

Completing the Waste Manifest for Hazardous Waste

Standard Operating Procedure

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Regulations require hazardous waste to be tracked from point of creation to final disposal.

The Waste Manifest

The WASTE MANIFEST (manifest) is used to track the chemical waste.

All waste generators **must** complete a manifest that accurately describes the waste Hazardous Materials Management (HMM) will be collecting.

Supplies Available through HMM

Hazardous Materials Management (HMM) supplies the manifests. To order manifests, call (734) 763-4568 or complete the online [Waste and Supply Request](#) form.

NOTE: HMM can provide pre-printed manifests with the contact information.

Procedure: Completing the Waste Manifest for Hazardous Waste

To complete the HAZARDOUS/CHEMICAL WASTES section of the waste manifest:

1. On the top right of the waste manifest, in the **EPA ID#** field, write the [EPA ID Number](#) of the building in which the waste was generated.
2. In the **Chemical Description (Do Not Abbreviate or Use Formulas)** field, write the **complete** name all of the chemicals.
NOTE If the same waste is contained in different types of containers, each type of container **must** be identified on its own line.
3. In the **Container Qty** field, write the total number of containers for each waste described on the manifest.

- In the **Container Type** field, write the corresponding container abbreviation for the type of container used for each waste listed in the manifest.

ABBREVIATION	CONTAINER TYPE
DM	Metal drums, barrels, kegs
DF-F	Fiberboard drums, barrels, kegs
DF-P	Plastic drums, barrels, kegs
BOT-G	Glass bottles, jugs, tubes, containers
BOT-P	Plastic bottles, jugs, tubes, containers
CY	Cylinders
CM	Metal boxes, cartons, cases (including roll-offs)
CF	Fiber or plastic boxes, cartons, cases
BA	Burlap, cloth, paper/plastic bags
Other	Other (please specify)

- In the **Physical Form** field, check appropriate form for each container of waste (check all that apply):
 - Solid
 - Liquid
 - Gas
- In the **Weight or Volume** field, write the numerical weight or volume for each container of waste.
- In the **Units** field, write the corresponding abbreviation for the unit of measure used for each waste listed on the manifest.

ABBREVIATION	CONTAINER TYPE
G	Gallons
K	Kilograms
L	Liters
P	Pounds
T	Tons
Y	Yards

- Are there additional descriptions or safety precautions pertaining to the waste listed on the manifest?
 - If YES, write the information in the **Additional Descriptions/Safety Precautions for materials listed above** box, then go to the next step.
 - If NO, go to the next step.
- In the **GENERATOR INFORMATION & CERTIFICATION** section, write the following information:
 - Name
 - Department
 - Building
 - Room
 - Phone
- In the **GENERATOR INFORMATION & CERTIFICATION** section, sign your name and write the date of the manifest.
- Place the waste manifest with the shipment in a location where it is visible.
- Request waste collection from HMM using one of the following methods:
 - Call HMM at (734) 763-4568
 - Complete the online [Waste and Supply Request](#) form