

MnDOT Regulated Materials Management

RECORD KEEPING REQUIREMENTS

MnDOT facilities that generate regulated waste are required to maintain documentation for at least three years that demonstrate how waste materials have been managed. After three years the records may be sent to the Office of Environmental Services for permanent storage. All records must be kept at the location where the waste was generated and must be available for inspection. Electronic record keeping is acceptable.

Documentation requirements vary depending on classification of the waste material. Following are examples of various forms of documentation and information that may be required to demonstrate proper management of waste materials.

Hazardous Waste Documentation

Documents required for generator of hazardous waste

- Waste Identification Number (or EPA ID#)
- MN Hazardous Waste Generator License

Documents required for transporting hazardous waste for reuse, recycling or disposal

- Hazardous Waste Manifests 3 signature copy
- Land Disposal Restriction (LDR) Notification Forms
- Analytical results and other laboratory reports
- Disposal profile sheets

Documents required for VSQG facilities outside of seven county metro area

- VSQG Consolidation Permit and Contingency Plan

Documents required for handling and storing hazardous waste

- Regulated waste training records for MnDOT employees
- Weekly inspection logs of hazardous waste storage area

Non-Hazardous Waste Documentation

Examples of non-hazardous wastes include, but are not limited to, the following: lead-acid batteries, dry cell batteries, electronics (computers, computer parts, TVs), fluorescent bulbs, ballasts, used oil, used oil filters, used oil sorbents, antifreeze, latex paint, treated wood, blasting residue, white goods and tires.

- Disposal, recycling or reuse of non-hazardous waste may be recorded with the any of following documents: shipping papers, invoices, receipts, operating logs, non-hazardous waste manifests, scale tickets or transfer of ownership forms.