

Instruction Sheet for Mixed Waste 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 the anticipated date of shipment from your facility.
6. Enter anticipated date of shipment arrival at PFNW.
7. Enter the telephone number of the shipping or brokering company.
8. Enter the contact name for a person knowledgeable of the shipment information.
9. Enter the telephone number for the individual listed in block 8.
10. Enter the fax number for the individual listed in block 8.
11. Enter proper shipping name of material abbreviations accepted.
12. Write a brief description of the material type in the shipment (e.g., 7 drums liquid glycol and water, 2 c-vans of compactible trash). Be sure to include all applicable hazardous waste codes. The material described should match the contract category descriptions.
13. 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's radioactive material license. A shipment summary sheet may be attached in lieu of completing this section.
14. Enter the total grams of SNM for the shipment.
15. Enter the total kilograms of source material for the shipment.
16. Enter the shipment net volume in cubic feet. If it is an estimate write "est." after the volume.
17. Enter the gross weight of the shipment in pounds. If it is an estimate write "est." after the weight.
18. Complete as requested. This information is critical to allow acceptance of the shipment.
19. 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.
20. Reserved for PFNW.
21. Check the appropriate answer.
22. Input the Waste Profile Number assigned to the described waste.
23. Check the appropriate answer. Must be a YES prior to shipment approval. (If out-of-state mixed waste)
24. Check the appropriate answer. Must be a YES prior to shipment approval.
25. Check the appropriate answer.
26. Check 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.
27. Check the appropriate answer.
28. Check the appropriate answer. A copy of the determination letter should accompany the shipment.
29. Check 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.
30. Check the appropriate answer. Yes required WDOH approval prior to receipt.
31. Check the appropriate answer. Yes requires WDOH approval prior to receipt.
32. 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.

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.