

3745-27-33 Shipping paper system.

- (A) A "shipping paper" is a list or record of the infectious wastes being transported. Shipping papers shall be prepared by either the generator, the transporter, or the infectious waste treatment facility.

- (B) The treatment shipping paper shall accompany the shipment of untreated infectious wastes that are described on the shipping paper. The treatment shipping paper shall be used when a shipment of infectious waste is transported to an infectious waste treatment facility that is not owned or operated by the generator of the infectious waste. The treatment shipping paper shall:
 - (1) Be produced from a form prescribed by or approved by the Ohio EPA and consist of the following:
 - (a) A four copy, multipart, carbonless form that shall consist, at a minimum, of the following: page one (top copy) shall be white and returned to the generator; the second page (copy two) shall be yellow and kept on file by the treatment facility; the third page (copy three) shall be pink and kept in the transporter's file; and the fourth page (copy four) shall be gold and be kept in the generator's file; or
 - (b) A multipart, carbonless form, as prescribed in paragraph (B) (1) (a) of this rule, with additional attachments for multiple transporters and/or treatment facilities. The information for the additional attachments shall be copied from the original white top copy on to a second multipart, carbonless form with the generator signature line left blank, if not completed by the generator of the infectious wastes. The second multipart form shall consist of sufficient pink pages to ensure that each transporter has a pink copy to retain in their files, as well as enough yellow pages to ensure that each treatment facility has a yellow copy to retain in their files. The additional attachments shall be: physically attached to the original white top copy, contain sufficient information to ensure an easy connection back to the original white top copy, accompany the infectious waste until actual treatment occurs, and will be returned to the generator along with the original white top copy. The discrepancy section shall be completed to describe the need for the additional attachments and shall document the number of attachments.

[Comment: The intent of this paragraph is to allow flexibility in the tracking of infectious wastes when multiple transporters and/or treatment facility occur and infectious wastes need to be sent on to another facility. The

additional attachments should be provided by the entity that discovers the need to transport the infectious wastes to another location.]

- (2) Be legible and complete;
- (3) Be kept on file for a minimum of three years;
- (4) Be signed and dated by the generator then given to the transporter before the wastes are removed from the premises where generated;
- (5) Contain, at a minimum, space for the following information:
 - (a) The name, registration identification number, and dated signature of the generator, and the address and telephone number of the premises where the wastes were generated;
 - (b) The name and dated signature of each transporter upon physical removal of the infectious wastes, the transporter's address and telephone number, the vehicle decal number, and the transporter registration identification number from the infectious waste vehicle registration decal. If more than one vehicle is used for transport of the infectious wastes then each transporter shall complete all the required information;
 - (c) The name, address, telephone number, and dated signature of each infectious waste treatment facility upon receipt of the infectious waste at a facility;
 - (d) A brief, general description of the nature of the wastes being shipped;
 - (e) The infectious waste treatment facility and/or alternate infectious waste treatment facility to which the wastes must be delivered, if so designated by the generator;
 - (f) The type of containers as determined by its outside dimensions, and the quantity of each type of container. The treatment shipping paper shall include space for the discretionary designation of the weight of the containers;
 - (g) A certification by the generator causing the wastes to be transported that the wastes are packaged and labeled in accordance with rule 3745-27-34 of the Administrative Code and that the description of the wastes is accurate;

- (h) A signed and dated certification statement by the treatment facility that the infectious wastes have been treated in accordance with rule 3745-27-32 of the Administrative Code, or are in compliance with the treatment regulations of the state in which the treatment facility is located; and
 - (i) A comment or discrepancy section to note, at a minimum, any of the following types of inconsistencies:
 - (ii) A change in the type or quantity of containers;
 - (iii) Detection of radioactive materials or waste regulated pursuant to the Ohio department of health or U.S. nuclear regulatory commission regulations;
 - (iv) Detection of materials defined as hazardous wastes pursuant to rule 3745-51-03 of the Administrative Code;
 - (v) Noncompliance with handling requirements specified in rule 3745-27-35 of the Administrative Code;
 - (vi) Treatment or receipt at any facility other than those listed as the designated or alternate treatment facility; and
 - (vii) The existence and number of additional attachments as referenced in paragraph (B) (1) (b) of this rule; and
 - (viii) Situations where a contingency plan was implemented.
- (6) Be returned to the generator within forty-five days of treatment of the waste at a treatment facility. If the copy is not returned then a legible copy of the original shipping paper and a brief letter outlining the generator's efforts to locate the waste shall be submitted to the board of health having jurisdiction and to the Ohio EPA; and
- (7) Not be required when a shipment of infectious wastes is transported off the premises where generated to an infectious waste treatment facility owned or operated by the generator.
- (C) The disposal shipping paper shall accompany treated infectious wastes from the treatment facility to the disposal facility. The disposal shipping paper shall:
 - (1) Be produced from a form prescribed by or approved by the Ohio EPA;
 - (2) Be legible and complete;

- (3) Be kept on file for a minimum of three years;
- (4) Be prepared by:
 - (a) The infectious waste treatment facility responsible for treating the wastes when a shipment of treated wastes is transported to a solid waste disposal facility; and
 - (b) The generator if the infectious waste treatment facility is owned or operated by the generator.
- (5) Be signed, dated, and given to the transporter by the infectious waste treatment facility before the wastes are removed from the premises;
- (6) Contain the following information:
 - (a) The name, address, and telephone number of the generator;
 - (b) The name, address, telephone number, and dated signature of the owner or operator of the infectious waste treatment facility;
 - (c) The name, address, telephone number, and dated signature of the owner or operator of the disposal facility;
 - (d) A certification by the owner or operator of the treatment facility where the wastes were treated that the wastes have been treated by any of the methods, techniques, and practices prescribed by paragraph (a) of rule 3745-27-32 of the Administrative Code; and
 - (e) If the treated wastes are to be compacted prior to transportation and contain any sharp infectious wastes, the shipping paper shall include an additional certification by the owner or operator of the treatment facility where the "sharps" were treated that they also have been treated in accordance with paragraph (a) of rule 3745-27-32 of the Administrative Code.
- (7) Be prepared by the owner or operator of the treatment facility and shall meet the requirements of paragraph (c) of this rule to accompany the shipment of the treated infectious wastes from the treatment facility to a solid waste disposal facility if the treated infectious wastes meet any of the following conditions:
 - (a) Originated from a shipment of untreated infectious waste generated by a generator of under fifty pounds of infectious waste per month

that is not required to have a treatment shipping paper, other than those described in paragraph (a) (3) of rule 3745-27-30 of the Administrative Code; and

- (b) Is unaccompanied by a shipping paper.

A notation may be made that the waste was generated by multiple small generators.

- (8) Not apply to generators who meet all of the following:
 - (a) Generate less than fifty pounds of infectious waste each month; and
 - (b) Do not hold a registration certificate as a generator of fifty pounds or more of infectious waste in any one month; and
 - (c) Transport or dispose of treated specimen cultures and treated cultures of viable infectious agents treated in accordance with paragraph (a) of rule 3745-27-32 of the Administrative Code; and
 - (d) Dispose of sharp infectious wastes and unused discarded hypodermic needles, syringes, and scalpel blades packaged in accordance with paragraph (b) of rule 3745-27-34 of the Administrative Code.
- (9) Not be kept by a transfer facility but shall continue to accompany the treated infectious wastes to the solid waste disposal facility.
- (D) Records retention periods shall be extended during the course of any unresolved litigation, or when so requested by the Ohio EPA. The three-year period for retention of records shall start from the date of sample, measurement, or report.

HISTORY: Eff 5-1-90; 12-1-97