

# Instructions for Completing General Business Information Form

## **BUSINESS INFORMATION**

- 1. Business Name** – Enter the name of the business, company or corporation for which this form is being submitted.
- 2. Business Owner Name** – Enter the name of the corporation or individual that has ownership or control of the business which this form is being submitted.
- 3. Business Location & Telephone Number** – Enter the street address and zip code of the business and the city and county in which it is located. Enter the business telephone number and a facsimile number, if available.
- 4. Business Contact Information** – Enter the name, title, telephone number and e-mail address (if applicable) of the individual who will be the business contact for participation in the Metal Finishing Model Shop Program.
- 5. Mailing Address** – Enter the mailing address for business if different than the address entered in No. Include street address, city, zip code and county.
- 6. Type of Metal Finishing** – List the type of metal finishing that the business currently engages in (i.e. anodizing, chromium plating, nickel plating etc.)
- 7. Hazardous Wastestreams** – List two to three of the largest hazardous wastestreams generated by the business. Identify how these wastestreams are currently being handled (i.e. recycled, treated or sent for disposal).
- 8. Business Participation** - Describe what the business hopes to achieve by participating in the Metal Finishing Model Shop Program. Check the boxes that apply. Identify other reasons which are not listed. List the 2 most important items to the business.

## **REGULATORY INFORMATION**

- 9. EPA Identification Number** – Enter the hazardous waste identification number assigned to the business by the U.S. Environmental Protection Agency or the Department of Toxic Substances Control. This number typically begins with the letters CAD, CAL, CAR or CA. List all EPA ID numbers.
- 10. Inspections & Permits** – Check all boxes which correspond to the agencies which have inspected and/or issued a permit/authorization to the business. If you have received a permit from any of the listed agencies, enter the corresponding permit number. Include the names of other agencies not listed which have inspected the business and/or issued permit numbers. If you have entered into a Consent Decree with the Department of Toxic Substances Control, circle “YES” if not circle “No”. Enter the date the Consent Decree was signed by the business and the corresponding *docket number*. The *docket number* is listed on the upper right half on the first page of the Consent Decree.

## **POLLUTION PREVENTION INFORMATION**

- 11. Pollution Prevention Program** – Circle Yes if the business currently has a pollution prevention program. Circle No if it does not.
- 12. Describe the Pollution Prevention Program** – Describe the pollution prevention program and/or pollution prevention activities the business currently has in place. Please include hazardous waste reduction efforts the business has made or is making. Check the boxes which describe any kind of resource conservation that the business is doing.
- 13. If the Business Has No Pollution Prevention Program** – Please describe the reasons which are preventing the business from developing and implementing more pollution prevention activities (i.e. lack of knowledge on alternative technologies, resource & funding limitations, etc.).
- 14. Specific Pollution Prevention Information Requested** – Please identify any pollution prevention information which you would like more information on.
- 15. Day & Time** – Enter a day(s) and time(s) which are most favorable for the business contact to meet with a DTSC representative to discuss participation in the Metal Finishing Model Shop Program.
- 16. Completed Form** – Upon completion of this form, please submit this document to the individual and address provided. Contact the Department of Toxic Substances Control at the telephone number provided if you should have further questions about this form or require more information on the Metal Finishing Model Shop Program.