

General Information Explanations: Complete this section only if you have made changes to Part 1.

Part 1a: Changes to line 5, Location Address

Please indicate why the location address was corrected:

- ☐ Moved waste generating activities to another location. *You must complete a "Notification of Regulated Waste Activity Form" for the new location, if you have not already done so, and submit the completed form with your completed License Application; a new ID # will be issued for the new location. The "Notification of Regulated Waste Activity Form" is available on-line at www.pca.state.mn.us/publications/w-hw7-09.pdf. If you moved locations you will also have to complete the "Notification of Regulated Waste Activity Form" to deactivate your EPA ID at the former site.*
- ☐ Streets and/or street numbers changed by 911 (Emergency) System.
- ☐ Property incorporated into city limits and street was renamed.
- ☐ Incorrect address; never at site address listed on front.
- ☐ Not a change in location; just a clarification of the address on the front.
- ☐ Other (explain): _____

Part 3 - Read and Sign Certification Below.

Unsigned applications will not be accepted or returned.

I certify under penalty of law that I have personally examined and am familiar with the information contained 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 there are significant penalties for submitting false information, including the possibility of fine

Signature

Name(please print)

Date

Find answers to your Frequently Asked Questions about hazardous waste licensing on the MPCA's website at <http://www.pca.state.mn.us/dm0r8a6>

Return this application by August 3, 2012 to:

Minnesota Pollution Control Agency, HW License Application
520 Lafayette Road N., St. Paul, Minnesota 55155-4194

You may also fax it to 651-205-4591 or e-mail a signed copy to: hw-licensing.pca@state.mn.us



**Minnesota
Pollution
Control
Agency**

Hazardous Waste License Application Instructions

To Report Waste Generated in Calendar Year 2011

If you received this application, complete it and return it to the Minnesota Pollution Control Agency (MPCA) by the printed due date, even if you generated less than 100 pounds or 10 gallons of hazardous waste during calendar year 2011.

This application provides the MPCA with the information to monitor hazardous waste management throughout Minnesota and plan for improvement of waste management systems, as well as to report to the Legislature. In addition, the information allows hazardous waste fees to be equitably spread across all generators in the state, including calculating any annual fee for your site.

If your site closed or moved

If your site closed or moved during 2011 or 2012, complete the application to report all hazardous waste you generated at the site while it was open during calendar year 2011. Then submit a [Notification of Regulated Waste Activity form](http://www.pca.state.mn.us/publication/w-hw7-09.doc), available at <http://www.pca.state.mn.us/publication/w-hw7-09.doc>, to the MPCA to inactivate your Hazardous Waste Identification Number (HWID).

Part 1 - General Information

For lines 1-10, review the information for each line in the left-hand, pre-printed column. If the information is accurate, leave it and proceed to the next line. If it is incorrect, strike it out (ex. ~~strike it out~~) and enter the correct information in the right-hand CORRECTIONS ONLY box.

Ensure line 5 is a valid street address, including number, for the site where your hazardous waste was generated or stored, not your corporate or government offices. If this line is pre-printed with an address containing a rural route or post office box, ~~strike it out~~ and enter the valid street address in the right-hand CORRECTIONS ONLY box.

If line 8 is blank, please enter a working e-mail address for your business or your contact staff the right-hand CORRECTIONS ONLY box.

Your Federal Tax ID Number on line 9 is also known as your Federal Employer Identification Number. For questions regarding your tax ID numbers, visit the Minnesota Department of Revenue at <http://taxes.state.mn.us/>.

If line 10 is blank, visit the U.S. Census Bureau at <http://www.census.gov/eos/www/naics/> to find the North American Industry Classification System (NAICS) Code for the primary activity at your site.

Part 2 - Waste Stream Information for 2011

Enter the amount and current management method designator for each hazardous waste stream generated at this site during calendar year 2011 in the right-hand white column. If you did not generate a specific waste stream during 2011 but may again, enter a '0' for the amount. If you did not generate any of a specific waste stream during 2011 and have permanently ceased generating that waste, ~~strike out~~ that line in the left-hand shaded column. If you do not enter any amount for a waste stream, the MPCA will consider the previous year's amount to be resubmitted and you will be bound by that amount.

If you generated a new hazardous waste which you did not previously report, enter its Waste Code and a descriptive name on a blank line in the left-hand shaded column and the amount you generated in calendar year 2011 in the right-hand white column. If your site is a Minimal Quantity Generator (MiniQG) or Very Small Quantity Generator (VSQG), you may use the two-digit VSQG Waste Codes in Table 1 on the second page of these instructions. If your site is a Small Quantity Generator (SQG) or Large Quantity Generator (LQG), use the 4-character alphanumeric codes in the Minnesota Hazardous Waste Rules. For more information regarding determining your regulated generator status and identifying correct waste codes, visit the MPCA at <http://www.pca.state.mn.us/publication/w-hw1-01.pdf> to review hazardous waste fact sheet #w-hw1-01, [Step 1: Evaluate Waste; Determine Generator Size](#).

Note: If you report in gallons (G), the MPCA will apply a default conversion of 10 pounds per gallon to your reported waste. If you generate a light, bulky waste such as sorbents, your waste amount may be lower if you determine and report the actual weight of the waste in pounds (P).

Remember: Report hazardous wastes for the calendar year when they were generated, not when you shipped them off site for disposal. If you generated a hazardous waste last year, but are still holding it at your site, enter the Management Method Designator OA for that waste stream.

Management Method Designators may be found in Table 2 on the second page of these instructions. These designators are unique to Minnesota and are different from the management method codes used in the U.S. Environmental Protection Agency's Biennial Report. If your application was preprinted with any designator except those listed in Table 2, they are obsolete. Enter the appropriate current designator.

Part 3 - Read and Sign Certification Below

Be sure to read and sign the certification statement on the back of your application. Unsigned applications will not be accepted or returned. Mail your application to the address printed on the back, fax it to 651-205-4591, or e-mail a signed copy to hw-licensing.pca@state.mn.us. Do not include a payment with your application. You will be billed separately if this site is subject to an annual fee.

Questions and More Information

If you have questions, please see the [Frequently Asked Questions](http://www.pca.state.mn.us/dm0r8a6) help page at <http://www.pca.state.mn.us/dm0r8a6> or call the Hazardous Waste Licensing Helpline at 651-296-2412 or toll-free at 1-800-677-4169 **before** contacting the MPCA below.

Minnesota Pollution Control Agency

Toll free (all offices)..... 1-800-657-3864
St. Paul.....651-296-6300
TTY/TDD.....651-282-5332

Licensing questions.....hw-licensing.pca@state.mn.us
Fee amount questions.....hw-licensing.pca@state.mn.us
Fee payment questions.....fee.pca@state.mn.us

Table 1: VSQG Waste Codes

Code	Waste Name	Description
01	Lab pack	Small amounts of unrelated chemicals.
02	Dry cleaning	Dry cleaning wastes, including used solvent, sludge, and filters.
03	Ink	Inks, sludges, and blanket wash.
04	Photographic & X-ray	Photographic and X-ray fixer and developer not reclaimed on-site. Do not report sludge from silver reclamation units, negatives, or X-rays. For more information on photographic & X-ray wastes, see MPCA hazardous waste fact sheet #w-hw4-46, Managing Photographic and X-ray Waste, at http://www.pca.state.mn.us/publication/w-hw4-46.pdf .
05	Parts washer	Solvent and aqueous parts washer solution. If you reclaim your used solvent on-site, see Management Method Designator RO in Table 2. For more information on parts washer solvent, see MPCA hazardous waste fact sheet #w-hw4-43, Solvent-based Parts Washers, at http://www.pca.state.mn.us/publication/w-hw4-43.pdf .
06	Paint/thinner	Oil-based paint, paint thinner, paint gun cleaner, and paint booth filters.
08	Stripper	Corrosive, ignitable, or toxic paint stripper and degreaser.
09	Electroplating	Spent plating solution, sludge, and stillbottoms.
10	Residue/sludge	Sludge and residue not more specifically identified in another Code.
12	Pesticide	Pesticide, fungicide, herbicide, insecticide, and rodenticide. Do not include pesticide managed as a universal waste. For more information on universal waste pesticides, see MPCA hazardous waste fact sheet #w-hw4-62, Managing Universal Wastes, at http://www.pca.state.mn.us/publication/w-hw4-62.pdf .
13	PCBs	Polychlorinated biphenyls (PCBs) at 50 parts per million or more, including light ballasts and small capacitors. For more information about PCBs, see MPCA hazardous waste fact sheet #w-hw4-48a, PCBs: Identification and Use, at http://www.pca.state.mn.us/publication/w-hw4-48a.pdf .
14	Pharmaceuticals	Medical and veterinary pharmaceuticals. Do not include pharmaceuticals managed through reverse distribution. For more information on reverse distribution, see MPCA hazardous waste fact sheet #w-hw3-36a, Reverse Distribution of Pharmaceuticals, at http://www.pca.state.mn.us/publication/w-hw3-36a.pdf .
20	Other - Corrosive	All other wastes with a high or low pH.
21	Other - Ignitable/Oxidizer	All other wastes with a low flashpoint.
22	Other - Toxic	All other wastes with toxic contaminants.
23	Other - Reactive	All other reactive or explosive wastes.
24	Other - Lethal	All other poisonous wastes.

Table 2: Management Method Designators**General Management Methods for All Generators**

Designator	Management Included	Notes
BF	Burned for fuel	
BT	Biological treatment	
CF	Chemical fixation	
IT	Incineration/Thermal treatment	
LD	Hazardous waste landfill	
LT	Land treatment	
NE	Neutralized at off-site facility	
OA	On-site accumulation	If you generated a hazardous waste last year but are still accumulating it on-site, use this designator.
RB	Non-exempt recycling or beneficial reuse	Includes parts washer solvent and X-ray fixer reclaimed off-site.
SG	Treated by an on-site NPDES-permitted facility	
SA	Sewered after on-site treatment to ≥80% reduction	
SW	Sewered without on-site treatment or < 80% reduction	For more information about sewerage hazardous wastes, see MPCA hazardous waste fact sheet #w-hw4-49, Sewering Hazardous Waste, at http://www.pca.state.mn.us/publication/w-hw4-49.pdf .

Management Methods Requiring Additional Reporting

BP	Byproduct reuse	
FS	Feedstock reuse	
RO	Recycled onsite	If you report any hazardous waste with designators BP, FS, or RO, complete and submit MPCA hazardous waste form #w-hw7-12, Recycled Hazardous Waste Report Form, at http://www.pca.state.mn.us/publication/w-hw7-12.doc .

Restricted Management Methods Only for VSQGs

CS	VSQG Collection Program	For a list of VSQG Collection Programs, see MPCA hazardous waste fact sheet #w-hw2-51, VSQG Collection Program Requirements for Generators, at http://www.pca.state.mn.us/publication/w-hw2-51.pdf .
HH	Hazardous waste transporter	Ensure the waste is properly manifested. For more information, see MPCA hazardous waste fact sheet #w-hw1-07, Step 7: Manifest Shipments of Hazardous Waste, at http://www.pca.state.mn.us/publication/w-hw1-07.pdf .
UO	On-site mixture into used oil	VSQG parts washer solvent eligible to be mixed into used oil. For more information, see MPCA hazardous waste fact sheet #w-hw4-43, Solvent-based Parts Washers, at http://www.pca.state.mn.us/publication/w-hw4-43.pdf .



2012 Hazardous Waste Update

Notices of changes in hazardous waste-related issues in Minnesota that may affect you and your business

Issues included in the 2012 Update

- Hazardous waste licensing
- Sandblasting and powerwashing
- Burning wastes
- Reverse Logistics and returned merchandise
- Industrial Stormwater Permits & Exclusions
- New or revised guidance factsheets

Hazardous waste licensing

To continue to conserve your fees and speed the issuance of Hazardous Waste Generator Licenses, the MPCA is issuing all hazardous waste generator licenses online. After you have paid your fee, access and print your license through the MPCA's [Hazardous Waste License Search](http://www.pca.state.mn.us/lupg89b) tool at <http://www.pca.state.mn.us/lupg89b>. Please allow at least two weeks for the MPCA to receive and process your payment before you attempt to access and print your license.

If you do not have Internet access, contact the MPCA and request that your license be mailed to you.

Find answers to many of your Frequently Asked Questions about hazardous waste licensing on the MPCA's [Hazardous Waste Licensing](http://www.pca.state.mn.us/dm0r8a6) webpage at <http://www.pca.state.mn.us/dm0r8a6>.

Sandblasting and powerwashing

If you perform sandblasting, powerwashing, or any other air-based or water-based blasting, including soda blasting, dry ice blasting, hydroblasting, or steam-blasting, please review MPCA hazardous waste fact sheets #w-hw4-39a, [Sandblasting and Other Air-based Blasting](http://www.pca.state.mn.us/publications/w-hw4-39a.pdf) at <http://www.pca.state.mn.us/publications/w-hw4-39a.pdf> and #w-hw4-39b, [Powerwashing and Other Water-based Blasting](http://www.pca.state.mn.us/publications/w-hw4-39b.pdf) at <http://www.pca.state.mn.us/publications/w-hw4-39b.pdf> to find guidance regarding many state environmental requirements that apply to your operations.

Burning wastes

Please remember that, unless you operate a permitted solid waste incinerator, your business **may not burn any waste except clean wood** (unpainted and unstained) **or used oil**. An Open Burning Permit issued by the Minnesota Department of Natural Resources (DNR) or your county Sheriff or Environmental Department does not allow you to burn waste.

Untested used oil may only be burned in industrial furnaces or boilers or marine or diesel engines, or by the generator of the used oil in space heaters designed to burn used oil. Generators may also burn used oil received from households in their space heaters.

For more information on burning your used oil, review MPCA hazardous waste factsheet #w-hw4-30, [Used Oil and Related Wastes](http://www.pca.state.mn.us/publications/w-hw4-30.pdf) at <http://www.pca.state.mn.us/publications/w-hw4-30.pdf>.

Reverse logistics and returned merchandise

Ensure that if your business returns merchandise, inventory, or any other material to distributors, manufacturers, or third-party wholesalers, you are carefully differentiating actual products from wastes.

For details on your responsibilities related to reverse logistics and product returns, review MPCA hazardous waste fact sheet #w-hw3-36a, [Reverse Distribution of General Merchandise](http://www.pca.state.mn.us/publications/w-hw3-36a.pdf) at <http://www.pca.state.mn.us/publications/w-hw3-36a.pdf>

Industrial stormwater permits & exclusions

Check to make sure you either have an industrial stormwater permit or have certified that you are eligible for the No Exposure Exclusion if your business has a regulated primary SIC code or narrative activity. To determine if your business has a regulated SIC code, review Step 1 of the MPCA's [Industrial Stormwater Steps to Compliance](http://www.pca.state.mn.us/enzqa74) webpage at <http://www.pca.state.mn.us/enzqa74>.

If you already have a permit, make sure you are doing your 'Year 2' sampling. For guidance on how to sample and submit the results, review Steps 10 & 11 of the [Industrial Stormwater Steps to Compliance](http://www.pca.state.mn.us/enzqa74).

If you have already certified that you meet the 'No exposure' exclusion, carefully review your facility to ensure you still meet all the requirements of the exclusion discussed in Step 2 of the [Industrial Stormwater Steps to Compliance](http://www.pca.state.mn.us/enzqa74).

For questions with stormwater requirements, call the Stormwater Hotline at 651-757-2119 or 800-657-3804 or contact MPCA stormwater staff at iswprogram.pca@state.mn.us.

New or revised guidance fact sheets

Check the MPCA's over 21 hazardous waste fact sheets which are new or revised since the last Update newsletter to make sure you understand any new regulatory requirements, interpretations, and guidance which might affect you and your business. A partial list of these updated fact sheets is below. Find all the MPCA's hazardous waste fact sheets on the *Hazardous Waste Publications* webpage at <http://www.pca.state.mn.us/waste/pubs/business.html>

#w-hw2-02	P-List of Acute Hazardous Waste	http://www.pca.state.mn.us/publications/w-hw2-02.pdf
#w-hw3-35	Regulatory Consensus on Health Care Issues	http://www.pca.state.mn.us/publications/w-hw3-35.pdf
#w-hw4-00	Managing Waste Aerosols	http://www.pca.state.mn.us/publications/w-hw4-00.pdf
#w-hw4-07	Selling Lead-acid Batteries	http://www.pca.state.mn.us/publications/w-hw4-07.pdf
#w-hw4-15	Managing Electronic Wastes	http://www.pca.state.mn.us/publications/w-hw4-15.pdf
#w-hw4-19	Managing Fuel Wastes	http://www.pca.state.mn.us/publications/w-hw4-19.pdf
#w-hw4-39a	Sandblasting and other Air-based Blasting	http://www.pca.state.mn.us/publications/w-hw4-39a.pdf
#w-hw4-39b	Powerwashing and ... Water-based Blasting	http://www.pca.state.mn.us/publications/w-hw4-39b.pdf
#w-hw4-43	Solvent-based Parts Washers	http://www.pca.state.mn.us/publications/w-hw4-43.pdf
#w-hw4-62	Managing Universal Wastes	http://www.pca.state.mn.us/publications/w-hw4-62.pdf

More information

The MPCA has staff to assist you with your waste questions. Contact your nearest MPCA office.

Minnesota Pollution Control Agency

Toll free (all offices)	1-800-657-3864
Brainerd	218-828-2492
Detroit Lakes	218-847-1519
Duluth	218-723-4660
Mankato	507-389-5977

Marshall	507-537-7146
Rochester	507-285-7343
St. Paul	651-296-6300
Willmar	320-214-3786
Website	http://www.pca.state.mn.us