

Special Waste Manifesting



Who needs to comply with manifesting requirements?

- Special Waste Generators
- Special Waste Shippers/Transporters
- Special Waste Receiving Facilities

Exemptions

R18-13-1303(C) Shipments of special waste between facilities owned by the same generator shall be exempt from the requirements of rules adopted pursuant to A.R.S. § 49-856.

What this means is that if the special waste generator facility and the special waste receiving facility **are under the same ownership** then the manifesting of special waste shipments between those facilities **is not required**. Please note that regardless of common ownership, all special waste generators, shippers and receiving facilities must obtain special waste ID numbers.

Note: A federal manifest, shipping paper or shipping record may be used as long as it includes all information required on the Arizona State manifest form.

Special Waste Generator Manifesting Requirements

- Obtain an Arizona Special Waste ID before special waste is shipped off-site per A.A.C. R18-13-1302.
- Prior to shipping, complete the "Generator" section of the manifest, making sure to sign and date.
- All manifest copies must be legible.
- Use a shipper/transporter that has been issued an Arizona Special Waste ID.
- Have the shipper/transporter sign and date the "Transporter" section of the manifest.
- Keep a generator and transporter signed copy of the manifest. Make an additional copy of this manifest. The one copy is kept for your records and the other is sent to ADEQ within **14 days** after the shipment of special waste.
- The shipper/transporter should keep a generator and transporter signed copy of the manifest with them to the receiving facility.
- Once the waste leaves the site, follow up! Within 35 days the generator should receive the completed "Original Copy" of the manifest from the receiving facility.

What to do if things go wrong?

- If the generator does not receive a copy of the manifest within 35 days, contact the special waste shipper/transporter and the receiving facility to determine the status of the special waste.
- If within 45 days after the shipping the waste, the generator still has not received a signed completed copy of the manifest from the facility, submit an exception report to ADEQ containing:
 - A cover letter signed by the generator explaining what was done to locate the waste and manifest, plus what was discovered.
 - A legible copy of the generator copy of the manifest with the signatures of the generator and shipper/transporter.

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Special Waste Shipper/Transporter Manifesting Requirements

- Make sure to obtain a Special Waste ID before accepting special waste for transport per A.A.C. R18-13-1303
- Before the shipper/transporter leaves with the waste, accept the waste for shipment only when it is accompanied by a special waste manifest with the "Generator" section of the manifest completed and signed by the generator.
- Verify the shipper/transporter special waste ID number is correct on the manifest.
- Sign and date the "Transporter" section of the manifest.
- Leave the generator a generator and transporter signed copy of the manifest.
- Take a generator and transporter signed copy of the manifest with the waste for shipment.
- Deliver the entire shipment of special waste and a copy of the manifest to the receiving facility designated on the manifest.
- Retain a generator, transporter, and receiving facility signed copy of the manifest for your records.

When shipping Special Waste make sure that the transporting vehicles are constructed to prevent spills and leaks and are covered to prevent blowing of material per A.A.C. R18-13-1605.

What to do if things go wrong?

If the shipper/transporter is unable to deliver the special waste to the primary or alternate receiving facility designated on the manifest, either:

- Return the special waste to the generator, or
- Contact the generator for instructions and deliver the waste accordingly.

Special Waste Receiving Facility Manifesting Requirements

- Before receiving any special waste obtain a special waste ID per A.A.C. R18-13-1304.
- Receive only special waste accompanied by a manifest signed and dated by the generator and shipper.
- In the "Facility" section of the manifest, the receiving facility operator is required to complete all of the following:
 - Enter the Special Waste ID.
 - Sign and date each copy of the manifest to certify that the type and amount of waste received matches that stated on the manifest.
 - Indicate on the manifest any significant discrepancies between the description, volume, or weight of the special waste stated on the manifest and the waste received.*
 - Keep a generator, transporter, and receiving facility signed copy of the manifest for your records
 - Send ADEQ and the Generator each a copy of the generator, transporter, and receiving facility signed copy of the manifest within **30 days** of delivery of the waste.

*A significant manifest discrepancy means a difference of more than 10% by weight for bulk shipments, any variation in a piece count for batch delivery, or any difference in the type of special waste received as compared to the type of special waste listed on the manifest per A.A.C. R18-13-1301(10).

What do I do if things go wrong?

If the receiving facility operator discovers a significant manifest discrepancy between the manifest waste and the waste received, the receiving facility operator is required to:

- Contact the generator and shipper/transporter to try to reconcile the discrepancy.
- If the discrepancy cannot be resolved within **15 days** after receiving the waste, submit the manifest to ADEQ with a letter describing the significant manifest discrepancy and all attempts to reconcile it.

Records

all generators, shippers/transporters and receiving facilities must keep all special waste records **for at least 3 years**. If notified of an enforcement action by ADEQ, records are required to be kept until a final determination has been made in the matter or in accordance with the final determination per A.A.C. R18-13-1305.

Contact Information

Send manifest copies and discrepancy reports to solidwaste@azdeq.gov or mail to the address below:

Arizona Department of Environmental Quality
Solid Waste Unit
Attention: Special Waste
1110 West Washington Street
Phoenix, AZ 85007

Special waste forms can be downloaded at azdeq.gov/specialwaste.

To request a special waste ID number download the application form from the website and submit to solidwaste@azdeq.gov or mail to ADEQ.

For questions, call 602-771-4673.