*State of Ohio*
*Environmental Protection Agency*

**Division of Materials and Waste Management**

# Hazardous Waste Report Instructions & Forms

**December 2013**

John R. Kasich, Governor, State of Ohio
Scott J. Nally, Director

# WHO MUST FILE THE HAZARDOUS WASTE REPORT

## SITES REQUIRED TO FILE THE REPORT

You are required to file the Hazardous Waste Report if the site met the definition (see below) of a RCRA Large Quantity Generator (LQG) during the reporting year; the site treated, stored, or disposed of RCRA hazardous wastes on-site in units subject to RCRA permitting requirements during the reporting year; or the site recycled hazardous waste, generated off-site, within 72 hours of receiving the hazardous waste according to OAC rule 3745-51-
06(C)(3). See WHICH FORMS TO SUBMIT AND WHAT TO REPORT to determine which forms must be submitted. The completed report should be received at Ohio EPA no later than March 1. In years where March 1 falls on a Saturday or Sunday, the due date is the following Monday.

**Definition of a RCRA Large Quantity Generator**

A site is a large quantity generator if, in the reporting year, 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.

## SITES NOT REQUIRED TO FILE THE REPORT

You are not required to file the Hazardous Waste Report if, during the reporting year, the site was NOT a RCRA Large Quantity Generator in any one month and did NOT treat, store, or dispose of RCRA hazardous wastes on-site in units subject to RCRA permitting requirements. If you would like to send us an update on the site's regulated activities or generator status but did not generate at an LQG level in the reporting year, you should instead submit a completely filled out RCRA Subtitle C Site Identification form as a Subsequent Notification and indicate your current generator status in Section 9 Box A Item 1. Please note any unusual circumstances in the comments section.

## PLEASE READ ALL INSTRUCTIONS BEFORE ATTEMPTING TO COMPLETE THE FORMS

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# PURPOSE OF THE HAZARDOUS WASTE REPORT

The Ohio Environmental Protection Agency's (Ohio EPA) mission to protect human health and the environment includes the responsibility to effectively regulate, with the federal government, the management of hazardous waste generated in the state. As part of this task, Ohio EPA and U.S. EPA collect and maintain information about the generation, management, and final disposition of hazardous waste as regulated by the Resource Conservation and Recovery Act (RCRA), and about efforts to minimize these wastes.

Ohio EPA prepared this booklet to assist generators and owners/operators of treatment, storage, and disposal facilities in reporting their hazardous waste activities for the reporting year. The information collected from the reports will be used to:

- Provide Ohio EPA and U.S. EPA with an understanding of hazardous waste generation, management, and waste minimization activities in Ohio;
- Provide Ohio EPA with data to be used in its compliance assurance efforts;
- Communicate the findings to the public.

In order to accomplish these goals, the data you provide will be entered into a computer database by Ohio EPA, the authorized implementer of the Hazardous Waste Report program. The data will be forwarded to US EPA in fulfillment of the Biennial Report requirement; sites do not have to submit two sets of reports. Your effort to carefully complete the required forms is greatly appreciated.

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# INSTRUCTIONS – HAZARDOUS WASTE REPORT

## INTRODUCTION

This booklet is prepared by Ohio EPA to assist generators and treatment, storage, and disposal facilities with reporting their hazardous waste activities for the reporting year. Ohio EPA is the authorized implementer of the Hazardous Waste Report program in Ohio.

## AUTHORITY

Your site may be required to file this report under the Resource Conservation and Recovery Act (RCRA) of 1976.

The authorizing legislation for the Hazardous Waste Report is contained in Sections 3002 and 3004 of the RCRA of 1976, as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA). Section 3002 requires hazardous waste generators to report to U.S. EPA or authorized States, at least every two years, the quantities, nature, and disposition of generated hazardous waste and the efforts taken to reduce the volume and toxicity of hazardous waste in comparison to previous years. Under the authority of Section 3004, U.S. EPA has extended the reporting requirements to treatment, storage, and disposal facilities for the wastes they receive.

Ohio rules require this report to be filed biennially. Ohio's Report regulations are contained within Rules 3745-52-41, 52-44, 54-75, and 65-75 of the Ohio Administrative Code (OAC). You can obtain a copy of Ohio's hazardous waste regulations by contacting Legal Records at (614) 644-2129. The rules are also available on the Division of Materials and Waste Management's (DMWM) Web page at http://www.epa.ohio.gov/Default.aspx?tabid=3999

## OVERVIEW OF THE HAZARDOUS WASTE REPORT

To determine if you are required to file the Report, read **WHO MUST FILE THE HAZARDOUS WASTE REPORT** on the inside front cover (the page between the cover and the Table of Contents).

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

Explanations of the general guidelines used to fill out the Report forms are specified in **HOW TO FILL OUT THE FORMS**. Telephone help line numbers are provided to assist you with questions not addressed by the instructions.

**WHEN AND WHERE TO FILE** provides the filing date and return address for the completed forms.

The **REPORT SUBMISSION CHECKLIST** should be reviewed before mailing the forms.

Detailed instructions for filling out each of the forms begin on page 11. A section of Special Instructions explains how to report lab packs, PCBs, asbestos and waste oils, etc. Definitions of key terms and explanations of acronyms and abbreviations are on page 46. Lists of codes that are too long to include in the text of the instructions begin on page 58 starting with the list of Source Codes.

## Changes in the 2013 Hazardous Waste Report

Changes have been made to some of the Management Method Codes and Waste Minimization Codes to be used in the 2013 Hazardous Waste Report. Several Codes have been combined under one new code for Management Method Codes describing destruction or treatment prior to disposal at another site. Please refer to the following table for changes. Some of the descriptions of the Source Codes have changed for this reporting year to add clarity. The changes do not alter the definitions of the codes..

## Management Method Code Changes

| **Destruction or Treatment Prior to Disposal at Another Site** | | |
|---|---|---|
| **Code** | **Management Method Code Description** | **Comparison to previous 2011** |
| H070 | Chemical treatment (reduction/destruction/oxidation/precipitation); do not include immediate treatment in an exempt wastewater treatment unit with discharge to a NPDES-POTW | Includes previous H071, H073, H075, H076, and H077 |
| 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 |

## Waste Minimization Code Changes

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.

| **The facility initiated waste minimization efforts prior to 2013 and continued these efforts during the 2013 reporting year for this hazardous waste** | | |
|---|---|---|
| **Code** | **Description** | **Examples** |
| A | Continued initiatives to reduce quantity and/or toxicity of this waste | • 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.<br>• Modified equipment, layout, and/or piping, e.g., longer auto bath analyzers, wastewater treatment system upgraded.<br>• 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. |
| B | Continued initiatives to recycle the waste either on-site or off-site | 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. |

| | | |
|---|---|---|
| **The facility initiated waste minimization efforts during the 2013 reporting year for this hazardous waste** | | |
| 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. |
| **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** | | |
| 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. |

## WHICH FORMS TO SUBMIT AND WHAT TO REPORT

**Site ID Form** A site required to file the Hazardous Waste Report must submit the Site ID Form as a component of the Report. You will report your **current** overall Hazardous Waste Generator status as of the date of submitting your Report on the Site ID Form in Item 9.A.1 – Generator of Hazardous Waste. Your status may have changed since the calendar year the report is based on. If you did not generate hazardous waste at LQG levels at this site during the reporting year and you are not currently an LQG, please do not submit a report. If you simply want us to keep you updated on changes to hazardous waste reporting requirements and information pertaining to the reports, please consider signing up for the hazardous waste report listserv instead of submitting a report. To sign up, follow the instructions in the DMWM section here: http://ohioepa.custhelp.com/cgi-bin/ohioepa.cfg/php/enduser/doc_serve.php?2=subscriptionpage

If you did not generate hazardous waste at LQG levels at this site during the reporting year but you have notified as an LQG, we ask that you update your actual generator status if necessary by submitting EPA Form 9029 as a subsequent notification only (**http://www.epa.ohio.gov/dmwm/notiform.aspx**) instead of submitting the entire report. Maintaining your facility's generator status as an LQG even when you are not actually generating at these levels keeps your facility on the list of those facilities that are subject to more Ohio EPA oversight and are more likely to be inspected. Additionally, information about your generator status is available on public Web sites. You probably want this information to reflect an accurate generator status. For additional information about data that is available on public Web sites, visit this Web page: **http://www.epa.ohio.gov/dhwm/info_resources.aspx**.

Instructions for the Site ID Form begin on page 12.

**GM Form** A site required to file the Hazardous Waste Report must submit a GM Form 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 the reporting year;
- Generated and accumulated on-site in the reporting year but not managed on-site or shipped off-site until after the reporting year; or
- Generated and accumulated on-site prior to the reporting year but either managed on-site or shipped off-site in the reporting year.

A separate and independent GM Form must be submitted for each RCRA hazardous waste if any one of the following is true:

- 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;
- 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).

Instructions for the GM Form begin on page 23.

**OI Form** A site must complete an OI Form if it had RCRA hazardous waste transported off-site for treatment, storage, or disposal. Instructions for the OI Form are on page 33.

**WR Form** A site required to file the Hazardous Waste Report must submit a WR Form if, during the reporting year, it received RCRA hazardous waste from off-site and managed the waste on-site. Instructions for the WR Form begin on page 35.

**PS Form** Commercial facilities which receive waste from off-site and are required to file the Hazardous Waste Report are requested to submit a PS Form that lists the influent quantity for each hazardous waste treatment, disposal, or recycling process system that operated during the reporting year. Instructions for the PS Form are on page 38.

**Do not report wastes that are not regulated under RCRA**, such as PCBs and asbestos, unless they are mixed with a RCRA waste. Also do not include wastes that are defined as hazardous only by certain states (Michigan, New Jersey, etc.) and are not regulated by U.S. EPA. For more information, see the Special Instructions section. If the material is being used as a product, it is not a RCRA-regulated waste and should not be listed on the report. Do not assume that manifesting a material automatically qualifies it for inclusion in the Hazardous Waste Report; it must have federally recognized RCRA waste codes. Manifests are commonly used to ship all types of waste from hazardous to non-hazardous. Be sure you can distinguish between them.

# HOW TO FILL OUT THE FORMS

## Getting Help

To obtain assistance in filling out the forms in this package after you have read the instructions, call Ohio EPA's Hazardous Waste Report coordinator, Thomas Babb at (614) 914-2527. If Thomas is unable to take your call, leave a brief message on his voice mail along with your name and phone number. It is anticipated that the volume of phone calls will be significant toward the end of February and it is suggested that you complete your report as early as possible. If you have Internet access, you can send e-mail messages to: thomas.babb@epa.ohio.gov. If Thomas is unavailable, you may try System Administrator Paula Canter at (614) 644-2923 or paula.canter@epa.ohio.gov. You can also send an e-mail to HWannualreport@epa.ohio.gov. Both Thomas and Paula will monitor this e-mail box.

DMWM's main Hazardous Waste Report page is located at: http://www.epa.ohio.gov/dmwm/Home/HWAnnualReportProgram.aspx. From here you can access a link to year-specific instructions and forms as well as a list of EPA hazardous waste codes and a national list of receiving facilities and their management method codes. Additional resources available from DMWM's home page include the ability to view and print regulations and guidance documents; various lists and fact sheets; and a DMWM contact list. You can also sign up for DMWM's Electronic News Service to receive via e-mail news and information pertaining to the Hazardous Waste Report and other topics of interest.

To obtain information or ask questions about RCRA regulations, click on "Answer Place" in the ribbon at the top of any Ohio EPA Web page, or contact DMWM's Compliance Assurance Section at (614) 644-2621.

## Frequently Asked Questions

Listed below are frequently asked questions regarding Hazardous Waste Reports. Please read them before calling for help, in case they answer your question.

**Q. Does my report have to be at Ohio EPA March 1 or can it just be postmarked by then?**
**A.** OAC Rule 3745-52-41 (A) states that the Hazardous Waste Report must be submitted to Ohio EPA by the end of business day March 1. If March 1 falls on a Saturday or Sunday, the report would be due on the following Monday.

**Q. Do I need to file a Biennial Report with U.S. EPA in addition to the report I send to Ohio EPA?**
**A.** NO. Ohio EPA forwards the data to U.S. EPA as required. The only report you ever need to submit is the one to Ohio EPA.

**Q. Should I list waste oil, asbestos, or PCBs on the report?**
**A.** NO, not unless they are mixed with a RCRA-regulated waste. See the Special Instructions on page 45.

**Q. How do I report lab packs?**
**A.** See the Special Instructions on page 45. You can consolidate information based on specific criteria.

**Q. When determining the correct generator classification for my site, can I equate shipment with "generation"?**
**A.** NO. Generator classifications are based on how much waste is produced in any one calendar month, not on when it is shipped. Classifications can change from month to month. If the material was a product but is off-specification and can't be used, it becomes "generated" when you determine it is no longer usable as a product.

**Q. If my site had a one-time activity that resulted in generation of more than 2200 pounds in one month, do I still have to file a report?**

**A.** YES. The criterion for filing is generation of more than 2200 pounds in any one calendar month (or more than 2.2 pounds of acutely hazardous waste). There is no exemption for unusual circumstances.

**Q. How do I report waste that was generated in the reporting year but hadn't been shipped by the end of the year?**

**A.** Report the total quantity generated on the GM Form, Section 2, Box B. In Section 3, list whatever portion was shipped, if any. The difference between the two will indicate waste that remained on-site at the end of the year. In Section 4, only TSD facilities that have a storage permit should list the quantities remaining on-site in the permitted storage area as of December 31.

**Q. If the material is shipped off-site and used as a substitute for a commercial product by the recipient, do I list this on the report?**

**A.** NO. The material would not be defined as a "waste" under RCRA. See Chapter 3745-51 of the OAC (Hazardous Wastes Subject to Regulation), or call Compliance Assurance for clarification at (614) 644-2621.

**Q. Do I need to complete a separate OI Form for each GM Form?**

**A.** NO. Each OI Form has space for up to five TSD facilities or Transporters. It is designed to eliminate redundant listing of TSD/Transporter names and addresses, because one facility may accept multiple types of waste and be listed on more than one GM Form in Section 3. Data on the OI Form links to all GM Forms submitted via the EPA ID numbers of the TSD facilities, not to a single GM Form. Therefore it is crucial that the EPA ID numbers be accurately and completely listed on both forms.

**Q. Can I use the federal forms instead of Ohio EPA's?**

**A.** DMWM discourages facilities from submitting Ohio Hazardous Waste Reports using U.S. EPA's Biennial Report forms. They are not identical and it can cause problems with data entry and review. Ohio EPA encourages submittal of data via electronic reporting (see page 8).

**Q. Can I fax the report to Ohio EPA?**

**A.** NO. Faxed copies of the Hazardous Waste Report are not accepted because they do not have an original signature.

**Q. Can I get an extension to the March 1 submittal deadline?**

**A.** NO. See When and Where to File on page 10.

**Q. Who should sign the Certification Statement on the Site ID Form?**

**A.** OAC Rule 3745-50-42 requires that all reports shall be signed by one of the following:

- A responsible corporate officer
- A general partner or proprietor
- For public agencies, a principal executive officer or ranking elected official
- A duly authorized representative of any of the three persons listed above. The representative should be an individual having responsibility for overall operation of the regulated facility or activity. The authorization must be made in writing.

## Documents Helpful in Filling Out the Forms

In preparing the Hazardous Waste Report, you will need to consult your records on quantities and types of hazardous waste generated, managed, shipped and/or received in the reporting year. Some records that might be helpful are listed below. (Note: Do not send copies of these documents with your report submittal.) Your site may not have all of these documents:

- Copies of records of quantities of hazardous waste generated or accumulated;
- Hazardous Waste Manifest forms;
- Results of laboratory analyses of your wastes;
- Contracts or agreements with off-site facilities that manage your wastes; and
- Copies of permits for on-site waste management systems.

## Code Lists

Please use **only** the codes included or referred to in the instructions or lists of codes beginning on page 58. Within the text of the instructions, the page numbers of code lists are designated by this symbol:

## Skip Instructions

The text of each form contains skip instructions that direct you to the next appropriate section or box to be completed. These instructions are designated by this symbol:

## Notes

The text includes notes that provide explanatory text or definitions of terms used in the instructions. Notes are designated by this symbol:

## Right Justification of Quantities

Right-justify all quantities reported on the forms and round them to the nearest whole number. For example, enter a quantity of 14,000.4 tons on the form as follows:

| | | | | 1 | 4 | 0 | 0 | 0 |
|---|---|---|---|---|---|---|---|---|

## Comments section on Forms

Use the Comments section at the bottom of the forms to clarify or continue any entry. Refer to the entry being commented upon by entering the Section number and Box letter (i.e. Section 4, Box F). Please make comments as concise as possible; there is space in Ohio EPA's database for 2000 total characters. *If there are special circumstances regarding the site's hazardous waste generation activities, please note them in this section*.

## Page Numbering of Forms

When you have filled out all the appropriate forms in the package, number the pages consecutively throughout. The individual page number and the total number of pages in your submission will appear on the bottom of each page (e.g., Page 1 of 7, Page 2 of 7, etc.). The individual page numbers will be entered to Ohio EPA's database in combination with the EPA ID and form type as a means of creating a unique record.

## Report Recordkeeping

After you have finished the Report and the Certification Statement on the Site ID Form has been signed, copy the entire Report for your records. Mail the signed original to Ohio EPA's Central Office.

To send via U.S. Postal Service:
Ohio EPA - Division of Materials and Waste Management
PO Box 1049
Columbus, OH 43216-1049

To send via overnight courier:
Ohio EPA - Division of Materials and Waste Management
50 W Town St, Suite 700
Columbus, OH 43215

You are required to keep a copy of the Report on file for a minimum of three years. EPA personnel will request that you produce manifests and report copies for their review during an inspection. Another reason to keep a copy is for reference purposes while answering questions that the Hazardous Waste Report Coordinator might have about possible errors.

## Amendments

If you discover an error after the Report has been submitted, you can send an amendment. There are two general types of amendments: 1) addition of new pages; and 2) corrections to previously reported data, usually to amend waste amounts or codes. If you have submitted a paper report and need to make either of these changes please use the following instructions for amendments. For either, send a brief cover letter (either by e-mail or US Mail) that explains what you are submitting with the new/corrected page attached. It is not necessary to send a copy of the entire report because the amendment will be filed with the original at Ohio EPA. Give the new page a unique page number that was not used in the original submittal; the sequence is not critical. For corrections, make a copy of the original, strike out the old value, and write in the replacement value with colored ink. Contact Thomas Babb if you have any questions about this procedure.

Amendments to electronic reports can be usually be handled by sending the information to Thomas Babb or via e-mail.

## Electronic Reporting

Web-based Hazardous Waste Report software ("eDRUMS") became available via Ohio EPA's eBusiness Center early in 2009. For more information, go to:
http://www.epa.ohio.gov/dmwm/Home/HWAnnualReportProgram.aspx

There are numerous advantages to reporting electronically, such as:

- It's quicker to complete than paper forms.
- Built-in data validation and quality checks will minimize errors and correspondingly, Ohio EPA's potential to contact you about errors/omissions.
- There is no software to download and install. The new report application can be accessed via any computer with the Internet Explorer web browser.
- You will be able to copy a past report and use it as the starting point for a new report, saving you time if your waste streams are fairly consistent (even if you did not file your report electronically before).
- The receiving facility and transporter EPA ID numbers are pre-populated in a pick list. The

OI Form is automatically populated with the receiving facilities entered on GM Forms. This eliminates typographical errors and saves data entry time.

- Your information is secure. Only those authorized by the Responsible Official will have the ability to view, edit and save information prior to submittal to Ohio EPA.
- The report certifier will receive an immediate e-mail once the report has been submitted and certified as final. No more uncertainty about whether it has been received or not.

Facilities that wish to import data can do so by creating ASCII text files that follow the specifications detailed in the *Ohio EPA File Specification Guide for Hazardous Waste Reports* which can be found on the Hazardous Waste Report Web page.

The Responsible Official (RO) or their authorized representative (i.e. Delegated RO, or DRO) is the person who can sign a report, either electronically using their PIN or on paper. The definition of who can be an RO or authorized representative for the RCRA program is defined in OAC rule 3745-50-42. Once the RO or DRO has a PIN, they can submit an eBusiness Center service request to ask DMWM to associate them with a specific facility. After this request has been approved, the RO or DRO may delegate report preparation duties for a specific facility to another eBusiness Center user. Only the RO or DRO needs a PIN; report preparers simply need an eBusiness Center account and the delegation of the Preparer role. Consultants can be designated as preparers. There is no charge for establishing an eBusiness Center account.

The eBusiness Center PIN uniquely identifies the individual to whom it is assigned and can be used for all regulatory programs that use the eBusiness Center for electronic submissions. If the RO or DRO already has a PIN for water or air data submissions, there is no need to obtain another. The PIN cannot be shared with other people and must be kept confidential.

Some of you may already be familiar with the eBusiness Center from filing reports with the air and water programs. To obtain more information about the eBusiness Center, go to https://ebiz.epa.ohio.gov and click on the words “Click here for online help”. Fact Sheets are available there as well as a link to the Answer Place.

## Trade Secret Claims

In past years, Ohio EPA has received confidentiality requests from commercial TSD facilities who wish to protect the customer identification information on their waste receipt reports. The data fields that EPA has withheld from public disclosure pending approval of the TSD facility’s “trade secret” claim are the customer's name, EPA ID, street address, city, and zip code. However, the waste identification details are public information. Ohio EPA has denied any past attempts to claim a site's waste generation information as confidential. If you are interested in learning about the procedures that must be followed in order to make a trade secret claim, contact Thomas Babb.

## WHEN AND WHERE TO FILE

**Hazardous Waste Reports are due by March 1.** If March 1 falls on a weekend, the report is due the following Monday. No extension to this deadline will be granted under any circumstances. You may want to send your reports via certified mail as confirmation that they were received. File the returned green card with your report copy.

Report originals should be mailed to:

Ohio EPA - DMWM
Hazardous Waste Report Coordinator
P.O. Box 1049
Columbus, OH 43216-1049

For courier deliveries, use the street location address:

Ohio EPA - DMWM
Hazardous Waste Report Coordinator
Lazarus Government Center
50 West Town Street, Suite 700
Columbus, OH 43215

NOTE: Do not mail your Right-To-Know report and Hazardous Waste Report in the same envelope because these programs are not conducted by the same division of Ohio EPA. Hazardous Waste Reports sent to Right-To-Know may not be forwarded properly to DMWM and your site may incorrectly appear to be out of compliance. Also, do not mail reports to the Ohio EPA district offices because the management of the Hazardous Waste Report program is done at the Central Office.

# REPORT SUBMISSION CHECKLIST

Before mailing your report submission, please review the following checklist:

- Has the certification statement on the Site ID Form been signed and dated?
- Does the Hazardous Waste Generator Status indicator in Section 9 Box A Section 1 of the Site ID Form correctly reflect the facility's overall waste generation for the present and foreseeable future?
- Does the Hazardous Waste Report Generator Status indicator in Section 9 Box A Section 2 of the Site ID Form correctly reflect the waste generation activities that took place in the reporting year?
- Are the report pages numbered consecutively, and does each page have a unique number?
- If you shipped hazardous waste, did you fill out an OI Form? There should be one listing for each initial receiving facility and each transporter.
- Have all hazardous wastes generated or managed at this location been accounted for? A generator or on-site TSD facility should have one Site ID Form and one or more GM and OI forms. A facility that receives waste from off-site should have these same forms as well as WR and PS forms.
- If this facility receives waste from off-site, have all customers been accounted for on WR forms? And is there a PS Form for each TDR system type code listed on the WRs?
- Did you proofread the report after it was typed? Many errors are caused by inability of the typist to read your handwriting! Example: 0001 instead of D001.
- Have you made a copy of the report for your records? You are required to maintain this copy for a minimum of three years.
- If the page is a two-sided form, was it copied correctly? Make sure the back of the page is not blank.
- Have you provided information in the comment section to explain any special circumstances?

# INSTRUCTIONS - RCRA SUBTITLE C SITE IDENTIFICATION (SITE ID) FORM

## WHO MUST SUBMIT THIS FORM

All sites required to submit the Hazardous Waste Report must submit the Site Identification (Site ID) Form. The instructions below explain how to complete the Site ID Form for the Hazardous Waste Report.

## PURPOSE OF THIS FORM

For purposes of the Hazardous Waste Report, the Site ID Form identifies LQGs and TSD facilities engaging in hazardous waste generation and management activities for the reporting year. The form is divided into 12 sections (see list below). **All sections of the form are to be completed as applicable.**

## HOW TO FILL OUT THIS FORM

Complete the following Site ID Form items, as applicable to your facility:

- Section 1 - your reason for submitting the form, which in this case, is as a component of the Hazardous Waste Report. (Also check "To provide subsequent notification" if you completed Section 10, hazardous waste codes, which are conditionally required.)
- Section 2 - your site's EPA ID number
- Section 3 - the name of your site
- Section 4 - the physical location of your site
- Section 5 - the site land type
- Section 6 - the North American Industry Classification System (NAICS) code(s) for your site
- Section 7 - the Hazardous Waste Report contact person for your site and his/her mailing address
- Section 8 - owner and operator name, type, and date became owner/operator
- Section 9 - your hazardous waste activities at the site
- Section 10 - hazardous waste codes applicable to waste generated at your site (required if Items 9.A. 1 (a-c), 4, 5, or 6 are "Yes")
- Section 11 - comments related to Sections 1-10 or any special circumstances related to the filing of the Report
- Section 12 - certification by the Responsible Official that the information you provided throughout the form is truthful, accurate, and complete.

## ITEM-BY-ITEM INSTRUCTIONS

### Section 1: Reason for Submittal

Place an "X" in the appropriate box(es) to indicate this form is submitted “As a component of the Hazardous Waste Report” and optionally “To provide subsequent notification (to update site identification information)”. The latter requires the full completion of the form including waste codes and is required if the site is a Generator, TSD Facility, Recycler, or Exempt Boiler and/or Industrial Furnace.

1. **To update site identification information (Subsequent notification).** You must use this form to submit a subsequent notification if your site already has an EPA Identification Number and wishes to update the information.

2. **As a component of the Hazardous Waste Report for the year_____.** The year the report is for should be recorded in the space provided.

The following Reasons for Submittal of the Site ID form are not an option for the purpose of the Hazardous Waste Report but are included for your information.

3. **To obtain an EPA Identification Number for hazardous waste, universal waste or used oil activities (Initial notification).** If your waste activity is regulated under Resource Conservation and Recovery Act (RCRA), Subtitle C, and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260–299 or OAC Chapters 3745-50 through 3745-279), you must submit this form to notify Ohio EPA of your regulated waste activities and obtain an EPA Identification Number.

4. **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 or OAC Chapters 3745-50 through 3745-279), you must submit this form as part of the Part A permit application.

5. **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 submission include managing new wastes not identified in the first Part A submission or changes to existing waste treatment processes. When submitting a revised Part A application, please include the Amendment number in the appropriate space.

### Section 2: Site EPA ID Number

Provide the 12-character EPA Identification Number for this site in Section 2.

### Sections 3 and 4: Site Name and Location

Provide the legal name of your site and a complete **location** address. Give the public or commercial name of your site (i.e., the full name that commonly appears on invoices, signs, or other business documents). Please note that the address you give for Section 4, Site Location, must be a physical address, *not a post office box or route number.*

| | |
|---|---|
|  | **NOTE:** A new EPA Identification Number is required if you change the location of your facility. |

## Section 5: Site Land Type

Place an "X" in the box that best describes the land type of your site. If the Land Type is Municipal but also qualifies as Indian, County, or District, choose that type instead of Municipal.

## Section 6: North American Industry Classification System (NAICS) Code(s)

At a minimum, Box A of this section must be completed. Completing Boxes B-D is not mandatory but is recommended if applicable. Referencing the latest NAICS codes at the U.S Census Bureau's Web site http://www.census.gov/eos/www/naics/, report the 6-digit code (i.e., most specific description) available for your business; if not, use the 5-digit code. Do not enter any four (4) or less digit codes.

**Box A** Provide the 5 or 6-digit 2012 North American Industry Classification System (NAICS) code that **best** describes the primary products or services provided by your site.

**Boxes B - D** List other NAICS codes that describe the primary products and services provided by your site.

## Section 7: Site Contact Person

Enter the name, title, business telephone number, e-mail, fax number, and mailing address of the person who should be contacted regarding the information submitted in the Site ID Form and the Hazardous Waste Report. E-mail address and fax number are optional but they provide other means by which Thomas Babb can communicate with you. If the contact person's mailing address is the same as the facility location, you can simply write "same as location" in the Street or P.O. Box entry.

## Section 8: Legal Owner and Operator of the Site

This section should be used to indicate all owners and operators of this site. The Comments section or additional sheets can be used if there are multiple owners/operators to report.

**Box A** **Name of Site's Legal Owner:** Provide the name of your site's legal owner(s). This includes owner(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. Note: This includes the owner(s) of the building(s) and/or land. This 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.

If an additional owner has been added or a new owner has replaced the previous owner since the site's initial notification, provide information on the new owner(s).

**Date Became an Owner:** Indicate the year, month, and day on which the above person or entity became the owner of your site. If you are unsure of the exact date, please make an educated guess.

**Owner Type:** Place an "X" in the box that best describes the owner type. If the Owner Type is Municipal but also qualifies as Indian, County, or District, choose that type instead of Municipal.

**Owner Address and Phone Number**: Enter the owner's address, including the street or P.O. Box, city, state, country, and zip code. If the owner address is the same as the site location, you can write "same as location" in the street box and leave the other address boxes blank. Enter the owner phone number.

**Box B**

**Name of Site's Operator:** Provide the name and address of your site's operator. Please review these definitions:

**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, but may be 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.

If the operator is the same as the owner, you may write "same as owner" and leave the other boxes blank.

**Date Became an Operator:** Indicate the year, month, and day on which the above person became the operator of your site. If you are unsure of the exact date, please make an educated guess.

**Operator Type:** Place an "X" in the box that best describes the operator type. If the Operator Type is Municipal but also qualifies as Indian, County, or District, choose that type instead of Municipal.

**Operator Address and Phone Number**: Enter the operator's address, including the street or P.O. Box, city, state, country, and zip code. If the operator address is the same as the site location, you can write "same as location" in the street box and leave the other address boxes blank. Enter the operator phone number.

**NOTE:** A subsequent notification is required when the owner/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 the business moves to another location, the owner or operator must notify the EPA of this change. In this instance, a new EPA Identification Number will be assigned because the business has changed locations.

## Section 9: Type of Regulated Waste Activity

*You must complete all of Section 9 as applicable to the regulated waste activities conducted at the site. A checked box means your site is currently conducting the activity. An unchecked box means your site does not conduct or no longer conducts the activity.*

*If you are currently **not** an LQG and/or TSD facility but are filing because you were a LQG and/or TSD facility during the reporting year, check the box in A.1 that indicates the site's generator status at the current time and in A.2, mark the generator status that was appropriate for the waste activities included in the calendar year covered by the report. Include comments about your situation in the Comments section of the Site ID Form. This enables Ohio EPA to distinguish between sites that have one-time or short-term Hazardous Waste Report submittals versus sites that regularly file.*

**Box A** **Hazardous Waste Activities:** Mark an "X" in the appropriate box(es) to indicate which hazardous waste activities are currently being conducted at this site**.** The generator status in Item 1 should reflect the site's generator status at the current time when the report is being prepared and may not be the same as Item 2, which is intended to reflect the generator status applicable to the calendar year for which the Hazardous Waste Report is being submitted.

Note that if no activity boxes are marked and the site is not undergoing closure or Corrective Action, the EPA ID Number will be inactivated in the future when the Site ID Form is loaded to U.S. EPA's database.

1. **Generator of Hazardous Waste:** If the site generates a hazardous waste that is listed in OAC rules 3745-51-31 through 3745-51-33 or is identified by one or more hazardous waste characteristic(s) contained in OAC rules 3745-51-21 through 3745-51-24, place an "X" in the appropriate box for the quantity of non-acutely hazardous waste that is generated per calendar month. *Do not mark any of the boxes in Item 1 if the site is not currently a generator.*

    **a.** **LQG: Large Quantity Generator**
    This site is a Large Quantity Generator if the site meets **any** of the following criteria:

    i. Generates, in any calendar month, 1,000 kg (2,200 lbs.) or more of RCRA non-acute hazardous waste; **or**
    ii. Generates, in any calendar month, or accumulated at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; or
    iii. Generates, in any calendar month, or accumulated at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste.

    **b.** **SQG: Small Quantity Generator**
    This site is a SQG if, in the 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 SQG if it:

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 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.

**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 accumulate 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.

**NOTE:** It is the responsibility of the generator to determine if a waste is a RCRA hazardous waste, or if it is excluded from regulation. If a waste is excluded, its quantity should not be counted in determining RCRA generator status. See OAC rule 3745-51-05 for information about counting hazardous waste in determining a site's generator status.

In addition, mark an "X" in the following appropriate box(es) to indicate other generator activities occurring at this site. (Check all boxes that apply.)

**d. Short-Term Generator**
Mark an "X" in the box if your reported hazardous waste generator status is determined from a short-term or one-time event and not from normal production or on-going processes. If you mark "X", you must provide an explanation of your short-term or one-time generation in Item 11 - Comments.

**e. United States Importer of Hazardous Waste**
Mark an "X" in the box if you import hazardous waste from a foreign country into the United States. Refer to OAC rule 3745-52-60 for additional information.

**f. Mixed Waste Generator**
Mark an "X" in the box 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).

**2.** **Hazardous Waste Report Generator Status:** Select the site's generator status as applicable to the calendar year for which the report is being submitted. It may or may not be the same as the status in Item 1.

**NOTE:** Questions about updates to Ohio EPA ID information should be directed to the Notification Coordinator at (614) 914-2527. If you permanently downgrade your status from LQG to SQG or want to inactivate an EPA ID that is no longer needed, please inform DMWM as soon as possible.

**3.** **Transporter of Hazardous Waste**: Place an "X" in all boxes that apply.

**a. Transporter**
You transport hazardous waste within the United States. Ohio's regulations for hazardous waste transporters are found in OAC Chapter 3745-53.

**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. Ohio's regulations for hazardous waste transfer facilities are found in OAC rule 3745-53-12.

**4.** **Treater, Storer, or Disposer of Hazardous Waste (at your site):** If the site treats, stores, or disposes of regulated hazardous waste, place an "X" in this box. *A RCRA Hazardous Waste Part B permit is required for this activity*. Ohio's regulations for owners or operators of hazardous waste sites are found in OAC Chapters 3745-54, 55, 56, 57, 58, 65, 66, 67, 68, 69, 218, and 248.

Do not mark this box if any of the following conditions are true for your facility:

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

**NOTE:** 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, check both this box **and** Box B.2 below.

**5.** **Recycler of Hazardous Waste:** If the site recycles regulated hazardous wastes (recyclable materials), place an "X" in this box. Ohio's regulations for owners or operators of sites that recycle hazardous waste are found in OAC rule 3745-51-06. A hazardous waste permit may be required for this activity. You also may be subject to other Federal and State regulations.

- Mark an "X" in box 5.a. for 72-Hour Recycler if the facility conducts this activity pursuant to OAC rule 3745-51-06(C)(3).

**NOTE:** If your site, in addition to being a recycling site for hazardous waste, treats, stores, or disposes of hazardous waste, check both this box **and** Box A.4 above. If your site is a destination facility for universal wastes in addition to being a recycling site for other RCRA hazardous wastes, check both this box **and** Box B.2 below.

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

**a.** If the site burns small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in OAC rule 3745-58-40(B)(2), place an "X" in the box to indicate that the site qualifies for the Small Quantity On-Site Burner Exemption.

**b.** If the site burns hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in OAC rule 3745-266-100(D), or to recover economically significant amounts of precious metals, as described in OAC rule 3745-266-100(G), or if you process hazardous wastes in a lead recovery furnace to recover lead, as descried in OAC rule 3745-266-100(H) mark an "X" in the box to indicate that the site qualifies for the Smelting, Melting and Refining Furnace Exemption.

**7. Underground Injection Control:** If the site generates, treats, stores, or disposes of hazardous waste and there is an underground injection well located at your site, place an "X" in the box. Ohio's regulations for owners or operators of underground injection wells are found in OAC rule 3745-34-09.

**8. 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, place an "X" in the box.

**Box B** **Universal Waste Activities:** Refer to OAC Chapter 3745-273 for Ohio's regulations covering universal waste. *Only Large Quantity Handlers of Universal Waste or Destination Facilities should complete Box B.*

**1. Large Quantity Handler of Universal Waste (LQHUW):** The site is a LQHUW if it accumulates a total of 5,000 kg or more of any universal wastes (calculated collectively) at any time. Mark an "X" in the appropriate box(es) to indicate the type(s) of universal wastes the site manages. To obtain more information about universal waste requirements, call the Compliance Assurance Section at (614) 644-2621 or go to http://www.epa.ohio.gov/dhwm/universalwaste.aspx.

**2. Destination Facility:** Mark an "X" in the box 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.

**NOTE**: If your site, in addition to being a destination facility for universal wastes, is also a treatment, storage, or disposal facility for other RCRA hazardous wastes, check both this box **and** Box A.4 above. In addition, if your site recycles other RCRA hazardous wastes, check both this box **and** Box. A.5 above.

**Box C** **Used Oil Activities:** Mark an "X" in the appropriate box(es) to indicate which used oil management activities are taking place **at this site.** Ohio's regulations for used oil management are found in OAC Chapter 3745-279.

**1.** **Used Oil Transporter:** If "Yes" place an "X" in all that apply. The regulations for used oil transporters and transfer facilities are found in OAC rules 3745-279-40 through 3745-279-47.

**a. Transporter**
You transport used oil within the United States.

**b. Transfer Facility (at your site)**
You own or operate a used oil transfer facility.

**2.** **Used Oil Processor and/or Re-Refiner:** If "Yes" mark all that apply. The regulations for processors or re-refiners of used oil are found in OAC rules 3745-279-50 through 3745-279-59.

**a. Processor**
You process used oil.

**b. Re-Refiner**
You refine used oil.

**3.** **Off-Specification Used Oil Burner:** If the site burns off-specification used oil fuel, place an "X" in the box to indicate this used oil management activity.

**4.** **Used Oil Fuel Marketer:** If "Yes" mark all that apply. If either of these boxes is marked, you must also notify as a used oil transporter, used oil processor and/or re-refiner, or off-specification used oil fuel burner, unless you are a used oil generator. (Used oil generators are not required to notify.)

**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 Part 279.70-75.

**b. Marketer Who First Claims the Used Oil Meets the Specification**
You are the first to claim that used oil meets the used oil specification established in 40 CFR 279.11.

**Box D** **Eligible Academic Entities with Laboratories – Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to OAC rules 3745-52-200 through 3745-52-216:** These rules are an optional alternative set of

requirements for eligible academic entities with laboratories. Certain generators (i.e., eligible academic entities defined under (1) below) are eligible to operate under OAC rules 3745-52-200 through 3745-52-216 for management of their hazardous wastes in laboratories in lieu of 3745-52-34(C) (or 3745-51-05 for CESQGs). Eligible academic entities with laboratories that generate hazardous waste that elect to opt into 3745-52-200 through 3745-52-216, are currently operating under these rules, or subsequently withdraw must complete this section to meet the notification requirements of 3745-52-203 or 3745-52-204.

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| **NOTE** | Eligible academic entities with laboratories must complete a separate Site ID Form for each site (i.e., EPA ID number) that is managing hazardous waste under OAC rules 3745-52-200 through 3745-52-216. All laboratories with the same EPA ID number will be regulated under these rules. If eligible academic entities with laboratories withdraw from regulation under the academic laboratory rules, all laboratories with the same EPA ID number associated with the withdrawal will be regulated under 3745-52-34(C) requirements (or 3745-51-05 for CESQGs). |

1. **Opting into or currently operating under OAC rules 3745-52-200 through 3745-52-216 for the management of hazardous wastes in laboratories:** Place an "X" in this box if you are an eligible academic entity and you elect to opt into or are currently operating under OAC rules 3745-52-200 through 3745-52-216 for the hazardous wastes generated in your laboratories. If you place an "X" in this box, you must place an "X" in at least one of the following to indicate your type of eligible academic entity. Place an "X" in all that apply:

    a. **College or University.** You are an eligible college or university if you are a private or public, post-secondary, degree-granting, academic institution, that is accredited by an accrediting agency listed annually by the U.S. Department of Education.

    b. **Teaching Hospital that is owned by or has a formal written affiliation agreement with a college or university:** You are an eligible teaching hospital if you are a hospital that trains students to become physicians, nurses, or other health personnel and is either: (1) owned by a college or university, or (2) has a master affiliation agreement and program letter of agreement, as defined by the Accreditation Council for Graduate Medical Education, with an accredited medical program or medical school.

    c. **Non-profit Institute that is owned by or has a formal written affiliation agreement with a college or university:** You are an eligible non-profit institute if you are an organization that conducts research as its primary function and files as a non-profit organization under the tax code of 26 U.S.C. 501(c)(3) and is either: (1) owned by a college or university, or (2) has a formal written affiliation agreement with a college or university that establishes a relationship between institutions for the purposes of research and/or education and is signed by authorized representatives from each institution. A relationship on a project-by-project or grant-by-grant basis is not considered a formal written affiliation agreement.

2. **Withdrawing from OAC rules 3745-52-200 through 3745-52-216 for the management of hazardous wastes in laboratories:** Place an "X" in this box if you have previously elected to opt into OAC rules 3745-52-200 through 3745-52-216 and

are now withdrawing from participation in this optional set of alternative requirements for hazardous waste generation in laboratories. Withdrawing generators will automatically revert to regulation under 3745-52-34(C) requirements (or 3745-51-05 for CESQGs).

**NOTE**: A subsequent notification is requested when the type of regulated waste activity changes.

## Section 10: Waste Codes for Federally Regulated Hazardous Wastes

*Sites involved in hazardous waste activities should complete this section, with the exception of hazardous waste transporters.*

If you handle hazardous wastes at your site that are described in OAC Chapter 3745-51, enter the appropriate 4-digit code(s) in alphanumeric order in the box(es) provided. A list of waste codes is available through a link on the Hazardous Waste Report Web site. Waste code reporting on the Site ID Form is required for sites with any of the following activities: Generator, TSD facility, Recycler, or Exempt Boiler and/or Industrial Furnace.

**NOTE**: If you handle more hazardous wastes than will fit under Section 10, please continue listing the hazardous waste codes on an extra sheet. Attach any additional sheets to the Site Identification Form.

## Section 11: Comments

Use this space as needed to provide additional information for Items 1-10 as well as any special circumstances related to the filing of the Hazardous Waste Report. Attach additional sheets if necessary.

## Section 12: Certification

This certification must be signed and dated by the site's responsible official or their duly authorized representative. The name and title of the certifier should be legibly printed in the second column. OAC Rule 3745-50-42 requires that all reports shall be signed by one of the following:

- A responsible corporate officer
- A general partner or the proprietor
- For public agencies, a principal executive officer or ranking elected official
- A duly authorized representative of any of the three persons listed above

The authorization of a representative should be made in writing. The representative should be an individual having responsibility for overall operation of the regulated facility or activity. If the authorization is no longer accurate because a different individual or position is responsible for the overall operation of a facility, a new authorization is required.

**NOTE**: All Site ID Form submissions must include this certification with an original signature to be complete.

# INSTRUCTIONS - GM FORM - WASTE GENERATION AND MANAGEMENT

## WHO MUST SUBMIT THIS FORM?

A site required to file the Hazardous Waste Report must submit at least one GM Form if the site generated RCRA hazardous waste that, in the reporting year, 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 a GM Form. See **WASTES NOT TO BE REPORTED**, below, for any exclusions or exemptions from GM Form reporting.

## PURPOSE OF THIS FORM

The GM Form is for reporting on-site hazardous waste generation and management. The GM Form is divided into four 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; 3) the quantity of hazardous waste shipped off-site for treatment, disposal, or recycling along with the off-site management method used; and 4) the quantity of hazardous waste remaining on-site as of December 31 in a permitted storage area or an inactive disposal unit that is undergoing closure.

## HOW TO FILL OUT THIS FORM

**Please read through all the instructions before beginning to fill out the form, in particular the What (and What Not) to Report information.**

Before attempting to complete the GM Form it is highly suggested that you review all of the site's waste generation and management activities on a start-to-finish waste stream basis. Each GM Form page is for a specific waste stream and requires an overview of how it was generated and/or managed; shipment details are only one section of the form. If you do not have sufficient knowledge to complete all sections of the forms, consult with co-workers as necessary and refer to "Documents Helpful in Filling Out the Forms" on page 6. Call the facility that accepted your waste shipment(s) if you do not know how the waste was managed after it left your site. The generator is ultimately responsible for assuring that their waste is managed properly, even after it leaves the site, according to the "cradle to grave" concept under which RCRA operates.

Write in the site's EPA ID number at the top right portion of the form. Make at least one photocopy of the blank form for each RCRA hazardous waste stream the site generates, plus a few extras. If you have manifests with more than one type of waste stream listed, make photocopies and organize information about each waste into a separate set of documents. Use the Comments section at the bottom of the form to clarify or continue any entry. Reference the comment by entering the section number and box letter.

**NOTE**: Refer to the Special Instructions section for instructions about reporting lab packs, fluorescent lamps, asbestos, PCBs, waste oils, RCRA-radioactive mixed wastes, and groundwater contaminated by hazardous waste.

## 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 the GM Form. (See **WASTES NOT TO BE REPORTED**, below, for any exclusions or exemptions from GM Form reporting.)

Hazardous waste must be reported if it was:

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in the reporting year; or
- Generated and accumulated on-site in the reporting year but not managed on-site or shipped off-site until after the reporting year; or
- Generated and accumulated on-site prior to the reporting year but either managed on-site or shipped off-site in the reporting year.

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;
- 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).
- Radioactive wastes mixed with RCRA hazardous waste. Be sure to mark the Mixed Waste Generator box on the Site ID Form in Item 9.A.1.f.

## WASTES NOT TO BE REPORTED

Materials and wastes identified at OAC rules 3745-51-04(A) and (B) and 3745-51-05(C) **should not be reported** on the GM Form. OAC rules 3745-51-04(A) and (B) identify materials and solid wastes that do not qualify as solid or hazardous wastes, respectively. OAC rule 3745-51-05(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 OAC rules 3745-51-04(A) and (B) and 3745-51-05(C), which **should not be reported** on the GM Form:

- Materials that are excluded from being a solid waste, e.g., any mixture of domestic sewage and other wastes that pass through a sewer system to a publicly owned treatment works (unless they are stored or treated in regulated units prior to being discharged). [OAC rule 3745-51-04(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 OAC Chapter 1301:7-9. [OAC rule 3745-51-04(B)(10)]
- Waste exempt from regulation because the waste has not exited the raw material storage or production unit yet, as specified in OAC rule 3745-51-04(C). [OAC rule 3745-51-05(C)(1)]
- Hazardous waste that has been collected as a sample(s) for the purpose of determining its characteristic or composition, as specified in OAC rule 3745-51-04(D). [OAC rule 3745-51-05(C)(1)]
- Sample(s) undergoing treatability studies, as specified in OAC rule 3745-51-04(E). [OAC rule 3745-51-05(C)(1)]

- Sample(s) undergoing treatability studies at the laboratory or testing facility, as specified in OAC rule 3745-51-04(F). [OAC rule 3745-51-05(C)(1)]
- Hazardous waste that is a specified recyclable material such as ethyl alcohol or scrap metal, as specified in OAC rule 3745-51-06(A)(3). [OAC rule 3745-51-05(C)(1)]
- A residue of hazardous waste in an empty container or in an inner liner removed from an empty container, as specified in OAC rule 3745-51-07(A)(1). [OAC rule 3745-51-05(C)(1)]
- PCB wastes regulated under the Toxic Substance Control Act, as specified in OAC rule 3745-51-08, unless mixed with a hazardous waste. [OAC rule 3745-51-05(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 OAC Chapter 3745-50. [OAC rule 3745-51-05(C)(2)] **Any hazardous waste residues generated from these units, however, must be reported on the GM Form**.
- Wastes recycled, without prior storage, only in an on-site process subject to regulation under OAC rule 3745-51-06(C)(2). [OAC rule 3745-51-05(C)(3)]
- Used oil that is recycled and is also a hazardous waste solely because it exhibits a hazardous waste characteristic and is managed under OAC Chapter 3745-279. [OAC rule 3745-51-05(C)(4)]
- Spent lead-acid batteries managed under the requirements of OAC rule 3745-266-80, 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). [OAC rule 3745-51-05(C)(5)] **Any hazardous wastes generated during battery reclamation, however, must be reported on the GM Form.**
- Universal wastes managed under OAC rule 3745-51-09 and OAC Chapter 3745-273. [OAC rule 3745-51-05(C)(6)] **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**

**Do not** report wastes that are defined as hazardous only by certain states and are not regulated by U.S. EPA.

## ITEM-BY-ITEM INSTRUCTIONS

**NOTE:** Fill out a separate GM Form whenever a combination of wastes would require more than one:

- Source Code (Box C), or
- Form Code (Box D).

## Section 1: Waste Description

### Box A: *Hazardous Waste Description*

Provide a concise description of the waste in a maximum of 60 characters, citing the waste type, source, and the generic chemical name or primary hazardous constituents. When describing the waste, don't be too vague ("Waste flammable liquid") or overly detailed (listing every single chemical in a lab pack). Describe the waste and how it was generated in everyday terminology; "Spent xylene and toluene from paint booth cleaning" or "Outdated chemicals from a lab clean-out" are acceptable descriptions. The codes

required in boxes B-D will provide additional details about the waste and reduce the need to explain it further in Box A.

It is not necessary to include DOT manifest labeling descriptions such as "RQ", "n.o.s.", Hazard Class, or UN/NA code. EPA does not use this information.

## Box B: *EPA Hazardous Waste Code*

Enter all EPA hazardous waste codes that apply to the waste reported in Box A. A list of EPA hazardous waste codes can be found on our website at List of RCRA Waste Codes. Do not include codes for materials regulated by a state agency only and not by U.S. EPA. There is space for up to 21 codes in Box B; if you have additional codes, check the More... box and record the overflow in the area provided after the Comment section. Use a columnar format with enough spaces between the codes to provide readability.

EPA Hazardous Waste Codes, List of RCRA Waste Codes

## Box C: *Source Code and Management Method*

Enter the Source Code that best describes the production, service, or waste management process that was the source associated with generation of the waste. If the hazardous waste was mixed with other non-hazardous materials, report the Source Code for only the hazardous waste portion.

Source Codes

For Source Code G25 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 GM Form or WR Form**. Enter the same Management Method code that is listed on the matching GM Form - Section 2, or on the matching WR Form - Box B, linking this waste with the on-site process that created it. Do not report H141 in this Section 1 – Item C.

**NOTE**: Provide the Management Method Code only if the Source Code is G25.

If reporting Source Code G61 (Hazardous waste received from off-site for storage/bulking and transfer off-site for treatment or disposal) or G17 (Academic lab cleanout under OAC rule 3745-52-213), the generation amount must be zero (0) in Section 2 – Item B.

## Box D: ***Waste Form Code***

Review the Waste Form Codes and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Box A. If you are unsure, review laboratory analysis results or other information you have obtained from your off-site receiving facility.

Waste Form Codes

## Box E: **Waste Minimization Code**

OAC rules 3745-52-41(A)(6), 3745-54-75(H), and 3745-65-75(H) require the reporting of a description of efforts undertaken during the year to reduce the volume and toxicity of hazardous waste generated. Enter the code from the list below that best corresponds to waste minimization, recycling, or pollution prevention efforts implemented or continuing during this reporting year to reduce the volume and toxicity of the hazardous waste reported in Section 1. *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.* This item was new for 2009.

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.

| **The facility initiated waste minimization efforts prior to 2013 and continued these efforts during the 2013 reporting year for this hazardous waste** | | |
|---|---|---|
| **Code** | **Description** | **Examples** |
| A | Continued initiatives to reduce quantity and/or toxicity of this waste | • 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.<br>• Modified equipment, layout, and/or piping, e.g., longer auto bath analyzers, wastewater treatment system upgraded.<br>• 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. |
| B | Continued initiatives to recycle the waste either on-site | 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. |

| | | |
|---|---|---|
| **The facility initiated waste minimization efforts during the 2013 reporting year for this hazardous waste** | | |
| C | Implemented new initiatives to | See examples above for Code A. |
| D | Implemented new initiatives to | See examples above for Code 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** | | |
| 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 | The waste was received from off-site and was not generated at this location; the waste is infrequently generated. |

## Section 2: Quantities of Hazardous Waste Generated

**All quantities listed on this page should be in the same Unit of Measure.** If the waste was shipped in gallon units, please report it as such and provide the density in Box C as required. This makes it possible for Ohio EPA to compare waste shipments reported by generators with waste receipts reported by receiving facilities. The density conversion factor used can be quite different between the two reports and leads to questions about the validity of the data. Having information on the original values prior to conversion to weight units will help Ohio EPA determine if a problem exists. If a waste stream was

shipped in two different units, some in gallons and some in pounds, convert it all to the same unit and list the density conversion factor used.

There are 9 spaces available for the amount, which should be rounded to a whole number. Use the Unit of Measure that most accurately portrays the waste amount. For example, converting from pounds to tons and then rounding would be less accurate than simply reporting the original pounds value.

**Box A:** ***Quantity Generated in the previous year***

Enter the total quantity of the hazardous waste that was generated during the previous year for the waste described in Section 1. If the waste was not generated in the previous year, enter 0 (zero). Right-justify the quantity and enter it as a whole number. The unit of measure (UOM) for Boxes A and B must be the same and will be reported in Box C. If you have difficulty determining the previous year quantity, estimate it as best you can and use the site's previous year Report as a reference, if one was submitted. No statistics will be compiled from the data provided in Box A.

**Box B:** ***Quantity Generated in the reporting year***

Enter the total quantity of the hazardous waste that was generated during the reporting year for the waste described in Section 1. Right-justify the quantity and enter it as a whole number. The UOM and density will be reported in Box C and must be the same as Box A.

NOTE: Be sure to include the quantity of any unshipped waste that you had in your storage area as of December 31 as part of the total amount generated during the reporting year.

**Box C:** ***UOM and Density***

Enter the unit of measure (UOM) code for the quantity you reported in Boxes A and B. Report quantities in one of the units of measure listed below. **If you select a volumetric measure (gallons, liters, or cubic yards), you must report the density of the waste.** For comparison purposes, the density of water is 8.34 lbs/gal.

| Code | Unit of Measure |
|---|---|
| P | Pounds |
| T | Short tons (2,000 pounds) |
| K | Kilograms |
| G | Gallons |
| L | Liters |
| Y | Cubic yards |

**Skip to Box D** if you selected Pounds, Tons, or Kilograms.
**Report Density** if you selected Gallons, Liters, or Cubic Yards.

***Density***

Complete density if you entered Gallons, Liters, or Cubic Yards as the unit of measure. Enter density in either pounds per gallon (lbs/gal) or specific gravity (sg), and check the appropriate box.

**Box D:** ***Was this Waste Treated, Disposed of, or Recycled On-Site?***

Check Yes or No to indicate if the site conducted on-site treatment, disposal, or recycling of the waste reported in Box B. If you checked Yes, complete the box for On-site System 1, and possibly System 2, if applicable. Do not report inactive disposal units in Box D;

these are to be listed in Section 4 on the next page along with end of year storage in permitted units.

If the waste is RCRA-regulated and therefore required to be reported, you should submit On-site Process System information for hazardous waste managed on-site, regardless of the regulatory status of the unit.

**Continue to On-site Process System 1** if you checked Yes.
**Skip to Section 3** if you checked No.

**On-Site Process System 1 and 2**

***Management Method***
Enter the code for the management system that this waste enters (list begins on page 62). Space is provided to report the on-site management by as many as two different management methods. If you do not have a second process system, leave On-site Process System 2 blank. The space provided for the second on-site system should be used only in the special case of the management of the same waste stream on-site by more than one process system during the reporting year. The two systems would be separate and distinct processes, not intermediate steps. In situations where there are multiple processes leading to an ultimate disposition, such as pre-treatment prior to underground injection, report the underground injection as the sole process system. The extra space should not be used to report the on-site management of the treatment residual generated from management of the waste by the first system type. Report on-site management of treatment residuals on a separate GM Form.

Management Method Codes

***Quantity Treated, Disposed, or Recycled On-site in the reporting year***
Enter the quantity of hazardous waste described in Section 1 that was treated, disposed, or recycled on-site during the reporting year. Report the quantity in the same unit of measure reported in Section 2, Box C.

## Section 3: Off-site Shipment of Hazardous Waste

This section requests information on off-site shipment of hazardous waste. This includes the EPA ID of the initial facility to which the waste was shipped, the management method used at that facility, and the total quantity of the waste shipped there during the report year. Include hazardous wastes shipped in the reporting year but generated in a previous year. Report the quantity in the same unit of measure as Section 2, Box C.

Space is provided to report shipments to five different facilities. Leave unused rows blank. If the waste you reported in Section 1 was shipped to more than five facilities during the reporting year, you need not complete the entire form again. Simply attach a second copy of the GM Form leaving blank all entries except Section 3, Boxes B, C, D, and E.

**Box A:** ***Was Any of this Waste Shipped Off-Site in the reporting year?***
Check Yes or No to indicate if any of the waste described in Section 1 was sent off-site during the reporting year.

**Continue to Box B** if you checked Yes.
**Skip to Section 4** if you checked No.

**Box B:** ***EPA ID of Facility to Which Waste Was Shipped***

Enter the 12-digit EPA ID of the receiving facility to which the waste was shipped. If the facility does not have an EPA ID, leave this space blank and note the reason in the comment section, referencing Section 3, Box B. If the receiving facility is located outside the United States, read the Special Instructions section beginning on page 43 under "Wastes shipped to or received from foreign countries". A list of "FC" ID numbers that DMWM uses internally to identify foreign hazardous waste handlers begins on page 63.

Please review the manifests carefully when compiling the information for this section. The facility's EPA ID must correspond with the information you report on the OI Form (Off-Site Transporters and Receiving Facility Information). Receiving facility information is listed in Section 8 on the manifest, while transporter 1 is listed in Section 6 and transporter 2 in Section 7. Past report submittals have contained errors in which the transporter's ID was incorrectly listed as the receiving facility's, particularly with TSD facilities that have a transportation division. Transporter ID numbers are assigned to the company's headquarters, not necessarily to the location where the truck is stationed.

**Box C:** ***Management Method Shipped To***

Review the Management Method Codes that begin on page 62. Enter the Management Method Code that best describes the way in which the waste was managed at the initial receiving facility reported in Box B. This information should be recorded by the initial receiving facility in Item 19 of the manifest and in Item 36 of a continuation sheet. Call the facility for information or check documentation provided by them if you do not know the correct system type.

This part of the GM Form continues to be the most frequent data quality concern. Here are some suggestions for ensuring that the system type code you report is accurate:

- Consult the national list of receiving facilities available through a link on the Report Web page. This list was compiled using U.S. EPA's Biennial Report database and other reliable sources. The management method codes in this list are the ones considered valid by the Hazardous Waste Report Coordinator when reports are reviewed.

- Ask the waste management company to give you the management method code for the initial receiving facility as well as information on the final disposition of the waste. In many instances the initial receiver re-ships the waste to another TSD facility. The management method code in Section 3 Box C should match the handling method used by the facility listed in Section 3 Box B, the initial receiver. Do not confuse the requirements of this Report with those of the Toxic Release Inventory (Form R); they are not the same.

- Ask the TSD facility to give you the actual management method code they report to the state rather than a literal description that you have to interpret. For example, facilities may have numerous wastewater treatment processes but some list one representative management method code on their waste receipt report rather than several specific ones.

- If the TSD facility divides a waste stream and manages it by completely different methods, such as solvent recovery on one portion and fuel blending on the remainder, list the EPA ID number of the facility twice and apportion the amounts for each of the management method codes. However, if the TSD facility stabilizes a waste and then disposes of it in an on-site landfill, report the ultimate disposition as landfill with H132 as the management method code and not stabilization.

- If you need to use the "Other" Management Method code for TSD facilities, please be sure to explain the handling method in the comment section. The Hazardous Waste Report Coordinator can read the description and determine whether there is a specific code for this method.

Management Method Codes
National Receiving Facilities List, DMWM Report Web page

**Box D:** ***Total Quantity Shipped in the reporting year***

Enter the total quantity of the waste shipped to the facility during the reporting year. Report in the same unit of measure entered in Section 2, Box C. Shipment quantities should equal the total quantity recorded on Uniform Hazardous Waste Manifests for this site during the reporting year, unless there were rejections or other complications.

NOTE: If some of the waste generated in the reporting year was not shipped but instead remained on-site in an accumulation area, Section 3 Box D totals will not equal the amount reported in Section 2 Box B. This is acceptable. The total quantity of hazardous waste generated by this site will be calculated using the Section 2 Box B amounts from each GM Form submitted. TSD facilities should list wastes remaining on-site in permitted storage areas in Section 4 Box B.

## Section 4: On-Site Waste Storage and Inactive Disposal Units

Section 4 applies to:

- generators or receiving facilities that have received permits from Ohio EPA that allow them to have areas in which they can store waste for greater than 90 days
- sites that have been cited by Ohio EPA for acting as a TSD facility but are without the required permit
- sites that have inactive surface impoundments and disposal units that are undergoing formal closure.

The questions in Box A are designed to clarify whether the waste was generated in the reporting year but not shipped by December 31, or if it was generated in a previous year and remained on-site during all of the reporting year. If the waste was shipped off-site in the reporting year, it should be recorded in Section 3; Section 4 is only for waste that remained on-site as of December 31. If the storage unit is pending closure but is only used for less than 90 day generator accumulation, it is not necessary to list that waste in Section 4. Use the comment section to explain the situation. Contact Thomas Babb if you have any questions about how this section applies to your site.

**Box A:** ***As of December 31, Did Any of this Waste Remain On-site?***

Check "Yes" or "No" to indicate if the site had waste in a permitted storage area or an inactive disposal unit or surface impoundment as of December 31. If you checked "Yes" to Question 1, indicate in Sections 1.a. and/or 1.b. whether this waste was newly generated/accumulated in the reporting year, or if it was generated/accumulated prior to the reporting year. An inactive disposal unit is one in which the Handling Code begins with the letter D, not an S.

If both Sections 1 and 2 are "No", this form is complete unless comments are necessary or extra waste codes need to be listed in the space provided.

**Box B**: ***Storage or Disposal Unit Identification***

There are spaces provided for reporting four separate management methods. If you need additional lines, continue into the comment section. Supply the Handling Code, Amount, Unit of Measure, and Density. The latter is required if the UOM is gallons, liters, or cubic yards. A list of Handling Codes follows. Note that these are the same as the codes used in the pre-1995 Facility Report.

### Storage or Disposal Unit Handling Method Codes

Storage

| | |
|---|---|
| S01 | Container (drum, etc.) |
| S02 | Tank |
| S03 | Waste Pile |
| S04 | Surface Impoundment (temporary) |
| S05 | Drip Pad |
| S06 | Containment Building |
| S99 | Other (specify in comments) |

Disposal

| | |
|---|---|
| D79 | Underground Injection |
| D80 | Landfill |
| D81 | Land Treatment |
| D82 | Ocean Disposal |
| D83 | Surface Impoundment to be Closed as a Landfill |
| D99 | Other (specify in comments) |

## Comment Section

Use this section as needed to explain anything contained in the form including any waste minimization efforts. The comments may help Ohio EPA make determinations of data validity if questions arise during report review. 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. Up to 2000 characters of your comments will be entered to Ohio EPA's database.

# INSTRUCTIONS - OI FORM - OFF-SITE TRANSPORTER AND RECEIVING FACILITY INFORMATION

## WHO MUST SUBMIT THIS FORM?

Sites that had hazardous waste transported off-site in the reporting year must submit an OI Form.

## PURPOSE OF THIS FORM

The OI Form documents the names and addresses of off-site transporters and receiving facilities. The latter are listed by EPA ID in Section 3 of one or more GM Forms. The OI Form links with one or more GM Forms to provide the names and addresses of these facilities.

## HOW TO COMPLETE THIS FORM

The OI Form is divided into five identical parts. You must fill out one part for each off-site receiving facility to which you shipped hazardous waste and each transporter you used during the reporting year. If these off-site facilities and transporters total more than five, you must photocopy and complete additional copies of the form. You should not complete a separate OI Form for each GM Form; a transporter and/or receiving facility ID should be listed only once.

## ITEM-BY-ITEM INSTRUCTIONS

Complete Boxes A through D for **each** off-site receiving facility to which you shipped hazardous waste and Boxes A through C for **each** transporter you used during the reporting year. If the transporter and the receiving facility have the same EPA ID number, you can list them as one site and check both handler types in Box C. The individual EPA IDs for all transporters used and all initial receiving facilities should appear only once on the OI Form.

Please review the manifests carefully when compiling the information for this form. Receiving facility information is in Sections 9 & 10 on the manifest, while transporter 1 is listed in Sections 5 & 6 and transporter 2 in Sections 7 & 8. Past report submittals have contained errors in which the transporter's ID was incorrectly listed with the receiving facility's name and address, particularly in situations where the company has its own transportation fleet. Conversely, the receiving facility's ID has at times been listed as a transporter when in fact this is not appropriate. Transporter ID numbers are assigned to a company's headquarters, not necessarily to the location where the trucks are stationed.

**Box A**: ***EPA ID of Transporter or Receiving Facility***

Enter the 12-digit EPA ID number of the off-site receiving facility to which you shipped hazardous waste or the EPA ID number of the transporter who took hazardous waste from your site. If the facility or transporter is based outside of the United States, see the Special Instructions section beginning on page 43 under "Wastes shipped to foreign countries." A list of "FC" ID numbers that DMWM uses internally to identify foreign hazardous waste handlers begins on page 63.

**Box B**: ***Name of Off-site Receiving Facility or Transporter***

Enter the name of the off-site receiving facility or transporter reported in Box A (40 character maximum). If the name has changed, list the current name.

**Box C**: ***Site Type***

Check all boxes that apply to describe the handler type of the EPA ID reported in Box A.

**Box D**: ***Address of Receiving Facility***

Enter the address of the off-site receiving facility reported in Box A. Reporting the address for transporters is not required because of their unusual ID assignment protocol as mentioned above. However, if you do provide it, report the address for the transporter's headquarters because this is the location to which the EPA ID is assigned.

IF YOU ARE A GENERATOR ONLY AND DO NOT RECEIVE WASTE FROM OFF-SITE, YOU CAN **STOP HERE** AFTER COMPLETING THE OI FORM. THE WR AND PS FORMS DO NOT APPLY TO YOU.

# INSTRUCTIONS - WR FORM - WASTE RECEIVED FROM OFF-SITE

## WHO MUST SUBMIT THIS FORM?

A site required to file the Hazardous Waste Report must submit this form if, during the reporting year, it received RCRA hazardous waste from off-site.

## PURPOSE OF THIS FORM

In addition to listing customer identification data, the WR Form contains three identical sub-pages labeled Waste 1, Waste 2, and Waste 3, which collect information about the quantities and characteristics of each hazardous waste received from off-site during the reporting year.

Note that Ohio EPA will use the total amount reported on the WR Forms to determine the total amount received only. The total amount processed in a treatment, disposal, or recycling unit during the reporting year will come from the RCRA Influent Quantity listed in Box C of the PS Form.

## HOW TO FILL OUT THIS FORM

A separate WR Form must be filled out for each off-site generator; photocopy and fill out additional copies as needed. If you wish to print your own version of the report and not use the WR Form provided in this booklet, you may do so with prior permission from Thomas Babb. When requesting permission, provide a form example that contains sample data. The form should be designed with readability as the foremost priority because data entry personnel will be reading from it; replicating the boxes and titles identically is not as important. However, Ohio EPA encourages submittal of data via the eBusiness Center, which eliminates the need for re-keying and improves the data quality. If you need information about the required import file structure for the Hazardous Waste Report Service, contact System Administrator Paula Canter. The file specification guide can be found on DMWM's Report Web page.

**NOTE**: Refer to the Special Instructions section for instructions on reporting wastes

Received from CESQGs and foreign generators. Use FC ID numbers to identify foreign hazardous waste handlers in the Hazardous Waste Report.

## ITEM-BY-ITEM INSTRUCTIONS

### GENERATOR INFORMATION

All the wastes described on this page were received from the generator listed at the top of the form. If more than three wastes were received and additional pages are necessary, you can leave the address data fields blank on the next page in the Generator Information section if the pages are in successive order.

**EPA ID** Enter the 12-digit EPA ID for the generator. If the generator's status is Conditionally Exempt and they do not have an EPA ID, enter the generator's state postal code plus the letters CESQG and leave the remaining spaces blank (e.g., OHCESQG). A list of ID numbers that DHWM uses internally to identify foreign hazardous waste handlers begins on page 63.

**Name** Enter the name of the generator in 40 spaces or less. If the name has changed during the year, list the current name.

**Street** Enter the street address for the customer's location, not the mailing address. This information will be used to verify that the EPA ID listed is the correct one for the generator. EPA IDs are site-specific and independent of ownership.

**City, State, Zip** Enter the location city, state, and zip code. The Plus-4 zip code is optional.

**Box A:** ***Description of Hazardous Waste***

Provide a concise description of the waste in a maximum of 60 characters, citing the waste type, source, and the generic chemical name or primary hazardous constituents. When describing the waste, don't be too vague ("Waste flammable liquid") or overly detailed (listing every single chemical in a lab pack). If possible, describe the waste and how it was generated in everyday terminology; "Spent xylene and toluene from paint booth cleaning" or "Outdated chemicals from a lab clean-out" are acceptable descriptions.

It is not necessary to include DOT manifest labeling descriptions such as "RQ", "n.o.s.", Hazard Class, or UN/NA code. EPA does not use this information.

**Box B:** ***Management Method Code***

Review the management method codes found on page 62. Enter the one code that best describes the on-site treatment, disposal, or recycling process system in which the waste was or will be managed.

If the waste was received in the reporting year but not processed by December 31, enter the code for the management method that the waste will ultimately be managed under. You must also submit a PS Form describing this process system unless this waste was shipped off-site without treatment (management method code H141).

Management Method Codes

**Box C:** ***Waste 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 Box A.

Waste Form Codes

**Box D:** ***Quantity Received in the reporting year***

Report the total quantity of the hazardous waste (reported in Box A) that was received from this off-site generator during the reporting year. If more than one shipment of this same waste was received from the generator, add the quantities and report only the sum.

If the waste was shipped in gallon units, please report it as such and provide the density in Box G as required. This makes it possible for Ohio EPA to compare waste shipments reported by generators with waste receipts reported by receiving facilities. The density conversion factor used can be quite different and leads to questions about the validity of the data. Having information on the original values prior to conversion to weight units will help Ohio EPA determine if a problem exists. If a waste stream was shipped in two

different units, some in gallons and some in pounds, convert it all to the same unit and list the density conversion factor used.

**Box E:** ***UOM and Density***

Enter the unit of measure (UOM) code for the quantity received which was reported in Box E. Report quantities in one of the units of measure listed. If you select a volumetric measure (gallons, liters, or cubic yards), you must report the density of the waste.

There are 9 spaces available for the amount, which should be rounded to a whole number. Use the Unit of Measure that most accurately portrays the waste amount. For example, converting from pounds to tons and then rounding would be less accurate than simply reporting the original pounds value.

| Code | Unit of Measure |
|---|---|
| P | Pounds |
| T | Short tons (2,000 pounds) |
| K | Kilograms |
| G | Gallons |
| L | Liters |
| Y | Cubic yards |

**Skip to Box F** if you entered Pounds, Tons, or Kilograms.
**Continue to Density** if you entered Gallons, Liters, or Cubic Yards.

***Density***

Complete density if you entered Gallons, Liters, or Cubic Yards as a unit of measure. Provide the density in either pounds per gallon (lbs/gal) or specific gravity (sg) and check the appropriate box.

**Box F:** ***EPA Hazardous Waste Code***

Enter the EPA Hazardous Waste Code(s) that apply to the waste reported in Box A. If you need room for additional codes, check the More... box and use the form provided for overflow. The generator's EPA ID should be recorded at the top left of the overflow page.

EPA Hazardous Waste Codes

# *INSTRUCTIONS - PS FORM - COMMERCIAL PROCESS SYSTEMS FOR TREATMENT, DISPOSAL OR RECYCLING*

## WHO IS REQUESTED TO SUBMIT THIS FORM?

Sites required to file the Hazardous Waste Report that are commercial treatment, disposal, or recycling (TDR) facilities are required to submit a PS Form listing information about each hazardous waste TDR process system that operated during the reporting year.

## PURPOSE OF THIS FORM

The PS Form is divided into four identical sections which collect basic information on each hazardous waste TDR process system that was operational during the reporting year.

Note that Ohio EPA will use the total amount reported on the WR Forms to determine the total amount received only. The total amount processed in a treatment, disposal, or recycling unit during the reporting year will come from the RCRA Influent Quantity in Box C of the section completed for each system type.

## HOW TO FILL OUT THIS FORM

Up to four processes can be reported on one PS Form; photocopy and fill out additional pages as necessary. The system types listed on WR Forms should be a subset of or equivalent to those for which a PS Form is completed. Waste storage is not reported on a PS Form. Use the Comments section to clarify or continue any entry.

## WHAT IS A TDR PROCESS SYSTEM?

A TDR process system is one or more processes used to treat, dispose of, or recycle a hazardous waste. A process is defined as one or more units acting together to perform a single operation on hazardous waste. A unit is a single piece of equipment -- e.g., one tank, one distillation column, or one surface impoundment -- in which a hazardous waste is treated, disposed, or recycled.

## IDENTIFICATION OF A TDR PROCESS SYSTEM

A hazardous waste treatment, disposal, or recycling process system is identified by each hazardous waste entry point into a process or sequence of processes. The process system begins at the unit where the hazardous waste first enters and consists of all other treatment, disposal, or recycling units downstream from the point of entry except for the following units:

- Incineration/thermal treatment;
- Underground injection;
- Landfills;
- Land treatment/application/farming;
- Surface impoundment to be closed as landfill; and
- Other disposal

Each of the above processes is always to be identified as a separate process system and reported separately on a PS Form. **Storage** is not to be reported on this form.

Classify each process system under a system type that uniquely identifies the process system by indicating the primary purpose/operation it performs. For example, a process system to remove dissolved metals from wastewater 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 primary purpose of the treatment system, which is to remove metals from the wastewater. Therefore, categorize the process system under the system type of chemical precipitation.

The following examples demonstrate process system identification.

Figure 1 shows a simple hazardous wastewater treatment system. Hazardous waste (HW) can enter the three unit processes for treatment at only one point, the chemical precipitation process. Therefore, there is only one hazardous waste treatment process system. The system consists of chemical precipitation, clarification/settling, and sludge dewatering (filter press) processes. The chemical precipitation process best identifies the primary purpose of the treatment system; therefore, the process system should be categorized under chemical precipitation (system type code H077). By this method, recycle and non-hazardous waste do not affect process system identification.

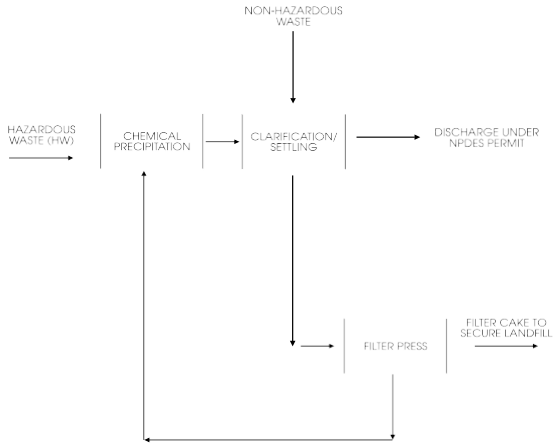


Figure 1. Flow Diagram of a Simple Process System

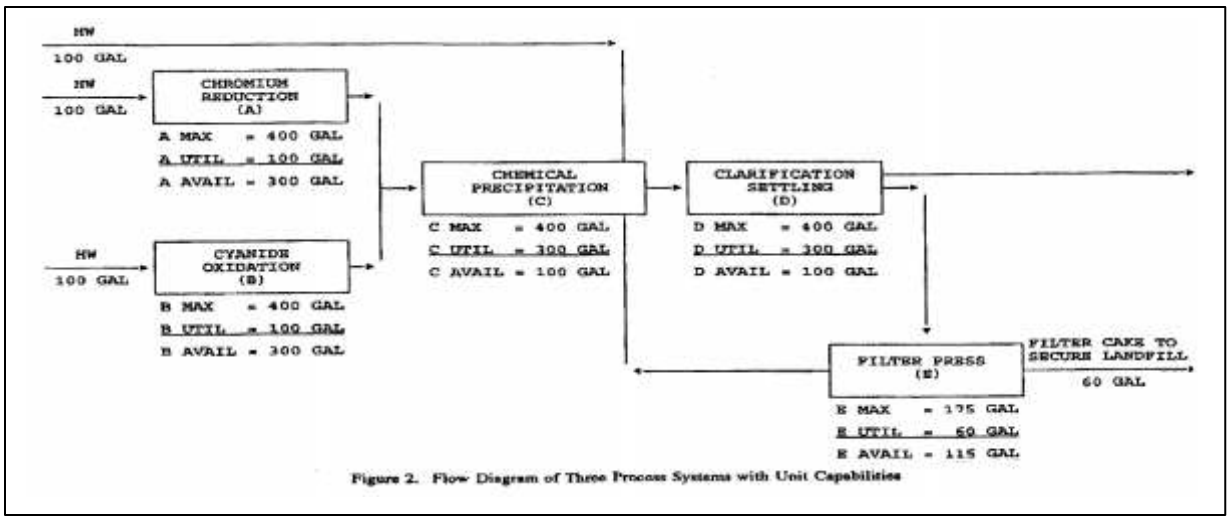

Figure 2. Flow Diagram of Three Process Systems with Unit Capabilities

Figure 2 depicts three hazardous waste treatment systems. There are three hazardous waste (HW) entry points, each to a unit that performs a different process.

- The first waste treatment system consists of chromium reduction (A), chemical precipitation (C), clarification/settling (D), and a sludge dewatering filter press (E). The management method for this unit is chromium reduction followed by chemical precipitation (management method code H071) because the primary purpose of the process system is the treatment and removal of chromium wastes.

- The second waste treatment process system consists of a cyanide oxidation process (B), followed by chemical precipitation (C) of metals, clarification/settling (D), and dewatering in a filter press (E). The management method is cyanide oxidation followed by a chemical precipitation (management method code H077) because the primary purpose of the process system is to destroy cyanide wastes and remove metals from the same waste.

- The third treatment process system is for a general metal-containing waste consisting of chemical precipitation (C) of metals, clarification/settling (D), and sludge dewatering in a filter press (E). The management method is chemical precipitation (management method code H077).

At first glance, Figure 3 seems to show two process systems because there are two hazardous waste entry points. On closer examination, however, it can be seen that the two wastes feed into two different tanks that conduct the same process in parallel. For purposes of reporting process system capacity, these two units are considered as one process, chromium reduction followed by chemical precipitation (H071), with the utilized and maximum capacities of the "aggregated unit" equal to the sum of the utilized and maximum capacities of both units. Therefore, Figure 3 depicts only one hazardous waste treatment process system.

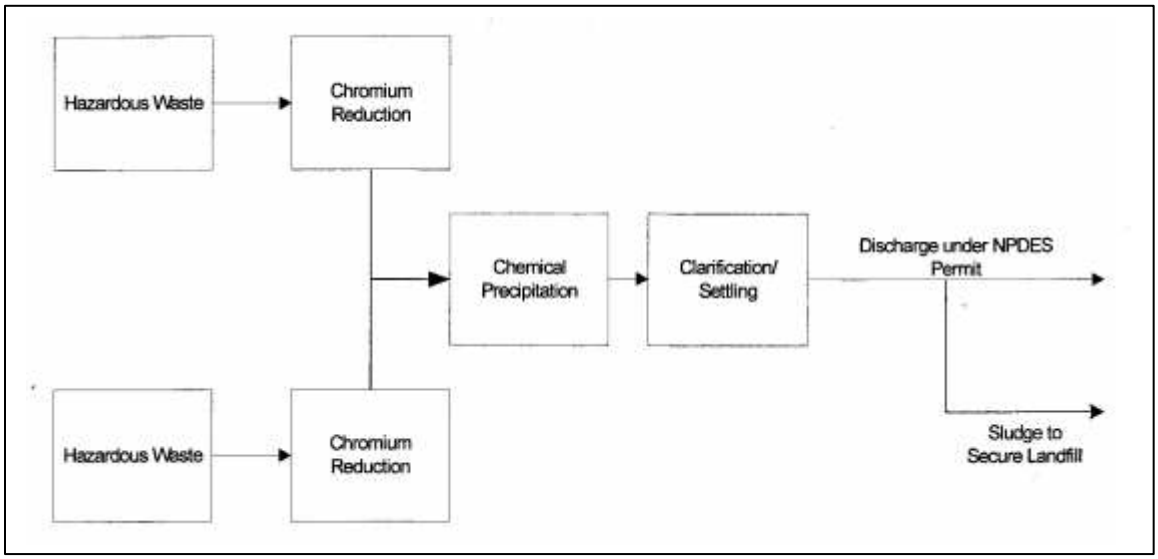


Figure 3. Flow Diagram of One Process System with Two Units Conducting the Same Process

## ITEM-BY-ITEM INSTRUCTIONS

**Box A:** ***Treatment, Disposal, or Recycling Process System Description***

Describe the processes in this system, the types of units used to carry out the processes, and the types of wastes managed.

Examples:
"Incineration of D001 waste sludge and non-hazardous refuse in two rotary kiln incinerators."
"Solvent recovery and chemical treatment in tanks."

**Box B:** ***Management Method***

Review the management method codes and enter the code that best describes the process system. Remember that the management methods listed on WR Forms should be a subset of or equivalent to those for which a PS Form is completed.

Management Method Codes

**Box C:** ***The Reporting Year Influent Quantity***

Box C has four parts. Complete each part according to the instructions below. Right justify all entries. Note that the RCRA Influent Quantity is the amount that Ohio EPA will use in determining the total amount of hazardous waste managed in this system for the reporting year. The total from WR Forms will represent the amount received during the reporting year.

- **Total**: Enter the total quantity of waste entering the system during the reporting year. Include all waste influents, both RCRA hazardous and non-hazardous. Exclude quantities of catalysts, reagents, and other non-waste materials that

enter the system as part of a management process. **You may estimate the quantity of waste entering the system**. Write in the Comments section that the Total Influent Quantity in Box C is estimated.

For a system that shares units or processes with another system: Enter the total quantity of waste influent to the system, excluding any influent quantity that originates in another system with which a unit or process is shared. For example, in completing a PS Form for the "chemical precipitation" system type in Figure 2, enter in Box C only the quantity of metal-bearing waste (100 gal) entering the chemical precipitation process. Do not count the quantity of chromium-bearing waste that flows into the "chrome reduction followed by chemical precipitation" system type as influent quantity. Similarly, do not count the quantity of cyanide and metal-bearing waste that flows into the "cyanide oxidation followed by chemical precipitation" system type as influent to the "chemical precipitation" system type because it originates in different systems (even though it also flows into the first process of the "chemical precipitation" system).

- **RCRA**: In the RCRA space, enter the amount of the Total Influent to the process system that was RCRA hazardous waste. This should always be equal to or less than Total.

- **UOM**: Enter the unit of measure (UOM) code for the influent quantities reported in Box C. 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 in Box C.

| Code | Unit of Measure |
|---|---|
| P | Pounds |
| T | Short tons (2,000 pounds) |
| K | Kilograms |
| G | Gallons |
| L | Liters |
| Y | Cubic yards |

**Continue to DENSITY** if you entered Gallons, Liters, or Cubic Yards.

**Density**: Complete density if you entered Gallons, Liters, or Cubic Yards. Provide the density in either pounds per gallon (lbs/gal) or specific gravity (sg) and check the appropriate box.

## Comment Section

Use this section as needed to provide an explanation of anything related to this process system.

# SPECIAL INSTRUCTIONS

These instructions explain how to complete the Hazardous Waste Report for wastes and waste handlers with unique regulatory or reporting requirements.

**Academic Laboratory Clean-out**

An academic laboratory clean-out conducted in accordance with OAC rule 3745-52-213(A), is defined as: once per 12 months per laboratory, a laboratory will have 30 days to conduct a clean-out and will not have to count the hazardous waste that consists of unused commercial chemical products (either listed or characteristic) generated during those 30 days towards the eligible academic entity's generator status for the purposes of on-site accumulation. See 3745-52-213(A)(1-4) for other academic laboratory clean-out requirements.

The waste generated from this clean-out should be reported on the GM Form with a source code of "G17 – Subpart K Laboratory Waste Clean-out" with a generation amount of zero (0) (Section 2, Item B). The amount shipped off-site or managed on-site will be reported in Sections 2 or 3 of the GM Form as appropriate.

Laboratory waste that is generated during routine operations (e.g., spent solvents or spent acids/bases) should be reported separately from academic laboratory clean-out wastes. Routinely generated laboratory waste should be reported with source code(s) other than G17.

**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 a listed RCRA hazardous waste (i.e., waste code 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

(2) If the waste possesses one or more of the characteristics that result in assigning a waste code beginning with a 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 2 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 [OAC 3745-51-06(A)(4)].

**Lab packs**

The following rules apply to the reporting of lab pack wastes:

(1) Enter a Form Code indicating lab packs (W001 or W004) on the GM Form, Box D. These Form Codes are to be used with any lab pack, whether the wastes are gaseous, liquid, solid, or sludge.
(2) You may aggregate lab pack waste containers in most cases. However, you must segregate them by Form Code. If they contain **acute hazardous wastes** (waste codes F020, F021, F022, F023, F026, F027, and all P Waste Codes), report them separately from lab packs containing non-acutely hazardous wastes.
(3) Be sure to complete the management method information in Section 3 properly if

individual shipments are managed differently, even if they went to the same receiving facility. If the TSD facility uses two different methods on one waste stream, list the EPA ID number of the facility twice and apportion the amounts for each of the management method codes.

(4) When reporting quantities for lab packs:
   (a) **Include** the weight of the containers if they are disposed (e.g., landfilled) or treated (e.g., incinerated) along with the waste.
   (b) **Exclude** the weight of the containers if the waste is removed from the containers before treatment or disposal.

(5) Source Codes for lab packs vary depending on the situation. Review the codes carefully to determine which is most appropriate.

**Groundwater contaminated by hazardous waste**

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 hazardous waste in the 2013 Hazardous waste Report, observe the following conventions:

(1) Enter “0” in the GM Form, Section 2, Item B (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 (GM Form, Section 3); and quantities received from off-site and managed on-site (WR Form, Item D).

To determine if the contaminated media must be reported at all (generated OR treated): If the contamination is due to a characteristic waste, then it is the generator’s responsibility to determine if the contaminated groundwater is a hazardous waste. Once the characteristics are eliminated, the media is no longer considered to “contain” hazardous waste. If a facility has first removed groundwater and is claiming that the groundwater is contaminated with a listed hazardous waste or “contains” listed hazardous waste, EPA Regions or Authorized States should make a site-specific determination of whether the media is a RCRA Waste. Please see: “Management of Remediation Waste Under RCRA,” EPA530-F-98-026, October 14, 1998. RCRA Online Document No. 14291. This document is available online.

**RCRA-radioactive mixed wastes**

By themselves, source material, special nuclear material, or by-product materials (See Definitions section, beginning on page 46), as defined by the Atomic Energy Act of 1954, as amended, 42 U.S. Code 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.

**Wastes from Conditionally Exempt Small Quantity**

Waste management facilities sometimes receive hazardous wastes from large numbers of Conditionally Exempt SQGs (CESQGs). To minimize response burden, you may aggregate these wastes across generating sites, in accordance with the following guidelines:

## SPECIAL INSTRUCTIONS

**Generators (CESQG)**

(1) All the wastes must have the same EPA Waste Code, Form Code, RCRA-Radioactive Mixed response, and Management Method Code.

(2) Wastes received from different States must be reported separately. The Generator Information Section should list the two letter postal code of the originating State, followed by the letters "CESQG". For example, wastes received from several CESQG sites in the State of Alaska (AK) could be aggregated onto a single WR Form and reported as generator "AKCESQG" with the name listed as “Alaska CESQG Totals”. The total quantity of each waste stream should be listed in Box E.

**Wastes shipped to or received from foreign countries**

Review the list of foreign hazardous waste handlers that begins on page 63. Ohio EPA uses these “FC” ID numbers in the Hazardous Waste Report database for internal tracking purposes only. If the handler is not listed, call Thomas Babb to request creation of a FC number. If applicable, include the foreign state/province name after the city. Do the same on the OI Form and list the receiving facility or transporter’s name and address as the instructions state.

**Reporting Fluorescent Lamps**

If you manage your fluorescent lamps under Ohio’s universal waste rules, you do not need to list them on the report because they do not count toward the site’s generator status determination. If you manage your fluorescent lamps under Ohio’s hazardous waste rules, however, you must list them on the report regardless of whether they are recycled or land disposed. For more information on your hazardous waste lamp management options, see DMWM’s guidance document entitled, “Universal Waste Rules for Handlers of Lamps” available in the Web-based Publications Catalog.

# DEFINITIONS

**72-Hour Recycler**

Owners or operators of facilities that recycle (i.e., use, reuse or reclaim according to OAC rule 3745-51-01) hazardous waste received from off-site facilities if the hazardous waste is placed into the recycling process within 72 hours of arriving at the facility. These recyclers do not need a storage permit but are subject to the requirements contained in OAC rule 3745-51-06(C)(3) including biennial reporting.

**Academic Laboratory Rules**

An alternative set of generator requirements for managing laboratory hazardous waste at eligible academic entities. Generators that are eligible academic entities with laboratories may elect to opt into OAC rules 3745-52-200 through 3745-52-216 and manage their laboratory hazardous waste under these rules in lieu of 3745-52-34(C) (or 3745-51-05 for CESQGs). In order for eligible academic entities (see definition) to opt into or subsequently withdraw from the academic laboratory rules, they must use the Site ID Form to notify Ohio EPA. Refer to 3745-52-203 (opt in) and 3745-52-204 (withdraw).

**Accumulation**

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.

Generators of more than 1,000 kg (2,200 lbs) of non-acute 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 non-acute 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 OAC rule 3745-52-34.

**Acute Hazardous Waste**

Any hazardous waste with an EPA Hazardous Waste Code beginning with the letter P or any of the following F codes: F020, F021, F022, F023, F026, and F027. These wastes are subject to stringent quantity standards for accumulation and generation. See OAC rule 3745-51-05(E).

**Authorized Representative**

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. See OAC rule 3745-50-42.

**Authorized State**

A State that has obtained authorization from EPA to direct its own RCRA program. Ohio is an authorized state.

**Boiler**

An enclosed device using controlled flame combustion and having the following characteristics:

1. The unit has physical provisions for recovering and exporting energy in the form of steam, heated fluids, or heated gases;

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);
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;
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
5. The unit is one which the Director has determined, on a case-by-case basis, to be a boiler, after considering the standards in OAC rule 3745-50-25

**By-product Radioactive Material**

(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)**

The detailed regulations, written by Federal agencies, to implement the provisions of laws passed by Congress. Regulations in the CFR have the force of Federal law.

**Conditionally Exempt Small Quantity Generator (CESQG) of Hazardous Waste**

A generator that meets the criteria below. In every month during the year, the site did **all** of the following:

(a) Generates no more than 100 kg (220 lbs) of RCRA hazardous waste in any calendar month; **and**
(b) Did not accumulate, at any time, more than 1,000 kg (2,200 lbs) of RCRA hazardous waste; **and**
(c) Did not generate, in any calendar month, or accumulate 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.

**Characteristic Waste**

A waste classified as hazardous because it is ignitable, corrosive, reactive, or toxic as determined by the toxicity characteristic leaching procedure. It has an EPA Hazardous Waste Code in the range D001 to D043. Each of these four characteristics is defined in OAC rules 3745-51-20 through 3745-51-24.

**Delisted Wastes**

Site-specific wastes that are excluded from regulation under 40 CFR 260.20 and 260.22. A waste at a particular generating site may be excluded or delisted from the lists of hazardous waste in OAC rules 3745-51-30 through 3745-51-33 by petitioning the EPA Administrator for a regulatory amendment. These wastes are listed in Appendix IX of 40 CFR Part 261.

| | |
|---|---|
| **Destination Facility for Universal Waste** | A facility that treats, disposes, or recycles universal waste 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. |
| **Disposal** | The discharge, deposit, injection, dumping, spilling, leaking, or placing of any hazardous waste into or on any land or water or air so that such hazardous waste or any constituent thereof may enter the environment or be emitted into the air or discharged into any waters, including ground waters, except where such activity constitutes “storage” or “treatment” as defined in OAC Rule 3745-50-10. |
| **Eligible Academic Entity** | A college or university, or a non-profit research institute that is owned by or has a formal written affiliation with a college or university, or a teaching hospital that is owned by or has a formal written affiliation with a college or university. |
| **EPA Identification Number (EPA ID)** | 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; eligible academic entity managing laboratory hazardous waste under the academic laboratory rules; or site undergoing corrective action. Ohio EPA is the authorized implementer for the EPA ID assignment program in Ohio. |
| **Excluded Wastes** | Wastes excluded from regulation under OAC rule 3745-51-04 and OAC rule 3745-51-03(C)(2). |
| **Form Code** | A code that corresponds to the physical form or chemical composition of a hazardous waste. This code is required on both the GM and WR Forms. |
| **GM Form** | Form for reporting waste Generation and Management at a site. |
| **Hazardous Waste** | By-product of society that can pose a substantial or potential hazard to human health or the environment when improperly managed. It is a waste that possesses at least one of four characteristics (ignitability, corrosivity, reactivity, and toxicity), or appears on special EPA lists ("listed waste"). A hazardous waste is regulated under Subtitle C of RCRA. The regulatory definition of hazardous waste is found in 40 CFR 261.3 (OAC Chapter 3745-51). |
| **Hazardous Waste Codes** | The code assigned to each hazardous waste listed in OAC rules 3745-51-31 through 3745-51-33 and to each characteristic identified in OAC rules 3745-51-21 through 3745-51-24. The codes consist of one letter (D, F, P, U, or K) and three numbers. A list of the EPA Hazardous Waste Codes can be found on DMWM’s Report web page at EPA Hazardous Waste Codes. |

DEFINITIONS

| | |
|---|---|
| **Hazardous Waste Generator** | Any person, by site, whose act or process produces hazardous waste identified or listed in Chapter 3745-51 of the Administrative Code or whose act first causes a hazardous waste to become subject to the hazardous waste rules. |
| **Hazardous Waste Transfer Facility** | 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 [OAC Rule 3745-50-10(A)(120)]. |
| **Hazardous Waste Transporter** | A person engaged in the off-site transportation of hazardous waste by air, rail, road, or water [OAC Rule 3745-50-10(A)(123)]. |
| **Hazardous Waste Treatment** | 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 non-hazardous or less hazardous; safer to transport, store, or dispose of; or amenable for recovery, storage, or reduction in volume [OAC Rule 3745-50-10(A)(125)]. Such term includes any activity or processing designed to change the physical form or composition of hazardous waste so as to render it non-hazardous. |
| **Incineration** | 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 which can be disposed safely on land, in some waters, or in underground locations). |
| **Industrial Furnace** | 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 recovery of sulfur values from spent sulfuric acid; halogen acid furnaces, as defined under industrial furnace in OAC rule 3745-50-10; and such other devices as the U.S. EPA Administrator may add to this list. |
| **Interim (Permit) Status** | 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. Owner/operator 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. |

**Large Quantity Generator (LQG) of Hazardous Waste**

For the purposes of the Hazardous Waste Report, a site is a LQG if it met **any** of the following criteria:

(a) The site generated in any one calendar month during the reporting year, 1,000 kg (2,200 lbs) or more of RCRA hazardous waste; **or**
(b) The site generated in any one calendar month during the reporting year, or accumulated at any time, 1 kg (2.2 lbs) of RCRA acute hazardous waste; **or**
(c) The site generated or accumulated at any time more than 100 kg (220 lbs) of spill cleanup material contaminated with RCRA acute hazardous waste.

**Listed Wastes**

Wastes specifically named in OAC rules 3745-51-31 through 3745-51-33. These wastes are listed as hazardous under RCRA but have not been subjected to the toxic characteristics listing process because the dangers they present are considered self-evident. They bear EPA Hazardous Waste Codes beginning with the letters F, P, U, or K.

**Large Quantity Handler of Universal Waste (LQHUW)**

A universal waste handler (as defined in OAC rule 3745-273-09) who accumulates 5,000 kg 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 the 5,000 kg limit is met or exceeded.

**Management, or Hazardous Waste Management**

Systematic control of the collection, source separation, storage, transportation, processing, treatment, recovery, or disposal of hazardous waste (OAC rule 3745-50-10).

**Manifest, Uniform Hazardous Waste**

The shipment 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 CFR 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.

**Mixed Waste**

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 FR 17414; April 9, 1998).

**Municipality**

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.

**OAC**

Acronym for Ohio Administrative Code. Ohio's hazardous waste rules are located in Chapters 3745-49 to 3745-69 of the OAC and are equivalent to the federal rules located in 40 CFR Parts 260 to 270.

**Off-Site Facility**

A hazardous waste treatment, storage, or disposal area that is located at a place away from the generating site.

DEFINITIONS

| | |
|---|---|
| **Off-Specification Used Oil Burner** | A site where used oil not meeting the specification requirements in OAC rule 3745-279-11 (off-specification used oil) is burned for energy recovery in devices identified in 3745-279-61(A). |
| **Off-Specification Used Oil Fuel** | Used oil fuel that does not meet the specification provided under OAC rule 3745-279-11. |
| **OI Form** | Form for reporting Off-site Transporter and Receiving Facility Information. |
| **On-site Facility** | A hazardous waste treatment, storage, or disposal area that is located on the generating site. |
| **On-Specification Used Oil Fuel** | Used oil fuel that meets the specification provided under OAC rule 3745-279-11. |
| **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**. |
| **Owner** | 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 **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. |
| **Process System** | 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 not considered a process system for the purpose of PS Form completion. A list of management methods begins on page 62. |
| **Process Unit** | For purposes of the Hazardous Waste Report, a process unit refers to a single piece of equipment – e.g., one tank, one distillation column, or one surface impoundment – In which hazardous waste is treated, disposed, or recycled. |
| **PS Form** | Process Systems for Treatment, Disposal, or Recycling form. To be completed by facilities required to submit the WR Form. |
| **Resource** | The Solid Waste Disposal Act as amended by the Resource Conservation and |

**Conservation and Recovery Act (RCRA)**

Recovery Act (RCRA) (40 CFR 270.2). It is the Federal statute that regulates the generation, treatment, storage, disposal, recycling, and/or transportation of solid and hazardous waste.

**RCRA Permit**

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 units. 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.

**RCRA Subtitle C Site (RCRA Site or Site)**

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; recycling 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 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; eligible academic entity managing laboratory hazardous waste under the academic laboratory rules; or undergoing corrective action.

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.

**Reclamation**

The processing or regeneration of a material to recover a usable product. Examples are recovery of lead values from spent batteries and regeneration of spent solvents. See OAC rule 3745-51-01(C)(4).

**Recycling**

Use, reuse, or reclamation of a material (OAC rule 3745-51-01(C)(7)). 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) (3745-51-01(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 material); 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).

**Residual**

The hazardous waste derived from the treatment, disposal, or recycling of a previously existing hazardous waste (e.g., the sludge remaining after initial wastewater treatment).

**Responsible Official**

A responsible official is defined in OAC rule 3745-50-42(A). Permit applications and reports must be signed as follows:

(1) For a corporation: By a responsible corporate officer. For the purpose of this rule, a "responsible corporate officer" means:

(a) A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or
(b) The manager of one or more manufacturing, production, or operating facilities employing more than two hundred fifty persons or having gross annual sales or expenditures exceeding twenty-five million dollars (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(2) For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or

(3) For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this rule, a principal executive officer of a federal agency includes:

(a) The chief executive officer of the agency, or
(b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of U.S. EPA).

**Short-Term Generator**

A site that generates hazardous waste from a short-term (temporary) or one-time event and not from on-going processes.

**Sludge**

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 [OAC Rule 3745-50-10(A)(104)].

**Small Quantity Generator (SQG) of Hazardous Waste**

A generator that meets **all** the following criteria:

(1) Generates, in any calendar month, more than 100 kg (220 lbs.) but less than 1,000 kg (2,200 lbs.) of RCRA hazardous waste **and**

(2) Does not generate, in any calendar month, or accumulate at any time, more than 1 kg (2.2 lbs.) of acute hazardous waste **and**

(3) Does not generate more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

OR, a site is a SQG if the site:

(a) Meets 1) and 3) of the Conditionally Exempt Small Quantity Generator criteria (see definition), but

(b) Is storing more than 1,000 kg (2200 lbs.) or 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 the Site ID Form.

**Small Quantity On-Site Burner Exemption**

The persons who burn small quantities of hazardous waste in an on-site boiler or industrial furnace, in accordance with OAC rule 3745-266-108, are conditionally exempt from regulation for that activity.

**Smelting, Melting, and Refining Furnace Exemption**

Under OAC rule 3745-266-100(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 3745-266-101 and 3745-266-112, provided they comply with limited requirements set forth in 3745-266-100(C). Similarly, 3745-266-100(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 3745-266-112 provided they comply with limited requirements specified in 3745-266-100(F).

**Solid Waste**

Any garbage, refuse, or sludge, or other materials not excluded under OAC rule 3745-51-04(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. Hazardous waste is defined as a subset of solid waste.

**Solvent**

A substance (usually liquid) capable of dissolving or dispersing one or more other substances. Solvents include, but are not limited to, the non-spent materials listed in EPA Hazardous Waste Codes F001 through F005.

**Source Code**

The production or service process associated with generation of waste.

**Source Material**

As defined by the Atomic Energy Act of 1954: (1) uranium, thorium, or any other material that is 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.

**Special Nuclear Material**

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.

DEFINITIONS

**Source Reduction**

"Source reduction" means any practice that: (1) reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, or disposal; and (2) reduces impact on public health and the environment associated with the release of such substances, pollutants, or contaminants. The term includes equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control. Source reduction does not include any practice that alters the physical, chemical, or biological characteristics or the volume of a hazardous substance, pollutant, or contaminant through a process or activity which itself is not integral to and necessary for the production of a product or the provision of a service.

**Storage**

Temporary holding of hazardous waste until it is treated, disposed, or stored elsewhere. Storage methods include containers, tanks, waste piles, and surface impoundments [OAC Rule 3745-50-10(A)(111)].

**Superfund**

The program operated under the legislative authority of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and Superfund Amendment Reauthorization Act (SARA) that funds and carries out the solid waste emergency and long-term removal remedial activities of EPA.

**Surface Impoundment**

A natural topographic depression, man-made excavation, or diked area formed primarily from earthen materials (although 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 [OAC Rule 3745-50-10(A)(113)].

**Treatment, Storage, and Disposal Facility (TSD or TSDF)**

A facility that treats, stores, or disposes of hazardous waste.

**Underground Injection Control (UIC)**

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 CFR Part 148). Hazardous wastes must be injected into a Class I well or, if authorized under a federal or state ground water remediation project, may be injected into a Class IV well. See http://water.epa.gov/type/groundwater/uic/wells.cfm for more information.

**Unit**

See “Process Unit.”

**United States Importer**

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.

**Universal Waste**

Any of the following hazardous wastes that are managed under the universal waste requirements of OAC Chapter 3745-273: *batteries*, as described in OAC rule 3745-273-02; *pesticides*, as described in OAC rule 3745-273-03; *Mercury containing equipment*, as described in 3745-273-04; and *lamps*, as described in OAC rule 3745-273-05.

**Used Oil**

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.

**Used Oil Fuel Marketer**

Any person who conducts either of the following activities:

(1) Directs a shipment of off-specification used oil from their site to an off-specification used oil burner; or

(2) First claims that used oil that is to be burned for energy recovery meets the used oil fuel specifications set forth in OAC rule 3745-279-11.

**Used Oil Management Activities**

For the purposes of the Site ID Form, includes used oil transportation; used oil processing and re-refining; burning off-specification used oil fuel; and used oil fuel marketing.

**Used Oil Processing**

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.

**Used Oil Processor**

A site that processes on-specification or off-specification used oil.

**Used Oil Re-Refiner**

A site that produces lubricating oils and greases, industrial fuel, asphalt extender, gasoline, and other products from on-specification or off-specification used oil.

**Used Oil Transfer Facility**

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 OAC rules 3745-279-50 through 3745-279-59.

**Used Oil Transporter**

Any person who transports used oil, or 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. |
| **Waste Minimization** | 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. |
| **Waste Minimization Code** | A code that corresponds to waste minimization, recycling, or pollution prevention efforts implemented or continuing during this reporting year to reduce the volume and toxicity of a hazardous waste reported on a GM Form. The waste minimization activity being reported must have occurred during the reporting cycle. |
| **WR Form** | Waste Received from Off-Site Form |

# SOURCE CODES

## Source of Generation

G01 Dip, flush or spray rinsing
G02 Stripping and acid or caustic cleaning
G03 Plating and phosphating
G04 Etching
G05 Metal forming and treatment (pickling, heat treating, etc.)
G06 Painting and coating
G07 Product and by-product processing
G08 Removal of spent process liquids or catalysts
G09 Other production or service-related processes from which the waste is a direct outflow or result (specify in comments)

## Other Intermittent Events or Processes

G11 Discarding off-specification, out-of-date, and/or unused chemicals or products
G12 Lagoon or sediment dragout and leachate collection
G13 Cleaning out process equipment
G14 Removal of tank sludge, sediments or slag
G15 Process equipment change-out or discontinuation of equipment use
G16 Oil changes and filter or battery replacement
G17 Academic lab clean-out under OAC rule 3745-52-213
G19 Other one-time or intermittent processes (specify in comments)

## Pollution Control and Waste Management Process Residuals

G21 Air pollution control devices (baghouse dust, etc.)
G22 Laboratory analytical wastes (used chemicals)
G23 Wastewater treatment (sludge, filter cake, etc.)
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 the management method that produced the residuals in Section 1.C. of the GM form
G26 Leachate Collection (from landfill operations or other land units)
G27 Treatment or recovery of universal waste

## Spills and Accidental Releases

G31 Accidental contamination of products, materials or containers
G32 Cleanup of spill residues
G33 Leak collection and floor sweeping
G39 Other cleanup of current contamination (specify in comments)

## Remediation of Past Contamination

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 State-program or voluntary cleanup
G45 Underground storage tank cleanup

G49 Other remediation (specify in comments)

**Waste Not Physically Generated On-site**

G61 Hazardous waste received from off-site for storage/bulking and transfer off-site for treatment or disposal

# WASTE FORM CODES

**Mixed Media/Debris/Devices** - Waste that is a mixture of organic and inorganic wastes, liquid and solid wastes, or devices that are not easily categorizable

| | |
|---|---|
| W001 | Lab packs with no acute hazardous waste |
| W002 | Contaminated debris: paper, clothing, rags, wood, empty fiber or plastic containers, glass, piping, other solids |
| W004 | Lab packs containing acute hazardous waste |
| W005 | Waste pharmaceuticals managed as hazardous waste |
| W301 | Contaminated soil |
| W309 | Batteries, battery parts, cores, casings |
| W310 | Filters, solid absorbents, ion exchange resins and spent carbon |
| W320 | Electrical devices (lamps, thermostats, CRTs, etc.) |
| W512 | Sediment or lagoon dragout, drilling or other muds |
| W801 | Compressed gases |

**Inorganic Liquids -** 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 |
| W103 | Spent concentrated acid |
| W105 | Acidic aqueous wastes less than 5% acid |
| W107 | Aqueous waste containing cyanides |
| W110 | Caustic aqueous waste without cyanides |
| W113 | Other aqueous waste or wastewaters |
| W117 | Waste liquid mercury |
| W119 | Other inorganic liquid (specify in comments) |

**Organic Liquids -** 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 |
| W202 | Concentrated halogenated (chlorinated) solvent |
| W203 | Concentrated non-halogenated (non-chlorinated) solvent |
| W204 | Concentrated halogenated/ non-halogenated solvent mixture |
| W205 | Oil-water emulsion or mixture |
| W206 | Waste oil managed as hazardous waste |

W209 Paint, ink, lacquer, or varnish
W210 Reactive or polymerizable organic liquids and adhesives
W211 Paint thinner or petroleum distillates
W219 Other organic liquid (specify in comments)

**Inorganic Solids -** Waste that is primarily inorganic and solid, with low organiccontent and low-to-moderate water content; not pumpable

W303 Ash
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)

**Organic Solids -** Waste that is primarily organic and solid, with low-to-moderate inorganic content and water content; not pumpable

W401 Pesticide solids
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)

**Inorganic Sludges -** 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
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
W519 Other inorganic sludges (specify in comments)

**Organic Sludges -** Waste that is primarily organic with low-to-moderate inorganic solids content and water content; pumpable

W603 Oily sludge
W604 Paint or ink sludges, still bottoms in sludge form
W606 Resins, tars, polymer or tarry sludge
W609 Other organic sludge (specify in comments)

# MANAGEMENT METHOD CODES

## Reclamation and Recovery

H010 Metals recovery including retorting, smelting, chemical, etc.

H020 Solvents recovery

H039 Other recovery or reclamation for reuse including acid regeneration, organics recovery, etc. (specify in comments)

H050 Energy recovery at this site - use as fuel (includes on-site fuel blending)

H061 Fuel blending prior to energy recovery at another site

## Destruction or Treatment Prior to Disposal at Another Site

H040 Incineration - thermal destruction other than use as a fuel

H070 Chemical reduction with or without precipitation

H081 Biological treatment with or without precipitation

H100 Physical treatment only

H110 Stabilization prior to a land disposal at another site

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

H121 Neutralization only

H122 Evaporation

H129 Other treatment (specify in comments)

## Disposal

H131 Land treatment or application (to include on-site treatment and/or stabilization)

H132 Landfill or surface impoundment that will be closed as landfill (to include on-site treatment and/or stabilization)

H134 Deepwell or underground injection (with or without treatment)

H135 Discharge to sewer/POTW or NPDES (with prior storage - with or without treatment)

H141 Storage, bulking, and/or transfer off-site - no treatment (H040-H129), fuel blending (H061), or disposal (H131-H135) at this site

# DMWM's Internal ID Numbers Assigned to Sites in Foreign Countries (revised 12/10/2013)

The ID numbers listed below follow the "FC" convention for sites in foreign countries per U.S. EPA's Hazardous Waste Report policy. They have no meaning for any purpose other than tracking hazardous waste handlers within DMWM's Report system. To maintain historical consistency, these same ID numbers have been used for individual handlers since the 1993 Report cycle. The handlers can be generators, TSDs, or transporters. They may have Michigan or New York RCRA ID numbers assigned by the states, but those cannot be used in the Hazardous Waste Report system because they conflict with the actual location information. Contact Thomas Babb if a facility needs to be added to this list.

| IDENTIFICATION NUMBERS FOR SITES IN FOREIGN COUNTRIES | | | |
|---|---|---|---|
| ID NUMBER | NAME | CITY & PROVINCE | COUNTRY |
| FC0000000094 | Advanced Compounding | Chasire | Canada |
| FC0000000086 | Advanced Finishing Tech Inc | Corunna, Ontario | Canada |
| FC0000000041 | Aimco Solrec Ltd (MID981955537) | Milton, Ontario | Canada |
| FC0000000059 | Anachemia Ltd, Richer St (office=Anachem Ltee, Norman St) | Ville St. Pierre/Lachine, Quebec | Canada |
| FC0000000064 | BWA Treatment Technologies | Midland, Ontario | Canada |
| FC0000000030 | Canada Square Resins | Toronto, Ontario | Canada |
| FC0000000084 | Canadian Autoparts Toyota | Dalta, British Colombia | Canada |
| FC0000000088 | Canflow Environmental Svc Corp | Petrolia, Ontario | Canada |
| FC0000000046 | Catalyst Recovery Canada | Medicine Hat, Alberta | Canada |
| FC0000000031 | CCL Custom Manufacturing | Rexdale, Ontario | Canada |
| FC0000000069 | Centre de Recyclage Intermediare (NYR000006957) | Couteau-du-Lac, Quebec | Canada |
| FC0000000043 | Chem King (CPW Div) (MID981777097) | Barrie, Ontario | Canada |
| FC0000000068 | Chemrec | Cowansville, Quebec | Canada |
| FC0000000081 | Chemtech | Eaie-Comeau, Quebec | Canada |
| FC0000000122 | Chemtura Canada LTD | Scarborough, Ontario | Canada |
| FC0000000089 | Chrome Shield Plating | Windsor, Ontario | Canada |
| FC0000000097 | CIBA Specialty Chemicals | Mississauga, Ontario | Canada |
| FC0000000071 | Clean Harbors (MID981957681) | Burlington, Ontario | Canada |
| FC0000000004 | Clean Harbors (MIT270019904, MIR000035204) | Corruna, Ontario | Canada |
| FC0000000100 | Clean Harbors (MIR000037283) | London, Ontario | Canada |
| FC0000000012 | Clean Harbors | London, Ontario | Canada |
| FC0000000120 | Clean Harbors | Mercier, Quebec | Canada |
| FC0000000070 | Clean Harbors (MIR000037291) | Mississauga, Ontario | Canada |
| FC0000000130 | Clean Harbors | Ryley, Alberta | Canada |
| FC0000000050 | Clean Harbors (MIR000037309, NYD980536163) | Thorold, Ontario | Canada |
| FC0000000121 | Clean Harbors | Thurso, Quebec | Canada |
| FC0000000074 | Clean Harbors (MID982071433) | Winnipeg, Manitoba | Canada |

| IDENTIFICATION NUMBERS FOR SITES IN FOREIGN COUNTRIES | | | |
|---|---|---|---|
| **ID NUMBER** | **NAME** | **CITY & PROVINCE** | **COUNTRY** |
| FC0000000117 | Cooper Plating | Newmarket, Ontario | Canada |
| FC0000000102 | Court Galvanizing Ltd | Guelph, Ontario | Canada |
| FC0000000104 | Custom Environmental Svcs Ltd | Edmonton, Alberta | Canada |
| FC0000000051 | CWM of Mexico | El Salto Jalisco CP | Mexico |
| FC0000000099 | Cyanide Destruct Systems | Barrie, Ontario | Canada |
| FC0000000073 | Cyanide Destruction Systems | Markham, Ontario | Canada |
| FC0000000135 | EnGlobe | Montreal East, Quebec | Canada |
| FC0000000065 | Ethyl Corporation | Corunna, Ontario | Canada |
| FC0000000002 | Euromet Hyde House | London | England |
| FC0000000116 | Extox Industries Inc | Mississauga, Ontario | Canada |
| FC0000000006 | Falconbridge Ltd | ?, Ontario | Canada |
| FC0000000119 | Fielding Chemical | Mississauga, Ontario | Canada |
| FC0000000042 | Fielding Chemicals Limited (MID981775406) | Mississauga, Ontario | Canada |
| FC0000000083 | Fortress Trucking, Ltd | Breflau, Ontario (MIR000002881) | Canada |
| FC0000000007 | Galvast Manufacturing | Acton, Ontario | Canada |
| FC0000000093 | Genpharm Inc | Etobicoke, Ontario | Canada |
| FC0000000136 | GFL Environmental Inc. | Pickering, Ontario | Canada |
| FC0000000082 | Giant Resource Recovery Aerosols | Kitchener, Ontario | Canada |
| FC0000000055 | Harold Marcus Ltd | Boswell, Ontario (MIT270012321) | Canada |
| FC0000000090 | Horizon Environmental Inc | Grandes Piles, Quebec | Canada |
| FC0000000079 | Hotz Environmental Services | Hamilton, Ontario | Canada |
| FC0000000092 | Huntsman ICI Canada Corp | Mississauga, Ontario | Canada |
| FC0000000113 | Husky Lloydminster Upgrader | Llyodminster, Saskatchewan | Canada |
| FC0000000058 | Imperial Oil LTD Sarnia Refinery | Sarnia, Ontario | Canada |
| FC0000000110 | Kuntz Electroplating | Kitchener, Ontario | Canada |
| FC0000000032 | Laidlaw Carriers (MIK588964676, MIK621327675, MIK918959883, MID928285436) | Woodstock, Ontario | Canada |
| FC0000000062 | Laidlaw Environmental (MID980683783) | London, Ontario | Canada |
| FC0000000056 | Les Soudures Chagnon Ltee (NYD986909752) | Varennes, Quebec | Canada |
| FC0000000048 | Lynx Environmental Services | Tecumseh, Ontario | Canada |
| FC0000000039 | Manitoba Hazardous Waste Mgmt | Winnipeg, Manitoba | Canada |
| FC0000000111 | Met Tach Inc | Mississauga, Ontario | Canada |
| FC0000000114 | Miller Environmental Corp | St Jean Baptiste, Manitoba | Canada |
| FC0000000028 | National Standard Company | Guelph, Ontario | Canada |
| FC0000000075 | Nelson Steel | Stoney Creek, Ontario | Canada |
| FC0000000127 | Network Material & Resources, Inc | Scarborough, Ontario | Canada |
| FC0000000096 | Newalta | Barrie, Ontario | Canada |
| FC0000000067 | Newalta Industrial Services | Fort Erie, Ontario | Canada |
| FC0000000133 | Newalta Corp | Windsor, Ontario | Canada |
| FC0000000128 | Niagara Falls Bridge Commission | Niagara Falls, Ontario | Canada |
| FC0000000001 | Noranda Inc | Rouyn Noranda, Quebec | Canada |
| FC0000000105 | Nova PB Inc | Sainte-Catherine, Quebec | Canada |

| IDENTIFICATION NUMBERS FOR SITES IN FOREIGN COUNTRIES | | | |
|---|---|---|---|
| **ID NUMBER** | **NAME** | **CITY & PROVINCE** | **COUNTRY** |
| FC0000000044 | Oakside Chemicals (MID985569276) | London, Ontario | Canada |
| FC0000000005 | Outokumpu Harjavalta Metals OY | Harjavalta | Finland |
| FC0000000106 | Philip Services | Hamilton, Ontario | Canada |
| FC0000000061 | Philip Services Corporation | Windsor, Ontario | Canada |
| FC0000000109 | Photech Environmental Solutions (NYR000096230) | St Catharines, Ontario | Canada |
| FC0000000066 | PPG Canada Inc | Mississauga, Ontario | Canada |
| FC0000000076 | Praxair Canada Inc | Corona, Ontario | Canada |
| FC0000000118 | Product Management Canada Inc | Brampton, Ontario | Canada |
| FC0000000101 | Promotora Ambiental | Monterrey, NL | Mexico |
| FC0000000052 | Pure Metal Galvanizing | Brantford, Ontario | Canada |
| FC0000000053 | Pure Metal Galvanizing | Mississauga, Ontario | Canada |
| FC0000000054 | Pure Metal Galvanizing | Rexdale, Ontario | Canada |
| FC0000000077 | Quantex Technologies | Kitchner, Ontario | Canada |
| FC0000000098 | Quantex Technologies | Toronto, Ontario | Canada |
| FC0000000087 | Quantex Technologies Inc | Toronto, Ontario | Canada |
| FC0000000008 | Raw Materials Corporation | Port Colborne, Ontario | Canada |
| FC0000000131 | Recapture Metals Ltd | Peterborough, Ontario | Canada |
| FC0000000115 | Recupere Sol Inc (Bennett Envi) | St-Ambroise, Quebec | Canada |
| FC0000000085 | Recyclex Inc | Montreal-East, Quebec | Canada |
| FC0000000009 | Republic Environmental Systems | Port Colborne, Ontario | Canada |
| FC0000000033 | Republic Environmental Systems | Brockville, Ontario | Canada |
| FC0000000091 | RPR Environmental | Stoney Creek, Ontario | Canada |
| FC0000000129 | RSB Logistic Inc | Saskatoon, Saskatchewan | Canada |
| FC0000000010 | Safety-Kleen Corporation | Dartmouth, Nova Scotia | Canada |
| FC0000000011 | Safety-Kleen Corporation | Frederickton, New Brunswick | Canada |
| FC0000000013 | Safety-Kleen Corporation | Tecumseh, Ontario | Canada |
| FC0000000014 | Safety-Kleen Corporation | Ancaster, Ontario | Canada |
| FC0000000015 | Safety-Kleen Corporation | Brampton, Ontario | Canada |
| FC0000000016 | Safety-Kleen Corporation | Pickering, Ontario | Canada |
| FC0000000017 | Safety-Kleen Corporation | Chelmsford, Ontario | Canada |
| FC0000000018 | Safety-Kleen Corporation | Nepean, Ontario | Canada |
| FC0000000019 | Safety-Kleen Corporation | Boucherville | Canada |
| FC0000000020 | Safety-Kleen Corporation | St Augustin, Quebec | Canada |
| FC0000000021 | Safety-Kleen Corporation | Langley, British Columbia | Canada |
| FC0000000022 | Safety-Kleen Corporation | Duncan, British Columbia | Canada |
| FC0000000023 | Safety-Kleen Corporation | Vernon, British Columbia | Canada |
| FC0000000024 | Safety-Kleen Corporation | Prince George, British Columbia | Canada |
| FC0000000025 | Safety-Kleen Corporation | Edmonton, Alberta | Canada |
| FC0000000026 | Safety-Kleen Corporation | Calgary, Alberta | Canada |
| FC0000000027 | Safety-Kleen Corporation | Saskatoon, Saskatchewan | Canada |
| FC0000000047 | Safety-Kleen Corporation | ?, Alberta | Canada |
| FC0000000063 | Safety-Kleen Corporation | Nisku, Alberta | Canada |
| FC0000000080 | Safety-Kleen Corporation | Oshawa, Ontario | Canada |
| FC0000000132 | Safety-Kleen Corporation | Chambly, Quebec | Canada |

| IDENTIFICATION NUMBERS FOR SITES IN FOREIGN COUNTRIES | | | |
|---|---|---|---|
| **ID NUMBER** | **NAME** | **CITY & PROVINCE** | **COUNTRY** |
| FC0000000125 | Samji Metals Ind Co, LTD | Sungkok Dong, Ansaan City, Gyeonggi Province | S Korea |
| FC0000000057 | Services Sanitaires (NYD980762140) | Blainville, Quebec | Canada |
| FC0000000112 | Shell Canada Limited | Fort Saskatchewan, Alberta | Canada |
| FC0000000034 | Smithkline Beecham | Weston, Ontario | Canada |
| FC0000000035 | Southam Murray Printing | Weston, Ontario | Canada |
| FC0000000036 | Southam Murray Printing | North York, Ontario | Canada |
| FC0000000045 | Stablex Canada Inc (NYD980756415) | Blainville, Quebec | Canada |
| FC0000000029 | Stelco - Hilton Works | Hamilton, Ontario | Canada |
| FC0000000095 | Surpass Chemical | Scarborough, Ontario | Canada |
| FC0000000049 | Systech Environmental | St. Constant, Quebec | Canada |
| FC0000000040 | Technisol Inc | Lethbridge, Alberta | Canada |
| FC0000000037 | Tella Inc | Toronto, Ontario | Canada |
| FC0000000078 | Thermonic | Doucherville, Quebec | Canada |
| FC0000000038 | Tibbets Paints LTD | Trenton, Nova Scotia | Canada |
| FC0000000072 | Transport Rollex Limited (NYF006000053) | Varennes, Quebec | Canada |
| FC0000000107 | Tyco Electronic | Markham, Ontario | Canada |
| FC0000000134 | Union Corporation | Pohang City, Kyungsangduk-Do | S Korea |
| FC0000000003 | Wath Recycling | S. Yorkshire | England |
| FC0000000060 | Wel-Chem Environmental Svcs | Barrie, Ontario | Canada |
| FC0000000124 | Wha Chang Co, LTD | Haman-gun, Gyeongsangnam | S Korea |
| FC0000000123 | Xstrata, Brunswick Smelter | Belledune, New Brunswick | Canada |
| FC0000000126 | Zinc Nacional SA | Monterrey, Nuevo Leon | Mexico |

| **MAIL THE COMPLETED FORM TO:** Ohio EPA, DHWM, P.O. Box 1049, Columbus, OH 43216-1049 | Ohio Environmental Protection Agency<br>**RCRA SUBTITLE C SITE IDENTIFICATION** | For Ohio EPA Use Only |
|---|---|---|

| | | | |
|---|---|---|---|
| 1. Reason for Submittal | **Reason for Submittal:**<br>☐ To provide initial notification (to obtain an EPA ID Number for hazardous waste, universal waste, or used oil activities).<br>☐ To provide subsequent notification (to update site identification information).<br>☐ As a component of a First RCRA Hazardous Waste Part A Permit Application.<br>☐ As a component of a Revised RCRA Hazardous Waste Part A Permit Application (Amendment #_____)<br>☐ As a component of the Hazardous Waste Report for the year _____. | | |
| 2. Site EPA ID No. | **EPA ID Number:** | | |
| 3. Site Name | **Name:** | | |
| 4. Site Location Information | **Street Address:** | | |
| | **City, Town, or Village:** | **County:** | |
| | **State:** | **Country:** | **Zip Code:** |
| 5. Site Land Type | **Site Land Type:** ☐ **Private** ☐ **County** ☐ **District** ☐ **Federal** ☐ **Indian** ☐ **Municipal** ☐**State** ☐ **Other** | | |
| 6. North American Industry Class. System (NAICS) Code(s) for the Site | **A.** (Primary) | **B.** | |
| | **C.** | **D.** | |
| 7. Site Contact Person: | **First Name:** | **MI:** | **Last Name:** |
| | **Title:** | | |
| | **Street or P.O. Box:** | | |
| | **City, Town or Village:** | | |
| | **State:** | **Country:** | **Zip Code:** |
| | **E-mail:** | | |
| | **Phone:** | **Fax:** | |
| 8. Legal Owner and Operator of the Site<br><br>List Additional Owners and/or Operators in the Comment Section or on another copy of this form page. | **A. Name of Site's Legal Owner:** | **Date Became Owner (mm/dd/yyyy):** / / | |
| | **Owner Type:** ☐ **Private** ☐ **County** ☐ **District** ☐ **Federal** ☐ **Indian** ☐ **Municipal** ☐**State** ☐ **Other** | | |
| | **Street or P.O. Box:** | | |
| | **City, Town, or Village:** | **Phone:** | |
| | **State:** | **Country:** | **Zip Code:** |
| | **B. Name of Site's Operator:** | **Date Became Operator (mm/dd/yyyy):** / / | |
| | **Operator Type:** ☐ **Private** ☐ **County** ☐ **District** ☐ **Federal** ☐ **Indian** ☐ **Municipal** ☐**State** ☐ **Other** | | |
| | **Street or P.O. Box:** | | |
| | **City, Town, or Village:** | **Phone:** | |
| | **State:** | **Country:** | **Zip Code:** |

9. Type of Regulated Waste Activity (Mark "X" in the appropriate boxes.)

**A. Hazardous Waste Activities**

**1. Generator of Hazardous Waste**
(choose only one of the following three categories)

☐ a. **Large Quantity Generator (LQG):**
Greater than 1,000 kg/mo (2,200 lbs.) of non-acute hazardous waste; or

☐ b. **Small Quantity Generator (SQG)**
100 to 1,000 kg/mo (220-2,200 lbs.) of non-acute hazardous waste; or

☐ c. **Conditionally Exempt Small Quantity Generator (CESQG):**
Less than 100 kg/mo of non-acute hazardous waste

**In addition, indicate other generator activities (check all that apply)**

☐ d. Short-Term Generator (generate from a short-term or one-time event and not from on-going processes). If "Yes", provide an explanation in the Comments section.
☐ e. United States Importer of Hazardous Waste
☐ f. Mixed Waste (hazardous and radioactive) Generator

**2. Hazardous Waste Report Generator Status**
(choose one if a Reason for Submittal is the Hazardous Waste Report)

☐ a. **Large Quantity Generator (LQG):**
Greater than 1,000 kg/mo (2,200 lbs.) of non-acute hazardous waste was generated at the site in any one month. or

☐ b. **Small Quantity Generator (SQG)**
In one or more months the site generated greater than 100kg (220 lbs) but in no month did it generate more than 1,000 kg/mo (220-2,200 lbs) of non-acute hazardous waste, or

☐ c. **Conditionally Exempt Small Quantity Generator (CESQG):**
The site generated no more than 100 kg (220 lbs) of non-acute hazardous waste in any one month.

☐ d. **Non-Generator**
The site did not generate any hazardous waste during the calendar year.

**For Items 3 through 7, check all that apply:**

**3. Transporter of Hazardous Waste**
☐ a. Transporter
☐ b. Transfer Facility (at your site)

☐ **4. Treater, Storer or Disposer of Hazardous Waste (at your site)** Note: A hazardous waste permit is required for this activity.

☐ **5. Recycler of Hazardous Waste (at your site)** Note: A hazardous waste permit may be required for this activity.
☐ a. 72-hour Recycler

**6. Exempt Boiler and/or Industrial Furnace**
☐ a. Small Quantity On-site Burner Exemption
☐ b. Smelting, Melting and Refining Furnace Exemption

☐ **7. Underground Injection Control**

☐ **8. Receives Hazardous Waste from Off-site**

**B. Universal Waste Activities**

☐ **1. Large Quantity Handler of Universal Waste (accumulate 5,000 kg or more). Indicate types of universal waste managed at your site. (check all boxes that apply):**

| | Managed |
|---|---|
| a. Batteries | ☐ |
| b. Pesticides | ☐ |
| c. Mercury Containing Equipment | ☐ |
| d. Lamps | ☐ |

☐ **2. Destination Facility for Universal Waste**
Note: A hazardous waste permit may be required for this activity.

**C. Used Oil Activities**

**1. Used Oil Transporter**
**Indicate Type(s) of Activity(ies)**
☐ a. Transporter
☐ b. Transfer Facility (at your site)

**2. Used Oil Processor and/or Re-refiner**
**Indicate Type(s) of Activity(ies)**
☐ a. Processor
☐ b. Re-refiner

☐ **3. Off-Specification Used Oil Burner**

**4. Used Oil Fuel Marketer -**
**Indicate Type(s) of Activity(ies)**
☐ a. Marketer Who Directs Shipment of Off-Specification Used Oil to Off-Specification Used Oil Burner
☐ b. Marketer Who First Claims the Used Oil Meets the Specifications

**D. Eligible Academic Entities with Laboratories – Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to OAC rules 3745-52-200 through 3745-52-216**

☐ **1.** Opting into or currently operating under OAC rules 3745-52-200 through 3745-52-216 for the management of hazardous wastes in laboratories. **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 OAC rules 3745-52-200 through 3745-53-216 for the management of hazardous waste in laboratories

**10. Waste Codes for Federally Regulated Hazardous Wastes.** Please list the codes for the federally regulated hazardous waste 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 space is needed.

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**11. Comments**

**12. Certification. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.**

| Signature of owner, operator, or an authorized representative | Name and Official Title (type or print) | Date Signed (mm-dd-yyyy) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

OhioEPA

State of Ohio Environmental Protection Agency

ENTER GENERATOR ID NUMBER

_____ **Hazardous Waste Report**

## Form GM - *Generation and Management*

**SEC. 1**

**A.** Hazardous waste description (60 characters max.)

**B.** Hazardous waste codes

More...

**C.** Source code **G**

Report the Management Method code ONLY if the Source code is **G25**.

Management Method code **H**

**D.** Waste form code **W**

**E.** Waste Minimization code

**SEC. 2**

**A.** Quantity generated in the year prior to the reporting year

**B.** Quantity generated in the reporting year

**C.** UOM Density

lbs/gal sg

**D.** Was this waste treated, disposed of, or recycled **On-site** ?

☐ **Yes** (continue to system 1)

☐ **No** (skip to SEC. 3)

On-site system 1

On-site mgmt method **H**

Quantity treated, disposed or recycled

On-site system 2

On-site mgmt method **H**

Quantity treated, disposed or recycled

**SEC. 3**

**A.** Was any of this waste shipped off-site in the reporting year?

☐ **Yes** (continue to box B)

☐ **No** (skip to SEC. 4)

| | **B.** EPA ID of facility to which waste was shipped | **C.** Management Method | **D.** Total quantity shipped in the reporting year |
|---|---|---|---|
| Site 1 | | **H** | |
| Site 2 | | **H** | |
| Site 3 | | **H** | |
| Site 4 | | **H** | |
| Site 5 | | **H** | |



*CONTINUE TO SECTION 4* ➡

| SEC. 4 | On-site Waste Storage and Inactive Disposal Units |
|---|---|

**If the site has a storage permit or is undergoing a formal closure of storage or disposal units, and waste remained in the unit(s) as of December 31, complete Box A.**

**Otherwise, skip Section 4.**

**A.** As of December 31, did any of this waste remain on-site in:

| | Yes | No |
|---|---|---|
| **1.** a greater than 90 day storage unit . . . | ☐ | ☐ |
| ☐ a. generated during the reporting year | | |
| ☐ b. generated prior to the reporting year | | |
| **2.** an inactive disposal unit undergoing closure | ☐ | ☐ |

| **B.** Storage or disposal method | Handling Code | Amount | UOM | Density |
|---|---|---|---|---|
| **1** | ☐☐☐ | ☐☐☐☐☐☐☐☐☐☐ | ☐ | _____ lbs/gal ☐ sg ☐ |
| **2** | ☐☐☐ | ☐☐☐☐☐☐☐☐☐☐ | ☐ | _____ lbs/gal ☐ sg ☐ |
| **3** | ☐☐☐ | ☐☐☐☐☐☐☐☐☐☐ | ☐ | _____ lbs/gal ☐ sg ☐ |
| **4** | ☐☐☐ | ☐☐☐☐☐☐☐☐☐☐ | ☐ | _____ lbs/gal ☐ sg ☐ |

**Comments:**

**Extra Waste Codes:**

OhioEPA

State of Ohio Environmental Protection Agency

_____ **Hazardous Waste Report**

ENTER GENERATOR ID NUMBER

## Form OI - *Off-site Transporter and Receiving Facility Information*

**1**

**A.** EPA ID of transporter or receiving facility

**B.** Name of transporter or receiving facility (40 characters max.)

**C.** Handler type (check all that apply)

☐ Transporter
☐ Receiving Facility

**D.** Address of receiving facility (address not required for transporters)

Street _____

City _____ State ZIP Code - 

**2**

**A.** EPA ID of transporter or receiving facility

**B.** Name of transporter or receiving facility (40 characters max.)

**C.** Handler type (check all that apply)

☐ Transporter
☐ Receiving Facility

**D.** Address of receiving facility (address not required for transporters)

Street _____

City _____ State ZIP Code - 

**3**

**A.** EPA ID of transporter or receiving facility

**B.** Name of transporter or receiving facility (40 characters max.)

**C.** Handler type (check all that apply)

☐ Transporter
☐ Receiving Facility

**D.** Address of receiving facility (address not required for transporters)

Street _____

City _____ State ZIP Code - 

**4**

**A.** EPA ID of transporter or receiving facility

**B.** Name of transporter or receiving facility (40 characters max.)

**C.** Handler type (check all that apply)

☐ Transporter
☐ Receiving Facility

**D.** Address of receiving facility (address not required for transporters)

Street _____

City _____ State ZIP Code - 

**5**

**A.** EPA ID of transporter or receiving facility

**B.** Name of transporter or receiving facility (40 characters max.)

**C.** Handler type (check all that apply)

☐ Transporter
☐ Receiving Facility

**D.** Address of receiving facility (address not required for transporters)

Street _____

City _____ State ZIP Code - 

State of Ohio Environmental Protection Agency

_____ **Hazardous Waste Report**

ENTER FACILITY ID NUMBER

## Form **WR** - *Waste Received From Off Site*

*GENERATOR INFORMATION*

EPA I.D.

NAME

STREET

CITY STATE ZIP CODE -

**1**

**A.** Hazardous waste description (60 characters max.)

| **B.** Management Method | **C.** Waste form code | **D.** Quantity received | **E.** UOM Density |
|---|---|---|---|
| H | W | | lbs/gal sg |

**F.** Hazardous waste codes (enter additional codes on back of page if necessary)

More...

**2**

**A.** Hazardous waste description (60 characters max.)

| **B.** Management Method | **C.** Waste form code | **D.** Quantity received | **E.** UOM Density |
|---|---|---|---|
| H | W | | lbs/gal sg |

**F.** Hazardous waste codes (enter additional codes on back of page if necessary)

More...

**3**

**A.** Hazardous waste description (60 characters max.)

| **B.** Management Method | **C.** Waste form code | **D.** Quantity received | **E.** UOM Density |
|---|---|---|---|
| H | W | | lbs/gal sg |

**F.** Hazardous waste codes (enter additional codes on back of page if necessary)

More...

**Form WR** - Additional Waste Codes

Generator ID#

**1**

Additional waste codes:

**2**

Additional waste codes:

**3**

Additional waste codes:

OhioEPA

State of Ohio Environmental Protection Agency

_____ **Hazardous Waste Report**

ENTER FACILITY ID NUMBER

## Form PS - *Process Systems for Treatment, Disposal, or Recycling*

*By system type, list the amount of waste commercially processed in each treatment, disposal, or recycling system.*

**1** **A.** Treatment, disposal, or recycling system description (60 characters max.)

**B.** Management Method H

**C.** Reporting year influent quantity — Total / RCRA — UOM — Density — lbs/gal sg

*COMMENTS:*

**2** **A.** Treatment, disposal, or recycling system description (60 characters max.)

**B.** Management Method H

C. Reporting year influent quantity — Total / RCRA — UOM — Density — lbs/gal sg

*COMMENTS:*

**3** **A.** Treatment, disposal, or recycling system description (60 characters max.)

**B.** Management Method H

**C.** Reporting year influent quantity — Total / RCRA — UOM — Density — lbs/gal sg

*COMMENTS:*

**4** **A.** Treatment, disposal, or recycling system description (60 characters max.)

**B.** Management Method H

**C.** Reporting year influent quantity — Total / RCRA — UOM — Density — lbs/gal sg

*COMMENTS:*