

2010 ANNUAL FACILITY REPORT (AFR) FREQUENTLY ASKED QUESTIONS

Questions	Answers
Instructions and Forms	
Is information available on the Internet for the 2010 AFR?	Yes. Go to: http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm
How can I obtain a copy of the 2010 AFR Instructions and forms?	See the "2010 Reference Materials" section of the Annual Facility Report webpage: http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm
Where can I find the most current EPA Flat File Specifications?	Go to DTSC's website at: http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/index.cfm
Filing Requirements	
Who is required to submit a 2010 AFR?	Only California permitted TSDFs . No Generators are required to file the AFR.
What if the facility went out of business 6 months into the calendar year, do I need to file the 2010 AFR?	Yes, just because the facility went out of business doesn't exempt the facility from filing the 2010 AFR.
I just bought this company. Am I required to file?	Yes. Records of past hazardous waste handling activity from the previous owner should have been received, if not, contact, DTSC's Generator Information System Section (GISS) at 800-618-6942 for missing copies of manifests.
I am no longer treating hazardous waste. Am I required to file?	No, If all operations have ceased at the facility and no manifests have been filed for 2010. To obtain an Exemption form, click on the following link: http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/upload/2010-AFR-Exemption-Request-Form.pdf
How can I tell if I am exempt?	If your facility treated, stored, and/or disposed of RCRA and/or California Hazardous Waste any month of the 2010 calendar year, then you must file an AFR.
How do I submit an exemption?	You may submit an Exemption form by fax, e-mail, or mail; see the "Contact Us" section of the AFR Webpage. To obtain an Exemption form, click on the following link: http://www.dtsc.ca.gov/HazardousWaste/AnnualReports/upload/2010-AFR-Exemption-Request-Form.pdf
Workshops/Training	
Are workshops or training sessions going to be given?	No, however if you need assistance with the 2010 AFR, contact us via e-mail at: brsstaff@dtsc.ca.gov or call us at: (916) 322-2880.
Reporting Information	

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Is wastewater reported?	No. If the wastewater is sent via a hard piped inline treatment system, directly to a Publicly Owned Treatment Works (POTW). Call (916) 322-2880 for clarification.
What waste must be reported?	All RCRA and California Hazardous Waste are required to be reported in the AFR.
Is universal waste reported?	No. Universal waste is exempt and is not reported.
How can I tell if I am exempt?	If your facility treated, stored, and/or disposed of RCRA and/or California Hazardous Waste any month of the 2010 calendar year, then you must file an AFR.
I can't find all of my records? Will AFR staff give me copies of my missing manifests?	No, contact, DTSC's Generator Information System Section (GISS) at 800-618-6942 to obtain copies of manifests.
How do I submit my report?	By mail, using the address provided in the "Contact Us" section of the AFR webpage.
Do I have to report waste that is shipped to a foreign country?	No, waste shipped to a foreign country is not reported on the AFR. However if you receive waste from a foreign country, it must be reported on the AFR.
If my facility rejected a shipment of waste and sent it back to the off-site facility, does that waste need to be reported?	No. All rejected waste received from an off-site facility does not get reported on the AFR, if reported it could possibly lead to double counting of waste.
If the TSD facility that received my waste, rejected the shipment, and sent it back to us, do I report the rejected waste?	No. All rejected waste received back from a TSD facility does not get reported on the AFR, if reported it could possibly lead to double counting of waste.
Can I place more than one Source Code onto a "Waste Generation and Management" (GM) Form?	No, only one Source Code per GM Page. If you have multiple source codes for the same waste stream, each source code will need a separate GM Form.
Can I place more than one Form Code onto a "Waste Generation and Management" (GM) Form?	No, only one Form Code per GM Page. If you have multiple form codes for the same waste stream, each form code will need a separate GM Form.
Can I e-mail my transmittal file?	No. Submissions must be signed and sent by mail, with the transmittal file diskette attached.
Can I fax my report to meet the deadline?	No. Submissions must contain original signatures and must be postmarked , not received , by the deadline.
Software	
Where can I get the Waste Reporter software?	There is a link to the free software at: http://www.ess-home.com/products/waste-reporter/?kl=y
Where can I get the free "BRState" Software?	There is a link to the free software at: http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm