

United States

Environmental Protection

Agency

January 2015

**2015 Hazardous**

**Waste Report**

**Instructions and Form**

**EPA Form 8700-13 A/B**

(OMB #2050-0024; Expires mm/dd/yyyy)

**Office of Resource Conservation and Recovery (ORCR)**

**(5303P)**

**Washington, DC 20460**

**2015 Hazardous Waste Report**

**Instructions and Form**

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| --- |
| This is an ongoing information collection from hazardous waste generators and hazardous waste treatment, storage, or disposal facilities. This collection is done on a two-year cycle as required by Sections 3002 and 3004 of the Resource Conservation and Recovery Act (RCRA). The information is collected via a mechanism known as the Hazardous Waste Report for the required reporting year [EPA Form 8700-13 A/B] (also known as the “Biennial Report”). Both RCRA Sections 3002 and 3004 require the U.S. Environmental Protection Agency (EPA) to establish standards for recordkeeping and reporting of hazardous waste. Section 3002 applies to hazardous waste generators and Section 3004 applies to hazardous waste treatment, storage, and disposal facilities. The implementing regulations are found at 40 CFR 262.40(b) and (d); 262.41(a)(1)-(5), (a)(8), and (b); 264.75(a)-(e) and (j); 265.75(a)-(e) and (j); and 270.30(1)(9). This is mandatory reporting by the respondents.  The respondents’ submissions (reports) describe each generated hazardous waste, the activity by which they generated the wastes, and the waste quantity; the reports also list the management method by which each waste is treated, recycled, or disposed, and the quantity managed. There are a number of uses of Biennial Report data. The EPA uses Biennial Report data for planning and developing regulations, compliance monitoring, and enforcement. Also, Biennial Report data allow the Agency to determine whether its regulations are having the desired effect on the generation and management of hazardous waste. For example, Biennial Report data provide information on whether waste management has shifted from one method of disposal to another. Some State uses of Biennial Report data include support of planning, fee assessment, compliance monitoring, and enforcement.  Some businesses consider some of their hazardous waste information to be Confidential Business Information (CBI). A business may, if it desires, protect its Biennial Report information from public disclosure by asserting a claim of confidentiality covering all or part of its information. When a claim is made, the EPA will treat the information in accordance with the confidentiality regulations in 40 CFR Part 2, Subpart B. The EPA also ensures that the information collection procedures comply with the Privacy Act of 1974 and OMB Circular 108.  **Estimated Burden:** The annual reporting burden for the 2015 Hazardous Waste Report is estimated to average 12 hours per hazardous waste facility, and includes time for reviewing instructions, gathering data, completing and reviewing the forms, and submitting the report. The recordkeeping requirement is estimated to average 5 hours per hazardous waste facility and includes the time for filing and storing the 2015 Hazardous Waste Report submission for three years. The annual reporting burden is estimated to be 22 hours per facility for a State agency to distribute the 2015 Hazardous Waste Report Instructions and Forms, assist respondents, key entry report submissions, and perform quality assurance. There are no recordkeeping requirements associated with this requirement, and as such, there is no recordkeeping burden for State agencies.  To comment on the Agency’s need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, the EPA has established a public docket for the Information Collection Request (ICR) under Docket ID Number EPA-HQ-RCRA-2014-0296, which is available for public viewing at the RCRA Docket in the EPA Docket Center (EPA/DC), EPA West, Room 3334, 1301 Constitution Ave., NW, Washington, D.C. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744 and the telephone number for the RCRA Docket is (202) 566-0270. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/dockets/regulations.htm>.  Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select “search,” then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, D.C. 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID Number EPA-HQ-RCRA-2014-0296 and OMB Control Number 2050-0024 in any correspondence. |

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# The 2015 Hazardous Waste Report

## Introduction

The U.S. Environmental Protection Agency’s (EPA’s) mission to protect human health and the environment includes the responsibility to effectively manage, with the States, the nation’s hazardous waste. As part of this task, the EPA and the States collect and maintain information about the generation, management, and final disposition of the nation’s hazardous waste regulated by the Resource Conservation and Recovery Act (RCRA).

The EPA prepared this booklet for hazardous waste generators and for facilities that treat, store, or dispose hazardous waste to report their hazardous waste activities for calendar year 2015. The information collected will:

* Provide the EPA and the States with an understanding of hazardous waste generation and management in the U.S.

* Help the EPA measure the quality of the environment, such as monitoring industry compliance with the regulations and evaluating waste minimization efforts taken by industry.
* Be summarized and communicated to the public, primarily through publication of the 2015 National Biennial RCRA Hazardous Waste Report.

The data you provide will be entered into a computer database by the State or the EPA Regional Office to which you return your Hazardous Waste Report. After review, to ensure the quality of the data, the EPA will create a national database for this information. Your efforts in carefully filling out all the report forms are appreciated.

|  |
| --- |
| **IMPORTANT**  Before completing the 2015 Hazardous Waste Report forms, please carefully read the instructions in this booklet.  **IF YOU NEED ASSISTANCE**  To obtain assistance in filling out the 2015 Hazardous Waste Report forms, please contact your State Office. Some States’ reporting requirements differ from the Federal requirements. The list of State and EPA Regional Office addresses, contact names, telephone numbers, and e-mail addresses is located at: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>. |

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## What’s New

Below is a list of changes to the 2015 Hazardous Waste Report Instructions and Forms.

###### claRIFIED THE DEFINITION OF large QUANTITY GENERATOR (LQG)

Although current RCRA regulations do not specifically define the term “large quantity generator” (LQG), they do define the terms “conditionally exempt small quantity generator” (CESQG) and “small quantity generator “(SQG). Thus, a LQG is a generator that is not a CESQG or SQG. For purposes of clarity, the definition of LQG has been revised to describe all those situations where a generator would be a LQG.

###### CLARIFIED THE DEFINITION OF SMALL QUANTITY GENERATOR (SQG)

A SQG is defined at 40 CFR 260.10 as a site that generates less than 1,000 kilograms (kg; 2,200 pounds [lbs]) of hazardous waste in a calendar month. However, there are other situations where a generator could generate small amounts of acute hazardous waste listed in sections 261.31 or 261.33(e); and any residues or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous wastes listed in sections 261.31 or 261.33(e) and still maintain its regulatory status as a SQG. Therefore, for purposes of clarity, the definition of SQG has been revised to describe all those situations where a generator would continue to be a SQG. The EPA plans to make the appropriate conforming change to the outdated definition of SQG at 40 CFR 260.10 in the future.

###### Clarified the definition of conditionally exempt small quantity generator (CESQG)

A CESQG is defined at 40 CFR 261.5(a) as a site that generates less than or equal to 100 kg (220 lbs) of hazardous waste in a calendar month. However, as found in 40 CFR 261.5(e), a generator also may generate small amounts of acute hazardous waste listed in sections 261.31 or 261.33(e); and any residues or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous wastes listed in sections 261.31, or 261.33(e) and still maintain its regulatory status as a CESQG. Therefore, for purposes of clarity, the definition of CESQG has been revised to describe all those situations where a generator would continue to be a CESQG.

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# Who Must File the 2015 Hazardous Waste Report

## Who Is Required to File the Hazardous Waste Report

You are required by Federal statute (mandatory reporting) to complete and file the 2015 Hazardous Waste Report (also known as the “Biennial Report”) or your State’s equivalent hazardous waste report if you:

* Met the definition (see box below) of a RCRA Large Quantity Generator (LQG) during 2015; **or**

* Treated, stored, or disposed of RCRA hazardous wastes on-site during 2015.

If you are required to report, see **“**[**WHICH FORMS TO SUBMIT AND WHAT TO REPORT**](#_Which_Forms_to)**”** to determine which forms you must submit.

|  |
| --- |
| **DEFINITION OF A RCRA LARGE QUANTITY GENERATOR FOR PURPOSES OF REPORTING**  **WHO MUST REPORT FOR CALENDAR YEAR 2015**  You are a RCRA LQG for 2015 if you, by site, generate **any** of the following amounts in a calendar month**:**  (i) Greater than or equal to 1,000 kilograms (kg; 2,200 pounds [lbs]) of hazardous waste; **or**  (ii) Greater than 1 kg (2.2 lbs) of any acute hazardous wastes listed in sections 261.31 or 261.33(e); **or**  (iii) Greater than 100 kg (220 lbs) of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous wastes listed in sections 261.31 or 261.33(e).  **Note:** Although current RCRA regulations do not specifically define the term “large quantity generator” (LQG), they do define the terms “conditionally exempt small quantity generator” (CESQG) and “small quantity generator “(SQG). Thus, a LQG is a generator that is not a CESQG or SQG. For purposes of clarity, we describe above the situations when a site would be a LQG.  Also, you may be a CESQG or SQG (defined below) and generate excess amounts of either acute hazardous waste or residue or contaminated soil containing acute hazardous wastes such that you become a LQG for the calendar month. In this case, you also would need to complete a Hazardous Waste Report.  **Note:** You will report your current Hazardous Waste Generator status as of the date of submitting your 2015 Hazardous Waste Report on the Site ID Form in Item 10.A.1 – Generator of Hazardous Waste. Your current status may be different from the status during the report year that requires you to file the Hazardous Waste Report.  **Note:** Hazardous waste imported from a foreign country in 2015 must be counted in determining your generator status if your site is the U.S. Importer. This waste must be reported on the Waste Generation and Management Form (GM Form) or the Waste Received From Off-site Form (WR Form) in your 2015 Hazardous Waste Report.  **Note:** Some States, as a matter of State law, require other categories of generators to report as well. See the discussion under **“**[**STATE-SPECIFIC REQUIREMENTS**](#_State-specific_Requirements)**.”** |

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## Sites that should not File the Hazardous Waste Report

**Do not** file the 2015 Hazardous Waste Report if, during 2015, your site was not a RCRA LQG (your site did not meet any of the LQG criteria) **and** your site did not treat, store, or dispose of RCRA hazardous wastes on-site in waste management units subject to a RCRA operating permit. Exception: File the report if your State has more stringent reporting requirements. See **“**[**STATE-SPECIFIC REQUIREMENTS**](#_State-specific_Requirements)**”** below.

If you are not required to report, you should notify us if your hazardous waste generator status has changed; please fill out the RCRA Subtitle C Site Identification Form (Site ID Form) and submit it to your State Office. See the **“**[**ITEM-BY-ITEM INSTRUCTIONS**](#_Item-By-Item_Instructions)**”** for information on filling out the Site ID Form. Place an “X” in the box for Subsequent Notification in Item 1 – Reason for Submittal.

Unless required by your State, do not file the 2015 Hazardous Waste Report if, during 2015, all of your hazardous waste was exported directly out of the U.S. to a foreign country. Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report.)

## State-specific Requirements

States may impose reporting requirements above and beyond the Federal requirements. If your State does so, it will attach information to (or delete information from) this booklet. Alternatively, some States use a modified version of this report or their own instructions and forms to fulfill their reporting requirements. Please contact your State office about State-specific requirements. See the contacts list at: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

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# Instructions for Filing the 2015 Hazardous Waste Report

## Introduction

The instructions and forms for the 2015 Hazardous Waste Report are prepared by the U.S. Environmental Protection Agency (EPA) for generators and for treatment, storage, and disposal facilities (TSDFs) to report their hazardous waste activities for 2015. Additionally, facilities may use this Hazardous Waste Report to notify their regulatory authority that they are managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) (these facilities would notify using the RCRA Subtitle C Site Identification Form and Addendum to the Site Identification Form).

## Authority

The authority for the 2015 Hazardous Waste Report is contained in Sections 3002 and 3004 of the Resource Conservation and Recovery Act of 1976 (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA). Section 3002 requires hazardous waste generators to report to the EPA or the authorized States, at least every two years, the quantities, nature, and disposition of generated hazardous waste. Under the authority of Section 3004, the EPA requires reporting by TSDFs for the wastes they receive.

## Overview of the 2015 Hazardous Waste Report

To determine if you are required to file the Hazardous Waste Report, read **“**[**WHO MUST FILE THE 2015 HAZARDOUS WASTE REPORT**](#_WHO_IS_Required)**.”**

**“**[**WHICH FORMS TO SUBMIT AND WHAT TO REPORT**](#_Which_Forms_to)**”** describes circumstances and situations under which each of the forms should be completed.

**“**[**FILLING OUT THE FORMS**](#_Filling_Out_the)**”** provides general guidelines for filling out the Hazardous Waste Report forms. This includes where to find the telephone number for the State Contacts, which you can call with questions about completing the Hazardous Waste Report.

## When and Where to Send Your Completed Report

The 2015 Hazardous Waste Report is due to your State or EPA Regional Office by March 1, 2016 or next business day. Return your completed Hazardous Waste Report to the address listed for your State or Regional contact. See the additional information sent to you with this booklet. An updated listing of State and EPA Regional mailing addresses, contact names, telephone numbers, and e-mail addresses is maintained at: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

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Detailed instructions for filling out each of the forms are provided. Other reference information and code lists are provided, including: a list of excluded wastes; definitions of key terms; special instructions that explains how to report certain types of wastes (e.g., lab packs, PCBs); a list of hazardous waste codes, hazardous secondary material facility codes, hazardous secondary material land-based unit codes, source codes, form codes, management method codes, and waste minimization codes.

## Which Forms to Submit and What to Report

The 2015 Hazardous Waste Report contains the following four forms:

###### Site ID Form

A site required to file the 2015 Hazardous Waste Report MUST submit the RCRA Subtitle C Site Identification Form (Site ID Form) as a component of the Report.

You will report that you are submitting the Site ID Form as part of the 2015 Hazardous Waste Report in Item 1 – Reason for Submittal. Mark “As a component of the Hazardous Waste Report (If marked, see sub-bullet below)” and mark the sub-bullet, if the status is applicable to you during the 2015 reporting year.

You will fill out the Site ID Form by reporting all information current as of the date of submitting your 2015 Hazardous Waste Report. This includes reporting your **current** Hazardous Waste Generator status in Item 10.A.1 (Generator of Hazardous Waste), which may have changed since 2015.

Facilities that will begin managing, are managing, or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) must submit the Addendum to the Site Identification Form as a component of the Hazardous Waste Report pursuant to 40 CFR 260.42. These regulations exclude certain hazardous secondary material(s) being reclaimed from the RCRA Subtitle C definition of solid waste provided certain requirements and conditions are met.

###### GM Form

A site required to file the 2015 Hazardous Waste Report must submit Waste Generation and Management Form(s) (GM Form(s)) for all hazardous waste that was used to determine the site’s generator status. Hazardous waste must be reported if it was:

* Generated and accumulated on-site and subsequently managed on-site or shipped off-site in 2015; **or**

* Generated and accumulated on-site in 2015 but not managed on-site or shipped off-site until after 2015; **or**
* Generated and accumulated on-site prior to 2015 but either managed on-site or shipped off-site in 2015; **or**

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* Imported from a foreign country in 2015.

Examples of RCRA hazardous wastes to be reported include those that were:

* Generated on-site from a production process, service activity, or routine cleanup;
* Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity;
* Shipped off-site, including hazardous waste that was received from off-site (reported on the Waste Received From Off-site Form [WR Form]) and subsequently shipped off-site without being treated or recycled on-site;
* Removed from on-site storage for treating, recycling, or disposing on-site or shipped off-site;
* Derived from the management of non-hazardous waste; or
* Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).

Unless required by your State, **DO NOT** submit a GM Form for any hazardous waste shipped directly to a foreign country. Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report.)

###### WR Form

A site required to file the 2015 Hazardous Waste Report must submit Waste Received From Off-site Form(s) (WR Form(s)) if, during 2015, it received RCRA hazardous waste from off-site and managed the waste on-site (including subsequent transfer off-site).

###### OI FOrm

A site must complete Off-site Identification Form(s) (OI Form(s)) **only if the site’s State requires it**. Instructions for OI Forms are on the back of the form. For a list of State contacts go to: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

## Filling Out the Forms

### Contacts for Assistance

To obtain assistance in filling out the 2015 Hazardous Waste Report forms, please contact your State or EPA Regional Office. States’ reporting requirements or forms may differ from the Federal requirements. The list of contact addresses, contact names, telephone numbers, and e-mail addresses is located at: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

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### Copies of Hazardous Waste Report Instructions and Forms

If your State uses the EPA’s version of the instructions and forms, you can download the booklet from: <http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>.

### Documents Helpful in Filling Out the Forms

To prepare the 2015 Hazardous Waste Report, you should consult your records on quantities and types of hazardous waste that your site generated, managed, shipped, or received in 2015. Some records that may be helpful are:

* Hazardous waste manifest forms;
* Hazardous Waste Report forms submitted in previous years;
* Records of quantities of hazardous waste generated or accumulated on-site;
* Results of laboratory analyses of your waste;
* Contracts or agreements with off-site facilities managing your wastes; and
* Copies of permits for on-site waste management systems.

### Code Lists

###### LIST

The **LIST** symbol denotes references to relevant code lists. Please use only the codes included in the instructions or in the lists of codes provided.

###### Skip Instructions

The symbol denotes directions to skip to the next appropriate section or item to be completed, given certain responses to some questions.

###### Explanations

The **NOTE** symbol denotes explanatory text of definitions of terms used in the instructions.

### Alphanumeric Fields

Valid characters for alphanumeric fields are limited to:

`~!@#$%^&\*()\_-+={}[]|\:;’”,.?/1234567890ABCDEFGHIJKLMNOPQRSTUVWXYZ

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Invalid characters for alphanumeric fields include:

<>

If the “<” or “>” symbols are used to indicate less than or greater than, it is recommended that these symbols be replaced with “LT” or “GT”.

### Right Justification of Quantities

Right justify all quantities reported on the forms. For example, enter a quantity of 12,000 tons on the form as:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 1 | 2 | 0 | 0 | 0 | . | 0 |

Enter a quantity of 29,599.5 tons as:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 2 | 9 | 5 | 9 | 9 | . | 5 |

### Comments Section of Forms

Use the Comments section at the bottom of the forms to clarify or continue any entry. For each comment, reference the section number and item letter of the entry that is being continued. For example, if a hazardous waste generated on-site has seven EPA hazardous waste codes, enter the first six in Section 1 - Item B of the GM Form. Enter the seventh waste code in the Comments section and cross-reference Section 1 - Item B. For example, you would write: “Sec. 1, Item B, continued: D007.”

### Page Numbering of Forms

When you have filled out all the appropriate forms in your Hazardous Waste Report submission, number the pages (each piece of paper is a page) consecutively throughout your submission. **Do not** number each set of forms separately, but rather number each page sequentially. The individual page number and the total number of pages in your submission should appear at the bottom of each page (e.g., Page 1 of 7, Page 2 of 7).

If it is necessary to continue information from one form onto another page, make additional copies of the form and number the additional pages with the same page number as the first page, followed by a letter (e.g., page 27, page 27a;, page 28, page 28a, 28b). When continuing information on a supplemental page, enter only the information that is being continued.

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### Photocopies of Forms

A single copy of each form is included in this booklet. Photocopy as many forms as you need to complete your Hazardous Waste Report. Make copies **after** you have written your site name and EPA Identification Number in the top left-hand corner of the form, but **before** you begin filling out the form.

After you have finished filling out the forms, photocopy the entire Hazardous Waste Report and keep a copy for a period of at least three years from the due date of the report as required by 40 CFR 262.40(b).

### Electronic Reporting

The EPA encourages electronic reporting of Hazardous Waste Reports. To obtain instructions on how to file electronically, contact your State or EPA Regional Office.

### Confidential Business Information (CBI)

You may not withhold information from the Administrator of the EPA because it is confidential. However, when the Administrator is requested to consider information confidential, it must be treated according to the EPA regulations contained in 40 CFR Part 2, Subpart B. These regulations provide that a business may, if it desires, assert a claim of business confidentiality covering all or part of the information furnished to the EPA. 40 CFR 2.203(b) explains how to assert a claim.

The EPA will treat information covered by such a claim in accordance with the procedures set forth in 40 CFR Part 2, Subpart B. If someone requests release of information covered by a claim of confidentiality, or if the EPA otherwise decides to make a determination as to whether such information is entitled to confidential treatment, the EPA will notify the business. The EPA will not disclose information as to when a claim of confidentiality has been made except to the extent of and in accordance with 40 CFR Part 2, Subpart B. However, if the business does not claim confidentiality when it furnishes the information, the EPA may make the information available to the public without notice to the business.

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| **IF YOU NEED ASSISTANCE**  To obtain assistance in filling out the 2015 Hazardous Waste Report forms, please contact your State or EPA Regional Office. States’ reporting requirements or forms may differ from the Federal requirements. The list of State and EPA Regional Office addresses, contact names, telephone numbers, and e-mail addresses is located at: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.  This booklet and other related information can be found at: <http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>. |

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# Instructions for Filling Out the RCRA Subtitle C Site Identification (Site ID) Form

## Who Must Submit this Form

All sites required to submit any of the following must submit the RCRA Subtitle C Site Identification Form (Site ID Form):

* Initial Notification of Regulated Waste Activity;
* Subsequent Notification of Regulated Waste Activity;
* First RCRA Hazardous Waste Part A Permit Application;
* Revised RCRA Hazardous Waste Part A Permit Application;
* Hazardous Waste Report;
* Notification for eligible academic entities opting into or withdrawing from managing laboratory hazardous wastes pursuant to 40 CFR Part 262 Subpart K (if in an eligible State); and
* Notification for facilities managing hazardous secondary material pursuant to 40 CFR 260.42 (if in an eligible State).

Some States have requirements in addition to, or that are different from the Federal requirements. To obtain the appropriate forms or ask questions, refer to a list of contacts at: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

The list will tell you whether the Federal form or a State form is used, who to contact, and where to mail the completed form.

## Purpose of this Form

The Site ID Form provides site-specific information about your facility and is used to obtain an EPA Identification Number. The Site ID Form also provides updated information for items that have changed at your site and verifies the information for those items that remain unchanged.

## How to Fill Out this Form

Complete the following Site ID Form items, as applicable to your facility:

* Item 1 - your reason for submitting the form
* Item 2 - your site’s EPA Identification Number
* Item 3 - the name of your site
* Item 4 - the physical location of your site
* Item 5 - the land type of your site

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* Item 6 - the North American Industry Classification System (NAICS) code(s) for your site
* Item 7 - the mailing address for your site
* Item 8 - name, title, address, phone number, fax, and e-mail of a contact person at your site
* Item 9 - name, address, and phone number of the legal owner(s) and name of the operator(s) of your site
* Item 10 - your site’s regulated waste activities (enter all that apply)
* Item 11 - the description of hazardous waste
* Item 12 - your site’s hazardous secondary material activity, if you manage any
* Item 13 - additional comments on Items 1 – 12
* Item 14 - certification that the information you provided throughout the form is truthful, accurate, and complete
* Addendum to the Site Identification Form – notification of hazardous secondary material activity

Type or print, in blank ink, all items except the Signature box in Item 14. In Item 14, provide the required ink signatures. Signatures must be original. Stamped or photocopied signatures are not acceptable. Enter your site’s EPA Identification Number in the top left-hand corner on all pages of the form; for an Initial Notification for this site, leave the EPA identification Number blank. Use Item 13 – Comments to clarify or provide additional information for any entry. When entering information in the comments section, enter the item number and box letter to which the comment refers. If you must use additional sheets for comments, enter your site’s EPA Identification Number in the top left-hand corner of each sheet.

## Item-By-Item Instructions

### Item 1 – Reason for Submittal

Place an “X” in the appropriate box(es) to indicate whether this form is your Initial Notification (i.e., this is your first time submitting site identification information / to obtain an EPA Identification Number for this location); a Subsequent Notification (to update your site identification information); a component of a First or a Revised Hazardous Waste Part A Permit Application; or a component of the Hazardous Waste Report.

###### To Provide an Initial Notification (first time submitting site identification information / to obtain an EPA identification number for this location)

* If your waste activity is regulated under Subtitle C of the Resource Conservation and Recovery Act (RCRA) and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260-299), you must submit this form to notify the appropriate State or EPA Regional Office of your regulated waste activities and obtain an EPA Identification Number.
* If you are an eligible academic entity opting into 40 CFR Part 262, Subpart K for managing laboratory hazardous wastes **AND** you have never before submitted site identification information, you must submit this form to notify the appropriate State or EPA Regional Office of your activities. Note: You must check with your State to determine if you are eligible to manage laboratory hazardous waste pursuant to 40 CFR Part 262, Subpart K in order for you to notify.

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* If you will begin managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) **AND** you have never before submitted site identification information, you must submit this form, pursuant to 40 CFR 260.42, to notify the appropriate State or EPA Regional Office of your activities. Note: You must check with your State to determine if you are eligible to manage hazardous secondary material under these exclusions in order for you to notify.

###### To Provide a Subsequent Notification (to update site identification information for this location)

* You must use this form to submit a subsequent notification if your site already has an EPA Identification Number and you wish to change information (e.g., generator status, new site contact person, new owner, new mailing address, new regulated waste activity, etc.).
* If you have previously submitted site identification information and are an eligible academic entity opting into or withdrawing from 40 CFR Part 262, Subpart K for managing laboratory hazardous wastes, you must use this form. Note: You must check with your State to determine if you are eligible to manage laboratory hazardous waste pursuant to 40 CFR Part 262, Subpart K in order for you to notify.

* If you have previously submitted site identification information and are notifying (or re-notifying) that you will begin managing, are managing, or have stopped managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25), you must submit this form, pursuant to 40 CFR 260.42, to notify the appropriate State or Regional Office of your activities. Note: You must check with your State to determine if you are eligible to manage hazardous secondary material under these exclusions in order for you to notify.

###### As a component of a first rcra hazardous waste part a permit application

If your site is planning to treat, store, or dispose of hazardous waste on-site in a unit that is not exempt from obtaining a hazardous waste permit, you must submit this form as part of the Part A Permit Application. Also, if the activity at this site (treatment, storage, or disposal) became newly regulated under RCRA Subtitle C and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260-299), you must submit this form as part of the Part A Permit Application.

###### As a Component of a revised rcra hazardous waste part a permit application

If you must submit a revised Part A Permit Application to reflect changes that have occurred at your site, you must submit this form as part of your revised Part A Permit Application. Examples of site changes requiring a revised Part A Permit Application include managing new wastes not identified in the first submission of the form or changes to existing waste treatment processes. When submitting a revised Part A Permit Application, please include the Amendment Number in the appropriate space.

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###### As a component of the hazardous waste report (If marked, see sub-bullet below)

If you are required to submit a Hazardous Waste Report indicating the amount of hazardous waste you generate, treat, recycle, dispose, ship off-site, or receive from off-site, you must fill out this form. A Site ID Form submitted with a Hazardous Waste Report is equivalent to a Subsequent Notification.

Site was a TSD facility and/or generator of ≥ 1,000 kg of hazardous waste, > 1 kg of acute hazardous waste, or > 100 kg of acute hazardous waste spill cleanup in one or more months of the report year (or State Equivalent LQG regulations)

The purpose of this check box is to distinguish between sites that meet the criteria and are required to file a report versus those who file voluntarily or by State-only requirement but were not a treatment, storage, and disposal facility (TSDF) or a Large Quantity Generator (LQG) during the report year. Sites required to file the report should place an “X” in this box, while non-LQG/TSD sites should not. For more information about who must file a report, refer to **“**[**WHO MUST FILE THE 2015 HAZARDOUS WASTE REPORT**](#_WHO_IS_Required)**.”**

### Item 2 – Site EPA Id Number

Provide your EPA Identification Number in Item 2 **for this site**. The first two characters of the EPA Identification Number must be a valid State postal code. Be sure to include your EPA Identification number at the top of all pages of the form (as well as on any attachments to the Site ID Form).

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| **NOTE** | If this is your Initial Notification for this site, leave the EPA Identification Number blank and proceed to Item 3. |

### Item 3 and 4 – Site Name and Location

Provide the legal name of your site and a complete location address. Please note that the address you give for Item 4, Site Location, must be a physical address, not a post office box or route number. Only foreign hazardous waste transporters, with their headquarters located outside the U.S., may provide a Site Location Country outside of the U.S.

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| **NOTE** | A new EPA Identification Number is **required** if you change the location of your site. |

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### Item 5 – Site Land Type

Place an “X’ in the box that **best describes** the land type of your site. Select only one type: Private, County, District, Federal, Tribal (see below), Municipal, State, or Other. If your site’s Land Type could be described as Municipal **and** another Land Type, such as County, District, or Tribal, do not place an “X” in Municipal. Instead, choose the other appropriate Land Type. (For example, if your site’s Land Type is both Municipal and County, you would place an “X” in the box for County.) You may explain this in Item 13 – Comments.

**Tribal** - A member of one of the tribes/entities on the list of Federally recognized American Indian tribes and Alaskan Native entities located at: <http://www.epa.gov/tribal/whereyoulive/tribes-a-z.htm>.

### Item 6 – North American Industry Classification System (NAICS) Code(s)

Box A must be completed. Completing Boxes B-D is recommended, if applicable.

##### Box A

Provide the North American Industry Classification System (NAICS) code that best describes your site’s primary business production process for your products or services. Referencing the latest NAICS codes, use the 6-digit code (most specific description) if available for your business; if not, use the 5-digit code; do not enter any four (4) or less digit codes.

##### Boxes B – D

List other NAICS codes that describe the other business production processes for your site. Referencing the latest NAICS codes, use the 6-digit code (most specific description) if available for your business; if not, use the 5-digit code; do not enter any four (4) or less digit codes.

Check with your accounting or business staff to determine your NAICS code(s); the NAICS code is used in tax reporting and other business reports. You can obtain additional information about NAICS codes at <http://www.census.gov/eos/www/naics>.

### Item 7 – Site Mailing Address

Please enter the Site Mailing Address. If the Mailing Address and the Location of Site (Item 4) are the same, you can enter “Same as Item 4” in the box for Item 7.

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### Item 8 – Site Contact Person

Enter the name, title, business address, telephone number, extension, fax number, and e-mail address of the individual who should be contacted regarding the information submitted in the Site ID Form. A Subsequent Notification is recommended when the Site Contact Person changes. **Do not** enter other contact persons here; if there are other persons, who may be contacted about this submission, list them and their other contact information in Item 13 – Comments. If the person completing the Hazardous Waste Report is not the primary site RCRA hazardous waste contact, enter the primary site RCRA hazardous waste contact here and add the contact information for the person completing the Hazardous Waste Report in Item 13 – Comments.

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| **NOTE** | This is NOT the Facility Permit Contact information. The Facility Permit Contact information should be entered on the RCRA Hazardous Waste Part A Permit Application. |

### Item 9 – Legal Owner and Operator of the Site

This section should be used to indicate all owners and operators of this site.

#### Name of Site’s Legal Owner

Provide the name of your site’s legal owner(s). This includes owner(s) of the building(s) and land. Please review these definitions:

**Owner** – The person who owns a RCRA site or part of a RCRA site. Note: This includes the owner(s) of the building(s) and/or land. This may be an individual, company, or business name. See **Person**.

**Person** – An individual, trust, firm, joint stock company, Federal Agency, corporation (including a government corporation), partnership, association, State, municipality, commission, political subdivision of a State, or any interstate body.

##### Date Became an Owner

Indicate the date on which the above entity became the owner of your site. Enter dates as in this example: For April 22, 2015, enter 04/22/2015. This is a required field and a date must be reported.

##### Owner Type

Place an “X’ in the box that **best describes** the owner type for your site. Select only one type: Private, County, District, Federal, Tribal (see below), Municipal, State, or Other. If your site’s Owner Type could be described as Municipal **and** another Owner Type, such as County, District, or Tribal, do not place an “X” in Municipal. Instead, choose the other appropriate Owner Type. (For example, if your site’s Owner Type is both Municipal and County, you would place an “X” in the box for County.) You may explain this in Item 13 – Comments.

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**Tribal** - A member of one of the tribes/entities on the list of Federally recognized American Indian tribes and Alaskan Native entities located at: <http://www.epa.gov/tribal/whereyoulive/tribes-a-z.htm>.

##### Legal Owner Address

Enter the address of the legal owner. If the address and the Location of Site (Item 4) are the same, you can enter “Same as Item 4” in the box for Item 9.

Use the Comments section in Item 13 to list any additional owners, their names, the dates they became owners, owner type, mailing address, and which owner(s), if any, are no longer owners since your last submission of this form. If necessary, attach a separate sheet of paper. Remember to enter your site’s EPA Identification Number in the top left-hand corner of each sheet.

#### Name of Site’s Operator

Provide the name of your site’s operator. Please review these definitions:

**Operator** – The person responsible for the overall operation of a RCRA site. Note: This is the legal entity which controls the RCRA site operation rather than the plant or site manager. This is usually a company or business name, but may be an individual. See **Person**.

**Person** – An individual, trust, firm, joint stock company, Federal Agency, corporation (including a government corporation), partnership, association, State, municipality, commission, political subdivision of a State, or any interstate body.

##### Date Became an Operator

Indicate the date on which the above entity became the operator of your site. Enter dates as in this example: For April 22, 2015, enter 04/22/2015. This is a required field and a date must be reported.

##### Operator Type

Place an “X’ in the box that **best describes** the operator type for your site. Select only one type: Private, County, District, Federal, Tribal (see below), Municipal, State, or Other. If your site’s Operator Type could be described as Municipal **and** another Operator Type, such as County, District, or Tribal, do not place an “X” in Municipal. Instead, choose the other appropriate Operator Type. (For example, if your site’s Operator Type is both Municipal and County, you would place an “X” in the box for County.) You may explain this in Item 13 – Comments.

**Tribal** - A member of one of the tribes/entities on the list of Federally recognized American Indian tribes and Alaskan Native entities located at: <http://www.epa.gov/tribal/whereyoulive/tribes-a-z.htm>.

Use the Comments section in Item 13 to list any additional operators, their names, the dates they became operators, operator type, mailing address, and which operator(s), if any, are no longer operators since your last submission of this form. If necessary, attach a separate sheet of paper. Remember to enter your site’s EPA Identification Number in the top left-hand corner of each sheet.

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| **NOTE** | A subsequent notification is recommended when the owner or operator of a site changes. Because an EPA Identification Number is site-specific, the new owner will keep the existing EPA Identification Number for that location. If your business moves to another location, the owner or operator must notify the State or EPA Regional Office of this change. Since your business has changed locations, a new EPA Identification Number will be assigned. |

### Item 10 – Type of Regulated Waste Activity

**Mark box “Yes” or box “No”** as appropriate for all **current** activities **(as of the date submitting the form)** at this site; complete any additional boxes as instructed. **Current** activities mean activities that are in effect when the form is submitted or those that the site plans to begin after EPA Identification Number assignment. The information you provide in Item 10 will be considered current as of the date you certify the form. If the site is no longer a generator as of the date you certify the form, you should mark the “No” (not a generator) box for Generator of Hazardous Waste.

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| **NOTE** | You must report your current regulated waste activities as of the date of submitting the Site ID Form. For the Hazardous Waste Report, your current status may be different than the status requiring the report during the calendar year. |

#### Hazardous Waste Activities (complete all parts 1 through 10)

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| **NOTE** | Listed below are the Federal generator status definitions. If, however, the State where your site is located has definitions different from the Federal definitions, you must use the State definitions. |

1. Generator of Hazardous Waste (at your site):

If you generate a hazardous waste that is listed in 40 CFR 261.31 through 261.33 or identified by one or more hazardous waste characteristic(s) contained in 40 CFR 261.21 through 261.24, place an “X” in the appropriate box for the quantity of hazardous waste that is generated per calendar month. The regulations for hazardous waste generators are found in [40 CFR 261.5](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol27/xml/CFR-2012-title40-vol27-part261.xml#seqnum261.5) for conditionally exempt small quantity generators (CESQGs) and in [40 CFR Part 262](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol27/xml/CFR-2012-title40-vol27-part262.xml) for both small quantity generators (SQGs) and large quantity generators (LQGs). Consult these regulations and your State for details about how the regulations apply to your situation. Below is a brief description of the three types of hazardous waste generators.

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**If “Yes”, place an “X” in only one of the following – a, b, or c.**

1. **LQG: Large Quantity Generator**

For purposes of providing information in this report, the site is a Large Quantity Generator (LQG) if the site generates **any** of the following amounts in a calendar month**:**

1. Greater than or equal to 1,000 kilograms (kg; 2,200 pounds [lbs]) of non-acute RCRA hazardous waste; **or**
2. Greater than 1 kg (2.2 lbs) of any RCRA acute hazardous waste listed in sections 261.31 or 261.33(e); **or**
3. Greater than 100 kg (220 lbs) of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous wastes listed in sections 261.31 or 261.33(e).

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| **NOTE** | As discussed earlier, a RCRA LQG is a site that is neither a CESQG nor a SQG. For purposes of clarity, we describe above the situations when a site would be a LQG.  If, in addition to being a LQG, you recycle hazardous wastes at your site, mark both this box and Item 10.A.4.  Hazardous secondary material managed under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) DOES NOT count towards your generator status. However, you must check with your State to determine if you are eligible to manage hazardous secondary material under these exclusions. |

1. **SQG: Small Quantity Generator**

This site is a SQG if the site meets **all** of the following criteria:

1. Generates, in any calendar month, more than 100 kg (220 lbs) but less than 1,000 kg (2,200 lbs) of RCRA hazardous waste; **and**
2. Does not generate, in any calendar month, more than 1 kg (2.2 lbs.) of acute hazardous waste listed in sections 261.31 or 261.33(e); **and**
3. Does not generate more than 100 kg (220 lbs) of material from the cleanup of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous wastes listed in sections 261.31 or 261.33(e).

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| **NOTE** | The definition of a SQG found at 40 CFR 260.10 is outdated. The EPA plans to make the appropriate conforming change in the future. Moreover, here in this document, for purposes of clarity, we include those situations where a SQG also may have generated amounts of acute hazardous wastes and still maintain its regulatory status as a SQG.  **(Go to** [**Table of Contents**](#Table_of_Contents)**)** |

1. **CESQG: Conditionally Exempt Small Quantity Generator**

This site is a CESQG if the site generates less than or equal to the following amounts in a calendar month:

(i) 100 kg (220 lbs) of hazardous waste; **and**

(ii) 1 kg (2.2 lbs) of acute hazardous wastes listed in sections 261.31, or 261.33(e); **and**

(iii) 100 kg (220 lbs) of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous wastes listed in sections 261.31, or 261.33(e).

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| **NOTE** | A CESQG is defined at 40 CFR 261.5(a) as a site that generates less than or equal to 100 kg (220 lbs) of hazardous waste. However, the regulations at 40 CFR 261.5(e) discuss situations where a CESQG could be subject to full regulation. For purposes of clarity, we describe all those situations where a site continues to be a CESQG.  If you generate acute hazardous wastes listed in 40 CFR 261.31, 261.32, or 261.33(e), please refer to 40 CFR 261.5(e) to determine the circumstances under which you must notify the EPA. |

If you marked “Yes” above, indicate your other generator activities. Mark “Yes” or “No” for the other hazardous waste activities listed below that may occur at this site. **Complete all parts 2-10.**

1. Short-Term Generators

Mark “Yes” if the site is currently generating hazardous waste only as the result of a one-time, non-recurring, temporary event that is not related to normal production processes. In other words, short-term generators produce hazardous waste from a particular activity for a limited time and then cease conducting that activity. Short-term generators would not be considered episodic generators because episodic generators have the potential to generate on a regular basis (for example, a facility that fluctuates from SQG to LQG in one month is not a short-term generator). Examples of short-term generators include: (1) one-time highway bridge waste generation; (2) underground storage tank removals; (3) generation of off-spec or out-of-date chemicals at a site that normally doesn’t generate hazardous waste; (4) remediation or spill clean-up at sites with no previous RCRA EPA Identification Number; and (5) site or production process decommissions by a new operator. If you mark “Yes”, you must provide an explanation of your short-term generation event in Item 13 – Comments.

1. United States Importer of Hazardous Waste

Mark “Yes” if you import hazardous waste from a foreign country into the U.S. Refer to 40 CFR 262.60 for additional information.

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1. Mixed Waste Generator

Mark “Yes” if you are a generator of mixed waste (waste that is both hazardous and radioactive). RCRA defines “mixed waste” as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA Section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998). See the **“**[**DEFINITIONS**](#Definitions)**”** section.

1. Transporter of Hazardous Waste
2. **Transporter**

You transport hazardous waste within the U.S. The Federal regulations for hazardous waste transporters are found in [40 CFR Part 263](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol27/xml/CFR-2012-title40-vol27-part263.xml).

1. **Transfer Facility (at your site)**

You are a hazardous waste transfer facility, at your site, if you hold manifested hazardous waste(s) at your site for a period of ten (10) days or less while the waste is in transit. The Federal regulations for hazardous waste transfer facilities are found in [40 CFR Part 263.12](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol27/xml/CFR-2012-title40-vol27-part263.xml#seqnum263.12).

1. Treater, Storer, or Disposer of Hazardous Waste (at your site)

If you treat, store, or dispose of hazardous waste, mark “Yes.” A RCRA Hazardous Waste Part B Permit is **required** for this activity. Contact the appropriate office for your State for more information. The Federal regulations for owners and operators of permitted treatment, storage, and disposal facilities (TSDFs) are found in [40 CFR Parts 264, 265, 266, and 270](http://www.epa.gov/osw/laws-regs/regs-haz.htm).

Mark “No” if any of the following conditions are true for your facility:

* This facility does not receive hazardous waste from other generators and ships all waste off-site for management within the regulatory timeframe.
* This facility is only involved with on-going post-closure activities, corrective actions under the Hazardous and Solid Waste Amendments of 1984 (HSWA), or a consent order under a non-traditional permit or without a RCRA permit being required.
* Receives waste from off-site but does not store greater than 10 days before re-shipping (i.e., transfer facility).

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| **NOTE** | If your site is a destination facility for universal wastes in addition to being a TSDF for other RCRA hazardous wastes, mark “Yes” for both this box **and** Item 10.B.2. |

1. Recycler of Hazardous Waste (at your site)

If you recycle regulated hazardous wastes (recyclable materials) at your site, mark “Yes”. The Federal regulations for owners and operators of sites that recycle hazardous waste are found in [40 CFR 261.6](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol27/xml/CFR-2012-title40-vol27-part261.xml#seqnum261.6). You also may be subject to other Federal and State regulations; in some cases a permit is required.

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| **NOTE** | If your site, in addition to being a recycling site for hazardous waste, is a treater, storer, or disposer of hazardous waste, mark “Yes” for both this box **and** Item 10.A.6. If your site is a destination facility for universal wastes in addition to being a recycling site for other RCRA hazardous wastes, mark “Yes” for both this box **and** Item 10.B.2. |

1. Exempt Boiler and/or Industrial Furnace (at your site)

If “Yes”, place an “X” in all that apply.

1. **Small Quantity On-Site Burner Exemption**

You burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in [40 CFR 266.108](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol28/xml/CFR-2012-title40-vol28-part266.xml#seqnum266.108), place an “X” in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.

1. **Smelting, Melting, and Refining Furnace Exemption**

You process hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in [40 CFR 266.100(d)](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol28/xml/CFR-2012-title40-vol28-part266.xml#seqnum266.100), or to recover economically significant amounts of precious metals, as described in [40 CFR 266.100(g)](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol28/xml/CFR-2012-title40-vol28-part266.xml#seqnum266.100), or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in [40 CFR 266.100(h)](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol28/xml/CFR-2012-title40-vol28-part266.xml#seqnum266.100), place an “X’ in the box to indicate that you qualify for the Smelting, Melting, and Refining Furnace Exemption.

1. Underground Injection Control (at you site)

If you generate, treat, store, or dispose of hazardous waste and place the waste or its residuals into an underground injection well (e.g., a Class I well) located at your site, mark “Yes”. The Federal regulations for owners and operators of underground injection wells are found in [40 CFR Part 148](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol24/xml/CFR-2012-title40-vol24-part148.xml).

1. Receives Hazardous Waste From Off-site (at your site)

If you received hazardous waste from another site, whether this waste was received as a commercial transaction or waste received from a restricted group of off-site generators, mark “Yes”.

**In addition to the above,** mark “Yes” or “No” for the other regulated waste activities listed below that may occur at this site. Complete Items B, C, and D as appropriate.

#### UniversAl Waste Activities (at your site)

Refer to your State-specific requirements and definitions for universal waste. Also, refer to [40 CFR 261.9](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol27/xml/CFR-2012-title40-vol27-part261.xml#seqnum261.9) and [40 CFR Part 273](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol28/xml/CFR-2012-title40-vol28-part273.xml) for the Federal regulations covering universal waste. **Complete parts 1 and 2.**

1. Large Quantity Handler of Universal Waste (LQHUW)

You are an LQHUW if you accumulate a total of 5,000 kg or more total of universal wastes (batteries, pesticides, mercury-containing equipment, or lamps – calculated collectively) at any time. This designation is retained through the end of the calendar year in which the 5,000 kg limit is met or exceeded. If “Yes”, place an “X” in the appropriate box(es) to indicate the type(s) of universal wastes managed at your site. If your State has other additional universal wastes, indicate what they are by placing an “X’ in the corresponding box(es) (10.B.1.e, f, or g).

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1. Destination Facility for Universal Waste

Mark “Yes” if you treat, dispose, or recycle universal wastes on-site. A hazardous waste permit is required if you treat or dispose of universal wastes; a permit may be required if you recycle universal wastes.

|  |  |
| --- | --- |
| **NOTE** | If your site, in addition to being a destination facility for universal wastes, is also a TSDF for RCRA hazardous wastes, mark “Yes” for both this box **and** Item 10.A.6. In addition, if your site recycles RCRA hazardous wastes, mark “Yes” for both this box **and** Item 10.A.7. |

#### Used Oil Activities

Mark the appropriate box(es) to indicate which used oil management activities are taking place at this site. The Federal regulations for used oil management are found in [40 CFR Part 279](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol28/xml/CFR-2012-title40-vol28-part279.xml). **Complete all parts 1 through 4.**

1. Used Oil Transporter

If “Yes”, place an “X” in all that apply.

1. **Transporter**

You transport used oil within the U.S. The Federal regulations for used oil transporters are found in 40 CFR Part 279.40-47.

1. **Transfer Facility (at your site)**

You own or operate a used oil transfer facility. The Federal regulations for used oil transfer facilities are found in 40 CFR Part 279.40-47.

1. Used Oil Processor and/or Re-refiner (at your site)

If “Yes”, place an “X” in all that apply.

1. **Processor**

You process used oil. The Federal regulations for processors of used oil are found in 40 CFR Part 279.50-59.

1. **Re-refiner**

You refine used oil. The Federal regulations for re-refiner of used oil are found in 40 CFR Part 279.50-59.

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1. Off-Specification Used Oil Burner (at your site)

You burn off-specification used oil fuel. Mark “Yes” to indicate this used oil management activity.

1. Used Oil Fuel Marketer (at your site)

If “Yes”, place an “X” in all that apply.

1. **Marketer Who Directs Shipment of Off-Specification Used Oil to Off-Specification Used Oil Burners**

You are a marketer who directs shipment of off-specification used oil to off-specification used oil burners. The Federal regulations for off-specification used oil are found in 40 CFR Part 279.70-75.

1. **Marketer Who First Claims the Used Oil Meets the Specification**

You are the first to claim that used oil meets the used oil specification established in 40 CFR 279.11.

|  |  |
| --- | --- |
| **NOTE** | If either of these boxes is marked, you must also notify (or have previously notified) as a used oil transporter (10.C.1), used oil processor/re-refiner (10.C.2), or off-specification used oil fuel burner (10.C.3), unless you are a used oil generator. (Used oil generators are not required to notify.) |

#### Eligible Academic Entities with Laboratories – Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to 40 CFR Part 262, Subpart K

Note: Fill out Box D ONLY if you are at least one of the following: a college or university; a teaching hospital that is owned by or has a formal written affiliation agreement with a college or university; or a non-profit research institute that is owned by or has a formal written affiliation agreement with a college or university; AND you have checked with your State to determine if 40 CFR Part 262, Subpart K is effective in your State and for any State-specific requirements. See EPA’s website for more information about these regulations: <http://www.epa.gov/wastes/hazard/generation/labwaste/implementation.htm>.

Subpart K is an optional alternative set of requirements for eligible academic entities with laboratories. Certain generators (i.e., eligible academic entities defined under (1) below) are eligible to operate under Subpart K for management of their hazardous wastes in laboratories in lieu of 40 CFR 262.34(c) (or 40 CFR 261.5 for CESQGs). Eligible academic entities with laboratories that generate hazardous waste that elect to opt into Subpart K, are currently operating under Subpart K, or subsequently withdraw from Subpart K must complete this section to meet the notification requirements of this Subpart. Refer to [40 CFR 262.203](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol27/xml/CFR-2012-title40-vol27-part262.xml#seqnum262.203) and [40 CFR 262.204](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol27/xml/CFR-2012-title40-vol27-part262.xml#seqnum262.204).

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|  |  |
| --- | --- |
| **NOTE** | Eligible academic entities with laboratories must complete a separate Site ID Form for each site (i.e., EPA Identification Number) that is managing hazardous waste under Subpart K. All laboratories with the same EPA Identification Number will be regulated under this Subpart. If eligible academic entities with laboratories withdraw from Subpart K, all laboratories with the same EPA Identification Number associated with the withdrawal from Subpart K will be regulated under 40 CFR 262.34(c) requirements (or 40 CFR 261.5 for CESQGs). |

1. Opting Into or Currently Operating Under 40 CFR Part 262, Subpart K for the Management of Hazardous Wastes in Laboratories

Mark “Yes” for this box if you are an eligible academic entity and you elect to opt into or are currently operating under 40 CFR Part 262, Subpart K for the hazardous wastes generated in your laboratories. If you mark “Yes” for this box, you must place an “X” in at least one of the following to indicate your type of eligible academic entity. Place an “X” in all that apply:

1. **College or University**

You are an eligible college or university if you are a private or public, post-secondary, degree-granting, academic institution, that is accredited by an accrediting agency listed annually by the U.S. Department of Education.

1. **Teaching Hospital that is owned by or has a formal written affiliation agreement with a college or university**

You are an eligible teaching hospital if you are a hospital that trains students to become physicians, nurses, or other health personnel and is either: (1) owned by a college or university, or (2) has a master affiliation agreement and program letter of agreement, as defined by the Accreditation Council for Graduate Medical Education, with an accredited medical program or medical school.

1. **Non-profit Institute that is owned by or has a formal written affiliation agreement with a college or university**

You are an eligible non-profit institute if you are an organization that conducts research as its primary function and files as a non-profit organization under the tax code of 26 U.S.C. 501(c)(3) and is either: (1) owned by a college or university, or (2) has a formal written affiliation agreement with a college or university that establishes a relationship between institutions for the purposes of research and/or education and is signed by authorized representatives from each institution. A relationship on a project-by-project or grant-by-grant basis is not considered a formal written affiliation agreement.

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1. Withdrawing from 40 CFR Part 262, Subpart K for the Management of Hazardous Wastes in Laboratories

Mark “Yes” for this box if you have previously elected to opt into 40 CFR Part 262, Subpart K and are now withdrawing from participation in this optional set of alternative requirements for hazardous waste generation in laboratories. Withdrawing generators will automatically revert to regulation under 40 CFR 262.34(c) requirements (or 40 CFR 261.5 for CESQGs). If marking “Yes” for this box, please include comments in Item 13 – Comments that explain your reasons for withdrawing from Subpart K.

### Item 11 – Description of Hazardous Wastes

Complete this item if you marked **“Yes”** for any activity **1 (a-c), 6, 7, or 8** in **Item 10.A**.You will need to refer to [40 CFR Part 261](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol27/xml/CFR-2012-title40-vol27-part261.xml) to complete this item. Part 261 identifies those solid wastes which the EPA defines as hazardous and regulates under RCRA. If you need help completing this section, please contact your State Office.

#### Waste Codes for Federally Regulated Hazardous Wastes

Please list the waste codes of the Federal hazardous wastes (described in 40 CFR Part 261) handled at your site. List them in the order they are presented in the regulations using the appropriate 4-digit code(s) (e.g., D001, D003, F007, U112).

|  |  |
| --- | --- |
| **NOTE** | If you handle more hazardous wastes than will fit under Item 11.A, please continue under Item 13 – Comments or on an extra sheet. Remember to include your EPA Identification Number on the top of each page. If you handle a large number of codes, you may copy the list in this booklet and mark the ones that you handle. Attach any additional sheets to the Site ID Form. Remember to include your EPA Identification Number on the top of each page. |

#### Waste Codes for State-Regulated (i.e., non-Federal) Hazardous Wastes

If you manage State-regulated hazardous wastes that have a State waste code, enter the appropriate code(s) in the box(es) provided. Please list the waste codes of the State-regulated hazardous wastes handled at your site in the order they are presented in the regulations.

|  |  |
| --- | --- |
| **NOTE** | If you handle more hazardous wastes than will fit under Item 11.B, please continue under Item 13 – Comments or on an extra sheet. Remember to include your EPA Identification Number on the top of each page. |

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### Item 12 – Notification of Hazardous Secondary Material (HSM) Activity

Mark “Yes” if you are notifying under 40 CFR 260.42 that you will begin managing, are still managing, or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25). Mark “No” if you are not notifying under 40 CFR 260.42. Note: You must check with your State to determine if you are eligible to manage hazardous secondary material under these regulations.

|  |  |
| --- | --- |
| **NOTE** | If you mark “Yes”, you must fill out the Addendum to the Site ID Form: Notification of Hazardous Secondary Material Activity. See instructions for this Addendum after Item 14. |

### Item 13 – Comments

Use this section as needed to provide additional information for Items 1 through 12. Include the item number and box letter (if any) for each comment you make. You may attach additional sheets if needed. Remember to include your EPA Identification Number on the top of each page.

### Item 14 – Certification

This certification must be signed and dated by the owner(s), operator(s), responsible official(s), or authorized representative(s) of the site. See [40 CFR 270.11](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol28/xml/CFR-2012-title40-vol28-part270.xml#seqnum270.11) for more information on signatories in general. See also [40 CFR 270.10(b)](http://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol28/xml/CFR-2012-title40-vol28-part270.xml#seqnum270.10) for additional Hazardous Waste Part A Permit Application signatory specifics. An “authorized representative” is a person responsible for the overall operation of the site (i.e., a plant manager or superintendent, or a person of equal responsibility).

|  |  |
| --- | --- |
| **NOTE** | All Site ID Form submissions must include this certification to be complete. |

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# Addendum to the Site Identification Form: Notification of Hazardous Secondary Material Activity

## You Must Fill Out this Section if:

* You are located in a State that allows you to manage excluded hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 261.4(a)(23), (24), or (25). See <http://www.epa.gov/epawaste/hazard/dsw/statespf.htm> for a list of eligible States; **AND**

* You will begin managing, are still managing, or will stop managing excluded hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) and must notify the appropriate State or Regional Office of your activities, pursuant to 40 CFR 260.42. These regulations exclude certain hazardous secondary material being reclaimed from the RCRA Subtitle C definition of solid waste provided certain requirements and conditions are met. See EPA’s website for more information about these regulations: <http://www.epa.gov/epawaste/hazard/dsw/rulemaking.htm#2008>.

**Complete all parts 1 – 3.**

|  |  |
| --- | --- |
| **NOTE** | You must be managing excluded hazardous secondary material in compliance with 40 CFR 261.2(a)(2)(ii), 261.4(a)(23), (24), and/or (25) (or State equivalent). Do not include any information regarding your hazardous wastes in this section. See 73 FR 64668 or <http://www.epa.gov/epawaste/hazard/dsw/impresource.htm> for more information on these exclusions.  You must submit a completed Site ID Form, including this Addendum, prior to operating under the exclusion(s) and by March 1 of each even-numbered year thereafter to your regulatory authority using the Site ID Form as pursuant to 40 CFR 260.42. Persons who must satisfy this notification requirement can submit this information at the same time as their Hazardous Waste Report (which is also due by March 1 of each even-numbered year).  If you stop managing hazardous secondary material in accordance with the exclusion(s) and do not expect to manage any amount of hazardous secondary material under the exclusion(s) for at least one year, you must also submit a completed Site ID Form, including this Addendum, within thirty (30) days pursuant to 40 CFR 260.42.  Remember to include your EPA Identification Number on the top of each page. |

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### Item 1 – Indicate Reason for Notification (include dates where requested)

Place an “X” in the box for the reason that applies to you:

###### Facility will begin managing excluded hazardous secondary material as of (mm/dd/yyyy)

Place an “X’ in this box if you are notifying that you will begin managing hazardous secondary material under the exclusion(s).

* Facilities must notify prior to operating under the exclusion(s).
* If placing an “X’ in this box, list the date (mm/dd/yyyy) when you will begin managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25). Note: If the facility had previously notified that it will stop managing hazardous secondary material in the past but will now begin anew, list the next planned start date.

###### Facility is still managing excluded hazardous secondary material/re-notifying as required by March 1 of each even-numbered year

Place an “X” in this box if you are re-notifying that you are still managing hazardous secondary material under the exclusion(s). Note: You must have previously notified that you began managing hazardous secondary material in order to check this box.

* Facilities must notify by March 1 of each even-numbered year.
* If placing an “X” in this box, you do not have to list a date.

###### Facility has stopped managing excluded hazardous secondary material as of (mm/dd/yyyy) and is notifying as required

Place an “X” in this box, if you are notifying that you have stopped managing hazardous secondary material under the exclusion(s) and do not expect to manage any amount of hazardous secondary material for at least one year (pursuant to 40 CFR 260.42(b)). List the date when you stopped managing hazardous secondary material. Enter the date in “mm/dd/yyyy” format.

* Facilities must notify within 30 days of when they stopped managing hazardous secondary material. You are considered to have stopped managing hazardous secondary material if: (1) you stop managing hazardous secondary material completely (e.g., you cease operations); (2) you choose to manage the hazardous secondary material as hazardous waste; (3) you undergo closure and request release from financial assurance per 40 CFR 261.143(h); or (4) you temporarily suspend management of hazardous secondary material for at least one year.
* Only place an “X” in this box if you have stopped managing all hazardous secondary material under the exclusion(s). For example, if your facility only stopped managing one hazardous secondary material, but continued to manage another hazardous secondary material, you would leave this box blank since your facility continues to manage some amount of hazardous secondary material.

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* If you submit a notification that you have stopped managing hazardous secondary material, you do not need to re-notify (unless you choose to manage hazardous secondary material again, in which case you would have to submit a notification prior to managing). After submitting a stop notification, you can leave the Addendum blank for subsequent submissions, including any subsequent Hazardous Waste Report submissions.

### Item 2 – Description of Excluded Hazardous Secondary Material (HSM) Activity

In the table provided on the Addendum to the Site Identification Form, list your appropriate facility code, each waste code for the hazardous secondary material you manage, the estimated and actual quantities in short tons for each hazardous secondary material, and the appropriate land-based code for how you manage the hazardous secondary material. Do not include any information regarding your hazardous wastes in this section. See examples below on how to answer this question.

1. **Facility Code**

Using the facility codes, found in the **“**[**HAZARDOUS SECONDARY MATERIAL (HSM) FACILITY CODE**](#HSM_Facility_Codes)**”** section of this booklet, enter the appropriate 2‑digit code(s) that correctly describes your facility. If more than one code applies to your facility, enter each 2-digit code on a separate row. Each hazardous secondary material should be reported by facility code.

1. **Waste Code(s) for HSM**

Use the box provided to enter the appropriate 4-digit hazardous waste code(s) that would apply to your hazardous secondary material if you managed it as hazardous waste (i.e., the waste code(s) that would apply if you did not manage your material in accordance with 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25)).

|  |  |
| --- | --- |
| **NOTE** | If you list more codes or manage more hazardous secondary material than will fit in the table under Item 2, please continue under Item 13 – Comments, or on an extra sheet. Remember to include your EPA Identification Number on the top of each page. |

1. **Estimate Short Tons of Excluded HSM to be Managed Annually**

In the box provided, enter your estimated tonnage (using short tons) of hazardous secondary material you expect to manage annually. Convert all physical quantities (e.g., gallons, cubic yards, kilograms, metric tons, etc.) to short tons (1 short ton = 2,000 pounds) and round to the nearest ton (no decimals). Note: Your estimated tonnage should be for the entire amount of hazardous secondary material to be reclaimed NOT just the quantity of constituent or product reclaimed.

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1. **Actual Short Tons of Excluded HSM Managed During the Most Recent Odd-Numbered Year**

Report the tonnage (using short tons) of each hazardous secondary material you actually managed during the most recent odd-numbered year. For example, if you are submitting this notification on February 20, 2016, enter the amount you actually managed during 2015 (i.e., the tonnage you managed from January 1, 2015 to December 31, 2015). Convert all physical quantities (e.g., gallons, cubic yards, kilograms, metric tons, etc.) to short tons (1 short ton = 2,000 pounds) and round to the nearest ton (no decimals). Note: Your actual tonnage should be for the entire amount of hazardous secondary material that was sent for reclamation NOT just the quantity of constituent or product reclaimed. If this is your initial notification, enter “0”.

1. **Land-based Unit Code**

Using the land-based unit codes, found in the **“**[**HAZARDOUS SECONDARY MATERIAL (HSM) LAND BASED UNIT CODES**](#HSM_Land_Based_Unit_Codes)**”** section of this booklet, enter in the 2‑digit code that best describes the land-based unit you use or will use to manage the hazardous secondary material. If you do not use any land-based units, enter “NA”. If you use the code “OT” (Other), please describe your land-based unit in Item 13 – Comments. If more than one land-based unit code applies to a hazardous secondary material, list it separately using another row.

###### Examples for Reporting Hazardous Secondary Material Activity

##### Example 1

A pharmaceutical manufacturer generates spent solvents that are characteristic for ignitability (D001). The manufacturer plans to manage spent solvents under 40 CFR 261.2(a)(2)(ii) and 261.4(a)(24) by sending some amount to a reclaimer within its own company and the rest off-site to a reclamation facility within the U.S. The manufacturer will not manage any spent solvents in a land-based unit. Following the regulations, the manufacturer submits an initial notification prior to managing its spent solvents under the exclusions. The facility would report its hazardous secondary material activity as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Facility code** (answer using codes listed in the Code List section of the instructions) | 1. **Waste Code(s) for hazardous secondary material (HSM)** | 1. **Estimated short tons of HSM to be managed annually** | 1. **Actual short tons of HSM that was managed during the most recent odd-numbered year** | 1. **Land-based unit code** (answer using codes listed in the Code List section of the instructions) |
| 02 | D001 | 15 | 0 | NA |
| 06 | D001 | 40 | 0 | NA |

##### Example 2

A steel manufacturer generates electric arc furnace dust and spent pickle liquor from one of its steel operations. The manufacturer sends electric arc furnace dust (K061) off-site to a reclamation facility within the U.S. and reclaims spent pickle liquor (K062) on-site. Neither hazardous secondary material is managed in a land-based unit. The steel manufacturer has managed both hazardous secondary material under 40 CFR 261.2(a)(2)(ii) and 261.4(a)(24) for a number of years and it is now time to re-notify. The facility would report its hazardous secondary material activity as follows:

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Facility code** (answer using codes listed in the Code List section of the instructions) | 1. **Waste Code(s) for hazardous secondary material (HSM)** | 1. **Estimated short tons of HSM to be managed annually** | 1. **Actual short tons of HSM that was managed during the most recent odd-numbered year** | 1. **Land-based unit code** (answer using codes listed in the Code List section of the instructions) |
| 01 | K062 | 60 | 52 | NA |
| 06 | K061 | 20,000 | 22,468 | NA |

##### Example 3

A reclamation facility has been receiving and reclaiming spent solvents under 40 CFR 261.2(a)(2)(ii) and 261.4(a)(24) for a number of years. The facility receives and reclaims spent solvents from multiple hazardous secondary material generators, some of which are within the same company. No spent solvents are managed in a land-based unit. It is now time to re-notify. The facility would report its hazardous secondary material activity as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Facility code** (answer using codes listed in the Code List section of the instructions) | 1. **Waste Code(s) for hazardous secondary material (HSM)** | 1. **Estimated short tons of HSM to be managed annually** | 1. **Actual short tons of HSM that was managed during the most recent odd-numbered year** | 1. **Land-based unit code** (answer using codes listed in the Code List section of the instructions) |
| 03 | D001; F002; F003; F005 | 6,000 | 7,533 | NA |
| 03 | D001; D035; F002; F003 | 1,500 | 918 | NA |
| 07 | D001; F002; F003; F005 | 3,000 | 3,509 | NA |
| 07 | D001; D038; F002; F003 | 1,000 | 523 | NA |

##### Example 4

A smelting operation generates furnace bricks that are characteristic for chromium (D007) and sends them off-site for reclamation. Before shipping the bricks off-site, the facility manages some of the bricks in a containment building and the rest in a pile on the land. The facility has been managing the bricks under 40 CFR 261.4(a)(24) for a number of years and must now re-notify. The facility would report its activity as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Facility code** (answer using codes listed in the Code List section of the instructions) | 1. **Waste Code(s) for hazardous secondary material (HSM)** | 1. **Estimated short tons of HSM to be managed annually** | 1. **Actual short tons of HSM that was managed during the most recent odd-numbered year** | 1. **Land-based unit code** (answer using codes listed in the Code List section of the instructions) |
| 06 | D007 | 200 | 235 | NA |
| 06 | D007 | 115 | 126 | PL |

##### Example 5

An intermediate facility has been managing wastewater treatment sludges from electroplating operations (F006) for the past seven years but, due to company consolidation, it will soon shut down. In accordance with 40 CFR 260.42, the facility notifies that it will stop managing hazardous secondary material. The facility would report its activity as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Facility code** (answer using codes listed in the Code List section of the instructions) | 1. **Waste Code(s) for hazardous secondary material (HSM)** | 1. **Estimated short tons of HSM to be managed annually** | 1. **Actual short tons of HSM that was managed during the most recent odd-numbered year** | 1. **Land-based unit code** (answer using codes listed in the Code List section of the instructions) |
| 08 | F005 | 0 | 5,034  **(Go to** [**Table of Contents**](#Table_of_Contents)**)** | NA |

### Item 3 – Facility has Financial Assurance Pursuant to 40 CFR 261.4(a)(24)(vi)

Financial assurance is required for reclaimers (07, 11) and intermediate (08) facilities managing hazardous secondary material under 40 CFR 261.4(a)(24) and (25). See EPA’s website for more information about these regulations: <http://www.epa.gov/epawaste/hazard/dsw/impresource.htm>.

* Mark “Yes”, if you have financial assurance pursuant to 40 CFR 261.4(a)(24)(vi) AND you use at least one facility code that is 07, 08, or 11 in Item 2.a above. For example, the facilities in Examples 3 and 5 above are required to have financial assurance because the facility codes are 07 and 08, respectively.

* Mark “No”, if you do NOT have financial assurance pursuant to 40 CFR 261.4(a)(24)(vi). Note: Reclaimers (07, 11) and intermediate (08) facilities must have financial assurance in order to manage hazardous secondary material under 40 CFR 261.4(a)(24) and (25). Answering “No” to this question may mean you are in violation of these regulations if you report facility codes 07, 08, or 11. For example, the facilities in Examples 1, 2, and 4 above are not required to have financial assurance because these facilities did not report facility codes of 07, 08, or 11.

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# Instructions for Filling Out the GM Form – Waste Generation and Management

## Who Must Submit this Form

A site required to file the 2015 Hazardous Waste Report must submit a GM Form if the site generated RCRA hazardous waste that, in 2015, was accumulated on-site; managed on-site in a treatment, storage, or disposal unit; and/or shipped off-site for management, consistent with the criteria below. (See **“**[**WASTES TO BE REPORTED**](#_Wastes_to_be)**,”** below, for specific instructions on generated RCRA hazardous wastes that should be reported on the GM Form. See **“**[**WASTES NOT TO BE REPORTED**](#_Wastes_not_to)**,”** below, for any exclusions or exemptions from the GM Form reporting requirements under the 2015 Hazardous Waste Report.)

## Purpose of this Form

The GM Form is for reporting on-site hazardous waste generation and management in 2015. The GM Form is divided into three sections that document: (1) the source, characteristics, and quantity of hazardous waste generated; (2) the quantity of hazardous waste managed on-site along with the management method used; and (3) the quantity of hazardous waste shipped off-site for treatment, disposal, or recycling along with the off-site management method used.

## How to Fill Out this Form

Make and submit a photocopy of the GM Form for each generated RCRA hazardous waste that should be reported, consistent with the criteria discussed below. Prior to photocopying, place the pre-printed site identification label in the top left-hand corner of the form or, if you did not receive pre-printed labels, enter the site name and EPA Identification Number in this space.

Use the Comments section at the end of the form to clarify any entry (e.g., “Other” responses) or to continue any entry. When entering information in the Comments section, cross-reference the section number and item letter to which the comment refers.

|  |  |
| --- | --- |
| **NOTE** | Please review your previous cycle’s GM source, form, and management method codes to see if they are still applicable. If applicable, use those same codes for consistency.  Refer to the **“**[**SPECIAL INSTRUCTIONS**](#Special_Instructions)**”** section of this booklet for reporting lab packs, asbestos, PCBs, waste oils, groundwater contaminated by hazardous waste, RCRA-radioactive mixed wastes, and laboratory clean-out wastes. |

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## Wastes to be Reported

In general, each generated RCRA hazardous waste that is used to determine the site’s generator status should be reported on the GM Form. (See **“**[**WASTES NOT TO BE REPORTED**](#_Wastes_not_to)**,”** below, for any exclusions or exemptions from the GM Form reporting requirements under the 2015 Hazardous Waste Report. See also the reference document “*Biennial Reporting: Reportable and Non-Reportable Wastes”* at: <http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>.

A GM Form must be submitted for each generated RCRA hazardous waste. Hazardous waste must be reported if it was:

* Generated on-site and subsequently managed on-site or shipped off-site in 2015; **or**

* Generated on-site in 2015 but not managed on-site or shipped off-site until after 2015; **or**
* Generated on-site prior to 2015 but either managed on-site or shipped off-site in 2015; **or**
* Imported from a foreign country in 2015.

Examples of RCRA hazardous wastes to be reported include those that were:

* Generated on-site from a production process, service activity, or routine cleanup.

* Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity.
* Removed from on-site storage.
* Derived from the management of non-hazardous waste.
* Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).
* Shipped off-site, including hazardous waste that was received from off-site (reported on the Waste Received From Off-site Form [WR Form]) and subsequently shipped off-site without being treated or recycled on-site.
* Radioactive wastes mixed with RCRA hazardous wastes should also be reported; be sure to mark “Yes” on the Site ID Form in Item 10.A.4. See the **“**[**DEFINITIONS**](#Definitions)**”** and **“**[**SPECIAL INSTRUCTIONS**](#Special_Instructions)**”** sections of this booklet for information on this waste.
* Hazardous wastes regulated only by your State should be reported if required by your State.

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## Wastes not to be Reported

RCRA hazardous wastes exported directly to a foreign country **should not be reported** on the GM Form (unless required by your State). Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report.)

In addition, materials and wastes identified at 40 CFR 261.2(a)(2)(ii) and 261.4(a) and (b) and 261.5(c) **should not be reported** on the GM Form. Section 261.4(a) and (b) identify materials and solid wastes that do not qualify as solid or hazardous wastes, respectively. Section 261.5(c) identifies hazardous wastes that should not be included in a site’s generator status determination, even if these hazardous wastes were generated at the site.

Following are the materials and wastes addressed under 40 CFR 261.4(a) and (b) and 261.5(c), which **should not be reported** on the GM Form:

* Materials which are excluded from being a solid waste, e.g., any mixture of domestic sewage and other wastes that passes through a sewer system to a publicly owned treatment works (unless they are stored or treated in regulated units prior to being discharged). (40 CFR 261.4(a))

* Solid wastes that are excluded from being hazardous waste, e.g., petroleum-contaminated media and debris that fail the test for toxicity characteristic (waste codes D018 through D043 only) and are subject to the corrective action regulations under 40 CFR Part 280. (40 CFR 261.4(b))
* Waste exempt from regulation because the waste has not exited the raw material storage or production unit yet, as specified in 261.4(c). (40 CFR 261.5(c)(1))
* Hazardous waste that has been collected as a sample(s) for the purpose of determining its characteristic or composition, as specified in 261.4(d). (40 CFR 261.5(c)(1))
* Sample(s) undergoing treatability studies, as specified in 261.4(e). (40 CFR 261.5(c)(1))
* Sample(s) undergoing treatability studies at the laboratory or testing facility, as specified in 261.4(f). (40 CFR 261.5(c)(1))
* Hazardous waste that is a specified recyclable material such as ethyl alcohol or scrap metal, as specified in 261.6(a)(3). (40 CFR 261.5(c)(1))
* A residue of hazardous waste in an empty container or in an inner liner removed from an empty container, as specified in 261.7(a)(1). (40 CFR 261.5(c)(1))
* PCB wastes regulated under the Toxic Substance Control Act, as specified in 40 CFR 261.8, unless mixed with a hazardous waste. (40 CFR 261.5(c)(1))

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* Wastes managed immediately upon generation only in on-site elementary neutralization units, wastewater treatment units, or totally enclosed treatment facilities as defined in 40 CFR 260.10. (40 CFR 261.5(c)(2)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.** (For additional information, see the reference document *“Biennial Report: Reportable and Non-Reportable Wastes”* at <http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>.)
* Wastes recycled, without prior storage, only in an on-site process subject to regulation under 40 CFR 261.6(c)(2). (40 CFR 261.5(c)(3)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**
* Used oil that is recycled and is also a hazardous waste solely because it exhibits a hazardous waste characteristic and is managed under 40 CFR Part 279. (40 CFR 261.5(c)(4))
* Spent lead-acid batteries managed under the requirements of 40 CFR Part 266, Subpart G, which includes persons who reclaim spent lead-acid batteries that are recyclable materials; persons who generate, transport, or collect spent batteries; persons who regenerate spent batteries; or persons who store them (other than spent batteries that are to be regenerated). (40 CFR 261.5(c)(5)) **Any hazardous wastes generated during battery reclamation, however, must be reported on the GM Form.**
* Universal wastes managed under 40 CFR 261.9 and 40 CFR Part 273. (40 CFR 261.5(c)(6)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**
* **Unless required by your State,** hazardous wastes that were, during 2015, **all** exported directly out of the U.S. to a foreign country. An Annual Report must be filed in this case as required under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report.)

## How to Report Similar Wastes on the GM Form

Generally, a GM Form should be completed for **each** generated RCRA hazardous waste. Contact your State about combining and reporting similar hazardous wastes on the GM Form.

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## Item-By-Item Instructions

### Section 1 – Waste Characteristics

Section 1 requests information on each RCRA hazardous waste that, in 2015, was generated and accumulated on-site; managed on-site; and/or shipped off-site.

**All items in this section are mandatory. Note: Either Item B and/or Item C must be provided for each waste stream.**

### Item A – Waste Description

Provide a short narrative description of the waste, such as:

* General type;
* Source;
* Type of hazard; and
* Generic chemical name or primary hazardous constituents.

###### Example

“Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene.”

In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

### Item B – EPA Hazardous Waste Code(s)

Enter the four-character EPA hazardous waste code(s) that applies to the waste reported in Section 1 - Item A. EPA hazardous waste codes are provided in the **“**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet. If you need room for additional codes, list the codes in the Comments section and cross-reference Section 1 - Item B. If fewer than six EPA hazardous waste codes are applicable, leave the remaining spaces blank. If the waste is regulated only by your State, leave Item B blank and report the State hazardous waste codes in Item C.

|  |  |
| --- | --- |
| **LIST** | For a list of EPA Hazardous Waste Codes, see the [**“OTHER REFERENCE INFORMATION AND CODE LISTS”**](#Reference) section of this booklet.  **(Go to** [**Table of Contents**](#Table_of_Contents)**)** |

### Item C – State Hazardous Waste Code(s)

Enter the State hazardous waste code(s) that applies to the waste reported in Section 1 - Item A, if:

* Your State regulates hazardous wastes not regulated as RCRA hazardous waste and requires these wastes to be reported in the 2015 Hazardous Waste Report; or

* Your State uses a hazardous waste code system **other** than the EPA hazardous waste codes that applies to the waste describe in Section 1 - Item A.

Otherwise, leave Section 1 - Item C blank. If you need space for additional State hazardous waste codes, list the codes in the Comments section and cross-reference Section 1 - Item C.

### Item D – Source Code and Management Method Code for Source Code G25

Enter the Source Code that best describes how the hazardous waste reported in Section 1 - Item A originated. If the hazardous waste was mixed with other non-hazardous materials, report the Source Code for only the hazardous waste portion.

If your site is a U.S. Importer, provide the appropriate Source Code for hazardous waste imported from a foreign country. Also, mark “Yes” on the Site ID Form, Item 10.A.3 – United States Importer of Hazardous Waste. Review the **“**[**SPECIAL INSTRUCTIONS**](#Special_Instructions)**”** section of this booklet for information on **wastes received from foreign countries**.

|  |  |
| --- | --- |
| **LIST** | For a list of Source and Management Method Codes, see the **”**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet. |

|  |  |
| --- | --- |
| **NOTE** | * If reporting **Source Code G25** (Hazardous Waste Management), you also need to provide the Management Method Code. Source Code G25 indicates that this waste was generated from a hazardous waste management system described on a separate GM Form or WR Form. Enter the same Management Method Code that is listed on the matching GM Form – Section 2, or on the matching WR Form – Item H, linking this waste with the on-site process that created it. **Do not report H141 in Section 1 – Item D.**      * If reporting **Source Code G61** (Hazardous waste received from off-site for storage/bulking and transfer off-site for treatment or disposal), **the generation amount must be zero (0) in Section 1 – Item F.**   **(Go to** [**Table of Contents**](#Table_of_Contents)**)** |

|  |  |
| --- | --- |
| **NOTE** | * **Source Code G17** (Subpart K laboratory waste clean-out) is for facilities that have opted into the Subpart K Academic Laboratory Waste Rule to report the amount of laboratory waste shipped or managed during clean-out. **The generation amount must be zero (0) in Section 1 – Item F for this source code.** See the **“**[**SPECIAL INSTRUCTIONS**](#Special_Instructions)**”** section of this booklet for additional information. |

### Item E – Form Code

Review the Form Codes and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Section 1 – Item A.

|  |  |
| --- | --- |
| **LIST** | For a list of Form Codes, see the **“**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet. |

### Item F – Quantity Generated in 2015 / UOM and Density

Enter the total quantity of the hazardous waste described in Section 1 – Item A that was generated during 2015. Right justify the quantity entry.

Enter the Unit of Measure (UOM) code for the quantity you reported in Section 1 – Item F. Report the quantity in one of the units of measure listed below. ***If you select a volumetric measure (gallons, liters, or cubic yards), you also must report the density of the waste.***

|  |  |  |
| --- | --- | --- |
| **Code** | **Unit of Measure** | **Weight and Volume Conversions**  1 kilogram (kg) = 2.2046 pounds (lbs)  1 short ton = 2,000 lbs  1 metric ton = 1,000 kg  1 metric ton = 1.1023 short tons  1 cubic meter (m) = 1.3079 cubic yards  1 cubic yard (yd) = 27 cubic feet (ft)  1 liter (l) = 0.2642 gallons (gal) |
| 1 | Pounds |
| 2 | Short tons (2,000 pounds) |
| 3 | Kilograms |
| 4 | Metric tons (1,000 kilograms) |
| 5 | Gallons |
| 6 | Liters |
| 7 | Cubic yards |

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|  |  |
| --- | --- |
|  | **Skip to Section 1 – Item G** if you selected code 1, 2, 3, or 4.  **Continue to Density** if you selected code 5, 6, or 7. |

Report the density only if you entered code 5, 6, or 7 for the unit of measure. Provide the density in either pounds per gal (lbs/gal) or specific gravity (sg) and place an “X” in the appropriate box to indicate which measure was used.

### Item G – Waste Minimization Code

40 CFR 262.41(a)(6), 264.75(h), and 265.75(h) requires that data be collected for waste minimization activities. Enter the code that best corresponds to waste minimization, recycling, or pollution prevention efforts implemented to reduce the volume and toxicity of the hazardous waste reported in Section 1, Item A. This waste minimization activity must have occurred during 2015. If minimization was not attempted (to the point of implementing a change) for this waste, you must enter an “X” (no waste minimization efforts were implemented for this waste) for this item. .

|  |  |
| --- | --- |
| **LIST** | For a list of Waste Minimization Codes, see the **“**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet. |

### Section 2 – On-site Generation and Management of Hazardous Waste During 2015

Answering “Yes” or “No” to this question is **mandatory**. If you answer “Yes”, for each on-site RCRA-regulated management system, you **must** report the management method and quantity treated, disposed, or recycled on-site during 2015.

### Was any of this wAste that was generated at this facility treated, disposed, and/or recycled on-site?

Mark “Yes” or “No” to this question to indicate if the site did any of the following to the waste reported in Section 1 – Item A: treat on-site; dispose on-site; recycle on-site. If you marked “Yes,” complete the blocks for On-site Process Systems below. If you marked “No,” skip to Section 3.

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###### Example 1

Facility A generates spent solvents that it recycles on-site in a distillation column. This facility would mark “Yes” in Section 2 and would fill out the on-site process system box accordingly.

###### Example 2

Facility B receives spent solvents from off-site and blends the solvents into fuel. The facility then sends the fuels off-site to be burned for energy recovery. Facility B would report on its GM Form the new waste generated in Section 1 – Item D as Source Code G25 (Hazardous Waste Management) with the management method code of H061 (Fuel Blending). Facility B would mark “No” in Section 2 because it did not manage any of the newly generated fuels on-site. This facility would report the off-site shipment in Section 3 and would report the Management Method Code H050 (Energy Recovery).

### On-Site Management Method Code

Classify the process system (see definition) with a Management Method Code that best identifies the last substantive purpose/operation performed at your site. Space is provided to report up to two different (non-sequential) Management Methods. If you did not use a second on-site process system to manage the waste, leave the Management Method Code under On-site Process System 2 blank. **Do not report H141 in Section 2.**

|  |  |
| --- | --- |
| **LIST** | For a list of Management Method Codes, see the **“**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet. |

The space provided for the second on-site process system should be used **only in the special case** of management of the same waste on-site by more than one process system during 2015. Use the second on-site process system only when:

* A waste is managed in one process system for a part of a year and in another process system for the rest of the year; or

* A waste is managed by two different process systems at the same time (i.e., management of the waste is split between parallel process systems).

###### Example of Non-Sequential (Parallel) Processes

A firm generated 100 tons of F002 solvent waste in 2015. 80 tons were recycled for reuse in a batch distillation process system, generating 5 tons of still bottoms. The remaining 20 tons were burned in an industrial boiler. Under On-site Process System 1, the site enters the Management Method Code H020 (Distillation) and a quantity of 80 tons. Under On-site Process System 2, the site enters the Management Method Code H050 (Energy Recovery) and a quantity of 20 tons. The 5 tons of still bottoms should be reported on a separate GM Form.

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If more than two on-site process systems meet one of the above conditions, you need not complete the entire form again. Simply attach a second copy of the GM Form with the EPA Identification number and Site Name. Leave all the other fields blank, except Section 2 for on-site process systems. Note in the Comments section of each page: “Section 2, On-site Process System Type continued on supplemental page.” (Refer to instructions on **“**[**PAGE NUMBERING OF FORMS**](#_Page_Numbering_of)**”** for information on supplemental pages.)

The space provided for the second on-site process system should not be used to report the following:

* The on-site management of the treatment residual generated from management of the waste by the first management method (on-site management of treatment residuals should be reported on a separate GM Form); or

* To report treatment in a series of process units (see definition in the **“**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet). Report only process systems, not process units.

###### Example of Sequential Processes

A firm generated 100 tons of D002 and D007 plating waste in 2015. 100 tons were neutralized, stored on-site, and then chemically batch-treated to remove the D007 (Chromium). 90 tons of wastewater and 10 tons of D007 and F006 sludge were shipped off-site for eventual disposal. Under On-site Process System 1, the site enters the last substantive on-site Management Method Code H070 (Chemical Treatment) and a quantity of 100 tons. The site reports the residual 10 tons of sludge on a separate GM Form with Section 1 – Item D Management Method Code H070 (Chemical Treatment). (If there was no storage and the wastewater had been allowed to go into the POTW or NPDES, this page would not be reported, only the D007 and F006 sludge – with a source code of G23.)

### Quantity Treated, Disposed, or Recycled On-site in 2015

Enter the quantity of hazardous waste described in Section 1 that was treated, disposed, or recycled by the reported on-site process management method during 2015. ***Enter the quantity in the same unit of measure reported in Section 1 – Item F (Quantity Generated in 2015).***

### Section 3 – Off-site Shipment of Hazardous Waste

This section requests information on the off-site shipment of hazardous waste. Answering “Yes” or “No” to this question is **mandatory**. If you answer “Yes”, all items in this section are **mandatory**. **Do** report shipments of previously generated hazardous wastes stored until 2015. **Do** report waste shipped via transfer facility. **Do not** report shipments of de-characterized wastes.

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Space is provided to report shipments of the waste to three different off-site facilities. If the waste you reported in Section 1 was shipped to more than three off-site facilities during 2015, you need not complete the entire form again. Simply attach a second copy of the GM Form, leaving blank all entries except Section 3 – Items B, C, and D. Note in the Comments section of each page: “Section 3 - Item B continued on supplemental page.” (Refer to instructions on **“**[**PAGE NUMBERING OF FORMS**](#_Page_Numbering_of)**”** for information on supplemental pages.)

### Item A – Was any of this Waste Shipped Off-site in 2015 for Treatment, Disposal, or Recycling?

Mark “Yes” or “No” to indicate if any of the waste described in Section 1 was shipped off-site for treatment, disposal, or recycling during 2015.

|  |  |
| --- | --- |
|  | **This GM Form is complete** if you marked “No” in Item A.  **Continue to Section 3 – Item B** if you marked “Yes” in Item A. |

### Item B – EPA ID Number of Facility to which Waste was Shipped

The 12-digit EPA Identification Number of the facility to which the waste was shipped. **Do not** create a GM Form for hazardous waste shipped directly to a foreign country from this site (unless required by your State). You must complete an Annual Report as required under 40 CFR 262.56, no later than March 1 of each year.

### Item C – Off-site Management Method Code Shipped To

Review the Management Method Codes in the **“**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet. Enter the Management Method Code that best describes the way in which the waste was managed at the initial receiving facility reported in Section 3 – Item B.

|  |  |
| --- | --- |
| **LIST** | For a list of Management Method Codes, see the **“**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet. |

**(Go to** [**Table of Contents**](#Table_of_Contents)**)**

### Item D – Total Quantity Shipped in 2015

Enter the total quantity of the waste shipped to the off-site facility during 2015. ***Report the quantity in the same unit of measure entered in Section 1 – Item F.*** Shipment quantities should equal the total quantity recorded on Uniform Hazardous Waste Manifests for this site during 2015, unless there were rejections or other complications. The quantity shipped may not necessarily equal the quantity generated (e.g., because some waste is still on-site at the end of the year or waste was removed from storage from a previous year’s generation).

### Comments

Use this section as needed to explain anything contained in the form including any waste minimization efforts. The comments may help make determinations of data validity if questions arise during the review of the report. If there are special circumstances surrounding the waste described on the form, please note this here, especially if you are filing the report due to a one-time event.

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# Instructions for Filling Out the WR Form – WAste RECEIVED FROM Off-site

## Who Must Submit this Form

A site required to file the 2015 Hazardous Waste Report must submit this form if, during 2015, it received RCRA hazardous waste from off-site.

## Purpose of this Form

The WR Form identifies hazardous wastes that were received from other hazardous waste sites and the method(s) used to manage them. The WR Form is divided into three identical parts (i.e., waste blocks), labeled Waste 1, Waste 2, and Waste 3, that collect information on the quantities and characteristics of each hazardous waste received from an off-site source during 2015 and managed on-site.

## How to Fill Out this Form

You may report waste received from more than one off-site handler on the same page of the form. A separate waste block must be filled out for each hazardous waste received from each off-site handler. Hazardous waste from the same off-site handler may be aggregated as long as a single form code describes the physical form or chemical composition, and all of the waste is managed in a single process system (i.e., same management method code).

If your site received more than three RCRA hazardous wastes from off-site handlers during 2015, photocopy and fill out additional copies of this form. Prior to photocopying, place the pre-printed site identification label in the top left-hand corner of the form or, if you did not receive pre-printed labels, enter the site name and EPA Identification Number in the space provided.

Use the Comments section at the end of the form to clarify any entry (e.g., “Other” responses) or to continue any entry. When entering information in the Comments section, cross-reference the waste block and item letter to which the comment refers.

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## Item-By-Item Instructions

All items in this section are mandatory for each waste reported. Note: Either Item B and/or Item C must be provided for each reported waste.

### Item A – Waste Description

Provide a short narrative description of the waste, such as:

* General type;
* Source;
* Type of hazard; and
* Generic chemical name or primary hazardous constituents.

###### Example

“Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene.”

In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

### Item B – EPA Hazardous Waste Code(s)

Enter the four-character EPA hazardous waste code(s) that applies to the waste reported in Item A. EPA hazardous waste codes are provided in the **“**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet. If you need room for additional codes, list the codes in the Comments section and cross-reference the applicable waste block number (e.g., Waste 1) and Item B. If fewer than four EPA hazardous waste codes are applicable, leave the remaining spaces blank. If the waste is regulated only by your State, leave Item B blank and report the State hazardous waste codes in Item C.

|  |  |
| --- | --- |
| **LIST** | For a list of EPA Hazardous Waste Codes, see the **“**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet. |

**(Go to** [**Table of Contents**](#Table_of_Contents)**)**

### Item C – State Hazardous Waste Code(s)

Enter the State hazardous waste code(s) that applies to the waste reported in Item A, if:

* Your State regulates hazardous wastes not regulated as RCRA hazardous waste and requires these wastes to be reported in the 2015 Hazardous Waste Report; or

* Your State uses a hazardous waste code system **other** than the EPA hazardous waste codes that applies to the waste describe in Item A.

Otherwise, leave Item C blank. If you need space for additional State hazardous waste codes, list the codes in the Comments section and cross-reference the applicable waste block number (e.g., Waste 1) and Item C.

### Item D – Off-site Handler EPA Identification Number

Enter the 12-digit EPA Identification Number of the off-site handler from which the waste was received. If the site does not have an EPA Identification Number, it may be a conditionally exempt small quantity generator (CESQG) or foreign country. Refer to the **“**[**SPECIAL INSTRUCTIONS**](#Special_Instructions)**”** section of this booklet for instructions on how to complete Item D for these off-site handlers.

If the waste reported under Waste 2 is received from the same off-site handler as the waste reported under Waste 1, put “Same as above” to indicate that the EPA Identification Number is the same as the one reported in Waste 1; if Waste 3 is received from the same off-site handler as Waste 2, put “Same as above” to indicate that the EPA Identification Number is the same as the one reported under Waste 2.

|  |  |
| --- | --- |
| **NOTE** | Refer to the **“**[**SPECIAL INSTRUCTIONS**](#Special_Instructions)**”** section of this booklet for information on reporting wastes received from CESQGs and wastes received from foreign countries. |

### Item E – Quantity Received in 2015

Report the total quantity of hazardous waste reported in Item A that was received from the off-site handler reported in Item D during 2015. If more than one shipment of this waste was received from the same off-site handler, add the quantities and report only the sum.

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### Item F – UOM and Density

Enter the Unit of Measure (UOM) code for the quantity you reported in Item E. Report the quantity in one of the units of measure listed below. ***If you select a volumetric measure (gallons, liters, or cubic yards), you must also report the density of the waste.***

|  |  |  |
| --- | --- | --- |
| **Code** | **Unit of Measure** | **Weight and Volume Conversions**  1 kilogram (kg) = 2.2046 pounds (lbs)  1 short ton = 2,000 lb  1 metric ton = 1,000 kg  1 metric ton = 1.1023 short tons  1 cubic meter (m) = 1.3079 cubic yards  1 cubic yard (yd) = 27 cubic feet (ft)  1 liter (l) = 0.2642 gallons (gal) |
| 1 | Pounds |
| 2 | Short tons (2,000 pounds) |
| 3 | Kilograms |
| 4 | Metric tons (1,000 kilograms) |
| 5 | Gallons |
| 6 | Liters |
| 7 | Cubic yards |

|  |  |
| --- | --- |
|  | **Skip to Item G** if you selected code 1, 2, 3, or 4.  **Continue to Density** if you selected code 5, 6, or 7. |

Report the density only if you entered code 5, 6, or 7 for the unit of measure. Provide the density in either pounds per gal (lbs/gal) or specific gravity (sg) and place an “X” in the appropriate box to indicate which measure was used.

### Item G – Form Code

Review the Form Codes and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Item A.

|  |  |
| --- | --- |
| **LIST** | For a list of Form Codes, see the **“**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet. |

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### Item H – Management Method Code

Enter the code that describes the type of process system (see definition) in which the waste was managed.

|  |  |
| --- | --- |
| **LIST** | For a list of Management Method Codes, see the **“**[**OTHER REFERENCE INFORMATION AND CODE LISTS**](#Reference)**”** section of this booklet. |

### Comments

Use this section as needed to explain anything contained in the form. The comments may help make determinations of data validity if questions arise during the review of the report. If there are special circumstances surrounding the waste described on the form, please note this here.

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**2015 Hazardous  
Waste Report**

# OTHER REFERENCE INFORMATION

# AND

# CODE LISTS

# Excluded Wastes

This section presents a partial list of excluded materials and wastes. This list includes materials excluded from the definition of solid waste in 40 CFR 261.4(a) and solid wastes excluded from the definition of hazardous waste in 40 CFR 261.4(b). In addition, it also includes specific solid waste samples that are excluded from the definition of hazardous waste in 40 CFR 261.4(d)-(f). Finally, this list includes specific hazardous wastes, as described in 40 CFR 261.4(c), that are exempted from certain RCRA Subtitle C regulations.

|  |  |  |
| --- | --- | --- |
| **Agricultural Waste Fertilizer**  §261.4(b)(2)  **Analytical Samples**  §261.4(d)  **Arsenic Treated Wood and Wood Products**  §261.4(b)(9)  **Cement Kiln Dust**  §261.4(b)(8)  **Coking By-products**  §261.4(a)(10)  **Comparable/Syn gas Fuels**  §261.4(a)(16)  **Domestic Sewage**  §261.4(a)(1)  **Dredged Material**  §261.4(g)  **Drilling Fluid**  §261.4(b)(5)  **Excluded Scrap Metal Being Recycled**  §261.4(a)(13)  **Exported Wastes**  §262.56  **Fossil Fuel Emission Control Waste**  §261.4(b)(4)  **Hazardous Secondary Material Generated and Reclaimed Under the Control of the Generator**  40 CFR 261.2(a)(2)(ii)  [40 CFR 261.4(a)(23)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=03386ebe53f7cffd32f37fcca2aa0e99&rgn=div8&view=text&node=40:25.0.1.1.2.1.1.4&idno=40)  **Hazardous Secondary Material Transferred Off-site for Reclamation**  [40 CFR 261.4(a)(24)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=03386ebe53f7cffd32f37fcca2aa0e99&rgn=div8&view=text&node=40:25.0.1.1.2.1.1.4&idno=40)  [40 CFR 261.4(a)(25)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=03386ebe53f7cffd32f37fcca2aa0e99&rgn=div8&view=text&node=40:25.0.1.1.2.1.1.4&idno=40) | **Household Waste**  §261.4(b)(1)(i)-(ii)  **HTMR Condenser Residue**  §261.4(a)(11)  **In situ Mining Materials**  §261.4(a)(5)  **Irrigation Return Flows**  §261.4(a)(3)  **Kraft Mill Steam Stripper Condensates**  §261.4(a)(15)  **Leachate**  §261.4(b)(15)  **Mining and Mineral Process Wastes**  §261.4(b)(7)  **Mining Overburden**  §261.4(b)(3)  **Nuclear Material**  §261.4(a)(4)  **Oil Filters**  §261.4(b)(13)  **Petrochemical Recovered Oil**  §261.4(a)(18)  **Petroleum-contaminated Media and Debris**  §261.4(b)(10)  **Petroleum Refining**  §261.4(a)(12)  **Pulping Liquor**  §261.4(a)(6)  **Refrigerants**  §261.4(b)(12) | **Secondary Material Returned to Original Process**  §261.4(a)(8)  **Secondary Material from Mineral Processing**  §261.4(a)(17)  **Shredded Circuit Boards Being Recycled**  §261.4(a)(14)  **Spent Caustics from Petroleum Refining**  §261.4(a)(19)  **Spent Wood Preserving Solutions and Wastewaters**  §261.4(a)(9)  **Sulfuric Acid**  §261.4(a)(7)  **Treatability Study Samples**  §261.4(e)  **Treatability Studies at Laboratories and Testing Facilities**  §261.4(f)  **Trivalent Chromium Waste**  §261.4(b)(6)  **Used Oil Distillation Bottoms**  §261.4(b)(14)  **Wastes Generated in Storage Tanks, Transport Vehicles, Pipelines, or Manufacturing Process Units**  §261.4(c)  **Wastewater Point Source Discharge**  §261.4(a)(2) |

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# Definitions

This section contains definitions of terms helpful for completing the form. For terms defined in the Code of Federal Regulations (CFR), the appropriate citation is provided.

**Accumulation** – A site that does not hold RCRA Interim Status or a RCRA permit may accumulate hazardous waste for a short period of time before shipping it off-site. The waste must be accumulated in either tanks or containers; it may not be accumulated in surface impoundments.

Generators of more than 1,000 kilograms (kg; 2,200 pounds [lbs]) of hazardous waste per month may accumulate their waste for up to 90 days before shipping it off-site. Generators of 100 kg (220 lbs) to 1,000 kg (2,200 lbs) of hazardous waste per month may accumulate their waste for up to 180 days before shipping it off-site. If the nearest treatment, storage, disposal, or recycling facility to which they can send their waste is more than 200 miles away, they may accumulate their waste for 270 days. See 40 CFR 262.34.

**Act or RCRA** – The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended by the Hazardous and Solid Waste Amendments of 1984, 42 U.S.C. Section 6901 *et seq*.

**Acute Hazardous Waste** – Any hazardous waste with an EPA hazardous waste code beginning with the letter “P” (40 CFR 261.33(e)) or any of the following “F” codes: F020, F021, F022, F023, F026, and F027 (40 CFR 261.31). These wastes are subject to stringent quantity standards for accumulation and generation (40 CFR 261.5(e)).

**Authorized Representative** – The person responsible for the overall operation of the site or an operational unit (i.e., part of a site), e.g., superintendent or plant manager, or person of equivalent responsibility.

**Authorized State** – A State that has obtained authorization from the EPA to direct its own RCRA program.

**Boiler** – An enclosed device using controlled flame combustion and having the following characteristics:

* The unit has physical provisions for recovering and exporting energy in the form of steam, heated fluids, or heated gases;
* The unit’s combustion chamber and primary energy recovery section(s) are of integral design (i.e., they are physically formed into one manufactured or assembled unit);
* The unit continuously maintains an energy recovery efficiency of at least 60 percent, calculated in terms of the recovered energy compared with the thermal value of the fuel;
* The unit exports and utilizes at least 75 percent of the recovered energy, calculated on an annual basis (excluding recovered heat used internally in the same unit, for example, to preheat fuel or combustion air or drive fans or feedwater pumps); or
* The unit is one which the Regional Administrator has determined, on a case-by-case basis, to be a boiler, after considering the standards in 40 CFR 260.32.

**By-product Material** – A by-product material is: (1) any radioactive material (except special nuclear material) yielded in or made radioactive by exposure to the radiation incident to the process of producing or utilizing special nuclear material; and (2) the tailings or wastes produced by the

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extraction or concentration of uranium or thorium from any ore processed primarily for its source material content (defined in the Atomic Energy Act of 1954).

**Code of Federal Regulations (CFR)** – Codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. The Code is divided into 50 titles which represent broad areas subject to Federal regulation. Each title is divided into chapters that usually bear the name of the issuing agency. Each chapter is further subdivided into parts covering specific regulatory areas. The CFR title applicable for the Hazardous Waste Report is “40,” as in “40 CFR 262.34.”

**Conditionally Exempt Small Quantity Generator (CESQG) of Hazardous Waste** is a generator who generates less than or equal to the following amounts in a calendar month:

(i) 100 kilograms (kg; 220 pounds [lbs]) of hazardous waste; **and**

(ii) 1 kg (2.2 lbs) of acute hazardous wastes listed in sections 261.31, or 261.33(e); **and**

(iii) 100 kg (220 lbs) of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous wastes listed in sections 261.31, or 261.33(e).

**Confidential Business Information (CBI)** – Information a facility does not wish to make available to the general public for competitive business reasons. Confidential Business Information (CBI) may be claimed for certain information in your submittal. A claim may be made in accordance with 40 CFR Part 2, Subpart B.

**Delisted Waste** – Site-specific wastes excluded from regulation under 40 CFR 260.20 and 260.22. A waste at a particular generating site may be excluded by petitioning the EPA Administrator for a regulatory amendment. These wastes are listed in Appendix IX of 40 CFR Part 261.

**Disposal** – The discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste or hazardous waste into or on any land or water so that such solid waste or hazardous waste or any constituent thereof may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

**Eligible Academic Entity** – A college or university, or a non-profit research institute that is owned by or has a formal written affiliation with a college or university, or a teaching hospital that is owned by or has a formal written affiliation with a college or university pursuant to 40 CFR Part 262, Subpart K (See 40 CFR 262.200).

**Environmental Protection Agency (EPA)** – The EPA, also called U.S. EPA, means the U.S. Environmental Protection Agency. Some State environmental authorities may be called the EPA also, as in “Illinois EPA.”

**EPA Identification (ID) Number** – The number assigned by the EPA to each hazardous waste generator, hazardous waste transporter, and treatment, storage, or disposal facility; U.S. importer of hazardous waste; mixed waste (hazardous and radioactive) generator; recycler of hazardous waste; exempt boiler and/or industrial furnace burning or processing hazardous waste; large quantity handler of or destination facility for universal wastes; disposer of hazardous waste with an underground injection permit; used oil transporter, used oil processor/re-refiner, off-specification used oil fuel burner, used oil fuel marketer; eligible academic entity managing laboratory hazardous waste under Subpart K; or site undergoing corrective action. Additionally, facilities that must notify using the Site ID Form and Addendum to the Site Identification Form that they are managing hazardous secondary material will also be assigned an EPA Identification Number.

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**Excluded Wastes** – Wastes excluded from the definition of solid or hazardous waste under 40 CFR 261.3 and 261.4. For a partial listing, see the **“**[**EXCLUDED WASTES**](#Excluded_Wastes)**”** section of this booklet.

**GM Form** – Waste Generation and Management Form.

**Hazardous Waste** – A hazardous waste as defined in 40 CFR 261.3.

**Hazardous Secondary Material (HSM)** – A secondary material (e.g., spent material, by-product, or sludge) that, when discarded, would be identified as hazardous waste under 40 CFR Part 261. Facilities managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) must complete the Addendum to the Site Identification Form: Notification for Managing Hazardous Secondary Material. You must check with your State to determine if you are eligible to manage hazardous secondary material under these exclusions (see also <http://www.epa.gov/epawaste/hazard/dsw/statespf.htm>).

**Hazardous Waste Generator** – Any person, by site, whose act or process produces hazardous waste identified or listed in 40 CFR Part 261.

**Hazardous Waste Number or Code, EPA** – The number (or code) assigned by the EPA to each hazardous waste listed in 40 CFR Part 261, Subpart D and to each characteristic identified in 40 CFR Part 261, Subpart C. The codes consist of one letter (D, F, P, U, or K) and three numbers. For a list of EPA hazardous waste codes, see the **“**[**EPA HAZARDOUS WASTE CODES**](#EPA_Waste_Codes)**”** section of this booklet.

**Hazardous Waste Number or Code, State** – The number (or code) assigned by the State to each hazardous waste listed in the State regulations. Obtain a list of the States waste codes from your State.

**Hazardous Waste Storage** – The holding of hazardous waste for a temporary period, at the end of which the hazardous waste is treated, disposed of, or stored elsewhere.

**Hazardous Waste Transfer Facility** – Refer to “Transfer Facility” definition.

**Hazardous Waste Transporter** – Refer to “Transporter” definition.

**Hazardous Waste Treatment** – Any method, technique, or process, including neutralization, designed to change the physical, chemical, or biological character or composition of any hazardous waste so as to neutralize such hazardous waste, or so as to recover energy or material resources from the hazardous waste, or so as to render such hazardous waste nonhazardous, or less hazardous; safer to transport, store, or dispose of; or amenable for recovery, amenable for storage, or reduced in volume. Such term includes any activity or processing designed to change the physical form or composition of hazardous waste so as to render it nonhazardous.

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**Incineration** – Burning of certain types of solid, liquid, or gaseous materials; or a treatment technology involving destruction of waste by controlled burning at high temperatures (e.g., burning sludge to remove the water and reduce the remaining residues to a safe, non-burnable ash that can be disposed safely on land, in some waters, or in underground locations).

**Industrial Furnace** – Any of the following enclosed devices that are integral components of manufacturing processes and that use thermal treatment to accomplish recovery of materials or energy: cement kilns; lime kilns; aggregate kilns; phosphate kilns; coke ovens; blast furnaces; smelting, melting, and refining furnaces; titanium dioxide chloride process oxidation reactors; methane reforming furnaces; pulping liquor recovery furnaces; combustion devices used in the recovery of sulfur values from spent sulfuric acid; halogen acid furnaces, as defined under industrial furnace in 40 CFR 260.10; and such other devices as the Administrator may add to this list.

**Interim (Permit) Status** – Period during which the owner/operator of an existing TSD facility is treated as having been issued a RCRA permit even though he/she has not yet received a final determination. An existing facility should have automatically qualified for interim status if the owner/operator filed both timely “notification” and the first part (Part A) of the RCRA permit application. Interim status continues until a final determination is made to issue or deny the permit. Owner/operator of new facilities cannot by definition qualify for interim status; rather, they need a RCRA permit prior to beginning construction of a hazardous waste management facility.

**Large Quantity Generator (LQG) of Hazardous Waste** –isa generator whogenerates any of the following amounts in a calendar month**:**

(i) Greater than or equal to 1,000 kilograms (kg; 2,200 pounds [lbs]) or more of hazardous waste; **or**

(ii) Greater than 1 kg (2.2 lbs) of any acute hazardous wastes listed in §§ 261.31 or 261.33 (e); **or**

(iii) Greater than 100 kg (220 lbs) of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous wastes listed in sections 261.31 or 261.33(e).

**Large Quantity Handler of Universal Waste (LQHUW)** – A universal waste handler (as defined in 40 CFR 273.9) who accumulates 5,000 kilograms (kg) or more total of universal wastes (batteries, pesticides, mercury-containing equipment, or lamps – calculated collectively) at any time. This designation is retained through the end of the calendar year in which the 5,000 kg limit is met or exceeded.

**Management, or Hazardous Waste Management** – Systematic control of the collection, source separation, storage, transportation, processing, treatment, recovery, or disposal of hazardous waste (40 CFR 260.10).

**Manifest, Uniform Hazardous Waste** – The shipment document EPA Form 8700-22 and, if necessary, Form 8700-22A, originated and signed by a generator in accordance with the instructions included in the Appendix to 40 CFR Part 262. The “cradle-to-grave” paperwork must accompany a shipment of hazardous waste as it moves from the generator to the transporter and eventually to the hazardous waste management facility.

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**Mixed Waste** – Waste that contains both hazardous and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998).

**Municipality** – A city, village, town, borough, county, parish, district, association, Indian tribe or authorized Indian tribal organization, designated and approved management agency under Section 208 of the Clean Water Act, or any other public body created by or under State law and having jurisdiction over disposal of sewage, industrial wastes, or other wastes.

**Off-site Facility** – A hazardous waste treatment, storage, disposal, or recycling area located at a place away from the generating site.

**OI Form** – Off-site Identification Form.

**Off-Specification Used Oil Burner** – A site where used oil not meeting the specification requirements in 40 CFR 279.11 (off-specification used oil) is burned for energy recovery in devices identified in Section 279.61(a).

**Off-Specification Used Oil Fuel** – Used oil fuel that does not meet the specification provided under 40 CFR 279.11.

**On-site Facility** – A hazardous waste treatment, storage, disposal, or recycling area located on the generating site.

**On-Specification Used Oil Fuel** – Used oil fuel that meets the specification provided under 40 CFR 279.11.

**Operator** – The person responsible for the overall operation of a RCRA site. Note: This is the legal entity which controls the RCRA site operation rather than the plant or site manager. This is usually a company or business name, not an individual. See **Person**.

**Owner** – The person who owns a RCRA site or part of a RCRA site. Note: This includes the owner(s) of the building(s) and/or land. This may be an individual, company, or business name. See **Person**.

**Person** – An individual, trust, firm, joint stock company, Federal Agency, corporation (including a government corporation), partnership, association, State, municipality, commission, political subdivision of a State, or any interstate body.

**Process System** – For purposes of the Hazardous Waste Report, a process system refers to one or more units used together to treat, recover, or dispose of a hazardous waste. The process system begins at the unit where the hazardous waste first enters and consists of all other treatment, recovery, or disposal units downstream from the point of entry. Note that storage is **not** considered a process system, except for storage at a bulking and re-shipping facility (H141).

Classify each process system with a Management Method code that best identifies the **last substantive purpose/operation it performs.** For example, a process system to remove dissolved metals from wastewater prior to shipping the sludge off-site typically includes equalization, pH adjustment, chemical precipitation, flocculation, clarification/settling, and dewatering of the sludge removed from the bottom of the clarifier. The chemical precipitation process best identifies the last purpose of this treatment system – to remove metals from the wastewater. If this wastewater treatment system is RCRA-regulated, it would be reported as H070 (Chemical Treatment). If the sludge will be disposed at the reporting site in a landfill, the code will be H132 (Landfill) and will need to be reported on a separate GM Form because it is a residual from a treatment process. However, this process is exempt if the treated water flows to a POTW or a NPDES outfall with no RCRA-regulated storage or treatment units in the system, and should not be reported. A listing of Management Method codes may be found in the **“**[**MANAGEMENT METHOD CODES**](#Management_Method_Codes)**”** section of this booklet.

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**Process Unit** – For purposes of the Hazardous Waste Report, a process unit refers to a single type of treatment (e.g., tank, distillation column, surface impoundment) in which hazardous waste is treated, disposed, or recycled.

**Resource Conservation and Recovery Act (RCRA)** – The Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act (RCRA) (40 CFR 270.2). It is the Federal statute that regulates the generation, treatment, storage, disposal, recycling, and/or transportation of solid and hazardous waste.

**RCRA Interim (Permit) Status** – Refer to “Interim (Permit) Status” definition.

**RCRA Permit** – A complete RCRA permit is comprised of an operating permit for hazardous waste treatment, storage, and disposal, and a corrective action permit addressing releases from solid waste management unit (SWMUs). To apply for a permit, a site must file a two-part application (Part A and Part B). A facility is not considered to have a complete RCRA permit until both parts have been issued.

**RCRA Subtitle C Site (RCRA Site or Site)** – The physical plant or location at which one or more of the following regulated waste activities occurs: the generation, transportation, treatment, storage, or disposal of hazardous wastes; recycling of hazardous wastes; U.S. importer of hazardous waste; mixed waste (hazardous and radioactive) generator; exempt boiler and/or industrial furnace burning or processing hazardous waste; large quantity handler of or destination facility for universal wastes; disposing hazardous waste with an underground injection permit; the transportation (and temporary storage during transportation), processing/re-refining, burning, or marketing of used oil; eligible academic entity managing laboratory hazardous waste under Subpart K; facility managing hazardous secondary material being reclaimed that must comply with certain requirements and conditions; or undergoing corrective action.

A site may consist of several treatment, storage, or disposal operational units. For entities that only transport regulated wastes, the term site refers to the headquarters of that entity’s operations.

**Recycling** – Use, reuse, or reclamation of a material (40 CFR 261.1(c)(7)). “Reclamation” is the processing or regeneration of a material to recover a usable product (e.g., recovery of lead values from spent batteries, regeneration of spent solvents) (40 CFR 261.1(c)(4)). A material is “used or reused” if it is either: (1) employed as an ingredient (including use as an intermediate) in an industrial process to make a product (e.g., distillation bottoms from one process used as feedstock in another process) (40 CFR 261.1(c)(5)). However, a material will not satisfy this condition if distinct components of the material are recovered as separate end products (as when metals are recovered from metal-containing secondary material); or (2) a commercial product (e.g., spent pickle liquor used as phosphorous precipitant and sludge conditioner in wastewater treatment).

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**Residual** – A hazardous waste derived from the treatment, disposal, or recycling of a previously existing hazardous waste (e.g., the sludge remaining after initial wastewater treatment).

**Short-term Generator** – A generator whose generator status is the result of a one-time, non-recurring, temporary event that is not related to normal production processes. In other words, short-term generators produce hazardous waste from a particular activity for a limited time and then cease conducting that activity. Short-term generators would not be considered episodic generators because episodic generators have the potential to generate on a regular basis. Examples of short-term generators include: one-time highway bridge waste generation, underground storage tank removals, generation of off-spec or out-of-date chemicals at a site that normally does not generate hazardous waste, remediate or spill clean-up sites with no previous RCRA EPA Identification Number, and site or production process decommissions by a new operator.

**Sludge** – Any solid, semi-solid, or liquid waste generated from a municipal, commercial, or industrial wastewater treatment plan, water supply treatment plant, or air pollution control facility exclusive of the treated effluent from a wastewater treatment plant (40 CFR 260.10).

**Small Quantity Generator (SQG) of Hazardous Waste** – is a generator if the site meets **all** of the following criteria:

1. Generates, in any calendar month, more than 100 kilograms (kg; 220 pounds [lbs]) but less than 1,000 kg (2,200 lbs) of RCRA hazardous waste; **and**
2. Does not generate, in any calendar month, more than 1 kg (2.2 lbs) of acute hazardous waste listed in sections261.31 or 261.33(e); **and**
3. Does not generate more than 100 kg (220 lbs) of material from the cleanup of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous wastes listed in sections 261.31 or 261.33(e).

**Small Quantity On-site Burner Exemption** – The persons who burn small quantity of hazardous waste in an on-site boiler or industrial furnace, in accordance with 40 CFR 266.108, are conditionally exempt from regulation for that activity.

**Smelting, Melting, and Refining Furnace Exemption** – Under 40 CFR 266.100(c), owners or operators of smelting, melting, and refining furnaces that process hazardous wastes solely for metals recovery are conditionally exempt from regulation, except for 40 CFR 266.101 and 266.112, provided they comply with limited requirements set forth in Section 266.100(c). Similarly, 40 CFR 266.100(f) provides that owners or operators of smelting, melting, and refining furnaces that process hazardous wastes for the recovery of precious metals are conditionally exempt from regulation, except for 40 CFR 266.112, provided they comply with limited requirements specified in Section 266.100(f).

**Solid Waste** – Any garbage, refuse, or sludge, or other materials not excluded under 40 CFR 261.4(a). Exclusions include, for example, domestic sewage and any mixture of other wastes that pass through a sewer system to a publicly owned treatment works (POTWs); industrial wastewater discharges that are point source discharges subject to regulation under the Clean Water Act; irrigation return flows; nuclear materials defined by the Atomic Energy Act; and in situ mining materials (see the **“**[**EXCLUDED WASTES**](#Excluded_Wastes)**”** section of this booklet). Wastewaters being collected, stored, or treated before discharge and sludges generated by wastewater treatment are not excluded. The EPA defines hazardous waste as a subset of solid waste.

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**Source Material** – As defined by the Atomic Energy Act of 1954: (1) Uranium, thorium, or any other material determined by the Nuclear Regulatory Commission pursuant to the provisions of Section 2091 of this title to be source material; or (2) ores containing one or more of the foregoing materials in such concentration as the Commission may by regulation determine from time to time.

**Special Nuclear Material** – As defined by the Atomic Energy Act of 1954: (1) plutonium, uranium enriched in the isotope 233 or in the isotope 235, and any other material which the Nuclear Regulatory Commission, pursuant to the provisions of Section 2071 of this title, determines to be special nuclear material, but does not include source material; or (2) any material artificially enriched by any of the foregoing, but does not include source material.

**Subpart K** – An alternative set of generator requirements for managing laboratory hazardous waste at eligible academic entities. Generators that are eligible academic entities with laboratories may elect to opt into 40 CFR 262 Subpart K and manage their laboratory hazardous waste under Subpart K in lieu of 40 CFR 262.34(c) (or 40 CFR 261.5 for CESQGs). In order for eligible academic entities (see definition) to opt into Subpart K or subsequently withdraw from Subpart K, they must use the Site ID Form to notify the appropriate State or EPA Regional Office. Refer to 40 CFR 262.203 and 262.204. Note: You must check with your State to determine if you are eligible to manage laboratory hazardous waste pursuant to 40 CFR Part 262 Subpart K and for any State-specific requirements.

**Superfund** – The program operated under the legislative authority of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the Superfund Amendments and Reauthorization Act (SARA) that funds and carries out the solid waste emergency response and long-term remedial activities of the EPA.

**Surface Impoundment** – A natural topographic depression, man-made excavation, or diked area formed primarily from earthen materials (though it may be lined with man-made materials) that is designed to accumulate liquid wastes or wastes containing free liquids, and that is not an injection well (40 CFR 260.10).

**Tolling** – Tolling arrangements describe a particular type of recycling contract between two companies. Specifically, the “tolling” company certifies that it has a contract with a manufacturer to produce a product, and that manufacturing process generates a residual material that can be recycled by the tolling company. If the tolling company certifies that the contract specifies that the tolling company owns and has responsibility for the recyclable material once it is generated, and the material is returned to the tolling company for reclamation, and subsequently recycled, the material is excluded from regulation (under 40 CFR 261.2(a)(2)(ii) or 261.4(a)(23)), provided certain requirements are met.

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**Transfer Facility** – Any transportation-related facility including loading docks, parking areas, storage areas, and other similar areas where shipments of hazardous waste are held for 10 days or less during the normal course of transportation (40 CFR 260.10 and 40 CFR 263.12).

**Transporter** – A person engaged in the off-site transportation of hazardous waste by air, rail, highway, or water.

**Underground Injection Control** – The subsurface emplacement of fluids through a bored, drilled or driven well; or through a dug well, where the depth of the dug well is greater than the largest surface dimension. Underground injection wells are regulated under both the Safe Drinking Water Act and the Resource Conservation and Recovery Act (see 40 CFR Part 148).

**Unit** – Refer to “Process Unit” definition.

**United States Importer** – Any person who imports hazardous waste from a foreign country into the U.S. This does not include hazardous waste shipped from a foreign Department of Defense site, Maquiladora, U.S. territory or protectorate.

**Universal Waste** – Any of the following hazardous wastes that are managed under the universal waste requirements of 40 CFR Part 273: batteries, pesticides, mercury-containing equipment, and lamps. Some States may have State-specific universal wastes defined as well.

**Used Oil** – Any oil that has been refined from crude oil, or any synthetic oil, that has been used, and as a result of such use, is contaminated by physical or chemical impurities.

**Used Oil Fuel Marketer** – Any person who conducts either of the following activities:

1. Directs a shipment of off-specification used oil from their site to an off-specification used oil burner; or
2. First claims that used oil that is to be burned for energy recovery meets the used oil fuel specifications set forth in 40 CFR 279.11.

**Used Oil Management Activities** – For the purposes of the Site ID Form, includes used oil transportation; used oil processing and re-refining; burning off-specification used oil fuel; and used oil fuel marketing.

**Used Oil Processing** – Chemical or physical operations designed to produce from used oil, or to make used oil more amenable for production of, fuel oils, lubricants, or other used oil-derived products. Processing includes, but is not limited to: blending used oil with virgin petroleum products, blending used oils to meet the fuel specification, filtration, simple distillation, chemical or physical separation, and re-refining.

**Used Oil Processor** – A site that processes on-specification or off-specification used oil.

**Used Oil Re-Refiner** – A site that produces lubricating oils and greases, industrial fuel, asphalt extender, gasoline, and other products from on-specification or off-specification used oil.

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**Used Oil Transfer Facility** – Any transportation-related facility, including loading docks, parking areas, storage areas, and other areas where shipments of used oil are held for more than 24 hours during the normal course of transportation and not longer than 35 days. Transfer facilities that store used oil for more than 35 days are subject to regulation under 40 CFR Part 279, Subpart F.

**Used Oil Transporter** – Any person who transports used oil, any person who collects used oil from more than one generator and transports the collected oil, and owners and operators of used oil transfer facilities. Used oil transporters may consolidate or aggregate loads of used oil for purposes of transportation but, with the following exception, may not process used oil. Used oil transporters may conduct incidental processing operations that occur in the normal course of used oil transportation (e.g., settling and water separation), but that are not designed to produce (or make more amenable for production of) used oil-derived products or used oil fuel.

**Waste Minimization** – The reduction, to the extent feasible, of hazardous waste that is generated or subsequently treated, stored, or disposed. It includes any source reduction or recycling activity undertaken by a generator that results in: (1) the reduction of total volume or quantity of hazardous waste; (2) the reduction of toxicity of hazardous waste; or (3) both, as long as the reduction is consistent with the goal of minimizing present and future threats to human health and the environment.

**Waste Oil (Biennial Report Only)** – Any oil that has been refined from crude oil, or any synthetic oil, that has been used, and as a result of such use, is contaminated by physical or chemical impurities and is managed as a hazardous waste.

**WR Form** – Waste Received From Off-site Form.

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# Special Instructions

These instructions explain how to complete the 2015 Hazardous Waste Report for wastes and sites with unique regulatory or reporting requirements.

**Asbestos, PCBs, Waste Oils** – In most cases, **do not** report asbestos, PCBs, and waste oils. However, you **must** report them **if any** of the following conditions exist:

1. If your State specifically requires that these wastes be reported;

1. If a listed RCRA hazardous waste (i.e., EPA hazardous waste code that begins with “F,” “K,” “P,” or “U”) is mixed with asbestos, PCBs, or waste oil, in which case the entire mixture is a hazardous waste; or
2. If the waste possesses one or more of the characteristics that result in assigning EPA hazardous waste code beginning with “D.” (This does not apply to used oil that is recycled as explained below.)

**Do not** report “used oil that is recycled and is also a hazardous waste solely because it exhibits a hazardous characteristic (criterion 3 above). Used oil that is recycled includes any used oil which is reused, following its original use, for any purpose (including the purpose for which the oil was originally used). Such term includes, but is not limited to, oil which is re-refined, reclaimed, burned for energy recovery, or reprocessed.” (40 CFR 261.6(a)(4))

**Groundwater Contaminated by Hazardous Waste** – Groundwater contaminated by RCRA hazardous waste **is not** considered a solid waste and is, therefore, not classified as a hazardous waste. However, because hazardous waste is “contained in” the groundwater, it must be treated “as if” it were a RCRA hazardous waste if it is removed for treatment, storage, or disposal.[[1]](#footnote-1) When reporting groundwater contaminated by hazardous waste in the 2015 Hazardous Waste Report, observe the following conventions:

1. Enter “0” in the GM Form, Section 1 – Item F (Quantity). Explain in the Comments section that it is groundwater, not a hazardous waste that was generated on-site.

1. Report quantities managed on-site (GM Form, Section 2, On-site Process Systems 1 and 2); quantities shipped off-site for management (GM Form, Section 3); and quantities received from off-site and managed on-site (WR Form, Item E).

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**Lab Packs** – The following rules apply to the reporting of lab pack wastes in the 2015 Hazardous Waste Report:

1. You may aggregate lab pack wastes if they have the same Form Code. However, you must report them as separate wastes under the following conditions:

* If they contain **RCRA acute hazardous wastes** (i.e., EPA hazardous waste codes F020, F021, F022, F023, F026, F027, and all “P” waste codes). Report separately from lab packs containing other RCRA hazardous wastes (all other EPA hazardous waste codes).

* If they are managed differently from each other. For example, report lab packs shipped to landfills separately from those incinerated.

1. Enter a Form Code indicating lab packs (i.e., W001 or W004) on the GM Form, in Section 1 – Item E or on the WR Form in Item G. These Form Codes are to be used with any lab pack, whether the wastes are gaseous, liquid, solid, or sludge.

1. It is **not** necessary to report every EPA hazardous waste code included in a batch of lab packs. Record one, or a few predominant, EPA hazardous waste codes in Section 1 – Item B of the GM Form, or Item B of the WR Form. If there are many EPA hazardous waste codes associated with the batch of lab packs, enter “LABP” in the first four-character field in Section 1 – Item B of the GM Form, or Item B of the WR Form; then enter “NA” in the remaining spaces for the EPA hazardous waste codes.
2. When reporting quantities for lab packs:

* **Include** the weight of the containers if they are disposed (e.g., landfilled) or treated (e.g., incinerated) with the waste.

* **Exclude** the weight of the containers if the waste is removed from the containers before treatment or disposal.

**RCRA-Radioactive Mixed Wastes** – By themselves, source material, special nuclear material, or by-product materials (see the **“**[**DEFINITIONS**](#Definitions)**”** section of this booklet), as defined by the Atomic Energy Act of 1954 and amended by 42 U.S.C. 2011 et. Seq., are not classified as hazardous wastes under RCRA. However, if these materials are mixed with a RCRA hazardous waste, the material is controlled under RCRA regulation, as well as under the Atomic Energy Act (DOE, NRC, and EPA) regulations, and is to be reported in the 2015 Hazardous Waste Report.

**Subpart K Laboratory Waste Clean-out** – A Subpart K laboratory clean-out conducted in accordance with 40 CFR 262.213(a), is defined as: once per 12 months per laboratory, a laboratory will have 30 days to conduct a clean-out and will not have to count the hazardous waste that consists of unused commercial chemical products (either listed or characteristic) generated during those 30 days towards the eligible academic entity’s generator status for the purposes of on-site accumulation. See 40 CFR 262.213(a)(1-4) for other Subpart K laboratory clean-out requirements.

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The waste generated from this clean-out should be reported on the GM Form with a source code of “G17 – Subpart K Laboratory Waste Clean-out” with a generation amount of zero (0) (Section 1 – Item F). The amount shipped off-site or managed on-site will be reported in Sections 2 or 3 of the GM Form as appropriate.

Laboratory waste that is generated during routine operations (e.g., spent solvents or spent acids/bases) should be reported separately from Subpart K laboratory clean-out wastes. Routinely generated laboratory waste should be reported with source code(s) other than G17.

**Wastes Received from Conditionally Exempt Small Quantity Generators (CESQGs)** – Waste management facilities sometimes receive hazardous waste from large numbers of CESQGs or other sites that do not have RCRA EPA Identification Numbers. To minimize the response burden for filling out the **WR Form** for these wastes, you may aggregate the wastes across generating sites, in accordance with these guidelines:

1. All the wastes must have the same EPA hazardous waste code (Item B), State hazardous waste code (Item C), Form code (Item G), and Management Method code (Item H).

1. Wastes received from different States must be reported separately. For the off-site handler EPA Identification Number (Item D), the entry should include the two-letter postal code of the originating State, followed by the letters “CESQG”.

For example, wastes received from several CESQGs in the State of Alaska (AK) that share a common EPA hazardous waste code, State hazardous waste code, Form code, and Management Method code could be aggregated in a single waste block of the WR Form (e.g., Waste 1). In Item D, the off-site handler EPA ID number is entered as “AKCESQG.” Note: This method of completing Item D can also be used for CESQG waste that is not aggregated.

**Wastes Received from Foreign Countries** – **Reporting on the GM Form –** If your site was the generator of record and was the U.S. Importer for hazardous waste received from a foreign country (other than a foreign Department of Defense site, Maquiladora, U.S. territory or protectorate), complete a GM Form. Enter the appropriate code in Section 1 – Item D (Source Code) from the list of codes G63 through G75 (Hazardous waste received from [name of foreign country]). Include the Import Notification and other foreign generator information in the Comments. Also, mark “Yes” on the Site ID Form, Item 10.A.3 – United States Importer of Hazardous Waste. Report on the OI Form the name and address of all foreign generators if this form is required by your State.

**Report on the WR Form –** If your site received hazardous waste directly from a generator in a foreign country (other than a foreign Department of Defense site, Maquiladora, U.S. territory or protectorate), complete a WR Form for the waste treated, recovered, or disposed at your site. This waste was not shipped to your site by a U.S. Importer. Report the code **“FC”** followed by the **name of the foreign country** in Item D – Off-site Handler EPA ID number. Include the Import Notification and other foreign generator information in the Comments. Report on the OI Form the name and address of all foreign generators if this form is required by your State.

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# EPA Hazardous Waste Codes

A list of all the hazardous waste codes is shown below. See the regulations for details.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CHARACTERISTICS OF HAZARDOUS WASTE** *(SEE 40 CFR 261.24)* – **DXXX**  **HAZARDOUS WASTE FROM NON-SPECIFIC SOURCES** *(SEE 40 CFR 261.31)* – **FXXX**  **HAZARDOUS WASTE FROM SPECIFIC SOURCES** *(SEE 40 CFR 261.32)* - **KXXX** | | | | | | | **DISCARDED COMMERCIAL CHEMICAL PRODUCTS, OFF-SPECIFICATION SPECIES, CONTAINER RESIDUALS, AND SPILL RESIDUES THEREOF – ACUTE HAZARDOUS WASTE** *(SEE 40 CFR 261.33)* – **PXXX**  **DISCARDED COMMERCIAL CHEMICAL PRODUCTS, OFF-SPECIFICATION SPECIES, CONTAINER RESIDUES, AND SPILL RESIDUES THEREOF – TOXIC WASTES** *(SEE 40 CFR 261.33)* – **UXXX** | | | | | | |
| D001  D002  D003  D004  D005  D006  D007  D008  D009  D010  D011  D012  D013  D014  D015  D016  D017  D018  D019  D020  D021  D022  D023  D024  D025  D026  D027  D028  D029  D030  D031  D032  D033  D034  D035  D036  D037  D038  D039  D040  D041  D042  D043 | F001  F002  F003  F004  F005  F006  F007  F008  F009  F010  F011  F012  F019  F020  F021  F022  F023  F024  F025  F026  F027  F028  F032  F034  F035  F037  F038  F039 | K001  K002  K003  K004  K005  K006  K007  K008  K009  K010  K011  K013  K014  K015  K016  K017  K018  K019  K020  K021  K022  K023  K024  K025  K026  K027  K028  K029  K030  K031  K032  K033  K034  K035  K036  K037  K038  K039  K040  K041  K042  K043  K044  K045  K046 | K047  K048  K049  K050  K051  K052  K060  K061  K062  K069  K071  K073  K083  K084  K085  K086  K087  K088  K093  K094  K095  K096  K097  K098  K099  K100  K100  K101  K102  K103  K104  K105  K106  K107  K108  K109  K110  K111  K112  K113  K114  K115  K116  K117  K118 | K123  K124  K125  K126  K131  K132  K136  K141  K142  K143  K144  K145  K147  K148  K149  K150  K151  K156  K157  K158  K159  K161  K169  K170  K171  K172  K174  K175  K176  K177  K178  K181 | P001  P002  P003  P004  P005  P006  P007  P008  P009  P010  P011  P012  P013  P014  P015  P016  P017  P018  P020  P021  P022  P023  P024  P026  P027  P028  P029  P030  P031  P033  P034  P036  P037  P038  P039  P040  P041  P042  P043  P044  P045  P046  P047  P048  P049 | P050  P051  P054  P056  P057  P058  P059  P060  P062  P063  P064  P065  P066  P067  P068  P069  P070  P071  P072  P073  P074  P075  P076  P077  P078  P081  P082  P084  P085  P087  P088  P089  P092  P093  P094  P095  P096  P097  P098  P099  P101  P102  P103  P104  P105 | P106  P108  P109  P110  P111  P112  P113  P114  P115  P116  P118  P119  P120  P121  P122  P123  P127  P128  P185  P188  P189  P190  P191  P192  P194  P196  P197  P198  P199  P201  P202  P203  P204  P205 | U001  U002  U003  U004  U005  U006  U007  U008  U009  U010  U011  U012  U014  U015  U016  U017  U018  U019  U020  U021  U022  U023  U024  U025  U026  U027  U028  U029  U030  U031  U032  U033  U034  U035  U036  U037  U038  U039  U041  U042  U043  U044  U045  U046  U047 | U048  U049  U050  U051  U052  U053  U055  U056  U057  U058  U059  U060  U061  U062  U063  U064  U066  U067  U068  U069  U070  U071  U072  U073  U074  U075  U076  U077  U078  U079  U080  U081  U082  U083  U084  U085  U086  U087  U088  U089  U090  U091  U092  U093  U094 | U095  U096  U097  U098  U099  U101  U102  U103  U105  U106  U107  U108  U109  U110  U111  U112  U113  U114  U115  U116  U117  U118  U119  U120  U121  U122  U123  U124  U125  U126  U127  U128  U129  U130  U131  U132  U133  U134  U135  U136  U137  U138  U140  U141  U142 | U143  U144  U145  U146  U147  U148  U149  U150  U151  U152  U153  U154  U155  U156  U157  U158  U159  U160  U161  U162  U163  U164  U165  U166  U167  U168  U169  U170  U171  U172  U173  U174  U176  U177  U178  U179  U180  U181  U182  U183  U184  U185  U186  U187  U188 | U189  U190  U191  U192  U193  U194  U196  U197  U200  U201  U202  U203  U204  U205  U206  U207  U208  U209  U210  U211  U213  U214  U215  U216  U217  U218  U219  U220  U221  U222  U223  U225  U226  U227  U228  U234  U235  U236  U237  U238  U239  U240  U243  U244  U246 | U247  U248  U249  U271  U278  U279  U280  U328  U353  U359  U364  U367  U372  U373  U387  U389  U394  U395  U404  U409  U410  U411 |

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# Hazardous Secondary Material (HSM) Facility Codes

Facility codes describe the specific regulation a facility uses to manage its hazardous secondary material (HSM) and the type of activity the facility performs under the regulation (e.g., generator, reclaimer). Review the groups and pick the appropriate code. If more than one facility code applies to you, enter each code on a separate row under Item 2 of the Addendum to the Site Identification Form.

|  |  |
| --- | --- |
| Under Control of the Generator Exclusion (40 CFR 261.2(a)(2)(ii) or 261.4(a)(23)) | |
| **Code** | **Facility Code Description** |
| **01** | **HSM Generator reclaiming HSM “on-site”:** This code applies if you generate and reclaim hazardous secondary material at your generating facility. *See also paragraph (1) in the Federal definition of “Hazardous secondary material generated and reclaimed under the control of the generator” in 40 CFR Part 260.10.* |
| **02** | **HSM Generator transferring HSM to reclaimer within the “same company”:** This code applies if you generate hazardous secondary material and send the material for reclamation to a different facility that is either controlled by you or controlled by the same person that controls your generating facility. *See also paragraph (2) in the Federal definition of “Hazardous secondary material generated and reclaimed under the control of the generator” in 40 CFR Part 260.10.* |
| **03** | **Reclaimer receiving HSM from HSM generator within the “same company”:** This code applies if you receive and reclaim hazardous secondary material from a different facility that either controls you or is controlled by the same person that controls you. *See also paragraph (2) in the Federal definition of “Hazardous secondary material generated and reclaimed under the control of the generator” in 40 CFR Part 260.10.* |
| **04** | **Tolling Contractor reclaiming HSM pursuant to a tolling contract:** This code applies if you are a tolling contractor that reclaims hazardous secondary material pursuant to a written contract with a toll manufacturer. *See also paragraph (3) in the Federal definition of “Hazardous secondary material generated and reclaimed under the control of the generator” in 40 CFR Part 260.10.* |
| **05** | **Toll Manufacturer managing HSM pursuant to a tolling contract:** This code applies if you generate and send hazardous secondary material for reclamation to a tolling contractor pursuant to a written contract. *See also paragraph (3) in the Federal definition of “Hazardous secondary material generated and reclaimed under the control of the generator” in 40 CFR Part 260.10.* |

|  |  |
| --- | --- |
| Transfer-based Exclusion (40 CFR 261.4(a)(24)) | |
| **Code** | **Facility Code Description** |
| **06** | **HSM Generator transferring HSM off-site to a domestic reclamation facility:** This code applies if you generate and send hazardous secondary material for reclamation to an off-site domestic reclamation facility. |
| **07** | **Reclaimer receiving HSM from off-site:** This code applies if you reclaim hazardous secondary material received from an off-site domestic hazardous secondary material generator or other domestic facility. |
| **08** | **Intermediate facility:** This code applies if you receive hazardous secondary material from an off-site domestic hazardous secondary material generator or another domestic facility and you store it for more than ten days. This code does not apply if you generate or reclaim the hazardous secondary material. |

|  |  |
| --- | --- |
| Imports/Exports (40 CFR 261.4(a)(24) or (25)) | |
| **Code** | **Facility Code Description** |
| **09** | **HSM Generator exporting HSM off-site to a foreign reclamation facility:** This code applies if you generate and export hazardous secondary material for reclamation to a foreign reclamation facility. |
| **10** | **HSM Generator importing HSM from a foreign entity to send to another domestic reclamation facility:** This code applies if you import hazardous secondary material from a foreign entity and send the material for reclamation to a domestic reclamation facility. |
| **11** | **HSM Generator AND Reclaimer of imported HSM:** This code applies if you import hazardous secondary material from a foreign entity and reclaim the material at your facility. |

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# Hazardous Secondary Material (HSM) Land-Based Unit Codes

A 2-digit code that best describes the land-based unit you use or will use to manage the hazardous secondary material.

|  |  |
| --- | --- |
| **Code** | **Land-based Unit Code Description** |
| NA | Do not use land-based units to manage hazardous secondary material. |
| SI | Use surface impoundment(s) to manage hazardous secondary material. A surface impoundment is a natural topographic depression, man-made excavation or diked area formed primarily of earthen materials (although it may be lined with man-made materials), which is designed to hold an accumulation of liquid hazardous secondary materials or materials containing free liquids and which is not an injection well. |
| PL | Use pile(s) to manage hazardous secondary material. Pile means any non-containerized accumulation of solid, non-flowing hazardous secondary material that is used for storage and is not a containment building. |
| OT | Use other land-based unit(s) to manage hazardous secondary material. |

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# Source Codes

Source codes describe the type of process or activity (i.e., source) from which a hazardous waste was generated. Review the groups and pick the appropriate code.

|  |  |
| --- | --- |
| Wastes From On-going Production and Service Processes (waste from general day to day manufacturing, production, or maintenance activities) | |
| **Code** | **Source Code Description** |
| G01 | Dip, flush or spray rinsing (using solvents to clean or prepare parts or assemblies for further processing – i.e. painting or assembly) |
| G02 | Stripping and acid or caustic cleaning (using caustics to remove coatings or layers from parts or assemblies) |
| G03 | Plating and phosphating (electro- or non-electroplating or phosphating) |
| G04 | Etching (using caustics or other methods to remove layers or partial layers) |
| G05 | Metal forming and treatment (pickling, heat treating, punching, bending, annealing, grinding, hardening, etc.) |
| G06 | Painting and coating (manufacturing, building, or maintenance) |
| G07 | Product and by-product processing (direct flow of wastes from chemical manufacturing or processing, etc.) |
| G08 | Removal of spent process liquids or catalysts (bulk removal of wastes from chemical manufacturing or processing, etc.) |
| G09 | Other production or service-related processes from which the waste is a direct outflow or result (specify in comments) |

|  |  |
| --- | --- |
| Wastes From Other Intermittent Events or Processes | |
| **Code** | **Source Code Description** |
| G11 | Discarding off-specification, out-of-date, and/or unused chemicals or products |
| G12 | Lagoon or sediment dragout and leachate collection (large scale operations in open pits, ponds, or lagoons) |
| G13 | Cleaning out process equipment (periodic sludge or residual removal from enclosed processes including internal scrubbing or cleaning) |
| G14 | Removal of tank sludge, sediments, or slag (periodic sludge or residual removal from storage tanks including internal scrubbing or cleaning) |
| G15 | Process equipment change-out or discontinuation of equipment use (final materials and residuals removal including cleaning) |
| G16 | Oil changes and filter or battery replacement (automotive, machinery, etc.) |
| G17 | Subpart K laboratory waste clean-out (facility must have opted into the Subpart K rule to use this source code) |
| G19 | Other one-time or intermittent processes (specify in comments) |

|  |  |
| --- | --- |
| Residuals From Pollution Control and Waste Management Processes | |
| **Code** | **Source Code Description** |
| G21 | Air pollution control devices (e.g., baghouse dust ash, etc. from stack scrubbers or precipitators; vapor collection, etc.) |
| G22 | Laboratory analytical wastes (e.g., used chemicals from laboratory operations) |
| G23 | Wastewater treatment (e.g., sludge, filter cake, etc., including wastes from treatment before discharge by NPDES or POTW or by UIC disposal) |
| G24 | Solvent or product distillation as part of a production process (including totally enclosed treatment systems). Does not include batch treatment in a separate process. |
| G25 | Treatment, disposal, or recycling of hazardous wastes – indicate in Item H the management method (enter the related H code) that produced the residuals |
| G26 | Leachate collection (from landfill operations or other land units) |
| G27 | Treatment or recovery of universal waste |

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|  |  |
| --- | --- |
| Wastes From Spills and Accidental Releases | |
| **Code** | **Source Code Description** |
| G31 | Accidental contamination of products, materials, or containers (other than G11) |
| G32 | Cleanup of spill residues (infrequent, not routine) |
| G33 | Leak collection and floor sweeping (on-going, routine) |
| G39 | Other cleanup of current contamination (specify in comments) |

|  |  |
| --- | --- |
| Wastes From Remediation of Past Contamination | |
| **Code** | **Source Code Description** |
| G41 | Closure of hazardous waste management unit under RCRA |
| G42 | Corrective action at a solid waste management unit under RCRA |
| G43 | Remedial action or emergency response under Superfund |
| G44 | Cleanup under State or voluntary program |
| G45 | Cleanup of underground storage tank |
| G49 | Other remediation (specify in comments) |

|  |  |
| --- | --- |
| Wastes Not Physically Generated On-site | |
| **Code** | **Source Code Description** |
| G61 | Hazardous waste received from off-site for storage/bulking and transfer off-site for treatment or disposal |
| For codes G63-G75 | Hazardous waste received from a foreign country (other than a foreign Department of Defense site, Maquiladora, U.S. territory or protectorate). This site was the generator of record and is the U.S. Importer.  Enter the appropriate code from the list below - |
| G63 | Hazardous waste received from Antarctica |
| G64 | Hazardous waste received from Aruba |
| G65 | Hazardous waste received from Bahamas |
| G66 | Hazardous waste received from Belgium |
| G67 | Hazardous waste received from Brazil |
| G68 | Hazardous waste received from Canada |
| G69 | Hazardous waste received from Holland |
| G70 | Hazardous waste received from Malaysia |
| G71 | Hazardous waste received from Mexico |
| G72 | Hazardous waste received from New Zealand |
| G73 | Hazardous waste received from Taiwan |
| G74 | Hazardous waste received from Venezuela |
| G75 | Hazardous waste received from other foreign country – see Comments for country name |

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# Form Codes

Form codes describe the general physical and chemical characteristics of a hazardous waste. Review the groups and pick the appropriate code.

|  |  |
| --- | --- |
| Mixed Media/Debris/Devices – Waste that is a mixture of organic and inorganic wastes, liquid and solid wastes, or devices that are not easily categorized | |
| **Code** | **Form Code Description** |
| W001 | Lab packs from any source not containing acute hazardous waste |
| W002 | Contaminated debris (see definition at 40 CFR 268.2(g) and requirements at 40 CFR 268.45); for example, certain paper, clothing, rags, wood, empty fiber or plastic containers, glass, piping, or other solids |
| W004 | Lab packs from any source containing acute hazardous waste |
| W005 | Waste pharmaceuticals managed as hazardous waste |
| W301 | Contaminated soil (usually from spill cleanup, demolition, or remediation); see also W512 |
| W309 | Batteries, battery parts, cores, casings (lead-acid or other types) |
| W310 | Filters, solid adsorbents, ion exchange resins and spent carbon (usually from production, intermittent processes, or remediation) |
| W320 | Electrical devices (lamps, fluorescent lamps, or thermostats usually containing mercury; CRTs containing lead; etc.) |
| W512 | Sediment or lagoon dragout, drilling or other muds (wet or muddy soils); see also W301 |
| W801 | Compressed gases of any type |

|  |  |
| --- | --- |
| Inorganic Liquids – Waste that is primarily inorganic and highly fluid (e.g., aqueous), with low suspended inorganic solids and low organic content | |
| **Code** | **Form Code Description** |
| W101 | Very dilute aqueous waste containing more than 99% water (land disposal restriction defined wastewater that is not exempt under NPDES or POTW discharge) |
| W103 | Spent concentrated acid (5% or more) |
| W105 | Acidic aqueous wastes less than 5% acid (diluted but pH <2) |
| W107 | Aqueous waste containing cyanides (generally caustic) |
| W110 | Caustic aqueous waste without cyanides (pH >12.5) |
| W113 | Other aqueous waste or wastewaters (fluid but not sludge) |
| W117 | Waste liquid mercury (metallic) |
| W119 | Other inorganic liquid (specify in comments) |

|  |  |
| --- | --- |
| Organic Liquids – Waste that is primarily organic and is highly fluid, with low inorganic solids contents and low-to-moderate water content | |
| **Code** | **Form Code Description** |
| W200 | Still bottoms in liquid form (fluid but not sludge) |
| W202 | Concentrated halogenated (e.g., chlorinated) solvent |
| W203 | Concentrated non-halogenated (e.g., non-chlorinated) solvent |
| W204 | Concentrated halogenated/non-halogenated solvent mixture |
| W205 | Oil-water emulsion or mixture (fluid but not sludge) |
| W206 | Waste oil managed as hazardous waste |
| W209 | Paint, ink, lacquer, or varnish (fluid – not dried out or sludge) |
| W210 | Reactive or polymerizable organic liquids and adhesives (fluid but not sludge) |
| W211 | Paint thinner or petroleum distillates |
| W219 | Other organic liquid (specify in comments) |

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|  |  |
| --- | --- |
| Inorganic Solids – Waste that is primarily inorganic and solid, with low organic content and low-to-moderate water content; not pumpable | |
| **Code** | **Form Code Description** |
| W303 | Ash (from any type of burning of hazardous waste) |
| W304 | Slags, drosses, and other solid thermal residues |
| W307 | Metal scale, filings and scrap (including metal drums) |
| W312 | Cyanide or metal cyanide bearing solids, salts or chemicals |
| W316 | Metal salts or chemicals not containing cyanides |
| W319 | Other inorganic solids (specify in comments) |

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| Organic Solids – Waste that is primarily organic and solid, with low-to-moderate inorganic content and water content; not pumpable | |
| **Code** | **Form Code Description** |
| W401 | Pesticide solids (used or discarded – not contaminated soils – W301) |
| W403 | Solid resins, plastics or polymerized organics |
| W405 | Explosives or reactive organic solids |
| W406 | Dried paint (paint chips, filters, air filters, other) |
| W409 | Other organic solids (specify in comments) |

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| Inorganic Sludges – Waste that is primarily inorganic, with moderate-to-high water content and low organic content; mostly pumpable | |
| **Code** | **Form Code Description** |
| W501 | Lime and/or metal hydroxide sludges and solids with no cyanides (not contaminated muds – W512) |
| W503 | Gypsum sludges from wastewater treatment or air pollution control |
| W504 | Other sludges from wastewater treatment or air pollution control |
| W505 | Metal bearing sludges (including plating sludge) not containing cyanides |
| W506 | Cyanide-bearing sludges (not contaminated soils – W512) |
| W519 | Other inorganic sludges (not contaminated muds – W512; specify in comments) |

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| Organic Sludges – Waste that is primarily organic with low-to-moderate inorganic solids content and water content; pumpable | |
| **Code** | **Form Code Description** |
| W603 | Oily sludge (not contaminated muds – W512) |
| W604 | Paint or ink sludges, still bottoms in sludge form (not contaminated muds – W512) |
| W606 | Resins, tars, polymer or tarry sludge (not contaminated muds – W512) |
| W609 | Other organic sludge (specify in comments) |

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# Management Method Codes

Management method codes describe the type of hazardous waste management system used to treat, recover, or dispose a hazardous waste. Select the final substantive method used. Review the groups and pick the appropriate code.

|  |  |
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| Reclamation and Recovery | |
| **Code** | **Management Method Code Description** |
| H010 | Metals recovery including retorting, smelting, chemical, etc. |
| H020 | Solvents recovery (distillation, extraction, etc.) |
| H039 | Other recovery or reclamation for reuse including acid regeneration, organics recovery, etc. (specify in comments) |
| H050 | Energy recovery at this site – used as fuel (includes on-site fuel blending before energy recovery; report only this code) |
| H061 | Fuel blending prior to energy recovery at another site (waste generated on-site or received from off-site) |

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| Destruction or Treatment Prior to Disposal at Another Site | |
| **Code** | **Management Method Code Description** |
| H040 | Incineration – thermal destruction other than use as a fuel (includes any preparation prior to burning) |
| H070 | Chemical treatment (reduction/destruction/oxidation/precipitation); do not include immediate treatment in an exempt wastewater treatment unit with discharge to a NPDES-POTW (unless required by State) |
| H081 | Biological treatment; do not include immediate treatment in an exempted wastewater treatment unit with discharge to a NPDES-POTW (unless required by State) |
| H100 | Physical treatment only (adsorption/absorption/separation/stripping/dewatering); do not include immediate treatment in an exempted wastewater treatment unit with discharge to a NPDES-POTW (unless required by State) |
| H110 | Stabilization prior to land disposal at another site (encapsulation/stabilization/fixation) |
| H120 | Combination of chemical, biological, and/or physical treatment; do not include immediate treatment in an exempted wastewater treatment unit with discharge to a NPDES-POTW (unless required by State) |
| H121 | Neutralization only (no other treatment) |
| H122 | Evaporation (as the major component of treatment; not reportable as H070, H081, H100 or H120) |
| H129 | Other treatment that does not include onsite disposal (specify in comments) |

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| Disposal | |
| **Code** | **Management Method Code Description** |
| H131 | Land treatment or application (to include any prior treatment and/or stabilization) |
| H132 | Landfill or surface impoundment that will be closed as landfill (to include prior treatment and/or stabilization) |
| H134 | Deepwell or underground injection (with or without treatment; this waste was counted as hazardous waste) |
| H135 | Discharge to sewer/POTW or NPDES(with prior storage – with or without treatment) |

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| Transfer Off-site | |
| **Code** | **Management Method Code Description** |
| H141 | The site receiving this waste stored/bulked and transferred the waste with no treatment or recovery (H010-H129), fuel blending (H061), or disposal (H131-H135) at that receiving site. **Do not use this code on GM Form in Section 1 – Item D or in Section 2.** |

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# Waste Minimization Codes

The following codes provide a description of existing or new waste minimization efforts undertaken to reduce the volume and/or toxicity of hazardous waste generated at the facility.

You may provide in the Comments section any additional information (including toxicity and quantity reductions to the extent that data are available) that will help the EPA and the States understand your efforts to prevent pollution, minimize waste, or recycle in regards to this waste stream. Additionally, you may explain in the Comments section why your efforts were either successful or unsuccessful or why you did not implement waste minimization efforts for this reporting year.

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| The facility initiated waste minimization efforts prior to 2015 and continued these efforts during the 2015 reporting year for this hazardous waste | | |
| **Code** | **Description** | **Examples** |
| A | Continued initiatives to reduce quantity and/or toxicity of this waste | * Improved production/synthesis processes, e.g., increased efficiency in product usage/product formulation, used less toxic or non-hazardous ingredients, modified product composition, or implemented technology conversion. * Modified equipment, layout, and/or piping, e.g., longer auto bath analyzers, wastewater treatment system upgraded. * Undertook inventory control/waste management processes or safety/good operating practices, e.g., materials shelf-life control, clearinghouse for materials exchange, better labeling procedures, improved maintenance scheduling/record keeping/procedures, control production schedule to minimize equipment and feedstock changeovers, bulk systems that replace drums, improved storage, spill/leak/accident prevention, cleaning/degreasing, etc. |
| B | Continued initiatives to recycle the waste either on-site or off-site | The waste was used, reused, or reclaimed as a result of a change in the product formulation, product’s chemical ingredients, or equipment; materials management process with a goal of sustainable use of materials, etc. |
| The facility initiated waste minimization efforts during the 2015 reporting year for this hazardous waste | | |
| C | Implemented new initiatives to reduce quantity and/or toxicity of this waste | See examples above for Code A. |
| D | Implemented new initiatives to recycle the waste either on-site or off-site | See examples above for Code B. |
| The facility examined or attempted waste minimization efforts for this hazardous waste, but determined it was impracticable to implement these efforts; or the facility did not attempt waste minimization efforts for this waste | | |
| N | Waste minimization efforts found to be economically or technically impracticable | Economic constraints or not economically feasible; technical limitations of manufacturing operations, problems preventing or halting efforts (e.g., concern of declined product quality); not appearing to be feasible due to regulatory issues (e.g., permitting requirements or burdens); lack of available technology, etc. |
| X | No waste minimization efforts were implemented for this waste | The waste was received from off-site and was not generated at this location; the waste is infrequently generated. |

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OMB# 2050-0024; Expires mm/dd/yyyy

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| **SEND COMPLETED FORM TO:**  The Appropriate State or Regional Office. | United States Environmental Protection Agency  **RCRA SUBTITLE C SITE IDENTIFICATION FORM** | | | | | | | | | | | | | | | | | | | pic03676 | | |
| 1. **Reason for Submittal**   MARK ALL BOX(ES) THAT APPLY | **Reason for Submittal:**   * To provide an Initial Notification (first time submitting site identification information / to obtain an EPA ID number for this location) * To provide a Subsequent Notification (to update site identification information for this location) * As a component of a First RCRA Hazardous Waste Part A Permit Application * As a component of a Revised RCRA Hazardous Waste Part A Permit Application (Amendment # ) * As a component of the Hazardous Waste Report (If marked, see sub-bullet below) * Site was a TSD facility and/or generator of >1,000 kg of hazardous waste, >1 kg of acute hazardous waste, or >100 kg of acute hazardous waste spill cleanup in one or more months of the report year (or State equivalent LQG regulations) | | | | | | | | | | | | | | | | | | | | | |
| 1. **Site EPA ID Number** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **EPA ID Number** |  | **DRAFT** |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Site Name** | **Name:** | | | | | | | | | | | | | | | | | | | | | |
| 1. **Site Location Information** | **Street Address:** | | | | | | | | | | | | | | | | | | | | | |
| **City, Town, or Village:** | | | | | | | | | | | | | | | | | | **County:** | | | |
| **State:** | | | | | | | **Country:** | | | | | | | | | | | **Zip Code:** | | | |
| 1. **Site Land Type** | Private | | County | | | District | | | Federal | | | Tribal | | | Municipal | | State | | | | Other | | |
| 1. **NAICS Code(s) for the Site**   **(at least 5-digit codes)** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **A.** - |  |  |  |  |  |  | | | | | | | | | | | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **C.** - |  |  |  |  |  |  | | | | | | | | | | | |
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| 1. **Site Mailing Address** | **Street or P.O. Box:** | | | | | | | | | | | | | | | | | | | | | |
| **City, Town, or Village:** | | | | | | | | | | | | | | | | | | | | | |
| **State:** | | | | | | | **Country:** | | | | | | | | | | | **Zip Code:** | | | |
| 1. **Site Contact Person** | **First Name:** | | | | | | | **MI:** | | **Last:** | | | | | | | | | | | | |
| **Title:** | | | | | | | | | | | | | | | | | | | | | |
| **Street or P.O. Box:** | | | | | | | | | | | | | | | | | | | | | |
| **City, Town or Village:** | | | | | | | | | | | | | | | | | | | | | |
| **State:** | | | | | | | **Country:** | | | | | | | | | | | **Zip Code:** | | | |
| **Email:** | | | | | | | | | | | | | | | | | | | | | |
| **Phone:** | | | | | | | | | **Ext.:** | | | | | | | | | **Fax:** | | | |
| 1. **Legal Owner and Operator of the Site** | **A. Name of Site’s Legal Owner:** | | | | | | | | | | | | | | | | | | **Date Became**  **Owner:** | | | |
| **Owner Type:** | Private | | | County | | District | | | | Federal | | | Tribal | | Municipal | | State | | | | Other |
| **Street or P.O. Box:** | | | | | | | | | | | | | | | | | | | | | |
| **City, Town, or Village:** | | | | | | | | | | | | | | | | | **Phone:** | | | | |
| **State:** | | | | | | | **Country:** | | | | | | | | | | **Zip Code:** | | | | |
| **B. Name of Site’s Operator:** | | | | | | | | | | | | | | | | | **Date Became**  **Operator:** | | | | |
| **Operator Type:** | Private | | County | | | | District | | Federal | | | Tribal | | | Municipal | | State | | | | Other |

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| 1. **Type of Regulated Waste Activity (at your site)**   **Mark “Yes” or “No” for all current activities (as of the date submitting the form); complete any additional boxes as instructed.** | | | | | | | | | | | |
| **A. Hazardous Waste Activities; Complete all parts 1-10.** | | | | | | | | | | | |
| Y N | | | **1. Generator of Hazardous Waste**  **If “Yes,” mark only one of the following – a, b, or c.** | | | Y N | | **5. Transporter of Hazardous Waste**  **If “Yes,” mark all that apply.** | | | |
|  | | |  | a. LQG: | Generates, in any calendar month, 1,000 kg/mo (2,200 lbs/mo.) or more of hazardous waste; **or** Generates, in any calendar month, or accumulates at any time, more than 1 kg/mo (2.2 lbs/mo) of acute hazardous waste; **or** Generates, in any calendar month, **or** accumulates at any time, more than 100 kg/mo (220 lbs/mo) of acute hazardous spill cleanup material. |  | |  | | | a. Transporter |
|  | | |  |  | | | b. Transfer Facility (at your site) |
|  | | |  | Y N | | **6. Treater, Storer, or Disposer of Hazardous Waste** Note: A hazardous waste Part B permit is required for these activities. | | | |
|  | | |  | Y N | | **7. Recycler of Hazardous Waste** | | | |
|  | | |  | b. SQG: | 100 to 1,000 kg/mo (220 – 2,200 lbs/mo) of non‑acute hazardous waste. |  | |  | | | |
|  | | |  | c. CESQG: | Less than 100 kg/mo (220 lbs/mo) of non-acute hazardous waste. | Y N | | 1. **Exempt Boiler and/or Industrial Furnace**   **If “Yes,” mark all that apply.** | | | |
| **If “Yes” above, indicate other generator activities in 2-4.** | | | | | |  | |  | a. a. Small Quantity On-site Burner Exemption | | |
| Y N | | **2. Short-Term Generator** (generate from a short-term or one-time event and not from on-going processes). If “Yes,” provide an explanation in the Comments section. | | | |  | |  | b. Smelting, Melting, and Refining Furnace Exemption | | |
| Y N | **3. United States Importer of Hazardous Waste** | | | | | Y N | | **9. Underground Injection Control** | | | |
| Y N | **4. Mixed Waste (hazardous and radioactive) Generator** | | | | | Y N | | **10. Receives Hazardous Waste from Off-site** | | | |
|  | | | | | | | | | | | |
| **B. Universal Waste Activities; Complete all parts 1-2.** | | | | | | **C. Used Oil Activities; Complete all parts 1-4.** | | | | | |
| Y N | | | | **1. Large Quantity Handler of Universal Waste (you accumulate 5,000 kg or more) [refer to your State regulations to determine what is regulated]. Indicate types of universal waste managed at your site. If “Yes,” mark all that apply.** | | Y N | | 1. **Used Oil Transporter**   **If “Yes,” mark all that apply.** | | | |
|  | |  | | a. Transporter | |
|  | |  | | b. Transfer Facility (at your site) | |
|  | | | | 1. Batteries 2. Pesticides 3. Mercury containing equipment 4. Lamps 5. Other (specify) 6. Other (specify) 7. Other (specify) | |  | | | | | |
| Y N | | 1. **Used Oil Processor and/or Re-refiner**   **If “Yes,” mark all that apply.** | | | |
|  | |  | | a. Processor | |
|  | |  | | b. Re-refiner | |
| Y N | **3. Off-Specification Used Oil Burner** | | | | |
| Y N | | * 1. **Used Oil Fuel Marketer**   **If “Yes,” mark all that apply.** | | | |
| Y N | | | | **2. Destination Facility for Universal Waste**  **Note:** A hazardous waste permit may be required for this activity. | |  |  | | a. Marketer Who Directs Shipment of Off-Specification Used Oil to Off-Specification Used Oil Burner | | |
|  | |  | b. Marketer Who First Claims the Used Oil Meets the Specifications | | |
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| * 1. **Eligible Academic Entities with Laboratories—Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to 40 CFR Part 262 Subpart K**      + You can ONLY Opt into Subpart K if:   + you are at least one of the following: a college or university; a teaching hospital that is owned by or has a formal affiliation agreement with a college or university; or a non-profit research institute that is owned by or has a formal affiliation agreement with a college or university; AND   + you have checked with your State to determine if 40 CFR Part 262 Subpart K is effective in your state | | | | | | | | | |
| Y N N N | 1. Opting into or currently operating under 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories   **See the item-by-item instructions for definitions of types of eligible academic entities. Mark all that apply:** | | | | | | | | |
|  |  | **a. College or University**  **b. Teaching Hospital that is owned by or has a formal written affiliation agreement with a college or university**  **c. Non-profit Institute that is owned by or has a formal written affiliation agreement with a college or university** | | | | | | | |
| Y N N N | 2. Withdrawing from 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories | | | | | | | | |
| **11. Description of Hazardous Waste** | | | | | | | | | |
| **A. Waste Codes for Federally Regulated Hazardous Wastes.** Please list the waste codes of the Federal hazardous wastes handled at your site. List them in the order they are presented in the regulations (e.g., D001, D003, F007, U112). Use an additional page if more spaces are needed. | | | | | | | | | |
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| **B. Waste Codes for State-Regulated (i.e., non-Federal) Hazardous Wastes.** Please list the waste codes of the State-Regulated hazardous wastes handled at your site. List them in the order they are presented in the regulations. Use an additional page if more spaces are needed. | | | | | | | | | |
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| **12. Notification of Hazardous Secondary Material (HSM) Activity** | | | | |
| Y N | Are you notifying under 40 CFR 260.42 that you will begin managing, are managing, or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25)?  If “Yes,” you must fill out the Addendum to the Site Identification Form: Notification for Managing Hazardous Secondary Material. | | | |
| **13. Comments** | | | | |
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| **14. Certification.** I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations. For the RCRA Hazardous Waste Part A Permit Application, all owner(s) and operator(s) must sign (see 40 CFR 270.10(b) and 270.11). | | | | |
| **Signature of legal owner, operator, or an authorized representative** | | **Name and Official Title (type or print)** | | **Date Signed**  **(mm/dd/yyyy)** |
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| **ADDENDUM TO THE SITE IDENTIFICATION FORM:**  **NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL ACTIVITY** | | | | | | | pic03676 |
| **ONLY fill out this form if:**   * You are located in a State that allows you to manage excluded hazardous secondary material (HSM) under 40 CFR 261.2(a)(2)(ii), 261.4(a)(23), (24), or (25) (or state equivalent). See <http://www.epa.gov/epawaste/hazard/dsw/statespf.htm> for a list of eligible states; **AND** * You are or will be managing excluded HSM in compliance with 40 CFR 261.2(a)(2)(ii), 261.4(a)(23), (24), or (25) (or state equivalent) or you have stopped managing excluded HSM in compliance with the exclusion(s) and do not expect to manage any amount of excluded HSM under the exclusion(s) for at least one year. Do not include any information regarding your hazardous waste activities in this section. | | | | | | | |
| 1. **Indicate reason for notification. Include dates where requested.**   Facility will begin managing excluded HSM as of \_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy).  Facility is still managing excluded HSM/re-notifying as required by March 1 of each even-numbered year.  Facility has stopped managing excluded HSM as of \_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yyyy) and is notifying as required. | | | | | | | |
| **2. Description of excluded HSM activity.** Please list the appropriate codes and quantities in **short tons** to describe your excluded HSM activity ONLY (do not include any information regarding your hazardous wastes). Use additional pages if more space is needed. | | | | | | | |
| * + - 1. **Facility code**   (answer using codes listed in the Code List section of the instructions) | | **b. Waste code(s) for HSM** | **c. Estimated short tons of excluded HSM to be managed annually** | | **d. Actual short tons of excluded HSM that was managed during the most recent odd-numbered year** | **e. Land-based unit code** (answer using codes listed in the Code List section of the instructions) | |
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| **3. Facility has financial assurance pursuant to 40 CFR 261.4(a)(24)(vi).** (Financial assurance is required for reclaimers and intermediate facilities managing excluded HSM under 40 CFR 261.4(a)(24) and (25)) | | | | | | | |
| Y N | Does this facility have financial assurance pursuant to 40 CFR 261.4(a)(24)(vi)? | | | | | | |

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| BEFORE COPYING FORM, ATTACH SITE IDENTIFICATION LABEL  OR ENTER:  SITE NAME:     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | EPA ID Number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | |  |  |  | **U.S. ENVIRONMENTAL**  **PROTECTION AGENCY**  2015 Hazardous Waste Report  **WASTE GENERATION**  **AND MANAGEMENT** | |
|  | **GM**  **FORM** |  |
|  | | | | | | | | | | |
| **Sec. 1** | A. Waste description: | | | | | | | | | |
| 1. EPA hazardous waste code(s)  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | 1. State hazardous waste code(s)  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | |
| 1. Source code  |  |  |  | | --- | --- | --- | | G |  |  |   Management Method code for Source code G25   |  |  |  |  | | --- | --- | --- | --- | | H |  |  |  | | | | E. Form code   |  |  |  |  | | --- | --- | --- | --- | | W |  |  |  | | 1. Quantity generated in 2015  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | **. ....** |  |  |  |  | | --- | --- | | UOM |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Density |  |  | **.** |  |  | lbs/gal sglbs/gal sg | | | | | | | G. Waste  minimization code   |  | | --- | |  | |
|  | | | | | | | | | | |
| **Sec. 2** | | Was any of this waste that was generated at this facility treated, disposed, and/or recycled on site?   * Yes (CONTINUE TO ON-SITE PROCESS SYSTEM 1) * No (SKIP TO SEC. 3) | | | | | | | | |
| **ON-SITE PROCESS SYSTEM 1** | | | | | **ON-SITE PROCESS SYSTEM 2**  **ON-SITE PROCESS SYSTEM 2** | | | | | |
| On-site Management Quantity treated, disposed, or  Method code recycled on site in 2015   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | H |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **..** |  | | | | | | On-site Management Quantity treated, disposed, or  Method code recycled on site in 2015   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | H |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **.** |  | | | | | | |
|  | | | | | | | | | | |
| **Sec. 3** | A. Was any of this waste shipped off site in 2015 for treatment, disposal, or recycling?   * Yes (CONTINUE TO ITEM B) * No (FORM IS COMPLETE) | | | | | | | | | |
| Site 1 | B. EPA ID No. of facility to which waste was shipped   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | G |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | C. Off-site Management Method code shipped to   |  |  |  |  | | --- | --- | --- | --- | | H G |  |  |  | | | | | D. Total quantity shipped in 2015   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | G |  |  |  |  |  |  |  |  | **.** |  | | |
| Site 2 | 1. EPA ID No. of facility to which waste was shipped  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | G |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | C. Off-site Management Method code shipped to   |  |  |  |  | | --- | --- | --- | --- | | HH G |  |  |  | | | | | D. Total quantity shipped in 2015   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | G |  |  |  |  |  |  |  |  | **.** |  | | |
| Site 3 | B. EPA ID No. of facility to which waste was shipped   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | G |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | C. Off-site Management Method code shipped to   |  |  |  |  | | --- | --- | --- | --- | | H |  |  |  | | | | | D. Total quantity shipped in 2015   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | G |  |  |  |  |  |  |  |  | **.** |  | | |
| Comments: | | | | | | | | | | |

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| BEFORE COPYING FORM, ATTACH SITE IDENTIFICATION LABEL  OR ENTER:  SITE NAME:     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | EPA ID Number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | |  |  |  | **U.S. ENVIRONMENTAL**  **PROTECTION AGENCY**  2015 Hazardous Waste Report  **WASTE RECEIVED FROM OFF SITE** | |
|  | **WR**  **FORM** |  |
|  | | | | | | | | |
| **Waste 1** | 1. Description of hazardous waste | | | | | | | |
| B. EPA hazardous waste code(s)   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | | | C. State hazardous waste code(s)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | D. Off-site handler EPA ID number   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | |
| 1. Quantity received in 2015  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | **. ....** |  | | | |  |  | | --- | --- | | 1. UOM |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Density |  |  | **.** |  |  |   lbs/gal sg | 1. Form code  |  |  |  |  | | --- | --- | --- | --- | | W |  |  |  | | | | | | 1. Management Method code  |  |  |  |  | | --- | --- | --- | --- | | H |  |  |  | |
|  | | | | | | | | |
| **Waste 2** | A. Description of hazardous waste | | | | | | | |
| B. EPA hazardous waste code(s)   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | | | C. State hazardous waste code(s)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | D. Off-site handler EPA ID number   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | |
| E. Quantity received in 2015   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | **. ....** |  | | | |  |  | | --- | --- | | F. UOM |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Density |  |  | **.** |  |  |   lbs/gal sg | G. Form code   |  |  |  |  | | --- | --- | --- | --- | | W |  |  |  | | | | | | H. Management Method code   |  |  |  |  | | --- | --- | --- | --- | | H |  |  |  | |
|  | | | | | | | | |
| **Waste 3** | A. Description of hazardous waste | | | | | | | |
| B. EPA hazardous waste code(s)   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | | | C. State hazardous waste code(s)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | | D. Off-site handler EPA ID number   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | |
| E. Quantity received in 2015   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  | **. ....** |  | | | |  |  | | --- | --- | | F. UOM |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Density |  |  | **.** |  |  |   lbs/gal sg | G. Form code   |  |  |  |  | | --- | --- | --- | --- | | W |  |  |  | | | | | | H. Management Method code   |  |  |  |  | | --- | --- | --- | --- | | H |  |  |  | |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BEFORE COPYING FORM, ATTACH SITE IDENTIFICATION LABEL  OR ENTER:  SITE NAME:     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | EPA ID Number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | |  |  |  | **U.S. ENVIRONMENTAL**  **PROTECTION AGENCY**  2015 Hazardous Waste Report  **OFF-SITE IDENTIFICATION** |
|  | **OI**  **FORM** |  |
|  | | | | | | |
| **Site 1** | A. EPA ID number of off-site installation or transporter   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | B. Name of off-site installation or transporter | | | | |
| C. Handler type (MARK ALL THAT APPLY)   * Generator * Transporter * Receiving facility | | 1. Address of off-site installation  |  |  | | --- | --- | | Street |  | |  | | | City |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | State |  |  | Zip |  |  |  |  |  | **-** |  |  |  |  | | | | | |
|  | | | | | | |
| **Site 2** | A. EPA ID number of off-site installation or transporter   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | B. Name of off-site installation or transporter | | | | |
| C. Handler type (MARK ALL THAT APPLY)   * Generator * Transporter * Receiving facility | | D. Address of off-site installation   |  |  | | --- | --- | | Street |  | | City |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | State |  |  | Zip |  |  |  |  |  | - |  |  |  |  | | | | | |
| **Site 3** | A. EPA ID number of off-site installation or transporter   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | B. Name of off-site installation or transporter | | | | |
| C. Handler type (MARK ALL THAT APPLY)   * Generator * Transporter * Receiving facility | | D. Address of off-site installation   |  |  | | --- | --- | | Street |  | | City |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | State |  |  | Zip |  |  |  |  |  | **-** |  |  |  |  | | | | | |
| **Site 4** | A. EPA ID number of off-site installation or transporter   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | B. Name of off-site installation or transporter | | | | |
| C. Handler type (MARK ALL THAT APPLY)   * Generator * Transporter * Receiving facility | | D. Address of off-site installation   |  |  | | --- | --- | | Street |  | | City |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | State |  |  | Zip |  |  |  |  |  | **-** |  |  |  |  | | | | | |
|  | | | | | | |
| Comments: | | | | | | |

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# INSTRUCTIONS FOR FILLING OUT THE OI FORM – OFF-SITE IDENTIFICATION

## Who Must Submit this Form

Sites required to file the 2015 Hazardous Waste Report must submit the OI Form if:

* The OI Form is required by your State; **AND**
* The site received hazardous waste from off-site or sent hazardous waste off-site during 2015.

For a list of State Contacts go to: <http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf>.

## Purpose of this Form

The OI Form documents the names and addresses of off-site installations and transporters.

## How to Fill Out this Form

The OI Form is divided into four identical parts. You must fill out one part for each off-site installation to which you shipped hazardous waste, each off-site installation from which you received hazardous waste, and each transporter you used to ship hazardous waste during 2015. If these off-site installations and transporters total more than four, you must photocopy and complete additional copies of the form. Prior to photocopying, place the pre-printed site identification label in the top left-hand corner of the form or, if you did not receive pre-printed labels, enter the site name and EPA Identification Number in this space.

Use the Comments section at the end of the form to clarify any entry (e.g., “Other” responses) or to continue any entry. When entering information in the Comments section, cross-reference the site number and item letter to which the comment refers.

## Item-By-Item Instructions

Complete Items A through D for each off-site installation to which you shipped hazardous waste and each off-site installation from which you received hazardous waste during 2015. Complete Items A through C for each transporter you used during the year (address in Item D is not required for transporters).

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### Item A – EPA ID No. of Off-site Installation or Transporter

Enter the 12-digit EPA Identification Number of the off-site installation to which you shipped hazardous waste or from which you received hazardous waste. Or, enter the EPA Identification Number of the transporter who shipped hazardous waste to or from your site. Each EPA Identification Number should appear only once. If the off-site installation or transporter did not have an EPA Identification Number during 2015, leave blank if this item is not applicable or “don’t know” in Item A and note the reason in the Comments section.

### Item B – Name of Off-Site Installation or Transporter

Enter the name of the off-site installation or transporter reported in Item A.

### Item C – Handler Type

Place an “X” in all boxes that apply to the handler type (i.e., generator, transporter, or receiving facility) of the off-site installation or transporter reported in Item A.

### Item D – Address of Off-site Installation

Enter the address of the off-site installation reported in Item A. If the EPA Identification Number reported in Item A refers to a transporter, leave blank if this item is not applicable or “don’t know” in Item D.

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1. To determine if the contaminated media must be reported at all (generated OR treated): If the contamination is due to a characteristic waste, then it is the generator’s responsibility to determine if the contaminated groundwater is a hazardous waste. Once the characteristics are eliminated, the media is no longer considered to “contain” hazardous waste. If a facility has first removed groundwater and is claiming that the groundwater is contaminated with a listed hazardous waste or “contains” listed hazardous waste, EPA Regions or Authorized States should make a site-specific determination of whether the media is a RCRA Waste. Please see: “Management of Remediation Waste Under RCRA,” EPA530-F-98-026, October 14, 1998. RCRA Online Document No. 14291. Available online at: <http://yosemite.epa.gov/osw/rcra.nsf/0c994248c239947e85256d09007115f/d9e61a0505db4b6885256817006e32b8!OpenDocument>. [↑](#footnote-ref-1)