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How to Apply for an EPA Hazardous Waste ID (EPA Site ID)

This guidance document has been produced by the Nebraska Department of Environment and Energy (NDEE) to help handlers of hazardous waste with the steps for applying for an Environmental Protection Agency (EPA) Site ID. Nebraska [Title 128 – Hazardous Waste Regulations](#) requires all small and large quantity hazardous waste generators, transporters and handlers of hazardous waste, used oil marketers and burners, large quantity handlers of universal waste, and Treatment, Storage, and Disposal facilities (TSDFs) to obtain an EPA Site ID. Conditionally exempt small quantity generators are not required to obtain an EPA Site ID but may opt to. The EPA Site ID is used on all communication to and from EPA, NDEE, and the generator to ensure that the correct facility is receiving communication.

EPA Site IDs are assigned to a physical site location and not to a business or entity. If you suspect that the site location may have previously had an EPA Site ID that needs to be reactivated, you can contact NDEE to locate the previous ID or submit without knowing the ID.

To Create a RCRAInfo Account:

1. Go to the RCRAInfo website at <https://rcrainfo.epa.gov/>
2. From the RCRAInfo Sign In screen, click the “Register” link
3. Register as an Industry User. If you have questions, the “Watch How-To” provides step-by-step instructions.

Register using your own name. Your name will appear as the signatory on the application. Applications can be submitted on behalf of another individual or company if approved by that entity. Write down your password. You will be prompted to reenter your password prior to finishing your application. Autofill will not work for this action.

Requesting a New EPA Site ID:

- A. From the home page, select “My Sites”
- B. Select “Request New Site ID”
- C. Enter Nebraska for the state and select Continue

D. Complete the online application form. All sections marked with * are required to be filled out. If for any reason you need to leave the form, scroll to the bottom of the page and select "Finish Later" to save the form.

- 1) Reason for Submittal: Select the most appropriate option. When obtaining a new ID "Obtaining or updating an EPA ID number for an on-going regulated activity that will continue for a period of time. (Includes HSM activity) - [Source NJ]" will usually be the option selected. A manifest broker refers to a position within a business that handles manifests for multiple clients using the EPA Site ID. If you are a manifest broker but are applying for an EPA Site ID that will only be used for one facility, do not select manifest broker.
- 2) Site ID: This will be assigned upon approval by NDEE or EPA
- 3) Site Name: Provide the company or facility name as it appears on the Nebraska Secretary of State Corporate Search. This should not be the address. In cases where generation of hazardous waste occurred on the highway or at a nonspecific location, use the company responsible and general cause for which it occurred, e.g., Trucking Company X and Spill.
- 4) Site Location: The physical address of where the waste is generated or picked up. Include suite, unit, or building number if the address is shared with another facility. In cases where generation of hazardous waste occurred on the highway or at a nonspecific location be as detailed as possible, e.g., Interstate 80 S Mile Marker 22.2 and include GPS coordinates.
- 5) Mailing Address: This is where the facility receives mail and may be a PO Box if needed.
- 6) Site Land Type: If the land is owned by an individual or private entity, select Private Land. If the land is owned by a municipality, state, other governing entity, etc., select the corresponding land type.
- 7) North American Industry Classification System (NAICS) Codes: Search by using key words related to the type of business and the system will supply a list of potential codes. Choose the most appropriate code for the primary NAICS. You may enter additional codes in "Other NAICS." <https://www.census.gov/naics/> can be used to narrow down code options.
- 8) A-B Site Contact Person and Address: Name and address of the designated contact person for the facility. The address can be the mailing address for the facility. The site contact should be on site and familiar with RCRA regulation. Additional site contacts may be listed below 8B. It is not guaranteed that contacts listed as additional contacts will be copied on all communications with the facility.
 - If the site contact is listed as a corporate contact that is not regularly on-site, please include a secondary site contact.
- 9) Legal Owner and Operator: Information for the legal building owner and facility operator. These may be the same contact.
- 10) Type of Federal Regulated Waste Activity:
 - 10A1. Hazardous Waste Activities: Select the generator status that applies to your current generation amount. Generation status can be updated as needed though new submissions of Subtitle C Site Identification Forms. To compare hazardous waste generator amounts, see the NDEE Guidance Document titled

"Comparison of Hazardous Waste Generator Requirements." Fill out the Generator of Hazardous Waste (State) to match the federal status. Nebraska does not have state specific wastes that need to be reported.

- 10A2. Short Term Generator: Fill this out if the generation of hazardous waste will not be continuing for long-term for the facility. Short-term generation may include situations such as a cleanup of spilled product or waste, cleaning out tanks or pits, and closure of a facility. Provide an explanation for the short-term generation in Section 18 Comments.
 - If hazardous waste generation is not expected to continue you may be assigned a NEX ID by NDEE. This ID is assigned when hazardous waste is not expected to be produced again at the location and will expire after 45 days. Receiving an NEX- number requires you to submit manifests to NDEE showing that the waste was shipped off. Nebraska has not adopted the episodic generation rule from the EPA. All periods of increased hazardous waste generation occurring for a limited time will be considered short-term generation.
- 10A3-6: Most sites will not need to fill out these sections. A site that recycles their own hazardous waste will not need to select yes on #5. Recycler of Hazardous Waste. This refers to facilities that receive waste from off-site to recycle. If you are a new TSDF or recycling facility, please contact NDEE's Waste Permitting Section to review requirements prior to submitting a Subtitle C Site Notification Form. If you believe any of these apply to your facility, provide an explanation in Section 18 Comments to prevent your submission from being rejected.
- 10B. Waste Codes for Federally Regulated Hazardous Wastes: Select the appropriate codes. A description of nationally defined codes can be found at [RCRAInfo Waste Codes](#).
- 10C. Waste Codes for State Regulated (non-Federal) Hazardous Wastes: Nebraska does not have any state specific waste codes.

- 11) A-E. Additional Regulated Waste Activities: These will generally not need to be filled out. If you believe any apply to the facility, fill them out and provide an explanation in Section 18 Comments.
- 12) Nebraska does not participate in Subpart K.
- 13) Nebraska has not adopted federal regulations for episodic generation. Revisit section 10A2 if you are obtaining an ID for a short-term generation event.
- 14) Nebraska does not participate in LQG consolidation of CESQG/VSQG waste.
- 15) Notification of LQG Site Closure for a Central Accumulation Area (CAA) and Entire Facility: Nebraska does not participate in Notification of LQG Site Closure.
- 16) Notification of Hazardous Secondary material (HSM) Activity: If you select yes, provide an explanation in Section 18 Comments.
- 17) Electronic Manifest Broker: Keep the selection as No if you are filing for the site as an owner, employee, or contractor.

18) Comments: Include any requested information from previous sections if needed.

Additional context can be added if you feel it is relevant for reviewers. Please note within this section if you would like to be assigned as a Site Manager for the facility.

- It is recommended that at least two Site Managers are assigned per site. Site Managers have the highest level of permissions for the site and can approve or remove site permissions for other individuals. Permissions levels for Viewer, Certifier, Preparer, and Site Management can be requested after the submission has been processed as well.

E. Once all sections have been filled out, select the “Review” button on the bottom left-hand side. If any sections have been left blank that need to be filled out, they will be highlighted in red and need to be completed before advancing. When all necessary changes have been made, scroll to the bottom of the form and submit.

F. Complete the e-signature agreement if you have not done so already.

- The e-signature agreement should be filled out using your personal address, etc. Avoid using work related information as this may cause an auto-rejection. If you receive a notice of rejection you can mail a physical copy of the form to NDEE or email the form to NDEE.WasteCompl@nebraska.gov, which is the preferred method.

When you have completed the form, go to the home page and select the tab that reads, “Outstanding Site ID Requests.” If the permission status for the submission does not show “Pending Approval” on the right-hand side, click the pencil icon to reopen the form. Scroll to the bottom of the form, select Review, scroll to the bottom of the form again, and select Submit. The permission status should now read “Pending Approval,” indicating that the submission has been sent to NDEE for review.

Your EPA Site ID will remain active and in effect until you file a request to deactivate it and indicate that regulated hazardous waste activities have ceased. Active status may subject you to fees, inspection activity by EPA and NDEE, and reporting requirements.

If you have any additional questions, please call NDEE at 402-471-2186 and request to speak with Waste Compliance Section staff.

RESOURCES:

- NDEE Home Page <https://dee.nebraska.gov/>
- Nebraska Secretary of State Corporate and Business Search <https://www.nebraska.gov/sos/corp/corpsearch.cgi?nav=search>

Contacts:

- NDEE Main Number (402) 471-2186
- NDEE Toll Free Number (877) 253-2603
- NDEE Hazardous Waste Compliance Assistant (402) 471-8308
- Email questions to: NDEE.moreinfo@nebraska.gov

NDEE Publications:

- Environmental Guidance Document – “Comparison of Hazardous Waste Generator Requirements”
Guidance documents are available on the NDEE Home Page under “Forms”, “Publications, Grants & Forms”.
- Title 128 – Nebraska Hazardous Waste Regulations
Titles are available on the NDEE Home Page under “Resources and Services”, “Laws & Regulations”, “Rules & Regulations”.

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