

## **2017 Hazardous Waste Report – Please read all sections carefully**

You are receiving this package because you have indicated to the Georgia Environmental Protection Division (EPD), through the notification process, that your site listed above under Location of Facility is a Large Quantity Generator (LQG) of hazardous waste and/or a hazardous waste treatment, storage or disposal (TSD) facility. Enclosed in this package are directions for locating the 2017 Hazardous Waste Report Instructions and Form booklet and the 2018 Hazardous Waste Reduction Plan Instructions and Forms, instructions for a simplified electronic filing method of the 2017 Hazardous Waste Report via the Internet, and a certification form for those who may not be required to file the forms for 2017. The following is a discussion of what is required for both reports.

### **2017 Hazardous Waste Report**

Under authority of the Georgia Hazardous Waste Management Act (Act) and the Georgia Rules for Hazardous Waste Management (Rules), all sites meeting the definition of a Large Quantity Generator or a Treatment, Storage or Disposal facility during 2017 must report their hazardous waste activities during 2017. **If applicable, you must complete and return the Hazardous Waste Report to EPD by March 1, 2018.** An extension can be requested. However, no extensions will be given beyond April 1, 2018. Contact the Hazardous Waste Management Program in writing to request an extension.

Download the forms from the EPD website at Hazardous Waste Management: Biennial Report. Downloading the forms requires you to fill them out by hand or a typewriter.

Page 2 of the 2017 Hazardous Waste Report Instructions and Form booklet contains a discussion regarding who must file the 2017 Hazardous Waste Report. Read this section carefully to determine whether your site is required to complete and submit this report. If you determine that you are not required to file, fill out the enclosed **Certification of Non-Filer** form and return to EPD by March 1, 2018. If you indicate that your status has changed permanently, you must complete a subsequent RCRA Subtitle C Site Identification Form (Form 8700-13A/B) contained as part of the form booklet to change our records. Please keep in mind that there are substantial potential penalties, including fine and imprisonment, for failure to file or for filing a false report.

As in prior reporting years, the State of Georgia has provided a version of the 2017 Hazardous Waste Report for simplified electronic filing. Access to the electronic software is provided to you free of charge via the Internet. Please see the attached Electronic Report Filing enclosure for instructions on how to utilize this easy to use software. The software makes code selection easier and performs edit checks to insure proper completion of the forms. **You are strongly encouraged to make use of this simple method for filing your 2017 Hazardous Waste Report. You must submit a printed copy of the Electronic Filer Certification Form with an original signature of a responsible official if you file electronically.**

There is also another method for electronic filing which utilizes ASCII flat file formats, which many companies have used in the past to format data from their own database management systems. Please call the Hazardous Waste Compliance Program for a copy of the instructions for this method if you are interested or go to the EPD website to download the guidance document at Hazardous Waste Management: Biennial Report.

**Georgia EPD does not require Form OI be completed.** Remember to keep copies of your completed Report for your files. Sites are required by the Rules to retain copies of their Reports for three years.

Should you need assistance, the following is a list of contact names and phone numbers:

Regarding	Contact Name	Phone #/Contact Information
Completion of Hazardous Waste Forms or Waste Reduction Plans	Request the Compliance Officer assigned to your site: Generators TSD Facilities	(404)657-8831 (404)657-8629
Internet Software Filing	American Resource Management, Inc.	e-mail: <a href="mailto:jeffwaites@hotmail.com">jeffwaites@hotmail.com</a> Jeff Waites
Electronic Flat File Filing Internet Software Filing Additional Questions/Information	Linda Weglewski	(404)657-8839 <a href="mailto:Linda.Weglewski@dnr.ga.gov">Linda.Weglewski@dnr.ga.gov</a>  <b><u>Mailing Address for Reports:</u></b>  Georgia Environmental Protection Division Land Protection Branch Suite 1054 East Tower 2 Martin Luther King Jr Dr SE Atlanta GA 30334-9000

**READ THE FORM INSTRUCTIONS CAREFULLY. BE SURE TO USE THE MOST APPROPRIATE CODES FOR SOURCE, FORM AND MANAGEMENT METHOD. MAKE SURE YOU ARE NOT REPORTING A WASTE THAT SHOULD NOT BE REPORTED!**

### **2018 Waste Reduction Plans**

Under authority of the Georgia Hazardous Waste Management Act (Act), LQGs shall develop hazardous waste reduction plans, submit such plans to the Director, submit biennially a hazardous waste reduction progress report, and set forth any amendments to the plan. TSD facilities are not required to file these reports unless they are also Large Quantity Generators.

### **Instructions for Filing the Hazardous Waste Reduction Plan:**

- The forms are available in Microsoft Word format on EPD's website at under Hazardous Waste Management: Waste Reduction Plan. Read the instructions carefully and complete all applicable forms.
- Make a copy of your report for your files before mailing.
- Return the completed forms along with your 2017 Hazardous Waste Report to EPD **no later than March 1, 2018.**
- Failure to submit the report, if required, may subject you to enforcement action as provided for in the Act.
- **Facilities that have submitted a complete plan may submit an abbreviated plan consisting of Form I and the Progress Report page.**

If your status as a hazardous waste generator or any other information about your facility has changed, you must file a subsequent RCRA Subtitle C Site Identification Form (Form 8700-13A/B, a.k.a. - 12), contained as part of the forms booklet, to change our records. Be sure to check all the appropriate boxes in Section 1. Reason for Submittal of the Site ID form. If you no longer generate hazardous waste and no longer require an EPA Identification Number but were required to submit the 2017 Hazardous Waste Report because you were a LQG or TSD during any part of 2017, please send a letter to our office requesting the deactivation of that number and state the reasons why along with the report. The Certification of Non-Filer form for sites not required to file the 2017 Hazardous Waste Report for the reasons stated will also serve to deactivate your ID number when marked accordingly.

**Please remember that March 1, 2018, is the deadline for submitting your 2017 Hazardous Waste Report and 2018 Waste Reduction Plan.** Thank you for your cooperation in this matter.