



# OFFICE OF LAND QUALITY

## HAZARDOUS WASTE ANNUAL MANIFEST REPORT QUICK NOTES

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### REPORT DESCRIPTION

The Annual Manifest Report documents the types and amounts of RCRA hazardous wastes that are shipped off-site and/or received from off-site.

### DATE DUE

- ♦ Reports must be postmarked by March 1. Extensions until April 1 may be granted. Send your request to [olqregulatoryreporting@idem.in.gov](mailto:olqregulatoryreporting@idem.in.gov) and specify the reason for the request. Extension requests received on or after March 1<sup>st</sup> will not be considered.

### NEW FOR 2016

Final Rule of new Definition of Solid Waste (DSW) became effective in Indiana on November 5<sup>th</sup>, 2016. By adopting the July 1, 2015 version of 40 CFR 260 - 270 & 273, IDEM is adopting the requirements in the 2015 final rule, including any amendment or deletions made to the requirements in the 2008 final rule. For more information, visit the [Final Rule: 2015 DSW](#) page on the U.S. EPA's website. EPA Site ID form 8700-12 Addendum for HSM activity should be used to make an initial notification and for the updates due every even numbered year. It should be submitted along with the Indiana Handler ID form. Addendum and Instructions are available here: <https://www.epa.gov/hwgenerators/how-hazardous-waste-generators-transporters-and-treatment-storage-and-disposal>

### REGULATORY CITATIONS

Annual Manifest report: IC 13-22-4-3.1  
 Biennial Hazardous Waste report: 329 IAC 3.1-7-14, 329 IAC 3.1-9-1, 329 IAC 3.1-10-1

### WHO MUST FILE AND WHICH REPORT MUST BE SUBMITTED

#### SMALL QUANTITY GENERATORS - ANNUAL MANIFEST REPORT

- ♦ Any facility that was a small quantity generator at least one month of the year, but was not a large quantity generator any month during the year, must submit the Annual Manifest report.
- ♦ Conditionally Exempt Small Quantity Generators (CESQGs) that for any one calendar month generate more than 220 pounds or accumulate on-site at any time more than 2,200 pounds of hazardous waste will also be required to complete and submit the Annual Manifest report.

Report year	Date due	Forms required	Report Required
Every year	March 1, every year	ID, OS	Annual Manifest Report

#### LARGE QUANTITY GENERATORS - BIENNIAL HAZARDOUS WASTE REPORT OR ANNUAL MANIFEST REPORT

- ♦ Any facility that was a large quantity generator (LQG) at least one month of the year must submit either an Annual Manifest report OR a Hazardous Waste Biennial report depending on the year.

Report year	Date due	Forms required	Report Required
Odd numbered years	March 1, even year	ID, GM , OI	Biennial Report
Even numbered years	March 1, odd year	ID, OS	Annual Manifest Report

## TREATMENT, STORAGE, DISPOSAL FACILITIES – BIENNIAL REPORT OR ANNUAL MANIFEST REPORT

Any facility that was a permitted treatment, storage, or disposal facility during the report year must submit either an Annual Manifest report OR a Hazardous Waste Biennial report depending on the year.

Report year	Date due	Forms required	Report Required
Odd numbered years	March 1, even year	ID, WR, OI	Biennial Report
Even numbered years	March 1, odd year	ID, WG	Annual Manifest Report

### **IF YOUR FACILITY WAS NOT AN LQG, SQG, OR TSD DURING THE REPORT YEAR**

- ◆ If your facility was not an LQG, SQG, or TSD facility in any month of the report year no report is required.
- ◆ **HOWEVER**, if you received a reporting reminder in December you **MUST** complete and return the Handler ID form. This is necessary so that we can update our records to reflect that you did not owe a report.
- ◆ Even if the business is no longer active, the entire report is required if the facility acted as an SQG or LQG in any one month.

### **HANDLER IDENTIFICATION FORM**

THE HANDLER ID FORM IS REQUIRED TO BE SUBMITTED BY ALL SQGs, LQGs, TSDs, AND ANY FACILITY THAT RECEIVED A REMINDER NOTICE IN DECEMBER.

- ◆ The ID form should be reviewed; corrections made if needed, signed and submitted with the rest of the report.
- ◆ The ID form is NOT the entire report.
- ◆ If you did not receive an Indiana Hazardous Handler Identification form you may request one from [http://www.in.gov/surveytool/public/survey.php?name=HW\\_Handler\\_ID\\_2016\\_r1](http://www.in.gov/surveytool/public/survey.php?name=HW_Handler_ID_2016_r1) .

### **ELECTRONIC REPORTING**

ALL REPORTS SHOULD BE SUBMITTED ELECTRONICALLY

- ◆ The ARM Easitrak software should be used to file electronic reports. This is located at [www.arminc.net](http://www.arminc.net)
- ◆ The Handler ID form and the Declaration of Electronic Submittal form must be sent in hard copy.
- ◆ They should be sent at the same time and after you submit the report on line.
- ◆ The Site Identification form from the software should not be sent in place of the Handler ID form.
- ◆ Complete instructions are available at <http://www.in.gov/idem/landquality/2373.htm>.

### **FORMS AND INSTRUCTIONS**

- ◆ If you are unable to file electronically, paper forms are available at <http://www.in.gov/idem/5157.htm>
- ◆ Complete instructions for the Annual Manifest report, the Biennial Report, and ARM Easitrak are also located on the website and should be carefully reviewed before completion of the reports.

### **ASSISTANCE**

317-233-0066; [olqregulatoryreporting@idem.in.gov](mailto:olqregulatoryreporting@idem.in.gov)  
Yuliia Sheron: 317-233-4624; [Ysheron@idem.in.gov](mailto:Ysheron@idem.in.gov)  
Jenny Dooley: 317-232-8925; [jrdooley@idem.in.gov](mailto:jrdooley@idem.in.gov)

### **SEND FORMS TO:**

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

## REPORTING CHECKLIST

- Did you submit all of the required forms?
- Did you submit the correct forms for your generator status and the year?
- Did you submit a signed hard copy of the Handler ID form?
- If you did not generate and/or ship during the report year did you send the signed Handler ID form to clarify and update your status?
- If you filed electronically did you submit a Declaration of Electronic Submittal and the Handler ID form in hard copy?
- Did you complete every item on the forms?
- Did you review the common errors listed below?

## HANDLER ID FORM

Changes Needed	◆ Enter any changes needed in the blanks.
Location Address	◆ If you have moved you may no longer use the same ID#. You must apply for a new one.
HW Generator Activity	◆ Be sure to mark only one item in each category.
Contact for HW Activities	◆ Be sure to include an e-mail address since all reminders are now sent via e-mail.
Certification	◆ This must be filled in with a signature.
HW Fees contact	◆ Fill this in if the Fees contact is different from the HW contact
Property Owner	◆ Fill this in if your business does not own the property where the waste is being generated.
NAICS code	◆ This is required. Go to <a href="http://www.naics.com">www.naics.com</a> to find a code
Other HW activities, Used Oil, Universal Waste, Transfer facility	◆ Fill this out only if any of these categories apply to your business.

## FORM SI RCRA SUBTITLE C SITE IDENTIFICATION FORM (EASITRAK)

Reason for submittal	◆ You should check both “as a component of the Hazardous Waste Report” and “ the Site was a TSD facility and/or generator of > 1000 kg of hazardous waste.....etc”
Type of Regulated Waste Activity	◆ In this section indicate the current generator status for the facility which may be different from the status claimed for the reporting year.
HSM Addendum:	◆ This has not yet been adopted in Indiana and is not required.
Certification	◆ Click on the head in the Actions column to create a new certifier.

<b>OS form</b>	<ul style="list-style-type: none"> <li>◆ Only one waste stream should be reported on each OS form.</li> </ul>
<b>Description</b>	<ul style="list-style-type: none"> <li>◆ The waste description must be filled in</li> <li>◆ Include a simple description as well as the DOT description.</li> <li>◆ Non hazardous wastes should not be reported. This includes PCBs.</li> <li>◆ This is found in Box 9 on the manifest.</li> </ul>
<b>Waste Codes</b>	<ul style="list-style-type: none"> <li>◆ Start with D,F, P, K, U followed by three numbers</li> <li>◆ Non hazardous wastes should not be reported. This includes PCBs.</li> <li>◆ Found in Box 13 on the manifest</li> </ul>
<b>TSD Facility</b>	<ul style="list-style-type: none"> <li>◆ The TSD must be a permitted facility.</li> <li>◆ Found in Box 8 on the manifest (designated facility)</li> </ul>
<b>Quantity</b>	<ul style="list-style-type: none"> <li>◆ The total amount of each unique waste stream shipped to each TSD for the year should be totaled and entered on one line.</li> <li>◆ DO NOT enter a separate line for each shipment.</li> <li>◆ The unit of measure must be in pounds, tons, kilograms, or metric tons</li> <li>◆ Volumes must be converted.</li> <li>◆ Found in Box 11 on the manifest</li> </ul>
<b>Management code</b>	<ul style="list-style-type: none"> <li>◆ The management code should be the one used by the TSD who accepted your waste, NOT the final disposition of the waste.</li> <li>◆ If the designated facility stored the waste on-site with no treatment and then re-manifested it elsewhere use code H141.</li> <li>◆ If the waste went to a different management code at the same TSD enter a new line.</li> <li>◆ Found in Box 19 on the manifest. If not there, contact your TSD facility.</li> </ul>
<b># of shipments</b>	<ul style="list-style-type: none"> <li>◆ Add up all the shipments of this waste that were made to each TSD during the year.</li> </ul>
<b>Rejected Returned</b>	<ul style="list-style-type: none"> <li>◆ Check this box if any of your waste was rejected by the TSD facility</li> <li>◆ Read the complete Annual Manifest report instructions for a discussion of this situation.</li> </ul>
<b>Transporters</b>	<ul style="list-style-type: none"> <li>◆ The transporter must have a valid RCRA ID#</li> <li>◆ Found in boxes 6 &amp; 7 on the manifest.</li> </ul>

<b>WG form</b>	<ul style="list-style-type: none"> <li>◆ This form is only required from TSD facilities for even numbered years.</li> <li>◆ Only one waste stream should be reported on each WG form</li> </ul>
<b>Waste Codes</b>	<ul style="list-style-type: none"> <li>◆ Start with D,F, P, K, U followed by three numbers</li> <li>◆ Non hazardous waste should not be reported.</li> <li>◆ Found in Box 13 on the manifest</li> </ul>
<b>Description</b>	<ul style="list-style-type: none"> <li>◆ The waste description must be filled in</li> <li>◆ Found in Box 9 on the uniform hazardous waste manifest</li> </ul>
<b>Generator ID</b>	<ul style="list-style-type: none"> <li>◆ If the generator was a conditionally exempt small quantity generator enter the their state code followed by CESQG; i.e. INCESQG</li> <li>◆ If the generator is from a foreign country enter FC</li> <li>◆ Found in Box 1 on the manifest</li> </ul>
<b>Quantity</b>	<ul style="list-style-type: none"> <li>◆ The unit of measure must be in pounds, tons, kilograms, or metric tons</li> <li>◆ Volumes must be converted.</li> <li>◆ Found in Box 11 on the manifest</li> </ul>
<b>Management code</b>	<p><b>These codes have changed. The code on the manifest may no longer be valid. Refer to the Management Method Code list to find the correct new code to use.</b></p> <ul style="list-style-type: none"> <li>◆ Enter the code that best describes the process system in which the waste was managed.</li> <li>◆ If more than one code applies, enter the one that is most descriptive.</li> <li>◆ Found in Box 19 on the manifest.</li> </ul>

## ARM EASITRAK NOTES ([www.arminc.net](http://www.arminc.net))

<i>Signing into Easitrak</i>	<ul style="list-style-type: none"><li>♦ You must register as a new generator &amp; create a new password every year.</li><li>♦ The system will ask that you create answers to four security questions. One of these will be asked before you can submit the data.</li><li>♦ The password and answers to the security questions are case sensitive.</li></ul>
<i>Generator Status</i>	<ul style="list-style-type: none"><li>♦ The status you choose when registering as a new user should be your status for the report year.</li><li>♦ The status you choose on the SI form in the Type of Regulated Waste Activity page should be your current status.</li></ul>
<i>Handler ID form</i>	<ul style="list-style-type: none"><li>♦ <b>THE INDIANA HAZARDOUS WASTE HANDLER ID FORM MUST BE FILED EVEN WHEN YOU SUBMIT ELECTRONICALLY. THE REPORT WILL NOT BE COMPLETE WITHOUT THIS FORM.</b></li><li>♦ If you did not receive a Handler ID form go to <a href="http://www.in.gov/surveytool/public/survey.php?name=HW_Handler_ID_2016_r1">http://www.in.gov/surveytool/public/survey.php?name=HW_Handler_ID_2016_r1</a> to request one.</li></ul>
<i>Declaration Electronic Filing</i>	<ul style="list-style-type: none"><li>♦ This form must be signed and sent in hard copy, along with the Indiana Handler ID form.</li><li>♦ This form can be found under the “Reports” option in Easitrak</li><li>♦ The Handler ID form and the Declaration forms should be sent at the same time and AFTER you submit the electronic report.</li></ul>
<i>FORM SI</i>	<ul style="list-style-type: none"><li>♦ The Site ID form must be filled out completely in Easitrak. We know this is duplicating the Handler ID, but there is a reason for it.</li><li>♦ The Site ID form should NOT be sent in place of the Handler ID form.</li><li>♦ The addendum for 40 CFR 261 Hazardous Secondary Material Activity (HSM) has not yet been adopted by Indiana and is NOT required to be completed by Indiana generators at this time.</li></ul>
<i>Alphanumeric fields</i>	<ul style="list-style-type: none"><li>♦ Do not use these characters in text fields: { } &gt; &lt; + / % &amp; ( ) ;</li><li>♦ The &lt; or &gt; symbols should be replaced with “LT” or “GT”.</li></ul>
<i>Submitting the report</i>	<ul style="list-style-type: none"><li>♦ After all your data is entered &amp; correct select the “Submit” option to send to IDEM.</li><li>♦ If you need to make corrections after the report is sent, contact Yuliia Sheron at <a href="mailto:ysheron@idem.in.gov">ysheron@idem.in.gov</a> or Jenny Dooley at <a href="mailto:jrdooley@idem.in.gov">jrdooley@idem.in.gov</a> to request that your report be unlocked.</li></ul>
<b>Submittal error</b>	<ul style="list-style-type: none"><li>♦ If you get an error box that states "You must type correct answer before submitting"</li><li>♦ Just under the address bar and above the Easitrak banner there will be a popup or question line in yellow shading.</li><li>♦ Right click on this and accept scripting.</li><li>♦ Then click on "Submit" again. One of the security questions will appear.</li></ul>

## MANAGEMENT METHOD CODES

<b>RECLAMATION AND RECOVERY</b>	
H010	Metals recovery including retorting, smelting, chemical, etc.
H020	Solvents recovery including distillation, extraction, etc.
H039	Other recovery or reclamation for reuse including acid regeneration, organics recovery, etc. (specify in comments)
H050	Energy recovery at this site– use as fuel: includes on-site fuel blending before energy recovery; report only this code.
H061	Fuel blending prior to energy recovery at another site: waste generated either on site or received from off site.
<b>DESTRUCTION OR TREATMENT PRIOR TO DISPOSAL AT ANOTHER SITE</b>	
H040	Incineration – thermal destruction other than use a fuel: includes any preparation prior to burning
H070	Chemical treatment (reduction/destruction/oxidation/precipitation); do not include immediate treatment in an exempt wastewater treatment unit with discharge to a NPDES-POTW.  <b>Use this code instead of H071,H073,H075,H076,H077</b>
H081	Biological treatment; do not include immediate treatment in an exempted wastewater treatment unit with discharge to a NPDES-POTW .
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.  <b>Use this code instead of H082, H083,H101,H103,H123,H124</b>
H110	Stabilization prior to land disposal at another site; encapsulation/stabilization/fixation.  <b>Use this code instead of H111, H112</b>
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: no other treatment
H122	Evaporation: as the major component of treatment; not reportable as H070, H100, or H120.
H129	Other treatment that does not include onsite disposal (specify in comments).
<b>DISPOSAL</b>	
H131	Land treatment or application: to include any prior treatment and/or stabilization
H132	Landfill or surface impoundment to be closed as a landfill: includes prior treatment and/or stabilization
H134	Deep well or underground injection: with or without treatment; this waste was counted as hazardous waste
H135	Discharge to sewer/POTW or NPDES : with prior storage – with or without treatment
<b>TRANSFER OFF-SITE</b>	
H141	The site receiving this waste stored/bulked and transferred the waste with no treatment or recovery, fuel blending , or disposal at that receiving site.