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HINTS FOR TRANSPORTERS OBTAINING OR REINSTATING EPA ID NUMBERS

TO REINSTATE A SUSPENDED EPA ID NUMBER:

- 1. Verification Questionnaire (VQ) and Fees Payment:** Each year, holders of EPA ID numbers must verify their information or DTSC will suspend that number. Annual fee returns are in the same envelope for manifest and EPA ID fees. If you receive a notice that you will be suspended in 10 days (usually in November), you may not generate, handle, or transport hazardous waste until the overdue verification questionnaire and fees are submitted. All companies with a suspended ID number are subject to a multi-year DTSC fee audit. It can take from 5 to 30 days, depending on the volume of requests at the time.
 - ◆ DTSC will verify your fee calculations and audit for overdue fees from past years.
 - ◆ DTSC will notify you by mail if you owe fees.
 - ◆ Pay your fees by mail to DTSC either by check or credit card (form 1245). Send your payment to Accounting Unit, EPA ID, DTSC P.O. Box 876 Sacramento CA 95812-0876.
 - ◆ After you return the questionnaire and pay your overdue fees, DTSC will reinstate your ID number and notify you.
 - ◆ If you do not have the verification questionnaire, you can use the form used to create or amend ID numbers, Form 1358. If you owe fees and do not have copies of the fee returns, contact 1-800-61-TOXIC.
- 2. Conditional Reinstatement:** In very limited circumstances for public safety, DTSC can reinstate an EPA ID number on a conditional basis. This allows a generator to safely remove hazardous waste when they cannot safely or legally wait for the regular ID number reinstatement process. However, DTSC will re-suspend the EPA ID if the VQ is not submitted and current and audited fees paid within 30 days. Contact DTSC by phone at 1-800-61-TOXIC.

EMERGENCIES:

- 1. If a public agency is involved in the emergency, (any state, local, or federal government agency), and it is not linked to a generator or facility, the transporter may use the county Emergency ID number but only if directed provided by the agency.**
- 2. If the emergency is associated with a particular generator or facility, use their EPA ID number on a new manifest. When the shipment resulted from an offsite spill, note the location and show the original manifest number on the new manifest.**

3. If no other ID number is available or appropriate, contact
 - GISS at 800-71-TOXIC from 8 am to 5 pm (M-F)
 - DTSC's 24 hour emergency duty officer after hours at 1-800-852-7550.

OBTAINING, AMENDING, OR CANCELING EPA ID NUMBERS (FORM 1358)

1. **Temporary ID Numbers:** DTSC issues temporary ID numbers that are effective for 90 days. These ID numbers can be issued over the phone, requested by mail, or requested by fax.
2. **Permanent ID Numbers:** DTSC issues permanent state EPA ID numbers only by fax or mail, using DTSC Form 1358. These EPA ID numbers are not issued over the phone. DTSC normally issues these within 10 days of receipt.
3. **To cancel or amend an EPA ID number:** Follow the same procedure as for obtaining them, depending on the type (phone/temporary, paper/permanent).

SOURCES OF DTSC INFORMATION ON EPA ID NUMBERS AND RELATED TOPICS

General EPA ID Number Information (first place to go):

http://www.dtsc.ca.gov/IDManifest/ID_Numbers.cfm and
http://www.dtsc.ca.gov/IDManifest/index.cfm#2010_Verification_Questionnaire_and_Ma

Application Form for an EPA ID Number:

http://www.dtsc.ca.gov/HazardousWaste/upload/GISS_-FORM_1358.pdf

Verification Questionnaire Frequently Asked Questions:

http://www.dtsc.ca.gov/IDManifest/VQ_FAQ.cfm

Searching Online HWTS for an ID Number (or other Information): Go to

<http://www.hwts.dtsc.ca.gov> and click on **Reports**.

EPA ID Number Fact Sheet:

http://www.dtsc.ca.gov/PublicationsForms/upload/OAD_EPA_ID_FS.pdf

2010 Annual DTSC Fee Summary:

<http://www.dtsc.ca.gov/IDManifest/upload/Annual-Fee-Summary.pdf>

Cal/EPA's Unified Program Newsletter, available by subscription to a ListServ or at

<http://www.calepa.ca.gov/CUPA/Newsletters/default.htm>

DTSC PHONE NUMBERS, FAX, AND EMAILS

Verification Questionnaire and Fees Assessment: Mailed mid-June 2010.

Seasonal numbers are (877) 454-4012 (toll-free within California) and (916) 255-4439 (local and out of state). If out of service, use the numbers below.

EPA ID Phone Numbers: 1-800-61-TOXIC or 800-618-6942 (press 1, then 3), (toll-free within California), (916) 255-1136 (local and out of state)

Email Address for EPA ID Numbers: idnumber@dtsc.ca.gov

Fax Number for EPA ID Numbers: (916) 255-4703

5/18/10