



### **How does a facility obtain an EPA identification number?**

A facility may obtain an EPA identification number by completing the **Colorado Hazardous Waste Notification Form** (Notification Form). Colorado no longer uses EPA Notification of Regulated Waste Activity Form 8700-12. EPA identification numbers are location-specific, so a completed Colorado Notification Form should be returned to the Hazardous Materials and Waste Management Division of the Colorado Department of Public Health and Environment (the Division) for each site or facility location that conducts hazardous waste management activities. Upon receipt of the completed form, the Division will issue a unique EPA identification number for each facility. The facility will be notified of the number issued to them as soon as practicable, generally within two weeks. Submission of this form satisfies the requirement to notify the US EPA of your regulated waste activities.

This form is also used as part of an initial or revised hazardous waste Part A Permit Application and the biennial Hazardous Waste Report submitted by large quantity generators and treatment, storage and disposal facilities.

The Colorado Notification Form and instructions can be downloaded from the Division's website at <http://www.cdphe.state.co.us/hm/notification.htm>. Alternatively, a copy of the Notification Form and instructions can be obtained from the Division by calling the Customer Technical Assistance Line (contact information provided on Page 4).

### **Who needs to obtain an EPA identification number?**

Any person who generates or transports hazardous wastes subject to the Colorado Hazardous Waste Regulations [6 CCR 1007-3] must notify the Division of their regulated hazardous waste activities. Persons who own or operate a facility for the treatment, storage, or disposal of regulated hazardous waste, handle used oil, or manage large quantities of universal waste must also notify the Division of these activities. Persons that import hazardous waste from a foreign country, generate mixed hazardous and radioactive waste, burn hazardous waste in a boiler or industrial furnace, recycle hazardous waste and/or if there is an underground injection well located at their facility must notify the Division.

The notification includes the location and general description of their activities and the type(s) of hazardous wastes managed by the facility. [6 CCR 1007-3 Part 99]

#### *Generators of Hazardous Waste*

Small and large quantity generators of hazardous waste must obtain an EPA identification number to manage their hazardous wastes. [6 CCR 1007-3 Section 262.12] As of July 2, 2006, conditionally exempt small quantity generators that generate waste codes F001, F002, F004 and/or F005 (halogenated and non-halogenated solvents) are also required to notify the Division under Part 99 and obtain an EPA identification number [6 CCR 1007-3 Section 261.5]. Effective November 30, 2006, conditionally exempt small quantity generators that generate less than three (3) gallons per calendar year of these wastes will be exempt from this notification requirement.

For information regarding hazardous waste generator categories, refer to the "Guide to Generator Requirements," available on the Internet at [www.cdphe.state.co.us/hm/handbk.pdf](http://www.cdphe.state.co.us/hm/handbk.pdf) and the instructions for completing the Notification Form at [www.cdphe.state.co.us/hm/notificationinstructions.pdf](http://www.cdphe.state.co.us/hm/notificationinstructions.pdf).

#### *Hazardous Waste Transporter*

Hazardous waste transporters must obtain a Colorado EPA identification number if they operate in Colorado and have a transfer facility or other place(s) of business in the state. [6 CCR 1007-3 Section 263.11] If a hazardous waste transporter has one or more hazardous waste transfer facilities in Colorado, the transporter must list the location(s) and provide a general description of the activities at each transfer facility on the Notification Form completed for the primary place of business. If the only facility located in Colorado is a hazardous waste transfer facility, the transporter must notify the Division and obtain a unique identification number for that facility. This notification should include a general description of the activities that occur at the transfer facility.

The transporter is expected to use the Colorado-issued identification number for all transportation activities originating in this state, including temporary storage of wastes at a hazardous waste transfer facility.

Additional requirements for hazardous waste transporters can be found in the Colorado hazardous waste regulations 6 CCR 1007-3 Part 263. These requirements are summarized in the “Hazardous Waste Transporters Guidance Document,” available from the Division and on the Internet at [www.cdphe.state.co.us/hm/transport.pdf](http://www.cdphe.state.co.us/hm/transport.pdf).

Since hazardous waste is a subset of hazardous materials under US Department of Transportation regulations [49 CFR Section 171.8], hazardous waste transporters also need a hazardous materials transportation permit issued by the Colorado Public Utilities Commission if their vehicle requires placarding under 49 CFR 172 or 173. [42-20-201 CRS]

#### *Treatment, Storage and Disposal Facilities*

Any person who owns or operates a facility for treatment, storage, or disposal (TSD) of regulated hazardous waste must submit the Colorado Notification Form and obtain an EPA identification number from the Division. [6 CCR 1007-3 Sections 264.11/265.11] These facilities must also obtain a permit that details the conditions under which they are allowed to operate.

#### *Used Oil Handlers*

Persons who transport, process, re-refine or market used oil are required to notify the Division of their used oil management activities. Persons that burn off-specification used oil must also notify the Division. Generators of used oil that do not engage in these other activities do not have to obtain an EPA identification number. [6 CCR 1007-3 Part 279]

#### *Universal Waste Handlers*

Large quantity handlers of universal wastes (those that accumulate 5000 kilograms or more of total universal wastes at one time) are required to notify the Division of their universal waste activities and obtain an EPA identification number. This must be done even if the facility has previously given notification and received an EPA identification number for its other hazardous waste activities. [6 CCR 1007-3 Section 273.32] Their EPA identification number will remain the same. Small quantity handlers of universal waste are not required to notify the Division of their activities.

Universal wastes include batteries, pesticides, small mercury-containing devices, mercury-containing lighting wastes, aerosol cans containing hazardous waste, and electronic devices and components. [6 CCR 1007-3 Part 273]

#### *Hazardous Waste Importers*

Any person that imports hazardous waste from a foreign country into Colorado must notify the Division of these activities. They must also comply with the generator requirements in Part 262 of the Colorado hazardous waste regulations.

#### *Mixed Waste Generators*

Any person that generates wastes that contain both hazardous waste and source, special nuclear or by-product radioactive material subject to the Atomic Energy Act must notify the Division of these activities. Management of these wastes must comply with both Atomic Energy Act and hazardous waste requirements. Likewise, transporters of mixed waste must notify the Division of their waste activities and comply with both sets of regulatory requirements.

#### *Hazardous Waste Burners*

Any person that burns hazardous waste in an on-site incinerator, boiler or industrial furnace regulated under Subpart O of Part 264/265 6 CCR 1007-3 must notify the Division of these activities.

#### *Hazardous Waste Recycler*

Persons that recycle regulated hazardous waste, except the materials listed in 6 CCR 1007-3 Section 261.6 (a)(3), must notify the Division of these activities. Management of these materials, other than those listed in 6 CCR 1007-3 Section 261.6 (a)(2), are also subject to the requirements for generators, transporters and storage facilities. Other Federal and State regulations may also apply.

#### *Underground Injection Well*

Persons that generate, treat, store or dispose of hazardous waste at a facility where there is an underground injection well must notify the Division of their activities. Requirements for owners or operators of underground injection wells are found in 40 CFR Part 148.

#### **Are there any fees associated with notification?**

As of July 2, 2006, small and large quantity generators submitting a new notification under Part 99 of the Colorado hazardous waste regulations must submit a \$100 notification fee with their Colorado Notification Form [6 CCR 1007-3 Subpart 100.33]. Conditionally exempt small quantity generators are not required to pay the notification fee with a new notification. A “new” noti-

fication includes notification of waste generation at a facility that has not previously been issued an EPA identification number and re-activation of a previously issued EPA identification number that had been deactivated for any reason (e.g., the facility stopped generating hazardous waste, was a one-time generator, etc.).

Small or large quantity generators submitting a subsequent notification that downgrades their hazardous waste notification status (for example, from a large quantity generator to a small quantity generator, to a conditionally exempt generator or to a non-generator) must also submit a \$100 notification fee with their revised notification form. Conditionally exempt small quantity generators that downgrade their notification status to non-generator are not required to pay the notification fee.

Subsequent notifications that are providing or updating other information (for example, contact name change) will not be assessed a notification fee unless they are also downgrading their notification status. Persons submitting a notification that upgrades their notification status will not be assessed the notification fee.

When applicable, the notification fee **MUST** accompany the completed and signed Notification Form. The Division will not process the notification without the \$100 fee.

There are also annual Hazardous Waste Commission fees and Generator fees associated with the notification process. The Division will bill facilities annually for these fees, generally in August. If modifications are made on the Notification Revisions Form that accompanies the fee billings that require payment of the notification fee, the notification fee must be included with the returned form or the revisions will not be processed. Applicable Commission and Generator fees must also be paid at this time.

### **When should the site notification be updated?**

A Colorado Notification Form should be submitted to the Division as soon as possible under the following circumstances:

#### *Facility ownership changes*

The EPA identification number is assigned to the facility location and stays with the site. If the facility changes ownership, the Division must be notified. If the facility continues to operate with minimal disruption

during the transition and retains the generator status of the previous owner, no notification fee is due. If the new owner downgrades the generator status of the facility and/or if there is a significant disruption in facility operations between owners, the \$100 notification fee must be paid. The facility's EPA identification number will not change with the change in ownership.

#### *Facility contact changes*

The Division should be notified if the facility contact changes. The facility contact is the person that should be contacted regarding information on the Notification Form and to whom correspondence regarding hazardous waste management should be directed. This person should be knowledgeable about waste activities at the site. There is no notification fee associated with updating the facility contact.

#### *Facility no longer manages hazardous waste*

If a facility no longer generates or otherwise manages hazardous waste, the Division should be notified. If the facility was a small or large quantity generator that downgrades to a non-generator, the \$100 notification fee must be paid. If a hazardous waste release has occurred on the property, the facility should retain the EPA identification number for waste disposal until all remediation is completed.

#### *Business moves to another location*

If the business moves to a different location, the business owner/operator must notify the Division of the new location and the hazardous waste management activities that occur there. The new facility location will be issued its own unique EPA identification number. If the facility operates as a small or large quantity generator, the \$100 notification fee must accompany the new notification form.

The owner/operator must also notify the Division if their old facility was closed or no longer manages hazardous waste. If the old facility was a small or large quantity generator that has downgraded its generator status, the \$100 notification fee must be paid.

#### *Generator category and/or general description of activities change*

A generator can change generator categories monthly if necessary because their generator category is related to their cumulative amount of hazardous waste produced on a monthly basis and/or the amount of waste stored on site at one time. Facilities that episodically or spo-

radically generate hazardous waste throughout the year often choose to operate at their episodic or sporadic generator category all the time because it provides a consistent way to manage their hazardous wastes that is less confusing for their employees.

The Division must be notified at least annually of a change in generator status or if there is a change in the general description of activities occurring at the facility. A Colorado Notification Form can be submitted at any time throughout the year, but should be submitted at the time the Hazardous Waste Commission and Generator fees are due if it wasn't already submitted during the year. If the facility was a small or large quantity generator that downgrades its generator status, the \$100 notification fee must be paid. If the generator status of the facility is upgraded, the notification fee will not be assessed. The facility's EPA identification number will not change in either case.

#### **What if the facility generates hazardous waste during only one month?**

If a facility conducts a one-time cleanout of old chemicals, has a spill and needs to dispose of recovered chemical and cleanup residues, or has an unusual amount of waste generated due to a change in their process, they can obtain a "one-time" EPA identification number by submitting a completed Colorado Notification Form. A notation should be put in Item 12 – Comments that this is a "one-time" generation event for the facility. Since this is a new notification, the \$100 notification fee must accompany the completed form.

A "one-time" generator EPA identification number is recorded in the notification database, but is not kept active for more than one month. If the facility needs to keep their EPA identification number active for a longer period of time, they should follow the regular notification procedure (i.e., do not include "one-time" notation in Item 12) and then notify the Division when the number is no longer needed. If the facility generates additional hazardous wastes at a later date, they should notify the Division of these activities in order to reactivate their EPA identification number. Since this is considered to be a "new" notification, the \$100 notification fee must accompany the notification to reactivate the number.

#### **For more information:**

**Colorado Department of  
Public Health & Environment**

**Hazardous Materials and  
Waste Management Division  
4300 Cherry Creek Drive South  
Denver, Colorado 80246-1530**

***Customer Technical Assistance (303)-692-3320  
(888) 569-1831 ext. 3320 toll-free***

Division Website <http://www.cdphe.state.co.us/hm/>  
Regulations <http://www.cdphe.state.co.us/regulate.asp>  
E-mail [comments.hmwmd@state.co.us](mailto:comments.hmwmd@state.co.us)

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This Compliance Bulletin is intended to provide guidance on the appropriate management of wastes based on Colorado solid and hazardous waste statutes and regulations only. The wastes described in this guidance may also be regulated under other statutes and regulations.