

United States
Environmental Protection
Agency

Office of Solid Waste
(5301)
Washington, DC 20460

October 1996

Solid Waste



Notification of Regulated Waste Activity

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

**Notification of Regulated Waste Activity
Forms and Instructions**

This package is designed to help you determine if you are subject to requirements under the *Resource Conservation and Recovery Act* (RCRA) for notifying EPA or your authorized State of your regulated waste activities. The instructions contained in this package will assist you in obtaining an U.S. 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.

Initial Notifications

If you do not currently have an EPA identification number and you handle hazardous waste, you must submit an initial notification form. Please refer to guidance contained in the instructions to help you determine whether you handle a hazardous waste, whether any exemptions or exclusions apply to you, and how to file the notification form. Circumstances under which you should submit an initial notification form include:

1. If you generate, transport, treat, store, or dispose of solid wastes that are hazardous wastes. Refer to Section I for further information and a description of exemptions; or
2. If you recycle secondary materials that are hazardous wastes. Refer to Section I for further information and a description of exemptions; or

Notification of Regulated Waste Activity

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

Section IV of this package contains instructions on how to file Form 8700-12, and Section V contains line-by-line instructions for completing the form.

Subsequent Notifications

Even if you have submitted an initial notification form and have received an EPA identification number, you may be required to submit a subsequent notification. Please refer to guidance contained in the instructions on how to complete a subsequent notification. In general, you should submit a subsequent notification under the following circumstances:

1. If you market or burn hazardous waste for energy recovery (commonly known as "waste-as-fuel"), even if you previously notified EPA of hazardous waste activities and have obtained an EPA identification number. Refer to Section II for further information and a description of exemptions; or
2. If you are a used oil fuel marketer; or
3. If your installation moves to another location; or
4. If your installation contact changes; or
5. If the ownership of your installation changes; or
6. If an additional owner has been added or replaced since the installation's original notification; or
7. If the type of regulated waste activity you conduct changes.

Section IV of this package contains instructions on how to file Form 8700-12, and Section V contains line-by-line instructions for completing the form.

The following materials are contained in the indicated sections of this booklet:

Notification of Regulated Waste Activity

Section I. Guidance on how to determine if you handle a hazardous waste that is regulated under RCRA

Section II. Guidance on how to determine if your waste activities are regulated under U.S. EPA's Waste-As-Fuel provisions

Section III. Guidance on how to determine if you must notify EPA of your used oil recycling activities

Section IV. Guidance on how to file the Notification Form and a list of contacts, alphabetized by State, where you can get information, obtain more forms, and send your completed form

Section V. Two copies of EPA Form 8700-12: "Notification of Regulated Waste Activity" and complete line by line instructions for filling out the Notification form

Section VI. A list of definitions to help in understanding and completing the Notification Form

Section VII. Guidance on EPA hazardous waste numbers for waste streams commonly generated by small quantity generators

Section VIII. A reprint of Part 261 (July 1, 1996) from Title 40 of the *Code of Federal Regulations* (CFR). This document contains the regulations that U.S. EPA has developed for identifying and listing hazardous waste.

Appendix 1: "Typical Waste Streams Produced by Small Quantity Generators"

Appendix 2: "Typical Waste Streams and EPA Hazardous Waste Numbers"

To obtain a copy of 40 CFR Part 266 which discusses the waste-as-fuel administrative standards, contact your EPA Regional Office listed later in this package, or call the **RCRA, Superfund, and EPCRA Hotline** at 1-800-424-9346 (or in the Washington, D.C. area at (703) 412-9810).

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

Notification of Regulated Waste Activity

It is important for you to understand that this package only addresses the requirements of the Federal hazardous waste and used oil programs. Many States may have requirements that are different from the Federal requirements; those States may use this form or a similar form which may require additional information not required on this form. It is up to you, as the waste handler, to learn about all the requirements that affect you.

Finally, we know that understanding these regulations and how they affect your business is not an easy job. In Section IV of the instructions, we have listed the addresses and phone numbers of the contacts for each State who can answer your questions and help you understand the Federal and State regulations that apply to you. In addition to those contacts, the following contacts are also available to help with your questions:

- A. RCRA, Superfund, and EPCRA Hotline -- 1-800-424-9346 (If you are located in the Washington, D.C. area call (703) 412-9810)
- B. EPA Small Business Ombudsman Hotline -- 1-800-368-5888
- C. Your Trade Association

I. How to Determine if You Handle a Regulated Hazardous Waste

Persons who generate, transport, treat, store, or dispose of solid wastes are responsible for determining if their solid waste is a hazardous waste regulated under the *Resource Conservation and Recovery Act* (hereafter referred to as RCRA). In addition, persons who recycle secondary materials must also determine whether those materials are solid and hazardous wastes under the provisions of 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.

You will need to refer to Title 40, Part 261 of the *Code of Federal Regulations* (hereafter referred to as CFR) to help you decide if the waste you handle is regulated under RCRA.¹ Section VIII is a reprint of 40 CFR Part 261.

To determine if you are 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).

* Many States have requirements that vary from the Federal regulations. These State regulations may be more strict than the Federal requirements by identifying additional wastes as hazardous, or may not yet include all wastes currently regulated under RCRA. It is your responsibility to comply with all regulations that apply to you. For more information on State requirements, you are strongly urged to contact the appropriate addressee listed for your State in Section IV of these instructions.

B. Has My Solid Waste Been Excluded From The Regulations Under Section 261.4?

The list of general exclusions can be found in 40 CFR 261.4. If the solid waste that you handle has been excluded, either by rule or special variance, then you do not need to notify U.S. EPA for that waste. If your solid waste was not excluded from regulation, you need to determine if it is a hazardous waste that U.S. EPA regulates. The U.S. EPA regulates hazardous waste two ways:

1. By specifically listing the waste and assigning it a unique EPA Waste Code Number; or
2. By regulating it because it possesses any of four hazardous characteristics and assigning it a generic EPA Waste Code Number.

C. Is My Solid Waste Specifically Listed as a Hazardous Waste?

Sections 261.31 through 261.33 of 40 CFR identify certain solid wastes that U.S. EPA has specifically listed as hazardous. Persons who handle listed hazardous waste are subject to regulation and must notify U.S. EPA of their activities unless they are exempted as discussed below. Refer to this section of the CFR (enclosed as Section VIII) to see if your waste is included as a "listed waste."

D. Does My Solid Waste Possess a Hazardous Characteristic?

Even if your waste is not specifically listed as a hazardous waste, it may still be hazardous because it exhibits certain hazardous characteristics. These characteristics are:

1. Ignitability;
2. Corrosivity;
3. Reactivity; and
4. Toxicity.

Sections 261.20 through 261.24 of 40 CFR explain what each of the characteristics is and outlines the testing procedures you should use to determine if your waste meets these characteristics. Persons who handle characteristic waste that is regulated must notify U.S. EPA of their

activities unless they are exempted, as discussed below. If you are handling a newly regulated waste and have already notified EPA prior to that activity **and already have an EPA Identification Number**, no re-notification is required.

E. Has My Hazardous Waste Been Exempted From The Regulations

The list of exemptions can be found in 261.5 and 261.6(a)(3) of 40 CFR. If the hazardous waste that you handle has been exempted, then you do not need to notify U.S. EPA for that waste.

II. How To Determine if You Must Notify U.S. EPA of Your Waste-as-Fuel Activities

Persons who market or burn hazardous waste (and any material produced from or otherwise containing hazardous waste) for energy recovery are required to notify U.S. EPA (or their State agency if the State is authorized to operate its own hazardous waste program) and obtain a U.S. EPA Identification Number unless they are exempt as outlined below (see Subpart H of 40 CFR Part 266). Hazardous waste is considered to be burned for energy recovery if it is burned in a boiler or industrial furnace that is not regulated as a hazardous waste incinerator under Subpart O of 40 CFR Parts 264 or 265.

Even if you have previously notified U.S. EPA of hazardous waste activities and have a U.S. EPA Identification Number, you must renotify to identify your waste-as-fuel activities. (You do not have to renotify for those activities you previously notified for, only for any newly regulated activities.) If you have previously notified, be sure to complete Item I "Initial or Subsequent Notification," by marking an "X" in the box for subsequent notification. Fill in your U.S. EPA Identification Number in the spaces provided. (Your U.S. EPA Identification Number will not change.)

Who is exempt from hazardous waste-as-fuel notification requirements?

1. **Ordinary generators (and initial transporters):** Generators (and initial transporters who pick up hazardous waste from generators) are not marketers subject to the notification requirement **if they do not market hazardous waste fuel directly to a burner**. In such situations, it is the recipient of that fuel who makes the decision to

Notification of Regulated Waste Activity

market the materials as a fuel, (typically after processing or blending), and it is the recipient who must notify.

2. **Specific exemptions provided by 40 CFR 261.6:** The rules provide conditional exemptions for several specific waste-derived fuels under 261.6(a)(3), including fuels produced by petroleum refineries that recycle refinery hazardous waste, and coke and coal tar derived from coal coking wastes by the iron and steel industry. Marketers and burners of these exempted fuels are not subject to the notification requirement.

III. How to Determine if You Must Notify U.S. EPA of Your Used Oil Recycling Activities

Persons who transport, process, re-refine, market or burn off-specification used oil for energy recovery are required to notify U.S. EPA (or their State agency if the State is authorized to operate its own hazardous waste program) and obtain a U.S. EPA Identification Number unless they are exempt as outlined below (see 40 CFR Part 279). Used oil is considered to be burned for energy recovery if it is burned in an industrial furnace, boiler, or hazardous waste incinerator subject to regulation under Subpart O of 40 CFR Parts 264 or 265.

Used oil transporters, off-specification burners, processors, re-refiners and marketers who have not previously notified EPA of their hazardous waste activities or notified under 40 CFR Part 266, Subpart E must notify to identify their used oil recycling 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 essentially 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 on-specification fuel is not required to notify.
2. **Used oil generators** are not subject to the notification requirements.

3. **Used oil generators operating used-oil-fired space heaters:**
Persons who only burn used oil that they generate (or used oil received from household do-it-yourselfer 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 your waste activity is regulated under RCRA, you must notify the U.S. EPA of your regulated waste activities and obtain a U.S. EPA Identification Number. You can satisfy both of these requirements by completing and signing the enclosed notification form (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 a Federal I.D. 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 and address and EPA I.D. 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 form and have received an EPA identification number, you may be required to submit a subsequent notification. Please refer to guidance contained in Section V for instructions on how to complete the subsequent notification. In general, you should submit a subsequent notification under the following circumstances:

1. If you market or burn hazardous waste for energy recovery (commonly known as "waste-as-fuel"), even if you previously notified EPA of hazardous waste activities and have obtained an EPA identification number. Refer to Section II for further information and a description of exemptions; or
2. If you are a used oil fuel marketer; or

Notification of Regulated Waste Activity

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

A. How Many Forms Should I File?

A person who is subject to the hazardous waste regulations, used oil regulations, and/or the waste-as-fuel regulations under RCRA should submit one notification form per site or location. If you conduct hazardous waste or used oil activities at more than one location, you must submit a separate form for each location. (If you previously notified for hazardous waste activities and are now notifying for waste-as-fuel activities at the same location, you must submit a second form, but your U.S. EPA Identification Number will remain the same).

If you only transport hazardous waste and do not generate, market, burn, treat, store, or dispose of these wastes, you may submit one form which covers all transportation activities your company conducts. This form 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 generates, treats, stores, or disposes of hazardous wastes, you must complete and submit separate notification forms to cover each location.

B. Can I Request That This Information Be Kept Confidential?

All information you submit in a notification can be released to the public, according to the Freedom of Information Act, unless it is determined to be confidential by U.S. EPA pursuant to 40 CFR Part 2. Since notification information is very general, the U.S. 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 the Notification Form 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, U.S. 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 U.S. EPA and the State, or handled by U.S. EPA alone. *To avoid delay and confusion, follow the directions for your State very carefully.*

Estimated Burden: Public reporting burden for this collection of information is estimated to be 3.25 hours, including 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."

Notification of Regulated Waste Activity

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

Alabama

Obtain information or forms from, and mail completed forms to:

Land Division
Alabama Department of
Environmental Management
P.O. Box 301463
Montgomery, Alabama 36130-1463
(334) 271-7700

Alaska

Obtain information or forms from:

Department of Environmental
Conservation
410 Willoughby Avenue, Suite 105
Juneau, Alaska 99801-1795
(907) 465-5158

Mail completed forms to:

U.S. EPA Region 10
Waste Management Branch, HW-105
1200 Sixth Avenue
Seattle, Washington 98101
(206) 553-1253

American Samoa

Obtain information from:

Environmental Quality Commission
Government of American Samoa
Pago Pago, American Samoa 96799
Overseas Operator Commercial call (684)
Country Code 663-2304

Obtain forms from and mail

completed forms to:

U.S. EPA Region 9
Hazardous Waste Management Division
75 Hawthorne Street, H-3-4
San Francisco, CA 94105
(415) 495-8895

Arizona

Obtain information or forms from:

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
Hazardous Waste Management Division
75 Hawthorne Street, H-3-4
San Francisco, CA 94105
(415) 495-8895

Arkansas

Obtain information or forms from, and mail completed forms to:

Arkansas Department of Pollution
Control and Ecology
8001 National Drive
P.O. Box 8913
Little Rock, Arkansas 72219
(501) 682-0833

California

Obtain information or forms from, and mail completed forms to:

U.S. EPA Region 9
Hazardous Waste Management Division
75 Hawthorne Street, H-3-4
San Francisco, CA 94105
(415) 495-8895

Colorado

Obtain information or forms from, and mail completed forms to:

Colorado Department of Health
4300 Cherry Creek Drive, South
HMWMD-HWC-B2
Denver, Colorado 80222-1530
(303) 692-3300

Connecticut

Obtain information or forms from, and mail completed forms to:

Hazardous Material Management Unit
Department of Environmental Protection
State Office Building
165 Capitol Avenue
Hartford, Connecticut 06106
(203) 565-3545

Notification of Regulated Waste Activity

Table 1 (continued)

Delaware

Obtain information or forms from, and mail completed forms to:

Delaware Department of Natural
Resources & Environmental
Control
Division of Air and Waste Management
Hazardous Waste Management Branch
P.O. Box 1401, 89 Kings Highway
Dover, Delaware 19903
(302) 739-3689
(302) 739-3672

District of Columbia

Obtain information or forms from, and mail completed forms to:

Department of Consumer and
Regulatory Affairs
Environmental Regulation Administration
Hazardous Waste Branch
2100 Martin Luther King Jr. Ave., S.E.
Washington, D.C. 20020
(202) 645-6080

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:

Land Protection Branch
Industrial and Hazardous
Waste Management Program
1154 East Tower
205 Butler Street, S.E.
Atlanta, Georgia 30334
(404) 656-7802

Guam

Obtain information from:

Guam Environmental Protection Agency
Harmon Plaza
Complex Unit B-107
103 Orjas Street
Harmon, Guam 96911

Obtain forms from and mail completed forms to:

U.S. EPA Region 9
Hazardous Waste Management Division
75 Hawthorne Street, H-3-4
San Francisco, CA 94105
(415) 495-8895

Hawaii

Obtain information from:

Hawaii Department of Health
Solid and Hazardous Waste Branch
Five Waterfront Plaza, Suite 250
500 Ala Moana Boulevard
Honolulu, Hawaii 96813

Obtain forms from and mail completed forms to:

U.S. EPA Region 9
Hazardous Waste Management Division
75 Hawthorne Street, H-3-4
San Francisco, California 94105
(415) 495-8895

Idaho

Obtain information or forms from, and mail completed forms to:

Department of Environmental Quality
1410 N. Hilton, Third Floor
Boise, Idaho 83706
(208) 334-5879

Illinois

Obtain information from:

Illinois Environmental Protection Agency
Division of Land Pollution Control
2200 Churchill Road
Springfield, Illinois 62706
(217) 785-8452

Obtain forms from and mail completed forms to:

US EPA Region 5
RCRA Activities
P.O. Box A3587
Chicago, Illinois 60690
(312) 886-4001

Notification of Regulated Waste Activity

Table 1 (continued)

Indiana

Obtain information or forms from, and mail completed forms to:

Indiana Department of
Environmental Management
105 South Meridian Street
P.O. Box 6015
Indianapolis, Indiana 46225
(317) 232-8925

Iowa

Obtain information or forms from, and mail completed forms to:

U.S. EPA Region 7
RCRA Branch
Attn: WSTM/RCRA/IOWA
726 Minnesota Avenue
Kansas City, Kansas 66101
(913) 551-7020

Kansas

Obtain information or forms from, and mail completed forms to:

Department of Health and Environment
Attn: Hazardous Waste Section
Forbes Field, Building 740
Topeka, Kansas 66620
(913) 296-1600

Kentucky

Obtain information or forms from, and mail completed forms to:

Division of Waste Management
Department of Environmental Protection
Cabinet for Natural Resources
& Environmental Protection
Fort Boone Plaza, Bldg. #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
(504) 765-0261

Maine

Obtain information or forms from, and mail completed forms to:

Bureau of Oil and
Hazardous Materials Control
Department of Environmental Protection
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
Waste Management Administration
Hazardous Waste Program
2500 Broening Highway
Baltimore, Maryland 21224
(410) 631-3343
(410) 631-3344

Massachusetts

Obtain information or forms from, and mail completed forms to:

Division of Solid and Hazardous Waste
Massachusetts Department of
Environmental Protection
One Winter Street, 5th Floor
Boston, Massachusetts 02108
(617) 292-5854

Michigan

Obtain information or forms from, and mail completed forms to:

Waste Management Division
Michigan Department of Environmental
Quality
P.O. Box 30241
Lansing, Michigan 48909
(517) 373-2730

Notification of Regulated Waste Activity

Table 1 (continued)

Minnesota

Obtain information or forms from:

Solid and Hazardous Waste Division
Minnesota Pollution Control Agency
520 Lafayette Road, North
St. Paul, Minnesota 55155
(612) 297-8330

Mail completed forms to:

U.S. EPA Region 5
RCRA Activities
P.O. Box A3587
Chicago, IL 60604
(312) 886-4001

Mississippi

Obtain information or forms from, and mail completed forms to:

Department of Environmental Quality
P.O. Box 10385
Jackson, Mississippi 39289-0385
(601) 961-5171

Missouri

Obtain information or forms from, and mail completed forms to:

Waste Management Program
Department of Natural Resources
Jefferson Building
205 Jefferson Street (13/14 floor)
P.O. Box 176
Jefferson City, Missouri 65102
(314) 751-3176

Montana

Obtain information or forms from, and mail completed forms to:

Solid and Hazardous Waste Bureau
Department of Health and
Environmental Sciences
Cogswell Building
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 or forms from:

Waste Management Program
Division of Environmental Protection
The Bureau of Waste

Management Permits Branch

333 West Nye Lane
Carson City, NV 89710
(702) 687-5872

Mail completed forms to:

U.S. EPA Region 9
Hazardous Waste Management Division
75 Hawthorne Street, H-3-4
San Francisco, CA 94105
(415) 495-8895

New Hampshire

Obtain information or forms from, and mail completed forms to:

Division of Public Health Services
Office of Waste Management
Bureau of Hazardous Waste
Classification & Manifests
Department of Health and Welfare
Health and Welfare Building
6 Hazen Drive
Concord, New Hampshire 03301
(603) 271-2900

New Jersey

Obtain information from:

New Jersey Department of Environmental
Protection and Energy
Bureau of Manifests and
Information Systems
Hazardous Waste and Regulation Program
120 South Stockton Street
CN 414
Trenton, New Jersey 08625
(609) 292-8341

Notification of Regulated Waste Activity

Table 1 (continued)

Obtain forms from and mail completed forms to:

U.S. EPA Region 2
Air and Waste Management Division
Attn: RCRA Notifications
290 Broadway, 21st Floor
New York, NY 10007-1866
(212) 637-4145

New Mexico

Obtain information and forms from:

Hazardous Waste Bureau
525 Camino De Loss Marquez
Sante Fe, New Mexico 87501
(505) 827-1557

Mail completed forms to:

U.S. EPA Region 6
Hazardous Waste Management Division
First Interstate Bank Tower
1445 Ross Avenue, Suite 1200
Dallas, Texas 75202-2733
(214) 665-7200

New York

Obtain information from:

New York Department of
Environmental Conservation
Solid and Hazardous Waste
Manifest Section
50 Wolfe Road
Albany, New York 12233-7251
(518) 457-6858

Obtain forms from and mail

completed forms to:

U.S. EPA Region 2
Air and Waste Management Division
Attn: RCRA Notifications
290 Broadway, 21st Floor
New York, NY 10007-1866
(212) 637-4145

North Carolina

Obtain information or forms from, and mail completed forms to:

Solid and Hazardous Waste
Management Branch
Division of Health Services
Department of Human Resources
P.O. Box 27687
Raleigh, North Carolina 27611-7687
(919) 733-2178

North Dakota

Obtain information or forms from, and mail completed forms to:

Division of Waste Management
Department of Health and
Consolidated Laboratories
1200 Missouri Avenue
P.O. Box 5520
Bismarck, North Dakota 58506-5520
(701) 328-5166

Northern Mariana Islands

Obtain information from:

Department of Public Health and
Environmental Services
Division of Environmental Quality
Saipan, Mariana Islands 96950
Cable Address: Gov. NMI Saipan

Obtain forms from and mail

completed forms to:

U.S. EPA Region 9
Hazardous Waste Management Division
75 Hawthorne Street, H-3-4
San Francisco, California 94105
(415) 495-8895

Ohio

Obtain information or forms from, and mail completed forms to:

Ohio Environmental Protection Agency
1800 WaterMark Drive
Columbus, Ohio 43215
(614) 644-2977

Oklahoma

Obtain information or forms from:

Department of Environmental Quality
Hazardous Waste Quality
Management Service
1000 Northeast 10th Street
Oklahoma City, Oklahoma 73117-1212
(405) 271-5338

Mail completed forms to:

U.S. EPA Region 6
Hazardous Waste Management Division
First Interstate Bank Tower
1445 Ross Avenue, Suite 1200
Dallas, Texas 75202-2733
(214) 665-7200

Notification of Regulated Waste Activity

Table 1 (continued)

Oregon

Obtain information or forms from, and mail completed forms to:

Oregon Department of
Environmental Quality
Hazardous Waste Operations
811 Southwest 6th Avenue
Portland, Oregon 97204
(503) 229-5913

Pennsylvania

Obtain information from:

Pennsylvania Department of
Environmental Resources
Bureau of Waste Management
Market Street State Office Building
400 Market Street, 14th Floor
Harrisburg, Pennsylvania 17105
(717) 787-6239

Obtain forms from and mail completed forms to:

U.S. EPA Region 3
RCRA Programs Branch
Pennsylvania Section (3 HW51)
841 Chestnut Street
Philadelphia, PA 19107
(215) 566-3070

Puerto Rico

Obtain information from:

Puerto Rico Environmental Quality Board
Land Pollution Control Area
Inspection, Monitoring and Surveillance
P.O. Box 11488
Santurce, Puerto Rico 00910-1488
(787) 763-4448

Obtain forms from and mail completed forms to:

U.S. EPA Region 2
Air and Waste Management Division
Attn: RCRA Notifications
290 Broadway, 21st Floor
New York, New York 10007-1866
(212) 637-4145

Rhode Island

Obtain information or forms from, and mail completed forms to:

Solid Waste Management Program
Department of Environmental
Management
204 Canon Building 75 Davis Street
Providence, Rhode Island 02908
(401) 277-2797

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
Office of Waste Management
319 Coteau
c/o 500 E. Capital Avenue
Pierre, South Dakota 57501-5070
(605) 773-3153

Tennessee

Obtain information or forms from, and mail completed forms to:

Division of Solid Waste Management
Tennessee Department of Public Health
401 Church Street
LNC Tower, 5th Floor
Nashville, Tennessee 37243-1535
(615) 532-0780

Texas

Obtain information or forms from:

Industrial and Hazardous Waste Division
Waste Evaluation Section
P.O. Box 13087, Capitol Station
Austin, Texas 78711-3087
(512) 239-6595

Notification of Regulated Waste Activity

Table 1 (continued)

Mail completed forms to:

U.S. EPA Region 6
Hazardous Waste Management Division
First Interstate Bank Tower
1445 Ross Avenue, Suite 1200
Dallas, Texas 75202-2733
(214) 665-7200

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:

Waste Management Division
Agency of Environmental Conservation
103 South Main Street
Waterbury, Vermont 05676
(802) 241-3888

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
Air and Waste Management Division
Attn: RCRA Notifications
290 Broadway, 21st Floor
New York, NY 10007-1866
(212) 637-4145

Virginia

Obtain information or forms from, and mail completed forms to:

Virginia Department of Environmental
Quality
Attn: Division of Waste Management
P.O. Box 10009
Richmond, Virginia 23240-0009
(804) 698-4000

Washington

Obtain information or forms from, and mail completed forms to:

Department of Ecology
P.O. Box 47658
Olympia, Washington 98504-7658
(206) 459-6316

West Virginia

Obtain information or forms from, and mail completed forms to:

Department of Commerce, Labor and
Environmental Protection
Division of Environmental Protection
Office of Waste Management
1356 Hansford Street
Charleston, West Virginia 25301
(304) 558-5393

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) 266-1327

Wyoming

Obtain information or forms from, and mail completed forms to:

Wyoming Department of Environmental
Quality
Solid and Hazardous Waste Division
122 West 25th Street
Herschler Building, 4th Floor West
Cheyenne, Wyoming 82002
(307) 777-7752

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

U.S. EPA Region 1

RCRA Support Section
JFK Federal Building
Boston, MA 02203-2211
(617) 565-3420
*Connecticut, Maine,
Massachusetts, New Hampshire,
Rhode Island, Vermont*

U.S. EPA Region 2

Air and Waste Management Division
Attn: RCRA Notifications
290 Broadway
21st Floor
New York, NY 10007-1866
(212) 637-4145
*New Jersey, New York, Puerto
Rico, Virgin Islands*

U.S. EPA Region 3

RCRA Programs Branch (3 HW50)
841 Chestnut Street
Philadelphia, PA 19107
(215) 566-3080 (PA, DC)
(215) 566-3070 (VA, WV, DE, MD)
*Delaware, District of Columbia,
Maryland, Pennsylvania, Virginia,
West Virginia*

U.S. EPA Region 4

Hazardous Waste Management Division
RCRA Permitting Section
345 Courtland Street, NE
Atlanta, GA 30365
(404) 347-3433
*Alabama, Florida, Georgia,
Kentucky, Mississippi, North
Carolina, South Carolina,
Tennessee*

U.S. EPA Region 5

RCRA Activities
P.O. Box A3587
Chicago, IL 60690
(312) 886-4001
*Illinois, Indiana, Michigan,
Minnesota, Ohio, Wisconsin*

U.S. EPA Region 6

Hazardous Waste Management Division
First Interstate Bank Tower
1445 Ross Avenue, Suite 1200
Dallas, TX 75202-2733
(214) 665-7200
*Arkansas, Louisiana, New Mexico,
Oklahoma, Texas*

U.S. EPA Region 7

RCRA Branch, Permitting Section
726 Minnesota Avenue
Attn: WSTIN/RCRA/PRMT
Kansas City, KS 66101
(913) 551-7020
Iowa, Kansas, Missouri, Nebraska

U.S. EPA Region 8

Hazardous Waste Management Division
999 18th Street, Suite 500
Denver, CO 80202-2405
(303) 312-6319
*Colorado, Montana, North Dakota,
South Dakota, Utah, Wyoming*

U.S. EPA Region 9

Hazardous Waste Management Division
75 Hawthorne Street, H-3-4
San Francisco, CA 94105
(415) 495-8895
*Arizona, California, Hawaii,
Nevada, American Samoa, Guam,
Northern Mariana Islands*

U.S. EPA Region 10

Waste Management Branch, HW-105
1200 Sixth Avenue
Seattle, WA 98101
(206) 553-1253
*Alaska, Idaho, Oregon,
Washington*

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

Initial Notifications

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

Subsequent Notifications

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.

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 the form 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 site*. Leave EPA ID Number blank if this is your initial notification *for this site*. If this is a subsequent notification, enter the EPA Identification Number assigned to this site in the boxes provided.

Note: If you place an "X" in the box for subsequent notifications, you must complete Items I, II, IV, VI, VII, IX, and X in their entirety. Sections III, V, and VIII are completed depending on the circumstance requiring the subsequent notification.

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 on this form.

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."

Notification of Regulated Waste Activity

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
- *Note: If the Owner 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
- *Note: 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 U.S. EPA of the change, even if the previous owner already received a U.S. EPA Identification Number. Because the U.S. EPA ID Number is site-specific, the new owner will keep the existing ID number. If the

Notification of Regulated Waste Activity

installation moves to another location, the owner/operator must notify EPA of this change. In this instance a new U.S. 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 Activity: Mark an "X" in the appropriate box(es) to show which hazardous waste activities are going on **at this installation.**

- 1. Generator:** If you generate a hazardous waste that is identified by characteristic or listed in 40 CFR Part 261, mark an "X" in the appropriate box for the quantity of non-acutely hazardous waste that is generated per calendar month. If you generate acutely hazardous waste please refer to 40 CFR Part 262 for further information.
- 2. Transporter:** If you transport hazardous waste, indicate if it is your own waste, 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. Transporters do not have to complete Item IX of this form, 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, then mark an "X" in this box. You are reminded to contact the appropriate addressee listed for

Notification of Regulated Waste Activity

your State in Section III.C. of this package to request Part A of the RCRA Permit Application. The Federal regulations for hazardous waste installation owners/operators are found in 40 CFR Parts 264 and 265.

4. **Hazardous Waste Fuel:** If you market hazardous waste fuel, place an "X" in the appropriate box(es). If you burn hazardous waste fuel on-site, place an "X" in the appropriate box and indicate the type(s) of combustion devices in which hazardous waste fuel is burned. (Refer to the definition section for complete descriptions of each device).

Note: Generators are required to notify for waste-as-fuel activities only if they market directly to the burner.

"Other Marketer" is defined as any person, other than a generator marketing hazardous waste, who markets hazardous waste fuel.

5. **Underground Injection Control:** If you generate and/or treat, store or dispose of hazardous waste, place an "X" in the box if an injection well is located at your installation. "Underground Injection" 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.

B. Used Oil Recycling Activities: Mark an "X" in the appropriate box(es) to indicate which used oil recycling activities are taking place at this installation.

1. **Used Oil Fuel Marketer:** If you market off-specification used oil, 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 Part 279.11, mark an "X" in box 1b. If either of these boxes are marked, you must also notify (or have previously notified) as a used oil transporter, off-specification used oil fuel burner, or used oil processor/re-refiner, unless you are a used oil generator. (Used oil generators are not required to notify.)
2. **Used Oil Burner:** If you burn off-specification used oil fuel, place an "X" in the box(es) to indicate the type(s) of combustion device(s) in which off-specification used oil fuel is burned.

Notification of Regulated Waste Activity

(Refer to the definition section for complete descriptions of each device.)

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

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 activity (Item VIII.A.) need to complete this item. Transporters requesting a U.S. 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 (enclosed as Section VIII) in order to complete this section. Part 261 identifies those wastes that EPA defines as hazardous. If you need help completing this section, please contact the appropriate addressee for your State as listed in Section IV.C. of this package.

- A. Characteristics of Nonlisted Hazardous Wastes:** If you handle hazardous wastes which 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 VIII to determine the appropriate hazardous waste number(s).
- B. Listed Hazardous Wastes:** If you handle hazardous wastes that are listed in 40 CFR Part 261, Subpart D, enter the appropriate 4-digit numbers in the boxes provided.

Note: If you handle more than 12 listed hazardous wastes, please continue listing the waste codes on the extra sheet provided at the end of this booklet. If it is used, attach the additional page to the

Notification of Regulated Waste Activity

rest of the form 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 number 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.

VI. Definitions

The following definitions are included to help you to understand and complete the Notification Form:

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 a 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); and
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.

Burner means the owner or operator of any boiler or industrial furnace that burns hazardous waste fuel for energy recovery and that is not regulated as a RCRA hazardous waste incinerator.

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.

Disposal Installation means a installation or part of a installation at which hazardous waste is intentionally placed into or on any land or water, and at which waste will remain after closure.

EPA Identification (I.D.) Number means the number assigned by EPA to each generator, transporter, and treatment, storage, or disposal installation.

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

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

Hazardous Waste Fuel means hazardous waste and any fuel that contains hazardous waste that is burned for energy recovery in a boiler or industrial furnace that is not subject to regulation as a RCRA hazardous waste incinerator. However, the following hazardous waste fuels are subject to regulation as used oil fuels:

1. Used oil fuel burned for energy recovery that is also a hazardous waste solely because it exhibits a characteristic of

Notification of Regulated Waste Activity

hazardous waste identified in Subpart C of 40 CFR Part 261;
and

2. Used oil fuel mixed with hazardous wastes generated by a small quantity generator subject to 40 CFR 261.5.

Hazardous Waste Fuel Marketer is a person who markets hazardous waste fuel. However, generators and initial transporters (i.e., transporters who receive hazardous waste directly from generators including initial transporters who operate transfer stations) who do not market directly to persons who burn the fuels are not subject to waste-as-fuel requirements (including notification) under Subpart D of 40 CFR Part 266.

Industrial Boiler means a boiler located on the site of a installation engaged in a manufacturing process where substances are transformed into new products, including the component parts of products, by mechanical or chemical processes.

Industrial Furnace means any of the following enclosed devices that are integral components of manufacturing processes and that use controlled flame combustion to accomplish recovery of materials or energy: cement kilns, lime kilns, aggregate kilns (including asphalt kilns), phosphate kilns, coke ovens, blast furnaces, smelting furnaces, 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, and other devices as the Administrator may add to this list.

Installation means all contiguous land, structures, other appurtenances, and improvements on the land, used for treating, storing, or disposing of hazardous waste. An installation may consist of several treatment, storage, or disposal operational units (e.g., one or more landfills, surface impoundments, or combinations of them).

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 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 a installation.

Owner means a person who owns a installation or part of a installation, including landowner.

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 product. 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, and chemical or physical separation.

Small Quantity Exemption means small quantities of hazardous waste that are exempt from the requirements of 40 CFR 266.108.

Smelter Deferral means that the mandate in section 3000(g) to regulate facilities burning hazardous waste for energy recovery as may be necessary to protect human health and the environment does not apply to devices burning for the purpose of material recovery.

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.

Transportation means the movement of hazardous waste by air, rail, highway, or water.

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

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 waste, or so as to recover energy or material resources from the waste, or so as to render such waste nonhazardous, or less hazardous; safer to transport, store or dispose of; or amenable for recovery, amenable for storage, or

Notification of Regulated Waste Activity

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.

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.

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 Burner means a facility where used oil not meeting the specification requirements in 40 CFR 279.11 is burned for energy recovery in devices identified in Section 279.61(a).

Used Oil Processor means a facility that processes on- or off-specification used oil.

Used Oil Recycling Activities, for the purposes of this form, include used oil transportation, processing, and re-refining; burning off-specification used oil fuel; and used oil fuel marketing.

Used Oil Re-refiner is a person who 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. 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.

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 facility to a 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.

Utility Boiler means a boiler that is used to produce electricity, steam or heated or cooled air or other gases or fluids for sale.

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

The Environmental Protection Agency 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 for their wastes the EPA Hazardous Waste Numbers that are needed to complete the EPA Form 8700-12, two appendices have been added.

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

To use these appendices:

1. Locate your industry in Appendix 1 to identify the waste streams common to your activities.
2. Find each of your waste streams in Appendix 2, and review the more detailed descriptions of typical wastes to determine which waste streams actually result from your activities.
3. If you determine that a waste stream does apply to you, report the 4-digit EPA Hazardous Waste Number in Item IX.B. of Form 8700-12, "Notification of Regulated Waste Activity."

Notification of Regulated Waste Activity

The industries and 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 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 waste stream is unclear, please refer to 40 CFR Part 261, reprinted in Section VIII of this notification package. 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 wastes, contact your state hazardous waste management agency as listed in Section IV of these notification instructions, or the RCRA, Superfund, and EPCRA Hotline at 1-800-424-9346 (or in the Washington, D.C. area at (703) 412-9810).

VIII. Reprint of Part 261 from Title 40 of the Code of Federal Regulations (July 1, 1996).

Appendix 1
Typical 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

Acid/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

Notification of Regulated Waste Activity

Appendix 2 Typical 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 of 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

IGNITABLE WASTES:

Ignitable wastes include any flammable liquids, nonliquids, 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.

Notification of Regulated Waste Activity

Appendix 2 (continued)

Some commonly used ignitable compounds are:

Waste Stream	EPA Hazardous Waste Number
Acetone	F003
Benzene	D001
n-Butyl Alcohol	F003
Chlorobenzene	F002
Cyclohexanone	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 waster 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 Part 266.)

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

ORGANIC WASTES:

See Section IV, 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 Section IV) 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.)

Notification of Regulated Waste Activity

Appendix 2 (continued)

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
Dinitroresol	P047
Dinoseb	P020
Disodium Monomomethane arsonate	D004
Disulfoton	P039
Endosulfan	P050
Endrin	P051
Ethylmercuric Chloride	D009
Famphur	P097
Nepthachlor	P059
Hexachlorobenzene	U127

Notification of Regulated Waste Activity

Appendix 2 (continued)

Waste Stream	EPA Hazardous Waste Number
Kepone	U142
Lindane	U129
2-Methoxy Mercuric Chloride	D009
Methoxychlor	D014
Methyl Parathion	P071
Monosodium Methanearsonate	D004
Nicotine	P075
Parathion	P089
Pentachloronitrobenzene	U185
Pentachlorophenol	U242
Phenylmercuric 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

Notification of Regulated Waste Activity

Appendix 2 (continued)

Waste Stream	EPA Hazardous Waste Number
Methylene Chloride	F001(Sludges) F002(Still Bottoms)
Naphtha	D001
Nitrobenzene	F004
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

Notification of Regulated Waste Activity

Appendix 2 (continued)

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.

WOOD PRESERVING AGENTS:

Compounds or mixtures used in wood preserving, including the wastewater treatment sludge from wastewater treatment operations, are considered hazardous. Bottom sediment sludges from the treatment of wastewater processes that use creosote or pentachlorophenol are hazardous, and have an EPA Hazardous Waste Number of K001. Unless otherwise indicated, specific wood preserving components are:

Waste Stream	EPA Hazardous Waste Number
Chromated Copper Arsenate	D004
Creosote	K001
Pentachlorophenol	K001

Please print or type with ELITE type (12 characters per inch) in the unshaded areas only

<p>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).</p>		<h1>Notification of Regulated Waste Activity</h1>  <p>United States Environmental Protection Agency</p>												<p>Date Received (For Official Use Only)</p>							
I. Installation's EPA ID Number (Mark 'X' in the appropriate box)																					
<input type="checkbox"/> A. Initial Notification						<input type="checkbox"/> 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													
<input type="checkbox"/>				<input type="checkbox"/>																	
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		(Date Changed)					
														Yes <input type="checkbox"/> No <input type="checkbox"/>		Month		Day		Year	
-																					

ID - For Official Use Only

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

A. Hazardous Waste Activity

B. Used Oil Recycling 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. Hazardous Waste Fuel
- ☐ a. Generator Marketing to Burner
- ☐ b. Other Marketers
- ☐ c. Boiler and/or Industrial Furnace
- ☐ 1. Smelter Deferral
- ☐ 2. Small Quantity Exemption
- Indicate Type of Combustion Device(s)
- ☐ 1. Utility Boiler
- ☐ 2. Industrial Boiler
- ☐ 3. Industrial Furnace
- ☐ 5. Underground Injection Control

1. Used Oil Recycling Marketer
- ☐ a. Marketer Directs Shipment of Used Oil to Off-Specification Burner
- ☐ b. Marketer Who First Claims the Used Oil Meets the Specifications
2. Used Oil Burner - Indicate Type(s) of Combustion Device
- ☐ a. Utility Boiler
- ☐ b. Industrial Boiler
- ☐ c. Industrial Furnace
3. Used Oil Transporter - Indicate Type(s) of Combustion Device(s)
- a. Transporter
- b. Transfer Facility
4. Used Oil Processor/Re-refiner - Indicate Type(s) of Activity(ies)
- ☐ a. Process
- ☐ b. Re-refine

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

A. 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)

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))

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

1
7

2
8

3
9

4
10

5
11

6
12

C. Other Wastes. (State 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 III of the booklet for addresses.)