



State of Oregon
Department of
Environmental
Quality

Hazardous Waste
700 NE Multnomah St.,
Suite 600
Portland, OR 97232-4100
Phone: 503-229-6968
800-452-4011
Fax: 503-229-5675
www.oregon.gov/DEQ

Universal Waste Activity Form

What is the purpose of the Universal Waste Activity Form?

The Universal Waste Activity Form is used by facilities that are required to notify the Oregon Department of Environmental Quality (DEQ) that they are involved in universal waste activities. The form provides universal waste management information to the Department.

Who uses this form to notify or update information?

Universal waste handlers that collect universal waste from off-site are required to complete this form and return it to DEQ **with the Site Identification form**. Search for the Site Identification form at the DEQ website.

Facilities that have already received a DEQ identification number for their hazardous waste or used oil activity should use this form and the Site Identification form to update their universal waste activity. This form is submitted with DEQ's Site Identification form.

Who needs to notify DEQ of their universal waste activity?

If you fit into any of the following categories, you must complete the attached Universal Waste Activity Notification Form:

- Off-site collection sites accumulating 2,200 pounds (1,000 kilograms) or more of universal waste received from off-site; or
- Pesticide Collection Programs.

The notification form must be submitted to the Department prior to conducting the above activities.

Who does not need to notify DEQ of their universal waste activity?

- Universal waste handlers generating and accumulating universal waste on-site at any time (Note: Large Quantity Handlers of Universal Waste must notify DEQ of their activity using the Site Identification form);
- Off-site collection sites accumulating less than 2,200 pounds of universal waste received from off-site;
- Universal waste transporters; or
- Universal waste destination facilities. (Note: Universal waste destination facilities are subject to the notification requirements of section 3010 of the Resource Conservation and Recovery Act, as well as all applicable requirements of 40 CFR 124, 264-266, 268 and 270)

Whom do I contact if I have Questions?

If you have questions about this form, contact Oregon DEQ at 503-229-6968.

If you have questions regarding the universal waste regulations, please contact technical assistance staff in the regional office nearest you.

Where do I send the completed Notification Form?

Send your completed form with the Site Identification form to:

**Oregon DEQ Hazardous Waste
Attn: Universal Waste Forms Clerk
700 NE Multnomah St, Suite 600
Portland, Oregon 97232-4100**

For Further Information

The following materials are available by searching the DEQ Website or by calling 503-229-6968:

- Universal Waste Rule
- Universal Waste Handlers fact sheet
- Managing Waste Batteries fact sheet
- Waste Lamps fact sheet
- Universal Waste Mercury-Containing Equipment fact sheet

Need technical assistance managing waste?

DEQ Technical assistance is available:

- Free on-site visits
- Free telephone consultations
- Hazardous waste training

DEQ Technical assistance can help you:

- Understand how hazardous waste regulations apply to your business
- Determine which wastes are hazardous
- Complete reporting forms
- Manage wastes better
- Reduce disposal costs
- Minimize the waste you produce
- Determine what areas need improvement

For more information about technical assistance is available at:

www.oregon.gov/deq/Hazards-and-Cleanup/hw/Pages/Technical-Assistance.aspx

Alternative formats

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email deqinfo@deq.state.or.us.

Universal Waste Activity Form



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1. Facility Name _____

2. State/EPA ID# if available

3. Types and maximum quantities of universal waste accumulated at this facility at any one time (check all that apply)

Universal Waste Type	Estimated Maximum Quantity Accumulated (pounds)
<input type="checkbox"/> Batteries	_____
<input type="checkbox"/> Pesticides	_____
<input type="checkbox"/> Mercury-containing equipment	_____
<input type="checkbox"/> Lamps	_____

Please complete the following items if you are notifying as a:

- *Off-site Universal Waste Collection Site* -- Please complete # 4, 5 and 6
- *Pesticide Collection Programs* -- Please complete # 4, 5 and 7

4. Schedule of collection activities (e.g., daily, monthly, annually) _____

5. Names and addresses of facilities that your facility plans to send their universal waste to:

	Facility 1	Facility 2	Facility 3
Waste Type			
Facility Name			
Address			

6. Please attach a description of how the collection site will be operated to meet the applicable universal waste requirements (see OAR 340-113-0040(2)(B)). The information shall include, but is not limited to, the following:

- Measures taken to prevent universal waste from being released into the environment;
- Action that will be taken if a release of universal waste occurs at the site; and
- Measures taken to ensure the safety to the public and employees or volunteers working at the site.

7. Please attach the following information if this facility includes a pesticide collection program (see OAR 340-113-0070(B)):

- Types of pesticides that will be collected (use commercial names when possible);
- A description of how difficult to manage pesticides (e.g., dioxin and mercury-containing pesticides or unlabeled pesticides) will be managed; and
- A complete description of how the collection site will be operated in compliance with the universal waste rule requirements.