



## INSTRUCTIONS FOR SPECIAL WASTE GENERATOR ANNUAL REPORT

### 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 1<sup>st</sup> 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](mailto:solidwaste@azdeq.gov) or mail to the following address by March 1<sup>st</sup> 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 1<sup>st</sup> of each year for each facility.

**(3) Company Information**

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_  
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 \_\_\_\_\_  
Email \_\_\_\_\_

**(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 box for describing 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 \_\_\_\_\_