
INTRODUCTION TO THE HAZARDOUS WASTE REPORTS

COMPLETE YOUR REPORT ON-LINE AT 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.

NOTE: You are required to apply for an EPA ID number before filing a hazardous waste report.

Overview

Hazardous waste generators (large quantity or small quantity) and hazardous waste treatment, storage, disposal and recovery (TSDR) facilities, are required to fill out forms describing their activities for the quarter or an Annual Declaration for the year. The forms must then be submitted to the South Carolina Department of Health and Environmental Control (SCDHEC). **These forms will supersede all previous quarterly and yearly hazardous waste reporting forms submitted by your company.**

Background and Purpose

In July 1984, SCDHEC launched an effort to improve its collection of data regarding the generation and management of hazardous wastes in South Carolina. The need for this comes from several sources:

- To gain an improved understanding of the hazardous waste generated and managed in the state and a desire on the part of SCDHEC to allow SCDHEC to better target its technical assistance efforts for the Hazardous Waste Tracking System (HWTS) which is now referred to the Environmental Facility Information System (EFIS).
- To meet Freedom of Information (FOI) requests

These forms are designed to collect data to meet many of SCDHEC's hazardous waste generation and management data needs. In this way, SCDHEC hopes to avoid repeating the questions it asks. SCDHEC also is trying to streamline the process of collecting and organizing data.

The Hazardous Waste Reporting Forms allow hazardous waste generators (large quantity and small quantity) and hazardous waste treatment, storage and disposal facilities to:

- Meet EPA hazardous waste reporting requirements (Biennial Report)

- Meet SCDHEC hazardous waste reporting requirements

Large quantity generators are required to submit a Waste Minimization Report with the fourth quarter submittal. For more information on Waste Minimization Reporting please contact the Department's Hazardous Waste Data Management Staff.

SCDHEC Authority to Collect this Information

The rules requiring that hazardous waste generators (large quantity or small quantity) and hazardous waste treatment, storage, disposal and recovery facilities complete these forms can be found in the South Carolina Hazardous Waste Management Regulations under R.61-79.262.41, 262.44, 264.75 and 265.75.

Description of Forms

DHEC 1962 – “Generation and On-Site T,S,D,R” – This form is used to report the amount **IN POUNDS** of hazardous waste generated during a quarter. Any waste generated on-site and then treated, stored, (accumulated), disposed of (on-site) or recovered should be reported on this form. **The treatment, disposal and recovery activities mentioned here may require either currently having Interim Status or obtaining a Hazardous Waste Permit from SCDHEC. Large Quantity Generators are allowed to store (accumulate) hazardous waste under 90 days without a permit.** The EPA ID # and name of all initial transporters who hauled hazardous waste for you during this quarter.

DHEC 1963 – “Waste Shipped Off-Site for T,S,D,R” – This form is a log of manifested hazardous waste shipments transported off-site for a quarter.

DHEC 1964 – “Off-Site Facility Report” – This form is to be completed only by those companies who accept hazardous waste that was generated by other companies for the purpose of treatment, storage, disposal and/or recovery. **The treatment, storage, disposal and recovery activities mentioned here require either currently having Interim Status or obtaining a Hazardous Waste Permit from SCDHEC.**

DHEC 1965 – “Hazardous Waste Index” – This form is used to create an index of all the hazardous waste streams a company generates. When a new waste stream is generated, this form is to be completed and submitted with the rest of the quarterly report forms. Please do not repeat old waste stream information. **This form is never required to be completed by those companies who submit an Annual Declaration.**

When to Submit the Forms

If your company is a large quantity hazardous waste generator (see “Defining your Status”) and/or hazardous waste treatment, storage, disposal or recovery facility, reporting forms must be completed and submitted to this office within thirty (30) days after the end of each calendar quarter. The following is a schedule of the quarters and submission deadline dates:

1st Quarter

January 1 – March 31 Due April 30th

2nd Quarter

April 1 – June 30 Due July 30th

3rd Quarter

July 1 – September 30 Due October 30th

4th Quarter

October 1 – December 31 Due January 30th

If your company is a small quantity hazardous waste generator (see “Defining your Status”) then an **Annual Declaration must be submitted to this office by January 30th of each calendar year.** (Example: on or before January 30, 2010 for the year 2010) This form is intended to let SCDHEC know that your company is projected to be a small quantity generator for the upcoming calendar year.

Please submit your completed forms with original signature to:

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

Documents Useful in Completing These Forms

In preparing your Hazardous Waste Reporting Forms, the following documents may be useful to have on hand:

- Records of hazardous waste quantities generated or accumulated
- Hazardous waste manifest form EPA 8700-22 recording your off-site shipments
- Results of laboratory analysis of your wastes
- Contracts or agreements with off-site facilities that manage your wastes

- Copies of permits for on-site waste management systems

Do I Need to Complete These Forms?

Most companies generating and/or managing hazardous waste need to complete the attached forms. If you fit into **any** of the following categories, you are required to report quarterly, **unless you are a Conditionally Exempt Small Quantity Generator or Small Quantity Generator.**

- Hazardous Waste Generators (large quantity)
- Hazardous Waste Treatment, Storage, or Disposal Facilities

Defining Your Status

Large Quantity Hazardous Waste Generator means that in any one calendar month you generated:

- 1,000 kg (2,200 lbs) or more of RCRA hazardous waste; or
- Accumulated at any time, more than 1 kg (2.2 lbs) of RCRA acute hazardous waste; or
- Accumulated at any time, more than 100 kg (220 lbs) of spill cleanup material contaminated with RCRA acute hazardous waste.

On-site Facility means that your company:

- Treats, Stores, Disposes or Recovers hazardous waste on-site
- Disposes of its own waste on-site
- Has interim status or a permit

Off-site Facility means that your company:

- Treats, Stores, Disposes or Recovers hazardous waste from an off-site source
- Accepts waste from an off-site source
- Has interim status or a permit

Small Quantity Hazardous Waste Generator means that in one calendar month you generated:

- More than 100 kg (220 lbs) but less than 1,000 kg (2,200 lbs) of RCRA hazardous waste; or
- Accumulated at any time, no more than 1 kg (2.2 lbs) of acute hazardous waste or no more than 100 kg (220 lbs) of material from the cleanup of a spill of acute hazardous waste.

Or, at any time you accumulated:

- No more than 13,200 pounds (6,000 kg) of hazardous waste or 2.2 pounds (1kg) of acute hazardous waste on-site

Conditionally Exempt Small Quantity Generators means that in any one calendar month you generated:

- Less than 220 pounds (100 kg) of hazardous waste or
- No more than 2.2 pounds (1 kg) of acute hazardous waste

Or, at any time you accumulated:

- No more than 2,200 pounds (1000 kg) of hazardous waste or 2.2 pounds (1 kg) of acute hazardous waste on-site at anytime

NOTE: Conditionally Exempt Small Quantity Generators (CESQG's) are not required to complete hazardous waste reporting forms. According to the Regulations a CESQG is not required to obtain an EPA ID #. However, if the receiving TSD Facility requires that you get an EPA ID #, then you must complete DHEC Form 2701 NOTIFICATION AND REPORTING FORM. CESQG's notify one time only on DHEC Form 2701. You understand that by using this classification, you are certifying that if you should exceed the CESQG requirements listed previously; you must adhere to applicable requirements for large quantity generators or small quantity generators and must submit all the appropriate hazardous waste report forms.

Where To Go For Help

If you need any help in determining whether you need to complete the forms or if you have questions you may contact the Department's Hazardous Waste Data Management Staff.