Instructions for Hazardous Waste Annual Report Waste Generation and Management (GM) Section

Wisconsin Department of Natural Resources, updated January 2022

The GM section is required for large quantity generators on odd-numbered report years (i.e., 2021, 2023, etc.), and every year for licensed treatment, storage or disposal facilities.

The GM section documents:
- the source, characteristics and quantity of hazardous waste generated on-site;
- waste minimization activities and results for each type of waste;
- the quantity of hazardous waste managed on-site and the on-site management methods; and
- the quantity of hazardous waste shipped off-site and the off-site management methods.

Wastes that must be reported on the GM Section

Each type of hazardous waste generated on-site must be reported, including those generated from production processes, treatment of non-hazardous waste and hazardous waste residuals generated from the management of a hazardous waste.

A separate and independent GM section must be submitted for each type of hazardous waste, including hazardous waste that was:
- generated on-site from production processes or service activities;
- generated as the result of a spill cleanup, equipment decommissioning or other remedial cleanup activity;
- generated from the management of a nonhazardous waste type;
- shipped off-site; received from off-site and not recycled, blended or otherwise treated on-site;
- residual generated from the on-site treatment, disposal or recycling of hazardous waste;
- removed from on-site storage for treating, recycling or disposal on-site or shipment off-site; and
- imported from a foreign country during the report year.

Wastes that do not need to be reported on the gm section

The following wastes should NOT be reported in the GM section:
- hazardous waste exported directly to a foreign country;
- materials that are excluded from being a solid waste;
- solid wastes that are excluded from being hazardous waste;
- waste exempt from regulation because it has not exited the raw material storage or production unit yet;
- hazardous waste that has been collected as a sample(s) for the purpose of determining its characteristic or composition;
- sample(s) undergoing treatability studies;
- hazardous waste that is a specified recyclable material;
- a residue of hazardous waste in an empty container or in an inner liner removed from an empty container;
- any PCB waste regulated under the Toxic Substance Control Act;
- wastes managed immediately upon generation only in on-site elementary neutralization units, wastewater treatment units or totally enclosed treatment facilities. Note: Any hazardous waste residues generated from these units, however, must be reported on GM section;
- wastes recycled, without prior storage, only in an on-site process subject to regulation;
- used oil that is recycled;

- spent lead-acid batteries. Note: Any hazardous waste generated during battery reclamation, however, must be reported on GM section; and
- universal wastes.

See ss. NR 661.0004, NR 661.0007, NR 661.0008 and NR 661.0009, Wis. Adm. Code, for more information.

Reporting codes
The links below list the available codes used on the hazardous waste annual report. The links are excerpts from the EPA form 8700-13 instructions. Please see EPA biennial hazardous waste report for the full document.
- EPA hazardous waste codes
- Source codes
- Form codes
- Management method codes
- Waste minimization codes

Reporting system instructions
Enter your first waste stream in the fields provided. You can save your data to the form at any time and complete the section later.
- To enter additional waste streams, select the "Add" button at the bottom of the section.
- Use the waste description field to name and define your waste stream.
- Waste code(s), source code, management method, form code and waste minimization code can be selected per waste stream.
- You may select up to two management methods when indicating that you have on-site generation management.
- You may select up to four off-site destinations when shipping hazardous waste to another facility for management.
- If you accidentally add too many waste streams, or if you want to delete one and start over, select the "delete" button at the bottom of your waste stream record.

Fill in the information completely for all waste streams you enter. While you can save the data before completing, failure to properly fill out this section may result in validation errors that need to be addressed before the report can be submitted.

Waste characteristics
Provide information on the waste characteristics of each hazardous waste stream. A separate GM section is needed for each hazardous waste that was generated on-site; was treated, recycled or disposed on-site; or was shipped off-site.

Waste description – Provide a short narrative description of the waste, citing:
- general type;
- source;
- type of hazard; and
- generic chemical name or primary hazardous constituents.

Example of waste description: "Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene." Note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability) and generic chemical names (mineral spirits and kerosene) have all been included in the description.

Waste code – Using the drop-down menu, enter the primary hazardous waste code that best applies to the waste. If the waste was shipped off-site, you can obtain this code from the hazardous waste manifest.

Source code – Using the drop-down menu, enter the source code that best describes the production, service or waste management process that was the source associated with generation of the waste. If the source code is G25, you must also provide the management method code. Source code G25 indicates that this waste was generated from a hazardous waste management system. Use the drop-down menu to enter the appropriate management method code for the waste.
- **Wastes from foreign countries:** If your facility was the generator of record and was the U.S. importer for hazardous waste received from a foreign country, enter the appropriate source code, either G62 or G68, from the drop-down menu. Identify the name and address of the foreign generator in the comment section. Also verify you indicated "Yes" for United States importer of hazardous waste on the WA section under "other regulated waste activities" to indicate this activity.

Form code – Review the form codes from the drop-down menu and enter the code that best corresponds to the physical/chemical state of the hazardous waste.

Quantity generated – Enter the total quantity of the hazardous waste that was generated.

Unit of measure – Using the drop-down menu enter the unit of measure for the quantity reported. Quantities must be reported in one of the following units of measure:
- pounds;
- short tons (2,000 pounds);
- kilograms;
- metric tons (1,000 kilograms);
- gallons;
- liters; or
- cubic yards.

If a volumetric measure (gallons, liters or cubic yards) is selected, the density of the waste must be reported.

Density – If you entered gallons, liters or cubic yards, provide the density in either pounds per gallon (lbs./gal.) or specific gravity (sg) and use the drop-down menu to indicate which measure was used.

Waste minimization code - Using the drop-down menu, enter the waste minimization code that best corresponds to waste minimization, recycling or pollution prevention efforts implemented to reduce the volume and toxicity of the hazardous waste reported. This waste minimization activity must have occurred during the reporting year. If minimization was not attempted (to the point of implementing a change) for this waste, you must enter the waste minimization code as "X."

Choose from the following codes:
- A - Continued initiatives to reduce quantity and/or toxicity of this waste.
- B - Continued initiatives to recycle the waste either on-site or off-site.
- C – Implemented new initiatives to reduce quantity and/or toxicity of this waste.
- D - Implemented new initiatives to recycle the waste either on-site or off-site.
- N – Waste minimization efforts found to be economically or technically impracticable.
- X – No waste minimization efforts were implemented for this waste.

Radioactive mixed – Identify whether the waste is mixed with nuclear sources, special nuclear or byproduct material. "Mixed waste" is defined as waste that contains both hazardous waste and source, special nuclear ore byproduct material subject to the Atomic Energy Act (AEA) and the Resource Conservation and Recovery Act (RCRA).

On-site generation and management - Use the drop-down menu to indicate whether the waste was treated, disposed or recycled on-site, or discharged to a sewer/POTW.

On-site management method code– Use the drop-down menu enter the management method code for how this waste was managed.
- Space is provided to report the on-site treatment, disposal, recycling and/or discharge to sewer/POTW of the waste using as many as two different methods.
- The space provided for the second on-site management method code should be used only in the special case of the on-site management of the same waste type by more than one method.
- The extra space should not be used to report the on-site management of the treatment residual generated from management of the waste by the first method.

Quantity managed – Enter the total quantity of the hazardous waste that was managed by this method.

Off-site shipment of hazardous waste
This section requires information on the off-site shipment of hazardous waste by this site, including the EPA ID number of the receiving facility, the management method for how the waste was managed at that facility and the total quantity of the waste shipped during the report year. Report the quantity in the same unit of measure as above.

Receiving facility's EPA ID number – Enter the 12-digit EPA ID of the facility that received the waste which you shipped.

Off-site management method code– Use the drop-down menu to select the management method code that best describes the way in which the waste was managed by the initial receiving facility.

Total quantity shipped – Enter the total quantity of the waste shipped to the facility. The quantity must be reported in the unit of measure entered. Shipment quantities should equal the total quantity recorded on the hazardous waste manifests for this site, unless there were rejections or other complications.

Comment section - You may use the Comments section to provide any additional information (including toxicity and quantity reductions to the extent that data is available) that will help the EPA and the DNR understand the efforts made to recycle, prevent pollution, or minimize waste with respect to this waste stream. Additionally, you may explain in the Comments section why your efforts were either successful or unsuccessful or why you did not implement waste minimization efforts for this reporting year.

For more information on completing the GM form, see
https://www.epa.gov/hwgenerators/hazardous-waste-report-instructions-and-form.