GENERAL INSTRUCTIONS

DEQ's Hazardous Waste Reporting System, HazWaste.net

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Department of Environmental Quality

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This document provides general information for using HazWaste.net. For more detailed instructions, print the HazWaste.net Training Manual located at Help Getting Started. The Form, Source, and Management Code lists, needed for the Waste Generation and Management (GM) form, can also be found at HW Reporting System. For specific information about the questions asked on the reporting forms use the online help boxes (?) located next to each question.

Navigation Tip

Please do not use the Back or Forward buttons in your browser to move between screens. This may result in lost data. You can click the **Forms** tab at the top right of any screen to select and open forms from the Reporting Forms Log screen.

Creating a User Profile (Only for new users)

1. Request a Personal Identification Number (PIN) by calling the Annual Report Hotline at 1-844-841-4938 or by email at hazwaste@deq.state.or.us. Companies with new RCRA Site ID numbers received their PIN with the new number acknowledgment letter.
2. Go to the annual reporting home page at HW Reporting System.
3. Click the **HazWaste.net** link located at the top of the page. This will open the **Sign In** screen.
4. Click the **Create User Profile** link that is located in the gray box to the right of the Sign In box. This will open the **PIN Validation** screen.
5. Type your RCRA Site Identification Number and Personal Identification Number (PIN).
6. Click the **Submit** button. This will open the **User Profile** screen.
7. Answer all the questions marked with a red asterisk (required fields). You choose your own user name and password. The user name is not case sensitive; the password is case sensitive.
8. Click the **Submit** button. You will return to the **Sign in** screen.

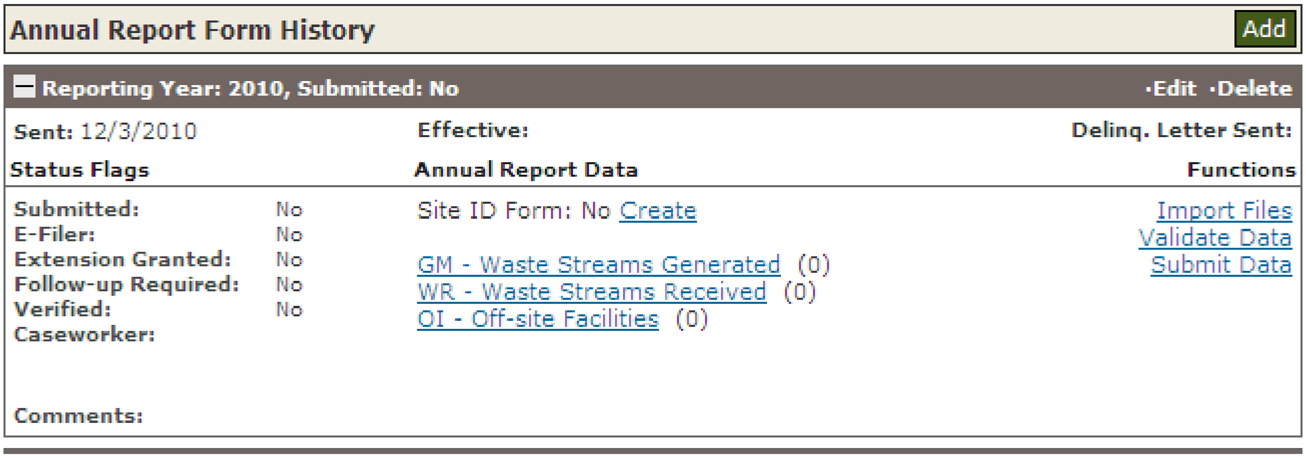
Sign in to HazWaste.net (Previous electronic reporters)

9. Sign in to HazWaste.net using the user name and password you created.
10. Click **Submit**. After you sign in, sites assigned to you are displayed.
11. Click the RCRA Site ID Number link to begin your annual report.

Entering your Site ID Form (Form used to collect site contacts and generator status)

12. The Reporting Forms Log screen, which shows your facility's reporting history, displays. Scroll down to the Annual Report Form History section. Your Reporting Year 2010 box displays. See the example on next page.

If you need help using HazWaste.net, please call DEQ at 1-844-841-4938



13. Click the **Create** link, located in the middle of this box, immediately after “Site ID Form:” The Site ID Form displays.
14. Do the following:
    - Section 1: Only use this section if you want to withdraw your Site Identification Number:
        - Select the reason for withdrawing your number.
        - Select the Effective date.
        - Select Filing for partial year if you are filing the report for a portion of the year covering your ownership.
        - Select Clear Selection if you selected Withdraw or Revised by mistake.
    - Section 2: Not applicable.
    - Section 3-10: Last year’s reporting information is displayed. Verify and update information. Answer all questions marked with a red asterisk (required fields).
      Note: In Section 6, Legal Owner cannot not be changed electronically. Print a pre-populated SI Form in order to mail a hardcopy form. This form can be printed by clicking the Pre-printed Site ID Form link at the top of the Reporting Forms Log page.
      Note: In Section 10, Question 1, make sure your generator status matches the quantity of waste your facility generated during the 2010 reporting year.
    - Section 11-13: Not applicable. Used on initial notifications.
    - Section 14: Enter comments to provide additional information.
15. Click the **Save** button. If no errors are identified, the Reporting Forms Log screen displays.

CEGs skip to Step 35 *Submitting your data*. Small and Large Quantity Generators continue with the following steps.

Entering your Off-site Facility Identification (OI) information (Form used to collect transporter and designated treatment, storage, disposal [TSD] information)

16. Scroll down to the Annual Report Form History section. Click the OI – Off-site Facilities link. The OI Summary screen displays.
17. Click the Add button. The OI Facilities screen opens.
18. You can complete this form by doing one of the following:
    - In the **Site Identification Number** box, type your handler’s US EPA ID number and then Click the **Find** button, <u>or</u>
    - In the **Name** box, type your handler’s name and then Click the **Find** button. Click the **RCRA Site ID** link next to the facility you want to select.

- If the system does not return information on your handler, type the US EPA identification number, name, and address information for your handler, in the appropriate boxes.

19. Select the handler type(s).
20. Click the Save and Validate button at the bottom of screen. Click the Save button to save data without validating.
21. Repeat these steps to record all off-site facilities you used during the report year.
22. Select the **Forms** tab located at the top right of screen to return to the Reporting Forms Log screen.

Entering your Generation and Management (GM) information (Form used to collect waste stream information)

23. Scroll down to the Annual Report Form History section. Click the **GM – Waste Streams Generated** link. The GM Waste Streams summary screen displays.
24. Click the **Add** button. The GM Form (simple version) screen displays. You can click the Switch to Expert Version button which will allow you to enter your data by keying in the information. We recommend the simple version where you can add information from the drop down boxes. For example, the simple version has a drop down box that includes the site identification numbers you entered on the OI form. The simple version also gives you the option to 'Select Waste Stream' to copy waste stream information from the previous year. This is a good feature if you have the same waste streams every year and want to save some typing of waste stream descriptions. Companies with a large amount of waste streams may want to use the Export/Import feature to copy waste stream information. Contact the Annual Report Hotline for more information.
25. Provide all the information requested (A-1 through B-5).
26. Click the **Manage Shipments** button to record information about off-site shipments (B-6). The data entry screen for off-site shipments displays.
27. Provide all the information requested.
28. Click **Save and Return** button at the bottom of screen.
29. Click **Save and Validate** button when you are done with this waste stream. Click the Save button to save data without validating.
30. Repeat steps until you have entered all of your waste streams.
31. Select the **Return** button to return to the Reporting Forms Log screen.

Validating your data

32. On the Reporting Forms Log screen, scroll down to the Annual Report Form History section. Click the **Validate Data** link on the right side of the screen. If the Validate Report Results screen is displayed with errors, click on the form links to correct the errors. Printing a copy of the error report may be helpful if you have more than a few errors.
33. Correct all errors identified in the report and then validate your data again.
34. When you get a message "No errors at this time", select the Forms tab to return to the Reporting Forms Log screen.

Submitting your data

35. On the Reporting Forms Log screen, scroll down to the Annual Report Form History section. Click the **Submit Data** link on the right side of the screen. The Annual Report Submission screen displays.
    Note: Only the Data Administrator has access to the Submit Data link. Review the Frequently Asked Questions document for help if you do not have access.

36. Enter your password at the bottom of the screen. This is the same password you use to log into HazWaste.net
37. Click the **Submit** button.
38. The system will do a final check of your data and will display a *Processing Request* message. Once your data is checked, the system will display one of two screens:
    - **Validate Report** screen**.** Correct all errors identified in the report and then submit your data again.
    - **Reporting Forms Log** screen displays if there are no errors. The message, **"Your electronic submission to DEQ was successful. Thank you."** displays at the top of the screen.
39. You can log off or print a copy of your report.

Printing a copy of your report

40. To print a copy of the RCRA Waste Site Identification Form:
    On the **Reporting Forms Log** screen, in the **Site ID Form History** section, click the **Print** link next to the report you want to print. The most recent report submitted is displayed on the top row.
41. To print a copy of your Generation and Management Answer Sheet:
    - Select the **Forms** tab to display the **Reporting Forms Log** screen and then scroll down to the **Annual Report Form History** section.
    - Click the **GM – Waste Streams Generated** link. The **GM Waste Streams** summary screen displays.
    - Click the **Print** link next to each waste stream.