



Quick Instructions for Completing the EPA 8700-12 Form

For Facilities in Virginia Only

March 2018

RCRA Subtitle C Site Identification Form

A copy of the “RCRA Subtitle C Site Identification Form” (formerly known as the “Notification of Regulated Waste Activity” form) can be found on the [EPA Website](#), as well as the complete instructions for the form. This site also provides guidance and full detailed instructions for completing the form. Please ensure that you are submitting the latest revision of the form (OMB# 2050-0024; Expires 05/31/2020).

Note: The form should be fully completed prior to submission. Do not leave any areas blank unless these instructions tell you to do so. If not applicable, then write in “n/a”.

If you have questions about completing this form, please contact Kim Hughes at (804) 698-4201 or email at Kimberlyn.Hughes@deq.virginia.gov.

Quick Instructions

This is an outline of items that a facility is required to complete. When completing each page make sure to insert correct page number and number of pages total at the bottom of each page.

1. Reason for Submittal:

- Place an “x” in the first box if you are applying for a new permanent or provisional EPA identification number, or if you are updating information for an existing facility.
- Place an “x” in the second box if the form is part of your Biennial Report (also fill in the reporting year).
- Place an “x” in the third box if the form is part of your Biennial Report and you were an LQG or TSDF during the reporting year.
- Place an “x” in the fourth box if you are updating a previous notification for this site to show that you are no longer in business or no longer generating hazardous waste.
- Place an “x” in the fifth box if you are conducting an Electronic Manifest Broker activity.
- Place an “x” in the sixth box if you are applying for a new Part A Permit (for TSDFs) or submitting a revised Part A form, EPA Form 8700-23: https://rcrainfo.epa.gov/rcrainfoweb/documents/part_a.pdf

2. Site EPA ID Number:

If your location already has an EPA Identification number, enter it here. The form auto-fills the ID number on subsequent pages when completing it electronically. Otherwise, leave this item blank.

3. Site Name

Enter the legal name of the site where the waste is being generated.

4. Site Location Address

Provide the address for the actual location for which you are submitting this form. Please note that the address you provide must be a physical street address, not a post

office box or route number. Please include the zip code and city and/or county name.

5. Site Mailing Address

Enter the address if it is different from the Site Location Address above. Otherwise, check the "Same as Location Address" box.

6. Site Land Type

Please place an "x" in the box for the land type that best describes the current legal status of the land on which the site is located. Select only one type.

7. North American Industry Classification System (NAICS) Code(s)

You can search NAICS codes on the NAICS Association's web site at: <http://www.census.gov/eos/www/naics/>

8. Site Contact Information

Enter the name, title, mailing address, email address, and phone number of the site contact person who should be contacted regarding information submitted on this form.

9. A. Legal Owner and Operator of the Site

Enter the full name, date when became owner, address, email and phone of the Site's Legal Owner. Place an "x" in the box that best describes the legal status of the owner. Insert any comments in the comment box that might be relevant. If the address is the same as that in 9 A, check the "Same as Location Address" box, but please fill in the other non-address information listed above.

B. Name of Site's Legal Operator

Enter the name of the operator and the date they became the operator. This may be a company or business name rather than the plant or site manager. Place an "x" in the box that best describes the type of the current operator of the site. If address is the same as that in 9 A, check the box that says "Same as Location Address", but please fill in the other non-address information listed in number 8 above.

10. A. Hazardous Waste Activities

Place an "x" in the appropriate "Y" or "N" box(s) to indicate which hazardous waste activities are being conducted at this site. Please note that for most provisional EPA identification number requests, you will select from "1. Generator" only. If you have any questions, please refer to the Internet site noted at the top of these instructions, or contact DEQ Regional or Central Office. You must check "Y" or "N" on each item. Do not leave any boxes blank.

B. Waste Codes for Federally Regulated Hazardous Wastes

Fill in each hazardous waste number for hazardous wastes being generated at your facility (e.g., D001, F003, P175). Reference the federal regulations at [40 CFR Part 261](#), or consult your transporter or environmental consultant, to determine what waste codes are applicable for wastes generated at the site.

C. Waste Codes for State Regulated (non-Federal) Hazardous Wastes

Leave this section blank.

11. Additional Regulated Waste Activities

A. Other Waste Activities (other than generation)

Check the boxes that are applicable to activities being conducted at your facility.

B. Universal Waste Activities

Only large quantity handlers (those who have more than 5,000 kg on site at one time) and destination facilities (facilities that process universal waste) are required to complete this section. If you are a UW lamp crusher, there is a separate notification form found on the DEQ hazardous waste page.

C. Used Oil Activities

Check as applicable to indicate used oil activities being conducted by your facility.

12. Eligible Academic Entities with Laboratories

If this form is for a laboratory located at an academic institution that wants to manage or stop managing hazardous wastes as defined in [40 CFR Part 262](#), complete this section.

13. Episodic Generation

If you are a Very Small Quantity Generator or Small Quantity Generator notifying of a planned or unplanned episodic event in accordance with Part 262, Subpart L, check the "Y" box. If you check the "Y" box, you must also complete the Addendum for Episodic Generation.

14. LQG Consolidation of VSQG Hazardous Waste

If you are an LQG that plans to begin consolidating hazardous waste from VSQGs under common control with your facility, indicate "Y" here. In addition, you must complete the Addendum for LQG Consolidation of VSQGs Hazardous Waste.

15. Notification of LQG Site Closure for a Central Accumulation Area (CAA)(optional) OR Entire Facility (required)

If you plan to stop using a hazardous waste central accumulation area at your facility, or if you are no longer going to be operating at this location, you can check "Y" and complete the rest of this section.

16. Notification of Hazardous Secondary Material Activity

If you are managing, planning to manage, or planning to stop managing excluded hazardous secondary materials (HSM) as defined in 40 CFR 260.10, at your location, indicate "Y" here. In addition, you must complete the Addendum to the Site Identification Form for Managing Hazardous Secondary Material.

17. Electronic Manifest Broker

Indicate “Y” if your company is electing to use the electronic manifest system to obtain, complete and transmit an electronic manifest under a contractual agreement with a hazardous waste generator.

18. Comments

Use this section to provide additional details on any of the previous boxes. If you are submitting this form to obtain a Provisional ID number, use the comment box to include the details of the event requiring a Provisional ID number, as well as a valid e-mail address to which DEQ can issue your Provisional ID number. This section may also be used for indicating additional site owners or operators, or any other information you believe helpful to DEQ in issuing the EPA identification number.

19. Certification

The certification must be signed by the owner(s), operator(s), or authorized representative(s) of the site. The signer(s) should read and understand the certification. An “authorized representative” is a person responsible for the overall operation of the site (e.g., a plant manager or superintendent, or a person of equal responsibility). All forms must include this signed certification to be complete. If submitting this form as part of a new or revised Part A application, both the owner AND the operator must sign this certification.

20. Addendum to the Site Identification Form: Notification of Hazardous Secondary Material Activity

If you answered “Y” to #16, you must complete this addendum. Read the instructions on the addendum, and fully complete the form. If you have difficulty completing this addendum, contact Kim Hughes at the number provided at the top of these instructions.

21. Addendum to the Site Identification Form: Episodic Generator

If you answered “Y” to #13, you must complete this addendum. If your facility is having a planned episodic event, you must submit this Site ID form and addendum at least 30 days prior to the planned event. If you are having an unplanned episodic event, you must submit this Site ID form and addendum within 72 hours of the unplanned episodic event. If you have difficulty completing this addendum, contact Kim Hughes at the number provided at the top of these instructions.

22. Addendum to the Site Identification Form: LQG Consolidation of VSQG Hazardous Waste

If you answered “Y” to #14, you must complete this addendum. If your LQG facility wants to begin consolidating wastes from VSQGs under common control, you must first submit this form and addendum. All VSQGs from which waste will be received must be indicated on the form. Use additional copies of the addendum if you will be receiving from more than three VSQGs.

Incomplete Forms

Please note that if the form is incomplete in any way, you will either receive a phone call or email from DEQ staff, or the form will be returned to you with the areas marked that need

to be completed. Any questions, please refer to EPA's website for [instructions](#), or contact the [DEQ Regional or Central Office](#).

Provisional EPA Identification Numbers

Please scan and email the completed form to the DEQ Regional Office. You will be e-mailed your Provisional EPA Identification Number once DEQ determines your form is complete. Mail the original signed copy of the EPA Form 8700-12 to the DEQ Regional Office. If not time critical, you may also mail your request to the same address without faxing, or hand deliver. Please see [DEQ's website](#) and support document for more information regarding [Issuance of a Provisional EPA ID](#). Call the DEQ Regional Office if you have any questions or problems. If unable to reach your DEQ Regional Office, you may contact (at DEQ Central Office) – [Ronnie Calkins](#), (804) 698-4067.

Permanent EPA identification Numbers and Subsequent Notifications

The process for issuing a permanent EPA identification number takes about seven to ten days. The contact person identified on the form will receive an acknowledgement from DEQ indicating either the new EPA identification number or the changes requested in the subsequent notice. Please forward the completed form to the [DEQ Regional Office](#). For permanent EPA identification numbers only, you may also send a scanned copy of the the completed form directly to DEQ's Central Office, to one of the addresses below or by email to Kimberlyn.Hughes@deq.virginia.gov.

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