

## Tips on Filing the 2019 Hazardous Waste Biennial Report in North Carolina

This document provides information on filing the 2019 Hazardous Waste Biennial Report in North Carolina.

A facility that is listed in the North Carolina Hazardous Waste Section database as a Large Quantity Generator (LQG) of hazardous waste, or was listed as a LQG of hazardous waste at some point during 2019, or is/was listed as a hazardous waste Treatment, Storage, and/or Disposal (TSD) facility in 2019 is required to file the 2019 Hazardous Waste Biennial Report electronically using RCRAInfo.

Filing opens January 6, 2020. Deadline for filing your electronic report is March 1, 2020.

### Complete the report online:

In North Carolina, the 2019 Hazardous Waste Biennial Report will be completed using EPA's RCRAInfo database. Here is the link to the RCRAInfo

database: <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>

- . Please note that RCRAInfo is different than (as well as completely separate and independent of) the database used for filing the past several biennial report cycles (Easitrak). For this reporting cycle, Easitrak will **NOT** be used.
- . 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 this link:  
<https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/8700-guidelines/Electronic-Filing-of-EPA-Notifications.pdf>  
*See the "Contacts in case you have questions or need additional information" section, below, if you have questions about the RCRAInfo Registration process.*
- . If you are already registered in RCRAInfo and approved for the sites for which you will be filing a Biennial Report, you may begin to create the 2019 Biennial Report by signing into RCRAInfo (<https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login> ).  
The 2019 Biennial Report tutorial found at the following link may be helpful:  
<https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/Biennial/2019-Biennial-Report-Tutorial.pdf>
- . Additional guidance for the Biennial Report can be found at this link on the Hazardous Waste Section website: <https://deq.nc.gov/about/divisions/waste-management/hw/biennial-report>
- . Remember to report your current hazardous waste generator status on the Site Identification (ID) Form, even if your current status is different from the status you had during calendar 2019 that requires you to file the 2019 Hazardous Waste Biennial Report.
- . Filing the 2019 Hazardous Waste Biennial Report on RCRAInfo is fully electronic! Once you have completed and submitted the 2019 Biennial Report in RCRAInfo, you do not have to print out any forms and/or mail anything to the Hazardous Waste Section. A Declaration of Electronic Filing is no longer needed when filing on RCRAInfo.

- . OI Forms are not required to be completed/submitted in North Carolina.
- . To be able to certify and submit the 2019 Biennial Report your RCRAInfo Permissions must either be “Certifier” for the Biennial Report Module or “Site Manager.” The “Preparer” Permission level will allow you to complete the biennial report, but 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).

Contacts in case you have questions or need additional information:

- . For **Biennial Report** questions please contact: Jenny Patterson by phone: 336-767-0031 or by email: [Jenny.Patterson@ncdenr.gov](mailto:Jenny.Patterson@ncdenr.gov)
- . For **site specific questions** about your facility, please contact your local Hazardous Waste Section Inspector. Here is a link to a map showing the Inspector’s contact information and regions: [https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/Compliance/Compliance\\_Map\\_by\\_Inspector.pdf](https://files.nc.gov/ncdeq/Waste%20Management/DWM/HW/Compliance/Compliance_Map_by_Inspector.pdf)
- . For assistance with the **RCRAInfo Registration** Process or **Updating RCRAInfo Permissions** please contact: Melodi Deaver by phone: 919-707-8204 or by email: [Melodi.Deaver@ncdenr.gov](mailto:Melodi.Deaver@ncdenr.gov)
- . For questions about **updating site information/requesting an EPA ID Number** in RCRAInfo please contact: Andrew Minter by phone: 919-707-8265 or by email: [Andrew.Minter@ncdenr.gov](mailto:Andrew.Minter@ncdenr.gov)

If you think your facility designation is in error and you do not need to complete the 2019 Hazardous Waste Biennial Report, please send an email to [Jenny.Patterson@ncdenr.gov](mailto:Jenny.Patterson@ncdenr.gov) with your facility name and EPA ID Number, your contact information, and the reason you think this status designation is in error.