



# How To Save and Manage Your HAZARDOUS WASTE DOCUMENTATION

This guide will help you save and manage your hazardous waste documentation in case of a **governmental audit**

## Follow These Steps:



### STEP 1

Create a binder to store your Hazardous Waste documentation.



### STEP 2

You will receive a manifest from the driver that picks up your waste. You will store that inside of the binder.



### STEP 3

Once you receive your official signed TSDf manifest, you will replace that copy with the copy you received from the driver.



### STEP 4

You will want to store these manifests by year, because this is how the DTSC conducts their audits.