

## HAZARDOUS MATERIALS/HAZARDOUS WASTE OUTPROCESSING RECORD

### INSTRUCTIONS TO THE SUPERVISOR

ALL PERSONS INVOLVED IN THE USE OF HAZARDOUS MATERIALS MUST COMPLETE THIS FORM AT LEAST ONE-WEEK PRIOR TO THE INDIVIDUAL'S OUTPROCESSING FROM YOUR ORGANIZATION. THIS APPLIES TO ALL MILITARY AND CIVILIAN GOVERNMENT EMPLOYEES.

THE OUTPROCESSING INDIVIDUAL MUST ENSURE THAT ALL HAZARDOUS MATERIALS, HAZARDOUS WASTE, AND SOLID WASTE ARE PROPERLY TRANSFERRED AND MANAGED BEFORE OUTPROCESSING IS APPROVED.

1. EMPLOYEE NAME (Last, First, MI)

2. LAST DAY OF WORK

YES	N/A	CLEARANCE ACTIONS FOR OUTPROCESSING
<input type="checkbox"/>	<input type="checkbox"/>	3. ALL HAZARDOUS MATERIALS HAS BEEN TURNED INTO THE DESIGNATED ISSUE POINT (IP) FOR STORAGE AND RE-ISSUE.
<input type="checkbox"/>	<input type="checkbox"/>	4. ALL HAZARDOUS AND SOLID WASTES HAVE BEEN PROPERLY IDENTIFIED, LABELED, AND STORED IN AN INITIAL ACCUMULATION POINT (IAP). ALL WASTE TURN-IN FORMS HAVE BEEN PROPERLY COMPLETED, COORDINATED WITH THE UNIT ENVIRONMENTAL COORDINATOR (UEC), AND FORWARDED TO EM.
<input type="checkbox"/>	<input type="checkbox"/>	5. IF THE INDIVIDUAL OUTPROCESSING IS A PRIMARY OR ALTERNATE IAP MANAGER, ANOTHER INDIVIDUAL HAS BEEN APPOINTED TO THIS POSITION BY UNIT COMMANDER AND A REVISED IAP PERMIT HAS BEEN SUBMITTED.
<input type="checkbox"/>	<input type="checkbox"/>	6. IF THE INDIVIDUAL OUTPROCESSING IS A PRIMARY OR ALTERNATE IP MANAGER, ANOTHER INDIVIDUAL HAS BEEN APPOINTED BY UNIT COMMANDER.

### CERTIFICATION SIGNATURES

I CERTIFY THAT THE EMPLOYEE HAS COMPLETED ALL NECESSARY CLEARANCE ACTIONS LISTED ABOVE AND THAT ALL HAZARDOUS MATERIALS, AND WASTES HAVE BEEN PROPERLY DISPOSITIONED.

8. SUPERVISOR

SIGNATURE

ORG SYMBOL

PHONE

DATE

9. ISSUE POINT MANAGER

SIGNATURE

DATE

10. PRIMARY OR ALTERNATE IAP MANAGER

SIGNATURE

DATE

11. UNIT ENVIRONMENTAL COORDINATOR

SIGNATURE

DATE

12. EMPLOYEE

SIGNATURE

DATE

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).