

Notifying DEQ of Hazardous Waste Activities

Hazardous Waste Program overview

The Oregon Department of Environmental Quality Hazardous Waste Program promotes reduction and safe management of hazardous waste, issues permits to waste management facilities, conducts inspections of hazardous waste facilities, and assists Oregon businesses in complying with complex federal regulations. Our work objectives include: reducing or eliminating the threat of exposure to hazardous waste, reducing use of toxic chemicals in the workplace, and delivering excellence in service.

In addition to the program components of technical assistance, permitting, inspection and enforcement, DEQ issues federal Resource Conservation and Recovery Act site identification numbers to Oregon companies. The RCRA Site ID Number is also referred to as the "U.S. EPA ID Number" or "Generator ID Number." Through use of this number, DEQ tracks hazardous waste generation and management in Oregon. It is a violation of Oregon environmental laws for some hazardous waste generators to generate, store, process or ship waste without a RCRA Site ID number. This fact sheet defines who needs to obtain an identification number, how to get a number, and what responsibilities come with an identification number.

Do I need a RCRA Site ID Number?

Entities in the following categories are **required** to notify DEQ about their hazardous waste activity and must apply for a RCRA Site ID Number:

- Large Quantity HW Generators
- Small Quantity HW Generators
- Hazardous waste recycling facilities
- Business or property owners who generate regulated amounts of HW during remedial action or one-time cleanups
- Hazardous waste transporters or transfer facilities located in Oregon
- HW treatment, storage, disposal facilities
- U.S. importers of hazardous waste
- Generators of radioactive mixed waste
- Exempt boiler or industrial furnace burning or processing of HW
- Used oil collection centers
- Used oil transporters/transfer stations

- Used oil processors/re-refiners
- Used oil fuel marketers
- Off-specification used oil burners
- Large quantity handlers of universal waste
- Universal waste off-site collection sites
- Universal waste destination facilities
- Pesticide collection programs

PLEASE NOTE:

Conditionally Exempt HW Generators **are not required** but may choose to receive a RCRA Site ID Number.

For information on determining your HW generator category or other hazardous waste activities, see DEQ's website at www.deq.state.or.us/lq/hw/ or contact a DEQ regional office near you using the telephone numbers provided at the end of this fact sheet.

How do I obtain a RCRA Site ID Number?

Step 1: Obtain the Hazardous Waste Site Identification Form by:

- Contacting DEQ at 503-229-6938, toll-free in Oregon at 1-800-452-4011, ext. 6938; or
- Downloading the Site Identification Form at www.deq.state.or.us/lq/hw/siteidnumbers.htm

Step 2: Complete the form.

Step 3: Return the completed, signed form with a check for \$200 to DEQ at:

**Oregon Dept. of Environmental Quality
Accounting Section
811 SW 6th Ave.
Portland, OR 97204**

Step 4: Receive your RCRA Site ID Number within 10 working days. This number is permanently assigned to your physical location.

PLEASE NOTE:

Your RCRA Site ID Number cannot be assigned if your form is not filled out completely, is not signed, or you do not include a check for \$200. In such an event, a DEQ representative will notify you and work with you to complete the requirements.

How do I use the RCRA Site ID Number?

The RCRA Site ID Number should be used in **all** the following documents:

- Manifests when shipping HW off-site
- HW correspondence with DEQ
- HW annual reports



State of Oregon
Department of
Environmental
Quality

Land Quality Division Hazardous Waste Section

811 SW 6th Avenue
Portland, OR 97204
Phone: 503-229-6938
1-800-452-4011
Fax: 503-229-6977
www.oregon.gov/DEQ/

- Inquiries about HW fees

What other obligations accompany having a RCRA ID Number?

Once you have a RCRA Site ID Number you must do the following:

1) Annually report that your business is still an active facility and confirm your generator category. The RCRA Site Identification Form is used for this purpose. This requirement applies to small quantity and large quantity generators. Conditionally exempt generators who have RCRA Site ID Numbers are only required to report if their generator status changed or there is an update to information provided on the notification or last annual report. If your generator status is in the SQG or LQG quantities in any one calendar month, you must report the highest generator status on the annual report. Use the Site Identification Form to change ownership information, announce a business name change, and revise site contact names, addresses and phone numbers or any other information about your facility. Failure to report is a violation of Oregon environmental laws. DEQ will send a reminder letter to small and large quantity generators the end of December each year with instructions on how to report electronically or how to request paper forms. CEGs should report their changes as they happen as they will not receive an annual reminder letter.

2) SQGs and LQGs must also complete the Waste Generation and Management Form. This form collects information on waste streams generated and management methods used. Based on annual report information, DEQ mails a HW generator fee invoice. HW generator fees help cover the cost of generator monitoring, compliance inspections, technical assistance visits and information management.

For more information about these fees, please see the DEQ "Hazardous Waste Generator Fee Information" fact sheet at:
www.deq.state.or.us/lq/pubs/factsheets/hw/HWGGeneratorFee.pdf

DEQ offers expedited fee payment to facilities that are completing cleanup remediation projects and to other businesses that have closed. For questions about hazardous waste fees contact DEQ in Portland at 503-229-6938 or call toll-free in Oregon at 800-452-4011, ext. 6938.

What if I no longer need the RCRA Site ID Number?

At any time during the year, if your business closes or for any reason HW is no longer

generated, stored or managed by your facility, you must request withdrawal of the RCRA Site ID Number by submitting the RCRA Site Identification Form and Waste Generation and Management forms for the portion of the year before closure.

What if the company moves to a new location?

RCRA Site ID numbers are not transferable to other physical locations. If your business moves to a new location and continues to generate HW, you must apply for a new RCRA Site ID Number by submitting the RCRA Site Identification form and paying the \$200 fee. The RCRA Site ID number must be withdrawn at the previous location.

What about RCRA Site ID Numbers for waste PCBs?

Polychlorinated biphenyl ID Numbers are not issued by Oregon DEQ but are issued by the U.S. Environmental Protection Agency Headquarters in Washington, D.C. It takes up to 45 days to obtain this ID number from EPA. Emergency removals have special rules and require contacting Dan Duncan at EPA's Region 10 Office in Seattle at 206-553-6693.

For more information

For questions about the RCRA Site ID Number, please call DEQ in Portland, 503-229-6938 or toll-free in Oregon at 1-800-452-4011, or by e-mail at hazwaste@deq.state.or.us.

For questions about hazardous waste regulations, call your nearest DEQ regional office.

Eastern Region office: 475 NE Bellevue, Ste 110, Bend, OR 97702, **541-388-6146**

Northwest Region office: 2020 SW 4th Ave., Suite 400, Portland, OR 97201, **503-229-5263**

Western Region offices: 750 Front St. NE, Suite 120, Salem, OR 97301, **503-378-8240;**

Alternative formats

Alternative formats of this document (such as Braille, large type) can be made available. Contact DEQ's Office of Communications & Outreach, Portland, for more information at 503-229-5696, or call toll-free in Oregon at 1-800-452-4011, ext. 5696. Hearing-impaired persons may call 711.