

Land Quality Division

# HazWaste.net Training Manual



State of Oregon  
Department of  
Environmental  
Quality

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## Welcome to Hazwaste.Net

To reach Hazwaste.net, follow the steps below.

1. Reach the Oregon DEQ web site at the following address: [deqhazwaste.net](http://deqhazwaste.net).



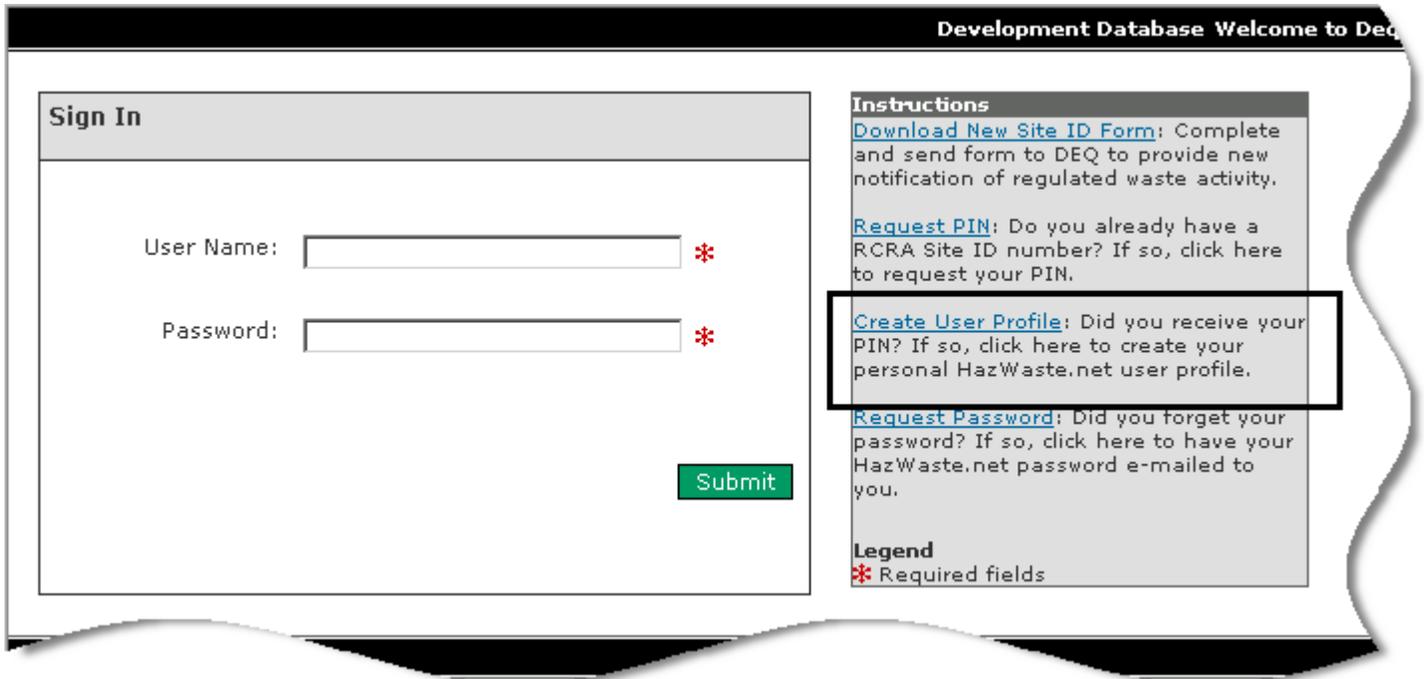
2. Click the **HazWaste.net** link; the **Sign-In** page displays.

## Your User Type

The type of user you are, that is, first time (see below) or returning (see **Returning User** Page 6), determines what you will do when the sign-in page displays.

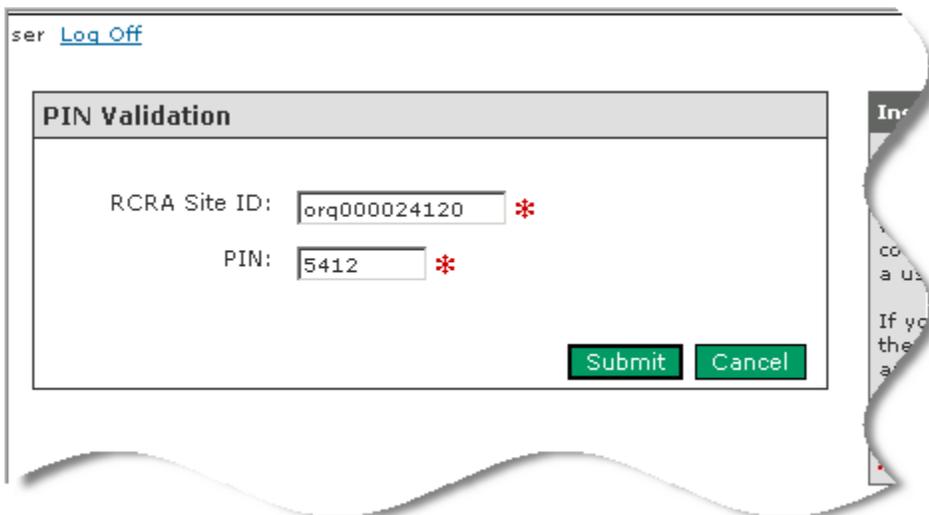
### First-Time User

1. Select the **Create User Profile** link in the grey instructions box. The **PIN Validation** page displays.



The screenshot shows a web interface titled "Development Database Welcome to DEQ". On the left is a "Sign In" form with two input fields: "User Name:" and "Password:", each followed by a red asterisk indicating a required field. A green "Submit" button is located at the bottom right of the form. On the right is a grey "Instructions" box containing several links and text: "Download New Site ID Form", "Request PIN", "Create User Profile" (which is highlighted with a black box), and "Request Password". Below the instructions is a "Legend" section with a red asterisk and the text "Required fields".

2. Type your RCRA Site ID number and PIN; click the **Submit** button.



The screenshot shows a web interface titled "PIN Validation". At the top left, there is a "ser" label and a "Log Off" link. The main form contains two input fields: "RCRA Site ID:" with the value "orq000024120" and "PIN:" with the value "5412". Both fields have a red asterisk to their right. At the bottom right of the form are two buttons: "Submit" and "Cancel".

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The **User Profile** page displays.

**Note:** You will find your RCRA Site ID number and PIN on a letter sent to you by DEQ.

3. Complete all fields with red asterisks.

[Log Off](#)

**User Profile**

First Name:  \*

Last Name:  \*

Email:  \*

User Name:  \*

Phone:

Password:  \*

Confirm Password:  \*

- For your **user name**, use less than 10 characters.
- Your **user name** must be unique to the HazWaste.net application.

**Example:** If you select Tina but another Tina has been created, you must make the name unique: TinaO.

- You create your own password.
  - Your password is **case sensitive**.
4. Click the **Submit** button; the **Sign-In** page displays.
5. Type your user name and password; click the **Submit** button.

6. The **Assigned Sites** page displays. This page is your home page in HazWaste.net.

User [Log Off](#)

| Assigned Sites       |  |
|----------------------|--|
| <b>RCRA Site ID:</b> | <a href="#">orq000024120</a>                                       |
| <b>Site:</b>         | Hazardous Waste, Inc.<br>811 SW 6TH AVE<br>PORTLAND, OR 97204-1334 |
| <b>Role:</b>         | Administrator  |

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## Returning User

1. Type your user name and password; click the **Submit** button.

**Sign In**

User Name:  \*

Password:  \*

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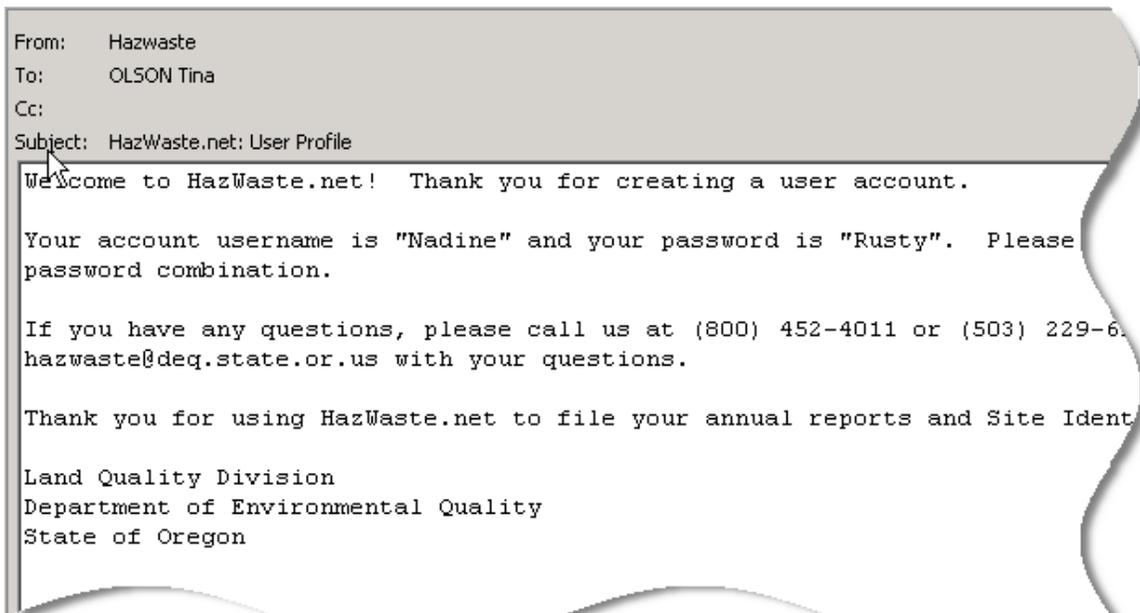
The **Assigned Sites** (home) page displays.

User [Log Off](#)

| Assigned Sites       |  |
|----------------------|--|
| <b>RCRA Site ID:</b> | <a href="#">orq000024120</a>                                       |
| <b>Site:</b>         | Hazardous Waste, Inc.<br>811 SW 6TH AVE<br>PORTLAND, OR 97204-1334 |
| <b>Role:</b>         | Administrator  |

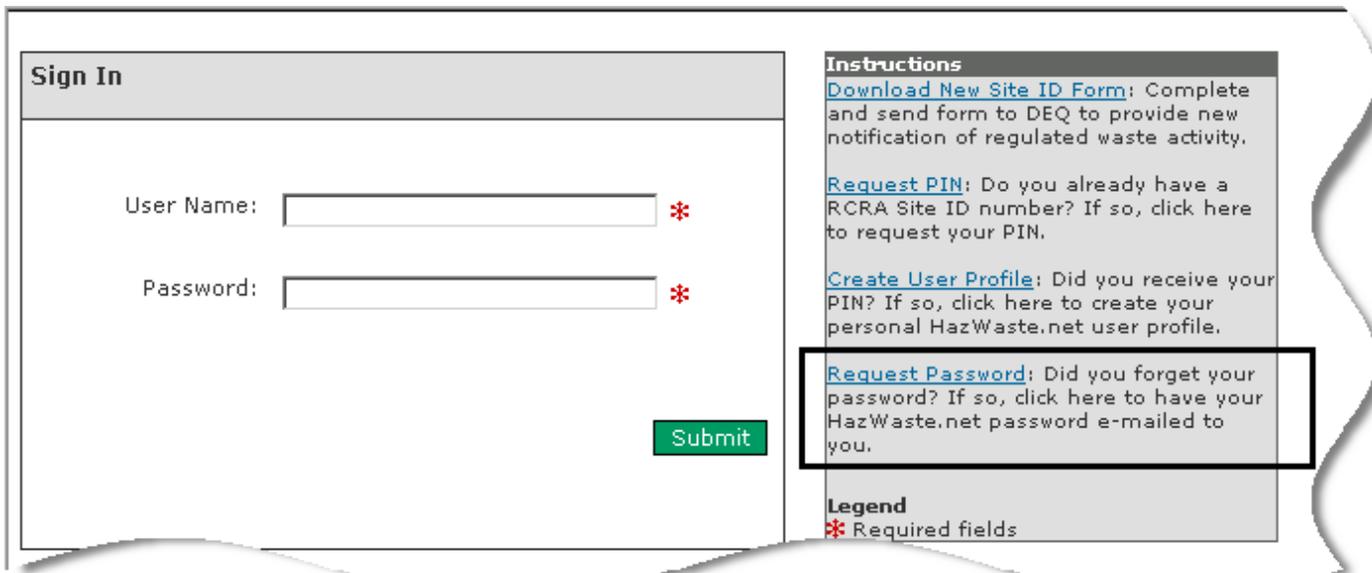
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2. You will receive an email from DEQ indicating your user name and password.



### **Requesting a New Password**

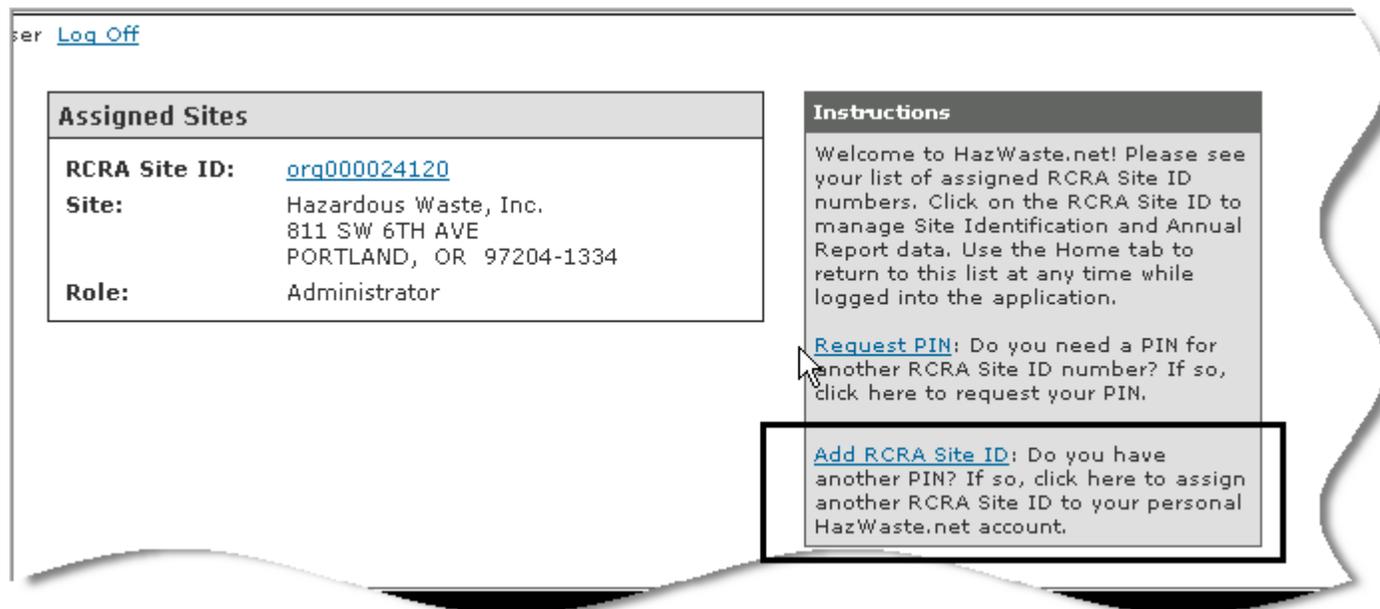
To receive a new password, click the **Request Password** link located in the grey box on the **Sign In** page.



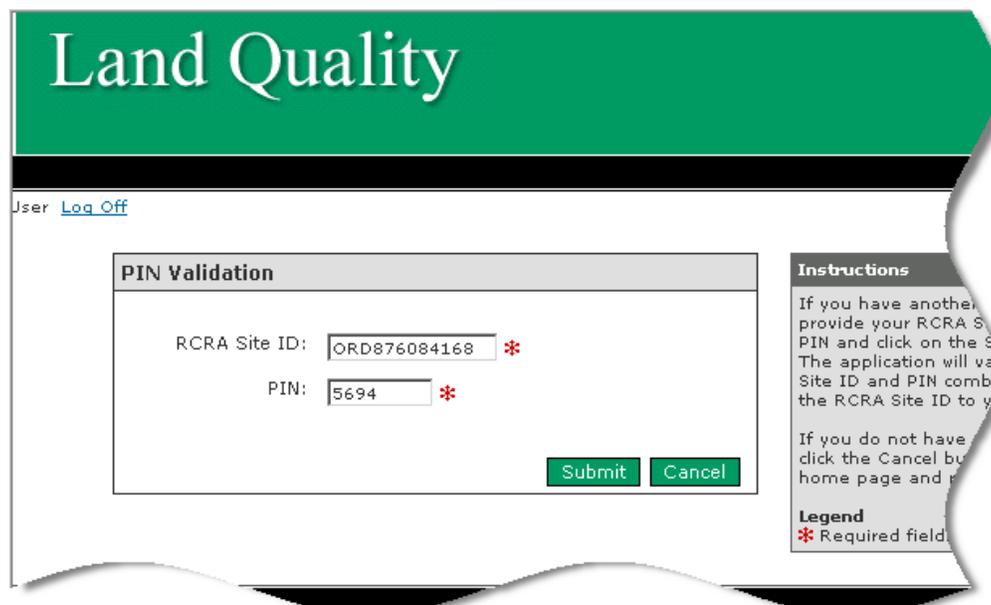
## Adding an Additional RCRA Site

To add other sites to your user name and password, follow the steps below.

1. From the **Assigned Sites** page, click the **Add RCRA Site ID** link.



The **PIN Validation** page displays.



2. Type the new RCRA Site ID and associated PIN; click **Submit**. The new site is added to the list of **Assigned Sites**.

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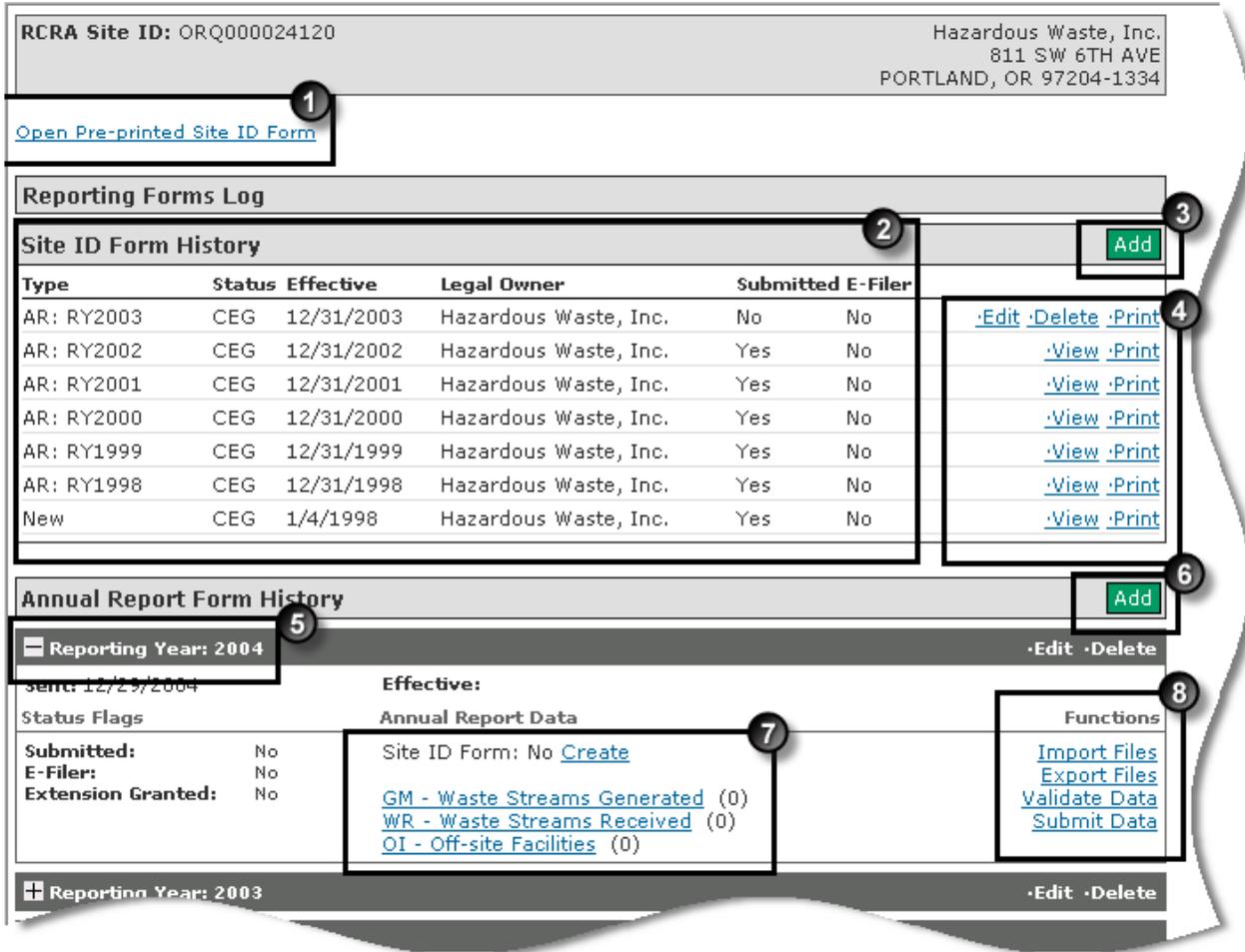
## Using the Online Site ID Form

To complete the **RCRA Site ID** form:

1. From the **Assigned Sites** page, click the link associated with the RCRA Site ID you are reporting.



The **Reporting Forms Log** page displays when you select a site. This page displays all the site identification forms and annual reports submitted by your facility.



The main sections of the Reporting Forms Log page are described in the following table.

| Reference | Screen Item                          | Definition   |
|-----------|--------------------------------------|--|
| 1.        | Open Pre-printed Site ID Form        | Opens the Adobe Acrobat Site ID form for printing and hand completing.   |
| 2.        | Site ID Form History rows            | Displays a list of all site ID forms submitted for this site including the forms that are part of the annual report and those that are registration updates.   |
| 3.        | Add button                           | Opens a site ID form to use for updating your registration information; not for part of the annual report.   |
| 4.        | View and Print links                 | View: Displays the site ID form for that reporting year.<br>Print: Displays the site ID form in an Adobe Acrobat PDF for printing.                             |
| 5.        | - Reporting Year<br>+ Reporting Year | When the Forms page opens, information about the current reporting year appears in an expanded manner. You can expand and collapse each reporting year listed. |
| 6.        | Add button                           | Displays a page for adding a new reporting year. The current reporting year has already been added.  |

| Reference | Screen Item | Definition  |
|-----------|-------------|---|
| 7.        | GM, WR, OI  | <p>GM: Displays a list of GM wastes streams reported. The number to the right of the link tallies the GM wastes reported for the year.</p> <p>WR: Displays a list of Waste Received forms reported. The number to the right of the link tallies the WR forms reported for the year.</p> <p>OI: Displays a list of off-site facility forms reported. The number to the right of the link tallies the OI Forms reported for the year.</p>   |
| 8.        | Functions   | <p>Export Files: Opens a page for downloading data into a text-file format (see Importing Data, page 36).</p> <p>Import Files: Opens a page for uploading data from a text-file format into the online form.</p> <p>Validate Data: Starts validation of the GM, WR, or OI form data. A report displays listing any errors found.</p> <p>Submit Data: Submits the data to the DEQ. Do this only when you have completed your annual report. An additional validation will occur, and you must correct all errors before submitting the data.</p> |

## Entering Annual Report Information

The most recent report section is located in the lower portion of the **Reporting Forms Log** page. Details about the current reporting year display.

| Annual Report Form History |  | Add                           |
|----------------------------|--|-------------------------------|
| Reporting Year: 2004       |  | ·Edit ·Delete                 |
| Sent: 12/29/2004           | Effective:                                       |                               |
| Status Flags               | Annual Report Data                               | Functions                     |
| Submitted: No              | Site ID Form: No <a href="#">Create</a>          | <a href="#">Import Files</a>  |
| E-File: No                 |  | <a href="#">Export Files</a>  |
| Extension Granted: No      | <a href="#">GM - Waste Streams Generated</a> (0) | <a href="#">Validate Data</a> |
|                            | <a href="#">WR - Waste Streams Received</a> (0)  | <a href="#">Submit Data</a>   |
|                            | <a href="#">OI - Off-site Facilities</a> (0)     |                               |
|                            |  | ·Edit ·Delete                 |

**Important:** *If current reporting year is not displayed, click the **Add** button. The following page displays. Type **2004** in the **Reporting Year** text box, and click **Save**.*

Administrator [Log Off](#)

|                            |  |
|----------------------------|--|
| RCRA Site ID: ORQ000024120 | Hazardous Waste, Inc.<br>811 SW 6TH AVE<br>PORTLAND, OR 97204-1334 |
|----------------------------|--|

| Annual Reporting Year                       |
|---|
| Reporting Year: <input type="text"/> *      |
| <a href="#">Save</a> <a href="#">Cancel</a> |

## Site ID Forms

All regulated hazardous waste generators are required to submit a site ID form. This form verifies your generator status and contact information. If you are a Conditionally Exempt Generator (CEG), this is the only form you are required to submit.

1. If, under the **Annual Report Data** column head, **Site ID Form: No** displays, click the **Create** link to display a new Site ID form.

| Annual Report Form History |  |
|----------------------------|--|
| Reporting Year: 2004       |  |
| Sent: 12/29/2004           | Effective:                                       |
| Status Flags               | Annual Report Data                               |
| Submitted: No              | Site ID Form: No <a href="#">Create</a>          |
| E-Filer: No                | <a href="#">GM - Waste Streams Generated</a> (0) |
| Extension Granted: No      | <a href="#">WR - Waste Streams Received</a> (0)  |
|                            | <a href="#">OI - Off-site Facilities</a> (0)     |

2. The **Site ID** form opens, and the most recently submitted information displays.
3. If information has changed, replace it with correct information, and enter missing information. Required fields are indicated by a red asterisk.
4. Sections 1 and 2: Applicable fields are auto-completed.
5. Section 3: Most of these fields are auto-completed. The fields are explained below.

| 3. Site Location Information ? |  |
|--------------------------------|--|
| Company Name                   | Hazardous Waste, Inc. *                          |
| Site Location                  | 811 SW 6TH AVE *                                 |
|                                | PORTLAND OR 97204-1334<br>MULTNOMAH              |
| Corp. Div. Registry Nbr.       | <input type="text"/> <a href="#">Find Number</a> |
| NAICS Code                     | 562112 * <a href="#">Find NAICS Code</a>         |
| Number of Employees            | <input type="text"/> 27                          |

- Company Name and Site Location automatically display. The name can be edited; however, the location cannot be changed.

- Click the **Find Number** button to open the Oregon Secretary of State web site. Follow the directions provided on that page to find your Corporations Division registry number in the form. Close the Secretary of State web site, and type the registry number. Not all generators have a registry number.
  - Click the **Find NAICS Code** button to open the U. S. Census Bureau web site. Follow the directions provided on that page to find your North American Classification System (NAICS) code. This is a three-to-six digit number that describes your business type in the form. Close the Census Bureau web site, and type the code.
6. Sections 4, 5, 6, 7, 8 and 9: Complete all necessary fields, and use the **Copy From** buttons where applicable.
  7. Section 10: Verify that your generator status is the same as previously reported. Change the status, if necessary, to reflect current generation.
  8. Sections 10-2 through 10-10: Indicate any other changes in status since you last reported.

**Note:** For Section 10-2 if you answered yes, be sure to review the expedited annual reporting information Hazardous Waste Fees for Environmental Cleanups Fact Sheet. For Section 10-10 if you answered yes, additional reporting requirements may be required.

9. Section 12: If your site is a regulated universal waste handler, select the activity and type of universal waste. Additionally, if you selected **Yes** on Question 10-2 or 10-3, download the necessary form for reporting additional universal waste.
10. Section 13: Complete those questions that pertain to your activities.
11. Click **Save**, or click the **Cancel** button to close the form without saving.

**Note:** After you click **Save**, entered data is checked for errors. If errors are found, a message displays indicating the section where the error is occurring with a description of the problem. Make the corrections, and click **Save**. If no errors are detected, the **Reporting Forms Log** page displays.

The Site ID Form just created displays at the top of the screen under the Site ID Form History section.

The screenshot shows a web interface with a 'Reporting Forms Log' section. Below it is a 'Site ID Form History' table with columns for Type, Status, Effective date, Legal Owner, and Submitted E-File. The table contains three rows of data, with the first row highlighted. To the right of the table are links for 'Edit' and 'Delete' for each row.

| Type       | Status | Effective  | Legal Owner           | Submitted | E-File |
|------------|--------|------------|-----------------------|-----------|--------|
| AR: RY2004 | CEG    | 12/31/2004 | Hazardous Waste, Inc. | No        | Yes    |
| AR: RY2003 | CEG    | 12/31/2003 | Hazardous Waste, Inc. | No        | No     |
| AR: RY2002 | CEG    | 12/31/2002 | Hazardous Waste, Inc. | No        | No     |

Under the **Submitted** column heading, **No** displays; under the **E-File** heading, **Yes** displays. In the current **Reporting Year** details and **Annual Report Form History**, **Site ID Form** changes to **Yes**.

| Annual Report Form History |  |
|----------------------------|--|
| Reporting Year: 2004       |  |
| Sent: 12/29/2004           | Effective: 12/31/2004                            |
| Status Flags               | Annual Report Data                               |
| Submitted: No              | Site ID Form: Yes                                |
| E-File: Yes                |  |
| Extension Granted: No      |  |
|                            | <a href="#">GM - Waste Streams Generated</a> (0) |
|                            | <a href="#">WR - Waste Streams Received</a> (0)  |
|                            | <a href="#">QT - Waste Streams</a> (0)           |

**Note:** If you are reporting as a Conditionally Exempt Generator (CEG), you can now submit your annual report (see Submitting Data, page 31).

## OI Facility Section

From the **Reporting Forms Log** page, select the **OI – Off-Site Facilities** link.

**Annual Report Form History**

Reporting Year: 2004

Sent: 12/29/2004      Effective: 12/31/2004

Status Flags      Annual Report Data

|                    |     |               |     |
|--------------------|-----|---------------|-----|
| Submitted:         | No  | Site ID Form: | Yes |
| E-Filer:           | Yes |               |     |
| Extension Granted: | No  |               |     |

[GM - Waste Streams Generated \(1\)](#)  
[WR - Waste Streams Received \(0\)](#)  
[OI - Off-site Facilities \(0\)](#)

2003

1. Do OI Facilities exist?

- If **no**, a message displays indicating no OI Facilities are available; continue to the next step.
- If **yes**, a page listing all the OI Facilities previously entered displays; continue to the next step.

CRA Site ID: ORQ000020396      Albertsons No 261  
1120 CAMPBELL ST  
BAKER CITY, OR 97814

Reporting Year: 2003      Find Site ID Number:

[Print OI Form](#)

**OI Facilities**

No OI Facilities Available

2. Click **Add** to add a new OI Facility; the **OI Facility** page displays.

RCRA Site ID: ORQ000024120

Hazardous Waste, Inc.  
811 SW 6TH AVE  
PORTLAND, OR 97204-1334

Reporting Year: 2004

### OI Facility

Site ID Number  \*

Search for OI Facility by Site ID Number

Name

Search for OI Facility by Name -- a maximum of 100 records will be retruned

Site Address

City

State

Zip Code

Country

Comments

Handler Type  Generator  Transporter  TSD

3. Type the Site ID number to identify the facility you wish to add.
4. Select a handler type. Indicate if you wish to use this facility as a Transporter *or* TSD *or* both (*Transporter and TSD*).

**OI Facility**

Site ID Number  \*

**Find** Search for OI Facility by Site ID Number

Name

**Find** Search for OI Facility by Name -- a maximum of 100 records will

Site Address

City

State

Zip Code

Country

Comments

Handler Type  Generator  Transporter  TSD

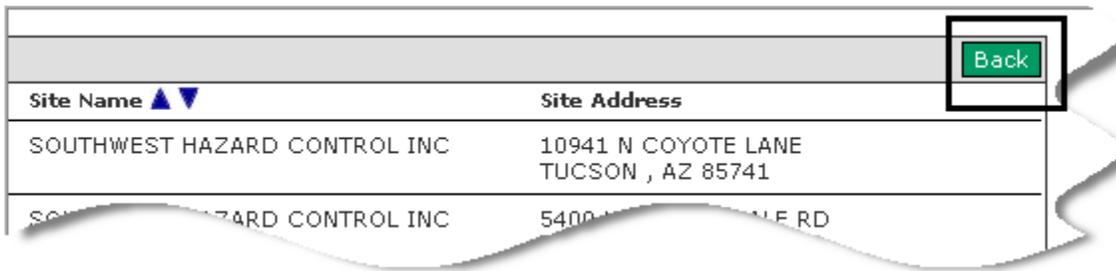
4. If you know all or part of a transporter name or designated facility, you can type it and then click the **Find** button below the **Name** field. A page displays a list of all facilities that meets the search criteria.
5. Locate the site, and click the **RCRA Site ID** link.
6. Use the blue triangles to sort by RCRA Site ID or Site Name.

**OI Facilities**

| RCRA Site ID <input type="button" value="▲▼"/> | Site Name <input type="button" value="▲▼"/> |
|--|---|
| <a href="#">AZD980887434</a>                   | SOUTHWEST HAZARD CONTROL INC                |
| <a href="#">AZD980887434</a>                   | SOUTHWEST HAZARD CONTROL INC                |

---

7. Click the **Back** button to return to the **OI Facility** page.



The screenshot shows a web interface with a table of site information. A red box highlights a 'Back' button in the top right corner. The table has two columns: 'Site Name' and 'Site Address'. The first row shows 'SOUTHWEST HAZARD CONTROL INC' and '10941 N COYOTE LANE TUCSON , AZ 85741'. The second row shows 'SOUTHWEST HAZARD CONTROL INC' and '5400 ... RD'.

| Site Name ▲▼                 | Site Address                             |
|------------------------------|--|
| SOUTHWEST HAZARD CONTROL INC | 10941 N COYOTE LANE<br>TUCSON , AZ 85741 |
| SOUTHWEST HAZARD CONTROL INC | 5400 ... RD                              |

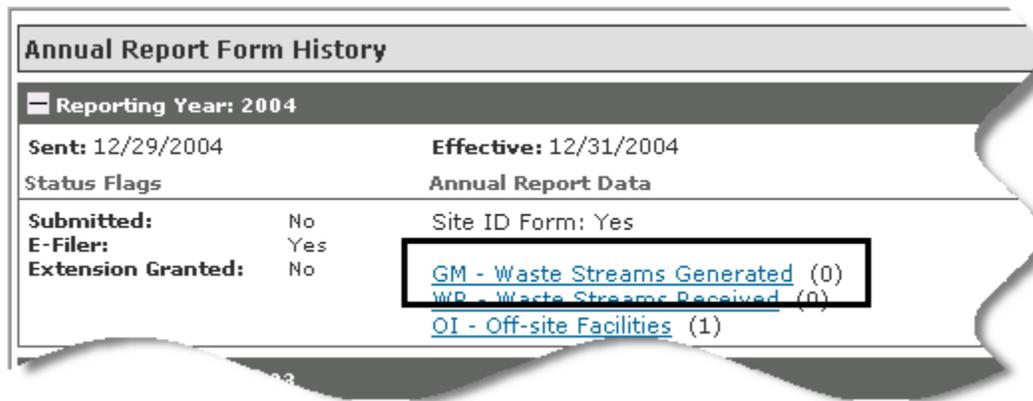
8. Click **Save**; the OI Facility list displays.

## GM Forms

All Large Quantity Generators (LQGs) and Small Quantity Generators (SQGs) must submit information about waste generated each year. This information is submitted on the Generation and Management (GM) form. One GM form is submitted for each hazardous waste stream generated during the reporting year.

To submit GM Forms, start at the **Reporting Forms Log** page, and follow the steps below.

1. Click the **GM – Waste Streams Generated** link.



| Annual Report Form History                       |                       |
|--|-----------------------|
| Reporting Year: 2004                             |                       |
| Sent: 12/29/2004                                 | Effective: 12/31/2004 |
| Status Flags                                     | Annual Report Data    |
| Submitted: No                                    | Site ID Form: Yes     |
| E-File: Yes                                      |                       |
| Extension Granted: No                            |                       |
| <a href="#">GM - Waste Streams Generated (0)</a> |                       |
| <a href="#">WR - Waste Streams Received (0)</a>  |                       |
| <a href="#">OI - Off-site Facilities (1)</a>     |                       |

2. Do waste streams exist?

- If **no**, a message displays indicating no GM waste streams are available.
- If **yes**, a page listing all the GM waste streams previously entered displays.



|                               |  |
|-------------------------------|--|
| RCRA Site ID: ORQ000024120    | Hazardous Waste, Inc.<br>811 SW 6TH AVE<br>PORTLAND, OR 97204-1334             |
| Reporting Year: 2004          | Find Sequence Number: <input type="text"/> <input type="button" value="Find"/> |
| GM Waste Streams              | <input type="button" value="Add"/>   |
| No GM Waste Streams Available |  |

3. From the **GM Waste Streams** page, click the **Add** button to open the simple version of the GM form.

**Note:** If you opened this page by mistake, click **Forms** to return to the previous page.

4. The GM Form opens in the simple version, which is designed for the typical user. Drop-down lists and on-line help are available. If you are working from a paper form that is already completed, you may want to use the expert version. The expert version consists of text boxes for quick data entry.

Because the both screens function similarly, only instructions for using the simple version are provided here.

### Features of the Simple Version Form

You can type waste stream information, or you can start with data from a previous year. If you generate the same waste from year to year, you can copy data from last year and change amounts and shipment dates.

The screenshot shows the 'Development Database GM Form (Simple Version)' interface. At the top, there are navigation tabs for 'HOME', 'FORMS', and 'PROFILE'. Below the navigation is a header area with 'Administrator' and a 'Log Off' link. The main content area is divided into several sections:

- 1:** A box containing 'RCRA Site ID: ORQ000024120' and company information: 'Hazardous Waste, Inc. 811 SW 6TH AVE PORTLAND, OR 97204-1334'.
- 2:** A text box for 'Reporting Year: 2004'.
- 3:** A button labeled 'GM Form (simple version)'.
- 4:** A green button labeled 'Switch to Expert Version'.
- 5:** A text box for 'Sequence Number: 1'.
- 6:** A green button labeled 'Select Waste Stream' with a tooltip that says 'Default values using a waste stream from the latest reporting year'.
- 7:** A dropdown menu for selecting a reporting year.

Below these sections are three questions labeled A-1, A-2, and A-3, each with a text input field or a dropdown menu.

The above screen features are described below.

| Reference | Description   |
|-----------|---|
| 1.        | Displays your RCRA Site ID, name, and address.  |
| 2.        | Indicates the year in which you are reporting.  |
| 3.        | Indicates you are using the simple version of the GM form.  |
| 4.        | Changes from the simple version form to the expert version form. Your data is saved when you change versions. |

| Reference | Description   |
|-----------|---|
| 5.        | Generated by the application. The first waste stream you enter for this reporting year is designated sequence number 1; each waste stream after is designated a number sequentially. Sequence numbers start over at 1 for each reporting year.<br><br><b>Note:</b> Deleting a waste stream will create a gap in the sequence. |
| 6.        | Opens field-level help.   |
| 7.        | Displays the Reporting Forms Log page.<br><br><b>Warning:</b> Data is not saved when this action is taken.  |

## Using the Simple Reporting Form

To select a waste stream entered from a previous year, start at Step 1 below. If you wish to start with a blank form, skip to Step 3.

1. Click the **Select Waste Stream** button.

The screenshot shows a web form titled "GM Form (simple version)". Under the heading "A. Description of Hazardous Waste Stream", the "Sequence Number" is set to 1. Question A-1 asks "What is your waste stream identification?" with an optional text input field. A green button labeled "Select Waste Stream" is highlighted with a black box. Below it, question A-2 asks "Briefly describe the hazardous waste stream:".

The **Waste Stream History** page displays.

RCRA Site ID: ORQ000024120 Hazardous Waste, Inc.  
811 SW 6TH AVE  
PORTLAND, OR 97204-1334

Find Sequence Number:

| Waste Stream History |                   |                                      |
|----------------------|-------------------|--------------------------------------|
| Sequence             | Profile Code      | Waste Description                    |
| <a href="#">1</a>    | Solvent           | Non halogenated solvent              |
| <a href="#">2</a>    | Acid waste        | Spent acids                          |
| <a href="#">3</a>    | contaminated soil | Contaminated soil from solvent spill |

2. Click the sequence number of the waste stream you want to enter for the current year.

RCRA Site ID: ORQ000024120

Find Sequence Number:

| Waste Stream History |              |                     |
|----------------------|--------------|---------------------|
| Sequence             | Profile Code | Waste Description   |
| <a href="#">1</a>    | Solvent      | Non halogenated sol |
| <a href="#">2</a>    | Acid waste   | Spent acids         |
| <a href="#">3</a>    | contami      | Contaminated soil   |

The **GM Form** with data from the previous year displays.

GM Form (simple version)
Switch to Expert Version

**A. Description of Hazardous Waste Stream**

**Sequence Number: 1**

A-1. ? What is your waste stream identification?  
 (optional)

A-2. ? Briefly describe the hazardous waste stream:

A-3. ? Which EPA hazardous waste codes are associated with this waste stream?

A-4. ? Which Oregon state-only hazardous waste code is associated with this waste stream?

**Note:** If you do not see the correct waste stream, click the **Main Form** button located below the waste stream history to return to the GM Form.

3. In the GM Form, continue entering information.

- The waste stream identification is the name or number given to a specific waste stream.
- You can enter EPA waste codes or state-only waste codes **but not both**.

| If you ...  | Then ...   |
|---|--|
| completed the TRI report and reported a chemical found in this waste stream | Answer only Question A-7.                                    |
| answered G62 in question A-5  | Answer only Question A-5.b.                                  |
| answered G25 in question A-5  | Answer only Question A-5.a.                                  |
| answered Yes to question A-8  | Answer only Question A-8.a                                   |
| answered question B-1 in pounds, tons, or kilograms                         | Skip question B-1.a.   |
| answered question B-1 in gallons  | Answer question B-1.a in pounds/gallons or specific gravity. |
| answered question B-1 in cubic yards  | Answer question B-1.a in pounds/cubic yards.                 |
| selected an answer in question B-1.a by mistake                             | Clear it by selecting N/A.                                   |

4. If any of the waste was managed off-site, click the **Manage Shipments** button to start a page for recording off-site shipment information.

RCRA Site ID: ORQ000024120

Hazardous Waste, Inc.  
811 SW 6TH AVE  
PORTLAND, OR 97204-1334

Reporting Year: 2004

GM Form (simple version) [Switch to Expert Version](#)

**A. Description of Hazardous Waste Stream**

Sequence Number: 1

A-1. ? What is your waste stream identification?  
 (optional)  
[Select Waste Stream](#) Default values using a waste stream from the latest reporting year

A-2. ? Briefly describe the hazardous waste stream:

A-3. ? Which EPA hazardous waste codes are associated with this waste stream?

was it managed  
Quantity   
Management Method Code

B-4. ? Indicate the quantity of this waste stream that was remaining on-site at the end of the calendar year you are reporting:

B-5. ? Indicate the quantity of this waste stream that was carried forward from the previous reporting year:

B-6. ? You have entered off-site shipments of this waste stream. Please click the Manage Shipments button to add, edit, or delete off-site shipments.

[Manage Shipments](#)

**C. Use the Comments section to provide comments, information or explanations as necessary. In your comments, always provide the reference to the specific question number. ?**

**Note:** Data entered in the GM Form is automatically saved when you click the **Manage Shipments** button.

5. In the **Manage Shipments** page, enter all shipments that occurred during the reporting year for this waste stream.

RCRA Site ID: ORQ000024120 Hazardous Waste, Inc.  
811 SW 6TH AVE  
PORTLAND, OR 97204-1334

Reporting Year: 2004  
Sequence Number: 1

**GM Form (simple version)**

Find Manifest Number:

**B-6. Please provide the following information for each off-site shipment of waste in the same unit of measure you reported for the amount generated: ?**

Page 1 of 1 (0 Records)

| i. Shipment Date (mm/dd/yyyy) | ii. Manifest Number  | iii. Quantity Shipped | iv. Transporter ID   | v. Management Code   | vi. Designated Facility ID |
|-------------------------------|----------------------|-----------------------|----------------------|----------------------|----------------------------|
| <input type="text"/>          | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/>       |
| <input type="text"/>          | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/>       |

**Note:** Enter shipment information using the same unit of measure and density you provided in Question B-1.

- If the needed Transporter ID or Designated Facility ID does not appear in the drop-down list, click the **Add Transporter** or **Add Designated Facility** button. An OI form opens. (See Page 16 for instructions on completing the OI form.)
- If you have more than ten (10) shipments, a new page must be opened. To open a new page, click the **Next** button. Use the **Last**, **First** and **Previous** buttons to move through pages of shipments.

Find Manifest Number:

**B-6. Please provide the following information for each off-site shipment of waste in the same unit of measure you reported for the amount generated: ?**

Page 3 of 3 (21 Records)

| i. Shipment Date (mm/dd/yyyy) | ii. Manifest Number  | iii. Quantity Shipped | iv. Transporter ID   | v. Management Code   | vi. Designated Facility ID |
|-------------------------------|----------------------|-----------------------|----------------------|----------------------|----------------------------|
| 12/15/2004                    | O1179                | 917.40                | WAR000001743         | H050                 | WAD991281767               |
| <input type="text"/>          | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/>       |
| <input type="text"/>          | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/>       |
| <input type="text"/>          | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/>       |
| <input type="text"/>          | <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/>       |

- 
8. When you are done entering shipments, click **Save**, and return to the main GM form.
  9. When you have completed the GM Form, you may:
    - Click the **Save** button; the list of GM Waste Streams displays.
    - Click the **Save and Validate** button to check the form for errors. (See Page 28 from more on validating data.)
    - Click the **Cancel** button to close the form without saving information.

## Validating Data

HazWaste.net contains tools to ensure that entered data is error free before submittal. Whenever you save a form (except for the SI Form), data is saved without running an error check. Consequently, you can continue data entry when you encounter a problem, and then fix the problem later. You can choose to validate one form at a time, or you can validate all forms when data entry is complete.

To validate a single GM form:

1. Click the **Save and Validate** button; the validation request is processed.
2. If the data validation finds errors, the **GM Form** screen displays with the errors listed at the top of the screen. The description of the error is provided.

| RCRA Site ID: ORQ000024120                         |  | Hazardous Waste, Inc.<br>811 SW 6TH AVE<br>PORTLAND, OR 97204-1334 |
|--|--|--|
| Validation Results                                 |  |  |
| Rule Name  | Description  | Type   |
| <a href="#">Missing or Invalid Form Code</a>       | The Form Code entered in Section A-6 is missing or invalid. Form Codes are listed in your Annual Reporting Instructions. Please correct or enter the code. (Rule ID: 12)   | E  |
| <a href="#">Missing or Invalid Source Code</a>     | The Source Code entered in Section A-5 is missing or invalid. Source Codes are listed in your Annual Reporting Instructions. Please correct or enter the code. (Rule ID: 7)  | E  |
| <a href="#">Missing or Invalid Unit of Measure</a> | Please check a Unit of Measure in Section B-1 for this waste stream. (Rule ID: 16)   | E  |
| <a href="#">Missing Total Generated Quantity</a>   | Please enter the total amount of this waste stream you generated for the reporting year in Section B-1. If the waste was generated in the previous reporting year, but managed in this one, enter 0. (Rule ID: 17) | E  |
| <a href="#">Missing Waste Code</a>                 | Waste codes are missing from Section A-3 and/or Section A-4. You must enter at least one EPA Hazardous Waste Code or an Oregon State-Only code. Please enter the correct waste codes. (Rule ID: 3)                 | E  |
| <b>Error Types:</b> E-Error, W-Warning             |  |  |
| Reporting Year: 2004                               |  |  |

3. To locate the error in the form, click the **Rule name** link.
4. After you have corrected the identified errors, click the **Save and Validate** button.
5. When no errors remain, the **GM Waste Streams** page displays.

**Note:** Follow the same steps for validating a single WR or OI form. Both forms contain a **Save and Validate** button.

To validate all data at one time, start at the **Reporting Forms Log** page.

| Annual Report Form History |     | Add  |
|----------------------------|-----|--|
| Reporting Year: 2004       |     | Edit Delete                                      |
| Sent: 12/29/2004           |     | Effective: 12/31/2004                            |
| Status Flags               |     | Annual Report Data                               |
| Submitted:                 | No  | Site ID Form: Yes                                |
| E-File:                    | Yes |  |
| Extension Granted:         | No  |  |
|                            |     | Functions  |
|                            |     | <a href="#">Import Files</a>                     |
|                            |     | <a href="#">Export Files</a>                     |
|                            |     | <a href="#">Validate Data</a>                    |
|                            |     | <a href="#">Submit Data</a>                      |
|                            |     | <a href="#">GM - Waste Streams Generated</a> (1) |
|                            |     | <a href="#">WR - Waste Streams Received</a> (0)  |
|                            |     | <a href="#">OI - Off-site Facilities</a> (1)     |

1. Click the **Validate Data** link. Data entered in the GM, WR and OI Forms are validated.
2. The validation requested is processed.
3. If errors are found, a validation report opens when the validation check completes.

| Validation Report Results                      |   |
|--|---|
| Results: 7                                     | Sort by Form  |
| <b>Legend:</b>                                 |   |
| <input checked="" type="checkbox"/>            | Data error - A problem that must be corrected before submitting data to DEQ.  |
| <input type="checkbox"/>                       | Warning - A problem that won't prevent you from submitting data to DEQ, but correcting it will make your report more complete and accurate.   |
| <input checked="" type="checkbox"/>            | <b>Rule: 3 - Missing Waste Code</b><br>Waste codes are missing from Section A-3 and/or Section A-4. You must enter at least one EPA Hazardous Waste Code or an Oregon State-Only code. Please enter the correct waste codes. (Rule ID: 3) |
| Facility: Hazardous Waste, Inc. - ORQ000024120 |   |
| Reporting Year: 2004                           |   |
| Caseworker:                                    |   |
| GM - <a href="#">1</a>                         |   |
| <input checked="" type="checkbox"/>            | <b>Rule: 7 - Missing or Invalid Source Code</b><br>The Source Code entered in Section A-5 is missing or invalid. Source Codes are listed in your Annual Reporting Instructions. Please correct or enter the code. (Rule ID: 7)            |
| Facility: Hazardous Waste, Inc. - ORQ000024120 |   |
| Reporting Year: 2004                           |   |
| Caseworker:                                    |   |
| GM - <a href="#">1</a>                         |   |
| <input checked="" type="checkbox"/>            | <b>Rule: 12 - Missing or Invalid Form Code</b><br>The Form Code entered in Section A-6 is missing or invalid. Form Codes are listed in your Annual Reporting Instructions. Please correct or enter the code. (Rule ID: 12)                |
| Facility: Hazardous Waste, Inc. - ORQ000024120 |   |
| Reporting Year: 2004                           |   |
| Caseworker:                                    |   |

---

Data error descriptions display in red. You must correct the errors before submitting your form. Warnings, which do not prevent submittal if you choose not to fix them, display in grey. Errors and warnings display sorted by rule number.

You can group errors by individual forms by clicking the **Sort by Form** button. Click the form number link to open the form with all errors displayed on top.

**Rule: 7 - Missing or Invalid Source Code**  
The Source Code entered in Section A-5 is missing or invalid. Source Code Reporting Instructions. Please correct or enter the code. (Rule ID: 7)

**Facility:** Hazardous Waste, Inc. - ORQ000024120  
**Reporting Year:** 2004  
**Caseworker:**  
GM - [1](#) -

**Rule: 12 - Missing or Invalid Form Code**  
Code entered in Section ... or invalid. Form Code ... (Rule ID: 12)

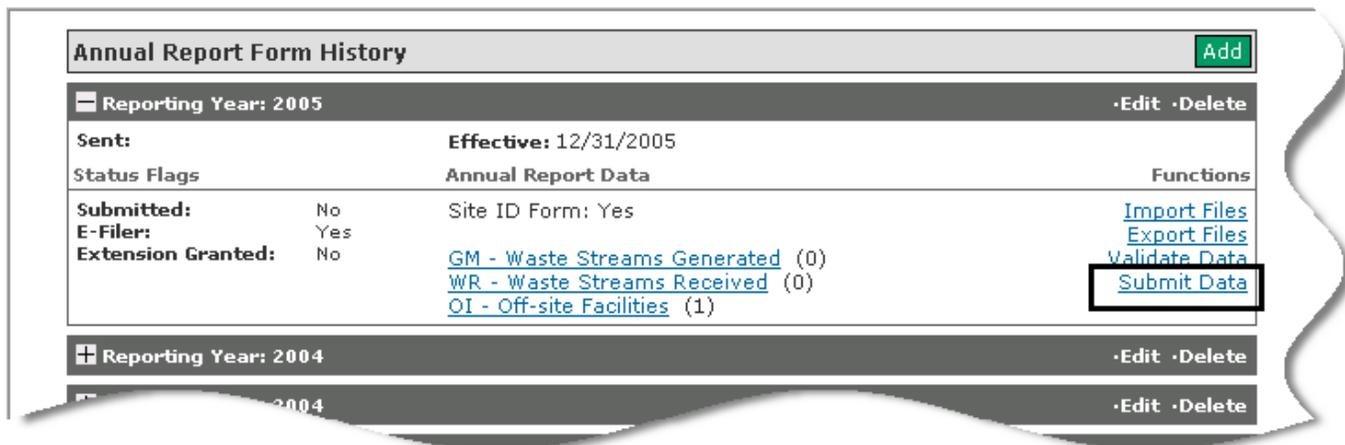
---

## Submitting Data

Once data entry has been completed, the form can be submitted. Once submitted, the form becomes locked, and can only be unlocked by the Department; therefore, changes cannot be made to the submitted form.

To submit data:

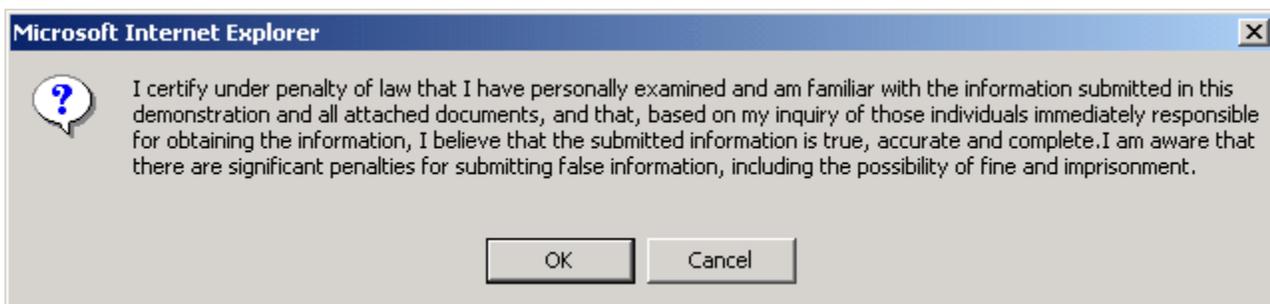
1. Start at the **Reporting Forms Log** page.
2. Under the **Annual Report Form History** section, click the **Submit Data** button.



3. The **Annual Report Submission** page opens.

| RCRA Site ID: ORQ000024120   |  | Hazardous Waste, Inc.<br>811 SW 6TH AVE<br>PORTLAND, OR 97204-1334 |                                       |                        |
|--|--|--|---------------------------------------|------------------------|
| Reporting Year: 2004   |  |  |                                       |                        |
| <b>Annual Report Submission</b>  |  |  |                                       |                        |
| <b>Regulatory Status Summary</b>                                       |  |  |                                       |                        |
| <input checked="" type="checkbox"/> Generator of Hazardous Waste (SQG) | <input type="checkbox"/> Recycler of Hazardous Waste             |  |                                       |                        |
| <input type="checkbox"/> Generator due to Remediation                  | <input type="checkbox"/> Management in RCRA permit exempt units  |  |                                       |                        |
| <input type="checkbox"/> Importer of Hazardous Waste                   | <input type="checkbox"/> Exempt Boiler and/or Industrial Furnace |  |                                       |                        |
| <input type="checkbox"/> Generator of Mixed Waste                      | <input type="checkbox"/> Underground Injection Control           |  |                                       |                        |
| <input type="checkbox"/> Transporter of Hazardous Waste                | <input type="checkbox"/> Conducted Universal Waste Activity      |  |                                       |                        |
| <input type="checkbox"/> Treatment, Storage, Disposal (TSD) Facility   | <input type="checkbox"/> Conducted Used Oil Activity             |  |                                       |                        |
| <b>GM Waste Summary</b>  |  | Total Waste Generation: 630 Pounds                                 |                                       |                        |
| <b>Top Five GM Waste Streams (1 total)</b>                             |  |  |                                       |                        |
| Sequence Number  | Waste Description  | Pounds Managed On-Site   | Pounds Managed Off-Site               | Total Pounds Generated |
| 1  | Non halogenated solvent  | 630.000  | 0.000                                 | 630.000                |
| <b>WR Waste Summary (for TSD reporting)</b>                            |  | Total Waste Received: 0 Pounds                                     |                                       |                        |
| <b>Top Five WR Waste Streams (0 total)</b>                             |  |  |                                       |                        |
| Sequence Number  | Waste Description  | Total Pounds Received  |                                       |                        |
|  |  |  |                                       |                        |
|  |  | <input type="button" value="Submit"/>                              | <input type="button" value="Cancel"/> |                        |

4. Verify the information you are submitting. Is the information correct?
  - If **yes**, click the **Submit** button. Continue to Step 5.
  - If **no**, click the **Cancel** button to return to the **Reporting Forms Log** page.
5. A window displays the annual report certification language. This is the same certification found on the paper forms. Click **OK** to continue.



6. HazWaste.net checks for errors and submits the data. If errors are identified, the data is submitted, and the **Reporting Forms Log** page displays. If **Yes** appears under the **Submitted** headings in both the **Site ID Form History** and **Annual Report Form History** boxes, the form has been submitted.

**Land Quality**

HOME FORMS PF

Development Database

Administrator [Log Off](#)

RCRA Site ID: ORQ000008300 Dicks Country Dodge  
767 SW BASELINE RD  
HILLSBORO, OR 97123

[Open Pre-printed Site ID Form](#)

**Reporting Forms Log**

Your electronic submission to DEQ was successful. Thank you.

**Site ID Form History** [Add](#)

| Type       | Status | Effective  | Legal Owner      | Submitted E-Filer |     |   |
|------------|--------|------------|------------------|-------------------|-----|---|
| AR: RY2005 | CEG    | 12/31/2005 | Richard M Inukai | Yes               | Yes | <a href="#">View</a> <a href="#">Print</a>                        |
| AR: RY2004 | CEG    | 12/31/2004 | Richard M Inukai | No                | Yes | <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a> |
| Revised    | CEG    | 12/23/2004 | Richard M Inukai | No                | Yes | <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Print</a> |
| AR: RY2003 | CEG    | 12/31/2003 | Richard M Inukai | Yes               | Yes | <a href="#">View</a> <a href="#">Print</a>                        |
| AR: RY2002 | CEG    | 1/6/2003   | Richard M Inukai | Yes               | No  | <a href="#">View</a> <a href="#">Print</a>                        |
| AR: RY2001 | CEG    | 1/7/2002   | Richard M Inukai | Yes               | No  | <a href="#">View</a> <a href="#">Print</a>                        |
| AR: RY2000 | CEG    | 1/24/2001  | Richard M Inukai | Yes               | No  | <a href="#">View</a> <a href="#">Print</a>                        |
| AR: RY1999 | CEG    | 2/17/2000  | Richard M Inukai | Yes               | No  | <a href="#">View</a> <a href="#">Print</a>                        |
| AR: RY1998 | CEG    | 2/10/1999  | Richard M Inukai | Yes               | No  | <a href="#">View</a> <a href="#">Print</a>                        |
| New        | CEG    | 3/2/1998   | Richard M Inukai | Yes               | No  | <a href="#">View</a> <a href="#">Print</a>                        |

**Annual Report Form History** [Add](#)

Reporting Year: 2005

Sent: **Effective: 12/31/2005**

Status Flags **Annual Report Data** **Functions**

Submitted: Yes Site ID Form: Yes [Export Files](#)

E-Filer: Yes [Amend Data](#)

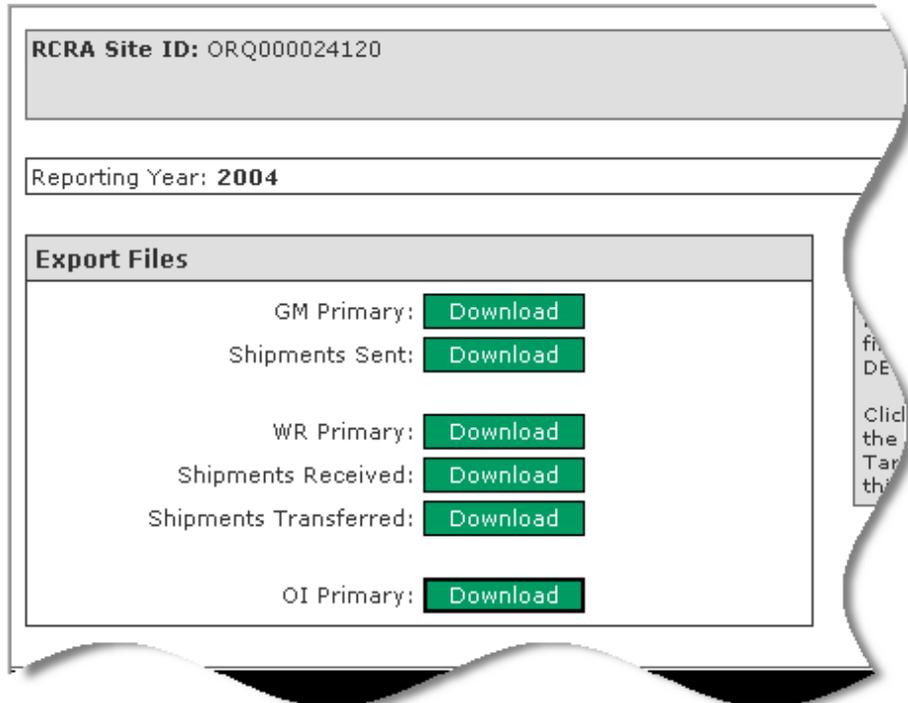
Extension Granted: No

[GM - Waste Streams Generated](#) (0)  
[WR - Waste Streams Received](#) (0)  
[OI - Off-site Facilities](#) (1)

[Edit](#) [Delete](#)

## Exporting Data

You can download a copy of your annual report in a text file format. Up to six files can be downloaded or just the files necessary can be selected.



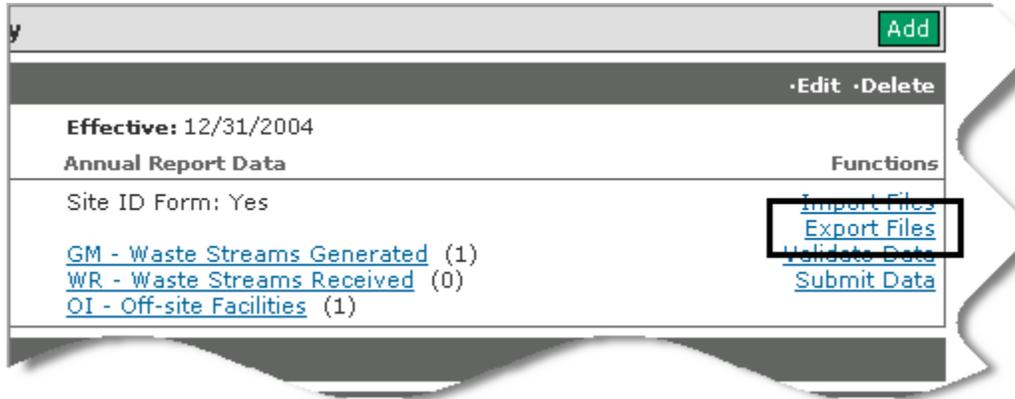
The different files are explained below.

| This file...             | Contains ...   |
|--------------------------|--|
| GM Primary               | GM off-site shipment information. Each line on the text file represents one shipment.  |
| GM Shipments Sent        | GM off-site shipment information. Each line on the text file represents one shipment.  |
| WR Primary               | information for each WR waste stream received from off-site, except for shipments received and shipments transferred off-site. Each line on the text file represents one waste stream. |
| WR Shipments Received    | information regarding WR shipments received from off-site. Each line on the text file represents one shipment.   |
| WR Shipments Transferred | information regarding WR shipments transferred off-site without management. Each line on the text file represents one shipment.  |
| OI Primary               | information for each off-site facility. Each line on the text line represents one off-site facility.   |

---

To download a file:

1. Start at the **Reporting Forms Log** page.
2. Click the **Export Files** link; the **Export Files** page displays.



3. Only one file at a time can be exported. Click the **Download** button next to the file to be downloaded. The files you are downloading have the same specifications as the files you used to import data (please see Page 36). Click the **Flat File Definition** link to view the file specifications in Acrobat→ PDF format.
4. A dialog box displays asking to save or open the file.
5. Click **Save** to begin downloading the selected file.
6. A dialog box displays asking where to save the file.
7. Select the folder for saving the file.
8. Click **Save**.
9. You can use the file name given by HazWaste.net, or you can rename the file. A dialog box displays indicating the download occurred.
10. Click **Close** to return to the **Export Files** page. Continue downloading additional files, if necessary.

**Note:** The benefits of exporting waste stream data is to importing it into the next reporting year, and making any necessary changes (please see Page 36).

---

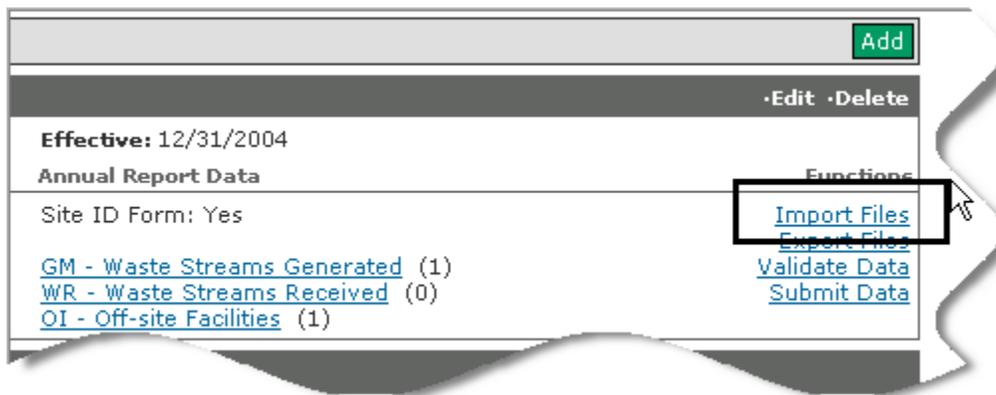
## Importing Data

If you have your own system for tracking hazardous waste data, you can save data entry time by importing your data into HazWaste.net. To do this, prepare your data in text files according to the DEQ Import/Export Flat File Definition (see the **Flat File Definition** link).

Even if you do not have your own data system, you can set up a Microsoft® Excel spreadsheet, or other compatible spreadsheet software, with the same column headings listed in the flat-file definition. You can then enter data into a spreadsheet, and save it to a tab-delimited text file.

To import data into HazWaste.net, follow the steps below:

1. Start at the **Reporting Forms Log** page.
2. Click the **Import Files** link.



The following page displays.

RCRA Site ID: ORQ000024120

Reporting Year: 2004

**GM Waste Streams**

GM Primary  Browse...

Shipments Sent  Browse...

**WR Waste Streams**

WR Primary  Browse...

Shipments Received  Browse...

Shipments Transferred  Browse...

**OI Facilities**

OI Primary  Browse...

3. Do you know the full name of the file you are importing?

- If **no**, click the **Browse** button to locate and select your file.
- If **yes**, type the name in the text box.

RCRA Site ID: ORQ000024120

Reporting Year: 2004

**GM Waste Streams**

GM Primary  Browse...

Shipments Sent  Browse...

**WR Waste Streams**

WR Primary  Browse...

Shipments Received  Browse...

Shipments Transferred  Browse...

**OI Facilities**

OI Primary  Browse...

- 
- Click the **Import** button; the number of records imported displays.

The screenshot shows a software interface with the following elements:

- A header box containing:
  - RCRA Site ID: ORQ000024120
  - Hazardous Waste, Inc.  
811 SW 6TH AVE  
PORTLAND, OR 97204-1334
- A text field labeled "Reporting Year: 2004".
- A summary box containing:
  - GM Primary Records: 1
  - Shipments Sent Records: 0
  - OI Primary Records: 1
- A green button labeled "Save Imported Records" which is highlighted with a black border.

- Click the **Save Imported Records** button to continue importing data. A dialog box displays indicating that any records you have already entered for this reporting period will be overwritten.
- Click **OK** to complete the data import, or click **Cancel** to stop the data import process.

---

## Printing Submitted Forms

### ***Site ID Form***

Once you have submitted data, you can print your forms. Start at the **Reporting Forms Log** screen, and click the **Print** link located at the right side of the Site ID form you want printed. A printable version of the form opens in Adobe Acrobat® PDF format. You can now print the form from the browser menu.

### ***GM Form***

To print a GM Form, click the **GM – Waste Streams Generated** link to view your GM forms. Click the **Print** link next to the GM Form you want printed. A printable version of the form opens in PDF format. You can now print the form from the browser menu.

---

## Other Options Available from the HazWaste.net Web Site

You can open and print a blank Site Identification form for registering a new site by clicking the **Download New Site ID Form** link from the home page.

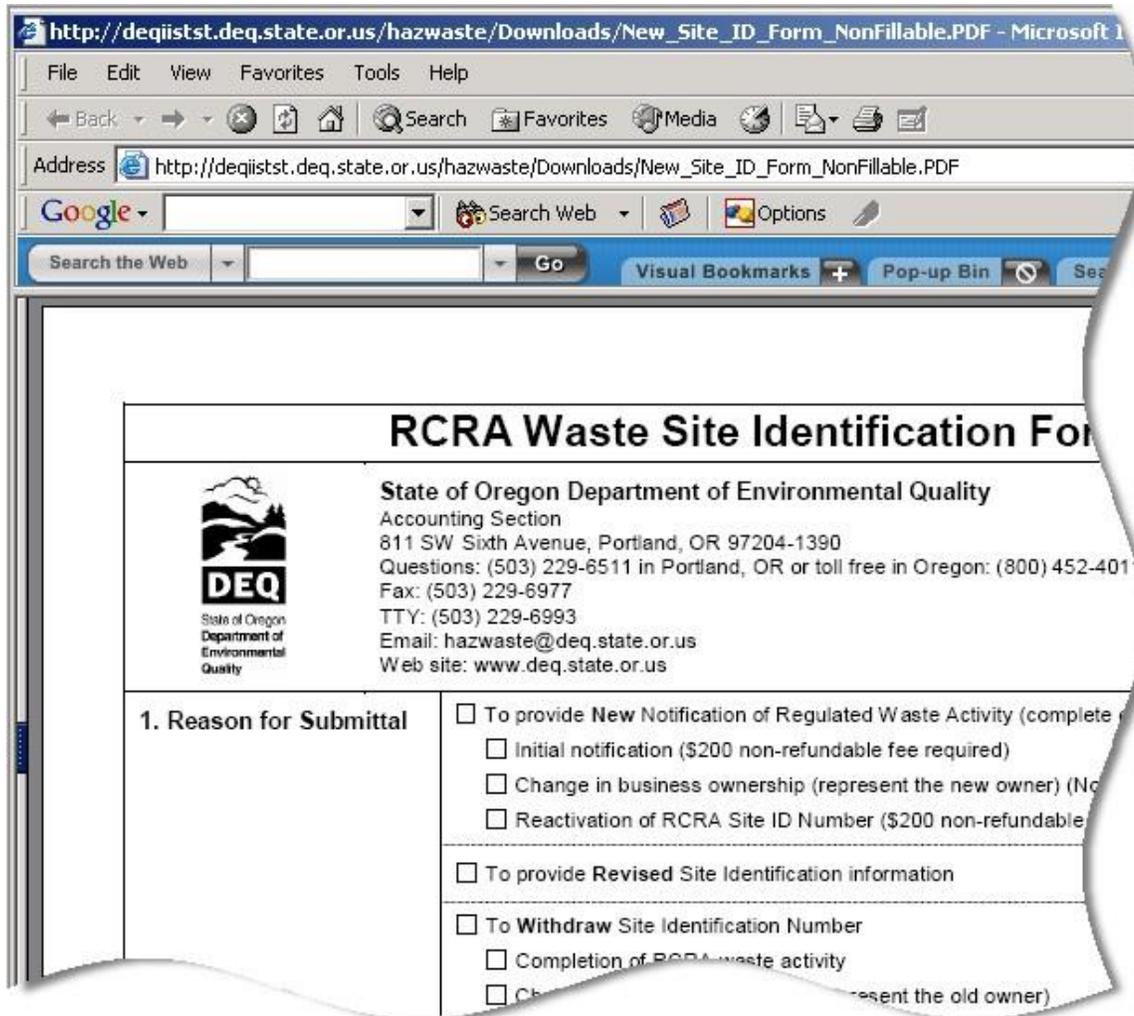
The screenshot shows the 'Land Quality' web site interface. At the top is a green header with the text 'Land Quality'. Below it is a black navigation bar with 'Development Database Welc'. The main content area is white and contains a 'Sign In' form on the left and a list of links on the right. The 'Sign In' form has two input fields: 'User Name:' and 'Password:', both with a red asterisk indicating they are required. A green 'Submit' button is at the bottom right of the form. To the right of the form, there are three links: 'Download New Site ID Form' (highlighted with a black box), 'Request PIN', and 'Create User Profile'. Below these links is a 'Legend' section with a red asterisk and the text 'Required fields'.

To open, save and print a blank site ID form:

1. Click the **Download New Site ID Form** link located on the **Sign-In** page. A page displays that describes when you must complete and submit a site identification form.

The screenshot shows the 'Land Quality' web site interface. At the top is a green header with the text 'Land Quality'. Below it is a black navigation bar with 'Development Database <<Sign'. The main content area is white and contains a 'Site ID Form Download' section. This section has a title 'Site ID Form Download' and a paragraph of text: 'If you currently do not have a RCRA Site ID number, you may download a new Site ID Form (formerly known as a Notification Form). Please use the **Download PDF File** button to open this file if you intend to *complete the form by hand or using a typewriter*. The Site ID Form will open in a new browser window. Click the save icon to save the file to your local computer or network. Please print the file, complete and sign the form, and mail to DEQ. Once a RCRA Site ID number has been assigned, DEQ will issue an acknowledgement letter.' At the bottom right of the section is a green 'Download PDF File' button.

2. Click the **Download PDF File** button. The form opens in Adobe→Acrobat PDF format.



- Using the menu options provided in the Adobe reader, save or print the form.
- Send the completed and signed form to the DEQ.