

Instruction for using the Treatment, Storage, Disposal, and Recycling Permitted Activity (TPA) Spreadsheet

The data for Form TPA will be entered in one sheet of the spreadsheet.

On the TPA data spreadsheet, column headings should match in wording and order to the sample shown below:

	A	B	C	D	E	F	G	H	I	J	K
1	WS NUM OR FS	SOURCE DESCRIPTION	EPA WASTE CODES	UNITS TYPE	AMOUNT ONSITE BEGINNING OF YEAR	AMOUNT RECEIVED	AMOUNT TREATED OR DISPOSED	AMOUNT SHIPPED	AMOUNT ONSITE END OF YEAR	HANDLING CODES	
2				LBS							
3											
4											
5											
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The column names and order are as follows:

WS NUM OR FS, SOURCE DESCRIPTION, EPA WASTE CODES, UNITS TYPE, AMOUNT ONSITE BEGINNING OF YEAR, AMOUNT RECEIVED, AMOUNT TREATED OR DISPOSED, AMOUNT SHIPPED, AMOUNT ONSITE END OF YEAR, HANDLING CODES.

The sheet1 should be renamed as TPA.

WS NUM OR FS can have the waste stream number(s), FS, or blank.

SOURCE DESCRIPTION can be D.O.T. shipping name or the Waste stream name.

Units Type should be the reporting unit and it needs to be LBS or KG and it is sufficient to enter it on the first detail line. That unit will then be used as the reporting unit for all the detail lines. The reporting unit must be specified at least once.

The file can be named as preferred. The file type when saving the file should be 'Excel 97-2003 Workbook'. The file will be browsed and selected when entering data for the Form TPA.