

Tab 1 Appendix I Instructions for Completing Container Contents Log

I-1-1. Container Contents Log (CCL), TCFE Form 645:

a. Each container of Hazardous Waste (HW), Non-Hazardous Waste (NHW) or universal waste (UW), excluding UW Lamps must have a CCL maintained during accumulation or storage.

b. The original CCL must be turned-in at the Hazardous Waste Accumulation Facility (HWAF):

(1) The activity turning wastes in at the HWAF will submit the completed CCL along with the DD Form 1348-1A.

(2) Activities not using the HWAF for waste turn-ins using will submit the CCL to the HWAF within 3 days of the shipment along with the other required documents.

c. The HWC or AEC will record required information on the Container Turn-in Log (CTL) from the CCL during the turn-in or shipping process. Activities do not have to keep a copy of the CCL once the waste is turned-in.

I-1-2. ITEMS IN BOLD PRINT ARE TO BE COMPLETED BY THE ACTIVITY PRIOR TO TURN-IN!

NOTE: ITEMS 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, & 19 MUST BE COMPLETED BEFORE OR WHEN WASTES ARE FIRST ADDED.

a. Specific blocks of the CCL must be completed as follows:

(1) Container Number: Issued by the HWAF only. **Activities not using the HWAF for waste turn-ins must obtain number from HWAF and enter number.**

(2) Profile Number: Issued by the HWAF only. **Activities not using the HWAF for waste turn-ins must obtain number from HWAF and enter number.**

(3) HWAF Doc Reg. No: Entered by HWAF.

(4) **Generating Activity:** - Enter the "Higher HQ & Battalion & Company" or "Directorate & Division" as applicable.

(5) **Building Number:** Enter building number of the HW site.

(6) **Authorized Site Number:** This number is issued by DPW-ENRD as part of the site approval process. **This is a must have number!**

(7) **Phone Number:** Enter Activity HWCs phone number.

(8) DOT Proper Shipping Name: Entered or supplied by the HWAF. This is related to the profile number (Hazardous Material Table- 49 CFR 172-173). **Activities not using the HWAF for waste turn-ins must verify and enter this information with the HWAF prior to shipment.**

(9) DOT Hazard Class: Entered or supplied by the HWAF. This is related to the profile number (Hazardous Material Table- 49 CFR 172-173). **Activities not using the HWAF for waste turn-ins must verify and enter this information with the HWAF prior to shipment.**

(10) DOT ID Number: Entered or supplied by the HWAF. This is related to the profile number (Hazardous Material Table- 49 CFR 172-173). **Activities not using the HWAF for waste turn-ins must verify and enter this information with the HWAF prior to shipment.**

(11) DOT Packaging Group: Entered or supplied by the HWAF. This is related to the profile number (Hazardous Material Table- 49 CFR 172-173). **Activities not using the HWAF for waste turn-ins must verify and enter this information with the HWAF prior to shipment.**

(12) **Type DOT Container:** Enter the United Nations “UN” markings.

(13) **Size/Volume:** Enter the size or volume of the container.

(14) Waste Description: Entered or supplied by the HWAF. This is the profile name listed with the profile number. **Activities not using the HWAF for waste turn-ins must verify and enter this information with the HWAF when waste is first added.**

(15) **Accumulation Start Date:** This is the first day that waste is added to a container in a TSS or when the volume reaches 55 gallons of HW or 1 quart of acutely hazardous waste accumulated in a SAS.

(16) EPA Waste Codes: Entered or supplied by the HWAF. This is related to the profile number. **Activities not using the HWAF for waste turn-ins must verify this information with the HWAF when waste is first added.**

(17) Origin code: Entered by the HWAF during in processing at the HWAF. **Activities not using the HWAF for waste turn-ins must verify this information with the HWAF prior to shipment and enter information.**

(18) Source Code: Entered by the HWAF during in processing at the HWAF. **Activities not using the HWAF for waste turn-ins must verify this information with the HWAF prior to shipment and enter information.**

(19) Form Code: Entered by the HWAF. This is related to the profile number. **Activities not using the HWAF for waste turn-ins must verify this information with the HWAF when waste is first added.**

(20) **Date of Activity:** Each time waste is added to or removed from the container, an entry must be made.

(21) **Type of Waste:** A general description of the waste must be shown, e.g. fuel filters, waste oil, waste paint, etc. **This is not the profile name listed in item 14!**

(22) **Process generating waste:** How was the waste derived, e.g., vehicle maintenance, painting, spill clean-up etc. **This must match the written description of the waste.**

(23) **Name of person adding or removing waste:** The person adding waste to the container must be entered. This should be done under the supervision of the HWC or HWS.

(24) **Weight:** Each time waste is added, estimate the weight in pounds or;

(25) **Volume:** Each time waste is added, estimate the volume in gallons.

(26) **Comments:** Used by the activity or HWAF to record any additional information needed.

(27) **Subtotal of additional sheets:** If more than one CCL sheet is needed to record waste accumulation, attach additional sheets and add the total here.

(28) **Container Total:** Add the amounts in either the “pounds” or “gallons” column.

(29) **Actual Weight by HWAF or SWCC:** Containers turned-in to the HWAF or SWCC will be weighed by the HWAF or SWCC.

(30) HWC Certification: The HWC must sign the certification that the contents are true and accurate when ready for disposal.

(31) AEC Certification: The AEC must sign the certification that the contents are true and accurate when ready for disposal. The AEC may sign in lieu of the HWC, if a HWC is not available. If the AEC is not available or not trained in HWM, the Commander or Director having signature authority for appointing the AEC must sign for the AEC. This cannot be delegated to other personnel.

b. Figure I-1-1 is an example of a CCL as it is prepared by the HWAF and delivered to the Activity along with a properly labeled container. It is the Activity's responsibility to ensure that the labeled container and CCL match for contents and container number and is for the requested waste. Once on site it's the Activity's liability.

c. Questions concerning the completion of this form should be directed to the HWAF. Any mistakes need to be brought to the attention of the HWAF ASAP!

Figure I-1-1

