



Minnesota  
Pollution  
Control  
Agency

*Generators of PCB-contaminated oil-filled electrical equipment may use this form to apply to enter into a PCB Phase-Out Agreement with the MPCA.*

**Note:** The application may be completed electronically on the Web at <http://www.pca.state.mn.us/publications/w-hw4-48i.doc>.

Applications not filled out electronically should be typed or printed in ink.

# PCB Phase-Out Agreement Application and Instructions

Waste/Hazardous Waste/#4.48i • January 2008

## What are “PCBs”?

Polychlorinated biphenyls (PCBs) are a class of 209 man-made chemicals with varying toxicity, often used as an insulator in electrical equipment. PCB products range from thin, light-colored oils to yellow, viscous resins.

## What is a “PCB Phase-Out Agreement”?

Businesses that generate PCB waste in Minnesota must pay annual fees to the Minnesota Pollution Control Agency (MPCA) based on the quantity of hazardous waste PCBs generated at a facility. Businesses that generate PCB waste as a result of disposing of or retrofitting PCB-contaminated oil-filled electrical equipment before the end of its service life are eligible for a waiver from the annual fee requirements. This waiver is administered under a PCB Phase-Out Agreement.

To be eligible for the fee waiver, businesses must submit a *PCB Phase-Out Agreement Application* to the MPCA and receive approval before known or assumed PCB-contaminated oil-filled electrical equipment is removed from service.

For more information about PCB Phase-Out Agreements, see the MPCA’s hazardous waste fact sheet #4.45h, *Minnesota Changes in PCB Management*, available on the Web at: <http://www.pca.state.mn.us/publications/w-hw4-48h.pdf>.

## General application instructions

Each applicant for a PCB Phase-Out Agreement is responsible for ensuring that all actions described in the application comply with federal requirements for PCB management under the Toxic Substances Control Act (TSCA). Applications proposing phase-outs in violation of these requirements may be returned to the applicant. MPCA approval of an application does not authorize any actions in violation of the TSCA requirements, nor does it indicate that the applicant is in compliance with TSCA or Minnesota hazardous waste requirements. TSCA requirements are listed in MPCA hazardous waste fact sheets #4.48a, #4.48b, #4.48c, #4.48d, #4.48e, and #4.48g, available on the Web at <http://www.pca.state.mn.us/waste/pubs/business.html>.

## After submitting the application

After the MPCA reviews your application, you will receive either a letter requesting revisions, or a letter approving your application. The letter approving your application executes the PCB phase-out agreement.

## Annual reporting

You will be required to report annually your progress in the PCB phase-out using MPCA form #4.48j, *PCB Phase-Out Annual Report*, available on the Web at: <http://www.pca.state.mn.us/publications/w-hw4-48j.pdf>.

## Section A – general information

Enter your company name, mailing address, and contact information. If your company operates multiple facilities, you may submit one application for all facilities or separate applications for each. If submitting an application for multiple facilities, attach a sheet listing the location of each facility.

Enter your facility's U.S. Environmental Protection Agency Identification Number (EPA ID) (also called a Hazardous Waste Identification Number). If submitting an application for multiple facilities, enter the EPA ID Number for each facility to be included in the application. If your facility does not have an EPA ID Number, apply for a number (free) using MPCA form #7.09, *Notification of Regulated Waste Activity*, available on the Web at <http://www.pca.state.mn.us/publications/w-hw7-09.pdf>.

## Section B – system information:

Enter the total number of electrical transformers in use or stored known to be PCB contaminated. If you have electrical equipment that is not known to be non-PCB by labeling, analysis, or date of manufacture, consider it to be potentially PCB-contaminated. Enter the number of potentially PCB-contaminated electrical transformers in use or stored. If your facility is an electrical utility, enter the number of electrical customers to whom you provide power.

## Section C – specific goals of the phase-out

Enter your planned completion date for the entire PCB phase-out.

Describe the area of your system included in the PCB phase-out, if applicable. An area may consist of:

- an entire system
- an operational area of a system, such as a specific class of equipment or equipment used within specific subsystems
- a geographic area of a system
- some combination of operational and geographic areas

You may also choose to apply your PCB phase-out to only selected equipment with the goal of eliminating or reducing specific risks or conditions. If applying a selected-equipment approach, describe the specific risks or conditions you are attempting to reduce or eliminate.

## Section D – phase-out activities

Explain how and when testing will be performed. For example, will equipment be tested in its service location, either on-line or off-line? Or will it be removed and tested in a storage facility? How will samples be obtained from equipment without test ports?

Explain how and where equipment removed will be stored before testing, retrofill, or disposal.

## Section E – phase-out criteria

Describe the criteria you will use to select equipment for phase-out. You may choose to simply phase out all equipment with  $\geq 50$  parts per million (ppm) concentration of PCBs, or you may choose to apply more complex criteria incorporating factors such as equipment location, spill risk, equipment age, replacement cost, or other factors.

## Section F – implementation schedule

Describe your planned schedule for implementation of the PCB phase-out. This schedule may be:

- Activity-based, where target dates are attached to specific activity steps (e.g. testing of all equipment within a specific area).
- Progress-based, where a number of actions is attached to specified periods (e.g. testing of a specific number of items each month).
- Resource-based, where a specified resource is allotted to the PCB phase-out periodically (e.g. a certain number of man-hours per month are dedicated).

Ensure that you can verify compliance with your proposed schedule through documentation or other tracking procedure.

## Section G – generator certification

Read, sign (in ink), and date the application. Make a copy for your records, then send the original to:

Minnesota Pollution Control Agency  
Attn: PCB Program Coordinator  
520 Lafayette Road North  
St. Paul, Minnesota 55155-419



Minnesota Pollution  
Control Agency  
520 Lafayette Road North  
St. Paul, MN 55155-4194

# PCB Phase-Out Agreement Application

You may complete this electronically on the Web at <http://www.pca.state.mn.us/publications/w-hw4-48i.doc>.

## A. General Information (Attach additional sheets if needed.)

Company name: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City, state, zip: \_\_\_\_\_  
Company/Facility EPA ID No.(s): \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact telephone: \_\_\_\_\_

## B. System Information

Total number of electrical transformers in use and storage: \_\_\_\_\_ transformers  
Potential PCB-contaminated electrical transformers in use and storage: \_\_\_\_\_ transformers  
Number of customers (electrical utilities only): \_\_\_\_\_ meters

## C. Specific Goals of the Phase-Out (Attach additional sheets if needed.)

Phase-out completion date goal: \_\_\_\_\_  
"Area" of system included in Phase-out: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## D. Phase-out Activities (Attach additional sheets if needed.)

Equipment testing – planned method: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Equipment replacement – planned method and storage location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## E. Phase-Out Criteria (Attach additional sheets if needed.)

Specific criteria: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## F. Schedule for Implementation (Attach additional sheets if needed.)

Annually-based schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## G. Generator Certification

I certify that I have personally examined and am familiar with the information submitted in this and all attached documents and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that PCB wastes not disposed of in accordance with the PCB Phase-Out Agreement requirements are ineligible for fee waiver.

Name(*print*): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print one copy of this Application for your files and mail the original to:

**PCB Program Coordinator  
Minnesota Pollution Control Agency  
520 Lafayette Road North  
St. Paul, Minnesota 55155-4194**

For more information or for questions regarding PCB Phase-out Agreements, contact the MPCA PCB Program Coordinator at the Application submittal address above or by telephone at 651-296-6300 or 1-800-657-3864.