

United States
Environmental Protection
Agency

Office of Solid Waste
(5301)
Washington, DC 20460

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Solid Waste



RCRA Part A Permit Application

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**United States Environmental
Protection Agency
Washington, D.C. 20460**

**RCRA Part A Permit Application
Forms and Instructions**

The *Resource Conservation and Recovery Act* (RCRA) requires anyone who owns or operates a facility where hazardous waste is treated, stored, or disposed to have a RCRA hazardous waste permit issued by the U.S. Environmental Protection Agency (EPA). This package is designed to help you determine if you are subject to RCRA hazardous waste permitting requirements. The instructions contained in this package will assist you in starting the permitting process by completing and submitting EPA Form 8700-23, or in modifying your hazardous waste permit by submitting a revised EPA Form 8700-23.

There are two parts to a RCRA hazardous waste permit application -- Part A and Part B. Part A of the RCRA hazardous waste permit application comprises EPA Form 8700-23, along with maps, drawings, and photographs as required by 40 CFR 270.13. Part B of the RCRA hazardous waste permit application contains detailed, site-specific information. There is no form for the Part B Permit Application; rather, the Part B Permit Application must be submitted in narrative form and contain the information described in applicable sections of 40 CFR 270.14 through 270.27.

Existing Facilities

Existing hazardous waste management facilities are those hazardous waste treatment, storage, or disposal facilities which were in operation or for which construction had commenced on or before November 19, 1980. RCRA establishes a procedure for obtaining interim status that allows these existing facilities to continue operating until a final hazardous waste permit is issued. In order to obtain interim status, existing facilities must complete a two step process.

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First, you must submit of a Notification of Regulated Waste Activity using EPA Form 8700-12. You will need to submit this form in order to obtain an EPA Identification Number. If you have not notified EPA of your regulated waste activity or you need EPA Form 8700-12, please contact the appropriate State Office (see Table 1) or the EPA Regional Office which serves your area (see Table 2).

Second, you must submit a RCRA Part A Permit Application using EPA Form 8700-23, which is included in this package. If you do not file a Notification of Regulated Waste Activity and complete the Part A Permit Application by the deadlines specified in Section III.D. of these instructions, you will be required by law to halt your operations until a RCRA hazardous waste permit is issued.

Facility owners or operators with interim status are treated as having been issued a permit until EPA reviews your RCRA Part B Permit Application and issues a finally effective RCRA hazardous waste permit. You may submit your Part B Permit Application voluntarily; however, you are not required to submit it until it is requested by EPA. You will then have up to six months to submit the Part B Permit Application.

New Facilities

New hazardous waste management facilities are those hazardous waste treatment, storage, or disposal facilities which were not in operation or for which construction had not commenced on or before November 19, 1980. Owners or operators of new hazardous waste management facilities must submit both Parts A and B of the RCRA hazardous waste permit application at least 180 days before physical construction of the facility is expected to commence. In addition, these owners or operators are not allowed to begin physical construction of the new facility or to treat, store or dispose of hazardous wastes until receiving a finally effective RCRA hazardous waste permit. As such, new facilities do not receive interim status.

State governments may be authorized by EPA to administer hazardous waste management programs in lieu of the Federal RCRA program. You should contact your State hazardous waste management agency to determine whether your State is authorized (see Table 1). If so, you will need to comply with the specific permit application requirements of that State.

The following instructions provide specific information for completing and submitting a RCRA Part A Permit Application using EPA Form 8700-

23. The instructions also provide general information for completing a RCRA Part B Permit Application. If after reading the instructions you have any questions regarding the RCRA hazardous waste permit application process, please contact the EPA Regional Office in your area for assistance (see Table 2).

I. Who Must File a RCRA Hazardous Waste Permit Application?

The Resource Conservation and Recovery Act of 1976 (RCRA), as amended, requires each person owning or operating a facility for the treatment, storage, or disposal of regulated hazardous waste to have a permit. This includes individuals, trusts, firms, joint stock companies, Federal Agencies, corporations (including government corporations), partnerships, associations, States, municipalities, commissions, interstate bodies, other political subdivisions of a State, or Indian tribes (or an authorized Indian tribe organization). If you treat, store, or dispose of regulated hazardous waste without obtaining a permit, you may be subject to a civil or criminal penalty.

II. How to Determine if You Handle a Regulated Hazardous Waste

OFF-SITE FACILITIES. Owners and operators of off-site facilities that treat, store, or dispose of solid wastes, as defined by 40 CFR 261.2, are encouraged to obtain information on the solid wastes they receive from generators. If the generators will not supply this information, you are still responsible for determining if the solid wastes handle are also hazardous wastes that are regulated by RCRA. To do so, you should follow the procedures for on-site facilities that are described below.

ON-SITE FACILITIES. Generators who treat, store, or dispose of their own solid waste, as defined by 40 CFR 261.2, on-site should follow the procedures below for determining if their solid waste is a hazardous waste that is regulated by RCRA. This determination is made as follows:

1. First, you need to determine if the solid waste handled is excluded from regulation under RCRA. The list of exclusions can be found in the regulation titled "Identification and Listing of Hazardous Waste," 40 CFR 261.4. If the solid waste handled is excluded, a RCRA hazardous waste permit is not needed to treat, store, or

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dispose of these solid wastes. If the solid waste handled is not excluded by Section 261.4, you need to determine if the solid waste handled is a hazardous waste that is regulated under RCRA. As described below, EPA regulates a solid waste as a hazardous waste by specifically listing it as a hazardous waste or by assigning it a generic hazardous waste code because it possesses any of the four hazardous waste characteristics.

2. If the solid waste handled is not excluded by Section 261.4, you need to determine if it is a hazardous waste that is listed in 40 CFR Part 261, Subpart D, "Lists of Hazardous Wastes." If you own or operate a facility where listed hazardous waste is treated, stored, or disposed, you are subject to regulation and must file a RCRA hazardous waste permit application, unless the hazardous waste has been exempted as described below.
3. If the solid waste handled is not listed in 40 CFR Part 261, Subpart D, the solid waste may still be a hazardous waste that is because it possesses certain characteristics or contains certain contaminants. These characteristics and contaminants are described in 40 CFR Part 261, Subpart C, "Characteristics of Hazardous Waste." A determination that a solid waste possesses these characteristics or contaminants may be made either based on:

(a) Your knowledge of the hazard characteristic of the solid waste in light of the materials or the processes used; or

(b) The results of testing the solid waste according to the methods in 40 CFR Part 261, Subpart C.

If you own or operate a facility where characteristic hazardous waste is treated, stored, or disposed, you are subject to regulation and must file a RCRA hazardous waste permit application, unless the hazardous waste has been exempted as described below.

4. If the hazardous waste that you handle has been exempted under 40 CFR 261.5 or 261.6(a)(3), you are not subject to regulation and do not need to file a RCRA hazardous waste permit application.

In addition, certain other persons who handle hazardous waste are not required to obtain a RCRA hazardous waste permit. They are:

1. Generators who accumulate their own hazardous waste on-site for less than 90 days as provided in 40 CFR 262.34;

2. Farmers who dispose of hazardous waste pesticides from their own use as provided in 40 CFR 262.70; and
3. Owners and operators of totally enclosed treatment facilities as defined in 40 CFR 260.10.

III. What Information Should be Filed and When?

As noted above, there are two parts to the RCRA hazardous waste permit application -- Part A and Part B. As required by 40 CFR 270.13, the Part A Permit Application defines the processes to be used for treatment, storage, and disposal of hazardous wastes; the design capacity of such processes; and the specific hazardous wastes to be handled at a facility. The Part A Permit Application is submitted using EPA Form 8700-23. As specified by 40 CFR 270.14 through 270.27, the Part B Permit Application requires detailed site specific information such as geologic, hydrologic, and engineering data. The Part B Permit Application is submitted in narrative form.

A. Operation During Interim Status

As required by 40 CFR 270.13, the RCRA Part A Permit Application defines the processes to be used for treatment, storage, and disposal of hazardous wastes; the design capacity of such processes; and the specific hazardous wastes to be handled at a facility during the interim status period. Once Part A Permit Application is submitted to EPA, changes in the hazardous wastes handled, changes in design of facilities, changes in processes, and changes in ownership or operational control at a facility during the interim status period may only be made in accordance with the procedures in 40 CFR 270.72. Changes in design capacity and changes in processes require prior EPA approval. Changes in the quantity of hazardous waste currently specified on the original Part A Permit Application can be made without submitting a revised Part A, provided the quantity does not exceed the design capacities of the processes specified in the original Part A Permit Application. Failure to furnish all information required to process a RCRA hazardous waste permit application is grounds for termination of interim status.

B. How Many Permit Applications Should be Filed?

You need submit only one RCRA hazardous waste permit application (Part A and Part B) per site or location, provided that you describe all of

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the activities at that site or location. If you conduct hazardous waste activity(ies) at more than one site or location, you must submit a separate RCRA hazardous waste application for each site or location.

C. Where to File?

The RCRA hazardous waste permit application should be mailed to the EPA Regional Office whose Region includes the State in which the facility is located (see Table 2).

If the State in which the facility is located administers a Federal hazardous permit program under which you need a permit, you should contact the appropriate State agency for the correct forms (see Table 1). Your EPA Regional Office (Table 2) can tell you to whom to apply and can provide the appropriate address and phone number.

D. When to File?

As required by 40 CFR 270.1(b), the deadlines for filing RCRA hazardous waste applications are as follows:

- **Existing Facilities:** six months following publication of regulations listing hazardous wastes.
- **New Facilities:** 180 days before commencing physical construction.

IV. Confidential Information

All information submitted in this form will be subject to public disclosure, to the extent provided by the Freedom of Information Act, 5 U.S.C. Section 552, and EPA's Business Confidentiality Regulations, 40 CFR Part 2 and 40 CFR 270.12. Claims of confidentiality for the name and address of any permit applicant or permittee will be denied. Persons filing this form may make claims of confidentiality for certain information. Such claims must be clearly indicated by submitting an attachment listing the specific information for which confidential treatment is requested at the time of filing. This attachment must include a written substantiation of the claim for confidentiality, that answers the following questions:

1. Which sections of the Part A Permit Application form contain the information you claim is entitled to confidential treatment?

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2. For how long is confidential treatment desired for the information?
3. What measures have you taken to guard against undesired disclosure of the information to others?
4. To what extent has the information been disclosed to others, and what precautions have been taken in connection with that disclosure?
5. Has EPA or any other Federal agency made a pertinent confidentiality determination? If so, include a copy of such determination or reference to it, if available.
6. Will disclosure of the information be likely to result in substantial harmful effects on your competitive position? If so, what would those harmful effects be and why should they be viewed as substantial? Explain the causal relationship between disclosure and the harmful effects.

Information covered by a confidentiality claim and the above substantiation will be disclosed by EPA only to the extent and by means of the procedures set forth in 40 CFR Part 2 and 40 CFR 270.12.

If no claim of confidentiality or no substantiation accompanies the information when it is submitted, EPA may make the information available to the public without further notice to the submitter.

Table 1
Alphabetized State Listing of Contacts for
Obtaining and Submitting the Part A Permit Application

Alabama

Obtain information or forms from, and mail completed forms to:

Land Division
Alabama Department of
Environmental Management
P.O. Box 301463
Montgomery, Alabama 36130-1463
(334) 271-7700
After May 1999:
Alabama Department of Environmental
Management
1400 Coliseum Blvd.
P.O. Box 301463
Montgomery, Alabama 36110-2059

Alaska

Obtain information or forms from:

Department of Environmental Conservation
410 Willoughby Avenue
Attn: Cameille Stevens
Suite 105
Juneau, Alaska 99801-1795
(907) 465-5152

Mail completed forms to:

U.S. EPA Region 10
Waste Management Branch, HW-105
1200 Sixth Avenue
Seattle, Washington 98101
(206) 533-1253

American Samoa

Obtain information or forms from, and mail completed forms to:

U.S. EPA Region 9
75 Hawthorne Street
San Francisco, California 94105
(415) 495-8895

Arizona

Obtain information or forms from, and mail completed forms to:

Office of Waste Programs
Arizona Department of
Environmental Quality
3033 N. Central Avenue
Phoenix, Arizona 85012
(602) 207-4146

Arkansas

Obtain information or forms from, and mail completed forms to:

Arkansas Department of Environmental
Quality
8001 National Drive
P.O. Box 8913
Little Rock, Arkansas 72209
(501) 682-0833

California

Obtain information or forms from:

CA Region 1
Department of Toxic Substances Control
Attn: Permitting Division
10151 Croydon Way, Suite 3
Sacramento, CA 95827
(916) 255-3618

CA Region 2
Department of Toxic Substances Control
700 Heinz Avenue, Suite 200
Berkeley, CA 94710
(510) 540-3958

CA Region 3
Department of Toxic Substances Control
1011 North Grandview Avenue
Glendale, CA 91201
(818) 551-2830

CA Region 4
Department of Toxic Substances Control
5796 Corporate Avenue
Cyprus, CA 90630
(714)-484-5300

Mail completed forms to:

U.S. EPA Region 9
Hazardous Waste Management Division
75 Hawthorne Street, Attn: H-3-4
San Francisco, California 94105
(415) 495-8895

Colorado

Obtain information or forms from, and mail completed forms to:

Colorado Department of Health
4300 Cherry Creek Drive, South
HMWMD-HWC-B2
Denver, Colorado 80246-1530
(303) 692-3300

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Connecticut

Obtain information or forms from, and mail completed forms to:

Hazardous Material Management Unit
Department of Environmental Protection
State Office Building
165 Capitol Avenue
Hartford, Connecticut 06106
(203) 565-3545

Delaware

Obtain information or forms from, and mail completed forms to:

Delaware Department of Natural Resources
and Environmental Control
Division of Air and Waste Management
Hazardous Waste Management Branch
Attn: Tracy Hamburg
89 Kings Highway
Dover, Delaware 19901
(302) 739-3689
(302) 739-3672

District of Columbia

Obtain information or forms from, and mail completed forms to:

Department of Health
Environmental Health Administration
Hazardous Waste Management Branch
2100 Martin Luther King Jr. Ave. S.E.
Washington, D.C. 20020
(202) 645-6080

Send courtesy copy to:

U.S. EPA Region 3
RCRA Programs Branch
1650 Arch St.
Philadelphia, PA 19103-2029
(215) 814-3080 (PA, DC)
(215) 814-3070 (VA, WV, MD, DE)

Florida

Obtain information or forms from, and mail completed forms to:

Hazardous Waste Regulation Section
Department of Environmental Regulation
Twin Towers Office Building
2600 Blair Stone Road
Tallahassee, Florida 32399-2400
(904) 488-0300

Georgia

Obtain information or forms from, and mail completed forms to:

Land Protection Branch
Industrial and Hazardous
Waste Management Program
1154 East Tower
205 Butler Street, S.E., Suite 1154
Atlanta, Georgia 30334
(404) 656-7802

Guam

Obtain information or forms from, and mail completed forms to:

Guam Environmental Protection Agency
Harmon Plaza
Complex Unit B-107
103 Orjas Street
Harmon, Guam 96911

Hawaii

Obtain information from:

Hawaii Department of Health
Solid and Hazardous Waste Branch
919 Ala Moana Boulevard Suite 212
Honolulu, Hawaii 96814

Obtain forms from and mail

completed forms to:
U.S. EPA Region 9
75 Hawthorne Street
San Francisco, California 94105
(415) 495-8895

Idaho

Obtain information or forms from, and mail completed forms to:

Department of Environmental Quality
1410 N. Hilton, Third Floor
Boise, Idaho 83706
(208) 334-5879

Illinois

Obtain information or forms from, and mail completed forms to:

Illinois Environmental Protection Agency
Division of Land Pollution Control
1021 Northgrand Ave. E.
Springfield, Illinois 62794
(217) 782-6761

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Indiana

Obtain information or forms from, and mail completed forms to:

Indiana Department of
Environmental Management
100 North Senate Avenue
P.O. Box 6015
Indianapolis, Indiana 46206
(317) 232-3242

Iowa

Obtain information or forms from, and mail completed forms to:

U.S. EPA Region 7
RCRA Branch, Permitting Section
Attn: WSTM/RCRA/PRMT
726 Minnesota Avenue
Kansas City, Kansas 66101
(913) 551-7020

Kansas

Obtain information or forms from, and mail completed forms to:

Department of Health and Environment
Attn: Hazardous Waste Section
Attn: David Brancum
Forbes Field, Building 740
Topeka, Kansas 66620
(785) 296-1600

Kentucky

Obtain information or forms from, and mail completed forms to:

Division of Waste Management
Department of Environmental Protection
Cabinet for Natural Resources
and Environmental Protection
Attn: Marlyn Godby
Fort Boone Plaza, Building No. 2
14 Reilly Road
Frankfort, Kentucky 40601
(502) 564-6716

Louisiana

Obtain information or forms from, and mail completed forms to:

Louisiana Department of
Environmental Quality
Department of Solid and Hazardous Waste
P.O. Box 82178
Baton Rouge, Louisiana 70884-2178
(504) 765-0261

Maine

Obtain information or forms from, and mail completed forms to:

Bureau of Oil and Hazardous
Materials Control
Department of Environmental Protection
State House Station #17
Augusta, Maine 04333
(207) 287-2651

Maryland

Obtain information or forms from, and mail completed forms to:

Maryland Department of the Environment
Waste Management Administration
Hazardous Waste Program
2500 Broening Highway
Baltimore, Maryland 21224
(410) 631-3343
(410) 631-3344

Send courtesy copy to:

U.S. EPA Region 3
RCRA Programs Branch
1650 Arch St.
Philadelphia, PA 19103-2029
(215) 814-3080 (PA, DC)
(215) 814-3070 (VA, WV, MD, DE)

Massachusetts

Obtain information or forms from, and mail completed forms to:

Division of Solid and Hazardous Waste
Massachusetts Department of
Environmental Protection
One Winter Street, 9th Floor
Boston, Massachusetts 02108
(617) 292-5500

Michigan

Obtain information or forms from, and mail completed forms to:

Waste Management Division
Michigan Department of Environmental
Quality
Box 30241
Lansing, Michigan 48909
(517) 373-2730 or
(517) 373-1837

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Minnesota

Obtain information or forms from, and mail completed forms to:

Metro District and Major Facilities
Attn: Rich Sandberg
Minnesota Pollution Control Agency
520 Lafayette Road, North
St. Paul, Minnesota 55155
(651) 296-7290

Mississippi

Obtain information or forms from, and mail completed forms to:

Department of Environmental Quality
Attn: Ms. Willie Brandon
P.O. Box 10385
Jackson, Mississippi 39289-0385
(601) 961-5171

Missouri

Obtain information or forms from, and mail completed forms to:

Waste Management Program
Department of Natural Resource
Jefferson Building
205 Jefferson Street (13/14 floor)
P.O. Box 176
Jefferson City, Missouri 65102
(314) 751-3176

Montana

Obtain information or forms from, and mail completed forms to:

Solid and Hazardous Waste Bureau
Department of Health and
Environmental Sciences
Cogswell Building
Helena, Montana 59620
(406) 444-1430

Nebraska

Obtain information or forms from, and mail completed forms to:

Hazardous Waste Management Section
Department of Environmental Quality
State House Station
P.O. Box 98922
Lincoln, Nebraska 68509-8922
(402) 471-4218

Nevada

Obtain information or forms from, and mail completed forms to:

NDEP
Bureau of Waste Management
333 West Nye Lane, Rm 138
Carson City, Nevada 89706-0851
(702) 687-5872

New Hampshire

Obtain information or forms from, and mail completed forms to:

Office of Waste Management
Bureau of Hazardous Waste
Classification & Manifests
Department of Environmental Services
Health and Welfare Building
6 Hazen Drive
Concord, New Hampshire 03301
(603) 271-2900

New Jersey

Obtain information from:

New Jersey Department of
Environmental Protection
Attn: Environmental Regulation
Bureau of Hazardous Waste and Transfer
Facilities
P.O. Box 414
Trenton, New Jersey 08625-0414
(609) 292-9880

Obtain forms from and mail completed forms to:

U.S. EPA Region 2
Air and Waste Management Division
Hazardous Waste Facilities Branch
290 Broadway, 21st Floor
New York, NY 10007-1866
(212) 637-4145

New Mexico

Obtain information or forms from:

New Mexico Environment Department
Hazardous Waste Bureau
P.O. Box 26110
Santa Fe, New Mexico 87502
(505) 827-1557

Mail completed forms to:

U.S. EPA Region 6
Multi-Media Planning and Permitting
First Interstate Bank Tower
Attn: Buddy Jones
1445 Ross Avenue, Suite 1200
Dallas, TX 75202-2733
(214) 665-7200

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New York

Obtain information from:

NY Regions 1-5:

New York Department of
Environmental Conservation
Division of Solid and Hazardous Materials
Bureau of Hazardous Materials Management
P.O. Box 7251
Albany, NY 12233-7251
(518) 457-9257

NY Regions 6-9:

New York Department of
Environmental Conservation
Substances and Hazardous Materials
Division
Bureau of Western Hazardous
Waste Programs
50 Wolf Road
Albany, NY 12233-7252
(518) 457-9236

Obtain forms from and mail completed forms to:

U.S. EPA Region 2
Air and Waste Management Division
Hazardous Waste Facilities Branch
290 Broadway, 21st Floor
New York, NY 10007-1866
(212) 637-4145

North Carolina

Obtain information or forms from, and mail completed forms to:

North Carolina Department of Environment
and Natural Resources
Division of Waste Management
P.O. Box 29603
Raleigh, North Carolina 27611-9603
(919) 733-2178

North Dakota

Obtain information or forms from, and mail completed forms to:

Division of Waste Management
North Dakota Department of Health
1200 Missouri Avenue
P.O. Box 5520
Bismarck, North Dakota 58506-5520
(701) 328-5166

Northern Mariana Islands

Obtain information or forms from, and mail completed forms to:

U.S. EPA Region 9
75 Hawthorne Street
San Francisco, California 94105
(415) 495-8895

Ohio

Obtain information or forms from, and mail completed forms to:

Ohio Environmental Protection Agency
Lavarus Government Center
Division of Hazardous Waste Management
1222 South Front St.
Columbus, Ohio 43215
(614) 644-2977

Oklahoma

Obtain information or forms from:

Department of Environmental Quality
Hazardous Waste Management Service
1000 Northeast 10th Street
Oklahoma City, Oklahoma 73117-1212
(405) 271-5338

Mail completed forms to:

U.S. EPA Region 6
Hazardous Waste Management Division
Fountain Place
1445 Ross Avenue, 6PD
Dallas, TX 75202-2733
(214) 665-7200

Oregon

Obtain information or forms from, and mail completed forms to:

Oregon Department of
Environmental Quality
Attn: Chris Beckons
Hazardous Waste Operations
811 Southwest 6th Avenue
Portland, Oregon 97204
(503) 229-5913

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Pennsylvania

Obtain information from:
Pennsylvania Department of
Environmental Resources
Bureau of Waste Management
Market Street State Office Building
400 Market Street, 14th Floor
Harrisburg, Pennsylvania 17105-8471
(717) 787-6239

*Obtain forms from and mail
completed forms to:*
U.S. EPA Region 3
RCRA Programs Branch
Pennsylvania Section
1650 Arch Street
Philadelphia, PA 19103-2029
(215) 814-3080 (PA, DC)
(215) 814-3070 (VA, WV, MD, DE)

Puerto Rico

*Obtain information or forms from, and mail
completed forms to:*
U.S. EPA Region 2
DEPP
Attn: Hanna Maciejko
290 Broadway, 22nd Floor
New York, New York 10007-1866
(212) 637-4100

Rhode Island

*Obtain information or forms from, and mail
completed forms to:*
Office of Compliance and Inspection
Department of Environmental Management
Attn: Robert Nero
235 Promenade St.
Providence, Rhode Island 02908
(401) 222-2797

South Carolina

*Obtain information or forms from, and mail
completed forms to:*
Bureau of Solid and Hazardous
Waste Management
Department of Health and Environmental
Control
2600 Bull Street
Columbia, South Carolina 29201
(803) 896-4000

South Dakota

*Obtain information or forms from, and mail
completed forms to:*
Department of Environment and
Natural Resources
Waste Management Program
523 E. Capital Avenue
Pierre, South Dakota 57501-3181
(605) 773-3153

Tennessee

*Obtain information or forms from, and mail
completed forms to:*
Division of Solid Waste Management
Tennessee Department of Environment and
Conservation
401 Church Street
LNC Tower, 5th Floor
Nashville, Tennessee 37243-1535
(615) 532-0780

Texas

*Obtain information or forms from, and mail
completed forms to:*
Industrial and Hazardous Waste Division
Waste Evaluation Section
P.O. Box 13087, MC-130
Austin, Texas 78711-3087
(512) 239-6595

Utah

*Obtain information or forms from, and mail
completed forms to:*
Division of Solid and Hazardous Waste
Department of Environmental Quality
P.O. Box 144880
Salt Lake City, Utah 84114-4880
(801) 538-6170

Vermont

*Obtain information or forms from, and mail
completed forms to:*
Waste Management Division
Agency of Environmental Conservation
West Office Building
103 South Main Street
Waterbury, Vermont 05671-0404
(802) 241-3888

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Virgin Islands

Obtain information from:

Virgin Islands Department of
Planning and Natural Resources
Division of Environmental Protection
179 Altona and Welgunst
St. Thomas, Virgin Islands 00801
(809) 693-0114

*Obtain forms from and mail
completed forms to:*

U.S. EPA Region 2
Air and Waste Management Division
Hazardous Waste Facilities Branch
290 Broadway, 21st Floor
New York, New York 10007-1866
(212) 637-4100

Virginia

*Obtain information or forms from, and mail
completed forms to:*

Virginia Department of Environmental
Quality
Attn: Division of Waste
P.O. Box 10009
Richmond, Virginia 23240-0009
(804) 698-4000

Send courtesy copy to:

U.S. EPA Region 3
RCRA Programs Branch
1650 Arch St.
Philadelphia, PA 19103-2029
(215) 566-3080 (PA, DC)
(215) 566-3070 (VA, WV, MD, DE)

Washington

Obtain information or forms from:

Department of Ecology
P.O. Box 47658
Olympia, Washington 98504-7658
(206) 459-6316

Mail completed forms to:

U.S. EPA Region 10
Waste Management Branch, HW-105
1200 Sixth Avenue
Seattle, WA 98101
(206) 553-1253

West Virginia

*Obtain information or forms from, and mail
completed forms to:*

Division of Environmental Protection
Office of Waste Management
Attn: GS Atival
1356 Hansford Street
Charleston, West Virginia 25301
(304) 558-5393

Send courtesy copy to:

U.S. EPA Region 3
RCRA Programs Branch (3 HW50)
1650 Arch Street
Philadelphia, PA 19103-2029
(215) 814-3080 (PA, DC)
(215) 814-8316 (VA, WV, MD, DE)

Wisconsin

*Obtain information or forms from, and mail
completed forms to:*

Bureau of Waste Management
Department of Natural Resources
P.O. Box 7921
Madison, Wisconsin 53707
(608) 266-2111

Wyoming

*Obtain information or forms from, and mail
completed forms to:*

Wyoming Department of Environmental
Quality
Solid and Hazardous Waste Division
Hazardous Waste Permitting and Corrective
Action
122 West 25th Street
Herschler Building, 4th Floor West
Cheyenne, Wyoming 82002
(307) 777-7752

Notification of Regulated Waste Activity

Table 2
U.S. EPA Regional Contacts for the Part A Permit Application

U.S. EPA Region 1

RCRA Support Section
One Congress Street, Suite 1100
Boston, MA 02114-2023
(618) 918-1111
*Connecticut, Maine,
Massachusetts, New Hampshire,
Rhode Island, Vermont*

U.S. EPA Region 2

Division of Enforcement and Compliance
Assistance
290 Broadway
21st Floor
New York, NY 10007-1866
(212) 637-4145
*New Jersey, New York, Puerto
Rico, Virgin Islands*

U.S. EPA Region 3

RCRA Programs Branch
1650 Arch Street
Philadelphia, PA 19103-2029
(215) 814-3080 (PA, DC)
(215) 814-3070 (VA, WV, DE, MD)
*Delaware, District of Columbia,
Maryland, Pennsylvania, Virginia,
West Virginia*

U.S. EPA Region 4

Hazardous Waste Management Division
RCRA Permitting Section
61 Forsyth Street
Atlanta, GA 30303
(404) 562-8440
*Alabama, Florida, Georgia,
Kentucky, Mississippi, North
Carolina, South Carolina,
Tennessee*

U.S. EPA Region 5

RCRA Activities
77 West Jackson Blvd
P.O. Box A3587
Chicago, IL 60690
(312) 886-4001
*Illinois, Indiana, Michigan,
Minnesota, Ohio, Wisconsin*

U.S. EPA Region 6

Hazardous Waste Management Division
Fountain Place
1445 Ross Avenue, 6PD
Dallas, TX 75202-2733
(214) 665-7200
*Arkansas, Louisiana, New Mexico,
Oklahoma, Texas*

U.S. EPA Region 7

Air, RCRA, and Toxics Division
RCRA Enforcement and State Programs
Branch (ARDT/RESP)
726 Minnesota Avenue
Kansas City, KS 66101
After 6/1/99:
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020
Iowa, Kansas, Missouri, Nebraska

U.S. EPA Region 8

Hazardous Waste Management Division
999 18th Street, Suite 500
Denver, CO 80202-2405
(303) 312-6319
*Colorado, Montana, North Dakota,
South Dakota, Utah, Wyoming*

U.S. EPA Region 9

75 Hawthorne Street
San Francisco, CA 94105
(415) 495-8895
*Arizona, California, Hawaii,
Nevada, American Samoa, Guam,
Northern Mariana Islands*

U.S. EPA Region 10

Waste Management Branch, HW-105
1200 Sixth Avenue
Seattle, WA 98101
(206) 553-1253
*Alaska, Idaho, Oregon,
Washington*

V. Line-By-Line Instructions for Completing EPA Form 8700-23

This form must be completed by all RCRA Hazardous Waste Permit applicants.

Please type or print in the unshaded area only leaving a blank box between words. The boxes are spaced at 1/4" intervals which accommodate elite type (12 *characters per inch*). When typing, hit the space bar twice between characters. If you print, place each character in a box. Abbreviate if necessary to stay within the number of boxes allowed for each item. If you must use additional sheets, indicate clearly the number of the Item on the form to which the information on the separate sheet applies.

Unless otherwise specified in the instructions to the form, each item must be answered. To indicate that each item has been considered, enter "NA" for not applicable if a particular item does not fit the circumstances or characteristics of your facility or activity.

If you have previously submitted information to EPA or an authorized State agency which answers a question, you may either repeat the information in the space provided or attach a copy of the previous submission. Some items in the form require narrative explanation. If more space is necessary to answer a question, attach a separate sheet entitled "Additional Information."

Note: *When submitting a revised Part A Permit Application, applicants must resubmit in their entirety each item on the application for which changes are requested. In addition, Items I, II, III, VI, VII, VIII and XVIII must be completed. All other sections may be left blank.*

Estimated Burden: Public reporting burden for new Part A Permit Applications is estimated to be 27 hours. Public reporting burden for revised Part A Permit Applications is expected to be 14 hours. This reporting burden includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Director, Regulatory Information Division, 2136, U.S. Environmental Protection Agency, 401 M St., S.W., Washington, D.C. 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503, marked "Attention Desk Officer of EPA."

Item I - ID Number(s):

- A. First Part A Submission:** Place an "X" in this box if this is the facility's first Part A submission under a current or previous ownership.
- B. Part A Amendment:** Place an "X" in this box if this is an amendment to a prior Part A Permit Application for this facility. Enter the amendment number, if known.
- C. EPA ID Number:** Space is provided on Form A for insertion of your EPA Identification Number. If you have an existing facility, enter your Identification Number. If you don't know your EPA Identification Number, please contact your EPA Regional Office (see Table 2), which will provide you with your number, or send you EPA Form 8700-12, "Notification of Regulated Waste Activity" to apply for an EPA Identification Number. If your facility is new (not yet constructed) or you do not have an EPA Identification Number, leave this item blank.
- D. Secondary ID Number:** Enter any non-EPA ID number that your facility has been issued. For example, for wastes regulated by a State or local authority, give the ID number that the other authority issued.

Item II - Name of Facility:

Enter the facility's official or legal name. Do not use a colloquial name.

Item III - Facility Location:

A. Location: Give the address or location of the facility identified in Item II of this form. Please note that the address you give for Item III must be a physical address, *not a post office box or route number*. If the facility lacks a street name give the most accurate alternative geographic information (e.g., section number or quarter section number from county records or at intersection of Rts. 425 and 22).

County Name and Code: Give the county code, if known. If you do not know the county code, enter the county, township, borough, parish, or other local government entity name, from which EPA can automatically generate the county code. To obtain a list of county codes, contact the National Technical Information Service, U.S. Department of Commerce, Springfield, Virginia, 22161 or at (703) 487-4650. The list of codes is contained in the Federal Information Processing Standards Publication (FIPS PUB) number 6-3.

B. Land Type: Using the codes listed below, indicate in III. B. the code which *best describes* the current legal status of the land on which the facility is located:

- F = Federal
- S = State
- I = Indian
- P = Private
- C = County
- M = Municipal*
- D = District
- O = Other

**Note: If the Land Type is best described as Indian, County or District, please use those codes. Otherwise, use Municipal.*

C. Geographic Location: Enter the latitude and longitude of the facility in degrees, minutes, and seconds. For larger facilities, enter the latitude and longitude at the approximate mid-point of the facility. You may use the map you provide for Item XV to determine latitude and longitude. Latitude and longitude information is also available from Regional Offices of the U.S. Department of Interior, Geological Survey, and from State Natural Resource or Environmental Agencies.

D. Facility Existence Date: Enter the appropriate date that applies to your facility from the following:

1. The date that hazardous waste operations at the facility commenced;
2. The date construction on the facility commenced; or
3. The date operation is expected to begin.

Item IV - Facility Mailing Address:

Please enter the Facility Mailing Address. If the Mailing Address and the Facility Location (Item III) are the same, you can print "same" in the space for Item IV.

Item V - Facility Contact:

Give the name, title, and work telephone number of a person who is thoroughly familiar with the operation of the facility and with the facts reported in this Part A Permit Application and who can be contacted by reviewing offices if necessary.

Item VI - Facility Contact Address:

- A. Code:** If the contact address is the same as the facility location address listed in Item III or the facility mailing address listed in Item IV, place an "X" in the appropriate box to indicate where the contact may be reached. If the facility location address, the facility mailing address, and the facility contact address are all the same, mark the "Location" box. If the contact is *not* the same as those addresses in either Item III or IV, place an "X" in the "Other" box and complete Item VI.B. If an "X" is entered, in either the location or mailing box, Item VI.B. should be left blank.
- B. Address:** Enter the facility contact address only if the contact address is different from either the facility location address (Item III) or the facility mailing address (Item IV) and Item VI.A. was left blank.

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Item VII - Operator Information:

- A. Name:** Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this Part A Permit Application. This may or may not be the same name as the facility. The operator of the facility is the legal entity which controls the facility's operation rather than the plant or site manager. Do not use a colloquial name. Also enter the telephone number and address where the operator can be contacted.
- B. Operator Type:** Using the codes listed below, indicate in VII.B. the code which *best describes* the legal status of the current operator of the facility:

F = Federal
S = State
I = Indian
P = Private
C = County
M = Municipal*
D = District
O = Other

**Note: If the Operator Type is best described as Indian, County or District, please use those codes. Otherwise, use Municipal.*

- C. Operator Indicator:** *(If this is your facility's first Part A Permit Application, leave VII.C. blank and skip to Item VIII. If this is a subsequent Part A Permit Application, complete Item VII.C. as directed below.)*

If the operator of this facility has changed since the facility's previous Part A was submitted, place an "X" in the box marked "Yes" and enter the date the operator changed.

If the operator of this facility has not changed since the facility's previous Part A was submitted, place an "X" in the box marked "No" and skip to Item VIII.

If any additional operators have been added or replaced since the facility's previous Part A was submitted, place an "X" in the box marked "Yes." Use the comment section in XIX to list any additional operators, the dates they became operators, and which

operator(s) (if any) they replaced. If necessary attach a separate sheet of paper.

Item VIII - Facility Owner:

- A. Name:** Enter the name of the legal owner(s) of the installation, including the property owner. Also enter the address and phone number where this individual can be reached. Use the comment section or additional sheets if necessary to list more than one owner.
- B. Owner Type:** Using the codes listed below, indicate in VIII.B. the code which *best describes* the legal status of the current owner of the facility:

- F = Federal
- S = State
- I = Indian
- P = Private
- C = County
- M = Municipal*
- D = District
- O = Other

**Note: If the Operator Type is best described as Indian, County or District, please use those codes. Otherwise, use Municipal.*

- C. Owner Indicator:** *(If this is your facility's first Part A Permit Application, leave VIII. C. blank and skip to Item IX. If this is a subsequent Part A Permit Application, complete Item VIII.C. as directed below.)*

If the owner of this facility has changed since the facility's previous Part A was submitted, place an "X" in the box marked "Yes" and enter the date the owner changed.

If the owner of this facility has not changed since the facility's previous Part A was submitted, place an "X" in the box marked "No" and skip to Item IX.

If any additional owners have been added or replaced since the facility's previous Part A was submitted, place an "X" in the box marked "Yes." Use the comment section in XIX to list any additional owner(s), the dates they became owners, and which

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owner(s) (if any) they replaced. If necessary attach a separate sheet of paper.

Item IX - NAICS Codes:

List, in descending order of significance, the North American Industry Classification System (NAICS) codes which best describe your facility in terms of the principal products or services you produce or provide. Enter each 5 or 6-digit NAICS code starting in the left most box. If you use a 5-digit code, leave sixth box blank. Also, specify each classification in words. These classifications may differ from the NAICS codes describing the operation generating the hazardous wastes.

Note: *The North American Industry Classification System (NAICS) replaces the U.S. Standard Industrial Classification (SIC) system. NAICS was developed by the U.S., Canada, and Mexico to provide comparable statistics across the three countries. NAICS also provides for increased comparability with the International Standard Industrial Classification System (ISIC), which is developed and maintained by the United Nations.*

NAICS industries are identified by a 6-digit code, though the sixth digit is not always used. In contrast, the SIC system used a 4-digit SIC code. The longer code accommodates a larger number of sectors and allows more flexibility in designating subsectors. NAICS codes are standardized internationally up to the fifth digit. The sixth digit, when used, identifies subdivisions of NAICS industries that may be unique to an individual country.

NAICS code numbers and descriptions may be found in North American Classification System (NAICS) - United States, 1997, which is prepared by the Office of Management and Budget's Economic Classification Policy Committee. This NAICS manual is available in printed or CD-ROM versions from the Department of Commerce's National Technical Information Service, Springfield, Virginia. Additional information also is available on the Department of Commerce's Census Bureau website at www.census.gov. If you have any questions concerning the appropriate NAICS code for your facility, contact your EPA Regional office (see Table 2).

Item X - Other Environmental Permits:

- A. Permit Type:** Using the codes listed below, enter a letter on the form for all other environmental permits the facility has received, or for which the facility has filed an application, even if the permit has not yet been received.

- N = NPDES (National Pollutant Discharge Elimination System, Clean Water Act)
- P = PSD (Prevention of Significant Deterioration, Clean Air Act)
- R = RCRA (Resource Conservation and Recovery Act)
- U = UIC (Underground Injection Control, Safe Drinking Water Act)
- F = EPA 404 (Dredge or Fill Permits under Section 404 of the Clean Water Act)
- E = Other relevant environmental permits. List any other relevant Federal (e.g., permits under the Ocean Dumping Act), State (e.g., State permits for new air emission sources in nonattainment areas under Part D of the Clean Air Act or State permits under Section 404 of the Clean Water Act), or local environmental permits or applications.

- B. Permit Number:** Give the number of each presently effective permit issued to the facility for each program, or if you have previously filed an application, but have not yet received a permit, give the number of the application. If you have more than one currently effective permit for your facility under a particular permit program, you may list additional permit numbers on a separate sheet of paper.
- C. Description:** Use the space provided for any additional information identifying or describing the permits.

Item XI - Nature of Business:

Briefly describe the nature of your business (e.g., products produced or services provided). If more space is needed, please attach additional sheets.

Item XII - Process Codes and Design Capacities:

The information in Item XII describes all the processes that will be used to treat, store, or dispose of hazardous waste at the facility. The design capacity of each process must be provided as part of the description. The design capacity of injection wells and landfills at existing facilities should be measured as the remaining, unused capacity. Tank storage should refer to each tank, not each tank farm. Please indicate the location of each process listed in Item XII on either the map provided for Item XV or the photographs provided for Item XVII. Use the line number

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from Item XII to indicate where the process(es) are located. See the form for the detailed instructions to Item XII.

Note: Process codes T80-T93 are designated for Boilers and Industrial Furnaces (BIFs) as regulated under 40 CFR Part 266, Subpart H.

Item XIII - Other Processes:

Use this space to describe other processes that did not have a specific process code listed in Item XII.A. of the form. Follow the instructions in Item XII.A. on the form for other process codes (i.e., D99, S99, T04, and X99 process codes).

Item XIV - Description of Hazardous Wastes:

The information in Item XIV describes all the hazardous waste that will be treated, stored, or disposed at the facility. In addition, the processes that will be used to treat, store, or dispose of each hazardous waste and the estimated annual quantity of each hazardous waste must be provided. See the form for the detailed instructions to Item XIV.

Item XV - Map:

Provide a topographic map or maps of the area extending to at least one mile beyond the property boundaries of the facility. The map must clearly show the following:

- The legal boundaries of the facility;
- The location and serial number of each of your existing and proposed intake and discharge structures;
- All hazardous waste management facilities;
- Location of all processes listed in Items XII and XIII identified by process code;
- Each well where you inject fluids underground; and
- All springs and surface water bodies in the area, plus all drinking water wells within 1/4 mile of the facility which are identified in the public record or otherwise known to you.

If an intake or discharge structure, hazardous waste disposal site, or injection well associated with the facility is located more than one mile

from the plant, include it on the map, if possible. If not, attach additional sheets describing the location of the structure, disposal site, or well, and identify the U.S. Geological Survey (or other) maps corresponding to the location.

On each map, include the map scale, a meridian arrow showing north, and latitude and longitude at the nearest whole second. On all maps of rivers, show the direction of the current, and in tidal waters, show the directions of the ebb and flow tides. Use a 7-1/2 minute series map published by the U.S. Geological Survey, which may be obtained through the U.S. Geological Survey Office listed below. If a 7-1/2 minute series map has not been published for your facility site, then you may use a 15 minute series map from the U.S. Geological Survey. If neither a 7-1/2 nor 15 minute series map has been published for your facility site, use a plant map or other appropriate map, and include all the requested information; in this case, briefly describe land uses in the map area (e.g., residential, commercial).

You may trace your map from a geological survey chart, or other map meeting the above specifications. If you do, your map should bear a note showing the number or title of the map or chart it was traced from. Include the names of nearby towns, water bodies, and other prominent points.

To obtain map indexes contact one of the following Earth Science Information Centers (ESIC):

Anchorage - ESIC
4230 University Dr., Rm. 101
Anchorage, AK 99508-4664
(907) 786-7011

Fairbanks - ESIC
Box 12, New Federal Building
101 Twelfth Avenue
Fairbanks, AK 99701
(907) 474-7487
(907) 474-7598

Lakewood - ESIC
Box 25046, MS 504
Denver Federal Center
Denver, CO 80225
(303) 236-5829

Menlo Park - ESIC
Room 3128, Building 3, MS 532
345 Middlefield Road
Menlo Park, CA 94025
(415) 329-4390

Reston - ESIC
507 National Center
Reston, VA 22092
(703) 648-6045

Rolla - ESIC
1400 Independence Road, MS 231
Rolla, MO 65401
(573) 308-3500

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Salt Lake City - ESIC
8105 Federal Building
125 S. State Street
Salt Lake City, UT 84138
(801) 975-3742

Sioux Falls - ESIC
EROS Data Center
Sioux Falls, SD 57198-0001
(605) 594-6151

Spokane - ESIC
U.S. Post Office Building, Room
135
West 904 Riverside Avenue
Spokane, WA 99201-1088
(509) 353-2524

Stennis Space Center - ESIC
Building 3101
Stennis Space Center, MS 39529
(601) 688-3541

Washington, D.C. - ESIC
Department of the Interior
Building
18th & C Streets, NW, Room 2650
Washington, D.C. 20240
(202) 208-4047

Item XVI - Facility Drawing:

All existing facilities must include a drawing showing the general layout of the facility. This drawing should be approximately to scale and fit on an 8 ½" x 11" sheet of paper. This drawing should show the following:

1. The property boundaries of the facility;
2. The areas occupied by all storage, treatment, or disposal operations that will be used during interim status;
3. The name of each operation (e.g., multiple hearth incinerator, drum storage area, etc.);
4. Areas of past storage, treatment, or disposal operations;
5. Areas of future storage, treatment, or disposal operations; and
6. The approximate dimensions of the property boundaries and all storage, treatment, and disposal areas. (**Note:** where applicable, use the process codes listed in Items XII and XIII to indicate the location of all storage, treatment, and disposal areas.)

New facilities do not have to complete Item XVI.

Item XVII - Photographs:

All existing facilities must include photographs that clearly delineate all existing structures, all existing areas for storing, treating, or disposing of hazardous waste; and all known sites of future storage, treatment, or disposal operations. Photographs may be color or black and white, ground-level or aerial. Indicate the date the photograph was taken on the back of each photograph. Use the process codes listed in Items XII and XIII to indicate the location of all storage, treatment, and disposal areas.

Item XVIII - Certification(s):

All facility owners must sign Item XVIII. If the facility will be operated by someone other than the owner, then the operator must also sign Item XVIII. Federal regulations require the certification to be signed as follows:

- A. For a corporation, by a principal executive officer at least the level of vice president;
- B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- C. For a municipality, State, Federal, or other public facility, by either a principal executive officer or ranking elected official.

The Resource Conservation and Recovery Act provides for severe penalties for submitting false information on this Part A Permit Application form.

Section 3008(d) of the Resource Conservation and Recovery Act provides that "Any person who knowingly makes any false statement or representation in any application, ...shall, upon conviction be subject to a fine of not more than \$25,000 for each day of violation, or to imprisonment not to exceed one year, or both."

Notes
