

## **Hazardous Waste Annual Report Electronic News E-mail sent January 23, 2012**

The reporting season has begun for the 2011 Hazardous Waste Report, which is due on March 1, 2012. This report is required of any facility that generated more than 2200 pounds of hazardous waste (or 2.2 P of acute hazardous waste) in any calendar month in 2011.

There are no changes to the reporting process, which means no changes to the eBiz data entry screens or paper forms. The only changes for 2011 are minor additions or modifications to the Form and Source Code lists. You can see a list of these changes on page 8 of 83 in the [2011 Instruction Book](#).

If you haven't filed electronically before, this is the time to start! The software has many features that help you prepare the report quickly and more accurately than on paper, including the ability to copy a previous year's report as a starting point for a new report, even if you haven't filed electronically in the past.

The Responsible Official for the facility is the person who gets the electronic filing process started by applying for the eDRUMS service. Begin by accessing our training materials on the [AR web page](#). These consist of three recorded webinars, or PDF copies of the PowerPoint presentations from the webinars: Getting Started in the eBusiness Center; Applying for and Delegating the HW Service; and Preparing an Annual Report in eDRUMS.

If your facility's report was filed electronically for 2010 but there have been personnel changes, it's time to have new users get eBiz accounts or terminate access rights for users no longer involved with the facility's report. For information on removing preparers or Responsible Officials, see "[Changing Roles in eBiz](#)" on the 2011 Annual Report web page.

If you do not see your 2010 Report available for copying in eBiz, please contact Mary Ann Silagy at [maryann.silagy@epa.state.oh.us](mailto:maryann.silagy@epa.state.oh.us) or 614/644-2891 and provide your facility name and EPA ID #.

If you have any questions, including questions or concerns about getting started in eBiz, please contact:

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or

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