

## EPA ID Number Verification Questionnaire and Manifest Fees Assessment

### Verification Questionnaire

The Department of Toxic Substances Control (DTSC) has developed an online reporting system for the ID number verification and hazardous waste manifest fees assessment. The electronic Verification Questionnaire (eVQ) offers a fast and convenient process for verifying your ID number information and calculating your ID verification and hazardous waste manifest fees. Here is a link to the eVQ home page - <https://evq.dtsc.ca.gov/Home.aspx>.

Annual ID number Verification Questionnaire – Generators, transporters, and facilities that are authorized to generate, store, transport, treat, and dispose of hazardous waste are required to annually verify their ID number information per Health & Safety Code section [25205.16\(b\)](#).

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## Frequently Asked Questions

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### [General questions](#)

#### **Q. Does my company need to complete the 2017 Verification Questionnaire?**

- A. If your hazardous waste ID number was active anytime from July 1, 2016 through June 30, 2017 OR your company manifested hazardous waste using an assigned hazardous waste ID number during the 2016 calendar year (January 1, 2016-December 31, 2016), then yes, you need to complete the 2017 eVQ.

#### **Q. Will DTSC mail the paper verification documents?**

- A. DTSC has created the electronic ID verification system in an effort to reduce paper use; therefore, we will not be mailing hard copies of the Verification Questionnaire and fee documents. We will notify the contact listed for each ID number via email with instructions on how to access and complete the electronic questionnaire.

**Q. How do I complete the verification and fees assessment?**

- A. Log into your account, and follow the instructions in each step. Before you begin, download the instructions so that you may refer to them during the verification process. Each step has additional information to assist you as you go through the process. After you have completed the verification process, you will receive a confirmation email.

**Q. Do generators have to complete the Verification Questionnaire every year?**

- A. Yes, the generator will receive an email notification with instructions on how to complete the Verification Questionnaire each year starting around July.

**Q. How can someone check the status of an ID number?**

- A. The status of an ID Number can be checked by going to the DTSC homepage and clicking on the box labeled "Hazardous Waste Tracking System". At the top of the page in the toolbar, click on "Reports". Then click on option 3. "[EPA ID Profile Report For A Specific Company](#)". Finally, input the complete ID Number, for example, CAL00012345.

**Q. Who can I contact with questions concerning hazardous waste management, site cleanup and other DTSC regulatory information?**

- A. The DTSC Regulatory Assistance Office responds to inquiries from the regulated community, environmental firms, other agencies, and the public at large about department issues. Regulatory Assistance Officers can be contacted at [RAO@dtsc.ca.gov](mailto:RAO@dtsc.ca.gov) or by calling (800) 728-6942 (within California) or (916) 324-2439 (if calling from out-of-state).  
<http://www.dtsc.ca.gov/ContactDtsc/Regulatory-Assistance-Officers.cfm>

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## Inactive ID numbers

**Q. My number is inactive. Do I have to complete the verification process?**

- A. Yes, you must complete the verification for any ID number that has been used on a hazardous waste manifest in the last calendar year whether or not the ID number has active status or if your ID Number(s) was active anytime during the last fiscal year (July 1 – June 30).

Occasionally, an incorrect ID number is used on a hazardous waste manifest. If you believe your ID number has been used erroneously, please contact us at [eVQ@dtsc.ca.gov](mailto:eVQ@dtsc.ca.gov).

**Q. I have an ID number that is inactive. Why is it inactive? How do I reactivate the ID number?**

- A. There are a number of reasons your ID number may be inactive:
1. DTSC may have inactivated your ID number because we did not receive a Verification Questionnaire.
  2. Someone from your company requested it be inactivated.
  3. Your ID number was inactivated because of procedural violations.

Completing this year's Verification Questionnaire does not automatically reactivate the number. Refer to the [Permanent Hazardous Waste ID numbers](#) webpage to reactivate your ID number.

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[Requesting a new electronic Verification Questionnaire account](#)

**Q. How do I register to file online?**

- A. From the eVQ home page at <https://evq.dtsc.ca.gov/Home.aspx>, select the "Request New eVQ Account" link. When the new screen appears, enter your EPA ID number. Please make sure that you enter the complete EPA ID number with the CAL, CAR, CAD or CAC prefix, and no space between the prefix and numbers. The information we have on file for the ID number will pre-populate the fields. You will then create a user name and password and review the information in the fields and update if necessary.

After you have successfully registered for an account, you will receive a confirmation email. Please add [evq@dtsc.ca.gov](mailto:evq@dtsc.ca.gov) to your email list of "safe" or "trusted" senders to ensure that you receive the email notices. Please note that registering for an account does not complete the verification process. You must log into the eVQ system to access the verification process.

**Q. I entered my ID number to register, but received the message, "Error: Unable to associate EPA ID number. It has been used by another user." What should I do?**

- A. First, check to see if you have already created an eVQ account in the past. Go back to the eVQ Home page by selecting the eVQ Home tab. Select "Forgot user name/password?", and enter your email address. You will be sent your user name and password if you have an established account. If you are not the main contact, please contact DTSC. Please add [evq@dtsc.ca.gov](mailto:evq@dtsc.ca.gov) to your email list of "safe" or "trusted" senders to ensure that you receive the email notices.

**Q. I entered my ID number to register, but received the message, “Error: Invalid or inactive ID number. Please check the ID number and try again.” What should I do?**

A. First, check to make sure you correctly entered the ID number. Another possibility is that your ID number is currently inactive. In order to create an account, your ID number must be active unless you inactivated it sometime during the fiscal year. Please reactivate your ID number using a [DTSC Form 1358](#) for State numbers or [EPA Form 8700-12](#) for Federal numbers, and return the completed form to DTSC. Once your ID number has been reactivated, then you will be able to create a new account.

**Q. I am a new contact for my company. How do I set up a new eVQ account?**

A. If your company has an eVQ account, but you are not the listed contact, you can update the contact information. From the eVQ home page, select “Log Into eVQ System”. Beneath the log in area, select “Update eVQ Account Contact”. You will be asked to validate account information from the previous account contact (email address, zip code and phone number). Once you provide the correct information, you will be able to create a new account.

**Q. I have multiple EPA ID numbers. Do I need a separate eVQ account for each ID number?**

A. You may have multiple EPA ID numbers in an eVQ account if they are all under the same federal tax ID number (FEIN). If your ID numbers have different FEIN numbers, you must set up a separate account for each FEIN. Each account must have a unique user name, but you may use the same email address on each account.

**Q. I have multiple eVQ accounts, but all my ID numbers have the same owner and FEIN. How do I combine my eVQ accounts into one account?**

A. Send an email to [eVQ@dtsc.ca.gov](mailto:eVQ@dtsc.ca.gov). Provide account user names, and specify which account you would like to keep. Your ID numbers will be transferred into that account, and the other accounts will be deleted.

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[Questions associated with step 1: General company information](#)

**Q. What is an FEIN Number?**

A. A Federal Employer Identification Number (FEIN), also known as a Federal Tax Identification Number, is used to identify a business entity. Generally, businesses need an FEIN. For detailed information on FEIN Numbers, go to the [IRS website](#). If you do not have an FEIN, leave this field blank.

**Q. What is the SIC Code?**

- A. The Standard Industrial Classification (SIC) Code is a 4-digit number that best describes your company's primary business activity. If you do not know the SIC Code, you can find it on the U.S. Occupational Health and Safety Administration's [Standard Industrial Classification \(SIC\) System Search](#). If your ID numbers have different SIC Codes, choose the one that best describes your company overall.

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[Questions associated with step 2: Company's information](#)

**Q. If I change the owner name, but the actual ownership stays the same, will I need to request a new ID number?**

- A. No, you only need to request a new ID number if there is a complete change in ownership.

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[Questions associated with step 3: Manifests and ID numbers](#)

**Q. What is the BOE Number?**

- A. If your business generates or produces less than five (5) tons of hazardous waste per year, the Board of Equalization (BOE) Hazardous Waste Account number does not apply to you. Leave the BOE number blank.

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, you need a BOE Number (HG EF 36-xxxxxx). The BOE Hazardous Waste Account Number is also known as a generator fee account number.

If you need a BOE Hazardous Waste Account Number, you must apply through [BOE eRegistration](#). If you have questions regarding registration, please contact BOE's Taxpayer Information Section for assistance at 1-800-400-7115 toll free. Do not delay the Verification Questionnaire process while you wait for a BOE Number. You can notify DTSC later when you receive your BOE Hazardous Waste Account Number. You can find additional information on the [BOE Website](#).

**Q. What do I do if one of my ID numbers is missing from the list in Step 3?**

A. You may add ID numbers that are missing. In Step 3, select “Add ID number”, enter the ID number, and then click “Add to List”. Verify that the correct ID number and correct facility have been added.

**Q. The manifest counts that DTSC recorded do not match my records. How can I get manifest information?**

A. You will see a list of the manifest tracking number(s) and shipping date(s) for the manifests that DTSC has recorded in Step 3 of the eVQ when you click on the ID number.

**Q. I used an incorrect ID number on a manifest. What should I do?**

A. You can find information on how to correct manifests on the [Hazardous Waste Manifest Information](#) webpage. Select the link “Manifest Correction Letters”. When completing the ID number verification process, you may move the manifest count to the correct ID number.

Some possible scenarios of manifest errors:

- (1) The new company at the site location may have inadvertently used your ID number.
- (2) Another company has inadvertently used your ID number (mistakes such as typos, transposed numbers, etc.)
- (3) Your company may have changed locations, but you are using your previous ID number on hazardous waste manifests at your new location. Review your manifests to see if this is the case.

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[Questions associated with step 4: Number of employees](#)

**Q. Do I count temporary and/or part-time employees?**

A. Employees who worked more than 500 hours during the calendar year should be included in your employee count.

**Q. We have multiple locations, how do we calculate how many employees we have?**

A. The fee is not based on the number of employees at a site, but is based on the organization’s total number of California employees. The locations must have the same FEIN.

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## Completing the eVQ and paying fees

**Q. How do I know that my verification was submitted successfully?**

A. You will receive an email confirmation.

**Q. Can I pay my fees online?**

A. Yes, when you reach Step 6 of the electronic Verification Questionnaire, you will have the option of paying your fee online with a credit card.

**Q. If I pay with a credit card online, do I need to submit a signed invoice?**

A. No. You are only required to print an invoice if you are mailing in your payment.

**Q. What is the Department of Toxic Substances Control's Tax ID number?**

A. The Tax ID number is 68-0281381.

**Q. We need to make payments to a past Verification Questionnaire. Who do we contact?**

A. Any fees related question should be referred to the DTSC Fees Unit at [FEES@dtsc.ca.gov](mailto:FEES@dtsc.ca.gov).

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