



## Department of Environmental Protection

### How to Apply for an EPA Hazardous Waste Permit ID

#### I. TO REGISTER

- Visit: <https://rcrainfo.epa.gov/rcrainfoprod/action/secured/login>
- Register as an **Industry User**.
  - **Write down your password.** You will need to type in your password to complete your submission (**passwords saved for auto-insert will not work**).
  - **Do NOT Register under the name of another individual.** You may register under your own name, then submit an application on behalf of another individual or company if approved by that entity. However, your name will appear as the signatory on the application.
- Select **Request New Site**



**IMPORTANT NOTE!** You can **NOT** change an existing ID address. Hazardous waste permit IDs are specific to the site location and do not move with a company. If your business has moved, you will need to [deactivate the old permit ID](#) and request a new one for the new location.

#### II. TO COMPLETE THE ONLINE APPLICATION FORM



**IMPORTANT NOTE!** If you have to step away at any time, scroll to the bottom of the form and select "Finish Later" to save your progress. Otherwise, the information you entered will be lost and you will need to start over again.

You must fill out all required sections marked with a red asterisk (\*).

1. **Reason for Submittal:** Select the first option if you are filing on behalf of a facility as owner, employee, or contractor. A Manifest Broker, is a very specific role where your business is to fill out manifests for multiple clients using this EPA permit ID. If you are a Manifest Broker but are applying for an EPA permit ID that is only to be used for one facility, do NOT select Manifest Broker.
2. **Site ID:** The site ID number will be assigned upon approval.
3. **Site Name:** Provide the company/facility name **as it appears on your W-9**. This should **NOT be the address**. If this is a private residence, list the Site Name as "Residence".
4. **Site Location:** The physical address where the waste will be picked up. **Include suite, unit, building number, etc.** in Street 2 line, if you share the address with another facility.
5. **Mailing Address:** The address where the facility receives mail. This may be a PO Box. If applicable, utilize the "Copy From Address" button to the right side of the box to copy this info from the Location.
6. **Site Land Type:** Private land is most common; if the land is owned by an individual or private entity, select Private. If the land is **owned** by a municipality, state, other government entity, etc., select the corresponding land type.

7. **NAICS Code:** Search by inserting key words on your type of business, e.g., “auto,” “household,” “real estate,” “dentist,” “gasoline,” etc. The system will then display potential codes. Choose the most appropriate.
8. **Site Contact Person & Address:** Name and address of the designated contact for the facility. This person may be contacted with questions regarding the submission.
9. **Legal Owner & Operator:** Information for the **legal building owner** and **facility operator**. You can utilize the “Copy From” button at the top right of the pop-up box to copy info from another section.
10. **10A1 - Generator of Hazardous Waste (Federal):** Select generator status ([click to see the guidance](#)). **Waste oil is NOT a federally regulated hazardous waste.** If your facility does not generate **federally-regulated** hazardous waste, select **N - Not a Generator**.

**10A2 through 10A6:** Generally, these sections are not applicable and should be left blank. If you believe any of them apply to you, answer the questions appropriately and **add an explanation in the comments field** so your submission is not rejected.

NOTE: For the following sections 10B and 10C, your transporter may be able to help you determine the applicable waste codes. In addition, [click to see lists of typical wastes generated by industry sectors](#).

**10B - Waste Codes for Federally Regulated Hazardous Wastes:** Select the appropriate codes for your facility. **Leave blank if you are not a generator of federal waste.**

**10C - Waste Codes for State Regulated (non-Federal) Hazardous Wastes:** Select the appropriate codes for your facility (e.g., MA01 for waste oil, MA98 for off specification used oil fuel, etc.). **Leave blank if you are not a generator of state waste.**

11. **11A through 11D - Other Waste Activities, Universal Waste Activities, and Used Oil Activities:** Generally, these sections are not applicable and should be left blank. If you believe any of them may apply to you, answer the questions appropriately and add an explanation in the comments field.

**11E - State Activities:** Select the appropriate generator status ([click to see the guidance](#)). **Leave blank if you are not a generator of state waste.**



**IMPORTANT NOTE! IF you present waste codes without an accompanying generator status or vice versa, your submission WILL be rejected.**

You are considered a waste “generator” for EPA permit purposes even if your waste pick-up is a one-time event. Your facility may be producing either state or federal waste, or both state and federal waste. Therefore, make sure that Sections 10 and 11 are filled out correctly as described below:

**For federal waste:** Section 10A (generator status) and Section 10B (waste codes)

**For state waste:** Section 10C (waste codes) and Section 11E (generator status)

12 through 16: These sections are not applicable in the state of Massachusetts.

17. **Electronic Manifest Broker:** Select **No** if you are filing for the site as an owner, employee, or contractor.

18. **Comments:** Include any information that will be helpful for reviewers. E.g., **if you share the address** with another facility please include the comment “Shares address with multiple facilities”.

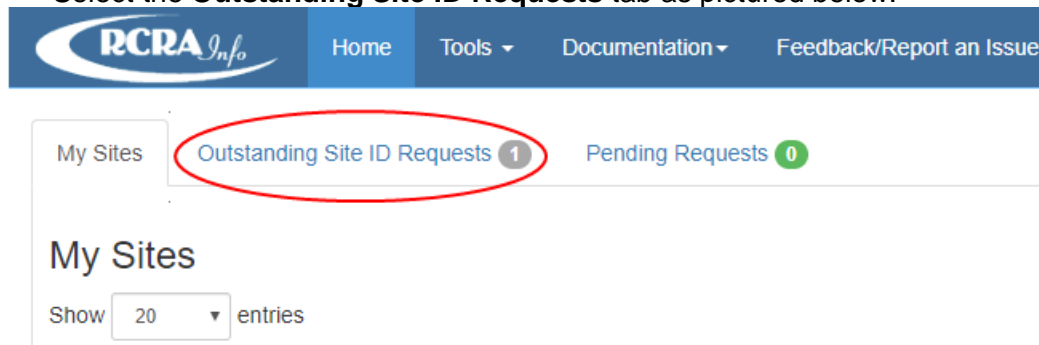
### III. AFTER YOU COMPLETE THE FORM

- Select the **Review** button, then scroll to the bottom of the form again and select **Submit**.

- **Complete e-Signature Agreement** if you have not already done so. **Keep a record of the answers to your security questions** as you will be prompted for them in the future.
- For Important Electronic Signature Agreement Details [click here](#).
- If you print the Agreement and send your signature by mail, wait to receive an email from the system.

#### IV. TO COMPLETE YOUR SUBMISSION

- Select the **Outstanding Site ID Requests** tab as pictured below:



- On the right side of the screen, find **Action**. Do **NOT** click the X button! **THIS WILL DELETE YOUR SUBMISSION**. Instead, click the pencil icon. This will reopen your form.
- Scroll to the bottom of the form and select **Review**, then scroll to the bottom of the form again and select **Submit**.
- Complete all remaining steps as prompted. When the password is requested, input your login password.
- **When your status is “Pending Approval,” your submission is complete.**



**IMPORTANT NOTE!** If your submission status is “draft” it has **NOT** been completed. In this case, repeat the steps above to complete your submission.

MassDEP generally reviews applications within seven (7) business days.

**Please note:** Your Hazardous Waste Generator Permit ID is considered a “permit in perpetuity” and will remain active and in effect until you file a request to deactivate it and indicate that you have suspended all generator activity. Active status may subject you to [annual compliance fees](#), inspection activity, and reporting requirements. You should promptly update your record to remove generator status(es) and waste code(s) if you are no longer generating the applicable waste(s).

**Need to deactivate your existing EPA Hazardous Waste Generator ID? Go to:**  
<https://www.mass.gov/doc/instructions-how-to-deactivate-an-epa-hazardous-waste-id>

**For a complete list of EPA and MassDEP requirements, go to:**  
<https://www.mass.gov/doc/310-cmr-30000-hazardous-waste-regulations>

**Questions?** Email [michael.m.hurley@mass.gov](mailto:michael.m.hurley@mass.gov)