



# Hazardous Waste MANIFEST Distribution

# Hazardous Waste Manifest Distribution

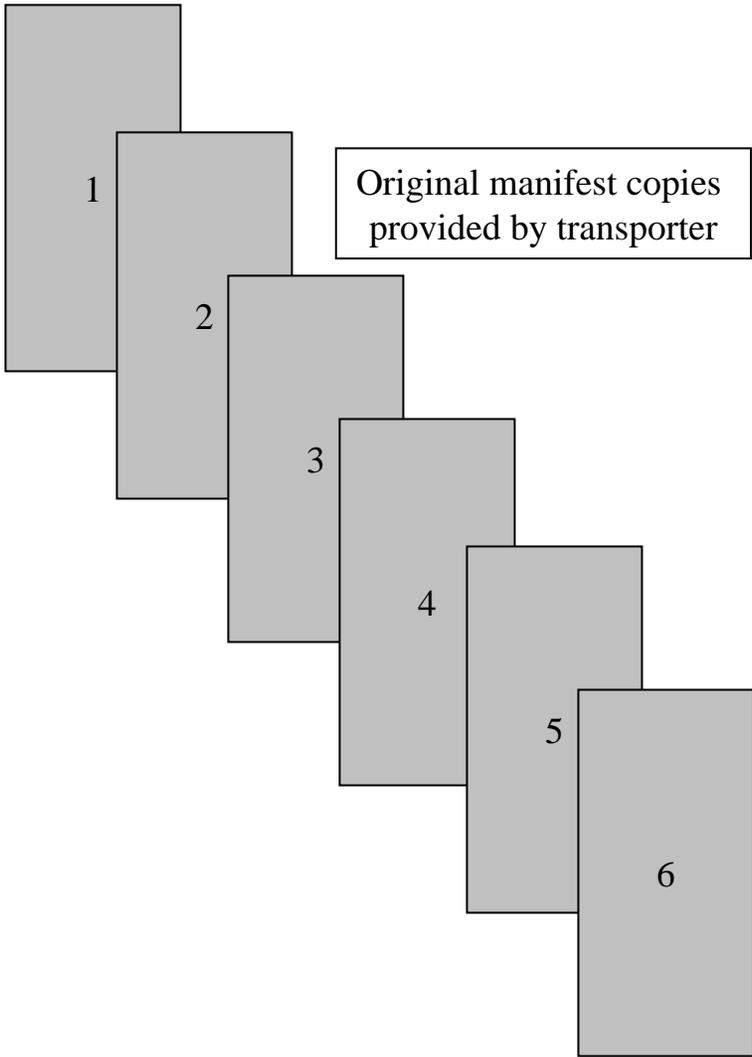
- Hazardous waste generators are required to make sure that the Hazardous Waste Manifests are properly distributed.
  - Env-Hw 510.02
- For assistance call 603-271-2942
- Toll free 1-866-HazWast (866-429-9278)

# Use of the Manifest

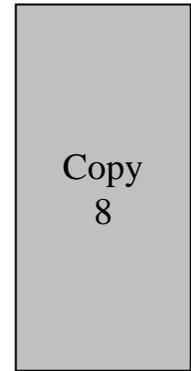
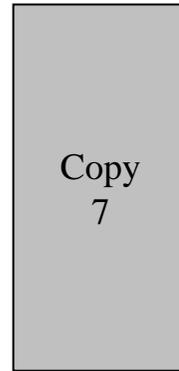
- A transporter will provide a generator with a manifest that has 6 copies.
  - We refer to these copies as “Copy 1” through “Copy 6.”
- The generator will need at least one, and maybe two extra copies to ensure that the manifest is routed to all necessary parties.
  - We refer to these as “Copy 7” and “Copy 8.”

# Use of the Manifest

- The generator must review the manifest for accuracy, and sign it ONLY if it is correct.
- The generator should then take the signed manifest and make two additional copies: **Copies 7 and 8.**
- The individual copies will be routed by the generator, transporter and receiving facility as described in the following slides.



Manifest photocopies made by the generator



# Manifest routing description on bottom of manifest copy and copy number assigned

- Copy “1” = DESIGNATED FACILITY TO DESTINATION STATE (IF REQUIRED)
- Copy “2” = DESIGNATED FACILITY TO GENERATOR STATE (IF REQUIRED)
- Copy “3” = DESIGNATED FACILITY TO GENERATOR
- Copy “4” = DESIGNATED FACILITY’S COPY
- Copy “5” = TRANSPORTER’S COPY
- Copy “6” = GENERATOR’S INITIAL COPY
- Copy “7” = Is made by the generator and will be sent to NHDES
- Copy “8” = Is made by the generator and will be sent to destination state

DESIGNATED FACILITY	18b. Alternate Facility (or Generator)		U.S. EPA ID Number				
	Facility's Phone:						
	18c. Signature of Alternate Facility (or Generator)			Month	Day	Year	
	19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)						
	1.	2.	3.	4.			
20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a							
Printed/Typed Name			Signature		Month	Day	Year

EPA Form 8700-22 (Rev. 3-05) Previous editions are obsolete.

GENERATOR'S INITIAL COPY

# What does the Generator do with the Photocopies?

- Copy 7 — Generator makes a copy of Copy 1 before transporter leaves.
  - Generator mails this photocopy, “Copy 7,” to NHDES, alerting them that a shipment is on the way. (See slide #12 for address and email.)
- Copy 8 — Generator makes a copy of Copy 1 before transporter leaves.
  - Generator mails this photocopy , “Copy 8,” to the destination state where the TSDf is located – IF required.

# What happens to the manifest copies?

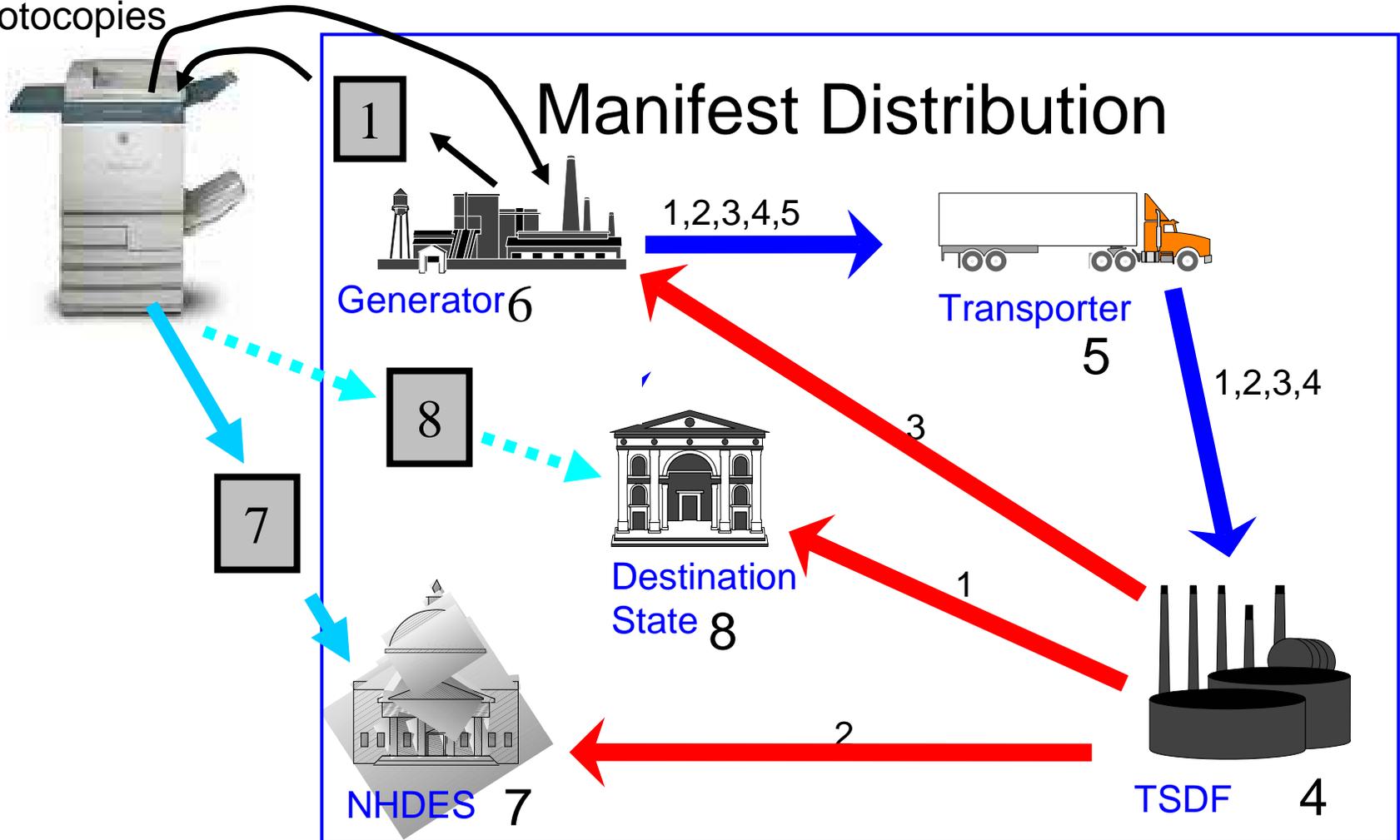
- Copy 6 = GENERATOR'S INITIALED COPY (at the bottom page)
  - Generator is given this copy when the transporter takes the waste. This is documentation that the shipment was sent. Generator keeps this original for 3 years.
- Copy 5 = TRANSPORTER'S COPY
  - When the transporter takes the waste to the treatment, storage and disposal facility (TSDF), also called the designated facility, it is signed by the facility and the transporter keeps this copy for his/her own records.
- Copy 4 = DESIGNATED FACILITY'S COPY
  - When the TSDF/designated facility receives the waste, they sign this copy and keep it for their records.

# What happens to the manifest copies?

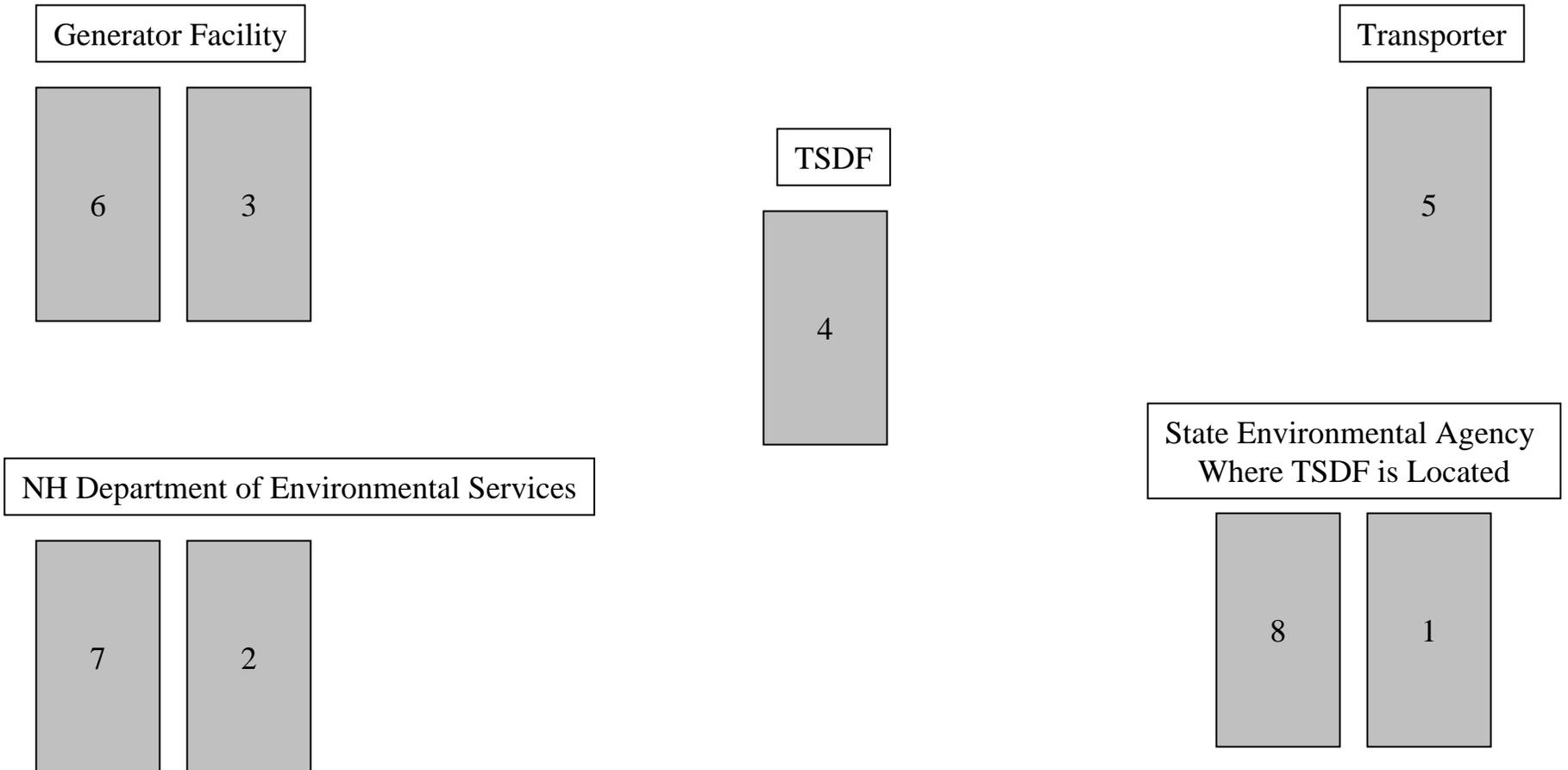
- Copy 3 = DESIGNATED FACILITY TO GENERATOR
  - When the TSDF receives the waste, they prove receipt by signing and sending this copy back to the generator. The generator then puts this with initial copy (Copy 6), documenting the waste shipment and receipt, and saves for 3 years.
- Copy 2 = DESIGNATED FACILITY TO GENERATOR STATE (IF REQUIRED)
  - When the TSDF receives the waste, they prove receipt by signing and sending this copy of the manifest to NHDES.
- Copy 1 = DESIGNATED FACILITY TO DESTINATION STATE (IF REQUIRED)
  - When the TSDF receives the waste, they prove receipt by signing and sending this copy of the manifest to the state in which they are located, if required.

# Where do the copies go?

Generator makes 2 photocopies



After the waste is delivered and the manifests are routed, this is where manifest copies should be.



# Where to send copy for NHDES

- Generators and TSDFs must send a legible email or photocopy to:

NH Department of Environmental Services  
Waste Management Division  
Reporting and Information Management Section  
PO Box 3900  
Concord, NH 03302-3900

Email a copy to: [hazwastereporting@des.nh.gov](mailto:hazwastereporting@des.nh.gov)

# DEADLINES

- Within 5 days of shipment, the generator is required to send **Copy 7** to NHDES.
- Within 5 days of shipment, the generator is required to send **Copy 8** to the receiving state, if required.
- If the generator does not get Copy 3 back within 35 days, they must contact the TSDf or transporter to determine the status of their waste.
- If Copy 3 is not received within 45 days, the generator must submit letter and copy of the manifest to NHDES.