



United States  
Environmental Protection  
Agency

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# **RCRA Hazardous Waste Part A Permit Application**

## **Instructions and Forms**

**EPA Form 8700-23**

(OMB # 2050-0034; Expires 11/30/2005)

**Office of Solid Waste  
5301 W  
Washington, DC 20460**

## **RCRA Hazardous Waste Part A Permit Application Instructions and Forms**

The Resource Conservation and Recovery Act (RCRA) Sections 3005 requires EPA to establish permitting requirements applicable to hazardous waste treatment, storage, and disposal facilities (TSDFs). The operator and owner of a TSDF must obtain a permit as required under 40 CFR Part 270. Respondents must submit the information required in the RCRA Hazardous Waste Part A Permit Application [EPA Form 8700-23] for a first permit application or for a revised permit application. Operators and owners of four types of TSDFs are subject to the requirements: new facilities not yet constructed; newly regulated existing facilities subject to RCRA permitting requirements for the first time; permitted facilities with newly regulated units; and interim status facilities. EPA needs information contained in this application to identify the person(s) legally responsible for hazardous waste activity, to determine which facilities require permits under more than one program, to assess potential for the facility to pollute nearby ground and surface waters, to identify the time frame available for EPA to process permit applications, and to define the specific wastes a facility is legally allowed to handle for different purposes. EPA must ensure that hazardous wastes are managed in a way that protects human health and the environment as required by RCRA. This is mandatory reporting by the respondents.

EPA enters Part A Permit application information submitted by respondents into RCRAInfo - the EPA national database - and issues permits. EPA uses this information to identify the universe of regulated TSDFs and their specific regulated hazardous waste activities. EPA also uses the information for tracking and planning and for a variety of enforcement and inspection purposes. Finally, EPA uses this information to ensure that: hazardous wastes are managed properly; TSDFs are operated and maintained as required; statutory provisions are upheld; and that regulations are adhered to by facility operators and owners.

Section 3007(b) of RCRA and 40 CFR Part 2, Subpart B, which defines EPA's general policy on public disclosure of information, both contain provisions for confidentiality. However, the Agency does not anticipate that businesses will assert a claim of confidentiality covering all or part of the RCRA Hazardous Waste Part A Permit Application. If such a claim were asserted, EPA must and will treat the information in accordance with the regulations cited above. EPA also will assure that this information collection complies with the Privacy Act of 1974 and OMB Circular 108.

**Estimated Burden:** The public reporting burden for First Part A Permit Applications (new applications) is estimated to be 26 hours. The public reporting burden for Revised Part A Permit Applications is expected to be 13 hours. This reporting burden includes time for reviewing instructions, searching existing data sources, gathering the data, completing the application, and recordkeeping.

To comment on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques, EPA has established a public docket for this information collection request under Docket ID Number RCRA-2002-0017, which is available for public viewing at the RCRA Docket in the EPA Docket Center (EPA/DC), EPA West, Room B102, 1301 Constitution Ave., NW, Washington, DC. The EPA Docket Center Public Reading Room is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays. The telephone number for the Reading Room is (202) 566-1744, and the telephone number for the RCRA Docket is (202) 566-0270. An electronic version of the public docket is available through EPA Dockets (EDOCKET) at - <http://www.epa.gov/edocket>

Use EDOCKET to submit or view public comments, access the index listing of the contents of the public docket, and to access those documents in the public docket that are available electronically. Once in the system, select "search," then key in the docket ID number identified above. Also, you can send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, NW, Washington, DC 20503, Attention: Desk Officer for EPA. Please include the EPA Docket ID Number RCRA-2002-0017 and OMB Control Number 2050-0034 in any correspondence.

# RCRA Hazardous Waste Part A Permit Application Instructions and Forms

The *Resource Conservation and Recovery Act* (RCRA) requires anyone who owns or operates a facility where hazardous waste is treated, stored, or disposed to have a RCRA hazardous waste permit issued by the U.S. Environmental Protection Agency (EPA). This booklet is designed to help you determine if you are subject to RCRA hazardous waste permitting requirements. The instructions contained in this booklet will assist you in starting the permitting process by completing and submitting a RCRA Hazardous Waste Part A Permit Application [EPA Form 8700-23](Part A Permit Application) or in modifying your hazardous waste permit by submitting a revised application.

There are two parts to a RCRA hazardous waste permit application -- Part A and Part B. Part A of the RCRA hazardous waste permit application consists of EPA Form 8700-23 (includes both the RCRA Subtitle C Site Identification Form and the Hazardous Waste Permit Information Form), along with maps, drawings, and photographs, as required by 40 CFR 270.13. Part B of the RCRA hazardous waste permit application contains detailed, site-specific information. There is no form for the Part B Permit Application; rather, the Part B Permit Application must be submitted in narrative form and contain the information described in applicable sections of 40 CFR 270.14 through 270.27.

**Note:** *Although this booklet contains information and instructions for completing a RCRA hazardous Waste Part A Permit Application, it should not be considered a substitute for the regulations in Title 40 of the Code of Federal Regulations (40 CFR). Rather, this booklet serves as a supplement to the regulations and provides additional information not contained in 40 CFR. As an owner or operator of a hazardous waste treatment, storage, or disposal facility, you are responsible for learning and complying with all the requirements that apply to you and the operations at your facility.*

*In addition, remember that this booklet and the regulations in 40 CFR address only the Federal hazardous waste program. Many States may have hazardous waste permitting requirements that differ from the Federal requirements; those States may use EPA Form 8700-23 for the RCRA Part A submission or they may use a similar State form that requires information not requested in the EPA form. Again, it is your responsibility to make sure that you have completed and submitted all forms required under the Federal or your State program.*

## RCRA Hazardous Waste Part A Permit Application

We realize that the regulations are complex. Although we are not providing reprints of the 40 CFR regulations in this booklet, copies of the Federal regulations are available from EPA (see below). We have listed the addresses and phone numbers of the contacts in each State who can answer your questions and help you understand the Federal and State requirements that apply to you; these are in the Contact List found on the Internet at:

<http://www.epa.gov/epaoswer/hazwaste/data/form8700/forms.htm#links>

Click on the document under the section:

**Where can I obtain assistance with the RCRA Hazardous Waste Part A Permit Application requirements and the RCRA Subtitle C Site Identification Form? Where should I send my completed form?**

In addition to those contacts, there are several other sources available to help with your questions and provide information on EPA regulations:

- **RCRA Frequently Asked Questions Internet Page.** This allows users to find answers to commonly asked questions that cover a wide range of RCRA issues and topics. Find this at:

<http://waste.custhelp.com/cgi-bin/waste.cfg/php/enduser/entry.php>

- **RCRA Online.** The RCRA Online database is designed to enable users to locate documents, including publications and other outreach materials, that cover a wide range of RCRA issues and topics. Find this at:

<http://www.epa.gov/rcraonline/>

- **EPA Internet page for RCRA regulations.** Find this at:

<http://www.epa.gov/docs/epacfr40/chapt-I.info/>

- **Compliance Assistance Centers.** The Environmental Protection Agency (EPA) has sponsored partnerships with industry, academic institutions, environmental groups, and other agencies to launch sector-specific Compliance Assistance Centers (Centers). Each Center addresses real world issues in understandable language for you to understand Federal environmental requirements and how to save money through pollution prevention techniques. There are several Centers listed; you may find one for your business. Visit the Compliance Assistance Centers at:

<http://www.assistancecenters.net>

- **EPA National Compliance Assistance Clearinghouse.** The Clearinghouse is a comprehensive source of compliance assistance information and resources. Use Internet links to Federal, State, local, and other compliance assistance providers to find the tools you need. Visit the Clearinghouse at:

<http://www.epa.gov/clearinghouse>

- EPA Small Business Ombudsman Office -- 1-800-368-5888
- Your Trade Association

## RCRA Hazardous Waste Part A Permit Application

### Existing Facilities

Existing hazardous waste management facilities are those hazardous waste treatment, storage, or disposal facilities which were in operation or for which construction had commenced on or before November 19, 1980 or which were in existence on the effective date of the statutory or regulatory amendments that render the facility subject to the requirement to obtain a RCRA permit. RCRA establishes a procedure for obtaining interim status that allows these existing facilities to continue operating until a final hazardous waste permit is issued. In order to obtain interim status, existing facilities must complete a two-step process.

First, you must submit a Notification of Regulated Waste Activity [EPA Form 8700-12]. You will need to submit this form in order to obtain an EPA Identification Number. If you have not notified EPA of your regulated waste activity, see the information on the Internet at:

<http://www.epa.gov/epaoswer/hazwaste/data/form8700/forms.htm#links>

Click on the document under the section:

**Where can I obtain assistance with the Notification of Regulated Waste Activity requirements and the RCRA Subtitle C Site Identification Form? Where should I send my completed form?**

Second, you must submit a RCRA Hazardous Waste Part A Permit Application using the forms included in this booklet [EPA Form 8700-23]. If you do not file a Notification of Regulated Waste Activity and complete the Part A Permit Application by the deadlines specified in Section 3.D of these instructions, you will be required by law to cease your operations until a RCRA hazardous waste permit is issued.

Facility owners or operators with interim status are treated as having been issued a permit until EPA reviews the RCRA Part B Permit Application and issues a RCRA hazardous waste permit. You may submit your Part B Permit Application voluntarily; however, you are not required to submit it until it is requested by EPA. You will then have up to six months to submit the Part B Permit Application.

### New Facilities

New hazardous waste management facilities are those hazardous waste treatment, storage, or disposal facilities which were not in operation or for which construction had not commenced on or before November 19, 1980. Owners or operators of new hazardous waste management facilities must submit both Parts A and B of the RCRA hazardous waste permit application at least 180 days before physical construction of the facility is expected to commence. In addition, these owners or operators are not allowed to begin physical construction of the new facility or to treat, store or dispose of hazardous wastes until receiving a RCRA hazardous waste permit. As such, new facilities do not receive interim status. In addition, new facilities are those facilities that are newly subject to the requirement to obtain a RCRA hazardous waste permit (e.g., through EPA's promulgation of a new hazardous waste listing). An application for a permit may be submitted any time after promulgation of those standards in 40 CFR subjecting the facility to hazardous waste permitting requirements.

## RCRA Hazardous Waste Part A Permit Application

Most State governments are authorized by EPA to administer hazardous waste management programs in lieu of the Federal RCRA program. If so, you will need to comply with the specific permit application requirements of that State.

The following instructions provide specific information for completing and submitting a RCRA Hazardous Waste Part A Permit Application using the forms included in this booklet [EPA Form 8700-23]. The instructions also provide general information for completing a RCRA Part B Permit Application. After reading the instructions, you may have questions regarding the RCRA hazardous waste permit application process. We have listed the addresses and phone numbers of the contacts in each State who can answer your questions and help you understand the Federal and State requirements that apply to you; these are in the contact list found on the Internet at:

<http://www.epa.gov/epaoswer/hazwaste/data/form8700/forms.htm#links>

Click on the document under the section:

**Where can I obtain assistance with the RCRA Hazardous Waste Part A Permit Application requirements and the RCRA Subtitle C Site Identification Form? Where should I send my completed form?**

### First Part A Submission

Both new and existing facilities that treat, store, or dispose of regulated hazardous waste are required to submit a RCRA Hazardous Waste Part A Permit Application in accordance with the deadlines set forth in Section 3.D of these instructions. Owners or operators of facilities that have not previously submitted a Part A Permit Application will need to submit a permit application for the first time. Examples of facilities making their first Part A submission are new facilities or existing facilities that become newly subject to the requirement to have a RCRA hazardous waste permit. You should mark the box in Item 1 of the RCRA Subtitle C Site Identification Form (Site ID Form) to indicate a first submission. Sections 3 and 4 of this booklet contain information and item-by-item instructions for completing both the Site ID Form and the Hazardous Waste Permit Information Form.

### Revised Part A Submission

There are several conditions under which a facility that has previously submitted a RCRA Hazardous Waste Part A Permit Application must revise that first submission to reflect changes that have occurred at the facility. Both facilities operating under interim status and facilities operating under a RCRA hazardous waste permit may find it necessary to revise their Part A Permit Application. You should mark the box in Item 1 of the RCRA Subtitle C Site Identification Form (Site ID Form) to indicate a revised submission.

If the owner or operator of this facility has changed since the facility last submitted the Part A Permit Application, be sure to submit a Revised Part A Application.

The conditions requiring submission of a Revised Part A Permit Application are summarized in Sections 3 and 4 of this booklet. These sections also contain information and item-by-item instructions for completing both the Site ID Form and the Hazardous Waste Permit Information Form.

### Contents of This Booklet

Following is a list of the sections contained in this booklet and the information covered in those sections.

Section 1. Who Must File a RCRA Hazardous Waste Permit Application?

Section 2. How Do I Know if I Handle a Regulated Hazardous Waste?

Section 3. How to File a RCRA Hazardous Waste Permit Application (Information on How, Where, and When to File a RCRA Hazardous Waste Part A Permit Application; and Information on Where You Can Get Information, Obtain Forms, and Send Your Completed Forms)

Section 4. Specific Instructions for Completing the RCRA Hazardous Waste Part A Permit Application [EPA Form 8700-23]. You must complete the two forms included in this booklet: the RCRA Subtitle C Site Identification Form and the Hazardous Waste Permit Information Form. The blank forms are provided at the end of this booklet.

## 1. Who Must File a RCRA Hazardous Waste Permit Application?

The Resource Conservation and Recovery Act of 1976 (RCRA), as amended, requires each person owning or operating a facility for the treatment, storage, or disposal of regulated hazardous waste to have a RCRA hazardous waste permit. This includes individuals, trusts, firms, joint stock companies, Federal Agencies, corporations (including government corporations), partnerships, associations, States, municipalities, commissions, interstate bodies, other political subdivisions of a State, or Indian tribes (or an authorized Indian tribe organization). If you treat, store, or dispose of regulated hazardous waste without obtaining a permit, you may be subject to a civil or criminal penalty.

## 2. How Do I Know if I Handle a Regulated Hazardous Waste?

### Off-Site Facilities

Owners or operators of off-site facilities that treat, store, or dispose of solid wastes, as defined by 40 CFR 261.2, are encouraged to obtain information on the solid wastes they receive from generators. If the generators will not supply this information, you are still responsible for determining if the solid wastes you handle are also hazardous wastes that are regulated by RCRA. To do so, you should follow the procedures for on-site facilities that are described below.

## RCRA Hazardous Waste Part A Permit Application

### On-Site Facilities

Generators who treat, store, or dispose, on-site, their own solid wastes (as defined by 40 CFR 261.2), should employ the following procedures in determining if their solid wastes are hazardous wastes that are regulated by RCRA. This determination is made as follows:

- a. First, you need to determine if the solid waste handled is excluded from regulation under RCRA. The list of exclusions can be found in the regulation entitled "Identification and Listing of Hazardous Waste," 40 CFR 261.4. If the solid wastes handled are excluded, a RCRA hazardous waste permit is not needed to treat, store, or dispose of these solid wastes. If the solid waste handled is not excluded by Section 261.4, you need to determine if the solid waste handled is a hazardous waste that is regulated under RCRA. As described below, EPA regulates a solid waste as a hazardous waste by specifically listing it as a hazardous waste or by assigning it a generic hazardous waste code because it possesses any of the four hazardous waste characteristics.
- b. If the solid waste handled is not excluded by Section 261.4, you need to determine if it is a hazardous waste that is listed in 40 CFR Part 261, Subpart D, "Lists of Hazardous Wastes." If you own or operate a facility where listed hazardous waste is treated, stored, or disposed, you are subject to regulation and must file a RCRA hazardous waste permit application, unless the hazardous waste has been exempted as described below.
- c. If the solid waste handled is not listed in 40 CFR Part 261, Subpart D, the solid waste may still be a hazardous waste if it possesses certain characteristics or contains certain contaminants. These characteristics and contaminants are described in 40 CFR Part 261, Subpart C, "Characteristics of Hazardous Waste." A determination that a solid waste possesses these characteristics or contaminants may be made based on either:
  - (1) Your knowledge of the hazard characteristic of the solid waste in light of the materials or processes used; or
  - (2) The results of testing the solid waste according to the methods in 40 CFR Part 261, Subpart C.If you own or operate a facility where characteristic hazardous waste is treated, stored, or disposed, you are subject to regulation and must file a RCRA hazardous waste permit application, unless the hazardous waste has been exempted as described below.
- d. If the hazardous waste that you handle has been exempted under 40 CFR 261.5 or 261.6(a)(3), you are not subject to regulation and do not need to file a RCRA hazardous waste permit application.



## RCRA Hazardous Waste Part A Permit Application

In addition, certain other persons who handle hazardous waste are not required to obtain a RCRA hazardous waste permit. They are:

- a. Generators who accumulate their own hazardous waste on-site for less than 90 days as provided in 40 CFR 262.34;
- b. Farmers who dispose of hazardous waste pesticides from their own use as provided in 40 CFR 262.70; and
- c. Owners and operators of totally enclosed treatment facilities as defined in 40 CFR 260.10.

### 3. How to File a RCRA Hazardous Waste Permit Application

As noted above, there are two parts to the RCRA Hazardous Waste Permit Application -- Part A and Part B. As required by 40 CFR 270.13, the Part A Permit Application defines the processes to be used for treatment, storage, and disposal of hazardous wastes; the design capacity of such processes; and the specific hazardous wastes to be handled at a facility. The RCRA Hazardous Waste Part A Permit Application [EPA Form 8700-23] is submitted by completing the two forms included in this booklet: the RCRA Subtitle C Site Identification Form and the Hazardous Waste Permit Information Form.

The Part A Permit Application serves as a vehicle through which an owner or operator may submit facility-specific information to the regulatory authority and keep this information current. As specified by 40 CFR 270.14 through 270.27, the Part B Permit Application requires detailed site-specific information such as geologic, hydrologic, and engineering data. The Part B Permit Application is submitted in narrative form.

#### A. How Many Permit Applications Should I File?

You need submit only one RCRA Hazardous Waste Permit Application (Part A and Part B) per facility, provided that you describe all of the activities at that facility. If you conduct hazardous waste activity(ies) at more than one facility, you must submit a separate RCRA hazardous waste permit application (Part A and Part B) for each facility location. You must also have an EPA Identification Number for each of the facilities.

**Note:** *Only one permit application is required per facility. At some point, you may be required to submit revised applications to update your first Part A Permit submission. At any given time, the first submission and any subsequent revised submissions represent the Part A Permit Application for your facility.*

## **RCRA Hazardous Waste Part A Permit Application**

### **B. Can I Request that this Information Be Kept Confidential?**

All information submitted in this form will be subject to public disclosure, to the extent provided by the Freedom of Information Act, 5 U.S.C. Section 552, and EPA's Business Confidentiality Regulations, 40 CFR Part 2 and 40 CFR 270.12. Claims of confidentiality for the name and address of any permit applicant or permittee will be denied. Persons filing this form may make claims of confidentiality for certain information. Such claims must be clearly indicated by submitting an attachment listing the specific information for which confidential treatment is requested at the time of filing. This attachment must include a written substantiation of the claim for confidentiality, that answers the following questions:

1. Which sections of the Part A Permit Application form contain the information you claim is entitled to confidential treatment?
2. For how long is confidential treatment desired for the information?
3. What measures have you taken to guard against undesired disclosure of the information to others?
4. To what extent has the information been disclosed to others, and what precautions have been taken in connection with that disclosure?
5. Has EPA or any other Federal agency made a pertinent confidentiality determination? If so, include a copy of such determination or reference to it, if available.
6. Will disclosure of the information be likely to result in substantial harmful effects on your competitive position? If so, what would those harmful effects be and why should they be viewed as substantial? Explain the causal relationship between disclosure and the harmful effects.

Information covered by a confidentiality claim and the above substantiation will be disclosed by EPA only to the extent and by means of the procedures set forth in 40 CFR Part 2 and 40 CFR 270.12.

If no claim of confidentiality or no substantiation accompanies the information when it is submitted, EPA may make the information available to the public without further notice to the submitter.

### **C. Where Should I Send My Completed Permit Application?**

If the State in which the facility is located administers the hazardous waste permit program under which you need a permit, you should submit the RCRA hazardous waste permit application (Part A and Part B) to the appropriate State agency.

We have listed the addresses and phone numbers of the contacts in each State who can answer your

## RCRA Hazardous Waste Part A Permit Application

questions and help you understand the Federal and State requirements that apply to you; these are in the Contact List found on the Internet at:

<http://www.epa.gov/epaoswer/hazwaste/data/form8700/forms.htm#links>

Click on the document under the section:

**Where can I obtain assistance with the RCRA Hazardous Waste Part A Permit Application requirements and the RCRA Subtitle C Site Identification Form? Where should I send my completed form?**

Otherwise, the RCRA hazardous waste permit application (Part A and Part B) should be submitted to the EPA Regional Office whose Region includes the State in which the facility is located. See the EPA Regional Office contacts at the end of the Contact List noted above.

### D. When Should I File My Permit Application?

As required by 40 CFR 270.10, the deadlines for filing RCRA hazardous waste permit applications are:

- **Existing Facilities:** Under 40 CFR 270.10(e), existing facilities must submit a Part A Permit Application no later than six months following the publication of regulations that subject the facility to the requirement to have a RCRA hazardous waste permit.
- **New Facilities:** Under 40 CFR 270.10(f), new facilities must submit both Part A and Part B Permit Applications at least 180 days before commencing physical construction of the facility.

### E. When Should My Permit Application Be Revised?

#### Facilities Operating Under Interim Status

In accordance with 40 CFR 270.72(a), the owner or operator of a facility operating under interim status must submit a Revised Part A Permit Application at the following times:

1. Prior to treating, storing, or disposing of new hazardous wastes not previously identified in the facility's Part A permit. Similarly, when EPA (or a State with an authorized RCRA program) promulgates a rule listing or identifying new hazardous wastes, facilities managing these wastes must revise their Part A Permit Applications to reflect this activity.
2. Prior to increasing the design capacity of the processes used at the facility. The EPA Regional Administrator (or the State Director, for an authorized State) must approve changes in capacity before they take effect at the facility.
3. Prior to changing existing processes or adding new processes for treating, storing and disposing of hazardous wastes at the facility. Changes in treatment, storage, and disposal practices must be approved by the Regional Administrator (or State Director) before they are implemented by a facility.
4. Prior to undergoing a change in ownership or operational control of a facility.

## **RCRA Hazardous Waste Part A Permit Application**

5. Whenever facility changes occur in accordance with an interim status corrective action order issued by EPA, an authorized State, or by a court in a judicial action brought by EPA or the State.
6. When a facility adds units for the treatment, storage, and disposal of hazardous waste that are newly regulated by EPA or a State. A Revised Part A Permit Application must be submitted on or before the date on which the unit becomes subject to the new requirements.

Changes in the quantity of hazardous waste currently specified in the First Part A Permit Application can be made without submitting a Revised Part A Permit Application, provided the quantity does not exceed the design capacities of the processes specified in the First Part A Permit Application.

**Failure to furnish all information required to process a RCRA hazardous waste permit application is grounds for termination of interim status.**

### **Facilities Operating Under a RCRA Hazardous Waste Permit**

Owners or operators of facilities operating under a RCRA hazardous waste permit may modify their permit at any time, in accordance with the specific requirements in 40 CFR 270.42. Appendix I to 40 CFR 270.42 divides the various types of permit modifications into Classes 1, 2, and 3, based on the complexity of facility changes necessitating a permit modification. Class 1 modifications are minor changes that keep the permit current with changes that occur to the facility or its operation. Class 2 and 3 modifications involve more significant changes in facility operations.

In all cases when a facility owner or operator requests a permit modification, however, he or she must submit the information required in the Part A Permit Application (in 40 CFR 270.13) as part of the modification submittal.

Finally, under 40 CFR 270.10(h), facilities with a RCRA hazardous waste permit must submit a new application (Part A and Part B) at least 180 days prior to the expiration date of the permit.

## **4. Specific Instructions for Completing the RCRA Hazardous Waste Part A Permit Application [EPA Form 8700-23]**

### **First Part A Submission**

The **Item-by-item Instructions for Filling Out the RCRA Subtitle C Site Identification Form** identify the items on this form that must be completed. For a first Part A submission, the **Item-by-item Instructions for Filling Out the Hazardous Waste Permit Information Form** identify the 13 items on this form that must be completed in their entirety. You must submit both forms for a complete RCRA Hazardous Waste Part A Permit Application.

After you have submitted the Site Identification Form once, your State may allow you to attach a copy of your most recently submitted form. If so, circle items numbers for which any information has

## RCRA Hazardous Waste Part A Permit Application

changed. Then enter the new information (also circle the item numbers) on the Site Identification Form included in this booklet and provide the required signatures in Item 13 - Certification.

**Note:** Be sure to use your most recently submitted form; it may have been submitted for a Subsequent Notification of Regulated Waste Activity, the Hazardous Waste Report, or a previous RCRA Hazardous Waste Part A Permit Application.

### Revised Part A Submission

The **Item-by-item Instructions for Filling Out the RCRA Subtitle C Site Identification Form** identify the items on this form that must be completed. For a revised Part A submission, you only need to complete Items 1, 2, and any other items on the Hazardous Waste Permit Information Form for which you have new information or changes; be sure to mark the other items as not applicable - NA. See the **Item-by-item Instructions for Filling Out the Hazardous Waste Permit Information Form** for each item. You must submit both forms for a complete RCRA Hazardous Waste Part A Permit Application.

**Note:** *If the owner or operator of this facility has changed since the facility last submitted the Part A Permit Application, you must submit a Revised Part A Application.*

After you have submitted the Site Identification Form once, your State may allow you to attach a copy of your most recently submitted form. If so, circle item numbers for which any information has changed. Then enter the new information (also circle the item numbers) on the Site Identification Form included in this booklet and provide the required signatures in Item 13 - Certification.

**Note:** Be sure to use your most recently submitted form; it may have been submitted for a Subsequent Notification of Regulated Waste Activity, the Hazardous Waste Report, or a previous RCRA Hazardous Waste Part A Permit Application.

# **Instructions for Filling Out the RCRA Subtitle C Site Identification (Site ID) Form**

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## **WHO MUST SUBMIT THIS FORM**

All sites required to submit any of the following must submit the RCRA Subtitle C Site Identification (Site ID) Form:

- Initial Notification of Regulated Waste Activity
- Subsequent Notification of Regulated Waste Activity
- First RCRA Hazardous Waste Part A Permit Application
- Revised RCRA Hazardous Waste Part A Permit Application
- Hazardous Waste Report

You **must complete** all the items on the Site ID Form.

## **PURPOSE OF THIS FORM**

For the purposes of the RCRA Hazardous Waste Part A Permit Application and the Hazardous Waste Report, you must also complete the Site ID Form to update your site information. For purposes of the Notification of Regulated Waste Activity, the Site ID Form provides site-specific information about a facility for obtaining an EPA Identification Number and submitting Initial Notification of Regulated Waste Activity. For purposes of a Subsequent Notification of Regulated Waste Activity, the Site ID Form provides updated site-specific information for those items that have changed at your site and verifies the information for those items that remain unchanged.

## **HOW TO FILL OUT THIS FORM**

Please complete all of the Site ID Form items.

- Item 1 - your reason for submitting the form
- Item 2 - your site's EPA Identification Number
- Item 3 - the name of your site
- Item 4 - the physical location of your site
- Item 5 - the land type of your site
- Item 6 - the North American Industry Classification System (NAICS) code(s) for your site
- Item 7 - the mailing address for your site
- Item 8 - name and phone number of a contact person at your site

- Item 9 - names of the operator and the legal owner(s) of your site
- Item 10 - your site's regulated waste activities (enter all that apply)
- Item 11 - the description of hazardous waste if you handle any
- Item 12 - additional comments on Items 1 through 11
- Item 13 - certification that the information you provided throughout the form is truthful, accurate and complete

Type or print in black ink all items except the Signature box in Item 13. Enter your site's EPA ID Number in the top left-hand corner on the second and third pages of the form; for Initial Notification for this site, leave the EPA Identification Number blank. Use Item 12 - Comments to clarify or provide additional information for any entry. When entering information in the comments section, enter the item number and box letter to which the comment refers. If you must use additional sheets for comments, enter your site's EPA ID Number in the top left-hand corner of each sheet.

# Site ID Form

(Continued)

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## ITEM-BY-ITEM INSTRUCTIONS

### Item 1 -- Reason for Submittal:

**Reason for Submittal:** Place an “X” in the appropriate box to indicate whether this form is your Initial Notification of Regulated Waste Activity (to obtain an EPA Identification Number); a Subsequent Notification of Regulated Waste Activity (to update your site identification information); a component of a First or a Revised Hazardous Waste Part A Permit Application; or a component of the Hazardous Waste Report.

- **For Initial Notification of Regulated Waste Activity to provide site identification information and obtain an EPA Identification Number for hazardous waste, universal waste, or used oil activities.** If your waste activity is regulated under Subtitle C of the Resource Conservation and Recovery Act (RCRA) and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260–299), you must submit this form to notify the appropriate State or EPA Regional Office of your regulated waste activities and obtain an EPA Identification Number.
- **For Subsequent Notification of Regulated Waste Activity to update site identification information.** You must use this form to submit a subsequent notification if your site already has an EPA Identification Number and you wish to change information (e.g., generator status, new site contact person, new owner, new mailing address, new regulated waste activity, etc.).
- **As a component of a First RCRA Hazardous Waste Part A Permit Application.** If your site is planning to treat, store, or dispose of hazardous waste on site in a unit that is not exempt from obtaining a hazardous waste permit, you must submit this form as part of the Part A Permit Application. Also, if the activity at this site (treatment, storage, or disposal) became newly regulated under RCRA Subtitle C and the rules promulgated pursuant to the Act (specifically 40 CFR Parts 260-299), you must submit this form as part of the Part A Permit Application.
- **As a component of a Revised RCRA Hazardous Waste Part A Permit Application.** If you must submit a revised Part A Permit Application to reflect changes that have occurred at your site, you must submit this form as part of your revised Part A Permit Application. Examples of site changes requiring a revised Part A Permit Application include managing new wastes not identified in the first submission of the form or changes to existing waste treatment processes. When submitting a revised Part A Permit Application, please include the Amendment number in the appropriate space.
- **As a component of the Hazardous Waste Report.** If you are required to submit a Hazardous Waste Report indicating the amount of hazardous waste you generate, treat, recycle, dispose, ship off site, or receive from off site, you must fill out this form.

<b>NOTE</b>	You will report your <b>current</b> Hazardous Waste Generator status as of the date of submitting the Site Identification Form in Item 10.A.1 - Generator of Hazardous Waste. Your status may have changed since your last submission (unless this is an Initial Notification of Regulated Waste Activity).
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**Item 2 -- Site EPA ID Number:**

Provide your EPA Identification Number in Item 2 **for this site**. Also, be sure to include your EPA Identification Number at the top of pages 2 and 3 of the form (as well as on any attachments to the Site ID Form).

<b>NOTE</b>	If this is your Initial Notification for this site, leave the EPA Identification Number blank and proceed to Item 3.
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**Items 3 and 4 -- Site Name and Location:**

Provide the legal name of your site and a complete location address. Please note that the address you give for Item 4, Site Location, must be a physical address, **not a post office box or route number**.

<b>NOTE</b>	A new EPA Identification Number is required if you change the location of your site.
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**Item 5 -- Site Land Type:**

Place an "X" in the box that **best describes** the land type of your site. Select only one type: Private, County, District, Federal, Indian (see Indian Country below), Municipal, State, or Other. If your site's Land Type could be described as Municipal **and** as County, as District, or as Indian, do not mark Municipal. Instead choose the other appropriate code; you may explain this in Item 12 - Comments.

**Indian Country** - Land governed by an entity on the list of Federally recognized American Indian tribes and Alaskan Native entities at: <http://www.epa.gov/edr/fdetribal.pdf>

**Item 6 -- North American Industry Classification System (NAICS) Code(s):**

Box A must be completed. Completing Boxes B-D is recommended, if applicable.

**Box A** Provide the North American Industry Classification System (NAICS) code that **best** describes your site's primary business production process for your products or services. Use the six (6) digit code (most specific description) if available for your business; if not, use the five (5) digit code; do not enter any four (4) or less digit code.

**Boxes B - D** List other NAICS codes that describe the primary business production processes for your site. Use the 6 or 5 digit codes that apply to your site.

Check with your accounting or business staff to determine your NAICS code(s); the NAICS code is used in tax reporting and other business reports. A list of the acceptable codes is on the Internet at -

<http://www.epa.gov/epaoswer/hazwaste/data/br03/forms.htm>

You can obtain additional information about NAICS codes from the Internet at -

<http://www.census.gov/epcd/naics02/>

## Site ID Form

(Continued)

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### Item 7 -- Site Mailing Address:

Please enter the Site Mailing Address. If the mailing address and the Location of Site (Item 4) are the same, you can enter "Same as Item 4" in the box for Item 7.

### Item 8 -- Site Contact Person:

Enter the name, business telephone number, and extension of the individual who should be contacted regarding the information submitted in the Site ID Form. You may also enter an email address; if you want to be contacted by fax, enter that number in Item 12 - Comments. A Subsequent Notification is recommended when the Site Contact Person changes. **Do not** enter other contact persons here; if there are other persons who may be contacted about this submission, list them and their other contact information in Item 12. An example would be a contact specifically for the Hazardous Waste Report. Note that the Facility Permit Contact information for the RCRA Hazardous Waste Part A Permit Application is entered in Items 1 and 2 of the Hazardous Waste Permit Information Form.

<b>NOTE</b>	It is assumed that the Site Contact Person will receive mail at the Site Mailing Address provided in Item 7. If this is not the case, please provide the mailing address for the Site Contact Person in Item 12 - Comments.
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### Item 9 -- Operator and Legal Owner of the Site:

This section should be used to indicate all the operators and owners of this site. Please review these definitions:

**Operator** - The person responsible for the overall operation of a RCRA site. Note: This is the legal entity which controls the RCRA site operation rather than the plant or site manager. This is usually a company or business name, not an individual. See **Person**.

**Owner** - The person who owns a RCRA site or part of a RCRA site. Note: This includes the property owner. This may be an individual, company, or business name. See **Person**.

**Person** - An individual, trust, firm, joint stock company, Federal Agency, corporation (including a government corporation), partnership, association, State, municipality, commission, political subdivision of a State, or any interstate body.

A. **Name of Site's Operator:** Provide the name of your site's operator.

**Date Became an Operator:** Indicate the date on which the above entity became the operator of your site. Enter dates as in this example: For April 22, 2005, enter 04/22/2005.

**Operator Type:** Place an “X” in the box that **best describes** the operator type of your site. Select only one type: Private, County, District, Federal, Indian (see below), Municipal, State, or Other. If your site’s Operator Type could be described as Municipal **and** as County, as District, or as Indian, do not mark Municipal. Instead choose the other appropriate code; you may explain this in Item 12 - Comments.

**Indian** - A member of an entity on the list of Federally recognized American Indian tribes and Alaskan Native entities at: <http://www.epa.gov/edr/fde Tribal.pdf>

Use the Comments section in Item 12 to list any additional operators, their names, the dates they became operators, operator type, and mailing address. If necessary, attach a separate sheet of paper.

**B. Name of Site’s Legal Owner:** Provide the name of your site’s legal owner(s). This includes owner(s) of the building(s) and land.

**Date Became an Owner:** Indicate the date on which the above entity became the owner of your site. Enter dates as in this example: For April 22, 2005, enter 04/22/2005.

**Owner Type:** Place an “X” in the box that **best describes** the owner type of your site. Select only one type: Private, County, District, Federal, Indian (see below), Municipal, State, or Other. If your site’s Owner Type could be described as Municipal **and** as County, as District, or as Indian, do not mark Municipal. Instead choose the other appropriate code; you may explain this in Item 12 - Comments.

**Indian** - A member of an entity on the list of Federally recognized American Indian tribes and Alaskan Native entities at: <http://www.epa.gov/edr/fde Tribal.pdf>

Use the Comments section in Item 12 to list any additional owners, their names, the dates they became owners, owner type, mailing address, and which owner(s), if any, are no longer owners since your last submission of this form. If necessary, attach a separate sheet of paper.

**Legal Owner Address:** Please enter this information if your State requires it; see your State’s specific instructions if any. If the address and the Location of Site (Item 4) are the same, you can enter “Same as Item 4” in the box for Item 9.

<b>NOTE</b>	A subsequent notification is recommended when the operator or owner of a site changes. Because an EPA Identification Number is site-specific, the new owner will keep the existing EPA Identification Number for that location. If your business moves to another location, the operator or owner must notify the State or EPA Regional Office of this change. Since your business has changed locations, a new EPA Identification Number will be assigned.
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# Site ID Form

(Continued)

## Item 10 -- Type of Regulated Waste Activity

Place an "X" in box "Yes" or in box "No" as appropriate for activities at this site; complete any additional boxes as instructed.

### A. Hazardous Waste Activities: Complete all parts 1 through 6.

<b>NOTE</b>	Listed below are the Federal generator status definitions. If, however, the State where your site is located has definitions different from the Federal definitions, you must use the State definitions.
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1. **Generator of Hazardous Waste:** If you generate a hazardous waste that is listed in 40 CFR 261.31 through 261.33 or identified by one or more hazardous waste characteristic(s) contained in 40 CFR 261.21 through 261.24, place an "X" in the appropriate box for the quantity of non-acutely hazardous waste that is generated per calendar month. The regulations for hazardous waste generators are found in 40 CFR Part 262. Consult these regulations and your State for details about how the regulations apply to your situation. Below is a brief description of the three types of hazardous waste generators.

If "Yes", mark only one of the following - a, b, or c.

#### a. LQG: Large Quantity Generator

This site is a Large Quantity Generator if the site meets **any** of the following criteria:

- i) Generates, in any calendar month, 1,000 kg (2,200 lbs.) or more of RCRA hazardous waste; **or**
- ii) Generates, in any calendar month, or accumulates at any time, more than 1 kg (2.2 lbs.) of RCRA acute hazardous waste; **or**
- iii) Generates, in any calendar month, or accumulates at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute hazardous waste.

<b>NOTE</b>	If, in addition to being an LQG, you recycle hazardous wastes at your site, mark both this box <b>and</b> Box A.4 below.
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**b. SQG: Small Quantity Generator**

This site is a Small Quantity Generator if the site meets **all** of the following criteria:

- i) Generates, in any calendar month, more than 100 kg (220 lbs.) but less than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**
- ii) Generates, in any calendar month, or accumulates at any time, no more than 1 kg (2.2 lbs.) of acute hazardous waste **and** no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

**OR**, the site is a Small Quantity Generator if the site:

- i) Meets all other criteria for a Conditionally Exempt Small Quantity Generator (see below), but
- ii) Accumulates, at any time, more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste.

**c. CESQG: Conditionally Exempt Small Quantity Generator**

This site is a CESQG if the site does **all** of the following:

- i) Generates no more than 100 kg (220 lbs.) of RCRA hazardous waste in any calendar month; **and**
- ii) Accumulates, at any time, no more than 1,000 kg (2,200 lbs.) of RCRA hazardous waste; **and**
- iii) Generates, in any calendar month, or accumulates at any time, no more than 1 kg (2.2 lbs.) of acute hazardous waste, **and** no more than 100 kg (220 lbs.) of material from the cleanup of a spill of acute hazardous waste.

<b>NOTE</b>	If you generate acutely hazardous wastes listed in 40 CFR 261.31, 261.32 or 261.33(e), please refer to 40 CFR 261.5(e) to determine the circumstances under which you must notify the EPA.
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**In addition to the above**, mark “Yes” or “No” for the other hazardous waste activities listed below that may occur at this site. **Complete 1.d and e, and 2 through 6.**

**d. United States Importer of Hazardous Waste**

Mark “Yes” if you import hazardous waste from a foreign country into the United States. Refer to 40 CFR 262.60 for additional information.

**e. Mixed Waste Generator**

Mark “Yes” if you are a generator of mixed waste (waste that is both hazardous and radioactive). RCRA defines “mixed waste” as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998). See the definitions on pages 39, 42, and 43.

## Site ID Form

(Continued)

2. **Transporter of Hazardous Waste:** Mark “Yes” if you transport hazardous waste within the United States. The Federal regulations for hazardous waste transporters are found in 40 CFR Part 263.
3. **Treater, Storer, or Disposer of Hazardous Waste:** If you treat, store, or dispose of hazardous waste, mark “Yes”. A RCRA Hazardous Waste Permit is required for this activity. Contact the appropriate office for your State for more information. The Federal regulations for operators and owners of permitted treatment, storage, and disposal facilities (TSDFs) are found in 40 CFR Parts 264, 265, 266, and 270.

<b>NOTE</b>	If your site is a destination facility for universal wastes in addition to being a treatment, storage, or disposal facility for other RCRA hazardous wastes, mark both this box <b>and</b> Box B.2 below.
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4. **Recycler of Hazardous Waste:** If you recycle regulated hazardous wastes (recyclable materials), mark “Yes”. The Federal regulations for operators and owners of sites that recycle hazardous waste are found in 40 CFR 261.6. You also may be subject to other Federal and State regulations; in some cases a permit is required.

<b>NOTE</b>	If your site, in addition to being a recycling site for hazardous waste, is a treater, storer, or disposer of hazardous waste, mark both this box <b>and</b> Box A.3 above. If your site is a destination facility for universal wastes in addition to being a recycling site for other RCRA hazardous wastes, mark both this box <b>and</b> Box B.2 below.
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5. **Exempt Boiler and/or Industrial Furnace:**  
If you mark “Yes”, mark each that applies.
  - a. If you burn small quantities of hazardous waste in an on-site boiler or industrial furnace in accordance with the conditions in 40 CFR 266.108, mark “Yes” to indicate that you qualify for the Small Quantity On-Site Burner Exemption.
  - b. If you process hazardous wastes in a smelting, melting, or refining furnace solely for metals recovery, as described in 40 CFR 266.100(d), or to recover economically significant amounts of precious metals, as described in 40 CFR 266.100(g), or if you process hazardous wastes in a lead recovery furnace to recover lead, as described in 40 CFR 266.100(h), place an “X” in the box to indicate that you qualify for the Smelting, Melting, and Refining Furnace Exemption.
6. **Underground Injection Control:** If you generate, treat, store, or dispose of hazardous waste and there is an underground injection well located at your site, mark “Yes”. The Federal regulations for operators or owners of underground injection wells are found in 40 CFR Part 148.

**In addition to the above,** mark “Yes” or “No” for the other regulated waste activities listed below that may occur at this site. **Complete Items B and C.**

**B. Universal Waste Activities:** Refer to your State-specific requirements and definitions for universal waste. **Also**, refer to 40 CFR 261.9 and 40 CFR Part 273 for the Federal regulations covering universal waste. **Complete 1 and 2.**

1. **Large Quantity Handler of Universal Waste (LQHUU):** You are an LQHUU if you accumulate a total of 5,000 kg or more of any universal wastes (calculated collectively) at any time. If “Yes”, place an “X” in the appropriate box(es) to indicate the type(s) of universal wastes you generate and/or accumulate at your site. If your State has additional universal wastes, indicate what they are and place an “X” in the corresponding box(es).
2. **Destination Facility:** Mark “Yes” if you treat, dispose of, or recycle universal wastes on site. A hazardous waste permit is required if you treat or dispose of universal wastes; a permit may be required if you recycle universal wastes.

<b>NOTE</b>	If your site, in addition to being a destination facility for universal wastes, is also a treatment, storage, or disposal facility for RCRA hazardous wastes, mark both this box <b>and</b> Box A.3 above. In addition, if your site recycles RCRA hazardous wastes, mark both this box <b>and</b> Box A.4 above.
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**C. Used Oil Activities:** Mark the appropriate box(es) to indicate which used oil management activities are taking place at this site. The Federal regulations for used oil management are found in 40 CFR Part 279. **Complete 1 through 4.**

1. **Used Oil Transporter:** If you transport used oil and/or own or operate a used oil transfer facility, mark “Yes” and place an “X” in the appropriate box(es) to indicate this used oil management activity.
2. **Used Oil Processor/Re-Refiner:** If you process and/or re-refine used oil, mark “Yes” and place an “X” in the appropriate box(es) to indicate this used oil management activity.
3. **Off-Specification Used Oil Burner:** If you burn off-specification used oil fuel, mark “Yes” to indicate this used oil management activity.
4. **Used Oil Fuel Marketer:** Mark “Yes” if you market used oil fuel. If you market off-specification used oil directly to a burner, place an “X” in Box 4.a. If you are the first to claim the used oil meets the used oil specification established in 40 CFR 279.11, place an “X” in Box 4.b. If either of these boxes is marked, you also must notify (or have previously notified) as a used oil transporter, used oil processor/re-refiner, or off-specification used oil fuel burner, unless you are a used oil generator. (Used oil generators are not required to notify.)

## Site ID Form

(Continued)

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### Item 11 -- Description of Hazardous Wastes:

Complete this item if you marked “Yes” for any activity in **Item 10. A.** for Initial Notification; for other reasons in Item 1, complete this item **if** your State requires it. You will need to refer to 40 CFR Part 261 to complete this item. Part 261 identifies those solid wastes which the EPA defines as hazardous and regulates under RCRA. If you need help completing this section, please contact your State Office.

- A. Federally Regulated Hazardous Wastes:** If you handle hazardous wastes that are described in 40 CFR Part 261, enter the appropriate 4-digit code(s) in the box(es) provided.

<b>NOTE</b>	EPA Hazardous Waste Codes. If you handle more hazardous wastes than will fit under Item 11.A., please continue listing the hazardous waste codes on an extra sheet. If you handle a large number of codes, you may copy the list in this booklet and mark the ones that you handle. Attach any additional sheets to the Site Identification Form.
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- B. State-Regulated Hazardous Wastes:** If you manage State-regulated hazardous wastes that have a state waste code, enter the appropriate code(s) in the box(es) provided.

### Item 12 -- Comments:

Use this section as needed to provide additional information for Items 1 through 11. Include the item number and box letter (if any) for each comment you make. You may attach additional sheets if needed.

### Item 13 -- Certification:

This certification must be signed by operator(s), owner(s), or authorized representative(s) of the site. An “authorized representative” is a person responsible for the overall operation of the site (i.e., a plant manager or superintendent, or a person of equal responsibility). For the RCRA Hazardous Waste Part A Permit Application, all operator(s) and owner(s) of the site must sign (see 40 CFR 270.10 (b) and 270.11).

<b>NOTE</b>	All Site ID Form submissions must include this certification to be complete.
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# Instructions for Filling Out the Hazardous Waste Permit Information Form

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## GENERAL INSTRUCTIONS

Please type or print, leaving only one blank box between words. Where shown, boxes are spaced at 1/4" intervals, which accommodate elite type (12 *characters per inch*). When typing, hit the space bar twice between characters. If you print, place each character in a box. Abbreviate if necessary to stay within the number of boxes allowed for each item. Some items in the form require narrative explanation. If more space is necessary to answer a question, use the space provided in Item 14 and reference the Item number to which the additional information applies or attach a separate sheet entitled "Additional Information."

Unless otherwise specified in the instructions to the form, each item must be answered. To indicate that each item has been considered, enter "NA" for not applicable if a particular item does not fit the circumstances or characteristics of your facility or activity. For a Revised Part A Permit Application, circle the item numbers with new information or changes.

## ITEM-BY-ITEM INSTRUCTIONS

### **Item 1 - Facility Permit Contact:**

Give the name and work telephone number of a person who is thoroughly familiar with the activities at the facility that require a hazardous waste permit and with the facts reported in the Hazardous Waste Permit Information Form. This person must be available to be contacted by offices reviewing the permit application if necessary. If the Facility Permit Contact information is the same as the Site Contact Person identified in Item 8 of the RCRA Subtitle C Site Identification Form (Site ID Form), you may print "Same as Site Contact" in the box in Item 1.

### **Item 2 - Facility Permit Contact Address:**

Enter the mailing address for the facility permit contact. If the mailing address is the same as the Site Mailing Address (Item 7) on the Site ID Form, you may print "Same as Site Contact" in the box in Item 2.

### **Item 3 - Operator Mailing Address and Telephone Number:**

Enter the mailing address and telephone number for the facility operator identified in Item 9.A of the Site ID Form.

### **Item 4 - Legal Owner Mailing Address and Telephone Number:**

Enter the mailing address and telephone number of the legal owner of the facility identified in Item 9.B of the Site ID Form.

## Permit Information Form

(Continued)

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### Item 5 - Facility Existence Date:

Enter the appropriate date that applies to your facility from among the following:

- A. The date that hazardous waste operations at the facility commenced;
- B. The date construction on the facility commenced; or
- C. The date operation is expected to begin.

### Item 6 - Other Environmental Permits:

- A. **Permit Type:** Using the codes listed below, enter a letter on the form for all other environmental permits the facility has received or for which the facility has filed an application even if the permit has not yet been received.

- N = NPDES (National Pollutant Discharge Elimination System) Clean Water Act
- P = PSD (Prevention of Significant Deterioration) Clean Air Act
- R = RCRA (Resource Conservation and Recovery Act)
- U = UIC (Underground Injection Control) Safe Drinking Water Act
- F = EPA 404 (Dredge or Fill Permits under Section 404 of the Clean Water Act)
- E = Other relevant environmental permits. List any other relevant Federal (e.g., permits under the Ocean Dumping Act), State (e.g., State permits for new air emission sources in nonattainment areas under Part D of the Clean Air Act or State permits under Section 404 of the Clean Water Act), or local environmental permits or applications.

- B. **Permit Number:** Give the number of each presently effective permit issued to the facility for each program. If you have previously filed an application but have not yet received a permit, give the number of the application and note this in the description. You may list additional permit numbers on a separate sheet of paper if you have more than one currently effective permit for your facility under a particular permit program.

- C. **Description:** Use the space provided for any additional information identifying or describing the permits.

### Item 7 - Nature of Business:

Briefly describe the nature of your business (e.g., products produced or services provided). If more space is needed, please attach additional sheets.

### Item 8 - Process Codes and Design Capacities:

The information in Item 8 describes all the processes that will be used to treat, store, or dispose of hazardous waste at the facility. The design capacity of each process must be provided as part of the description. The design capacity of injection wells and landfills at existing facilities should be measured as the remaining, unused capacity. Tank storage should refer to each tank, not each tank farm. Please indicate the location of each process listed in Item 8 on either the map provided for Item 11 or the photographs provided for Item 13. Use the line number from Item 8 to indicate where the process(es) are located. See the Form Page 2 for detailed instructions on Item 8; enter information on Form Page 3.

**Note:** *Submission of a Revised Part A Permit Application is required before processes for treating, storing or disposing of hazardous wastes are changed; before new processes are added; and/or before the design capacities of these processes are increased.*

**Item 9 - Other Processes:**

Enter information in Item 9 on Form Page 3 about other processes that did not have a specific process code listed in Item 8.A. Follow the instructions for Item 8.A on the form for other process codes (i.e., D99, S99, T04, and X99 process codes). Describe the other processes in 9.D.

**Item 10 - Description of Hazardous Wastes:**

The information in Item 10 describes all the hazardous wastes that will be treated, stored, or disposed at the facility. In addition, all the processes that will be used to treat, store, or dispose of each hazardous waste and the estimated annual quantity of each hazardous waste must be provided. See Form Page 4 for detailed instructions on Item 10; enter information on Form Page 5 and the Additional Sheet if needed (number as 5 a, etc.)

**Note:** *Submission of a Revised Part A Permit Application is required before a facility begins treating, storing, or disposing of new hazardous wastes not previously identified in the facility's Part A Permit Application. Changes in the quantity of hazardous waste previously specified in the Part A Permit Application can be made without submitting a Revised Part A Permit Application, provided the quantity does not exceed the process design capacities specified in the First Part A Permit submission.*

**Item 11 - Map:**

Provide a topographic map or maps of the area extending to at least one mile beyond the property boundaries of the facility. The map must clearly show the following:

- The legal boundaries of the facility;
- The location and serial number of each of your existing and proposed intake and discharge structures;
- All hazardous waste management facilities;
- Location of all processes listed in Items 8 and 9 identified by process code and line number in the item;
- Each well where you inject fluids underground; and
- All springs and surface water bodies in the area, plus all drinking water wells within 1/4 mile of the facility which are identified in the public record or otherwise known to you.

If an intake or discharge structure, hazardous waste disposal site, or injection well associated with the facility is located more than one mile from the plant, include it on the map, if possible. If not, attach additional sheets describing the location of the structure, disposal site, or well, and identify the U.S. Geological Survey (or other) maps corresponding to the location.

On each map, include the map scale, a meridian arrow showing north, and latitude and longitude at the nearest whole second. On all maps of rivers, show the direction of the current, and in tidal waters, show the directions of the ebb and flow tides. Use a 7-1/2 minute series map published by the U.S. Geological

## Permit Information Form

(Continued)

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Survey. If a 7-1/2 minute series map has not been published for your facility site, then you may use a 15-minute series map from the U.S. Geological Survey. If neither a 7-1/2 nor 15-minute series map has been published for your facility site, use a plant map or other appropriate map, and include all the requested information; in this case, briefly describe land uses in the map area (e.g., residential, commercial).

For information about obtaining maps, contact the U.S. Geological Survey at 1-888-275-8747 or see the USGS Internet page at:

<http://store.usgs.gov/>

Click on "Enter USGS Store" and search for the map for your location. You may, also, trace your map from a geological survey chart, or other map meeting the above specifications. If you do, your map should bear a note showing the number or title of the map or chart from which it was traced. Include the names of nearby towns, water bodies, and other prominent points.

### **Item 12 - Facility Drawing:**

All existing facilities must include a drawing showing the general layout of the facility. This drawing should be approximately to scale and fit on an 8½" x 11" sheet of paper. The drawing should show the following:

1. The property boundaries of the facility;
2. The areas occupied by all storage, treatment, or disposal operations that will be used during interim status;
3. The name of each operation (e.g., multiple hearth incinerator, drum storage area, etc.);
4. Areas of past storage, treatment, or disposal operations;
5. Areas of future storage, treatment, or disposal operations; and
6. The approximate dimensions of the property boundaries and all storage, treatment, and disposal areas. Where applicable, use the process code and line number listed in Items 8 and 9 to indicate the location of all storage, treatment, and disposal areas.

**Note:** *New facilities do not have to complete Item 12.*

### **Item 13 - Photographs:**

All existing facilities must include photographs that clearly delineate all existing structures; all existing areas for storing, treating, or disposing of hazardous waste; and all known sites of future storage, treatment, or disposal operations. Photographs may be color or black and white, ground-level or aerial. Indicate the date the photograph was taken on the back of each photograph. Use the process code and line number listed in Items 8 and 9 to indicate the location of all storage, treatment, and disposal areas.

**Note:** *New facilities do not have to complete Item 13.*

### **Item 14 - Comments:**

Use this space for any additional comments and attach additional sheets if necessary.

# **RCRA Subtitle C Site Identification Form and Hazardous Waste Permit Information Form**

**Read all instructions before completing the forms.**

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9. Legal Owner (Continued) Address	Street or P. O. Box:	
	City, Town, or Village:	
	State:	
	Country:	Zip Code:

**10. Type of Regulated Waste Activity**  
Mark "Yes" or "No" for all activities; complete any additional boxes as instructed. (See instructions on pages 18 to 21.)

**A. Hazardous Waste Activities**  
Complete all parts for 1 through 6.

<p><b>Y <input type="checkbox"/> N <input type="checkbox"/> 1. Generator of Hazardous Waste</b> If "Yes", choose only one of the following - a, b, or c.</p> <p><input type="checkbox"/> a. LQG: Greater than 1,000 kg/mo (2,200 lbs./mo.) of non-acute hazardous waste; or</p> <p><input type="checkbox"/> b. SQG: 100 to 1,000 kg/mo (220 - 2,200 lbs./mo.) of non-acute hazardous waste; or</p> <p><input type="checkbox"/> c. CESQG: Less than 100 kg/mo (220 lbs./mo.) of non-acute hazardous waste</p> <p><b>In addition, indicate other generator activities.</b></p> <p><input type="checkbox"/> d. United States Importer of Hazardous Waste</p> <p><input type="checkbox"/> e. Mixed Waste (hazardous and radioactive) Generator</p>	<p><b>Y <input type="checkbox"/> N <input type="checkbox"/> 2. Transporter of Hazardous Waste</b></p> <p><b>Y <input type="checkbox"/> N <input type="checkbox"/> 3. Treater, Storer, or Disposer of Hazardous Waste (at your site)</b> Note: A hazardous waste permit is required for this activity.</p> <p><b>Y <input type="checkbox"/> N <input type="checkbox"/> 4. Recycler of Hazardous Waste (at your site)</b></p> <p><b>Y <input type="checkbox"/> N <input type="checkbox"/> 5. Exempt Boiler and/or Industrial Furnace</b> If "Yes", mark each that applies.</p> <p><input type="checkbox"/> a. Small Quantity On-site Burner Exemption</p> <p><input type="checkbox"/> b. Smelting, Melting, and Refining Furnace Exemption</p> <p><b>Y <input type="checkbox"/> N <input type="checkbox"/> 6. Underground Injection Control</b></p>
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**B. Universal Waste Activities**

**Y  N  1. Large Quantity Handler of Universal Waste (accumulate 5,000 kg or more) [refer to your State regulations to determine what is regulated]. Indicate types of universal waste generated and/or accumulated at your site. If "Yes", mark all boxes that apply:**

	<u>Generate</u>	<u>Accumulate</u>
a. Batteries	<input type="checkbox"/>	<input type="checkbox"/>
b. Pesticides	<input type="checkbox"/>	<input type="checkbox"/>
c. Thermostats	<input type="checkbox"/>	<input type="checkbox"/>
d. Lamps	<input type="checkbox"/>	<input type="checkbox"/>
e. Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
f. Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
g. Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>

**Y  N  2. Destination Facility for Universal Waste**  
Note: A hazardous waste permit may be required for this activity.

**C. Used Oil Activities**  
Mark all boxes that apply.

**Y  N  1. Used Oil Transporter**  
If "Yes", mark each that applies.

a. Transporter

b. Transfer Facility

**Y  N  2. Used Oil Processor and/or Re-refiner**  
If "Yes", mark each that applies.

a. Processor

b. Re-refiner

**Y  N  3. Off-Specification Used Oil Burner**

**Y  N  4. Used Oil Fuel Marketer**  
If "Yes", mark each that applies.

a. Marketer Who Directs Shipment of Off-Specification Used Oil to Off-Specification Used Oil Burner

b. Marketer Who First Claims the Used Oil Meets the Specifications

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**11. Description of Hazardous Wastes (See instructions on page 22.)**

**A. Waste Codes for Federally Regulated Hazardous Wastes.** Please list the waste codes of the Federal hazardous wastes handled at your site. List them in the order they are presented in the regulations (e.g., D001, D003, F007, U112). Use an additional page if more spaces are needed.


**B. Waste Codes for State-Regulated (i.e., non-Federal) Hazardous Wastes.** Please list the waste codes of the State-regulated hazardous wastes handled at your site. List them in the order they are presented in the regulations. Use an additional page if more spaces are needed for waste codes.


**12. Comments (See instructions on page 22.)**


**13. Certification.** I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. For the RCRA Hazardous Waste Part A Permit Application, all operator(s) and owner(s) must sign (see 40 CFR 270.10 (b) and 270.11). **(See instructions on page 22.)**

Signature of operator, owner, or an authorized representative	Name and Official Title (type or print)	Date Signed (mm/dd/yyyy)

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United States Environmental Protection Agency  
**HAZARDOUS WASTE PERMIT INFORMATION FORM**

1. Facility Permit Contact (See instructions on page 23)	First Name:	MI:	Last Name:
	Phone Number:		Phone Number Extension:
2. Facility Permit Contact Mailing Address (See instructions on page 23)	Street or P.O. Box:		
	City, Town, or Village:		
	State:		
	Country:	Zip Code:	
3. Operator Mailing Address and Telephone Number (See instructions on page 23)	Street or P.O. Box:		
	City, Town, or Village:		
	State:		
	Country:	Zip Code:	Phone Number
4. Legal Owner Mailing Address and Telephone Number (See instructions on page 23)	Street or P.O. Box:		
	City, Town, or Village:		
	State:		
	Country:	Zip Code:	Phone Number
5. Facility Existence Date (See instructions on page 24)	Facility Existence Date (mm/dd/yyyy):		

6. Other Environmental Permits (See instructions on page 24)												
A. Permit Type (Enter code)	B. Permit Number										C. Description	

7. Nature of Business (Provide a brief description; see instructions on page 24)

**8. Process Codes and Design Capacities (See instructions on page 24) - Enter information in the Sections on Form Page 3.**

**A. PROCESS CODE - Enter the code from the list of process codes in the table below that best describes each process to be used at the facility. Fifteen lines are provided for entering codes. If more lines are needed, attach a separate sheet of paper with the additional information. For "other" processes (i.e., D99, S99, T04 and X99), enter the process information in Item 9 (including a description).**

**B. PROCESS DESIGN CAPACITY- For each code entered in Section A, enter the capacity of the process.**

1. **AMOUNT - Enter the amount. In a case where design capacity is not applicable (such as in a closure/post-closure or enforcement action) enter the total amount of waste for that process.**
2. **UNIT OF MEASURE - For each amount entered in Section B(1), enter the code in Section B(2) from the list of unit of measure codes below that describes the unit of measure used. Select only from the units of measure in this list.**

**C. PROCESS TOTAL NUMBER OF UNITS - Enter the total number of units for each corresponding process code.**

PROCESS CODE	PROCESS	APPROPRIATE UNITS OF MEASURE FOR PROCESS DESIGN CAPACITY	PROCESS CODE	PROCESS	APPROPRIATE UNITS OF MEASURE FOR PROCESS DESIGN CAPACITY
	<u>Disposal:</u>			<u>Treatment (continued):</u>	
D79	Underground Injection Well Disposal	Gallons; Liters; Gallons Per Day; or Liters Per Day	T81	Cement Kiln	For T81-T93:
D80	Landfill	Acre-feet; Hectare-meter; Acres; Cubic Meters; Hectares; Cubic Yards	T82	Lime Kiln	
D81	Land Treatment	Acres or Hectares	T83	Aggregate Kiln	Gallons Per Day; Liters Per Day; Pounds Per Hour; Short Tons Per Hour; Kilograms Per Hour; Metric Tons Per Day; Metric Tons Per Hour; Short Tons Per Day; Btu Per Hour
D82	Ocean Disposal	Gallons Per Day or Liters Per Day	T84	Phosphate Kiln	
D83	Surface Impoundment Disposal	Gallons; Liters; Cubic Meters; or Cubic Yards	T85	Coke Oven	
D99	Other Disposal	Any Unit of Measure in Code Table Below	T86	Blast Furnace	
	<u>Storage:</u>		T87	Smelting, Melting, or Refining Furnace	Hour; Liters Per Hour; Kilograms Per Hour; or Million Btu Per Hour
S01	Container	Gallons; Liters; Cubic Meters; or Cubic Yards	T88	Titanium Dioxide Chloride Oxidation Reactor	
S02	Tank Storage	Gallons; Liters; Cubic Meters; or Cubic Yards	T89	Methane Reforming Furnace	
S03	Waste Pile	Cubic Yards or Cubic Meters	T90	Pulping Liquor Recovery Furnace	
S04	Surface Impoundment Storage	Gallons; Liters; Cubic Meters; or Cubic Yards	T91	Combustion Device Used In The Recovery Of Sulfur Values From Spent Sulfuric Acid	
S05	Drip Pad	Gallons; Liters; Acres; Cubic Meters; Hectares; or Cubic Yards	T92	Halogen Acid Furnaces	
S06	Containment Building Storage	Cubic Yards or Cubic Meters	T93	Other Industrial Furnaces Listed In 40 CFR §260.10	
S99	Other Storage	Any Unit of Measure in Code Table Below	T94	Containment Building - Treatment	Cubic Yards; Cubic Meters; Short Tons Per Hour; Gallons Per Hour; Liters Per Hour; Btu Per Hour; Pounds Per Hour; Short Tons Per Day; Kilograms Per Hour; Metric Tons Per Day; Gallons Per Day; Liters Per Day; Metric Tons Per Hour; or Million Btu Per Hour
	<u>Treatment:</u>			<u>Miscellaneous (Subpart X):</u>	
T01	Tank Treatment	Gallons Per Day; Liters Per Day	X01	Open Burning/Open Detonation	Any Unit of Measure in Code Table Below
T02	Surface Impoundment Treatment	Gallons Per Day; Liters Per Day	X02	Mechanical Processing	Short Tons Per Hour; Metric Tons Per Hour; Short Tons Per Day; Metric Tons Per Day; Pounds Per Hour; Kilograms Per Hour; Gallons Per Hour; Liters Per Hour; or Gallons Per Day
T03	Incinerator	Short Tons Per Hour; Metric Tons Per Hour; Gallons Per Hour; Liters Per Hour; Btu Per Hour; Pounds Per Hour; Short Tons Per Day; Kilograms Per Hour; Gallons Per Day; Liters Per Day; Metric Tons Per Hour; or Million Btu Per Hour	X03	Thermal Unit	Gallons Per Day; Liters Per Day; Pounds Per Hour; Short Tons Per Hour; Kilograms Per Hour; Metric Tons Per Day; Metric Tons Per Hour; Short Tons Per Day; Btu Per Hour; or Million Btu Per Hour
T04	Other Treatment	Gallons Per Day; Liters Per Day; Pounds Per Hour; Short Tons Per Hour; Kilograms Per Hour; Metric Tons Per Day; Metric Tons Per Hour; Short Tons Per Day; Btu Per Hour; Gallons Per Day; Liters Per Hour; or Million Btu Per Hour	X04	Geologic Repository	Cubic Yards; Cubic Meters; Acre-feet; Hectare-meter; Gallons; or Liters
T80	Boiler	Gallons; Liters; Gallons Per Hour; Liters Per Hour; Btu Per Hour; or Million Btu Per Hour	X99	Other Subpart X	Any Unit of Measure Listed Below

UNIT OF MEASURE	UNIT OF MEASURE CODE
Gallons.....	G
Gallons Per Hour.....	E
Gallons Per Day.....	U
Liters.....	L
Liters Per Hour.....	H
Liters Per Day.....	V

UNIT OF MEASURE	UNIT OF MEASURE CODE
Short Tons Per Hour.....	D
Metric Tons Per Hour.....	W
Short Tons Per Day.....	N
Metric Tons Per Day.....	S
Pounds Per Hour.....	J
Kilograms Per Hour.....	R
Million Btu Per Hour.....	X

UNIT OF MEASURE	UNIT OF MEASURE CODE
Cubic Yards.....	Y
Cubic Meters.....	C
Acres.....	B
Acre-feet.....	A
Hectares.....	Q
Hectare-meter.....	F
Btu Per Hour.....	I



**10. Description of Hazardous Wastes (See instructions on page 25) - Enter information in the Sections on Form Page 5.**

- A. EPA HAZARDOUS WASTE NUMBER** - Enter the four-digit number from 40 CFR, Part 261 Subpart D of each listed hazardous waste you will handle. For hazardous wastes which are not listed in 40 CFR, Part 261 Subpart D, enter the four-digit number(s) from 40 CFR Part 261, Subpart C that describes the characteristics and/or the toxic contaminants of those hazardous wastes.
- B. ESTIMATED ANNUAL QUANTITY** - For each listed waste entered in Section A, estimate the quantity of that waste that will be handled on an annual basis. For each characteristic or toxic contaminant entered in Section A, estimate the total annual quantity of all the non-listed waste(s) that will be handled which possess that characteristic or contaminant.
- C. UNIT OF MEASURE** - For each quantity entered in Section B, enter the unit of measure code. Units of measure which must be used and the appropriate codes are:

ENGLISH UNIT OF MEASURE	CODE	METRIC UNIT OF MEASURE	CODE
POUNDS	P	KILOGRAMS	K
TONS	T	METRIC TONS	M

If facility records use any other unit of measure for quantity, the units of measure must be converted into one of the required units of measure, taking into account the appropriate density or specific gravity of the waste.

**D. PROCESSES**

**1. PROCESS CODES:**

*For listed hazardous waste:* For each listed hazardous waste entered in Section A, select the code(s) from the list of process codes contained in Items 8A and 9A on page 3 to indicate all the processes that will be used to store, treat, and/or dispose of all the listed hazardous wastes.

*For non-listed hazardous waste:* For each characteristic or toxic contaminant entered in Section A, select the code(s) from the list of process codes contained in Items 8A and 9A on page 3 to indicate all the processes that will be used to store, treat, and/or dispose of all the non-listed hazardous wastes that possess that characteristic or toxic contaminant.

**NOTE: THREE SPACES ARE PROVIDED FOR ENTERING PROCESS CODES. IF MORE ARE NEEDED:**

1. Enter the first two as described above.
2. Enter "000" in the extreme right box of Item 10.D(1).
3. Use additional sheet, enter line number from previous sheet, and enter additional code(s) in Item 10.E.

**2. PROCESS DESCRIPTION:** If a code is not listed for a process that will be used, describe the process in Item 10.D(2) or in Item 10.E(2).

**NOTE: HAZARDOUS WASTES DESCRIBED BY MORE THAN ONE EPA HAZARDOUS WASTE NUMBER** - Hazardous wastes that can be described by more than one EPA Hazardous Waste Number shall be described on the form as follows:

1. Select one of the EPA Hazardous Waste Numbers and enter it in Section A. On the same line complete Sections B, C and D by estimating the total annual quantity of the waste and describing all the processes to be used to treat, store, and/or dispose of the waste.
2. In Section A of the next line enter the other EPA Hazardous Waste Number that can be used to describe the waste. In Section D(2) on that line enter "included with above" and make no other entries on that line.
3. Repeat step 2 for each EPA Hazardous Waste Number that can be used to describe the hazardous waste.

**EXAMPLE FOR COMPLETING Item 10 (shown in line numbers X-1, X-2, X-3, and X-4 below)** - A facility will treat and dispose of an estimated 900 pounds per year of chrome shavings from leather tanning and finishing operations. In addition, the facility will treat and dispose of three non-listed wastes. Two wastes are corrosive only and there will be an estimated 200 pounds per year of each waste. The other waste is corrosive and ignitable and there will be an estimated 100 pounds per year of that waste. Treatment will be in an incinerator and disposal will be in a landfill.

Line Number	A. EPA Hazardous Waste No. (Enter code)			B. Estimated Annual Quantity of Waste	C. Unit of Measure (Enter code)	D. PROCESSES														
	(1) PROCESS CODES (Enter code)										(2) PROCESS DESCRIPTION- (If a code is not entered in D(1))									
X 1	K	0	5	4	900	P	T	0	3	D	8	0								
X 2	D	0	0	2	400	P	T	0	3	D	8	0								
X 3	D	0	0	1	100	P	T	0	3	D	8	0								
X 4	D	0	0	2																Included With Above



10. Description of Hazardous Wastes (Continued. Use the Additional Sheet(s) as necessary; number pages as 5 a, etc.)

Line Number	A. EPA Hazardous Waste No. (Enter code)	B. Estimated Annual Quantity of Waste	C. Unit of Measure (Enter code)	D. PROCESSES																
				(1) PROCESS CODES (Enter code)										(2) PROCESS DESCRIPTION (If a code is not entered in D(1))						
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
1 0																				
1 1																				
1 2																				
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3 9																				

**10. Description of Hazardous Wastes (Continued. Use this Additional Sheet(s) as necessary; number as 5 a, etc.)**

Line Number	A. EPA Hazardous Waste No. (Enter code)	B. Estimated Annual Quantity of Waste	C. Unit of Measure (Enter code)	E. PROCESSES											
				(1) PROCESS CODES (Enter code)										(2) PROCESS DESCRIPTION (If a code is not entered in E(1))	
4 0															



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