HazWaste.net Training Manual

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08-LQ-060
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Welcome to Hazwaste.Net

To reach Hazwaste.net, follow the steps below.

1. Reach the Oregon DEQ web site at the following address: www.deqhazwaste.net.

2. Click the HazWaste.net link; the Sign-In page displays.
Your User Type

The type of user you are, that is, first time (see below) or returning (see Returning User Page 6), determines what you will do when the sign-in page displays.

First-Time User

1. Select the Create User Profile link in the grey instructions box. The PIN Validation page displays.

2. Type your RCRA Site ID number and PIN; click the Submit button.
The **User Profile** page displays.

**Note:** You will find your RCRA Site ID number and PIN on a letter sent to you by DEQ.

3. Complete all fields with red asterisks.

- For your **user name**, use less than 10 characters.
- Your **user name** must be unique to the HazWaste.net application.
  
  **Example:** If you select Tina but another Tina has been created, you must make the name unique: TinaO.
- You create your own password.
- Your password is **case sensitive**.

4. Click the **Submit** button; the **Sign-In** page displays.

5. Type your user name and password; click the **Submit** button.
6. The **Assigned Sites** page displays. This page is your home page in HazWaste.net.

### Returning User

1. Type your user name and password; click the **Submit** button.

The **Assigned Sites** (home) page displays.
2. You will receive an email from DEQ indicating your user name and password.

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**Requesting a New Password**

To receive a new password, click the **Request Password** link located in the grey box on the **Sign In** page.
Adding an Additional RCRA Site

To add other sites to your user name and password, follow the steps below.

1. From the **Assigned Sites** page, click the **Add RCRA Site ID** link.

The **PIN Validation** page displays.

2. Type the new RCRA Site ID and associated PIN; click **Submit**. The new site is added to the list of **Assigned Sites**.
Using the Online Site ID Form

To complete the RCRA Site ID form:

1. From the **Assigned Sites** page, click the link associated with the RCRA Site ID you are reporting.

The **Reporting Forms Log** page displays when you select a site. This page displays all the site identification forms and annual reports submitted by your facility.
The main sections of the Reporting Forms Log page are described in the following table.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Screen Item</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Open Pre-printed Site ID Form</td>
<td>Opens the Adobe Acrobat Site ID form for printing and hand completing.</td>
</tr>
<tr>
<td>2.</td>
<td>Site ID Form History rows</td>
<td>Displays a list of all site ID forms submitted for this site including the forms that are part of the annual report and those that are registration updates.</td>
</tr>
<tr>
<td>3.</td>
<td>Add button</td>
<td>Opens a site ID form to use for updating your registration information; not for part of the annual report.</td>
</tr>
<tr>
<td>4.</td>
<td>View and Print links</td>
<td>View: Displays the site ID form for that reporting year. Print: Displays the site ID form in an Adobe Acrobat PDF for printing.</td>
</tr>
<tr>
<td>5.</td>
<td>Reporting Year + Reporting Year</td>
<td>When the Forms page opens, information about the current reporting year appears in an expanded manner. You can expand and collapse each reporting year listed.</td>
</tr>
<tr>
<td>6.</td>
<td>Add button</td>
<td>Displays a page for adding a new reporting year. The current reporting year has already been added.</td>
</tr>
<tr>
<td>Reference</td>
<td>Screen Item</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>7.</td>
<td>GM, WR, OI</td>
<td>GM: Displays a list of GM wastes streams reported. The number to the right of the link tallies the GM wastes reported for the year. WR: Displays a list of Waste Received forms reported. The number to the right of the link tallies the WR forms reported for the year. OI: Displays a list of off-site facility forms reported. The number to the right of the link tallies the OI Forms reported for the year.</td>
</tr>
<tr>
<td>8.</td>
<td>Functions</td>
<td>Export Files: Opens a page for downloading data into a text-file format (see Importing Data, page 36). Import Files: Opens a page for uploading data from a text-file format into the online form. Validate Data: Starts validation of the GM, WR, or OI form data. A report displays listing any errors found. Submit Data: Submits the data to the DEQ. Do this only when you have completed your annual report. An additional validation will occur, and you must correct all errors before submitting the data.</td>
</tr>
</tbody>
</table>
Entering Annual Report Information

The most recent report section is located in the lower portion of the Reporting Forms Log page. Details about the current reporting year display.

**Important:** If current reporting year is not displayed, click the Add button. The following page displays. Type 2004 in the Reporting Year text box, and click Save.

**Annual Report Form History**

- Reporting Year: 2004
- Sent: 12/29/2004
- Status Flags
  - Submitted: No
  - F-Filer: No
  - Extension Granted: No

**Effective:**
- Annual Report Data
  - Site ID Form: No Create
  - GM - Waste Streams Generated (0)
  - WR - Waste Streams Received (0)
  - UI - Off-site Facilities (0)

**Functions**
- Import Files
- Export Files
- Validate Data
- Submit Data

**Important:** If current reporting year is not displayed, click the Add button. The following page displays. Type 2004 in the Reporting Year text box, and click Save.
Site ID Forms

All regulated hazardous waster generators are required to submit a site ID form. This form verifies your generator status and contact information. If you are a Conditionally Exempt Generator (CEG), this is the only form you are required to submit.

1. If, under the Annual Report Data column head, Site ID Form: No displays, click the Create link to display a new Site ID form.

2. The Site ID form opens, and the most recently submitted information displays.

3. If information has changed, replace it with correct information, and enter missing information. Required fields are indicated by a red asterisk.

4. Sections 1 and 2: Applicable fields are auto-completed.

5. Section 3: Most of these fields are auto-completed. The fields are explained below.

- Company Name and Site Location automatically display. The name can be edited; however, the location cannot be changed.
- Click the **Find Number** button to open the Oregon Secretary of State web site. Follow the directions provided on that page to find your Corporations Division registry number in the form. Close the Secretary of State web site, and type the registry number. Not all generators have a registry number.

- Click the **Find NAICS Code** button to open the U.S. Census Bureau web site. Follow the directions provided on that page to find your North American Classification System (NAICS) code. This is a three-to-six digit number that describes your business type in the form. Close the Census Bureau web site, and type the code.

6. Sections 4, 5, 6, 7, 8 and 9: Complete all necessary fields, and use the **Copy From** buttons where applicable.

7. Section 10: Verify that your generator status is the same as previously reported. Change the status, if necessary, to reflect current generation.

8. Sections 10-2 through 10-10: Indicate any other changes in status since you last reported.

   **Note:** For Section 10-2 if you answered yes, be sure to review the expedited annual reporting information ([http://www.deq.state.or.us/lq/pubs/factsheets/hw/HW FeesForCleanups.pdf](http://www.deq.state.or.us/lq/pubs/factsheets/hw/HW FeesForCleanups.pdf)). For Section 10-10 if you answered yes, additional reporting requirements may be required ([http://www.deq.state.or.us/wq/uic/uic.htm](http://www.deq.state.or.us/wq/uic/uic.htm)).

9. Section 12: If your site is a regulated universal waste handler, select the activity and type of universal waste. Additionally, if you selected Yes on Question 10-2 or 10-3, download the necessary form for reporting additional universal waste.

10. Section 13: Complete those questions that pertain to your activities.

11. Click **Save**, or click the **Cancel** button to close the form without saving.

   **Note:** After you click **Save**, entered data is checked for errors. If errors are found, a message displays indicating the section where the error is occurring with a description of the problem. Make the corrections, and click **Save**. If no errors are detected, the **Reporting Forms Log** page displays.

The Site ID Form just created displays at the top of the screen under the Site ID Form History section.
Under the **Submitted** column heading, **No** displays; under the **E-Filer** heading, **Yes** displays. In the current **Reporting Year** details and **Annual Report Form History**, **Site ID Form** changes to **Yes**.

![Annual Report Form History Table]

**Note:** If you are reporting as a Conditionally Exempt Generator (CEG), you can now submit your annual report (see Submitting Data, page 31).

**Note:** If you are reporting as a Conditionally Exempt Generator (CEG), you can now submit your annual report (see Submitting Data, page 31).
OI Facility Section

From the Reporting Forms Log page, select the OI – Off-Site Facilities link.

1. Do OI Facilities exist?
   - If no, a message displays indicating no OI Facilities are available; continue to the next step.
   - If yes, a page listing all the OI Facilities previously entered displays; continue to the next step.

2. Click Add to add a new OI Facility; the OI Facility page displays.
3. Type the Site ID number to identify the facility you wish to add.

4. Select a handler type. Indicate if you wish to use this facility as a Transporter or TSD or both (Transporter and TSD).
4. If you know all or part of a transporter name or designated facility, you can type it and then click the **Find** button below the **Name** field. A page displays a list of all facilities that meets the search criteria.

5. Locate the site, and click the **RCRA Site ID** link.

6. Use the blue triangles to sort by RCRA Site ID or Site Name.
7. Click the **Back** button to return to the **OI Facility** page.

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Site Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOUTHWEST HAZARD CONTROL INC</td>
<td>10941 N COYOTE LANE</td>
</tr>
<tr>
<td></td>
<td>TUCSON, AZ 85741</td>
</tr>
<tr>
<td>SOUTHWEST HAZARD CONTROL INC</td>
<td>5400 N CASSETTE RD</td>
</tr>
</tbody>
</table>

8. Click **Save**; the OI Facility list displays.
GM Forms

All Large Quantity Generators (LQGs) and Small Quantity Generators (SQGs) must submit information about waste generated each year. This information is submitted on the Generation and Management (GM) form. One GM form is submitted for each hazardous waste stream generated during the reporting year.

To submit GM Forms, start at the Reporting Forms Log page, and follow the steps below.

1. Click the GM – Waste Streams Generated link.

2. Do waste streams exist?
   - If no, a message displays indicating no GM waste streams are available.
   - If yes, a page listing all the GM waste streams previously entered displays.

3. From the GM Waste Streams page, click the Add button to open the simple version of the GM form.

   Note: If you opened this page by mistake, click Forms to return to the previous page.
4. The GM Form opens in the simple version, which is designed for the typical user. Drop-down lists and on-line help are available. If you are working from a paper form that is already completed, you may want to use the expert version. The expert version consists of text boxes for quick data entry.

Because the both screens function similarly, only instructions for using the simple version are provided here.

**Features of the Simple Version Form**

You can type waste stream information, or you can start with data from a previous year. If you generate the same waste from year to year, you can copy data from last year and change amounts and shipment dates.

The above screen features are described below.

<table>
<thead>
<tr>
<th><strong>Reference</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Displays your RCRA Site ID, name, and address.</td>
</tr>
<tr>
<td>2.</td>
<td>Indicates the year in which you are reporting.</td>
</tr>
<tr>
<td>3.</td>
<td>Indicates you are using the simple version of the GM form.</td>
</tr>
<tr>
<td>4.</td>
<td>Changes from the simple version form to the expert version form. Your data is saved when you change versions.</td>
</tr>
<tr>
<td>Reference</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>5.</td>
<td>Generated by the application. The first waste stream you enter for this reporting year is designated sequence number 1; each waste stream after is designated a number sequentially. Sequence numbers start over at 1 for each reporting year. <strong>Note:</strong> Deleting a waste stream will create a gap in the sequence.</td>
</tr>
<tr>
<td>6.</td>
<td>Opens field-level help.</td>
</tr>
<tr>
<td>7.</td>
<td>Displays the Reporting Forms Log page. <strong>Warning:</strong> Data is not saved when this action is taken.</td>
</tr>
</tbody>
</table>

### Using the Simple Reporting Form

To select a waste stream entered from a previous year, start at Step 1 below. If you wish to start with a blank form, skip to Step 3.

1. Click the **Select Waste Stream** button.

![GM Form (simple version)](image)

A. **Description of Hazardous Waste Stream**

**Sequence Number:** 1

A-1. ? What is your waste stream identification? (optional)

A-2. ? Briefly describe the hazardous waste stream:

The **Waste Stream History** page displays.
2. Click the sequence number of the waste stream you want to enter for the current year.

The **GM Form** with data from the previous year displays.
Note: If you do not see the correct waste stream, click the **Main Form** button located below the waste stream history to return to the GM Form.

3. In the GM Form, continue entering information.

- The waste stream identification is the name or number given to a specific waste stream.
- You can enter EPA waste codes or state-only waste codes *but not both*.

<table>
<thead>
<tr>
<th>If you …</th>
<th>Then …</th>
</tr>
</thead>
<tbody>
<tr>
<td>completed the TRI report and reported a</td>
<td>Answer only Question A-7.</td>
</tr>
<tr>
<td>chemical found in this waste stream</td>
<td></td>
</tr>
<tr>
<td>answered G62 in question A-5</td>
<td>Answer only Question A-5.b.</td>
</tr>
<tr>
<td>answered Yes to question A-8</td>
<td>Answer only Question A-8.a</td>
</tr>
<tr>
<td>answered question B-1 in pounds, tons, or</td>
<td>Skip question B-1.a.</td>
</tr>
<tr>
<td>kilograms</td>
<td></td>
</tr>
<tr>
<td>answered question B-1 in gallons</td>
<td>Answer question B-1.a in pounds/gallons or specific gravity.</td>
</tr>
<tr>
<td>answered question B-1 in cubic yards</td>
<td>Answer question B-1.a in pounds/cubic yards.</td>
</tr>
<tr>
<td>selected an answer in question B-1.a by</td>
<td>Clear it by selecting N/A.</td>
</tr>
<tr>
<td>mistake</td>
<td></td>
</tr>
</tbody>
</table>
4. If any of the waste was managed off-site, click the **Manage Shipments** button to start a page for recording off-site shipment information.

   
   **Note:** Data entered in the GM Form is automatically saved when you click the **Manage Shipments** button.

5. In the **Manage Shipments** page, enter all shipments that occurred during the reporting year for this waste stream.
6. If the needed Transporter ID or Designated Facility ID does not appear in the drop-down list, click the **Add Transporter** or **Add Designated Facility** button. An OI form opens. (See Page 16 for instructions on completing the OI form.)

7. If you have more than ten (10) shipments, a new page must be opened. To open a new page, click the **Next** button. Use the **Last**, **First** and **Previous** buttons to move through pages of shipments.
8. When you are done entering shipments, click **Save**, and return to the main GM form.

9. When you have completed the GM Form, you may:

   - Click the **Save** button; the list of GM Waste Streams displays.
   - Click the **Save and Validate** button to check the form for errors. (See Page 28 for more on validating data.)
   - Click the **Cancel** button to close the form without saving information.
Validating Data

HazWaste.net contains tools to ensure that entered data is error free before submittal. Whenever you save a form (except for the SI Form), data is saved without running an error check. Consequently, you can continue data entry when you encounter a problem, and then fix the problem later. You can choose to validate one form at a time, or you can validate all forms when data entry is complete.

To validate a single GM form:

1. Click the **Save and Validate** button; the validation request is processed.

2. If the data validation finds errors, the **GM Form** screen displays with the errors listed at the top of the screen. The description of the error is provided.

3. To locate the error in the form, click the **Rule name** link.

4. After you have corrected the identified errors, click the **Save and Validate** button.

5. When no errors remain, the **GM Waste Streams** page displays.

   **Note:** Follow the same steps for validating a single WR or OI form. Both forms contain a **Save and Validate** button.
To validate all data at one time, start at the Reporting Forms Log page.

1. Click the Validate Data link. Data entered in the GM, WR and OI Forms are validated.

2. The validation requested is processed.

3. If errors are found, a validation report opens when the validation check completes.
Data error descriptions display in red. You must correct the errors before submitting your form. Warnings, which do not prevent submittal if you choose not to fix them, display in grey. Errors and warnings display sorted by rule number.

You can group errors by individual forms by clicking the **Sort by Form** button. Click the form number link to open the form with all errors displayed on top.

<table>
<thead>
<tr>
<th>Rule: 7 - Missing or Invalid Source Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Source Code entered in Section A-5 is missing or invalid. Source Code Reporting Instructions: Please correct or enter the code. (Rule ID: 7)</td>
</tr>
<tr>
<td><strong>Facility:</strong> Hazardous Waste, Inc. - ORQ000024120</td>
</tr>
<tr>
<td><strong>Reporting Year:</strong> 2004</td>
</tr>
<tr>
<td><strong>Coccoworker:</strong> GM - 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rule: 12 - Missing or Invalid Form Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Form Code entered in Section A-5 is missing or invalid. Form Code Reporting Instructions: Please correct or enter the code. (Rule ID: 12)</td>
</tr>
</tbody>
</table>
Submitting Data

Once data entry has been completed, the form can be submitted. Once submitted, the form becomes locked, and can only be unlocked by the Department; therefore, changes cannot be made to the submitted form.

To submit data:

1. Start at the Reporting Forms Log page.

2. Under the Annual Report Form History section, click the Submit Data button.

4. Verify the information you are submitting. Is the information correct?
   - If yes, click the Submit button. Continue to Step 5.
   - If no, click the Cancel button to return to the Reporting Forms Log page.

5. A window displays the annual report certification language. This is the same certification found on the paper forms. Click OK to continue.
6. HazWaste.net checks for errors and submits the data. If errors are identified, the data is submitted, and the Reporting Forms Log page displays. If Yes appears under the Submitted headings in both the Site ID Form History and Annual Report Form History boxes, the form has been submitted.
Exporting Data

You can download a copy of your annual report in a text file format. Up to six files can be downloaded or just the files needed can be selected.

<table>
<thead>
<tr>
<th>RCRA Site ID: 0RQ000024120</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Year: 2004</td>
</tr>
</tbody>
</table>

**Export Files**

| GM Primary: Download         |
| GM Shipments Sent: Download  |
| WR Primary: Download         |
| WR Shipments Received: Download |
| WR Shipments Transferred: Download |
| OI Primary: Download         |

The different files are explained below.

<table>
<thead>
<tr>
<th>This file…</th>
<th>Contains …</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM Primary</td>
<td>GM off-site shipment information. Each line on the text file represents one shipment.</td>
</tr>
<tr>
<td>GM Shipments Sent</td>
<td>GM off-site shipment information. Each line on the text file represents one shipment.</td>
</tr>
<tr>
<td>WR Primary</td>
<td>information for each WR waste stream received from off-site, except for shipments received and shipments transferred off-site. Each line on the text file represents one waste stream.</td>
</tr>
<tr>
<td>WR Shipments Received</td>
<td>information regarding WR shipments received from off-site. Each line on the text file represents one shipment.</td>
</tr>
<tr>
<td>WR Shipments Transferred</td>
<td>information regarding WR shipments transferred off-site without management. Each line on the text file represents one shipment.</td>
</tr>
<tr>
<td>OI Primary</td>
<td>information for each off-site facility. Each line on the text line represents one off-site facility.</td>
</tr>
</tbody>
</table>
To download a file:

1. Start at the **Reporting Forms Log** page.

2. Click the **Export Files** link; the **Export Files** page displays.

3. Only one file at a time can be exported. Click the **Download** button next to the file to be downloaded. The files you are downloading have the same specifications as the files you used to import data (please see Page 36). Click the **Flat File Definition** link to view the file specifications in Acrobat® PDF format.

4. A dialog box displays asking to save or open the file.

5. Click **Save** to begin downloading the selected file.

6. A dialog box displays asking where to save the file.

7. Select the folder for saving the file.

8. Click **Save**.

9. You can use the file name given by HazWaste.net, or you can rename the file. A dialog box displays indicating the download occurred.

10. Click **Close** to return to the **Export Files** page. Continue downloading additional files, if necessary.

   **Note:** The benefits of exporting waste stream data is to importing it into the next reporting year, and making any necessary changes (please see Page 36).
Importing Data

If you have your own system for tracking hazardous waste data, you can save data entry time by importing your data into HazWaste.net. To do this, prepare your data in text files according to the DEQ Import/Export Flat File Definition (see the Flat File Definition link).

Even if you do not have your own data system, you can set up a Microsoft® Excel spreadsheet, or other compatible spreadsheet software, with the same column headings listed in the flat-file definition. You can then enter data into a spreadsheet, and save it to a tab-delimited text file.

To import data into HazWaste.net, follow the steps below:

1. Start at the Reporting Forms Log page.

2. Click the Import Files link.

The following page displays.
3. Do you know the full name of the file you are importing?

- If **no**, click the **Browse** button to locate and select your file.

- If **yes**, type the name in the text box.
4. Click the **Import** button; the number of records imported displays.

5. Click the **Save Imported Records** button to continue importing data. A dialog box displays indicating that any records you have already entered for this reporting period will be overwritten.

6. Click **OK** to complete the data import, or click **Cancel** to stop the data import process.
Printing Submitted Forms

**Site ID Form**
Once you have submitted data, you can print your forms. Start at the Reporting Forms Log screen, and click the Print link located at the right side of the Site ID form you want printed. A printable version of the form opens in Adobe Acrobat® PDF format. You can now print the form from the browser menu.

**GM Form**
To print a GM Form, click the GM – Waste Streams Generated link to view your GM forms. Click the Print link next to the GM Form you want printed. A printable version of the form opens in PDF format. You can now print the form from the browser menu.
Other Options Available from the HazWaste.net Web Site

You can open and print a blank Site Identification form for registering a new site by clicking the Download New Site ID Form link from the home page.

To open, save and print a blank site ID form:

1. Click the Download New Site ID Form link located on the Sign-In page. A page displays that describes when you must complete and submit a site identification form.

2. Click the Download PDF File button. The form opens in Adobe® Acrobat PDF format.
3. Using the menu options provided in the Adobe reader, save or print the form.

4. Send the completed and signed form to the DEQ.