



## 2

## Obtain a RCRA Site Identification Number

### What is a RCRA Identification Number?

It wasn't that long ago when we disposed of our hazardous wastes with the rest of our trash. Then we noticed the fish kills, the odors in our drinking water and the abandoned waste drums on vacant lots.

A system of federal, state and local hazardous waste regulations now helps to prevent these problems. This is done, in part, by requiring all hazardous waste generators, transporters, transfer facilities and management facilities to identify themselves as members of the "system."

You get into the system by notifying the Department of Ecology (Ecology) of your hazardous waste activities so that they can issue you a site-specific RCRA Site Identification (RCRA Site ID) Number.

### Why is it important?

For one thing, it's the law. You are required to determine if your wastes are hazardous, and, depending on the type and amount of hazardous waste, comply with state and federal requirements by obtaining a RCRA Site ID Number.

Another reason is that many hazardous waste haulers and management facilities won't accept your wastes if you don't have a RCRA Site ID Number, even if you're a small quantity generator and technically don't require one.

Last but not least, when you enter the system, you join other businesses and organizations in a program designed to protect human health and the environment.

### Who needs one?

You need to get a RCRA Site ID Number if you:

- ✓ generate more than 220 pounds per month<sup>1</sup> or accumulate on-site at any time more than 2200 pounds<sup>1</sup> of hazardous waste,
- ✓ commercially transport hazardous waste,
- ✓ own or operate a hazardous waste treatment, storage or disposal facility, or
- ✓ recycle regulated amounts of hazardous waste.

It is illegal to offer hazardous waste to a transporter or waste management facility which does not have a RCRA Site ID Number.

You will also need to obtain a RCRA Site ID Number even if you generate, transport or manage hazardous waste for a "one-time only" occurrence. You should withdraw the RCRA Site ID Number after the waste has been properly managed under the system.

---

## To obtain a Site ID Number for the first time:

- You can request a copy of *the Site ID Form* and instructions on how to complete the form from the nearest Ecology regional office. You can also download them from the Internet at *turbowaste.net*. Keep an unused original in your files and fill out photocopies so that you always have a blank form on hand.
- Complete one Site ID Form for each individual site you own or operate that is involved in hazardous waste activities. Remember, the RCRA Site ID Number is assigned for the waste activities at the location you indicate on the form. **You cannot use one number for multiple locations.**
- Submit Site ID Form to Ecology address listed at the top of the form. Your site-specific RCRA Site ID Number should arrive within two weeks<sup>1</sup>.

## To report any changes:

### If your business location changes:

- Submit a revised Site ID Form to Ecology to report changes in company ownership, mailing address or dangerous waste activity.
- RCRA Site ID Numbers are site specific. You must withdraw the current RCRA Site ID Number and request a new number for the new location (if you will still be handling hazardous wastes) by completing two separate Site ID Forms. Please note that you must complete your Annual Report of Waste Activity for the year you withdraw your RCRA Site ID Number (see Checklist Fact Sheet 3). You may submit your Annual Report and request to withdraw your RCRA Site ID Number at the same time. Your new site-specific RCRA Site ID Number will arrive within two weeks<sup>1</sup>.

### If you are staying at the same location but no longer handle hazardous waste:

- You can request that your RCRA Site ID Number be withdrawn by completing a Site ID Form and checking the appropriate box on the front page. Don't forget to complete an Annual Report for the year you request a withdrawal<sup>2</sup> (see Checklist Fact Sheet 3).

If you need to use the number again at some later date, you must first notify Ecology by completing a Site ID Form and checking the appropriate box on the front page.

91-12j Revised October 2004



Printed on Recycled Paper using electronic originals to conserve resources

While this Fact Sheet summarizes the notification requirements under the *Dangerous Waste Regulations* (Chapter 173-303 WAC), it does not replace them. Always refer to the regulations themselves for more detail or call a hazardous waste specialist at your nearest Ecology regional office.

Spokane	(509) 327-3400
Lacey	(360) 407-6300
Bellevue	(425) 649-7000
Yakima	(509) 575-2490

This is Checklist Fact Sheet 2 in a series of 10.

*If you need this information in an alternate format, please call the Hazardous Waste and Toxics Reduction Program at 360-407-6700. If you are a person with a speech or hearing impairment, call 711, or 800-833-6388 for TTY.*

<sup>1</sup>Don't transport or dispose of your wastes until you receive your Identification Number.

<sup>2</sup>Annual reports are mailed out in January of each year. Wait until January 31st to receive your annual reporting package (due March 1st) or call (360) 407-6700 to request a reporting package for early submittal.