United States
Environmental Protection
Agency

Office of Solid Waste
(5301)
Washington, DC 20460

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Solid Waste

EPA

Notification of Regulated Waste Activity

EPA Form 8700-12 (Rev. 12/99)

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United States Environmental Protection Agency Washington, D.C. 20460

Notification of Regulated Waste Activity Forms and Instructions

#45231105

This booklet is designed to help you determine if you are subject to requirements under the *Resource Conservation and Recovery Act* (RCRA) for notifying the U.S. Environmental Protection Agency (EPA) of your regulated waste activities. Regulated wastes are hazardous wastes as defined by 40 CFR Part 261, universal wastes as defined by 40 CFR Part 273, and used oil as defined by 40 CFR Part 279. The instructions contained in this booklet will assist you in obtaining an EPA Identification Number by completing and submitting EPA Form 8700-12 for initial notifications, or in revising your EPA Form 8700-12 if you are required to submit a subsequent notification. RCRA is a Federal law. If you are regulated but do not comply with the RCRA notification requirements, you may be subject to civil penalties.

Large Quantity Handlers of Universal Waste and Used Oil Handlers have the option of submitting either EPA Form 8700-12 or a letter to notify EPA of their regulated waste activities, including both initial and subsequent notifications. As noted above, the instructions in this booklet refer only to completing and submitting EPA Form 8700-12 (also referred to as the notification form). However, the circumstances under which these handlers must notify EPA of their regulated waste activities, the data they must provide, and the procedures they must follow, as described in this booklet, apply to submitting both EPA Form 8700-12 and a letter.

Note: *Although this booklet contains information and instructions for completing a Notification of Regulated Waste Activity, it should not be considered a substitute for the regulations in Title 40 of the Code of Federal Regulations (40 CFR). Rather, this booklet serves as a supplement to the regulations and provides additional information not contained in 40*

CFR. As a handler of regulated wastes, you are responsible for learning and complying with all the requirements that apply to you and your regulated waste activities.

In addition, remember that this booklet and the regulations in 40 CFR address only the Federal hazardous waste program. Many States may have notification requirements that differ from the Federal requirements; those States may use EPA Form 8700-12 or they may use a similar State form that requires information not requested in the EPA form. Again, it is your responsibility to make sure that you have completed and submitted all forms required under the Federal or your State program.

We know that the regulations can be confusing. We are not providing reprints of the 40 CFR regulations with this booklet. However, copies of the federal regulations are readily available from several sources (see below). In addition, in Section IV of these instructions, we have listed the addresses and phone numbers of the contacts in each State who can answer your questions and help you understand the Federal and State requirements that apply to you (see Table 1). In addition, Table 2 in Section IV contains the addresses and phone numbers of contacts in each of the EPA Regional offices.

In addition to those contacts, the following sources are available to help with your questions and provide information on EPA regulations:

A. RCRA, Superfund, and EPCRA Hotline -- 1-800-424-9346
(In the Washington, D.C. area, call (703) 412-9810)

B. EPA Small Business Ombudsman Hotline -- 1-800-368-5888

C. The EPA Web Site at:
www.epa.gov/docs/epacfr40/chapt-I.info/subch-I/

D. Your Trade Association

Initial Notifications

If you do not currently have an EPA Identification Number and you handle regulated waste, you must submit an initial notification. Please refer to information contained in Sections I through III of this booklet to help you determine whether you handle a regulated waste, whether any exemptions or exclusions apply to you, and how you should file EPA Form 8700-12. Circumstances under which you should submit an initial notification include:

1. If you generate, transport, treat, store, or dispose of hazardous wastes. Refer to Section I for further information and a description of exclusions or exemptions; or

2. If you store recyclable materials. (Recyclable materials are defined as hazardous wastes that are recycled.) The recycling process itself is exempt from regulation, but facilities that store recyclable materials prior to recycling them must notify EPA and obtain an EPA Identification Number. Refer to Section I for further information and a description of exemptions; or

3. If you are a large quantity handler of universal waste. Refer to Section II for further information and a description of exemptions. (Notification is required for people who have not previously notified EPA of their hazardous waste activities or who have not already sent a notification to EPA as required by 40 CFR Part 165); or

4. If you transport, process, re-refine, burn, or market off-specification used oil for energy recovery. Refer to Section III for further information and for a description of exemptions. (Notification is required for people who have not previously notified EPA of their hazardous waste activities or have not notified under 40 CFR Part 266, Subpart E, which was replaced by 40 CFR Part 279.)

Subsequent Notifications

Even if you have submitted an initial notification and have received an EPA Identification Number, you may be required to submit a subsequent notification. Please refer to Sections I through III and V of this booklet for information on when and how to complete a subsequent notification. In general, you should submit a subsequent notification under the following circumstances:

1. If your installation moves to another location; or
2. If your installation contact changes; or
3. If the ownership of your installation changes; or
4. If an additional owner has been added or replaced since the installation's initial notification; or
5. If the type of regulated waste activity you conduct changes.

Contents of This Booklet

Following is a list of the sections contained in this booklet and the information covered in those sections.

Section I.	How to Determine if You Must Notify EPA of Your Hazardous Waste Activities
Section II.	How to Determine if You Must Notify EPA of Your Universal Waste Handling Activities
Section III.	How to Determine if You Must Notify EPA of Your Used Oil Management Activities
Section IV.	How to File EPA Form 8700-12, "Notification of Regulated Waste Activity" (Information on How and Where to File Your Form; Plus a List of State Contacts Where You Can Get Information, Obtain Forms, and Send Your Completed Forms)
Section V.	Line-by-Line Instructions for Completing EPA Form 8700-12 (EPA Form 8700-12 is provided at the end of this booklet.)

Section VI.	Definitions (to Help You Understand and Complete EPA Form 8700-12)
Section VII.	EPA Hazardous Waste Numbers for Waste Streams Commonly Generated by Small Quantity Generators
Appendix 1:	Typical Hazardous Waste Streams Produced by Small Quantity Generators
Appendix 2:	Typical Hazardous Waste Streams and EPA Hazardous Waste Numbers

After your completed notification is received, you will be sent a written acknowledgment that will include your EPA Identification Number. You must use this number on all communications with EPA regarding your regulated waste activities.

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I. How to Determine if You Must Notify EPA of Your Hazardous Waste Activities

All persons who generate, transport, treat, store, or dispose of hazardous waste and all persons who store recyclable materials prior to recycling them are required to notify EPA (or their State agency if the State is authorized to operate its own hazardous waste program) of their hazardous waste activities. These persons must obtain an EPA Identification Number unless their solid waste has been excluded from regulation or their hazardous waste has been exempted as outlined below. These respective notification requirements are found in 40 CFR Parts 262, 263, 264, 265, and 266.

In addition to the discussion below, you will need to refer to 40 CFR Part 261 to help you determine if the waste you handle is both a solid waste and a hazardous waste that is regulated under RCRA. If you need help making this determination after reading these instructions, contact the addressee listed for your State in Section IV.C. of these instructions.

To determine if you handle a solid waste that is also a hazardous waste and regulated under RCRA, ask yourself the following questions.

A. Do I Handle a Solid Waste?

40 CFR 261.2 defines "solid waste" as any discarded material that is not excluded under Section 261.4(a) or that is not excluded by variance granted under Sections 260.30 and 260.31. A discarded material is any material which is:

1. Abandoned, as explained in §261.2(b); or
2. Recycled, as explained in §261.2(c); or
3. Considered inherently waste-like as explained in §261.2(d); or
4. A military munition identified as a solid waste in 40 CFR 266.202.

If you do not handle a solid waste, you do not need to notify EPA.

III. How to Determine if You Must Notify EPA of Your Used Oil Management Activities

Under 40 CFR Part 279, Subparts E, F, G, and H, respectively, persons who transport used oil; process or re-refine used oil; burn off-specification used oil for energy recovery; or market used oil fuel, are required to notify EPA (or their State agency if the State is authorized to operate its own used oil program) and obtain an EPA Identification Number, unless they are exempt as outlined below. Off-specification used oil may be burned for energy recovery in an industrial furnace, boiler, or hazardous waste incinerator subject to regulation under Subpart O of 40 CFR Part 264 or 265.

Used oil transporters; used oil processors/re-refiners; off-specification used oil burners; and used oil fuel marketers who have not previously notified EPA of their hazardous waste activities or notified under 40 CFR Part 266, Subpart E (replaced by 40 CFR Part 279) must notify EPA to identify their used oil management activities.

Note: *Please refer to the regulations in 40 CFR Part 279 to ensure that you are aware of all the requirements that apply to your used oil management activities.*

Who is exempt from used oil notification requirements?

1. **Persons who burn on-specification used oil fuel:** Used oil that is to be burned for energy recovery and that meets the specification provided under 40 CFR 279.11 is exempt from the regulations. **However, the person who first claims that the used oil meets the specification is subject to notification as a used oil fuel marketer and certain other requirements (see 40 CFR Part 279, Subpart H).** The burner of fuel that meets the specification at 40 CFR 279.11 is not required to notify.

2. **Used oil generators** are not required to notify EPA.

3. **Used oil generators operating used oil-fired space heaters:** Persons who burn only used oil that they generate (or used oil received from household do-it-yourself used oil changers) in used oil-fired space heaters are exempt from the notification requirement provided that the device is vented to the outdoors and the device is not designed to have a capacity greater than 0.5 million BTU/hour.

IV. How to File EPA Form 8700-12, "Notification of Regulated Waste Activity"

Initial Notifications

If you do not currently have an EPA Identification Number and you handle a regulated waste, you must submit an initial notification for your regulated waste activities. Please refer to Sections I through III of this booklet for more information on whether you must notify EPA of these regulated waste activities. You can satisfy this initial notification requirement by completing and signing the enclosed EPA Form 8700-12 and mailing it to the appropriate address listed in Part C of this section.

Per the Hazardous Waste Import Regulations, 40 CFR 262.60, *foreign generators should not apply for an EPA Identification Number.* These regulations state that when filling out a U.S. manifest, you must include the name and address of the foreign generator, and the name, address, and EPA Identification Number of the importer. Please contact the U.S. firms involved with your shipments and determine which firm will serve as the importer.

Subsequent Notifications

Even if you have submitted an initial notification and have received an EPA Identification Number, you may be required to submit a subsequent notification. Please refer to information contained in Sections I through III and Section V of this booklet for instructions on when and how to complete a subsequent notification. In general, you can comply with this subsequent notification requirement by completing specific parts of and signing the enclosed EPA Form 8700-12 and mailing it to the appropriate address in Part C of this section.

A. How Many Forms Should I File?

A person who is subject to the hazardous waste, universal waste and/or used oil management regulations under RCRA should submit one notification per installation. If you conduct hazardous waste, universal waste, and/or used oil management activities at more than one installation, you must submit a separate notification for each installation.

If you only transport regulated wastes and do not generate, treat, store, or dispose of hazardous wastes; qualify as a large quantity handler of universal wastes; or process/re-refine used oil, burn off-specification used oil fuel, or market used oil fuel, you may submit one notification that covers all transportation activities your company conducts. This notification should be sent to the appropriate address (listed in Part C) that serves the State where your company has its headquarters or principal place of business. However, if you are a transporter who also engages in one or more of the regulated waste activities listed above, you must complete and submit a separate notification to cover each installation.

B. Can I Request that this Information Be Kept Confidential?

All information you submit in an initial or subsequent notification can be released to the public, according to the Freedom of Information Act, unless it is determined to be confidential by EPA pursuant to 40 CFR Part 2. Since notification information is very general, EPA believes it is unlikely that any information in your notification could qualify to be protected from release. However, you may make a claim of confidentiality by printing the word "CONFIDENTIAL" on both sides of EPA Form 8700-12 and on any attachments. EPA will take action on the confidentiality claims in accordance with 40 CFR Part 2.

C. Where Should I Send My Completed Form?

Listed alphabetically in Table 1 are the addresses and phone numbers of the proper contacts in each State where you can get additional information and more forms, and where you should mail your completed forms. As shown in Table 1, EPA and many States have arranged for the States to answer your questions and receive completed forms. In a few instances, the workload is shared between EPA and the State, or handled by EPA alone; this workload sharing is indicated on Table 1. For your convenience, Table 2 lists the addresses and phone numbers for EPA Regional contacts; however, you should refer to Table 1 first. *To avoid delay and confusion, follow the directions in Table 1 for your State very carefully.*

Estimated Burden: Public reporting burden for initial notifications is estimated to be 4.25 hours. Public reporting burden for subsequent notifications is expected to be 2.10 hours. This reporting burden includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Regulatory Information Division, 2136, U.S. Environmental Protection Agency, 401 M St., S.W., Washington, D.C. 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503, marked "Attention Desk Officer of EPA."

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Table 1
Alphabetized State Listing of Contacts for Obtaining and Submitting the RCRA Notification Form

Alabama
Obtain information or forms from, and mail completed forms to:
Alabama Department of Environmental Management
1400 Coliseum Blvd. *(FedEx or UPS)*
P. O. Box 301463 *(regular mail)*
Montgomery, Alabama 36110-2059
(334) 271-7700

Alaska
Obtain information or forms from, and mail completed forms to:
U.S. EPA Region 10
Office of Waste and Chemicals Management, WCM-126
Hazardous Waste Notifications
1200 Sixth Avenue
Seattle, Washington 98101
(206) 553-2859
From within Alaska, toll-free:
(800) 550-7272

American Samoa
Obtain information from:
Environmental Quality Commission
Government of American Samoa
Pago, American Samoa 96799
Overseas Operator Commercial call (684) Country Code 663-2304
Obtain forms from:
U.S. EPA Region 9
RCRA Notifications
75 Hawthorne Street, WST-6-Tetratech
San Francisco, California 94105
(415) 495-8895
Mail completed forms to:
U.S. EPA Region 9
American Samoa Project Officer
75 Hawthorne Street, CMD-1
San Francisco, California 94105

Arizona
Obtain information or forms from, and mail completed forms to:
Office of Waste Programs
Arizona Department of Environmental Quality
3033 N. Central Avenue
Phoenix, Arizona 85012
(602) 207-4147
Mail completed forms to:
U.S. EPA Region 9
RCRA Notifications
75 Hawthorne Street, WST-6-Tetratech
San Francisco, California 94105
(415) 495-8895

Arkansas
Obtain information or forms from, and mail completed forms to:
Arkansas Department of Environmental Quality
8001 National Drive
P.O. Box 8913
Little Rock, Arkansas 72219-8913
(501) 682-0863

California
Obtain information or forms from, and mail completed forms to:
U.S. EPA Region 9
RCRA Notifications
75 Hawthorne Street, WST-6-Tetratech
San Francisco, California 94105
(415) 495-8895

Colorado
Obtain information or forms from, and mail completed forms to:
Colorado Department of Public Health and Environment
Hazardous Materials and Waste Management Division
4300 Cherry Creek Drive, S.
HMWMD-HWC-B2
Denver, Colorado 80246-1530
(303) 692-3300

Table 1 (continued)

Connecticut
Obtain information or forms from, and mail completed forms to:
Department of Environmental Protection
Bureau of Waste Management
Waste Engineering and Enforcement Division
79 Elm Street
Hartford, Connecticut 06106-5127
(860) 424-3372

Delaware
Obtain information or forms from, and mail completed forms to:
Delaware Department of Natural Resources and Environmental Control
Solid and Hazardous Waste Management Branch
Attn: Tracy Hamburg
89 Kings Highway
Dover, Delaware 19901
(302) 739-3689

District of Columbia
Obtain information or forms from, and mail completed forms to:
Department of Health
Environmental Health Administration
Attn: Mark Hughes
51 N Street, N.E., Third Floor
Washington, D.C. 20002
(202) 535-2285

Florida
Obtain information or forms from, and mail completed forms to:
Hazardous Waste Regulation Section
Department of Environmental Regulation
Twin Towers Office Building
2600 Blair Stone Road
Tallahassee, Florida 32399-2400
(904) 488-0300

Georgia
Obtain information or forms from, and mail completed forms to:
Hazardous Waste Branch
Environmental Protection Division
Georgia Department of Natural Resources
Floyd Towers East, Room 1154
205 Butler Street, S.E.
Atlanta, Georgia 30334
(404) 656-7802

Guam
Obtain information from and mail completed forms to:
Guam Environmental Protection Agency
P.O. Box 22439-GMF
(Calibration Lab Building)
Barrigada, Guam 96921
Obtain forms from:
U.S. EPA Region 9
RCRA Notifications
75 Hawthorne Street, WST-6-Tetratech
San Francisco, California 94105
(415) 495-8895

Hawaii
Obtain information or forms from, and mail completed forms to:
U.S. EPA Region 9
RCRA Notifications
75 Hawthorne Street, WST-6-Tetratech
San Francisco, California 94105
(415) 495-8895

Idaho
Obtain information or forms from, and mail completed forms to:
Idaho Department of Health and Welfare
Division of Environmental Quality
State Waste Management and Remediation Program
Hazardous Waste Notifications
1410 N. Hilton Street
Boise, Idaho 83706
(208) 373-0210

Table 1 (continued)

Illinois
Obtain information or forms from:
Illinois Environmental Protection Agency
Division of Land Pollution Control
1021 N. Grand Avenue, E.
Springfield, Illinois 62794
(217) 785-8452
Mail completed forms to:
U.S. EPA Region 5
RCRA Activities
77 West Jackson Boulevard
P.O. Box A3587
Chicago, Illinois 60690
(312) 886-4001

Indiana
Obtain information or forms from, and mail completed forms to:
Indiana Department of
Environmental Management
100 N. Senate Avenue
P.O. Box 6015
Indianapolis, Indiana 46206
(317) 232-3242

Iowa
Obtain information or forms from, and mail completed forms to:
U.S. EPA Region 7
Air, RCRA, and Toxics Division
RCRA Enforcement and State Programs
Branch (ARTD/RESP)
901 N. 5th Street
Kansas City, Kansas 66101
(913) 551-7126

Kansas
Obtain information or forms from, and mail completed forms to:
Department of Health and Environment
Bureau of Waste Management
Waste Policy, Planning, and Outreach
Section
Attn: David Branscum
Forbes Field, Building 740
Topeka, Kansas 66620
(785) 296-6898

Kentucky
Obtain information or forms from, and mail completed forms to:
Division of Waste Management
Department of Environmental Protection
Cabinet for Natural Resources
and Environmental Protection
Attn: Marlyn Godby
Fort Boone Plaza, Building #2
14 Reilly Road
Frankfort, Kentucky 40601
(502) 564-6716

Louisiana
Obtain information or forms from, and mail completed forms to:
Louisiana Department of
Environmental Quality
Department of Solid and Hazardous
Waste
P.O. Box 82178
Baton Rouge, Louisiana 70884-2178
(225) 765-0261

Maine
Obtain information or forms from, and mail completed forms to:
Department of Environmental Protection
Bureau of Remediation and Waste
Management
State House Station #17
Augusta, Maine 04333
(207) 287-2651

Maryland
Obtain information or forms from, and mail completed forms to:
Maryland Department of the Environment
Hazardous Waste Program
Attn: Emily Troyer
Tracking/Certification Branch
2500 Broening Highway
Baltimore, Maryland 21224
(410) 631-3344

Table 1 (continued)

Massachusetts
Obtain information or forms from, and mail completed forms to:
Division of Planning and Evaluation
Bureau of Waste Prevention
Massachusetts Department of Environmental Protection
One Winter Street, 8th Floor
Boston, Massachusetts 02108
(617) 292-5851

Michigan
Obtain information or forms from, and mail completed forms to:
Michigan Department of Environmental Quality
Waste Management Division
Box 30241
Lansing, Michigan 48909
(517) 373-2730 or
(517) 373-1837

Minnesota
Obtain information or forms from:
Solid and Hazardous Waste Division
Minnesota Pollution Control Agency
520 Lafayette Road, North
St. Paul, Minnesota 55155
(651) 297-8330
Mail completed forms to:
U.S. EPA Region 5
RCRA Activities
77 West Jackson Boulevard
P.O. Box A3587
Chicago, Illinois 60690
(312) 886-4001

Mississippi
Obtain information or forms from, and mail completed forms to:
Department of Environmental Quality
Attn: Ms. Willie Brandon
101 W. Capital Street, Suite 100
Jackson, Mississippi 39201
or
Department of Environmental Quality
Attn: Ms. Willie Brandon
P.O. Box 10385
Jackson, Mississippi 39289-0385
(601) 961-5171

Missouri
Obtain information or forms from, and mail completed forms to:
Department of Natural Resources
Hazardous Waste Program
Attn: John Beard
1738 E. Elm Street
P.O. Box 176
Jefferson City, Missouri 65101
(573) 751-3176

Montana
Obtain information or forms from, and mail completed forms to:
Montana Department of Environmental Quality
Hazardous Waste Program
Metcalf Building
1520 E. Sixth Avenue
Helena, Montana 59620
(406) 444-1430

Nebraska
Obtain information or forms from, and mail completed forms to:
Hazardous Waste Management Section
Department of Environmental Quality
State House Station
P.O. Box 98922
Lincoln, Nebraska 68509-8922
(402) 471-4218

Nevada
Obtain information from:
Nevada Division of Environmental Protection
Bureau of Waste Management
333 West Nye Lane, Room 138
Carson City, NV 89706-0851
(702) 687-5872
Obtain forms and mail completed forms to:
U.S. EPA Region 9
RCRA Notifications
75 Hawthorne Street, WST-6-Tetratech
San Francisco, California 94105
(415) 495-8895

Table 1 (continued)

New Hampshire
Obtain information or forms from, and mail completed forms to:
Department of Environmental Services
Waste Management Division
6 Hazen Drive
Concord, New Hampshire 03301
(603) 271-2901

New Jersey
Obtain information from:
New Jersey Department of Environmental Protection and Energy
Bureau of Manifests and Information Systems
Hazardous Waste and Transfer Facilities
P.O. Box 414
CN 414
Trenton, New Jersey 08625-0414
(609) 292-8341
Obtain forms from and mail completed forms to:
U.S. EPA Region 2
Division of Environmental Planning and Protection
RCRA Programs Branch
290 Broadway Street, 22nd Floor
New York, New York 10007-1866
(212) 637-4106

New Mexico
Obtain information or forms from, and mail completed forms to:
New Mexico Environmental Department
Hazardous Waste Bureau
P.O. Box 26110
Santa Fe, New Mexico 87502
(505) 827-1557

New York
Obtain information from:
New York State Department of Environmental Conservation
Division of Solid and Hazardous Materials
Bureau of Hazardous Waste Management
50 Wolf Road
Albany, New York 12233-7251
(518) 485-8988
Obtain forms from and mail completed forms to:
U.S. EPA Region 2
Division of Environmental Planning and Protection
RCRA Programs Branch
290 Broadway Street, 22nd Floor
New York, New York 10007-1866
(212) 637-4106

North Carolina
Obtain information or forms from, and mail completed forms to:
North Carolina Department of Environment and Natural Resources
Division of Waste Management
401 Oberlin Road, Suite 150
Raleigh, North Carolina 27605
or
North Carolina Department of Environment and Natural Resources
Division of Waste Management
P.O. Box 29603
Raleigh, North Carolina 27611-9603
(919) 733-2178

North Dakota
Obtain information or forms from, and mail completed forms to:
Division of Waste Management
North Dakota Department of Health
1200 Missouri Avenue
P.O. Box 5520
Bismarck, North Dakota 58506-5520
(701) 328-5166

Table 1 (continued)

Northern Mariana Islands
Obtain information from:
Department of Public Health and Environmental Services
Division of Environmental Quality
P.O. Box 1304
Saipan, Mariana Islands 96950
Overseas Operator Commercial Call (670) Country Code 234-6984
Cable Address: Gov. NMI Saipan
Obtain forms from:
U.S. EPA Region 9
RCRA Notifications
75 Hawthorne Street, WST-6-Tetratech
San Francisco, California 94105
(415) 495-8895
Mail completed forms to:
U.S. EPA Region 9
Northern Mariana Islands Project Officer
75 Hawthorne Street, CMD-1
San Francisco, California 94105

Ohio
Obtain information or forms from, and mail completed forms to:
Ohio Environmental Protection Agency
Lavarus Government Center
Division of Hazardous Waste
1222 S. Front Street
Columbus, Ohio 43215
(614) 644-2977

Oklahoma
Obtain information or forms from, and mail completed forms to:
Department of Environmental Quality
Hazardous Waste Quality Management Service
P.O. Box 1677
Oklahoma City, Oklahoma 73101-1677
(405) 702-5191

Oregon
Obtain information or forms from, and mail completed forms to:
Oregon Department of Environmental Quality
Waste Management and Clean-up Division
Generator-Transporter Registration
Attn: Susan Eidman
811 SW Sixth Avenue
Portland, Oregon 97204
(503) 229-6511

Pennsylvania
Obtain information from:
Pennsylvania Department of Environmental Protection
Rachel Carson State Office Building
Attn: Joe Hayes
Permitting Section
400 Market Street, 14th Floor
Harrisburg, Pennsylvania 17105-8741
(717) 787-6239
Obtain forms from and mail completed forms to:
U.S. EPA Region 3
Waste and Chemicals Management Division
1650 Arch Street, 3WC11
Philadelphia, Pennsylvania 19103-2029
(215) 814-3413

Puerto Rico
Obtain information or forms from, and mail completed forms to:
U.S. EPA Region 2
Division of Environmental Planning and Protection
RCRA Programs Branch
290 Broadway Street, 22nd Floor
New York, New York 10007-1866
(212) 637-4106

Table 1 (continued)

Rhode Island
Obtain information or forms from, and mail completed forms to:
Department of Environmental Management
Office of Compliance and Inspection
235 Promenade Street
Providence, Rhode Island 02908-5767
(401) 222-1360

South Carolina
Obtain information or forms from, and mail completed forms to:
Bureau of Solid and Hazardous Waste Management
Department of Health and Environmental Control
2600 Bull Street
Columbia, South Carolina 29201
(803) 896-4000

South Dakota
Obtain information or forms from, and mail completed forms to:
Department of Environment and Natural Resources
Waste Management Program
523 E. Capitol Avenue
Pierre, South Dakota 57501-3181
(605) 773-3153

Tennessee
Obtain information or forms from, and mail completed forms to:
Division of Solid Waste Management
Tennessee Department of Energy and Conservation
401 Church Street
LNC Tower, 5th Floor
Nashville, Tennessee 37243-1535
(615) 532-0780

Texas
Obtain information or forms from:
Texas Natural Resource Conservation Commission
Registration and Evaluation Division
Registration and Reporting Section
P.O. Box 13087, MC-129
Austin, Texas 78711-3087
(512) 239-6832
Mail completed forms to:
U.S. EPA Region 6
Mutlimedia Planning and Permitting Division (6PD-I)
1445 Ross Avenue, Suite 1200
Dallas, Texas 75202-2733
(214) 665-6750

Utah
Obtain information or forms from, and mail completed forms to:
Division of Solid and Hazardous Waste
Department of Environmental Quality
P.O. Box 144880
Salt Lake City, Utah 84114-4880
(801) 538-6170

Vermont
Obtain information or forms from, and mail completed forms to:
Department of Environmental Conservation
Agency of Natural Resources
Waste Management Division
West Office Building
103 S. Main Street
Waterbury, Vermont 05671-0404
(802) 241-3867

Table 1 (continued)

Virgin Islands
Obtain information from:
Virgin Islands Department of Planning & Natural Resources
Division of Environmental Protection
179 Altona and Welgunst
St. Thomas, Virgin Islands 00801
(809) 693-0114
Obtain forms from and mail completed forms to:
U.S. EPA Region 2
Division of Environmental Planning and Protection
RCRA Programs Branch
290 Broadway Street, 22nd Floor
New York, New York 10007-1866
(212) 637-4106

Virginia
Obtain information or forms from, and mail completed forms to:
Commonwealth of Virginia
Department of Environmental Quality
Attn: Claire Ballard
629 E. Main Street
Richmond, Virginia 23219
(804) 698-4177

Washington
Obtain information or forms from, and mail completed forms to:
Washington Department of Ecology
Dangerous Waste Notifications
Attn: Sheri Ryan
P.O. Box 47658
Olympia, Washington 98504-7658
(360) 407-7555

West Virginia
Obtain information or forms from, and mail completed forms to:
West Virginia Division of Environmental Control
Office of Waste Management
Attn: Cynthia Woodyard
1356 Hansford Street
Charleston, West Virginia 25301
(304) 558-5929

Wisconsin
Obtain information or forms from, and mail completed forms to:
Bureau of Solid Waste
Department of Natural Resources
P.O. Box 7921
Madison, Wisconsin 53707
(608) 266-2111

Wyoming
Obtain information or forms from, and mail completed forms to:
Wyoming Department of Environmental Quality
Solid and Hazardous Waste Division
122 W. 25th Street
Herschler Building, 4th Floor West
Cheyenne, Wyoming 82002
(307) 777-7752

Table 2
U.S. EPA Regional Contacts for the RCRA Notification Form

U.S. EPA Region 1
Office of Ecosystem Protection
Hazardous Waste Program Unit
One Congress Street, Suite 1100
Boston, MA 02114-2023
(617) 918-1640
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

U.S. EPA Region 2
Division of Environmental Planning and Protection
RCRA Programs Branch
290 Broadway Street, 22nd Floor
New York, NY 10007-1866
(212) 637-4106
New Jersey, New York, Puerto Rico, Virgin Islands

U.S. EPA Region 3
Waste and Chemicals Management Division, 3WC11
1650 Arch Street
Philadelphia, PA 19103-2029
(215) 814-3413
Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

U.S. EPA Region 4
Hazardous Waste Management Division
RCRA Permitting Section
61 Forsyth Street
Atlanta, GA 30303
(404) 562-8440
Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

U.S. EPA Region 5
RCRA Activities
77 West Jackson Boulevard
P.O. Box A3587
Chicago, IL 60690
(312) 886-4001
Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

U.S. EPA Region 6
Multimedia Planning and Permitting Division (6PD-I)
1445 Ross Avenue, Suite 1200
Dallas, TX 75202-2733
(214) 665-6750
Arkansas, Louisiana, New Mexico, Oklahoma, Texas

U.S. EPA Region 7
Air, RCRA, and Toxics Division
RCRA Enforcement and State Programs Branch (ARTD/RESP)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7126
Iowa, Kansas, Missouri, Nebraska

U.S. EPA Region 8
Office of Partnerships and Regulatory Assistance
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6319
Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

U.S. EPA Region 9
RCRA Notifications
75 Hawthorne Street, WST-6-Tetratech
San Francisco, CA 94105
(415) 495-8895
Arizona, California, Hawaii, Nevada, American Samoa, Guam, Northern Mariana Islands

U.S. EPA Region 10
Office of Waste and Chemicals Management, WCM-126
1200 Sixth Avenue
Seattle, WA 98101
(206) 553-2859
From within Alaska, toll-free:
(800) 550-7272
Alaska, Idaho, Oregon, Washington

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V. Line-by-Line Instructions for Completing EPA Form 8700-12

Initial Notification

All persons submitting an initial notification must complete Items I through X in their entirety.

Subsequent Notification

All persons submitting a subsequent notification must complete Items I, II, IV, VI, VII, IX, and X in their entirety. Whether you must complete Items III, V, and VIII depends on the circumstances under which you are required to submit a subsequent notification.

General Instructions

Type or print in black ink all items except Item X, "Signature," leaving a blank box between words. The boxes are spaced at 1/4" intervals which accommodate elite type (12 characters per inch). When typing, hit the space bar twice between characters. If you print, place each character in a box. Abbreviate if necessary to stay within the number of boxes allowed for each Item. If you must use additional sheets, indicate clearly the number of the Item on EPA Form 8700-12 to which the information on the separate sheet applies.

Item I -- Installation's EPA ID Number:

Place an "X" in the appropriate box to indicate whether this is your initial or a subsequent notification *for this installation in this location.* Leave the EPA Identification Number blank if this is your initial notification *for this installation.* If this is a subsequent notification, enter the EPA Identification Number assigned to this installation in the boxes provided.

Items II and III -- Name and Location of Installation:

Complete Items II and III. Please note that the address you give for Item III, Location of Installation, must be a physical address, *not a post office box or route number.*

County Code and Name: Give the county code, if known. If you do not know the county code, enter the county name, from which EPA can automatically generate the county code. If the county name is unknown, contact the local Post Office. To obtain a list of county codes, contact the National Technical Information Service, U.S. Department of Commerce, Springfield, Virginia, 22161 or at (703) 487-4650. The list of codes is contained in the Federal Information Processing Standards Publication (FIPS PUB) number 6-3.

Note: *A subsequent notification is required when the location of the installation changes.*

Item IV -- Installation Mailing Address:

Please enter the Installation Mailing Address. If the Mailing Address and the Location of Installation (Item IV) are the same, you can print "Same" in the box for Item IV.

Item V -- Installation Contact:

Enter the name, title, and business telephone number of the person who should be contacted regarding information submitted in this notification.

Note: *A subsequent notification is required when the installation contact changes.*

Item VI -- Installation Contact Address:

A. **Code:** If the contact address is the same as the location of installation address listed in Item IV or the installation mailing address listed in Item IV, place an "X" in the appropriate box to indicate where the contact may be reached. If the location of installation address, the installation mailing address, and the installation contact address are all the same, mark the "Location" box. If the contact address is *not* the same as those addresses in either Item III or IV, place an "X" in the "Other" box and complete Item VI.B. If an "X" is entered in either the location or mailing box, Item VI.B. should be left blank.

B. **Address:** Enter the contact address *only* if the contact address is different from either the location of installation address (Item IV) or the installation mailing address (Item IV), and if Item VI.A. was marked "Other."

Item VII - Ownership:

A. **Name:** Enter the name of the legal owner(s) of the installation, including the property owner. Also enter the address and phone number where this individual can be reached. Use the comment section in XI or additional sheets if necessary to list more than one owner.

B. **Land Type:** Using the codes listed below, indicate in VII.B. the code which *best describes* the current legal status of the land on which the installation is located:

F = Federal
S = State
I = Indian
P = Private
C = County
M = Municipal*
D = District
O = Other

** If the Land Type is **best described** as Indian, County or District, please use those codes. Otherwise, use Municipal.*

C. **Owner Type:** Using the codes listed below, indicate in VII.C. the code which *best describes* the legal status of the current owner of the installation:

F = Federal
S = State
I = Indian
P = Private
C = County
M = Municipal*
D = District
O = Other

** If the Owner Type is **best described** as Indian, County or District, please use those codes. Otherwise, use Municipal.*

D. Change of Owner Indicator: *(If this is your installations initial notification, leave Item VII.D. blank and skip to Item VIII. If this is a subsequent notification, complete Item VII.D. as directed below.)*

A subsequent notification is required when the owner of an installation changes. The new owner must notify EPA of the change, even if the previous owner already received an EPA Identification Number. Because an EPA Identification Number is site-specific, the new owner will keep the existing EPA Identification Number for that location. If the installation moves to another location, the owner/operator must notify EPA of this change. In this instance, a new EPA Identification Number will be assigned, since the installation has changed locations.

If the owner of this installation has changed since the installation's initial notification, place an "X" in the box marked "Yes" and enter the date the owner changed.

If the owner of this installation has not changed since the installation's initial notification, place an "X" in the box marked "No" and skip to Item VIII.

If an additional owner(s) has been added or replaced since the installation's initial notification, place an "X" in the box marked "Yes." Use the comment section in XI to list any additional owners, the dates they became owners, and which owner(s) (if any) they replaced. If necessary, attach a separate sheet of paper.

Item VIII -- Type of Regulated Waste Activity:

A. Hazardous Waste Activities: Mark an "X" in the appropriate box(es) to show which hazardous waste activities are being conducted **at this installation.**

1. **Generator:** If you generate a hazardous waste that is listed in 40 CFR 261.31 through 261.33 or identified by one or more hazardous waste characteristic(s) contained in 40 CFR 261.21 through 261.24, mark an "X" in the appropriate box for the quantity of non-acutely hazardous waste that is generated per calendar month. The regulations for hazardous waste generators are found in 40 CFR Part 262.

Note: *If you generate acutely hazardous wastes listed in 40 CFR 261.31, 261.32 or 261.33(e), please refer to 40 CFR 261.5(e) to determine under what circumstances you must notify EPA.*

2. **Hazardous Waste Transporter:** If you transport hazardous waste, indicate if it is your own hazardous waste, if you transport it for commercial purposes, or mark both boxes if both classifications apply. Mark an "X" in each appropriate box to indicate the method(s) of transportation you use. Hazardous waste transporters do not have to complete Item IX of the notification, but must sign the certification in Item X. The Federal regulations for hazardous waste transporters are found in 40 CFR Part 263.

3. **Treater/Storer/Disposer:** If you treat, store or dispose of regulated hazardous waste, place an "X" in this box. (Burning hazardous wastes in boilers and industrial furnaces and storing hazardous wastes before recycling them fall into this category as well.) You are reminded to contact the appropriate addressee listed for your State in Section IV.C. of this booklet to request Part A of the RCRA Permit Application. The Federal regulations for owners or operators of hazardous waste installations are found in 40 CFR Parts 264, 265, and 266.

4. **Exempt Boiler and/or Industrial Furnace:** If you burn hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(c), or to recover economically significant amounts of precious metals, as described in 40 CFR 266.100(f), mark an "X" in the box to indicate that you qualify for the smelting, melting and refining furnace exemption.

   If you burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in 40 CFR 266.108, place an "X" in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.

5. **Underground Injection Control:** If you generate, treat, store, or dispose of hazardous waste and there is an underground injection well located at your installation, place an "X" in the appropriate box. The Federal regulations for owners or operators of underground injection wells are found in 40 CFR Part 148.

B. **Universal Waste Handling Activities:** Mark an "X" in the appropriate box to indicate that universal waste handling activities are taking place **at this installation and will result in the universal waste handler becoming a Large Quantity Handler of Universal Waste.** The Federal regulations for large quantity handlers of universal waste are found in 40 CFR Part 273, Subpart C.

C. **Used Oil Management Activities:** Mark an "X" in the appropriate box(es) to indicate which used oil management activities are taking place **at this installation.** The Federal regulations for used oil management are found in 40 CFR Part 279.

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

2. **Used Oil Processor/Re-Refiner:** If you process and/or re-refine used oil, place an "X" in the appropriate box(es) to indicate this used oil management activity.

3. **Off-Specification Used Oil Burner:** If you burn off-specification used oil fuel, place an "X" in the box to indicate this used oil management activity.

4. **Used Oil Fuel Marketer:** If you market off-specification used oil directly to a burner, mark an "X" in box 1a. If you are the first to claim the used oil meets the used oil specification established in 40 CFR 279.11, mark an "X" in box 1b. If either of these boxes is marked, you must also notify (or have previously notified) as a used oil transporter, used oil processor/re-refiner, or off-specification used oil fuel burner, unless you are a used oil generator. (Used oil generators are not required to notify.)

Note: *A subsequent notification is required when the type of regulated waste activity changes.*

Item IX -- Description of Hazardous Wastes:

Note: *Only persons involved in hazardous waste activities (Item VIII.A.) need to complete this item. Hazardous waste transporters requesting an EPA Identification Number do not need to complete this item, but must sign the "Certification" in Item X.*

You will need to refer to 40 CFR Part 261 in order to complete this Item. Part 261 identifies those solid wastes that EPA defines as hazardous and regulates under RCRA. If you need help completing this section, please contact the appropriate addressee for your State as listed in Section IV.C. of this booklet.

A. **Listed Hazardous Wastes:** If you handle hazardous wastes that are listed in 40 CFR Part 261, Subpart D, enter the appropriate 4-digit code(s) in the boxes provided.

Note: *If you handle more than 12 listed hazardous wastes, please continue listing the hazardous waste codes on the extra sheet provided at the end of this booklet. If you have more waste codes than will fit on the notification and the additional sheet, feel free to photocopy the additional sheet and use that as well. Attach any additional sheets to the rest of EPA Form 8700-12 before mailing it to the appropriate EPA Regional or State office.*

B. Characteristic Hazardous Wastes: If you handle hazardous wastes that are not listed in 40 CFR Part 261, Subpart D, but do exhibit a characteristic of hazardous waste as defined in 40 CFR Part 261, Subpart C, you should describe these wastes by the EPA hazardous waste number for the characteristic. Place an "X" in the box next to the characteristic of the wastes that you handle. If you mark "4. Toxicity Characteristic," please list the specific EPA hazardous waste number(s) for the specific contaminant(s) in the box(es) provided. Refer to Section VII to determine the appropriate hazardous waste number(s).

Note: *If you handle more than four Toxicity Characteristic (TC) hazardous wastes, please continue listing the hazardous waste codes on the extra sheet provided at the end of this booklet. If you have more TC waste codes than will fit on the notification and the additional sheet, feel free to photocopy the additional sheet and use that as well. Attach any additional sheets to the rest of EPA Form 8700-12 before mailing it to the appropriate EPA Regional or State office.*

C. Other Wastes: If you handle other wastes or State-regulated wastes that have a waste code, enter the appropriate code(s) in the boxes provided.

Item X -- Certification:

This certification must be signed by the owner, operator, or an authorized representative of your installation. An "authorized representative" is a person responsible for the overall operation of the installation (i.e., a plant manager or superintendent, or a person of equal responsibility). *All notifications must include this certification to be complete.*

Item XI -- Comments:

Use this space for any additional comments and attach additional sheets, if necessary.

VI. Definitions

The following definitions are included to help you to understand and complete EPA Form 8700-12:

Act or RCRA means the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended by the Hazardous and Solid Waste Amendments of 1984, 42 U.S.C. Section 6901 *et seq.*

Authorized Representative means the person responsible for the overall operation of the installation or an operational unit (i.e., part of an installation), e.g., superintendent or plant manager, or person of equivalent responsibility.

Boiler means an enclosed device using controlled flame combustion and having the following characteristics:

1. The unit has physical provisions for recovering and exporting energy in the form of steam, heated fluids, or heated gases;

2. The unit's combustion chamber and primary energy recovery section(s) are of integral design (i.e., they are physically formed into one manufactured or assembled unit);

3. The unit continuously maintains an energy recovery efficiency of at least 60 percent, calculated in terms of the recovered energy compared with the thermal value of the fuel;

4. The unit exports and utilizes at least 75 percent of the recovered energy, calculated on an annual basis (excluding recovered heat used internally in the same unit, for example, to preheat fuel or combustion air or drive fans or feedwater pumps); or

5. The unit is one which the Regional Administrator has determined, on a case-by-case basis, to be a boiler, after considering the standards in 40 CFR 260.32.

Disposal means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste or hazardous waste into or on any land or water so that such solid waste or hazardous waste or any constituent thereof may enter the environment or be emitted into the air or discharged into any waters, including ground waters.

EPA Identification (ID) Number means the number assigned by EPA to each hazardous waste generator, hazardous waste transporter, and treatment, storage, or disposal installation; large quantity handler of universal wastes; used oil transporter, used oil processor/re-refiner, off-specification used oil fuel burner, and used oil fuel marketer.

Hazardous Waste means a hazardous waste as defined in 40 CFR 261.3.

Hazardous Waste Generator means any person, by site, whose act or process produces hazardous waste identified or listed in 40 CFR Part 261.

Hazardous Waste Storage means the holding of hazardous waste for a temporary period, at the end of which the hazardous waste is treated, disposed of, or stored elsewhere.

Hazardous Waste Transporter means a person engaged in the off-site transportation of hazardous waste by air, rail, highway, or water.

Hazardous Waste Treatment means any method, technique, or process, including neutralization, designed to change the physical, chemical, or biological character or composition of any hazardous waste so as to neutralize such hazardous waste, or so as to recover energy or material resources from the hazardous waste, or so as to render such hazardous waste nonhazardous, or less hazardous; safer to transport, store or dispose of; or amenable for recovery, amenable for storage, or reduced in volume. Such term includes any activity or processing designed to change the physical form or composition of hazardous waste so as to render it nonhazardous.

Industrial Furnace means any of the following enclosed devices that are integral components of manufacturing processes and that use thermal treatment to accomplish recovery of materials or energy: cement kilns; lime kilns; aggregate kilns; phosphate kilns; coke ovens; blast furnaces; smelting, melting and refining furnaces; titanium dioxide chloride process oxidation reactors; methane reforming furnaces; pulping liquor recovery furnaces; combustion devices used in the recovery of sulfur values from spent sulfuric acid; halogen acid furnaces, as defined under industrial furnace in 40 CFR 260.10; and such other devices as the Administrator may add to this list.

Installation means the physical plant or location at which one or more of the following regulated waste activities occurs: the generation, transportation, treatment, storage, or disposal of hazardous wastes; the storage of hazardous wastes before they are recycled; the accumulation of 5,000 kg or more of universal wastes; and the transportation (and temporary storage during transportation), processing/re-refining, burning, or marketing of used oil. An installation may consist of several treatment, storage, or disposal operational units. (For entities that only transport regulated wastes, the term installation refers to the headquarters of that entity's operations.)

Large Quantity Handler of Universal Waste means a universal waste handler (as defined in 40 CFR 273.6) who accumulates 5,000 kilograms or more total of universal waste (batteries, pesticides, or thermostats, collectively) at any time. This designation is retained through the end of the calendar year in which 5,000 kilograms or more of universal wastes are accumulated.

Municipality means a city, village, town, borough, county, parish, district, association, Indian tribe or authorized Indian tribal organization, designated and approved management agency under Section 208 of the Clean Water Act, or any other public body created by or under State law and having jurisdiction over disposal of sewage, industrial wastes, or other wastes.

Off-Specification Used Oil Burner means an installation where used oil not meeting the specification requirements in 40 CFR 279.11 (off-specification used oil) is burned for energy recovery in devices identified in Section 279.61(a).

Off-Specification Used Oil Fuel means used oil fuel that does not meet the specification provided under 40 CFR 279.11.

On-Specification Used Oil Fuel means used oil fuel that meets the specification provided under 40 CFR 279.11.

Operator means the person responsible for the overall operation of an installation.

Owner means a person who owns an installation or part of an installation, including the property owner.

Small Quantity On-Site Burner Exemption means that persons who burn small quantities of hazardous waste in an on-site boiler or industrial furnace, in accordance with 40 CFR 266.108, are conditionally exempt from regulation for that activity.

Smelting, Melting, and Refining Furnace Exemption means that, under 40 CFR 266.100(c), owners or operators of smelting, melting, and refining furnaces that process hazardous wastes solely for metals recovery are conditionally exempt from regulation, except for 40 CFR 266.101 and 266.112, provided they comply with limited requirements set forth in Section 266.100(c). Similarly, 40 CFR 266.100(f) provides that owners or operators of smelting, melting and refining furnaces that process hazardous wastes for the recovery of precious metals are conditionally exempt from regulation, except for 40 CFR 266.112, provided they comply with limited requirements specified in Section 266.100(f).

Underground Injection Control means the subsurface emplacement of fluids through a bored, drilled or driven well; or through a dug well, where the depth of the dug well is greater than the largest surface dimension. Underground injection wells are regulated under both the Safe Drinking Water Act and the Resource Conservation and Recovery Act (see 40 CFR Part 148).

Used Oil means any oil that has been refined from crude oil, or any synthetic oil, that has been used, and as a result of such use, is contaminated by physical or chemical impurities.

Used Oil Fuel Marketer means any person who conducts either of the following activities:

1. Directs a shipment of off-specification used oil from their installation to an off-specification used oil burner; or

2. First claims that used oil that is to be burned for energy recovery meets the used oil fuel specifications set forth in 40 CFR 279.11.

Used Oil Management Activities, for the purposes of EPA Form 8700-12, include used oil transportation; used oil processing and re-refining; burning off-specification used oil fuel; and used oil fuel marketing.

Used Oil Processing means chemical or physical operations designed to produce from used oil, or to make used oil more amenable for production of, fuel oils, lubricants, or other used oil-derived products. Processing includes, but is not limited to: blending used oil with virgin petroleum products, blending used oils to meet the fuel specification, filtration, simple distillation, chemical or physical separation, and re-refining.

Used Oil Processor means an installation that processes on- or off-specification used oil.

Used Oil Re-Refiner means an installation that produces lubricating oils and greases, industrial fuel, asphalt extender, gasoline, and other products from on- or off-specification used oil.

Used Oil Transfer Facility means any transportation-related facility, including loading docks, parking areas, storage areas, and other areas where shipments of used oil are held for more than 24 hours during the normal course of transportation and not longer than 35 days. Transfer facilities that store used oil for more than 35 days are subject to regulation under 40 CFR Part 279, Subpart F.

Used Oil Transporter means any person who transports used oil, any person who collects used oil from more than one generator and transports the collected oil, and owners and operators of used oil transfer facilities. Used oil transporters may consolidate or aggregate loads of used oil for purposes of transportation but, with the following exception, may not process used oil. Used oil transporters may conduct incidental processing operations that occur in the normal course of used oil transportation (e.g., settling and water separation), but that are not designed to produce (or make more amenable for production of) used oil-derived products or used oil fuel.

VII. EPA Hazardous Waste Numbers for Waste Streams Commonly Generated by Small Quantity Generators

EPA recognizes that generators of small quantities of hazardous waste, many of which are small businesses, may not be familiar with the manner in which hazardous waste materials are identified in the Code of Federal Regulations. In order to aid small quantity generators in determining the EPA Hazardous Waste Numbers for their hazardous wastes that are needed to complete EPA Form 8700-12, two appendices are enclosed.

Appendix 1 lists 18 general industry categories that contain small quantity generators. For each of these categories, commonly generated hazardous wastes are identified. Appendix 2 lists EPA Hazardous Waste Numbers for each hazardous waste stream identified in Appendix 1.

To use these appendices:

1. Locate your industry in Appendix 1 to identify the hazardous waste streams common to your activities.

2. Find each of your hazardous waste streams in Appendix 2, and review the more detailed descriptions of typical hazardous wastes to determine which hazardous waste streams actually result from your activities.

3. If you determine that a hazardous waste stream does apply to you, report the 4-digit EPA Hazardous Waste Number in Item IX.B. of EPA Form 8700-12, "Notification of Regulated Waste Activity."

The industries and hazardous waste streams described here do not provide a comprehensive list but rather serve as a guide to potential small quantity generators in determining which of their solid wastes, if any, are hazardous. Except for the pesticide category, this insert does not include EPA Hazardous Waste Numbers for commercial chemical products that are hazardous when discarded unused. These chemicals and their EPA Hazardous Waste Numbers are listed in 40 CFR 261.33.

If the specific Hazardous Waste Number that should be applied to your hazardous waste stream is unclear, please refer to 40 CFR Part 261. *Copies of Part 261 and other EPA regulations in 40 CFR are available at most libraries and on EPA's Web Site at:* *www.epa.gov/docs/epacfr40/chapt-I.info/subch-I/*

In those cases where more than one Hazardous Waste Number is applicable, all should be used. If you have any questions, or if you are unable to determine the proper EPA Hazardous Waste Numbers for your hazardous wastes, contact your State hazardous waste management agency as listed in Section IV of this booklet, or the RCRA, Superfund, and EPCRA Hotline at 1-800-424-9346 (or in the Washington, D.C. area at (703) 412-9810).

Appendix 1
Typical Hazardous Waste Streams Produced by Small Quantity Generators

LABORATORIES
Acids/Bases, Heavy Metals/Inorganics, Ignitable Wastes, Reactives, Solvents

PRINTING AND ALLIED INDUSTRIES
Acids/Bases, Heavy Metals/Inorganics, Ink Sludges, Spent Plating Wastes, Solvents

PESTICIDE END USERS AND APPLICATION
Heavy Metals/Inorganics, Services, Pesticides, Solvents

CONSTRUCTION
Acids/Bases, Ignitable Wastes, Solvents

EQUIPMENT REPAIR
Acids/Bases, Ignitable Wastes, Lead Acid Batteries, Solvents

FURNITURE/WOOD MANUFACTURING & REFINISHING
Ignitable Wastes, Solvents

OTHER MANUFACTURING (textiles, plastics, leather)
Heavy Metals/Inorganics, Solvents

LAUNDRIES AND DRY CLEANERS
Dry Cleaning Filtration Residues, Solvents

EDUCATIONAL AND VOCATIONAL SHOPS
Acids/Bases, Ignitable Wastes, Pesticides, Reactives, Solvents

BUILDING CLEANING AND MAINTENANCE
Acids/Bases, Solvents

VEHICLE MAINTENANCE
Acids/Bases, Heavy Metals/Inorganics, Ignitable Wastes, Lead Acid Batteries, Solvents

WOOD PRESERVING
Preserving Agents

MOTOR FREIGHT TERMINALS AND RAILROAD
Acids/Bases, Transportation, Heavy Metals/Inorganics, Ignitable Wastes, Lead Acid Batteries, Solvents

FUNERAL SERVICES
Solvents (formaldehyde)

METAL MANUFACTURING
Acids/Bases, Cyanide Wastes, Heavy Metals/Inorganics, Ignitable Wastes, Reactives, Solvents, Spent Plating Wastes

CHEMICAL MANUFACTURERS
Acids/Bases, Cyanide Wastes, Heavy Metals/Inorganics, Ignitable Wastes, Reactives, Solvents

CLEANING AGENTS AND COSMETICS
Acids/Bases, Heavy Metals/Inorganics, Ignitable Wastes, Pesticides, Solvents

FORMULATORS
Acids/Bases, Cyanide Wastes, Heavy Metals/Inorganics, Ignitable Wastes, Pesticides, Reactives, Solvents

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Appendix 2
Typical Hazardous Waste Streams and EPA Hazardous Waste Numbers

ACIDS/BASES:

Acids, bases or mixtures having a pH less than or equal to 2 or greater than or equal to 12.5, or liquids that corrode steel at a rate greater than 0.25 inches per year, are considered to be corrosive (for a complete description of corrosive wastes, see 40 CFR 261.22, Characteristic of Corrosivity). All corrosive materials and solutions have the EPA Hazardous Waste Number D002. The following are some examples of the more commonly used corrosives:

Examples of Corrosive Waste Streams	
Acetic Acid	Oleum
Ammonium Hydroxide	Perchloric Acid
Chromic Acid	Phosphoric Acid
Hydrobromic Acid	Potassium Hydroxide
Hydrochloric Acid	Sodium Hydroxide
Hydrofluoric Acid	Sulfuric Acid
Nitric Acid	

DRY CLEANING FILTRATION RESIDUES:

Cooked powder residue (perchloroethylene plants only), still residues and spent cartridge filters containing perchloroethylene or valclene are hazardous and have an EPA Hazardous Waste Number of F002. Still residues containing petroleum solvents with a flash point less than 140F are also considered hazardous, and have an EPA Hazardous Waste Number of D001.

HEAVY METALS/INORGANICS:

Heavy Metals and other inorganic waste materials exhibit the characteristic of TCLP Toxicity and 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 261.24, Table 1. This may include dusts, solutions, wastewater treatment sludges, paint wastes, waste inks, and other such materials which contain heavy metals/inorganics (note that wastewater treatment sludges from electroplating operations containing nickel and cyanide are identified as F006). The following are TCLP Toxic:

Waste Stream	EPA Hazardous Waste Number
Arsenic	D004
Barium	D005
Cadmium	D006
Chromium	D007
Lead	D008
Mercury	D009
Selenium	D010
Silver	D011

Appendix 2 (continued)

IGNITABLE WASTES:

Ignitable wastes include any flammable liquids, non-liquids, and contained gases that have a flashpoint less than 140F (for a complete description of ignitable wastes, see 40 CFR 261.21, Characteristic of Ignitability). Examples are spent solvents (see also solvents), solvent still bottoms, ignitable paint wastes (paint removers, brush cleaners and stripping agents), epoxy resins and adhesives (epoxies, rubber cements and marine glues), and waste inks containing flammable solvents. Unless otherwise specified, all ignitable wastes have an EPA Hazardous Waste Number of D001.

Some commonly used ignitable compounds are:

Waste Stream	EPA Hazardous Waste Number
Acetone	F003
Benzene	D001
n-Butyl Alcohol	F003
Chlorobenzene	F002
Cychlohexanone	F003
Ethyl Acetate	F003
Ethylbenzene	F003
Ethyl Ether	F003
Ethylene Dichloride	D001
Methanol	F003
Methyl Isobutyl Ketone	F003
Petroleum Distillates	D001
Xylene	F003

INK SLUDGES CONTAINING CHROMIUM AND LEAD:

This includes solvent washes and sludges, caustic washes and sludges, or 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 an EPA Hazardous Waste Number of K086.

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 per month, nor do they require a hazardous waste manifest when shipped off your premises. (Note: Special requirements do apply if you recycle your batteries on your own premises -- see 40 CFR 266.80.)

Waste Stream	EPA Hazardous Waste Number
Lead Dross	D008
Spent Acids	D002
Lead Acid Batteries	D008, D002

Appendix 2 (continued)

ORGANIC WASTES:

See 40 CFR 261.24, Table 1 - Maximum Concentration of Contaminants for the Toxicity Characteristic, for a list of constituents and regulatory levels.

PESTICIDES:

Pesticides, pesticide residues, washing and rinsing solutions and dips which contain constituent concentrations at or above Toxicity Characteristic regulatory levels (see 40 CFR 261.24) are hazardous waste. Pesticides that have an oral LD50 toxicity (rat) < 50 mg/kg, inhalation LC50 toxicity (rat) < 2 mg/L or a dermal LD 50 toxicity (rabbit) < 200 mg/kg, are hazardous materials. The following pesticides would be hazardous waste if they are technical grade, unused and disposed. For a more complete listing, see 40 CFR 261.32-33 for specific listed pesticides, discarded commercial chemical products, and other wastes, wastewaters, sludges, and by-products from pesticide production.

(Note that while many of these pesticides are no longer in common use, they are included here for those cases where they may be found in storage.)

Waste Stream	EPA Hazardous Waste Number
Aldicarb	P070
Aldrin	P004
Amitrole	U011
Arsenic Pentoxide	P011
Arsenic Trioxide	P012
Cacodylic Acid	U136
Carbamic Acid, Methylnitroso-Ethyl Ester	U178
Chlordane	U036
Copper Cyanides	P029
1,2-Dibromo-3-Chloropropane	U066
1,2-Dichloropropane	U083
1,3-Dichloropropene	U084
2,4-Dichlorophenoxy Acetic Acid	U240
DDT	U061
Dieldrin	P037
Dimethoate	P044
Dimethylcarbamoyl Chloride	U097
Dinitrocresol	P047
Dinoseb	P020
Disodium Monmomethane arsonate	D004
Disulfoton	P039
Endosulfan	P050
Endrin	P051
Ethylmercuric Chloride	D009
Famphur	P097
Nepthachlor	P059
Hexachlorobenzene	U127
Kepone	U142

Appendix 2 (continued)

Waste Stream	EPA Hazardous Waste Number
Lindane	U129
2-Methoxy Mercuric Chloride	D009
Methoxychlor	D014
Methyl Parathion	P071
Monosodium Methanearsonate	D004
Nicotine	P075
Parathion	P089
Pentachloronitrobenzene	U185
Pentachlorophenol	U242
Phenylmercuir Acetate	D009
Phorate	P094
Strychnine	P108
2,4,5-Trichlorophenoxy Acetic Acid	U232
2-(2,4,5-Trichlorophenoxy)-Propionic Acid	U233
Thallium Sulfate	P115
Thiram	U244
Toxaphene	P123
Warfarin	U248

SOLVENTS:

Spent solvents, solvent still bottoms or mixtures containing solvents are often hazardous. This includes solvents used in degreasing and paint-brush cleaning, and distillation residues from reclamation. The following are some commonly used hazardous solvents (see also Ignitable Wastes for other hazardous solvents, and 40 CFR 261.31 for most listed hazardous waste solvents):

Waste Stream	EPA Hazardous Waste Number
Benzene	D001
Carbon Disulfide	F005
Carbon Tetrachloride	F001
Chlorobenzene	F002
Cresols	F004
Cresylic Acid	F004
O-Dichlorobenzene	F002
Ethanol	D001
Ethylene Dichloride	D001
Isobutanol	F005
Isopropanol	D001
Kerosene	D001
Methyl Ethyl Ketone	F005
Methylene Chloride	F001(Sludges) F002(Still Bottoms)
Naphtha	D001
Nitrobenzene	F004

Appendix 2 (continued)

Waste Stream	EPA Hazardous Waste Number
Petroleum Solvents (Flash-point less than 140F)	D001
Pyridine	F005
1, 1, 1-Trichloroethane	F001(Sludges) F002(Still Bottoms)
Tetrachloroethylene	F001(Sludges) F002(Still Bottoms)
Toluene	F005
Trichloroethylene	F001(Sludges) F002(Still Bottoms)
Trichlorofluoromethane	F002
Trichlorotrifluoroethane	F002
White Spirits	D001

REACTIVES:

Reactive wastes include reactive materials or mixtures which 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 irritated or heated (for a complete description of reactive wastes, see 40 CFR 261.23, Characteristic of Reactivity). Unless otherwise specified, all reactive wastes have an EPA Hazardous Waste Number of D003. The following materials are commonly considered to be reactive:

Waste Stream	EPA Hazardous Waste Number
Acetyl Chloride	D003
Chromic Acid	D003
Cyanides	D003
Organic Peroxides	D003
Perchlorates	D003
Permanganates	D003
Hypochlorites	D003
Sulfides	D003

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 are generally Hazardous Waste Numbers F006-F009. Heat treatment wastes are generally Hazardous Waste Numbers F010-F012. See 40 CFR 261.31 for a more complete description of plating wastes.

Appendix 2 (continued)

WOOD PRESERVING AGENTS:

Compounds or mixtures used in wood preserving, including the wastewater treatment sludge from wastewater treatment operations, are considered hazardous wastes. Bottom sediment sludges from the treatment of wastewater from wood preserving processes that use creosote or pentachlorophenol are hazardous, and have an EPA Hazardous Waste Number of K001. In addition, wastewaters, process residuals, preservative drippage, and spent formulations from certain wood preserving processes are also hazardous wastes and carry EPA Hazardous Waste Numbers F032, F034 or F035, depending on the contaminants they contain. Unless otherwise indicated, specific wood preserving components are as follows:

Waste Stream	EPA Hazardous Waste Number(s)
Chromated Copper Arsenate	D004, F035
Creosote	K001, F034
Pentachlorophenol	K001, F032

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Please refer to Section V. Line-by-Line Instructions for Completing EPA Form 8700-12 before completing this form. The information requested here is required by law (Section 3010 of the *Resource Conservation and Recovery Act*).

Notification of Regulated Waste Activity

EPA United States Environmental Protection Agency

Date Received (For Official Use Only)

I. Installation's EPA ID Number *(Mark 'X' in the appropriate box)*

☐ A. Initial Notification ☐ B. Subsequent Notification *(Complete item C)*

C. Installation's EPA ID Number

II. Name of Installation *(Include company and specific site name)*

III. Location of Installation *(Physical address not P.O. Box or Route Number)*

Street

Street *(Continued)*

City or Town | State | Zip Code

County Code | County Name

IV. Installation Mailing Address *(See instructions)*

Street or P.O. Box

City or Town | State | Zip Code

V. Installation Contact *(Person to be contacted regarding waste activities at site)*

Name *(Last)* | *(First)*

Job Title | Phone Number *(Area Code and Number)*

VI. Installation Contact Address *(See instructions)*

A. Contact Address Location ☐ Mailing ☐ | B. Street or P.O. Box

City or Town | State | Zip Code

VII. Ownership *(See instructions)*

A. Name of Installation's Legal Owner

Street, P.O. Box, or Route Number

City or Town | State | Zip Code

Phone Number *(Area Code and Number)* | B. Land Type | C. Owner Type | D. Change of Owner Indicator Yes ☐ No ☐ | Date Changed Month Day Year

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VIII. Type of Regulated Waste Activity *(Mark 'X' in the appropriate boxes. Refer to Instructions)*

A. Hazardous Waste Activities

1. Generator (See Instructions)
   - ☐ a. Greater than 1000kg/mo (2,200 lbs.)
   - ☐ b. 100 to 1000 kg/mo (220-2,200 lbs.)
   - ☐ c. Less than 100 kg/mo (220 lbs)
2. Transporter (Indicate Mode in boxes 1-5 below)
   - ☐ a. For own waste only
   - ☐ b. For commercial purposes

Mode of Transportation
- ☐ 1. Air
- ☐ 2. Rail
- ☐ 3. Highway
- ☐ 4. Water
- ☐ *5. Other - specify*

☐ 3. Treater, Storer, Disposer (at installation) Note: A permit is required for this activity, see instructions.

4. Exempt Boiler and/or Industrial Furnace
   - ☐ a. Smelting, Melting, and Refining Furnace Exemption
   - ☐ b. Small Quantity On-Site Burner Exemption

☐ 5. Underground Injection Control

B. Universal Waste Activity

☐ Large Quantity Handler of Universal Waste

C. Used Oil Management Activities

1. Used Oil Transporter/Transfer Facility - Indicate Type(s) of Activity(ies)
   - ☐ a. Transporter
   - ☐ b. Transfer Facility
2. Used Oil Processor/Re-refiner - Indicate Type(s) of Activity(ies)
   - ☐ a. Processor
   - ☐ b. Re-refiner

☐ 3. Off-Specification Used Oil Burner

4. Used Oil Fuel Marketer
   - ☐ a. Marketer Who Directs Shipment of Off-Specification Used Oil to Used Oil Burner
   - ☐ b. Marketer Who First Claims the Used Oil Meets the Specifications

IX. Description of Hazardous Wastes *(Use additional sheets if necessary)*

A. Listed Hazardous Wastes. *(See 40 CFR 261.31 - 33; See instructions if you need to list more than 12 waste codes.)*

1	2	3	4	5	6
7	8	9	10	11	12

B. Characteristics of Nonlisted Hazardous Wastes. *(Mark 'X' in the boxes corresponding to the characteristics of nonlisted hazardous wastes your installation handles; See 40 CFR Parts 261.20 - 261.24; See instructions if you need to list more than 4 toxicity characteristic waste codes.)*

1. Ignitable *(D001)*	2. Corrosive *(D002)*	3. Reactive *(D003)*	4. Toxicity Characteristic	(List specific EPA hazardous waste number(s) for the Toxicity Characteristic contaminant(s)) 1	2	3	4

C. Other Wastes. *(State-regulated or other wastes requiring a handler to have an I.D. number; See instructions.)*

1	2	3	4	5	6

X. Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature	Name and Official Title *(Type or print)*	Date Signed

XI. Comments

Note: Mail completed form to the appropriate EPA Regional or State Office. *(See Section IV of the booklet for addresses.)*

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IX. Description of Hazardous Wastes *(Continued; Additional Sheet)*

A. Listed Hazardous Wastes. *(See 40 CFR 261.31 - 33; Use this page only if you need to list more than 12 waste codes.)*

13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48
49	50	51	52	53	54
55	56	57	58	59	60
61	62	63	64	65	66
67	68	69	70	71	72
73	74	75	76	77	78
79	80	81	82	83	84
85	86	87	88	89	90
91	92	93	94	95	96

B. Toxicity Characteristic Hazardous Wastes. *(See 40 CFR 261.24; Use this page only if you need to list more than 4 waste codes.)*

5	6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22

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