



# STATE OF NEVADA

Department of Conservation & Natural Resources

Brian Sandoval, Governor

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DIVISION OF ENVIRONMENTAL PROTECTION

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## NOTICE TO SUBMIT THE 2011 HAZARDOUS WASTE BIENNIAL REPORT ON-LINE USING EASITRAK SOFTWARE

This letter serves as notice to you that the 2011 Hazardous Waste Biennial Report must be submitted to the Nevada Division of Environmental Protection by March 1, 2012, as specified in Nevada Administrative Code (NAC) Section 444.8675. The report details the type and amount of hazardous waste that was generated onsite, shipped off-site and/or received from off-site during the reporting year.

### PLEASE READ THE ENTIRE NOTICE BEFORE BEGINNING YOUR REPORT

All owners or operators of businesses or sites that generated, treated, stored or disposed of hazardous waste in an amount equal to or greater than threshold quantities ( $\geq 1000$  kg/month hazardous waste,  $> 1$  kg/month acute hazardous waste, or  $> 100$  kg/month acute hazardous waste spill cleanup residue), during calendar year 2011, are required to complete and submit a Hazardous Waste Biennial Report on-line as follows:

**Treatment, Storage and Disposal (TSD) facilities** complete at a minimum:

- RCRA Subtitle C Site Identification Form (8700-13A/B) (4 pages)
- 1 - Form GM for reporting on-site RCRA hazardous waste generated and managed
- 1 - Form WR listing all RCRA hazardous waste received from an off-site HW generator

**Large Quantity Generators (LQG) facilities** complete at a minimum:

- RCRA Subtitle C Site Identification Form (8700-13A/B) (4 pages)
- 1 - Form GM for reporting on-site RCRA hazardous waste generated and managed

All LQG and TSD sites must submit their report electronically by using Easitrak software. The web-based software, developed by American Resource Management, is free and accessible through your computer's internet browser (Microsoft Internet Explorer 6.0 or higher) at [www.arminc.net](http://www.arminc.net).

### EASITRAK Information:

- 1) Prior to data entry, review all the Easitrak web instructions and support information.
- 2) Complete the required forms on-line using Easitrak. Once you've completed the forms on line, you can edit them as many times as necessary to complete the report correctly. We suggest that you print a hard copy of the report directly from your computer for your records.
- 3) Be sure to save the data electronically in the Easitrak program and submit your Hazardous Waste Biennial Report electronically to the NDEP.
- 4) Before you exit Easitrak, print out a Site Identification and Declaration of Electronic Filing form. Both forms must be signed and mailed to NDEP for your electronic submittal to be considered complete.

- 5) All reporters must send their printed and signed Site Identification and Declaration of Electronic Filing forms to:

Nevada Division of Environmental Protection  
Bureau of Waste Management, Biennial Report Staff  
901 S. Stewart St, Suite 4001  
Carson City, Nevada 89701-5249

- 6) Once you've submitted the report electronically to the NDEP, the report is "locked." If you want to make changes to a locked report, please contact the Nevada Small Business Development Center (NSBDC) - Business Environmental Program (BEP) at the telephone number below.

For reference purposes only, the 2011 Hazardous Waste Report Instructions and Form booklet may be obtained from the EPA website at: [www.epa.gov/epaoswer/hazwaste/data/biennialreport/index.htm](http://www.epa.gov/epaoswer/hazwaste/data/biennialreport/index.htm).

**Additional Information:**

- A **FREE** training seminar will be conducted to assist you in completing the 2011 Hazardous Waste Biennial Report forms. See the enclosed announcement for dates, times and locations.
- As a reminder, sites are required by law to keep copies of their report for three years after the filing date.
- If your site is no longer generating hazardous waste and you wish to deactivate your EPA Identification Number, please follow the instructions included with this document.
- If you are unsure what your EPA Identification Number is please check the mailing label of the envelope accompanying this letter, call the NSBDC – BEP at the number listed below, or check via the web at [www.epa.gov/enviro](http://www.epa.gov/enviro).
- If your waste is picked up by a contractual service, YOU are the legal generator of the waste and YOU are required to fill out the hazardous waste report.
- Do not report non-RCRA, non-hazardous waste streams such as exempt wastewaters, asbestos, PCB's or used oil, used antifreeze, etc.
- Use only valid codes (EPA hazardous waste codes, form code, management method code, etc.) from the lists provided in the 2011 Hazardous Waste Biennial Report instruction booklet.
- Complete all the forms in entirety.

**For free and confidential help completing your Hazardous Waste Biennial Report, please contact:**

**Nevada Small Business Development Center  
Business Environmental Program  
(800) 882-3233 in Nevada (toll-free)  
(702) 866-5927 in Las Vegas  
[www.unrbep.org](http://www.unrbep.org)**