

CONTRACTOR'S SOLID WASTE TRACKING SHEET (SWTS)

(FOR ALL DISCARDED ITEMS DESIGNATED BY THE GOVERNMENT AS **NOT HAZARDOUS WASTE, PCB, OR ASBESTOS**)

Ref: NAVSHIPYDPUGETINST P5090.11

SECTION I WASTE ID (The numbers shown in bold italics correspond to the blocks on the WIS.)

Government Prefix	SWTS # Waste Information Sheet (WIS) Serial Number	Waste Stream Number (WSN) [25]
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Load Number

Leave blank until copies of original have been made.

Waste Description [6]

Attach weight ticket here

Directed Disposition [30] (Check applicable box)

Waste Disposal Application Number

Landfill-Controlled

* Enter WDA * *

Reutilize (Reuse)

Recycle

Trash

Other

When scales are not available at place of delivery, enter number of cubic yards. This number will be used by **you** to calculate weight for the summary.

SECTION II CONTRACT NUMBER/TITLE (Contractor completes Sections I thru V; see instructions on back.)

Contract Number

Contract Title

Government Point of Contact (Enter the name and phone number of the Government POC monitoring this contract.)

Phone

()

SECTION III FINAL DESTINATION (Obtain from WIS block [17] and your Government-approved Environmental Plan.)

Permit Type and Number (if applicable)

Facility Name

Phone

()

Facility Owner

Facility Address (Complete physical address only)

SECTION IV FINAL DISPOSITION (To be completed by the Contractor)

(Check applicable disposition box)

Waste will be taken to the Section III address to be:

REUTILIZED

RECYCLED

DISPOSED

STOP!

Make enough copies of this original to match the estimated number of loads to be transported. Number the first copy "01." If there will only be one load, use this original instead of a copy. **DO NOT USE THIS FORM FOR** waste designated as **ASBESTOS, PCB, or HW.**

SECTION V CONTRACTOR VERIFICATION (To be completed by the Contractor)

(Check applicable description box)

I hereby verify that the contents in this: Container Truck Roll-off Box Other _____

have been inspected by me and are as described in Section II and the WIS. No additional waste has been added.

Contractor's Signature

Date

SECTION VI TRANSPORTER VERIFICATION (To be completed by the Driver of the transport vehicle)

I hereby verify the following:

- No material or waste was added or removed after loading and verification signature at the work site, and
- I delivered the load contents as stated to the address stated in Section III.

Transporter's Signature

Date

SECTION VII RECEIVER SITE VERIFICATION (To be completed by the Receiver)

I hereby verify I received the load contents as described in Section II at the address stated in Section III.

(Note: Approved receiver sites for soil reuse are sometimes unattended. In this case, Transporter completes.)

Receiver's Signature

Print Name

Date

ALL INFORMATION AND SIGNATURES MUST BE LEGIBLE.

This form shall be completed for **each load**. See reverse side for explanation of disposition descriptions and form instructions. The data will be compiled and summarized by the Contractor on the **CONTRACTOR'S MONTHLY PROJECT WASTE SUMMARY REPORT, PSNS 5090/113.**

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DISPOSITION DESCRIPTION

NOTE: All discarded items require designation. This form cannot be completed until a Waste Information Sheet (WIS) has been completed by the Contractor and approved by Shipyard Shop 90HM.
Exceptions: Sanitary wastes and organic decaying debris.

"Reutilize"

Items which contractually belong to the Contractor may be removed by the Contractor to his place of business, or may be offered to the Government for reutilization (reuse). Examples: Kitchen and lavatory items, concrete barriers.

NOTE: Although soil does not belong to the Contractor, there is a potential for reuse of soil off-site **IF:**
Upon completion of waste designation by the Government, the WIS states that potential, AND
The Contractor obtains approval of the receiving county's Health District Officials.

"Recycle"

Take to a facility (or broker) where there is a process to remanufacture the discarded item into another usable item.
Examples: Cardboard/paper, asphalt, wood, concrete.

"Landfill-Controlled"

Landfills are required to have a process in place to screen the waste they receive. A "Landfill-Controlled" waste is any waste for which the receiving facility requires a landfill disposal application to ensure the waste is screened in a way that meets the requirements of their operating permit. Examples: Soil, painted wood waste. **If you check this category, enter the Waste Disposal Application (WDA) number on the line provided to the right of the "Landfill-Controlled" category box.**

"Trash" or "Non-Hazardous to Trash"

Discarded items which:

- Have **not** been designated as "Hazardous Waste (HW)," "PCB," or "Asbestos;"
- Do not require a Waste Disposal Application; and
- Are unable to be recycled.

INSTRUCTIONS

CONTRACTING OFFICER: Fill in the "Government Prefix" block with your organization's ID – do not exceed 5 letters (i.e., "ROICC").

CONTRACTOR: With the exception of the "Load Number" block, fill out Sections I - IV. This will be the base form for all loads of this designated waste stream. Next, estimate the number of loads it will take to remove the waste, and make the same amount of copies of the semi-completed form as the load estimate. Contractor will then assign load numbers in the "Load Number" block for the purpose of tracking each load of waste to its final destination. Number each page consecutively, beginning with the number "01" -- refer to **"Sample Scenario."** If there will be only one load of this waste stream on the project, use the original instead of making copies. Each time a load of waste is put into the transport vehicle, the Contractor verifies the waste, signs, and completes Section V.

TRANSPORTER: Verify, sign, and complete Section VI. Obtain a load weight ticket. If no one is present at the receiving site, complete Section VII.

RECEIVER: Verify, sign, and complete Section VII. Provide weight ticket and return signed SWTS to Transporter. If scales are not available, enter number of cubic yards of the load on the line provided for the weight ticket.

TRANSPORTER: Attach the load weight ticket to the SWTS. Return SWTS and weight ticket to Contractor.

CONTRACTOR: If the receiving facility did not provide a weight ticket, ensure the number of cubic yards has been recorded on the line provided. Retain SWTS until the end of that calendar month for compilation into the **Contractor's Monthly Project Waste Summary Report (CMPWSR)**, PSNS 5090/113. Submit all SWTS and the CMPWSR forms in a package to your Government POC.

Sample Scenario: XYZ Co. is excavating soil during a Government project, and has submitted Waste Information Sheet (WIS) #654321 to Shop 90HM for waste designation. When returned, the WIS shows the soil has been designated as "Landfill-Controlled" waste. XYZ Co. completes the additional form (Waste Disposal Application) required by the landfill. They obtain a SWTS from their Contracting Officer, who has already filled in the "Government Prefix" block. XYZ Co. copies the serial number of their WIS for soil from this project to the SWTS. (These two blocks comprise the SWTS serial number). They then transfer the required information from their WIS, completing Section I. Next they identify the project information for Section II. Moving to Section III, they enter the Government-approved facility location the soil will be taken to, and check "disposed" as its final disposition. They estimate 1,000 cubic yards of soil will be removed during the project, which will take approximately 50 truckloads. XYZ Co. makes 50 copies of the SWTS #ROICC-654321 original; and then assigns each copy a number, beginning with Load "#01" and ending with "#50." When the soil transportation begins, XYZ Co. gives "SWTS #ROICC-654321, Load #01" to the driver of the first load of soil, "SWTS #ROICC-654321, Load #02" to the driver of the second load, etc. Before each load leaves the work site, XYZ Co. verifies that the content of each load is indeed what is described in Section I. As each driver delivers their load, they verify that they transported only that specified waste to the approved facility. The receiver at the disposal facility acknowledges receipt of the load with his signature, and provides the transporter with the load weight ticket. The driver submits the weight ticket and the completed SWTS to XYZ Co. Monthly, XYZ Co. submits all completed SWTS documentation for the prior month, and a completed CMPWSR summarizing the data.