



Hazardous Waste Biennial Report Tutorial
2021



What is Covered?

- [General Overview, Getting Started, Signing In and Permission Levels \(slides 3 - 18\)](#)
- [RCRAInfo Biennial Report Dashboard \(slides 19 - 37\)](#)
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- [View Prior Biennial Reports \(slides 129 – 132\)](#)
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Welcome and Overview

- Welcome to the 2021 RCRA Hazardous Waste Report (a.k.a. the Biennial Report) tutorial! This presentation will guide you through the data entry process in RCRAInfo.
- RCRAInfo may be accessed at this link: <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>
- You must first register in RCRAInfo (and be approved for your site(s) for which you are filing) before you can start filing the Biennial Report. If you are not already registered in RCRAInfo, please go to the "Frequently Asked Questions" document at this link: <https://deq.nc.gov/about/divisions/waste-management/hazardous-waste-section/reports-and-plans/hazardous-waste-biennial-report> for steps (with screen shots) on how to register in RCRAInfo.
- Or for more in-depth information on RCRAInfo Registration see the tutorial at the below link: <https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/8700-guidelines/Electronic-Filing-of-EPA-Notifications.pdf>
- For Assistance with the Biennial Report:
 - Jenny Patterson 336-767-0031 Jenny.Patterson@ncdenr.gov



2021 Hazardous Waste Biennial Report

The following sites **must** file a report:

- Large Quantity Generators (LQG) who meet any of the following criteria in 2021:
 - The site generated, in any single calendar month, 1,000 kg (2,200 lbs.) or more of RCRA non-acute hazardous waste; or
 - The site generated, in any single calendar month, or accumulated at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; or
 - The site generated, in any single calendar month, or accumulated at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste and/or
 - More on the next slide



2021 Hazardous Waste Biennial Report

The following sites **must** file a report:

- Treated, Stored and/or Disposed of RCRA hazardous wastes on site during 2021 (regardless of the hazardous waste generator category).
- Received hazardous wastes from off-site hazardous waste generators (even if waste was not stored before recycling); or
- Met the definition of a reverse distributor in 2021 (as defined in 40 CFR 266.500, regardless of generator category).



Getting Started

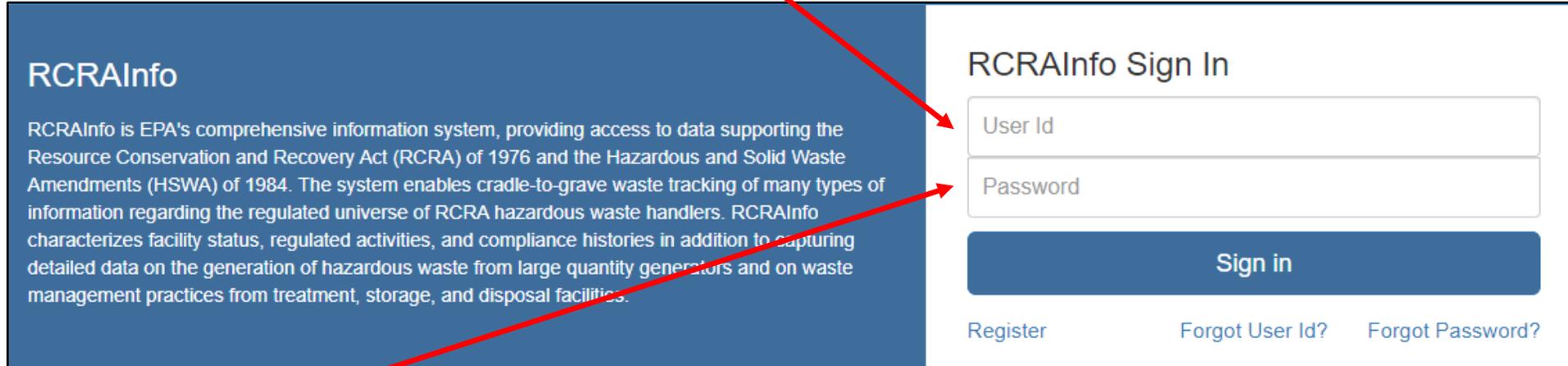
- In North Carolina, the 2021 Biennial Report will be **filed through EPA's RCRAInfo** database.
- If you are already registered in RCRAInfo and are approved for the site(s) for which you are filing, sign in to RCRAInfo: <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login> and follow this tutorial.
- If you forgot your User Id or Password see slide 8 of this tutorial.
- If you are not already registered in RCRAInfo, please go to the "Frequently Asked Questions" document at this link: <https://deq.nc.gov/about/divisions/waste-management/hazardous-waste-section/reports-and-plans/hazardous-waste-biennial-report> for steps (with screen shots) on how to register in RCRAInfo.



Signing In

Already registered or have a CDX account? Just sign in. If you are not registered or do not have a CDX account, go back to slide 6, bullet point 4.

Link to the RCRAInfo website: <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>



RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

User Id

Password

Sign in

[Register](#) [Forgot User Id?](#) [Forgot Password?](#)

If you have credentials for US EPA's Central Data Exchange (CDX) or have already created an account for the RCRAInfo Industry Application, enter those credentials instead of re-registering.



Forgot your User Id or Password?

- If you forgot your **User Id**, click on "Forgot User Id?" to retrieve your User Id.
- If you forgot your **Password**, click on the "Forgot Password" button to reset your Password.
- **Do not** create a new account if you forgot your User Id or Password.

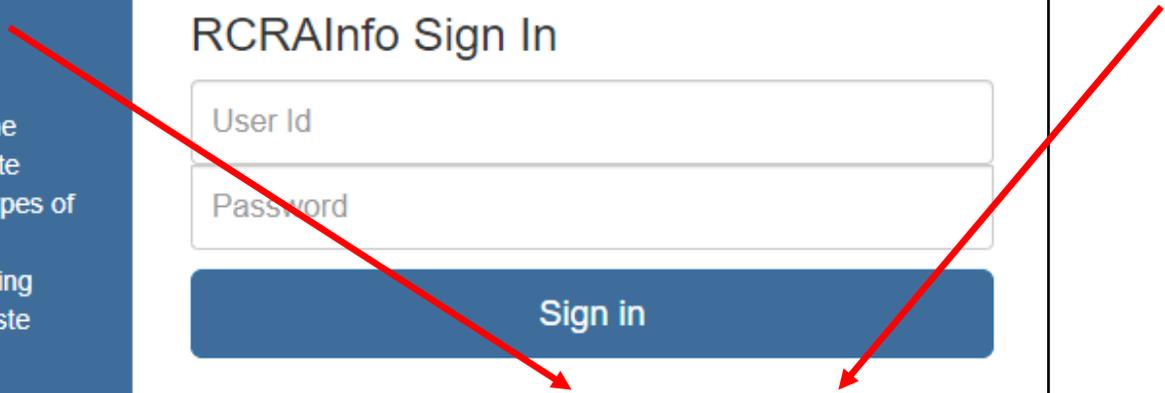
RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

[Sign in](#)

[Register](#) [Forgot User Id?](#) [Forgot Password?](#)



Questions?

Questions about Biennial Report or RCRAInfo registration?

Jenny Patterson

Phone: 336-767-0031

Email: Jenny.Patterson@ncdenr.gov

Questions about RCRAInfo (registration, updating site information)?

Andrew Minter

Phone: 919-707-8265

Email: Andrew.Minter@ncdenr.gov

More Information on next slide



Questions?

Questions about Invoices?

Jesse Toney

Phone: 919-707-8228

Email: Jesse.Toney@ncdenr.gov

For site specific hazardous waste questions:

Contact your local Hazardous Waste Section Inspector (contact information and region provided on the map at this link):

https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/Compliance/Compliance_Map_by_Inspector.pdf



RCRAInfo Permission Levels

- You must have either the **Certifier** Permission for the Biennial Report Module or the **Site Manager** Permission in order to submit the Biennial Report data to the Hazardous Waste Section. See the next slide for a summary of the RCRAInfo Permission Levels.
 - The RCRAInfo "Site Manager" permission level means that you manage RCRAInfo requests for your site and will need to approve RCRAInfo requests for your site. If you do not want this responsibility, select the "Certifier" permission level.
- A **Preparer** Permission level for the Biennial Report Module will provide the ability to prepare the Biennial Report, but you will not be able to certify or submit the report. If you are a Preparer, an authorized representative must register separately in RCRAInfo as a Certifier or Site Manager in order to certify and submit the Biennial Report.



Biennial Report Certification

- The certification must be signed by owner(s), operator(s), or authorized representative(s) of a facility that is subject to the biennial reporting requirements.
 - An "authorized representative" is a person responsible for the overall operation of the site (i.e., plant manager or superintendent, or a person of equal responsibility).



RCRAInfo Industry Application User Permissions

Currently, RCRAInfo Industry Application allows for the following user permissions:

Level of Permission	Definition	Ability to Certify and Submit the Biennial Report
None	The user has no permissions for these sites within the module specified.	NO
Viewer	The user can view the data for these sites within the module specified but cannot enter or change the information in any way.	NO
Preparer	The user can view and enter data for these sites within the module specified but cannot sign and submit the information to the regulatory authority.	NO, but able to prepare report for someone else to sign and submit.
Certifier	The user can view, prepare, sign and submit the information for these sites to the regulatory authority. This user is required to obtain an Electronic Signature Agreement.	YES
Site Manager	The user can view, prepare, sign and submit information as well as register other users at their facility and submit data for any industry application module (myRCRAid, Biennial Report, and e-Manifest). This user is required to obtain an Electronic Signature Agreement.	YES, but you are also responsible to approve others who register in RCRAInfo for your site.

Changing RCRAInfo Permission Levels

Do you need to change your RCRAInfo Permission Level?

If you need to change your RCRAInfo Permission level, slides 80 through 85 of the "Electronic Hazardous Waste Notifications and RCRAInfo Industry Application Registration" guidance may be helpful and can be found at this link:

<https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/8700-guidelines/Electronic-Filing-of-EPA-Notifications.pdf>

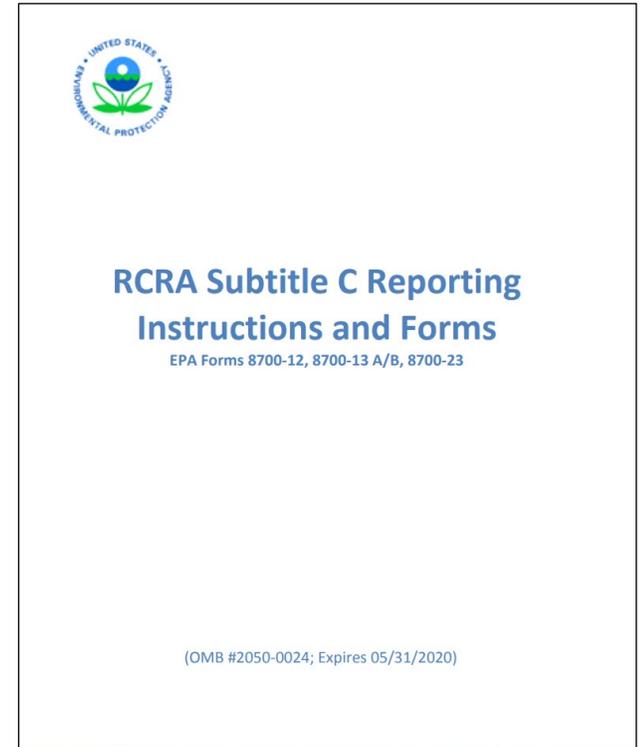


Biennial Report Written Instructions

- In addition to this tutorial, information about the biennial report can be found in the RCRA Subtitle C Reporting Instruction and Forms booklet.
- This booklet provides the lists of Form, Source, Management Method, and Waste Minimization Codes as well as examples.
- Please note you will only use this booklet as a reference and will not file the forms that are provided in the booklet. You will use RCRAInfo to file the biennial report electronically.
- If you have questions or need additional information on how to complete the fields, here is the link to the instructions:

https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra_subtitleC_forms_and_instructions.pdf

- Or contact Jenny Patterson at 336-767-0031 or Jenny.Patterson@ncdenr.gov for assistance.



Reporting Hazardous Waste Generator Category

- You will report your CURRENT Hazardous Waste Generator category as of the date of submitting your Hazardous Waste Biennial Report on the Site Identification (ID) Form in Item 10.A.1 – Generator of Hazardous Waste.
- Your current hazardous waste generator category may be different from the category during the report year that requires you to file the Hazardous Waste Report.



Documents that may be helpful in completing the Biennial Report

To prepare the RCRA Hazardous Waste Biennial Report, you should consult your records on quantities and types of hazardous waste that your site generated, managed, shipped, or received. Some records that may be helpful are:

- Hazardous waste manifest forms;
- Hazardous Waste Biennial Report forms submitted in previous years;
- Records of quantities of hazardous waste generated or accumulated on-site;
- Results of laboratory analyses of your waste;
- Contracts or agreements with off-site facilities managing your wastes; and
- Copies of permits for on-site waste management systems.



Documents that may be helpful in completing the Biennial Report

- Sometimes your hazardous waste treatment, storage, disposal and recycling company/companies can provide you with a summary of the waste you shipped to them in calendar year 2021.
- Often this summary will include the types, amount, and off-site management method codes needed for the biennial report.
- If you are using a summary provided by your vendor, make sure you are reporting the off-site facility and off-site management method codes of the designated facility signing/completing the manifest they send you.
 - If your waste goes to another site for further, treatment, storage, and disposal, you only report the initial site that signs your manifests (not the final disposition site).

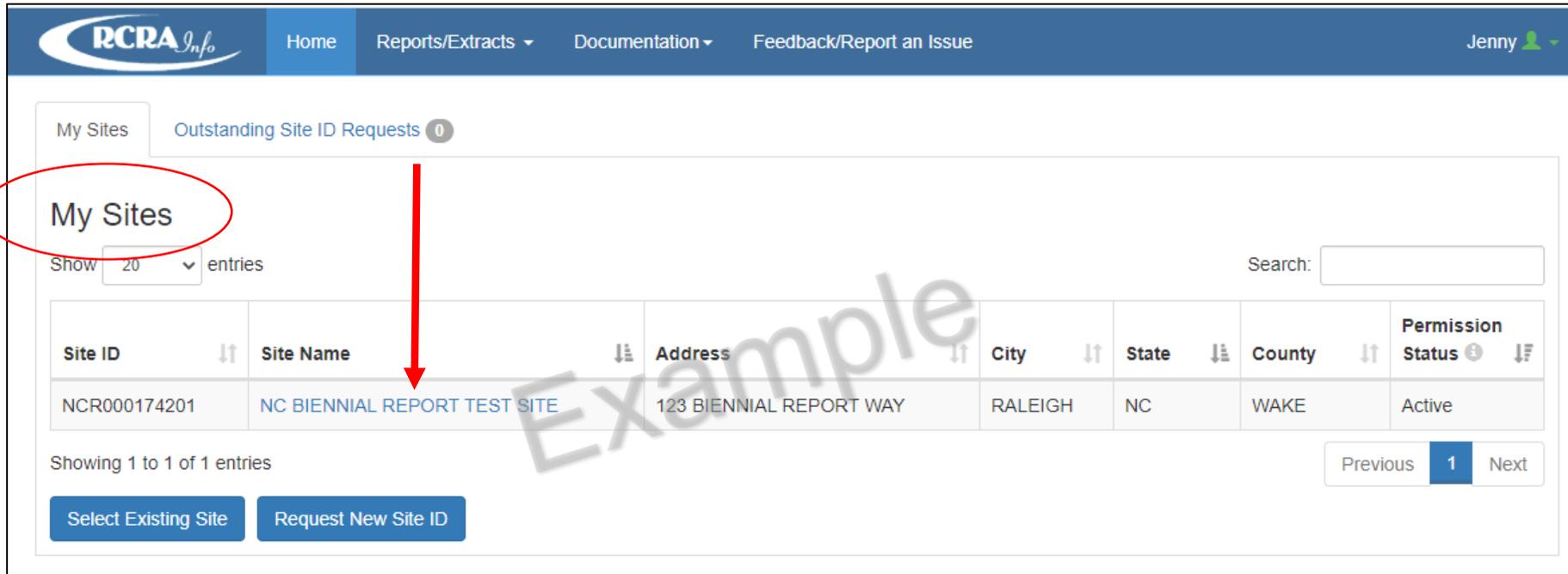




RCRAInfo Biennial Report Dashboard



Getting to Your Site's Dashboard



The screenshot shows the RCRAInfo user interface. At the top, there is a navigation bar with the RCRAInfo logo and links for Home, Reports/Extracts, Documentation, and Feedback/Report an Issue. The user's name, Jenny, is displayed in the top right corner. Below the navigation bar, there are two tabs: "My Sites" (which is circled in red) and "Outstanding Site ID Requests" (with a count of 0). Under the "My Sites" tab, there is a "Show 20 entries" dropdown and a search box. A table lists the user's sites with columns for Site ID, Site Name, Address, City, State, County, and Permission Status. The first entry is "NC BIENNIAL REPORT TEST SITE" with address "123 BIENNIAL REPORT WAY" in RALEIGH, NC, WAKE county, and an "Active" status. A red arrow points to the "NC BIENNIAL REPORT TEST SITE" link. Below the table, it says "Showing 1 to 1 of 1 entries" and includes "Previous" and "Next" navigation buttons. At the bottom, there are two buttons: "Select Existing Site" and "Request New Site ID".

Site ID	Site Name	Address	City	State	County	Permission Status
NCR000174201	NC BIENNIAL REPORT TEST SITE	123 BIENNIAL REPORT WAY	RALEIGH	NC	WAKE	Active

- Once you are logged into RCRAInfo, you will see **"My Sites."**
- Click on blue hyperlinked name of the site.

(The above screen shot is an example. The Site Name in your account will be the site or sites for which you have permission to access.)



Site Dashboard

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

Site Details **Biennial Report**

General Overview

Federal Generator Status Large Quantity Generator	State Generator Status LQG
Is Site Active Yes	Date Last Updated 01/16/2018

Site Mailing Address

P.O. BOX 98, M/S F1EV
MAGNA, UT 84044

Map



The map shows the Salt Lake City area with a red pin on Murray. Major roads like I-15, I-215, and I-80 are visible. Other locations shown include North Salt Lake, Emigration Oaks, Summit Park, Magna, West Valley City, West Jordan, Farnsworth Peak, Solitude, and Alta.

Click on the "Biennial Report" tab from the Site Dashboard.



Biennial Report Dashboard

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

Site Details **Biennial Report**

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
There are no submissions in progress.						

Create New Submission

Completed

Show 10 entries

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	In National Report	Action
2015	656.540000	0	602.631500	0	Yes	
2013	345.758000	47.514500	288.951500	0	Yes	
2011	71.323500	18.081500	68.889000	6.638500	Yes	
2009	71.323500	18.081500	68.889000	6.638500	Yes	

Previous 1 Next

The Biennial Report Dashboard is now displayed.



Biennial Report Dashboard

- The Biennial Report Dashboard shows the submissions, if any, in progress in the top portion of the Dashboard --"In Progress."
- If you do not have a submission in progress, this section will show "There are no submissions in progress."

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
There are no submissions in progress.						

Create New Submission

Completed

Show 10 entries

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	In National Report	Action
2015	656.540000	0	602.631500	0	Yes	
2013	345.758000	47.514500	288.951500	0	Yes	
2011	71.323500	18.081500	68.889000	6.638500	Yes	
2009	71.323500	18.081500	68.889000	6.638500	Yes	

Previous 1 Next



Biennial Report Dashboard

- The Biennial Report Dashboard also shows the 10 most recent biennial reports that have been completed for this site in the lower portion of the Dashboard --"Completed."
- If this is your first year your site has had a biennial report submitted, there will be no reports showing in the "Completed" Section.

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
There are no submissions in progress.						

Create New Submission

Completed

Show 10 entries

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	In National Report	Action
2015	858.540000	0	802.831500	0	Yes	
2013	345.758000	47.514500	288.951500	0	Yes	
2011	71.323500	18.081500	68.889000	6.838500	Yes	
2009	71.323500	18.081500	68.889000	6.838500	Yes	

Previous 1 Next

Biennial Report Dashboard – "In Progress"

A submission is classified as "In Progress" if:

- A Draft submission has been created
 - Status = Draft
- A Preparer has created the data entry portion of the submission and has marked the submission Ready for Signature by the Certifier/Site Manager
 - Status = Ready for Signature
- A Certifier tried to submit the submission but does not have a valid Electronic Signature Agreement
 - Status = Completed
- A submission has been signed and submitted to the RCRAInfo Administrator with the Hazardous Waste Section but has not yet been approved/rejected by the Administrator
 - Status = Pending
- A submission has been rejected by the RCRAInfo Administrator with the Hazardous Waste Section
 - Status = Rejected



Biennial Report Dashboard – In Progress

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2021	3.350000		3.350000		Draft	 

Note: The 'Draft' status and the 'Action' icons (pencil and X) are highlighted with a red box and red arrows in the original image.

- Submissions with the Status of Draft or Ready for Signature may be edited by clicking on the "pencil" icon or deleted by clicking the "X" icon.
- Submissions that have been signed and submitted cannot be edited or deleted but will remain in the "In Progress" section until the Hazardous Waste Section processes the submission.



Biennial Report Dashboard – In Progress

- The Dashboard displays the report cycle, along with the total quantity generated, managed, shipped, and received in tons.
- This information is provided to give the user a quick overview of the quantities being reported and how they compare to quantities reported within prior cycles.

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2021	3.350000		3.350000		Draft	✎ ✕

Completed

Show 10 entries

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	In National Report	Action
2015	656.540000	0	602.631500	0	Yes	👁
2013	345.758000	47.514500	288.951500	0	Yes	👁
2011	71.323500	18.081500	68.889000	6.638500	Yes	👁
2009	71.323500	18.081500	68.889000	6.638500	Yes	👁

Previous 1 Next

Biennial Report Dashboard – New Submission

- Click the "Create New Submission" button to create a submission associated with the current biennial report cycle.
- This button is only available to users who have the "Preparer," "Certifier," or "Site Manager" permission levels for this site.

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
There are no submissions in progress.						

Create New Submission

Completed

Show 10 entries

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	In National Report	Action
2015	656.540000	0	602.631500	0	Yes	
2013	345.758000	47.514500	288.951500	0	Yes	
2011	71.323500	18.081500	68.889000	6.638500	Yes	
2009	71.323500	18.081500	68.889000	6.638500	Yes	

Previous 1 Next



Biennial Report Dashboard – New Submission

- You cannot create a new submission for this cycle if a submission already exists.
- If a "Draft" or "Ready for Submission" exists for this cycle, you may click on the "X" icon to delete the submission in order to create a new submission.

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2021	3.350000		3.350000		Draft	 

Completed

Show 10 entries

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	In National Report	Action
2015	656.540000	0	602.631500	0	Yes	
2013	345.758000	47.514500	288.951500	0	Yes	
2011	71.323500	18.081500	88.889000	6.638500	Yes	
2009	71.323500	18.081500	88.889000	6.638500	Yes	

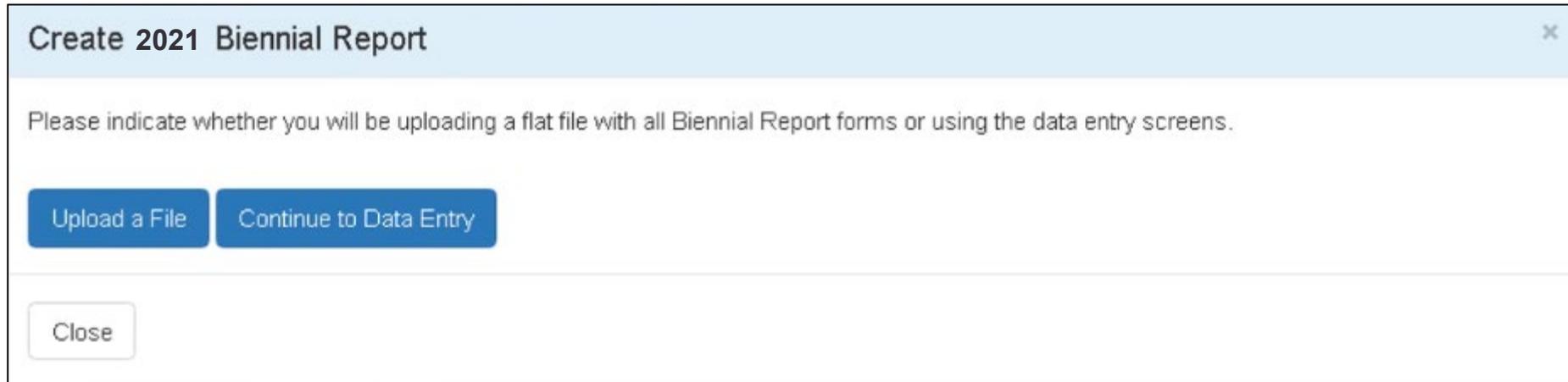
Previous 1 Next



Create New Submission

Once you click "Create New Submission", you have the option of:

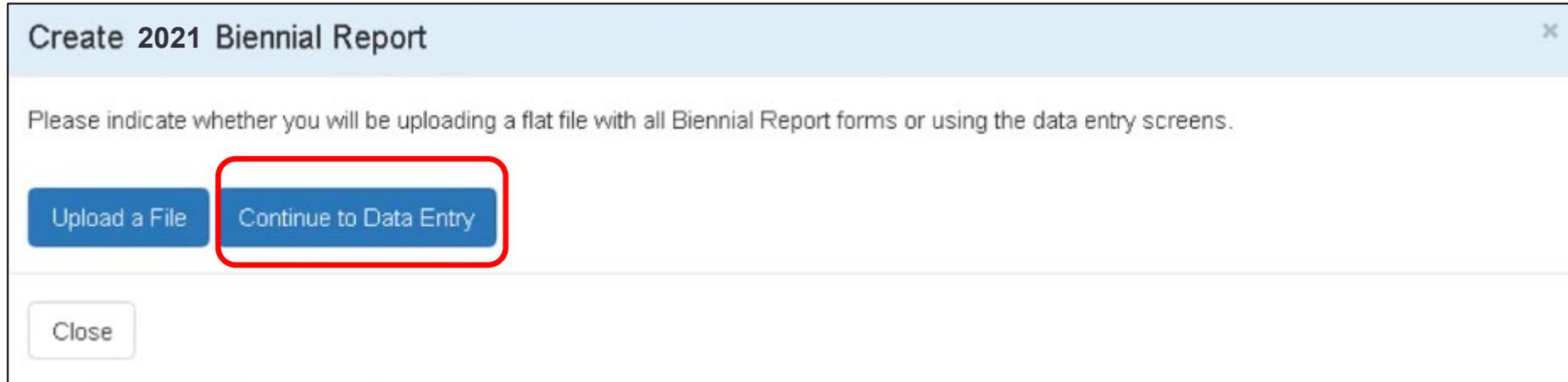
- Entering data manually (*this is how most sites enter data*) (**see next slide**) or
- Uploading your data via a flat file (see slides 188 through 210) (*This is typically only done by commercial treatment, storage and disposal facilities.*)



The screenshot shows a web form titled "Create 2021 Biennial Report" with a close button in the top right corner. The form contains the following text: "Please indicate whether you will be uploading a flat file with all Biennial Report forms or using the data entry screens." Below this text are two blue buttons: "Upload a File" and "Continue to Data Entry". At the bottom left of the form is a "Close" button.



Create 2021 Biennial Report – Manual Data Entry



Create 2021 Biennial Report

Please indicate whether you will be uploading a flat file with all Biennial Report forms or using the data entry screens.

Upload a File Continue to Data Entry

Close

- To manually enter the Biennial Report data, click on "Continue to Data Entry"
- This is how most hazardous waste sites will submit their biennial report.



Create 2021 Biennial Report – Manual Data Entry

Create 2021 Biennial Report ✕

We have detected that you have waste generated and managed (GM) data from a previous cycle. Would you like to copy this information (excluding quantities) forward into your current Biennial Report?

If your site has prior biennial report submissions, you will be prompted to indicate if you would like to copy GM form information from the most recent complete submission excluding the quantity into your new submission.



Create 2021 Biennial Report – Manual Entry

Create 2021 Biennial Report

We have detected that you have waste generated and managed (GM) data from a previous cycle. Would you like to copy this information (excluding quantities) forward into your current Biennial Report?

Yes, bring forward 2019 GM data No, do not bring forward any GM data

Cancel

- If you click "Yes, bring forward 2019 GM data" all of the GM forms associated with the sites most recent completed biennial report submission will be copied into the new submission with the status of "Incomplete."
- Quantity information, generated, shipped, and/or managed associated with the GM Forms and comments will not be copied into the new submissions.
- If the waste streams are the same or similar to the waste streams generated in the previous cycle it is recommended that you bring the GM data forward.



Create 2021 Biennial Report – Manual Entry

Create 2021 Biennial Report ×

We have detected that you have waste generated and managed (GM) data from a previous cycle. Would you like to copy this information (excluding quantities) forward into your current Biennial Report?

Yes, bring forward 2019 GM data No, do not bring forward any GM data

If you click "No, do not bring forward any GM data", no GM data will be brought forward and you will have to enter all of the information associated with this submission from scratch.



Current Submission

- The submission Dashboard contains all the information associated with the current submission.
- The Dashboard is divided into four sections:
 - GM Forms
 - WR Forms
 - OI Forms
 - Site ID Form
- This slide shows the GM Forms Section of the Dashboard.

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

GM Forms

Show 20 entries

Page	Waste Description	Qty (Tons)	Created	Status	Action
1	ASH AND RESIDUES FROM OPEN BURNING OF PROPELLANTS AND EXPLOSIVES		01/18/2018	Incomplete	✎ ✕
2	EXPLOSIVE WASTE OR DOUBLE-BASE PROPELLANT, CONTAMINATED WASTE FROM CLEANING		01/18/2018	Incomplete	✎ ✕
3	EXPLOSIVE WASTE OF COMPOSITE-PROPELLANT, CONTAMINATED WASTE FROM CLEANING		01/16/2018	Incomplete	✎ ✕
4	OFF-SPEC OR OUT-OF-SERVICE ROCKET MOTORS		01/16/2018	Incomplete	✎ ✕
5	LIQUID EXPLOSIVES, CONTAMINATED RAGS, PLASTIC FROM MANUFACTURING PROPELLAN...		01/16/2018	Incomplete	✎ ✕
6	EXPLOSIVE WASTE FROM LAB TESTING OR PROPELLANT AND/OR INGREDIENTS		01/16/2018	Incomplete	✎ ✕
7	EXPLOSIVE CONTAMINATED CLOTH FILTERS FROM WASTEWATER TREATMENT OF EXPLOSIV...		01/16/2018	Incomplete	✎ ✕

Showing 1 to 7 of 7 entries

Previous 1 Next

Add New GM Form Delete All GM Forms

Current Submission

- This slide shows the WR Forms, OI Forms, and Site ID Form Sections of the Dashboard.
- WR Forms are completed only for facilities receiving off site waste.
- OI Forms are not required to be completed for any North Carolina facilities.
- A Site ID Form is always required when submitting a Biennial Report

WR Forms ← WR Forms are required for sites receiving off-site waste

Show 20 entries

Page	Waste Description	Off-site EPA ID	Qty (Tons)	Created	Status	Action
There are no WR Forms to display.						

Showing 0 to 0 of 0 entries

Previous Next

Add New WR Form

OI Forms ← OI Forms are not required to be completed in NC

Show 20 entries

Page	Site ID	Site Name	City	Generator	Transporter	TSDF	Action
There are no OI Forms to display.							

Showing 0 to 0 of 0 entries

Previous Next

Add New OI Form

Site ID Form ← Site ID Form is required for all sites filing a biennial report

Add Site ID Form



Biennial Report Submission Summary

- A Site Identification (ID) Form is always required when submitting a Biennial Report.
- A hazardous waste generator will file one or more GM Forms along with the SI Form.
- A hazardous waste treatment, storage, and disposal facility will file WR Forms (for waste received) in addition to the SI Form and the GM Form(s).
- The OI Form is not required to be filed in North Carolina by any facility.





Biennial Report - GM Form



GM Form

Generation and Management Form

- Collects all information for all hazardous wastes that was used to determine the sites generation category.
- Hazardous waste (HW) must be reported on the GM Form if:
 - HW was generated on-site and subsequently managed on-site or shipped off-site during report cycle.
 - HW generated on-site but not managed on-site or shipped off-site until after report cycle.
 - HW generated on-site prior to report cycle but managed on-site or shipped off-site during the report cycle.

Continued on the next slide



GM Form

Generation and Management Form

- Hazardous waste (HW) must be reported on the GM Form if (continued):
 - HW received from VSQGs under control of same person and managed pursuant to 40 CFR 262.17(f) during the report cycle.
 - Note that if this provision is used at a facility there are other conditions (e.g., notification) that must be met.
 - Imported from a site located in a foreign country during the report cycle.



GM Form

Waste that does not need to be reported on the GM Form

- See slides 133 through 154 for waste that need to be report and do not need to be reported in the biennial report.
- As a reminder, hazardous waste pharmaceuticals (both non-creditable and potentially creditable) do not need to be reported by a healthcare facility on a GM form on the biennial report. Healthcare facilities (that are large quantity generators) must only report non-pharmaceutical hazardous waste on the biennial report.
 - LQG healthcare facilities must remember to notify of Pharmaceutical Activities (by marking Section 11.D of the Site ID form) as "Healthcare Facility."



GM Form

Waste that does not need to be reported on the GM Form

- Also, as a reminder, hazardous secondary material that is being managed under the Generator Controlled Exclusion (40 CFR 261.4(a)(23)) or the Transfer Based Exclusion (40 CFR 261.4(a)(24)) does not need to be reported on the GM form(s) of the biennial report.
 - The hazardous secondary material management does, however, need to be reported in Section 16 of the Site ID Form.



GM Form

How to report similar hazardous waste on the GM Form

- Generally, a GM Form should be completed for each generated RCRA hazardous waste.
- A separate GM form should be completed whenever a combination of wastes would require more than one Source Code or Form Code.



GM Form

Click the "Add New GM Form" button to add a new waste stream to your submission.

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

GM Forms

Show 20 entries

Page	Waste Description	Qty (Tons)	Created	Status	Action
1	ASH AND RESIDUES FROM OPEN BURNING OF PROPELLANTS AND EXPLOSIVES		01/16/2018	Incomplete	✎ ✕
2	EXPLOSIVE WASTE OR DOUBLE-BASE PROPELLANT, CONTAMINATED WASTE FROM CLEANING		01/16/2018	Incomplete	✎ ✕
3	EXPLOSIVE WASTE OF COMPOSITE-PROPELLANT, CONTAMINATED WASTE FROM CLEANING		01/16/2018	Incomplete	✎ ✕
4	OFF-SPEC OR OUT-OF-SERVICE ROCKET MOTORS		01/16/2018	Incomplete	✎ ✕
5	LIQUID EXPLOSIVES, CONTAMINATED RAGS, PLASTIC FROM MANUFACTURING PROPELLAN...		01/16/2018	Incomplete	✎ ✕
6	EXPLOSIVE WASTE FROM LAB TESTING OR PROPELLANT AND/OR INGREDIENTS		01/16/2018	Incomplete	✎ ✕
7	EXPLOSIVE CONTAMINATED CLOTH FILTERS FROM WASTEWATER TREATMENT OF EXPLOSIV...		01/16/2018	Incomplete	✎ ✕

Showing 1 to 7 of 7 entries

Previous 1 Next

Add New GM Form Delete All GM Forms



GM Form

The required information will be denoted by the red asterisks and includes:

- Waste description,
- Hazardous waste codes (North Carolina does not have any state waste codes),
- Source Code,
- Form Code, and
- Waste Minimization Code,
- Quantity generated,
- Unit of measure,
- Density,
- Density unit of measure for volumetric units of measure.

Add GM Form

General Information

Site ID	Site Name	Site Address
UT0000000001	HAZARDOUS WASTE PROCESSING CENTER	5000 MAIN STREET, WEST VALLEY CITY, UT 84120

1. Waste Characteristics

A. Waste Description *

B. Hazardous Waste Codes (Federal) * Selected

C. Hazardous Waste Codes (State) * Selected

Process Information

D. Source Code * E. Form Code * F. Waste Minimization Code *

Select a Source Code Select a Form Code Select a Waste Minimization Code

Example



GM Form – Waste Description

The Waste Description used should be a short narrative description of the waste, such as:

- General type;
- Source;
- Type of hazard; and
- Generic chemical name or primary hazardous constituents.

For 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.



GM Form – Waste Codes

- Enter the four-character EPA hazardous waste code(s) that apply to the waste reported in Item 1.A.
 - If you are not certain what hazardous waste code(s) apply, review your manifest, land disposal restriction form, profile information provided to your disposal company, and your documented hazardous waste determination (in accordance with 40 CFR 262.11(f)).
- If you need room for additional codes, list the codes in Item 4 - Comments and cross-reference Item 1.B.
- North Carolina does not have any state specific waste codes.



GM Form

Waste Codes for Hazardous Waste Pharmaceuticals

- Under 40 CFR Part 266, Subpart P, healthcare facilities that ship non-creditable hazardous waste pharmaceuticals off-site to a designated facility are allowed, but not required to, include hazardous waste codes on the manifest.
 - In lieu of the hazardous waste codes on the manifest (or in addition to the hazardous waste codes on the manifest), a healthcare facility must include the PHRM or PHARMS code.
- Therefore, a designated facility that receives non-creditable hazardous waste pharmaceuticals from a healthcare facility may not have the hazardous waste codes from the healthcare facility to include on the GM Form if the designated facility only received the waste for storage/bulking and transferred the waste off-site for treatment or disposal.
- For reporting purposes, the receiving designated facility should use the PHRM or PHARMS code on the GM form.



GM Form

Waste Codes for Hazardous Waste Pharmaceuticals

- A reverse distributor must include hazardous waste codes when manifesting evaluated hazardous waste pharmaceuticals.
- Therefore, a designated facility that receives evaluated hazardous waste pharmaceuticals from a reverse distributor must report the applicable hazardous waste codes on the GM Form if the designated facility only received the waste for storage / bulking and transferred the waste off-site for treatment or disposal.



GM Form – Source Codes

- Enter the Source Code that best describes how the hazardous waste reported in Item 1.A originated.
- If the hazardous waste was mixed with other non-hazardous materials, report the Source Code for only the hazardous waste portion.
- If reporting Source Code G25 (Treatment, disposal, or recycling of hazardous wastes), you also need to provide the Management Method Code. Source Code G25 indicates that this waste was generated from an on-site hazardous waste management system described on a separate GM Form or WR Form. Enter the same Management Method Code that is listed on the matching GM Form – Item 1.D, or on the matching WR Form – Item 1.G, linking this waste with the on-site process that created it. Do not report H141 in Item 1.D.
- If reporting Source Code G61 (Hazardous waste received from off-site for storage/bulking and transfer off-site for treatment or disposal), the generation amount must be zero (0) in Item 1.F. Do not use G61 for waste you generate.



GM Form – Source Codes

- If reporting Source Code G62 (Received hazardous waste from a foreign country), you must also specify the Country Code from which the hazardous waste was imported.
 - Also, mark “Yes” on the Site ID Form, Item 11.A.3 – United States Importer of Hazardous Waste.
- Source Code G17 (Subpart K laboratory waste clean-out) is for facilities that have opted into the Subpart K Academic Laboratory Waste Rule to report the amount of laboratory waste shipped or managed during clean-out. The generation amount must be zero (0) in Item 1.F for this source code. [Click here for special instructions for reporting Subpart K Laboratory Waste.](#)
- Source Code G51 is for LQGs that are consolidating hazardous wastes that was received from VSQGs that are under the control of the same person as defined by 40 CFR 260.10. The generation amount must be zero (0) in Item 1.F for this source code to avoid double counting.
- Source Code G76 is for reverse distributors that accumulate evaluated hazardous waste pharmaceuticals.



GM Form – Form Codes

- Review the Form Codes and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Item 1.A.



GM Form – Waste Minimization Codes

- 40 CFR 262.41(a)(6), 264.75(h), and 265.75(h) requires that data be collected for waste minimization activities.
- 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 in Item 1.A.
- This waste minimization activity must have occurred during this reporting cycle.
- 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.



GM Form – Radioactive Mixed Waste

- Place an "X" in the "Y" box if the hazardous waste reported in Item 1.A is mixed with nuclear sources, special nuclear, or by-product material.
- Otherwise, place an "X" in the "N" box.
- "Mixed Waste" is defined 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).



GM Form – Quantity Generated

- Enter the total quantity of the hazardous waste described in Item 1.A that was generated during the reporting year.
- Enter the Unit of Measure (UOM) for the quantity you reported in Item 1.F.
- If you select a volumetric measure (gallons, liters, or cubic yards), you also must report the density of the waste. Provide the density in either pounds per gal (lbs./gal) or specific gravity (sg) and place an "X" in the appropriate box to indicate which measure was used.



GM Form – On-site Management (Treatment, Storage, Disposal)

2. On-site Generation and Management of Hazardous Waste

Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? *

No

- If any of this waste was treated, disposed and/or recycled on-site during the report cycle, move the "Yes/No" slider box in Section 2 to "Yes."



GM Form – On-site Management (Treatment, Storage, Disposal)

2. On-site Generation and Management of Hazardous Waste

Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? *

Yes

On-site Process Systems

There are no On-site Process Systems to display

- Then provide the management method code that best identifies the last substantive purpose or operation performed at your site.
- To add the management method code, click the "Add On-Site Process System" button.



GM Form – On-site Management (Treatment, Storage, Disposal)

- A pop up window will display requesting the management method code and quantity managed.
- The quantity managed must be reported in the same unit of measure as the quantity generated.
 - Therefore you must provide the unit of measure associated with the quantity generated prior to entering the quantity managed.
 - For example, this quantity managed shows as "kilograms" so the quantity generated was previously entered in kilograms.
- Click the "Save Changes" button to save this process system.

Add On-site Process System

On-site Management Method Code *

Select a Management Method Code

Qty Managed (KILOGRAMS) * Calculated Quantity (Tons)

0

Save Changes Close

GM Form – On-site Management (Treatment, Storage, Disposal)

2. On-site Generation and Management of Hazardous Waste

Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? *

Yes

On-site Process Systems

There are no On-site Process Systems to display

- It may be necessary to use more than one process to describe the last substantive purpose or operation performed at your site.
- To add additional processes, click the "Add On-Site Process System" button in Section 2.



GM Form – Off-site Shipments

3. Off-site Shipment of Hazardous Waste

Was any of this waste shipped off-site for treatment, disposal, or recycling? *

No

- If any of this waste was shipped off site for treatment, disposal or recycling, move the "Yes/No" slider box in Section 3 to "Yes."



GM Form – Off-site Shipments

3. Off-site Shipment of Hazardous Waste

Was any of this waste shipped off-site for treatment, disposal, or recycling? *

Yes

Off-site Facilities

There are no Off-site Facilities to display

[Add Off-site Facility](#)

- You must provide the facility to which the waste was shipped.
- To do this, click the "Add Off-Site Facility" button.

GM Form – Off-site Shipments

- A pop up window will display requesting the off-site facility information including EPA ID Number of the facility to which the waste was shipped, the management method code that describes how the waste was managed upon receipt by the facility and the quantity shipped.
- The unit of measure for the quantity shipped must be the same as the unit of measure for quantity generated. Therefore, the unit of measure associated with the quantity generated must be entered prior to entering the quantity shipped.
- If the waste was shipped to more than one facility, enter all the facilities to which waste was shipped.

Add Off-site Facility

B. EPA ID Number *
Select or Enter EPA ID Number
also search by Site Name or Location City

C. Off-site Management Code *
Select a Management Method Code

D. Quantity Shipped (KILOGRAMS) * **Calculated Quantity (Tons)**
0

Save Changes Close

GM Form – Off-site Shipments

Add Off-site Facility

B. EPA ID Number *

Select or Enter EPA ID Number

al

al

AL3210020027 - ANNISTON ARMY DEPOT, ANNISTON

AL7210020742 - U.S. ARMY REDSTONE ARSENAL, REDSTONE ARSENAL

ALD000622464 - CHEMICAL WASTE MANAGEMENT, INC., EMELLE

ALD001221902 - BASF CORP, MCINTOSH

ALD046481032 - SANDERS LEAD COMPANY INCORPORATED, TROY

ALD070513767 - GIANT RESOURCE RECOVERY- ATTALLA, INC., ATTALLA

ALD079474037 - UNIVERSITY OF SOUTH ALABAMA. MOBILE

- To select an EPA ID Number on the Add Off-site Facility pop up window, begin by typing the facility's EPA ID Number. Once you have entered two or more characters, the drop down list will be populated with the registered treatment, storage and disposal facilities that start with the characters entered.
- Select the appropriate facility from the list.



GM Form – Off-site Shipments

- Generators are to report in item 3.B the EPA ID Number for the designated TSDF that signed the manifest they received (which can be found in Item 8 of the manifest form).
- In other words, you report the initial TSD who signs the manifest and do not report the final designated facility for your waste if the waste is sent for further storage, treatment, or disposal beyond the signed/completed manifest you receive.
- Do not list on a GM Form a hazardous waste transporter or less-than-10-day transfer facility where waste storage is incidental to transportation.



GM Form – Off-site Shipments

- If you do not know the facilities EPA ID Number, you may search by Site Name or Location City by clicking on the link below the EPA ID Number box.

Add Off-site Facility

B. EPA ID Number *

Select or Enter EPA ID Number

also [search by Site Name or Location City](#)

C. Off-site Management Code *

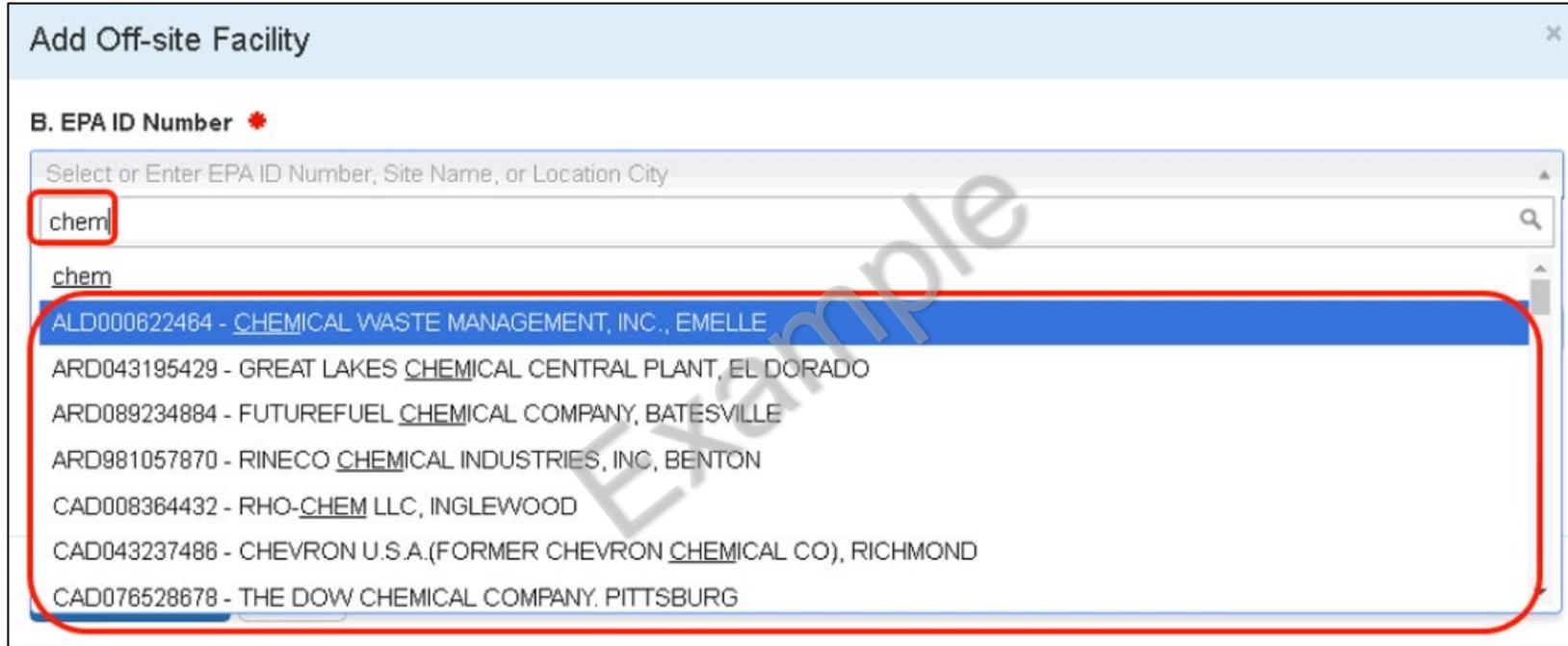
Select a Management Method Code

D. Quantity Shipped (KILOGRAMS) * **Calculated Quantity (Tons)**

0



GM Form – Off-site Shipments



The screenshot shows a web form titled "Add Off-site Facility". Under the heading "B. EPA ID Number", there is a search input field with the placeholder text "Select or Enter EPA ID Number, Site Name, or Location City". The input field contains the text "chem". Below the input field, a drop-down list is open, displaying a list of facilities. The first facility is highlighted in blue. A red box highlights the input field, and a red circle highlights the first item in the list.

EPA ID Number	Facility Name	Location
ALD000622484	CHEMICAL WASTE MANAGEMENT, INC.	EMELLE
ARD043195429	GREAT LAKES CHEMICAL CENTRAL PLANT	EL DORADO
ARD089234884	FUTUREFUEL CHEMICAL COMPANY	BATESVILLE
ARD981057870	RINECO CHEMICAL INDUSTRIES, INC.	BENTON
CAD008364432	RHO-CHEM LLC	INGLEWOOD
CAD043237486	CHEVRON U.S.A.(FORMER CHEVRON CHEMICAL CO)	RICHMOND
CAD076528678	THE DOW CHEMICAL COMPANY	PITTSBURG

- Enter any portion of the site name or city. Once you have entered two or more characters, the drop-down list will be populated with the registered treatment, storage, and disposal facilities that contain the characters entered.
- Select the appropriate facility from the list.

GM Form – Off-site Shipments

- Once you have selected the facility from the list, the name and location address associated with the facility will be displayed.
- This information is provided to ensure that you are selecting the correct facility.

Add Off-site Facility

B. EPA ID Number *

ALD000622464 - CHEMICAL WASTE MANAGEMENT, INC., EMELLE

also search by Site Name or Location City

Street Number	Street 1	Street 2
36964	ALABAMA HWY 17 N	
Zip	City, Town or Village	State
35459	EMELLE	ALABAMA
Country	UNITED STATES	

C. Off-site Management Code *

Select a Management Method Code

D. Quantity Shipped (KILOGRAMS) *

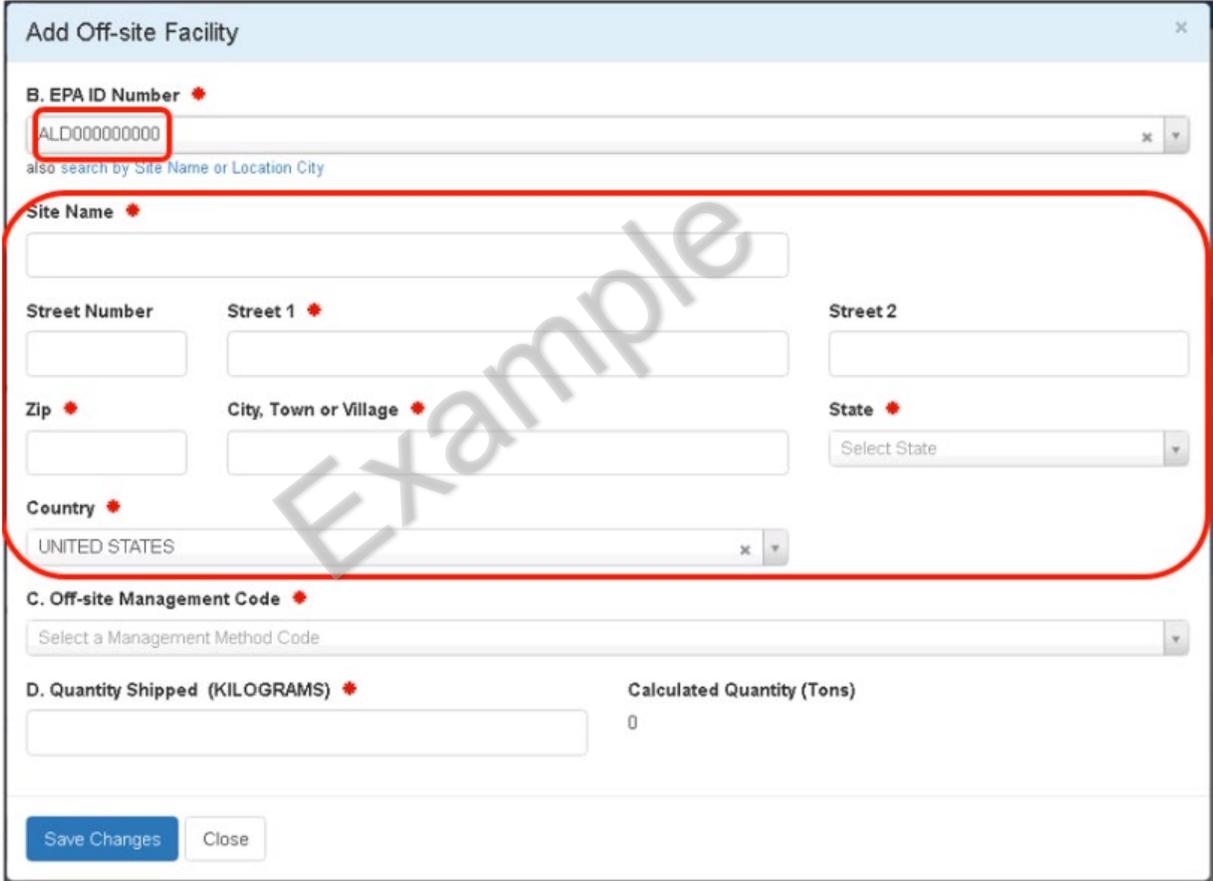
Calculated Quantity (Tons)

0

Save Changes Close

GM Form – Off-site Shipments

- In the rare instance that the appropriate facility is not displayed, you may enter the EPA ID Number manually.
- The EPA ID Number must start with the appropriate state postal code followed by 2 to 10 alphanumeric characters.
- Then provide the site name and location address for this ID so Hazardous Waste Section will know who this waste was shipped to.



The screenshot shows a web form titled "Add Off-site Facility". The form contains several fields:

- B. EPA ID Number**: A text input field containing "ALD000000000". This field is highlighted with a red box.
- Site Name**: A text input field.
- Street Number**, **Street 1**, and **Street 2**: Three text input fields for the address.
- Zip**, **City, Town or Village**, and **State**: Three text input fields for the location details.
- Country**: A dropdown menu showing "UNITED STATES".
- C. Off-site Management Code**: A dropdown menu with the option "Select a Management Method Code".
- D. Quantity Shipped (KILOGRAMS)**: A text input field.
- Calculated Quantity (Tons)**: A text input field showing "0".

At the bottom of the form, there are two buttons: "Save Changes" and "Close". A large "Example" watermark is overlaid on the form.

GM Form – Off-site Shipments

- Enter the Management Method Code that best describes the way in which the waste was managed at the initial receiving facility reported in Item 3.B.
- This code should be listed on the manifest in Item 19 or in documentation that the TSDF provided.
- Only report the initial management method code reported on the manifest you receive. Do not report a final off-site management method code if the waste is sent for further treatment, storage or disposal beyond the initial TSD that signed your manifest.

The screenshot shows a web form titled "Add Off-site Facility". The form contains several input fields and dropdown menus. A red rectangular box highlights the "C. Off-site Management Code" field, which is a dropdown menu with the text "Select a Management Method Code". Other fields include "B. EPA ID Number" (with value "ALD000000000"), "Site Name", "Street Number", "Street 1", "Street 2", "Zip", "City, Town or Village", "State" (with "Select State" dropdown), and "Country" (with "UNITED STATES" dropdown). At the bottom, there are "Save Changes" and "Close" buttons. A large "Example" watermark is visible across the form.



GM Form – Off-site Shipments

- Once all of the information for the off-site shipment is provided click the "Save Changes" button.
- Then complete:
 - The WR Form if waste was received from off-site and/or
 - The Site Identification Form (which is required with every Biennial Report Submission).

The screenshot shows a web form titled "Add Off-site Facility". The form contains several fields and sections:

- B. EPA ID Number ***: A text input field containing "ALD000000000".
- Site Name ***: An empty text input field.
- Street Information**: Three input fields labeled "Street Number", "Street 1 *", and "Street 2".
- Location Information**: Three input fields labeled "Zip *", "City, Town or Village *", and "State *". The "State" field is a dropdown menu with "Select State" as the current selection.
- Country ***: A dropdown menu with "UNITED STATES" selected.
- C. Off-site Management Code ***: A dropdown menu with "Select a Management Method Code" as the current selection.
- D. Quantity Shipped (KILOGRAMS) ***: An empty text input field.
- Calculated Quantity (Tons)**: A text input field containing "0".

At the bottom of the form, there are two buttons: "Save Changes" and "Close". The "Save Changes" button is highlighted with a red rectangular box.

GM Form – Off-site Shipments

You can edit a GM Form that was brought forward from the previous cycle or a newly added to the submission by clicking the "pencil" icon next to the GM Form of interest.

HAZARDOUS WASTE PROCESSING CENTER		5000 MAIN STREET - WEST VALLEY CITY		UT000000001		
GM Forms						
Show <input type="text" value="20"/> entries						
Page	Waste Description	Qty (Tons)	Created	Status	Action	
1	ASH AND RESIDUES FROM OPEN BURNING OF PROPELLANTS AND EXPLOSIVES		01/16/2018	Incomplete	 	
2	EXPLOSIVE WASTE OR DOUBLE-BASE PROPELLANT, CONTAMINATED WASTE FROM CLEANING		01/16/2018	Incomplete	 	
3	EXPLOSIVE WASTE OF COMPOSITE-PROPELLANT, CONTAMINATED WASTE FROM CLEANING		01/16/2018	Incomplete	 	
4	OFF-SPEC OR OUT-OF-SERVICE ROCKET MOTORS		01/16/2018	Incomplete	 	
5	LIQUID EXPLOSIVES, CONTAMINATED RAGS, PLASTIC FROM MANUFACTURING PROPELLAN...		01/16/2018	Incomplete	 	
6	EXPLOSIVE WASTE FROM LAB TESTING OR PROPELLANT AND/OR INGREDIENTS		01/16/2018	Incomplete	 	
7	EXPLOSIVE CONTAMINATED CLOTH FILTERS FROM WASTEWATER TREATMENT OF EXPLOSIV...		01/16/2018	Incomplete	 	

Showing 1 to 7 of 7 entries

Previous **1** Next

[Add New GM Form](#) [Delete All GM Forms](#)



GM Form – Off-site Shipments

If you are editing a GM Form with a status of "Incomplete" you will need to provide all required information (quantity generated, unit of measure, density, and density unit of measure for volumetric units of measure, quantity managed for on-site processes, and quantity shipped for off-site shipments) in order to save any revision to the form.

Update GM Form

General Information

Page	Site ID	Site Name	Site Address
1	UT0000000001	HAZARDOUS WASTE PROCESSING CENTER	5000 MAIN STREET, WEST VALLEY CITY, UT 84120

1. Waste Characteristics

A. Waste Description *

ASH AND RESIDUES FROM OPEN BURNING OF PROPELLANTS AND EXPLOSIVES

B. Hazardous Waste Codes (Federal) *

1 selected * Selected: D003 x

Clear All



GM Form – Off-site Shipments

- To edit the On-Site System Processes or Off-Site Shipments, click the "pencil" icon next to the record that you want to edit.
- You may change any information, as needed, on the form.

3. Off-site Shipment of Hazardous Waste

Was any of this waste shipped off-site for treatment, disposal, or recycling? *

Yes

Off-site Facilities

Show 5 entries

EPA Site ID	Site Name	Management Code	Qty Shipped	Calculated (Tons)	Action
UTD009081357	ATK LAUNCH SYSTEMS INC. - PROMONTORY	H040		0	 

Previous 1 Next

GM Form



The image shows a screenshot of a web form titled "Comments". It features a large, empty text input area with a vertical scrollbar on the right side. Below the input area, there are three buttons: a blue "Save" button, a red "Delete" button, and a white "Back to Biennial Report" button. The "Save" button is highlighted with a red rectangular border.

Once you have completed all edits, click "Save."

GM Form

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

GM Forms

Show 20 entries

Page	Waste Description	Qty (Tons)	Created	Status	Action
1	ASH AND RESIDUES FROM OPEN BURNING OF PROPELLANTS AND EXPLOSIVES	7.386746	01/16/2018	Complete	/ x
2	EXPLOSIVE WASTE OR DOUBLE-BASE PROPELLANT, CONTAMINATED WASTE FROM CLEANING		01/16/2018	Incomplete	/ x
3	EXPLOSIVE WASTE OF COMPOSITE-PROPELLANT, CONTAMINATED WASTE FROM CLEANING		01/16/2018	Incomplete	/ x
4	OFF-SPEC OR OUT-OF-SERVICE ROCKET MOTORS		01/16/2018	Incomplete	/ x
5	LIQUID EXPLOSIVES, CONTAMINATED RAGS, PLASTIC FROM MANUFACTURING PROPELLAN...		01/16/2018	Incomplete	/ x
6	EXPLOSIVE WASTE FROM LAB TESTING OR PROPELLANT AND/OR INGREDIENTS		01/16/2018	Incomplete	/ x
7	EXPLOSIVE CONTAMINATED CLOTH FILTERS FROM WASTEWATER TREATMENT OF EXPLOSIV...		01/16/2018	Incomplete	/ x

Showing 1 to 7 of 7 entries

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[Add New GM Form](#) [Delete All GM Forms](#)

The status for that form will be changed to "Complete."



GM Form

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

GM Forms

Show 20 entries

Page	Waste Description	Qty (Tons)	Created	Status	Action
1	ASH AND RESIDUES FROM OPEN BURNING OF PROPELLANTS AND EXPLOSIVES		01/16/2018	Incomplete	 
2	EXPLOSIVE WASTE OR DOUBLE-BASE PROPELLANT, CONTAMINATED WASTE FROM CLEANING		01/16/2018	Incomplete	 
3	EXPLOSIVE WASTE OF COMPOSITE-PROPELLANT, CONTAMINATED WASTE FROM CLEANING		01/16/2018	Incomplete	 
4	OFF-SPEC OR OUT-OF-SERVICE ROCKET MOTORS		01/16/2018	Incomplete	 
5	LIQUID EXPLOSIVES, CONTAMINATED RAGS, PLASTIC FROM MANUFACTURING PROPELLAN...		01/16/2018	Incomplete	 
6	EXPLOSIVE WASTE FROM LAB TESTING OR PROPELLANT AND/OR INGREDIENTS		01/16/2018	Incomplete	 
7	EXPLOSIVE CONTAMINATED CLOTH FILTERS FROM WASTEWATER TREATMENT OF EXPLOSIV...		01/16/2018	Incomplete	 

Showing 1 to 7 of 7 entries

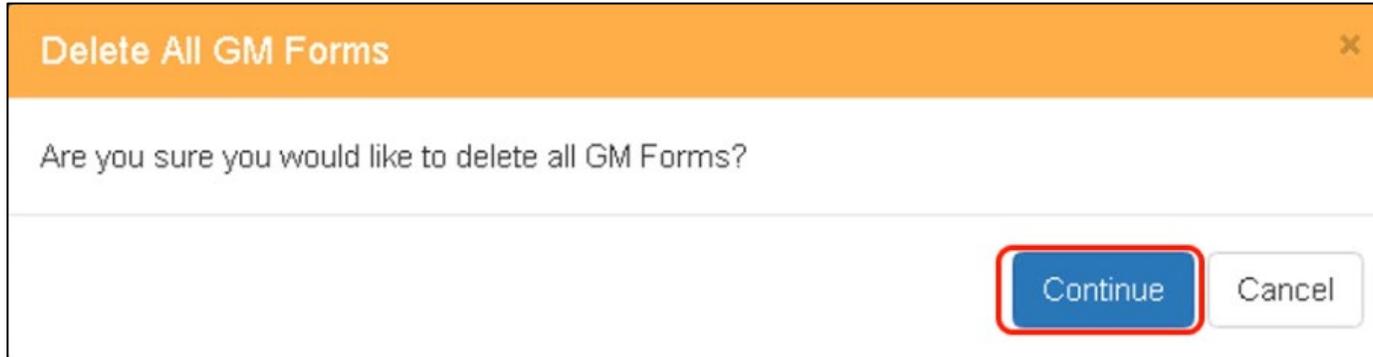
Previous 1 Next

[Add New GM Form](#) [Delete All GM Forms](#)

- You may delete an individual GM Form from the submission by clicking the "X" icon next to the GM Form to be deleted.
- Or delete all the GM Form associated with the submission by clicking the "Delete All GM Forms" button.



GM Form



The screenshot shows a modal dialog box with an orange header bar containing the text "Delete All GM Forms" and a close button (X) in the top right corner. The main content area is white and contains the question "Are you sure you would like to delete all GM Forms?". At the bottom right of the dialog, there are two buttons: a blue "Continue" button with a red border, and a white "Cancel" button with a grey border.

- When deleting GM Forms, you will be prompted to confirm the deletion.
- Click "Continue" to confirm the deletion.
- Note that once you have confirmed the deletion, the data associated with that form or forms is deleted and cannot be recovered.

Biennial Report Submission Summary

- Now that you have completed the GM Form(s), you will also need to complete a Site Identification (ID) Form.
- Complete the WR Form (for waste received) if your site received hazardous waste from off-site. (typically, WR forms are filed by commercial treatment, storage, and disposal facility).
- The OI Form is not required to be filed in North Carolina by any facility.





Biennial Report – Site Identification Form



Site Identification (ID) Form

- Collects information pertaining to the site itself including
 - Site Name
 - Location Address
 - Mailing Address
 - Contact Information
 - Regulatory Activities
- A Site ID Form is a required component of the Biennial Report submission.
- CANNOT provide Section 13 – Episodic Generation Notification as part of the Biennial Report submission.



Site ID Form

- Site ID Form is at the bottom of the Biennial Report Dashboard because this is the last form you should complete before submitting the Biennial Report to the Hazardous Waste Section.
- The information provided in the Site ID Form should be current information (as of the date of the submission).
 - For example if you were a large quantity generator during the report cycle but at the time you make your Biennial Report submission you are a small quantity generator, you should indicate the small quantity generator category on your Site ID Form -- NOT the large quantity generator category.
 - Only mark Waste Activities that apply to your facility at the time the form is completed.
 - This includes reporting your current Hazardous Waste Generator status in Item 10.A.1 (Generator of Hazardous Waste), which may be different from your reporting year.



Site ID Form

- If any of your facility data has changed since your last EPA 8700-12 Form submittal or RCRAInfo myRCRAid notification you **MUST** note those changes, later, in the Comment Section (Section 18).
 - Changes might include: contact person or their contact information, the facility name/owner/operator, waste codes, generator status, etc.
- When your facility data prepopulates the Site ID Form, please review your City, County and zip code carefully. Especially when facilities are on a county line and/or the zip code crosses county lines or city limits this site information may need to be corrected.
- The Hazardous Waste Section requires the site mailing address and the contact mailing address to match. All correspondence and invoices will go to the site contact at the address listed; no exceptions.
- Please always enter accurate information in the email address and phone number fields.



Site ID Form – Permitted Facilities

- A RCRA permitted or interim status facility may submit the Biennial Report electronically through RCRAInfo, but any RCRA Part A Permit applications/revisions (EPA Form 8700-23) and the associated Site Identification form (EPA Form 8700-12) must still be submitted in a hard copy to the Hazardous Waste Section Permit Writer/Project Manager in lieu of entering this information electronically into RCRAInfo.
- Changes to site information may not be made electronically when submitting the biennial report. The information in the biennial report must match the site's last Part A submittal.
- If your permitted site needs to update any site information, you must submit a hard copy RCRA Part A to your Project Manager to make these changes.



Site ID Form – Permitted Facilities

- If your facility is a RCRA permitted or interim status treatment, storage and disposal facility has questions or has any site information updates, please contact your Permit Writer/Project Manager or Bill Hunneke, Facilities Management Branch Head at 919-707-8232 about these changes/questions.



Site ID Form – Hazardous Secondary Materials (HSM)

- Sites that will begin managing, are managing, or will stop managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23) [Generator Controlled Exclusion], (24) [Transfer Based Exclusion], (25) [Export of HSM Exclusion], or (27) [Remanufacturing Exclusion], must complete Section 16 of the Site Identification Form. This can be done as a component of the Hazardous Waste Report pursuant to 40 CFR 260.42.
- These sites are required to re-notify by March 1 of each even-numbered year pursuant to 40 CFR 260.42. These regulations exclude certain hazardous secondary material(s) being reclaimed from the RCRA Subtitle C definition of solid waste provided certain requirements and conditions are met.



Site ID Form – Healthcare Facilities

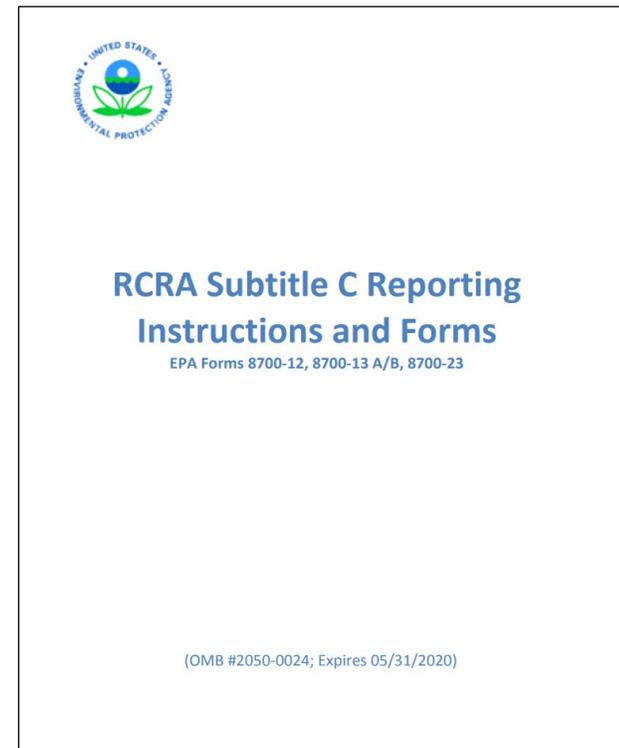
- Sites that are large quantity generator healthcare facilities managing non-creditable hazardous waste pharmaceuticals under 40 CFR 266 Subpart P are required to notify the Hazardous Waste Section by March 1, 2022 of this hazardous waste pharmaceutical activity.
- Marking Section 11.D ("Pharmaceutical Activity") of the Site ID Form as "Healthcare Facility" is how the notification is completed.
- This notification of operating under 40 CFR 266 Subpart P can be done at the same time as the biennial report.



Site Identification Form - Written Instructions

- In addition to this tutorial, information about the Site Identification Form can be found in the RCRA Subtitle C Reporting Instruction and Forms booklet.
- Please note you will only use this booklet as a reference and will not file the forms that are provided in the booklet. You will use RCRAInfo to file the biennial report electronically.
- If you have questions or need additional information on how to complete the fields, here is the link to the instructions:

https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra_subtitleC_forms_and_instructions.pdf
- Or contact Jenny Patterson at 336-767-0031 or Jenny.Patterson@ncdenr.gov for assistance.



Site ID Form



The screenshot shows a web interface with a header bar labeled "Site ID Form". Below the header is a large, empty white rectangular area. In the top-left corner of this area, there is a green button with the text "Add Site ID Form". The button is highlighted with a red rectangular border.

- Click the "Add Site ID Form" to create the Site Identification Form that will be included with your submission.



Site ID Form

- The form will be prepopulated with the most recent information associated with the site.
- You can make revisions to this form as appropriate.
- You will need to review all entries, correct any mistakes and note all such changes, later, in the comment section.

Add BR Source Record

1. Reason for Submittal

BR/Notification. [Source B]

2. Site ID

EPA ID	Activity Location
UT0000000001	UT

3. Site Name

Name *

HAZARDOUS WASTE PROCESSING CENTER

4. Site Location

Street Number	Street 1 *	Street 2
5000	MAIN STREET	

Example



Site ID Form – Reason for Submittal

- The Reason for Submittal (Section 1) should be "BR/Notification" if not,
- Mark "Submitting as a component of the Hazardous Waste Report" as the Reason for Submittal and enter the reporting year in the space provided.
- Also check the box for "Site was a TSD facility, reverse distributor, and/or generator of >1,000 kg of hazardous waste, >1 kg of acute hazardous waste, or >100 kg of acute hazardous waste spill cleanup in one or more months of the reporting year."



Changes to Site Location

For Section 4 – Site Location

- If your site has moved to a new location, since EPA ID numbers remain with the site, you must obtain a new EPA ID number for the new location (and deactivate the old site's EPA ID number).
- If you need to correct site location information due to a typo or 911/City/County numbering/road name changes, be sure to indicate in Section 18 (Comments) that the site has not actually moved to a new location and the update to the site location information was to correct a typo or to update the address due to 911/City/County changes to the address.



Reporting Hazardous Waste Generator Category

For Section 10.A.1 – Generator of Hazardous Waste

- You will report your CURRENT Hazardous Waste Generator category as of the date of submitting your Hazardous Waste Biennial Report on the Site Identification (ID) Form in Section 10.A.1 – Generator of Hazardous Waste.
- Your current hazardous waste generator category may be different from the category during the report year that requires you to file the Hazardous Waste Report.



Site ID Form

Once you have completed all of the data entry for the Site Identification Form, click the "Review" button at the bottom of the page.

16. Notification of Hazardous Secondary Material (HSM) Activity

Your state does not participate in HSM.

17. Electronic Manifest Broker

Are you notifying as a person, as defined in 40 CFR 260.10, electing to use the EPA electronic manifest system to obtain, complete, and transmit an electronic manifest under a contractual relationship with a hazardous waste generator?

No

18. Comments

Public Comments

[Review](#) [Finish Later](#) [Discard Draft](#) [Back to Biennial Report](#)

Example



Site ID Form

- If you have any required data that is missing or any data that does not meet the requirements of the business rules and error will be displayed and you will be taken to that portion of the form to complete or correct the information.
- You cannot proceed with the review process until all required data is provided and all data meets the business rules.

10. Type of Federal Regulated Waste Activity

A. Hazardous Waste Activities

1. Generator of Hazardous Waste (Federal) *

Select a Generator Status

This field is required.

4. Treater, Storer, or Disposer of Hazardous Waste

Yes

7. Exempt Boiler and / or Industrial Furnace

None selected

5. Receives Hazardous Waste from Off-site

No

2-3. Other Generator Activities

None selected

6. Recycler of Hazardous Waste

Select Recycler Activity

B. Waste Codes for Federally Regulated Hazardous Wastes

Hazardous Waste Codes (Federal) *

11 selected

Clear All

Selected

D001 x D003 x D005 x D008 x D038 x F001 x F002 x F003 x F004 x F005 x K044 x

Example

Site ID Form

- If required data is provided that meets the business rules the Review BR Source Record page will be displayed.
- This page shows all of the information provided for this form in a read only format.
- If the data is correct click the "Save" button at the bottom of the page.

Review BR Source Record

1. Reason for Submittal

BR/Notification. [Source B]

2. Site ID

EPA ID	Activity Location
UT0000000001	UT

3. Site Name

Name
HAZARDOUS WASTE PROCESSING CENTER

18. Comments

Public Comments

Save Make Changes Back to Biennial Report



Site ID Form

Site ID Form				
Submission Type	Last Updated Date	Last Updated By	Status	Action
BR / Notification	01/19/2018	Brenda K Neel	Complete	

The form will be saved under the Site ID Form section with the status of "Complete."



Site ID Form – Editing Form

If you see errors or need to make revisions to the data click the "Make Changes" button at the bottom of the page to return to the Add Source Record page.

Review BR Source Record

1. Reason for Submittal

BR/Notification. [Source B]

2. Site ID

EPA ID	Activity Location
UT0000000001	UT

3. Site Name

Name
HAZARDOUS WASTE PROCESSING CENTER

18. Comments

Public Comments

[Save](#) [Make Changes](#) [Back to Biennial Report](#)

Example



Site ID Form – Editing Form

Site ID Form				
Submission Type	Last Updated Date	Last Updated By	Status	Action
BR / Notification	01/19/2018	Brenda K Neel	Complete	

- You can edit the Site ID Form by clicking the "pencil" icon next to the form.
- You may change any information, as needed, on the form.



Site ID Form – Deleting Form

- You may delete the Site ID Form from the submission by clicking the "pencil" icon next to the form.
- Then clicking the "Discard Draft" button at the bottom of the page.

Submission Type	Last Updated Date	Last Updated By	Status	Action
BR / Notification	01/19/2018	Brenda K Neel	Complete	

16. Notification of Hazardous Secondary Material (HSM) Activity

Your state does not participate in HSM.

17. Electronic Manifest Broker

Are you notifying as a person, as defined in 40 CFR 260.10, electing to use the EPA electronic manifest system to obtain, complete, and transmit an electronic manifest under a contractual relationship with a hazardous waste generator?

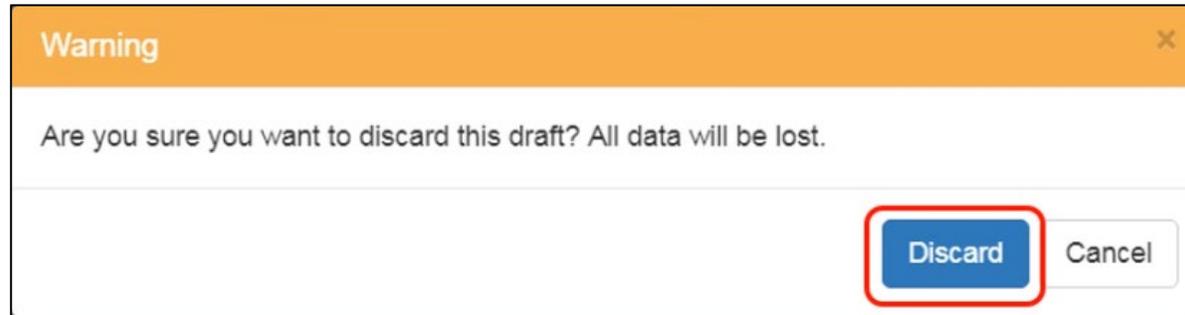
No

18. Comments

Public Comments

[Review](#) [Finish Later](#) [Discard Draft](#) [Back to Biennial Report](#)

Site ID Form – Deleting Form



- You will be prompted to confirm the deletion of this Site ID Form.
- Click the "Discard" button to delete the Site ID Form.
- Once you have confirmed the deletion of the Site ID Form, the data associated with that form is deleted and cannot be recovered.



Biennial Report – Site Identification Form

Additional Information and Tips



Site Identification (ID) Form - Tips

- The information provided on the next slides is to assist with the completion of the Site Identification Form including information on:
 - Required Data Elements
 - The Finish Later Button
 - Addresses
 - Generator Status
 - Adoptable Rules
 - Hazardous Secondary Material



Site ID Form - Required Data Elements

- Required data elements are marked with a red asterisks next to the label.
- At a minimum data for these items must be provided in order to sign and save your submission.
- Some data are required based on the value of other data. An example of conditionally required data includes waste codes which must be provided if certain regulatory activities are selected.

Add BR Source Record

1. Reason for Submittal

BR/Notification. [Source B]

2. Site ID

EPA ID	Activity Location
UT0000000001	UT

3. Site Name

Name *
HAZARDOUS WASTE PROCESSING CENTER

4. Site Location

Street Number	Street 1 *	Street 2
5000	MAIN STREET	

Example



Site ID Form - Required Data Elements

2-3. Other Generator Activities

2. Short Term Generator ▾

Short Term Generator Comments *

6. Recycler of Hazardous Waste

Select Recycler Activity ▾

- Some data are required based on the value of other data.
- For example, if you indicate the site is a Short Term Generator, in Item 10.A.2, a text box will be provided for you to enter comments as to why this site is a short term generator. These comments are required.
- Please note that a "Short Term Generator" is a one-time hazardous waste generator and the ID Number deactivates after 90 days. If you have questions about Short Term Generator, please contact your local Hazardous Waste Inspector (contact information on the below link):

https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/Compliance/Compliance_Map_by_Inspector.pdf



Site ID Form – Finish Later Feature

- At any time you may click the "Finish Later" button at the bottom of the page.
- This will create a draft version of this form. This draft does not have to meet the business rules in order to be created. In other words, a draft can be created even if data is missing for required fields.
- The "Finish Later" was created to allow the user to periodically save their work and/or to save information in a draft form while collecting additional information for the submission.

16. Notification of Hazardous Secondary Material (HSM) Activity

Your state does not participate in HSM.

17. Electronic Manifest Broker

Are you notifying as a person, as defined in 40 CFR 260.10, electing to use the EPA electronic manifest system to obtain, complete, and transmit an electronic manifest under a contractual relationship with a hazardous waste generator?

No

18. Comments

Public Comments

Review Finish Later Discard Draft Back to Biennial Report

The screenshot shows a web form with three main sections. Section 16 is titled 'Notification of Hazardous Secondary Material (HSM) Activity' and contains the text 'Your state does not participate in HSM.' Section 17 is titled 'Electronic Manifest Broker' and contains a question about notifying as a person, with a radio button labeled 'No' selected. Section 18 is titled 'Comments' and contains a text area labeled 'Public Comments'. At the bottom of the form, there are four buttons: 'Review' (blue), 'Finish Later' (blue, highlighted with a red box), 'Discard Draft' (red), and 'Back to Biennial Report' (white with a grey border). A large 'Example' watermark is visible across the form.

Site ID Form – Finish Later Feature

Site ID Form				
Submission Type	Last Updated Date	Last Updated By	Status	Action
BR / Notification	01/19/2018	Brenda K Neel	Incomplete	

- The created draft is saved under the Site ID Form section on the Biennial Report Dashboard with a status of "Incomplete."
- You may edit and/or complete your draft by clicking on the "pencil" icon.
- To discard or delete the draft click on the "pencil" icon then click the "Discard Draft" button at the bottom of the page.



Site ID Form – Addresses

8a. Site Contact Address Copy From Address ▾

Street Number

Street 1

Street 2

Zip

City, Town or Village

State

Country

- For all addresses (location, mailing, contact, owner and operator), the City and State may be auto-populated by entering the zip code.
- If the zip code is associated with more than one City, you may select the appropriate City from the drop-down list provided.
- If the appropriate City is not presented on the drop-down list, you may enter it manually.



Site ID Form – Addresses

8a. Site Contact Address

Street Number

Street 1

Street 2

Zip

City, Town or Village

State

Country

Copy From Address ▾
Location
Mailing
Clear

Example

- When entering the mailing or contact address you have the option to copy the address from an address already entered using the "Copy From Address" drop-down list.

Site ID Form – Addresses

8a. Site Contact Address

Street Number:

Street 1:

Street 2:

Zip:

City, Town or Village:

State:

Country:

Copy From Address ▾

- Location
- Mailing
- Clear

Example

- For example, to copy the mailing address into the contact address select "Mailing" from the Contact Address section "Copy From Address" drop-down list.
- You may delete an existing address by clicking the "Copy From Address" and selecting "Clear."



Site ID Form – Addresses

8a. Site Contact Address

Street Number:

Street 1:

Street 2:

Zip:

City, Town or Village:

State:

Country:

Copy From Address ▾

- Location
- Mailing
- Clear

Example

- For example, to copy the mailing address into the contact address select "Mailing" from the Contact Address section "Copy From Address" drop-down list.
- You may delete an existing address by clicking the "Copy From Address" and selecting "Clear."

Reporting Hazardous Waste Generator Category

- You will report your current hazardous waste generator category as of the date of submitting your Hazardous Waste Report on the Site ID Form in Section 10.A.1 – Generator of Hazardous Waste.
- Your current category may be different from the status during the report year that requires you to file the Hazardous Waste Report.



Site ID Form – Federal Provisions Adopted by North Carolina

There are several sections of the Site Identification Form that can only be completed if the State has adopted provisions of a particular federal rule. These include the following:

Rule	Federal Rule Citation	Site ID Form Section	Has North Carolina Adopted this Rule?
Hazardous Waste Pharmaceutical Activities	40 CFR 266 Subpart P	Section 11.D	Yes
Eligible Academic Entities with Laboratories	40 CFR 262 Subpart K	Section 12	Yes
Episodic Generation	40 CFR 262 Subpart L	Section 13	Yes
LQG Consolidation of VSQG HW	40 CFR 262.14(a)(5)(viii) & 262.17(f)	Section 14	Yes
Notification of LQG Site Closure for a Central Accumulation Area or Entire Facility	40 CFR 262.17(a)(8)	Section 15	Yes
Notification of Hazardous Secondary Material Activity	40 CFR 261.4(a)(23), (24), (25), and (27)	Section 16	Yes



Site ID Form – Pharmaceutical Activities

- By March 1, 2022, any large quantity generator healthcare facilities must have notified of operating under 40 CFR 266 Subpart P by selecting "Healthcare Facility" in Section 11.D - Pharmaceutical Activities.
- The Biennial Report may also be used to notify of Pharmaceutical Activities (Section 11.D).
- For additional information on notifying of Pharmaceutical Activities, see this guidance document:
<https://deq.nc.gov/media/21168/download>

11. Additional Regulated Waste Activities

A. Other Waste Activities

1. Transporter of Hazardous Waste <input type="text" value="None selected"/>	3. United States Importer of Hazardous Waste <input type="text" value="No"/>	5. Importer/Exporter of SLABs <input type="text" value="None selected"/>
2. Underground Injection Control <input type="text" value="No"/>	4. Recognized Trader <input type="text" value="None selected"/>	

B. Universal Waste Activities

1. Large Quantity Handler of Univ Waste <input type="text" value="None selected"/>	
2. Destination Facility for Universal Waste <input type="text" value="No"/>	

C. Used Oil Activities

1. Used Oil Transporter <input type="text" value="None selected"/>	3. Off-Specification Used Oil Burner <input type="text" value="No"/>
2. Used Oil Processor and / or Re-refiner <input type="text" value="None selected"/>	4. Used Oil Fuel Marketer <input type="text" value="None selected"/>

D. Pharmaceutical Activities

Operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals.

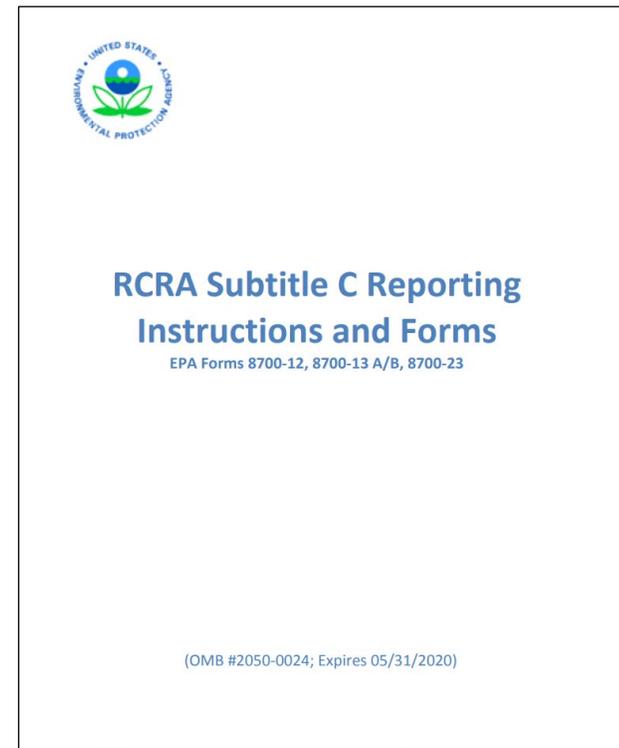
Withdrawing from operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals.



Site Identification Form - Written Instructions

- In addition to this tutorial, information about the Site Identification Form can be found in the RCRA Subtitle C Reporting Instruction and Forms booklet.
- Please note you will only use this booklet as a reference and will not file the forms that are provided in the booklet. You will use RCRAInfo to file the biennial report electronically.
- If you have questions or need additional information on how to complete the fields, here is the link to the instructions:

https://rcrapublic.epa.gov/rcrainfoweb/documents/rcra_subtitleC_forms_and_instructions.pdf
- Or contact Jenny Patterson at 336-767-0031 or Jenny.Patterson@ncdenr.gov for assistance.



Site ID Form – Data Entry

13. Episodic Generation

Are you an SQG or VSQG generating hazardous waste from a planned or unplanned episodic event, lasting no more than 60 days, that moves you to a higher generator category? If "Yes", you must fill out the Addendum for Episodic Generator.

No

Even though North Carolina has adopted the Episodic Generation provisions, an Episodic Generation Notification (Section 13) made on the Site ID Form cannot be associated with your Biennial Report submission.



Site ID Form – Hazardous Secondary Materials



16. Notification of Hazardous Secondary Material (HSM) Activity

Are you reporting HSM activities?

No

- To report the management of Hazardous Secondary Materials (HSM) or the recycling of HSM click the "Yes/No" slide box in Section 16 of the Site ID Form to "Yes."



Site ID Form – Hazardous Secondary Materials

- The screen will be populated with the most recent hazardous secondary material (HSM) data for your site.
- You will be allowed to add, change, and/or delete the HSM information as appropriate.
- Note that sites handling HSM under this rule must submit a Site Identification Form to the Hazardous Waste Section (electronically using RCRAInfo) by March 1 of every even numbered year (40 CFR 261.41).

16. Notification of Hazardous Secondary Material (HSM) Activity

Are you reporting HSM activities?
 Yes

A. Managing

Are you notifying under 40 CFR 260.42 that you will begin managing, are managing, or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23),(24), or (25)?
 Yes

1. Reason for Notification and Date

Notification Reason *

- Re-notifying that the facility is still managing hazardous secondary material
- Notifying that the facility has stopped managing hazardous secondary material

2. Description of hazardous secondary material (HSM) activity. *

Facility Code	Waste Codes	Estimated Short Tons	Actual Short Tons	Land-based Unit	
01	D001,D035,F003,F005	20	25	NA	<input type="text"/> <input type="text"/>





Biennial Report Submission –
Mark Ready for Submission (for Preparers)



Mark Ready for Submission – for Preparers

Site ID Form

Submission Type	Last Updated Date	Last Updated By	Status	Action
BR / Notification	01/19/2018	Brenda K Neel	Complete	

[Mark Ready for Signature](#) [Back to Site Dashboard](#)

Example

- If you have the Preparer permission level for the Biennial Report Module, you cannot send the submission to the Hazardous Waste Section.
- Once the submission is completed and ready for an electronic signature click the "Mark Ready for Signature" button at the bottom of the page.
- Another person must be registered for the site as a "Certifier" or "Site Manager" to be able to certify and submit the report after it is prepared. Or if you are the certifier of the report, your site permission levels are incorrect (you need to change them to Certifier to be able to sign and submit the document. See slide 14).



Mark Ready for Submission – for Preparers

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2021	7.886746		7.886746	0.079317	ReadyForSignature	

- On the Biennial Report Dashboard the Status will change from "Draft" to "Ready For Signature" indicating to the signatory for that site that the submission is ready to be sent to the Hazardous Waste Section.
- A submission may be revised by clicking on the "pencil" icon or deleted by clicking on the "X" icon after it is marked Ready for Signature.





Biennial Report Submission



Biennial Report Submission

The Biennial Report Submission (GM, WR, and Site ID Forms) cannot be submitted to the Hazardous Waste Section until:

- The Status of every form is "Complete"
- The submission is electronically signed.



Biennial Report Submission

- Clicking the "Submit" button from the Biennial Report Dashboard invokes the electronic signature process.
- You must have either the Certifier Permission for the Biennial Report Module or the Site Manager Permission in order to submit the Biennial Report data to the Hazardous Waste Section.

My Sites / UT0000000001 / Biennial Report Dashboard / Biennial Report 2021

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

GM Forms

Show 20 entries

Page	Waste Description	Qty (Tons)	Created	Status	Action
1	ASH AND RESIDUES FROM OPEN BURNING OF PROPELLANTS AND EXPLOSIVES	7.386746	01/16/2018	Complete	✎ ✕
2	EXPLOSIVE WASTE OR DOUBLE-BASE PROPELLANT, CONTAMINATED WASTE FROM CLEANING	0.500000	01/16/2018	Complete	✎ ✕

Site ID Form

Submission Type	Last Updated Date	Last Updated By	Status	Action
BR / Notification	01/19/2018	Brenda K Neel	Complete	✎

[Submit](#) [Back to Site Dashboard](#)



Biennial Report Submission

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept Decline

First you must certify that the information that you are providing is correct to the best of your knowledge by clicking the "Accept" button.



Biennial Report Submission

eSignature Widget

1. Authentication
Log into CDX
User:
BRENDA_NEEL

Password:

Show Password

Login

Example

Next you will be prompted to provide your password and click "Login."



Biennial Report Submission

eSignature Widget

1. Authentication
Log Into CDX
User:
BRENDA_NEEL
Password:
••••••••
Show Password
Welcome Brenda Neel

2. Verification
Question:
What is your favorite hobby?
Answer:

Show Answer
Answer

Example

- One of the five security questions that you selected during the RCRAInfo User Registration process will be displayed.
- Enter the correct answer in the box and click the "Answer" button.



Biennial Report Submission

eSignature Widget

1. Authentication
Log into CDX
User:
BRENDA_NEEL
Password:
.....
Show Password

2. Verification
Question:
What is your favorite hobby?
Answer:
.....
Show Answer
Correct Answer

3. Sign File
Sign

Example

Once your answer has been verified, click the "Sign" button to sign and submit your Biennial Report submission to the Hazardous Waste Section.



Biennial Report Submission

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2021	7.886746		7.886746	0.079317	Pending	

- The submission will be saved under the "In Progress" section on the Biennial Report Dashboard with the Status of "Pending."
- You cannot revise the submission until the Hazardous Waste Section approves or rejects the submission.
- You may view the submission by clicking on the "eye" icon.





Biennial Report – View Prior Submissions



Biennial Report – View Prior Submissions

- From the Biennial Report Dashboard you can view submissions from previous report cycles by clicking the "eye" icon next to the report year of interest.
- This provides an easy and convenient way for you to reference your prior submissions when completing your current submission.

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2021	7.886746		7.886746	0.079317	Pending	

Completed

Show 10 entries

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	In National Report	Action
2015	656.540000	0	602.631500	0	Yes	
2013	345.758000	47.514500	288.951500	0	Yes	

Example



Biennial Report – View Prior Submissions

- The information is organized in the same manner as your current submission but in read only mode.
- You may open individual forms by clicking the "eye" icon next to the form of interest.

HAZARDOUS WASTE PROCESSING CENTER		5000 MAIN STREET - WEST VALLEY CITY		UT000000001
GM Forms				
Show 20 entries				
Page	Waste Description	Generated Qty (Tons)	Action	
1	ASH AND RESIDUES FROM OPEN BURNING OF PROPELLANTS AND EXPLOSIVES	84.400000		
2	EXPLOSIVE WASTE OR DOUBLE-BASE PROPELLANT, CONTAMINATED WASTE FROM CLEANING	82.604500		
3	EXPLOSIVE WASTE OF COMPOSITE-PROPELLANT, CONTAMINATED WASTE FROM CLEANING	37.524500		
4	OFF-SPEC OR OUT-OF-SERVICE ROCKET MOTORS	440.788000		
5	LIQUID EXPLOSIVES, CONTAMINATED RAGS, PLASTIC FROM MANUFACTURING PROPELLANTS	7.402000		
6	EXPLOSIVE WASTE FROM LAB TESTING OR PROPELLANT AND/OR INGREDIENTS	3.584000		
7	EXPLOSIVE CONTAMINATED CLOTH FILTERS FROM WASTEWATER TREATMENT OF EXPLOSIVES	0.237000		

Showing 1 to 7 of 7 entries

Previous 1 Next



Biennial Report – View Prior Submissions

View GM Form

General Information			
Page	Site ID	Site Name	Site Address
1	UT0000000001	HAZARDOUS WASTE PROCESSING CENTER	5000 MAIN STREET, WEST VALLEY CITY, UT 84120

1. Waste Characteristics

A. Waste Description
ASH AND RESIDUES FROM OPEN BURNING OF PROPELLANTS AND EXPLOSIVES

B. Hazardous Waste Codes (Federal)

F-Codes
F005

C. Hazardous Waste Codes (State)

This form will also be opened in read only mode.





What Wastes Do I Report (and Not Report) on the Biennial Report?



What wastes do I report?

DO NOT COUNT in Determining Generator Category

40 CFR 261.5(c)(1)

- Waste that is Exempt from Regulation under:
 - 261.4(c): HW generated from a product storage tank...
 - 261.4(d): Samples
 - 261.4(e): Treatability study samples
 - 261.4(f): Samples undergoing treatability studies at labs
 - 261.6(a)(3): Reclaimed industrial ethyl alcohol; scrap metal; used oil that is recycled, exports/imports
 - 261.7(a)(1): Residues from empty containers
 - 261.8: PCB waste regulated under TSCA



What wastes do I report?

DO NOT COUNT in Determining Generator Category

40 CFR 261.5(c)(2)

- Waste that is managed immediately upon generation only in onsite elementary neutralization units, wastewater treatment units, or totally enclosed treatment facilities as defined in 40 CFR 260.10.

40 CFR 261.5(c)(3)

- Waste that is recycled, without prior storage or accumulation only in on-site process 40 CFR 261.6(c)(2).



What wastes do I report?

DO NOT COUNT in Determining Generator Category

40 CFR 261.5(c)(4)

- Waste that is Used Oil managed under the requirements of 40 CFR 261.6(a)(4) and 40 CFR Part 279.

40 CFR 261.5(c)(5)

- Waste that is Spent Lead-Acid Batteries managed under 40 CFR 266 Subpart G.



What wastes do I report?

DO NOT COUNT in Determining Generator Category

40 CFR 261.5(c)(6)

- Waste that is universal waste managed under the requirements of 40 CFR 261.9 and 40 CFR Part 273.

40 CFR 261.5(c)(7)

- Waste that is a hazardous waste that is an unused commercial chemical product generated from in lab clean out associated with entity subject to Subpart K.



What wastes do I report?

- **AVOID** Double Counting Hazardous Wastes (40 CFR 261.5(d))
 - ❑ If already counted when initially generated
 - ❑ When it is removed from on-site storage
 - ❑ If produced by onsite treatment (including reclamation)
 - ❑ If spent materials that are generated, reclaimed and subsequently reused onsite (so long as already counted once)

- Groundwater Contaminated by Hazardous Wastes
 - ❑ The key is to identify if the contaminated groundwater has been generated and/or actively managed as a hazardous waste



What wastes do I report?

Wastes **TO BE** Reported, if...

- Generated and accumulated on-site:
 - and subsequently managed on-site or shipped off-site in 2021; **or**
 - in 2021 but not managed on-site or shipped off-site until after 2021; **or**
 - prior to 2021 but either managed on-site or shipped off-site in 2021; **or**

- Imported from a foreign country in 2021; **or**

- Received in 2021 by an airbag waste facility collection/designated facility from an airbag waste handler under the airbag waste exemption at 40 CFR 261.4(j); **or**

Continued on next slide



What wastes do I report?

Wastes **TO BE** Reported, if... (continued)

- ❑ Received in 2021 by an LQG from one or more VSQGs under the control of the same person for purposes of consolidation (Note: other special conditions apply, including notification, if a facility is conducting this activity).
- ❑ Evaluated hazardous waste pharmaceutical accumulated on-site at a reverse distributor (defined in 40 CFR 266.500), that was shipped off-site to a designated facility in 2021.



What wastes do I report?

Wastes **TO BE** Reported:

Examples:

- Generated on-site from a production process, service activity, or routine cleanup.
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity.
- Removed from on-site storage.
- Derived from the management of non-hazardous waste.
- Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).



What wastes do I report?

Wastes **TO BE** Reported:

Examples:

- Shipped off-site, including hazardous waste that was received from off-site and subsequently shipped off-site without being treated or recycled on-site.
 - ❑ Report on the Waste Received From Off-site Form [WR Form]

- Radioactive wastes mixed with RCRA hazardous wastes.
 - ❑ Be sure to mark “Yes” on the Site Identification Form in Item 10.A.3
 - ❑ See the definitions and the special instructions regarding this waste.



What wastes do I report?

Wastes **NOT TO BE** Reported:

Examples:

40 CFR 261.4(a)

- Materials excluded from being solid waste (mixture of domestic sewage and other wastes that pass through a sewer system to publicly owned treatment works (unless stored/treated in regulated units prior to being discharged)).

40 CFR 261.4(b)

- Solid wastes excluded from being hazardous waste, e.g., petroleum-contaminated media/debris that fail TCLP (waste codes D018 through D043 only) and are subject to corrective action regulations under 40 CFR Part 280.



What wastes do I report?

Wastes **NOT TO BE** Reported:

Examples:

40 CFR 262.13(c)(1):

- Waste exempt from regulation because the waste has not exited the raw material storage or production unit yet, as specified in 261.4(c).
- 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).
- Samples undergoing treatability studies, as specified in 261.4(e)&(f).

Continued on next slides



What wastes do I report?

Wastes **NOT TO BE** Reported:

40 CFR 261.4(j)(1)

- Airbag waste at the airbag waste handler or during transport to an airbag waste collection facility or designated facility, as specified in 40 CFR 261.4(j)(1).



What wastes do I report?

Wastes **NOT TO BE** Reported:

Examples:

40 CFR 262.13(c)(1):

- If the hazardous waste is a specified recyclable material such as ethyl alcohol or scrap metal, as specified in 261.6(a)(3).
- 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).
- PCB wastes regulated under the Toxic Substance Control Act, as specified in 261.8, unless mixed with a hazardous waste.



What wastes do I report?

Wastes **NOT TO BE** Reported:

Examples:

40 CFR 262.13(c)(2)

- 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.
 - ❑ Any hazardous waste residues generated from these units, however, **must be reported** on the GM Form.



What wastes do I report?

Wastes **NOT TO BE** Reported:

40 CFR 262.13(c)(3)

- Wastes recycled, without prior storage, only in an on-site process subject to regulation under 40 CFR 261.6(c)(2).
 - ❑ Any hazardous waste residues generated from these units, however, **must be reported** on the GM Form.



What wastes do I report?

Wastes **NOT TO BE** Reported:

Examples:

40 CFR 262.13(c)(4)

- 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 262.13(c)(6)

- Universal wastes managed under 40 CFR 261.9 and 40 CFR Part 273.
 - ❑ However, any hazardous waste residues generated from management, however, **must be reported** on the GM Form.



What wastes do I report?

Wastes **NOT TO BE** Reported:

40 CFR 262.13(c)(5)

- Spent lead-acid batteries managed under requirements of 40 CFR Part 266, Subpart G, which includes persons who:
 - Reclaim spent lead-acid batteries that are recyclable materials;
 - Generate, transport, or collect spent batteries;
 - Regenerate spent batteries; or
 - Store them (other than spent batteries that are to be regenerated).
 - ✓ However, any hazardous wastes generated during battery reclamation, however, **must be reported** on the GM Form.



What wastes do I report?

Wastes **NOT TO BE** Reported:

40 CFR 262.13(c)(7)

- Hazardous wastes that are unused chemical products that are generated solely as a result of a laboratory clean-out conducted at an eligible academic entity pursuant to 40 CFR 262.213.

40 CFR 262.13(c)(8)

- Hazardous waste managed as part of an episodic event in compliance with 40 CFR 262 Subpart L.



What wastes do I report?

Wastes **NOT TO BE** Reported:

40 CFR 262.13(c)(9)

- Hazardous waste pharmaceuticals (as defined in 40 CFR 266.500) that is also a DEA controlled substance and is conditionally exempt under 40 CFR 266.506.

40 CFR 266.70

- Recyclable materials that are reclaimed to recover economically significant amounts of gold, silver, platinum, palladium, iridium, osmium, rhodium, ruthenium, or any combination of these.



What wastes do I report?

Wastes **NOT TO BE** Reported:

40 CFR 266.502(i)(1)

- Hazardous waste pharmaceuticals, (including potentially creditable hazardous waste pharmaceuticals and non-creditable hazardous waste pharmaceuticals as defined in 40 CFR 266.500) generated by a healthcare facility.

40 CFR 266.510(c)(9)(i)

- Potentially creditable hazardous waste pharmaceuticals received by a reverse distributor (as defined in 40 CFR 266.500).



What wastes do I report?

Wastes **NOT TO BE** Reported:

40 CFR 262.83(g)

- Hazardous wastes that were, during the reporting year, exported out of the U.S. to a site located in foreign country.
 - ❑ Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.83(g).





Who to Contact if you have Questions



Questions about the Biennial Report?

Jenny Patterson

Phone: 336-767-0031

Email: Jenny.Patterson@ncdenr.gov



REGIONAL INSPECTOR MAP

Brent Burch - Branch Head / 919.270.2049 / Brent.Burch@ncdenr.gov



Western Unit

Sean Morris - Western Unit Supervisor
919.270.2714 / Sean.Morris@ncdenr.gov

Richard Concepcion - Environmental Chemist
828.578.6927 / Richard.Concepcion@ncdenr.gov

<p>Jeff Menzel 828.419.5034 Jeff.Menzel@ncdenr.gov</p>	<p>Nick Guglielmi 919.935.2010 Nick.Guglielmi@ncdenr.gov</p>
<p>Ernie Lawrence 336.352.5742 Ernest.Lawrence@ncdenr.gov</p>	<p>Rose Pruitt 919.270.3476 Rose.Pruitt@ncdenr.gov</p>
<p>Andrew Martin 919.270.3507 Andrew.Martin@ncdenr.gov</p>	

Eastern Unit

Heather Goldman - Eastern Unit Supervisor
919.270.2186 / Heather.Goldman@ncdenr.gov

Autumn Romanski - Environmental Chemist
919.280.1510 / Autumn.Romanski@ncdenr.gov

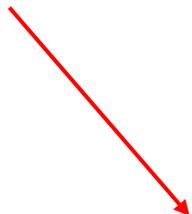
<p>Dan Girdner 919.621.7747 Daniel.Girdner@ncdenr.gov</p>	<p>Aram Kim 919.270.2921 Aram.Kim@ncdenr.gov</p>	<p>Andrea Stermer 919.270.3871 Andrea.Stermer@ncdenr.gov</p>
<p>Jenne Walker 919.538.2853 Jenne.Walker@ncdenr.gov</p>	<p>Wes Hare 910.442.0922 Wes.Hare@ncdenr.gov</p>	

Updated 6/09/2021

Have site specific questions?

Contact your NCDEQ Hazardous Waste Section Inspector

Make sure you have the most recent contact information by going to this NCDEQ website link



https://files.nc.gov/ncdeq/Waste+Management/DWM/HW/Compliance/Compliance_Map_by_Inspector.pdf

Questions about RCRAInfo Industry Applications?

Questions about RCRAInfo (including registration, changing permission level, updating site information, requesting an EPA ID Number)?

Andrew Minter

Phone: 919-707-8265

Email: Andrew.Minter@ncdenr.gov



Questions about Hazardous Waste Invoices?

Questions about Hazardous Waste Invoices?

Jesse Toney

Phone: 919-707-8228

Email: Jesse.Toney@ncdenr.gov



General Hazardous Waste Technical Assistance Questions?

Division of Waste Management Switchboard: 919-707-8200

Indicate you have a general hazardous waste question and you will be routed to appropriate on-call Hazardous Waste Section staff.





Frequent Questions About the Biennial Report



Frequent Questions –LQG for only a short time in 2021

Question: My North Carolina facility only operated as a large quantity generator (and/or treatment, storage, and disposal facility) for a short period of time during calendar year 2021. Do I still need to file a Biennial Report?

Answer: Yes. A facility that operated as a large quantity generator (and/or treatment, storage, and disposal facility) at any time for any length of time in 2021 is required to file the Biennial Report.



Frequent Questions – Was a LQG but now a SQG

Question: My North Carolina facility operated as a large quantity generator at the beginning of 2021 but renotified and is currently a small quantity generator (or very small quantity generator or not a generator). Do I still need to file a Biennial Report?

Answer: Yes, If a facility operated as a large quantity generator and/or treatment, storage and disposal facility in 2021 (at any time for any length of time) but is currently a SQG (or a VSQG or not a generator) they are required to file the Biennial Report.



Frequent Questions – Short Term Generator

Question: My North Carolina facility notified as a "Short Term Generator" and generated large quantity generator amounts of hazardous waste during 2021. Do I still need to file a Biennial Report?

Answer: Yes. A facility that operated as a large quantity generator (and/or treatment, storage, and disposal facility) at any time for any length of time in 2021 is required to file the Biennial Report. This includes facilities that notified as a Short Term Generator (that generated large quantity generator amounts of hazardous waste).



Frequent Questions – Short Term Generator

Question: My North Carolina facility notified as an "Episodic Generator" and generated large quantity generator amounts of hazardous waste during 2021. Do I still need to file a Biennial Report?

Answer: No. If your facility notified as an Episodic Generator (by marking Section 13 of the Site ID Form) in 2021 and complied with the Episodic Generator provisions in 40 CFR 262 Subpart L, your site is not required to file a 2021 Hazardous Waste Biennial Report.



Frequent Questions – LQG but only SQG amounts Generated

Question: My North Carolina facility notified as a large quantity generator (LQG) for 2021 but did not actually generate LQG amounts of hazardous waste during this time. Do I still need to file a Biennial Report?

Answer: Maybe. You may submit copies of the manifests to the Hazardous Waste Section to prove the facility never operated as a large quantity generator and request to have the report requirement waived. Or you may submit the Biennial Report and note in the Comment section of the Site ID Form that the facility did not generate large quantity generator amounts of hazardous waste and indicate the amount(s) of hazardous waste generated throughout 2021 to show it was never a LQG quantity (to explain missing or incomplete GM forms)

Send copies of manifests and request a waiver to:

Jenny Patterson

Jenny.Patterson@ncdenr.gov

336-767-0031



Frequent Questions – LQG with no HW Generated

Question: My North Carolina facility notified as a large quantity generator for 2021 but did not actually generate any hazardous waste during this time. Do I still need to file a Biennial Report?

Answer: If no hazardous waste was generated/managed during the 2021 reporting cycle you may submit the Biennial Report with a GM form that shows zero (0) hazardous waste generated/managed. Be sure to note in the Comments section of the Site ID Form that no hazardous waste was generated (to explain the incomplete GM form).



Frequent Questions – VSQG/SQG Filing Requirements

Question: My North Carolina facility notified as a small quantity generator and operated as a small (or very small quantity generator) in 2021. Do I still need to file a Biennial Report?

Answer: No. North Carolina facilities that have notified and operated as small quantity generators and very small quantity generators in 2021 are not required to file a Biennial Report (unless they operated as a large quantity generator and/or treatment, storage and disposal facility any time during 2021).



Frequent Questions – OI Forms

Question: Do I need to file the Off-site Identification (OI) Form?

Answer: No, North Carolina facilities are not required to complete/submit the OI Form. The OI Form captures the names and addresses of off-site installations and transporters. The OI information is optional on a national level and in North Carolina.



Frequent Questions – Who do I Contact with Questions

Question: I have questions about using RCRAInfo, the Biennial Report or site-specific facility questions. Who do I contact?

Answer: Please see slides 155 through 160 for Hazardous Waste Section Contacts if you have questions.





Biennial Report - WR Form



WR Form

Waste Received from Off-Site Form

- Collects information regarding RCRA hazardous waste received from off-site and managed on-site.
- Hazardous waste (HW) must be reported on the WR Form if in 2021:
 - Imports of HW received from a site located in a foreign country.
 - HW received and recycled without first being stored.
 - HW received and stored prior to being recycled.
 - HW received from HW generators to be partially reclaimed into commodity-like materials excluded from RCRA regulations.



WR Form

WR Forms

Show entries

Page 	Waste Description 	Off-site EPA ID 	Qty (Tons) 	Created 	Status 	Action
There are no WR Forms to display.						

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Add New WR Form](#)

Click the "Add New WR Form" to add a waste received from off-site to your submission.



WR Form

The required information is denoted by the red asterisks and includes the

- Waste Description,
- Hazardous Waste Code (North Carolina does not have any state waste codes)
- Off-site Handler Identification,
- Form Code,
- Management Method Code,
- Quantity Received
- Unit of Measure and Density,
- Density unit of measure for volumetric units of measure.

Add WR Form

General Information		
Site ID	Site Name	Site Address
UT0000000001	HAZARDOUS WASTE PROCESSING CENTER	5000 MAIN STREET, WEST VALLEY CITY, UT

Waste Information	
A. Waste Description *	
<input type="text"/>	
B. Hazardous Waste Codes (Federal) *	Selected
<input type="text" value="None selected"/>	<input type="text"/>
<input type="button" value="Clear All"/>	
C. Hazardous Waste Codes (State) *	Selected
<input type="text" value="None selected"/>	<input type="text"/>
<input type="button" value="Clear All"/>	



WR Form

D. Off-site Handler Information

EPA ID Number *

Recent Search

There are three ways to enter the off-site EPA ID Number:

- 1) Search for the EPA ID Number within the RCRAInfo database (by clicking on the "Search" button),
- 2) Select a previously entered EPA ID Number from this submission (by clicking on the "Recent" button), or
- 3) Type the EPA ID Number manually (in the box under "EPA ID Number").



WR Form

D. Off-site Handler Information

EPA ID Number *

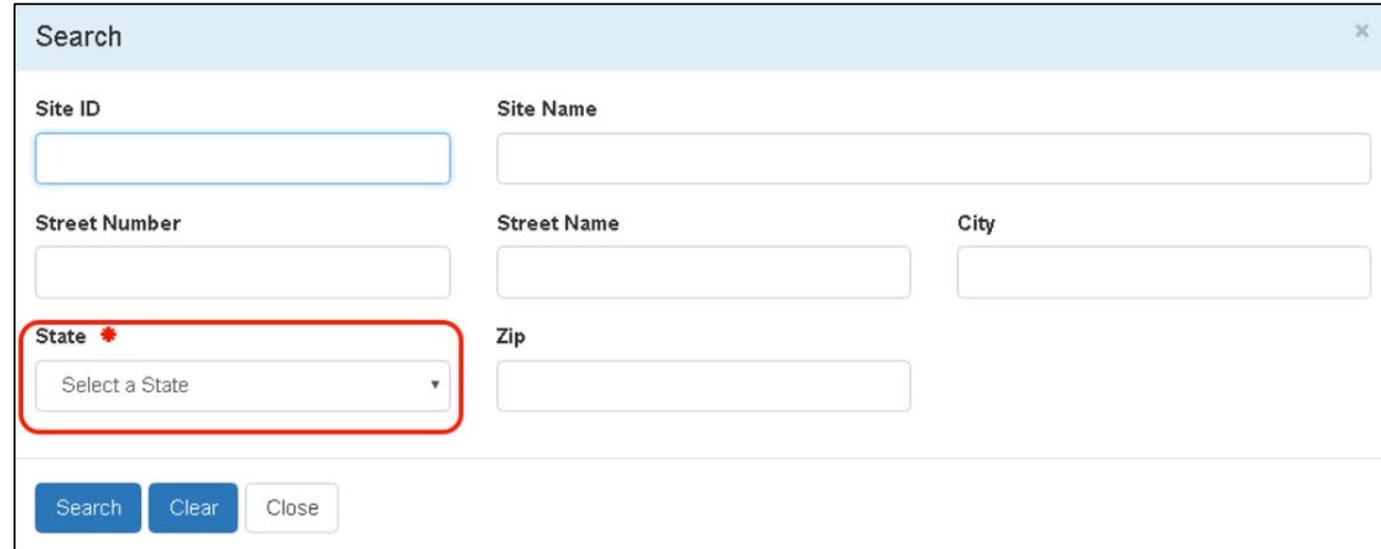
Recent Search

- To search for the EPA ID Number within the RCRAInfo database, click the "Search" button.



WR Form

- A pop up window will be displayed allowing you to search for the handler by Site ID, Site Name and/or by Site Address.
- To narrow the search you must always provide the State.
- In addition, you must provide either the Site ID, Site Name and/or Zip code.
- Using variations of the Site Name, Street Name and/or City may help you find the desired site.
- Once you provide your criteria, click "Search."



The screenshot shows a search form with the following fields:

- Site ID
- Site Name
- Street Number
- Street Name
- City
- State (highlighted with a red box, containing a red asterisk and the text "Select a State")
- Zip

At the bottom of the form are three buttons: Search, Clear, and Close.

WR Form

- The search results will be displayed showing all handlers that match all of the search criteria provided.
- The first 20 results are displayed but you may select additional results by selecting a value in the "Show entries" drop down list in the top left corner.
- The results are displayed in alphabetical order by site name but may be reordered by clicking the arrows next to the appropriate column name.
- You may paginate through the results by clicking on the Previous or Next or a specific page number in the bottom right hand corner.

Search Results

Show 20 entries

Site ID	Site Name	Address	City	State	County
UTP000000153	ALAN FRANK & ASSOCIATES	1524 SOUTH 1100 EAST	SALT LAKE CITY	UT	SALT LAKE
UTP000989848	ALANS AUTOMOTIVE	3253 WEST 3500 SOUTH	WEST VALLEY CITY	UT	SALT LAKE
UTR000010447	BLM, GRAND STAIRCASE - ESCALANTE	755 WEST MAIN STREET	ESCALANTE	UT	GARFIELD
UTD000710798	RANCHERS EXP & DEV ESCALANTE SILVER MINE	COUNTY ROAD 3MI SW OF BERYL	BERYL	UT	IRON

Showing 1 to 4 of 4 entries

Previous 1 Next

Back to Search Criteria Close

WR Form

D. Off-site Handler Information

EPA ID Number *

Recent Search

To select a previously entered EPA ID Number, click on the "Recent" button.



WR Form

Select from Recently Used Sites ×

Show entries

Site ID	Site Name	Address	City	State	County
UTR000012054	KMART #3085	680 WEST 2600 SOUTH	WOODS CROSS		
UTR000012062	KMART #3096	475 WEST STATE STREET	OREM		

Showing 1 to 2 of 2 entries

Previous **1** Next

Close

- The five most recently selected EPA ID Numbers for this submission will be displayed.
- You may display additional results by selecting a value in the "Show entries" drop down list in the top left corner.



WR Form

D. Off-site Handler Information

EPA ID Number *

Site Name
KMART #3085

Street Number	Street 1	Street 2
680	WEST 2600 SOUTH	
Zip	City, Town or Village	State
84010	WOODS CROSS	
Country		
UNITED STATES		

Example

- If you entered the EPA ID Number manually and the ID exists in RCRAInfo, the site name and the site address for that EPA ID Number will be displayed.



WR Form

D. Off-site Handler Information

EPA ID Number *

UTR000012054

Site Name
KMART #3085

Street Number	Street 1	Street 2
680	WEST 2600 SOUTH	
Zip	City, Town or Village	State
84010	WOODS CROSS	
Country	UNITED STATES	

Example

- If that site ID does not exist in RCRAInfo, verify the correctness of the ID Number.
- If the site ID is correct, you will need to provide the Site Name and Site Address for that ID Number so the Hazardous Waste Section will have information on the site from which you received hazardous waste from.



WR Form

Add WR Form

General Information

Site ID	Site Name	Site Address
UT0000000001	HAZARDOUS WASTE PROCESSING CENTER	5000 MAIN STREET, WEST VALLEY CITY, UT

- Once all information has been provided, click the "Save" button.
- Note that you can only save a new WR Form when all required information has been provided.

Comments

WR Form

WR Forms

Show 20 entries

Page	Waste Description	Off-site EPA ID	Qty (Tons)	Created	Status	Action
3	LABORATORY WASTE	UTR000012054	0.079317	01/17/2018	Complete	

Showing 1 to 1 of 1 entries

Previous 1 Next

[Add New WR Form](#) [Delete All WR Forms](#)

You may edit a WR Form by clicking the "pencil" icon next to the WR Form of interest.



WR Form

- You may change any information, as needed, on the form.
- Click "Save" to save your revisions.

Update WR Form

General Information

Page	Site ID	Site Name	Site Address
3	UT0000000001	HAZARDOUS WASTE PROCESSING CENTER	5000 MAIN STREET, WEST VALLEY CITY, UT

Waste Information

A. Waste Description *

LABORATORY WASTE

Example

Comments

Save **Delete** [Back to Biennial Report](#)



WR Form

WR Forms

Show entries

Page	Waste Description	Off-site EPA ID	Qty (Tons)	Created	Status	Action
3	LABORATORY WASTE	UTR000012054	0.079317	01/17/2018	Complete	

Showing 1 to 1 of 1 entries

Previous **1** Next

[Add New WR Form](#) [Delete All WR Forms](#)

- You may delete an individual WR Form from the submission by clicking the "X" icon next to the WR Form to be deleted.
- Or delete all of the WR Forms associated with this submission by clicking the "Delete All WR Forms" button.



WR Form



Delete WR Form

Are you sure you would like to delete this WR Form?

Continue Cancel

- When deleting WR Forms, you will be prompted to confirm the deletion.
- Click "Continue" to confirm the deletion.
- Note that once you have confirmed the deletion, the data associated with that form or forms is deleted and cannot be recovered.



Biennial Report Flat File Upload



Flat File Upload

- Instead of submitting the information for the Biennial Report manually, a site may elect to load their data into the RCRAInfo Industry Application - Biennial Report Module using a series of flat files
 - Flat file submission is typically done by facilities that are commercial hazardous waste treatment, storage, and disposal facilities. Facilities that are only hazardous waste generators may load a flat file, but typically file by manual submission.
- The specifications for these flat files can be found at this link:
https://rcrapublic.epa.gov/rcrainfoweb/documents/2021_br_file_specs_industry.pdf



Flat File Upload

- To upload your submission, click "Create New Submission" from the Biennial Report Dashboard.
- Remember you cannot create a new submission if you already have a submission in progress.

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
There are no submissions in progress.						

Create New Submission

Completed

Show 10 entries

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	In National Report	Action
2015	656.540000	0	602.631500	0	Yes	
2013	345.758000	47.514500	288.951500	0	Yes	
2011	71.323500	18.081500	68.889000	6.638500	Yes	
2009	71.323500	18.081500	68.889000	6.638500	Yes	

Previous 1 Next



Flat File Upload

Create 2021 Biennial Report ✕

Please indicate whether you will be uploading a flat file with all Biennial Report forms or using the data entry screens.

Upload a File Continue to Data Entry

Close

Click "Upload a File" button.



Flat File Upload

Create 2021 Biennial Report ✕

Please select your Biennial Report .zip file and click "Upload".

Select File

After you have uploaded your GM and WR records, the next step is to complete the Site ID Form. For your convenience, we have pre-populated the form with the most current information from RCRAInfo. Please click on the Add Site ID Form button within your submission to update your site information and complete your submission.

Back Cancel

- Select the file to upload by clicking the "Select File" button.
- Note your file must be a zip file.



Flat File Upload

Create 2021 Biennial Report

Please select your Biennial Report .zip file and click "Upload".

Select File Upload

After you have uploaded your GM and WR records, the next step is to complete the Site ID Form. For your convenience, we have pre-populated the form with the most current information from RCRAInfo. Please click on the Add Site ID Form button within your submission to update your site information and complete your submission.

Back Cancel

Once you have selected your file, click the "Upload" button.



Flat File Upload

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2021	02/08/2018 03:39PM	Processing		

Example

- The Biennial Report Dashboard will be displayed showing your submission in the Upload Request section.
- Your request is processed asynchronously (meaning you may now leave this page without affecting the processing of your request).
- An email will be sent to you when the processing is complete.



Flat File Upload

Cycle	Uploaded	Status	Reason	Action
2021	02/08/2018 03:39PM	Processing		

- The initial status of the submission will be "Received" indicating that the submission has been received and has been placed in a que for processing.
- Once your submission has reached the top of the que, processing will begin, and the Status will change to "Processing".
- If the que is empty when you do your submission, you may not see the Status of "Received"



Flat File Upload

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2021	02/08/2018 03:55PM	Failed	1 Load Error(s)	×

Re-upload

- The data that you provided in the flat files will be loaded into data tables.
- If errors occur during this stage of the process, you will see "Load Error(s)" in the Reason column on the Biennial Report Dashboard.
- Click this link (Load Error(s)) to see the specified errors encountered.



Flat File Upload – Load Errors

- Load Error(s) that you are likely to encounter are alpha characters in a numeric field.
- The error message will show you the file name, the file number and the column in which the error occurred.
- The value of the column and error will be displayed as will the value of the entire row to assist with finding the error within the flat file.

Date / Time	Type	Message
02/08/2018 03:55PM	Error	[GM1] File=utgm1.fil Line=1 Column=GEN_QTY Message=Error converting value '1ABC' using conversion com.univocity.parsers.conversions.DoubleConversion Row=[UT0000000001, 1, W319, 1, 0.0, ., B, G23, 1ABC, Y, /, /, /, ., N, Y]
02/08/2018 03:55PM	Message	[GM1] Processed a total of 7 records.
02/08/2018 03:55PM	Message	[GM2] Processed a total of 21 records.
02/08/2018 03:55PM	Message	[GM4] Processed a total of 9 records.
02/08/2018 03:55PM	Message	[WR1] Processed a total of 101 records.
02/08/2018 03:55PM	Message	[WR2] Processed a total of 343 records.

Showing 1 to 6 of 6 entries

Previous 1 Next

Close

Flat File Upload

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2021	02/09/2018 08:20AM	Failed	1 Load Error(s)	✖

Re-upload

You will need to correct these errors and reload your zip file by clicking the "Re-upload" button.



Flat File Upload – Validation Errors

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2021	02/09/2018 08:29AM	Failed	1 Validation Error(s)	✘

Re-upload

- Once the data has been uploaded into the data tables, the data will be validated against the business rules associated with this biennial report cycle as specified in the flat file specification document.
- If the data fails to meet one or more of the business rules, you will see validation errors in the "Reason" column. Click this link to see the specific business rules that were violated.



Flat File Upload – Validation Errors

File Upload Error Report - Files Submitted

Show 20 entries

Date / Time	Type	Message
02/09/2018 08:29AM	Error	[GM1] Line:1 Key: UT0000000001/1, Source Code: HQ-G99. SOURCE CODE is not valid. See GM1-040.

The specific business rules that were violated will be shown.



Flat File Upload – Validation Errors

File Upload Error Report - Files Submitted

Show entries

Date / Time	Type	Message
02/09/2018 08:29AM	Error	[GM1] Line:1 Key: UT0000000001/1, Source Code: HQ-G99. SOURCE CODE is not valid. See GM1-040.

The error message will show you the file and line number in error.



Flat File Upload – Validation Errors

File Upload Error Report - Files Submitted

Show entries

Date / Time	Type	Message
02/09/2018 08:29AM	Error	[GM1] Line:1 Key: UT0000000001/1, Source Code: HQ-G99. SOURCE CODE is not valid. See GM1-040.

- The error message will also show you the key value associated with that record. In other words, it will show you the values that make the record unique.
- The key value is provided to help you find the record in the flat file or within your own data system.



Flat File Upload – Validation Errors

File Upload Error Report - Files Submitted

Show entries

Date / Time	Type	Message
02/09/2018 08:29AM	Error	[GM1] Line:1 Key: UT0000000001/1, Source Code: HQ-G99. SOURCE CODE is not valid. See GM1-040.

- The error message also provides what column is in error and what the error is.

Flat File Upload – Validation Errors

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2021	02/09/2018 08:29AM	Failed	1 Validation Error(s)	✕

[Re-upload](#)

Example

You will need to correct these errors and reload your flat file by clicking the "Re-upload" button.



Flat File Upload

HAZARDOUS WASTE PROCESSING CENTER		5000 MAIN STREET - WEST VALLEY CITY		UT000000001
Site Details	Biennial Report			
Upload Request				
Cycle	Uploaded	Status	Reason	Action
2021	02/09/2018 09:30AM	Processing	Processing WR form 302 of 1013.	

- When your data is free of load and validation errors, the data will be placed into a data model that will allow you to manipulate the data as if you had entered the data via data entry (i.e., manual submission).
- The "Reason" Column will show you the progress of the processing.
- If your submission contains thousands of forms, this step may take an hour or more to complete.



Flat File Upload

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2021	02/09/2018 09:30AM	Processing	Processing WR form 302 of 1013.	

- The "Reason" Column will show you the progress of the processing.
- If your submission contains thousands of forms, this step may take an hour or more to complete.
- You will receive an email after the processing has completed.



Flat File Upload

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2021	24.645500		246.196000	220.711500	Draft	 

- After you have a successful upload your submission will be placed in the "In Progress" section of the Biennial Report Dashboard with the Status of "Draft."
- It is highly recommended that the data be reviewed to ensure that all of the GM and WR forms were included in the submission and properly uploaded.



Flat File Review

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2021	24.645500		246.196000	220.711500	Draft	

To see the data associated with the submission, click the "pencil" icon.



Flat File Review

The GM and WR Forms associated with the current submission will be displayed.

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT0000000001

GM Forms

Show 20 entries

Page	Waste Description	Qty (Tons)	Created	Status	Action
1	FLAMMABLE LIQUIDS PETROLEUM DISTILLATES BRANCH DEBRIS	8.935000	02/09/2018	Complete	✎ ✕
2	WASTE ENVIRONMENTALLY HAZARDOUS SUBSTANCES NAPHTHA BRANCH DEBRIS	0.257500	02/09/2018	Complete	✎ ✕

Showing 1 to 2 of 2 entries

Previous 1 Next

[Add New GM Form](#) [Delete All GM Forms](#)

WR Forms

Show 20 entries

Page	Waste Description	Off-site EPA ID	Qty (Tons)	Created	Status	Action
1	NA1993 WASTE COMBUSTIBLE LIQUID NOS PETROLEUM NAPHTHA	FLD984187658	0.172000	02/09/2018	Complete	✎ ✕
2	NA1993 WASTE COMBUSTIBLE LIQUID NOS PETROLEUM NAPHTHA	FLCESQG	0.120000	02/09/2018	Complete	✎ ✕



Flat File Review



The screenshot shows a web interface with a header bar labeled 'Site ID Form'. Below the header, there is a large white rectangular area. In the top-left corner of this area, there is a green button with rounded corners and a red border, containing the text 'Add Site ID Form'.

- A Site ID Form must be included in your submission before you can sign and submit your submission.
- See slides **66 through 99** for additional information on the Site ID Form.

