



## 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 ►**

Please print or type.

Form Approved. OMB No. 2050-0039

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator ID Number MAC123456789	2. Page 1 of	3. Emergency Response Phone 999-999-9999	4. Manifest Tracking Number 000111222XYZ		
5. Generator's Name and Mailing Address Acme Liquid Company 1 Winter St, Boston MA 02108 Generator's Phone: 999-999-9999			Generator's Site Address (if different than mailing address) Northbound, Mile Marker 6, Rte 88 Wesport MA 02790				
6. Transporter 1 Company 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 Address The TSDF Co 1 Winter St, Boston MA 02170 Facility's Phone:			U.S. EPA ID Number MAC111222333				
GENERATOR	9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))	10. Containers No.	Type	11. Total Quantity	12. Unit Vol.	13. Waste Codes
	1.	STATE REGULATED SOLID NOS OIL DEBRIS SORBENTS NA	1	DM	100	P	MA01
	2.						
	3.						
	4.						
14. Special Handling Instructions and Additional Information Emergency Response to Spill Event; RTN4-9999999							
15. GENERATOR/SOFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste minimization statement identified in 40 CFR 262.21(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.							
Generator's/Officer's Printed/Typed Name John Doe			Signature 		Month Day Year 06/26/2018		
16. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S. Port of entry/exit: _____ Date leaving U.S.: _____ Transporter signature (for exports only): _____							
TRANSPORTER	17. Transporter Acknowledgment of Receipt of Materials						
	Transporter 1 Printed/Typed Name Jim Smith			Signature 		Month Day Year 06/26/2018	
Transporter 2 Printed/Typed Name			Signature		Month Day Year		
DESIGNATED FACILITY	18. Discrepancy						
	18a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection						
	18b. Alternate Facility (or Generator)			Manifest Reference Number:			
	Facility's Phone:			U.S. EPA ID Number			
	18c. Signature of Alternate Facility (or Generator)					Month Day Year	
19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)							
1.		2.		3.		4.	
20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in item 18a							
Printed/Typed Name Carol Jones			Signature 		Month Day Year 06/27/2018		