

**INSTRUCTIONS FOR COMPLETING
THE QUARTERLY REPORT
FOR OKLAHOMA GENERATORS OF HAZARDOUS WASTE**

Only Oklahoma large quantity generators are required to submit this report [OAC 252:205-5-3(a)].

Quarterly reports should reflect those hazardous wastes which were:

1. Shipped off-site to a permitted treatment, storage, disposal, or recycling facility (TSDF);
2. Treated on-site; **or**
3. Otherwise managed during that quarter.

When hazardous waste **is** generated but not shipped off-site, treated on-site, or otherwise managed during that quarter, the waste should be reported in the quarter in which it is shipped off-site, treated on-site, or otherwise managed, not in the quarter in which it was generated.

If **no hazardous waste** was shipped off-site to a permitted TSDF; treated on-site; or otherwise managed during that quarter, **a quarterly report is still required**. Please include a notation that no activity occurred during the quarter showing 0 total wastes.

Generation vs Managed: When hazardous waste is generated but not managed during that quarter, report the waste in the quarter in which it was managed (not the quarter in which it was generated). **Do not exclude waste if it is recycled on-site**. It must be counted, since it is hazardous waste upon generation.

Example #1: Amount in storage awaiting shipment will be included in the quarter it is shipped not generated and placed in storage.

Example #2: Waste going to an on-site distillation unit is to be counted in the quarter it is recycled on-site.

In the upper right hand corner, enter your EPA ID number, disposal plan number, the calendar year, and the applicable quarter covered in the report. Enter you're the business/plant name, the business/plant's physical location, the preferred mailing address, and **a contact email and phone number**.

At the bottom of each page of the report, enter the page number and total pages in the report, the amount (in pounds) of waste covered by **that** page. **If completing this form electronically, the total has been formatted to automatically sum the amounts entered on the individual lines**. Forms without this total will be automatically rejected as incomplete. This entry helps the Department insure accuracy in the data entry process.

The table on page 2 of these instructions explains what information is required to be included in the report. For each waste to be included on the report, please read the waste management process column first to determine what information is required in each column on the quarterly report form. **Note: Each waste to be included may have a different management process. Columns 1 and 5 generally contain the most errors. Please pay close attention to these areas.**

Column 1: Waste stream number from your Disposal Plan (i.e., not UN/NA codes or hazardous waste codes). Enter one waste stream number per line. Do NOT report per manifest or shipment. Combine shipments of the same waste stream, same transporter, same TSDF, and same handling codes.

Column 5: Handling is for codes from how the waste is managed. **This is the most significant change to this form**. The DEQ now requires all facilities to report the Handling Codes as reported in the EPA Biennial Report. A list of the handling codes can be found on pages 79-80 of the Hazardous Waste Report Instructions and Forms located at: <http://www.deq.state.ok.us/LPDnew/forms/indexhazforms.html>

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<i>Waste Management Process</i>	QR Form Column 1 Disposal Plan Waste Stream No.	QR Form Column 2 Transporter EPA ID No.	QR Form Column 3 Treatment, Storage, Disposal, Recycling Facility EPA ID No.	QR Form Column 4 Amount in Pounds	QR Form Column 5 Handling Codes (REQUIRED) and Comments
<i>Hazardous wastes shipped off-site for treatment, storage, disposal, or recycling, to a permitted TSD facility.</i>	Waste stream number from the disposal plan . This is a separate document that must be obtained through the DEQ prior to reporting.	EPA ID number of transporter as it appears on the uniform hazardous waste manifest. (List only transporters who hauled waste in Oklahoma)	EPA ID number of the receiving facility.	Amount (in pounds) of waste shipped.	Applicable EPA Biennial Report Handling code as described at http://www.deq.state.ok.us/LPDnew/forms/indexhazforms.html (pages 67-74).
<i>Characteristically hazardous wastes treated at the generator's facility to render completely non-hazardous. Including solvent distillation.</i>	Waste stream number from the disposal plan . This is a separate document that must be obtained through the DEQ prior to reporting.	Leave blank	Generator's EPA ID number.	Amount (in pounds) of waste prior to treatment. Must convert all units to pounds for reporting purposes.	H135--on-site neutralization and stabilization. H020—on-site distillation.
<i>Hazardous wastes generated by permitted TSDs from their own activities and managed in on-site units.</i>	Waste stream number from the disposal plan . This is a separate document that must be obtained through the DEQ prior to reporting.	Leave blank	EPA ID number of Oklahoma TSD facility.	Amount (in pounds) of waste generated.	
<i>Hazardous wastes generated by permitted TSDs from their own activities and shipped off-site to another permitted TSD.</i>	Waste stream number from the disposal plan . This is a separate document that must be obtained through the DEQ prior to reporting.	EPA ID number of transporter as it appears on the uniform hazardous waste manifest. (List only transporters who hauled waste in Oklahoma)	EPA ID number of receiving facility.	Amount (in pounds) of waste shipped.	Applicable EPA Biennial Report Handling code as described at http://www.deq.state.ok.us/LPDnew/forms/indexhazforms.html (pages 67-74). Also include the code "PS1" for wastes removed from permitted storage IF the waste was reported on an earlier quarterly report.
<i>Hazardous wastes shipped off-site from an Oklahoma TSD which were received by the TSD from off-site, but which were not treated, disposed, or recycled by the TSD (trans-shipped wastes).</i>	Waste stream number from the disposal plan . This is a separate document that must be obtained through the DEQ prior to reporting.	EPA ID number of transporter as it appears on the uniform hazardous waste manifest. (List only transporters who hauled waste in Oklahoma)	EPA ID number of receiving facility.	Amount (in pounds) of waste shipped.	Applicable EPA Biennial Report Handling code as described at http://www.deq.state.ok.us/LPDnew/forms/indexhazforms.html (pages 67-74). Also include the code "TS1" to indicate trans-shipped wastes.