



Hazardous Waste Biennial Report Tutorial

2019



What is Covered?

- General Overview, Getting Started, Signing In and Permission Levels (slides 3 - 14)
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Welcome and Overview

- Welcome to the 2019 RCRA Hazardous Waste Report (a.k.a. the Biennial Report) tutorial! This presentation will guide you through the data entry process in RCRAInfo.
- Any North Carolina facility that was a large quantity generator or a Treater/Storer/Disposer at any time during calendar year 2019 must file the biennial report electronically via **RCRAInfo** no later than March 1, 2020.
- 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 view the RCRAInfo Registration tutorial at the below link prior to viewing this Biennial Report tutorial:
<https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/8700-guidelines/Electronic-Filing-of-EPA-Notifications.pdf>
- For In-house Assistance with the Biennial Report:
 - Jenny Patterson 336-767-0034 Jenny.Patterson@ncdenr.gov



2019 Hazardous Waste Biennial Report

Who **must** file?

- Large Quantity Generators (LQG) who meet any of the following criteria in 2019:
 - 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
- Treated, Stored and/or Disposed of RCRA Hazardous Wastes on site during 2019



Getting Started

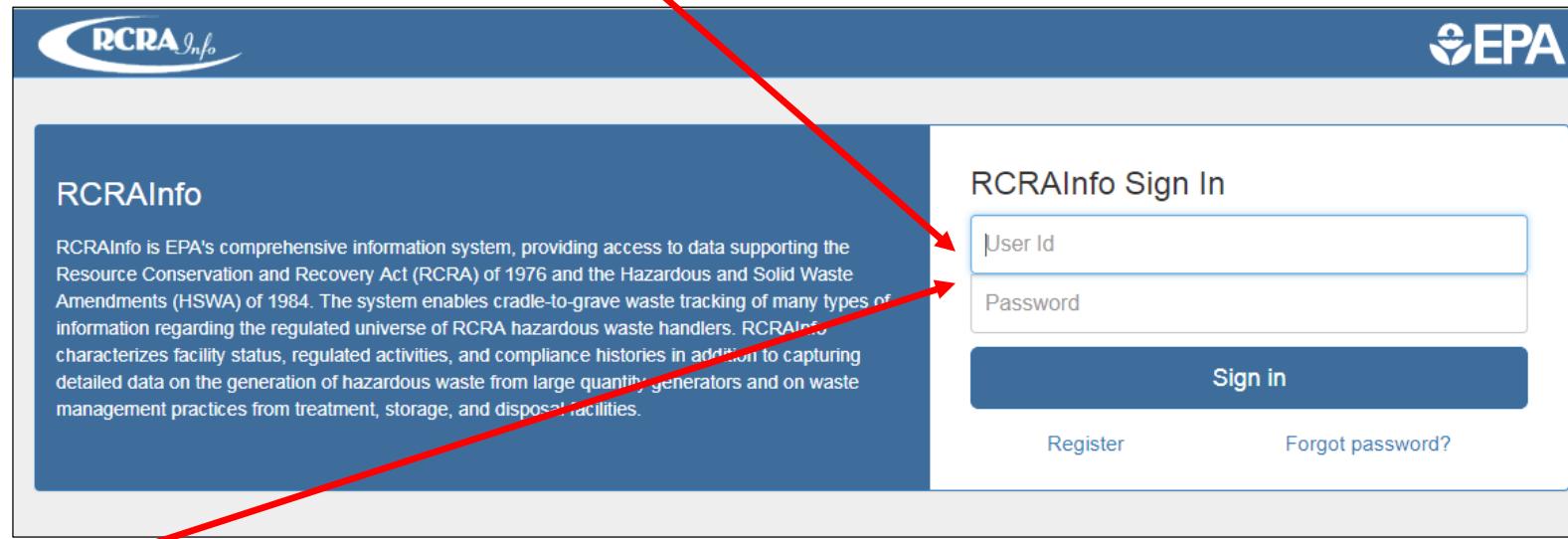
- In North Carolina, the 2019 Biennial Report will be filed through EPA's RCRAInfo database.
 - Please note this is different than the past several biennial report cycles where the report was filed in Easitrak. For this cycle, Easitrak will NOT be used.
- If you are already registered in RCRAInfo and 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 slides 7 and 8 of this tutorial.
- If you are not already registered in RCRAInfo, please review the RCRAInfo Registration tutorial at this link: <https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/8700-guidelines/Electronic-Filing-of-EPA-Notifications.pdf> prior to viewing this Biennial Report tutorial.



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 5, bullet point 4.

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



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**, please contact a RCRAInfo Administrator with the Hazardous Waste Section (see next slide) and they will provide you with your User Id.
- If you forgot your **Password**, you will need to click on the "Forgot Password" button to have your Password reset. The RCRAInfo Administrator with the Hazardous Waste Section is unable to see your Password or reset it.

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 password?



Questions about RCRAInfo Registration?

Questions about RCRAInfo Registration or updating Permissions?

Melodi Deaver

Phone: 919-707-8204

Email: Melodi.Deaver@ncdenr.gov

Questions about updating site information/requesting an EPA ID Number?

Andrew Minter

Phone: 919-707-8265

Email: Andrew.Minter@ncdenr.gov

Questions about Biennial Report?

Jenny Patterson

Phone: 336-767-0031

Email: Jenny.Patterson@ncdenr.gov



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.
- 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.
- 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

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" tutorial 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>

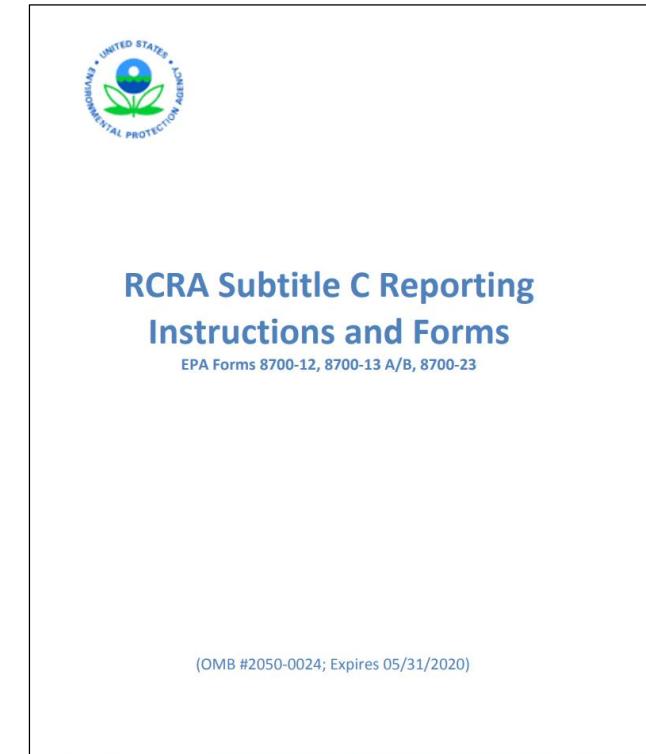


Biennial Report Written Instructions

- 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/rcriinfo/web/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 Status

- You will report your current Hazardous Waste Generator status 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 status may be different from the status 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.





RCRAInfo Biennial Report Dashboard



Site Dashboard

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

Site Details **Biennial Report**

General Overview

Federal Generator Status
Large Quantity Generator

State Generator Status
LQG

Is Site Active
Yes

Date Last Updated
01/18/2018

Site Mailing Address

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

Example



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 (arrow pointing to Biennial Report tab)

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	856.540000	0	602.631500	0	Yes	Edit
2013	345.758000	47.514500	288.951500	0	Yes	Edit
2011	71.323500	18.081500	68.889000	6.638500	Yes	Edit
2009	71.323500	18.081500	68.889000	6.638500	Yes	Edit

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."

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

Example



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."

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

Example



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 UT0000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2019	3.350000			3.350000	Draft	 

Example

- 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		
2019	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
2019	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	345.750000	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



Create New Submission

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

- Entering data manually (see next slide) or
- Uploading your data via a flat file (see slides 163 through 185) *(This is typically only done by commercial treatment, storage and disposal facilities.)*

Create 2019 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](#)



Create 2019 Biennial Report – Manual Data Entry

Create 2019 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"



Create 2019 Biennial Report – Manual Data Entry

Create 2019 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 2019 Biennial Report – Manual Entry

Create 2019 Biennial Report X

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 2017 GM data No, do not bring forward any GM data

Cancel

- If you click "Yes, bring forward 2017 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 2019 Biennial Report – Manual Entry

Create 2019 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?

Cancel

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

HAZARDOUS WASTE PROCESSING CENTER		5000 MAIN STREET - WEST VALLEY CITY		UT0000000001
GM Forms				
Page	Waste Description	Qty (Tons)	Created	Status
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		01/18/2018	Incomplete
4	OFF-SPEC OR OUT-OF-SERVICE ROCKET MOTORS		01/18/2018	Incomplete
5	LIQUID EXPLOSIVES, CONTAMINATED RAGS, PLASTIC FROM MANUFACTURING PROPELLAN...		01/18/2018	Incomplete
6	EXPLOSIVE WASTE FROM LAB TESTING OR PROPELLANT AND/OR INGREDIENTS		01/18/2018	Incomplete
7	EXPLOSIVE CONTAMINATED CLOTH FILTERS FROM WASTEWATER TREATMENT OF EXPLOSIV...		01/18/2018	Incomplete
Showing 1 to 7 of 7 entries				
Add New GM Form		Delete All GM Forms		
		Previous		1
		Next		



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

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

Add New WR Form

OI Forms

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

Showing 0 to 0 of 0 entries

Add New OI Form

Site ID Form

Add Site ID Form

Example



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.



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 261.17(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

- 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 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		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

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

Previous 1 Next



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.

Example

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) *

None selected Selected

C. Hazardous Waste Codes (State) *

None selected Selected

Clear All

Process Information

D. Source Code *

Select a Source Code

E. Form Code *

Select a Form Code

F. Waste Minimization Code *

Select a Waste Minimization Code



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

- North Carolina does not have any state specific waste codes.



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.
- 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.



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 – 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

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

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? *

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

- 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

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

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

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

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



GM Form

- 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](#)

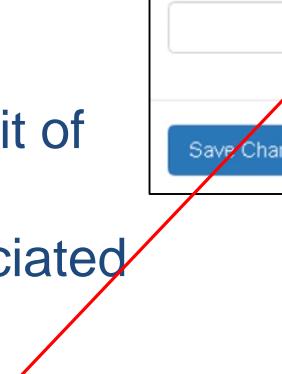
C. Off-site Management Code *

Select a Management Method Code

D. Quantity Shipped (KILOGRAMS) *

Calculated Quantity (Tons)
0

Save Changes Close



GM Form

Add Off-site Facility

B. EPA ID Number *

Select or Enter EPA ID Number

al

- AL3210020027 - ANNISTON ARMY DEPOT, ANNISTON
- AL7210020742 - U.S. ARMY REDSTONE ARSENAL, REDSTONE ARSENAL
- ALD000622464 - CHEMICAL WASTE MANAGEMENT, INC., EMELE
- 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

- 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

Save Changes Close



GM Form

Add Off-site Facility

B. EPA ID Number *

Select or Enter EPA ID Number, Site Name, or Location City

chem

chem

ALD000822464 - CHEMICAL WASTE MANAGEMENT, INC., EMMELLE

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

- 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.

Example

Add Off-site Facility

B. EPA ID Number *

ALD000622464 - CHEMICAL WASTE MANAGEMENT, INC., EMEILLE

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

- 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.

Example

Add Off-site Facility

B. EPA ID Number *

ALD0000000000

also search by Site Name or Location City

Site Name *

Street Number Street 1 * Street 2

Zip * City, Town or Village * State *

Select State

Country * UNITED STATES

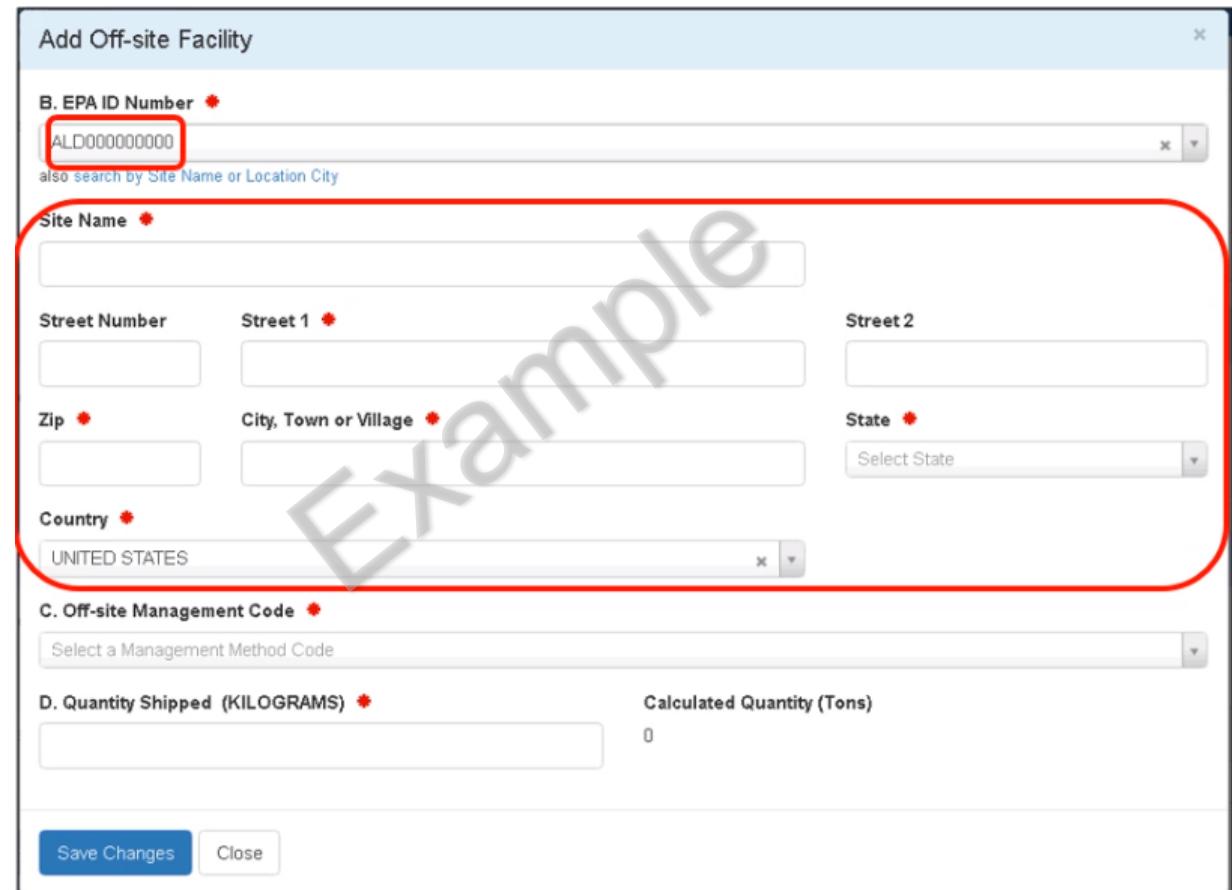
C. Off-site Management Code *

Select a Management Method Code

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

0

Save Changes Close



GM Form

- 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).

Example

Add Off-site Facility

B. EPA ID Number *

ALD0000000000

also search by Site Name or Location City

Site Name *

Street Number Street 1 *

Street 2

Zip * City, Town or Village *

State * Select State

Country * UNITED STATES

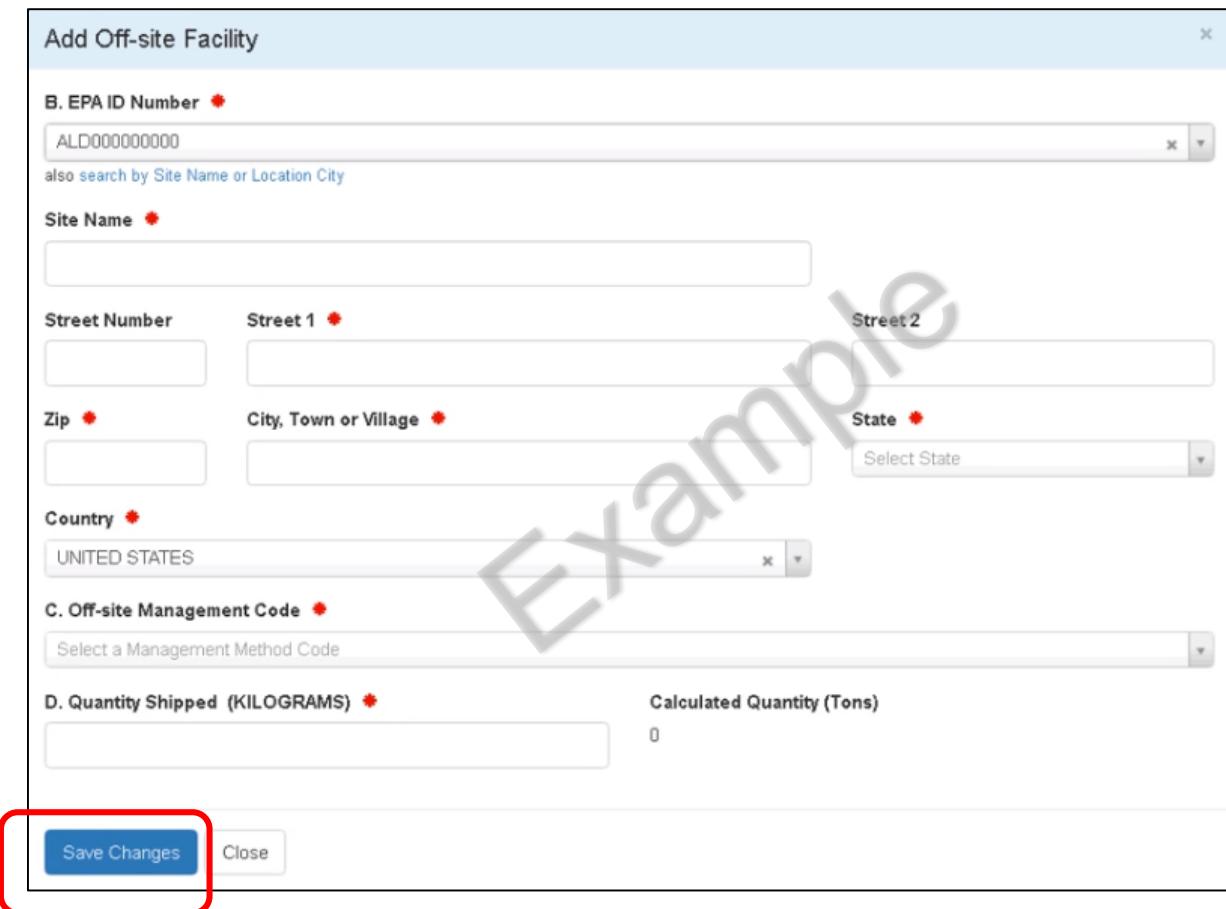
C. Off-site Management Code *

Select a Management Method Code

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

0

Save Changes Close



GM Form

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			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				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
Add New GM Form		Delete All GM Forms					



GM Form

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

Example



GM Form

- 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			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Previous 1 Next

Example



GM Form

Comments

Save Delete Back to Biennial Report

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



GM Form

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		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									

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



GM Form

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		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



- 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 – 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 status on your Site ID Form -- NOT the large quantity generator status.
 - 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 8700-12 notification you MUST note those changes, later, in the comment section. 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

- If your facility is a RCRA permitted or interim status treatment, storage and disposal facility and your facility information has changed, in addition to noting the changes in the Comment Section, please contact your Permit Writer/Project Manager or Bud McCarty, Facilities Management Branch Head at 919-707-8202 about these changes.
- 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.



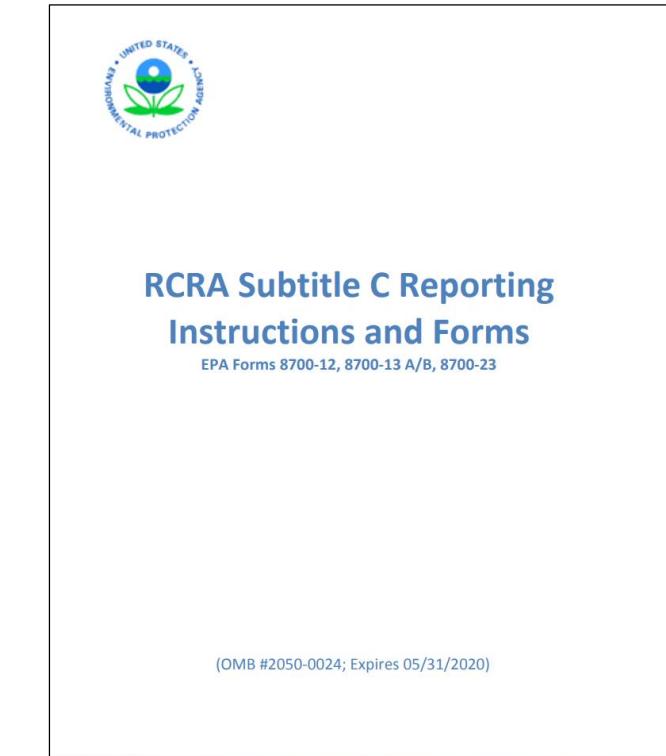
Site ID Form – Hazardous Secondary Materials (HSM)

- 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 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.



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

Site ID Form

Add Site ID Form

- 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

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

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

2-3. Other Generator Activities

None selected

5. Receives Hazardous Waste from Off-site

No

6. Recycler of Hazardous Waste

Select Recycler Activity

B. Waste Codes for Federally Regulated Hazardous Wastes

Hazardous Waste Codes (Federal) *

11 selected

Selected

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

Clear All

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 UT0000000001	Activity Location UT
------------------------	-------------------------

3. Site Name

Name HAZARDOUS WASTE PROCESSING CENTER

18. Comments

Public Comments

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

Example



Site ID Form

Example

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

Example

18. Comments

Public Comments

Save **Make Changes** Back to Biennial Report



Site ID Form – Editing Form

Example

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.

Example

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.

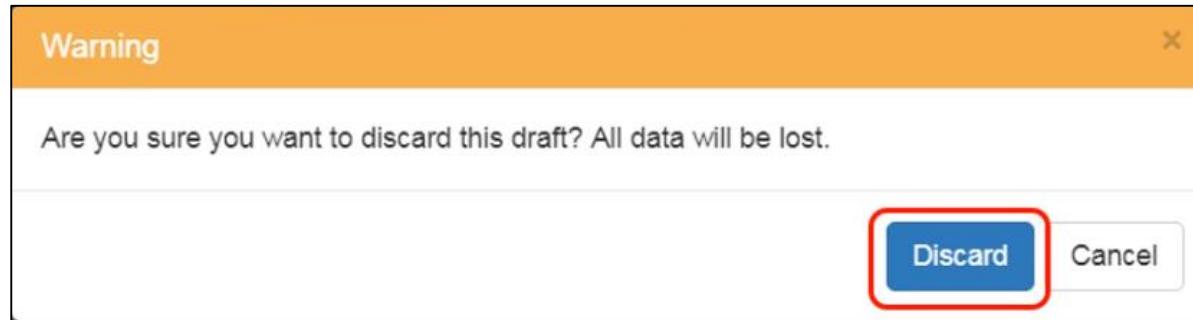
17. Electronic Manifest Broker
Are you notifying as a person, as defined in 40 CFR 260.10, electing to use the EPA electronic manifest system to obtain, complete, and transmit an electronic manifest under a contractual relationship with a hazardous waste generator?
 No

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.

Example

Add BR Source Record

1. Reason for Submittal

BR/Notification. [Source B]

2. Site ID

EPA ID: UT0000000001 Activity Location: UT

3. Site Name

Name *: HAZARDOUS WASTE PROCESSING CENTER

4. Site Location

Street Number: 5000 Street 1 *: MAIN STREET Street 2:



Site ID Form - Required Data Elements

2-3. Other Generator Activities	6. Recycler of Hazardous Waste
2. Short Term Generator	Select Recycler Activity
Short Term Generator Comments *	

- 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](#)

Example



Site ID Form – Finish Later Feature

Example

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Zip <input type="text" value="84101"/>	City, Town or Village <input type="text" value="Salt Lake City"/>	State <input type="text" value="UTAH"/>
Country <input type="text" value="UNITED STATES"/>		

- 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

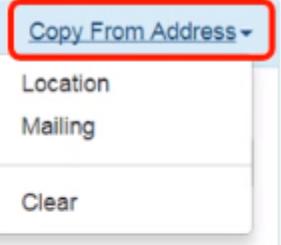
Street 2

Zip 84101

City, Town or Village Salt Lake City

State UTAH

Country UNITED STATES

[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 84101

City, Town or Village Salt Lake City

State UTAH

Country UNITED STATES

Copy From Address

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 84101

City, Town or Village Salt Lake City

State UTAH

Country UNITED STATES

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 Status

- 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.



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	No
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 – Data Entry

D. Pharmaceutical Activities

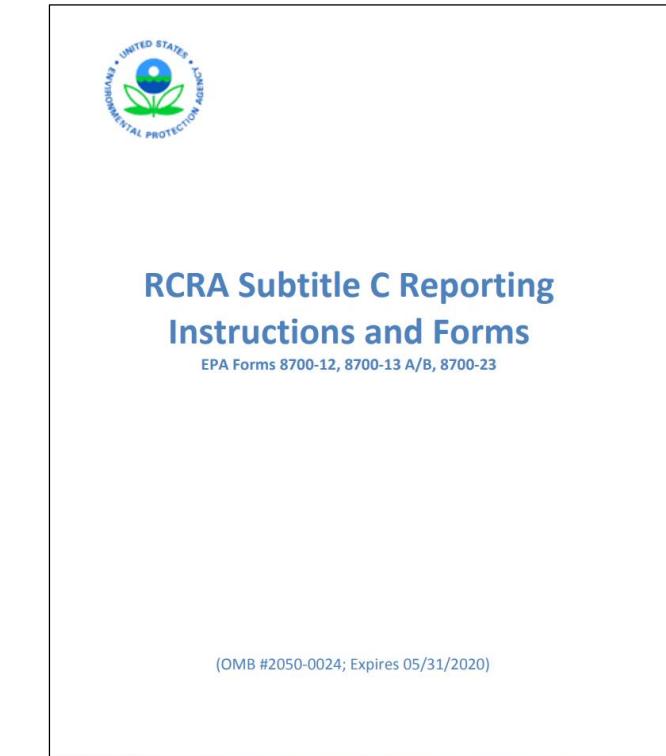
Your state does not participate in Subpart P.

The Pharmaceutical Activities Section (11.D) is the only section that will show a message that North Carolina "does not participate in Subpart P".



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 handing 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

Add Delete All Activities

Example





Biennial Report Submission – Mark Ready for Submission



Mark Ready for Submission

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.



Mark Ready for 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
2019	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 2019

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.

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

Example

eSignature Widget

1. Authentication

Log into CDX

User: BRENDA_NEEL

Password:

Show Password

Login

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

Example

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
Correct Answer

3. Sign File
Sign

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



Biennial Report 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
2019	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 and 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 UT00000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2019	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	



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 UT0000000001

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)

Example

This form will also be opened in read only mode.





What Wastes Do I Report on the Biennial Report?



What wastes do I report?

DO NOT COUNT in Determining Generator Status

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 Status

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 Status

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 Status

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 2019; **or**
 - in 2019 but not managed on-site or shipped off-site until after 2019; **or**
 - prior to 2019 but either managed on-site or shipped off-site in 2019; **or**
- Imported from a foreign country in 2019; **or**
- Received in 2019 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**
- Received in 2019 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).



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 261.5(c)(1):

- Samples undergoing treatability studies, as specified in 261.4(e)&(f).
- 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).



What wastes do I report?

Wastes **NOT TO BE** Reported:

Examples:

40 CFR 261.5(c)(1)

- PCB wastes regulated under the Toxic Substance Control Act, as specified in 261.8, unless mixed with a hazardous waste.

40 CFR 261.5(c)(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 261.5(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 261.5(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 261.5(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.

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:

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.





Who to Contact if you have Questions



Questions about the Biennial Report?

Jenny Patterson

Phone: 336-767-0031

Email: Jenny.Patterson@ncdenr.gov

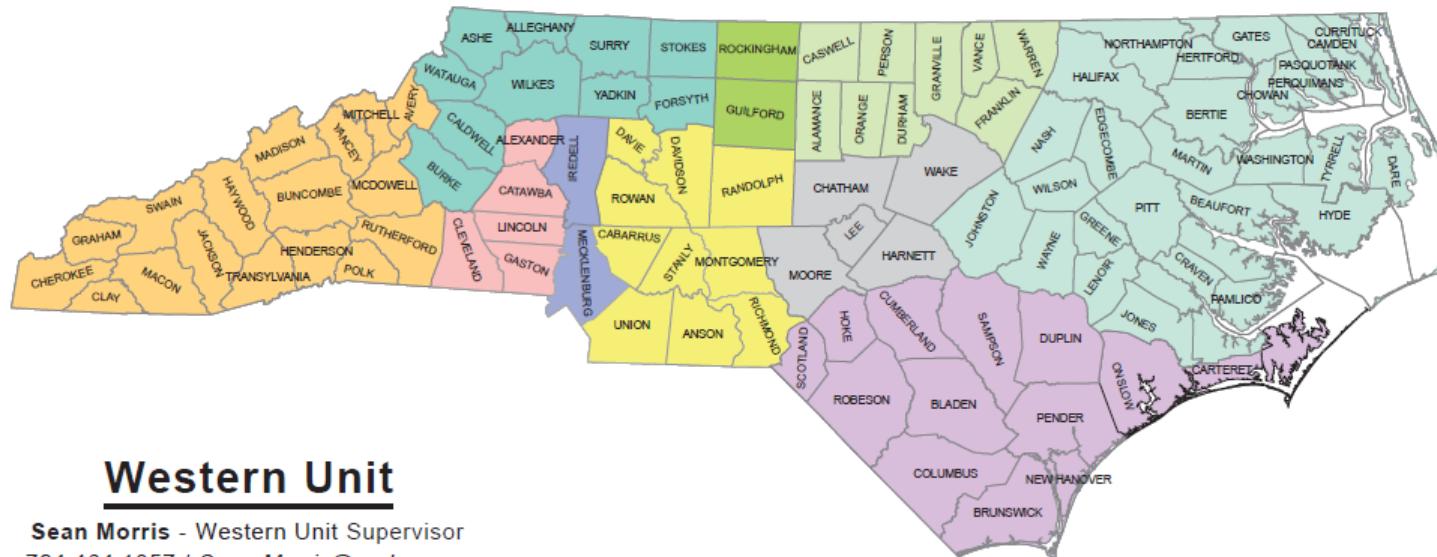


Have Site Specific Questions? Contact your Local HWS Inspector

North Carolina Department of Environmental Quality
Division of Waste Management
Hazardous Waste Section - Compliance Branch

REGIONAL INSPECTOR MAP

Brent Burch - Branch Head / 828.321.9585 / Brent.Burch@ncdenr.gov



Western Unit

Sean Morris - Western Unit Supervisor
704.464.1357 / Sean.Morris@ncdenr.gov

Richard Concepcion - Environmental Chemist
328.578.6927 / Richard.Concepcion@ncdenr.gov

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Jenne Walker 919.707.8224 Jenne.Walker@ncdenr.gov	Wes Hare 910.442.0922 Wes.Hare@ncdenr.gov	



Questions about RCRAInfo Industry Applications?

Questions about RCRAInfo Registration or updating Permissions?

Melodi Deaver

Phone: 919-707-8204

Email: Melodi.Deaver@ncdenr.gov

Questions about updating site information/requesting an EPA ID Number?

Andrew Minter

Phone: 919-707-8265

Email: Andrew.Minter@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 2019

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 2019. 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 2019 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 2019 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 2019 (at any time for any length of time) but is currently a SQG, they are required to file the Biennial Report.



Frequent Questions – Short Term Generator

Question: My North Carolina facility notified as a "Short Term Generator" (previously known as "Provisional ID") and generated large quantity generator amounts of hazardous waste during 2019. 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 2019 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 – LQG but only SQG amounts Generated

Question: My North Carolina facility notified as a large quantity generator (LQG) for 2019 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 2019 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 2019 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 2019 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 2019. 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 2019 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 2019).



Frequent Questions – OI Forms

Question: Do I need to file the OI Form?

Answer: No, OI Forms are not required to be filed 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 132 through 136 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:
 - 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 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

[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 *

B. Hazardous Waste Codes (Federal) *

None selected Selected

C. Hazardous Waste Codes (State) *

None selected Selected

Clear All

Clear All

Example



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 interface with the following fields:

- Site ID
- Site Name
- Street Number
- Street Name
- City
- State * (highlighted with a red box)
- Zip

At the bottom 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
UTD000989848	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](#)

Example



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 x

Show 5 entries

Site ID	Site Name	Address	City	State	County
UTR000012054	KMART #3085	680 WEST 2600 SOUTH	WOODS CROSS		
UTR000012082	KMART #3096	475 WEST STATE STREET	OREM		

Showing 1 to 2 of 2 entries Previous 1 Next

Example

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 *

 Recent Search

Site Name
KMAR #3085

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

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 *

 Recent Search

Site Name
KMART #3085

Street Number 680 **Street 1** WEST 2600 SOUTH **Street 2**

Zip 84010 **City, Town or Village** WOODS CROSS **State**

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
UT00000000001	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

Save Back to Biennial Report



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

Comments

Save Delete [Back to Biennial Report](#)

Example



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

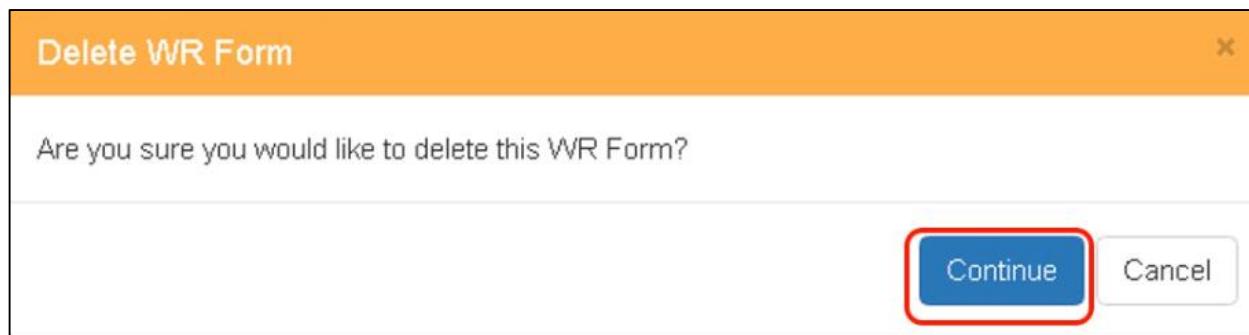
[Add New WR Form](#) [Delete All WR Forms](#)

Example

- 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



- 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/rainfoweb/documents/2019_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 UT000000000001

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

Example



Flat File Upload

Create 2019 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 2019 Biennial Report X

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 2019 Biennial Report X

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

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



Flat File Upload

HAZARDOUS WASTE PROCESSING CENTER 5000 MAIN STREET - WEST VALLEY CITY UT00000000001

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2019	02/08/2018 03:39PM	Processing		

- 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

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

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2019	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
2019	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.

File Upload Error Report - File Structure Errors

Show 20 entries

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

Example

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
2019	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 UT0000000001

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2019	02/09/2018 08:29AM	Failed	1 Validation Error(s)	X

[Re-upload](#)

Example

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



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.

Example

- 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 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 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 UT00000000001

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2019	02/09/2018 08:29AM	Failed	1 Validation Error(s)	

Re-upload

A large, semi-transparent watermark reading "Example" is overlaid across the center of the screenshot.

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 UT0000000001

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2019	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 UT0000000001

Site Details Biennial Report

Upload Request

Cycle	Uploaded	Status	Reason	Action
2019	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 UT00000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2019	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 UT00000000001

Site Details Biennial Report

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2019	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

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

Previous 1 Next

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



- 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.

