



Nothing Compares

Welcome to the 2015 Biennial Report tutorial. This presentation will guide you screen by screen through the entire data entry process in Easitrak 2015.

Any North Carolina facility that was a large quantity generator, or a Treater/Storer/Disposer at any time during calendar year 2015 must file the biennial report via Easitrak 2015 no later than March 1, 2016.

Easitrak 2015 can be accessed at this link:

http://www.arminc.net/ARM_Home/default.aspx Be certain to select **2015**, not any other reporting year. Internet Explorer is the preferred browser. While other browsers may work, some functionality could be lost.

For in-house assistance: Switchboard 919-707-8200, Melodi Deaver 919-707-8204, Sherry Prince 919-707-8232, or Kelly Galantis 919-707-8205

Our new name is DEQ, Department of Environmental Quality. Web portal address is: <http://portal.ncdenr.org/web/guest/home>

2015 Biennial Hazardous Waste Report

Who **must** file?

- Large Quantity Generators (LQG) who meet any of the following criteria in 2015:
 - The site generated, in any single calendar month, 1,000 kg (2,200 lbs) or more of RCRA non-acute hazardous waste; or
 - The site generated, in any single calendar month, or accumulated at any time, more than 1 kg (2.2 lbs) of RCRA acute hazardous waste; or
 - The site generated, in any single calendar month, or accumulated at any time, more than 100 kg (220 lbs) of spill cleanup material contaminated with RCRA acute hazardous waste and/or

- Treated, Stored and/or Disposed of RCRA Hazardous Wastes on site during 2015

To get started you must click the “[Registration for Generator](#)” link. If you have already registered for the 2015 BR, you only need to enter your EPA ID# and Password.

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EASITRAK 2015

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

If you are a 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)

■ Forgot password? Please contact your State Administrator.

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The next screen will allow the user to enter their EPA ID#, email address, and password. Next there are 4 security questions that must be answered. During the submittal process you will be required to answer one randomly selected question.

The answers are case sensitive!

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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: NCR000111222 ← **Confirm the ID# is entered CORRECTLY**

Registered By: RAY STRAWBRIDGE

Email Address: RAY.STRAWBRIDGE@NCDENR.GOV

Password: ●●●●●●

Re-Enter Password: ●●●●●●

Please answer all security questions below

What is your favorite hobby? PHOTOGRAPHY

What city were you born? TARBORO

What is your favorite sport? FISHING

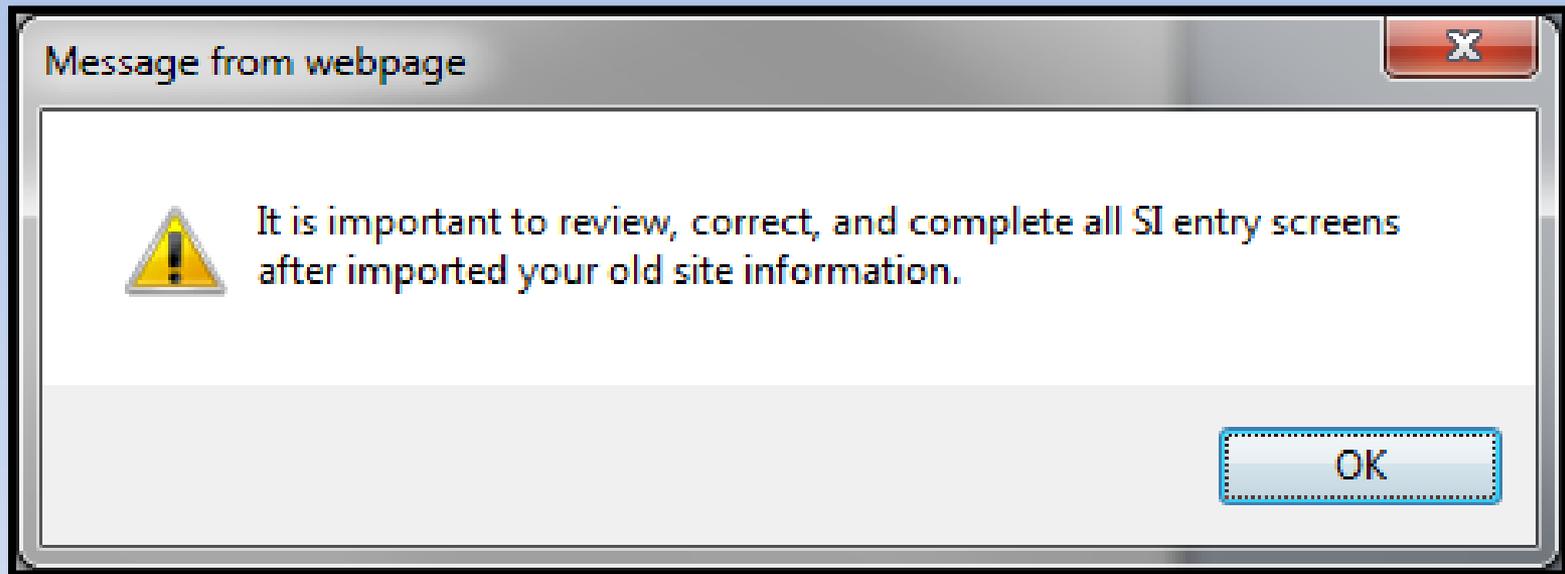
What is your favorite color? CAROLINA BLUE

Answers to security questions are **case sensitive!**

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

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Be sure to review and correct imported data!!!!!!!!!!



This screen has numerous links to references and services. Select the tab for the desired form to begin entering data.

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Logout

Services Form SI Form GM Form WR Submit Reports Instruction

[Click to Continue](#)

WELCOME TO THE STARTING POINT FOR EASITRAK 2015

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 AND YOU MUST INCLUDE YOUR EPA ID NUMBER.

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Technical assistance is available via email at jeffwaites@hotmail.com

This is the first screen of the SI form. Click “Reason for Submittal.”

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Logout

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

Open SI Addendum Start

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)

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Technical assistance is available via email at jeffwaites@hotmail.com

The first screen of the SI Form is “Reason for Submittal.” Mark the last 2 boxes. If there are **any** changes to your facility data (facility name, contact, generator status, waste codes, etc.) you must also mark “To provide Subsequent Notification.”

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Save and Close Next Page

Reason - Location - LandType - WasteCode - Mailing - Contact - Owner - Operator - ActivityHW - ActivityUW - ActivityUO - Entities - Addendum - Certify - Comments

RCRA SUBTITLE C SITE IDENTIFICATION FORM

Reason for Submittal

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

Check in the appropriate check box(es) on right panel to indicate whether this form is

- Your Initial Notification
- Subsequent Notification
- Component of a First or a Revised Hazardous Waste Part A Permit Application
- Component of the Hazardous Waste Report

To provide an Initial Notification (first time submitting site identification information / to obtain an EPA ID number for this location)

To provide a Subsequent Notification (to update site identification information for this location)

As a component of a First RCRA Hazardous Waste Part A Permit Application

As a component of a Revised RCRA Hazardous Waste Part A Permit Application

Amendment #

As a component of the Hazardous Waste Report

Site was a TSD facility and/or generator of >1,000 kg of hazardous waste, >1 kg of acute hazardous waste, or >100 kg of acute hazardous waste spill cleanup in one or more months of the report year (or State equivalent LQG regulations)

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Next enter the facility name and site location address. In Easitrak it is important to **remember** that after entering the street number and street name you must enter the zip code, then click the hand symbol. 

Select your city from the pop-up box. This will auto populate the County, City, State and Country. *If you enter this data any other way it will not save.*



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[Reason](#) - [Location](#) - [LandType](#) - [WasteCode](#) - [Mailing](#) - [Contact](#) - [Owner](#) - [Operator](#) - [ActivityHW](#) - [ActivityUW](#) - [ActivityUO](#) - [Entities](#) - [Addendum](#) - [Certify](#) - [Comments](#)

RCRA SUBTITLE C SITE IDENTIFICATION FORM

Site Name and Location

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

US address:
The State and City text boxes are readable only.
Type zip code and then click the zip hand image button to select correct location.

Foreign country:
Select a country and then manually type address into each location text box.

Site Name

Street Number

Street Name

Street Address 2

Country

Zip Code  Click to select location

State

City, Town, or Village

County



Select your city.

New Close Submit

SEARCH UNITED STATES LOCATION

* Please contact with [ARM](#) if US location cannot be found in the search screen

Zip Code Search 

State 

City Name

County Name

County Code  What is the county code?

	State	City, Town, or Village	County Name	County Code
<input type="checkbox"/>	NC	MCCULLERS	WAKE	NC183
<input checked="" type="checkbox"/>	NC	RALEIGH	WAKE	NC183



Notice that the state, city and county have been automatically entered.

Select the “Save and Close” button to save your data and exit the form. You can log in later to complete or edit your data. Notice the “Previous Page” and “Next Page” buttons. These will automatically save your data; clicking one of the page navigation links will not save your data.

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[Save and close](#) [Previous page](#) [Next page](#)

[Reason](#) - [Location](#) - [LandType](#) - [WasteCode](#) - [Mailing](#) - [Contact](#) - [Owner](#) - [Operator](#) - [ActivityHW](#) - [ActivityUW](#) - [ActivityUO](#) - [Entities](#) - [Addendum](#) - [Certify](#) - [Comments](#)

RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

US address:
The State and City text boxes are readable only.
Type zip code and then click the zip hand image button to select correct location.

Foreign country:
Select a country and then manually type address into each location text box.

Site Name and Location

Site Name

Street Number

Street Name

Street Address 2

Country

Zip Code  Click to select location

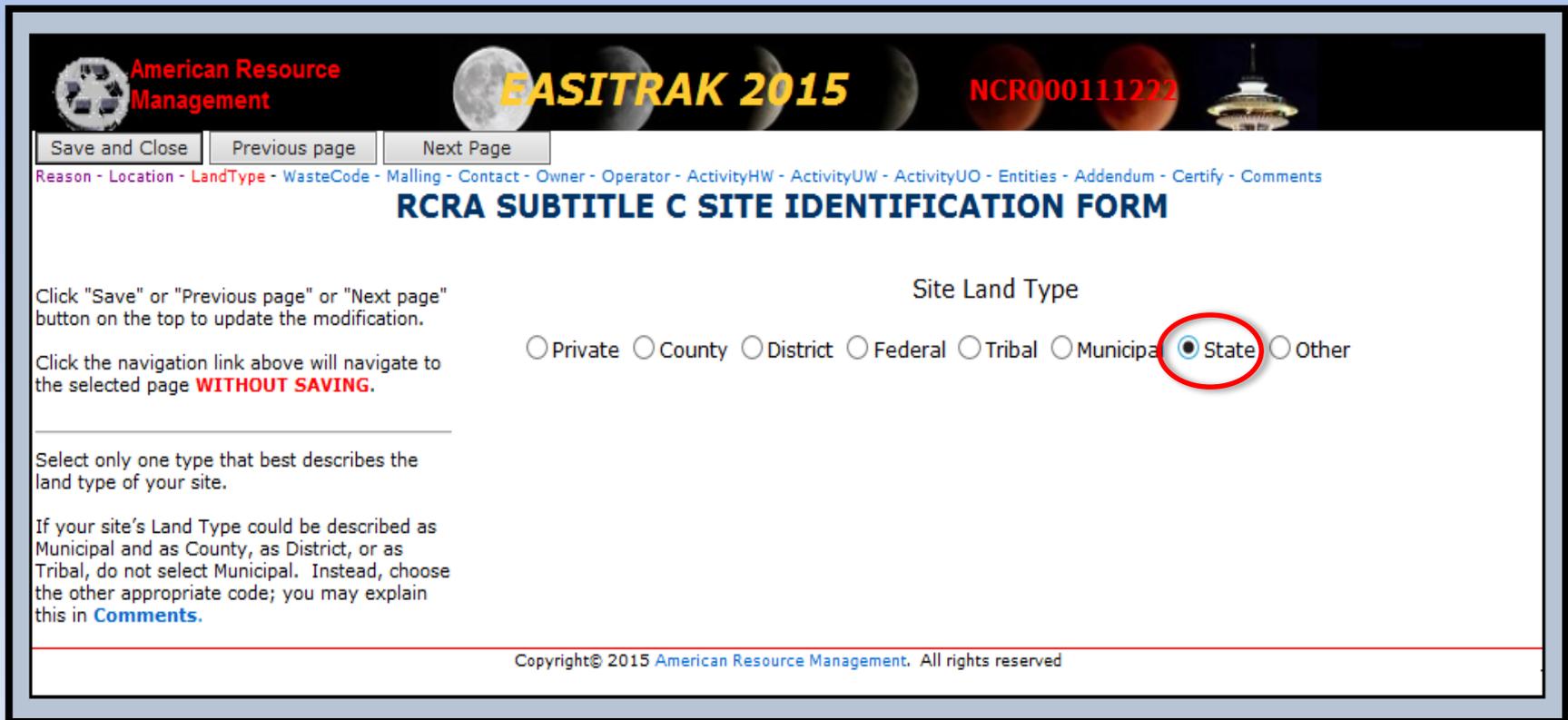
State

City, Town, or Village

County

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Select the correct Site Land Type for your facility. We have selected “State” in this example; however, in the majority of cases this would be “Private.”



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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

Select only one type that best describes the land type of your site.

If your site's Land Type could be described as Municipal and as County, as District, or as Tribal, do not select Municipal. Instead, choose the other appropriate code; you may explain this in [Comments](#).

Site Land Type

Private County District Federal Tribal Municipal State Other

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Enter your primary NAICS codes using the “hand symbol” to open the list of available options. You can select more than one, but the primary code should be used first.

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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING.**

Click the NAICS hand image button to select the NAICS code.

Click the waste code hand image button to select EPA or State waste code.

North American Industry Classification System Codes

A 

B 

C 

D 



EPA Hazardous Waste Code

State Hazardous Waste Code

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Select the NAICS category number from 1 to 9. This will display a category listing of the codes.

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM CODE

NAICS code start at: 1 2 3 4 5 6 7 8 9

541618: Other Management Consulting Services
541620: Environmental Consulting Services
541690: Other Scientific and Technical Consulting Services
541711: Research and Development in Biotechnology
541712: Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology)
541720: Research and Development in the Social Sciences and Humanities
541810: Advertising Agencies
541820: Public Relations Agencies
541830: Media Buying Agencies
541840: Media Representatives
541850: Outdoor Advertising
541860: Direct Mail Advertising
541870: Advertising Material Distribution Services
541890: Other Services Related to Advertising
541910: Marketing Research and Public Opinion Polling
541921: Photography Studios, Portrait
541922: Commercial Photography
541930: Translation and Interpretation Services
541940: Veterinary Services
541990: All Other Professional, Scientific, and Technical Services
55: Management of Companies and Enterprises
551111: Offices of Bank Holding Companies
551112: Offices of Other Holding Companies
551114: Corporate, Subsidiary, and Regional Managing Offices
56: Administrative and Support and Waste Management and Remediation Services
561110: Office Administrative Services
561210: Facilities Support Services
561311: Employment Placement Agencies
561312: Executive Search Services
561320: Temporary Help Services
561330: Professional Employer Organizations
561410: Document Preparation Services
561421: Telephone Answering Services
561422: Telemarketing Bureaus and Other Contact Centers
561431: Private Mail Centers
561439: Other Business Service Centers (including Copy Shops)
561440: Collection Agencies
561450: Credit Bureaus
561491: Repossession Services
561492: Court Reporting and Stenotype Services

Close

To select the EPA Waste Codes click on the “hand symbol” to see the available choices.

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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

Click the NAICS hand image button to select the NAICS code.

Click the waste code hand image button to select EPA or State waste code.

North American Industry Classification System Codes

A  

B 

C 

D 

EPA Hazardous Waste Code

State Hazardous Waste Code

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Select the EPA Waste Code category and use the “Add >” key at the bottom to move the waste code to the right. If you accidentally add the wrong waste code use the “<Remove” key.

EPA WASTE CODES

Waste Code Type: D F K L P U Target

D001: IGNITABLE WASTE	
D002: CORROSIVE WASTE	
D003: REACTIVE WASTE	
D004: ARSENIC	
D005: BARIUM	
D006: CADMIUM	
D007: CHROMIUM	
D008: LEAD	
D009: MERCURY	
D010: SELENIUM	
D011: SILVER	
D012: ENDRIN (1,2,3,4,10,10-HEXACHLORO-1,7-EPOXY-1,4,4A,5,6,7,8,8A-OCTAHYDRIC	
D013: LINDANE (1,2,3,4,5,6-HEXA-CHLOROCYCLOHEXANE, GAMMA ISOMER)	
D014: METHOXYCHLOR (1,1,1-TRICHLORO-2,2-BIS [P-METHOXYPHENYL] ETHANE)	
D015: TOXAPHENE (C10 H10 CL8, TECHNICAL CHLORINATED CAMPHENE, 67-69 PERCI	
D016: 2,4-D (2,4-DICHLOROPHENOXYACETIC ACID)	
D017: 2,4,5-TP SILVEX (2,4,5-TRICHLOROPHENOXYPROPIONIC ACID)	
D018: BENZENE	
D019: CARBON TETRACHLORIDE	
D020: CHLORDANE	
D021: CHLOROBENZENE	
D022: CHLOROFORM	
D023: O-CRESOL	
D024: M-CRESOL	
D025: P-CRESOL	
D026: CRESOL	
D027: 1,4-DICHLOROBENZENE	
D028: 1,2-DICHLOROETHANE	
D029: 1,1-DICHLOROETHYLENE	
D030: 2,4-DINITROTOLUENE	
D031: HEPTACHLOR (AND ITS EPOXIDE)	
D032: HEXACHLOROBENZENE	
D033: HEXACHLOROBUTADIENE	
D034: HEXACHLOROETHANE	
D035: METHYL ETHYL KETONE	
D036: NITROBENZENE	
D037: PENTACHLOROPHENOL	
D038: PYRIDINE	

Done Add > < Remove

IMPORTANT to Save your data select the “Done” button at bottom of the screen.

In this example I selected “D001” then clicked on the “Add >” button to move to the right and clicked on “Done” to save my choices.

EPA WASTE CODES

Waste Code Type: D F K L P U

	Target
D002: CORROSIVE WASTE	D001
D003: REACTIVE WASTE	
D004: ARSENIC	
D005: BARIUM	
D006: CADMIUM	
D007: CHROMIUM	
D008: LEAD	
D009: MERCURY	
D010: SELENIUM	
D011: SILVER	
D012: ENDRIN (1,2,3,4,10,10-HEXACHLORO-1,7-EPOXY-1,4,4A,5,6,7,8,8A-OCTAHYDR...	
D013: LINDANE (1,2,3,4,5,6-HEXA-CHLOROCYCLOHEXANE, GAMMA ISOMER)	
D014: METHOXYCHLOR (1,1,1-TRICHLORO-2,2-BIS [P-METHOXYPHENYL] ETHANE)	
D015: TOXAPHENE (C10 H10 CL8, TECHNICAL CHLORINATED CAMPHENE, 67-69 PERC...	
D016: 2,4-D (2,4-DICHLOROPHENOXYACETIC ACID)	
D017: 2,4,5-TP SILVEX (2,4,5-TRICHLOROPHENOXYPROPIONIC ACID)	
D018: BENZENE	
D019: CARBON TETRACHLORIDE	
D020: CHLORDANE	
D021: CHLOROBENZENE	
D022: CHLOROFORM	
D023: O-CRESOL	
D024: M-CRESOL	
D025: P-CRESOL	
D026: CRESOL	
D027: 1,4-DICHLOROBENZENE	
D028: 1,2-DICHLOROETHANE	
D029: 1,1-DICHLOROETHYLENE	
D030: 2,4-DINITROTOLUENE	
D031: HEPTACHLOR (AND ITS EPOXIDE)	
D032: HEXACHLOROBENZENE	
D033: HEXACHLOROBUTADIENE	
D034: HEXACHLOROETHANE	
D035: METHYL ETHYL KETONE	
D036: NITROBENZENE	
D037: PENTACHLOROPHENOL	
D038: PYRIDINE	
D039: TETRACHLOROETHYLENE	

Done Add > < Remove

Here you can review the codes that were selected and automatically saved the in the database. You can edit either one by clicking on the “hand” symbol.

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NCR000000000

Save and Close

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RCRA SUBTITLE C SITE IDENTIFICATION FORM

North American Industry Classification System Codes

*A

B

C

D

Description of Hazardous Waste

EPA Waste Codes Click to select

D001

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Next we have the Site Mailing Address. You have an option to click the “hand” symbol to use the site location address.

To use a different address first enter the zip code, click the “hand” symbol, then select the City.

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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

Click the mailing address hand image button if the mailing address is same as the site location

US address:
The State and City text boxes are readable only.
Type zip code and then click the zip hand image button to select correct location.

Foreign country:
Select a country and then manually type address into each location text box.

Site Mailing Address [Click if same as site location](#)

Street Number

Street Name

Street Address 2

Country

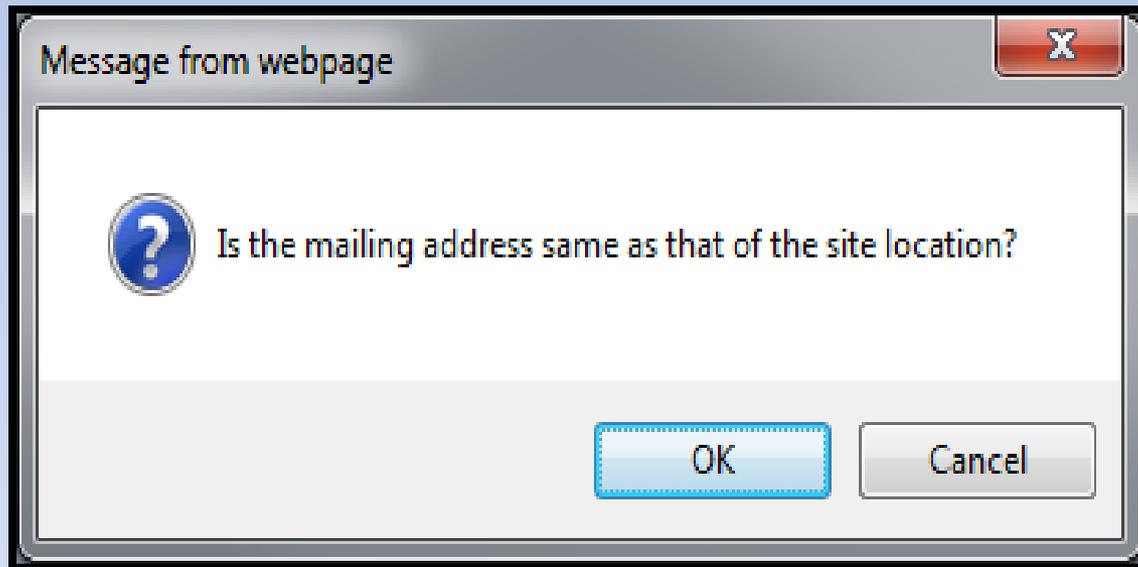
Zip Code Click to select location

State

City, Town, or Village

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If you select the option that the mailing address is the same as the site location, this box will pop up to verify that you do *indeed* want to import that information into this current screen.



Note the site location address has been imported.

Click “Next page” to save your data and advance to the next screen, or “Save and close” to exit and continue later.



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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

Click the mailing address hand image button if the mailing address is same as the site location

US address:
The State and City text boxes are readable only.
Type zip code and then click the zip hand image button to select correct location.

Foreign country:
Select a country and then manually type address into each location text box.

Site Mailing Address  Click if same as site location

Street Number

Street Name

Street Address 2

Country ▼

Zip Code  Click to select location

State

City, Town, or Village

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Enter the Site Contact Person information then, either select the “hand” symbol that imports the site location address, OR enter a zip code and click the “hand” symbol to select a city. The Site Mailing Address and the Site Contact Person address should be the same in most cases.

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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Site Contact Person Information

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

Click the contact hand image button if the contact address is same as the site location.

US address:
The State and City text boxes are readable only.
Type zip code and then click the zip hand image button to select correct location.

Foreign country:
Select a country and then manually type address into each location text box.

First Name

MI

Last Name

Title

 Click if contact address is same as the site location

Street Number

Street Name

Street Address 2

Country ▼

Zip Code  Click to select location

State

City, Town, or Village

Phone Ext

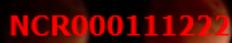
Fax

Email Address

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Enter the Owner information; the address instructions are the same.

At the bottom you can click the hand symbol if the owner/operator are the same, then enter the date and choose the Operator Type.

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[Reason](#) - [Location](#) - [LandType](#) - [WasteCode](#) - [Mailing](#) - [Contact](#) - **Owner** - [Operator](#) - [ActivityHW](#) - [ActivityUW](#) - [ActivityUO](#) - [Entities](#) - [Addendum](#) - [Certify](#) - [Comments](#)

RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

Click the owner hand image button if the owner address is same as the site contact.

US address:
The State and City text boxes are readable only.
Type zip code and then click the zip hand image button to select correct location.

Foreign country:
Select a country and then manually type address into each location text box.

Owner  Click if the owner is same as the contact 

Owner Name

Date Became Owner

Owner Type Private Federal State Municipal County District Tribal Other

Phone

Street Number

Street Name

Street Address 2

Country ▼

Zip Code  Click to select location

State

City, Town, or Village

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Select only the items that apply in Section 10 (the next 6 screens). In some cases there is not a “yes/no” option. If you make a selection it means “yes.”



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NCR000111222



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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

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.

10. Type of Regulated Waste Activity - A. Hazardous Waste Activities

1. Generator of Hazardous Waste Yes No (If yes, select one of the following)

- a. LQG: See detail information on the left.
- b. SQG: 1100 to 1,000 kg/mo (220 - 2,200 lbs./mo) of nonacute hazardous waste.
- c. CESQG: Less than 100 kg/mo (220 lbs./mo) of non-acute hazardous waste.

If "YES" above, Indicate other generator activities (mark all that apply)

- d. Short Term Generator
- e. United States Importer of Hazardous Waste
- f. Mixed Waste Generator

2. Transporter of Hazardous Waste (mark all that apply)

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

3. Treater, Storer, or Disposer of Hazardous Waste Yes No

4. Recycler of Hazardous Waste Yes No

5. Exempt boiler and/or Industrial Furnace (mark all that apply)

- a. Small Quantity On-site Burner Exemption
- b. Smelting, Melting, Refining Furnace Exemption

6. Underground Injection Control Yes No

7. Receives Hazardous Waste from Off-site Yes No

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Mark the universal waste boxes only if you accumulate 5,000kg or more of waste in the categories listed; otherwise, do not mark any boxes.



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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

Other universal waste activities must be an implementer defined value other than 'B', 'P', 'T', or 'L'.

10. Type of Regulated Waste Activity - B. Universal Waste Activities

1. Large Quantity Handler of Universal Waste (accumulate 5,000 kg or more)
Indicate types of Universal waste mark all boxes that apply

Universal Waste	Accumulate
a. Batteries (B)	<input type="checkbox"/>
b. Pesticides (P)	<input type="checkbox"/>
c. Mercury containing equipment (T)	<input type="checkbox"/>
d. Lamps (L)	<input type="checkbox"/>
e. Other (specify) <input type="text"/>	<input type="checkbox"/>
f. Other (specify) <input type="text"/>	<input type="checkbox"/>
g. Other (specify) <input type="text"/>	<input type="checkbox"/>

2. Destination Facility for Universal Waste Yes No

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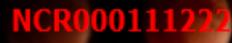
Remember, if these activities do not apply to your facility click "Next Page."



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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

10. Type of Regulated Waste Activity - C. Used Oil Activities

1. Used Oil Transporter (Mark each that applies)

- a. Transporter
- b. Transfer Facility

2. Used Oil Processor and/or Re-refiner (Mark each that applies)

- a. Processor
- b. Re-refiner

3. Off-Specification Used Oil Burner Yes No

4. Used Oil Fuel Marketer (Mark each that applies)

- 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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If this does not apply to your facility (*and it probably does not*) click “Next Page.”



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NCR00011222



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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to 40 CFR Part 262 Subpart K

You must check with your State to determine if you are eligible to manage laboratory hazardous wastes pursuant to 40 CFR Part 262 Subpart K.

10. Type of Regulated Waste Activity - D. Eligible Academic Entities with Laboratories

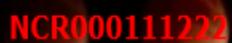
1. Opting into 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories.
See the item-by-item instructions for definitions of types of eligible academic entities: (mark all that apply)

- a. College or University
- b. Teaching Hospital that is owned by or has a formal written affiliation agreement with a college or university
- c. Non-profit Institute that is owned by or has a formal written affiliation agreement with a college or university

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

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North Carolina adopted a temporary rule effective December 1, 2015. Contact your Environmental Senior Specialist for more information. Click "Next Page."



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ADDENDUM TO SITE IDENTIFICATION FORM

Click "Save" or "Previous page" or "Next page" button on the top to update the modification.

Click the navigation link above will navigate to the selected page **WITHOUT SAVING**.

If notification reason was re-checked, you must update it by clicking the "Update" button before working HSM activity.
If reason for notification equals "I", actual tons of HSM managed annually must be 0.
If reason for notification equals "S", estimated tons of HSM managed annually must be 0.
Check the "No notification" radio button will remove the notification and HSM activity records.
Click the "Remove" button immediately remove the notification and HSM activity records.

Notification For Managing Hazardous Secondary Material (HSM)

Indicate Reason For Notification [Remove](#) [Update](#)

- N. No notification
- I. Notifying that the facility will manage HSM
- R. Re-notifying that the facility is managing HSM
- S. Notifying that the facility has stopped managing HSM

HSM Financial Assurance

Yes No

Description of HSM Activity [Add](#)

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Once you have completed all additional forms, such as GM or WR, your report must be certified by completing this screen. Click the “New” button to begin.

Note: Skip the certification step described here until the GM and WR forms are complete. Instructions for these forms will follow.



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EASITRAK 2015



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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click the **New** button to add new certify record.

Click the **Close** button on top left of the page to back the SI home page.

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

First Name

Middle Initial

Last Name

Title

Signed Date

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RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click the **Save** button to save the certify record.
Click the **Cancel** button to cancel the new record.

Certification

Cancel

Save

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

First Name THOMAS

Middle Initial

Last Name EVERLY

Title QA MGR

Signed Date 01/04/2016

The pencil icon is for editing, the X icon is for deleting the information. Selecting “Save and Close” saves the information.

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EASITRAK 2015 **NCR000111222**
[Reason](#) - [Location](#) - [LandType](#) - [WasteCode](#) - [Mailing](#) - [Contact](#) - [Owner](#) - [Operator](#) - [ActivityHW](#) - [ActivityUW](#) - [ActivityUO](#) - [Entities](#) - [Addendum](#) - [Certify](#) - [Comments](#)
RCRA SUBTITLE C SITE IDENTIFICATION FORM

Click the **Save** button to update the certify record.
Click the **Cancel** button to cancel the editing.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Certification

First Name

Middle Initial

Last Name

Title

Signed Date

Last Name	First Name	MI	Title	Signed	Edit	Del
EVERLY	THOMAS		QA MGR	01/04/2016		

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If you have made any changes to your facility data since submitting your last EPA 8700-12 form, note those changes here. It is important to notify any change of facility name, site contact, owner/operator and generator status.

The screenshot shows the EASITRAK 2015 web application interface. At the top, there is a navigation bar with the American Resource Management logo, the title "EASITRAK 2015", and the ID "NCR000111222". Below the navigation bar, there are buttons for "Save and Close" and "Previous Page". A breadcrumb trail includes "Reason - Location - LandType - WasteCode - Mailing - Contact - Owner - Operator - ActivityHW - ActivityUW - ActivityUO - Entities - Addendum - Certify - Comments". The main heading is "RCRA SUBTITLE C SITE IDENTIFICATION FORM".

On the left side, there are instructions: "Click 'Save' or 'Previous page' or 'Next page' button on the top to update the modification." and "Click the navigation link above will navigate to the selected page **WITHOUT SAVING**." Below this, it states: "If Short Term Generator equals 'Y', then comments must be provided." and "The length of comments can be up to the maximum of 1000 characters."

On the right side, there is a "Comments" section with a scrollable list of checkboxes:

- Note any changes to facility data since last notification.
- FACILITY NAME CHANGE
- NEW SITE CONTACT
- NEW OWNER/OPERATOR
- REVISED WASTE CODES (*codes added or removed*)
- GENERATOR STATUS CHANGE FROM X TO XX (*as of what date*)

At the bottom, there is a copyright notice: "Copyright© 2015 American Resource Management. All rights reserved".

If you have such changes, be certain to mark “subsequent notification” as well as “component of hazardous waste report” under Reason for Submittal.

If your Form SI screen has all **GREEN** check marks then you have completed this form! Click [Open SI](#) to see the form like the standard 8700-12 form.

The screenshot displays the EASITRAK 2015 web interface. At the top, there is a navigation bar with the following elements: American Resource Management logo, EASITRAK 2015 title, user ID NCR000111223, and a Logout button. Below the navigation bar is a menu with tabs for Services, Form SI (highlighted in purple), Form GM, Form WR, Submit, Reports, and Instruction. Under the Form SI tab, there are three buttons: Open SI, Addendum, and Start. A red arrow points to the Open SI button. The main content area is titled "RCRA SUBTITLE C SITE IDENTIFICATION" and contains a paragraph explaining the form's purpose. Below this, a section titled "COMPLETE THE FOLLOWING SITE ID FORM ITEMS" lists 15 items, each with a green checkmark indicating completion:

- 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)

At the bottom of the page, there is a footer with the following text: Copyright© 2015 American Resource Management. All rights reserved. Technical assistance is available via email at jeffwaites@hotmail.com

Send completed form to this address:

U.S. ENVIRONMENTAL PROTECTION AGENCY

RCRA SUBTITLE C SITE IDENTIFICATION FORM (2015)

The Appropriate State or EPA Regional Office



1. Reason for Submittal

MARK ALL BOX(ES) THAT APPLY

Reason for Submittal:

- To provide an Initial Notification (first time submitting site identification information /to obtain an EPA ID number for this location)
- To provide Subsequent Notification of Regulated Waste Activity (to update site identification information).
- As a component of a First RCRA Hazardous Waste Part A Permit Application.
- As a component of a Revised RCRA Hazardous Waste Part A Permit Application (Amendment # _____).
- As a component of the Hazardous Waste Report. (If marked, see sub-bullet below)
 - Site was a TSD facility and/or generator of >1,000 kg of hazardous waste, >1 kg of acute hazardous waste, or >100 kg of acute hazardous waste spill cleanup in one or more months of the report year (or State equivalent LQG regulations)

2. Site EPA ID Number

EPA ID Number: NCR000111222

3. Site Name

Name: STATE TEST FACILITY

4. Site Location Information

Street Address: 217 W JONES ST
City, Town, or Village: RALEIGH
State: NC Country: US
County: NC183
Zip Code: 27603

5. Site Land Type

Private County District Federal Indian Municipal State Other

6. NAICS Code(s) for the Site

A. 541712 B. C. D.

7. Site Mailing Address

Street or P. O. Box: 217 W JONES ST
City, Town, or Village: RALEIGH
State: NC Country: US
Zip Code: 27603

8. Site Contact Person

First Name: RAY M: Last Name: STRAWBRIDGE
Title: ADMIN ASST
Street or P. O. Box: 217 W JONES ST
City, Town, or Village: RALEIGH
State: NC Country: US
Zip Code: 27603
Email: RAY.STRAWBRIDGE@NCDENR.GOV
Phone: 9197078231 Ext: Fax:

9. Operator and Legal Owner of the Site

A. Name of Site's Owner: STATE OF NORTH CAROLINA Date Became Owner: 01/01/1902
Type: Private County District Federal Indian Municipal State Other
Street or P. O. Box: 217 W JONES ST
City, Town, or Village: RALEIGH Phone: 9197078200
State: NC Country: US Zip Code: 27603
B. Name of Site's Operator: STATE OF NORTH CAROLINA Date Became Operator: 01/01/1902
Type: Private County District Federal Indian Municipal State Other

Once the SI form is complete, click the Form GM tab.



American Resource Management **EASITRAK 2015** **NCR000111222** **Logout**

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

Open SI Addendum **Start**

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)

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To create a new GM form click “Add GM”.

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Logout

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

Open GM Add GM

Page range 0 - 0 Search

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

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The GM Waste Characterization portion of the data entry screen is displayed. Enter the waste description ensuring you do not use any illegal characters such as <, >, etc.



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EASITRAK 2015

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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")

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To select waste codes, click on the hand icon.



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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")

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Choose the EPA Waste Code category letter, then the code, then click the “Add >” key at the bottom to move the waste code to the right column. If you accidentally add the wrong waste code use the “<Remove” key. **IMPORTANT** to save your data select the “Done” button at bottom of the screen.

EPA WASTE CODES

Waste Code Type: D F K L P U

Target: D001

D002: CORROSIVE WASTE
D003: REACTIVE WASTE
D004: ARSENIC
D005: BARIUM
D006: CADMIUM
D007: CHROMIUM
D008: LEAD
D009: MERCURY
D010: SELENIUM
D011: SILVER
D012: ENDRIN (1,2,3,4,10,10-HEXACHLORO-1,7-EPOXY-1,4,4A,5,6,7,8,8A-OCTAHYDR
D013: LINDANE (1,2,3,4,5,6-HEXA-CHLOROCYCLOHEXANE, GAMMA ISOMER)
D014: METHOXYCHLOR (1,1,1-TRICHLORO-2,2-BIS [P-METHOXYPHENYL] ETHANE)
D015: TOXAPHENE (C10 H10 CL8, TECHNICAL CHLORINATED CAMPHERE, 67-69 PERC
D016: 2,4-D (2,4-DICHLOROPHENOXYACETIC ACID)
D017: 2,4,5-TP SILVEX (2,4,5-TRICHLOROPHENOXYPROPIONIC ACID)
D018: BENZENE
D019: CARBON TETRACHLORIDE
D020: CHLORDANE
D021: CHLOROBENZENE
D022: CHLOROFORM
D023: O-CRESOL
D024: M-CRESOL
D025: P-CRESOL
D026: CRESOL
D027: 1,4-DICHLOROBENZENE
D028: 1,2-DICHLOROETHANE
D029: 1,1-DICHLOROETHYLENE
D030: 2,4-DINITROTOLUENE
D031: HEPTACHLOR (AND ITS EPOXIDE)
D032: HEXACHLOROBENZENE
D033: HEXACHLOROBUTADIENE
D034: HEXACHLOROETHANE
D035: METHYL ETHYL KETONE
D036: NITROBENZENE
D037: PENTACHLOROPHENOL
D038: PYRIDINE
D039: TETRACHLOROETHYLENE

Done Add > < Remove

In this example I selected “D001” then clicked the “Add >” button to move it to the Target column on the right, and clicked “Done” to save my choices.

EPA WASTE CODES

Waste Code Type: D F K L P U

	Target
D002: CORROSIVE WASTE	D001
D003: REACTIVE WASTE	
D004: ARSENIC	
D005: BARIUM	
D006: CADMIUM	
D007: CHROMIUM	
D008: LEAD	
D009: MERCURY	
D010: SELENIUM	
D011: SILVER	
D012: ENDRIN (1,2,3,4,10,10-HEXACHLORO-1,7-EPOXY-1,4,4A,5,6,7,8,8A-OCTAHYDR...	
D013: LINDANE (1,2,3,4,5,6-HEXA-CHLOROCYCLOHEXANE, GAMMA ISOMER)	
D014: METHOXYCHLOR (1,1,1-TRICHLORO-2,2-BIS [P-METHOXYPHENYL] ETHANE)	
D015: TOXAPHENE (C10 H10 CL8, TECHNICAL CHLORINATED CAMPHENE, 67-69 PERC...	
D016: 2,4-D (2,4-DICHLOROPHENOXYACETIC ACID)	
D017: 2,4,5-TP SILVEX (2,4,5-TRICHLOROPHENOXYPROPIONIC ACID)	
D018: BENZENE	
D019: CARBON TETRACHLORIDE	
D020: CHLORDANE	
D021: CHLOROBENZENE	
D022: CHLOROFORM	
D023: O-CRESOL	
D024: M-CRESOL	
D025: P-CRESOL	
D026: CRESOL	
D027: 1,4-DICHLOROBENZENE	
D028: 1,2-DICHLOROETHANE	
D029: 1,1-DICHLOROETHYLENE	
D030: 2,4-DINITROTOLUENE	
D031: HEPTACHLOR (AND ITS EPOXIDE)	
D032: HEXACHLOROBENZENE	
D033: HEXACHLOROBUTADIENE	
D034: HEXACHLOROETHANE	
D035: METHYL ETHYL KETONE	
D036: NITROBENZENE	
D037: PENTACHLOROPHENOL	
D038: PYRIDINE	
D039: TETRACHLOROETHYLENE	

Done Add > < Remove



Next select the Source Code, Form Code, Waste Minimization Code selecting the hand and choosing the correct code from the list.



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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")

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Here we have entered are the Source Code, Form Code, Quantity Generated in 2015, Unit of Measure (**NC prefers pounds**), and the Waste Minimization Code. Comments may be added concerning the waste minimization code if needed.

Section 1 entries may be edited or more on to On Site Waste Management “Add Section 2.”

The screenshot shows the EASITRAK 2015 web application interface. At the top, there is a header with the American Resource Management logo, the text "EASITRAK 2015", and the ID "NCR000111222". Below the header are buttons for "Edit Sec 1", "Add Sec 2", "Add sec 3", and "Close". The main content area is titled "GM: HAZARDOUS WASTE IDENTIFICATION". On the left, it says "PAGE 1" and lists "Section 1 (GM1 - GM3)", "Section 2 (GM5) - 0 record", and "Section 3 (GM4) - 0 record". Below this is a list of instructions: "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", and "Delete Section 2 or 3: Click Delete cross image button in the corresponding section grid". The main content area contains the following information: "Please add sections 2 and 3 in the new GM page" (with a red arrow pointing to the text), "Section 1: (GM 1-3) (Edit section 1)", "A Description: IGNITABLE", "B EPA hazardous waste code: D001", "C State hazardous waste code:", "D Source code: G06, Management Method code for Source code G25:", "E Form code: W202", "F Quantity generated: 1240, UOM: 1, Density: , Density Unit of Measure:", "G Waste minimization code: X", and "Comments:". Below this are two more sections: "Section 2 (GM5): On Site Waste Management (Add section 2)" (with a red arrow pointing to the text) and "Section 3 (GM4): Waste Shipped Information (Add section 3)" (with a red arrow pointing to the text). At the bottom, there is a copyright notice: "Copyright© 2015 American Resource Management. All rights reserved".

Here we enter the quantity of the D001 waste stream for 2015 along with the Management Method Code.



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EASITRAK 2015



NCR000111222



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 in comments)
- H040 - Incineration - thermal destruction other than use as a fuel (includes any preparation prior to burn)
- H050 - Energy recovery at this site - use as fuel (includes on-site fuel blending before energy recovery;
- H061 - Fuel blending prior to energy recovery at another site (waste generated either on or received from another site)
- H070 - Chemical treatment (reduction/destruction/oxidation/precipitation); do not include treatment in an exempt wastewater treatment unit with discharge
- H081 - Biological treatment: do not include treatment in an exempt wastewater treatment unit with discharge
- H100 - Physical treatment only adsorption/absorption/separation/stripping/dewatering); do not include treatment in an exempt wastewater treatment unit with discharge
- H110 - Stabilization prior to land disposal at another site (encapsulation/stabilization/fixation) (includes physical treatment)
- H120 - Combination of chemical biological and/or physical treatment; do not include treatment in an exempt wastewater treatment unit with discharge
- 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 stabilization)
- H134 - Deepwell or underground injection (with or without treatment; this waste was counted as hazardous waste)
- H135 - Discharge to sewer/POTW or NPDES (with prior storage - with or without treatment)

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Type in the quantity; the unit of measure is the same used earlier. Click the Management Method Code and it will automatically populate the field.



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EASITRAK 2015



NCR00011222



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. (spe
- H040 - Incineration - thermal destruction other than use as a fuel (includes any preparation prior to burn
- H050 - Energy recovery at this site - use as fuel (includes on-site fuel blending before energy recovery;
- H061 - Fuel blending prior to energy recovery at another site (waste generated either on or received fro
- H070 - Chemical treatment (reduction/destruction/oxidation/precipitation); do not include treatment in ar
- H081 - Biological treatment: do not include treatment in an exempt wastewater treatment unit with disch
- H100 - Physical treatment only adsorption/absorption/separation/stripping/dewatering); do not include tr
- 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 st
- H134 - Deepwell or underground injection (with or without treatment; this waste was counted as hazardo
- H135 - Discharge to sewer/POTW or NPDES (with prior storage - with or without treatment)

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Section 2 is now complete and we have the option to edit or delete if necessary.

Now select "Add Section 3" Waste Shipped.



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EASITRAK 2015



NCR000111222



Edit Sec 1 Add Sec 2 Add sec 3 Close

GM: HAZARDOUS WASTE IDENTIFICATION

PAGE 1

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

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

One off site record was removed
Section 1: (GM 1-3) ([Edit section 1](#))

- A Description: IGNITABLE
- B EPA hazardous waste code: D001
- C State hazardous waste code:
- D Source code: G06, Management Method code for Source code G25:
- E Form code: W202
- F Quantity generated: 1240, UOM: 1, Density: , Density Unit of Measure:
- G Waste minimization code: X

Comments:

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

Edit	Del	Seq No	MM Code	Quantity
		1	H020	1240



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

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Enter the EPA ID# of the facility to which the waste was shipped and the quantity. Enter the Off-Site Management Method Code by clicking in the chart. It will automatically populate the field.



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BASITRAK 2015



NCR00011222



SECTION 3 (GM4): WASTE SHIPPED INFORMATION

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. (
- H040 - Incineration - thermal destruction other than use as a fuel (includes any preparation prior to b**
- H050 - Energy recovery at this site - use as fuel (includes on-site fuel blending before energy recover
- H061 - Fuel blending prior to energy recovery at another site (waste generated either on or received
- H070 - Chemical treatment (reduction/destruction/oxidation/precipitation); do not include treatment in
- H081 - Biological treatment: do not include treatment in an exempt wastewater treatment unit with di
- H100 - Physical treatment only adsorption/absorption/separation/stripping/dewatering); do not include
- H110 - Stabilization prior to land disposal at another site (encapsulation/stabilization/fixation) (include
- H120 - Combination of chemical biological and/or physical treatment; do not include treatment in an e
- 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/o
- H134 - Deepwell or underground injection (with or without treatment; this waste was counted as haza
- 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 rec

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Section 3 is now complete with the option to edit or delete. Click “Close” when you are sure the entries are correct.

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NCR000111222

Edit Sec 1
Add Sec 2
Add sec 3
Close

GM: HAZARDOUS WASTE IDENTIFICATION

PAGE 1

Section 1 (GM1 - GM3)

Section 2 (GM5) - 1 record

Section 3 (GM4) - 1 record

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

- A Description: IGNITABLE
- B EPA hazardous waste code: D001
- C State hazardous waste code:
- D Source code: G06, Management Method code for Source code G25:
- E Form code: W202
- F Quantity generated: 1240, UOM: 1, Density: , Density Unit of Measure:
- G Waste minimization code: X

Comments:

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

Edit	Del	Seq No	MM Code	Quantity
		1	H020	1240

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

Edit	Del	Seq No	Off Site EPA Id	MM Code	Quantity
		1	ID0000000000	H040	1240

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The first GM Form is now complete. Notice that even from this screen you still have the opportunity to edit the data.

Continue adding GM forms as needed for each of your waste streams. You can enter multiple destinations for a single waste stream.

The WR Forms for commercial facilities are handled in the same manner as the GM Forms.

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EASITRAK 2015

NCR000111222

Logout

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

Open GM Add GM Page range 1 - 1 Search

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	IGNITABLE	G06	W202	1240	1240	1240	POUNDS				

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Technical assistance is available via email at jeffwaites@hotmail.com

With all GM Forms (and WR Forms for commercial facilities) completed it is time to submit the Report. Start by clicking the “Submit Tab.”

After clicking the “Submit Tab” the next step is “Data Checker.” Click the button.

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EASITRAK 2015 NCR000111222 Logout

Services Form SI Form GM Form WR **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

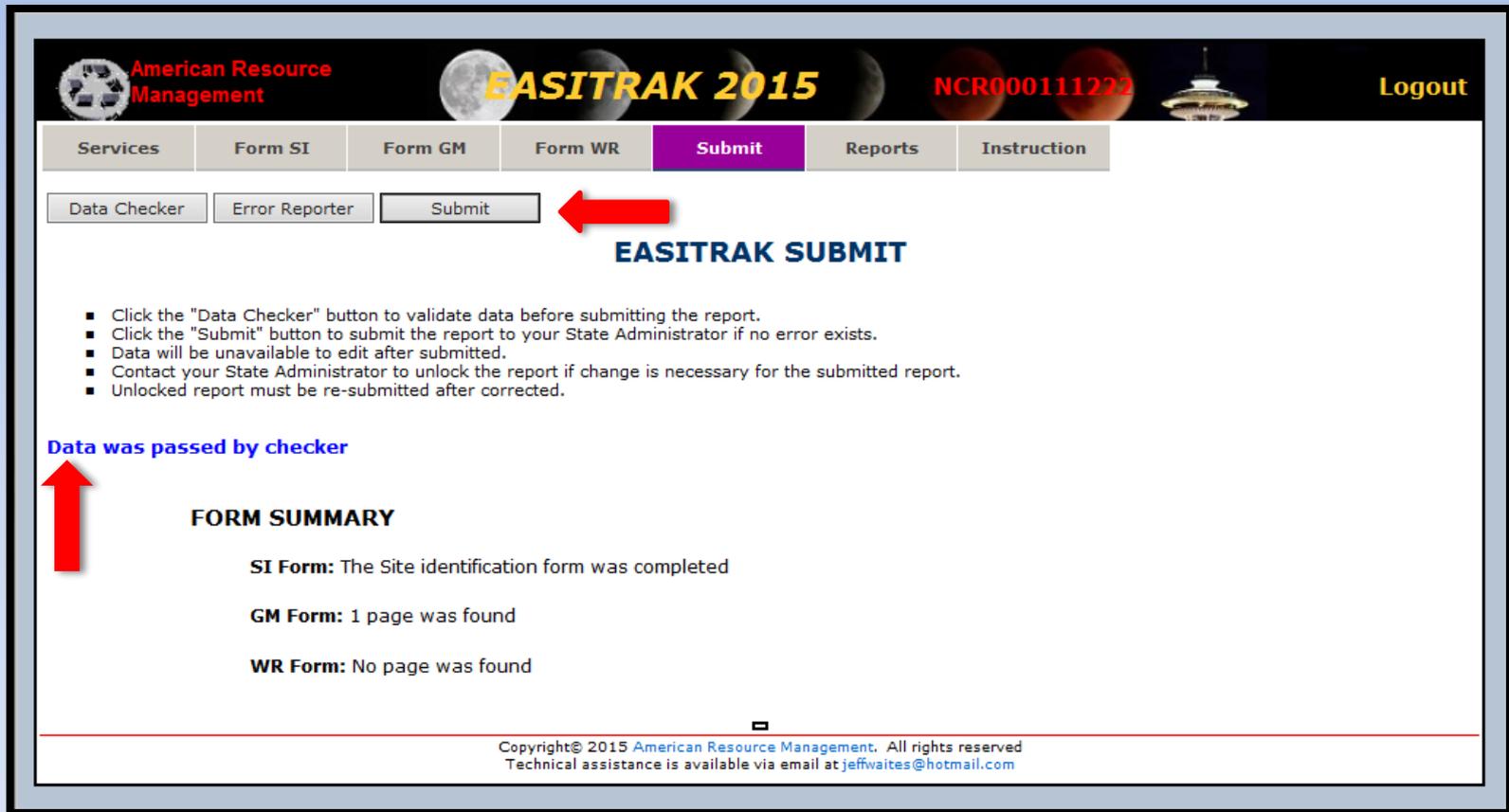
GM Form: 1 page was found

WR Form: No page was found

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The Data Checker looks for missing or improperly formatted data. It does not know if your entries are correct; that is your responsibility.

If no problems are discovered the message “Data was passed by checker” will appear.



The screenshot shows the EASITRAK 2015 web interface. At the top, there is a navigation bar with the American Resource Management logo, the text "EASITRAK 2015", the ID "NCR000111222", and a "Logout" link. Below the navigation bar is a menu with buttons for "Services", "Form SI", "Form GM", "Form WR", "Submit", "Reports", and "Instruction". Underneath the menu are three buttons: "Data Checker", "Error Reporter", and "Submit". A red arrow points to the "Submit" button. Below the buttons is the heading "EASITRAK SUBMIT" followed by a list of instructions:

- 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.

Below the instructions, the message "Data was passed by checker" is displayed in blue text, with a red arrow pointing to it. Underneath this message is the heading "FORM SUMMARY" followed by three lines of text:

SI Form: The Site identification form was completed

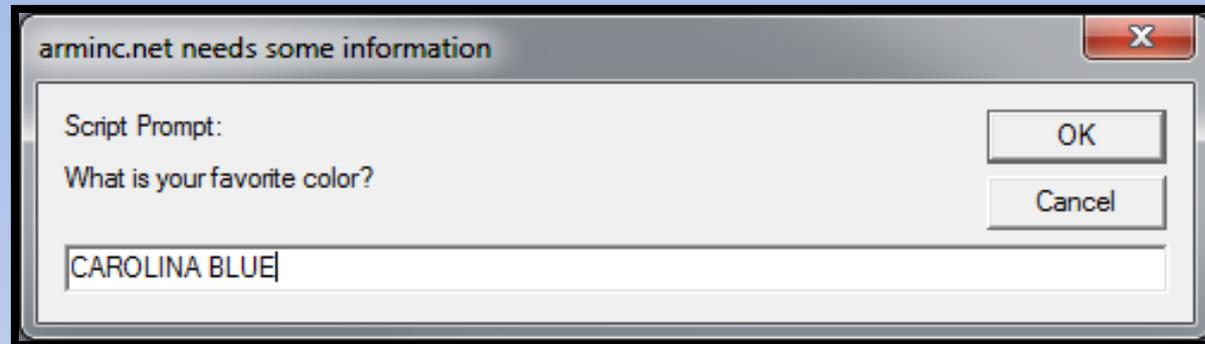
GM Form: 1 page was found

WR Form: No page was found

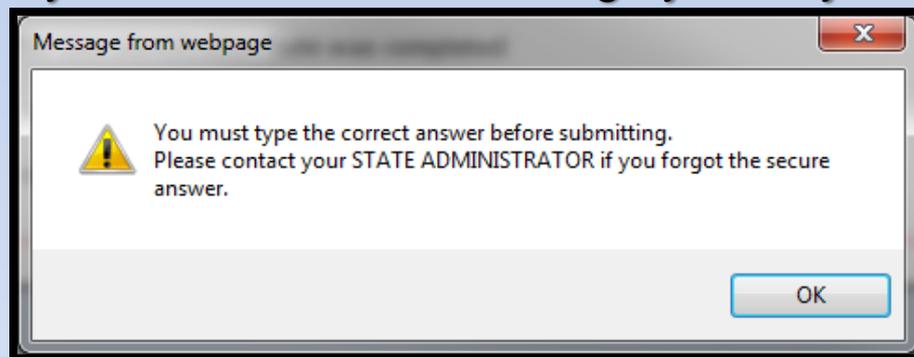
At the bottom of the page, there is a copyright notice: "Copyright© 2015 American Resource Management. All rights reserved. Technical assistance is available via email at jeffwaites@hotmail.com"

Now click the “Submit” button next to “Error Reporter.”

One of the four security questions will be displayed. Answer the question the same way you typed it originally. The answer is **case sensitive!**



If you encounter this message you may have an active pop-up blocker.



Look under the browser tool bar at the top of your screen. There you will likely find a pop-up blocker warning in a yellow banner. Click **“Temporarily Allow Scripted Windows”** and click Submit again.

The message below is displayed when the security question is answered correctly.

Notice the instruction to print, sign and mail the “Declaration.” This is accomplished by clicking the “Reports” tab.

The screenshot displays the EASITRAK 2015 web application interface. At the top, the header includes the American Resource Management logo, the text "EASITRAK 2015", the user ID "NCR000111223", and a "Logout" link. Below the header is a navigation menu with tabs for "Services", "Form SI", "Form GM", "Form WR", "Submit", "Reports", and "Instruction". The "Reports" tab is highlighted in purple, and a red arrow points to it. Below the navigation menu are buttons for "Data Checker", "Error Reporter", and "Submit". The main content area features the heading "EASITRAK SUBMIT" and a list of instructions:

- 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.

Below the instructions, a blue message states: "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." A red arrow points to this message. Underneath is the "FORM SUMMARY" section:

SI Form: The Site identification form was completed

GM Form: 1 page was found

WR Form: No page was found

At the bottom of the page, a footer contains the copyright information: "Copyright© 2015 American Resource Management. All rights reserved. Technical assistance is available via email at jeffwaites@hotmail.com".

From the “Reports” screen you can print and save copies of all forms. Click the desired radio button, choose all pages, then open. The print and save options are available after opening.

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EASITRAK 2015 NCR000111223

Logout

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

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)
- 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)

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Review of HW Reporting with Easitrak

- **Remember** you must register each reporting year as a new user, and you must answer one randomly selected security question before you can submit your report.
- You **do not** have to complete the report at one sitting, just the screen you are working on; **remember** to save your data on each screen.
- **Remember** to use the icons to access pop up screens for data entry.

Review of HW Reporting with Easitrak

- **Remember** to enter your zip code first and then pick the correct city from the pop up screen.
- Once you have completed your report you will need to select “Check Data”. If your data passes, you can submit your data.
- **Remember** mail only the one page signed Declaration of Electronic Filing to this office, not the entire report!

- Visit the support page at www.arminc.net for information.
- Technical assistance is available by emailing ARM at jeffwaites@hotmail.com or contacting NC DEQ.
- For in-house assistance contact:

Switchboard	919-707-8200
Melodi Deaver	919-707-8204
Sherry Prince	919-707-8232
Kelly Galantis	919-707-8205

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

DO NOT COUNT in Determining Generator Status

40 CFR 261.5(c)(1)

➤ Waste that is Exempt from Regulation under:

- 261.4(c): HW generated from a product storage tank...
- 261.4(d): Samples
- 261.4(e): Treatability study samples
- 261.4(f): Samples undergoing treatability studies at labs
- 261.6(a)(3): Reclaimed industrial ethyl alcohol ; scrap metal; used oil that is recycled, exports/imports
- 261.7(a)(1): Residues from empty containers
- 261.8: PCB waste regulated under TSCA

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

DO NOT COUNT in Determining Generator Status

40 CFR 261.5(c)(2)

- Waste that is managed immediately upon generation only in onsite elementary neutralization units, wastewater treatment units, or totally enclosed treatment facilities as defined in 40 CFR 260.10.

40 CFR 261.5(c)(3)

- Waste that is recycled, without prior storage or accumulation only in on-site process 40 CFR 261.6(c)(2).

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

DO NOT COUNT in Determining Generator Status

40 CFR 261.5(c)(4)

- Waste that is Used Oil managed under the requirements of 40 CFR 261.6(a)(4) and 40 CFR Part 279.

40 CFR 261.5(c)(5)

- Waste that is Spent Lead-Acid Batteries managed under 40 CFR 266 Subpart G.

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

DO NOT COUNT in Determining Generator Status

40 CFR 261.5(c)(6)

- Waste that is universal waste managed under the requirements of 40 CFR 261.9 and 40 CFR Part 273.

40 CFR 261.5(c)(7)

- Waste that is a hazardous waste that is an unused commercial chemical product generated from in lab clean out associated with entity subject to Subpart K.

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

- **AVOID** Double Counting Hazardous Wastes (40 CFR 261.5(d))
 - If already counted when initially generated
 - When it is removed from on-site storage
 - If produced by onsite treatment (including reclamation)
 - If spent materials that are generated, reclaimed and subsequently reused onsite (so long as already counted once)

- Groundwater Contaminated by Hazardous Wastes
 - The key is to identify if the contaminated groundwater has been generated and/or actively managed as a hazardous waste

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

Wastes **TO BE** Reported, if...

- Generated and accumulated on-site:
 - and subsequently managed on-site or shipped off-site in 2015; **or**
 - in 2014 but not managed on-site or shipped off-site until after 2015; **or**
 - prior to 2014 but either managed on-site or shipped off-site in 2015; **or**
- Imported from a foreign country in 2015

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

Wastes TO BE Reported:

Examples:

- Generated on-site from a production process, service activity, or routine cleanup.
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity.
- Removed from on-site storage.
- Derived from the management of non-hazardous waste.
- Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

Wastes TO BE Reported:

Examples:

- Shipped off-site, including hazardous waste that was received from off-site and subsequently shipped off-site without being treated or recycled on-site.
 - Report on the Waste Received From Off-site Form [WR Form]

- Radioactive wastes mixed with RCRA hazardous wastes.
 - Be sure to mark “Yes” on the Site Identification Form in Item 10.A.1.f.
 - See the definitions and the special instructions regarding this waste.

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

Wastes NOT TO BE Reported:

Examples:

40 CFR 261.4(a)

- Materials excluded from being Solid Waste (mixture of domestic sewage and other wastes that pass through a sewer system to publicly owned treatment works (unless stored/treated in regulated units prior to being discharged)).

40 CFR 261.4(b)

- Solid wastes excluded from being hazardous waste, e.g., petroleum-contaminated media/debris that fail TCLP (waste codes D018 through D043 only) and are subject to corrective action regulations under 40 CFR Part 280.

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

Wastes NOT TO BE Reported:

Examples:

40 CFR 261.5(c)(1):

- Samples undergoing treatability studies, as specified in 261.4(e)&(f).
- If the hazardous waste is a specified recyclable material such as ethyl alcohol or scrap metal, as specified in 261.6(a)(3).
- A residue of hazardous waste in an empty container or in an inner liner removed from an empty container, as specified in 261.7(a)(1).

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

Wastes NOT TO BE Reported:

Examples:

40 CFR 261.5(c)(1)

- PCB wastes regulated under the Toxic Substance Control Act, as specified in 261.8, unless mixed with a hazardous waste.

40 CFR 261.5(c)(2)

- Wastes managed immediately upon generation only in on-site elementary neutralization units, wastewater treatment units, or totally enclosed treatment facilities as defined in 40 CFR 260.10.
 - ❑ Any hazardous waste residues generated from these units, however, must be reported on the GM Form.

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

Wastes NOT TO BE Reported:

Examples:

40 CFR 261.5(c)(4)

- Used oil that is recycled and is also a hazardous waste solely because it exhibits a hazardous waste characteristic and is managed under 40 CFR Part 279.

40 CFR 261.5(c)(6)

- Universal wastes managed under 40 CFR 261.9 and 40 CFR Part 273.
 - ❑ Any hazardous waste residues generated from management, however, must be reported on the GM Form.

2015 Biennial Hazardous Waste Report

WASTE DETERMINATION

Wastes NOT TO BE Reported:

40 CFR 261.5(c)(5)

- Spent lead-acid batteries managed under requirements of 40 CFR Part 266, Subpart G, which includes persons who:
 - Reclaim spent lead-acid batteries that are recyclable materials;
 - Generate, transport, or collect spent batteries;
 - Regenerate spent batteries; or
 - Store them (other than spent batteries that are to be regenerated).
 - ✓ Any hazardous wastes generated during battery reclamation, however, must be reported on the GM Form.

QUESTIONS ABOUT WASTE DETERMINATION?

Call your local Hazardous Waste Inspector:

COMPLIANCE

Brent Burch - Branch Head 828-321-9585
 Kelly Galantis - Branch Secretary 919-707-8205



Western Unit

Vacant - Western Regional Supervisor Temp Contact 828-321-9585
 Robin Proctor - Environmental Chemist 828-625-0171

Jeff Menzel 919-270-1967	Sean Morris 704-464-1357
Ernie Lawrence 336-352-5742	Mark Burnette 704-684-5013
Heather Goldman 980-224-9858	

Eastern Unit

Vacant - Eastern Regional Supervisor Temp Contact 336-767-0031
 Harvi Cooper - Environmental Chemist 919-642-0098

Jenny Patterson 336-767-0031	Phil Orozco 919-212-2501	Bill Hunneke 252-364-8977
Jenne Walker 919-707-8224	Bobby Nelms 910-602-3329	

Updated 11/4/2015