Hazardous Waste License Application

Using the MPCA's *e-Services* Hazardous Waste Generator License Application

Any business or government agency that generates a non-exempt hazardous waste in Minnesota must apply for a hazardous waste generator license.

- Generators located in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington County (Metro Counties) must contact their county environmental department to determine their application procedure. See <u>More information</u> on page 15.
- Generators located anywhere else in Minnesota must use the Minnesota Pollution Control Agency's (MPCA) e-Services Hazardous Waste Generator License Application to submit their license application. You may submit your license application using the e-Services at any time after January 1 of each year; you do not need to wait for a reminder notice from the MPCA. All MPCA license applications must be submitted by August 15.

For more information on other hazardous waste generator requirements, see MPCA fact sheet #w-hw1-00, Basic Hazardous Waste Requirements for Businesses, at <u>https://www.pca.state.mn.us/sites/default/files/</u>w-hw1-00.pdf.

Other hazardous waste handlers, including used oil transporters and marketers and hazardous waste collection or recycling facilities, are also periodically required to submit license applications to the MPCA to renew their operating status. If you perform an activity that requires its status to be renewed, you will receive a reminder notice from the MPCA when you need to submit an application.

If you do not have internet access or cannot use e-Services, you may contact the MPCA to request a paper form be mailed to you. See <u>More information</u> on page 15. Paper forms will experience delayed processing times.

What if I need a U.S. Environmental Protection Agency (EPA) ID Number?

If you don't already have a hazardous waste identification number (HWID) (also known as an EPA ID number) for your site, stop. The instructions in this fact sheet are only for submitting hazardous waste generator license applications for sites that have already been issued HWIDs.

Instead, follow the instructions in MPCA fact sheet #w-hw5-12, Notification of Regulated Waste Activity, at <u>https://www.pca.state.mn.us/sites/default/files/w-hw5-12.pdf</u>.

How do I use the MPCA's e-Services?

To use the MPCA's e-Services, you will need an account. Accounts are free and may be created by anyone. Once you create an account, you may use it for any e-Service tool. Only one person should use each account; if more than one person at your business or government agency will use e-Services, each person must create a separate account. Any person's account may submit a license application for a site – it does not need to be the same person's account each year.

Where do I locate e-Services?

If you are viewing these instructions online, open a new window in your web browser, and go to https://rsp.pca.state.mn.us/.

Your screen should look like this:

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	Skip Navigation
e-Services for businesses, government and partners	Control agency
Documents and Forms Non-Registered Services Registered Services	
Version: 1.4 You are currently not logged in. WELCOME	Help Login
Non Registered Services I want to pay a bill, create a new account or retrieve my password. More Services >>	Registered Services I want to apply for a permit, sign up for notifications, submit monitoring results, check the status of an application or download a Electronic Signature Submittal Agreement. More Services >>
LOGIN	
User ID: Password: Login Create a new account>>Forgot my password>>	
Minnesota Pollution Control Agency I 651-757-2728, 844.828 Copyright © 2016 Minnes	0942 e-Services support MPCA Staff Directory Website policies ota Pollution Control Agency

- If you already have an e-Service account, skip ahead to <u>Using the e-Service Hazardous Waste Generator</u> <u>License Application</u> in Section G on page 5.
- If you do not already have an e-Service account, first follow the directions below in Section A to create an account.

A. Creating an e-Service account

A1. Click the Create a new account>> link.

Note: For clarity, only the middle portion of the screen will be shown in the remainder of these instructions. The upper and bottom portions of your screen should not change from step to step.

	CREATE USER ID
1 - Create User ID	
2 - Choose Password	Type a user ID between 8 and 40 alphanumeric characters. Do not use punctuation, spaces or special characters.
3 - Add Contact Info	
4 - Setup Challenge Questions	User ID:
5 - Create Electronic Signature PIN	Continue Ctear
6 - Add Facilities	
Please Note You may click on a previously visited page (above) to navigate back to that screen.	

- A2. Type in the **User ID:** box to choose a username that will be easy for you to remember and follow the noted requirements on the screen.
- A3. Click the Continue button.

	CHOOSE PASSWORD
1 - Create User ID	
2 - Choose Password	Note: Passwords must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and a state of the second state of the se
3 - Add Contact Info	anu y.
4 - Setup Challenge Questions	Passwords are case sensitive.
5 - Create Electronic Signature PIN	User Password: Retype User Password:
Please Note You may click on a previously visited page (above) to navigate back to that screen.	Clear

A4. Enter a password meeting the noted requirements in the **User Password:** box. Reenter the same password in the **Retype User Password:** box.

A5. Click the **Continue** button.

	CONTACT INFORMATION					
1 - Create User ID 2 - Choose Password 3 - Add Contact Info 4 - Setup Challenge Questions 5 - Create Electronic Signature PIN 6 - Add Facilities Please Note You may click on a previously visited page (above) to naigate back to that screen.	* First Name: Middle Initial: * Last Name: Title: * E-Mail Address: * Confirm E-Mail: Organization Name: Organization Type:	•	* Address Line 1: Address Line 2: Address Line 3: * State/Country: County: * City: Foreign State: * ZIP/Postal Code:	Minnesota	•	
	CONTACT NUMBERS					
	Note: At least one contact number is required You do not have any contact numbers. Click V	Add Contact Number' to add one.				
				Add C	Contact Number Continue	Clear

A6. Type in each box to enter the appropriate information. Boxes marked with an *asterisk are required information. If the ***State/Country:** is Minnesota, you much select a **County:** before selecting a ***City:**

A7. Click the Add Contact Number button.

1 - Create User ID . 2 - Choose Password Note: Contact number must be entered without dashes. Ex: 6092922082 3 - Add Contact Imfo . *Contact # Type:	
3 - Add Contact Info *Contact # Type:	
4 - Add Contact "Contact Number: Number	
5 - Setup Challenge Questions Comments:	
6 - Create Electronic Signature PIN	
7 - Add Facilities * Please Note * You may click on a * Required previously visited page * (above) to navigate back to that screen. *	Orace Connect

- A8. Select the type of telephone number in the ***Contact # Type:** pulldown box.
- A9. Type in each following box to enter the appropriate information.
- A10. Click the Save button. Repeat steps A7-A10 for each contact telephone number you would like to add. Then click the Continue button.

	ADD CONTACT NUM	IBER	
1 - Create User ID 2 - Choose Password	Note: Contact number must	t be entered without dashes. Ex: 6092922082	
3 - Add Contact Info 4 - Add Contact Number	*Contact # Type: *Contact Number:		
5 - Setup Challenge Questions	Extension: Comments:	A	
6 - Create Electronic Signature PIN			
7 - Add Facilities Please Note You may click on a previously visited page (above) to navigate back to that screen.	* Required	*	
			Save Cancel

- A11. Select a challenge question in the first **Question:** pulldown box. Type your chosen answer in the following response box.
- A12. Repeat step A11 for each of the remaining four challenge questions.
- A13. Click the Continue button.

A14. Enter a certification personal identification number (PIN) meeting the noted requirements in the **Certification PIN:** box. Reenter the same certification PIN in the **Certification PIN:** box.

	CREATE A NEW CERTIFICATION PIN
1 - Create User ID	
2 - Choose Password	Your PIN will be used to electronically certify a notification, report, or application.
3 - Add Contact Info	
4 - Setup Challenge Questions	Note: The Certification PIN must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).
5 - Create Electronic Signature PIN	Certification PIN is case sensitive.
6 - Add Facilities Please Note You may click on a	Certification PIN: Retype Certification PIN:
previously visited page (above) to navigate back to that screen.	Clear

A15. Click the Continue button.

	FACILITY SEARCH						
1 - Create User ID	Some services require that yo	ou have an associated facility bef	ore the service can be used. For example,				
2 - Choose Password	Air, Tank, eDMR, SSTS, and	some Feedlot services require a	facility.				
3 - Add Contact Info	If you are creating an account	and don't know if you need an a	associated facility, click Complete Setup.				
4 - Setup Challenge	You can add a facility later if	you need it.					
Questions							
5 - Create Electronic	To search for a facility, enter a	any information about the facility	you are looking for and click Search.				
Signature PIN	 In text boxes, you can 	enter partial values followed by a	an asterisk(*) to search for all records that				
6 - Add Facilities	begin with that value. F	or example, entering "Car" in th	re Facility Name field would return all				
Please Note	facilities whose names	begin with "Car", such as "Carp	et Cleaning".				
You may click on a	 The Alternate/Historic I search, select an optio 	on from the Facility User Group li	ist in combination with entering an ID.				
(above) to navigate back to	Examples include an 8	digit "Air Permit Number" or "W	/astewater Permit Number".				
that screen.							
	You must enter in at least one	a field before clicking the Search	button.				
			_				
	Facility ID:			Address:			
	Facility Name:			County:		•	
	Alternate/Historic		-	Municipality:		-	
	Name/ID:						
				ZIP:			
	Facility Type:			-			
	Encility User Group:			_			
	racing over Group:			•			
					Search	Complete Setun	View Eacilities
					ocarcii	complete detup	view r demues

- A16. To use the e-Services Hazardous Waste License Application, you do not need to add a facility. Click the Complete Setup button. You'll be logged out automatically as part of the account set up.
- A17. Type your account username and password in the **User ID:** and **Password:** boxes. If you have forgotten your User ID please call the e-Service Helpline at 651-757-2728. If you have forgotten your password, click on "Forgot my password."

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с ·	Skip Navigation
e-Services for businesses, government and partners	
Documents and Forms Non-Registered Services Registered Services	
Version: 1.4	Hale I ratio
WELCOME	riely Logii
Non Registered Services I want to pay a bill, create a new account or retrieve my password. More Services >>	Registered Services I want to apply for a permit, sign up for notifications, submit monitoring results, check the status of an application or download a Electronic Signature Submittal Agreement. More Services >>
LOGIN	
User ID: Password: Login	
Create a new account>>Forgot my password>>	
Minnesota Pollution Control Agency 651-757-2728, 844.828 Copyright © 2016 Minnes	0942 e-Services support MPCA Staff Directory Website policies ota Pollution Control Agency

A18. The first time you log in after creating your account, the My Services screen will open automatically. Select which online services you want to add to your My Workspace home screen. Under Hazardous Waste, check the box for both services – "Notification of Regulated Waste Activity" and "Hazardous Waste Generator License Application."

My Workspace Messages User Profile Electronic Signature Documents and Forms	
Versies 124 Connet/Lagred in MY SERVICES	Melp Legent
Please select the Senices that you would like to appear on your Workspace and click the OK button.	
Services Requiring Facilities	
Aboveground Storage Tanks	Air D Administrative Amendment Senice D Individual Permit Reissuance
Water Quality ⑧ □ Discharge Montoring Report	
Services NOT Requiring Facilities	
Construction Stormwater ① [1] Construction Stormwater General Permit Application	Hazardous Waste) In Notification of Regulated Waste Activity
	Image: Hazardous Waste Generator License Application
Solid Waste	Vessel Discharge ③
Wastewater U Sever Extension Permit Application	
Check A8	OK Cancel

A19. Click OK.

- A20. The My Workspace home screen opens.
- A21. Continue with the instructions for <u>Using the e-Service Hazardous Waste Generator License Application</u> on Section G8 on page 6.

G. Using the e-Service Hazardous Waste Generator License Application

G1. If you are viewing these instructions online, open a new window in your web browser, and go to https://rsp.pca.state.mn.us/. Your screen should look like this:

👙 📴 Suggested Sites 👻	🏠 🖛 🔂 🕆 🗔 👼 🖛 Page 🛪 Safety 🕶 Tools 🕶 👰 🖛
	Skip Navigation
e-Services for businesses, government and partners	
Documents and Forms Non-Registered Services Registered Services	
Version: 1.4	Tak Davis
WELCOME	nep Login
Non Registered Services I want to pay a bill, create a new account or retrieve my password. More Services >>	Registered Services I want to apply for a permit, sign up for notifications, submit monitoring results, check the status of an application or download a Electronic Signature Submittal Agreement. More Services >>
LOGIN	
User ID: Password: Login	
Create a new account>>Forgot my password>>	
Minnesota Pollution Contro	I Agency 651-757-2728, 844-828-0942 e-Services support MPCA Staff Directory Website policies Copyright © 2016 Minnesota Pollution Control Agency

- G2. Type your account username and password in the **User ID:** and **Password:** boxes. If you forgot your User ID please call the e-Service Helpline at 651-757-2728.
- G3. Click the Login button.

Note: For clarity, only the middle portion of the screen will be shown in the remainder of these instructions. The upper and bottom portions of your screen should not change from step to step. G4. Ensure the My Workspace tab in the upper left of your screen is selected for all steps in Section G. If your screen looks like this, skip to step G8 on page 6.



G5. If you do not see the option "Hazardous Waste Generator License Application" in the Service Selection portion of the screen, click the Configure Services button.

Service Selection	8
Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the user profile. Some services are accessible without selecting facilities as shown below.	
Hazardous Waste Notification of Regulated Waste Activity Estazardous Waste Generated Learne Application	
	Configure Services
My Facilities	8
Note: You may add facilities by clicking the "Add Services/Facilities" button below.	
You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.	
	Add Facilities

G6. Click the checkbox \Box in front of Hazardous Waste Generator License Application.

My Workspace Messages User Profile Electronic Signature Documents and Forms	
Venice 14 Connot Seguid a: MY SERVICES	Help] Legent
Please select the Senices that you would like to appear on your Workspace and click the OK button.	
Services Requiring Facilities	
Aboveground Storage Tanks	Air D Administrative Amendment Senice D Individual Permit Reissuance
Water Quality ①	
Services NOT Requiring Facilities	
Construction Stormwater ③ III Construction Stormwater General Permit Application	Hazardous Waste) In Notification of Regulated Waste Activity
	Imazardous Waste Generator License Application
Solid Waste ① T Yard Waste Permit By Rule	Vestel Discharge ③ Vestel Discharge Permt
Wastewater ① Sever Extension Permit Application	
Check All	OK Cancel

G7. Click the OK button. Use the scroll bar to move to the right if you cannot see the OK button.

Service Selection	8
Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the user profile. Some services are accessible without selecting facilities as shown below.	
Hazardous Waste Notification of Regulated Waste Activity Hazardous Waste Generator Learnes Application	
	Configure Services
My Facilities	٥
Note: You may add facilities by clicking the "Add Services/Facilities" button below.	
You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.	
	Add Facilities

G8. Click the Hazardous Waste Generator License Application link.

	HAZARDOUS WASTE IDENTIFICATION NUMBER	
1 - Hazardous Waste Identification Number	Welcome to the Hazardous Waste Generator License Application e-Senvice.	
2 - Location	Use this service to report waste generated only during the previous calendar year.	
3 - Contacts	Enter your hazardous waste identification number (HWID). Your HWID is also known as your EPA ID number.	
4 - Prevention Opportunities		
5 - Waste Stream		
6 - Certification	"Hazardous Waste Identification Number (HWID):	
Please Note You may click on a previously visited page (above) to navigate back to that screen.	* Required	
		ontinue

G9. Type the 12-character HWID of the site you are submitting a license application for. A site's HWID is also known as its 'EPA Identification Number.'

If you do not know the HWID of the site, you may use the MPCA's 'What's In My Neighborhood tool' at <u>https://www.pca.state.mn.us/data/whats-my-neighborhood</u> to search for the site and find its HWID.

If the site does not yet have an HWID, see section B of MPCA fact sheet #w-hw5-12, 'Using the MPCA's

e-Services Notification for hazardous waste activities', at <u>https://www.pca.state.mn.us/sites/default/files/</u> w-hw5-12.pdf for instructions to request an HWID for the site.

G10. Click the Continue button.

	PROPERTY INFORMATION
1 - Hazardous Waste Identification	eriew the location information listed for your facility. Contact the MPCA at hwiteensing oca@state mn us to make changes to the Facility Name and Facility Address.
Number 2 - Location	inter the required information in the fields of the right-hand column. For help determining your latitude and longitude, use the Help button in the upper right-hand corner of this page.
3 - Contacts	's enter the latitude and longitude for a location, either type the coordinate values or click Map to find the coordinates on a map. After clicking Map, click the approximate center of the site and the latitude and longitude will transfer to this page. You can also verify typed coordinates by licking Map.
4 - Prevention Opportunities	To select a NAICS code, click an entry in the box. To select additional entries, hold down the Control (Chri) key. Ensure you are using the most up-to-date NAICS code for your facility by checking the U.S. Census Bureau?b NAICS website https://www.census.gov/cod/www.hatcal .
5 - Waste Stream 6 - Certification	Facility Name:
Please Note	Address Line 2
previously visited page (above) to navigate back to	Avarbas Linus J
that screen.	Lound: City:
	ZIP Code: Coordinate System: V
	Lalide:
	Collection Method: v
	Map
	NAICs: Select NAICS Code
	Required Continues

G11. Review the site location information. If it is incorrect, contact the MPCA at 651-296-6300 or email hw-licensing.pca@state.mn.us. If it is correct, click the Continue button.

USPS ADDRESS	VALIDATION
Concept contine by	
Corrent Location Ad	uress.
5	
Select	Possible USPS Address Match

Your screen may contain the text "No valid USPS address found. You can continue by selecting the entered address below." If you do not receive mail at this address, this red text is normal, but if you do receive mail delivered to this address and see this text, ensure that the awddress entered matches your U.S. Postal Service-assigned (USPS) address.

G12. If the USPS address match is correct, click the checkbox in front of the address and then click the Continue button. If the current address is correct and you do not want to update it to the USPS format, click Continue button. If the address is incorrect and needs to be updated, contact the MPCA at 651-296-6300 or https://www.hutch.com or <a href="https://www.hutch.com"/hutch.com or <a href="https://www.hutch

	CONTACTS									
1 - Service Type Selection	Three contact types are require	d by this service. Please enter or	update the information for a	Il three types by clicking through	h the tabs at the top of	the screen or the "< <prev< th=""><th>ious?/Next>>" buttons at the b</th><th>ottom of the screen.</th><th></th><th></th></prev<>	ious?/Next>>" buttons at the b	ottom of the screen.		
2 - Location	The Owner is a business field with the Menesota Office of the Secretary of State or an individual. The required fields for the Owner contact types are different than the other two contact types. If the Owner is an individual type that person?'s full same in the "Omanization? field									
3 - Contacts	The Hazardous Waste Contact is the person the MPCA will contact for information about hazardous waste activities at the site.									
4 - Prevention Opportunities	The Hazaroous Waste Contact	is the person the we con whi con	act for information about ha	zaroous waste activities at the s	ue.					
5 - Regulated Waste Activities	The Fee and Billing Contact is t	the person who will receive fee inv	oces, if applicable.							
6 - Certification										
Please Note You may click on a				🥝 1. Owner 🥝	2. Hazardous Waste	Contact 🥝 3. Fee a	nd Billing Contact			
previously visited page (above) to navigate back to	1. Owner									
that screen.	Note: Selecting an option to Insert From Existing Conta	below will replace all information fract(s)	er this contact.						Save to My Favorite	Contacts
	First Name:					*Address Line 1:				
	Middle Name:					Address Line 2:				
	Last Name:					Address Line 3:				
	Title:		-			*State/Country:	Minnesota			
	E-Mail Address:					*County:		•		
	Confirm E-Mail:					*Foreign State:				
	"Organization Type:					*ZIP/Postal Code:				
	Туре	Contact Number	Extension	Comments	Remove					
		•								
	Add Number									
	* Required									
								Note: Please enter contact	information on ALL required tabs before clicking	Continue.
									Previous Next >> Save Co	ntinue

- G13. Type in each box to enter the appropriate information. Boxes marked with an *asterisk are required information. You may also use an existing information source, such as your personal e-Service account information, by selecting the appropriate source in the Insert From Existing Contact(s)...▼ pulldown box.
- G14. After completing the **3** 1. Owner tab first click the save button. After the information has saved, either click the **3** 2. Hazardous Waste Contact tab or the Next>> button. Repeat step G13 for the information in that tab.
- G15. After completing the **2**. Hazardous Waste Contact tab first click the save button. After the information has saved, either click the **3**. Fee and Billing Contact tab or the Next>> button. Repeat step G13 for the information in that tab.
- G16. Click the Continue button.

	USPS ADDRESS VALIDATION
1 - Service Type Selection 2 - Location	Please consider slight changes to the address you provided to help us ensure data integrity. If an alternative address is provided, select its check box to change your address to that format. If no alternative is provided, our system did not recognize the address you entered as valid. Please consider reising the address. If you believe your address is valid and formatted correctly, click Continue without selecting an alternative.
4 - Prevention Opportunities	Current Owner Address:
5 - Regulated Waste Activities	
6 - Certification	Select Possible USPS Address Match
Please Note You may click on a previously visited page	
(above) to navigate back to that screen.	Current Hazardous Waste Contact Address:
	Select Possible USPS Address Match
	Current Fee and Billing Contact Address:
	Select Possible USPS Address Match
	Back Continue

Your screen may contain the text "No valid USPS address found. You can continue by selecting the entered address below." If you do not receive mail at this address, this red text is normal, but if you do receive mail delivered to this address and see this text, ensure that the address entered matches your U.S. Postal Service-assigned address.

- G17. USPS address matches may display. Click the check box(es) to change your address(es) to the USPS validated format. Then click the **Continue** button. If you believe your address is valid and formatted correctly the way you entered it, click **Continue** without selecting any matches.
- G18. This screen is voluntary. If you choose to answer, select the most appropriate answers from the **Have you implemented any prevention activities in the past year?:** and the **Would you like to be contacted to discuss prevention opportunities?:** pulldown boxes. MPCA staff may be able to provide waste reduction or other pollution prevention ideas if you select Yes...▼.

		PREVENTION OPPORTUNITIES
đ	- Service Type Selection	The MPCA encourages businesses and municipalities to reduce their regulatory requirements and save money through prevention activities that reduce waste, emissions, water, and energy use.
2	- Location	
3	- Contacts	Have you implemented any prevention activities in the past year?:
4	- Prevention Opportunities	
5	- Regulated Waste Activities	Check out <u>MPCA's Polluton Prevention resources</u> website to get started now.
6	- Certification	Would you like to be contacted to discuss prevention opportunities?:
	Please Note You may click on a	
pi (abc	reviously visited page ove) to navigate back to	
	that screen.	*Denied
1		Continue

G19. Click the Continue button.

	PREVENTION OPPORTUNITIES
1 - Service Type Selection	The MPCA encourages businesses and municipalities to reduce their regulatory requirements and save money through prevention activities that reduce waste, emissions, water, and energy use.
2 - Location	
3 - Contacts	Have you implemented any prevention activities in the past year?:
 4 - Prevention Opportunities 	
5 - Regulated Waste Activities	Check out <u>MPCA's Pollution Prevention resources</u> website to get started now.
6 - Certification	Would you like to be contacted to discuss prevention opportunities?:
Please Note You may click on a	
previously visited page (above) to payingte back to	
that screen.	
	* Regured
	Continue

You will use this screen to report the hazardous wastes generated at the site during the last calendar year.

What to report

Report all hazardous waste generated during the calendar year, regardless of whether the waste was shipped off-site for disposal during the year or was still being accumulated on-site at the end of the calendar year. For more information on hazardous waste reporting, visit the Hazardous Waste Documents and Forms page at https://www.pca.state.mn.us/waste/hazardous-waste-documents-and-forms.

What not to report

- Universal wastes (batteries, fluorescent lamps, mercury-containing devices, aerosols, and compressed gas cylinders). For more information, see MPCA fact sheet #w-hw4-62, Managing Universal Wastes, at: <u>https://www.pca.state.mn.us/sites/default/files/w-hw4-62.pdf</u>.
- Used oil and related wastes, such as used oil filters, rags, and floor dry. For more information, see MPCA fact sheet #w-hw4-30, Used Oil and Related Wastes, at: <u>https://www.pca.state.mn.us/sites/default/files/w-hw4-30.pdf</u>.
- **Electronic waste**, or **E-waste**, that is recycled. For more information, see MPCA fact sheet #w-hw4-15, Managing Electronic Wastes, at: <u>https://www.pca.state.mn.us/sites/default/files/w-hw4-15.pdf</u>.
- Scrap metal that is recycled. For more information, see MPCA fact sheet #w-hw4-27, Hazardous Scrap Metal, at: <u>https://www.pca.state.mn.us/sites/default/files/w-hw4-27.pdf</u>.
- **Fuel-related wastes managed by a registered fuel recycler.** For more information, see MPCA fact sheet #w-hw4-19, Fuel-related Wastes, at: <u>https://www.pca.state.mn.us/sites/default/files/w-hw4-19.pdf</u>.
- **Pharmaceuticals shipped to an eligible reverse distributor.** For more information, see MPCA fact sheet #w-hw3-36b, Reverse Distribution of Pharmaceuticals, at: <u>https://www.pca.state.mn.us/sites/default/</u><u>files/w-hw3-36b.pdf</u>.

How to report

The table on this screen will autofill with the wastes and volumes reported on the site's previous application.

• If the site generated the same hazardous waste streams last year, click in the box in the **Amount** column to enter the volume of each hazardous waste generated at this site during the previous calendar year. If you do not enter a new volume, the volume reported on the site's previous application displayed will be carried over to this license application.

Note: If you report **Unit of Measurement** *in gallons, a default conversion of 10 pounds per gallon will be calculated automatically.*

- If the site generated a new hazardous waste during the previous calendar year or needs to report a
 hazardous waste not included in the previous application, click the Add Row button, and enter the
 appropriate information in the new row.
- If the site didn't generate a particular waste during the previous calendar year but may generate it in future, enter a '0' in the **Amount** column.

• If the site didn't generate a particular waste during the previous calendar year, and does not expect to ever generate it again, delete that row by clicking the red X ^{SO} icon to the right.

Note: No red X $^{\odot}$ icon will be shown on the first row, and this row cannot be deleted. If you no longer generate this hazardous waste, enter a '0' in the **Amount** column.

Waste Code

Select the four-character hazardous waste code for each newly reported waste. If the waste has multiple known or potential codes, you can hold down the "Ctrl" button on your keyboard while clicking on multiple waste codes for the waste stream. You may find the hazardous waste codes for your wastes on shipment manifests, waste profile reports, or in the following MPCA fact sheets:

Characteristic Wastes, w-hw-04 - https://www.pca.state.mn.us/sites/default/files/w-hw2-04.pdf

F list of Hazardous Waste, w-hw2-00 - https://www.pca.state.mn.us/sites/default/files/w-hw2-00.pdf

K List of Hazardous Waste, w-hw2-01 - <u>https://www.pca.state.mn.us/sites/default/files/w-hw2-01.pdf</u>

P List of Hazardous Waste, w-hw2-02- https://www.pca.state.mn.us/sites/default/files/w-hw2-02.pdf

U List of Hazardous Waste, w-hw2-03 - https://www.pca.state.mn.us/sites/default/files/w-hw2-03.pdf

PCB Hazardous Waste, w-hw4-48a - https://www.pca.state.mn.us/sites/default/files/w-hw4-48a.pdf

New pharmaceutical reporting instructions:

If the site generated **non-acute pharmaceutical waste** in the previous year use waste code PHRM and report the amount of waste generated.

If the site generated any amount of **acute pharmaceutical hazardous waste**, use the waste code P001 and/or P075 and report 1 pound of waste for that waste stream.

Name of Hazardous

Type to enter a name that clearly identifies the type or source of the waste and that your employees will recognize. Make sure each waste is a distinctly different name from any other waste stream you are reporting. You do not need to use the chemical name of the waste, especially if it would not be familiar to your employees.

Management Method

Choose the descriptor for how the hazardous waste you are reporting was managed. Most of these descriptors are self-explanatory, however ensure you select the following management methods only if your waste met the described conditions:

- Byproduct if the hazardous waste was not a spent material and was reclaimed as a byproduct. For more information regarding byproducts, see MPCA fact sheet #w-hw2-42, Recycling Hazardous Waste, at: https://www.pca.state.mn.us/sites/default/files/w-hw2-42, Recycling Hazardous Waste, at: https://www.pca.state.mn.us/sites/default/files/w-hw2-42, Recycling Hazardous Waste, at:
- Feedstock if the hazardous waste was used as a feedstock without reclamation. For more information regarding feedstocks, see MPCA fact sheet #w-hw2-42, Recycling Hazardous Waste, at: https://www.pca.state.mn.us/sites/default/files/w-hw2-42.pdf.

Note: You will not be able to enter a volume in the Amount box for byproducts or feedstocks; you will calculate the reportable and countable volumes on a following screen. See Section J on page 14, <u>Report hazardous waste feedstocks or byproduct usage</u>.

• Reclaimed onsite if the hazardous waste was reclaimed and reused on-site, such as in a recycling parts washer or solvent recovery unit.

Note: You will not be able to enter a volume in the **Amount** box for wastes reclaimed onsite; you will calculate the reportable and countable volumes on a following screen. See Section H on page 13, *Report hazardous waste reclaimed and reused on-site*.

• Sewered - onsite NPDES system if the hazardous waste was treated in a system that has been issued a National Pollutant Discharge Elimination System (NPDES) Permit by the MPCA.

- Sewered >/= 80% reduction of haz conc if, before sewering, the concentration of hazardous constituents in the waste was reduced by 80% or more, such as by chemical fixation or neutralization. Do not dilute your waste to reduce the waste concentration.
- Sewered no onsite NPDES/<80% reduce if neither of the previous 'Sewered' conditions exist. Most sewered hazardous waste falls into this category.

Amount

Enter the amount of the hazardous waste that was generated during the previous calendar year. Remember that waste 'counts' and must be reported when it is generated, not when it is shipped off-site.

Unit of Measurement

Select the correct unit of measurement for the amount entered in the previous column.

Note: If you report in gallons, a default conversion of 10 pounds per gallon will be calculated automatically.

G20. Click the **Continue** button. The middle portion of your screen should look like this:

	WASTE STREAM SUMMARY				
1 - Hazardous Waste Identification					
Number	Waste Code	Name of Hazardous	Management Method	Amount	Unit of Measurement
2 - Location					
3 - Contacts					1
4 - Prevention Opportunities	^				-
5 - Waste Stream	× .		·		
6 - Recycling Information 7 - Waste Stream	0				
Summary 8 - Certification Please Note You may click on a previously visited page (above) to navigate back to that screen.					

Note: If you did not report any waste using the Byproduct, Feedstock, or Reclaimed onsite management methods, the blue Recycling Information block on the left will not be added, and Waste Stream Summary will be shown as '6 -' instead.

- G21. Review the displayed waste stream summary for accuracy. This is the waste information that will be submitted to the MPCA. If any of it is incorrect, click on the blue Waste Stream link in the block to correct the information.
- G22. If all the information is correct, click the Continue button.

	CERTIFICATION						
1 - Hazardous Waste Identification Number	To certify your application, read the ce	rtification language below, enter the certification PIN associa	ted with your account profile and click Certify.				
2 - Location 3 - Contacts	Required	Name	Signature Type	Signature Status	Sign Electronically		
4 - Prevention	Ø		Signatory	Not Signed	素		
5 - Waste Stream	Clicking a column title will sort the table I	by that column.					
6 - Recycling Information					Continue		
7 - Waste Stream Summary							
8 - Certification							
Please Note You may click on a previously visited page (above) to navigate back to that screen.							

G23. Click the blue ribbon icon in the **Sign Electronically** column.

	ELECTRONIC SIGNATURE - SINGLE APPLICATION - SIGNATORY		
1 - Hazardous Waste Identification			
Number	Electronic Signature of the Signatory		
2 - Location			
3 - Contacts	Service ID Submittal Type	Creation Date	View
4 - Prevention	Hazardous Wiste - Hazardous Wiste Generator License Application - Hazardous Wiste Generator License Application		
5 - Waste Stream	Lently under penalty of law that have personally examined and am familiar with the information submitted in this and all attached occuments, and that based on my inquiry of those individuals immediately responsible for obtaining true, accurate, and compile I. and avane that there are significant penalties for submitting the possibility of the and imprisonment.	the information, I believe that the submitted in	nformation is
6 - Recycling Information	Name of Signing Party:		
7 - Waste Stream Summary	User ID of Signing Party:		
8 - Certification	Challenge/Response Question		
Please Note You may click on a	Prior to signing your submission, you must answer the following Question correctly:		
previously visited page (above) to navigate back to that screen.	0?(Case-Insensitive) Submit Cauncil		
	Electronic Signature PIN		
	*Electronic Signature PIN: (Case-Sensitive)		
	* Required	Sign Electronically Forgot PIN	Cancel
	Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.		

- G24. Type your previously chosen answer in the box next to the Challenge/Response Question.
- G25. Click the Submit button.
- G26. A green bullet You have correctly answered your challenge. Please enter your PIN now to sign should appear at the top of the middle portion of your screen. Type your previously chosen PIN in the **Electronic Signature PIN:** box.
- G27. Click the Sign Electronically button.

	CERTIFICATION				
1 - Hazardous Waste Identification Number	To certify your application, read the c	ertification language below, enter the certification PIN assoc	iated with your account profile and click Certify.		
2 - Location	Required	Name	Signature Type	Signature Status	Sign Electronically
4 - Prevention	Ø		Signatory	Signed on	
Opportunities	Clicking a column title will sort the table	by that column.			
5 - Waste Stream					
6 - Recycling Information					Continue
7 - Waste Stream Summary					
8 - Certification					
Please Note You may click on a previously visited page (above) to navigate back to that screen.					

G28. Click the Continue button. The middle portion of your screen should return to the My Workspace screen.

My Workspace Messages User Profile Electronic Signature Docur	nents and Forms								
Version: 1.4									
Currently logged in:									Help Logout
MY WORKSPACE									
Service Selection									۲
Note: Access to this electronic service selection and submittal area is granted by selecting faci	lities using the user profile. Some services are accessible without selecting fa	cilities as shown below.							
Hazardous Waste Notification of Depulated Waste Activity									
Hazardous Waste Generator License Application									
								Cor	figuro Consisso
									ingure Services
My Facilities									۸
Note: You may add facilities by clicking the "Add Services/Facilities" button below.									
You do not have any facilities in your profile. You may add facilities by selection the Add Eacilit	v button on the My Workensse erreen								
Too of not have any racines in your prome. You may add racines by selecting the your racine	y outon on the my tronspace screen.							_	
									Add Facilities
My Services - In Progress									۸
Note: To edit or resume working on an "In Progress" item, please click on the appropriate num	ber in the ID column								
Ver de est bare ser lle Deservel Geoles									
You do not have any "In Progress" Services.									
My Services - Submitted									۲
ID Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
	Hazardous Waste Generator License Application	Submitted							2

G29. You have now completed all actions to submit the Hazardous Waste Generator License Application for the site and should receive an auto-generated confirmation email shortly.

Confirm that your License Application is displayed under the My Services - Submitted bar. You may click the document View document icon 🗇 to see a summary of your License Application.

If your screen shows your License Application under the My Services - In Progress bar, your License Application remains incomplete and has not been submitted. Click on the underlined ID number for the License Application on the left side of your screen to return to the application process and resume entering any missing information using the blue, white, and gray progress tracker on the left side of the screen (blue is complete, white is the screen you are on, and gray are incomplete screens). If you remain unable to submit your License Application, contact the MPCA for assistance.

G30. Click the Logout link in the upper right portion of your screen to log out of e-Services.

For more information about hazardous waste management or assistance with this e-Service, contact the MPCA through the <u>More information</u> section on page 15.

H. Report hazardous waste reclaimed and reused on-site

H1. Enter all other waste information in step <u>G19</u> and then click the Continue button.



- H2. Enter the maximum amount of spent material you accumulated before the first time in each month you reclaimed that waste. Whether the spent material was generated from new product or from waste reclaimed in a previous month does not matter. If you use an integrated parts washer/reclaimer unit (also known as a 'recycling parts washer'), the amount of spent material you accumulated is equal to the capacity of the unit. Ensure you select the correct unit of measurement.
- H3. If you reclaim your spent material once per month or more, enter 12 in the next column. If you reclaim your spent material less than once per month, enter the total number of times you reclaimed your spent material during the year. The screen will then automatically calculate the volume of the spent material waste, in pounds, 'counted' towards your hazardous waste generator status in the next column.
- H4. Use the scroll bar directly underneath the boxes where you are typing or your [Tab] key to scroll the screen inset all the way to the right.

	RECYCLING IN	FORMATION								
1 - Hazardous Waste Identification Number										
2 - Location	in the upper typich-hand corner of this page.									
3 - Contacts	Reclaimed and	Reused on the Same	Site							
4 - Prevention Opportunities										
5 - Waste Stream	Volume of spent	*Does your reclamation	"Total volume of		*Volume of hazardous still bottoms or residuals		Volume of still bottoms or			
6 - Recycling Information	counted towards your annual generation	hazardous still bottom or residual?	or residuals you generated	Measurement	generated by your reclaimer during a single reclamation run. You may enter an average volume	Measurement	residuals counted towards your annual generation			
7 - Certification		~		~	,	~	0			
Please Note	<						>	1		
You may click on a previously visited page (above) to navigate back to that screen.	* Required									
								Continu	e	

- H5. If your reclamation process generates a hazardous still bottom or residual, select Yes in the pulldown box. Sludge or still bottoms are considered newly generated wastes and must be evaluated or assumed to be hazardous waste. If you have not documented your still bottoms or residuals to be non-hazardous, assume they are hazardous.
- H6. Enter the total volume of hazardous still bottoms or residuals you generated during the year.
- H7. Enter the volume of hazardous still bottoms or residuals generated by your reclaimer during a single reclamation run. You may enter an average volume. Ensure you select the correct unit of measurement. The screen will then automatically calculate the volume of still bottoms or residuals, in pounds, 'counted' towards your hazardous waste generator status in the next column.
- H8. Click the Continue button to return to step G20.

J. Report hazardous waste feedstocks or byproduct usage

J1. Enter all other waste information in step <u>G19</u> and then click the Continue button.

	RECYCLING INFO	RMATION							
1 - Hazardous Waste Identification Number	Fotostha and info		in the state of th		in the based of the	6 - 4 - 1			
2 - Location	Enter the required information for the waste streams you indicated on the previous page that were managed via the byproduct reuse, teedstock reuse or recycled onsite management method in the grid below. To learn more about how to calculate your recycling information, use the Help button in the upper right-hand comer of this page.								
3 - Contacts	Used or Reused a	s Feedstocks On- o	r Off-Site without Reclamation						
4 - Prevention Opportunities	ON O A NEXE SY REDUCTS OF A OTHER WINDOW REQUIRED OF								
5 - Waste Stream 6 - Recycling Information	Waste Code	Name of Hazardous Waste	*The amount of waste you had stored at your site at the beginning of the last calendar year which was generated in the year previous to that one	*Unit of Measurement	*The amount of waste you generated during the last calendar year	*Unit of Measurement	Total storedigenerated waste		
7 - Certification Please Note You may click on a previously visited page (above) to navigate back to that screen.	* Required			~		~	>	-	
								Continue	

J2. Enter the amount of the feedstock or byproduct hazardous waste stored at the site at the beginning of the last calendar year that was generated in the year prior to that one. Ensure you select the correct unit of measurement.

For example, if you are submitting this License Application in 2025 to report hazardous waste generated during calendar year 2024, enter the amount of the feedstock or byproduct hazardous waste that was stored at the site on January 1, 2024.

- J3. Enter the amount of feedstock or byproduct hazardous waste generated at the site during the last calendar year. Ensure you select the correct unit of measurement. The screen will then automatically calculate the total volume of feedstock or byproduct waste, in pounds, the site was responsible for during the calendar year.
- J4. Use the scroll bar directly underneath the boxes where you are typing or your [Tab] key to scroll the screen inset all the way to the right.

	RECYCL	ING INFORMA	TION									
1 - Hazardous Waste Identification Number	Entry the se											
2 - Location	in the upper	Enter the required anothalism for the waste streams you undicated on the previous page that were managed via the pyproduct reuse, reestock reuse or recycled onside management method in the grid below. Io learn more about how to calculate your recycling information, use the Help button in the upper ophychicand cornor of this tagae.										
3 - Contacts	Used or	Used or Reused as Feedstocks On- or Off-Site without Reclamation										
4 - Prevention Opportunities											_	
5 - Waste Stream	L of uneto you			The amount of unate used or reused as a		"The amount of		Total				
6 - Recycling Information	uring the last dar year	*Unit of Measurement	Total stored/generated waste	feedstock on-site or shipped off-site for use as a feedstock during the last calendar year	*Unit of Measurement	stored on your site at the end of the	*Unit of Measurement	feedstock/stored waste	Explanation for disparity			
7 - Certification		~			~	, and currently year	~			-		
Please Note You may click on a	<	·							>	1		
previously visited page (above) to navigate back to												
that screen.	* Required											
										Continue		

- J5. Enter the amount of feedstock or byproduct hazardous waste actually used as a feedstock or byproduct on-site or shipped off-site during the last calendar year. Ensure you select the correct unit of measurement. Make sure the site maintains records documenting the use of the waste.
- J6. Enter the amount of feedstock or byproduct hazardous waste stored at the site at the end of last calendar year. Ensure you select the correct unit of measurement.

For example, if you are submitting this License Application in 2025 to report hazardous waste generated during calendar year 2024, enter the amount of the feedstock or byproduct hazardous waste that was stored at the site on December 31, 2024.

The screen will then automatically calculate the total volume of feedstock or byproduct waste, in pounds, that the site has accounted for during the calendar year. Compare this volume to that shown in the **Total stored/generated waste** column. If they are the same, proceed to step J8.

- J7. If the two calculated volumes are not the same, type a short explanation for the disparity (such as a spill, fire, accounting error, etc.).
- J8. Click the Continue button to return to step G20.

More information

For more information about hazardous waste management, visit the MPCA's hazardous waste guidance publications webpage at <u>https://www.pca.state.mn.us/waste/hazardous-waste-documents-and-forms</u>.

Instead of questions about the Notification of Regulated Waste Activity and assistance with this e-Service, contact the MPCA below.

The MPCA's Small Business Environmental Assistance Program (SBEAP) offers free, confidential regulatory compliance assistance with hazardous waste management and water and air quality protection requirements. The Minnesota Technical Assistance Program (MnTAP) can help you minimize your waste generation to address the questions in step G17.

Metro County Hazardous Waste Offices

Anoka	
	<u>https://www.anokacounty.us/</u>
Carver	
	<u>http://www.co.carver.mn.us/</u>
Dakota	
	<u>https://www.co.washington.mn.us/</u>
Hennepin	
	<u>http://www.hennepin.us/</u>
Ramsey	
	<u>https://www.ramseycounty.us/</u>
Scott	
	<u>http://www.scottcountymn.gov/</u>
Washington	
	<u>https://www.co.washington.mn.us/</u>

Minnesota Pollution Control Agency

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Toll free (all offices).	
All offices	
	<u>https://www.pca.state.mn.us/</u>
Small Business Env	vironmental Assistance Program
Toll free	
All offices	
<u>t</u>	https://www.pca.state.mn.us/sbeap/
Minnesota Technic	cal Assistance Program
Toll free	

	http://www.mntap.umn.edu
Metro	612-624-1300
Toll free	