

# 10 Steps to Hazardous Waste Compliance

for Hazardous Waste Generators



## Are you responsible for managing hazardous waste at your facility?

This 10-step introduction to hazardous waste (HW) management and compliance with Minnesota rules is designed for newcomers to the HW field and those who need a refresher. It covers how to evaluate to determine whether a waste is hazardous, handling, storage, transportation, emergency planning, employee training and record keeping requirements for those hazardous wastes.

The **HW Generator workshop** provides an overview of the “10 Steps to Compliance” – the steps necessary for generators to comply with Minnesota’s hazardous waste rules:

1. Evaluate waste
2. Determine generator size
3. Obtain a HWID
4. Hazardous waste licensing
5. Accumulate hazardous waste
6. Treat or dispose of hazardous waste
7. Manifest the waste
8. Plan for emergencies
9. Train personnel
10. Keep records

**\* This training is general in nature, and does not cover PCB compliance and health care topics.**

## Classroom Workshops Dates and Locations

**April 8, 2025** 12:00 – 4:00 p.m.

MPCA Brainerd Office  
7678 College Road, Suite 105  
Brainerd, MN 56425  
Phone: 218-828-2492

Register by  
April 1

**September 9, 2025** 12:00 – 4:00 p.m.

MPCA Mankato Office  
12 Civic Center Plaza, Suite 2165  
Mankato, MN 56001  
Phone: 507-389-5977

Register by  
September 2

## Questions

For registration questions  
contact **Samantha Koski**  
**651-757-2496** or **800-657-3864**  
[samantha.koski@state.mn.us](mailto:samantha.koski@state.mn.us)

For technical questions about the  
HW Generator Compliance Workshop  
contact **Joshua Burman**  
**507-344-5243** or **800-657-3864**  
[joshua.burman@state.mn.us](mailto:joshua.burman@state.mn.us)

**Fact sheets (for online & classroom training)**  
<https://www.pca.state.mn.us/waste/hazardous-waste-documents-and-forms>

# Registration

- Preregistration and prepayment are required.
- No walk-in registrants will be accepted.
- No registration confirmation will be sent.
- Registration is managed on a first-come, first served basis. Registrants will be notified if their workshop is filled.

(Please copy to register more than one person.)

**Complete and print this form.**  
Mail or fax it with your payment.



**DO NOT email** it as an attachment with credit card information!

**Classroom training \$25/person**

Legal name (print)

Business/employer

Business address

City, State, ZIP

Telephone

Email *(Required)*

**Tennessee Warning:** Some of the information you are being asked to provide on this form (i.e., some of your credit card details) is classified by state law (Minn. Stat. § 13.37, subd. 1a) as private data. You are being asked to provide this information to assist the Minnesota Pollution Control Agency in processing your training payment. You are not required to provide any of the requested information. If you provide the requested information, this will assist the agency in processing your payment. If you do not provide this information, the agency may be unable to process your payment. The private information that you provide will be available only to those within the agency and the State whose work assignments reasonably require access to it and to other entities/persons authorized by law or court order.

## Credit Card

☐ American Express ☐ Visa ☐ MasterCard

Card #

Expires

Cardholder name

Security code

Address

City, State, ZIP

Telephone

Email

Amount

Cardholder signature

US BANK will be charging a separate service fee of 2.15% for all credit card transactions and 1.25% for all debit card transactions after April 1, 2022. A separate non-refundable service fee will be displayed on your credit card statement, in addition to the MPCA charged training fee.

**Refunds:** To receive a refund, you must cancel at least 48 hours before the workshop.

## Check

Check #

Amount

payable to:

Minnesota Pollution Control Agency

**Mail** with payment to:

Minnesota Pollution Control Agency

ATTN: Fiscal – 6

520 Lafayette Rd. North

St. Paul, MN 55155-4194

**Fax** with payment to 651-797-1385.

**OR**

**Email** without payment to:

[samantha.koski@state.mn.us](mailto:samantha.koski@state.mn.us) to

receive an invoice and link for the option to pay online.