

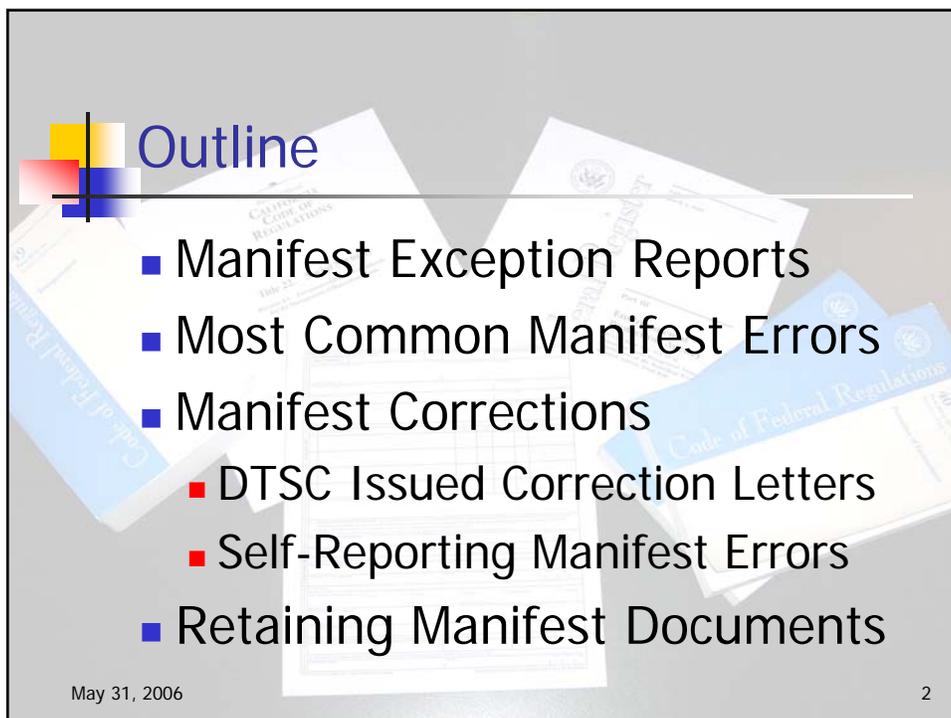


# Manifest Refresher Mini-Course

Department of Toxic Substances Control  
Hazardous Waste Management Program

May 31, 2006

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# Outline

- Manifest Exception Reports
- Most Common Manifest Errors
- Manifest Corrections
  - DTSC Issued Correction Letters
  - Self-Reporting Manifest Errors
- Retaining Manifest Documents

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### Manifest Exception Reports

- If a Generator has not received a signed copy of the manifest from the TSDF **after 35 days** from the date the waste was shipped, the Generator is required to contact the Transporter and TSDF to determine the status of the waste shipment.
  - If shipped by water, 60 days triggers search.

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### Manifest Exception Reports

- If after contacting the TSDF and Transporter, the Generator has not received a signed copy of the manifest, the Generator is required to file an Exception Report with DTSC.
- If the Generator receives a signed copy from the TSDF, then an Exception Report is not necessary.

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## Manifest Exception Reports

- The Exception Report needs to include the following:
  - a legible copy of the manifest;
  - a cover letter explaining what the Generator has done to locate the hazardous waste and the results of those efforts.

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## Manifest Exception Reports

- A Generator files an exception report after:
  - 45 days for Generators  $\geq$ 1000 kg/month
  - 60 days for Generators  $<$ 1000 kg/month
  - 90 days for Gen. that shipped by water
- Exception Reports are sent to:

Department of Toxic Substances Control  
Generator Information Services Section  
P. O. Box 806  
Sacramento, CA 95812-0806

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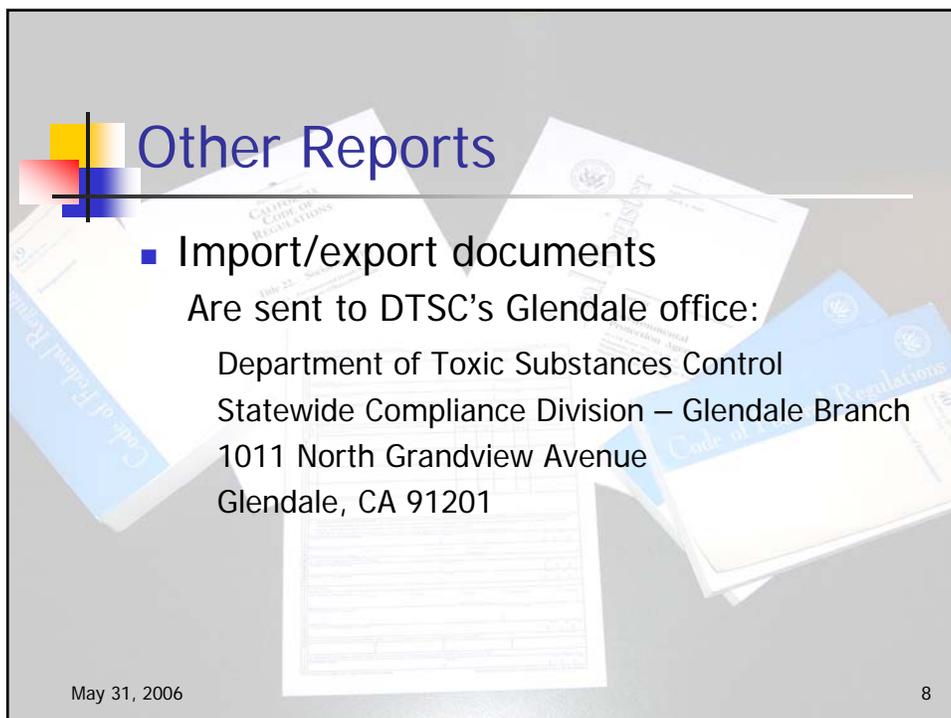


## Other Manifest Reports

- TSDFs:
  - Unmanifested waste report
  - Unresolved significant discrepancies reports

These go to DTSC's Generator Information Services Section

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## Other Reports

- Import/export documents

Are sent to DTSC's Glendale office:

Department of Toxic Substances Control  
Statewide Compliance Division – Glendale Branch  
1011 North Grandview Avenue  
Glendale, CA 91201

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### Most Common Manifest Errors

- Incomplete Information
- Inaccurate Information
- Failing to **verify** information on a pre-printed manifest at shipment

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### Most Common Manifest Errors

- Failing to **delete** pre-printed information for waste not shipped.
- Incorrect or incomplete dates; future or past dates.
- Same transporter company signing more than once.

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### Manifest Correction Letters

- DTSC may charge \$20 per manifest for corrections.
- Generators are charged the fee.
- DTSC is not charging the fee if the company files correction **before** DTSC sends a correction letter.
- Manifest errors can be expensive (>\$17,000)

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### Self-Reported Manifest Corrections

- Send DTSC a manifest correction letter to:  
Department of Toxic Substances Control  
Generator Information Services Section  
P. O. Box 806  
Sacramento, CA 95812-0806
- A single correction letter may be used to correct multiple manifests.

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## Self-Reported Manifest Corrections

- Provide the following information:
  - Manifest number;
  - Shipment date;
  - Generator EPA ID number;
  - Manifest Item number;
  - Corrected information;
  - Signature, title, mailing address, and phone number.

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## Manifest Copy Retention

- Generators, Transporters and TSDFs are required to retain manifest copies for three years.
- The three year period is automatically extended:
  - During an unresolved enforcement action
  - At the request of DTSC/U.S. EPA

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