



United States  
Environmental Protection  
Agency

# RCRA Subtitle C Reporting Instructions and Forms

(OMB #2050-0024; Expires ??/??/???)

**Office of Resource Conservation and Recovery (ORCR)**  
**(5303P)**  
**Washington, DC 20460**

**2017 Hazardous Waste Report**  
**Instructions and Form**

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:** *Facilities* - The reporting burden for the 2017 Hazardous Waste Report is estimated to average 14 hours for a facility to gather data, complete and review the forms, and submit the Hazardous Waste Report. The recordkeeping burden is estimated to average 5 hours for a facility to read the instructions, and file and store the Hazardous Waste Report submission for three years.

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-OLEM-2016-0182, 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 17<sup>th</sup> Street, NW, Washington, D.C. 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID Number EPA-HQ-OLEM-2016-0182 and OMB Control Number 2050-0024 in any correspondence.

---

## Table of Contents

<b>Introduction</b> .....	1
<b>General Information</b> .....	1
What's New?.....	2
RCRA Subtitle C Identification Form: (8700-12).....	2
RCRA 2017 Hazardous Waste Report (Biennial Report) (8700-13 A/B).....	5
Can I Request That This Information Be Kept Confidential?.....	6
Confidential Business Information (CBI).....	6
Where Should I Send My Completed Form?.....	6
Filling Out the Forms.....	7
Contacts for Assistance.....	7
Copies Of RCRA Hazardous Waste Instructions and Forms.....	7
Code Lists.....	7
Alphanumeric Fields.....	7
Comments Section of Forms.....	8
Page Numbering of Forms.....	8
Paper Form Reporting.....	8
Electronic Reporting.....	8
<b>Section 1</b> .....	10
<b>Notification of RCRA Subtitle C Activities (8700-12)</b> .....	10
Introduction.....	11
Authority.....	11
Where To Get Help.....	11
RCRA Laws and Regulations.....	12
Compliance Assistance Centers.....	12
EPA Small Business Ombudsman Office.....	12
Your Trade Association.....	12
Initial Notification to Obtain an EPA Identification Number.....	12
Subsequent Notification for On-Going Regulated Activity.....	14
Determining If You Must Notify.....	15
How To Determine If You Must Notify of your Subtitle C Activities.....	15
Has My Hazardous Waste Been Exempted From The Regulations Under 40 CFR 262.13 And 26.13(A)(3) And 261.6(A)(3)?.....	17
How To Determine If you Must Notify EPA of Your Universal Waste Activities.....	17
How To Determine If you Must Notify EPA of Your Used Oil Management Activities.....	17
Who Is Exempt From Used Oil Notification Requirements?.....	18
Persons Who Burn On-Specification Used Oil Fuel.....	18
How Many Forms Should I File?.....	18
<b>Section 2</b> .....	19
<b>2017 Hazardous Waste Report (8700-13 A/B)</b> .....	19
Introduction.....	20
Authority.....	20
Who Must File The Hazardous Waste Report?.....	21
Sites That Should Not File The Hazardous Waste Report?.....	22

State-Specific Requirements.....	22
How Many Forms Should I File?.....	22
Instructions for Filing The 2017 Hazardous Waste Report.....	22
Introduction.....	22
Documents Helpful In Filling Out The Forms.....	23
When and Where To Send Your Completed Report.....	23
Which Forms To Submit And What To Report.....	23
Site ID Form (8700-12).....	24
GM Form (8700-13 A/B).....	24
WR Form (8700-13 A/B).....	25
OI Form (8700-13 A/B).....	25
<b>Section 3.....</b>	<b>26</b>
<b>RCRA Hazardous Waste Permit Part A (8700-23).....</b>	<b>26</b>
Introduction.....	27
Authority.....	27
Existing Facilities.....	27
New Facilities.....	28
First Part A Submission.....	28
Revised Part A Submission.....	29
Determining If You Must File.....	29
Who Must File A RCRA Hazardous Waste Permit Application?.....	29
How Do I Know If I Handle Regulated Hazardous Waste?.....	30
How To File A RCRA Hazardous Waste Permit Application.....	31
How Many Part A Applications Should I File?.....	31
Can I Request That This Information Be Kept Confidential?.....	32
Where Should I Send My Completed Permit Application?.....	32
When Should I File My Permit Application?.....	33
Existing Facilities.....	33
New Facilities.....	33
When Should My Permit Application Be Revised?.....	33
Facilities Operating Under Interim Status.....	33
Facilities Operating Under A RCRA Hazardous Waste Permit.....	34
<b>Section 4 .....</b>	<b>35</b>
<b>RCRA Subtitle C Site Identification Form (Site ID Form: 8700-12).....</b>	<b>35</b>
Instructions for Filling Out the RCRA Subtitle C Site Identification Form (Site ID Form: 8700-12).....	36
Who Must Submit this FORM?.....	36
Purpose of this Form.....	36
How to Fill Out this Form.....	36
Item-By-Item Instructions.....	37
Item 1 – Reason for Submittal.....	37
Item 2 – Site EPA ID Number.....	39
Item 3 and 4 – Site Name and Site Location Address.....	40
Item 5 – Site Mailing Address.....	40
Item 6 – Site Land Type.....	40
Item 7 – North American Industry Classification System (NAICS) Code(s).....	40
Item 8 – Site Contact Information.....	41

Item 9 – Legal Owner and Operator of the Site.....	41
Item 10 – Type of Regulated Waste Activity (At Your Site).....	43
Item 11- Additional Regulated Waste Activities.....	48
Item 12 – Eligible Academic Entities With Laboratories.....	51
Item 13 – Episodic Generation.....	53
Item 14 – LQG Consolidation of VSQG Hazardous Waste.....	54
Item 15 – Notification Of LQG Site Closure For A Central Accumulation Area (CAA) Or Entire Facility .....	55
Item 16 – Notification of Hazardous Secondary Material (HSM) Activity.....	55
Item 17 – Electronic Manifest Broker.....	56
Item 18 – Comments.....	56
Item 19 – Certification.....	56
Addendum to the Site Id Form: Notification of Hazardous Secondary Material (HSM) Activity.....	58
You Must Fill Out this Section if:.....	58
Item 1 – Reason for Notification (include dates where requested).....	59
Item 2 – Description of Excluded Hazardous Secondary Material (HSM) Activity.....	60
Addendum to the Site Identification Form: LQG Consolidation of VSQGs Hazardous Wastes.....	64
You Must Fill Out this Section if:.....	64
Item A – EPA ID Number.....	64
Item B – Site Name.....	64
Item C through F – Site Location.....	64
Item G thru I – VSQG Contact Phone Number, Contact Name, And Contact Email.....	64
Addendum to the Site Identification Form: Episodic Generator.....	65
You Must Fill Out this Section if:.....	65
Episodic Event.....	65
Waste 1 - 3.....	66
<b>SECTION 5.....</b>	<b>67</b>
<b>Waste Generation And Management (GM) Form (8700-13 A/B).....</b>	<b>67</b>
Instructions For Filling Out The Waste Generation And Management (GM) Form.....	68
Who Must Submit This Form?.....	68
Purpose of this Form.....	68
How to Fill Out this Form.....	68
Wastes To Be Reported.....	69
Wastes Not To Be Reported.....	70
How To Report Similar Hazardous Waste On The GM Form.....	71
Item-By-Item Instructions.....	71
ITEM 1 – Waste Characteristics.....	72
Item 2 – On-site Generation and Management of Hazardous Waste During 2017.....	75
Item 3 – Off-site Shipment of Hazardous Waste.....	77
Item 4 - Comments.....	79
<b>SECTION 6.....</b>	<b>80</b>
<b>Waste Received From Off-Site (WR) Form (8700-23 A/B).....</b>	<b>80</b>
Who Must Submit This FORM?.....	81

Purpose of This Form.....	81
How to Fill Out This Form.....	81
Item-By-Item Instructions.....	82
<b>SECTION 7.....</b>	<b>85</b>
<b>Off-Site Identification Form (OI) (8700-13 A/B).....</b>	<b>85</b>
Instructions for Filling Out the Off-site identification Form (OI Form).....	86
Who Must Submit This Form?.....	86
Purpose Of This Form.....	86
How To Fill Out This Form.....	86
Item-By-Item Instructions.....	86
Item A - EPA ID No. Of Off-Site Installation or Transporter.....	87
Item B - Name Of Off-Site Installation Or Transporter.....	87
Item C- Handler Type.....	87
Item D - Address Of Off-Site Installation.....	87
<b>SECTION 8.....</b>	<b>88</b>
<b>Hazardous Waste Permit Part A Form (8700-23).....</b>	<b>88</b>
Instructions For Filling Out The Hazardous Waste Permit Part A Form.....	40
General Instructions.....	40
Item-By-Item Instructions.....	40
Item 1 - Facility Permit Contact.....	40
Item 2 - Facility Permit Contact Mailing Address.....	40
Item 3 - Facility Existence Date.....	40
Item 4 - Other Environmental Permits.....	40
Item 5 - Nature Of Business.....	41
Item 6 - Process Coded And Design Capacities.....	41
Item 7 - Description Of Hazardous Wastes.....	42
Item 8 - Map.....	44
Item 9 - Facility Drawing.....	45
Item 10 - Photographs.....	45
Item 11 - Comments.....	45
<b>Section 9.....</b>	<b>46</b>
<b>Other Reference Info. &amp; Code List.....</b>	<b>46</b>
Excluded Wastes.....	47
Definitions.....	49
Special Instructions.....	59
EPA Hazardous Waste Codes.....	63
Hazardous Secondary Material (HSM) Facility Codes.....	64
Hazardous Secondary Material (HSM) Land-Based Unit Codes.....	66
Source Codes.....	67
Form Codes.....	70
Management Method Codes.....	72
Waste Minimization Codes.....	74
Process Codes.....	76
Unit of Measure Codes.....	78
Sample of Foreign Site Identification Number List.....	79



---

## INTRODUCTION

### GENERAL INFORMATION

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 facilities regulated under the Resource Conservation and Recovery Act of 1976 (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA). As part of this task, the EPA and the States:

- Assign an EPA ID number to new facilities and update facility information via the Notification form found in Section 1,
- Collect and maintain information about the generation, management, and final disposition of the nation's hazardous waste regulated by RCRA via the Biennial Hazardous Waste Report (BR) form found in Section 2, and
- Collect permit information from anyone who owns or operates a RCRA facility where hazardous waste is treated, stored, or disposed via the Part A Form found in Section 3.

The data you provide will be entered into a computer database by the State or the EPA Regional Office to which you return your Form or by your electronic reporting via the RCRA Industry application. Your efforts in carefully filling out all the forms are appreciated.

#### IF YOU NEED ASSISTANCE

To obtain assistance in filling out any of the RCRA Hazardous Waste Forms, please contact your State or EPA Regional 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:

<https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.



## WHAT'S NEW?

Below is a list of 2017 changes.

### RCRA SUBTITLE C IDENTIFICATION FORM: (8700-12)

This form is used as the first part of the Notification (8700-12), Biennial Hazardous Waste Report (BR) (8700-13 A/B), and Part A (8700-23) submission.

#### SEVERAL CHANGES OCCURED AS A RESULT OF THE 2016 HAZARDOUS WASTE GENERATOR IMPROVEMENTS FINAL RULE, THE 2016 HAZARDOUS WASTE EXPORT-IMPORT REVISIONS FINAL RULE, AND THE 2015 DEFINITION OF SOLID WASTE FINAL RULE

Recently EPA published the 2016 Hazardous Waste Generator Improvements Final Rule which made numerous changes to the hazardous waste generator regulatory program (81 FR 85732). Facilities that recycle regulated hazardous waste without first storing the waste (i.e., the facility does not have a RCRA Part B storage permit) must now report. (See 40 CFR 261.6 (c)(2)(iv)).

There also are several changes to the Site Identification form (8700-12) as a result of this new regulation, primarily in Item 10 "Type of Regulated Waste Activities". Specific changes include requiring:

- Facilities that either recycle hazardous waste with a RCRA permit (i.e., store the hazardous waste prior to recycling), or recycle hazardous waste without first storing the material they receive to notify. (See 40 CFR 261.6 (c)(2)(iv) which references 40 CFR 265.75 to notify EPA.)
- Very small quantity generators (VSQGs), previously called conditionally exempt small quantity generators (CESQGs), to notify EPA, if necessary, to obtain a RCRA ID if taking advantage of the episodic generation provision at 40 CFR 262.232 (a) in Item 13.
- Small quantity generators (SQGs) to notify EPA if taking advantage of the episodic generation provision at 40 CFR 262.232 (b) in Item 13 and to re-notify beginning in 2021 and every 4 years thereafter unless a state program has more frequent reporting/notification requirements (See 40 CFR 262.18) in Item 10.
- Large quantity generators (LQGs) to notify EPA when:
  - o Consolidating wastes from VSQGs under the control of the same person in Item 14. (See 40 CFR 262.17 (f)). Such LQGs must complete the Addendum to the Site Identification Form (8700-12): LQG Consolidation of VSQG Hazardous Waste, and identify the RCRA Identification Number of the VSQG (if applicable), name, address, emergency contact phone number and contact name of every VSQG that they are receiving hazardous wastes from.
  - o Closing either a waste accumulation unit (if they chose to) or their facility, both prior to closing and after conducting closure performance operations in Item 15 (See 40 CFR 262.17 (a)(8)).

As a result of the 2016 Hazardous Waste Export-Import Revisions Final Rule (81 FR 85696, November 28, 2016), recognized traders arranging for export or import of hazardous waste, including hazardous waste managed under the alternate standards of 40 CFR Part 266 and the universal waste standards of 40 CFR Part 273, are required to have EPA Identification numbers. A recognized trader is defined in 40 CFR 260.10 as a person domiciled in the United States, by site of business, who acts to arrange and facilitate transboundary movements of wastes destined for recovery or disposal operations, either by purchasing from and subsequently selling to United States and foreign facilities, or by acting under arrangements with a United States waste facility to arrange for the export or import of the wastes. Additionally, revisions to 40 CFR 266.80(a) make exporters and importers of spent lead-acid batteries (SLABs) subject to 40 CFR 262.18 requirements to obtain EPA Identification numbers.

There also are several changes to the Site Identification form (8700-12) either as a result of this new regulation or to clarify existing requirements, primarily in Item 11 “Additional Regulated Waste Activities”. Specific changes include:

- Requiring recognized traders to notify EPA of their import and export activities by site of business (Item 11.4).
- Requiring exporters and importers of SLABs to notify EPA of their import and export activities (Item 11.5).
- Requiring large and small quantity generators to include both the hazardous wastes the generator has physically generated on site and any hazardous wastes that the generator has regulatorily generated by importing (e.g., an act first causing a hazardous waste to become subject to RCRA regulations) in the maximum amount generated in any calendar month (Item 10.A.1.a and 10.A.1.b.)

Also, on January 13, 2015, EPA published the Definition of Solid Waste (DSW) final rule (80 FR 1694), which revised the regulations related to certain exclusions from solid and hazardous waste regulation. Changes have been made to the Site ID form, particularly to the Addendum to the Site ID Form: Notification of Hazardous Secondary Material Activity including deleting the Financial Assurance question and updating the list of Excluded Wastes and Hazardous Secondary Material (HSM) Facility Codes in this Addendum to reflect this final rule.

---

## OTHER CHANGES

The Reason for Submittal, Item 1 on the Site Identification form (8700-12), was revised to make submissions easier. The reason for submittal has been broken out into 5 options:

- *Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time. (Includes HSM activity)*  
This combines the previous “To provide an Initial Notification (first time submitting site identification information / to obtain an EPA ID number for this location) and “To provide a Subsequent Notification (to update site identification information for this location)” reasons.
- *Submitting as a component of the Hazardous Waste Report*  
This was the previous “As a component of the Hazardous Waste Report”
- *Notifying that regulated activity is no longer occurring at this Site*  
This is a new option to indicate that no Resource Conservation and Recovery Act (RCRA)

---

regulated or State regulated Subtitle C hazardous waste activity is being conducted at the site or will be conducted at the site. (This will deactivate the EPA ID).

- *Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities*  
This is a new option to allow Electronic Manifest Broker to obtain an EPA Identification number for Electronic Manifest Brokers to create and broker manifest transactions for handlers of hazardous waste. An Electronic Manifest Broker is considered a user of the electronic manifest system that has a contractual relationship and elects to use the system to obtain, complete and transmit an electronic manifest format supplied by the EPA electronic manifest system for handlers of hazardous wastes.
- *Submitting a new or revised Part A Form*  
This combines the previous “As a component of a First RCRA Hazardous Waste Part A Permit Application” and “As a component of a Revised RCRA Hazardous Waste Part A Permit Application” reasons.

---

#### NEW ITEMS ADDED

The following new items have been added to the Site Identification Form (8700-12).

- To the Owner field: Added e-mail, telephone number extension, fax, and notes field;
- To the Operator field: Add address, e-mail, telephone number and extension, fax, and notes field for your business;
- Added fields for Episodic Generation, LQG Consolidation of VSQG hazardous waste, and Notification of LQG Site Closure;
- Added a field for Electronic Manifest Broker;
- Added an Addendum for LQG Consolidation of VSQG Hazardous Waste Hazardous Waste; and
- Added an Addendum for Episodic Generator.

---

#### REVISIONS TO SOURCE CODE DESCRIPTION

G51 is included to address LQGs that receive hazardous wastes from VSQGs that are under the control of the same person, as defined at 40 CFR 260.10.

---

#### REVISIONS TO MANAGEMENT METHOD CODE DESCRIPTION

Separate the original management method code, H132, (defined as landfill or surface impoundment that will be closed as landfill (to include treatment and/or stabilization)” into two management method codes:

- H130 (new management method code), described as “Surface impoundment that will be closed as a landfill (with prior treatment and/or stabilization)”;
- H132, described as “Landfill (with prior treatment and/or stabilization)”

H135 is revised as “Discharge to sewer/POTW or NPDES with prior management (e.g., storage or transported prior to discharge to POTW or by NPDES)

---

H141 is revised as “The site receiving this waste stored/bulked and transferred the waste with no reclamation, recovery, destruction, treatment, or disposal at that site

---

#### CLARIFICATION FOR IMPORT AND EXPORT SHIPMENTS - USE FOREIGN SITE IDENTIFICATION NUMBER

Beginning with the 2017 RCRA Hazardous Waste forms, EPA is implementing site-specific unique Foreign Site Identification Number for use in reporting foreign handlers for both hazardous waste import and export shipments. This is occurring so that the regulatory agencies are able to track hazardous wastes from cradle to grave.

---

#### RCRA 2017 HAZARDOUS WASTE REPORT (BIENNIAL REPORT) (8700-13 A/B)

---

#### CLARIFICATION FOR IMPORT AND EXPORT SHIPMENTS - USE FOREIGN SITE IDENTIFICATION NUMBER

Beginning with the 2017 Hazardous Waste Report, EPA is implementing site-specific unique Foreign Site Identification Number for use in reporting foreign handlers on the BR Forms for both hazardous waste import and export shipments. This is occurring so that the regulatory agencies are able to track hazardous wastes from cradle to grave.

For export shipments, use Foreign Site Identification Number only if your State requires you to report exported hazardous waste shipment in the GM Item 3.B of the BR. You are still required to submit an export annual report to EPA separately (see 40 CFR 262.83(g)).

For reporting imported hazardous waste, an EPA-acceptable alternative for you to meet your generator biennial reporting requirement for those import shipments would be for you to add a statement to the comment field of your WR form for those import shipments noting that your TSDf was the importer of record for the listed import shipment(s). Please check with your authorized State Agency on how best to meet your generator biennial reporting requirements for import shipments.

---

#### LQG CONSOLIDATION OF VSQG HAZARDOUS WASTE HAZARDOUS WASTE

Consolidating wastes from VSQGs under the control of the same person. (See 40 CFR 262.17(f)). Such LQGs must complete the Addendum to the Site Identification Form (8700-12): LQG Consolidation of VSQG Hazardous Waste, and identify the RCRA Identification Number of the VSQG (if applicable), name, address, emergency contact phone number and contact name of every VSQG that they are receiving hazardous wastes from. Similarly, as part of completing their biennial report, affected LQGs also must complete a GM form for every different type of hazardous wastes they receive from VSQGs and use Source Code G51 to identify the derivation of the waste (i.e., the HW that is consolidated from its VSQGs).

---

#### REVISIONS TO SOURCE CODE DESCRIPTION

G25 is revised as “Treatment, disposal, or recycling of hazardous wastes – report a management method code, e.g., indicated in Item G of WR Form for the management method (enter the related management method code, a H code, but not H141) that produced the residuals.”

G61 is revised as “Received from off-site for storage/bulking and transfer off-site for treatment or disposal (to match H141 received waste quantities from Form WR’s). GENERATION QUANTITY SHOULD BE ZERO to avoid double counting.”

## REVISIONS TO MANAGEMENT METHOD CODE DESCRIPTION

H141 is revised as “The site receiving this waste stored/bulked and transferred the waste with no reclamation, recovery, destruction, treatment, or disposal at that site [Do not use in Item 1.D for source code G25 or Item 2 (on-site management) of Form GM]. For Form WR, linked to source code G61 on Form GM.

## CAN I REQUEST THAT THIS INFORMATION BE KEPT CONFIDENTIAL?

### CONFIDENTIAL BUSINESS INFORMATION (CBI)

You may not withhold information from the Administrator of the EPA because it is confidential. All information you submit on RCRA Subtitle C Forms can be released to the public, according to the Freedom of Information Act, unless it is determined to be confidential by the EPA pursuant to 40 CFR Part 2. Since most RCRA Hazardous Waste Forms information is very general, the EPA believes it is unlikely that any information in your RCRA Hazardous Waste Forms could qualify to be protected from release. 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.

If your State is authorized to conduct the RCRA Subtitle C program, check with the State if you wish to assert a claim of business confidentiality on your forms. The State may have specific procedures for asserting a claim.

## WHERE SHOULD I SEND MY COMPLETED FORM?

We have provided an up-to-date list of the address for your State or EPA Regional Office where you should send your completed forms. The contact list can be found at:

<https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.

This list contains contact names, addresses, phone numbers, and e-mail addresses that you can use to obtain additional information.

Many States use the forms included in this booklet; some also require additional information. Other States require that you complete and submit a State-specific form. Information about which form to use is included with the contact list located at the web page noted above. Even if you use the included form, you should check with your State to determine if you need to submit additional information. Also, contact your State if you have any questions about your submission.

## FILLING OUT THE FORMS

### CONTACTS FOR ASSISTANCE

To obtain assistance in filling out the RCRA Subtitle C 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: <https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.

### COPIES OF RCRA HAZARDOUS WASTE INSTRUCTIONS AND FORMS


If your State uses the EPA's version of the instructions and forms, you can download the booklet from: <https://www.epa.gov/hwgenerators/biennial-hazardous-waste-report>, otherwise, the State RCRA Hazardous Waste Instructions and Forms can be obtained by contacting your State.

### 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 or definitions of terms used in the instructions.

#### ALPHANUMERIC FIELDS

Valid characters for alphanumeric fields are limited to:

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

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.”

## 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 your site has more federally regulated hazardous waste codes than can fit in Item 10.B, enter the remaining waste code in the Comments section and cross-reference Item 10.B. For example, you would write: “Item 10.B, continued: D007.”

## PAGE NUMBERING OF FORMS

When you have filled out all the appropriate forms on your RCRA Subtitle C 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.

## PAPER FORM REPORTING

Each form is included in this booklet. If submitting paper copy, photocopy as many forms as you need to complete your submission. 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, 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 RCRA Subtitle C informations. To obtain instructions on how to file electronically, contact your State or EPA Regional Office.



### IF YOU NEED ASSISTANCE

To obtain assistance in filling out the RCRA Subtitle C 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:

<https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.

Authorized States may have state-specific forms and instructions for reporting and program requirements that are more stringent and broader-in-scope than the federal requirements. Please check with your State contact listed in the above link.

EPA's version of the RCRA Subtitle C Hazardous Waste Instructions and Form can be found at:

<https://www.epa.gov/hwgenerators/biennial-hazardous-waste-report>.



SECTION 1  
NOTIFICATION OF RCRA SUBTITLE C  
ACTIVITIES (8700-12)

---

## NOTIFICATION OF RCRA SUBTITLE C ACTIVITIES

### INTRODUCTION

This booklet is designed to help you determine if you are subject to requirements under the Resource Conservation and Recovery Act of 1976 (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA) for notifying the U.S. Environmental Protection Agency (EPA) of your regulated waste activities. Regulated wastes are hazardous wastes as defined by [40 CFR 261](#), universal wastes as defined by [40 CFR 273](#), and used oil as defined by [40 CFR 279](#). Furthermore, if you are managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27), you also must notify under 40 CFR 260.42, reporting episodic generation under 40 CFR Part 262 Subpart L, or you are an LQG consolidating hazardous waste from VSQGs under 40 CFR 262.17(f) you must complete the RCRA Subtitle C Site Identification Form (8700-12) and appropriate Addendums to the Site Identification Form. The instructions contained in this booklet will assist you in obtaining or updating an EPA Identification number by completing and submitting the RCRA Subtitle C Site Identification Form (Site ID Form: 8700-12). RCRA is a Federal law. If you are regulated but do not comply with the RCRA notification requirements, you may be subject to civil penalties.

Although this booklet contains information and instructions for completing a Notification of RCRA Subtitle C Activity, it should not be considered a substitute for the regulations in Title 40 of the Code of Federal Regulations (40 CFR). Rather, this section serves as a supplement to the regulations and provides additional information not contained in 40 CFR. As a handler of regulated wastes, you are responsible for learning and complying with all requirements that apply to you and your regulated waste activities.

**NOTE** In addition, remember that this section and the regulations in 40 CFR address only the Federal hazardous waste program. Many States may have notification requirements that differ from the Federal requirements; those States may use the Site ID Form or they may use a similar State form that requires information not requested in the EPA form. Again, it is your responsibility to make sure that you have completed and submitted all forms required under the Federal or your State program.

Please see WHERE TO GET HELP below.

### AUTHORITY

The authority for the Notification of RCRA Subtitle C Activity is contained in Sections 3010 of the Resource Conservation and Recovery Act of 1976 (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA).

### WHERE TO GET HELP

We realize that the regulations are complex. Although we are not providing reprints of the 40 CFR regulations in this booklet, copies of the Federal regulations are available from the EPA (see below). We have listed the addresses and phone numbers of the contacts in each State who can answer your questions and help you understand the Federal and State requirements that apply to you. This contact list is located at:

<https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.

Authorized States may have state-specific forms and instructions for reporting and program requirements that are more stringent and broader-in-scope than the federal requirements. Please check with your State contact listed in the above link.

In addition to these contacts, there are several other sources available to help with your questions and provide information on the EPA regulations:

### RCRA LAWS AND REGULATIONS

The RCRA overview, tools, resources, etc. can be found at: <https://www.epa.gov/rcra>.

The RCRA Online database is designed to enable users to locate documents, including publications and other outreach materials that cover a wide range of RCRA issues and topics. Find at:

<https://yosemite.epa.gov/osw/rcra.nsf/how+to+use?OpenForm>.

The Federal regulations can be found at: <http://www.gpo.gov/fdsys/>.

### COMPLIANCE ASSISTANCE CENTERS

The EPA's Compliance Assistance Centers help businesses, colleges and universities, local governments, tribes and federal facilities understand and comply with environmental requirements and save money through pollution prevention techniques. Visit the Compliance Assistance Centers at: <https://www.epa.gov/compliance/compliance-assistance-centers> for a comprehensive source of compliance assistance information and resources.

### EPA SMALL BUSINESS OMBUDSMAN OFFICE

1-800-368-5888.

### YOUR TRADE ASSOCIATION

If you are a member of an industry-specific trade association, they may have information regarding hazardous wastes that are generated by other members.

### INITIAL NOTIFICATION TO OBTAIN AN EPA IDENTIFICATION NUMBER

If you do not currently have an EPA Identification Number and you handle regulated waste or hazardous secondary material or you are an Electronic Manifest Broker, you must submit an Initial

Notification to Obtain an EPA Identification Number. Please refer to information contained in the [“DETERMINING IF YOU MUST NOTIFY”](#) in this booklet to help you determine whether you handle a regulated waste, whether any exemptions or exclusions apply to you, and how you should file the Notification of RCRA Subtitle C Activity. Circumstances under which you should submit an Initial Notification include:

- If you generate, transport, treat, store, or dispose of hazardous waste. Refer to the [“DETERMINING IF YOU MUST NOTIFY”](#) in this booklet for further information and a description of exclusions or exemptions; or
- If you recycle hazardous wastes. (Recyclable materials are defined as hazardous wastes that are recycled). The recycling process itself is exempt from regulation, but you must notify the EPA and obtain an EPA Identification Number prior to recycling recyclable materials. Refer to the [“DETERMINING IF YOU MUST NOTIFY”](#) section of this booklet for further information and a description of exemptions; or
- If you are a large quantity handler of universal waste. Refer to the [“DETERMINING IF YOU MUST NOTIFY”](#) in this booklet for further information and a description of exemptions. (Notification is required for people who have not previously notified the EPA of their hazardous waste activities or who have not already sent a notification to the EPA as required by 40 CFR 273.32); or
- If you transport, process, or re-refine used oil; burn off-specification used oil for energy recovery; or market used oil. Refer to the [“DETERMINING IF YOU MUST NOTIFY”](#) in this booklet for further information and for a description of exemptions. (Notification is required for people who have not previously notified the EPA of their hazardous waste activities or have not notified under 40 CFR Part 279 or under 40 CFR Part 266, Subpart E, which was replaced by 40 CFR Part 279.)
- 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.

<b>NOTE</b>	You <u>must</u> 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 will begin managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27) you must submit this form, pursuant to 40 CFR 260.42, to notify the appropriate State or EPA Regional Office of your activities.

<b>NOTE</b>	You <u>must</u> check with your State to determine if you are eligible to manage hazardous secondary material under these provisions in order for you to notify.
-------------	--

- If your business moves to another location and you are still conducting activities regulated under RCRA Subtitle C.
- If you are an LQG notifying of consolidating VSQG Hazardous Waste Under the Control of the Same Person pursuant to 40 CFR 262.17(f).
- If you are an SQG or VSQG generating hazardous waste from a planned or unplanned episodic event, lasting no more than 60 days, that moves you to a higher generator category.

### SUBSEQUENT NOTIFICATION FOR ON-GOING REGULATED ACTIVITY

Even if you have submitted an Initial Notification to obtain an EPA ID and have received an EPA Identification Number, you may be required to submit a Subsequent Notification for on-going regulated activity. Also, the facility should check with its State to find out if there is state-specific subsequent notification required for other types of situations. Please refer to the [“DETERMINING IF YOU MUST NOTIFY”](#) in this booklet for information on when and how to complete a Subsequent Notification. In general, you should submit a Subsequent Notification under the following circumstances:

- If the contact for your site changes.
- If the ownership of your site changes.
- If an additional owner has been added or replaced since you submitted your last notification.
- If the type of RCRA Subtitle C activity you conduct changes.
- 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.

<b>NOTE</b>	You <u>must</u> 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 are managing or will stop managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27), you are required to re-notify by March 1 of each even-numbered year pursuant to 40 CFR 260.42.

<b>NOTE</b>	If your facility was granted a solid waste variance under 40 CFR 260.30 prior to July 13, 2015, the management of your hazardous secondary materials under 40 CFR 260.30 is grandfathered under the previous regulations and you are not required to
-------------	--

	notify.
--	---------

**DETERMINING IF YOU MUST NOTIFY**

**HOW TO DETERMINE IF YOU MUST NOTIFY OF YOUR SUBTITLE C ACTIVITIES**

All persons who generate, transport, recycle, treat, store, or dispose of hazardous waste are required to notify the EPA (or their State agency if the State is authorized to operate its own hazardous waste program) of their hazardous waste activities. Furthermore, if you are managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27), you also must notify using the RCRA Subtitle C Site Identification Form (8700-12) and Addendum to the Site Identification Form. Lastly, if you are a recognized trader arranging for import or export of hazardous wastes, including hazardous waste managed under the alternate management standards of 40 CFR Part 266, you must notify. These persons must obtain an EPA Identification Number unless their solid waste has been excluded from regulation or their hazardous waste has been exempted as outlined below. These respective notification requirements are found in [40 CFR Parts 260, 261, 262, 263, 264, 265, and 266](#).

- In addition to the discussion below, you will need to refer to [40 CFR Part 261](#) to help you determine if the waste you handle is both a solid waste and a hazardous waste that is regulated under RCRA. If you need help making this determination after reading these instructions, contact the agency listed for your State. The list of contact names, addresses, telephone numbers, and e-mail addresses is located at: <https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>. If your facility was granted a solid waste variance under 40 CFR 260.30 prior to July 13, 2015, the management of your hazardous secondary materials under 40 CFR 260.30 is grandfathered under the previous regulations and you are not required to notify.

<b>NOTE</b>	Under the Hazardous Waste Import Regulations, <a href="#">40 CFR Part 262.60(a)</a> , foreign generators should not apply for an EPA Identification Number. These regulations state that when filling out a U.S. manifest, you must include the name and address of the foreign generator, and the name, address, and EPA Identification Number of the importer. Please contact the U.S. firms involved with your shipments and determine which firm will serve as the U.S. Importer.
-------------	---

To determine if you handle a solid waste that is also a hazardous waste and regulated under RCRA, ask yourself the following questions:

**DO I HANDLE A SOLID WASTE?**

40 CFR 261.2 defines “solid waste” as any discarded material that is not excluded under 40 CFR 261.4(a) or that is not excluded by variance granted under 40 CFR 260.30 and 260.31. A discarded material is any material which is:

- Abandoned, as explained in 40 CFR 261.2(b); or
- Recycled, as explained in 40 CFR 261.2(c); or
- Considered inherently waste-like as explained in 40 CFR 261.2(d); or
- A military munition identified as a solid waste in 40 CFR 266.202.

The list of general exclusions can be found in [40 CFR 261.4](#). If the solid waste that you handle has been excluded, either by rule or special variance, then you do not need to notify the EPA for that solid waste unless otherwise stated in the regulations. If your solid waste was not excluded from regulation, you need to determine if it is a hazardous waste that the EPA regulates. The EPA regulates a solid waste as hazardous waste in two ways:

- By specifically listing the solid waste as a hazardous waste and assigning it a unique EPA Hazardous Waste Code Number; or
- By regulating it because it possesses any of four hazardous waste characteristics and assigning it a generic EPA Hazardous Waste Code Number.

---

#### IS MY SOLID WASTE SPECIFICALLY LISTED AS A HAZARDOUS WASTE?

[40 CFR 261.30 through 261.33](#) identify certain solid wastes that the EPA has specifically listed as hazardous. Persons who handle listed hazardous waste are subject to regulation and must notify the EPA of their hazardous waste activities unless they are exempted as discussed below. Refer to these regulations to see if your solid waste is included as a “listed hazardous waste.” If you are handling a newly regulated hazardous waste and have already notified the EPA prior to that hazardous waste being regulated and already have an EPA Identification Number, you do not need to submit a Subsequent Notification for that newly regulated hazardous waste.

---

#### DOES MY SOLID WASTE POSSESS A HAZARDOUS CHARACTERISTIC?

Even if your solid waste is not specifically listed as a hazardous waste, it may still be hazardous because it exhibits certain hazardous characteristics. These characteristics are:

- Ignitability;
- Corrosivity;
- Reactivity; and
- Toxicity.

[40 CFR 261.20 through 261.24](#) explain each of the characteristics and outlines the testing procedures you should use to determine if your solid waste meets these characteristics. Persons who handle

characteristic hazardous waste that is regulated must notify the EPA of their activities unless they are exempted, as discussed below. If you are handling a newly regulated hazardous waste and have already notified the EPA prior to that hazardous waste being regulated and already have an EPA Identification Number, you do not need to submit a Subsequent Notification for that newly regulated hazardous waste.

#### HAS MY HAZARDOUS WASTE BEEN EXEMPTED FROM THE REGULATIONS UNDER 40 CFR 262.13 AND 261.6(A)(3) AND 261.6(A)(3)?

[40 CFR 262.13 and 261.6\(a\)\(3\)](#) list certain hazardous wastes that are not subject to RCRA regulation. If the hazardous waste that you handle has been exempted, then you do not need to notify the EPA for that hazardous waste.

#### HOW TO DETERMINE IF YOU MUST NOTIFY EPA OF YOUR UNIVERSAL WASTE ACTIVITIES

Under 40 CFR Part 273, Subpart C, Large Quantity Handlers of Universal Waste (LQHUW) who accumulate a total of 5,000 kilograms (kg) or more of universal wastes at any time are required to notify the EPA (or their State agency if the State is authorized to operate its own universal waste program) of their universal waste activities and obtain an EPA Identification Number, unless they have previously notified the EPA of their hazardous waste activities. Large Quantity Handlers of Universal Waste must notify the EPA of their universal waste activities and obtain an EPA Identification Number before meeting or exceeding the 5,000 kg storage limit. Small Quantity Handlers of Universal Waste are exempt from these notification requirements.

NOTE Please refer to the regulations in [40 CFR Part 273](#) to ensure that you are aware of all the requirements that apply to your universal waste handling activities.

#### HOW TO DETERMINE IF YOU MUST NOTIFY EPA OF YOUR USED OIL MANAGEMENT ACTIVITIES

Under 40 CFR Part 279, Subparts E, F, G, and H, respectively, persons who transport used oil; process or re-refine used oil; burn off-specification used oil for energy recovery; or market used oil fuel, are required to notify the EPA (or their State agency if the State is authorized to operate its own used oil program) and obtain an EPA Identification Number, unless they are exempt as outlined below. Off-specification used oil may be burned for energy recovery in an industrial furnace, boiler, or hazardous waste incinerator subject to regulation under Subpart O of 40 CFR Part 264 or 265.

Used oil transporters; used oil processors/re-refiners; off-specification used oil burners; and used oil fuel marketers who have not previously notified the EPA of their hazardous waste activities or notified



under 40 CFR Part 266, Subpart E (replaced by 40 CFR Part 279) must notify the EPA to identify their used oil management activities.

NOTE Please refer to the regulations in [40 CFR Part 279](#) to ensure that you are aware of all the requirements that apply to your used oil management activities.

## WHO IS EXEMPT FROM USED OIL NOTIFICATION REQUIREMENTS?

### PERSONS WHO BURN ON-SPECIFICATION USED OIL FUEL

Used oil that is to be burned for energy recovery and that meets the specification provided under [40 CFR 279.11](#) is exempt from the regulations. However, the person who first claims that the used oil meets the specification is subject to notification as a used oil fuel marketer and certain other requirements (see [40 CFR Part 279, Subpart H](#)). The burner of fuel that meets the specification in 40 CFR 279.11 is not required to notify.

### USED OIL GENERATORS

Used oil generators are not required to notify the EPA.

### USED OIL GENERATORS OPERATING USED OIL-FIRED SPACE HEATERS

Persons who burn only used oil that they generate (or used oil received from household do-it-yourself used oil changers) in used oil-fired space heaters are exempt from the notification requirement provided that the device is vented to the outdoors and the device is not designed to have a capacity greater than 0.5 million BTU/hour.

## HOW MANY FORMS SHOULD I FILE?

A person who is subject to the hazardous waste, universal waste, or used oil management regulations under RCRA should submit one Site ID Form per RCRA site. If you manage academic laboratory waste under Subpart K or hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27), you should submit one Site ID Form and, if appropriate, the Addendums to the Site Identification Form.

## SECTION 2

# 2017 HAZARDOUS WASTE REPORT (8700-13 A/B)

---

## 2017 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 of 1976 (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA).

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 2017. 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 RCRAInfo Web located at: <https://rcrainfo.epa.gov/rcrainfoweb/action/main-menu>.

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 2017 Hazardous Waste Report forms, please carefully read the instructions in this booklet.

#### IF YOU NEED ASSISTANCE

To obtain assistance in filling out the 2017 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: <https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.

### AUTHORITY

The authority for the 2017 Hazardous Waste Report is contained in Sections 3002(a)(6) and 3004(a) 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.

## WHO MUST FILE THE HAZARDOUS WASTE REPORT?

You are required by Federal statute (mandatory reporting) to complete and file the 2017 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 2017; **or**
- Treated, stored, recycled or disposed of RCRA hazardous wastes on-site or shipped hazardous waste off-site to a RCRA permitted treatment, storage, recycling and disposal facility, or received hazardous wastes from off-site hazardous waste generators without storing the wastes before recycling during 2017.

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

### DEFINITION OF A RCRA LARGE QUANTITY GENERATOR FOR PURPOSES OF REPORTING WHO MUST REPORT FOR CALENDAR YEAR 2017

You are a RCRA LQG for 2017 if you, by site, generate **any** of the following amounts in a calendar month:

- Generates, in any calendar month, (which includes quantities imported by importer site) 1,000 kilograms [kgs]/month [mo] (2,200 pounds [lbs]/mo) or more of non-acute RCRA hazardous waste; **or**
- Generates, in a calendar month, or accumulates at any time, more than 1 kg/mo (2.2 lbs/mo) of any RCRA acute hazardous waste listed in sections 261.31 or 261.33(e); **or**
- Generates, in any calendar month, or accumulates at any time, more than 100 kg/mo (220 lbs/mo) of residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any RCRA acute hazardous waste listed in sections 261.31 or 261.33(e).

**Note:** As part of the 2016 Hazardous Waste Generator Improvements Final Rule, the definitions of very small quantity generators (VSQGs), (previously called conditionally exempt small quantity generators (CESQGs)), small quantity generators (SQGs) and large quantity generators (LQGs) have been codified in 40 CFR 260.10.

Also, a generator that generates amounts above the LQG threshold of either acute hazardous waste or residue or contaminated soil containing acute hazardous wastes would 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 2017 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 site located in a foreign country in 2017 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 2017 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](#).”

## SITES THAT SHOULD NOT FILE THE HAZARDOUS WASTE REPORT?

**Do not** file the 2017 Hazardous Waste Report if, during 2017, your site was not a RCRA LQG (i.e., your site did not meet any of the LQG criteria) **and** your site did not treat, store, recycle or dispose of RCRA hazardous wastes on-site and/or received from off-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](#)” 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: 8700-12) and submit it to your State Office. See Section 4 for instruction on filling out the Site Identification Form. Place an “X” in the box for Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time in Item 1 – Reason for Submittal.

Unless required by your State, you are not required to submit the 2017 Hazardous Waste Report, during 2017, for your hazardous waste that was exported directly out of the U.S. to a site located in a foreign country. Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.83(g). (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report with hazardous waste exported to a site located in a foreign country.)

## 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: <https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.

## HOW MANY FORMS SHOULD I FILE?

A person who is subject to the hazardous waste, universal waste, or used oil management regulations under RCRA should submit one Site ID Form per RCRA site. If you manage academic laboratory waste under Subpart K or hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27), you should submit one Site ID Form and, if appropriate, the Addendums to the Site Identification Form. If you conduct any regulated waste or hazardous secondary material activity at more than one RCRA site, you must submit a separate notification for each RCRA site using the Site ID Form. (See instruction in Section 4).

## INSTRUCTIONS FOR FILING THE 2017 HAZARDOUS WASTE REPORT

## INTRODUCTION

The instructions and forms for the 2017 Hazardous Waste Report are prepared by the U.S. Environmental Protection Agency (EPA) for generators and treatment, storage, recycling and disposal facilities to report their hazardous waste activities for 2017.

Additionally, a site may use this Hazardous Waste Report to notify their regulatory authority that they are managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27) (these facilities would notify using the RCRA Subtitle C Site Identification Form (8700-12) and Addendum to the Site Identification Form).

To determine if you are required to file the Hazardous Waste Report, read [“WHO MUST FILE THE 2017 HAZARDOUS WASTE REPORT.”](#)

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

[“FILLING OUT THE FORMS”](#) in the Introduction Section of this booklet, 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.

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, waste minimization codes, and sample of Foreign Site Identification Number.

## DOCUMENTS HELPFUL IN FILLING OUT THE FORMS

To prepare the RCRA Hazardous Waste forms, you should consult your records on quantities and types of hazardous waste that your site generated, managed, shipped, or received in 2017. 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.

## WHEN AND WHERE TO SEND YOUR COMPLETED REPORT

The 2017 Hazardous Waste Report is due to your State or EPA Regional Office by March 1, 2018, or the next business day if March 1 falls on a weekend. Return your completed Hazardous Waste Report to the address listed for your State or Regional contact. An updated listing of State and EPA Regional mailing addresses, contact names, telephone numbers, and e-mail addresses is maintained at:

<https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.

## WHICH FORMS TO SUBMIT AND WHAT TO REPORT

The 2017 Hazardous Waste Report contains the following four forms:

### SITE ID FORM (8700-12)

A site required to file the 2017 Hazardous Waste Report **MUST** also submit the RCRA Subtitle C Site Identification Form (Site ID Form: 8700-12) as a component of Hazardous Waste Report. (See Section 4 of this booklet for instructions on completing the RCRA Subtitle C Site Identification Form: 89700-12.)

Mark “Submitting as a component of the Hazardous Waste Report for 2017” as the Reason for Submittal. Additionally, indicate if your 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 in 2017.

You will fill out the Site ID Form by reporting all information current as of the date of submitting your 2017 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 2017.

Sites that will begin managing, are managing, or will stop managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27), must submit the Addendum to the Site Identification Form as a component of the Hazardous Waste Report pursuant to 40 CFR 260.42. You are required to re-notify by March 1 of each even-numbered year 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.

**NOTE:**

**If your site was granted a solid waste variance under 40 CFR 260.30 prior to July 13, 2015, the management of your hazardous secondary materials under 40 CFR 260.30 is grandfathered under the previous regulations and you are not required to notify unless you became an LQG as a result of generating new hazardous wastes from which the variance was granted.**

### GM FORM (8700-13 A/B)

A site required to file the 2017 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 2017; **or**
- Generated and accumulated on-site in 2017 but not managed on-site or shipped off-site until after 2017; **or**
- Generated and accumulated on-site prior to 2017 but either managed on-site or shipped off-site in 2017; **or**
- Hazardous wastes received from VSQGs by LQGs under the control of the same “person” (as defined at 40 CFR 260.10) and managed according to the applicable hazardous waste regulations at 40 CFR 262.17 (f) in 2017; **or**
- Imported from a site located in a foreign country in 2017.

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 for off-site shipment;
- 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, you are not required to complete GM Form Item 3.B for hazardous waste shipped directly to a site located in a foreign country (i.e., hazardous waste directly exported). Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.83(g). (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report with hazardous waste exported to a site located in a foreign country.)

#### WR FORM (8700-13 A/B)

A site required to file the 2017 Hazardous Waste Report must submit Waste Received From Off-site Form(s) (WR Form(s)) if, during 2017, it received RCRA hazardous waste from off-site and managed the waste on-site (including subsequent transfer off-site). This includes imports of hazardous waste received from a site located in a foreign country, hazardous wastes that are received and recycled without first being stored, and hazardous wastes received and stored prior to being recycled (i.e., the site has a RCRA storage permit), and hazardous wastes received from hazardous wastes generators to be partially reclaimed into commodity-like materials excluded from RCRA regulations.

#### OI FORM (8700-13 A/B)

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:

<https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.



## SECTION 3

# RCRA HAZARDOUS WASTE PERMIT PART A (8700-23)

# THE RCRA HAZARDOUS WASTE PERMIT PART A

## INTRODUCTION

The Resource Conservation and Recovery Act (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA) requires anyone who owns or operates a facility where hazardous waste is treated, stored, or disposed to have a RCRA hazardous waste permit issued by the U.S. Environmental Protection Agency (EPA). This section is designed to help you determine if you are subject to RCRA hazardous waste permitting requirements. The instructions contained in this section will assist you in starting the permitting process by completing and submitting a RCRA Hazardous Waste Part A Permit Application (Part A Permit Application) or in modifying your hazardous waste permit by submitting a revised application.

There are two parts to a RCRA Hazardous Waste Permit Application: Part A Form and Part B. Part A of the RCRA Hazardous Waste Permit Application consists of both the RCRA Subtitle C Site Identification Form (see Section 4 of this booklet) and the Hazardous Waste Permit Form (Part A), along with maps, drawings, and photographs, as required by 40 CFR 270.13. Part B of the RCRA hazardous waste permit application contains detailed, site-specific information. There is no form for the Part B Permit Application; rather, the Part B Permit Application must be submitted in narrative form and contain the information described in applicable sections of 40 CFR 270.14 through 270.27.

NOTE	<p>Although this section contains information and instructions for completing a Part A Permit Application, it should not be considered a substitute for the regulations in Title 40 of the Code of Federal Regulations (40 CFR). Rather, this section serves as a supplement to the regulations and provides additional information not contained in 40 CFR. As an owner or operator of a hazardous waste treatment, storage, or disposal facility, you are responsible for learning and complying with all the requirements that apply to you and the operations at your facility.</p> <p>In addition, remember that this booklet and the regulations in 40 CFR address only the Federal hazardous waste program. Many States may have hazardous waste permitting requirements that differ from the Federal requirements; those States may use EPA's Form for the Part A Permit Application submission or they may use a similar State form that requires information not requested in the EPA form. Again, it is your responsibility to make sure that you have completed and submitted all forms required under the Federal or your State program.</p>
------	---

## AUTHORITY

The authority for the Permit Applications is contained in Sections 3005 of the Resource Conservation and Recovery Act of 1976 (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA).

## EXISTING FACILITIES

Existing hazardous waste management facilities are those hazardous waste treatment, storage, or disposal facilities (TSDFs) which were in operation or for which construction had commenced on or before November 19, 1980, or which were in existence on the effective date of the statutory or regulatory amendment that

render the facility subject to the requirement to obtain a RCRA permit. RCRA established a procedure for obtaining interim status that allows these existing facilities to continue operating until a final hazardous waste permit is issued.

You must submit a RCRA Subtitle C Site Identification Form (8700-12) and Permit Part A Application completing all required forms included in this booklet. If you do not file a RCRA Subtitle C Site Identification Form and complete the Part A Permit Application by the deadlines specified in the “[WHEN SHOULD I FILE MY PERMIT APPLICATION?](#)” section of these instructions, you will be required by law to halt your operations until a RCRA hazardous waste permit is issued.

Facility owners or operators with interim status are treated as having been issued a permit until the EPA reviews the Part B Permit Application and issues a RCRA hazardous waste permit. You may submit your Part B Permit Application voluntarily; however, you are not required to submit it until it is requested by the EPA. You will then have up to six months to submit the Part B Permit Application.

## NEW FACILITIES

New hazardous waste management facilities are those hazardous waste TSDFs which were not in operation or for which construction had not commenced on or before November 19, 1980. Owners or operators of new hazardous waste management facilities must submit a RCRA Subtitle C Site Identification Form (8700-12), Hazardous Waste Permit Form (Part A: 8700-23), and Part B information at least 180 days before physical construction of the facility is expected to commence. In addition, these owners or operators are not allowed to begin physical construction of the new facility or to treat, store, or dispose of hazardous wastes until receiving a RCRA hazardous waste permit. As such, new facilities do not receive interim status. In addition, new facilities are those facilities that are newly subject to the requirement to obtain a RCRA hazardous waste permit (e.g., through the EPA’s promulgation of a new hazardous waste listing). An application for a permit may be submitted any time after promulgation of those standards in 40 CFR subjecting the facility to hazardous waste permitting requirements.

Most State governments are authorized by the EPA to administer hazardous waste management programs in lieu of the Federal RCRA program. You should contact your State hazardous waste management agency to determine any additional State requirements. You will need to comply with the specific permit application requirements of that State.

See Section 4 of this booklet for instructions on completing the RCRA Subtitle C Site Identification Form (8700-12). This current section provides specific information for completing and submitting a Part A Permit Application (8700-23) using the form included in Section 8 of this booklet. The instructions also provide general information for completing a Part B Permit Application. If, after reading the instructions, you have any questions regarding the RCRA hazardous waste permit application process, contact your State Representative who can answer your questions and help you understand the Federal and State requirements that apply to you. A list of State contacts is available at:

<https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.

## FIRST PART A SUBMISSION

Both new and existing facilities that treat, store, or dispose of regulated hazardous waste are required

to submit a RCRA Subtitle C Site Identification Form (8700-12) and Hazardous Waste Permit Form (Part A: 8700-23) in accordance with the deadlines set forth in the "[WHEN SHOULD I FILE MY PERMIT APPLICATION?](#)" portion of this section. Owners or operators of facilities that have not previously submitted a Part A Permit Application will need to submit a permit application for the first time. Examples of facilities making their first Part A submission are new facilities or existing facilities that become newly subject to the requirement to have a RCRA hazardous waste permit. This current section contains information and item-by-item instructions for completing the Hazardous Waste Permit Form (Part A).

## REVISED PART A SUBMISSION

There are several conditions under which a facility that has previously submitted a Part A Permit Application (8700-23) must revise that first submission to reflect changes that have occurred at the facility. Both facilities operating under interim status and facilities operating under a RCRA hazardous waste permit may find it necessary to revise their Part A Permit Application.

If the owner or operator of this facility has changed since the facility last submitted the Part A Permit Application, be sure to submit a Revised Part A Permit Form. The conditions requiring submission of a Revised Part A Permit Application are summarized in the "[HOW TO FILE A RCRA HAZARDOUS WASTE PERMIT APPLICATION](#)" section. There are also item-by-item instructions for completing both the Site ID Form, Section 4, and the Hazardous Waste Permit Form (Part A), Section 8, of this booklet.

## DETERMINING IF YOU MUST FILE

### WHO MUST FILE A RCRA HAZARDOUS WASTE PERMIT APPLICATION?

The Resource Conservation and Recovery Act (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA), requires each person owning or operating a facility for the treatment, storage, or disposal of regulated hazardous waste to have a RCRA hazardous waste permit. This includes individuals, trusts, firms, joint stock companies, Federal agencies, corporations (including government corporations), partnerships, associations, States, municipalities, commissions, interstate bodies, other political subdivisions of a State, or Indian tribes (or an authorized Indian tribe organization). If you treat, store, or dispose of regulated hazardous waste without obtaining a permit, you may be subject to a civil or criminal penalty.

Both new and existing facilities that treat, store, or dispose of regulated hazardous waste are required to submit a RCRA Hazardous Waste Part A Permit Application as described in 40 CFR Part 270. Four types of facilities are required to submit the Part A Permit Application: new facilities not yet constructed; newly regulated existing facilities subject to RCRA permitting requirements for the first time; permitted facilities with newly regulated units; and interim status facilities.

In an instance where the State may have a newly regulated unit, a Part A Permit Application is required.

Adding new units for treating, storing, and disposing of waste creates a change to the facility (be it an existing facility or interim status facility) which would require a Revised Part A Permit Application, as does a major permit modification.

Contact your State if you have questions about the applicability of the Part A Permit Application form to your facility. A list of Part A Permit Application contacts can be found at:

<https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.

## HOW DO I KNOW IF I HANDLE REGULATED HAZARDOUS WASTE?

### OFF-SITE FACILITIES

Owners or operators of off-site facilities that treat, store, or dispose of solid wastes, as defined by [40 CFR 261.2](#), are encouraged to obtain information on the solid wastes they receive from generators. If the generators will not supply this information, you are still responsible for determining if the solid wastes you handle are also hazardous wastes that are regulated by RCRA. To do so, you should follow the procedures for on-site facilities that are described below.

### ON-SITE FACILITIES

Generators who treat, store, or dispose, on-site, their own solid wastes (as defined by [40 CFR 261.2](#)), should employ the following procedures in determining if their solid wastes are hazardous wastes that are regulated by RCRA. This determination is made as follows:

- First, you need to determine if the solid waste handled is excluded from regulation under RCRA. The list of exclusions can be found in the regulation entitled "Identification and Listing of Hazardous Waste," [40 CFR 261.4](#). If the solid wastes handled are excluded, a RCRA hazardous waste permit is not needed to treat, store, or dispose of these solid wastes. If the solid waste handled is not excluded by 40 CFR 261.4, you need to determine if the solid waste handled is a hazardous waste that is regulated under RCRA. As described below, the EPA regulates a solid waste as a hazardous waste by specifically listing it as a hazardous waste or by assigning it a generic hazardous waste code because it possesses any of the four hazardous waste characteristics.
- If the solid waste handled is not excluded by 40 CFR 261.4, you need to determine if it is a hazardous waste that is listed in [40 CFR Part 261, Subpart D](#), "Lists of Hazardous Wastes." If you own or operate a facility where listed hazardous waste is treated, stored, or disposed, you are subject to regulation and must file a RCRA Hazardous Waste Permit Application, unless the hazardous waste has been exempted as described below.
- If the solid waste handled is not listed in 40 CFR Part 261, Subpart D, the solid waste may still be a hazardous waste if it possesses certain characteristics or contains certain contaminants. These characteristics and contaminants are described in [40 CFR Part 261, Subpart C](#), "Characteristics of

Hazardous Waste.” A determination that a solid waste possesses these characteristics or contaminants may be made based on either:

- Your knowledge of the hazard characteristic of the solid waste in lieu of the materials or processes used; or
- The results of testing the solid waste according to the methods in 40 CFR Part 261, Subpart C.

If you own or operate a facility where characteristic hazardous waste is treated, stored, or disposed, you are subject to regulation and must file a RCRA Hazardous Waste Permit Part A Application, unless the hazardous waste has been exempted as described below.

- If the hazardous waste that you handle has been exempted under [40 CFR 261.5](#) or [40 CFR 261.6\(a\)\(3\)](#), you are not subject to regulation and do not need to file a RCRA Hazardous Waste Permit Part A Application. In addition, certain other persons who handle hazardous waste are not required to obtain a RCRA hazardous waste permit. They are:
- Generators who accumulate their own hazardous waste on-site for less than 90 days as provided in [40 CFR 262.14 - 17](#);
- Farmers who dispose of hazardous waste pesticides from their own use as provided in [40 CFR 62.70](#); and
- Owners and operators of totally enclosed treatment facilities as defined in [40 CFR 260.10](#).

## HOW TO FILE A RCRA HAZARDOUS WASTE PERMIT APPLICATION

As noted above, there are two parts to the RCRA Hazardous Waste Permit Application – Part A (8700-23) and Part B. As required by [40 CFR 270.13](#), the Part A Permit Application defines the processes to be used for treatment, storage, and disposal of hazardous wastes; the design capacity of such processes; and the specific hazardous wastes to be handled at a facility. The RCRA Hazardous Waste Part A Permit Application is submitted by completing the two forms included in this booklet: the RCRA Subtitle C Site Identification Form (Site ID Form: 8700-12), found in Section 4 of this booklet, and the Hazardous Waste Permit Form (Part A), found in Section 8 of this booklet.

The Part A Permit Application serves as a vehicle through which an owner or operator may submit facility-specific information to the regulatory authority and keep this information current. As specified by [40 CFR 270.14 through 270.27](#), the Part B Permit Application requires detailed site specific information such as geologic, hydrologic, and engineering data. The Part B Permit Application is submitted in narrative form.

## HOW MANY PART A APPLICATIONS SHOULD I FILE?

You need submit only one RCRA Hazardous Waste Permit Application (Part A and Part B) per facility,

provided that you describe all of the activities at that facility. If you conduct hazardous waste activity(ies) at more than one facility, you must submit a separate RCRA Hazardous Waste Permit Application (Part A and Part B) for each facility location. You also must have an EPA Identification Number for each of the facilities.

<b>NOTE</b>	Only one RCRA Hazardous Waste Permit Application is required per facility. At some point, you may be required to submit revised applications to update your first Part A Permit Application submission. At any given time, the first submission and any subsequent revised submissions represent the Part A Permit Application for your facility.
-------------	---

### CAN I REQUEST THAT THIS INFORMATION BE KEPT CONFIDENTIAL?

All information submitted in this form will be subject to public disclosure, to the extent provided by the Freedom of Information Act, 5 U.S.C. Section 552, and the EPA's Business Confidentiality Regulations, [40 CFR Part 2](#) and [40 CFR 270.12](#). Claims of confidentiality for the name and address of any permit applicant or permittee will be denied. Persons filing this form may make claims of confidentiality for certain information. Such claims must be clearly indicated by submitting an attachment listing the specific information for which confidential treatment is requested at the time of filing. This attachment must include a written substantiation of the claim for confidentiality that answers the following questions:

- Which sections of the Part A Permit Application form contain the information you claim is entitled to confidential treatment?
- For how long is confidential treatment desired for the information?
- What measures have you taken to guard against undesired disclosure of the information to others?
- To what extent has the information been disclosed to others, and what precautions have been taken in connection with that disclosure?
- Has the EPA or any other Federal agency made a pertinent confidentiality determination? If so, include a copy of such determination or reference to it, if available.
- Will disclosure of the information be likely to result in substantial harmful effects on your competitive position? If so, what would those harmful effects be and why should they be viewed as substantial? Explain the causal relationship between disclosure and the harmful effects.

Information covered by confidentiality claim and the above substantiation will be disclosed by the EPA only to the extent and by means of the procedures set forth in 40 CFR Part 2 and 40 CFR 270.12.

If no claim of confidentiality or no substantiation accompanies the information when it is submitted, the EPA may make the information available to the public without further notice to the submitter.

## WHERE SHOULD I SEND MY COMPLETED PERMIT APPLICATION?

You should submit the RCRA Hazardous Waste Permit Application to your State or EPA Regional contact. A list of State Contacts can be found at:

<https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.pdf>.

Many States use the form included at the end of this booklet; some also require additional information. Other States require that you complete and submit a State-specific form. The Contact list indicates which form to use. Even if you use the included form, you should check with your State to determine if you need to submit additional information. Also, contact your State if you have any questions about your submission.

## WHEN SHOULD I FILE MY PERMIT APPLICATION?

As required by [40 CFR 270.10](#), the deadlines for filing RCRA Hazardous Waste Permit Applications are:

### EXISTING FACILITIES

Under 40 CFR 270.10(e), existing facilities must submit a Part A Permit Application (8700-23) no later than six months following the publication of regulations that subject the facility to the requirement to have a RCRA hazardous waste permit.

### NEW FACILITIES

Under 40 CFR 270.10(f), new facilities must submit both Part A (8700-23) and Part B Permit Applications at least 180 days before commencing physical construction of the facility. A permit must be received before construction begins.

## WHEN SHOULD MY PERMIT APPLICATION BE REVISED?

### FACILITIES OPERATING UNDER INTERIM STATUS

In accordance with [40 CFR 270.72\(a\)](#), the owner or operator of a facility operating under interim status must submit a Revised Part A Permit Application (8700-23) at the following times:

- Prior to treating, storing, or disposing of new hazardous wastes not previously identified in the facility's Part A Permit Application. Similarly, when the EPA (or a State with an authorized RCRA program) promulgates a rule listing or identifying new hazardous wastes, facilities managing these wastes must revise their Part A Permit Application to reflect this activity.
- Prior to increasing the design capacity of the processes used at the facility. The EPA Regional Administrator (or the State Director, for an authorized State) must approve changes in capacity



before they take effect at the facility.

- Prior to changing existing processes or adding new processes for treating, storing, and disposing of hazardous wastes at the facility. Changes in treatment, storage, and disposal practices must be approved by the Regional Administrator (or State Director) before they are implemented by a facility.
- Prior to undergoing a change in ownership or operational control of a facility.
- Whenever facility changes occur in accordance with an interim status corrective action order issued by the EPA, an authorized State, or by a court in a judicial action brought by the EPA or the State.
- When a facility adds units for the treatment, storage, and disposal of hazardous waste that are newly regulated by the EPA or a State. A Revised Part A Permit Application must be submitted on or before the date on which the unit becomes subject to the new requirements.

Changes in the quantity of hazardous waste currently specified in the first Part A Permit Application can be made without submitting a Revised Part A Permit Application, provided the quantity does not exceed the design capacities of the processes specified in the first Part A Permit Application or a subsequent Part A Permit Application.

Failure to furnish all information required to process a RCRA Hazardous Waste Permit Application is grounds for termination of interim status.

#### FACILITIES OPERATING UNDER A RCRA HAZARDOUS WASTE PERMIT

Owners or operators of facilities operating under a RCRA Hazardous Waste Permit may modify their permit at any time, in accordance with the specific requirements in [40 CFR 270.42](#). Appendix I to 40 CFR 270.42 divides the various types of permit modifications into Classes 1, 2, and 3, based on the complexity of facility changes necessitating a permit modification. Class 1 modifications are minor changes that keep the permit current with changes that occur to the facility or its operation. Class 2 and 3 modifications involve more significant changes in facility operations.

In all cases when a facility owner or operator requests a permit modification, however, he or she must submit the information required in the Part A Permit Application (in [40 CFR 270.13](#)) as part of the modification submittal.

Finally, under [40 CFR 270.10\(h\)](#), facilities with a RCRA Hazardous Waste Permit must submit a new application (Part A and Part B) at least 180 days prior to the expiration date of the permit.

**SECTION 4**  
**RCRA SUBTITLE C SITE IDENTIFICATION FORM (SITE ID FORM: 8700-12)**

## INSTRUCTIONS FOR FILLING OUT THE RCRA SUBTITLE C SITE IDENTIFICATION FORM (SITE ID FORM: 8700-12)

### WHO MUST SUBMIT THIS FORM?

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

- Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for an indefinite period of time;
- Submitting as a component of the Hazardous Waste Report;
- Notifying that regulated activity is no longer occurring at this Site;
- Obtaining or updating an EPA ID number for conducting Electronic Manifest Broker activities;
- Submitting a new or revised Part A Form;
- 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);
- Notification for facilities managing hazardous secondary material pursuant to 40 CFR 260.42 (if in an eligible State);
- Notification for LQG Consolidation of VSQG Hazardous Waste;
- Obtaining an EPA ID number for Electronic Manifest Brokers;
- Notification for episodic generator events; and
- Notification of LQG Site Closure for a Central Accumulation Area (CAA) or Entire Facility.

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: <https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.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, among other reasons, to obtain an EPA Identification Number under the RCRA Program. 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. This form also is used for situations requiring notification as a result of the 2016 Hazardous Waste Generator Improvements Final Rule, such as a VSQG or SQG notifying EPA that they plan to take advantage of a new regulatory provision, such as an episodic generation event, and/or the notification of LQG consolidation of VSQG hazardous waste.

### HOW TO FILL OUT THIS FORM

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

- Item 1 - Reason for Submittal - your reason for submitting the form
- Item 2 - Site EPA ID Number - your site's EPA Identification Number
- Item 3 - Site Name - the name of your site
- Item 4 - Site Location Address - the physical location of your site
- Item 5 - Site Mailing Address - the mailing address for your site
- Item 6 - Site Land Type - the land type of your site
- Item 7 - NAICS Code(s) for the Site - the North American Industry Classification System (NAICS) code(s) for your site
- Item 8 - Site Contact Information - name, title, address, e-mail, telephone number, extension, and fax of a contact person at your site
- Item 9 - Legal Owner and Operator of the Site - name, address, e-mail, telephone number, extension, and fax number for the legal owner(s) and operator(s) of your site
- Item 10 - Type of Regulated Waste Activity (at your site) - your site's regulated waste activities
- Item 11 - Additional Regulated Waste Activities
- Item 12 - Eligible Academic Entities with Laboratories
- Item 13 - Episodic Generation
- Item 14 - LQG Consolidation of VSQG Hazardous Waste
- Item 15 - Notification of LQG Site Closure for a Central Accumulation Area (CAA) (optional) or Entire Facility (required)
- Item 16 - Notification of Hazardous Secondary Material (HSM) Activity
- Item 17 - Electronic Manifest Broker
- Item 18 - Comments
- Item 19 - 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
- Addendum to the Site Identification Form: LQG Consolidation of VSQG Hazardous Waste
- Addendum to the Site Identification Form: Episodic Generation

Type or print, in black ink, all items except the Signature box in Item 19. In Item 19, 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 18 - 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 you are submitting this form to obtain or update an EPA Identification Number for on-going regulated activity; as a component of the Hazardous Waste Report; to notifying that regulated activity is no longer occurring at your site; to obtaining or

updating an EPA ID number for conducting electronic manifest broker activities; or as a component of a First or a Revised Hazardous Waste Part A Permit Application; or.

**OBTAINING OR UPDATING AN EPA ID NUMBER FOR AN ON-GOING REGULATED ACTIVITY THAT WILL CONTINUE FOR A PERIOD OF TIME. (INCLUDES HSM ACTIVITY)**

- 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.
- In addition, you must submit this form if you are:
  - a recognized trader arranging for export or import of hazardous waste, including those managed under the alternate standards of 40 CFR parts 266 and 273; or
  - an exporter or importer of SLABs.
- 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.). For example, you may be:
  - a recognized trader arranging for export or import of hazardous waste, including those managed under the alternate standards of 40 CFR parts 266 and 273; or
  - an exporter or importer of SLABs.
- 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 260.30, 40 CFR 261.4(a)(23), (24), or (27), 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.
- If you are notifying for LQG site closure of a Central Accumulation Area (CAA) (optional) or the Entire Facility (required).
- If you are notifying because of an episodic generation event.
- If you are notifying as an LQG consolidating VSQG hazardous waste.
- SQG re-notification beginning in 2021 and every four years thereafter.

---

## SUBMITTING AS A COMPONENT OF THE HAZARDOUS WASTE REPORT

If you are required to submit a Hazardous Waste Report indicating the amount of hazardous waste you generate, treat, recycle, dispose, on-site or ship off-site for subsequent treatment, recycling and disposal, 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.

- *Sub-Bullet: Site was a TSD facility and/or generator of  $\geq 1,000$  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/TSDF sites should not. For more information about who must file a report, refer to "WHO MUST FILE THE 2017 HAZARDOUS WASTE REPORT" in Section 2 of this booklet.

---

## NOTIFYING THAT REGULATED ACTIVITY IS NO LONGER OCCURRING AT YOUR SITE

If you are no longer conducting ANY RCRA Subtitle C federal or state regulated hazardous waste activities, listed on the Site Identification form (Section 4), then you can use this Reason for Submittal to deactivate your EPA ID number. Your EPA ID will no longer be able to be used for any RCRA activity.

---

## OBTAINING OR UPDATING AN EPA ID NUMBER FOR CONDUCTING ELECTRONIC MANIFEST BROKER ACTIVITIES

If you are requesting an EPA ID in order to create and broker manifest transactions for handlers of hazardous waste, then select this Reason for Submittal. An Electronic Manifest Broker is considered a user of the electronic manifest system that has a contractual relationship and elects to use the system to obtain, complete and transmit an electronic manifest form supplied by the EPA electronic manifest system for handlers of hazardous wastes.

This designation is for users of the electronic manifest system, defined in 40 CFR 260.10 as a person that elects to use the system to obtain, complete and transmit an electronic manifest format supplied by the EPA electronic manifest system.

---

## SUBMITTING A NEW OR REVISED PART A (PERMIT) FORM

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 a component 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. Also 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.

## 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).

<b>NOTE</b>	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 SITE LOCATION ADDRESS

Provide the legal name of your site and a complete location address. Please note that the address you give for Item 4, Site Location Address, 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.

<b>NOTE</b>	A new EPA Identification Number is <b>required</b> if you change the location of your site.
-------------	---

## ITEM 5 - SITE MAILING ADDRESS

Provide the Site Mailing Address. If the Mailing Address and the Site Location Address (Item 4) are the same, you can check the "Same as Location Address" checkbox.

## ITEM 6 - 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 18 - Comments.

**Tribal**-The land which your site is on belongs to 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 7 - 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 version of 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>.

#### BOXES B - D

List other NAICS codes that describe the other business production processes for your site. Referencing the latest version of 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.

<b>NOTE</b>	The Census Bureau has published NAICS Code effective January 1, 2017. Please verify that your NAICS codes are still applicable. <a href="http://www.census.gov/eos/www/naics">http://www.census.gov/eos/www/naics</a> .
-------------	---

#### ITEM 8 - SITE CONTACT INFORMATION

Enter the name, title, business address, e-mail address, telephone number, extension, and fax number 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 contact information in Item 18 - Comments. If the person completing this form 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 form in Item 18 - Comments.

<b>NOTE</b>	This is NOT the Facility Permit Contact's 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. If you are a recognized trader whose site of business is an office only, and you do not otherwise physically generate, treat, store, recycle or dispose of hazardous waste on site, you do not have to fill out this item.

##### A. 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 an optional field.

---

#### 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 18 – 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/wherelive/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 check the “Same as Location Address” checkbox.

---

#### ADDITIONAL OWNER INFORMATION

Enter the e-mail, telephone number, extension, and fax number of the legal owner.

Use the Comments section 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.

---

#### B. NAME OF SITE’S LEGAL 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 an optional field.

#### 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 18 – 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>.

#### LEGAL OPERATOR ADDRESS

Enter the address of the legal operator. If the address and the Location of Site (Item 4) are the same, you can check the “Same as Location Address” checkbox.

#### ADDITIONAL OPERATOR INFORMATION

Enter the address, e-mail, telephone number, extension, and fax number of the operator.

Use the Comments section 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.

<b>NOTE</b>	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 (AT YOUR SITE)

This item has several changes to it as a result of the 2016 Hazardous Waste Generator Improvement Final Rule, the 2016 Hazardous Waste Export-Import Revisions Final Rule, and the 2015 Definition of Solid Waste Final Rule.

Mark box “Yes” or box “No” as appropriate for all **current** activities at this site (**as of the date submitting the form**); 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.

<b>NOTE</b>	You must report your current regulated waste activities as of the date of submitting the Site ID Form. In contrast, you must report all hazardous wastes generated and managed either on-site or off-site for the reporting year on the GM and WR forms. The Site ID form should reflect present-day activities while the GM and WR forms for previous generation and management (e.g., 2015, 2017 reporting year).
-------------	---

#### 10.A HAZARDOUS WASTE ACTIVITIES (COMPLETE ALL APPLICABLE PARTS 1 THROUGH 7)

<b>NOTE</b>	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.
-------------	--

##### 10.A.1. GENERATOR OF HAZARDOUS WASTE

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 now found in Part 262—specifically 40 CFR 262.14 for very small quantity generators (VSQGs), 40 CFR 262.16 for small quantity generators (SQGs), and 40 CFR 262.17 for 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.

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

**a. 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:

- (i) Generates, in any calendar month, (including quantities imported by importer site) 1,000

- (ii) kilograms (2,200 pounds) or more of non-acute RCRA hazardous waste; **or**
- (ii) Generates, in a calendar month, more than 1 kilogram (2.2 pounds) of any RCRA acute hazardous waste listed in sections 261.31 or 261.33(e); **or**
- (iii) Generates, in any calendar month, more than 100 kilograms (220 pounds) of residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any RCRA acute hazardous waste listed in sections 261.31 or 261.33(e).

<b>NOTE</b>	<p>As discussed earlier, a RCRA LQG is a site that is neither a VSQG nor a SQG. For purposes of clarity, we describe above the situations when a site would be a LQG.</p> <p>If, in addition to being a LQG, you recycle hazardous wastes at your site, mark both this box and Item 10.A.6.</p> <p>Hazardous secondary material managed under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27) DOES NOT count towards your generator status. However, you <u>must</u> check with your State to determine if you are eligible to manage hazardous secondary material under these exclusions.</p>
-------------	--

**b. SQG: Small quantity generator (SQG)**

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

- (i) Generates, in any calendar month, greater than 100 kilograms (220 pounds) but less than 1,000 kilograms (2,200 pounds) of non-acute hazardous waste; **and**
- (ii) Generates, in any calendar month, less than or equal to 1 kilogram (2.2 pounds) of acute hazardous waste listed in 261.31 or 261.33(e) of this chapter; **and**
- (iii) Generates, in any calendar month, less than or equal to 100 kilograms (220 pounds) of any residue or contaminated soil, water, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous waste listed in 261.31 or 261.33(e) of this chapter.

**c. VSQG: Very Small Quantity Generator:**

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

- (i) Generates in any calendar month, less than or equal to 100 kilograms (220 pounds) of hazardous waste; **and**
- (ii) Generates in any calendar month, less than or equal to 1 kilogram (2.2 pounds) of acute hazardous wastes listed in sections 261.31, or 261.33(e); **and**
- (iii) Generates in any calendar month, less than or equal to 100 kilograms (220 pounds) 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).

### 10.A.2. SHORT-TERM GENERATORS

Mark “Yes” if the site is normally not a generator of hazardous waste, but 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 are not considered episodic generators because episodic generators (i.e., VSQGs and SQGs) regularly generate hazardous waste as part of their operations, but bump up into a higher generator category as a result of a planned or unplanned event. 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 18 –Comments.

<b>NOTE</b>	A short-term generator may be able to take advantage of the Episodic Generator provisions of the new Hazardous Waste Generator Improvements final rule if they can complete their short-term event within sixty (60) days of starting the event, including removing all hazardous wastes generated as a result of the event.
-------------	--

### 10.A.3. 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](#)” in Section 9.

### 10.A.4. TREATER, STORER, OR DISPOSER OF HAZARDOUS WASTE

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](#).

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).

<b>NOTE</b>	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 <b>and</b> Item 11.B.2.
-------------	---

#### 10.A.5. RECEIVES HAZARDOUS WASTE FROM OFF-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." Item 10.A.5 "Receives Hazardous Waste from Off-site" is not for transfer facilities. If you are a transfer facility receiving hazardous waste from off-site, you should mark item 11.A.1. b (Transfer Facility). Mark this box as "Y" if you are a facility, such as a commercial TSDf receiving hazardous waste from off-site, or are a recycler who receives hazardous waste but does not have a permit.

#### 10.A.6. RECYCLER OF HAZARDOUS WASTE

Mark "Yes" if you recycle regulated hazardous wastes (recyclable materials) at your site. If you mark "Yes", then mark the subsequent box(es) that identifies whether you recycle regulated hazardous wastes (recyclable materials) at your site, with or without storage prior to recycling. There also may be a situation where you recycle some hazardous wastes without storing and other wastes after storage. If so, please mark both boxes. The Federal regulations for owners and operators of sites that recycle hazardous waste are found in [40 CFR 261.6](#). You also may be subject to other Federal and State regulations; in some cases, a permit is required.

**If "Yes", place an "X" in all that apply.**

- Recycler who stores prior to recycling.**
- Recycler who does not store prior to recycling.**

<b>NOTE</b>	<p>The 2016 Hazardous Waste Generator Improvements Final Rule requires that both facilities that do store prior to recycling and facilities that do not store prior to recycling (i.e., they do not have a RCRA Part B storage permit) submit a Hazardous Waste Report.</p> <p>If your site, in addition to being a recycling site for hazardous waste, treats, stores, or disposes of hazardous waste, mark “Yes” for both this box <b>and</b> Item 10.A.4. 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 <b>and</b> Item 11.B.2.</p>
-------------	--

**10.A.7. EXEMPT BOILER AND/OR INDUSTRIAL FURNACE**

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

**a. 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](#), place an “X” in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.

**b. 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\(d\)](#), or to recover economically significant amounts of precious metals, as described in [40 CFR 266.100\(g\)](#), or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in [40 CFR 266.100\(h\)](#), place an “X” in the box to indicate that you qualify for the Smelting, Melting, and Refining Furnace Exemption.

**10.B. 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).

<b>NOTE</b>	<p>If you handle more hazardous wastes than will fit under Item 10.B, please continue under Item 18 – 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.</p>
-------------	--

**10.C. WASTE CODES FOR STATE-REGULATED (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.

<b>NOTE</b>	If you handle more hazardous wastes than will fit under Item 10.C, please continue under Item 18 - Comments or on an extra sheet. Remember to include your EPA Identification Number on the top of each page.
-------------	---

## ITEM 11- ADDITIONAL REGULATED WASTE ACTIVITIES

### 11.A OTHER WASTE ACTIVITIES

Mark box “Yes” or box “No” as appropriate for all additional current regulated waste activities at this site (**as of the date submitting the form**); 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 11 will be considered current as of the date you certify the form.

#### 11.A.1. TRANSPORTER OF HAZARDOUS WASTE

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

**a. Transporter**

You transport hazardous waste within the U.S. The Federal regulations for hazardous waste transporters are found in [40 CFR Part 263](#).

**b. Transfer Facility**

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 263.12](#).

#### 11.A.2. UNDERGROUND INJECTION CONTROL

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](#).

#### 11.A.3. UNITED STATES IMPORTER OF HAZARDOUS WASTE



Mark "Yes" if you import hazardous waste from a site located in a foreign country into the U.S. Refer to 40 CFR 262.10(e) and 40 CFR 262.60(a) for additional information.

#### 11.A.4. RECOGNIZED TRADER

The 2016 Hazardous Waste Export-Import Revisions Final Rule requires, recognized traders arranging for import and export of hazardous waste, including those hazardous wastes managed under the alternate management standards of 40 CFR 266 Subpart G and the universal waste standards of 40 CFR 273, to obtain an EPA Identification numbers (see 40 CFR 262.18(e)). If you are a recognized trader, defined in 40 CFR 260.10 as a person domiciled in the United States, by site of business, who acts to arrange and facilitate transboundary movements of wastes destined for recovery or disposal operations, either by purchasing from and subsequently selling to United States and foreign facilities, or by acting under arrangements with a United States waste facility to arrange for the export or import of the waste.

If "Yes", place an "X" in all that apply.

- a. **Importer**
- b. **Exporter**

#### 11.A.5. IMPORTER/EXPORTER OF SPENT LEAD-ACID BATTERIES (SLABS) UNDER 40 CFR PART 266 SUBPART G

As a result of the 2016 Hazardous Waste Export-Import Revisions Final Rule, exporters and importers of SLABs being managed domestically under 40 CFR part 266 subpart G are required to obtain EPA Identification numbers (see 40 CFR 266.80(a)(6), (8) - (10)). If you imported or exported SLABs under 40 CFR part 266 subpart G.

If "Yes", place an "X" in all that apply.

- a. **Importer**
- b. **Exporter**

### 11.B UNIVERSAL WASTE ACTIVITIES

Refer to your State-specific requirements and definitions for universal waste. Also, refer to [40 CFR 261.9](#) and [40 CFR Part 273](#) for the Federal regulations covering universal waste. **Complete parts 1 and 2.**

#### 11.B.1 LARGE QUANTITY HANDLER OF UNIVERSAL WASTE (LQHUW)

You are a Large Quantity Handler of Universal Waste (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) (11.B.1.a - g).

#### 11.B.2 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.

<b>NOTE</b>	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 <b>and</b> Item 10.A.4. In addition, if your site recycles RCRA hazardous wastes, mark "Yes" for both this box <b>and</b> Item 10.A.6.
-------------	---

### 11.C. 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](#). Also, the facility should check with its State to find out if there is additional state-specific reporting requirements for used oil activities. **Complete all parts 1 through 4.**

#### 11.C.1. USED OIL TRANSPORTER

If "Yes," place an "X" in all that apply.

**a. Transporter**

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

**b. 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 279.40-47.

#### 11.C.2. USED OIL PROCESSOR AND/OR RE-REFINER

If "Yes," place an "X" in all that apply.

**a. Processor**

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

**b. Re-refiner**

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

#### 11.C.3. OFF-SPECIFICATION USED OIL BURNER

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

11.C.4. USED OIL FUEL MARKETER

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

**a. 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 used oil fuel marketers are found in 40 CFR 279.70-75.

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

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

<b>NOTE</b>	If either of these boxes is marked, you must also notify (or have previously notified) as a used oil transporter (11.C.1), used oil processor/re-refiner (10.C.2), or off-specification used oil fuel burner (11.C.3), unless you are a used oil generator. (Used oil generators are not required to notify.)
-------------	---

ITEM 12 - ELIGIBLE ACADEMIC ENTITIES WITH LABORATORIES

**Note:** Fill out Box A 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://www2.epa.gov/hwgenerators/regulations-hazardous-waste-generated-academic-laboratories>

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 262.15 (or 40 CFR 262.14 for VSQGs). 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 and 40 CFR 262.204.

<b>NOTE</b>	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 262.15 (or 40 CFR 262.14 for VSQGs).
-------------	---

---

## 12.A OPTING INTO OR CURRENTLY OPERATING UNDER 40 CFR 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:

**a. 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.

**b. 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.

**c. 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.

---

## 12.B WITHDRAWING FROM 40 CFR 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 262.15 requirements (or 40 CFR 262.14 for VSQGs). If marking "Yes" for this box, please include comments in Item 18 - Comments that explain your reasons for withdrawing from Subpart K.

---

## ITEM 13 - EPISODIC GENERATION

Mark “Yes” if you are a VSQG or SQG notifying that you are taking advantage of the episodic generator event provision at 40 CFR 262.232. This provision allows a VSQG or an SQG to generate additional quantities of hazardous waste— temporarily exceeding its normal generator category limits— and still maintain its existing generator category, provided it complies with the specified conditions identified at 40 CFR 262.232 (a) and (b).

The generator is allowed to use this provision once per calendar year with the ability to petition for a second event. However, if the first event is planned, the petition must be for a second event that is unplanned, or vice-versa. We recommend you review the regulation at 40 CFR 262.233 to understand what is required of a generator should you choose to take advantage of this petition process.

Although not inclusive, examples of planned episodic events include tank cleanouts, short-term construction projects, short-term site remediation, equipment maintenance during plant shutdowns, removal of excess chemical inventories, and site and production process decommissions by a new operator. Unplanned episodic events, which EPA expects would be less frequent, include production process upsets, product recalls, accidental spills, or “acts of nature,” such as a tornado, hurricane, or flood. If you are taking advantage of this provision, you must complete the Addendum for Episodic Generation found at the end of this form. Information to be completed includes:

- the type of episodic event (i.e., planned or unplanned),
- the name and telephone number of an emergency contact at the site,
- the beginning or start date of the episodic event, and expected completion date (no later than 60 days from beginning date),
- the reason for the episodic event (event description),
- identification of the applicable federal waste codes (and state waste codes, if applicable), and
- the estimated total quantity of hazardous wastes that will be generated as a result of the episodic event.

Please note that VSQGs and SQGs that desire to take advantage of an additional episodic event must petition EPA or their authorized state. There is no specific form to complete. We recommend you review the regulation at 40 CFR 262.233 to understand what is required of a generator should you choose to take advantage of this petition process.

<b>NOTE</b>	If you mark "Yes," you must fill out the Addendum to the Site ID Form: Episodic Generator. See instructions for this Addendum after Item 19.
-------------	--

**ITEM 14 - LQG CONSOLIDATION OF VSQG HAZARDOUS WASTE**

The 2016 Hazardous Waste Generator Improvements Final Rule, LQGs may receive and consolidate hazardous wastes from VSQGs if the VSQGs are under the control of the same "person" as defined in 40 CFR 260.10.

**Note:** "Control," for the purposes of this section, means the power to direct the policies of the generator, whether by the ownership of stock, voting rights, or otherwise. Except that contractors who operate generator facilities on behalf of a different person as defined in § 260.10 of this chapter shall not be deemed to "control" such generators.

If you are an LQG taking advantage of this provision found at 40 CFR 262.17 (f), you must notify (or re-notify) EPA or your authorized state. Check the box for "yes" and complete the Addendum for LQG Consolidation of VSQG Hazardous Wastes found at the end of this form. Information to be completed for each VSQG you are receiving hazardous waste from includes EPA Identification number (if applicable), the site name, address, contact name and telephone number.

Also, the LQG must complete a GM form for each type of hazardous waste it receives from VSQGs and identify the source code as G51 - Hazardous wastes received from VSQGs under the control of the same person.

<b>NOTE</b>	If you mark "Yes," you must fill out the Addendum to the Site ID Form: LQG Consolidation of VSQG Hazardous Waste. See instructions for this Addendum after Item 19.
-------------	---

**ITEM 15 - NOTIFICATION OF LQG SITE CLOSURE FOR A CENTRAL ACCUMULATION AREA (CAA) OR ENTIRE FACILITY**

As part of the 2016 Hazardous Waste Generator Improvements Final Rule, LQGs must notify EPA no later than 30 days prior to closing either a central accumulation area (if they so choose or else place a notice in their operating record) or their facility, and also notify EPA within 90 days after closing the facility and having complied with the closure performance standards of 40 CFR 262.17 (a)(8) (iii) or 40 CFR 262.17 (a)(8)(iv), or notify EPA that they cannot meet the closure performance standards. Therefore, if you are an LQG closing your facility, or wish to notify that you are closing your central accumulation area, check the applicable box (Y) for "Yes" or (N) for "No".

If “Yes”, complete the appropriate boxes: 15.1 - 4.

1. **Central Accumulation Area (CAA) or Entire Facility.**

Indicate if you are closing a Central Accumulation Area or are closing the entire facility.

2. **Expected closure date:**

Provide the date (mm/dd/yyyy) that you expect to close the CAA or the entire facility.

3. **Requesting new closure date:**

If you cannot complete the closure of your facility (or central accumulation area) within 90 days of starting the closure process, indicate the new closure date (mm/dd/yyyy). Explain in Item 18 (Comments) why you are requesting the additional time.

4. **Date closed**

**a. In compliance with the closure performance standards 40 CFR 262.17(a)(8):**

Once you have performed your closure performance standards, then re-notify EPA or your authorized state with 90 days, by checking box “a” in Item 15.4 and provide the date you complied with the closure performance standards at 40 CFR 261.17 (a)(8).

**b. Not in compliance with the closure performance standards 40 CFR 262.17(a)(8):**

If your facility cannot meet the closure performance standards, check box “b” in Item 15.4 and contact your authorized state or EPA Region.

**ITEM 16 - NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL (HSM) ACTIVITY**

<b>NOTE</b>	40 CFR 260.42 must be in effect in your State in order to manage hazardous secondary material under these regulations.
-------------	--

A. 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 260.30, 40 CFR 261.4(a)(23), (24), or (27). Mark “No” if you are not notifying under 40 CFR 260.42.

<b>NOTE</b>	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 19.
-------------	---

B. Mark “Yes” if you are submitting a legitimate recycling notification under 40 CFR 260.43(a)(4)(iii). Recycling of hazardous secondary materials for the purpose of the exclusions or exemptions from hazardous waste regulations must be legitimate. You must notify EPA if the product of your recycling process has levels of hazardous constituents that are not comparable to a legitimate product or intermediate, but the recycling is still legitimate. The recycling can be shown to be legitimate based on lack of exposure from toxics in the product, lack of the bioavailability of the toxics in the product,

or other relevant considerations which show that the recycled product does not contain levels of hazardous constituents that pose a significant human health or environmental risk. Documentation of legitimacy must be maintained onsite for three years. Provide additional information regarding your recycling in Item 18 (Comments).

Mark “No” if you are not notifying under this provision. Notification is not required if the product of the recycling process is comparable to a legitimate product or intermediate per 40 CFR 260.43(a)(4) (i) or (ii).

#### ITEM 17 - ELECTRONIC MANIFEST BROKER

Mark “Yes” if you a person as defined in title 40 CFR §260.10 that elects to use the electronic manifest system to obtain, complete and transmit an electronic manifest format supplied by the EPA electronic manifest system under a contractual relationship with a hazardous waste generator.

Mark “No” if you are not an Electronic Manifest Broker.

#### ITEM 18 - COMMENTS

Use this section as needed to provide additional information for Items 1 through 17. 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 19 - CERTIFICATION

This certification must be signed and dated by the generator(s), owner(s), operator(s), or authorized representative(s) of the site. See [40 CFR 270.11](#) for more information on signatories in general. An “authorized representative” is a person responsible for the overall operation of the site or an operational unit (i.e., a plant manager or superintendent, or a person of equivalent responsibility). To qualify as an “authorized representative,” generator, owner, operator, or responsible official must submit a written authorization to the Director in an authorized state or the EPA Regional Director in non-authorized states.

<b>NOTE</b>	All Site ID Form submissions must include this certification to be complete.
-------------	--



## ADDENDUM TO THE SITE ID FORM: NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL (HSM) 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 260.30, 40 CFR 261.4(a)(23), (24), or (27), (or state equivalent) **AND**
- You are or will be managing excluded HSM in compliance with 40 CFR 260.30, 261.4(a)(23), (24), or (27) (or state equivalent) or 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. Note: If your facility was granted a solid waste variance under 40 CFR 260.30 prior to July 13, 2015, your management of HSM under 40 CFR 260.30 is grandfathered under the previous regulations and you are not required to notify for the HSM management activity excluded under 40 CFR 260.30. See EPA's website for more information about these regulations: <https://www.epa.gov/hwgenerators/final-rule-2015-definition-solid-waste-dsw>

**Complete all Items 1 and 2.**

<b>NOTE</b>	<p>You must be managing excluded hazardous secondary material in compliance with 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), or (27) (or State equivalent). <u>Do not include any information regarding your hazardous wastes in this section.</u> See 80 FR 1694 or <a href="https://www.epa.gov/hwgenerators/final-rule-2015-definition-solid-waste-dsw">https://www.epa.gov/hwgenerators/final-rule-2015-definition-solid-waste-dsw</a> for more information on these exclusions.</p> <p>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).</p> <p>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.</p> <p>Remember to include your EPA Identification Number on the top of each page.</p>
-------------	--

**ITEM 1 - 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 260.30, 40 CFR 261.4(a)(23), (24), or (27).

<b>NOTE</b>	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).

- Facilities must re-notify by March 1<sup>st</sup> of each even-numbered year.

If placing an "X" in this box, you do not have to list a date.

<b>NOTE</b>	You must have previously notified that you began managing hazardous secondary material in order to check this box.
-------------	--

**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 40 CFR 264.143; 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.
- 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.

### a. Facility Code

Using the facility codes, found in the “[HAZARDOUS SECONDARY MATERIAL \(HSM\) FACILITY CODES](#)” in Section 9 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.

### b. 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 260.30, 40 CFR 261.4(a)(23), (24), or (27).

<b>NOTE</b>	If you list more codes or manage more hazardous secondary material than will fit in the table under Item 2, please continue on the Site Identification Form under Item 18 - Comments, or on an extra sheet. Remember to include your EPA Identification Number on the top of each page.
-------------	---

**c. 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).

<b>NOTE</b>	Your estimated tonnage should be for the entire amount of hazardous secondary material to be reclaimed <u>NOT</u> just the quantity of constituent or product reclaimed.
-------------	--

**d. 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, 2018, enter the amount you actually managed during 2017 (i.e., the tonnage you managed from January 1, 2017 to December 31, 2017). 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).

<b>NOTE</b>	Your actual tonnage should be for the entire amount of hazardous secondary material that was sent for reclamation <u>NOT</u> just the quantity of constituent or product reclaimed. If this is your initial notification, enter "0."
-------------	--

**e. Land-based Unit Code**

Using the land-based unit codes, found in the "[HAZARDOUS SECONDARY MATERIAL \(HSM\) LAND BASED UNIT CODES](#)" in Section 9 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 18 - 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 261.4(a)(23) and 261.4(a)(24) by sending some amount to a reclaimer within its own company and the rest off-site to a recycling 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:

a. Facility code	b. Waste Code(s) for hazardous secondary material (HSM)	c. Estimated short tons of HSM to be managed annually	d. Actual short tons of HSM managed during the most recent odd-numbered year	e. Land-based unit code
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 recycling 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 261.4(a)(23) 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:

a. Facility code	b. Waste Code(s) for hazardous secondary material (HSM)	c. Estimated short tons of HSM to be managed annually	d. Actual short tons of HSM managed during the most recent odd-numbered year	e. Land-based unit code
01	K062	60	52	NA
06	K061	20,000	22,468	NA

**EXAMPLE 3**

A RCRA-permitted recycling facility has been receiving and reclaiming spent solvents under 40 CFR 261.4(a)(23) 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:

a. Facility code	b. Waste Code(s) for hazardous secondary material (HSM)	c. Estimated short tons of HSM to be managed annually	d. Actual short tons of HSM managed during the most recent odd-numbered year	e. Land-based unit code
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 recycling. 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:

a. Facility code	b. Waste Code(s) for hazardous secondary material (HSM)	c. Estimated short tons of HSM to be managed annually	d. Actual short tons of HSM managed during the most recent odd-numbered year	e. Land-based unit code
06	D007	200	235	NA
06	D007	115	126	PL

#### EXAMPLE 5

A RCRA-permitted 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:

a. Facility code	b. Waste Code(s) for hazardous secondary material (HSM)	c. Estimated short tons of HSM to be managed annually	d. Actual short tons of HSM managed during the most recent odd-numbered year	e. Land-based unit code
08	F005	0	5,034	NA

---

## ADDENDUM TO THE SITE IDENTIFICATION FORM: LQG CONSOLIDATION OF VSQGS HAZARDOUS WASTES

### YOU MUST FILL OUT THIS SECTION IF:

You must fill out this addendum if you are an LQG taking advantage of the new provision at 40 CFR 262.17(f) allowing you to consolidate hazardous wastes from VSQGs under the control of the same person (as defined in 40 CFR 260.10).

For each VSQG that the LQG is receiving hazardous waste from, the LQG must identify the EPA Identification number, if applicable, the name of the site, the site address, contact name, phone number, and email address; and whether or not this information is:

1. new information adding this VSQG to this LQG's consolidating facilities,
2. updating the VSQ information, or
3. deleting this VSQG from the LQG's list of consolidated facilities.

### ITEM A - EPA ID NUMBER

Provide the EPA Identification Number for the VSQG whose waste you are consolidating, if applicable. A VSQG may have a RCRA ID either because its state requires it, or because it may have been an SQG or LQG at one time, or for another reason. If the VSQG has an ID, the first two characters of the EPA Identification Number must be a valid State postal code. If the VSQG does not have an EPA ID number, leave this blank.

### ITEM B - SITE NAME

Provide the legal name of the VSQG.

### ITEM C THROUGH F - SITE LOCATION

Provide the complete location address for the VSQG. Please note that the address must be a physical address, not a post office box or route number.

### ITEM G THRU I - VSQG CONTACT PHONE NUMBER, CONTACT NAME, AND CONTACT EMAIL

Enter the telephone number, email address, and name of the individual who should be contacted for information about the VSQG.

---

## ADDENDUM TO THE SITE IDENTIFICATION FORM: EPISODIC GENERATOR

### YOU MUST FILL OUT THIS SECTION IF:

You must fill out this addendum if you are a VSQG or SQG taking advantage of the new provision at 40 CFR Part 262 Subpart L allowing you to generate additional quantities of hazardous waste—exceeding your normal generator category limits temporarily— and still maintain your existing generator category, if complying with the specified conditions identified at 40 CFR 262.232(a) and (b), respectively. These conditions include management standards and completing the event and removing all hazardous waste from the site within sixty (60) days.

Examples of planned episodic events include tank cleanouts, short-term construction projects, short-term site remediation, equipment maintenance during plant shutdowns, removal of excess chemical inventories, and site and production process decommissions by a new operator. Unplanned episodic events, which EPA expects would be less frequent, include production process upsets, product recalls, accidental spills, or “acts of nature,” such as a tornado, hurricane, or flood. Generators holding episodic events must notify with the type of event (planned or unplanned), an emergency contact and phone number, the start date of the episodic event and the end date of the event (must be sixty (60) days or fewer apart), a description of the event, federal and state waste codes of wastes being generated, and the expected amount of waste to be generated.

### EPISODIC EVENT

Indicate whether the event being held is planned (box A) or unplanned (box B).

#### A. PLANNED

Mark the reason for the event. If none of the reasons listed; use OTHER and explain.

#### B. UNPLANNED

Mark the reason for the event. If none of the reasons listed; use OTHER and explain.

#### C. EMERGENCY CONTACT PHONE

Provide an emergency contact phone number for the episodic event.

#### D. EMERGENCY CONTACT NAME

Provide an emergency contact name for the episodic event.

#### E. BEGINNING DATE

Indicate the beginning date for the episodic event.

#### F. END DATE



Indicate the ending date for the episodic event. The event must be complete within sixty (60) days of its start date.

### WASTE 1 - 3

---

#### G. WASTE DESCRIPTION

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

- General type;
- Source;
- Type of hazard; and

Generic chemical name or primary hazardous constituents.

---

#### H. ESTIMATED QUANTITY (IN POUNDS)

Provide an estimated quantity of hazardous waste to be generated in the episodic event.

---

#### I. FEDERAL AND/OR STATE HAZARDOUS WASTE CODES

Provide the federal hazardous waste codes and/or the state hazardous waste codes for the hazardous wastes you expect to generate during the episodic event.

SECTION 5

WASTE GENERATION AND MANAGEMENT (GM) FORM (8700-13 A/B)

---

## Waste Generation and Management (GM) Form (8700-13 A/B)

### INSTRUCTIONS FOR FILLING OUT THE WASTE GENERATION AND MANAGEMENT (GM) FORM

#### WHO MUST SUBMIT THIS FORM?

A site required to file the 2017 Hazardous Waste Report must submit a GM Form if the site generated RCRA hazardous waste that, in 2017, 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,”](#) below, for specific instructions on generated RCRA hazardous wastes that should be reported on the GM Form. See [“WASTES NOT TO BE REPORTED,”](#) below, for any exclusions or exemptions from the GM Form reporting requirements under the 2017 Hazardous Waste Report.)

#### PURPOSE OF THIS FORM

The GM Form is for reporting on-site hazardous waste generation and management and off-site shipment in 2017. 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, enter your EPA Identification Number in the top left-hand corner of the form.

Use the Comments Item 4 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 item number and item letter to which the comment refers.

<b>NOTE</b>	<p>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.</p> <p>Refer to the <a href="#">“SPECIAL INSTRUCTIONS”</a> in Section 9 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.</p>
-------------	---

## 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](#)," below, for any exclusions or exemptions from the GM Form reporting requirements under the 2017 Hazardous Waste Report.

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

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in 2017; **or**
- Generated and accumulated on-site in 2017 but not managed on-site or shipped off-site until after 2017; **or**
- Generated and accumulated on-site prior to 2017 but either managed on-site or shipped off-site in 2017; **or**
- Received by an LQG from one or more VSQGs under the control of the same person for purposes of consolidation; **or**
- Imported from a site located in a foreign country in 2017. Refer to 40 CFR 262.10(e) and 40 CFR 262.60(a) for additional information.

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 for treating, recycling, or disposing on-site or for off-site shipment.
- 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.3. See the "[DEFINITIONS](#)" and "[SPECIAL INSTRUCTIONS](#)" in Section 9 of this booklet for information on this waste.
- Hazardous wastes regulated only by your State should be reported if required by your State.

**WASTES NOT TO BE REPORTED**

Materials and wastes identified at 261.4(a) and (b), 262.13 (c) and 266.70 **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. Section 266.70 identifies recyclable materials utilized for precious metal recovery.

Following are the materials and wastes addressed under 40 CFR 261.4(a) and (b), 262.13 (c), and 266.70, 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 262.13 (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 262.13 (c)(1))
- Sample(s) undergoing treatability studies, as specified in 261.4(e). (40 CFR 262.13 (c) (1))
- Sample(s) undergoing treatability studies at the laboratory or testing facility, as specified in 261.4(f). (40 CFR 262.13 (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 262.13 (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 262.13 (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 262.13 (c) (1))
- 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 262.13 (c) (2)). **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**

- Wastes recycled, without prior storage, only in an on-site process subject to regulation under 40 CFR 261.6(c)(2) and (40 CFR 262.13 (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 262.13 (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 262.13 (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, 40 CFR Part 273, and (40 CFR 262.13 (c)(6)). **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**
- Hazardous wastes that are unused chemical products that are generated solely as a result of a laboratory clean-out conducted at an eligible academic entity pursuant to 40 CFR 262.213 (40 CFR 262.13(c)(7)).
- Hazardous waste managed as part of an episodic event in compliance with 40 CFR part 262 subpart L (40 CFR 262.13 (c)(80))
- Recyclable materials that are reclaimed to recover economically significant amounts of gold, silver, platinum, palladium, iridium, osmium, rhodium, ruthenium, or any combination of these. (40 CFR 266.70)
- **Unless required by your State**, hazardous wastes that were, during 2017, exported directly out of the U.S. to a site located in foreign country. Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.83(g). (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report with hazardous waste exported to a site located in a foreign country.)

## HOW TO REPORT SIMILAR HAZARDOUS WASTE ON THE GM FORM

Generally, a GM form should be completed for **each** generated RCRA hazardous waste. A separate GM form should be completed whenever a combination of wastes would require more than one Source Code or Form Code. Contact your state about combining similar hazardous wastes on the GM form.

ITEM-BY-ITEM INSTRUCTIONS

ITEM 1 - WASTE CHARACTERISTICS

Item 1 requests information on each RCRA hazardous waste that, in 2017, was generated and accumulated on-site; managed on-site; and/or shipped off-site.

Item 1.A - G are mandatory.

<b>NOTE</b>	<b>Either Item B and/or Item C must be provided for each waste stream.</b>
-------------	--

1.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.

1.B - EPA HAZARDOUS WASTE CODE(S)

Enter the four-character EPA hazardous waste code(s) that apply to the waste reported in Item 1.A. EPA hazardous waste codes are provided in the [“OTHER REFERENCE INFORMATION AND CODE LISTS”](#) in Section 9 of this booklet. If you need room for additional codes, list the codes in the Comments Item 4 and cross-reference Item 1.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 1.B blank and report the State hazardous waste codes in Item 1.C.

<b>LIST</b>	For a list of EPA Hazardous Waste Codes, see the <a href="#">“OTHER REFERENCE INFORMATION AND</a>
-------------	---

[CODE LISTS](#) in Section 9 of this booklet.

### 1.C - STATE HAZARDOUS WASTE CODE(S)

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

- Your State regulates hazardous wastes not regulated as RCRA hazardous waste and requires these wastes to be reported in the 2017 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 1.A.

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

### 1.D - SOURCE CODE AND MANAGEMENT METHOD CODE FOR SOURCE CODE G25

Enter the Source Code that best describes how the hazardous waste reported in Item 1.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 (G63 - G75, name of foreign countries, as described in the Source Codes description section) for hazardous waste imported from a site located in a foreign country. Also, mark "Yes" on the Site ID Form, Item 11.A.3 - United States Importer of Hazardous Waste. Review the "[SPECIAL INSTRUCTIONS](#)" in Section 9 of this booklet for information on **reporting wastes received from foreign countries**.

#### LIST

For a list of Source and Management Method Codes, see the "[OTHER REFERENCE INFORMATION AND CODE LISTS](#)" in Section 9 of this booklet.

#### NOTE

If reporting **Source Code G25** (Treatment, disposal, or recycling of hazardous wastes), you also need to provide the Management Method Code. Source Code G25 indicates that this waste was generated from an on-site 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 - Item 1.D, or on the matching WR Form - Item 1.G, linking this waste with the on-site process that created it. **Do not report H141 in Item 1.D.**

If reporting **Source Code G61** (Hazardous waste received from off-site for storage/bulking



	and transfer off-site for treatment or disposal), <b>the generation amount must be zero (0) in Item 1.F. Do not use G61 for waste you generate.</b>
--	---

<b>NOTE</b>	<p><b>Source Code G17</b> (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. <b>The generation amount must be zero (0) in Item 1.F for this source code.</b> See the <a href="#">“SPECIAL INSTRUCTIONS”</a> in Section 9 of this booklet for additional information.</p> <p><b>Source Code G51</b> LQG consolidation for hazardous wastes that LQGs receive from VSQGs that are under the control of the same person for purposes of subsequent management and disposition.</p>
-------------	---

**1.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 Item 1.A.

<b>LIST</b>	For a list of Form Codes, see the <a href="#">“OTHER REFERENCE INFORMATION AND CODE LISTS”</a> in Section 9 of this booklet.
-------------	--

**1.F - QUANTITY GENERATED IN 2017 / UOM AND DENSITY**

Enter the total quantity of the hazardous waste described in Item 1.A that was generated during 2017. Right justify the quantity entry.

Enter the Unit of Measure (UOM) code for the quantity you reported in Item 1.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.***

<u>Code</u>	<u>Unit of Measure</u>
1	Pounds

Weight and Volume Conversions
-------------------------------

- 2 Short tons (2,000 pounds)
- 3 Kilograms
- 4 Metric tons (1,000 kilograms)
- 5 Gallons
- 6 Liters
- 7 Cubic yards

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)

**Skip to Item 1.G** if you selected Unit of Measure code 1, 2, 3, or 4.  
**Continue to Density** if you selected Unit of Measure 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.

### 1.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 Item 1.A. This waste minimization activity must have occurred during this reporting cycle. 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 and the definition of waste minimization, see the [“OTHER REFERENCE INFORMATION AND CODE LISTS”](#) in Section 9 of this booklet.

## ITEM 2 - ON-SITE GENERATION AND MANAGEMENT OF HAZARDOUS WASTE DURING 2017

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 2017.

**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 Item 1.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 Item 3.

**EXAMPLE 1**

Facility A generates spent solvents that it recycles on-site in a distillation column. This facility would mark “Yes” in Item 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 Item 1.D as Source Code G25 (Treatment, disposal, or recycling of hazardous wastes) with the management method code of H061 (Fuel Blending). Facility B would mark “No” in Item 2 because it did not manage any of the newly generated fuels on-site. This facility would report the off-site shipment in Item 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 Item 2.**

<b>LIST</b>	For a list of Management Method Codes, see the <a href="#">“OTHER REFERENCE INFORMATION AND CODE LISTS”</a> in Section 9 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 2017. 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 2017. 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.

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 Item 2 for on-site process systems. Note in the Comments Item 4 of each page: "Item 2, On-site Process System Type continued on supplemental page." (Refer to instructions on "[PAGE NUMBERING OF FORMS](#)" 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](#)" Section 9 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 2017. 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 Item 1.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 2017

Enter the quantity of hazardous waste described in Item 1 that was treated, disposed, or recycled by the reported on-site process management method during 2017. **Enter the quantity in the same unit of measure reported in Item 1. F (Quantity Generated in 2017).**

#### ITEM 3 - OFF-SITE SHIPMENT OF HAZARDOUS WASTE


This item 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 item are **mandatory**. **Do** report shipments of previously generated hazardous wastes stored until 2017. **Do** report waste shipped via

transfer facility, however, do not list on a GM Form a less-than-10-day transfer facility where waste storage is incidental to transportation. **Do not** report shipments of de-characterized wastes.

Space is provided to report shipments of the waste to three different off-site facilities. If the waste you reported in Item 1 was shipped to more than three off-site facilities during 2017, you need not complete the entire form again. Simply attach a second copy of the GM Form, leaving blank all entries except Items 3.B, 3.C, and 3.D. Note in the Comments section of each page: “Item 3.B continued on supplemental page.” (Refer to instructions on [“PAGE NUMBERING OF FORMS”](#) for information on supplemental pages.)

### 3.A – WAS ANY OF THIS WASTE SHIPPED OFF-SITE IN 2017 FOR TREATMENT, DISPOSAL, OR RECYCLING?

Mark “Yes” or “No” to indicate if any of the waste described in Item 1 was shipped off-site for treatment, disposal, or recycling during 2017.

	<p><b>This GM Form is complete</b> if you marked “No” in Item A. <b>Continue to Item 3.B</b> if you marked “Yes” in Item A.</p>
---	---

### 3.B – EPA ID NUMBER OF FACILITY TO WHICH WASTE WAS SHIPPED

This is the 12-digit EPA Identification Number of the facility to which the waste was shipped. If your State requires you to submit a Hazardous Waste Report for hazardous waste exported to a site located in a foreign country, facilities that export hazardous waste should list in Item B a Foreign Site Identification Number listed in the Codes Description section or in the lookup table in RCRAInfo. If a site located in a foreign country to which hazardous waste is shipped is not on the list or lookup table, enter “FC” followed by the name of the country as the EPA Identification Number or add the new handler or update the old one (e.g., when there is a name change) in the lookup table in RCRAInfo. Please also see the [“SPECIAL INSTRUCTIONS”](#) section for WASTES SHIPPED TO FOREIGN COUNTRIES.

Generators are to report in item 3.B the EPA ID number for the designated TSDf that signed the manifest, which can be found in Item 8 of the manifest form. **Do not list on a GM Form a less-than-10-day transfer facility where waste storage is incidental to transportation.** All transporters used should be listed on the OI Form if your state requires that form to be submitted.

### 3.C – OFF-SITE MANAGEMENT METHOD CODE SHIPPED TO

Review the Management Method Codes in the [“OTHER REFERENCE INFORMATION AND CODE LISTS”](#) 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 Item 3.B. This should be listed on the manifest in Item 19 or in documentation that the TSDf may have provided.

Receiving facilities with Part B permits whose only management type is storage and transfer may be a designated TSDF on a manifest and these should be listed in GM Form Item 3 with a management method code of H141. Permitted storage facilities that report management method code H141 on their WR Form should report shipment of this transferred waste on a GM Form with a Source Code of G61.

<b>LIST</b>	For a list of Management Method Codes, see the “ <a href="#">OTHER REFERENCE INFORMATION AND CODE LISTS</a> ” Section 9 of this booklet.
-------------	--

### 3.D - TOTAL QUANTITY SHIPPED IN 2017

Enter the total quantity of the waste shipped to the off-site facility during 2017. **Report the quantity in the same unit of measure entered in Item 1.F.** Shipment quantities should equal the total quantity recorded on Uniform Hazardous Waste Manifests for this site during 2017, 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).

### ITEM 4 - COMMENTS

Use this Item 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.

SECTION 6

WASTE RECEIVED FROM OFF-SITE (WR) FORM (8700-23 A/B)

## Instructions For Filling Out The Waste Received From Off-Site Form (WR Form)

### WHO MUST SUBMIT THIS FORM?

A site required to file the 2017 Hazardous Waste Report must submit this form if, during 2017, it received RCRA hazardous waste from off-site. As a result of the 2016 Hazardous Waste Generator Improvements Final Rule, facilities that receive and recycle regulated hazardous wastes without first storing must complete a WR form for each type of hazardous waste they receive.

### 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 2017 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 2017, photocopy and fill out additional copies of this form. Prior to photocopying, write your EPA Identification Number in the top left-hand corner of the form.

Use the Comments Item 4 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 Item 4, cross-reference the waste block and item letter to which the comment refers.



## ITEM-BY-ITEM INSTRUCTIONS

All items in this section are mandatory for each waste reported.

**Item 1.A - G are mandatory.**

<b>NOTE</b>	<b>Either Item B and/or Item C must be provided for each waste stream.</b>
-------------	--

### 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”](#) Section 9 of this booklet. If you need room for additional codes, list the codes in the Comments section (Item 4) and cross-reference the applicable waste block number (e.g., Waste 1, 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.

<b>LIST</b>	For a list of EPA Hazardous Waste Codes, see the <a href="#">“OTHER REFERENCE INFORMATION AND CODE LISTS”</a> Section 9 of this booklet.
-------------	--

### 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 2017 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, Item 4, and cross-reference the applicable waste block number (e.g., Waste 1, Item 1.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 very small quantity generator (VSQG) or a site located in a foreign country. Refer to the “[SPECIAL INSTRUCTIONS](#)” in Section 9 and the “[Foreign Site Identification Number List](#)” also found in Section 9 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.

<b>NOTE</b>	Refer to the “ <a href="#">SPECIAL INSTRUCTIONS</a> ” in Section 9 of this booklet for information on reporting wastes received from VSQGs and wastes received from sites located in foreign countries.
-------------	---

#### ITEM E – QUANTITY RECEIVED IN 2017

Report the total quantity of hazardous waste reported in Item A that was received from the off-site handler reported in Item D during 2017. If more than one shipment of this waste was received from the same off-site handler, add the quantities and report only the sum.

##### UOM and Density

Enter the Unit of Measure (UOM) code for the quantity you reported in Item E – Quantity Received in 2017. 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.***

Cod  
e


Unit of Measure

Weight and Volume Conversions
-------------------------------

- 1 Pounds
- 2 Short tons (2,000 pounds)
- 3 Kilograms
- 4 Metric tons (1,000 kilograms)
- 5 Gallons
- 6 Liters
- 7 Cubic yards

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)



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

Report the density only if you entered waste 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 F – 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.

<b>LIST</b>	For a list of Form Codes, see the <a href="#">“OTHER REFERENCE INFORMATION AND CODE LISTS”</a> Section 9 of this booklet.
-------------	---

**ITEM G – MANAGEMENT METHOD CODE**

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

<b>LIST</b>	For a list of Management Method Codes, see the <a href="#">“OTHER REFERENCE INFORMATION AND CODE LISTS”</a> Section 9 of this booklet.
-------------	--

**COMMENTS**

Use this item 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.

SECTION 7

OFF-SITE IDENTIFICATION FORM (OI) (8700-13 A/B)

---

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

### WHO MUST SUBMIT THIS FORM?

Sites required to file the 2017 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 2017.

For a list of State Contacts go to:

<https://www.epa.gov/sites/production/files/2016-03/documents/contact02172016.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 2017. If these off-site installations and transporters total more than four, you must photocopy and complete additional copies of the form. Prior to photocopying, enter your EPA Identification Number, in the top left-hand corner of the form.

Use the Comments, Item 4, 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, Item 4, cross-reference the site number and item letter to which the comment refers.

### ITEM-BY-ITEM INSTRUCTIONS

Complete Items 1.A through 1.D for each off-site installation to which you shipped hazardous waste and each off-site installation from which you received hazardous waste during 2017. Complete Items A through C for each transporter you used during the year (address in Item D is not required for transporters).

#### 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 2017, leave blank if this item is not applicable or "don't know" in Item A and note the reason in the Comments, Item 4.

#### 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.

SECTION 8

HAZARDOUS WASTE PERMIT PART A FORM (8700-23)



## INSTRUCTIONS FOR FILLING OUT THE HAZARDOUS WASTE PERMIT PART A FORM

### GENERAL INSTRUCTIONS

Please type or print in black ink. Some items in the form require narrative explanation. If more space is necessary to answer a question, use the space provided in Item 11 Comments and reference the item number to which the additional information applies or attach a separate sheet entitled "Additional Information." Remember to include your EPA Identification Number and Site Name in the upper left-hand corner of each attached page.

Unless otherwise specified in the instructions to the form, each item must be answered. To indicate that each item has been considered, enter "NA" for "not applicable," if a particular item does not fit the circumstances or characteristics of your facility or activity.

For a Revised Part A Permit Application, circle the item numbers with new information or changes.

### ITEM-BY-ITEM INSTRUCTIONS

#### ITEM 1 - FACILITY PERMIT CONTACT

Give the name, title, email address and work telephone number of a person who is thoroughly familiar with the activities at the facility that require a RCRA Hazardous Waste Permit and with the facts reported in the Hazardous Waste Permit Form (Part A). This person must be available to be contacted by offices reviewing the permit application, if necessary. If the Facility Permit Contact person is the same as the Site Contact Person identified in Item 8 of the RCRA Subtitle C Site Identification Form (Site ID Form), you may print "Same as Site Contact" in this box.

#### ITEM 2 - FACILITY PERMIT CONTACT MAILING ADDRESS

Enter the mailing address for the facility permit contact. If the mailing address is the same as the Site Mailing Address (Item 5) on the Site ID Form, you may print "Same as Site Mailing Address" in this box.

#### ITEM 3 - FACILITY EXISTENCE DATE

Enter the appropriate date that applies to your facility from the following:

- The date that hazardous waste operations at the facility commenced;
- The date construction on the facility commenced; or
- The date operation is expected to begin.

#### ITEM 4 - OTHER ENVIRONMENTAL PERMITS

##### A. PERMIT TYPE

Using the codes listed below, enter a letter on the form for all other environmental permits the facility has received, or for which the facility has filed an application, even if the permit has not yet been received.

- N = NPDES (National Pollutant Discharge Elimination System) Clean Water Act  
 P = PSD (Prevention of Significant Deterioration) Clean Air Act  
 R = RCRA (Resource Conservation and Recovery Act)  
 U = UIC (Underground Injection Control) Safe Drinking Water Act  
 F = EPA 404 (Dredge or Fill Permits under Section 404 of the Clean Water Act)  
 E = Other relevant environmental permits. List any other relevant Federal (e.g., permits under the Ocean Dumping Act), State (e.g., State permits for new air emission sources in nonattainment areas under Part D of the Clean Air Act or State permits under Section 404 of the Clean Water Act), or local environmental permits or applications.

## B. PERMIT NUMBER

Give the number of each presently effective permit issued to the facility for each program, or if you have previously filed an application, but have not yet received a permit, give the number of the application and note this in the description. You may list additional permit numbers on a separate sheet of paper if you have more than one currently effective permit for your facility under a particular permit program. Remember to include your EPA Identification Number in the upper left-hand corner of each attached page.

## C. DESCRIPTION

Use the space provided for any additional information identifying or describing the permits.

### ITEM 5 - NATURE OF BUSINESS

Briefly describe the nature of your business (e.g., products produced or services provided). If more space is needed, please attach additional sheets. Remember to include your EPA Identification Number in the upper left-hand corner of each attached page.

### ITEM 6 - PROCESS CODED AND DESIGN CAPACITIES

The information in Item 6 describes all the processes that will be used to treat, store, or dispose of hazardous waste at the facility. The process code and design capacity of each process must be provided as part of the description. The design capacity of injection wells and landfills at existing facilities should be measured as the remaining, unused capacity. Tank storage should refer to each tank, not each tank farm. Please indicate the location of each process listed in Item 6 on either the map provided for Item 8 or the photographs provided for Item 10. Use the line number from Item 6 to indicate where the process(es) are located.

## A. PROCESS CODE

Enter the code from the "[Process Code List](#)", found in Section 9 of this booklet, that best describes each process to be used at the facility. If more lines are needed, attach a separate sheet of paper with the additional information. For "other" processes (i.e., D99, S99, T04 and X99), describe the process (including its design capacity).

## B. PROCESS DESIGN CAPACITY

For each process code enter the capacity of the process.

1. AMOUNT - Enter the amount. In a case where design capacity is not applicable (such as in a closure/post-closure or enforcement action) enter the total amount of waste for that process.
2. UNIT OF MEASURE\_- For each amount entered, enter the code in Unit of Measure from the Unit of Measure Codes that describes the unit of measure used. Select only from the units of measure in that list.

### C. PROCESS TOTAL NUMBER OF UNITS

Enter the total number of units for each corresponding process code.

NOTE Submission of a Revised Part A Permit Application is required before processes for treating, storing, or disposing of hazardous wastes are changed; before new processes are added; and/or before the design capacities of these processes are increased.

### D. UNIT NAME

Enter the Name of the Unit.

## ITEM 7 - DESCRIPTION OF HAZARDOUS WASTES

This information describes all the hazardous wastes, using their hazardous waste codes, that will be treated, stored, or disposed at the facility. In addition, the processes that will be used to treat, store, or dispose of each hazardous waste and the estimated annual quantity of each hazardous waste must be provided. If additional pages are needed, be sure to label them with Item 7 continued and the next line number.

#### NOTE

Submission of a Revised Part A Permit Application is required before a facility begins treating, storing, or disposing of new hazardous wastes not previously identified in the facility's Part A Permit Application. Changes in the quantity of hazardous waste previously specified in the Part A Permit Application can be made without submitting a Revised Part A Permit Application, provided the quantity does not exceed the process design capacities specified in the first Part A submission.

### A. EPA HAZARDOUS WASTE NUMBER

Enter the four-digit number from 40 CFR, Part 261 Subpart D of each listed hazardous waste you will handle. For hazardous wastes which are not listed in 40 CFR, Part 261 Subpart D, enter the four-digit number of those hazardous wastes.

### B. ESTIMATED ANNUAL QTY OF WASTE

For each listed waste entered in Item 7.A, estimate the quantity of that waste that will be handled on an annual basis. For each characteristic or toxic contaminant entered in Item 7.A, estimate the total annual quantity of all the non-listed waste(s) that will be handled which possess that characteristic or contaminant.

### C. UNIT OF MEASURE

For each quantity entered in Item 7.B, enter the unit of measure code. Units of measure which must be used and the appropriate codes are:

English Unit of Measure	Code	Metric Unit of Measure	Code
Pounds	P	Kilograms	K
Tons	T	Metric Tons	M

If facility records use any other unit of measure for quantity, the units of measure must be converted into one of the required units of measure, taking into account the appropriate density or specific gravity of the waste.

### D. PROCESSES

(1) PROCESS CODES:

For listed hazardous waste: For each listed hazardous waste entered in Item 7.A, select the code(s) from the list of process codes contained in Items 6 to indicate all the processes that will be used to store, treat, and/or dispose of all listed hazardous wastes.

For non-listed waste: For each characteristic or toxic contaminant entered in Item 7.A, select the code(s) from the list of process codes contained in Items 6 to indicate all the processes that will be used to store, treat, and/or dispose of all the non-listed hazardous wastes that possess that characteristic or toxic contaminant.

<b>NOT E</b>	<p>THREE SPACES ARE PROVIDED FOR ENTERING PROCESS CODES. IF MORE ARE NEEDED:</p> <ol style="list-style-type: none"> <li>1. Enter the first two as described above.</li> <li>2. Enter "000" in the extreme right box of Item 7.D(1).</li> <li>3. Use additional sheet, enter line number from previous sheet, and enter additional code(s).</li> </ol>
------------------	---

(2) PROCESS DESCRIPTION:

If code is not listed for a process that will be used, describe the process in Item 7.D(2).

<b>NOT E</b>	<p>HAZARDOUS WASTES DESCRIBED BY MORE THAN ONE EPA HAZARDOUS WASTE NUMBER - Hazardous wastes that can be described by more than one EPA Hazardous Waste Number shall be described on the form as follows:</p>
------------------	---

1. Select one of the EPA Hazardous Waste Numbers and enter it in Item 7.A. On the same line complete Items 7.B, 7.C, and 7.D by estimating the total annual quantity of the waste and describing all the processes to be used to store, treat, and/or dispose of the waste.
2. In Item 7.A of the next line enter the other EPA Hazardous Waste Number that can be used to describe the waste. In Item 7.D.2 on that line enter "included with above" and make no other entries on that line.
3. Repeat step 2 for each EPA Hazardous from previous sheet, and enter additional code(s).

**EXAMPLE FOR COMPLETING Item 7-** A facility will treat and dispose of an estimated 900 pounds per year of chrome shavings from leather tanning and finishing operations. In addition, the facility will treat and dispose of three non-listed wastes. Two wastes are corrosive only and there will be an estimated 200 pounds per year of each waste. The other waste is corrosive and ignitable and there will be an estimated 100 pounds per year of that waste. Treatment will be in an incinerator and disposal will be in a landfill.

Line number	A. EPA Hazardous Waste No.				B. Estimated Annual Qty of Waste	C. Unit of Measure	D. Processes														
							(1) Process Codes					(2) Process Description (if code is not entered in 7.D.(1))									
X	1	K	0	5	4	900	P	T	0	3	D	8	0								
X	2	D	0	0	2	400	P	T	0	3	D	8	0								
X	3	D	0	0	1	100	P	T	0	3	D	8	0								
X	4	D	0	0	2																Included With Above

**ITEM 8 - MAP**

Provide a topographic map or maps of the area extending to a least one mile beyond the property boundaries of the facility. The map must clearly show the following:

- The legal boundaries of the facility;
- The location and serial number of each of your existing and proposed intake and discharge structures;
- All hazardous waste management facilities;
- Location of all processes listed in Items 6 identified by process code;
- Each well where you inject fluids underground; and
- All springs and surface water bodies in the area, plus all drinking water wells within ¼ mile of the facility which are identified in the public record or otherwise known to you.

If an intake or discharge structure, hazardous waste disposal site, or injection well associated with the facility is located more than one mile from the plant, include it on the map, if possible. If not, attach additional sheets describing the location of the structure, disposal site, or well, and identify the U.S. Geological Survey (or other) maps corresponding to the location. Remember to include your EPA Identification Number and Site Name in the upper left-hand corner of each attached page.

On each map, include the map scale, a meridian arrow showing north, and latitude and longitude at the nearest whole second. On all maps of rivers, show the direction of the current, and in tidal waters, show the directions of the ebb and flow tides. Use a 7-1/2 minute series map published by the U.S.

Geological Survey. If a 7-1/2 minute series map has not been published for your facility site, then you may use a 15-minute series map from the U.S. Geological Survey. If neither a 7-1/2 nor 15-minute series map has been published for your facility site, use a plant map or other appropriate map, and include all the requested information; in this case, briefly describe land uses in the map area (e.g., residential, commercial).

For information about obtaining maps, contact the U.S. Geological Survey at (888) 275-8747 or see the U.S. Geological Survey web site at <http://www.usgs.gov/pubprod>.

You may trace your map from a geological survey chart, or other map meeting the above specifications. If you do, your map should bear a note showing the number or title of the map or chart from which it was traced. Include the names of nearby towns, water bodies, and other prominent points.

## ITEM 9 - FACILITY DRAWING

All existing facilities must include a drawing showing the general layout of the facility. This drawing should be approximately to scale and fit on an 8 ½" x 11" sheet of paper. The drawing should show the following:

- The property boundaries of the facility;
- The areas occupied by all storage, treatment, or disposal operations that will be used during interim status;
- The name of each operation (e.g., multiple hearth incinerator, drum storage area, etc.);
- Areas of past storage, treatment, or disposal operations;
- Areas of future storage, treatment, or disposal operations; and
- The approximate dimensions of the property boundaries and all storage, treatment, and disposal areas. (Where applicable, use the process codes listed in Items 6 to indicate the location of all storage, treatment, and disposal areas.)

NOTENew facilities do not have to complete Item 9.

## ITEM 10 - PHOTOGRAPHS

All existing facilities must include photographs that clearly delineate all existing structures; all existing areas for storing, treating, or disposing of hazardous waste; and all known sites of future storage, treatment, or disposal operations. Photographs may be color or black and white, ground-level or aerial. Indicate the date the photograph was taken on the back of each photograph. Use the process codes listed in Items 6 to indicate the location of all storage, treatment, and disposal areas.

NOTENew facilities do not have to complete Item 10.

## ITEM 11 - COMMENTS

Use this space for any additional comments and attach additional sheets if necessary. Remember to

include your EPA Identification Number in the upper left-hand corner of each attached page.

SECTION 9  
OTHER REFERENCE INFO. & CODE LIST



## 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.

<b>Agricultural Waste Fertilizer</b> §261.4(b)(2)	<b>Drilling Fluid</b> §261.4(b)(5)	<b>Household Waste</b> §261.4(b)(1)(i)-(ii)
<b>Analytical Samples – A Sample Of Solid Waste Or A Sample Of Water, Solid, Or Air, Which Is Collected For The Sole Purpose Of Testing To Determine Its Characteristics Or Composition</b> §261.4(d)	<b>Excluded Scrap Metal Being Recycled</b> §261.4(a)(13)	<b>HTMR Condenser Residue</b> §261.4(a)(11)
<b>Arsenic Treated Wood and Wood Products</b> §261.4(b)(9)	<b>Fossil Fuel Emission Control Waste</b> §261.4(b)(4)	<b>In situ Mining Materials</b> §261.4(a)(5)
<b>Carbon Dioxide Stream Injected For Geologic Sequestration. Carbon Dioxide Streams That Are Captured And Transported For Purposes Of Injection Into An Underground Injection Wells, Including The Requirements in 40 CFR Parts 144 And 146 Of The Underground Injection Control Program Of The Safe Drinking Water Act</b> §261.4(h)	<b>Hazardous Secondary Material Being Remanufactured</b> §261.4(a)(27)	<b>Irrigation Return Flows</b> §261.4(a)(3)
	<b>Hazardous Secondary Materials Generated And Legitimately Reclaimed Under The Control Of The Generator</b> §261.4(a)(23) and (24)	<b>Kraft Mill Steam Stripper Condensates</b> §261.4(a)(15)
	<b>Hazardous Secondary Material That Is Generated And Then Transferred To A Verified Reclamation Facility For The Hazardous Secondary Material Purpose Of Reclamation</b> §261.4(a)(24)	<b>Leachate Or Gas Condensate Collected From Landfills Where Certain Solid Wastes Have Been Disposed</b> §261.4(b)(15)
	<b>Hazardous Secondary Material Transferred Off-site to A Verified Recycler</b> §261.4(a)(24)	<b>Mining and Mineral Process Wastes</b> §261.4(b)(7)
<b>Cement Kiln Dust</b> §261.4(b)(8)	<b>Hazardous Secondary Material Used to Make Zinc Fertilizers, Provided That The Following Conditions Specified Are Satisfied</b> §261.4(a)(20)	<b>Mining Overburden</b> §261.4(b)(3)
<b>Coking By-products</b> §261.4(a)(10)		<b>Non-terne plated <u>used oil filters</u> that are not mixed with wastes listed in subpart D of this part if these oil filters have been gravity hot-drained using one of the following methods: -</b> §261.4(b)(13)
<b>Comparable/Syngas Fuels</b> §261.4(a)(16)		<b>Nuclear Material</b> §261.4(a)(4)
<b>Domestic Sewage</b> §261.4(a)(1)		<b>Oil Filters</b> §261.4(b)(13)
<b>Dredged Material That Is Subject To The Requirements Of A Permit That Has Been Issued Under 404 Of The Federal Water Pollution Control Act (33 U.S.C. 1344) Or Section 103 Of The Marine Protection, Research, And Sanctuaries Act of 1972 (33 U.S.C. 1413)</b> §261.4(g)		<b>Petrochemical Recovered Oil</b> §261.4(a)(18)
		<b>Petroleum-contaminated Media and Debris</b> §261.4(b)(10)
		<b>Petroleum Refining</b> §261.4(a)(12)

<b>Pulping Liquor</b> §261.4(a)(6)	<b>Solvent-Contaminated Wipes Sent for Cleaning or Disposal</b> §261.4(a)(26)	<b>Used Oil Distillation Bottoms</b> §261.4(b)(14)
<b>Refrigerants</b> §261.4(b)(12)	<b>Spent Caustics from Petroleum Refining</b> §261.4(a)(19)	<b>Used Oil Re-refining Distillation Bottoms That Are Used As Feedstock To Manufacture Asphalt Products</b> §261.4(b)(14)
<b>Secondary Material Returned to Original Process</b> §261.4(a)(8)	<b>Spent Wood Preserving Solutions and Wastewaters</b> §261.4(a)(9)	<b>Wastes Generated in Storage Tanks, Transport Vehicles, Pipelines, or Manufacturing Process Units</b> §261.4(c)
<b>Secondary Material from Mineral Processing</b> §261.4(a)(17)	<b>Sulfuric Acid</b> §261.4(a)(7)	<b>Wastewater Point Source Discharge</b> §261.4(a)(2)
<b>Shredded Circuit Boards Being Recycled</b> §261.4(a)(14)	<b>Treatability Study Samples</b> §261.4(e)	<b>Zinc Fertilizers Made From Hazardous Wastes, Or Hazardous Secondary Material That Are Excluded Under Paragraph (a)(20) Of This Section</b> §261.4(a)(21)
<b>Solid Waste That Would Otherwise Meet The Definition Of Low-level Mixed Wastes (LLMW) Pursuant to §266.210</b> §261.4(b)(17)	<b>Treatability Studies at Laboratories and Testing Facilities</b> §261.4(f)	
	<b>Trivalent Chromium Waste</b> §261.4(b)(6)	
<b>Solvent-Contaminated Wipes, Except For Wipes That Are Hazardous Waste Due To The Presence Of Trichloroethylene, That Are Sent For Disposal Are Not Hazardous Waste From The Point Of Generation</b> §261.4(b)(18)	<b>Used Cathode Ray Tubes (CRTs)</b> §261.4(a)(22)	
	<b>Used Chlorofluorocarbon Refrigerants From Totally Enclosed Heat Transfer Equipment</b> §261.4(b)(12)	

---

## 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 262.16 and 17.

**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 262.14 (a)(1) and 262.14 (a)(3)).

**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;

**A. 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 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).

**CCA** – Central Accumulation Area

**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 262.10 ”.

**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.

**ELECTRONIC MANIFEST BROKER** – A person as defined in title 40 CFR §260.10 that elects to use the electronic manifest system to obtain, complete and transmit an electronic manifest format supplied by the EPA electronic manifest system under a contractual relationship with a hazardous waste generator.

**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; U.S. recognized trader arranging for import or export of hazardous waste, including those hazardous wastes managed under the alternate standards of 40 CFR Part 266 or the universal waste standards of 40 CFR Part 273; U.S. exporter or importer of spent lead-acid batteries for recycling; 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 Identification Form and Addendum to the Site Identification Form that they are managing hazardous secondary material will also be assigned an EPA Identification Number.

**EPISODIC GENERATOR** – An episodic generator is either a VSQG or an SQG who, as a result of a planned or unplanned episodic event, generates a quantity of hazardous waste in a calendar month sufficient to cause the facility to move into a more stringent generator category (i.e., VSQG to either an SQG or an LQG; or an SQG to an LQG). As part of the 2016 Hazardous Waste Generator Improvements Final Rule, this new provision allows a VSQG or an SQG to generate additional quantities of hazardous waste—exceeding its normal generator category limits temporarily— and still maintain its existing generator category, provided it complies with the specified conditions identified at 40 CFR 262.232 (a) and (b) for VSQGs and SQGs, respectively. Because these events are considered to be temporary and episodic in nature, the hazardous waste generator may only use this provision once every calendar year, unless there is a second event for which the generator receives approval from petitioning EPA or their authorized state to manage as an additional episodic event. Note that a second episodic event must be different than the first event; i.e., if the first event is a planned event, the second event must be unplanned and vice-versa.

Although not inclusive, examples of planned episodic events include tank cleanouts, short-term site remediation, equipment maintenance during plant shutdowns, and periodic removal of excess chemical inventories. Unplanned episodic events, which EPA expects would be less frequent, include production process upsets, product recalls, accidental spills, or “acts of nature,” such as a tornado, hurricane, or flood.

**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**” 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 260.30, 40 CFR 261.4(a)(23), (24), or (27) 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 <https://www.epa.gov/hwgenerators/final-rule-2015-definition-solid-waste-dsw>).

**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](#)” 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.

**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** – is a generator who generates any of the following amounts in a calendar month:

- (i) Generates, in any calendar month, (including quantities imported by importer site) 1,000 kilograms (kg) (2,200 pounds (lbs)) or more of non-acute RCRA hazardous waste; **or**
- (ii) Generates, in a calendar month, or accumulates at any time, more than 1 kg (2.2 lbs) of any RCRA acute hazardous waste listed in sections 261.31 or 261.33(e); **or**
- (iii) Generates, in any calendar month, or accumulates at any time, more than 100 kg (220 lbs) of residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any RCRA acute hazardous waste 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.

**MIXED WASTE** – Waste that contains both hazardous and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA Section 5004(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, as defined in 40 CFR 260.10.

**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.

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](#)” section of this booklet.

**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).

**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 facility that was not a hazardous waste generator until a one-time, non-recurring, temporary event occurred 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 and revert back to a non-hazardous waste generator category. Short-term generators are not considered episodic generators because episodic generators generate hazardous waste 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 otherwise 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 plant, 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:

- (i) Generates, in any calendar month, greater than 100 kilograms (220 lbs) but less than 1,000 kilograms (2200 lbs) of non-acute hazardous waste; **and**

- (ii) Generates, in any calendar month, less than or equal to 1 kilogram (2.2 lbs) of acute hazardous waste listed in 261.31 or 261.33(e) of this chapter; **and**
- (iii) Generates, in any calendar month, less than or equal to 100 kilograms (220 lbs) of any residue or contaminated soil, water, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous waste listed in 261.31 or 261.33(e) of this chapter.

**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**” 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.

**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 262.14, 15, 16, and 17. 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 261.4(a)(23)), provided certain requirements are met.

**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 261.4(a)(23) 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 site located in a foreign country into the U.S. This does not include hazardous waste shipped from 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:

- (i) Directs a shipment of off-specification used oil from their site to an off-specification used oil burner; or
- (ii) 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.

**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.

**VERY SMALL QUANTITY GENERATOR (VSQG) OF HAZARDOUS WASTE** - 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).

**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(BIENNIALREPORTONLY)**- 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.

## SPECIAL INSTRUCTIONS

These instructions explain how to complete the 2017 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;
- (2) 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
- (3) 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 was a RCRA hazardous waste if it is removed for treatment, storage, or disposal.<sup>1</sup>When reporting groundwater contaminated by hazardous waste in the 2017 Hazardous Waste Report, observe the following conventions:

- (1) Enter “0” in the GM Form – Item 1.F (Quantity Generated). Explain in Item 4 - Comments that it is groundwater, not a hazardous waste that was generated on-site.
- (2) Report quantities managed on-site (GM Form, Item 2, On-site Process Systems 1 and 2); quantities shipped off-site for management (GM Form, Item 3); and quantities received from off-site and managed on-site (WR Form, Item E).

<sup>1</sup>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>.

**LAB PACKS** – The following rules apply to the reporting of lab pack wastes in the 2017 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.
- (2) Enter a Form Code indicating lab packs (i.e., W001 or W004) on the GM Form, in Section 5 – Item E or on the WR Form, in Section 6- Item G. These Form Codes are to be used with any lab pack, whether the wastes are gaseous, liquid, solid, or sludge.
- (3) 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 5 – 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 5 – Item B of the GM Form, or Item B of the WR Form in Section 6; then enter “NA” in the remaining spaces for the EPA hazardous waste codes.
- (4) 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](#)” in section 9 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 2017 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.

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) (Item 1. F). The



amount shipped off-site or managed on-site will be reported in Items 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 VERY SMALL QUANTITY GENERATORS (VSQGs)** – Waste management facilities sometimes receive hazardous waste from large numbers of VSQGs 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).
- (2) 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 “VSQG”.

For example, wastes received from several VSQGs 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 “AKVSQG.” **Note:** This method of completing Item D can also be used for VSQG 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 site located in a foreign country (other than U.S. territory or protectorate), complete a GM Form. Enter the appropriate code in Item 1.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. If you are a TSD as well as an importer of record, refer to the following instructions about an alternative to reporting on GM Forms.

**Report on the WR Form** – If your site received hazardous waste directly from a generator at a site located in a foreign country (other than a U.S. territory or protectorate), complete a WR Form for the waste treated, recovered, or disposed at your site. Only the first TSD site receiving foreign hazardous waste should report the waste in WR. If this waste is then shipped to another domestic site it is not counted as imported waste on the WR by the second site. If the foreign site has an EPA assigned Identification (ID) Number listed in the Code Description section or in the lookup table in RCRAInfo, fill out the WR Form as you would for a domestic site, using this number on the list or the list in the lookup table in the RCRAInfo. If the site does not have an EPA assigned ID number on the list or in the lookup table, report the code “FC” for foreign country followed by the name of the country in the space for the EPA ID Number or add the new handler or update the old one (e.g., when there is a name change) in the lookup table in RCRAInfo. If your State requires the OI Form, the name and address of the foreign handler does not need to be in the comments section of the WR Form.



Federal requirement for imported hazardous wastes is under 40 CFR §§ 264.75 and 265.75 for TSDFs and/or the 40 CFR § 262.41 for importers complying with generator requirements (or equivalent authorized state requirements)

As the owner or operator of the TSDF receiving hazardous waste import shipments, you must report such hazardous waste import shipments using the WR Form, as appropriate. If your facility was acting as the importer of record, you assumed generator requirements for those import shipments and must also report the import shipments as generated hazardous wastes from a foreign source using the GM Form.

An EPA-acceptable alternative for you to meet your generator biennial reporting requirement for those import shipments would be for you to add a statement to the comment field of your WR form for those import shipments noting that your TSDF was the importer of record for the listed import shipment(s). Please check with your authorized State Agency on how best to meet your generator biennial reporting requirements.

If your facility was not acting as the importer, EPA strongly encourages the importer to comply with the biennial reporting requirements in 40 CFR § 262.41 (or equivalent authorized state requirements). All parties possibly acting as the importer could be held jointly and severally liable for compliance with the generator requirements of Part 262<sup>2</sup>.

**WASTES SHIPPED TO FOREIGN COUNTRIES**– Reporting on the GM Form, Item 3.B –Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.83(g). This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report with hazardous waste exported directly to a site located in a foreign country. If your State requires you to report exported hazardous waste, facilities that export hazardous waste should list in GM Item 3.B a Foreign Site Identification Number listed in the Code Description section or in the lookup table in RCRAInfo. If a site located in a foreign country to which hazardous waste is shipped is not on the list, enter “FC” followed by the name of the country as the EPA Identification Number or add the new handler or update the old one (e.g., when there is a name change) in the lookup table in RCRAInfo.

---

<sup>2</sup> Memo from John Skinner, Director of EPA’s Office of Solid Waste to Harry Seraydarian, Director, Toxics and Waste Management Division, EPA Region IX, June 25, 1985, available online at [http://yosemite.epa.gov/osw/rcra.nsf/Oc994248c239947e85256d090071175f/E27643CD81ABBDCA8525670F006BD187/\\$file/11085.pdf](http://yosemite.epa.gov/osw/rcra.nsf/Oc994248c239947e85256d090071175f/E27643CD81ABBDCA8525670F006BD187/$file/11085.pdf).

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

## 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.

<b>Under Generator Exclusion ((40 CFR 261.4(a)(23))</b>	
<b>Code</b>	<b>Facility Code Description</b>
<b>01</b>	<b>HSM Generator reclaiming HSM “on-site”:</b> This code applies if you generate and reclaim hazardous secondary material at your generating facility.
<b>02</b>	<b>HSM Generator transferring HSM to reclaimer within the “same company”:</b> 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.
<b>03</b>	<b>Reclaimer receiving HSM from HSM generator within the “same company”:</b> 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.
<b>04</b>	<b>Tolling Contractor reclaiming HSM pursuant to a tolling contract:</b> This code applies if you are a tolling contractor that reclaims hazardous secondary material pursuant to a written contract with a toll manufacturer.
<b>05</b>	<b>Toll Manufacturer managing HSM pursuant to a tolling contract:</b> This code applies if you generate and send hazardous secondary material for reclamation to a tolling contractor pursuant to a written contract.

<b>Verified Recycler Exclusion (40 CFR 261.4(a)(24))</b>	
<b>Code</b>	<b>Facility Code Description</b>
<b>06</b>	<b>HSM Generator transferring HSM off-site to a domestic reclamation facility:</b> This code applies if you generate and send hazardous secondary material for reclamation to an off-site domestic reclamation facility.
<b>07</b>	<b>Permitted Reclaimer receiving HSM from off-site:</b> This code applies if you have a RCRA Part B permit, or operate under interim status standards, and reclaim hazardous secondary material received from an off-site hazardous secondary material generator or other facility. (If you do not have a RCRA Part B permit and are not operating under interim status standards and instead, have obtained a variance to receive hazardous secondary material under this exclusion, use code 17 below.)
<b>08</b>	<b>Permitted Intermediate facility:</b> This code applies if you have a RCRA Part B permit, or operate under interim status standards, and receive hazardous secondary material from an off-site 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. (If you do not have a RCRA Part B permit and are not operating under interim status standards and instead, have obtained a variance to receive hazardous secondary material under this exclusion, use code 18 below.)

<b>Imports (40 CFR 261.4(a)(24))</b>	
<b>Code</b>	<b>Facility Code Description</b>
<b>09</b>	[Reserved]
<b>10</b>	<b>HSM Generator importing HSM from a foreign country to send to recycling:</b> This code applies if you import hazardous secondary material from a foreign country and send the material for reclamation to a permitted or verified recycling facility.

<b>11</b>	<b>HSM Generator AND Permitted Reclaimer of imported HSM:</b> This code applies if you import hazardous secondary material from a foreign country and reclaim the material at your facility under a RCRA Part B permit or under interim status standards. (If you do not have a RCRA permit and are not operating under interim status standards and, instead, have obtained a variance to receive hazardous secondary material under this exclusion, use code 18 below.)
-----------	---

<b>Non-waste Determinations and Solid Waste Variances (40 CFR 260.30)</b>	
<b>Code</b>	<b>Facility Code Description</b>
<b>14</b>	<b>Variance for Materials that are Accumulated Speculatively:</b> This code applies if you operate under an approved variance from EPA or your State for materials that are accumulated speculatively without sufficient amounts being recycled ( <i>see 40 CFR 260.31(a)</i> ).
<b>15</b>	<b>Variance for Materials that are Reclaimed and then Reused within the Original Production Process:</b> This code applies if you operate under an approved variance from EPA or your State for materials that are reclaimed and then reused as feedstock within the original production process in which the materials were generated ( <i>see 40 CFR 260.31(b)</i> ).
<b>16</b>	<b>Variance for Materials that are Partially-Reclaimed:</b> This code applies if you operate under an approved variance from EPA or your State for materials that have been partially-reclaimed but must be reclaimed further before recovery is completed if the partial reclamation has produced a commodity-like material ( <i>see 40 CFR 260.31(c)</i> ).
<b>17</b>	<b>Variance for HSM transferred for reclamation and managed at a verified reclamation facility:</b> This code applies if you operate under an approved variance from EPA or your State for hazardous secondary materials that are transferred to you for reclamation under 40 CFR 261.4(a)(24) ( <i>see 40 CFR 260.31(d)</i> ). (If you have not obtained a variance to receive hazardous secondary material under this exclusion and, instead, have a RCRA Part B permit or operate under interim status standards, use code 07 above.)
<b>18</b>	<b>Variance for HSM transferred and managed at a verified intermediate facility:</b> This code applies if you operate under an approved variance from EPA or your State for hazardous secondary materials that are transferred to you for storage greater than 10 days under 40 CFR 261.4(a)(24) ( <i>see 40 CFR 260.31(d)</i> ). (If you have not obtained a variance to receive hazardous secondary material under this exclusion and, instead, have a RCRA Part B permit or operate under interim status standards as an intermediate facility, use code 08 above.)
<b>19</b>	<b>Variance for HSM imported AND managed at a verified reclamation facility:</b> This code applies if you operate under an approved variance from EPA or your State for hazardous secondary materials that are imported to you for reclamation at your site under 40 CFR 261.4(a)(24) ( <i>see 40 CFR 260.31(d)</i> ). (If you have not obtained a variance to receive hazardous secondary material under this exclusion and, instead, have a RCRA Part B permit or operate under interim status standards, use code 07 above.)
<b>20</b>	<b>Non-waste determination for HSM reclaimed in a continuous industrial process:</b> This code applies if you operate under an approved non-waste determination from EPA or your State for hazardous secondary material which is reclaimed in a continuous industrial process ( <i>see 40 CFR 260.34(b)</i> ).
<b>21</b>	<b>Non-waste determination for HSM that are indistinguishable from a product or intermediate:</b> This code applies if you operate under an approved non-waste determination from EPA or your State for hazardous secondary materials which is indistinguishable in all relevant aspects from a product or intermediate ( <i>see 40 CFR 260.34(c)</i> ).

## 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.

## 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.

<b>Wastes From On-going Production and Service Processes (waste from general day to day manufacturing, production, or maintenance activities)</b>	
<b>Code</b>	<b>Source Code Description</b>
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)

<b>Wastes From Other Intermittent Events or Processes</b>	
<b>Code</b>	<b>Source Code Description</b>
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)

<b>Residuals From Pollution Control and Waste Management Processes</b>	
<b>Code</b>	<b>Source Code Description</b>
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 - report a management method code, e.g., indicated in Item H of WR Form for the management method (enter the related management method code, a H code, but not H141) that produced the residuals.
G26	Leachate collection (from landfill operations or other land units)
G27	Treatment or recovery of universal waste

<b>Wastes From Spills and Accidental Releases</b>	
<b>Code</b>	<b>Source Code Description</b>
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)

<b>Wastes From Remediation of Past Contamination</b>	
<b>Code</b>	<b>Source Code Description</b>
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)

<b>Wastes Received by an LQG from VQGs Under the Control of the Same Person</b>	
<b>Code</b>	<b>Source Code Description</b>
G51	Hazardous wastes received by an LQG from VSQGs under the control of the same person

<b>Wastes Not Physically Generated On-site</b>	
<b>Code</b>	<b>Source Code Description</b>
G61	Received from off-site for storage/bulking and transfer off-site for treatment or disposal (to match H141 received waste quantities from Form WR's). GENERATION QUANTITY SHOULD BE ZERO to avoid double counting.
For codes G63-G75	Hazardous waste received from a site located in a foreign country (other than a 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



## FORM CODES

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

<b>Mixed Media/Debris/Devices</b> - Waste that is a mixture of organic and inorganic wastes, liquid and solid wastes, or devices that are not easily categorized	
<b>Code</b>	<b>Form Code Description</b>
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

<b>Inorganic Liquids</b> - Waste that is primarily inorganic and highly fluid (e.g., aqueous), with low suspended inorganic solids and low organic content	
<b>Code</b>	<b>Form Code Description</b>
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)

<b>Organic Liquids</b> - Waste that is primarily organic and is highly fluid, with low inorganic solids contents and low-to-moderate water content	
<b>Code</b>	<b>Form Code Description</b>
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)

<b>Inorganic Solids</b> - Waste that is primarily inorganic and solid, with low organic content and low-to-moderate water content; not pumpable	
<b>Code</b>	<b>Form Code Description</b>
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)

<b>Organic Solids</b> - Waste that is primarily organic and solid, with low-to-moderate inorganic content and water content; not pumpable	
<b>Code</b>	<b>Form Code Description</b>
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)

<b>Inorganic Sludges</b> - Waste that is primarily inorganic, with moderate-to-high water content and low organic content; mostly pumpable	
<b>Code</b>	<b>Form Code Description</b>
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)

<b>Organic Sludges</b> - Waste that is primarily organic with low-to-moderate inorganic solids content and water content; pumpable	
<b>Code</b>	<b>Form Code Description</b>
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)

## 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.

<b>Reclamation and Recovery</b>	
<b>Code</b>	<b>Management Method Code Description</b>
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)

<b>Destruction or Treatment Prior to Disposal at Another Site</b>	
<b>Code</b>	<b>Management Method Code Description</b>
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)

<b>Disposal</b>	
<b>Code</b>	<b>Management Method Code Description</b>
H130	Surface Impoundment that will be closed as a landfill (with prior treatment and/or stabilization meeting LDR treatment standard)
H131	Land treatment or application (with any prior treatment and/or stabilization)
H132	Landfill (with 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 management (e.g., storage or transported prior to discharge to POTW or by NPDES)

<b>Transfer Off-site</b>	
<b>Code</b>	<b>Management Method Code Description</b>
H141	The site receiving this waste stored/bulked and transferred the waste with no reclamation, recovery, destruction, treatment or disposal at that site. <b>[Do not use this code in Item 1.D (source code G25) or Item 2 (On-site Management) of Form GM]. For Form WR, linked to source code G61 on Form GM.</b>

## 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 use the Comments section to provide 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.

<b>The facility initiated waste minimization efforts prior to 2017 and continued these efforts during the 2017 reporting year for this hazardous waste</b>		
Code	Description	Examples
A	Continued initiatives to reduce quantity and/or toxicity of this waste	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Modified equipment, layout, and/or piping, e.g., longer auto bath analyzers, wastewater treatment system upgraded.</li> <li>• 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.</li> </ul>
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.
<b>The facility initiated waste minimization efforts during the 2017 reporting year for this hazardous waste</b>		
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.
<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</b>		
N	Waste minimization efforts found to be economically or technically impracticable	Economic constraints or not economically feasible; technical limitations of manufacturing operations,

Waste Minimization Codes  
(continued)

		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.

## PROCESS 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.

<b>Disposal</b>		
<b>Process Code</b>	<b>Process</b>	<b>Appropriate Unite of Measure for Process Design Capacity</b>
D79	Underground Injection	Gallons; Liters; Gallons Per Day; or Well Disposal      Liters Per Day
D80	Landfill	Acre-feet; Hectares-meter; Acres; Cubic Meters; Hectares; Cubic Yards
D81	Land Treatment	Acres or Hectares
D82	Ocean Disposal	Gallons Per Day or Liters Per Day
D83	Surface Impoundment Disposal	Gallons; Liters; Cubic Meters; or Cubic Yards
D99	Other Disposal	Any Unit of Measure Listed in the Unit of Measure Table

<b>Storage</b>		
<b>Process Code</b>	<b>Process</b>	<b>Appropriate Unite of Measure for Process Design Capacity</b>
S01	Container	Gallons; Liters; Cubic Meters; or Cubic Yards
S02	Tank Storage	Gallons; Liters; Cubic Meters; or Cubic Yards
S03	Waste Pile	Cubic Yards or Cubic Meters
S04	Surface Impoundment	Gallons; Liters; Cubic Meters; or Cubic Yards
S05	Drip Pad	Gallons; Liters; Cubic Meters; Hectares; or Cubic Yards
S06	Containment Building	Cubic Yards or Cubic Meters      Storage
S07	Other Storage	Any Unit of Measure Listed in the Unit of Measure Table

<b>Treatment</b>		
<b>Process Code</b>	<b>Process</b>	<b>Appropriate Unite of Measure for Process Design Capacity</b>
T01	Tank Treatment	Gallons Per Day; Liters Per Day
T02	Surface Impoundment	Gallons Per Day; Liters Per Day
T03	Incinerator	Short Tons Per Hour; Metric Tons Per Hour; Gallons Per Hour; Liters Per Hour; BTUs Per Hour; Pounds Per Hour; Short Tons Per Day; Kilograms Per Hour; Gallons Per Day; Metric Tons Per Hour; or Million BTU Per Hour
T04	Other Treatment	Gallons Per Day; Liters Per Day; Pounds Per Hour; Short Tons Per Hour; Kilograms Per Hour; Metric Tons Per Day; Short Tons Per Day; BTUs Per Hour; Gallons Per Day; Liters Per Hour; or Million BTU Per Hour
T80	Boiler	Gallons; Liters; Gallons Per Hour; Liters Per Hour; BTUs Per Hour; or Million BTU Per Hour
T81	Cement Kiln	Gallons Per Day; Liters Per Day; Pounds Per Hour; Short Tons Per Hour; Kilograms Per Hour; Metric Tons Per Hour

T82	Lime Kiln	Day; Metric Tons Per Hour; Short Tons Per Day; BTU Per Hour; Liters Per Hour;
T83	Aggregate Kiln	Kilograms Per Hour; or Million BTU Per Hour
T84	Phosphate Kiln	
T85	Coke Oven	
T86	Blast Furnace	
T87	Smelting, Melting, or Refining Furnace	
T88	Titanium Dioxide Chloride Oxidation Reactor	
T89	Methane Reforming Furnace	
T90	Pulping Liquor Recovery Furnace	
T91	Combustion Device Used in the Recovery of Sulfur Values from Spent Sulfuric Acid	
T92	Halogen Acid Furnaces	
T93	Other Industrial Furnaces Listed in 40 CFR 260.10	
T94	Containment Building Treatment	Cubic Yards; Cubic Meters; Short Tons Per Hour; Gallons Per Hour; Liters Per Hour; BTU Per Hour; Pounds Per Hour; Short Tons Per Day; Kilograms Per Hour; Metric Tons Per Day; Gallons Per Day; Liters Per Day; Metric Tons Per Hour; or Million BTU Per Hour

<b>Miscellaneous (Subpart X)</b>		
<b>Process Code</b>	<b>Process</b>	<b>Appropriate Unite of Measure for Process Design Capacity</b>
X01	Open Burning/Open	Any Unit of Measure Listed Below Detonation
X02	Mechanical Processing	Short Tons Per Hour; Metric Tons Per Hour; Short Tons Per Day; Metric Tons Per Day; Pounds Per Hour; Kilograms Per Hour; Gallons Per Hour; Liters Per Hour; or Gallons Per Day
X03	Thermal Unit	Gallons Per Day; Liters Per Day; Pounds Per Hour; Short Tons Per Hour; Kilograms Per Hour; Metric Tons Per Day; Metric Tons Per Hour; Short Tons Per Day; BTU Per Hour; or Million BTU Per Hour
X04	Geologic Repository	Cubic Yards; Cubic Meters; Acre-feet; Hectare-meter; Gallons; or Liters
X99	Other Subpart X	Any Unit of Measure Listed in the Unit of Measure Table



## UNIT OF MEASURE CODES

Unit of Measure	Unit of Measure Code
Gallons	G
Gallons Per Hour	E
Gallons Per Day	U
Liters	L
Liters Per Hour	H
Liters Per Day	V
Short Tons Per Hour	D
Short Tons Per Day	N
Metric Tons Per Hour	W
Metric Tons Per Day	S
Pounds Per Hour	J
Kilograms Per Hour	X
Million BTU Per Hour	X
Cubic Yards	Y
Cubic Meters	C
Acres	B
Acre-feet	A
Hectares	Q
Hectare-meter	F
BTU Per Hour	I

## SAMPLE OF FOREIGN SITE IDENTIFICATION NUMBER LIST

If the foreign site has an EPA assigned Identification (ID) Number listed below, fill out the GM Form Item 3.B and/or WR Form as you would for a domestic site, using this number on the list or a list in the lookup table in the RCRAInfo. If the site does not have an EPA assigned ID number on the list below or in the lookup table, report the code "FC" for foreign country followed by the name of the country in the space for the EPA ID Number or add the new handler or update the old one (e.g., where there is name change) in the lookup table in RCRAInfo. Enter the remaining information for that site as you would for a domestic facility. The following list is only a sample of foreign site ID number. This may not be a comprehensive list and will be re-visited and posted as needed in the lookup table in RCRAInfo. States or Regions can add new site information to the list or update the old ones in the lookup table in the RCRAInfo.

Bennett Environmental	Saint Ambroise	FCCA00000115
Centre de Recyclage Intermediare	Ontario, Canada	FCCA00000069
ChemRec	Quebec, Canada	FCCA00000068
Chemtech	Quebec, Canada	FCCA00000081
Clean Harbors, Corunna	Ontario, Canada	FCCA00000004
Clean Harbors, London	Ontario, Canada	FCCA00000100
Clean Harbors Mercier	Quebec, Canada	FCCA00000120
Clean Harbors, Mississauga	Ontario, Canada	FCCA00000070
Clean Harbors, Thorold	Ontario, Canada	FCCA00000050
Clean Harbors Thurso	Quebec, Canada	FCCA00000121
Custom Environmental Svcs	Edmonton	FCCA00000104
Cyanide Destruct, Barrie	Ontario, Canada	FCCA00000099
Cyanide Destruction Systems, Markham	Ontario, Canada	FCCA00000073
Fielding Chemical	Ontario, Canada	FCCA00000119
Horizon Environmental Inc	Quebec, Canada	FCCA00000090
Imperial Oil, Sarnia	Ontario, Canada	FCCA00000058
Newalta Industrial Svcs, Fort Erie	Ontario, Canada	FCCA00000067
Nova PB	Ste Catherine	FCCA00000105
Outokumpu Harjavalta Metals OY	Harjavalta, Finland	FCFI00000005
Pinnacle Waste Services	Ontario, Canada	FCCA00000082
Samji Metals Ind Co Ltd	Ansaan City, Korea	FCKR00000125
Stablex Canada Inc.	Quebec, Canada	FCCA00000045
Thermonics	Douchervl, Quebec	FCCA00000078
Wha Chang Co Ltd	Haman-gun, Korea	FCKR00000124
Xstrata	New Brunswick, Canada	FCCA00000123
Zinc Nacional SA	Monterrey, Mexico	FCMX00000126