

## Transporting Hazardous Waste

Only a Mn/DOT [approved licensed hazardous waste transporter](#) can ship hazardous waste from where the waste was generated, with one exception. Mn/DOT districts in the Minnesota Pollution Control Agency Very Small Quantity Generator (VSQG) Consolidation Program possess a permit that allows Mn/DOT personnel to transport hazardous waste in Mn/DOT vehicles from the district truck to the Mn/DOT district headquarters hazardous waste storage area. A licensed hazardous waste transporter must transport the hazardous waste from the district headquarters, or any other location, to the disposal site.

Metro District does not participate in the VSQG consolidation program. Therefore, Mn/DOT Metro District personnel are not permitted to transport hazardous waste under this program.

### **Hazardous Waste Transport Documentation**

All shipments of hazardous waste must be accompanied by a uniform hazardous waste manifest and a Land Disposal Restriction (LDR) Notification form.

Currently, Mn/DOT hazardous waste contractors prepare the manifest and the LDR form prior to shipment. However, Mn/DOT is still liable for information contained in the manifest and the LDR form so it is critical that Mn/DOT staff verify that the waste being shipped is accurately reflected in the manifest and LDR form. Any inaccuracies noted must be corrected before the waste leaves the Mn/DOT facility.

### **Hazardous Waste Manifest Process**

The EPA uniform hazardous waste manifest (example: <http://www.epa.gov/waste/hazard/transportation/manifest/pdf/newform.pdf> ) identifies the waste material being transported and also documents where it was generated, who transported it and where it ultimately was disposed of. The manifest is a six page document that enables tracking and verification of all waste handling operations. Mn/DOT and the licensed hazardous waste contractor sign the manifest as generator and transporter, respectively, when the hazardous waste is ready for transport.

Once the manifest has been signed by both parties, the transporter will leave the last page of the manifest, referred to as the Initial Page or Two Signature Copy, at the Mn/DOT facility. This copy will be accompanied by the LDR. The remaining five pages will accompany the waste. Mn/DOT personnel receiving the Initial Page must ensure that both Mn/DOT and the transporter have signed the page.

### **Initial Page Distribution Requirements: Mn/DOT Responsibilities**

Within five days of the waste leaving the facility, Mn/DOT must complete the following actions:

- Make two copies of the Initial Page. Place the original in the district file.
- Mail a copy of the Initial Page to the [appropriate Minnesota regulatory agency](#);

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- Mail the other copy of the Initial Page to the receiving state regulators if the waste is transported to a facility outside of Minnesota.

Note: currently the Mn/DOT hazardous waste contractor completes both mailings. No mailing by Mn/DOT personnel is necessary.

### **Manifest Distribution Requirements: Disposal Facility Responsibilities**

Once the transporter delivers Mn/DOT's waste to the hazardous waste disposal facility, the facility operator must sign and date the remaining five pages of the manifest. The facility operator must complete the following actions:

- Return page 5 to the transporter for their records;
- Keep page 4 for its records;
- Send page 3, referred to as the Final Page or Three Signature Copy, to Mn/DOT (the generator) within 30 days of accepting the waste.

#### ***Important:***

If Mn/DOT does not receive the Final Page within 35 days of the waste leaving the Mn/DOT facility, contact the Mn/DOT District Waste Coordinator immediately to notify the disposal facility.

If Mn/DOT does not receive the Final Page within 45 days of the waste leaving the Mn/DOT facility, Mn/DOT must file an exception report with the Minnesota Pollution Control Agency. Contact your District Waste Coordinator and OES immediately so an exception report can be filed as soon as possible.

### **Final Page Distribution Requirements: Mn/DOT Responsibilities**

Upon receipt of the Final Page from the disposal facility, Mn/DOT must:

- Send a copy of the Final Page to the appropriate Minnesota regulatory agency [link to section 4] within 40 days of the date the waste was accepted at the hazardous waste disposal facility.

Note: Presently, the hazardous waste contractor provides the envelope to mail the Final Page.

- Place the original Final Page in the district file for a minimum of three years. The initial and final manifest pages and corresponding LDR form should be filed together. All records older than three years should be sent to OES for permanent storage.

## Mn/DOT Regulated Materials Management

### Distribution of Manifest Copies

Submit copies of the Initial and Final Pages of the manifest to the appropriate regulatory agency directions as described below. The appropriate regulatory agency is determined by the waste generator size and location.

- Small (SQG) or large quantity generator (LQG) located anywhere in Minnesota.

Send manifest copies to:  
MPCA Attn: HWIMS  
520 Lafayette Road North  
St Paul, MN 55155-4194

- Very small quantity generator (VSQG) located outside the 7-county metropolitan area.

It is not necessary to send manifest copies to the MPCA. Retain the manifest pages in district files.

- VSQG located in Anoka, Carver, Dakota, Hennepin, Ramsey or Washington counties.

Send manifest copies to:  
Hazardous Waste Manifest Program, Mail Code 609  
300 South 6<sup>th</sup> Street  
Minneapolis, MN 55487

- VSQG located in Scott County.

Send manifest copies to:  
Scott County Environmental Health  
200 Fourth Avenue West  
Shakopee, MN 55379-1220