

2009 BIENNIAL HAZARDOUS WASTE REPORT.  
NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION.  
ELECTRONIC REPORTING GUIDE FOR FLAT FILES.

The New Jersey Department of Environmental Protection (DEP) in partnership with the United States Environmental Protection Agency (EPA) encourages generators to use a computer based submission instead of a paper copy submission to avoid errors. American Resource Management, Incorporated (ARM) under contract with the DEP has a computer based option to assist you in the preparation of the 2009 Hazardous Waste Report.

**OBTAIN THE FLAT FILE CREATION MANUAL.** The EPA has prepared a document to guide you through the preparation of the flat files. The RCRAInfo File Specification Guide (2009 Hazardous Waste Report Submissions) is available on the Environmental Protection Agency's web site. The path to the web site is as follows.

<http://www.epa.gov/epaoswer/hazwaste/data/biennialreport/index.htm>

**FLAT FILE CREATION.** Use the above referenced document to prepare your flat files. Contact American Resource Management by email at [info@arminc.net](mailto:info@arminc.net). ARM will give you the guidance that is needed to upload the flat files to their server. If you have flat files, there is no charge to load them. If the flat files do not load, and you need assistance to correct the load errors, they will charge a fee for the time spent on correcting the errors. If you have not prepared your flat files and need assistance, ARM will create the flat files for you. They will charge a fee for the time spent on the preparation.

**REQUIRED PAPER DOCUMENTS.** Even though you have submitted your report by submitting your flat files to ARM, there are paper documents that must be submitted. The fee verification form, a check and a copy of the signed Site Identification Form (Site ID) must be returned by mail to NJ. The mailing address is listed on the fee verification form. The fee verification form and the Site ID form may be printed from ARM's web site. Do not attempt to electronically return the fee form to ARM. ARM is not set up to accept the fee form. The NJ Hazardous Waste Report Unit is not set up to receive your flat files. The NJ DEP will not be able to supply guidance regarding how to prepare your flat files.

**TECHNICAL SUPPORT.** Support is available for questions concerning the creation of your flat files. ARM, INC provides this technical support via e-mail (no phones) at [info@arminc.net](mailto:info@arminc.net). Your e-mail will be answered within 24 hours. ARM's web site may be found at <http://www.arminc.net>. Do not contact ARM for guidance regarding hazardous waste issues.

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