Contact Information

For more information contact:

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Headquarters, Olympia    360-407-6000
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Southwest Regional Office, Olympia    360-407-6300
Central Regional Office, Yakima    509-575-2490
Eastern Regional Office, Spokane    509-329-3400

Site Identification Form
Instructions

A User Guide

Department of Ecology
Hazardous Waste and Toxics Reduction Program
Olympia Washington
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Instructions

- Read all instructions before you complete the Site Identification (ID) Form.
- Use blue or black ink.
- Complete Sections 1 through 9.
- Mark all that apply to your company in Section 10.
- Complete Section 11.
- Sign and date the Site ID Form in Section 13.
- Mail the original Site ID form to Ecology at the address at the top of the form.

Ecology will only accept the original Site ID Form with a wet-ink signature. Copies, faxes or emails will not be accepted.

Need Help?

Call 1-800-874-2022 Option 2 or email TurboWaste@ecy.wa.gov.

Section 1: Reason for Submittal
To check if a RCRA Site ID Number already exists for your site, use the Hazardous Waste Facility Search tool.

Check one of the following:
- To provide New Notification of Regulated Waste Activity
  - Check this box if your site does not have a RCRA Site ID Number and will generate or manage regulated amounts of dangerous waste.
  - Continue to Section 3.
- To Reactivate a Site Identification Number
  - Check this box if you want to reactivate a previously withdrawn RCRA Site ID Number.
  - Enter the date the reactivation will occur in the “Effective Date” section.
  - Continue to Section 2.

Section 2: RCRA Site ID Number
In section one, if you selected:
- To provide New Notification of Regulated Waste Activity, leave this section blank. Ecology will fill out this section when they issue your number. Continue to Section 3.
- To Reactivate a Site Identification Number, enter the inactive RCRA Site ID Number in this section.

Section 3: Site Location Information
Enter the following company information:
- Company Name
- Site Address
- City/State/Zip
- County
- WA State UBI (Unified Business Identifier) Number:
  - The Washington State Department of Revenue Registration (Tax) Number assigned to your business is required.
  - Do not use your Federal Tax Number here. If you do not have a WA State UBI Number, contact Ecology for assistance.
- NAICS (North American Industrial Classification System) Code:
  - Enter your NAICS code.
  - The NAICS code has replaced the U.S. Standard Industrial Classification (SIC) System.
  - For a list of NAICS codes, go to the Census Bureau.
- Type of Business:
  - Provide a brief description of the type of activity that takes place at your site location.
  - For example, "gas station with store."

**Section 4: Company Name and Mailing Address**

Enter the following company information:
- Name
- Mail Address
- City/State/Zip
- Country

**Section 5: Legal Owner**

A legal owner is the individual, company, corporation, or agency who owns the business at the site.

Enter the following information:
- Name
- Mail Address
- City/State/Zip
- Phone Number (Ext)
- Owner Since:
  - Enter the date (MM/DD/YYYY) the entity listed became owner of the business that is on the site.
- Owner Type:
  - Check the box that best describes the legal status of the business owner. If you chose “Other,” specify the owner type in Section 12 under the comments.

**Section 6: Legal Landowner**

A legal landowner is the individual, company, corporation, or agency who owns the property where the business is located.

Enter the following information:
- Name
- Mail Address
- City/State/Zip
- Phone Number (Ext)
- Owner Since:
  - Enter the date (MM/DD/YYYY) the entity listed became owner of the property where the site is located.
- Owner Type:
  - Check the box that best describes the legal status of the landowner. If you chose “Other,” specify the owner type in Section 12 under the comments.

**Section 7: Site Operator**
The site operator is the person responsible for the operation of the site.

Enter the following information:
- Name
- Mail Address
- City/State/Zip
- Phone Number (Ext)
- Operator Since:
  - Enter the date (MM/DD/YYYY) the person became responsible for the operation at the site.
- Owner Type:
  - Check the box that best describes the legal status of the operator of the site. If you chose “Other,” specify the operator type in Section 12 under the comments.

**Section 8: Site Contact**
The site contact is the person Ecology can contact for questions related to a site visit. **This person cannot be a contracted consultant.**

This person must be:
- An employee of the company.
- Located on the site or within Washington state.

Enter the following information:
- Name
- Mail Address
- City/State/Zip
- Phone Number (Ext)
- Email Address
**Section 9: Form Contact**
The form contact is the person Ecology can contact about your Site ID Form and future annual reporting requirements. Ecology will send all future notification and report mailings to this person. **This person cannot be a contracted consultant.**

Enter the following information:
- Name
- Mail Address
- City/State/Zip
- Phone Number (Ext)
- Email Address

**Section 10: Types of Regulated Waste Activity**
Check the boxes that apply to the waste activities at your site in parts A through D.

**Section 10: Part A—Hazardous Waste Activities**

1. **Generator of Hazardous Waste**
   Check the box on the Site ID form that best describes your generator status. Contact your regional office for any questions about your generator status.

   **No Regulated Waste Generator (XQG)**
   If you did not generate dangerous waste during the reporting year, but the site's RCRA Site ID Number remains active, you are a XQG. This also applies to businesses that transport or transfer waste but do not generate waste.

<table>
<thead>
<tr>
<th>Generator Status</th>
<th>Amount of Dangerous Waste</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Small Quantity Generator (SQG)</strong></td>
<td><strong>220-pound QEL waste</strong></td>
</tr>
<tr>
<td></td>
<td>Generates less than 220 pounds per month.</td>
</tr>
<tr>
<td></td>
<td>Accumulates less than 2,200 pounds at any time.</td>
</tr>
<tr>
<td><strong>2.2-pound QEL waste</strong></td>
<td>Generates or accumulates less than 2.2 pounds of waste with these codes:</td>
</tr>
<tr>
<td></td>
<td>All P codes*, WT01, F020, F021, F022, F023, F026, and F027</td>
</tr>
<tr>
<td><strong>Medium Quantity Generator (MQG)</strong></td>
<td><strong>220-pound QEL waste</strong></td>
</tr>
<tr>
<td></td>
<td>Generates between 220 and 2,200 pounds per month.</td>
</tr>
<tr>
<td></td>
<td>Accumulates less than 2,200 pounds at any time.</td>
</tr>
<tr>
<td><strong>2.2-pound QEL waste</strong></td>
<td>There is no MQG status for waste with a 2.2 QEL. If you have more than 2.2 pounds in any month, you are a large quantity generator.</td>
</tr>
<tr>
<td>Generator Status</td>
<td>Amount of Dangerous Waste</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Large Quantity Generator (LQG)</td>
<td>220-pound QEL waste</td>
</tr>
<tr>
<td></td>
<td>Generates 2,200 or more pounds per month. Accumulates more than 2,200 pounds at any time.</td>
</tr>
<tr>
<td></td>
<td>2.2-pound QEL waste</td>
</tr>
<tr>
<td></td>
<td>Generates or accumulates 2.2 or more pounds of waste with these codes:</td>
</tr>
<tr>
<td></td>
<td>All P codes*, WT01, F020, F021, F022, F023, F026, and F027</td>
</tr>
</tbody>
</table>

*Residues, contaminated soil, water, or other debris from the cleanup of a spill of any chemical designated on the “P” discarded chemical products list have a 220-pound limit.

**Quantity exclusion limits (QEL)** apply to the total amount of dangerous waste each month, not each individual waste stream. For example, if you have three different wastes with 220-pound QELs, you must add the weight of those wastes together. If those three wastes together weigh 250 pounds in one month, you would be a medium quantity generator.

**2. Frequency of Generation**

SQG, MQG, and LQG generators are required to indicate frequency of generation. If you are a XQG, skip this question.

Check the box that best describes how often you generate dangerous waste:

a. **Monthly**
   Check this box if you generate waste once a month.

b. **Batch**
   Check this box if you generate waste less frequently than once a month.

c. **One-time only**
   Check this if your waste generation is a one-time only occurrence due to a spill or cleanup. You must choose **Spills** or **Cleanup**, not both. Then, check the box that applies to your one-time only occurrence:
   1. **Spills**
      This includes accidental releases.
   2. **Cleanup**
      This may be a remediation of past contamination

**3. Transporter of Hazardous Waste**

Transporters physically move waste off-site by air, rail, highway, or water. If you transport dangerous waste, check all that apply:

a. **Transport own waste** (SQG only)

b. **Transport for commercial purposes**

To register as a transfer facility, check the **Transfer Facility of Hazardous Waste** box in Section 10: Part A, Question 5.

**Extra regulations for transporters**
For U.S. Department of Transportation (USDOT) information, call the Federal Highway Administration at 360-753-9875.

For motor carrier safety regulations call the Washington Utilities and Transportation Commission (WUTC) at 360-664-1160.

4. Recycler of On-site Waste
On-site recycling means to use, reuse, or reclaim a material after it has been generated.

Do not check this box if you send your waste off-site to a treatment, storage, disposal, or recycling (TSDR) facility for recycling.

Check this box if you:
- Recycled the waste without prior accumulation.
  If this applies, you must have a Site ID Number for this activity.

Do not:
- Count the amounts toward your generator status.
- Report it in your future annual reports.
- Accumulated waste on-site before recycling.
  If this applies, you must:
    - Have a RCRA Site ID Number for this activity.
    - Count the amounts toward your generator status.
    - Report it in your future annual reports.

5. Transfer Facility of Hazardous Waste
A transfer facility is any transportation-related facility where shipments of dangerous waste are held, consolidated, or transferred within a period of ten days or less during the normal course of transportation. This includes:

- Buildings
- Loading docks
- Parking areas
- Piers
- Storage area
- Other similar areas

6. Permit by Rule (PBR)

Check this box if the description applies to your site location.

7. Treatment by Generator (TBG)
Check this box if you are a generator who treats your own waste on site and if you use accumulation tanks or containers according to standards established by Technical Information Memorandum (TIM) 96-412. Read more about [Treatment by Generator](https://ecology.wa.gov/Waste/HazardousWaste/Regulations/Permit-by-Rule) in [Ecology’s publication](https://ecology.wa.gov/Themes/Waste/Regulations/Permit-by-Rule).
List the type of treatment in the comments section. This may be:

- Aldehyde deactivation
- Carbon adsorption
- Evaporation
- Filtration
- Neutralization
- Pharmaceutical waste
- Polymerization
- Separation
- Solidification and stabilization

8. Generator of Mixed Radioactive Waste
Check this box if you generate, accumulate, or manage mixed radioactive waste.

The United States Nuclear Regulatory Commission defines mixed radioactive waste in the code of federal regulations, 10 CFR 20.1003, under source, special nuclear, or by-product material subject to the Atomic Energy Act of 1954.

9. Importer of Hazardous Waste
Check this box if you receive any dangerous waste from a foreign country.
**Do not check this box if you import waste from another state.**

This waste is regulated according to WAC 173-303-230(1&2), but it may not be regulated in the country of origin.

10. Treatment, Storage, or Disposal (TSD) Facility
Check this box if you are a TSD. This does not apply to most generators.

**Do not check this box if you accumulate or treat your own waste on-site without a Dangerous Waste Permit.**

A TSD must have an Ecology Dangerous Waste Permit to treat, store, and/or dispose of dangerous waste at your site. The waste can be generated at your site or shipped to your facility from a different site.

A Dangerous Waste Permit is often referred to as a “Part A” or “Part B” permit. The permit can be from:

- Ecology’s Hazardous Waste and Toxics Reduction.
- Nuclear Waste.
- United States. Environmental Protection Agency (EPA).
- Waste 2 Resources programs.

11. Recycler of Dangerous Waste Received from Off-Site
Check this box if you receive dangerous waste off site and recycle it.
The recycling activity must be regulated under WAC 173-303-120.

12. Dangerous Waste Fuel Activity
If you generate, market, blend, or burn dangerous waste fuel, check the appropriate boxes to indicate your waste fuel activities.
Used oil fuels are not dangerous waste fuels. See Section 10, Part C for more information.

a. **Generator of dangerous waste fuel**
   A person who generates dangerous waste fuel or any fuel that contains dangerous waste burned for energy recovery in a boiler or industrial furnace. As long as the boiler or industrial furnace is not regulated as a hazardous waste incinerator.

b. **Generator who markets to a burner**
   A person who sends their waste fuel directly to a burner.

c. **Other marketers**
   Distributors: A person who distributes but does not process or blend dangerous waste fuel. Distributors may broker fuel by arranging for the final disposition of the fuel.

   Blenders: A person who produces, processes, or blends fuel from dangerous wastes.

d. **Burner**
   If you burn dangerous waste fuel on site, check the appropriate box to indicate the type of combustion device you use:
   1. **Utility boiler**
      A boiler to produce electricity, steam, or heated or cooled air for sale.

   2. **Industrial boiler**
      A boiler located on the site of a facility that is engaged in a mechanical or chemical manufacturing process to transform substances into new products, including the component parts of products.

   3. **Industrial furnace**
      Any of the following enclosed devices that are integral components of manufacturing processes and that use controlled-flame combustion to recover materials or energy:
      - Aggregate kilns, including asphalt kilns
      - Cement kilns
      - Lime kilns
      - Methane-reforming furnaces
      - Phosphate furnaces
      - Refining furnaces
      - Titanium dioxide chloride process oxidation reactors
      - Other devices as specified by Ecology

e. **Deferrals/Exemptions (in Federal Register only):**
   1. **Smelter deferral**
Check this box if you do any or all of the following:

- Process hazardous waste in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100 (d).
- Process hazardous wastes in a lead recovery furnace to recover lead, as described in 40 CFR 266.100(h).
- Recover economically significant amounts of precious metals as described in 40 CFR 266.100(g).

2. **Small quantity exemption**
   Check this box if you burn small quantities of hazardous waste in an on-site boiler or industrial furnace as described in 40 CFR 266.108.

3. **Other exemptions**
   If you have an exemption, check this box and enter the exemption in the space provided.

13. **Generator of Special Waste**
Check this box if you have a Washington state only dangerous waste that you are managing under the conditional exclusion requirements. These waste codes start with a “W.”

- Find out more about conditional exclusion requirements in the regulations at WAC 173-303-073.
- Find out more about managing special waste.

### Section 10: Part B—Universal Waste Activities

1. **Large Quantity Handler of Universal Waste (LQHUW)**
   This only applies if you do one or both of the following:
   - Accumulate 11,000 pounds or more total of universal waste (batteries, thermostats, mercury-containing equipment, and lamps calculated collectively).
   - Accumulate more than 2,200 pounds of lamps at any time.

   If you accumulate universal waste, check the correct boxes for the wastes below:
   a. Batteries as described in WAC 173-303-573(2).
   b. Mercury-containing equipment (including thermostats) as described in WAC 173-303-573(3).
   c. Lamps as described in WAC 173-303-573(5).

   Designation as a large quantity handler of universal waste is retained through the end of the calendar year in which 11,000 pounds or more total of universal waste and/or 2,200 pounds of lamps are accumulated.

2. **Destination Facility for Universal Waste**
   A destination facility for universal waste is a facility that treats, disposes of, or recycles a
particular category of universal waste, except as described in WAC 173-303-573 (2), (3), and (5).

Check this box if this applies to you and you have a Dangerous Waste Permit.

**Do not check this box if** you are a facility where universal waste is only accumulated and/or you are a small quantity handler of universal waste batteries, mercury-containing equipment, thermostats, or lamps.

**Section 10: Part C—Used Oil Activities**

The dangerous waste regulations define the following terms:

**Used Oil**: Any oil that has been refined from crude oil, or any synthetic oil, that has been used and as a result of such use is contaminated by physical or chemical impurities.

**Off-Specification**: Used oil fuel that exceeds any specification level in the table found in the dangerous waste regulations, WAC 173-303-515.

1. **Off-Specification Used Oil Burner**
   
   If you burn off-specification used oil fuel on-site, check the boxes to indicate the types of combustion devices you use:
   
   1. Utility boiler
   2. Industrial boiler
   3. Industrial furnace

2. **Used Oil Transporter**
   
   Check the boxes that indicate your used oil activity:
   
   a. **Transporter**
      
      A transporter is any person who transports used oil, collects used oil from more than one generator and transports the collected oil, and/or owns/operates a used oil transfer facility. Used oil transporters may consolidate or aggregate loads of used oil for purposes of transportation.
   
   b. **Transfer facility**
      
      A transfer facility is any transportation-related facility including loading docks, parking areas, storage areas, and other areas where shipments of used oil are held for more than 24 hours during the normal course of transportation and not longer than 35 days. Transfer facilities that store used oil for more than 35 days are subject to regulation as used oil processors or re-refiners.

3. **Used Oil Processor/Re-refiner**
   
   If you process and/or re-refine used oil, check the boxes that indicate your used oil activity:
   
   a. **Processor**
You are a processor if you use a chemical or physical operation to make used oil more amenable for production of fuel oils, lubricants, or other used oil-derived products.

Processing includes, but is not limited to:
- Blending used oil with virgin petroleum products.
- Blending used oils to meet fuel specification.
- Chemical or physical separation.
- Filtration.
- Re-refining.
- Simple distillation.

b. Re-refiner
You are a re-refiner if you produce lubricating oils and greases, industrial fuel, asphalt extender, gasoline, or other products from on- or off-specification used oil.

4. Used Oil Fuel Marketer
If you market off-specification used oil to a burner or you are the first to claim that the used oil meets the used oil specifications in WAC 173-303-515, check the box that indicates your used oil activity:
  a) Directs shipment of used oil to used oil burner
  b) First claims the used oil meets the specifications

Section 10: Part D—Eligible Academic Entities with Laboratories
Skip this section if you are not participating in or withdrawing from the State Academic Laboratory Rule, as described in WAC 173-303-235.

To participate in this rule you must:
- Notify Ecology of your intent to participate.
- Fulfill all requirements of the rule to participate.
- Report your participation in this rule as part of your Dangerous Waste Annual Report.

What is an Eligible Academic Entity?
An Eligible Academic Entity is one of the following:
- A college or university
- A nonprofit research institute that is owned by or has a formal written affiliation agreement with a college or university
- A teaching hospital owned by or has a formal written affiliation agreement with a college or university.

1. Yes, I am managing dangerous wastes under this rule.
Check this box if your site is participating in this rule. Then, check all that apply below:
  a. College or University
b. Teaching hospital that is owned by (or has a formal written agreement with) a College or University

c. Non-profit institute that is owned by (or has a formal written agreement with) a College or University

2. **Yes, I wish to withdraw from this rule.**
Check this box if your site no longer wishes to participate.

You may withdraw from this rule and return to full regulation at any time. You must notify Ecology of your decision to withdraw by submitting a revised notification.

**Section 11: Description of Hazardous Wastes**

Waste codes are required if you are in the SQG, MQG, or LQG category.

**Do not fill out this section if you are in XQG status.**

If you have not designated your waste, you may estimate your waste codes until you complete a designation.

For help identifying the dangerous waste codes that apply to your waste, contact Ecology’s nearest regional office or your hazardous waste service provider.

Find waste codes in the regulations at WAC 173-303-082, -090, -100, -104, -180, and -9903.

Enter your codes in the following sections:

**A. Waste Codes for Federally Regulated Hazardous Wastes**
Enter any federal waste codes that apply to your waste in the boxes provided. Federally regulated dangerous waste codes begin with "D," "F," "K," "P," or "U." For example, D001, F003, and K041 are federally regulated waste codes.

**B. Waste Codes for State Regulated Hazardous Wastes**
Enter any state waste codes that apply to your waste in the boxes provided. State regulated waste codes begin with "W." For example, WT02, WP02, and WSC2 are state regulated waste codes.

You may add additional codes to the comments section if needed.

**Section 12: Comments**

Use this section to explain any information you provided on your application. Reference the section number of the form that your comment applies to. You may attach additional sheets if needed.

**Section 13: Certification**

An authorized representative for your site must sign and date the Site ID Form.
Can I sign my Site ID Form with a digital signature?
No. Ecology will return all forms that do not have an original wet ink signature. We do not accept copies, faxes or emails.

What is an authorized representative?
An authorized representative is the person responsible for the overall operation of a facility or an operational unit like the plant manager, superintendent, or person of equivalent responsibility. The EPA defines this in 40 CFR 260.10.

How do I designate a representative if I am a TSDR facility?
Permitted TSDR facilities should refer to WAC 173-303-810(12) for guidance on how to designate an appropriate representative.

Can a contracted consultant sign the document?
No, a contracted consultant cannot sign the Site ID Form.