



## NOTICE TO SUBMIT THE 2017 BIENNIAL HAZARDOUS WASTE REPORT ON-LINE USING EASITRAK SOFTWARE

This letter serves as notice to you that the 2017 Biennial Hazardous Waste Report must be submitted to the Nevada Division of Environmental Protection by March 1, 2018, per the requirements adopted by reference in NAC 444.8632. The report details the type and amount of hazardous waste that was generated onsite, shipped off-site and/or received from off-site during the reporting year.

### PLEASE READ THE ENTIRE NOTICE BEFORE BEGINNING YOUR REPORT

All owners or operators of businesses or sites that generated, treated, stored or disposed of hazardous waste in an amount equal to or greater than threshold quantities ( $\geq 2,200$  lbs./month RCRA hazardous waste,  $> 2.2$  lbs./month RCRA acute hazardous waste, or  $> 220$  lbs./month spill cleanup material contaminated with RCRA acute hazardous waste), during calendar year 2017, are required to complete and submit a Biennial Hazardous Waste Report on-line as follows:

#### **Treatment, Storage and Disposal (TSD) facilities** complete at a minimum:

- RCRA Subtitle C Site Identification Form (8700-13A/B) (4 pages)
- Form GM for reporting on-site RCRA hazardous waste generated and managed
- Form WR listing all RCRA hazardous waste received from an off-site HW generator

#### **Large Quantity Generators (LQG) facilities** complete at a minimum:

- RCRA Subtitle C Site Identification Form (8700-13A/B) (4 pages)
- Form GM for reporting on-site RCRA hazardous waste generated and managed

Sites must submit their report electronically using Easitrak software. The web-based software, developed by American Resource Management, is free and accessible through your computer's internet browser (Microsoft Internet Explorer 6.0 or higher) at [www.arminc.net](http://www.arminc.net).

#### **EASITRAK Information:**

- 1) Prior to data entry, review all the Easitrak web instructions and support information.
- 2) Complete the required forms on-line using Easitrak. Once you've completed the forms on-line, you can edit them as many times as necessary to correctly complete the report.
- 3) Be sure to first save the data electronically in the Easitrak program and then submit your Biennial Hazardous Waste Report electronically to the NDEP.
- 4) Print the complete Site Identification and Declaration of Electronic Filing forms. Verify the date of electronic submittal in the footer of each page.

- 5) Sign/print your name and date on the Site Identification and Declaration of Electronic Filing forms, then mail these forms to the NDEP at:

**Nevada Division of Environmental Protection  
Bureau of Waste Management, Biennial Report Staff  
901 S. Stewart St, Suite 4001  
Carson City, Nevada 89701-5249**

- 6) Be sure to keep a copy of the complete report for your records.
- 7) Once you've submitted the report electronically to the NDEP, the report is "locked." If you want to make changes to a locked report, please contact the Nevada Small Business Development Center, Business Environmental Program at the telephone number below.

For reference purposes only, the 2017 Hazardous Waste Report Instructions and Forms may be obtained at the [EPA - Biennial Hazardous Waste Report](#) website.

#### **Additional Information:**

- If your site is no longer generating hazardous waste and you wish to deactivate your EPA Identification Number, please follow the instructions at the [BWM Biennial Report](#) website.
- If you did not generate hazardous waste at or above applicable threshold quantities during 2017, please notify this office by email at [IDnumber@ndep.nv.gov](mailto:IDnumber@ndep.nv.gov) (include your EPA ID Number and facility address in the email).
- If you are unsure which EPA Identification Number is assigned to your facility, please check the EPA ID Number at [Envirofacts](#) via the RCRAInfo Search.
- Do not report non-RCRA or non-hazardous waste streams, such as exempt wastewaters, asbestos, PCBs, used oil or used antifreeze, etc.
- Use only valid codes (EPA hazardous waste codes, form codes, management method codes, etc.) from the lists provided in the 2017 Biennial Hazardous Waste Report instruction booklet.
- Complete all the forms in entirety.
- As a reminder, sites are required by law to keep copies of their report for three years after the filing date.
- A **FREE** training seminar will be conducted to assist you in completing the 2017 Biennial Hazardous Waste Report. For more information, go to the [Nevada Business Environmental Program](#).

**For free and confidential help completing your Biennial Hazardous Waste Report, please contact:**

**Nevada Small Business Development Center  
Business Environmental Program  
(800) 882-3233 in Nevada (toll-free)  
(702) 866-5927 in Las Vegas  
[www.unrbep.org](http://www.unrbep.org)**