

## Information and Instructions for Obtaining or Updating A Permanent State Identification (ID) Number

**Do not use this form to apply for a temporary State ID number.**

The State of California's Department of Toxic Substances Control's (DTSC) Form 1358 is used to apply for a new permanent State ID number, reactivate an existing permanent State ID number, inactivate an existing permanent State ID number or to update information on a State ID number. Do not use this form to apply for a State temporary ID number. Please go to <http://www.dtsc.ca.gov/IDManifest/index.cfm> to access information on State and EPA (federal) ID numbers.

### **Information About State ID Numbers**

State ID numbers are issued to generators, transporters and disposal facilities for the purpose of tracking hazardous waste. State ID numbers are site-specific and owner-specific. The State ID number enables regulators to track the waste from its origin to final disposal ("cradle to grave"). A person or business must obtain an EPA or State ID number before shipping hazardous waste to a recycler or disposal facility. An exception from the State ID number requirements is for businesses that generate nothing but small amounts of silver-only waste (such as photo fixer) and are shipping it to a recycler. In addition, most businesses that generate only universal waste do not need an ID number. You may obtain detailed information about State ID numbers and legal citations (California Code of Regulations and Health and Safety Code) by going to DTSC's website at [www.dtsc.ca.gov/IDManifest](http://www.dtsc.ca.gov/IDManifest). Information on existing ID numbers is available at [www.hwts.dtsc.ca.gov](http://www.hwts.dtsc.ca.gov). Click on Reports and then click on the report titled Search for a Company.

Use this form to apply for a State ID number if your business generates no more than 100 kg per month of a federally-regulated waste, or any amount of a non-RCRA (non-federally) regulated hazardous waste. State-only waste is commonly known as non-RCRA waste. Useful conversion: 100 kg is about 220 pounds which is about 27 gallons of liquid.

### **Temporary ID Numbers**

Temporary State ID numbers (good for 90 days only) are for people or businesses that do not routinely generate hazardous waste. Examples of non-routine activities include asbestos abatement, removing underground tanks, and removing hazardous waste that was abandoned in a leased building. If you need a temporary State ID number, go to <http://www.hwts.dtsc.ca.gov> and click on the tab at the top of the page labeled GET AN ID #.

### **Hazardous Waste Transporters**

Hazardous waste transporters are defined as any person transporting hazardous wastes by highway, water, rail or air within, into, out of, or through the State of California. With exceptions for a very few cases, including photographic and universal waste, transporters must be registered by DTSC. Health and Safety Code, section 25163(a) makes it unlawful for any person to carry on, or engage in, the transportation of hazardous wastes without a valid transporter registration. Each registered transporter must have a valid permanent State ID number or EPA ID number. Transporter information and forms can be obtained at <http://www.dtsc.ca.gov/HazardousWaste/Transporters/index.cfm>, by email at [transporter@dtsc.ca.gov](mailto:transporter@dtsc.ca.gov) or by calling (916) 440-7145. If you are applying for a State ID number as a hazardous waste transporter, you must submit this application with your transporter registration packet.

**Generators of Hazardous Waste -- Board of Equalization Information**

DTSC notifies the California State Board of Equalization (BOE) when a State ID number has been issued. You must apply with the Board of Equalization to obtain a hazardous waste generator fee account number if your business generates or produces five (5) or more tons of hazardous waste per calendar year, regardless of the final disposition of the waste.

Using a hazardous waste hauler or contractor will not relieve you of the liability for the hazardous waste fees that result from the generation, recycling and/or disposal of your hazardous waste. Pursuant to the BOE Hazardous Substances Tax Regulation 3000 (b) (1) (G); "Generator" does not include an entity such as an environmental clean-up company or an emergency response contractor, when that entity, pursuant to contract, cleans up a release of hazardous waste for another person, unless the entity is identified on a hazardous waste manifest as the generator as described in subdivision (b)(1)(A) of the regulation.

If you qualify as a generator, you must apply with the BOE using eRegistration (eReg), available at <http://www.boe.ca.gov/electsrv/eServices.htm>, 24 hours a day. If you have questions regarding registration, please contact BOE's Taxpayer Information Section for assistance at 1-800-400-7115 toll free or (TTY: 711). Representatives are available to assist with eReg questions Monday through Friday (except State holidays) from 8:00 A.M. to 5:00 P.M. PST.

**Instructions for Completing the State ID Number Application Form (DTSC Form 1358)**

*(The information you provide on this application should be business information, not personal information.)*

*You must complete the entire application.*

**Item 1:** If you are applying for a new State ID number, check the box. Indicate if you are applying as a hazardous waste generator, a hazardous waste transporter, or both a generator and a transporter of hazardous waste. Also check the reason why you are applying for a new State ID number. If you are applying as a hazardous waste transporter, you must send this application in with your transporter registration packet. If you need an EPA (federal) ID number, please complete Form 8700-12.

For items 2-5, fill in the permanent ID number and check the box(es) for the action you want taken on an *existing* ID number.

**Item 2:** Check this box to update the mailing address or site contact information. Please complete the entire application.

**Item 3:** Check this box to inactivate the ID number shown. Please complete the entire application.

**Item 4:** Check this box and select a reason to reactivate the ID number shown. Please complete the entire application. You will be contacted under separate cover if you owe past due fees. NOTE: If you are a new owner at the site or the site location has changed (your business moved); you must apply for a new State ID number. If you are a hazardous waste transporter you are not required to get a new State ID number if you move, unless you also generate hazardous waste.

**Item 5:** Check this box to change the name of your business for the State ID number shown. Please complete the entire application. You may update this information as long as there has not been a change in ownership. If you have a change in ownership, go to item 1 and apply for a new State ID number.

**Item 6:** Enter the legal name of the site/facility/business. Also include a DBA (Doing Business As) or fictitious business name, if you have one.

**Item 7:** Enter the site/business **location address**, including county name. The address must be a physical address; street number and street name. If there is no street number and street name, latitude and longitude or Assessors Parcel Number (APN) may be used. Post Office boxes or descriptive addresses are not acceptable as a site location. Please do not abbreviate.

**Item 8:** (a) Provide the business’s Federal Employer Identification Number (FEIN) (**required**). An FEIN, also known as a Federal Tax Identification Number, is used to identify a business entity. Go to <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html> for additional information or call (800) 829-4933. An FEIN is usually written 00-00000000.

(b) If the business has a Board of Equalization (BOE) fee account number, also known as a hazardous waste generator fee account number, please provide it. If the business does not have a fee account number leave this space blank. A BOE hazardous waste generator fee account number is only required if the business generates or produces five or more tons of hazardous waste per calendar year, regardless of the final disposition of the waste. If you meet these criteria and do not have a number, please go to eReg which is available on BOE’s website at <http://www.boe.ca.gov/electsrv/esrvcont.htm>.

**Item 9:** Provide the site/business **mailing address**. The mailing address may be different from the location address.

**Item 10:** Enter the site contact person’s name, address, phone & fax numbers and email address.

**Item 11:** Enter the legal business owner’s information. Use a company name if the business is a corporation or provide the owner’s name if the business is a sole proprietorship. Do not list the property owner or a management company, if they are not the entity generating the hazardous waste. Please provide the owner’s address, and phone and fax numbers.

**Item 12:** Enter the 4-digit Standard Industrial Classification Code (SIC). The SIC Code is a four-digit number that best describes your company’s primary business activity. If you do not know your company’s SIC Code, go to the Internet at <http://www.osha.gov/oshstats/sicser.html> to search for the Code.

**Item 13:** Signature of owner, officer or employee of business shown on line 6 of the application certifying that the information is accurate and complete. Fill in the date, name, title and phone number.

Common SIC Codes	
3599 - Machine Shop	5541 - Gas Station
5511 - Car Dealer	7532 - Auto Body Shop
7538 - Auto Repair (general)	7623 - Refriger. & Air Conditioning Repair
8021 - Dental Office	7212 - Dry Cleaner

**Additional Information about the Application Process**

It will take up to 15 business days to process your application depending on volume of applications received by DTSC per month. There is no fee to obtain a State ID Number. Please keep a copy of your application for your records. DTSC will not provide a copy of your completed application. The processing time is the same for all submittals. If we have questions about your application, we will

contact the site contact person shown on the application. An incomplete application will delay the issuance of your State ID number.

If you are applying for a new permanent State ID number, a confirmation notice will be sent by mail after the processing of your application has been completed. **You can check the status of the issuance of your new State ID number by going to <http://www.hwts.dtsc.ca.gov> under Reports.** Search on your business name or site address and the report will show if you have a State ID number. When searching, please use minimal information, as too much information may not return the results you want. When searching on an address use the street number and the city. You may need to disable your computer’s pop-up blocker to view the report.

If you are requesting reactivation of your State ID number, your request will be processed in approximately 15 business days from the day your application is received. **You can check on the status of your reactivation by going to <http://www.hwts.dtsc.ca.gov> under Reports.** Search on your ID number and the report will show if your State ID number is active or inactive. You may need to disable your computer’s pop-up blocker. We do not send written confirmation of reactivated State ID numbers.

If you are requesting inactivation of your State ID number, your request will be processed in approximately 15 business days from the day your application is received. Your State ID number will be inactivated as of the date your application is received. **You can check on the status of your inactivation by going to <http://www.hwts.dtsc.ca.gov> under Reports.** Search on your ID number and the report will show if your ID number is active or inactive. You may need to disable your computer’s pop-up blocker. We do not send written confirmation of inactivated State ID numbers.

If you have questions, please contact DTSC’s Manifest Database & EPA ID Number Management Unit Telephone Information Center at (800) 618-6942. When you call and hear the recorded message, press 1 and then 6 to reach a technician for assistance.

Submit your application to DTSC.

Postal Mail	E-Mail	Fax
Department of Toxic Substances Control HWMP, 11 <sup>th</sup> Floor PO Box 806 Sacramento, CA 95812-0806	<a href="mailto:idnumber@dtsc.ca.gov">idnumber@dtsc.ca.gov</a>  NOTE: You may have to scan your application or format it in pdf to email it.	(916) 323-3500  NOTE: We do not confirm receipt of faxes.

### PERMANENT STATE ID NUMBER APPLICATION

Please type or neatly print in ink. Please review the line-by-line instructions carefully.

To check on the status of your request, go to <http://www.hwts.dtsc.ca.gov> and click on Reports.

**NEW NUMBER REQUESTS** Check all that apply. (See instructions.)

1. I am applying for a **new** permanent California ID number as a hazardous waste:  **Generator**  **Transporter**

Reason for new number: A.  Never had a number B.  Business moved C.  Legal owner of business changed

*If your business generates greater than 100 kg of RCRA hazardous waste other than those hazardous waste listed in 40 CFR 261.5 subparts (c) and (d), per month, complete Form 8700-12 for an EPA (federal) ID number.*

**CHANGES TO STATUS OR INFORMATION FOR AN EXISTING STATE ID NUMBER** (See instructions.)

For existing ID number: **C A** \_\_\_\_\_

2. I am updating the mailing address and/or contact information only.

3. I am inactivating this ID Number.

4. I am reactivating this ID Number. Reason (please select one): A.  Verification Questionnaire B.  Other

5. I am changing the business name only, no ownership change.

6. Site/Facility/Business Name (Include DBA): \_\_\_\_\_ (See instructions.)

7. Site Location: \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

8. (a) Federal Employer ID Number \_\_\_\_\_ (b) Board of Equalization Fee Account Number \_\_\_\_\_  
*((b) is only required from generators of greater than 5 tons per calendar year.)*

9. Mailing Address: \_\_\_\_\_ (See instructions.)

Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

10. Site Contact Person: \_\_\_\_\_ (See instructions.)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Contact Person Address: \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_  
 Area Code Phone Number Area Code Fax Number

Contact Person Business Email Address: \_\_\_\_\_ Preferred Primary Communication:  Mail  Email

11. Legal Business Owner (not property owner): \_\_\_\_\_ (See instructions.)

Name \_\_\_\_\_

Owner Address: \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owner Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_  
 Area Code Phone Number Area Code Fax Number

12. Standard Industrial Classification (SIC) Code for the Site: \_\_\_\_\_ (4-Digit Number) (See instructions.)

13. Certification: *I certify under penalty of law that the information on this document was prepared to the best of my knowledge and belief to be, true, accurate and complete.*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NAME (print) \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE \_\_\_\_\_