

**2012 KANSAS SMALL QUANTITY GENERATOR AND SMALL QUANTITY GENERATOR
INSTRUCTIONS FOR
HAZARDOUS WASTE SITE INFO VERIFICATION REPORT**

The information summarized on the attached report is the current information on file with KDHE and **will act as a Notification of Regulated Waste Activity Form when returned to KDHE**. Please follow the directions below in order for us to update your facility's information in the EPA RCRA Computer Database.

Read through the Hazardous Waste Site Info Verification Report, if any of the information is incorrect or incomplete, please mark through the incorrect information and fill in the correct or new information directly on the report. Please type or print clearly in black ink on all items except the Certification Section. The Certification Section **must** be signed and dated by an authorized representative. **A detailed explanation of each section is listed below.**

If for some reason you are **NOT** a KSQG or SQG, please write a brief explanation on the report form to explain why you are no longer a Generator, sign it and return only this report to KDHE.

Please make a copy of this report and invoice for your records.

Please staple the report, invoice and your check made payable to the "Hazardous Waste Management Fund-KDHE" and submit to the address below **by April 1, 2012**. **Please include your EPA ID on the check**. The enclosed Invoice will serve as your receipt from KDHE.

**Kansas Department of Health and Environment
Bureau of Waste Management
Attn: Sarah Fulton
1000 SW Jackson, Suite 320
Topeka, KS 66612-1366**

EPA RCRA ID Number: The EPA Identification Number is assigned to a site-specific location address and only applies to the activities at this location.

Name of Company/Site: The legal name of your facility by which you conduct business.

Location of Site: The physical location address of your facility. This address must not be a Post Office Box or Route Number. Please use your 911 address, if no other valid address is available.

Land Type: The land type that **best** describes your facility. Select only one type: P=Private, C=County, D=District, F=Federal, I=Indian, M=Municipal, S=State, or O=Other. If Other, explain on back of report.

NAICS: The North American Industry Classification System Code that **best** describes what type of business you are conducting. Use the six (6) digit code, if available, for your business. If not, use the five (5) digit code. Do not enter any four (4) or less digit codes. List other NAICS codes, if applicable. Check with your accounting or business staff to determine your NAICS code(s); the NAICS code is used in tax reporting and other business reports. You can also obtain a list of the NAICS code(s) at the following internet address: <http://www.census.gov/eos/www/naics>

Mailing Address: The mailing address for the Site Contact Person. **IMPORTANT: All correspondence and reports will be mailed to the Site Contact Person at this address.**

Site Contact: The name and business telephone number of the person who should be contacted about information regarding regulated waste activities at this facility.

Current Owner of Site: The legal owner of the facility. If additional owner(s), please provide information on back of report.

Owner Type: The owner type that best describes your facility. Select only one type: P=Private, C=County, D=District, F=Federal, I=Indian, M=Municipal, S=State, or O=Other. If Other, explain on back of report.

Current Operator of Site: The legal operator of the facility. If the same as owner, write "same"

Operator Type: The operator type that best describes facility. Select only one type: P=Private, C=County, D=District, F=Federal, I=Indian, M=Municipal, S=State, or O=Other. If Other, explain on back of report.

Type(s) of Regulated Activity: This section shows the current generator classification at your facility. Shown below is a definition for each of these classification activities.

NOTE: Please ignore Federal generator classification shown. Refer only to State generator classification.

THE DEFINITIONS OF HAZARDOUS WASTE GENERATORS ARE SUMMARIZED BELOW:

You are a generator if you generate hazardous waste that is listed in 40 CFR 261.31 through 261.33 or identified by one or more hazardous waste characteristics described in 40 CFR 261.21 through 261.24. Your generator classification is based on the total amount of hazardous waste you generate in any **single** calendar month. It is **NOT** the average over months, rather the highest single monthly total. The listed hazardous wastes and a description of the characteristic wastes can be found in the Hazardous Waste Generator Handbook. To request a copy of this handbook, please call (785) 296-1600 or you may view and download the handbook at the following Internet address: <http://www.kdheks.gov/waste/forms/hazwaste/gen700-HWGenHandbook2011.pdf>

Large Quantity Generator (LQG): A site is classified as a Large Quantity Generator if the site meets **any** of the following criteria:

1. Generates, in any single calendar month, 1,000 kg (2,200 pounds) or more of hazardous waste; **or**
2. Generates, in any single calendar month, or accumulates at any time, more than 1 kg (2.2 pounds) of acute hazardous waste; **or**
3. Generates, in any single calendar month, or accumulates at any time, more than 100 kg (220 pounds) of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill of any acute hazardous waste.

Small Quantity Generator (SQG): A site is classified as a Small Quantity Generator if the site meets **any** of the following criteria:

1. Generates, in any single calendar month, more than 100 kg (220 pounds) but less than 1,000 kg (2,200 pounds) of hazardous waste; **and**
2. Accumulates, at any time, no more than 6,000 kg (13,200 pounds) of hazardous waste; **and**
3. Generates, in any single calendar month, or accumulates at any time, no more than 1 kg (2.2 pounds) of acute hazardous waste; **and**
4. Generates, in any single calendar month, or accumulates at any time, more than 100 kg (220 pounds) of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill of any acute hazardous waste.

Kansas Small Quantity Generator (KSQG): A site is classified as a Kansas Small Quantity Generator if the site meets **any** of the following criteria:

1. Generates, in any single calendar month, 25 kg (55 pounds) or more but less than 100 kg (220 pounds) of hazardous waste; **and**
2. Accumulates, at any time, no more than 1,000 kg (2,200 pounds) of hazardous waste; **and**
3. Generates, in any single calendar month, or accumulates at any time, no more than 1 kg (2.2 pounds) of acute hazardous waste; **and**
4. Generates, in any single calendar month, or accumulates at any time, more than 100 kg (220 pounds) of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill of any acute hazardous waste.

Conditionally Exempt Small Quantity Generator (CESQG): A site is classified as a Conditionally Exempt Small Quantity Generator if the site meets **any** of the following criteria:

1. Generates, in any single calendar month, less than 25 kg (55 pounds) of hazardous waste; **and**
2. Accumulates, at any time, no more than 1,000 kg (2,200 pounds) of hazardous waste; **and**
3. Generates, in any single calendar month, or accumulates at any time, no more than 1 kg (2.2 pounds) of acute hazardous waste; **and**
4. Generates, in any single calendar month, or accumulates at any time, more than 100 kg (220 pounds) of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill of any acute hazardous waste.

NOTE: If you need further information regarding other Hazardous Waste Activities, Universal Waste Activities or Used Oil Activities, please call KDHE at (785) 296-0005 or refer to the Hazardous Waste Generator Handbook.

Hazardous Waste Handled: This section shows each four (4) digit code used to identify each hazardous waste you generate. These hazardous wastes codes are listed in 40 CFR 261.24 and 40 DFR261.31-261-33. Descriptions of the listed and characteristic waste and their respective waste codes can be found in the Hazardous Waste Generator Handbook. To request a copy of this handbook, please call (785) 296-1600 or may view and download the handbook at the following internet address:
<http://www.kdheks.gov/waste/forms/hazwaste/gen700-HWGenHandbook2011.pdf>

Certification: This report **must** be signed by an authorized representative of the facility who is responsible for the overall operation of the site (e.g., an owner, a company president, a plant manager or superintendent, or a person of equal responsibility). Enter the title of the authorized representative and the date signed. **Unsigned forms will not be processed and will be returned.**

If the following is not received, your report will be returned:

Remember to enclose the following and mail to: Attn: Sarah Fulton

KDHE/BWM

1000 SW Jackson, Suite #320

Topeka, KS 66612-1366

- ✓ **Two Page Hazardous Waste Site Info Verification Report with corrections or additions shown.**
- ✓ **Signature of an authorized representative at the bottom of both pages of the report**
- ✓ **The Invoice**
- ✓ **Your check for \$100 made payable to the “Hazardous Waste Management Fund-KDHE”. Include your EPA ID number on the check and staple it to the report and Invoice.**