

# **Guideline for the Implementation of Hazardous Waste Manifest System**

**Department of Industrial Works**

(Garuda Emblem)

**Notification of Ministry of Industry**  
**Re: Hazardous waste manifest system**

**B.E. 2547 (2004)**

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By the virtue of section 20(1) and section 44(1) of the Hazardous Substance Act B.E. 2535 (1992) which contains some provisions concerning the limitation of the people rights and liberties that is permissible by the provisions of section 29 together with section 35, section 48 and section 50 of the Constitution of the Kingdom of Thailand, the Minister of Industry, with the opinions of the Committee on Hazardous Substance, hereby issues this Notification, prescribing hazardous waste that is hazardous substance under authorization of Department of Industrial works to comply with the hazardous waste manifest system as follows:

Article 1 In this Notification,

“Hazardous substance” shall mean hazardous waste under authorization of Department of Industrial works as designated in the Ministerial Notification issued pursuant to the Hazardous Substance Act B.E. 2535 (1992).

“Hazardous waste generator” shall mean any person who has hazardous waste in possession at minimum of 100 kilograms per month, and shall be classified into two following categories.

(1) Large quantity generator is hazardous waste generator of at least 1,000 kilograms per month.

(2) Medium quantity generator is hazardous waste generator of at least 100 kilograms per month but not more than 1,000 kilograms per month.

A person who possesses less than 100 kilograms of hazardous waste per month shall be exempt from the provisions under this Ministerial Notification.

“Hazardous waste transporter” shall mean a transporter as prescribed in the announcement of the Committee on Hazardous Substance, regarding land transportation of hazardous substance B.E. 2545 (2002).

“Hazardous waste storage, treatment, and disposal facility” shall mean any person who has hazardous waste in possession as follows:

(1) central hazardous waste treatment facility

- (2) Recycling facility of used industrial products or industrial wastes
- (3) Hazardous waste incineration facility
- (4) Infectious waste disposal facility
- (5) Treatment, storage and disposal facility for radioactive waste
- (6) Hazardous waste transfer facility
- (7) Hazardous waste storage facility

“Hazardous waste manifest” shall mean a document that allows hazardous waste generator, hazardous waste transporter, or hazardous waste storage, treatment, and disposal facility to track the movement of hazardous waste from the point of generation to the point of ultimate storage, treatment, or disposal.

“Identification number” shall mean the number issued by Department of Industrial Works for hazardous waste generator, hazardous waste transporter, or hazardous waste storage, treatment, and disposal facility to use in hazardous waste manifest system.

Article 2 Hazardous waste generator, hazardous waste transporter, or hazardous waste storage, treatment, and disposal facility shall request for identification number by using the manifest form 01 annexed to this Notification as an application form. Department of Industrial Works shall issue the identification number to an applicant within seven days as from the day of application being submitted.

Article 3 The identification number is comprised of 13 digits which each has meaning as follows:

1<sup>st</sup> – 3<sup>rd</sup> digits shall mean abbreviation designated by Department of Industrial Works as the identification number issuer.

4<sup>th</sup> digit shall mean abbreviation for all parties involved in hazardous waste management, that is “G” for hazardous waste generator, “T” for hazardous waste transporter, and “D” for hazardous waste disposal facility.

5<sup>th</sup> – 6<sup>th</sup> digits shall mean the last two digits of the issuing year.

7<sup>th</sup> – 8<sup>th</sup> digits shall mean the number designated for each province that is a location of applicant’s facility, as shown in the table annexed to this Notification.

9<sup>th</sup> – 12<sup>th</sup> digits shall mean the sequential order of identification number issued in each year. The 9<sup>th</sup> – 12<sup>th</sup> digits shall be reset, as there is a change in the 5<sup>th</sup> – 6<sup>th</sup> digits.

13<sup>th</sup> digit shall mean the number used for the purpose of checking computerized digit.

Article 4      The large quantity generator and medium quantity generator shall accumulate hazardous waste on site for a minimum period as possible but not to exceed the following.

(1) a large quantity generator shall accumulate hazardous waste on site for 90 days or less as from the first day of accumulation.

(2) a medium quantity generator shall accumulate hazardous waste on site for 180 days or less as from the first day of accumulation.

Under circumstances that the hazardous waste generator cannot be comply with the specified period as in the first paragraph, the generator shall notify Department of Industrial Works and follow the department suggestion.

Article 5      The hazardous waste generator, while in possession of hazardous waste, shall comply with the following requirements:

(1) the generator shall maintain recordkeeping on amount, container quantity, waste analysis, and hazardous waste management procedure for all hazardous waste in possession and update every 30-day.

(2) the hazardous waste shall be properly accumulated in steady and nonreactive containers in accordance with the announcement of the Committee on Hazardous Substance, regarding land transportation of hazardous substance B.E. 2545 (2002).

(3) the generator shall inspect containment buildings, drip pads, and containers every week.

(4) the generator shall have a formal written contingency plans and emergency procedures and submit to Department of Industrial Works within 45 days as the day of the identification number being granted.

(5) the generator shall arrange for sufficient equipment for emergency responses in the event of spill or release, fire, or explosion.

(6) the generator shall comply with suggestions, criteria, and other procedures prescribed by Department of Industrial Works.

Article 6      Each time a hazardous waste is transported, the hazardous waste generator shall comply with the hazardous waste manifest system as follows:

(1) the generator shall complete the hazardous waste manifest form by using the manifest form 02 annexed to this Notification.

(2) the generator shall hand the manifest form and its copies to the hazardous waste transporter to complete and sign.

(3) the generator shall retain the second and third copies of the manifest form.

(4) the generator shall keep the second copy of the manifest form for at least three years from the date on which the hazardous waste was accepted by the initial transporter. The record retention shall be for inspection by Department of Industrial Works.

Article 7        The hazardous waste transporter shall check for the accuracy of the information provided in the manifest form by the generator, and complete and sign the manifest form.

Article 8        The hazardous waste transporter shall comply with the hazardous waste manifest system as follows:

(1) once the hazardous waste transporter has accepted the waste, the transporter shall deliver the entire quantity of waste to the facility as designated in the manifest form as soon as possible, except under the uncontrollable circumstances that the transporter shall be able to keep the hazardous waste temporary but not more than 10 days. The waste shall be stored properly in a safely manner to prevent danger to human, animal, plants, property, or the environment. In case the transporter cannot comply with the specified period, the hazardous waste generator shall notify Department of Industrial Works and follow the department's instructions.

(2) the transporter shall ensure that the manifest form and its fourth, fifth, and sixth copies accompanying the waste transportation, and shall hand the manifest form and the copies to the hazardous waste storage, treatment and disposal facility to complete and sign.

(3) the transporter shall keep the fourth copy of the manifest form for at least three years from the date on which the hazardous waste was accepted by the hazardous waste storage, treatment and disposal facility.

Article 9        In case of accident, emergency incident, spill or release of hazardous waste, or explosion during transportation, which cause the following events:

- (1) people are killed or badly injured.
- (2) vehicles are damaged, attributing to more than two million bahts in compensation.
- (3) public evacuation deems necessary.
- (4) streets or main traffic routes must be closed.
- (5) train and airline flight must be rescheduled.
- (6) there is explosion, dispersion of radioactive active substance, or pathogenic substance.
- (7) there is a release of more than 400 kilograms or 450 liters of hazardous waste into public water reservoir.
- (8) in case the transporter cannot keep the situation under control, the transporter shall report to Department of Industrial works using the manifest form 03 annexed to this Notification within seven days from the date on which the event takes place. A copy of the report shall be retained for at least three years.

Article 10 When accepting the hazardous waste, the storage, treatment, and disposal facility shall comply with the hazardous waste manifest system as follows:

- (1) the storage, treatment, and disposal facility shall check for the accuracy of the information provided in the manifest form and its 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> copies. If so, the facility shall fill in the location of the facility, phone number that can be reached, and sign and date the manifest form and its copies.
- (2) the storage, treatment, and disposal facility shall return the fourth copy of the manifest form to the transporter, the original to Department of Industrial works, and the sixth copy to the generator within 15 days from the date on which the hazardous waste was accepted by the hazardous waste storage, treatment and disposal facility.
- (3) In case there is discrepancy in waste list and its quantity from those specified in the manifest form, the storage, treatment and disposal facility shall initially accept the waste and notify the generator immediately. The generator shall be responsible for any compensation and cost associated with waste storage during negotiation period, including other costs as deem necessary. If an agreement cannot be reached within 15 days, the storage, treatment and disposal facility shall

notify Department of Industrial works using the manifest form 04 annexed to this Notification.

(4) the storage, treatment, and disposal facility shall keep the fifth copy of the manifest form for at least three years from the date accepting hazardous waste at the facility.

(5) the storage, treatment and disposal facility shall notify Department of Industrial works using the manifest form 05 annexed to this Notification within 15 days from the date of accepting hazardous waste without the manifest form accompanying the shipment.

(6) the storage, treatment and disposal facility shall comply with suggestions, criteria, and other procedures prescribed by Department of Industrial Works.

Article 11 After the shipment of hazardous waste, the generator shall submit the third copy of the manifest form to Department of Industrial Works within 15 days from the date on which the wastes being transferred to the transporter.

Article 12 The hazardous waste transporter shall be exempt from complying with the manifest requirement for hazardous substances as prescribed in the announcement of the Committee on Hazardous Substance, regarding land transportation of hazardous substance B.E. 2545 (2002).

Article 13 The hazardous waste generator and the storage, treatment, and disposal facility shall compile an annual report and submit to Department of Industrial Works within the 1<sup>st</sup> of March of every year using the manifest forms 06 and 07, respectively, annexed to this Notification. The report shows the status of the storage, treatment, and disposal facility specifically on the quantity of hazardous waste received at the facility each year and its management.

Article 14 The hazardous waste generator shall notify Department of Industrial Works using the manifest form 08 annexed to this Notification when do not receive the sixth copy of the manifest form from the storage, treatment, and disposal facility within 45 days from the date on which the hazardous waste was accepted by the initial transporter.

This shall, thus, enter into force on the day following the date of its publication in the Government Gazette.

Announced on the 27<sup>th</sup> December B.E.  
2547 (2004)

(signed)\_\_\_\_\_

(Mr.Pongsak Raktapongpaisarn)

Minister of Industry

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January B.E. 2548 (2005))



(Garuda Emblem)

18<sup>th</sup> May 2005

Subject: The implementation of the Notification of Ministry of Industry

Dear   The Hazardous Waste Generator (The Generator)  
          The Hazardous Waste Transporter (The Transporter)  
          The Hazardous Waste Treatment, Storage, Disposal Facility (The TSDF)

Regarding the Notification of Ministry of Industry regarding Hazardous Waste Manifest System, dated 27 December 2004, announced in the Royal Gazette No. 122, Special Part 9 Ngor, Page 13-18, on 31 January 2005, and is effective after the announcement in the Royal Gazette.

Department of Industrial Works would like to inform you that the above-mentioned Notification has required the Generator, the Transporter, and the TSDF to apply for the identification number. Therefore, DIW would like to remind you to apply for the identification number as specified by this Notification by applying at DIW or sending required document to DIW within 45 days from the date of this letter. If you fail to do the application within the specific period, DIW will consider taking a legal action as necessary. For more information please contact Industrial Waste Management Bureau or at the website <http://www.diw.go.th/iwmb>.

*Signature*  
(Mr. Teerasak Pongpanakrai)  
Director of Industrial Waste  
Management Bureau  
*For Director-General of DIW*

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Guide to the Implementation of the Notification of Ministry of Industry on Hazardous Waste Manifest System Notification B.E. 2547 (2004)

**Definition:**

**1. Hazardous Waste Generator (hereinafter will be mentioned as The Generator) means any person who has hazardous waste in possession at minimum of 100 kilograms per month. It covers the 2 following types of generator:**

- A factory operator having wastes or unusable materials, which have such characteristics and properties as defined in the Annex 1, Section 2 (3) of the Notification of Ministry of Industry No. 1 (B.E. 2541) and as defined in the Annex 1 of the Notification of Ministry of Industry No. 6 (B.E. 2540), in possession.
- A person having hazardous substance as defined by the Hazardous Substance Act, B.E. 2535 in possession. In case of type 3 hazardous substance, a possessor must apply for possessing permit by using Wo Ao 8 Form.

The Generator must comply with the article 2, 4, 5, 6, 8 (1), 13, and 14 of the Notification of Ministry of Industry on Hazardous Waste Manifest System B.E. 2547, as follows:

- Must request for identification number by using the manifest form 01.
- Must fill out the manifest form 02 when a hazardous waste is transported.
- The large quantity Generator can accumulate hazardous waste on site for not more than 90 days, and the medium quantity Generator can accumulate hazardous waste on site for not more than 180 days. If the hazardous waste generator cannot comply with the specified period, the Generator must notify DIW.
- The Generator must update a record of hazardous waste as required by the Notification every 30 days.
- Hazardous waste must be stored in an appropriate and safe container in accordance with the Announcement of the Committee on Hazardous Substance regarding Land Transportation of Hazardous Substance B.E. 2545.
- The Generator must provide a specific place for storing hazardous substance and must inspect the place every week.
- The Generator must prepare a formal written contingency plan and emergency plan and submit to DIW within 45 days as the day of the identification number being granted.
- The Generator must arrange for sufficient equipment for emergency response in the event of spill or release, fire or explosion of hazardous waste.
- The Generator must prepare an annual report and submit to DIW within the 1<sup>st</sup> March of the next year using the manifest form 06. If the Generator has already submitted an annual report by using Ror Ngor 6

form, the Generator will be exempted from making an annual report using the manifest form 06.

- If the hazardous waste transporter fails to deliver hazardous waste to the hazardous waste processor within a specific period, the Generator must notify DIW.

**2. Hazardous Waste Transporter (hereinafter will be mentioned as The Transporter) means a transporter as prescribed in the Announcement of the Committee on Hazardous Substance regarding Land Transportation of Hazardous Substance B.E. 2545**

The Transporter must comply with the article 2, 7, 8, and 9 of the Notification of Ministry of Industry on Hazardous Waste Manifest System B.E. 2547, as follows:

- Must request for identification number by using the manifest form 01.
- In case of transportation of type 3 hazardous substance, the Transporter must apply for possessing permit by using Wo Ao 8 Form.
- Must deliver hazardous waste as designated in the manifest form to waste treatment facility as soon as possible, except under the uncontrollable circumstances that the Transporter can keep the hazardous waste not more than 10 days.
- Must take the manifest form during the transportation.
- In case of accident, emergency incident during the transportation that is beyond the capacity of the transporter in controlling the situation, the Transporter must report to DIW using the manifest form 03 within 7 days from the date on which the event takes place. A copy of the report must be kept for at least 3 years.
- A vehicle used for transportation and a container of hazardous waste must be complied with a requirement of the Announcement of the Committee on Hazardous Substance regarding the Land Transportation of Hazardous Substance B.E. 2545. In case of a waterway or air transportation, it must be complied with related regulations.

**3. Hazardous Waste Storage, Treatment and Disposal Facility (hereinafter will be mentioned as The TSDF) means any person who has hazardous waste in possession as follows:**

- Central hazardous waste treatment facility
- Recycling facility of used industrial products or industrial wastes
- Hazardous waste disposal facility
- Infectious waste disposal facility
- Treatment, storage and disposal facility for radioactive waste
- Hazardous waste transfer facility
- Hazardous waste storage facility

The TSDF must comply with the article 2, 10 and 13 of the Notification of Ministry of Industry on Hazardous Waste Manifest System B.E. 2547, as follows:

- Must request for identification number by using the manifest form 01.

- In case of the hazardous waste is transported by the TSDF, the TSDF must follow this Notification in parts related with the Transporter.
- The TSDF must prepare an annual report and submit to DIW within the 1<sup>st</sup> March of the next year using the manifest form 07. If the Generator has already submitted an annual report by using Ror Ngor 6 form, the Generator will be exempted from making an annual report using the manifest form 06.
- In case of the TSDF delivers the residue of those treated or disposed hazardous waste for further treatment or disposal by other facility, the TSDF must be acted as the Generator by complying with this Notification in parts related with the Generator.

### **Request for Identification Number**

The Generator, the Transporter, and the TSDF of hazardous waste must apply for identification number by using the manifest form 01 together with the following document:

- A copy of a factory operation permit (Ror Ngor 4) page 1, 3, 7 (in case of a factory listed under the Factory Act B.E. 2535), or a copy of a land use and factory operation permit (in case of a factory located in the industrial estate), or a copy the operation certification for type 3 factory ( in case of a factory located in the industrial zone according to the Article 30 of the Factory Act B.E. 2535).
- A copy of a permit for possession of hazardous substance (Wo Ao 8) (in case of being a possessor of hazardous substance according to the Hazardous Substance Act B.E. 2535).
- A copy of certificate of juristic person registration (issued not more than 6 month).
- A copy of tax identification card of an applicant (in case of a juristic person).
- A copy of identification card of an application (in case of an ordinary person).
- An authorization letter in case of giving authorization to other person (stuck with tax stamp as required by law).
- Email-address if available.

*Note: If the application form and related document are completed and correct, the identification number will be issued within 7 working days from the application date.*

### **How to fill out the application for identification number in the manifest form 01**

- The explanation of how to fill out the form is appeared in page 2 of the form. To fill in part 2 of the form, if an applicant cannot write down information as required, an applicant is allowed to write down only name of hazardous waste and its amount.

### **How to prepare the manifest paper**

- The Generator must prepare the manifest form 02 for 6 copies by completing the form in the Generator's part, signing, and send it to the Transporter for checking.

- The Transporter must check the manifest form 02 received from the Generator and must ensure that a container of hazardous waste is strong and safe for transportation and it is marked with hazardous waste information. Then the Transporter must fill in the Transporter's part of the manifest form 02, sign and return the 2<sup>nd</sup> and 3<sup>rd</sup> copies to the Generator, the 1<sup>st</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> copies must be taken with the vehicle used for transportation of those wastes.
- When the TSDF is delivered hazardous waste from the Transporter, the TSDF must check for the accuracy of information in the 1<sup>st</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> copies of the manifest form, sign in all 4 copies, and return the 4<sup>th</sup> copies to the Transporter. If there is discrepancy in the manifest form, the TSDF shall initially accept the waste and notify the Generator immediately. If an agreement cannot be reached within 15 days, the TSDF must notify DIW by using the manifest form 04.

### **How to keep and submit the manifest form**

- The Generator must keep the 2<sup>nd</sup> copy of the manifest form 02 for at least 3 years and submit the 3<sup>rd</sup> copy to DIW within 15 days from the date of delivering hazardous waste to the Transporter.
- The Transporter must keep the 4<sup>th</sup> copy of the manifest form 02 received from the TSDF for inspection for at least 3 years from the delivering date of hazardous waste to the TSDF.
- The TSDF must check the accuracy of the manifest form 02 and return the 4<sup>th</sup> copy to the Transporter, keep the 5<sup>th</sup> copy for at least 3 years, return the 6<sup>th</sup> copy to the Generator, and submit the 1<sup>st</sup> copy to DIW within 15 days from the date of accepting of hazardous waste.

### **Legal Enforcement (Hazardous Substance Act B.E. 2535)**

- Criminal Liability
  - Article 70
  - Article 71
  - Article 72
  - Article 73
  - Article 82
  - Article 85
  - Article 86
- Civil Liability
  - Article 61
  - Article 62
  - Article 63
  - Article 64
  - Article 67
  - Article 68
  - Article 69

**Contact:** **Industrial Waste Management Bureau, Department of Industrial Works**  
**Tel: 02-2024127, 02-2024165, 02-2024167-8**  
<http://www.diw.go.th/iwmb>