



**Minnesota Pollution
Control Agency**

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

Recycled Hazardous Waste Report

Form and Instructions

Doc Type: License Application

Instructions

Some hazardous wastes that are managed by being reused, reclaimed, or otherwise recycled may be exempt from some hazardous waste regulatory requirements, including counting towards your regulated generator size and annual fees.

As part of the annual hazardous waste licensing process, you must document that the wastes have been reused, reclaimed, or otherwise recycled in the manner required to be eligible for these exemptions. Complete the attached form and submit it with your annual *Hazardous Waste License Application* to document management of recycled waste.

For more guidance on recycling hazardous waste, including guidelines for wastes eligible for the feedstock and byproduct exemptions, see Minnesota Pollution Control Agency (MPCA) hazardous waste fact sheet #2.42, [Recycling Hazardous Waste](http://www.pca.state.mn.us/publications/w-hw2-42.pdf), available at: <http://www.pca.state.mn.us/publications/w-hw2-42.pdf>.

Recycled Hazardous Waste Report form sections

The *Recycled Hazardous Waste Report* form found on following pages of this document contains three sections. Each section applies to a specific exemption category for recycled hazardous waste. If you are seeking an exemption for a waste, complete the relevant sections and submit with your *Hazardous Waste License Application*. If you are seeking to claim an exemption for multiple hazardous wastes, submit one copy of the appropriate section for each waste claimed as exempt.

Section A – Page 2: Use this Section only to report hazardous waste spent materials generated, reclaimed, and reused on the same site in compliance with Minn. R. 7045.0206, subp. 5, item F.

Section B – Page 3: Use this Section only to report hazardous wastes used or reused as feedstocks on or off site without reclamation in compliance with Minn. R. 7045.0125, subp. 5.

Section C – Page 4: Use this Section only to report characteristic hazardous waste by-products or sludges used on or off site after reclamation in compliance with Minn. R. 7045.0125, subp. 6.

Metropolitan county licenses

The metropolitan counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington license hazardous waste generators separately from the MPCA. Generators of recycled hazardous wastes located in these counties should contact their county hazardous waste regulatory staff to determine the appropriate reporting method for that county.

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.

Minnesota Technical Assistance Program (MnTAP) staff can provide information and resources to help you reduce waste.

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 Technical Assistance Program

Toll-free	1-800-247-0015
Minneapolis	612-624-1300
Website	http://www.mntap.umn.edu

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



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Recycled Hazardous Waste Report Form

Section A

Doc Type: License Application

MPCA Use Only

Reviewer
Review Date
/
Final counted annual volume

Use Section A only to report hazardous waste spent material generated last calendar year which was reclaimed and reused on the same site it was generated, in compliance with Minn. R. 7045.0206, subp. 5, item F. If your waste is reused on site for a different purpose without reclamation, fill out Section B for that waste instead.

You may complete this report form electronically on the MPCA website at
<http://www.pca.state.mn.us/publications/w-hw7-12.doc>.

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

**Hazardous Waste Licensing
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155-4194**

Generator name: _____ Generator ID number: _____

Waste name or description: _____ Hazardous waste code: _____

Step 1) Enter the maximum amount of spent material waste you accumulated before the first time in each month you reclaimed that waste⁽¹⁾: _____ ☐ lbs ☐ gal ☐ kg

Step 2) If you reclaim your spent material once per month or more, enter 12 here.
If you reclaim your spent material less than once per month, enter the total number of times you reclaimed your spent material last year here: _____

Step 3) Multiply the volume from Step 1 by the number of reclamations from Step 2. The result is the volume of spent material waste counted towards your annual generation and which must be reported on your *Hazardous Waste Generator License Application*. _____ ☐ lbs ☐ gal ☐ kg

Step 4) Does your reclamation process generate a hazardous still bottom or residual?⁽²⁾ ☐ Yes ☐ No

Step 5) If you checked "Yes" in Step 4, enter the total volume of hazardous still bottoms or residuals you generated calendar last year here, then go to Step 6.
If you checked "No" in Step 4, your waste calculation is complete. Proceed to the Certification statement below. _____ ☐ lbs ☐ gal ☐ kg

Step 6) Enter the volume of hazardous still bottoms or residuals generated by your reclaimer during a single reclamation run. You may enter an average volume. _____ ☐ lbs ☐ gal ☐ kg

Step 7) Multiply the run volume from Step 6 by the number of reclamations from Step 2. _____ ☐ lbs ☐ gal ☐ kg

Step 8) Subtract the calculated volume from Step 7 from the total volume from Step 5. The result is the volume of still bottoms or residuals counted towards your annual generation and which must be reported on your *Hazardous Waste Generator License Application*. Ensure your Hazardous Waste Generator License Application has a separate line for your hazardous still bottoms or residuals. If it does not, you must add a new line for this waste. _____ ☐ lbs ☐ gal ☐ kg

⁽¹⁾ Whether the spent material was generated from new product or from waste reclaimed in a previous month does not matter. If you use an integrated parts washer/reclaimer unit (aka a 'recycling parts washer'), the amount of spent material you accumulated is the capacity of the unit.

⁽²⁾ Sludge or still bottoms are considered newly generated wastes and must be evaluated or assumed to be hazardous waste. If you have not evaluated your still bottoms or residuals as non-hazardous, assume they are hazardous and complete Steps 5 to 8.

Certification

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 and imprisonment.

Name(print): _____ Title: _____

Signature: _____ Date: _____



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Recycled Hazardous Waste Report Form

Section B

Doc Type: License Application

MPCA Use Only

Reviewer
Review Date
Final counted annual volume

Use Section B only to report hazardous waste generated last calendar year managed by being used or reused as a feedstock on or off site without reclamation, in compliance with Minn. R. 7045.0125, subp. 5.

You may complete this report form electronically on the MPCA website at:
<http://www.pca.state.mn.us/publications/w-hw7-12.doc>.

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

**Hazardous Waste Licensing
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155-4194**

Generator name: _____ Generator ID number: _____

Waste name or description: _____ Hazardous waste code: _____

- Step 1) Enter the amount of this waste you had stored at your site at the beginning of the last calendar year which was generated in the year previous to that one: _____ ☐ lbs ☐ gal ☐ kg
- Step 2) Enter the amount of this waste you generated during the last calendar year: _____ ☐ lbs ☐ gal ☐ kg
- Step 3) Add the amounts in steps 1 and 2: _____ ☐ lbs ☐ gal ☐ kg
- Step 4) Enter the amount of this waste used or reused as a feedstock on site or shipped off site for use as a feedstock during the last calendar year: _____ ☐ lbs ☐ gal ☐ kg
- Step 5) Enter the amount of this waste you had stored on your site at the end of the last calendar year: _____ ☐ lbs ☐ gal ☐ kg
- Step 6) Add the amounts in steps 4 and 5: _____ ☐ lbs ☐ gal ☐ kg
- Step 7) Compare the amounts in Step 3 and Step 6. If they are the same, proceed to the Management Plan statement below. If they are not the same, attach a sheet describing the source and reason for the disparity.

Management Plan

You must ensure that a current *Recycled Hazardous Waste Management Plan* is on file with the MPCA for this waste.

If your Hazardous Waste License Application was preprinted with a 'FS' in the "Mgmt Method" column for this line item, you have a plan on file with the MPCA and should only submit a new Management Plan if the process by which this waste was generated or reused changed in the last year.

If this is a new recycled waste stream or your Application was not preprinted as described above, then you must attach a completed *Recycled Hazardous Waste Management Plan* to this form, using the form available at: <http://www.pca.state.mn.us/publications/w-hw7-16.pdf>.

Certification

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 and imprisonment.

Name(print): _____ Title: _____
Signature: _____ Date: _____



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Recycled Hazardous Waste Report Form

Section C

Doc Type: License Application

MPCA Use Only

Reviewer
Review Date
Final counted annual volume

Use Section C only to report a characteristic by-product or sludge hazardous waste generated last calendar year managed by being reclaimed on or off site, in compliance with Minn. R. 7045.0125, subp. 6.

You may complete this report form electronically on the MPCA website at:
<http://www.pca.state.mn.us/publications/w-hw7-12.doc>.

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

**Hazardous Waste Licensing
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155-4194**

Generator name: _____ Generator ID number: _____

Waste name or description: _____ Hazardous waste code: _____

- Step 1) Enter the amount of this waste you had stored at your site at the beginning of the last calendar year which was generated in the year previous to that one: _____ ☐ lbs ☐ gal ☐ kg
- Step 2) Enter the amount of this waste you generated during the last calendar year: _____ ☐ lbs ☐ gal ☐ kg
- Step 3) Add the amounts in steps 1 and 2: _____ ☐ lbs ☐ gal ☐ kg
- Step 4) Enter the amount of this waste reclaimed on or off site during the last calendar year: _____ ☐ lbs ☐ gal ☐ kg
- Step 5) Enter the amount of this waste you had stored on your site at the end of the last calendar year: _____ ☐ lbs ☐ gal ☐ kg
- Step 6) Add the amounts in steps 4 and 5: _____ ☐ lbs ☐ gal ☐ kg
- Step 7) Compare the amounts in Step 3 and Step 6. If they are the same, proceed to the Management Plan statement below. If they are not the same, attach a sheet describing the source and reason for the disparity.

Management Plan

You must ensure that a current *Recycled Hazardous Waste Management Plan* is on file with the MPCA for this waste.

If your *Hazardous Waste License Application* was preprinted with a 'BP' in the "Mgmt Method" column for this line item, you have a plan on file with the MPCA and should only submit a new Management Plan if the process by which this waste was generated or reused changed in the last year.

If this is a new recycled waste stream or your Application was not preprinted as described above, then you must attach a completed *Recycled Hazardous Waste Management Plan* to this form, using the form available at: <http://www.pca.state.mn.us/publications/w-hw7-16.pdf>.

Certification

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 and imprisonment.

Name(print): _____ Title: _____

Signature: _____ Date: _____