

Instruction Sheet for Pre-Shipment Notification Form

The Pre-Shipment Notification Form provides Perma-Fix Northwest Richland, Inc. (PFNW) with the information needed to properly receive and process generators waste without costly time delays. It also allows PFNW to resolve any questions before waste arrives.

Data Entry Instructions

1. Enter the name of the company that is brokering the shipment or company shipping the load.
2. Enter the name of the facility that waste originated from.
3. Enter the name of the transporting company.
4. Enter the manifest number if known. If the manifest number is not available until the day of the shipment then leave blank.
5. Enter anticipated dates of shipment and arrival.
6. Enter the telephone number of the shipping or brokering company.
7. Enter the telephone number of the facility waste originated from.
8. Enter all DOT proper shipping classes that will be used for containers in this shipment. If a shipping class determination is not going to be done until the date of shipment, then leave blank.
9. Write a brief description of the material type in the shipment (e.g., 7 drums liquid glycol and water, 2 c-vans of compactable trash). The material described should match the contract category descriptions.
10. List all isotopes to be in the shipment and the totals of each for the shipment. This is vital in approving the shipment. These isotopes and activities will be checked against the current onsite inventory and PFNW' radioactive material license. A shipment summary sheet may be attached in lieu of completing this section.
11. Enter the total grams of SNM for the shipment.
12. Enter the total kilograms of source material for the shipment.
13. Enter the shipment net volume in cubic feet. If it is an estimate write "est." after the volume.
14. Enter the gross weight of the shipment in pounds. If it is an estimate write "est." after the weight.
15. Circle the container types that will be in the shipment or write in the type of container in the space marked "other" if it is not listed. Write the number of each type of container in the space next to the container type.
16. This block is used to describe the method of process the generator would like used for their material. List the quantity and units under the process to be used. The quantity used is to be based on the contracted billing category to allow for timely invoicing.
17. If there is a need to give specific instructions concerning the process of a container, write it in this block. Also reference any special billing agreement as applicable.
18. Circle the appropriate answer. The State of Washington requires an RHF-31 form for waste transported in the state and must be part of the shipping papers. Original signatures are required in all sections.
19. Circle the appropriate answer.
20. Circle the appropriate answer. An export permit must be in place before shipment can be made and a copy must be included with the shipping papers.
21. Circle the appropriate answer.
22. Circle the appropriate answer. A copy of the determination letter should accompany the shipment.
23. Circle the appropriate end disposition of the waste. If there is more than one, specify which waste goes where in the block pertaining to that disposition. In addition, if the waste end disposition is;
 - a. DOE Burial at the Hanford Site, then specify if the generator is onsite or offsite.
 - b. US Ecology, then include the Washington State Site Use Generator number and the US Ecology Generator number for the generator.
 - c. Barnwell, then include the Access Fee Contract number and the South Carolina Transport Permit number for the generator.
24. This is to be signed by the party responsible for the shipment. They will be the first point of contact if there are any questions concerning the shipment.

After review of the Pre-Shipment Notification Form, a shipment approval number will be issued for that shipment. This number is entered on the top of the form and then the completed signed form sent with the shipment. PFNW requests that a copy of the finished manifest be faxed or e-mailed to the Richland facility the date of the shipment. This is not a requirement to acceptance, but expedites the offload of the shipment.

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NOTE: It is imperative that the shipper supply PFNW with all tare weights to containers that are not to be part of the waste stream.