

# How to Get Started

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## Getting Started

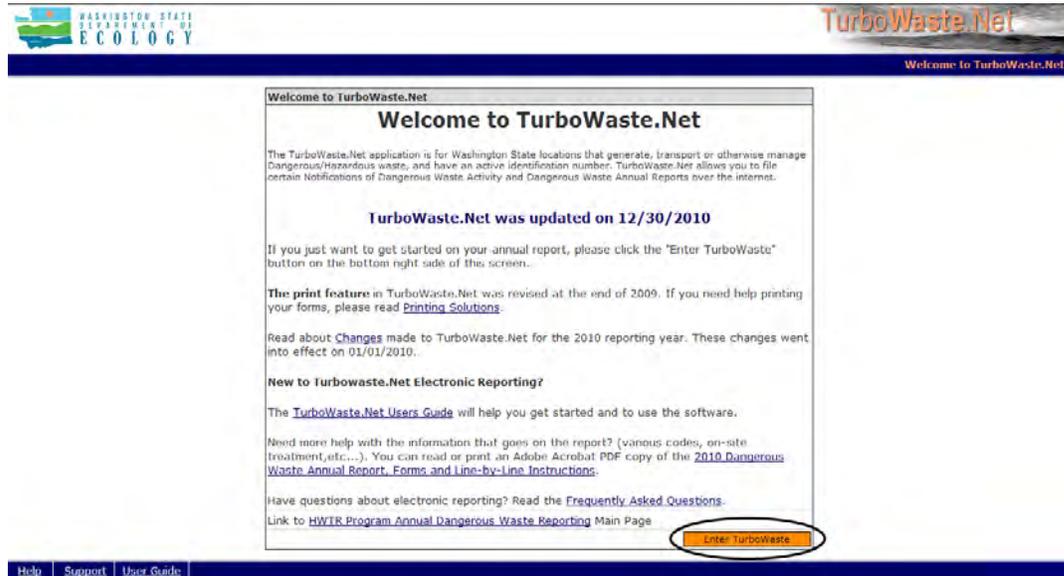
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Ecology's Internet Hazardous Waste Home Page is at <http://www.ecy.wa.gov/programs/hwtr/waste-report/index.html>. Here you will find information useful for completing your annual report, as well as a link for opening TurboWaste.Net.

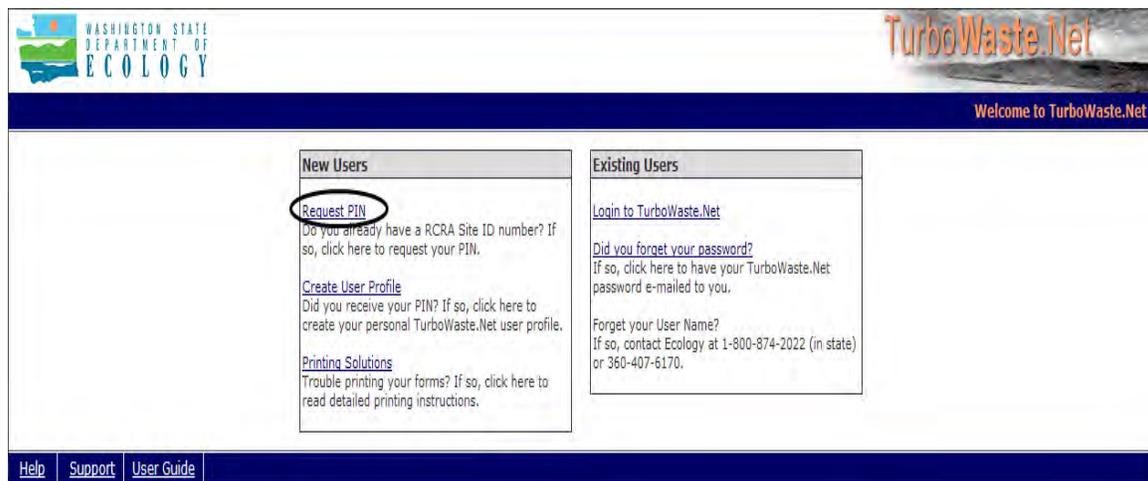
# Get a PIN Number

To get started, you need a Personal Identification Number, or PIN.

You can request your PIN from Ecology if you do not know it. Go to TurboWaste.Net at <https://fortress.wa.gov/ecy/turbowaste/> and click the **Enter TurboWaste** button.



Click on the **Request PIN** link.



Complete all the required fields.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

PIN Request

User: [Log Off](#)

**Instructions**

If you have a RCRA Site ID number and are interested in using TurboWaste.Net, please complete this PIN request form. Please provide your RCRA Site ID number, site name, your name, e-mail address and phone number and click on the Submit button. The application will notify the Department of Ecology for processing of your request.

**Legend**  
\* Required fields

**PIN Request**

RCRA Site ID:  \*

Site Name:  \*

Your Name:  \*

Email:  \*

Confirm Email:  \*

Phone Number:  \*

[Help](#) [Support](#) [User Guide](#)

Click **Submit** to send the E-mail to Ecology.

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TurboWaste.Net

PIN Request

User: [Log Off](#)

**Instructions**

If you have a RCRA Site ID number and are interested in using TurboWaste.Net, please complete this PIN request form. Please provide your RCRA Site ID number, site name, your name, e-mail address and phone number and click on the Submit button. The application will notify the Department of Ecology for processing of your request.

**Legend**  
\* Required fields

**PIN Request**

RCRA Site ID:  \*

Site Name:  \*

Your Name:  \*

Email:  \*

Confirm Email:  \*

Phone Number:  \*

[Help](#) [Support](#) [User Guide](#)

Ecology will send a letter with a PIN to the Forms Contact person currently registered with Ecology. The letter will contain all the information submitted on this form. This will ensure the PIN is only received by a legitimate contact for the facility. The PIN letter will be sent through the regular US mail within 3 working days.

***Note: Messages from TurboWaste.Net may be blocked by your company's SPAM blocking programs.***

# Create Your User Profile and Password

After you receive your PIN in the mail, use the following instructions to create your User Profile and password:

## Roles and Responsibilities

In TurboWaste.Net, there are three different roles assigned to users:

**Administrator** – able to manage user accounts, data and SUBMIT the data to Ecology. Security precautions restrict who can make the submission.

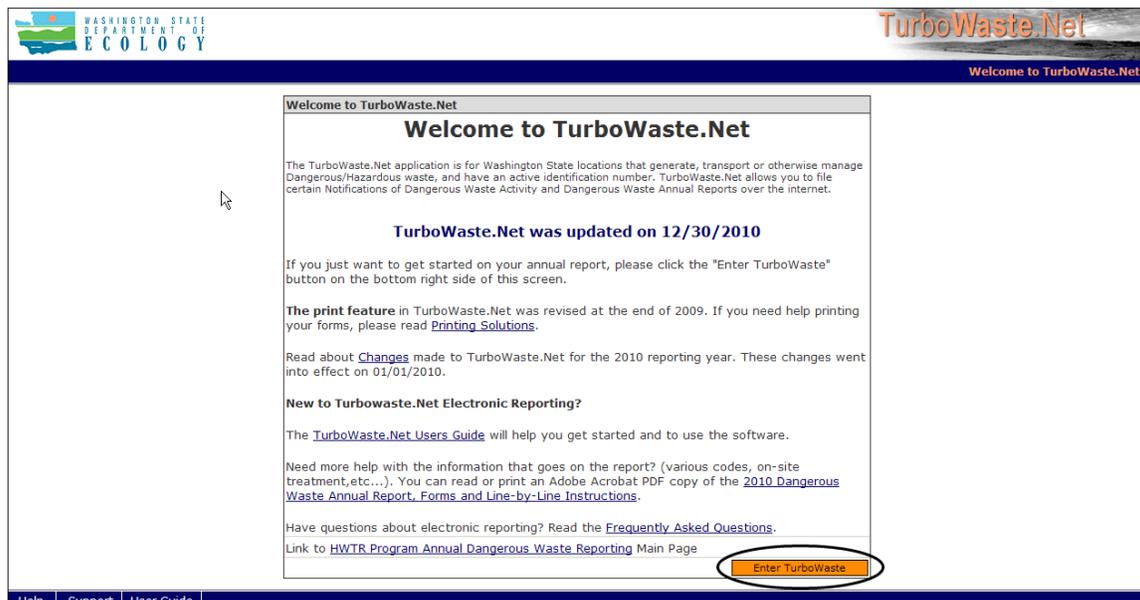
**Data Entry** – able to manage data (enters, edit, delete, save and print).

**View Only** - may only view the data but not update it.

## Create an Administrator Account or User Profile

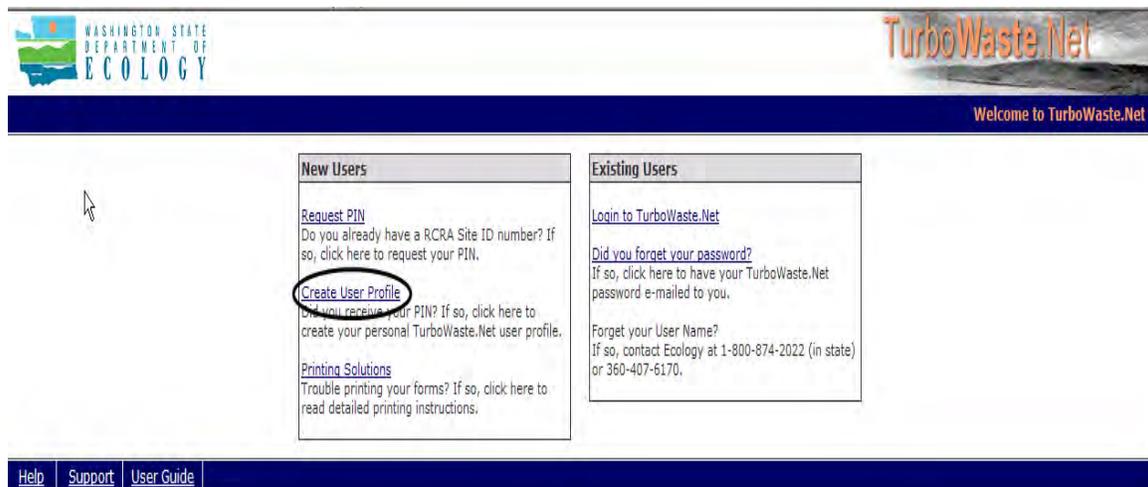
The first user to create an account for a RCRA Site ID number is automatically assigned the Administrator role. The Administrator has the right to assign other users to the account. The Administrator can assign other staff administrator rights. You must have the RCRA Site ID number and PIN number to create your user profile.

Go to the TurboWaste.Net at <https://fortress.wa.gov/ecy/turbowaste/> and click the Enter TurboWaste button.

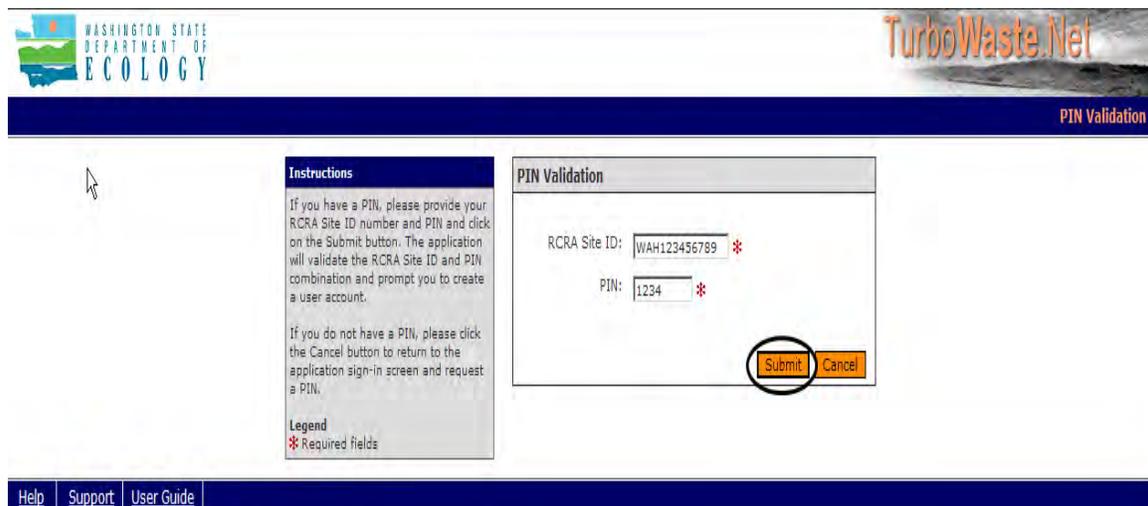


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Click on **Create User Profile**.



Enter the RCRA Site ID number and your PIN in the **PIN Validation** screen, and then click **Submit**.



Enter the required information on the **User Profile** screen:

- The User Name and Password are something you designate yourself.
- Password is limited to a combination of 10 characters or numbers and ***is*** case sensitive.
- The User Name is not case sensitive.
- The red \* indicates a required field that cannot be left blank.

The **Default Profile** will automatically set the database for the Simple version of TurboWaste.Net if you do not choose the Expert version. The Simple version has drop

down fields with all of the codes built in. The Expert version is intended for Data Entry personnel. It does not have the drop down fields.

Click on the **Submit** button.

The screenshot shows the 'User Profile' form. On the left, an 'Instructions' box explains the process: 'Please provide your first name, last name, e-mail address, phone number, username, password and confirmed password and click on the Submit button. The application will create the user account and return you to the sign-in screen. The application will send you a welcome e-mail with your username and password information. Please login to TurboWaste.Net using your username and password. Use the Profile tab to manage your user profile information.' Below this is a 'Legend' indicating that a red asterisk (\*) denotes required fields. The main form contains several input fields: 'First Name' (JOHN), 'Last Name' (DOE), 'Email' (YOUREMAIL@YOUREMAIL.COM), 'Phone' (empty), 'Default Profile' (Simple dropdown), 'User Name' (JOHN.D), 'Password' (masked with asterisks), and 'Confirm Password' (masked with asterisks). Each of these fields has a red asterisk to its right. At the bottom right of the form are 'Submit' and 'Cancel' buttons, with the 'Submit' button circled in red. The page header includes 'User Profile' and the footer has 'Help', 'Support', and 'User Guide' links.

The system will check your information to make sure that all of the required fields have been correctly filled out. When the information is found to be in the correct format you will be transferred directly to the TurboWaste.Net Sign In screen where you can use the User Name and Password to enter your account.

TurboWaste.Net will send you an E-mail with your User Name and Password for future reference. **Please file this information in a safe place for later use!**

Fill in the User Name and Password in the fields provided. Click on the **Submit** button.

The screenshot shows the 'Sign In' screen. At the top left is the Washington State Department of Ecology logo, and at the top right is the 'TurboWaste.Net' logo. Below the logos is a navigation bar with '« Home Page' and 'Sign In' links. The main content area features a 'Sign In' form with two input fields: 'User Name' (containing 'jdoe') and 'Password' (masked with asterisks). A 'Submit' button is located at the bottom right of the form and is circled in red. The footer contains 'Help', 'Support', and 'User Guide' links.

User: Joe [Log Off](#)**Instructions**

Welcome to TurboWaste.Net! Please see your list of assigned RCRA Site ID numbers. **Click on the RCRA Site ID to manage Site Identification and Annual Report data.** Use the Home tab to return to this list at any time while logged into the application.

**Request PIN:** Do you need a PIN for another RCRA Site ID number? If so, click here to request your PIN.

**Add RCRA Site ID:** Do you have another PIN? If so, click here to assign another RCRA Site ID to your personal TurboWaste.Net account.

**Assigned Sites**

RCRA Site ID: WAD123456789  
Site: YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 9881  
Role: Administrator

The **Home** page that lists your assigned sites will open. Click on your Site ID number to enter a specific site file.

User: Joe [Log Off](#)**Instructions**

Welcome to TurboWaste.Net! Please see your list of assigned RCRA Site ID numbers. **Click on the RCRA Site ID to manage Site Identification and Annual Report data.** Use the Home tab to return to this list at any time while logged into the application.

**Request PIN:** Do you need a PIN for another RCRA Site ID number? If so, click here to request your PIN.

**Add RCRA Site ID:** Do you have another PIN? If so, click here to assign another RCRA Site ID to your personal TurboWaste.Net account.

**Assigned Sites**

RCRA Site ID: WAD123456789  
Site: YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 9881  
Role: Administrator

Now you are in TurboWaste.Net and able to assign accounts for your staff, update your site information, and submit your annual report or get a pre-printed Site ID Form.

### Assign accounts for staff to work with or view data:

The first User Profile assigned to an account is the Administrator. The Administrator can assign user rights to each of the additional users depending on how much access the user should have. **Ecology recommends that you have more than one administrator for your account.** By default, additional users will be given data entry rights only. Data entry

staff can fill out Notification and Annual Report forms but **cannot** submit forms or data to Ecology. View Only Staff can view and print the reports but can not enter or change data.

Click on the **Admin Tab** located in the top right corner of your TurboWaste.Net screen. This will open the area to add users to your account.

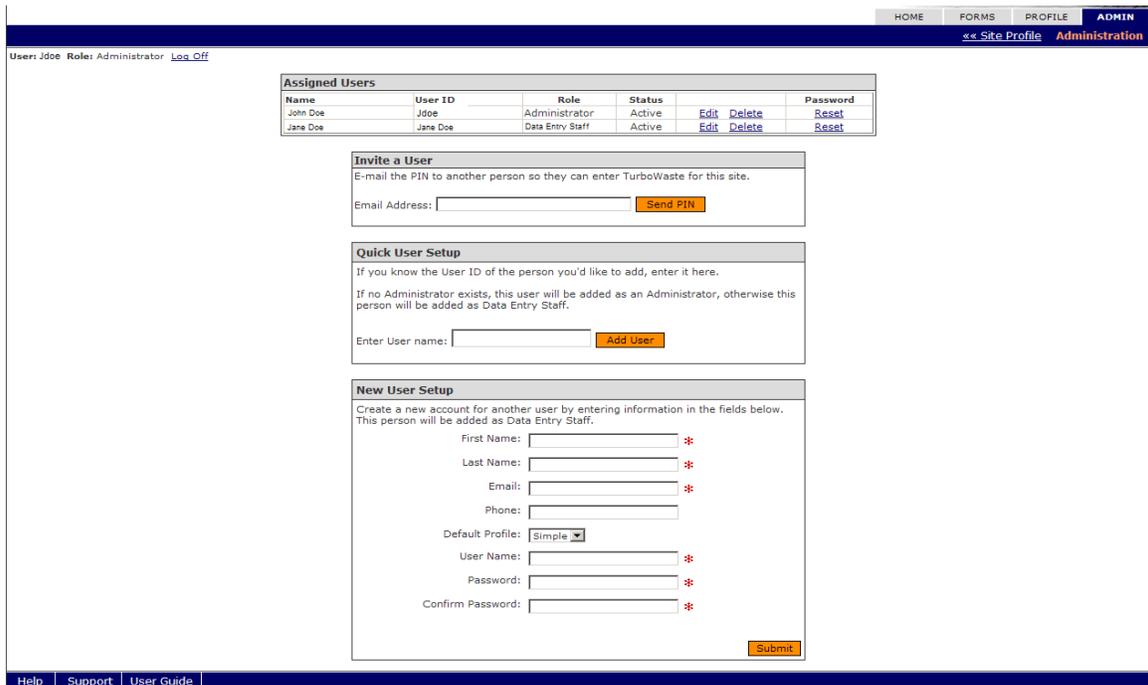


Select one of the three ways to add a User:

**Invite a User** - sends an E-mail to a new user, containing the RCRA Site ID Number and the PIN, so that they can set up their own account.

**Quick User Setup** – adds a user that already has a User Profile in TurboWaste.Net to the account.

**Set up a New User** – sets up an account for a new user who does not have a User Profile already in TurboWaste.



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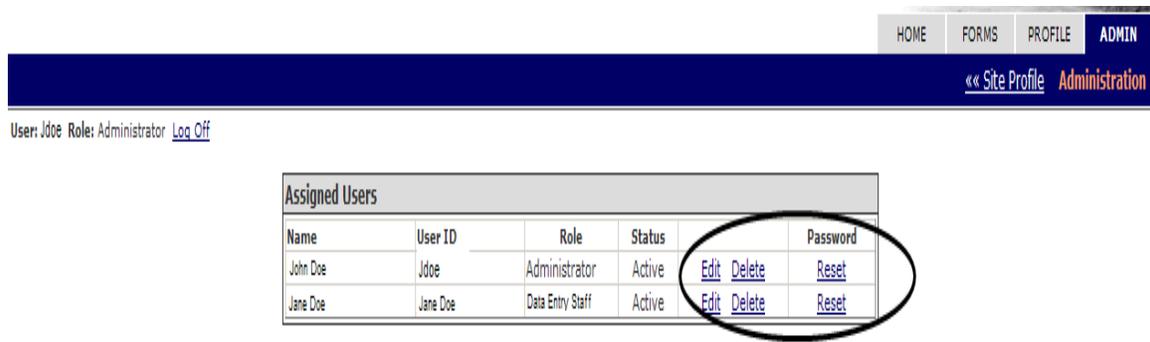
## How to edit staff accounts

The Administrator on the account has an additional tab in TurboWaste.Net where they can edit the roles and activities of other users.

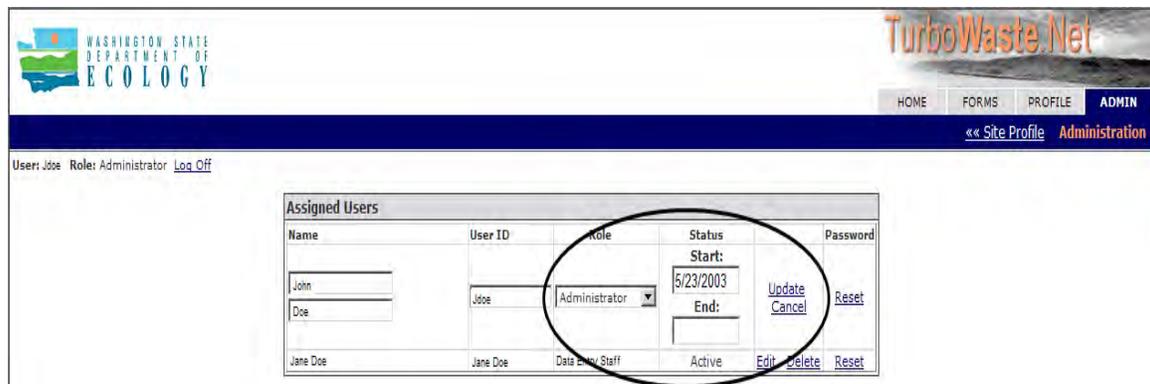
Click on the **ADMIN** tab at the top of the **Site Profile** Screen.



Select an Edit hyperlink to update the role of a user.

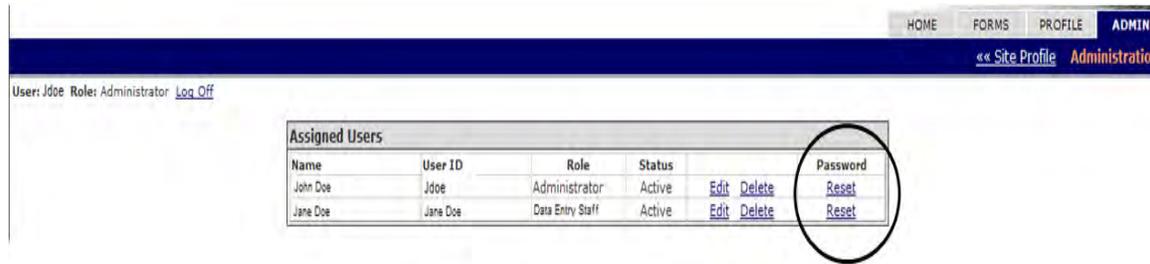


Make changes to the user's role by clicking on the drop down box. If an assigned user can no longer have access put an end date on the status. Click the **Update** hyperlink when you're done make changes.



The **Assigned Users** screen will reset after you click the Update hyperlink.

You may select the **Reset Password** hyperlink to reset a user's password. A new password is created in the database and an E-mail is sent to the user with their new password.



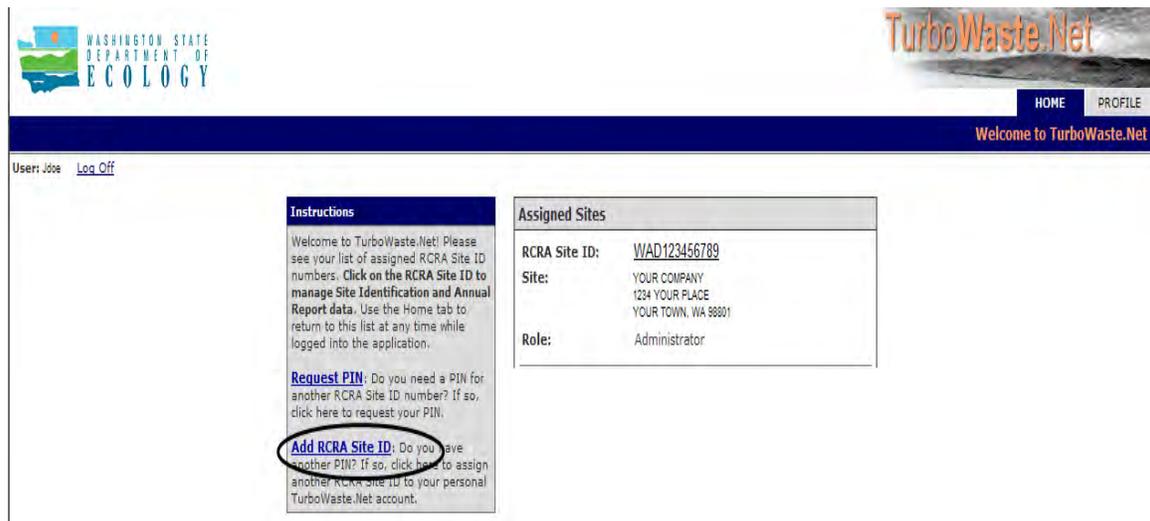
**Note:** Messages from TurboWaste.Net may be blocked by your company's SPAM blocking programs.

### **To add another RCRA Site ID Number to your User Profile**

(for organizations with more than one RCRA Site ID number)

Sign in to TurboWaste.Net.

If you have the PIN for your additional sites click on the **Add RCRA Site ID** link on the **Home** page.



The **PIN Validation** screen will display. Enter the new RCRA Site ID number and PIN. Then click the **Submit** button.

If all the information is valid, the new RCRA Site ID number will be added to the list of sites for the user profile.

Assigned Sites	
RCRA Site ID:	<a href="#">WAD123456789</a>
Site:	YOUR COMPANY 1234 YOUR PLACE YOUR TOWN, WA 98810
Role:	Administrator
RCRA Site ID:	<a href="#">WAD000012345</a>
Site:	2ND COMPANY 1111 YOUR PLACE YOUR TOWN, WA 98000
Role:	Administrator

Click **Cancel** on the **PIN Validation** screen to return to the **Home** page without adding a new site.

# Request a Forgotten Password

If you forget your password go to the TurboWaste.Net web site and click on the **Enter TurboWaste.Net** button.

On the **Welcome to TurboWaste.Net** screen click **Did you forget your Password?**

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

Welcome to TurboWaste.Net

**New Users**

[Request PIN](#)  
Do you already have a RCRA Site ID number? If so, click here to request your PIN.

[Create User Profile](#)  
Did you receive your PIN? If so, click here to create your personal TurboWaste.Net user profile.

[Printing Solutions](#)  
Trouble printing your forms? If so, click here to read detailed printing instructions.

**Existing Users**

[Login to TurboWaste.Net](#)

[Did you forget your password?](#)  
If so, click here to have your TurboWaste.Net password e-mailed to you.

Forgot your User Name?  
If so, contact Ecology at 1-800-874-2022 (in state) or 360-407-6170.

[Help](#) [Support](#) [User Guide](#)

Fill in your E-mail address and click **Submit** to send the E-mail to Ecology.

**Note: The E-mail address must be the same E-mail address that you used when you first set up your User Profile.**

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TurboWaste.Net

Password Request

User: [Log Off](#)

**Instructions**

If you have a personal TurboWaste.Net account and have forgotten your password, please provide your e-mail address and click on the Submit button. The application will generate a new password and send it to this e-mail address.

If you do not have a personal TurboWaste.Net account, please click the Cancel button to return to the application sign-in screen and create a user account.

**Legend**  
\* Required fields.

**Password Request**

Email:  \*

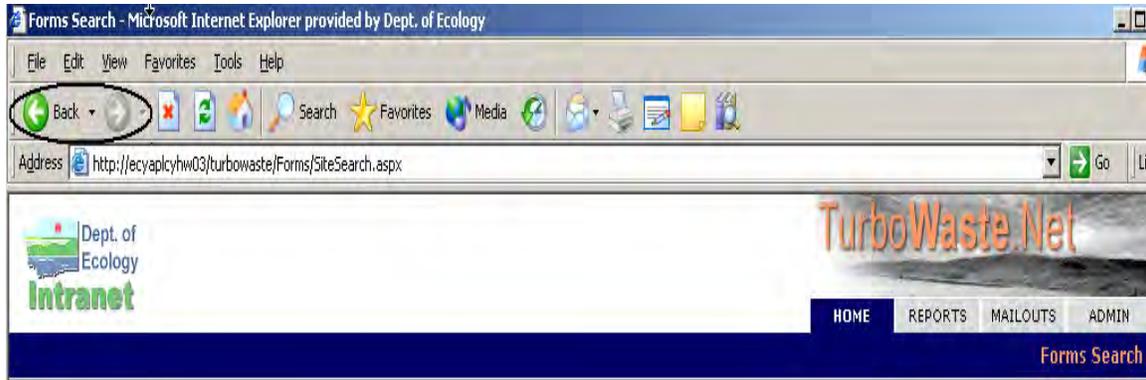
[Help](#) [Support](#) [User Guide](#)

TurboWaste.Net will E-mail you the new password.

**Note: Messages from TurboWaste.Net may be blocked by your company's SPAM blocking programs.**

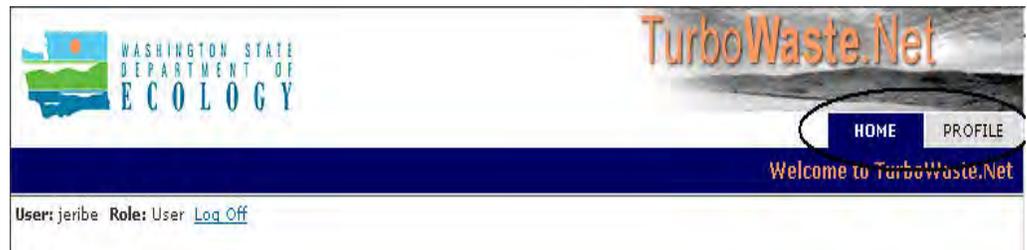
## How to Navigate in TurboWaste.Net

Important! Do not use your internet browser's back or forward buttons to move through the TurboWaste.Net screens. See the example of a back arrow below:

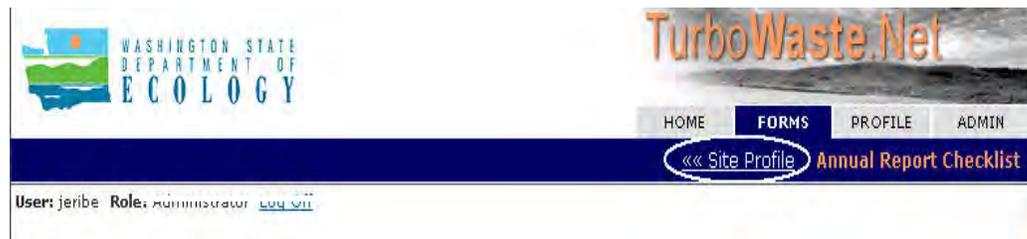


Back arrows on the internet take you back to an earlier state or condition on the website you are looking at. If you use the back arrow and forward arrow instead of the tabs, links and buttons, TurboWaste.Net may lose track of your work session. If this happens, the screen will reset to the page with your list of assigned sites and display an error message. Simply re-enter your site to continue working.

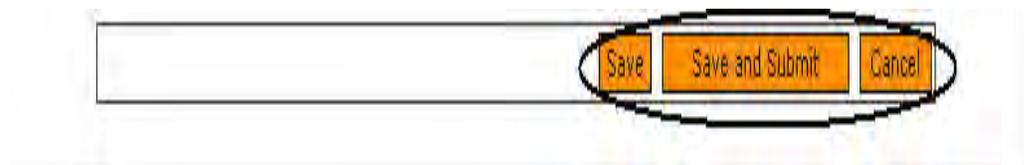
Instead use the tabs at the top of the page,



or the links on a page,



or the buttons to navigate.



### Help within TurboWaste.Net:

- General description and basic instructions under  on each screen.
- Click on the  by any field name for help.
- A red asterisk \* indicates required information.

Hint - if the text in the TurboWaste.Net screens seems too large or too small to read on your computer monitor, you can easily re-size the display. Ask your technical staff for help or follow the directions on the Help screens in your computer.

# Create a New Reporting Year

Sign into TurboWaste.Net

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

« Home Page Sign In

Sign In

User Name: YOUR USER NAME

Password: YOUR PASSWORD

Submit

Help Support User Guide

Click on your Site ID Number on the Home page

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME PROFILE

Welcome to TurboWaste.Net

User: Joe Log Off

**Instructions**

Welcome to TurboWaste.Net! Please see your list of assigned RCRA Site ID numbers. Click on the RCRA Site ID to manage Site Identification and Annual Report data. Use the Home tab to return to this list at any time while logged into the application.

**Request PIN**: Do you need a PIN for another RCRA Site ID number? If so, click here to request your PIN.

**Add RCRA Site ID**: Do you have another PIN? If so, click here to assign another RCRA Site ID to your personal TurboWaste.Net account.

**Assigned Sites**

RCRA Site ID:	WAD123456789
Site:	YOUR COMPANY 1234 YOUR PLACE YOUR TOWN, WA 9881
Role:	Administrator

Click on Create New Annual Report in the Start a New Report box.

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TurboWaste.Net

HOME FORMS PROFILE ADMIN

« Site Profile Administration

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

**Start a New Report**

Create New Annual Report

**Work In Progress (Unsubmitted Data)**

All records for this site have been submitted.

**Other Options**

View Submitted Data

**Current Site Information** Update Site Information

**Location Info**  
1231 YOUR PLACE  
YOUR TOWN, WA 98810  
KING

Tax Registration: 600000000  
NAICS Code: 990000  
Business Type: YOUR BUSINESS

**Mailing Address**  
YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 98810  
UNITED STATES

**Legal Owner**  
YOUR LEGAL OWNER  
1111 LEGAL LANE

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On the Create Annual Report Screen enter the Year in the field provided.

RCRA Site ID: WAD123456789  
Facility/Site ID: 123456

YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 98513

**Create Annual Report**

Reporting Year: 2013

Site ID Only - No Waste Data *(For XQG or SQG only)*

Waste Data - Enter myself *(For Special Waste, MQG, LQG, or TSDR)*

Waste Data - Copy *(For Special Waste, MQG, LQG, or TSDR)*  
2013

Waste Data - Import *(For Special Waste, MQG, LQG, or TSDR)*

Submit Cancel

Select one of the reporting methods. Click **Submit**.

RCRA Site ID: WAD123456789  
Facility/Site ID: 123456

YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 98513

**Create Annual Report**

Reporting Year: 2013

Site ID Only - No Waste Data *(For XQG or SQG only)*

Waste Data - Enter myself *(For Special Waste, MQG, LQG, or TSDR)*

Waste Data - Copy *(For Special Waste, MQG, LQG, or TSDR)*  
2013

Waste Data - Import *(For Special Waste, MQG, LQG, or TSDR)*

Submit Cancel

All generators are required to submit a Site ID Form as part of their Annual Report.

If you are an XQG or SQG, the Site ID Form is the only part of the report you are required to submit. This form verifies your site information such as contact names, address and generator status.

All MQG and LQG's are required to submit information about the waste they generate each year. Select one of the Waste Data options on the screen.

**Site ID Only-No Waste Data (for XQG or SQG only):** This selection is intended for XQG and SQG generators that are not required to report their waste. This selection will open the required Site ID Form and is tailored to meet the needs of the XQG and SQG generator.

**Waste Data – Enter Myself (for Special Waste, MQG, LQG, or TSDR):** If you choose Waste Data – Enter Myself your annual report will open with empty forms for you to fill out. The only form that will have any data in it will be your Site ID Form which will have the most current information on file with Ecology in it.

**Waste Data – Copy (for Special Waste, MQG, LQG, or TSDR):** If you choose Waste Data – Copy the information from the GM and OI forms for the year you chose will be imported into your annual report for you to use. Keep in mind that no data will be moved into the Site ID form and that no waste amounts will be moved into the GM forms. The Site ID form will contain the most current information on file with Ecology. You must complete a Site ID form for the reporting year and enter your waste amounts in the GM forms. You should also review the copied forms to make sure that they have the correct codes and information in them. Delete any unused GM or OI forms before validating your report.

**Waste Data – Import (for Special Waste, MQG, LQG, or TSDR):** If you choose Waste Data – Import you will be able to import data from your company’s data system into TurboWaste.Net. Please see the Import directions (pg 36) for assistance importing your files.

<b>RCRA Site ID:</b> WAD123456789	<b>YOUR COMPANY</b> 1234 YOUR PLACE YOUR TOWN, WA 98513
<b>Facility/Site ID:</b> 123456	

<b>Create Annual Report</b>	
	Reporting Year: <input type="text" value="2013"/>
<input type="radio"/> Site ID Only - No Waste Data <i>(For XQG or SQG only)</i>	
<input checked="" type="radio"/> Waste Data - Enter myself <i>(For Special Waste, MQG, LQG, or TSDR)</i>	
<input type="radio"/> Waste Data - Copy 2013 ▾ <i>(For Special Waste, MQG, LQG, or TSDR)</i>	
<input type="radio"/> Waste Data - Import <i>(For Special Waste, MQG, LQG, or TSDR)</i>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Click the **Submit** button after making your selection.

## Site ID Only-No Waste Data Option (for XQG or SQG only)

**Site ID Only option:** If you select Site ID Only-No Waste Data (for XQG or SQG only) a Site ID form, with the most current information on file with Ecology, will open for you to update.

The screenshot shows the TurboWaste.Net interface. At the top left is the Washington State Department of Ecology logo. At the top right is the TurboWaste.Net logo and navigation links: HOME, FORMS, PROFILE, ADMIN. Below the navigation is a user status bar: "User: Job Role: Administrator Log Off". The main content area displays site information: "RCRA Site ID: WAD123456789" and "Facility/Site ID: 123456" on the left, and "YOUR COMPANY", "1234 YOUR PLACE", and "YOUR TOWN, WA 98810" on the right. Below this is the "Site ID Form" section. Section 1, "Reason for Submittal", has four radio button options: "To provide New Notification of Regulated Waste Activity", "To provide Revised Site Identification Information", "To Withdraw Site Identification Number", and "To Reactivate Site Identification Number". The "As a component of the Dangerous Waste Annual Report" checkbox is checked. The "Effective Date" is set to 12/31/2011 and the "Reporting Year" is 2011. Section 2 shows the "RCRA Site ID Number: WAD123456789". Section 3, "Site Location Information", has input fields for "Company Name" (YOUR COMPANY), "Site Address" (1234 YOUR PLACE), "Latitude" (00.000000), and "Longitude" (000.000000), each with a red asterisk indicating a required field.

The form is checked **“As a component of the Dangerous Waste Annual Report”** and the effective date will be filled in for you. Check to make sure the correct reporting year and effective date appear on the form. You will be able to mark **“Revised”** or **“Withdraw”** if you also want to file an updated Notification of Dangerous Waste Activity while submitting your Dangerous Waste Annual Report. You don’t have to enter anything in Section One if you are only filing your dangerous waste report.

This screenshot is identical to the one above, but with two red circles highlighting specific elements. One circle highlights the checked checkbox "As a component of the Dangerous Waste Annual Report". The other circle highlights the "Effective Date" field, which contains the value "12/31/2011".

The rest of the Site ID Form, except for Section 10, is filled out for you with data from your most recent annual report or notification submittal.

Review all areas of the Site ID Form for corrections, changes or additions. Please make any necessary changes to the information.

**Section 3** - Click on the **Find NAICS Code** button to be transferred to the US Census Bureau's website to find NAICS code information. Use a code from the current - NAICS 2012. The 2002 and earlier NAICS code lists were not valid after December 31, 2006.

**Section 10 - Required:** Check a **Generator Status** and **Frequency of Generation** for the reporting year in Section 10. The following example shows how Section 10 would be filled out by a Small Quantity Generator with monthly waste generation.

Check **ONLY** the boxes that apply to your waste activities. Most of these activities will not apply to facilities that only generate dangerous waste.

**10. Type of Regulated Waste Activity**

**A. Hazardous Waste Activities**

**1. Generator of Hazardous Waste** ❄️ ?

- a. LQG: Large Quantity Generator (Greater than 2,200 lbs/mo)
- b. MQG: Medium Quantity Generator (Between 220 - 2,200 lbs/mo)
- c. SQG: Small Quantity Generator (Less than 220 lbs/mo)
- d. XQG: No Regulated Waste Generated

**2. Frequency of Generation** ?

- a. Monthly
- b. Batch
- c. One-time Only

**Section 11- Required** if your generator status is SQG, MQG, or LQG you must enter your Federal and/or State waste codes. Type in your Federal waste codes in block A. If you have any Washington State only codes put them in block B. ***This information is required by the Environmental Protection Agency (EPA).***

**B. Universal Waste Activities**  
**1. Large Quantity Handler of Universal Waste** ?  
 (Mark all boxes that apply)

a. Batteries	Generated	Accumulated
b. Thermostats	<input type="checkbox"/>	<input type="checkbox"/>
c. Mercury containing equipment	<input type="checkbox"/>	<input type="checkbox"/>
d. Lamps	<input type="checkbox"/>	<input type="checkbox"/>

**2. Destination Facility for Universal Waste** ?

**C. Used Oil Activities**  
**1. Off-specification used oil burner** ?  
 Indicate type(s) of Combustion devices

- a. Utility boiler
- b. Industrial boiler
- c. Industrial furnace

**2. Used oil transporter** ?  
 Indicate type(s) of activity(s)

- a. Transporter
- b. Transfer Facility

**3. Used oil processor/re-refiner** ?  
 Indicate type(s) of activity(s)

- a. Process
- b. Re-refine

**4. Used Oil Fuel Burner** ?

- a. Directs shipment of used oil to used oil burner
- b. First claim the used oil meets the specifications

---

**11. Description of Dangerous Waste**

**A. Waste Codes for Federally Regulated Dangerous Wastes:** Identify those codes that best describe your waste. (e.g., D001 - Ignitable, D002 - Corrosive, D003 - Reactive, etc) ?

**B. Waste Codes for State Regulated Dangerous Wastes:** Identify those codes that best describe your waste. (e.g., WT02 - Toxic, WP02 - Persistent, WSC2 - Solid Corrosive, etc) ?

**12. Comments ?**

**Ecology Comments**

I am interested in the electronic filing of my Dangerous Waste Annual Reporting and Site Identification information to Ecology over the Internet. Ecology will issue a PIN number, along with electronic filing instructions, in a letter addressed to the Form Contact in Section 9 on this form.

Save Save and Submit Cancel

Go to the bottom of the page and click the Save and Submit button.

**11. Description of Dangerous Waste**

**A. Waste Codes for Federally Regulated Dangerous Wastes:** Identify those codes that best describe your waste. (e.g., D001 - Ignitable, D002 - Corrosive, D003 - Reactive, etc) ?

**B. Waste Codes for State Regulated Dangerous Wastes:** Identify those codes that best describe your waste. (e.g., WT02 - Toxic, WP02 - Persistent, WSC2 - Solid Corrosive, etc) ?

**12. Comments ?**

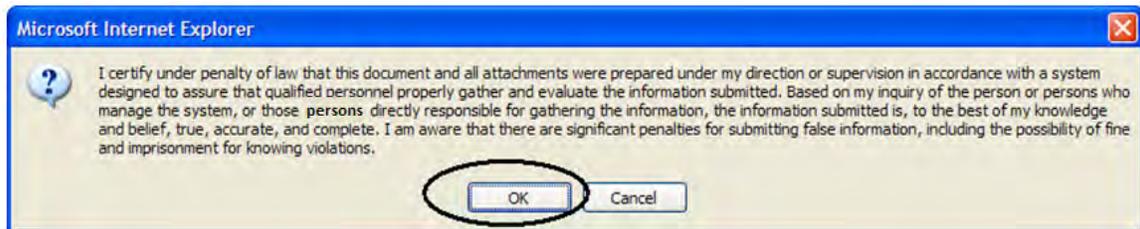
**Ecology Comments**

I am interested in the electronic filing of my Dangerous Waste Annual Reporting and Site Identification information to Ecology over the Internet. Ecology will issue a PIN number, along with electronic filing instructions, in a letter addressed to the Form Contact in Section 9 on this form.

Save Save and Submit Cancel

The certification text box will open. Please read the statement and click the OK button if you agree with the statement.

You do not need to send a copy of the form to Ecology.



You will be asked to wait for the system to validate your report. You will then see the following message on the main page of your file.

RCRA Site ID: WAP 00000000	YOUR NAME
Facility/Site ID: 00000000	YOUR SITE ADDRESS
	CITY, STATE, ZIP

**Your electronic submission to Ecology was successful. Thank you.**

**Please note that submission confirmation messages from Ecology may be blocked by some anti-viral software. If you do not receive your confirmation message, please contact your email administrator.**

<b>Start a New Report</b>	<b>Current Site Information</b>	<b><u>Update Site Information</u></b>
<a href="#">Create New Annual Report</a>	<b><u>Location Info</u></b> Your Site Address City, State, Zip Code	

Your report is finished and has been submitted to Ecology.

Please go to page 53 for help printing your report.

## Complete the Site ID Form

### All Other Options

**Enter Myself or Copy Waste (for Special Waste, MQG, LQG, or TSDR) options:** the Annual Reports Checklist will open. From here you can complete your Site ID form, fill out your other forms, import and export data, validate your data and submit your annual report to Ecology.

**Import Waste (for Special Waste, MQG, LQG, or TSDR) option:** the Import waste screen will open and assist you in importing your waste data from your company's data system.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN

<< Site Profile Annual Report Checklist

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

Enter Data Validation Review Submit Confirmation

You Are Here

**2011 Annual Report Checklist**

Step 1: The Site ID form is required for ALL generators.  
**Complete Site ID Form**  
Created: NO

Step 2: Required for MQG and LQG reporters.  
Other reporters including SQG, XQG, and TSDR's should also use this section to report OI and waste shipment data.  
[Enter OI Data](#)  
[Enter GM Data](#)  
[Enter WR Data](#)

Step 3: **Validate Your Annual Report Data**  
All data must be validated before submission  
 Suppress Warning Messages - Show Errors ONLY

Step 4: Review Your Annual Report

Step 5: Submit Your Annual Report

Annual Report Options  
[Manage Reporting Year](#)

Data Import/Export  
[Import Data](#)  
[Export Data](#)  
Copy Data from a Previous Year

Help Support User Guide

Open the Site ID Form from the **Create Annual Report** box or the **Annual Report Checklist** box.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN

<< Site Profile Annual Report Checklist

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

Enter Data Validation Review Submit Confirmation

You Are Here

**2011 Annual Report Checklist**

Step 1: The Site ID form is required for ALL generators.  
**Complete Site ID Form**  
Created: NO

Step 2: Required for MQG and LQG reporters.  
Other reporters including SQG, XQG, and TSDR's should also use this section to report OI and waste shipment data.  
[Enter OI Data](#)  
[Enter GM Data](#)  
[Enter WR Data](#)

Step 3: **Validate Your Annual Report Data**  
All data must be validated before submission  
 Suppress Warning Messages - Show Errors ONLY

Step 4: Review Your Annual Report

Step 5: Submit Your Annual Report

Annual Report Options  
[Manage Reporting Year](#)

Data Import/Export  
[Import Data](#)  
[Export Data](#)  
Copy Data from a Previous Year

Help Support User Guide

TurboWaste.Net User Guide  
Dangerous Waste Annual Reporting  
Version 12/13

A Site ID form will open for you to update. The form is checked **“As a component of the Dangerous Waste Annual Report”** and the effective date will be filled in for you. Check to make sure the correct reporting year and effective date appear on the form. You will be able to mark **“Revised”** or **“Withdraw”** if you also want to file an updated Notification of Dangerous Waste Activity while submitting your Dangerous Waste Annual Report. You don’t have to enter anything in Section One if you are only filing your dangerous waste report.

The screenshot shows the 'Site ID Form' interface. At the top left is the Washington State Department of Ecology logo. At the top right is the 'TurboWaste.Net' logo and navigation links for HOME, FORMS, PROFILE, and ADMIN. Below the navigation is a user profile bar showing 'User: joe Role: Administrator' and a 'Log Off' link. The main content area displays site information: 'RCRA Site ID: WAD123456789' and 'Facility/Site ID: 123456', along with company details: 'YOUR COMPANY', '1234 YOUR PLACE', and 'YOUR TOWN, WA 98810'. The 'Site ID Form' title is followed by '1. Reason for Submittal' with several radio button options. The option 'As a component of the Dangerous Waste Annual Report' is selected. The 'Effective Date' is 12/31/2011 and the 'Reporting Year' is 2011. Below this is '2. RCRA Site ID Number: WAD123456789' and '3. Site Location Information' with fields for Company Name, Site Address, Latitude, and Longitude.

The rest of the Site ID Form, except for Section 10, is filled out for you with data from your most recent annual report or notification submittal.

Review all areas of the Site ID Form for corrections, changes or additions. Please make any necessary changes to the information.

**Section 3** - Click on the **Find NAICS Code** button to be transferred to the US Census Bureau’s website to find NAICS code information. Use a code from the current - NAICS 2012. The 2002 and earlier NAICS code lists were not valid after December 31, 2006.

**Section 10 - Required:** Check a **Generator Status** and **Frequency of Generation** for the reporting year in Section 10. The following example shows how Section 10 would be filled out by a Large Quantity Generator with monthly waste generation.

Check **ONLY** the boxes that apply to your waste activities. Most of these activities will not apply to facilities that only generate dangerous waste.

**10. Type of Regulated Waste Activity**

**A. Hazardous Waste Activities**

**1. Generator of Hazardous Waste** \* ?

- a. LQG: Large Quantity Generator  
(Greater than 2,200 lbs/mo)
- b. MQG: Medium Quantity Generator  
(Between 220 - 2,200 lbs/mo)
- c. SQG: Small Quantity Generator  
(Less than 220 lbs/mo)
- d. XQG: No Regulated Waste Generated

**2. Frequency of Generation** ?

- a. Monthly
- b. Batch
- c. One-time Only

**Section 11- Required** if your generator status is SQG, MQG, or LQG you must enter your Federal and/or State waste codes. Type in your Federal waste codes in block A. If you have any Washington State only codes put them in block B. ***This information is required by the EPA.***

Click **Save** at the bottom of the Site ID Form and the system will return you to the Annual Report Checklist. Click **Cancel** to close the form without saving.

If you are an MQG or LQG proceed to How to Complete the OI (Off-Site Identification) Form

If you are an XQG or SQG that wishes to use the other forms to track your waste, proceed to How to Complete the OI (Off-Site Identification) Form.

If you are an XQG or SQG that wishes to only file the required Annual Reports Forms, proceed to Validating Data.

# How to Complete an OI Form

The Off-site Identification or OI Form is filled out by generators and receivers of regulated amounts of dangerous waste - in other words, Medium and Large Quantity Generators and Treatment, Storage, Disposal or Recycling Facilities.

It is recommended that you start your OI form first before completing GM and WR forms. By doing so, the information on your off-site facilities will be available for you in pull down boxes on the GM and WR forms.

Start at the **Annual Report Checklist** screen.

Click the **Enter OI Data** link.

The screenshot shows the 'Annual Report Checklist' screen on the TurboWaste.Net website. At the top, there is a navigation bar with 'HOME', 'FORMS', 'PROFILE', and 'ADMIN'. Below this, the user's role is 'Administrator' and the current page is 'Annual Report Checklist'. The main content area is divided into several sections. On the left, there is a '2011 Annual Report Checklist' with five steps. Step 1 is 'The Site ID form is required for ALL generators.' Step 2 is 'Required for MQG and LQG reporters.' Step 3 is 'Validate Your Annual Report Data'. Step 4 is 'Review Your Annual Report'. Step 5 is 'Submit Your Annual Report'. In the middle of Step 2, the link 'Enter OI Data' is circled in red. Other links include 'Complete Site ID Form', 'Enter GM Data', and 'Enter WR Data'. On the right, there are sections for 'Annual Report Options' and 'Data Import/Export' with 'Import Data' and 'Export Data' links. At the bottom, there is a footer with 'Help', 'Support', and 'User Guide'.

Next click on **Add** on the OI screen

The screenshot shows the 'OI Facilities' screen on the TurboWaste.Net website. At the top, there is a navigation bar with 'HOME', 'FORMS', 'PROFILE', and 'ADMIN'. Below this, the user's role is 'Administrator' and the current page is 'OI Facilities'. The main content area is divided into several sections. At the top, there is a 'Reporting Year' field set to '2011' and a 'Find an OI Facility' field with a 'Find' button. Below this, there is a 'Print All OI Forms' link. The 'OI Facilities' section shows a table with one row and one column. The 'Add' button is circled in red. At the bottom, there is a message: 'No OI Facilities entered - Click 'Add' to enter a new OI'. At the bottom, there is a footer with 'Help', 'Support', and 'User Guide'.

TurboWaste.Net User Guide  
Dangerous Waste Annual Reporting  
Version 12/13

A blank OI Search form will open.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN

OI Facility

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789  
Facility/Site ID: 123456

YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 98810

Reporting Year: 2011

**Instructions**  
Please enter one or more criteria into the search form. Each search criteria except State is built for starts-with searching. For example, if you search for Site Address using "Olympia", the database will return any records that start with "Olympia" in the address.  
To perform an all inclusive search, please enter a % before the search criteria. For example, if you search for Site Address using "%Olympia", the database will return any records that contain "Olympia" within the address.

**OI Facility Search**

Site ID Number

Name

Site Address

City

State

Zip Code

Search Cancel

Help Support User Guide

Enter the RCRA ID number of a facility that accepts transports or sends you regulated dangerous waste. *For example, the Chemical Waste Management facility in Arlington, Oregon has the RCRA Site ID number of ORD089452353.* If the ID number is in the national database, the remaining sections of the form are automatically completed.

If you do not know the RCRA ID number, enter in the name and/or address of the facility.

Click the **Search** button for a list of facilities that meet your selection criteria.

Dept. of Ecology  
Intranet

TurboWaste.Net

HOME FORMS REPORTS MAILOUTS ADMIN

OI Facility

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789  
Facility/Site ID: 123456

YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 98810

Reporting Year: 2011

**Instructions**  
Please enter one or more criteria into the search form. Each search criteria except State is built for starts-with searching. For example, if you search for Site Address using "Olympia", the database will return any records that start with "Olympia" in the address.  
To perform an all inclusive search, please enter a % before the search criteria. For example, if you search for Site Address using "%Olympia", the database will return any records that contain "Olympia" within the address.

**OI Facility Search**

Site ID Number

Name

Site Address

City

State

Zip Code

Search Cancel

Help Support User Guide

The OI facilities form will open.

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

Reporting Year: 2011

**OI Facilities**

Matching Records: 1 Refine Search  
Manually Add a Facility

Please click on the RCRA Site ID Number to select the OI facility.

RCRA Site ID ▲▼	Site Name ▲▼	Site Address
<u>W4R000000000</u>	ANY COMPANY	1234 ANY PLACE ST SE NO PLACE, WA 98000

Click on the correct RCRA Site ID number to open the OI form.

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

Reporting Year: 2011

**OI Facility**

Site ID Number: W4R000000000 \*

Name: ANY COMPANY \*

Site Address: 1234 ANY PLACE ST SE \*

City: NO PLACE \*

State: WASHINGTON \*

Zip Code: 98000 \*

Country: UNITED STATES \*

Comments:

Handler Type:  Generator  Transporter  TSDR  Special Waste

Save Save and Validate Cancel

Check the Handler Type(s) on the screen that show what the facility does with your waste.

- **Generators** are companies that send their dangerous waste to your company.
- **Transporters** haul your dangerous waste on public roads, waterways or rail lines.
- **TSDR** Facilities are the Treatment, Storage, Disposal and Recycling Facilities that accept your dangerous waste.
- **Special Waste** facilities accept Washington State only Special Waste.

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789  
Facility/Site ID: 123456

YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 98010

Reporting Year: 2011

**OI Facility**

Site ID Number: WAD000000000 \*

Name: ANY COMPANY \*

Site Address: 1234 ANY PLACE ST SE \*

City: NO PLACE \*

State: WASHINGTON \*

Zip Code: 98000 \*

Country: UNITED STATES \*

Comments:

Handler Type:  Generator  Transporter  TSDR  Special Waste

Save Save and Validate Cancel

Click **Save** to keep the OI record if you want to validate it later.

Click **Save and Validate** if you want to verify the RCRA Site ID number is correct before you proceed. Ecology recommends that you validate each RCRA Site ID number as you enter it. It is much easier to fix one incorrect RCRA Site ID number on the OI Form than to fix it in many places on your GM or WR Forms. **Please note that you will receive the following warning message when you Save and Validate if you have not completed any GMs using the RCRA Site ID number**

Validation Results		
If only Warnings are listed below, and you do not plan on correcting them, please select the Save option below. When you Validate your Annual Report, select the 'Suppress Warnings' option and you will not be reminded of these Warning items.		
Rule Name	Description	Type
<a href="#">Unused off-site facility RCRA Site ID number</a>	The RCRA Site ID Number listed as a "Generator", "TSDR", or "Special Waste" Handler Type is not used on your GM and/or WR Forms. Please either enter the waste shipments sent to or received from this facility, or delete the OI RCRA Site ID Number if it was not used during the reporting year. (Rule ID: 20)	W
<b>Error Types:</b> E-Error, W-Warning		

This does not need to be corrected at this time. Please click **SAVE**.

Click **Cancel** if you do not want to keep the OI record for that facility.

You will be returned to the **OI Forms** screen. From here you may add another OI or return to the **Annual Report Checklist** to continue your report.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN

« Annual Report Checklist OI Facilities

User: Joe Role: Administrator [Log Off](#)

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

Reporting Year: 2011 Find an OI Facility:  [Find](#)

[Print All OI Forms](#)

OI Facilities [Return to Annual Report Checklist](#) [Add](#)

RCRA Site ID ▲▼	Name/Site Address ▲▼	Generator	Transporter	TSOR	Special Waste	
WAR000000000	ANY COMPANY 1234 ANY PLACE ST SE NO PLACE, WA 98000	No	No	Yes	No	<a href="#">Edit</a> <a href="#">Delete</a>

[Help](#) [Support](#) [User Guide](#)

# How to Complete a GM Form

All LQG and MQG generators must submit information about the waste they generate each year. This information is submitted on the GM form. One GM form is submitted for each hazardous waste stream that is generated during the reporting year.

To begin, click on the **Enter GM Data** link in **Annual Report Checklist**.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN

« Site Profile Annual Report Checklist

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

Enter Data Validation Review Submit Confirmation

You Are Here

**2011 Annual Report Checklist**

Step 1: The Site ID form is required for ALL generators.  
[Complete Site ID Form](#)  
Created: NO

Step 2: Required for MQG and LQG reporters.  
Other reporters including SQG, XQG, and TSDR's should also use this section to report OI and waste shipment data.  
[Enter OI Data](#)  
[Enter GM Data](#)  
[Enter WR Data](#)

Step 3: **Validate Your Annual Report Data**  
All data must be validated before submission  
 Suppress Warning Messages - Show Errors ONLY

Step 4: Review Your Annual Report

Step 5: Submit Your Annual Report

Annual Report Options

Data Import/Export

Import Data  
Export Data  
Copy Data from a Previous Year  
[ ] Copy

Help Support User Guide

Next, click on the **Add** button.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN

« Annual Report Checklist GM Waste Streams

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

Reporting Year: 2011 Find Sequence Number: [ ] Find  
Search Description: [ ] Find  
Start at Sequence Number: [ ] Find

Print All GM Waste Streams

GM Waste Streams

Return to Annual Report Checklist Add

No GM Waste Streams entered - click 'Add' to enter a waste stream

Help Support User Guide

You will see a blank GM Form.

RCRA Site ID: WAD123456789  
Facility/Site ID: 123456

YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 98810

Reporting Year: 2011

GM Form (simple version) Switch to Expert Version

**A. Description of Dangerous Waste Stream**

Sequence Number: 1

A-1. ? What is your profile code? (Optional)  
  
Select Waste Stream Copy a waste stream from a previous reporting year

A-2. ? Enter a description of the waste stream.

A-3. ? Which EPA hazardous waste codes are associated with this waste stream?

A-1 The profile code is optional. It is provided for internal tracking codes if your company uses them.

There are two different views of the GM data entry screens. The following example uses the "simple version" which has descriptions and drop down lists on the fields. Clicking on the Switch to Expert Version button will change to a screen designed for rapid data entry. The Expert form does not have labels or drop down lists.

You can either start data entry on the blank form or click on the Select Waste Stream button on the GM Form (Only available in the Simple Version of this form) to copy the waste stream information from a previous years Annual Report.

RCRA Site ID: WAD123456789  
Facility/Site ID: 123456

YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 98810

Reporting Year: 2011

GM Form (simple version) Switch to Expert Version

**A. Description of Dangerous Waste Stream**

Sequence Number: 1

A-1. ? What is your profile code? (Optional)  
  
Select Waste Stream Copy a waste stream from a previous reporting year

A-2. ? Enter a description of the waste stream.

A-3. ? Which EPA hazardous waste codes are associated with this waste stream?

In this example the generator has clicked on the **Select Waste Stream** button and then clicked again on Waste Sequence 1 from their 2008 Annual Report.

Find Sequence Number:  **Find**

---

**Waste Stream History**

Select a Reporting Year: 2008

Sequence	Profile Code	Waste Description
<u>1</u>		Toxic stuff

**Main Form**

GM Waste Sequence 1 from the previous year will be copied into Waste Sequence 1 on the 2011 GM Form. Note that waste shipment information such as quantities and manifest numbers do not copy.

**Check all data and make the necessary changes** and scroll to Section B-4. If you are a LQG you may scroll to B-5 and use the **Calculate** button in B-4 after entering your shipments.

**B-4. ? Off-site management summary**  
 You have 0 off-site management summary records. Click the Manage Offsite Summary Records button to add, edit, or delete records. Click the Calculate button to create the records from the shipments entered in section B-5.

**Calculate** **Manage Offsite Summary Records**

Enter the required information. Click on the red **X** at the right side of the line if you have made an error in B-4 or B-5 and want to delete the entire line.

Click the **Main Form** button to return to the **GM form**.

**GM Form (simple version)**

**B-4. Please provide the following information for each offsite management record. ?**

Page 1 of 1 (0 Records)

Add Designated Facility		Add designated facility (OI Form)	
i. Designated Facility (TSDR)	ii. Management Code	iii. Quantity	iv. Recycling Percent
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % <b>X</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % <b>X</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % <b>X</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % <b>X</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % <b>X</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % <b>X</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % <b>X</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % <b>X</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % <b>X</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> % <b>X</b>

**Main Form**

**B-5 is required if your generator status is LQG.** Click on **Manage Shipments Sent**.

**B-5. Shipments sent off-site**  
You have 0 off-site shipment records. Please click the Manage Shipments Sent button to add, edit, or delete shipments.



Enter in all required information

**GM Form (simple version)**

Find Manifest Number:  **Find**

**B-5 Please provide the following information for each shipment sent off-site.** ?

Page 1 of 1 (0 Records)

**Add Designated Facility** Add designated facility (OI Form)

i. Date Shipped (mm/dd/yyyy)	ii. Manifest Document Number	iii. Internal Tracking Code	iv. Designated Facility (TSDR)	v. Quantity Shipped	vi. Management Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**REQUIRED INFO**

**Main Form**

Once all records are entered click on **Main Form**.

**GM Form (simple version)**

Find Manifest Number:

**B-5 Please provide the following information for each shipment sent off-site. ?**

Page 1 of 1 (1 Records)

Add designated facility (OI Form)

i. Date Shipped (mm/dd/yyyy)	ii. Manifest Document Number	iii. Internal Tracking Code	iv. Designated Facility (TSDR)	v. Quantity Shipped	vi. Management Code	
<input type="text" value="01/02/2013"/>	<input type="text" value="123456789JJJ"/>	<input type="text"/>	<input type="text" value="WAH0000000"/>	<input type="text" value="200.0000"/>	<input type="text" value="H141"/>	<input type="button" value="X"/>
<input type="text" value="08/15/2013"/>	<input type="text" value="999999999JJJ"/>	<input type="text"/>	<input type="text" value="WAH000000"/>	<input type="text" value="300.0000"/>	<input type="text" value="H134"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

Click **Save**, at the bottom of the form, to keep the GM record if you want to validate it when you have completed your report.

Click **Save and Validate**, at the bottom of the form, if you want to verify the individual GM is correct before you proceed. Ecology recommends that you validate each GM as you enter it. It is much easier to fix one incorrect GM than several at the same time. You may choose to Validate your GMs when you have completed your report by clicking **Save**.

When you have clicked the **Save and Validate** button the Validation Report Results Screen will open. If there are errors and/or warnings on your report correct all the errors. Warnings should be reviewed to insure that there hasn't been an error made. Warnings do not have to be corrected. Please follow the directions on the Validation

Report Results Screen to continue your report. To correct the errors click on the [blue link](#) located in the error message. This will take you back into the GM form so that you can correct the error. Click on the **Save** button again. You will return to the **GM Waste Stream Screen**.

HOME FORMS PROFILE ADMIN

« Annual Report Checklist Validation Report Results

User: jeribe Role: Administrator Log Off

**Validation Report Results**

Results: 2 Sort by: Form

Legend: ■ Data error ■ W Warning

**E** Rule: 127 - Missing company name  
Missing company name (Rule ID: 127)  
Facility: YOUR COMPANY - WAD123456789  
Reporting Year: 2008  
[SI - 85652 - Site Identification Form](#)

**W** Rule: 166 - Site ID Form - LQG generator status, but no waste reported  
GM Forms have not been filled out for the reporting year. Large Quantity Generator is checked in Box 10 A-1 on the Site ID Form. Large Quantity Generators are required to fill out a GM Form for each regulated waste stream. Section B-5, Waste Shipment Information is also required for Large Quantity Generators. If regulated amounts of waste were generated but were not shipped off-site during the reporting year, you must check the 'LQG - No Regulated Waste Generated' box on the Site ID Form and note in the Comment Section that you were a LQG without waste shipments. If regulated amounts of waste were generated but remained in accumulation and were not shipped off-site or placed into on-site management you may disregard this message. (Rule ID: 166)  
Facility: YOUR COMPANY - WAD123456789  
Reporting Year: 2008  
[AR - Annual Report Data Discrepancy](#)

If you have only warnings click on the **Annual Report Checklist** link. If you need to add more GM's click the **Enter GM Data** link again.

**Not Ready to Submit?** If you have not completed your annual report you may stop here or continue inputting information. If you are planning to stop the system will save your information to this point.

**Ready to Submit your report to Ecology?** See Validating and Submitting Data.

# How to Complete a WR Form

All facilities that receive hazardous waste from off-site for treatment, storage, disposal, and/or recycling must report information about the waste they received on the Waste Received (WR) form. One WR form is submitted for each hazardous waste stream received during the reporting year.

To begin, click on the **Enter WR Data** link in **Annual Report Checklist**.

The screenshot shows the TurboWaste.Net interface. At the top left is the Washington State Department of Ecology logo. At the top right is the TurboWaste.Net logo and navigation links: HOME, FORMS, PROFILE, ADMIN. Below the navigation is a breadcrumb trail: << Site Profile Annual Report Checklist. The user information is: User: Joe Role: Administrator Log Off. The main content area has a header with RCRA Site ID: WAD123456789 and Facility/Site ID: 123456, and YOUR COMPANY 1234 YOUR PLACE YOUR TOWN, WA 98810. Below this are buttons: Enter Data, Validation, Review, Submit, Confirmation. The 'Enter Data' button is highlighted with a red arrow. The '2011 Annual Report Checklist' section contains five steps. Step 1: Complete Site ID Form. Step 2: Enter OI Data, Enter GM Data, and Enter WR Data (circled in blue). Step 3: Validate Your Annual Report Data. Step 4: Review Your Annual Report. Step 5: Submit Your Annual Report. On the right, there are sections for Annual Report Options and Data Import/Export.

Next, click on the **Add** button.

The screenshot shows the TurboWaste.Net interface. At the top left is the Washington State Department of Ecology logo. At the top right is the TurboWaste.Net logo and navigation links: HOME, FORMS, PROFILE, ADMIN. Below the navigation is a breadcrumb trail: << Annual Report Checklist WR Waste Streams. The user information is: User: Joe Role: Administrator Log Off. The main content area has a header with RCRA Site ID: WAD123456789 and Facility/Site ID: 123456, and YOUR COMPANY 1234 YOUR PLACE YOUR TOWN, WA 98810. Below this are search fields: Reporting Year: 2011, Find Sequence Number, Search Description, Start at Sequence Number. There is a link: Print All WR Waste Streams. Below that is a section titled WR Waste Streams with a table. The table has one row with a red message: No WR Waste Streams entered - click 'Add' to enter a new waste stream. The 'Add' button is circled in blue.

You will see a blank WR Form.

TurboWaste.Net User Guide  
Dangerous Waste Annual Reporting  
Version 12/13

WR Form (simple version) Switch to Expert Version

**A. Description of Dangerous Waste Stream**

Sequence Number: 1

1. ? What is the profile code? (Optional)  
  
Select Waste Stream Copy a waste stream from a previous reporting year

2. ? Enter a description of the waste stream.

3. ? Which EPA hazardous waste codes are associated with this waste stream?

4. ? Which Washington State-only dangerous waste codes are associated with this waste stream?

5. ? What is the designation of this waste stream?  
 EHW  DW

1. The profile code is optional. It is provided for internal tracking codes if your company uses them.

There are two different views of the WR data entry screens. The following example uses the "simple version" which has descriptions and drop down lists on the fields. Clicking on the **Switch to Expert Version** button will change to a screen designed for rapid data entry. The Expert form does not have labels or drop down lists.

You can either start data entry on the blank form or click on the **Select Waste Stream** button (Only available in the Simple Version of this form) to copy any "Description of Dangerous Waste Stream" from a previous years Annual Report.

WR Form (simple version) Switch to Expert Version

**A. Description of Dangerous Waste Stream**

Sequence Number: 1

1. ? What is the profile code? (Optional)  
  
Select Waste Stream Copy a waste stream from a previous reporting year

2. ? Enter a description of the waste stream.

3. ? Which EPA hazardous waste codes are associated with this waste stream?

4. ? Which Washington State-only dangerous waste codes are associated with this waste stream?

5. ? What is the designation of this waste stream?  
 EHW  DW



Click **Save** to keep the WR record if you want to validate it when you have completed your report.

Click **Save and Validate** if you want to verify the individual WR is correct before you proceed. Ecology recommends that you validate each WR as you enter it. It is much easier to fix one incorrect WR than several at the same time. You may choose to Validate your WR forms when you have completed your report by clicking **Save**.



When you have clicked the **Save and Validate** button the **Validation Report Results** screen will open. If there are errors and/or warnings on your report correct all the errors. Warnings should be reviewed to insure that there hasn't been an error made. Warnings do not have to be corrected. Please follow the directions on the **Validation Report Results** screen to continue your report. To correct the errors click on the [blue link](#) located in the error message. This will take you back into the WR form so that you can correct the error. Click on the **Save** button again. You will return to the **WR Waste Stream** screen.

A screenshot of the 'Validation Report Results' web application. The top navigation bar includes 'HOME', 'FORMS', 'PROFILE', and 'ADMIN'. Below the navigation bar, there are links for '&lt;&lt;&lt; Annual Report Checklist' and 'Validation Report Results'. The user information shows 'User: jeribe', 'Role: Administrator', and a 'Log Off' link. The main content area is titled 'Validation Report Results' and shows 'Results: 2' with a 'Sort by Form' button. A legend indicates that a red square represents a 'Data error' and a white square with a 'W' represents a 'Warning'. Two error messages are displayed: 1) A red square icon followed by 'Rule: 127 - Missing company name' and 'Missing company name (Rule ID: 127)'. It lists 'Facility: YOUR COMPANY' and 'Reporting Year: 2008', with a link 'SI - 85652 - Site Identification Form' circled in blue. 2) A white square with a 'W' icon followed by 'Rule: 166 - Site ID Form - LQG generator status, but no waste reported'. The text explains that GM forms have not been filled out for the reporting year and provides instructions for LQG generators. It also lists 'Facility: YOUR COMPANY' and 'Reporting Year: 2008', with a link 'AR - Annual Report Data Discrepancy'.

If you have only warnings click on the **Annual Report Checklist** link. If you need to add more WR forms click the **Enter WR Data** link again.

**Not Ready to Submit?** If you have not completed your annual report you may stop here or continue inputting information. If you are planning to stop the system will save your information to this point.

**Ready to Submit?** See **Validating and Submitting Data**.

# How to Import Data Files

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**Very Important** – The file import specification for the Generation and Management (GM) Primary file was changed on 12-30-2009 to add a new field for a “Special Waste” flag.

You can use data in your own database system or Excel spreadsheets to create a set of files to import directly into TurboWaste.Net instead of doing data entry into TurboWaste.Net. This feature is intended for sites with a large number of waste records and their own data systems.

Files needed for Generation and Management (GM) forms:

- Data File 1: Waste Stream Primary File – for Medium and Large Quantity Generators
- Data File 2: Offsite Management File – for Medium and Large Quantity Generators
- Data File 3: GM Shipments Sent File – for Large Quantity Generators

Files needed for Waste Received forms (for TSDs and Recyclers receiving wastes from off-site Generators):

- Data File 1: Waste Received Primary File
- Data File 2: Waste Shipments Received File

One file is needed for OI Facilities (Offsite Information). However, if you don't have many facilities on your list or if they have not changed from the previous year, it may be easier to copy your OI data from your last submitted annual report or fill it out using the TurboWaste.Net application OI screen:

- Data File 1: Offsite Identification Facility Primary File

You need to put data from your own computer system into a file format that TurboWaste.Net can read. The files hold data fields with specific lengths, and specific data types (text or number) separated by tabs. Review the [updated import file specifications](#) and make sure your files meet the formatting specifications before you continue. TurboWaste.Net can import data with some errors (such as invalid codes) as long as the file field lengths and tabs are correct. TurboWaste.Net data validation steps will help you diagnose errors once the data is imported.

Do not try to create your Site ID Form. It can't be imported. TurboWaste.Net uses your most recently submitted information to automatically fill in the new Site ID form when it first opens in the application.

## Step 1 – Open the annual report year

Before you can import data you have to have an annual reporting year to move your data into.

To create a new reporting year click on the [Create New Annual Report](#) link on the "Site Profile" web page. Don't do this if you already created the report year.

The screenshot shows a web interface with a dark blue header containing 'HOME' and 'FORMS' buttons. Below the header, the user information is displayed: 'User: xxxx Role: Administrator Log Off'. The main content area is divided into several sections. On the left, there is a box for 'Start a New Report' containing a blue link 'Create New Annual Report' which is circled in red. Below this is a 'Work In Progress (Unsubmitted Data)' section. On the right, there is a 'Current Site Information' section with a 'Update Site' link. The site information includes 'RCRA Site ID: WAD123456789', 'Facility/Site ID: 1234', 'Site Name', 'Site Address', and 'City, WA 99999'. Below this, there is a 'Location Info' section with 'Site Name', 'Site Address', 'City, WA 99999', 'Tax Registration:', 'NAICS Code:', 'Business Type:', and 'Mailing Address'.

Enter the new Reporting Year and click the button for Waste Data - Import (*for Special Waste, MQG, LQG, or TSDR*).

The screenshot shows the 'Create Annual Report' form. At the top, it displays 'RCRA Site ID: WAH000040646' and 'Facility/Site ID: 911'. On the right, it shows 'Test Site', '300 Desmond Dri', and 'Lacey, WA 98513'. The form has a 'Reporting Year' dropdown menu set to '2013'. Below this, there are four radio button options: 'Site ID Only - No Waste Data (For XQG or SQG only)', 'Waste Data - Enter myself (For Special Waste, MQG, LQG, or TSDR)', 'Waste Data - Copy (For Special Waste, MQG, LQG, or TSDR)', and 'Waste Data - Import (For Special Waste, MQG, LQG, or TSDR)'. The 'Waste Data - Import' option is selected. At the bottom, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button circled in black.

Click **Submit**.

The Checklist for the new annual report year will open.

If you already created your annual report year it is listed in the Work in Progress box on your "Site Profile" web page. Just click the Continue link to open the Annual Reporting Checklist for that year.

<b>Start a New Report</b>
<a href="#">Create New Annual Report</a>
<b>Work In Progress (Unsubmitted Data)</b>
AR: 2009 <a href="#">Continue</a> <a href="#">Delete</a>

**Step 2 – Open the import screen and choose Replace or Add**

Look for the Import/Export data box on the bottom right side of the Checklist web page.

<b>Enter Data</b>	<b>Validation</b>	<b>Review</b>	<b>Submit</b>	<b>Confirmation</b>
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You Are Here

<p><b>2009 Annual Report Checklist</b></p> <p><b>Step 1:</b> The Site ID form is required for <b>ALL</b> generators.</p> <p><a href="#">Complete Site ID Form</a> Created: YES To print a copy of this Site ID Form, <a href="#">click here</a></p> <p><b>Step 2:</b> Required for <b>MQG</b> and <b>LQG</b> reporters.</p> <p>Other reporters including SQG, XQG, and TSDR's should also use this section to report OI and waste shipment data.</p> <p><a href="#">Enter OI Data</a></p>	<p><b>Annual Report Options</b></p> <p><a href="#">Print Annual Report</a></p> <hr/> <p><b>Data Import/Export</b></p> <p><a href="#">Import Data</a></p> <p><a href="#">Export Data</a></p> <p>Copy Data from a Previous Year</p> <p><input type="text"/> <input type="button" value="Copy"/></p>
---	---

Click on [Import Data](#).

You will see a blank Import Form for the reporting year.

Click the **Replace** button to overwrite your existing GM or WR waste stream forms, or OI forms with the data files you are importing. You should use this most of the time. Use it when you first import data into empty files. Also use this to re-import corrected data files, or if you want to replace all the existing files.

Click the **Add** button to add new GM or WR waste stream forms, or OI forms to ones that are already in your TurboWaste.Net annual report forms. You will get an error message and the import will not work if any new record has the same sequence number as a record that is already in TurboWaste.Net. For example, you can't add GM Primary sequence #5 if there is already a GM Primary sequence #5 in your data. You would need to re-number the files you want to add.

Instructions	
Please click the browse buttons to select each import file from your computer. It is important to verify that each import file is built according to the published Department of Ecology <a href="#">File Import Specifications</a> . Data that is in an incorrect format will not be loaded into the TurboWaste.Net database.	
Click the import button to temporarily load annual report data. The application will display metrics for the number of records being imported. If the metrics are correct, click the Save Imported Records button to load annual report data into the database. The application will return you to the Reporting Forms Log screen after the data is loaded. Please run the validation report to ensure that all business rules are met in the imported data.	
Please remember to submit your data to Ecology after it is imported into TurboWaste.Net and has been validated.	

GM Waste Streams	
GM Primary	<input type="text"/> Browse...
Offsite Management	<input type="text"/> Browse...
Shipments Sent	<input type="text"/> Browse...

WR Waste Streams	
WR Primary	<input type="text"/> Browse...
Shipments Received	<input type="text"/> Browse...

OI Facilities	
OI Primary	<input type="text"/> Browse...

<input checked="" type="radio"/> Replace all waste streams <input type="radio"/> Add new waste streams
---

<b>Import</b>
---------------

### Step 3 - Select your files for import

Use the **Browse** button to find each file on your computer.

When you click Browse a new window named Choose File opens. Find the file on your computer and click on it to select it. Then click Open and it will load into the Import File window.

If you want to import GM Waste Streams you must import the GM Waste Stream Primary File with the GM Offsite Management File. If you import the GM Shipments Sent File it must be imported with the other two files. Similarly, if you are importing WR Waste Streams files you must import both WR files at the same time.

You can import the OI Facilities file by itself.

The example shows three GM Waste Stream files and the one OI Facilities file ready to import.

GM Waste Streams	
GM Primary	<input type="text" value="\2009_GMPPrimary.txt"/> Browse...
Offsite Management	<input type="text" value="\2009_GMOffsiteMgmt.txt"/> Browse...
Shipments Sent	<input type="text" value="\2009_GMShipmentsSent"/> Browse...

WR Waste Streams	
WR Primary	<input type="text"/> Browse...
Shipments Received	<input type="text"/> Browse...

OI Facilities	
OI Primary	<input type="text" value="\2009_OffsiteFacility"/> Browse...

<input checked="" type="radio"/> Replace all waste streams <input type="radio"/> Add new waste streams
---

<b>Import</b>
---------------

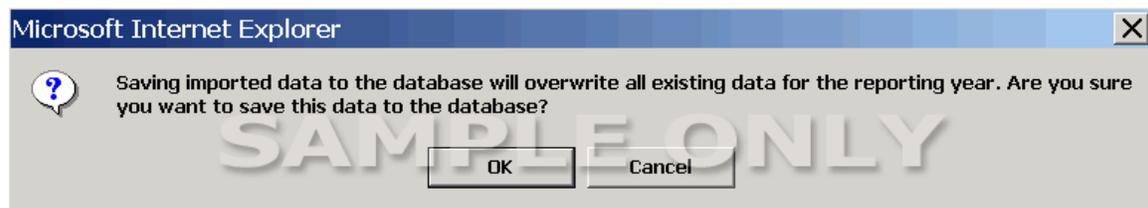
Click **Import** to bring them into TurboWaste.Net.

#### Step 4 – Save your data

If your import is successful, you will get a message giving you details about the files. Look at the number of records counted to see if it is correct. If any file you selected is not in the right format you will get an error message.

<b>Import Mode:</b> Replace existing data for the reporting year	
GM Primary Records: 58 Offsite Management Records: 51 Shipments Sent Records: 65 WR Primary Records: 37 Shipments Received Records: 37 OI Primary Records: 15	<b>Example Only - Your record count will be different</b>
<b>Save Imported Records</b>	

Click **Save Imported Records** to save them in your TurboWaste.Net annual report.



If you are replacing records, a pop-up message gives you get one last opportunity to say OK or Cancel the save process.

If you are adding new records to existing records you will get a slightly different message:

<b>Import Mode:</b> Append to existing data for the reporting year	
GM Primary Records: 2 Offsite Management Records: 2 Shipments Sent Records: 4	<b>Example Only - Your record count will be different</b>
<b>Save Imported Records</b>	

The pop-up warning message does not appear when you add records to your data.

Be sure to save your imported records!

#### Validate the imported data

Once your data has been successfully imported, click on Step 3, [Validate Your Annual Report Data](#) on the Annual Report Checklist to identify any incorrect records that must be fixed before your data is submitted to Ecology.

Correct any errors and re-validate you data until the errors are fixed.

When the errors are fixed, you will be able to click on the last two Steps on the Annual Report Checklist - to review and then submit your report.

Return to the main Annual Dangerous Waste Reporting page.

It's a good idea to check your imported data to insure amounts and codes are correct. Next step is to validate your data. Please see Validating Data.

# Validating and Submitting Data

You may validate your un-submitted data at any time.

To begin, go to the **Annual Report Checklist** screen and click the **Validate Your Annual Report Data** link.

The screenshot displays the '2011 Annual Report Checklist' interface. At the top, it shows the user's role as 'Administrator' and the site ID as 'WAD123456783'. The checklist consists of five steps: Step 1 (Site ID form), Step 2 (MQG and LQG reporters), Step 3 (Validate Your Annual Report Data, circled in red), Step 4 (Review Your Annual Report), and Step 5 (Submit Your Annual Report). The 'Validate Your Annual Report Data' link is highlighted with a red circle. The right sidebar contains 'Annual Report Options' and 'Data Import/Export' sections. The bottom navigation bar includes links for Help, Support, and User Guide.

The validation process will begin. After a brief time, **the Validation Report Results** screen will open. Any errors and/or warnings found will be displayed.

You need to correct all errors and review all warnings to insure that there hasn't been an error made (warnings do not have to be corrected).

To correct the errors, click on the blue link located at the end of the error message. This will take you back into the form so that you can correct the error. Click the **Save** button on the corrected form to be returned to the **Annual Report Checklist**. Click **Validate Your Annual Report Data** again and click on **Suppress Warning Messages-Show Errors ONLY** to repeat the process. Continue until all errors have been corrected.

User: jeribe Role: Administrator Log Off

**Validation Report Results**

Results: 2 Sort by Form

**Legend:** ■ Data error W Warning

**E** **Rule: 127 - Missing company name**  
 Missing company name (Rule ID: 127)

Facility: YOUR COMPANY - WAD123456789  
 Reporting Year: 2008  
SI - 85652 - Site Identification Form

**W** **Rule: 166 - Site ID Form - LQG generator status, but no waste reported**  
 GM Forms have not been filled out for the reporting year. Large Quantity Generator is checked in Box 10 A-1 on the Site ID Form. Large Quantity Generators are required to fill out a GM form for each regulated waste stream. Section B-5, Waste Shipment Information is also required for Large Quantity Generators. If regulated amounts of waste were generated but were not shipped off-site during the reporting year, you must check the 'LQG - No Regulated Waste Generated' box on the Site ID Form and note in the Comment Section that you were a LQG without waste shipments. If regulated amounts of waste were generated but remained in accumulation and were not shipped off-site or placed into on-site management you may disregard this message. (Rule ID: 166)

Facility: YOUR COMPANY - WAD123456789  
 Reporting Year: 2008  
 AR - [Annual Report Data Discrepancy](#)

If all errors have been corrected, click on **Return to Annual Report Checklist** on the Validation Report Results screen

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN  
 «« Annual Report Checklist Validation Report Results

User: Jose Role: Administrator Log Off

**Validation Report Results**

No Validation errors and/or warnings have been found in your data.

Return to the Annual Report Checklist to continue with Step 3 - Submit your Annual Report.

[Help](#) [Support](#) [User Guide](#)

**Not ready to Submit? STOP HERE** if you do not wish to submit your report at this time. You will be able to modify your report by clicking on **Modify my Annual Report Data**.

RCRA Site ID: WAD123456789 YOUR COMPANY  
 Facility/Site ID: 123456 1234 YOUR PLACE  
 YOUR TOWN, WA 98810

Enter Data Validation **Review** Submit Confirmation

You Are Here

**2011 Annual Report Checklist**

**Step 1:** The Site ID form is required for ALL generators.  
 Complete Site ID Form  
 Created: YES  
 To print a copy of this Site ID Form, [click here](#)

**Step 2:** Required for MQG and LQG reporters.  
 Other reporters including SQG, XQG, and TSDR's should also use this section to report OI and waste shipment data.  
 Enter OI Data  
 Enter GM Data  
 Enter WR Data

**Step 3:** Validate Your Annual Report Data  
 All data must be validated before submission  
 Suppress Warning Messages - Show Errors ONLY

**Step 4:** [Review Your Annual Report](#)

**Step 5:** Submit Your Annual Report

**Annual Report Options**

**Modify my Annual Report Data**  
 Use this option to update your report after you have validated your data. You will have to validate your data again before you can submit to Ecology.

---

**Data Import/Export**

Import Data  
[Export Data](#)  
 Copy Data from a Previous Year

Ready to Review your Annual Report? Click **Review Your Annual Report**

RCRA Site ID: WAD123456789 YOUR COMPANY  
 Facility/Site ID: 123456 1234 YOUR PLACE  
 YOUR TOWN, WA 98810

Enter Data Validation **Review** Submit Confirmation

You Are Here

**2011 Annual Report Checklist**

**Step 1:** The Site ID form is required for ALL generators.  
 Complete Site ID Form  
 Created: YES  
 To print a copy of this Site ID Form, [click here](#)

**Step 2:** Required for MQG and LQG reporters.  
 Other reporters including SQG, XQG, and TSDR's should also use this section to report OI and waste shipment data.  
 Enter OI Data  
 Enter GM Data  
 Enter WR Data

**Step 3:** Validate Your Annual Report Data  
 All data must be validated before submission  
 Suppress Warning Messages - Show Errors ONLY

**Step 4:** [Review Your Annual Report](#)

**Step 5:** Submit Your Annual Report

**Annual Report Options**

**Modify my Annual Report Data**  
 Use this option to update your report after you have validated your data. You will have to validate your data again before you can submit to Ecology.

---

**Data Import/Export**

Import Data  
[Export Data](#)  
 Copy Data from a Previous Year

Your Annual Dangerous Waste Submission Summary Screen will open that summarizes important parts of your report. Review the data on the screen to insure it is correct.

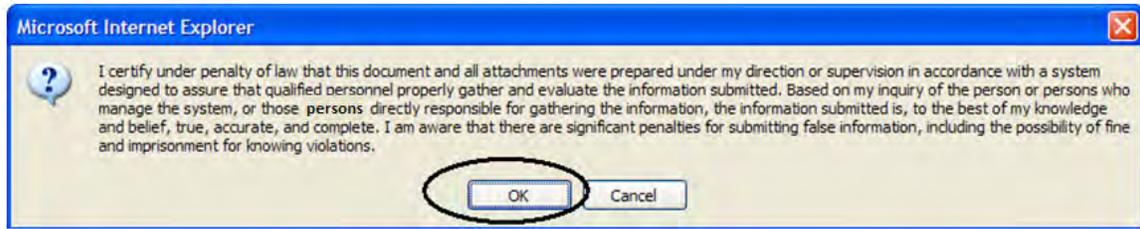
If the data is incorrect press the **Cancel** button to return to the **Annual Report Checklist** to modify your report.

If the Annual Dangerous Waste Submission Report information is correct, click the **OK** button at the top of the screen to send the report to Ecology.

You will once again be returned to the Annual Report Checklist.

**Ready to Submit Your Annual Report?** Please click on the **Submit Your Annual Report** link. Once you have submitted your report you will **not** be able to edit it again.

A pop-up window will ask you to certify that your report is correct to the best of your knowledge.



Click **OK** to send your data and you will be returned to the **Site Profile**. Once you have clicked the **OK** button your report will be submitted and you **will not** be able to make any changes. You will be returned to the annual report checklist one last time. Your confirmation message will be located at the top of the checklist in red lettering.

A screenshot of the TurboWaste.Net website. The top left features the Washington State Department of Ecology logo. The top right has the "TurboWaste.Net" logo and navigation links for HOME, FORMS, PROFILE, and ADMIN. Below the navigation is a dark blue bar with "« Site Profile" and "Annual Report Checklist" in white text. The main content area shows user information: "User: Joe Role: Administrator Log Off". Below this is a box with "RCRA Site ID: WAD123456789" and "Facility/Site ID: 123455" on the left, and "YOUR COMPANY 1234 YOUR PLACE YOUR TOWN, WA 98010" on the right. A series of buttons (Enter Data, Validation, Review, Submit, Confirmation) is shown, with a red arrow pointing to the "Confirmation" button and the text "You Are Here" below it. The "2011 Annual Report Checklist" is displayed, with a red message at the top: "Your electronic submission to Ecology was successful. Thank you. Please note that submission confirmation messages from Ecology may be blocked by some anti-viral software. If you do not receive your confirmation message, please contact your email administrator. Click here to return to your Site Profile." Below the message are five steps: Step 1: The Site ID form is required for ALL generators. Complete Site ID Form Created: YES To print a copy of this Site ID Form, click here. Step 2: Required for MQG and LQG reporters. Other reporters including SQG, XQG, and TSDR's should also use this section to report OI and waste shipment data. Enter OI Data Enter GM Data Enter WR Data Step 3: Validate Your Annual Report Data All data must be validated before submission. [ ] Suppress Warning Messages - Show Errors ONLY Step 4: Review Your Annual Report Step 5: Submit Your Annual Report To the right of the checklist are sections for "Annual Report Options" (Modify my Annual Report Data) and "Data Import/Export" (Import Data, Export Data, Copy Data from a Previous Year). At the bottom of the page is a dark blue bar with "Help Support User Guide" in white text.

Click on **Log Off** to exit from TurboWaste.Net

# How to Printing

1. Log on to TurboWaste.
2. Open your site file by clicking on your Site ID number.
3. Click on View Submitted Data.

<b>Start a New Report</b> <a href="#">Create New Annual Report</a>	<b>Current Site Information</b> <a href="#">Update Site Information</a>
<b>Work In Progress (Unsubmitted Data)</b> All records for this site have been submitted.	<b>Location Info</b> 1234 Any Street Any Town, ST, Zip
<b>Other Options</b> <a href="#">View Submitted Data</a> <a href="#">Manage User Accounts</a> <a href="#">Generate PIN Letter</a> <a href="#">Open Pre-printed Site ID Form</a>	Tax Registration: WA UBI NAICS Code: 123456 Business Type: Your Business Type
<b>Site Comments</b> <a href="#">Edit</a> No comments exist for this facility.	<b>Mailing Address</b> Your Business 1234 Any Street Any Town, ST, ZIP Country
	<b>Legal Owner</b> Your Business Owner 1234 Any Street Any Town, ST ZIP Country (360) Business Phone Org Type: Your Business ownership type
	<b>Land Owner</b> Joe Land Owner 1234 Hia Street Hia Town, ST Zip

4. Click on the Print link for the Site ID form that needs to be printed.

Site ID History						
Type	Status	Legal Owner	Submitted	Effective	E-File	
AR: RY2009	MQG	Your Company Name	3/1/2010	12/31/2009	Yes	<a href="#">View</a> <a href="#">Print</a>
AR: RY2008	MQG	Your Company Name	3/13/2009	12/31/2008	Yes	<a href="#">View</a> <a href="#">Print</a>
AR: RY2007	MQG	Your Company Name	3/7/2008	12/31/2007	Yes	<a href="#">View</a> <a href="#">Print</a>

5. Click on the Select a Format drop down.

**Important Printing Message**  
This is a partial picture of your form(s).  
Your complete form(s) can be printed using the printer icon located on the right side of the toolbar.

If you choose an export format, we only recommend using Acrobat (PDF).

14 of 3      Find | Next      **Select a format**      port      [Click Here!](#)

### Dangerous Waste Site Identification Form

Washington State Department of Ecology  
Hazardous Waste Information  
P.O. Box 47658  
Olympia, WA 98504-7658  
(800) 874-2022 (within state)  
(360) 497-6170  
Web site: www.ecy.wa.gov/programs/hwtr

**1. Reason for Submittal**

To provide **New** Notification of Regulated Waste Activity (complete entire form)

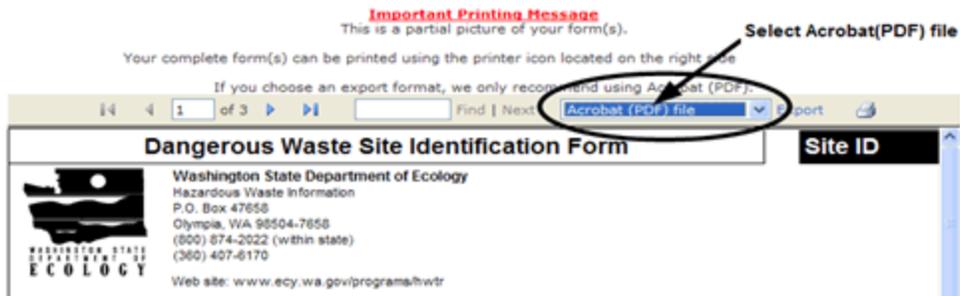
To provide **Revised** Site Identification information (complete entire form)

To **Withdraw** Site Identification Number (skip sections 10 and 11)      Effective Date (mm/dd/yyyy):

To **Reactivate** Site Identification number (complete entire form)      12/31/2009

6. Select Acrobat (PDF) file from the drop down.

TurboWaste.Net User Guide  
Dangerous Waste Annual Reporting  
Version 12/13



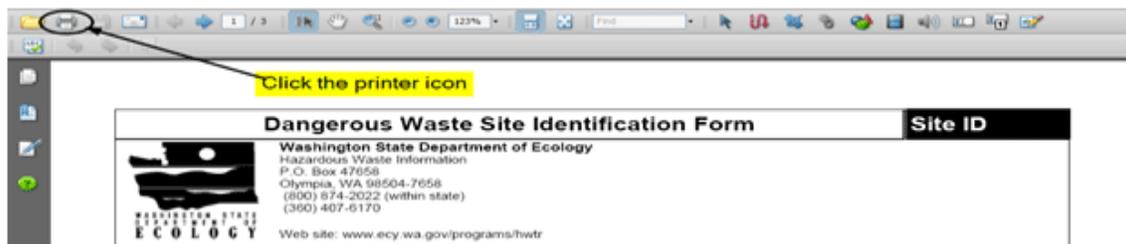
7. Click on Export.



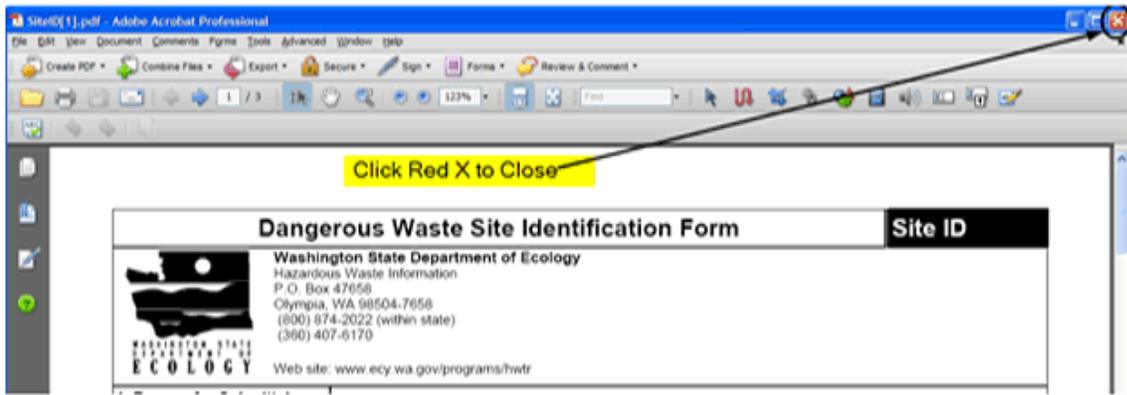
8. A "File Download Text" box will open. Click on the open button.



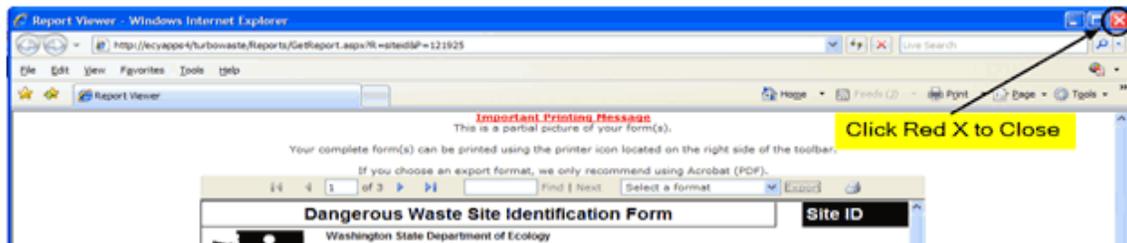
9. A PDF copy of your Site ID form will open. Click on the printer icon and your report will print.



10. Close the PDF file by clicking on the red X located in the top right corner of the file.



11. Click the red X to close print file.

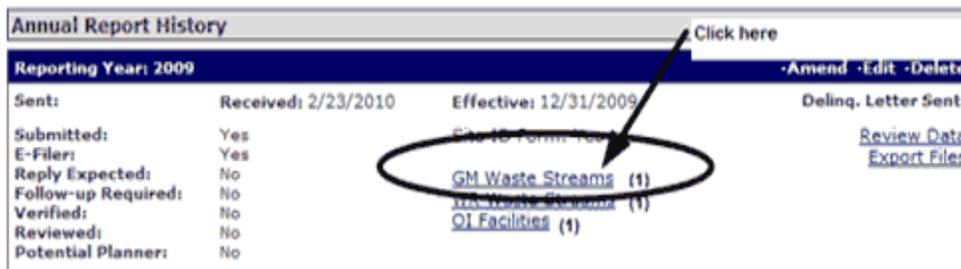


12. Once you have closed the PDF and Print file you will be back on the Reporting History Page that you found your Site ID form on.



Please stop here if you are a Small Quantity Generator (SQG), or a No Quantity Generator (XQG). If you are a Medium Quantity Generator(MQG), Large Quantity Generator(LQG), or TSD please continue with the directions.

13. Go to the Annual Reporting year that you wish to print. You will find 3 links in the middle of the box. The first link is your GM Forms. Click on GM Waste Streams.



14. Find the Print all GM Waste Streams link located in between the box that has your reporting year and the box titled GM Waste Streams.

Click here to print all GM Waste Streams listed below

Search Description:  Find

Start at Sequence Number:  Find

[Print All GM Waste Streams](#)

GM Waste Streams				Return to History
Sequence ▲▼	Profile Code ▲▼	Description ▲▼	Total Qty (lbs) ▲▼	
1		acid copper solution B929 nickel stripper	2,580.00	<a href="#">Print</a> <a href="#">View</a>

15. This will open the Print file again. Please follow steps 5-12 to print your forms. This option will print all of your GM forms no matter how many you have.

16. To continue printing your forms you will follow steps 13-15 by clicking on the next form that you need to print. If you are an MQG or an LQG this will be the OI Facilities link. If you are a TSD you will click on the WR Waste Streams. Do not click on links that have (0) behind them because there aren't any forms to print for your report.

## Reporting History

The **Reporting History** screen contains links to your site's historical data that has been submitted since 1995. From here you can:

- View and Print submitted data
- Export data files of submitted data (in Flat File format).
- Ask Ecology to open your submitted data so you can amend (i.e. change) it.
- Click on the **View Submitted Data** link on your **Sites Profile** screen.

WASHINGTON STATE  
DEPARTMENT OF  
ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN

Site Profile

User: Joee Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

Start a New Report

[Create New Annual Report](#)

Work In Progress  
(Unsubmitted Data)

All records for this site have been submitted.

Other Options

[View Submitted Data](#)

[Open Pre-printed Site ID Form](#)

Current Site Information [Update Site Information](#)

Location Info  
1231 YOUR PLACE  
YOUR TOWN, WA 98810  
KING

Tax Registration: 800000000  
NAICS Code: 000000  
Business Type: YOUR BUSINESS

Mailing Address  
YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 98810  
UNITED STATES

Legal Owner  
YOUR LEGAL OWNER  
1111 LEGAL LANE

1. This Site ID History section lists the notification and annual reports submitted to Ecology.

- Entry types, such as “RY2002”, are for annual reports.
- Entry types, such as “New”, “Revised”, “Withdraw”, are for notifications.
- Entry types, such as “Revised: RY2003”, are for an annual report that was also marked as a revised notification.

- The Annual Report History section lists each annual report that was entered for this facility. It also shows the number of GM, WR and OI forms (if any).
- Click on the blue link to view and/or print the individual forms.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN

<< Site Profile Reporting History

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

**Site ID History**

Type	Status	Legal Owner	Submitted	Effective	E-File	
AR: RY2004	SQG	Your Company Name	3/28/2005	12/31/2004	No	<a href="#">View</a> <a href="#">Print</a>
AR: RY2003	SQG	Your Company Name	3/22/2004	12/31/2003	Yes	<a href="#">View</a> <a href="#">Print</a>
AR: RY2002	MQG	Your Company Name	3/5/2003	12/31/2002	No	<a href="#">View</a> <a href="#">Print</a>
AR: RY2001	XQG	Your Company Name	3/4/2002	12/31/2001	No	<a href="#">View</a> <a href="#">Print</a>
AR: RY2000	XQG	Your Company Name	4/13/2001	12/31/2000	No	<a href="#">View</a> <a href="#">Print</a>
AR: RY1999	SQG	Your Company Name	6/15/2000	12/31/1999	No	<a href="#">View</a> <a href="#">Print</a>
AR: RY1998	SQG	Your Company Name	2/18/1999	12/31/1998	No	<a href="#">View</a> <a href="#">Print</a>
AR: RY1997	MQG	Your Company Name	1/12/1998	12/31/1997	No	<a href="#">View</a> <a href="#">Print</a>
AR: RY1996	MQG	Your Company Name	2/20/1997	12/31/1996	No	<a href="#">View</a> <a href="#">Print</a>
AR: RY1995	LQG	Your Company Name	3/1/1996	12/31/1995	No	<a href="#">View</a> <a href="#">Print</a>

**Annual Report History**

Reporting Year: 2004 -Amend -Edit -Delete

Sent: Received: 3/28/2005 Effective: 12/31/2004 Delinq. Letter Sent:

Submitted: Yes Site ID Form: Yes [Export Files](#)

E-Files: No [Print Annual Report](#)

Reply Expected: No [GM Waste Streams](#) (0)

Follow up Required: No [WR Waste Streams](#) (0)

Verified: No [OI Facilities](#) (0)

Reviewed: No

Potential Planners: No

Comments:

# Exporting Data

You can download a copy of your GM, WR and OI data at any time in text file format. Site ID Form information is not downloadable.

Exporting Un-Submitted Data: For data that has not yet been submitted to Ecology, start at the **Annual Reporting Check List** screen in TurboWaste.Net.

Click the **Export Data** link.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN

« Site Profile Annual Report Checklist

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

Enter Data Validation Review Submit Confirmation

You Are Here

**2011 Annual Report Checklist**

**Step 1:** The Site ID form is required for ALL generators.  
[Complete Site ID Form](#)  
Created: YES  
To print a copy of this Site ID Form, [click here](#).

**Step 2:** Required for MQG and LQG reporters.  
Other reporters including SQG, XQG, and TSDR's should also use this section to report OI and waste shipment data.  
[Enter OI Data](#)  
[Enter GM Data](#)  
[Enter WR Data](#)

**Step 3:** [Validate Your Annual Report Data](#)  
All data must be validated before submission  
 Suppress Warning Messages - Show Errors ONLY

**Step 4:** Review Your Annual Report

**Step 5:** Submit Your Annual Report

Annual Report Options

Data Import/Export  
[Import Data](#)  
[Export Data](#)  
Copy Data from a Previous Year

Help Support User Guide

Then click the **Download** button.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN

« Annual Report Checklist Export Files

User: Joe Role: Administrator Log Off

Reporting Year: 2011

**Instructions**  
The system has generated export text files for you to download. Each file is built according to the published Department of Ecology [File Import Specifications](#).  
Click the Download button to the left to save the ZIP file to disk. The ZIP file contains all 6 GM, WR, and OI Export files.

**Export Files**  
Please click the button below to download the ZIP file containing your Export Files.

Help Support User Guide

Follow the instructions on screen to copy the data files to your computer. Contact Ecology if you need assistance.

Exporting Submitted Data: Start at the **View Reporting History** screen in TurboWaste.Net.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN Site Profile

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

**Start a New Report**  
[Create New Annual Report](#)

**Work In Progress (Unsubmitted Data)**  
All records for this site have been submitted.

**Other Options**  
[View Submitted Data](#)  
[Open Pre-printed Site ID Form](#)

**Current Site Information** [Update Site Information](#)

**Location Info**  
1231 YOUR PLACE  
YOUR TOWN, WA 98810  
KING

Tax Registration: 800000000  
NAICS Code: 00000  
Business Type: YOUR BUSINESS

**Mailing Address**  
YOUR COMPANY  
1234 YOUR PLACE  
YOUR TOWN, WA 98810  
UNITED STATES

**Legal Owner**  
YOUR LEGAL OWNER  
1111 LEGAL LANE

Click the **Export Data** link for the reporting year you are interested in.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN « Site Profile Reporting History

User: Joe Role: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

**Site ID History**

Type	Status	Submitted	Effective	E-Filed	
AR: RY2010	XQG	1/31/2011	12/31/2010	Yes	<a href="#">View</a> <a href="#">Print</a>
AR: RY2009	XQG	2/18/2010	12/31/2009	Yes	<a href="#">View</a> <a href="#">Print</a>
AR: RY2008	LQG	2/27/2009	12/31/2008	Yes	<a href="#">View</a> <a href="#">Print</a>
AR: RY2007	XQG	4/7/2008	12/31/2007	Yes	<a href="#">View</a> <a href="#">Print</a>
AR: RY2006	LQG	3/21/2007	12/31/2006	Yes	<a href="#">View</a> <a href="#">Print</a>
AR: RY2005	LQG	3/16/2006	12/31/2005	Yes	<a href="#">View</a> <a href="#">Print</a>
New	LQG	9/16/2005	9/16/2005	No	<a href="#">View</a> <a href="#">Print</a>

**Annual Report History**

**Reporting Year: 2010**

Submitted: Yes Site ID Form: Yes [Review Data](#)  
E-Filed: Yes [Export Files](#)  
[Amend Data](#)

[GM Waste Streams](#) (0)  
[WR Waste Streams](#) (0)  
[OI Facilities](#) (0)

**Reporting Year: 2009**

Submitted: Yes Site ID Form: Yes [Review Data](#)  
E-Filed: Yes [Export Files](#)  
[Amend Data](#)

[GM Waste Streams](#) (0)  
[WR Waste Streams](#) (0)  
[OI Facilities](#) (0)

Then click the **Download** button.

User: Joe Role: Administrator [Log Off](#)

Reporting Year: 2010

<b>Instructions</b> The system has generated export text files for you to download. Each file is built according to the published Department of Ecology <a href="#">File Import Specifications</a> . Click the Download button to the left to save the ZIP file to disk. The ZIP file contains all G, GW, WK, and OI Export files.	<b>Export Files</b> Please click the button below to download the ZIP file containing your Export Files. 
--	--

[Help](#) [Support](#) [User Guide](#)

Follow the instructions on screen to copy the data files to your computer. Contact Ecology if you need assistance.

# How to Change Submitted Data

How can I change data I already submitted to Ecology?

After Annual Report data has been submitted to Ecology using TurboWaste.Net, it is "locked" for any further data entry. The only available functions are to amend (change) your data or to export a copy of your data files (any GM, WR, or OI files) from TurboWaste.Net to another location.

Start by going to the clicking on the **View Submitted Data** link.

The screenshot shows the TurboWaste.Net interface. At the top left is the Washington State Department of Ecology logo. At the top right is the TurboWaste.Net logo and navigation links: HOME, FORMS, PROFILE, ADMIN. Below the navigation is the user information: User: Joe Role: Administrator Log Off. The main content area is titled 'Site Profile' and contains several sections. On the left, there are three boxes: 'Start a New Report' with a 'Create New Annual Report' link, 'Work In Progress (Unsubmitted Data)' with the text 'All records for this site have been submitted.', and 'Other Options' with a 'View Submitted Data' link circled in red and an 'Open Pre-printed Site ID Form' link. On the right, there is 'Current Site Information' with an 'Update Site Information' link. This section includes 'Location Info' (1231 YOUR PLACE, YOUR TOWN, WA 98810, KING), 'Tax Registration' (800000000, NAICS Code: 800000, Business Type: YOUR BUSINESS), 'Mailing Address' (YOUR COMPANY, 1234 YOUR PLACE, YOUR TOWN, WA 98810, UNITED STATES), and 'Legal Owner' (YOUR LEGAL OWNER, 1111 LEGAL LANE).

Click on **Amend Data** in the year that you wish to amend.

The screenshot shows the TurboWaste.Net interface. At the top left is the Washington State Department of Ecology logo. At the top right is the TurboWaste.Net logo and navigation links: HOME, FORMS, PROFILE, ADMIN. Below the navigation is the user information: User: Joe Role: Administrator Log Off. The main content area is titled 'Reporting History' and contains several sections. At the top, there is 'RCRA Site ID: WAD123456789' and 'Facility/Site ID: 123456'. Below this is a table titled 'Site ID History' with columns: Type, Status Submitted, Effective, and E-Filed. The table contains several rows of data. Below the table is 'Annual Report History' with a sub-section for 'Reporting Year: 2010'. This section shows 'Submitted: Yes' and 'E-Filed: Yes'. To the right, there is 'Site ID Form: Yes' and a list of data types: 'GM Waste Streams (0)', 'WR Waste Streams (0)', and 'OI Facilities (0)'. The 'Amend Data' link is circled in red.

Type	Status Submitted	Effective	E-Filed
AR: RY2010	XQG 1/31/2011	12/31/2010	Yes <a href="#">View</a> <a href="#">Print</a>
AR: RY2009	XQG 2/18/2010	12/31/2009	Yes <a href="#">View</a> <a href="#">Print</a>
AR: RY2008	LQG 2/27/2009	12/31/2008	Yes <a href="#">View</a> <a href="#">Print</a>
AR: RY2007	XQG 4/7/2008	12/31/2007	Yes <a href="#">View</a> <a href="#">Print</a>
AR: RY2006	LQG 3/21/2007	12/31/2006	Yes <a href="#">View</a> <a href="#">Print</a>
AR: RY2005	LQG 3/16/2006	12/31/2005	Yes <a href="#">View</a> <a href="#">Print</a>
New	LQG 9/16/2005	9/16/2005	No <a href="#">View</a> <a href="#">Print</a>

The **Amendment Request** screen will open. Describe the reason you want to change your data in the "Reason for Amendment" box. Then click the **Submit** button. An E-mail will be sent to Ecology. Ecology staff will un-lock your data for the annual report year you requested and E-mail a message confirming your data is now ready to be amended

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME PROFILE

Amendment Request

User: Joe Role: Administrator [Log Off](#)

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

Reporting Year: 2010

**Instructions**

The system prevents users from editing submitted annual report data, including Site ID, GM, WR and OI Forms. Please describe the reason you need to amend your annual report submission. An email will be sent to an Ecology representative who will remove the submitted status from the report submission.

Once the submitted status has been removed and you are contacted, you will be able to manage your annual report submission once again. Please follow the same submission process as your original report submission.

**Amendment Request**

Reason for Amendment:  
The wrong manifest was used to submit this report

**Submit** **Cancel**

[Help](#) [Support](#) [User Guide](#)

Click the **Reporting Log** link at the top of the Confirmation screen to return to the **Reporting History**.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME PROFILE

Confirmation

User: Joe Role: Administrator [Log Off](#)

[Assigned Sites](#)

**Confirmation**

Thank you for using TurboWaste.Net to request an annual report amendment.

The application has notified the Department of Ecology for processing of your request. An Ecology staff member will respond to your amendment request within the next few days.

Please print this confirmation message for your records.

Thank you for using TurboWaste.Net.

[Help](#) [Support](#) [User Guide](#)

Click the **Log Off** link at the top of the screen to exit from TurboWaste.Net.

User: Joe Role: Administrator [Log Off](#)

RCRA Site ID: WAD123456783		YOUR COMPANY	
Facility/Site ID: 123456		1234 YOUR PLACE	
		YOUR TOWN, WA 98810	

Site ID History				
Type	Status	Submitted	Effective	E-Filed
AR: RY2010	XQG	1/31/2011	12/31/2010	Yes <a href="#">View</a> <a href="#">Print</a>
AR: RY2009	XQG	2/18/2010	12/31/2009	Yes <a href="#">View</a> <a href="#">Print</a>
AR: RY2008	LQG	2/27/2009	12/31/2008	Yes <a href="#">View</a> <a href="#">Print</a>
AR: RY2007	XQG	4/7/2008	12/31/2007	Yes <a href="#">View</a> <a href="#">Print</a>
AR: RY2006	LQG	3/21/2007	12/31/2006	Yes <a href="#">View</a> <a href="#">Print</a>
AR: RY2005	LQG	3/16/2006	12/31/2005	Yes <a href="#">View</a> <a href="#">Print</a>
New	LQG	9/16/2005	9/16/2005	No <a href="#">View</a> <a href="#">Print</a>

Annual Report History			
Reporting Year: 2010			
Submitted:	Yes	Site ID Form:	Yes <a href="#">Review Data</a>
E-Filed:	Yes		<a href="#">Export Files</a>
		GM Waste Streams	(0) <a href="#">Amend Data</a>
		WA Waste Streams	(0)
		OJ Facilities	(0)

Reporting Year: 2009			
Submitted:	Yes	Site ID Form:	Yes <a href="#">Review Data</a>
E-Filed:	Yes		<a href="#">Export Files</a>
		GM Waste Streams	(0) <a href="#">Amend Data</a>
		WA Waste Streams	(0)
		OJ Facilities	(0)

Ecology staff will un-lock your data for the annual report year you requested and E-mail a message confirming your data is now ready to be amended

# Notifications

## (Updating Site Information)

**Revised Notifications:** There may be times of the year, other than when filing your Annual Dangerous Waste Report, which you need to notify Ecology about changes to your site's activities and/or address information. This is called the "Notification Process" and requires you to submit an updated Site ID Form.

**Withdraw Notifications:** You may withdraw your Sites ID number if you discontinued regulated dangerous waste activities at the site or if you are no longer in business or no longer occupy the site.

Only the Administrator of the site can submit Notifications to Ecology. Data Entry staff may enter data and save it but they cannot submit it.

To submit a Revised Notification go to TurboWaste.Net and sign in. Open your site profile. Click on [Update Notification](#).

The screenshot displays the TurboWaste.Net user interface for a site profile. At the top, it shows the RCRA Site ID (WA0123456789) and Facility/Site ID (1234). The right side of the header contains the company name and address: YOUR COMPANY, 1324 YOUR PLACE, YOUR TOWN, WA 98000.

The main content area is divided into two columns. The left column contains three sections: "Start a New Report" with a link to "Create New Annual Report"; "Work In Progress (Unsubmitted Data)" with a message stating "All records for this site have been submitted."; and "Other Options" with links for "View Submitted Data", "Update Notification" (circled in red), and "Open Pre-printed Site ID Form".

The right column is titled "Current Site Information" and contains several sections: "Location Info" (1234 YOUR PLACE, YOUR TOWN, WA 98000); "Tax Registration: 000000000", "NAICS Code: 00000", and "Business Type: your business"; "Mailing Address" (YOUR COMPANY, YOUR PLACE, YOUR TOWN, WA 98000); "Legal Owner" (YOUR COMPANY, YOUR PLACE, YOUR TOWN, WA 98000, UNITED STATES); and "Land Owner" (YOUR COMPANY, YOUR PLACE, YOUR TOWN, WA 98000).

You will see a partially completed Site ID Form. You will be able to mark “Revised” or “Withdraw”.

WASHINGTON STATE DEPARTMENT OF ECOLOGY

TurboWaste.Net

HOME FORMS PROFILE ADMIN

« Site Profile Administration

User: Joe Roles: Administrator Log Off

RCRA Site ID: WAD123456789 YOUR COMPANY  
Facility/Site ID: 123456 1234 YOUR PLACE  
YOUR TOWN, WA 98810

Site ID Form

1. Reason for Submittal ?

To provide New Modification of Regulated Waste Activity

To provide Revised Site Identification Information

To Withdraw Site Identification Number

To Reactivate Site Identification Number

To Admin-Withdraw Site Identification Number Effective Date: 12/31/2011 (mm/dd/yyyy)

As a component of the Dangerous Waste Annual Report Reporting Year: 2011 (yyyy)

2. RCRA Site ID Number: WAD123456789 ?

3. Site Location Information ?

Company Name: YOUR COMPANY \* Latitude: 00.000000 \*

Site Address: 1234 YOUR PLACE \* Longitude: 000.000000 \*

Review the Site ID Form for corrections that may be needed.

- Verify your Washington State UBI number
- Review the North American Industry Classification (NAICS) Code on your form.
  - The U.S. Census Bureau classifies businesses.
  - U. S. Census hotline: 1-888-75-NAICS
  - U. S. Census Website: <http://www.census.gov/eos/www/naics/>
  - Click on the Find NAICS Code button in Section 3 to be transferred to the US Census Bureau’s website to find NAICS code information. Use a code from the current - NAICS 2012. The 2002 and earlier NAICS code lists were not valid after December 31, 2006.
- **Section 10- Required:** Check a Generator Status and Frequency of Generation for the reporting year in Section 10. The following example shows how Section 10 would be filled out by a Large Quantity Generator with monthly waste generation.

Check **ONLY** the boxes that apply to your waste activities. Most of these activities will not apply to facilities that only generate dangerous waste.

**10. Type of Regulated Waste Activity**

**A. Hazardous Waste Activities**

**1. Generator of Hazardous Waste \* ?**

a. LQG: Large Quantity Generator  
(Greater than 2,200 lbs/mo)

b. MQG: Medium Quantity Generator  
(Between 220 - 2,200 lbs/mo)

c. SQG: Small Quantity Generator  
(Less than 200 lbs/mo)

d. XQG: No Regulated Waste Generated

**2. Frequency of Generation ?**

a. Monthly

b. Batch

c. One-time Only

**Section 11- Required** if your generator status is SQG, MQG, or LQG you must enter your Federal and/or State waste codes. Type in your Federal waste codes in block A. If you have any Washington State only codes put them in block B. ***This information is required by the EPA.***

Click **Save and Validate** at the bottom of the Site ID Form and the system will return you to your Site Profile Screen. There will be a message at the top of the screen letting you know that your submission has been accepted by Ecology.

## More Help

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### **Annual Report Forms Due Date**

Completed paper forms should be postmarked or electronically submitted to Ecology no later than March 1<sup>st</sup> of every year.

### **Telephone Help**

You may call Ecology at 1-800-874-2022 (within state) or 360-407-6170 if you have questions about completing the forms.

### **E-mail Help**

E-mail your Annual Report Questions to Ecology at [Turbowaste@ecy.wa.gov](mailto:Turbowaste@ecy.wa.gov).

### **Workshops**

The Department of Ecology will not be holding the Dangerous Waste Workshops until further notice.

### **NAICS Code Help**

NAICS Codes are used by the US Census Bureau to classify businesses.

Hotline: 1-888-75-NAICS

Website: <http://www.census.gov/eos/www/naics/>

E-mail: [naics@census.gov](mailto:naics@census.gov).