



## Hazardous Waste Generator Disclosure & Management Plan: Instructions

Complete one column for each hazardous waste, used oil, oil related waste, and universal waste stream.

### 1. Hazardous Waste Name/Description

Common examples include *flammable liquids, used oil, used oil filters, used oil sorbents, used fluorescent lamps, lead acid batteries, parts washer solvent, aerosols, lab pack, hydrochloric acid, oil-based paint, paint thinner, etc.*

### 2. Hazardous Waste Process/Activity

How was the waste generated? Common examples: *unused expired product, spent product, parts cleaning, etc.*

### 3. Physical State

As it exists in waste form. Either *solid, liquid, gas, or sludge.*

### 4. 4-Digit Hazardous Waste Code(s)

List of waste codes can be found here: <https://rcrainfo.epa.gov/rcrainfo-help/application/publicHelp/nationallydefinedvalues/crossmodule/ndv-crossmodulewastecode.htm>

Include “D” codes (characteristic waste codes), “F” codes (wastes from non-specific sources), “K” codes (wastes from specific sources), “P” codes (acutely hazardous compounds), or other applicable codes like PHRM (pharmaceutical wastes) or MN specific codes (MN01 – lethal wastes, MN02 – lab packs, MN03 – PCB wastes).

### 5. Amount per Year

Okay to estimate. Provide units of measurement for each waste stream (gallons, pounds, or each individual unit).

### 6. Date waste was first generated

When did you first produce this waste?

### 7. Is this waste mixed with another waste? (If yes, give name of waste)

Common example: *<10% spent parts washer solvent waste mixed with used oil.*

### 8. Storage described

Common examples: *drum, tote, flammable cabinet, etc.*

**9. Treated or disposed of on/off site? If onsite, skip to 17.**

Specify either *onsite* or *offsite*. If offsite, answer questions 10-16. If onsite, answer questions 17-19.

**10. Frequency of shipments. Specify number/year or yearly interval**

If you ship this waste routinely, specify the frequency. If you ship infrequently, estimate how long you go between shipments.

**11. Transporter name**

Who picks up (or will pick up) the waste?

**12. Transporter ID number**

List their hazardous waste ID. This will be 3 letters followed by 9 digits. This number can be found in section 6 of a Uniform Hazardous Waste Manifest.

**13. Transfer, storage, disposal facility**

What is the name of the final destination facility for the waste? This can be found in section 8 of a Uniform Hazardous Waste Manifest.

**14. Transfer, storage, disposal facility address**

What is the address for that final destination facility? This can also be found in section 8 of a Uniform Hazardous Waste Manifest.

**15. Transfer, storage, disposal facility ID number**

What is the facility's Hazardous Waste ID? This will be 3 letters followed by 9 digits. This can also be found in section 8 of a Uniform Hazardous Waste Manifest.

**16. Transfer, storage, disposal facility waste management method**

What happens to the waste once it gets to its destination? Common examples: *commercial laundry, fuel burning, incineration, land disposal, recycle, treat & sewer, universal waste, used oil recycling, etc.*

**17. Onsite treatment method**

Common examples: *burn as fuel* (oil only), *neutralize & sewer, treat & sewer, etc.*

**18. Sewer treatment works**

If sewerage the waste, what treatment works do you use? Example: *Met Council*

**19. Sewer discharge permit #**

Provide permit number if applicable