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Consolidated Manifesting Procedure Transporter Quarterly Report (TQR)

February 2009

To Consolidated Transporters:

Our records indicate that you notified the Department of Toxic Substances Control (DTSC) that you are operating under the consolidated manifesting procedure.

Health and Safety Code section 25160.2(d) requires consolidated transporters to submit quarterly reports to DTSC. The first quarterly report was due to be submitted on October 31, 2002, and covered the period from July 1 through September 30, 2002. Quarterly reports must be submitted every three months thereafter, as illustrated in the following partial schedule:

DUE DATE	PERIOD COVERED
January 30	October 1 through December 31
April 30	January 1 through March 31
July 30	April 1 through June 30
October 30	July 1 through September 30

Your TQR must be submitted in an electronic format. Hazardous waste transporters that use the consolidated manifesting procedure for less than 1,000 tons per calendar year may request to submit the report in paper format. Submit the request to tqr@dtsc.ca.gov, attention Janet Auwae-McCoy, with a justification, contact name, and phone number. Paper submissions will only be approved on a very limited basis.

DTSC has prepared a set of Questions and Answers about the TQR. Please review the attached documents.

If you have any questions regarding this notification, please contact Janet Auwae-McCoy at tqr@dtsc.ca.gov or (916) 255-4790.

Transportation Unit
Generator Information Services Section

Enclosure

Frequently Asked Questions Transporter Quarterly Report (TQR)

Disclaimer

Information provided in this document is for guidance purposes only. The actual statutes and regulations should be consulted before making any decisions that may impact statutory and regulatory compliance. The accuracy of the data in the attached illustrations is not warranted or guaranteed. Examples used in the attached illustrations include fictional names, addresses, places and phone numbers and any resemblance to anyone, anyplace or anything is purely coincidental.

What is a TQR?

A TQR is a transporter quarterly report showing detailed information from each receipt used in conjunction with a consolidated manifest. Transporters may refer to the receipt as a bill of lading, invoice or shipping paper. For information about what is required on the receipt, refer to Health and Safety Code section 25160.2(b)(4).

Who is required to submit TQRs?

Hazardous waste transporters using the consolidated manifesting procedure are required to submit TQRs.

When are TQRs due?

The first TQR was due on October 31, 2002, and covered the period from July 1 through September 30, 2002. TQRs must be submitted every three months thereafter within 30 days after the end of each quarter. If any of the specified due dates fall on a weekend, the TQR is due the following business day.

The table below shows the TQR's due dates for the next six quarters.

REPORT NUMBER	QUARTER	PERIOD COVERED	DUE DATE
109	1	January 1 – March 31, 2009	April 30, 2009
209	2	April 1 – June 30, 2009	July 30, 2009
309	3	July 1 – September 30, 2009	October 30, 2009
409	4	October 1 – December 31, 2009	January 30, 2010
110	1	January 1 – March 31, 2010	April 30, 2010
210	2	April 1 – June 30, 2010	July 30, 2010

What information should I include in my TQR?

A separate TQR is required for each terminal address. For each transporter's name, terminal address, registration number and Environmental Protection Agency (EPA) identification number, a TQR must include the following:

- a. Manifest number
- b. Shipment date

- c. Each generator's EPA identification number
- d. Shipping name
- e. State waste code
- f. RCRA waste code – If there is no RCRA waste code – leave blank
- g. Waste stream category code
- h. Volume or quantity of each waste
- i. Unit of measure

Except for the generator's EPA identification number, volume and waste stream category, transporters should already be familiar with the above items as this information is found on each manifest. The State waste stream categories with their respective codes are identified on page 5.

How should I send my TQR to DTSC?

Your TQR must be submitted in an electronic format. Hazardous waste transporters that use the consolidated manifesting procedure for less than 1,000 tons per calendar year may request to submit the report in paper format. Submit the request to tqr@dtsc.ca.gov, attention Janet Auwae-McCoy, with a justification, contact name, and phone number. Paper submissions will only be approved on a very limited basis.

Consolidated transporters submitting TQRs in electronic format must obtain a user name from DTSC to access the **Transporter Quarterly Report System (TQRS)**. Please e-mail tqr@dtsc.ca.gov to obtain a user name. You must have an e-mail address to obtain a user name. You must also notify DTSC if your email address changes.

Electronic submitters must submit the TQRs using File Transfer Protocol (FTP) on TQRS. This actually is quite easy and involves accessing the internet with Netscape or Internet Explorer, version 4.5 or newer, and logging into DTSC's TQRS using the user name and transferring your TQR file to TQRS following the instructions provided.

What computer software or application should I use?

DTSC's system is designed to accept plain text or ASCII files formatted as described below. These files can be created using any word processing, spreadsheet or database applications then save the file as text or ASCII file. For ease of use in electronically creating the TQR file, DTSC recommends using either a spreadsheet or database application. Information provided below explains how the TQR file must be constructed.

How should I format my TQRs?

Transporters can arrange and organize their receipt or invoice information on their computer applications anyway you want (Illustration 1 on page 9). **However, DTSC's system can only accept tab delimited plain text or ASCII files. (Illustration 3 on page 11) when information is submitted electronically.**

Any data, text, fields, spaces, or lines beyond what DTSC specified will result in an error message when you transfer.

To avoid an unsuccessful transfer, please adhere to the following data format and in the order provided below.

The TQR file is made up of two sets of information. The first set of information is called the Header. The second set of information is called TQR Manifest Data. A Header must always accompany TQR Manifest Data when transmitting TQRs.

Header

FIELD	DATA TYPE	COMMENTS
Source/Originator of FTP File	Alphanumeric	Enter OTH
Document Type	Alphanumeric	1. Enter TQR for spreadsheet and database applications 2. Enter --TQR for word processing applications
Report Number (quarter/year)	Alphanumeric	e.g. 302 3 represents the quarter, 02 represent the last two digits of year 2002.
Registration Number	Numeric	e.g. 9999
Transporter EPA Identification Number	Alphanumeric	This is your 12-character identification number you write down on the manifest. e.g. CAL123456789
Transporter Business Name	Alphanumeric	This is your doing business as (d.b.a.) name.
Terminal Address Street 1	Alphanumeric	This is your business address.
Terminal Address Street 2	Alphanumeric	
Terminal Address City	Alphanumeric	Enter city only – no state
Terminal Address Zip	Numeric	e.g. 95826 or 958263200 (without the dash)

TQR Manifest Data

FIELD	DATA TYPE	COMMENTS
Manifest number	Alphanumeric	This number is found in the upper right corner of the Uniform Hazardous Waste Manifest. The number should be eight digits for manifests used on or before September 4, 2006. After September 4, 2006 the number should be nine digits followed by three letters.
Shipment date	Numeric	yyyymmdd e.g. for July 1, 2002, the format must be 20020701.
Generator's EPA ID number	Alphanumeric	This is the 12-character EPA identification number assigned to the actual generator of the hazardous waste. This number must also be on the receipt.
Shipping name	Alphanumeric	Any limit
State waste code	Alphanumeric	The format is three numbers.
RCRA waste code	Alphanumeric	The format is one letter and three numbers. Leave blank if there is no RCRA code
State wastestream category code	Alphanumeric	See page 5 or refer to your consolidated notification form for the appropriate wastestream category codes.
Waste quantity	Alphanumeric	
Unit of measure	Alphanumeric	See page 5

State Wastestream Category

CATEGORY	CODE
Used Oil	A
Contents of oil/water separator	B
Solids contaminated with used oil	C
Brake fluid	D
Antifreeze	E
Antifreeze sludge	F
Parts cleaning solvents, including aqueous cleaning solvents	G
Hydroxide sludge contaminated with metals from wastewater treatment	H
Paint-related wastes, including paints, thinners, filters and sludges	I
Spent photographic solutions	J
Dry cleaning solvents	K
Filters, lint, and sludges contaminated with dry cleaning solvent	L
Asbestos and asbestos-containing materials	M
Inks from the printing industry	N
Chemicals and laboratory packs collected from K-12 schools	O
Absorbents contaminated with other wastes listed in this section	P
Filters from dispensing pumps for diesel and gasoline fuels	Q

Source: Health and Safety Code Section 25160.4(c).

Units of Measure

UNIT	ABBREVIATION
Gallons	G
Kilograms	K
Liters (liquids only)	L
Metric tons (1,000 kilograms)	M
Cubic meters	N
Pounds	P
Tons (2,000 pounds)	T
Cubic yards	Y

Source: This table can also be found in the California Code of Regulations, title 22, division 4.5, chapter 12, appendix, Table II.

I have been storing all my customer information in one file before the TQR requirement took effect. Do I need to create and maintain a separate file for the TQR?

There is no legal requirement to maintain TQR data separately. This is a business decision and DTSC cannot make a recommendation as to how businesses manage their data. However, TQR data must be submitted to DTSC in the specified format and in plain text file.

Can I submit my TQRs in paper form?

Hazardous waste transporters that use the consolidated manifesting procedure for less than 1,000 tons per calendar year may request to submit the report in paper format. Submit the request to tqr@dtsc.ca.gov, attention Janet Auwae-McCoy, with a justification, contact name, and phone number. Paper submissions will only be approved on a very limited basis.

Use the most applicable condition below to determine if you are eligible to submit TQRs in paper form. Consider the condition with the most number of consecutive months up to 12 months that you operated using the consolidated manifesting procedure in determining the total yearly tonnage.

- A. You operated from January 1 through December 31, 2005 using the consolidated manifesting procedure (formerly known as milkrun or modified manifesting).

The total yearly tonnage is the amount of hazardous wastes manifested from January 1 through December 31, 2005.

- B. You operated for less than 12 months in 2005 and continue to operate in 2006 using the consolidated manifesting procedure.
1. If the total number of months is equal to 12 months from the time you operated in 2005 through 2006, then the total yearly tonnage is the amount of hazardous wastes manifested for 12 months.
 2. If the total number of months is less than 12 months from the time you operated in 2005 through 2006, then use the formula below to estimate the total yearly tonnage of hazardous wastes manifested.

$$\text{Total yearly tonnage} = \frac{\text{tonnage}}{\text{number of months}} \times 12$$

Note: This formula is only to be used as a tool in estimating the total yearly tonnage.

Example: You manifested 100 tons of hazardous wastes from November 1, 2005 through August 31, 2006 using the consolidated manifesting procedure. What is the estimated total yearly tonnage?

$$\text{Total yearly tonnage} = \frac{100}{10} \times 12 = 120 \text{ tons/year}$$

- C. You did not operate in 2005 and have only been using the consolidated manifesting procedure in 2006.
Use the formula in B.2. to estimate the total yearly tonnage.

Use the table below to convert units of measure to tons:

Note: These conversion factors are based on the density of water.

To Convert to Tons	Multiply by
Gallons	0.0042
Pounds	0.0005
Cubic Yards	0.8428
Liters	0.0011
Kilograms	0.0011
Metric Tons	1.102
Cubic Meters	1.102
55 gallon barrel	0.231
42 gallon barrel	0.176

Example: Convert 1,000,000 pounds of used oil to tons.

$$1,000,000 \text{ pounds} \times 0.0005 = 500 \text{ tons}$$

For uniformity and consistency, DTSC recommends the form below. Complete both the Header and TQR Manifest Data information, preferably on your business letterhead, typed, and in the following order. You are not required to use this form. However, all the information listed below must be included in the paper form you will be using.

Header (See requirements on page 4.)

Document Type: Transporter Quarterly Report

Report Number:

Registration Number:

Transporter EPA ID #:

Transporter Business Name:

Transporter Terminal Address (Street, City, Zip):

Name and Title of Authorized Representative:

Signature of Authorized Representative:

Date prepared:

TQR Manifest Data (See requirements on page 4. See Illustration 2 on page 10 for a sample of this table.)

Manifest #	Shipment date	Generator's EPA ID #	Shipping name	State waste code	RCRA waste code	State waste stream category code	Quantity of waste	Unit of measure
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For each transporter's name, terminal address, registration number and EPA identification number, complete a separate Header with the corresponding TQR Manifest Data. Send your report to:

Department of Toxic Substances Control
ATTN: TQR
GISS
P.O. Box 806
Sacramento, California 95812-0806

Do not send TQRs before the end of a quarter. **Do not send receipts or copies of receipts to DTSC. Keep your receipts for recordkeeping. You are required to keep receipts for three years.**

How can I receive additional information about TQRs?

Visit DTSC's website at www.dtsc.ca.gov/HazardousWaste/Transporters/index.cfm. If you have any questions on the requirements of TQR, please e-mail your question to tqr@dtsc.ca.gov or call Janet Auwae-McCoy at (916) 255-4790.

ILLUSTRATION 1

The table below is a sample of a spreadsheet with receipt or invoice information. However, there is only certain information that must be included in the TQR.

TRANSPORTER TEST COMPANY																			
Consolidated Manifest Receipt Data																			
Generator Information								Hazardous Waste Information									Facility Information		
Customer Number	EPA ID #	Name	Address				Phone #	Contact Name	Receipt Number	Shipment Date	Manifest Number	Shipping Description	State Waste Code	RCRA Waste Code	Waste Stream Code	Quantity	Unit	Facility Number	Delivered Date
			Street	City	State	Zip													
CUS-1	CAD987654321	A Company	1 A Street	A City	CA	12345	916-111-1111	A JOE	A11111	07012002	123456789	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	5	G	FACILITY-1	07052002
CUS-2	CAD876543219	B Company	2 B Street	A City	CA	12345	916-211-1111	B JANE	A11112	07012002	123456789	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	5	G	FACILITY-1	07052002
CUS-3	CAD765432198	C Company	3 C Street	A City	CA	23451	916-311-1111	C JOE	A11113	07012002	123456789	WASTE CYANIDE SOLUTIONS,N.O.S.,UN 1935,PG II,R.G.	711	F007	J	5	P	FACILITY-2	07052002
CUS-4	CAD654321987	D Company	4 D Street	A City	CA	34512	916-411-1111	D JOE	A11114	07012002	123456789	WASTE CYANIDE SOLUTIONS,N.O.S.,UN 1935,PG II,R.G.	212	F007	J	5	P	FACILITY-2	07052002
CUS-5	CAD543219876	E Company	5 E Street	A City	CA	45123	415-111-1111	E JOE	A11115	07022002	234567891	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	10	G	FACILITY-1	07052002
CUS-6	CAD432198765	F Company	6 F Street	A City	CA	45123	415-211-1111	F JOE	A11116	07022002	234567891	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	121	U159	I	5	G	FACILITY-1	07052002
CUS-7	CAD321987654	G Company	7 G Street	A City	CA	45123	415-311-1111	G JOE	A11117	07022002	234567891	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	15	G	FACILITY-1	07052002
CUS-8	CAD219876543	H Company	8 H Street	A City	CA	45123	415-411-1111	H JOE	A11118	07022002	234567891	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	5	G	FACILITY-1	07052002
CUS-9	CAD198765432	I Company	9 I Street	A City	CA	54321	650-111-1111	I JANE	A11119	07032002	345678912	WASTE CYANIDE SOLUTIONS,N.O.S.,UN 1935,PG II,R.G.	711	F007	J	2	P	FACILITY-2	07052002
CUS-10	CAD098765432	J Company	10 J Street	A City	CA	54321	650-211-1111	J JANE	A11120	07032002	345678912	WASTE CYANIDE SOLUTIONS,N.O.S.,UN 1935,PG II,R.G.	711	F007	J	8	P	FACILITY-2	07052002

ILLUSTRATION 2

The table below represents a TQR prepared on a spreadsheet and viewed on a computer screen. However, when submitting TQR data electronically to DTSC, only those data not shaded in grey will be accepted (See Illustration 3). Shaded data are information beyond what DTSC is asking for. If any of the shaded data is submitted electronically, you will receive an error message when you transmit. Similarly, any unshaded data that is beyond the required size or is out of order as presented below will also result in an error message when you transmit.

Header									
Transporter Information									
Originator of FTP file	Document Type	Report Number (quarter/year)	DTSC Registration Number	EPA ID #	Name	Terminal Address			
						Street 1	Street 2	City	Zip
OTH	TQR	302	9999	CAL123456789	Transporter Test Company	1 Test street		Test City	12345

TQR Manifest Data								
Manifest Number	Shipment Date	EPA ID #	Shipping Description	State Waste Code	RCRA Waste Code	State Waste Stream Category Code	Quantity	Unit
123456789	20020701	CAD987654321	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	5	G
123456789	20020701	CAD876543219	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	5	G
123456789	20020701	CAD765432198	WASTE CYANIDE SOLUTIONS, N.O.S.,UN 1935,PG II,R.Q.	711	F007	J	5	P
123456789	20020701	CAD654321987	WASTE CYANIDE SOLUTIONS, N.O.S.,UN 1935,PG II,R.Q.	212	F007	J	5	P
234567891	20020702	CAD543219876	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	10	G
234567891	20020702	CAD432198765	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	5	G
234567891	20020702	CAD321987654	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	15	G
234567891	20020702	CAD219876543	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	5	G
345678912	20020703	CAD198765432	WASTE CYANIDE SOLUTIONS, N.O.S.,UN 1935,PG II,R.Q.	711	F007	J	2	P
345678912	20020703	CAD098765432	WASTE CYANIDE SOLUTIONS, N.O.S.,UN 1935,PG II,R.Q.	711	F007	J	8	P

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ILLUSTRATION 3

OTH	TQR	302	9999	CAL123456789	Transporter	Test Company 1	Test street	Test City	12345			
123456789	20020701	CAD987654321	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	5	G				
123456789	20020701	CAD876543219	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	5	G				
123456789	20020701	CAD765432198	WASTE CYANIDE SOLUTIONS, N.O.S.,UN 1935,PG II,R.Q.	711	F007	J	5	P				
123456789	20020701	CAD654321987	WASTE CYANIDE SOLUTIONS, N.O.S.,UN 1935,PG II,R.Q.	212	F007	J	5	P				
234567891	20020702	CAD543219876	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	10	G				
234567891	20020702	CAD432198765	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	5	G				
234567891	20020702	CAD321987654	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	15	G				
234567891	20020702	CAD219876543	WASTE ETHYL METHYL KETONE,3,UN 1193,PG II	212	U159	I	5	G				
345678912	20020703	CAD198765432	WASTE CYANIDE SOLUTIONS, N.O.S.,UN 1935,PG II,R.Q.	711	F007	J	2	P				
345678912	20020703	CAD098765432	WASTE CYANIDE SOLUTIONS, N.O.S.,UN 1935,PG II,R.Q.	711	F007	J	8	P				