

# Instructions for filling out the Waste Generation & Management (GM) Form



State of Oregon  
Department of  
Environmental  
Quality

Land Quality Division  
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Program

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The *Waste Generation and Management (GM) Form* is used for annual reporting to the hazardous waste program of the Department of Environmental Quality (DEQ). Small and large quantity hazardous waste generators are required to report their waste stream information on an annual report due March 1st of every year. Information about annual reporting is mailed to all registered generators the end of December. The easiest way to file the GM Form is electronically but you can also print or request hardcopy forms. HazWaste.net can be found at this internet address [www.deqhazwaste.net](http://www.deqhazwaste.net). If you need annual report assistance, please telephone the annual report hotline in Portland at (503) 229-6938 or toll-free in the State of Oregon at 1-800-452-4011, ext. 6938.

## Section A. Description of Hazardous Waste

### **A-1. What is your waste stream identification?**

- This field is provided for you to enter your company's unique identifier used by your company to code waste streams.
- **Note:** This is an optional field, do not enter if you do not assign identifying numbers or text to your waste streams or it is not helpful to enter this information.
- This information may be helpful in communicating with DEQ concerning questions about an individual waste stream.

### **A-2. Briefly describe the hazardous waste stream:**

- Provide a brief description of the hazardous waste stream reported on this GM Form.
- Use the comment section if additional space is needed.

### **A-3. Which EPA hazardous waste codes are associated with this waste stream?**

- Find the correct waste codes on the manifest, LDR certification, MSD sheet, lab analysis or any other waste determination records.
- The federal EPA waste codes can be viewed in the electronic simple version drop down list for this question or found in the Title 40 of the Code of Federal Regulations (CFR) Part 261.3.
- Enter up to six codes in the boxes provided; first listing the code that best describes the waste.
- List additional codes in the Comment Section located at the end of the GM form.
- If the waste is a lab pack, enter "LABP". **Important:** Report acute hazardous waste lab packs separately from lab packs containing other RCRA hazardous wastes.
- If the waste is an Oregon state-only waste, leave this section blank and enter the code in Question A-4.

### **A-4. Which Oregon state-only hazardous waste code is associated with this waste stream?**

- If a waste does not have any EPA waste codes, but is a state-only regulated waste, enter the state-only waste code.  
**Important:** Leave this section blank if the waste has EPA waste codes.
- The Oregon state-only waste codes can be viewed in the electronic simple version drop down list for this question or the printable list provided in the HazWaste.net introduction page.

### **A-5. Which source code best describes the type of process or activity from which this waste stream was generated?**

- Enter the Source code that best describes the type of process or activity (i.e., source) from which the hazardous waste was generated.
- The Source codes can be viewed in the electronic simple version drop down list for this question or the printable list provided in the HazWaste.net introduction page.

- The printable list will group the codes by the waste origin, possibly making it easier to choose the correct source code.
- The *Frequently Asked Question's* document provided in the HazWaste.net introduction page gives some good tips for identifying the correct source code (See Question 9, *How do I identify individual waste streams*).

**A.5.a. If you specified source code G25 in Question A-5, please enter the management method code from the on-site hazardous waste management system:**

- Source code G25 indicates that this waste was generated from an on-site hazardous waste management system described on a separate GM Form or WR Form.
- Enter the same Management Method code that is listed on the matching Form GM – Question B-3, or on the matching WR Form – Question B-3(vi), linking this waste with the on-site process that created it.

**A.5.b. If you specified source code G62 in Question A-5, please enter the country of origin from which this waste was received:**

- If your site was the generator of record and was the U.S. Importer for hazardous waste received from a foreign country (other than a foreign Dept. of Defense site, Maquiladora, U.S. territory or protectorate) complete a GM Form for the waste.
- Enter G62 in Question A-5 and the name of the country in which the waste was received from in Question A-5.b.
- The name of the countries can be viewed in the simple version drop down list for this question.
- **Important:** Also mark the box on the SI Form (Question 10.3.) indicating that you are an Importer of Hazardous Waste.

**A-6. Which form code best corresponds to the physical form or chemical composition of this waste stream?**

- Enter the Form code that best describes the general physical and chemical characteristics of the hazardous waste (e.g., liquid, solid, sludge or gas).
- The Form codes can be viewed in the simple version drop down list for this question or the printable list provided in the HazWaste.net introduction page.
- The printable list will group the codes by the characteristics (e.g., mixed media, inorganic or organic).
- The *Frequently Asked Question's* document provided in the HazWaste.net introduction page gives some good tips for identifying the correct form code (see Question 9, *How do I identify individual waste streams*).

**A-7. If there were toxic substances in this waste stream that your facility reported on its Toxic Chemical Release Inventory (TRI) Reporting Form (Form R), please provide the CAS numbers reported:**

- Enter CAS numbers if your facility completed a TRI report and the hazardous waste described on this GM Form contains toxic substances that were reported on the TRI.
- Enter up to four CAS numbers. If you need space for additional CAS numbers, use the comment section at the end of the GM Form.
- Do not enter CAS numbers if this waste stream does not contain any toxic substances that were reported on the TRI.
- Do not enter CAS numbers if your facility did not file a TRI Report.

**A-8. Did this waste stream contain mercury?**

- Reducing the amount of toxics released to the environment is one of the DEQ's Strategic Priorities. Mercury is a toxic, bioaccumulative heavy metal that persists in the environment. Learning more

about mercury sources and amounts generated will help DEQ develop sound mercury reduction strategies.

- To determine if your waste contains mercury, look at your “Land Disposal Restriction Notice” to see if the regulated toxic constituent of concern (mercury) is listed, or review your waste analysis, if applicable.
- If your records indicate that the waste contains mercury, mark the “yes” box and provide a reasonable estimate of the amount of mercury in this waste stream in Question A-8.a.

**A-8.a. If you answered yes to Question A-8, please provide a reasonable estimate of the amount of mercury for this waste stream:**

- Provide the estimate in percentage of mercury contained in this waste stream.

**Section B. Hazardous Waste Management Activities**

**B-1. What is the total amount of this waste stream generated in the reporting year**

- Indicate the quantity of this waste stream that was generated during the calendar year you are reporting.
- Check the appropriate box to indicate the unit of measure that was used.
- **Note:** Tons indicates short tons or 2,000 pounds.
- **Important:** Be sure to use the same unit of measure when answering all other questions related to quantity of this waste stream (i.e., Questions B-3, B-4, B-5, and B-6).
- If the waste is a lab pack, enter the combined weight of the wastes and the shipping containers.

**B-1.a. If the waste stream is measured in gallons or cubic yards, what is its density?**

- **Description:** The density of a material is the weight of the material per unit of volume.
- Density of liquids is usually measured in pounds per gallon or specific gravity. Specific gravity is pounds per gallon divided by the density of water (8.345 pounds per gallon).
- Density of solids is usually measured in pounds per cubic yard.
- Density information is provided on Material Safety Data Sheets.
- **Important:** If you cannot find the density of this waste stream, enter the density of water (8.345) as a default.

**B-2. Was the waste stream managed on-site, off-site or both?**

- **Description:** For the purposes of annual reporting, management refers only to the final disposition of the waste, i.e., whether it is recycled, landfilled, etc. If the hazardous waste stream received more than one type of management, only report the final activity. **Note:** This does not apply to wastewater accumulated on-site prior to management in a wastewater treatment unit. The on-site accumulation would have to be reported in Question B-3. See the Frequently Asked Questions’ document found on the HazWaste.net introduction page (#12) for more information on wastewater.
- **Important: An answer for this question is required.** If all waste was remaining on-site at the end of the year but it will be eventually managed off-site, then choose the “Off-site” selection and report the waste in Question B-4.
- If waste was managed on-site, answer Question B-3.
- If waste was managed off-site, select the green electronic “Manage Shipments” button to report your off-site shipments in Question B-6.
- If part of this waste stream was managed on-site and part was managed off-site, answer Questions B-3 and B-6 (Manage Shipments).
- **Important:** If the waste stream was first managed on-site and its residual was managed off-site, you should report only the on-site management here. The residual and its management should be reported on a separate GM Form.
- **Important:** If a waste is treated on-site, but still shipped off-site as a hazardous waste in its entirety, report it as “off-site”.

- **Important:** If a waste is treated on-site, rendered non-hazardous, then shipped off-site in its entirety, report it as “on-site.”

**B-3. If all or part of this waste stream was managed on-site, how much was managed on-site and how was it managed?**

- If you indicated “On-site” in Question B-2, then provide the quantity of this waste stream that was managed on-site.
- **Important:** Report the quantity in the same unit of measure reported in Question B-1.
- Provide the “Management Method Code” that best identifies the final substantive purpose or operation the on-site process system performs.

**B-4. Indicate the quantity of this waste stream that was remaining on-site at the end of the calendar year you are reporting:**

- **Important:** Report the quantity in the same unit of measure reported in Question B-1.
- If the waste was generated in this reporting year but will be shipped in the next year, include the amount generated in Question B-1 and in this question (B-4). Next year, include the amount as being carried forward (Question B-5) and report the management, but do not include it in the amount generated for next year.
- **Note:** Waste generated in satellite accumulation areas is required to be reported on the GM Forms regardless if the waste was shipped off-site in the reporting year. For example:
  - a.) You would count waste generated by recording the amounts placed in the satellite accumulation drums (Question B-1).
  - b.) The amount remaining on-site at the end of the year would be a total of waste in the accumulation areas at the end of the reporting year (Question B-4).

See the *Frequently Asked Question's* document found on HazWaste.net introduction page for more information on how to report satellite accumulation waste.

**B-5 Indicate the quantity of this waste stream that was carried forward from the previous reporting year:**

- **Important:** Report the quantity in the same unit of measure reported in Question B-1.
- You should be able to find this information in Question B-4 of the previous year’s report.

**B-6 Please provide the following information for each off-site shipment of waste:**

For each shipment of this waste stream, provide the following:

- The shipment date
- The manifest document number
- The quantity shipped. **Important:** Report the quantity in the same unit of measure reported in Question B-1.
- The DEQ/US EPA ID Number of the first transporter.
- The management method code that best describes the type of hazardous waste management system used to treat, recovery, or dispose of this waste stream. Select the final substantive management method used. **Note:** You may need to contact your disposal company for this information. **Important: Do not use H141, this indicates that waste was transferred but is not the final management method.**
- The DEQ/US EPA ID Number of the location to which the waste was shipped. Identified as the Designated Facility on the Uniform Hazardous Waste Manifest.

**Comments**

- Use this space to provide any additional information as needed.