
INSTRUCTIONS TO THE HAZARDOUS WASTE REPORTS

GENERATION AND ON-SITE T,S,D,R (DHEC 1962)

COMPLETE YOUR REPORT ON-LINE AT WWW.SCDHEC.GOV OR PRINT REPORT AND COMPLETE IN INK (OR TYPE) AND SIGN CERTIFICATION BY HAND IN INK. USE THESE AS YOUR COMPLETED ORIGINALS. KEEP A COPY OF YOUR COMPLETED ORIGINALS IN YOUR FILES AND SEND THE COMPLETED ORIGINALS TO SCDHEC. PLEASE DO NOT COMPLETE FORMS THAT DO NOT APPLY TO YOUR COMPANY AND DO NOT SUBMIT BLANK FORMS.

Instructions

- I. Make a Name and Address label to include: EPA ID number, company name, mailing address and contact information.

NOTE: Any company name, address, and/or contact person change requires a South Carolina Notification and Reporting Form (DHEC Form 2701) to be completed.

- II. Enter "X" in Section II only if your company had absolutely no hazardous waste activity during this quarter. Do not fill in zeros on the rest of this form, and do not submit any blank forms. This means your company had no old waste on-site anywhere, generated no new waste, and shipped no old or new waste off-site during the quarter.
- III. Generated Waste: Enter the waste index line number of each waste you generated this quarter. This information must be taken from the Hazardous Waste Index Form DHEC 1965. Then enter the corresponding amount that was generated **IN POUNDS. DO NOT ENTER ZERO AMOUNTS. DO NOT MAKE AN ENTRY IF YOU HAD A ZERO AMOUNT FOR ANY WASTE STREAM.**
- IV. On-Site Treatment, Storage, Disposal and Recovery: Enter the waste index line number of each waste that you Treated, Disposed or Recovered on-site during the quarter; or waste remaining in storage (accumulation) on the last day of the quarter. Enter the management code for that waste that represents what the status was at the end of the quarter. If you performed several treatment methods on one waste, enter only the last treatment method. **Enter amount IN POUNDS.** The management code list is located on website [www.SCDHEC.GOV](http://WWW.SCDHEC.GOV) under codes.

IF THE WASTE WAS IN STORAGE (ACCUMULATION) AT THE END OF THE QUARTER AWAITING EITHER ON-SITE TREATMENT, DISPOSAL, RECOVERY OR SHIPMENT OFF-SITE, THEN REPORT IT AS BEING IN STORAGE USING MANAGEMENT CODE H141.

IF THE WASTE HAS BEEN TREATED, DISPOSED, OR RECOVERED DURING THE QUARTER, THEN USE THE APPROPRIATE MANAGEMENT CODE THAT BEST DESCRIBES THIS ACTIVITY. The management code list is located on website [www.SCDHEC.GOV](http://WWW.SCDHEC.GOV) under codes.

- V. Enter the EPA ID # and name of all initial transporters who hauled hazardous waste for you during this quarter.

ALL AMOUNTS ARE ROUNDED TO THE NEAREST WHOLE NUMBER AND ARE LEFT JUSTIFIED. (Example: 12345__ NOT 000012345)

- VI. Sign, date and enter your phone number on your certification in order to conclude the first page of your Quarterly Report.

Please send your completed forms with original signature to:

SCDHEC
Bureau of Land & Waste Management
Division of Compliance and Enforcement
2600 Bull Street
Columbia, SC 29201