

HAZARDOUS WASTE REPORT

AUTHORIZATION

This is an ongoing information collection from hazardous waste generators and hazardous waste treatment, storage, or disposal facilities. This collection is done on a two-year cycle as required by Sections 3002 and 3004 of the Resource Conservation and Recovery Act (RCRA). The information is collected via a mechanism known as the Hazardous Waste Report for the required reporting year [EPA Form 8700-13 A/B] (also known as the “Biennial Report”). Both RCRA Sections 3002 and 3004 require the U.S. Environmental Protection Agency (EPA) to establish standards for recordkeeping and reporting of hazardous waste. Section 3002 applies to hazardous waste generators and Section 3004 applies to hazardous waste treatment, storage, and disposal facilities. The implementing regulations are found at 40 CFR 262.40(b) and (d); 262.41(a)(1)-(5), (a)(8), and (b); 264.75(a)-(e) and (j); 265.75(a)-(e) and (j); and 270.30(1)(9). This is mandatory reporting by the respondents.

The respondents’ submissions (reports) describe each generated hazardous waste, the activity by which they generated the wastes, and the waste quantity; the reports also list the management method by which each waste is treated, recycled, or disposed, and the quantity managed. There are a number of uses of Biennial Report data. The EPA uses Biennial Report data for planning and developing regulations, compliance monitoring, and enforcement. Also, Biennial Report data allow the Agency to determine whether its regulations are having the desired effect on the generation and management of hazardous waste. For example, Biennial Report data provide information on whether waste management has shifted from one method of disposal to another. Some State uses of Biennial Report data include support of planning, fee assessment, compliance monitoring, and enforcement.

Some businesses consider some of their hazardous waste information to be Confidential Business Information (CBI). A business may, if it desires, protect its Biennial Report information from public disclosure by asserting a claim of confidentiality covering all or part of its information. When a claim is made, the EPA will treat the information in accordance with the confidentiality regulations in 40 CFR Part 2, Subpart B. The EPA also ensures that the information collection procedures comply with the Privacy Act of 1974 and OMB Circular 108.

Estimated Burden: Facilities - The reporting burden for the Hazardous Waste Report is estimated to average 14 hours for a facility to gather data, complete and review the forms, and submit the Hazardous Waste Report. The recordkeeping burden is estimated to average 5 hours for a facility to read the instructions, and file and store the Hazardous Waste Report submission for three years. **State Agencies** - The reporting burden is estimated to average 30 hours per facility for a State agency to distribute the Hazardous Waste Report Instructions and Forms, assist respondents, key entry report submissions, and perform quality assurance. There is no recordkeeping associated with this requirement, and as such, there is no recordkeeping burden for State agencies.

To comment on the Agency’s need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, the EPA has established a public docket for the Information Collection Request (ICR) under Docket ID Number EPA-HQ-OLEM-2016-0182, which is available for public viewing at the RCRA Docket in the EPA Docket Center (EPA/DC), EPA West, Room 3334, 1301 Constitution Ave., NW, Washington, D.C. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744 and the telephone number for the RCRA Docket is (202) 566-0270. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at <http://www.epa.gov/dockets/regulations.htm>.

Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select “search,” then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, D.C. 20503, Attention: Desk Office for EPA. Please include the EPA Docket ID Number EPA-HQ-OLEM-2016-0182 and OMB Control Number 2050-0024 in any correspondence.

INTRODUCTION

The U.S. Environmental Protection Agency's (EPA's) mission to protect human health and the environment includes the responsibility to effectively manage, with the States, the nation's hazardous waste. As part of this task, the EPA and the States collect and maintain information about the generation, management, and final disposition of the nation's hazardous waste regulated by the Resource Conservation and Recovery Act of 1976 (RCRA), as amended by the Hazardous and Solid Waste Amendments of 1984 (HSWA).

The EPA prepared this document for hazardous waste generators and for facilities that treat, store, or dispose hazardous waste to report their hazardous waste activities. The information collected will:

- Provide the EPA and the States with an understanding of hazardous waste generation and management in the U.S.
- Help the EPA measure the quality of the environment, such as monitoring industry compliance with the regulations and evaluating waste minimization efforts taken by industry.
- Be summarized and communicated to the public via the following public website:
<https://rcrainfo.epa.gov/rcrainfoweb>

DETERMINING WHO MUST FILE

WHO MUST FILE

You are required by Federal statute (mandatory reporting) to complete and file a Hazardous Waste Report (also known as the "Biennial Report") or your State's equivalent hazardous waste report if you:

- Met the definition (see box below) of a RCRA Large Quantity Generator (LQG) during the collection year (odd year); **or**

DEFINITION OF A RCRA LARGE QUANTITY GENERATOR

You are a RCRA LQG if you, by site:

- (i) Generate, in any calendar month, (which includes quantities imported by importer site) 1,000 kilograms [kgs]/month [mo] (2,200 pounds [lbs]/mo) or more of non-acute RCRA hazardous waste; **or**
- (ii) Generate, in a calendar month, or accumulates at any time, more than 1 kg/mo (2.2 lbs/mo) of any RCRA acute hazardous waste listed in sections 261.31 or 261.33(e); **or**
- (iii) Generate, in any calendar month, or accumulates at any time, more than 100 kg/mo (220 lbs/mo) of residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any RCRA acute hazardous waste listed in sections 261.31 or 261.33(e); **or**
- (iv) Generate amounts above the LQG threshold of either acute hazardous waste or residue or contaminated soil containing acute hazardous wastes would become a LQG for the calendar month. In this case, you need to complete a Hazardous Waste Report.

- Treated, stored, recycled or disposed of RCRA hazardous wastes on-site or shipped hazardous waste off-site to a RCRA permitted treatment, storage, recycling and disposal facility, or received hazardous wastes from off-site hazardous waste generators without storing the wastes before recycling during the reporting year (odd years).

NOTE	<p>You will report your current Hazardous Waste Generator status as of the date of submitting your Hazardous Waste Report on the Site ID Form in Item 10.A.1 – Generator of Hazardous Waste. Your current status may be different from the status during the report year that requires you to file the Hazardous Waste Report.</p> <p>Hazardous waste imported from a site located in a foreign country must be counted in determining your generator status if your site is the U.S. Importer. This waste must be reported on the Waste Generation and Management Form (GM Form) or the Waste Received From Off-site Form (WR Form) in your Hazardous Waste Report.</p> <p>Some States, as a matter of State law, require other categories of generators to report as well. Contact your State for additional information.</p>
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WHO SHOULD NOT FILE

DO NOT file a Hazardous Waste Report if, during the collection year, your site was not a RCRA LQG (i.e., your site did not meet any of the LQG criteria) **and** your site did not treat, store, recycle or dispose of RCRA hazardous wastes on-site and/or received from off-site in waste management units' subject to a RCRA operating permit. The exception is only if your State has more stringent reporting requirements. Contact your State to determine if there are more stringent reporting requirements.

If you are not required to report, you should notify us if your hazardous waste generator status has changed; please fill out the RCRA Subtitle C Site Identification Form (Site ID Form) and submit it to your State Office. **Place an "X" in the box** for Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time in Item 1 – Reason for Submittal.

Unless required by your State, you are not required to submit a Hazardous Waste Report for your hazardous waste that was exported directly out of the U.S. to a site located in a foreign country. Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.83(g). (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report with hazardous waste exported to a site located in a foreign country.)

FILING A HAZARDOUS WASTE REPORT

The instructions and forms for the Hazardous Waste Report are prepared by the U.S. Environmental Protection Agency (EPA) for generators and treatment, storage, recycling and disposal facilities to report their hazardous waste activities.

Additionally, a site may use this Hazardous Waste Report to notify their regulatory authority that they are managing hazardous secondary material under 40 CFR 260.30, 40 CFR 261.4(a)(23), (24), (25), or (27) (these facilities would notify using the RCRA Subtitle C Site Identification Form and Addendum to the Site Identification Form: Notification of Hazardous Secondary Material (HSM) Activity).

Detailed instructions for filling out each of the forms are provided. Other reference information and code lists are provided, including: a list of excluded wastes; definitions of key terms; special instructions that explains how to report certain types of wastes (e.g., lab packs, PCBs); a list of hazardous waste codes, hazardous secondary material facility codes, hazardous secondary material land-based unit codes, source codes, form codes, management method codes, waste minimization codes, and sample of Foreign Site Identification Number.

DOCUMENTS HELPFUL IN FILLING OUT THE FORMS

To prepare the RCRA Hazardous Waste Report forms, 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 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.

WHICH FORMS TO SUBMIT AND WHAT TO REPORT

The Hazardous Waste Report contains the following four forms:

SITE ID FORM

A site required to file a Hazardous Waste Report **MUST** also submit the RCRA Subtitle C Site Identification Form (Site ID Form) as a component of Hazardous Waste Report.

Mark “Submitting as a component of the Hazardous Waste Report” as the Reason for Submittal and enter the reporting year in the space provided. Additionally, indicate if your site was a TSD facility 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.

You will fill out the Site ID Form by reporting all information current as of the date of submitting your Hazardous Waste Report. 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.

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), (24), (25), or (27), must submit the Addendum to the Site Identification Form as a component of the Hazardous Waste Report pursuant to 40 CFR 260.42. You 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.

NOTE

If your site was granted a solid waste variance under 40 CFR 260.30 prior to July 13, 2015, the management of your hazardous secondary materials under 40 CFR 260.30 is grandfathered under the previous regulations and you are not required to notify unless you became an LQG as a result of generating new hazardous wastes from which the variance was granted.

GM FORM

A site required to file a Hazardous Waste Report must submit Waste Generation and Management Form(s) (GM Form(s)) for all hazardous waste that was used to determine the site's generator status. Hazardous waste must be reported if it was:

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in; **or**
- Generated and accumulated on-site in the reporting year but not managed on-site or shipped off-site until after the reporting year; **or**
- Generated and accumulated on-site prior to the reporting but either managed on-site or shipped off-site in the reporting year; **or**
- Hazardous wastes received from VSQGs by LQGs under the control of the same "person" (as defined at 40 CFR 260.10) and managed according to the applicable hazardous waste regulations at 40 CFR 262.17(f); **or**
- Imported from a site located in a foreign country.

Examples of RCRA hazardous wastes to be reported include those that were:

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

Unless required by your State, you are not required to complete GM Form Item 3.B for hazardous waste shipped directly to a site located in a foreign country (i.e., hazardous waste directly exported). Facilities that export hazardous waste must file a separate Annual Report under 40 CFR 262.83(g). (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report with hazardous waste exported to a site located in a foreign country.)

WR FORM

A site required to file the Hazardous Waste Report must submit Waste Received From Off-site Form(s) (WR Form(s)) if, during the reporting year, it received RCRA hazardous waste from off-site and managed the waste on-site (including subsequent transfer off-site). This includes imports of hazardous waste received from a site located in a foreign country, hazardous wastes that are received and recycled without first being stored, hazardous wastes received and stored prior to being recycled (i.e., the site has a RCRA storage permit), and hazardous wastes received from hazardous wastes generators to be partially reclaimed into commodity-like materials excluded from RCRA regulations.

OI FORM

A site must complete Off-site Identification Form(s) (OI Form(s)) **only if the site's State requires it**. The OI Form collects the name and address information of the sites (generators, transporters, and/or receiving facilities) identified within the Hazardous Waste Report.

WHEN AND WHERE TO SEND YOUR COMPLETED REPORT

The Hazardous Waste Report is due to your State or EPA Regional Office by March 1 of every even year. See the Where to Get Help section above to find access to a contact list containing the address for your State or EPA Regional Office where you should send your completed Hazardous Waste Report. The list contains contact names, addresses, phone numbers, and e-mail addresses that you can use to obtain additional information.

Many States use the forms included in this document; some also require additional information. Other States require that you complete and submit a State-specific form. Information about which form to use is included with the contact list located at the web page noted above. Even if you use the included form, you should check with your State to determine if you need to submit additional information. Also, contact your State if you have any questions about your submission.

INSTRUCTIONS FOR FILLING OUT THE WASTE GENERATION AND MANAGEMENT (GM) FORM

WHO MUST SUBMIT THIS FORM?

A site required to file a Hazardous Waste Report must submit a GM Form if the site generated RCRA hazardous waste that, in the reporting year, was accumulated on-site; managed on-site in a treatment, storage, or disposal unit; and/or shipped off-site for management, consistent with the criteria below. Refer to the [Wastes to be Reported](#) section below for specific instructions on generated RCRA hazardous wastes that should be reported on the GM Form. For exclusions or exemptions from the GM Form reporting requirements under the Hazardous Waste Report, refer to the [Wastes not to be Reported](#) section below.

PURPOSE OF THIS FORM

The GM Form is for reporting on-site hazardous waste generation and management and off-site shipment in the reporting year. The GM Form is divided into three sections that document: (1) the source, characteristics, and quantity of hazardous waste generated; (2) the quantity of hazardous waste managed on-site along with the management method used; and (3) the quantity of hazardous waste shipped off-site for treatment, disposal, or recycling along with the off-site management method used.

HOW TO FILL OUT THIS FORM

Make and submit a photocopy of the GM Form for each generated RCRA hazardous waste that should be reported, consistent with the criteria discussed below. Prior to photocopying, enter your EPA Identification Number in the top left-hand corner of the form.

Use Item 4 (Comments) at the end of the form to clarify any entry (e.g., “Other” responses) or to continue any entry. When entering information in the Comments section, cross-reference the item number and item letter to which the comment refers.

NOTE

Please review your previous cycle’s GM source, form, and management method codes to see if they are still applicable. If applicable, use those same codes for consistency.

Click [here](#) for additional information for reporting lab packs, asbestos, PCBs, waste oils, groundwater contaminated by hazardous waste, RCRA-radioactive mixed wastes, and laboratory clean-out wastes.

WASTES TO BE REPORTED

In general, each generated RCRA hazardous waste that is used to determine the site’s generator status should be reported on the GM Form.

A GM Form must be submitted for each generated RCRA hazardous waste. Hazardous waste must be reported if it was:

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in the reporting year; **or**

- Generated and accumulated on-site in the reporting year but not managed on-site or shipped off-site until after the reporting year; **or**
- Generated and accumulated on-site prior to the reporting year but either managed on-site or shipped off-site in the reporting year; **or**
- Received by an airbag waste facility collection or designated facility from an airbag waste handler under the airbag waste exemption at 40 CFR 261.4(j); **or**
- Received by an LQG from one or more VSQGs under the control of the same person for purposes of consolidation; **or**
- Imported from a site located in a foreign country in the reporting year. Refer to 40 CFR 262.10(e) and 40 CFR 262.84 for additional information; **or**
- An [evaluated hazardous waste pharmaceutical](#) accumulated on-site at a [reverse distributor](#), as defined in 40 CFR 266.500, that was shipped off-site to a designated facility in the reporting year.

Examples of RCRA hazardous wastes to be reported include those that were:

- Generated on-site from a production process, service activity, or routine cleanup.
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity.
- Removed from on-site storage for treating, recycling, or disposing on-site or for off-site shipment.
- 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).
- Shipped off-site, including hazardous waste that was received from off-site (reported on the Waste Received From Off-site Form [WR Form]) and subsequently shipped off-site without being treated or recycled on-site.
- Radioactive wastes mixed with RCRA hazardous wastes. (See the [Mixed Waste](#) definition and [Special Instructions](#) related to radioactive wastes for additional information)
- Hazardous wastes regulated only by your State (*if required by your State*).

WASTES NOT TO BE REPORTED

Materials and wastes identified at 40 CFR 261.4(a) , (b), and (j)(1), 262.13 (c) and 266.70 **should not be reported** on the GM Form. 40 CFR 261.4(a) and (b) identify materials and solid wastes that do not qualify as solid or hazardous wastes, respectively. 40 CFR 261.4(j)(1) identifies hazardous airbag waste that should not be included in an airbag waste handler’s generator status determination, even if these wastes were generated at the site. 40

CFR 262.13(c) identifies hazardous wastes that should not be included in a site's generator status determination, even if these hazardous wastes were generated at the site. 40 CFR 266.70 identifies recyclable materials utilized for precious metal recovery.

Following are the materials and wastes addressed under 40 CFR 261.4(a), (b), and (j)(1), 262.13 (c), and 266.70, which **should not be reported** on the GM Form:

- Materials which are excluded from being a solid waste, e.g., any mixture of domestic sewage and other wastes that passes through a sewer system to a publicly owned treatment works (unless they are stored or treated in regulated units prior to being discharged). (40 CFR 261.4(a))
- Solid wastes that are excluded from being hazardous waste, e.g., petroleum-contaminated media and debris that fail the test for toxicity characteristic (waste codes D018 through D043 only) and are subject to the corrective action regulations under 40 CFR Part 280. (40 CFR 261.4(b))
- Waste exempt from regulation because the waste has not exited the raw material storage or production unit yet, as specified in 261.4(c). (40 CFR 262.13 (c)(1))
- Hazardous waste that has been collected as a sample(s) for the purpose of determining its characteristic or composition, as specified in 261.4(d). (40 CFR 262.13 (c)(1))
- Sample(s) undergoing treatability studies, as specified in 261.4(e). (40 CFR 262.13 (c) (1))
- Sample(s) undergoing treatability studies at the laboratory or testing facility, as specified in 261.4(f). (40 CFR 262.13 (c) (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).
- Hazardous waste that is a specified recyclable material such as ethyl alcohol or scrap metal, as specified in 261.6(a)(3). (40 CFR 262.13 (c) (1))
- A residue of hazardous waste in an empty container or in an inner liner removed from an empty container, as specified in 261.7(a)(1). (40 CFR 262.13 (c) (1))
- PCB wastes regulated under the Toxic Substance Control Act, as specified in 40 CFR 261.8, unless mixed with a hazardous waste. (40 CFR 262.13 (c) (1))
- Wastes managed immediately upon generation only in on-site elementary neutralization units, wastewater treatment units, or totally enclosed treatment facilities as defined in 40 CFR 260.10. (40 CFR 262.13 (c) (2)). **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**
- Wastes recycled, without prior storage, only in an on-site process subject to regulation under 40 CFR 261.6(c)(2) and (40 CFR 262.13 (c) (3)). **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**

- 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 279. (40 CFR 262.13 (c) (4))
- Spent lead-acid batteries managed under the requirements of 40 CFR 266, Subpart G, which includes persons who reclaim spent lead-acid batteries that are recyclable materials; persons who generate, transport, or collect spent batteries; persons who regenerate spent batteries; or persons who store them (other than spent batteries that are to be regenerated). (40 CFR 262.13 (c)(5)) **Any hazardous wastes generated during battery reclamation, however, must be reported on the GM Form.**
- Universal wastes managed under 40 CFR 261.9, 40 CFR 273, and (40 CFR 262.13 (c)(6)). **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**
- 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)(7)).
- Hazardous waste managed as part of an episodic event in compliance with 40 CFR 262 Subpart L (40 CFR 262.13 (c)(80)).
- Recyclable materials that are reclaimed to recover economically significant amounts of gold, silver, platinum, palladium, iridium, osmium, rhodium, ruthenium, or any combination of these. (40 CFR 266.70)
- Hazardous waste pharmaceuticals, including [potentially creditable hazardous waste pharmaceuticals](#) and [non-creditable hazardous waste pharmaceuticals](#) generated by a healthcare facility, as defined in 40 CFR 266.500.
- [Potentially creditable hazardous waste pharmaceuticals](#) received by a reverse distributor, as defined in 40 CFR 266.500.
- **Unless required by your State**, hazardous wastes that were, during the reporting year, exported directly 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). (This Annual Report will be in addition to the Hazardous Waste Report, if your State requires you to submit a Hazardous Waste Report with hazardous waste exported to a site located in a foreign country.)

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. Contact your State about combining similar hazardous wastes on the GM form.

ITEM 1 – WASTE CHARACTERISTICS

Item 1 requests information on each RCRA hazardous waste that, in the reporting year, was generated and accumulated on-site; managed on-site; and/or shipped off-site. All information (A-G) is mandatory.

1.A - WASTE DESCRIPTION

Provide a short narrative description of the waste, such as:

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

EXAMPLE

“Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene.”

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

1.B – EPA HAZARDOUS WASTE CODE(S)

Enter the four-character EPA hazardous waste code(s) that apply to the waste reported in Item 1.A. If you need room for additional codes, list the codes in Item 4 - Comments and cross-reference Item 1.B. If the waste is regulated only by your State, leave Item 1.B blank and report the State hazardous waste codes in Item 1.C.

LIST Click [here](#) for a list of the nationally-defined Hazardous Waste Codes.

1.C – STATE HAZARDOUS WASTE CODE(S)

Enter the State hazardous waste code(s) that applies to the waste reported in Item 1.A, if:

- Your State regulates hazardous wastes not regulated as RCRA hazardous waste and requires these wastes to be reported in the Hazardous Waste Report; or
- Your State uses a hazardous waste code system **other** than the EPA hazardous waste codes that applies to the waste describe in Item 1.A.

Otherwise, leave Item 1.C blank. If you need space for additional State hazardous waste codes, list the codes in Item 4 - Comments and cross-reference Item 1.C.

NOTE Either Item 1.B and/or Item 1.C must be provided for each waste stream.

1.D – SOURCE CODE

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 your site is a U.S. Importer, enter the Source Code of G62, then provide the Country Code for foreign country from which the hazardous waste was received. Also, mark “Yes” on the Site ID Form, Item 11.A.3 – United States Importer of Hazardous Waste. Click [here](#) for special instructions for reporting wastes received from foreign countries.

LIST Click [here](#) for a list of the nationally-defined Source Codes.

NOTE

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.**

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.

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.**

1.E – FORM CODE

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.

LIST Click [here](#) for a list of the nationally-defined Form Codes.

1.F – WASTE MINIMIZATION CODE

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.

LIST Click [here](#) for a list of the nationally-defined Waste Minimization Codes.

1.G – 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).

1.H – QUANTITY GENERATED / UOM AND DENSITY

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) code for the quantity you reported in Item 1.F. Report the quantity in one of the units of measure listed below. ***If you select a volumetric measure (gallons, liters, or cubic yards), you also must report the density of the waste.***

<u>Code</u>	<u>Unit of Measure</u>
1	Pounds
2	Short tons (2,000 pounds)
3	Kilograms
4	Metric tons (1,000 kilograms)
5	Gallons
6	Liters
7	Cubic yards

Weight and Volume Conversions

1 kilogram (kg) = 2.2046 pounds (lbs)
 1 short ton = 2,000 lbs
 1 metric ton = 1,000 kg
 1 metric ton = 1.1023 short tons

1 cubic meter (m) = 1.3079 cubic yards
 1 cubic yard (yd) = 27 cubic feet (ft)
 1 liter (l) = 0.2642 gallons (gal)

NOTE Skip to Item 2 if you selected Unit of Measure 1, 2, 3, 4.
 Continue to Density if you selected Unit of Measure code 5, 6, 7.

Report the density only if you entered code 5, 6, or 7 for the unit of measure. 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.

ITEM 2 – ON-SITE GENERATION AND MANAGEMENT OF HAZARDOUS WASTE

Answering “Yes” or “No” to this question is **mandatory**. If “Yes”, provide the management method and quantity treated, disposed, or recycled on-site during the reporting year for each on-site RCRA-regulated management system.

WAS ANY OF THIS WASTE THAT WAS GENERATED AT THIS FACILITY TREATED, DISPOSED, AND/OR RECYCLED ON-SITE?

Mark “Yes” or “No” to this question to indicate if the site did any of the following to the waste reported in Item 1.A: treat on-site; dispose on-site; recycle on-site. If you marked “Yes,” complete the blocks for On-site Process Systems below. If you marked “No,” skip to Item 3.

EXAMPLE 1

Facility A generates spent solvents that it recycles on-site in a distillation column. This facility would mark “Yes” in Item 2 and would fill out the on-site process system box accordingly.

EXAMPLE 2

Facility B receives spent solvents from off-site and blends the solvents into fuel. The facility then sends the fuels off-site to be burned for energy recovery. Facility B would report on its GM Form the new waste generated in Item 1.D as Source Code G25 (Treatment, disposal, or recycling of hazardous wastes) with the management method code of H061 (Fuel Blending). Facility B would mark “No” in Item 2 because it did not manage any of the newly generated fuels on-site. This facility would report the off-site shipment in Item 3 and would report the Management Method Code H050 (Energy Recovery).

ON-SITE MANAGEMENT METHOD CODE

Classify the process system (see definition) with a Management Method Code that best identifies the last substantive purpose/operation performed at your site. Space is provided to report up to two different (non-sequential) Management Methods. If you did not use a second on-site process system to manage the waste, leave the Management Method Code under On-site Process System 2 blank. **Do not report H141 in Item 2.**

LIST Click [here](#) for a list of the nationally-defined Management Method Codes.

The space provided for the second on-site process system should be used **only in the special case** of management of the same waste on-site by more than one process system during the reporting year. Use the second on-site process system only when:

- A waste is managed in one process system for a part of a year and in another process system for the rest of the year; or
- A waste is managed by two different process systems at the same time (i.e., management of the waste is split between parallel process systems).

EXAMPLE OF NON-SEQUENTIAL (PARALLEL) PROCESSES

A firm generated 100 tons of F002 solvent waste in the reporting year. 80 tons were recycled for reuse in a batch distillation process system, generating 5 tons of still bottoms. The remaining 20 tons were burned in an industrial boiler. Under On-site Process System 1, the site enters the Management Method Code H020 (Distillation) and a quantity of 80 tons. Under On-site Process System 2, the site enters the Management Method Code H050 (Energy Recovery) and a quantity of 20 tons. The 5 tons of still bottoms should be reported on a separate GM Form.

If more than two on-site process systems meet one of the above conditions, you need not complete the entire form again. Simply attach a second copy of the GM Form with the EPA Identification number and Site Name. Leave all the other fields blank, except Item 2 for on-site process systems. Note in Item 4 - Comments of each page: "Item 2 continued on supplemental page." Refer to [Page Numbering of Forms](#) for information on how to number supplemental pages.

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

- The on-site management of the treatment residual generated from management of the waste by the first management method (on-site management of treatment residuals should be reported on a separate GM Form); or
- To report treatment in a series of process units. Report only process systems, not process units. Click [here](#) for the definition of a process system.

EXAMPLE OF SEQUENTIAL PROCESSES

A firm generated 100 tons of D002 and D007 plating waste in the reporting year. 100 tons were neutralized, stored on-site, and then chemically batch-treated to remove the D007 (Chromium). 90 tons of wastewater and 10 tons of D007 and F006 sludge were shipped off-site for eventual disposal. Under On-site Process System 1, the site enters the last substantive on-site Management Method Code H070 (Chemical Treatment) and a quantity of 100 tons. The site reports the residual 10 tons of sludge on a separate GM Form with Item 1.D Management Method Code H070 (Chemical Treatment). (If there was no storage and the wastewater had been allowed to go into the POTW or NPDES, this page would not be reported, only the D007 and F006 sludge – with a source code of G23.)

QUANTITY TREATED, DISPOSED, OR RECYCLED ON-SITE

Enter the quantity of hazardous waste described in Item 1 that was treated, disposed, or recycled by the reported on-site process management method during the reporting year. **Enter the quantity in the same unit of measure reported in Item 1. H (Quantity Generated in the reporting year).**

ITEM 3 – OFF-SITE SHIPMENT OF HAZARDOUS WASTE

This item requests information on the off-site shipment of hazardous waste. Answering "Yes" or "No" to this question is **mandatory**. If you answer "Yes," all items in this item are **mandatory**. **Do** report shipments of previously generated hazardous wastes stored until the reporting year. **Do** report waste shipped via transfer facility, however, do not list on a GM Form a less-than-10-day transfer facility where waste storage is incidental to transportation. **Do not** report shipments of de-characterized wastes.

Space is provided to report shipments of the waste to three different off-site facilities. If the waste you reported in Item 1 was shipped to more than three off-site facilities during the reporting year, you need not complete the entire form again. Simply attach a second copy of the GM Form, leaving blank all entries except Items 3.B, 3.C, and 3.D. Note in Item 4 -Comments of each page: "Item 3.B continued on supplemental page." Refer to [Page Numbering of Forms](#) for information on how to number supplemental pages.

3.A – WAS ANY OF THIS WASTE SHIPPED OFF-SITE IN THE REPORTING YEAR FOR TREATMENT, DISPOSAL, OR RECYCLING?

Mark "Yes" or "No" to indicate if any of the waste described in Item 1 was shipped off-site for treatment, disposal, or recycling during the reporting year.



This GM Form is complete if you marked "No" in Item A.
Continue to Item 3.B if you marked "Yes" in Item A.

3.B – EPA ID NUMBER OF FACILITY TO WHICH WASTE WAS SHIPPED

This is the 12-digit EPA Identification Number of the facility to which the waste was shipped. If your State requires you to submit a Hazardous Waste Report for hazardous waste exported to a site located in a foreign country, facilities that export hazardous waste should list in Item B, a Foreign Site Identification Number that has been assigned to the facility. If a site located in a foreign country to which hazardous waste is shipped has not been assigned an ID Number, enter "FC" followed by the name of the country as the EPA Identification Number. Click [here](#) for special instructions for wastes shipped to foreign countries.

LIST Click [here](#) for a sample list of the nationally-defined Foreign Site Identification Numbers.

Generators are to report in item 3.B the EPA ID Number for the designated TSDf that signed the manifest, which can be found in Item 8 of the manifest form. **Do not list on a GM Form a less-than-10-day transfer facility where waste storage is incidental to transportation.** All transporters used should be listed on the OI Form if your State requires that form to be submitted.

3.C – OFF-SITE MANAGEMENT METHOD CODE SHIPPED TO

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 should be listed on the manifest in Item 19 or in documentation that the TSDf may have provided.

Receiving facilities with a Part B RCRA hazardous waste permit whose only management type is storage and transfer may be a designated TSDf on a manifest and these should be listed in GM Form Item 3 with a management method code of H141. Permitted storage facilities that report management method code H141 on their WR Form should report shipment of this transferred waste on a GM Form with a Source Code of G61.

LIST Click [here](#) for a list of the nationally-defined Management Method Codes.

3.D – TOTAL QUANTITY SHIPPED

Enter the total quantity of the waste shipped to the off-site facility during the reporting year. **Report the quantity in the same unit of measure entered in Item 1.H.** Shipment quantities should equal the total quantity recorded on Uniform Hazardous Waste Manifests for this site during the reporting year, unless there were rejections or other complications. The quantity shipped may not necessarily equal the quantity generated (e.g., because some waste is still on-site at the end of the year or waste was removed from storage from a previous year's generation).

ITEM 4 – COMMENTS

Use this Item as needed to explain anything contained in the form including any waste minimization efforts. The comments may help make determinations of data validity if questions arise during the review of the report. If there are special circumstances surrounding the waste described on the form, please note this here, especially if you are filing the report due to a one-time event.

INSTRUCTIONS FOR FILLING OUT THE WASTE RECEIVED FROM OFF-SITE (WR) FORM

WHO MUST SUBMIT THIS FORM?

A site required to file a Hazardous Waste Report must submit this form if, during the reporting year, it received RCRA hazardous waste from off-site. The 2016 Hazardous Waste Generator Improvements Final Rule, requires facilities that receive and recycle regulated hazardous wastes without first storing to complete a WR form for each type of hazardous waste they receive.

PURPOSE OF THIS FORM

The WR Form identifies hazardous wastes that were received from other hazardous waste sites and the method(s) used to manage them. The WR Form is divided into three identical parts (i.e., waste blocks), labeled Waste 1, Waste 2, and Waste 3, that collect information on the quantities and characteristics of each hazardous waste received from an off-site source during the reporting year and managed on-site.

HOW TO FILL OUT THIS FORM

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

If your site received more than three RCRA hazardous wastes from off-site handlers during the reporting year, photocopy and fill out additional copies of this form. Prior to photocopying, write your EPA Identification Number in the top left-hand corner of the form.

Use Item 4 - Comments at the end of the form to clarify any entry (e.g., "Other" responses) or to continue any entry. When entering information in Item 4, cross-reference the waste block and item letter to which the comment refers.

All items in this section are mandatory for each waste reported.

ITEM A – WASTE DESCRIPTION

Provide a short narrative description of the waste, such as:

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

EXAMPLE

“Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene.”

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

ITEM B – EPA HAZARDOUS WASTE CODE(S)

Enter the four-character EPA hazardous waste code(s) that applies to the waste reported in Item A. If you need room for additional codes, list the codes in Item 4 - Comments and cross-reference the applicable waste block number (e.g., Waste 1, Item B). If the waste is regulated only by your State, leave Item B blank and report the State hazardous waste codes in Item C.

LIST Click [here](#) for a list of the nationally-defined Hazardous Waste Codes.

ITEM C – STATE HAZARDOUS WASTE CODE(S)

Enter the State hazardous waste code(s) that applies to the waste reported in Item A, if:

- Your State regulates hazardous wastes not regulated as RCRA hazardous waste and requires these wastes to be reported in the Hazardous Waste Report; or
- Your State uses a hazardous waste code system **other** than the EPA hazardous waste codes that applies to the waste describe in Item A.

Otherwise, leave Item C blank. If you need space for additional State hazardous waste codes, list the codes in Item 4 -Comments, and cross-reference the applicable waste block number (e.g., Waste 1, Item C).

NOTE Either Item B and/or Item C must be provided for each waste stream.

ITEM D – OFF-SITE HANDLER EPA IDENTIFICATION NUMBER

Enter the 12-digit EPA Identification Number of the off-site handler from which the waste was received. If the site does not have an EPA Identification Number, it may be a very small quantity generator (VSQG) or a site located in a foreign country.

If the waste reported under Waste 2 is received from the same off-site handler as the waste reported under Waste 1, put “Same as above” to indicate that the EPA Identification Number is the same as the one reported in Waste 1; if Waste 3 is received from the same off-site handler as Waste 2, put “Same as above” to indicate that the EPA Identification Number is the same as the one reported under Waste 2.

NOTE Refer to the Special Instructions on reporting [Wastes Received from VSQGs](#) and [Wastes Received from Foreign Countries](#).

ITEM E – FORM CODE

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 A.

LIST Click [here](#) for a list of the nationally-defined Form Codes.

ITEM F – MANAGEMENT METHOD CODE

Enter the code that describes the type of process system (see definition) in which the waste was managed.

LIST Click [here](#) for a list of the nationally-defined Management Method Codes.


ITEM G – QUANTITY RECEIVED / UOM AND DENSITY

Report the total quantity of hazardous waste reported in Item A that was received from the off-site handler reported in Item D during the reporting year. If more than one shipment of this waste was received from the same off-site handler, add the quantities and report only the sum.

Enter the Unit of Measure (UOM) code for the quantity you reported in Item E – Quantity Received in the report year. Report the quantity in one of the units of measure listed below. ***If you select a volumetric measure (gallons, liters, or cubic yards), you must also report the density of the waste.***

<u>Code</u>	<u>Unit of Measure</u>
1	Pounds
2	Short tons (2,000 pounds)
3	Kilograms
4	Metric tons (1,000 kilograms)
5	Gallons
6	Liters
7	Cubic yards

Weight and Volume Conversions
1 kilogram (kg) = 2.2046 pounds (lbs)
1 short ton = 2,000 lb
1 metric ton = 1,000 kg
1 metric ton = 1.1023 short tons
1 cubic meter (m) = 1.3079 cubic yards
1 cubic yard (yd) = 27 cubic feet (ft)
1 liter (l) = 0.2642 gallons (gal)

 **Skip to Item F** if you selected waste code 1, 2, 3, or 4.
Continue to Density if you selected waste code 5, 6, or 7.

Report the density only if you entered waste code 5, 6, or 7 for the unit of measure. 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.

ITEM 4 – COMMENTS

Use this item as needed to explain anything contained in the form. The comments may help make determinations of data validity if questions arise during the review of the report. If there are special circumstances surrounding the waste described on the form, please note this here.

INSTRUCTIONS FOR FILLING OUT THE OFF-SITE IDENTIFICATION (OI) FORM

WHO MUST SUBMIT THIS FORM?

Sites required to file a Hazardous Waste Report must submit the OI Form if:

- The OI Form is required by your State; AND
- The site received hazardous waste from off-site or sent hazardous waste off-site during the reporting year.

PURPOSE OF THIS FORM

The OI Form documents the names and addresses of off-site installations and transporters.

HOW TO FILL OUT THIS FORM

The OI Form is divided into four identical parts. You must fill out one part for each off-site installation to which you shipped hazardous waste, each off-site installation from which you received hazardous waste, and each transporter you used to ship hazardous waste during the reporting year. If these off-site installations and transporters total more than four, you must photocopy and complete additional copies of the form. Prior to photocopying, enter your EPA Identification Number, in the top left-hand corner of the form.

Use Item 4 -Comments, at the end of the form to clarify any entry or to continue any entry. When entering information in Item 4, cross-reference the site number and item letter to which the comment refers. Complete Items A through D for each off-site installation to which you shipped hazardous waste and each off-site installation from which you received hazardous waste during the reporting year. Complete Items A through C for each transporter you used during the reporting year (address in Item D is not required for transporters).

ITEM A – EPA ID NO. OF OFF-SITE INSTALLATION OR TRANSPORTER

Enter the 12-digit EPA Identification Number of the off-site installation to which you shipped hazardous waste or from which you received hazardous waste. Or, enter the EPA Identification Number of the transporter who shipped hazardous waste to or from your site. Each EPA Identification Number should appear only once. If the off-site installation or transporter did not have an EPA Identification Number during the reporting year, leave blank if this item is not applicable or “don’t know” in Item A and note the reason in Item 4 - Comments.

ITEM B – NAME OF OFF-SITE INSTALLATION OR TRANSPORTER

Enter the name of the off-site installation or transporter reported in Item A.

ITEM C- HANDLER TYPE

Place an “X” in all boxes that apply to the handler type (i.e., generator, transporter, or receiving facility) of the off-site installation or transporter reported in Item A.

ITEM D – ADDRESS OF OFF-SITE INSTALLATION

Enter the address of the off-site installation reported in Item A. If the EPA Identification Number reported in Item A refers to a transporter, leave blank if this item is not applicable or “don’t know” in Item D.

ITEM 4 – COMMENTS

Use this item as needed to explain anything contained in the form. The comments may help make determinations of data validity if questions arise during the review of the report. If there are special circumstances surrounding the waste described on the form, please note this here.