United States
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2014 Hazardous Waste Report

Instructions and Forms

EPA Form 8700-13 A/B

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

2014 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 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 Parts 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. 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, EPA will treat the information in accordance with the confidentiality regulations in 40 CFR Part 2, Subpart B. EPA also ensures that the information collection procedures comply with the Privacy Act of 1974 and OMB Circular 108.

Estimated Burden: The annual reporting burden for the 2014 Hazardous Waste Report is estimated to average 12 hours per hazardous waste facility, and includes time for gathering data, completing and reviewing the forms, and submitting the report. The recordkeeping burden is estimated to average 5 hours per hazardous waste facility, and includes the time for reading the instructions and filing and storing the 2014 Hazardous Waste Report submission for three years. The annual reporting burden is estimated to be 22 hours per facility for a State agency to distribute the 2014 Hazardous Waste Report Instructions and Forms, assist respondents, key entry report submissions, and perform quality assurance. There are no recordkeeping requirements associated with this requirement, and as such, there is no recordkeeping burden.

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, EPA has established a public docket for this information collection request (ICR) under Docket ID Number 0976.16, which is available for public viewing at the RCRA Docket in the EPA Docket Center (EPA/DC), EPA West, Room 3334, 1301 Constitution Ave., NW, Washington, D.C. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744 and the telephone number for the RCRA Docket is (202) 566-0270. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at http://www.epa.gov/dockets/regulations.htm.

Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the Docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, D.C. 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID Number 0976.16 and OMB Control Number 2050-0024 in any correspondence.

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THE 2014 HAZARDOUS WASTE REPORT

INTRODUCTION

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

The EPA prepared this booklet for hazardous waste generators and for facilities that treat, store, or dispose hazardous waste to report their hazardous waste activities for calendar year 2014. The information collected will:

- Provide the EPA and the States with an understanding of hazardous waste generation and management in the U.S.
- Help the EPA measure the quality of the environment, such as monitoring industry compliance with the regulations and evaluating waste minimization efforts taken by industry.
- Be summarized and communicated to the public, primarily through publication of the 2014 National Biennial RCRA Hazardous Waste Report.

The data you provide will be entered into a computer database by the State or the EPA Regional Office to which you return your Hazardous Waste Report. After review, to ensure the quality of the data, 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 2014 Hazardous Waste Report forms, please carefully read the instructions in this booklet.

IF YOU NEED ASSISTANCE

To obtain assistance in filling out the 2014 Hazardous Waste Report forms, please contact your State Office. Some States' reporting requirements differ from the Federal requirements. The list of State and EPA Regional Office addresses, contact names, telephone numbers, and e-mail addresses is located at: http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf.

WHAT'S NEW

Below is a list of changes to the 2014 Hazardous Waste Report Instructions and Forms.

CONSOLIDATED MANAGEMENT METHOD CODES

Some management method codes have been consolidated in order to ease reporting. For example, previous codes H071 (chemical reduction), H073 (cyanide destruction), H075 (chemical oxidation), H076 (wet air oxidation) and H077 (other chemical precipitation) have all been consolidated under the new management method code H070 (chemical treatment). The management method codes for this 2014 reporting year have been mapped to the management method codes used for previous years in order to assist filers with the transition.

REVISED WASTE MINIMIZATION CODES

The waste minimization codes have been revised in order to assist filers with reporting their waste minimization activities. The new waste minimization codes identify when waste minimization activities occurred (whether initiated prior to the reporting year or during the reporting year) and also provide examples of types of waste minimization activities.

REVISED LANGUAGE FOR SOME SOURCE CODE DESCRIPTIONS

Editorial changes were made to the description of some source codes in order to improve clarity for filers. For example, G25 was changed from "hazardous waste management" to "treatment, disposal, or recycling of hazardous waste" in order to better communicate the meaning of this code.

REVISED NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODES

In completing the 2014 Hazardous Waste Report, sites should use the new 2012 NAICS codes established by the U.S. Census Bureau. Significant changes were made to the NAICS codes in 2012. All sites should confirm their NAICS codes in the new 2012 NAICS code table, which can be found at http://www.census.gov/eos/www/naics.

WHO MUST FILE THE 2014 HAZARDOUS WASTE REPORT

SITES REQUIRED TO FILE THE HAZARDOUS WASTE REPORT

You are required by Federal statute (mandatory reporting) to complete and file the 2014 Hazardous Waste Report (also known as the "Biennial Report") or your State's equivalent hazardous waste report if your site:

- Met the definition (see box below) of a RCRA Large Quantity Generator (LQG) during 2014; **or**
- Treated, stored, or disposed of RCRA hazardous wastes on-site during 2014.

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
WHO MUST REPORT FOR CALENDAR YEAR 2014

A site is a RCRA Large Quantity Generator (LQG) for 2014 if the site met **any** of the following criteria:

a. The site generated, in any single calendar month, 1,000 kg (2,200 lbs.) or more of RCRA non-acute hazardous waste; **or**

b. The site generated, in an single calendar month, or accumulated at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; **or**

c. The site generated, in any single calendar month, or accumulated at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste.

Note: Generators must total (or count) the quantity of all hazardous wastes generated per month. The regulations stating which hazardous wastes are counted in a generator's monthly quantity determination are found in 40 CFR 261.5(c) and (d).

Note: You will report your current Hazardous Waste Generator status as of the date of submitting your 2014 Hazardous Waste Report on the Site ID Form in Item 10.A.1 – Generator of Hazardous Waste. Your current status may be different from the status during the report year that requires you to file the Hazardous Waste Report.

Note: Hazardous waste imported from a foreign country in 2014 must be counted in determining your generator status if your site is the U.S. Importer. This waste must be reported on the GM Form or the WR Form in your 2014 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" on page 10.

SITES THAT SHOULD NOT FILE THE HAZARDOUS WASTE REPORT

Do not file the 2014 Hazardous Waste Report if, during 2014, your site was not a RCRA Large Quantity Generator (your site did not meet any of the LQG criteria) **and** your site did not treat, store, or dispose of RCRA hazardous wastes on-site in waste management units subject to a RCRA operating permit. Exception: File the report if your State has more stringent reporting requirements. See "State-specific Requirements" 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 and submit it to your State Office. See the Item-by-Item Instructions for information on filling out the Site Identification Form. Place an "X" in the box for Subsequent Notification in Item 1 – Reason for Submittal.

Unless required by your State, do not file the 2014 Hazardous Waste Report if, during 2014, all of your hazardous waste was exported directly out of the U.S. to a foreign country. Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report.)

STATE-SPECIFIC REQUIREMENTS

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

INSTRUCTIONS FOR FILING THE 2014 HAZARDOUS WASTE REPORT

INTRODUCTION

The instructions and forms for the 2014 Hazardous Waste Report are prepared by the U.S. Environmental Protection Agency (EPA) for generators and for treatment, storage, and disposal facilities (TSDFs) to report their hazardous waste activities for 2014. Additionally, facilities may use this Hazardous Waste Report to notify their regulatory authority that they are managing hazardous secondary material (HSM) under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) (these facilities would notify using the RCRA Subtitle C Site Identification Form and Addendum to the Site Identification Form).

AUTHORITY

The authority for the 2014 Hazardous Waste Report is contained in Sections 3002 and 3004 of the Resource Conservation and Recovery Act of 1976 (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA). Section 3002 requires hazardous waste generators to report to the EPA or the authorized States, at least every two years, the quantities, nature, and disposition of generated hazardous waste. Under the authority of Section 3004, the EPA requires reporting by treatment, storage, and disposal facilities for the wastes they receive.

OVERVIEW OF THE 2014 HAZARDOUS WASTE REPORT

To determine if you are required to file the Hazardous Waste Report, read **WHO MUST FILE THE 2014 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 provides general guidelines for filling out the Hazardous Waste Report forms. This includes where to find the telephone number for the State Contacts, which you can call with questions about completing the Hazardous Waste Report.

WHEN AND WHERE TO SEND YOUR COMPLETED REPORT

The 2014 Hazardous Waste Report is due to your State or EPA Regional Office by March 1, 2014. Return your completed Hazardous Waste Report to the address listed for your State or Regional contact. See the additional information sent to you with this booklet. An updated listing of State and EPA Regional mailing addresses, contact names, telephone numbers, and e-mail addresses is maintained at: http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf.

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, HSM facility codes, HSM land-based unit codes, source codes, form codes, management method codes, and waste minimization codes.

WHICH FORMS TO SUBMIT AND WHAT TO REPORT

The 2014 Hazardous Waste Report contains the following four forms:

SITE ID FORM

A site required to file the 2014 Hazardous Waste Report MUST submit the RCRA Subtitle C Site Identification Form (Site ID Form) as a component of the Report.

You will report that you are submitting the Site ID form as part of the 2014 Hazardous Waste Report in Item 1 – Reason for Submittal. Mark "As a component of the Hazardous Waste Report (If marked, see sub-bullet below)" and mark the sub-bullet, if the status is applicable to you during the 2014 reporting year.

You will fill out the Site ID form by reporting all information current as of the date of submitting your 2014 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 2014.

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

GM FORM

A site required to file the 2014 Hazardous Waste Report must submit Waste Generation and Management (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 2014; **or**

- Generated and accumulated on-site in 2014 but not managed on-site or shipped off-site until after 2014; **or**

- Generated and accumulated on-site prior to 2014 but either managed on-site or shipped off-site in 2014; **or**

- Imported from a foreign country in 2014.

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

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

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

WR FORM

A site required to file the 2014 Hazardous Waste Report must submit Waste Received From Off-site (WR) Form(s) if, during 2014, it received RCRA hazardous waste from off-site and managed the waste on-site (including subsequent transfer off-site).

OI FORM

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

FILLING OUT THE FORMS

CONTACTS FOR ASSISTANCE

To obtain assistance in filling out the 2014 Hazardous Waste Report forms, please contact your State or EPA Regional Office. States' reporting requirements or forms may differ from the Federal requirements. The list of contact addresses, contact names, telephone numbers, and e-mail addresses is located at: http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf.

COPIES OF HAZARDOUS WASTE REPORT INSTRUCTIONS AND FORMS

Additional copies of the 2014 Hazardous Waste Report Instructions and Forms can be obtained from the contact provided for your State. If your State uses the EPA's version of the instructions and forms, you can download the booklet from:
http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm.

DOCUMENTS HELPFUL IN FILLING OUT THE FORMS

To prepare the 2014 Hazardous Waste Report, you should consult your records on quantities and types of hazardous waste that your site generated, managed, shipped, or received in 2014. Some records that may be helpful are:

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

CODE LISTS

LIST

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

SKIP INSTRUCTIONS

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

EXPLANATIONS

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

ALPHANUMERIC FIELDS

Valid characters for alphanumeric fields are limited to:

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

Invalid characters for alphanumeric fields include:

<>

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

RIGHT JUSTIFICATION OF QUANTITIES

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

			1	2	0	0	0	.	0

Enter a quantity of 29,599.5 tons as:

			2	9	5	9	9	.	5

COMMENTS SECTION OF FORMS

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

PAGE NUMBERING OF FORMS

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

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

PHOTOCOPIES OF FORMS

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

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

ELECTRONIC REPORTING

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

CONFIDENTIAL BUSINESS INFORMATION (CBI)

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

The EPA will treat information covered by such a claim in accordance with the procedures set forth in 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 YOU NEED ASSISTANCE

To obtain assistance in filling out the 2014 Hazardous Waste Report forms, please contact your State or EPA Regional Office. States' reporting requirements or forms may differ from the Federal requirements. The list of State and EPA Regional Office addresses, contact names, telephone numbers, and e-mail addresses is located at:
http://www.epa.gov/epawaste/inforesources/data/form8700/contact.pdf.

This booklet and other related information can be found at:
http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm.

INSTRUCTIONS FOR FILLING OUT THE RCRA SUBTITLE C SITE IDENTIFICATION (SITE ID) FORM

WHO MUST SUBMIT THIS FORM

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

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

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

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

PURPOSE OF THIS FORM

The Site ID Form provides site-specific information about your facility and is used to obtain an EPA Identification Number 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.

HOW TO FILL OUT THIS FORM

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

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

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

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

ITEM-BY-ITEM INSTRUCTIONS

ITEM 1 – REASON FOR SUBMITTAL

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

TO PROVIDE AN INITIAL NOTIFICATION (FIRST TIME SUBMITTING SITE IDENTIFICATION INFORMATION / TO OBTAIN AN EPA IDENTIFICATION NUMBER FOR THIS LOCATION)

- If your waste activity is regulated under Subtitle C of the Resource Conservation and Recovery Act (RCRA) and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260-299), you must submit this form to notify the appropriate State or EPA Regional Office of your regulated waste activities and obtain an EPA Identification Number.

- If you are an eligible academic entity opting into 40 CFR 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.

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

TO PROVIDE A SUBSEQUENT NOTIFICATION (TO UPDATE SITE IDENTIFICATION INFORMATION FOR THIS LOCATION)

- You must use this form to submit a subsequent notification if your site already has an EPA Identification Number and you wish to change information (e.g., generator status, new site contact person, new owner, new mailing address, new regulated waste activity, etc.).

- If you have previously submitted site identification information and are an eligible academic entity opting into or withdrawing from 40 CFR Part 262, Subpart K for managing laboratory hazardous wastes, you must use this form. Note: You must check with your State to determine if you are eligible to manage laboratory hazardous waste pursuant to 40 CFR Part 262, Subpart K in order for you to notify.

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

AS A COMPONENT OF A FIRST RCRA HAZARDOUS WASTE PART A PERMIT APPLICATION

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

AS A COMPONENT OF A REVISED RCRA HAZARDOUS WASTE PART A PERMIT APPLICATION

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

AS A COMPONENT OF THE HAZARDOUS WASTE REPORT (IF MARKED, SEE SUB-BULLET BELOW)

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

SITE WAS A TSD FACILITY AND/OR GENERATOR OF ≥ 1,000 KG OF HAZARDOUS WASTE, > 1 KG OF ACUTE HAZARDOUS WASTE, OR > 100 KG OF ACUTE HAZARDOUS WASTE SPILL CLEANUP IN ONE OR MORE MONTHS OF THE REPORT YEAR (OR STATE EQUIVALENT LQG REGULATIONS)

The purpose of this check box is to distinguish between sites that meet the criteria and are required to file a report versus those who file voluntarily or by State-only requirement but were not a TSD facility or a Large Quantity Generator (LQG) during the report year. Sites required to file the report should place an "X" in this box while non-LQG/TSD sites should not. For more information about who must file a report, refer to Who Must File the Hazardous Waste Report.

ITEM 2 – SITE EPA ID NUMBER

Provide your EPA Identification Number in Item 2 **for this site**. The first two characters of the EPA ID 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).

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

ITEM 3 AND 4 – SITE NAME AND LOCATION

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

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

ITEM 5 – SITE LAND TYPE

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

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

ITEM 6 – NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE(S)

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

BOX A

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

BOXES B – D

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

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

NOTE	Significant changes were made to the NAICS codes in 2012. All sites should confirm their NAICS codes in the new 2012 NAICS code table prior to completing Item 6 – NAICS Codes. You can obtain additional information about the 2012 NAICS codes at http://www.census.gov/eos/www/naics.

ITEM 7 – SITE MAILING ADDRESS

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

ITEM 8 – SITE CONTACT PERSON

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

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

ITEM 9 – LEGAL OWNER AND OPERATOR OF THE SITE

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

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, 2014, enter 04/22/2014. This is a required field and a date must be reported.

OWNER TYPE

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

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

LEGAL OWNER ADDRESS

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

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

B. NAME OF SITE'S OPERATOR

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

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

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

DATE BECAME AN OPERATOR

Indicate the date on which the above entity became the operator of your site. Enter dates as in this example: For April 22, 2014, enter 04/22/2014. This is a required field and a date must be reported.

OPERATOR TYPE

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

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

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

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

ITEM 10 – TYPE OF REGULATED WASTE ACTIVITY

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

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

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

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

1. GENERATOR OF HAZARDOUS WASTE (AT YOUR SITE):

If you generate a hazardous waste that is listed in 40 CFR 261.31 through 261.33 or identified by one or more hazardous waste characteristic(s) contained in 40 CFR 261.21 through 261.24, place an "X" in the

appropriate box for the quantity of hazardous waste that is generated per calendar month. The regulations for hazardous waste generators are found in 40 CFR Part 262 (http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl). 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

This site is a Large Quantity Generator if the site meets **any** of the following criteria:

(i) Generates, in any calendar month, 1,000 kg (2,200 lbs.) or more of non-acute RCRA hazardous waste; **or**

(ii) Generates, in any calendar month, or accumulates at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; **or**

(iii) Generates, in any calendar month, or accumulates at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste.

NOTE	If, in addition to being an LQG, you recycle hazardous wastes at your site, mark both this box and Item 10.A.4. Hazardous secondary material managed under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25) DOES NOT count towards your generator status. However, you must check with your State to determine if you are eligible to manage hazardous secondary material under these exclusions.

b. SQG: Small Quantity Generator

This site is a Small Quantity Generator if the site meets **all** of the following criteria:

(i) Generates, in any calendar month, 100 kg (220 lbs.) but less than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**

(ii) Does not generate, in any calendar month, or accumulate at any time, more than 1 kg (2.2 lbs.) of acute hazardous waste; **and**

(iii) Does not generate more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

OR, the site is a Small Quantity Generator if the site:

(i) Meets (i) and (iii) of the Conditionally Exempt Small Quantity Generator criteria (see below), **but**

(ii) Is storing more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste on-site. If the site accumulates, at any time, more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste, the site must apply for an EPA ID Number using this form.

c. CESQG: Conditionally Exempt Small Quantity Generator

This site is a CESQG if the site does **all** of the following:

(i) Generates no more than 100 kg (220 lbs.) of RCRA hazardous waste in any calendar month; **and**

(ii) Does not accumulate, at any time, more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**

(iii) Does not generate, in any calendar month, or accumulate at any time, more than 1 kg (2.2 lbs.) of acute hazardous waste and no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

NOTE	If you generate acute hazardous wastes listed in 40 CFR 261.31, 261.32, or 261.33(e), please refer to 40 CFR 261.5(e) to determine the circumstances under which you must notify the EPA.

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

2. SHORT-TERM GENERATORS

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

3. UNITED STATES IMPORTER OF HAZARDOUS WASTE

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

4. 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 section.

5. TRANSPORTER OF HAZARDOUS WASTE

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 (at your site)
You are a hazardous waste transfer facility, at your site, if you hold manifested hazardous waste(s) at your site for a period of ten (10) days or less while the waste is in transit. The Federal regulations for hazardous waste transfer facilities are found in 40 CFR Part 263.12.

6. TREATER, STORER, OR DISPOSER OF HAZARDOUS WASTE (AT YOUR SITE)

If you treat, store, or dispose of hazardous waste, mark "Yes." A RCRA Hazardous Waste Part B Permit is **required** for this activity. Contact the appropriate office for your State for more information. The Federal regulations for owners and operators of permitted treatment, storage, and disposal facilities (TSDFs) are found in 40 CFR Parts 264, 265, 266, and 270.

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 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).

NOTE	If your site is a destination facility for universal wastes in addition to being a treatment, storage, or disposal facility for other RCRA hazardous wastes, mark "Yes" for both this box **and** Item 10.B.2.

7. RECYCLER OF HAZARDOUS WASTE (AT YOUR SITE)

If you recycle regulated hazardous wastes (recyclable materials) at your site, mark "Yes." The Federal regulations for owners and operators of sites that recycle hazardous waste are found in 40 CFR 261.6. You also may be subject to other Federal and State regulations; in some cases a permit is required.

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

8. EXEMPT BOILER AND/OR INDUSTRIAL FURNACE (AT YOUR SITE)

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.

9. UNDERGROUND INJECTION CONTROL (AT YOUR SITE)

If you generate, treat, store, or dispose of hazardous waste and place the waste or its residuals into an underground injection well (e.g., a Class I well) located at your site, mark "Yes." The Federal regulations for owners and operators of underground injection wells are found in 40 CFR Part 148.

10. RECEIVES HAZARDOUS WASTE FROM OFF-SITE (AT YOUR SITE)

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

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

B. UNIVERSAL WASTE ACTIVITIES (AT YOUR SITE)

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.**

1. LARGE QUANTITY HANDLER OF UNIVERSAL WASTE (LQHUW)

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

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.

NOTE	If your site, in addition to being a destination facility for universal wastes, is also a treatment, storage, or disposal facility for RCRA hazardous wastes, mark "Yes" for both this box **and** Item 10.A.6. In addition, if your site recycles RCRA hazardous wastes, mark "Yes" for both this box **and** Item 10.A.7.

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. **Complete all parts 1 through 4.**

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 Part 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 Part 279.40-47.

2. USED OIL PROCESSOR AND/OR RE-REFINER (AT YOUR SITE)

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 Part 279.50-59.

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

3. OFF-SPECIFICATION USED OIL BURNER (AT YOUR SITE)

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

4. USED OIL FUEL MARKETER (AT YOUR SITE)

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 off-specification used oil are found in 40 CFR Part 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 specification established in 40 CFR 279.11.

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

D. ELIGIBLE ACADEMIC ENTITIES WITH LABORATORIES – NOTIFICATION FOR OPTING INTO OR WITHDRAWING FROM MANAGING LABORATORY HAZARDOUS WASTES PURSUANT TO 40 CFR PART 262, SUBPART K

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

Subpart K is an optional alternative set of requirements for eligible academic entities with laboratories. Certain generators (i.e., eligible academic entities defined under (1) below) are eligible to operate under Subpart K for management of their hazardous wastes in laboratories in lieu of 40 CFR 262.34(c) (or 40 CFR 261.5 for CESQGs). Eligible academic entities with laboratories that generate hazardous waste that elect to opt into Subpart K, are currently operating under Subpart K, or subsequently withdraw from Subpart K must complete this section to meet the notification requirements of this Subpart. Refer to 40 CFR 262.203 and 262.204.

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

1. OPTING INTO OR CURRENTLY OPERATING UNDER 40 CFR PART 262, SUBPART K FOR THE MANAGEMENT OF HAZARDOUS WASTES IN LABORATORIES

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

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.

2. WITHDRAWING FROM 40 CFR PART 262, SUBPART K FOR THE MANAGEMENT OF HAZARDOUS WASTES IN LABORATORIES

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

ITEM 11 – DESCRIPTION OF HAZARDOUS WASTES

Complete this item if you marked **"Yes"** for any activity **1 (a-c), 6, 7, or 8** in **Item 10.A**. You will need to refer to 40 CFR Part 261 to complete this item. Part 261 identifies those solid wastes which the EPA defines as hazardous and regulates under RCRA. If you need help completing this section, please contact your State Office.

A. WASTE CODES FOR FEDERALLY REGULATED HAZARDOUS WASTES

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

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

B. WASTE CODES FOR STATE-REGULATED (I.E., NON-FEDERAL) HAZARDOUS WASTES

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

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

ITEM 12 – NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL (HSM) ACTIVITY

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

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

ITEM 13 – COMMENTS

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

ITEM 14 – CERTIFICATION

This certification must be signed and dated by the owner(s), operator(s), responsible official(s), or authorized representative(s) of the site. See 40 CFR 270.11 for more information on signatories in general. See also 40 CFR 270.10(b) for additional Hazardous Waste Part A Permit Application signatory specifics. An "authorized representative" is a person responsible for the overall operation of the site (i.e., a plant manager or superintendent, or a person of equal responsibility).

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

ADDENDUM TO THE SITE IDENTIFICATION FORM: NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL ACTIVITY

YOU MUST FILL OUT THIS SECTION IF:

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

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

Complete all parts 1 – 3.

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

ITEM 1 – INDICATE REASON FOR NOTIFICATION (INCLUDE DATES WHERE REQUESTED)

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

FACILITY WILL BEGIN MANAGING EXCLUDED HAZARDOUS SECONDARY MATERIAL AS OF (MM/DD/YYYY)

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

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

FACILITY IS STILL MANAGING EXCLUDED HAZARDOUS SECONDARY MATERIAL/RE-NOTIFYING AS REQUIRED BY MARCH 1 OF EACH EVEN-NUMBERED YEAR

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

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

FACILITY HAS STOPPED MANAGING EXCLUDED HAZARDOUS SECONDARY MATERIAL AS OF (MM/DD/YYYY) AND IS NOTIFYING AS REQUIRED

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

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

leave this box blank since your facility continues to manage some amount of hazardous secondary material.

- 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 biennial report submissions.

ITEM 2 – DESCRIPTION OF EXCLUDED HAZARDOUS SECONDARY MATERIAL (HSM) ACTIVITY

In the table provided on the Addendum to the Site ID 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 Code List section of these instructions, 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 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25)).

NOTE	If you list more codes or manage more hazardous secondary material than will fit in the table under Item 2, please continue under Item 13 – Comments, or on an extra sheet. Remember to include your EPA ID 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). Note: Your estimated tonnage should be for the entire amount of hazardous secondary material to be reclaimed NOT just the quantity of constituent or product reclaimed.

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, 2014, enter the amount you actually managed during 2014 (i.e., the tonnage you managed from January 1, 2014 to December 31, 2014). Convert all physical quantities (e.g., gallons, cubic yards, kilograms, metric tons, etc.) to short tons (1 short ton = 2,000 pounds) and round to the nearest ton (no decimals). Note: Your actual tonnage should be for the entire amount of hazardous secondary material that was sent for reclamation NOT just the quantity of constituent or product reclaimed. If this is your initial notification, enter "0."

e. Land-based Unit Code
Using the land-based unit codes, found in the Code List section of these instructions, enter in the 2-digit code that best describes the land-based unit you use or will use to manage the hazardous secondary material. If you do not use any land-based units, enter "NA." If you use the code "OT" (Other), please describe your land-based unit in Item 13 – Comments. If more than one land-based unit code applies to a hazardous secondary material, list it separately using another row.

EXAMPLES FOR REPORTING HAZARDOUS SECONDARY MATERIAL ACTIVITY

EXAMPLE 1

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

a. **Facility code** (answer using codes listed in the Code List section of the instructions)	**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 that was managed during the most recent odd-numbered year**	e. **Land-based unit code** (answer using codes listed in the Code List section of the instructions)
02	D001	15	0	NA
06	D001	40	0	NA

EXAMPLE 2

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

a. **Facility code** (answer using codes listed in the Code List section of the instructions)	**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 that was managed during the most recent odd-numbered year**	e. **Land-based unit code** (answer using codes listed in the Code List section of the instructions)
01	K062	60	52	NA
06	K061	20,000	22,468	NA

EXAMPLE 3

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

a. **Facility code** (answer using codes listed in the Code List section of the instructions)	**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 that was managed during the most recent odd-numbered year**	e. **Land-based unit code** (answer using codes listed in the Code List section of the instructions)
03	D001; F002; F003; F005	6,000	7,533	NA
03	D001; D035; F002; F003	1,500	918	NA
07	D001; F002; F003; F005	3,000	3,509	NA
07	D001; D038; F002; F003	1,000	523	NA

EXAMPLE 4

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

a. **Facility code** (answer using codes listed in the Code List section of the instructions)	**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 that was managed during the most recent odd-numbered year**	e. **Land-based unit code** (answer using codes listed in the Code List section of the instructions)
06	D007	200	235	NA
06	D007	115	126	PL

EXAMPLE 5

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

a. **Facility code** (answer using codes listed in the Code List section of the instructions)	**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 that was managed during the most recent odd-numbered year**	e. **Land-based unit code** (answer using codes listed in the Code List section of the instructions)
08	F005	0	5,034	NA

ITEM 3 – FACILITY HAS FINANCIAL ASSURANCE PURSUANT TO 40 CFR 261.4(A)(24)(VI)

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

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

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

INSTRUCTIONS FOR FILLING OUT THE GM FORM – WASTE GENERATION AND MANAGEMENT

WHO MUST SUBMIT THIS FORM

A site required to file the 2014 Hazardous Waste Report must submit a GM Form if the site generated RCRA hazardous waste that, in 2014, 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 2014 Hazardous Waste Report.)

PURPOSE OF THIS FORM

The GM Form is for reporting on-site hazardous waste generation and management in 2014. The GM Form is divided into three sections that document: (1) the source, characteristics, and quantity of hazardous waste generated; (2) the quantity of hazardous waste managed on-site along with the management method used; and (3) the quantity of hazardous waste shipped off-site for treatment, disposal, or recycling along with the off-site management method used.

HOW TO FILL OUT THIS FORM

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

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

NOTE	Please review your previous cycle's GM source, form, and management method codes to see if they are still applicable. If applicable, use those same codes for consistency. Refer to the Special Instructions for reporting lab packs, asbestos, PCBs, waste oils, groundwater contaminated by hazardous waste, RCRA-radioactive mixed wastes, and laboratory clean-out wastes.

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 2014 Hazardous Waste Report. See also *Biennial Reporting: Reportable and Non-Reportable Wastes* at http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm).

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

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in 2014; **or**
- Generated and accumulated on-site in 2014 but not managed on-site or shipped off-site until after 2014; **or**
- Generated and accumulated on-site prior to 2014 but either managed on-site or shipped off-site in 2014; **or**
- Imported from a foreign country in 2014.

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

- Generated on-site from a production process, service activity, or routine cleanup.
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity.
- Removed from on-site storage.
- Derived from the management of non-hazardous waste.
- Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).
- Shipped off-site, including hazardous waste that was received from off-site (reported on the Waste Received From Off-site Form [WR Form]) and subsequently shipped off-site without being treated or recycled on-site.
- Radioactive wastes mixed with RCRA hazardous wastes should also be reported; be sure to mark "Yes" on the Site Identification Form in Item 10.A.4. See the definitions and the special instructions regarding this waste.
- Hazardous wastes regulated only by your State should be reported if required by your State.

WASTES NOT TO BE REPORTED

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

In addition, materials and wastes identified at 40 CFR 261.2(a)(2)(ii), 261.4(a) and (b), 261.5(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), 261.5(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 261.5(c)(1))

- Hazardous waste that has been collected as a sample(s) for the purpose of determining its characteristic or composition, as specified in 261.4(d). (40 CFR 261.5(c)(1))

- Sample(s) undergoing treatability studies, as specified in 261.4(e). (40 CFR 261.5(c)(1))

- Sample(s) undergoing treatability studies at the laboratory or testing facility, as specified in 261.4(f). (40 CFR 261.5(c)(1))

- Hazardous waste that is a specified recyclable material such as ethyl alcohol or scrap metal, as specified in 261.6(a)(3). (40 CFR 261.5(c)(1))

- A residue of hazardous waste in an empty container or in an inner liner removed from an empty container, as specified in 261.7(a)(1). (40 CFR 261.5(c)(1))

- PCB wastes regulated under the Toxic Substance Control Act, as specified in 261.8, unless mixed with a hazardous waste. (40 CFR 261.5(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 261.5(c)(2)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.** (For additional information, see the reference document *"Biennial Report: Reportable and Non-Reportable Wastes"* at http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm.)

- Wastes recycled, without prior storage, only in an on-site process subject to regulation under 40 CFR 261.6(c)(2). (40 CFR 261.5(c)(3)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**

- Used oil that is recycled and is also a hazardous waste solely because it exhibits a hazardous waste characteristic and is managed under 40 CFR Part 279. (40 CFR 261.5(c)(4))

- Spent lead-acid batteries managed under the requirements of 40 CFR Part 266, Subpart G, which includes persons who reclaim spent lead-acid batteries that are recyclable materials; persons who generate, transport, or collect spent batteries; persons who regenerate spent batteries; or persons who store them (other than spent batteries that are to be regenerated). (40 CFR 261.5(c)(5)) **Any hazardous wastes generated during battery reclamation, however, must be reported on the GM Form.**

- Universal wastes managed under 40 CFR 261.9 and 40 CFR Part 273. (40 CFR 261.5(c)(6)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**

- 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 2014, **all** exported directly out of the United States to a foreign country. An Annual Report must be filed in this case as required under 40 CFR 262.56. (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report.)

HOW TO REPORT SIMILAR WASTES ON THE GM FORM

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

ITEM-BY-ITEM INSTRUCTIONS

SECTION 1 – WASTE CHARACTERISTICS

Section 1 requests information on each RCRA hazardous waste that, in 2014, was generated and accumulated on-site; managed on-site; and/or shipped off-site.

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

ITEM A – WASTE DESCRIPTION

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

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

EXAMPLE

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

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

ITEM B – EPA HAZARDOUS WASTE CODE(S)

Enter the four-character EPA hazardous waste code(s) that applies to the waste reported in Section 1 - Item A. EPA hazardous waste codes are provided in the "Other Reference Information and Code Lists" section of this booklet. If you need room for additional codes, list the codes in the Comments section and cross-reference Section 1 - Item B. If fewer than six EPA hazardous waste codes are applicable, leave the remaining spaces blank. If the waste is regulated only by your State, leave Item B blank and report the State hazardous waste codes in Item C.

LIST	For a list of EPA Hazardous Waste Codes, see the "Other Reference Information and Code Lists" section of this booklet.

ITEM C – STATE HAZARDOUS WASTE CODE(S)

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

- Your State regulates hazardous wastes not regulated as RCRA hazardous waste and requires these wastes to be reported in the 2014 Hazardous Waste Report; or

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

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

ITEM D – SOURCE CODE AND MANAGEMENT METHOD CODE FOR SOURCE CODE G25

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

If your site is a U.S. Importer, provide the appropriate Source Code for hazardous waste imported from a foreign country. Also, mark "Yes" on the Site ID Form, Item 10.A.3 – U.S. Importer of Hazardous Waste. Review the Special Instructions for **wastes received from foreign countries.**

LIST	For a list of Source and Management Method Codes, see the "Other Reference Information and Code Lists" section 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 a hazardous waste management system described on a separate GM Form or WR Form. Enter the same Management Method Code that is listed on the matching GM Form – Section 2, or on the matching WR Form – Item H, linking this waste with the on-site process that created it. **Do not report H141 in Section 1 – Item D.** • If reporting **Source Code G61** (Hazardous waste received from off-site for storage/bulking and transfer off-site for treatment or disposal), **the generation amount must be zero (0) in Section 1 – Item F.**

NOTE	• **Source Code G17** (Subpart K laboratory waste clean-out) is for facilities that have opted into the Subpart K Academic Laboratory Waste Rule to report the amount of laboratory waste shipped or managed during clean-out. **The generation amount must be zero (0) in Section 1 – Item F for this source code.** See the Special Instructions in the **"**Other Reference Information and Code Lists**"** for additional information.

ITEM E – FORM CODE

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

LIST	For a list of Form Codes, see the **"**Other Reference Information and Code Lists**"** section of this booklet.

ITEM F – QUANTITY GENERATED IN 2014 / UOM AND DENSITY

Enter the total quantity of the hazardous waste described in Section 1 – Item A that was generated during 2014. Right justify the quantity entry.

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

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

Weight and Volume Conversions

1 kilogram (kg) = 2.2046 pounds (lb.)
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 Section 1 – Item G if you selected code 1, 2, 3, or 4.
Continue to Density if you selected code 5, 6, or 7.

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

SECTION 2 – ON-SITE GENERATION AND MANAGEMENT OF HAZARDOUS WASTE DURING 2014

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 2014.

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 <u>any</u> of the following to the waste reported in Section 1 – Item A: treat on-site; dispose on-site; recycle on-site. If you marked "Yes," complete the blocks for On-site Process Systems below. If you marked "No," skip to Section 3.

EXAMPLE 1

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

EXAMPLE 2

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

ON-SITE MANAGEMENT METHOD CODE

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

LIST	For a list of Management Method Codes, see the "Other Reference Information and Code Lists" section of this booklet.

The space provided for the second on-site process system should be used **only in the special case** of management of the same waste on-site by more than one process system during 2014. 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 2014. 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 ID number and Site Name. Leave all the other fields blank, except Section 2 for on-site process systems. Note in the Comments section of each page: "Section 2, On-site Process System Type continued on supplemental page." (Refer to instructions on page numbering of 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). Report only process systems, not process units.

EXAMPLE OF SEQUENTIAL PROCESSES

A firm generated 100 tons of D002 and D007 plating waste in 2014. 100 tons were neutralized, stored on-site, and then chemically batch-treated to remove the D007 (Chromium). 90 tons of wastewater and 10 tons of D007 and F006 sludge were shipped off-site for eventual disposal. Under On-site Process System 1, the site enters the last substantive on-site Management Method Code H070 (Chemical Treatment) and a quantity of 100 tons. The site reports the residual 10 tons of sludge on a separate GM Form with Section 1 – Item D Management Method Code H070 (Chemical Treatment). (If there was no storage and the wastewater had been allowed to go into the POTW or NPDES, this page would not be reported, only the D007 and F006 sludge – with a source code of G23.)

QUANTITY TREATED, DISPOSED, OR RECYCLED ON-SITE IN 2014

Enter the quantity of hazardous waste described in Section 1 that was treated, disposed, or recycled by the reported on-site process management method during 2014. ***Enter the quantity in the same unit of measure reported in Section 1 – Item F (Quantity Generated in 2014).***

SECTION 3 – OFF-SITE SHIPMENT OF HAZARDOUS WASTE

This section requests information on the off-site shipment of hazardous waste. Answering "Yes" or "No" to this question is **mandatory**. If you answer "Yes," all items in this section are **mandatory**. **Do** report shipments of previously generated hazardous wastes stored until 2014. **Do** report waste shipped via transfer facility. **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 Section 1 was shipped to more than three off-site facilities during 2014, you need not complete the entire form again. Simply attach a second copy of the GM Form, leaving blank all entries except Section 3 – Items B, C, and D. Note in the Comments section of each page: "Section 3 - Item B continued on supplemental page." (Refer to instructions on page numbering of supplemental pages.)

ITEM A – WAS ANY OF THIS WASTE SHIPPED OFF-SITE IN 2014 FOR TREATMENT, DISPOSAL, OR RECYCLING?

Mark "Yes" or "No" to indicate if any of the waste described in Section 1 was shipped off-site for treatment, disposal, or recycling during 2014.

This GM Form is complete if you marked "No" in Item A.
Continue to Section 3 – Item B if you marked "Yes" in Item A.

ITEM B – EPA ID NUMBER OF FACILITY TO WHICH WASTE WAS SHIPPED

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

ITEM C – OFF-SITE MANAGEMENT METHOD CODE SHIPPED TO

Review the Management Method Codes in the "Other Reference Information and Code Lists" section of this booklet. Enter the Management Method Code that best describes the way in which the waste was managed at the initial receiving facility reported in Section 3 – Item B.

LIST

For a list of Management Method Codes, see the "Other Reference Information and Code Lists" section of this booklet.

ITEM D – TOTAL QUANTITY SHIPPED IN 2014

Enter the total quantity of the waste shipped to the off-site facility during 2014. ***Report the quantity in the same unit of measure entered in Section 1 – Item F.*** Shipment quantities should equal the total quantity recorded on Uniform Hazardous Waste Manifests for this site during 2014, unless there were rejections or other complications. The quantity shipped may not necessarily equal the quantity generated (e.g., because some waste is still on-site at the end of the year or waste was removed from storage from a previous year's generation).

COMMENTS

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

INSTRUCTIONS FOR FILLING OUT THE WR FORM – RECEIVED FROM OFF-SITE

WHO MUST SUBMIT THIS FORM

A site required to file the 2014 Hazardous Waste Report must submit this form if, during 2014, it received RCRA hazardous waste from off-site.

PURPOSE OF THIS FORM

The WR Form identifies hazardous wastes that were received from other hazardous waste sites and the method(s) used to manage them. The WR Form is divided into three identical parts (i.e., waste blocks), labeled Waste 1, Waste 2, and Waste 3, that collect information on the quantities and characteristics of each hazardous waste received from an off-site source during 2014 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 2014, photocopy and fill out additional copies of this form. Prior to photocopying, place the pre-printed site identification label in the top left-hand corner of the form or, if you did not receive pre-printed labels, enter the site name and EPA Identification Number in the space provided.

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

ITEM-BY-ITEM INSTRUCTIONS

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

ITEM A – WASTE DESCRIPTION

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

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

EXAMPLE

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

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

ITEM B – EPA HAZARDOUS WASTE CODE(S)

Enter the four-character EPA hazardous waste code(s) that applies to the waste reported in Item A. EPA hazardous waste codes are provided in the "Other Reference Information and Code Lists" section of this booklet. If you need room for additional codes, list the codes in the Comments section and cross-reference the applicable waste block number (e.g., Waste 1) and Item B. If fewer than four EPA hazardous waste codes are applicable, leave the remaining spaces blank. If the waste is regulated only by your State, leave Item B blank and report the State hazardous waste codes in Item C.

LIST	For a list of EPA Hazardous Waste Codes, see the "Other Reference Information and Code Lists" section 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 2014 Hazardous Waste Report; or

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

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

ITEM D – OFF-SITE HANDLER EPA IDENTIFICATION NUMBER

Enter the 12-digit EPA Identification Number of the off-site handler from which the waste was received. If the site does not have an EPA Identification Number, it may be a CESQG or foreign country. Refer to the Special Instructions in this booklet for instructions on how to complete Item D for these off-site handlers.

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

NOTE	Refer to the Special Instructions for reporting wastes received from CESQGs and for reporting wastes received from foreign countries.

ITEM E – QUANTITY RECEIVED IN 2014

Report the total quantity of hazardous waste reported in Item A that was received from the off-site handler reported in Item D during 2014. If more than one shipment of this waste was received from the same off-site handler, add the quantities and report only the sum.

ITEM F – UOM AND DENSITY

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

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

Weight and Volume Conversions

1 kilogram (kg) = 2.2046 pounds (lb.)
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 G if you selected code 1, 2, 3, or 4.
Continue to Density if you selected code 5, 6, or 7.

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

ITEM G – FORM CODE

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

LIST For a list of Form Codes, see the "Other Reference Information and Code Lists" section of this booklet.

ITEM H – MANAGEMENT METHOD CODE

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

LIST	For a list of Management Method Codes, see the "Other Reference Information and Code Lists" section of this booklet.

COMMENTS

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

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2014 Hazardous Waste Report

OTHER REFERENCE INFORMATION

AND

CODE LISTS

EXCLUDED WASTES

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

Agricultural Waste Fertilizer
§261.4(b)(2)

Analytical Samples
§261.4(d)

Arsenic Treated Wood and Wood Products
§261.4(b)(9)

Cement Kiln Dust
§261.4(b)(8)

Coking By-products
§261.4(a)(10)

Comparable/Syn gas Fuels
§261.4(a)(16)

Domestic Sewage
§261.4(a)(1)

Dredged Material
§261.4(g)

Drilling Fluid
§261.4(b)(5)

Excluded Scrap Metal Being Recycled
§261.4(a)(13)

Exported Wastes
§262.56

Fossil Fuel Emission Control Waste
§261.4(b)(4)

Hazardous Secondary Material Generated and Reclaimed Under the Control of the Generator
40 CFR 261.2(a)(2)(ii)
40 CFR 261.4(a)(23)

Hazardous Secondary Material Transferred Off-site for Reclamation
40 CFR 261.4(a)(24)
40 CFR 261.4(a)(25)

Household Waste
§261.4(b)(1)(i)-(ii)

HTMR Condenser Residue
§261.4(a)(11)

In situ Mining Materials
§261.4(a)(5)

Irrigation Return Flows
§261.4(a)(3)

Kraft Mill Steam Stripper Condensates
§261.4(a)(15)

Leachate
§261.4(b)(15)

Mining and Mineral Process Wastes
§261.4(b)(7)

Mining Overburden
§261.4(b)(3)

Nuclear Material
§261.4(a)(4)

Oil Filters
§261.4(b)(13)

Petrochemical Recovered Oil
§261.4(a)(18)

Petroleum-contaminated Media and Debris
§261.4(b)(10)

Petroleum Refining
§261.4(a)(12)

Pulping Liquor
§261.4(a)(6)

Refrigerants
§261.4(b)(12)

Secondary Material Returned to Original Process
§261.4(a)(8)

Secondary Material from Mineral Processing
§261.4(a)(17)

Shredded Circuit Boards Being Recycled
§261.4(a)(14)

Spent Caustics from Petroleum Refining
§261.4(a)(19)

Spent Wood Preserving Solutions and Wastewaters
§261.4(a)(9)

Sulfuric Acid
§261.4(a)(7)

Treatability Study Samples
§261.4(e)

Treatability Studies at Laboratories and Testing Facilities
§261.4(f)

Trivalent Chromium Waste
§261.4(b)(6)

Used Oil Distillation Bottoms
§261.4(b)(14)

Wastes Generated in Storage Tanks, Transport Vehicles, Pipelines, or Manufacturing Process Units
§261.4(c)

Wastewater Point Source Discharge
§261.4(a)(2)

DEFINITIONS

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

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

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

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

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

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

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

BY-PRODUCT MATERIAL – A by-product material is (1) any radioactive material (except special nuclear material) yielded in or made radioactive by exposure to the radiation incident to the process of producing or utilizing special nuclear material; and (2) the tailings or wastes produced by the extraction or concentration of uranium or thorium from any ore processed primarily for its source material content (defined in the Atomic Energy Act of 1954).

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

CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR (CESQG) OF HAZARDOUS WASTE – A generator that meets the following criteria:

In every month during the year, the site did **all** of the following:

1. Generates no more than 100 kg (220 lbs.) of RCRA hazardous waste in any calendar month; **and**
2. Did not accumulate, at any time, more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**
3. Did not generate, in any calendar month, or accumulate at any time, more than 1 kg (2.2 lbs.) of acute hazardous waste, **and** no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

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

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

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

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

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

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 "Other Reference Information and Code Lists" section of this booklet.

GM FORM – Waste Generation and Management Form.

HAZARDOUS WASTE – A hazardous waste as defined in 40 CFR 261.3.

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

HAZARDOUS WASTE GENERATOR – Any person, by site, whose act or process produces hazardous waste identified or listed in 40 CFR Part 261.

HAZARDOUS WASTE NUMBER OR CODE, EPA – The number (or code) assigned by the EPA to each hazardous waste listed in 40 CFR Part 261, Subpart D and to each characteristic identified in 40 CFR Part 261, Subpart C. The codes consist of one letter (D, F, P, U, or K) and three numbers. For a list of EPA hazardous waste codes see the "Other Reference Information and Code Lists" 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 – A generator that meets **any** of the following criteria:

1. Generates, in a calendar month, 1,000 kg (2,200 lbs.) or more of non-acute RCRA hazardous waste; **or**
2. Generates, in a calendar month, or accumulates at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; **or**
3. Generates, in a calendar month, or accumulates at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste.

LARGE QUANTITY HANDLER OF UNIVERSAL WASTE (LQHUW) – A universal waste handler (as defined in 40 CFR 273.9) who accumulates 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.

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 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998).

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

OFF-SITE FACILITY – A hazardous waste treatment, storage, disposal, or recycling area located at a place away from the generating site.

OI FORM – Off-site Identification Form.

OFF-SPECIFICATION USED OIL BURNER – A site where used oil not meeting the specification requirements in 40 CFR 279.11 (off-specification used oil) is burned for energy recovery in devices identified in Section 279.61(a).

OFF-SPECIFICATION USED OIL FUEL – Used oil fuel that does not meet the specification provided under 40 CFR 279.11.

ON-SITE FACILITY – A hazardous waste treatment, storage, disposal, or recycling area located on the generating site.

ON-SPECIFICATION USED OIL FUEL – Used oil fuel that meets the specification provided under 40 CFR 279.11.

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

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

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

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

Classify each process system with a Management Method code that best identifies the **last substantive purpose/operation it performs.** For example, a process system to remove dissolved metals from wastewater prior to shipping the sludge off-site typically includes equalization, pH adjustment, chemical precipitation, flocculation, clarification/settling, and dewatering of the sludge removed from the bottom of the clarifier. The chemical precipitation process best identifies the last purpose of this treatment system – to remove metals from the wastewater. If this wastewater treatment system is RCRA-regulated, it would be reported as H077 (Chemical Precipitation). 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 further down in the "Other Reference Information and Code Lists" 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; United States 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 generator whose generator status is the result of a one-time, non-recurring, temporary event that is not related to normal production processes. In other words, short-term generators produce hazardous waste from a particular activity for a limited time and then cease conducting that activity. Short-term generators would not be considered episodic generators because episodic generators have the potential to generate on a regular basis. Examples of short-term generators include: one-time highway bridge waste generation, underground storage tank removals, generation of off-spec or out-of-date chemicals at a site that normally doesn't generate hazardous waste, remediate or spill clean-up sites with no previous RCRA ID, and site or production process decommissions by a new operator.

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

SMALL QUANTITY GENERATOR (SQG) OF HAZARDOUS WASTE – A generator that meets **all** the following criteria:

1. Generates, in any calendar month, more than 100 kg (220 lbs.) but less than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**
2. Does not generate, in any calendar month, or accumulates at any time, more than 1 kg (2.2 lbs.) of acute hazardous waste; **and**
3. Does not generate more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

OR, a site is a Small Quantity Generator if the site:

1. Meets 1) and 3) of the Conditionally Exempt Small Quantity Generator criteria (see definition), but
2. Is storing more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste on-site. If the site accumulates, at any time, more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste, the site must apply for an EPA ID Number using this form.

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 "Other Reference Information and Code Lists" 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 262.34(c) (or 40 CFR 261.5 for CESQGs). In order for eligible academic entities (see definition) to opt into Subpart K or subsequently withdraw from Subpart K, they must use the Site ID Form to notify the appropriate State or EPA Regional Office. Refer to 40 CFR 262.203 and 262.204. Note: You must check with your State to determine if you are eligible to manage laboratory hazardous waste pursuant to 40 CFR Part 262 Subpart K and for any state-specific requirements.

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

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

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

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

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

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

UNIT – Refer to "Process Unit definition.

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

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

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

USED OIL FUEL MARKETER – Any person who conducts either of the following activities:

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

USED OIL MANAGEMENT ACTIVITIES – For the purposes of the Site ID Form, includes used oil transportation; used oil processing and re-refining; burning off-specification used oil fuel; and used oil fuel marketing.

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

USED OIL PROCESSOR – A site that processes on-specification or off-specification used oil.

USED OIL RE-REFINER – A site that produces lubricating oils and greases, industrial fuel, asphalt extender, gasoline, and other products from on-specification or off-specification used oil.

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

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

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

WASTE OIL (BIENNIAL REPORT ONLY) – Any oil that has been refined from crude oil, or any synthetic oil, that has been used, and as a result of such use, is contaminated by physical or chemical impurities and is managed as a hazardous waste.

WR FORM – Waste Received From Off-site Form.

SPECIAL INSTRUCTIONS

These instructions explain how to complete the 2014 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 were a RCRA hazardous waste if it is removed for treatment, storage, or disposal.[1] When reporting groundwater contaminated by hazardous waste in the 2014 Hazardous Waste Report, observe the following conventions:

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

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

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

LAB PACKS – The following rules apply to the reporting of lab pack wastes in the 2014 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 1 – Item E or on the WR Form in Item G. These Form Codes are to be used with any lab pack, whether the wastes are gaseous, liquid, solid, or sludge.

(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 1 – Item B of the GM Form, or Item B of the WR Form. If there are many EPA hazardous waste codes associated with the batch of lab packs, enter "LABP" in the first four-character field in Section 1 – Item B of the GM Form, or Item B of the WR Form; then enter "NA" in the remaining spaces for the EPA hazardous waste codes.

(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 DEFINITIONS section), 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 2014 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) (Section 1 – Item F). The amount shipped off-site or managed on-site will be reported in Sections 2 or 3 of the GM Form as appropriate.

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

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

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

(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 "CESQG".

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

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

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

EPA HAZARDOUS WASTE CODES

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

CHARACTERISTICS OF HAZARDOUS WASTE *(SEE 40 CFR 261.24)* – **DXXX**

HAZARDOUS WASTE FROM NON-SPECIFIC SOURCES *(SEE 40 CFR 261.31)* – **FXXX**

HAZARDOUS WASTE FROM SPECIFIC SOURCES *(SEE 40 CFR 261.32)* - **KXXX**

DISCARDED COMMERCIAL CHEMICAL PRODUCTS, OFF-SPECIFICATION SPECIES, CONTAINER RESIDUALS, AND SPILL RESIDUES THEREOF – ACUTE HAZARDOUS WASTE *(SEE 40 CFR 261.33)* – **PXXX**

DISCARDED COMMERCIAL CHEMICAL PRODUCTS, OFF-SPECIFICATION SPECIES, CONTAINER RESIDUES, AND SPILL RESIDUES THEREOF – TOXIC WASTES *(SEE 40 CFR 261.33)* – **UXXX**

D001	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	U202	U364
D012	F012	K013	K073	K145	P012	P065	P119	U012	U060	U108	U154	U203	U367
D013	F019	K014	K083	K147	P013	P066	P120	U014	U061	U109	U155	U204	U372
D014	F020	K015	K084	K148	P014	P067	P121	U015	U062	U110	U156	U205	U373
D015	F021	K016	K085	K149	P015	P068	P122	U016	U063	U111	U157	U206	U387
D016	F022	K017	K086	K150	P016	P069	P123	U017	U064	U112	U158	U207	U389
D017	F023	K018	K087	K151	P017	P070	P127	U018	U066	U113	U159	U208	U394
D018	F024	K019	K088	K156	P018	P071	P128	U019	U067	U114	U160	U209	U395
D019	F025	K020	K093	K157	P020	P072	P185	U020	U068	U115	U161	U210	U404
D020	F026	K021	K094	K158	P021	P073	P188	U021	U069	U116	U162	U211	U409
D021	F027	K022	K095	K159	P022	P074	P189	U022	U070	U117	U163	U213	U410
D022	F028	K023	K096	K161	P023	P075	P190	U023	U071	U118	U164	U214	U411
D023	F032	K024	K097	K169	P024	P076	P191	U024	U072	U119	U165	U215	
D024	F034	K025	K098	K170	P026	P077	P192	U025	U073	U120	U166	U216	
D025	F035	K026	K099	K171	P027	P078	P194	U026	U074	U121	U167	U217	
D026	F037	K027	K100	K172	P028	P081	P196	U027	U075	U122	U168	U218	
D027	F038	K028	K100	K174	P029	P082	P197	U028	U076	U123	U169	U219	
D028	F039	K029	K101	K175	P030	P084	P198	U029	U077	U124	U170	U220	
D029		K030	K102	K176	P031	P085	P199	U030	U078	U125	U171	U221	
D030		K031	K103	K177	P033	P087	P201	U031	U079	U126	U172	U222	
D031		K032	K104	K178	P034	P088	P202	U032	U080	U127	U173	U223	
D032		K033	K105	K181	P036	P089	P203	U033	U081	U128	U174	U225	
D033		K034	K106		P037	P092	P204	U034	U082	U129	U176	U226	
D034		K035	K107		P038	P093	P205	U035	U083	U130	U177	U227	
D035		K036	K108		P039	P094		U036	U084	U131	U178	U228	
D036		K037	K109		P040	P095		U037	U085	U132	U179	U234	
D037		K038	K110		P041	P096		U038	U086	U133	U180	U235	
D038		K039	K111		P042	P097		U039	U087	U134	U181	U236	
D039		K040	K112		P043	P098		U041	U088	U135	U182	U237	
D040		K041	K113		P044	P099		U042	U089	U136	U183	U238	
D041		K042	K114		P045	P101		U043	U090	U137	U184	U239	
D042		K043	K115		P046	P102		U044	U091	U138	U185	U240	
D043		K044	K116		P047	P103		U045	U092	U140	U186	U243	
		K045	K117		P048	P104		U046	U093	U141	U187	U244	
		K046	K118		P049	P105		U047	U094	U142	U188	U246	

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 ID Form.

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

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

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

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.

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

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

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

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

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

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

FORM CODES

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

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

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

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

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

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

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

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

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.

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

Destruction or Treatment Prior to Disposal at Another Site		
Code	**Management Method Code Description**	**Comparison to previous 2011 Codes**
H040	Incineration – thermal destruction other than use as a fuel (includes any preparation prior to burning)	*[No change]*
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)	Includes previous H071, H073, H075, H076, and H077
H081	Biological treatment; do not include immediate treatment in an exempted wastewater treatment unit with discharge to a NPDES-POTW (unless required by state)	*[No change]*
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)	Includes previous H082, H083, H101, H103, H123, and H124
H110	Stabilization prior to land disposal at another site (encapsulation/stabilization/fixation)	Includes previous H111 and H112
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)	New code
H121	Neutralization only (no other treatment)	*[No change]*
H122	Evaporation (as the major component of treatment; not reportable as H070, H081, H100 or H120)	*[No change]*
H129	Other treatment that does not include onsite disposal (specify in comments)	*[No change]*

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

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

WASTE MINIMIZATION CODES

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

You may provide in the Comments section any additional information (including toxicity and quantity reductions to the extent that data are available) that will help 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.

The facility initiated waste minimization efforts prior to 2014 and continued these efforts during the 2014 reporting year for this hazardous waste		
Code	**Description**	**Examples**
A	Continued initiatives to reduce quantity and/or toxicity of this waste	• Improved production/synthesis processes, e.g., increased efficiency in product usage/product formulation, used less toxic or non-hazardous ingredients, modified product composition, or implemented technology conversion. • Modified equipment, layout, and/or piping, e.g., longer auto bath analyzers, wastewater treatment system upgraded. • Undertook inventory control/waste management processes or safety/good operating practices, e.g., materials shelf-life control, clearinghouse for materials exchange, better labeling procedures, improved maintenance scheduling/record keeping/procedures, control production schedule to minimize equipment and feedstock changeovers, bulk systems that replace drums, improved storage, spill/leak/accident prevention, cleaning/degreasing, etc.
B	Continued initiatives to recycle the waste either on-site or off-site	The waste was used, reused, or reclaimed as a result of a change in the product formulation, product's chemical ingredients, or equipment; materials management process with a goal of sustainable use of materials, etc.
The facility initiated waste minimization efforts during the 2014 reporting year for this hazardous waste		
C	Implemented new initiatives to reduce quantity and/or toxicity of this waste	See examples above for Code A.
D	Implemented new initiatives to recycle the waste either on-site or off-site	See examples above for Code B.
The facility examined or attempted waste minimization efforts for this hazardous waste, but determined it was impracticable to implement these efforts; or the facility did not attempt waste minimization efforts for this waste		
N	Waste minimization efforts found to be economically or technically impracticable	Economic constraints or not economically feasible; technical limitations of manufacturing operations, problems preventing or halting efforts (e.g., concern of declined product quality); not appearing to be feasible due to regulatory issues (e.g., permitting requirements or burdens); lack of available technology, etc.
X	No waste minimization efforts were implemented for this waste	The waste was received from off-site and was not generated at this location; the waste is infrequently generated.

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OMB# 2050-0024; Expires 12/31/2014

SEND COMPLETED FORM TO: The Appropriate State or Regional Office.	United States Environmental Protection Agency **RCRA SUBTITLE C SITE IDENTIFICATION FORM**	

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

10. Type of Regulated Waste Activity (at your site)
Mark "Yes" or "No" for all current activities (as of the date submitting the form); complete any additional boxes as instructed.

A. Hazardous Waste Activities; Complete all parts 1-10.

Y ☐ N ☐ **1. Generator of Hazardous Waste**
If "Yes", mark only one of the following – a, b, or c.

☐ a. LQG: Generates, in any calendar month, 1,000 kg/mo (2,200 lbs./mo.) or more of hazardous waste; **or** Generates, in any calendar month, or accumulates at any time, more than 1 kg/mo (2.2 lbs./mo) of acute hazardous waste; **or** Generates, in any calendar month, **or** accumulates at any time, more than 100 kg/mo (220 lbs./mo) of acute hazardous spill cleanup material.

☐ b. SQG: 100 to 1,000 kg/mo (220 – 2,200 lbs./mo) of non-acute hazardous waste.

☐ c. CESQG: Less than 100 kg/mo (220 lbs./mo) of non-acute hazardous waste.

If "Yes" above, indicate other generator activities in 2-4.

Y ☐ N ☐ **2. Short-Term Generator** (generate from a short-term or one-time event and not from on-going processes). If "Yes", provide an explanation in the Comments section.

Y ☐ N ☐ **3. United States Importer of Hazardous Waste**

Y ☐ N ☐ **4. Mixed Waste (hazardous and radioactive) Generator**

Y ☐ N ☐ **5. Transporter of Hazardous Waste**
If "Yes", mark all that apply.

☐ a. Transporter

☐ b. Transfer Facility (at your site)

Y ☐ N ☐ **6. Treater, Storer, or Disposer of Hazardous Waste** Note: A hazardous waste Part B permit is required for these activities.

Y ☐ N ☐ **7. Recycler of Hazardous Waste**

Y ☐ N ☐ **8. Exempt Boiler and/or Industrial Furnace**
If "Yes", mark all that apply.

☐ a. Small Quantity On-site Burner Exemption

☐ b. Smelting, Melting, and Refining Furnace Exemption

Y ☐ N ☐ **9. Underground Injection Control**

Y ☐ N ☐ **10. Receives Hazardous Waste from Off-site**

B. Universal Waste Activities; Complete all parts 1-2.

Y ☐ N ☐ **1. Large Quantity Handler of Universal Waste (you accumulate 5,000 kg or more) [refer to your State regulations to determine what is regulated]. Indicate types of universal waste managed at your site. If "Yes", mark all that apply.**

a. Batteries ☐
b. Pesticides ☐
c. Mercury containing equipment ☐
d. Lamps ☐
e. Other (specify) _____ ☐
f. Other (specify) _____ ☐
g. Other (specify) _____ ☐

Y ☐ N ☐ **2. Destination Facility for Universal Waste**
Note: A hazardous waste permit may be required for this activity.

C. Used Oil Activities; Complete all parts 1-4.

Y ☐ N ☐ **1. Used Oil Transporter**
If "Yes", mark all that apply.

☐ a. Transporter

☐ b. Transfer Facility (at your site)

Y ☐ N ☐ **2. Used Oil Processor and/or Re-refiner**
If "Yes", mark all that apply.

☐ a. Processor

☐ b. Re-refiner

Y ☐ N ☐ **3. Off-Specification Used Oil Burner**

Y ☐ N ☐ **4. Used Oil Fuel Marketer**
If "Yes", mark all that apply.

☐ a. Marketer Who Directs Shipment of Off-Specification Used Oil to Off-Specification Used Oil Burner

☐ b. Marketer Who First Claims the Used Oil Meets the Specifications

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

❖ You can ONLY Opt into Subpart K if:

- you are at least one of the following: a college or university; a teaching hospital that is owned by or has a formal affiliation agreement with a college or university; or a non-profit research institute that is owned by or has a formal affiliation agreement with a college or university; AND
- you have checked with your State to determine if 40 CFR Part 262 Subpart K is effective in your state

Y☐ N☐ 1. Opting into or currently operating under 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories **See the item-by-item instructions for definitions of types of eligible academic entities. Mark all that apply:**

☐ **a. College or University**

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

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

Y☐ N☐ 2. Withdrawing from 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories

11. Description of Hazardous Waste

A. Waste Codes for Federally Regulated Hazardous Wastes. Please list the waste codes of the Federal hazardous wastes handled at your site. List them in the order they are presented in the regulations (e.g., D001, D003, F007, U112). Use an additional page if more spaces are needed.

B. Waste Codes for State-Regulated (i.e., non-Federal) Hazardous Wastes. Please list the waste codes of the State-Regulated hazardous wastes handled at your site. List them in the order they are presented in the regulations. Use an additional page if more spaces are needed.

12. Notification of Hazardous Secondary Material (HSM) Activity

Y ☐ N ☐ Are you notifying under 40 CFR 260.42 that you will begin managing, are managing, or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23), (24), or (25)?

If "Yes", you must fill out the Addendum to the Site Identification Form: Notification for Managing Hazardous Secondary Material.

13. Comments

14. Certification. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations. For the RCRA Hazardous Waste Part A Permit Application, all owner(s) and operator(s) must sign (see 40 CFR 270.10(b) and 270.11).

Signature of legal owner, operator, or an authorized representative	Name and Official Title (type or print)	Date Signed (mm/dd/yyyy)

EPA ID Number | | |

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OMB# 2050-0024; Expires 12/31/2014

BEFORE COPYING FORM, ATTACH SITE IDENTIFICATION LABEL OR ENTER:

SITE NAME: _____

EPA ID Number

U.S. ENVIRONMENTAL PROTECTION AGENCY

GM FORM

2014 Hazardous Waste Report

WASTE GENERATION AND MANAGEMENT

Sec. 1 A. Waste description:

B. EPA hazardous waste code(s)

C. State hazardous waste code(s)

D. Source code

G

Management Method code for Source code G25

E. Form code

F. Quantity generated in 2014

UOM

Density ☐ lbs/gal ☐ sg

G. Waste minimization code

Sec. 2 Was any of this waste that was generated at this facility treated, disposed, and/or recycled on site?

☐ Yes (CONTINUE TO ON-SITE PROCESS SYSTEM 1)
☐ No (SKIP TO SEC. 3)

ON-SITE PROCESS SYSTEM 1		ON-SITE PROCESS SYSTEM 2	
On-site Management Method code	Quantity treated, disposed, or recycled on site in 2014	On-site Management Method code	Quantity treated, disposed, or recycled on site in 2014
H		H	

Sec. 3 A. Was any of this waste shipped off site in 2014 for treatment, disposal, or recycling?

☐ Yes (CONTINUE TO ITEM B)
☐ No (FORM IS COMPLETE)

	B. EPA ID No. of facility to which waste was shipped	C. Off-site Management Method code shipped to	D. Total quantity shipped in 2014
Site 1			
Site 2			
Site 3			

Comments:

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OMB# 2050-0024; Expires 12/31/2014

BEFORE COPYING FORM, ATTACH SITE IDENTIFICATION LABEL OR ENTER:

SITE NAME: _____

_____

EPA ID Number

U.S. ENVIRONMENTAL PROTECTION AGENCY

2014 Hazardous Waste Report

WR FORM

WASTE RECEIVED FROM OFF SITE

Waste 1

A. Description of hazardous waste

B. EPA hazardous waste code(s)

C. State hazardous waste code(s)

D. Off-site handler EPA ID number

E. Quantity received in 2014

F. UOM

Density

☐ lbs/gal ☐ sg

G. Form code

W

H. Management Method code

H

Waste 2

A. Description of hazardous waste

B. EPA hazardous waste code(s)

C. State hazardous waste code(s)

D. Off-site handler EPA ID number

E. Quantity received in 2014

F. UOM

Density

☐ lbs/gal ☐ sg

G. Form code

W

H. Management Method code

H

Waste 3

A. Description of hazardous waste

B. EPA hazardous waste code(s)

C. State hazardous waste code(s)

D. Off-site handler EPA ID number

E. Quantity received in 2014

F. UOM

Density

☐ lbs/gal ☐ sg

G. Form code

W

H. Management Method code

H

Comments:

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OMB#: 2050-0024; Expires 12/31/2014

BEFORE COPYING FORM, ATTACH SITE IDENTIFICATION LABEL
OR ENTER:

SITE NAME: _____

_____

EPA ID Number

U.S. ENVIRONMENTAL PROTECTION AGENCY

2014 Hazardous Waste Report

OI FORM

OFF-SITE IDENTIFICATION

Site 1	A. EPA ID number of off-site installation or transporter	B. Name of off-site installation or transporter
C. Handler type (MARK ALL THAT APPLY) ☐ Generator ☐ Transporter ☐ Receiving facility		D. Address of off-site installation Street City State Zip -
Site 2	A. EPA ID number of off-site installation or transporter	B. Name of off-site installation or transporter
C. Handler type (MARK ALL THAT APPLY) ☐ Generator ☐ Transporter ☐ Receiving facility		D. Address of off-site installation Street City State Zip -
Site 3	A. EPA ID number of off-site installation or transporter	B. Name of off-site installation or transporter
C. Handler type (MARK ALL THAT APPLY) ☐ Generator ☐ Transporter ☐ Receiving facility		D. Address of off-site installation Street City State Zip -
Site 4	A. EPA ID number of off-site installation or transporter	B. Name of off-site installation or transporter
C. Handler type (MARK ALL THAT APPLY) ☐ Generator ☐ Transporter ☐ Receiving facility		D. Address of off-site installation Street City State Zip -

Comments:

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

WHO MUST SUBMIT THIS FORM

Sites required to file the 2014 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 2014.

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

PURPOSE OF THIS FORM

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

HOW TO FILL OUT THIS FORM

The OI Form is divided into four identical parts. You must fill out one part for each off-site installation to which you shipped hazardous waste, each off-site installation from which you received hazardous waste, and each transporter you used to ship hazardous waste during 2014. If these off-site installations and transporters total more than four, you must photocopy and complete additional copies of the form. Prior to photocopying, place the pre-printed site identification label in the top left-hand corner of the form or, if you did not receive pre-printed labels, enter the site name and EPA Identification Number in this space.

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

ITEM-BY-ITEM INSTRUCTIONS

Complete Items A through D for each off-site installation to which you shipped hazardous waste and each off-site installation from which you received hazardous waste during 2014. 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 ID number of the off-site installation to which you shipped hazardous waste or from which you received hazardous waste. Or, enter the EPA ID number of the transporter who shipped hazardous waste to or from your site. Each EPA ID number should appear only once. If the off-site installation or transporter did not have an EPA ID number during 2014, leave blank if this item is not applicable or "don't know" in Item A and note the reason in the Comments section.

ITEM B – NAME OF OFF-SITE INSTALLATION OR TRANSPORTER

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

ITEM C – HANDLER TYPE

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

ITEM D – ADDRESS OF OFF-SITE INSTALLATION

Enter the address of the off-site installation reported in Item A. If the EPA ID number reported in Item A refers to a transporter, leave blank if this item is not applicable or "don't know" in Item D.