

INSTRUCTIONS

KENTUCKY NOTIFICATION OF HAZARDOUS WASTE ACTIVITY FORM

(DEP-7037) March 2008

******IMPORTANT NOTE******

This registration supersedes all Notification of Hazardous Waste Activity forms previously submitted for your company. Be sure to include all information for every activity at your site. The form must be typed or printed legibly.

******QUESTIONS?******

If you have questions about this form, call the Division of Waste Management at (502) 564-6716 and ask for the generator registration coordinator.

******FEES******

Checks must be made payable to the Kentucky State Treasurer. Consult the fee schedule at the end of these instructions. **DO NOT SEND YOUR CHECK TO THE KENTUCKY STATE TREASURER** - it must be submitted with your form to the Division of Waste Management.

******CHECKLIST******

- You have read these instructions.
- The form is filled out in its entirety.
- ID Numbers – both your EPA ID # and AI # are on all pages of your submittal. (To be left blank if you are requesting a new EPA ID #.)
- There is an original signature in Section XII “Certification”.
- Check or money order, if applicable, is made payable to the Kentucky State Treasurer and is enclosed with your registration form.
- These instructions have been removed prior to mailing the form to this office.

I. Reason for Submittal

- NEW – Mark this box to provide initial notification (to obtain an EPA identification number for hazardous waste, universal waste, or used oil activities). If you marked “NEW”, no other boxes in this section apply to your facility. Continue to Section II.
- RENEWAL – Mark this box to renew your EPA ID number. For example, all small and large quantity generators **AND** facilities that register as “Other Recycler” or “Treatment on Site” must renew their EPA ID number annually. Also mark an ‘X’ in the box of any “Modifications” that apply.
- REACTIVATE AN EPA ID # - Mark this box if a number already exists for your location that is currently inactive.
- MODIFICATION – Mark this box and all applicable boxes below if you are modifying an existing Notification, such as adding or deleting a waste stream(s), changing the contact person, etc.
 - GENERATOR STATUS – Mark this box if any item in Section IX (Type of Regulated Waste Activity) has changed, is being added or deleted.
 - CONTACT PERSON – Mark this box if the contact person has changed (is different than the previous Notification submittal).
 - ADD/DELETE WASTE STREAMS – Mark this box if you are adding or deleting waste streams that were/were not on your previous Notification submittal.
 - OWNERSHIP – Mark this box if this facility had an ownership change. Print or type the previous owner name in the space below.
 - COMPANY NAME – Mark this box if your company name has changed. Print or type the previous company name in the space below.
 - OTHER – Mark this box and provide a brief explanation of the modification (i.e., mailing address changed, etc.).

II. ID Numbers

- EPA ID NUMBER – If your company already has an EPA ID number, write or type your EPA ID number in the boxes on all pages of this Notification form. If applying for a new EPA ID number, leave this space blank.
NOTE: A separate EPA ID number is needed for each location of your company. If an EPA ID number has already been issued for one location, and you are applying for a number for a different location, do not report the existing EPA ID number in this category.
- AGENCY INTEREST NUMBER – Write or type your company’s Department for Environmental Protection Agency Interest (AI) number on the blank line provided.
NOTE: All companies submitting a Notification for renewal or modification can find your AI number on your “Certificate of Notification of Hazardous Waste Activity” directly below your EPA ID number. If you are applying for a New EPA ID number and are not sure if your company has an AI number, leave this space blank.

III. Company Name

Enter the name exactly as you wish to be identified with the Division of Waste Management. The name entered here will be used on all hazardous waste records and will appear on your Certificate of Notification.

IV. Location

- STREET ADDRESS/CITY/ZIP CODE/COUNTY – Provide the actual location of your company where waste is generated. Do not use a post office box or route. Be specific using a highway number or name. For example: 1234 Lost Highway, 1234 State Avenue or 1234 US Hwy. 82 S.
- LATITUDE/LONGITUDE – This information can be obtained from a USGS topographic map. It may be provided in degrees, minutes and seconds or in decimal degrees.
NOTE: If you cannot determine your company’s coordinates, you may send a city map, which clearly identifies the location of your business (i.e., named streets and landmarks).

V. Land Type

Place an “X” in the box that best describes the land owner type of your site. Select only one type.

VI. NAICS Code(s)

The NAICS (North American Industry Classification System) is an industry classification code which has replaced the SIC Code. You can find the NAICS code for your company from this web site: <http://www.naics.com/search>. Find your NAICS code by typing in a key word or phrase in the search box that describes what your company does.

VII. Contact & Mailing Address

- CONTACT PERSON – Provide the name of the person who may be contacted if there are questions about the information on this form.
- PHONE & E-MAIL – Provide the phone number, phone extension, and e-mail address of the contact person who is listed above.

- MAILING ADDRESS – Provide the official mailing address for your facility. This may be the same as the location address or a post office box number. It may also be a corporate/home office located in another city or state. However, this address should be that of the contact person.
NOTE: The Certificate of Notification will be mailed to the mailing address and to the attention of the contact person provided on this form.

VIII. Legal Owner

- LEGAL OWNER NAME – Provide the name of the legal owner(s) of the entity doing business at this location.
- DATE BECAME OWNER – Provide the date on which the above entity became the owner.
- OWNER TYPE – Place an “X” in the box that best describes the owner type of your site. Select only one type.
- PHONE – Provide the phone number and, if applicable, the phone extension of the generator’s legal owner.
- ADDRESS – Provide a complete mailing address where the generator’s legal owner can be reached.

IX. Land Owner

- LEGAL LANDOWNER NAME – Provide the name of the legal landowner(s) of the property owner.
- DATE BECAME OWNER – Provide the date on which the above entity became the property owner.
- OWNER TYPE – Place an “X” in the box that best describes the landowner type of your site. Select only one type.
- PHONE – Provide the phone number and, if applicable, the phone extension of the generator’s landowner.
- ADDRESS – Provide a complete mailing address where the generator’s landowner can be reached.

X. TYPE OF REGULATED WASTE ACTIVITY

A. HAZARDOUS WASTE ACTIVITIES

1. GENERATOR OF HAZARDOUS WASTE

- ONE-TIME GENERATOR – Place an “X” in the “No” box if you generate hazardous waste on a continual basis. Place an “X” in the “Yes” box if your company will not generate hazardous waste in future years at this site (i.e., underground storage tank removal).
NOTE: One-Time-Only Generators are not required to renew the EPA ID number. The EPA ID number will be automatically deactivated one year after the effective date. Therefore, it is not necessary to submit a “Request to be Removed from the Hazardous Waste Handler List” form. An annual report booklet will be mailed to you along with your Certificate of Notification.
 - GENERATOR STATUS – Place an “X” in only one of the following boxes to indicate the maximum quantity of hazardous waste your company will generate in any single calendar month.
 - Large Quantity Generator: Mark this box if the total amount you generate in any single calendar month is:
 - more than 1000 kilograms (2,200 pounds) of hazardous waste; or,
 - more than one kilogram (2.2 pounds) of acute hazardous waste; or,
 - more than 100 kilograms (220 pounds) of spill cleanup residues and debris of acute hazardous waste.
 - Small Quantity Generator: Mark this box if you generate in any single calendar month between 100 and 1,000 kilograms (220 and 2,200 pounds) of non-acute hazardous waste.
 - Conditionally Exempt Small Quantity Generator: Mark this box if you generate in any single month during the calendar year:
 - less than 100 kilograms (220 pounds) of non-acute hazardous waste; or,
 - less than one kilogram (2.2 pounds) of acute hazardous waste; or,
 - less than 100 kilograms (220 pounds) of spill cleanup residues and debris of acute hazardous waste.
- NOTE:* It is not a regulatory requirement for Conditionally Exempt Small Quantity Generators to register or have an EPA ID number.

2. UNITED STATES IMPORTER OF HAZARDOUS WASTE – Place an “X” in this box if your company imports hazardous waste from a foreign country into the United States.
3. MIXED WASTE GENERATOR – Place an “X” in this box if your company generates mixed waste (waste that is both hazardous and radioactive). RCRA defines “mixed waste” as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act.
4. TRANSPORTER OF HAZARDOUS WASTE – Place an “X” in this box if your company transports hazardous waste. Do not mark if another company transports your waste. If you transport hazardous waste, place an “X” in all boxes that describe the mode of transport employed.
5. TREATMENT/STORAGE/DISPOSAL FACILITY – Place an “x” in this box only if you operate or are applying for a permit to operate an on-site hazardous waste facility under a Part B permit or interim status.
6. RECYCLER OF HAZARDOUS WASTE – Refer to 401 KAR 36 and 401 KAR 31:010, Section 6, and place an “X” in all categories that apply.
 - Lead-Acid Battery Recycler: Place an “X” in this box if you reclaim spent lead-acid batteries on your property. This category does not apply to companies that accumulate batteries for off-site shipment to a battery recycler.

- **Precious Metals Recycler:** Place an "X" in this box if you generate, transport or store recyclable materials for precious metal recovery (i.e., silver recovery from photographic solutions). Note that the original amount of waste generated (i.e., silver fixer fluid) must be reported in the Description of Hazardous Wastes. If the on-site treatment unit meets the definition of a wastewater treatment unit, registration as a recycler on this form is NOT required. Wastewater treatment units are allowed to handle hazardous waste fixer under a permit-by-rule (401 KAR 38:060, Section 1(5)) if the discharge is regulated by the KPDES program.
 - **Other Recycler:** Place an "X" in this box if your on-site recycling method has NOT been identified in any other area of this form. Briefly describe the hazardous waste recycling operation (i.e., on-site solvent distillation).
7. **EXEMPT BOILER AND/OR INDUSTRIAL FURNACE** – Place an "X" in this box if one or both of the following apply to your company:
- Place an "X" in box (a) to indicate that your company qualifies for the Small Quantity On-Site Burner Exemption, if you burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in 401 KAR 36:020, Section 9
 - Place an "X" in box (b) to indicate that your company qualifies for the Smelting, Melting, and Refining Furnace Exemption if you process hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, or to recover economically significant amounts of precious metals, or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in 401 KAR 36:020, Section 1.
8. **UNDERGROUND INJECTION WELL** – Refer to 401 KAR 35:270. Place an "X" in this box if you operate an on-site hazardous waste injection well.
9. **GENERATOR TREATING HAZARDOUS WASTE ON-SITE** – Refer to 401 KAR 32:030, Section 6. Place an "X" in this box if your company is proposing to treat hazardous waste generated on-site and is seeking approval from this agency, or if your company intends to continue operating an approved on-site treatment process. Provide a brief description of the treatment on-site activity.
- NOTE: Owners/operators of elementary neutralization units and waste water treatment units are deemed to have a permit-by-rule and are exempt from having to obtain a permit or register treatment on-site activity.*
- NOTE: A checklist is available for all treatment on-site application requirements. Contact Bill Schneider by phone at (502) 564-6716 or by e-mail at william.schneider@ky.gov to obtain this checklist.* First time proposals to treat waste on-site must be accompanied by a clear explanation of the process, a description of all wastes to be handled by the process, capacity of the process, type of unit in which the process will be conducted (i.e., container, tank, drip pad or containment building), documentation that the process will adequately protect public health and the environment, and other pertinent information. When renewing your ID number, it will not be necessary to refile the explanation unless there has been a change in the process. If there has been a change in the process, a complete submittal and subsequent review will be required.
10. **LABORATORY CONDUCTING TREATABILITY STUDIES** – Place an "X" in this box if you operate a laboratory that intends to conduct treatability studies to determine whether a waste is amenable to a treatment process; whether pretreatment is required; what optimal process conditions are needed to achieve the desired treatment; the efficiency of the treatment process; or the characteristics and volumes of residuals from a treatment process.
11. **HOUSEHOLD COLLECTION** – Place an "X" in this box if you operate a household hazardous waste collection center and require a courtesy EPA ID number. If household hazardous waste will be declared hazardous and manifested off-site as hazardous after collection, you must register the collection site as a generator.
12. **PUBLICLY OWNED TREATMENT WORKS (POTW) RECEIVING HAZARDOUS WASTE** – Place an "X" in this box if you own/operate a POTW which treats hazardous waste.
13. **E-SCRAP COLLECTION CENTER** – Place an "X" in this box if you intend to collect electronic scrap prior to sending it to a recycler.
13. **OTHER** – Provide a brief description of any other hazardous waste activity that your company does that is not found on this form.

B. UNIVERSAL WASTE ACTIVITIES – Refer to 401 KAR 43

1. **LARGE QUANTITY UNIVERSAL WASTE HANDLER** – Place an "X" in this box if you are a universal waste handler who accumulates 5,000 kilograms (11,000 pounds) of universal waste at any time. You must identify all applicable categories of universal waste being handled.
- Place an "X" in all boxes that apply to indicate that your company generates and/or accumulates batteries, unused pesticides, thermostats, and/or spent lamps (including fluorescent lamps).
2. **DESTINATION FACILITY FOR UNIVERSAL WASTE** – Place an "X" in this box if your company treats, disposes of, or recycles universal waste on site. A hazardous waste permit is required if you treat or dispose of universal wastes; a permit may be required if your company recycles universal wastes.

C. USED OIL ACTIVITIES – Refer to 401 KAR 44. Place an "X" in all boxes that apply.

1. **USED OIL TRANSPORTER** – Place an "X" in this box and place an "X" in box (a) and/or box (b) if you transport used oil, collect used oil from more than one generator and transport the collected oil, or if you own or operate a used oil transfer facility.
2. **USED OIL PROCESSOR AND/OR RE-REFINER** – Place an "X" in this box and place an "X" in box (a) and/or box (b) if you process used oil.
3. **OFF-SPECIFICATION USED OIL BURNER** – Place an "X" in this box and place an "X" in box (a) and/or box (b) and/or box (c) if you burn used oil.

4. USED OIL FUEL MARKETER – Place an “X” in this box and place an “X” in box (a) and/or box (b) if you direct shipments of off-specification used oil from your facility to a used oil burner or are the first person to claim that used oil to be burned for energy recovery meets the used oil specifications in 401 KAR 44:010, Section 2.

XI. DESCRIPTION OF CURRENT HAZARDOUS WASTES

List all hazardous waste generated on-site. Used oil, if sent for recycling, is exempt from hazardous waste requirements and should not be included here. Generators who are modifying must list all current waste streams in addition to any new ones.

- DESCRIPTION OF WASTE – Use the Hazardous Waste Management Regulations 401 KAR 31:030 and 31:040 to complete this category. List each waste stream separately and identify every waste stream your company will generate/recycle during the next year. A single waste stream is identified as it is first generated. Waste streams mixed after they have been generated must be listed separately. (Description examples: paint related material, petroleum naphtha, waste ink, contaminated solvent. The description does not have to be identical to the DOT shipping description.)
- EPA WASTE NUMBERS – Use the Hazardous Waste Management Regulations 401 KAR 31:030 and 31:040 to complete this category. Use every EPA Waste Number that applies for each waste stream (i.e., D001, F004, P032, K056 and/or U232). One waste stream may have more than one waste number.
- PHYSICAL STATE – Use the following codes:

L – liquid

S – solid

M – semi-solid

G – gas

- MAXIMUM AMOUNT OF WASTE IN A CALENDAR MONTH – Enter the maximum amount of waste generated in a single calendar month. **DO NOT** average high and low months to figure the maximum monthly amount of waste generated.

NOTE: If the monthly total of your waste streams exceeds 2,200 pounds (or 26.3 gallons) per month but because all waste streams are not generated every month and you never exceed 2,200 pounds in any one month, you may register as a Small Quantity Generator even though your total may be that of a Large Quantity Generator. Please include a statement to that effect either on the form or in a cover letter.

- ESTIMATED ANNUAL QUANTITY OF WASTE – Estimate the total amount of each waste stream generated in a single calendar year. For waste streams that are generated infrequently, use previous years to estimate the annual amount. Annual amounts can be no less than the monthly amount and no more than 12 times the monthly amount.
- UNIT OF MEASURE – Use the following codes:

G – gallons

L – liters

T – tons (2,000 pounds)

K – kilograms

P – pounds

N – cubic meters

Y – cubic yards

M – metric tons (1,000 kg)

- TOTAL – Add all waste streams to find the total generated in (1) a calendar month; and (2) a calendar year. Include the correct unit of measure. If your company generates wastes that are measured in different units, a conversion factor may be used to arrive at a total. Liquids may be converted into pounds by using MSDS sheets, chemical dictionaries, etc., or by using the weight of water as a conversion factor (i.e., 1 gallon = 8.34 pounds). If using a conversion factor other than the weight of water, please specify the conversion factor in the Comments Section.

XII. WASTE STREAMS BEING DELETED

This category applies only to modifications. Enter all waste streams reported on the previous registration form which are no longer generated or managed by your company.

XIII. CERTIFICATION

This form must be originally signed and dated by the owner, operator, or an authorized representative of your company. An “authorized representative” is a person responsible for the overall operation of the facility (i.e., a plant manager or superintendent, or a person of equal responsibility). **All registrations must include this certification to be complete. Copied or stamped signatures are not acceptable.**

SEE NEXT 2 PAGES FOR EXPLANATION OF FEES.

FEE SCHEDULE

REGISTRATION FEES - First time registrations and renewals, use Schedule 1.

Large Quantity Generator	Use Schedule 1
Small Quantity Generator	Use Schedule 1
Conditionally Exempt Small Quantity Generator	No Fee

SCHEDULE 1

<u>Number of Waste Streams</u>	<u>Fee</u>
1 – 5	\$300
6 – 10	\$350
11 – 15	\$400
16 – 20	\$450
21 – 25	\$500
26 – 30	\$550
31 or more	\$600

If renewing your EPA ID number, your renewal fee will cover any changes you make at the time you file your renewal form. It is not necessary to pay an additional modification fee with this submittal. However, when filing a modification at any other time of the year, you must follow Schedule 2.

MODIFICATION FEES - For modifications, use Schedule 2.

EXAMPLES:

- ⇒ To add or delete waste streams, see Schedule 2
- ⇒ To modify the company name - No fee. Changes in ownership of the company, however, requires submittal of the full registration fee (see Schedule 1).
- ⇒ To modify other information such as contact person, mailing address, etc. - \$50 each.
- ⇒ To change status from Small or Large Quantity to Conditionally Exempt Small Quantity Generator - No fee.
- ⇒ To add any new activity, such as recycling or treatment on-site, see the fee identified for that activity.

SCHEDULE 2

<u>Number of Waste Streams</u>	<u>Fee</u>
1 – 5	\$50
6 – 10	\$100
11 – 15	\$150
16 – 20	\$200
21 – 25	\$250
26 – 30	\$300
31 or more	\$350

FEES FOR OTHER ACTIVITIES:

On-Site Treatment by Generator - \$300	One Time Only Generator - See Schedule 1
Transporter - No Fee	Treatment/Storage/Disposal Facility - No Fee
Underground Injection Well - No Fee	Lead Acid Battery Recycler - \$300*
Precious Metals Recycler - \$300*	Other Recycler - \$300 per activity*
Hazardous Waste Fuel Burner - \$300	Non-Hazardous Used Oil Activities - \$300 one time fee (one fee covers any/all activities)
Laboratory Conducting Treatability Studies - No Fee	Household Collection - No Fee
POTW Receiving Hazardous Waste - No Fee	Large Quantity Handler of Universal Waste - \$300 one time fee

*Conditionally Exempt Small Quantity Generators who are also recyclers are exempt from fees.

NOTE: Fees as specified in Schedule 1 apply to all federal, state, county and other publicly owned facilities.

**NOTE: There is no fee to register as a Transporter or a
Conditionally Exempt Small Quantity Generator.**

EXAMPLES:

If your company is a Large Quantity Generator with seven hazardous waste streams and operates a precious metals recycling facility, the fee would be \$350 + \$300 = \$650.

If your company is a Small Quantity Generator with eight waste streams and is also registered as a transporter, the fee would be \$350 (no fee for the transporter activity).

If your company is a Conditionally Exempt Small Quantity Generator with two waste streams and operates a solvent distillation unit (Other Recycler), the fee would be \$0.

If your company is a Small Quantity Generator with two waste streams and operates a solvent distillation unit (Other Recycler), the fee would be \$300 + \$300 = \$600.

If your company is filing a modification to add two new waste streams and change the contact person, the fee would be \$50 + \$50 = \$100.

If your company is filing a modification to change the name of the company, with no change in ownership, the fee would be \$0.

If your company is filing a change of ownership and subsequent name change, the full fee in Schedule 1 will apply.

If you are still unsure of what your fee should be, please contact the registration program coordinator at (502) 564-6716.

**ALL CHECKS MUST BE MADE PAYABLE TO THE
KENTUCKY STATE TREASURER**

**Do not send your check directly to the Kentucky State Treasurer - it must be submitted with your form
to the Division of Waste Management.**