



**Minnesota Pollution
Control Agency**

520 Lafayette Road North
St. Paul, MN 55155-4194

Notification of Regulated Waste Activity Form

Hazardous Waste Program

Doc Type: License Application

Instructions begin on Page 2

Type or print only. You may complete this form electronically at <http://www.pca.state.mn.us/publications/w-hw7-09.doc>. When complete, make one copy for your records and mail the original to the address above, Attn: Hazardous Waste Licensing. You may also fax it to 651-205-4592, or e-mail an image of a signed copy to: hw-licensing.pca@state.mn.us.

1. **Type of notification:** ☐ **Initial** ☐ **Subsequent** ☐ **Inactivation**
Leave line #2 (HWID) blank. Complete remainder of form. Fill in line #2 (HWID). Complete sections of form with changes and lines #27 - #29. Fill in line #2 (HWID). Complete lines #27 - #29.
2. **Hazardous Waste Identification Number (HWID):** _____
3. **Name of site:** _____
4. **Street address of site:** _____
(Do not enter a PO box or rural route number. Identify suite number if necessary.)
5. **Site city:** _____ 6. **State:** _____ 7. **ZIP+4 code:** _____
8. **Site County:** _____ 9. **Primary NAICS code for site:** _____
10. **Legal name of business/agency operating site:** _____
11. **Mailing address of business:** _____
12. **Business city:** _____ 13. **State:** _____ 14. **ZIP+4 code:** _____
15. **Site hazardous waste contact:** _____
(Enter first and last name of contact.)
16. **Mailing address of contact:** _____
17. **Contact city:** _____ 18. **State:** _____ 19. **ZIP+4 code:** _____
20. **Contact phone:** _____ 21. **Contact fax:** _____
(Area code and number.) (Area code and number.)
22. **Contact e-mail:** _____
23. **Site estimated hazardous waste generator size** (If you generate hazardous waste, choose only one):
☐ Large Quantity Generator (LQG) ☐ Minimal Quantity Generator (MiniQG)
☐ Small Quantity Generator (SQG) ☐ One-time-only Generator
☐ Very Small Quantity Generator (VSQG)
24. **Other hazardous waste activities** (If you only generate hazardous waste, leave these blank):
☐ Transporter with a ten-day transfer facility ☐ Treatment, storage, or disposal facility
☐ Transporter without a transfer facility ☐ Recycling facility
25. **Electronic, universal, and other collection site activities** (If you only generate hazardous waste, also leave these blank):
☐ Electronic waste collector ☐ Universal waste large quantity handler
☐ Electronic waste recycling facility ☐ VSQG collection program site
☐ Universal waste lamp accumulation site ☐ Household hazardous waste collection site
26. **Used oil activities** (If you only generate used oil, or burn only your own used oil, leave these blank):
☐ Used oil transporter ☐ Used oil marketer ☐ Used oil processor ☐ Used oil burner

Certification

I certify under penalty of law 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 there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

27. **Print name:** _____ **Title:** _____
28. **Signature:** _____ **29. Date:** _____

Instructions

Businesses and government agencies which generate or manage hazardous waste in Minnesota must obtain a Hazardous Waste Identification Number (HWID) from the Minnesota Pollution Control Agency (MPCA). HWIDs are also commonly referred to as 'EPA ID Numbers'. If you have already obtained an EPA ID Number for your site from the U.S. Environmental Protection Agency (EPA), you do *not* also need to obtain an HWID from the MPCA.

This form replaces EPA Form 8700-12 and Form 8700-13A/B for sites in Minnesota.

For more information on HWIDs and when you must obtain one, see MPCA hazardous waste fact sheet #1.02, [Step 2: Obtain a Hazardous Waste Identification Number](#), at <http://www.pca.state.mn.us/publications/w-hw1-02.pdf>.

1. Type of notification:

Initial - If your site does not already have an HWID, select this box. Leave line #2 (HWID) blank and complete the entire remainder of the form, including lines #27 - #29.

Subsequent - If your site already has an HWID, but you need to update or correct information, such as site name, address, owner, contact staff, telephone number, or e-mail change, select this box. Complete line #2 and then only the sections of the form with changes. *Do not select this box if your business has moved.* In that case, you must inactivate your previous HWID by selecting the 'Inactivation' box and then obtain a new HWID for the new location by also completing a separate form and selecting the 'Initial' box. Finally, complete lines #27 - #29.

Inactivation - If you have closed or sold a location, select this box. Complete only lines #2 and #27 - #29.

2. **Hazardous Waste Identification Number (HWID):** If you selected the 'Initial' box on line #1, leave this line blank. If you selected either the 'Subsequent' or 'Inactivation' boxes, enter the HWID of this site in this line.
3. **Name of site:** Enter the name of the site where the hazardous waste is generated or managed. This is the name by which the site will be known to the MPCA. If your business operates multiple sites, ensure that you and the MPCA can identify this site easily by this name. You may choose to use your corporate name followed by a hyphen and a location, such as 'Acme Corp - Lake Wobegon'. If your site operates under a different name than your legal corporation or person, enter the name by which it is commonly known.
4. **Street address of site:** Enter the street address for the physical location where the hazardous waste is generated or managed. *Do not enter a Post Office (PO) box or Rural Route (RR) number.* If you do not have a street address for your site, the U.S. Postal Service (USPS) or county government may be able to assist you in obtaining one. Do not enter the address of your corporate or government offices.
5. **City:** Enter the city for the physical location where the hazardous waste is generated or managed.
6. **State:** Enter 'MN' unless you are a hazardous waste transporter or used oil transporter based outside Minnesota. If you are a transporter, enter the abbreviation for the state of the city identified in line #5.
7. **Zip+4 code:** Enter the USPS ZIP+4 code for the physical location where the hazardous waste is generated or managed. To find your ZIP+4 code, visit the USPS at <https://www.usps.com/>. If there is no ZIP+4 assigned to your site, enter your standard ZIP code followed by "-0000".
8. **County:** Enter the county for the physical location where the hazardous waste is generated or managed. For cities which straddle county borders, ensure you enter the correct county.
9. **Primary NAICS code for site:** Enter the North American Industry Classification System (NAICS) Code for the primary activity at your site. To find your NAICS Code, visit the U.S. Census Bureau at <http://www.census.gov/> and search for 'NAICS'.
10. **Legal name of business or government agency operating site:** Enter the legal name of the business, government agency, or sole proprietor operating the site. Ensure that you have properly registered this name with the Minnesota Secretary of State, even if your business is headquartered outside Minnesota. To determine whether your business name has been registered, visit the Office of the Secretary of State at <http://www.sos.state.mn.us/>.
11. **Mailing address of business or government agency operating site:** Enter the mailing address for the executive office or headquarters of the business or government agency you identified on line #10. You may use PO boxes or RR numbers. The mailing address for the office does not need to be in Minnesota. If your business is a sole proprietorship, enter the home or another permanent address for the sole proprietor.
12. **Business city:** Enter the city for the business mailing address you identified on line #11.
13. **State:** Enter the state for the business mailing address you identified on line #11.
14. **ZIP+4 code:** Enter the USPS ZIP+4 code for the business mailing address you identified on line #11. To find the ZIP+4 code, visit the USPS at <https://www.usps.com/>.
15. **Site hazardous waste contact:** Enter the name of the staff at the business or government agency you entered on line #10 whom you would like the MPCA to directly contact regarding hazardous waste activities at the site. You are discouraged from entering your Chief Executive/Financial Officer. The site contact need not be in Minnesota, however they should be familiar with all hazardous waste operations at your site and with Minnesota state requirements. Do not enter a contractor or consultant.
16. **Mailing address of contact:** Enter the mailing address for the site contact you identified on line #15. You may use PO boxes or RR numbers. The mailing address for your site contact need not be in Minnesota.

- 17. City:** Enter the city for the contact mailing address you identified on line #16.
- 18. State:** Enter the abbreviation for the state for the contact mailing address you identified on line #16.
- 19. Zip+4 code:** Enter the mailing ZIP+4 Code for the contact mailing address you identified on line #16. To find the ZIP+4 code, visit the USPS at <https://www.usps.com/>.
- 20. Contact phone:** Enter the direct telephone number, including area code, for the site contact you identified on line #15.
- 21. Contact fax:** Enter the facsimile telephone number, including area code, for the site contact you identified on line #15.
- 22. Contact e-mail:** Enter the E-mail address for the site contact you identified on line #15.
- 23. Site estimated hazardous waste generator size:** If your site generates or will generate hazardous waste, select the box for the estimated hazardous waste generator size of your site. For more information on estimating your expected hazardous waste generator size, see MPCA hazardous waste fact sheet #1.01, [Step 1: Evaluate Waste: Determine Generator Size](http://www.pca.state.mn.us/publications/w-hw1-01.pdf), at <http://www.pca.state.mn.us/publications/w-hw1-01.pdf>. If you are notifying as a one-time-only generator, ensure you submit an inactivation notification when you are finished generating the hazardous waste.
- If you are not a hazardous waste generator, but are notifying for one of the other reasons in lines #24, #25, or #26, leave this line blank.
- 24. Other hazardous waste activities:** If you transport, store, treat, dispose, or recycle hazardous waste you did not generate, select the appropriate box. If you only generate hazardous waste, or recycle only your own waste, leave this line blank. For more information on transporting, storing, treating, disposing, or recycling hazardous waste, see MPCA hazardous waste fact sheet #1.06, [Step 6: Treat or Dispose of Hazardous Waste Correctly](http://www.pca.state.mn.us/publications/w-hw1-06.pdf), at <http://www.pca.state.mn.us/publications/w-hw1-06.pdf>.
- 25. Electronic, universal, and other collection site activities:** If you intend to collect or recycle electronic wastes from households, businesses, or government agencies, select the appropriate box. You may be subject to additional requirements. For more information on collecting or recycling electronic wastes, see MPCA hazardous waste fact sheet #4.15, [Managing Electronic Wastes](http://www.pca.state.mn.us/publications/w-hw4-15.pdf), at <http://www.pca.state.mn.us/publications/w-hw4-15.pdf>.
- If you intend to collect more than 1000 universal waste lamps from others, select the 'Universal Waste Lamp Accumulation Site' box. You must also provide financial assurance to the MPCA. See MPCA hazardous waste fact form #7.20, [Lamp Accumulation Financial Assurance Form](http://www.pca.state.mn.us/publications/w-hw7-20.doc), at <http://www.pca.state.mn.us/publications/w-hw7-20.doc>.
- If you estimate you will be a Large Quantity Handler of Universal Waste (LQH), select the 'Universal Waste Large Quantity Handler' box. For more information on universal wastes and the LQH threshold, see MPCA hazardous waste fact sheet #4.62, [Managing Universal Wastes](http://www.pca.state.mn.us/publications/w-hw4-62.pdf), at <http://www.pca.state.mn.us/publications/w-hw4-62.pdf>.
- If you intend to operate a Collection Program for Very Small Quantity Generators (VSQG Collection Program) or a Collection Program for Household Hazardous Waste (HHW Collection Program), select the appropriate box. You must also obtain specific approval and a license from the MPCA to operate such programs. Contact the MPCA for more information.
- If you will not collect waste from others or be an LQH of your own universal waste, leave this line blank.
- 26. Used oil activities:** Select the appropriate box for any used oil activities other than generation at your site. For more information on used oil, see MPCA hazardous waste fact sheet #4.30, [Managing 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>. If you only generate used oil, or burn only your own used oil, leave this line blank.
- 27. Printed name and title:** Enter the name and title of the person who signed this form.
- 28. Signature:** Read the Certification statement. Your owner, Chief Executive Officer (CEO), or their authorized employee must sign this form. You may not sign this form if you are a contractor or consultant to the business or government agency operating the site.
- 29. Date:** Enter the date this form was signed.

More Information

The MPCA and your metropolitan county hazardous waste offices have staff that can help you. Contact your metropolitan county or the MPCA office nearest your facility at the numbers below.

Metro County Hazardous Waste Offices

Anoka County	763-422-7093
Carver County	952-361-1800
Dakota County	952-891-7557
Hennepin County	612-348-3777
Ramsey County	651-266-1199
Scott County	952-496-8475
Washington County	651-430-6655
Website	http://www.co.[county].mn.us

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