



# 2008 ANNUAL HAZARDOUS WASTE REPORT

## Frequently Asked Questions

### 1. Who is required to file the 2008 Annual Hazardous Waste Report?

All RCRA Class 1 (> 1000 Kg/Mo) generators, TSD Facilities, and generators who are registered with LDEQ as Large Quantity (Class I) generators must complete the 2008 Annual Hazardous Waste Report. Class 2 and Class 3 generators are no longer required to file the Annual Hazardous Waste Report in accordance with LAC 33:V Chapters 1, 9, 11, 15-21, 23-29, and 31-37.

### 2. Are there any changes to the 2008 Annual Hazardous Waste Report?

The Offsite Identification form should be completed and submitted with your 2008 Annual Hazardous Waste Report.

### 3. How may I obtain a copy of the 2008 Annual Hazardous Waste Reporting Packet?

You may download the 2008 Instructions and Forms booklet, the Waste Reporter Software, and the BRState software from the LDEQ web link located at <http://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>. In order to reduce costs, LDEQ will only mail paper copy reporting packets upon request. To request a paper copy of the 2008 Annual Hazardous Waste Reporting packet call (225) 219-3250 or (225) 219-3185.

### 4. How may I obtain the 2008 electronic reporting software?

Sites should download either the Waste Reporter Software or the BRState Software for use in completing their report. The electronic reporting software may be downloaded from the LDEQ web link located at <http://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>.

The most current version of Waste Reporter or BRState must be downloaded and used for submission of the 2008 Annual Hazardous Waste Report. If you have an old version of the software please download the updated version.

### 5. What is the procedure for submitting my report electronically?

Complete your report in the 2008 Waste Reporter or BRState Software downloaded from the LDEQ website <http://www.deq.louisiana.gov/portal/tabid/217/Default.aspx>. Once your data has been input into Waste Reporter or BRState, validate the data, and create a submission file. (The submission file on your disk MUST be a zip file in the format indicated. The name on the zip file will consist of your EPA ID# followed by "BR2008". Example LAD000111222BR2007.ZIP.) You should mail or deliver to LDEQ the diskette or CD with the required zip file and the signed hard copy of the RCRA Subtitle C Site Identification Form. We are unable at this time to accept the reports by e-mail.

### 6. Will workshops be held in January 2009 for the 2008 Annual Hazardous Waste Reporting Year?

Workshops have been scheduled for the 2008 Annual Hazardous Waste Reporting year. LDEQ has scheduled a workshop in November 2008 and several in January 2009. Please "click here" to view the workshop schedule for dates, times and locations of the workshops. These workshops have been scheduled to review the reporting software and discuss the Annual Hazardous Waste Reporting process.

### 7. Which software should I use to complete the 2008 Annual Hazardous Waste Report, the BRState or the Waste Reporter Software?

You may use either. There is no charge for the use of either software at this time. Waste Reporter is provided by a privately owned entity and LDEQ has no control over the longevity of the agreement with that entity to continue to provide Waste Reporter to the public at no charge. The BRState software is public domain freeware developed by the State of Florida and provided in addition to Waste Reporter.

**8. How do I use the BRState Software?**

Workshops have been scheduled to review the BRState Software and Waste Reporter Software. "Click Here" for a link to the workshop schedule. You may also consult the "How Do I?" button on the main page of the BRState program for additional information on program use.

**9. Must I download the Waste Reporter Software or BRState Software every year?**

If you intend to file your report using the Waste Reporter Software or the BRState Software, you must download the current version every year. This ensures that you are using the most up to date version available and that the submission file created will reflect the report year in which the report was created.

**10. Must my electronic submission of the 2008 Annual Hazardous Waste Report be in a certain format?**

An example of the electronic submission file that MUST be submitted to LDEQ is LAD123456789BR2008.ZIP. Files submitted in any other format will not be accepted.

**11. When is the submission deadline for the 2008 Annual Hazardous Waste Report?**

The regulatory reporting deadline for the 2008 Annual Hazardous Waste Report submission is March 2, 2009.

**12. Who should I contact with questions regarding the Annual Hazardous Waste report and/or the electronic reporting software?**

For Annual Hazardous Waste Report and software questions contact:

Charles Bennett at (225) 219-3250 or Sheryl Grimmer at (225) 219-3185.

**13. Am I required to complete and submit the Offsite Identification (OI) Form?**

All sites required to complete the Annual Hazardous Waste Report are required to file the Offsite Identification Form.

**13. Where should I return the forms, electronic files and signed site identification forms?**

Mailing address: Louisiana Department of Environmental Quality  
Office of Environmental Services  
Permit Support Services Division  
Notifications and Accreditations Section  
PO Box 4313  
Baton Rouge, LA 70821-4313

Physical address: Louisiana Department of Environmental Quality  
Office of Environmental Services  
Permit Support Services Division  
Notifications and Accreditations Section  
Galvez Building  
602 N. Fifth Street  
Baton Rouge, LA 70802