



## Delta Household Hazardous Waste Collection Facility

# Small Business Program

### *Program Information and Instructions*

## Businesses Eligible for Program

Non-profit groups, landlords, condo operators, small businesses and any other organization or commercial entity that meets the following criteria:

- Be located in, and generate the waste in the Cities and communities of Antioch, Bay Point, Bethel Island, Brentwood, Discovery Bay, Knightsen, Oakley, and Pittsburg.
- Qualify as Conditionally Exempt Small Quantity Generator (CESQG) as defined in the California Health and Safety Code, section 25218.1, and the Code of Federal Regulation, Title 40, section 261.5.
  - ◆ Your business must produce less than 220 lbs, or 27 gallons in total of hazardous waste per month per location, and less than 2.2 lbs of Extremely or Acutely Hazardous Waste per month per location.
  - ◆ You must have less than 2200 lbs (about five (5) 55 gallon drums) of all kinds of hazardous waste in storage at any one time.
  - ◆ You must produce less than 110 lbs of perchloroethylene per month.

## How to Start

All participants in the CESQG program **MUST HAVE** an EPA identification number.

- To apply for a permanent ID number, fill out Department of Toxic Substances Control Form 1358 (attached).
- To apply for a temporary ID number, call the California Environmental Protection Agency (CAL-EPA) at 1-800-618-6942.
- If your business already has an EPA ID Number, go to the next step.

## Fill Out and Return the Enclosed Forms

The enclosed Small Business Program Waste Inventory and Self-Certification Form is a legal document attesting to the fact that your business meets the criteria of a Conditionally Exempt Small Quantity Generator. The inventory sheet will be used to schedule your appointment and determine your total disposal costs based on inventory of material you plan to bring to the facility. A Material Safety Data Sheet (MSDS) may be requested for some wastes.

- Fill out the Small Business Program Waste Inventory and Self-Certification Form
- Mail, fax, or e-mail the completed forms to:

Delta Household Hazardous Waste Collection Facility  
2500 Pittsburg-Antioch Hwy  
Antioch, CA 94509  
FAX (925) 756-1960 EMAIL [hhw@ddsd.org](mailto:hhw@ddsd.org)

If you FAX or EMAIL your form in, you will need to bring the originals to your appointment.

<h2>The Appointment</h2>	<p>After we have reviewed your certification form, DHHWCF personnel will schedule your business for an appointment and mail or fax back the information to the contact person listed on the form. To request a cancellation, or change the date or time of your appointment, please call <b>(925) 756-1990</b> and press <b>6</b>.</p>
<h2>What <u>Can</u> I Bring?</h2>	<p>We accept most common consumer type building maintenance, painting, cleaning, gardening, and auto products as well as pure chemicals used in business or laboratory applications. DHHWCF staff may request copies of <b>Material Safety Data Sheets (MSDSs)</b> based on the inventory submitted. If you have any questions, call <b>(925) 756-1990</b> and press <b>6</b>.</p>
<h2>What <u>Can't</u> I Bring?</h2>	<p><b><i>WE DO NOT ACCEPT:</i></b></p> <ul style="list-style-type: none"> <li>◆ Compressed gases (except propane)</li> <li>◆ Medical Waste</li> <li>◆ Explosives</li> <li>◆ Radioactive Material</li> <li>◆ Unknown or Unlabeled Industrial Chemicals</li> <li>◆ PCB Ballasts or other PCB wastes</li> <li>◆ Contaminated Soil or Debris from Clean up Sites</li> </ul>
<h2>How Much Can I Bring?</h2>	<p>State law permits an employee of your business to transport up to 220 pounds (about 27 gallons of liquid of average weight) of hazardous waste, or up to 2.2 pounds of acutely hazardous waste per month. <b><u>No individual container may be over 5 gallons or 50 lbs in weight.</u></b></p>
<h2>How To Package</h2>	<p>Package all wastes in original containers if possible. If you have a leaking container, place it in a larger container (such as a plastic bucket available from paint or hardware stores); small leaking containers can be placed individually inside double ziploc bags. Include an original label, MSDS or a note with as much information as possible about the material (including the brand name and ingredients). <b><u>Do not mix different wastes in the same container.</u></b> We can only empty used motor oil and antifreeze containers "while you wait", so package all other wastes in containers that can be left for disposal. <b><u>Remember, no individual container may be over 5 gallons or 50 lbs in weight.</u></b></p>
<h2>How to Transport</h2>	<p>Place the materials upright in you vehicle and brace them so they will not slip or tip over. For safety, transport the materials in your vehicle's truck or truck bed, away from the passenger compartment. <b><u>Remember, no individual container may be over 5 gallons or 50 lbs in weight.</u></b></p>
<h2>Upon Your Arrival</h2>	<p>Upon arriving at the facility, pull up into the off-loading area and turn off your vehicle. <b><u>We are a full service operation and our staff will offload your waste; please stay in your vehicle at all times.</u></b> Your waste will be checked against your Waste Inventory and Self-Certification Form, signed-off by staff, and fees collected (check or money order only). A copy of the Waste Inventory and Self-Certification Form will provided for your records. Please keep the form for a minimum of three years to document proper disposal of your hazardous waste.</p>



# Delta Household Hazardous Waste Collection Facility

## Small Business Program

### Waste Inventory and Self-Certification Form

Business Name (Print Please)	EPA ID Number	SIC Code
Mailing Address		
City / State / Zip	Phone	
Generating Address (if different)		
City / State / Zip	Phone	
Contact Name (Print Please)	Owner / Principal Officer	

General Waste Description	Solid, Liquid, or Gas (S/L/G)	Number of Containers	Container Size (i.e. pint, quart, 16.4 oz., 1-gal, 5-gal)	Container Type (G,M,F,P)*	Cost Estimate (to be completed by DHHWCF personnel)
<i>(Use continuation sheet for additional items)</i>			SUBTOTAL		
<i>SUBTOTAL from Continuation Sheet</i>					
* G=Glass; M=Metal; F=Fiber; P=Plastic					<b>TOTAL</b>

#### Certification:

I certify that the provided information is correct, and have read and understand the requirements for participation in the Delta Household Hazardous Waste Collection Facility Small Business Program. I further certify that this business is located at the specified above and is a Conditionally Exempt Small Quantity Generator as defined by Federal and State law and regulations. I declare under the laws of the State of California that the foregoing is true and correct.

Signature	Print Name	Date
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Signature of Employee Dropping Off Waste \_\_\_\_\_ Date \_\_\_\_\_  
(Technician must observe signature on day of service)

#### To be completed by DHHWCF personnel

Appointment Date:				Appointment Time:	
Method of Payment:	M.O.		Check No.	Total Paid \$:	
DHHWCF Staff Approval				Date:	

**IMPORTANT! Please keep this form as a record of management for a minimum of three years.**



**Delta Household Hazardous Waste Collection Facility**

**Small Business Program**

*Waste Inventory and Self-Certification Form*

*Continuation Sheet*

PAGE \_\_\_\_ OF \_\_\_\_

DATE \_\_\_\_\_

<b>General Waste Description</b>	<b>Solid, Liquid, or Gas (S/L/G)</b>	<b>Number of Containers</b>	<b>Container Size (i.e. pint, quart, 16.4 oz., 1-gal, 5-gal)</b>	<b>Container Type (G,M,F,P)*</b>	<b>Cost Estimate (to be completed by DHHWCF personnel)</b>
<b>(Transfer Subtotal to Page 1 for Total Cost)</b>				<b>SUBTOTAL</b>	

\* G=Glass; M=Metal; F=Fiber; P=Plastic

***IMPORTANT! Please keep this form as a record of management for a minimum of three years.***



## Delta Household Hazardous Waste Collection Facility

# Small Business Program

### *Hazardous Waste Handling Disposal Fee Schedule*

Waste Categorization	Waste Material Examples or Comments	Per Pint Container	Per Quart Container	Per 1 Gallon Container	Per 5 Gallon Container	Other Unit Charges
Latex Paint		\$0.40	\$0.80	\$3.00	\$15.00	
Motor Oil		\$0.05	\$0.10	\$0.40	\$2.00	
Antifreeze		\$0.20	\$0.40	\$1.60	\$8.00	
Oil Filters	Small Automotive Large Truck sized					\$0.50 ea \$2.00 ea
Household Batteries	Alkaline Lithium Zinc Silver Oxide Nickel Cadmium	\$0.75	\$1.50	\$6.00	\$30.00	
Automotive Batteries	Non-leaking/unbroken lead-acid batteries					\$2.00 ea
Fluorescent Tubes/Ballast	FLT-Call for details. Ballast					\$0.25/lf \$2.50 each
Aerosols (Spray Cans)	≤ 16.4 oz. > 16.4 oz.					\$1.00 ea \$2.00 ea
Oil Based Paint		\$0.75	\$1.25	\$5.00	\$15.00	
Flammable/Combustible Materials	Alcohol Diesel Epoxy Resins Gasoline Glues Ink/Toner Roof Tar Solvents Thinners White Gas	\$0.25	\$0.50	\$2.00	\$10.00	
Corrosives / Oxidizers (Acids, Bases)	Acetic Acid Ammonia Citric Acid Ferric Chloride Formic Acid Hydrochloric / Hydrofluoric Acid Potassium/Sodium Hydroxide	\$1.50	\$3.00	\$12.00	\$60.00	
Poisons /Toxic Materials	Pesticides Herbicides Insecticides	\$1.50	\$3.00	\$12.00	\$65.00	
Reactives	Cyanides Sulfides Bromine Water Reactives Air Reactives Metals	\$3.00	\$6.00	\$24.00	\$120.00	
Organic Peroxides	Epoxy hardeners (\$1.00 per 4 oz. Tube)	\$4.00	\$7.50	\$30.00	\$150.00	
Cooking Oil						N/C
Propane Tanks	Small < 5-gallon Λαρυε ≥ 5-gallon					\$5.00 ea \$12.00 ea
Empty Drums	< 55-gallons ≥ 55-gallon					\$10.00 ea \$25.00 ea
Electronic Waste	No large appliances. Please call for details.					N/C

## Information and Instructions for Obtaining a Permanent California ID Number Or Updating Permanent ID Number Information

**Do not use this form to apply for a temporary California ID number.**

The Department of Toxic Substances Control's (DTSC) Form 1358 is used to apply for a new permanent California ID number, reactivate an existing permanent ID number, inactivate an existing permanent ID number or to update information on a California or federal permanent ID number. Do not use this form to apply for a new federal EPA ID number. Please call (415) 495-8895 or go to <http://www.epa.gov/Region9/waste/epanums.html> to get information on federal EPA ID numbers.

### **Information About California ID Numbers**

DTSC issues permanent California ID numbers to generators, transporters and disposal facilities for the purpose of tracking hazardous waste. California ID numbers are site-specific and owner-specific. The ID number enables regulators to track the waste from its origin to final disposal ("cradle to grave"). A business must obtain a federal or State ID number before shipping hazardous waste to a recycler or disposal facility. An exception from the ID number requirements is for businesses that generate nothing but small amounts of silver-only waste (such as photo fixer) and are shipping it to a recycler. In addition, most businesses that generate only universal waste will not need an ID number. You may obtain detailed information about ID numbers and legal citations (California Code of Regulations and Health and Safety Code) by going to DTSC's website at [www.dtsc.ca.gov/IDManifest](http://www.dtsc.ca.gov/IDManifest). Information on existing ID numbers is available at [www.hwts.dtsc.ca.gov](http://www.hwts.dtsc.ca.gov). Click on Reports and then click on the report titled Search for a Company.

Use this form to apply for a California ID number if your business generates no more than 100 kg per month of a federally-regulated waste, or any amount of a California-only (non-federally) regulated hazardous waste. California-only waste is commonly known as non-RCRA waste. Useful conversion: 100 kg is about 220 pounds which is about 27 gallons of liquid.

### **Temporary ID Numbers**

DTSC also issues temporary ID numbers (good for 90 days only) to people or businesses that do not routinely generate hazardous waste. Examples of non-routine activities include asbestos abatement, removing underground tanks, and removing hazardous waste that was abandoned in a leased building. If you need a temporary ID number, call (800) 618-6942 if calling from California, or (916) 255-1136 if calling from outside California. When you call and hear the recorded message, press 1 and then 3 to reach a technician.

### **Hazardous Waste Transporters**

Hazardous waste transporters are defined as any person transporting hazardous wastes by highway, water, rail or air within, into, out of, or through the State of California. With exceptions for a very few cases, including photographic and universal waste, transporters must be registered by DTSC. Health and Safety Code, section 25163(a) makes it unlawful for any person to carry on, or engage in, the transportation of hazardous wastes without a valid transporter registration. Each registered transporter must have a valid permanent California or federal ID number. Transporter information and forms can be obtained at <http://www.dtsc.ca.gov/HazardousWaste/Transporters/index.cfm>, by email at [transporter@dtsc.ca.gov](mailto:transporter@dtsc.ca.gov) or by calling (916) 440-7145. If you are applying for an ID number as a hazardous waste transporter, you must submit this application with your transporter registration packet.

**Generators of Hazardous Waste**

DTSC notifies the California State Board of Equalization (BOE) when an ID number has been issued. You must contact the Board of Equalization to obtain a generator fee account number if your business generates or produces five (5) or more tons of hazardous waste per calendar year, regardless of the final disposition of the waste.

*Using a hazardous waste hauler or contractor will not relieve you of the liability for the state fees that result from the generation, recycling and/or disposal of your hazardous waste. Per the Hazardous Substances Tax Regulation 3000 (b) (1) (G): "Generator" does not include an entity such as an environmental clean-up company or an emergency response contractor, when that entity, pursuant to contract, cleans up a release of hazardous waste for another person, unless the entity is identified on a hazardous waste manifest as the generator as described in subdivision (b)(1)(A).*

If you qualify as a generator and need to register, or if you have any questions regarding the requirements of registering with the Board of Equalization, please contact the Board at (916) 323-9555 or write to the agency at the following address: State Board of Equalization, Environmental Fees Division, MIC: 57, PO Box 942879, Sacramento, CA 94279-0057

Additional information about the Generator Fee program is available in Regulation 3000 at [www.boe.ca.gov/sptaxprog/pdf/reg3000.pdf](http://www.boe.ca.gov/sptaxprog/pdf/reg3000.pdf)

**Instructions for Completing the California ID Number Application Form (DTSC Form 1358)**

*(The information you provide on this application should be business information, not personal information.)*

**Item 1:** If you are applying for an ID number, check the box. Indicate if you are applying as a hazardous waste generator, a hazardous waste transporter, or both a generator and a transporter of hazardous waste. Also check the reason why you are applying for a new ID number. If you are applying as a hazardous waste transporter, you must send this application in with your transporter registration packet. If you need a federal ID number, please call (415) 495-8895.

If you have a federal ID number, you may use this form to update your information. DTSC will update the information in the Hazardous Waste Tracking System. You must also notify U.S. EPA of the updates, by completing U.S. EPA's Form 8700-12 or by calling them at (415) 495-8895.

**For items 2-5,** fill in the permanent ID number and check the box(es) for the action you want taken on an existing ID number.

**Item 2:** Check this box to update the mailing address or site contact information. Please complete items 7, 8 and 9 when updating the mailing address. Complete items 7 and 10 for the site contact information.

**Item 3:** Check this box to inactivate the ID number shown. Please complete items 7, 8 and 9.

**Item 4:** Check this box to reactivate the ID number shown. Please complete the entire application. However, if you are a new owner at the site or the site location has changed (your business moved); you must apply for a new ID number. If you are a hazardous waste transporter you are not required to get a new ID number if you move, unless you also generate hazardous waste.

**Item 5:** Check this box to change the name of your business for the ID number shown. Please complete items 7 and 8. You may update this information as long as there has not been a change in ownership. If you have had a change in ownership, go to item 1.

**Item 6:** Enter the legal name of the site/facility/business. Also include a DBA (Doing Business As) or fictitious business name, if you have one.

**Item 7:** Enter the site/business **location address**, including county name. The address must be a physical address; street number and street name. If there is no street number and street name, latitude and longitude or Assessors Parcel Number (APN) may be used. Post Office boxes or descriptive addresses are not acceptable as a site location. Please do not abbreviate.

**Item 8:** (a) Provide the business’s Federal Employer Identification Number (FEIN). An FEIN, also known as a Federal Tax Identification Number, is used to identify a business entity. Go to [www.irs.gov/businesses/small/article/0,,id=98350,00.html](http://www.irs.gov/businesses/small/article/0,,id=98350,00.html) for additional information or call (800) 829-4933. An FEIN is usually written 00-00000000. (b) If the business has a Board of Equalization (BOE) fee account number, also known as a hazardous waste generator fee account number, please provide it. If the business does not have a BOE fee account number leave this space blank. A BOE number is only required if the business generates or produces five or more tons of hazardous waste per calendar year, regardless of the final disposition of the waste. If you meet this criteria and do not have a number, please contact BOE at (916) 323-9534 or visit their website at [www.boe.ca.gov](http://www.boe.ca.gov).

**Item 9:** Provide the site/business **mailing address**. The mailing address may be different from the location address.

**Item 10:** Enter the site contact person’s information. Select your preferred primary communication method, mail or email.

**Item 11:** Enter the legal business owner’s information. Use a company name if the business is a corporation or provide the owner’s name if the business is a sole proprietorship. Do not list the property owner or management company, if they are not the entity generating the hazardous waste. Please provide the owner’s address, and phone and fax numbers.

**Item 12:** Enter the 4-digit Standard Industrial Classification Code (SIC). The SIC Code is a four-digit number that best describes your company’s primary business activity. If your company’s SIC Code is unknown, go to the Internet at: [www.osha.gov/oshstats/sicser.html](http://www.osha.gov/oshstats/sicser.html) to search for the Code. You may find it helpful to follow the online link “examine the manual structure”.

**Item 13:** Sign and date.

Common SIC Codes	
3599 - Machine Shop	5541 - Gas Station
5511 - Car Dealer	7532 - Auto Body Shop
7538 - Auto Repair (general)	7623 - Refriger. & Air Conditioning Repair
8021 - Dental Office	7212 - Dry Cleaner



**Additional Information about the Application Process**

It will take approximately 3 to 5 business days to process your application. There is no fee to obtain a California ID Number. Please keep a copy of your application for your records. DTSC will not provide a copy of your completed application. The processing time is the same for all submittals. If we have questions about your application, we will contact the site contact person shown on the application. Incomplete applications may be returned, causing a delay in issuing the ID number.

If you are applying for a new permanent California ID number, we will issue your ID number and send a confirmation notice by mail within 7 business days from the day your application is received in our office. You can check the status of the issuance of your new ID number by going to the Internet at [www.hwts.dtsc.ca.gov](http://www.hwts.dtsc.ca.gov) under Reports. Search on your business name or site address and the report will show if you have an ID number. When searching, please use minimal information, as too much information may not return the results you want. When searching on an address use the street number and the city. You may need to disable your computer’s pop-up blocker to view the report.

If you are requesting reactivation of your California ID number, your request will be processed in approximately 3 to 5 business days from the day your application is received. You can check on the status of your reactivation by going to the Internet at: [www.hwts.dtsc.ca.gov](http://www.hwts.dtsc.ca.gov) under Reports. Search on your ID number and the report will show if your ID number is active or inactive. You may need to disable your computer’s pop-up blocker. We do not send written confirmation of reactivated ID numbers.

If you are requesting inactivation of your California ID number, your request will be processed in approximately 3 to 5 business days from the day your application is received. Your ID number will be inactivated as of the date your application is received. You can check on the status of your inactivation by going to the Internet at: [www.hwts.dtsc.ca.gov](http://www.hwts.dtsc.ca.gov) under Reports. Search on your ID number and the report will show if your ID number is active or inactive. You may need to disable your computer’s pop-up blocker. We do not send written confirmation of inactivated ID numbers.

If you have questions, please contact DTSC’s Generator Information Services Section’s (GISS) Telephone Information Center at (800) 618-6942 if calling from California or (916) 255-1136 if calling from outside California. When you call and hear the recorded message, press 1 and then 3 to reach a technician for assistance.

Submit your application to DTSC.

<p>Mail your application to:</p> <p>Department of Toxic Substances Control                  GISS                  PO Box 806                  Sacramento, CA                  95812-0806</p>	<p>Email your application to:</p> <p><a href="mailto:idnumber@dtsc.ca.gov">idnumber@dtsc.ca.gov</a></p> <p>NOTE: You may have to scan your application or format it in pdf to email it.</p>	<p>Fax your application to:</p> <p>(916) 255-4703</p> <p>NOTE: We do not confirm receipt of faxes.</p>
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## CALIFORNIA HAZARDOUS WASTE PERMANENT ID NUMBER APPLICATION

Please type or neatly print in ink. Please review the line-by-line instructions carefully.  
To check on the status of your request, go to [www.hwts.dtsc.ca.gov](http://www.hwts.dtsc.ca.gov) and click on Reports.

<b>NEW NUMBER REQUESTS</b> Check all that apply.	<i>(See instructions.)</i>
<input type="checkbox"/> 1. I am applying for a <b>new</b> permanent California ID number as a hazardous waste: <input type="checkbox"/> Generator <input type="checkbox"/> Transporter Reason for new number:   A. <input type="checkbox"/> Never had a number   B. <input type="checkbox"/> Business moved   C. <input type="checkbox"/> Legal owner of business changed <i>If your business generates greater than 100 kg of RCRA hazardous waste per month, contact US EPA for a federal ID number.</i>	

<b>CHANGES TO STATUS OR INFORMATION FOR AN EXISTING ID NUMBER</b>	<i>(See instructions.)</i>
For existing ID number: <b>C A</b> _____	
<input type="checkbox"/> 2. I am updating the mailing address and/or contact information only. <input type="checkbox"/> 3. I am inactivating this ID Number. <input type="checkbox"/> 4. I am reactivating this ID Number. <input type="checkbox"/> 5. I am changing the business name only, no ownership change.	

<b>6. Site/Facility/Business Name (Include DBA):</b> _____	<i>(See instructions.)</i>
<b>7. Site Location:</b> _____	
Street	
_____	
City	State
_____	Zip
_____	County
<b>8. (a) Federal Employer ID Number</b> _____ <b>(b) Board of Equalization Fee Account Number</b> _____	
<i>((b) is only required from generators of greater than 5 tons per calendar year.)</i>	

<b>9. Mailing Address:</b> _____	<i>(See instructions.)</i>
Street	
_____	
City	State
_____	Zip

<b>10. Site Contact Person:</b> _____	<i>(See instructions.)</i>
First Name	Last Name
Contact Person Address: _____	
Street	
_____	
City	State
_____	Zip
Contact Person Phone Number: (____) _____ Fax Number: (____) _____	
Area Code	Phone Number
_____	Fax Number
Contact Person Business Email Address: _____ Preferred Primary Communication: <input type="checkbox"/> Mail <input type="checkbox"/> Email	

<b>11. Legal Business Owner (not property owner):</b> _____	<i>(See instructions.)</i>
Name	
Owner Address: _____	
Street	City
_____	State
_____	Zip
Owner Phone Number: (____) _____ Fax Number: (____) _____	
Area Code	Phone Number
_____	Fax Number

<b>12. Standard Industrial Classification (SIC) Code for the Site:</b> __ __ __ __ (4-Digit Number)	<i>(See instructions.)</i>
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<b>13. Certification:</b> <i>I certify under penalty of law that the information on this document was prepared to the best of my knowledge and belief to be, true, accurate and complete.</i>	
SIGNATURE _____	DATE _____
NAME (print) _____	TITLE _____
_____	PHONE _____