

KDWM



**Kentucky Division
Of
Waste Management**

Hazardous Waste Branch

Annual Report Addendum

FORM 1 INSTRUCTIONS

I. Site Identification Numbers

EPA ID NUMBER - Enter the EPA ID Number provided on the Certificate of Notification of Hazardous Waste Activity. Put this number on all pages of the Annual Report and Assessment Return.

AGENCY INTEREST NUMBER - Write or type your company's Department for Environmental Protection Agency Interest number (AI#) on the blank line provided. This may be found on the Certificate of Registration.

II. Reporting Year

Indicate the calendar year for which this report is being submitted.

III. Legal Landowner of the Real Property

LEGAL LANDOWNER NAME – Provide the name of the legal landowner(s) of the property.

DATE BECAME OWNER – Provide the date on which the above entity became the property owner.

OWNER TYPE – Place an “X” in the box that best describes the landowner type of your site. Select only one type.

PHONE – Provide the phone number and, if applicable, the phone extension of the generator's landowner.

ADDRESS – Provide a complete mailing address where the generator’s landowner can be reached.

IV. Type of Regulated Waste Activity

A. Hazardous Waste Activities

ONE-TIME GENERATOR – Place an “X” in the “No” box if you generate hazardous waste on a continual basis. Place an “X” in the “Yes” box if your company will not generate hazardous waste in future years at this site (i.e., underground storage tank removal) or if this was an episodic event.

NOTE: One-Time-Only Generators are not required to renew the EPA ID number. The EPA ID number will be automatically deactivated one year after the effective date. Therefore, it is not necessary to submit a “Request to be Removed from the Hazardous Waste Handler List” form.

FUEL BURNER OF HAZARDOUS WASTE FOR ENERGY RECOVERY – Place an “X” in this box if your company burns fuel for energy recovery. Also, place an “X” in the box or boxes below if your company uses an industrial boiler or an industrial furnace to burn hazardous waste for energy recovery.

B. Universal Waste Activities

LARGE QUANTITY UNIVERSAL WASTE HANDLER – Place an “X” in this box if you are a universal waste handler who accumulates 5,000 kilograms (11,000 pounds) of universal waste at any time. You must identify all applicable categories of universal waste being handled.

- **Place an “X” in all boxes that apply to indicate that your company generates and/or accumulates batteries, unused pesticides, thermostats, and/or spent lamps (including fluorescent lamps).**

C. Used Oil Activities

OFF-SPECIFICATION USED OIL BURNER – Place an “X” in this box and place an “X” in box (a) and/or box (b) and/or box (c) if you burn used oil.

V. Comments

Any additional information that may be useful to the reviewer in understanding report responses and how they apply to the facility.

FORM 2 INSTRUCTIONS

I. Site Identification Numbers

EPA ID NUMBER - Enter the EPA ID Number provided on the Certificate of Notification of Hazardous Waste Activity. Put this number on all pages of the Annual Report and Assessment Return.

AGENCY INTEREST NUMBER - Write or type your company's Department for Environmental Protection Agency Interest number (AI#) on the blank line provided. This may be found on the Certificate of Registration.

II. Waste Description

Use these definitions and the manifest to determine the physical state of the waste:

Solid – Any waste that does not fail the Paint Filter Test* upon generation (stays in the collection filter)

Liquid – Any waste that fails the Paint Filter Test* upon generation (flows on into the collection cylinder)

Please indicate whether waste is liquid or solid by placing an appropriate checkmark in the ___ Liquid or ___ Solid lines.

Line (1): Provide a concise description of the waste including the source and generic chemical name or primary hazardous constituents. Example: "Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene."

Line (2): Enter the exact waste description as it appears on the manifest.

For Lab packs – Use one Form 2 to identify each lab pack waste stream that contains the same waste codes and waste description. If waste codes or waste description vary, a separate Form 2 should be provided.

III. Quantity Generated in Report Year

Enter the total quantity of this hazardous waste stream generated the report year. Report in pounds. If your on site records do not identify the weight of the waste, you may use the Conversion Chart listed or apply your knowledge of the weight of the waste to convert it to pounds.

Enter the value used to convert this waste to pounds

If you used a conversion factor to obtain the weight of your waste, identify the value used to convert the waste amount into pounds here.

IV. On Site Management

Was any of this waste managed on site by treatment, recycling, disposal or discharge to a sewer or publicly owned treatment works? If yes complete number 2 on the federal form 8700 (GM) form.

V. Waste Shipped Off Site

If "Yes," complete this form and submit a Form 4. Include hazardous waste that was received from off site and shipped off site, whether or not it was treated prior to shipment.

Space is provided to report shipments of the waste to two different off site facilities. If more space is needed, copy this form and complete only the Waste Shipped Off Site section. Number the page sequentially and identify it as a continuation of the Form 2.

VI. Waste Receiving Sites

Name of Receiving Facility/EPA Number of Receiving Facility

The name and EPA ID number of the receiving facility and the quantity of waste shipped off site to the receiving facility should correspond with information reported on Form 4.

Off Site Management Method Code

See Management Method Codes listed in the instructions for the federal form 8700. Obtain this information from the receiving facility and/or from the manifest.

FORM 3 INSTRUCTIONS

I. Site Identification Numbers

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AGENCY INTEREST NUMBER - Write or type your company's Department for Environmental Protection Agency Interest number (AI#) on the blank line provided. This may be found on the Certificate of Registration.

II. Waste Description

Please indicate whether waste is liquid or solid by placing an appropriate checkmark in the ____ Liquid or ____ Solid lines.

On line (1), provide a concise description of the waste including the source and generic chemical name or primary hazardous constituents. Example: "Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene."

On line (2), enter the exact waste description as it appears on the manifest.

For Lab packs – Use one Form 3 to identify each lab pack waste stream that contains the same waste codes and waste description. If waste codes or waste description vary, a separate Form 3 should be provided.

III. Name of Generator From Which This Waste Was Received

Identify the name of the generator that shipped this hazardous waste to your facility from the manifest form.

IV. EPA ID Number of Generator From Which This Waste Was Received

Identify the 12-character EPA ID Number for the generator that shipped waste to your facility from the manifest form. For Conditionally Exempt small quantity generators without EPA ID#'s, use the state abbreviation followed by CESQG00000, (i.e., KYCESQG00000).

FORM 4 INSTRUCTIONS

I. Site Identification Numbers

EPA ID NUMBER - Enter the EPA ID Number provided on the Certificate of Notification of Hazardous Waste Activity. Put this number on all pages of the Annual Report and Assessment Return.

AGENCY INTEREST NUMBER - Write or type your company's Department for Environmental Protection Agency Interest number (AI#) on the blank line provided. This may be found on the Certificate of Registration.

*Additional copies of FORM 4 can be used if space is required.

II. List All Receiving Facilities

Identify the EPA ID number and name for each facility that received hazardous waste from your site. Double check ID numbers for 12-characters and accuracy.

III. Total Number of Manifested Shipments

Count each manifest only once and report the total number of manifests used to ship your waste to each receiving facility.

IV. Total Pounds Shipped

Amounts reported in this column should balance with figures totaled from the Waste Shipped Off Site section on Form 2.

V. List All Primary Transporters

Complete the name and EPA ID number for each primary transporter used to ship your hazardous waste off site. Do not list secondary transporters.

VI. Container Types

Enter the two-letter container code from Item 12 on the manifest (e.g. DM, TT, DF...)

FORM 5 INSTRUCTIONS

I. Site Identification Numbers

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AGENCY INTEREST NUMBER - Write or type your company's Department for Environmental Protection Agency Interest number (AI#) on the blank line provided. This may be found on the Certificate of Registration.

*Additional copies of FORM 5 can be used if space is required.

Report all hazardous waste your company received during the report year. Copy this form if additional space is needed.

Instructions are the same as for FORM 4 except:

II. Total Pounds Shipped

Amounts reported in this column should balance with figures totaled from the quantities reported on Form 3. Include the 12-digit EPA ID# for all generators. For conditionally exempt small quantity generators with no EPA ID#, use the state abbreviation followed by "CESQG00000". Example: KYCESQG00000.