Department of Environmental Protection One Winter Street Boston, MA 02108 • 617-292-5500

## Procedures for Manifesting a Hazardous Waste Shipment from the Scene of an Emergency/Spill Response

Should your company be called in to respond to an incident that results in a release of oil or hazardous materials, your on-site personnel should follow the steps below in completing the manifest for transporting the recovered wastes.

In This Box on the Manifest:		Enter the Following Information:					
1	Generator ID Number	Your company's EPA ID Number.					
3	Emergency Response Phone	Phone Number of the on-scene representative of the company involved in the spill.					
5	Generator's Name and Mailing Address	Corporate mailing address of the company involved in the spill.					
5	Generator's Site Address (if different than mailing address)	Location of the spill (e.g. street address, mile marker, etc.)					
14	Special Handling Instructions & Additional Information	"Emergency Response to Spill Event" and the MassDEP Release Tracking Number (RTN) associated with the incident.					

## **Example of These Procedures in Use**

On June 26, 2018, at around 11:00 p.m., an Acme Liquid Co. truck is traveling northbound on Route 88 through Westport, Massachusetts. Near mile marker 6, the vehicle veers off the road and releases oil.

An employee of the emergency response contractor, The Transporter Co. (with an EPA ID of MAC123456789), arrives on the scene, cleans up the spill, and completes the manifest. On the form, he enters his own company's ID as the Generator ID; the phone number of the Acme Liquid on-scene representative as the Emergency Response Phone; Acme Liquid Co. as the Generator's Name and the company's corporate mailing address as the Generator's Mailing Address, and the spill location as the Generator's Site Address. In the Special Handling box, the Transporter Co. employee enters "Emergency Response to Spill Event" and adds the RTN that MassDEP has issued for the incident (e.g. RTN4-9999999).

## See the Example Manifest on the Next Page ►

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	5. Generator's Name and Mailing Addre Acme Liquid Com			Genera	lor's Site Addres	ound. M	an mailing address) Iile Marker 6, Rte 88					
	1 Winter St, Boston MA 02108 Wesport MA 02790											
	Generator's Phone: 999-999-9999											
	6. Trensporter 1 Compeny Name The Transporter Co						U.S. EPA ID Number MAC123456789					
	7. Transporter 2 Company Name							U.S. EPA ID Number				
	8. Designated Facility Name and Site A The TSDF Co	adress					U.S. EPAID	Number C11122	2333			
	1 Winter St, Boston MA 02170											
	Facility's Phone:							<u> </u>				
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