

RCRA Site Identification Form Instructions



State of Oregon
Department of
Environmental
Quality

**Land Quality Division
Hazardous Waste
Program**

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Portland, OR 97204
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Hazardous waste generators in Oregon use the Resource Conservation and Recovery Act Site Identification Form to notify the Oregon Department of Environmental Quality's hazardous waste program about certain information and updates. Use the SI Form to obtain a RCRA Site ID number, provide subsequent notification updates or as part of your annual reporting to DEQ. This document explains each question asked on the form. Companies with existing RCRA Site ID numbers should update their site information or submit their annual report electronically to www.deqhazwaste.net.

Please note that business/facility ownership information cannot be revised electronically. Use a pre-populated hardcopy SI Form for this type of update by logging onto www.deqhazwaste.net and printing the pre-populated form. If you need assistance, please telephone the annual report hotline in Portland at 503-229-6938 or call toll-free in Oregon at 1-800-452-4011, ext. 6938.

Item 1 – Reason for Submittal – Place an “X” in the appropriate box on the Site ID form to indicate your reason for submitting the form. Please include the dollar amount enclosed, effective date or reporting year date.

New notifications include:

Initial notification to obtain a RCRA Site ID Number (a.k.a., EPA/DEQ ID No.) for hazardous waste, universal waste or used oil activities regulated under Subtitle C of the Resource Conservation and Recovery Act and the rules described by the act. (\$200 fee required)

Change in business owner. If a business changed ownership the new owner must file a *new notification* so that DEQ receives the new information and signatures. (No fee required)

Reactivation of a previously withdrawn RCRA Site ID number issued to your company for the location the number was assigned. (No fee required)

Important: You can fill out new notifications online at:

www.deq.state.or.us/lq/pubs/forms/hw/NotificationHazWasteActivity.pdf. Once filled out they can be printed and mailed to the address listed at the top of the SI form.

Revised activities include (Do not select if submitting an annual report):

- *Updated site contact information (e.g., name, address, or telephone numbers)
- * Updated RCRA waste activity (e.g., generator status, universal waste or used oil activities). Note: A hazardous waste generator status can be revised any time throughout the year but must be reported on the annual report as the greatest status reached in any one month of the annual report calendar year.

Withdrawal of RCRA Site ID number:

Completion of RCRA waste activities, which includes business closures, completion of remediation projects, or a change in business activities where hazardous waste is no longer generated. The number is site specific and must be withdrawn if your business moves to a new location. A new notification should be submitted for the new location.
Notification from previous owner of a business to inform DEQ they sold the business to a new owner.

Alternative Formats
Alternative formats of this document can be made available. Contact DEQ's Office of Communications & Outreach for more information at 503-229-5696.

Important: Small and large quantity generators are required to submit an annual report for the portion of the year hazardous waste activities took place before the withdrawal.

Annual Hazardous Waste Report: (Provide the calendar year you are reporting)

- * Small and Large Quantity Generators of hazardous waste are required to submit an annual report that contains hazardous waste activity information for the calendar year. Conditionally Exempt Generators are only required to file a report if there was a generator status change or a change in site contact information.
- * DEQ mails information about annual reporting to small and large quantity generators the end of December to capture information for the calendar year. Because CEGs do not get an annual reminder letter, changes should be reported throughout the year when a change occurs.
- * An annual report can be filed any time throughout the year for a withdrawal of the RCRA Site ID number. Location changes or business closures should also be reported for all registered generators.
- * For reporting purposes, report your generator status as the greatest status reached in any one month of the annual report calendar year. Thus, if you were a LQG for only one calendar month of the year, you must report as a LQG.

Universal Waste or Used Oil Annual Report: (Provide the calendar year you are reporting)

- * Only facilities with activities identified in section 12 or as a used oil processor/re-finer in section 13 of the Site Identification Form are required to report.
- * DEQ mails information about annual reporting for Universal Waste or Used Oil activities in late December to capture information for the calendar year.

Item 2 - RCRA Site ID Number:

- * The RCRA Site ID Number is also called the DEQ or EPA Identification Number.
- * Verify that the RCRA Site ID Number is correct for the location for which you are providing information.

Important: If this is a new notification, leave this section blank. Upon receipt of a completed new RCRA Site ID form, DEQ will send an acknowledgement letter with the RCRA Site ID number.

Item 3 - Site Location Information:

Company Name: Provide the legal or commercial name of your site as it commonly appears on invoices, signs or other business documents.

Site Location: Provide the address and county of the physical location for this site.

Important: Do not use a post office or route number; the site location must be a physical address.

Corporation Division Registry Number: Provide the Oregon Secretary of State Corporation Division Registry Number for this business. The Corporation Division assigned your business a number at registration. You can find the number referenced on all correspondence with them. If you cannot find your number, search the Corporation Division website at <http://www.filinginoregon.com/>.

Important: The Registry Number is not required for government agencies or cleanup remediation sites.

NAICS Code: Provide the five- or six-digit North American Industry Classification System Code that best describes the primary business production process for your products or services. The NAICS code is used in tax reporting and other business reports.

If you cannot find your number search the Census Bureau website at www.census.gov/eos/www/naics .

Employee Count: Provide the count for people currently employed full time at this business.

Item 4 - Site Contact: Provide the requested information about whom DEQ should contact about site visits.

Item 5 - Land Owner: Provide the requested information for the property owner of this site. Include the owner type that best describes the property owner.

Item 6 - Legal Owner: Provide the requested information for the legal owner of the business. For remediation sites this could be the person taking responsibility for the hazardous waste. Include the date in which the entity became the owner of the business or waste and the owner type that best describes the legal owner.

Item 7 - Site Operator: Provide the requested information about the site operator for this site. This is the legal entity responsible for the overall site operation rather than the plant or site manager. In most cases this will be the same as the legal owner. Include the date in which the entity became operator of the business/site and the operator type that best describes the site operator.

Item 8 - Hazardous Waste Forms Contact: Provide the requested information about whom DEQ should contact about information provided on the Site ID and other annual reporting forms.

Item 9 - Hazardous Waste Fee Contact: Provide the requested information about whom DEQ should contact about hazardous waste fees.

Item 10 – Hazardous Waste Activities: Mark an “X” in the appropriate boxes to indicate activities conducted at this site.

1. Generator of Hazardous Waste: Provide the hazardous waste generator status if this facility is currently a generator of hazardous waste or intends to generate hazardous waste in the future. If you’re providing a generator status for the Annual Hazardous Waste Report, provide the generator status for the calendar year you’re reporting. For annual reporting purposes, your generator status is based on the greatest status reach in any one month of the calendar year (e.g., if you were a LQG for only one calendar month of the reporting year, you must report as a LQG for the full year).

2. Remediation of Contamination or Business Closure: Indicate if you’re a hazardous waste generator due only to remediation of environment contamination or one-time generation due to business closure. This question is asked because DEQ wants to provide additional information about expedited annual reporting and invoicing if applicable.

3. Importer of Hazardous Waste: Mark an “X” in the box if you import hazardous waste from a foreign country into the United States.

4. Generator of Mixed Waste: Mark an “X” in the box if you’re a generator of mixed waste (waste that is both hazardous and radioactive). RCRA defines “mix waste” as waste that contains both hazardous waste and source, special nuclear or byproduct material subject to the federal Atomic Energy Act. Radioactive waste that is not also a hazardous waste should not be reported on this form.

5. Transporter of Hazardous Waste: Mark an “X” in the appropriate boxes for transporter activities that apply to you.

6. Treatment, Storage, Disposal Facility: Mark an “X” in the box if this facility manages hazardous waste in RCRA-permitted units or units subject to a hazardous waste permit.

7. Recycler of Hazardous Waste: Mark an “X” in the appropriate boxes if this facility recycles regulated hazardous waste (recyclable materials).

8. HW Management in RCRA Permit Exempt Units: Mark an "X" in the appropriate boxes if this facility manages hazardous waste in units exempt from RCRA permit requirements such as elementary neutralization units, permitted waste water treatment units or accumulation tanks or containers.

9. Exempt Boiler and/or Industrial Furnace: Mark an "X" in the appropriate boxes if this facility markets or burns hazardous waste fuels. Used oil managed under used oil regulations is not considered hazardous waste fuel. Indicate your used oil activities in Item 13.

10. Underground Injection Control: Indicate a 'yes' answer if you generate, treat, store or dispose of hazardous waste and place the waste into an underground injection well at your site. Go to the website address given on the electronic SI Form to verify reporting requirements to DEQ's Water Quality Division.

Item 11 – Description of Hazardous Wastes: Only persons involved in hazardous waste activities must complete this item on their initial notification. Do not fill in this section if filing an annual hazardous waste report; the waste codes should be provided on the Generation & Management Answer Sheets. Hazardous waste transporters requesting an EPA Identification Number don't need to complete this item.

1. Waste Codes for Federally Regulated HW: If you handle hazardous wastes described in 40 CFR Part 261, enter the appropriate four-digit code(s) in the boxes provided. List any additional codes in the comment section or on an attachment.

2. Waste Codes for State Regulated HW: If you handle hazardous wastes that have Oregon state-only hazardous waste codes, enter the appropriate codes(s) in the boxes provided.

Item 12 – Universal Waste Activities: If you conduct any of the listed universal waste activities, check the appropriate box. Universal waste includes batteries, mercury-containing equipment, waste pesticides and hazardous waste lamps. For more information on universal waste, refer to DEQ's webpage at www.deq.state.or.us/lq/hw/uw.htm.

Item 13 – Used Oil Activities: If you conduct any of the following used oil activities, check the appropriate box:

1. Used Oil Collection Center -- If you operate a facility that collects used oil from "non-household do-it-yourselfers" (businesses, government or other organizations) in quantities of less than 55 gallons at any time, check the Used Oil Collection Center box.

2. Used Oil Transporter -- If you collect used oil from more than one used oil generator and transport the used oil, check the Used Oil Transporter box.

3. Used Oil Transfer Facility -- If you operate any transportation-related facility where shipments of used oil are held for more than 24 hours but less than 35 days, check the Used Oil Transfer Facility box.

4. Used Oil Processor/Re-refiner -- If you process used oil, check the appropriate Used Oil Processor/Re-refiner box.

5. Off-specification Used Oil Burner -- If you burn off-specification used oil at your facility, check the Off-specification Used Oil Burner box. Note: If you only burn used oil in a "used oil space heater" under provisions of 40 CFR 279.23, you are not an Off-specification Used Oil Burner.

6. Used Oil Fuel Marketer -- If you're the first person to claim that used oil to be burned for energy recovery meets used oil specifications or directs a shipment of used oil from their facility of off-specification used oil to a used oil burner, check the appropriate Used Oil Marketer box.

For more information on used oil activities, refer to DEQ's webpage at www.deq.state.or.us/lq/hw/usedoil.htm.

Item 14 – Comments: Use this space to provide any additional information or attach additional sheets, if necessary.

Item 15 – Certification: This certification must be signed and dated by the site's owner, operator or authorized representative. An authorized representative is a person responsible for the overall operation of the site (i.e., a plant manager or superintendent, or a person of equal responsibility). All Site ID Form submissions must include this certification to be complete. If filing electronically, you don't need to mail a signed paper form to DEQ.

Item 16 – Electronic Submittals: As a cost saving measure, DEQ's hazardous waste program is expanding electronic reporting. Each December, DEQ will send all small and large quantity hazardous waste generators a reminder and instructions on how to submit the annual report electronically.

If you need assistance, please telephone DEQ's annual report hotline in Portland at 503-229-6938 or call toll-free in Oregon at 1-800-452-4011, ext. 6938. You may also email questions to hazwaste@deq.state.or.us.