

*To be completed by the HWC***Instructions for the “Regulated Waste ID Log” form**

The Supervisors will complete this form in conjunction with the HWC. The purpose of the coordination is to ensure that all waste activities and/or materials determined to require regulation are clearly identified and shipped offsite in a timely manner.

1. Each room or distinct area should complete a HWMP-2 form. The “Section” space identifies the part of the facility organization responsible for the waste producing activities in the area. The “Supervisor” and “Alternate” spaces are to be used to identify individuals knowledgeable of, and responsible for, the activities that generate wastes. This information is collected for compliance inspection purposes; regulations require that someone always be available to answer questions.
2. The “Process” column is used to identify the activity that actually produces a regulated waste stream. This could be a *Manual* process such as painting, preservative change, maintenance; or it could be the name of automated equipment- ICP-MS, or tissue processor.
3. The “Contact Person” column identifies the individual that performs the activity or runs the equipment that produces the waste. This information is valuable for explaining abnormalities noted during compliance inspections.
4. The “Waste Description” column is used to provide the most descriptive information possible about the identity of the waste stream. Use the proper chemical name as it appears on the MSDS or a complete description that will allow the HWC or others that must handle the waste to be able to segregate it from incompatibles and otherwise avoid injury from mishandling.
5. The “90-day Amount” column is used to record the maximum amount of the waste stream generated in a 90 day period. . The amount is to consider peak usage of the equipment or activity and average the quantity over a 90-day period. Pounds or gallons are the preferred units of measure. The Supervisor is to use the cumulative amount of all waste generated in their area of authority to arrange a schedule with the HWC to ensure that waste is removed and shipped off site in a timely manner.

The regulatory requirement for time allotted to ship waste off site will vary depending on the total amounts of waste generated at the entire facility. It is therefore *critical* that Supervisors be cognizant of the amounts of waste normally generated in their areas of authority and alert the HWC when unusual circumstances arise that increase quantity totals.