

# Collection Facilities: Household and Very Small Quantity Generator Hazardous Wastes

Guidance on Hazardous Waste Requirements



## Introduction

Municipalities, businesses, nonprofits and other entities can organize events to collect household hazardous waste, and hazardous waste generated from very small quantity generators, to prevent these wastes from entering solid waste landfills. When these wastes are collected and/or stored, the collector is classified as a “household and very small quantity generator hazardous waste collection facility” and is regulated under subch. HH of ch. NR 666, Wis. Adm. Code.

Hazardous waste regulations are found in chapters [NR 660-679](#) of the Wisconsin Administrative Code.

This document outlines the requirements for these collection facilities, both temporary and permanent. These include notifications, operational and design standards, and transportation and reporting requirements. It is important to note that the Wisconsin Department of Natural Resources hazardous waste regulations differ from the regulations of the Wisconsin Department of Agriculture, Trade and Consumer Protection, the agency administering the Clean Sweep grants. Visit [datcp.wi.gov](http://datcp.wi.gov) and search “Clean Sweep” to learn about DATCP’s requirements.

## Definitions

Definitions pertaining specifically to the collection and management of household hazardous waste are found in s. NR 666.901, Wis. Adm. Code. Additional terms pertinent to this guidance document are outlined below.

**Collection facility** is a facility that collects and/or stores household hazardous waste (HHW) or very small quantity generators hazardous waste, or both. A site that utilizes a mobile trailer, and operates for one to several days, is also considered a collection facility.

**Contingency plan** is a document outlining the organized and coordinated course of actions to be taken when staff address fires, explosions, or releases of hazardous waste which could threaten human health or the environment. [s. NR 660.10(16), Wis. Adm. Code]

**Household hazardous waste** is any product found in a home, yard or garage generated by normal household activities (for example, routine home and yard maintenance) that can cause harm to human health or the environment and which:

The management of household hazardous wastes is not regulated when generated in the home, or when disposed of by a home through normal disposal practices. Once collected for management, the HHW becomes a regulated hazardous waste.

- exhibits a characteristic of hazardous waste (ignitable, corrosive, reactive or toxic) as described in subch. C of ch. NR 661, Wis. Adm. Code, or
- is a listed hazardous waste described in subch. D of ch. NR 661, Wis. Adm. Code.

**Permanent collection facilities** collect or store HHW or VSQG waste, or both, for more than 5 consecutive days.

**Temporary collection facilities** collect or store HHW or VSQG waste, or both, for no more than 5 consecutive days.

**A very small quantity generator** [s. NR 660.10(139), Wis. Adm. Code] is a business or entity that:

Generates in any calendar month:

- 220 pounds (100 kilograms) or less of non-acute hazardous waste.
- 2.2 pounds (1 kilogram) or less of acute hazardous waste.
- 220 pounds (100 kilograms) or less of acute hazardous waste spill cleanup material.

Accumulates (stores) in any calendar month no more than:

- 2,205 pounds (1,000 kilograms) or less of non-acute hazardous waste.
- 2.2 pounds (1 kilogram) or less of acute hazardous waste.
- 220 pounds (100 kilograms) or less of acute hazardous waste spill cleanup material.

## Notification Requirements

There are different notification requirements depending on whether a facility is a temporary or permanent collection site:

- Permanent collection facilities must submit an initial one-time notification form to the DNR. If significant changes occur, such as a change in facility ownership or a change in the hazardous waste types accepted, an updated notification form is required.
- Temporary collection facilities must submit a notification form to the DNR every year an event is held.

### Notification Form 4430-020

At least 30 days in advance of any collection of hazardous wastes, collection facilities must notify the DNR Waste and Materials Management Program of the event by completing the *Notification of Activity for Household & Very Small Quantity Generator Hazardous Waste Collection Facility Form 4430-020*.

- Temporary collection facilities should submit the notification form at least 30 days in advance of the first collection and 30 days before any event held at the same location in subsequent years.
- Permanent collection facilities should submit the notification at least 30 days in advance of collecting or accepting hazardous wastes, and 30 days in advance of a significant change.
- DNR Form 4430-020 is available at <https://apps.dnr.wi.gov/doclink/forms/4430-020.pdf>.

**All** collection facilities must have an U.S. Environmental Protection Agency ID number. These are unique numbers associated with the location of the facilities. [NR 666.905, Wis. Adm. Code; applies to facilities that offer hazardous waste for transport]

This EPA ID number is used on container labels, transport documents, and on manifest documents (when required), that track shipments of hazardous waste. If the collection facility does not already have an EPA ID number, the collector may obtain an EPA ID number using the Resource Conservation and Recovery Act Subtitle C Site Identification (Form 8700-12).

Instructions and a link to EPA Form 8700-12 are located on the DNR's website at: <https://dnr.wisconsin.gov/topic/Waste/Notifications.html>. The required sections of the form open and close based on the type of facility indicated at the top of the form. This form may be submitted electronically.

### **Notification to the municipal clerk**

At least 30 days prior to first accepting hazardous waste from households or VSQGs, a permanent collection facility must notify the clerk in any municipalities that may have residents eligible to participate. [s. NR 666.903(1), Wis. Adm. Code]

## **Temporary Collection Facility Requirements**

Temporary collection facilities are subject to the following operational requirements, in accordance with s. NR 666.904, Wis. Adm. Code.

### **Preparedness and prevention**

Collection facilities must be operated in a manner that prevents fires, explosions, or releases of hazardous waste which could threaten human health or the environment.

### **Emergency procedures**

When operating, there must be at least one person at the collection facility who is responsible for coordinating the following emergency response measures:

- If there is a fire or explosion, this person is responsible for:
  - Using a fire extinguisher or calling the fire department.
  - Immediately reporting a fire that could threaten human health by calling the national response center's 24-hour hotline at 1-800-424-8802. This notification must include the name and address of the owner of the collection facility, time and type of incident, quantity and types of hazardous waste, extent of injuries, and the quantity and method of disposing any of the recovered wastes.
- If there is a spill, this person is responsible for:
  - Stopping and containing the flow of hazardous waste.
  - Reporting the spill by calling the DNR **Spill 24-hour emergency hotline** at 1-800-943-0003.
  - Immediately reporting a spill that has reached a body of water by calling the National Response Center's 24-hour hotline at 1-800-424-8802. The caller should be prepared to report: the name and address of the facility owner, date, time and type of incident, quantity and types of hazardous waste, extent of injuries, and the quantity and method of disposing any of the recovered wastes.
  - As soon as practicable, coordinating cleanup of the hazardous waste and anything that has been contaminated by the hazardous waste, such as soil.

### **Training of personnel**

Employees and other staff accepting and handling the waste must be thoroughly familiar with proper waste handling and emergency procedures related to their job duties.

### **Providing receipts to VSQGs**

Businesses that are VSQGs of hazardous waste may take their waste to a temporary collection event, if allowed by the event operator. If the event accepts wastes from VSQGs, a shipment receipt must be provided to the business entity. The collection facility must keep copies of all receipts, or a

log containing all required information, for at least three years from the date the waste was accepted at the collection facility or collection event. The receipt or log needs to record the following information:

- The company name of the VSQG
- The generator's physical address (not the mailing address)
- The quantity and type of waste
- The date the waste was accepted by the collection event

### **Closing the event**

Within five days of initially accepting hazardous waste, the owner or operator of the temporary collection facility needs to close the facility or event by:

- Removing all collected hazardous waste from the facility or storage location.
- Transporting hazardous waste to a licensed treatment, storage, or disposal facility, recycling facility, or to a permanent collection facility.
- Making sure that there is no risk of future hazardous waste pollution of water, land, or air.

Refer to s. NR 666.909(1), Wis. Adm. Code, for more details.

## **Permanent Collection Facility Requirements**

Permanent collection facilities are subject to the following operational and design requirements, in accordance with ss. NR 666.902 and 666.903, Wis. Adm. Code.

### **Design and location standards**

The collection facility is subject to the following design and location standards:

- The facility cannot be located in a flood plain, a wetland, or in threatened or endangered species critical habitat, per ch. NR 27, Wis. Adm. Code.
- The maximum amount of hazardous waste that may be stored on site is 240,000 pounds (109,091 kg).
- All hazardous waste must be stored in containers.
- All hazardous waste containers must be stored in a building completely enclosed with a floor, walls and roof to prevent exposure to the elements, or in an equivalent manner, if approved by the DNR.
- The floor underlying the containers must be free of cracks and gaps and must be sufficiently impervious to contain leaks and spills until the released material is detected and removed.
- Unless the containers are elevated or are otherwise prevented from contact with accumulated liquids, the floor must be sloped, or the containment system must be designed and operated to drain and remove liquids resulting from leaks or spills.
- The containment system must have sufficient capacity to contain the volume of the largest container, or 10% of the volume of all containers, whichever is greater. Containers that do not contain free liquids need not be considered in this determination.
- Spilled or leaked waste must be removed from all sumps or collection areas in as timely a manner as is necessary to prevent overflow of the collection system, or within 24 hours, whichever is less.
- Entry of unauthorized persons to the container storage area must be controlled at all times.

## **Financial responsibility**

Permanent collection facilities that will store more than 80,000 pounds of hazardous waste need to provide a detailed estimate of closure costs and proof of financial assurance to the DNR, per ss. NR 666.910(1)(c) and 666.910(2)(b) Wis. Adm. Code.

## **Preparedness and prevention**

Collection facilities must be operated in a manner that prevents fires, explosions, or releases of hazardous waste which could threaten human health or the environment.

## **Training of personnel**

Employees and other staff, including contractors, must be familiar with proper waste handling procedures, how to properly use emergency equipment, and how to respond to emergencies. Employees and staff need to complete training within 6 months of employment and must not work unsupervised until they have finished training. Training materials must be reviewed annually.

## **Emergency Procedures**

### **Emergency equipment**

The collection facility must have the following emergency equipment:

- An internal communications or alarm system capable of providing immediate emergency instruction to all employees.
- A telephone or 2-way radio capable of calling emergency assistance.
- Portable fire extinguishers and additional fire control equipment that can be used to suppress different types of fires, based on the type of wastes being received at the facility.
- Spill control equipment.

This equipment must be tested and maintained to ensure its proper operation in a time of emergency.

### **Contingency plan**

The collection facility must have a written contingency plan that identifies the actions the collection facility will take when there is an emergency. The collection facility must keep a copy of the contingency plan and share a copy with local emergency responders including local police department, fire department, hospitals, and any state or local emergency response teams that may be called on in an emergency. If the collection facility has a spill prevention, control and countermeasures plan or some other type of emergency plan, it may be modified to include all contingency plan requirements.

The contingency plan must be followed if there is a fire, explosion or release of hazardous waste. If the plan fails in an emergency, the contingency plan must be immediately revised. The contingency plan must include the following:

- A description of coverage provided by local emergency responders (see list above).
- An up-to-date list of names, addresses, and phone numbers of all emergency coordinators. If there is more than one person listed, one must be named as primary emergency coordinator and alternates shall be listed in the order in which they will assume responsibility.
- An up-to-date list of all emergency equipment, the equipment location and a description of what the emergency equipment can do.
- An evacuation plan, including the signals (or alarms) to be used to begin evacuation, the evacuation routes and alternate evacuation routes.

## Emergency coordinator responsibilities

The collection facility must have at least one employee named as the primary emergency coordinator. The emergency coordinator(s) must:

- Have the authority to commit the needed resources to carry out the contingency plan.
- Be on the facility premises or be available to respond to an emergency by reaching the facility within a short period of time.
- Be familiar with the facility's contingency plan, all operations and activities at the collection facility, the location and characteristics of waste handled at the collection facility, the location of all records within the collection facility, and the collection facility layout.
- Activate alarms or the communication system, as well as notify appropriate state or local agencies whenever there is an emergency.
- In the event of a fire, explosion, or other release:
  - If there is a threat to human health or if a spill has reached surface water, notify the national response center using their 24-hour toll free number (800)424-8802. This notification must include the name and address of the owner of the collection facility, time and type of incident, quantity and types of hazardous waste, extent of injuries, and method of disposing any of the recovered wastes.
  - Notify the DNR Spill 24-hour emergency hotline at 1-800-943-0003, and comply with the remedial action requirements of s. 292.11, Wis. Stats., and ch. NR 706, Wis. Adm. Code.
  - Identify the character, source, amount, and areal extent of any released materials.
  - Assess possible hazards (both direct and indirect) to human health or the environment.
  - Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur or spread to other hazardous waste at the facility.
  - Immediately after the emergency provide for treating, storing, or disposing of recovered waste, contaminated soil or surface water, or any other material that resulted from an emergency onsite.



## Annual reporting

Collection facilities must complete a hazardous waste annual report for any year in which the facility was open. In addition to other questions about activities happening at the site, the collection facility must provide the total pounds of waste collected in the year. The collection facility must complete the annual report online through the DNR Switchboard. The report opens no later than Feb. 1 and is due March 1 of each year. For more information, visit the DNR's webpage on the hazardous waste annual report: <https://dnr.wisconsin.gov/topic/Waste/AnnualReport.html>.

## Providing receipts to VSQGs

Businesses that are VSQGs of hazardous waste may take their waste to a permanent collection facility. If the collection facility accepts waste from VSQGs a shipment receipt must be provided to the business entity. The owner or operator of the event must keep copies of all receipts for at least three years from the date the waste was accepted at the event. The receipt needs to have the following information:

- The company name of the very small quantity hazardous waste generator
- The generator's physical address (not the mailing address)
- The quantity and type of waste
- The date the waste was accepted by the collection event

## **Recordkeeping**

The annual report, waste determinations, results of any laboratory analysis of hazardous waste, manifests, and receipts for VSQG hazardous waste must be retained by the collection facility for at least three years.

## **Seasonal closure**

A seasonal closure is when the collection facility stops collecting hazardous waste for a part of the year but is not permanently closed. Within 90 days of the last day of collecting waste, the owner or operator of the facility must:

- Ensure delivery of all hazardous waste to an off-site licensed or permitted hazardous waste treatment, storage or disposal facility, recycling facility, or another permanent collection facility.
- Ensure that there is no risk of future hazardous waste pollution to the water, land, or air.

Refer to s. NR 666.909(2) Wis. Adm. Code, for more details.

## **Permanent closure**

A permanent closure is when the collection facility stops collecting waste and will not collect hazardous waste again in the future. [s. NR 666.909(3), Wis. Adm. Code]

Within 90 days of the last day of collecting waste, the owner or operator of the facility must:

- Ensure delivery of all hazardous waste to an off-site licensed or permitted hazardous waste treatment, storage or disposal facility, recycling facility or another permanent collection facility.
- Ensure that there is no risk of future hazardous waste pollution to the water, land or air.
- Properly dispose or decontaminate all contaminated equipment, structures and soil.

When the collection facility has completed permanent closure activities, a closure report must be sent to the DNR hazardous waste management specialist assigned to the county the facility was located in (See *Resources and Contact Information* below). The report is due within 60 days of the date of completing closure activities. Note that this would also be 150 days from the last day waste was accepted at the facility. To ensure all closure and reporting requirements are met, the collection facility should include the following information in the report:

- The date the collection facility stopped collecting hazardous waste.
- The date the accepted hazardous waste was fully removed from the collection facility.
- The name and license number (if applicable) of the location(s) of the facilities where the hazardous waste was shipped.
- If applicable, describe how the equipment, structures, and soils were decontaminated, and where the waste from the decontamination was managed and disposed.

If facility decontamination activity resulted in the generation of hazardous waste at either small or large quantity generator volumes, the collection facility must notify the DNR of that generator status on the 8700-12 notification form.

## Waste and Container Management

To appropriately manage accepted hazardous waste the collection facility, both temporary and permanent facilities, should make an accurate waste determination. See ss. NR 666.903 and 666.904, Wis. Adm. Code, for further information.

### Bulking

Most household hazardous waste accepted by the collection facility will already be in a container. These containers may be 'bulked' with similar and compatible wastes. "Bulking" involves consolidating the contents of several containers of similar materials into a single container, such as a 55-gallon drum.

- If hazardous waste is removed from its original container and bulked with other wastes, the facility should make sure the wastes are safe and compatible to be in the same container.
- Facility personnel should thoroughly read product labels, sort wastes properly, field test and/or apply knowledge of the waste before bulking.

### Treatment

Absorbent materials may be added to wastes at collection events. Corrosive wastes may be neutralized in an elementary neutralization unit. No other treatments of hazardous waste are allowed at collection events.

### Container management

Containers of hazardous waste must be managed according to the following requirements:

- Label each container with the words 'hazardous waste' or other words that identify the contents of the container.
- Clearly mark the start date on each container (the date of when hazardous waste was first placed into the container). Or, if the waste was received in a container, mark the container with the date it was accepted at the collection facility.
- Manage hazardous waste only in containers that are in good condition and compatible with the waste being stored.
- Containers must be kept closed except when adding or removing waste from the container.
- Manage containers to prevent ruptures and leaks.
- Store incompatible wastes in separate containers.
- Maintain a separation between containers of incompatible wastes.
- Store and protect ignitable or reactive wastes in such a way as to avoid sparks, open flames, hot surfaces, or impact.

## Transportation of Hazardous Waste

The collection facility must ensure that all collected or generated hazardous waste is delivered to one of the following [s. NR 666.905, Wis. Adm. Code]:

- a licensed or permitted hazardous waste treatment, storage, or disposal facility.
- a legitimate hazardous waste recycling facility.
- a permanent collection facility.

When shipping to facilities outside of Wisconsin, additional requirements may apply.

The facility must also keep records of where the waste has been sent.



## Hazardous waste transportation licenses

Hazardous waste transportation licenses may be required, based on the criteria below. For information on obtaining a transportation license go to [dnr.wi.gov](http://dnr.wi.gov) and search “hazardous waste transportation.”

- If transporting to a TSDf or a recycling facility, a DNR-issued hazardous waste transportation license is required, or a licensed hauler must be hired.
- If self-transporting to a permanent collection facility, a license is not required so long as all U.S. Department of Transportation labeling and packaging requirements are followed.

## Shipping requirements and documentation

Shipping and documentation requirements vary based on where the hazardous waste will be received.

When transporting hazardous waste to a permanent collection facility:

- Package, label and mark the hazardous waste in compliance with the DOT requirements of 49 CFR part 172, 173, 178 & 179, including providing the EPA ID number for the facility. [s. NR 666.905, Wis. Adm. Code]
- Provide written notification of the waste properties and applicable land disposal restrictions standards to the receiving collection facility.

When transporting hazardous waste to a licensed hazardous waste TSDf or to a legitimate hazardous waste recycling facility:

- Package, label, and mark the hazardous waste in compliance with the DOT requirements of 49 CFR part 172, 173, 178 & 179. [s. NR 666.905, Wis. Adm. Code]
- Use a uniform hazardous waste manifest.
- Meet applicable land disposal restrictions standards in s. NR 668.07(1), Wis. Adm. Code.
- Maintain records of each initial manifest until the final manifest is received. Keep the final manifest or access to electronic copies of manifests for three years. For more information, see DNR guidance *Hazardous Waste Manifests: A Guide for Hazardous Waste Generators (WA-1176)*.

When **governmental employees self-transport** hazardous material or hazardous waste solely for non-commercial, governmental purposes, DOT hazardous materials requirements (including packaging, labeling, marking, placarding and manifesting) do not apply. [49 CFR 171.1(d)(5)]

*However, if the DOT labeling and packing standards are not met, a license from the DNR is required. (See Hazardous waste transportation license information above).*

## Manifest requirements

Manifest requirements are based on whether the collection facility is a temporary or permanent facility, and what type of receiving facility is accepting the waste. The chart below outlines whether the transfer is allowed and whether a manifest is required during transport.

HHW Collection Facility Manifesting Requirements				
HHW Collection Facility Type	to	Receiving Facility	Is the transfer allowed?	Is a HW manifest required?
Temporary HHW	to	Temporary HHW	No	N/A
		Permanent HHW	Yes	No
		HW Exempt Facility*	Yes	Yes
		TSDf	Yes	Yes
Permanent HHW	to	Temporary HHW	No	N/A
		Permanent HHW	Yes	No
		HW Exempt Facility*	Yes	Yes
		TSDf	Yes	Yes

\*HW Exempt Facility examples include hazardous waste recycling facilities.

## Resources and Contact Information

For more information including [publications, inspection forms, and administrative codes and statutes](#), go to [dnr.wi.gov](http://dnr.wi.gov) and search “hazardous waste resources.” Use the *Additional Resources* menu to navigate to specific topics. For staff contact information, go to the [staff directory](#) and enter “hazardous waste requirements” in the subject field and choose the appropriate county contact.

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**Mailing address:** DNR Waste and Materials Management Program, PO Box 7921 Madison, WI 53707

**Email:** [DNRWasteMaterials@Wisconsin.gov](mailto:DNRWasteMaterials@Wisconsin.gov)

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