



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
ENVIRONMENTAL COMPLIANCE OFFICE
SUITE 900 - JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-0334

TDOT STANDARD OPERATING PROCEDURE - ENVIRONMENTAL

NO.
013

Subject: **SHIPMENT AND DISPOSAL OF SPECIAL, NON-HAZARDOUS,
AND HAZARDOUS WASTES**

Reviewed and
approved by:

05-08-17

Barry Brown, PE

Date

Facilities and MS4/TSCS Program Manager, TDOT Environmental Compliance Office

5.5.17

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Date

Environmental Bureau Chief, TDOT Environmental Planning Bureau

Status: Revised and re-approved with no significant changes.

Version 5 – Replaces
Version 4 dated April 2016

1.0 PURPOSE AND SCOPE

This Standard Operating Procedure (SOP) identifies the steps necessary for the proper shipment of special and hazardous wastes to offsite facilities for disposal. This SOP applies to all TDOT facilities from which these wastes are shipped.

1. Each month TDOT District and Region facilities will complete a Waste Accumulation Area Inventory Form and submit it to their Regional Environmental Coordinator by the 5th of the following month. Unless inventory forms are specifically requested for Satellite Accumulation Areas, this requirement applies only to Accumulation Areas. These inventories will be used to determine when waste pickups are necessary.
2. The Environmental Compliance Office is responsible for organizing the transport and disposal of special and hazardous wastes from TDOT facilities. One or more designated "Waste Transport and Disposal (T&D) Vendors" will be used to provide these services. No special, non-hazardous, or hazardous wastes (excluding municipal solid waste) may be shipped from TDOT facilities without notification and approval from the Environmental Compliance Office.

3. Personnel from the Environmental Compliance Office who have received appropriate U.S. Department of Transportation (U.S. DOT)-required training will review and sign all appropriate waste profiles and waste shipping papers (i.e., Waste Manifests, Land Disposal Restriction forms, Bills of Lading) necessary for the transport and disposal of special and hazardous waste. TDOT employees who have not received the required U.S. DOT training may not sign waste shipping papers involving the transport of hazardous waste, non-hazardous waste, or special waste.
4. The Environmental Compliance Office and the Waste T&D Vendor are responsible for ensuring that (1) hazardous wastes are only shipped to receiving facilities that have valid U.S. Environmental Protection Agency (U.S. EPA) identification numbers and are permitted to accept such wastes, and (2) waste transporters have valid U.S. EPA identification numbers and Tennessee hazardous waste transporter permits.
5. The TDOT facility will containerize all wastes in approved U.S. DOT packaging for shipment. Any questions concerning the packaging required for any waste should be directed to the Environmental Compliance Office. In the event the Waste T&D Vendor determines that the container is not suitable for transport, the T&D Vendor will overpack the container in, or transfer the contents to, an approved U.S. DOT package.
6. All waste containers must be labeled as required under U.S. DOT requirements depending upon the waste type. The Waste T&D Vendor will provide the labels and verify that the container is appropriately labeled prior to offsite transport.
7. The transporter must leave a signed and dated copy of all appropriate waste shipping papers with the TDOT facility's designated contact person prior to leaving the facility.
8. The original manifest signed by the receiving facility will be returned to the TDOT facility from which the waste was shipped. The Environmental Compliance Office will also receive a copy and will be responsible for monitoring the shipment and the development of any exception reports that are necessary.
9. All shipping papers shall be maintained at the TDOT facility for at least three years from the date of shipment in the appropriate color-coordinated notebook.