



## 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  
C/O Delta Diablo  
2500 Pittsburg-Antioch Hwy  
Antioch, CA 94509  
FAX (925) 756-1960 EMAIL [hhw@deltadiablo.org](mailto:hhw@deltadiablo.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 call and schedule your business for an appointment and mail, email, 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 (925) 756-1990 and press 6.</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 Material Safety Data Sheets (MSDSs) based on the inventory submitted. If you have any questions, call (925) 756-1990 and press 6.</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 <b>(exact cash, check, or money order payable to Delta Diablo)</b>. A copy of the Waste Inventory and Self-Certification Form will be 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. \*Universal Waste is exempt from CESQG status.

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. (Checks/money orders payable to Delta Diablo)**

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.**



# Small Business Program

## Waste Inventory and Self-Certification Form

### Continuation Sheet

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

DATE \_\_\_\_\_

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>(Transfer Subtotal to Page 1 for Total Cost)</i>				<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	Solid latex paint can be disposed of in the trash. Liquid only.					N/C
Motor Oil	Please specify if contaminated.	\$0.05	\$0.10	\$0.40	\$2.00	
Antifreeze	Please specify if contaminated.	\$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 Rechargeable	\$0.75	\$1.50	\$6.00	\$30.00	
Automotive Batteries	Non-leaking/unbroken lead-acid batteries.					\$2.00 ea
Aerosols (Spray Cans)	≤ 16.4 oz. > 16.4 oç.					\$1.00 ea \$2.00 ea
Oil Based Paint						N/C
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/Freon MAP/Helium Oxy Acetylene Fire Extinguisher	Small < 5-gallon Large ≥ 5-gallon No commercial welding tanks.					\$5.00 ea \$12.00 ea
Empty Drums (Metal/Poly)	< 55-gallons ≥ 55-gallon					\$10.00 ea \$25.00 ea
Electronic Waste	No large appliances. Nothing with refrigerant.. Call for details.					N/C
Light Ballast	PCB/Non PCB					\$2.50

Waste Categorization	Waste Material Examples or Comments	Straight tubes	U-tube/Cfl Circle/Led Incan	Hid/Mh Sodium Shielded Coated	UV/Arc Germicide Projection	Incand Quartz Halogen
Fluorescent Lights	Lamps must be sorted/boxed in original cartons. Cartons must in good condition to ship as is. If not packed there will be \$40.00 flat handling fee. Boxes can be purchased through HHW. Note: only 300 qty total or one full Gaylord box per month.	\$.06 per (Lin. Foot)	\$.30 ea	\$.95	\$2.50 ea	\$.20 ea
Fluorescent Light Packing Supplies	Boxes/Gaylords	42x42x42 Gaylord \$25.00 Standard 4ft-\$4.00 Standard 8ft-\$7.50	2x2x2 Box \$4.00	2x2x2 Box \$4.00	2x2x2 Box \$4.00	2x2x2 Box \$4.00

## **Permanent State ID Number Application (DTSC Form 1358) Instructions**

Do not use DTSC Form 1358 to apply for a temporary State ID number or to apply or make changes to a federal EPA ID number.

### **Line 1 – New Number Requests**

- If you are applying for a new permanent State ID number, check this box. Select generator, transporter or both, and select the reason you are applying.
- You cannot apply for a new permanent State ID number and the inactivation of an existing permanent State ID number on the same application. Two separate applications must be submitted.

### **Lines 2-5 – Changes to Status or Information for an Existing State ID Number**

- Check the appropriate box to update, inactivate or reactivate a permanent State ID number or to change the business name only.
- A permanent State ID number is specific to the location and owner to which it is assigned. If your business has moved or had a change in ownership, you must apply for a new permanent State ID number.
- You may change the business name without applying for a new permanent State ID number if there has been no change in legal ownership.

### **Line 6 – Site/Facility/Business Name**

- Enter the legal name of the site/facility/business, this may include a Doing Business As (DBA).

### **Line 7 – Site Location**

- Enter the site/business location address, including the name of the county.
- A permanent State ID number is specific to the location and owner to which it is assigned. If your business has moved or had a change in ownership, you must apply for a new permanent State ID number.
- The address must be a physical address with a street number and street name. If there isn't a physical address, latitude and longitude or assessor's parcel number is acceptable.
- Post office boxes or descriptive addresses are not acceptable.

### **Line 8 – Federal Employer ID Number/ California Department of Tax and Fee Administration (CDTFA) Number**

- Enter the Federal Employer ID Number (FEIN), also known as the Federal Tax Identification Number. If the business is a sole proprietor and does not have a FEIN, enter "sole proprietor" or "N/A". This field is required and cannot be left blank.

- A CDTFA Number, also known as a Hazardous Waste Generator Fee account number is only required if your business generates or produces five or more tons of hazardous waste per calendar year, regardless of the final waste disposition. DTSC notifies the California Department of Tax and Fee Administration when a State ID number has been issued. To apply for a CDTFA Number or for more information visit the [California Department of Tax and Fee Administration](http://www.cdtfa.ca.gov) at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov).
- If the business does not have a CDTFA Number, this field will be blank.

**Line 9 – Mailing Address**

- Enter the mailing address. This address may be different from the site location address.

**Line 10 – Site Contact Information**

- Enter the site contact person's name, address, and phone number.
- Entering an email address and fax number are recommended if available.

**Line 11 – Legal Business Owner**

- Enter the legal business owner's information. If the business is a corporation, enter the company's legal business name. Example: Mike's Bikes, Inc.
- Do not enter the property owner or management company since they are not the entity generating hazardous waste.
- DTSC *does* allow a change in ownership to an immediate family member without issuing a new permanent State ID number.
- If there has been a change in ownership, you must apply for a new permanent State ID number.

**Line 12 – Standard Industrial Classification (SIC) Code for the Site**

- Enter your 4-digit Standard Industrial Classification (SIC) Code. The SIC Code describes your company's primary business activity. To search for your SIC Code visit the [U.S. Department of Labor's](https://www.osha.gov/pls/imis/sicsearch.html) website at <https://www.osha.gov/pls/imis/sicsearch.html>.

**Line 13 – Certification**

- The application must include a hand-written signature of an owner, officer or employee of the business or an *authorized* consultant. DTSC **does not** accept digital signatures.
- Enter the date, name, title, and phone number of the person who is signing.

**Application Submission**

- Email (An email submission is recommended for trackability.): [IDNumber@dtsc.ca.gov](mailto:IDNumber@dtsc.ca.gov)
- Postal Mail (DTSC does not confirm receipt of mail.):  
Department of Toxic Substances Control  
OEIM - Business Operations Unit, 11th Floor  
P.O. Box 806  
Sacramento, CA 95812-0806
- Fax (DTSC does not confirm receipt of faxes.): (916) 323-3500



## Additional Information

- The application processing time is up to 10 business days from the date your application is received by DTSC.
- To check the status of your permanent State ID number, visit the following links: *(Computer pop-up blockers may need to be disabled.)*
- **By ID Number:** [https://hwts.dtsc.ca.gov/report\\_search.cfm?id=2](https://hwts.dtsc.ca.gov/report_search.cfm?id=2)
- **By Company:** [https://hwts.dtsc.ca.gov/report\\_search.cfm?id=5](https://hwts.dtsc.ca.gov/report_search.cfm?id=5)
- There are no fees to obtain a permanent State ID number.
- Make a copy of your application for your records as DTSC does not provide a copy of your completed application.
- Review your application for completeness before submitting as incomplete applications will delay the processing.
- Newly issued permanent State ID numbers will receive a confirmation notice by mail.
- Reactivated or inactivated permanent State ID numbers will not receive written confirmation. You can check the status of your ID number in one of the links above.

Questions? Contact us at (800) 618-6942 or email us at [IDNumber@dtsc.ca.gov](mailto:IDNumber@dtsc.ca.gov).

**NEW NUMBER REQUESTS.** Check all that apply

1. I am applying for a new permanent State ID number as a hazardous waste:

a) Generator

b) Transporter

Reason for a new number:

a) Never had a number

b) Business moved

c) Legal business owner changed

If your business generates greater than 100 kg of RCRA hazardous waste other than those hazardous wastes listed in 40 CFR 261.5subparts (c) and (d) per month, complete the EPA Form 8700-12 for a federal EPA ID number.

**CHANGES TO STATUS OR INFORMATION FOR AN EXISTING STATE ID NUMBER**

For existing ID number (include the lettered prefix): \_\_\_\_\_

2. I am updating the mailing address and/or contact information only.

3. I am inactivating this ID number.

4. I am reactivating this ID number.

5. I am changing the business name only, no ownership change.

6. Site/Facility/Business Name (include DBA): \_\_\_\_\_

7. Site Location: \_\_\_\_\_  
Street

\_\_\_\_\_

City

State

ZIP Code

County

8. a) Federal Employer ID Number: \_\_\_\_\_

b) CDTFA Account Number: \_\_\_\_\_

This is only required from generators of greater than 5 tons per calendar year.

9. Mailing Address: \_\_\_\_\_  
Street

\_\_\_\_\_

City

State

ZIP Code

**Permanent State ID Number Application**

DTSC Form 1358 (Revision 05/20)

10. Site Contact Person: \_\_\_\_\_  
First and Last Name

Contact Person's Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State ZIP Code

Contact Person's Phone Number: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number Extension

Fax Number: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Fax Number

Contact Person's Business Email Address: \_\_\_\_\_

11. Legal Business Owner (not property owner): \_\_\_\_\_  
First and Last Name

Owner's Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State ZIP Code

Owner's Phone Number: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number Extension

Fax Number: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Fax Number

12. Standard Industrial Classification (SIC) Code for the Site (4-digit number): \_\_\_\_\_

13. Certification: 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.

Signature (handwritten): \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_