



OFFICE OF LAND QUALITY HAZARDOUS WASTE HANDLER IDENTIFICATION FORM INSTRUCTIONS

The Handler ID form displays the information currently contained in the Office of Land Quality records for a hazardous waste handler. This information was obtained from the Notification of Regulated Waste Activity form (8700-12) submitted to obtain an ID number, or from other documentation received by OLQ. This form is sent yearly to large and small quantity generators along with the reminder about hazardous waste reporting requirements. It serves as a certification and cover sheet for these reports. It may also be used to make changes to handler identification information at any time during the year.

WHEN TO USE THE HANDLER ID FORM

- When the mailing address for your installation changes
- When the ownership of your installation changes
- When the contact person for your installation changes
- When the type of regulated waste activity your installation conducts changes

INITIAL NOTIFICATIONS

To apply for a RCRA hazardous waste identification number for the first time, use the U.S. EPA Notification of Regulated Waste Activity form (form 8700-12 or RCRA Subtitle C Site Identification Form). This form is available at: <http://www.in.gov/idem/landquality/2372.htm>.

CHANGE OF LOCATION

The RCRA ID number is site specific. If your company has moved you can no longer use your old ID number. A new ID number is required for the new location. You must apply for the new number using the EPA Notification of Regulated Waste Activity form as described above. You will receive your new number within 10 working days after receipt of the notification form by the Office of Land Quality.

CHANGE OF OWNERSHIP

If there is a change in the owner of the installation you may use either the EPA Notification of Regulated Waste Activity form (form 8700-12) or the Handler ID form to notify OLQ.

REFERENCE DOCUMENTS

The following reference documents may be useful in completing this form. They can be found at <http://www.in.gov/idem/landquality/2372.htm>.

- ◆ Hazardous Waste Handler Definitions
- ◆ Hazardous Waste Codes
- ◆ Universal Waste Rule
- ◆ Used Oil Rule
- ◆ Managing Your Hazardous Waste: A Guide for Small Businesses

REGULATORY CITATIONS

- Federal hazardous waste regulations can be found on line at:
<http://www.epa.gov/epawaste/laws-regs/regs-haz.htm>
chapter 1; parts 260-265
- State hazardous waste regulations can be found on-line at:
<http://www.in.gov/legislative/iac/> ; Title 329

ASSISTANCE

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WHERE TO SEND THE FORM

Indiana Department of Environmental Management
Office of Land Quality, Regulatory Reporting Section
100 North Senate Avenue, Room 1101
Indianapolis, Indiana 46204-2251

RCRA ID NUMBER The number assigned to a location to conduct hazardous waste activity.

NAME

The name of the installation. If the name has changed, write the new name in the blank. If the name change is due to a change in ownership, fill in the new owner information. The RCRA ID number will be transferred to the new owner after the Office of Land Quality receives this form.

LOCATION ADDRESS

The address of the physical location of the site where the hazardous waste is being generated or managed. If this has changed due to an address change by the post office, please mark the appropriate blank.

WARNING ! *The RCRA ID number is site specific. If your company has moved you may no longer use your old ID number. A new ID number is required for the new location. OLQ will send your new number within 10 working days after receipt of this form.*

HAZARDOUS WASTE GENERATOR ACTIVITY

OLQ RECORDS: The generator status currently listed in OLQ's records for this location.

HIGHEST STATUS IN 20XX Mark the category that describes highest generator status of the installation for the year. If the facility was an LQG any one month, mark LQG. If it was an SQG every month, mark SQG, etc.

CURRENT GENERATOR STATUS Mark the category that describes current on-going generator status of the installation for the year. If you indicate that waste is no longer generated, we will deactivate your ID number. You may not use the number for manifesting hazardous waste again until you have sent an EPA form 8700-12, "Notification of Regulated Waste Activity" or a Handler ID form to IDEM and have received confirmation that your number has been reactivated.

- If the installation operated as an LQG in any one month during the year, it must report as an LQG on the Biennial or Annual Manifest report and will be subject to the Hazardous Waste generator annual operation fee.
- If the installation operated as an SQG in any one month (but was not an LQG in any one month), it must file the Annual Manifest report for the year.

MAILING ADDRESS The mailing address of the facility.

CONTACT FOR HAZARDOUS WASTE ACTIVITIES

The person who should be contacted regarding hazardous waste activities at this location. All correspondence related to hazardous waste will be sent to this address.

CONTACT FOR ANNUAL/BIENNIAL REPORT QUESTIONS

If this form is being submitted with an annual or biennial report, use this space to record the name, title, e-mail address and phone number of the person who should be contacted regarding questions on the report. If this contact is the same as the hazardous waste contact, this may be left blank.

CERTIFICATION

The owner, operator, or an authorized representative of the installation must sign and date this form.

HW FEES CONTACT

Large quantity generators are required to pay an annual operation fee. The fee invoice will be sent to the contact for hazardous waste activities. If the invoice should be sent to someone else, the name, address, and phone information should be recorded in this space.

BUSINESS OWNER

The name and address of the legal owner of the business that generates the waste. If there has been a change in ownership, the ID number will be registered with the new owner. The ID number will remain the same for this location. Please fill in the date the ownership changed. Confirmation of the change will be sent to the new owner.

PROPERTY OWNER

If the property owner is different from the business owner, please enter this in the space provided.

NAICS CODES

The North American Industrial Classification System code describes the principal product produced or distributed by your company or the type of services rendered. Go to www.naics.com to find a code for your facility. Please enter the entire six digit code that best describes your facility.

OTHER HAZARDOUS WASTE ACTIVITIES

EXEMPT BOILER AND/OR INDUSTRIAL FURNACE

If you burn hazardous waste in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(c), or to recover economically significant amounts of precious metals as described in 40 CFR 266.100(f), mark an X in the box to indicate that you qualify for the smelting, melting and refining exemption.

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

TRANSPORTER

This block indicates that your company transports hazardous waste, **not** that you hire someone to transport your waste.

TSD FACILITY

"Yes" means your facility is listed as a treatment, storage, or disposal facility with interim status or a permit. It includes handlers who are inactive, but who have not yet completed RCRA closure. If you are an inactive TSD undergoing a RCRA closure you will remain in our records as a TSD until you complete closure. There is no need to update this block, updates to TSD status must go through the OLQ Permit section.

US IMPORTER OF HAZARDOUS WASTE

Place an X on the line if you import hazardous waste from a foreign country into the United States. Refer to 40 CFR 262.60 for additional information.

MIXED WASTE GENERATOR (HAZARDOUS AND RADIOACTIVE)

Place an X on the line if you are a generator of mixed waste, i.e. 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).

WASTE CODES

Enter the four waste codes that best describe the waste most commonly generated at this facility. More detailed waste codes will be collected on the Hazardous Waste Biennial report and the Annual Manifest report. These codes can be found in Box 13 of your manifest.

USED OIL ACTIVITIES

This section lists the type of used oil management activities listed in our records for your facility. If you are just a generator of used oil this section does not apply to you.

UNIVERSAL WASTE ACTIVITIES

- Your facility is a Large Handler of universal waste if it accumulates a total of 5,000 kg (11,000 pounds) or more of any universal waste (calculated collectively) at any time.
- If the facility is a large handler place an x next to the type of waste that is generated or accumulated.
- Your facility is a destination facility if it treats, disposes of, or recycles 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.

TRANSFER FACILITY

If you have a facility that qualifies as a hazardous waste transfer facility per 329 IAC 3.1-8-4, indicate the types of transfer activities that are conducted at your facility.

COMMENTS

Enter any additional comments you have regarding this form.

FREQUENTLY ASKED QUESTIONS

- ◆ **How did we get a RCRA ID number?**

Your number was assigned when someone representing your company submitted a Notification of Regulated Waste Activity form 8700-12 to either the U.S. Environmental Protection Agency (EPA) or to the Indiana Department of Environmental Management (IDEM).

- ◆ **What is the difference between an SQG and a CEG?**

Definitions of SQG's, CEG's, LQG's, TSD's and transporters can be found in the Handler Definitions document at: <http://www.in.gov/idem/landquality/2374.htm>.

- ◆ **We didn't generate hazardous waste last year. Should we keep our ID number?**

If you expect to generate hazardous waste in the future, you should keep your number.

- ◆ **We are leasing the land that our company's building is on. How do we indicate that on the Handler ID form?**

List the name and telephone number of the property owner in the space provided under the Property Owner.

- ◆ **We are normally an SQG, but for one month last year we were an LQG. What should we check as our status on the Handler ID form?**

Check LQG in the column for the previous year. In the column for the current year, check SQG. If your company acted as a large quantity generator in ANY month during the reporting year, you are considered an LQG for fees and reporting purposes.

- ◆ **We were an SQG some months and a CEG other months during the year. What should our status be?**

Your current status should reflect the company's most common category of activity. Any time your generator status changes, you should be sure that you are following the appropriate regulations for that category. If you were an SQG for any one month during the year (but were not an LQG any month) you are considered an SQG for reporting purposes.

- ◆ **We generated waste one time only and will never generate again. Do I need to send the annual operation fees? Do I need to file an annual manifest or biennial report?**

If you were an LQG in any one month during the year, you are considered an LQG for the entire year for fee and reporting purposes and are subject to the fees and reporting requirements. If you were an SQG in any one month (but were not an LQG in any month), you are considered an SQG for the year for reporting purposes. You should indicate your future status on the Handler ID form.

NOTE: *If you check 'non-handler' or 'out of business' we will deactivate your RCRA ID number and you will need to reapply for it if you need to use it again.*

- ◆ **How did you get my name as the contact person?**

Your name was listed as the contact on either the Notification of Regulated Waste Activity form 8700-12 or other documentation received by IDEM.

- ◆ **I have a RCRA ID number, but have never used it. Should I keep it?**

If there is any possibility that you will need to ship hazardous waste off-site again you may want to go ahead and keep the number active. If you deactivate the number you will have to reapply for it before you can use it again.

- ◆ **How do I know which type of report I should file? Do I owe annual operation fees?**

Please refer to the to the fact sheets for the Hazardous Waste reporting and Hazardous Waste Operation Fees. These can be found at:
<http://www.in.gov/idem/landquality/2372.htm> .