



3 Report Annually

What's an annual report?

Hazardous waste generators are required to complete and submit a Dangerous Waste Annual Report by March 1 of each year. You use this report to summarize your hazardous waste activities for the previous calendar year, including generation, accumulation, on-site recycling or other management practices.

The Department of Ecology reviews this information and prepares its own annual report of hazardous waste activities for the entire state of Washington. The reports help answer these questions:

- ✓ How much waste is generated in Washington?
- ✓ Which businesses generate waste and where are they located?
- ✓ What types of wastes are generated?
- ✓ Where does it all go and how is it managed?

Why is it important?

The information you report to Ecology helps to ensure that hazardous wastes are being properly managed and to plan for our future hazardous waste management needs. It's also an efficient way for you to monitor your hazardous waste inventory in order to keep management costs down.

Who needs to report?

If your business generates enough hazardous waste to be regulated under the *Dangerous Waste Regulations* (Chapter 173-303 WAC), then you must complete an annual report each year. This includes:

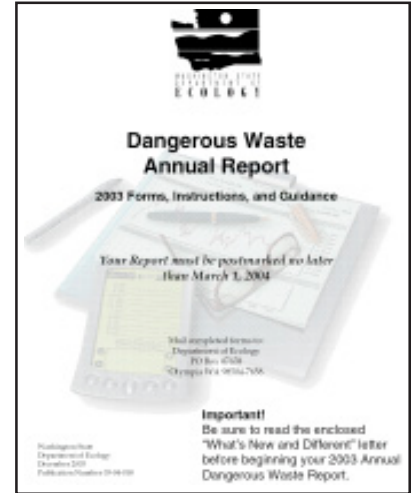
- ✓ Generators that have submitted a Site Identification Form (Site ID Form) to cancel or withdraw their RCRA Site Identification Number (see Checklist Fact Sheet 2) and are filing their last annual report;
- ✓ Businesses that have an Identification Number but did not generate, store or remove hazardous wastes from the premises during the reporting year;
- ✓ Businesses that have an Identification Number but generate "exempt" wastes only (ask a Hazardous Waste Specialist at Ecology if your wastes are "exempt");
- ✓ Small Quantity Generators (generating less than 220 pounds per month¹, or accumulating at any time less than 2200 pounds of hazardous waste) that have obtained an Identification Number; and
- ✓ All Regulated Generators (generating more than 220 pounds per month¹, or accumulating at any time more than 2200 pounds of hazardous waste).

¹Wastes with a 2.2 pound quantity exclusion limit have a 2.2 pound accumulation limit.

What goes on the report?

Think of the annual report as a summary of the year's hazardous waste inventory where you record the following information:

- ✓ your RCRA Identification Number and other business information,
- ✓ the transporters and waste management facilities you used (along with their RCRA Site Identification Numbers),
- ✓ the dates and document numbers of all manifested waste shipments (see Checklist Fact Sheet 9), and
- ✓ a description and the amount of each hazardous waste shipped off-site or still remaining on-site.



Just how much of the form you need to complete depends on your hazardous waste activities. The more you generate, the more you need to complete. **If you recycle your wastes on the premises, you will need to report on this activity as well.**

How to report

- ❑ Get a RCRA Site Identification number, if you need one and haven't already done so, by completing and submitting a Site ID Form to the Department of Ecology (see Checklist Fact Sheet 2).

All notifiers will automatically receive the Dangerous Waste Annual Report, and instructions for completing it, at the beginning of the calendar year. If you do not receive your annual report package by January 31st, contact Ecology's Annual Reporting Hotline (1-800-874-2022), available from January through March.

- ❑ Complete the report for the previous calendar year and submit it to the Department of Ecology by March 1st.

Additional assistance is available through Ecology's Annual Reporting Hotline. Hazardous Waste Specialists can help you with your questions.

- ❑ Maintain a copy of each annual report in your files for at least 5 years.

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While this Fact Sheet summarizes the annual reporting 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) 329-3400
Lacey (360) 407-6300
Bellevue (425) 649-7000
Yakima (509) 575-2490

This is Checklist Fact Sheet 3 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.