility, the transporter obtains BOTH of the following: 1. A copy of the original manifest that includes the date and signature from the designated facility; the manifest tracking number of the new manifest accompanying the shipment; and, a description of the partial rejection or container residue in the discrepancy block. 2. A new manifest to accompany the shipment to an alternate facility or the generator.		663.21(2)(b)1
C. If a full load rejection is taken back to the generator, the transporter obtains a copy of the original manifest or a new manifest.		663.21(2)(b)2
D. If the original manifest is used for a full load rejection, the original manifest includes ALL of the following: 1. The rejecting facility's signature and date of rejection. 2. A description of the rejection in the discrepancy block of the manifest. 3. The name, address, phone number, and ID# for the alternate facility or generator to whom the shipment will be delivered.		663.21(2)(b)2
E. The transporter retains a copy of the manifest documenting the rejected shipment for 3 years from the date the hazardous waste was accepted by the initial transporter.		663.22(1)

## Section 4: Transfer Facilities

A. The transporter operates a transfer facility. If NO, go to Section 5.		
B. All containers are stored for 10 days or less.		663.12
C. Hazardous waste containers comply with the DOT packaging requirements stated in 49 CFR.		663.12
D. If hazardous waste with different DOT shipping descriptions are mixed and placed into a single container, the transporter complies with applicable generator requirements stated in ch. NR 662.  Note: The applicable generator requirements consist of the manifesting requirements in subch. B of NR 662.		663.10(b)

## Section 5: Hazardous Waste Discharge During Transportation

A. A hazardous waste discharge has occurred during transportation. If NO, go to Section 6.		
B. The transporter took appropriate immediate action as required by ch. NR 708 (notify local authorities, dike the discharge area, etc.).		663.30(1)



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## Section 5: Hazardous Waste Discharge During Transportation

<p>C. The transporter complied with ALL of the following:          1. Notify the national response center at 800-424-8802.          2. Submit a written report to the DOT Office of Hazardous Materials Regulations in Washington, D.C.          3. Notify the Wisconsin Division of Emergency Management at 800-943-0003.          4. Comply with the spills notification and response requirements of s. 292.11, Stats, and ch. NR 706.</p>		663.30(3)	
<p>D. If a discharge occurred during water transport, the transporter notified the National Response Center.</p>		663.30(4)	
<p>E. The transporter cleaned up the hazardous waste discharge or took other required actions so that the discharge no longer presents a hazard to human health or the environment.</p>		663.31	

## Section 6: Exporting Waste

<p>A. The transporter transports waste out of the U.S. If NO, go to Section 7.</p>			
<p>B. The transporter complies with ALL of the following requirements:          1. Signs and dates the manifest in the international shipments block of the manifest to indicate the date the shipment left the U.S.          2. Retains a manifest copy for 3 years from the date the hazardous waste was accepted by the initial transporter.          3. Returns a signed manifest copy to the generator.          4. Gives one manifest copy to the U.S. customs official at the point of departure from the U.S.</p>		663.20(7)	
<p>C. The transporter ensures a copy of the EPA acknowledgement of consent accompanies the exported shipment.</p>		663.20(3)	
<p>D. If the transporter transports waste into Wisconsin from another country, the transporter complies with the ch. NR 662 generator standards.</p> <p>Note: Complete the generator inspection form.</p>		663.10(3)(a)	

## Section 7: Bulk Transport by Water or Rail

<p>A. The transporter conducts bulk transport by water or rail. If NO, go to Section 8.</p>			
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## Section 7: Bulk Transport by Water or Rail

<p>B. If bulk shipments are transported by water to the designated facility, ALL of the following are met:</p> <ol style="list-style-type: none"> <li>1. A shipping paper containing all of the manifest information, excluding the EPA ID #'s, generator certification and signatures, accompanies the hazardous waste.</li> <li>2. If the waste is exported, an EPA acknowledgement of consent accompanies the hazardous waste.</li> <li>3. The delivering transporter obtains the date of delivery and signature of the designated facility on the manifest or shipping paper.</li> <li>4. The person delivering the hazardous waste to the initial water transporter obtains the date of delivery and signature of the water transporter on the manifest and forwards it to the destination facility.</li> <li>5. The water transporter retains a copy of the shipping paper or manifest for 3 years from the date the waste was received by the initial transporter.</li> </ol>	<input type="text" value="663.20(5)"/> <input type="text"/>
<p>C. If shipments are transported by rail, the initial rail transporter does ALL of the following when accepting hazardous waste from a non-rail transporter:</p> <ol style="list-style-type: none"> <li>1. Sign and date the manifest.</li> <li>2. Return a signed copy of the manifest to the non-rail transporter.</li> <li>3. Forward at least 3 copies of the manifest to the next non-rail transporter; the designated facility if the shipment is delivered by rail; or, the last rail transporter handling the waste in the U.S.</li> <li>4. A copy of the manifest and rail shipping paper is retained for 3 years from the date the waste is accepted by the initial transporter.</li> </ol>	<input type="text" value="663.20(6)(a)"/> <input type="text"/>
<p>D. The rail transporter ensures a shipping paper containing all of the manifest information, excluding the EPA ID #'s, generator certification and signatures, accompanies the hazardous waste.</p>	<input type="text" value="663.20(6)(b)"/> <input type="text"/>
<p>E. If the waste is exported by rail, an EPA acknowledgement of consent accompanies the hazardous waste.</p>	<input type="text" value="663.20(6)(b)"/> <input type="text"/>
<p>F. The final rail transporter delivering hazardous waste to the designated facility complies with BOTH of the following:</p> <ol style="list-style-type: none"> <li>1. The date of delivery and signature of the designated facility are obtained on the manifest or the shipping paper, if the manifest has not yet been received by the facility.</li> <li>2. A copy of the signed manifest or signed shipping paper is retained for 3 years from the date the waste was accepted by the initial transporter.</li> </ol>	<input type="text" value="663.20(6)(c)"/> <input type="text"/>
<p>G. The rail transporter complies with BOTH of the following when delivering hazardous waste to a non-rail transporter:</p> <ol style="list-style-type: none"> <li>1. Obtains the date of delivery and signature of the non-rail transporter on the manifest.</li> <li>2. A copy of the signed manifest or signed shipping paper is retained for 3 years from the date the waste was accepted by the initial transporter.</li> </ol>	<input type="text" value="663.20(6)(d)"/> <input type="text"/>
<p>H. The non-rail transporter does BOTH of the following when accepting hazardous waste from a rail transporter:</p> <ol style="list-style-type: none"> <li>1. Sign and date the manifest.</li> <li>2. Provide a copy of the manifest to the rail transporter.</li> </ol>	<input type="text" value="663.20(6)(e)"/> <input type="text"/>

## Section 8: Status Evaluation

<p>A. Describe other activities conducted by the transporter and complete appropriate inspection reports.</p>	<input type="text"/> <input type="text"/>
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