

2009 Biennial Hazardous Waste Report (NJ)
Responses to Frequently Asked Questions

1. Do fill out the Site Identification Form (site ID), even if a report is not due, if a report computer disc(CD) was sent to you from the DEP. If you received a CD, you also were placed on a list of companies that owe us a complete report. We will use the site ID form information to remove you from this list. We only mail booklets to generators whose manifest records indicate that they probably were a large quantity generator in 2009. If you did not receive the CD, we do not expect to receive any correspondence. Please have your completed report postmarked or electronically submitted before the New Jersey due date of March 1, 2010.
2. Do not use the invalid characters { } < > because EPA will reject your submission. If the symbols > < are used to indicate greater than and less than, replace them with GT and LT.
3. Do complete all requirements if a report is due. Fill out the required site ID form, GM forms and fee verification form. A facility with a permit to transport, store and dispose of hazardous waste must also fill out WR forms. Attach a check and mail your paper forms to the address on the fee verification form.
4. Do fill out the density field on the GM Form, if you submit this form and do report your waste in gallons, liters or cubic yards on the GM Form.
5. Do not fill out the OI Form. It is not required to be submitted with a report to New Jersey.
6. Do not report asbestos, PCBs, recycled waste oil, universal waste or household hazardous waste on the GM Form. These wastes are not regulated as hazardous wastes in New Jersey. Please note the following procedure. If you manifested universal wastes or household hazardous wastes in quantities large enough to make you appear to be a large quantity generator, we will need a statement detailing which manifested wastes were not regulated hazardous wastes. This statement should be made in the comment section of the site ID form, not in a separate letter.
7. Do mark the appropriate boxes on the site ID form (10 B) to indicate your universal waste activities. This field should only be completed by large quantity handlers of universal wastes. When reporting mercury-containing equipment that does not consist of thermostats, please check box e that is labeled Other and describe the mercury containing equipment.
8. Do not report non-hazardous waste codes such as ID72 or waste codes that were formerly used as New Jersey hazardous waste codes, such as X726 or X900.
9. Do not fill out the fee form or send in a check, if a report is not due. The Biennial Hazardous Waste Report covers only one year of manifest activities, therefore send the report and fee for one reporting year. Submitting a paper report or an inaccurate electronic report requires you to submit a much higher fee than an accurate electronic report.
10. Do keep a copy of your report for a period of three years from the report due date.