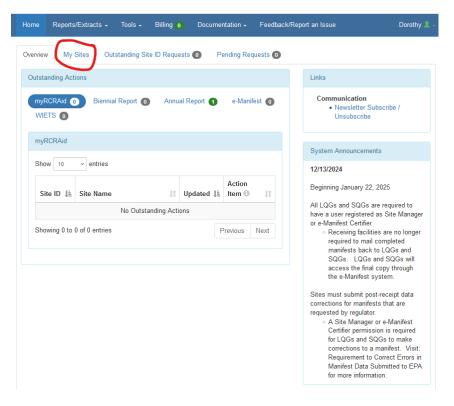
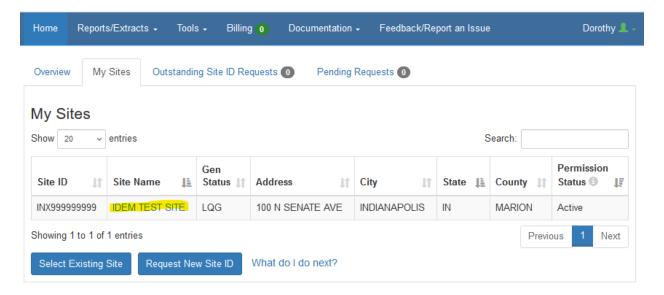
Documents referenced in these instructions can be found on IDEM's <u>Annual and Biennial Reports Page</u>.

1. To access the report, log in to the RCRAInfo website (rcrainfo.epa.gov) using your username, login.gov email and password, and you will see this screen:



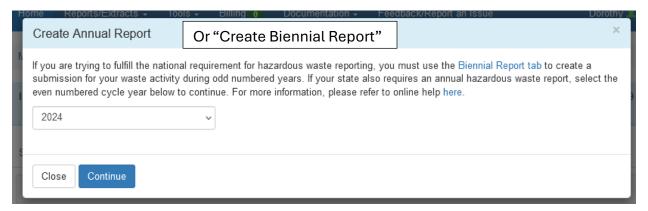
2. Click on "My Sites", and then click on the blue typing that lists your site.



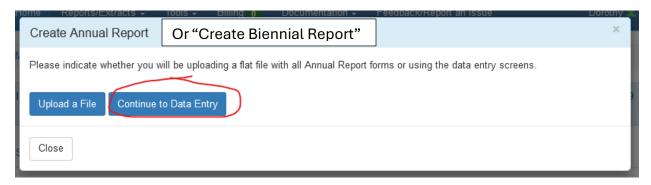
3. Then choose "Annual Report" or "Biennial Report" as appropriate:



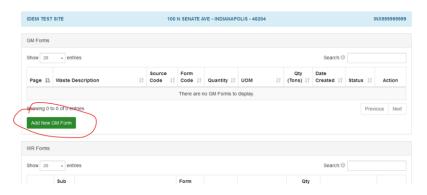
4. Click on "Create New Submission" and a pop-up will appear. Choose the year in which the hazardous waste was generated and click Continue:



5. When you do that, another screen will open. Choose "Continue to Data Entry".



The next screen that opens will look like this:



6. Click on the green button that says, "Add New GM Form".

The form that pops up will need to be filled out for each of the streams of hazardous waste generated at your facility. You can group all wastes that have the same "Source Code" and "Form Code" onto one GM Form. You will need to add up all of the quantities of waste generated for the entire year for each of the GM pages.

Section 1. Waste Characteristics

#### Parts A and B

In RCRAInfo, run a "Manifest Summary Report" for the site by following the instructions provided in: **Using Manifest Summary Reports to Complete GM Forms**. Use the **generic 'Sample Manifest Report'** to help you match the information on your site's manifest report with the boxes on the GM forms.

#### Parts D, E, and F

Refer to the document "Annual and Biennial Report Codes" to assist with these. The "Source Code" is asking where the waste came from in your facility.

"Form Code" is asking what 'form' the waste was (general physical and chemical characteristics of the hazardous waste).

"Waste Minimization Code" asks about what your facility is doing to reduce the amounts of hazardous waste generated at your facility.

### Part H

The "Manifest Summary Report" from Section 1 above will have the tonnage for each waste stream listed on the far right.

• IF the waste was listed on the paper manifest in 'gallons' or 'cubic yards', the tonnage is an ESTIMATE. You may have received an end-of-year summary report

from your hazardous waste management vendor that reports the actual weight of the material they received from your facility. USE THE ACTUAL WEIGHTS if you have such a report from your vendor.

Section 2. On-Site Generation and Management of Hazardous Waste

If your site did any kind of treatment, disposal or recycling of hazardous waste ON SITE AT YOUR FACILITY, move the slider to 'yes', and follow the prompts to complete this section.

If your facility did NOT do any of the above, leave the slider at "No" and go to Section 3.

Section 3. Off-site Shipment of Hazardous Waste

If your facility sent the waste somewhere else to be taken care of, move the slider to "YES", and click "Add Off-Site Facility".

### B. EPA ID Number

Use your facility's Manifest Summary Report to find the correct number for the DESIGNATED FACILITY – not the transporter. Refer to the "Sample Manifest Report" to find the correct EPA ID#.

### C. Off-Site Management Code

Use your facility's Manifest Summary Report to find the correct Management Code. Refer to the "Sample Manifest Report" to find this information.

#### D. Quantity Shipped (SHORT TONS)

Use your facility's Manifest Summary Report or the report you received from your vendor to enter this information.

If the waste was shipped to more than one vendor, you'll need to add another off-site facility.

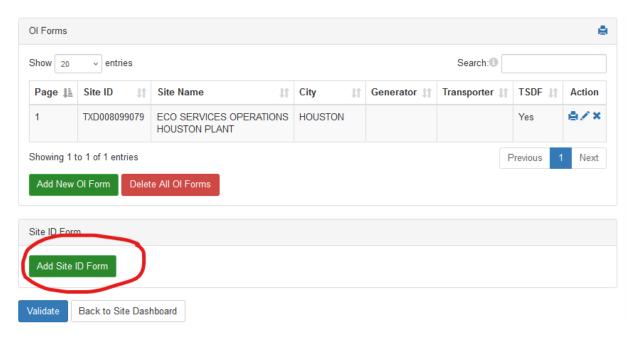
IF some of the waste shipped during the reporting year was actually generated during the *previous* year (but didn't ship until the reporting year), the quantity shipped will be greater than the quantity generated, which is fine. You'll get a "WARNING" that the quantity generated is not equal to the quantity shipped when you try to save the information but just click 'continue'.

If some of the waste generated in the reporting year didn't ship until the *next* calendar year, then the quantity shipped will be less than the quantity generated, which is also fine. You'll get a "WARNING" that the quantity generated is not equal to the quantity shipped when you try to save the information but just click 'continue'.

Click "SAVE" at the bottom of the page to save the information. If a warning comes up about the quantity of waste shipped not being equal to the amount generated, just click Continue.

Repeat this process for each type of hazardous waste that you generated during the reporting year.

7. When the GM forms are done, you scroll all the way to the bottom of the page (skip the WR and OI forms), and just above the 'Validate' button is another box that says, "Add Site ID Form". Click on that.



8. A pre-populated form will pop up. Scroll through it to be sure everything is still up to date in sections 1-9. Make any changes as you go through those sections.

Section 10. Type of Federal Regulated Waste Activity

### A. Hazardous Waste Activities

- 1. Generator of Hazardous Waste (Federal): Choose the site's current (at the time of the notification or report) generator status.
- 2. Generator of Hazardous Waste (State): Choose the site's <u>highest</u> level of generation in any calendar month during the reporting year, even if it was just for one month.
- 3. Parts 3-6 are generally left untouched.

<u>B. Hazardous Waste Codes (Federal)</u> should be pre-populated. If not, add the waste codes found on the Manifest Summary Report.

- 9. Sections11-17 are usually left as is for the Annual Report.
- IF your site is an LQG that is closing, Section 15 should be completed.
- 10. Feel free to add Public Comments or leave the space blank, then click "Review" and the screen will jump to the top of the form for you to check the information that you entered. Scroll down to check the information and click "Save".

The screen will change back to the GM form page. Scroll down and click on "Validate".

- 11. If any warnings in orange boxes come up, read the warning carefully and see if you can 'fix' it by going back (usually to the GM Forms) or if you can explain in the required explanations box why it occurred. **There is a document that explains the error codes, as well**.
  - a. These errors are not "fatal" errors. Explain, to the best of your ability in the explanation box. If you do not understand what the error is asking about, type "IDK" for I don't know, and we will contact you when we process the report.

If there are no warnings, you did everything right! It's also very possible that you did everything right even if there are warnings!

If you don't know how to fix or explain an error, just type, "I don't understand this" or something like that in the comment box so we can assist once we start processing your report.

Then scroll down and click, "Submit and Save".

Let us know if you get stuck or need anything else!