



State of Oregon  
**Department of  
Environmental  
Quality**

**Land Quality Division**  
811 SW 6<sup>th</sup> Avenue  
Portland, OR 97204  
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<http://www.oregon.gov/DEQ>

# Universal Waste Activity Form

## What is the purpose of the Universal Waste Activity Form?

The Universal Waste Activity Form is used by facilities that are required to notify the Oregon Department of Environmental Quality (DEQ) that they are involved in universal waste activities. The form provides universal waste management information to the Department.

## Who uses this form to notify or update information?

Universal waste handlers that collect universal waste from off-site are required to complete this form and return it to DEQ **with the Site Identification form**. The Site Identification form is available for printing at: <http://www.deq.state.or.us/lq/hw/siteidnumbers.htm>

Facilities that have already received a DEQ identification number for their hazardous waste or used oil activity should use this form and the Site Identification form to update their universal waste activity. This form is submitted with DEQ's Site Identification form.

## Who needs to notify DEQ of their universal waste activity?

If you fit into any of the following categories, you must complete the attached Universal Waste Activity Notification Form:

- Off-site collection sites accumulating 2,200 pounds (1,000 kilograms) or more of universal waste received from off-site; or
- Pesticide Collection Programs.

The notification form must be submitted to the Department prior to conducting the above activities.

## Who does not need to notify DEQ of their universal waste activity?

- Universal waste handlers generating and accumulating universal waste on-site at any time (Note: Large Quantity Handlers of Universal Waste must notify DEQ of their activity using the Site Identification form);
- Off-site collection sites accumulating less than 2,200 pounds of universal waste received from off-site;
- Universal waste transporters; or
- Universal waste destination facilities. (Note: Universal waste destination facilities are subject to the notification requirements of section 3010 of the Resource Conservation and Recovery Act, as well as all applicable requirements of 40 CFR 124, 264-266, 268 and 270 )

## Whom do I contact if I have Questions?

If you have questions about this form, contact Oregon DEQ at (503) 229-5913.

If you have questions regarding the universal waste regulations, please contact technical assistance staff in the regional office nearest you.

## **Where do I send the completed Notification Form?**

Send your completed form with the Site Identification form to:

**Oregon DEQ Land Quality Division Attn: Universal Waste Forms Clerk  
811 SW Sixth Avenue  
Portland, Oregon 97204-1390**

## **For Further Information...**

The following materials are available from the Department at:

<http://www.deq.state.or.us/lq/hw/UW.htm>, or by calling (503) 229-5913:

- Universal Waste Rule
- Universal Waste Handlers fact sheet
- Managing Waste Batteries fact sheet
- Managing Waste Pesticide fact sheet
- Waste Lamps and Ballasts fact sheet
- Universal Waste Mercury-Containing Equipment fact sheet

## **Need technical assistance managing waste?**

DEQ Technical assistance is available:

- Free on-site visits
- Free telephone consultations
- Hazardous waste training

DEQ Technical assistance can help you:

- Understand how hazardous waste regulations apply to your business
- Determine which wastes are hazardous
- Complete reporting forms
- Manage wastes better
- Reduce disposal costs
- Minimize the waste you produce
- Determine what areas need improvement

For more information about technical assistance is available at:

<http://www.deq.state.or.us/lq/hw/technicalassistance.htm>

## **Alternative Formats**

*Alternative formats of this document can be made available. Contact the DEQ Office of Communication and Outreach for more information: (503) 229-5696.*

# Universal Waste Activity Form

1. Facility Name \_\_\_\_\_

2. State/EPA ID# if available

3. Types and maximum quantities of universal waste accumulated at this facility at any one time (check all that apply)

Universal Waste Type	Estimated Maximum Quantity Accumulated (pounds)
<input type="checkbox"/> Batteries	_____
<input type="checkbox"/> Pesticides	_____
<input type="checkbox"/> Mercury-containing equipment	_____
<input type="checkbox"/> Lamps	_____

Please complete the following items if you are notifying as a:

- *Off-site Universal Waste Collection Site* -- Please complete # 4, 5 and 6
- *Pesticide Collection Programs* -- Please complete # 4, 5 and 7

4. Schedule of collection activities (e.g.,daily, monthly, annually) \_\_\_\_\_

5. Names and addresses of facilities that your facility plans to send their universal waste to:

	Facility 1	Facility 2	Facility 3
<b>Waste Type</b>			
<b>Facility Name</b>			
<b>Address</b>			

6. Please attach a description of how the collection site will be operated to meet the applicable universal waste requirements (see OAR 340-113-040(2)(B)). The information shall include, but is not limited to, the following:

- Measures taken to prevent universal waste from being released into the environment;
- Action that will be taken if a release of universal waste occurs at the site; and
- Measures taken to ensure the safety to the public and employees or volunteers working at the site.

7. Please attach the following information if this facility includes a pesticide collection program (see OAR 340-113-070(B)):

- Types of pesticides that will be collected (use commercial names when possible);
- A description of how difficult to manage pesticides (e.g., dioxin and mercury-containing pesticides or unlabeled pesticides) will be managed; and
- A complete description of how the collection site will be operated in compliance with the universal waste rule requirements.