



State of Oregon
Department of
Environmental
Quality

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Instructions for filling out the RCRA Site Identification Form for Hazardous Waste Activities

The RCRA *Site Identification (SI) Form* is used for various notification purposes to the hazardous waste program of the Department of Environmental Quality (DEQ). The SI Form is used to obtain a RCRA Site ID number, subsequent notification updates, or as part of annual reporting. This document will explain each of the questions asked on the form. Companies with existing RCRA Site ID numbers should download and print a pre-populated SI Form from HazWaste.net. HazWaste.net can be found at this web address www.deqhazwaste.net. If you need 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.

Item 1 – Reason for Submittal – Place an “X” in the appropriate box(es) to indicate your reason(s) for submitting the Site Identification (SI) Form. **Please include the Effective Date or Reporting Year Date.**

New Notifications Include:

- Initial notification to obtain a RCRA Site ID Number (a.k.a., EPA/DEQ ID No.) for hazardous waste, universal waste, or used oil activities regulated under Subtitle C of the Resource Conservation and Recovery Act (RCRA) and the rules promulgated pursuant to the Act. (\$200 fee required)
- Notification of new owner. If the business changed ownership; the new owner must file a new notification so that DEQ receives the new information and signatures. (No fee required)
- Reactivation of a previously withdrawn RCRA Site ID number issued to your company for the location the number was assigned. (\$200 fee exemption if generator status was conditionally exempt generator at time of withdrawal)

Important: New notifications cannot be filed electronically; they must be mailed to the address listed at the top of a printed SI form. A SI Form for new notifications can be downloaded and printed from this web location: www.deq.state.or.us/lq/pubs/forms/hw/NotificationHazardousWasteActivity.pdf or by calling the annual report hotline at the telephone numbers provided above.

Revised Activities Include (Do not select if submitting an annual report):

- Updating Site Contact Information (e.g., name, address, telephone numbers, etc.)
- Updating RCRA waste activities. Note: A hazardous waste generator status can be revised anytime throughout the year but must be reported on the annual report as the greatest status reached in any one month of the annual report calendar year.

Important: Site location and ownership information cannot be revised electronically. Please submit a new hardcopy SI Form for this kind of update.

Withdrawal of RCRA Site ID Number:

- Completion of RCRA waste activities, which includes business closures, completion of remediation projects, or a change in business activities where hazardous waste is no longer generated.
- Notification from previous owner of a business to inform DEQ they sold the business to a new owner.

Important: You may be required to submit an annual report for the portion of the year hazardous waste activities took place before the withdrawal. For more information call DEQ in Portland at 503-229-6938 or toll-free within the State of Oregon at 1-800-452-4011. Questions can also be emailed to hazwaste@deq.state.or.us

Annual Hazardous Waste Report:

- Small and large quantity generators of hazardous waste are required to submit an annual report that contains hazardous waste activity information for the calendar year. Conditionally Exempt Generators (CEGs) are only required to file a report if there was a generator status change or a change in site contact information. Location changes or business closures should also be reported.
- Information about annual reporting will be mailed to all register generators the end of December to capture information for the calendar year. Information to CEGs will be mailed in January.
- An annual report can be filed anytime throughout the year a withdrawal of the RCRA Site ID number is requested.
- For purposes of reporting, your generator status should be reported as the greatest status reached in any one month of the annual report calendar year. Thus, if you were an LQG for only one calendar month of the year, you must report as an LQG.

Universal Waste or Used Oil Annual Report:

- Only facilities that have activities identified in section 12 or as a used oil processor/re-finer in section 13 of the Site Identification Form are required to report.
- Information about annual reporting for Universal Waste or Used Oil activities will be mailed in late December to capture information for the calendar year.

For more information call DEQ in Portland at 503-229-6938 or toll-free in the State of Oregon at 1-800-452-4011. Questions can also be emailed to hazwaste@deq.state.or.us

Item 2 - RCRA Site ID Number:

- The RCRA Site ID Number has previously been referred to as the DEQ/EPA Identification Number.
- Verify that the RCRA Site ID Number is correct for the location for which you are providing information.

Important: If this is a **new** notification, leave this section blank. Upon receipt of a completed new notification form, an acknowledgement letter with the RCRA Site ID number will be sent to you.

Item 3 - Site Location Information:

- **Company Name:** Provide the legal or commercial name of your site as it commonly appears on invoices, signs, or other business documents.
- **Site Location:** Provide the address and county of the physical location for this site. **Important:** Do not use a post office or route number, the site location must be a physical address.
- **Corporation Division Registry Number (Corp. Div. Reg. Nbr.):** Provide the Oregon Secretary of State Corporation Division Registry Number for this business. The Corporation Division assigned your business a number at registration. You can find the number referenced on all correspondence with them. If you cannot find your number, click the Find button on the electronic SI form to search the Corporation Division web site.

Important: The Registry Number is not required for government agencies or cleanup remediation sites.

- **NAICS Code:** Provide the five or six digit North American Industry Classification System (NAICS) Code that best describes the **primary** products or services provided by your site. The NAICS code is used in tax reporting and other business reports. If you cannot find your number, click the Find button on the electronic SI form to search the Census Bureau web site. **Important:** The NAICS code replaces the SIC code reported on previous reporting forms.

- **Employee Count:** Provide the employee count for people that are currently employed full time at this business.

Item 4 - Site Contact: Provide the following information about whom DEQ should contact about site visits:

- Person's name
- Mailing address including country
- Telephone number including any extension
- Email address

Item 5 - Land Owner: Provide the following information about the property owner of this site:

- Person's name and/or organization
- Mailing address including country
- Telephone number including any extension
- Owner type. Select one type that best describes the property owner.

Item 6 - Legal Owner: Important: You cannot electronically revise the legal owner's name. Because signatures are required for the new owner, the SI Form must be mailed to DEQ. If the legal owner is the same, you can electronically update the mailing address or telephone number.

- **To revise the legal owner's name, follow these steps:**
 1. Go to "Reporting Form Log" main page
 2. Select "Open Pre-printed Site ID Form" **and print the form**
Update the form by handwriting the new information in the space provided. Please include the date on which the new legal owner became the owner of the site.
 3. Have the legal owner or his/her authorized representative sign the SI form.
 4. Mail the completed form to:
DEQ, Attn: Hazardous Waste Forms Clerk
811 SW Sixth Avenue
Portland, OR 97204

For more information call DEQ in Portland at 503-229-6938 or toll-free in the State of Oregon at 1-800-452-4011. Questions can also be emailed to hazwaste@deq.state.or.us

Item 7 - Site Operator: Provide the following information about the site operator for this site. The site operator is the person responsible for the overall site operation.

- Person's name and/or organization
- Mailing address including country
- Telephone number including any extension
- Owner type. Select one type that best describes the site operator.

Important: Please include the date on which the reported entity became the site operator.

Item 8 - Hazardous Waste Forms Contact: Provide whom DEQ should contact about information provided on the Site ID and other annual reporting forms.

- Person's name
- Organization's name
- Title of person
- Mailing address including country
- Telephone number including any extension
- Email address

Item 9 - Hazardous Waste Fee Contact: Provide whom DEQ should contact about hazardous waste fees.

- Person's name
- Organization's name
- Title of person
- Mailing address including country
- Telephone number including any extension
- Email address

Item 10 – Hazardous Waste Activities: Mark an “X” in the appropriate boxes to indicate which activities are being conducted **at this site**.

- 1. Generator of Hazardous Waste:** Provide the hazardous waste generator status if this facility is currently a generator of hazardous waste or intend to generate hazardous waste in the future. If you are providing a generator status for the Annual Hazardous Waste Report, provide the generator status for the calendar year you are reporting. For purposes of annual reporting, your generator status is based on the greatest status reach in any one month of the calendar year (e.g., if you were an LQG for only one calendar month of the reporting year, you must report as an LQG for the full year).
- 2. Remediation of Contamination:** Please indicate if you are a hazardous waste generator due only to remediation of environment contamination. The reason this question is asked is because the DEQ would like to provide additional information about expedited annual reporting and invoicing if applicable.
- 3. Importer of Hazardous Waste:** Mark an “X” in the box if you import hazardous waste from a foreign country into the United States.
- 4. Generator of Mixed Waste:** Mark an “X” in the box if you are a generator of mixed waste (waste that is both hazardous and radioactive). RCRA defines “mix waste” as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act. Radioactive waste that is not also a hazardous waste should **not** be reported on this form.
- 5. Transporter of Hazardous Waste:** Mark an “X” in the appropriate boxes for transporter activities that apply to you.
- 6. Treatment, Storage, Disposal (TSD) Facility:** Mark an “X” in the box if this facility manages hazardous waste in RCRA permitted units or units subject to a hazardous waste permit.
- 7. Recycler of Hazardous Waste:** Mark an “X” in the appropriate boxes if this facility recycles regulated hazardous waste (recyclable materials).
- 8. HW Management in RCRA Permit Exempt Units:** Mark an “X” in the appropriate boxes if this facility manages hazardous waste in units exempt from RCRA permit requirements such as elementary neutralization units, permitted waste water treatment units, or accumulation tanks or containers.
- 9. Exempt Boiler and/or Industrial Furnace:** Mark an “X” in the appropriate boxes if this facility markets or burns hazardous waste fuels. Used oil managed under used oil regulations are not considered hazardous waste fuels. Indicate your used oil activities in Question 13.
- 10. Underground Injection Control:** Indicate a yes answer if you generate, treat, store, or dispose of hazardous waste and there is an underground injection well located at your site. Go to the web site address given on electronic SI Form to verify reporting requirements to DEQ Water Quality program.

Item 11 – Description of Hazardous Wastes: Only persons involved in hazardous waste activities need to complete this item on the initial notification. Do not fill in this section if filing an annual hazardous waste report, the waste codes should be provided on the Generation & Management Answer Sheets. Hazardous waste transporters requesting an EPA Identification Number do not need to complete this item.

- 1. Waste Codes for Federally Regulated HW:** If you handle hazardous wastes that are described in 40 CFR Part 261, enter the appropriate 4-digit code(s) in the boxes provided. List any additional codes in the comment section or on an attachment.

2. Waste Codes for State Regulated HW: If you handle hazardous wastes that have Oregon state-only hazardous waste codes, enter the appropriate codes(s) in the boxes provided.

Item 12 – Universal Waste Activities: If you conduct any of the following universal waste activities, check the appropriate box. Universal waste includes batteries, mercury-containing thermostats, waste pesticides and hazardous waste lamps. For more information on universal waste, refer to DEQ's webpage at <http://www.deq.state.or.us/lq/hw/uw.htm>.

Item 13 – Used Oil Activities: If you conduct any of the following used oil activities, check the appropriate box.

- 1. Used Oil Collection Center** -- If you operate a facility that collects used oil from "non-household do-it-yourselfers" (businesses, government or other organizations" in quantities of less than 55 gallons at any time, check the Used Oil Collection Center box.
- 2. Used Oil Transporter** -- If you collect used oil from more than one used oil generator and transport the used oil, check Used Oil Transporter box.
- 3. Used Oil Transfer Facility** -- If you operate any transportation related facility where shipments of used oil are held for more than 24 hours, but less than 35 days, check the Used Oil Transfer Facility box.
- 4. Used Oil Processor/Re-refiner** -- If you process used oil, check the Used Oil Processor/Re-refiner box, check the appropriate the appropriate box Used Oil Processor/Re-refiner box..
- 5. Off-specification Used Oil Burner** -- If you burn off-specification used oil at your facility, check the Off-specification Used Oil Burner box. Note: If you only burn used oil in a "used oil spaceheater" under the provisions of 40 CFR 279.23, you are not an Off-specification Used Oil Burner.
- 6. Used Oil Fuel Marketer** -- If you are the first person to claim that used oil to be burned for energy recovery meets used oil specifications **or** directs a shipment of used oil from their facility of off-specification used oil to a used oil burner, check the appropriate Used Oil Marketer box.

For more information on used oil activities, refer to DEQ's webpage at <http://www.deq.state.or.us/lq/hw/usedoil.htm>

Item 14 – Comments: Use this space to provide any additional information or attach additional sheets, if necessary.

Item 15 – Certification: This certification must be signed by the owner, operator, or authorized representative of the site. An "authorized representative" is a person responsible for the overall operation of the site (i.e., a plant manager or superintendent, or a person of equal responsibility). All Site ID Form submissions must include this certification to be complete. If filing electronically, you do not need to mail a signed paper form to DEQ.

Item 16 – Electronic Submittals: As a cost saving measure, the DEQ HW program is expanding electronic reporting. In December of each year, all hazardous waste generators will receive a reminder and instructions on how to submit the annual report electronically.