

Procedures for the Reimbursement Of Construction Related Hazardous Waste Fees

(06/23/2006)

Hazardous Waste Manifest Signature Procedures

This procedure applies to Hazardous Waste Manifests (Note: Effective September 5, 2006 the newly revised Federal Hazardous Waste Manifest is required for all shipments. The previous state form is not acceptable and will not be signed.), used for the transportation of hazardous waste, and Non-Hazardous Waste Manifests, occasionally used for the transportation of asbestos, lead, or other hazardous wastes.

1. Manifest information shall be obtained from Mr. Michael P. Huyter, Environmental Specialist in EH&S, (909) 869 - 3230 or E-mail MPHuyter@csupomona.edu
 - Information includes: EPA ID No., State Generator's ID No. and Generator's Name and Mailing Address.
2. Manifests will be reviewed and signed ONLY by Mr. Michael P. Huyter, or another representative from the EH&S Department.
 - Exceptions include the Auto and Tractor Shop Areas, who are authorized to sign manifests for waste oil and oil filters.
3. Manifests will be reviewed and signed Monday through Friday only, from 8:30 a.m. to 4:00 p.m.
 - Exception is during the Summer months, when the work schedule changes to 9 – 80, manifests will be reviewed and signed Monday thru Thursday only, from 7:30 a.m. to 5:00 p.m.
4. Appointments to review and sign Manifests must be scheduled 24 hours in advance of all shipments.
 - Call (909) 869 - 3230 or (909) 869 - 4697 to schedule an appointment.
 - A chart field string will be provided to EH&S when the appointment is made to sign the manifest.

Reimbursement Procedures

5. The University Project Manager and Environmental Specialist shall ensure that EH&S has a signed "Hazardous Waste Fee Reimbursement Authorization Form" containing the appropriate chart field string to be charged for the hazardous waste fees. It is expected that The University Project Manager and Environmental Specialist will work together to obtain the information required prior to the shipment date. The manifest will not be signed and the waste will not be shipped without a signed form containing the chart field string.
6. Environmental Health & Safety will provide the transport driver with a copy of the written "Instructions for Submission of Hazardous Waste Weight Tickets" (see enclosure) which is designed to be used as a fax cover sheet for faxing the weight ticket to EH&S.
7. If the weight ticket is not received within 5 working days after shipment, EH&S will contact the facility receiving the waste and request a copy.
8. EH&S will send a copy of the "Hazardous Waste Fee Reimbursement Authorization Form" to the University Project Manager 10 working days after shipment, which will indicate the amount of hazardous waste fees for reimbursement.
9. If the weight ticket is not received within 10 working days after the shipment, EH&S shall notify the University Project Manager who will be responsible for obtaining the weight ticket and submit a copy to EH&S prior to the annual billing.
10. Four times per year (August, November, February and May), EH&S will supply General Accounting with an Excel file containing the chart field strings for the departments and/or projects to be charged for hazardous waste fees. This fee will be based on the weight on the weight ticket, at the current rate of \$70/ton (Note: This rate is subject to change, annually, by the State).
11. If the weight ticket is not received by EH&S by the 1st of August, November, February or May; departments or projects will be charged based on the manifest estimate of weight.

12. EH&S will retain the support documentation (weight tickets, reimbursement authorization forms, etc.) for audit purposes.



**Hazardous Waste Fee
Reimbursement Authorization
Form**
(06/08/2004)

Scheduled Shipment Date & Time	mm/dd/yyyy	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
Actual Date of Shipment:	mm/dd/yyyy	
Manifest Number:		
Waste Shipped:	<input type="checkbox"/> Asbestos <input type="checkbox"/> Lead	<input type="checkbox"/> Other (Specify):
Manifest Weight (Estimated Weight)¹:		
Estimated Cost of Fees (\$70/Ton)²:		
Load or Weight Ticket (Actual Weight)³:		
Final Cost of Fees (\$70/Ton)⁴:		
Chart Field String⁵:		
Department⁶:		
Authorization for Reimbursement:		
	Print Name	Signature

Instructions and Notes:

1. Enter weight in tons based on the Hazardous Waste Manifest. To convert cubic yards to tons multiple by 1.35. To convert pounds to tons multiply by 0.0005.
2. The Estimated Cost is determined by multiplying the Manifest Weight in tons by \$70/Ton.
3. Enter weight in tons based on the Weight Ticket from the Hazardous Waste Facility. If Weight ticket is not received by EH&S by May 1st departments or projects will be charged the amount determined based on the manifest estimate of weight.
4. The Final Cost is determined by multiplying the Weight Ticket Weight by \$70/Ton or by the manifest estimate of weight, after the 1st of August, November, February or May.
5. Enter the Chart Field String for the project which is to be charged for the fees.
6. Enter the name of the department that is managing the project.
7. The University Project Manager or department representative must print their name and sign before hazardous waste can be shipped off campus. The signature of contractors or vendors is unacceptable.



Instructions
For Submission
of
Hazardous Waste Weight Tickets
(06/08/2004)

The University requires a weight ticket from all facilities receiving hazardous waste from the University. Please complete the fax form below by completing the following fields:

- Date
• Number of Pages
• Hazardous Waste Manifest Number

Once completed, fax this form and the weight ticket to the University at (909) 869-4698 as soon as possible. Thank you for your assistance.

To: Michael Huyter
Environmental Specialist
Environmental Health & Safety
Date:
Number of Pages:
Time:
Phone: (909) 869-3230
Fax #: (909) 869-4698

From:
Company:
Phone:
Fax #:

Hazardous Waste Manifest Number:

Comments (If any):

Large empty rectangular box for comments.