



How to Help a Business Obtain a Hazardous Waste Identification Number

Protocol for Household/Very Small Quantity Generator Collection Programs

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As a household hazardous waste Very Small Quantity Generator consolidation site (VCS), you will be called upon to help a qualifying business use this program to dispose of hazardous waste (HW). To do this, the business generating HW must have a *state-issued* HW identification number (ID) and fall into one of the following HW generator sizes:

- Minimal Quantity Generator (MQG), generating less than ten gallons or 100 pounds per year.
- Very Small Quantity Generator (VSQG), generating less than 220 pounds per month.
- One-time Generator (OTG), generating HW from a one-time clean out event and not from normal business processes.

Due to generation size, Small Quantity Generators (SQG) and Large Quantity Generators (LQG) cannot dispose of HW at a VCS.

Research generator size and HW ID number

1. **To verify whether the business already has a HW ID number:** Go to www.pca.state.mn.us or www.pca.state.mn.us/waste/epaID. Enter the city or sort the address column to find the business site. (HW IDs are assigned to each specific address site.) If the business is listed, verify the generator size.
2. **If a HW ID number is not listed for that business, determine generator size:** Ask to see copies

of manifests, shipping papers, or use business staff knowledge to obtain HW quantities generated during the previous calendar year. Divide the annual HW generation quantity, in pounds, by 12 months. If the amount is greater than 220 pounds per month, the business may be an SQG or LQG.

Helping the business obtain a HW ID number

Step 1: Review application form instructions.

Notification of Regulated Waste Activity Instructions: www.pca.state.mn.us/publications/w-hw7-08.pdf.

Step 2: Help the HW business generator complete the application form.

Download the Notification of Regulated Waste Activity application form: www.pca.state.mn.us/publications/w-hw7-09.pdf. This is the Minnesota Pollution Control Agency (MPCA) form used by business HW generators to obtain an HW ID number.

MQGS OR VSQGS

If the business generates less than 220 pounds per month of HW and the MPCA staff is not immediately available to assign a HW ID number, instruct the business generator to complete the front of the application form, sign the back, and forward to the MPCA.

MQGs

NOTE: MQGs are required to report once every three years to the MPCA (complete a two-sided form). The MPCA will forward questions or information directly to the business, which will not involve the VCS. MQGs are exempt from HW generator fees. Minnesota Rules require VCSs to maintain separate documentation for HW collected from generators, including name, HW ID number, and the date the HW was accepted.

OTGs

Follow the above instructions, and also check both “A” and “C” in Section I on the application form. This step is required by the MPCA staff to ensure the generator is correctly entered into the database.

Sending in the application form. Make two copies of the application form. Keep the original in VCS files, give one copy to the generator, and submit one copy to the MPCA.

Step 3: Following receipt of the application, MPCA staff will verify generator size and (if needed) will issue an HW ID Number.

If immediate assistance is needed, contact:

- **Beckie Olson:** the primary MPCA staff contact and/or for emergency issuance of HW ID numbers (available until 2:30 p.m.). Telephone: 651-757-2123, or fax 651-205-4592, or mail to Beckie Olson, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, Minnesota 55155; or scan the document and e-mail to Beckie.Olson@state.mn.us.
- **Shonda Wright:** back-up person (available until 4:00 p.m.). Telephone 651-757-2832, or scan and e-mail to Shonda.Wright@state.mn.us.
- **Kathy Gedde:** Telephone 651-757-2382, or scan and e-mail to Kathy.Gedde@state.mn.us.

If MPCA staff is not immediately available to assign a HW ID number, complete the application form as directed and submit to the MPCA.