

INSTRUCTIONS FOR FILLING OUT THE GM FORM – WASTE GENERATION AND MANAGEMENT

Who Must Submit this Form

A site required to file the 2009 Hazardous Waste Report must submit a GM Form if the site generated RCRA hazardous waste that, in 2009, was accumulated on-site; managed on-site in a treatment, storage, or disposal unit; and/or shipped off-site for management, consistent with the criteria below. (See **Wastes to be Reported**, below, for specific instructions on generated RCRA hazardous wastes that should be reported on the GM Form. See **Wastes Not to be Reported**, below, for any exclusions or exemptions from the GM Form reporting requirements under the 2009 Hazardous Waste Report.)

Purpose of this Form

The GM Form is for reporting on-site hazardous waste generation and management in 2009. The GM Form is divided into three sections that document 1) the source, characteristics, and quantity of hazardous waste generated; 2) the quantity of hazardous waste managed on-site along with the management method used; and 3) the quantity of hazardous waste shipped off-site for treatment, disposal, or recycling along with the off-site management method used.

How to Fill out this Form

Make and submit a photocopy of the GM Form for **each** generated RCRA hazardous waste that should be reported, consistent with the criteria discussed below. Prior to photocopying, place the pre-printed site identification label in the top left-hand corner of the form or, if you did not receive pre-printed labels, enter the site name and EPA Identification Number in this space.

Use the Comments section at the end of the form to clarify any entry (e.g., “Other” responses) or to continue any entry. When entering information in the Comments section, cross-reference the section number and item letter to which the comment refers.

NOTE	<p>Please review your previous cycle’s GM source, form, and management method codes to see if they are still applicable. If applicable, use those same codes for consistency.</p> <p>Refer to the Special Instructions for reporting lab packs, asbestos, PCBs, waste oils, groundwater contaminated by leachate, RCRA-radioactive mixed wastes, and laboratory clean-out wastes.</p>
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Wastes to be Reported

In general, **each** generated RCRA hazardous waste that is used to determine the site’s generator status should be reported on the GM Form. (See **Wastes Not to be Reported**, below, for any exclusions or exemptions from the GM Form reporting requirements under the 2009 Hazardous Waste Report.)

A GM Form must be submitted for each generated RCRA hazardous waste. Hazardous waste must be reported if it was:

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in 2009; **or**
- Generated and accumulated on-site in 2009 but not managed on-site or shipped off-site until after 2009; **or**
- Generated and accumulated on-site prior to 2009 but either managed on-site or shipped off-site in 2009; **or**
- Imported from a foreign country in 2009.

Examples of RCRA hazardous wastes to be reported include those that were:

- Generated on-site from a production process, service activity, or routine cleanup.
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity.
- Removed from on-site storage.
- Derived from the management of non-hazardous waste.
- Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).
- Shipped off-site, including hazardous waste that was received from off-site (reported on the Waste Received From Off-site Form [WR Form]) and subsequently shipped off-site without being treated or recycled on-site.
- Radioactive wastes mixed with RCRA hazardous wastes should also be reported; be sure to mark “Yes” on the Site Identification Form in Item 10.A.1.f. See the definitions and the special instructions regarding this waste.
- Hazardous wastes regulated only by your State should be reported if required by your State.

Wastes Not to be Reported

RCRA hazardous wastes exported directly to a foreign country **should not be reported** on the GM Form. Rather, hazardous waste exports should be reported on the Annual Report required under 40 CFR 262.56.

In addition, materials and wastes identified at 40 CFR 261.2(a)(2)(ii) and 261.4(a) and (b) and 261.5(c) **should not be reported** on the GM Form. Section 261.4(a) and (b) identify materials and solid wastes that do not qualify as solid or hazardous wastes, respectively. Section 261.5(c) identifies hazardous wastes that should not be included in a site’s generator status determination, even if these hazardous wastes were generated at the site.

Following are the materials and wastes addressed under 40 CFR 261.4(a) and (b) and 261.5(c), which **should not be reported** on the GM Form:

- Materials which are excluded from being a solid waste, e.g., any mixture of domestic sewage and other wastes that passes through a sewer system to a publicly owned treatment works (unless they are stored or treated in regulated units prior to being discharged). (40 CFR 261.4(a))
- Solid wastes that are excluded from being hazardous waste, e.g., petroleum-contaminated media and debris that fail the test for the toxicity characteristic (waste codes D018 through D043 only) and are subject to the corrective action regulations under 40 CFR Part 280. (40 CFR 261.4(b))
- Waste exempt from regulation because the waste has not exited the raw material storage or production unit yet, as specified in 261.4(c). (40 CFR 261.5(c)(1))
- Hazardous waste that has been collected as a sample(s) for the purpose of determining its characteristic or composition, as specified in 261.4(d). (40 CFR 261.5(c)(1))
- Sample(s) undergoing treatability studies, as specified in 261.4(e). (40 CFR 261.5(c)(1))
- Sample(s) undergoing treatability studies at the laboratory or testing facility, as specified in 261.4(f). (40 CFR 261.5(c)(1))
- Hazardous waste that is a specified recyclable material such as ethyl alcohol or scrap metal, as specified in 261.6(a)(3). (40 CFR 261.5(c)(1))
- A residue of hazardous waste in an empty container or in an inner liner removed from an empty container, as specified in 261.7(a)(1). (40 CFR 261.5(c)(1))
- PCB wastes regulated under the Toxic Substance Control Act, as specified in 261.8, unless mixed with a hazardous waste. (40 CFR 261.5(c)(1))
- Wastes managed immediately upon generation only in on-site elementary neutralization units, wastewater treatment units, or totally enclosed treatment facilities as defined in 40 CFR 260.10. (40 CFR 261.5(c)(2)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**
- Wastes recycled, without prior storage, only in an on-site process subject to regulation under 40 CFR 261.6(c)(2). (40 CFR 261.5(c)(3)) **Any hazardous waste residues generated from these units, however, must be reported on the GM Form.**
- Used oil that is recycled and is also a hazardous waste solely because it exhibits a hazardous waste characteristic and is managed under 40 CFR Part 279. (40 CFR 261.5(c)(4))
- Spent lead-acid batteries managed under the requirements of 40 CFR Part 266, Subpart G, which includes persons who reclaim spent lead-acid batteries that are recyclable materials; persons who generate, transport, or collect spent batteries; persons who regenerate spent batteries; or persons who store them (other than spent batteries that are to be regenerated). (40 CFR 261.5(c)(5)) **Any hazardous wastes generated during battery reclamation, however, must be reported on the GM Form.**

- Universal wastes managed under 40 CFR 261.9 and 40 CFR Part 273. (40 CFR 261.5(c)(6))
Any hazardous waste residues generated from these units, however, must be reported on the GM Form.

How to Report Similar Wastes on the GM Form

Generally, a GM Form should be completed for **each** generated RCRA hazardous waste. Contact your State about combining and reporting similar hazardous wastes on the GM Form.

Item-By-Item Instructions

Section 1 – Waste Characteristics

Section 1 requests information on each RCRA hazardous waste that, in 2009, was generated and accumulated on-site; managed on-site; and/or shipped off-site.

All items in this section are mandatory. Note: Either Item B and/or Item C must be provided for each waste stream.

Item A – Waste Description

Provide a short narrative description of the waste, such as:

- General type;
- Source;
- Type of hazard; and
- Generic chemical name or primary hazardous constituents.

Example: “Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene.”

In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

Item B – EPA Hazardous Waste Code(s)

Enter the four-character EPA hazardous waste code(s) that applies to the waste reported in Section 1, Item A. EPA hazardous waste codes are provided in the “Other Reference Information” section of this booklet. If you need room for additional codes, list the codes in the Comments section and cross-reference Section 1, Item B. If fewer than six EPA hazardous waste codes are applicable, leave the remaining spaces blank. If the waste is regulated only by your State, leave Item B blank and report the State hazardous waste codes in Item C.

LIST	For a list of EPA Hazardous Waste Codes, see the “Other Reference Information” section of this booklet.
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Item C – State Hazardous Waste Code(s)

Enter the State hazardous waste code(s) that applies to the waste reported in Section 1, Item A, if:

- Your State regulates hazardous wastes not regulated as RCRA hazardous waste and requires these wastes to be reported in the 2009 Hazardous Waste Report; or
- Your State uses a hazardous waste code system **other** than the EPA hazardous waste codes that applies to the waste described in Section 1, Item A.

Otherwise, leave Section 1, Item C blank. If you need space for additional State hazardous waste codes, list the codes in the Comments section and cross-reference Section 1, Item C.

Item D – Source and Management Method Code

Enter the Source Code that best describes how the hazardous waste reported in Section 1, Item A originated. If the hazardous waste was mixed with other non-hazardous materials, report the Source Code for only the hazardous waste portion.

LIST	For a list of Source Codes, see the “Other Reference Information” section of this booklet.
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NOTE	A new Source Code, G17, has been added to the 2009 Hazardous Waste Report for facilities that have opted into the Subpart K Academic Laboratory Waste Rule to report the amount of laboratory waste shipped or managed during clean-out. The generation amount must be zero (0) for this source code. See the Special Instructions for additional information.
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If the Source Code is G25 (Hazardous Waste Management), you also need to provide the Management Method Code. Source Code G25 indicates that this waste was generated from a hazardous waste management system described on a separate GM Form or WR Form. Enter the same Management Method Code that is listed on the matching GM Form – Section 2, or on the matching WR Form – Item H, linking this waste with the on-site process that created it.

LIST	For a list of Management Method Codes, see the “Other Reference Information” section of this booklet.
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Review the Special Instructions for **wastes received from foreign countries.**

NOTE	Provide the appropriate Source Code for hazardous waste imported from a foreign country if your site is the U.S. Importer. Also, mark “Yes” on the Site ID Form, Item 10.A.1.e – United States Importer of Hazardous Waste.
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Item E – Form Code

Review the Form Codes and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Section 1, Item A.

LIST	For a list of Form Codes, see the “Other Reference Information” section of this booklet.
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Item F – Quantity Generated in 2009 / UOM and Density

Enter the total quantity of the hazardous waste described in Section 1, Item A that was generated during 2009. Right justify the quantity entry.

Enter the Unit of Measure (UOM) code for the quantity you reported in Section 1, Item F. Report the quantity in one of the units of measure listed below. *If you select a volumetric measure (gallons, liters, or cubic yards), you must also report the density of the waste.*

<u>Code</u>	<u>Unit of Measure</u>
1	Pounds
2	Short tons (2,000 pounds)
3	Kilograms
4	Metric tones (1,000 kilograms)
5	Gallons
6	Liters
7	Cubic yards

Weight and Volume Conversions	
1 kilogram (kg)	= 2.2046 pounds (lb)
1 short ton	= 2,000 lb
1 metric tonne	= 1,000 kg
1 metric tonne	= 1.1023 short tons
1 cubic meter (m)	= 1.3079 cubic yards
1 cubic yard (yd)	= 27 cubic feet (ft)
1 liter (l)	= 0.2642 gallons (gal)

	<p>Skip to Section 1, Item G if you selected code 1, 2, 3, or 4. Continue to Density if you selected code 5, 6, or 7.</p>
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Report the density only if you entered code 5, 6, or 7 for the unit of measure. Provide the density in either pounds per gal (lbs/gal) or specific gravity (sg) and place an “X” in the appropriate box to indicate which measure was used.

Item G – Waste Minimization Code

40 CFR 262.41(a)(6), 264.75(h), and 265.75(h) requires that data be collected for waste minimization activities. Enter the code that best corresponds to waste minimization, recycling, or pollution prevention efforts implemented to reduce the volume and toxicity of the hazardous waste reported in Section 1, Item A. This waste minimization activity must have occurred during this reporting cycle. If minimization was not attempted (to the point of implementing a change) for this waste, you must enter an “X” (no waste minimization efforts were implemented for this waste) for this item. This item is new for 2009.

LIST	For a list of Waste Minimization Codes, see the “Other Reference Information” section of this booklet.
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Section 2 – On-site Generation and Management of Hazardous Waste During 2009

Answering “Yes” or “No” to this question is mandatory. If you answer “Yes”, for each on-site RCRA-regulated management system, you must report the management method and quantity treated, disposed, or recycled on-site during 2009.

Mark “Yes” or “No” to the **Was any of this waste managed on-site?** question to indicate if the site did any of the following to the waste reported in Section 1, Item A: treat on-site; dispose on-site; recycle on-site. If you marked “Yes”, complete the blocks for On-site Process Systems below.

⇒	<p>Skip to Section 3 if you marked “No”. Continue to On-site Process System 1 if you marked “Yes”.</p>
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On-Site Management Method Code

Classify the process system (see definition) with a Management Method Code that best identifies the final substantive purpose/operation it performs. Space is provided to report up to two different Management Methods. If you did not use a second on-site process system to manage the waste, leave the Management Method Code under On-site Process System 2 blank.

LIST	<p>For a list of Management Method Codes, see the “Other Reference Information” section of this booklet.</p>
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The space provided for the second on-site process system should be used **only in the special case** of management of the same waste on-site by more than one process system during 2009. Use the second on-site process system only when:

- A waste is managed in one process system for a part of a year and in another process system for the rest of the year; or
- A waste is managed by two different process systems at the same time (i.e., management of the waste is split between parallel process systems).

If more than two on-site process systems meet one of the above conditions, you need not complete the entire form again. Simply attach a second copy of the GM Form, leaving blank all entries except Section 2 for on-site process systems. Note in the Comments section of each page: “Section 2, On-site Process System Type continued on supplemental page.” (Refer to instructions on page numbering of supplemental pages.)

The space provided for the second on-site process system should not be used to report the following:

- The on-site management of the treatment residual generated from management of the waste by the first management method (on-site management of treatment residuals should be reported on a separate GM Form); or
- To report treatment in a series of process units (see definition). Report only process systems, not process units.

Quantity Treated, Disposed, or Recycled On-site in 2009

Enter the quantity of hazardous waste described in Section 1 that was treated, disposed, or recycled by the reported on-site process management method during 2009. *Enter the quantity in the same unit of measure reported in Section 1, Item F.*

Example: A firm generated 100 tons of F002 solvent waste in 2009. Eighty (80) tons were recycled for reuse in a batch distillation process system, generating 5 tons of still bottoms. The remaining 20 tons were burned in an industrial boiler.

Under On-site Process System 1, the site enters the Management Method Code for distillation (H020) and a quantity of 80 tons. Under On-site Process System 2, the site enters the Management Method Code for energy recovery of liquids (H050) and a quantity of 20 tons. The 5 tons of still bottoms should be reported on a separate GM Form.

Section 3 – Off-site Shipment of Hazardous Waste

This section requests information on the off-site shipment of hazardous waste. Answering “Yes” or “No” to this question is mandatory. If you answer “Yes”, all items in this section are mandatory. **Do** report shipments of previously generated hazardous wastes stored until 2009. **Do** report waste shipped via transfer facility. **Do not** report shipments of de-characterized wastes.

Space is provided to report shipments of the waste to three different off-site facilities. If the waste you reported in Section 1 was shipped to more than three off-site facilities during 2009, you need not complete the entire form again. Simply attach a second copy of the GM Form, leaving blank all entries except Section 3, Items B, C, and D. Note in the Comments section of each page: “Section 3, Item B continued on supplemental page.” (Refer to instructions on page numbering of supplemental pages.)

Item A – Was any of this Waste Shipped Off-site in 2009 for Treatment, Disposal, or Recycling?

Mark “Yes” or “No” to indicate if any of the waste described in Section 1 was shipped off-site for treatment, disposal, or recycling during 2009.

⇒	<p>This GM Form is complete if you marked “No” in Item A. Continue to Section 3, Item B if you marked “Yes” in Item A.</p>
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Item B – EPA ID Number of Facility to which Waste was Shipped

Enter the 12-digit EPA Identification Number of the facility to which the waste was shipped. **Do not** create a GM Form for hazardous waste shipped directly to a foreign country from this site. You must complete an Annual Report as required under 40 CFR 262.56, no later than March 1 of each year.

Item C – Off-site Management Method Code Shipped To

Review the Management Method Codes in the “Other Reference Information” section of this booklet. Enter the Management Method Code that best describes the way in which the waste was managed at the initial receiving facility reported in Section 3, Item B.

LIST	<p>For a list of Management Method Codes, see the “Other Reference Information” section of this booklet.</p>
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Item D – Total Quantity Shipped in 2009

Enter the total quantity of the waste shipped to the off-site facility during 2009. ***Report the quantity in the same unit of measure entered in Section 1, Item F.*** Shipment quantities should equal the total quantity recorded on Uniform Hazardous Waste Manifests for this site during 2009, unless there were rejections or other complications. The quantity shipped may not necessarily equal the quantity generated (e.g., because some waste is still on-site at the end of the year or waste was removed from storage from a previous year's generation).