

## Pre-Shipment Paperwork

Within this packet will be instructions on what to do with the paperwork that you received. If you have any questions or comments, please do not hesitate to call your sales representative or the transportation department at **877-254-ADCO (2326)**

You should have a received:

1. Labels and Markings
2. Waste manifest(s) (Hazardous or Nonhazardous)
3. Land Disposal Restriction (LDR) \*(For Hazardous Waste only)

### Manifest example:



### Marking examples:



### Label examples:



# Label and Marking Instructions:

**Prior** to the driver arriving, please make sure the correct labels and markings are on each container. NOTE: If you are shipping non-hazardous waste, *make sure* there are no hazardous marking or labels on the drum.

Hazardous example



1 per drum



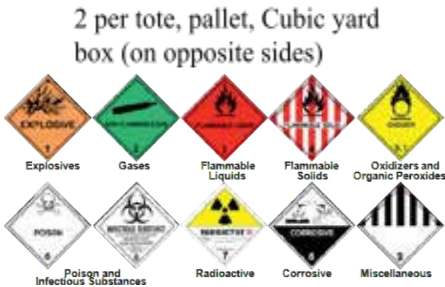
Non-Hazardous example



1 per drum



Hazardous example



2 per tote, pallet, Cubic yard box (on opposite sides)



Non-Hazardous example



2 per tote, pallet, Cubic yard box (on opposite sides)



## Manifest Instructions:

Prior to the driver arriving, please review the manifest. Once the driver arrives and the waste is loaded on the truck, make sure that the counts and unit type are correct before signing the manifest.

**The manifest should only be signed when the driver arrives, these are time sensitive documents and should not be signed before the driver arrives.**

1. On a Uniform Hazardous Manifest, please sign line #15 and keep *only* the generator copy (the driver will take remaining copies).

15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent. I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.			
Generator's/Offeror's Printed/Typed Name	Signature	Month	Day Year

2. On a Non Hazardous Manifest, please sign line #14 on a Non Hazardous Manifest (generator section) and keep *only* the generator copy (the driver will take remaining copies).

14. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.			
Generator's/Offeror's Printed/Typed Name	Signature	Month	Day Year

\*\*Manifest example on next page.

Manifest example:

**PLEASE ENSURE ALL BOXES IN YELLOW ARE FILLED OUT**

<b>NON-HAZARDOUS WASTE MANIFEST</b>		1. Generator ID Number	2. Page 1 of 1	3. Emergency Response Phone	4. Waste Tracking Number	
5. Generator's Name and Mailing Address <b>This Section will be Pre-filled by ADCO</b>						
Generator's Site Address (if different than mailing address)						
Generator's Phone:						
6. Transporter 1 Company Name				U.S. EPA ID Number		
7. Transporter 2 Company Name				U.S. EPA ID Number		
8. Designated Facility Name and Site Address				U.S. EPA ID Number		
Facility's Phone:						
GENERATOR	9. Waste Shipping Name and Description		10. Containers		11. Total Quantity	
			No.	Type	12. Unit WL/Vol.	
	1. <b>This Section will be Pre-filled by ADCO</b>			Pre-Filled		Pre-Filled
	2.					
	3.					
4.						
13. Special Handling Instructions and Additional Information						
Please Call your Account Manager with any questions		<b># OF CONTAINERS</b>		<b>Total # of Pounds or Gallons</b>		
14. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations.						
Generator's/Offeror's Printed/Typed Name			Signature		Month Day Year	
PLEASE PRINT NAME HERE			PLEASE SIGN HERE		PLEASE DATE	
INTL	15. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S. Part of entry/exit: _____ Date leaving U.S.: _____					
	16. Transporter Acknowledgment of Receipt of Materials					
TRANSPORTER	Transporter 1 Printed/Typed Name		Signature		Month Day Year	
	Transporter 2 Printed/Typed Name		Signature		Month Day Year	
DESIGNATED FACILITY	17. Discrepancy					
	17a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection					
	Manifest Reference Number: _____ U.S. EPA ID Number _____					
17b. Alternate Facility (or Generator)						
Facility's Phone: _____						
17c. Signature of Alternate Facility (or Generator)						
Month Day Year						
18. Designated Facility Owner or Operator: Certification of receipt of materials covered by the manifest except as noted in Item 17a						
Printed/Typed Name			Signature		Month Day Year	

## **LDR Instructions:**

There will be 2 copies of the **(LDR) Land Disposal Restriction** form (if hazardous material), please sign both copies. The EPA requires you to keep a copy of your LDR along with manifest for your records; the driver will take the other copy.

## **Drum Acceptance Requirements**

When transporting and handling hazardous waste, safety and compliance with applicable regulations are ADCO's greatest considerations. The proper packaging, labeling and associated documentation is the heart of a safe and legal material handling system.

1. Make sure drum lids are on tight and there is no evidence of leakage.
2. All bungs and cinch rings must have gaskets and be tightened securely.
3. All containers must meet the marking and labeling requirements of the U.S. Department of Transportation and The Environmental Protection Agency.
4. Only materials which have been profiled and approved will be loaded.
5. Drums may be rejected if they have the following:
  - a. Smaller than the 5/8-bolted cinch ring.
  - b. Swollen or bulging steel
  - c. Lever-lock cinch rings
  - d. Excessive waste on outside of a drum. DOT regulations state that all drums must be free of residue on the outside prior to shipment.
  - e. Excessive rust
  - f. Serious dent or active leaks
  - g. Poly Liners

It is important that we work together to minimize the risk involved with transporting your waste. If you have any questions regarding these requirements, we encourage you to contact us for assistance.