



# OFFICE OF LAND QUALITY HAZARDOUS WASTE ANNUAL MANIFEST /BIENNIAL REPORT *ELECTRONIC REPORTING INSTRUCTIONS*

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All Annual Manifest or Biennial Reports should be submitted electronically. Submitters should use the Easitrak software application provided by American Resource Management. This web based version allows you to create your forms, save and modify them as needed, and then send them to the state.

Submitters who have their own system and can create flat files may use the approved flat file format to create files from their own database. Contact [olqregulatoryreporting@idem.in.gov](mailto:olqregulatoryreporting@idem.in.gov) to request a copy of the flat file specifications.

## **STEPS OF ELECTRONIC REPORTING**

- ◆ Submit information in Easitrak for reporting year
- ◆ Print and sign Declaration of Electronic Filing from Reports tab
- ◆ Fill out, date and sign Handler ID form (hard copy)
- ◆ Send Handler ID form and Declaration of Electronic Filing in **HARD COPY** to address provided page 2 of Handler ID form

## **QUESTIONS**

If you need to make corrections after the report is sent, contact Yuliia Sheron to request that your report be unlocked.

317-233-0066; [olqregulatoryreporting@idem.in.gov](mailto:olqregulatoryreporting@idem.in.gov)  
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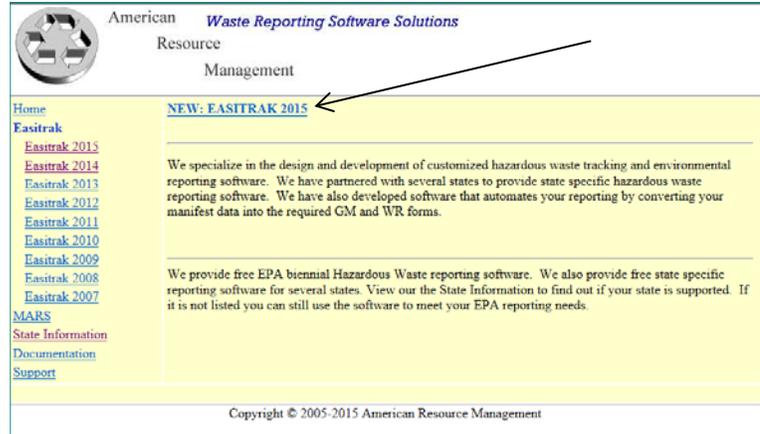
Indiana Dept of Environmental Management  
Office of Land Quality; Regulatory Reporting Section  
100 North Senate Avenue, Room 1101  
Indianapolis, IN 46204-2251

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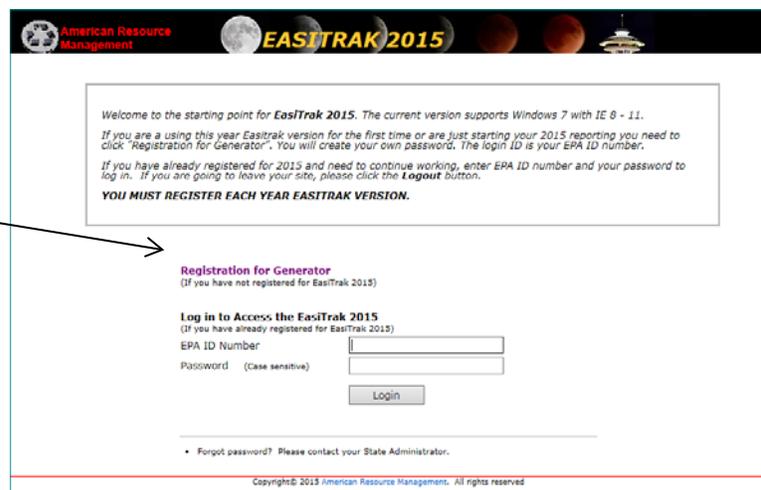
## SIGNING INTO ARM EASITRAK

- Go to [www.arminc.net](http://www.arminc.net)
- Then select the current report year.



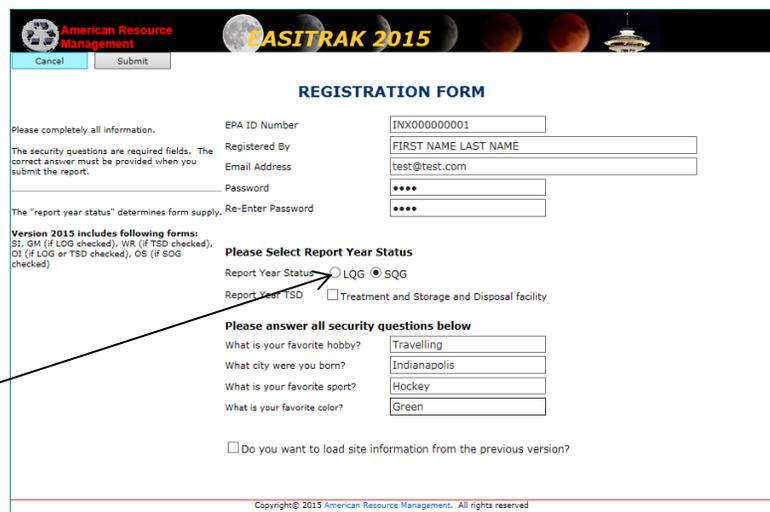
## REGISTRATION

- You must register as a new generator user and create a new password every year.
- The password is case sensitive



## SECURITY QUESTIONS

- The system will ask you to create answers to four security questions. One of these will be asked before you can submit the data. The answers to the security questions are case sensitive



## REPORT YEAR STATUS

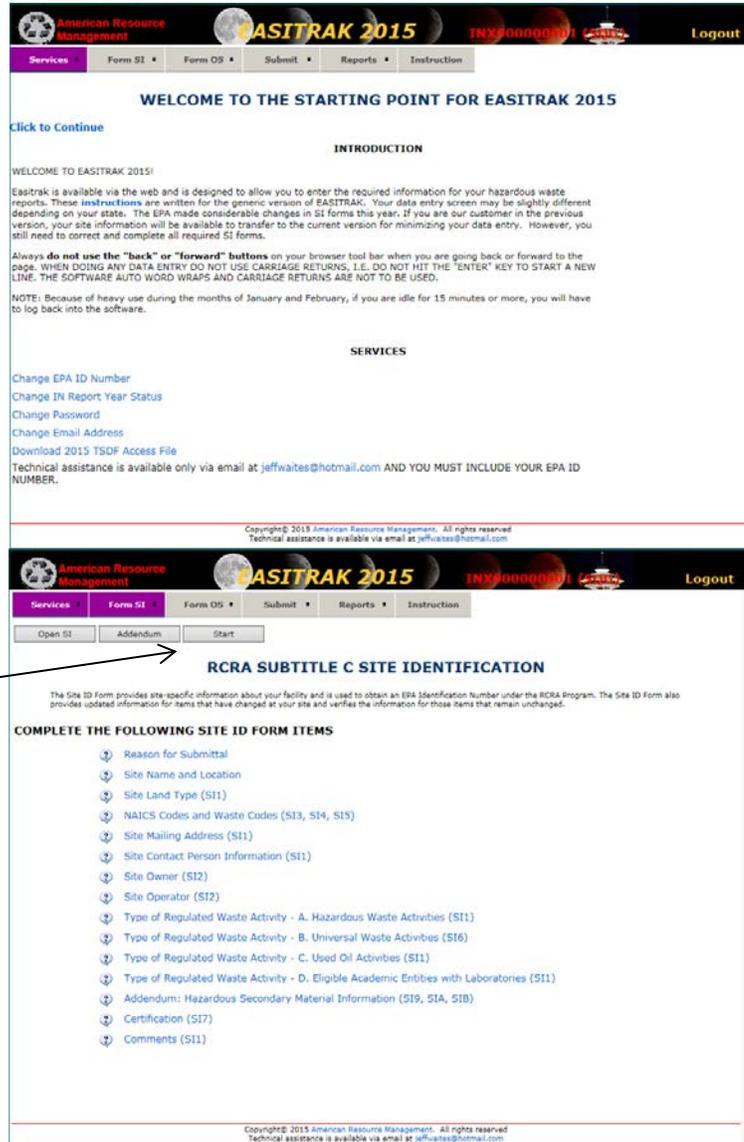
- The generator status you select when you register as a new user should be your status during the report year

## WELCOME PAGE

- Welcome Page offers overview about Easitrak and provides access to your forms' tabs
- Navigate to each tab and fill out corresponding forms.
- Submit your report on Submit tab
- Print out Declaration of Electronic Filing from Reports tab

## FORM SI

- Start your report by filing out all sections of the SI form
- After you complete and save SI form, all question marks should turn into green checkmarks 



The image shows two screenshots of the EASITRAK 2015 web application. The top screenshot is the 'WELCOME TO THE STARTING POINT FOR EASITRAK 2015' page. It features a navigation menu with 'Services', 'Form SI', 'Form OS', 'Submit', 'Reports', and 'Instruction'. The main content area includes an 'INTRODUCTION' section with instructions on how to use the system, a 'SERVICES' section with links like 'Change EPA ID Number' and 'Change IN Report Year Status', and a footer with copyright information. The bottom screenshot is the 'RCRA SUBTITLE C SITE IDENTIFICATION' form. It has a navigation menu with 'Services', 'Form SI', 'Form OS', 'Submit', 'Reports', and 'Instruction'. Below the menu are buttons for 'Open SI', 'Addendum', and 'Start'. The main content area is titled 'COMPLETE THE FOLLOWING SITE ID FORM ITEMS' and lists 13 items, each with a question mark icon: Reason for Submittal, Site Name and Location, Site Land Type (S11), NAICS Codes and Waste Codes (S13, S14, S15), Site Mailing Address (S11), Site Contact Person Information (S11), Site Owner (S12), Site Operator (S12), Type of Regulated Waste Activity - A. Hazardous Waste Activities (S11), Type of Regulated Waste Activity - B. Universal Waste Activities (S16), Type of Regulated Waste Activity - C. Used Oil Activities (S11), Type of Regulated Waste Activity - D. Eligible Academic Embbles with Laboratories (S11), Addendum: Hazardous Secondary Material Information (S19, S1A, S1B), Certification (S17), and Comments (S11). A footer with copyright information is also present.

## WASTE REPORTING FORMS

- Required forms' tabs will be created automatically, based on the report status that you select during registration

## FORM OS

- Describes off-site shipment(s) of hazardous wastes that took place during reporting year
- Start filling out the form by clicking “Add OS” button

The screenshot shows the top navigation bar of the EASITRAK 2015 application. The header includes the American Resource Management logo, the text 'EASITRAK 2015', the user ID 'INX000000001 (SITE)', and a 'Logout' link. Below the header is a menu with options: 'Services', 'Form SI', 'Form OS', 'Submit', 'Reports', and 'Instruction'. The 'Form OS' option is highlighted. Below the menu are two buttons: 'Open OS' and 'Add OS'. An arrow points from the 'Add OS' button to the text 'Start filling out the form by clicking “Add OS” button' in the instructions above. To the right of the buttons is a 'Page range' field showing '0 - 0' and a 'Search' button. The main content area is titled 'OFF-SITE SHIPMENT' and contains a paragraph explaining that Form OS is for reporting off-site shipment activity and is divided into three sections: 1) waste description and EPA waste codes; 2) off-site shipment information; and 3) transporters. It also states 'OS pages 0 - 0 of total 0'. At the bottom, there is a copyright notice: 'Copyright© 2015 American Resource Management. All rights reserved. Technical assistance is available via email at jeffvaites@hotmail.com'.

- After filling out Waste description and waste codes, click on the “Save” button

The screenshot shows the 'OFF-SITE SHIPMENT (OS FORM)' page. The header is the same as in the previous screenshot. Below the header are 'Save' and 'Close' buttons. The main content area is titled 'OFF-SITE SHIPMENT (OS FORM)' and includes a 'NEW PAGE' section with instructions: 'Click the Save button to generate the section 1. Section 2 and 3 only can be added after the section 1 was generated.' The form is divided into three sections: 'Section 1: Waste Code Information', 'Section 2: Off-Site Information', and 'Section 3: Transporters'. Section 1 is further divided into 'A. Waste Description' and 'B. EPA Hazardous Waste Code (Select up to 7 waste code)'. There are two callout boxes with instructions: one pointing to the 'A. Waste Description' field with the text: 'Only one waste stream should be reported on each OS form', 'Include a clear, simple description of the waste as well as the DOT description.', and 'Box 9 on the manifest'; and another pointing to the 'B. EPA Hazardous Waste Code' field with the text: 'If this is not a RCRA waste the waste should not be reported.', and 'Box 13 on the manifest.' At the bottom, there is a copyright notice: 'Copyright© 2015 American Resource Management. All rights reserved.'.

- Click on the “New Sec 2” button to fill out Off-site shipment information

- Fill out Off site information and click “Save”.

- ◆ Gallons must be converted to pounds.
- ◆ Box 11 & 12 on the manifest.

- ◆ The off site facility should be a permitted TSD.
- ◆ The total amount of each unique waste stream shipped to each TSD for the year should be totaled & entered on one line.
- ◆ Do NOT enter a separate line for each shipment.
- ◆ Box 8 on the manifest.

- ◆ These have changed. See code list for details
- ◆ This is the code used by the TSD who took your waste, NOT the final disposition of the waste.
- ◆ If the waste went to a different management code at the same TSD enter a new line.
- ◆ Box 19 on the manifest. If not there,

- Similarly, fill out Transporter information and click “Save”.

- ◆ Don't forget this section.
- ◆ The transporter must have a valid ID #
- ◆ Box 6 & 7 on the manifest.

- When you complete entering data for your waste stream, click “Save”

- Add as many OS forms as many unique waste streams you had during reporting year

**FORM WG (Annual Manifest Report for TSD facilities only)**

## FORM GM

- Navigate to the “Form GM” tab and click “Add GM”

The screenshot shows the top navigation bar of the EASITRAK 2015 application. The 'Form GM' tab is selected and highlighted in purple. Below the navigation bar, there are buttons for 'Open GM' and 'Add GM'. The 'Add GM' button is highlighted with a red arrow. The page title is 'WASTE GENERATION AND MANAGEMENT'. Below the title, there is a brief description of the GM form and its sections. At the bottom, there is a copyright notice for American Resource Management.

- Fill out Section 1 of the GM form and click on “Submit”

The screenshot shows the 'SECTION 1 (GM 1-3): HAZARDOUS WASTE IDENTIFICATION' form. The form includes several fields and callout boxes:

- A. Waste Description:** A text input field with a callout box stating: "Only one waste stream should be reported on each GM form" and "Box 9 on the manifest."
- B. EPA Hazardous Waste Code (GM2):** A dropdown menu with a callout box stating: "Non RCRA waste should not be reported." and "Box 13 on the manifest."
- C. State Hazardous Waste Code (not available):** A dropdown menu showing "There are no Indiana waste codes".
- D. Source Code:** A dropdown menu with a callout box stating: "See notes below."
- E. Form Code:** A dropdown menu with a callout box stating: "See notes below."
- F. Quantity Generated 2015:** A text input field.
- Unit Of Measure:** A dropdown menu.
- G. Waste Minimization Code:** A dropdown menu with a callout box stating: "Gallons must be converted" and "Box 11& 12 on the manifest."
- Comments:** A text area with the instruction: "(Must write comments if Waste Minimization Code is 'N')".

At the top left of the form, there are 'Submit' and 'Close' buttons. The 'Submit' button is highlighted with a red arrow. The page footer contains the copyright notice for American Resource Management.

## SOURCE, FORM, AND WASTE MINIMIZATION CODES

- ✓ The category in the code list is helpful in deciding which code to use so please refer to the code lists included in these instructions.
- ✓ The form code should match the description i.e. is it liquid or solid; organic or inorganic.
- ✓ Contaminated debris should be coded as W002 NOT W319
- ✓ Contaminated soil should be coded as W301 NOT W319
- ✓ DO NOT use source code of G25 unless the waste was generated as a result of treating another hazardous waste on-site. If G25 is used the management method used to treat the original hazardous waste must be entered.
- ✓ These codes are not found on the manifest.

- Fill out Section 3 for off-site shipment information. Fill out Section 2 only if applicable.

**GM: HAZARDOUS WASTE IDENTIFICATION**

**PAGE 1**

Section 1 (GM1 - GM3)  
Section 2 (GM5) - 0 record  
Section 3 (GM4) - 0 record

**Section 1: (GM 1-3) (Edit section 1)**

A Description: WASTE DESCRIPTION  
B EPA hazardous waste code: D010, D011, D023, D030  
C State hazardous waste code:  
D Source code: G12, Management Method code for Source code G25:  
E Form code: W119  
F Quantity generated: 2200, UOM: 1, Density: , Density Unit of Measure:  
G Waste minimization code: X  
Comments:

Section 2 (GM5): On Site Waste Management (Add section 2)

Section 3 (GM4): Waste Shipped Information (Add section 3)

**SECTION 3 (GM4): WASTE SHIPPED INFORMATION**

**Page 1**

Add waste shipped information

EPA ID of Off-Site Facility Shipped To \_\_\_\_\_

Total Quantity Shipped in 2015 \_\_\_\_\_

Off-Site Management Method Code \_\_\_\_\_ (Select code from the list box)

**Management Method Codes**

- H010 - Metals recovery including retorting, smelting, chemical, etc.
- H020 - Solvents recovery (distillation, extraction, etc.)
- H039 - Other recovery or reclamation for reuse including acid regenera
- H040 - Incineration - thermal destruction other than use as a fuel (incl
- H050 - Energy recovery at this site - use as fuel (includes on-site fuel
- H061 - Fuel blending prior to energy recovery at another site (waste generated either on or received from
- H070 - Chemical treatment (reduction/destruction/oxidation/precipitation); do not include treatment in a
- H081 - Biological treatment; do not include treatment in an exempt wastewater treatment unit with discl
- H100 - Physical treatment only adsorption/absorption/separation/stripping/dewatering); do not include t
- H110 - Stabilization prior to land disposal at another site (encapsulation/stabilization/fixation) (includes
- H120 - Combination of chemical biological and/or physical treatment; do not include treatment in an exe
- H121 - Neutralization only (no other treatment)
- H122 - Evaporation (as the major component of treatment); not reportable as H070 or H081
- H129 - Other treatment that does not include onsite disposal (specify in comments)
- H131 - Land treatment or application (to include any prior treatment and/or stabilization)
- H132 - Landfill or surface impoundment that will be closed as landfill (to include prior treatment and/or s
- H134 - Deepwell or underground injection (with or without treatment; this waste was counted as hazard
- H135 - Discharge to sewer/POTW or NPDES (with prior storage - with or without treatment)
- H141 - The site receiving this waste stored/bulked and transferred the waste with no treatment or recov

## OI FORM

- Indiana requires that this be submitted for the Biennial Hazardous waste report but not the Annual Manifest report.
- Navigate to the “Form OI” tab and click “Add Transporter”

The screenshot shows the top navigation bar with the American Resource Management logo, the title 'EASITRAK 2015', the user ID 'INX000000002 (LIFE, TSD)', and a 'Logout' link. Below the navigation bar, the 'Form OI' tab is selected, and the 'Add Transporter' button is highlighted with a red arrow. The page title is 'OFF-SITE IDENTIFICATION'. A message states: 'The Off-site Identification Form (OI Form) captures the names and addresses of off-site installations and transporters. OI information is not loaded into the RCRAInfo database, but a file specification has been included to facilitate data sharing. Attention: you must complete SI, GM and WR before starting OI. OI records 0 - 0 of total 0'. The footer contains copyright information for American Resource Management.

- Fill out RCRA ID number of Transporter and Click on the Green checkmark button to verify. Information about transporter should prepopulate for you. If information will not populate/is incorrect, then populate/edit information manually and “Save”

The screenshot shows the 'OFF-SITE IDENTIFICATION' form. The 'Form OI' tab is selected, and the 'Add Transporter' button is highlighted with a red arrow. The form is titled 'NEW RECORD'. It contains the following sections:

- A. Off Site EPA ID Number:** A text input field followed by a green checkmark icon and the text 'Click to verify EPA ID number'.
- B. Name of Off-Site Installation or Transporter:** A text input field.
- C. Handler Type:** Radio buttons for 'Generator', 'Transporter' (which is selected), and 'Receiving Facility'.
- D. Address of Off-Site Installation:** Text input fields for 'Address Line 1', 'Address Line 2', 'Country' (set to 'UNITED STATES'), 'Zip Code', 'State', 'City, Town, or Village', and 'County'. A mouse cursor is over the 'Zip Code' field with the text 'Click to select location'.
- Comments:** A large text area with a scroll bar.

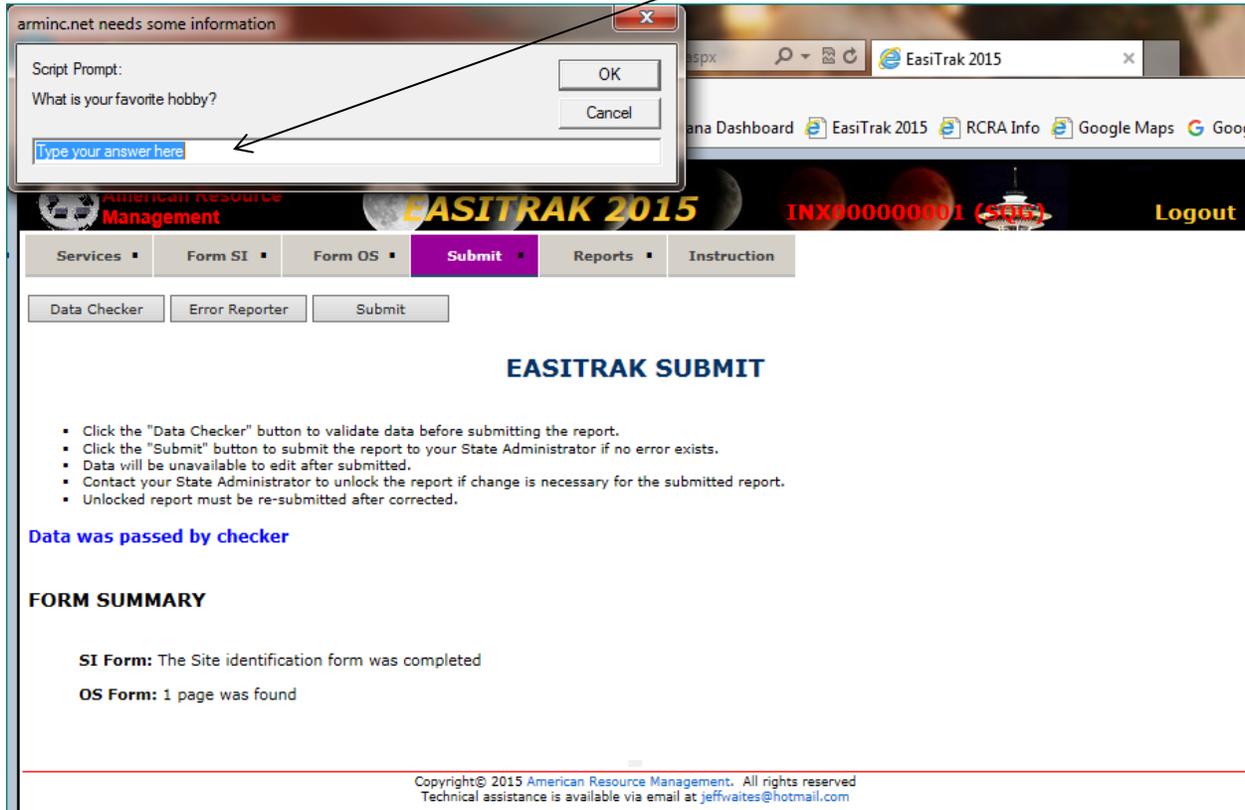
The footer contains copyright information for American Resource Management.

- Add as many transporters as needed

**FORM WR (Biennial Report form only for TSD facilities)**

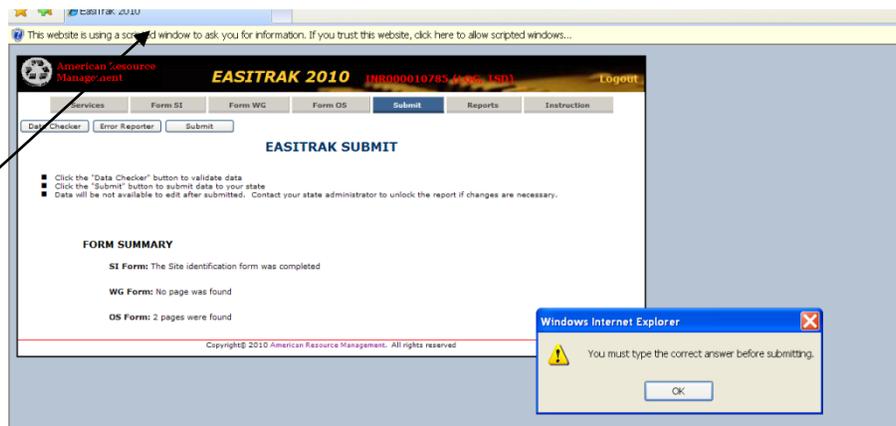
## SUBMITTING THE REPORT

- After all forms are filled out, go to “Submit” tab
- Click on “Data Checker” to verify data is entered properly
- Click on “Submit”. A security question will pop up. Type in your answer. Answers are case sensitive



## **SUBMIT ERROR**

- Sometimes when you click "SUBMIT" an error box will appear that states "You must type correct answer before submitting". When this happens you will also see a popup or question line just under the address bar. Right click then select “accept scripting” then click "Submit" again and you will see one of your security questions.



- After report is successfully submitted, navigate to the “Reports” tab
  - Select “Declaration of Electronic Filing” and print it out. Sign and send it together with Handler ID form received by e-mail to the address provided on the page 2 of the Handler ID form. If you have not received Handler ID form by e-mail you can request it at [olqregulatoryreporting@idem.in.gov](mailto:olqregulatoryreporting@idem.in.gov) or [http://www.in.gov/surveytool/public/survey.php?name=HW\\_Handler\\_ID\\_2016\\_rl](http://www.in.gov/surveytool/public/survey.php?name=HW_Handler_ID_2016_rl)

**American Resource Management** **EASITRAK 2015** **INX000000001 (5/15)** **Logout**

Services ▾ Form SI ▾ Form OS ▾ Submit ▾ **Reports ▾** Instruction

### EASITRAK REPORTS

**PDF Files Merge Tool**

**FORM REPORT** (PDF file)

SI Form - The Site identification form  
 Addendum Form - Addendum to the site identification form  
 OS Form - Off-Site Shipments Form (1 page)  
 Declaration of Electronic Filing of the Annual Hazardous Waste Report

**PAGES TO OPEN**

All Pages  
 Pages From  To

**DATA EXPORT** (Excel spreadsheet)

(Close the existing excel web page before exporting another)

**FLAT FILES** (Standardized flat files. Click the generate button if data was changed)

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 Technical assistance is available via email at [jeffvaites@hotmail.com](mailto:jeffvaites@hotmail.com)

## CODE LISTS

### SOURCE CODES – HW Biennial report

<b>WASTE FROM ONGOING PRODUCTION AND SERVICE PROCESSES</b>	
G01	Dip, flush or spray rinsing: using solvents to clean or prepare parts or assemblies for further processing, i.e. painting or assembly
G02	Stripping and acid or caustic cleaning: using caustics to remove coatings or layers from parts or assemblies
G03	Plating and phosphating : electro- or non-electroplating or phosphating
G04	Etching: using caustics or other methods to remove layers or partial layers
G05	Metal forming and treatment: pickling, heat treating, punching, bending, annealing, grinding, hardening, etc.
G06	Painting and coating: manufacturing, building, or maintenance
G07	Product and by-product processing: direct flow of wastes from chemical manufacturing or processing, etc.
G08	Removal of spent process liquids or catalysts: bulk removal of wastes from chemical manufacturing or processing, etc.
G09	Other production or service-related processes from which a waste is a direct outflow or result. (specify in comments)

<b>OTHER INTERMITTENT EVENTS OR PROCESSES</b>	
G11	Discarding off-specification or out-of-date chemicals or products: unused chemicals or products, corresponds to P and U hazardous waste codes.
G12	Lagoon or sediment dragout and leachate collection: large scale operations in open pits, ponds, or lagoons
G13	Cleaning out process equipment: periodic sludge or residual removal from enclosed processes including internal scrubbing or cleaning
G14	Removal of tank sludge, sediments or slag: periodic sludge or residual removal from storage tanks including internal scrubbing or cleaning
G15	Process equipment change-out or discontinuation of equipment use: final material and residuals removal including cleaning
G16	Oil changes and filter or battery replacement: automotive, machinery, etc.
G17	Subpart K laboratory waste clean-out ( <i>facility must have opted into the Subpart K rule to use this code</i> ).
G19	Other one-time or intermittent processes (specify in comments)

<b>POLLUTION CONTROL AND WASTE MANAGEMENT PROCESS RESIDUALS</b>	
G21	Air pollution control devices: baghouse dust or ash from stack scrubbers or precipitators; vapor collection, etc.
G22	Laboratory analytical wastes: used chemicals from laboratory operations
G23	Wastewater treatment: sludge, filter cake, etc., including wastes from treatment before discharge by NPDES or POTW or by UIC disposal.
G24	Solvent or product distillation or recovery: sludge, waste solvent, bottoms from recovery/recycling of used product
G25	<b>Treatment, disposal, or recycling of hazardous wastes – indicate the management method (enter the related H code) that produced the residuals.</b>
G26	Leachate collection: from landfill operations or other land units
G27	<b>Treatment or recovery of universal waste</b>

<b>SPILLS AND ACCIDENTAL RELEASES</b>	
G31	Accidental contamination of products, materials or containers (other than G11)
G32	Cleanup of spill residues: infrequent, not routine
G33	Leak collection and floor sweeping: ongoing, routine
G39	Other cleanup of current contamination (specify in comments)

<b>REMEDIATION OF PAST CONTAMINATION</b>	
G41	Closure of hazardous waste management unit under RCRA
G42	Corrective action at a solid waste management unit under RCRA
G43	Remedial action or emergency response under Superfund
<b>G44</b>	<b>Cleanup under State or voluntary program.</b>
<b>G45</b>	<b>Cleanup of underground storage tank.</b>
G49	Other remediation (specify in comments)

<b>WASTE NOT PHYSICALLY GENERATED ON SITE</b>	
G61	Hazardous waste received from off-site for storage/bulking and transfer off site for treatment or disposal
<b>Hazardous waste received from a foreign country other than a foreign Dept of Defense site, Maquiladora, US territory or protectorate. This site was the generator of record and is the U.S. Importer.</b>	
G63	Hazardous waste received from Antarctica
G64	Hazardous waste received from Aruba
G65	Hazardous waste received from Bahamas
G66	Hazardous waste received from Belgium
G67	Hazardous waste received from Brazil
G68	Hazardous waste received from Canada
G69	Hazardous waste received from Holland
G70	Hazardous waste received from Malaysia
G71	Hazardous waste received from Mexico
G72	Hazardous waste received from New Zealand
G73	Hazardous waste received from Taiwan
G74	Hazardous waste received from Venezuela
G75	Hazardous waste received from other foreign country – Enter the name of country in the Comments

## FORM CODES – HW Biennial report

### MIXED MEDIA, DEBRIS, DEVICES

*Waste that is a mixture of organic and inorganic wastes, liquid and solid wastes, or devices that are not easily categorizable*

W001	Lab packs from any source not containing acute hazardous waste
W002	Contaminated debris: paper, clothing, rags, wood, empty fiber or plastic containers, glass, piping, other solids: usually from construction, demolition, cleaning, or remediation
W004	Lab packs from any source containing acute hazardous waste
W005	Waste pharmaceuticals managed as hazardous waste
W301	Contaminated soil: usually from spill clean up, demolition, or remediation; see also W512
W309	Batteries, battery parts, cores, casing: lead acid or other types
W310	Filters, solid adsorbents, ion exchange resins and spent carbon: usually from production, intermittent processes, or remediation
W320	Electrical devices: lamps, fluorescent lamps, or thermostats usually containing mercury, CRTs containing lead; etc.
W512	Sediment or lagoon dragout, drilling or other muds (wet or muddy soils); see also W301
W801	Compressed gases of any type

### INORGANIC LIQUIDS

*Waste that is primarily inorganic and highly fluid (e.g., aqueous), with low suspended inorganic solids and low organic content*

W101	Very dilute aqueous waste containing more than 99% water: land disposal restriction defined wastewater that is not exempt under NPDES or POTW discharge
W103	Spent concentrated acid: 5% or more
W105	Acidic aqueous wastes less than 5% acid: diluted but pH <2
W107	Aqueous waste containing cyanides: generally caustic
W110	Caustic aqueous waste without cyanides: pH > 12.5
W113	Other aqueous waste or wastewaters: fluid but not sludge
W117	Waste liquid mercury: metallic
W119	Other inorganic liquid (specify in comments)

### ORGANIC LIQUIDS

*Waste that is primarily organic and is highly fluid, with low inorganic solids content and low to moderate water content*

W200	Still bottoms in liquid form: fluid but not sludge
W202	Concentrated halogenated (e.g. chlorinated) solvent
W203	Concentrated non-halogenated (e.g. , non-chlorinated) solvent
W204	Concentrated halogenated/non-halogenated solvent mixture
W205	Oil-water emulsion or mixture: fluid but not sludge
W206	Waste oil
W209	Paint, ink, lacquer, or varnish: fluid - not dried out or sludge
W210	Reactive or polymerizable organic liquids and adhesives: fluid but not sludge
W211	Paint thinner or petroleum distillates
W219	Other organic liquid (specify in comments)

<b>INORGANIC SOLIDS</b>	
<i>Waste that is primarily inorganic and solid, with low organic content and low to moderate water content; not pumpable</i>	
W303	Ash: from any type of burning of hazardous waste
W304	Slags, drosses, and other solid thermal residues
W307	Metal scale, filings and scrap (including metal drums)
W312	Cyanide or metal cyanide bearing solids, salts or chemicals
W316	Metal salts or chemicals not containing cyanides
W319	Other inorganic solids (specify in comments)

<b>ORGANIC SOLIDS</b>	
<i>Waste that is primarily organic and solid, with low-to-moderate inorganic content and water content; not pumpable</i>	
W401	Pesticide solids: used or discarded - not contaminated soils (W301)
W403	Solid resins, plastics or polymerized organics
W405	Explosives or reactive organic solids
W406	Dried paint; paint chips, filters, air filters, other
W409	Other organic solids (specify in comments)

<b>INORGANIC SLUDGES</b>	
<i>Waste that is primarily inorganic, with moderate-to-high water content and low organic content; mostly pumpable</i>	
W501	Lime and/or metal hydroxide sludges and solids with no cyanides: not contaminated muds (W512)
W503	Gypsum sludges from wastewater treatment or air pollution control
W504	Other sludges from wastewater treatment or air pollution control
W505	Metal bearing sludges (including plating sludge) not containing cyanides
W506	Cyanide-bearing sludges: not contaminated soils (W512)
W519	Other inorganic sludges: not contaminated muds (W512) (specify in comments)

<b>ORGANIC SLUDGES</b>	
<i>Waste that is primarily organic with low-to-moderate inorganic solids content and water content; pumpable</i>	
W603	Oily sludge: not contaminated muds (W512)
W604	Paint or ink sludges, still bottoms in sludge form: not contaminated muds (W512)
W606	Resins, tars, polymer or tarry sludge: not contaminated muds (W512)
W609	Other organic sludge (specify in comments)

## MANAGEMENT METHOD CODES – Annual & Biennial Reports

<b>RECLAMATION AND RECOVERY</b>	
H010	Metals recovery including retorting, smelting, chemical, etc.
H020	Solvents recovery including distillation, extraction, etc.
H039	Other recovery or reclamation for reuse including acid regeneration, organics recovery, etc. (specify in comments)
H050	Energy recovery at this site– use as fuel: includes on-site fuel blending before energy recovery; report only this code.
H061	Fuel blending prior to energy recovery at another site: waste generated either on site or received from off site.
<b>DESTRUCTION OR TREATMENT PRIOR TO DISPOSAL AT ANOTHER SITE</b>	
H040	Incineration – thermal destruction other than use a fuel: includes any preparation prior to burning
H070	Chemical treatment (reduction/destruction/oxidation/precipitation); do not include immediate treatment in an exempt wastewater treatment unit with discharge to a NPDES-POTW.  <b>Use this code instead of H071,H073,H075,H076,H077</b>
H081	Biological treatment; do not include immediate treatment in an exempted wastewater treatment unit with discharge to a NPDES-POTW .
H100	Physical treatment only; adsorption/absorption/separation/stripping/dewatering; do not include immediate treatment in an exempted wasterwater treatment unit with discharge to a NPDES-POTW.  <b>Use this code instead of H082, H083,H101,H103,H123,H124</b>
H110	Stabilization prior to land disposal at another site; encapsulation/stabilization/fixation.  <b>Use this code instead of H111, H112</b>
H120	Combination of chemical, biological, and/or physical treatment; do not include immediate treatment in an exempted wastewater treatment unit with discharge to a NPDES-POTW..
H121	Neutralization only: no other treatment
H122	Evaporation: as the major component of treatment; not reportable as H070, H100, or H120.
H129	Other treatment that does not include onsite disposal (specify in comments).
<b>DISPOSAL</b>	
H131	Land treatment or application: to include on-site treatment and/or stabilization
H132	Landfill or surface impoundment to be closed as a landfill: to include prior treatment and/or stabilization
H134	Deepwell or underground injection: with or without treatment; this waste was counted as hazardous waste
H135	Discharge to sewer/POTW or NPDES : with prior storage – with or without treatment
<b>STORAGE AND TRANSFER</b>	
H141	The site receiving this waste stored/bulked and transferred the waste with no treatment or recovery (H010-H129), fuel blending (H061), or disposal (H131-H135) at that receiving site.

## WASTE MINIMIZATION CODES – HW Biennial report

X	No waste minimization efforts were attempted or implemented for this waste.
N	<p>Waste minimization efforts were attempted but were economically or technically impractical</p> <p><i>Economic constraints or not economically feasible; technical limitations of manufacturing operations, problems preventing or halting efforts (e.g., concern of declined product quality); not appearing to be feasible due to regulatory issues (e.g., permitting requirements or burdens); lack of available technology, etc.</i></p>
A	<p>Continued initiatives started in previous years to reduce quantity and/or toxicity of this waste.</p> <ul style="list-style-type: none"> <li>◆ <i>Improved production/synthesis processes, e.g., increased efficiency in product usage/product formulation, used less toxic or non-hazardous ingredients, modified product composition, or implemented technology conversion.</i></li> <li>◆ <i>Modified equipment, layout, and/or piping, e.g., longer auto bath analyzers, wastewater treatment system upgraded.</i></li> <li>◆ <i>Undertook inventory control/waste management processes or safety/good operating practices, e.g., materials shelf-life control, clearinghouse for materials exchange, better labeling procedures, improved maintenance scheduling/record keeping/procedures, control production schedule to minimize equipment and feedstock changeovers, bulk systems that replace drums, improved storage, spill/leak/accident prevention, cleaning/degreasing, etc.</i></li> </ul>
B	<p>Continued initiatives started in previous years to recycle the waste either onsite or offsite.</p> <p><i>The waste was used, reused, or reclaimed as a result of a change in the product formulation, product's chemical ingredients, or equipment; materials management process with a goal of sustainable use of materials, etc.</i></p>
C	<p>Implemented new initiatives to reduce quantity and/or toxicity of this waste.</p> <ul style="list-style-type: none"> <li>◆ <i>Improved production/synthesis processes, e.g., increased efficiency in product usage/product formulation, used less toxic or non-hazardous ingredients, modified product composition, or implemented technology conversion.</i></li> <li>◆ <i>Modified equipment, layout, and/or piping, e.g., longer auto bath analyzers, wastewater treatment system upgraded.</i></li> <li>◆ <i>Undertook inventory control/waste management processes or safety/good operating practices, e.g., materials shelf-life control, clearinghouse for materials exchange, better labeling procedures, improved maintenance scheduling/record keeping/procedures, control production schedule to minimize equipment and feedstock changeovers, bulk systems that replace drums, improved storage, spill/leak/accident prevention, cleaning/degreasing, etc.</i></li> </ul>
D	<p>Implemented new initiatives to recycle the waste either on-site or off-site.</p> <p><i>The waste was used, reused, or reclaimed as a result of a change in the product formulation, product's chemical ingredients, or equipment; materials management process with a goal of sustainable use of materials, etc.</i></p>