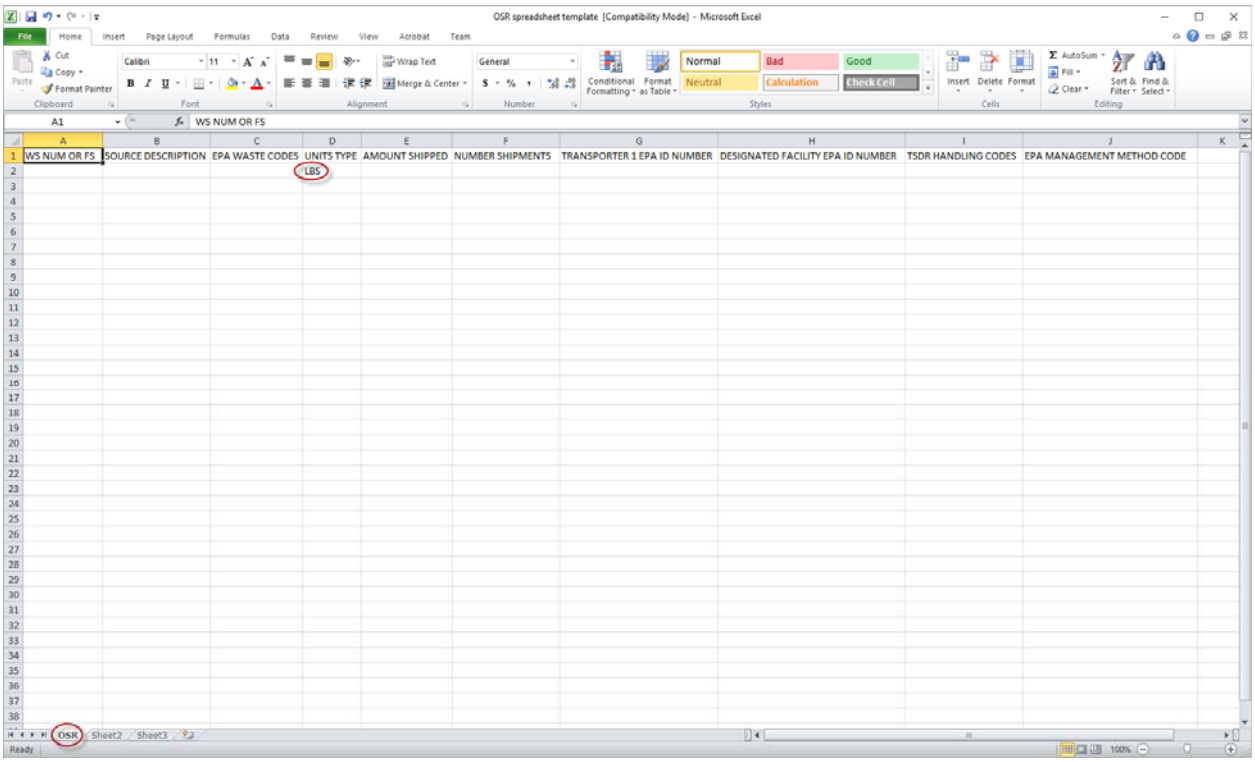
Instruction for using the Offsite Shipping Form (OSR) Spreadsheet

The data for Form OSR will be entered in one sheet of the spreadsheet.

On the OSR data spreadsheet, column headings should match in wording and order to the sample shown below:



The column names and order are as follows:
WS NUM OR FS, SOURCE DESCRIPTION, EPA WASTE CODES, UNITS TYPE, AMOUNT SHIPPED, NUMBER SHIPMENTS, TRANSPORTER 1 EPA ID NUMBER, DESIGNATED FACILITY EPA ID NUMBER, TSDR HANDLING CODES, EPA MANAGEMENT METHOD CODE.

The sheet1 should be renamed as OSR.

WS NUM OR FS can have the waste stream number(s), FS, or blank.

SOURCE DESCRIPTION can be D.O.T. shipping name or the Waste stream name.

The Units Type should be the reporting unit and it needs to be LBS or KG and it is sufficient to enter it on the first detail line. That unit will then be used as the reporting unit for all the detail lines. The reporting unit must be specified at least once.

The file can be named as preferred. The file type when saving the file should be 'Excel 97-2003 Workbook'. The file will be browsed and selected when entering data for the Form OSR.