

***Department of Toxic Substances Control***  
**2007 Biennial Hazardous Waste Report**  
**(2007 Biennial Report, 2007 BR)**

**CALIFORNIA**  
**SUPPLEMENTAL INSTRUCTIONS**

***PLEASE READ THROUGH THE 2007 CALIFORNIA  
SUPPLEMENTAL INSTRUCTIONS BEFORE COMPLETING THE  
FORMS.***

***This packet, a link for FREE, USER-FRIENDLY WASTE  
REPORTER SOFTWARE, and other helpful information for  
filing the 2007 BR is available at:***

***<http://www.dtsc.ca.gov/>***

***Click the **Managing Waste** tab, then click **Biennial Hazardous Waste Reports** to go to  
the “2007 Biennial Hazardous Waste Report” link.***

***Biennial Report Staff***  
***(916) 322-2880***  
***brsstaff@dtsc.ca.gov***  
***www.calepa.ca.gov/forums/***

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# INTRODUCTION AND GENERAL INFORMATION

## 1. INTRODUCTION TO THE 2007 BIENNIAL REPORT

The Department of Toxic Substances Control (DTSC) has prepared the California Supplemental Instructions to assist Resource Conservation and Recovery Act (RCRA) large quantity generators (LQGs) and permitted hazardous waste transfer, treatment, storage, or disposal facilities (TSDFs) that are required to submit a 2007 Biennial Hazardous Waste Report (2005 BR). A link to FREE, user-friendly Waste Reporter software, Frequently Asked Questions, the 2007 Biennial Hazardous Waste Report Forum, the U.S. Environmental Protection Agency's (U.S. EPA) 2007 Biennial Hazardous Waste Report Instructions and Forms, the U.S. EPA Flat File Specifications, and the California Supplemental Instructions, Appendices, and Forms, etc. can be found on DTSC's website at <http://www.dtsc.ca.gov/>. Click the **Managing Waste** tab, then click **Biennial Hazardous Waste Reports** to go to the "**2007 Biennial Hazardous Waste Report**" link.

The California Supplemental Instructions are designed to be used with the U.S. EPA's 2007 Biennial Hazardous Waste Report Instructions and Forms, (Form 8700-13A/B), prepared by the U.S. EPA.

### **Federal Authority**

The authorizing legislation for the Biennial Hazardous Waste report is contained in the *Code of Federal Regulations (CFR)*, Title 40, sections 262.41 and the Resource Conservation and Recovery Act (RCRA), sections 3002 and 3004. Section 3002 requires hazardous waste generators to report the quantities and disposition of generated hazardous waste to the U.S. EPA or authorized states a minimum of every two years. Under the authority of section 3004, the U.S. EPA has extended the reporting requirements to treatment, storage, and disposal facilities for the wastes received.

### **California Authority**

The specific requirement for the Biennial Hazardous Waste Report is contained in the *California Code of Regulations (CCR)*, Title 22, Article 4, section 66262.41.

## **2. PURPOSE**

The mission of the DTSC is to protect public health and the environment from harmful exposure to hazardous waste. In order to effectively manage the state's hazardous waste, the DTSC collects and maintains information about the generation, transportation, management, and final disposition of hazardous waste within the state, and researches and maintains information regarding efforts to minimize or reduce these wastes.

The information gathered by the 2007 BR will give insight to hazardous waste management activities and developing trends, help measure the quality of the environment, and be used to prepare various reports. Your effort to carefully complete the 2007 BR forms is greatly appreciated.

## **3. CHANGES TO THE 2007 BIENNIAL REPORT**

There were no changes in the biennial hazardous waste reporting requirements or forms from year 2005 to year 2007; there are some minor editorial changes in the Instructions and Forms, (i.e., block 10.B. Site ID form).

#### **4. CONFIDENTIAL BUSINESS INFORMATION**

A facility may not withhold information from the 2007 BR on the basis that it is confidential. However, upon request, the U.S. EPA will treat information reported in the 2007 Hazardous Waste Report as confidential if it meets the conditions specified in the *CFR*, Title 40, Part 2, Subpart B. These regulations provide that a business may, if desired, assert a claim of business confidentiality covering all or part of the information furnished in the 2007 BR. The *CFR* section 2.203(b) explains how to assert a claim of confidentiality.

The U.S. EPA will treat information covered by such a claim in accordance with the procedures set forth in Subpart B. If an individual requests the release of information covered by a claim of confidentiality, or if the U.S. EPA otherwise decides to make a determination as to whether such information is entitled to confidential treatment, the U.S. EPA will notify the business. The U.S. EPA will not disclose information as to when a claim of confidentiality has been made, except to the extent of and in accordance with the *CFR*, Title 40, Part 2, Subpart B. However, if the business does not claim confidentiality when it furnishes the information, the U.S. EPA may make the information available to the public without notice to the business.

#### **CONFIDENTIAL BUSINESS INFORMATION DEFINITION**

In California's Hazardous Waste Handling Statutes, Confidential Business Information (CBI) would be handled under the "Trade Secret" section, as defined by Health and Safety Code section 25173. A "Trade Secret" includes, but is not limited to, "any formula, plan, process, tool, mechanism, compound, procedure, production data or compilation of information which is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value, and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it."

In fulfilling its statutory responsibility to protect from disclosure those records which are legally entitled to "Trade Secret" protection, the DTSC must also ensure prompt access to those records which are not entitled to protection. Consequently, anyone wishing to claim or maintain entitlement to "Trade Secret" protection must submit, within 60 days of the date of submission of the 2005 BR, responses to the following questions in support of their claim. This information must be submitted for each provision of each document

for which "Trade Secret" protection is sought. Claims of "Trade Secret" for entire files will not be honored unless claims for the contents of each document contained therein are substantiated by the responses to these questions:

- A. Is there extensive knowledge of the information outside your business?
- B. Is there extensive knowledge by employees and others in your business?
- C. Have extensive measures been taken to guard the secrecy of the information?
- D. Is the information valuable to competitors?
- E. Have there been substantial monetary expenditures in the development of the information?
- F. Could the information be easily and properly acquired or duplicated by others?
- G. Is there substantial showing of causation between disclosure of the information and foreseeable harm?

The DTSC will review each assertion of "Trade Secret" in light of the answers to these questions. Accordingly, it is essential the "Trade Secret" claimants provide adequate documentation to fully and specifically answer these questions for each document under consideration. A simple "yes" response, without supporting information, will not be considered adequate to substantiate the claim.

## FILING INFORMATION

### 1. WHO MUST FILE THE 2007 BIENNIAL REPORT

You are required by federal statute (*CFR*, Title 40, sections 262.41, and RCRA sections 3002 and 3004) to complete and file the 2007 BR if your site:

- Met the definition (see box below) of a RCRA LQG during 2007;  
AND / OR
- Treated, stored, or disposed of RCRA hazardous wastes on site during 2007.

#### **Definition of a RCRA LQG who must report for calendar year 2007**

A site is a RCRA LQG for 2007 if the site met any of the following criteria:

- 1) Generated 2200 pounds (1000 kg, or 1.1 tons) or more of RCRA hazardous waste in any single calendar month; or
- 2) Generated in one or more months, or accumulated at any time 2.2 pounds (1 kg) of RCRA acute hazardous waste; or
- 3) Generated or accumulated at any time more than 220 pounds (100 kg) of spill cleanup material contaminated with RCRA acute hazardous waste.

Note: See page 35 of the U.S. EPA's 2007 Hazardous Waste Report Instructions and Forms for a definition of acute hazardous waste.

- (a) A TSDF is required to file the 2007 BR if it meets the following criteria:
  - 1) The TSDF operated under the authority of a full permit or under interim status pursuant to the *CCR*, Title 22, Division 4.5, sections 66264 or 66265 and stored, treated or disposed of RCRA hazardous waste at any time during calendar year 2007. This requirement does not apply to Permanent Household Hazardous Waste Collection Facilities.

## 2. WHICH FORMS TO SUBMIT

This table identifies the forms that must be submitted by each LQG and TSDF.

<b>Required Form</b>	<b>Explanation</b>
ID	All sites must complete ALL sections.
GM	All sites that are required to submit the 2007 BR and that generate waste are required to submit a GM Form.
WR	<b>Only TSDFs are required to submit a WR Form.</b> Facilities may group the waste by handling method and form code only if the waste is from the same offsite handler.
OI	Not required.

## 3. EXTENSION REQUESTS

To obtain a 30-day extension for submission of the 2007 BR, complete all the information on the Request for Extension (Appendix A) and fax or mail the completed form before March 1, 2008.

Extensions will only be granted for those facilities using the FREE, user-friendly Waste Reporter software, or submitting using the U.S. EPA flat file format as outlined above. Large facilities submitting paper reports in absence of an electronic copy as outlined above will be granted extensions only under extreme circumstances.

Extension approval notification will be provided by telephone or e-mail to the contact person listed on the form.

## 4. EXEMPTION REQUESTS

Submit an exemption request only for those facilities that received a filing packet for the 2007 Biennial Report but did not meet the criteria as to be defined as a RCRA LQG. If you have questions about which facilities to file exemption requests for, please call the 2007 Biennial Report Help Line at (916) 322-2880. The Request for Exemption form can be found in Appendix B. Exemption approval notification will be provided by telephone or e-mail to the contact person listed on the form.

## 5. FILING OPTIONS

The DTSC **STRONGLY ENCOURAGES** all generators and facilities to electronically file their 2007 BR using the Waste Reporter, a **FREE**, user-friendly waste reporting software developed by Environmental Support Solutions. The program can be downloaded from: <http://www.ess-home.com/products/waste-reporter/default.asp>.

The Waste Reporter software file is approximately 4 MB large, and the DTSC is using the Waste Reporter program for the 2007 BR cycle. The DTSC does not formally endorse this product; however, independent testing has proven its usefulness for biennial reporting by saving facilities time, providing various look-up tables, and improving the accuracy of the reports submitted.

The FREE, user-friendly software simulates paper forms, prompts for information, and validates the information (checks for errors) after all the data is entered. It can also import U.S. EPA flat files. Whether the data is manually entered or imported from a flat file, Waste Reporter validates the data that is entered, reports invalid data, allows for correction of errors, and exports the data in a usable format for submission to the DTSC. The data cannot be exported unless all data entered is error-free. Finally, Waste Reporter allows for the printing of a copy of the completed report for record-keeping purposes.

Alternatively, the report may be submitted on the forms provided in the U.S. EPA's 2007 Hazardous Waste Report Instructions and Forms booklet (available in booklet, CD, or for download at the URL <http://www.epa.gov/epaoswer/hazwaste/data/br07/07report.pdf> ), and these forms may be photocopied as needed. However, Waste Reporter can help save time and improve accuracy by providing all necessary forms, look-up tables, accurately and automatically fill multiple data fields, check for data errors, and easily create an electronic .zip file. Waste Reporter is highly recommended and the DTSC strongly promotes its use.

## Waste Reporter Software Program

Waste Reporter is a 32-bit program that is available for PCs using Windows 95 or later. The program will not run on computers using a Macintosh environment. The minimum specifications for running the software are as follows:

PC	Pentium preferred
Memory	16 MB
Disk Space	30 MB
Operating System	Win 95, 98, NT 3.51 and higher
Printer	Laser, Bubble Jet, or Ink Jet

**Previous programs can not be used for 2007 reporting.**

***You must submit a SIGNED ID form if you submit your return electronically on a diskette, CD, DVD, or portable USB drive.***

### 6. WASTE REPORTER SOFTWARE TIPS

**NAICS CODES:** Look up North American Industry Classification System codes at [www.NAICS.com](http://www.NAICS.com). More than one code may apply. Do not use code 562111 or 562112 unless your business is mainly a hazardous waste collector or waste treatment plant. Refer to your 2003 BR for the codes used on your previous report.

**COUNTY vs. COUNTRY FIELDS:** Enter the COUNTY (e.g., Stanislaus) in the location address, and the COUNTRY (U.S.A.) in the mailing address. Use the drop-down menus to identify the correct names.

**TAB NAVIGATION:** Use the TAB key to navigate between fields.

**WARNING MESSAGES:** Warning messages are NOT critical errors. The most common warning pertains to comments in the comments section, and is generally a reminder that comments are required. A second common warning is for U.S. EPA ID number validity. Please verify your U.S. EPA ID number with the U.S. EPA's RCRAinfo database at [http://www.epa.gov/enviro/html/rcris/rcris\\_query\\_java.html](http://www.epa.gov/enviro/html/rcris/rcris_query_java.html), or by calling (415) 495-8895.

**CRITICAL ERRORS:** These messages are more serious and are not just reminders, but are serious problems with the report. Most critical errors are easily repaired and require only minor adjustments to the data (e.g., entering a code, etc.). Verify that the data is correct, and run the validation tool again. If the critical errors cannot be resolved after a few attempts, call (916) 322-2880 for assistance. It is not necessary to re-enter your data.

**UNIT OF MEASURE (UOM):**

<b>Weighted Measures that DO NOT require a density value</b>	
<b>Number:</b>	<b>Description:</b>
1	Pounds
2	Short Tons
3	Kilograms
4	Metric Tons
<b>Weighted Measures that DO require a density value</b>	
<b>Number:</b>	<b>Description:</b>
5	Gallons
6	Liters
7	Cubic Yards

For volume measures 5, 6, and 7, include the density information, either in pounds per gallon (enter the weight in pounds for one gallon of the waste and check the **lbs/gal** box), or specific gravity (enter the specific gravity of the waste and check the **sg** box). Call (916) 322-2880 for assistance if needed.

**SUMMARY REPORT:** Run the Waste Reporter Summary Report to check the validity of data and ensure that the totals seem logical (review to see if the software added any zeros to quantities, changed EPA ID numbers, or if any data entry errors were made).

**NON-REQUIRED FIELDS:** For fields that are not required, do NOT enter data.

**IMPORTING FILES:** The “Import” feature may be used to import data stored in U.S. EPA flat file format directly into Waste Reporter. For assistance with importing using the U.S. EPA flat file format, call (916) 322-2880.

## 7. FREQUENTLY ASKED QUESTIONS

Questions	Answers
<b>Instructions and Forms</b>	
How can I get another copy of the <b>2007 Hazardous Waste Report Instructions and Forms</b> and / or the <b>2007 California Supplemental Instructions</b> ?	The <b>2007 Hazardous Waste Report Instructions and Forms</b> and / or the <b>2007 California Supplemental Instructions</b> can be downloaded at <a href="http://www.dtsc.ca.gov/">http://www.dtsc.ca.gov/</a> . Click the <b>Managing Waste</b> tab, then click <b>Biennial Hazardous Waste Reports</b> to go to the “ <b>2007 Biennial Hazardous Waste Report</b> ” link. Contact the Biennial Report Helpline at <b>(916) 322-2880</b> or post a question to the Biennial Report Forum at <a href="http://www.calepa.ca.gov/forums/">http://www.calepa.ca.gov/forums/</a> for further clarification.
Where can I find the most current U.S. EPA Flat File Specifications?	You can download the <b>2007 U.S. EPA Flat File Specifications</b> from <a href="http://www.dtsc.ca.gov/">http://www.dtsc.ca.gov/</a> . Click the <b>Managing Waste</b> tab, then click <b>Biennial Hazardous Waste Reports</b> to go to the “ <b>2007 Biennial Hazardous Waste Report</b> ” link. Contact the Biennial Report Helpline at <b>(916) 322-2880</b> or post a question to the Biennial Report Forum at <a href="http://www.calepa.ca.gov/forums/">http://www.calepa.ca.gov/forums/</a> for further clarification.
<b>Who Is Required To File?</b>	
Who is required to submit a 2007 Biennial Report?	RCRA LQGs and TSDFs who treated RCRA hazardous waste are required to file. See the U.S. EPA’s definition of a RCRA LQG in the U.S. EPA’s 2007 HWR Instructions and Forms.
Are “California Only (e.g., Non-RCRA)” handlers required to file?	No.
I just bought this company. Am I required to file?	Yes. You should have received records of past hazardous waste handling activity from the previous owner. Contact the transporter for missing copies of manifests.
I am no longer generating hazardous waste. Am I required to file?	Yes. You are only exempt if you ceased all operations <b>and</b> all clean-up prior to January 1, 2007. Submit an Exemption Form (Appendix B).
How do I submit an exemption?	Mail or fax an Exemption Form, (Appendix B).
<b>Workshops/Training</b>	
Where can I find help with the software?	Review the Waste Reporter Software Guide in Appendix D, and the Software Tips in the California Supplemental Instructions. Contact the Biennial Report Helpline at <b>(916) 322-2880</b> or post a question to the Biennial Report Forum at

Questions	Answers															
	<a href="http://www.calepa.ca.gov/forums/">http://www.calepa.ca.gov/forums/</a> .															
Will workshops or training sessions be available?	Yes. You can bring up the <b>2007 Biennial Hazardous Waste Report Public Workshop Schedule</b> from <a href="http://www.dtsc.ca.gov/">http://www.dtsc.ca.gov/</a> . Click the <b>Managing Waste</b> tab, then click <b>Biennial Hazardous Waste Reports</b> to go to the “ <b>2007 Biennial Hazardous Waste Report</b> ” link.															
Reporting Information																
My company only generates Non-RCRA waste. Am I required to file?	No.															
Should wastewater be reported?	No, if the wastewater is sent via a hard-piped inline treatment system, directly to a Publicly Owned Treatment Works (POTW). Call <b>(916) 322-2880</b> for clarification or post a question to the Biennial Report Forum at <a href="http://www.calepa.ca.gov/forums/">http://www.calepa.ca.gov/forums/</a> .															
Should universal waste be reported?	No. Universal waste is exempt and is not reported. Visit <a href="http://www.dtsc.ca.gov/HazardousWaste/EWaste/upload/HWM_FS_UWR.pdf">http://www.dtsc.ca.gov/HazardousWaste/EWaste/upload/HWM_FS_UWR.pdf</a> for a fact sheet about universal waste.															
The waste we generate is shipped off-site to be recycled. Is it reportable?	Yes. All RCRA waste your company generated must be reported.															
Where can I find a list of RCRA (U.S. EPA) codes and other code lists?	See the U.S. EPA’s Hazardous Waste Report Instructions and Forms.															
Where can I find a list of Units of Measure?	See the U.S. EPA’s Hazardous Waste Report Instructions and Forms.															
How can I tell if I am exempt?	See <b>Who Must File</b> in the 2007 California Supplemental Instructions.															
Do I need to complete “non-mandatory fields”?	<p><b>DTSC requires the following fields to be completed:</b></p> <table border="1" data-bbox="768 1560 1341 1801"> <thead> <tr> <th>FORM</th> <th>SECTION</th> <th>BLOCKS</th> </tr> </thead> <tbody> <tr> <td>ID</td> <td>N/A</td> <td>ALL Fax # &amp; Email entered in block 13</td> </tr> <tr> <td>GM</td> <td>I</td> <td>A, B, D, F, G</td> </tr> <tr> <td></td> <td>II</td> <td>ALL</td> </tr> <tr> <td></td> <td>III</td> <td>A, B, D</td> </tr> </tbody> </table>	FORM	SECTION	BLOCKS	ID	N/A	ALL Fax # & Email entered in block 13	GM	I	A, B, D, F, G		II	ALL		III	A, B, D
FORM	SECTION	BLOCKS														
ID	N/A	ALL Fax # & Email entered in block 13														
GM	I	A, B, D, F, G														
	II	ALL														
	III	A, B, D														
I can’t find all of my records. Will BRS Staff give me copies of my missing	No. Contact the previous owner or the transporter to obtain missing manifests. If unable to locate the															

<b>Questions</b>	<b>Answers</b>
manifests?	preview owner or transporter, contact <b>Generator Information Services</b> at <b>(800) 618-6942</b> .
How do I submit my report?	Via mail, UPS, or FedEx to:  <b>2007 Biennial Report Staff, 11<sup>th</sup> Floor Dept. of Toxic Substances Control P.O. Box 806 Sacramento, CA 95812-0806</b>  Physical address for UPS / FedEx:  <b>2007 Biennial Report Staff Dept of Toxic Substances Control 1001 I Street, 11th Floor Sacramento, CA 95814</b>
Can I fax my report to meet the deadline?	No. Submissions must contain <b>original signatures</b> and must be <b>postmarked</b> , by the deadline. Submissions should include an electronic version of the report.
<b>Internet</b>	
Is information available on the Internet for the 2007 BR?	Yes. Visit <b><i>http://www.dtsc.ca.gov/</i></b> . Click <b><i>Managing Waste</i></b> tab, then click <b><i>Biennial Hazardous Waste Reports</i></b> to go to the <b><i>"2007 Biennial Hazardous Waste Report"</i></b> link to download the U.S. EPA 2007 Hazardous Waste Report Instructions and Forms, 2007 California Supplemental Instructions, U.S. EPA Flat File Specifications, the FREE, user-friendly 2007 Waste Reporter software link, and other helpful documents and links.
Can I email my transmittal file?	No. Submissions must be signed and sent by mail, with the transmittal file diskette, CD, DVD, or portable USB drive attached.
How do I post a question to the Forum?	See Appendix C in the California Supplemental Instructions.
<b>Software</b>	
Where can I get the Waste Reporter software?	Visit <b><i>http://www.ess-home.com/products/waste-reporter/default.asp</i></b> .
What if I can't see the right hand scroll bar?	Resize your monitor resolution to <b>1024 x 768</b> .

## GETTING HELP

### 1. HELP FOR THE 2007 BIENNIAL REPORT

#### CONTACT US

To implement a more effective way of communicating and addressing the 2007 BR questions and communication needs of RCRA LQGs and TSDFs, the DTSC has established a dedicated Biennial Report Helpline telephone number, a general fax number, a Biennial Report e-mail address, and an interactive, educational 2007 Biennial Report Forum. Our staff will reply by phone, fax, e-mail, or post a reply on the Biennial Report Forum within two business days. The contact information is as follows:

<b>DEPARTMENT OF TOXIC SUBSTANCES CONTROL</b>		
Biennial Report Help Line	<b>(916) 322-2880</b>	<i>Ask questions needing immediate response, verifying NAICS codes, and software help.</i>
DTSC Fax Number	<b>(916) 322-1005</b>	<i>Fax Exemption / Extension requests only. <b>DO NOT fax your report or ID Forms.</b></i>
Biennial Report E-mail Address	<b>brsstaff@dtsc.ca.gov</b>	<i>Use for asking detailed questions. <b>DO NOT email your transmittal file.</b></i>
Biennial Report Forum	<b>www.calepa.ca.gov/forums</b>	<i>Use for asking questions not included in the Frequently Asked Questions.</i>

<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b>		
U.S. EPA Envirofacts	<b>(415) 495-8895</b>	Use to verify EPA ID numbers.

## 2. BIENNIAL REPORT PUBLIC WORKSHOP SCHEDULE

To assist filers, the DTSC is providing several 2-hour workshops in January. The following table provides a schedule of the workshops.

LOCATION	DATE AND TIME
Department of Toxic Substances Control 8800 Cal Center Drive Board Room A-1-619 <b>Sacramento, CA 95826</b>	January 8, 2008 10:00 a.m. January 8, 2008 1:00 p.m. Capacity: 140 spaces per session
South Coast Air Quality Management District 21865 Copley Drive Conference Room CC 6 <b>Diamond Bar, CA 91765</b>	January 15, 2008 10:00 a.m. January 15, 2008 1:30 p.m. Capacity: 86 spaces per session
Department of Toxic Substances Control 700 Heinz Avenue, Suite 200 Auditorium 1, 2, & 3 <b>Berkeley, CA 94710</b>	January 17, 2008 10:00 a.m. January 17, 2008 1:00 p.m. Capacity: 120 spaces per session
Department of Toxic Substances Control 5796 Corporate Avenue All Staff Room <b>Cypress, CA 90630</b>	January 23, 2008 10:30 a.m. January 23, 2008 1:30 p.m. Capacity: 80 spaces per session
Department of Toxic Substances Control 9174 Sky Park Court, Suite 150 Santa Margarita Room <b>San Diego, CA 92123</b>	January 30, 2008 10:30 a.m. January 30, 2008 1:30 p.m. Capacity: 25 spaces per session

The workshops are free, and on-site registration will be available. A photo ID is required and security checks may be conducted at the buildings. **Seating is on a first-come, first-served basis.**

# PREPARING YOUR RETURN

## 1. WHEN AND WHERE TO FILE

Forms must be **postmarked** by: **MARCH 1, 2008** (*postmark date*)

Return Completed Reports to: **2007 Biennial Report Staff (11<sup>th</sup> Floor)**  
(*First Class USPS is preferred*) **Dept. of Toxic Substances Control**  
**P.O. Box 806**  
**Sacramento, CA 95812-0806**

Physical address for Fed Ex: **2007 Biennial Report Staff (11<sup>th</sup> Floor)**  
**Dept. of Toxic Substances Control**  
**1001 I Street, 11th Floor**  
**Sacramento, CA 95814**

## ELECTRONIC REPORTING

Electronic copies must be submitted on *diskette, CD, DVD, or portable USB drive* and be accompanied by an original, signed Site ID form. These files must be created using either the Waste Reporter software or using the official U.S. EPA Flat File format. Due to difficulties with data format incompatibility, the DTSC requires that all electronic copies be submitted in one of the above formats.

## **2. 2007 BIENNIAL REPORT SUBMISSION COVER SHEET**

### **SUBMIT WITH REPORT NO ADDITIONAL COVER LETTER REQUIRED**

The following items are included or have been verified in the report:

- 2007 Biennial Report Submission Cover Sheet**
- Signed Form ID (3 pages)**
- Verified EPA ID**
- Verified NAICS code on [www.naics.com](http://www.naics.com)**
- Forms GM, if applicable**
- Forms WR**
- Original transmittal file on diskette, CD, DVD, or portable USB drive using Waste Reporter software or in EPA Flat File format**
- Postmark report by March 1, 2008.**

Reminder:

- Retain a complete photo copy of the 2007 BR for record keeping purposes.

**AND**

- Retain a second original transmittal file from Waste Reporter for record keeping purposes, if applicable.



## 2007 BIENNIAL HAZARDOUS WASTE REPORT EXEMPTION REQUEST

EPA ID    

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Facility / Generator Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**2007 BIENNIAL REPORTING REQUIREMENTS:**

The company must be a RCRA Large Quantity Generator in 2007 (at a specific location)

**AND / OR**

A company that treated, stored, or disposed of RCRA hazardous wastes in 2007.

### Not required to file the 2007 Hazardous Waste Report

If your facility does **not** meet the above criteria, you are not required to file a Biennial Hazardous Waste Report for 2007. Please complete the information below for our records.

Site Location Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason for Exemption: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return to:     **Biennial Report Staff**  
                  **DTSC – HWMP (11<sup>th</sup> Floor)**  
                  **P.O. Box 806**  
                  **Sacramento, California 95812-0806**

or FAX to:     **(916) 322-1005**

## APPENDIX C

### HOW TO REGISTER AND POST A QUESTION TO THE BIENNIAL REPORT FORUM

- 1) Go to the website <http://www.calepa.ca.gov/forums/> and select the link **2007 Biennial Hazardous Waste Report**. Then select the link **Introduction & Assistance**.

Address: [http://www.calepa.ca.gov/forums/forum\\_topics.asp?FID=21](http://www.calepa.ca.gov/forums/forum_topics.asp?FID=21)

California Home Monday, November 21, 2005

**Cal/EPA Web Forums**

Active Topics | Memberlist | Search | Help | Register | Login

### 2005 Biennial Hazardous Waste Report

[Cal/EPA Web Forums : 2005 Biennial Hazardous Waste Report](#)

Show Topics:  new topic

Topics	Topic Starter	Replies	Views	Last Post
<a href="#">Introduction &amp; Assistance</a>	<a href="#">Admin</a>	7	402	16 November 2005 at 5:25pm By <a href="#">longcall911</a>

- 2) At the top of the screen select the **Register** icon. Then select **Accept** for the forum rules and policies.

Address: [http://www.calepa.ca.gov/forums/forum\\_posts.asp?TID=81&PN=1](http://www.calepa.ca.gov/forums/forum_posts.asp?TID=81&PN=1)

California Home Monday, November 21, 2005

**Cal/EPA Web Forums**

Active Topics | Memberlist | Search | Help | Register | Login

### 2005 Biennial Hazardous Waste Report

[Cal/EPA Web Forums : 2005 Biennial Hazardous Waste Report](#)

Topic: [Introduction & Assistance](#) post reply | new topic

Author	Message
<b>Admin</b> Admin Group Joined: 07 March 2004	<p>Posted: 23 September 2005 at 11:49am   IP Logged</p> <p>The mission of the U.S. EPA and the Department of Toxic Substances Control (DTSC) is to protect public health and the environment from harmful exposure to hazardous waste. In order to effectively manage the state's hazardous waste, DTSC collects and maintains information about the generation, transportation, management and final disposition</p>

- 3) Complete the required fields (e.g. User name, a forum password, and a security code confirmation). The completion of additional fields is optional. Then select **Register**.
- 4) Return to the 2007 Biennial Report forum.

Address: <http://www.calepa.ca.gov/forums/default.asp>

California Home Monday, November 21, 2005

**Cal/EPA Web Forums**

Active Topics | Memberlist | Search | Help | Settings | Logout [BRSSTAFF]

The time now is 21 November 2005 at 12:54pm.  
You last visited on 21 November 2005 at 12:40pm.

Forum	Topics	Posts	Last Post
<b>Department of Toxic Substances Control</b> <a href="#">2005 Biennial Hazardous Waste Report</a> Department of Toxic Substances Control will be seeking input from stakeholders on the 2005 Biennial Hazardous Waste Report. Moderators: <a href="#">BRSSTAFF</a>	1	8	16 November 2005 at 5:25pm By <a href="#">longcall911</a>

- 5) Scroll to the bottom of the page and type your question in the **Post Reply Message Box**. Be sure to proofread your message for completeness and accuracy (you will not have the opportunity to edit your message once it has been posted), then select the **Post Reply** button.

**Post Reply**

\*Indicates required fields

- Font -    - Size -    - Colour -

**B** **I** **U**         Mode: Prompt

Message\*:

Enable [Forum Codes](#) to format post

Email Notify me of Replies

- 6) If you would like to add additional comments or questions, please post additional messages.



# ***Waste Reporter 2007 Software User's Guide***

*Conveniently create your Hazardous Waste Reports  
and Biennial Reports, validate data, and  
create printed reports using Waste Reporter 2007.*



# ***Waste Reporter 2007 Software User's Guide***

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<b>PREPARATIONS</b>	<b>D-4</b>
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## OVERVIEW

**Waste Reporter 2007** 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 2007**:

### Waste Reporter 2007

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 **2007 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.
- See the **Waste Reporter Software Tips** in the 2005 California Supplemental Instructions.

### Submitting Reports

- Refer to the **2007 Biennial Report California Supplemental Instructions** for submittal instructions.

## PREPARATIONS

### Review Instructions

It is best to prepare by thoroughly reviewing the **2007 Biennial Report California Supplemental Instructions** and downloading the 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 2007

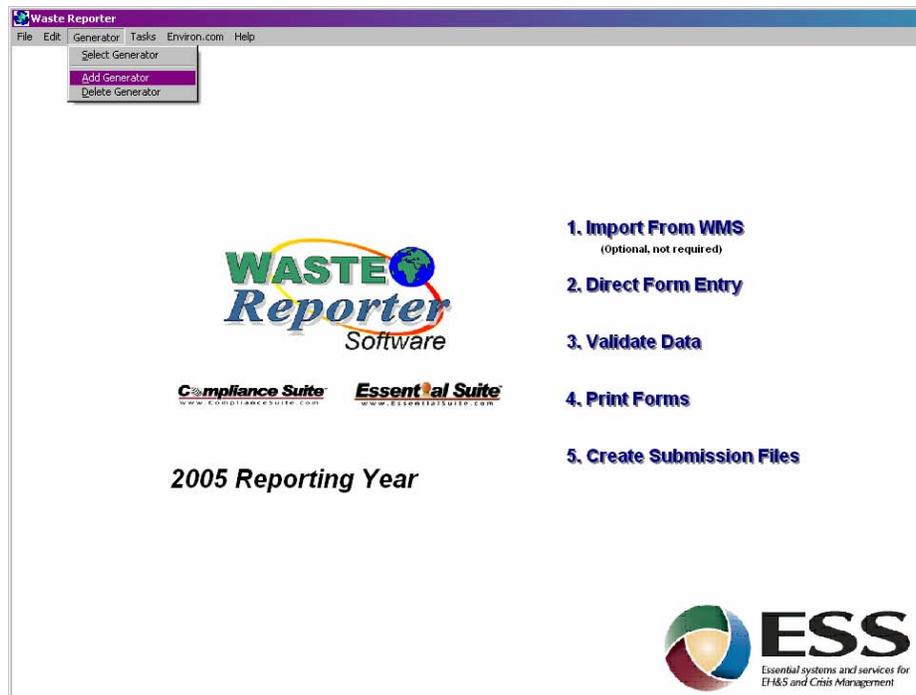
On computers running Windows 98 or better, run the .exe file. This should start the program.

**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 2007 on a networked computer, try using it on another computer or call the Biennial Report Staff at (916) 322-2880 for personalized assistance.

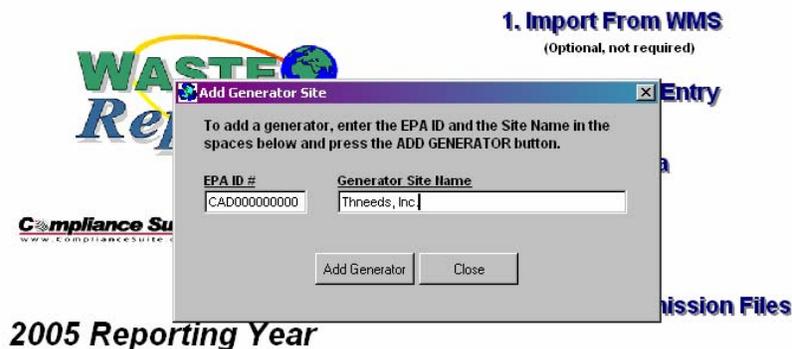
## START USING WASTE REPORTER 2007

### 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.

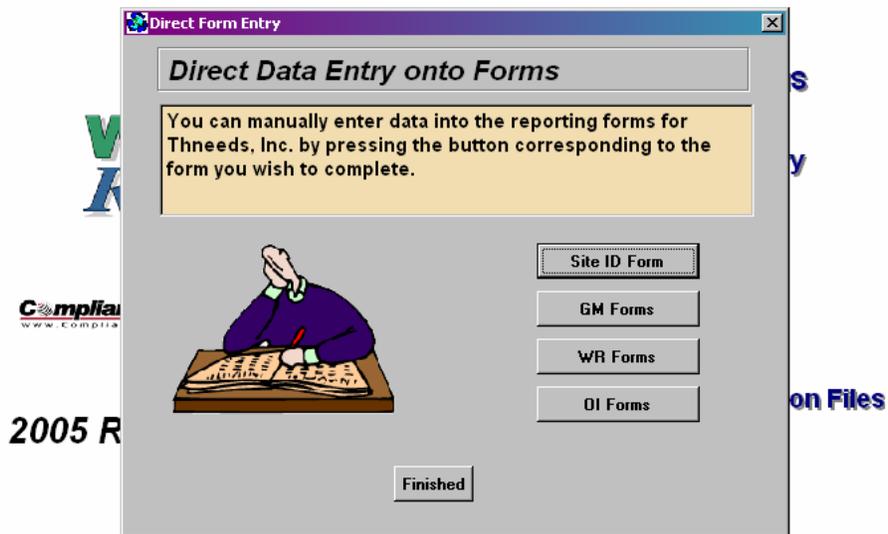
## Direct Form Entry

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



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 2007 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 Thneeds, Inc.' window. It features a title bar with 'Save' and 'Exit' buttons. Below the title bar are tabs for 'Page 1', 'Page 2', and 'Page 3'. The main content area is titled 'United States Environmental Protection Agency RCRA SUBTITLE C SITE IDENTIFICATION FORM'. Section A, 'Reason for Submittal', includes several checkboxes: 'To provide initial notification (to obtain an EPA ID Number)', 'To provide subsequent notification (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 # [ ])', and 'As a component of the Hazardous Waste Report' (which is checked). Below this are fields for 'EPA ID Number' (CAD000000000), 'Site Name' (Thneeds, Inc.), 'Street Address of Site', 'City/Town/Village', 'State' (a dropdown menu), 'County Name' (a dropdown menu), and 'Zip Code'. A 'Site Land Type' section contains radio buttons for Private, County, District, Federal, Indian, Municipal, State, and Other. At the bottom, there are two boxes for 'North American Industry Classification' labeled A and B, each with a small EPA logo.

The North American Industry Classification Systems (NAICS) Codes may be found at [www.NAICS.com](http://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.

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. See the example on the following page.

The screenshot shows the 'Waste Reporter' software window. A dialog box titled 'Site ID form for Test 1-2-3' is open, displaying the 'Reason for Submittal' section. A larger dialog box is overlaid on top, titled 'Click on the + boxes to drill down until you locate the appropriate NAICS Code.' This dialog 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. At the bottom of this dialog are 'Select Code', 'Clear Code', and 'Cancel' buttons.

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. Call the 2007 Biennial Report Help Line at (916) 322-2880 for assistance if needed.

The **Page 1**, **Page 2**, and **Page 3** navigation buttons should appear at the top of the form. Remember to complete all three 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.

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

At the bottom of **Page 3**, 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 Forms

Menu so the completion of the form 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.

Method Code	Quantity

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

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.

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.

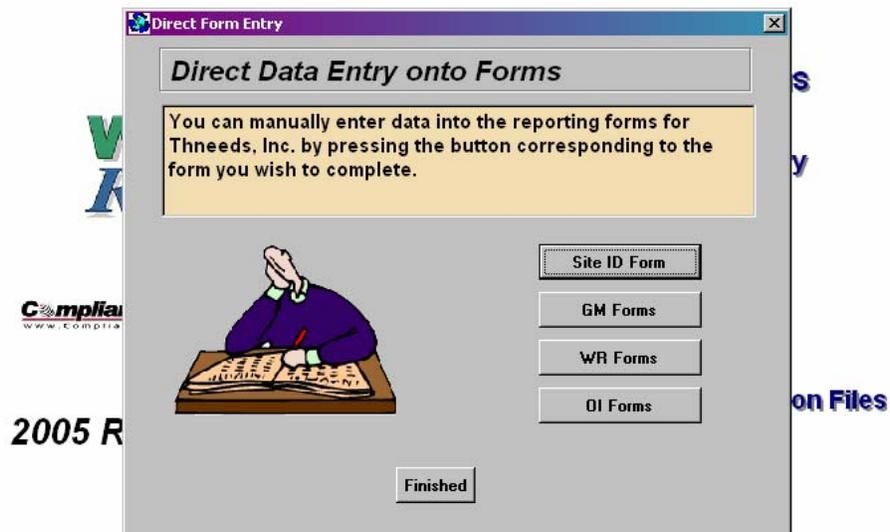
## FORM OI

The completions of OI forms are **not required** for the 2007 Biennial Hazardous Waste Report.

## FORMS CO AND CC

Waste Reporter 2007 does not have the capability to create these forms, and they are **not required** for the 2007 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

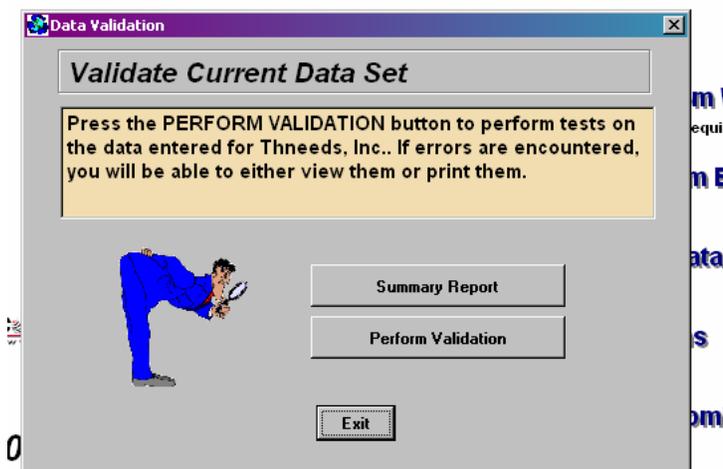
#### 4. Print Forms

#### 5. Create Submission Files

### 2005 Reporting Year

### Warnings

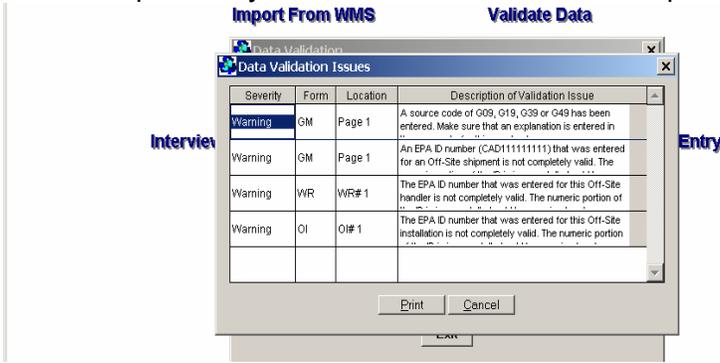
It is likely that warnings or critical error messages may appear. If this is the case, please follow the instructions below. If the data is validated successfully without warnings, you may skip the warnings instructions and continue to the instructions for creating your reports.



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

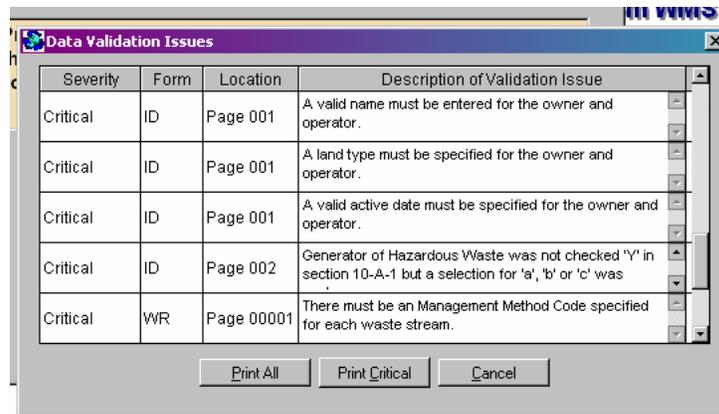
the data fields (e.g., comments section or validating California EPA ID number prefixes). After careful review of each warning and the correction of errors, validate the data before creating reports.



### 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-entering the data. The data may appear correct, but may have not been stored properly by the software.

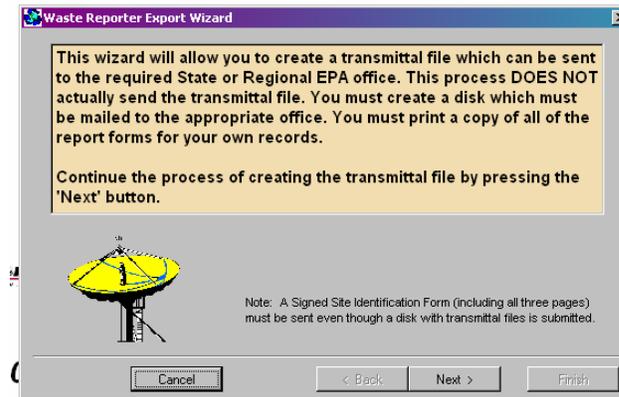
Common critical errors include invalid EPA ID numbers, duplicate waste codes, and UOM errors.

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 TRANSMITTAL FILE

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



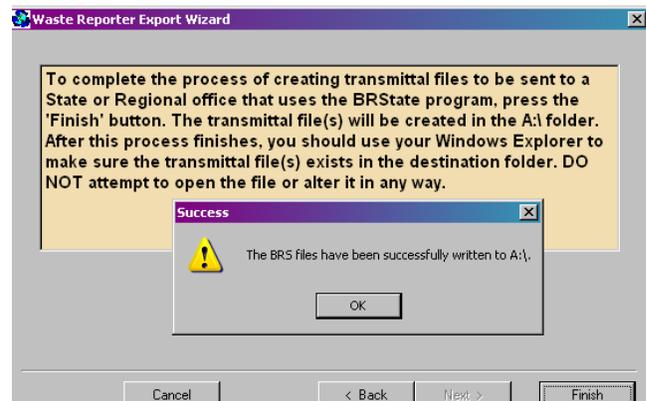
### DO NOT EMAIL THE TRANSMITTAL FILE.

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 transmittal 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 transmittal file that is created is a zipped file, so even very large facilities should be able to create their transmittal 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).

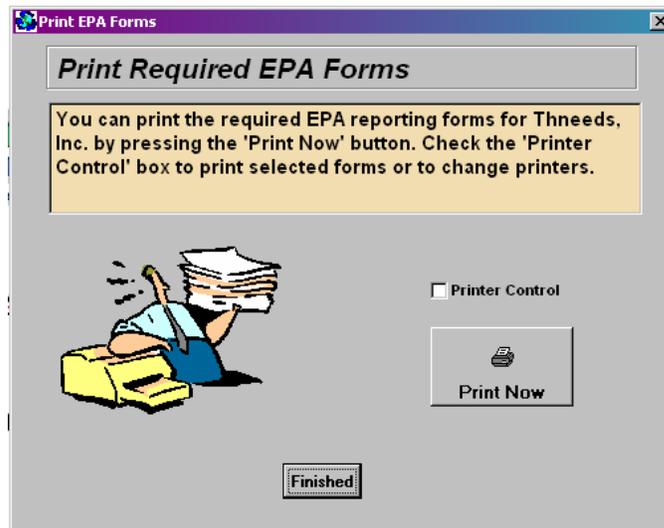


## CREATE REPORTS

### Print Forms

Return to the Main Menu and select "Print Forms". After the data has been validated successfully and an electronic transmittal 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 3 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

Follow the detailed instructions in the 2007 California Supplemental Instructions for the submittal instructions and cover sheet. Please include the cover sheet provided with the **2007 California Supplemental Instructions**.

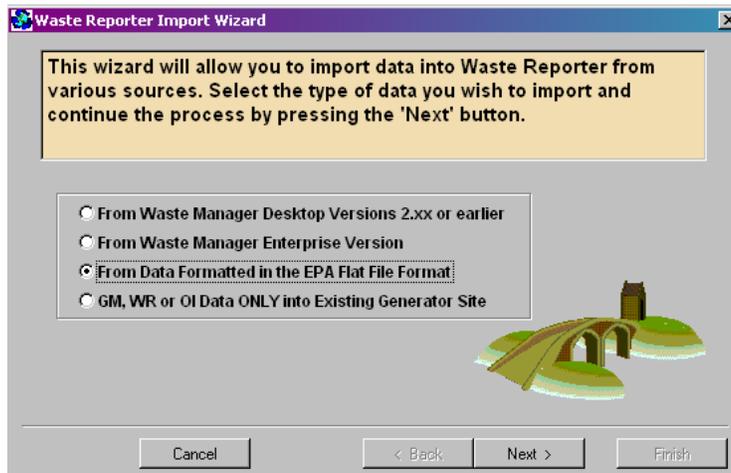
Do not use excessive tape or packaging materials on your diskette, CD, DVD, or portable USB drive. Opening such packaging material can cause damage to the electronic device.

### Deadline

The report must be postmarked by **March 1, 2008**.

## 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**, then click **2005 Biennial Hazardous Waste Report** to obtain the U.S. EPA Flat File specifications.

Once the files have been successfully imported, select the Manual Method 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 transmittal file, printing reports, and submitting the report to the DTSC.