

# Hazardous Waste Management

## Manifest Exception Reporting

*Information presented in this fact sheet is intended to provide a general understanding of the regulatory requirements governing manifest exception reporting by generators of hazardous waste. This information is not intended to replace, limit, or expand upon the complete regulatory requirements found in Division 14 of the ADEM Administrative Code.*

### BACKGROUND

Under federal and State hazardous waste regulations, generators of hazardous waste are responsible for ensuring the hazardous wastes they generate are managed correctly from the moment they are generated to the moment they are properly disposed. A robust tracking system is vital to accomplishing this “cradle to grave” management. Therefore, each shipment of hazardous waste from a large quantity generator or small quantity generator must be accompanied by a uniform hazardous waste manifest. Pursuant to ADEM Administrative Code rule 335-14-3-.02(4), a large or small quantity generator that initiates a shipment of hazardous waste must sign the manifest, obtain the transporter’s signature and date of acceptance on the manifest, and keep one copy of the manifest. Once the designated treatment, storage, or disposal facility receives the wastes, it must send the generator a final copy of the manifest bearing the designated facility’s signature. ADEM Administrative Code rule 335-14-3-.04(1)(a) requires a large or small quantity generator to keep the original copy of each manifest until it receives the final copy of that manifest from the designated facility, and to subsequently keep the final copy of each manifest for at least three years. Additionally, generators are required to notify the Department if the final copy of a manifest is not received from the designated facility in a timely manner. These tracking requirements ensure that hazardous wastes are delivered to appropriate facilities for treatment, storage, or disposal.

### MANIFEST EXCEPTION REPORTING FOR LARGE QUANTITY GENERATORS

Pursuant to ADEM Administrative Code rule 335-14-3-.04(3)(a) and (c), a large quantity generator that has not received the final copy of a hazardous waste manifest from the designated facility must take the following steps:

- 1) Within 35 days of the date the waste was accepted by the transporter, contact the transporter and/or the designated facility to determine the status of the hazardous waste shipment. The generator should keep documentation of such correspondence.
- 2) Within 45 days of the date the waste was accepted by the transporter, submit an exception report to the Department. The exception report must include a legible copy of the manifest and a signed cover letter. The cover letter must describe the efforts taken by the generator to locate the hazardous waste shipment and the results of those efforts.
- 3) Within 15 days after receiving a manifest that was the subject of an exception report, notify the Department in writing that the manifest has been received. This notification must include a legible copy of the manifest that was sent to the generator by the designated facility.

### MANIFEST EXCEPTION REPORTING FOR SMALL QUANTITY GENERATORS

Pursuant to ADEM Administrative Code rule 335-14-3-.04(3)(b), a small quantity generator that has not received the final copy of a hazardous waste manifest from the designated facility must take the following steps:

- 1) Within 60 days of the date the waste was accepted by the transporter, notify the Department in writing that the manifest has not been received. This notification must include a legible copy of the manifest and must indicate that the generator has not received the final copy of the manifest.
- 2) Within 15 days after receiving a manifest that was the subject of such a notification, notify the Department in writing that the manifest has been received. This notification should include a legible copy of the manifest that was sent to the generator by the designated facility.

### ADDITIONAL INFORMATION

Division 14 of the ADEM Administrative Code ----- <http://www.adem.alabama.gov/alEnviroRegLaws/files/Division14.pdf>

Additional ADEM guidance documents ----- <http://www.adem.alabama.gov/programs/land/guidanceReports.cnt>

ADEM Ombudsman ----- 800-533-2336

ADEM Land Division (Hazardous Waste Compliance Inspectors) ----- 334-271-7730