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ADEM Form 8700-12, Notification Form Instructions

Note: The State Regulations (ADEM Admin. Code div. 335-14 – Hazardous Waste Program) pertaining to this form (and referenced in these instructions) may be purchased by calling 334-260-4510 or may be downloaded from the ADEM Website for free: <http://www.adem.state.al.us/alEnviroRegLaws/files/Division14.pdf>.

Filling out the Forms: Type or print all items except Item XI, "Signature", leaving a blank box between words. Place each character in a box, using blue or black ink. Abbreviate if necessary to stay within the number of boxes allowed for each Item. If you must use additional pages, indicate clearly the number of the Item on the form to which the information on the separate sheet applies. **Any** form that is typed in a minuscule font or is otherwise considered illegible or unreadable will be returned for correction.

Item I – Notification Class:

Place an "X" in the appropriate box to indicate whether this is the Initial Notification, Other or Annual Notification **for this site**. If this is your Initial Notification, you are applying for an EPA Identification Number.

Note: If you are notifying as an **Episodic Generator** and have a current EPA ID Number, you are only required to submit the Addendum and no fee is required.

If you have filed a previous notification, check the "Annual Notification" box and enter the EPA Identification Number assigned to this physical location in the boxes provided throughout the form. Leave EPA ID Number blank if this is the Initial Notification for this physical location.

Note: When the owner of a facility changes, the new owner must notify ADEM of the change, even if the previous owner already received an EPA Identification Number. Because the EPA ID Number is "site-specific", the new owner will be assigned the existing ID number for that site.

Item II – Operating Name of Facility

Enter the current full name of the facility in the lines provided. This is the "d/b/a" name for the site.

Item III – Change of Facility Name

If the name of this facility has not changed since the facility's original notification, check the box marked "No" and skip to Item IV.

If the name of this facility has changed since the facility's original notification, place an "X" in the box marked "Yes" and enter previous facility name in the line provided.

Item IV –Location of Facility:

Please note that the address you give for Item IV, "Location of Facility", must be a physical address **not a post office box or route number**. Show 9-digit zip code if possible.

Item V - Geographic Location:

Enter the exact location of the facility as expressed in Latitude and Longitude. If you do not have this information, it is available over the internet from several sites; such as www.geocode.com, www.maporama.com, or www.travelgis.com/geocode. If you do not have internet access, call the Land Division at (334) 271-7730 for assistance with this item.

County Name: Enter the name of the county where the Facility is located.

Item VI - Facility Contact:

Enter the name, title, and business telephone number of the person who should be contacted regarding management of regulated waste for the Facility.

Contact Email Address: Enter the email address for the contact person or for the facility in the space provided.

Item VII - Facility Mailing Address:

Please enter the Facility Mailing Address, including 9-digit zip code if possible. If the Mailing Address and the Location of Facility (Item IV) are the same, please print "Same" in the line for this Item.

Item VIII - Description of Facility Processes:

- A. Facility Process:** Describe in detail each of the processes at the facility that produce regulated wastes. If additional space is needed, use Item XIII or attach a separate sheet.
- B. NAICS Codes:** Enter the 4 – 6 digit North American Industry Classification System (NAICS) Code of the overall production, distribution, or service activity of the Facility. If multiple industrial processes are used by the facility, enter NAICS Codes for these specific processes as needed. Go to <http://www.census.gov/epcd/www/naics.html> for a searchable database.

Item IX - Ownership:

Use the Comment Section XII, Section XIII or attach additional pages, if necessary, to list more than one owner/operator per section.

Change of Owner: (If this is the Facility's Initial Notification, leave this area blank. If this is an Annual Notification, complete this area as directed below.)

If the owner of this facility has not changed since the facility's last notification, check the box marked "No".

If the owner of this facility has changed since the facility's last notification, place an "X" in the box marked "Yes" and enter the date the owner changed.

If an additional owner(s) has been added or replaced since the facility's last notification, place an "X" in the box marked "Yes". Use the Comment Section (XII) or Section XIII to list any additional owner/operator(s), the dates they became owner/operator(s), and which owner/operator(s) (if any) they replaced. If necessary, attach a separate sheet of paper.

- A) Legal Name of Facility:** Enter the legal name of the business operating at this location.
- B) Name of Facility's Legal Owner:** Enter the name of the Facility's legal owner. Also, enter the address and telephone number where the legal owner can be reached. Use the Change of Owner area as detailed above.
- C) Land Type:** Using the codes listed below, indicate in this box the code which best describes the current legal status of the land on which the facility is located:
- | | |
|-------------|---------------|
| P = Private | M = Municipal |
| F = Federal | I = Indian |
| S = State | O = Other |
| C = County | |
- D) Owner Type:** Using the codes listed below, indicate in this box the code which best describes the current legal status of the current owner of the facility:
- | | |
|-------------|---------------|
| P = Private | M = Municipal |
| F = Federal | I = Indian |
| S = State | O = Other |
| C = County | |
- E) Operator Type:** Using the codes listed below, indicate in this box the code which best describes the current legal status of the current owner of the facility:
- | | |
|-------------|---------------|
| P = Private | M = Municipal |
| F = Federal | I = Indian |
| S = State | O = Other |
| C = County | |
- F) Name of Facility's On-Site Operator:** Enter the name of the Facility's on-site operator. Also, enter the address and telephone number where the on-site operator can be reached. If this information is the same as the previous area, enter "Same as Above" in the boxes provided.
- G) Name of Facility's Parent Company:** Enter the name of the Facility's parent company. Also, enter the address and telephone number for the parent company. Use the Change of Owner area as detailed above. If this information is the same as the previous area, enter "Same as Above" in the boxes provided.
- H) Name of Facility's Property Owner:** Enter the name of the property owner. Also, enter the address and telephone number where the property owner can be reached. Use the Change of Owner area as detailed above. If this information is the same as the previous area, enter "Same as Above" in the boxes provided.

Item X – Certification Status:

In this area, check all Waste Activities that your facility anticipates operating as during the coming year. If you anticipate changing generator status during the next year, always mark the larger generator status of your operation.

Note: If you are submitting the Notification of Episodic Generation and have a current EPA ID Number, you are only required to submit the Addendum and no fee is required.

CERTIFICATION FEE - ADEM Admin. Code r. 335-14-3-.01(8) requires the submission of ADEM Form 8700-12, Notification of Regulated Waste Activity, to include the payment of a certification fee. This fee is specified in Chapter 335-1-6 of the ADEM Administrative Code. This requirement applies to both Initial and Annual Notifications. All notifications must include this certification fee to be complete.

Item XI. – Certification:

This Form must be signed by the owner, operator, or an authorized representative of the Facility. An “authorized representative” is a person responsible for the overall operation of the facility (i.e., a plant manager, superintendent, or a person of equal responsibility). All notifications must include this signature to be complete.

Item XII. – Comments and Item XIII – Additional Space:

Use this space for any additional comments.

For technical questions concerning the notification form and waste schedules, call the Land Division at (334) 271-7735.

Schedule A

Certification of Hazardous Waste Management

Item I - Hazardous Waste Activity: Mark an "X" in the appropriate box(es) to show which hazardous waste activities are expected at this facility over the next 12 months.

A. Hazardous Waste Generator: If you generate a waste which is hazardous by characteristic or listed in ADEM Admin. Code chap. 335-14-2, check the appropriate box for the quantity of *non-acute hazardous waste* that is generated per calendar month.

1. A Large Quantity Generator generates 2,200 lbs (1,000 kg) per month or more (LQG)
2. A Small Quantity Generator generates 221 - 2,199 lbs (101 to 999 kg) per month (SQG)
3. A Very Small Quantity Generator generates 220 lbs (100 kg) per month or less (VSQG)
4. United States Importer of Hazardous Waste – If you import Hazardous Waste from a foreign country into the United States.

II. If you generate *acutely hazardous waste*, please refer to ADEM Admin. Code chap. 335-14-3 or call 334-271-7730 for further information.

B. Hazardous Waste Transporter/Transfer Facility: If you transport hazardous waste, indicate if it is for **1.** commercial purposes, **2.** your own waste, or mark both boxes if both classifications apply. If a commercial transporter, mark an "X" in each appropriate box to indicate the method(s) of hazardous waste transportation you use. If you operate as a **3.** transfer facility, indicate whether regulated wastes are managed in loaded trucks, contents of bulk loads are transferred from one vehicle to another, or containers are off-loaded from one vehicle and subsequently reloaded onto another vehicle for further transportation. (*Check all that apply.*) The State regulations for hazardous waste transporters are found in ADEM Admin. Code chap. 335-14-4.

Note: A permit may be required for this activity. The **Alabama Hazardous Waste/Used Oil Transporter Permit Application Package** is available online at <http://www.adem.state.al.us/DeptForms/Form317.pdf> or you can call 334-270-5637 and request a package be mailed to you.

C. Treatment, Storage, Disposal Facility: This section applies if you treat, store or dispose of regulated hazardous waste, or are required (by State regulations, ADEM or EPA permit, AHWMMMA/RCRA Order, etc.) to perform post-closure care for a closed unit, or are required by permit or order to perform SWMU corrective action. A permit may be required for this activity. Contact (334) 271-7730 for more information.

<p>Note: You must contact ADEM at 334-271-7730 to request Part A of the RCRA Permit Application.</p>
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1. **Facilities subject to Permit:** Check each type of activity conducted by your facility.
 - a. **Operating Units** – Operating treatment, storage or disposal units subject to permitting requirements of ADEM Admin. Code chap. 335-14-8 including any inactive units.
 - b. **SWMU CA** – Facilities which are conducting, or are required to conduct, assessment, investigation, remediation, and/or monitoring of solid waste management unit area of concern pursuant to an AHWMMMA/RCRA Order or permit issued by ADEM or EPA.
 - c. **Post-Closure Care Units** – Units for which final closure certification has been accepted by ADEM and which are subject to the post-closure care requirements of ADEM Admin. Code chap. 335-14-5, 335-14-6, and 335-14-8.
2. **Permit Exempt Treatment:** Mark each type of permit exempt treatment conducted by your facility.
 - a. **WWTU/ENU** – ADEM Admin. Code r. 335-14-8-.01(1)(c)2.(v)
Owners and operators of elementary neutralization units or wastewater treatment units as defined in ADEM Admin. Code r. 335-14-1-.02 which manage only wastes and/or wastewaters generated on-site, or which are POTWs or privatized municipal wastewater treatment facilities.

[**Note:** Commercial treatment, or treatment except by the generator, of wastes and/or wastewaters in elementary neutralization or wastewater treatment units are not exempt from the requirement to obtain an AHWMMMA permit.]

- b. **Recycling Unit** – ADEM Admin. Code rs. 335-14-2-.01(6)/335-14-8-.01(1)(c)3.(v) A person who receives hazardous waste from off-site for the purpose of reclamation/recycling in a unit or process which is exempted from regulation pursuant to ADEM Admin. Code r. 335-14-2-.01(6) is not required to obtain a permit under ADEM Admin. Code r. 335-14-8 for storage of the waste prior to introduction into the exempt reclamation/recycling process provided that:
 - (I) The hazardous waste is introduced into the exempt process within three days of receipt at the facility; and
 - (II) The hazardous waste is managed in containers, tanks, or containment buildings and the owner/operator complies with all applicable requirements of ADEM Admin. Code rs. 335-14-5-.02, 335-14-5-.03, 335-14-5-.04, 335-14-5-.05, 335-14-5-.07(2), 335-14-5-.07(5), 335-14-5-.09, 335-14-5-.10, 335-14-5-.27, 335-14-5-.28, and 335-14-5-.30.
- c. **TETF** – ADEM Admin. Code r. 335-14-8-.01(1)(c)2.(iv)
Owners or operators of totally enclosed treatment facilities as defined in ADEM Admin. Code r. 335-14-1-.02;
- d. **Generator Evaporation** – ADEM Admin. Code r. 335-14-8-.01(1)(c)2.(viii)
Generators treating on-site generated hazardous wastes by evaporation in tanks or containers provided that:
 - (I) The generator complies with the applicable requirements of Chapter 335-14-3;
 - (II) Such treatment does not result in the emission or discharge of hazardous wastes or hazardous constituents into the environment in excess of any standard(s) promulgated by the Department or the Environmental Protection Agency;

(III) With respect to treatment, the generator complies with the applicable requirements of ADEM Admin. Code rs. 335-14-5-.02(5), 335-14-5-.02(6), 335-14-5-.02(7), 335-14-5-.02(8), 335-14-5-.03, 335-14-5-.04, 335-14-5-.07(2), 335-14-5-.07(5), 335-14-5-.09 and 335-14-5-.10;

(IV) Such treatment minimizes the amount of hazardous wastes which are subsequently generated, treated, and/or disposed; and

(V) The generator provides the Department with written notice of intent to treat such hazardous wastes on or before the effective date of ADEM Admin. Code r. 335-14-8-.01 or at least 60 days prior to the initiation of waste treatment, whichever date occurs last. This notice must provide documentation of compliance with the requirements of ADEM Admin. Code rs. 335-14-8-.01(1)(c)2.(viii)(II), (III), and (IV), and must be maintained for the life of the facility and be available for inspection.

e. Generator Physical Processing – ADEM Admin. Code r. 335-14-8-.01(1)(c)2.(x) Generators treating on-site generated hazardous wastes in tanks or containers by physical or mechanical processes (e.g., compacting rags, crushing fluorescent lamps) solely for the purpose of reducing the bulk volume of the waste which must be subsequently managed as a hazardous waste provided that:

(I) The generator complies with the applicable requirements of Chapter 335-14-3;

(II) The treatment process does not result in a change in the chemical composition of the waste(s) treated;

(III) No mixing of different waste streams occurs;

(IV) No free liquids are included in the waste(s) to be treated or generated by the treatment process;

(V) The potential for ignition and/or reaction of the waste during treatment and/or as the result of treatment does not exist;

(VI) The treatment reduces the volume of hazardous waste which must be subsequently managed;

(VII) Such treatment does not result in the emission or discharge of hazardous wastes or hazardous constituents into the environment in excess of any standard(s) promulgated by the Department or the Environmental Protection Agency;

(VIII) With respect to treatment, the generator complies with the applicable requirements of ADEM Admin. Code rs. 335-14-5-.02(5), 335-14-5-.02(6), 335-14-5-.02(7), 335-14-5-.02(8), 335-14-5-.03, 335-14-5-.04, 335-14-5-.07(2), 335-14-5-.07(5), 335-14-5-.09, 335-14-5-.10; and

(IX) The generator provides the Department with written notice of intent to treat such hazardous wastes on or before the effective date of ADEM Admin. Code r. 335-14-8-.01 or at least 60 days prior to the initiation of waste treatment, whichever date occurs last. This notice must provide documentation of compliance with the requirements of ADEM Admin. Code rs. 335-14-8-.01(1)(c)2.(x)(II), (III), (IV), (V), (VI), (VII), and (VIII), and must be maintained for the life of the facility and be available for inspection.

Note: Treatment types which are exempt from permitting requirements are subject to ADEM verification.

D. Hazardous Waste Fuel Activity: If you market hazardous waste fuel, place an “X” in the appropriate box(es). If you burn hazardous waste fuel on-site, check the appropriate box(es) and indicate the type(s) of combustion devices in which hazardous waste fuel is burned.

Note: Generators are required to notify for waste-as-fuel activities only if they market directly to the burner.

“Other Marketer” is defined as any person, other than a generator marketing hazardous waste, who markets hazardous waste fuel.

Note: A permit may be required for this activity. Contact (334) 271-7730 for more information.

E. Recycling Activities: List any significant hazardous waste recycling which occurs at the facility. Attach a separate sheet if additional space is needed.

Item II – Hazardous Waste Generation: If you need help completing this section, please feel free to contact the Land Division of ADEM at (334) 271-7735.

A) Waste Description: In the space provided, list the common names of the hazardous wastes generated or handled by the facility. Also, indicate the estimated yearly volume for each waste stream for a typical year.

NOTE: See the final page of these instructions for a rough conversion table for converting measurements to pounds.

B) Characteristics of Nonlisted Hazardous Wastes: If you handle hazardous wastes which are not listed in ADEM Admin. Code r. 335-14-2-.04 but do exhibit a characteristic of hazardous waste as defined in ADEM Admin. Code r. 335-14-2-.03, you should describe these wastes by the EPA hazardous waste number for the characteristic. Place an “X” in the box under the characteristic of the wastes that you handle. In the case of “Toxicity Characteristic”, please list the specific EPA hazardous waste number for the specific contaminant(s) in the box(es) provided.

***Note: If you report as a hazardous waste generator then you must list a waste code.**

C) Listed Hazardous Wastes: If you handle hazardous wastes that are listed in ADEM Admin. Code r. 335-14-2-.04, enter the appropriate 4 digit numbers in the boxes provided.

Facility's EPA ID Number: Remember to enter your EPA Identification Number, if one has been assigned for your facility, in the box provided at the bottom of the page.

SUBMITTAL OF THIS SCHEDULE IS NOT ACCEPTED WITHOUT THE SUBMITTAL OF A CORRECT ADEM FORM 8700-12, NOTIFICATION OF REGULATED WASTE ACTIVITY, AND APPROPRIATE FEES.

NOTE: *An additional page has been included titled "Item II – Hazardous Waste Generation (Supplemental)". Include this page only if you need to list more hazardous waste codes than are allowed on the Schedule A form.*

Mail completed form, a check or money order for all appropriate certification fees, and all necessary schedules and attachments to:

Alabama Department of Environmental Management
Land Division
P O Box 301463
Montgomery, AL 36130-1463

For technical questions concerning the notification form and waste schedules, call the Land Division at (334) 271-7735.

Schedule B

Certification of Used Oil Management

Item I - Used Oil Management Activities: Check the appropriate box(es) to indicate which used oil fuel activities are conducted at this Facility.

A. Used Oil Generator/Collector: If you generate or collect more than 25 gallons/month of used oil on average (over 300 gallons per year), mark this box.

If the used oil in question is from on-site generation only, check box 1.

Some facilities may have other factors to consider. If you collect used oil from do-it-yourselfers from off-site, mark box 2. If you collect used oil from off-site, mark box 3. If you operate an Aggregation Point for off-site generation, mark box 4.

B. Used Oil Fuel Marketer:

If you market off-specification used oil, check box 1. If you are the first to claim the used oil meets the used oil specification established in ADEM Admin. Code r. 335-14-17-.02(2), mark box 2. If either of these boxes is marked, you must also notify (or have previously notified) as a used oil transporter, off-specification used oil fuel burner, or used oil processor/re-refiner, unless you are a used oil generator.

*If you are a Used Oil Generator who burns **only** used oil generated on-site as on-specification fuel, check box 3.*

C. Off-specification Used Oil Fuel Burner: If you burn off-specification used oil fuel (whether on-site or off-site generated), mark box C.

*If you only burn **off-specification** used oil generated on-site, check box 1.*

Also, mark the box(es) to indicate the type(s) of combustion device(s) in which off-specification used oil fuel is burned.

CI. Used Oil Transporter: If you transport used oil and/or own/operate a used oil transfer facility, mark the appropriate boxes to indicate this used oil activity.

Note: A permit may be required for this activity. The Alabama Hazardous Waste/Used Oil Transporter Permit Application Package is available online at <http://www.adem.state.al.us/DeptForms/Form317.pdf> or you can call 334-270-5637 and request a package be mailed to you.

CII. Used Oil Processor/Re-refiner: If you process and/or re-refine used oil, mark this box to indicate this used oil recycling activity.

Facility's EPA ID Number: Remember to enter your EPA Identification Number, if one has been assigned for your facility, in the box provided at the bottom of the page.

SUBMITTAL OF THIS SCHEDULE IS NOT ACCEPTED WITHOUT THE SUBMITTAL OF A CORRECT ADEM FORM 8700-12, NOTIFICATION OF REGULATED WASTE ACTIVITY AND APPROPRIATE FEES.

Mail completed form, a check or money order for all appropriate certification fees, and all necessary schedules and attachments to:

Alabama Department of Environmental Management
Land Division
P O Box 301463
Montgomery, AL 36130-1463

For technical questions concerning the notification form and waste schedules, call the Land Division at (334) 271-7735.

Schedule C

Certification of Universal Waste Management

Item I - Universal Waste Activity: Check the appropriate box(es) to indicate which universal waste activities are conducted at your Facility.

- A. Universal Waste Transporter:** If you are a transporter of universal waste, mark this box.
- B. Universal Waste Destination Facility:** If you are a destination facility for universal waste, mark this box.
- C. Large Quantity Handler:** If you are a Large Quantity Handler of universal waste as described by ADEM Admin. Code r. 335-14-11-.03, mark this box and select the appropriate box(es) 1-5.
- D. Small Quantity Handler:** If you are a Small Quantity Handler of universal waste as described by ADEM Admin. Code r. 335-14-11-.02, mark this box and select the appropriate box(es) 1-5.

Comments:

Use this space for any additional comments.

Facility's EPA ID Number: Remember to enter your EPA Identification Number, if one has been assigned for your facility, in the box provided at the bottom of the page.

SUBMITTAL OF THIS SCHEDULE IS NOT ACCEPTED WITHOUT THE SUBMITTAL OF A CORRECT ADEM FORM 8700-12, NOTIFICATION OF REGULATED WASTE ACTIVITY AND APPROPRIATE FEES.

Mail completed form, a check or money order for all appropriate certification fees, and all necessary schedules and attachments to:

Alabama Department of Environmental Management
Land Division
P O Box 301463
Montgomery, AL 36130-1463

For technical questions concerning the notification form and waste schedules, call the Land Division at (334) 271-7735.

ADDENDUM

NOTIFICATION OF HAZARDOUS SECONDARY MATERIAL ACTIVITY

YOU MUST FILL OUT THIS SECTION IF:

You will begin managing, are still managing, or will stop managing excluded hazardous secondary material under ADEM Admin. Code rs. 335-14- 335-14-2-.01(4)(a)(23),(24) and must notify the State of your activities, pursuant to ADEM Admin. Code r. 335-14- 335-14-2-.03(22).

Hazardous secondary material generators, tolling contractors, toll manufacturers, reclaimers, and intermediate facilities managing hazardous secondary materials which are excluded from regulation under ADEM Admin. Code rs. 335-14-2-.01(2)(a)2.(ii), 335-14-2-.01(4)(a)23, 24, or 25 must send a notification prior to operating under the exclusion(s) and, thereafter, no later than the 15th of the month specified in the schedule located at ADEM Admin. Code r. 335-14-1-.02(1)(a) using Form 8700-12.

Complete all parts 1 – 3.

You must be managing excluded hazardous secondary material in compliance with ADEM Admin. Code rs. 335-14-335-14-2-.01(4)(a)(23),(24).

Do not include any information regarding your hazardous wastes in this section.

You must submit a completed Notification of Regulated Waste Activity Form 8700-12, including this Addendum, prior to operating under the exclusion(s) by the Specified month schedule in ADEM Admin. Code r. 335-14-1-.02(1)(a) to ADEM using the Notification of Regulated Waste Activity Form 8700-12 as pursuant to ADEM Admin Code r. 335-14-1-.03(22).

Persons who must satisfy this notification requirement can submit this information at the same time as their Annual Notification of Regulated Waste Activity.

If you stop managing hazardous secondary material in accordance with the exclusion(s) and do not expect to manage any amount of hazardous secondary material under the exclusion(s) for at least one year, you must also submit a completed Notification of Regulated Waste Activity Form 8700-12, including this Addendum, within thirty (30) days pursuant to ADEM Admin. Code r. 335-14-1-.03(22)(b).

Remember to include your EPA Identification Number on the bottom of each page.

ITEM 1 – INDICATE REASON FOR NOTIFICATION (INCLUDE DATES WHERE REQUESTED) Place an “X” in the box for the reason that applies to you:

FACILITY WILL BEGIN MANAGING EXCLUDED HAZARDOUS SECONDARY MATERIAL AS OF (MM/DD/YYYY).

Place an “X” in this box if you are notifying that you will begin managing hazardous secondary material under the exclusion(s).

- Facilities must notify prior to operating under the exclusion(s).
- If placing an “X” in this box, list the date (mm/dd/yyyy) when you will begin managing hazardous secondary material under ADEM Admin. Code rs. 335-14- 335-14-2-.01(4)(a)(23),(24).

Note: If the facility had previously notified that it will stop managing hazardous secondary material in the past but will now begin anew, list the next planned start date.

FACILITY IS STILL MANAGING EXCLUDED HSM/RE-NOTIFYING AS REQUIRED.

If the facility is still managing excluded hazardous secondary material and/or notifying as required by the specified month schedule in ADEM Admin. Code r. 335-14-1-.02(1)(a) to ADEM using the Notification of Regulated Waste Activity Form 8700-12 as pursuant to ADEM Admin. Code r. 335-14-1-.03(22).

Place an “X” in this box if you are re-notifying that you are still managing hazardous secondary material under the exclusion(s). Note: You must have previously notified that you began managing hazardous secondary material in order to check this box.

Facilities must notify by the specified month schedule located at ADEM Admin. Code r. 335-14-1-.02(1)(a) to ADEM using the Notification of Regulated Waste Activity Form 8700-12 as pursuant to ADEM Admin. Code r. 335-14-1-.03(22). If placing an “X” in this box, you do not have to list a date.

FACILITY HAS STOPPED MANAGING EXCLUDED HAZARDOUS SECONDARY MATERIAL AS OF (MM/DD/YYYY) AND IS NOTIFYING AS REQUIRED.

Place an “X” in this box, if you are notifying that you have stopped managing hazardous secondary material under the exclusion(s) and do not expect to manage any amount of hazardous secondary material for at least one year (pursuant to ADEM Admin. Code r. 335-14-1-.03(22)(b)). List the date when you stopped managing hazardous secondary material. Enter the date in “mm/dd/yyyy” format.

- Facilities must notify within 30 days of when they stopped managing hazardous secondary material. You are considered to have stopped managing hazardous secondary material if:
 - (1) you stop managing hazardous secondary material completely (e.g., you cease operations);
 - (2) you choose to manage the hazardous secondary material as hazardous waste;
 - (3) you undergo closure and request release from financial assurance per ADEM Admin. Code r. 335-14-2-.08(4), or
 - (4) you temporarily suspend management of hazardous secondary material for at least one year.
- Only place an "X" in this box if you have stopped managing all hazardous secondary material under the exclusion(s). For example, if your facility only stopped managing one hazardous secondary material, but continued to manage another hazardous secondary material, you would leave this box blank since your facility continues to manage some amount of hazardous secondary material.

If you submit a notification that you have stopped managing hazardous secondary material, you do not need to re-notify (unless you choose to manage hazardous secondary material again, in which case you would have to submit a notification prior to managing). After submitting a stop notification, you can leave the Addendum blank for subsequent submissions, including any subsequent Hazardous Waste Report submissions.

ITEM 2 – DESCRIPTION OF EXCLUDED HAZARDOUS SECONDARY MATERIAL (HSM) ACTIVITY

A. Facility Code

Facility codes describe the specific regulation a facility uses to manage its hazardous secondary material (HSM) and the type of activity the facility performs under the regulation (e.g., generator, reclaimer).

Review the groups and pick the appropriate code (see page 15 of the instructions). If more than one facility code applies to you, enter each code on a separate row under Item 2 of the Addendum to ADEM Form 8700-12.

B. Waste Code(s) for HSM

Use the box provided to enter the appropriate 4-digit hazardous waste code(s) that would apply to your hazardous secondary material if you managed it as hazardous waste (i.e., the waste code(s) that would apply if you did not manage your material in accordance with ADEM Admin. Code rs. 335-14- 335-14-2-.01(4)(a)(23),(24).)

NOTE:

If you list more codes or manage more hazardous secondary material than will fit in the table under Item 2, please continue under Item XII–Comments, or on an extra sheet. Remember to include your EPA Identification Number on the bottom of each page.

C. Estimate Short Tons of Excluded HSM to be Managed Annually

In the box provided, enter your estimated tonnage (using short tons) of hazardous secondary material you expect to manage annually. Convert all physical quantities (e.g., gallons, cubic yards, kilograms, metric tons, etc.) to short tons (1 short ton = 2,000 pounds) and round to the nearest ton (no decimals). Note: Your estimated tonnage should be for the entire amount of hazardous secondary material to be reclaimed NOT just the quantity of constituent or product reclaimed.

D. Actual Short Tons of Excluded HSM Managed During the Most Recent Year

Report the tonnage (using short tons) of each hazardous secondary material you actually managed during the most recent year. For example, if you are submitting this notification on February 15, 2016, enter the amount you actually managed during 2015 (i.e., the tonnage you managed from February 15, 2015 to February 16, 2016).

Convert all physical quantities (e.g., gallons, cubic yards, kilograms, metric tons, etc.) to short tons (1 short ton = 2,000 pounds) and round to the nearest ton (no decimals).

Note: Your actual tonnage should be for the entire amount of hazardous secondary material that was sent for reclamation, NOT just the quantity of constituent or product reclaimed. If this is your initial notification, enter "0."

E. Land-based unit code

Determine the 2-digit code that best describes the land-based unit you use or will use to manage the hazardous secondary material. (see page 15 of instructions)

ITEM 3 – FACILITY HAS FINANCIAL ASSURANCE PURSUANT TO ADEM Admin. Code r. 335-14-2-.08(1)(a).

Financial assurance is required for reclaimers and intermediate facilities managing hazardous secondary material under ADEM Admin. Code rs. 335-14- 335-14-2-.01(4)(a)(23),(24).

- Mark "Yes," if you have financial assurance pursuant to ADEM Admin. Code r. 335-14-2-.08.
- Mark "No," if you do NOT have financial assurance pursuant to ADEM Admin. Code r. 335-14-2-.08.

Note: In order for this addendum to be accepted by ADEM, it must be attached to a completed Notification of Regulated Waste Activity, ADEM Form 8700-12, and must include the appropriate certification fees, as required by ADEM Admin. Code chap. 335-1-6.

For technical questions concerning the notification form and waste schedules, call the Land Division at (334) 271-7735.

HAZARDOUS SECONDARY MATERIAL (HSM) FACILITY CODES

Facility codes describe the specific regulation a facility uses to manage its hazardous secondary material (HSM) and the type of activity the facility performs under the regulation (e.g., generator, reclaimer). Review the groups and pick the appropriate code. If more than one facility code applies to you, enter each code on a separate row under Item 2 of the Addendum.

Under Generator Exclusion	
Code	Facility Code Description
01	HSM Generator reclaiming HSM “on-site”: This code applies if you generate and reclaim hazardous secondary material at your generating facility.
02	HSM Generator transferring HSM to reclaimer within the “same company”: This code applies if you generate hazardous secondary material and send the material for reclamation to a different facility that is either controlled by you or controlled by the same person that controls your generating facility.
03	Reclaimer receiving HSM from HSM generator within the “same company”: This code applies if you receive and reclaim hazardous secondary material from a different facility that either controls you or is controlled by the same person that controls you.
04	Tolling Contractor reclaiming HSM pursuant to a tolling contract: This code applies if you are a tolling contractor that reclaims hazardous secondary material pursuant to a written contract with a toll manufacturer.
05	Toll Manufacturer managing HSM pursuant to a tolling contract: This code applies if you generate and send hazardous secondary material for reclamation to a tolling contractor pursuant to a written contract.
Transfer-Based Exclusion	
Code	Facility Code Description
06	HSM Generator transferring HSM off-site to a domestic reclamation facility: This code applies if you generate and send hazardous secondary material for reclamation to an off-site domestic reclamation facility.
07	Reclaimer receiving HSM from off-site to a domestic reclamation facility. This code applies if you reclaim hazardous secondary material received from an off-site hazardous secondary material generator or other facility and you certify that you have financial assurance.
08	Intermediate facility receiving HSM from off-site: This code applies if you receive hazardous secondary material from an off-site hazardous secondary material generator or another facility, you store it for more than ten days, and you certify that you have financial assurance. This code does not apply if you generate or reclaim the hazardous secondary material.
Imports and Exports	
Code	Facility Code Description
09	HSM Generator exporting HSM to a foreign entity for reclamation: This code applies if you generate and plan to send hazardous secondary material for reclamation to a foreign entity for reclamation and will meet the notice and consent procedures in.
10	HSM Generator importing HSM from a foreign entity to send to another U.S. facility for reclamation: This code applies if you import hazardous secondary material from a foreign entity and send the material to a different U.S. reclamation facility.
11	HSM Generator importing HSM from a foreign entity for reclamation: This code applies if you import hazardous secondary material from a foreign entity and reclaim the material at your facility.
Non-waste Determinations and Solid Waste Variances	
Code	Facility Code Description
14	Variance for Materials that are Accumulated Speculatively: This code applies if you operate under an approved variance from EPA or your State for materials that are accumulated speculatively without sufficient amounts being recycled.

15	Variance for Materials that are Reclaimed and then Reused within the Original Production Process: This code applies if you operate under an approved variance from EPA or your State for materials that are reclaimed and then reused as feedstock within the original production process in which the materials were generated.
16	Variance for Materials that are Partially-Reclaimed: This code applies if you operate under an approved variance from EPA or your State for materials that have been partially-reclaimed but must be reclaimed further before recovery is completed if the partial reclamation has produced a commodity-like material.
17	[Reserved]
18	[Reserved]
19	[Reserved]
20	Non-waste determination for HSM reclaimed in a continuous industrial process: This code applies if you operate under an approved non-waste determination from EPA or your State for hazardous secondary material which is reclaimed in a continuous industrial process.
21	Non-waste determination for HSM that are indistinguishable from a product or intermediate: This code applies if you operate under an approved non-waste determination from EPA or your State for hazardous secondary materials which is indistinguishable in all relevant aspects from a product or intermediate.

HAZARDOUS SECONDARY MATERIAL (HSM) LAND-BASED UNIT CODES

Determine the 2-digit code that best describes the land-based unit you use or will use to manage the hazardous secondary material.

Code	Land-based Unit Code Description
NA	Do not use land-based units to manage hazardous secondary material.
SI	Use surface impoundment(s) to manage hazardous secondary material. A surface impoundment is a natural topographic depression, man-made excavation or diked area formed primarily of earthen materials (although it may be lined with man-made materials), which is designed to hold an accumulation of liquid hazardous secondary materials or materials containing free liquids and which is not an injection well.
PL	Use pile(s) to manage hazardous secondary material. Pile means any non-containerized accumulation of solid, non-flowing hazardous secondary material that is used for storage and is not a containment building.
OT	Use other land-based unit(s) to manage hazardous secondary material.

Addendum Notification of Episodic Generation

EPISODIC GENERATOR

An episodic generator is either a VSQG or an SQG who, as a result of a planned or unplanned episodic event, generates a quantity of hazardous waste in a calendar month sufficient to cause the facility to move into a more stringent generator category (i.e., VSQG to either an SQG or an LQG; or an SQG to an LQG). As part of the Hazardous Waste Generator Improvements Final Rule, this new provision allows a VSQG or an SQG to generate additional quantities of hazardous waste—temporarily exceeding its normal generator category limits—and still maintain its existing generator category, provided it complies with the specified conditions identified at ADEM Admin. Code r. 335-14-3-.13. Note: Facilities with no EPA Identification number are required to submit the completed Notification of Regulated Waste Activity Form 8700-12 as well as the Addendum Notification of Episodic Generation. Facilities with existing EPA Identification Numbers may submit the Addendum Notification of Episodic Generation in place of the Notification of Regulated Waste Activity Form 8700-12, when notifying of an episodic event.

The generator may use this provision once per calendar year with the ability to petition for a second event. However, if the first event is planned, the petition must be for a second event that is unplanned, or vice versa. It is recommended you review the regulation at ADEM Admin. Code r. 335-14-3-13(4) to understand what is required of a generator should you choose to take advantage of this petition process.

Although not inclusive, examples of planned episodic events include tank clean outs, short - term construction projects, short - term site remediation, equipment maintenance during plant shutdowns, removal of excess chemical inventories, and site and production process decommissions by a new operator.

Unplanned episodic events, which EPA expects would be less frequent, include production process upsets, product recalls, accidental spills, or “acts of nature,” such as a tornado, hurricane, or flood.

If you are taking advantage of this provision, you must complete the Addendum to the Site Identification Form for Episodic Generation.

Item 1-2 - PLANNED/ UNPLANNED EVENT

Indicate whether the event being conducted is planned or unplanned. Furthermore, indicate the reason for the planned or unplanned event. If none of the reasons listed apply, mark “Other” and describe the event in Item 18 - Comments.

ITEM 3-5 - EMERGENCY CONTACT INFORMATION

Provide an emergency contact phone number, contact name, and email address for the individual who should be contacted regarding the information relating to this episodic event.

ITEM 6-7 - BEGINNING AND END DATE

Provide the estimated start date and end date of the event. The event must be complete within sixty (60) days of the start date.

ITEM 8- WASTE

For each waste stream produced as a result of the episodic event, provide a description of the waste generated, the estimated quantity generated, and the applicable federal and/or state hazardous waste codes. If necessary, attach a separate sheet of paper.

Fee Note: There is no fee for submitting only the Addendum.

Addendum

LQG Consolidation of VSQG Waste

The Hazardous Waste Generator Improvements Final Rule allows LQGs to receive and consolidate hazardous wastes from VSQGs if the VSQGs are under the control of the same “person” as defined in ADEM Admin. Code r. 335-14-3-.01(7)(f). If you are an LQG taking advantage of the provision found at ADEM Admin. Code r. 335-14-3-.01(7)(f), you must notify (or re-notify) ADEM.

I. LQG Receiving Hazardous Waste from VSQGs

ITEM 1 - EPA ID NUMBER

Provide the EPA Identification Number for the LQG.

ITEM 2- FACILITY NAME

Provide the legal name of the LQG.

ITEM 3-6- SITE LOCATION

Provide the complete location address for the LQG. Please note that the address must be a physical address, not a post office box or route number.

ITEM 7-9- CONTACT INFORMATION

Enter the telephone number, name of the individual who should be contacted for information about the LQG, and their email address.

II. VSQGs Under the Control of LQG

ITEM 1 - EPA ID NUMBER

Provide the EPA Identification Number for the VSQG whose waste you are consolidating, if applicable. A VSQG may have an EPA ID Number either because it's State requires it, or because it may have been an SQG or LQG at one time, or for another reason. If the VSQG does not have an EPA ID Number, leave this blank.

ITEM 2- FACILITY NAME

Provide the legal name of the VSQG.

ITEM 3-6- SITE LOCATION

Provide the complete location address for the VSQG. Please note that the address must be a physical address, not a post office box or route number.

ITEM 7-9- CONTACT INFORMATION

Enter the telephone number, name of the individual who should be contacted for information about the VSQG, and their email address.

Note: In order for this addendum to be accepted by ADEM, it must be attached to a completed Notification of Regulated Waste Activity, ADEM Form 8700-12, and must include the appropriate certification fees.

Rough Conversion Table

1 ton	=	2000 pounds
1 kilogram	=	2.204 pounds
1 metric ton	=	2204.58 pounds
1 gallon of water	=	8.34 pounds
1 gallon of solvent	=	6.9 pounds
1 gallon of motor oil	=	7.7 pounds



ADEM
