



**STATE OF LOUISIANA**  
**NOTIFICATION OF HAZARDOUS WASTE ACTIVITY FORM (HW-1)**  
**AND INSTRUCTIONS**  
 (COMPLIES WITH US EPA'S RCRA SUBTITLE C SITE IDENTIFICATION FORM REQUIREMENTS)

\*\*\*\*\* **IMPORTANT** \*\*\*\*\*

Although this STATE form looks very similar to the FEDERAL form (8700-12), they are not the same. This form is the **current** State of Louisiana Notification of Hazardous Waste Activity Form (HW-1) and may be obtained via the Louisiana Department of Environmental Quality (LDEQ) public website at <http://deg.louisiana.gov/page/hazardous-waste>

*Please note these differences between the HW-1 and the federal form:*

- This **current** Louisiana HW-1 form is used for **Louisiana reporting sites only**.
- Section I Reason for Submittal, please check only one reason per submittal. In the case of more than one submittal reason, a separate form is required.
- Section IX.A-B Sections differentiate between property owner and facility owner, if applicable.
- Section X Hazardous Waste Billing Party Information Party is included.
- Section XI.A.3 Boxes for status of TSD permit are included.
- Section XII.A.1.b Transfer Facility Status box is included.
- Section XII.B.1 Antifreeze, Mercury-containing Equipment and Electronics are listed as additional Universal Wastes in Louisiana.
- Section XII.C.5 Used Oil Burner is included, with boxes for type of combustion device.

Effective July 1, 2017, there are no fees associated with initial notifications to obtain an EPA ID Number or subsequent notifications due to change of ownership.

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*Please send completed form with original signature(s) to one of the following addresses:*

*Address for U.S. Mail:*

Notifications & Accreditations Section  
 Public Participation and Permit Support Division  
 Office of Environmental Services  
 Louisiana Department of Environmental Quality  
 Post Office Box 4313  
 Baton Rouge, LA 70821-4313

*Address for Service Carrier or Hand-Delivery:*

Notifications & Accreditations Section  
 Public Participation and Permit Support Division  
 Office of Environmental Services  
 Louisiana Department of Environmental Quality  
 Galvez Building / 602 North 5<sup>th</sup> St.  
 Baton Rouge, LA 70802

*If you have any questions, please call (225) 219-1352 or (225) 219-3965, or email [HW1FormAssistance@la.gov](mailto:HW1FormAssistance@la.gov).*



# INSTRUCTIONS FOR STATE OF LOUISIANA NOTIFICATION OF HAZARDOUS WASTE ACTIVITY FORM (HW-1) (COMPLIES WITH US EPA'S RCRA SUBTITLE C SITE IDENTIFICATION FORM REQUIREMENTS)

## WHO MUST SUBMIT THIS FORM

All sites required to submit any of the following MUST submit the Louisiana Notification of Hazardous Waste Activity (HW-1) Form:

- Initial notification
- Subsequent notification
- Part A Hazardous Waste Permit Application
- Large Quantity Generator Closure

Refer to PURPOSE OF THIS FORM (page 3) and Section I (page 6) to determine whether you are required to submit this form.

**NOTE:** Sites required to submit an Annual Hazardous Waste Report must submit either the HW-1 Form OR the RCRA Subtitle C Site Identification Form located at

[https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra\\_subtitleC\\_forms\\_and\\_instructions.pdf;jsessionid=93B440BE6B8C7D4BE318D5F362893493](https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra_subtitleC_forms_and_instructions.pdf;jsessionid=93B440BE6B8C7D4BE318D5F362893493)

**NOTE:** Louisiana has not adopted the following activity types as part of its program:

- Pharmaceutical Activities (See Section XII.D) *NOTE: LDEQ will submit HW-1 Notifications relevant to this activity to EPA.*
- Eligible Academic Entities with Laboratories (See Section XIII) *NOTE: LDEQ will submit HW-1 Notifications relevant to this activity to EPA.*
- Electronic Manifest Broker Activities (See Section XVIII) **NOTE: Do not use the HW-1 for these activities.** Notifications relevant to these activities MUST be submitted to EPA using the Federal Form 8700-12.

## ABBREVIATIONS AND DEFINITIONS

For the purpose of completing the HW-1, the definitions of the abbreviations and terms used in this form are provided below. Users may also refer to LAC 33.V.109.

- Duly Authorized Representative (DAR)      A representative (named person or individual occupying a named position) of a person described in LAC 33:V.507 who is authorized to sign reports or other information requested by the administrative authority. The representative is only a DAR if: the person described in LAC 33:V.507 has given his/her authorization in writing; the authorization specifies the person or position having responsibility for the overall operation of the regulated facility or activity, such as the position of plant manager, superintendent, or position of equivalent responsibility; and the authorization has been submitted to the administrative authority (see LAC 33:V.509).
- Episodic Generation                      An activity or activities, either planned or unplanned, that does not normally occur during generator operations, resulting in an increase in the generation of hazardous wastes that exceeds the calendar month quantity limits for the generator's usual category (see LAC 33.V.1031.A). An episodic event cannot last more than 60 days beginning on the first day episodic hazardous waste is generated and concluding on the day the hazardous waste is removed from the generator's site. *NOTE: See definitions for Planned Episodic Event and Unplanned Episodic Event (below).*
- HW    Hazardous Waste
- HSM    Hazardous Secondary Material - a secondary material (e.g., spent material, by-product, or sludge) that, when discarded, would be identified as hazardous waste under LAC 33:V.Subpart 1.

- Operator (Facility)      Whoever has legal authority and responsibility for a facility that generates, transports, treats, stores or disposes of any hazardous waste
- Owner (Facility)      The person who owns a facility or part of a facility
- Owner (Property)      The person who owns a property or part of a property upon which a facility is located
- Planned Episodic Event      An episodic hazardous waste generation event for which the generator planned and prepared, including: regular maintenance; tank cleanouts; and removal of excess chemical inventory (see LAC 33.V.1031.A). The event cannot last more than 60 days beginning on the first day of any activity affiliated with the event and concluding on the day the hazardous waste is removed from the generator's site.
- LQG      Large Quantity Generator of Hazardous Waste
- LQHUUW      Large Quantity Handler of Universal Waste
- Person      An individual, trust, firm, joint stock company, corporation (including a government corporation), partnership, association, state, municipality, commission, political subdivision of a state, an interstate body, or the federal government or any agency of the federal government (see LAC 33:V.109)
- Short-Term Generation      A one-time, non-recurring, temporary event that results in the generation of hazardous waste from a facility that is normally not a generator of hazardous waste. Short-term generators are not considered episodic generators.
- SQG      Small Quantity Generator of Hazardous Waste
- TSD      Treatment, Storage or Disposal
- TSDF      Treatment, Storage or Disposal Facility
- Unplanned Episodic Event      An episodic hazardous waste generation event for which the generator did not plan or reasonably did not expect to occur, including: production process upsets; product recalls; accidental spills; or "acts of nature" such as tornadoes, hurricanes, or floods (see LAC 33.V.1031.A). The event cannot last more than 60 days; the start date is the first day the waste is generated, regardless of whether the generator has determined that the waste is hazardous. The event concludes on the day the hazardous waste is removed from the generator's site.
- VSQG      Very Small Quantity Generator of Hazardous Waste

**PURPOSE OF THIS FORM**

This notification form (HW-1) is to be submitted to the LDEQ for a variety of activities/circumstances. Please review the information below. If the described activity/circumstance is applicable to your facility, then HW-1 submittal is required.

These activities apply to **all types of facilities**:

- To apply for an EPA Hazardous Waste ID Number (Initial Notification) for sites that handle regulated waste or hazardous secondary material
  - If you generate, transport, treat, store, or dispose of hazardous waste
  - If your business moves to another location and you are still conducting activities regulated under RCRA Subtitle C
- If any of the information previously submitted for an existing EPA ID number changes (e.g. generator status, contact, ownership/operator, activity type, waste codes etc.)

These activities apply to **Large Quantity Generators (LQG) and/or Treatment, Storage or Disposal (TSD) Facilities:**

- As part of a *Hazardous Waste Report* - *NOTE: LQGs and Treatment, Storage, or Disposal Facilities engaging in hazardous waste generation and management activities MUST submit a Hazardous Waste Report to the LDEQ annually*
- If you are requesting LQG site closure for a Central Accumulation Area or an Entire Facility - *NOTE: ONLY LQGS may notify of closure using Section XVI of this form. All others MUST notify the LDEQ using the Certification of No Hazardous Waste Activity (Form 7442) available at <https://www.deq.louisiana.gov/page/hazardous-waste#Forms>.*

This activity applies to **Large Quantity Handlers of Universal Waste:**

If you are a large quantity handler of universal waste

*NOTE: HW-1 notification is also required for people who have not previously notified of their hazardous waste activities.*

These activities apply to **Small Quantity Generators of Hazardous Waste:**

If you are an SQG, you are required to re-notify the LDEQ by submitting the HW-1 every 4 years starting in 2021 according to the following schedule:

- If your EPA Identification Number ends in an even number, you shall resubmit the HW-1 notification by April 15, 2021 and every four years thereafter
- If your EPA Identification Number ends in an odd number, you shall resubmit the HW-1 notification by September 1, 2021 and every four years thereafter

These activities apply to **Small Quantity or Very Small Quantity Generators of Hazardous Waste:**

If you are either a VSQG or a SQG who, as a result of a planned or unplanned episodic event, generates a quantity of hazardous waste in a calendar month sufficient to cause the facility to move into a more stringent generator category (i.e., VSQG to either an SQG or an LQG; or an SQG to an LQG)

This activity applies to **Recyclers of Hazardous Waste:**

If you recycle hazardous wastes (recyclable materials are defined as hazardous wastes that are recycled)

*NOTE: The recycling process itself is exempt from regulation, but you MUST notify and obtain an EPA Identification Number from the LDEQ prior to recycling recyclable material.*

These activities apply to **Handlers of Used Oil:**

If you transport, process, or re-refine used oil; burn off-specification used oil for energy recovery; or market used oil

*NOTE: HW-1 notification is required for people who have not previously notified of their hazardous waste activities.*

These activities apply to **Managing Hazardous Secondary Material (HSM):**

- If you will begin managing HSM
- If you are managing or will stop managing HSM, you MUST notify the LDEQ by submitting the HW-1 by March 1 of each even-numbered year

*NOTE: You MUST complete and submit ADDENDUM A with the HW-1 Form.*

These activities apply to **Planned or Unplanned Episodic Generation Events** *Also see Definitions (page 3):*

- If the facility is planning to have an episodic generation event that will push the facility above its generation threshold  
*NOTE: Examples of Planned Episodic Events include: tank cleanouts, short-term construction projects, short-term site remediation, equipment maintenance during plant shutdowns, removal of excess chemical inventories, and site and production process decommissions by a new operator.*
- If the facility experienced an unplanned episodic generation event that pushed the facility above its generation threshold  
*NOTE: Examples of Unplanned Episodic Events, which EPA expects would be less frequent, include: production process upsets; product recalls; accidental spills; or "acts of nature" such as tornadoes, hurricanes, or floods.*

*NOTE: You MUST complete and submit ADDENDUM B with the HW-1 Form.*

This activity applies to **Large Quantity Generator Consolidation of Very Small Quantity Generator Hazardous Waste:**

If you are a LQG consolidating VSQG Hazardous Waste under the control of the same person.

*NOTE: See definition of person (page 3).*

*NOTE: You MUST complete and submit ADDENDUM C with the HW-1 Form.*

## HOW TO FILL OUT THIS FORM

**Print Clearly or Type.** *NOTE: Forms which are not printed legibly or typed WILL NOT be processed. The LDEQ will notify the applicant that a corrected form MUST be submitted.*

The HW-1 Form is divided into 20 Sections; all applicable sections MUST be completed. **Mark “Y” (Yes) or “N” (No) for all relevant items.**

- Section I Reason for submitting the form
- Section II Site’s EPA ID number (leave blank for Initial Notification), Site’s Agency Interest number (if applicable)
- Section III Full legal name of the site
- Section IV Physical location of the site. If large facility with multiple addresses applicable, please provide the front gate coordinates.
- Section V Mailing address for the site
- Section VI Site land type
- Section VII North American Industry Classification System (NAICS) code(s) for the site (use 6 digit codes)([www.naics.com](http://www.naics.com))
- Section VIII Information for the technical contact person for the site
- Section IX.A Legal owner of facility. The date requested is the date that the facility owner took ownership of the facility.
- Section IX.B Legal owner of property. The date requested is the date that the property owner took ownership of the property.
- Section IX.C Legal operator of facility. The date requested is the date that the operator began operating at the facility.
- Section X Hazardous Waste Billing Party. This indicates who should receive the invoices from the LDEQ.
- Section XI.A Hazardous waste activities at the site (select all that apply)
- Section XI.B Federal waste codes associated with wastes generated. Listed in the order presented in the regulations (e.g., D001, D002, F001, K001, P001). *NOTE: Louisiana does not have separate state waste codes.*
- Section XII Additional regulated waste activities
- Section XII.D *NOTE: Louisiana has not adopted Pharmaceutical Entities as part of the program. LDEQ will submit notifications relevant to this activity to EPA.*
- Section XIII *NOTE: Louisiana has not adopted the Eligible Academic Entities with Laboratories as part of the program. LDEQ will submit notifications relevant to this activity to EPA.*
- Section XIV Episodic Generator
- Section XV Large Quantity Generator (LQG) consolidation of Very Small Quantity Generator (VSQG) Hazardous Waste
- Section XVI Notification of LQG site closure for central accumulation area or entire facility (ONLY for LQGs) *NOTE: The notification cannot be processed without a cover letter containing supplemental information required per LAC 33:V.1015.B.8.b.*
- Section XVII Hazardous Secondary Material (HSM) activities
- Section XVIII *NOTE: Louisiana has not adopted the Electronic Manifest Broker as part of the program. Submit notifications relevant to this activity to EPA.*
- Section XIX Comments are optional, except for: subsequent notifications (see NOTE in Section I.B); submittals as a component of the annual HW report (see NOTE in Section I.C); Short-Term Generators (see NOTE in Section XI.A.2); and Transfer Facilities (see NOTES in Section XII.A.1.b and XII.C.1.b).
- Section XX Certification that the information you provided throughout the form is truthful, accurate, and complete
- Addendum A *Notification of Hazardous Secondary Material*
- Addendum B *Episodic Generator*
- Addendum C *LQG Consolidation of VSQG Hazardous Waste*

Type or clearly print in black ink all sections except the Signature box in Section XX. On pages 6-17 of the form, enter your site’s EPA ID Number in the top right-hand corner (leave blank for initial notification). Use the space for comments in Section XIX to clarify or provide additional information for any entry. When entering information in Comments (Section XIX), cross-reference the section number and box letter to which the comment refers. If you must use additional sheets, indicate clearly the number of the section on the HW-1 Form to which the information on the separate sheet applies.

**The completed HW-1 Form with original signature(s) (NOT A COPY) should be sent to the LDEQ at one of the addresses on page 1.**



EPA ID No. \_\_\_\_\_

STATE OF LOUISIANA
NOTIFICATION OF HAZARDOUS WASTE ACTIVITY (HW-1) FORM
(COMPLIES WITH US EPA'S RCRA SUBTITLE C SITE IDENTIFICATION FORM REQUIREMENTS)

I. REASON FOR SUBMITTAL NOTE: Choose only one reason (A-F) per submittal.

- A. To provide initial notification- To obtain an EPA ID number from the LDEQ for hazardous waste, universal waste, or used oil activities) for a regulated activity that will continue for a period of time (includes HSM activity)
B. To provide subsequent notification- Indicate the type of subsequent notification. NOTE: You MUST provide a list of the updated sections in Comments (Section XIX).
C. As a component of the annual Hazardous Waste Report for Reporting Year: (due March 1 of the following year)
D. Submittal of a new Part A Form NOTE: See signature instructions in Section XX.
E. Submittal of a revised Part A Form Amendment No.: NOTE: See signature instructions in Section XX.
F. To provide notification of LQG Site Closure for a Central Accumulation Area (CAA) (optional) or Entire Facility (required)

NOTE: Except for LQG, the HW-1 is not to be used to provide notification that regulated activity is no longer occurring at site. For all types of regulated waste activities other than LQG, you MUST notify the LDEQ using the Certification of No Hazardous Waste Activity (Form 7442) available at https://www.deq.louisiana.gov/page/hazardous-waste#Forms .

NOTE: This HW-1 should not be used to provide notification for Electronic Manifest Broker activities. Louisiana has not adopted this part of the program. Notifications relevant to this activity MUST be submitted to EPA. For questions regarding electronic manifests, contact EPA at Christianson.Erik@EPA.gov .

II. SITE ID NUMBER

EPA ID No. \_\_\_\_\_ LDEQ Agency Interest (AI) No. \_\_\_\_\_

III. SITE NAME

Legal Name \_\_\_\_\_

IV. SITE LOCATION PHYSICAL ADDRESS & FRONT GATE COORDINATES – NOT P. O. BOX or ROUTE

Street Address \_\_\_\_\_ City, Town, or Village \_\_\_\_\_
Parish \_\_\_\_\_ State LA Zip \_\_\_\_\_
Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

If you have any questions, please call (225) 219-1352 or (225) 219-3965, or email HW1FormAssistance@la.gov

**V. SITE MAILING ADDRESS**

Same as IV. Site Location/Physical Address (go to Section VI)

Address \_\_\_\_\_ City, Town, or Village \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

**VI. SITE LAND TYPE**

Private                       County/Parish                       District                       Federal  
 Tribal                       Municipal                       State                       Other \_\_\_\_\_

**VII. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE(S) FOR SITE**

NOTE: Use 6-digit codes- see [www.naics.com](http://www.naics.com). Attach separate sheet if more codes apply.

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_

**VIII. SITE CONTACT PERSON-TECHNICAL**

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 Phone (     ) \_\_\_\_\_ Title \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City, Town, or Village \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**IX. LEGAL OWNER(S) AND LEGAL OPERATOR** NOTE: See Definitions (page 3)

**A. Legal Owner of Facility**

Company Name, if applicable \_\_\_\_\_  
 First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 Phone (     ) \_\_\_\_\_ Date Became Legal Owner \_\_\_\_\_ (mm/dd/yyyy)  
 Mailing Address \_\_\_\_\_ City, Town, or Village \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
 Owner Type     Private                       County/Parish                       District                       Federal  
                      Tribal                       Municipal                       State                       Other \_\_\_\_\_

**B. Legal Owner of Property** Same as IX. A. Legal Owner of Facility (*go to Item IX.C*)

Company Name, if applicable \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Date Became Legal Owner \_\_\_\_\_ (mm/dd/yyyy)

Mailing Address \_\_\_\_\_ City, Town, or Village \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Owner Type  Private  County/Parish  District  Federal  
 Tribal  Municipal  State  Other \_\_\_\_\_

**C. Legal Operator of Facility** Same as IX.A. Legal Owner of Facility (*go to Section X*)

Company Name, if applicable \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Date Became Legal Operator \_\_\_\_\_ (mm/dd/yyyy)

Mailing Address \_\_\_\_\_ City, Town, or Village \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Operator Type  Private  County/Parish  District  Federal  
 Tribal  Municipal  State  Other \_\_\_\_\_

**X. HAZARDOUS WASTE BILLING PARTY** *NOTE: This is who should receive the invoices from the LDEQ.* Same as IX.A. Legal Owner of Facility (*go to Section XI*)

Company Name, if applicable \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, Town or Village \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_



## XI. TYPE OF REGULATED WASTE ACTIVITY FOR CURRENT ACTIVITIES AS OF THE DATE OF THIS FORM AT YOUR SITE

### A. Hazardous Waste Activities

- Y  N **1. Generator of Hazardous Waste** *If yes, select only one of the following categories (a-c). Refer to LAC 33:V.1007.*
- a. LQG: Generates any of the following amounts in a calendar month:
- greater than or equal to 1,000 kg (2,200 lbs) of non-acute hazardous waste; OR
  - greater than 1 kg (2.2 lbs) of acute hazardous waste listed in LAC 33:V.4901.B with the assigned hazard code of (H) or LAC 33:V.4901.E; OR
  - greater than 100 kg (220 lbs) of any residue or contaminated soil, water, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous waste listed in LAC 33:V.4901.B with the assigned hazard code of (H) or LAC 33:V.4901.E.
- b. SQG: Generates the following amounts in a calendar month:
- greater than 100 kg (220 lbs) but less than 1,000 kg (2,200 lb) of non-acute hazardous waste; AND
  - less than or equal to 1 kg (2.2 lbs) of acute hazardous waste listed in LAC 33:V.4901.B with the assigned hazard code of (H) or LAC 33:V.4901.E; AND
  - less than or equal to 100 kg (220 lbs) of any residue or contaminated soil, water, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous waste listed in LAC 33:V.4901.B with the assigned hazard code of (H) or LAC 33:V.4901.E.
- c. VSQG: Generates less than or equal to the following amounts in a calendar month:
- 100 kg (220 lbs) of non-acute hazardous waste; AND
  - 1 kg (2.2 lbs) of acute hazardous waste listed in LAC 33:V.4901.B with the assigned hazard code of (H) or LAC 33:V.4901.E; AND
  - 100 kg (220 lbs) of any residue or contaminated soil, water, or other debris resulting from the cleanup of a spill, into or on any land or water, of any acute hazardous waste listed in LAC 33:V.4901.B with the assigned hazard code of (H) or LAC 33:V.4901.E.

### In addition, indicate other Generator Activities *Select all that apply*

- Y  N **2. Short-Term Generator** (generates from a short-term, emergency, or one-time event and *NOT* from on-going processes) **NOTE: You MUST provide details in Comments (See Section XIX).**  
*NOTE: If a short-term generator, you MUST indicate that you are a generator of hazardous waste in Section XI.A.1 above.*  
*NOTE: Short-term generators are NOT considered to be episodic generators.*
- Y  N **3. Treater, Storer, or Disposer of Hazardous Waste (at your site)** *NOTE: Part B of a hazardous waste permit is required for these activities.*
- a. Permitted
  - b. Interim Status
  - c. Proposed
- Y  N **4. Receives Hazardous Waste from Off-Site**

Y  N 5. **Recycler of Hazardous Waste (at your site)** *NOTE: A hazardous waste permit may be required for this activity.*

- a. Recycler who stores prior to recycling
- b. Recycler who does not store prior to recycling

Y  N 6. **Exempt Boiler and/or Industrial Furnace** *Select all that apply*

- a. Small quantity on-site burner exemption
- b. Smelting, melting, and refining furnace exemption

**B. Waste Codes for Regulated Hazardous Wastes** Beginning with top row, list the codes from left to right in the order presented in the regulations (e.g., D001, D002, F001, K001) *NOTE: Louisiana does not have separate state waste codes.*


**XII. ADDITIONAL REGULATED WASTE ACTIVITIES**

**A. Other Waste Activities**

Y  N 1. **Transporter of Hazardous Waste** *Select all that apply*

- a. Transporter of Hazardous Waste
- b. Transfer Facility Status (LDEQ approval required prior to startup) **NOTE: You MUST provide details in Comments (Section XIX).**

Y  N 2. **Underground Injection Control**

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

Y  N 4. **Recognized Trader** *Select all that apply*

- a. Importer
- b. Exporter

Y  N 5. **Importer/Exporter of Spent Lead-Acid Batteries (SLABs) Under LAC 33:V.4145** (corresponds to 40 CFR 266 Subpart G) *Select all that apply*

- a. Importer
- b. Exporter

**B. Universal Waste Activities** *Indicate activity type*

Y  N **1. Large Quantity Handler of Universal Waste (Accumulate ≥ 5000 kg)** (The designation is retained for the remainder of the calendar year in which the 5,000 kg limit is met or exceeded.) Refer to Louisiana regulations to determine what is regulated (LAC 33:V. Chapter 38). Indicate types of universal waste generated and/or accumulated at your site. *Select all that apply.*

	Generated	Accumulated/Managed
<input type="checkbox"/> a. Batteries	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> b. Pesticides	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> c. Mercury-containing equipment	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> d. Lamps	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> e. Antifreeze	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> f. Electronics	<input type="checkbox"/>	<input type="checkbox"/>

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

**C. Used Oil Activities** *Indicate activity type - Select all that apply*

Y  N **1. Used Oil Transporter**

- a. Transporter
- b. Transfer Facility (at your site) (LDEQ approval required prior to start-up) **NOTE: You MUST provide details in Comments (Section XIX).**

Y  N **2. Used Oil Processor and/or Refiner** *Select all that apply*

- a. Processor
- b. Re-refiner

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

Y  N **4. Used Oil Fuel Marketer**

- 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 specifications

Y  N **5. Used Oil Fuel Burner** *Indicate combustion device*

- a. Utility Boiler
- b. Industrial Boiler
- c. Industrial Furnace

**D. Pharmaceutical Activities** *Indicate activity type*

*NOTE: Louisiana has not adopted this part of the program. Notifications relevant to this activity will be submitted to EPA.*

- Y  N **1. Operating Under 40 CFR Part 266, Subpart P for the Management of Hazardous Waste Pharmaceuticals**

*NOTE: If Yes, mark only one.*

*NOTE: Refer to EPA's item-by-item instructions for definitions of healthcare facility and reverse distributor in RCRA Subtitle C Reporting Instructions and Forms at*

[https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra\\_subtitleC\\_forms\\_and\\_instructions.pdf](https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra_subtitleC_forms_and_instructions.pdf)

a. Healthcare Facility

b. Reverse Distributor

- Y  N **2. Withdrawing from Operating Under 40 CFR Part 266, Subpart P for the Management of Hazardous Waste Pharmaceuticals**

*NOTE: You may only withdraw if you are a healthcare facility that is a VSQG for all of your hazardous waste, including hazardous waste pharmaceuticals*

**XIII. ELIGIBLE ACADEMIC ENTITIES WITH LABORATORIES**

*NOTE: Louisiana has not adopted this part of the program. Notifications relevant to this activity will be submitted to EPA.*

*Indicate activity type*

**A. Opting Into or Currently Operating Under 40 CFR Part 262**

- Y  N **Opting Into or Currently Operating Under 40 CFR Part 262, Subpart K for the Management of Hazardous Wastes in Laboratories** *NOTE: Refer to EPA's item-by-item instructions for definitions of eligible academic entities in RCRA Subtitle C Reporting Instructions and Forms at*

[https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra\\_subtitleC\\_forms\\_and\\_instructions.pdf](https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra_subtitleC_forms_and_instructions.pdf)

*Select all that apply*

1. College or University

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

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

**B. Withdrawing from 40 CFR Part 262, Subpart K**

- Y  N **Withdrawing from 40 CFR Part 262, Subpart K for the Management of Hazardous Wastes in Laboratories**

**XIV. EPISODIC GENERATION**

- Y  N **Is the facility an SQG or VSQG generating hazardous waste from a planned or unplanned episodic event, lasting no more than 60 days, which results in moving to a higher generator category pursuant to LAC 33: V Chapter 10, Subchapter C (corresponds to 40 CFR 262 Subpart L)**

*NOTE: If YES, you MUST complete Addendum B - Episodic Generator (see page 16).*

**XV. LQG CONSOLIDATION OF VSQG HAZARDOUS WASTE**

- Y  N **Is the facility an LQG notifying of consolidating VSQG Hazardous Waste Under the Control of the Same Person pursuant to LAC 33.V.1015.G (corresponds to 40 CFR 262.17(f))?**

*NOTE: If YES, you MUST complete Addendum C - LQG Consolidation of VSQG Hazardous Waste (see page 17).*

**XVI. NOTIFICATION OF LQG SITE CLOSURE FOR A CENTRAL ACCUMULATION AREA (CAA) (OPTIONAL) OR ENTIRE FACILITY (REQUIRED)**

*NOTE: ONLY LQGS may notify of closure using this section. All others MUST notify the LDEQ using the Certification of No Hazardous Waste Activity (Form 7442) available at <https://www.deq.louisiana.gov/page/hazardous-waste#Forms>.*

Y  N **LQG Site Closure for a Central Accumulation Area (CAA) or Entire Facility**

*NOTE: If YES, you **MUST** attach a cover letter with supplemental information as outlined in LAC 33: V.1015.B.8.b to this HW-1 Form. **The notification cannot be processed without this information.***

*NOTE: If more than one CAA is being closed, address Items A-D (see below) in supplemental information.*

- A. The closure is (select one):  Central Accumulation Area (CAA) **OR**  Entire Facility
- B. Expected closure date (select one):  \_\_\_\_\_ (mm/dd/yyyy) **OR**  N/A
- C. Requesting new closure date (select one):  \_\_\_\_\_ (mm/dd/yyyy) **OR**  N/A
- D. Date Closed (select one):  \_\_\_\_\_ (mm/dd/yyyy) **OR**  N/A
1. In compliance with the closure performance standards LAC 33: V.1015.B (corresponds to 40 CFR 262.17[a][8])
2. Not in compliance with the closure performance standards LAC 33: V.1015.B (corresponds to 40 CFR 262.17[a][8])

**XVII. NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL (HSM) ACTIVITY**

- Y  N Are you notifying in compliance with LAC 33:V.105.Q (corresponds to 40 CFR 260.42) that you will begin managing, are managing, or will stop managing hazardous secondary materials under LAC 33:V.105.R.5.c.iii, or LAC 33:V.105.D.1.x; y or z? *NOTE: If YES, you MUST complete Addendum A-Notification of Hazardous Secondary Material (see page 15).*

**XVIII. ELECTRONIC MANIFEST BROKER**

*NOTE: Louisiana has not adopted this part of the program. Notifications relevant to this activity MUST be submitted to EPA. For questions regarding electronic manifests, contact EPA at [Christianson.Erik@EPA.gov](mailto:Christianson.Erik@EPA.gov).*

**XIX. COMMENTS INCLUDE SECTION NUMBER RELEVANT TO EACH COMMENT (ATTACH SEPARATE SHEET IF NECESSARY)**

Comments are optional except for the following:

- subsequent notifications (see NOTE in Section I.B);
- submittals as a component of the annual HW report (see NOTE in Section I.C);
- Short-Term Generators (see NOTE in Section XI.A.2); and
- Transfer Facilities (see NOTES in Section XII.A.1.b and XII.C.1.b). *You MUST provide a brief description of the activities and/or changes at your site.*

**NOTE: List the sections of the HW-1 Form that have been updated from previously submitted forms.**

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## XX. CERTIFICATION STATEMENT

**NOTE: There are two certification statements below. The certification statement in XX.A below MUST be signed for ALL HW-1 submittals. The certification statement in XX.D should ONLY be signed if applicable.**

**NOTE: This certification MUST be signed and dated by the generator, owner, or operator of the site, or the duly authorized representative of one of these persons.** As described in LAC 33:V.509, a person is a duly authorized representative only if: the authorization is made in writing by a person described in LAC 33:V.507; and the authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of plant manager, superintendent, or position of equivalent responsibility. (A duly authorized representative may thus be either a named individual or any individual occupying a named position). The written authorization MUST be submitted to the LDEQ.

**A. In accordance with LAC 33:V.513.A.1, I certify under penalty of law that this document and all attachments were prepared under my direction or supervision according to 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 fine and imprisonment for knowing violations.**

_____	_____	Title of Person Signing (select one)
Signature	Date (mm/dd/yyyy)	
_____	_____	<input type="checkbox"/> Legal Operator of Facility
Printed Name (First-Middle Initial-Last)	Email	<input type="checkbox"/> Legal Operator's Duly Authorized Representative

**B. Is this HW-1 form being submitted with a new or revised Part A application?**

**Yes** If YES, go to XX.C, below.

**No** If NO, Certification Statement is complete.

**C. Is the owner the same person as the Legal Operator?**

**Yes** If YES, Certification Statement is complete.

**No** If NO, go to XX.D, below.

**D. Certification Statement for an Owner who is NOT the Operator (ONLY SIGN THIS STATEMENT IF APPLICABLE)**

In accordance with LAC 33:513.B.1, I certify that I understand that this application is submitted for the purpose of obtaining a permit to operate a hazardous waste management facility on the property as described. As owner of the property/facility, I understand fully that the facility operator and I are jointly and severally responsible for compliance with both LAC 33:V.Subpart 1 and any permit issued pursuant to those regulations.

_____	_____	Title of Person Signing (select one)
Signature	Date (mm/dd/yyyy)	
_____	_____	<input type="checkbox"/> Legal Owner of Property/Facility
Printed Name (First-Middle Initial-Last)	Email	<input type="checkbox"/> Legal Owner's Duly Authorized Representative

**The completed HW-1 Form with original signature(s) (NOT A COPY) MUST be sent to the LDEQ at one of the addresses on page 1.**



# ADDENDUM A

EPA ID. No.

## NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL (HSM) ACTIVITY (COMPLIES WITH US EPA'S RCRA SUBTITLE C SITE IDENTIFICATION FORM REQUIREMENTS)

**NOTE:** Louisiana allows the management of excluded hazardous secondary material (HSM) in accordance with LAC 33:V.105.D.1.x-z.

**ONLY FILL OUT THIS FORM IF:**

You are or will be managing excluded HSM in compliance with LAC 33:V.105.D.1.x-z. or if you have stopped managing excluded HSM in compliance with the exclusion(s) and do not expect to manage any amount of excluded HSM under the exclusion(s) for at least one year. **Do not include any information regarding your hazardous waste activities in this section.**

**Print Clearly or Type.** NOTE: Use additional pages if more space is needed.

**1. Indicate Reason for Notification** Include dates where requested

- Facility will begin managing excluded HSM as of \_\_\_\_\_ (mm/dd/yyyy).
- Facility is still managing excluded HSM/re-notifying as required by March 1 of each even-numbered year.
- Facility has stopped managing excluded HSM as of \_\_\_\_\_ (mm/dd/yyyy) and is notifying as required.

**2. Description of Excluded HSM Activity** Please list the appropriate codes and quantities in **short tons** to describe your excluded HSM activity ONLY (do not include any information regarding your hazardous wastes). Use additional pages if more space is needed.

a. Facility code <i>Contact the LDEQ for Code List</i>	b. Waste code(s) for HSM	c. Estimated short tons of excluded HSM to be managed annually	d. Actual short tons of excluded HSM that were managed during the most recent odd-numbered year	e. Land-based unit code <i>Contact the LDEQ for Code List</i>

**3. Required Financial Assurance** Financial assurance is required for reclaimers and intermediate facilities managing excluded HSM (see LAC 33:V.105.D.1.y.vi.[f] and Subpart H of 40 CFR Part 261, July 2015, which is incorporated by reference; and LAC 33:V.105.D.1.z which addresses the conditional exclusion, and which incorporates by reference the following: 40 CFR Part 261, Subparts I; J; AA; BB; and CC.)

Does this facility have financial assurance pursuant to LAC 33: V.105.D.1.y.vi.(f)?  Yes  No



# ADDENDUM B

EPA ID No.

## NOTIFICATION OF EPISODIC GENERATOR OF HAZARDOUS WASTE

### ONLY FILL OUT THIS FORM IF:

You are a Small Quantity Generator (SQG) or Very Small Quantity Generator (VSQG) of hazardous waste from a planned or unplanned episodic event, lasting no more than 60 days, that moves the generator to a higher generator category pursuant to LAC 33:V Chapter 10 Subchapter C (corresponds to 40 CFR 262 Subpart L).

*NOTE: Only ONE episodic event may be reported per form; use a separate form for each episodic event.*

*NOTE: Only ONE planned and ONE unplanned episodic event are allowed within one year; otherwise, you MUST follow the requirements of the higher generator category.*

**Print Clearly or Type.** *NOTE: Use additional pages if more space is needed.*

<b>1. Identify Episodic Event</b> <i>Select one</i>					
<input type="checkbox"/> 1 <sup>st</sup> Episodic Event <input type="checkbox"/> 2 <sup>nd</sup> Episodic Event <i>NOTE: MUST be pre-approved by the LDEQ. Attach copy of pre-approval to this form.</i>					
<b>2. Describe Episodic Event</b>					
<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> Excess chemical inventory removal <input type="checkbox"/> Tank cleanouts <input type="checkbox"/> Short-term construction or demolition <input type="checkbox"/> Equipment maintenance during plant shutdown <input type="checkbox"/> Other _____			<input type="checkbox"/> <b>Unplanned</b> <input type="checkbox"/> Accidental spills <input type="checkbox"/> Production process upsets <input type="checkbox"/> Product recalls <input type="checkbox"/> "Acts of Nature" e.g. tornadoes, hurricanes, or floods <input type="checkbox"/> Other _____		
<b>3. Episodic Event Dates</b> <i>To determine Start Date, refer to definition of Planned Episodic Event or Unplanned Episodic Event (page 3)</i>					
Date Event Started _____ (mm/dd/yyyy)		Date Event Concluded _____ (mm/dd/yyyy)			
<b>4. Emergency Contact Information</b>					
First Name _____		MI _____	Last Name _____		
Phone (____) _____		Email _____			
Mailing address _____					
City _____		State _____		Zip _____	
<b>5. Waste 1</b>					
Waste Description _____				Estimated _____ lbs	
Federal Hazardous Waste Codes					
<b>6. Waste 2</b>					
Waste Description _____				Estimated _____ lbs	
Federal Hazardous Waste Codes					
<b>7. Waste 3</b>					
Waste Description _____				Estimated _____ lbs	
Federal Hazardous Waste Codes					





# ADDENDUM C

EPA ID No.

## NOTIFICATION OF LARGE QUANTITY GENERATOR (LQG) CONSOLIDATION OF VERY SMALL QUANTITY GENERATOR (VSQG) HAZARDOUS WASTE

### ONLY FILL OUT THIS FORM IF:

You are a Large Quantity Generator (LQG) receiving hazardous waste from Very Small Quantity Generators (VSQGs) under the control of the same person.

Print Clearly or Type. *NOTE: Use additional pages if more space is needed.*

VSQG 1	
EPA ID No. (if assigned) _____	Site Name _____
Site Physical Address _____	City _____ State ____ Zip ____
Contact First Name _____ MI ____	Last Name _____
Contact Mailing _____	City _____ State ____ Zip ____
Contact Email _____	Contact Phone No. (    ) _____
VSQG 2	
EPA ID No. (if assigned) _____	Site Name _____
Site Physical Address _____	City _____ State ____ Zip ____
Contact First Name _____ MI ____	Last Name _____
Contact Mailing _____	City _____ State ____ Zip ____
Contact Email _____	Contact Phone No. (    ) _____
VSQG 3	
EPA ID No. (if assigned) _____	Site Name _____
Site Physical Address _____	City _____ State ____ Zip ____
Contact First Name _____ MI ____	Last Name _____
Contact Mailing Address _____	City _____ State ____ Zip ____
Contact Email _____	Contact Phone No. (    ) _____
VSQG 4	
EPA ID No. (if assigned) _____	Site Name _____
Site Physical Address _____	City _____ State ____ Zip ____
Contact First Name _____ MI ____	Last Name _____
Contact Mailing _____	City _____ State ____ Zip ____
Contact Email _____	Contact Phone No. (    ) _____