



Waste Reporter 2009 Software User's Guide

*Conveniently create your Hazardous Waste Reports
and Biennial Reports, validate data, and
create printed reports using Waste Reporter 2009.*

Created and Distributed by
Department of Toxic Substances Control
California – December 2009



Waste Reporter 2009 Software User's Guide

OVERVIEW	3
PREPARATIONS	4
Review Instructions	
Obtain Multiple-Site Software Serial Number	
Organize and Group Data	
Start Waste Reporter 2009	
Network Warning	
START USING WASTE REPORTER 2009	5
Select Method of Data Entry	
Enter Facility EPA ID Number and Site Name	
Main Menu	
Direct Form Entry	
FORM ID	7
FORM GM	9
FORM WR	10
FORM OI	11
COMMENTS	11
VALIDATING DATA	12
Summary Report	
Validation	
Warnings	
Critical Errors	
CREATE TRANSMITTAL FILE	14
CREATE REPORTS	15
Print Forms	
SUBMITTING REPORTS	15
Certification	
Submitting the Report to the DTSC	
Deadline	
IMPORTING DATA	16

OVERVIEW

Waste Reporter 2009 was developed as a tool to assist organizations in fulfilling their U.S. EPA and California regulatory reporting requirements. This application is used to enter, store and create all the reports necessary for the U.S. EPA's Biennial Reporting requirement and California's Annual Facility Reporting requirement. The software can be used to create printed reports and can create time saving electronic transmittal files that can be mailed with the report. Here are some of the features offered by **Waste Reporter 2009**:

Waste Reporter 2009

Waste Reporter offers two methods to preparing the required reports.

- Manual Entry Method:** enter data directly onto EPA Forms
- Automated Method:** import data using Waste Manager or EPA Flat File format

Validation

Waste Reporter validates all data entered / imported for correctness and validity:

- Validate presence and authenticity of various codes
- Validate authenticity of EPA ID number prefix and algorithm
- Check weights and measures for rationality
- Prevent inadvertent omissions or duplications

Multiple-site Capabilities

- Store data from multiple generation sites
- Select specific site to enter, edit, or print data
- Add, edit, or delete sites as needed
- Enables correction of EPA ID numbers and other protected fields

Create Reports

- Create a summary report of waste quantities for review
- Create printed reports for local files and for submission to the U.S. EPA or the DTSC
- Create electronic transmittal files for mailing with the report to the U.S.EPA or the DTSC

Personalized Assistance

- Call the **2009 Biennial Report Help Line at (916) 322-2880** for personalized assistance with using the software and completing the required forms and the electronic transmittal file.

Submitting Reports

- Refer to the **2009 Biennial Hazardous Waste Report Frequently Asked Questions (FAQ)** for submittal instructions. Click on the question "How do I submit my Report?", under the "Reporting Information" section.

PREPARATIONS

Review Instructions

It is best to prepare by thoroughly reviewing the **2009 U.S. EPA's Hazardous Waste Report Instructions and Forms**, if needed, for waste classification or other more technical issues

Multiple-Site Software serial number

If more than one report will be completed, the software supports the use of multiple sites. The serial number is pre-loaded into the software and should display automatically.

Organize and Group Data

A GM form should be completed for each generated RCRA hazardous waste at the waste-generating process level (Source code), manifest shipment level, or cumulative waste code level. Each of these levels defines how similar hazardous wastes may be combined and reported on one GM form. When completing a GM form at the:

- Waste-Generating Process Level**, a site may combine one or more RCRA hazardous wastes at the point where the wastes are generated (i.e., hazardous wastes with the same Source code), including process wastes and treatment residues.
- Manifest Shipment Level**, a site may combine one or more RCRA hazardous wastes shipped off-site under the same hazardous waste manifest (i.e., hazardous wastes with one or more source code(s) that may be aggregated and shipped together).
- Cumulative Waste Code Level**, a site may combine each distinct RCRA hazardous waste (i.e., hazardous waste streams with the same hazardous waste code or the same group of hazardous waste codes with one or more source code(s)) generated across the entire site.

****Warning:** Do NOT complete a separate GM form for every single waste for every single manifest unless you cannot reasonably group your waste using any of the methods described above.

Start Waste Reporter 2009

On computers running Windows 98 or better, run the .exe file. This should start the program.

Network Warning: This software is designed to operate on a non-networked, independent computer. If your computer is networked, disconnect the network and load the software on the "C" drive. If you have difficulty using Waste Reporter 2009 on a networked computer, try using it on another computer or call the Biennial Report Staff at (916) 322-2880 for personalized assistance.

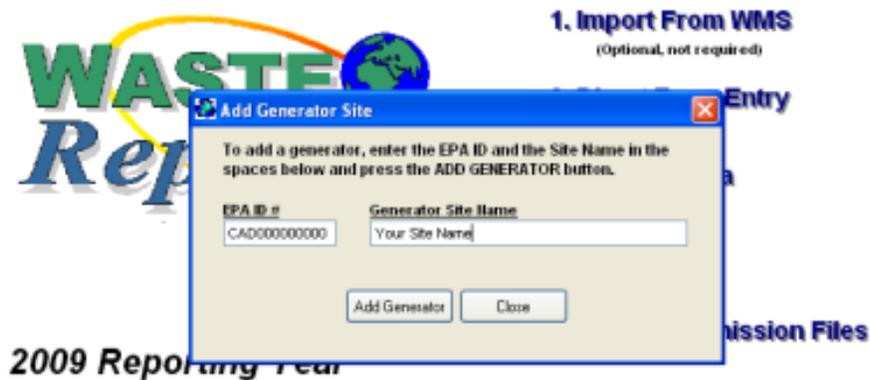
START USING WASTE REPORTER 2009

Main Menu

The following screen should appear. This is the main navigation menu for Waste Reporter Software. Notice the Steps outlined in the upper left corner of the menu.



Once the **Add Generator** button is selected, the following window will appear.



Enter Facility **EPA ID Number** and **Site Name**, and select **Add Generator**.

Ensure that the EPA ID number has been entered correctly. The EPA ID number cannot be edited after **Add Generator** is selected.

This same screen will appear when you add a new facility. To edit existing facilities, click Generator on the top menu and select a generator from the drop down list. A screen like the example shown will appear. Make sure to click the Add Generator button to continue.

Direct Form Entry

Select the **2. Direct Form Entry** on the right side of the menu, as shown in the example below.

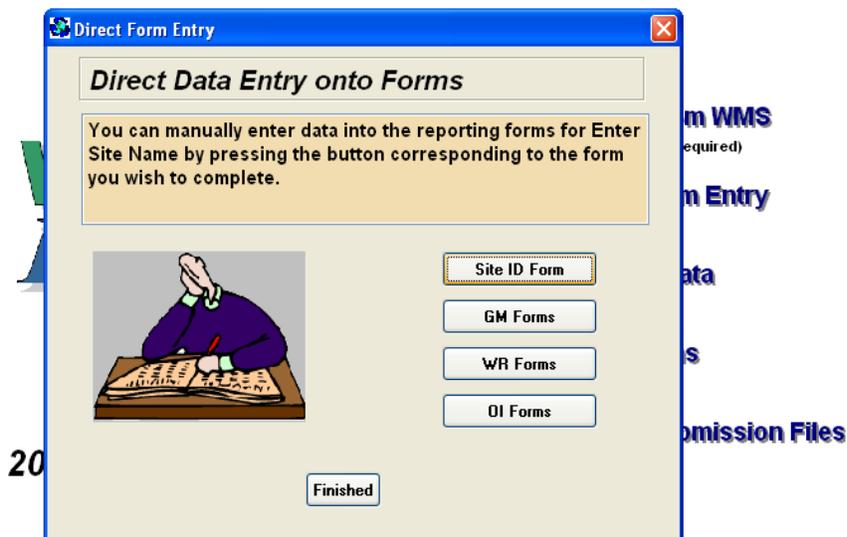


2009 Reporting Year

- 1. Import From WMS
(Optional, not required)
- 2. Direct Form Entry
- 3. Validate Data
- 4. Print Forms
- 5. Create Submission Files

The following screen should appear. The goldenrod text box in the center should identify the site EPA ID number and the Site Name for which you will enter data. For multi-site users, select a different site or add a new one from the Generator Menu.

Click the **Site ID Form** button and follow the step-by-step instructions for Form ID on the following page, and in the U.S. EPA's 2009 Hazardous Waste Report Instructions and Forms.



FORM ID

The **RCRA SUBTITLE C SITE IDENTIFICATION FORM (FORM ID)** screen will appear. The last box in Section A is already checked, as default. This is the correct option. The EPA ID number and Site Name should already appear.

Detailed line by line instructions are available in the US EPA's Hazardous Waste Report Instructions and Forms for the FORM ID.

Finish filling out the information for the site address, including COUNTY name, from the drop-down menu. This is different than the COUNTRY name, in the section below for the mailing address. Enter "SAME" for the mailing address if it is the same as the site address, with the exception of the country code.

When using the drop-down menu for the county or country code, click in the text box and enter the beginning letter of the county or "U" for United States, and the drop-down list should advance to the section of the list beginning with that letter. Then click the drop-down arrow to view the list.

The screenshot shows the 'Site ID form for Your Site Name' window. It has tabs for Page 1, Page 2, Page 3, and Page 4. The main title is 'RCRA SUBTITLE C SITE IDENTIFICATION FORM'. Section A, 'Reason for Submittal', includes several checkboxes: 'To provide initial notification of Regulated Waste Activity (to obtain an EPA ID Number)', 'To provide subsequent notification of Regulated Waste Activity (to update site ID information)', 'As a component of a First RCRA Hazardous Waste Permit Application', 'As a component of a Revised RCRA Hazardous Waste Permit Application (Amendment # [])', 'As a component of the Hazardous Waste Report (if checked, see sub-bullet below)', and 'Site was a TSD facility and/or generator of > 999 kg of hazardous waste, > 1kg of acute hazardous waste, or > 100 kg of acute hazardous waste spill cleanup in one or more months of the report year (or State equivalent LQG regulations)'. The last checkbox is checked. Below this are fields for EPA ID Number (CAD000000000), Site Name (Your Site Name), Street Address of Site, City/Town/Village, County (a drop-down menu), State (a drop-down menu), Country (United States), and Zip Code. There are also radio buttons for Site Land Type: Private, County, District, Federal, Tribal, Municipal, State, and Other. At the bottom, there are four fields for NAICS Code(s) labeled A, B, C, and D, each with a search icon.

The North American Industry Classification Systems (NAICS) Codes may be found at www.NAICS.com, or by calling the Biennial Report Help Line at (916) 322-2880, and we will walk through the drop-down menus with you to identify your closest industry classification. Remember, this is NOT the SIC code. The Web site listed above has a conversion system if the correct code cannot be found.

The screenshot shows the 'Waste Reporter' software with the 'Site ID form for Test 1-2-3' window open. A dialog box titled 'Click on the + boxes to drill down until you locate the appropriate NAICS Code.' is displayed. It shows a tree view of NAICS codes: 54 - Professional, Scientific, and Technical Services; 55 - Management of Companies and Enterprises; 56 - Administrative and Support and Waste Management and Remediation Services; 561 - Administrative and Support Services; 562 - Waste Management and Remediation Services; 5621 - Waste Collection; 5622 - Waste Treatment and Disposal; 5629 - Remediation and Other Waste Management Services; 61 - Educational Services; 62 - Health Care and Social Assistance. There are 'Select Code', 'Clear Code', and 'Cancel' buttons at the bottom of the dialog box.

While using the drop-down menus in the software or on the NAICS Web site online system, please start with very general terms and categories about your business, getting more detailed as you continue. Remember, there are many industry types, and only a few codes to categorize them. The code may not be exact, but may be the closest choice. Remember to click **Select Code** to select the full NAICS code. If needed, up to four separate codes may be used to classify the industry.

If you cannot see the classifications use the navigation scroll bar at the far right of your screen to scroll down to the bottom half of the form. If the navigation bar, or the “X” box at the upper right corner, is not visible, modify the screen resolution to 1024 x 768. This setting will generally work well.

The **Page 1**, **Page 2**, **Page 3** and **Page 4** navigation buttons should appear at the top of the form. Remember to complete all four pages of the ID Form, and to save each page when navigating through the form. See the example below.

Scroll back to the top of the form using the navigation scroll bar at the far right of the screen, and click the “Save” button. Then click on the **Page 2** tab to move to the next page.

The screenshot shows a web browser window titled "Site ID form for Your Site Name". At the top, there are four tabs labeled "Page 1", "Page 2", "Page 3", and "Page 4". To the right of the tabs are "Save" and "Exit" buttons. The main content area is titled "10. Type of regulated Waste Activity (at your site)" and includes the instruction: "Mark 'Yes' or 'No' for all current activities (as of the date of submitting the form); complete any additional boxes as instructed." Below this is section "A. Hazardous Waste Activities; Complete all parts for 1 through 6." with a "Y" and "N" checkbox for each item. Item 1 is "Generator of Hazardous Waste" with sub-items a, b, and c. Item 2 is "Transporter of Hazardous Waste" with sub-items a and b. Item 3 is "Treater, Storer, or Disposer of Hazardous Waste". Item 4 is "Recycler of Hazardous Waste". Item 5 is "Exempt Boiler and/or Industrial Furnace" with sub-items a and b. The "Y" checkbox for item 1 is checked, and the "Y" checkboxes for items 2, 3, 4, and 5 are also checked.

Use the navigation scroll bar to move through the form, and complete required fields.

At the bottom of **Page 4**, click the **Add** button before entering the certification information. The available field will turn blue. Enter the first name, middle initial, and last name of the certifier. Leave the date field blank.

Scroll back to the top and click **Save** again, and then click **Exit**. This will exit the ID Form and navigate back to the Form Menu so the completion of the forms can continue. Click **GM Forms** (not required if no waste was generated).

FORM GM

Begin by clicking the **Add New Waste** button. The text box at the upper left of the GM Form displays a list of all of the GM Forms you have created, listed by description.

When entering the description, make sure that the default text **Enter Waste Description Here** is highlighted.

Note: If the software will not allow information to be entered into the description field, click the mouse on the **Select Waste Stream from List Below** drop-down list at the top of the form, and then click again in the description text box. This should enable the software to accept the entry.

To duplicate waste information from one form to another, select the previously entered waste and then click the **Clone Waste Stream** button. This will create a copy of the selected GM Form with some data already entered.

Click **Add Code** to add an EPA Hazardous Waste Code. State waste codes are **not required**. Enter the Source Code and Form Code from the list. Enter the amount GENERATED. This may differ from the amount manifested. Enter the Unit of Measure (UOM) and density if it is a volumetric measurement.

Scroll down to the bottom half of the page using the navigation scroll bar at the far right side of the screen. The bottom half is less confusing if you are looking at the entire bottom half.

If waste was managed on-site, click the **Yes** button and the **Add** button to enable the fields in that section. Enter the Method Code and the quantity managed on-site.

For waste shipped off-site, click the **Yes** button and the **Add** button to enable the fields in that section. Enter the EPA ID number of the off-site handler (making sure it is the correct number), the Method Code and the quantity shipped off-site. Remember, that this may differ from the amount manifested.

Scroll back to the top of the GM Form and click **Save**, and then click **Exit** to exit the GM Form and return to the Forms Menu. From the Forms Menu, click **WR Forms** for reporting waste received.

FORM WR (For TSDf's Only)

When entering the description, make sure that the previous text **Enter Waste Description Here** is highlighted.

Note: If the software will not allow you to enter data into the description field, click the mouse on the **Select Waste Stream from List Below** drop-down list at the top of the form, and then click again in the description text box. This should enable the software to accept your entry.

Waste	A. Waste Description
1	Really Yucky Stuff

B. EPA Hazardous Waste Codes		C. State Hazardous Waste Codes	
D013	To add a code, select EPA code and press Add Code. To delete, highlight it in the grid and press Remove Code.		To add a code, enter code in the box and press Add Code. To delete, highlight it in the grid and press Remove Code.
<input type="button" value="Add Code"/>	D011 D013	<input type="button" value="Add Code"/>	
<input type="button" value="Remove Code"/>		<input type="button" value="Remove Code"/>	

D. Off-Site Handler EPA ID Number	E. Quantity Received in reporting year	F. UOM	Density
TXD00000000	6452.000000	2	<input type="text"/>
		<input type="checkbox"/> lbs/gal	<input type="checkbox"/> sg

G. Form Code	H. Management Method Code
W107	H141

Comments:	H124	Phase separation
	H129	Other treatment (specify in comments)
	H131	Land treatment or application (to include on-site treatment and/or stabiliz
	H132	Landfill or surface impoundment that will be closed as landfill (to include
	H134	Deepwell or underground injection (with or without treatment)
	H135	Discharge to sewer/POTW or NPDES (with prior storage - with or without
	H141	Storage, bulking, and/or transfer off site - no treatment/recovery (H010-+

To duplicate waste information from one form to another, select the previously entered waste and then click the **Clone Waste Stream** button. This will create a copy of the selected Form WR with some data already entered.

Click **Add Code** to add an EPA Hazardous Waste Code or State Hazardous Waste Code. Enter the off-site Handler EPA ID number. Make sure that this is the correct number for the handler.

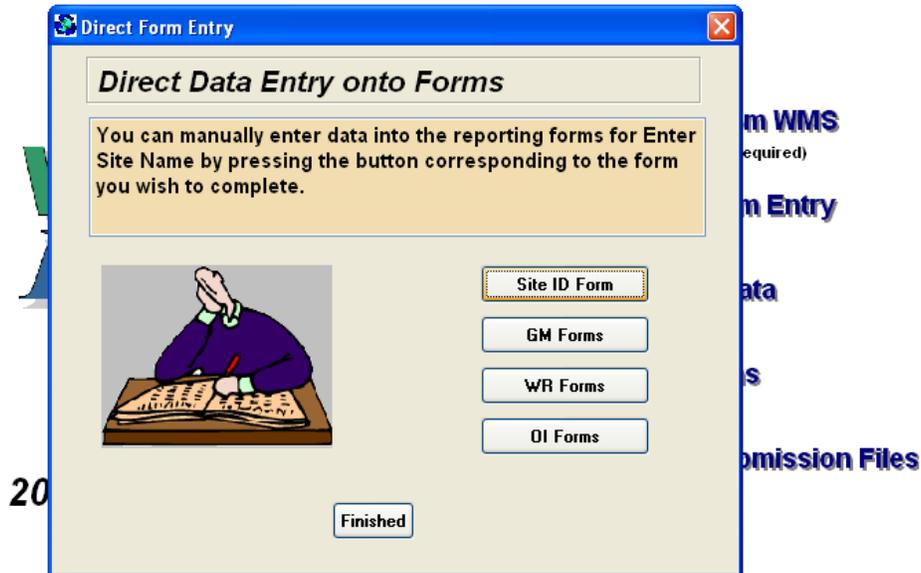
Enter the amount received. Enter the UOM and the Form Codes and Management Method Codes. Use the drop-down boxes to enter the codes when available.

Click **Save** after entering each Form WR. Click **Exit** to exit the Form WR and return to the Forms Menu.

FORM OI

The completions of OI forms are **not required** for the 2009 Biennial Hazardous Waste Report.

Click **Finished** at the bottom of the Forms Menu to return to the Main Menu. Return to the Forms Menu at any time to continue entering data or editing existing data.



COMMENTS

Comments are required in the comments section for G9, G19, G39, and G49 Source Codes, and to clarify or continue other entries, including additional Waste Codes. For each comment, refer to the section number and box letter of the entry that is being commented on, or note the Source Code (for source code clarification). (for example, "Sec. 1, Box B, continued: D011: From production processes", or "G9: From production processes").

VALIDATING DATA

Summary Report

Print a summary report from the Validation Menu. From the Main Menu, click on **Validate Data**. Select the option for Summary Report. Print and review the report carefully against your records to ensure that the quantities are correct. The software may inadvertently add a zero to some of your quantities, or some forms may not have been saved properly.

Validation

After the data entry is complete and you have verified that the quantities are correct, you will need to validate the data. From the Main Menu, click on the **Perform Validation** button.

The validation process will take a few moments. For very large reports, the process may take longer.



1. Import From WMS

(Optional, not required)

2. Direct Form Entry

3. Validate Data

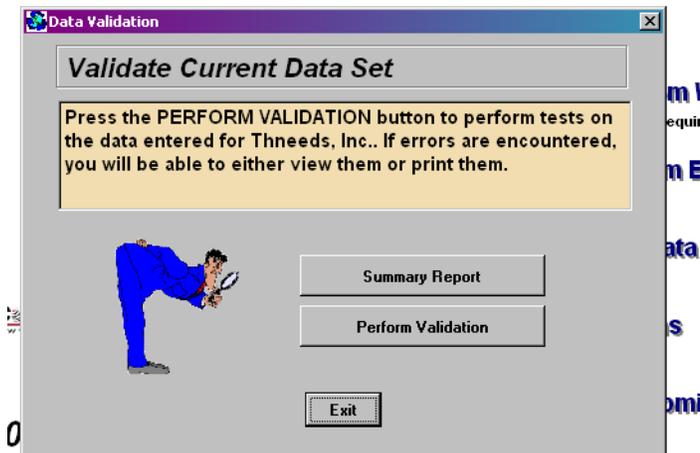
4. Print Forms

5. Create Submission Files

2009 Reporting Year

Warnings

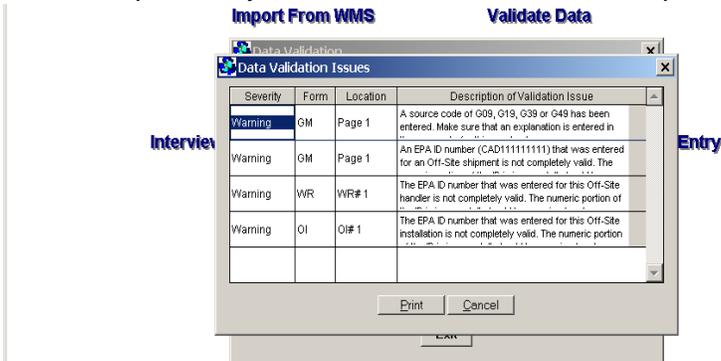
It is likely that warnings or critical error messages may appear. If this is the case, please follow the instructions below. If the data is validated successfully without warnings, you may skip the warnings instructions and continue to the instructions for creating your reports.



If there have been more than a few warnings, or if you have difficulty solving the warning issues, print the list for easy viewing and call the Biennial Report Help Line at (916) 322-2880 for assistance.

Generally, warnings are simple reminders to check to make sure that all information has been entered correctly (e.g., comments, etc.). They may not necessarily state that a field has been left incomplete, but there is a possibility that a field has been left incomplete. The software is limited in its viewing of some of

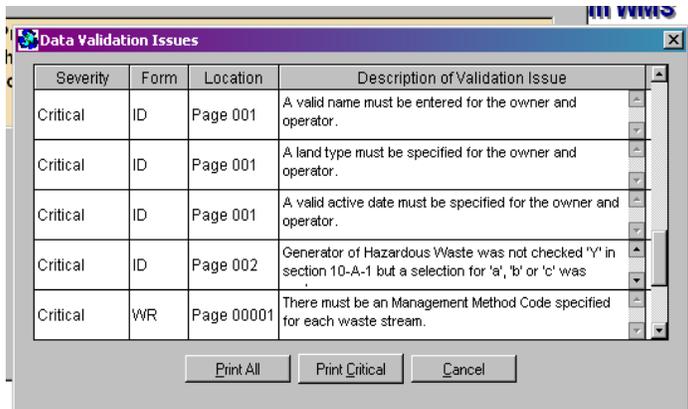
the data fields (e.g., comments section or validating California EPA ID number prefixes). After careful review of each warning and the correction of errors, validate the data before creating reports.



Critical Errors

If a critical error warning is received, do not proceed. Solve the errors and successfully validate your data before creating the reports.

If more than a few critical error warnings have been received, or if you have difficulty solving the critical errors, print the list for easy viewing and call the Biennial Report Help Line at (916) 322-2880 for assistance.



Read the warnings and review the data carefully. Troubleshoot the errors by deleting the specific data in question (such as a transporter EPA ID number or several waste codes) and re-enter the data. The data may appear correct, but may have not stored properly by the software.

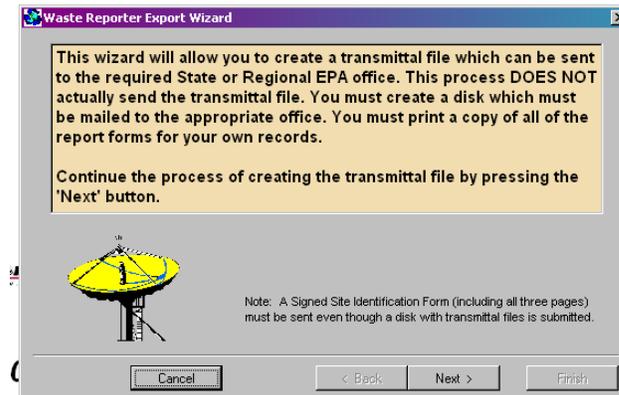
Common critical errors include invalid EPA ID numbers, duplicate waste codes, and UOM errors.

All of the critical errors must be resolved and the data must be successfully validated before reports can be created.

If any of the forms in Waste Reporter have been accessed since the last validation, re-validate the data before creating your report.

CREATE SUBMISSION FILE

From the Main Menu, select **Create Submission File**. The wizard will provide prompts for creating the electronic transmittal file of the forms entered into Waste Reporter.



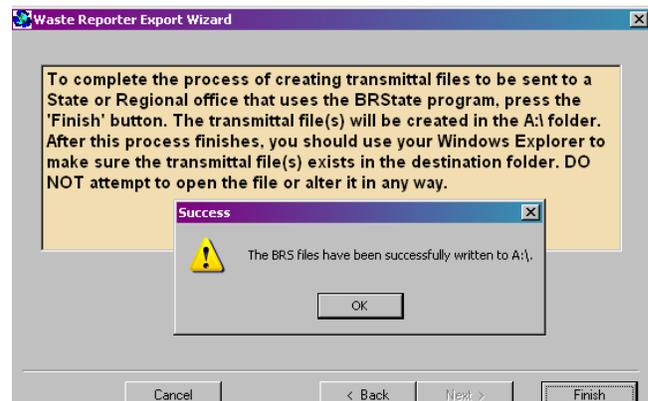
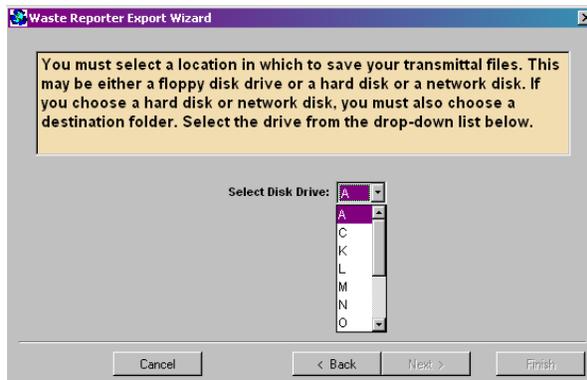
DO NOT EMAIL THE TRANSMITTAL FILE.

The diskette must be mailed with the completed report.

Select the **Next** button at the bottom of the page.

The wizard will ask on which drive the submission file will be created. Select **"A:"** and insert a diskette into your A: drive. The drive location may vary depending upon how you choose to save your file (e.g., CD, DVD, or portable USB drive). The submission file that is created is a zipped file, so even very large facilities should be able to create their submission files on a diskette.

Continue the process by clicking the "Finish" button. The process takes time, and may take significantly longer for very large facilities. A yellow exclamation mark should appear when the file has been completed successfully (displayed momentarily).

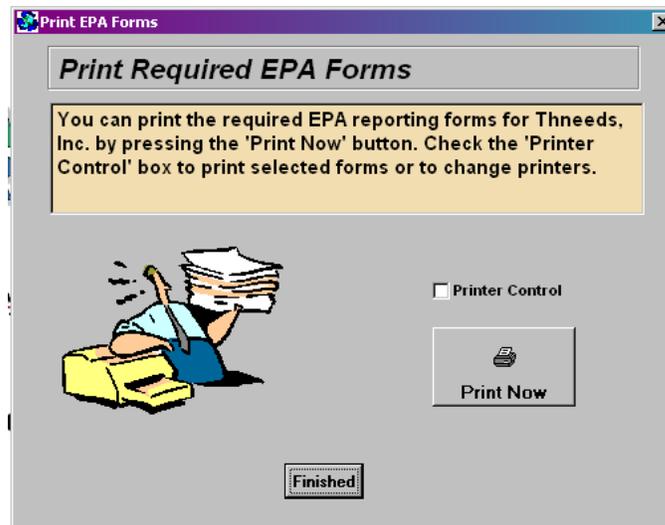


CREATE REPORTS

Print Forms

Return to the Main Menu and select “Print Forms”. After the data has been validated successfully and an electronic submission file has been created on a diskette, CD, DVD, or portable USB drive, print a hard copy of the entire report to submit to the DTSC.

A screen similar to the one below should appear. It is recommended that the document be printed to a laser printer. If only a bubble jet printer is available, adjust the resolution on the printer to the highest setting, and the report should print properly.



SUBMITTING REPORTS

Certification

Have the entire report reviewed and certified by a manager employed at the facility. The manager must certify the report on the bottom of page 4 of the Site ID form.

Consultants who complete the report for a facility are not authorized to certify on behalf of the facility. Forward the entire report to the facility for certification.

Submitting the Report to the DTSC

Refer to the **2009 Biennial Hazardous Waste Report Frequently Asked Questions (FAQ)** for submittal instructions. Click on the question “**How do I submit my report?**”, under the “**Reporting Information**” section.

Do not use excessive tape or packaging materials on your diskette, CD, DVD, or portable USB drive. Opening such packaging material can cause damage to the electronic device.

Deadline

The report must be postmarked by **March 1, 2010**.

IMPORTING DATA

If using the Automatic Import Method, a screen that looks like the image below will appear. Follow the wizard until the import process is complete.



Only Waste Manager files or EPA Flat File formatted files may be imported into Waste Reporter. No other formats may be imported.

Call the Biennial Report Help Line at (916) 322-2880 for assistance with importing data into Waste Reporter or converting files to meet EPA Flat File specifications. Visit the Web site <http://www.dtsc.ca.gov/>. Click **Managing Waste**, Click on **Biennial Hazardous Waste Reports**, then click **2009 Biennial Hazardous Waste Report** to obtain the U.S. EPA Flat File specifications.

Once the files have been successfully imported, select the Manual Method to access the data in Waste Reporter.

Refer to the instructions contained in this User Guide for accessing and editing the reports, validating data, creating the submission file, printing reports, and submitting the report to the DTSC.