

# Transporting Hazardous Waste

Guidance on Hazardous Waste Requirements



## Introduction

To transport hazardous waste in Wisconsin that is generated by either large or small quantity generators, you must have both a valid U.S. Environmental Protection Agency ID number and a hazardous waste transportation service license issued by the Wisconsin Department of Natural Resources. Hazardous waste transportation requirements are described in ch. NR 663, Wis. Adm. Code.

Hazardous waste regulations are found in chapters [NR 600-679](#) of the Wisconsin Administrative Code

A transporter is anyone who engages in the off-site transportation of hazardous waste by air, rail, highway or water. The waste must also be tracked using a uniform hazardous waste manifest, either a hard copy or electronic version in the EPA's e-Manifest system.

## EPA ID Number

To transport hazardous waste in Wisconsin, the transporter must first obtain an EPA ID number, which requires a transportation service to submit EPA's RCRA Subtitle C Site Identification Form - EPA Form 8700-12 to notify the department of their waste activity and location. This form can be completed as a fillable form or electronic notification.

A very small quantity generator (VSQG) may self-transport hazardous waste without a hazardous waste transportation license or a hazardous waste manifest.

### Electronic notification

EPA Form 8700-12 can be accessed via the federal RCRAInfo data management system and the MyRCRAid application. This application allows facilities to prepare and submit initial and subsequent notification forms to the state. Registration to use the electronic notification requires the transportation service to set up an account in RCRAInfo.

Go to <https://rcrainfo.epa.gov/> and set up an account, register for electronic signature permission and choose the "MyRCRAid" option. This is a person-specific account and should not be shared among employees. Read the user options carefully to choose the one that best fits your use. Once the [state RCRAInfo administrator](#) approves you as a user, fill out the form on RCRAInfo and use your electronic signature to submit it.

If you are also registering in preparation to use EPA's e-Manifest system, it is recommended that two people register as "site managers." The site managers will have the ability to assign additional user permissions for your company and staff without assistance from DNR or EPA.

### Fillable form

Instructions and the fillable form can be accessed by going to [dnr.wi.gov](http://dnr.wi.gov) and searching "EPA Form 8700-12." The form is located at the end of the instruction booklet. For assistance with completing applications or submittal, contact the DNR [regional environmental program associate](#) for your county (see Resources and Contact Information at the end of this document).

## Hazardous Waste Transportation License

Transporters must hold a valid hazardous waste transporter license when transporting hazardous waste within or through Wisconsin. If a company has vehicles based in Wisconsin (i.e., they dispatch vehicles from that location) the facility, as instructed above, must fill out EPA Form 8700-12 to notify the DNR of their transporter and/or transfer facility activities. Each separate transportation location, including 10-day hazardous waste transfer facilities, must obtain a WI EPA ID number as part of the notification process as it is a locational number for an activity taking place in Wisconsin. However, the corporate EPA ID number can be used on the manifests as it identifies a transporter not a location.

S. NR 663.13(1)(b), Wis. Adm. Code, states: *Each location at which a person transporting hazardous waste bases transport vehicles shall be licensed as a separate transportation service. An application form and fee for each transportation service shall be submitted to the regional office of the department in the region where the transportation service is located.*

**Multiple regional and/or terminal operations:** An individual application form and fee is required for all individual truck/transfer locations that are based in Wisconsin. Submit applications and fees to the DNR [regional environmental program associate](#) where the transportation service or activity is located.

**Out-of-state transporters:** A person who transports hazardous waste into or through Wisconsin, but whose operation is based out-of-state, must submit a license application form and fee to the DNR [regional environmental program associate](#) where the hazardous waste transportation activity is concentrated.

To obtain a transportation license, go to [dnr.wi.gov](http://dnr.wi.gov) and search for "Waste facility and transporter licenses" and select the "How to apply" tab. There you will find application materials for hazardous waste and/or PCB transporter licenses. Hazardous waste transporter licensing forms are listed below and must be submitted to obtain a license.

- Hazardous Waste and/or PCB Waste Transportation License (Form 4400-086)
- Social Security Number/FEIN Collection Request (Form 9400-568)

## Licensing Fee and Renewals

The \$400 fee for hazardous waste and/or PCB transportation licensing covers a licensing period from Oct. 1 to Sept. 30 of the following year. All applicants must renew this license annually by the date specified on the renewal form that is sent via email by the DNR.



Make sure the following email address is considered a safe address (not junk or spam) as \$150 late fee is assessed for late renewals: [dnrwalicenserenewals@wisconsin.gov](mailto:dnrwalicenserenewals@wisconsin.gov)

## Hazardous Waste Manifest Requirements

Hazardous waste that is subject to manifesting must be accompanied by a uniform hazardous waste manifest that is properly signed by the generator and the transporter. A manifest refers to the shipping document, which will be the EPA Form 8700-22 (a 5-page document) and, if necessary, EPA Form 8700-22A, or an electronic manifest.

The manifest must be originated and/or signed by the generator or offeror according to the instructions in the appendix to 40 CFR part 262 and applicable requirements of subch. B of ch. NR 662, Wis. Adm. Code.

A uniform hazardous waste manifest or EPA's electronic manifest system must be used for shipments of hazardous waste and for PCB waste. Do not use these types of manifests for the shipment of solely non-hazardous waste.

**The EPA's e-Manifest System** is an electronic database that can produce forms and reports designed to track hazardous waste from the time it leaves the generator's facility until it reaches the off-site waste management facility that will store, treat or dispose of the hazardous waste. The system allows the generator to verify that the waste has been properly delivered, and that no hazardous waste has been lost or unaccounted for in the process.

As of June 30, 2018, the treatment, storage and disposal (TSD) facility is required by EPA to add the final manifest to the e-Manifest database. All the handlers, including transport drivers, must register in order to gain access to the e-Manifest System to prepare, review, sign and print manifests, and for recordkeeping purposes.

Transporters should work with the TSD facility to determine how they will be transitioning from paper to electronic manifests. During the initial transition period, it is expected that generators will continue to receive a paper copy manifest at the time the hazardous waste is picked up at their facilities. Over time, TSD facilities will work with their transporters to begin using the electronic system from the initiation of the shipment onward. This gradual transition will allow generators and transporters time to learn more about how the system works and to get registered to use the system.

Hybrid manifests start out as a paper form and the original data is then entered into the e-Manifest System by either the transporter or the TSD/receiving facility. It is then considered electronic and cannot go back to paper form, and all signatures from that point on must be electronic.

It is recommended that transportation services register two site managers who can then assign user roles for use of the e-Manifest System. This will avoid a lag in access to the system should personnel change over time. There are five user roles that can be assigned by the site manager: preparer, reviewer, certifier, viewer and broker. Transport drivers will be certifiers, as they will be signing the manifest.

**To sign up to use EPA's e-Manifest System**, each transport driver must set up an account in RCRAInfo. Go to <https://rcrainfo.epa.gov/> and set up an account and register for electronic signature permission. This is a person-specific account and should not be shared among employees. Site managers should read the user options carefully to choose the one that best fits the employee's use.

The DNR's [RCRAInfo administrator](#) provides access for site managers in RCRAInfo. A site manager can log in to RCRAInfo to assign permissions to other company users (preparer, viewer, certifier) and other handlers (transporters and TSD facilities) that may need to sign or correct the e-manifest. Once all the permissions are granted, the e-Manifest system is set up for your use. Before transport drivers begin accessing the EPA's e-Manifest System, contact your TSD facility to determine how they will be utilizing the e-Manifest System.

While VSQGs are not required to use a manifest, if they choose to manifest their hazardous wastes, the VSQG must obtain an EPA ID number. Some transporters request VSQGs obtain an EPA ID number to manifest all wastes they transport for tracking purposes.

Transporters must ensure that the manifest meets all of the following requirements of NR 663, Wis. Adm. Code. Manifests must:

- Be signed by the generator (wet or electronic signature).
- Be signed and dated by the transporter at the time waste is accepted from the generator.

- Accompany the waste during transit (paper manifest or printed copy of the electronic manifest).
- Be signed and dated by all intermediary transporters and the facility that receives the waste.
- Be kept at the transfer facility or be accessible electronically for review for 3 years (transporter copies).

If the hazardous waste cannot be delivered to one of the following:

- The designated facility listed on the manifest.
- The alternate designated facility, if the hazardous waste cannot be delivered to the designated facility because an emergency prevents delivery.
- The place outside the United States designated by the generator.

If the transporter is unable to deliver the waste to the TSD/receiving facility, alternate facility, or another transporter indicated on the manifest, the transporter must contact the generator for further direction. The transporter must then revise the manifest, obtain a second manifest, or return the waste to the generator.

## Additional Transporter Requirements



**Equipment operators must be trained.** Each transportation service must have an employee training program for hazardous waste handling and equipment operators. Topics in the program must include the problems and potential hazards posed by the transportation and disposal of hazardous waste, and equipment inspection techniques. Training records must be kept for three years.



**Properly package, label, and mark the waste and placard the vehicle.** Before transporting hazardous waste or offering hazardous waste for transportation off-site, the generator, or transporter on their behalf, must package the waste in accordance with the applicable U.S. Department of Transportation regulations for packaging under [49 CFR parts 173, 178 and 179](#). Before being transported, hazardous waste must be labelled, marked and placarded in accordance with U.S. DOT regulations under [49 CFR part 172](#).



**Secure containerized waste in the vehicle to prevent movement.** Secure containers to prevent shifting, damage, and potential spills.



**Properly report and respond to hazardous waste discharges.** Transporters must be prepared to take immediate action as required by ch. NR 708, Wis. Adm. Code, to protect human health and the environment.



**Transport by Rail or Water.** Hazardous waste transporter requirements are slightly different for rail or water transport, or when a transporter mixes waste with different shipping restrictions. For more details consult ch. NR 663, Wis. Adm. Code, or contact the DNR hazardous waste contact for the county in which the transportation activity is centered, or in which your office is located.



**Vehicles and equipment must be periodically inspected.** Each transportation service must have an inspection program for hazardous waste handling and transportation equipment. The program must include a schedule for equipment inspection and a checklist of specific areas or items to inspect. Records of when the equipment was inspected, any problems observed, and any maintenance conducted must be kept for three years.

### **If a discharge of hazardous waste occurs during transportation:**

1. Call the Wisconsin 24-hour number emergency spill hotline: **1-800-943-0003**.
2. Review the information on the DNR's "What is a spill?" web page at <https://dnr.wi.gov/topic/Spills/Define.html>. Comply with the hazardous substance spill requirements in section 292.11, Wisconsin Statutes and ch. NR 706, Wis. Adm. Code.
3. Give notice as required by 49 CFR part 171.15 to the National Response Center at 1-800-424-8802 (toll free) or 202-267-2675. Notify as soon as practical but no later than 12 hours after the occurrence.
4. Report in writing as required by 49 CFR part 171.16. Electronic hazardous material incident reporting can be conducted through the <http://phmsa.dot.gov/hazmat> website.
5. Comply with subch. C of ch. NR 663, Wis. Adm. Code.

## **Resources and Contact Information**

For more information including [publications, inspection forms, and administrative codes and statutes](#), go to [dnr.wi.gov](http://dnr.wi.gov) and search "hazardous waste resources." Use the *Additional Resources* menu to navigate to specific topics. For staff contact information, go to the [staff directory](#) and enter "hazardous waste requirements" in the subject field and choose the appropriate county contact.

### **PUB-WA-137 2021**

**Mailing address:** DNR Waste & Materials Management Program, PO Box 7921 Madison, WI 53707

**Email:** [DNRWasteMaterials@Wisconsin.gov](mailto:DNRWasteMaterials@Wisconsin.gov)

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