

Hazardous Waste Manifests

A Guide for Hazardous Waste Generators

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What is the Hazardous Waste Manifest System?

The manifest system is an important component of the “cradle to grave” regulation of hazardous wastes in the United States. The manifest form provides a complete paper trail of your waste’s progress from generator through treatment, storage and disposal. When completed, it contains information on the type and quantity of the waste being transported; instructions for handling the waste; and signature lines for the generator, transporters and receiving facilities. Once the waste reaches its destination, the receiving facility returns a signed copy of the manifest to you, the generator, confirming the waste has been safely received. The manifest system is designed to ensure that waste is handled safely and appropriately at all stages of transportation, treatment, storage and disposal and to minimize risks to human health and the environment.

Manifest Guide

A seven-step process to help generators navigate the hazardous waste manifest system

This document outlines the following steps for understanding and completing hazardous waste manifests:

1. Review manifest rules in **ch. NR 662, Wis. Adm. Code**.
2. Determine if you need to manifest.
3. If so, obtain a manifest form from an approved printer.

4. Complete the manifest form according to the instructions in the appendix to 40 CFR Part 262.
5. Sign and date the manifest when the transporter picks up your waste. Retain a copy of the manifest with your signature and the transporter’s signature (called the initial manifest copy).
6. Obtain a copy of the final, signed manifest from the hazardous waste management facility that receives your waste. *Note: If the facility is located outside of Wisconsin, you must send a copy of the final, signed manifest to the Department of Natural Resources within 30 days of receiving the copy from the facility.*
7. Keep final copies of all manifests for at least three years.

More details on these steps are below, along with additional resources, links and contacts for further assistance. You can also consult **ch. NR 662** for detailed information about manifest requirements for hazardous waste generators.

This publication is not intended as a substitute for state statutes and rules. Rather, it is a brief summary to help you navigate the hazardous waste manifest system.

Is my waste hazardous?

For more information on whether your waste is considered hazardous, consult publication “Is Your Waste Hazardous?” (PUB-WA-1152-07) or contact your regional Waste and Materials Management Program staff.

Step 1: Review manifest rules

In September 2006, new U.S. Environmental Protection Agency regulations required the use of uniform manifest forms nationwide. The new forms are designed to streamline the waste handling process and reduce regulatory paperwork.

Changes to Wisconsin's hazardous waste manifest rules

In 2006, the DNR revised the NR 600 series of hazardous waste rules and incorporated the federal manifest rules. Changes include the following:

- There are no longer any Wisconsin-specific hazardous waste codes.
- Generators are no longer required to send manifest copies to the DNR if they send their waste to a hazardous waste management facility within Wisconsin.
- Generators must send a final, signed manifest copy to the DNR when sending hazardous waste to a facility located out of state. Consult **s. NR 662.023** for details.
- Hazardous waste destination facilities in Wisconsin must send final, signed copies of manifests to DNR for all shipments they receive from generators or out-of-state shipments they initiate. Consult **s. NR 664.0071** for details.
- Small quantity generators are conditionally exempt from manifest requirements when their waste is reclaimed under a contractual agreement meeting certain conditions. Consult **s. NR 662.191** for more details.

Step 2: Determine if you need to manifest

Manifest required

- Unless exempted, large quantity and small quantity generators need a manifest to ship hazardous waste. See **ch. NR 662** for details.

Manifest not required

- If you ship only non-hazardous waste, you do not need a manifest.

- Very small quantity generators are not required to use a manifest, but may choose to use one. If so, they must notify DNR to obtain an EPA ID number. See **s. NR 662.220** for details.
- Small quantity generators are conditionally exempt from manifest requirements when their waste is reclaimed under a contractual agreement meeting certain conditions. Consult **s. NR 662.191** for details.
- Shipments of universal wastes such as fluorescent lamps, some batteries, pesticides and mercury-containing devices may not require a manifest. Consult **ch. NR 673** for more details.
- Certain hazardous materials destined for recycling or reuse, including discarded electronics, may be exempt from manifest requirements. Consult **ch. NR 661** for details.

Step 3: Obtain a manifest form

Buy the forms (EPA form 8700-22) from any EPA-approved manifest printer registered at <http://www.epa.gov/wastes/hazard/transportation/manifest/>.

Step 4: Complete the manifest form

As a waste generator, you are responsible for ensuring your manifest form is properly completed *before* transporting waste. When a manifest is required, hazardous waste generators; transporters; and treatment, storage or disposal facilities are all legally responsible for completing various parts of the manifest form.

Type or use a ballpoint pen and press hard to ensure all copies are legible. For detailed instructions, review the EPA item-by-item guidance for the manifest form:

<http://www.epa.gov/wastes/hazard/transportation/manifest/>.

Step 5: Sign, date and retain a copy of the manifest when the waste leaves your facility

The uniform hazardous waste manifest has multiple copies, allowing the generator, each transporter and the designated hazardous waste management facility to have copies of the same manifest. When picking up the waste, the transporter will leave one copy of the manifest with you. This Initial Copy page should contain signatures from both you and the transporter. The remaining copies accompany the waste to the receiving facility.

Retain and safely file the initial manifest copy until you receive the final, signed copy from the receiving facility.

Step 6: Obtain a copy of the final, signed manifest

The receiving facility must return a signed final page to you upon accepting your waste. If you do not receive it, contact the receiving facility to determine the waste shipment status and consult the Wisconsin Administrative Code for details on exception reporting. (Small quantity generators refer to **s. NR 662.193**; large quantity generators refer to **s. NR 662.042**.)

If you never receive a final copy from the receiving facility, the initial copy (signed by you and the transporter) becomes your official shipping record and must be maintained for at least three years.

For shipments of waste to out-of-state hazardous waste management facilities, you must send a copy of the manifest to the DNR within 30 days of receiving the final, signed copy from the designated facility. Send copies to:

Department of Natural Resources
Bureau of Waste and Materials Management
P.O. Box 8094
Madison, WI 53708

Step 7: Maintain records for appropriate length of time

Safely file manifests for a minimum of three years. When possible, keep manifests for the life of your business.

During an inspection, inspectors may request all manifests from the past three years. Make sure they are easily accessible.

Assistance Is Available

If you have questions about the manifest requirements and process, contact your regional Waste and Materials Management Program staff at <http://dnr.wi.gov/staffdir/dynamic/hazwaste.asp>

Find Hazardous Waste Transporters

Consult **ch. NR 663** at (<http://dnr.wi.gov/topic/Waste/Hazardous.html>), or contact the Wisconsin Department of Transportation (608/266-0264, <http://dot.wisconsin.gov>).

To determine if the DNR has issued a hazardous waste license to your transporter, call your DNR regional office. There are penalties for both the generator and transporter if hazardous waste is transported in Wisconsin without a DNR license. Transporters must comply with the manifest requirements of **ss. NR 663.20, 21 and 22**.

For More Information

- Consult Waste and Materials Management Program publications at [http://prodoasext.dnr.wi.gov/inter1/pk_wm_doc_public\\$.startup](http://prodoasext.dnr.wi.gov/inter1/pk_wm_doc_public$.startup)
- Consult hazardous waste administrative rules and statutes at <http://dnr.wi.gov/topic/Waste/Hazardous.html>
- Consult solid waste administrative rules and statutes at <http://dnr.wi.gov/topic/Waste/Solid.html>
- Visit the EPA Web page on the Hazardous Waste Management System at <http://www.epa.gov/wastes/hazard/transportation/>

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- Get the required instructions for completing a manifest in the appendix to 40 CFR, Part 262 at <http://www.epa.gov/wastes/hazard/transportation/manifest/>
- View Wisconsin statutes at <http://www.legis.state.wi.us/rsb/stats.html> and administrative code at <http://www.legis.state.wi.us/rsb/code.htm>
- Purchase copies from the Wisconsin Department of Administration, Document Sales and Distribution, P.O. Box 7840, Madison, WI 53707-7840, 608/266-3358.

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