



INDIANA DEPARTMENT
OF ENVIRONMENTAL MANAGEMENT
OFFICE OF LAND QUALITY

HAZARDOUS WASTE
BIENNIAL REPORT
FORMS AND INSTRUCTIONS

OCTOBER 2016

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PURPOSE AND 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 Resource Conservation and Recovery Act of 1976, as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA). Section 3002 requires hazardous waste generators to report to 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, EPA has extended the reporting requirements to treatment, storage, and disposal facilities for the wastes they receive. Indiana Rules 329 IAC 3.1-7-14, 329 IAC 3.1-9-1, and 329 IAC 3.1-10-1 adopt the federal rules.

The Indiana Department of Environmental Management's (IDEM) mission to protect the environment includes the responsibility to effectively manage Indiana's hazardous waste. As part of this task, IDEM collects and maintains information about the generation, management, shipment, and final disposition of hazardous waste regulated by the Resource Conservation and Recovery Act (RCRA).

The information collected by this report will be used to:

- Provide IDEM with an understanding of hazardous waste generation, shipment, and management activities in Indiana;
- Help IDEM measure the quality of the environment by monitoring industry compliance with the regulations and evaluating waste minimization efforts taken by industry; and
- Communicate the findings to the public, through the National RCRA Hazardous Waste Report and through reports generated and distributed to respond to specific needs.

The data you provide will be entered into an IDEM database. After review to ensure the quality of the data, it will be passed on to the U.S. EPA and a national database will be assembled. The more complete and accurate the data, the better everyone's overall understanding of this dynamic and diverse industry. Better understanding will contribute to better overall decisions and more efficient and effective programs to protect our environment. Your efforts in carefully filling out the required forms are greatly appreciated.

REPORTING OVERVIEW

DESCRIPTION

The Biennial Hazardous Waste report documents the types and amounts of RCRA hazardous wastes that are generated, shipped off-site, treated on 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 and specify the reason for the request.

NEW FOR 2016

Final Rule of new Definition of Solid Waste (DSW) became effective in Indiana on November 5th, 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, CC	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 the mail in December you **MUST** complete and return the Handler ID form to the Office of Land Quality.
- ◆ 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.

ELECTRONIC REPORTING

THIS IS THE PREFERRED METHOD OF REPORTING

- ◆ The ARM Easitrak software may be used to file electronic reports. This is located at 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
Yulia Sheron: 317-233-4624; ysheron@idem.in.gov
Jenny Dooley: 317-232-8925; jrdooley@idem.in.gov

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

WHO MUST COMPLETE THE REPORT

SMALL QUANTITY GENERATORS

If your facility acted as a Small Quantity Generator (SQG) of hazardous waste in any one month during the report year (but not as an LQG in any month) you are required to submit an Annual Manifest Summary report each year.

LARGE QUANTITY GENERATORS

If your facility acted as a Large Quantity Generator (LQG) of hazardous waste in any one month during the report year you are required to submit the Hazardous Waste Biennial Report for odd numbered report years and the Annual Manifest report for even numbered years.

TREATMENT, STORAGE, DISPOSAL FACILITIES

If your facility treated, stored, or disposed of hazardous wastes on-site in units subject to RCRA permitting requirements during the report year, you are required to file the Hazardous Waste Biennial Report for odd numbered years and the Indiana Annual Manifest report for even numbered years.

CONDITIONALLY EXEMPT GENERATORS OR UNREGULATED FACILITIES

If your facility did not act as a large quantity generator, a small quantity generator, or a treatment, storage, or disposal facility at any time the report year, you are not required to submit a report.

HOWEVER

If you received a reminder notice of your reporting responsibilities, it means that the OLQ database lists your facility as being subject to the reporting requirements. This means we will be expecting either the Biennial or Annual report from you. Even if you are not required to file either report, you **MUST** respond to our notice by returning the "*Hazardous Waste Handler Identification Form*" and indicating your correct generator status for both the reporting year and the current year so that we may update our records

HAZARDOUS WASTE GENERATOR DEFINITIONS

LARGE QUANTITY GENERATOR (LQG): A site that, in any calendar month:

- Generates 1,000 kilograms (2200 pounds) or more of hazardous waste
- Generates more than a total of 1 kilogram (2.2 pounds) of acute hazardous waste
- Generates more than a total of 100 kg (220 pounds) of spill cleanup material contaminated with acute hazardous waste
- Accumulates more than 1 kg (2.2 pounds) of acute hazardous waste at any time during the year.
- Accumulates more than 100 kg (220 pounds) of spill cleanup material contaminated with acute hazardous waste

SMALL QUANTITY GENERATOR (SQG): A site that, in any calendar month:

- Generates more than 100 kilograms (220 pounds) but less than 1,000 kilograms (2200 pounds) of hazardous waste
- Accumulates more than a total of 1,000 kilograms (2200 pounds) of hazardous waste at any time during the year regardless of the rate of generation.

CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR (CESQG):

A site that, in any calendar month:

- Generates 100 kg (220 lbs) or less of hazardous waste
- Generates 1 kg (2.2 lbs) or less of acute hazardous waste
- Generates 100 kg (220 lbs) or less of spill cleanup material contaminated with acute hazardous waste

AND: *Treats or disposes of the hazardous waste in a manner consistent with the regulatory provisions of 329 IAC 3.1.*

NOTES

- If a CESQG accumulates > 1000 kg of hazardous waste they become an SQG.
- If an SQG accumulates more than 6000 kg (13,228 lb) of hazardous waste they become a TSD. *(They may store waste up to 180 days or 270 days if shipped > 200 miles away)*
- If a CESQG or SQG accumulates > 1 kg of acute hazardous waste or > 100 kg of spill waste they become an LQG.

REQUIRED FORMS

FORM ID - HANDLER IDENTIFICATION FORM

This pre-printed form displays the identification information currently listed in IDEM's records for hazardous waste handlers. It is the cover page to the report and serves as a certification statement for the information in the report.

This form is not in this booklet, but is sent each year with the reporting reminder letters sent in December. If you did not receive this form, you may obtain it by going to http://www.in.gov/surveytool/public/survey.php?name=HW_Handler_ID_2016_r1 or by contacting one of the individuals listed under the section "Assistance".

ALL sites who receive the reminder letter must submit the Handler ID form. Sites should review the information on this form for completeness and accuracy, make any necessary changes, sign, and return the form with the report. If you are reporting electronically, the ID form must still be sent in hard copy.

FORM SI – RCRA SUBTITLE C SITE IDENTIFICATION FORM

This is the form used in the Easitrak software. It is the EPA 8700-12 form. It must be completed in order to file electronically, though we do not use this form to update Indiana's records. If you are submitting a paper report, this form is not required. It should NOT be submitted in place of the Handler ID form.

FORM GM – GENERATION AND MANAGEMENT

The GM form documents the types, amounts, and characteristics of every RCRA hazardous waste stream generated, shipped off-site, or treated on-site during the report year. Every RCRA hazardous waste used to determine the site's generator status should be reported on Form GM. One GM form should be submitted for each unique hazardous waste shipped off site during the report year. Do not put more than one waste stream on the same GM form. Do not enter a line for each waste shipment. The shipments should be summarized for the entire year.

FORM WR – WASTE RECEIVED

The WR form identifies the types and amounts of hazardous waste that was received from off-site and the methods used to manage the waste. This form is completed by those companies who accept hazardous waste generated by other companies for the purpose of treatment, storage, and/or disposal. The treatment, storage, and disposal activities mentioned here require either having Interim Status or a Hazardous Waste Permit from IDEM.

FORM OI – OFF SITE IDENTIFICATION

The OI form collects name and address information for off-site generators, transporters, and TSDs. Indiana requires that this form be submitted by all reporters.

FORM WM – WASTE MINIMIZATION

This form must be submitted by any handler who conducted activities which resulted in minimization of the waste stream during the reporting year.

FORM CC – CLOSURE COSTS

Treatment, Storage, and Disposal Facilities (TSDs) must submit closure and post closure cost estimates.

WHEN, WHERE, AND HELP

DUE DATE

The report must be submitted by March 1st. An extension until April 1 may be granted. Send your request to olqregulatoryreporting@idem.in.gov with an explanation of why the extension is needed.

SEND COMPLETED FORMS TO:

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

FOR ASSISTANCE CONTACT:

Regulatory Reporting Section: 317-233-0066; olqregulatoryreporting@idem.in.gov
Yuliia Sheron: 317-233-4624; ysheron@idem.in.gov
Jenny Dooley: 317-232-8925; jrdooley@idem.in.gov

ADMINISTRATIVE NOTES

DOCUMENTS NEEDED FOR FILLING OUT THE REPORT

In preparing the report, you will need to consult your records on the quantities and types of hazardous waste generated and shipped. Records that will be helpful are listed below.

- ◆ Hazardous Waste Manifest forms;
- ◆ Hazardous Waste report forms from previous years;
- ◆ Records of quantities of hazardous waste generated or accumulated on site;
- ◆ Results of laboratory analysis of your wastes;
- ◆ Contracts or agreements with off-site facilities managing your wastes; and
- ◆ Copies of permits for on-site waste management systems.

PAGE NUMBERING

Each form type (GM, WR, OI, and WM) should be numbered separately. The individual page number and the total number of pages for that form type should appear at the bottom of each page. For example, if there are 5 GM forms, they should be numbered page 1 of 5, page 2 of 5, etc. If it is necessary to continue information onto another page, make additional copies of the form and number the additional pages with the same page number as the first page, followed by a letter (e.g. page 1a, 1b, etc.). When continuing information on a supplemental page, enter only the information that is being continued.

RIGHT JUSTIFICATION OF QUANTITIES

Right justify all quantities reported on the forms. Please note that there is a decimal point already on the form. For example, enter a quantity of 29,599.5 tons as follows:

|_|_|_|_|_|_|_|_|2_|9_|_|5_|_|9_|9_|_|. |_|5_|_|

CODE LISTS

Please use **only** the codes included in the instructions or in the lists of codes provided. The “Other” and “Unknown” codes should be used sparingly. If you do use an “Other” or “Unknown” code, please provide an explanation in the Comments section of the form. When using the electronic software the categories for the codes are not provided. Sometimes this is a useful tool for selecting a code so please refer to the hard copy code lists for complete information.

EPA HAZARDOUS WASTE CODES

Please refer to the Federal regulations 40 CFR 261 for complete lists and detailed descriptions of waste codes.

D wastes	Characteristic Hazardous Waste
F wastes	Hazardous Waste from Non-specific sources
K wastes	Hazardous Waste from specific sources
P wastes	Discarded commercial chemical products, off-specification species, container residuals, and spill residuals thereof - Acute Hazardous waste
U wastes	Discarded commercial chemical products off-specification species, container residues, spill residues thereof - Toxic wastes

ALPHANUMERIC FIELDS

Please do not use the characters below in text fields.

- { } > < + / % & () ; “
- If the “<” or “>” symbols are used to indicate less than or greater than, it is recommended that these symbols be replaced with “LT” or “GT”.

COMMENT SECTION

Use the Comments section at the bottom of the forms to clarify or continue any entry. Refer to the comment by entering the letter of the box.

CONFIDENTIAL BUSINESS INFORMATION

You may not withhold information from the Commissioner because it is confidential. However, when the Commissioner is requested to consider information confidential, it must be treated according to regulations contained in 329 IAC Rule 3. These regulations provide that a business may, if it desires, assert a claim of business confidentiality covering all or part of the information furnished to IDEM. Section 3.1-3-3 explains how to assert a claim. IDEM will treat information covered by such a claim in accordance with the procedures set forth in Rule 3. If someone requests release of information covered by a claim of confidentiality or if IDEM otherwise decides to make a determination as to whether such information is entitled to confidential treatment, IDEM will notify the business. If the business does not claim confidentiality when it furnishes the information, IDEM may make the information available to the public without notice to the business.

HOW TO REPORT REJECTED LOADS

From time to time generators will have the waste they sent off-site rejected. The shipment will either be considered a partial rejection or a full rejection. EPA manifest regulations must be followed when dealing with rejected loads. A rejected load can be either diverted to an alternate TSD facility or returned to the generator. How each is handled depends on the type of rejection, and where the rejected load is to be sent. Reporting for the Biennial Report depends on how the rejected waste was handled.

Quantities of rejected waste are reported each time it is shipped. Generators will report the quantity of waste the first time the waste is shipped, when it is diverted to an alternate TSD facility (if a new manifest has been created), and when the waste is shipped a second time because the waste was returned to the generator. TSD facilities will report shipping the waste if it is sent back to the generator. The following are four (4) examples of how to report waste that is rejected, sent back to the generator, or diverted to an alternate TSD facility.

Example 1: Generator ships waste that gets rejected (full or partial) and the TSD facility sends it back to the generator using a new manifest. The generator then ships the waste again to a different TSD facility.

- ◆ The generator would report the full amount that was shipped to the alternate TSD facility and would not report anything for the TSD facility that rejected the shipment.
- ◆ The original TSD facility would report the entire amount of the waste as received, then would complete a GM form to report the waste being shipped (returned to the generator).

Example 2: Generator ships waste that is fully rejected and the TSD facility returns the entire shipment back to the generator using the original manifest. The generator then ships the waste again to a different TSD facility.

- ◆ The generator would complete GM form and include alternate TSD facility that ultimately accepted the waste and would not report anything for the TSD facility that rejected the shipment.
- ◆ The original TSD facility would not report any of the waste as being received and would not report the waste being shipped off-site.

Example 3: Generator ships waste that is fully rejected and the entire shipment is diverted to an alternate TSD facility using the original manifest.

- ◆ The generator would only report the full amount that was shipped to the alternate TSD facility. No waste would be reported as being shipped to the original TSD facility.
- ◆ The original TSD facility would not report any of the waste as being received and would not report the waste being shipped off-site.
- ◆ The alternate TSD facility would report the waste being received.

Example 4: Generator ships waste that is partially rejected and part of the shipment is diverted to an alternate TSD facility using new manifest.

- ◆ The generator would report amount shipped that was accepted by original TSD facility. The generator would then complete another line to show the returned waste going to the other TSD facility.
- ◆ The original TSD facility would report the entire amount of the waste as received, then would complete an GM form to report the waste being shipped to alternate TSD.
- ◆ The alternate TSD facility would report the waste being received.

If you should have any questions on how to report rejected loads, please contact olqregulatoryreporting@idem.in.gov.

SPECIAL SITUATIONS

STATE REGULATED WASTES

Indiana regulates several waste streams in addition to the federal wastes. They are chemical munitions GA, GB, H/HD, HT, L and VX. They all have the Indiana hazardous waste code I001. See 329 IAC 3.1-6-3 for a full description of these wastes.

WASTE EXEMPT FROM REPORTING

The following are wastes that are not required to be reported on the report:

- ◆ Exclusions 40 CFR 261.4,
- ◆ Spent Lead Acid Batteries 40 CFR 266.80,
- ◆ Universal Waste 40 CFR 273,
- ◆ Used Oil 40 CFR 279, and
- ◆ Any non-RCRA waste that other states may require to be manifested.

USED OIL

- ◆ Oil which meets the definition of used oil and is destined for recycling rather than disposal is manageable under 329 IAC 13 (and 40 CFR 279) and should not be reported.
- ◆ Used oil that exhibits hazardous characteristics and is intended for recycling is regulated under the Used Oil rule and does not need to be reported.
- ◆ **HOWEVER** if used oil is mixed with a RCRA regulated listed or characteristic hazardous waste, the entire mixture is regulated and must be reported.
- ◆ Processors and re-refiners of Used Oil are required to submit a report every other year describing their used oil activities. A separate report form will be sent to facilities listed as used oil processors and re-refiners in the OLQ database. The Used Oil report form can also be found on the web at <http://www.in.gov/idem/5157.htm>.

WASTE BULKED BY TRANSPORTERS

When a TSD receives waste from a transporter that has bulked the waste, the WR forms should report the individual generators from which the waste was received.

DO NOT LIST THE TRANSPORTER AS THE GENERATOR.

LAB PACKS

- ◆ You may aggregate lab pack wastes if they have the same form code. However, you must report them as separate wastes under the following conditions:
 - If they contain RCRA acute hazardous wastes (i.e., EPA hazardous waste codes F020, F021, F022, F023, F026, F027, and all 'P' waste codes). Report separately from lab packs containing other RCRA hazardous wastes (all other EPA hazardous waste codes).
 - If they are managed differently from each other. For example, report lab packs shipped to landfills separately from those incinerated.
- ◆ Enter a form code indicating lab packs (i.e., W001 or W004). These form codes should be used with any lab pack, whether the wastes are gaseous, liquid, solid, or sludge.
- ◆ It is not necessary to report every EPA hazardous waste code included in a batch of lab packs. Record one, or a few predominant, EPA hazardous waste codes. If there are many EPA hazardous waste codes associated with the batch of lab packs, enter 'LABP' as the waste code.
- ◆ When reporting quantities for lab packs:
 - Include the weight of the containers if they are disposed (e.g., landfilled) or treated (e.g., incinerated) with the waste.
 - Exclude the weight of the containers if the waste is removed from the containers before treatment or disposal.

ASBESTOS AND PCB WASTE

Indiana does not require that these wastes be reported unless:

- ◆ A listed RCRA hazardous waste (i.e. EPA hazardous waste code that begins with F,K, P, or U) is mixed with the asbestos or PCBs, in which case the entire mixture is a hazardous waste or;
- ◆ The waste possesses one or more of the characteristics that result in assigning an EPA hazardous waste code beginning with D.

GROUNDWATER CONTAMINATED BY LEACHATE

Groundwater contaminated by RCRA hazardous waste 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. When reporting groundwater contaminated by leachate, observe the following conventions:

- ◆ Do not report generation quantities for contaminated groundwater. Enter 0 in the quantity section. Explain in the Comments section that it is groundwater, not a hazardous waste that was generated on site.
- ◆ Do report quantities managed on site, quantities shipped off site for management; and quantities received from off site and managed on site.

WASTES RECEIVED FROM CONDITIONALLY EXEMPT SMALL QUANTITY GENERATORS (CESQG)

Waste management facilities sometimes receive hazardous wastes from large numbers of Conditionally Exempt Small Quantity Generators (CESQGs) or other sites that do not have RCRA Identification Numbers. To minimize the response burden for filling out the WR form for these wastes, you may aggregate the wastes across generating sites, in accordance with the following guidelines:

- ◆ All the wastes must have the same EPA hazardous waste code, form code, and management method code.
- ◆ Wastes received from different states must be reported separately. For the off-site handler RCRA ID number, the entry should include the two letter postal code of the originating state, followed by the letters 'CESQG'. For example, wastes received from several CESQGs in the State of Alaska (AK) that share a common EPA hazardous waste code, form code, and management method code could be aggregated in a single waste block on Form WR (e.g., Waste 1). The off-site handler RCRA ID number would be entered as 'AKCESQG'.

UNIVERSAL WASTES

- ◆ A facility that receives universal waste and treats it or disposes of it must report that waste.
- ◆ If a TSD accumulates universal waste, but does NOT treat or dispose of it, they do not need to report it.
- ◆ Other types of universal waste handlers do not have to report the waste.

WASTE RECEIVED FROM FOREIGN COUNTRIES

Form GM - If your site was the generator of record and was the U.S. Importer for hazardous waste received from a foreign country (other than a foreign Department of Defense site, Maquiladora, U.S. territory or protectorate), complete a Form GM. Enter the appropriate Source code from the list of codes G63 through G75 - Hazardous waste received from [name of foreign country]. Include the Import Notification and other foreign generator information in Comments. Report the name and address of all foreign generators on Form OI.

Form WR - If your site received hazardous waste directly from a generator in a foreign country (other than a foreign Department of Defense site, Maquiladora, U.S. territory or protectorate), complete a Form WR for the waste treated, recovered, or disposed at your site. This waste was not shipped to your site by a U.S. Importer. Report the code **“FC”** followed by the **name of the foreign country** in Box C. Include the Import Notification and other foreign generator information in the comments section. Report the name and address of all foreign generators on Form OI.

RCRA-RADIOACTIVE MIXED WASTES

By themselves, source material, special nuclear material, or byproduct materials (See Definitions section), as defined by the Atomic Energy Act of 1954 and amended by 42 U.S.C. 2011 et. seq., are not classified as hazardous wastes under RCRA. However, if these materials are mixed with a RCRA hazardous waste, the material is controlled under RCRA regulation, as well as under the Atomic Energy Act (DOE, NRC, and EPA) regulations, and must be reported.

HANDLER ID 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. The needed changes should be written in the blank lines to the right of each item.

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>. You may also contact Yuliia Sheron at 317-233-4624 or ysheron@idem.in.gov to obtain a paper copy of the notification form.

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 5 working days after receipt of a complete 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/2371.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

317-233-0066; olqregulatoryreporting@idem.in.gov
Yulia Sheron: 317-233-4624; ysheron@idem.in.gov
Jenny Dooley: 317-232-8925; jrdooley@idem.in.gov

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

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 5 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.

CURRENT GENERATOR STATUS Mark the category that describes the current generator status of the installation. If you mark 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.

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

- ◆ 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 large quantity 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.
- ◆ If the business is no longer in operation but waste was generated during the year reports and fees are still required. Please explain the circumstances in the comments.

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. 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. You should use the 2012 NAICS codes established by the U.S. Census Bureau. Significant changes were made to the NAICS codes in 2012. The new 2012 NAICS code table can be found at <http://www.census.gov/eos/www/naics>. The NAICS codes provided must be either 5 or 6 digits, however, 6digit codes may end in zero.

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 generated. 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.

FORM GM INSTRUCTIONS

WHO MUST SUBMIT THIS FORM?

A site required to file the Hazardous Waste Biennial Report must submit Form GM if the site generated RCRA hazardous waste that, during the report year, was accumulated on site, shipped off site for management; and/or managed on site in a treatment, storage, or disposal unit.

WASTE THAT SHOULD BE REPORTED ON THE FORM GM

A site required to file the report must submit GM form(s) for all hazardous waste that was used to determine the site's generator status. Hazardous waste must be reported if it was:

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in the report year.
- Generated and accumulated on-site in the report year but not managed on-site or shipped off-site until after the report year.
- Generated and accumulated on-site prior to the report year but either managed on-site or shipped off-site the next year.
- Imported from a foreign country in the report year.

EXAMPLES OF RCRA HAZARDOUS WASTE TO BE REPORTED INCLUDE THOSE THAT WERE:

- Generated on-site from a production process, service activity, or routine cleanup;
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity;
- Shipped off-site, including hazardous waste that was received from off-site (reported on the Waste Received from Off-site Form [WR Form]) and subsequently shipped off-site without being treated or recycled on-site;
- Removed from on-site storage for treating, recycling, or disposing on-site or shipped off-site.
- Derived from the management of non-hazardous waste; or
- Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).

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

WASTES THAT SHOULD NOT BE REPORTED

RCRA hazardous wastes exported directly to a foreign country **should not be reported** on GM Form. Rather, hazardous waste exports should be reported on the Annual Report required under 40 CFR 262.56.

In addition, materials and wastes identified at 40 CFR 261.21(a)(2)(ii) and 261.4(a) and (b) and 261.5(c) **should not be reported** on GM Form. Section 261.4(a) and (b) identify materials and solid wastes that do not qualify as solid or hazardous wastes, respectively. Section 261.5(c) identifies hazardous wastes that should not be included in a site's generator status determination, even if these hazardous wastes were generated at the site.

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

- Materials which are excluded from being a solid waste, e.g., any mixture of domestic sewage and other wastes that passes through a sewer system to a publicly owned treatment works (unless they are stored or treated in regulated units prior to being discharged). (40 CFR 261.4(a))
- Solid wastes that are excluded from being hazardous waste, e.g., petroleum-contaminated media and debris that fail the test for the toxicity characteristic (Waste Codes D018 through D043 only) and are subject to the corrective action regulations under 40 CFR Part 280. (40 CFR 261.4(b))
- Waste exempt from regulation because the waste has not exited the raw material storage or production unit yet, as specified in 261.4(c). (40 CFR 261.5(c)(1)).
- Hazardous waste that has been collected as a sample(s) for the purpose of determining its characteristic or composition, as specified in 261.4(d). (40 CFR 261.5(c)(1))
- Sample(s) undergoing treatability studies, as specified in 261.4(e). (40 CFR 261.5(c)(1))
- Sample(s) undergoing treatability studies at the laboratory or testing facility, as specified in 261.4(f). (40 CFR 261.5(c)(1)).
- Hazardous waste that is a specified recyclable material such as ethyl alcohol or scrap metal, as specified in 261.6(a)(3). (40 CFR 261.5(c)(1))
- A residue of hazardous waste in an empty container or in an inner liner removed from an empty container, as specified in 261.7(a)(1). (40 CFR 261.5(c)(1))
- PCB wastes regulated under the Toxic Substance Control Act, as specified in 261.8, unless mixed with a hazardous waste. (40 CFR 261.5(c)(1))
- Wastes managed immediately upon generation only in on-site elementary neutralization units, wastewater treatment units, or totally enclosed treatment facilities as defined in 40 CFR 260.10. (40 CFR 261.5(c)(2)) **Any hazardous waste residues generated from these units, however, must be reported on GM Form.**
- Wastes recycled, without prior storage, only in an on-site process subject to regulation under 40 CFR 261.6(c)(2). (40 CFR 261.5(c)(3))
- Used oil that is recycled and is also a hazardous waste solely because it exhibits a hazardous waste characteristic and is managed under 40 CFR Part 279. (40 CFR 261.5(c)(4))
- Spent lead-acid batteries managed under the requirements of 40 CFR Part 266, Subpart G, which includes persons who reclaim spent lead-acid batteries that are recyclable materials; persons who generate, transport, or collect spent batteries; persons who regenerate spent batteries; or persons who store them (other than spent batteries that are to be regenerated) (40 CFR 261.5(c)(5)) **Any hazardous wastes generated during battery reclamation, however, must be reported on GM Form.**
- Universal wastes managed under 40 CFR 261.9 and 40 CFR Part 273. (40 CFR 261.5(c)(6))

HOW TO COMBINE AND REPORT SIMILAR WASTES ON ONE GM FORM

Each unique waste stream should be reported on a separate GM form. The generator should use their knowledge of the waste to determine what constitutes a waste stream. A waste stream should be clearly and accurately described by the same EPA hazardous waste codes and Biennial Report form codes. A waste stream will typically have only one source code. If this is not the case, please report the predominant source code, i.e. the source code representing the majority of the waste (by volume or weight) being combined and reported on one Form GM.

The total amount of each unique waste stream generated during the entire reporting year should be added together and placed on the same GM form.

EXCLUDED WASTES

Listed below is a partial listing of excluded wastes. This list includes materials excluded from the definition of solid waste in 40 CFR 261.4(a) and solid waste excluded from the definition of hazardous waste in 40 CFR 261.4(b). In addition, it also includes specific solid waste samples that are excluded from the definition of hazardous waste in 40CFR 261.4(d)-(f). Finally, this list includes specific hazardous wastes, as described in 40 CFR 261.4(c), that are exempted from certain RCRA Subtitle C regulations. Indiana adopts the federal rules via 329 IAC 3.1 Rule 6. Please refer to the regulations for a detailed description of each item.

Agricultural Waste Fertilizer	Oil Filters
Analytical Samples	Petrochemical Recovered Oil
Arsenic Treated Wood & Wood Products	Petroleum Contaminated Media and Debris
Cement Kiln Dust	Petroleum Refining
Coking By-Products	Pulping Liquor
Comparable / Syngas Fuels	Refrigerants
Domestic Sewage	Secondary Materials Returned to Original Process
Dredged Material	Secondary Materials from Mineral Processing
Drilling Fluid	Shredded Circuit Boards Being Recycled
Excluded Scrap Metal being recycled	Spent Caustics from Petroleum Refining
Exported Wastes	Spent Wood Preserving Solutions and Wastewaters
Fossil Fuel Emission Control Waste	Sulfuric Acid
Household Waste	Treatability Study Samples
HTMR Condenser Residue	Treatability Studies at Laboratories and Testing Facilities
In-Situ Mining Materials	Trivalent Chromium Waste
Irrigation Return Flows	Used Oil Distillation Bottoms
Kraft Mill Steam Stripper Condensates	Wastes Generated in Storage Tanks, Transport Vehicles, Pipelines, or Manufacturing Process Units
Leachate	Wastewater Point Source Discharge
Mining and Mineral Process Wastes	
Mining Overburden	
Nuclear Material	

INSTRUCTIONS

BOX A. WASTE DESCRIPTION

Provide a short narrative description of the waste generated, citing the general type, source, type of hazard, and generic chemical name or primary hazardous constituents.

Example: "Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene."

In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited. This is found in box 9 on the uniform hazardous waste manifest.

BOX B. WASTE CODE(S)

Enter the EPA hazardous waste codes that apply to the waste reported in Box A. If there are more than five codes, list the extra codes in the Comments section. Non RCRA waste should NOT be reported in the Biennial report. This is found in Box 13 on the manifest.

BOX C. QUANTITY GENERATED and UNIT OF MEASURE

Enter the total quantity of the hazardous waste described in Box A that was generated during the reporting year. Right justify the quantity entry. This is found in Boxes 11 and 12 on the manifest.

- ♦ The only options for unit of measure are pounds, kilograms, tons, and short tons.
- ♦ DO NOT USE volumetric measurements, such as gallons or cubic yards. These must be converted to a weight or mass by using the density of the waste. You may be able to contact the TSD facility to find the correct weight refer to our Conversion factors table on Page 35 of these Instructions.

BOX D. FORM CODE

Review the form codes in the Biennial Report Codes list and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Box A. Make sure this agrees with the description provided earlier. Carefully review the categories for this code to make sure you are selecting the best possible code.

- ♦ CONTAMINATED DEBRIS SHOULD BE CODED AS W002 -- NOT W319.
- ♦ CONTAMINATED SOIL SHOULD BE CODED AS W301 -- NOT W319.

BOX E. SOURCE CODE

Enter the source code from the Biennial Report Codes list that best describes how the hazardous waste reported in Box A originated. If the hazardous waste was mixed with other non-hazardous materials, report the source code for only the hazardous waste portion. Carefully review the categories for this code to make sure you are selecting the best possible code.

If reporting Source Code G61 (hazardous waste received from off-site for storage/bulking and transfer off-site for treatment or disposal), the generated amount must be zero.

The G25 code should only be used to indicate that the waste was generated from the treatment of another hazardous waste described on a separate Form GM or WR. Enter the same management method code from the GM or WR which describes the on-site process system that created the waste stream. If you use a source code of G25, you must list a management method code.

BOX F. WASTE MINIMIZATION CODE

Enter the code that best corresponds to waste minimization, recycling, or pollution prevention efforts implemented to reduce the volume and toxicity of the hazardous waste reported. 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.

OFF-SITE SHIPMENTS

This section requests information about the off-site shipment of hazardous waste. DO report shipments of previously generated hazardous wastes stored until the report year. DO report waste shipped via transfer facility. DO NOT report shipments of decharacterized wastes.

Space is provided to report shipments of the waste to 4 different facilities. If the waste you reported in Box A was shipped to more than four facilities, attach a copy of Form GM, leaving blank all entries except Boxes F, G, and H. In the comment section enter the following comment, "Off-site shipment continued on supplemental page". Number the supplemental page with the same page number as the main page, followed by a letter, i.e. Page 3a, 3b, etc.

BOX G. RCRA ID OF FACILITY SHIPPED TO

- ◆ Enter the 12-digit RCRA Identification Number of the facility to which the waste was shipped. This can be found in Box 8 on your manifest.
- ◆ The facility shipped to MUST be a permitted TSD facility.
- ◆ Do not create a GM form for hazardous waste shipped directly to a foreign country from this site. You must complete an Annual Report as required under 40 CFR 262.56, no later than March 1 of each year.

BOX H. QUANTITY SHIPPED OFF-SITE

- ♦ Enter the total quantity of the waste shipped to the off-site facility during the report year.
- ♦ Shipment quantities should equal the total quantity recorded on the hazardous waste manifests for this site during the report year, unless there were rejections or other complications.
- ♦ The quantity shipped may not necessarily equal the quantity generated due to accumulation or end of year shipments.
- ♦ Report the quantity in the same unit of measure entered in Box C.

NOTE *If the quantity generated and the quantity shipped differ significantly, please provide an explanation in the comment section.*

BOX I. MANAGEMENT CODE

These codes have changed for 2013 The code on your manifest may no longer be valid. Refer to the Management Method Code list to find the correct new code to use.

- ♦ Enter the management code that best describes how the waste was managed at the receiving facility. The TSD facility must be permitted to conduct that type of treatment activity.
- ♦ If the facility who accepted the waste stored it on site with no treatment and then subsequently shipped it elsewhere you should use the management code H141. Do not list the code for the ultimate disposition of the waste.
- ♦ The management code can be found in Box 19 on your manifest.

ON-SITE MANAGEMENT

For each RCRA regulated on-site management system, you must report the management method and the quantity treated, disposed, or recycled on site during the reporting year. Do not use management code H141 - storage with no treatment - in this section.

BOX J. MANAGEMENT CODE

Classify the process system with a management method code that best identifies the final substantive purpose/operation it performs. See the Biennial Report Code List for a list of codes. Space is provided to report two different system types. The space provided for the second on-site system should be used only in the special case of the management of the same waste on-site by more than one process system. Use the second on-site process system only when:

- ♦ A waste is managed in one process system for part of a year and in another process system for the rest of the year; or

- A waste is managed by two different process systems at the same time, i.e. management of the waste is split between different process systems.

If more than two process systems meet one of the above conditions, attach a second copy of Form GM, leaving blank all entries except Boxes I and J. In the comment section enter the following comment, “On-site management continued on supplemental page”. Number the supplemental page with the same page number as the main page, followed by a letter, i.e. Page 3a, 3b, etc.

The space provided for the second on-site process system should not be used to report the following:

- The on-site management of the treatment residual generated from management of the waste by the first management method. Report on-site management of treatment residuals on a separate Form GM.
- To report treatment in a series of process units. Report process systems, not process units.

BOX K: QUANTITY MANAGED ON-SITE

Enter the quantity of hazardous waste described in Box A that was treated, disposed, or recycled by the reported on-site process system type during the report year. *Enter the quantity in the same unit of measure as in Box C.*

Example: A company generated 100 tons of F002 solvent waste in 2009. Eighty (80) tons were recycled for reuse in a batch distillation process system generating 5 tons of still bottoms. The remaining 20 tons were burned in an industrial boiler.

On-site System #1: Management type code = H020 - distillation
quantity managed on site = 80 tons.

On-site System #2: Management type code = H050 - energy recovery of liquids
quantity managed on site = 20 tons.

The 5 tons of still bottoms should be reported on a separate Form GM.

COMMENTS

Use this space to clarify any entries or to make additional comments about this waste stream.

FORM WR INSTRUCTIONS

WHO MUST SUBMIT THIS FORM?

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

INSTRUCTIONS

You may report waste received from more than one off-site source on the same page of the form. A separate section must be filled out for each hazardous waste received from each off-site handler. Hazardous waste from the same off-site handler may be aggregated as long as a single form code describes the physical form or chemical composition and all of the waste is managed in a single process system (i.e. the same management method code).

If your site received waste from more than three off-site handlers, photocopy and fill out additional copies of this form. Prior to photocopying enter the site name and RCRA identification number in the space provided. Use the Comments section at the bottom of the form to clarify or continue any entry. Reference the comment by entering the waste stream number and the box letter.

BOX A. DESCRIPTION

Provide a short narrative description of the waste, citing the general type, source, type of hazard, and generic chemical name or primary hazardous constituents.

Example "Ignitable spent solvent used as a degreaser in tool production; mixture of mineral spirits and kerosene."

Note that the general type (spent solvent), source (degreaser in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

BOX B. WASTE CODE(S)

Enter the EPA hazardous waste codes that apply to the waste reported in Box A. If you need room for additional codes, list the codes in the Comments section and cross-reference the comment. Non RCRA waste should NOT be included on this report.

BOX C. GENERATOR ID NUMBER

Enter the 12-digit RCRA Identification Number of the off-site handler from which the waste was received. When waste is accepted from a conditionally exempt small quantity generator the RCRA ID number should be entered as XXCESQG where XX is the state code.

Report all wastes received by your facility from a foreign country that were managed on site. If a number is available for this site, enter the number in the Generator ID# box. List the country of origin in the comments and enter the name and address of all foreign generators on Form OI. If the foreign generator does not have an ID number, enter the code 'FC' for foreign country followed by the name of the country in the space for the Generator ID number.

When a TSD receives waste from a transporter that has bulked the waste, the WR forms should report the individual generators from which the waste was received.

***** DO NOT LIST THE TRANSPORTER AS THE GENERATOR *****

BOX D. QUANTITY RECEIVED

Report the total quantity of the hazardous waste reported in Box A that was received from the off-site handler. If more than one shipment of this waste was received from the handler, add the quantities and report only the sum. Report the unit of measure in pounds, tons, kilograms, or metric tons.

BOX E. FORM CODE

Review the form codes in the Biennial Report Code list and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Box A. The form code should be consistent with the description given, ie solid vs liquid; organic vs inorganic.

- ♦ CONTAMINATED DEBRIS SHOULD BE CODED AS W002 -- NOT W319.
- ♦ CONTAMINATED SOIL SHOULD BE CODED AS W301 -- NOT W319.

BOX F. MANAGEMENT CODE

These codes have changed. The code on your manifest may no longer be valid. Refer to the Management Method Code list to find the correct new code to use.

Enter the code that best describes the type of process system in which the waste was managed.

COMMENTS Use this space to clarify any entries or to make additional comments

FORM OI INSTRUCTIONS

WHO MUST SUBMIT THIS FORM?

Sites required to file the Hazardous Waste Report must submit Form OI if the site received hazardous waste from off-site or sent hazardous waste off-site during the report year.

INSTRUCTIONS

RCRA ID NUMBER OF OFF-SITE INSTALLATION OR TRANSPORTER

Enter the 12-digit RCRA ID number of the off-site installation to which you shipped hazardous waste, from which you received hazardous waste, and for each transporter that was used during the year. Each RCRA ID should appear only once. If the off-site installation did not have a RCRA ID number, enter "NA" and note the reason in the Comments section.

HANDLER TYPE: Check the box that describes the handler type for the off-site installation.

NAME: Enter the name of the off-site installation or transporter.

ADDRESS: Enter the address of the off-site generator or TSD. The address need not be entered for transporters.

COMMENTS: Use this space to clarify any entries or to make additional comments

ELECTRONIC REPORTING INSTRUCTIONS

All reports should be submitted electronically. There are two ways to create flat files for submittal. One is to use the Easitrak software application provided by American Resource Management. The Easitrak data system provides free reporting options to hazardous waste generators. This web based version allows you to create your forms, save and modify them as needed, and then send them to the state.

Submitters who have their own system and can create flat files may use the approved flat file format to create files from their own database. Contact olqregulatoryreporting@idem.in.gov to request a copy of the flat file specifications.

SIGNING INTO ARM EASITRAK

- ◆ Go to the ARM website at www.arminc.net
- ◆ State info, documentation, & support information can be found on the home page before you log into a specific report year. You should review this information.
- ◆ To continue to the software, select the current report year.

PASSWORDS & SECURITY QUESTIONS

- ◆ You must register as a new generator user and create a new password every year.
- ◆ The password is case sensitive.
- ◆ The system will ask that you create answers to four security questions. One of these will be asked before you can submit the data.
- ◆ The answers to the security questions are case sensitive.

GENERATOR STATUS

- ◆ The generator status you select when you register as a new user should be your status during the report year.
- ◆ If you were an SQG at least one month but never an LQG you should be reporting as an SQG.
- ◆ If you were an LQG in any one month of the report year you should be reporting as an LQG.

HANDLER ID FORM

- ◆ **THE INDIANA HAZARDOUS WASTE HANDLER ID FORM MUST BE FILED EVEN WHEN YOU SUBMIT ELECTRONICALLY. THE REPORT WILL NOT BE COMPLETE WITHOUT THIS FORM.**
- ◆ If you did not receive an ID form go to http://www.in.gov/surveytool/public/survey.php?name=HW_Handler_ID_2016_r1 to request one.

FORM SI RCRA SUBTITLE C SITE IDENTIFICATION FORM

- ◆ This form needs to be filled out completely and accurately, including the waste codes. We realize this is a duplication of the Handler ID form but there is a reason for it.
- ◆ The SI form should not be printed and sent in place of the Indiana Handler ID form.

DECLARATION OF ELECTRONIC FILING

- ◆ This form must be signed and sent in hard copy, along with the Indiana Handler ID form.
- ◆ This form can be found under the “Reports” option in Easitrak
- ◆ The Handler ID form and Declaration forms should be sent at the same time and AFTER you submit the report electronically.

SUBMITTING THE REPORT

- ◆ After all your data is entered & correct select the “Submit” option to send to IDEM.
- ◆ If you need to make corrections after the report is sent, contact Yuliia Sheron ysheron@idem.in.gov or Jenny Dooley at jrdooley@idem.in.gov to request that your report be unlocked.

Submittal error

If you get an error box that states "You must type correct answer before submitting"

- ◆ Under the address bar and above the Easitrak banner there is a popup or question line in yellow shading.
- ◆ Right click on this and accept scripting
- ◆ Then click on "Submit" again. One of the security questions will appear.

INSTRUCTIONS

- ◆ Complete instructions for each form type can be found in the Annual Manifest or Biennial Hazardous Waste Reports instructions at <http://www.in.gov/idem/landquality/2373.htm> .
- ◆ Complete Easitrak instructions with screen shots can be found in the software under the “instruction tab” after you have logged in.
- ◆ The notes below are intended to features of Easitrak that need additional clarification.

ALPHANUMERIC FIELDS

Please do not use the characters below in text fields.

- { } > < + / % & () ; “
- If the “<” or “>” symbols are used to indicate less than or greater than, it is recommended that these symbols be replaced with “LT” or “GT”.

QUESTIONS

- First try going to www.arminc.net & click on the “support” tab
- For data issues contact Yulia Sheron at 317-233-4624 or ysheron@idem.in.gov
- For software issues send an e-mail to jeffwaites@hotmail.com

FORM SI RCRA SUBTITLE C SITE IDENTIFICATION FORM

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.

CONVERSION FACTORS TO CALCULATE POUNDS

GASES – To convert from standard cubic feet (SCF) to pounds, multiply by:

Hazardous Material	lbs/scf	Hazardous Material	lbs/scf
Acetylene	0.073	Hydrogen	0.0056
Ammonia	0.048	Methane	0.0448
Argon	0.112	Neon	0.544
Bromine	0.446	Nitrogen	0.078
Carbon Dioxide	0.1235	Nitrous Oxide	0.123
Chlorine	0.201	Oxygen	0.0834
Fluorine	0.102	Propane	0.123
Helium	0.0111		

Example: 250 SCF of Oxygen x 0.0834 = 20.85 pounds
 Amount of gas multiplied by the conversion factor

LIQUIDS – To convert from gallons to pounds, multiply by:

Hazardous Material	lbs/gal	Hazardous Material	lbs/gal
Ammonium Hydroxide (Aqueous)	7.75	MEK	7.0
Antifreeze (New or Waste)	8.8	Motor Oil (New or Used)	7.5 (range 7.3-7.8)
DF2000 (dry cleaners)	6.4	Paint	8.0
Diesel	7.3	Perchloroethylene	13.4
Ethanol	6.5	Propane	4.5
Formaldehyde	8.7	Sodium Hydroxide	12.8
Gasoline	6.0 (range 5.8-6.2)	Sodium Hypochlorite (liquid chlorine)	10.2
Hydrochloric Acid (muriatic)	9.67	Sulfuric Acid	15.3
Isopropyl Alcohol	6.55	Water	8.3
Kerosene	7.0		

Example: 55 gallons of used oil x 7.5 = 412.5 pounds

For determining pounds of liquid hazardous materials not listed above, get specific gravity number from the Material Safety Data Sheet (MSDS). Multiply specific gravity number times 8.3. Then multiply that number times the maximum amount of gallons facility stores. This is the number of pounds that facility stores.

Example: ChemKool MSDS lists specific gravity as 1.08
 1.08 x 8.3 lbs/gal = 8.964 lbs/gal
 55 gallons of ChemKool x 8.964 = 493.02 pounds

FORM SUBMITTAL 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 found 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 www.naics.com 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.

GM form

- ◆ Only one waste stream should be reported on each GM form.

Description

- ◆ The waste description must be filled in
- ◆ This is found in Box 9 on the manifest.

Waste Codes

- ◆ Starts with D,F, P, K, U followed by three numbers
- ◆ Non hazardous wastes should not be reported. This includes PCBs.
- ◆ Found in Box 13 on the manifest

Quantity Generated

- ◆ The amount of each unique type of waste generated must be added up for the entire year.
- ◆ The unit of measure must be in pounds, tons, kilograms, or metric tons
- ◆ Volumes must be converted.
- ◆ Found in Box 11 on the manifest

Form code

- ◆ Refer to the category in the hard copy of the code list to assist with deciding which code to use.
- ◆ The form code should match the description ie. is it liquid or solid; organic or inorganic.
- ◆ Contaminated debris should be coded as W002 NOT W319
- ◆ Contaminated soil should be coded as W301 NOT W319
- ◆ This code is not found on the manifest.

Source code

- ◆ Refer to the category in the hard copy of the code list to assist with deciding which code to use.
- ◆ Source code G25 should only be used if this waste was generated as a result of treating ANOTHER hazardous waste on-site.
- ◆ If G25 is used the management method used to treat the original hazardous waste must be entered.
- ◆ This code is not found on the manifest.

Waste Minimization code

- ◆ If you did not attempt any waste minimization enter an X.
- ◆ This code is not found on the manifest.

RCRA ID shipped to (TSD)

- ◆ The designated facility (TSD) must be a permitted facility.
- ◆ Found in Box 8 on the manifest (designated facility)

Quantity Shipped Off Site

- ◆ The total amount of each unique waste stream shipped to each TSD for the year should be totaled and entered on one line.
- ◆ The amount generated may not always match the amount shipped off site due to end of year shipments, but you should check this and if there is a large difference provide an explanation in the comments.
- ◆ Box 8 on the manifest

These codes have changed. The code on your manifest may no longer be valid. Refer to the Management Method Code list to find the correct new code to use.

<i>Management code</i>	<ul style="list-style-type: none"> ◆ The management code should be the one used by the TSD who accepted your waste, NOT the final disposition of the waste. ◆ If the designated facility stored the waste on-site with no treatment and then re-manifested it elsewhere use code H141. ◆ If the waste went to a different management code at the same TSD enter a new line. ◆ The TSD facility must be permitted to conduct that type of treatment. ◆ The code can be found in box 19 of the Uniform Hazardous Waste Manifest. If no code is there contact your TSD facility.
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<i>On Site management</i>	<ul style="list-style-type: none"> ◆ This section should be completed if your facility treated waste on site in exempt units. ◆ See the complete Biennial Report instructions for a full discussion of exempt systems. ◆ Do not report waste stored on site – H141
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WR form	<ul style="list-style-type: none"> ◆ Only one waste stream should be reported in each WR form box
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<i>Description</i>	<ul style="list-style-type: none"> ◆ The waste description must be filled in ◆ Found in Box 9 on the uniform hazardous waste manifest
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<i>Waste Codes</i>	<ul style="list-style-type: none"> ◆ Start with D,F, P, K, U followed by three numbers ◆ Non hazardous wastes should not be reported. ◆ Found in Box 13 on the manifest
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<i>Generator ID</i>	<ul style="list-style-type: none"> ◆ If the generator was a conditionally exempt small quantity generator enter their state code followed by CESQG; i.e. INCESQG ◆ If the generator is from a foreign country enter FC ◆ Found in Box 1 on the manifest
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<i>Quantity</i>	<ul style="list-style-type: none"> ◆ The unit of measure must be in pounds, tons, kilograms, or metric tons ◆ Volumes must be converted. ◆ Found in Box 11 on the manifest
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<i>Form code</i>	<ul style="list-style-type: none"> ◆ Refer to the category in the hard copy of the code list to assist with deciding which code to use. ◆ The form code should match the description i.e. liquid or solid; organic or inorganic. ◆ Contaminated debris should be coded as W002 NOT W319. ◆ Contaminated soil should be coded as W301 NOT W319. ◆ The form codes are not listed on the manifest.
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<i>Management code</i>	<p>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.</p> <ul style="list-style-type: none"> ◆ Enter the code that best describes the process system in which the waste was managed. ◆ If more than one code applies, enter the one that is most descriptive.
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HARD COPY REPORT FORMS

- ♦ If you absolutely cannot file electronically hard copy forms are still available.
- ♦ If you have received these instructions in hard copy, forms GM, WR, OI follow this page.
- ♦ If you have gotten these instructions from the website, the report forms can be found at :
- ♦ <http://www.in.gov/idem/landquality/2373.htm>.
- ♦ The forms are available as both MS Word templates or in a pdf format.
- ♦ The Handler ID form was sent in December. See below if you do not have one.

MS Word Templates

- ♦ You must have Microsoft Word in order to use the templates.
- ♦ Open up the form template in Word and save it under a new name.
- ♦ Use the tab key to go from field to field.
- ♦ Fill in each field with the required data.
- ♦ If you have more than one page per form type, each page must be saved under a different name, i.e. Company_name_page_1, Company_Name_page_2, etc.
- ♦ You may send these forms to IDEM via e-mail or print them and send them in hard copy.

NOTE If you send your forms via e-mail you must still send a signed Handler ID form in hard copy. Please be sure to let us know that you have sent us the rest of the forms by e-mail so we won't think you have not completed them.

HANDLER ID FORM

- In the packet mailed to handlers in December, we enclosed a customized Hazardous Waste Handler Identification form. This form displays the identification information currently recorded in the Office of Land Quality's records.
- The Handler ID form must be submitted with the Biennial or Annual report.
- If you received a reminder letter with the Handler ID form you **MUST** return the ID form with needed corrections even if your facility is not subject to the reporting requirements.
- If you did not receive a customized Handler ID form, you should go to http://www.in.gov/surveytool/public/survey.php?name=HW_Handler_ID_2016_r1 to request one

CODE LISTS

SOURCE CODES

WASTE FROM ONGOING PRODUCTION AND SERVICE PROCESSES	
G01	Dip, flush or spray rinsing: using solvents to clean or prepare parts or assemblies for further processing, i.e. painting or assembly
G02	Stripping and acid or caustic cleaning: using caustics to remove coatings or layers from parts or assemblies
G03	Plating and phosphating : electro- or non-electroplating or phosphating
G04	Etching: using caustics or other methods to remove layers or partial layers
G05	Metal forming and treatment: pickling, heat treating, punching, bending, annealing, grinding, hardening, etc.
G06	Painting and coating: manufacturing, building, or maintenance
G07	Product and by-product processing: direct flow of wastes from chemical manufacturing or processing, etc.
G08	Removal of spent process liquids or catalysts: bulk removal of wastes from chemical manufacturing or processing, etc.
G09	Other production or service-related processes from which a 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: large scale operations in open pits, ponds, or lagoons
G13	Cleaning out process equipment: periodic sludge or residual removal from enclosed processes including internal scrubbing or cleaning
G14	Removal of tank sludge, sediments or slag: periodic sludge or residual removal from storage tanks including internal scrubbing or cleaning
G15	Process equipment change-out or discontinuation of equipment use: final material and residuals removal including cleaning
G16	Oil changes and filter or battery replacement: automotive, machinery, etc.
G17	Subpart K laboratory waste clean-out (<i>facility must have opted into the Subpart K rule to use this code</i>).
G19	Other one-time or intermittent processes (specify in comments)

POLLUTION CONTROL AND WASTE MANAGEMENT PROCESS RESIDUALS

G21	Air pollution control devices: baghouse dust or ash from stack scrubbers or precipitators; vapor collection, etc.
G22	Laboratory analytical wastes: used chemicals from laboratory operations
G23	Wastewater treatment: sludge, filter cake, etc., including wastes from treatment before discharge by NPDES or POTW or by UIC disposal.
G24	Solvent or product distillation or recovery: sludge, waste solvent, bottoms from recovery/recycling of used product
G25	Treatment, disposal, or recycling of hazardous wastes – indicate the management method (enter the related H code) that produced the residuals.
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 (other than G11)
G32	Cleanup of spill residues: infrequent, not routine
G33	Leak collection and floor sweeping: ongoing, routine
G39	Other cleanup of current contamination (specify in comments)

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	Cleanup under State or voluntary program.
G45	Cleanup of underground storage tank.
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
Hazardous waste received from a foreign country other than a foreign Dept of Defense site, Maquiladora, US territory or protectorate. This site was the generator of record and is the U.S. Importer.	
G63	Hazardous waste received from Antarctica
G64	Hazardous waste received from Aruba
G65	Hazardous waste received from Bahamas
G66	Hazardous waste received from Belgium
G67	Hazardous waste received from Brazil
G68	Hazardous waste received from Canada
G69	Hazardous waste received from Holland
G70	Hazardous waste received from Malaysia
G71	Hazardous waste received from Mexico
G72	Hazardous waste received from New Zealand
G73	Hazardous waste received from Taiwan
G74	Hazardous waste received from Venezuela
G75	Hazardous waste received from other foreign country – Enter the name of country in the Comments

FORM CODES

MIXED MEDIA, DEBRIS, DEVICES <i>Waste that is a mixture of organic and inorganic wastes, liquid and solid wastes, or devices that are not easily categorizable.</i>	
W001	Lab packs from any source not containing acute hazardous waste
W002	Contaminated debris: paper, clothing, rags, wood, empty fiber or plastic containers, glass, piping, other solids: usually from construction, demolition, cleaning, or remediation
W004	Lab packs from any source containing acute hazardous waste
W005	Waste pharmaceuticals managed as hazardous waste
W301	Contaminated soil: usually from spill cleanup, demolition, or remediation; see also W512
W309	Batteries, battery parts, cores, casing: lead acid or other types
W310	Filters, solid adsorbents, ion exchange resins and spent carbon: usually from production, intermittent processes, or remediation
W320	Electrical devices: lamps, fluorescent lamps, or thermostats usually containing mercury, CRTs containing lead; etc.
W512	Sediment or lagoon dragout, drilling or other muds (wet or muddy soils); see also W301
W801	Compressed gases of any type

INORGANIC LIQUIDS <i>Waste that is primarily inorganic and highly fluid (e.g., aqueous), with low suspended inorganic solids and low organic content</i>	
W101	Very dilute aqueous waste containing more than 99% water: land disposal restriction defined wastewater that is not exempt under NPDES or POTW discharge
W103	Spent concentrated acid: 5% or more
W105	Acidic aqueous wastes less than 5% acid: diluted but pH < 2
W107	Aqueous waste containing cyanides: generally caustic
W110	Caustic aqueous waste without cyanides: pH > 12.5
W113	Other aqueous waste or wastewaters: fluid but not sludge
W117	Waste liquid mercury: metallic
W119	Other inorganic liquid (specify in comments)

ORGANIC LIQUIDS <i>Waste that is primarily organic and is highly fluid, with low inorganic solids content and low to moderate water content</i>	
W200	Still bottoms in liquid form: fluid but not sludge
W202	Concentrated halogenated (e.g. chlorinated) solvent
W203	Concentrated non-halogenated (e.g. , non-chlorinated) solvent
W204	Concentrated halogenated/non-halogenated solvent mixture
W205	Oil-water emulsion or mixture: fluid but not sludge
W206	Waste oil managed as hazardous waste
W209	Paint, ink, lacquer, or varnish: fluid - not dried out or sludge
W210	Reactive or polymerizable organic liquids and adhesives: fluid but not sludge
W211	Paint thinner or petroleum distillates
W219	Other organic liquid (specify in comments)

INORGANIC SOLIDS <i>Waste that is primarily inorganic and solid, with low organic content and low to moderate water content; not pumpable</i>	
W303	Ash: from any type of burning of hazardous waste
W304	Slags, drosses, and other solid thermal residues
W307	Metal scale, filings and scrap (including metal drums)
W312	Cyanide or metal cyanide bearing solids, salts or chemicals
W316	Metal salts or chemicals not containing cyanides
W319	Other inorganic solids (specify in comments)

ORGANIC SOLIDS <i>Waste that is primarily organic and solid, with low-to-moderate inorganic content and water content; not pumpable</i>	
W401	Pesticide solids: used or discarded - not contaminated soils (W301)
W403	Solid resins, plastics or polymerized organics
W405	Explosives or reactive organic solids
W406	Dried paint; paint chips, filters, air filters, other
W409	Other organic solids (specify in comments)

INORGANIC SLUDGES <i>Waste that is primarily inorganic, with moderate-to-high water content and low organic content; mostly pumpable</i>	
W501	Lime and/or metal hydroxide sludges and solids with no cyanides: not contaminated muds (W512)
W503	Gypsum sludges from wastewater treatment or air pollution control
W504	Other sludges from wastewater treatment or air pollution control
W505	Metal bearing sludges (including plating sludge) not containing cyanides
W506	Cyanide-bearing sludges: not contaminated soils (W512)
W519	Other inorganic sludges: not contaminated muds (W512) (specify in comments)

ORGANIC SLUDGES <i>Waste that is primarily organic with low-to-moderate inorganic solids content and water content; pumpable</i>	
W603	Oily sludge: not contaminated muds (W512)
W604	Paint or ink sludges, still bottoms in sludge form: not contaminated muds (W512)
W606	Resins, tars, polymer or tarry sludge: not contaminated muds (W512)
W609	Other organic sludge (specify in comments)

MANAGEMENT METHOD CODES

RECLAMATION AND RECOVERY	
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.
DESTRUCTION OR TREATMENT PRIOR TO DISPOSAL AT ANOTHER SITE	
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. Use this code instead of H071,H073,H075,H076,H077
H081	Biological treatment; do not include immediate treatment in an exempted wastewater treatment unit with discharge to a NPDES-POTW .
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. Use this code instead of H082, H083,H101,H103,H123,H124
H110	Stabilization prior to land disposal at another site; encapsulation/stabilization/fixation. Use this code instead of H111, 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..
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).
DISPOSAL	
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
TRANSFER OFF-SITE	
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.

WASTE MINIMIZATION CODES

X	No waste minimization efforts were attempted or implemented for this waste.
N	<p>Waste minimization efforts were attempted but were found to be economically or technically impracticable.</p> <p><i>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.</i></p>
A	<p>Continued initiatives started in previous years to reduce quantity and/or toxicity of this waste.</p> <ul style="list-style-type: none"> ◆ <i>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.</i> ◆ <i>Modified equipment, layout, and/or piping, e.g., longer auto bath analyzers, wastewater treatment system upgraded.</i> ◆ <i>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.</i>
B	<p>Continued initiatives started in previous years to recycle the waste either onsite or offsite.</p> <p><i>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.</i></p>
C	<p>Implemented new initiatives to reduce quantity and/or toxicity of this waste.</p> <ul style="list-style-type: none"> ◆ <i>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.</i> ◆ <i>Modified equipment, layout, and/or piping, e.g., longer auto bath analyzers, wastewater treatment system upgraded.</i> ◆ <i>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.</i>
D	<p>Implemented new initiatives to recycle the waste either on-site or off-site.</p> <p><i>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.</i></p>

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 on page 6 of this document.

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 Owner Information.

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. 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. However you should remember that any month that any time your generator status changes, you should be sure that you are following the appropriate regulations for that category.

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 mark that you no longer generate hazardous waste 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/2377.htm> .