



Arizona Department of Environmental Quality

APPLYING FOR A NEW EPA ID | USER GUIDE


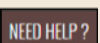
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Introduction

Under the Resource and Conservation Recovery Act (RCRA), obtaining an EPA ID is required in order to notify the EPA of hazardous waste activities. This user guide is designed to help the regulated community apply for a new EPA ID.

Navigating myDEQ

- **Browser Compatibility** – myDEQ performs best in Google Chrome (PC & Mac), Firefox (PC & Mac) and Safari (Mac only). Internet Explorer is not recommended due to compatibility issues.
- **myDEQ Tooltips** – Not sure what something means? Hover over the  icon to learn more about terminology on that screen.
- **Need Help?** – The  button (upper-right) is an easy way to access myDEQ Support contacts.
- **Timeout Warning** – After more than 20 minutes of non-activity on a screen, myDEQ will timeout and exit the application. If no information was saved, you will have to start over.
- **User Roles** – A Responsible Corporate Officer (RCO) or Delegated Responsible Officer (DRO) is needed to certify the application, but a Submitter or Data Entry user can prepare the document | [More at azdeq.gov/roles](https://azdeq.gov/roles) >

WHAT IS myDEQ?

myDEQ is the Arizona Department of Environmental Quality's (ADEQ) online web portal, designed to assist customers in meeting their environmental priorities and responsibilities.

How Do I Get a myDEQ Account?

Getting an account is easy:

Step 1: Request an account (completed by the Responsible Corporate Officer - RCO) | [More at azdeq.gov/roles](https://www.azdeq.gov/roles) >

Step 2: Verify your identity online (also available by mail)

Step 3: Choose a password and security questions

Step 4: Authorize additional users to access the account | [More at azdeq.gov/roles](https://www.azdeq.gov/roles) >

[Request an account at my.azdeq.gov](https://www.azdeq.gov) >

LOGIN

Email Address

Please enter a username

Password

Please enter a password

☐ Remember me

SIGN IN

[Forgot Password? | Request an Account](#)

Login Tips:

- Use Chrome
- Use (and bookmark for future use): [my.azdeq.gov](https://www.azdeq.gov)
- Enter the email address and password you used when you registered for myDEQ

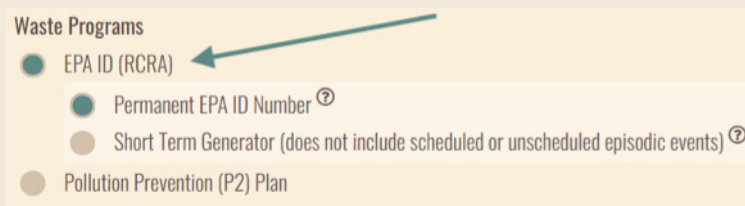
Getting Started

Step 1: Once you have logged in at my.azdeq.gov, start the application from the **myAPPLICATIONS** tab by selecting **GET NEW**.



Step 2: From the list of possible ADEQ permits, registrations and certificates, select **EPA ID (RCRA)** under the Waste Programs section. Then select either permanent or short term and click **CONTINUE**:

- Select **Permanent EPA ID Number** if you plan to have ongoing regulated activities at your facility (e.g., generating hazardous waste as part of normal business operations).
- Select **Short Term Generator** if you generated hazardous waste as a result of a temporary, one-time event with a 90-day duration limit.



Step 3: Select or add a company that the EPA ID number applies to and click **START APPLICATION**.



NOTE: If you select **Add a Company/Agency**, a pop-up alert will instruct the RCO to add a company using the mySETTINGS tab. This will have to be completed and approved by myDEQ staff in order to start your EPA ID application. Once the company is approved, it will be listed as an option to select. For assistance with adding a company, contact myDEQ Support at 844-827-4768 or myDEQ.Support@azdeq.gov.

Waste Activities

If you are applying as a **short term generator**, skip to [Page 6](#). **Permanent EPA ID Number** applicants select the regulated waste activities performed at the facility. The most common selection is “Generator of hazardous waste” | [Learn more at azdeq.gov/WasteActivities](http://azdeq.gov/WasteActivities) >

NEED HELP?
SAVE & EXIT

GET EPA ID FOR HAZARDOUS WASTE

Will you be performing the following regulated waste activities at your site?
Select one for each activity and click SAVE & CONTINUE.

Yes	No	
<input checked="" type="radio"/>	<input type="radio"/>	Transporter of hazardous waste <input checked="" type="checkbox"/> Transporter <input checked="" type="checkbox"/> Transfer facility (at your site)
<input type="radio"/>	<input checked="" type="radio"/>	Treat, store or dispose of hazardous waste (TSDF)
<input checked="" type="radio"/>	<input type="radio"/>	Generator of hazardous waste <input checked="" type="checkbox"/> United States importer of hazardous waste ⓘ <input checked="" type="checkbox"/> Mixed waste(hazardous/radioactive or hazardous/infectious) generator
<input checked="" type="radio"/>	<input type="radio"/>	Receives hazardous waste from off-site
<input checked="" type="radio"/>	<input type="radio"/>	Recycler of Hazardous Waste <input checked="" type="radio"/> Recycler who stores prior to recycling <input type="radio"/> Recycler who does not store prior to recycling
<input checked="" type="radio"/>	<input type="radio"/>	Exempt boiler and/or industrial furnace <input checked="" type="checkbox"/> Small quantity on-site burner exemption <input checked="" type="checkbox"/> Smelting, melting and refining furnace exemption
<input checked="" type="radio"/>	<input type="radio"/>	Additional regulated waste
<input checked="" type="radio"/>	<input type="radio"/>	Manifest Broker ⓘ

SAVE & CONTINUE >

NOTE: You do NOT need to select “United States importer of hazardous waste” or “Mixed waste (hazardous/radioactive or hazardous/infectious) generator” if they do not apply to the facility.

Completing the Application

When starting the application process, make sure you have required information available. If at any time you need to exit the application, be sure to click **SAVE & EXIT** (top right), and click **SAVE & CONTINUE** to save your progress on each page and continue with the application.

GET EPA ID FOR HAZARDOUS WASTE

You will need the following items to complete this application:
Please have this information ready and click SAVE & CONTINUE.

- 1 Place information
- 2 NAICS codes
- 3 Contact information
- 4 Legal property owner[®]
- 5 Operator information
- 6 Generator type
- 7 Hazardous waste codes
- 8 Visa, MasterCard, American Express or Electronic Check^{*}
- 9 Comments explaining the one time event^{**}

^{*}Registration fees: SQG \$100 ,LQG \$300
^{**}A one time event has the duration of 90 day and is not from an on-going process

Warning: Your session will time out after 20 minutes of non-activity on a single screen. Your progress is saved each time you click SAVE & CONTINUE and when you exit a myDEQ application by clicking SAVE & EXIT. You can resume at any time by visiting the myAPPLICATIONS or myCOMPLIANCE tabs on your dashboard.

NOTE: Payment at the time of application is only needed for **short term generators**.

Step 1: Select or add the place where regulated waste activities will be conducted. If you have any existing permits/registrations with myDEQ, those places will appear in a list. If you need to add a new place, follow the prompts to provide all required information.

Step 2: Select the land type for your facility. The private land type is most commonly selected. If the land type is both municipal and another option, select the option that is not municipal.

GET EPA ID FOR HAZARDOUS WASTE

Which option below best describes the land type for this place? [®]

Select one and click SAVE & CONTINUE.

- ☒ Private
- ☐ County
- ☐ Federal
- ☐ Municipal
- ☐ State
- ☐ District
- ☐ Other

Completing the Application (cont.)

Step 3: Enter your North American Industrial Classification System (NAICS) code. You can search keywords to find NAICS codes, or use the U.S. Census Bureau's NAICS webpage, if needed | [Learn more at census.gov/naics](https://www.census.gov/naics) >

GET EPA ID FOR HAZARDOUS WASTE

What is/are the North American Industrial Classification System (NAICS) [®] code(s) for this place?
Please complete the information below and click SAVE & CONTINUE.
*Indicates required field.
Example : 12345 or 123456

A. ☒ 813312 - ENVIRONMENT, CONSERVATION AND WILDLIFE ORGANIZATIONS (Primary code)

B. ☐ Start typing the NAICS code, then select from list

C. ☐ Start typing the NAICS code, then select from list

D. ☐ Start typing the NAICS code, then select from list

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Step 4: Enter the property owner information. The legal property owner is a common issue with EPA ID applications. If you do not know the legal property owner information, you can refer to your county's assessor office for assistance | [View property owner search resources at azdeq.gov/CountyAssessors](https://azdeq.gov/CountyAssessors) >

GET EPA ID FOR HAZARDOUS WASTE

Who is the legal property owner of this place? [®]
Please complete the information below and click SAVE & CONTINUE.
*Indicates required field.

☒ Legal property owner is an organization[®] (most common answer)

☐ Legal property owner is an individual

Organization Details

Organization Name: *

Ownership Start Date: *

Address Line 1: * ☐ Same as Place Address

Address Line 2:

City: *

State/Province: * Zip/Postal Code: *

Country: *

Step 5: Enter the operator start date and type. The operator start date should reflect when the listed organization first started operating at the listed address. The calendar button can be used to help select the date. The operator type corresponds to your **facility's type** and is most commonly private. If the operator type is both municipal and another option, select the option that is not municipal.

Completing the Application (cont.)

Step 6: Review the generator category information and select your facility's generator category. To help determine your facility's generator category, refer to the EPA's Categories of Hazardous Waste Generators webpage | [Visit epa.gov/hwgenerators/categories-hazardous-waste-generators](https://www.epa.gov/hwgenerators/categories-hazardous-waste-generators) >

GET EPA ID FOR HAZARDOUS WASTE

What type of hazardous waste generator is in operation at this place?

Select one and click SAVE & CONTINUE.

☐ Large Quantity Generator (LQG) ⓘ

- Generates, in any calendar month (includes quantities imported by importer site) 1,000 kg/mo (2,200 lb/mo) or more of non-acute hazardous waste; or
- Generates, in any calendar month, or accumulates at any time, more than 1 kg/mo (2.2 lb/mo) of acute hazardous waste; or
- Generates, in any calendar month or accumulates at any time, more than 100 kg/mo (220 lb/mo) of acute hazardous spill cleanup material.

☐ Small Quantity Generator (SQG) ⓘ

100 to 1,000 kg/mo (220-2,200 lb/mo) of non-acute hazardous waste and no more than 1 kg (2.2 lb) of acute hazardous waste and no more than 100 kg (220 lb) of any acute hazardous spill cleanup material.

☐ Very Small Quantity Generator (VSQG) ⓘ

Less than or equal to 100 kg/mo (220 lb/mo) of non-acute hazardous waste.

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NOTE: Short Term Generator applications will NOT have a Very Small Quantity Generator option.

Step 7: If you are applying as a **short term generator**, skip to **Step 8. Permanent EPA ID Number** applicants, indicate whether you are operating under 40 CFR 266 Subpart P, and if the location is an academic laboratory.

GET EPA ID FOR HAZARDOUS WASTE

Are you operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals?

Please select one of the following and click SAVE & CONTINUE.

☒ Yes

- ☒ Healthcare Facility
- ☐ Reverse Distributor

☐ No

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GET EPA ID FOR HAZARDOUS WASTE

Is this place an academic laboratory utilizing the alternative requirements?

Please select one of the following and click SAVE & CONTINUE.

☒ Yes

Which best describes this academic lab? Select all that apply.

- ☒ College or university ⓘ
- ☒ Teaching hospital ⓘ
- ☒ Non-profit institute ⓘ

☐ No

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Subpart P affects healthcare facilities and reverse distributors. For guidance on if you are operating under Subpart P, see 40 CFR 266.500 for definitions and 40 CFR 266.501 for applicability | [Learn more at ecfr.gov](https://www.ecfr.gov) >

The alternative requirements for academic laboratories are listed in 40 CFR 262.10(l). The academic laboratories being referred to are defined as “Eligible academic entity” and “Laboratory” in 40 CFR 262.200 | [Learn more at ecfr.gov](https://www.ecfr.gov) >

Completing the Application (cont.)

Step 8: Select codes for the hazardous waste generated at your facility by adding from the **Most commonly used codes** list or by using the search bar. If applicable, review your hazardous waste manifests to see what has been shipped by your facility. For additional information on hazardous waste identification, [visit epa.gov/hw/defining-hazardous-waste-listed-characteristic-and-mixed-radiological-wastes](https://www.epa.gov/hw/defining-hazardous-waste-listed-characteristic-and-mixed-radiological-wastes) or [view 40 CFR Part 261](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-261) >

GET EPA ID FOR HAZARDOUS WASTE

What are the hazardous waste codes for this place? ⓘ
Please select all that apply, or search to add new waste codes and click SAVE & CONTINUE.

Start typing the waste code, then select from list ADD WASTE CODE >

Most commonly used codes:	Added waste codes:
D001 - IGNITABLE WASTE	D001 - IGNITABLE WASTE
D002 - CORROSIVE WASTE	D002 - CORROSIVE WASTE
D004 - ARSENIC	D004 - ARSENIC

Most commonly used codes:

- D001 - IGNITABLE WASTE
- D002 - CORROSIVE WASTE

Added waste codes:

- D001 - IGNITABLE WASTE
- D002 - CORROSIVE WASTE

Do you want to delete waste code?
YES NO

NOTE: The trash can icon can be used to remove any unwanted waste codes from the Added waste codes list.

Step 9: If you are applying as a **short term generator**, skip to **Step 11. Permanent EPA ID Number** applicants, indicate the waste activities that apply to your site.

GET EPA ID FOR HAZARDOUS WASTE

Will you be performing any of the following other waste activities at your site?
Select all that apply and click SAVE & CONTINUE.

Yes No

☒ ☐ Underground injection control

☒ ☐ Recognized trader

☒ Importer

☒ Exporter

☒ ☐ Importer/exporter of spent lead-acid batteries (SLABs)

☒ Importer

☐ Exporter

BACK SAVE & CONTINUE >

- Generators that have wells on site may be included in underground injection control regulations | [40 CFR Part 144](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-144) >
- Generators that import or export waste destined for recovery or disposal may be a recognized trader | [40 CFR 260.10](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-260.10) >
- Generators that import or export spent lead-acid batteries may be exempt from some hazardous waste management requirements | [40 CFR Part 266 Subpart G](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-266/subpart-G) >

Completing the Application (cont.)

Step 9 (cont.): If you are applying as a **short term generator**, skip to **Step 11. Permanent EPA ID Number** applicants, indicate the waste activities that apply to your site.

GET EPA ID FOR HAZARDOUS WASTE

Will you be performing any of the following universal waste activities at your site?
Select all that apply and click SAVE & CONTINUE.

Yes No

☒ ☐ Large quantity handler of universal waste (you accumulate 5,000 kg or more)

- ☒ Batteries
- ☒ Pesticides
- ☒ Mercury-containing equipment
- ☒ Lamps

☐ ☐ A destination facility for universal waste [®]

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Universal waste includes certain batteries, pesticides, mercury-containing equipment, lamps and aerosol cans | [40 CFR Part 273 >](#)

- Large quantity handlers accumulate 5,000 kilograms or more of universal waste at any one time during the calendar year | [40 CFR 273.9 >](#)
- A destination facility is one that treats, disposes of, or recycles a particular category of universal waste | [40 CFR 260.10 >](#)

GET EPA ID FOR HAZARDOUS WASTE

Will you be performing any of the following used oil activities at your site?
Select all that apply and click SAVE & CONTINUE.

Yes No

☒ ☐ Used oil transporter

- ☒ Transporter
- ☒ Transfer facility (at your site)

☐ ☐ Used oil processor and/or re-refiner

- ☒ Processor
- ☒ Re-refiner

☐ ☐ Off-specification used oil burner

☐ ☐ Used oil fueled marketer

- ☒ Marketer who directs shipment of off-specification used oil to off-specification used oil burner
- ☒ Marketer who first claims the used oil meets the specifications

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Used oil is any oil that has been refined from crude oil, or any synthetic oil, that has been used and, as a result of such use, is contaminated by physical or chemical impurities | [40 CFR 279.1 >](#)

- Transporters are those who transport used oil; those who collect used oil from more than one generator and transport the collected oil; and owners and operators of used oil transfer facilities.
- Processors and/or re-refiners are generators who process used oil.
- Off-specification used oil burners are facilities where used oil, not meeting specific requirements, is burned for energy recovery in certain devices.
- Fuel marketers are facilities that either direct shipments of off-specification used oil to a used oil burner or first claim that used oil is to be burned for energy recovery.

Completing the Application (cont.)

Step 10: If you are applying as a **short term generator**, skip to **Step 11. Permanent EPA ID Number** applicants, indicate if you will be managing any hazardous secondary materials (HSMs) and information about the HSMs, if applicable. An HSM is a secondary material (e.g., spent material, by-product, or sludge) that, when discarded, would be identified as hazardous waste | [View 40 CFR 260.10 >](#)

GET EPA ID FOR HAZARDOUS WASTE

Will you be managing any hazardous secondary material (HSM) for this place? [Ⓢ]
Please select one of the following and click SAVE & CONTINUE.

☒ Yes

Date when the facility will begin managing HSM:

☐ No (most common answer)

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GET EPA ID FOR HAZARDOUS WASTE

Enter the HSM notification activity information:
Please fill out the information and click SAVE & CONTINUE.

FACILITY CODE 1 [NOT SAVED](#)

Estimated short tons to be managed annually:

Facility code:

Land-based unit code:

Add the hazardous waste codes for this facility:

[ADD WASTE CODE](#)

Most commonly used codes:	Added waste codes:
0001 - IGNITABLE WASTE	0001 - IGNITABLE WASTE +
0002 - CORROSIVE WASTE	0002 - CORROSIVE WASTE +
0004 - ARSENIC	0004 - ARSENIC +
0006 - CADMIUM +ADD	

NOTE: Notifications for HSMs are required every even-numbered year after the initial notification | [View 40 CFR 260.42 >](#)

Completing the Application (cont.)

Step 11: If you are applying for a **permanent EPA ID Number**, skip to **Step 12. Short term generator** applicants, indicate if you are a mixed waste generator. You are a mixed waste generator if the facility generates waste that contains **both** hazardous waste and source, special nuclear or byproduct material subject to the Atomic Energy Act of 1954, as amended.

GET EPA ID FOR HAZARDOUS WASTE

Are you a mixed waste generator?
Select one and click SAVE & CONTINUE.

☐ Yes (hazardous/radioactive or hazardous/infectious)

☐ No

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Step 12: Enter any comments, including additional information that may help to clarify options selected on your EPA ID application. **Short term generators** should add comments explaining the one-time event.

ADEQ 1110 W WASHINGTON ST PHOENIX AZ 85007

[NEED HELP?](#) [SAVE & EXIT](#)

GET EPA ID FOR HAZARDOUS WASTE

Comments
If you have any additional information regarding your application, please enter below and click SAVE & CONTINUE.

Step 13: Complete the application by reviewing the summary page (using **EDIT** to modify a section as needed), certifying the submission (only RCOs or DROs can certify), and submitting payment (fee due for **short term generator** applications only).

NOTE: If making edits from the summary page, click through each section of the application to return to the summary page and proceed to certify.