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# Introduction to the South Carolina Notification and Reporting Form (DHEC 2701)

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**COMPLETE YOUR REPORT ON-LINE AT [WWW.SCDHEC.GOV](http://WWW.SCDHEC.GOV) OR PRINT REPORT AND COMPLETE IN INK (OR TYPE) AND SIGN CERTIFICATION BY HAND IN INK. USE THESE AS YOUR COMPLETED ORIGINALS. KEEP A COPY OF YOUR COMPLETED ORIGINALS IN YOUR FILES AND SEND THE COMPLETED ORIGINALS TO SCDHEC. PLEASE DO NOT COMPLETE FORMS THAT DO NOT APPLY TO YOUR COMPANY AND DO NOT SUBMIT BLANK FORMS.**

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## What is the purpose of the SCDHEC Notification and Reporting Form?

The Notification and Reporting Form is used by companies that are required under the South Carolina Hazardous Waste Management Regulations, 61-79.262.13, 263.13, 264.5 and 265.5 to notify the South Carolina Department of Health and Environmental Control (SCDHEC) that they are involved in hazardous waste activities. SCDHEC is responsible for assigning the Environmental Protection Agency Identification Number (EPA ID #).

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## What is an EPA ID #?

In 1976, Congress established the Resource Conservation and Recovery Act (RCRA). As a result, the United States Environmental Protection Agency (USEPA) developed the EPA ID # for notification and tracking of regulated waste activity. This number is a 12-digit identifier that is intended to be site specific for each company's location. The number appears as a 2 or 3 alpha and 9 or 10 numeric format. The first 2 alpha digits represent the State's postal abbreviation. (Example: for South Carolina –SCD998844334, SC1234567890 or SCR987654321, for Michigan – MI0891234098 or MIR890432198).

All of a company's regulated waste activity is referenced by the EPA ID #. Any correspondence with USEPA or SCDHEC regarding your regulated waste activity should include your EPA ID #.

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## Defining your status

### **Large Quantity Hazardous Waste Generators (LQG):**

A company who generates, in any calendar month 1,000 kg (2,200 lbs.) or more of non-acute RCRA hazardous waste; OR generates, in any calendar month or accumulates at any

time more than 1 kg (2.2 lbs) of RCRA acute hazardous waste; or, generates, in any calendar month or accumulates at any time more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste. The South Carolina State Regulations for hazardous waste generators are found in R.61-79.262.

**Small Quantity Hazardous Waste Generators (SQG):** A company who generates in any calendar month more than 100 kg (220 lbs) but less than 1,000 kg (2,200 lbs) of RCRA hazardous waste; AND does not generate, or accumulate more than 1 kg (2.2 lbs) of acute hazardous waste and more than 100 kg (220 lbs) of material from the cleanup of a spill of acute hazardous waste. The company is a SQG if it meets all of these criteria. The South Carolina State Regulations for hazardous waste generators are found in R.61-79.262.

### **Conditionally Exempt Small Quantity Generators**

**(CESQG):** A company who generates no more than 100 kg (200 lbs) of RCRA hazardous waste in any calendar month; and does not accumulate more than 1,000 kg (2,200 lbs) of RCRA hazardous waste; AND does not generate, in any calendar month, or accumulate at anytime, more than 1 kg (2.2 lbs) of acute hazardous waste, and no more than 100 kg (220 lbs) of material from the cleanup of a spill of acute hazardous waste for a CESQG (see below), but accumulates, at anytime, no more than 1,000 kg (2,200 lbs) of RCRA hazardous waste. The South Carolina State Regulations for CESQG are found in R.61-79.261.5.

**Generator Fees:** The department is authorized to assess each company generating hazardous waste a fee based on the amount of hazardous waste generated. A large quantity generator, as defined by Regulation 61-79.262, producing more than one hundred tons per year shall be assessed an annual base fee of \$1,000.00 per facility and a \$1.50 per ton for all hazardous waste the company generates. A large quantity generator producing one hundred tons or less of hazardous waste shall be assessed an annual fee of \$1,000.00. A small quantity generator shall be assessed an annual fee of \$500.00. Fees collected pursuant to this requirement shall not exceed an annual cost of \$15,000 per generator and shall be deposited to the Hazardous Waste Contingency Fund for response actions at uncontrolled hazardous waste sites. Companies subject to fees required by Section 44-56-170(F)(1). The South Carolina Hazardous Waste Management Act are exempt from fees described under this heading see South Carolina Hazardous Waste Management Act 44-56-215.

**Store Waste In:** Generators who store (accumulate) waste in tanks, containers, drip pads or containment buildings. An "X" must be placed in appropriate box that describes other generator activities.

**United States Importer of Hazardous Waste:** Any company that imports hazardous waste from a foreign country into the United States. This does not include hazardous waste shipped from a foreign department of Defense site, Maquiladora, US territory or protectorate.

**Mixed Waste (Hazardous and Radioactive) Generator:** Any company who has waste that contains both hazardous and special nuclear, or by-product material subject to the Atomic Energy Act (AEA).

**Hazardous Waste Transporter:** A company who performs off-site transportation of regulated hazardous waste by air, rail, water, highway, etc. The South Carolina's Regulations for hazardous waste transporters are found in R.61-79.263. NOTE: A permit is required for this activity.

**Hazardous Waste Transfer Facility:** Any company who holds manifested hazardous waste(s) on site for a period of ten (10) days or less while the waste is considered in transit. South Carolina's Regulations for Hazardous Waste Transfer Facilities are found in R.61-79.262.12.

**Treatment, Storage, Disposal Facility (TSDF):** A company whose activities include the treatment, storage (for more than 90 days) and/or disposal of regulated hazardous waste, and is subject to interim status and permitting requirements. (Burning hazardous wastes in boilers and industrial furnaces and storing hazardous wastes before recycling them fall into this category as well). South Carolina's Regulations for treatment, storage, and disposal facilities are found in R.61-79.264 through 265. NOTE: A permit is required for this activity.

**Recycler of Hazardous Waste (at your site):** A company that recycles regulated hazardous waste (recyclable materials). South Carolina's Regulations for owner's or operators of companies that recycle hazardous waste are found in R.61-79.261.6. NOTE: A hazardous waste permit may be required for this activity.

**Exempt Boiler and/or Industrial Furnace:** A company that burns small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in R.61-79.266.108. An "X" must be placed in the appropriate box to indicate eligibility for the Small Quantity On-Site Burner Exemption.

If you burn hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in R.61-79.266.70 Subpart F, or to recover economically significant amounts of precious metals, as described in R.61-79.266.70 Subpart F, mark an "X" in the appropriate box to indicate eligibility for the Smelting, Melting and Refining Furnace Exemption.

**Large Quantity Handler of Universal Waste:** A company that accumulates a total of 5,000 kg or more of any universal wastes (calculated collectively) at any time. An "X" must

be placed in the appropriate box(es) to indicate the type(s) of universal wastes generates and/or accumulates at the site. South Carolina's Regulations for hazardous waste universal waste are found in R.61-79.273.

**Universal Waste Destination Facility:** A company that treats, disposes or recycles universal wastes on-site. A hazardous waste permit is required if you treatment or disposal of universal wastes. A permit may be required for universal wastes recycling. An "X" must be placed in the designated box.

**Used Oil Transporter/Transfer Facility:** A person or company that transports used oil and/or owns or operates a used oil transfer facility. This also applies to a person or company that collects used oil from more than one generator and transports the collected oil. South Carolina's Regulations require additional notification for used oil transporters can be found in R.61-107.279.

**Used Oil Processor:** A company that processes on-specification or off-specification used oil. South Carolina's Regulations for used oil processor can be found in R.61-107.279 Subpart F.

**Used Oil Re-Refiner:** A company that produces lubricating oils and greases, industrial fuel, asphalt extender, gasoline, and other products from on-specification or off-specification used oil. South Carolina's Regulations for used oil re-refiner can be found in R.61-79.279 Subpart F.

**Off-Specification Used Oil Burner:** If you burn off-specification used oil fuel, place an "X" in the box to indicate this used oil management activity.

**Used Oil Fuel Marketer:** If you market off-specification used oil directly to a Burner, mark an "X" in the box to indicate this used oil management activity. If you are the first to claim the used oil meets the used oil specification established in R.61-79.266.42, 266.43, 266.44 Subpart E, place an "X" in the box to indicate this used oil management activity. . If either of these boxes is marked, you also must notify (or have previously notified) the department as a used oil transporter, used oil processor/re-refiner, or off-specification used oil fuel burner, unless you are a used oil generator. (Used oil generators are not required to notify).

**Receives Hazardous Waste From Off-site (at your site):** If you receive hazardous waste from another site, whether this waste was received as a commercial transaction or waste received from a restricted group of off-site generators, check this box.

**ELIGIBLE ACADEMIC ENTITIES: Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to R.61-79.262 Subpart K:** Please note: **You must check with the Department to determine your eligibility to manage laboratory wastes pursuant to R.61-79.262 Subpart K.**

**Hazardous Secondary Material (HSM) Activity** – South Carolina has not adopted this regulation at this time.

**NOTE: PLEASE CONTACT THE DEPARTMENT'S SOLID & HAZARDOUS WASTE COMPLIANCE SECTION FOR QUESTIONS REGARDING NOTIFICATION OF USED OIL ACTIVITY.**

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#### **Who Uses This Form?**

- ◆ Hazardous waste generators
- ◆ Hazardous waste transporters/transfer facility
- ◆ Hazardous waste treatment, storage, and disposal facilities
- ◆ Recyclers of hazardous waste (at your site)
- ◆ Large quantity handlers of universal waste
- ◆ Used oil transporters
- ◆ Used oil processor/refiners
- ◆ Off-specification used oil burners
- ◆ Used oil fuel marketers
- ◆ Eligible Academic Entities
- ◆ Companies that have already notified SCDHEC should also use this form to update information. For example, if a business owner changes, this information should be updated.
- ◆ In addition, any company that wants to receive an EPA ID# must complete this form.
- ◆ Small quantity generators who are using this form to submit their Annual Declaration.

NOTE: This form is a modified EPA notification form and is used in lieu of EPA notification form 8700-12.

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#### **How To Determine If You Handle A Regulated Hazardous Waste?**

Companies who generate, transport, treat, store or dispose solid wastes are responsible for determining if their solid waste is a hazardous waste regulated under the Resource Conservation and Recovery Act (RCRA). You will need to refer to R.61-79.261 of the South Carolina Hazardous Waste Management Regulations to help you decide if the waste you handle is regulated under RCRA. To request a copy of the regulations, please call our Freedom of Information Office at (803) 898-3882. If you need further help making your hazardous waste determination contact Waste Assessment Section.

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#### **Where Do I Send My Completed Notification and Reporting Form?**

Please send your completed form with original signature to:

SCDHEC  
Bureau of Land & Waste Management  
Division of Compliance and Enforcement  
2600 Bull Street  
Columbia, SC 29201

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#### **Whom Do I Contact if I Have Questions About The Notification and Reporting Form?**

If you have any questions about this form you may contact your Regional office (see Regional locations with phone numbers listed with codes on website [www.scdhec.gov](http://www.scdhec.gov) or contact the Department's Hazardous Waste Data Management Staff.

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## INSTRUCTIONS FOR THE SCDHEC NOTIFICATION AND REPORTING FORM (DHEC 2701)

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**COMPLETE YOUR FORM ON-LINE AT [WWW.SCDHEC.GOV](http://www.scdhec.gov) OR PRINT THE FORM AND COMPLETE IN INK (OR TYPE) AND SIGN THE CERTIFICATION BY HAND IN INK. USE THESE AS YOUR COMPLETED ORIGINALS. KEEP A COPY OF YOUR COMPLETED ORIGINALS IN YOUR FILES AND SEND THE COMPLETED ORIGINALS TO SCDHEC. PLEASE DO NOT COMPLETE FORMS THAT DO NOT APPLY TO YOUR COMPANY AND DO NOT SUBMIT BLANK FORMS.**

**GENERAL INSTRUCTIONS:** Instructions are provided for each category on the SCDHEC Notification and Reporting Form. The form must be typed or printed legibly in ink. **A Subsequent Notification must be filed within 30 days of change.** (Changes on this SCDHEC Notification and Reporting Form may require a letter of explanation). The requirements for Notification/Subsequent Notification are found in R.61-79.262.13. **Important Note:** This form will supersede all notification and reporting forms submitted by your company.

**NOTE:** An annual declaration must be completed and submitted to this office by January 30<sup>th</sup> of each calendar year. This form is intended to notify the Department that your company is projected to be a small quantity generator for the upcoming calendar year. (Example: on or before January 30, 2010 for the year 2010). This form will fulfill the requirements under R.61-79.262.41, 262.44, 264.75 and 265.75 of the South Carolina Hazardous Waste Management Regulations.

**Company's EPA ID #:** If your company has an EPA ID # for this location complete this block. If not, leave this block blank. A separate EPA ID # is required for each location of your company.

**NOTE:** The Department will need you to submit a form 2701 if: (1) Your company ever changes its physical address (location). You will need a new EPA ID # to report your hazardous waste activity. (2) Your company changes its mailing address (or any other information). You will keep your current EPA ID # and submit a subsequent notification.

### I. First Notification or Subsequent Notification

- A. First Notification:** Check Box "A" if this is your company's first notification of regulated waste activity for this location.
- B. Subsequent Notification:** Check Box "B" if your company already has an EPA ID # and needs to update information. In the boxes provided, enter the EPA ID # that has already been assigned to this site.

### 1. Small Quantity Generator Annual Declaration:

Please complete EPA ID # and Section IB1, Section II and Section XIII of the Form 2701.

**NOTE:** An annual declaration must be completed and submitted to this office by January 30<sup>th</sup> of each calendar year. This form is intended to let SCDHEC know that your company is projected to be a small quantity generator for the upcoming calendar year. (Example: on or before January 30, 2010 for the year 2010) This form will fulfill the requirements under R.61-79.262.41, 262.44, 264.75 and 265.75 of the South Carolina Hazardous Waste Management Regulations.

- 2. Business Closed at this location (EPA ID # will be deactivated):** Please complete EPA ID # and Section IB2, Section II and Section XIII of the Form 2701.
- 3. No Hazardous Waste, Business Still Open (EPA ID # will be deactivated):** Please complete EPA ID # and Section I,B,3, Section II and Section XIII of the Form 2701.

**NOTE: IF YOUR COMPANY CLOSSES OR NO LONGER GENERATES HAZARDOUS WASTE, CHECK BOX I-B-2 OR BOX I-B-3 UNDER SUBSEQUENT NOTIFICATION. GENERATORS CLOSING MUST COMPLY WITH THE REGULATION R.61-79.262.34(A)(1) AS REQUIRED IN 265.111 & .114. YOUR COMPANY'S EPA ID # WILL BE DEACTIVATED AND YOU WILL NO LONGER RECEIVE MAILOUTS REGARDING HAZARDOUS WASTE ACTIVITIES.**

**II. Name of Company:** Provide company's specific site name.

**III. Location of Company:** Provide the physical location of the company. Do not use a post office box or route number.

**IV. Land Type:** Place an "X" in the box that best describes the land type of your site. Select only one type: Private, County, District, Federal, Indian (see below) Municipal, State or Other.

**Indian:** Land governed by an entity on the list of Federally recognized American Indian Tribes and Alaskan native entities at: <http://www.epa.gov/tribal.wherelive/tribes-a-z.htm>

**V. North American Industry Classification System (NAICS) Code(s):** Provide the North American Industry Classification System (NAICS) Code that best describes your site's primary business production process for your products or services. Check with your accounting or business staff to determine your NAICS Code(s); the NAICS code is used in tax reporting and other business reports. You can obtain additional information about NAICS codes at <http://www.census.gov/eos/www/naics/>

**VI. Company's Mailing Address:** Provide mailing address of the company. If the mailing address is the same address as the location of your company, you may print "Same" in this section.

**VII. Company's Contact Person:** Please enter the name and e-mail address of the current contact person who can answer questions about your company as well as this report.

**VIII. Legal owner of the Site:** Provide the name of your site's legal owner(s). This includes owner(s) of the building(s) and land. Please review these definitions:

**Owner** – The person who owns a RCRA site or part of a RCRA site. Note: This includes the owner(s) of the building(s) and/or land. This may be an individual, company, or business name. See Person.

**Person** – An individual, trust, firm, joint stock company, Federal Agency, Corporation (including a government corporation), partnership, association, state, municipality, commission, political subdivision of a State, or any interstate body. Note: you can use the comments Section XI to list any additional owners, their names, the dates they became owners, owner type, mailing address, and which owner(s), if any, are no longer owners since your last submission of this form. If necessary, attach a separate sheet of paper. Remember to enter your sites EPA ID Number in the top left hand corner of each sheet.

**Legal owner Address:** Enter the address of the legal owner. If the address and the location of the site (Section III) are the same, you can enter "Same as Section III" in the address field for Section XIII.

**Owner Type** – Place an "X" in the box that best describes the owner type of your site. Select only one type: Private, County, District, Federal, Indian (see below), Municipal, State, or Other.

**Indian** – A member of an entity on the list of Federally recognized American Indian tribes and Alaskan Native entities at: <http://www.epa.gov/tribal.wherelive/tribes-a-z.htm>

**NOTE: Change of Owner/Operator:** If this is your company's first notification, leave this item blank. If this is a subsequent notification complete as follows: If the owner/operator of this company has changed since the company's original notification, place an "X" in the box marked "YES" and enter the date the owner/operator changed. If the owner/operator of this company has not changed since the company's original notification, place an "X" in the box marked "NO". If an additional owner(s) has been added or replaced since the company's original notification, place an "X" in the box marked "YES". If necessary attach a separate sheet of paper.

**IX. Name of Company's Operator:** Provide the name of your site's operator. Please review these definitions:

**Operator** – The person responsible for the overall operation of a RCRA site. Note: this is the legal entity which controls the RCRA site operation rather than the plant or site manager. This is usually a company or business name, but may be an individual (see person).

**Person** – An individual, trust, firm, joint stock company, federal agency, corporation (including a government corporation), partnership, association, State, municipality, commission, political subdivision of a state, or any interstate body. Use the comments in Section XI. To list any additional operators, their names, the dates they became operators, operator type, and mailing address. If necessary, attach a separate sheet of paper. Remember to enter your site's EPA ID Number in the top left hand corner of each sheet.

**Note: A subsequent notification is recommended when the owner or operator of a site changes. Because an EPA ID number is site-specific, the new owner will keep the existing EPA ID number for that location. If your business moves to another location, the owner or operator must notify the State of this change. Since your business has changed location, a new EPA ID number will be assigned.**

**X. Type of Regulated Waste Activity:** Place an "X" in the appropriate box or boxes that best describe your company's regulated waste activities. To help you determine which box or boxes apply, see "Defining your Status" in the Introduction Section for this form.

**A. Hazardous Waste Activities**

- ◆ Large Quantity Generator
- ◆ Small Quantity Generator
- ◆ Conditionally Exempt Small Quantity Generator
- ◆ United States Importer of Hazardous Waste
- ◆ Mixed Waste Generator
- ◆ Hazardous Waste Transporter
- ◆ Hazardous Waste Transfer Facility
- ◆ Treatment/Storage/Disposal Facility
- ◆ Recycler of Hazardous Waste
- ◆ Exempt Boiler and/or Industrial Furnace
- ◆ Receives Hazardous Waste from Off-site

**B. Universal Waste Activity**

- ◆ Large Quantity Handler of Universal Waste
- ◆ Destination Facility for Universal Waste

**C. Used Oil Activities**

- ◆ Used Oil Transporter/Transfer Facility
- ◆ Used Oil Processor and/or Refiner
- ◆ Off Specification Used Oil Burner
- ◆ Used Oil Fuel Marketer

**NOTE: FOR QUESTIONS CONCERNING NOTIFICATION OF USED OIL ACTIVITY REGARDING THIS FORM CALL (803) 896-4139. FOR ALL OTHER QUESTIONS REGARDING USED OIL ACTIVITY, CALL (803) 896-4142.**

**D. ELIGIBLE ACADEMIC ENTITIES: Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to R.61-79.262 Subpart K:** Please note: you must check with the Department to determine if you are eligible to manage laboratory wastes pursuant to R.61-79.262 Subpart K. Subpart K is an optional alternative set of requirements for eligible academic entities with laboratories. Certain generators (i.e., eligible academic entities defined under (1) of this section) are eligible to operate under Subpart K for management of their hazardous wastes in laboratories in lieu of R.61-79.261.5 (for CESQGs). Eligible academic entities with laboratories that generate hazardous waste that elect to opt into Subpart K or subsequently withdraw from Subpart K must complete this section to meet the notification requirements of this Subpart. Refer to the South Carolina’s State Regulation R.61-79.262 Subpart K.

**NOTE:** Eligible academic entities with laboratories must complete this section for each RCRA EPA ID number for laboratories to be regulated under Subpart K. All laboratories with the same RCRA EPA ID number will be regulated under this Subpart. If eligible academic entities with laboratories withdraw from Subpart K, all laboratories with the same RCRA EPA ID number associated with the withdrawal from Subpart K will be regulated under R.61-79.262 requirements (or R.61-79.261.5 For CESQGs).

- 1. Opting into R.61-79.262 Subpart K for the management of hazardous wastes in laboratories:** Place an “X” in this box if you are an eligible academic entity and you elect to opt into R.61-79.262 Subpart K for the hazardous wastes generated in your laboratories. If you check this box, you must check at least one of the following to indicate your type of eligible academic entity. Check all that apply:
- a. College or University:** You are an eligible college or university if you are a private or public, post-secondary, degree-granting, academic institution, that is accredited by an accrediting

agency listed annually by the U.S. Department of Education.

- b. Teaching Hospital that is owned by or has a formal written affiliation agreement with a college or university:** You are an eligible teaching hospital if you are a hospital that trains students to become physicians, nurses or other health personnel and is either: (1) owned by a college or university; or (2) has a master affiliation agreement and program letter of agreement, as defined by the Accreditation Council for Graduate Medical Education, with an accredited medical program or medical school.
- c. Non-profit Institute that is owned by or has a formal written affiliation agreement with a college or university:** You are an eligible non-profit institute if you are an organization that conducts research as its primary function and files as a non-profit organization under the tax code of 26 U.S.C. 501©(3) and is agreement with a college or university that establishes a relationship between institutions for the purposes of research and/or education and is signed by authorized representatives from each institution. A relationship on a project-by-project or grant-by-grant basis is not considered a formal written affiliation agreement.

**2. Withdrawing from R.61-79.262 Subpart K for the management of hazardous wastes in laboratories:** Place an “X” in this box if you have previously elected to opt into R.61-79.262 Subpart K and are now withdrawing from participation in this optional set of alternative requirements for hazardous waste generation in laboratories. Withdrawing generator will automatically revert to regulation under R.61-79.262 requirements (or R.61.79.261.5 for CESQGs).

**E. Hazardous Secondary Material (HSM) Activity:** South Carolina has not adopted this regulation at this time.

**XI. Comments:** Use this space for any additional comments.

**XII. Description of Regulated Wastes:** Complete this category only for your hazardous waste activities. Used oil sent for energy recovery should not be included.

**A. Characteristics of Nonlisted Hazardous Wastes:** If you handle hazardous wastes which are not listed in R.61-79.261 Subpart D but do exhibit a characteristic of hazardous waste as defined in R.61-79.261 Subpart C you should describe these

wastes by the EPA hazardous waste number (code) for the characteristic. Place an "X" in the box next to the characteristic of the waste that best describes what you handle. Toxicity Characteristic, please list the specific EPA hazardous waste number (code) for the specific contaminant(s) in the box(es) provided. Continue in Section B if necessary.

**B. Listed Hazardous Wastes or Other Wastes:**

If you handle hazardous wastes that are listed in R.61-79.261 Subpart D enter the appropriate 4-digit numbers in the boxes provided. NOTE: If you handle more than 12 listed hazardous wastes, please continue listing the waste numbers (codes) on the extra sheet provided. If you handle other wastes or State regulated waste (7777), these waste numbers (codes) should be listed in this section also.

**XIII. Certification:** This certification must be signed (by hand and in ink) by the owner, operator, or an authorized representative of your company. An "authorized representative" is a person responsible for the over-all operation of the company. (Example: a plant manager, superintendent, or a person of equal responsibility)

**ALL NOTIFICATIONS AND REPORTING FORMS MUST INCLUDE THIS CERTIFICATION TO BE COMPLETE.**