

## Frequently Asked Questions about EPA ID Numbers and the Notification Process

**Q: How do I determine if my site needs a RCRA EPA ID number?**

**A:** Read the sections of the instruction booklet titled “How to Determine if You Must Notify Ohio EPA.” If the site conducts a regulated activity but is not required by the regulations to have an ID number, it can still be assigned an ID upon request.

**Q: I have been told we need to apply for an ID number but I don’t know very much about hazardous wastes and what to put on the form. Where can I get help?**

**A:** Suggestions:

- Read information available on the [Hazardous Waste Generator Requirements](#) web page.
- Read the section of the Notification of Regulated Waste Activity instruction booklet titled “EPA Hazardous Waste Codes for Waste Streams Commonly Generated by Small Businesses.”
- Call the Division of Environmental Response & Revitalization (DERR) at (614) 644-2924 and ask for help from someone in the Compliance & Inspection Support Unit.
- It may be easier for you to complete the notification form if you use the *Site ID Form Wizard* which guides you through the data entry and produces a printable form. The web page link is on the Notification home page.

**Q: Can we print a blank Site ID Form from the instruction booklet and fill it out with a pen instead of using the Wizard or the fillable PDF?**

**A:** Yes, but Ohio EPA prefers that you use one of the other methods because they produce a more legible document that is less prone to errors and omissions. An incomplete form will slow down the processing because the sender has to be contacted to obtain missing information.

**Q: Can we use U.S. EPA’s version of the Site ID Form?**

**A:** Ohio EPA prefers that you do not use the federal form because it is not identical to Ohio’s. For example, the federal form is missing a regulated activity that is specific to Ohio.

**Q: I need to get an ID number assigned quickly. Can I fax or email the forms?**

**A:** Ohio EPA doesn’t accept faxed or emailed forms because they do not contain an original signature. If you need the ID assigned quickly, mail the form or send it by courier, and put a Post-It note on the front page asking that the Notification Coordinator call you as soon as the ID is assigned. If the form is filled out completely and Ohio EPA doesn’t have to call you with questions, it can usually be processed within one or two days of receipt.

**Q: I need to have an ID number assigned but the activity is only going to be short-term or one-time. Can I get a temporary number?**

**A:** Ohio EPA assigns all regulated sites the same kind of number based on submission of the Site ID Form. However, the ID can be flagged as temporary in the database if you include information in the Comments section that this is the case. Mark the “Short-Term Generator” box on page 2 of the form (Item 9.A.1.d) as well as what size generator the site will be (Item 9.A.1 a, b, or c). Please send Ohio EPA a signed deactivation letter once the activity has ceased permanently (see the last FAQ in this document).

“Short-term” means the regulated activity will only occur for a limited time. When the activity is over, there is no longer a need for an active ID number. Short-term does not mean going from one generator status to another (episodic).

**Q: How will I know that Ohio EPA has processed my form?**

**A:** Ohio EPA mails an acknowledgment letter and a printout of the provided information to the person who is listed as the contact for the ID number. We do this once a week for the records entered during the previous week. If you don’t receive an acknowledgment within a reasonable time, or if you find an error on the printout, please contact the Notification Coordinator whose name and phone number displays on the Contact tab near the bottom of the Notification web page.

**Q: The site already has an ID number. When should we update the information associated with it?**

**A:** If ownership of the site changes you are required to re-notify because this means it is a new generator subject to OAC rule 3745-52-12. Ohio EPA recommends re-notification within 30 days if information changes, in particular the regulated activities that the site conducts. However, the regulations do not require you to re-notify in the case of a temporary change of generator status. Go to U.S. EPA’s Envirofacts Web page at [www.epa.gov/enviro](http://www.epa.gov/enviro) to view the current information associated with an EPA ID, which is stored in the RCRAInfo database. Envirofacts is updated monthly.

**Q: We moved to a different location. Can we continue to use our old ID number?**

**A:** No, with one exception as noted in the next paragraph. ID numbers are site-specific and must remain with the original location. This helps EPA track what wastes were managed at a specific physical location. If the new location conducts regulated activity, send in an initial notification form. If the old site is no longer regulated under RCRA, please also send a signed letter requesting deactivation (see the following Question and Answer below).

The exception is for transporters who are moving their headquarters location and were never a generator at the former location. They are the only type of handler that can move their ID number.

A closing facility may be subject to the regulations of the Cessation of Regulated Operations program. Click [here](#) for more information.

**Q: A site has an ID number but no longer conducts any RCRA-regulated activity. Do I need to notify Ohio EPA?**

**A:** Please request that Ohio EPA deactivate the ID Number to help us maintain accurate information on regulated sites in Ohio. This notification should be submitted in the form of a signed letter to the Notification Coordinator that includes the ID number, name of the site, and current mailing address of your business. Once deactivated, the site will continue to appear on U.S. EPA's public websites because ID numbers are never deleted from the historical database. However, the site will be listed as inactive.

Last updated 10/2016