



Dangerous Waste Annual Reporting Instructions

2023 Reporting Guide

Hazardous Waste and Toxics Reduction Program

Washington State Department of Ecology
Olympia, Washington

Revised December 2023, Publication 20-04-056

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¹¹ <https://ecology.wa.gov/contact>

² <https://ecology.wa.gov/accessibility>

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DEPARTMENT OF
ECOLOGY
State of Washington

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Important Information

Due date

Your Dangerous Waste Annual Report must be postmarked or electronically submitted by March 1.

New information

We updated parts of this guide to incorporate updates from the U.S. Environmental Protection Agency (EPA) and our reporting system. As a generator or handler of regulated dangerous waste, you are responsible for learning and complying with all requirements that apply to you and your waste activities.

Please note the following changes to this guide:

- Updated codes and definitions.
- New validations for reporting codes.
- More detailed instructions for reporting [international shipments](#).
- Instructions for [destination and recycling facilities to report small quantity generator \(SQG\) waste](#).

Electronic reports

All dangerous waste reporters must access TurboWaste using SecureAccess Washington (SAW), regardless of generator category.

You must set up an Electronic Signature Account (ESA) to submit your report electronically.

- If you're the facility's primary contact, you must complete the ESA to become an administrator in TurboWaste.
- If you're a contractor or consultant, you may apply for the TurboWaste service in SAW. You can't apply for an ESA.

For more information regarding the electronic set-up process, see our [Setting up your TurboWaste Account](#)³ publication.

Remember the following while you prepare your report:

- Select the question mark button (?) on each section of the form for information about that section.
- If the **name** of the legal owner has changed, you must file your report on paper.
- Complete the applicable steps in the Annual Report Checklist in TurboWaste.

³ <https://apps.ecology.wa.gov/publications/SummaryPages/1904017.html>

- If you have any validation warnings, select the check box to **suppress warnings** in Step 4 of the checklist in TurboWaste.
- To finish the submission, select **validate**.
- Once you pass validations, you may **submit**.

Paper reports

If you'd like to submit your report on paper, you will need a pre-printed Site Identification (ID) Form. Download the form from TurboWaste using the link on the current site information screen.

The left side of the Site ID form lists the most recent details we have on file about your facility. If any information is incorrect, incomplete, or missing, please change it by noting it on the right side of the form. If the information has not changed, leave the section blank.

Once your report is complete, assemble your packet in the order below:

1. Site Identification Form (Site ID form) (required)
2. Off-site Information Form(s) (OI form) (if applicable)
3. Generation and Management Form(s) (GM form) (if applicable)
4. Waste Received Form(s) (WR form) (if applicable)
5. Addendum(s) (if applicable)

Don't include manifest copies, recycling sheets, or year-end summaries; they are for your records only.

Where to mail your annual report packet

Department of Ecology
HWTR⁴ Annual Reporting Team
P.O. Box 47658
Olympia, WA 98504-7658

Express delivery:
Department of Ecology
HWTR Annual Reporting Team
300 Desmond Drive SE
Lacey, WA 98503

⁴ Hazardous Waste and Toxics Reduction

Reminders

- Use blue or black ink.
- Sign and date in the certification block.
- Don't fax annual report forms.
- Forms must have a wet ink signature.
- **Incomplete forms may be returned.**

Delinquent annual reports

If you need to submit an annual report for a previous year, use TurboWaste or contact the Annual Reporting Team at 1-800-874-2022 or turbowaste@ecy.wa.gov.

Which Forms to Use

Your generator category and dangerous waste activities determine which forms you must fill out for the reporting year. There are four types of dangerous waste annual reporting forms and two addendums:

- Site Identification Form (Site ID form)
- Off-site Identification Form (OI form)
- Generation and Management Form (GM form)
- Waste Received Form (WR form)
- Hazardous Secondary Material (HSM) Addendum
- Used Oil Report Addendum

Site Identification Form (Site ID form)

The [Site ID form](#) provides contact information and a summary of waste activities for the reporting year.

Do I need to fill out this form?

Yes, this form is required for **all reporters**. You must submit this form if you have an active EPA/State ID Number, regardless of generator category or activities.

Off-Site Identification Form (OI form)

The [OI form](#) provides a list of the generators, transporters, and the designated facility for each shipment of dangerous waste. You can find this information on your Uniform Hazardous Waste Manifest(s).

Do I need to fill out this form?

You must submit the OI form if you:

- Shipped or received waste from off site.
- Generate special waste, regardless of generator category.
- Had a planned or unplanned episodic event.
- Are a large quantity generator (LQG) that receives waste for [consolidation](#).⁵

⁵ [https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=\(15\)%20Consolidation%20of%20dangerous%20waste%20received%20from%20small%20quantity%20generators](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=(15)%20Consolidation%20of%20dangerous%20waste%20received%20from%20small%20quantity%20generators)

Generation and Management Form (GM form)

The [GM form](#) describes each waste stream generated and how it was managed. You will need your Uniform Hazardous Waste Manifests and written logs of all dangerous waste treated on site to complete this form.

Do I need to fill out this form?

You must submit a GM form if you:

- Generated special waste, regardless of generator category.
- Are a medium quantity generator (MQG) or LQG.
- Had a planned or unplanned episodic event.
- Treated your own waste on site (MQGs or LQGs only).
- Processed an LQG clean site closure.
- Are an LQG that receives waste for [consolidation](#).⁶

Waste Received Form (WR form)

The [WR form](#) describes each waste stream you **received from off site** and how your facility managed it.

Do I need to fill out this form?

You must submit a WR form if you're a:

- Commercial recycling facility.
- Designated facility (also known as a treatment, storage, or disposal [TSD] facility).
- LQG that receives waste for [consolidation](#).⁶

Used Oil Report Addendum

The used oil report describes used oil activities for processors and re-refiners.

Do I need to fill out this form?

If you selected either box in Section 10c2 of the Site ID form, you must fill out the addendum.

Please refer to [Appendix L. Used Oil Addendum](#) for more details.

⁶ [https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=\(15\)%20Consolidation%20of%20dangerous%20waste%20received%20from%20small%20quantity%20generators](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=(15)%20Consolidation%20of%20dangerous%20waste%20received%20from%20small%20quantity%20generators)

Site Identification Form (Site ID Form)

What is the purpose of the Site ID form?

Your Site ID form contains the most recent contact information, generator category, and waste management activities for your facility. Use the Site ID form to:

- Update your site information.
- Update your generator category.
- Notify us of new generator activities.
- Withdraw your EPA/State ID Number.

Who needs to complete the Site ID form?

If you had an active EPA/State ID Number anytime during the reporting year, you must complete a Site ID form as part of your Dangerous Waste Annual Report.

If reporting on paper, we only accept forms with an original wet ink signature.

Site ID form instructions

1. Reason for submittal

- **On paper:** There are four options:
 - Revise
 - Withdraw
 - Reactivate
 - Part of a Dangerous Waste Annual Report.
- **Online:** Only the withdraw option is available. Skip the withdraw section if you're **not** withdrawing your site.

To revise previously submitted information

- **On paper:** Select this option if any of your information has changed.
- **Online:** This option is selected by default when you start an annual report.

To withdraw an EPA/State ID Number

Select **withdraw** in Section 1 and enter the effective date. This date can't be a future date. You can't withdraw until you've met all the following conditions:

- **All** regulated waste generation or management activities have stopped at this site.
 - Note: There are [additional steps](#) you must follow if your site is an LQG.
- **All** regulated wastes have been removed from the site.

- In the case of designated facilities (also known as a treatment, storage, or disposal [TSD] facility) operating under interim or final permit status, closure must comply with [WAC 173-303-610](#).⁷
- **Any delinquent and current Dangerous Waste Annual Reports** were submitted to Ecology.

To reactivate a previously withdrawn EPA/State ID Number

You must submit a [notification](#)⁸ to reactivate a site prior to submitting an annual report.

- **On paper:** Don't choose this option if filling out an annual report.
- **Online:** This option isn't visible.

A component of the Dangerous Waste Annual Report

- **On paper:** Select this option and insert the year of the annual report.
- **Online:** This option is selected by default.

2. EPA/State ID Number

This section is pre-filled with your EPA/State ID Number.

3. Site name

- **On paper:** Provide any updates in the right-side column.
- **Online:** This field is locked. If you need to update the site name, you must submit a paper [notification](#).⁸

4. Site location information

You can't change the site location address unless your local government changed your address.

If your facility location changes, you need to withdraw your EPA/State ID Number when you file your Dangerous Waste Annual Report. You also need to apply for a number for your new site.

If you're a transporter, you can take your number with you as long as you haven't generated waste on the site. You must notify us of this change.

Visit our [notifications webpage](#)⁹ and follow the directions to apply for a new number or [contact us](#)¹⁰ or help.

5. Site land type

Verify the information is correct. Make corrections if necessary.

⁷ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-610>

⁸ <https://ecology.wa.gov/DWNotification>

⁹ <https://ecology.wa.gov/DWNotification>

¹⁰ 1-800-874-2022 or turbowaste@ecy.wa.gov

6. North American Industry Classification System (NAICS) code

Your NAICS code is your business classification code and associated with your business license. You can find your information on the [Department of Revenue website](https://dor.wa.gov/).¹¹

Verify the information is correct.

7. Site mailing address

Verify the information is correct. Make corrections and add missing information.

8. Site contact person

The site contact must be a company employee and able to answer questions regarding:

- Site visits.
- Any dangerous waste reporting forms submitted to Ecology.

This person can't be a contracted consultant.

Verify the information is correct. Make corrections and add missing information.

9a. Legal owner

The legal owner is the individual, company, corporation, or agency who owns the business at the site and is the legal owner of the waste. Verify this information is correct.

- **On paper:** Provide any updates in the right-side column.
- **Online:** You can update all legal owner information online except for the name. The legal owner's name field is locked. If you need to update the legal owner's name, you must submit a paper notification.

9b. Land owner

Verify the information is correct. Make corrections and add missing information if needed.

9c. Site operator

Site operators are responsible for the operation of the site.

Verify the information is correct. Make corrections and add missing information if needed.

10. Type of regulated waste activities

10a. Dangerous waste activities

Every business must answer questions 10a1 and 10a2.

Check **only** the boxes that apply to your waste activities for Sections 10a3–10e.

¹¹ <https://dor.wa.gov/>

10a1. State generator category

Your [generator category](#)¹² is based on how much dangerous waste you **generate per calendar month**.

Check **one** of the following boxes.

State large quantity generator (LQG)

Choose LQG if the site generated **any** of the following amounts in a calendar month:

- Greater than or equal to 2,200 pounds (lbs.) (1,000 kilograms [kg]) of dangerous waste that is not acute hazardous waste (AHW) or WT01 extremely hazardous waste (EHW).
- Greater than 2.2 lbs. (1 kg) of AHW and/or WT01 EHW.
- Greater than 220 lbs. (100 kg) of any residue or contaminated soil, water, or other debris resulting from the cleanup of a spill, into or on any land or water, of any AHW and/or WT01 EHW.

State medium quantity generator (MQG)

Choose MQG if the site generated **all** the following amounts in a calendar month:

- Greater than 220 lbs. (100 kg) but less than 2,200 lbs. (1,000 kg) of dangerous waste that is not AHW and/or WT01 extremely hazardous waste (EHW).
- Less than or equal to 2.2 lbs. (1 kg) of AHW and/or WT01 EHW.
- Less than or equal to 220 lbs. (100 kg) of any residue or contaminated soil, water, or other debris resulting from the cleanup of a spill, into or on any land or water, of any AHW and/or WT01 EHW.

State small quantity generator (SQG)

Choose SQG if the site generated **all** the following amounts in a calendar month:

- Less than or equal to 220 lbs. (100 kg) of dangerous waste that is not AHW and/or WT01 EHW.
- Less than or equal to 2.2 lbs. (1 kg) of AHW and/or WT01 EHW.
- Less than or equal to 220 lbs. (100 kg) of any residue or contaminated soil, water, or other debris resulting from the cleanup of a spill, into or on any land or water, of any AHW and/or WT01 EHW.

State no regulated waste generator (XQG)

Choose XQG if:

- Dangerous waste wasn't generated in the reporting year.
- Your business transports or transfers waste but doesn't generate waste.

¹² <https://ecology.wa.gov/GeneratorCategory>

For more information about generator categories, see [WAC 173-303-169](https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-169).¹³

10a2. Federal generator category

Your federal generator category is used for data and biannual reporting purposes to the U.S. Environmental Protection Agency (EPA). All Washington State Dangerous Waste Regulations apply.

Choose **one** of the following boxes:

Federal large quantity generator (LQG)

Choose LQG if the site generated **any** of the following amounts in a calendar month:

- 2,200 lbs. (1,000 kg) or more of non-acute Resource Conservation and Recovery Act (RCRA) hazardous waste (including quantities imported by importer site).
- More than 2.2 lbs. (1 kg) of any RCRA acute hazardous waste (AHW).
- More than 220 lbs. (100 kg) of residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any RCRA AHW.

Federal small quantity generator (SQG)

Choose SQG if the site generated **all** of the following amounts in a calendar month:

- Greater than 220 lbs. (100 kg) but less than 2,200 lbs. (1,000 kg) of non-acute hazardous waste.
- Less than or equal to 2.2 lbs. (1 kg) of AHW.
- Less than or equal to 220 lbs. (100 kg) of any residue or contaminated soil, water, or other debris resulting from the cleanup of a spill, into or on any land or water, of any AHW.

Federal very small quantity generator (VSQG)

Choose VSQG if the site generated **all** of the following amounts in a calendar month:

- Less than or equal to 220 lbs. (100 kg) of hazardous waste.
- Less than or equal to 2.2 lbs. (1 kg) of AHW.
- Less than or equal to 220 lbs. (100 kg) of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any AHW.

Federal no regulated waste generator (NQG)

Choose NQG if:

- Hazardous waste wasn't generated during the reporting year.
- Your business transports or transfers waste but doesn't generate waste.

¹³ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-169>

10a3. Short-term generator

This question is reported as **no** to EPA on your behalf. Washington State doesn't allow short-term generation.

10a4. U.S. importer of dangerous waste

Check this box if you receive any dangerous waste from a foreign country.

This waste is regulated according to [WAC 173-303-230\(1\) and \(2\)](#),¹⁴ but it may not be regulated in the country of origin.

Don't check this box if you import waste from another state into Washington.

10a5. Mixed waste generator (dangerous and radioactive)

Check this box if you generate, accumulate, or manage mixed radioactive waste.

Mixed waste contains both dangerous waste and source material, special nuclear, or by-product material subject to the Atomic Energy Act of 1954 (42 U.S.C. 6903).¹⁵

10a6. Transporter of dangerous waste

10a6a. Transporter

Choose **transporter** if you physically move dangerous waste from one site to another by air, rail, highway, or water.

10a6b. Transfer facility

Choose **transfer facility** if you're a transportation-related facility that holds, consolidates, or transfers manifested shipments of dangerous waste within ten days or fewer during the normal course of transportation.

Examples include:

- Loading docks
- Storage areas
- Piers
- Parking areas
- Buildings
- Other similar areas

10a7. Designated facility of dangerous waste (TSD)

Check this box if:

- You are a designated facility with an Ecology-issued Dangerous Waste (DW) permit to treat, store, and/or dispose (TSD) of dangerous waste at your site (this doesn't apply to most generators).

You must also **select Section 10a11: Receives dangerous waste from off site.**

¹⁴ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-230>

¹⁵ As defined by 42 U.S.C. 6903 (<https://www.govregs.com/uscode/42/6903>).

A DW permit is often referred to as a **Part A** or **Part B** Permit. The waste can be generated at your site or shipped to your facility from a different site. **Permitted storage of waste** isn't the same as generator waste accumulation.

Don't check this box if you:

- Accumulate or treat your own waste on site without a DW permit.
- Recycle your own dangerous waste on site without storing.

10a8. Recycler of dangerous waste received from off site

The recycling activity must be regulated under [WAC 173-303-120](#)¹⁶ (this doesn't apply to most generators).

You must also **select Section 10a11**, receives dangerous waste from off site.

10a8a. Stores prior to recycling

Check this box if you **store waste** received from offsite prior to recycling it.

10a8b. Does not store prior to recycling

Check this box if you recycle waste **without storing**.

10a9. Exempt boiler and/or industrial furnace

10a9a. Small quantity on-site burner exemption

Check this box if you burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in [40 CFR 266.108](#).¹⁷

10a9b. Smelting, melting, and refining furnace exemption

Check this box if you process hazardous wastes:

- In a smelting, melting, or refining furnace solely for metals recovery, as described in [40 CFR 266.100\(d\)](#).¹⁸
- To recover economically significant amounts of precious metals, as described in [40 CFR 266.100\(g\)](#).¹⁸
- In a lead recovery furnace, as described in [40 CFR 266.100\(h\)](#).¹⁸

10a10. Underground injection control

Select this option if you have a registered underground injection well with Ecology's Water Quality Program. See [WAC 173-218](#).¹⁹

¹⁶ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-120>

¹⁷ <https://www.govregs.com/regulations/40/266.108>

¹⁸ <https://www.govregs.com/regulations/40/266.100>

¹⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-218>

10a11. Receives dangerous waste from off site

Check this box if you:

- Receive dangerous waste from another site as a commercial transaction. This includes:
 - Designated facilities (Section 10a7)
 - Recycling activities (Section 10a8)
- Are a destination facility for Universal Waste (Section 10b3).
- Are an LQG that receives waste for [consolidation](#).²⁰

Don't check this box if you're a transfer facility.

10a12. Recognized trader

Check all that apply if you're a recognized trader.

10a13. Importer or exporter of spent lead acid batteries (SLABs)

Check all that apply if you import or export SLABs.

For more information on regulatory requirements for SLABs, see [WAC 173-303-520](#).²¹

10b. Universal waste activities

Mark all universal waste activities that apply to your site.

For more information, see [Appendix J. Exempted and Excluded Wastes](#).

10b1. Large quantity handler of universal waste (LQHUW)

Check the applicable boxes if you **store** (accumulate) 11,000 pounds or more of universal waste (batteries, thermostats, and lamps calculated collectively) at any time. See [WAC 173-303-573](#)²² and our [Guide to Universal Waste](#).²³

If you **store** universal waste as described above, check all that apply:

- 10b1a. Batteries as described in WAC 173-303-573(2).
- 10b1b. Lamps (11,000 pounds and greater).
- 10b1c. Mercury-containing equipment as described in [WAC 173-303-573\(3\)](#).²⁴

²⁰ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200>

²¹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-520>

²² <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-573>

²³ <https://apps.ecology.wa.gov/publications/SummaryPages/2104017.html>

²⁴ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-573>

10b2. Washington State Universal Waste Lamps

Check this box if you **store** (accumulate) between 2,200 and 10,999 pounds of universal waste lamps alone at any time in the calendar year.

If you collected more than 10,999 pounds, select the box in Section 10b1b.

10b3. Destination facility for universal waste

Check this box if you're a destination facility for universal waste that treats, disposes, or recycles universal waste as described in [WAC 173-303-573\(2\), \(3\)](#), and [\(5\)](#).²⁵ You must have either a DW Permit or perform recycling activities in accordance with [WAC 173-303-120\(4\)\(c\)](#).²⁶

You must also **select Section 10a11**, receives dangerous waste from off site.

Don't check this box if you're:

- A facility that only accumulates your own universal waste.
- A small quantity handler of universal waste.

10c. Used oil activities

Used oil is any oil refined from crude oil or any synthetic oil that has been used and, as a result of such use, is contaminated by physical or chemical impurities.

Mark the boxes that apply to your facility in questions 10c1–10c4. See [WAC 173-303-515](#)²⁷ for more information.

10c1. Off-specification used oil burner

If you burn off-specification used oil fuel on site, check the type(s) of combustion devices you use.

10c2. Used oil processor/re-refiner

If you process and/or re-refine used oil, mark the boxes that indicate your used oil activity.

Note: Both processor and re-refiner options require you to fill out the [Used Oil Addendum](#),²⁸ regardless of generator category. Please refer to [Appendix L. Used Oil Addendum](#) for more details.

- **On paper:** Print off the addendum and send the completed form with your report.
- **Online:** The addendum is in step 3 in the Annual Report Checklist.

²⁵ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-303-573>

²⁶ <https://app.leg.wa.gov/wac/default.aspx?cite=173-303-120>

²⁷ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-515>

²⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070632.html>

10c2a. Processor

Check **processor** if you use chemical or physical operations designed to produce lubricants or other products derived from used oil, or to make used oil more amenable for production of fuel oils.

Processing includes, but is not limited to:

- Blending used oil with virgin petroleum products.
- Blending used oils to meet the fuel specification.
- Filtration.
- Simple distillation.
- Chemical or physical separation.

10c2b. Re-refiner

Check **re-refiner** if you produce lubricating oils and greases, industrial fuel, asphalt extender, gasoline, or other products from on- or off-specification used oil.

10c3. Used Oil Transporter

If you transport used oil and/or own or operate a used oil transfer facility, mark whether you're a transporter or transfer facility.

10c3a. Transporter

Check **transporter** if you:

- Transport used oil (except if [WAC 173-303-515\(6\)\(c\)](#) applies).²⁹
- Collect used oil from more than one generator and transport the collected oil.
- Are an owner or operator of a used oil transfer facility.

Used oil transporters may consolidate or aggregate loads of used oil for purposes of transportation.

10c3b. Transfer facility

Check **transfer facility** if you're a transportation-related facility that holds shipments of used oil for more than 24 hours and less than 35 days under [40 CFR 279 Subpart F](#).³⁰

Examples include:

- Loading docks
- Storage areas
- Piers
- Parking areas
- Buildings
- Other similar areas

²⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-515>

³⁰ <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-I/part-270/subpart-F>

Transfer facilities that store used oil for more than 35 days are subject to regulation as used oil processors or re-refiners

10c4. Used oil fuel marketer

If you're a used oil fuel marketer, mark whether you direct shipments or are the first to claim the used oil meets the specifications in [WAC 173-303-515](#).³¹

10d. Eligible academic entities with laboratories

Mark the box that applies, if you **previously notified**³² to participate in the Academic Laboratory Rule (Federal Subpart K) for managing laboratory dangerous waste under [WAC 173-303-235](#).³³

10d1. Yes, I am managing dangerous wastes under this rule.

- Eligible college or university.
- Teaching hospital that is owned by (or has a formal written agreement with) a college or university.
- Non-profit institute that is owned by (or has a formal written agreement with) a college or university.

10d2. Yes, I wish to withdraw from this rule.

If you want to withdraw from these alternative requirements ([WAC 173-303-235](#)³⁴) and return to full regulation, check the option to withdraw.

10e. State required information

All businesses must answer questions 10e1 and 10e2.

Mark all state waste activities that apply to your site in Sections 10e3–10e8.

10e1. Washington State tax registration (UBI) number

Enter the Unified Business Identifier (UBI) number assigned to your business. You can find this on your [Washington State business license](#).³⁵

Don't use your federal tax number.

10e2. How frequently do you generate dangerous waste?

Check the box that best describes how frequently you **generate** waste:

³¹ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-515>

³² For this activity you must submit a notification. You cannot do this with a report.

³³ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-235>

³⁴ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-235>

³⁵ <https://dor.wa.gov/>

10e2a. Monthly

At least once each month.

10e2b. Batch

Less frequently than once a month.

10e2c. Spill event

Waste generated due to spill or accidental release.

10e2d. Clean-up

Waste generated from remediation of past contamination.

Don't make a selection if you didn't generate waste and marked **XQG** and **NQG** in Sections 10a1 and 10a2.

10e3. Generator of special waste

Check this box if you managed special waste.

You must fully designate a waste before identifying it as special waste. You must meet the conditions of the exclusion regulated by [WAC 173-303-073](#)³⁶ or your waste is fully regulated.

For more information, see [Appendix B. Special Waste](#).

10e4. Recycler of dangerous waste you generated on site

On-site recycling is using, reusing, or reclaiming a material after generation. You must notify for this activity.

Check this box if you:

- Have waste that is recycled without prior accumulation. You must notify us, but don't report the waste or count the amount toward your generator category.
- Accumulate waste on site before recycling. You must count the amount toward your generator category and report it.

Don't check this box if you send your waste off site to a treatment, storage, disposal, or recycling facility.

10e5. Permit by Rule (PBR)

Check this box if you operate under the PBR regulation, [WAC 173-303-802](#).³⁷

Refer to our guide, [Focus on: Treating Dangerous Waste Under Permit by Rule](#),³⁸ for a list and description of PBR units, activities, and conditions.

For more information, see [Appendix J. Exempted and Excluded Wastes](#).

³⁶ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-073>

³⁷ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-802>

³⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/2104014.html>

10e6. Treatment by generator (TBG)

Check this box if you treat your own waste on site and you use accumulation tanks or containers according to standards in [WAC 173-303-170\(2\)\(b\)](#).³⁹ Guidance is available in our publication, [Focus on: Treatment by Generator](#).⁴⁰

If you're a small quantity generator, please see our [Small Quantity Generators Treating Dangerous Waste](#)⁴¹ publication.

If you checked this box, you must note the type of treatment in the comments section.

10e7. Transport your own waste

Check this box if you're a state SQG or federal VSQG that transports your own dangerous waste off site.

10e8. Dangerous waste fuel activities

Check the type of waste fuel activities that apply to your site.

Used oil used as fuel is not regulated as dangerous waste unless it has been mixed with dangerous waste.

10e8a. Generator of dangerous waste fuel

Check if you generate:

- Dangerous waste fuel.
- Fuel that contains dangerous waste burned for energy recovery in a boiler or industrial furnace that isn't regulated as a dangerous waste incinerator.

10e8b. Generator who markets to a burner

Check if you send waste fuel directly to a burner.

10e8c. Other marketers

Check if you:

- Distribute, but don't process or blend dangerous waste fuel.
- Produce, process, or blend fuel from dangerous wastes.

Distributors may broker fuel by arranging for the final disposition of the fuel.

10e8d. Burner

If you burn dangerous waste fuel on site, choose the types of combustion device(s) you burn dangerous waste fuel in.

For a complete list of devices, see [WAC 173-303-040](#).⁴²

³⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-170>

⁴⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/2004017.html>

⁴¹ <https://apps.ecology.wa.gov/publications/SummaryPages/1404004.html>

⁴² <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-040>

11. Waste codes for federally regulated hazardous wastes

Enter any federal waste codes that apply to your waste. Federally regulated dangerous waste codes begin with D, F, K, P, or U. For example: D001, F003, or K041. They are described in [WAC 173-303-090](#),⁴³ [WAC 173-303-9903](#),⁴⁴ and [WAC 173-303-9904](#).⁴⁵

Don't fill out Section 11 if your federal generator category is NQG.

12. Waste codes for state-regulated dangerous wastes

Enter any state-regulated dangerous waste codes that apply to your waste. These waste codes begin with W. For example: WT02, WP02, or WSC2. They are described in [WAC 173-303-104](#).⁴⁶

Don't fill out Section 12 if your state generator category is XQG.

13. Episodic generation

Check this box if you **previously notified**⁴⁷ to participate in the episodic generation rule.

You must also:

- Select the secondary check box in Section 13, indicating which event.
- Fill out a [Generation and Management Form \(GM form\)](#) for each waste stream.
 - Select A11, indicating the waste stream is from the episodic event.
 - If you generate a similar waste stream as your episodic wastes, enter GM forms independent of the waste streams from the episodic event.
 - You must also report all normal waste stream data via GM forms.

For the regulatory requirements, see [WAC 173-303-173](#).⁴⁸

14. LQG Receiving Waste for Consolidation

Check this box if you **previously notified**⁴⁹ to participate as a LQG that receives waste from qualifying generators.

Don't check this box if you're a health care facility operating under [WAC 173-303-555](#)⁵⁰ and are consolidating dangerous waste pharmaceuticals from qualifying facilities.

For help with reporting this activity, see [Appendix N. LQG Consolidation](#).

⁴³ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-090>

⁴⁴ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-9903>

⁴⁵ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-9904>

⁴⁶ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-104>

⁴⁷ For this activity you must submit a notification and addendum. You cannot do this with a report.

⁴⁸ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-303-173>

⁴⁹ For this activity you must submit a notification and addendum. You cannot do this with a report.

⁵⁰ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-555>

15. LQG closure of a central accumulation unit or entire facility

Check this box if you are a LQG and **previously notified**⁵¹ you are closing a central accumulation unit or entire facility.

Note: if the facility is closed, you must also select **withdraw** in Section 1 of the report.

For the regulatory requirements, see [WAC 173-303-200\(12\)](#).⁵²

15a. Closure type

- **On paper:** Check the box that indicates whether you're closing a central accumulation unit or the entire facility.
- **Online:** Choose the type from the drop-down list.

15b. Closure date

- Enter the date that the **entire facility** is closed.
 - This section doesn't apply to central accumulation units. For unit closure details, see [WAC 173-303-200\(12\)\(a\)](#).⁵³

15c. Requesting new closure date

This section **can't** be completed as a part of your annual report. Submit a **notification** to Ecology.

15d. Compliance

Indicate if you are in compliance with the closure requirements in [WAC 173-303-200\(12\)](#).⁵⁴

If you are not in compliance, complete Section 15e.

15e. Will close as a landfill

Select if your site closed:

- As a landfill, [WAC 173-303-665](#)⁵⁵
- Under drip pas standards, [WAC 173-303-675](#)⁵⁶

16. Notification of hazardous secondary material (HSM) activity

Check this box if you petitioned Ecology and received a variance.

⁵¹ For this activity you must submit a notification. You cannot do this with a report.

⁵² <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200>

⁵³ [https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=\(12\)%20Closure.%20A,the%20operating%20record.](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=(12)%20Closure.%20A,the%20operating%20record.)

⁵⁴ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200>

⁵⁵ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-665>

⁵⁶ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-675>

For information on the regulatory requirements, see [WAC 173-303-017\(5\)](#).⁵⁷

17. Electronic manifest broker

Check this box if you use EPA's electronic manifest system to obtain, complete, and transmit an electronic manifest format under a contractual relationship with a dangerous waste generator.

18. Pharmaceutical activities

Check this box if you **previously notified**⁵⁸ that you're operating under the pharmaceutical requirements [WAC 173-303-555](#).⁵⁹

18a. I am managing dangerous waste pharmaceuticals under the requirements

Indicate the facility type:

- Health care facility.
- Reverse distributor.

Note, you **can't** select XQG/NQG in Sections 10a1 and 10a2 if you are operating under this section.

18b. Withdrawing from the requirements

Health care facilities:

- Check this box if you're a health care facility no longer subject to the requirements of [WAC 173-303-555](#).⁶⁰

Reverse distributors:

If you're no longer a reverse distributor and wish to withdraw, you must withdraw your EPA/State ID Number:

- Select the withdraw option in Section 1.
- Select withdraw in Section 18b.

Additional information

- See our [Dangerous Waste Pharmaceuticals Guide](#)⁶¹ publication.
- See our [Pharmaceutical waste](#)⁶² webpage.
- Pharmaceutical requirements reporting. See [Appendix M. Pharmaceutical Requirements](#).

⁵⁷ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-017>

⁵⁸ For this activity you must submit a notification and addendum. You cannot do this with a report.

⁵⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-555>

⁶⁰ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-303-555>

⁶¹ <https://apps.ecology.wa.gov/publications/SummaryPages/2004049.html>

⁶² <https://ecology.wa.gov/PharmaWaste>

19. Comments

Use this section to explain any information you provided on your form. Please reference the section number of the form that your comment applies to.

Comments are required if you:

- Selected **treatment by generator**. Enter the treatment method.
- Generated waste in the reporting year but **will not** ship until the following year.
 - Note, your generator category will carry into the next year's report.

20. Certification

- **On paper:** This section must be complete. An authorized representative as defined in [WAC 173-303-040](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-040)⁶³ must sign the Site ID form. Send the original signed form to Ecology. **We will return all forms that don't have a wet ink signature.**
- **Online:** This field is automatically filled with your electronic signature. For more information regarding your Electronic Signature Account, see our user guide: [Setting Up Your TurboWaste Account](https://apps.ecology.wa.gov/publications/SummaryPages/1904017.html).⁶⁴

A contracted consultant does not qualify as an authorized representative.

⁶³ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-040>

⁶⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/1904017.html>

Off-Site Identification Form (OI Form)

What is the purpose of the OI form?

The OI form collects the name, address, and EPA/State ID Number of all dangerous waste handlers you interacted with during the reporting year.

Who needs to complete the OI form?

You must submit the OI form if you:

- Are a medium quantity generator (MQG) or large quantity generator (LQG).
- Generated special waste, regardless of generator category.
- Had a planned or unplanned episodic event.
- Received waste from off site.
- Are an LQG that receives waste for [consolidation](#).⁶⁵

What information do I need to complete the OI form?

All Uniform Hazardous Waste Manifests for the reporting year and any bills of lading.

If reporting online, don't enter your site information into this form. Don't duplicate entries.

Generators must report:

- All off-site designated facilities that treated, stored, disposed, and/or recycled your waste.
- All transporters that hauled your waste.

Designated facilities must report:

- All generators with active EPA/State ID Numbers that sent waste to you.
 - LQG and MQG sites must have an EPA/State ID Number.
- Transporters that hauled the waste.

LQG sites consolidating waste must report all the sites they received waste from.

- **On paper:** You must include all sites you received waste from.
- **Online:** Find your sites that were included on your addendum. Use the **import** feature for each site.

⁶⁵ [https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=\(15\)%20Consolidation%20of%20dangerous%20waste%20received%20from%20small%20quantity%20generators](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=(15)%20Consolidation%20of%20dangerous%20waste%20received%20from%20small%20quantity%20generators)

- **Note:** Sites without an EPA/State ID are assigned an ID number for TurboWaste reporting purposes only.

OI form instructions

On paper:

- Type or write using blue or black ink.
- Enter your site information in the first block.
- Fill out the rest of the form with all handlers you interacted with. Print additional pages, as necessary.

Online:

- Select the **add new** button.
- Enter the EPA/State ID Number of the generator, transporter, or designated facility that handled your waste in the OI Facilities Search field and select **search**.
 - The search results will auto-fill the form.
 - Select the handler type(s). You can select more than one type.
 - Generator: If you received waste from a generator, select this handler type.
 - Transporter: Check this box to indicate the vendors that transported your waste.
 - Designated facility (TSD): Check this box to indicate the facility that treated, stored, disposed, or recycled your waste.
 - Special or pharmaceutical waste facility (Washington State–only waste facility): Check this box to indicate the facility that managed your waste under the special waste or pharmaceutical waste rules.
- Verify the information from the search matches the information on your manifest.
- Use the **manually add** button and enter the information by hand if the information doesn't populate any results.
- Repeat the process to include all handlers your waste interacted with.

Each generator, transporter, designated facility, or Washington state-only waste facility only needs to be entered once. **Don't** duplicate entries.

Additional reporting requirements

Additional OI reporting requirements include:

- Special waste. See [Appendix B. Special Waste](#).
- LQG consolidation. See [Appendix N. LQG Consolidation](#).

Generation and Management Form (GM Form)

What is the purpose of the GM form?

A GM form contains information about your generated waste streams and how you managed them. There are two types of GM forms:

- One for waste managed on site (see [Appendix H. On-Site Management](#)).
- One for waste shipped off site.

You must fill out a separate GM form for each individual waste stream generated at your site. Use the information on your manifests to complete this form.

The GM form collects information about:

- Waste streams you generated.
- How much waste you generated.
- How you managed your waste.
- Where your waste was managed.

Who needs to complete the GM form?

You must submit a GM form if you:

- Generated special waste, regardless of generator category.
- Are a medium quantity generator (MQG) or large quantity generator (LQG).
- Had a planned or unplanned episodic event.
- Treated your own waste on site (MQGs or LQGs only).
- Processed an LQG Clean Site Closure.
- Are an LQG that receives waste for [consolidation](#).⁶⁶

What information do I need to complete the GM form?

- Federal and state waste code(s).
- Source codes. See [Appendix D. Source and Origin Codes](#).
- Forms codes. See [Appendix E. Form Codes](#).
- Labpack information. See [Appendix A. Labpacks](#).

⁶⁶ [https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=\(15\)%20Consolidation%20of%20dangerous%20waste%20received%20from%20small%20quantity%20generators](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=(15)%20Consolidation%20of%20dangerous%20waste%20received%20from%20small%20quantity%20generators)

- All Uniform Hazardous Waste Manifests for the reporting year. Information necessary for reporting includes:
 - Management method code(s). See [Appendix G. Management Method Codes](#).
 - Note, you must **report your initial management method code** used by the destination facility, not the final code.
 - Waste managed onsite, select the **final** substantive method used. This is how **your site** managed the waste stream.
 - Manifest numbers, shipping dates, and weights.
- Records of dangerous waste including quantities generated, accumulated, and managed.
- Recycling credit documentation issued by your designated facility if you recycled your waste. See [Appendix I. Recycling Credits](#).
- Shipping records and/or bills of lading.
- On-site treatment logs.

GM form instructions

On paper:

- Please type or use blue or black ink.
- You must report each waste stream generated on a separate GM form.

Online:

The GM forms are in the Annual Report Checklist in Step 2. Select the link to open the form and choose one of the following buttons:

- **Copy GM from previous year:** Choose this option if there were **no** changes in your waste stream from the previous year. Shipment details must still be entered in Section B.
- **Add manually:** Choose this option to manually enter the waste streams. Then select the correct option for your management:
 - **Shipped off site:** A vendor picked up your waste for disposal.
 - **Treated on site:** You treated, recovered, or reclaimed your dangerous waste at your location.

A. Description of dangerous waste stream

A1. Profile code (optional)

A unique identifier assigned to your waste stream by your vendor.

A2. Waste description

Enter a description of the waste stream. This description helps you identify your waste streams. Include things such as:

- General type
- Source
- Type of hazard
- Generic waste name

We recommend you refer to your manifest for waste descriptions.

If you shipped multiple wastes in a labpack, please see [Appendix A. Labpacks](#) for more information.

A3. Federal waste codes

- **On paper:** List any federal waste codes here.
- **Online:** Choose from the drop-down menu and select insert.

Federal waste codes begin with a D, P, U, F, or K. They are described in [WAC 173-303-090](#),⁶⁷ [WAC 173-303-9903](#),⁶⁸ and [WAC 173-303-9904](#).⁶⁹

A4. State waste codes

- **On paper:** List any state-only waste codes here.
- **Online:** Choose from the drop-down menu and select insert.

State-only waste codes begin with a W. They are described in [WAC 173-303-104](#).⁷⁰

A5. Designation codes

- **On paper:** Check EHW (extremely hazardous waste) if this waste has a WP01, WP03, or WT01 waste code. Otherwise, check DW (dangerous waste).
- **Online:** DW is the default option. If you have an EHW, please select it.

A6. Mixed radioactive wastes

Don't report radioactive waste unless it is mixed with a dangerous waste.

⁶⁷ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-090>

⁶⁸ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-9903>

⁶⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-9904>

⁷⁰ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-104>

Mixed radioactive wastes are:

- **Dangerous** as defined by [WAC 173-303-080](#)⁷¹ through [173-303-104](#).⁷²
- **Radioactive** as defined by the [Atomic Energy Act](#).⁷³

A7. Source codes

Enter a code that best describes how this waste stream was generated. **Note:** There may be a specific combination of source, origin, form, and management method codes that you need to use. Some specifics are called out in [Appendix F. Complex Source Codes and Their Uses](#).

For a full list of source codes and a crosswalk between source and origin codes, see [Appendix D: Source and Origin Codes](#).

A8. Form codes

Enter a form code that best describes the physical form of the waste stream. For a list of form codes, see [Appendix E: Form Codes](#).

A9. Origin codes

Select the code that best describes how the waste stream originated. Please use the source code selected in Section A7 and origin code table in [Appendix D. Source and Origin Codes](#) to help determine whether the waste is recurrent or non-recurrent.

Table 1: Origin codes

Code	Description
1	Recurrent: Waste generated on site from a production process, a service activity, or a routine cleanup (including off-specification or spent chemicals).
2	Non-recurrent: Waste generated as the result of a spill cleanup, equipment decommissioning, or other remedial cleanup activity.
3	Residual: Waste generated as the result from managing a recurrent non-dangerous waste.
4	Storage/transfer: Waste received from off site and not treated, recycled, or disposed on site before being shipped off site. It's considered non-recurrent because the waste comes from an off-site generator.
5	Residual: Waste generated from managing a previously existing recurrent dangerous waste.
6	Non-recurrent: Washington State–only banned material.

⁷¹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-080>

⁷² <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-104>

⁷³ <https://www.epa.gov/laws-regulations/summary-atomic-energy-act>

A9a. Management method (only if you entered origin code 5 in A9)

If you entered 5 as an origin code, you must select or enter a management method code to describe how **your site** managed the residual waste stream. For additional help, see [Appendix H. On-Site Management](#).

A10. Special waste

Please indicate if your waste was managed as special waste as defined under [WAC 173-303-073](#).⁷⁴ If you mark **yes**, you must also check Box 10e3 on the Site ID form.

A11. Episodic waste

Select **yes** if you notified for an episodic event. **Episodic event** is defined under [WAC 173-303-173](#).⁷⁵ If you mark **yes**, you must also check the boxes in Section 13 on the Site ID form.

Don't mark this box if you did not have a qualifying event.

A12. Washington State banned material (only if you entered origin code 6 in A9)

If you entered 6 as an origin code, you must select or enter the Washington State banned material.

B. Waste management activities

On-site and off-site wastes are reported differently in Section B.

- If the waste was managed **on site**, see [Appendix H. On-Site Management](#), for detailed instructions.
Note: if you treated, recovered, or reclaimed dangerous waste at your facility, choose this option.
- If the waste was managed **off site**, skip to the [off-site management instructions](#).

Instructions for on-site management GM forms

On-site management includes:

- On-site (not immediate) recycling.
- Treatment by generator management.

If your on-site management generated a new residual waste stream, the residual is a separate waste. Report it on a separate GM form.

B1. Where was this waste stream managed?

- **On paper:** Select **on site** and complete Sections B1a and B1b.
- **Online:** This section was answered when you chose the **treated on-site** button.

⁷⁴ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-073>

⁷⁵ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-173>

B1a. Treatment by generator

Please indicate if your waste was managed on site according to treatment by generator (TBG) standards in [WAC 173-303 170\(2\)\(b\)\(iv\)](#)⁷⁶ and our [treatment by generator](#)⁷⁷ publication.

Note: you must also select the TBG option in 10e6 of the Site ID form.

If it was not, then select **no**.

B1b. Amount and management codes

- **On paper:** Enter the total amount managed on-site and the management method code.
- **Online:** This section doesn't appear online.

B2. Management method

- **On paper:** This section is for off-site management only.
- **Online:** From the drop-down list, select the management method code you used to manage or treat this waste stream.

B3. Off-site management summary

This section is for off-site management only.

B4. Total managed quantity

- **On paper:** Enter the amount managed and select the unit of measure.
- **Online:** The amount managed auto-fills for you. Select the unit of measure from the drop-down menu.

If you marked gallons, complete Section B4a.

B4a. Density

Enter the waste's density only if your waste amount was entered in gallons.

You may find this information on your waste profile sheets or product safety data sheets (SDSs).

If you don't know the density of your waste, use the weight of water (8.34 pounds [lbs.] per gallon [gal.]).

Select or enter a density conversion factor:

- Pounds per gallon (lbs./gal.)
- Specific gravity

⁷⁶ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-170>

⁷⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/2004017.html>

C. Comments

Use this section to provide any additional comments, information, or explanations. Remember to include a reference to the specific section number.

Use this section to enter any additional labpack waste codes.

Save and validate

To complete the form online, select **save and validate**. The system will validate the data entered and present any errors.

When the form passes validation, the system will bring you to the landing page where you can either create a new form or return to the checklist.

Errors

Errors must be addressed where the rule specifies. If you need help with the errors, please contact us.

Instructions for off-site management GM forms

Off-site management refers to all manifested waste shipments sent to a designated facility.

Choose **off site** if a designated facility managed this waste stream.

B1. Where was this waste stream managed?

- **On paper:** Select **off site**. Skip Sections B1a and B1b.
- **Online:** This section was answered when you chose the **shipped off site** button.

B2. Shipments sent off site

This information is on your Uniform Hazardous Waste Manifest.

- **On paper:** Type or write in the information described below.
- **Online:** Select the **manage shipments** button to enter the shipments that were sent.

Enter the following:

- **Designated facility:** This information was entered into the OI form. Select the correct EPA/State ID Number for the designated facility.
- **Management code:** This is how the waste was managed. You can find it in box 19 on the manifest or box 36 on the manifest's continuation sheet.
 - Note, you must **report your initial management method code** used by the destination facility, not the final code.
- **Date shipped:** This is the date the waste was picked up from your facility.
- **Manifest document number:** Located in box 4 of the manifest. Enter the **entire manifest number**—all numbers and letters.

- If you have a bill of lading number because your waste is special waste or state-only pharmaceutical waste, use the shipping paper's document number.
- Internal tracking code: This is an optional field.
- Quantity shipped: This is the amount of waste shipped **specific** to this shipment.

When finished, select **insert** and then the **back to main form** button.

If you have any questions regarding your manifest, contact the designated facility listed on the manifest.

B3. Off-site management summary

You must have written documentation confirming recycling percentages from the designated facility.

Note: If H010 or H020 was used, you must enter the recycling percentage the facility provided. If you don't have the recycling percentage, contact your designated facility. Percentages can't exceed 99 percent.

- **On paper:** Fill this section out only if you have a recycling percentage.
- **Online:** Most of this section is automatically filled for you based on the information provided in B2. To enter the recycling percentage:
 - Select the **edit** button.
 - Enter the recycling percentage.
 - Select **update** when done.

B4. Total managed quantity

- **On paper:** Enter the amount managed and select the unit of measure.
- **Online:** The amount managed auto-fills for you from data entered in Section B2. Select the unit of measure from the drop-down menu.

Notes:

- If you chose source code G51 or G61 in Section A7, the total managed quantity will be recorded as zero. However, you must enter the unit of measure.
 - If importing your data via the flat file import option, enter zero weight into your GM off-site form if G51 or G61 is used.
 - The total managed quantity is counted in your Waste Received Form (WR form).
- If you marked gallons, complete Section B4a.

B4a. Density

Enter the waste's density only if your waste quantity was entered in gallons.

You may find this information on your waste profile sheets or product safety data sheets (SDSs).

If you don't know the density of your waste, use the weight of water (8.34 pounds [lbs.] per gallon [gal.]).

Select or enter a density conversion factor:

- Pounds per gallon (lbs./gal.)
- The specific gravity

C. Comments

Use this section to provide any additional comments, information, or explanations. Remember to include a reference to the specific section number.

Use this section to enter any additional labpack waste codes.

Save and validate

To complete the form online, select **save and validate**. The system will validate the data entered and present any errors.

When the form passes validation, the system will bring you to the landing page where you can either create a new form or return to the checklist.

Errors

Errors must be addressed where the rule specifies. If you need help with the errors, please contact us.

Additional reporting help

- Labpacks. See [Appendix A. Labpacks](#).
- Special waste. See [Appendix B. Special Waste](#).
- International shipments. See [Appendix C. International Shipments](#).
- LQG consolidation reporting. See [Appendix N. LQG Consolidation](#).
- Complex codes crosswalk. See [Appendix F. Complex Source Codes and Their Uses](#).

Do I need to report waste I did not ship off site in the reporting year?

You must report the correct generator category, ensuring you've included/counted your accumulated waste.

However, if the accumulated waste was not shipped off site during the reporting year, you don't need to report this waste on the GM form until the next reporting cycle.

Explain when the shipment will occur in the Site ID form comment section.

Waste Received Form (WR Form)

What is the purpose of the WR form?

A WR form collects information about waste streams you received from off site and details on how you managed them. You must fill out a separate WR form for each individual waste stream your facility received. Use the information on your manifests or any other records to complete this form. **Note:** There are [specific Source Codes](#) that require a WR form.

The WR form collects information about:

- The waste that other sites sent you.
- The generator that sent the waste.
- How much waste you received.
- How you managed the waste.

Who needs to complete the WR form?

You must submit the WR form if you're a:

- Designated facility (TSD).
- Storage facility.
- Commercial recycling facility.
- Large quantity generator (LQG) that receives waste for consolidation.⁷⁸

What information do I need to complete the WR form?

- Federal and state waste codes.
- Forms codes. See [Appendix E. Form Codes](#).
- All Uniform Hazardous Waste Manifests for the reporting year. Information necessary for reporting includes:
 - Management method code(s). See [Appendix G. Management Method Codes](#).
 - Note, you must **report your initial code**, not the final code.
 - Waste managed onsite, select the **final** substantive method used. This is how **your site** managed the waste stream.
 - Manifest numbers, shipping dates, and weights.

⁷⁸ [https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=\(15\)%20Consolidation%20of%20dangerous%20waste%20received%20from%20small%20quantity%20generators](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200#:~:text=(15)%20Consolidation%20of%20dangerous%20waste%20received%20from%20small%20quantity%20generators)

- Records of dangerous waste, including quantities received and managed.
- Shipping records and/or bills of lading for any:
 - Waste that your site received for consolidation.
 - Special waste shipments.

WR form instructions

- **On paper:**
 - Please type or use blue or black ink.
 - At the top of the form, enter your facility's information.
- **Online:** The WR form is in the Annual Report Checklist in Step 2. Select the link to open the form. Choose the correct option from each drop-down menu:
 - The sending facility: This information was entered into the OI form. Select the correct EPA/State ID Number for the **generator** you received waste from.
 - The management method code: This is how **your site** managed the waste stream. Select the **final** substantive method used.

Select **insert** to continue to the main form.

A. Description of dangerous waste

A1. Profile code (optional)

This optional field helps you track waste streams you managed during the year.

A2. Waste description

Enter a description of the waste stream. To help identify your waste, include descriptive information, such as:

- General type.
- Source.
- Type of hazard.
- Generic name.

If you received wastes in a labpack, please see [Appendix A. Labpacks](#) for more information.

A3. Federal waste codes

- **On paper:** List any federal waste codes here.
- **Online:** Choose from the drop-down menu and select insert.

Federal waste codes begin with a D, P, U, F, or K. They are described in [WAC 173-303-090](#),⁷⁹ [WAC 173-303-9903](#),⁸⁰ and [WAC 173-303-9904](#).⁸¹

Use the comments section to enter additional waste codes.

A4. State waste codes

- **On paper:** List any state-only waste codes here.
- **Online:** Choose from the drop-down menu and select **insert**.

State-only waste codes begin with a W. They're described in [WAC 173-303-104](#).⁸²

Use the comments section to enter additional waste codes that don't fit.

A5. Designation code

- **On paper:** If this waste has a WP01, WP03, or WT01 waste code, mark the box for EHW (extremely hazardous waste). For all other waste codes, mark the box for DW (dangerous waste).
- **Online:** DW is the default option. If you have EHW, please select it.

A6. Mixed radioactive waste

Don't report radioactive waste unless it is mixed with a dangerous waste.

Mixed radioactive wastes are both:

- **Dangerous** as defined by [WAC 173-303-080](#)⁸³ through [WAC 173-303-104](#).⁸⁴
- **Radioactive** as defined by the [Atomic Energy Act](#).⁸⁵

A7. Form code

Enter a form code that best describes the physical form of the waste stream. For a list of form codes, see [Appendix E. Form Codes](#).

⁷⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-090>

⁸⁰ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-9903>

⁸¹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-9904>

⁸² <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-104>

⁸³ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-080>

⁸⁴ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-104>

⁸⁵ <https://www.govregs.com/uscode/42/6903>

B. Shipment details

Enter the shipment data received by your site.

B1. Manage shipments received

- **On paper:** Enter the generator EPA/State ID Number and management code.
 - Enter the information below in Section B1a. Use additional pages if necessary.
- **Online:** Select the **manage shipments received** button to enter the shipments.

Enter the following:

- Date received: The date you received this waste.
- Manifest document number: Located in box 4 of the manifest. Enter the **entire** manifest number—all numbers and letters.
 - If you have a bill of lading number, use the shipping paper's document number.
- Internal tracking code: This is an optional field.
- Quantity received: This is the amount of waste received **specific** to this shipment.

When finished, select **insert** and then select the **back to main form** button.

B2. Total quantity received

- **On paper:** Enter the total amount of waste received and select the unit of measure.
- **Online:** The amount received auto-fills for you. Please select the unit of measure from the drop-down menu.

If you marked gallons as the unit of measure, complete Section B2a.

B2a. Density

Enter the waste's density only if your waste quantity was entered in gallons.

You may find this information on your waste profile sheets or product safety data sheets (SDSs).

If you don't know the density of your waste, use the weight of water (8.34 pounds [lbs.] per gallon [gal.]).

Select or enter a density conversion factor:

- Pounds per gallon (lbs./gal.)
- The specific gravity

C. Comments

Provide additional comments, information, or explanations, as necessary. Remember to reference the specific section number your comments apply to.

Save and validate

To complete the form online, select **save and validate**. The system will validate the data entered and present any errors.

When the form passes validation, the system will bring you to the landing page where you can either create a new form or return to the checklist.

Errors

Errors must be addressed where the rule specifies. If you need help with the errors, please contact us.

Additional reporting help

- Labpacks. See [Appendix A. Labpacks](#).
- Complex codes crosswalk. See [Appendix F. Complex Source Codes and Their Uses](#).
- Importer of shipments. See [Appendix C. International Shipments](#).
- On-site management. See [Appendix H. On-Site management](#).

Do I use the WR form to report waste I generated or treated at my own site?

No. Never use the WR form to report dangerous waste you generated at your own site—even if you treated, stored, recycled, or disposed of the waste on site.

Use the [GM form](#) to report all wastes generated.

What forms do I complete if I received waste and transferred it off site?

If you received waste from off site, but did not provide any form of treatment, recycling, or disposal and shipped it off site, you must complete the WR form, off-site GM form, and OI form.

Appendix A. Labpacks

What is a labpack?

A labpack is an overpacked container filled with multiple small containers of dangerous waste, packed with sorbent material.

See [WAC 173-303-161](#)⁸⁶ for details about proper packaging, management, and disposal of labpacks.

How to report labpack waste

You may combine labpack wastes on one Generation and Management form (GM form) if they have the same labpack [form code](#).

However, you must report labpacks on separate GM forms if they have a different type of waste or management method code.

- **Type of waste** - separate your labpacks by the type of waste they contain.
 - Federal acute hazardous wastes (AHW)
 - AHW waste codes include F020, F021, F022, F023, F026, F027, and **all** “P” waste codes.
 - Use form code W004 in Section A8 of the GM form.
 - State-only extremely hazardous waste (EHW)
 - Examples of EHW waste codes are WT01, WP01, and WP03.
 - EHW labpack waste **must** be separate and reported in its own GM form.
 - All other federal and state-only dangerous waste codes.
 - Use form code W001 in Section A8 of the GM form.
- **Management method** - separate wastes managed differently from each other. For example, report labpacks shipped to landfills separately from those incinerated.

Waste codes

You must report all waste codes into the waste codes section of the Site ID form and Sections A3 and/or A4 in the GM form and WR form if you have any.

Enter any additional codes into the comments section of the GM and WR forms.

⁸⁶ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-161>

Appendix B. Special Waste

You can manage special waste as fully regulated dangerous waste or follow the conditional exclusions in [WAC 173-303-073](#).⁸⁷ Any solid waste EPA regulates as hazardous waste can't be a special waste. You must report all special waste generated and managed regardless of your generator category.

Small quantity generators must follow guidance described in our [Small Quantity Generators Treating Dangerous Waste](#)⁸⁸ publication.

You must fully designate a waste before you can identify it as special waste. If you don't meet the conditions of the exclusion, your waste must be fully regulated.

Special wastes⁸⁹ are any state-only dangerous waste that are solid only.⁹⁰

Examples:

- Solid corrosive waste (WSC2)
- Toxic with a Category D toxicity (WT02)
- Polychlorinated biphenyl (PCB) wastes at concentrations of 2 parts per million or greater (WPCB). Sources include:
 - Undrained transformers
 - Capacitors
 - Bushings
- Persistent, but not extremely hazardous waste (EHW) (WP02)

To take advantage of this conditional exclusion, you must:

- Dispose of the waste in hazardous waste or municipal solid waste landfills.
- Recycle the waste on or off site.
- Treat the waste in a way that is consistent with our [treatment by generator guidance](#).⁹¹

How to report special waste

You must include all special waste you generated in your annual report.

⁸⁷ <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-073>

⁸⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/1404004.html>

⁸⁹ As defined in WAC 173-303-040: <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-040>

⁹⁰ Solid only means the waste is not liquid, aqueous, or gaseous.

⁹¹ <https://ecology.wa.gov/DW-treatment-by-generator>

On the Site ID form:

- Check box **10e3—Special waste**.
 - **Note:** If you're a small quantity generator (SQG), include **all** waste codes in Sections 11 and/or 12.

On the OI form:

If the site has an EPA/State ID Number:

- Enter the receiving facility's EPA/State ID Number into the search field and select search.
- Select **designated facility** as the handler type.

If the site doesn't have an EPA/State ID Number:

- Select add manually.
- Enter **SWFACILITY01** in place of the EPA/State ID number and complete the form.
- Select **special or pharmaceutical waste facility (Washington State—only waste facility)** as the handler type.

On the GM form:

- Check Section **A10—Special waste**.
 - Note: If you're a SQG, only report your special waste. You don't need to report your other waste.

Additional information

- Learn more on our [special waste webpage](https://ecology.wa.gov/SpecialWaste).⁹²
- See our [Focus On: Special Waste Exclusion](https://apps.ecology.wa.gov/publications/summarypages/2104013.html)⁹³ publication.
- See our [Focus On: Treatment by Generator](https://apps.ecology.wa.gov/publications/SummaryPages/2004017.html)⁹⁴ publication.

⁹² <https://ecology.wa.gov/SpecialWaste>

⁹³ <https://apps.ecology.wa.gov/publications/summarypages/2104013.html>

⁹⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/2004017.html>

Appendix C. International Shipments

You must report regulated amounts of dangerous waste sent to or received from a foreign country on your annual report.

EPA requires a notification of intent to [import](#)⁹⁵ or [export](#)⁹⁶ hazardous waste. You **must** first obtain federal approval by following the federal requirements of [40 CFR 262, Subpart H](#).⁹⁷

If you export Washington State–only dangerous wastes (i.e., wastes assigned **only** Washington State–only waste codes), you’re required to notify and report international waste activities to Ecology.

See additional information in [WAC 173-303-230 \(1\) and \(2\)](#)⁹⁸ and [WAC 173-303-290](#).⁹⁹

How to report international shipments

The OI form is required and must be filled out, regardless of your role in international shipments.

Fill out the OI form

Fill it out either on paper or online.

If you fill it out online, select the **manually add** option:

- Locate the Site name and EPA ID number on the [Foreign Site ID Number List](#). Enter the corresponding information on your form.
- For locations without an assigned number, use the letters FC followed by the name of the foreign country (for example, FCCANADA0001 or FCMEXICO0001).
 - If you sent or received waste from more than one facility within that country, number the FC facilities sequentially (for example, FCCANADA0001 and FCCANADA0002).
- Provide the complete name and address information for the foreign facility.
- Add any additional notes into the comments section.

⁹⁵ <https://www.epa.gov/hwgenerators/information-importers-and-receiving-facilities-resource-conservation-and-recovery-act>

⁹⁶ <https://www.epa.gov/hwgenerators/information-exporters-resource-conservation-and-recovery-act-rcra-hazardous-waste>

⁹⁷ https://www.govregs.com/regulations/title40_chapterI_part262_subpartH

⁹⁸ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-230&fuseaction=section>

⁹⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-290&fuseaction=section>

If you're the exporter

Fill out the GM form

- Complete Sections A and B as you would for any other waste stream.
- In Section B2, select the site entered on the OI form from the drop-down menu.

If you're the importer

Fill out the Site ID form

- Check box **10a4—United States Importer of Dangerous Waste**.

Fill out the GM form

If you ship imported waste to a designated facility, you will act and report as the generator.

- Complete Sections A and B as you would for any other waste stream.
 - In Section A7, enter the source code **G62, foreign country**.
- Enter the following into the Comments Section:
 - The **foreign country's name**.
 - Your **Import Notification** number in the comments.
 - This number is issued to you by the EPA.

Fill out the WR form

If you're the first designated facility to receive the waste:

- Complete Sections A and B as you would for any other waste stream.
 - In Section B1, select the site entered on the OI form from the drop-down menu.

Foreign Site ID Number list

Table 2. Foreign site ID Number List

Site Name	Country	EPA ID Number
Bennett Environmental	Saint Ambroise	FCCA00000115
Centre de Recyclage Intermediare	Ontario, Canada	FCCA00000069
ChemRec	Quebec, Canada	FCCA00000068
Chemtech	Quebec, Canada	FCCA00000081
Clean Harbors, Corunna	Ontario, Canada	FCCA00000004
Clean Harbors, London	Ontario, Canada	FCCA00000100
Clean Harbors Mercier	Quebec, Canada	FCCA00000120

Site Name	Country	EPA ID Number
Clean Harbors, Mississauga	Ontario, Canada	FCCA00000070
Clean Harbors, Thorold	Ontario, Canada	FCCA00000050
Clean Harbors Thurso	Quebec, Canada	FCCA00000121
Custom Environmental Svcs	Edmonton	FCCA00000104
Cyanide Destruct, Barrie	Ontario, Canada	FCCA00000099
Cyanide Destruction Systems, Markham	Ontario, Canada	FCCA00000073
Fielding Chemical	Ontario, Canada	FCCA00000119
Horizon Environmental Inc	Quebec, Canada	FCCA00000090
Imperial Oil, Sarnia	Ontario, Canada	FCCA00000058
Newalta Industrial Svcs, Fort Erie	Ontario, Canada	FCCA00000067
Nova PB Ste	Catherine	FCCA00000105
Outokumpu Harjavalta Metals OY	Harjavalta, Finland	FCFI00000005
Pinnacle Waste Services	Ontario, Canada	FCCA00000082
Samji Metals Ind Co Ltd	Ansaan City, Korea	FCKR00000125
Stablex Canada Inc.	Quebec, Canada	FCCA00000045
Thermonics	Douchervl, Quebec	FCCA00000078
Wha Chang Co Ltd	Haman-gun, Korea	FCKR00000124
Xstrata	New Brunswick, Canada	FCCA00000123
Zinc Nacional SA	Monterrey, Mexico	FCMX00000126

Appendix D. Source and Origin Codes

Source codes and origin codes are used together. They define the origin of a dangerous waste and the activity that generated the waste.

Refer to Table D-1 to find the origin code description for box A9 on the GM form. Refer to the source codes in Tables D-2 through D-7 and their associated origin code for Section A7 on the GM form.

What are source codes?

Source codes describe the type of process or activity (source) that generated the dangerous waste. They are reported on the GM form in Section A7.

What are origin codes?

Origin codes reported on the GM form mark the waste as recurrent or non-recurrent and define where the waste originated.

Note: If you choose origin code 5 in A9 on the GM form, you must include a related management code for the waste that produced the residual in A9a.

Table D-1: Origin codes

Code	Description
1	Recurrent: Waste generated from a production process, service activity, or routine cleanup (including off-specification or spent chemicals).
2	Non-recurrent: Waste generated as the result of a spill cleanup, equipment decommissioning, or other remedial cleanup activity.
3	Residual: Waste generated as the result from managing a recurrent non-dangerous waste.
4	Storage/transfer: Waste received from off site and not treated, recycled, or disposed on site before being shipped off site again. It is considered non-recurrent because the waste comes from an off-site generator.
5	Residual: Waste generated from managing a previously existing recurrent dangerous waste.
6	Non-recurrent: Washington State–only banned material.

Table D-2: Wastes from ongoing production and service processes

Source Code in A7	Wastes from Ongoing Production and Service Processes¹⁰⁰	Origin Code in A9
G01	Dipping, flushing, or spray rinsing (using solvents to clean or prepare parts or assemblies for further processing).	1-Recurrent
G02	Stripping, acid, or caustic cleaning (using caustics to remove coatings or layers from parts of assemblies).	1-Recurrent
G03	Plating and phosphating (electroplating or non-electroplating or phosphating).	1-Recurrent
G04	Etching (using caustics or other methods to remove layers or partial layers).	1-Recurrent
G05	Metal forming and treatment (pickling, heat treating, punching, bending, annealing, grinding, hardening, etc.).	1-Recurrent
G06	Painting and coating (manufacturing, building, or maintenance).	1-Recurrent
G07	Product and by-product processing (direct flow of wastes from chemical manufacturing or processing, etc.).	1-Recurrent
G08	Removal of spent process liquids or catalysts (bulk removal of wastes from chemical manufacturing or processing, etc.).	1-Recurrent
G09	Other production or service-related processes from which the waste is a direct outflow or result—specify in comments.	1-Recurrent

¹⁰⁰ General day-to-day manufacturing, production, or maintenance activities.

Table D-3: Other intermittent events or processes

Source Code in A7	Other Intermittent Events or Processes	Origin Code in A9
G11	Discarding off-specification, out-of-date, and/or unused chemicals or products.	1-Recurrent or 6-Non-recurrent
G12	Lagoon or sediment drag out and leachate collection (large-scale operations in open pits, ponds, or lagoons).	1-Recurrent
G13	Cleaning out process equipment (periodic sludge or residual removal from enclosed processes including internal scrubbing or cleaning).	1-Recurrent
G14	Removal of tank sludge, sediments, or slag (periodic sludge or residual removal from enclosed storage tanks including internal scrubbing or cleaning).	1-Recurrent
G15	Process equipment change-out or discontinuation of equipment use (final materials and residuals removal including cleaning).	1-Recurrent or 2-Non-recurrent
G16	Oil changes and filter or battery replacement (automotive, machinery, etc.).	1-Recurrent
G17	Laboratory waste clean-out (facility must have opted into the alternative requirements for eligible academic laboratories, WAC 173-303-235 ¹⁰¹ [federal Subpart K rule] to use this source code).	1-Recurrent
G19	Other one-time or intermittent processes—specify in comments.	1-Recurrent

¹⁰¹ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-235%20>

Table D-4: Residuals from pollution control and waste management process

Source Code in A7	Residuals from Pollution Control and Waste Management Process ¹⁰²	Origin Code in A9
G21	Air pollution control devices (baghouse dust or ash from stack scrubbers or precipitators, vapor collection, etc.).	3 or 5-Recurrent
G22	Laboratory analytical wastes (used chemicals from laboratory operations).	3 or 5-Recurrent
G23	Wastewater treatment (sludge, filter cake, etc., including wastes from treatment before discharge by National Pollutant Discharge Elimination System [NPDES], publicly owned treatment works [POTW], or by underground injection control disposal).	3 or 5-Recurrent
G24	Solvent or product distillation as part of production process (including totally enclosed treatment systems—does not include batch treatment in a separate process).	3 or 5-Recurrent
G25	Treatment, disposal, or recycling of dangerous wastes. This is a residual waste derived from a waste received from off-site. You must use the management method code reported on the WR form for the original waste. Note, management method code H141 cannot be used with source code G25.	5-Recurrent
G26	Leachate collection (from landfill operations or other land units).	3 or 5-Recurrent
G27	Treatment or recovery of universal waste.	5-Recurrent

Table D-5: Spills and accidental releases

Source Code in A7	Spills and Accidental Releases	Origin Code in A9
G31	Accidental contamination of products, materials, or containers (other than G11).	1-Recurrent or 2-Non-recurrent
G32	Cleanup of spill residues (infrequent, not routine).	2-Non-recurrent
G33	Leak collection and floor sweeping (ongoing, routine).	1-Recurrent
G39	Other cleanup of current contamination—specify in comments.	1-Recurrent or 2-Non-recurrent

¹⁰² These codes cannot be used in the onsite GM form.

Table D-6: Remediation of past contamination

Source Code in A7	Remediation of Past Contamination	Origin Code in A9
G41	Closure of dangerous waste management unit under RCRA.	2-Non-recurrent
G42	Corrective action at a solid waste management unit under RCRA.	2-Non-recurrent
G43	Remedial action or emergency response under Superfund.	2-Non-recurrent
G44	Cleanup under state program or voluntary cleanup.	2-Non-recurrent
G45	Underground storage tank cleanup.	2-Non-recurrent
G49	Other remediation—specify in comments.	2-Non-recurrent

Table D-7: Waste not physically generated on site

Source Code in A7	Waste Not Physically Generated On Site	Origin Code in A9
G51	Waste received by a large quantity generator from a state small or federal very small quantity generator under the control of the same person.	4-Non-recurrent
G61	Dangerous waste received from off site for storage/bulking and transferred off site for treatment or disposal. Must be used with WR and must contain H141 as the management code along with an associated GM.	4-Non-recurrent
G62	Dangerous waste received from a site located outside of the United States, territories, or protectorates—report the country code as this site was the generator of record and is the U.S. Importer.	1-Recurrent or 2-Non-recurrent
G76	Evaluated dangerous waste pharmaceuticals accumulated by a reverse distributor.	1-Recurrent
G77	Airbag waste received from airbag waste handlers exempted under WAC 173-303-071(3)(tt) ¹⁰³ prior to arrival at the airbag collection facility or designated facility.	2-Non-recurrent

¹⁰³ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-071>

Appendix E. Form Codes

Form codes describe the general physical and chemical characteristics of a dangerous waste. Review the groups and pick the appropriate code for your waste.

Mixed media, debris, and devices

Waste that is a mixture of organic and inorganic wastes, liquid and solid wastes, or devices that aren't easily categorized.

Table E-1: Mixed media, debris, and devices form codes

Code	Mixed Media, Debris, and Devices Form Description
W001	Labpacks from any source not containing acute hazardous waste (AHW) (AHW codes are F020–F023, F026, F027, or any P code waste).
W002	Contaminated debris defined in WAC 173-303-040 ¹⁰⁴ and requirements in WAC 173-303-140 ¹⁰⁵ (examples: certain paper, clothing, rags, wood, empty fiber or plastic containers, glass, piping, or other solids).
W004	Labpacks from any source containing AHW (AHW codes are F020–F023, F026, F027, or any P code waste).
W005	Waste pharmaceuticals managed as dangerous waste.
W006	Airbag waste (airbag modules or airbag inflators managed as dangerous waste).
W301	Contaminated soil (usually from spill cleanup, demolition, or remediation).
W309	Batteries, battery parts, cores, and casings (lead-acid or other types).
W310	Filters, solid adsorbents, ion exchange resins, and spent carbon (usually from production, intermittent processes, or remediation).
W320	Electrical devices (lamps, fluorescent lamps, or thermostats usually containing mercury, CRTs containing lead, etc.).
W512	Sediment or lagoon dragout, drilling, or other muds (wet or muddy soils).
W801	Compressed gases of any type.

¹⁰⁴ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-040>

¹⁰⁵ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-140>

Inorganic liquids

Waste that is primarily inorganic and highly fluid (for example, aqueous), with low suspended inorganic solids and low organic content.

Table E-2: Inorganic liquids form codes

Code	Inorganic Liquids Form Description
W101	Very dilute aqueous waste containing more than 99% water (land disposal restriction defined wastewater that is not exempt under NPDES or POTW discharge).
W103	Spent concentrated acid (5% or more).
W105	Acidic aqueous wastes less than 5% acid (diluted, but pH less than 2).
W107	Aqueous waste containing cyanides (generally caustic).
W110	Caustic aqueous waste without cyanides (pH greater than 12.5).
W113	Other aqueous waste or wastewaters (fluid but not sludge).
W117	Waste liquid mercury (metallic).
W119	Other inorganic liquid—specify in comments.

Organic liquids

Waste that is primarily organic and highly fluid, with low inorganic solids content and low-to-moderate water content. These wastes are not sludges.

Table E-3: Organic liquids form codes

Code	Organic Liquids Form Description
W200	Still bottoms in liquid form (fluid but not sludge).
W202	Concentrated halogenated solvent (chlorinated).
W203	Concentrated non-halogenated solvent (non-chlorinated).
W204	Concentrated halogenated and non-halogenated solvent mixture.
W205	Oil-water emulsion or mixture (fluid but not sludge).
W206	Waste oil managed as dangerous waste.
W209	Paint, ink, lacquer, or varnish (fluid—not dried out or sludge).
W210	Reactive or polymerizable organic liquids and adhesives (fluid but not sludge).
W211	Paint thinner or petroleum distillates.
W219	Other organic liquid—specify in comments.

Inorganic solids

Waste that is primarily inorganic and solid, with low organic content and low-to-moderate water content. It cannot be pumped.

Table E-4: Inorganic solids form codes

Code	Inorganic Solids Form Description
W303	Ash (from any type of burning of dangerous waste).
W304	Slags, drosses, and other solid thermal residues.
W307	Metal scale, filings, and scrap (including metal drums).
W312	Cyanide or metal cyanide-bearing solids, salts, or chemicals.
W316	Metal salts or chemicals not containing cyanides.
W319	Other inorganic solids—specify in comments.

Organic solids

Waste that is primarily organic and solid, with low-to-moderate inorganic content and water content. It cannot be pumped.

Table E-5: Organic solids form codes

Code	Organic Solids Form Description
W401	Pesticide solids—used or discarded (this is different than contaminated soil, which is code W301).
W403	Solid resins, plastics, or polymerized organics.
W405	Explosives or reactive organic solids.
W406	Dried paint (paint chips, filters, air filters, or other types of dried paint).
W409	Other organic solids—specify in comments.

Inorganic sludges

Waste that is primarily inorganic, with moderate-to-high water content and low organic content. You can mostly pump it.

Table E-6: Inorganic sludges form codes

Code	Inorganic Sludges Form Description
W501	Lime and/or metal hydroxide sludges and solids with no cyanides. ¹⁰⁶
W503	Gypsum sludges from wastewater treatment or air pollution control.
W504	Other sludges from wastewater treatment or air pollution control.
W505	Metal-bearing sludges not containing cyanides (including plating sludge).
W506	Cyanide-bearing sludges. ¹⁰⁶
W519	Other inorganic sludges—specify in comments. ¹⁰⁶

Organic sludges

Waste that is primarily organic with low-to-moderate inorganic solids and water content. You can pump it.

Table E-7: Organic sludges form codes

Code	Organic Sludges Form Description
W603	Oily sludge. ¹⁰⁶
W604	Paint or ink sludges—still bottoms in sludge form. ¹⁰⁶
W606	Resins, tars, polymer, or tarry sludge. ¹⁰⁶
W609	Other organic sludge—specify in comments.

¹⁰⁶ For contaminated soils or muds, use code W512.

Appendix F. Complex Source Codes and Their Uses

Table F-3: More complicated source codes and their uses

Code	Use
G11	<p>Use for any Washington State–only banned material.</p> <ul style="list-style-type: none"> • Use origin code 6 in Section A9 of the GM form.
G25	<p>If you use source code G25, you must also do the following:</p> <ul style="list-style-type: none"> • Submit a Waste Received form (WR form) for each waste received for treatment at your site. • Submit an onsite GM form for each waste stream treated onsite. • Submit a GM form for each residual waste you sent off site. <ul style="list-style-type: none"> ○ Source code G25 is entered in A7. ○ Use origin code 5 in Section A9 of the GM form. ○ Enter the management method code in A9a. This code can't be H141. <p>Note: This code is for TSDs or recyclers. Generators can't use this code.</p>
G51	<p>Use if you're a LQG that receives waste for consolidation.</p> <p>For reporting help and use of this code, see Appendix N. LQG Consolidation.</p>
G61	<p>If you use source code G61, you must also do the following:</p> <ul style="list-style-type: none"> • Submit a WR form for the original waste received by your site. <ul style="list-style-type: none"> ○ Use management method code H141. • Submit an associated GM form for the waste shipped off site. <ul style="list-style-type: none"> ○ Use source code G61 in Section A7. ○ Use origin code 4 in Section A9. <p>To use G61 with pharmaceutical waste received by your site you must also do the following:</p> <ul style="list-style-type: none"> • Submit a WR form for the original waste received by your site. <ul style="list-style-type: none"> ○ Use PHRM as the waste code in Section A3. ○ Select W005 as the form code in Section A7. • Submit an associated GM form using: <ul style="list-style-type: none"> ○ Waste code PHRM, in Section A3. ○ Form code W005 in Section A8. <p>Note: This code is for TSDs or recyclers. Generators can't use G61 or the PHRM codes.</p>
G62	<p>Use if you imported waste from outside of the United States.</p> <p>For reporting help and use of this code, see Appendix C. International Shipments.</p>

Code	Use
G76	If you use source code G76 for evaluated dangerous waste pharmaceuticals, you must also do the following: <ul style="list-style-type: none"><li data-bbox="440 327 1203 359">• Use the form code W005 in Section A8 of the GM form. Note: This code is for reverse distributors. Generators can't use this code.
G77	Use for airbag waste processing. Note: You must use the form code W006 in Section A8 of the GM form.

Appendix G. Management Method Codes

Management method codes describe the type of dangerous waste management system used to treat, recover, or dispose of a waste.

Reclamation and recovery

Table G-1: Management method codes for reclamation and recovery

Code	Management Method Description
H010	Metals recovery (retorting, smelting, chemical, etc.). ¹⁰⁷
H011	Mercury recovery (mercury retorting, bulb or lamp crushing and mercury vapor recovery, thermostat recovery, medical equipment recovery, mercury car switch recovery, etc.).
H015	Deployment or deactivation of airbag waste followed by metals recovery.
H020	Solvents recovery (distillation, extraction, etc.). ¹⁰⁷
H039	Other recovery or reclamation for reuse (acid regeneration, organics recovery, etc.)—specify in comments. ¹⁰⁷
H050	Energy recovery at the site—used as fuel (includes on-site fuel blending before energy recovery).
H061	Fuel blending prior to energy recovery at another site (waste either generated on site or received from off-site facility).

¹⁰⁷ Recycling credits are allowed for wastes with this code. See [Appendix I. Recycling Credits](#).

Destruction or treatment prior to disposal at another site

Table G-2: Management method codes for destruction or treatment prior to disposal at another site

Code	Management Method Description
H040	Incineration—thermal destruction other than use as a fuel (includes any preparation prior to burning).
H041	Open burning or open detonation (must be permitted under WAC 173-303-680). ¹⁰⁸
H042	Thermal desorption to remove organic contaminants from soil, sludge, or sediment by heating them in a unit called a "thermal desorber" to separate the contaminants.
H070	Chemical treatment (reduction, destruction, oxidation, or precipitation)—don't include immediate treatment in a conditionally regulated wastewater treatment unit with discharge to a National Pollutant Discharge Elimination System to publicly owned treatment works (NPDES-POTW).
H081	Biological treatment—don't include immediate treatment in a conditionally regulated wastewater treatment unit with discharge to an NPDES-POTW.
H090	Polymerization (land disposal restrictions [LDR] standard as treatment method).
H100	Physical treatment only (adsorption, absorption, separation, stripping, or dewatering)—don't include immediate treatment in a conditionally regulated wastewater treatment unit with discharge to an NPDES-POTW.
H110	Stabilization prior to land disposal at another site (encapsulation, stabilization, or chemical fixation).
H113	Stabilization to remove hazardous waste characteristics or to achieve delisting levels.
H120	Combination of chemical, biological, and/or physical treatment—don't include immediate treatment in a conditionally regulated wastewater treatment unit with discharge to an NPDES-POTW.
H121	Neutralization only—no other treatment.
H122	Evaporation as the major component of treatment (not reportable as H070, H081, H100, or H120).
H129	Other treatment that does not include on-site disposal—specify in comments.

¹⁰⁸ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-680>

Disposal

Table G-3: Management method codes for disposal

Code	Management Method Description
H130	Surface impoundment that will be closed as a landfill (with prior treatment and/or stabilization meeting LDR treatment standard).
H131	Land treatment or application (include prior treatment and/or stabilization).
H132	Landfill (with any prior treatment and/or stabilization).
H134	Deepwell or underground injection (with or without treatment—waste was counted as dangerous waste).
H136	Discharge to sewer/POTW (with prior storage - with or without treatment).
H137	Discharge to NPDES permit (with prior storage - with or without treatment).

Transfer off site

Table G-4: Management method codes for transfer off site

Code	Management Method Description
H141	The site receiving this waste stored, bulked, and transferred the waste with no reclamation, recovery, destruction, treatment, or disposal at that site. ¹⁰⁹ Note: Don't use this code with source code G25 or on-site management.

¹⁰⁹ Recycling credits are allowed for wastes with this code. See [Appendix I. Recycling Credits](#).

Appendix H. On-Site Management

Waste treated at your facility must be reported on an on-site Generation and Management Form (GM form). If this waste stream follows the [treatment by generator \(TBG\) guidelines](#), select Section 10e6 in the Site ID form.

If your on-site management generated a **residual** waste, the residual is a new waste stream.

How do I report on-site management?

Select the on-site option in TurboWaste or via the paper form.

In the **on-site** GM form:

- Indicate if this waste stream was processed under TBG or not.
- Enter the **full amount treated**.
- Enter the management method code you used to treat the waste stream.

Residual waste generated in the treatment process may designate as a new waste stream.

How do I report residual waste generated from on-site management?

[Designate](#)¹¹⁰ your residual waste.

If your residual designates as dangerous waste and you ship it off site to a designated facility, you must report it on a separate off-site GM form.

EXAMPLE. If you distill paint thinner and then remove the still bottoms:

- Report the paint thinner distillation waste stream on an **on-site** GM form.
- Enter the still bottoms waste stream in the **off-site** GM form because you shipped it to a designated facility.

This means you could use G24 (solvent or product distillation as part of a production process) in Section A7 of your **off-site** GM form.

Additional information

- Source Codes. See [Appendix D. Source and Origin Codes](#).
- Complex codes crosswalk. See [Appendix F. Complex Source Codes and Their Uses](#).
- Wastes not reportable. See [Appendix J. Exempted and Excluded Wastes](#).
- Detailed GM form instructions. See [GM form instructions](#).

¹¹⁰ <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Dangerous-waste-guidance/Dangerous-waste-basics/Designation>

Appendix I. Recycling Credits

A **recycling credit** is the percentage of a recurrent waste reclaimed in off-site recycling. This process is performed by a treatment, storage, disposal, and recycling facility, also known as a **designated facility**.

Recycling credits reduce the amount of your waste that we use to calculate whether you must prepare a [Pollution Prevention Plan](#)¹¹¹ and/or pay a [Hazardous Waste Planning Fee](#).¹¹²

How do I obtain recycling credits?

Contact your designated facility to find out what percentage of your waste stream was recycled.

If a percentage of your waste stream was recycled, request a written letter confirming the recycling percentage for that waste stream. You must keep the letter with your dangerous waste records.

The letter must:

- Identify the waste stream recycled (by waste description and waste form).
- List the management method code. See [Appendix G. Management Method Codes](#).
- List the percentage recycled during the reporting year.
- Be signed by an authorized representative of the designated facility.
- Include the date the documentation was provided.

How to report recycling credits

Report recycling credits in the GM form of the Annual Report. If your waste was recycled under the codes H010 or H020, a recycling percentage is **required** to be reported.

- **On paper:** Complete Section B3 of the form.
- **Online:** This section is automatically filled once B2 is inserted. Select the **edit** button and enter the recycling percent provided by your designated facility.

Note: You can't enter 100 percent recycling credits.

¹¹¹ <https://ecology.wa.gov/p2plan>

¹¹² <https://ecology.wa.gov/PlanningFee>

Appendix J. Exempted and Excluded Wastes

Certain categories of waste are excluded because they may not be dangerous, they are regulated under other state and federal programs, or they are recycled in ways that do not threaten public health or the environment.

Don't report exempted or excluded wastes on your annual report, even if they have dangerous properties.

For the full list of exemptions and exclusions, see:

- Recycling processes involving solid waste, [WAC 173-303-017](#).¹¹³
- Other excluded categories of waste, [WAC 173-303-071](#).¹¹⁴

Common misreported activities

Permit by rule

To qualify, waste must directly enter a permit by rule (PBR) unit as soon as it's generated. You can't temporarily store or accumulate waste between the point of generation and the unit regulated under PBR.

You don't need to count or report waste managed immediately in an on-site PBR unit after generation. Refer to [WAC 173-303-802](#)¹¹⁵ to determine if you operate a PBR unit. See [WAC 173-303-169](#)¹¹⁶ for the exclusion from counting the waste.

Read additional information in our [focus sheet about treating dangerous waste under permit by rule](#).¹¹⁷

Universal waste

This category of waste allows all businesses to handle several common types of dangerous waste under simplified rules. Find more information on our [universal waste webpage](#).¹¹⁸

Don't report wastes managed under the [Universal Waste Rule](#)¹¹⁹ unless you're a [large quantity handler of universal waste](#).

Note: Not all mercury wastes are considered universal waste. Find additional information in our [Guide to Universal Waste publication](#).¹²⁰

¹¹³ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-017>

¹¹⁴ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-071>

¹¹⁵ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-802>

¹¹⁶ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-169>

¹¹⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/2104014.html>

¹¹⁸ <https://ecology.wa.gov/universal-waste>

¹¹⁹ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-573>

¹²⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/2104017.html>

Appendix K. Import and Export Report Files

Importing data files from your own database system

If your site is a medium or large quantity generator, you have an alternative to data entry.

By using your own database or an Excel spreadsheet, you can create text (.txt) files to import directly into TurboWaste.

Note: The validation rules for importing are not robust. This allows companies to get their data into the system. It is your responsibility to ensure that the data is correct before importing.

The following files are required for each form:

- Off-Site Identification Facilities (OI):
 - OI Facility Primary File
- Generation and Management (GM):
 - Waste Stream Primary
 - Off-Site Management
 - GM Shipments Sent
- Waste Received (WR):
 - Waste Received Primary
 - Waste Shipments Received

These files' data fields contain specific lengths and data types (text or number) separated by tabs. Make sure your files meet the formatting specifications before you continue. You can find the specifications in TurboWaste's import feature, located in the report checklist.

To begin, you must start your annual report.

- Select the link to **start annual report**.
- Verify the reporting year is correct.
- Select import waste stream data option.
- Select **continue**.

The system will bring you into the Annual Report Checklist.

- Select **import waste and OI data**.
- Select **choose file**. From the files located on your computer, select, and import each file.
 - After uploading each file, select **import data**. This allows you to see any errors in each file.

- Note: If you didn't receive waste from off site, you won't have WR forms. Please skip the WR section.
- Once you have imported all forms, select **close**.

Step 2 of the report is complete.

Important note: Steps 1 and 4 of the checklist aren't complete. Complete the report by filling out the rest of the required forms if you have not already.

Appendix L. Used Oil Addendum

Used oil processors and re-refiners in Washington State must fill out the [Used Oil Report Addendum](#)¹²¹ to describe their activities during the previous calendar year. See [WAC 173-303-515](#)¹²² and [40 CFR 279.57 \(b\)](#).¹²³

What does used oil processing include?

Processing is defined as chemical or physical operations designed to produce used oil–derived products from used oil. Processing includes, but is not limited to:

- Blending used oil with virgin petroleum products.
- Blending used oils to meet the fuel specification.
- Chemical or physical separation.
- Filtration.
- Simple distillation.
- Re-refining.

Incidental processing, such as settling and water separation, can occur during the normal course of transportation. This is not considered processing and doesn't need to be reported on your addendum.

How do I report?

Select if you're a processor or re-refiner in Section 10c2 of the Site ID form.

On paper:

- Please type or use blue or black ink.
- Complete the Used Oil Report Addendum. Note: if you answered **yes** in Sections 3 through 5, you must include a comment about your used oil activities.

Online:

The addendum is in the Annual Report Checklist in Step 3.

- Select the link to open the form.
- Select **save** when complete.

¹²¹ <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070632.html>

¹²² <https://app.leg.wa.gov/wAC/default.aspx?cite=173-303-515>

¹²³ <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-I/part-279/subpart-F/section-279.57>

Appendix M. Pharmaceutical Requirements

[Special requirements for the management of dangerous waste pharmaceuticals](#) (special requirements)¹²⁴ went into effect on October 31, 2020. Health care facilities and reverse distributors subject to the special requirements must submit a report annually according to the instructions below.

For additional information about managing dangerous waste pharmaceuticals, see our [Dangerous Waste Pharmaceuticals Guide](#)¹²⁵ publication.

Health care facilities

How do I report?

If you previously notified that you're a health care facility, you must select the health care facility option in Section 18a of the Site ID form.

Don't report your dangerous waste pharmaceuticals on the GM or WR forms.

Don't report any pharmaceutical waste consolidated under WAC 173-303-555(5)(b).

Note, you can't be a health care facility and select that you aren't a generator (XQG in Section 10a1 and NQG in Section 10a2) if you are operating under this section.

How do I withdraw?

You may select the **withdraw** box in Section 18 if you're no longer subject to the special requirements in WAC 173-303-555.

Reverse distributors

How do I report?

If you previously notified as a reverse distributor, you must select the **reverse distributor** option in Section 18a of the Site ID form.

Note: The OI and GM forms are required if your generator category is greater than XQG/NQG—no waste generated.

All evaluated dangerous waste pharmaceuticals **must** be reported.

- **Fill out the OI form** if the waste you managed was a Washington State-only dangerous waste pharmaceutical. Enter the following:
 - **PWFACILITY01** in place of the EPA/State ID Number.
 - Choose **special and pharmaceutical waste facility (Washington State-only waste facility)** as the handler type.

¹²⁴ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-303-555>

¹²⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/2004049.html>

- **Fill out the GM form** for non-creditable dangerous waste pharmaceuticals. You must also enter the following codes:
 - Source code G76 in Section A7.
 - Form code W005 in Section A8.

Can I withdraw?

If you're a reverse distributor, you can't withdraw from WAC 173-303-555.

If your facility is no longer a reverse distributor, you must withdraw your EPA/State ID Number. To do this, check the **withdraw** option in Sections 1 and 18b of the Site ID form.

Appendix N. LQG Consolidation

If you generate a similar waste stream as your consolidation sites, **enter your GM forms independent** of the waste streams consolidated.

Reporting your consolidated waste

You must use all forms in TurboWaste to report this activity. For your consolidated waste streams, complete the following:

- On the Site ID form:
 - Select Section 10a11, receives dangerous waste from off site.
 - Select Section 14, LQG Consolidator.
- On the OI form:
 - Select the import button for the sites you received waste from.
 - Note: Sites without an EPA/State ID are assigned an ID number for TurboWaste reporting purposes **only**.
- On the GM form:
 - Use source code G51 in Section A7 for all waste streams generated by the VSQG/SQG site.
 - Use origin code 4 in Section A9.
 - Complete the form to include the shipment sent off site in Section B2.
 - Online, the weight listed will update to zero in Section B4. The weight is tracked in the WR form.
- On the WR form:
 - From the sending facility drop down menu, select the site you consolidated waste from. Each site will have its own form. Complete each form.
 - Select the management method code describing how **your site managed** the waste. If you bulked and transferred this waste to a designated facility, H141 is appropriate.

Additional reporting help

For information on the regulatory requirements, see [WAC 173-303-200\(15\)](https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200)¹²⁶ or our publication, [Focus on: Large Quantity Generator Consolidation of Small Quantity Generator Dangerous Waste](https://apps.ecology.wa.gov/publications/SummaryPages/2004016.html).¹²⁷

¹²⁶ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-200>

¹²⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/2004016.html>

Appendix O. Destination facility SQG/VSQG waste reporting

These instructions are for permitted destination facilities and recyclers.

The Dangerous Waste Annual Report requires the reporting of all regulated federal hazardous and state-only dangerous wastes received from off-site customers during each reporting cycle.

This includes reporting waste streams from sites without an active EPA/State ID Number. There are two ways to report this data; aggregated waste streams from multiple sites or by individual sites.

Aggregating waste streams

Waste management facilities sometimes receive hazardous waste from sites that do not have an EPA/State ID Number. To minimize the response burden for filling out the WR Form for these wastes, you may aggregate the wastes across generating sites, in accordance with these guidelines:

- Each aggregated waste stream **must** have the same Waste code, Form code, and Management Method code.
- Wastes received from different States must be reported separately.
 - The ID Number should include the two-letter postal code of the originating State, followed by the letters “VSQG” (AKVSQG for Alaska or IDVSQG for Idaho).

Reporting aggregated waste streams

- On the OI form:
 - Select **Add New**.
 - Select the **manually add** option.
 - For each aggregated waste stream received from two or more SQG sites without an active EPA/State ID number, use the letters WAVSQG followed by sequential digits (for example, WAVSQG000001 or WAVSQG000002). Each site must have a unique digit sequence.
 - Complete the rest of the OI form.
 - For each WAVSQG number You must use **your** own site name and location address to consolidate a group of waste streams on one OI form for aggregated waste.
 - Select **Generator** as the handler type.
 - Save and validate.

- **Note:** You will get a warning message stating “Rule:120 – Duplicate off-site facility address”. You can ignore this warning.
- On the WR form:
 - From the sending facility drop down menu, select an aggregated WAVSQG waste stream. Each aggregated waste stream will have one WR form. Complete each form.
 - Internal Tracking Code: This is an optional field where you can put information about where the waste came from.

Reporting individual generators

As an alternative to aggregation, you can report a one to one.

- On the OI form:
 - Select **Add New**.
 - Select the **manually add** option.
 - For each individual waste stream from an SQG site without an active EPA/State ID, use the letters WAVSQG followed by sequential digits (for example, WAVSQG000001 or WAVSQG000002). If the SQG waste is from another state use the two-letter state code with VSQG and sequential digits.
 - Complete the rest of the OI form.
 - Use the SQG generator’s location name and address information in the OI form.
 - Select **Generator** as the handler type.
 - Save and validate.
- On the WR form:
 - From the sending facility drop down menu, select the individual (non-aggregated) WAVSQG waste stream. Each non-aggregated waste stream will have one form. Complete each form.
 - Report individual shipments in Section B1.
 - Select the management method code describing how **your site managed** the waste. If you bulked and transferred this waste to a different designated facility, H141 is appropriate.

Appendix P. Acronyms, Abbreviations, and Glossary

We included the acronyms, abbreviations, and meanings below to help you understand terms and concepts for the sole purpose of completing your annual report forms. These definitions don't replace or override the regulatory definitions provided in [WAC 173-303-040](#).¹²⁸

Common acronyms and abbreviations

Acronym or Abbreviation	Meaning
ADA	Americans with Disabilities Act
AHW	Acutely hazardous waste
CFR	Code of Federal Regulations
CROMERR	Cross-Media Electronic Reporting Rule
DW	Dangerous waste
EHW	Extremely hazardous waste
EPA	U.S. Environmental Protection Agency
ESA	Electronic Signature Agreement
gal.	Gallon
GM	Generation and Management (form)
HSM	Hazardous secondary material
HWTR	Hazardous Waste and Toxics Reduction
ID	Identification
kg	Kilograms
lbs.	Pounds
LDR	Land disposal restrictions
LQG	Large quantity generator
LQHUW	Large quantity handler of universal waste
Manifest	Uniform Hazardous Waste Manifest
MQG	Medium quantity generator (state term)
NAICS	North American Industry Classification System
NPDES	National Pollutant Discharge Elimination System
NQG	Not a generator
OI	Off-Site Identification (form)
POTW	Publicly owned treatment works
PBR	Permit by rule

¹²⁸ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-040>

Acronym or Abbreviation	Meaning
PCB	Polychlorinated biphenyl
RCRA	Resource Conservation and Recovery Act
RCW	Revised Code of Washington
SAW	SecureAccess Washington
SDS	Safety data sheet
SLABs	Spent lead acid batteries
SQG	Small quantity generator
TBG	Treatment by generator
TSD	Treatment, storage, or disposal facility
UBI	Unified Business Identifier
UIC	Underground injection control
VSQG	Very small quantity generator (federal term)
WAC	Washington Administrative Code
WR	Waste Received (form)
XQG	No-waste generator

Glossary

Accumulation

Waste storage. As a generator, you don't need to obtain a storage permit if you comply with the applicable conditions for exemption requirements in [WAC 173-303-170\(2\)\(b\)](#).¹²⁹ Also see [storage](#).

Acutely hazardous waste

Dangerous wastes designated as F020, F021, F022, F023, F026, and F027 (as listed in [WAC 173-303-9903](#))¹³⁰ and wastes identified with a dangerous waste code beginning with the letter "P." Generation of more than 2.2 pounds of these dangerous waste per calendar month increases your generator category to large quantity generator.

Authorized representative

The person responsible for the overall operation of the generator site, facility, or an operational unit. Examples include a plant manager, superintendent, or an employee of the company of equivalent responsibility.

¹²⁹ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-170>

¹³⁰ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-9903>

Boiler

An enclosed device using controlled flame combustion. A boiler uses a mechanical or chemical manufacturing process to transform substances into new products, including the component parts of products.

Characteristic dangerous wastes

Regulated wastes that behave in a manner or exhibit a property that makes them dangerous. Washington State and EPA regulate them.

A person's knowledge, testing, or combination of the two can be used to identify these dangerous characteristics.

Characteristic waste codes start with the letter "D". For example, D001 is the characteristic waste code applied to ignitable wastes. WSC2 is also a characteristic waste (solid corrosive) but applies only in Washington State.

Characteristic dangerous wastes are described in more detail in [WAC 173-303-090](#).¹³¹

Code of Federal Regulations

The detailed regulations federal agencies write that implement the law provisions passed by Congress.

Commercial

An entity that offers services to other businesses or facilities that pay for the service. Examples include waste transport or management.

Dangerous waste

Solid wastes that designate as dangerous or extremely hazardous under [WAC 173-303-070](#)¹³² through [WAC 173-303-100](#).¹³³ The term **dangerous waste** includes federal hazardous wastes and wastes regulated only by Washington State.

Dangerous waste fuel

Any fuel that contains dangerous waste, which is burned for energy recovery in a boiler or an industrial furnace. The boiler or industrial furnace cannot be regulated as a hazardous waste incinerator.

Designated facility

A dangerous waste treatment, storage, disposal, or recycling facility (also referred to as a TSD). It must be permitted to recycle or manage dangerous waste. This facility is identified as the receiving facility on a hazardous waste manifest.

¹³¹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-090>

¹³² <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-070>

¹³³ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-100>

Designation

The process of determining whether a waste is regulated by referencing dangerous waste lists, characteristics, or criteria. The procedures for designating wastes are in [WAC 173-303-070](#).¹³⁴

A waste that has been designated as a dangerous waste may be either dangerous waste (DW), acute hazardous waste (AHW), or extremely hazardous waste (EHW).

Disposal

Disposal is either:

- Discharging, discarding, or abandoning dangerous waste.
- Treating, decontaminating, or recycling dangerous wastes once they have been discarded or abandoned.

Disposal includes discharges into or on land, air, or water.

Electronic Signature Agreement

EPA's Cross Media Electronic Reporting Rule (CROMERR) requires a secure method to submit electronic documents. This rule applies to everyone that submits their Dangerous Waste Annual Report electronically. The Electronic Signature Agreement adds the level of security that CROMERR requires.

Eligible academic entity

Eligible academic entities include:

- A college or university.
- A nonprofit research institute that is owned by or has a formal written affiliation agreement with a college or university.
- A teaching hospital that is owned by or has a formal written affiliation agreement with a college or university.

Energy recovery

Burning used oil in an enclosed device or unit using controlled flame combustion to recover heat energy.

EPA/State ID Number

The number used by EPA and Ecology to identify each:

- Generator
- Recycler
- Transporter

¹³⁴ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-070>

- Treatment, storage, and disposal facility
- Other facilities as required by [WAC 173-303](#)¹³⁵ and RCRA.

In Washington State, Ecology assigns EPA/State ID Numbers.

Episodic event

An activity that doesn't normally occur during your operations and results in a large amount of waste that exceeds your usual generator category.

Extremely hazardous waste

Dangerous and mixed wastes designated as extremely hazardous in [WAC 173-303-100](#).¹³⁶ For toxic dangerous wastes designated as extremely hazardous (WT01), the quantity exclusion limit is 2.2 lbs. per month.

Facility

All contiguous land and structures, equipment, and improvements on the land used for recycling, reusing, reclaiming, transferring, storing, treating, or disposing of dangerous waste. A facility may consist of several treatment, storage, or disposal operational units (for example, one or more landfills, surface impoundments, or combination of them).

Unless otherwise specified in these forms, the terms **facility**, **management facility**, and **designated facility**, may be used interchangeably.

Form code

Codes developed by EPA to describe the physical and chemical nature of a waste.

Generator

Any person, by site, whose act or process produces dangerous waste, or whose act first causes a dangerous waste to become subject to regulation.

Hazardous waste

Solid wastes designated by [40 CFR 261](#)¹³⁷ and regulated as hazardous and/or mixed waste by EPA. Washington State is authorized by the federal government to regulate hazardous wastes. The term **dangerous wastes** include federal hazardous wastes.

Health care facility

Any person lawfully authorized to:

- Provide preventative, diagnostic, therapeutic, rehabilitative, maintenance or palliative care, counseling, service, assessment, or procedure with respect to the physical

¹³⁵ <https://apps.leg.wa.gov/wac/default.aspx?cite=173-303>

¹³⁶ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-100>

¹³⁷ <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-I/part-261>

condition, mental condition, or functional status of a human or animal that affects the structure or function of the human or animal body.

- Distribute, sell, or dispense pharmaceuticals, including over-the-counter pharmaceuticals, dietary supplements, homeopathic drugs, or prescription pharmaceuticals.

This definition includes, but is not limited to, wholesale distributors, third-party logistics providers that serve as forward distributors, military medical logistics facilities, hospitals, psychiatric hospitals, ambulatory surgical centers, health clinics, physicians' offices, optical and dental providers, chiropractors, long-term care facilities, ambulance services, pharmacies, long-term care pharmacies, mail-order pharmacies, retailers of pharmaceuticals, veterinary clinics, and veterinary hospitals.

This definition doesn't include pharmaceutical manufacturers, reverse distributors, or reverse logistic centers.

Industrial furnace

Any enclosed device that is an integral component of manufacturing processes and that uses controlled flame combustion to recover materials or energy. See [WAC 173-303-040](#)¹³⁸ for a full list of devices.

Laboratory clean out

Evaluation and removal of chemicals and other laboratory materials that are no longer needed or expired. It may be on a routine basis (e.g., at the end of a semester or academic year) or as a result of a renovation, relocation, or change in laboratory supervisor or occupant.

A regularly scheduled removal of unwanted material as required by [WAC 173-303-235\(9\)](#)¹³⁹ does not qualify as a laboratory clean out.

Labpack

An overpacked container filled with multiple small containers of dangerous waste shipped together with sorbent material.

Land owner

The person who legally owns the property where a facility or generator is located.

Large quantity handler of universal waste

A generator that **accumulates** 11,000 pounds or more total of universal waste (e.g., batteries, thermostats, and lamps) or **accumulates** more than 2,200 pounds of lamps at any time.

¹³⁸ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-040>

¹³⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-235>

The large quantity handler of universal waste designation is retained through the end of the calendar year in which 11,000 pounds or more total of universal waste and/or 2,200 pounds of lamps are accumulated. Also see [universal waste handler](#).

Legal owner

The company or agency that owns the business operating on the site to which the EPA/State ID Number is assigned. The legal owner is also the legal owner of the generated waste.

Management

Treatment, storage, disposal, or recycling of dangerous waste.

Management method codes

Codes that describe the type of dangerous waste management system used to treat, recover, or dispose of a dangerous waste.

Management system

A process or series of processes acting together to perform a single operation in a dangerous waste stream. The management system may consist of a number of units, single pieces of equipment, individual tanks, surface impoundments, or distillation systems.

Manifest tracking number

The unique alphanumeric number associated with the Uniform Hazardous Waste Manifest.

Mixed (radioactive) waste

A dangerous, extremely hazardous, or acutely hazardous waste that contains both a nonradioactive hazardous component and source, special nuclear, or by-product material subject to the Atomic Energy Act of 1954 (as defined by [10 CFR 20.1003](#)).¹⁴⁰

National Pollutant Discharge Elimination System

A provision of the Clean Water Act that prohibits discharge of pollutants into United States waters.

Non-recurrent waste

Waste generated as the result of a spill cleanup, equipment decommissioning, or other remedial cleanup activity. Non-recurrent waste includes:

- Remediation-derived waste generation, such as a Superfund remedial action or dangerous waste regulation closure of a dangerous waste management unit.
- Waste received from off site that is not treated, recycled, or disposed of on site before being shipped off site again. It is considered non-recurrent because the waste comes from an off-site generator.

¹⁴⁰ <https://www.govregs.com/regulations/10/20.1003>

- Washington State—only banned material.

North American Industry Classification System code

Your businesses classification code, formerly known as SIC. You can find this number on your business license.

Off site

Any facility or business on another property, or on a different site or location.

Off-specification used oil fuel

Any used oil that exceeds specification levels in [WAC 173-303-515](#).¹⁴¹ See our [Used Oil Facts](#)¹⁴² publication for more details.

On site

The same or geographically contiguous property which may be divided by public or private right of way, provided that the entrance and exit between the properties is at a crossroads intersection and access is by crossing as opposed to going along the right-of-way.

Noncontiguous properties owned by the same person but connected by a right-of-way that they control, and that the public doesn't have access to, are also considered on-site property.

Operator

The person responsible for the operation of the site to which the EPA/State ID Number is assigned.

Origin codes

Codes that describe the dangerous waste by the type of activity that generated it.

Permit

Authorization that allows a person to perform dangerous waste treatment, storage, or disposal operations, and that typically includes specific conditions for such operations. Permits must be issued by Ecology, EPA, or another state authorized by EPA.

Permit by rule

A totally enclosed treatment facility, elementary neutralization, or wastewater treatment unit. A unit or activity has a dangerous waste permit if it meets and complies with the requirements found in [WAC 173-303-802](#).¹⁴³

You most likely have a permit by rule if you have a:

- National Pollutant Discharge Elimination System (NPDES) permit.

¹⁴¹ <http://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-515>

¹⁴² <https://apps.ecology.wa.gov/publications/summarypages/0204006.html>

¹⁴³ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-802>

- State waste discharge permit.
- Pretreatment permit (or written discharge authorization) from a local sewage utility that's been delegated pretreatment program responsibilities pursuant to [RCW 90.48.165](#).¹⁴⁴

Quantity exclusion limit

The quantity of dangerous waste generated in a calendar month used to distinguish when a dangerous waste is subject to the small quantity generator provisions, the medium quantity generator provisions, or when a dangerous waste is subject to the large quantity generator provisions according to [WAC 173-303-169](#).¹⁴⁵

Reclaim

The process of recovering a usable product or regenerating a usable material.

Recognized trader

A person based in the U.S. who arranges and facilitates movements of wastes destined for recovery or disposal operations. Recognized traders purchase and sell waste in U.S. and foreign facilities or arrange for the export or import of waste.

Recurrent waste

Waste generated on site from a production process, service activity, or routine cleanup (including off-specification or spent chemicals). Recurrent waste includes residual waste generated as the result of managing a recurrent non-dangerous waste and managing a previously existing recurrent dangerous waste.

Recycle

To use, reuse, or reclaim a waste after it has been generated.

Recycling without prior storage or accumulation

Waste that immediately enters the recycling unit once generated.

Residual

Leftover waste that remains after completing treatment, disposal, or recycling of a previously existing dangerous waste. Also called "residue."

Resource Conservation and Recovery Act (RCRA)

The federal law regulating hazardous waste adopted into Washington State's Dangerous Waste Regulations.

¹⁴⁴ <https://apps.leg.wa.gov/RCW/default.aspx?cite=90.48.165>

¹⁴⁵ <https://app.leg.wa.gov/WAC/default.aspx?cite=173-303-169>

Reverse distributor

Any person that receives, accumulates, or processes prescription pharmaceuticals that are potentially creditable dangerous waste pharmaceuticals in order to facilitate or verify manufacturer credit. This includes forward distributors, third-party logistics providers, and pharmaceutical manufacturers.

Safety data sheet (SDS)

Information on the physical, chemical, and toxic properties of a product. Manufacturers are required to provide safety data sheets on all products they manufacture and sell.

Site

The land where any facility or activity is physically located, including adjacent land used in connection with the facility or activity.

Source codes

Codes that indicate what process or activity caused the generation of a dangerous waste.

State-only codes

Dangerous wastes that are regulated by Washington State but not EPA. These codes start with the letter "W."

Storage

Holding dangerous waste for a temporary period of time.

[Accumulation](#) dangerous waste, by the generator on the site of generation, is storage of dangerous waste and can be managed under the applicable conditions for exemption of [WAC 173-303-170 \(2\)\(b\)](#).¹⁴⁶

Storage/transfer

A dangerous waste handling activity that **doesn't** include treatment, recycling, or disposal.

Storage/transfer may involve permitted storage of dangerous waste prior to its ultimate treatment, disposal, or recycling, whether on site or off site. It may also involve sorting, consolidating, or re-packaging dangerous wastes received from off site for purposes of more efficient management or transport.

Transfer facility

Any transportation-related facility where shipments are held, consolidated, or transferred within a period of ten days or less during the normal course of transportation.

A transfer facility may include:

- Loading docks
- Parking areas

¹⁴⁶ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-170>

- Storage areas
- Buildings
- Piers
- Other similar areas

Transportation

The movement of dangerous waste by air, rail, highway, or water.

Transporter

A person engaged in transporting dangerous waste off site.

Treatment

The physical, chemical, or biological processing of dangerous waste to make it non-dangerous or less dangerous, safer for transport, amenable for energy or material resource recovery, amenable for storage, or reduced in volume with the exception of compacting, repackaging, and sorting as allowed under [WAC 173-303-400\(2\)](#)¹⁴⁷ and [173-303-600\(3\)](#).¹⁴⁸

Treatment by generator

The process by which generators may treat their own dangerous wastes on site without a dangerous waste treatment permit.

Underground injection control

The process of placing fluids underground through a bored, drilled, or driven well, or through a dug well in which the depth of the dug well is greater than the largest surface dimension.

For descriptions of well classes and more information, see [WAC 173-218-040](#).¹⁴⁹

Uniform Hazardous Waste Manifest

A hazardous waste shipping document required by EPA and the Department of Transportation for all generators who transport—or offer for transport—dangerous waste for off-site treatment, recycling, storage, or disposal. It is used to identify the quantity, composition, origin, routing, and destination of a dangerous waste.

Universal waste

Wastes not counted toward generator category and not reported on your dangerous waste annual reports. They include batteries, lamps, and mercury-containing equipment. Universal wastes are managed under the Universal Waste Rule ([WAC 173-303-573](#)).¹⁵⁰

¹⁴⁷ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-400>

¹⁴⁸ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-600>

¹⁴⁹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-218-040>

¹⁵⁰ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-573>

Universal waste handler

A generator of universal waste or the owner or operator of a facility that receives universal waste from other universal waste handlers, accumulates, and sends universal waste to another universal waste handler, to a destination facility, or to a foreign destination.

This **doesn't** mean a person who treats universal waste, except under the provisions of [WAC 173-303-573\(9\) or \(20\)](#)¹⁵¹, or disposes of or recycles universal waste; or is engaged in the off-site transportation of universal waste by air, rail, highway, or water, including a universal waste transfer facility.

Used oil

Any oil refined from crude oil, or any synthetic oil, that has been used and, as a result of such use, is contaminated by physical or chemical impurities.

Used oil fuel

Used oil that is burned for energy recovery, and any fuel produced from used oil by processing, blending, or other treatment that is burned for energy recovery.

Used oil fuel marketer

Any person who:

- Directs a shipment of off-specification used oil from their site to an off-specification used oil burner.
- First claims that used oil that is to be burned for energy recovery meets the used oil fuel specifications set forth in [40 CFR 279.11](#).¹⁵²

Utility boiler

A boiler that is used to produce electricity, steam, or heated or cooled air for sale.

¹⁵¹ <https://apps.leg.wa.gov/WAC/default.aspx?cite=173-303-573>

¹⁵² <https://www.ecfr.gov/current/title-40/chapter-I/subchapter-I/part-279/subpart-B/section-279.11>

Appendix Q. Related Information

Publications

- Publication 21-04-017: [Guide to Universal Waste](#)¹⁵³
- Publication 21-04-014: [Focus on: Treating Dangerous Waste Under Permit by Rule](#)¹⁵⁴
- Publication 21-04-013: [Focus on Special Waste Exclusion](#)¹⁵⁵
- Publication 02-04-006: [Used Oil Facts](#)¹⁵⁶

Forms

- Form ECY 070-588: [Generation and Management \(GM\) Form](#)¹⁵⁷
- Form ECY 070-589: [Off-Site Identification \(OI\) Form](#)¹⁵⁸
- Form ECY 070-590: [Waste Received \(WR\) Form](#)¹⁵⁹
- Form ECY 070-632: [Site ID Form Addendum: Used Oil Report](#)¹⁶⁰

¹⁵³ <https://apps.ecology.wa.gov/publications/SummaryPages/2104017.html>

¹⁵⁴ <https://apps.ecology.wa.gov/publications/SummaryPages/2104014.html>

¹⁵⁵ <https://apps.ecology.wa.gov/publications/SummaryPages/2104013.html>

¹⁵⁶ <https://apps.ecology.wa.gov/publications/summarypages/0204006.html>

¹⁵⁷ <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070588.html>

¹⁵⁸ <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070589.html>

¹⁵⁹ <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070590.html>

¹⁶⁰ <https://apps.ecology.wa.gov/publications/SummaryPages/ECY070632.html>