

**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. Forms may take 5-7 business days for ADEQ to process.

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
Forms may take 5-7 business days for ADEQ to process.

(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, reactivate a deactivated number, 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 Active	<input type="checkbox"/> Reactivate ID Number	<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 _____ E-mail _____

ADEQ Use Only Place ID for Transporters and Receivers only

(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 _____ E-mail _____

ADEQ Use Only Customer ID

(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 _____ E-Mail _____
 Latitude _____ Longitude _____

ADEQ Use Only Place ID for generators only

(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 _____

ADEQ Use Only Customer ID

(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 _____

ADEQ Use Only Customer ID _____

(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 602-771-4123
Forms may take 5-7 business days for ADEQ to process.

ADEQ ACTION

ADEQ Special Waste ID Number _____
Date Updated in AZURITE _____
Name of Approver _____
Signature _____ Date _____