

**ANNUAL HAZARDOUS WASTE REPORT REPORTING NOTICE**

**(Reporting Year 2019)**

All RCRA Large Quantity Generators (Class I) (>1000 Kg /Mo) and /or permitted Treater, Storer, or Disposer (TSD) facilities must complete the 2019 Annual Hazardous Waste Report according to LAC 33:V. The topics listed below provide important information for use in completing the report.

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

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

**REPORTING CHANGES** – There are no reporting changes for Louisiana reports for the 2019 reporting year. However, the Environmental Protection Agency (EPA) has updated the RCRA Subtitle C Reporting forms for hazardous waste reporting to include forms required by the New Generator Improvements Rule. The State of Louisiana has not adopted the hazardous waste generator improvements rule at this time. Sections 12-15 and 17 of the RCRA Subtitle C Site Identification Form and associated addendums are not applicable to Louisiana reporters at this time.

**ELECTRONIC REPORTING SOFTWARE** – The American Resource Management (ARM) web based ***Easitrak Software*** is available to reporters for use in completing and submitting their 2019 Annual Hazardous Waste Report. Use the following link www.arminc.net/Applications/Easitrak2019LA to access the ***Easitrak Software***. The software link may also be found at <https://deq.louisiana.gov/page/hazardous-waste> on the LDEQ website. ARM provides support for the ***Easitrak Software*** and hazardous waste reports through e-mail request to Jeff Waites at [jeffwaites@hotmail.com](mailto:jeffwaites@hotmail.com).

**ELECTRONIC REPORT SUBMISSION** – Submit your Annual Hazardous Waste Report electronically using the web-based ***Easitrak Software***. Reporters should print, sign, and mail the original signed RCRA Subtitle C Site Identification Form and the ARM Declaration of Electronic Filing Form to the Louisiana Department of Environmental Quality (see next page for addresses).

**REPORT SUBMISSION DEADLINE** – The 2019 Hazardous Waste Report is due to the Louisiana Department of Environmental Quality by **March 1, 2020**.

**ASSISTANCE** – For help with questions regarding the Annual Hazardous Waste Report please contact: Yuxin (Ruby) Tang at (225-219-1352) or by e-mail at [yuxin.tang@la.gov](mailto:yuxin.tang@la.gov) or Sheryl Grimmer at (225) 219-1665 or by e-mail at [sheryl.grimmer@la.gov](mailto:sheryl.grimmer@la.gov)

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

Mailing Address: Physical Address:

Louisiana Department of Environmental Quality Louisiana Department of Environmental Quality

Office of Environmental Services Office of Environmental Services

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

Notifications and Accreditations Section Notifications and Accreditations Section

PO Box 4313 602 N. Fifth Street

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

[](http://intranet/index.htm) **Annual Hazardous Waste Report Workshop Schedule (Reporting Year 2018)**

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

Wednesday, January 15, 2020 Louisiana Technical College

10:00 a.m. – 11:30 p.m. Alexandria Campus

4311 S. MacArthur Drive

Alexandria, LA 71302

(318) 487-5443

Thursday, January 23, 2020 LA Department of Environmental Quality\*

10:00 a.m. – 11:30 a.m. Galvez Building

602 N Fifth Street

Baton Rouge, LA 70810

Pensacola Room C110

(225) 219-1665

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

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