



ANNUAL HAZARDOUS WASTE REPORT REPORTING NOTICE (Reporting Year 2017)

All RCRA Large Quantity Generators (Class I) (>1000 Kg /Mo) and permitted Treater, Storer, or Disposer (TSD) facilities must complete the 2017 Annual Hazardous Waste Report according to LAC 33:V. The topics listed below provide important information for use in completing the report.

INSTRUCTION BOOKLET AND SOFTWARE – The 2017 Annual Hazardous Waste Report Instructions and Forms Booklet and the electronic reporting software link may be found on the Louisiana Department of Environmental Quality (LDEQ) website at <http://deq.louisiana.gov/page/hazardous-waste>.

WORKSHOPS – Workshops provide an excellent opportunity for representatives from LDEQ to address any questions or concerns regarding completion of the Annual Hazardous Waste Report. The reporting forms and the use of the electronic reporting software will be discussed. Please refer to the workshop schedule for a list of dates and times that the workshops will be held.

REPORTING CHANGES – There are no changes to reporting for the 2017 Hazardous Waste Report. Please be aware that proposed rule changes may become final in June 2018 or later that may impact the reporting data for the 2018 Reporting Year. Visit our website for more information as it becomes available at <http://deq.louisiana.gov/page/hazardous-waste>.

ELECTRONIC REPORTING SOFTWARE – The American Resource Management (ARM) web based *Easitrak Software* is available to reporters for use in completing and submitting their 2017 Annual Hazardous Waste Report. Use the following link http://www.arminc.net/ARM_Home/default.aspx to access the *Easitrak Software*. The software link may also be found at <http://deq.louisiana.gov/page/hazardous-waste-electronic-reporting> on the LDEQ website. ARM provides support for the *Easitrak Software* through e-mail request to Jeff Waites at jeffwaites@hotmail.com. Please direct any report specific questions to State contact.

ELECTRONIC REPORT SUBMISSION – Submit your Annual Hazardous Waste Report electronically using the web-based *Easitrak Software*. Electronic file submission on a CD or disk is no longer required. **Reporters should print, sign, and mail the original signed RCRA Subtitle C Site Identification Form and the ARM Declaration of Electronic Filing Form to the Louisiana Department of Environmental Quality** (see next page for addresses). Only once the originally signed documents mentioned above are received by the Department is the report considered received for the reporting cycle.

REPORT SUBMISSION DEADLINE – An accurate, complete, originally signed 2017 Hazardous Waste Report must be received by the Louisiana Department of Environmental Quality by **March 1, 2018**. Please be advised that failure to submit a timely and complete report may subject you to enforcement action, up to and including assessment of civil penalties of not more than thirty-two thousand five hundred dollars (\$32,500) for each day of the violation.

ASSISTANCE – For help with questions regarding the Annual Hazardous Waste Report please contact: Sheryl Grimmer at (225) 219-1665 or by e-mail at Sheryl.grimmer@la.gov.

ADDRESS – Return your signed RCRA Subtitle C Site Identification Form and ARM Declaration of Electronic Filing Form to one of the addresses below. Electronic file submission on a CD or disk is no longer required. Also triplicates are no longer needed.

Mailing Address:

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

Physical Address:

Louisiana Department of Environmental Quality
Office of Environmental Services
Public Participation & Permit Support Services Division
Notifications and Accreditations Section
602 N. Fifth Street
Baton Rouge, LA 70802



Annual Hazardous Waste Report Workshop Schedule (Reporting Year 2017)

Date/Time

Location

Monday, January 8, 2018
10:30 a.m. – 12:00 p.m.

Louisiana Technical College
Shreveport/Bossier Campus
2010 N. Market Street
Shreveport, LA 71107
(318) 676-7811

Tuesday, January 9, 2018
10:30 a.m. – 11:30 a.m.

Louisiana Technical College
Alexandria Campus
4311 S. MacArthur Drive
Alexandria, LA 71302
(318) 487-5443

Wednesday, January 10, 2018
9:30 a.m. – 11:00 a.m.

LA Department of Environmental Quality*
Galvez Building
602 N Fifth Street
Baton Rouge, LA 70810
Pensacola Room C110
(225) 219-1352

Wednesday, January 17, 2018
10:00 a.m. – 11:30 a.m.

Louisiana Technical College
Sowela Campus
3820 Sen. J. Bennett Johnston Avenue
Lake Charles, LA 70615
Regional Training Center Room 304
(337) 421-6565
<https://www.sowela.edu/campus-map>

Note: There is no fee charged for attending the workshops.

* The Galvez Parking Garage is located directly across the street from the Louisiana Department of Environmental Quality (Galvez) building. To receive a waiver of the Parking fees, your parking stub from the garage will need to be validated and stamped at the workshop.