

Hazardous Waste License Application

Using the MPCA's *e-Services Hazardous Waste Generator License Application*

Any business or government agency that generates a non-exempt hazardous waste in Minnesota must apply for a hazardous waste generator license.

- Generators located in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington County (Metro Counties) must contact their county environmental department to determine their application procedure. See [More information](#) on page 15.
- Generators located anywhere else in Minnesota must use the Minnesota Pollution Control Agency's (MPCA) e-Services Hazardous Waste Generator License Application to submit their license application. You may submit your license application using the e-Services at any time after January 1 of each year; you do not need to wait for a reminder notice from the MPCA. All MPCA license applications must be submitted by August 15.

For more information on other hazardous waste generator requirements, see MPCA fact sheet #w-hw1-00, Basic Hazardous Waste Requirements for Businesses, at <https://www.pca.state.mn.us/sites/default/files/w-hw1-00.pdf>.

Other hazardous waste handlers, including used oil transporters and marketers and hazardous waste collection or recycling facilities, are also periodically required to submit license applications to the MPCA to renew their operating status. If you perform an activity that requires its status to be renewed, you will receive a reminder notice from the MPCA when you need to submit an application.

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

What if I need a U.S. Environmental Protection Agency (EPA) ID Number?

If you don't already have a hazardous waste identification number (HWID) (also known as an EPA ID number) for your site, stop. The instructions in this fact sheet are only for submitting hazardous waste generator license applications for sites that have already been issued HWIDs.

Instead, follow the 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>.

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

To use the MPCA's e-Services, 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 will use e-Services, each person must create a separate account. Any person's account may submit a license application for a site – it does not need to be the same person's account each year.

Where do I locate e-Services?

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 Minnesota Pollution Control Agency (MPCA) e-Services homepage. The header includes the MPCA logo and the text "e-Services for businesses, government and partners". Below the header, there are tabs for "Documents and Forms", "Non-Registered Services", and "Registered Services". The "Non-Registered Services" tab is selected. The main content area is divided into two sections: "Non Registered Services" and "Registered Services". The "Non Registered Services" section includes a "WELCOME" message, a "LOGIN" button, and a "Create a new account>>Forgot my password>>" link. The "Registered Services" section includes a "More Services >>" link. The footer contains contact information for the MPCA and copyright information.

- If you already have an e-Service account, skip ahead to [Using the e-Service Hazardous Waste Generator License Application](#) in Section G on page 5.
- If you do not already have an e-Service account, first follow the directions below in Section A to create an account.

A. Creating an e-Service account

A1. 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 from step to step.

The screenshot shows the "CREATE USER ID" screen. On the left, there is a vertical navigation menu with six items: "1 - Create User ID", "2 - Choose Password", "3 - Add Contact Info", "4 - Setup Challenge Questions", "5 - Create Electronic Signature PIN", and "6 - Add Facilities". The "1 - Create User ID" item is selected. The main content area has a heading "CREATE USER ID" and a subheading "Type a user ID between 8 and 40 alphanumeric characters. Do not use punctuation, spaces or special characters." Below this, there is a "User ID:" label and a text input box. At the bottom right, there are "Continue" and "Clear" buttons. A "Please Note" section at the bottom left states: "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 and follow the noted requirements on the screen.

A3. Click the [Continue](#) button.

The screenshot shows the "CHOOSE PASSWORD" screen. On the left, there is a vertical navigation menu with six items: "1 - Create User ID", "2 - Choose Password", "3 - Add Contact Info", "4 - Setup Challenge Questions", "5 - Create Electronic Signature PIN", and "6 - Add Facilities". The "2 - Choose Password" item is selected. The main content area has a heading "CHOOSE PASSWORD" and a subheading "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." Below this, there are "User Password:" and "Retype User Password:" labels, each followed by a text input box. At the bottom right, there are "Continue" and "Clear" buttons. A "Please Note" section at the bottom left states: "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.

CONTACT INFORMATION

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

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

A7. Click the **Add Contact Number** button.

ADD CONTACT NUMBER

Note: Contact number must be entered without dashes. Ex: 6092922082

*Contact # Type:
*Contact Number:
Extension:
Comments:
* Required

Save Cancel

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.

ADD CONTACT NUMBER

Note: Contact number must be entered without dashes. Ex: 6092922082

*Contact # Type:
*Contact Number:
Extension:
Comments:
* Required

Save Cancel

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.

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.

1 - Create User ID

2 - Choose Password

3 - Add Contact Info

4 - Setup Challenge Questions

5 - Create Electronic Signature PIN

6 - Add Facilities

CREATE A NEW CERTIFICATION PIN

Your PIN will be used to electronically certify a notification, report, or application.

Note: The Certification PIN 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 \).

Certification PIN is case sensitive.

Certification PIN:

Retype Certification PIN:

Continue

Clear

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

A15. Click the **Continue** button.

1 - Create User ID

2 - Choose Password

3 - Add Contact Info

4 - Setup Challenge Questions

5 - Create Electronic Signature PIN

6 - Add Facilities

FACILITY SEARCH

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.

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.

To search for a facility, enter any information about the facility you are looking for and click **Search**.

- 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".

You must enter in at least one field before clicking the Search button.

Facility ID:

Address:

Facility Name:

County:

Alternate/Historic Name/ID:

Municipality:

ZIP:

Facility Type:

Facility User Group:

Search

Complete Setup

View Facilities

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

A16. To use the e-Services Hazardous Waste License Application, you do not need to add a facility. Click the **Complete Setup** button. You'll be logged out automatically as part of the account set up.

A17. Type your account username and password in the **User ID:** and **Password:** boxes. If you have forgotten your User ID please call the e-Service Helpline at 651-757-2728. If you have forgotten your password, click on "Forgot my password."

Suggested Sites

Page Safety Tools

Skip Navigation

e-Services for businesses, government and partners

MINNESOTA POLLUTION CONTROL AGENCY

Documents and Forms

Non-Registered Services

Registered Services

Version: 1.4
You are currently not logged in.

Help | Login

WELCOME

Non Registered Services
I want to pay a bill, create a new account or retrieve my password.
More Services >>

Registered Services
I want to apply for a permit, sign up for notifications, submit monitoring results, check the status of an application or download a Electronic Signature Submittal Agreement.
More Services >>

LOGIN

User ID: Password:

Login

Create a new account>>Forgot my password>>

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- A18. The first time you log in after creating your account, the My Services screen will open automatically. Select which online services you want to add to your My Workspace home screen. Under Hazardous Waste, check the box for both services – “Notification of Regulated Waste Activity” and “Hazardous Waste Generator License Application.”

My Workspace Messages User Profile Electronic Signature Documents and Forms

Version: 1.4
Currently logged in: [User Name] Help | Logout

MY SERVICES

Please select the Services that you would like to appear on your Workspace and click the OK button.

Services Requiring Facilities

Aboveground Storage Tanks
☐ Aboveground Storage Tank Reissuance Permit

Air
☐ Administrative Amendment Service
☐ Individual Permit Reissuance

Water Quality
☐ Discharge Monitoring Report

Services NOT Requiring Facilities

Construction Stormwater
☐ Construction Stormwater General Permit Application

Hazardous Waste
☐ Notification of Regulated Waste Activity
☐ Hazardous Waste Generator License Application

Solid Waste
☐ Yard Waste Permit By Rule

Vessel Discharge
☐ Vessel Discharge Permit

Wastewater
☐ Sewer Extension Permit Application

Check All OK Cancel

- A19. Click OK.
- A20. The My Workspace home screen opens.
- A21. Continue with the instructions for [Using the e-Service Hazardous Waste Generator License Application](#) on Section G8 on page 6.

G. Using the e-Service Hazardous Waste Generator License Application

- G1. 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:

Suggested Sites

e-Services for businesses, government and partners

MINNESOTA POLLUTION CONTROL AGENCY

Documents and Forms Non-Registered Services Registered Services

Version: 1.4
You are currently not logged in. Help | Login

WELCOME

Non Registered Services
I want to pay a bill, create a new account or retrieve my password.
More Services >>

Registered Services
I want to apply for a permit, sign up for notifications, submit monitoring results, check the status of an application or download a Electronic Signature Submittal Agreement.
More Services >>

LOGIN

User ID: [] Password: [] Login

Create a new account >> Forgot my password >>

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- G2. Type your account username and password in the **User ID:** and **Password:** boxes. If you forgot your User ID please call the e-Service Helpline at 651-757-2728.
- G3. 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 from step to step.

- G4. Ensure the **My Workspace** tab in the upper left of your screen is selected for all steps in Section G. If your screen looks like this, skip to step G8 on page 6.

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](#)
[Hazardous Waste Generator License Application](#)

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

- G5. If you do not see the option "Hazardous Waste Generator License Application" in the Service Selection portion of the screen, click the **Configure Services** button.

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](#)
[Hazardous Waste Generator License Application](#)

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

- G6. Click the checkbox ☐ in front of **Hazardous Waste Generator License Application**.

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

Version: 1.4
Currently logged in: [User Name] | [Help](#) | [Logout](#)

MY SERVICES

Please select the Services that you would like to appear on your Workspace and click the OK button.

Services Requiring Facilities

Aboveground Storage Tanks
☐ Aboveground Storage Tank Reissuance Permit

Air
☐ Administrative Amendment Service
☐ Individual Permit Reissuance

Water Quality
☐ Discharge Monitoring Report

Services NOT Requiring Facilities

Construction Stormwater
☐ Construction Stormwater General Permit Application

Hazardous Waste
☐ Notification of Regulated Waste Activity
☐ Hazardous Waste Generator License Application

Solid Waste
☐ Yard Waste Permit By Rule

Vessel Discharge
☐ Vessel Discharge Permit

Wastewater
☐ Sewer Extension Permit Application

Check All **OK** **Cancel**

- G7. Click the **OK** button. Use the scroll bar to move to the right if you cannot see the **OK** button.

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](#)
[Hazardous Waste Generator License Application](#)

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

- G8. Click the **Hazardous Waste Generator License Application** link.

HAZARDOUS WASTE IDENTIFICATION NUMBER

1 - Hazardous Waste Identification Number
2 - Location
3 - Contacts
4 - Prevention Opportunities
5 - Waste Stream
6 - Certification

Welcome to the Hazardous Waste Generator License Application e-Service.
Use this service to report waste generated only during the previous calendar year.
Enter your hazardous waste identification number (HWID). Your HWID is also known as your EPA ID number.

*Hazardous Waste Identification Number (HWID):

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

* Required

Continue

- G9. Type the 12-character HWID of the site you are submitting a license application for. A site's HWID is also known as its 'EPA Identification Number.'

If you do not know the HWID of the site, you may use the MPCA's 'What's In My Neighborhood tool' at <https://www.pca.state.mn.us/data/whats-my-neighborhood> to search for the site and find its HWID.

If the site does not yet have an HWID, see section B of MPCA fact sheet #w-hw5-12, 'Using the MPCA's e-Services Notification for hazardous waste activities', at <https://www.pca.state.mn.us/sites/default/files/w-hw5-12.pdf> for instructions to request an HWID for the site.

- G10. Click the Continue button.

PROPERTY INFORMATION

Review the location information listed for your facility. Contact the MPCA at hw-licensing.pca@state.mn.us to make changes to the Facility Name and Facility Address.

Enter the required information in the fields of the right-hand column. For help determining your latitude and longitude, use the Help button in the upper right-hand corner of this page.

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/>.

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:

Map

*NAICS: [Select NAICS Code](#)

* Required

Continue

- G11. Review the site location information. If it is incorrect, contact the MPCA at 651-296-6300 or email hw-licensing.pca@state.mn.us. If it is correct, click the **Continue** button.

USPS ADDRESS VALIDATION

Current Location Address:

Select Possible USPS Address Match:

Select	Possible USPS Address Match
<input type="checkbox"/>	

Back Continue

Your screen may contain the text **"No valid USPS address found. You can continue by selecting the entered address below."** If you do not receive mail at this address, this red text is normal, but 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 (USPS) address.

- G12. If the USPS address match is correct, click the checkbox in front of the address and then click the **Continue** button. If the current address is correct and you do not want to update it to the USPS format, click **Continue** button. If the address is incorrect and needs to be updated, contact the MPCA at 651-296-6300 or hw-licensing.pca@state.mn.us.

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: 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

Add Number

* Required

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

<< Previous Next >> Save Continue

- G13. 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 e-Service account information, by selecting the appropriate source in the **Insert From Existing Contact(s)...** ▼ pulldown box.
- G14. After completing the **1. Owner** tab first click the save button. After the information has saved, either click the **2. Hazardous Waste Contact** tab or the **Next>>** button. Repeat step G13 for the information in that tab.
- G15. After completing the **2. Hazardous Waste Contact** tab first click the save button. After the information has saved, either click the **3. Fee and Billing Contact** tab or the **Next>>** button. Repeat step G13 for the information in that tab.
- G16. Click the **Continue** button.

Your screen may contain the text **“No valid USPS address found. You can continue by selecting the entered address below.”** If you do not receive mail at this address, this red text is normal, but 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.

- G17. USPS address matches may display. Click the check box(es) to change your address(es) to the USPS validated format. Then click the **Continue** button. If you believe your address is valid and formatted correctly the way you entered it, click **Continue** without selecting any matches.
- G18. 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. MPCA staff may be able to provide waste reduction or other pollution prevention ideas if you select **Yes...** ▼.

G19. Click the **Continue** button.

PREVENTION OPPORTUNITIES

The MPCA encourages businesses and municipalities to reduce their regulatory requirements and save money through prevention activities that reduce waste, emissions, water, and energy use.

Have you implemented any prevention activities in the past year?:

Check out MPCA's [Pollution Prevention resources](#) website to get started now.

Would you like to be contacted to discuss prevention opportunities?:

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

* Required

Continue

You will use this screen to report the hazardous wastes generated at the site during the last calendar year.

What to report

Report all hazardous waste generated during the calendar year, regardless of whether the waste was shipped off-site for disposal during the year or was still being accumulated on-site at the end of the calendar year. For more information on hazardous waste reporting, visit the Hazardous Waste Documents and Forms page at <https://www.pca.state.mn.us/waste/hazardous-waste-documents-and-forms>.

What not to report

- **Universal wastes** (batteries, fluorescent lamps, mercury-containing devices, aerosols, and compressed gas cylinders). For more information, see MPCA fact sheet #w-hw4-62, Managing Universal Wastes, at: <https://www.pca.state.mn.us/sites/default/files/w-hw4-62.pdf>.
- **Used oil and related wastes**, such as used oil filters, rags, and floor dry. For more information, see MPCA fact sheet #w-hw4-30, Used Oil and Related Wastes, at: <https://www.pca.state.mn.us/sites/default/files/w-hw4-30.pdf>.
- **Electronic waste**, or **E-waste**, that is recycled. For more information, see MPCA fact sheet #w-hw4-15, Managing Electronic Wastes, at: <https://www.pca.state.mn.us/sites/default/files/w-hw4-15.pdf>.
- **Scrap metal that is recycled**. For more information, see MPCA fact sheet #w-hw4-27, Hazardous Scrap Metal, at: <https://www.pca.state.mn.us/sites/default/files/w-hw4-27.pdf>.
- **Fuel-related wastes managed by a registered fuel recycler**. For more information, see MPCA fact sheet #w-hw4-19, Fuel-related Wastes, at: <https://www.pca.state.mn.us/sites/default/files/w-hw4-19.pdf>.
- **Pharmaceuticals shipped to an eligible reverse distributor**. For more information, see MPCA fact sheet #w-hw3-36b, Reverse Distribution of Pharmaceuticals, at: <https://www.pca.state.mn.us/sites/default/files/w-hw3-36b.pdf>.


How to report


The table on this screen will autofill with the wastes and volumes reported on the site's previous application.

- If the site generated the same hazardous waste streams last year, click in the box in the **Amount** column to enter the volume of each hazardous waste generated at this site during the previous calendar year. If you do not enter a new volume, the volume reported on the site's previous application displayed will be carried over to this license application.

*Note: If you report **Unit of Measurement** in gallons, a default conversion of 10 pounds per gallon will be calculated automatically.*

- If the site generated a new hazardous waste during the previous calendar year or needs to report a hazardous waste not included in the previous application, click the **Add Row** button, and enter the appropriate information in the new row.
- If the site didn't generate a particular waste during the previous calendar year but may generate it in future, enter a '0' in the **Amount** column.

- If the site didn't generate a particular waste during the previous calendar year, and does not expect to ever generate it again, delete that row by clicking the red X  icon to the right.

*Note: No red X  icon will be shown on the first row, and this row cannot be deleted. If you no longer generate this hazardous waste, enter a '0' in the **Amount** column.*

Waste Code

Select the four-character hazardous waste code for each newly reported waste. If the waste has multiple known or potential codes, you can hold down the "Ctrl" button on your keyboard while clicking on multiple waste codes for the waste stream. You may find the hazardous waste codes for your wastes on shipment manifests, waste profile reports, or in the following MPCA fact sheets:

Characteristic Wastes, w-hw-04 - <https://www.pca.state.mn.us/sites/default/files/w-hw2-04.pdf>

F list of Hazardous Waste, w-hw2-00 - <https://www.pca.state.mn.us/sites/default/files/w-hw2-00.pdf>

K List of Hazardous Waste, w-hw2-01 - <https://www.pca.state.mn.us/sites/default/files/w-hw2-01.pdf>

P List of Hazardous Waste, w-hw2-02- <https://www.pca.state.mn.us/sites/default/files/w-hw2-02.pdf>

U List of Hazardous Waste, w-hw2-03 - <https://www.pca.state.mn.us/sites/default/files/w-hw2-03.pdf>

PCB Hazardous Waste, w-hw4-48a - <https://www.pca.state.mn.us/sites/default/files/w-hw4-48a.pdf>

New pharmaceutical reporting instructions:

If the site generated **non-acute pharmaceutical waste** in the previous year use waste code PHRM and report the amount of waste generated.

If the site generated any amount of **acute pharmaceutical hazardous waste**, use the waste code P001 and/or P075 and report 1 pound of waste for that waste stream.

Name of Hazardous

Type to enter a name that clearly identifies the type or source of the waste and that your employees will recognize. Make sure each waste is a distinctly different name from any other waste stream you are reporting. You do not need to use the chemical name of the waste, especially if it would not be familiar to your employees.

Management Method

Choose the descriptor for how the hazardous waste you are reporting was managed. Most of these descriptors are self-explanatory, however ensure you select the following management methods only if your waste met the described conditions:

- **Byproduct** if the hazardous waste was not a spent material and was reclaimed as a byproduct. For more information regarding byproducts, see MPCA fact sheet #w-hw2-42, Recycling Hazardous Waste, at: <https://www.pca.state.mn.us/sites/default/files/w-hw2-42.pdf>.
- **Feedstock** if the hazardous waste was used as a feedstock without reclamation. For more information regarding feedstocks, see MPCA fact sheet #w-hw2-42, Recycling Hazardous Waste, at: <https://www.pca.state.mn.us/sites/default/files/w-hw2-42.pdf>.

Note: You will not be able to enter a volume in the Amount box for byproducts or feedstocks; you will calculate the reportable and countable volumes on a following screen. See Section J on page 14, [Report hazardous waste feedstocks or byproduct usage](#).

- **Reclaimed onsite** if the hazardous waste was reclaimed and reused on-site, such as in a recycling parts washer or solvent recovery unit.

*Note: You will not be able to enter a volume in the **Amount** box for wastes reclaimed onsite; you will calculate the reportable and countable volumes on a following screen. See Section H on page 13, [Report hazardous waste reclaimed and reused on-site](#).*

- **Sewered - onsite NPDES system** if the hazardous waste was treated in a system that has been issued a National Pollutant Discharge Elimination System (NPDES) Permit by the MPCA.

- Sewered - $\geq 80\%$ reduction of haz conc if, before sewerage, the concentration of hazardous constituents in the waste was reduced by 80% or more, such as by chemical fixation or neutralization. Do not dilute your waste to reduce the waste concentration.
- Sewered - no onsite NPDES/ $<80\%$ reduce if neither of the previous 'Sewered' conditions exist. Most sewered hazardous waste falls into this category.

Amount

Enter the amount of the hazardous waste that was generated during the previous calendar year. Remember that waste 'counts' and must be reported when it is generated, not when it is shipped off-site.

Unit of Measurement

Select the correct unit of measurement for the amount entered in the previous column.

Note: If you report in gallons, a default conversion of 10 pounds per gallon will be calculated automatically.

G20. Click the **Continue** button. The middle portion of your screen should look like this:

WASTE STREAM SUMMARY					
	Waste Code	Name of Hazardous	Management Method	Amount	Unit of Measurement
1 - Hazardous Waste Identification Number					
2 - Location					
3 - Contacts					
4 - Prevention Opportunities					
5 - Waste Stream					
6 - Recycling Information					
7 - Waste Stream Summary					
8 - Certification					

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

Continue

*Note: If you did not report any waste using the Byproduct, Feedstock, or Reclaimed onsite management methods, the blue **Recycling Information** block on the left will not be added, and **Waste Stream Summary** will be shown as '6 -' instead.*

G21. Review the displayed waste stream summary for accuracy. This is the waste information that will be submitted to the MPCA. If any of it is incorrect, click on the blue **Waste Stream** link in the block to correct the information.

G22. If all the information is correct, click the **Continue** button.

CERTIFICATION					
To certify your application, read the certification language below, enter the certification PIN associated with your account profile and click Certify.					
1 - Hazardous Waste Identification Number	Required	Name	Signature Type	Signature Status	Sign Electronically
2 - Location			Signatory	Not Signed	
3 - Contacts	Clicking a column title will sort the table by that column.				
4 - Prevention Opportunities					
5 - Waste Stream					
6 - Recycling Information					
7 - Waste Stream Summary					
8 - Certification					

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

Continue

G23. Click the blue ribbon icon in the **Sign Electronically** column.


ELECTRONIC SIGNATURE - SINGLE APPLICATION - SIGNATORY					
Electronic Signature of the Signatory					
1 - Hazardous Waste Identification Number	Service ID	Submission Type		Creation Date	View
2 - Location	Hazardous Waste - Hazardous Waste Generator License Application - Hazardous Waste Generator License Application				
3 - Contacts	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.				
4 - Prevention Opportunities	Name of Signing Party:				
5 - Waste Stream	User ID of Signing Party:				
6 - Recycling Information	Challenge/Response Question				
7 - Waste Stream Summary	Prior to signing your submission, you must answer the following Question correctly:				
8 - Certification	? (Case-Insensitive) Submit Cancel				
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.					

Sign Electronically **Forgot PIN** **Cancel**

- G24. Type your previously chosen answer in the box next to the Challenge/Response Question.
- G25. Click the **Submit** button.
- G26. 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.
- G27. Click the **Sign Electronically** button.

- G28. Click the **Continue** button. The middle portion of your screen should return to the My Workspace screen.

- G29. You have now completed all actions to submit the Hazardous Waste Generator License Application for the site and should receive an auto-generated confirmation email shortly.

Confirm that your License Application is displayed under the **My Services - Submitted** bar. You may click the document View document icon  to see a summary of your License Application.

If your screen shows your License Application under the **My Services - In Progress** bar, your License Application remains incomplete and has not been submitted. Click on the underlined ID number for the License Application on the left side of your screen to return to the application process and resume entering any missing information using the blue, white, and gray progress tracker on the left side of the screen (blue is complete, white is the screen you are on, and gray are incomplete screens). If you remain unable to submit your License Application, contact the MPCA for assistance.

- G30. 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.

H. Report hazardous waste reclaimed and reused on-site

H1. Enter all other waste information in step [G19](#) and then click the **Continue** button.

RECYCLING INFORMATION							
1 - Hazardous Waste Identification Number	Enter the required information for the waste streams you indicated on the previous page that were managed via the byproduct reuse, feedstock reuse or recycled onsite management method in the grid below. To learn more about how to calculate your recycling information, use the Help button in the upper right-hand corner of this page.						
2 - Location							
3 - Contacts							
4 - Prevention Opportunities							
5 - Waste Stream	Reclaimed and Reused on the Same Site						
6 - Recycling Information	Waste Code	Name of Hazardous Waste	*Maximum amount of spent material waste you accumulated before the first time in each month you reclaimed that waste	*Unit of Measurement	*Total number of times you reclaimed your spent material. If you reclaim spent material once per month or more, enter 12	Volume of spent material waste counted towards your annual generation	*Does your process hazardous waste
7 - Certification							
Please Note You may click on a previously visited page (above) to navigate back to that screen.							
* Required							
Continue							

H2. Enter the maximum amount of spent material you accumulated before the first time in each month you reclaimed that waste. 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 (also known as a 'recycling parts washer'), the amount of spent material you accumulated is equal to the capacity of the unit. Ensure you select the correct unit of measurement.

H3. If you reclaim your spent material once per month or more, enter 12 in the next column. If you reclaim your spent material less than once per month, enter the total number of times you reclaimed your spent material during the year. The screen will then automatically calculate the volume of the spent material waste, in pounds, 'counted' towards your hazardous waste generator status in the next column.

H4. Use the scroll bar directly underneath the boxes where you are typing or your [Tab] key to scroll the screen inset all the way to the right.

RECYCLING INFORMATION							
1 - Hazardous Waste Identification Number	Enter the required information for the waste streams you indicated on the previous page that were managed via the byproduct reuse, feedstock reuse or recycled onsite management method in the grid below. To learn more about how to calculate your recycling information, use the Help button in the upper right-hand corner of this page.						
2 - Location							
3 - Contacts							
4 - Prevention Opportunities							
5 - Waste Stream	Reclaimed and Reused on the Same Site						
6 - Recycling Information	Volume of spent material waste counted towards your annual generation	*Does your reclamation process generate a hazardous still bottom or residual?	*Total volume of hazardous still bottoms or residuals you generated	*Unit of Measurement	*Volume of hazardous still bottoms or residuals generated by your reclaimer during a single reclamation run. You may enter an average volume	*Unit of Measurement	Volume of still bottoms or residuals counted towards your annual generation
7 - Certification							
Please Note You may click on a previously visited page (above) to navigate back to that screen.							
* Required							
Continue							

H5. If your reclamation process generates a hazardous still bottom or residual, select **Yes** in the pulldown box. Sludge or still bottoms are considered newly generated wastes and must be evaluated or assumed to be hazardous waste. If you have not documented your still bottoms or residuals to be non-hazardous, assume they are hazardous.

H6. Enter the total volume of hazardous still bottoms or residuals you generated during the year.

H7. Enter the volume of hazardous still bottoms or residuals generated by your reclaimer during a single reclamation run. You may enter an average volume. Ensure you select the correct unit of measurement. The screen will then automatically calculate the volume of still bottoms or residuals, in pounds, 'counted' towards your hazardous waste generator status in the next column.

H8. Click the **Continue** button to return to step G20.

J. Report hazardous waste feedstocks or byproduct usage

- J1. Enter all other waste information in step [G19](#) and then click the **Continue** button.

RECYCLING INFORMATION									
1 - Hazardous Waste Identification Number	Enter the required information for the waste streams you indicated on the previous page that were managed via the byproduct reuse, feedstock reuse or recycled onsite management method in the grid below. To learn more about how to calculate your recycling information, use the Help button in the upper right-hand corner of this page.								
2 - Location									
3 - Contacts									
4 - Prevention Opportunities									
5 - Waste Stream	Used or Reused as Feedstocks On- or Off-Site without Reclamation								
6 - Recycling Information	Waste Code	Name of Hazardous Waste	*The amount of 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	*Unit of Measurement	*The amount of waste you generated during the last calendar year	*Unit of Measurement	Total stored/generated waste	*Feedstock or Byproduct	
7 - Certification	<div> <div>Please Note</div> <div>You may click on a previously visited page (above) to navigate back to that screen.</div> </div>								
<div> <div>* Required</div> <div>Continue</div> </div>									

- J2. Enter the amount of the feedstock or byproduct hazardous waste stored at the site at the beginning of the last calendar year that was generated in the year prior to that one. Ensure you select the correct unit of measurement.

For example, if you are submitting this License Application in 2025 to report hazardous waste generated during calendar year 2024, enter the amount of the feedstock or byproduct hazardous waste that was stored at the site on January 1, 2024.

- J3. Enter the amount of feedstock or byproduct hazardous waste generated at the site during the last calendar year. Ensure you select the correct unit of measurement. The screen will then automatically calculate the total volume of feedstock or byproduct waste, in pounds, the site was responsible for during the calendar year.
- J4. Use the scroll bar directly underneath the boxes where you are typing or your [Tab] key to scroll the screen inset all the way to the right.

RECYCLING INFORMATION									
1 - Hazardous Waste Identification Number	Enter the required information for the waste streams you indicated on the previous page that were managed via the byproduct reuse, feedstock reuse or recycled onsite management method in the grid below. To learn more about how to calculate your recycling information, use the Help button in the upper right-hand corner of this page.								
2 - Location									
3 - Contacts									
4 - Prevention Opportunities									
5 - Waste Stream	Used or Reused as Feedstocks On- or Off-Site without Reclamation								
6 - Recycling Information	Waste Code	Name of Hazardous Waste	*The amount of 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	*Unit of Measurement	*The amount of waste you generated during the last calendar year	*Unit of Measurement	Total stored/generated waste	*Feedstock or Byproduct	
7 - Certification	<div> <div>Please Note</div> <div>You may click on a previously visited page (above) to navigate back to that screen.</div> </div>								
<div> <div>* Required</div> <div>Continue</div> </div>									

- J5. Enter the amount of feedstock or byproduct hazardous waste actually used as a feedstock or byproduct on-site or shipped off-site during the last calendar year. Ensure you select the correct unit of measurement. Make sure the site maintains records documenting the use of the waste.
- J6. Enter the amount of feedstock or byproduct hazardous waste stored at the site at the end of last calendar year. Ensure you select the correct unit of measurement.

For example, if you are submitting this License Application in 2025 to report hazardous waste generated during calendar year 2024, enter the amount of the feedstock or byproduct hazardous waste that was stored at the site on December 31, 2024.

The screen will then automatically calculate the total volume of feedstock or byproduct waste, in pounds, that the site has accounted for during the calendar year. Compare this volume to that shown in the **Total stored/generated waste** column. If they are the same, proceed to step J8.

- J7. If the two calculated volumes are not the same, type a short explanation for the disparity (such as a spill, fire, accounting error, etc.).
- J8. Click the **Continue** button to return to step G20.

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>.

Instead of questions about the Notification of Regulated Waste Activity and assistance with this e-Service, 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 step G17.

Metro County Hazardous Waste Offices

Anoka	763-422-7093
.....	https://www.anokacounty.us/
Carver	952-361-1800
.....	http://www.co.carver.mn.us/
Dakota	952-891-7557
.....	https://www.co.washington.mn.us/
Hennepin	612-348-3777
.....	http://www.hennepin.us/
Ramsey	651-266-1199
.....	https://www.ramseycounty.us/
Scott	952-496-8475
.....	http://www.scottcountymn.gov/
Washington	651-430-6655
.....	https://www.co.washington.mn.us/

Minnesota Pollution Control Agency

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

Small Business Environmental Assistance Program

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

Minnesota Technical Assistance Program

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