

**ANNUAL HAZARDOUS WASTE REPORT REPORTING NOTICE**

**(Reporting Year 2016)**

All RCRA Large Quantity Generators (Class I) (>1000 Kg /Mo) and permitted Treater, Storer, or Disposer (TSD) facilities must complete the 2016 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 2016 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://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>.

**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 2016 Hazardous Waste Report. Reminder from 2015: Clarification to the definitions of Large Quantity Generator, Small Quantity Generator and Conditionally Exempt Small Quantity Generator.

**ELECTRONIC REPORTING SOFTWARE** – The American Resource Management (ARM) web based ***Easitrak Software*** is available to reporters for use in completing and submitting their 2016 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://www.deq.louisiana.gov/portal/tabid/217/Default.aspx> on the LDEQ website. ARM provides support for the ***Easitrak Software*** and hazardous waste reports through e-mail request to Jeff Waites at [jeffwaites@hotmail.com](mailto:jeffwaites@hotmail.com).

**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).

**REPORT SUBMISSION DEADLINE** – The 2016 Hazardous Waste Report is due to the Louisiana Department of Environmental Quality by **March 1, 2017**.

**ASSISTANCE** – For help with questions regarding the Annual Hazardous Waste Report please contact: Tanya Linzy at (225) 219-1352 or by e-mail at [tanya.linzy@la.gov](mailto:tanya.linzy@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.

Mailing Address: Physical Address:

Louisiana Department of Environmental Quality Louisiana Department of Environmental Quality

Office of Environmental Services Office of Environmental Services

Public Participation & Permit Support Services Division Public Participation & Permit Support Services Division

Notifications and Accreditations Section Notifications and Accreditations Section

PO Box 4313 602 N. Fifth Street

Baton Rouge, LA 70821-4313 Baton Rouge, LA 70802

[](http://intranet/index.htm) **Annual Hazardous Waste Report Workshop Schedule (Reporting Year 2016)**

**Date/Time** **Location**

Tuesday, January 10, 2017 Louisiana Technical College

10:30 a.m. – 11:30 a.m. Alexandria Campus

4311 S. MacArthur Drive

Alexandria, LA 71302

(318) 487-5443

Thursday, January 12, 2017 Louisiana Technical College

10:30 a.m. – 12:00 p.m. Shreveport/Bossier Campus

2010 N. Market Street

Shreveport, LA 71107

Classroom A213

(318) 676-7811

Tuesday, January 24, 2017 LA Department of Environmental Quality\*

9:30 a.m. – 11:00 a.m. Galvez Building

602 N Fifth Street

Baton Rouge, LA 70810

Pensacola Room C110

(225) 219-1352

Thursday, January 26, 2017 Louisiana Technical College

10:00 a.m. – 11:30 a.m. Sowela Campus

3820 Sen. J. Bennett Johnston Avenue

Lake Charles, LA 70615

Arts & Humanities Building

(337) 421-6565

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.