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Introduction

This handbook has been prepared by the Hazardous Waste Inspections & Compliance Unit (HWICU) of the Arizona Department of Environmental Quality (ADEQ) to help small business owners and operators understand how to best comply with federal hazardous waste management regulations, as well as Arizona hazardous waste rules and statutes. This handbook is intended to be an overview and summary of regulations and statutes for a basic understanding of responsibilities for managing hazardous waste. It is not to be used as a substitute for the actual regulations.

Much of the material in this handbook is reprinted from the Environmental Protection Agency’s (EPA) handbook entitled, Managing Your Hazardous Waste - A Guide for Small Business. EPA’s handbook is augmented by material pertaining to hazardous waste management requirements particular to Arizona rules and statutes. Arizona incorporates most of the federal hazardous waste regulations by reference; therefore, Arizona’s hazardous waste rules are similar and consistent with the federal hazardous waste regulations.

All of the federal hazardous waste regulations are located in Title 40 of the Code of Federal Regulations (CFR), Parts 260 to 280 ([www.ecfr.gov](http://www.ecfr.gov)) which are incorporated by Arizona Administrative Codes (A.A.C.) R18-8-260 to 280 ([www.azsos.gov/public_services/table_of_contents.htm](http://www.azsos.gov/public_services/table_of_contents.htm)). State regulations are located in the Arizona Revised Statutes §49-901 through §49-944 ([www.azleg.state.az.us/ArizonaRevisedStatutes.asp](http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp)).

TIPS

Federal and state rules define a generator as any person or site whose processes and actions create hazardous waste. There are three categories of hazardous waste generators based upon the quantity of hazardous waste a facility generates in any calendar month:

1) **Conditionally exempt small quantity generators** (CESQGs) generate less than 220 pounds (100 kg) in any calendar month.

2) **Small quantity generators** (SQGs) generate between 220 pounds (100 kg) and 2,200 pounds (1,000 kg) in any calendar month.

3) **Large quantity generators** (LQGs) generate more than 2,200 pounds (1,000 kg) or more than 2.2 pounds (1 kg) of acute hazardous waste in any calendar month or 220 pounds (100 kg) acute spill residue.

Each category of generator must comply with the hazardous waste rules specific to that category. This handbook is intended primarily for businesses that generate small quantities of hazardous waste (SQGs and CESQGs) to help them learn which regulations apply.

For More Information

If you have questions about any part of this document or the federal hazardous waste regulations pertaining to Arizona, call the Hazardous Waste Inspections & Compliance Unit at (800) 234-5677.
DECIDING WHETHER HAZARDOUS WASTE REGULATIONS APPLY TO YOU

Federal and state hazardous waste management regulations apply to most businesses that generate hazardous waste. To determine if these regulations apply to your business, you must first determine if you even generate hazardous waste.

What is Hazardous Waste?

Hazardous waste is a special category or subset of regulated wastes that business and industries generate. For a material to be a hazardous waste, the material must first be a solid waste. Generators of a solid waste are required to determine whether that material is a hazardous waste. This determination must be made the moment a material becomes a solid waste.

A solid waste is any solid, liquid, or contained gaseous material that is discarded by being disposed of, burned, incinerated, or recycled. There are some exceptions for recycled materials. A solid waste can be the by-product of a manufacturing process or simply a commercial product that you use in your business—such as a cleaning fluid or battery acid—that is being disposed. Even materials that are recyclable or can be reused in some way—such as burning used oil for fuel—may be considered a solid waste. The regulations in 40 CFR §261.3 state that a solid waste that meets any of the following criteria is a hazardous waste. Hazardous waste can be one of three types:

Listed waste

Your waste is considered hazardous if it appears on one of four lists, F, K, P, and U, published in 40 CFR Part 261 (as incorporated by A.A.C. R18-8-261) and is not otherwise excluded. Currently, more than 500 wastes are listed. Wastes are listed as hazardous because they are known to be harmful to human health and the environment when not managed properly.

Acute hazardous wastes are listed wastes that even when managed properly are extremely dangerous. Examples of acute hazardous wastes include wastes generated from cyanides, arsenic compounds, and some pesticides that can be fatal to humans even in low doses. P-listed and F020, F021, F022, F023, F026, and F027 are examples of acute hazardous wastes.

Characteristic waste

If your waste does not appear on one of the hazardous waste lists, it still might be considered hazardous if it demonstrates one or more of the following characteristics (40 CFR Part 261):

1) Ignitable (D001): It catches fire under certain conditions. This is known as an ignitable waste. Four properties: a) Liquids with a flash point less than 140°F,

b) Non-Liquids that cause fire and burn vigorously and persistently, c) Ignitable compressed gases, and d) Oxidizers. Examples are paints, certain degreasers, solvents, and persulfates.

2) Corrosive (D002): It corrodes metals or has a very high or very low pH. This is known as a corrosive waste. Two properties: a) Aqueous solutions with a pH less than or equal to 2 or greater than or equal to 12.5, and b) Liquid that corrodes steel at a rate of greater than 0.25 in. per year at 130°F. Examples are rust removers, acid or alkaline cleaning fluids, and battery acid.

3) Reactive (D003): It is unstable and explodes, undergoes violent change without detonating, or produces toxic fumes, gases, and vapors when mixed with water or under other conditions, such as heat or pressure. This is known as a reactive waste (D003). Examples are certain cyanides or sulfide-bearing wastes.

4) Toxic (D004 – D043): It is harmful or fatal when ingested or absorbed, or it leaches toxic chemicals into the soil or ground water when disposed on land. This is known as a toxic waste. Examples are wastes that contain high concentrations of heavy metals, such as cadmium, lead, mercury, or silver. Other examples are wastes that contain high concentrations of benzene, methyl ethyl ketone (MEK), or tetrachloroethylene (PERC).

You can determine if your waste is toxic by having it tested by a state licensed laboratory using the Toxicity Characteristic Leaching Procedure (TCLP), by simply knowing that your waste is hazardous or that your processes generate hazardous waste (called generator knowledge). However, you must have written documentation if using generator knowledge for both hazardous and non-hazardous waste.

Mixture Rule & Derived-from Rule

A “mixture” of hazardous waste with solid waste (e.g., motor oil, trash, debris) may become a hazardous waste. The waste “derived from” the treatment, storage, or disposal of hazardous waste may also be a hazardous waste.
Identifying Your Waste

To help you identify some of the waste streams common to your business, consult the table below to find a list of typical hazardous wastes generated by small businesses. Use the EPA Hazardous Waste Codes for Waste Streams Commonly Generated by Small Quantity Generators list located in the center of this handbook for a more detailed listing of the EPA waste codes associated with these waste streams to determine if your waste is hazardous. Commercial chemical products that are discarded might also become hazardous waste. For a complete listing of hazardous waste codes, consult 40 CFR Part 261 (as incorporated by A.A.C. R18-8-261).

If your waste is hazardous, you will need to manage it according to appropriate federal and state hazardous waste regulations.

<table>
<thead>
<tr>
<th>Type of Business</th>
<th>How Generated</th>
<th>Types of Wastes</th>
<th>Waste Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry Cleaning and Laundry Plants</td>
<td>Commercial dry cleaning processes</td>
<td>Still residues from solvent distillation, spent filter cartridges, cooked powder residue</td>
<td>D001, D039, F002</td>
</tr>
<tr>
<td>Furniture/Wood Manufacturing and Refinishing</td>
<td>Wood cleaning and wax removal, refinishing/ stripping, staining, painting, finishing, brush cleaning, and spray brush cleaning</td>
<td>Ignitable wastes, toxic wastes, solvent wastes, paint wastes</td>
<td>D001, F001- F005</td>
</tr>
<tr>
<td>Construction</td>
<td>Paint preparation and painting, carpentry and floor work, other specialty contracting activities, heavy construction, wrecking and demolition, vehicle and equipment maintenance for construction activities</td>
<td>Ignitable wastes, toxic wastes, solvent wastes, paint wastes, used oil, acids/bases</td>
<td>D001, D002, F001-F005</td>
</tr>
<tr>
<td>Laboratories</td>
<td>Diagnostic and other laboratory testing</td>
<td>Spent solvents, unused re-agents, reaction products, testing samples, contaminated materials</td>
<td>D001, D002, D003, F001–F005, U211</td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td>Degreasing, rust removal, paint preparation, spray booth, spray guns, brush cleaning, paint removal, tank cleanout, installing lead- acid batteries</td>
<td>Acids/bases, solvents, ignitable wastes, toxic wastes, paint wastes, batteries</td>
<td>D001, D002, D006, D008, F001-F005</td>
</tr>
<tr>
<td>Printing and Allied Industries</td>
<td>Plate preparation, stencil preparation for screen printing, photo processing, printing, cleanup</td>
<td>Acids/bases, heavy metal wastes, solvents, toxic wastes, ink, unused chemicals</td>
<td>D002, D006, D008, F001–F005, U-Listed</td>
</tr>
<tr>
<td>Equipment Repair</td>
<td>Degreasing, equipment cleaning, rust removal, paint preparation, painting, paint removal, spray booth, spray guns, and brush cleaning</td>
<td>Acids/bases, toxic wastes, ignitable wastes, paint wastes, solvents</td>
<td>D001, D002, D006, D008, F001-F005</td>
</tr>
<tr>
<td>Pesticide End-Users/Application Services</td>
<td>Pesticide application and cleanup</td>
<td>Used/unused pesticides, solvent wastes, ignitable wastes, contaminated soil (from spills), contaminated rinsewater, empty containers</td>
<td>D001, F001- F005, U129, U136, P094, P123</td>
</tr>
<tr>
<td>Educational and Vocational Shops</td>
<td>Automobile engine and body repair, metal- working, graphic arts—plate preparation, woodworking</td>
<td>Ignitable wastes, solvent wastes, acids/bases, paint wastes</td>
<td>D001, D002, F001-F005</td>
</tr>
</tbody>
</table>
WHAT DO YOU MEASURE TO DETERMINE YOUR GENERATOR CATEGORY?

DO MEASURE:

For your monthly total, all quantities of listed and characteristic hazardous wastes that are:
- Accumulated on the property for any period of time before disposal or recycling. (Dry cleaners, for example, must count any residue removed from machines, as well as spent cartridge filters.)
- Packaged and transported away from your business.
- Placed directly in a regulated treatment or disposal unit at your place of business.
- Generated as still bottoms or sludges and removed from product storage tanks.

DO NOT MEASURE:

Wastes that:
- Might be left in the bottom of containers that have been thoroughly emptied through conventional means such as pouring or pumping.
- Are left as residue in the bottom of tanks storing products, if the residue is not removed from the product tank.
- Are reclaimed continuously on-site without storing prior to reclamation, such as dry cleaning solvents.
- Are managed in an elementary neutralization unit, a totally enclosed treatment unit, or a wastewater treatment unit without being stored first. (See definitions at the end of this handbook for an explanation of these types of units.)
- Are discharged directly to publicly owned treatment works (POTWs) without being stored or accumulated first. This discharge to a POTW must comply with the Clean Water Act. POTWs are public utilities, usually owned by the city, county, or state that treat industrial and domestic sewage for disposal.
- Have already been counted once during the calendar month, and are treated on-site or reclaimed in some manner, and used again.
- Are regulated under the universal waste rule or have other special requirements. The federal regulations contain special, limited requirements for managing certain commonly generated wastes. These wastes can be managed following the less burdensome requirements listed below instead of the usual hazardous waste requirements.

- Lead-acid batteries that are reclaimed—40 CFR Part 266, Subpart G (as incorporated by A.A.C. R18-8-266).
- Scrap metal that is recycled—40 CFR §261.6 (a) (3) (as incorporated by A.A.C. R18-8-261).
- Universal wastes (e.g., certain batteries, recalled and cancelled pesticides, mercury-containing thermostats, and mercury-containing waste lamps)—40 CFR Part 273 (as incorporated by A.A.C. R18-8-273).

HOW MANY DRUMS IS THAT?

Many hazardous wastes are liquids and are measured in gallons—not pounds. In order to measure your liquid wastes, you will need to convert from gallons to pounds. To do this, you must know the density of the liquid. A rough guide is 27.5 gallons (half of a 55-gallon drum) of waste with a density similar to water weighs about 220 pounds (100 kg). 275 gallons (five 55-gallon drums) of a waste with a density similar to water weighs about 2,200 pounds (1,000 kg).

KEY:*

< 1/2 drum or < 27.5 gallons or < 220 pounds or < 100 kg = 55 gallon drum = 440 pounds (water) = 200 kg (water)

Conditionally Exempt Small Quantity Generator (CESQG)

<table>
<thead>
<tr>
<th>Substance</th>
<th>lbs. per gallon</th>
<th>lbs. per drum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>8.340</td>
<td>458.7</td>
</tr>
<tr>
<td>Lead</td>
<td>94.659</td>
<td>5,206.25</td>
</tr>
<tr>
<td>Methylene chloride</td>
<td>11.134</td>
<td>612.37</td>
</tr>
<tr>
<td>Acetone</td>
<td>6.605</td>
<td>363.275</td>
</tr>
</tbody>
</table>

This chart shows different weights per gallon and per drum.

*This is for guidance purposes only. Not all chemicals have the same density.
FINDING YOUR GENERATOR CATEGORY

Once you know that you generate hazardous waste, you need to measure the amount of waste you produce each calendar month. The amount of hazardous waste you generate in a calendar month determines your generator category. For waste management purposes, depending on your type of business and your waste generating activities, you might be regulated under different rules at different times.

If, for example, you generate less than 220 pounds (100 kg) of hazardous waste during the month of June, you would be considered a CESQG and your June waste would be subject to the hazardous waste management requirements for CESQGs.

If in July, you generate between 220 and 2,200 pounds (100 to 1,000 kg) of hazardous waste, your generator status would change and you would be considered an SQG for the rest of the calendar year. Your July waste and facility would then be subject to the management requirements for SQGs.

If in August, you generate greater than 2,200 pounds (1,000 kg) of hazardous waste, your generator status would change again and you would be considered an LQG for the rest of the calendar year. Your August waste and facility would then be subject to the management requirements for LQGs.

For annual registration fee purposes, your fee is based on the maximum amount generated in any one month of the previous year. Remember to use your monthly generation amounts to determine your registration status, not a monthly average based on your annual total.

In the example above, you are required to register as an LQG since you generated greater than 2,200 pounds of hazardous waste in August. You are an SQG if you have generated 220 pounds (100 kg) or more but less than 2,200 pounds (1000 kg) of hazardous waste in any calendar month of the previous year. If this is the case, you are required to pay an annual registration fee of $100. If you have generated less than 220 pounds (100 kg) of hazardous waste in each calendar months of the previous year, you are a CESQG and do not have an annual registration fee. See Appendix C.

TIPS

If the generator facility generates more than 2.2 pounds (1 kg) of acute hazardous waste or 220 pounds (100 kg) acute spill residue in any calendar month or accumulates those amounts on site, all of the acute hazardous waste must be managed according to the regulations applicable to LQGs.

GENERATION FEE

SQGs are invoiced annually for generation fees and LQGs are invoiced quarterly. Arizona requires a hazardous waste generation fee prorated per ton. See Appendix C.

$67.50 per ton

ANNUAL REGISTRATION FEE

There is no registration fee for CESQGs.

SQGs = $100 annually
LQGs = $300 annually

EPA has established three generator categories, each of which is regulated differently:

CONDITIONALLY EXEMPT SMALL QUANTITY GENERATORS (CESQGS)
40 CFR § 261.5
You are considered a CESQG if you generate no more than 220 pounds (100 kg) of hazardous waste in any calendar month and do not accumulate over 2,200 pounds (1,000 kg) of total hazardous on-site. You are exempt from hazardous waste management regulations provided that you comply with the basic requirements described in this handbook.

SMALL QUANTITY GENERATORS (SQGS)
40 CFR 262.34(c) & (d)
You are considered an SQG if you generate between 220 and 2,200 pounds (100 and 1,000 kg) of hazardous waste in any calendar month and do not accumulate hazardous waste over 13,228 pounds (6,000 kg). SQGs must comply with federal and state requirements for managing hazardous waste described in this handbook.

LARGE QUANTITY GENERATORS (LQGS)
40 CFR 262.34(a), (b), & (c)
You are considered an LQG if you generate more than 2,200 pounds (1,000 kg) of hazardous waste in any calendar month. LQGs must comply with more extensive hazardous waste rules than those summarized in this handbook.
**OBTAINING AN EPA IDENTIFICATION NUMBER**

If your business is an H, L, S, or T, treatment, storage or disposal facility (TSDF), or transporter of hazardous waste, you must obtain and use an EPA Identification (ID) Number. CE Gs are not required to obtain an EPA ID number, but it is recommended. The EPA and all states use these 12-character numbers to monitor and track hazardous waste activities. You will need to use your EPA ID number when you transport waste off-site to be managed. Follow these steps to obtain an EPA ID number:

**GET THE FORM**


Call ADEQ at (800) 234-5677 or write to: ADEQ, GE IT Unit, 1110 W. Washington St., Phoenix, Arizona, 85007, and request a copy of EPA Form 8700-12 Notification of Regulated Waste Activity. You will be sent a booklet that contains a form with instructions. A sample copy of a notification form is shown on Pages 10 and 11.

**COMPLETE THE FORM**

Fill in the form as shown in the example. To complete Item 11 of the form, you will need to identify your hazardous waste by its EPA Hazardous Waste Code. A list of common hazardous wastes and their waste codes can be found in the center of this document. For a complete list of waste codes, you should consult 40 CFR Part 261 (as incorporated by A.A.C. R18-8-261). Complete one copy of the form for each business site where you generate or handle hazardous waste. Each site will receive its own EPA ID number. Make sure you sign the certification in Item 14.

**SEND THE FORM**

Send the completed form with the original signature to the ADEQ Hazardous Waste Notification Coordinator, 1110 W. Washington St., Phoenix, Arizona, 85007. This address will also be listed in the information booklet that you will receive with the form.

---

**TIPS**

**DEACTIVATING AN EPA ID**

To deactivate an EPA ID number, submit on company letterhead the facility name, ID number, reason for deactivation, and the date of deactivation, and mail to ADEQ at the address below.

**MOVING AND CHANGE OF OWNERSHIP**

ADEQ records the information on the form and assigns an EPA ID number to the site identified on your form. The EPA ID number stays with the property even when ownership changes.

- If you move your business, you must notify ADEQ to deactivate the old EPA ID number and submit a new form for your new location.
- If another business previously managed hazardous waste at your new location and obtained an EPA ID number, you will be assigned the same number after you have notified ADEQ that you have moved to this location. Otherwise, ADEQ will assign you a new identification number.
- A revised 8700-12 must be submitted to ADEQ if ownership changes, generator status changes, or the type of waste generated changes.
United States Environmental Protection Agency
RCRA SUBTITLE C SITE IDENTIFICATION FORM

1. Reason for Submittal
☐ To provide an Initial Notification (first time submitting site identification information / to obtain an EPA ID number for this location)
☐ To provide a Subsequent Notification (to update site identification information for this location)
☐ As a component of a First RCRA Hazardous Waste Part A Permit Application
☐ As a component of a Revised RCRA Hazardous Waste Part A Permit Application (Amendment # __)
☐ As a component of the Hazardous Waste Report (if marked, see sub-bullet below)
☐ Site was a TSD facility and/or generator of > 1,000 kg of hazardous waste, > 1 kg of acute hazardous waste, or > 100 kg of acute hazardous waste spill cleanup in one or more months of the report year (or State equivalent LQG regulations).

2. Site EPA ID Number

<table>
<thead>
<tr>
<th>EPA ID Number</th>
<th>__________</th>
</tr>
</thead>
</table>

3. Site Name

<table>
<thead>
<tr>
<th>Name</th>
<th>________________________________</th>
</tr>
</thead>
</table>

4. Site Location Information

<table>
<thead>
<tr>
<th>City, Town, or Village</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>___________________</td>
</tr>
<tr>
<td>Country</td>
<td>__________</td>
</tr>
<tr>
<td>Zip Code</td>
<td>__________</td>
</tr>
</tbody>
</table>

5. Site Land Use

<table>
<thead>
<tr>
<th>Private</th>
<th>County</th>
<th>District</th>
<th>Federal</th>
<th>Tribal</th>
<th>Municipal</th>
<th>State</th>
<th>Other</th>
</tr>
</thead>
</table>

6. NAICS Code(s) for the Site (at least 5-digit codes)

<table>
<thead>
<tr>
<th>A</th>
<th>__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>__________</td>
</tr>
<tr>
<td>C</td>
<td>__________</td>
</tr>
<tr>
<td>D</td>
<td>__________</td>
</tr>
</tbody>
</table>

7. Site Mailing Address

<table>
<thead>
<tr>
<th>Street or P.O. Box</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, Town, or Village</td>
<td>____________________________</td>
</tr>
<tr>
<td>State</td>
<td>___________________</td>
</tr>
<tr>
<td>Country</td>
<td>__________</td>
</tr>
<tr>
<td>Zip Code</td>
<td>__________</td>
</tr>
</tbody>
</table>

8. Site Contact Person

<table>
<thead>
<tr>
<th>First Name</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI</td>
<td>____________________________</td>
</tr>
<tr>
<td>Last</td>
<td>____________________________</td>
</tr>
<tr>
<td>Title</td>
<td>____________________________</td>
</tr>
<tr>
<td>Street or P.O. Box</td>
<td>____________________________</td>
</tr>
<tr>
<td>City, Town, or Village</td>
<td>____________________________</td>
</tr>
<tr>
<td>State</td>
<td>___________________</td>
</tr>
<tr>
<td>Country</td>
<td>__________</td>
</tr>
<tr>
<td>Zip Code</td>
<td>__________</td>
</tr>
<tr>
<td>Email</td>
<td>____________________________</td>
</tr>
<tr>
<td>Phone</td>
<td>____________________________</td>
</tr>
<tr>
<td>Ext.</td>
<td>____________________________</td>
</tr>
<tr>
<td>Fax</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

9. Legal Owner and Operator of the Site

| A. Name of Site’s Legal Owner | ____________________________ |
| Operator Type | Private | County | District | Federal | Tribal | Municipal | State | Other |
| Street or P.O. Box | ____________________________ |
| City, Town, or Village | ____________________________ |
| State | ___________________ |
| Zip Code | __________ |

| B. Name of Site’s Operator | ____________________________ |
| Operator Type | Private | County | District | Federal | Tribal | Municipal | State | Other |
| Phone | ____________________________ |
| City, Town, or Village | ____________________________ |
| State | ___________________ |
| Zip Code | __________ |

SITE IDENTIFICATION FORM
Page 1 – This is the page where the owner and site information are entered along with the EPA ID number.

Page 2 – This is the page where Hazardous Waste Activities, Universal Waste Activities and Used Oil Activities are entered. The EPA ID number needs to be entered on the upper left side of the form.
11. Description of Hazardous Waste

A. Waste Codes for Federally Regulated Hazardous Wastes. Please list the waste codes of the Federal hazardous wastes handled at your site. List them in the order they are presented in the regulations (e.g., D001, D003, F007, U112). Use an additional page if more spaces are needed.


B. Waste Codes for State-Regulated (i.e., non-Federal) Hazardous Wastes. Please list the waste codes of the State-Regulated hazardous wastes handled at your site. List them in the order they are presented in the regulations. Use an additional page if more spaces are needed.


Page 3 – This is the page where Eligible Academic Entities with Laboratories are identified. Descriptions of Hazardous Waste and the Hazardous Waste Codes are also entered here. The EPA ID number needs to be entered on the upper left side of the form.

Page 4 – This is the page where Hazardous Secondary Material is entered along with the signature of the site owner or authorized representative. The EPA ID number needs to be entered on the upper left side of the form.
REQUIREMENTS FOR CONDITIONALLY EXEMPT SMALL QUANTITY GENERATORS

If you generate no more than 220 pounds (100 kg) of hazardous waste in any month, you are a conditionally exempt small quantity generator (CEQG). You must comply with three basic waste management requirements to remain exempt from the full hazardous waste regulations that apply to generators of larger quantities (LQGs and MQGs).

First, you must identify all hazardous waste that you generate and keep documentation of your waste determinations.

Second, you may not store more than 2,200 pounds (1,000 kg) total of hazardous waste, 2.2 pounds (1 kg) of acute hazardous waste, and 220 pounds (100 kg) of acute hazardous residue, debris, or soil on-site at any time.

Finally, you must ensure delivery of your hazardous waste to an off-site treatment or disposal facility that is one of the following:

- An Arizona- or federally-regulated hazardous waste treatment, storage, or disposal facility (TSDF).
- A facility permitted, licensed, or registered by Arizona to manage municipal or industrial solid waste.
- A facility that uses, reuses, or legitimately recycles the waste (or treats the waste prior to use, reuse, or recycling).
- A universal waste handler or destination facility subject to the universal waste requirements of 40 CFR Part 273 (as incorporated by A.A.C R18-8-273) if your waste is universal waste. Universal wastes are wastes such as certain batteries, recalled and banned pesticides, or mercury-containing thermostats, and mercury-containing waste lamps.
- Or, if you treat or dispose your hazardous waste on-site, your facility must also meet the above definitions.

REQUIREMENTS FOR SMALL QUANTITY GENERATORS

Most small businesses accumulate some hazardous waste on-site for a short period of time and then ship it off-site to a treatment, storage, or disposal facility (TSDF). You will need to use your EPA ID number when you send waste off-site to be managed.

ACCUMULATING YOUR WASTE

Accumulating hazardous waste on-site can pose a threat to human health and the environment, so you may only keep it for a short time without a permit. Before shipping the waste for disposal or recycling, you are responsible for its safe management which includes safe storage, safe treatment, preventing accidents, and responding to emergencies in accordance with federal and Arizona regulations.

SQGs can accumulate no more than 13,228 pounds (6,000 kg) of hazardous waste on-site for up to 180 days without a permit. You can accumulate this amount of waste for up to 270 days if you must transport it more than 200 miles away for recovery, treatment, or disposal. Limited extensions may be granted by the ADEQ director. If you exceed these limits, you may be considered a TSDF and may be required to obtain a hazardous waste permit.

SQGs must ensure their hazardous waste is properly stored (ex: tanks or containers, such as 55-gallon drums). Your storage tanks and containers must be managed according to the following summarized requirements. For detailed information, refer to 40 CFR 262.34(d) and 40 CFR 265 Subpart I.

There are different quantity limits for acute hazardous waste. If you generate more than 2.2 pounds (1 kg) then you are not considered a CESQG. See page 6 Finding You Generator Category for more information.

CESQGs are not required to obtain an EPA identification number, but it is highly recommended.

CESQGs with EPA identification numbers must complete a Registration Form/Facility Annual Report yearly. See Appendix C.

✅ Accumulate wastes according to limits established for SQGs.

✅ Follow the storage and handling procedures required by federal and Arizona rules for SQGs.

✅ Ensure to train employees so that they are thoroughly familiar with proper waste handling and emergency procedures.

✅ Follow requirements for emergency equipment testing and maintenance, access to communications or alarms, aisle space, and posting emergency information as required by federal and Arizona rules.
TREATING YOUR WASTE TO MEET THE LAND DISPOSAL RESTRICTIONS (LDRs)

Most hazardous wastes may not be disposed on land unless they meet treatment standards. The Land Disposal Restrictions (LDR) program requires that the waste is treated to reduce the hazardous constituents to levels set by EPA, or that the waste is treated using a specific technology. It is your responsibility to ensure that your waste is treated to meet LDR treatment standards before it is disposed on land. (See page 14 for a description of required LDR notices.) Most states probably will have their designated TDFs to do this treatment. If you choose to treat your waste yourself to meet LDR treatment standards, there are additional requirements, including waste analysis plans, notifications, and certifications. To learn about these requirements call the EPA RCRA Hotline (800) 424-9346, the ADEQ Inspections Compliance Unit (800) 234-5677, or consult 40 CFR Part 268 (as incorporated by A.A.C. R18-8-268).

**Special storage requirements apply to liquid hazardous wastes containing polychlorinated biphenyls (PCBs).**

**TIP**

For storage containers, you must:
- Label each container with the words “HAZARDOUS WASTE,” and mark each container with the date waste was first added.
- Use a container made of, or lined with, a material that is compatible with the hazardous waste to be stored. (This will prevent the waste from reacting with or corroding the container.)
- Keep all containers holding hazardous waste closed during storage, except when adding or removing waste. Do not open, handle, or store (stack) containers in a way that might rupture them, cause them to leak, or otherwise fail.
- Inspect areas where containers are stored at least weekly. Look for leaks and for deterioration caused by corrosion or other factors.
- Maintain the containers in good condition. If a container leaks, put the hazardous waste in another container, or contain it in some other way that complies with EPA and state regulations.
- Do not mix incompatible wastes or materials unless precautions are taken to prevent certain hazards.

For tanks, you must:
- Label each tank with the words “HAZARDOUS WASTE.”
- Store only waste that will not cause the tank or the inner liner of the tank to rupture, leak, corrode, or fail.
- Equip tanks that have an automatic waste feed with a waste feed cutoff system or a bypass system for use in the event of a leak or overflow.
- Inspect discharge control and monitoring equipment and the level of waste in uncovered tanks at least once each operating day. Inspect the tanks and surrounding areas for leaks or other problems (such as corrosion) once each operating day.
- Use the National Fire Protection Association (NFPA) buffer zone requirements for covered tanks containing ignitable or reactive wastes. These requirements specify distances considered to be safe buffer zones for various ignitable or reactive wastes. You can reach the NFPA at (617) 770-3000.
- Do not mix incompatible wastes or materials unless precautions are taken to prevent certain hazards.
- Do not place ignitable or reactive wastes in tanks unless certain precautions are taken.
- Provide at least two feet (60 centimeters) of freeboard (space at the top of each tank) in uncovered tanks, unless the tank is equipped with a containment structure, a drainage control system, or a standby tank with adequate capacity.
PREPARING HAZARDOUS WASTE MANIFESTS

A hazardous waste manifest must accompany all hazardous waste that is shipped off-site. A hazardous waste manifest is a multipart form designed to track hazardous waste from generation to disposal. It will help you track your waste during shipment and ensure it arrives at the proper destination. If you send waste to a recycling facility, you may be able to use a tolling agreement instead of a manifest. A tolling agreement is a closed-loop arrangement whereby a generator contracts with a recycling company to reclaim its hazardous waste and return it as a recycled product, thereby avoiding disposal. A copy of the contract must be kept on file for three years after the contract has ended.

Various versions of hazardous waste manifest forms are available.

Some states require their own manifest form. Arizona uses the federal form (Uniform Hazardous Waste Manifest, EPA form 8700-22). If the state to which you are shipping your waste requires its own manifest, use that state’s form. To obtain manifest forms, contact the hazardous waste management agency of the recipient state, your transporter, or the TSDF that you intend to use.

If the state to which you are shipping does not require its own manifest, you can use the federal form. Copies are available from some transporters, TSDFs, and some commercial printers.

SELECTING A TSDF

It is important to choose your transporter and your TSDF carefully since you remain responsible for the proper management of your hazardous waste even after it has left your site and has been processed by your TSDF.

Generators may send their waste only to a regulated TSDF or recycler. Most regulated TSDFs and recyclers will have a permit from the state or EPA. Some, however, may operate under other regulations that do not require a permit. Check with the appropriate state authorities to be sure the facility you select has any necessary permits. All TSDFs and recyclers must have EPA ID numbers.

FOR HELP IN CHOOSING A TRANSPORTER OR TSDF, CHECK WITH THE FOLLOWING SOURCES:

- References from business colleagues who have used a specific hazardous waste transporter or TSDF.
- Trade associations for your industry that might keep a file on companies that handle hazardous waste.
- The Better Business Bureau or Chamber of Commerce in the TSDF’s area, which might have a record of any complaints registered against a transporter or a facility.
- ADEQ can tell you whether the transporter or TSDF has a U.S. EPA ID number and a permit, if required.

SHIPPING HAZARDOUS WASTE OFF-SITE

When shipping waste off-site, generators must follow certain procedures that are designed to ensure safe transport and proper management of the waste.

LABELING WASTE SHIPMENTS

- Package, label and mark your shipment, and placard the vehicle in which your waste is shipped as specified in Department of Transportation (DOT) regulations.
- Prepare a hazardous waste manifest to accompany your shipment.
- Include an LDR notice and certification with each waste shipment.
- Ensure the proper management of any hazardous waste you ship (even when it is no longer in your possession).

Selecting a TSDF

It is important to choose your transporter and your TSDF carefully since you remain responsible for the proper management of your hazardous waste even after it has left your site and has been processed by your TSDF.

Generators may send their waste only to a regulated TSDF or recycler. Most regulated TSDFs and recyclers will have a permit from the state or EPA. Some, however, may operate under other regulations that do not require a permit. Check with the appropriate state authorities to be sure the facility you select has any necessary permits. All TSDFs and recyclers must have EPA ID numbers.
HAZARDOUS WASTE CODE
CHART

PULL OUT AND POST FOR
QUICK REFERENCE
**SOLVENTS**

Solvents, spent solvents, solvent mixtures, or solvent still bottoms are often hazardous. The following are some commonly used hazardous solvents (also see ignitable wastes for other hazardous solvents, and 40 CFR 261.31 for most listed hazardous waste solvents):

- Benzene F005
- Carbon Disulfide F005
- Carbon Tetrachloride F001
- Chlorobenzene F002
- Cresols F004
- Cresylic Acid F004
- O-Dichlorobenzene F002
- Ethanol D001
- 2-Ethoxyethanol F005
- Ethylene Dichloride D001
- Isobutanol F005
- Isopropanol D001
- Kerosene D001
- Methyl Ethyl Ketone F005
- Methylene Chloride F001, F002
- Naphtha D001
- Nitrobenzene F004
- 2-Nitrobenzene F004
- Petroleum Solvents D001
  (Flashpoint less than 140°F)
- Pyridine F005
- 1,1,1-Trichloroethane F001, F002
- 1,1,2-Trichloroethane F002
- Tetrachloroethylene F001, F002
  (Perchloroethylene)
- Toluene F005
- Trichloroethylene F001, F002
- Trichlorofluoromethane F002
  (Trichlorotrifluoroethane)
- (Valclene) F002
- White Spirits D001

**IGNITABLE WASTES**

Ignitable wastes are any liquids that have a flashpoint less than 140°F, any non-liquids that are capable of causing a fire through friction, absorption of moisture, or spontaneous chemical change, or any ignitable compressed gas as described in 49 CFR 173.300 (for a complete description of ignitable wastes, see 40 CFR 261.21).

Examples are spent solvents, solvent still bottoms, epoxy resins and adhesives, and waste inks containing flammable solvents. Unless otherwise specified, all ignitable wastes have the waste code *D0*

- Acetone F003
- Benzene D005
- n-Butyl Alcohol F003
- Chlorobenzene F002
- Cyclohexanone F003
- Ethyl Acetate F003
- Ethyl Benzene F003
- Ethyl Ether F003
- Ethylene Dichloride D001
- Methanol F003
- Methyl Isobutyl Ketone F003
- Petroleum Distillates D001
- Xylene F003

**ACIDS**

Acids, bases, or mixtures having a pH less than or equal to 2 or greater than or equal to 12.5 are considered corrosive (for a complete description of corrosive wastes, see 40 CFR 261.22). All corrosive materials and solutions have the waste code *D002*. The following are some of the more commonly used corrosives:

- Acetic Acid
- Ammonium Hydroxide Oleum
- Chromic Acid
- Hydrobromic Acid
- Hydrochloric Acid
- Hydrofluoric Acid
- Nitric Acid

**EPA HAZARDOUS WASTE CODES FOR WASTE STREAMS COMMONLY GENERATED BY SMALL QUANTITY GENERATORS**

**LEAD-ACID BATTERIES**

Used lead-acid batteries should be reported on the notification form only if they are not recycled. Used lead-acid batteries that are recycled do not need to be counted in determining the quantity of waste that you generate in any month. Special requirements do apply if you recycle your batteries on your own premises (see 40 CFR 266).

- Lead Dross D008
- Spent Acids D002
- Lead-Acid Batteries D008

**PESTICIDES**

The pesticides listed below are hazardous. Wastes marked with an asterisk (*) have been designated acutely hazardous. For a more complete listing, see 40 CFR 261.32 for specific listed pesticides, and other wastes, wastewaters, sludges, and by-products from pesticide formulators.
STEPS TO BASIC HAZARDOUS WASTE MANAGEMENT

PULL OUT AND POST FOR QUICK REFERENCE
<table>
<thead>
<tr>
<th><strong>GENERATOR CLASS COMPARISON CHART</strong></th>
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</thead>
<tbody>
<tr>
<td>Conditionally Exempt Small Quantity Generator</td>
</tr>
<tr>
<td>Monthly Generation Rate</td>
</tr>
<tr>
<td>Maximum Amount Stored</td>
</tr>
<tr>
<td>Storage Time Limit</td>
</tr>
<tr>
<td>ADEQ Registration and Generation Fees</td>
</tr>
<tr>
<td>EPA ID Number</td>
</tr>
<tr>
<td>Facility Annual Report</td>
</tr>
<tr>
<td>RCRA Subtitle C</td>
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<tr>
<td>Contingency Plan</td>
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<td>Personnel Training</td>
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<td>Preparedness and Prevention</td>
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<td>Manifest</td>
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<td>Exception Report</td>
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<tr>
<td>Satellite Containers</td>
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<tr>
<td>Storage Requirements</td>
</tr>
<tr>
<td>General Reference</td>
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</tbody>
</table>

*This graph is only for basic informational purposes only. Please refer to the corresponding federal and state regulations for a complete list of requirements.*
STEPS TO BASIC HAZARDOUS WASTE MANAGEMENT

PULL OUT AND POST FOR QUICK REFERENCE
DRI Y C LEANING  
FILTRATION RESIDUES

Cooked powder residue (perchlooroethylene plants only), still residues, and spent cartridge filters containing perchloroethylene or valclene are hazardous and have the waste code F002. Still residues containing petroleum solvents with a flashpoint less than 140°F are considered hazardous and have the waste code D001.

HEAVY METALS/INORGANICS

Heavy metals and other inorganic waste materials are considered hazardous if the extract from a representative sample of the waste has any of the specific constituent concentrations as shown in 40 CFR 262.24, Table 1. Materials may include dusts, solutions, wastewater treatment sludges, paint wastes, and waste inks. The following are common heavy metals/inorganics:

- Arsenic (D004)
- Barium (D005)
- Cadmium (D006)
- Chromium (D007)
- Lead (D008)
- Mercury (D009)
- Selenium (D010)
- Silver (D011)

INK SLUDGES CONTAINING CHROMIUM AND LEAD

This category includes solvent washes and sludges, caustic washes and sludges, and water washes and sludges from cleaning tubs and equipment used in the formulation of ink from pigments, driers, soaps, and stabilizers containing chromium and lead. All ink sludges have the waste code K086.

This list can be used as a guide for small quantity generators to determine which of their wastes, if any, are hazardous, and to determine the EPA waste codes associated with each waste. It is not intended to provide a comprehensive list of all waste codes and waste streams that small businesses could generate. Except for the pesticide and wood preserving categories, this list does not include waste codes for commercial chemical products that are hazardous when discarded unused. These wastes, as well as all others not listed here, can be found in Title 40 of 40 CFR Part 261. If you have any questions, contact ADEQ at (800) 234-5677, the RCRA Hotline at (800) 424-9346 or TDD (800) 533-7672 from other locations.

REACTIVES

Reactive wastes include materials or mixtures that are unstable, react violently with or form explosive mixtures with water, generate toxic gases or vapors when mixed with water (or when exposed to pH conditions between 2 and 12.5 in the case of cyanide or sulfide-bearing wastes), or are capable of detonation or explosive reaction when heated or subject to shock (for a complete description of reactive wastes, see 40 CFR 261.23). Unless otherwise specified, all reactive wastes have the waste code D003. The following materials are commonly considered to be reactive:

- Acetyl Chloride
- Chromic Acid
- Cyanides
- Organic Peroxides
- Permanganates
- Hypochlorites
- Perchlorates
- Sulfides

SPENT PLATING AND CYANIDE WASTES

Spent plating wastes contain cleaning solutions and plating solutions with caustics, solvents, heavy metals, and cyanides. Cyanide wastes may also be generated from heat treatment operations, pigment production, and manufacturing of anti-caking agents. Plating wastes generally have the waste codes F006-F009, with F007 and F009 containing cyanide. Cyanide heat treating wastes generally have the waste codes F010-F012 (see 40 CFR 261.31 for a more complete description of plating wastes).

WOOD PRESERVING AGENTS

The wastewater treatment sludges from wastewater treatment operations are considered hazardous. Bottom sediment sludges from the treatment of wastewater processes that use creosote and pentachlorophenol have the waste code K001. In addition, unless otherwise indicated, specific wood preserving compounds are:

- Chromated Copper Arsenate (D004)  
- Creosote (U051)  
- Pentachlorophenol (F027)
HAZARDOUS WASTE CODE CHART

PULL OUT AND POST FOR QUICK REFERENCE
If you choose to export your hazardous waste, you must notify EPA 60 days before the intended date of shipment to obtain written consent. EPA’s Acknowledgment of Consent document must accompany the shipment at all times. For more information on how to obtain the consent to export hazardous waste, contact the EPA RCRA Hotline at (800) 424-9346.

**TIP**

**EXPORT NOTIFICATION:**

If you choose to export your hazardous waste, you must notify EPA 60 days before the intended date of shipment to obtain written consent. EPA’s Acknowledgment of Consent document must accompany the shipment at all times. For more information on how to obtain the consent to export hazardous waste, contact the EPA RCRA Hotline at (800) 424-9346.

**WASTE MINIMIZATION:**

**THE KEY TO BETTER WASTE MANAGEMENT**

The easiest and most cost-effective approach to managing hazardous waste is not to generate it in the first place. You can decrease the amount of hazardous waste your business produces by cleaning a good housekeeping habits, good housekeeping procedures, generating less hazardous waste, and reusing non-hazardous cleaning agents in a container of used hazardous solvents.

- So not to be used, non-hazardous waste is not be non-hazardous waste to be hazardous waste. You are non-hazardous waste if it is a hazardous waste and you do not hazardous waste or if you do not hazardous waste, you do not hazardous waste if it is hazardous waste. If you choose to export your hazardous waste, you must notify EPA 60 days before the intended date of shipment to obtain written consent. EPA’s Acknowledgment of Consent document must accompany the shipment at all times. For more information on how to obtain the consent to export hazardous waste, contact the EPA RCRA Hotline at (800) 424-9346.

**LAND DISPOSAL RESTRICTIONS (LDR) REPORTING REQUIREMENTS**

Regardless of where the waste is being sent, when hazardous waste is generated, it must follow LDR reporting requirements. The generator must ensure that the hazardous waste is properly disposed of in a manner that minimizes its impact on the environment. If you do not hazardous waste or if you do not hazardous waste, the reporting requirements vary depending on the type of hazardous waste being generated.
RESPONDING TO EMERGENCIES

You must be prepared for an emergency at your facility. You are to develop a contingency plan. You must develop a written contingency plan for any situation that requires an organized and coordinated course of action. If you do not require a written contingency plan, then you must establish basic safety guidelines and response procedures to follow in the event of an emergency.

Clean up spills and leaks quickly to avoid larger problems.

IF YOU THINK YOU HAVE AN EMERGENCY, IMMEDIATELY CALL THE NATIONAL RESPONSE CENTER AT (800) 424-8802 AND ADEQ AT (800) 234-5677.

In the event of a fire, explosion, or other release of hazardous waste that could threaten human health outside the facility, or if you think that a spill has reached surface water, call the National Response Center to report the emergency. The Response Center will evaluate the situation and help you make appropriate emergency decisions. In many cases, you will find that the problem you faced was not a true emergency, but it is better to call if you are not sure. Stiff penalties exist for failing to report emergencies.

PREVENTING ACCIDENTS

When you store hazardous waste on site, you must identify the potential risks from fires, explosions, or other accidents.

If you store hazardous waste on site, you must be familiar with the dangers associated with each hazard posed by the waste and at the facility. You must create a written contingency plan for any situation that requires an organized and coordinated course of action, or you must provide an organized and coordinated course of action to follow in the event of an emergency.

Clean up spills and leaks quickly to avoid larger problems.

It is good practice never to mix wastes. Mixing wastes can create an unsafe work environment and lead to complex and expensive cleanups and disposals.
**WORKSHEET 1**  
**REQUIRED.** Fill in and post this information next to your telephone.

**EMERGENCY RESPONSE INFORMATION**

**EMERGENCY COORDINATOR**

Name: ____________________________

Telephone: ________________________

**SPILL CONTROL MATERIALS**

Location(s): ______________________

**FIRE ALARM (IF PRESENT)**

Location(s): ______________________

**FIRE DEPARTMENT**

Telephone: ________________________

**FIRE EXTINGUISHER**

Location(s): ______________________

**WORKSHEET 2**  
Fill in shaded area and post this information next to your telephone. Make sure all employees read and are familiar with its contents.

**EMERGENCY RESPONSE PROCEDURES**

In the event of a spill:

Contain the flow of hazardous waste to the extent possible, and as soon as is possible, clean up the hazardous waste and any contaminated materials or soil.

In the event of a fire:

Call the fire department and, if safe, attempt to put out the fire using a fire extinguisher.

In the event of a fire, explosion, or other release that could threaten human health outside the facility, or if you know that the spill has reached surface water:

Call the National Response Center at its 24-hour number (800) 424-8802 and ADEQ at its 24-hour number (800) 234-5677 or (602) 771-2330.

Provide the following information:

- Our company name:
- Our address:
- Our U.S. EPA ID number:
- Date of accident:
- Time of accident:
- Type of accident (e.g., spill or fire):
- Quantity of hazardous waste involved:
- Extent of injuries, if any:
- Estimated quantity and disposition of recovered materials, if any:
SUMMARY OF REQUIREMENTS FOR LQGS

If you are a large quantity generator (generating more than 4,000 kg per month or 47,000 kg per calendar year), you must determine hazardous waste and residue in an annual hazardous waste determination form. You must also maintain hazardous waste records. If you are not an LQG, you must determine your generator category based on your volume of hazardous waste.

EPA ID numbers

Ensure that you obtain a copy of EPA Form 8700-12, fill out the form, and send it to the contact listed with the form. An EPA ID number will be returned to you for your location. See Page 7.

Prepare hazardous waste for shipment off-site

Ensure that you package, label, mark, and placard wastes following DOT requirements. Ship waste using hazardous waste transporter.

The manifest

Ensure that you ship waste to a hazardous waste treatment, storage, disposal, or recycling facility. Ship hazardous waste off-site using the manifest system (EPA Form 8700-22) or state equivalent. Send copy to ADEQ.

Managing hazardous waste on-site

Ensure that you accumulate waste for no more than 90 days without a permit. Accumulate waste in: Containers / drip pads / tanks / containment buildings, and comply with specified technical standards for each unit type. Comply with preparedness and prevention requirements. Prepare written contingency plan. Train employees in hazardous waste management and emergency response.

Recordkeeping, registration, fees, and annual report

Ensure that you retain specified records for three years. Register with ADEQ and pay annual fee of $300. Arizona requires a hazardous waste generation fee of $67.50 per ton generated, starting at 1 ton and prorated per additional ton. LQGs are invoiced quarterly. Submit annual reports by March 1 of each year covering generator activities for the previous year.

Comply with land disposal restrictions

Ensure that wastes meet treatment standards prior to land disposal. Send notifications and certifications to TSDF as required. Maintain waste analysis plan if treating on-site.

Export/import requirements

Ensure that wastes meet treatment standards prior to land disposal. Send notifications and certifications to TSDF as required. Maintain waste analysis plan if treating on-site.

LQG FEES

Registration = $300 annually

Hazardous waste generation = $67.50 per ton (prorated)

Submit annual reports by March 1 of each year covering generator activities for the previous year.
POLLUTION PREVENTION (P2)

Pollution prevention (P2) is defined as source reduction under Arizona statute that is established in Hazardous Waste Prevention Plans to reduce the amount of hazardous substances that enter the environment prior to treatment or disposal by reducing or substituting hazardous substances as defined in the P2 Plan or P2 execution of procedures to eliminate or substitute hazardous substances by utilizing methods and reusing hazardous substances in lieu of treating them into the waste streams.

P2 STATUTE
The Arizona P2 Program can be found in the Arizona Revised Statutes Title 35A Subtitle 2 through 5.

REQUIRED FILING THRESHOLDS
A person who owns or operates a facility that emits the reporting requirement entries is required to file an annual report on hazardous waste generated and is required to file an annual report that addresses a reduction in the use of hazardous substances and the generation of hazardous wastes, as defined in the statute.

- A facility is required to be in compliance with the reporting requirements stated in the Arizona Revised Statutes Title 35A Subtitle 2 through 5.
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- A facility is required to be in compliance with the reporting requirements stated in the Arizona Revised Statutes Title 35A Subtitle 2 through 5.

EXEMPTIONS TO THE P2 PLAN
Exemptions to the P2 Plan are as follows:
- The facility is located on tribal lands.
- The facility is a hazardous waste treatment, storage, or disposal facility.
- The facility is engaged in burning waste for offsite use or is on a vessel or aircraft under federal jurisdiction for storing, treating, or disposing hazardous waste.
- The facility is a hazardous waste treatment, storage, or disposal facility for the purpose of entering hazardous waste into the environment for treatment or disposal.
- The facility is required to file a report due to a storage, transportation, or disposal facility that generates a hazardous waste or an amount of hazardous waste equal to or greater than hazardous waste of an unused hazardous substance and.
- The unused hazardous substance cannot be used due to changes in statute or rule.
- The facility is required to be in compliance with the reporting requirements stated in the Arizona Revised Statutes Title 35A Subtitle 2 through 5.
- The facility is required to be in compliance with the reporting requirements stated in the Arizona Revised Statutes Title 35A Subtitle 2 through 5.

For more information, visit the Arizona Environmental Department of Environmental Protection Website at http://www.azdeq.gov/environ/waste/p2/index.html
**CAN YOU USE THE UNIVERSAL WASTE RULE?**

- Are you sure you done a hazardous waste determination?
- Are you sure you kept the records of test results or waste analysis for other determination?
- Have you asked your containers of hazardous waste if the words H and W work?
- Have you included the analysis start date?
- Do you keep your containers closed at a certain state or even adding or reusing waste?
- Are you operating and maintaining your facility in a manner to minimize the possibility of hazards through abatement or potential releases or safety hazards and potential releases?
- Are you providing adequate maintenance and repair of your equipment and structures so you are in a better state and not a fire hazard and building codes and safety codes?
- Are you controlling containing, cleaning up and disposing and all releases of hazardous waste?
- Have you described a contingency plan or are you a maintaining and hosting the required equipment in your facility next to your building?
- Are you filing your annual report and acting your registration and generation fees?

The above are issues that inspectors think about when conducting their inspections. Don’t be caught in violation.
DEFINITIONS

Accumulate – To generate and store an amount of hazardous waste or a period of time before shipping it offsite.

Acute Hazardous Waste – Waste that is listed and can generate, and is an acute danger if not handled properly.

Agreement – A legally binding contract or plan among two or more parties for the treatment or storage of hazardous waste.

Agreement, Hazardous Waste – Waste that is generated as a result of an agreement.

Alkaline Water – Water that is alkaline in nature.

Alkaline Water Treatment Facility – A facility designed to treat alkaline water.

Ammonia Toxicity Test – A test used to determine if a substance is toxic to aquatic life.

Analytical Test – A test that measures the concentration of a substance in a sample.

Analytical Testing – The process of testing a substance for purity, concentration, or other characteristics.

Analytical Unit – A unit used to collect and analyze samples.

Analytical Unit, Hazardous Waste – A unit designed to collect and analyze hazardous waste.

Analytical Unit, Toxicity Test – A unit designed to test the toxicity of a substance.

Analytical Unit, Water – A unit designed to test the quality of water.

Analytical Unit, Water Treatment – A unit designed to treat water.

Analytical Unit, Water Treatment Facility – A facility designed to treat water.

Analytical Unit, Water Treatment Facility, Hazardous Waste – A facility designed to treat hazardous waste.

Analytical Unit, Water Treatment Facility, Toxicity Test – A facility designed to test the toxicity of water.

Analytical Unit, Water Treatment Facility, Water – A facility designed to treat water.

Analytical Unit, Water Treatment Facility, Water Treatment – A facility designed to treat water.

Analytical Unit, Water Treatment Facility, Water Treatment Facility – A facility designed to treat water.

Analytical Unit, Water Treatment Facility, Water Treatment Facility, Hazardous Waste – A facility designed to treat hazardous waste.

Analytical Unit, Water Treatment Facility, Water Treatment Facility, Toxicity Test – A facility designed to test the toxicity of water.

Analytical Unit, Water Treatment Facility, Water Treatment Facility, Water – A facility designed to treat water.

Analytical Unit, Water Treatment Facility, Water Treatment Facility, Water Treatment – A facility designed to treat water.

Analytical Unit, Water Treatment Facility, Water Treatment Facility, Water Treatment Facility – A facility designed to treat water.
WHERE TO GET MORE HELP

For business & industry be regulated by other sections of the Code of Federal Regulations (CFR). If you want to investigate the handling of waste:

- Handling of Waste
  - See Part 64
- Soil Release Inventories & Disposal
  - See Part 62
- Soil & Water Disposal Waste Disposal
  - See Part 60
- Soil & Water Disposal Hazardous Materials & Disposal
  - See Parts 61 & 62

STATE HAZARDOUS WASTE MANAGEMENT ASSISTANCE

Arizona Department of Environmental Quality

For information regarding outreach events or further assistance in understanding the hazardous waste rules & regulations be sure to contact your state agency:

Hazardous Waste
- For Questions: For Planning Unit
  - Arizona Department of Environmental Quality
  - W.Washington St.
  - Contact: www.azleg.state.az.us/ars/49/title49.htm

For information regarding outreach events or further assistance in understanding the pollution prevention program:

Pollution Prevention Program
- Arizona Department of Environmental Quality
  - W.Washington St.
  - Contact: http://www.sos.state.az.us/public_services/Table_of_contents.htm

To obtain the regulations, statutes, and rules referred to in this publication, contact the following or check out the websites listed:

Code of Federal Regulations
- Contact the Department of Printing Services: http://www.ecfr.gov
- Arizona Department of Environmental Quality
  - http://www.sos.state.az.us/public_services/Table_of_contents.htm

EPA AND OTHER FEDERAL RESOURCE CENTERS

For Region III Hazardous Waste Management Division
- W. Horne St.
- Contact: www.epa.gov
- Arizona Department of Environmental Quality
  - 40 W. Washington St.
  - Contact: http://www.sos.state.az.us/public_services/Table_of_contents.htm

Provides a library and an electronic bulletin board (accessible by any PC equipped with a modem) dedicated to information on pollution prevention.
APPENDIX A: FORMS/STATEMENTS

HAZARDOUS WASTE FACILITY REGISTRATION FORMS & FACILITY ANNUAL REPORT (FAR)

Registration forms are called annual to hazardous waste numbers, resource recoverers, and transporters. Your registration for the current year is based on the highest amount of hazardous waste you generated in any one quarter of the previous year. For all hazardous waste transported, you must submit a separate form. Your Hazardous Waste Report is based on the year and must report all hazardous waste activities through electronic software. These forms are due by March 1st of each year.

GENERATION FORMS

Generation forms are called annual and quarterly. The amount of hazardous waste you generated in the preceding year for the three on-site forms.
APPENDIX A: FORMS/STATEMENTS (Cont.)

REGISTRATION/GENERATION FEE STATEMENTS

Enrolled Registration and Generation Forms are required to generate and file a statement to the owner or operator of the facility. The total amount due should include other fees owed to the Arizona Department of Environmental Quality and should be paid by the facility due in full. The balance an delinquent balance subject to interest.

ARIZONA DEPARTMENT
OF ENVIRONMENTAL QUALITY

Janice K. Brewer
Governor

(602) 771-2300 www.azedq.gov

Bill ID:
Customer ID:

Responsible Party Name

Billing Period:

Payment Due Date:

Street Address
City, State, Zip

ACCOUNT SUMMARY

<table>
<thead>
<tr>
<th>Account ID</th>
<th>Fee Code</th>
<th>Balance Carried Forward</th>
<th>Current Amount</th>
<th>Payments / Credits</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2006042</td>
<td>HZW Hazardous Waste</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

TOTAL: $0.00 $0.00 $0.00 $0.00 $0.00

AGING SUMMARY

<table>
<thead>
<tr>
<th>Current Charges</th>
<th>(1-30 days)</th>
<th>(31-60 days)</th>
<th>(61-90 days)</th>
<th>(91-120 days)</th>
<th>(Over 120 days)</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

* All payments received and not specifically allocated on the REMITTANCE ADVICE will be applied to the oldest amount due until fees are paid and then applied to interest.

Retain for your record

DEQR00016 V1.47.01

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APPENDIX A: FORMS/STATEMENTS (Cont.)

REGISTRATION/GENERATION FEE INVOICES

<table>
<thead>
<tr>
<th>Account Details for Account ID: B200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Code: HW Hazardous Waste</td>
</tr>
<tr>
<td>Place Name:</td>
</tr>
<tr>
<td>Charges Since 10/21/2013: $651.38</td>
</tr>
<tr>
<td>Interest Charges Since 10/21/2013: $0.00</td>
</tr>
<tr>
<td>Balance Carried Forward: $60,124.53</td>
</tr>
<tr>
<td>Payments: $0.00</td>
</tr>
<tr>
<td>Other Credits: $0.00</td>
</tr>
<tr>
<td>TOTAL: $49,473.56</td>
</tr>
</tbody>
</table>

**AGING SUMMARY**

<table>
<thead>
<tr>
<th>Aging Period</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1-30 days)</td>
<td>$0.00</td>
</tr>
<tr>
<td>(31-60 days)</td>
<td>$0.00</td>
</tr>
<tr>
<td>(61-90 days)</td>
<td>$0.00</td>
</tr>
<tr>
<td>(91-120 days)</td>
<td>$49,217.52</td>
</tr>
<tr>
<td>(Over 120 days)</td>
<td>$48,473.56</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>$651.38</td>
</tr>
</tbody>
</table>

**CHARGES SINCE LAST BILL**

<table>
<thead>
<tr>
<th>Invoice Number</th>
<th>Description</th>
<th>LTF No.</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0008163988X</td>
<td></td>
<td>11/15/2013</td>
<td></td>
<td>$651.38</td>
</tr>
</tbody>
</table>

Total: $651.38

Retain for your record.
These questions are geared toward the federal requirements for SQGs but may be helpful for other hazardous waste generators. Use them to help prepare for a visit from a federal, state, or local agency.

1. Do you have documentation on the amount and kinds of hazardous waste that you generate and how you determined that they are hazardous?

2. Do you have a U.S. EPA ID number?

3. Do you ship wastes off-site?

4. If so, do you know the names of the transporter and the designated TSDF that you use?

5. Do you have copies of completed manifests used to ship your hazardous wastes over the past three years? Have you sent copies with all three signatures to ADEQ?

6. Are the manifests filled out correctly?

7. Have the manifests been signed by the designated TSDF and transporter?

8. If you have not received your signed copy of the manifest from the TSDF, have you filed an exception report?

9. Is your hazardous waste stored in proper containers or tanks?

10. Are the containers or tanks properly dated and/or marked?

11. Have you complied with the management requirements described in this document?

12. Have you designated an emergency coordinator?

13. Have you posted emergency telephone numbers and the location of emergency equipment? Is your Emergency Coordinator's name correct?

14. Are your employees thoroughly familiar with proper waste handling and emergency procedures?

15. Do you understand when you need to contact the National Response Center and ADEQ?

16. Do you store your waste for no more than 180 days, or 270 days if you ship your waste more than 200 miles?