

**California Environmental Protection Agency  
Department of Toxic Substances Control  
Hazardous Waste Tracking System**

**Disclaimer & Data Limitations Statement**

**DISCLAIMER**

The Department of Toxic Substances Control (DTSC) takes every precaution to ensure the accuracy of data in the Hazardous Waste Tracking System (HWTS). However, because of inaccuracies in the submitted data, limitations of the hazardous waste manifest system, and the technical limitations of the database, DTSC cannot guarantee that the data accurately reflect what was actually transported or produced.

**DATA LIMITATIONS**

Listed below are details regarding the data available on the HWTS, its limitations, and the reasons for those limitations. This information should be read carefully by all users of HWTS reports. The HWTS is accessible to DTSC staff, Certified Unified Program Agencies (CUPAs), and other State agencies and federal agencies by request. Ten reports are available to the general public by internet access. However, only individuals with authorized access can view the manifest images through the online application. The public can obtain a limited number of photocopies of manifest images by contacting DTSC's Generator Information Services Section (GISS). Manifest images and microfilm prints are true images and may be used as documentary evidence. Other HWTS reports should be used with caution given the limitations described in this Disclaimer and Data Limitations Statement. Any person using HWTS reports for evidentiary purposes should validate the accuracy of the data contained in the HWTS reports, by comparing them to manifest images or microfilm prints. As mentioned above, DTSC does not guarantee that the HWTS reports accurately reflect what was actually transported or produced. To ensure that all users of the HWTS reports are aware of the limitations of the reports, the Disclaimer Statement should accompany all reports distributed to all users of the HWTS.

## **DOCUMENT, DATA, MICROFILM, AND ELECTRONIC IMAGE AVAILABILITY**

1973 – 1982

Documents during this time frame were called Liquid Waste Hauler Reports. These reports document the movement of liquid waste only, not solid waste. Information from these documents was not captured in a data system and they are stored on microfilm sorted by year by hauler (transporter). The method of storage makes it difficult to find information on specific generators of liquid waste or the disposal facilities. No electronic images exist.

1983 – 1992

The Hazardous Waste Manifest laws were implemented in 1982 with the first manifests being collected in 1983. Information from these documents was captured into a data system and the documents were microfilmed. After microfilming, hard copy documents were destroyed. This information is stored in a separate data storage structure that is available to staff with regular access needs. Manifest continuation sheet information was not collected and continuation sheets were not microfilmed. Manifest continuation sheets are stored in hard copy form at the State Records Center sorted by year by generator. Non-California manifest and continuation sheet information was not collected. Hard copy records are stored at the State Records Center sorted by year and alpha sorted by generator name. The method of storage makes it difficult to find California manifest continuation sheets, non-California manifests, and non-California continuation sheets for this time frame.

1993 – 1996

The underlying data system collecting information from manifests was significantly changed at the beginning of 1993. Information from manifests was captured into the newer data system and the documents were microfilmed. After microfilming, the hard copy documents were destroyed. Manifest continuation sheet information was not collected and continuation sheets were not microfilmed. Manifest continuation sheets are stored in hard copy form at the State Records Center sorted by year and alpha sorted by generator name. Non-California manifest and continuation sheet information was not collected. Hard copy records are stored at the State Records Center sorted by year by generator. DTSC began receiving manifest correction letters and these were stored in hard copy form sorted by year and alpha sorted by generator name in the GISS Office. The method of storage makes it difficult to find information from California manifest continuation sheets, non-California manifests, and non-California continuation sheets for this time frame.

1997 – 1998

Information from manifests, manifest continuation sheets, non-California manifests, and non-California continuation sheets was captured into the data system and the documents were microfilmed and electronically imaged. After microfilming, the hard copy documents were destroyed. DTSC continued to store manifest correction letters in hard copy form in the GISS Office.

1999 – 2001

Information from manifests, manifest continuation sheets, non-California manifests, and non-California continuation sheets was captured into the data system and the documents were microfilmed and electronically imaged. Information from manifest correction letters was collected to link the corrections to the manifest data and they were microfilmed and electronically imaged. Reference information from letters correcting manifests back to 1993 was captured and the letters were, microfilmed, and electronically imaged. After microfilming, the hard copy documents were destroyed.

2002 - 2003

The underlying data system collecting information from manifests was significantly changed. All previous data was imported into the new data system in two pieces; 1983 to 1992 and 1993 to 2001. Information from manifests, manifest continuation sheets, non-California manifests, and non-California continuation sheets was captured into the data system and the documents were microfilmed and electronically imaged. Information from manifest correction letters was collected to link the corrections to the manifest data and they were microfilmed and electronically imaged. After microfilming, the hard copy documents were destroyed. Problems with the continuation sheet and non-California manifest data loading processes delayed loading this information.

2004 – Present

The previous processes were carried forward. The scope of information collected from manifests and continuation sheets was increased (see Limitations section 5.a. for details). Continuation sheet data is being loaded. Problems with non-California manifest data loading processes continue and have delayed loading this data beyond 2001.

### **Additional Information:**

**1. California Manifests:** The data in HWTS reports are available from January 1, 1993 forward. Electronic manifest images from the HWTS are available for most manifests with shipment dates of January 1, 1997 forward. DTSC has microfilmed the manifests as follows:

- Most manifests for the time period 1983-present were microfilmed;
- For the fiscal year 1994-95 (July 1, 1994 through June 30, 1995), only the TSDf copies of the manifests were microfilmed and key data entered. The Generator copies of manifests were not microfilmed or key data entered due to budget constraints. The generator copies were stored in hard copy at DTSC until 2002. In early 2001 enough funding existed to ensure all generator copies were microfilmed and enough information was collected from the generator copies to determine which manifests were not in the data system. These generator manifests were processed to capture the waste information and the information was loaded into the data system;

**2. Continuation Sheet Data:** Waste stream data from continuation sheets are available on the HWTS for manifests received by DTSC since July 1, 1997.

**3. Non-California Manifests:** Data from non-California manifests used for shipping wastes out of California are available on the HWTS, for non-California manifests received since July 1, 1997. Previously, DTSC did not capture data from, or microfilm, non-California manifests. Information from non-California manifests are not currently included in routine reports.

**4. Correction Letters:** Correction letters were not routinely required by DTSC until mid-1998. Companies submitting correction letters are able to correct information from all manifests, regardless of year used. From late 2002, GISS began entering actual corrected data into the data system from correction letters. Corrections are indicated by version numbers on manifest detail reports.

**5. Tracking:** Document retrieval information is added to tie the microfilm and electronic images to manifest data using the unique roll and frame numbers of the microfilmed manifest documents.

## **DATA LIMITATIONS**

**1. Timeliness of Data:** It generally takes about three months for manifest data to be posted in the HWTS. This includes up to 30 days submittal time allowed to companies and DTSC's processing time. DTSC has also added preload checks to the data acceptance process to improve data quality. Manifests failing these checks will be referred for manual resolution. This process will result in additional delays for a small percentage of the data.

**2. Incorrect Handler Reference Data:** The data in the HWTS are tracked by the United States Environmental Protection Agency (U.S. EPA) Identification Number (ID) or the California ID. The federal ID is issued by U.S. EPA and the California ID by DTSC's GISS. Upon issuance of the California ID, all company-specific information such as name and address are key data entered into the HWTS and linked to the ID number. For entities with a federal ID, this information is entered periodically, upon receipt of updates from the U.S. EPA. Therefore, there is a delay in adding information related to new or modified U.S. EPA ID numbers. Company specific information (except ID), is not verified during manifest key data entry. In cases where the ID number and/or the company specific information is incorrect, the desired data may be unavailable.

### 3. Selected Data Elements:

a. **From the Manifest:** The following elements are captured from the manifest documents. Items in *italics* have been captured since January 1, 2004:

- Manifest Number (box A)
- Generator ID Number (box 1)
- *Generator Name (box 3)*
- *Generator Phone (box 4)*
- First Transporter ID Number (box 6)
- *First Transporter Name (box 5)*
- *First Transporter Phone (box D)*
- Second Transporter ID Number (box 8)
- *Second Transporter Name (box 7)*
- *Second Transporter Phone (box F)*
- Designated TSDF ID Number (box 10)
- Facility ID Number (TSDF copy only) (box G)
- *Facility Phone (box H)*
- For items in boxes 11, 12, 13, 14, I, and K, the following information is captured for each filled in waste stream:
  - *UN Number (box 11)*
  - *Hazard Class (box 11)*
  - *Packing Group (box 11)*
  - Container Type (box 12)
  - Number of Containers (box 12)
  - Waste Quantity (box 13)
  - Unit of Measure (box 14)
  - Resource Conservation and Recovery Act (RCRA) Waste Code (box I)
  - California Waste Code (box I)
  - Handling Code (TSDF copy only-box K)
- *Country of export when an export manifest (box 15)*
- *Generator Signature present (box 16)*
- *Generator Signature Date (box 16)*
- *Transporter 1 Signature present (box 17)*
- Transporter 1 Signature date (box 17), the Ship Date
- *Transporter 2 Signature present (box 18)*
- *Transporter 2 Signature date (box 18)*
- *TSDF Signature present (box 20)*
- Receipt Date (TSDF copy only)(box 20)
- Manifest Copy Type (G for Generator and D for TSDF)
- Whether a Discrepancy was Noted in Box 19 of the Manifest

b. **Manifest Continuation Sheet:** The following elements are captured from manifest

continuation sheets. Items in *italics* have been captured since January 1, 2004:

- Manifest Document Number (box L)
- Generator EPA ID (box 21)
- *Generator Name (box 22)*
- *Transporter Three Name (box 24)*
- Transporter Three ID Number (box 25)
- *Transporter Four Name (box 26)*
- Transporter Four ID Number (box 27)
- For items in boxes 28, 29, 30, 31, H, and T, the following information is captured for each filled in waste stream:
  - *UN Number (box 28)*
  - *Hazard Class (box 28)*
  - *Packing Group (box 28)*
  - Container Type (box 29)
  - Number of Containers (box 29)
  - Waste Quantity (box 30)
  - Unit of Measure (box 31)
  - Resource Conservation and Recovery Act (RCRA) Waste Code (box H)
  - California Waste Code (box H)
  - Handling Code (TSDf copy only-box T)
- *Transporter Three Signature present (box 33)*
- Transporter Three Date (box 33)
- *Transporter Four Signature present (box 34)*
- Transporter Three Date (box 34)
- It is also flagged if a discrepancy is noted in box 35 of the manifest continuation sheet.
- Manifest Continuation Copy Type (G for Generator and D for TSDf)

**4. Paired:** A manifest consists of six copies. DTSC normally receives two of these copies. The Generator is required to send a Generator copy (G) to DTSC within 30 days of the shipment date and the TSDf is required to submit a TSDf copy (D) within 30 days of receipt of the shipment. The HWTS considers manifests as paired when DTSC receives both G and D copies of a manifest, with an identical manifest number and the same generator signature date.

**5. Matched:** Manifests are considered as matched when the information on both the G and D copies in the following areas is identical: generator ID Number, manifest number, transporter 1 ID Number, transporter 2 ID Number (if present), TSDf ID Number, UN Number, Hazard Class, Packing Group, Number of Containers, Container Type, Total Quantity, Unit Wt/Volume, Waste Code(s), generator signature date, transporter 1 signature date, and TSDf signature date.

**6. How Corrections Are Handled:** HWTS data records appear as originally submitted and key data entered, except those that are modified through the correction process. Manifests submitted with incorrect or blank entries result in loss of data or erroneous data in reports. Typical errors include blank dates, incorrect waste codes, and incorrect ID numbers. Prior to July 1, 2002 the system did not allow for correction of inaccurate data. Since then, records have been corrected as Correction Letters have been received. Corrections may be retroactive back to 1993. Correction letters received from July 1, 2002 forward, create new versions of the existing manifest records and HWTS reports display the most recent version.

From January 1, 1996, DTSC added a notation to manifest records with correction letters, along with the microfilm roll and frame number of the letter. Additionally, images of correction letters received from January 1, 1997 forward, have been electronically imaged. Images are linked to the original manifest and are available through the reports.

**7. Duplicate Manifests:** Manifests with duplicate manifest numbers exist in the manifest tracking system. To assure that each manifest is identified as a unique manifest, the HWTS performs a comparative analysis on each manifest to assess its uniqueness. There are known blocks of manifest numbers that were duplicated as follows: 93000000– 93199999 and 96600001– 96900000.

**8. Incomplete Waste Code Data:** The first State waste code and the first federal waste code for each waste stream (each line within box 11 of the manifest) are entered in the database, regardless of importance. No other codes are tracked, although they may appear on the manifest. No attempt is made to determine the more appropriate code if more than one appears.

**9. Handling of Invalid Data:**

**a. Invalid Waste Codes:** From 1993 to 2001, waste codes that did not match system lists were replaced with “\*\*\*\*” for California waste codes, and “\*\*\*\*\*” for RCRA waste codes. Invalid information may have been entered by the Generator or a key data entry error. From 2002 on, waste codes have been captured as reported.

**b. Blank or Invalid Dates:** From 1983 to 2001, the mainframe computer (HWIS and

Haznet) flagged manifest records with blank dates or invalid dates and automatically inserted dates as follows:

- G Copy: Blank/invalid shipping date-Date manifest processed (batch date).
- D Copy: Blank/Invalid shipping date-Date manifest received by TSDF.
- D Copy: Blank/Invalid TSDF receipt date-Date manifest processed (batch date).

From 1996 forward, all manifest data with blank/invalid dates downloaded from the mainframe into the Intranet Haznet, were loaded with dates set to zero. Therefore, Intranet reports from 1996 to 2001 displayed zero-year summaries. However, the HWTS does not permit blank/invalid dates to be recorded. When the historical data was downloaded from the mainframe into the HWTS, the inserted dates from the mainframe were downloaded as well, replacing the zero-year dates.

With the implementation of HWTS in 2002, dates with a proper format, but in the future, are captured from the manifest as reported. This can lead to displays that show future dates available for selection. As resources are available, these future dates will be targeted for corrective action.

**c. Handling Method Codes:** Invalid handling method codes (from box K) are replaced with “\*\*\*”.

## **10. System Calculations:**

**a. Quantity Conversions:** All quantities are converted to tons for reports and calculations. Cubic yards are converted using a density estimate for soil. Liquid measurements are converted using a density equal to water. These conversion factors may underestimate or overestimate the actual weight of the waste. The following conversion factors are used by DTSC:

- 1 Gallon (G) = 0.00417 ton
- 1 Kilogram (K) = 0.001102 ton
- 1 Liter (L) = 0.001102 ton
- 1 Cubic Meter (M) = 1.102 tons
- 1 Metric Ton (N) = 1.102 tons
- 1 Pound = 0.0005 ton
- 1 Ton (T) = 1.0 ton
- 1 Cubic Yard (Y) = 0.8428 ton

**b. Use of Alternative TSDf:** Some reports display counts for both the TSDf and the Alternate TSDf. These should not be added together. If the user of a report adds these two columns together, the resulting sum may inappropriately double count tonnage as most Alternate TSDfs and Primary TSDfs are actually the same facility.

**c. Large Tonnage Error:** Prior to May 1, 2002, reported or converted quantities that exceeded 100 tons for a single manifest, were not processed but instead flagged as errors, with the tons set to zero. Some rail shipments exceeding this weight limit could have been erroneously misreported as zero tonnage shipments. After May 1, 2002, actual data was input into the data system. In instances where single waste stream tonnage exceeds 130 tons, GISS staff intervene manually and correct the information.

**d. Invalid Units of Measure:** Prior to May 1, 2002, invalid units of measure or invalid measures were flagged as errors, with tonnage set to zero. The new system includes a currently inactive rule that when activated will run a validation check to identify invalid measures and will automatically send correction notices to Generators.

#### **11. Reduced Manifest Requirements:**

**a.** Health and Safety Code (HSC) section 25160.2 allows certain types and quantities of hazardous wastes to be manifested under the consolidated manifesting procedure, formerly known as milkrunning or modified manifesting. Under this procedure, consolidated transporters are listed as the generators on the manifest rather than those businesses that actually generated the wastes. Consolidated transporters are required to submit quarterly to DTSC detailed information, called Transporter Quarterly Report (TQR), about those generators that participated under the consolidated manifesting procedure. The HWTS is planned to be expanded to include TQRs in the future.

**b.** When the generator or generator of record, transporter and TSDf are the same company, the generator copy of the manifest is not required to be submitted to DTSC [HSC section 25160(b)(5)(A)]. This results in legitimate unpaired D copies of manifests, in data, microfilm, and electronic image.

**12. Additional Information:** The HWTS includes a system for users to report problems. The address is: [hwtsadmn@dtsc.ca.gov](mailto:hwtsadmn@dtsc.ca.gov).