HAZARDOUS WASTE USER CHARGES
FISCAL YEAR INVOICE PACKET INSTRUCTIONS

General Information: Under Part 111, Hazardous Waste Management, of the Michigan Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Act 451), the Michigan Department of Environmental Quality (MDEQ) is required to assess user charges to hazardous waste handlers by March 30 of each year. The MDEQ is also required to provide the data used to determine the user charges. The MDEQ uses manifest and site identification data in its Waste Data System (WDS) database [http://www.deq.state.mi.us/wdspi/] to calculate both the handler and manifest processing user charges for waste activities associated with the preceding year. The handlers are required to verify and certify the information provided by the MDEQ on the Hazardous Waste User Charge Invoice (Invoice). The handlers are required to return the **Invoice and user charges payment by April 30.**

Hazardous Waste User Charges Assessment (Invoice Packet): The Invoice Packet should include the following depending on the site activity at the aforementioned location:

1. Hazardous Waste User Charges Invoice (EQP5104)
   All large quantity generators, small quantity generators, used oil processors, and treatment, storage, or disposal facilities
2. Annual Invoice Packet Instructions
   All large quantity generators, small quantity generators, used oil processors, and treatment, storage, or disposal facilities
3. Site Identification Verification Form (EQP5150-v)
   All large quantity generators, small quantity generators, used oil processors, and treatment, storage, or disposal facilities
4. List of Manifest Copies Received by MDEQ for hazardous waste that was shipped off-site
   All large quantity generators, small quantity generators, used oil processors, and treatment, storage, or disposal facilities for manifests recorded in the WDS database

If you are missing any portion of the Invoice Packet, please contact the MDEQ as explained at the end of these instructions.

Instructions for the Hazardous Waste User Charge Invoice (page 2, on back of cover page)

If you are not the site/business on the Invoice contact the MDEQ, Environmental Assistance Center (EAC), at 800-662-9278 and ask for Site Identification (ID) staff.

Site Location Address: This is the physical address for the business location. The P.O. Box or Route number is not allowed for the location address. If an actual street address is not available then a latitude and longitude, to the fifth decimal point, must be entered as the street address. Please verify that portions of your address, such as the word "Street" or "Avenue" or a direction such as "East" or "North," are included. If any of the complete address is missing, please type or print the correct location address on the Site ID Form in Section V, complete the rest of the form, and submit with this Invoice Packet.

Fee Type: (column A) is based on past calendar year activity(ies):
Descriptions:

- Manifest Processing - This will be based on past calendar year.
- VLQG - Very Large Quantity Generation: generated 900,000 kg or more of hazardous waste in the calendar year.
- LQG - Large Quantity Generation: generated 1,000 kg or more of hazardous waste in any month; less than 900,000 kg in the calendar year, more than a total of 1 kg of acute hazardous waste, or more than a total of 100 kg of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill of acute hazardous waste during the calendar year.
- SQG - Small Quantity Generation: generated 100 kg or more of hazardous waste but less than 1,000 kg in any month, less than a total of 1 kg of acute hazardous waste, or less than a total of 100 kg of any residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill of acute hazardous waste during the calendar year.
- Used Oil - Processors, re-refiners, burners, and used oil fuel marketers.
- TSD - Conducted hazardous waste treatment, storage, or disposal activity(ies) that required an operating license or a postclosure operating license during the calendar year.

NOTE: The hazardous waste user charge fee types are additive, but only one of the generation charges (VLQG, LQG, or SQG) will apply to a site. With regard to the generation charge, the Invoice should reflect the highest level of waste activity in any one month during the calendar year. For example, a handler who generates at the LQG volume in one month and then at the SQG volume for the other eleven months should be assessed the LQG user charge of $400 for that year.

Rows - VLQG, TSD, LQG, SQG, and Used Oil: Verify that the pre-populated data in column E is correct; if it is not then type or print the corrected data in column F of the same row.

If the fee type indicated by the pre-populated data in columns C and E does not apply to this user for the billing cycle; cross the entire row(s) out.

If a fee type does apply to the user for the billing cycle, but does not have pre-populated data in columns C and E; then type or print the correct data for that fee type identified in column A in columns D and F on the row.

Row - Manifest: Verify that the number of manifests for hazardous waste shipments off-site is correctly reflected by pre-populated data in column C. If the MDEQ records do not reflect the correct number, cross out the number in column C and write the correct number in column D. Next, in the same row, cross out the Amount of User Charge as pre-populated in column E, and enter in the correct amount in column F. You can determine the manifests on record in the WDS database by reviewing the list of manifests included in this packet.

Once you have verified, updated, and/or corrected all the applicable data, please total all appropriate fee amount(s) from columns E and/or F (Corrected Amount), and, if changed, type or print the sum in the Corrected Total Invoice box. The MDEQ will not issue a refund or credit for overpayment of $25 or less.

Signature: A responsible corporate officer, general partner or proprietor, principal executive officer, or ranking public official for the handler **must sign, type or print their name, and date** the Invoice and all other applicable forms such as the Site Identification Verification Form. By signing, the user certifies that all the information is correct.

Please note that a status change made on the Invoice is for billing purposes only and does not automatically change the facility's generator status in the WDS database. Site activity status changes must be made by submitting the signed Site Identification Verification Form - EQP5150-v to affect the next billing cycle. You can view the data for this site on the web at http://www.deq.state.mi.us/wdspi/

Payment and Submittal: Payment shall be made by credit card, electronic check (E-Check), check, or money order.

If paying online by Visa, MasterCard, Discover Card, or E-Check, please go to http://www.thepayplace.com/mi/deq/hwuc/challenge.aspx and follow the instructions given. You will be required to enter the Invoice number associated with the payment. The amount field will be pre-populated with the original invoice amount; correct if necessary. If paying after May 31, please enter the balance due from the Statement you received showing late payment penalty(ies) that have been applied to the Invoice amount. Before leaving the payment screen, print a copy of the receipt for your file. Attach a copy of the payment receipt to the Invoice. The signed Invoice must be mailed to the address below.

If paying by check or money order made payable to the "State of Michigan" for the total invoice amount, mail the payment with the signed Invoice and any appropriate forms to the address below. To help ensure proper credit, please indicate "User Charge" on the check or money order and include the Invoice number from the upper right corner of the Hazardous Waste User Charge Invoice. If paying after May 31, please enter the balance due from the Statement you received showing late payment penalty(ies) that have been applied to the Invoice amount. The signed Invoice must be mailed to the address below.

RETURN SIGNED INVOICE, CHECK, AND OTHER FORMS TO:
MDEQ, Office of Financial Management
Revenue Control/Cashier's Office
P.O. Box 30657
Lansing, Michigan 48909-8157
(For express mail: 525 West Allegan Street, Lansing, Michigan 48933)

Refunds: No refund or credit of overpayment of $25 or less.

Penalties and Fines: Failure to meet the payment submittal deadline of April 30 is a violation of Part 111 and is subject to all applicable penalty and enforcement provisions. Late payment penalties accrue at 5 percent of the amount owed for each month that the payment is delinquent, up to a maximum of 25 percent.

Instructions for the Site Identification Verification Form
It is very important that all the information submitted to the MDEQ be accurate, complete, and current. Please type or print any changes or corrections, excluding the Signature in the certification box. Once all the data has been verified or corrected, the owner, operator, or authorized representative must sign, type or print their name and title, and date the certification.

I. If you are the same site/business indicated on the form, check the box for subsequent notification. If you are not the site/business on the form contact the MDEQ, EAC, at 800-662-9278.

II. Site's ID Number: Verify that the pre-populated Site Identification Number is for this site. If it is incorrect, please contact the MDEQ, EAC, at 800-662-9278.

III. Verify that the legal name is complete.

IV. The North American Industrial Classification System (NAICS) code(s) for the site: If pre-populated, verify that the NAICS code(s) is correct for this site. Make any additions or corrections to the NAICS code(s) in the gray shaded area IV A-D.

V. Site location information: If the tax identification number is pre-populated, it will be indicated by the first two digits, XXX's, and the last two digits. If incorrect or missing, please supply complete number in the gray shaded area of V. Please make sure that the address information is complete as stated above regarding the Invoice.

VI. Site Mailing Address: Please make sure that the address information is complete. The mailing address may be different than the physical location address in V. If a mail code or special identifier is required, please provide such in address line 2.

IX. Owner and/or operator of site: Verify that all pre-populated data is correct and that all owners and operators are identified. Verify, correct, or add the date when the person or entity became an owner or operator of this site. Additional sheets can be used if necessary.

X. Type of regulated waste activity: Check all boxes that apply in area A., B., C., D., or E.

XI. Certification: This certification **must be signed; the name and title typed or printed, and dated** by the owner(s), operator(s), or authorized representative(s) of the site. An "authorized representative" is a person responsible for the overall operation of the site (i.e., a plant manager, superintendent, or a person of equal responsibility).

Complete line-by-line instructions for the Site Identification Verification Form are available on the Internet at http://www.michigan.gov/deq by navigating to: WASTE, Announcements, selecting Michigan Site Identification Form EQP5150 (Rev. 5/2010) and Directions (Rev. 7/2005). To review your individual Site ID history, go to: http://www.deq.state.mi.us/wdspi/

Instructions for the List of Manifest Copies Received by MDEQ for hazardous waste shipped off-site

Please review the manifest data provided in your package. You are only required to return the Manifest Data to the MDEQ if the invoiced manifest activity information is incorrect and impacts your billing. However, if you would like to make other changes, please return the corrected pages from the Manifest Data to the MDEQ. All returned Manifest Data must have the corrections noted in the shaded boxes, where appropriate, and be mailed with the Invoice and copies of any missing facility manifests to the MDEQ, Cashier's Office, at the address above.

Contacting the MDEQ

If you have questions regarding your hazardous waste user charges, or if forms are missing from your Invoice Packet; the Invoice, List of Manifest, Site Identification Verification, if applicable, or TSD Monthly Operating Report Form, if applicable, please contact the MDEQ, EAC, at 800-662-9278, or e-mail at DEQ -HWUSERCHARGES@michigan.gov. Please allow 7 to 10 days for a response.