

# 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<sup>st</sup> 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<sup>th</sup>.

For more information on other hazardous waste generator requirements, see MPCA fact sheet #w-hw1-00, Summary of hazardous waste requirements, 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>

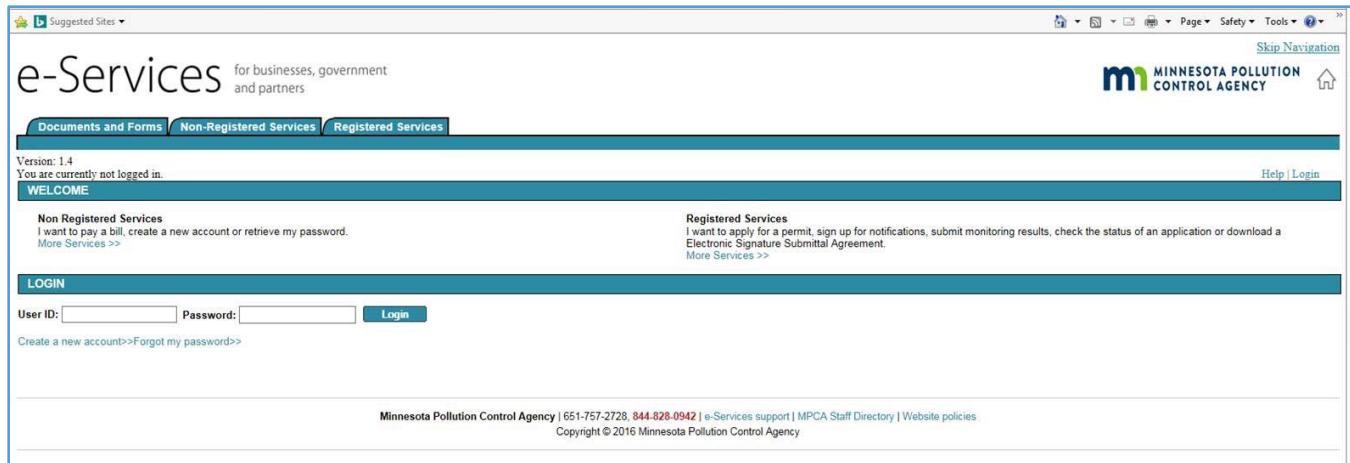
## How do I use the MPCA's e-Services?

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 persons 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:



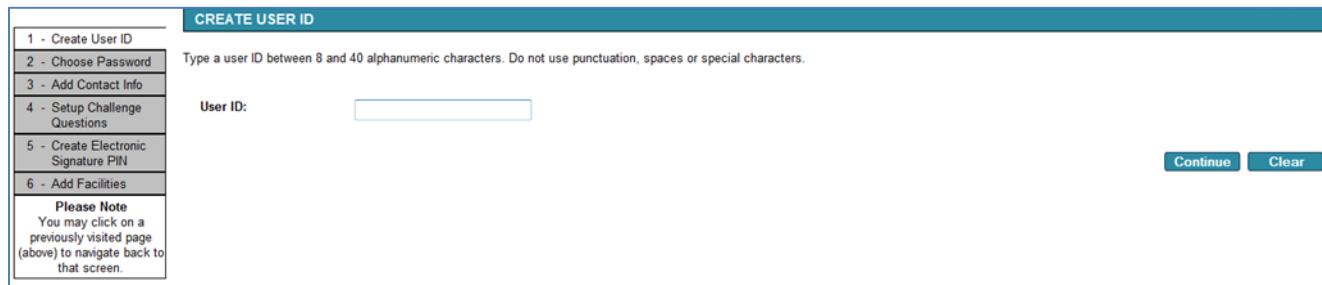
The screenshot shows the e-Services website for businesses, government and partners. The top navigation bar includes links for Page, Safety, Tools, and Help/Logout. The main content area has tabs for Documents and Forms, Non-Registered Services, and Registered Services. A 'WELCOME' message is displayed, along with links for Non Registered Services (to pay a bill, create a new account, or retrieve a password) and Registered Services (to apply for a permit, sign up for notifications, submit monitoring results, check the status of an application, or download an Electronic Signature Submittal Agreement). A 'LOGIN' section contains fields for User ID and Password, and links for 'Create a new account' and 'Forgot my password'. The bottom of the page includes a footer with the Minnesota Pollution Control Agency's phone number (651-757-2728, 844-828-0942), links to e-Services support, MPCA Staff Directory, and Website policies, and a copyright notice for 2016.

- If you already have an e-Service account, skip ahead to Section G on page 5:  
[Using the e-Service Hazardous Waste Generator License Application](#)
- 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.

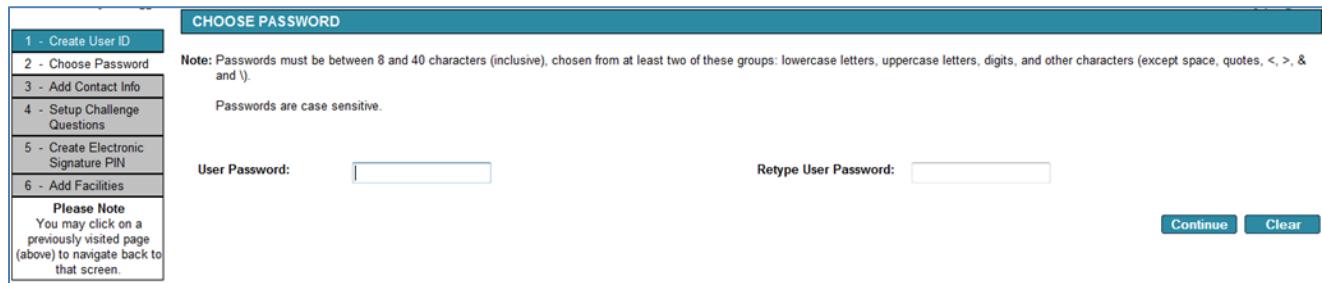
*Note: For clarity, only the middle portion of the screen will be shown in the remainder of these instructions. The upper and bottom portions of your screen should not change from step to step.*



The screenshot shows the 'CREATE USER ID' step of the account creation process. On the left, a vertical menu lists steps 1 through 6. Step 1, 'Create User ID', is highlighted. The main area contains a note: 'Type a user ID between 8 and 40 alphanumeric characters. Do not use punctuation, spaces or special characters.' Below this is a 'User ID:' input field. On the right are 'Continue' and 'Clear' buttons. A 'Please Note' section at the bottom left says: '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' step of the account creation process. The left sidebar shows steps 1 through 6, with step 2, 'Choose Password', highlighted. The main area contains a 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 are 'User Password:' and 'Retype User Password:' input fields. On the right are 'Continue' and 'Clear' buttons. A 'Please Note' section at the bottom left says: '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.

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.

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.

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.

**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.

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

A15. Click the **Continue** button.

**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."

e-Services for businesses, government and partners

Suggested Sites [Skip Navigation](#)

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>>](#)

Minnesota Pollution Control Agency | 651-757-2728. 844-828-0942 | e-Services support | MPCA Staff Directory | Website policies  
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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.”

A19. Click OK.

A20. The My Workspace home screen opens.

A21. Continue with the instructions in Section G8 on page 6:

[Using the e-Service Hazardous Waste Generator License Application](#)

## 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:

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.

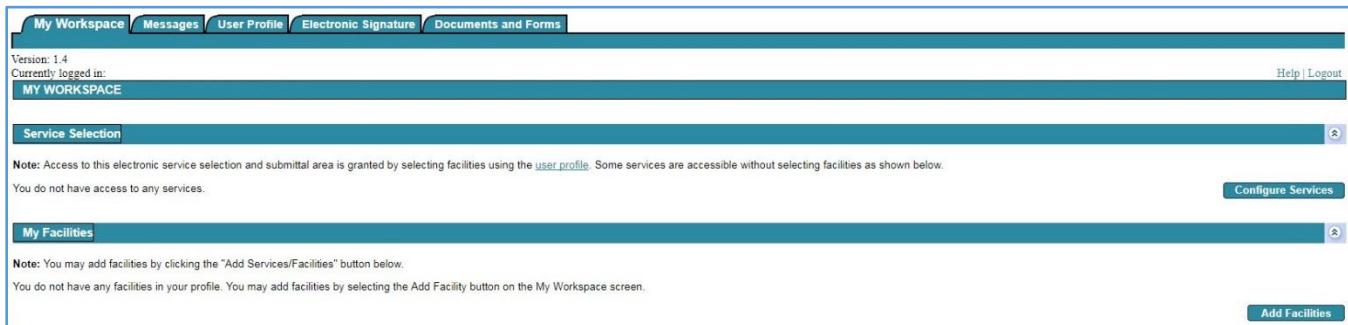
*Note: For clarity, only the middle portion of the screen will be shown in the remainder of these instructions. The upper and bottom portions of your screen should not change from step to step.*

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.



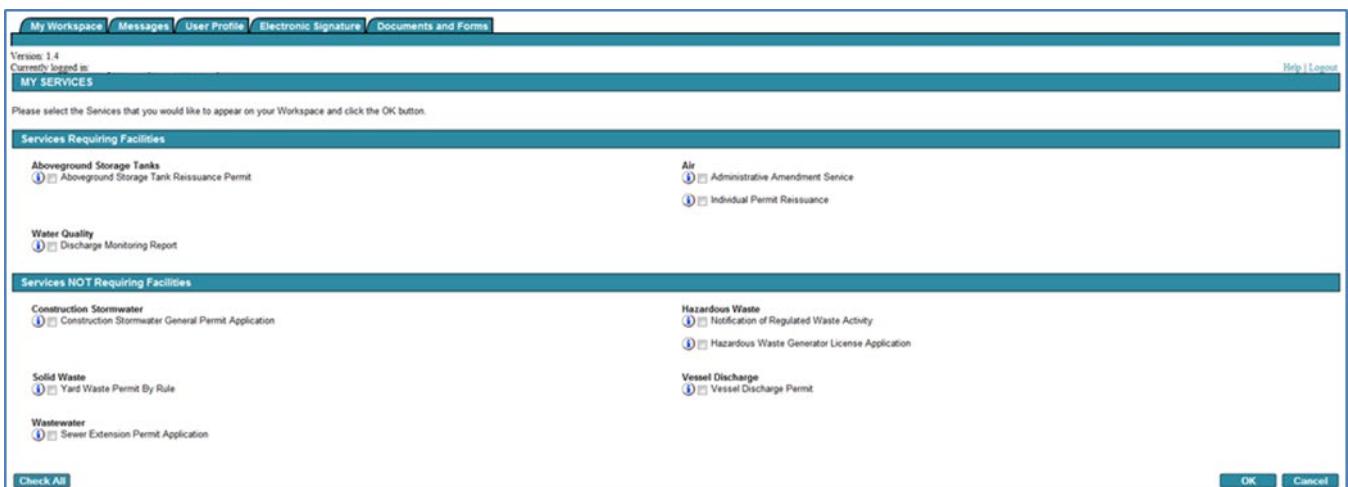
The screenshot shows the 'Service Selection' screen. At the top, there is a note: 'Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.' Below this, under 'Hazardous Waste', there are two links: 'Notification of Regulated Waste Activity' and 'Hazardous Waste Generator License Application'. A 'Configure Services' button is located in the top right corner. The 'My Facilities' section follows, with a note: 'Note: You may add facilities by clicking the "Add Services/Facilities" button below.' It also states: 'You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.' An 'Add Facilities' button is in the bottom right of this section.

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.



The screenshot shows the 'My Workspace' screen. At the top, there are tabs: 'My Workspace' (which is selected and highlighted in blue), 'Messages', 'User Profile', 'Electronic Signature', and 'Documents and Forms'. Below this, there is a note: 'Version: 1.4' and 'Currently logged in: [MY WORKSPACE](#)'. On the right, there are 'Help' and 'Logout' links. The 'Service Selection' section follows, with the same note as the previous screenshot: '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.' It also states: 'You do not have access to any services.' A 'Configure Services' button is in the bottom right. The 'My Facilities' section follows, with the same note: 'Note: You may add facilities by clicking the "Add Services/Facilities" button below.' It also states: 'You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.' An 'Add Facilities' button is in the bottom right.

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



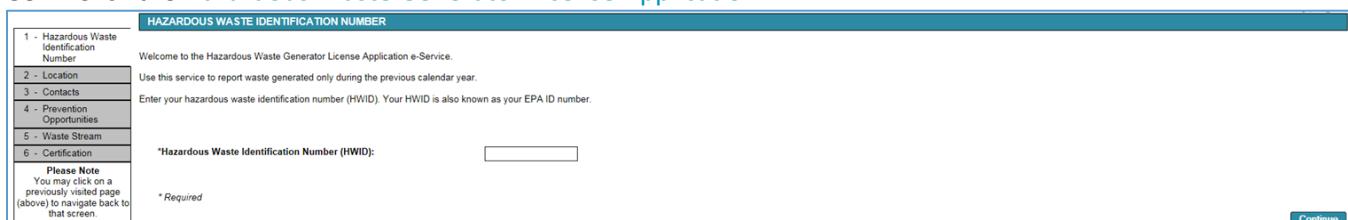
The screenshot shows the 'Services Requiring Facilities' screen. At the top, there are tabs: 'My Workspace', 'Messages', 'User Profile', 'Electronic Signature', and 'Documents and Forms'. Below this, there is a note: 'Version: 1.4' and 'Currently logged in: [MY SERVICES](#)'. On the right, there are 'Help' and 'Logout' links. The 'Services NOT Requiring Facilities' section follows, with a note: 'Please select the Services that you would like to appear on your Workspace and click the OK button.' It lists several services: 'Aboveground Storage Tanks' (with 'Aboveground Storage Tank Reissuance Permit'), 'Water Quality' (with 'Discharge Monitoring Report'), 'Construction Stormwater' (with 'Construction Stormwater General Permit Application'), 'Solid Waste' (with 'Yard Waste Permit By Rule'), 'Wastewater' (with 'Sewer Extension Permit Application'), 'Hazardous Waste' (with 'Notification of Regulated Waste Activity' and 'Hazardous Waste Generator License Application'), and 'Vessel Discharge' (with 'Vessel Discharge Permit'). At the bottom, there is a 'Check All' checkbox, an 'OK' button, and a 'Cancel' button.

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



The screenshot shows the 'Service Selection' screen. At the top, there is a note: '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.' Below this, under 'Hazardous Waste', there are two links: 'Notification of Regulated Waste Activity' and 'Hazardous Waste Generator License Application'. A 'Configure Services' button is in the top right corner. The 'My Facilities' section follows, with a note: 'Note: You may add facilities by clicking the "Add Services/Facilities" button below.' It also states: 'You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.' An 'Add Facilities' button is in the bottom right.

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



The screenshot shows the 'HAZARDOUS WASTE IDENTIFICATION NUMBER' screen. On the left, there is a sidebar with a list of items: '1 - Hazardous Waste Identification Number' (which is selected and highlighted in blue), '2 - Location', '3 - Contacts', '4 - Prevention Opportunities', '5 - Waste Stream', '6 - Certification', and 'Please Note' (with a note: 'You may click on a previously visited page (above) to navigate back to that screen.'). The main content area starts with a note: 'Welcome to the Hazardous Waste Generator License Application e-Service. Use this service to report waste generated only during the previous calendar year.' It then asks: 'Enter your hazardous waste identification number (HWID). Your HWID is also known as your EPA ID number.' Below this is a text input field labeled 'Hazardous Waste Identification Number (HWID):' with a placeholder 'Enter HWID'. A note 'Required' is next to the input field. At the bottom right, there is a 'Continue' button.

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 site's HWID, search for the site with the MPCA's 'What's In My Neighborhood tool', at: <https://www.pca.state.mn.us/about-mpca/whats-in-my-neighborhood>

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>

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](mailto:hw-licensing.pca@state.mn.us) to make changes to the Facility Name and Facility Address.

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/>.

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](#)

**Continue**

\* Required

G11. Review the site location information. If it is incorrect, contact the MPCA at 651-296-6300 or [hw-licensing.pca@state.mn.us](mailto: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

**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](mailto: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.

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

**1. Owner**

**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.

**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 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.

PREVENTION OPPORTUNITIES	
1 - Service Type Selection	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.
2 - Location	Have you implemented any prevention activities in the past year?: <input type="text"/>
3 - Contacts	Check out <a href="#">MPCA's Pollution Prevention resources</a> website to get started now.
4 - Prevention Opportunities	Would you like to be contacted to discuss prevention opportunities?: <input type="text"/>
5 - Regulated Waste Activities	
6 - Certification	
<b>Please Note</b> You may click on a previously visited page (above) to navigate back to that screen.	
<small>* Required</small>	
<input type="button" value="Continue"/>	

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.

**WASTE STREAM**

Enter the information below in the grid for each of the hazardous waste streams generated at your facility during the previous calendar year. To select multiple waste codes, hold down the Control (Ctrl) key.

You must report the amount you generated in the last calendar year even if it was zero. For each waste stream, if you

- Did not generate any hazardous waste in the previous year, but may again, enter a "0."
- Did not generate the waste the previous year AND you have changed your business process so you no longer will generate that waste stream in the future, delete the row for that waste stream from the grid by clicking the red X in the Remove column for that row.
- Generated a new hazardous waste stream in the previous calendar year, click Add Row and enter this information on a blank line.

Reminder: If you generated parts washer solvent that was hazardous you must report it, even if you recycled it on-site, mixed it with used oil or had your parts washer serviced under contract.

If you use a management method of byproduct reuse, feedstock reuse or recycled onsite for any of your waste streams you will calculate the reportable amounts on the next page.

Click here if no hazardous waste was generated

*Waste Code	*Name of Hazardous	*Management Method	*Amount	*Unit of Measurement
D001				
D002				
D003				
D004				

**Add Row**

\* 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 MPCA's hazardous waste webpage at:

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

## 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, 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  icon to the right.

*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, 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-hw2-04, at: <https://www.pca.state.mn.us/sites/default/files/w-hw2-04.pdf>
- F list of Hazardous Waste, #w-hw2-00, at: <https://www.pca.state.mn.us/sites/default/files/w-hw2-00.pdf>
- K List of Hazardous Waste, #w-hw2-01, at: <https://www.pca.state.mn.us/sites/default/files/w-hw2-01.pdf>
- P List of Hazardous Waste, #w-hw2-02, at: <https://www.pca.state.mn.us/sites/default/files/w-hw2-02.pdf>
- U List of Hazardous Waste, #w-hw2-03, at: <https://www.pca.state.mn.us/sites/default/files/w-hw2-03.pdf>
- Identifying and using PCBs, #w-hw4-48a, at: <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 - >/= 80% reduction of haz conc** if, before sewerering, 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 sewerered 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
^				
^				
^				
^				
^				

**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.

Required	Name	Signature Type	Signature Status	Sign Electronically
		Signatory	Not Signed	

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

**Continue**

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

**ELECTRONIC SIGNATURE - SINGLE APPLICATION - SIGNATORY**

**Electronic Signature of the Signatory**

Service ID	Submittal Type	Creation Date	View
Hazardous Waste - Hazardous Waste Generator License Application	Hazardous Waste Generator License Application		

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 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.

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.

**CERTIFICATION**

To certify your application, read the certification language below, enter the certification PIN associated with your account profile and click Certify.

Required	Name	Signature Type	Signature Status	Sign Electronically
		Signatory	Signed on	

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

**Continue**

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

**My Workspace** [Messages](#) [User Profile](#) [Electronic Signature](#) [Documents and Forms](#)

Version: 1.4  
Currently logged in: **MY WORKSPACE** [Help](#) | [Logout](#)

**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**

**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**

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
		Hazardous Waste Generator License Application	Submitted							

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.

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						
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.						
Reclaimed and Reused on the Same Site						
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 generate a hazardous still bottom or residual?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<small>Please Note You may click on a previously visited page (above) to navigate back to that screen.</small>						
<small>* Required</small>						
<b>Continue</b>						

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						
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.						
Reclaimed and Reused on the Same Site						
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
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Please Note You may click on a previously visited page (above) to navigate back to that screen.</small>						
<small>* Required</small>						
<b>Continue</b>						

H5. If your reclamation process generates a hazardous still bottom or residual, select  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							
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.							
Used or Reused as Feedstocks On- or Off-Site without Reclamation							
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	*Total feedstock
<small>Required</small>							
<small>Continue</small>							

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 2026 to report hazardous waste generated during calendar year 2025, enter the amount of the feedstock or byproduct hazardous waste that was stored at the site on January 1, 2026.

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							
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.							
Used or Reused as Feedstocks On- or Off-Site without Reclamation							
Amount of waste you had stored at your site at the beginning of the last calendar year	*Unit of Measurement	Total stored/generated waste	*The amount of waste used or reused as a feedstock on-site or shipped off-site for use as a feedstock during the last calendar year	*Unit of Measurement	*The amount of waste you had stored at your site at the end of the last calendar year	*Unit of Measurement	Total feedstock/stored waste
<small>Required</small>							
<small>Continue</small>							

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 2026 to report hazardous waste generated during calendar year 2025, enter the amount of the feedstock or byproduct hazardous waste that was stored at the site on December 31, 2025.

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

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 can provide free, confidential regulatory compliance assistance. The Minnesota Technical Assistance Program can help you minimize your hazardous waste generation to address the questions in step G17. Immediately report all hazardous waste incidents to the Minnesota Duty Officer.

### Metro County Hazardous Waste Offices

Anoka .....	763-324-4260
.....	<a href="https://www.anokacountymn.gov">https://www.anokacountymn.gov</a>
Carver .....	952-361-1800
.....	<a href="https://www.carvercountymn.gov">https://www.carvercountymn.gov</a>
Dakota .....	952-891-7557
.....	<a href="https://www.co.dakota.mn.us">https://www.co.dakota.mn.us</a>
Hennepin .....	612-348-3777
.....	<a href="https://www.hennepin.us">https://www.hennepin.us</a>
Ramsey .....	651-266-1199
.....	<a href="https://www.ramseycountymn.gov">https://www.ramseycountymn.gov</a>
Scott .....	952-496-8477
.....	<a href="https://www.scottcountymn.gov">https://www.scottcountymn.gov</a>
Washington .....	651-430-6655
.....	<a href="https://www.washingtoncountymn.gov">https://www.washingtoncountymn.gov</a>

### Minnesota Pollution Control Agency

Toll free (all offices) .....	1-800-657-3864
All offices.....	651-296-6300
Licensing .....	<a href="mailto:hw-licensing.pca@state.mn.us">hw-licensing.pca@state.mn.us</a>
.....	<a href="https://www.pca.state.mn.us">https://www.pca.state.mn.us</a>

### Small Business Environmental Assistance

Toll free .....	1-800-657-3938
Metro .....	651-282-6143
.....	<a href="mailto:smallbizhelp.pca@state.mn.us">smallbizhelp.pca@state.mn.us</a>
.....	<a href="https://www.pca.state.mn.us">https://www.pca.state.mn.us</a>

### Minnesota Technical Assistance Program

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

### Minnesota Duty Officer

Toll free .....	1-800-422-0798
Metro .....	651-649-5451