



State of Tennessee
 Department of Environment and Conservation
 Division of Solid Waste Management
 William R. Snodgrass Tennessee Tower
 312 Rosa L. Parks Avenue, 14th Floor
 Nashville, TN 37243

LOG 1

HAZARDOUS WASTE TRANSFER FACILITY LOG

USE TO RECORD ARRIVAL AND DEPARTURE OF ALL MANIFESTED SHIPMENTS

US EPA ID NUMBER	SITE NAME
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GENERAL INSTRUCTIONS

Log One shall be filled out:

- 1) For all manifested shipments that arrive at a transfer facility and /or;
- 2) For all manifested shipments that are unloaded or loaded at a transfer facility.

Column 1 Enter Manifest Document Number from item 1 of the Uniform Hazardous Waste Manifest.
 Column 2 Enter date manifested shipment arrived at the transfer facility.
 Column 3 Enter date manifested shipment departed from the transfer facility.
 Column 4 Provide reasons containers listed on manifested shipment were opened.

ACTIVITY
 SEE INSTRUCTIONS

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4
MANIFEST DOCUMENT NUMBER	SHIPMENT DATES		REASON FOR OPENING CONTAINERS
	ARRIVAL DATE	DEPARTURE DATE	
00000	12/20/05	12/28/05	
11111	1/4/06	1/14/06	COMBINE WASTE
22222	1/5/06	1/14/06	COMBINE WASTE
33333	1/6/06	1/16/06	COMBINE WASTE
44444	1/7/06	1/16/06	COMBINE WASTE

EXAMPLE



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LOG 2

HAZARDOUS WASTE TRANSFER FACILITY LOG TWO

US EPA ID NUMBER		SITE NAME	
FOR COLUMN 1 LIST ALL MANIFEST DOCUMENT NUMBERS WITH ITEM NUMBERS AND LETTERS FOR ALL SEPARATELY CONTAINERIZED WASTES THAT ARE COMBINED INTO A SINGLE CONTAINER			
FOR COLUMN 2 DO ALL COMBINED WASTES HAVE THE SAME US DOT PROPER SHIPPING NAME, HAZARD CODE, AND ID NUMBER LISTED ON THE MANIFESTS?			
FOR COLUMN 3 IF THE ANSWER IN COLUMN 2 IS NO OR WASTES LISTED ON SEPARATE MANIFESTS ARE COMBINED, THEN LIST THE NUMBER OF THE NEW MANIFEST AND ITEM NUMBER AND LETTER			
COLUMN 1	COLUMN 2		COLUMN 3
MANIFEST DOCUMENT NUMBERS, LETTERS	SAME SHIPPING CRITERIA? NO YES		NEW MANIFEST, ITEM NUMBER, LETTER IF THE ANSWER IN COLUMN 2 IS NO
3 → 11111,11a		✓	
4 → 11111,11b 11111,11c	✓		55555,11a
6 → 11111,28c 22222,11a		✓	55555,11b
10 → 33333,11a 44444,11a	✓		77777,11a

 **ACTIVITY**
SEE INSTRUCTIONS

EXAMPLE

HAZARDOUS WASTE TRANSFER FACILITY LOG INSTRUCTIONS

Hazardous Waste Transfer Facility LOGS must be maintained per RULE 0400-12-01-.04(1)(c)2.

DEFINITIONS

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"ARRIVED" means to enter the property boundaries of the transfer facility.

"COMBINE" means to place wastes received in separate containers into a common container (or containers)

"DEPARTED".....means to exit the property boundaries of the transfer facility.

LOG ONE

Log One shall be filled out for all manifested shipments that arrive at the transfer facility and/or unloaded/loaded at a transfer facility.

COLUMN 1..... List the Manifest Document Number from item 1 of the Uniform Hazardous Waste Manifest

COLUMN 2..... List the date the manifested shipment arrived at the transfer facility.

COLUMN 3..... List the date the manifested shipment departed from the transfer facility.

COLUMN 4..... List any and all reason(s) a container(s) listed on a manifested shipment was opened.

LOG TWO

Log Two must be completed in addition to Log One when the transfer facility combines separate wastes into a common container or containers.

COLUMN 1..... List all manifest document number(s) with item number(s) and letter(s) inside parentheses for all wastes that are combined into a single container in a single row entry in column 1.

COLUMN 2..... Answer the question: "Do all combined wastes have the same DOT Proper Shipping Name, Hazard Code, and ID Number listed on the Manifest?" Check the appropriate box by row in regard to the wastes identified in column 1 that are combined into a single container.

COLUMN 3..... As appropriate, list the new manifest document number and item number and letter from the new manifest prepared by the transfer facility for the waste combined in a single container identified by row in column 1. If waste only listed on the same manifest are combined with the same US DOT shipping description, then the transfer facility does not have to prepare a new manifest if corrections can be made in item 11 (or 28) with comments in box J (or S if applicable) (Additional Descriptions for Materials Listed Above) of the original manifest. If wastes are combined with different US DOT shipping description or are listed on different manifests, then the transfer facility must prepare a new manifest. The original manifests must accompany all new manifests. The transfer facility must use the transporter(s) listed on the original manifest unless permission is received from the generator to use a different transporter(s). The wastes must be delivered to the designated facility listed by the generator on the original manifest unless permission to deliver the waste to a different designated facility is received from the generator. Approval from generator to change the transporter(s) and/or the designated facility must be documented by the transfer facility.

Record Format:

Hard Copy or Electronic File

Note: an electronic file must be made available as a printable copy for inspectors during an inspection visit

Record Retention:

Transfer Facility Logs 1 and 2 must be maintained on site for five years
Manifests that are referenced on Log 2 must be maintained on site for five years

Transporter Copies of Manifests - three years (from the date signed for receipt of materials)
(Copies may be maintained at a central location)

FOLLOW ACTIVITIES 1 THROUGH 11 BELOW BY ASSOCIATING THE ACTIVITY WITH THE ACTIVITIES SHOWN IN THE LEFT MARGINS ON THE LOGS

ACTIVITY 1

EXAMPLE: Ten containers listed on Manifest Document Number 0000 arrived at the transfer facility on 12/20/05 and departed on 12/28/05. No containers were opened at the transfer facility. Enter 00000 in column 1, 12/20/05 in column 2 and 12/28/05 in column 3 of Transfer Facility Log One. No entries are required on Transfer Facility Log Two under this scenario.

ACTIVITY 2

EXAMPLE: Twenty containers listed on Manifest Document Number 1111 arrived at the transfer facility on 01/04/06. Enter 11111 in column 1 and 01/04/06 in column 2 of Transfer Facility Log One.

ACTIVITY 3

EXAMPLE: Three containers of a waste listed on Manifest Document Number 11111 and on the same line in manifest item 11.a are combined into a single container. No other wastes are combined with the five containers into the single container. List only "(11111, 11.a)" in the first row of column 1 of Transfer Facility Log Two. All combined wastes have the same DOT Proper Shipping Name, Hazard Code, and ID Number listed on the Manifest so check "yes" in column 2 and leave column 3 blank on Transfer Facility Log Two. Refer to description for column 3 in Transfer Facility Log Two above for additional information regarding manifest.

ACTIVITY 4

EXAMPLE: Two containers of a waste listed on Manifest Document Number 11111 but on a different line in manifest item 11.b are combined with three containers listed Manifest Document Number 11111 on another line in manifest item 11.c into a single container. List only "(11111,11.b) (11111,11.c)" in the third row of column 1 on Transfer Facility Log Two. All combined wastes do not have the same DOT Proper Shipping Name, Hazard Code, and ID Number listed on the Manifest so check "no" in column 2 on Transfer Facility Log Two. Complete a new manifest (Number 55555 and item 11.a for this example) and enter "55555, 11.a" in column 3 on Transfer Facility Log Two. Refer to description of column 3 in Transfer Facility Log Two on Page 2 for additional information regarding manifest.

ACTIVITY 5

EXAMPLE: Four containers listed on Manifest Document Number 22222 and on the same line in manifest item 11.a arrived at the transfer facility on 01/05/06. Enter 22222 in column 1 and 01/05/06 in column 2 of Transfer Facility Log One.

ACTIVITY 6

EXAMPLE: One container of a waste listed on the Manifest Document Number 11111 on the manifest continuation sheet and on a line in manifest item 28.c are combined with all four containers listed on Manifest Document Number 22222 and on the same line in manifest item 11.a into a single container. List only "(11111,28.c) (22222,11.a)" in column 1 on Transfer Facility Log Two. All combined wastes have the same DOT Proper Shipping Name, Hazard Code, and ID Number listed on the Manifests so check "yes" in column 2 on Transfer Facility Log Two. List the combined wastes on new item 11.b on the new Manifest Number 55555 prepared for activity 4 above and enter "55555, 11.b" in column 3 on Transfer Facility Log Two. Refer to description of column 3 in Transfer Facility Log Two on Page 2 for additional information regarding manifest.

ACTIVITY 7

EXAMPLE: Four containers listed on Manifest Document Number 33333 and on the same line in manifest item 11.a. arrived at the transfer facility on 01/06/06. Enter 33333 in column 1 and 01/06/06 in column 2 of Transfer Facility Log One.

ACTIVITY 8

EXAMPLE: Five containers listed on Manifest Document Number 44444 and on the same line in manifest item 11.a. arrived at the transfer facility on 01/07/06. Enter 44444 in column 1 and 01/07/06 in column 2 of Transfer Facility Log One.

ACTIVITY 9

EXAMPLE: The containers listed on Manifest Document Numbers 11111 or 22222 and combined during Activities 3, 4, and 6 and the remaining fourteen unopened containers from Manifest Document Number 11111 depart the transfer facility on 01/14/06. Enter 01/14/06 in column 3 and combine in column 4 on the rows for both Manifest Document Numbers 11111 and 22222. Refer to description of column 3 in Transfer Facility Log Two on Page 2 for additional information regarding manifest.

ACTIVITY 10

EXAMPLE: Four containers of a waste listed on the Manifest Document Number 33333 on the same line in manifest item 11.a. are combined with all five containers listed on Manifest Document Number 44444 listed on the same line in manifest item 11.a into a single container. List only "(33333,11.a) (44444,11.a)" in column 1 on Transfer Facility Log Two. All combined wastes do not have the same DOT Proper Shipping Name, Hazard Code, and ID Number listed on the Manifests so check "no" in column 2 on Transfer Facility Log Two. Complete a new manifest Number 77777 and item 11.a for this example) and enter "77777, 11.a" in column 3 on Transfer Facility Log Two. Refer to description of column 3 in Transfer Facility Log Two on Page 2 for additional information regarding manifest.

ACTIVITY 11

EXAMPLE: The containers listed on Manifest Document Numbers 33333 or 44444 and combined during Activity 10 depart the transfer facility on 01/16/06. Enter 01/16/06 in column 3 and combine in column 4 on the rows for both Manifest Document Numbers 33333 and 44444.