



Hazardous Waste Report Quick Guide for Large Quantity Generators of Hazardous Waste

Division of Waste and Hazardous Substances (WHS), Compliance and Permitting Section (CAPS)

What is the Hazardous Waste Report?

The hazardous waste report provides a summary of a Large quantity Generator's (LQGs) yearly hazardous waste generation, management, and disposal activities for the purpose of compliance monitoring and regulation planning. In Delaware, the hazardous waste report is also known as the Annual Report (AR) because it **must be submitted by March 1st of each year**. At the federal level, this report is called the Biennial Report (BR) for reports that cover odd-numbered years. Although, Delaware does not use the term BR, Delaware does use federal submission options and materials which refer to the hazardous waste report as the BR.

When to Complete Hazardous Waste Report Components

The hazardous waste report is comprised of the following four forms:

Form	When This Form is Required
Site Identification (SI) Form	Always
Generation and Management (GM) Form	For each hazardous waste stream generated and/or managed during the reporting year
Waste Received from Off-site (WR) Form	N/A- LQGs must use the GM Form to report each hazardous waste received from a VSQG during the reporting year.
Off-site Identification (OI) Form	For each transporter used to take hazardous waste from your site to the TSDF during the reporting year. For each TSDF that accepted hazardous waste from your site during the reporting year.

Depending on your company's activities, you likely will have to submit multiple GM and OI forms.

Common Errors to Avoid

Form	Error Description
SI	<ul style="list-style-type: none"> Not providing the site's current generator status
GM	<ul style="list-style-type: none"> Reporting non-reportable waste Not reporting all hazardous waste generated and/or managed during the reporting year Over combining hazardous waste streams on a single GM Form Using an invalid Unit of Measure Code Using a Form Code and/or Source Code that does not match the waste description Not reporting the Management Method Code used by the initial TSDF Not providing the required comment when a code indicates "specify in comments"
OI	<ul style="list-style-type: none"> Not providing OI Forms for all hazardous waste transporters (most common) Not providing OI Forms for all TSDFs accepting your site's hazardous waste

For additional information on how to avoid these errors, please review the resources identified in the Additional Resources section of this document.

Remediation Activities

The hazardous waste report requirement is based on the quantity of hazardous waste that a site generated during a calendar month not the reason(s) why the hazardous waste was generated. If your site has ceased typical operations (e.g.,

commercial, manufacturing) but generated LQG quantities of hazardous waste as a result of remediation activities (e.g., Voluntary Cleanup Program, Superfund, Brownfield), you are still required to submit the hazardous waste report for that site.

Submission Options

Hazardous waste reports may be submitted:

- In hardcopy if the report is generated with software that has incorporated the latest EPA forms
- In hardcopy using the most current RCRA Subtitle C Reporting Instructions and Forms
- Electronically using EPA's Biennial Reporting Module, accessed through EPA's RCRAInfo application, for reports covering odd numbered calendar years
- Electronically using EPA's Annual Reporting Module, accessed through EPA's RCRAInfo application, for reports covering even numbered calendar years

Warning: Be sure you are using the correct module to submit your hazardous waste report electronically. Reports submitted using the incorrect module will be rejected and will need to be re-entered by the submitter using the correct module.

Hazardous Waste Report Exemption

If you believe your company is not required to submit the hazardous waste report, you must submit the Hazardous Waste Report Exemption request using the form provided at de.gov/hazardousreporting.

Waste End Assessment (WEA) Fee

Your hazardous waste report is used to assess a WEA fee for your site, which is determined as follows:

- \$21 per ton of hazardous waste generated that was disposed of, into or on any land.
- \$16 per ton of hazardous waste generated that was treated or disposed of, exclusive of land disposal and incineration, at a facility located off the site from where the hazardous waste was generated.
- \$4 per ton of hazardous waste generated that was incinerated.

Wastes that were disposed of due to remediation of an inactive hazardous waste site are exempt from the WEA Fee, as are activities determined to be resource recovery of any hazardous waste. For additional information please refer to the Resource Recovery Exemption Policy located at de.gov/hazardousreporting.

WEA fees are invoiced and must be paid by October 1st of each year

Additional Resources

Additional resources, including the [RCRA Subtitle C Reporting Instructions and Forms PDF](#) and Hazardous Waste Report training, can be found CAPS webpage de.gov/hazardouswaste. If you have questions that cannot be answered by these resources, please contact Jared Weiss at Jared.Weiss@delaware.gov or by calling (302) 739-9403.

This summary is provided as a courtesy to businesses. It is not intended as a substitute for 7 DE Admin. Code 1302, Delaware's *Regulations Governing Hazardous Waste* (DRGHW), Parts 260-266, 268, 273 and 279.
regulations.delaware.gov/AdminCode/title7/1000/1300/1302/



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