

## Instructions for form ASN 4

### Waste Shipment Record Form

This form is used as a permanent record for tracing asbestos waste materials from removal site to final disposal. DEQ regulation [OAR 340-248-0280 and -0290](#) applies to asbestos waste disposal.

#### Waste Generator Section

1. Name and address of site where asbestos waste was generated. Enter name and phone number of contact person for the contractor, facility, or operator of the asbestos waste generation site.
2. Name, phone number and address of person performing asbestos abatement.
3. Name, phone number and address of disposal site where waste is taken.
4. Describe materials being removed (i.e. pipe insulation, flooring, roofing, popcorn ceiling, HVAC system insulation, or nonfriable asbestos).
5. List total number of containers and their type. Enter one of the following container codes used in transporting each type of asbestos material. (Specify other type of container used if not listed below):

**DM:** Metal drums, barrels

**DP:** Plastic drums, barrels

**BA:** 6 mil. Plastic bags or wrapping

**NFC:** Leak-tight containerization for nonfriable asbestos waste.

6. Estimate total cubic yards of material.
7. Print name of company and authorized signer. This section of the form must be signed and dated.

**NOTE:** Waste Generator must retain copy of completed disposal form.

#### Waste Transporter Section

8. Transporter #1: Acknowledgment of receipt of asbestos waste material. Print agent and company name, then sign and date.
9. Transporter #2: Acknowledgment of receipt of asbestos waste materials. Print agent and company name, then sign and date.

**NOTE:** if there are more than two transporters attach a new waste shipment form.

#### Disposal Site Section

10. Print name and title then sign and date. This certifies you have received the asbestos material covered by this manifest.
11. Discrepancy space. To be used if there is a discrepancy between the amount of material received by landfill and amount of material listed on waste shipment form.

**NOTE:** Waste disposal site operator must retain a copy of this form.

In addition, asbestos waste disposal regulations require Waste Disposal Site operators take the following actions:

- Send copy of completed, signed Waste Shipment Form to the Waste Generator as soon as possible (no later than 30 days after disposal) after waste has been received at disposal site.
- Notify DEQ immediately by phone of improperly enclosed or uncovered waste. Submit a written report to DEQ the following working day along with copy of Waste Shipment Form.
- If you discover a discrepancy between the quantities of waste designated on the Waste Shipment Form and waste actually received, attempt to reconcile discrepancy with the Waste Generator. You must report in writing to DEQ within 15 days after receiving the waste any discrepancies not reconciled. Submit a copy of the Waste Shipment Form with this report.

#### Accessibility information

DEQ is committed to accommodating people with disabilities. Please notify DEQ of any special physical or language accommodations or if you need information in large print, Braille or another format.



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#### For more information:

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People with hearing impairments may call  
711.

