

**INSTRUCTIONS FOR SPECIAL
WASTE ID NUMBER
INFORMATION UPDATE FORM**

GENERAL INSTRUCTIONS

In order to keep information current and up to date for Special Waste generators, shippers/transporters, and receiving facilities should use this form to update ADEQ of any changes to facility information.

DEFINITION

Open facility – Currently generates special waste, and/or transports special waste and/or a facility receiving special waste

Closed facility – No longer a generator, shipper/transporter, or receiving facility of special waste.

WHERE DO I SUBMIT MY FORM?

Upon completion, submit this form to solidwaste@azdeq.gov or mail to the following address:

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



SPECIAL WASTE ID NUMBER INFORMATION UPDATE FORM

PLEASE PRINT LEGIBLY

(1) Special Waste ID Number: (Enter Special Waste ID Number)

(2) Indicate the action to be taken. Mark Appropriate Box: Check the box indicating if the Special Waste ID Number should remain active or to deactivate the ID Number. If legal owner information needs to be updated the current Special Waste ID Number will need to be deactivated and a new ID Number issued, please check the box to deactivate ID Number/updating legal owner.

<input type="checkbox"/> Keep ID Number Active	<input type="checkbox"/> Deactivate ID Number	<input type="checkbox"/> Deactivate ID Number/Updating legal owner information
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(3) Company Information: If the information needs to be updated, enter the company's or personal (if individual) information for the company issued ID number.

Company/person Name _____
 Company/person Address _____
 City _____ State _____ Zip _____
 Telephone _____ Fax _____

(4) Company Mailing Address: If the information needs to need updated and is different from the above, enter the company's mailing address.

Company/person Name _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Telephone _____ Fax _____

(5) Site Information: If the information needs to be updated, enter the site information where the activities will be performed (location where the waste is generates/ site of spill etc.). Unless Shippers/Transporter and Receiving Facilities have generated waste, they do not need to fill this section out and will skip to number 6.

Site Name _____
 Site Address _____
 City _____ State _____ Zip _____
 County _____ Telephone _____ Fax _____
 Latitude _____ Longitude _____

(6) Company Contact Information: If the information needs to be updated, enter the company contact information for the company that was issued the ID Number, including telephone and e-mail address.

Contact Name _____ Job Title _____
 Company Contact Address _____
 City _____ State _____ Zip _____
 Telephone _____ E-mail _____

(7) Company Legal Owner Information: If the information needs to be updated, enter the legal owner's information for the company that was issued the ID number.

Legal Owner Name _____
 Legal Address _____
 City _____ State _____ Zip _____
 Telephone _____ E-mail _____

(8) Certification Statement: To be signed by the person assuming responsibility of the completion of this and its contents.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this form, and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of civil penalties.

Name _____ Official Title _____
Signature _____ Date _____

Where do I Submit my application?

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

To expedite the process of the application please email the form to: solidwaste@azdeq.gov

For special waste general regulatory questions or application questions, please call 602-771-4673

ADEQ ACTION

ADEQ Special Waste ID Number _____
Site Place ID _____ Customer ID _____
Contact ID _____ Legal Owner Customer ID _____
Date Updated in AZURITE _____
Name of Approver _____
Signature _____ Date _____