



# Annual Hazardous Waste Report Workshop



# **LDEQ Staff**

**Lee McNabb**

**Sheryl Grimmer**

**Tanya Byers**



# **RCRA Subtitle C Site Identification Form**



This file includes fillable form fields.  
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Fill &amp; Sign Tools

-  Add Text
- Add Checkmark
-  Place Initials
-  Place Signature

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OMB# 2050-0024; Expires 01/31/2017

<b>SEND COMPLETED FORM TO:</b> The Appropriate State or Regional Office.	<b>United States Environmental Protection Agency RCRA SUBTITLE C SITE IDENTIFICATION FORM</b>	
<b>1. Reason for Submittal</b>  MARK ALL BOX(ES) THAT APPLY	<b>Reason for Submittal:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> To provide an Initial Notification (first time submitting site identification information / to obtain an EPA ID number for this location)</li> <li><input type="checkbox"/> To provide a Subsequent Notification (to update site identification information for this location)</li> <li><input type="checkbox"/> As a component of a First RCRA Hazardous Waste Part A Permit Application</li> <li><input type="checkbox"/> As a component of a Revised RCRA Hazardous Waste Part A Permit Application (Amendment # _____)</li> <li><input type="checkbox"/> As a component of the Hazardous Waste Report (If marked, see sub-bullet below)           <ul style="list-style-type: none"> <li><input type="checkbox"/> Site was a TSD facility and/or generator of &gt;1,000 kg of hazardous waste, &gt;1 kg of acute hazardous waste, or &gt;100 kg of acute hazardous waste spill cleanup in one or more months of the report year (or State equivalent LQG regulations)</li> </ul> </li> </ul>	
<b>2. Site EPA ID Number</b>	EPA ID Number <input type="text"/>	
<b>3. Site Name</b>	Name: <input type="text"/>	
<b>4. Site Location Information</b>	Street Address: <input type="text"/>	
	City, Town, or Village: <input type="text"/>	County: <input type="text"/>
	State: <input type="text"/>	Country: <input type="text"/> Zip Code: <input type="text"/>
<b>5. Site Land Type</b>	<input type="checkbox"/> Private <input type="checkbox"/> County <input type="checkbox"/> District <input type="checkbox"/> Federal <input type="checkbox"/> Tribal <input type="checkbox"/> Municipal <input type="checkbox"/> State <input type="checkbox"/> Other	
<b>6. NAICS Code(s) for the Site (at least 5-digit codes)</b>	A. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	C. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	B. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	D. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>7. Site Mailing Address</b>	Street or P.O. Box: <input type="text"/>	
	City, Town, or Village: <input type="text"/>	
	State: <input type="text"/>	Country: <input type="text"/> Zip Code: <input type="text"/>
<b>8. Site Contact Person</b>	First Name: <input type="text"/>	MI: <input type="text"/> Last: <input type="text"/>
	Title: <input type="text"/>	
	Street or P.O. Box: <input type="text"/>	
	City, Town or Village: <input type="text"/>	
	State: <input type="text"/>	Country: <input type="text"/> Zip Code: <input type="text"/>

Navigation bar with back, forward, search, and address fields. Address: http://www.epa.gov/epawaste/infocources/data/br13/br2013rpt.pdf

<b>Information</b>	<b>City, Town, or Village:</b>		<b>County:</b>		
	<b>State:</b>		<b>Country:</b>		
<b>5. Site Land Type</b>		<input type="checkbox"/> Private <input type="checkbox"/> County <input type="checkbox"/> District <input type="checkbox"/> Federal <input type="checkbox"/> Tribal <input type="checkbox"/> Municipal <input type="checkbox"/> State <input type="checkbox"/> Other			
<b>6. NAICS Code(s) for the Site (at least 5-digit codes)</b>	<b>A.</b>		<b>C.</b>		
	<b>B.</b>		<b>D.</b>		
<b>7. Site Mailing Address</b>	<b>Street or P.O. Box:</b>				
	<b>City, Town, or Village:</b>				
	<b>State:</b>		<b>Country:</b>		
<b>Zip Code:</b>					
<b>8. Site Contact Person</b>	<b>First Name:</b>		<b>MI:</b>	<b>Last:</b>	
	<b>Title:</b>				
	<b>Street or P.O. Box:</b>				
	<b>City, Town or Village:</b>				
	<b>State:</b>		<b>Country:</b>		
	<b>Zip Code:</b>				
	<b>Email:</b>				
<b>Phone:</b>		<b>Ext.:</b>		<b>Fax:</b>	
<b>9. Legal Owner and Operator of the Site</b>	<b>A. Name of Site's Legal Owner:</b>			<b>Date Became Owner:</b>	
	<b>Owner Type:</b> <input type="checkbox"/> Private <input type="checkbox"/> County <input type="checkbox"/> District <input type="checkbox"/> Federal <input type="checkbox"/> Tribal <input type="checkbox"/> Municipal <input type="checkbox"/> State <input type="checkbox"/> Other				
	<b>Street or P.O. Box:</b>				
	<b>City, Town, or Village:</b>			<b>Phone:</b>	
	<b>State:</b>		<b>Country:</b>		
	<b>B. Name of Site's Operator:</b>			<b>Date Became Operator:</b>	
	<b>Operator Type:</b> <input type="checkbox"/> Private <input type="checkbox"/> County <input type="checkbox"/> District <input type="checkbox"/> Federal <input type="checkbox"/> Tribal <input type="checkbox"/> Municipal <input type="checkbox"/> State <input type="checkbox"/> Other				

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EPA ID Number [Grid]

OMB#: 2050-0024; Expires 01/31/2017

10. Type of Regulated Waste Activity (at your site) Mark "Yes" or "No" for all current activities (as of the date submitting the form); complete any additional boxes as instructed.

A. Hazardous Waste Activities; Complete all parts 1-10.

- Y  N  1. Generator of Hazardous Waste  
If "Yes," mark only one of the following - a, b, or c.
- a. LQG: Generates, in any calendar month, 1,000 kg/mo (2,200 lbs/mo.) or more of hazardous waste; or Generates, in any calendar month, or accumulates at any time, more than 1 kg/mo (2.2 lbs/mo) of acute hazardous waste; or Generates, in any calendar month, or accumulates at any time, more than 100 kg/mo (220 lbs/mo) of acute hazardous spill cleanup material.
- b. SQG: 100 to 1,000 kg/mo (220 - 2,200 lbs/mo) of non-acute hazardous waste.
- c. CESQG: Less than 100 kg/mo (220 lbs/mo) of non-acute hazardous waste.

If "Yes" above, indicate other generator activities in 2-10.

- Y  N  2. Short-Term Generator (generate from a short-term or one-time event and not from on-going processes). If "Yes," provide an explanation in the Comments section.
- Y  N  3. United States Importer of Hazardous Waste
- Y  N  4. Mixed Waste (hazardous and radioactive) Generator

- Y  N  5. Transporter of Hazardous Waste  
If "Yes," mark all that apply.
- a. Transporter
- b. Transfer Facility (at your site)
- State approval required prior to startup.**
- Y  N  6. Treater, Storer, or Disposer of Hazardous Waste Note: A hazardous waste Part B permit is required for these activities.
- Y  N  7. Recycler of Hazardous Waste
- Y  N  8. Exempt Boiler and/or Industrial Furnace  
If "Yes," mark all that apply.
- a. Small Quantity On-site Burner Exemption
- b. Smelting, Melting, and Refining Furnace Exemption
- Y  N  9. Underground Injection Control
- Y  N  10. Receives Hazardous Waste from Off-site

B. Universal Waste Activities; Complete all parts 1-2.

- Y  N  1. Large Quantity Handler of Universal Waste (you accumulate 5,000 kg or more) [refer to your State regulations to determine what is regulated]. Indicate types of universal waste managed at your site. If "Yes," mark all that apply.
- a. Batteries
- b. Pesticides

C. Used Oil Activities; Complete all parts 1-4.

- Y  N  1. Used Oil Transporter  
If "Yes," mark all that apply.
- a. Transporter
- b. Transfer Facility (at your site)
- Y  N  2. Used Oil Processor and/or Re-refiner  
If "Yes," mark all that apply.
- a. Processor

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accumulates at any time, more than 100 kg/mo (220 lbs/mo) of acute hazardous spill cleanup material.

- b. SQG: 100 to 1,000 kg/mo (220 – 2,200 lbs/mo) of non-acute hazardous waste.
- c. CESQG: Less than 100 kg/mo (220 lbs/mo) of non-acute hazardous waste.

If "Yes" above, indicate other generator activities in 2-10.

- Y  N  2. **Short-Term Generator** (generate from a short-term or one-time event and not from on-going processes). If "Yes," provide an explanation in the Comments section.
- Y  N  3. **United States Importer of Hazardous Waste**
- Y  N  4. **Mixed Waste (hazardous and radioactive) Generator**

Y  N  7. **Recycler of Hazardous Waste**

- Y  N  8. **Exempt Boiler and/or Industrial Furnace**  
If "Yes," mark all that apply.
  - a. Small Quantity On-site Burner Exemption
  - b. Smelting, Melting, and Refining Furnace Exemption

Y  N  9. **Underground Injection Control**

Y  N  10. **Receives Hazardous Waste from Off-site**

**B. Universal Waste Activities; Complete all parts 1-2.**

Y  N  1. **Large Quantity Handler of Universal Waste** (you accumulate 5,000 kg or more) [refer to your State regulations to determine what is regulated]. Indicate types of universal waste managed at your site. If "Yes," mark all that apply.

- a. Batteries
- b. Pesticides
- c. Mercury containing equipment
- d. Lamps
- e. Other (specify) \_\_\_\_\_
- f. Other (specify) \_\_\_\_\_
- g. Other (specify) \_\_\_\_\_

Y  N  2. **Destination Facility for Universal Waste**  
**Note:** A hazardous waste permit may be required for this activity.

**C. Used Oil Activities; Complete all parts 1-4.**

Y  N  1. **Used Oil Transporter**  
If "Yes," mark all that apply.

- a. Transporter
- b. Transfer Facility (at your site)

Y  N  2. **Used Oil Processor and/or Re-refiner**  
If "Yes," mark all that apply.

- a. Processor **State approval required prior to startup.**
- b. Re-refiner

Y  N  3. **Off-Specification Used Oil Burner**

Y  N  4. **Used Oil Fuel Marketer**  
If "Yes," mark all that apply.

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



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c. Non-profit institute that is owned by or has a formal written affiliation agreement with a college or university

Y  N  2. Withdrawing from 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories

**11. Description of Hazardous Waste**

**A. Waste Codes for Federally Regulated Hazardous Wastes.** Please list the waste codes of the Federal hazardous wastes handled at your site. List them in the order they are presented in the regulations (e.g., D001, D003, F007, U112). Use an additional page if more spaces are needed.


**B. Waste Codes for State-Regulated (i.e., non-Federal) Hazardous Wastes.** Please list the waste codes of the State-Regulated hazardous wastes handled at your site. List them in the order they are presented in the regulations. Use an additional page if more spaces are needed.

<b>Leave this section blank</b>						





# Notification Form Contact

**Malcolm (Lee) McNabb**

**[Malcolm.mcnabb@la.gov](mailto:Malcolm.mcnabb@la.gov)**

**(225) 219-3244**





# **Changes to the 2015 Annual Hazardous Waste Report Instructions and Forms**



# **Clarification of Large Quantity, Small Quantity and Conditionally Exempt Small Quantity Generator Definitions.**



# Annual Hazardous Waste Reporting Forms







# **Generation and Management Form (GM Form)**





# **Waste Received From Off-Site Form (WR Form)**





# Off-Site Identification Form (OI Form)





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Business and Community Outreach  
Public Participation and Permit Support

Water Permits  
Financial Services  
Human Resources  
Legal Affairs  
Underground Storage Tank and Remediation Division  
Waste Permits

Hazardous Waste Manifest/Notification/Reporting  
Permit Applications Received  
The Public Participation Group  
Asbestos  
Lead Paint  
Solid Waste Operators/Notifications  
Permit Application Administrative Review Group  
Louisiana Laboratory Accreditation Program

Manifest Regulation Changes  
Annual Haz. Waste Reporting

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In the matter of Hurricane Katrina and its aftermath

Texas Oil and Gas Company pleads guilty to felony

Christmas tree Recycling

Information on how and where to recycle your Christmas or holiday tree

2016 Environmental Leadership Award application information and invitation

The deadline to submit an application for the 2016 ELP Awards is December 18.



http://www.deq.louisiana.gov/portal/DIVISIONS/PublicParticipationandPermitSupport/HazardousWasteManif Annual Hazardous Waste Reporting

Suggested Sites CUserssherylgDocuments2014 Wor... DEQ Intranet DEQ Phone Directory EDMS Search SAP LEO DEQ Public Website SAP SAP NetWeaver Portal DEQ DEQ's Intranet



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## Annual Hazardous Waste Reporting

*Public Participation and Permit Support Division*

*Notifications and Accreditations Section*

P.O. Box 4313  
Baton Rouge, La. 70821-4313  
Phone: (225)219-1665

FAX: (225)325-8137

All RCRA Large Quantity Generators (>1000 Kg / Mo) and permitted Treater, Storer, or Disposer (TSD) facilities must complete the 201 Annual Hazardous Waste Report according to LAC 33:V. Small Quantity Generators and Conditionally Exempt Small Quantity Generators are not required to file the Annual Hazardous Waste Report in accordance with LAC 33:V Chapters 1, 11, 15, 17-21, 23-29, and 31-33, 35, 37.

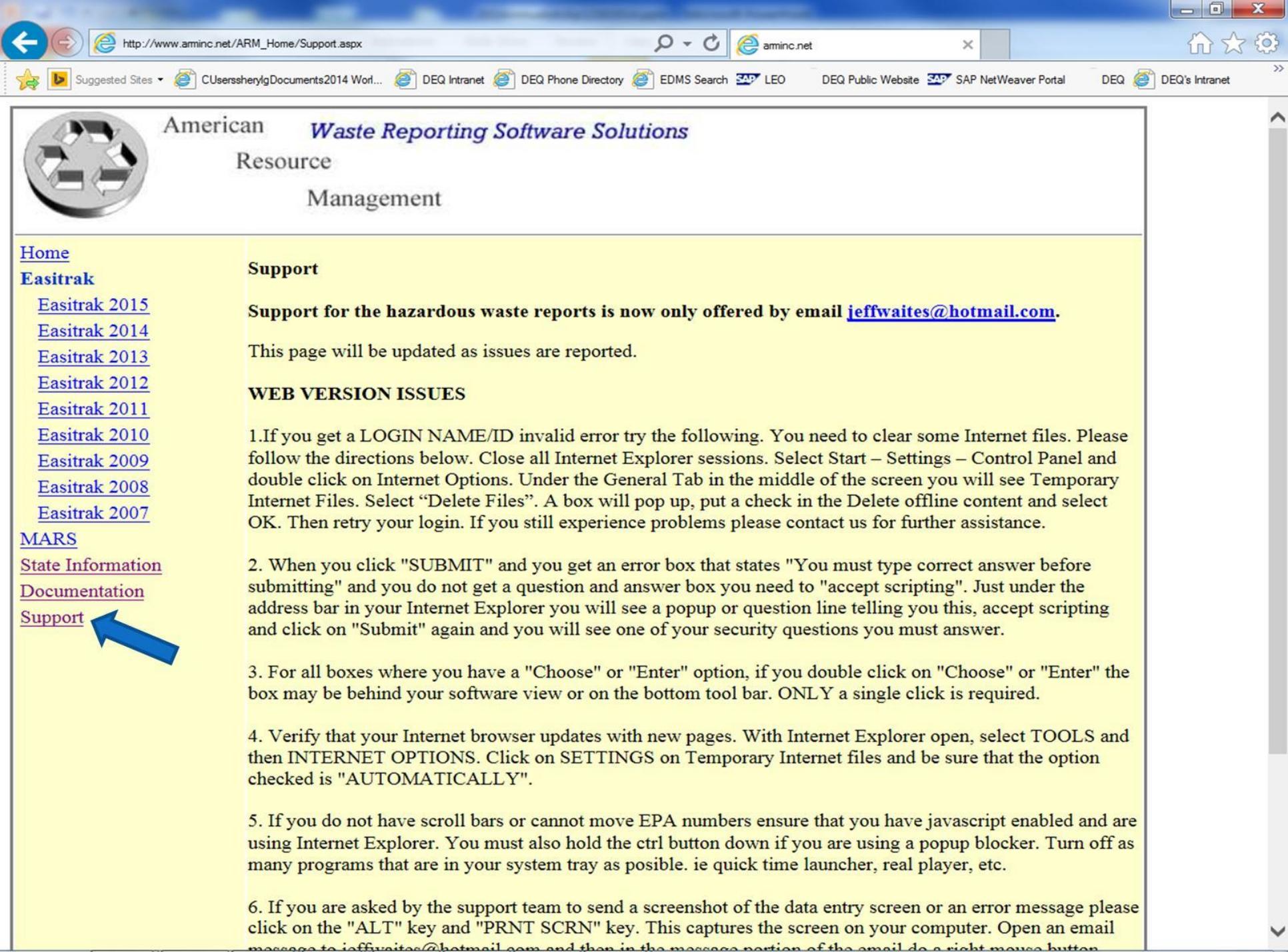
The "**2015 ANNUAL HAZARDOUS WASTE REPORT INSTRUCTIONS AND FORMS BOOKLET**"  provides important information to aid in the completion of the report. If you choose to report via hard-copy, the "**2015 ANNUAL HAZARDOUS WASTE INSTRUCTIONS AND FORMS BOOKLET**" contains the forms that are needed to complete your report. There are no changes to the 2015 Annual Hazardous Waste Report Instructions and Forms Booklet.

**NEW!!!** The Louisiana Department of Environmental Quality (LDEQ) encourages the use of the electronic reporting software to complete your report. Electronic reporters may use the "**Easitrak Software**" to submit the 2015 Annual Hazardous Waste Report. The American Resource Manager  "**Easitrak Software**" is web based program. Users will use their EPA ID # as their login ID, and will create a password. Then the report shall be completed on the ARM web page. You are not required to download the software. You may save your data and re-enter the report as needed until your report is completed. You are no longer required to submit a CD or disk with your electronic file. When your electronic report is complete please submit the 4 page signed RCRA Subtitle C Site Identification Form and the signed ARM Declaration of Electronic Filing Form to the Louisiana Department of Environmental Quality at the address listed at the top of this page.



# Electronic Reporting

The Easitrak Software by American Resource Management (ARM) is available for use in submitting the 2015 Annual Hazardous Waste Report. The link to the Easitrak software is <http://arminc.net>.



# American Waste Reporting Software Solutions Resource Management

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  - [Easitrak 2010](#)
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- [MARS](#)
- [State Information](#)
- [Documentation](#)
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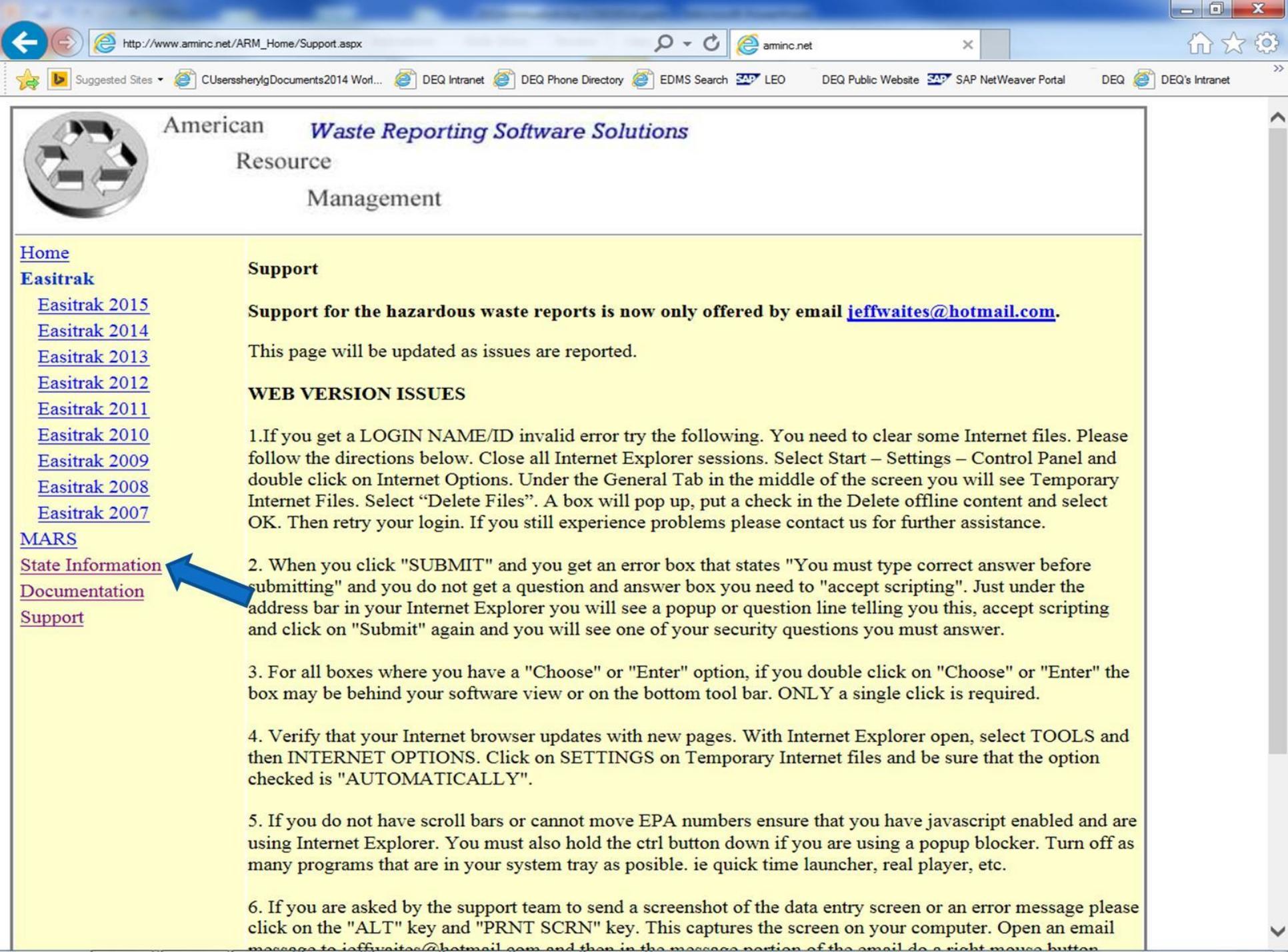
## Support

**Support for the hazardous waste reports is now only offered by email [jeffwaites@hotmail.com](mailto:jeffwaites@hotmail.com).**

This page will be updated as issues are reported.

### WEB VERSION ISSUES

- 1.If you get a LOGIN NAME/ID invalid error try the following. You need to clear some Internet files. Please follow the directions below. Close all Internet Explorer sessions. Select Start – Settings – Control Panel and double click on Internet Options. Under the General Tab in the middle of the screen you will see Temporary Internet Files. Select “Delete Files”. A box will pop up, put a check in the Delete offline content and select OK. Then retry your login. If you still experience problems please contact us for further assistance.
2. When you click "SUBMIT" and you get an error box that states "You must type correct answer before submitting" and you do not get a question and answer box you need to "accept scripting". Just under the address bar in your Internet Explorer you will see a popup or question line telling you this, accept scripting and click on "Submit" again and you will see one of your security questions you must answer.
3. For all boxes where you have a "Choose" or "Enter" option, if you double click on "Choose" or "Enter" the box may be behind your software view or on the bottom tool bar. ONLY a single click is required.
4. Verify that your Internet browser updates with new pages. With Internet Explorer open, select TOOLS and then INTERNET OPTIONS. Click on SETTINGS on Temporary Internet files and be sure that the option checked is "AUTOMATICALLY".
5. If you do not have scroll bars or cannot move EPA numbers ensure that you have javascript enabled and are using Internet Explorer. You must also hold the ctrl button down if you are using a popup blocker. Turn off as many programs that are in your system tray as possible. ie quick time launcher, real player, etc.
6. If you are asked by the support team to send a screenshot of the data entry screen or an error message please click on the "ALT" key and "PRNT SCR" key. This captures the screen on your computer. Open an email message to [jeffwaites@hotmail.com](mailto:jeffwaites@hotmail.com) and then in the message portion of the email do a right mouse button



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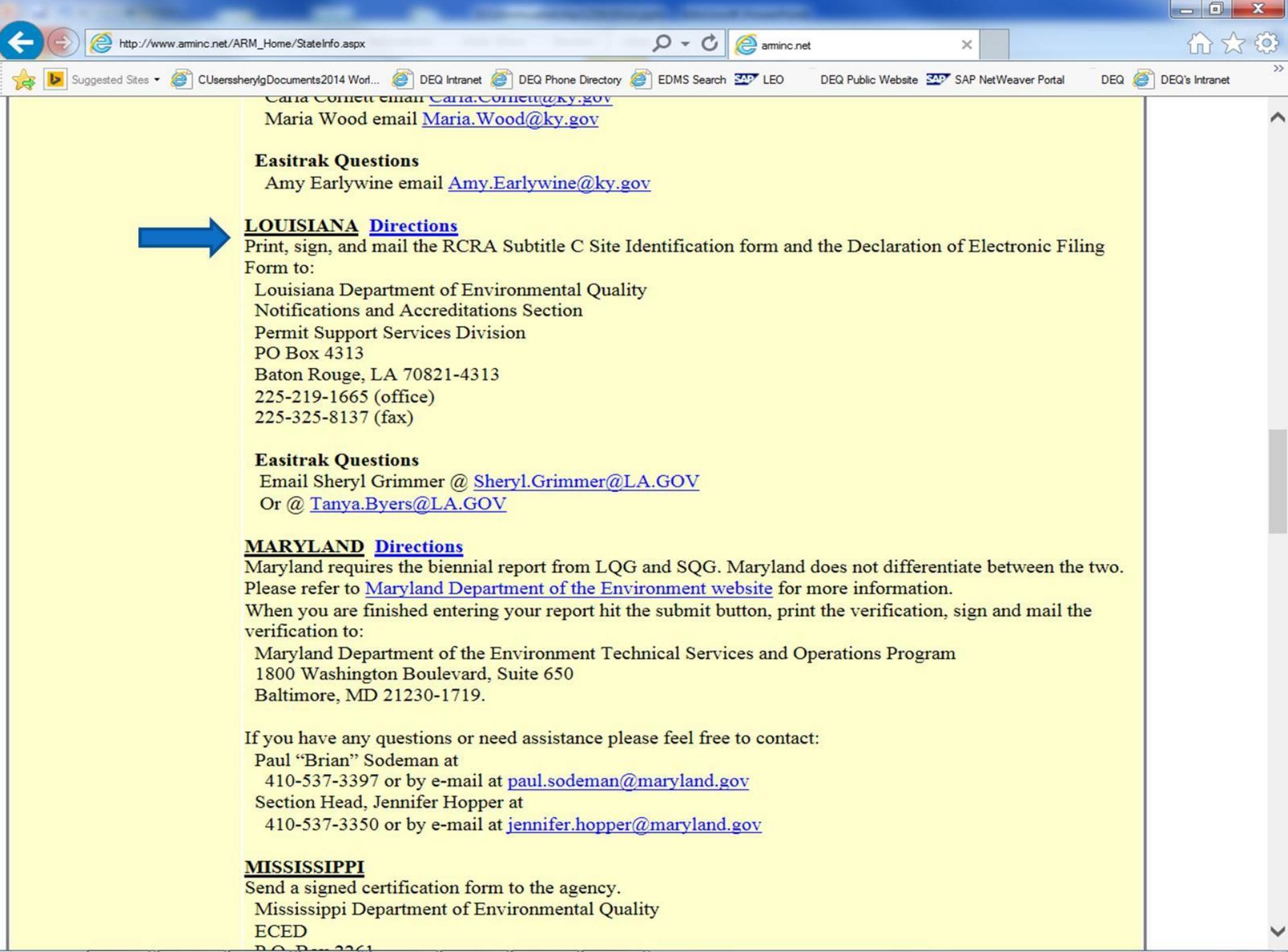
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Caria Cornett email [Caria.Cornett@ky.gov](mailto:Caria.Cornett@ky.gov)  
Maria Wood email [Maria.Wood@ky.gov](mailto:Maria.Wood@ky.gov)

**Easitrak Questions**

Amy Earlywine email [Amy.Earlywine@ky.gov](mailto:Amy.Earlywine@ky.gov)

**LOUISIANA Directions**

Print, sign, and mail the RCRA Subtitle C Site Identification form and the Declaration of Electronic Filing Form to:

Louisiana Department of Environmental Quality  
Notifications and Accreditations Section  
Permit Support Services Division  
PO Box 4313  
Baton Rouge, LA 70821-4313  
225-219-1665 (office)  
225-325-8137 (fax)

**Easitrak Questions**

Email Sheryl Grimmer @ [Sheryl.Grimmer@LA.GOV](mailto:Sheryl.Grimmer@LA.GOV)  
Or @ [Tanya.Byers@LA.GOV](mailto:Tanya.Byers@LA.GOV)

**MARYLAND Directions**

Maryland requires the biennial report from LQG and SQG. Maryland does not differentiate between the two. Please refer to [Maryland Department of the Environment website](#) for more information.

When you are finished entering your report hit the submit button, print the verification, sign and mail the verification to:

Maryland Department of the Environment Technical Services and Operations Program  
1800 Washington Boulevard, Suite 650  
Baltimore, MD 21230-1719.

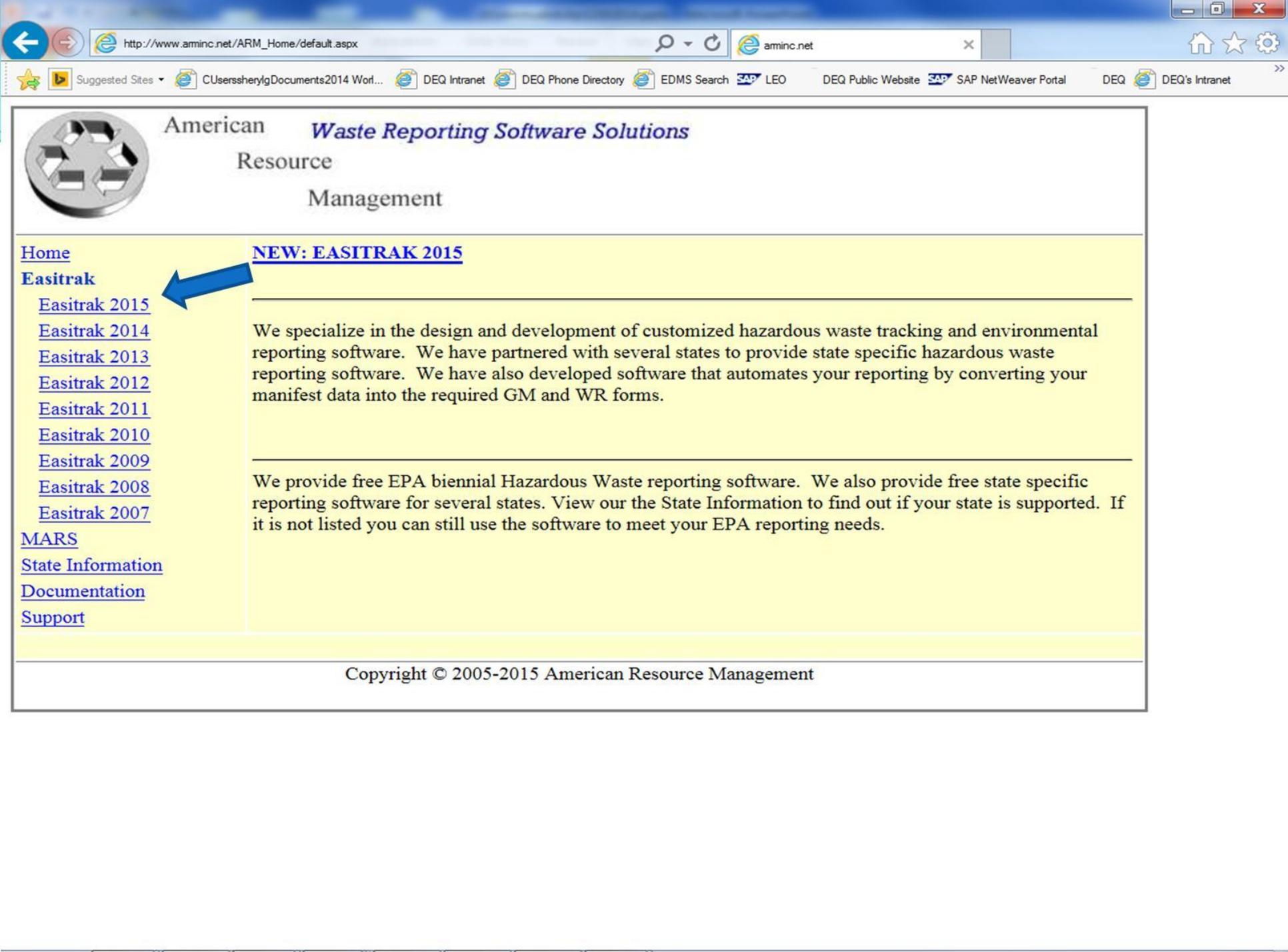
If you have any questions or need assistance please feel free to contact:

Paul "Brian" Sodeman at  
410-537-3397 or by e-mail at [paul.sodeman@maryland.gov](mailto:paul.sodeman@maryland.gov)  
Section Head, Jennifer Hopper at  
410-537-3350 or by e-mail at [jennifer.hopper@maryland.gov](mailto:jennifer.hopper@maryland.gov)

**MISSISSIPPI**

Send a signed certification form to the agency.  
Mississippi Department of Environmental Quality

ECED  
P.O. Box 2261



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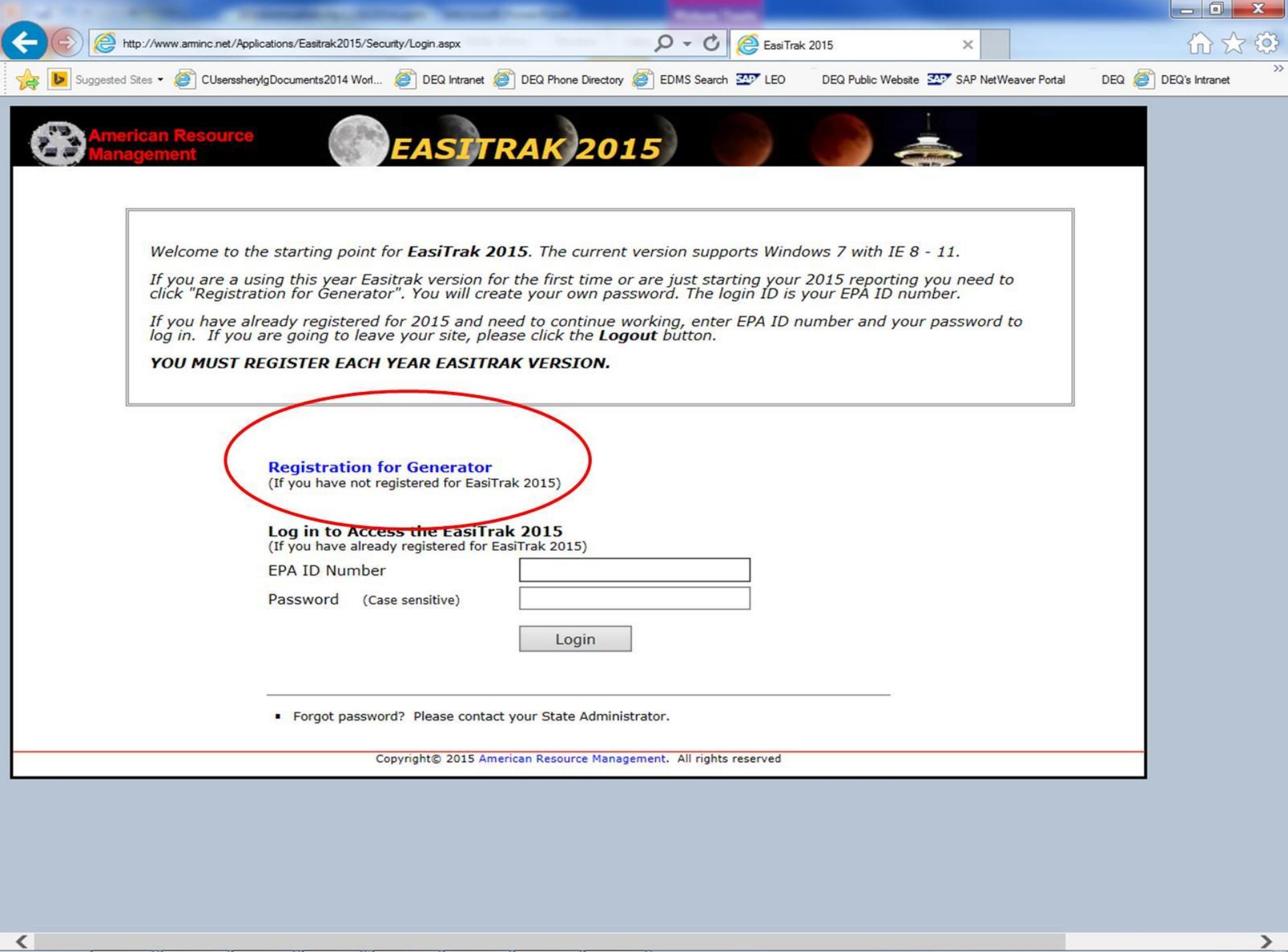


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We specialize in the design and development of customized hazardous waste tracking and environmental reporting software. We have partnered with several states to provide state specific hazardous waste reporting software. We have also developed software that automates your reporting by converting your manifest data into the required GM and WR forms.

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We provide free EPA biennial Hazardous Waste reporting software. We also provide free state specific reporting software for several states. View our the State Information to find out if your state is supported. If it is not listed you can still use the software to meet your EPA reporting needs.



Welcome to the starting point for **EasiTrak 2015**. The current version supports Windows 7 with IE 8 - 11.

If you are using this year Easitrak version for the first time or are just starting your 2015 reporting you need to click "Registration for Generator". You will create your own password. The login ID is your EPA ID number.

If you have already registered for 2015 and need to continue working, enter EPA ID number and your password to log in. If you are going to leave your site, please click the **Logout** button.

**YOU MUST REGISTER EACH YEAR EASITRAK VERSION.**

**Registration for Generator**

(If you have not registered for EasiTrak 2015)

**Log in to Access the EasiTrak 2015**

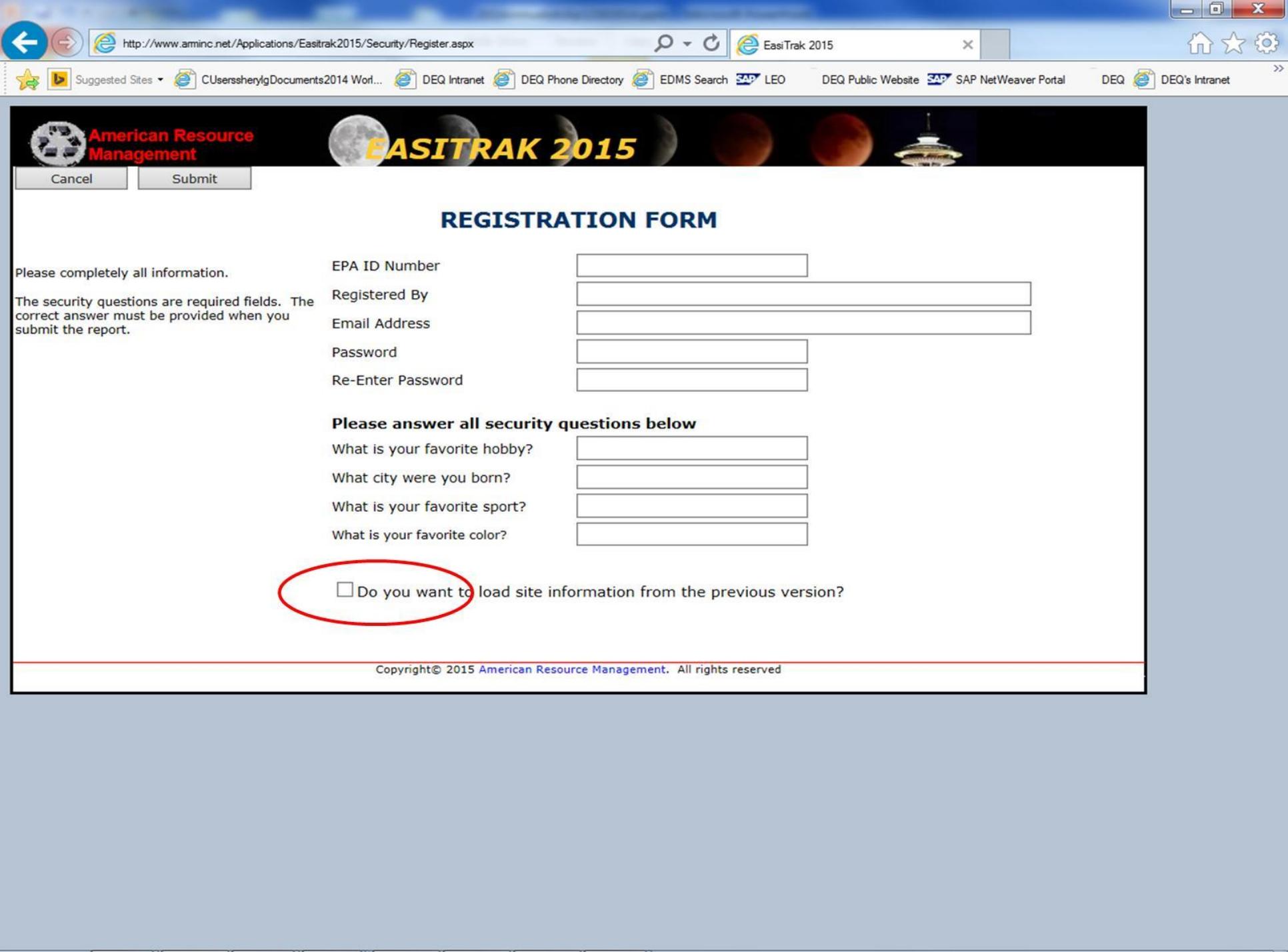
(If you have already registered for EasiTrak 2015)

EPA ID Number

Password (Case sensitive)

Login

- Forgot password? Please contact your State Administrator.



Cancel

Submit

## REGISTRATION FORM

Please completely all information.

The security questions are required fields. The correct answer must be provided when you submit the report.

EPA ID Number

Registered By

Email Address

Password

Re-Enter Password

### Please answer all security questions below

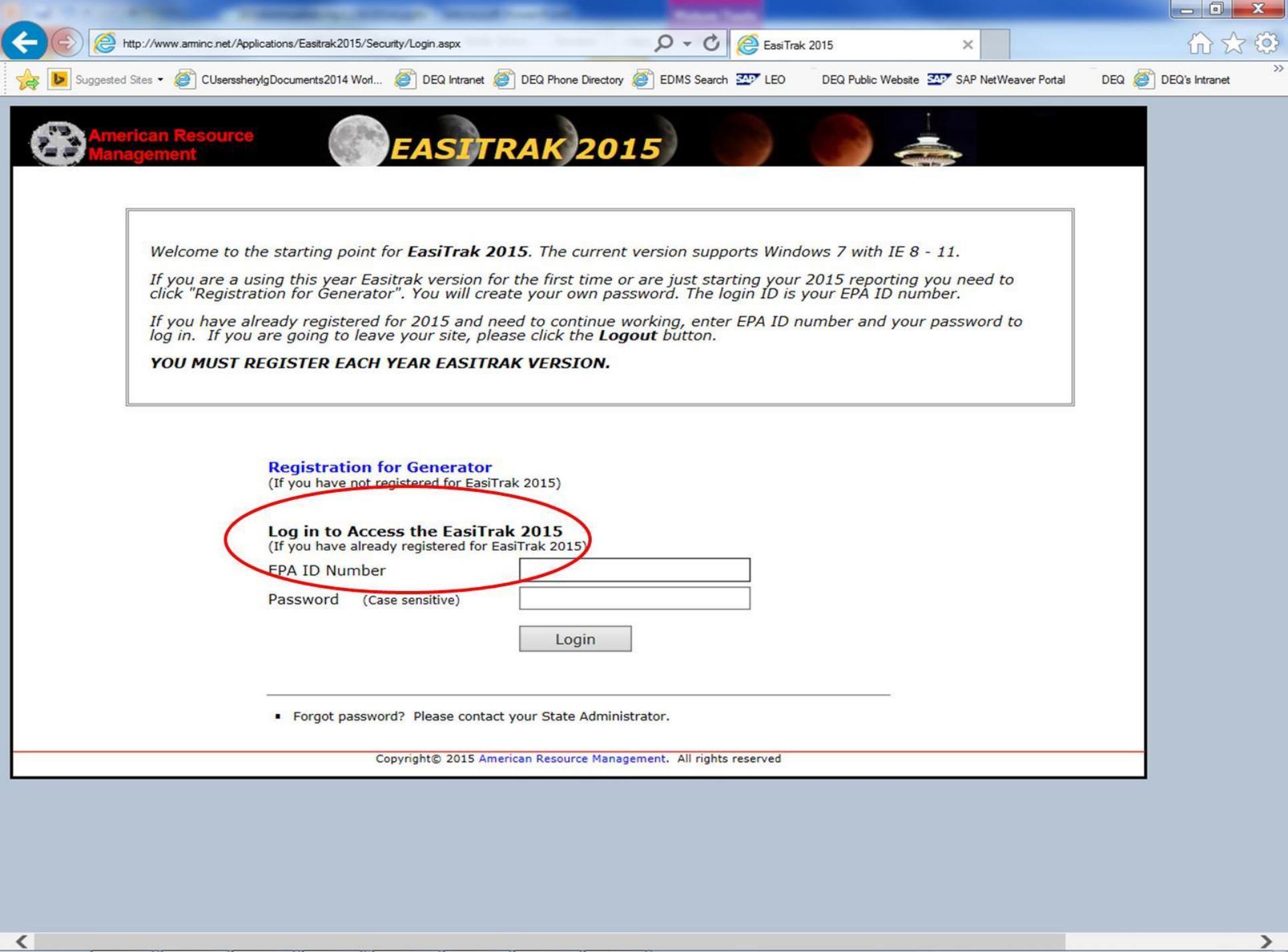
What is your favorite hobby?

What city were you born?

What is your favorite sport?

What is your favorite color?

Do you want to load site information from the previous version?



Welcome to the starting point for **EasiTrak 2015**. The current version supports Windows 7 with IE 8 - 11.

If you are using this year Easitrak version for the first time or are just starting your 2015 reporting you need to click "Registration for Generator". You will create your own password. The login ID is your EPA ID number.

If you have already registered for 2015 and need to continue working, enter EPA ID number and your password to log in. If you are going to leave your site, please click the **Logout** button.

**YOU MUST REGISTER EACH YEAR EASITRAK VERSION.**

**Registration for Generator**

(If you have not registered for EasiTrak 2015)

**Log in to Access the EasiTrak 2015**

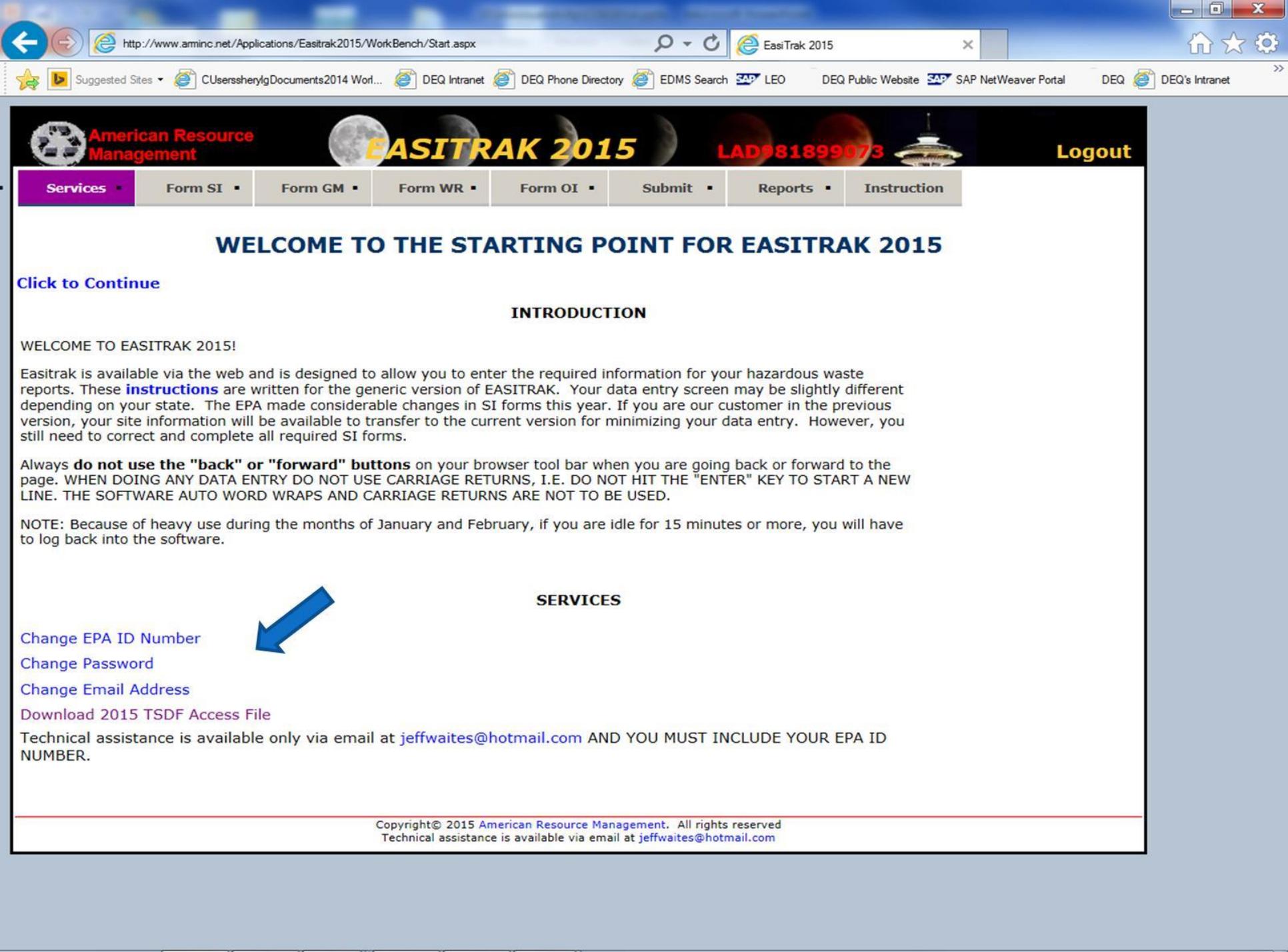
(If you have already registered for EasiTrak 2015)

EPA ID Number

Password (Case sensitive)

Login

- [Forgot password?](#) Please contact your State Administrator.



# WELCOME TO THE STARTING POINT FOR EASITRAK 2015

[Click to Continue](#)

## INTRODUCTION

WELCOME TO EASITRAK 2015!

Easitrak is available via the web and is designed to allow you to enter the required information for your hazardous waste reports. These [instructions](#) are written for the generic version of EASITRAK. Your data entry screen may be slightly different depending on your state. The EPA made considerable changes in SI forms this year. If you are our customer in the previous version, your site information will be available to transfer to the current version for minimizing your data entry. However, you still need to correct and complete all required SI forms.

Always **do not use the "back" or "forward" buttons** on your browser tool bar when you are going back or forward to the page. WHEN DOING ANY DATA ENTRY DO NOT USE CARRIAGE RETURNS, I.E. DO NOT HIT THE "ENTER" KEY TO START A NEW LINE. THE SOFTWARE AUTO WORD WRAPS AND CARRIAGE RETURNS ARE NOT TO BE USED.

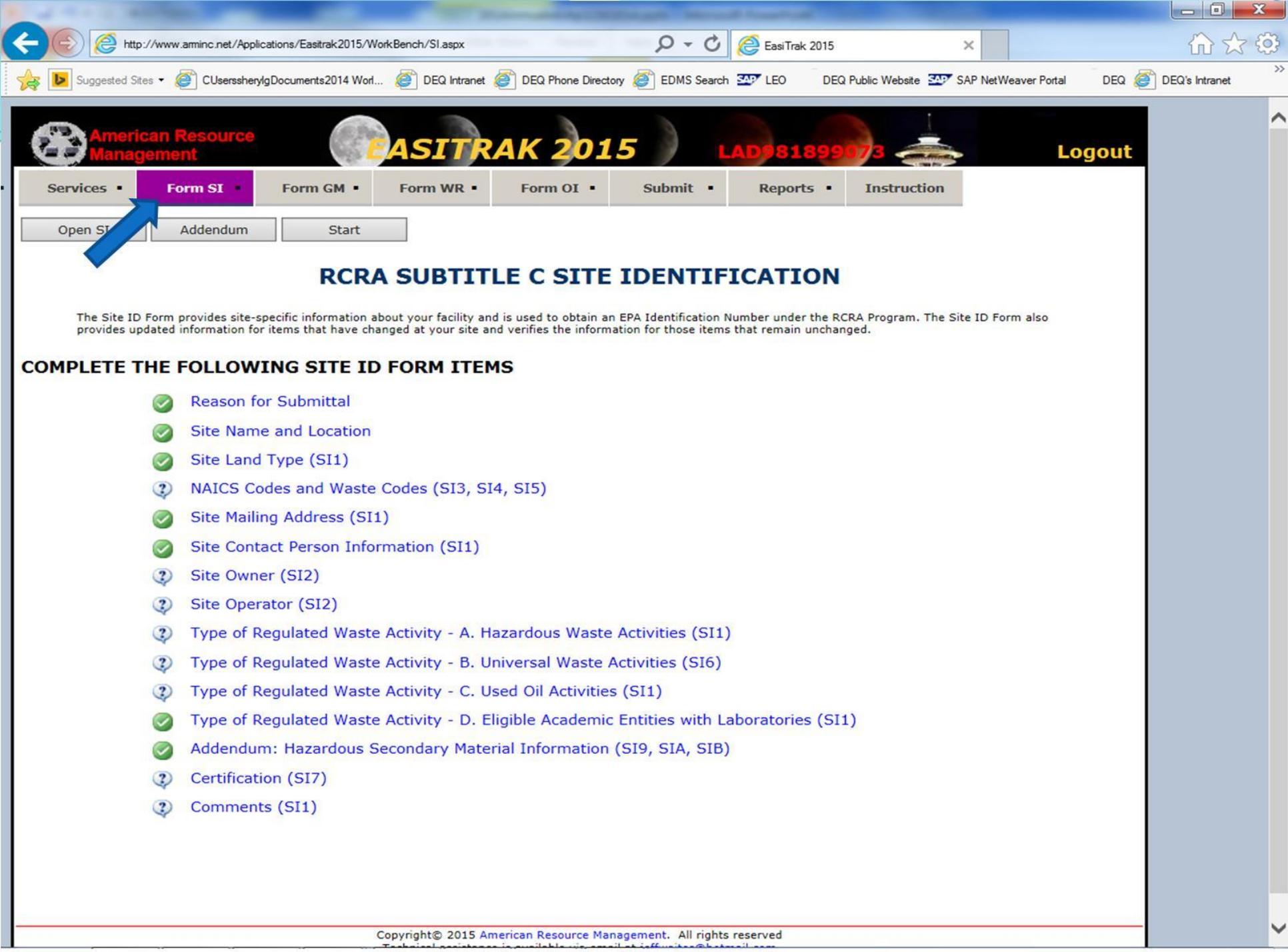
NOTE: Because of heavy use during the months of January and February, if you are idle for 15 minutes or more, you will have to log back into the software.

## SERVICES

- [Change EPA ID Number](#)
- [Change Password](#)
- [Change Email Address](#)
- [Download 2015 TSDF Access File](#)



Technical assistance is available only via email at [jeffwaites@hotmail.com](mailto:jeffwaites@hotmail.com) AND YOU MUST INCLUDE YOUR EPA ID NUMBER.

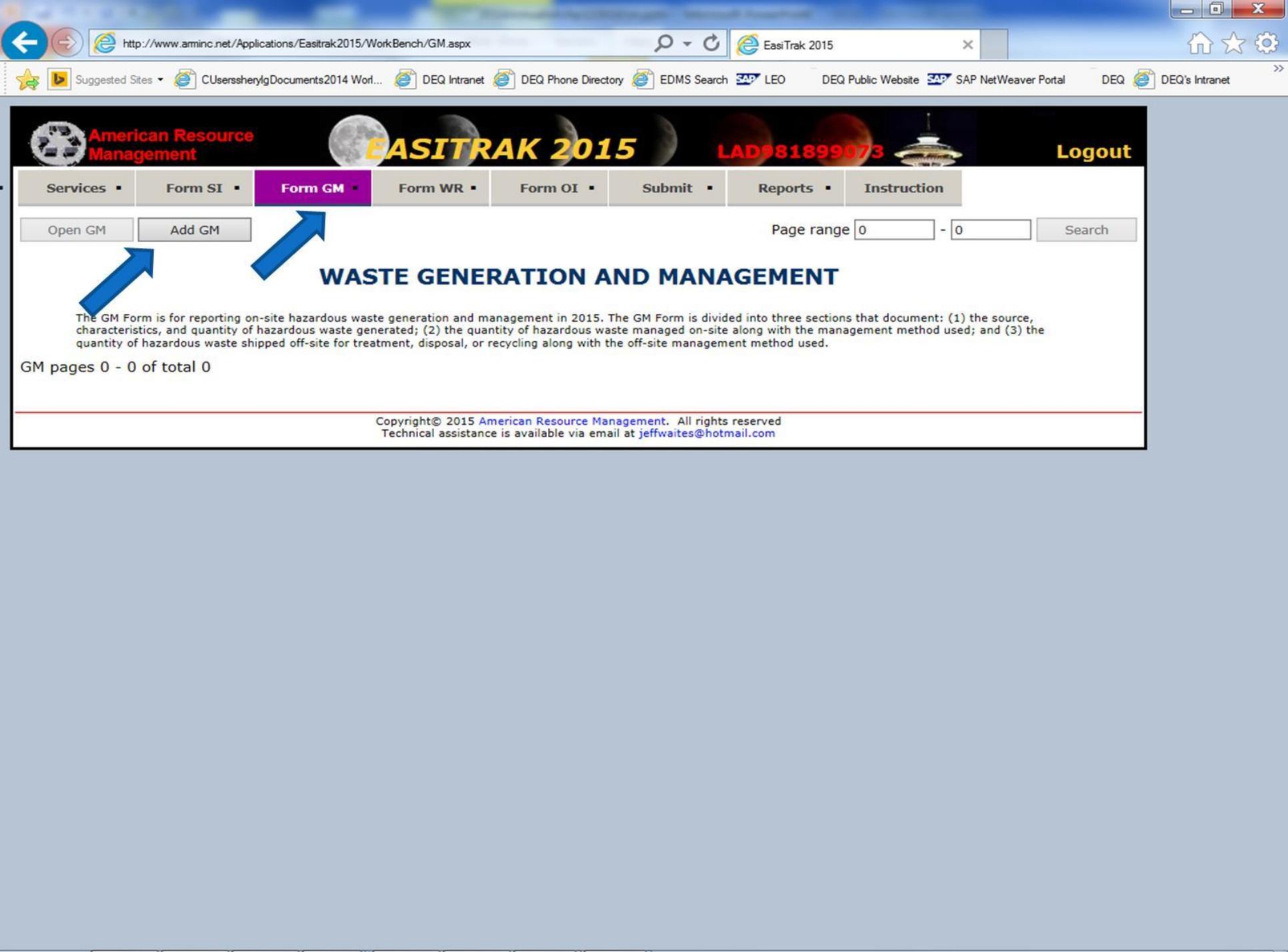


## RCRA SUBTITLE C SITE IDENTIFICATION

The Site ID Form provides site-specific information about your facility and is used to obtain an EPA Identification Number under the RCRA Program. The Site ID Form also provides updated information for items that have changed at your site and verifies the information for those items that remain unchanged.

### COMPLETE THE FOLLOWING SITE ID FORM ITEMS

- Reason for Submittal
- Site Name and Location
- Site Land Type (SI1)
- NAICS Codes and Waste Codes (SI3, SI4, SI5)
- Site Mailing Address (SI1)
- Site Contact Person Information (SI1)
- Site Owner (SI2)
- Site Operator (SI2)
- Type of Regulated Waste Activity - A. Hazardous Waste Activities (SI1)
- Type of Regulated Waste Activity - B. Universal Waste Activities (SI6)
- Type of Regulated Waste Activity - C. Used Oil Activities (SI1)
- Type of Regulated Waste Activity - D. Eligible Academic Entities with Laboratories (SI1)
- Addendum: Hazardous Secondary Material Information (SI9, SIA, SIB)
- Certification (SI7)
- Comments (SI1)



- Services ▾
- Form SI ▾
- Form GM ▾
- Form WR ▾
- Form OI ▾
- Submit ▾
- Reports ▾
- Instruction

Open GM

Add GM

Page range  -

## WASTE GENERATION AND MANAGEMENT

The GM Form is for reporting on-site hazardous waste generation and management in 2015. The GM Form is divided into three sections that document: (1) the source, characteristics, and quantity of hazardous waste generated; (2) the quantity of hazardous waste managed on-site along with the management method used; and (3) the quantity of hazardous waste shipped off-site for treatment, disposal, or recycling along with the off-site management method used.

GM pages 0 - 0 of total 0



Submit Close

### SECTION 1 (GM 1-3): HAZARDOUS WASTE IDENTIFICATION

**New Page:** Section 1 - 3

Click **Hand Image** button to select corresponding code.  
Click **Save** button to update the section one.  
Click **Close** button to back the previous page without saving.

A. Waste Description

B. EPA Hazardous Waste Code (GM2) (Click to select)

C. State Hazardous Waste Code (not available)

D. Source Code  (Click to select source code)

E. Form Code  (Click to select form code)

F. Quantity Generated 2015

Unit Of Measure

G. Waste Minimization Code  (Click to see WM code description)

Comments (Must write comments if Waste Minimization Code is "N")

Edit Sec 1   Add Sec 2   Add sec 3   Close

## GM: HAZARDOUS WASTE IDENTIFICATION

**PAGE 1**

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

Please add sections 2 and 3 in the new GM page

Section 1: (GM 1-3) ([Edit section 1](#))

- A Description: W
- B EPA hazardous waste code: D012
- C State hazardous waste code:
- D Source code: G19, Management Method code for Source code G25:
- E Form code: W210
- F Quantity generated: 2, UOM: 1, Density: , Density Unit of Measure:
- G Waste minimization code: N
- Comments: SS

**Edit Section 1:** Click "Edit Sec 1" button  
**Add Section 2:** Click "Add Sec 2" button  
**Add Section 3:** Click "Add Sec 3" button  
**Edit Section 2 or 3:** Click "Edit pencil image" button in the corresponding section grid  
**Delete Section 2 or 3:** Click "Delete cross image" button in the corresponding section grid

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

Section 3 (GM4): Waste Shipped Information ([Add section 3](#))



## SECTION 2 (GM5): ON SITE WASTE MANAGEMENT

Page 1

Add new on-site management

Quantity Treated, Disposed, or Recycled in 2015   
(Unit of measure is same as that in GM1)

On-site Management Method code  (Select one from list box below)

Click **Save** button to update the on-site record.  
Click **Close** button to back the previous page  
without saving.

### Management Method Codes

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





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

Save Close

Page 1

Add waste shipped information

EPA ID of Off-Site Facility Shipped To

Total Quantity Shipped in 2015

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

Click **Save** button to update the off-site record.  
Click **Close** button to back the previous page without saving.

#### Management Method Codes

- H010 - Metals recovery including retorting, smelting, chemical, etc.
- H020 - Solvents recovery (distillation, extraction, etc.)
- H039 - Other recovery or reclamation for reuse including acid regeneration, organics recovery, etc. (spec
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- H110 - Stabilization prior to land disposal at another site (encapsulation/stabilization/fixation) (includes p
- H120 - Combination of chemical biological and/or physical treatment; do not include treatment in an exe
- H121 - Neutralization only (no other treatment)
- H122 - Evaporation (as the major component of treatment); not reportable as H070 or H081
- H129 - Other treatment that does not include onsite disposal (specify in comments)
- H131 - Land treatment or application (to include any prior treatment and/or stabilization)
- H132 - Landfill or surface impoundment that will be closed as landfill (to include prior treatment and/or s
- H134 - Deepwell or underground injection (with or without treatment; this waste was counted as hazardc
- H135 - Discharge to sewer/POTW or NPDES (with prior storage - with or without treatment)
- H141 - The site receiving this waste stored/bulked and transferred the waste with no treatment or recove

## WASTE GENERATION AND MANAGEMENT

The GM Form is for reporting on-site hazardous waste generation and management in 2015. The GM Form is divided into three sections that document: (1) the source, characteristics, and quantity of hazardous waste generated; (2) the quantity of hazardous waste managed on-site along with the management method used; and (3) the quantity of hazardous waste shipped off-site for treatment, disposal, or recycling along with the off-site management method used.

GM pages 1 - 1 of total 1

Page	Description	Source Code	Form Code	Quantity	On Site Quantity	Off Site Quantity	Unit	Density	Density Unit	Edit	Del
1	W	G19	W210	2	2		POUNDS				



- Services
- Form SI
- Form GM
- Form WR**
- Form OI
- Submit
- Reports
- Instruction

Open WR

Add WR

Page range 0 - 0 Search

## WASTE RECEIVED FROM OFF-SITE

The WR Form identifies hazardous wastes that were received from other hazardous waste sites and the method(s) used to manage them. The WR Form is divided into three identical parts (i.e., waste blocks), labeled Waste 1, Waste 2, and Waste 3, that collect information on the quantities and characteristics of each hazardous waste received from an off-site source during 2015 and managed on-site.

WR pages 0 - 0 of total 0 (sites 0)



Save Close



### WASTE RECEIVED FROM OFF-SITE (WR)

#### NEW SITE

Click here to select waste code, form code, and management method code.

A. Waste Description

B. EPA Hazardous Waste Code (WR2) Click to select

State Hazardous Waste Code (not available)

D. Off-Site EPA ID Number

E. Quantity Received In 2015

F. Unit Of Measure

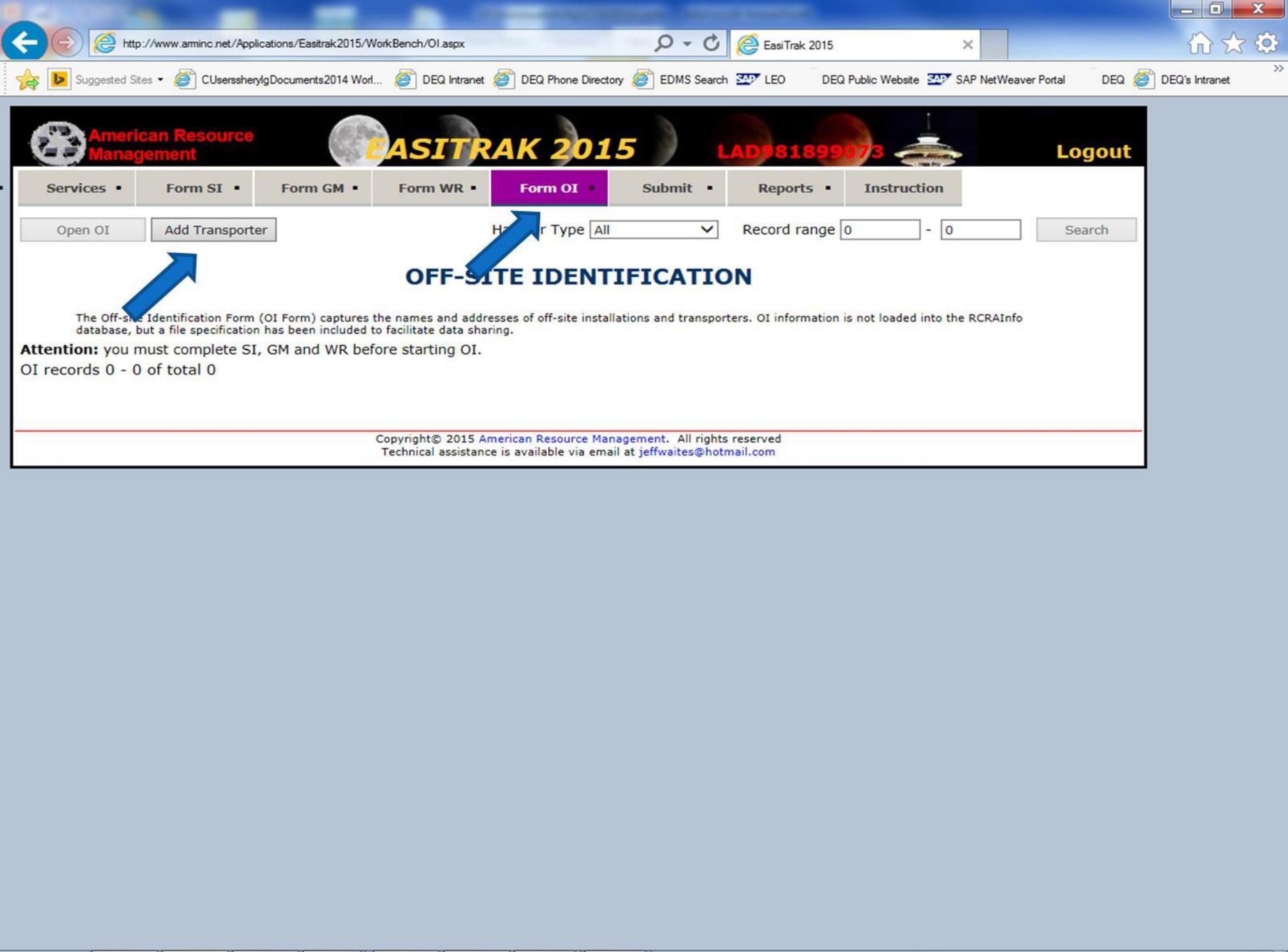
G. Form Code

 Click to select

H. Management Method Code

 Click to select

Comments (0 - 240 characters)



- Services
- Form SI
- Form GM
- Form WR
- Form OI**
- Submit
- Reports
- Instruction

Header Type 
 Record range  -

## OFF-SITE IDENTIFICATION

The Off-site Identification Form (OI Form) captures the names and addresses of off-site installations and transporters. OI information is not loaded into the RCRAInfo database, but a file specification has been included to facilitate data sharing.

**Attention:** you must complete SI, GM and WR before starting OI.  
OI records 0 - 0 of total 0



# EASITRAK 2015

LAD981899073

Save and Close    Cancel

## OFF-SITE INDENTIFICATION

### NEW RECORD

This page is for you to update off-site facility's name and address. Click the check image button to verify the off-site EPA ID.

The handler type check boxes are locked. Receiving Facility and Generator are summarized from GM4 and WR1 respectively.

Transporter can be added or removed in the OI main page. Address is optional when the handler type is transporter.

#### A. Off Site EPA ID Number

  Click to verify EPA ID number

#### B. Name of Off-Site Installation or Transporter

#### C. Handler Type

 Generator     Transporter     Receiving Facility

#### D. Address of Off-Site Installation

Address Line 1

Address Line 2

Country

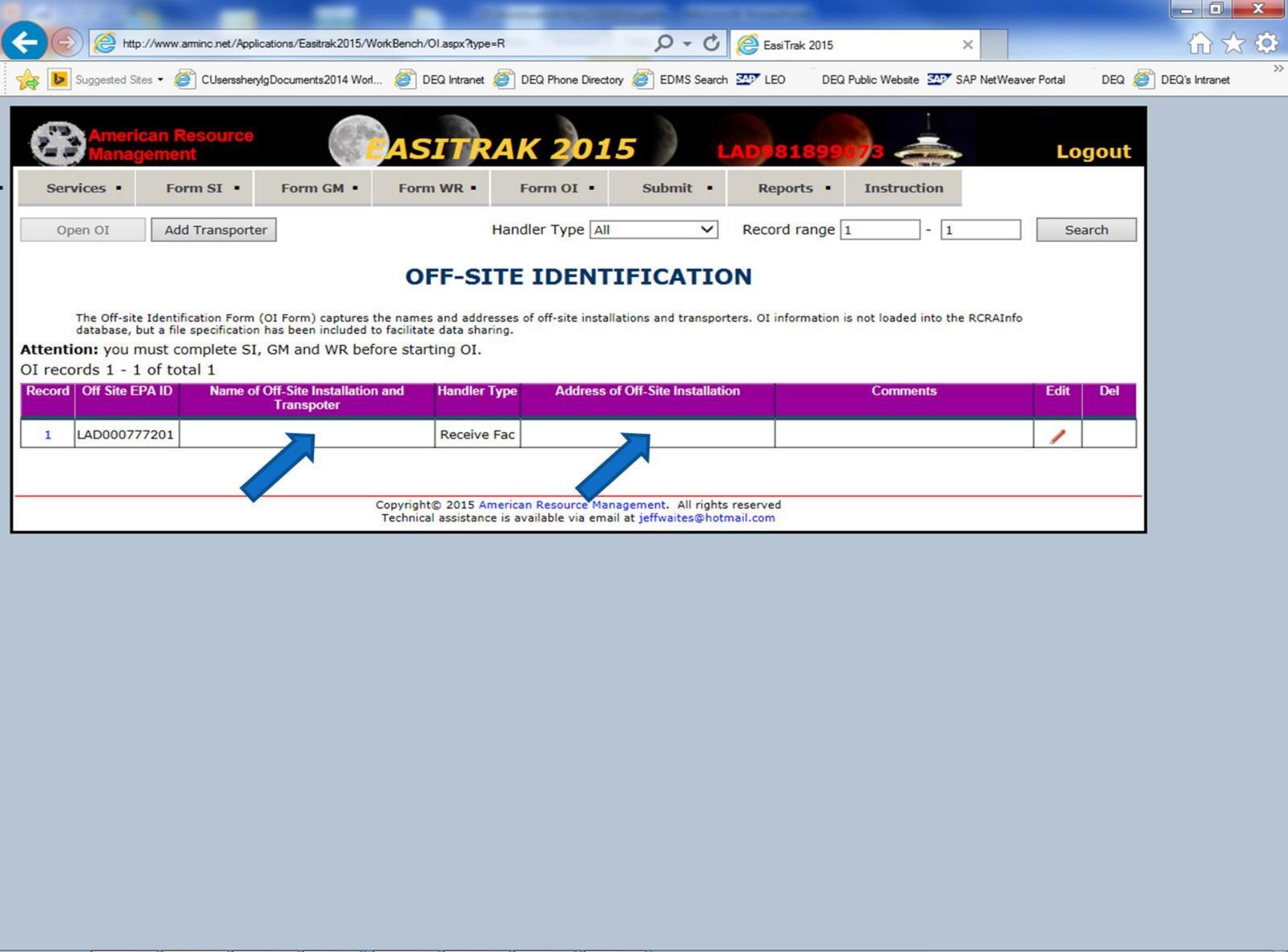
Zip Code   Click to select location

State

City, Town, or Village

County

#### Comments



### OFF-SITE IDENTIFICATION

The Off-site Identification Form (OI Form) captures the names and addresses of off-site installations and transporters. OI information is not loaded into the RCRAInfo database, but a file specification has been included to facilitate data sharing.

**Attention:** you must complete SI, GM and WR before starting OI.

OI records 1 - 1 of total 1

Record	Off Site EPA ID	Name of Off-Site Installation and Transporter	Handler Type	Address of Off-Site Installation	Comments	Edit	Del
1	LAD000777201		Receive Fac				





Save and Close Cancel

## OFF-SITE IDENTIFICATION

The offsite name and address were found.

### RECORD 1

This page is for you to update off-site facility's name and address. Click the check image button to verify the off-site EPA ID.

The handler type check boxes are locked. Receiving Facility and Generator are summarized from GM4 and WR1 respectively.

Transporter can be added or removed in the OI main page. Address is optional when the handler type is transporter.

#### A. Off Site EPA ID Number

Click to verify EPA ID number

#### B. Name of Off-Site Installation or Transporter

#### C. Handler Type

Generator  Transporter  Receiving Facility

#### D. Address of Off-Site Installation

Address Line 1

Address Line 2

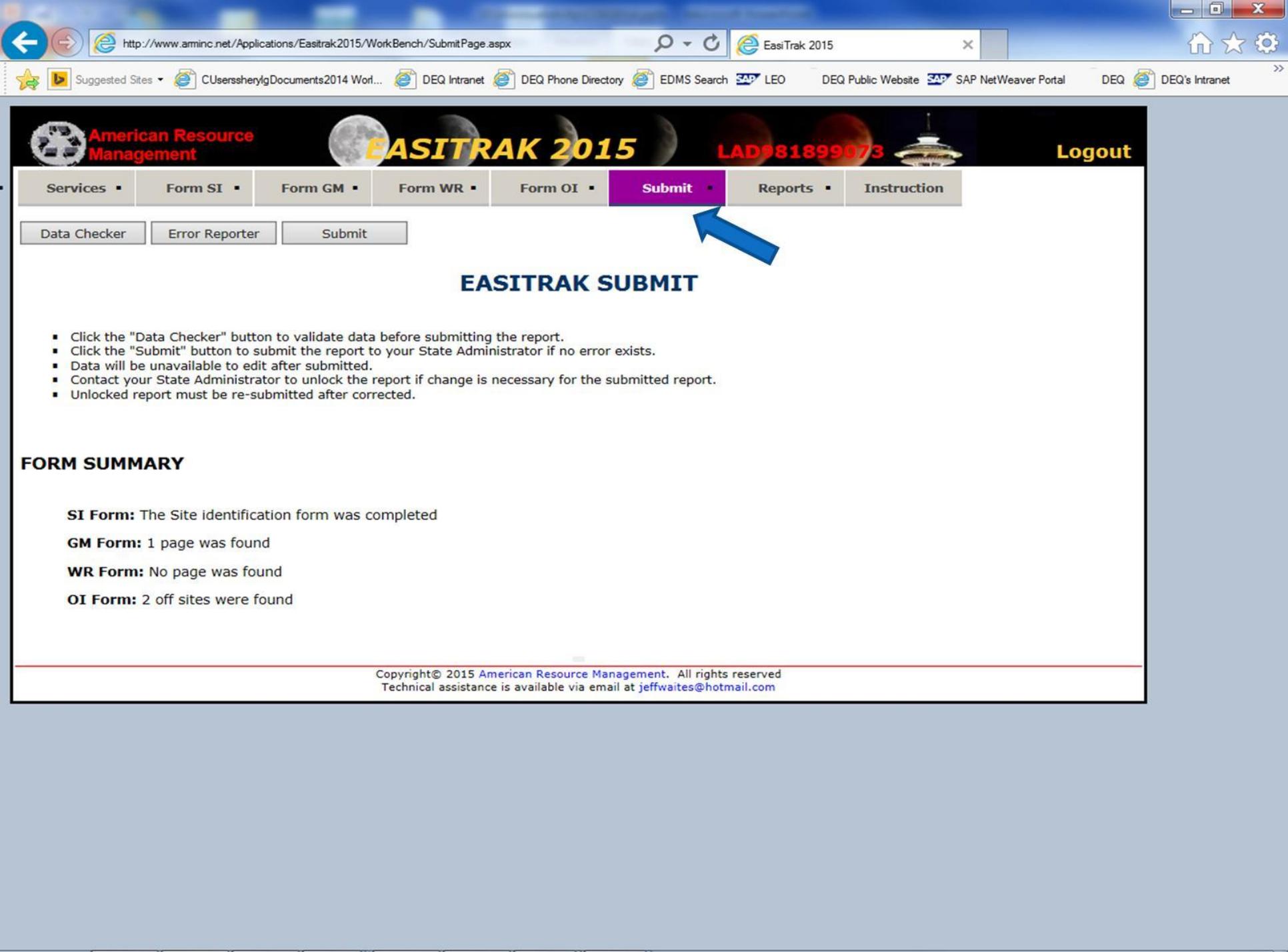
Country

Zip Code  Click to select location

State

City, Town, or Village

#### Comments



- Services ▾
- Form SI ▾
- Form GM ▾
- Form WR ▾
- Form OI ▾
- Submit ▾**
- Reports ▾
- Instruction

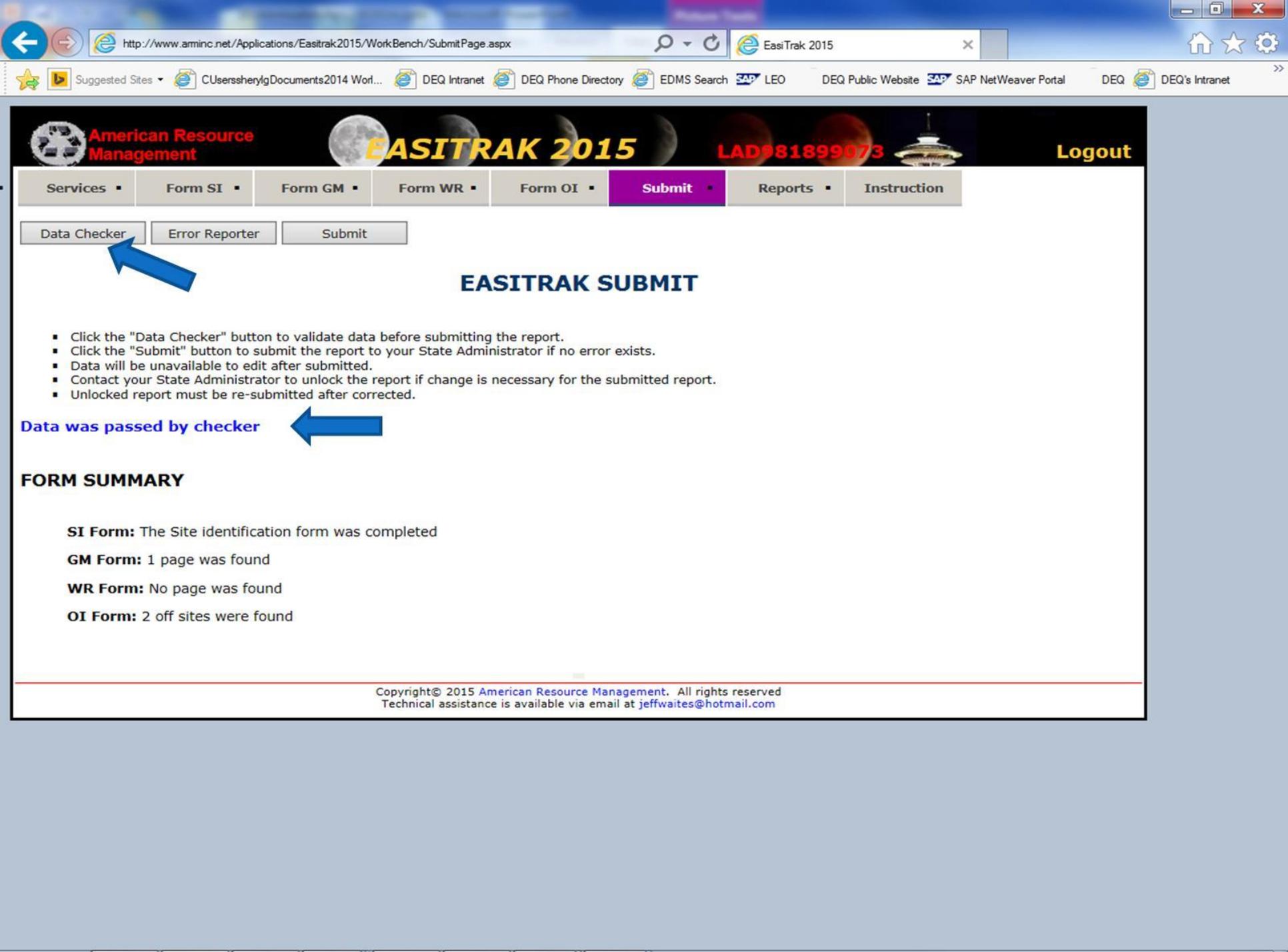
- Data Checker
- Error Reporter
- Submit

## EASITRAK SUBMIT

- Click the "Data Checker" button to validate data before submitting the report.
- Click the "Submit" button to submit the report to your State Administrator if no error exists.
- Data will be unavailable to edit after submitted.
- Contact your State Administrator to unlock the report if change is necessary for the submitted report.
- Unlocked report must be re-submitted after corrected.

### FORM SUMMARY

- SI Form:** The Site identification form was completed
- GM Form:** 1 page was found
- WR Form:** No page was found
- OI Form:** 2 off sites were found



- Services ▾
- Form SI ▾
- Form GM ▾
- Form WR ▾
- Form OI ▾
- Submit ▾
- Reports ▾
- Instruction

- Data Checker
- Error Reporter
- Submit

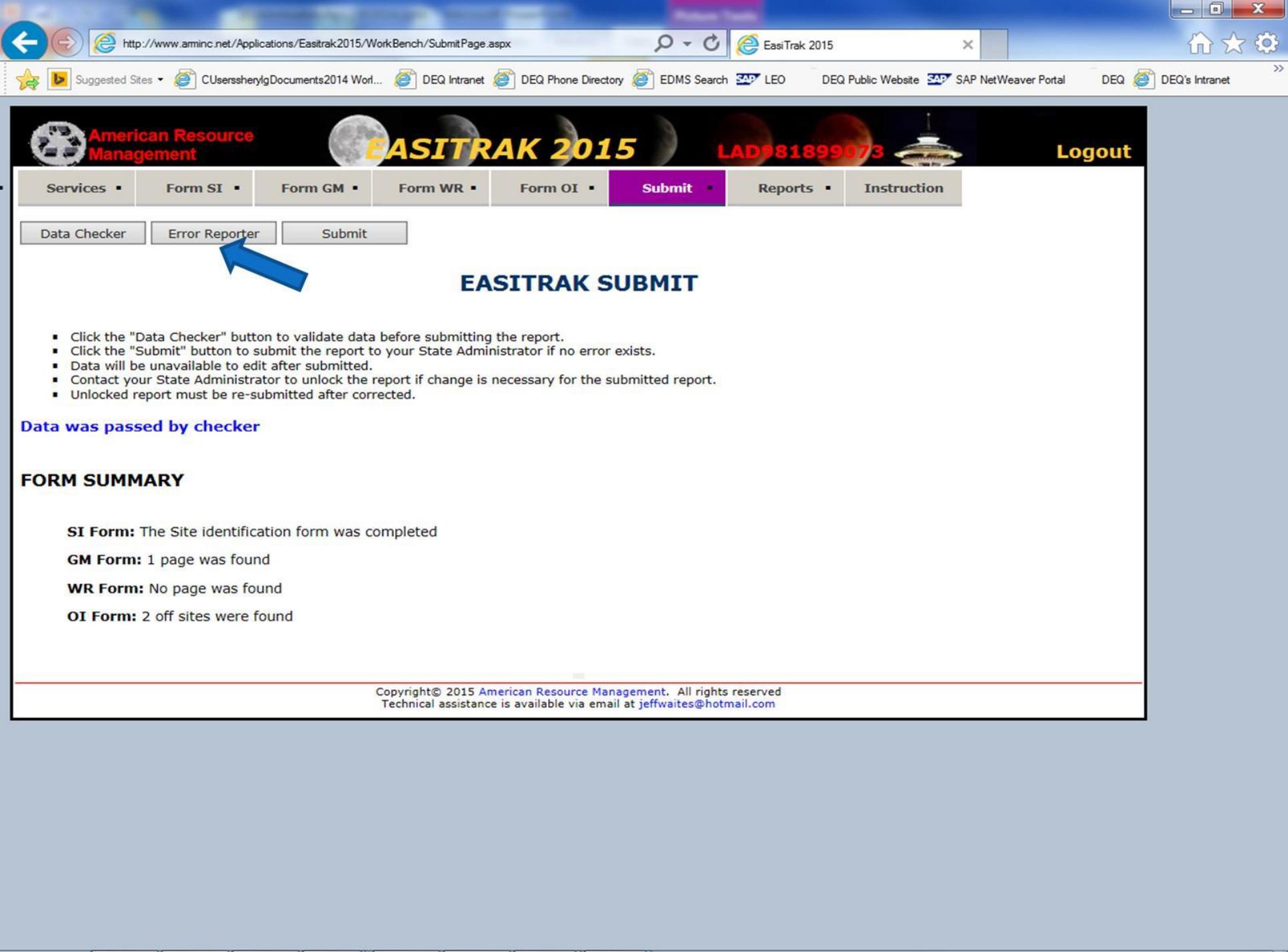
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Data was passed by checker

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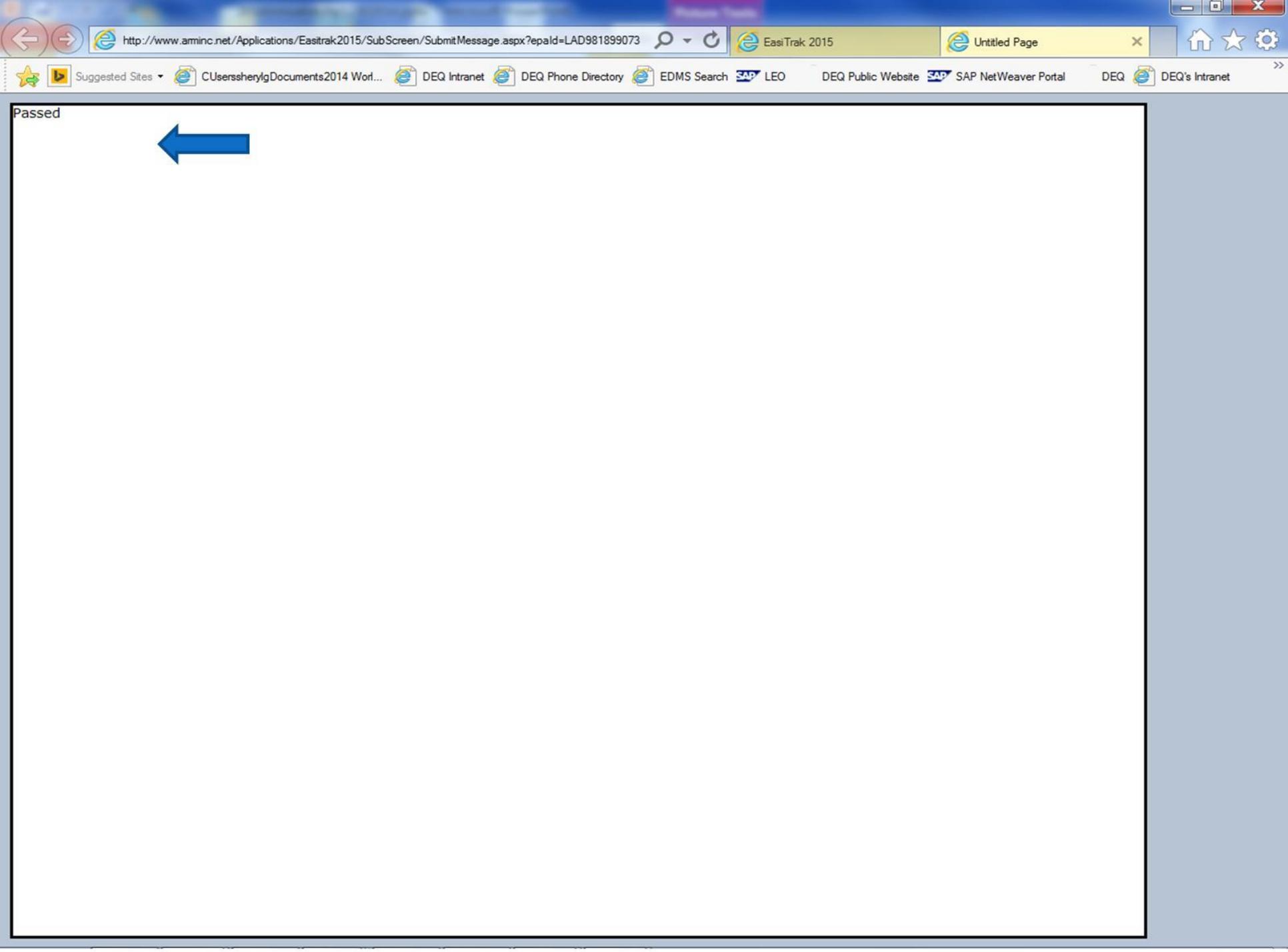
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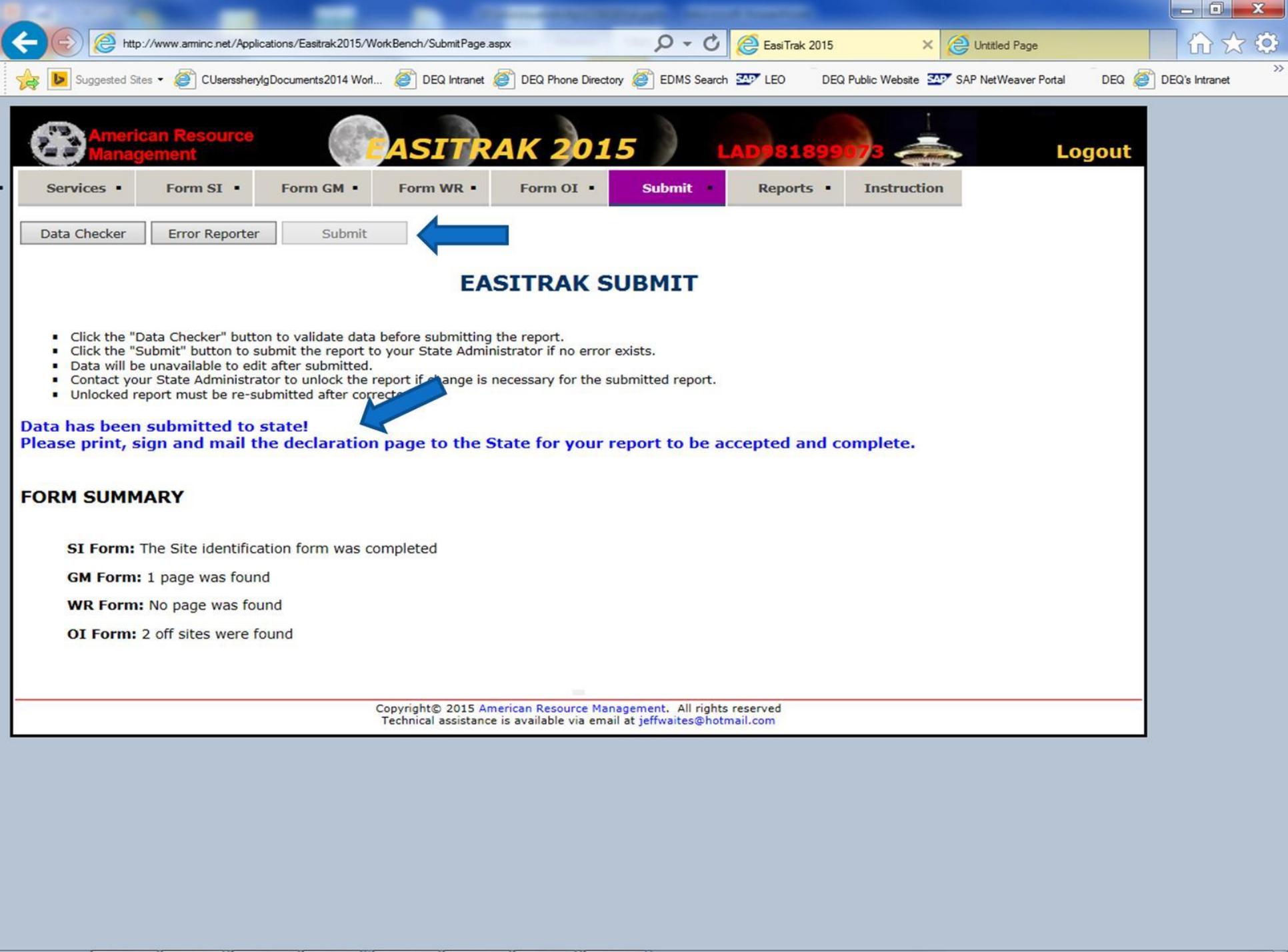
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Passed





- Services ▾
- Form SI ▾
- Form GM ▾
- Form WR ▾
- Form OI ▾
- Submit ▾
- Reports ▾
- Instruction

- Data Checker
- Error Reporter
- Submit



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- Unlocked report must be re-submitted after correction.



**Data has been submitted to state!**  
**Please print, sign and mail the declaration page to the State for your report to be accepted and complete.**

#### FORM SUMMARY

- SI Form:** The Site identification form was completed
- GM Form:** 1 page was found
- WR Form:** No page was found
- OI Form:** 2 off sites were found

## EASITRAK REPORTS

### PDF Files Merge Tool

#### FORM REPORT (PDF file)

- SI Form - The Site identification form
- Addendum Form - Addendum to the site identification form
- GM Form - Waste Generation And Management Form (1 page)
- WR Form - Off Site Waste Received Form (0 page)
- OI Form - Off Site Identification Form (1 page)
- Declaration of Electronic Filing of the Annual Hazardous Waste Report

#### PAGES TO OPEN

All Pages  
 Pages

From  To

#### DATA EXPORT (Excel spreadsheet)

▾  (Close the existing excel web page before exporting another)

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

▾

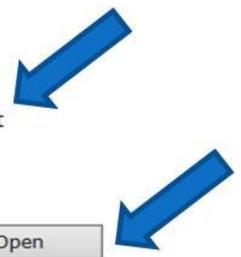


## EASITRAK REPORTS

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#### PAGES TO OPEN

- All Pages
- Pages

From  To

#### DATA EXPORT (Excel spreadsheet)

▾  (Close the existing excel web page before exporting another)

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

▾

# Easitrak Software

- **Remember to register as a new user each reporting year. Answer the security questions that you will need when you submit your report**
- **You do not have to complete the report at one sitting. A partially completed report may be saved once the screen you are working in is completed. You may re-enter and continue to complete your report at a later time.**
- **Remember to use the hand icon to utilize pop up screens for data entry. Remember for addresses enter your zip code first and then pick the correct city from the pop up screen.**

# Easitrak Software

- Once you have completed your report you will need to select “Check Data”. If your data passes you can submit your data. Mail a paper copy of the original signed RCRA Subtitle C Site Identification Form and the original signed ARM Declaration of Electronic Filing Form to the Louisiana Department of Environmental Quality.
- You may go to the Easitrak support page at [www.arminc.net](http://www.arminc.net)
- Assistance is available by emailing ARM at [jeffwaites@hotmail.com](mailto:jeffwaites@hotmail.com)



- Submit your report to LDEQ by **March 1, 2016**.
- Reports must be **signed by the authorized representative** of the facility.
- Electronic filers should submit the **signed RCRA Subtitle C Site Identification Form** and the **signed ARM Declaration of Electronic Filing Form**.
- **Keep a copy** of your report for your records – copies should be kept for a minimum of 3 years from the due date of the report.