

OPERATING INSTRUCTION

Receiving Hazardous Waste
Chapter II, page 5

Environmentally Trained Employee	1	<p>Ensure the following are included on the DTID:</p> <ul style="list-style-type: none">• DoDAAC.• "HW" appears in block 4.• NSN and noun name or FSC and chemical name of hazardous components.• Weight in pounds (lbs.). If DRMO weight is different, annotate the actual weight, not the estimated weight, in Block 20 of the DTID.• Hazardous Identification Number (HIN).• Supply condition code.• Funding data (see DRMS-I 6050.1, Chapter XI).
	2	<p>Ensure that a DRMS Form 1930, HW Profile Sheet, is included with each initial waste stream or a profile number is annotated in block 27 "Remarks" section of DTID. See Chapter II, paragraph B3a(4).</p> <p>NOTE: If the DRMO takes physical custody, test results from chemical analysis must accompany the HW profile sheet, unless other documentation accompanies the profile sheet to support its completion based on user's knowledge. If the DRMO takes accountability only chemical analysis and supporting documentation is NOT required. When it is determined that the generating activities HW profile sheet is incorrect, then chemical analysis will be needed</p>
	3	<p>Ensure that the containers are non-leaking, safe to handle and able to withstand normal handling. Containers must be DoT approved or military equivalent, if received from off-site.</p>

- 4 Ensure that the hazardous waste is properly marked, labeled and packaged, if received physically from off-site. Both on and off-site HW must have a HW label.
- 5 Ensure that a hazardous waste manifest is used when receiving hazardous waste from offsite. As a minimum, the manifest must contain:
 - Proper shipping name.
 - Hazard class.
 - Packaging Group.
 - Identification number.
 - Total quantity by weight or volume, including the unit of measure.
 - Type and number of containers.
 - Shipper's certification.
 - Emergency response telephone number and Emergency response information (see Chapter VI, paragraph E5g (3)).
- 6 Distribute copies of the manifest as follows:
 - Give one copy to the transporter immediately.
 - Send one copy to the HW generator within 30 days of delivery.
 - Distribute other copies per state/local requirements.
 - Retain one copy.

- 7 If applicable, ensure that a Land Disposal Restriction Notification accompanies the hazardous waste manifest (see Chapter IV, Enclosure 1 for detailed LDR information).

NOTE: A DRMS Form 1851 or alternate form may be used.

- 8 Ensure that other special turn-in requirements (i.e., certification requirements) for hazardous wastes are accomplished according to DoD 4160.21-M, Chapters 4 and 10 and DRMS-I 6050.1, Chapters XVIII through XXXII.

9 ***Receipt in Place:***

- Sign the DTID if identification, HW labeling, certification, and funding have been met.
- Attach a copy of the DTID to the property.
- Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.

10 ***Physical Custody:***

- Sign DTID if identification, certification, funding, packaging, labeling, marking, manifesting and transportation requirements have been met.
- Attach a copy of the DTID to the property.
- Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.
- Notify responsible receiving personnel of pending delivery.

NOTE: Acceptance of physical custody of hazardous waste depends upon a conforming storage determination by the DRMOs host, the availability of proper equipment and trained personnel to accept turn-ins. RCRA Part B permitted storage facilities will accept physical custody of only those hazardous wastes that are listed in the permit (interim or final). The generator shall retain physical custody until the permit is amended to include any non-listed waste.

CHECKLIST

Receiving Hazardous Waste

(This checklist may be used as a guide to assist in receiving)

GENERATOR _____ POC _____

TELEPHONE _____ DRMO POC _____

A. WASTE

	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. Compatibility of Pallet	_____	_____	_____
2. Drums Banded Securely	_____	_____	_____
3. Non-Leaking Containers	_____	_____	_____
4. Proper Shipping Containers	_____	_____	_____
5. Proper Labeling and Marking	_____	_____	_____
6. DoT Identification Number	_____	_____	_____
7. Noun Name	_____	_____	_____
8. DTID Attached to Property	_____	_____	_____
9. Manifest Filled Out Correctly	_____	_____	_____
10. NSN/LSN	_____	_____	_____
11. Percent of Contaminants	_____	_____	_____
12. Quantity	_____	_____	_____
13. HW Label Fill Out Correctly	_____	_____	_____
14. OSHA Carcinogen	_____	_____	_____

B. DTID

	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. NSN, Qty, Unit of Issue, Document Number	_____	_____	_____
2. Nomenclature	_____	_____	_____
3. Shipped From	_____	_____	_____
4. Shipped To	_____	_____	_____
5. Phone Number of POC	_____	_____	_____
6. Number and Size of Containers	_____	_____	_____
7. Activity EPA ID Number on Manifest	_____	_____	_____
8. Hazardous Waste Profile Attached or on File	_____	_____	_____
9. Marked as Hazardous Waste	_____	_____	_____
10. Certification Statement	_____	_____	_____
11. Funding Data	_____	_____	_____

OPERATING INSTRUCTION

Receiving Hazardous Material

This instruction applies to *Unused/Unopened* hazardous materials and *Used/Opened* hazardous materials that do **NOT** meet the definition of a hazardous waste when discarded.

Environmentally Trained
Employee

1

Ensure the following are included on the DTID:

- DoDAAC.
- "HM" appears in block 4.
- NSN and noun name or FSC and chemical name of hazardous components.
- Material Safety Data Sheet (MSDS) or MSDS serial number, annotated in the "Remarks" section, as listed in the Hazardous Material Information System (HMIS).
- Supply condition code.

If *Opened/Used*:

- Chemical name of contaminants or noun name of non-hazardous contaminants.
- Amount of hazardous and non-hazardous contaminants based on user knowledge or testing.

2

Ensure that the containers are non-leaking, safe to handle and able to withstand normal handling. Containers must be DoT approved or military equivalent, if received from off-site.

3

Ensure that the hazardous material is properly marked, labeled and packaged, if received from off-site. And contains appropriate OSHA compliant chemical labels (see Chapter II, Paragraph B for specific guidance).

4 ***Receipt in Place:***

- Sign the DTID if identification, HM labeling, certification, and funding have been met.
- Attach a copy of the DTID to the property.
- Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.

5 ***Physical Custody:***

- Sign DTID if identification, certification, packaging, labeling, marking, and transportation requirements have been met.
- Attach a copy of the DTID to the property.
- Identify containers that have been approved for acceptance by marking containers with a red dot, or other means.
- Notify responsible receiving personnel of pending delivery.

NOTE: Acceptance of physical custody of hazardous material depends upon storage availability, proper equipment and trained personnel to accept turn-ins.

CHECKLIST

Receiving Hazardous Material

(This checklist may be used as a guide to assist in receiving)

GENERATOR _____ POC _____

TELEPHONE _____ DRMO POC _____

A. MATERIAL

	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. Non-Leaking Containers	_____	_____	_____
2. Percentage of Rust on Containers	_____	_____	_____
3. Proper Shipping Containers	_____	_____	_____
4. Proper Labeling and Marking	_____	_____	_____
5. DoT Identification Number	_____	_____	_____
6. Noun Name	_____	_____	_____
7. DTID Attached to Property	_____	_____	_____
8. MSDS or HMIS Reference Number	_____	_____	_____
9. OSHA Hazard Safety Labeling	_____	_____	_____
10. Drums Banded Securely	_____	_____	_____
11. OSHA Carcinogen	_____	_____	_____

B. DTID

	<u>N/A</u>	<u>YES</u>	<u>NO</u>
1. NSN, Qty, Unit of Issue, Document Number	_____	_____	_____
2. Nomenclature	_____	_____	_____
3. Shipped From	_____	_____	_____
4. Shipped To	_____	_____	_____
5. Phone Number of POC	_____	_____	_____
6. Number and Size of Containers	_____	_____	_____
7. Marked as Hazardous Material	_____	_____	_____
8. Certification Statement	_____	_____	_____
9. Funding Data	_____	_____	_____