



Hawaii Department of Health

Healthy People • Healthy Communities • Healthy Islands

Solid and Hazardous Waste Branch

919 Ala Moana Boulevard #212 • Honolulu, Hawai'i 96814

Phone: (808) 586-4226 • Fax: (808) 586-7509

Dear Recipient:

SUBJECT: 2009 Hazardous Waste Biennial Report

Your facility (or facilities) is listed in the RCRA Hazardous Waste Database as having obtained a U.S. Environmental Protection Agency (EPA) identification number as either a large quantity generator (LQG) or a treatment, storage, and/or disposal facility (TSD) of hazardous waste, or the Hawaii Department of Health has reason to believe your facility may have been an LQG during the 2009 reporting cycle.

Under federal and state regulations as either an LQG or TSD, you are required to complete the Biennial Report (BR) every two (2) years. The information gathered from the BR will primarily be used to better understand Hawaii's hazardous waste generation and management. The EPA has tasked the State with issuing forms, collecting forms, and providing quality assurance checks on the information reported. This information will then be sent to the EPA for final entry into a national database.

The Instructions and Forms manual for the 2009 Hazardous Waste Report can be downloaded from the EPA's website:

<http://www.epa.gov/epawaste/inforesources/data/br09/br2009rpt.pdf>. For the 2009 BR cycle, the EPA is **requiring** that Hawaii facilities electronically submit their hazardous waste data. The software programs that must be utilized to electronically report your hazardous waste data include: Waste Reporter or BRState.

- Waste Reporter can be downloaded from:
http://www.environ.com/software_waste_reporter.asp.
- BRState can be downloaded from:
http://www.dep.state.fl.us/waste/categories/hazardous/pages/BRS_data.htm.
Click on WEBBR2009.exe, which is within the "Data Program Information Download" box.

The Waste Reporter and BRState program will convert the information you input into the correct electronic submission file formats (flat files), which you can save

to a diskette or CD However, the Site Identification Form must be printed out and certified by the appropriate individual. Please complete all applicable forms (depending on your hazardous waste activity) and mail the diskette/CD and the certified Site Identification Form to the Hawaii Department of Health at the following address by **February 28, 2010**:

Hawaii Department of Health
Solid and Hazardous Waste Branch
Hazardous Waste Program
919 Ala Moana Boulevard, Room 212
Honolulu, Hawaii 96814

Be advised that we are unable to process electronic reports that are submitted in any format other than the current version of Waste Reporter and BRState, and that reports submitted in such a format will be returned to you for re-submittal in an acceptable format. Please further note that reports created using the BRS Disk software or an older version of Waste Reporter will NOT be accepted due to report modifications.

If you were **NOT** a RCRA LQG or TSD in 2009 or did not hold these hazardous waste designations on a permanent basis, please contact me for an Exemption Form.

If you require assistance or have any questions, please feel free to contact me.

Sincerely,

Wendy Okazaki, Planner
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