

# Instructions for using DEQ Form ASN 4

## Waste Shipment Record Form

This form is to be used as a permanent record for tracing asbestos waste materials from removal site to final disposal. The Oregon Department of Environmental Quality (DEQ) regulation that applies to asbestos waste disposal is found in OAR 340-248-0280 and -0290. For more information, contact the DEQ at 1-800-452-4011 for the location and phone number of your local DEQ Regional Office.

### WASTE GENERATOR SECTION

(Numbers below correspond to numbers on the front of this Form)

1. Enter the name and address of the site where the asbestos waste was generated. Enter the name and phone number of the contact person for the contractor, facility, or operator of the asbestos waste generation site.
2. Enter the name, phone number and address of the person performing the asbestos abatement.
3. Enter the name, phone number and address of the disposal site that the waste is taken to.
4. Describe the materials being removed. (i.e. pipe insulation, flooring, roofing, popcorn ceiling material, HVAC system insulation, **or** nonfriable asbestos.)
5. List the total number of containers and their type. Also enter one of the following container codes used in transporting each type of asbestos material. (Specify any other type of container used if not listed below):  
  

DM	Metal drums, barrels
DP	Plastic drums, barrels
BA	6 mil. plastic bags or wrapping
NFC	Leak-tight containerization for nonfriable asbestos waste material.
6. Give an estimate of the total cubic yards of material.
7. Print clearly the name of the company and their authorized signer. This section of the form must be signed and dated.

**NOTE: The waste generator must retain a copy of the completed disposal form.**

### WASTE TRANSPORTER SECTION

8. Transporter #1: Acknowledgment of receipt of asbestos waste materials. Print agent and company name, then sign and date.
9. Transporter #2: Acknowledgment of receipt of asbestos waste materials. Print agent and company name, then sign and date.

**NOTE: If there are more than two transporters attached a new waste shipment form.**

### DISPOSAL SITE SECTION

10. Print name and title then sign and date for. This certifies that you have received the asbestos material covered by this manifest.
11. Discrepancy space. This space is used if there is a discrepancy between the amount of the material received by the landfill and the amount of material listed on the waste shipment form.

**NOTE: The waste disposal site operator must retain a copy of this form.**

In addition, asbestos waste disposal regulations require that the Waste Disposal Site operators take the following actions:

- Send a copy of the completed and signed Waste Shipment Form to the Waste Generator as soon as possible (but no later than 30 days after disposal) after the waste has been received at the disposal site.
- Notify DEQ immediately by telephone of improperly enclosed or uncovered waste. Submit a written report to DEQ the following working day, along with a copy of the Waste Shipment Form.
- If you discover a discrepancy between the quantity of waste designated on the Waste Shipment Form and the quantity of waste actually received, attempt to reconcile the discrepancy with the Waste Generator. You must report, in writing, to DEQ within 15 days after receiving the waste any discrepancies that cannot be reconciled. Submit a copy of the Waste Shipment Form with this report.