Uniform Hazardous Waste Manifest Workshop Slides—Part B

Outline

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

- 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.
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.

A Generator files an exception report after:
- 45 days for Generators ≥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
Other Manifest Reports

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

These go to DTSC’s Generator Information Services Section

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
Most Common Manifest Errors

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

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.
**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.
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.

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