

Notification of Regulated Waste Activity

Using the MPCA's *e-Services Notification for hazardous waste activities*

Any business or government agency that generates, transports, or treats a non-exempt hazardous waste in Minnesota must obtain a Hazardous Waste Identification Number (HWID) from the Minnesota Pollution Control Agency (MPCA) and then notify the MPCA when changes occur. Use the MPCA's *Notification of Regulated Waste Activity e-Service* to make these notifications.

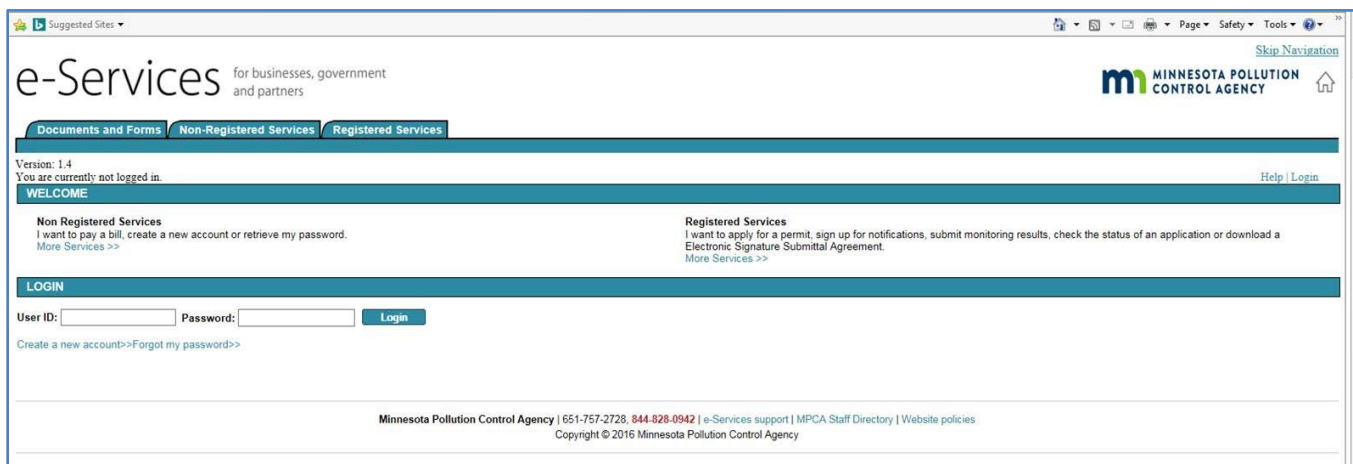
If you do not have internet access or cannot use the e-Service, contact the MPCA to request a paper form be mailed to you. See [More Information](#) on page 15. Paper forms may experience longer processing times.

For more information on what sites must obtain HWIDs, see MPCA fact sheet #w-hw1-03, Obtain a Hazardous Waste Identification Number at <https://www.pca.state.mn.us/sites/default/files/w-hw1-03.pdf>.

How do I use the MPCA's e-Service?

To use any of the tools on the MPCA's e-Service, you will need an account. Accounts are free and may be created by anyone. Once you create an account, you may use it for any e-Service tool. Only one person should use each account; if more than one person at your business or government agency may need to use e-Service tools, they should each create a separate account. Different accounts may all submit notifications for the same site.

If you are viewing these instructions online, open a new window in your web browser, and go to <https://rsp.pca.state.mn.us/>. Your screen should look like this:



The screenshot displays the MPCA e-Services website. At the top, there's a navigation bar with 'e-Services for businesses, government and partners' and the MPCA logo. Below this, there are tabs for 'Documents and Forms', 'Non-Registered Services', and 'Registered Services'. A 'WELCOME' message is followed by two columns of service options: 'Non Registered Services' (pay a bill, create a new account, retrieve password) and 'Registered Services' (apply for a permit, sign up for notifications, submit monitoring results, check application status, download Electronic Signature Submittal Agreement). A 'LOGIN' section contains input fields for 'User ID' and 'Password', and a 'Login' button. Links for 'Create a new account' and 'Forgot my password' are also present. The footer includes the agency name, phone numbers (651-757-2728, 844-828-0942), email (info.pca@state.mn.us), and copyright information (© 2016 Minnesota Pollution Control Agency).

- If you already have an e-Service account, skip ahead to [Using the e-Service Notification for hazardous waste activities](#) in Section B on page 4.
- If you **do not** already have an e-Service account, first follow the directions below to create an account.

A. Creating an e-Service account

A1. On the screen shown above, click the [Create a new account>>](#) link.

Note: For clarity, only the middle portion of the screen will be shown in the remainder of these instructions. The upper and bottom portions of your screen should not change.

The middle portion of your screen should now look like this:

CREATE USER ID

Type a user ID between 8 and 40 alphanumeric characters. Do not use punctuation, spaces or special characters.

User ID:

[Continue](#) [Clear](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

A2. Type in the **User ID:** box to choose a username that will be easy for you to remember.

A3. Click the [Continue](#) button. The middle portion of your screen should then look like this:

CHOOSE PASSWORD

Note: Passwords must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Passwords are case sensitive.

User Password: Retype User Password:

[Continue](#) [Clear](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

A4. Enter a password meeting the noted requirements in the **User Password:** box. Reenter the same password in the **Retype User Password:** box.

A5. Click the [Continue](#) button. The middle portion of your screen should then look like this:

CONTACT INFORMATION

* First Name: * Address Line 1:
Middle Initial: Address Line 2:
* Last Name: Address Line 3:
Title: * State/Country: Minnesota
* E-Mail Address: County:
* Confirm E-Mail: * City:
Organization Name: Foreign State:
Organization Type: * ZIP/Postal Code:

CONTACT NUMBERS

Note: At least one contact number is required.

You do not have any contact numbers. Click 'Add Contact Number' to add one.

[Add Contact Number](#) [Continue](#) [Clear](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

A6. Type in each box to enter the appropriate information. Boxes marked with an *asterisk are required information. If the ***State/Country:** is Minnesota, you must select a **County:** before selecting a ***City:**.

A7. Click the [Add Contact Number](#) button. The middle portion of your screen should then look like this:

A8. Select the type of telephone number in the ***Contact # Type:** pulldown box.

A9. Type in each following box to enter the appropriate information.

A10. Click the **Save** button. Repeat steps A7-A10 for each contact telephone number you would like to add. Then click the **Continue** button. Afterward, the middle portion of your screen should look like this:

A11. Select a challenge question in the first **Question:** pulldown box. Type your chosen answer in the following response box.

A12. Repeat step A11 for each of the remaining four challenge questions.

A13. Click the **Continue** button. The middle portion of your screen should then look like this:

A14. Enter a certification personal identification number (PIN) meeting the noted requirements in the **Certification PIN:** box. Reenter the same certification PIN in the **Certification PIN:** box.

A15. Click the **Continue** button. The middle portion of your screen should then look like this:

| FACILITY SEARCH | |
|---|---|
| 1 - Create User ID | <p>Some services require that you have an associated facility before the service can be used. For example, Air, Tank, eDMR, SSTS, and some Feedlot services require a facility.</p> <p>If you are creating an account and don't know if you need an associated facility, click Complete Setup. You can add a facility later if you need it.</p> <p>To search for a facility, enter any information about the facility you are looking for and click Search.</p> <ul style="list-style-type: none"> In text boxes, you can enter partial values followed by an asterisk(*) to search for all records that begin with that value. For example, entering "Car*" in the Facility Name field would return all facilities whose names begin with "Car", such as "Carpet Cleaning". The Alternate/Historic Name field searches previous or secondary IDs of the facility. To refine your search, select an option from the Facility User Group list in combination with entering an ID. Examples include an 8-digit "Air Permit Number" or "Wastewater Permit Number". |
| 2 - Choose Password | |
| 3 - Add Contact Info | |
| 4 - Setup Challenge Questions | |
| 5 - Create Electronic Signature PIN | |
| 6 - Add Facilities | <p>You must enter in at least one field before clicking the Search button.</p> |
| <p>Please Note You may click on a previously visited page (above) to navigate back to that screen.</p> | |
| <p>Facility ID: <input type="text"/></p> <p>Facility Name: <input type="text"/></p> <p>Alternate/Historic Name/ID: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>County: <input type="text"/></p> <p>Municipality: <input type="text"/></p> <p>ZIP: <input type="text"/></p> <p>Facility Type: <input type="text"/></p> <p>Facility User Group: <input type="text"/></p> | |
| <p>Search Complete Setup View Facilities</p> | |

A16. To use the e-Services Notification of hazardous waste activity, you do not need to add a facility. Click the **Complete Setup** button.

A17. Continue with the instructions for [Using the e-Service Notification](#) in Section B on page 4.

B. Using the e-Service Notification for hazardous waste activities

B1. If you are viewing these instructions online, open a new window in your web browser, and go to <https://rsp.pca.state.mn.us/>. Your screen should look like this:

The screenshot shows the e-Services website interface. At the top, there's a header with the e-Services logo and navigation tabs: Documents and Forms, Non-Registered Services, and Registered Services. Below the header, there's a 'WELCOME' section with links for Non Registered Services and Registered Services. The 'LOGIN' section is prominent, featuring input fields for 'User ID' and 'Password', and a 'Login' button. The footer contains the Minnesota Pollution Control Agency logo and contact information.

B2. Type your username and password in the **User ID:** and **Password:** boxes.

B3. Click the **Login** button.

Note: For clarity, only the middle portion of the screen will be shown in the remainder of these instructions. The upper and bottom portions of your screen should not change.

B4. The middle portion of your screen should now look like this. Ensure the **My Workspace** tab in the upper left of your screen is selected for all steps in Section B. If it looks like this, then skip to step B6.

B5. However, some users may see this. If the middle portion of your screen looks like this, click the **Configure Services** button. Then return to step B4 above on this page.

B6. Click the checkbox in front of **Notification of Regulated Waste Activity**.

B7. Click the **OK** button. The middle portion of your screen should then look like this:

B8. Click the **Notification of Regulated Waste Activity** link.

The middle portion of your screen should then look like this:

You may use the Notification of Regulated Waste Activity e-Service to:

- [Request a new HWID](#). Request an HWID for a site at which you have not previously performed any hazardous waste activities, even if someone else may have. Follow the directions for [Request a new HWID](#) below in Section C on this page.
- [Modify an existing HWID](#). Update or correct information for a site you already obtained an HWID for, including adding new hazardous waste activities. Follow the directions for [Modify an existing HWID](#) in Section D on page 10. Do not use this process if you are purchasing a site from another operator; use [Request a new HWID](#) in Section C below on this page instead.
- [Inactivate an existing HWID](#). Inactivate your HWID when your site is sold, closes, or when you permanently stop generating non-exempt hazardous waste. Follow the directions for [Inactivate an existing HWID](#) in Section E on page 14.

C. Request a new HWID

C1. Click the circle (called a radio button) in front of **Initial**.

C2. Click the **Continue** button. The middle portion of your screen should then look like this:

PROPERTY INFORMATION

If you are applying for a new HWID, enter the location information for your facility and click Continue.

If you are modifying your existing HWID, review your facility location information below. If it is correct, click Continue. If it is incorrect, stop the notification process and call us at 651-757-2118 or email us at the.licensing.pca@state.mn.us

To enter the latitude and longitude for a location, either type the coordinate values or click Map to find the coordinates on a map. After clicking Map, click the approximate center of the site and the latitude and longitude will transfer to this page. You can also verify typed coordinates by clicking Map.

To select a NAICS code, click an entry in the box. To select additional entries, hold down the Control (Ctrl) key. Ensure you are using the most up-to-date NAICS code for your facility by checking the U.S. Census Bureau NAICS website <https://www.census.gov/eos/www/naics/>.

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

*Facility Name:
*Address Line 1:
*Address Line 2:
*Address Line 3:
*State:
*County:
*City:
*ZIP Code:
*Coordinate System:
*Latitude:
*Longitude:
*Collection Method:
*Reference Point:

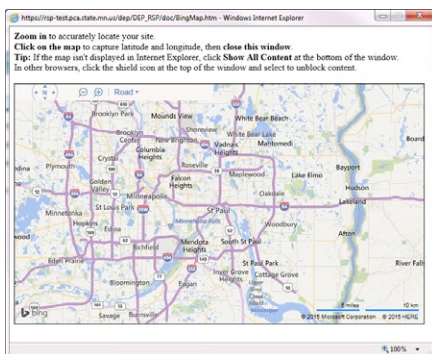
Tribal Lands:

*NAICS:

* Required

C3. Type in each box to enter the appropriate information. Boxes marked with an *asterisk are required information. Note: PO Boxes are not allowed for facility address. If your address includes a suite or unit number, please include it on Address line 1.

C4. To find and enter the ***Coordinate System**, ***Latitude**, ***Longitude**, and ***Collection Method** of your site, click on the **Map** button. You should see a popup window that looks like this:



C5. Use the hand cursor and zoom magnifying glass to scroll and zoom in to your site's location. When you close the window, the location's coordinates will be automatically entered into your screen.

C6. In the ***Reference Point** dropdown box, choose the closest part of your site you selected using the Map tool.

- C7. To find the North American Industrial Classification System (NAICS) code for your site, click [Select NAICS Code](#). You should see a popup window that looks like this:



- C8. Enter keywords that describe your primary business operation at this site to find the most specific NAICS. You may need to try several different keywords or synonyms. When you find the NAICS entry that best describes the operations at this site, click the [Include Selected](#) button.
- C9. Click the [OK](#) button.
- C10. Click the [Continue](#) button. The middle portion of your screen should then look like this:

Your screen may also contain the text **No valid USPS address found. You can continue by selecting the entered address below.** If you do not receive mail delivered to this site address, this red text is normal. If you do receive mail delivered to this address and see this text, ensure that the address entered matches your U.S. Postal Service-assigned address.

- C11. If the address is correct, click the checkbox in front of the address and then click the [Continue](#) button. If the address is incorrect, click the [Back](#) button and reenter the correct information in the preceding screen, then repeat step C10.

The middle portion of your screen should then look like this:

CONTACTS

Three contact types are required by this service. Please enter or update the information for all three types by clicking through the tabs at the top of the screen or the "<<Previous/Next>>" buttons at the bottom of the screen.

The Owner is a business filed with the Minnesota Office of the Secretary of State or an individual. The required fields for the Owner contact type are different than the other two contact types. If the Owner is an individual, type that person's full name in the "Organization?" field.

The Hazardous Waste Contact is the person the MPCA will contact for information about hazardous waste activities at the site.

The Fee and Billing Contact is the person who will receive fee invoices, if applicable.

1. Owner | 2. Hazardous Waste Contact | 3. Fee and Billing Contact

Please Note: You may click on a previously visited page (above) to navigate back to that screen.

Note: Selecting an option below will replace all information for this contact. Insert From Existing Contact(s)...

☐ Save to My Favorite Contacts

First Name:
 Middle Name:
 Last Name:
 Title:
 E-Mail Address:
 Confirm E-Mail:
 *Organization:
 *Organization Type:

*Address Line 1:
 Address Line 2:
 Address Line 3:
 *State/Country:
 *County:
 *City:
 *Foreign State:
 *ZIP/Postal Code:

| Type | Contact Number | Extension | Comments | Remove |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Add Number

* Required

Note: Please enter contact information on ALL required tabs before clicking Continue.

<< Previous | Next >> | Save | Continue

- C12. Type in each box to enter the appropriate information. Boxes marked with an *asterisk are required information. You may also use an existing information source, such as your personal account information, by selecting the appropriate source in the Insert From Existing Contact(s)...▼ pulldown box.
- C13. After completing the **1. Owner** tab, either click the **2. Hazardous Waste Contact** tab or the **Next>>** button. Repeat step C12 for the information in that tab.
- C14. After completing the **2. Hazardous Waste Contact** tab, either click the **3. Fee and Billing Contact** tab or the **Next>>** button. Repeat step C12 for the information in that tab.
- C15. Click the **Continue** button. The middle portion of your screen should then look like this:

USPS ADDRESS VALIDATION

Please consider slight changes to the address you provided to help us ensure data integrity. If an alternative address is provided, select its check box to change your address to that format. If no alternative is provided, our system did not recognize the address you entered as valid. Please consider revising the address. If you believe your address is valid and formatted correctly, click Continue without selecting an alternative.

Current Owner Address:

Select Possible USPS Address Match

☐

Current Hazardous Waste Contact Address:

Select Possible USPS Address Match

☐

Current Fee and Billing Contact Address:

Select Possible USPS Address Match

☐

Back | **Continue**

Your screen may also contain the text **No valid USPS address found. You can continue by selecting the entered address below** for one or more of the three addresses.

- C16. As previously in step C11, if an address is correct, click the checkbox in front of the address and then click the **Continue** button. If the address is incorrect, click the **Back** button and reenter the correct information in the preceding screen, then repeat step C15.

The middle portion of your screen should then look like this:

C17. This screen is voluntary. If you choose to answer, select the most appropriate answers from the **Have you implemented any prevention activities in the past year?:** and the **Would you like to be contacted to discuss prevention opportunities?:** pulldown boxes.


C18. Click the **Continue** button. The middle portion of your screen should then look like this:

C19. If your site generates hazardous waste, select the appropriate generator status from the ***Estimated size of hazardous waste generator:** pulldown box. If you are unsure of the likely generator status of your site, you may select **Very Small Quantity Generator**. If you are submitting notification for one of the other activities and your site will not generate reportable hazardous wastes, select minimal quantity generator.

For more information on identifying non-exempt hazardous waste and determining a site's generator status, see MPCA fact sheet #w-hw1-01, Evaluate Waste at <https://www.pca.state.mn.us/sites/default/files/w-hw1-01.pdf>.

C20. Click the checkbox(s) next to any other applicable waste activity(s).

C21. Click the **Continue** button. The middle portion of your screen should then look like this:

C22. Click the blue  icon in the **Sign Electronically** column.

The middle portion of your screen should then look like this:

1 - Service Type Selection
2 - Location
3 - Contacts
4 - Prevention Opportunities
5 - Regulated Waste Activities
6 - Certification

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

1 - Service Type Selection

2 - Location

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5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

C23. Type your previously chosen answer in the box next to the Challenge/Response Question.

C24. Click the **Submit** button.

C25. A green bullet ● You have correctly answered your challenge. Please enter your PIN now to sign. should appear at the top of the middle portion of your screen. Type your previously chosen PIN in the ***Electronic Signature PIN:** box.

C26. Click the **Sign Electronically** button. The middle portion of your screen should then look like this:

1 - Service Type Selection
2 - Location
3 - Contacts
4 - Prevention Opportunities
5 - Regulated Waste Activities
6 - Certification

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

C27. Click the **Continue** button. The middle portion of your screen should then return to the My Workspace screen from step 6 and look like this:

My Workspace | Messages | User Profile | Electronic Signature | Documents and Forms

Version: 1.4
Currently logged in: Help | Logout

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

1 - Service Type Selection

2 - Location

3 - Contacts

4 - Prevention Opportunities

5 - Regulated Waste Activities

6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

C28. You have now completed all actions to request a new HWID for your site and should receive a response e-mail with your new HWID within a few days.

C29. Click the [Logout](#) link in the upper right portion of your screen to log out of e-Services.

For more information about hazardous waste management or assistance with this e-Service, contact the MPCA through the [More information](#) section on page 15.

D. Modify an existing HWID

D1. Login to the e-Service and navigate to the Notification of Regulated Waste Activity using the [Using the e-Service Notification for hazardous waste activities](#) instructions in Section B on page 4.

D2. Click the circle (called a radio button) in front of [Modification of Existing Hazardous Waste Identification Number](#).

D3. Click the [Continue](#) button. The middle portion of your screen should then look like this:

The screenshot shows a web form titled "HAZARDOUS WASTE IDENTIFICATION NUMBER". On the left is a sidebar with a list of steps: 1 - Service Type Selection, 2 - Hazardous Waste Identification Number, 3 - Location, 4 - Contacts, 5 - Prevention Opportunities, 6 - Regulated Waste Activities, and 7 - Certification. Step 2 is currently selected. The main content area has a heading "HAZARDOUS WASTE IDENTIFICATION NUMBER" and instructions: "Enter your hazardous waste identification number (HWID). Your HWID is also known as your EPA ID number. It is specific to your site. For more information on HWIDs, click the Help link in the upper right corner of this screen." Below this is a text input field labeled "*Hazardous Waste Identification Number (HWID):" with a red asterisk indicating it is required. A "Continue" button is located in the bottom right corner. A "Please Note" box on the left sidebar states: "You may click on a previously visited page (above) to navigate back to that screen."

D4. Type the HWID of the site's information that you are modifying in the ***Hazardous Waste Identification Number (HWID):** box.

D5. Click the [Continue](#) button. The middle portion of your screen should then look like this:

The screenshot shows a web form titled "PROPERTY INFORMATION". The sidebar on the left is identical to the previous form, with step 3 - Location selected. The main content area has instructions: "If you are applying for a new HWID, enter the location information for your facility and click Continue. If you are modifying your existing HWID, review your facility location information below. If it is correct, click Continue. If it is incorrect, stop the notification process and call us at 651-757-2118 or email us at hw-licensing.pca@state.mn.us. To enter the latitude and longitude for a location, either type the coordinate values or click Map to find the coordinates on a map. After clicking Map, click the approximate center of the site and the latitude and longitude will transfer to this page. You can also verify typed coordinates by clicking Map. To select a NAICS code, click an entry in the box. To select additional entries, hold down the Control (Ctrl) key. Ensure you are using the most up-to-date NAICS code for your facility by checking the U.S. Census Bureau's NAICS website <https://www.census.gov/eos/www/naics/>." Below the instructions are several input fields: "Facility Name:", "Address Line 1:", "Address Line 2:", "Address Line 3:", "State:" (dropdown), "County:" (dropdown), "City:" (dropdown), "ZIP Code:" (dropdown), "Coordinate System:" (dropdown), "Latitude:" (text), "Longitude:" (text), "Collection Method:" (dropdown), and "Reference Point:" (dropdown). There is also a "Tribal Lands:" dropdown. A "Map" button is located below the coordinate fields. At the bottom, there is a "NAICS: Select NAICS Code" dropdown and a red asterisk indicating it is required. A "Continue" button is in the bottom right corner. A "Please Note" box on the left sidebar states: "You may click on a previously visited page (above) to navigate back to that screen."

D6. Review the site location information. If it is incorrect, contact the MPCA at 651-296-6300 or hw-licensing.pca@state.mn.us. If it is correct, click the [Continue](#) button. The middle portion of your screen should then look like this:

The screenshot shows a web form titled "USPS ADDRESS VALIDATION". The sidebar on the left is identical to the previous forms, with step 3 - Location selected. The main content area has a heading "USPS ADDRESS VALIDATION" and a sub-heading "Current Location Address:". Below this is a table with two columns: "Select" and "Possible USPS Address Match". The table contains one row with a radio button in the "Select" column and an empty text box in the "Possible USPS Address Match" column. At the bottom right, there are "Back" and "Continue" buttons. A "Please Note" box on the left sidebar states: "You may click on a previously visited page (above) to navigate back to that screen."

Your screen may also contain the text **No valid USPS address found. You can continue by selecting the entered address below.** If you do not receive mail delivered to this site address, this red text is normal. If you do receive mail delivered to this address and see this text, ensure that the address entered matches your U.S. Postal Service-assigned address.

- D7. If the address is correct, click the checkbox in front of the address and then click the **Continue** button. If the address is incorrect, click the **Back** button and reenter the correct information in the preceding screen, then repeat step D6.

The middle portion of your screen should then look like this:

The screenshot shows the 'CONTACTS' screen with a sidebar on the left containing navigation links: 1 - Service Type Selection, 2 - Location, 3 - Contacts, 4 - Prevention Opportunities, 5 - Regulated Waste Activities, and 6 - Certification. The main content area is titled 'CONTACTS' and includes instructions: 'Three contact types are required by this service. Please enter or update the information for all three types by clicking through the tabs at the top of the screen or the "<<Previous?Next>>" buttons at the bottom of the screen.' It also states: 'The Owner is a business filed with the Minnesota Office of the Secretary of State or an individual. The required fields for the Owner contact type are different than the other two contact types. If the Owner is an individual, type that person's full name in the "Organization?" field.' and 'The Fee and Billing Contact is the person who will receive fee invoices, if applicable.' Below this, there are three tabs: '1. Owner' (selected), '2. Hazardous Waste Contact', and '3. Fee and Billing Contact'. The '1. Owner' tab contains a 'Note: Selecting an option below will replace all information for this contact. Insert From Existing Contact(s)...' dropdown, a 'Save to My Favorite Contacts' checkbox, and a form with fields for First Name, Middle Name, Last Name, Title, E-Mail Address, Confirm E-Mail, Organization, and Organization Type. To the right of these fields are fields for Address Line 1, Address Line 2, Address Line 3, State/Country (set to Minnesota), County, City, Foreign State, and ZIP/Postal Code. Below the form is a table with columns: Type, Contact Number, Extension, Comments, and Remove. At the bottom right, there is a note: 'Note: Please enter contact information on ALL required tabs before clicking Continue' and navigation buttons: '<< Previous', 'Next >>', 'Save', and 'Continue'.

- D8. Type in each box to change the appropriate information. Boxes marked with an *asterisk are required information. You may also use an existing information source, such as your personal account information, by selecting the appropriate source in the **Insert From Existing Contact(s)...** pulldown box.
- D9. After completing the **1. Owner** tab, either click the **2. Hazardous Waste Contact** tab or the **Next>>** button. Repeat step D8 for the information in that tab.
- D10. After completing the **2. Hazardous Waste Contact** tab, either click the **3. Fee and Billing Contact** tab or the **Next>>** button. Repeat step D8 for the information in that tab.
- D11. Click the **Continue** button. The middle portion of your screen should then look like this:

The screenshot shows the 'USPS ADDRESS VALIDATION' screen. It includes a sidebar on the left with navigation links: 1 - Service Type Selection, 2 - Location, 3 - Contacts, 4 - Prevention Opportunities, 5 - Regulated Waste Activities, and 6 - Certification. The main content area is titled 'USPS ADDRESS VALIDATION' and includes a note: 'Please consider slight changes to the address you provided to help us ensure data integrity. If an alternative address is provided, select its checkbox to change your address to that format. If no alternative is provided, our system did not recognize the address you entered as valid. Please consider revising the address. If you believe your address is valid and formatted correctly, click Continue without selecting an alternative.' Below this, there are three sections: 'Current Owner Address:', 'Current Hazardous Waste Contact Address:', and 'Current Fee and Billing Contact Address:'. Each section has a 'Select' dropdown and a 'Possible USPS Address Match' checkbox. At the bottom right, there are 'Back' and 'Continue' buttons.

Your screen may also contain the text **No valid USPS address found. You can continue by selecting the entered address below** for one or more of the three addresses.

- D12. As previously in step D11, if an address is correct, click the checkbox in front of the address and then click the **Continue** button. If the address is incorrect, click the **Back** button and reenter the correct information in the preceding screen, then repeat step D11.

The middle portion of your screen should then look like this:

D13. This screen is voluntary. If you choose to answer, select the most appropriate answers from the **Have you implemented any prevention activities in the past year?:** and the **Would you like to be contacted to discuss prevention opportunities?:** pulldown boxes.


D14. Click the **Continue** button. The middle portion of your screen should then look like this:

D15. If your site generates hazardous waste, review the appropriate generator status from the ***Estimated size of hazardous waste generator:** pulldown box. If your site does not generate reportable hazardous wastes, select minimal quantity generator.

For more information on identifying non-exempt hazardous waste and determining a site's generator status, see MPCA fact sheet #w-hw1-01, Evaluate Waste, at <https://www.pca.state.mn.us/sites/default/files/w-hw1-01.pdf>.

D16. Click the checkbox(s) next to any other applicable waste activity(s).

D17. Click the **Continue** button. The middle portion of your screen should then look like this:

D18. Click the blue  icon in the **Sign Electronically** column.

The middle portion of your screen should then look like this:

1 - Service Type Selection
2 - Location
3 - Contacts
4 - Prevention Opportunities
5 - Regulated Waste Activities
6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

ELECTRONIC SIGNATURE - SINGLE APPLICATION - SIGNATORY

To certify your notification, read the certification language below, answer any security questions, enter the certification PIN associated with your account profile and click Certify. To certify your notification, you must be the hazardous waste contact or the applicant.

Electronic Signature of the Signatory

| Service ID | Submittal Type | Creation Date | View |
|--|----------------|---------------|------|
| Hazardous Waste - Notification of Regulated Waste Activity - Initial | | | |

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.

Name of Signing Party: _____

User ID of Signing Party: _____

Challenge/Response Question

Prior to signing your submission, you must answer the following Question correctly:

* _____ ? _____ (Case-Insensitive)

Electronic Signature PIN

*Electronic Signature PIN: _____ (Case-Sensitive)

* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

D19. Type your previously chosen answer in the box next to the Challenge/Response Question.

D20. Click the **Submit** button.

D21. A green bullet ● **You have correctly answered your challenge. Please enter your PIN now to sign.** should appear at the top of the middle portion of your screen. Type your previously chosen PIN in the ***Electronic Signature PIN:** box.

D22. Click the **Sign Electronically** button. The middle portion of your screen should then look like this:

1 - Service Type Selection
2 - Location
3 - Contacts
4 - Prevention Opportunities
5 - Regulated Waste Activities
6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

CERTIFICATION

To begin to certify your notification, click the blue award-shaped link in the "Sign Electronically" column to the right. You must be the hazardous waste contact or the applicant in order to certify a notification.

After your notification has been certified and submitted, click the Continue button to return to the My Workspace page.

| Required | Name | Signature Type | Signature Status | Sign Electronically |
|----------|------|----------------|------------------|---------------------|
| | | Signatory | Signed on | |

Clicking a column title will sort the table by that column.

D23. Click the **Continue** button. The middle portion of your screen should then return to the My Workspace screen and look like this:

My Workspace | Messages | User Profile | Electronic Signature | Documents and Forms

Version: 1.4
Currently logged in: _____ Help | Logout

MY WORKSPACE

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Hazardous Waste
[Notification of Regulated Waste Activity](#)

My Facilities

Note: You may add facilities by clicking the "Add Services/Facilities" button below.

You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.

My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

You do not have any "In Progress" Services.

My Services - Submitted

D24. You have now completed all actions to modify information for your site. You should shortly receive a confirmation e-mail.

D25. Click the **Logout** link in the upper right portion of your screen to log out of e-Services.

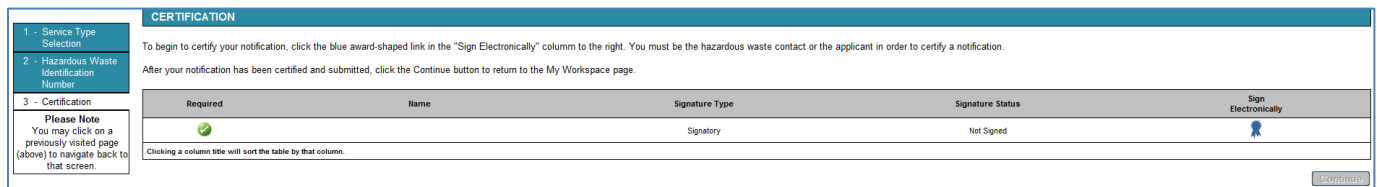
For more information about hazardous waste management or assistance with this e-Service, contact the MPCA through the [More information](#) section on page 15.

E. Inactivate an existing HWID

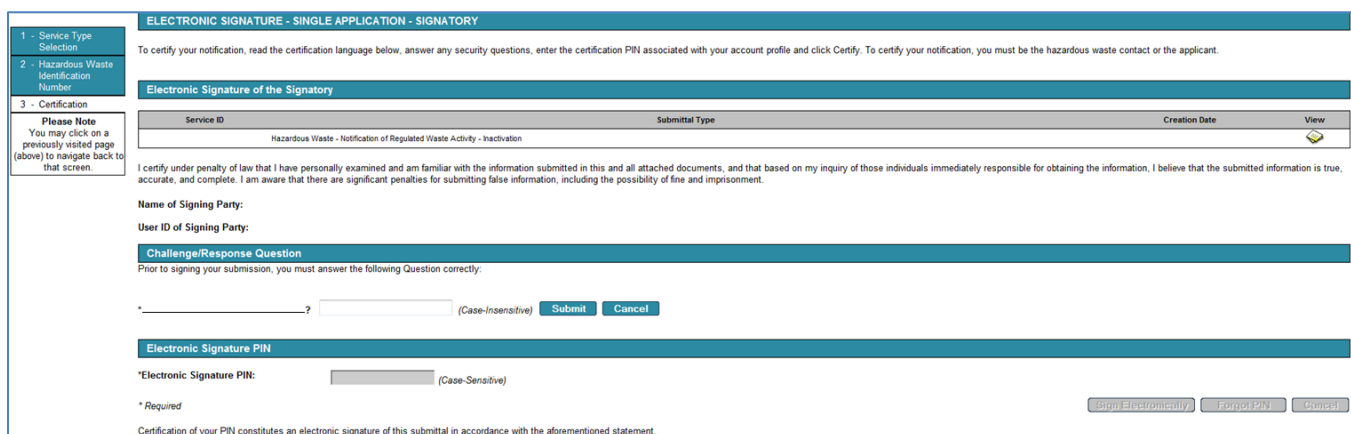
- E1. Login to the e-Service and navigate to the Notification of Regulated Waste Activity using the [Using the e-Service Notification for hazardous waste activities](#) instructions in Section B on page 4.
- E2. Click the circle (called a radio button) in front of **Inactivation**.
- E3. Click the **Continue** button. The middle portion of your screen should then look like this:



- E4. Type the HWID of the site's information that you are modifying in the ***Hazardous Waste Identification Number (HWID):** box.
- E5. Click the **Continue** button. The middle portion of your screen should then look like this:



- E6. Click the blue icon in the **Sign Electronically** column. The middle portion of your screen should then look like this:



- E7. Type your previously chosen answer in the box next to the Challenge/Response Question.
- E8. Click the **Submit** button.
- E9. A green bullet ● **You have correctly answered your challenge. Please enter your PIN now to sign.** should appear at the top of the middle portion of your screen. Type your previously chosen PIN in the ***Electronic Signature PIN:** box.
- E10. Click the **Sign Electronically** button. The middle portion of your screen should then look like this:

| CERTIFICATION | | | | | | | | | | | | | | |
|---|--|----------------|------------------|---------------------|----------|------|----------------|------------------|---------------------|--|--|-----------|-----------|--|
| 1 - Service Type Selection | To begin to certify your notification, click the blue award-shaped link in the "Sign Electronically" column to the right. You must be the hazardous waste contact or the applicant in order to certify a notification. | | | | | | | | | | | | | |
| 2 - Hazardous Waste Identification Number | After your notification has been certified and submitted, click the Continue button to return to the My Workspace page. | | | | | | | | | | | | | |
| 3 - Certification | <table border="1"> <thead> <tr> <th>Required</th> <th>Name</th> <th>Signature Type</th> <th>Signature Status</th> <th>Sign Electronically</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Signatory</td> <td>Signed on</td> <td></td> </tr> </tbody> </table> | | | | Required | Name | Signature Type | Signature Status | Sign Electronically | | | Signatory | Signed on | |
| Required | Name | Signature Type | Signature Status | Sign Electronically | | | | | | | | | | |
| | | Signatory | Signed on | | | | | | | | | | | |
| Please Note You may click on a previously visited page (above) to navigate back to that screen. | Clicking a column title will sort the table by that column. | | | | | | | | | | | | | |
| Continue | | | | | | | | | | | | | | |

E11. Click the **Continue** button. The middle portion of your screen should then return to the My Workspace screen and look like this:

| My Workspace | Messages | User Profile | Electronic Signature | Documents and Forms |
|---|----------|--------------|----------------------|---------------------|
| Version: 1.4 Currently logged in: Help Logout | | | | |
| MY WORKSPACE | | | | |
| Service Selection | | | | |
| Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the user profile . Some services are accessible without selecting facilities as shown below. | | | | |
| Hazardous Waste Notification of Regulated Waste Activity Configure Services | | | | |
| My Facilities | | | | |
| Note: You may add facilities by clicking the "Add Services/Facilities" button below. You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen. Add Facilities | | | | |
| My Services - In Progress | | | | |
| Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column. You do not have any "In Progress" Services. | | | | |
| My Services - Submitted | | | | |

E12. You have now completed all actions to permanently inactivate your site. You should shortly receive a confirmation e-mail.

E13. Click the [Logout](#) link in the upper right portion of your screen to log out of e-Services.

More information

For more information about hazardous waste management, visit the MPCA's hazardous waste guidance publications webpage at <https://www.pca.state.mn.us/waste/hazardous-waste-documents-and-forms>.

For questions about the Notification of Regulated Waste Activity and assistance with e-Services, contact the MPCA below.

The MPCA's Small Business Environmental Assistance Program (SBEAP) offers free, confidential regulatory compliance assistance with hazardous waste management and water and air quality protection requirements. The Minnesota Technical Assistance Program (MnTAP) can help you minimize your waste generation to address the questions in steps C17 and D13.

Minnesota Pollution Control Agency

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

Small Business Environmental Assistance Program

Toll free1-800-657-3938
 Metro 651-282-6143
 Website <https://www.pca.state.mn.us/sbeap/>

Minnesota Technical Assistance Program

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