

Louisiana  
Department of Environmental Quality



# 2014 HAZARDOUS WASTE REPORT

INSTRUCTIONS

AND

FORMS

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## **2014 Hazardous Waste Report Instructions and Forms**

This is an ongoing information collection from hazardous waste generators and hazardous waste treatment, storage, or disposal facilities. This collection is done annually by the Louisiana Department of Environmental Quality (LDEQ) under the authority of the Louisiana Administrative Code 33:V.1111.B, 1113.G, 1529.D, and 4361. The information is collected via a mechanism known as the Hazardous Waste Report for the required reporting year. Both RCRA Sections 3002 and 3004 of the Resource and Recovery Act (RCRA) require the state to establish standards for record keeping 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 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 waste, 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 Annual Report data. The State uses the data for planning and developing regulations, compliance monitoring, fee assessment, and enforcement. Also, the data allows the state to determine whether its regulations are having the desired effect on the generation and management of hazardous waste. For example, Annual Report data provides information on whether waste management has shifted from one method of disposal to another.

Some businesses consider some of their hazardous waste information to be Confidential Business Information (CBI). A business may, if it desires, protect its Annual Report information from public disclosure by asserting a claim of confidentiality covering all or part of its information. When a claim is made, LDEQ will treat the information in accordance with the confidentiality regulations in LAC 33:I.Chapter 5.

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

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## PURPOSE OF THE 2014 HAZARDOUS WASTE REPORT

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The Louisiana Department of Environmental Quality's (LDEQ's) mission is to protect human health and the environment, which includes the responsibility to effectively manage the state's hazardous waste. As part of this task, LDEQ collects and maintains information about the generation, management, and final disposition of the state's hazardous waste regulated by the Resource Conservation and Recovery Act (RCRA).

The United States Environmental Protection Agency's 2013 Hazardous Waste Report Instructions and Forms Booklet has been modified for use by the Louisiana Department of Environmental Quality as the 2014 Hazardous Waste Report Instructions and Forms Booklet. It is prepared for hazardous waste generators and for facilities that treat, store, or dispose of hazardous waste to report their hazardous waste activities for calendar year 2014. The information collected will:

- ❑ Provide LDEQ with an understanding of hazardous waste generation and management in Louisiana.
- ❑ Help LDEQ measure the quality of the environment, such as monitoring industry compliance with the regulations and evaluating waste minimization efforts taken by industry.
- ❑ Be incorporated into the public record of the LDEQ.

The data you provide will be entered into a computer database by the LDEQ. After review to ensure the quality of the data, a state database will be assembled. Your efforts in carefully filling out the required forms are appreciated.

**PLEASE NOTE:** ALL FEDERAL REGULATORY CITATIONS IN THIS DOCUMENT ARE EQUIVALENT TO THE LOUISIANA REVISED STATUTES 33:V UNLESS OTHERWISE INDICATED.

### 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 call LDEQ at (225) 219-1665. If you cannot speak with someone initially, your call will be returned in the order in which it was received.

### ELECTRONIC REPORTING

The LDEQ encourages electronic reporting of Annual Hazardous Waste Reports. To obtain instructions on how to file electronically, please call LDEQ at 225-219-1665 or attend workshops being held in your area of the state. You may also download the electronic reporting software from the LDEQ web link located at <http://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>.

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## WHO MUST FILE THE 2014 HAZARDOUS WASTE REPORT

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### SITES REQUIRED TO FILE THE HAZARDOUS WASTE REPORT

You are required by State statute (mandatory reporting) to complete and file the 2014 Hazardous Waste Report (also known as the “Annual Report”) if your site:

- Met the definition (see box below) of a RCRA Large Quantity Generator (LQG) during 2014;  
**AND/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**, on page 9, to determine which forms you must submit.

If you are not required to report, but wish to notify us that your generator status has changed, please acquire and fill out the DEQ HW-1 Form and submit it to LDEQ.

**DEFINITION OF A RCRA LARGE QUANTITY GENERATOR  
WHO MUST REPORT FOR CALENDAR YEAR 2014**

(Louisiana Class 1 Large Quantity Generator)

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 any 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:** 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 and manifested or treated, stored or disposed in the United States in 2014 must be counted in determining your generator status if your site is the U.S. Importer. This waste must be reported on Form GM or Form WR in your 2014 Hazardous Waste Report.

### 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 in the box above), **AND** did not treat, store, or dispose of RCRA hazardous waste on site in management units subject to a RCRA operating permit, **AND** is not currently registered with the LDEQ as a Class I Large Quantity Generator of hazardous waste.

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 LDEQ (see instructions on filling out the Site ID Form). Mark the box for Subsequent Notification of Regulated Waste Activity in Item 1 – Reason for Submittal. **However, you must submit a Hazardous Waste Report if your site was classified as a LQG in 2014, even if no waste was generated.**

**Do not** file the 2014 Hazardous Waste Report if, during 2014, **all** of your hazardous waste was exported directly out of the United States to a foreign country. Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.56. (This Annual Report is in addition to the Hazardous Waste Report submitted to the state.)

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## WHAT'S NEW

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Below is a list of changes to the 2013 Hazardous Waste Report Instructions and Forms that are applicable to the 2014 report.

### 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 2013 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 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 2012 NAICS code table, which be found at <http://www.census.gov/eos/www/naics>.

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## STATE MAILING ADDRESS

Please use the following address to return the Forms:

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

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

Questions - 225-219-1665

# INSTRUCTIONS

(Continued)

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## INSTRUCTIONS FOR FILING THE 2014 HAZARDOUS WASTE REPORT

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### INTRODUCTION

The instructions and forms for the 2014 Hazardous Waste Report are prepared for generators and treatment, storage, and disposal facilities (TSDFs) to report their hazardous waste activities for 2014.

### AUTHORITY

Your site may be required to file this report under Subtitle II, of Title 30, of the Louisiana Revised Statutes.

The authority for the 2014 Hazardous Waste Report is contained in Louisiana Revised Statutes 30:2179 (Sections 3002 and 3004), and regulations in LAC 33:V. Subpart 1. LAC 33:V Chapter 11 requires hazardous waste generators to report to LDEQ every year the quantities, nature, and disposition of generated hazardous waste. LDEQ has also extended the reporting requirements to treatment, storage, and disposal facilities for the wastes that 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** on page 5.

**CHANGES TO THE 2014 HAZARDOUS WASTE REPORT**, below, summarizes the primary changes that have been made to the 2014 Hazardous Waste Report forms and instructions.

**WHICH FORMS TO SUBMIT AND WHAT TO REPORT**, on page 8, describes circumstances and situations under which each of the forms should be completed.

**FILLING OUT THE FORMS**, on page 10, provide general guidelines for filling out the Hazardous Waste Report forms. You can call LDEQ at 225-219-1665 with questions on completing the Hazardous Waste Report.

**WHEN AND WHERE TO FILE**, on page 11, provides the filing date for your site's Hazardous Waste Report. Completed forms should be returned to the address listed on page 7.

Detailed instructions for filling out each of the forms begin on page 13. Beginning on page 34, relevant code lists and other reference information are provided including: a list of excluded wastes; definitions of key terms; a section on special instructions that explains how to report certain types of wastes (e.g., lab packs, PCBs); the list of hazardous waste codes; and the Source code, Form code, Management Method code, & Waste Minimization code lists.

### 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 ID 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.

# INSTRUCTIONS

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**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 and managed on site or shipped off site 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).

**DO NOT** submit a GM Form for hazardous waste shipped directly to a foreign country. An Annual Report must be filed in this case as required under 40 CFR 262.56. Instructions for Form GM begin on page 23.

**Form WR** 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). Instructions for Form WR begin on page 30.

**Form OI** Instructions for Form OI are on page 71. (NOTE: You are required to complete the Form OI.)



## INSTRUCTIONS

(Continued)

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### 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 box 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 Form GM. Enter the seventh waste code in the Comments section and cross-reference Section 1, Item B: "Sec. 1, Item B, continued: D001."

### 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 7, page 7a; page 8, page 8a, 8b). 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 attached the pre-printed site identification label or entered the site name and EPA Identification Number at the top 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 LDEQ encourages electronic reporting of Annual Hazardous Waste Reports. To obtain instructions on how to file electronically, call 225-219-1665, or attend workshops being held in your area of the state. The electronic reporting software may be downloaded from the LDEQ software vendor web link located at <http://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>.

### CONFIDENTIAL BUSINESS INFORMATION (CBI)

You may **not** withhold information from the Administrative authority of the LDEQ because it is confidential. However, when the Administrator is requested to consider information confidential, it must be treated according to LDEQ regulations contained in LAC 33:I Chapter 5. 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 LDEQ. LAC 33:I explains how to assert a claim. If someone requests release of information covered by a claim of confidentiality, or if LDEQ otherwise decides to make a determination as to whether such information is entitled to confidential treatment, LDEQ will notify the business. LDEQ will not disclose information as to when a claim of confidentiality has been made except to the extent of and in accordance with LAC 33:I Chapter 5. However, if the business does not claim confidentiality when it furnishes the information, LDEQ may make the information available to the public without notice to the business.

### WHEN AND WHERE TO SEND YOUR COMPLETED REPORT

The 2014 Hazardous Waste Report is due to LDEQ by March 1, 2015. Return your completed Hazardous Waste Report to the address listed on page 4.

## INSTRUCTIONS

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### IF YOU NEED ASSISTANCE

To obtain assistance in filling out the 2014 Hazardous Waste Report forms, you may use the following contact information:

Sheryl Grimmer  
(225) 219-1665  
[Sheryl.grimmer@la.gov](mailto:Sheryl.grimmer@la.gov)

If you cannot speak with someone initially, your call will be returned in the order in which it was received.

You may obtain additional information from LDEQ's public website at  
<http://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>.

# INSTRUCTIONS FOR FILLING OUT THE RCRA SUBTITLE C SITE IDENTIFICATION (SITE ID) FORM STATE OF LOUISIANA HW-1 FORM

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## 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

You **must complete** all of the items on the Site ID 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. 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

With the exception of items 10D, 11B and 12 please complete **all** of the items on the Site ID Form.

- Item 1 – your reason for submitting the form (in this case, as a component of the Hazardous Waste Report);
- Item 2 – your site’s EPA ID 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 (Leave blank – not applicable to Louisiana reporters)
- Item 13 – additional comments on Items 1 through 12
- Item 14 – certification that the information you provided throughout the form is truthful, accurate, and complete.

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 ID number in the top left-hand corner on all pages of the form; for 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 ID Number in the top left-hand corner of each sheet.

# SITE ID FORM

(Continued)

## ITEM-BY-ITEM INSTRUCTIONS FOR HW-1

### Item 1 -- Reason for Submittal and Status of Information Supplied:

- A. **Reason for Submittal:** Place an "X" in the appropriate box(es) to indicate whether this form is your Initial Notification of Regulated Waste Activity (i.e., this is your first time submitting site identification information/to obtain an EPA Identification Number for this location); a subsequent notification of Regulated Waste Activity (to update your site identification information); 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 LDEQ of your regulated waste activities and obtain an EPA Identification Number.
  - 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 owner, new mailing address, new regulated waste activity, etc.).
  - 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 this site was engaged in (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 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 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  $\geq 1,000$  kg of hazardous waste,  $> 1$  kg of acute hazardous waste, or  $> 1000$  kg of acute hazardous waste spill cleanup in one or more months of the report year (or was registered with LDEQ as a LQG.)** 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 but were not a TSD 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. Also, be sure to include your EPA Identification Number at the top of all pages of the form (as well as on any attachments to the Site ID Form).

	<b>NOTE:</b> If this is your initial notification for this site, leave the EPA Identification Number blank and proceed to Item 3.
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# SITE ID FORM

(Continued)

## Items 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.

	<b>NOTE:</b> A new EPA Identification Number is <b>required</b> if you change the location of your site.
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## 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, as District, or as 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 processes for your products or services. Referencing the latest NAICS codes, use the six (6) digit code (most specific description) if available for your business; if not, use the five (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 six (6) digit code (most specific description) if available for your business; if not, use the five (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(s) from the Internet 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 person 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.

	<b>NOTE:</b> 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.
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# SITE ID FORM

(Continued)

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## Item 9 -- Legal Owner and Operator of the Site:

This section should be used to indicate all the 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 the owners(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. This includes the owner(s) of the building(s) and/or land and 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 of 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 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 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 left-hand corner of each sheet.

- B. Name of Site's Legal Operator:** Provide the name of your site's operator. Please review these definitions. This includes owner(s) of the building(s) and land.

**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.**

**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.

**Operator Type:** Place an "X" in the box that best describes the operator type of 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.

# SITE ID FORM

(Continued)

**Tribal** – A member of an entity 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, and 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.

	<p><b>NOTE:</b> A subsequent notification is recommended when the owner or operator of a site changes. Because an EPA Identification Number is site-specific, the new owner will keep the existing EPA Identification Number for that location. If your business moves to another location, the owner or operator must notify LDEQ of this change. Since your business has changed locations, a new EPA Identification Number will be assigned.</p>
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## Item 10 -- Type of Regulated Waste Activity:

Place an "X" in box "Yes" or in box "No" as appropriate for **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.

	<p><b>NOTE:</b> 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 your status during the reporting year.</p>
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### A. Hazardous Waste Activities: Complete all parts 1 through 10.

	<p><b>NOTE:</b> Listed below are the Federal generator status definitions.</p>
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- 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. Consult these regulations and your State Regulations 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:

- Generates, in any calendar month, 1,000 kg (2,200 lbs.) or more of RCRA hazardous waste; **or**
- Generates, in any calendar month, or accumulates at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; **or**
- 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.

# SITE ID FORM

(Continued)

	<b>NOTE:</b> If, in addition to being an LQG, you recycle hazardous wastes at your site, check both this box <b>and</b> Item 10.A.4.
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## b. SQG: Small Quantity Generator

This site is a Small Quantity Generator if, in this reporting year, 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 onsite. 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 accumulates 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.

## NON-GENERATOR

This is to be used in conjunction with a Certification of No Hazardous Waste Form to show that a site has been certified closed.

	<b>NOTE:</b> If you generate acutely hazardous wastes listed in 40 <u>CFR</u> 261.31, 261.32 or 261.33(e), please refer to 40 <u>CFR</u> 261.5(e) to determine the circumstances under which you must notify LDEQ.
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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 Generation

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

# SITE ID FORM

(Continued)

mark "Yes", you must provide an explanation of your short-term or one-time 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 United States. 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: If "Yes" place an "X" in all that apply.

#### a. Transporter

You transport hazardous waste within the United States. 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 State office for more information. The Federal regulations for owners or 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:

1. This facility does not receive hazardous waste from other generators and ships all waste off-site for management with the regulatory timeframe.
2. 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.
3. Receives waste from off-site but does not store greater than 10 days before re-shipping (i.e., transfer facility).

	<b>NOTE:</b> If your site is a destination facility for universal wastes in addition to being a treatment, storage, or disposal facility for other RCRA hazardous wastes, mark both this box <b>and</b> Item 10.B.2.
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### 7. Recycler of Hazardous Waste: If you recycle regulated hazardous wastes (recyclable materials) at your site, mark "Yes". The Federal regulations for owners or 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.

	<b>NOTE:</b> If your site, in addition to being a recycling site for hazardous waste, is a treater, storer, or disposer of hazardous waste, mark both this box <b>and</b> 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 both this box <b>and</b> Item 10.B.2.
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# SITE ID FORM

(Continued)

**8. Exempt Boiler and/or Industrial Furnace:**

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

**a. Small Quantity On-Site Burner Exemption**

You burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in 40 CFR 266.108, place an "X" in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.

**b. Smelting, Melting, and Refining**

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 there is an underground injection well located at your site, mark "Yes". The Federal regulations for owners or 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 and C.**

**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 (LQHUV):** You are an LQHUV if you accumulate a total of 5,000 kg or more of any 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 additional universal wastes, indicate what they are and place an "X" in the corresponding box(es).

**2. Destination Facility:** Mark "Yes" if you treat, dispose of, or recycle universal wastes on-site. A hazardous waste permit is required if you treat or dispose of universal wastes; a permit may be required if you recycle universal wastes.

	<b>NOTE:</b> If your site, in addition to being a destination facility for universal wastes, is also a treatment, storage, or disposal facility for RCRA hazardous wastes, mark "Yes" for both this box <b>and</b> Item 10.A.6. In addition, if your site recycles RCRA hazardous wastes, mark "Yes" for both this box <b>and</b> Item 10.A.7.
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**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 1 through 4.**

**1. Used Oil Transporter:** If "Yes" and place an "X" in all that apply

**a. Transporter**

You transport used oil within the United States. The Federal regulations for used oil transporters

# SITE ID FORM

(Continued)

- 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/Re-Refiner:** If “Yes” place an “X” in all that apply
- a. Processor**  
You process used oil. The Federal regulations for processors of used oil are found in 40 CFR Part 279.50-59.
  - b. Re-Refiner**  
You refine used oil. The Federal regulations for re-refiners 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 279.70-75.
  - b. Marketer Who First Claims the Used Oil Meets the Specification**  
You are first to claim that used oil meets the used oil specification established in 40 CFR 279.11.

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

- 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).

	<b>NOTE:</b> EPA Hazardous Waste Codes. If you handle more hazardous wastes than will fit under Item 11.A., please continue listing the hazardous waste codes on an extra sheet. 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 Identification Form.
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- B. State-Regulated Hazardous Wastes:**  
**This box is not applicable to Louisiana hazardous waste generators. Please omit entry into this box.**

## Item 12 – Notification of Hazardous Secondary Material (HSM) Activity

**This box is not applicable to Louisiana hazardous waste generators. Please omit entry into this box.**

## Item 13 -- Comments:

## SITE ID FORM

(Continued)

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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 by 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.

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

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### WHO MUST SUBMIT THIS FORM

A site required to file the 2014 Hazardous Waste Report must submit Form GM 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 Form GM. See **WASTES NOT TO BE REPORTED**, on the next page, for any exclusions or exemptions from Form GM reporting requirements under the 2014 Hazardous Waste Report.]

### PURPOSE OF THIS FORM

Form GM is for reporting on-site hazardous waste generation and management in 2014. Form GM 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 Form GM 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.

	<p><b>NOTE:</b> Please review your previous cycle’s GM source, form, and management method codes to see if they are still applicable. If applicable, use those same codes for consistency.</p> <p>Refer to the Special Instructions for reporting lab packs, asbestos, PCBs, waste oils, groundwater contaminated by leachate, and RCRA-radioactive mixed wastes.</p>
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### 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 Form GM. [See **WASTES NOT TO BE REPORTED**, on the next page, for any exclusions or exemptions from Form GM 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 Form GM 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

## GM FORM

(Continued)

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- 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.1.f. See the definitions and 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 Form GM. Rather, hazardous waste exports should be reported on the Annual Report required under 40 CFR 262.56.

In addition, materials and wastes identified at 40 CFR 261.2(a)(2)(ii) and 261.4(a) and (b) and 261.5(c) **should not be reported** on Form GM. 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) and 261.4(a) and (b) and 261.5(c) 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.

Following are the materials and wastes addressed under 40 CFR 261.4(a) and (b) and 261.5(c), which **should not be reported** on Form GM:

- ❑ 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 the 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 Form GM.** (For additional information, see the guidance document “Biennial Report: Reportable and Non-Reportable Wastes” at <http://www.epa.gov/epawaste/inforesources/data/biennialreport/index.htm>.)

## GM FORM

(Continued)

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- 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 Form GM.**
- 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 Form GM.**
- 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 FORM GM

- Generally, a Form GM should be completed for **each** generated RCRA hazardous waste.

## 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: Item B 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.

## GM FORM

(Continued)

	For a list of EPA Hazardous Waste Codes, see the <b><u>“Other Reference Information and Code Lists”</u></b> section of this booklet.
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### Item C: State hazardous waste code

**This box is not applicable to Louisiana hazardous waste generators. Please omit entry into this box.**

### 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 – United States Importer of Hazardous Waste. Review the Special Instruction for **wastes received from foreign countries**.

	For a list of Source Codes, see the <b><u>“Other Reference Information and Code Lists”</u></b> section of this booklet.
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If reporting **Source code is 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 Form GM or Form WR. 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.**

	For a list of Management Method Codes, see the <b><u>“Other Reference Information and Code Lists”</u></b> section of this booklet.
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### 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.

	For a list of Form Codes, see the <b><u>“Other Reference Information and Code Lists”</u></b> section of this booklet.
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### 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***

# GM FORM

(Continued)

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)

	<b>Skip to Section 1, Item G</b> if you selected code 1, 2, 3, or 4. <b>Continue to Density</b> if you selected code 5, 6, or 7.
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Report the density only if you entered code 5, 6, or 7 for the unit of measure. Provide the density in either pounds per gallon (lbs/gal) or specific gravity (sg) and place an "X" in the appropriate box to indicate which measure was used.

## Item G: Waste Minimization

40 CFR 262.41(a)(6), 264.75(h), and 265.75(h) requires that data be collected for waste minimization activities. Enter the code that best corresponds to waste minimization, recycling, or pollution prevention efforts implemented to reduce the volume and toxicity of the hazardous waste reported in Section 1, Item A. This waste minimization activity must have occurred during this reporting cycle. If minimization was not attempted (to the point of implementing a change) for this waste, you must enter an "X" (no waste minimization efforts were implemented for this waste) for this item.

	For a list of Waste Minimization Codes and definition of waste minimization, see the " <b>Other Reference Information and Code Lists</b> " section of this booklet.
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## 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 any 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: 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.

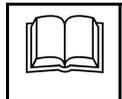
Example: Facility B receives spent solvents from off-site and blends the solvents into fuel. The facility then sends the fuels off-site to be burned for energy recovery. Facility B would report on its GM form the new waste generated in Section 1, Item D as Source Code 25 ("Hazardous waste management") 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").

## GM FORM

(Continued)

### 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 On-site Process System 2 blank. **Do not report H141 in Section 2.**



For a list of Management Method Codes, see **“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 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. Eighty (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 for distillation (H20) and a quantity of 80 tons. Under On-site Process System 2, the site enters the Management Method Code for energy recovery of liquids (H050) 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 GM Form with the EPA ID number and Site Name. Leave all other fields blank except Section 2 for on-site process systems. Note in the Comments section of each page: “Sec. 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. Ninety (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 or Chemical Treatment (H070) and a quantity treated 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 of H070. (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.)

# GM FORM

(Continued)

## 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: “Sec. 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.

	<b>This Form GM is complete</b> if you marked “No” in Item A. <b>Continue to Section 3, Item B</b> if you checked “Yes” in Item A.
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## Item B: EPA ID No. of facility to which waste was shipped

Enter 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. 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.

	For a list of Management Method Codes, see the “ <b>Other Reference Information and Code Lists</b> ” section of this booklet.
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## 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  
WR FORM – WASTE RECEIVED FROM OFF SITE**

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**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 box letter to which the comment refers.

**ITEM-BY-ITEM INSTRUCTIONS**

All items in this section are mandatory for each waste reported. Note: Item B 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.

**Item C: State Hazardous Waste Code**

## WR FORM

This box is not applicable to Louisiana hazardous waste generators. Please omit entry into this box.

### Item D: Off-site handler EPA ID 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, check the box to indicate that the EPA ID 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, check the box to indicate that the EPA ID number is the same as the one reported under Waste 2.

	<b>NOTE:</b> Refer to the Special Instructions for reporting wastes received from CESQGs and for reporting wastes received from foreign countries.
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### Item E: Quantity received in 2014

Report the total quantity of the 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 Section 1, Item F. Report quantities 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)

	<b>Skip to Item G</b> if you entered code 1, 2, 3, or 4. <b>Continue to Density</b> if you entered code 5, 6, or 7.
---	--

Report density only if you entered code 5, 6, or 7 for the unit of measure. Provide the density in either pounds per gallon (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 Section 1, Item A.

For a list of Form Codes, see the <b>"Other Reference Information and Code Lists"</b> section of
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## WR FORM

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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.



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

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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.

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**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)

**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 Flow**  
§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(b)(18)

**Petrochemical-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 Materials Returned To Original Process**  
§261.4(a)(8)

**Secondary Materials 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

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This section contains definitions of terms helpful for completing the Hazardous Waste Report. For terms defined in the Code of Federal Regulations (CFR), the appropriate citation is provided.

<b>Accumulation</b>	<p>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.</p> <p>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 <u>CFR</u> 262.34.</p>
<b>Act or RCRA</b>	<p>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 <i>et seq.</i></p>
<b>Acute Hazardous Waste</b>	<p>Any hazardous waste with an EPA hazardous waste code beginning with the letter “P” (40 <u>CFR</u> 261.33(e)) or any of the following “F” codes: F020, F021, F022, F023, F026, and F027 (40 <u>CFR</u> 261.31). These wastes are subject to stringent quantity standards for accumulation and generation (40 <u>CFR</u> 261.5(e)).</p>
<b>Authorized Representative</b>	<p>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.</p>
<b>Authorized State</b>	<p>A State that has obtained authorization from the EPA to direct its own RCRA program.</p>
<b>Boiler</b>	<p>An enclosed device using controlled flame combustion and having the following characteristics:</p> <ol style="list-style-type: none"><li>1. The unit has physical provisions for recovering and exporting energy in the form of steam, heated fluids, or heated gases;</li><li>2. 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);</li><li>3. 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;</li><li>4. 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</li><li>5. 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 <u>CFR</u> 260.32.</li></ol>

## DEFINITIONS

(Continued)

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### **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. Generated no more than 100 kg (220 lbs.) of RCRA hazardous waste in a calendar month; **and**
2. Did not generate, in any calendar month, or accumulated 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; **and**
3. Accumulated, at any time, no more than 1,000 kg (2,200 lbs.) of 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 report.

### **Delisted Wastes**

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 ground waters.

### **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."

## DEFINITIONS

(Continued)

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<b>EPA Identification (ID) Number</b>	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; or site undergoing corrective action.
<b>Excluded Wastes</b>	Wastes excluded from the definition of solid or hazardous waste under 40 <u>CFR</u> 261.3 and 261.4. For a partial listing, see the <b><u>“Other Reference Information and Code Lists”</u></b> section of this booklet.
<b>GM Form</b>	Waste Generation and Management form.
<b>Hazardous Waste</b>	A hazardous waste as defined in 40 <u>CFR</u> 261.3.
<b>Hazardous Waste Generator</b>	Any person, by site, whose act or process produces hazardous waste identified or listed in 40 <u>CFR</u> Part 261.
<b>Hazardous Waste Number or Code, EPA</b>	The number (or code) assigned by the EPA to each hazardous waste listed in 40 <u>CFR</u> Part 261, Subpart D and to each characteristic identified in 40 <u>CFR</u> 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 <b><u>“Other Reference Information and Code Lists”</u></b> section of this booklet.
<b>Hazardous Waste Storage</b>	The holding of hazardous waste for a temporary period, at the end of which the hazardous waste is treated, disposed of, or stored elsewhere.
<b>Hazardous Waste Transfer Facility</b>	Refer to “Transfer Facility” definition.
<b>Hazardous Waste Transporter</b>	Refer to “Transporter” definition.
<b>Hazardous Waste Treatment</b>	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.
<b>Incineration</b>	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).
<b>Industrial Furnace</b>	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

## DEFINITIONS

(Continued)

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	recovery of sulfur values from spent sulfuric acid; halogen acid furnaces, as defined under industrial furnace in 40 <u>CFR</u> 260.10; and such other devices as the Administrator may add to this list.
<b>Interim (Permit) Status</b>	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. Owners/operators 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.
<b>Large Quantity Generator (LQG) of Hazardous Waste</b>	A generator that meets <b>any</b> of the following criteria: <ol style="list-style-type: none"><li>1. Generates, in a calendar month, 1,000 kg (2,200 lbs.) or more of non-acute RCRA hazardous waste; <b>or</b></li><li>2. Generates, in a calendar month, or accumulates at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; <b>or</b></li><li>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.</li></ol>
<b>Large Quantity Handler of Universal Waste</b>	A universal waste handler (as defined in 40 <u>CFR</u> 273.9) who accumulates 5,000 kilograms 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 5,000 kilograms limit is met or exceeded.
<b>Management, or Hazardous Waste Management</b>	Systematic control of the collection, source separation, storage, transportation, processing, treatment, recovery, or disposal of hazardous waste (40 <u>CFR</u> 260.10).
<b>Manifest, Uniform Hazardous Waste</b>	The shipped 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 <u>CFR</u> 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.
<b>Mixed Waste</b>	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 <u>FR</u> 17414; April 9, 1998).
<b>Municipality</b>	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.
<b>Off-site Facility</b>	A hazardous waste treatment, storage, disposal, or recycling area located at a place away from the generating site.

## DEFINITIONS

(Continued)

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<b>Off-Specification Used Oil Burner</b>	A site where used oil not meeting the specification requirements in 40 <u>CFR</u> 279.11 (off-specification used oil) is burned for energy recovery in devices identified in Section 279.61(a).
<b>Off-Specification Used Oil Fuel</b>	Used oil fuel that does not meet the specification provided under 40 <u>CFR</u> 279.11.
<b>On-site Facility</b>	A hazardous waste treatment, storage, disposal, or recycling area located on the generating site.
<b>OI Form</b>	Off-Site Identification form.
<b>On-Specification Used Oil Fuel</b>	Used oil fuel that meets the specification provided under 40 <u>CFR</u> 279.11.
<b>Operator</b>	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 <b>Person</b> .
<b>Owner</b>	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 <b>Person</b> .
<b>Person</b>	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.
<b>Process System</b>	<p>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 <b>not</b> considered a process system, except for storage at a bulking and re-shipping facility (H141).</p> <p>Classify each process system with a Management Method code that best identifies the <b>final substantive purpose/operation it performs</b>. 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 in the <b><u>“Other Reference Information and Code Lists”</u></b> section of this booklet.</p>
<b>Process Unit</b>	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.

## DEFINITIONS

(Continued)

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<b>Resource Conservation and Recovery Act (RCRA)</b>	The Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act (RCRA) (40 <u>CFR</u> 270.2). It is the Federal statute that regulates the generation, treatment, storage, disposal, recycling, and/or transportation of solid and hazardous waste.
<b>RCRA Interim (Permit) Status</b>	Refer to “Interim (Permit) Status” definition.
<b>RCRA Permit</b>	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.
<b>RCRA Subtitle C Site (RCRA Site or Site)</b>	<p>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; 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 a 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; or undergoing corrective action.</p> <p>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.</p>
<b>Recycling</b>	Use, reuse, or reclamation of a material (40 <u>CFR</u> 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 <u>CFR</u> 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 <u>CFR</u> 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 materials); or (2) employed in a particular function or application as an effective substitute for a commercial product (e.g., spent pickle liquor used as phosphorous precipitant and sludge conditioner in wastewater treatment).
<b>Residual</b>	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).
<b>Short-term Generator</b>	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.

## DEFINITIONS

(Continued)

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<b>Sludge</b>	Any solid, semi-solid, or liquid waste generated from a municipal, commercial, or industrial wastewater treatment plant, water supply treatment plant, or air pollution control facility exclusive of the treated effluent from a wastewater treatment plant (40 <u>CFR</u> 260.10).
<b>Small Quantity Generator (SQG) of Hazardous Waste</b>	<p>A generator that meets <b>all</b> the following criteria:</p> <ol style="list-style-type: none"><li>1. Generates, in a calendar month, more than 100 kg (220 lbs.) but less than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; <b>and</b></li><li>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</li><li>3. Does not generate more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste</li></ol> <p><b>OR</b>, your site is a Small Quantity Generator if the site:</p> <ol style="list-style-type: none"><li>1. Meets 1) and 3) of the Conditionally Exempt Small Quantity Generator criteria (see definition), but</li><li>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.</li></ol>
<b>Small Quantity On-Site Burner Exemption</b>	The persons who burn small quantities of hazardous waste in an on-site boiler or industrial furnace, in accordance with 40 <u>CFR</u> 266.108, are conditionally exempt from regulation for that activity.
<b>Smelting, Melting, and Refining Furnace Exemption</b>	Under 40 <u>CFR</u> 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 <u>CFR</u> 266.101 and 266.112, provided they comply with limited requirements set forth in Section 266.100(c). Similarly, 40 <u>CFR</u> 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 <u>CFR</u> 266.112, provided they comply with limited requirements specified in Section 266.100(f).
<b>Solid Waste</b>	Any garbage, refuse, sludge, or other materials not excluded under 40 <u>CFR</u> 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. 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.
<b>Source Material</b>	As defined by the Atomic Energy Act of 1954: (1) Uranium, thorium, or any other material determined by the 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.

## DEFINITIONS

(Continued)

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<b>Special Nuclear Material</b>	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.
<b>Superfund</b>	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.
<b>Surface Impoundment</b>	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 <u>CFR</u> 260.10).
<b>Tolling</b>	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.
<b>Transfer Facility</b>	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 <u>CFR</u> 260.10 and 40 CFR 263.12).
<b>Transporter</b>	A person engaged in the off-site transportation of hazardous waste by air, rail, highway, or water.
<b>Underground Injection Control</b>	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 <u>CFR</u> Part 148). Hazardous wastes must be injected into a Class I well or, if authorized under federal or state ground water remediation project, may be injected into a Class IV well. See <a href="http://water.epa.gov/type/groundwater/uic/wells.cfm">http://water.epa.gov/type/groundwater/uic/wells.cfm</a> for more information.
<b>Unit</b>	Refer to “Process Unit” definition.
<b>United States Importer</b>	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.
<b>Universal Waste</b>	Any of the following hazardous wastes that are managed under the universal waste requirements of 40 <u>CFR</u> Part 273: batteries, pesticides, mercury containing equipment, and lamps. Some States have State-specific universal wastes defined as well.

## DEFINITIONS

(Continued)

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<b>Used Oil</b>	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 .
<b>Used Oil Fuel Marketer</b>	Any person who conducts either of the following activities: <ol style="list-style-type: none"><li>1. Directs a shipment of off-specification used oil from their site to an off-specification used oil burner; or</li><li>2. First claims that used oil that is to be burned for energy recovery meets the used oil fuel specifications set forth in 40 <u>CFR</u> 279.11.</li></ol>
<b>Used Oil Management Activities</b>	For the purposes of the Site Identification Form, includes used oil transportation; used oil processing and re-refining; burning off-specification used oil fuel; and used oil fuel marketing.
<b>Used Oil Processing</b>	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.
<b>Used Oil Processor</b>	A site that processes on- or off-specification used oil.
<b>Used Oil Re-Refiner</b>	A site that produces lubricating oils and greases, industrial fuel, asphalt extender, gasoline, and other products from on- or off-specification used oil.
<b>Used Oil Transfer Facility</b>	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 <u>CFR</u> Part 279, Subpart F.
<b>Used Oil Transporter</b>	Any person who transports used oil, and 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.
<b>Waste Minimization</b>	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.
<b>Waste Oil (Biennial Report Only)</b>	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.
<b>WR Form</b>	Waste Received from Off-Site form.

## SPECIAL INSTRUCTIONS

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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 leachate**

Groundwater contaminated by RCRA hazardous waste leachate **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. When reporting groundwater contaminated by leachate 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 (Form GM, Section 3); and quantities received from off site and managed on site (Form WR, Item E).

### **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.

## SPECIAL INSTRUCTIONS

(Continued)

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- (2) Enter a Form code indicating lab packs (i.e., W001 or W004) in Section 1, Item E of Form GM, or Item G of Form WR. 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 Form GM, or Item B of Form WR. 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 Form GM, or Item B of Form WR; 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.

### Wastes received from Conditionally Exempt Small Quantity Generators (CESQGs)

Waste management facilities sometimes receive hazardous wastes 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 **Form WR** 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), 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 Form WR (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.

## SPECIAL INSTRUCTIONS

(Continued)

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### **Wastes received from foreign countries**

**Reporting on Form GM** – 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 Form GM. 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 Comments. Also mark “Yes” on the Site ID Form, Item 10.A.1.e – United States Importer of Hazardous Waste. Report on Form OI the name and address of all foreign generators if this form is required by your State.

**Reporting on Form WR** – 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 Form WR 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 Comments. Report on Form OI the name and address of all foreign generators if this form is required by your State.



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## 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.

Code	Source Code Description
<b>Wastes from Ongoing Production and Service Processes (waste from general day to day manufacturing production, or maintenance activities)</b>	
G01	Dip, flush or spray rinsing (using solvents to clean or prepare parts or assemblies for further processing – i.e. painting or assembly)
G02	Stripping and acid or caustic cleaning (using caustics to remove coatings or layers from parts or assemblies)
G03	Plating and phosphating (electro or non-electroplating or phosphating)
G04	Etching (using caustics or other methods to remove layers or partial layers)
G05	Metal forming and treatment (pickling, heat treating, punching, bending, annealing, grinding, hardening, etc.)
G06	Painting and coating (manufacturing, building, or maintenance)
G07	Product and by-product processing (direct flow of wastes from chemical manufacturing or processing, etc.)
G08	Removal of spent process liquids or catalysts (bulk removal of wastes from chemical manufacturing or processing, etc.)
G09	Other production or service-related processes from which the waste is a direct outflow or result (specify in comments)
<b>Other Intermittent Events or Processes</b>	
G11	Discarding off-specification or out-of-date 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.)
G19	Other one-time or intermittent processes (specify in comments)
<b>Pollution Control and Waste Management Process Residuals</b>	
G21	Air pollution control devices (baghouse dust or ash from stack scrubbers or precipitators; vapor collection, etc.)
G22	Laboratory analytical wastes (used chemicals from laboratory operations)
G23	Wastewater treatment (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 meth (enter the related H Ccode) that produced the residuals.
G26	Leachate collection (from landfill operations or other land units)
G27	Treatment or recovery of universal waste

## SOURCE CODES

(Continued)

Code	Source Code Description
<b>Spills and Accidental Releases</b>	
G31	Accidental contamination of products, materials or containers (other than G11)
G32	Cleanup of spill residues (infrequent, not routine)
G33	Leak collection and floor sweeping (ongoing, routine)
G39	Other cleanup of current contamination (specify in comments)
<b>Remediation of Past Contamination</b>	
G41	Closure of hazardous waste management unit under RCRA
G42	Corrective action at a solid waste management unit under RCRA
G43	Remedial action or emergency response under Superfund
G44	Cleanup under state or voluntary program
G45	Cleanup of underground storage tank
G49	Other remediation (specify in comments)
<b>Waste Not Physically Generated On Site</b>	
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, US 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.

Code	Form Code Description
	<b>Mixed Media/Debris/Devices</b> - Waste that is a mixture of organic and inorganic wastes, liquid and solid wastes, or devices that are not easily categorized
W001	Lab packs from any source <b>not containing</b> 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, other solids
W004	Lab packs from any source <b>containing acute</b> hazardous waste
W005	Waste Pharmaceuticals managed as hazardous waste.
W301	Contaminated soil (usually from spill cleanup, demolition, or remediation); see also W512
W309	Batteries, battery parts, cores, casings (lead-acid or other types)
W310	Filters, solid adsorbents, ion exchange resins and spent carbon (usually from production, intermittent processes, or remediation)
W320	Electrical devices (lamps, fluorescent lamps, or thermostats usually containing mercury; CRTs containing lead; etc.)
W512	Sediment or lagoon dragout, drilling or other muds (wet or muddy soils); see also W301
W801	Compressed gases of any type
	<b>Inorganic Liquids</b> - Waste that is primarily inorganic and highly fluid (e.g., aqueous), with low suspended inorganic solids and low organic content
W101	Very dilute aqueous waste containing more than 99% water (land disposal restriction defined wastewater that is not exempt under NPDES or POTW discharge)
W103	Spent concentrated acid (5% or more)
W105	Acidic aqueous wastes less than 5% acid (diluted but pH <2)
W107	Aqueous waste containing cyanides (generally caustic)
W110	Caustic aqueous waste without cyanides (pH >12.5)
W113	Other aqueous waste or wastewaters (fluid but not sludge)
W117	Waste liquid mercury (metallic)
W119	Other inorganic liquid (specify in comments)
	<b>Organic Liquids</b> - Waste that is primarily organic and is highly fluid, with low inorganic solids content and low-to-moderate water content
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)

## FORM CODES

(Continued)

Code	Form Code Description
<b>Inorganic Solids</b> - Waste that is primarily inorganic and solid, with low organic content and low-to-moderate water content; not pumpable	
W303	Ash (from any type of burning of hazardous waste)
W304	Slags, drosses, and other solid thermal residues
W307	Metal scale, filings and scrap (including metal drums)
W312	Cyanide or metal cyanide bearing solids, salts or chemicals
W316	Metal salts or chemicals not containing cyanides
W319	Other inorganic solids (specify in comments)
<b>Organic Solids</b> - Waste that is primarily organic and solid, with low-to-moderate inorganic content and water content; not pumpable	
W401	Pesticide solids (used or discarded – not contaminated soils – W301)
W403	Solid resins, plastics or polymerized organics
W405	Explosives or reactive organic solids
W406	Dried Paint (paint chips, filters, air filters, other)
W409	Other organic solids (specify in comments)
<b>Inorganic Sludges</b> - Waste that is primarily inorganic, with moderate-to-high water content and low organic content; mostly pumpable	
W501	Lime and/or metal hydroxide sludges and solids with no cyanides (not contaminated muds – W512)
W503	Gypsum sludges from wastewater treatment or air pollution control
W504	Other sludges from wastewater treatment or air pollution control
W505	Metal bearing sludges (including plating sludge) not containing cyanides
W506	Cyanide-bearing sludges (not contaminated soils – W512)
W519	Other inorganic sludges (not contaminated muds – W512; specify in comments)
<b>Organic Sludges</b> - Waste that is primarily organic with low-to-moderate inorganic solids content and water content; pumpable	
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 of a hazardous waste. Select the final substantive method used. Review the groups and pick the appropriate code.

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

## MANAGEMENT METHOD CODES

(Continued)

Code	Management Method Code Description
<b>Disposal</b>	
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)
<b>Transfer Off Site</b>	
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 <b>Do not use this code on Form GM in Section 1-Item D or in Section 2.</b>

## WASTE MINIMIZATION CODES

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

You may 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.

<b>The facility initiated waste minimization efforts prior to 2014 and continued these efforts during the 2014 reporting year for this hazardous waste</b>		
<b>Code</b>	<b>Description</b>	<b>Examples</b>
A	Continued initiatives to reduce quantity and/or toxicity of this waste	<ul style="list-style-type: none"> <li>Improved production/synthesis processes, e.g., increased efficiency in product usage/product formulation, used less toxic or non-hazardous ingredients, modified product composition, or implemented technology conversion.</li> <li>Modified equipment, layout, and/or piping, e.g., longer auto bath analyzers, wastewater treatment system upgraded.</li> <li>Undertook inventory control/waste management processes or safety/good operating practices, e.g. materials shelf-life control, clearinghouse for materials exchange, better labeling procedures, improved maintenance scheduling/record keeping/procedures, control production schedule to minimize equipment and feedstock changeovers, bulk systems that replace drums, improved storage, spill/leak/accident prevention, cleaning/degreasing, etc.</li> </ul>
B	Continued initiatives to recycle the waste either on-site or off-site	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>The facility initiated waste minimization efforts during the 2014 reporting year for this hazardous waste</b>		
C	Implemented new initiatives to reduce quantity and/or toxicity of this waste	See examples above for Code A.
D	Implemented new initiatives to recycle the waste either on-site or off-site	See examples above for Code B.
<b>The facility examined or attempted waste minimization efforts for this hazardous waste, but determined it was impracticable to implement these efforts; or the facility did not attempt waste minimization efforts for this waste</b>		
N	Waste minimization efforts found to be economically or technically impracticable	Economic constraints or not economically feasible; technical limitations of manufacturing operations, 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.

# 2014 Hazardous Waste Report Forms



READ ALL INSTRUCTIONS BEFORE COMPLETING THE FORMS



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**Omit entry into this section if not applicable to Louisiana Reporters.**

**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 must check with your State to determine if you are eligible to manage laboratory hazardous wastes pursuant to 40 CFR Part 262 Subpart K.

- 1. Opting into 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
- 2. Withdrawing from 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories

**11. Description of Hazardous Wastes**

**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. **Omit entry into this section if not applicable to Louisiana Reporters.**


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# INSTRUCTIONS FOR FILLING OUT FORM OI - OFF-SITE IDENTIFICATION

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## WHO MUST SUBMIT THIS FORM

Sites required to file the 2014 Hazardous Waste Report **are required** to submit the OI Form.

## 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 five 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 five, 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, enter "NA" 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

Check all boxes that apply to the handler type (i.e., generator, transporter, or treatment, storage, or disposal (TSD) 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, enter "NA" in Item D.