

Obtain a hazardous waste identification number

Step 3 in the 10 steps to hazardous waste compliance

Find all at: <https://www.pca.state.mn.us/business-with-us/hazardous-waste-identification-and-management>.

What is a Hazardous Waste Identification Number?

A *Hazardous Waste Identification Number* (HWID) is a unique 12-character alphanumeric identifier that simultaneously identifies both a specific business or government agency and a specific site at which that business or agency manages hazardous waste. Because the U.S. Environmental Protection Agency (EPA) coordinates this numbering system nationwide, HWIDs are also referred to as *EPA ID#s*.

The Minnesota Pollution Control Agency (MPCA) assigns HWIDs in Minnesota. The HWIDs are not business property and are not portable or transferable; changes in HWID assignments may be made only by the MPCA.

Which sites require HWIDs and which sites do not?

In Minnesota, businesses and government agencies must obtain a HWID for most sites where hazardous waste is handled by being generated, stored, or treated. There are exceptions for non-reportable wastes, [co-generators](#), contractors, and [contiguous property](#), summarized below:

Require an HWID or multiple HWIDs	Exempt from an HWID or additional HWIDs
Reportable hazardous waste generation Sites handling hazardous waste that is reportable to the MPCA or Metropolitan Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington (Metro Counties).	Non-reportable hazardous waste generation Sites handling only hazardous waste not reportable to the MPCA or a Metro County, such as universal waste.
Co-located businesses Separate businesses co-located at the same site not engaged in a common operation must each manage their own hazardous waste. Each business requires its own HWID and must distinguish its street address, such as with a unit or suite number.	Co-generators Separate businesses that are co-located and engaged in a common operation that have agreed to manage their hazardous waste together. Only one HWID is needed for the site. See What are co-generators? on page 2.
Waste shipped from temporary job site Hazardous waste generated by a contractor that will be shipped for disposal directly from the job site. The site operator and contractor are co-generators and either may obtain the HWID required for the job site. See What are co-generators? on page 2.	Waste shipped from contractor shop A contractor may transport hazardous waste they generate at a job site back to their shop. The shop must have an HWID. See MPCA fact sheet #w-hw3-11, Contractor waste, at https://www.pca.state.mn.us/sites/default/files/w-hw3-11.pdf .
Non-contiguous properties Sites on non-contiguous properties each require their own HWID. See What is contiguous property? on page 2.	Contiguous properties Additional sites or waste shipment locations of the same generator on a contiguous property do not require separate HWIDs, even if buildings are not connected or if one building has multiple street addresses. See What is contiguous property? on page 2.
Long term care facilities with collection receptacles Pharmaceutical collection receptacles at a long-term care facility require a separate HWID from the facility. See MPCA fact sheet #w-hhw2-07, Collecting Pharmaceuticals from Households and Long Term Care Facilities, at: https://www.pca.state.mn.us/sites/default/files/w-hhw2-07.pdf	Pharmacies with collection receptacles Household pharmaceutical collection receptacle at a pharmacy do not require a separate HWID.

What is contiguous property?

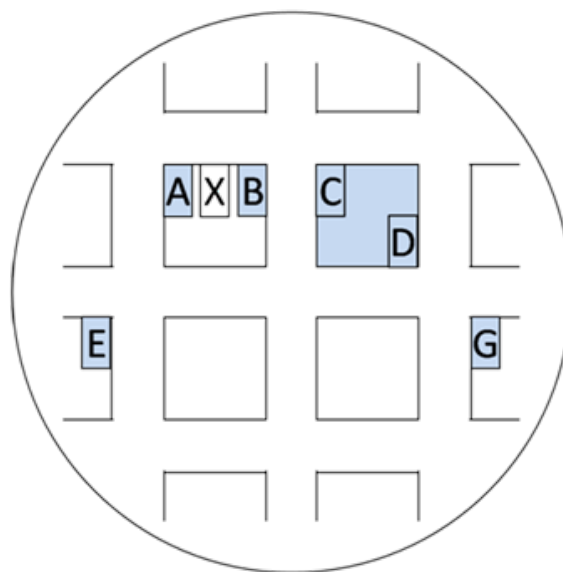
A property is *contiguous* and all sites on it may operate under a single HWID if all of the property is both:

- Controlled by the same hazardous waste handler; and
- Immediately adjacent or accessible by only crossing public rights-of-way, such as streets or rivers.

Some common HWID scenarios are illustrated below. Shaded areas represent property controlled by one business. Separations are public rights-of-way. White areas represent property controlled by other businesses. The lettered areas represent sites where hazardous waste is handled.

Contiguous and non-contiguous property

- A and B are non-contiguous because they are separated by property controlled by a different handler. Each would require a separate HWID.
- B and C are contiguous because they are accessible by only crossing the public right of way. They may be operated under a single HWID.
- C and D are contiguous because they are both located on a property controlled by the same handler, even though the sites are not connected. They may be operated under a single HWID.
- D and G are contiguous because they are accessible by diagonally crossing the intersection of two public right of ways. They may be operated under a single HWID.
- A and E are non-contiguous because waste would be required to travel along a public right of way which does not border the generator's sites. Each would require a separate HWID.



If a hazardous waste handler with multiple sites on contiguous property (such as separate buildings on a corporate or academic campus) wishes to manage hazardous waste at some of those sites separately, multiple HWIDs may be obtained, however multiple HWIDs may not be used by one handler to avoid regulatory requirements otherwise applicable to the entire property if operated as a single site.

What are co-generators?

Co-generators are separate businesses that are: co-located, engaged in a common operation that generates hazardous waste, and that have agreed to manage their hazardous waste together. All co-generators are equally responsible and liable for proper management of the waste and applicable hazardous waste requirements, though the MPCA encourages co-generators to agree on which will take the lead. Co-generators can be:

- Intentional, such as when one business operates a factory that generates a hazardous waste, but some activities in the factory are performed by employees of another business. Contractors working at temporary job sites are also co-generators with the operator of the job site.
- Accidental, such as if a shipment of material owned by one business is damaged while being transported by another business and requires disposal as a hazardous waste.

Can I use the HWID of the site I move to?

No, you may not use an HWID already assigned to a site you move to. You must obtain an HWID from the MPCA. The MPCA may assign you a new HWID or reassign the previous HWID to you. Continuing to use the HWID of a former site operator is prohibited and may expose you to liability for actions of the former operator. See [When and how do I obtain an HWID?](#) on page 3.

When and how do I obtain an HWID?

Hazardous waste generators must obtain an HWID from the MPCA within 75 days of first generating hazardous waste at a site, but prior to shipping any of that waste off-site. Hazardous waste transporters and transfer, storage, or treatment facility operators must obtain an HWID prior to handling any hazardous waste in Minnesota. There is no fee to obtain an HWID. Obtaining an HWID does not increase the level of regulation or oversight at your site. In an emergency situation, contact the MPCA to request an expedited HWID issuance.

You may check the HWID for any site in Minnesota using the MPCA’s What’s In My Neighborhood tool at:

<https://www.pca.state.mn.us/about-mpca/whats-in-my-neighborhood>

To obtain an HWID for sites in Minnesota, use the MPCA’s e-Services tool.

See the e-Services instructions in MPCA fact sheet #w-hw5-12, Notification of Regulated Waste Activity, at:

<https://www.pca.state.mn.us/sites/default/files/w-hw5-12.pdf>

Do not use U.S. Environmental Protection Agency (EPA) form 8700-12 or the EPA’s online myRCRAid tool.

What if I sell, close, or move my operation?

When your operation is sold, closes, or moves to another site, submit an inactivation notification for your HWID to the MPCA using the instructions in MPCA fact sheet #w-hw5-12, at:

<https://www.pca.state.mn.us/sites/default/files/w-hw5-12.pdf>

You may not transfer the HWID from your old site to a new site. You must obtain an HWID for any new site.

See [When and how do I obtain an HWID?](#) above on this page.

More information

Guidance and requirements in this fact sheet were compiled from Minnesota Rules, Chapter 7045. Visit the Office of the Revisor of Statutes at <https://www.revisor.mn.gov/> to review Minnesota Rules.

Contact your Metro County or the MPCA with your questions. The MPCA’s Small Business Environmental Assistance Program can also provide free, confidential regulatory compliance assistance. The Minnesota Technical Assistance Program can help you reduce your hazardous waste generation and potentially the need to obtain an HWID.

Metro County Hazardous Waste Offices

Anoka	763-324-4260
.....	https://www.anokacountymn.gov/
Carver	952-361-1800
.....	https://www.carvercountymn.gov/
Dakota	952-891-7557
.....	https://www.co.dakota.mn.us/
Hennepin	612-348-3777
.....	https://www.hennepin.us/
Ramsey	651-266-1199
.....	https://www.ramseycounty.us/
Scott	952-496-8177
.....	http://www.scottcountymn.gov/
Washington	651-430-6655
.....	https://www.washingtoncountymn.gov/

Minnesota Pollution Control Agency

Toll free (all offices)	1-800-657-3864
All offices.....	651-296-6300
HWID questions	hw-licensing.pca@state.mn.us
.....	https://www.pca.state.mn.us/

Small Business Environmental Assistance

Toll free	1-800-657-3938
Metro	651-282-6143
.....	https://www.pca.state.mn.us/

Minnesota Technical Assistance Program

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