

# WASTE INFORMATION SHEET (WIS)

SERIAL NO. XXXXXXXX

## SECTION I (Waste Originator)

Complete a separate WIS for each type of waste.

J. O.

Full instructions are provided on reverse side.

Shaded sections **MUST** be completed by originator.

1. ORIGINATOR (Shop, Ship, Code, Contractor):	2. PROJECT/SHIP:	3. LOCATION (Bldg, Pier, etc):
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4. POINT OF CONTACT (Name):	4a. GOV'T POC (Contractors only):	5. PHONE:
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6. DESCRIPTION OF WASTE:	7. QUANTITY TO SHIP NOW: 7a. TOTAL TO BE SHIPPED (approx):
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8. WASTE STREAM NO. (If known):	9. PHYSICAL STATE (solid, liquid, sludge, aerosol, (etc):
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10. HOW THE WASTE WAS MADE (Specific process which created this waste):

11. WORK DOCUMENT (DOC #, IPI, Contract #, MIL Spec, etc):	12. MSDS #:
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13. STOCK NO.:	14. MANUFACTURER:	15. COLOR OF WASTE:
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16. POTENTIAL CONTAMINANTS (Either check or include approx percentage):

% ASBESTOS   
  % PCBs   
  % METALS   
  % SOLVENTS   
  % OIL   
  OTHER

17. DISPOSITION TO BE PERFORMED BY (Contractors only):

PSNS   
  Contractor-arranged (enter proposed transporter & disposition facility)

TRANSPORTER COMPANY (name & phone number) \_\_\_\_\_

DISPOSITION FACILITY (name & phone number) \_\_\_\_\_

18. AUTHORIZED SIGNATURE: (sign) _____  (print) _____	BADGE NO./RANK:	DATE:
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## SECTION II - CONTAINER INFORMATION (Originators Complete Barcode & Cont. Type Columns Only)

ITEM NO.	BARCODE	CONT. TYPE & CAPACITY	WEIGHT (LBS)	OPEN & INSPECT (Initials)	START DATE	STORAGE SECTION	ANALYSIS NO.
1							
2							
3							
4							
5							

## SECTION III - 910HZ RECEIPT/INVENTORY

19. INSPECTION SAT? (Circle One):  YES NO (explain in "REMARKS")	19a. INSPECTOR'S INIT:	20. DELIVER TO:
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21. TRANSPORTED BY (Signature & Date):	22. RECEIVED BY (Signature & Date):
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## SECTION IV - WASTE DISPOSITION BY 910HZ If WSN in Block 8 is correct & tech resolution not reqr'd, check this box

25. WSN ASSIGNED:	26. DATE:	27. TECH'S INIT:	28. PROFILE:
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29. LABELS/PPE:	30. DISPOSITION: <input type="checkbox"/> Reutilize <input type="checkbox"/> Recycle <input type="checkbox"/> Trash <input type="checkbox"/> HW, PCB <input type="checkbox"/> Asbestos <input type="checkbox"/> Other _____ <input type="checkbox"/> Landfill Controlled - WDA #: _____
31. REMARKS:	Page 1 of _____
PSNS 4855/612 (Rev. 8-97) (FRONT) Routing: White: 910HZ Pink: Data Entry Blue: Handlers Yellow: Originator	

## WASTE INFORMATION SHEET (WIS) INSTRUCTIONS

**GENERAL:** THIS PAGE PROVIDES BLOCK-BY-BLOCK INSTRUCTIONS FOR THE ORIGINATOR. NOTE THE FOLLOWING:

- Originators are to complete all sections which are shaded in gray. Enter "N/A" if a block is not applicable.
- A Job Order Number **must** be provided on **all** WISs turned into Code 910HZ. A section is provided in the upper right hand corner of the form for the Job Order Number. WISs **will not** be accepted without a Job Order Number.
- Please write legibly and press hard enough to clearly imprint on all copies.

### SECTION I

- 1. ORIGINATOR** - This is the organization which is directly creating the waste material. Examples: "C/350," "S/72," "ACME Painting."
- 2. PROJECT/SHIP** - Enter the general project or job that is creating the waste. Examples might include: "CVN-72," "BEQ construction," "Farragut Ave repair," "S/71" (used in the case of general Shop work).
- 3. LOCATION** - Record the location where the process occurred which created the waste. Be as specific as possible. Examples include: "Sump room - Bldg. 427," south end DD3," "corner of Huey and Duey St."
- 4. POINT OF CONTACT** - Write the name of the person who is sufficiently knowledgeable to answer questions concerning the waste generation process. This person may be military, civilian, or contractor.
- 4a. GOV'T POC (Contractors only)** - THIS BLOCK IS FOR CONTRACTORS ONLY! List a government point of contact. This is the government person who is the contracting officer's representative.
- 5. PHONE** - List the phone number for the primary point of contact listed in **Block 4**. If this is not a Shipyard phone number, include the area code.
- 6. DESCRIPTION OF WASTE** - This block should be the same as, or very similar to, the "MATERIAL CONTENTS" section of the ID label located on the waste container.
- 7. QUANTITY TO SHIP NOW** - List the actual amount of material to be shipped now. The quantity should be described in terms of the smallest container contained in the transport package. For example a 5-gallon drum full of tubes might say "63 - 25 oz tubes" whereas a 55-gallon drum full of liquid would simply say "1- 55-gal drum."
- 7a. TOTAL TO BE SHIPPED** - This info is used by 910HZ for planning purposes. If you are doing a defined project where waste will be shipped to 910HZ at various times, ESTIMATE the total quantity of waste to be generated over the life of the project. If this number is unknown or if the project is a very long term or perpetual project, mark this area "N/A."
- 8. WASTE STREAM NUMBER** - If the waste has an established waste stream number, indicate the number here. If the waste is a new waste stream or if you are not sure, indicate "Unknown" here.
- 9. PHYSICAL STATE** - Describe the waste from a standpoint of what you would see, smell, and/or feel if you were to open the waste and look at it. Examples might include "Thick brown sludge" or "clear oily liq w/banana scent" or "white paste in tubes."
- 10. HOW THE WASTE WAS MADE** - Describe the process which created the waste. Be as specific as space allows. Examples might include "mild steel water jet cutting" or "removal of dirt, Phys Fitness Center" or "Wiping grease from arresting gear cables" or "excess from pattern gluing." **The words "excess" and "expired" are not processes.** Use these words in conjunction with the process for which they were intended.
- 11. WORK DOCUMENT** - Indicate the document which governs the work process generating the waste. This might be a contract, an IPI, a MILSPEC, and ASTM, an instruction, or any other type of document.
- 12. MSDS** - List the Material Safety Data Sheet number or numbers for hazardous materials which make up the waste.
- 13. STOCK NO.** - List the stock number or stock numbers of the material(s) obtained through the Federal Supply System which make up the waste. If possible include the FSN and the NIIN.
- 14. MANUFACTURER** - Indicate the manufacturer of the material which makes up the waste.
- 15. COLOR OF WASTE** - Indicate the color of the waste. Examples: "milky white"; "black"; "grayish."
- 16. POTENTIAL CONTAMINANTS** - Indicate potential contaminants which you believe MAY be in the waste.
- 17. DISPOSITION PERFORMED BY** - This section is for contractors ONLY. Check "PSNS" if your contract states to turn your waste over to the Shipyard for disposal. Check "Contractor-arranged" if you will be disposing of the waste using non-government resources. If "Contractor-arranged" is checked, indicate the name and phone number of the planned transporter and disposition facility.
- 18. AUTHORIZED SIGNATURE** - This is the person who is authorized by the originator's command or company to request and sign for HW commitments.

### SECTION II

**"BARCODE" column** - Enter the BARCODE of each container of waste. PLEASE WRITE CLEARLY. If you have more than 6 containers use a continuation sheet(s) or additional WIS(s).

**"CONT. TYPE & CAPACITY" column** - Enter the type and capacity of each container being shipped. The following codes can be used to abbreviate

CY	Cylinder	DF	Fiber drum or plastic drum	DT	Dump Truck
CF	Fiber box or carton	DM	Metal drum	TP	Portable Tank

EXAMPLE - "55g DM" is a 55-gallon metal drum, 5g Can is a 5-gallon can.

PSNS 4855/612 (Rev. 8-97) (BACK)