

INSTRUCTIONS FOR COMPLETING THE NORTH DAKOTA GENERATOR 2017 HAZARDOUS WASTE REPORT

If you need assistance in filling out the North Dakota Generator 2017 Hazardous Waste Report forms, please call Christine Roob at 701.499.5207. The forms are due **March 1, 2018**.

Documents Helpful in Filling out the Forms

To prepare the North Dakota Generator 2017 Hazardous Waste Report, you should consult your records on quantities and types of hazardous waste that your site generated, managed, shipped, or received in 2017. Some records that may be helpful are:

- Hazardous waste manifest forms;
- Hazardous Waste Report forms submitted in previous years;
- Records of quantities of hazardous waste generated or accumulated on site;
- Results of laboratory analyses of your wastes; and
- Contracts or agreements with off-site facilities managing your wastes.

ITEM-BY-ITEM INSTRUCTIONS

Section I: Site Information

Item 1 -- Site State/EPA ID Number:

Provide your State/EPA Identification Number in Item 1 **for this site**.

Items 2 and 3 -- Site Legal Name and Site Street Address:

Provide the legal name of your site and a complete location address. Please note that the address you give for Item 3, Site Street Address, must be a physical address, **not a post office box or route number**.

Item 4 -- Site Land Type:

Place an "X" in the box that **best describes** the land type of your site. Select only one type: Private, County, Federal, Indian, Municipal, State, or Other. If your site's Land Type could be described as Municipal **and** as County, or as Indian, do not mark Municipal. Instead choose the other appropriate code.

Item 5 -- North American Industry Classification System (NAICS) Code(s)

Box A **must** be completed. Completing Boxes B-D is recommended, if applicable.

Box A Provide the North American Industry Classification System (NAICS) code that **best** describes your site's primary business production process for your products or services. Uses the six (6) digit code (most specific description) if available for your business; do **not** enter a four (4) or less digit code.

Boxes B - D List other NAICS codes that describe the primary business production processes for your site. Use the most specific six (6) digit codes available.

Check with your accounting or business staff to determine your NAICS code(s); the NAICS code is used in tax reporting and other business reports. You can also obtain the codes from the following web site: <http://www.census.gov/eos/www/naics/index.html> (which is searchable).

Item 6 -- Site Mailing Address:

Please enter the Site Mailing Address. If the mailing address and the Site Street Address (Item 3) are the same, you

can print "Same" in the box for Item 6.

Item 7 -- Site Contact Person:

Enter the name, title, mailing address, business telephone number and extension, and email address of the person who should be contacted regarding the information submitted in this biennial report. If the contact mailing address and the mailing address of the Site (Item 6) are the same, you can print "Same" in the box for Item 7.

Item 8 -- Legal Owner and Operator of the Site:

This section should be used to indicate the owner and operator of this site.

A. Name of Site's Legal Owner: Provide the name of your site's legal owner. If an additional owner or owners have been added or a previous owner is no longer an owner since the site's last submission of this form, please attach a separate sheet of paper with the information on the new and previous owner(s).

Date Became an Owner: Indicate the date on which the above person or entity became the owner of your site.

Owner Type: Place an "X" in the box that **best describes** the owner type of your site. Select only one type: Private, County, District, Federal, Indian, Municipal, State, or Other. If your site's Owner Type could be described as Municipal **and** as County, as District, or as Indian, do not mark Municipal. Instead choose the other appropriate code.

Mailing address: Please enter the Site's Legal Owner's Mailing Address. If the site's legal owner's mailing address and the mailing address of the Site (Item 6) are the same, you can print "Same" in the box for Item 8 A.

B. Name of Site's Operator: Provide the name of your site's operator. If the operator is the same as the owner, you can print "Same" in box 8 B and move on to Section 9.

Date Became an Operator: Indicate the date on which the above person became the operator of your site.

Operator Type: Place an "X" in the box that **best describes** the operator type of your site. Select only one type: Private, County, District, Federal, Indian, Municipal, State, or Other. If your site's Operator Type could be described as Municipal **and** as County, as District, or as Indian, do not mark Municipal. Instead choose the other appropriate code.

Mailing address: Please enter the Site Operator's Mailing Address. If the site's operator's mailing address and the mailing address of the Site (Item 6) are the same, you can print "Same" in the box for Item 8 B.

Item 9 -- Type of Regulated Waste Activity (Place an 'X' in the appropriate boxes for the activities that apply to your site.)

A. Hazardous Waste Activities: Place an "X" in the appropriate box(es) to indicate which hazardous waste activities are being conducted at this site.

The regulations for hazardous waste generators are found in the North Dakota Hazardous Waste Management Rules. Consult these regulations for details about how the regulations apply to your situation. Or you can consult the North Dakota Hazardous Waste Compliance Guide. Both of these documents can be found on our web page at www.ndhealth.gov/wm . If you need further help completing this section, please contact Christine Roob at 701.499.5207.

1. Generator of Hazardous Waste: If you generate a hazardous waste that is listed or identified by one or more hazardous waste characteristic(s) contained in the North Dakota Hazardous Waste

Management Rules place an "X" in the appropriate box for the quantity of hazardous waste that is generated per calendar month. Below is a brief description of the three types of hazardous waste generators.

a. LQG: Large Quantity Generator

This site is a Large Quantity Generator if the site meets **any** of the following criteria:

- i) Generates, in any calendar month, 1,000 kg (2,200 lbs.) or more of hazardous waste; **or**
- ii) Generates, in any calendar month, or accumulates at any time, more than 1 kg (2.2 lbs.) of acute hazardous waste; **or**
- iii) Generates, in any calendar month, or accumulates at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with acute hazardous waste.

b. SQG: Small Quantity Generator

This site is a Small Quantity Generator if the site meets **all** of the following criteria:

- i) Generates, in any calendar month, more than 100 kg (220 lbs.) but less than 1,000 kg (2,200 lbs.) of hazardous waste; **and**
- ii) Generates, in any calendar month, or accumulates at any time, no more than 1 kg (2.2 lbs.) of acute hazardous waste **and** no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

OR, the site is a Small Quantity Generator if the site:

- i) Meets all other criteria for a Conditionally Exempt Small Quantity Generator (see below), but
- ii) Accumulates, at any time, more than 1,000 kg (2,200 lbs.) of hazardous waste.

c. CESQG: Conditionally Exempt Small Quantity Generator

This site is a CESQG if the site does **all** of the following:

- i) Generates no more than 100 kg (220 lbs.) of hazardous waste in any calendar month; **and**
- ii) Accumulates, at any time, no more than 1,000 kg (2,200 lbs.) of hazardous waste; **and**
- iii) Generates, in any calendar month, or accumulates at any time, no more than 1 kg (2.2 lbs.) of acute hazardous waste, **and** no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

In addition to the above, place an "X" in the following appropriate box(es) to indicate other generator activities occurring **at this site**. (Mark all boxes that apply.)

d. United States Importer of Hazardous Waste

Place an "X" in the box if you import hazardous waste from a foreign country into the United States.


e. Mixed Waste Generator

Place an "X" in the box if you are a generator of mixed waste (waste that is both hazardous and radioactive). The North Dakota Hazardous Waste Management rules defines "mixed waste" as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), Resource Conservation and Recovery Act section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998).


2. Transporter of Hazardous Waste: Place an "X" in the box if you transport hazardous waste within the United States. A North Dakota Solid Waste Transporter permit is required for this activity.

3. Treater, Storer, or Disposer of Hazardous Waste: If you treat, store, or dispose of regulated

hazardous waste, place an "X" in this box. (Burning hazardous wastes in boilers and industrial furnaces and storing hazardous wastes before recycling them fall into this category as well.) A hazardous waste permit is required for this activity. You are reminded to contact the Department to request a RCRA Hazardous Waste Part A Permit Application.

	NOTE: If your site is a destination facility for universal wastes in addition to being a treatment, storage, or disposal facility for other RCRA hazardous wastes, mark both this box and Box B.2 below.
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4. **Recycler of Hazardous Waste:** If you recycle regulated hazardous wastes (recyclable materials), place an "X" in this box. A hazardous waste permit may be required for this activity.

	NOTE: If your site, in addition to being a recycling site for hazardous waste, is a treater, storer, or disposer of hazardous waste, mark both this box and Box A.3 above. If your site is a destination facility for universal wastes in addition to being a recycling site for other RCRA hazardous wastes, mark both this box and Box B.2 below.
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5. **Exempt Boiler and/or Industrial Furnace:**


a. If you burn small quantities of hazardous waste in an on-site boiler or industrial furnace (not a used oil space heater) in accordance with the conditions in Section 33-24-05-533 NDAC, place an "X" in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption. (Used Oil is not included in this category.)

b. If you process hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, or to recover economically significant amounts of precious metals, as described in Section 33-24-05-525.3.a NDAC, or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in Section 33-24-05-525.3.c NDAC, place an "X" in the box to indicate that you qualify for the Smelting, Melting, and Refining Furnace Exemption.

6. **Underground Injection Control:** If you generate, treat, store, or dispose of hazardous waste and there is an underground injection well located at your site, place an "X" in the box.

B. Universal Waste Activities:

1. **Large Quantity Handler of Universal Waste (LQHUW):** You are an LQHUW if you accumulate a **total of 5,000 kg or more** of any universal wastes (calculated collectively) **at any time**. Place an "X" in the appropriate box(es) to indicate the type(s) of universal wastes you generate and/or accumulate at your site.
2. **Destination Facility:** Place an "X" in the box if you treat, dispose of, or recycle universal wastes on site. A hazardous waste permit is required if you treat or dispose of universal wastes; a permit may be required if you recycle universal wastes.

	NOTE: If your site, in addition to being a destination facility for universal wastes, is also a treatment, storage, or disposal facility for RCRA hazardous wastes, mark both this box and Box A.3 above. In addition, if your site recycles RCRA hazardous wastes, mark both this box and Box A.4 above.
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C. Used Oil Activities: Mark the appropriate box(es) to indicate which used oil management activities are taking place **at this site**.

1. **Used Oil Transporter:** If you transport used oil and/or own or operate a used oil transfer facility, place an "X" in the appropriate box(es) to indicate this used oil management activity.

2. **Used Oil Processor/Re-Refiner:** If you process and/or re-refine used oil, place an "X" in the appropriate box(es) to indicate this used oil management activity.
3. **Off-Specification Used Oil Burner:** If you burn off-specification used oil fuel, place an "X" in the box to indicate this used oil management activity.
4. **Used Oil Fuel Marketer:** If you market off-specification used oil directly to a burner; place an "X" in Box 4.a. If you are the first to claim the used oil meets the used oil specification established in Section 33-24-05-611 NDAC, place an "X" in Box 4.b. If either of these boxes is marked, you also must notify (or have previously notified) as a used oil transporter, used oil processor/re-refiner, or off-specification used oil fuel burner, unless you are a used oil generator. (Used oil generators are not required to notify.)

Section II: Waste identification

Section II requests information on **each** hazardous waste stream generated onsite; treated, disposed, or recycled onsite; or shipped offsite during 2017. This includes spent solvents generated in Safety-Kleen or other parts washer units that are managed as hazardous waste.

Box A: Waste description

Provide a short narrative description of the waste, citing:

- General type;
- Source;
- Type of hazard; and
- Generic chemical name or primary hazardous constituents.

This information can be found in Section 9b. (US DOT Description) on your manifests. In the example below, note 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.

Example:

"Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene."

Box B: EPA hazardous waste code

Enter the four-character EPA Hazardous Waste Code(s) that applies to the waste reported in Box A. This information can be found in Section 13 (far right column) on your manifests. A list of EPA hazardous waste codes can also be found in Attachment A.

Box C: Amount of waste

Enter the total quantity of the hazardous waste stream that was generated during 2017. If the waste was not generated in 2017, enter "NA."

Box D: Unit of measure

Enter the unit of measure (UOM) code for the quantity you reported in Box C. Report quantities in one of the units of measure listed below.

Code Unit of measure

P	Pounds
G	Gallons

Section III: Offsite identification

Complete Boxes A through D for each designated facility to which you shipped hazardous waste during 2017.

Complete Boxes A through D for each transporter you used during the year.

Box A: EPA ID No. of designated facility or transporter

Enter the 12-digit EPA ID number of the designated facility to which you shipped hazardous waste or from which you received hazardous waste. This EPA ID number can be found in Section 8 on your manifests. Or, enter the EPA ID number of the transporter who shipped hazardous waste to or from your site. This EPA ID number can be found in Sections 6 & 7 on your manifests. Each EPA ID should appear only once.

Box B: Name of designated facility or transporter

Enter the name of the designated facility (Section 8 on your manifest) or transporter (Sections 6 & 7 on your manifests) reported in Box A.

Box C: Site type

Check all boxes that apply to describe the handler type of the designated facility or transporter reported in Box A.

Box D: Address of designated facility

Enter the address of the designated facility (Section 8 on your manifests) or transporter (you'll have to get that from your transporter) reported in Box A.

Section IV: Certification

Do not complete Section IV until all forms required for submission are present, complete, and accurate. After you have completed all required forms, enter your full name and title, and the date. Read the certification statement, and sign the form.

This certification must be signed by owner(s), operator(s), or authorized representative(s) of the site. 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).

Mail completed form to:

**Christine Roob
North Dakota Department of Health
1120 28th Ave N, Suite B
Fargo ND 58102**

Attachment A

EPA HAZARDOUS WASTE CODES

A list of all the hazardous waste codes is shown below. See [Chapter 33-24-02](#) of the North Dakota Hazardous Waste Management Rules for details.

CHARACTERISTICS OF HAZARDOUS WASTE - DXXX

HAZARDOUS WASTE FROM NONSPECIFIC SOURCES - FXXX

HAZARDOUS WASTE FROM SPECIFIC SOURCES - KXXX

DISCARDED COMMERCIAL CHEMICAL PRODUCTS, OFF-SPECIFICATION SPECIES, CONTAINER RESIDUALS, AND SPILL RESIDUES THEREOF – ACUTE HAZARDOUS WASTE - PXXX

DISCARDED COMMERCIAL CHEMICAL PRODUCTS, OFF-SPECIFICATION SPECIES, CONTAINER RESIDUALS, AND SPILL RESIDUES THEREOF – TOXIC WASTES - UXXX

D001	F001	K001	K051	K126	P001	P057	P114	U001	U052	U105	U155	U208	U409
D002	F002	K002	K052	K131	P002	P058	P115	U002	U053	U106	U156	U209	U410
D003	F003	K003	K060	K132	P003	P059	P116	U003	U055	U107	U157	U210	U411
D004	F004	K004	K061	K136	P004	P060	P118	U004	U056	U108	U158	U211	
D005	F005	K005	K062	K140	P005	P062	P119	U005	U057	U109	U159	U213	
D006	F006	K006	K064	K141	P006	P063	P120	U006	U058	U110	U160	U214	
D007	F007	K007	K065	K142	P007	P064	P121	U007	U059	U111	U161	U215	
D008	F008	K008	K066	K143	P008	P065	P122	U008	U060	U112	U162	U216	
D009	F009	K009	K069	K144	P009	P066	P123	U009	U061	U113	U163	U217	
D010	F010	K010	K071	K145	P010	P067	P127	U010	U062	U114	U164	U218	
D011	F011	K011	K073	K147	P011	P068	P128	U011	U063	U115	U165	U219	
D012	F012	K013	K083	K148	P012	P069	P185	U012	U064	U116	U166	U220	
D013	F019	K014	K084	K149	P013	P070	P188	U014	U066	U117	U167	U221	
D014	F020	K015	K085	K150	P014	P071	P189	U015	U067	U118	U168	U222	
D015	F021	K016	K086	K151	P015	P072	P190	U016	U068	U119	U169	U223	
D016	F022	K017	K087	K156	P016	P073	P191	U017	U069	U120	U170	U225	
D017	F023	K018	K088	K157	P017	P074	P192	U018	U070	U121	U171	U226	
D018	F024	K019	K090	K158	P018	P075	P194	U019	U071	U122	U172	U227	
D019	F025	K020	K091	K159	P020	P076	P196	U020	U072	U123	U173	U228	
D020	F026	K021	K093	K161	P021	P077	P197	U021	U073	U124	U174	U234	
D021	F027	K022	K094	K169	P022	P078	P198	U022	U074	U125	U176	U235	
D022	F028	K023	K095	K170	P023	P081	P199	U023	U075	U126	U177	U236	
D023	F032	K024	K096	K171	P024	P082	P201	U024	U076	U127	U178	U237	
D024	F034	K025	K097	K172	P026	P084	P202	U025	U077	U128	U179	U238	
D025	F035	K026	K098	K174	P027	P085	P203	U026	U078	U129	U180	U239	
D026	F037	K027	K099	K175	P028	P087	P204	U027	U079	U130	U181	U240	
D027	F038	K028	K100	K176	P029	P088	P205	U028	U080	U131	U182	U243	
D028	F039	K029	K100	K177	P030	P089		U029	U081	U132	U183	U244	
D029		K030	K101	K178	P031	P092		U030	U082	U133	U184	U246	
D030		K031	K102		P033	P093		U031	U083	U134	U185	U247	
D031		K032	K103		P034	P094		U032	U084	U135	U186	U248	
D032		K033	K104		P036	P095		U033	U085	U136	U187	U249	
D033		K034	K105		P037	P096		U034	U086	U137	U188	U271	
D034		K035	K106		P038	P097		U035	U087	U138	U189	U278	
D035		K036	K107		P039	P098		U036	U088	U140	U190	U279	
D036		K037	K108		P040	P099		U037	U089	U141	U191	U280	
D037		K038	K109		P041	P101		U038	U090	U142	U192	U328	
D038		K039	K110		P042	P102		U039	U091	U143	U193	U353	
D039		K040	K111		P043	P103		U041	U092	U144	U194	U359	
D040		K041	K112		P044	P104		U042	U093	U145	U196	U364	
D041		K042	K113		P045	P105		U043	U094	U146	U197	U367	
D042		K043	K114		P046	P106		U044	U095	U147	U200	U372	
D043		K044	K115		P047	P107		U045	U096	U148	U201	U373	
		K045	K116		P048	P108		U046	U097	U149	U202	U387	
		K046	K117		P049	P109		U047	U098	U150	U203	U389	
		K047	K118		P050	P110		U048	U099	U151	U204	U394	
		K048	K123		P051	P111		U049	U101	U152	U205	U395	
		K049	K124		P054	P112		U050	U102	U153	U206	U404	
		K050	K125		P056	P113		U051	U103	U154	U207	U408	

