



ROY COOPER
Governor

MICHAEL S. REGAN
Secretary

MICHAEL SCOTT
Director

December 20, 2017

To: North Carolina Hazardous Waste LQG & TSD Facilities

Re: 2017 Biennial Hazardous Waste Report

Your facility is listed in the North Carolina Hazardous Waste Section database as a Large Quantity Generator (LQG), was listed as a LQG at some point during 2017, or is listed as a Treatment, Storage, and/or Disposal (TSD) facility. Because of this designation, you are required to file the 2017 Biennial Hazardous Waste Report electronically.

Filing opens **January 1, 2018**. Deadline for filing your electronic report is **March 1, 2018**.

Complete the report online:

The North Carolina Hazardous Waste Section has contracted with American Resource Management to use their waste reporting software named **Easitrak 2017**. This is a user-friendly web-based system allowing facilities to enter their hazardous waste report data online. The link is: <http://www.arminc.net/ARMHome/default.aspx>

Report your current hazardous waste generator status on SI Form, even if your current status is different from the status you had during calendar 2017 that requires you to file the 2017 Biennial Hazardous Waste Report.

Instruction & Technical Assistance:

Review the comprehensive [PowerPoint training module](#) for **Easitrak 2017** that details each step of the data entry process with screen shots and examples. If you still need assistance call: Melodi Deaver 919-707-8204, Nivia Webb 919-707-8229, Antoine Pope 919-707-8228, or our Switchboard 919-707-8200.

Final steps: Once you have successfully verified your data in Easitrak 2017 and submitted the report, please print, sign and mail a copy of the "Declaration of Electronic Filing" found under the "Reports" tab. Mail the original signed Declaration to:

Biennial Report, NC Hazardous Waste Section, 1646 Mail Service Center, Raleigh, NC 27699-1646

If you think your facility designation is in error and you do not need to complete the 2017 Biennial Hazardous Waste Report, please send an email to Melodi Deaver at melodi.deaver@ncdenr.gov with your facility name and EPA ID#, your contact information, and the reason you think this status designation is in error.

We look forward to working with you during the 2017 Biennial Hazardous Waste Reporting process.

Kind Regards,

Julie S. Woosley
Hazardous Waste Section Chief

How to file your 2017 Hazardous Waste Report - Electronic Reporting Required

The 2017 Biennial Hazardous Waste Report is due March 1, 2018. The North Carolina Hazardous Waste Section has contracted with American Resource Management to use their waste reporting software called **Easitrak**. This is a user friendly web-based system designed to allow users to enter their facility's hazardous waste data online. The link is:

http://www.arminc.net/ARM_Home/Support.aspx

Once you click the link above select "**Easitrak 2017**" on the left. Next click "Registration for Generator." Enter a unique password and answer the four security questions; this will enable you to log in and complete your report during multiple sessions. **Record your password along with the answers to the security questions in a notepad. You will not be able to log back in or submit your report without the correct case sensitive password and answers.** Once registered, you can immediately begin using **Easitrak 2017**. Enter your EPA ID# and password on the main page and it will step you through the process.

- ✓ **Returning Filers:** You must register each reporting year as a new user, create a password and answer the security questions. Check the box after the four security questions to "download site information from the previous cycle." **Please write down your password along with the answers to the security questions (all of which are case sensitive) because you will not be able to log back in without the correct ID# and password. Without the answers to the security questions you will not be able to submit the report.** Once registered you can immediately begin using **Easitrak 2017**.
- ✓ **Facilities with Large Filings:** Please email jeffwaites@hotmail.com who will discuss loading your flat files into Easitrak for you. There will be a fee for this service. If the formats submitted do not meet the specifications for filing the biennial report and your report needs to be manipulated to any extent, Easitrak will charge you for their time and efforts. Please keep in mind that if you are submitting flat files directly to Easitrak **you must first register your facility and complete the SI form in Easitrak 2017 first!** The Easitrak staff will not do this on your behalf.
- ✓ **Easitrak Reminders:**
 1. You do not have to complete the report at one sitting, just the screen you're working on. Then, SAVE before logging off.
 2. Use the Internet Explorer browser and enable pop-up screens when using Easitrak.
 3. When completing the SI form, enter your zip code first and then pick the correct city from the pop-up screen.
 4. Once you have completed your report, you will need to select "Check Data." When your data passes verification, and the security question is answered correctly, you can submit your data to the State of North Carolina.
- ✓ **Final steps:** Once you have successfully verified your data in **Easitrak 2017** and submitted the report, please print, sign and mail the one page "Declaration of Electronic Filing" found under the "Reports" tab. This is the **only** document to be mailed. Mail the original signed Declaration to: **Biennial Report, NC Hazardous Waste Section, 1646 Mail Service Center, Raleigh, NC 27699-1646**

Biennial Report Reminders:

- ✓ Report your **current** Hazardous Waste Generator Status as of the date your 2017 Biennial Report is entered into Easitrak 2017. Your current generator status may be different from the facility status during the 2017 reporting year that requires you to file the Hazardous Waste Report.
- ✓ Please consult your records on quantities and types of hazardous waste generated, managed, shipped and/or received during 2017. The regulations stating which hazardous wastes are counted in a generator's monthly quantity determination are found in 40 CFR 261.5(c) and (d).
- ✓ Some useful reference materials to have available are:
 1. Last Biennial Report, or the most recent EPA 8700-12 notification form
 2. Hazardous waste manifest forms for calendar year 2017
 3. Records of quantities of hazardous waste generated or accumulated on-site
 4. Results of laboratory analyses of your waste
 5. Contracts or agreements with off-site facilities managing your wastes
 6. Copies of permits for on-site waste management systems
- ✓ Please keep a copy of the 2017 Hazardous Waste Report Filing with your company records for at least three years. These reports should be kept in a location readily available for review and inspection should your facility be subject to a Hazardous Waste Compliance Evaluation Inspection (CEI).

Statutory Authority for the Biennial Report:

Section 3002(a)(6) of the Resource Conservation and Recovery Act (RCRA) requires the U.S. Environmental Protection Agency to develop a program for hazardous waste generators to report the nature, quantities, and disposition of hazardous waste generated at least once every two years. In addition, section 3004(a)(2) of RCRA requires treatment, storage and disposal facilities (TSDFs) to submit a report on the wastes that they receive from off-site. The biennial Hazardous Waste Report (also known as the "Biennial Report") was implemented in 1985 to comply with these requirements.

The Biennial Report form (8700-13A/B) must be submitted to the authorized state agency by March 1st of every even-numbered year. The form includes information such as the facility's EPA identification (ID) number, the name and address of the facility, the quantity of hazardous waste sent to each TSDF in the U.S. and the manner in which the waste was treated during the previous year.