



Hazardous Waste Program  
**Your DEQ Online Toxic Use and Hazardous  
Waste Reduction (TUHWR) User Guide**

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Oregon Department of Environmental Quality  
Hazardous Waste Program  
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DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).

## 1. Introduction

Oregon's Toxics Use and Hazardous Waste Reduction Act of 1989 was one of the first laws in the nation to mandate pollution prevention planning. The Act outlines a comprehensive approach to reduce or eliminate toxic chemical use and hazardous waste generation. In June 2005, the Oregon Legislature passed a law (Oregon Revised Statute 465.003 to 465.037) that streamlined and made other significant changes to the Toxics Use and Hazardous Waste Reduction Program.

Since the Act's adoption, businesses throughout Oregon have reduced their toxic chemicals and hazardous wastes. Since the program's implementation, companies have voluntarily reported reducing more than 31.5 million pounds of hazardous waste with savings estimated at \$5.25 million and reducing more than 56.25 million pounds of toxic chemicals saving over \$15 million. DEQ publishes pollution prevention stories to explain how companies are reducing their toxics and hazardous waste.

## 2. Accounts and Roles

### 1. Account Types

Your DEQ Online allows for three types of user accounts, each with distinct access and capabilities within the system, as described below. If you are the Responsible Official for a company, and will be certifying the hazardous waste reports your company is submitting to DEQ, you will require a Responsible Official account. If you help to prepare hazardous waste reporting or other functions such as paying fees for the company, but are not the responsible official who certifies and submits the report, you may require a Consultant account. Note that account types can be changed after account creation.

Pursuant to [OAR 340-102-0012](#) a site identification number is required for facilities notifying DEQ of their hazardous waste, universal waste or used oil activities. Under [OAR 340-102-0041](#) all small and large quantity hazardous waste generators are required to submit an annual report to DEQ. Each registration or report submitted by a regulated entity under the Hazardous Waste Program must include certification by a designated representative of the truth, accuracy and completeness of the submission. The Responsible Official designation within Your DEQ Online corresponds to the designated representative required under these rules.

The Public Portal supports four types of public accounts – Responsible Official, Consultant/Preparer, General Public, and Additional Certifier. Each account type has a set of access privileges in the Public Portal.

The four account types have the following privileges:

#### 1. Responsible Officer (RO)

- Privileges are based on verified identity and valid links to facilities.
- Prepare, certify and submit a submittal.
- Pay for services.
- Apply, amend, renew or withdraw a submittal.
- Track submittal processing status.
- Manage submittal history.
- Manage User account and contact information. Use the system regularly for data entry/query, correspondence and tracking submittal review status.

#### 2. Consultant/Preparer (Prepare-only)

- Privileges are based on RO authorization for a given site or facility.
- Prepare a submittal form on behalf of an RO.
- Pay for services.
- Use the system regularly for data entry/query, correspondence, track and review the submittal status.

### 3. General Public

- Pay invoice for services with use of reference number.
- Respond to authority-issued public notice.
- A person who is not a RO or Preparer/Consultant but needs to interact with the Public Portal.
- Access privileges shall include: (1) pay invoice, (2) respond to authority's public notices.

### 4. Additional Certifier

- To certify a submission when invited by an RO to do so (on a case-by-case basis).

## II. Registering an Account

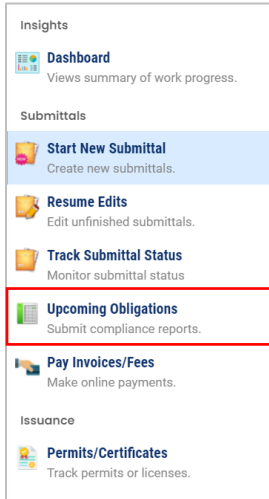
To register for a new account, click the "Register Account" button on the [Your DEQ Online](#) portal. You will be asked to enter your personal information and company affiliation, as well as to select the appropriate account type for your requirements, as described above.

Refer to instructions in the "Public User Account Registration Guide" on the Your DEQ Online Help page: <https://Your DEQ Onlinehelp.oregon.gov>

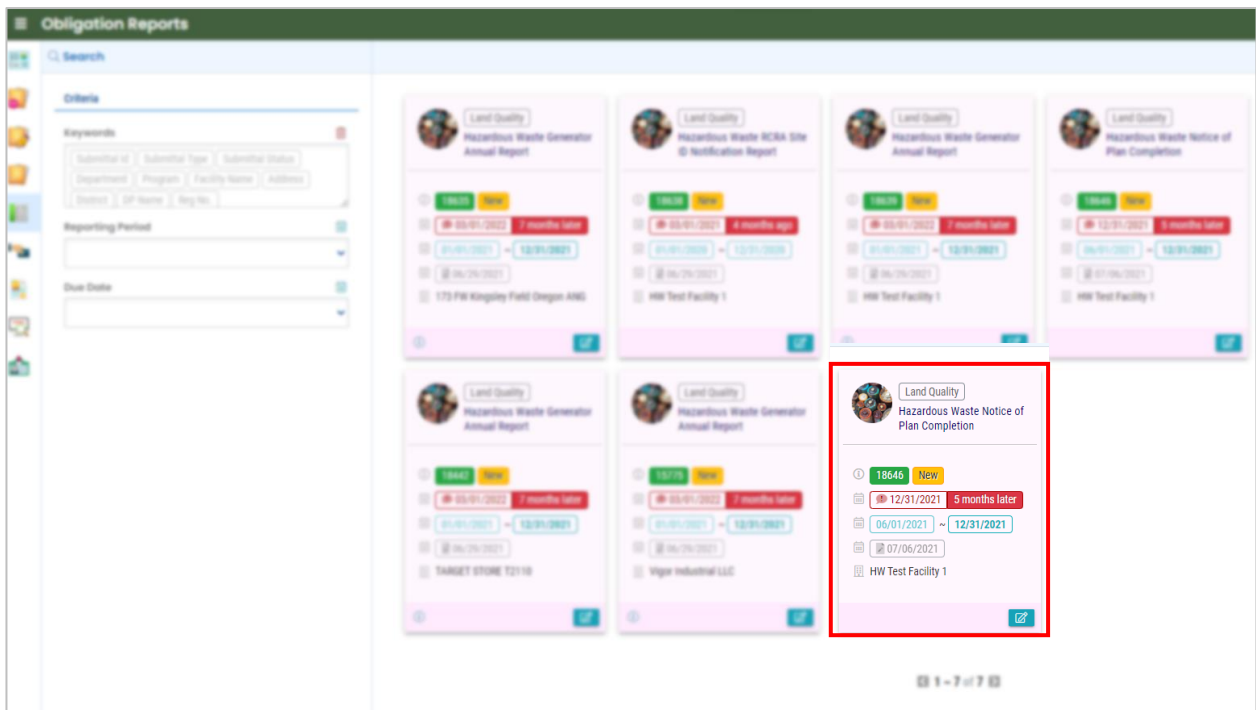
## 3. Submit a Notice of Plan Completion

1. If this is your first year of THUWR reporting, start here. If this is your second or third year, start at section **3. Submit a Toxic Use and Hazardous Waste Reduction (TUHWR)**
2. The first year after receiving an EPA ID number from Oregon, you will need to submit a Notice of Plan Completion. DEQ will notify you of this reporting obligation.

3. Log into Your DEQ Online. From the left navigation bar, select "Upcoming Obligations."



4. Find the **Hazardous Waste Notice of Plan Completion** module and click the blue edit icon in the bottom right corner.



**Hazardous Waste Notice of Plan Completion**

18646 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Facility Information**

Is this an initial notice or an updated notice of plan completion?  Initial  Updated

Select your facility

**HW Test Facility 1**  
700 NE Multnomah St, Ste 600, Portland 97232-4100

120350 Latitude 45.530936 Longitude -122.65816

RCRA Site ID Number  
ORQ00041016

**Forms Contact**

Salutation First Name M.I. Last Name  
     
 Required. Required.

Company Title Email  
    
 Required.

Phone Mobile Fax  
    
 Required.

Other businesses may contact me about TUHWR planning  Yes  No  
 Required.

**Certification Contact**

**Certification Contact**

Is this contact the same as Forms Contact?

Salutation First Name M.I. Last Name  
     
 Required. Required.

Company Title Email  
    
 Required.


Phone Mobile Fax  
    
 Required.

6. Under **Notification Type**, select if you are utilizing a plan or an Environmental Management System (EMS).

**Notification Type**

Plan  Environmental Management System(EMS)

Required



7. Click the pink circle with the disk icon in the bottom right corner to save your form at any time.

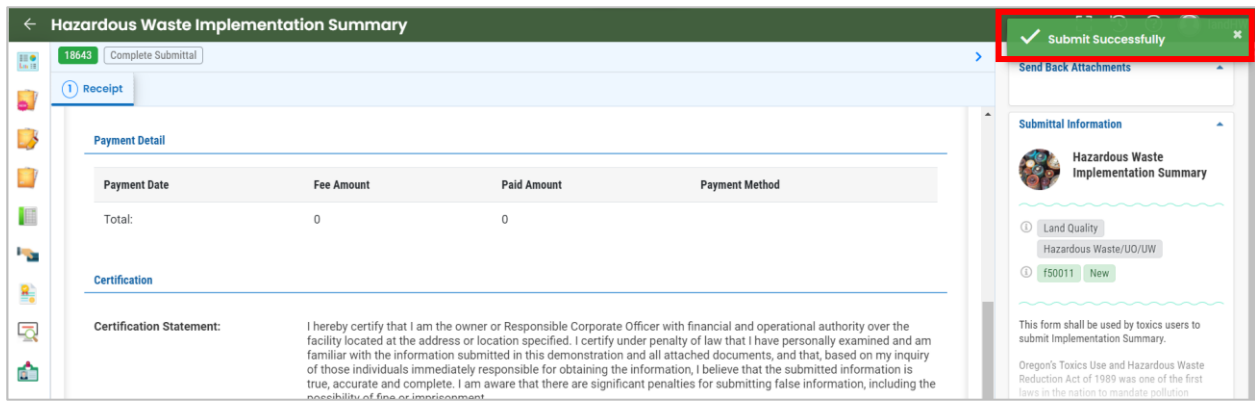
- After completing the **1 Basic Info** tab, move to the **4 Review** tab. No **2 Attachments** or **3 Payments** are required. In the **4 Review** tab, ensure all information is correct and nothing is missing.

The screenshot shows the 'Review' tab selected in a navigation bar with five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. Below the navigation bar is a yellow instruction box: 'Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.' The main content area is titled 'Submittal Form(s) Summary' and contains a green box with the text: 'Please check if the following sections are completed. Click on the PDF ( PDF icon ) hyperlink to open/save/print the PDF form.' Below this are three sections: 'Basic Info' with a red 'x' icon, 'Payment' with a table showing 'Fee \$ 0.00 + Service \$ 0.00 - Paid \$ 0.00 = Due \$ 0.00', and 'Mandatory Attachment' with a green box stating 'Attachments are not required for this Submittal.' The 'Uploaded Attachment' section is empty.

- Next, go to the **5 Submission** tab. Check the box confirming you've read and agree to the certification statement. Then answer your security question, enter your PIN and click submit at the bottom.

The screenshot shows the 'Submission' tab selected in a navigation bar with five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The page title is 'Hazardous Waste Notice of Plan Completion'. Below the navigation bar is a green box with the text: 'Declaration of accuracy information provided: \* I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this demonstration and all attached documents, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting'. Below this is a red-bordered box containing a radio button and the text: 'I have read and agree to the above certification statement'. Below that is another red-bordered box titled 'Security Question & PIN Number' containing a text input field for the security question: 'Security Question: What is the first and last name of your oldest sibling? \*', a 'Show Question Answer' checkbox, and a text input field for the PIN: 'PIN: \*'.

- Once you have submitted, a green box in the top right corner will appear confirming success, and you will receive an email stating DEQ received your submission.



11. Scroll to the bottom of the page to finish or print your submittal.

**Certification Statement:** I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this demonstration and all attached documents, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment.

**Certification Question:** what is the last name of your favorite teacher?

**Certification Question Answer:** \*\*\*\*\*

**PIN Number:** \*\*\*\*\*

**Responsible Official:** landHW Testing

**Sender IP Address:**

**Attachment List**

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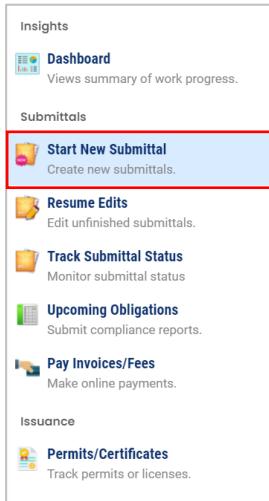
**Finish** **Print**

12. For instruction on the next steps, go to the **Tracking Submittal Status** section below.

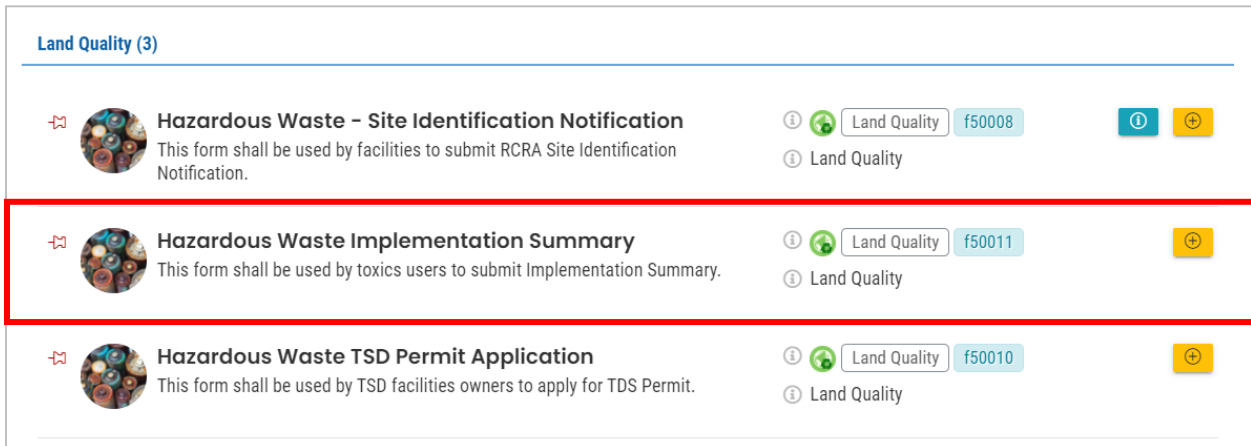
4. [Submit a Toxic Use and Hazardous Waste Reduction \(TUHWR\)](#)



1. Second and third-year submitters start here. Log into Your DEQ Online. From the left navigation bar, select **Start New Submittal**.



2. Find "Hazardous Waste Implementation Summary" from the list. Press the  button to start the form.



3. Enter the requested information on the **1 Basic Info** tab.

**Hazardous Waste Implementation Summary**

????? Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**RCRA Site ID Number**

TRI ID Number

**Site Information**

Select your facility

Required.

**Administration**

Received Date TUHWR Summary Type

mm/dd/yyyy Required.

Forms Contact

4. Select the **TUHWR Summary Type** from the dropdown menu in the **Administration** section. Select if this is your first, second or supplemental summary.
5. After entering all required basic information, scroll down to the **Process List** section of the page. Click the **+New** button—the TUHWR **Process List** page displays.

**Hazardous Waste Implementation Summary**

Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Salutation First Name M.I. Last Name  
     
 Required. Required.

Company Title Email  
    
 Required.

Phone Mobile Fax  
    
 Required.

**Process List**

Required

+ New

6. Enter **Process Name**. Use the dropdown list to select a **Process Type**. Select the process that most closely identifies your process.

**Name**

1

Process Name Process Type  
   
 Required. Required.

**Toxics associated with this process**

Required

+ New

**Hazardous Waste associated with this process**

+ New

7. Under **Toxics associated with this process**, click the **+New** button.

**Name**

1

Process Name  Required

Process Type  Required


**Toxics associated with this process**

Required

New

**Hazardous Waste associated with this process**

New

8. Enter the **Description** of the toxic material, such as acetone or non-halogenated parts washing solvent.
9. Click the  button to add the names of chemicals used in this process. Select the chemicals most prevalent in the toxic material. The Chemical Abstract Service (CAS) number is listed to the right of the chemical name on the dropdown list.
  - a. For help finding CAS number, visit National Oceanic and Atmospheric Administration (NOAA) CAMEO Chemicals Search page, use EPA's List of Lists, or use your material safety data sheet (MSDS or SDS).

**Toxics description**

1

Description  Required

**Chemical Name List**

Was toxic material reduced?  Yes  No Required

Was this a one time reduction?  Yes  No Required

Pounds Reduced

Money Saved

10. Select **Yes** if your business reduced the use of this toxic material for this process; if not, select **No**.
11. Select **Yes** if the toxic material reduced is a one-time reduction; select **No** if the reduction recurs on an ongoing basis.

**Toxics description**

---

**1**

---

Description

❗ Required

**Chemical Name List**

Was toxic material reduced?  Yes  No

❗ Required

Was this a one time reduction?  Yes  No

❗ Required

Pounds Reduced

0

Money Saved

0

12. If known, enter the total pounds of toxic material reduced and the total amount of money saved by reducing or eliminating the toxic material. Include associated costs, such as production, storage, management and compliance.
  - a. Example: A painting process uses 10,000 pounds of paint thinner annually. After installing a solvent distillation unit, the process only uses 2,000 pounds annually. For Pounds Reduced, enter 8,000 (10,000 – 2,000).

- b. If uncertain of exact costs, calculate the most significant expenses.

**Toxics description**

Description

Required

**Chemical Name List**

Was toxic material reduced?  Yes  No

Required

Was this a one time reduction?  Yes  No

Required

Pounds Reduced  Money Saved

13. Add additional Toxics descriptions, click the blue arrow at the top, and press the **+New** button.

**Name**

Process Name  Process Type

Required Required

**Toxics associated with this process**

**Toxics description**

- ▶ 1 Test

+New

14. To delete a **Toxics description** press the red garbage can in the upper right of the description you would like to delete

**Toxics description**

1

Description

Required

**Chemical Name List**

Was toxic material reduced?  Yes  No

Required

Was this a one time reduction?  Yes  No

Required

Pounds Reduced  Money Saved

15. Move to the **Hazardous Waste associated with this process** section - click the **+New** button

**Hazardous Waste associated with this process**

+New

Successes

Required

Challenge

Required


16. Enter a **Description** of the hazardous waste and select a **Hazardous Waste Type** from the dropdown. If your **Hazardous Waste Type** is not listed, select Other and fill in the box that appears.

**Hazardous Wastes description**


Description  ⓘ Required

Hazardous Waste Type  ⓘ Required.

**Chemical Name List**




**Hazardous Waste Code List**



Was this Hazardous Waste Reduced?  Yes  No ⓘ Required

Was this a one time reduction?  Yes  No


17. Under **Chemical Name List**, click the  button to add the chemicals used in this process. Select the chemicals most prevalent in the toxic material. The Chemical Abstract Service (CAS) number is listed to the right of the chemical name on the dropdown list.

**Hazardous Wastes description**


Description  ⓘ Required

Hazardous Waste Type  ⓘ Required.

**Chemical Name List**




**Hazardous Waste Code List**

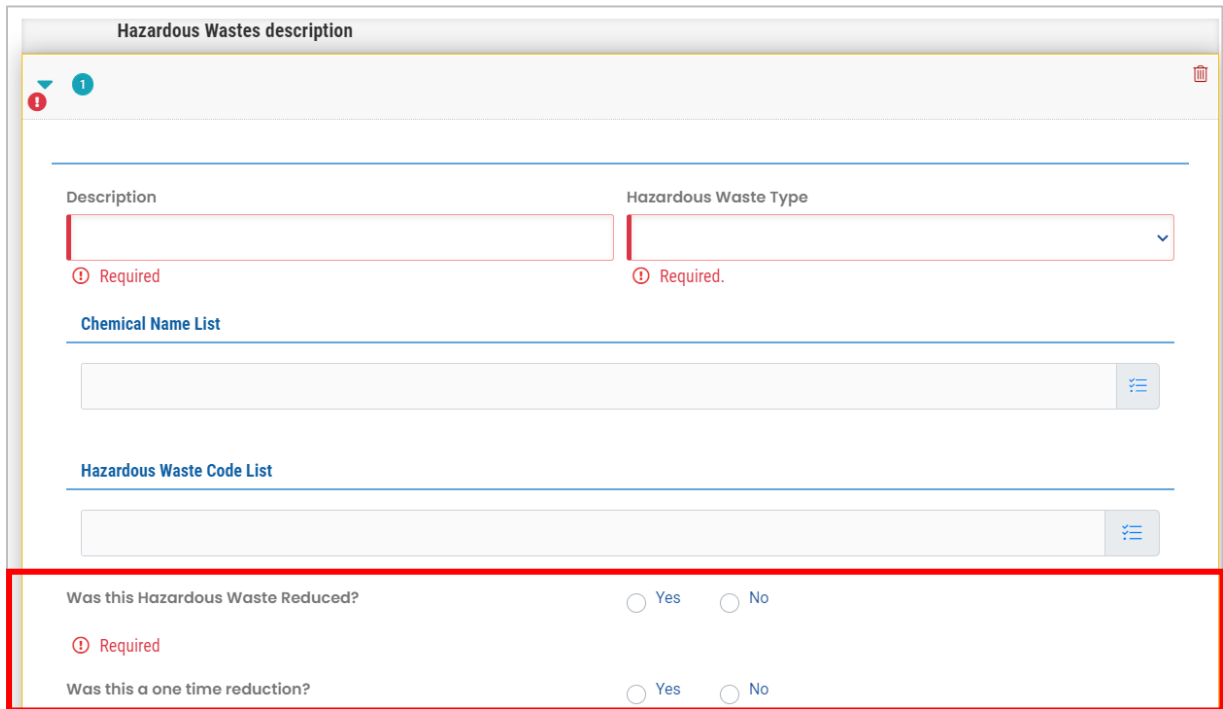


Was this Hazardous Waste Reduced?  Yes  No ⓘ Required

Was this a one time reduction?  Yes  No



18. Click the  button to add the **Hazardous Waste Codes** used in this process. Select the **Hazardous Waste Codes** identified during the hazardous waste determination process, listed on the manifest or reported to DEQ.
19. Select **Yes** if your business reduced hazardous waste generation for this process; if not, select **No**.
20. Select **Yes** if the hazardous waste reduction is a one-time reduction; select **No** if reduction recurs on an ongoing basis.




**Hazardous Wastes description**


Description  Required

Hazardous Waste Type  Required.

**Chemical Name List**



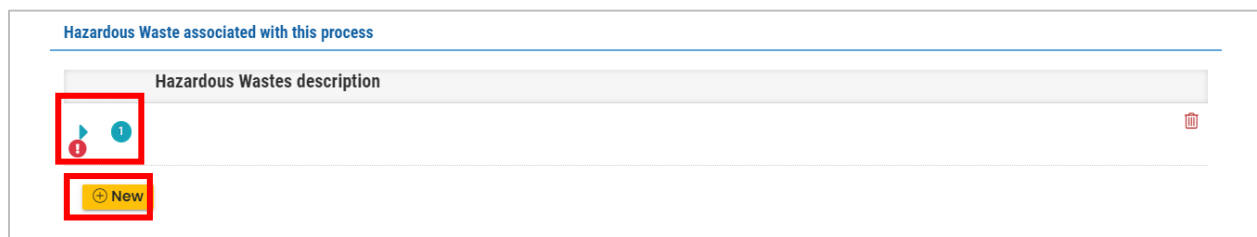
**Hazardous Waste Code List**




Was this Hazardous Waste Reduced?  Yes  No Required


Was this a one time reduction?  Yes  No

21. If known, enter the total pounds of hazardous waste reduced and the total amount of money saved by reducing or eliminating the waste. Include associated costs, such as production, storage, management and compliance.
  - a. Example: A painting process generates 5,000 pounds of paint-related waste annually. After installing a solvent distillation unit, the process only generates 1,000 pounds annually. For Pounds Reduced, enter 4,000 (5,000 – 1,000).
  - b. If uncertain of exact costs, calculate the most significant expenses.
  - c. If reduction was a one-time event, enter the total amount reduced.
  - d. If the reduction is ongoing, enter the amount reduced annually.
22. Add additional **Hazardous Waste descriptions**, click the blue arrow at the top, and press the **+New** button.

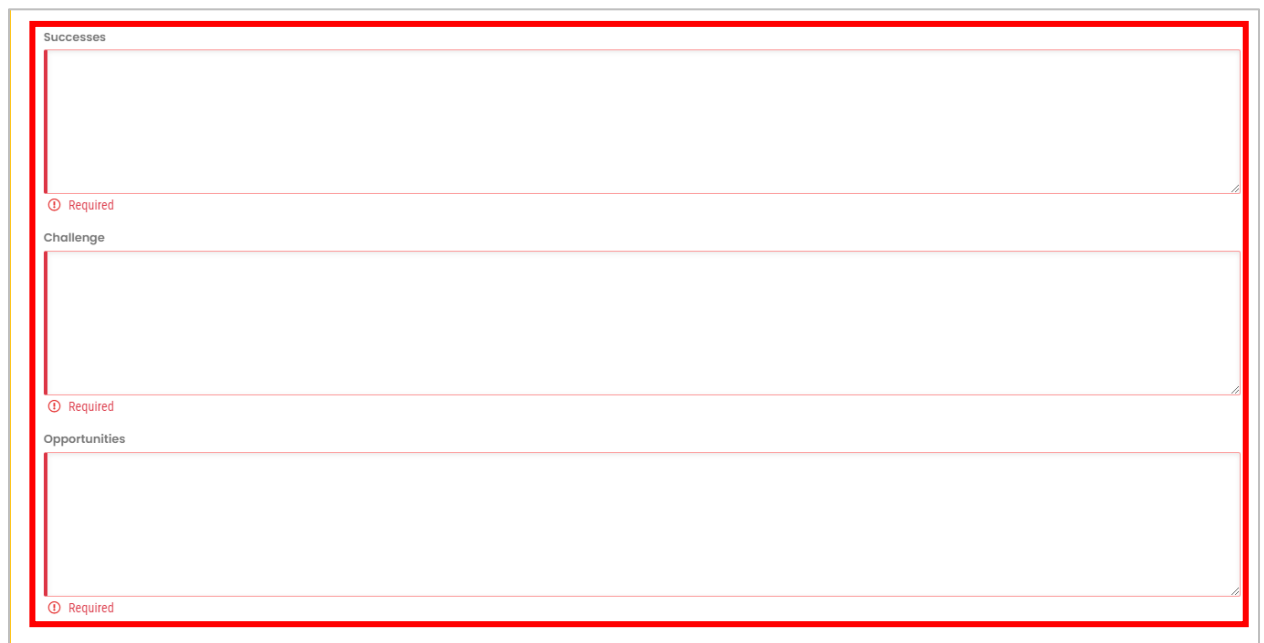


**Hazardous Waste associated with this process**


Hazardous Wastes description 

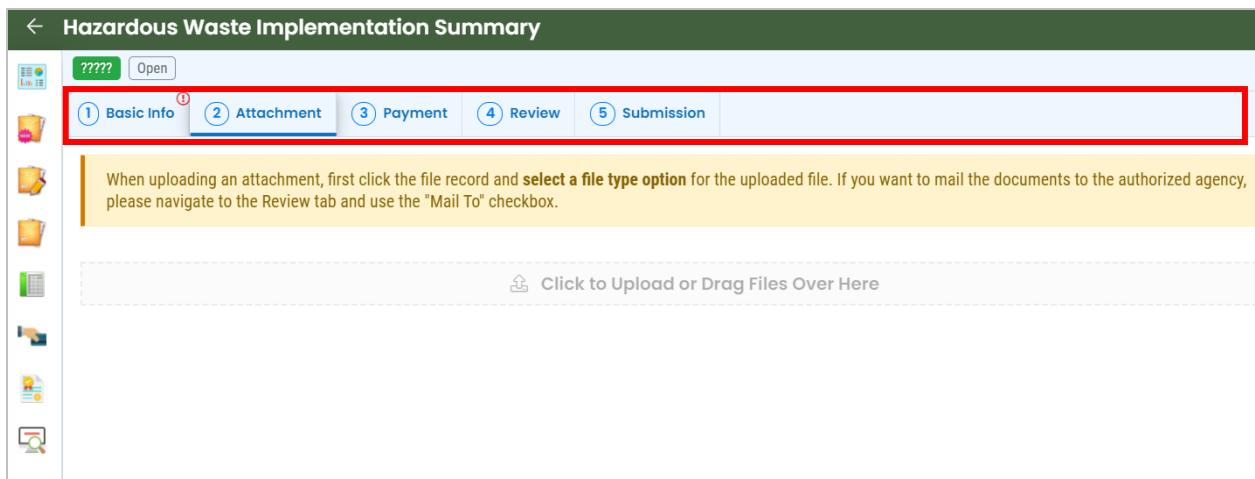


23. Complete next three text boxes **Successes**, **Challenge**, and **Opportunities**. This information is required for submittal. If you need help describing successes or challenges involving a trade secret or proprietary issue, please contact your nearest DEQ technical assistance provider (see [DEQ's HW Technical Assistance](#) website).
- e. For **Successes**, describe how the business successfully reduced toxic materials and/or hazardous wastes for this process.
  - f. For **Challenge**, describe challenges or impediments that occurred while trying to reduce toxic materials and/or hazardous wastes for this process.
  - g. For **Opportunities**, describe future opportunities for reducing toxic materials and/or hazardous wastes for this process. Include opportunities such as tracking industry changes in processes or chemicals, requesting more specialized technical assistance, or implementing a new process or environmental management system.
  - h. Tip: You can cut or copy text from a text file and paste it into this section.

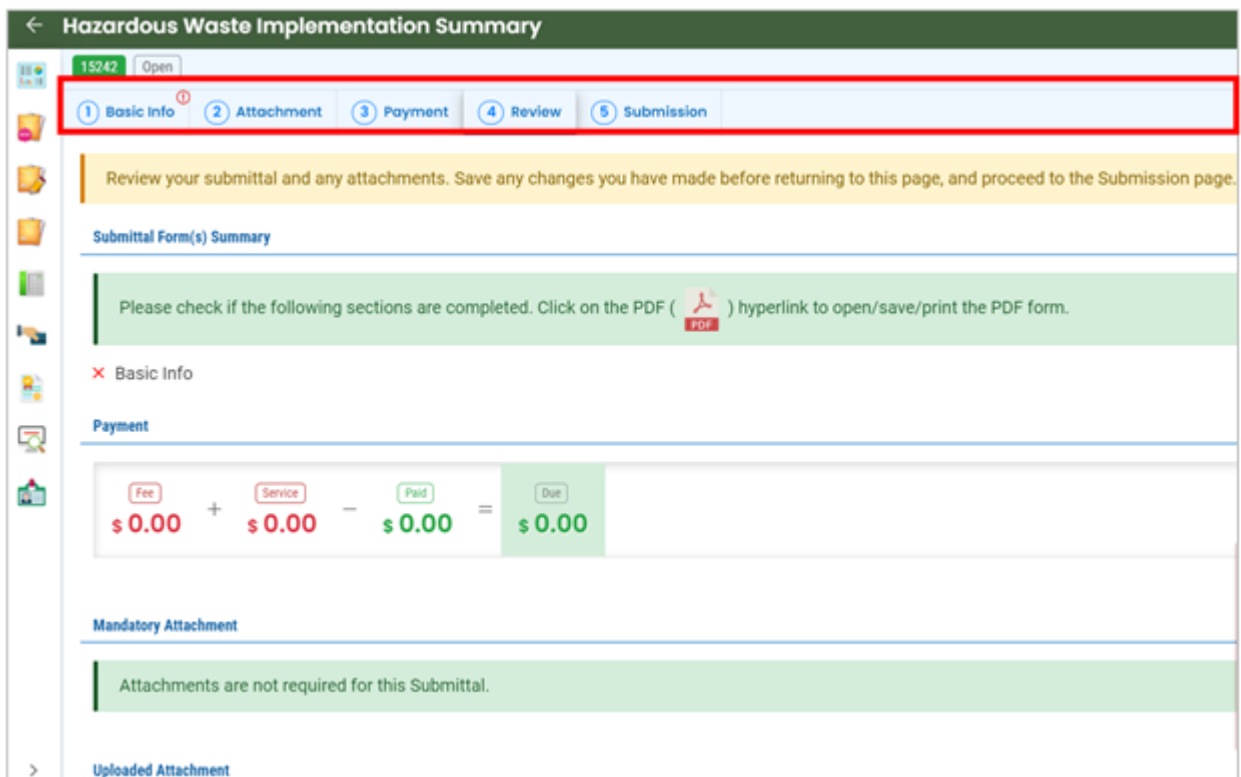


The image shows a screenshot of a web form with three text input areas. Each area is labeled at the top left: 'Successes', 'Challenge', and 'Opportunities'. Below each label is a large, empty rectangular text box. To the left of each text box, there is a small red circle containing a white 'i' icon, followed by the word 'Required' in red text. The entire form area is enclosed in a thin grey border, and a thick red border highlights the three text boxes and their labels.

24. Press the pink circle with a disk icon in the bottom right to save your information. 
25. Click the **2 Attachment** tab at the top of the page. You may upload your optional organization's Toxic Use and Hazardous Waste Reduction (TUHWR) plan by clicking and locating your file or dragging and dropping your file to the screen. A template TUHWR plan is at the end of this document. You are not required to submit TUHWR plans.



26. Toxic Use and Hazardous Waste Reduction (TUHWR) plan submission does not require payment. Skip tab number **3 Payments** and move to **4 Review**.



27. Review your information and any attachments you've included. The system will flag ✓ if all mandatory information is provided. The system will flag an ✗ if the required information has not been provided or provided adequately as instructed. You will need to address all areas marked ✗ before moving forward.
28. When ready to submit, click tab **5 Submission**. A Responsible Official (RO) user will need to review and certify by reading and agreeing to the **Declaration of accuracy**, type the answer to their security question and PIN. Click the **Submit** button.

← Hazardous Waste Implementation Summary

15242 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Declaration of accuracy information provided: \*

I hereby certify that I am the owner or responsible corporate officer with financial and operational authority over the facility located at the address or location specified. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this demonstration and all attached documents, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment.

I have read and agree to the above certification statement

**Security Question & PIN Number**

Security Question: What is the first and last name of your oldest sibling? \*

Show Question Answer

PIN: \*

**Security Precautions**

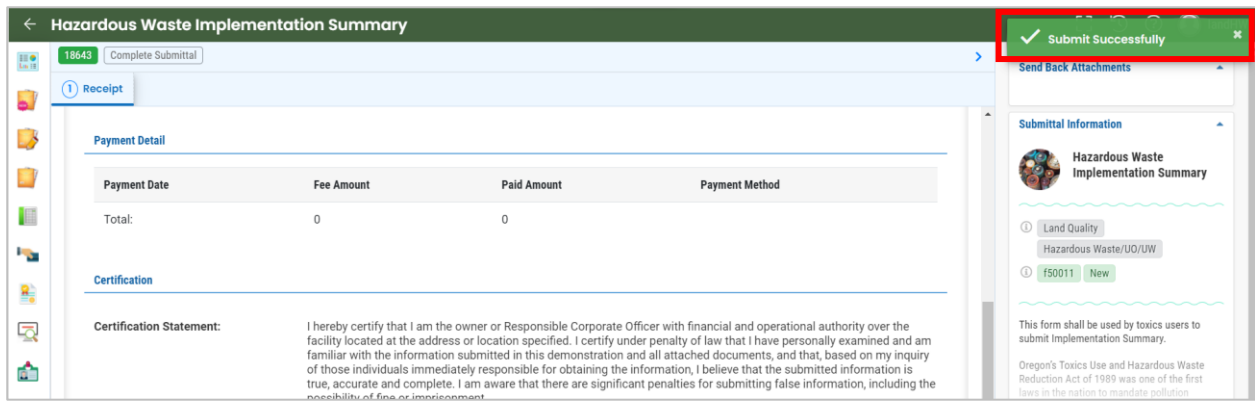
To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

**Disclaimer**

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

**Submit**

29. If your submittal is done successfully, a green box in the top right corner will appear confirming success.



30. Scroll to the bottom of the page to finish or print your submittal.

**Certification Statement:** I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this demonstration and all attached documents, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment.

**Certification Question:** what is the last name of your favorite teacher?

**Certification Question Answer:** \*\*\*\*\*

**PIN Number:** \*\*\*\*\*

**Responsible Official:** landHW Testing

**Sender IP Address:**

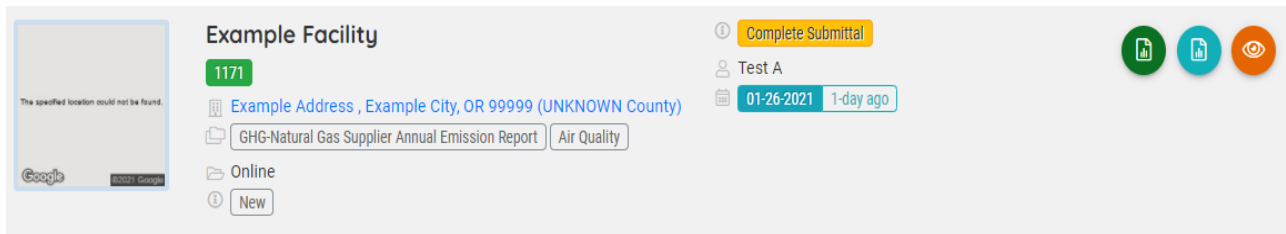
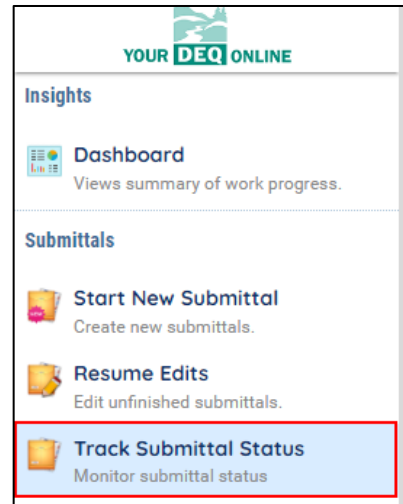
**Attachment List**

---

**Finish** **Print**

### III. Tracking Submittal Status

Details of the Hazardous Waste Implementation Summary and any reports submitted to DEQ can be viewed on the **Track Submittal Status** page, accessed via the navigation pane on the left side of the screen.



From this same page, users can use the navigation buttons on the right side of each submission to **Review** the report form (green button), **View** the submission receipt (blue button), and **View** the submittal detail (orange button).



#### *Review the Report Form*

This option allows users to view each tab of the submitted report. Note users will not be able to make any changes to the submitted report here.

#### *View the Submission Receipt*

This option allows the user to view the submittal receipt for this report.

#### *View the Submittal Detail*

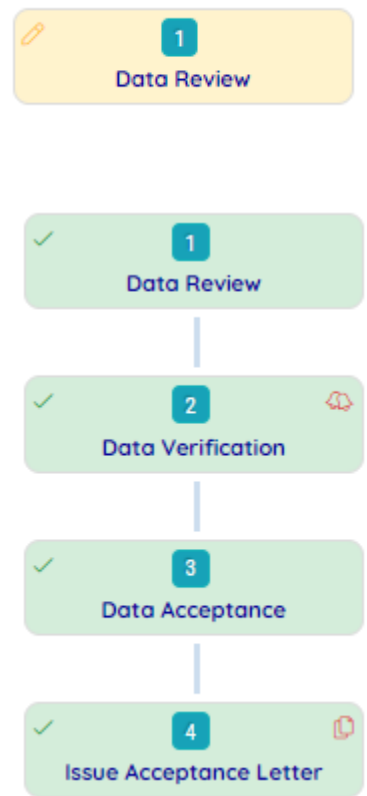
This option allows the user to view the submittal tracking page, which has six navigation tabs.



#### **(1) Submittal Summary**

The submittal summary tab displays the most recent submission on the right side of the page under **Review Flow**. Immediately after successful submission, this will show that your report is in the "Data Review" step. This indicates that the Hazardous Waste Reporting Staff are in the process of reviewing your submittal.

As your submission moves through data review stages, this will be reflected in the review flow section of the submittal, until the report is accepted. You may only see some of the displayed steps, depending on the review process. Steps where action is required from the reporter during the process, such as revisions to the submissions will show an alarm bell icon in the top right corner of the step. The final step will show a document icon in the top right corner, indicating that this report has been issued an acceptance letter by DEQ. You will receive an email from Your DEQ Online when the report has been accepted, which is your acceptance letter confirmation.



From this tab, you may also submit a request to revise your report. You must provide a reason for the request to be evaluated by Hazardous Waste Reporting Staff.

Send the request for Revision/Withdrawal/Amend to the administrator

Revision  Withdrawal  Amend

Request Reason

Send Request

## (2) Attachment

Attachments are not required. However, if you've uploaded documents, they will show here.

## (3) Issuance

This tab will display any documents that have been issued associated with this submittal.

## (4) Email History

This tab will display all system emails sent to the RO regarding this submission.

## (5) Correspondence

Hazardous waste reporting staff will communicate with the RO via regular email and this correspondence function will not be used. Other DEQ programs may use this function to communicate with users within the system.

## (6) Payment

No payment is required for the TUHWR. This tab will not be used for this task.

## IV. Amending submitted reports

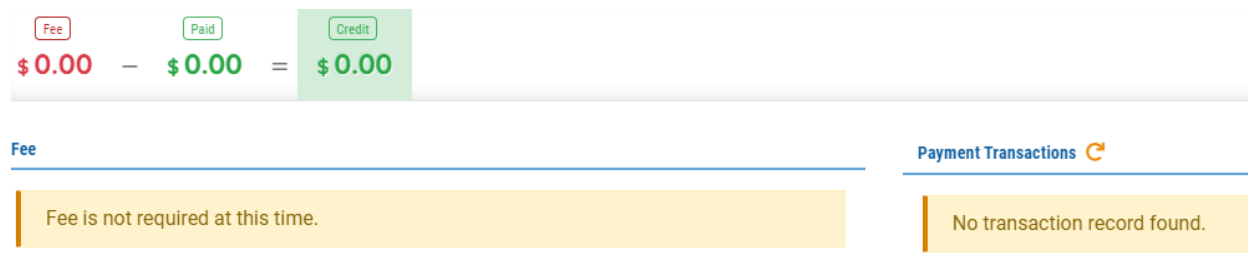
For TUHWR summaries, staff will not ask for corrections. The user could choose to amend their summary if they forgot something. Users can submit a supplemental summary if their processes change or have additional info to add.

### 1. Attachment


There are no standard required attachments for hazardous waste unless selecting specific activities as mentioned earlier. However, if a user wants to submit additional supporting documentation to upload for your report, those documents can be added to this tab.

### 2. Payment

There is no payment required if facility already has an EPA/DEQ issued identification number, and you are making updated changes, so when submitting this tab will show no required fees.



Fee      Paid      Credit  
\$ 0.00    -    \$ 0.00    =    \$ 0.00

Fee      Payment Transactions 

Fee is not required at this time.      No transaction record found.

## 5. Helpdesk and Resources

If you have questions about this submittal process or other concerns regarding using the Your DEQ Online system, please consult the [Help page](#) or contact the Your DEQ Online Helpdesk.

For Login Portal and more resources and trainings, see Your DEQ Online Help: <https://Your DEQ Onlinehelp.oregon.gov>

For technical assistance: [Your DEQ Online Helpdesk](#) (Not compatible with Internet Explorer)

For Your DEQ Online questions: [Your DEQ Online@deg.state.or.us](mailto:Your DEQ Online@deg.state.or.us) or via phone at 503-229-6184

For Hazardous Waste Reporting questions: [hazwaste@deg.state.or.us](mailto:hazwaste@deg.state.or.us)



## V. Sample Plan

### Toxics Use Reduction and Hazardous Waste Reduction Plan

From [Specify year] to [Specify year]

for

[Facility name here]

**Policy** [This policy statement can be a separate document attached to the Plan.]

I commit [Facility name] to fully engage in continual toxics use and hazardous waste reduction planning and implementation. By signing below, I fully support this plan and the employees who implement it. Furthermore, I commit [Facility name] to implement the goals set forth in this plan.

[Senior manager's or owner's signature]

[Signer's signature block]

### **Scope, Goal and Objectives**

The scope of this plan covers employees and activities related to hazardous materials and waste at [facility name] from [Specify year] to [Specify year]. The overall goal of this Toxics Use and Hazardous Waste Reduction Plan and associated reduction activities is to eliminate or minimize the toxic substances used and hazardous waste generated.

The facility will implement this goal by annually:

- Evaluating current and new technologies that can achieve further reductions of toxic chemicals and hazardous waste.
- Reviewing and updating process and personnel procedures involving hazardous materials use and hazardous waste generation.
- Training employees about how they can help the facility reduce its toxics use and hazardous waste generated.

### **Reduction Evaluations**

[Facility name] has conducted and will continue to annually conduct internal analyses of its toxic material use and hazardous waste generation. Past toxics use and hazardous waste reduction activities completed so far include:

- [List those activities here and attach any supporting documents]

While examining our past reduction options, [Facility name] has identified impediments to implementing toxics use and hazardous waste, including:

- [List those impediments here and attach any supporting documents]

Current toxics use and hazardous waste reduction activities include:

- [List those activities here and attach any supporting documents]

From [Facility's name] [Current year] internal analysis, the following individual chemicals, processes, and facilities were reviewed:

*Toxics Used* [Minimally, the list below must include any toxic chemical reported under the federal Toxics Release Inventory (TRI) program. You must update the plan annually to reflect the most current toxics. We also suggest identifying all toxic chemicals and focusing on two or three using the suggested format below.]

[Example 1]

**Toxics Used:** Paint Thinner

**Amount:** 11 gallons per month (may want to include in the *Implementation Summary*)

**Estimated Cost Savings:** (11 gallons/mo. x 12 mo.) x \$4.50/gal. = \$594 + \$300 (regulatory, admin., management, insurance, training, health & safety, supplies, etc.) = \$894/year (may want to include in the *Implementation Summary*)

**Hazardous Constituents:** 30% Toluene, 20% acetone, 10% methyl ethyl ketone

**Location:** Paint Room

**Reason for Use:** Thinning paint and cleaning brushes and paint sprayer

**Reduction Options:** [List options and the evaluation for each including any available options that are technically and economically practicable]

**Reduction(s) Implemented:** [List option(s) selected especially those that are technically and economically feasible]

**Rationale for Options Not Selected:** [Reasons for not selecting an option include...]

**Reduction Impediment(s):**

*Hazardous Waste Generated* [The list below must include any hazardous waste representing 10% or more by weight of the cumulative hazardous waste generated per year; you must update the Plan annually to reflect the current percentages. We suggest including other wastes that are the highest volume or with the great expense.]

[Example 2]

**Waste Generated:** Paint waste

**Amount:** 20 gallons per year (may want to include in the *Implementation Summary*)

**Estimated Cost Savings:** [20 gallons x 12 months/year) x 10 pounds/gallon] x \$3.00/pound for disposal = \$720 + \$500 other costs (regulatory, admin., training, management, insurance, health & safety, etc.) = \$1,220/year (may want to include in the *Implementation Summary*)

**Hazardous Constituents:** Toluene, acetone, methyl ethyl ketone, cadmium

**Location:** Paint Room

**Reason for Generation:** Excess paint leftover

**Reduction Options:** [List options and the evaluation for each including any available options that are technically and economically practicable]

**Reduction(s) Implemented:** [List option(s) selected, especially those that are technically and economically feasible, that you will later include in the *Implementation Summary* in the *Successes* section.]

**Rationale for Options Not Selected:** [Reasons for not selecting an option include...]

**Reduction Impediment(s):** [List the challenges that you may later include in the *Implementation Summary* in the *Challenges* sections.]

Besides the current and newly-identified toxics use and hazardous waste reduction activities, [Facility name] foresees other reduction opportunities, such as:

- [List possible future opportunities here, and give the reason why they are the most likely reduction options. You may want to include these or others you identify later in the *Future Opportunities* section of the *Implementation Summary*.]

### **Training and Education**

As part of this plan, the facility is training and educating its employees about TUHWR by:

- [List training and education activities]

### **Institutionalization**

[Facility name] demonstrates its commitment to incorporate TUHWR planning and related activities into management practices and procedures by:

- [List how the company will do this, such as annually update this plan, coordinate these updates with the review and updating of management practices and procedures, etc.]

### **Implementation**

[Facility name] has identified several TUHWR opportunities that are technically and economically feasible. These reduction opportunities, employee tasks and dates are:

[List reduction opportunity, task(s) to implement the reduction(s), implementation dates, and other important factors in implementing this plan. You will want to include these in the *Successes* section of the *Implementation Summary*.]

**Important:** After completing a plan for the first time, you must submit an electronic Notice of Plan/EMS Completion form to DEQ. Also, you must keep the notice and an updated plan on site. The only other requirements are to complete an *Implementation Summary* 12 months after submitting a notice, and a final *summary* is due 12 months after submitting the first one.