



2023 USEPA RCRA Biennial Hazardous Waste Report

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Division of Waste Management /Permitting and Compliance Assistance Program
Florida Department of Environmental Protection

Microsoft Teams | 2/08/2024



Sites Required to File a 2023 Biennial Report (BR)

- Met the definition of a RCRA Large Quantity Generator (LQG) for any month during 2023.
- Treated, stored, recycled or disposed of RCRA hazardous waste on-site during the 2023 calendar year.
- Received hazardous wastes from off-site hazardous waste generators without storing the wastes before recycling during 2023.
- Met the definition of a reverse distributor (as defined in 40 CFR 266.500) during 2023.





LQG Requirements

- Site generated in any single month 1,000 kg (2,200 lbs.) or more of RCRA non-acute hazardous waste (HW).
- Site generated in any single month or accumulated at any time more than 1 kg per month (2.2 lbs.) of any RCRA acute HW.
- Site generated in single month, or accumulated at any time, more than 100 kg (220 lbs.) of spill cleanup material contaminated with RCRA acute HW.



When to Report

- The Biennial Hazardous Waste Report will be due to DEP by **March 1, 2024**, for hazardous waste generated and managed in the calendar year 2023.
- **Electronic submissions** using the RCRAInfo Industry Application are due **April 1, 2024**.
- The completed 8700-13 A/B (signed) hard copy of the Biennial Report can be sent to:

Postal Mailing: **Attn: EPA ID Notification Coordinator**
Florida Department of Environmental Protection
2600 Blair Stone Rd, MS 4560
Tallahassee, FL 32399.



What to Report

The 2023 Biennial Report includes the following components:

- 8700-12 EPA Federal Form- Notification of Regulated Waste Activity (**Site ID**).
- Waste Generation and Management (**GM**) Forms.
- Waste Received from Off-Site (**WR**) Forms, if applicable.

Note: the Off-Site Identification (OI) Form is not required in Florida.



Documents Helpful in Filling Out the Forms

- Copies of records with quantities of hazardous waste generated or accumulated.
- Hazardous Waste Manifest forms.
- Results of laboratory analyses of your wastes.
- Contracts or agreements with off-site facilities that manage your wastes.
- Copies of permits for on-site waste management systems.



Log into Your Account

- Please use this link to access RCRAInfo:

<https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login.>

- Enter your User ID and Password. Then click on the **Sign In**.

RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

RCRAInfo Sign In

Sign in

Register

Forgot password?



My Sites

- You should now be located at the main page of the RCRAInfo Industry Application.

My Sites Requested Site IDs 0

My Sites

Show entries

Site ID	Site Name	Address	City	State	County	Status
FLD900880130	OLIVEIRA PAINTING COMPANY	184 W LAKE HALL RD	TALLAHASSEE	Florida	LEON	ACTIVE

Showing 1 to 1 of 1 entries

Previous **1** Next

[Add Existing Site](#) [Request Site ID](#)



Entering the Biennial Report

- Click on the Site Name **hyperlink**.

My Sites Requested Site IDs 0

My Sites

Show entries

Site ID	Site Name	Address	City	State	County	Status
FLD900880130	OLIVEIRA PAINTING COMPANY	184 W LAKE HALL RD	TALLAHASSEE	Florida	LEON	ACTIVE

Showing 1 to 1 of 1 entries

Previous **1** Next

[Add Existing Site](#) [Request Site ID](#)



Site Details

- Click on the **Biennial Report** tab.

My Sites / Site Details

OLIVEIRA PAINTING COMPANY **184 W LAKE HALL RD - TALLAHASSEE** **FLD900880130**

Site Details **Biennial Report** e-Manifest

General Overview	
Federal Generator Status	State Generator Status
Large Quantity Generator	Large Quantity Generator
Is Site Active	Date Last Updated
Yes	05/01/2017

Site Mailing Address

Map



2023 BR – Create New Submission

- The application will bring you to the Biennial Report Landing Screen.
- Click on **Create New Submission**.

My Sites **FLD900880130** Biennial Report Dashboard

OLIVEIRA PAINTING COMPANY 184 W Lake Hall RD - Tallahassee **FLD900880130**

Site Details **Biennial Report** e-Manifest

In Progress

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
There are no submissions in progress.						

Create New Submission

Completed

Show 10 entries

Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	National Report	Action
2017	1.000000	1.000000	0	0	Yes	

Previous **1** Next

Back to My Sites



2023 BR - Landing Screen

- You are now located at the 2023 Biennial Report Landing Screen.
- Click on **Continue to Data Entry**.

Create 2023 Biennial Report ×

Please indicate whether you will be uploading a flat file with all Biennial Report forms or using the data entry screens.

[Upload a File](#) [Continue to Data Entry](#)

[Close](#)



2023 BR - Previous GM Data

- Click on **Yes, bring forward 2021 GM data.**

Create 2023 Biennial Report ✕

We have detected that you have waste generated and managed (GM) data from a previous cycle. Would you like to copy this information (excluding quantities) forward into your current Biennial Report?

Yes, bring forward 2021 GM data

No, do not bring forward any GM data



2023 BR - Add Site

- Click on the **Add Site ID Form** button.

GM Forms

Show 20 entries Search:

Page	Waste Description	Source Code	Form Code	Quantity	UOM	Qty (Tons)	Date Created	Status	Action
There are no GM Forms to display.									

Showing 0 to 0 of 0 entries Previous Next

[Add New GM Form](#)

WR Forms

Show 20 entries Search:

Page	Sub Page	Waste Description	Form Code	Quantity	UOM	Qty (Tons)	Off-site EPA ID	Action
There are no WR Forms to display.								

Showing 0 to 0 of 0 entries Previous Next

[Add New WR Form](#)

OI Forms

Show 20 entries Search:

Page	Site ID	Site Name	City	Generator	Transporter	TSDF	Action
There are no OI Forms to display.							

Showing 0 to 0 of 0 entries Previous Next

[Add New OI Form](#)

Site ID Form

[Add Site ID Form](#)

[Mark Ready for Signature](#) [Back to Site Dashboard](#)



Site Identification (SI) Creation

- LQG must re-notify EPA by March 1 of each even-numbered year using EPA Form 8700-12 (§ 262.41(a) & (b)).
- A Site ID Form (8700-12) submitted with a Hazardous Waste Report is equivalent to a Subsequent Notification.



Assistance in the SI Form

- For assistance completing this form, please review the [application help](#) and [form instructions](#).

My Sites / FLR000194654 / Biennial Report Dashboard / Add BR Source Record

Add BR Source Record

For assistance completing this form, please review the [application help](#) and [form instructions](#).

1. Reason for Submittal

BR/Notification. [Source B]



Assistance with Creating a New Submission

The screenshot shows the RCRAInfo Industry website interface. The top navigation bar is blue with the text 'RCRAInfo Industry' on the left and a search box on the right. Below the navigation bar is a sidebar menu with various options, including 'Introduction', 'Frequently Asked Questions', 'User's Guide', 'My Sites', 'Site Dashboard', 'Biennial Report', and 'User Management'. The 'Biennial Report' section is expanded, showing sub-options like 'Introduction', 'myRCRAid', 'Biennial Report Dashboard', 'Create New Submission' (highlighted in blue), 'Upload Flat Files', 'View Submission', and 'Print Submission'. The main content area features a dark blue header with the 'RCRAInfo' logo and a section titled 'CREATE NEW SUBMISSION'. The text below this section provides instructions on how to create a new submission, including a note about deleting existing submissions and a warning about bringing forward GM data from previous cycles.

RCRAInfo Industry

-Search-

Introduction

Frequently Asked Questions

Feedback/Report an Issue

User's Guide

User Interface Controls

My Sites

Site Dashboard

Introduction

myRCRAid

Biennial Report

Introduction

Biennial Report Dashboard

Create New Submission

Upload Flat Files

View Submission

Print Submission

e-Manifest

User Management

CREATE NEW SUBMISSION

Use the "Create New Submission" button on the Biennial Report tab to create a submission associated with the current biennial report cycle. This button is only present for users that have either the "Preparer" or "Certifier" permissions for this site. The "Preparer" can complete the forms, but will **NOT** be allowed to sign and submit the forms to the EPA or State Regulator. **Note: You cannot create a new submission for this cycle if a submission for this cycle (of any status) already exists. If a "Draft" or "Ready for Signature" submission exists for this cycle, you may delete the current submission in order to create a new submission.**

First, you will be prompted to indicate if you want to create your submission by uploading a series of flat files or entering your data via data entry. To continue with the data entry process, click the "Continue to Data Entry" button. The remainder of this topic will describe how to create your submission using the data entry user interface. Click [here](#) for information regarding the file upload process.

You will be prompted to indicate if you would like to copy GM information from your most recent completed submission (excluding quantities) into your new submission. If you click "Yes, bring forward GM data" all of the GM forms associated with the site's most recent completed submission will be copied into the new submission with a status of "Incomplete". Quantity information (generated, shipped, and/or managed) associated with the GM forms and comments provided with the GM forms will NOT be copied into the new submission. **Note: You cannot bring forward your GM data if your most recent completed submission has more than 500 GM forms or is older than the 2001 report cycle.** See the [Edit GM Form](#) section below for information on how to enter the quantity data for each waste stream. If you click "No, do not bring forward GM data", no GM data will be brought forward and you will have to enter all of the information associated with this submission from scratch.

If the waste streams that you are currently generating are the same or similar to the waste streams generated in your previous cycle, it is recommended that you bring the GM data forward. This feature enhances data quality and consistency and streamlines the data entry process.



Assistance in Form Instructions



RCRA Subtitle C Reporting Instructions and Forms

EPA Forms 8700-12, 8700-13 A/B, 8700-23

(OMB #2050-0024; Expires 04/30/2024)



Updating the Site ID Form

- This is the landing page of the SI section.

2. Site ID	
EPA ID	Activity Location
FLD900880130	FL

3. Site Name
Name *
<input type="text" value="OLIVEIRA PAINTING COMPANY"/>

- Should you need to save your progress on the SI form, please go to the bottom of the page and click the **Finish Later** button.

[Review](#) [Finish Later](#) [Back to Biennial Report](#)



Updating the Site ID Form (cont.)

- # 2 will be auto-populated with the facility EPA ID and **can't be edited**.
- # 3 will be auto-populated with the facility Site Name and **can be edited**.

2. Site ID	
EPA ID	Activity Location
FLD900880130	FL

3. Site Name
Name *
<input type="text" value="OLIVEIRA PAINTING COMPANY"/>

Note: The application will auto-populate all fields based on the last Notification or Inspection information.



Site ID and Site Name

- # 2 will be auto-populated with the facility EPA ID and **can't be edited**.
- # 3 will be auto-populated with the facility Site Name and **can be edited**.

2. Site ID	
EPA ID	Activity Location
FLD900880130	FL

3. Site Name
Name *
<input type="text" value="OLIVEIRA PAINTING COMPANY"/>

Note: The application will auto-populate all fields based on the last Notification or Inspection information.



Site Location

- **Do not** update the Site Location (# 4). This is the Physical Location and is attached to the EPA ID.

4. Site Location

Street Number	Street 1 *	Street 2
<input type="text"/>	<input type="text" value="184 W LAKE HALL RD"/>	<input type="text"/>
Zip *	City, Town or Village *	State *
<input type="text" value="32309"/>	<input type="text" value="Tallahassee"/>	FLORIDA
Country *		
<input type="text" value="UNITED STATES"/>		
County *		
<input type="text" value="LEON"/>		

Note: If you feel that this address is incorrect, please contact Nathalie Jaramillo at Nathalie.Jaramillo@FloridaDEP.gov.



Updating the Mailing Address

- Please update as appropriate.

5. Site Mailing Address Copy From Address ▾

Street Number	Street 1 *	Street 2
<input type="text"/>	<input type="text" value="184 W LAKE HALL RD"/>	<input type="text"/>
Zip *	City, Town or Village *	State *
<input type="text" value="32309"/>	<input type="text" value="Tallahassee"/>	<input style="border: 1px solid #ccc;" type="text" value="FLORIDA"/>
Country *	<input style="border: 1px solid #ccc;" type="text" value="UNITED STATES"/>	



Updating NAICS Codes

- Please update or add NAICS Codes as needed.

7. North American Industry Classification System (NAICS)

Primary NAICS *

221122 - ELECTRIC POWER DISTRIBUTION x v

Other NAICS

Select Other NAICS

- To find your NAICS code visit: <https://www.naics.com/search/>



Updating the Site Contact Details

- Person with whom DEP or the EPA will address any questions about your site.

8. Site Contact Person

First Name *	Middle Initial	Last Name *
<input type="text" value="HELENA"/>	<input type="text"/>	<input type="text" value="DE OLIVEIRA"/>
Title	Email	
<input type="text" value="QHSE SYSTEM ENGINEER"/>	<input type="text" value="HELENA@OLIVEIRA-PAINTING.COM"/>	
Phone Number *	Extension	Fax
<input type="text" value="850-544-1081"/>	<input type="text"/>	<input type="text"/>

8a. Site Contact Address

Street Number	Street 1	Street 2
<input type="text"/>	<input type="text" value="184 W LAKE HALL RD"/>	<input type="text"/>
Zip	City, Town or Village	State
<input type="text" value="32309"/>	<input type="text" value="Tallahassee"/>	<input type="text" value="FLORIDA"/>
Country		
<input type="text" value="UNITED STATES"/>		

[Copy From Address](#)



- Location
- Mailing
- Clear



Updating the Legal Owner

- The legal owner is the owner of the physical location.

9a. Legal Owner *

Type	Name	Address	Date	
Private	OLIVEIRA PAINTING COMPANY	184 W LAKE HALL RD, Tallahassee, FL 32309	07/04/2013	 

[Add](#) [Delete All Owners](#)

- If any edits need to be made, please click on the **pencil icon**.
- If a record needs to be deleted, please click on the **x icon**.
- If you have multiple legal owner records and would like to delete them all, please click the **Delete All Owners** button.



Updating the Legal Owner (cont.)

- Please update as appropriate and click on **Save Changes**.

Edit Owner Copy From ▾ ×

Name *

Date

Type *
 ▾

Street Number

Street 1 *

Street 2

Zip *

City, Town or Village *

State *
 ▾

Country *
 ▾

Email

Phone

Extension

Fax

Public Comments

Note: If adding a New Legal Owner, all required fields must be entered before clicking the Save Changes button.



Updating Types of Federal Regulated Waste Activities

- Hazardous Waste Activities.

10. Type of Federal Regulated Waste Activity

A. Hazardous Waste Activities

1. Generator of Hazardous Waste (Federal) *

1 - Large Quantity Generator

3. Treater, Storer, or Disposer of Haz Waste

No

4. Receives Hazardous Waste from Off-site

No

2. Short Term Generator

No

5. Recycler of Hazardous Waste

Select Recycler Activity

6. Exempt Boiler and / or Industrial Furnace

None selected

- a. Small Quantity On-site Burner Exemption
- b. Smelting/Melting/Refining Furnace Exemption

- Report your **current hazardous waste generator status** as of the **date you submit the 2023 Biennial Report.**



Updating Federal Waste Codes

B. Waste Codes for Federally Regulated Hazardous Wastes

Hazardous Waste Codes (Federal) *

3 selected ▾

Clear All

Selected

D007 × D008 × D018 ×

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

Hazardous Waste Codes (State)

No codes available for your State

Note: Florida does not have any State waste codes (Part C).



Updating Federal Waste Codes (cont.)

D001	F001	K001	K047	K123	P001	P050	P106	U001	U048	U095	U143	U189	U247
D002	F002	K002	K048	K124	P002	P051	P108	U002	U049	U096	U144	U190	U248
D003	F003	K003	K049	K125	P003	P054	P109	U003	U050	U097	U145	U191	U249
D004	F004	K004	K050	K126	P004	P056	P110	U004	U051	U098	U146	U192	U271
D005	F005	K005	K051	K131	P005	P057	P111	U005	U052	U099	U147	U193	U278
D006	F006	K006	K052	K132	P006	P058	P112	U006	U053	U101	U148	U194	U279
D007	F007	K007	K060	K136	P007	P059	P113	U007	U055	U102	U149	U196	U280
D008	F008	K008	K061	K141	P008	P060	P114	U008	U056	U103	U150	U197	U328
D009	F009	K009	K062	K142	P009	P062	P115	U009	U057	U105	U151	U200	U353
D010	F010	K010	K069	K143	P010	P063	P116	U010	U058	U106	U152	U201	U359
D011	F011	K011	K071	K144	P011	P064	P118	U011	U059	U107	U153	U203	U364
D012	F012	K013	K073	K145	P012	P065	P119	U012	U060	U108	U154	U204	U367
D013	F019	K014	K083	K147	P013	P066	P120	U014	U061	U109	U155	U205	U372
D014	F020	K015	K084	K148	P014	P067	P121	U015	U062	U110	U156	U206	U373
D015	F021	K016	K085	K149	P015	P068	P122	U016	U063	U111	U157	U207	U387
D016	F022	K017	K086	K150	P016	P069	P123	U017	U064	U112	U158	U208	U389
D017	F023	K018	K087	K151	P017	P070	P127	U018	U066	U113	U159	U209	U394
D018	F024	K019	K088	K156	P018	P071	P128	U019	U067	U114	U160	U210	U395
D019	F025	K020	K093	K157	P020	P072	P185	U020	U068	U115	U161	U211	U404
D020	F026	K021	K094	K158	P021	P073	P188	U021	U069	U116	U162	U213	U409
D021	F027	K022	K095	K159	P022	P074	P189	U022	U070	U117	U163	U214	U410
D022	F028	K023	K096	K161	P023	P075	P190	U023	U071	U118	U164	U215	U411
D023	F032	K024	K097	K169	P024	P076	P191	U024	U072	U119	U165	U216	
D024	F034	K025	K098	K170	P026	P077	P192	U025	U073	U120	U166	U217	
D025	F035	K026	K099	K171	P027	P078	P194	U026	U074	U121	U167	U218	
D026	F037	K027	K100	K172	P028	P081	P196	U027	U075	U122	U168	U219	
D027	F038	K028	K100	K174	P029	P082	P197	U028	U076	U123	U169	U220	
D028	F039	K029	K101	K175	P030	P084	P198	U029	U077	U124	U170	U221	
D029		K030	K102	K176	P031	P085	P199	U030	U078	U125	U171	U222	
D030		K031	K103	K177	P033	P087	P201	U031	U079	U126	U172	U223	
D031		K032	K104	K178	P034	P088	P202	U032	U080	U127	U173	U225	
D032		K033	K105	K181	P036	P089	P203	U033	U081	U128	U174	U226	
D033		K034	K106		P037	P092	P204	U034	U082	U129	U176	U227	
D034		K035	K107		P038	P093	P205	U035	U083	U130	U177	U228	
D035		K036	K108		P039	P094		U036	U084	U131	U178	U234	
D036		K037	K109		P040	P095		U037	U085	U132	U179	U235	
D037		K038	K110		P041	P096		U038	U086	U133	U180	U236	
D038		K039	K111		P042	P097		U039	U087	U134	U181	U237	
D039		K040	K112		P043	P098		U041	U088	U135	U182	U238	
D040		K041	K113		P044	P099		U042	U089	U136	U183	U239	
D041		K042	K114		P045	P101		U043	U090	U137	U184	U240	
D042		K043	K115		P046	P102		U044	U091	U138	U185	U243	
D043		K044	K116		P047	P103		U045	U092	U140	U186	U244	
		K045	K117		P048	P104		U046	U093	U141	U187	U246	
		K046	K118		P049	P105		U047	U094	U142	U188		



Updating Additional Regulated Waste Activities

- Please update as appropriate.

11. Additional Regulated Waste Activities

A. Other Waste Activities

1. Transporter of Hazardous Waste None selected ▾	3. United States Importer of Hazardous Waste No	5. Importer/Exporter of SLABs None selected ▾
2. Underground Injection Control No	4. Recognized Trader None selected ▾	

B. Universal Waste Activities

1. Large Quantity Handler of Universal Waste None selected ▾
2. Destination Facility for Universal Waste No

C. Used Oil Activities

1. Used Oil Transporter None selected ▾	3. Off-Specification Used Oil Burner No
2. Used Oil Processor and / or Re-refiner None selected ▾	4. Used Oil Fuel Marketer None selected ▾



Updating Additional Regulated Waste Activities - New

- Please update as appropriate.

D. Pharmaceutical Activities

Operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals.

Select a Pharmaceutical Activity

Withdrawing from operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals.

No

D. Pharmaceutical Activities

Operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals.

Select a Pharmaceutical Activity

Healthcare Facility

Reverse Distributor

Withdrawing from operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals.



Updating Academic Entities with Laboratories

- If your facility is one of the following, please click the appropriate checkbox.

12. Eligible Academic Entities with Laboratories

1. Opting into or currently operating under 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories.

None selected ▾

2. Withdrawing from 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories.

No

12. Eligible Academic Entities with Laboratories

1. Opting into or currently operating under 40 CFR Part 262 Subpart K for the management of hazardous wastes in laboratories.

None selected ▾

- College or University
- Teaching Hospital that is owned by or has a formal written affiliation agreement with a college or university.
- Non-profit institute that is owned by or has a formal written affiliation agreement with a college or university.



Updating LQG Site Closure

- Click the slider box to **YES** if the facility is reporting LQG Site Closure.

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

LQG Site Closure of a Central Accumulation Area or Facility

Yes

LQG Closure

1. Select Closure Type * <input checked="" type="radio"/> Central Accumulation Area (CAA) <input type="radio"/> Entire Facility	3. Requesting New Closure Date MM/DD/YYYY <input type="text"/>	
2. Expected Closure Date * 11/15/2019 <input type="text"/>	4. Date Closed 12/06/2019 <input type="text"/>	Was the closure in compliance with performance standards 40 CFR 262.17(a)(8)? Yes <input type="checkbox"/>



Updating Hazardous Secondary Material (HSM)

- Click the slider box to **YES** if the facility is reporting HSM activities.
- If Yes, complete the addendum to the Site ID form. To add a HSM description click the Add button.

16. Notification of Hazardous Secondary Material (HSM) Activity

Are you reporting HSM activities?

Yes

Managing

Are you notifying under 40 CFR 260.42 that you will begin managing, are managing, or will stop managing hazardous secondary material under 40 CFR 261.2(a)(2)(ii), 40 CFR 261.4(a)(23),(24), or (25)?

Yes

1. Reason for Notification and Date

Notification Reason *

- Notifying that the facility will begin managing hazardous secondary material

Effective Date of Notification *

MM/DD/YYYY



2. Description of hazardous secondary material (HSM) activity. *

Facility Code	Waste Codes	Estimated Short Tons	Actual Short Tons	Land-based Unit	
---------------	-------------	----------------------	-------------------	-----------------	--

Add



Updating Hazardous Secondary Material (HSM) (cont.)

- Please fill in all the required fields and then click on **Save Changes**.

Add HSM Activity ✕

Facility Code *

Select Facility Code ▼

Hazardous Waste Codes * **Selected**

None selected ▼

Clear All

Estimated Short Tons *

Land-based Unit *

Select Land-based Unit ▼

Save Changes



Updating Electronic Manifest Broker

- Click the slider box to **Yes** if you notify as an Electronic Manifest Broker.

17. Electronic Manifest Broker

Are you notifying as a person, as defined in 40 CFR 260.10, electing to use the EPA electronic manifest system to obtain, complete, and transmit an electronic manifest under a contractual relationship with a hazardous waste generator?

 No



Comments

- Enter any comments that you feel will be helpful in processing your Biennial Report.

18. Comments

Public Comments

Waste minimization efforts: In mid -2023, we began shipping all of our spent solvents to Organics Recovery for Recycling.



[Review](#)

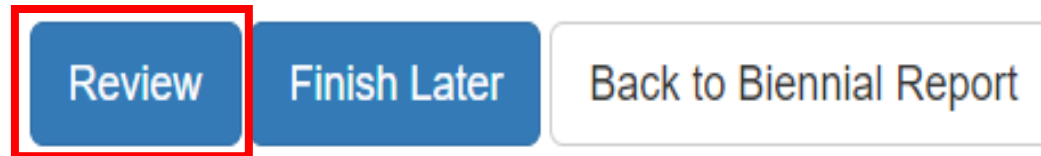
[Finish Later](#)

[Back to Biennial Report](#)



Finishing the Site ID Form

- When you are finished with all the data entry on the Site ID Form, please click on the **Review** button.



Note: The application will navigate back to the 2023 BR Landing Screen.



Generation and Management (GM) Form Creation



GM Form – Hazardous Waste to be Reported

- HW generated on-site and managed on-site or shipped off-site during report cycle (2023).
- HW generated on-site during report cycle (2023) but not managed on-site or shipped off-site until after report cycle (2024).
- HW generated on-site prior to report cycle (2022) but managed on-site or shipped off-site during report cycle (2023).



GM Form – Hazardous Waste to be Reported (cont.)

- Received HW from VSQGs under control of the same person and managed pursuant to 40 CFR 262.17(f) during report cycle; or
- Imported HW from a site located in foreign country during the report cycle.



GM Form – BR Landing Screen

- The application will bring you back to the 2023 Biennial Report Landing Screen.

GM Forms

Show entries

Page	Waste Description	Qty (Tons)	Created	Status	Action
There are no GM Forms to display.					

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Add New GM Form](#)

- Click on **Add New GM Form**.



GM Form – Waste Characteristics

- Enter all required information for the Waste Characteristics Section.

1. Waste Characteristics

A. Waste Description *

B. Hazardous Waste Codes (Federal) * Selected

Clear All

C. Hazardous Waste Codes (State) * Selected

Note: Florida does not have State waste codes. At least 1 Federal waste code is required unless the facility stopped generating hazardous waste in the 2023 calendar year.



GM Form – Process and Quantity

- Enter the amount of waste that was generated in 2023 and select the unit of measure.

1. Waste Characteristics

Process Information

D. Source Code * **E. Form Code *** **F. Waste Minimization Code ***

Select a Source Code Select a Form Code Select a Waste Minimization Code

Quantity Information

G. Qty Generated * **Unit of Measure *** Calculated (Tons)

0

Select a Unit of Measure

Note: some units of measurement require a density.



GM Form – On-site Management

- If the waste was managed on-site, then set the slider box to “Yes”.

Note: This section is defaulted to “No”.

2. On-site Generation and Management of Hazardous Waste

Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? *

Yes

On-site Process Systems

There are no On-site Process Systems to display

Add On-site Process System

Add On-site Process System

On-site Management Method Code *

Select a Management Method Code

Qty Managed (POUNDS) * Calculated Quantity (Tons)

 0

Save Changes Close



GM Form – Off-site Management

- If the waste was managed off-site, then set the slider box to “Yes”.

Note: This section is defaulted to “No”.

3. Off-site Shipment of Hazardous Waste

Was any of this waste shipped off-site for treatment, disposal, or recycling? *

Yes

Off-site Facilities

There are no Off-site Facilities to display

Add Off-site Facility

Add Off-site Facility

EPA ID is located on the manifest (Section 8 = Designated facility Name and Site Address)

Add Off-site Facility

B. EPA ID Number *

Select or Enter EPA ID Number

also search by Site Name or Location City

C. Off-site Management Code

Select a Management Method Code

D. Quantity Shipped (POUNDS) *

Calculated Quantity (Tons)

0

Save Changes Close



GM Form – Comments

- Enter any comments that you feel will be helpful in processing your Biennial Report.

Comments

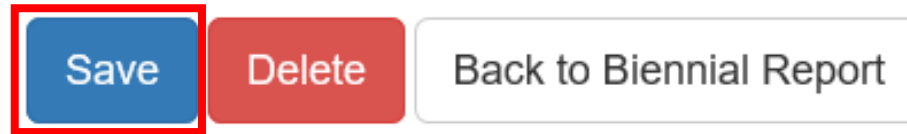
Examples of Comments:

- Waste was generated in 2023 but not shipped until early 2024.
- Waste was shipped in early 2023 but was generated in 2022.
- Facility cleanout, business closed.
- Filter press is used to reduce the volume of waste by 90%. Waste Code # 30099.
- Acetone wastes sent to recovery still on site.



Finishing the GM Form

- Once you are finished with all data entry on the GM Form, please click on **Save**.



Note: The application will navigate back to the 2023 BR landing Screen

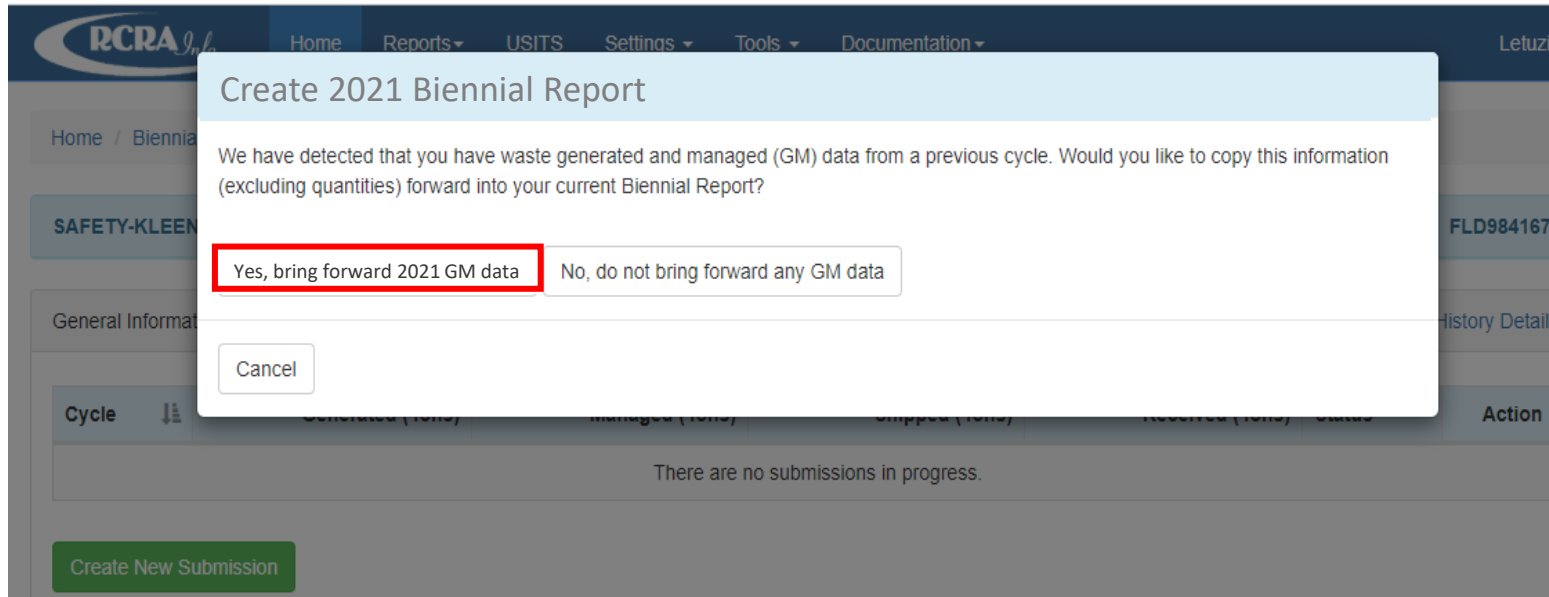
A photograph of a mangrove shoreline. In the foreground, a large, dark, gnarled tree trunk lies on a sandy beach covered with fallen leaves. The water is a mix of blue and green, reflecting the sky and the surrounding dense green mangrove forest. The sky is bright blue with some light clouds.

Updating GM Forms with 2021 Data



Including 2021 Data

- If a **2021 Biennial Report** was completed, a confirmation window will appear asking if you would like to load the 2021 GM data for editing.




- It is highly recommended that you click on **Yes, bring forward 2021 GM data..**

































2023 BR: Landing Screen

- The application will bring you to the Biennial Report Landing Screen.

GM Forms 

Show entries Search:

Page 	Waste Description 	Source Code 	Form Code 	Quantity 	UOM 	Qty (Tons) 	National Report 	Status 	Action
1	FLAMMABLE LIQUIDS PETROLEUM ... more	G19	W002				Yes	Incomplete	  
2	WASTE ENVIRONMENTALLY HAZAR... more	G19	W002				Yes	Incomplete	  
3	WASTE PAINT RELATED MATERIAL	G61	W604				Yes	Incomplete	  
4	IGNITABLE SPENT SOLVENT USED I...more	G61	W203				Yes	Incomplete	  
5	IGNITABLE SPENT SOLVENT USED I...more	G09	W203				Yes	Incomplete	  
6	WASTE FLAMMABLE LIQUID	G19	W002				Yes	Incomplete	  
7	FLAMMABLE LIQUIDS	G61	W603				Yes	Incomplete	  

Showing 1 to 7 of 7 entries Previous **1** Next

[Add New GM Form](#) [Delete All GM Forms](#)

- You will have to update the GM forms to be able to submit the report for State review and approval.



GM – 2023 Waste Characteristics

- Once the **pencil icon** has been clicked the application will navigate to the selected GM form. Please update all appropriate fields.

1. Waste Characteristics

A. Waste Description *

WASTE FLAMMABLE SOLIDS, ORGANIC, N.O.S. (SOLVENT AND PAINT CONTAMINATED DEBRIS)

B. Hazardous Waste Codes (Federal) * Selected

1 selected ▾ D001 ×

Clear All

C. Hazardous Waste Codes (State) Selected

None selected ▾

Clear All

Note: Florida does not have any State waste codes.



GM – 2023 Process and Quantity

- Enter the amount of waste that was generated in 2023 and select the unit of measure.

1. Waste Characteristics

Process Information

D. Source Code * **E. Form Code *** **F. Waste Minimization Code ***

Quantity Information

G. Qty Generated * <input type="text"/>	Unit of Measure * <input type="text" value="Select a Unit of Measure"/>	Calculated (Tons) 0
------------------------------------------------	--------------------------------------------------------------------------------	-------------------------------

Note: some units of measurement require a density.



GM – Update Off-site Management Info

- Please click the **pencil icon** to edit the amount of waste that was shipped off-site for treatment, disposal, or recycling.



3. Off-site Shipment of Hazardous Waste

Was any of this waste shipped off-site for treatment, disposal, or recycling? *

Yes

Off-site Facilities

Show 5 entries

EPA Site ID	Site Name	Management Code	Qty Shipped (POUNDS)	Calculated (Tons)	Action
FLD980711071	PERMA-FIX OF FLORIDA INC	H141	This field is required.	0	 

Previous 1 Next

Add Off-site Facility

Note: Quantity amounts will need to be entered before the report can be submitted for review.



GM Form – Update Comments

- Enter any comments that you feel will be helpful in processing your Biennial Report.

Comments

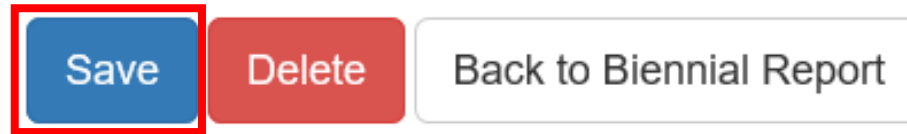
Examples of Comments:

- Waste was generated in 2023 but not shipped until early 2024.
- Waste was shipped in early 2023 but was generated in 2022.
- Facility cleanout, business closed.
- Filter press is used to reduce the volume of waste by 90%. Waste Code # 30099.
- Acetone wastes sent to recovery still on site.



Finishing the Updated GM Form

- Once you are finished with all data entry on the GM Form, please click on **Save**.



Note: The application will navigate back to the 2023 BR landing Screen



Printing the GM Form

GM 2 Waste Characteristics			
<u>A. Description of hazardous waste</u> EXCESS OR OUTDATED MATERIAL - METHANOL SOLUTION			
<u>B. EPA Hazardous Waste Code(s)</u> D001			
<u>C. State Hazardous Waste Code(s)</u>			
<u>D. Source Code</u> G11	<u>Management Method Code</u>	<u>Country</u>	<u>E. Form Code</u> W203
<u>F. Waste Minimization Code</u> X	<u>G. Radioactive Mixed</u> No		
<u>H. Quantity</u> 8.0	<u>UOM</u> POUNDS	<u>Density</u>	
On-site Generation and Management of Hazardous Waste			
Off-site Shipment of Hazardous Waste			
Site 1	<u>B. EPA ID of facility to which waste was shipped</u> KYD985073196	<u>C. Management Method Code</u> H141	<u>D. Total Quantity Shipped</u> 8.0
Comments			
Profile: 15HW0608			



Waste Received (WR) Form Creation



Waste Received From Off-Site

- Imports of HW received from a site located in a foreign country;
- HW received and recycled without first being stored; or
- HW received and stored prior to being recycled.
- HW received from HW generators to be partially reclaimed in commodity-like materials excluded from RCRA Regulations.



Landing Screen – Adding WR Form

- The application will bring you to the 2023 Report Landing Screen.

WR Forms

Show entries

Page	Waste Description	Off-site EPA ID	Qty (Tons)	Created	Status	Action
There are no WR Forms to display.						

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

[Add New WR Form](#)

- Click the **Add New WR Form** button.



WR Form – Waste Information

- Enter all required information for the Waste Information Section.

Waste Information

A. Waste Description *

B. Hazardous Waste Codes (Federal) *

Selected

Clear All

C. Hazardous Waste Codes (State)

No codes available for your State



WR Form – EPA ID

- Enter the EPA ID for the facility from which waste was received.
- Click out of the box and the application will display the Facility Name and Address.

D. Off-site Handler Information

EPA ID Number *

Recent Search

Site Name *

Street Number **Street 1 *** **Street 2**

Zip * **City, Town or Village *** **State ***

Country *



WR Form – Process and Quantity

- Enter the amount of waste that was shipped in 2023 and select the unit of measure.

Process Information

E. Form Code * W004 - LAB PACKS/ACUTE	F. Management Code * H070 - CHEMICAL TREATMENT
-------------------------------------------------	----------------------------------------------------------

G. Quantity Information

Quantity Received * 5000000	Unit of Measure * 5 - GALLONS	Density * 8.34	Density Units * 1 - lbs/gal	Calculated (Tons) 20,850.708924
---------------------------------------	-----------------------------------------	--------------------------	---------------------------------------	-------------------------------------------

Note: some units of measurement require a density.





WR – Comments

- Enter any comments that you feel will be helpful in processing your Biennial Report.

18. Comments

Public Comments

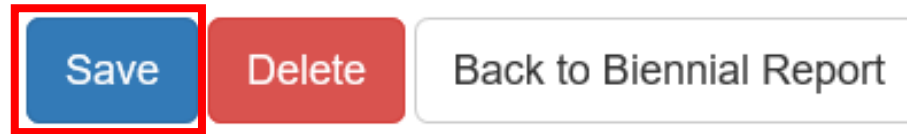
 

[Review](#) [Finish Later](#) [Back to Biennial Report](#)



Finishing the WR Form

- Once you are finished with all data entry on the WR Form, please click on **Save**.



Note: The application will navigate back to the 2023 BR landing Screen



Submitting the 2023 Biennial Report



Review the 2023 Biennial Report

GM Forms

Show 20 entries

Search:

Page	Waste Description	Source Code	Form Code	Quantity	UOM	Qty (Tons)	Date Created	Status	Action
1	EVAPORATOR WASTE	G09	W519	8600	POUNDS	4.300000	12/06/2019	Complete	
2	WAY OIL SKIMMER WASTE	G09	W206	4500	GALLONS	18.765638	12/06/2019	Complete	

Showing 1 to 2 of 2 entries

Previous 1 Next

Add New GM Form

Delete All GM Forms

WR Forms

Show 20 entries

Search:

Page	Sub Page	Waste Description	Form Code	Quantity	UOM	Qty (Tons)	Off-site EPA ID	Action
There are no WR Forms to display.								

Showing 0 to 0 of 0 entries

Previous Next

Add New WR Form

Site ID Form

Submission Type	Last Updated Date	Last Updated By	Status	Action
BR / Notification	12/06/2019	Letuzia De Oliveira	Complete	



Preparer vs Certifier

- If you are the Preparer, then click the **Mark Ready for Signature** button.

Site ID Form				
Submission Type	Last Updated Date	Last Updated By	Status	Action
BR / Notification	11/21/2019	Letuzia De Oliveira	Complete	

Mark Ready for Signature

Back to Site Dashboard

- If you are the Certifier, click the **Submit** button.

Site ID Form				
Submission Type	Last Updated Date	Last Updated By	Status	Action
BR / Notification	11/21/2019	Letuzia De Oliveira	Complete	

Submit

Back to Site Dashboard



Certifier Authorization

- If you are the Certifier you will have to accept the pop-up.

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

- Enter in the below required information.

eSignature Widget

1. Authentication

Log into CDX

User:

JOAO2210

Password:

••••••••

Show Password

Welcome LETUZIA DE OLIVEIRA

2. Verification

Question:

What is your favorite pet's name?

Answer:

Bob

Show Answer

Correct Answer

3. Sign File



2023 BR Submission Review

- On the Biennial Report Landing Screen, you will now see that your 2023 Biennial Report is in a **Submitted** Status.

OLIVEIRA PAINTING COMPANY		184 W LAKE HALL RD			FLD900880130	
Site Details	Biennial Report	e-Manifest				
In Progress						
Cycle	Generated (Tons)	Managed (Tons)	Shipped (Tons)	Received (Tons)	Status	Action
2023	1.000000	1.000000	0	0	Submitted	



Resources

[RCRAInfo Website](#)

[Hardcopy and
Instructions](#)

[Flat File
Specification Guide](#)

[NAICS Codes](#)

[RCRAInfo
LearningZen](#)

[DEP BR Webpage](#)



THANK YOU

Nathalie Jaramillo

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Compliance Assistance Program
Florida Department of Environmental Protection

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Email: Nathalie.Jaramillo@FloridaDEP.gov

