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Level 2 Administrative Procedure

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18	Revision: Revise Note box at 6.3 to add/revise examples of changes to containers that would require a Change to Waste Tracking form to be completed. Changed Caution box into a note box at 6.3; grammatical changes as needed.	12, 16, 18, & 26

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1.0 PURPOSE

- 1.1 This procedure provides instructions for cradle-to-grave tracking of wastes and free-released recyclables.
- 1.2 This procedure provides instructions for tracking waste transfers to the On-Site Waste Disposal Facility (OSWDF) via the eMWaste® Scanner application and eMWaste® database.
- 1.3 This procedure was developed to implement the requirements for waste management and tracking from contract no. DE-AC30-10CC40017, specifically Section J, lists A and B.
- 1.4 This procedure implements requirements from applicable sources listed in Section 9.0, *Source References*.
- 1.5 This document implements applicable regulatory requirements. They are listed in Appendix A, *Regulatory Requirements Flow Down*.

2.0 SCOPE AND APPLICABILITY

- 2.1 This Level 2 procedure applies to personnel performing work for Fluor-BWXT Portsmouth LLC (FBP) who generate, track, move, store, transport on-site, or ship wastes and free-released recyclables that are managed by FBP for the U.S. Department of Energy (DOE) at the Portsmouth Gaseous Diffusion Plant (PORTS) in Piketon, Ohio.
- 2.2 This procedure applies to the following types of wastes and fissile materials (including classified/sensitive wastes) and free-released recyclables:
 - Resource Conservation and Recovery Act (RCRA) hazardous
 - Toxic Substance Control Act (TSCA) (e.g., Polychlorinated Biphenyls [PCBs])
 - Sanitary/industrial waste (construction debris, etc.) and sanitary office trash (e.g., from office-building trash receptacles, bins, or dumpsters)
 - Universal waste
 - Electronic equipment
 - Recyclable and materials for reuse (including circuit boards)
 - Used oil
 - Non-RCRA (off-spec or unused chemicals)
 - Gas cylinders
 - Asbestos-Containing Material (ACM)

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- CERCLA Waste:
 - LLW, RCRA, TSCA, Universal, Sanitary or any waste generated under activities sanctioned by a Remedial Design/Remedial Action Work Plan as approved by the regulators. The Waste Disposition Specialist (WDS) can advise if waste is CERCLA.

2.3 This procedure applies to tracking waste transfers to the OSWDF via the eMWaste® Scanner Application and eMWaste® database. Sections 6.11, *Tracking OSWDF Waste Transfer via eMWaste® Scanner Application*, 6.12, *Generation Profiles Process*, 6.13, *eMWaste® Scanner Application Paper Process*, and 6.14, *Change to On-Site Waste Disposal Facility Waste Transfer Form*.

2.4 This procedure **excludes** government property, including salvage that is actively tracked through the Government Property Control System (for further information, see FBP-BS-PRO-00020, *Property Management*).

NOTE

Projects may decide to track some accountable and excess materials in eMWaste®.

2.5 This procedure **excludes** accountable (fissile) material that is actively tracked through the Portsmouth Materials Accountability System unless material is determined to be waste. Material will then be tracked by both systems (for further information, see FBP-MC-PRO-00054, *Portsmouth Materials Accountability System*).

3.0 GENERAL INFORMATION

None

4.0 USE REFERENCES

- A.** FBP-BS-PRO-00062, *Records Management Process*
- B.** FBP-NO-PRO-00101, *Facility Inventory Control*
- C.** FBP-WM-GUI-00009, *eMWaste® Scanner Application*
- D.** FBP-WM-PRO-00017, *Waste Storage in Category 2 Facilities*
- E.** FBP-WM-PRO-00090, *Waste Generation*
- F.** FBP-WM-PRO-00262, *Managing Empty Containers*

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5.0 RESPONSIBILITIES

5.1 eMWaste® Administrator

- 5.1.1 Oversees and maintains the eMWaste® waste/recyclables tracking system and eMWaste® Scanner Application.
- 5.1.2 When required, enters FBP-WM-PRO-00046-F08, *On-Site Waste Disposal Facility Waste Transfer Form*, information into eMWaste® Scanner Application shipment screen, utilizing eMWaste®.

5.2 Waste Handler

Provides information to the eMWaste® tracking system as directed by this procedure.

5.3 Facility Manager (FM) and Waste Operations Supervisor

Maintains facility or area inventories.

5.4 Waste Certification Representative (WCR)

Provides support when requested.

5.5 Waste Acceptance Organization

- 5.5.1 When required, signs approvals on FBP-WM-PRO-00046-F08.
- 5.5.2 When required, signs approval on FBP-WM-PRO-00046-F09, *Change to On-Site Waste Disposal Facility Waste Transfer Form*.

5.6 Waste Generator and OSWDF Personnel

- 5.6.1 Provides information to the eMWaste® tracking system or eMWaste® Scanner Application as directed by this procedure.
- 5.6.2 When required, (Waste Generator) fills out applicable sections of FBP-WM-PRO-00046-F05.
- 5.6.3 When required, (OSWDF personnel only) fills out applicable sections on FBP-WM-PRO-00046-F08.
- 5.6.4 When required, (OSWDF personnel only) fills out applicable sections on FBP-WM-PRO-00046-F09.

5.7 Transportation Specialist

- 5.7.1 Provides information to the eMWaste® tracking system as directed by this procedure.

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5.7.2 Runs a “Compliance Report” for each shipment (from the “Shipping Reports” menu in eMWaste®).

5.7.3 Sends a Certificate of Disposal/Destruction (COD), Certificate of Treatment (COT), or Certificate of Management (COM) copy to the eMWaste® Administrator and puts original into shipment file, when applicable.

5.8 Waste Disposition Specialist (WDS)

Enters or provides information to the eMWaste® tracking system as directed by this procedure.

5.9 Rad Protection Supervisor

When required, fills out applicable sections on FBP-WM-PRO-00046-F08 and signs in approval area.

5.10 Waste Associate

Contacts the eMWaste® Administrator if a new 90 day storage area has been established.

5.11 Container Management

Request metal barcode tags for containers that will be stored at outdoor storage facilities.

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6.0 ACTIONS

6.1 Initiating Tracking

NOTE

Empty containers are tracked via FBP-WM-PRO-00262, *Managing Empty Containers*. This section applies to filled containers.

For each container to be filled, eMWaste® will generate a Waste/Material Generation (WMG) Form (hard copy), which will have a unique container identification (ID) number (forms will have the number printed in the upper right hand corner). Corresponding bar code label(s) will be printed (although they are not applied to certain bulk containers such as trucks).

Waste Generator

- 6.1.1** Before preparing to fill an empty waste container, contact the assigned WDS to obtain waste-tracking forms and/or labels. **IF** a WDS has not been assigned yet, **THEN** contact a WDS Supervisor.

WDS/Waste Generator

NOTE

User access accounts are necessary to access eMWaste® and are issued by the Database Administrator – eMWaste® (hereafter called “eMWaste® Administrator”). To create an account, the eMWaste® Administrator will need the following information:

- Name and badge number
- Three-character computer user ID

- 6.1.2** Contact the eMWaste® Administrator – eMWaste® to obtain a user account if needed.

- 6.1.3** For eMWaste® to track financial costs, the following must be included:

- For project and process waste/recyclables, a 4-digit Work Breakdown Structure (WBS) number (needs assigned in order) to associate work scope to containers.

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NOTE

WMG forms and/or bar code labels will be issued to a WDS or designee who in turn gives to the Generator.

- 6.1.4** Request a WMG form and/or corresponding bar code label(s) from the eMWaste® Administrator; forward the labels and any hard-copy forms to the Waste Generator.

- To avoid losing container IDs, obtain only as many WMG forms and/or labels as likely to be used within 1 week.

NOTE

To maintain tracking-system integrity, all container ID numbers must be accounted for. Unused WMG form(s) and bar code label(s) should be returned to the eMWaste® Administrator as soon as practicable.

eMWaste® Administrator

- 6.1.5** On request, generate WMG(s) and/or container bar code label(s). Notify the WDS or designee when forms(s) and/or label(s) are ready for pickup.
- 6.1.6** Enter container ID numbers, WDS's name, requestor's name, and request date into a logbook.

Waste Generator

NOTE

Recycle or Universal material packaged for shipment does not need to meet DOT Packaging Requirements, therefore containers packaged with this material are not required to have a PO label affixed to the container.

Empty containers are tracked via FBP-WM-PRO-00262.

All fields must be completed on the WMG form. N/A shall be entered into those fields that do not apply.

- 6.1.7** Verify container has been certified through the Container Management program by ensuring a purchase order (PO) number label has been affixed to the container. Document the PO number/lot number in the "Manufacturer (Empty/PO) Container ID" field on the WMG. Only drums will have lot numbers listed.
- **IF** container does not have a PO number label, **THEN** contact Container Management before filling container.

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- 6.1.8** Ensure WCR is present at filling when waste is being packaged for shipment to a Treatment, Storage, or Disposal Facility (TSDF) for treatment or direct disposal (see FBP-WM-PRO-00090, *Waste Generation*, FBP-WM-PRO-00329, *Waste Generation Under Activities Governed by Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)* and FBP-WM-PRO-00264, *Waste Disposition*).
- 6.1.9** Enter the name of the WCR present at filling and the date the waste was verified in the “FBP Verifier” field on the WMG.

NOTE

For certain situations (i.e., Security Sensitive Waste), the WMG information can be completed after container(s) have been filled. This will be approved on a case by case basis at the discretion of the eMWaste Administrator.

- 6.1.10** Pay particular attention to the following:

NOTE

The WDS or Waste Generator will request a replacement from the eMWaste® Administrator if a WMG form or bar code label(s) gets damaged beyond reasonable use. Information on the WMGs must be sufficiently supported by documented factual data and is subject to audit. All corrections to the forms must be single-lined, dated, and initialed.

- A.** Origin Facility/Location
- B.** Current Facility/Section/Row
- C.** CERLCA Waste? Y/N
- D.** Charge Code (WBS)
- E.** Container has an air vent (Record the air vent number in the “Container Air Vent Number” field on the WMG.)
- F.** Empty container, lid, and gaskets are in good condition, free of dents, holes, and rust, with operable closure tightening mechanism? Y/N
- G.** Manufacturer (Empty/PO) Container ID and Lot # fields
- H.** Container Type
- I.** Secondary ID (serial #)

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- J.** Optional CIDMS field (CIDMS ID# [i.e., Component ID#]) on the WMG form that may be required to be entered at the request of the project. (Enter “N/A” in field if not required.)
- K.** Does Container have a Liner? If Yes, Liner Type
- L.** Does Container have a Liner? If Yes, Liner Type
- M.** Absorbent material was added (Ensure the Absorbents Type, Absorbents PO Nbr Absorbents Lot Nbr, and if known the absorbent weight (in lb) are recorded on the WMG. **IF** the container is manufactured to include the absorbent as an inherent part of the package, **THEN** mark the applicable fields “N/A”)
- N.** Physical Form (Solid, Liquid, Gas)

NOTE

In eMWaste®, the “Origin Start Date” is the date that the waste or material is first added to the container.

- O.** Origin Start Date
- P.** RCRA Y/N and RCRA Start Date
- Q.** TSCA Y/N and TSCA Start Date, PCB Level (ppm)
- R.** RAD Y/N and RAD Start Date
- S.** % of Item and List Waste (Material Types) added to package. Note: (All materials must equal 100%) **IF** the container is not 100% full, **THEN** note the percent the container is full (e.g., “80% full” or “50% full”) in (% of Item) field
- T.** EPA Codes (if applicable)
- U.** Oily Materials Y/N
- V.** Free Liquids? Y/N
- W.** Free Liquids Absorbed/Removed: Y/N or N/A
- X.** No Prohibited Items, Verified: Y/N
- Y.** Container loaded to minimize void space: Y/N or N/A
- Z.** Container integrity maintained during filling: Y/N

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AA. Container closure performed per manufacturer's instructions and applicable work control documents? Y/N

NOTE

eMWaste® assumes that weights are estimated until a scale ID number and calibration date are entered.

BB. Ensure filled container is weighed (if scales are available); record the gross weight, tare weight, waste weight (in lb), scale ID, and calibration due date on the WMG. Otherwise, record an estimated weight.

CC. Ensure torque wrench number(s) and calibration due date(s), if applicable, are recorded on the WMG.

DD. Ensure tamper indicating devices (TIDs), if applicable are applied. Record the TID numbers in the "TID Numbers" field and enter the date the TIDs were applied in the "Date Sealed" field on the WMG

6.1.11 As applicable, include at least the following information as "Comments":

- FBP-RP-PRO-00004-F01, *Request for Release of Equipment/Material From DOE Control*, number
- Whether material is Southern Ohio Diversification Initiative (SODI) recyclable materials or Rumpke landfill waste

6.1.12 Review WMG for accuracy and completeness.

- **IF** a WMG entry needs to be corrected on the paper form, **THEN** line through the entry, enter correction, and initial and date correction. Otherwise, sign and date the form.

6.1.13 Forward WMG and any associated paperwork to the WDS.

6.1.14 **If processing Accumulation Containers, perform the following:**

- A.** Prior to starting an accumulation container, contact the Project WDS to determine applicable requirements.
- B.** Enter the following field information below onto the WMG form. Sign and Date original WMG form and submit to the project WDS for tracking purposes.
 - Origin Facility/Location
 - Current Facility/Section/Row
 - Profile #

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- Profile Name
- CERCLA Waste?
- Charge Code (WBS)
- Manufacturer (Empty/PO) Container ID (If applicable)
- Container Type
- Physical Form
- Origin Start Date
- Waste Description
- Gross Weight (lbs)/Tare Weight (lbs) (Estimate)

WDS

- C.** Review the WMG and associated paperwork sign/date original WMG and submit to the eMWaste® Administrator for entry into eMWaste®.

Waste Generator

- D.** Once the accumulation drum is full, submit a CWT to update applicable field information, sign/date CWT and submit to the WDS for approval.

WDS

- E.** Review CWT for approval, sign/date CWT and submit to eMWaste® Administrator.

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NOTE

If radionuclide quantities are entered in eMWaste® as a ratio (e.g., pCi/g), then any changes made to the weight in eMWaste® will not change the Special Nuclear Material and Source values, unless the “Recalc” button is pressed (on the Radiological tab in eMWaste®).

If radionuclide quantities are entered in eMWaste® as an explicit value (e.g., grams), then changes made to the weight in eMWaste® will **not** adjust any nuclide values.

In this procedure, “radiological characterization data” refers to the assessment of radionuclide activity within the waste itself. By contrast, “radiological shipping surveys” refer to dose-rate and contamination smear data (which is gathered for Department of Transportation [DOT] shipping purposes and applies only to the exterior surface of the container—not to the waste within).

- F. **WHEN** characterization is complete, **THEN** enter radiological characterization data into the "Radiological" section in eMWaste®.

CAUTION

Failing to submit completed WMGs and associated paperwork to the eMWaste® Administrator promptly may violate Federal and State regulations, as well as DOE directives.

NOTE

eMWaste® includes only "VALIDATED" or "QC RELEASED" records in FBP’s waste/recyclables inventories (non-validated records may appear on certain eMWaste® screens but are excluded from inventory tallies and reports).

6.2 Coding eMWaste® Records as “VALIDATED” or “QC RELEASED

eMWaste® Administrator

- 6.2.1 **WHEN** WMG is received, **THEN** complete the following Steps 6.2.1A through 6.2.1E.

- A. Review the paper WMG for completeness.
- B. Verify that the Waste Generator and WDS have signed the WMG form and that the FBP “Verifier Name” and “Verification Date” fields have been completed.

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- C. Enter the WMG form data into eMWaste®.
- D. Review the entered data; resolve any issues, then code record(s) as “VALIDATED” in eMWaste®, preferably within 1 business day.
- E. Forward original WMG back to WDS for final review and QC Release.

WDS

- 6.2.2 Review the original WMG and resolve any discrepancies with the Generator.
- 6.2.3 Write or highlight the WMG number on each piece of corresponding record-file paperwork.
- 6.2.4 **IF** WMG(s) and associated paperwork needs filed, **THEN** return to eMWaste Administrator for placement into Administrative Record file.

eMWaste® Administrator

- 6.2.5 File original WMG and any associated paperwork in the Administrative Record file.

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6.3 Making a Change to Waste Tracking Information

WDS

NOTE

Only trained, qualified persons should enter data into eMWaste®.

NOTE

If changes occur to a container or its contents after a WMG form is submitted or associated records are coded as “VALIDATED” or “QC RELEASED” in eMWaste®, the affected sections of a *Change to Waste Tracking Information* (CWT) form (FBP-WM-PRO-00046-F05) must be completed and delivered promptly to the WDS for approval (so the changes can be updated in eMWaste®). **Exception:** If the data change has already been captured on a different form that gets submitted to eMWaste®, a CWT does not need to be completed. (For example, a weight is updated by submitting a Waste Container Acceptance Checklist.) Examples of changes that require a CWT include:

- Changing a waste category or waste profile
- Adding or removing Environmental Protection Agency (EPA) codes
- Physical form
- Location
- Weighing
- Torquing
- Tamper Indicating Device (TID)
- Container type/size
- Absorbent added
- Container depressurized (shall be noted in field #17 on CWT)
- Sealing container

Only the fields that pertain to the actual data change need to be completed on the CWT. N/A shall be entered into those fields that do not apply. If changes being made affect multiple containers, one CWT can be completed by listing those WMG number(s) in the WMG Number field on the CWT form. If the (Container Status) field in the WMG screen in eMWaste® is set at a (Loaded) status, Transportation personnel must be contacted before proceeding.

Waste Generator

- 6.3.1** WHEN container tracking information needs to be added or changed, **THEN** complete FBP-WM-PRO-00046-F05; deliver the form to the WDS for approval.
- 6.3.2** IF updating a Gross Weight, **THEN** provide a Scale ID in block 7 and Scale Calibration due date in block 8 on CWT form.

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- 6.3.3** IF updating Torque Wrench in block 9, **THEN** enter a Torque Calibration due Date in block 10 on CWT form.
- 6.3.4** IF updating Absorbent Type in block 13, **THEN** provide Absorbent PO in block 14 and Absorbent Lot in block 15 on CWT form.
- 6.3.5** IF a WCR witnesses any of the activities in the section just below block 18 on CWT form, **THEN** print name/badge# of WCR.

WDS

- 6.3.6** Review CWT form for completeness and accuracy; work with the Waste Generator to resolve any deficiencies.

NOTE

Scanned copies of approved CWTs and their attachments may be returned by email; however, the email must summarize all approved changes and the CWTs must have approval signatures.

- 6.3.7** IF the change is approved, **THEN** sign and date block 35 of the CWT form and forward to the eMWaste® Administrator and proceed to Step 6.3.9.
- 6.3.8** IF the change is **not** approved, **THEN** contact requestor to resolve any issues or discrepancies.
- 6.3.9** IF support is needed to update information on containers, **THEN** submit CWT form to affected Supervisor/Field Service Representative.

Supervisor/Field Service Representative

- 6.3.10** Implement requested changes as soon as practicable, preferably within 2 business days.
- 6.3.11** Sign and date block 36 of the CWT form as verification and forward to the eMWaste® Administrator, preferably within 2 business days.

eMWaste® Administrator

- 6.3.12** Enter the CWT information into eMWaste®, preferably within 1 business day of receipt, and sign block 37 as verification.
- 6.3.13** File original CWTs or return to WDS to file into corresponding record file(s).

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6.4 Moving Waste on Site

Waste Operations Supervisor/Facility Manager or Waste Handler

NOTE

FBP-WM-PRO-00046-F06, *Container Movement Sheet*, does not need to be filled out if an FBP-WM-PRO-00017-F01, *Waste Container Acceptance Checklist*, is completed per FBP-WM-PRO-00017, *Waste Storage in Category 2 Facilities* (e.g., for moves into storage).

FBP-WM-PRO-00046-F06 must be completed for moves to or from 90-day accumulation areas.

Projects may conduct and track individual project inventories as approved by FM or Waste Operations Superintendent on a case by case basis.

- 6.4.1** Ensure WMG (s) have been entered into eMWaste® prior to transfers. **WHEN** containers have been moved on site unless prior approval is granted from eMWaste® Administrator on a Project by Project basis, **THEN** perform the following:

- A.** Submit FBP-WM-PRO-00046-F06 to eMWaste® Administrator.
- B.** Submit FBP-WM-PRO-00046-F06 to CI Database Repository Administrator (via email to CCIDataRepository@ports.pppo.gov).
- C.** **IF** container is being moved to the following facilities: X-747A, X-747H, X-747K, X-747L, X-345, and X-744G, **THEN** the container movement sheet shall be sent to the facility manager as well.

OR

NOTE

IF container(s) are moving under an NMC&A Nuclear Material Transfer form FBP-MC-PRO-00067-F01, **THEN** the receipt signed copy of this TR may be used as a substitute for a movement sheet. The WMG number that corresponds to the container ID on the TR must be provided, if applicable.

- D.** Submit signed FBP-MC-PRO-00067-F01, Nuclear Material Transfer, to eMWaste® Administrator and CI Database Repository Administrator (via email to CCIDataRepository@ports.pppo.gov).

eMWaste® Administrator

- 6.4.2** Complete a movement process in eMWaste®.

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6.5 Establishing 90 Day Storage Areas

Waste Associate

Contact the eMWaste® Administrator if a new 90-day storage area has been established.

6.6 Processing a Container

Waste Generator

- 6.6.1 Discuss the anticipated processing operation with the WDS, Transportation Specialist, and eMWaste® Administrator to identify information needed for processing activities (parent/daughter WMG numbers, weights, process dates, etc.).
- 6.6.2 For one-to-one overpacking, submit a single CWT form to the eMWaste® Administrator providing the container type; new gross, tare, and net waste weights (in lbs.); scale ID number; scale calibration due date; TID numbers, waste volume, torque number(s), torque calibration due date, etc.
- 6.6.3 For batching, blending or lab packing, submit a WMG form for each new daughter container. Record the parent WMG number in the “Waste Description” or “Comments” section on the daughter WMG form.
 - IF a container has been assigned a WMG number, **AND** that container is added to or put into another container (roll off container, intermodal, drum, etc.), **THEN** record that container’s WMG number in the “Waste Description” or “Comments” section on the receiving container’s WMG paper form.

6.7 Treating and Disposing of Waste On Site

Facility Manager

- 6.7.1 IF waste will be treated on site, **THEN**:
 - A. Email the eMWaste® Administrator when waste is delivered/received at the treatment facility (X-705, X-623, X-614A, X-6619, etc.).

eMWaste® Administrator

- B. In eMWaste®, “move” the container to the treatment facility.

WDS/Facility Manager/Designee

- C. **WHEN** the waste has been treated onsite, **THEN** email the eMWaste® Administrator a list of the WMG number(s) that were treated and treatment date(s).

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6.7.2 IF waste has been disposed of on site, **THEN:**

- A.** Email the eMWaste® Administrator the date and where the waste was disposed of (e.g., sanitary sewer drain).

eMWaste® Administrator

- B.** In eMWaste®, “move” the container to the treatment/disposal facility location to remove container(s) from active inventory.

6.8 Storing Waste/Recyclables On Site

WDS

6.8.1 IF container will be placed in X-345, X-744G, X-747A, X-747H, X-747K, or X-747L, **THEN:**

- A.** Complete FBP-NO-PRO-00101-F01, *Facility Manager Inventory Control Check Sheet*.
- B.** Route FBP-NO-PRO-00101-F01 to Nuclear Safety.

NOTE

FBP-WM-PRO-00017-F01, is not required for containers placed in a staging (instead of storage) area; submit FBP-WM-PRO-00046-F06.

WMG(s) must be entered into eMWaste® prior to transfers unless prior approval is granted from the eMWaste® Administrator on a Project by Project basis.

Waste Operations Supervisor/Waste Handler

- 6.8.2** Complete FBP-WM-PRO-00017-F01 in accordance with FBP-WM-PRO-00017, and forward the form (via hard copy or scan) to the WDS.
- 6.8.3** Forward copy of FBP-WM-PRO-00017-F01 to CI Database Repository Administrator (via email to CCIDataRepository@ports.pppo.gov).
- 6.8.4** For every subsequent container move, complete FBP-WM-PRO-00046-F06, and forward it to the eMWaste® Administrator and CI Database Repository Administrator (via email to CCIDataRepository@ports.pppo.gov).

eMWaste® Administrator

WDS

- 6.8.5** Review FBP-WM-PRO-00017-F01 for any weight changes, then sign, date, and return form to the eMWaste® Administrator.

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eMWaste® Administrator

- 6.8.6** In eMWaste®, complete a movement process on the container(s) to the storage location(s).

Waste Operations Supervisor/Waste Handler

- 6.8.7 IF** the container will be placed in RCRA storage facility, **THEN:**
- A.** Ensure movements to RCRA areas are evaluated for NCS and RCRA Part B permit compliance.
 - B.** Complete FBP-WM-PRO-00017-F01 in accordance with FBP-WM-PRO-00017, and forward the form (via hard copy or scan) to the WDS.
 - C.** Forward copy of FBP-WM-PRO-00017-F01 to CI Database Repository Administrator (via email to CCIDataRepository@ports.pppo.gov).
 - D.** For every subsequent container move, complete FBP-WM-PRO-00046-F06, and forward it to the eMWaste® Administrator and CI Database Repository Administrator (via email to CCIDataRepository@ports.pppo.gov).

eMWaste® Administrator

- 6.8.8** In eMWaste®, complete a movement process on the container(s) to the storage location(s) after receipt of FBP-WM-00046-F06.

Container Management

- 6.8.9** Prior to weighing containers (i.e., Cargo, Half-High, Sealand and Intermodal) at outdoor storage facilities, request metal laser barcode tags for each WMG'd container generated. The request for the metal barcode tags must be noted on a Change to Waste Tracking form; FBP-WM-PRO-00046-F05, in line 17 (Reason for Request and Justification).

eMWaste® Administrator

- 6.8.10** Generate requested metal laser barcode tags from the InfoSight Laser Barcode Printer.
- 6.8.11** Contact Container Management once the tags have been generated and ready for pick up.

6.9 Tracking Off-Site Shipments

WDS

- 6.9.1** Before waste/recyclables are shipped, verify records are "QC RELEASED" in eMWaste®.

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Transportation

- 6.9.2** After loading containers into the “Shipping Containers” screen, run a “Compliance Report” for each shipment (from the “Shipping Reports” menu in eMWaste®).
- 6.9.3** Set the Shipment record status to “LOADED” in the Waste/Material Outbound Shipments screen.
- 6.9.4** **WHEN** a shipment leaves the PORTS site, **THEN** change the status to “SHIPPED” in the Waste/Material Outbound Shipments screen.
- 6.9.5** **IF** the TSDF sends a Certificate of Disposal/Destruction (COD), Certificate of Treatment (COT), or Certificate of Management (COM), **THEN** forward a copy to the eMWaste® Administrator and put original into shipment file.

eMWaste® Administrator

- 6.9.6** Upon receipt of a COD, COT, or COM, enter information from it into eMWaste® Certificate of Disposition screen.

6.10 Generating Periodic eMWaste® Reports

eMWaste® Administrator

- 6.10.1** On an annual basis, run reports from eMWaste® for:
- Site Treatment Plan
 - RCRA Hazardous Waste (biennial)
 - Annual PCB Waste Data
- 6.10.2** Approximately monthly, conduct quality checks on tracking data.
- 6.10.3** As much as reasonably practicable, ensure tracking reports are independently checked by a second knowledgeable person.

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NOTE

The eMWaste® Scanner Application is used to track transfers of waste going to the OSWDF for disposal. The waste tracking process will be utilized by inputting transfer data into screens by hand or through handheld readers utilizing RFID technology. A paper backup process shall be initiated should the electronic process be unavailable due to unforeseen circumstances. Step by step instructions are covered in FBP-WM-GUI-00009, *eMWaste® Scanner Application*.

An eMWaste® user account and password are required to access the eMWaste® Scanner Application process. Passwords are issued by the database administrator (eMWaste® Administrator) and require the following:

- Name
- Three character computer user ID

6.11 Tracking OSWDF Waste Transfer via eMWaste® Scanner Application

OSWDF Personnel

NOTE

If Login screen does not take you to the Home screen upon entering your password, then it will be necessary to contact eMWaste® personnel.

- 6.11.1 Login to the eMWaste® Scanner Application by entering your 3 character ID and eMWaste® scanner password.
- 6.11.2 Enter information either by hand or electronically utilizing hand held reader and RFID technology, refer to FBP-WM-GUI-00009 for step by step instructions.
- 6.11.3 IF eMWaste® Scanner application is unavailable, **THEN go to** Subsection 6.13.

6.12 Generation Profiles Process

WDS

- 6.12.1 Obtain Generation Profile form(s) from eMWaste® Administrator.
- 6.12.2 Document the required Generation Profile information listed below:
 - Profile #
 - Profile Name
 - Profile Description
 - Generation/Origin Facility

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- Waste Composition/Material Types (Material percent must be listed for each type and the total must equal 100 %.)
- Radioactive Constituents and average concentration for each nuclide

6.12.3 Provide Generation Profile information to the eMWaste® Administrator for entry into eMWaste® Generation Profile screen.

6.13 eMWaste® Scanner Application Paper Process

Waste Generator/OSWDF Personnel

NOTE

All fields and signatures on FBP-WM-PRO-00046-F08 are required to be completed.

6.13.1 Obtain FBP-WM-PRO-00046-F08 and enter truck shipment information by hand into each section.

6.13.2 Ensure each applicable section of FBP-WM-PRO-00046-F08 is completed and approved.

OSWDF Personnel

6.13.3 Submit completed copy(s) of FBP-WM-PRO-00046-F08 to eMWaste® Administrator.

eMWaste® Administrator

6.13.4 **WHEN** the completed copy(s) of FBP-WM-PRO-00046-F08 are received, **THEN** enter truck shipment information into eMWaste® Scanner Application shipment screen, utilizing eMWaste®.

OSWDF Personnel

6.13.5 Provide original copy(s) of FBP-WM-PRO-00046-F08 to the eMWaste® Administrator after transfers are completed, within 3 business days.

eMWaste® Administrator

6.13.6 Sign and date FBP-WM-PRO-00046-F08 and enter shipment number.

6.13.7 Contact WAO personnel to pickup original form(s).

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6.14 Change to On-Site Waste Disposal Facility Waste Transfer Form

OSWDF Personnel

NOTE

When changes occur to an electronic OSWDF truck transfer record after the record has been entered and a disposal location assigned in the eMWaste Scanner Application, affected section of FBP-WM-PRO-00046-F09, *Change to on-Site Waste Disposal Facility Waste Transfer Form*, must be completed promptly and submitted electronically to the WAO organization for approval (to allow for changes to be updated in eMWaste®. For example:

- Changing a waste profile number
- Changing a gross weight
- Updating a disposal location.

Only fields that pertain to the actual data change need to be completed on the form. All other fields will require an N/A to be entered.

Only transfers coded as “COMPLETED” in the Logistic Monitoring screen in eMWaste® can be updated per FBP-WM-PRO-00046-F09. Any transfers coded as “IN PROGRESS” can be updated within the eMWaste® Scanner Application prior to disposal.

- 6.14.1** WHEN OSWDF truck transfer information needs to be changed, THEN complete FBP-WM-PRO-00046-F09 and submit to WAO personnel for approval.
- 6.14.2** Enter shipment number and truck RFID for a single transfer or if the changes included are for a range of shipment numbers, then enter the range of numbers affected in Section A of FBP-WM-PRO-00046-F09.
- 6.14.3** Enter the changes in Section B of FBP-WM-PRO-00046-F09 that need applied to the shipment numbers entered in Section A.
- 6.14.4** On FBP-WM-PRO-00046-F09, sign and hit the “Submit” button.

WAO

- 6.14.5** Review submitted form changes to FBP-WM-PRO-00046-F09.
- 6.14.6** IF changes are approved, THEN sign in Section C of FBP-WM-PRO-00046-F09 and hit the “Submit” button.
- 6.14.7** IF changes are denied, THEN contact OSWDF Project personnel to resolve issue.

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Waste/Recyclables Tracking

eMWaste® Administrator

6.14.8 WHEN approved FBP-WM-PRO-00046-F09 is received, THEN complete updates in eMWaste® from Section B.

6.14.9 IF applicable, enter in new shipment number, THEN sign and hit “Submit” button in Section D of FBP-WM-PRO-00046-F09.

6.14.10 File electronic signed copy of FBP-WM-PRO-00046-F09.

7.0 RECORDS

7.1 Records Generated

- A. Certificates of Destruction, Disposal, and Management
- B. FBP-NO-PRO-00101-F01, *Facility Manager Inventory Control Check Sheet*
- C. FBP-WM-PRO-00046-F05, *Change to Waste Tracking Information*
- D. FBP-WM-PRO-00046-F06, *Container Movement Sheet*
- E. FBP-WM-PRO-00046-F08, *On-Site Waste Disposal Facility Waste Transfer Form*
- F. FBP-WM-PRO-00046-F09, *Change to On-Site Waste Disposal Facility Waste Transfer Form*
- G. Waste/Material Generation Form
- H. Radiological surveys
- I. Supporting documents, if any were received; supporting documents may include:
 - Radiological shipping surveys submitted per FBP-WM-PRO-00090
 - Analytical or NDA data, or process knowledge
 - FBP-RP-PRO-00004-F01, *Request for Release of Equipment/Material From DOE Control*

7.2 Requirements

Records generated or received as a result of performing this procedure shall be managed according to FBP-BS-PRO-00062, *Records Management Process*.

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8.0 DEFINITIONS/ACRONYMS

8.1 Definitions

- A. **Blending** – For the purposes of this procedure, the act of mixing the contents of two or more containers.
- B. **Change To Waste Tracking Information form** – CWT, completed to effect changes to container information, information recorded in eMWaste® or the operating record.
- C. **eMWaste®** – An electronic database for tracking DOE-PORTS wastes and certain recyclable materials. At DOE-PORTS, eMWaste® replaces the former PWTARS, Low-Track, and (portions of) the Automated Transportation Management System (ATMS) databases.
- D. **eMWaste® Scanner Application** – An application outside of the eMWaste® database that utilizes hand held readers, RFIDs and/or hand entry of data in the field for tracking DOE-PORTS waste transferred to the OSWDF for disposal.
- E. **Lab pack** – For the purposes of this procedure, a single DOT-compliant container into which multiple non-compliant containers are placed. Inner containers have separate characteristics and typically are not individually labeled.
- F. **Operating Record** – The written description and quantity of hazardous waste received, and the method(s) and dates of its treatment, storage, and disposal. The PORTS operating record consists of documents pertaining to waste management that are required by law to be retained for a period of time specific to the record.
- G. **Overpack** – For the purposes of this procedure, a larger container into which one or more containers are placed — for reasons such as convenience, integrity problems with the inner container(s), DOT compliance, or overfill (with absorbent, dirt, etc.). Inner containers have identical characteristics; the overpack “absorbs” the combined readings of the inner containers.
- H. **QC RELEASED** – A code in eMWaste® to indicate that the WDS has reviewed records for quality control and designated the associated containers as ready to ship.
- I. **Repackaging** – For the purposes of this procedure, the act of emptying one container into another.
- J. **VALIDATED** – A code in eMWaste® to indicate that the eMWaste® Administrator has reviewed records for quality control.
- K. **Waste Generator** – For purposes of completing the waste/material generation form or electronic fillable form, a Waste Generator is any person whose act or process produces waste or other qualified individuals with sufficient process knowledge of the waste and the process to adequately complete the WMG fields and/or FBP-WM-PRO-00046-F08.

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8.2 Acronyms

- A. ACM** – Asbestos-Containing Material
- B. CIDMS** – Criticality Incredible Data Management System
- C. COD** – Certificate of Disposal/Destruction
- D. COM** – Certificate of Management
- E. COT** – Certificate of Treatment
- F. CWT** – Change to Waste Tracking
- G. FM** – Facility Manager
- H. ID** – Identification
- I. LLW** – Low Level Waste
- J. LOV** – List of Values
- K. NDA** – Nondestructive Assay
- L. NMC&A** – Nuclear Materials Control & Accountability
- M. OSWDF** – On-Site Waste Disposal Facility
- N. PO** – Purchase Order
- O. TID** – Tamper Indicating Device
- P. TSCA** – Toxic Substance Control Act
- Q. TSDF** – Treatment, Storage, or Disposal Facility
- R. WCR** – Waste Certification Representative
- S. WDS** – Waste Disposition Specialist
- T. WMG** – Waste/Material Generation

9.0 SOURCE REFERENCES

None

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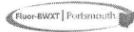
Appendix A
REGULATORY REQUIREMENTS FLOW DOWN

1. 40 CFR 262, *Standards Applicable to Generators of Hazardous Wastes*
2. 42 USC 6901, *Resource Conservation and Recovery Act of 1976*
3. 49 CFR Subchapter C, *Hazardous Materials Regulations*, Parts 171–179
4. OAC 3745-51, *Identification and Listing of Hazardous Waste*, Parts –01 to –33

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Appendix B

WASTE/MATERIAL GENERATION FORM EXAMPLE



Container ID

WASTE/MATERIAL GENERATION FORM

Origin Facility/Location		Current Facility/Section/Row		Generator Company		Owner Company	
Profile #.		Profile Name			CERCLA Waste? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Waste Category: (LLW, RCRA, TSCA, Universal, etc.)		Charge Code (WBS):		MWIR Nbr.:		Disposition Profile #.	
Empty Container Pre-Inspection							
Container Air Vent Number? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA (If yes, provide number)		Empty container, lid, and gaskets are in good condition, free of dents, holes, and rust, with operable closure tightening mechanism? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Note: List any container integrity deficiencies in Comments section below)</small>					
Manufacturer (Empty/PO) Container ID:		Container Type:		DOT Container Specification: <small>(Ex. IP1, 1A1, 1A2, DOT 7A Type A, etc.)</small>		Secondary ID: (serial #)	
Lot #:						CIDMS ID:	
Container Preparation							
Does Container have a Liner? <input type="checkbox"/> Yes <input type="checkbox"/> No		Absorbents in Container? <input type="checkbox"/> Yes <input type="checkbox"/> No		Absorbents Type:		Absorbents Amount (lb):	
If Yes, Liner Type:				Absorbents PO Nbr (1):		Absorbents Lot Nbr (1):	
				Absorbents PO Nbr (2):		Absorbents Lot Nbr (2):	
Waste Characteristics							
Physical Form <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas		Origin Start Date:		RCRA: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date:		TSCA: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date:	
				PCB Level: (ppm)		RAD: <input type="checkbox"/> Yes <input type="checkbox"/> No Start Date:	
Waste Contents							
% of Item		List Waste (Material Types) Added to the Package				EPA Codes:	
Oily Materials? <input type="checkbox"/> Yes <input type="checkbox"/> No Free Liquids? <input type="checkbox"/> Yes <input type="checkbox"/> No Free Liquids Absorbed/Removed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Verified No Prohibited Items? <input type="checkbox"/> Yes <input type="checkbox"/> No Container loaded to minimize void space? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Container integrity maintained during filling? <input type="checkbox"/> Yes <input type="checkbox"/> No Container closure performed per manufacturer's instructions and applicable work control documents? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Weight (in lb):		Gross Weight (full)*:		Tare Weight:		Waste Weight:	
Volume (in ft3):		Waste Volume:				* All weights are considered estimated until a scale id and calibration date are entered	
Scale ID:				Scale Calibration Due Date:			
Torque #:				Torque Calibration Due Date:			
				U-235 grams:		Enrichment %:	
				U-235 plus error (gm):			
TIDs Installed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		TID Numbers:		Date Sealed:			
Generator Comments:				Waste Description:			
Waste Generator: I certify that the above information on this form is true and accurate. Printed Name: _____ Badge No: _____ Signature: _____ Date: _____							
Waste Disposition Specialist: I certify that the above information on this form is true and accurate. Printed Name: _____ Badge No: _____ Signature: _____ Date: _____							
FBP Verifier present during filling and closure? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Verifier Name:		Badge No:				Verification Date:	

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**Attachment A
CHANGE TO WASTE TRACKING INFORMATION**



CHANGE TO WASTE TRACKING INFORMATION

WMG Number:		
Requestor Section Section A		
Instructions: Indicate changes and new value(s) and provide necessary justification. Supporting documentation is required to change waste characterization/categorization information (Items 22 - 33). Fields not changed, shall be N/A.		
1. Waste Origin:	2. Container Type:	3. Current Location:
4. Manufacturer Container ID (Empty/PO):	5. Physical Form: <input type="checkbox"/> Solid <input type="checkbox"/> Liquid <input type="checkbox"/> Gas	
6. Gross Weight (lb):	7. Scale ID:	8. Scale Calibration due Date:
9. Torque Wrench:	10. Torque Calibration due Date:	
11. TID Number(s):	12. Seal Date:	
13. Absorbent Type:	14. Absorbent PO:	15. Absorbent Lot:
16. Waste Description:		
17. Reason for Request, and Justification:		
18. Waste Certification Representative Printed Name / Badge #: (Note Below the Activities the WCR witnessed)		
Weight: Yes <input type="checkbox"/> No <input type="checkbox"/>	Visual Inspection: Yes <input type="checkbox"/> No <input type="checkbox"/>	Torque: Yes <input type="checkbox"/> No <input type="checkbox"/>
Absorbent: Yes <input type="checkbox"/> No <input type="checkbox"/>	TID Application: Yes <input type="checkbox"/> No <input type="checkbox"/>	Closure: Yes <input type="checkbox"/> No <input type="checkbox"/>
19. Change Requestor: I certify that the above information (Section A) on this form is true and accurate.		
Printed Name:	Badge #	Signature: Date:
Waste Disposition Section Section B		
20. Profile #:	21. MWIR Number:	
22. Radioactive: <input type="checkbox"/> Yes <input type="checkbox"/> No	23. Origin Date:	
24. Hazardous: <input type="checkbox"/> Yes <input type="checkbox"/> No	25. Start Date:	
26. EPA Codes:		
27. PCB: <input type="checkbox"/> Yes <input type="checkbox"/> No	28. Start Date:	29. PCB Level (ppm):
30. Regulated Asbestos Waste: <input type="checkbox"/> Yes <input type="checkbox"/> No	31. Non-Regulated Waste: <input type="checkbox"/> Yes <input type="checkbox"/> No	
32. Tare Weight (lb):	33. Net Weight (lb):	
34. Waste Vol (ft ³):		
35. Waste Disposition Specialist: I certify that the above information on this form is true and accurate.		
Printed Name:	Badge #	Signature: Date:
36. Supervisor/Field Service Representative: All changes to the container have been completed in the field.		
Printed Name:	Badge #	Signature: Date:
37. eMWaste® Administrator: All changes have been documented in the eMWaste® Database		
Printed Name:	Badge #	Signature: Date:

Attachment C
ON-SITE WASTE DISPOSAL FACILITY WASTE TRANSFER FORM



On-Site Waste Disposal Facility Waste Transfer Form
(Complete all applicable fields. N/A fields that are not applicable.)

TRUCK RFID Tag #: _____

Create Shipment (Waste Generator)

Date: (mm/dd/yyyy) _____ Time: ____:____ am/pm Profile #: _____ Origin Loc: _____

(Generator) (3 char id) _____ Print Name: _____ Signature: _____

(RP) Radiological Shipment Survey# _____ Results Acceptable ☐

(Rad Protection Supervisor) (3 char id) _____ Print Name: _____ Signature: _____

(WAO) (3 char id) _____ Print Name: _____ Signature: _____

Scale Weight (OSWDF Personnel)

Date: (mm/dd/yyyy) _____ Time: ____:____ am/pm Gross Wt (lbs): _____

(OSWDF) (3 char id) _____ Print Name: _____ Signature: _____

(WAO) (3 char id) _____ Print Name: _____ Signature: _____

Receiving (OSWDF Personnel)

Date: (mm/dd/yyyy) _____ Time: ____:____ am/pm Destination Facility: OSWDF ☐ IMTA ☐

(OSWDF) (3 char id) _____ Print Name: _____ Signature: _____

(WAO) (3 char id) _____ Print Name: _____ Signature: _____

Burial (OSWDF Personnel)

Date: (mm/dd/yyyy) _____ Time: ____:____ am/pm Destination Location (Cell,X,Y,Z): _____

(OSWDF) (3 char id) _____ Print Name: _____ Signature: _____

(WAO) (3 char id) _____ Print Name: _____ Signature: _____

Rejected (OSWDF Personnel)

Date: (mm/dd/yyyy) _____ Time: ____:____ am/pm Partial ☐ Full ☐ Complete ☐ N/A ☐

Anomaly Description: _____

Immediate Actions Taken: _____

Anomaly: Prohibited Items Oversized ☐ Pressurized ☐ Void Space ☐ Liquids ☐ Other ☐ N/A ☐

(OSWDF Personnel) Print Name: _____ Signature: _____ Date: _____

(WAO) (3 char id) _____ Print Name: _____ Signature: _____

Radiological Return Survey (RP Personnel)

(RP) Radiological Return Survey# _____ Results Acceptable ☐

(Rad Protection Supervisor) (3 char id) _____ Print Name: _____ Signature: _____

Data Entry (eMWaste® Personnel)

Print Name: _____ Signature: _____ Date: _____

Shipment Number: DC _____

Attachment D
CHANGE TO ON-SITE WASTE DISPOSAL FACILITY WASTE TRANSFER FORM



**CHANGE TO ON-SITE WASTE DISPOSAL FACILITY
WASTE TRANSFER FORM**

* Form required to make changes to completed OSWDF Transfers *

SECTION A - Identify OSWDF Transfer (NA fields that do not apply); To be completed by Change Requester:						
Enter shipment number and Truck RFID if change affects a single transfer:						
SHIPMENT NUMBER:	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> DC - - - </div>					
TRUCK RFID:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>					
- OR -						
Enter shipment number range if change affects a range of transfers (Changes identified in Section B to be applied to ALL transfers within the range identified below):						
SHIPMENT NUMBER:	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> DC - - - </div>			THROUGH	<div style="border: 1px solid black; padding: 2px; text-align: center;"> <small>First Sequence</small> </div>	<div style="border: 1px solid black; padding: 2px; text-align: center;"> <small>Last Sequence</small> </div>
- OR -						
Include attachment identifying requested changes.						
SECTION B - Identify Required Changes (NA fields that do not apply); To be completed by Change Requester:						
WASTE STREAM PROFILE NUMBER:	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> DC - </div>		GROSS WEIGHT (LB):	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
BURIAL LOCATION:	CELL:	X:	Y:	Z:		
REQUESTER SIGNATURE:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>				Click to Submit Change Request to WAO	
SECTION C - WAO CHANGE APPROVAL:						
WAO CHANGE APPROVAL SIGNATURE:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>				Click to Submit WAO Approval to eMWaste	
SECTION D - eMWASTE DATABASE VERIFICATION:						
NEW SHIPMENT NUMBER (If applicable):	<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> DC - - - </div>					
EMWASTE ADMINISTRATOR SIGNATURE (signifies changes have been entered into eMWaste):	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>				Click to Submit Completed Form to WAO	
* Include attachment identifying original and updated shipment numbers if update includes changes to multiple shipment numbers.						