



Hazardous Waste Generator Registration, Reporting and Waste Fees

Hazardous Waste Program fact sheet

3/2008

Each hazardous waste generator is obligated to comply with various requirements to properly dispose of hazardous waste. This fact sheet summarizes the main things to do to when you become a hazardous waste generator or when you no longer generate hazardous waste.

- Register with the Missouri Department of Natural Resources.
- Pay your registration fees.
- Submit reports.
- If you no longer generate hazardous waste, inactivate your registration.

Registration

All small quantity and large quantity generators of hazardous waste are required to register with the Missouri Department of Natural Resources' Hazardous Waste Program by completing and filing a *Notification of Regulated Waste Activity*. Conditionally exempt generators (those generating less than 220 pounds of hazardous waste per month or accumulating less than 220 pounds of hazardous waste at any one time) may choose to register also, but are not required to do so.

For purposes of registration, small quantity generators are those that generate between 220 and 2,200 pounds of non-acute hazardous waste in a calendar month or accumulate more than 220 pounds before having it shipped off-site. Large quantity generators are those that generate more than 2,200 pounds of non-acute hazardous waste or 2.2 pounds of acute hazardous waste in a calendar month.

If your operation is conducted at more than one location within your city, county or state, each individual site producing hazardous waste will require a separate registration.

A \$100 registration fee is required at the time of initial registration. If a particular site has already been issued identification numbers at some time in the past but the registration has been inactive, then an updated registration form and the \$100 fee are required to make the re-activation.

To register your site as a hazardous waste generator, you must complete and file the *Notification of Regulated Waste Activity* form. After completing the form, retain a copy for your records and submit the original with the \$100 registration fee to:

Missouri Department of Natural Resources
Hazardous Waste Program
Budget and Planning Section
P.O. Box 176
Jefferson City, MO 65102-0176

After reviewing the registration form, the Hazardous Waste Program will issue two numbers that will identify your site:

1. Missouri Generator Identification Number
2. Federal (EPA) Generator Identification Number.

The registration form is available on the department's Web site at www.dnr.mo.gov/moeforms/norwardirect.jsp. Instructions to fill out the form will launch in an online help window by clicking on the words "Help Page" in blue letters above Section I of the form.

Note: You must be connected to the Web to launch the help window.

For more information about registration or a paper copy of the registration form, contact the Hazardous Waste Program at (573) 751-3176.

Reporting

All small quantity and large quantity generators are required to file reports with the Hazardous Waste Program. The form to use is the *Generator's Hazardous Waste Summary Report*. All information needed to complete this report can be found on your manifest documents.

The reporting year is from July 1 of any given year through June 30 of the following year. Large quantity generators must report quarterly during the reporting year and small quantity generators must report annually. For large quantity generators, reports must be filed with the Hazardous Waste Program within 45 days after the end of each quarter. For small quantity generators, reports must be filed within 45 days after the end of the reporting year, making the due date August 14 of each year.

The *Generator's Hazardous Waste Summary Report* form is available on the department's Web site at www.dnr.mo.gov/forms/780-1097.pdf.

This version may be printed and filled out by hand or with a typewriter.

Additionally, an electronic version may be downloaded at www.dnr.mo.gov/env/hwp/downloads/hwfacgen-reports.htm. Then, click on the words *Generator Summary Report, Parts I and II* in the center of the screen. This version of the form may be saved to your computer and completed, then sent to the Hazardous Waste Program as an e-mail attachment.

For more information on reporting, contact the Hazardous Waste Program at (573) 751-3176.

Waste Fees

Generators of hazardous waste are required to pay certain fees each year based on the amount of waste they generated and how the waste is disposed. Invoices for these fees are calculated based on information from the *Generator's Hazardous Waste Summary Report* filed by each registered generator.

About the middle of November each year, invoices are sent to generators based on the amount of hazardous waste they reported during the previous reporting year. Payment for these invoices is due on or before January 1. Failure to pay the assessed fees by the due date will result in a 15 percent late fee being added to the invoice total. For late payments of the Land Disposal Fee, interest at the rate of 10 percent annually will be charged in addition to the 15 percent late fee.

Tonnage Fee

Generators that have regulated quantities of hazardous waste are assessed the In-State Tonnage Fee based on the amount of waste they reported. This fee is \$5 per ton or portion of a ton, with a \$150 minimum and a maximum of \$52,000 per site. The minimum fee applies to those generating more than 220 pounds of hazardous waste per month or accumulating that amount before shipping off-site.

Land Disposal Fee

Generators that dispose of their waste into or onto the land will also be charged \$25 per ton on all waste disposed of in this manner. This fee is not charged unless there is more than 10 tons of waste disposed of in this manner and there is no maximum fee.

Registration Renewal Fee

Generators that have hazardous waste on a continuing basis and must keep their registration active beyond the initial year of registration are required to pay a \$100 annual registration renewal fee.

For more information about fees or invoicing, contact the Hazardous Waste Program at (573) 751-3176.

Inactivating Your Registration

Notify the department when you are no longer generating hazardous waste and wish to inactivate your registration

- If you requested your registration to be “temporary” (for example, it was needed only for a one-time cleanup or a spill situation), the Hazardous Waste Program will inactivate your registration after you file the required reporting.
- If you requested your registration be “permanent” and you generated hazardous waste on a continuing basis but no longer generate hazardous waste, you may request inactivation by sending a letter to the address below.

For More Information

Missouri Department of Natural Resources
Hazardous Waste Program
P.O. Box 176
Jefferson City, MO 65102-0176
1-800-361-4827 or (573) 751-3176
www.dnr.mo.gov/env/hwp/index.html