

# Site Identification Directions EQP5150

revised 05/05

This is the replacement form for:  
U.S. Environmental Protection Agency Notification of Regulated Waste Activity Form 8700-12  
U.S. Environmental Protection Agency Hazardous Waste Permit Part A Form 8700-23  
Michigan Notification of Regulated Waste Activity Form  
Identification and Certification Form for EPA Form 8700-13A/B  
and is  
Used in conjunction with the Michigan Hazardous Waste Permit Part A Form EQP5111

Jennifer Granholm, Governor  
Steven E. Chester, Director

Michigan Department of Environmental Quality  
Waste and Hazardous Materials Division

For a current map of the district office please use the  
Department of Environmental Quality web page at  
<http://www.michigan.gov/deq/>  
Click on the hyperlink Contact DEQ and then DEQ Locations.

Upper Peninsula District Office  
420 5th Street  
Gwinn, MI 49841  
phone: (906) 346-8300

Cadillac District Office  
120 W. Chapin St  
Cadillac, MI 49601-2158  
phone: (231) 775-3960

Gaylord Field Office  
2100 West M-32  
Gaylord, MI 49735-9282  
phone: 989-731-4920

Saginaw Bay District Office  
503 N. Euclid Ave, Ste 1  
Bay City, MI 48706-2965  
phone: (989) 686-8025

Grand Rapids District Office  
State Office Bldg  
350 Ottawa NW, Unit 10  
Grand Rapids, MI 49503-2341  
phone: (616) 356-0500

Kalamazoo District Office  
7953 Adobe Rd  
Kalamazoo, MI 49009-5026  
phone: (269) 567-3500

Lansing District Office  
Constitution Hall  
525 West Allegan Street  
Lansing, MI 48993  
Phone: 373-4797

Jackson District Office  
301 E Louis Glick Hwy  
Jackson, MI 49201-1556  
phone: (517) 780-7690

SE Michigan District Office  
27700 Donald Court  
Warren, MI 48092-2793  
phone: (586) 753-3700

Cadillac Place  
3058 West Grand Boulevard  
Suite 2-300  
Detroit, MI 48202-6058  
phone: (313) 456-4700

The Michigan Department of Environmental Quality (MDEQ) will not discriminate against any individual or group on the basis of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. Questions or concerns should be directed to the MDEQ Office of Personnel Services, P.O. Box 30473, Lansing, MI 48909.

<http://www.michigan.gov/deq>

## INSTRUCTIONS AND INFORMATION FOR EQP5150 - SITE IDENTIFICATION FORM

This booklet is designed to assist you in determining if the facility you represent is required to notify the Michigan Department of Environmental Quality (MDEQ) of the facility's regulated waste activities. The form entitled "Site Identification" (EQP5150) contained in this package must be submitted for certain facilities under Part 111, Hazardous Waste Management (Part 111) and Part 121, Liquid Industrial Wastes (Part 121) of Michigan's Natural Resources and Environmental Protection Act, 1994 PA 451 (Act 451), as amended, Subtitle C of the Federal Resource Conservation and Recovery Act (RCRA), and the rules thereunder. The instructions contained in this booklet will assist you in completing and submitting the form EQP5150.

Upon receipt of a completed form EQP5150 or the EQP5150-v (pre-populated form), the MDEQ will, if required, issue a unique Site Identification Number (previously an EPA Identification Number or Liquid Industrial Waste Identification Number) for each regulated facility, update the site information on record, compile the data for the Hazardous Waste (biennial) Report\*, process the Hazardous Waste Permit Part A\*, process the User Charge submittal\*, or accept the submittal as required notification of specific regulated activities.

*[\*Note: Other forms are required to be submitted in conjunction with the site identification form for a complete Part A, the Hazardous Waste (biennial) Report submittal, and the User Charge submittal.]*

Although this booklet contains information and instructions for completing a Site Identification form, it should not be considered a substitute for the regulations. This booklet serves as a supplement to the regulations and provides additional information not contained in the regulations for completing this form. As a handler of regulated wastes, you are responsible for learning and complying with all the requirements that apply to you and your regulated waste activities. Failure to comply with Part 111, Part 121, and RCRA requirements may subject you to civil and/or criminal penalties. Understanding these regulations and how they affect your business may be difficult. Reprints of the regulations are not provided in this booklet. However, copies of the statute and rules for Part 111 may be downloaded free from the Internet at: <http://www.michigan.gov/deq/> by following the links: Waste, Hazardous Waste, Hazardous Waste Management, Laws & Rules: Statute and Rules.

You can also obtain a paper copy of Part 111 (for postage for 1 ounce), Part 121 (for postage for 1 ounce), and rules promulgated for Part 111 (for \$12.45, plus postage for 3 pounds), by sending a self-addressed 12" X 15" envelope with postage affixed and a check payable to the "State of Michigan" for the correct amount to:

WASTE AND HAZARDOUS MATERIALS DIVISION  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
HAZARDOUS WASTE AND RADIOLOGICAL PROTECTION SECTION  
PO BOX 30241  
LANSING MI 48909-7741

If you have any **questions concerning the regulations** please contact the MDEQ - Waste and Hazardous Materials Division (WHMD) staff in the district office responsible for your facility (see office listing on the inside cover). The following contacts are also available to help with your questions:

MDEQ-Waste and Hazardous Materials Division web site <http://www.michigan.gov/deq/>

Waste, Hazardous Waste,  
Hazardous Waste Management  
Forms:

Hazardous Waste Program Forms and Permit Applications

MDEQ-Environmental Assistance Division web site

<http://www.michigan.gov/deq/>

Assistance & Support Services, Technical Assistance

MDEQ-Environmental Assistance Division

1-800-662-9278

RCRA/Superfund Industry Assistance Hotline

1-800-424-9346 (Federal regulations only)

U.S. EPA Small Business Ombudsman Hotline

1-800-368-5888 (Federal regulations only)

Your Trade Association may also be able to assist you.

If your facility has an EPA or a Site Identification Number and/or if you are regulated under other Federal environmental programs, you may be able to view data about your site at: [http://www.epa.gov/enviro/index\\_java.html](http://www.epa.gov/enviro/index_java.html)

If you have any **questions concerning the completion of the Site Identification Form** please contact WHMD at 517-335-2690 and ask for the Site Identification Program Unit.

If you have any **questions concerning the User Charges** please contact WHMD at 517-335-5318 and press 1.

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**I. How to determine if your facility handles a hazardous waste that is regulated under Part 111 and RCRA.**

Any person [see definitions in Appendix A] who generates, transports, treats, stores, or disposes of wastes or who stores recyclable materials prior to recycling them is responsible for determining if the waste is a hazardous waste regulated under Part 111, Hazardous Waste Management of Michigan's Natural Resources and Environmental Protection Act, 1994 PA 451 (Part 111) and/or Subtitle C of the Federal Resource Conservation and Recovery Act (RCRA), as amended, and any rules promulgated pursuant to those Acts. Additionally, a person who recycles any materials must also determine whether that material is hazardous waste under the provisions of Part 111 and RCRA. If you need help making this determination after reading these instructions, contact the MDEQ, Waste and Hazardous Materials Division, for a copy of the regulations (see page i).

To determine if you are regulated under Part 111 and RCRA answer the following questions:  
[Specific requirements of Michigan regulations appear in the Michigan Administrative Code, cited R 299 followed by the specific rule number. The corresponding RCRA regulations appear in the Code of Federal Regulations, cited as 40 CFR followed by the specific rule number.]

**A. Does my facility handle a waste (referred to as solid waste in RCRA)?**

R 299.9109 and R 299.9202 define a waste as any discarded material that is not excluded by R 299.9204 or that is not excluded by a variance granted under R 299.9211.

A discarded material is any material which is any of the following:

1. Abandoned, R 299.9202(1)(a); or
2. Recycled, R 299.9202(1)(b); or
3. Considered inherently waste-like, R 299.9202(4)(d).

**B. Has the waste been excluded from the regulations under R 299.9204 (some additional exclusions under 40 CFR Part 261.4(a) may also apply)?**

The list of general exclusions can be found in R 299.9204. If the waste handled at your facility has been excluded, either by rule or special variance, then you do not need to count that particular waste toward the generated total per month for your site.

**C. Is the waste specifically listed as a hazardous waste?**

If your waste is not excluded from regulation, you must determine if it is hazardous waste, as defined in R 299.9203. Hazardous waste is regulated two ways:

1. By listing the specific waste and assigning a unique Hazardous Waste Number (listed hazardous waste); or
2. By regulating it because it possesses any of the defined hazardous characteristics and assigning it a generic Hazardous Waste Number (characteristic hazardous waste).

*R 299.9213 - R 299.9214 and Table 203a - 205c identify specific wastes listed by the MDEQ as hazardous waste. A person who handles listed hazardous waste is subject to regulation and usually must notify the MDEQ of his or her activities unless the facility is a conditionally exempt small quantity generator (see E below) or if exempted as discussed in paragraph F below.*

**D. Does the waste possess a hazardous characteristic?**

*Even if the waste generated at your facility is not specifically listed as a hazardous waste, it may still be hazardous because it exhibits certain hazardous characteristics as identified in R 299.9212 and R 299.9217 - R 299.9219. These characteristics are:*

*Ignitability                      Corrosivity                      Reactivity                      Toxicity [TCLP]*

*R 299.9212 explains each of these characteristics and outlines the testing procedures you must use to determine if your waste meets any of these characteristics.*

**E. What must my facility do if the waste is hazardous waste?**

A person who handles characteristic or listed waste is subject to regulations and must notify the MDEQ of his or her activities unless exempted, as discussed below in Section F, or if the site is a conditionally exempt small quantity generator (CESQG). The notification to the MDEQ will be for one of the following:

**LQG** (Large Quantity Generator): A facility that generates greater than 1,000 kg of hazardous waste in a calendar month or a small quantity generator that has more than 6,000 kg of hazardous waste accumulated on-site. Lesser limits apply to acute and severely toxic wastes; see regulations for these limits.

**SQG** (Small Quantity Generator): A facility that generates less than 1,000 kg of hazardous waste but greater than 100 kg in a calendar month and has no more than 6,000 kg of hazardous waste accumulated on-site. Lesser limits apply to acute and severely toxic wastes; see regulations for these limits.

**CESQG** (Conditionally Exempt Small Quantity Generator): A facility that generates less than 100 kg of hazardous waste in a calendar month and has no more than 1,000 kg of hazardous waste accumulated on-site. Accumulation of more than 1,000 kg on-site, subjects CESQG's to SQG requirements. Lesser limits apply to acute and severely toxic wastes, see regulations for these limits.

#### F. **Has the hazardous waste been exempted from the regulations?**

The list of exemptions can be found in R 299.9203, R 299.9204, R 299.9205, R 299.9206(3)(4), and R 299.9211. If a hazardous waste that your facility handles is exempted, you do not need to include that particular waste in the monthly total of hazardous waste generated on-site.

#### G. **How are Polychlorinated Biphenyls (PCBs) regulated?**

Under Michigan's environmental regulations, PCBs and wastes contaminated with PCBs are regulated under Waste Management, Part 115, Solid Waste Management; and Pollution Prevention, Part 147, PCB Compounds of Act 451. The EPA also regulates PCBs pursuant to the federal Toxic Substances Control Act of 1976 under 40 CFR § 761.205 Notification of PCB waste activity (EPA Form 7710-53). These requirements generally control the use, storage, transportation, records, and disposal of PCBs. If you have any questions, contact the EPA at 312-886-7061, or you can procure a form to obtain a EPA-PCB identification number, prior to shipping PCB's off-site, at <http://www.epa.gov/pcb/#PCB>. If your activity does not require an EPA-PCB identification number, you must obtain a Site Identification Number for the shipment of liquid industrial waste using this form.

### II. **How to determine if the burning or processing of hazardous waste is regulated.**

Specific requirements of Michigan regulations appear in the Michigan Administrative Code, cited R 299 *followed by the specific rule number*. The corresponding RCRA regulations appear in the Code of Federal Regulations, cited as 40 CFR *followed by the specific rule number*.

A person who burns hazardous waste (see R 299.9808(6), 40 CFR 266.102(a)(2)(ii), and 40 CFR 264.11) is required to notify the MDEQ and obtain a Site Identification Number. The regulations provide conditional exemptions for several specific waste-derived fuels and certain processes (R 299.9808), for example, small quantity on-site burners (see R 299.9808(d) which refers to 40 CFR 266.108).

### III. **How to determine if you are required to notify the MDEQ of your facility's used oil activities.**

Specific requirements of Michigan regulations appear in the Michigan Administrative Code, cited R 299 *followed by the specific rule number*. The corresponding RCRA regulations appear in the Code of Federal Regulations, cited as 40 CFR *followed by the specific rule number*.

A person who transports or processes any used oil or markets or burns off-specification used oil for energy recovery is required to notify and obtain a Site Identification Number (previously an EPA Identification Number or a Liquid Industrial Waste Identification Number) unless the person is exempt as outlined below.

*[NOTE: If you have a Liquid Industrial Waste Number, you will receive a new Site Identification Number.]*

#### A. **Who is exempt from used oil notification requirements?**

1. **A person who burns specification used oil fuel:** Used oil that is to be burned for energy recovery and that meets the specifications provided under R 299.9814 is exempt from the notifying as a hazardous waste. The burner of specification used oil fuel is not required to notify. **However, the person who first claims that the used oil meets the specification is subject to notification as a used oil fuel marketer and certain other requirements (see R 299.9815).** [Note: a permit maybe required by the MDEQ-Air Quality Division]

2. **A used oil generator** is subject to the Part 111 requirements (see R 299.9809). Under Part 121, if the site transports used oil off-site or offers used oil for transportation off-site, a site identification number will be necessary and is obtained by marking block X.D.2..
3. **A used oil generator operating a used-oil-fired space heater:** A person who only burns used oil which that person generates (or used oil received from household do-it-yourself used oil changers) in a used-oil-fired space heater is exempt from obtaining a Site Identification Number provided that the device is vented to the outdoors and the device is not designed to have a capacity greater than 0.5 million Btu/hour. You may be required to notify as a used oil collection center or aggregation point. [Note: a permit may be required by the MDEQ-Air Quality Division]

## **B. Who must notify the MDEQ of used oil activities?**

1. **Standards for used oil fuel burners who burn off-specification used oil for energy recovery:** A fuel burner of off-specification used oil (R 299.9807) who has not previously complied with the notification requirements of RCRA, Section 3010, must comply with these requirements and obtain a Site Identification Number (previously an EPA Identification Number). If the site has previously notified of hazardous waste activities you should notify again to identify used oil management activities. Be sure when completing the Site Identification form under Item II "Site ID Number" to mark an 'X' in the box for Subsequent Notification and write in your Site Identification Number in the space provided under II.C.. The whole form must be completed, signed and dated before being submitted to the MDEQ. Off-specification used oil can only be burned in boilers or industrial furnaces, and may require an Air Permit. Contact you DEG district office for guidance.

*[NOTE: If you have a Liquid Industrial Waste Number, you must renotify and you will receive a new Site Identification Number.]*

*[NOTE: 40 CFR Part 279, Subpart G - Standards for Used Oil Burners Who Burn Off-Specification Used Oil for Energy Recovery is replaced by Part 111, R 299.9807.]*

2. **Standards for used oil fuel marketers:** A used oil fuel marketer subject to the requirements of this Section, who has not previously complied with the notification requirements of RCRA, Section 3010, must comply with these requirements and obtain a Site Identification Number (U.S. EPA Identification Number). If the site has previously notified of hazardous waste activities you should notify again to identify used oil management activities. Be sure when completing the Site Identification form under Item II "Site ID Number" to mark an 'X' in the box for Subsequent Notification and write in your Site Identification Number in the space provided under II.C.. The whole form must be completed, signed and dated before being submitted to the MDEQ.

*[NOTE: If you have a Liquid Industrial Waste Number, you must renotify and you will receive a new Site Identification Number.]*

*[NOTE: 40 CFR Part 279, Subpart H - Standards for Used Oil Fuel Marketers is replaced by R 299.9806.]*

3. **Standards for used oil transfer facilities:** A used oil transfer facility subject to the requirements of this Section, who has not previously complied with the notification requirements of RCRA, Section 3010, must comply with these requirements and obtain a Site Identification Number (U.S. EPA Identification Number). If the site has previously notified of hazardous waste activities you should notify again to identify used oil management activities. Be sure when completing the Site Identification form under Item II "Site ID Number" to mark an 'X' in the box for Subsequent Notification and write in your Site Identification Number in the space provided under II.C.. The whole form must be completed, signed and dated before being submitted to the MDEQ.
4. **Standards for used oil processors and re-refiners:** A used oil processor and re-refiner subject to the requirements of this Section, who has not previously complied with the notification requirements of RCRA, Section 3010, must comply with these requirements and obtain a Site Identification Number (U.S. EPA Identification Number). If the site has previously notified of hazardous waste activities you should notify again to identify used oil management activities. Be sure when completing the Site Identification form under Item II "Site ID Number" to mark an 'X' in the box for Subsequent Submittal and write in your Site Identification Number in the space provided under II.C.. The whole form must be completed, signed and dated before being submitted to the MDEQ.

5. **Used Oil Collection Centers and Aggregation Points:** The site is not required to obtain a Site Identification Number unless used oil is transported off-site by permitted and registered transporters or has other hazardous waste or used oil activities requiring an identification number. If the site has previously notified the MDEQ of hazardous waste or other used oil activities, you should notify again to identify this used oil management activity. Be sure when completing the Site Identification form under Item II "Site ID Number" to mark an 'X' in the box for Subsequent Notification and write in your Site Identification Number in the space provided under II.C.. The whole form must be completed, signed and dated before being submitted to the MDEQ.

#### **IV. How to determine if your facility's waste can be regulated as a universal waste.**

Wastes that can be managed as universal wastes include certain batteries, pesticides, thermostats, mercury thermometers, devices containing elemental mercury, mercury switches, thermostats, pharmaceuticals, electric lamps which also includes devices with cathode ray tube like computer monitors, consumer electronics containing circuit boards like computers, telephones, printers. The universal waste rule (R 299.9228) provides an alternate set of standards under which universal wastes may be managed instead of under the full regulations as hazardous waste. Universal wastes that are not managed as such are subject to full regulation as hazardous waste.

A site that is a universal waste large quantity handler (a total of 5,000 kilograms or more of any combination of universal waste is accumulated) is required to send in written notification of universal waste management. If the site does not have a Site Identification Number (previously an EPA Identification Number) one will be issued as required by R 299.9228(5)(b). Completing and submitting the Site Identification Form will act as the required written notification.

A universal waste destination facility must notify the MDEQ and obtain a Site Identification Number (previously an EPA Identification Number) as required by R 299.9228(7)(a).

#### **V. How to determine if your facility generates a liquid industrial waste that is regulated under Part 121.**

Liquid industrial waste is defined in Section 12101(k) of Part 121 as, "Any brine, by-product, industrial wastewater, leachate, off-specification commercial chemical product, sanitary sewer clean out residue, sludge, storm sewer clean out residue, grease trap clean out residue, spill residue, used oil, or other liquid waste that is produced by, is incident to, or results from industrial, commercial, or governmental activity or any other activity or enterprise determined to be liquid by Method 9095 (paint filter test) as described in "Test methods for evaluating solid wastes, physical/chemical methods" United States Environmental Protection Agency publication no. SW-846, and which is discarded. Liquid industrial waste does not include hazardous wastes regulated and required to be manifested pursuant to Part 111. Certain other exceptions to this definition are also listed in Section 12101(k).

If your facility generates a liquid industrial waste and transports the waste or offers the waste for transportation off-site, you must complete this form to obtain a Site Identification Number.

#### **VI. When to submit this form in conjunction with a Hazardous Waste Permit Part A.**

Specific requirements of Michigan regulations appear in the Michigan Administrative Code, cited R 299 *followed by the specific rule number*. The corresponding RCRA regulations appear in the Code of Federal Regulations, cited as 40 CFR *followed by the specific rule number*.

If your facility intends to start to treat, store, or dispose of hazardous waste on-site, as defined in R 299.9102, R 299.9107 or R 299.9108, contact the MDEQ Hazardous Waste Permitting Unit at 517-335-2690 before submitting a Site Identification Form in conjunction with a Part A form. A permit is required before such activities can start unless the activity this site was engaged in became newly regulated under Part 111, in which case you must submit a Part A and Site Identification form within ninety days of becoming newly regulated.

#### **VII. When to submit this form in conjunction with other data required for the Hazardous Waste (biennial) Report.**

If your facility is a large quantity generator of hazardous waste or a hazardous waste treatment, storage, or disposal facility, you must file a Hazardous Waste Report by March 1 of every even year, regarding manifest information for the previous calendar year and current site information. Form EQP5150-v replaces the EPA Identification and Certification (Biennial Report) form required for the Hazardous Waste Report. The site identification form is submitted in conjunction with other pre-populated forms required for a complete Biennial Report.

## VIII. How to file the "Michigan Department of Environmental Quality, Site Identification (EQP5150 or EQP5150-v) form.

### A. How many forms should I file?

A facility (person) that is subject to the hazardous waste regulations, universal waste, liquid industrial waste, used oil and/or the waste-as-fuel regulations under RCRA, Part 111 and Part 121, should submit one site identification form per location when required to obtain an Site Identification Number (previously an EPA Identification Number or Liquid Industrial Waste Identification Number), as part of the Hazardous Waste Report\*, as a written notification, as part of the annual User Charge invoice\*, and/or as part of the Hazardous Waste Permit Part A. If you conduct activities at more than one location, and a site identification form is required, you must submit a separate form for each location. [see definition of on-site]

If the facility only transports waste and does not generate, market, burn, treat, store, or dispose of these wastes on-site, you may submit one form that covers all transportation activities you conduct. However, if the transporter also generates, markets, burns, treats, stores, or disposes of wastes on-site, you must complete and submit separate site identification forms to cover each location at which these activities occur. The MDEQ also requires that you apply for and register as a transporter (please contact the MDEQ at 734-432-1256).

*[\*Note: The MDEQ will mail your site a pre-populated EQP5150-v as part of the Hazardous Waste Report or the User Charge Invoice if the site activity for the billing period at the site was a large quantity generator, small quantity generator, used oil processor, or treatment, storage, or disposal facility.]*

### B. Can I request that this information be kept confidential?

All of the information you submit in a notification, except the Federal Identification Number, can be released to the public, according to the Federal Freedom of Information Act, 5 USC, Sections 2002, 3007 and 9005, as amended, unless it is determined to be confidential by the MDEQ per Section 11129 of Act 451. Section 11129 allows information to be kept confidential, provided certain restrictions are met, if the information is a trade secret or secret process or is production, commercial, or financial information the disclosure of which would jeopardize the competitive position of the person from whom the information was obtained and makes available information not otherwise publicly available.

### C. What is the fee for obtaining a site identification number?

Effective October 1, 2002, requests for the issuance of a site identification number for hazardous waste activity and liquid industrial waste activity **are subject to a user charge of \$50.00**. The MDEQ will not issue a site identification number until the \$50.00 user charge has been paid.

[NOTE: The \$50.00 user charge for site identification numbers is **not** required for subsequent notification, or as part of the Hazardous Waste Report, as part of the User Charge, or as part of the Part A unless submitted in conjunction with an initial notification.]

### D. Can I file this from electronically?

Not at this time but we anticipate re-opening an interactive web page (10/31/2007).

### E. Where can I obtain a paper copy of the form and where should I send my completed paper form?

To obtain a site identification number, you may also complete a paper copy of the form. A blank copy is available at <http://www.michigan.gov/deq/> (Click on waste on the left side of the screen). We recommend that you search our database to determine if there is a site identification number for the location address of your facility at <http://www.deq.state.mi.us/wdsp/>. Even if the data is for a different facility at this location, we ask that you call the Notification Unit and request a pre-populated EQP5150-v to be mailed to you. Then you only have to correct or add the data regarding your facility. Once completed and signed you need to submit the form and a \$50.00 check made payable to "State of Michigan" and mail to:

Department of Environmental Quality  
Cashier's Office - HWUC  
PO BOX 30657  
LANSING, MI 48909

or faxed to the MDEQ at 517-373-4797 with credit card information (see separate link for correct form).

To help ensure proper credit, please indicate on the check "Site ID User Charge".

Michigan State Agencies are not required to submit the \$50.00 user charge; they will be billed separately in accordance with state accounting procedures.

## **IX. Temporary and Emergency Situations Where Hazardous Waste Is Generated**

- A. Temporary waste generation (non-emergency):** If your facility does not generate hazardous waste as part of your ongoing operation, but a number is required for a short term event such as a tank removal, non-emergency cleanup, etc. **You must obtain a site identification number by completing form EQP5150** and include the \$50.00 user charge. Once the short term event, which required the Site Identification Number, is completed you should renotify the MDEQ and indicate the new status in the subsequent notification by putting an "X" in the correct box on the Site Identification Form under item E. "Generation of waste ceased or Site closed at this location." You may either complete the whole EQP5150 form over or contact the MDEQ and request a pre-populated EQP5150-v which only requires that you make corrections to the current data.
- B. Emergency Numbers:** Emergency Site Identification Numbers are issued by the MDEQ for emergency situations such as spills, cleanups, or remedial actions where immediate clean up and immediate transportation is required to protect human health and the environment. The numbers are site specific and cannot be transferred between locations. The provisional numbers can be used only until the emergency situation has been addressed to the point that it is no longer an immediate threat. For any long term clean-up an EQP5150-v must be completed, signed, and submitted to the MDEQ.
- To obtain an emergency number during normal business hours contact the MDEQ and ask for the Manifest Unit at 517-335-2690. During evenings, weekends, and holidays contact the Pollution Emergency Alerting System (PEAS) at 1-800-292-4706. You will receive a copy of EQP5150-v generated from the information received over the telephone regarding your emergency cleanup site. You are required to fill in all of the additional information that is missing, including the tax identification number. The only portion that you are not required to complete is the NAICS code under Section IV. After you have completed the form, please attach a check payable to the "State of Michigan" in the amount of \$50.00 to pay for the issuance of the ID number. Attach the check to the completed form and mail to:

DEQ OFFICE OF FINANCIAL MANAGEMENT  
REVENUE CONTROL UNIT  
PO BOX 30657  
LANSING, MI 48909

To help ensure proper credit, please indicate on the check "Site ID User Charge".  
or faxed to the MDEQ at 517-373-4797 with credit card information (see separate link for correct form).

A facility that generates hazardous waste cannot receive a provisional number to avoid exceeding its accumulation limits or its storage limits. A facility that uses contract services with scheduled pickups must obtain a permanent Site Identification Number prior to the first shipment. A facility that generates hazardous waste on a routine basis even if infrequently (such as once a year) must obtain a permanent Site Identification Number since the MDEQ will not issue a provisional number for routine generation. A spill or clean-up that is not an emergency will not be issued a provisional identification number.

## **X. Line-by-line instructions for filling out the Site Identification form.**

To avoid delays, follow the directions carefully and complete the entire form.

Type or print in black ink all items except the Signature under Item XI, "Certification" on the Site Identification Form. Abbreviate (see Appendix B) if necessary to stay within the number of characters allowed for each item. If you must use additional sheets, indicate clearly the form item number that the information on the separate sheet applies to. Remember, when submitting a subsequent Site Identification Form, it must be completed in its entirety or you may contact the MDEQ and request a pre-populated EQP5150-v to be sent to you if this is not your initial notification.

### **Item I -- This form is being submitted to: (Page 1 of 2 of the Site Identification Form)**

Check the appropriate box(es). *You must indicate if this is an initial or subsequent notification* before you add any additional reasons the form is being submitted such as a component of a Hazardous Waste Permit Part A, as a component of the Hazardous Waste Report (biennial report), or as part of the user charge packet. The following is an explanation of the choices.

### Initial Notification

If, under Part 111, Part 121, or RCRA, a site/facility (person) must notify the MDEQ of this site's waste activity and obtain a Site Identification Number, or if the facility is required to file a one-time notification to the Director, you may do so using the Site Identification form. The site will usually receive a Site Identification Number within in 15 working days of submitting a completed form for that purpose with the user charge of \$50. Place an "X" in this box to indicate that this is the first notification for this site by this facility (person). If a site identification number (or a previous EPA Identification Number or Liquid Industrial Waste Identification Number) from a previous facility operation exists for this site's location please enter in the number assigned to this physical location as per the directions below (Item II). You may indicate any other reason for submitting this initial notification (i.e., component of a Hazardous Waste Part A, component of the Hazardous Waste Report, or as part of the user charge packet) except for subsequent notification.

Requests for the issuance of a site identification number for hazardous waste activity and liquid industrial waste activity are subject to a user charge of \$50.00. The MDEQ will not issue a site identification number until the \$50.00 user charge has been paid and the check has cleared the bank. To obtain a site identification number, submit the completed EQP5150 form and a \$50.00 check made payable to "State of Michigan" and mail\* to:

DEQ OFFICE OF FINANCIAL MANAGEMENT  
REVENUE CONTROL UNIT  
PO BOX 30657  
LANSING, MI 48909

To help ensure proper credit, please indicate on the check "Site ID User Charge".

or faxed to the MDEQ at 517-373-4797 with credit card information (see separate link for correct form).

The following are some examples of when the MDEQ considers the facility to be "new" and the \$50.00 User Charge must be submitted with the Site Identification form:

- A site identification number has never been assigned to this physical location and the current owner/business is required to obtain a number.
- A site identification number has been previously assigned to this physical location for a previous owner/business and a new legal entity becomes the owner and is required to obtain a site identification number. A new legal entity may occur:
  - If the site is transferred through, for example, a sale,
  - The business is Incorporated (Inc.), a Limited Liability Corporation (LLC), or a Limited Liability Partnership (LLP) and the business entity changes [this could be indicated by a name change].
  - The business is not Inc., LLC, or LLP and the principals change.

### Subsequent Notification

Submit subsequent notification if the site at this location has an Identification Number and wishes to make changes or update the information (e.g., status change or remove/ add a site activity, such as universal waste large quantity handler\*). You may indicate any other reason for submitting this subsequent notification (i.e., component of a Hazardous Waste Part A, component of the Hazardous Waste Report, or as part of the user charge packet) except for initial notification.

*\* There are some restrictions to changes allowed by use of the form without a permit modification for facilities that treat, store, or dispose of hazardous waste on-site.*

As part of the user charge packet in addition to an initial OR subsequent notification.

If your facility is a small quantity generator of hazardous waste, a large quantity generator of hazardous waste, a hazardous waste treatment, storage, or disposal facility, or a used oil processor, re-refiner, burner or fuel marketer you will be assessed a user charge. You will receive a packet of pre-populated forms to complete, including form EQP5150-v\*.

(\*NOTE: The Hazardous Waste Report will include a pre-populated Site Identification Verification Form EQP5150-v that is formatted the same as the EQP5150.)

As a component of a Hazardous Waste Permit Part A. in addition to an initial OR subsequent notification.

If your facility is planning to treat, store, or dispose of hazardous waste on-site, in a unit that is not exempt from obtaining a hazardous waste permit, you must submit this form as part of the Hazardous Waste Permit Part A application as an initial step in obtaining a hazardous waste permit.

If an activity this site was engaged in became newly regulated under Part 111, you must submit a Part A and Site Identification form within ninety days of becoming newly regulated.

As a component of the Hazardous Waste Report (biennial report) in addition to an initial OR subsequent notification.

If your facility is a large quantity generator of hazardous waste or a hazardous waste treatment, storage, or disposal facility, you must file a Hazardous Waste Report by March 1 of every even year, regarding manifest information for the previous calendar year and current site information. You will receive a packet of pre-populated forms to complete, including form EQP5150-v\*, all of which replace the EPA Hazardous Waste Report forms which include the EPA Identification forms.

(\*NOTE: The Hazardous Waste Report will include a pre-populated Site Identification Verification Form EQP5150-v that is formatted the same as the EQP5150.)

## **Item II -- Site's Identification (ID) Number: (Page 1 of 2 of the Site Identification Form)**

***The Site Identification Number (previously the EPA Identification Number or Liquid Industrial Waste Identification Number) is assigned to the physical location (except for transporters). The owner or operator or business, at that specific physical location, may change but the Site Identification Number stays the same.***

If the facility moves to another location, the owner/operator need to notify the MDEQ of this change. The Site Identification Number is for the site's physical location and does not move with a facility to a new site.

When the owner of a facility changes, the new owner must notify the MDEQ of the change even if the previous owner already obtained a Site Identification Number, an EPA Identification Number or a Liquid Industrial Waste Identification Number for this location. The new owner must also submit the \$50.00 User Charge. The Site Identification Number is "location-specific," the new owner keeps the existing Identification Number but submits a complete Site Identification form with the updated information.

If you or a previous owner/operator obtained a Site Identification Number, an EPA Identification Number or a Liquid Industrial Waste Identification Number, enter the Identification Number assigned to this physical location in the spaces provided in II. The Site Identification Number field has a limit of 12 characters and will usually start with MI (it may start with FC for a foreign site). When submitting a subsequent Site Identification form, you must complete the form in its entirety or request a pre-populated copy of EQP5150-v from the MDEQ.

## **Item III -- Name of Site :**

III.A. Write in the legal name of the site which includes the complete company name. This field has a limit of 50 characters, including spaces.

III.B. Write in the site specific name such as the division name, plant number, d/b/a (doing-business-as), of the site or write in the legal name of the company. This field has a limit of 50 characters, including spaces.

## **Item IV -- North American Industrial Classification Standard (NAICS) Code:**

IV.A - D. Enter at least one and up to four North American Industrial Classification Standard Code(s) that apply to the whole facility on this site. You can obtain NAICS codes from the following sources:

- NAICS web site at <http://www.census.gov/epcd/www/naics.html> or <http://www.naics.com>
- Income tax form 1120 series
- Some libraries

Examples of NAICS codes are available in Appendix C.

## **Item V -- Site Location Address and Other Site Information:**

**Street Address:** Enter the address for the site location. Please note that the address you give must be a physical address. A post office box or a rural route number is not allowed. If the site does not have an actual street address enter in - - the township, section, range (e.g., 1/4 of Section 5, T9N, R8W),  
- the street name, if available, on line 2  
- the closest city and zip code  
- the county

The street address field has a limit of 60 characters, including spaces.

**City, Town, Village or Other Locality:** Enter the name of the city, town, village, or other locality in which the site is located. As stated above, if the site does not have a actual street address enter in the name of the closest city. The City, Town, Village, or other locality field has a limit of 25 characters, including spaces.

**Province or Subdivision:** If the site is not located in the United States, enter the complete spelling (do not enter a code or abbreviation) of the Province or Subdivision in which the site is located. This field has a limit of 30 characters, including spaces.

**State:** If the site is in the United States, enter the 2 letter postal code for the state in which it is located.

**Country:** Enter the complete spelling of the country in which the site is located. You may abbreviate the United States of America as USA. This field has a limit of 20 characters, including spaces.

**County Name:** If the site is located in Michigan, enter the county name. If the county name is unknown, contact the local Post Office. If the site is located in a state other than Michigan, the county name is optional. The county name field is limited to 30 characters, including spaces.

**Zip Code or Postal Code:** Enter the zip code or the postal code (outside the USA) for the address of the site. Do not hyphenate or use other punctuation. As stated above, if the site does not have a actual street address enter in the name of the closest city and the zip code. This field has a limit of 9 characters.

**Federal Identification Number:** Contact your own accounting office if you need assistance. Do not hyphenate or use other punctuation. This field has a limit of 9 characters. This information is not required for a site that is notifying the MDEQ that they are going out-of-business at this location or if the site is on an Indian Reservation.

**Approximate or Average Number of Employees:** Enter the approximate / average number of employees. It is understood that the number of employees can fluctuate. If there are no employees at this site, please choose one of the following: Site is no longer generating waste and is out of business enter OUT OF BUSINESS. Site does not have employees normally working there (e.g., utility site) enter UNMANNED, or Site was an emergency clean up enter EMERGENCY.

#### Item VI -- Site's Mailing Address:

**Street or P.O. Box:** Enter the mailing address of the site. This field has a limit of 60 characters, including spaces. *If the Mailing Address and the Location of Facility (Item V) are the same, print "Same" in the space provided for 'Street or PO Box' and leave the rest of this section blank.*

**City, Town, Village, or Other Locality:** Enter the name of the city, town, village, or other locality. This field has a limit of 25 characters, including spaces.

**State:** If the mailing address is in the United States, enter the two letter postal code for the mailing address state.

**Province or Subdivision:** If the site is not located in the United States, enter the complete spelling (do not enter a code or abbreviation) of the Province or Subdivision for the mailing address. This field has a limit of 30 characters, including spaces.

**Country:** Enter the complete spelling of the country. You may abbreviate the United States of America as USA. This field has a limit of 20 characters, including spaces.

**Zip Code or Postal Code:** Enter the zip code or the postal code (outside of the USA) for the mailing address. Do not hyphenate or use other punctuation. This field has a limit of 9 characters.

#### Item VII -- Site Contact Person:

**First Name, Middle Initial, Last Name:** Enter the first, middle initial (MI) and last name of the individual at the site who should be contacted regarding the information on this form (e.g. if this site generates hazardous waste the contact person may be the emergency coordinator). Except as noted below, this can not be an individual who works for a third-party contractor/vendor\*. First name field has 15 characters, the middle initial has 1 character, and the last name has 15 characters, including spaces.

*\* In some cases an owner of the site is not available (such as cleaning up a spill on the roadway or a clean-up of an abandoned site). In this case a third party contact person is allowed. Please note this in Section XII. Comments.*

**Phone Number and Phone Number Extension:** Enter the business telephone number, starting with area code, of the site contact person. The Phone Number field has a limit of 10 characters (start with area code and do not include hyphens or other separations). If applicable, enter the phone number extension of the site contact person. This field has a limit of 15 characters.

**Email address and Fax (facsimile) Phone Number:** Enter in the contact persons business email address, if available. This field has a limit of 50 characters. Enter in the fax telephone number, starting with area code, available to the site contact person. The Fax Phone Number field has a limit of 10 characters (start with area code and do not include hyphens or other separations).

**Item VIII -- Indian Reservation:** If this site is located on Indian Reservation Land check the yes box. If this site is not located on Indian Reservation Land check the no box.

**Item IX -- Owner and/or Operator of Site:**

**Site's Owner(s) or Operator(s):** Check the box to indicate if this is the owner, operator, or both. The owner(s) of the site is the person who owns the business and the operator(s) is the person who operates or manages the business. The property owner does not need to be listed unless the site is a hazardous waste treatment, storage, or disposal facility.

**Approximate date became owner/operator (mm/dd/yyyy):** Enter the month, day, and year this person(s) became the owner and/or the operator.  
[If you are completing a pre-populated EQP5150-v form and the date is 1/1/1970 it is a place holder date and should be corrected.]

**Approximate date ceased as owner/operator (mm/dd/yyyy):** Enter the month, day, and year this person(s) ceased as the owner and/or the operator.  
[If you are completing a pre-populated EQP5150-v form and the date is 1/1/1970 it is a place holder date and should be corrected.]

**Names of Site's Owner(s) and Operator(s):** Enter the name of the owner and/or the operator of the site. Use the Comments box (XII), if necessary, to list more than two owners and/or operators. List all of the owners and/or operators for this site. Name of Site's Owner or Operator has a limit of 40 characters, including spaces.

**Type:** Check one code which best describes the status of the current owner or operator of the site. If other is chosen enter in an explanation in the Comment section (XII).

**Item X - Type Of Regulated Waste Activity: (Page 2 of 2 of Site Identification Form)**

The recorded date for the activity(ies) indicated will be the date on the certification in Item X, unless indicated otherwise in the comment section.

**A. Hazardous Waste Activity:** Mark an "X" in the appropriate box(es) to specify the hazardous waste activities occurring at this facility at this location.

1. Generator: If this facility generates a listed or characteristic hazardous waste, mark an "X" in the appropriate box for the total quantity of non-acutely or non-severely toxic hazardous waste that is generated per calendar month. If you generate acute or severely toxic hazardous waste, please refer to R 299.9205(1)(b) and (c), R 299.9209(5), and R 299.9212 for further information.
  - a. **LQG** (Large Quantity Generator): A facility that generates greater than 1,000 kg of hazardous waste in any calendar month during a year or a small quantity generator that has more than 6,000 kg of hazardous waste accumulated on-site. See regulations for acute or severely toxic limits.  
**OR**
  - b. **SQG** (Small Quantity Generator): A facility that generates less than 1,000 kg of hazardous waste but greater than 100 kg in any calendar month during a year and has no more than 6,000 kg of hazardous waste accumulated on-site. See regulations for acute or severely toxic limits.  
**OR**
  - c. **CESQG** (Conditionally Exempt Small Quantity Generator): A facility that generates less than 100 kg of hazardous waste in any calendar month during a year and has no more than 1,000 kg of hazardous waste accumulated on-site. Accumulation of more than 1,000 kg on-site, subjects CESQG's to SQG requirements. See regulations for acute or severely toxic limits.

2. Transporter: If your facility is transporting hazardous waste:
  - a. Mark an "X" in this box if you transport hazardous waste and you are the corporate office location (Terminal locations other than the corporate office location should not notify).
  - b. Mark an "X" in the "Commingle" box if, as a transporter, you commingle compatible hazardous wastes of different U.S. Department of Transportation (DOT) shipping descriptions where the DOT hazard class or DOT packing group differs in a manner that alters the components of the waste description on the generator's original manifest. Additionally, a transporter is to comply with all other provisions of notification as specified in R 299.9405(3)(b).
  - c. Mark an "X" in "Off loads during transportation" if, as a transporter, you off load hazardous wastes from the transport vehicle during the course of transportation for the purpose of storage off of the vehicle or conveyance of waste in accordance with the provisions of R 299.9503(1)(k). Additionally, a transporter must comply with all other provisions of notification as specified in R 299.9404(2)(b).

The regulations for hazardous waste transporters are found in Part 4 of the Rules, specifically R 299.9401 -- R 299.9413 and in 40 CFR Part 263. **You may not transport waste in Michigan without obtaining a permit and registration**, call 734-432-1256.

3. **Designated Facility:** Mark an "X" in the box(es) 3.a-3.c. to indicate if your facility treats, stores, and/or disposes of regulated hazardous waste on-site. Only certain types of sites are exempt from obtaining a license under Part 111, R 299.9502 (e.g., a permit-by-rule site, a site that does not store prior to certain reclamation). Except as specified below, for all other sites, **Michigan requires that you have a treatment, storage, or disposal permit before you engage in these activities.** You must contact the MDEQ to request a copy of the Part A Permit Application (517-335-2690). Mark an "X" in box 3.d. if your facility recycles recyclable materials (regulated hazardous waste) without storing them before they are recycled. (R 299.9206(1)(c))

*Interim status can only be granted: (1) if an activity that a facility is engaged in was previously an unregulated activity and then becomes regulated, and (2) a Part A application is submitted within the allowed time frame. This allows the site to continue to engage in these activities until permitted. A new facility wishing to engage in hazardous waste treatment, storage, or disposal activities requires a construction permit (R 299.9501) and operating license (R 299.9502) prior to initiating such activities.*

4. **Underground Injection Well:** If your facility generates and/or treats, stores, and then disposes of hazardous waste in an injection well which is located at your facility, place an "X" in the box. "Underground Injection" means the subsurface emplacement of fluids through a bored, drilled or driven well; or through a dug well, where the depth of the dug well is greater than the largest surface dimension. You must contact the MDEQ to request an EPA Part A Permit Application if you treat or store waste prior to injection (see number 3 above). The federal regulations for hazardous waste facility owners/operators are found in 40 CFR Parts 264 and 265.
5. **Import agent for hazardous waste:** Mark an "X" in the box if you are a United States importer: a person who has lawfully recognized resident status within the United States and who brings in, or arranges for the entry of, a shipment of hazardous waste into the United States from a foreign country.
6. **Generates mixed radioactive waste:** Mark an "X" in the box if your facility is a generator of mixed waste. RCRA defines "mixed waste" as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA section 1004(41), 42 U.S.C. 6903.
7. **Accepts hazardous waste from a CESQG & accumulates over 1000 kg:** If a person other than the conditionally exempt small quantity generator accumulates hazardous waste generated by a conditionally exempt small quantity generator, then the person and all of the accumulated hazardous waste shall comply with R 299.9205(4), which requires the site to file a one-time notification with the Director unless the site already has a Site Identification Number.
8. **Exempt Boiler and/or Industrial Furnace:** The facility must provide a one-time written notification to the Department if either of the following occur.
  - b. Smelting, Melting, and Refining Furnace Exemption § 299.9808(3)(a-b))

- c. Small Quantity On-Site Burner Exemption § 299.9808(3)(c-d))

**B. Polychlorinated biphenyls (PCBs):** Mark an "X" in the box if your facility generated an item, product, or material containing a concentration equal to or greater than 100 ppm of PCB.

**C. Used Oil Activities**

Mark an "X" in the appropriate box(es) to indicate which used oil activities are taking place at this facility.

**1. Used Oil Fuel Marketer: § 299.9815)**

- a. Marketer who directs shipment of off-specification used oil to a used oil burner. If you market off-specification used oil directly to a burner, place an "X" in box B.1.a.
- b. Marketer who first claims the used oil meets the specifications. If you are the first to claim the used oil meets the used oil specification established in R 299.9815, mark an "X" in box B.2.b.

**2. Off-specification Used Oil Burner:** If your facility burns off-specification used oil fuel for energy recovery, place an "X" in the appropriate box to indicate this used oil activity. § 299.9814)

**3. Used Oil Transporter or Transporter and Transfer Facility: § 299.9812)**

- a. If your facility only transports used oil and you are the corporate office location (Terminal locations other than the corporate location should not notify), place an "X" in the box.
- b. If your facility transports used oil and owns/operates a used oil transfer facility, place an "X" in the box.

**4. Used Oil Processor:** If your facility processes used oil, place an "X" in the box. § 299.9813)

**5. Used oil re-refiner:** If your facility re-refines used oil, place an "X" in the box. (R 299.9813)

**6. Used oil collection center or aggregation point:** Used oil aggregation point that accepts, aggregates, and stores used oil that is brought to the point in shipments of 55 gallons or less from other used oil generation sites owned or operated by the same owner/operator of the aggregation point. If your facility is a used oil collection center or aggregation point, place an "X" in the box to provide written notification of this activity. (R 299.9811)

**7. Collection center or aggregation point that accepts DIY used oil:** Used oil collection site that accepts, aggregates, and stores used oil from household do-it-yourselfers (DIY).

**D. Universal Waste Activities**

"Universal waste" means any of the following hazardous wastes managed under R 299.9228(1).

- Batteries, including spent lead-acid batteries not managed pursuant to R 299.9804
- Thermostats
- Mercury Thermometers
- Devices Containing Elemental Mercury, including manometers, barometers, & various medical devices
- Mercury Switches
- Pesticides, which includes certain suspended, canceled, or unused pesticides
- Electric Lamps
- Consumer Electronics
- Pharmaceuticals

Even if classified as hazardous waste, these can be managed as universal wastes as long as the waste is not otherwise regulated as discussed in R 299.9228(2) and (3). If you generate, accumulate, transport, or otherwise manage universal waste, you will be regulated under one or more type of regulated waste activity. A facility that stores and recycles batteries or electric lamps must include a description of the unit or units in which the universal waste is managed prior to recycling and a map indicating the location of the units.

Mark an "X" in the appropriate box(es) to indicate which used universal waste activity is taking place at this facility.

- 1.** A Large Quantity Handler (LQH) is a generator who accumulates greater than 5,000 kilograms (kg) of any combination of universal waste at any time, R 299.9228(5). The designation as a LQH is retained through the end of the calendar year(s) in which 5,000 kg or more of universal waste is accumulated. Indicate which universal waste you generate and which universal waste(s) you are accumulating that are included in the over 5,000 kg determination, even if the individual type of universal waste is accumulated in amounts less than 5,000 kg (for example, if a site accumulates 5,600 kg of electric lamps, 1,000 kg of batteries, and 2,500 kg of pesticides, the site would include electric lamps, batteries, and pesticides as

universal wastes that are being accumulated. Check the box(s) for the activity(ies) (i.e., generating and or accumulating) next to the universal waste type.

2. A Destination Facility is a facility that treats, disposes of, or recycles a particular category of universal waste. A destination facility is subject to Parts 5 through 8 of Part 111, 40 CFR Part 273.61 and 273.62, R 299.9228(7) and usually must also notify as a hazardous waste treatment, storage, or disposal facility and obtain a hazardous waste permit.

[Note: if the site recycles universal waste mark an 'X' in box A.3.d. for a Designated facility that recycles recyclable materials.]

**E. Liquid Industrial Waste Activities** (not hazardous waste activities)

1. Liquid Industrial Waste Transporter: Place an "X" in this box if your facility transports liquid industrial waste for hire and are the corporate office location (Terminal locations other than the corporate office location should not notify).

**You may not transport waste in Michigan without obtaining a permit and registration, call 734-432-1256.**

2. Liquid Industrial Waste Transporter of Own Waste. Place an "X" in this box if your facility transports their own liquid industrial waste and is either a Part 121 liquid industrial waste generator or a Part 111 conditionally exempt small quantity generator. Additional liability insurance may be required as specified in Act 138.
3. Liquid Industrial Waste Generator: Place an "X" in this box if your facility generates liquid industrial waste in any volume and uses the services of a certified commercial liquid industrial waste transporter to transport the waste off-site. Also, check this box if your company generates and self-transport its own liquid industrial waste in volumes of more than 55 gallons.
4. Liquid Industrial Waste Designated Facility: Place an "X" in this box if your facility treats, stores, processes, or recycles liquid industrial waste from off-site generators.

**F. Generation of Waste Ceased or Site Closed**

If the facility is no longer generating waste or engaged in any other type of regulated waste activity that requires a site identification number, at this physical location, check the box for the specific reason and enter a date the facility no longer generated waste, specifically hazardous waste, liquid industrial waste, used oil, and/or universal waste.

**ITEM XI -- Certification:**

This certification must be signed by the owner, operator, or an authorized representative of your facility. Except as noted below, an "authorized representative" is a person responsible for the overall operation of the facility (e.g., a plant manager or superintendent, or a person of equal responsibility, see 40 CFR, 270.11). A notification must include this certification to be complete. The signature must be an original and in ink.

Clearly print the name and title of the signatory. Date the form using a mm-dd-yyyy (ex: 03-20-2000) format.

*NOTE: In some cases an owner of the site is not available (such as cleaning up a spill on the roadway or a clean-up of an abandoned site). In this case a third party contact person is allowed. Please note this in the comment section.*

**ITEM XII -- Comments:**

Use this space for explanation of any portion of this form. Reference the section number to which each explanation relates.

# APPENDIX SECTION

## Appendix A

### Definitions to help in understanding and completing the Site Identification Form

The following definitions are included to help you to understand and complete the Site Identification Form:

*Authorized representative* means the person who is responsible for the overall operation of a facility or an operational unit, such as the plant manager, superintendent, or person who has equivalent responsibilities. (R 299.9101(r))

*Boiler* means an enclosed device which uses controlled flame combustion and which is either determined by the director to be a boiler based on the standards and procedures set forth in the provisions of 40 CFR Part 260.32 and Part 260.33, which are adopted by reference in R 299.11003, or which is in compliance with all of the following characteristics:

- (i) The unit shall have physical provisions for recovering and exporting thermal energy in the form of steam, heated fluids, or heated gases.
- (ii) The unit's combustion chamber and primary energy recovery section or sections shall be of an integral design. To be of an integral design, the combustion chamber and the primary energy recovery section or sections, such as waterwalls and superheaters, shall be physically formed into one manufactured or assembled unit. A unit in which the combustion chamber and the primary energy recovery section or sections are joined only by ducts or connections carrying flue gas is not integrally designed, however, secondary energy recovery equipment, such as economizers or air preheaters, need not be physically formed into the same unit as the combustion chamber and the primary energy recovery section. The following units are not precluded from being boilers solely because they are not of an integral design:
  - (A) Process heaters or units that transfer energy directly to a process stream.
  - (B) Fluidized bed combustion units.
- (iii) While in operation, the unit shall maintain a thermal energy recovery efficiency of not less than 60% calculated in terms of the recovered energy compared with the thermal value of the fuel.
- (iv) The unit shall export and utilize not less than 75% of the recovered energy calculated on an annual basis. In this calculation, credit shall not be given for recovered heat that is used internally in the same unit, such as for the preheating of fuel or combustion air and for the driving of induced or forced draft fans or feedwater pumps. (R 299.9101(t))

*Burner* means an owner or operator of a facility that burns either used oil fuel or hazardous waste fuel. (R 299.9101(u))

*Disposal* means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any hazardous waste into or on land or water in such a manner that the hazardous waste or a constituent of the hazardous waste might enter the environment, be emitted into the air, or discharged into water, including groundwater. (R 299.9102(v))

*Disposal facility* means a facility or a part of a facility at which hazardous waste, as defined by the rules, is intentionally placed into or on any land or water and at which hazardous waste will remain after closure. (R 299.9102(w))

*Facility* means all contiguous land and structures, other appurtenances, and improvements on the land used for treating, storing, or disposing of hazardous waste. A facility may consist of several treatment, storage, or disposal operational units, such as one or more landfills or surface impoundments, or combinations of operational units. (R 299.9103(l))

*Generator* means any person, by site, whose act or process produces hazardous waste identified or listed in part 2 of these rules or whose act first causes a hazardous waste to become subject to regulation. (R 299.9104(a))

*Hazardous waste* means a hazardous waste as defined in R 299.9203. (R 299.9104(d))

*Hazardous waste fuel* means hazardous waste burned for energy recovery in any boiler or industrial furnace that is not regulated as an incinerator or fuel produced from hazardous waste for this purpose by processing, blending, or other treatment. (R 299.9104(e))

*Liquid Industrial Waste* means any brine, by-product, industrial wastewater, leachate, off-specification commercial chemical product, sludge, sanitary sewer clean-out residue, storm sewer clean-out residue, grease trap clean-out residue, spill residue, used oil, or other liquid waste that is produced by, is incident to, or results from industrial,

commercial, or governmental activity or any other activity or enterprise determined to be liquid by method 9095 (paint filter liquids test) as described in "Test methods for evaluating solid wastes, physical/chemical methods," United States environmental protection agency publication no. SW-846, and which is discarded. Liquid industrial waste does not include any of the following:

- (x) Hazardous waste regulated and required to be manifested pursuant to part 111.
- (xi) Septage waste regulated pursuant to part 117.
- (xii) Medical waste as defined in part 138 of the public health code, 1978 PA 368, MCL 333.13801 to 333.13831.
- (xiii) A discharge permitted or authorized under part 31.
- (xiv) A material that is used or reused as an effective substitute for commercial products or returned to the original process, if the material does not require reclamation prior to use or reuse, is not directly burned to recovery energy or used to produce a fuel, or is not applied to the land and not used in products applied to the land.
- (xv) A household generated liquid waste.
- (xvi) A liquid industrial waste utilized for land application in accordance with a program for effective residuals management, approved by the director or the United States Environmental Protection Agency, or both, pursuant to the federal water pollution control act.
- (xvii) Oil field brines used for public road dust control and ice removal as authorized under the terms of the rules, standards, and brine management plan approved by the department in existence on June 1, 1993, until rules are promulgated.
- (xviii) A used oil that is directly burned to recover energy or used to produce a fuel if all of the following are met:
  - (A) The material meets the used oil specifications of part 111.
  - (B) The material contains no greater than 2 ppm polychlorinated biphenyls.
  - (C) The material has a minimum energy content of 17,000 BTU/lb.
  - (D) The material is expressly authorized as a used oil fuel source, regulated under part 55, or, in another state, regulated under a similar air pollution control authority.
- (x) A liquid fully contained inside a manufactured article, until the liquid is removed or the manufactured equipment is discarded at which point it becomes subject to this part.
- (xi) A liquid waste sample transported for testing to determine its characteristics or composition. The sample becomes subject to this part when discarded.

*Industrial furnace* means any of the following enclosed devices that are integral components of manufacturing processes and that use controlled flame devices to accomplish the recovery of materials or energy:

- (i) Cement kilns;
- (ii) Lime kilns;
- (iii) Aggregate kilns;
- (iv) Phosphate kilns;
- (v) Coke ovens;
- (vi) Blast furnaces;
- (vii) Smelting, melting, and refining furnaces, including pyrometallurgical devices such as cupolas, reverberator furnaces, sintering machines, roasters, and foundry furnaces;
- (viii) Titanium dioxide chloride process oxidation reactors;
- (ix) Methane reforming furnaces;
- (x) Pulping liquor recovery furnaces;
- (xi) Combustion devices that are used in the recovery of sulfur values from spent sulfuric acid;
- (xii) Other devices as the administrator may, after notice and comment, add to this list on the basis of one or more of the following factors:
  - (A) The design and use of the device primarily to accomplish the recovery of material products.
  - (B) The use of the device to burn or reduce raw materials to make a material product.
  - (C) The use of the device to burn or reduce secondary materials as effective substitutes for raw materials in processes using raw materials as principal feedstocks.
  - (D) The use of the device to burn or reduce secondary materials as ingredients in an industrial process to make a material product.
  - (E) The use of the device in common industrial practice to produce a material product.
  - (F) Other factors, as appropriate. (R 299.9104(p))

*Marketer* is a person who markets hazardous waste fuel. Marketers include both generators who market hazardous waste fuel directly to a burner and persons who receive hazardous waste from generators and produce, process, and blend hazardous waste fuel from these wastes. Persons who distribute but do not process or blend hazardous waste fuel are also marketers. (R 299.9815)

*MDEQ* means the Michigan Department of Environmental Quality.

*Off-Specification Used Oil Fuel* is used oil fuel that does not meet the specification provided under R 299.9810.

*On-site* means on the same or geographically contiguous property which may be at a crossroads intersection and access is by crossing, rather than going along, the right-of-way. Noncontiguous pieces of property owned by the same person but connected by a right of way which the owner controls and to which the public does not have access is also considered on-site property. (R 299.9106(b))

*Operator* means the person responsible for the overall operation of a facility. (R 299.9106(f))

*Part 111 of Act 451* means the Natural Resource and Environmental Protection Act, as amended, 1994 PA 451, being §324.11101 et seq. of the Michigan Compiled Laws. The previous act was the Michigan Hazardous Waste Management Act, 1979 PA 64, as amended, which was recodified in Part 111 of Act 451

*Person* means an individual, partnership, corporation, association, governmental entity, or other legal entity. (Section 301 of 451)

*Primary exporter* means any person who is required to originate the manifest for a shipment of hazardous waste in accordance with R 299.9304, which specifies a treatment, storage, or disposal facility in a receiving country as the facility to which the hazardous waste will be sent and any intermediary arranging for the export. (R 299.9106(p))

*Re-refining* distillation bottoms is the heavy fraction produced by vacuum distillation of filtered and dehydrated used oil. The composition of still bottoms varies with column operation and feedstock.

*RCRA* means the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended by the Hazardous and Solid Waste Amendments of 1984, 42 USC Section 6901 et seq. (R 299.9107(a))

*Site identification number* means a number that is assigned by the United States environmental protection agency or the United States environmental protection agency's designee to each generator, each transporter, and each treatment, storage, or disposal facility. If the generator or transporter or the treatment, storage, or disposal facility manages wastes that are hazardous under this part and the rules promulgated under this part but are not hazardous under the solid waste disposal act, site identification number means an equivalent number that is assigned by the department. (324.11104)

*Specification Used Oil Fuel* means used oil fuel that meets the specification provided under R 299.9810.

*Storage* means the holding of hazardous waste for a temporary period at the end of which the hazardous waste is treated, disposed of, or stored elsewhere. (R 299.9107(y))

*Transportation* is the movement of hazardous waste (hazardous material) or liquid industrial waste. (R299.9108(h))

*Transporter* means a person who is engaged in the off-site transportation of waste by air, rail, highway, or water. 299.9108(j))

*Transfer Facility* means any transportation-related facility, including loading docks, parking areas, storage areas, and other similar areas, where shipments of hazardous waste are held during the normal course of transportation. (R 299.9108(g))

*Treatment* means any method, technique, or process, including neutralization, that is designed to change the physical, chemical, or biological character or composition of any hazardous waste to neutralize the waste, to recover energy or material resources from the waste, or as to render the waste nonhazardous or less hazardous, safer to transport, store, or dispose of, amenable to recovery or storage, or reduced in volume. Treatment includes any activity in processing that is designed to change the physical form or chemical composition of hazardous waste to render it nonhazardous. (R 299.9108(l))

*Treatment facility* means a facility or part of a facility at which hazardous waste, as defined by these rules, is subject to treatment. (R 299.9108(m))

*United States importer* means a person who has lawfully recognized resident status within the United States and who brings in, or arranges for the entry of, a shipment of hazardous waste into the United States from a foreign country. A United States importer may be any of the following persons:

- (i) The person who is liable for primary payment of any United States customs duties on the hazardous waste.
- (ii) An agent as defined in R 299.9101(q).

- (iii) The treatment, storage, or disposal facility designated on the manifest.
- (iv) The importer of record as designated on the United States customs entry documents.
- (v) The transporter who carries the hazardous waste at the point of entry.
- (vi) The consignee. (R 299.9109(e))

*Used oil* means any oil which has been refined from crude oil, or any synthetic oil, which has been used and which as a result of the use, is contaminated by physical or chemical impurities. (R 299.9109(o))

*Used Oil Burner* means a facility where off-specification used oil, as defined in R 299.9808(1)(f), is burned for energy recovery in devices identified in R 299.9814. (R 299.9109(r))

*Used oil fuel* means any fuel that is produced from used oil through processing, blending, or other treatment. (R 299.9109(u))

*Used oil fuel marketer* means any person who conducts either of the following activities:

- (i) Directs a shipment of off-specification used oil from his or her facility to a used oil burner.
- (ii) First claims that the used oil which is to be burned for energy recovery meets the used oil specifications set forth in R 299.9809(1)(f).

*Used oil transfer facility* means 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 and not more than 35 days during the normal course of transportation or before an activity performed pursuant to the provisions of R 299.9813(1) or (2). Transfer facilities that store used oil for more than 35 days are subject to regulations under R 299.9813.

*U.S. EPA Identification (ID) Number* means the unique number assigned by the MDEQ (previously assigned by the EPA) to each generator, transporter, and to each treatment, storage, or disposal facility.

## Appendix B

### Standard abbreviations accepted for completing the Site Identification Form

Do Not abbreviate unless necessary to get complete name in the field with accepted number of characters.

Academy	ACAD
Association	ASSOC
Avenue	AVE
Boulevard	BLVD
Building	BLDG
Commission	COMM
Company	CO
Corporation	CORP
County	CNTY
Department	DEPT
Division	DIV
Electric	ELEC
Highway	HWY
Incorporated	INC
Institute	INST
Laboratory	LAB
Limited	LTD
Management	MGMT
Manufacturing	MFG
Metropolitan	METRO
Parkway	PKWY
Railroad	RR
Road	RD
Street	ST
Township	TWP
United States	USA
University	UNIV

For each state use the Postal Service two letter abbreviation.

# Appendix C

## Examples of NAICS Codes

### 8123 Drycleaning and Laundry Services

#### 81231 Coin-Operated Laundries and Drycleaners

##### 812310 Coin-Operated Laundries and Drycleaners

This industry comprises: (1) establishments primarily engaged in operating facilities with coin-operated or similar self-service laundry and drycleaning equipment for customer use on the premises and (2) establishments primarily engaged in supplying and servicing coin-operated or similar self-service laundry and drycleaning equipment for customer use in places of business operated by others, such as apartments and dormitories.

#### NAICS

#### Corresponding Index Entries

- 812310 Automatic laundries, coin-operated
- 812310 Coin-operated drycleaners and laundries
- 812310 Coin-operated laundry and drycleaning routes (i.e., concession operators)
- 812310 Drycleaning machine routes (i.e., concession operators), coin-operated or similar self-service
- 812310 Drycleaning services, coin-operated or similar self-service
- 812310 Launderettes
- 812310 Laundries, coin-operated or similar self-service
- 812310 Laundromats
- 812310 Laundry machine routes (i.e., concession operators), coin-operated or similar self-service
- 812310 Laundry services, coin-operated or similar self-service
- 812310 Self-service drycleaners and laundries

#### 81232 Drycleaning and Laundry Services (except Coin-Operated)

##### 812320 Drycleaning and Laundry Services (except Coin-Operated)

This industry comprises establishments primarily engaged in one or more of the following: (1) providing drycleaning services (except coin-operated); (2) providing laundering services (except linen and uniform supply or coin-operated); (3) providing dropoff and pickup sites for laundries and/or drycleaners; and (4) providing specialty cleaning services for specific types of garments and other textile items (except carpets and upholstery), such as fur, leather, or suede garments; wedding gowns; hats; draperies; and pillows. These establishments may provide all, a combination of, or none of the cleaning services on the premises.

#### NAICS

#### Corresponding Index Entries

- 812320 Agents, laundry and drycleaning
- 812320 Apparel pressing services
- 812320 Bobtailers, laundry and drycleaning
- 812320 Cleaners, drycleaning and laundry service (except coin-operated)
- 812320 Cleaning and dyeing plants (except rug cleaning plants)
- 812320 Collecting and distributing agents, laundry and drycleaning
- 812320 Curtain cleaning services
- 812320 Drapery cleaning services
- 812320 Drop-off and pick-up sites for laundries and drycleaners
- 812320 Drycleaner drop-off and pick-up sites

812320 Drycleaners (except coin-operated)  
 812320 Drycleaning plants (except rug cleaning plants)  
 812320 Drycleaning services (except coin-operated)  
 812320 Fur garment cleaning services  
 812320 Garment cleaning (e.g., fur, leather, suede) services  
 812320 Hand laundries  
 812320 Hat cleaning services  
 812320 Laundries (except coin-operated, linen supply, uniform supply)  
 812320 Laundry and drycleaning agents  
 812320 Laundry drop-off and pick-up sites  
 812320 Laundry services (except coin-operated, linen supply, uniform supply)  
 812320 Leather garment cleaning services  
 812320 Pickup and drop-off sites for drycleaners and laundries  
 812320 Pillow cleaning services  
 812320 Power laundries, commercial and family  
 812320 Suede garment cleaning services

#### **447 Gasoline Stations**

Industries in the Gasoline Stations subsector group establishments retailing automotive fuels (e.g., gasoline, diesel fuel, gasohol) and automotive oils and retailing these products in combination with convenience store items. These establishments have specialized equipment for the storage and dispensing of automotive fuels.

#### **4471 Gasoline Stations**

##### **44711 Gasoline Stations with Convenience Stores**

##### **447110 Gasoline Stations with Convenience Stores**

This industry comprises establishments engaged in retailing automotive fuels (e.g., diesel fuel, gasohol, gasoline) in combination with convenience store or food mart items. These establishments can either be in a convenience store (i.e., food mart) setting or a gasoline station setting. These establishments may also provide automotive repair services.

<b>NAICS</b>	<b>Corresponding Index Entries</b>
447110	Convenience food with gasoline stations
447110	Gasoline stations with convenience stores
447110	Gasoline with convenience stores

#### **44719 Other Gasoline Stations**

##### **447190 Other Gasoline Stations**

This industry comprises establishments known as gasoline stations (except those with convenience stores) primarily engaged in one of the following: (1) retailing automotive fuels (e.g., diesel fuel, gasohol, gasoline) or (2) retailing these fuels in combination with activities, such as repair services, selling automotive oils, replacement parts, and accessories, and/or with restaurants.

<b>NAICS</b>	<b>Corresponding Index Entries</b>
447190	Gasoline stations without convenience stores
447190	Marine service stations
447190	Service stations, gasoline

### 8111 Automotive Repair and Maintenance

This industry group comprises establishments involved in providing repair and maintenance services for automotive vehicles, such as passenger cars, trucks, and vans, and all trailers. Establishments in this industry group employ mechanics with specialized technical skills to diagnose and repair the mechanical and electrical systems for automotive vehicles, repair automotive interiors, and paint or repair automotive exteriors.

#### 81111 General Automotive Repair

This U.S. industry comprises establishments primarily engaged in providing (1) a wide range of mechanical and electrical repair and maintenance services for automotive vehicles, such as passenger cars, trucks, and vans, and all trailers or (2) engine repair and replacement.

NAICS	Corresponding Index Entries
811111	Automotive engine repair and replacement shops
811111	Automotive repair and replacement shops, general
811111	Car repair shops, general
811111	Engine repair and replacement shops, automotive
811111	Garages, general automotive repair (except gasoline service stations)
811111	General automotive repair shops
811111	Truck repair shops, general

#### 81112 Automotive Body, Paint, Interior, and Glass Repair

This industry comprises establishments primarily engaged in providing one or more of the following: (1) repairing or customizing automotive vehicles, such as passenger cars, trucks, and vans, and all trailer bodies and interiors; (2) painting automotive vehicle and trailer bodies; (3) replacing, repairing, and/or tinting automotive vehicle glass; and (4) customizing automobile, truck, and van interiors for the physically disabled or other customers with special requirements.

NAICS	Corresponding Index Entries
811121	Antique and classic automotive restoration
811121	Automotive body shops
811121	Automotive paint shops
811121	Automotive upholstery shops
811121	Body shops, automotive
811121	Paint shops, automotive
811121	Restoration shops, antique and classic automotive
811121	Truck trailer body shops

811121	Upholstery shops, automotive
811121	Van conversion shops (except on assembly line or factory basis)

## 81119 Other Automotive Repair and Maintenance

### 811191 Automotive Oil Change and Lubrication Shops

NAICS	SIC	Corresponding Index Entries
811191	7549	Automotive oil change and lubrication shops
811191	7549	Oil change and lubrication shops, automotive
811191	7549	Quick-lube shops

## Appendix D

### Available Handouts from the MDEQ

The following publications are available on the Internet at: [www.michigan.gov/deg](http://www.michigan.gov/deg) and select Pollution Prevention. Then under Environmental Quality Publications Center you will find a complete listing of documents you can download. You can also check which handouts you would like, then detach this page, complete the back and mail in your request. The following listing of handouts are subject to change and is not a complete listing. Subsequent law, rule, and other information may change the accuracy of documents obtained.

- Conditionally Exempt Small Quantity Generator: A general guideline of requirements applicable to generators of less than 100 kg/month of hazardous waste.
- Small Quantity Generator Requirements: A general guideline of the requirements applicable to small quantity generators (generate between 100 - 1000 kg/month).
- Spill Reporting Requirements: a listing of the Acts a spill must be reported under and one form to complete with necessary information when a spill occurs
- Contingency Plan and Emergency Procedures and Arrangements with Local Emergency Services for Fully Regulated Generators: Certain generators are required to develop a plan and emergency procedures which covers items such as: response to fires, explosions, and releases; evacuation routes; emergency equipment.
- Personnel Training Requirements for Fully Regulated Generators of Hazardous Waste: Certain generators are required to complete personnel training on their contingency plan and emergency procedures. This handout explains the type and documentation required.
- Manifest Tracking Log: An example log to assist in tracking manifests with a flow chart.
- Michigan Guide to Understanding Hazardous Waste Management
- Universal Waste: Guide to understanding the regulations
- Antifreeze: Guide to understanding the regulations
- Electric Lamps: A guide describing electric lamps hazardous waste management requirements and a listing of lamp recyclers.
- Electronic Equipment: A guide describing regulations about disposal of electronic equipment like computers.
- Used Oil and Spent Filters: Guide to understanding the regulations
- Mobil Power Washing: A guide describing the waste water management requirements from mobile power washing operations.
- Hospital Pharmacies: A guide identifying some medical wastes that can also be regulated hazardous wastes.
- Guide to Understanding Secondary Containment Requirements in Michigan

- Listing of all publications available from the MDEQ Environmental Assistance Division on clean air assistance, community redevelopment, pollution prevention and waste reduction, and waste reduction case studies.
- Fact Sheet on preventing groundwater contamination
- Recycled Materials Market Directory
- Fact Sheet on pollution prevention “what you can do at your facility”
- Michigan Materials Exchange Service: Fact sheet identifying ways to locate other companies that could utilize materials a facility no longer wants.
- Michigan Manufacture’s Guide to Environmental Safety and Health Regulations order form. Comprehensive guidebook covering both Department of Environmental Quality and Consumer and Industry Services regulations.
- Michigan RETAP: Brochure describing the free, confidential and non-regulatory on-site consultation to identify ways to reduce waste and energy consumption.
- Cleaning up small mercury spills: Brochure outlining methods of cleaning up mercury spills less than two tablespoons.
- Steps for responding to large elemental mercury spills: Laminated placard that identifies what to do if there is a mercury spill of more than two tablespoons and who to contact.

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QUALITY

ENVIRONMENTAL SCIENCE AND SERVICES DIVISION  
MICHIGAN DEPARTMENT OF ENVIRONMENTAL

PO BOX 30457  
LANSING MI 48909-7957

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Please send the requested materials to the following address:

PRINT OR TYPE

Name  Ms.  Mrs.  Mr.

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Facility Name

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Facility Mailing Address

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City, State, and Zip Code

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