

ITEM-BY-ITEM INSTRUCTIONS

Item 1 -- Reason for Submittal:

Reason for Submittal: Place an "X" in the appropriate box to indicate whether this form is your Initial Notification (to obtain an EPA Identification Number); a Subsequent Notification (to update your site identification information); a component of a First or a Revised Hazardous Waste Part A Permit Application; or a component of the Hazardous Waste Report.

- **For Initial Notification of Regulated Waste Activity to provide site identification information and obtain an EPA Identification Number for hazardous waste, universal waste, or used oil activities.** If your waste activity is regulated under Subtitle C of the Resource Conservation and Recovery Act (RCRA) and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260–299), you must submit this form to notify the appropriate State or EPA Regional Office of your regulated waste activities and obtain an EPA Identification Number.
- **For Subsequent Notification of Regulated Waste Activity to update site identification information.** You must use this form to submit a subsequent notification if your site already has an EPA Identification Number and you wish to change information (e.g., generator status, new owner, new mailing address, etc.).
- **As a component of a First Hazardous Waste Part A Permit Application.** If your site is planning to treat, store, or dispose of hazardous waste on site in a unit that is not exempt from obtaining a hazardous waste permit, you must submit this form as part of the Part A Permit Application. Also, if the activity at this site (treatment, storage, or disposal) became newly regulated under RCRA Subtitle C and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260-299), you must submit this form as part of the Part A Permit Application.
- **As a component of a Revised Hazardous Waste Part A Permit Application.** If you must submit a revised Part A Permit Application to reflect changes that have occurred at your site, you must submit this form as part of your revised Part A Permit Application. Examples of site changes requiring a revised Part A Permit Application include managing new wastes not identified in the first submission of the form or changes to existing waste treatment processes. When submitting a revised Part A Permit Application, please include the Amendment number in the appropriate space.
- **As a component of the Hazardous Waste Report.** If you are required to submit a Hazardous Waste Report indicating the amount of hazardous waste you generate, treat, ship off site, or receive from off site, you must fill out this form.

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Item 2 -- Site EPA ID Number:

Provide your EPA Identification Number in Item 2 **for this site**. Also, be sure to include your EPA Identification Number at the top of pages 2 and 3 of the form (as well as on any attachments to the Site ID Form).

	NOTE: If this is your initial notification for this site, leave the EPA Identification Number blank and proceed to Item 3.
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Items 3 and 4 -- Site Name and Location:

Provide the legal name of your site and a complete location address. Please note that the address you give for Item 4, Site Location, must be a physical address, **not a post office box or route number**.

	NOTE: A new EPA Identification Number is required if you change the location of your site.
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Item 5 -- Site Land Type:

Place an "X" in the box that **best describes** the land type of your site. Select only one type: Private, County, District, Federal, Indian, Municipal, State, or Other. If your site's Land Type could be described as Municipal **and** as County, as District, or as Indian, do not mark Municipal. Instead choose the other appropriate code; you may explain this in Item 12 - Comments.

Item 6 -- North American Industry Classification System (NAICS) Code(s):

Box A must be completed. Completing Boxes B-D is recommended, if applicable.

Box A Provide the North American Industry Classification System (NAICS) code that **best** describes your site's primary business production process for your products or services. Use the six (6) digit code (most specific description) if available for your business; if not, use the five (5) digit code; do not enter any four (4) or less digit code.

Boxes B - D List other NAICS codes that describe the primary business production processes for your site. Use the most specific 6 or 5 digit codes available.

You can obtain NAICS codes from the following sources:

- NAICS web sites at <http://www.census.gov/epcd/naics/naicscod.txt>
- Some libraries

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Item 7 -- Site Mailing Address:

Please enter the Site Mailing Address. If the mailing address and the Location of Site (Item 4) are the same, you can print "Same" in the box for Item 7.

Item 8 -- Site Contact Person:

Enter the name, business telephone number, and extension of the person who should be contacted regarding the information submitted in the Site ID Form. A subsequent notification is recommended when the Site Contact Person changes.

	NOTE: It is assumed that the Site Contact Person will receive mail at the Site Mailing Address provided in Item 7. If this is not the case, please provide the mailing address for the Site Contact Person in Item 12 - Comments.
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Item 9 -- Legal Owner and Operator of the Site:

This section should be used to indicate all the owners and operators of this site. For the meaning of owner and operator, see Section 6. Definitions. The Comments section in Item 12 and additional sheets can be used if necessary.

- A. Name of Site's Legal Owner:** Provide the name of your site's legal owner. If an additional owner or owners have been added or a previous owner is no longer an owner since the site's last submission of this form, please provide information on the new and previous owner(s).

Date Became an Owner: Indicate the date on which the above person or entity became the owner of your site.

Owner Type: Place an "X" in the box that **best describes** the owner type of your site. Select only one type: Private, County, District, Federal, Indian, Municipal, State, or Other. If your site's Owner Type could be described as Municipal **and** as County, as District, or as Indian, do not mark Municipal. Instead choose the other appropriate code; you may explain this in Item 12 - Comments.

Use the Comments section in Item 12 to list any additional owners, their names, the dates they became owners, owner type, mailing address, and which owner(s), if any, are no longer owners since your last submission of this form. If necessary, attach a separate sheet of paper.

Notification of Regulated Waste Activity

B. Name of Site's Operator: Provide the name of your site's operator.

Date Became an Operator: Indicate the date on which the above person became the operator of your site.

Operator Type: Place an "X" in the box that **best describes** the operator type of your site. Select only one type: Private, County, District, Federal, Indian, Municipal, State, or Other. If your site's Operator Type could be described as Municipal **and** as County, as District, or as Indian, do not mark Municipal. Instead choose the other appropriate code; you may explain this in Item 12 - Comments.

Use the Comments section in Item 12 to list any additional operators, their names, the dates they became operators, operator type, and mailing address. If necessary, attach a separate sheet of paper.

	<p>NOTE: A subsequent notification is recommended when the owner or operator of a site changes. Because an EPA Identification Number is site-specific, the new owner will keep the existing EPA Identification Number for that location. If the business moves to another location, the owner or operator must notify the EPA of this change. In this instance, a new EPA Identification Number will be assigned, since the business has changed locations.</p>
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Item 10 -- Type of Regulated Waste Activity (Place an 'X' in the appropriate boxes for the activities that apply to your site.)

A. Hazardous Waste Activities: Place an "X" in the appropriate box(es) to indicate which hazardous waste activities are being conducted **at this site**.

	<p>NOTE: Listed below are the Federal generator definitions. However, if the State where your hazardous waste activities occur has definitions different from the Federal definitions, you must use the State definitions.</p>
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- 1. Generator of Hazardous Waste:** If you generate a hazardous waste that is listed in 40 CFR 261.31 through 261.33 or identified by one or more hazardous waste characteristic(s) contained in 40 CFR 261.21 through 261.24, place an "X" in the appropriate box for the quantity of non-acutely hazardous waste that is generated per calendar month. The regulations for hazardous waste generators are found in 40 CFR Part 262. Consult these regulations and your State for details about how the regulations apply to your situation. Below is a brief description of the three types of hazardous waste generators.

Notification of Regulated Waste Activity

a. LQG: Large Quantity Generator

This site is a Large Quantity Generator if, in 2001, the site meets **any** of the following criteria:

- i) Generated, in any calendar month, 1,000 kg (2,200 lbs.) or more of RCRA hazardous waste; **or**
- ii) Generated, in any calendar month, or accumulated at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; **or**
- iii) Generated, in any calendar month, or accumulated at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste.



NOTE: If, in addition to being an LQG, you recycle hazardous wastes at your site (without storing the wastes before you recycle them), mark both this box **and** Box A.4 below.

b. SQG: Small Quantity Generator

This site is a Small Quantity Generator if, in 2001, the site meets **all** of the following criteria:

- i) Generated, in any calendar month, more than 100 kg (220 lbs.) but less than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**
- ii) Generated, in any calendar month, or accumulated at any time, no more than 1 kg (2.2 lbs.) of acute hazardous waste **and** no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

OR, the site is a Small Quantity Generator if the site:

- i) Met all other criteria for a Conditionally Exempt Small Quantity Generator (see below), but
- ii) Accumulated, at any time, more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste.

c. CESQG: Conditionally Exempt Small Quantity Generator

This site is a CESQG if, **in every month** during 2001, the site did **all** of the following:

- i) Generated no more than 100 kg (220 lbs.) of RCRA hazardous waste in any calendar month; **and**
- ii) Accumulated, at any time, no more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**

Notification of Regulated Waste Activity

- iii) Generated, in any calendar month, or accumulated at any time, no more than 1 kg (2.2 lbs.) of acute hazardous waste, **and** no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.



NOTE: If you generate acutely hazardous wastes listed in 40 CFR 261.31, 261.32 or 261.33(e), please refer to 40 CFR 261.5(e) to determine the circumstances under which you must notify the EPA.

In addition to the above, place an "X" in the following appropriate box(es) to indicate other generator activities occurring **at this site**. (Mark all boxes that apply.)

d. United States Importer of Hazardous Waste

Place an "X" in the box if you import hazardous waste from a foreign country into the United States. Refer to 40 CFR 262.60 for additional information.

e. Mixed Waste Generator

Place an "X" in the box if you are a generator of mixed waste (waste that is both hazardous and radioactive). RCRA defines "mixed waste" as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998).

2. **Transporter of Hazardous Waste:** Place an "X" in the box if you transport hazardous waste within the United States. The Federal regulations for hazardous waste transporters are found in 40 CFR Part 263.
3. **Treater, Storer, or Disposer of Hazardous Waste:** If you treat, store, or dispose of regulated hazardous waste, place an "X" in this box. (Burning hazardous wastes in boilers and industrial furnaces and storing hazardous wastes before recycling them fall into this category as well.) A hazardous waste permit is required for this activity. You are reminded to contact the appropriate agency for your State to request Part A of the RCRA Permit Application. The Federal regulations for owners or operators of hazardous waste sites are found in 40 CFR Parts 264, 265, 266, and 270.



NOTE: If your site is a destination facility for universal wastes in addition to being a treatment, storage, or disposal facility for other RCRA hazardous wastes, mark both this box **and** Box B.2 below.

Notification of Regulated Waste Activity

4. **Recycler of Hazardous Waste:** If you recycle regulated hazardous wastes (recyclable materials), place an "X" in this box. The Federal regulations for owners or operators of sites that recycle hazardous waste are found in 40 CFR 261.6. A hazardous waste permit may be required for this activity. You also may be subject to other Federal and State regulations.

	<p>NOTE: If your site, in addition to being a recycling site for hazardous waste, is a treater, storer, or disposer of hazardous waste, mark both this box and Box A.3 above. If your site is a destination facility for universal wastes in addition to being a recycling site for other RCRA hazardous wastes, mark both this box and Box B.2 below.</p>
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5. **Exempt Boiler and/or Industrial Furnace:**

a. If you burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in 40 CFR 266.108, place an "X" in the box to indicate that you qualify for the Small Quantity On-Site Burner Exemption.

b. If you process hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(d), or to recover economically significant amounts of precious metals, as described in 40 CFR 266.100(g), or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in 40 CFR 266.100(h), place an "X" in the box to indicate that you qualify for the Smelting, Melting, and Refining Furnace Exemption.

6. **Underground Injection Control:** If you generate, treat, store, or dispose of hazardous waste and there is an underground injection well located at your site, place an "X" in the box. The Federal regulations for owners or operators of underground injection wells are found in 40 CFR Part 148.

B. Universal Waste Activities: Refer to your State-specific requirements and definitions for universal waste. Refer to 40 CFR 261.9 and 40 CFR Part 273 for the Federal regulations covering universal waste.

1. **Large Quantity Handler of Universal Waste (LQHUV):** You are an LQHUV if you accumulate a total of 5,000 kg or more of any universal wastes (calculated collectively) at any time. Place an "X" in the appropriate box(es) to indicate the type(s) of universal wastes you generate and/or accumulate at your site. If your State has additional universal wastes, indicate what they are and place an "X" in the corresponding box(es).

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- 2. Destination Facility:** Place an "X" in the box if you treat, dispose of, or recycle universal wastes on site. A hazardous waste permit is required if you treat or dispose of universal wastes; a permit may be required if you recycle universal wastes.

	NOTE: If your site, in addition to being a destination facility for universal wastes, is also a treatment, storage, or disposal facility for RCRA hazardous wastes, mark both this box and Box A.3 above. In addition, if your site recycles RCRA hazardous wastes, mark both this box and Box A.4 above.
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- C. Used Oil Activities:** Mark the appropriate box(es) to indicate which used oil management activities are taking place **at this site**. The Federal regulations for used oil management are found in 40 CFR Part 279.

- 1. Used Oil Transporter:** If you transport used oil and/or own or operate a used oil transfer facility, place an "X" in the appropriate box(es) to indicate this used oil management activity.
- 2. 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 management activity.
- 3. Off-Specification Used Oil Burner:** If you burn off-specification used oil fuel, place an "X" in the box to indicate this used oil management activity.
- 4. Used Oil Fuel Marketer:** If you market off-specification used oil directly to a burner, place an "X" in Box 4.a. If you are the first to claim the used oil meets the used oil specification established in 40 CFR 279.11, place an "X" in Box 4.b. If either of these boxes is marked, you also must notify (or have previously notified) as a used oil transporter, used oil processor/re-refiner, or off-specification used oil fuel burner, unless you are a used oil generator. (Used oil generators are not required to notify.)

Notification of Regulated Waste Activity

Item 11 -- Description of Hazardous Wastes:

You will need to refer to 40 CFR Part 261 to complete this item. Part 261 identifies those solid wastes which the EPA defines as hazardous and regulates under RCRA. If you need help completing this section, please contact the appropriate State personnel.

- A. Federally Regulated Hazardous Wastes:** If you handle hazardous wastes that are described in 40 CFR Part 261, enter the appropriate 4-digit code(s) in the box(es) provided.

	NOTE: If you handle more hazardous wastes than will fit under Item 11.A., please continue listing the hazardous waste codes on an extra sheet. Attach any additional sheets to the Site Identification Form.
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- B. State-Regulated Hazardous Wastes: Oklahoma has none.**

Item 12 -- Comments:

Use this section as needed to provide additional information for Items 1 through 11. You may attach additional sheets if necessary.

Item 13 -- Certification:

This certification must be signed by owner(s), operator(s), or authorized representative(s) of the site. An “authorized representative” is a person responsible for the overall operation of the site (i.e., a plant manager or superintendent, or a person of equal responsibility).

	NOTE: All Site ID Form submissions must include this certification to be complete.
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COMMENTS ON INSTRUCTIONS

Item 1 – Reason for Submittal:

“Part A Application” refers to > 90-day **permitted** RCRA storage, treatment, or disposal facilities. If your facility is not **permitted** for > 90-day storage, treatment or disposal, do not check this box.

“Hazardous Waste Report” refers to the Biennial Report that is due by March 1st of even-numbered years. The waste report covers only the odd numbered years (e.g., the 2001 Biennial Report covered calendar year 2001 only, and was due by March 1, 2002).

Item 4 - Site Location

The physical address must be provided so that an EPA Identification Number can be assigned. The Identification Numbers are specific to physical address, and are linked to a particular location. **DO NOT USE A ROUTE NUMBER POST OFFICE BOX.** If the site location is in a rural area, state how many miles from a junction on a certain highway (e.g., 4 miles East of Hwy 281 and 4 miles South of Hwy412).

Item 6 – NAICS Codes

This is being added to all sites. The lengthy list of Industry Classification System Codes is a required field. The Notification must have an NAICS code marked.

Item 10 – Type of Regulated Waste Activity

A. Hazardous Waste Activities

1. **Generator of Hazardous Waste** As a Large Quantity Generator, your facility may store waste up to 90 days without a RCRA Permit.
2. **Transporter of Hazardous Waste** only mark this box if your facility owns it's own trucks and transports it's own waste. (This does NOT apply to facilities who have a service or company pick up their waste).
3. **Treater, Storer, or Disposer of Hazardous Waste** Only if your facility is permitted for > **90-day** treatment, storage, or disposal of hazardous waste, should this box be marked.

B. Universal Waste Activities

There are no State-specific requirements or definitions for universal waste. (The Universal Waste program falls under the jurisdiction of the RCRA Subtitle C program. There are times when a facility has only universal waste, yet is assigned an EPA Identification Number).

C. Used Oil Activities

Federal Regulations govern used oil activities. (The Used Oil program also falls under the jurisdiction of the RCRA Subtitle C program. There will be times when a facility has only Used Oil, yet is assigned an EPA Identification Number).

Item 11.B. - State-Regulated Hazardous Wastes

There are no additional state regulated wastes.