



INSTRUCTIONS FOR SPECIAL WASTE GENERATOR ANNUAL REPORTS

INSTRUCTIONS

The purpose of this form is to assist generators, transporters, and receiving facilities who handle special waste, with a structured reporting format for the preparation of annual reports. The use of this form for annual reporting is encouraged, but not necessary to satisfy annual reporting requirements.

Any person required to submit an annual report for special waste in accordance with Arizona Revised Statutes (A.R.S) §49-860 shall submit all applicable information by March 1st of each year for the preceding year. The following are required to submit a special waste annual report:

- a. A shipper required to comply with the special waste manifesting procedures;
- b. A facility or person that receives from off-site a special waste for treatment, storage or disposal; or
- c. A generator who treats, stores or disposes of special waste. However, ADEQ requests that all generators submit a special waste annual report in order to facilitate the record keeping process.

DEFINITIONS

- 1) "On site" means at or on the same or geographically contiguous property that may be divided by public or private right-of-way, provided the entrance and exit between the properties are at a crossroads intersection and access is by crossing as opposed to travel along the right-of-way. Noncontiguous properties owned by the same person but connected by a right-of-way that that person controls and to which the public does not have access are also on-site property.
- 2) "Storage" means the holding of special waste for a period of not more than one year unless a lesser period of time is designated by the director pursuant to best management practices rules. The director shall not designate a storage time of less than ninety days.

INSTRUCTIONS

Numbers correspond to Annual Report Sections.

- 1) Enter the Reporting year (year entered should be the preceding year).
- 2) Enter the date the report is filled out.
- 3) Enter the reporting company site information (location where the special waste is generated).
- 4) Enter the company mailing information.
- 5) Give the physical address of each site that is managed/operated by the generator site that treats, stores or disposes of special waste from the waste generation site location (site information for section 9).
- 6) Fill out the appropriate section for the type of waste that is treated, stored, or disposed of on-site (kept on-site). Check the appropriate box-indicating unit of measure. Enter the quantity of waste in the space next to the unit of measure.
- 7) Fill out the appropriate section for the type of waste that is treated, stored, or disposed of off-site (sent to a receiving facility). Check the appropriate box-indicating unit of measure. Enter the quantity of waste in the space next to the unit of measure.
- 8) For each type of special waste, describe all the methods and practices used to minimize the amount or toxicity of the waste before disposal or reuse that constitutes disposal (attach any additional information to this form).
- 9) Fill out the appropriate section(s) for the type of waste that is shipped from one facility managed/operated to another facility managed/operated by the same generator for treatment, storage, or disposal. Check the appropriate box-indicating unit of measure. Enter the quantity of waste in the space next to the unit of measure.

Where Do I Submit My Annual Report?

Upon completion, submit this form (attach any additional information to this form), or any documentation which satisfies the requirements as set forth in A.R.S. §49-860, to solidwaste@azdeq.gov or mail to the following address by March 1st for the preceding year:

Arizona Department of Environmental Quality
Solid Waste Unit
Attention to: Special Waste
1110 West Washington Street
Phoenix, AZ 85007



**SPECIAL WASTE GENERATOR
ANNUAL REPORT**

(1) Reporting Year: _____ **(2) Date:** _____
Special Waste Generators who treat, store or dispose of special waste shall report to the department on or before March 1st of each year for each facility.

(3) Company Information
Company Name _____
Company Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Facility Plan Approval Number (if applicable) _____
Special Waste Management Plan Approval Number (if applicable) _____
Special Waste ID Number _____

(4) Company Mailing Address (if different from above)
Company Name _____
Mailing Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____

(5) Generation Information
Waste Site Generation 1 Special Waste ID Number _____
Give the physical address of each site that generated special waste during the reporting year (attach additional information if needed).
Site Name _____
Site Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____

Waste Site Generation 2 Special Waste ID Number _____
Site Name _____
Site Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____

Waste Site Generation 3 Special Waste ID Number _____
Site Name _____
Site Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____

Waste Site Generation 4 Special Waste ID Number _____
Site Name _____
Site Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____

(6) On-Site Special Waste Information

Indicate the type and total volume or weight of special waste treated, stored, or disposed of **on-site** for the reporting year (attach additional information if needed).

Auto Shedder Residue (Fluff)

Cubic Yards _____ Pounds _____ Gallons _____ Tons _____

On-Site Special Waste Information

Petroleum Contaminated Soil

Cubic Yards _____ Pounds _____ Gallons _____ Tons _____

(7) Off-Site Special Waste Information

Indicate the type and total volume or weight of special waste treated, stored, or disposed of **off-site** for the reporting year (attach additional information if needed).

Auto Shedder Residue (Fluff)

Cubic Yards _____ Pounds _____ Gallons _____ Tons _____

Off-Site Special Waste Information

Petroleum Contaminated Soil

Cubic Yards _____ Pounds _____ Gallons _____ Tons _____

(8) Management Practices

For **each** type of special waste disposed, describe all the methods and practices used to minimize the amount or toxicity of the waste before disposal or reuse that constitutes disposal (attach any additional information to this form).

Empty text area for management practices.

(9) Special Waste Shipped from Site to Site

Indicate the type and total volume or weight of special waste shipped from a facility managed/operated by the generator to another facility managed/operated by the same generator for treatment, storage or disposal for the reporting year (attach additional information if needed).

Petroleum Contaminated Soil

Cubic Yards _____ Pounds _____ Gallons _____ Tons _____

Special Waste Shipped from Site to Site

Auto Shedder Residue (Fluff)

Cubic Yards _____ Pounds _____ Gallons _____ Tons _____