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 1st of each year; you do not need to wait for the reminder notice from the MPCA. All MPCA License Applications must be submitted by August 15th.

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 may experience delayed processing times.

What if I need an 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.
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:

- 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. On the screen shown, 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 middle portion of your screen should now look like this:

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:

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:

![Image of Continue button](image1)

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:

![Image of Add Contact Number button](image2)

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:

![Image of Save button](image3)

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:

![Diagram of a screen with text and options for creating a new certification PIN.]

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:

![Diagram of a screen with text and options for entering a certification PIN and additional information.]

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 Hazardous Waste Generator License Application** in Section G on page 5.
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:

![Image of the e-Service login page]

G2. Type your account username and password in the User ID: and Password: boxes.

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. 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 G. If your screen looks like this, then skip to step G6 on page 6.

![Image of the e-Service workspace]

Note: Your screen may not include the £ Notification of Regulated Waste Activity. This is not a problem – it is not needed to apply for your license. If you need an HWID, see What if I need an EPA ID Number? on page 1.

G5. 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 G4 above on this page.
G6. Click the checkbox £ in front of **Hazardous Waste Generator License Application**.

G7. Click the **OK** button. Use the scroll bar to move to the right if you cannot see the **OK** button. The middle portion of your screen should look like this:

![Service Selection](image1)

G8. Click the **Hazardous Waste Generator License Application** link. The middle portion of your screen should look like this:

![Hazardous Waste Identification Number](image2)

G9. Type the 12-character Hazardous Waste Identification Number (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](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](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. The middle portion of your screen should now look like this:

![Property Information](image3)

G11. 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 look like this:

![USP's Address Validation](image4)
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 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.

G12. If the address is correct, click the checkbox in front of the address and then click the Continue button. If the address is incorrect, contact the MPCA at 651-296-6300 or hw-licensing.pca@state.mn.us. The middle portion of your screen should look like this:

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 account information, by selecting the appropriate source in the Insert From Existing Contact(s)... pulldown box.

G14. After completing the 1. Owner tab, either click the 2. Hazardous Waste Contact tab or the Next>> button. Repeat step G12 for the information in that tab.

G15. After completing the 2. Hazardous Waste Contact tab, 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. The middle portion of your screen should now look like this:

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.

G17. As previously in step G12, 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 G16.
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. The middle portion of your screen should now look like this:

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. Include these hazardous wastes, whether or not they 'count' towards the site’s generator size:

- Sewered wastes
- Wastes reclaimed and reused on-site, such as distilled paint waste or a recycling parts washer
- Wastes treated on-site and then disposed as non-hazardous
- Feedstocks
- Byproducts
- Oil-based architectural paint taken by a Very Small Quantity Generator (VSQG) to a paint collection site
- Used solvents mixed into used oil by a VSQG

**What not to report**

Do not 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](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](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](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 as were reported on the site’s previous application, then 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 you do not expect to ever generate it again, delete that row by clicking the red icon in the last column of the row.

  Note: No red 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, select the waste code that best describes the hazard of the waste. You may find the hazardous waste codes for your wastes on shipment manifests, waste profile reports, or in the following MPCA fact sheets:

<table>
<thead>
<tr>
<th>Lists and Characteristics</th>
<th>Fact Sheet Web address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lists</td>
<td></td>
</tr>
<tr>
<td>F-List</td>
<td><a href="https://www.pca.state.mn.us/sites/default/files/w-hw2-00.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw2-00.pdf</a></td>
</tr>
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</tr>
<tr>
<td>P-List</td>
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</tr>
<tr>
<td>U-List</td>
<td><a href="https://www.pca.state.mn.us/sites/default/files/w-hw2-03.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw2-03.pdf</a></td>
</tr>
<tr>
<td>PCBs</td>
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</tr>
<tr>
<td>Characteristics</td>
<td></td>
</tr>
<tr>
<td>Ignitability</td>
<td></td>
</tr>
<tr>
<td>Oxidizer</td>
<td></td>
</tr>
<tr>
<td>Corrosivity</td>
<td><a href="https://www.pca.state.mn.us/sites/default/files/w-hw2-04.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw2-04.pdf</a></td>
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<tr>
<td>Reactivity</td>
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</tr>
<tr>
<td>Toxicity</td>
<td></td>
</tr>
<tr>
<td>Lethality</td>
<td><a href="https://www.pca.state.mn.us/sites/default/files/w-hw2-05.pdf">https://www.pca.state.mn.us/sites/default/files/w-hw2-05.pdf</a></td>
</tr>
</tbody>
</table>

**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 it is distinctly different from the names of any other hazardous waste 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: Do not 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: Do not 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 - >/= 80% reduction of haz conc** if, before sewering, 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.

*Note: If the hazardous waste was discharged to a septic system, stop! Do not discharge hazardous waste to a septic systems. Immediately cease the discharge and contact the MPCA for assistance.*

*Amount*

Type to 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](image)

*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.

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

G23. Click the blue icon in the Sign Electronically column. The middle portion of your screen should look like this:

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

G28. Click the Continue button.
The middle portion of your screen should return to the My Workspace screen and look like this:

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 View icon to see a summary of your License Application.

Note: 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 G18 and then click the Continue button. The middle portion of your screen should look like this:

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

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 G19.
J. Report hazardous waste feedstocks or byproduct usage

J1. Enter all other waste information in step G18 and then click the Continue button. The middle portion of your screen should look like this:

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 2018 to report hazardous waste generated during calendar year 2017, enter the amount of the feedstock or byproduct hazardous waste that was stored at the site on January 1, 2017.

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

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 2018 to report hazardous waste generated during calendar year 2017, enter the amount of the feedstock or byproduct hazardous waste that was stored at the site on December 31, 2017.

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 G19.
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](https://www.pca.state.mn.us/waste/hazardous-waste-documents-and-forms).

For 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**

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<thead>
<tr>
<th>County</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anoka</td>
<td>763-422-7093</td>
<td><a href="https://www.anokacounty.us/">https://www.anokacounty.us/</a></td>
</tr>
<tr>
<td>Dakota</td>
<td>952-891-7557</td>
<td><a href="https://www.co.dakota.mn.us/">https://www.co.dakota.mn.us/</a></td>
</tr>
<tr>
<td>Hennepin</td>
<td>612-348-3777</td>
<td><a href="http://www.hennepin.us/">http://www.hennepin.us/</a></td>
</tr>
<tr>
<td>Ramsey</td>
<td>651-266-1199</td>
<td><a href="https://www.ramseycounty.us/">https://www.ramseycounty.us/</a></td>
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<tr>
<td>Washington</td>
<td>651-430-6655</td>
<td><a href="https://www.co.washington.mn.us/">https://www.co.washington.mn.us/</a></td>
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**Minnesota Pollution Control Agency**

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<tbody>
<tr>
<td>Toll free (all offices)</td>
<td>1-800-657-3864</td>
<td><a href="https://www.pca.state.mn.us/">https://www.pca.state.mn.us/</a></td>
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<td>All offices</td>
<td>651-296-6300</td>
<td></td>
</tr>
<tr>
<td>Notification questions</td>
<td><a href="mailto:hw-licensing.pca@state.mn.us">hw-licensing.pca@state.mn.us</a></td>
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**Small Business Environmental Assistance Program**

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<tr>
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<td>1-800-657-3938</td>
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<tr>
<td>Metro</td>
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**Minnesota Technical Assistance Program**

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<tr>
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<td>1-800-247-0015</td>
<td><a href="http://www.mntap.umn.edu">http://www.mntap.umn.edu</a></td>
</tr>
<tr>
<td>Metro</td>
<td>612-624-1300</td>
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