



Notification of Regulated Waste Activity

Using the MPCA's *e-Services Notification for hazardous waste activities*

Any business or government agency that generates, transports, or treats a non-exempt hazardous waste in Minnesota must obtain a Hazardous Waste Identification Number (HWID) from the Minnesota Pollution Control Agency (MPCA) and then notify the MPCA when changes occur. Use the MPCA's *Notification of Regulated Waste Activity e-Service* to make these notifications.

If you do not have internet access or cannot use the e-Service, contact the MPCA to request a paper form be mailed to you. See [More Information](#) on page 15. Paper forms may experience longer processing times.

For more information on what sites must obtain HWIDs and where, see MPCA fact sheet #w-hw1-02, [Obtain a Hazardous Waste Identification Number](#) at <http://www.pca.state.mn.us/publications/w-hw1-02.pdf>.

How do I use the MPCA's e-Service?

To use any of the tools on the MPCA's e-Service, you will need an account. Accounts are free and may be created by anyone. Once you create an account, you may use it for any e-Service tool. Only one person should use each account; if more than one person at your business or government agency may need to use e-Service tools, they should each create a separate account. Different accounts may all submit notifications for the same site.

If you are viewing these instructions online, open a new window in your web browser, and go to <https://rsp.pca.state.mn.us/>. Your screen should look like this:

- If you already have an e-Service account, skip ahead to [Using the e-Service Notification for hazardous waste activities](#) on page four.
- If you do not already have an e-Service account, first follow the directions below to create an account.

A. Creating an e-Service account

A1. On the screen shown, click the [Create a new account>>](#) link.

Note: For clarity, only the middle portion of the screen will be shown in the remainder of these instructions. The upper and bottom portions of your screen should not change.

The middle portion of your screen should now look like this:

A2. Type in the **User ID:** box to choose a username that will be easy for you to remember.

A3. Click the **Continue** button. The middle portion of your screen should then look like this:

A4. Enter a password meeting the noted requirements in the **User Password:** box. Reenter the same password in the **Retype User Password:** box.

A5. Click the **Continue** button. The middle portion of your screen should then look like this:

A6. Type in each box to enter the appropriate information. Boxes marked with an *asterisk are required information. If the ***State/Country:** is **Minnesota**, you must select a **County:** before selecting a ***City:**.

A7. Click the **Add Contact Number** button. The middle portion of your screen should then look like this:

A8. Select the type of telephone number in the ***Contact # Type:** pulldown box.

A9. Type in each following box to enter the appropriate information.

A10. Click the **Save** button. Repeat steps A7-A10 for each contact telephone number you would like to add. Then click the **Continue** button. Afterward, the middle portion of your screen should look like this:

CHALLENGE/RESPONSE QUESTIONS

Select a question and type an answer for five different security questions. Answers cannot be duplicated. Answers are NOT case sensitive

* Question 1:

* Question 2:

* Question 3:

* Question 4:

* Question 5:

* Required

Continue

A11. Select a challenge question in the first **Question:** pulldown box. Type your chosen answer in the following response box.

A12. Repeat step A11 for each of the remaining four challenge questions.

A13. Click the **Continue** button. The middle portion of your screen should then look like this:

CREATE A NEW CERTIFICATION PIN

Your PIN will be used to electronically certify a notification, report, or application.

Note: The Certification PIN must be between 8 and 40 characters (inclusive), chosen from at least two of these groups: lowercase letters, uppercase letters, digits, and other characters (except space, quotes, <, >, & and \).

Certification PIN is case sensitive.

Certification PIN:

Retype Certification PIN:

Continue **Clear**

A14. Enter a certification personal identification number (PIN) meeting the noted requirements in the **Certification PIN:** box. Reenter the same certification PIN in the **Certification PIN:** box.

A15. Click the **Continue** button. The middle portion of your screen should then look like this:

FACILITY SEARCH

Some services require that you have an associated facility before the service can be used. For example, Air, Tank, eDMR, SSTS, and some Feedlot services require a facility.

If you are creating an account and don't know if you need an associated facility, click **Complete Setup**. You can add a facility later if you need it.

To search for a facility, enter any information about the facility you are looking for and click **Search**.

- In text boxes, you can enter partial values followed by an asterisk(*) to search for all records that begin with that value. For example, entering "Car*" in the Facility Name field would return all facilities whose names begin with "Car", such as "Carpet Cleaning".
- The Alternate/Historic Name field searches previous or secondary IDs of the facility. To refine your search, select an option from the Facility User Group list in combination with entering an ID. Examples include an 8-digit "Air Permit Number" or "Wastewater Permit Number".

You must enter in at least one field before clicking the Search button.

Facility ID:

Facility Name:

Alternate/Historic Name/ID:

Address:

County:

Municipality:

ZIP:

Facility Type:

Facility User Group:

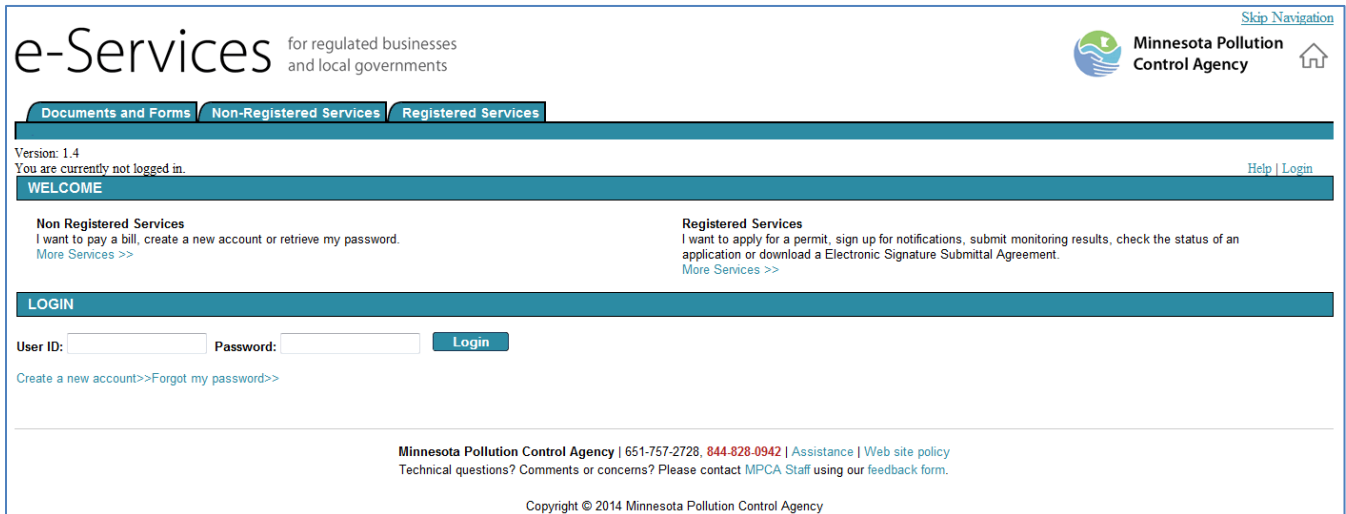
Search **Complete Setup** **View Facilities**

A16. To use the e-Services Notification of hazardous waste activity, you do not need to add a facility. Click the **Complete Setup** button.

A17. Continue with the instructions for [Using the e-Service Notification](#) on page four.

B. Using the e-Service Notification for hazardous waste activities

- B1. If you are viewing these instructions online, open a new window in your web browser, and go to <https://rsp.pca.state.mn.us/>. Your screen should look like this:



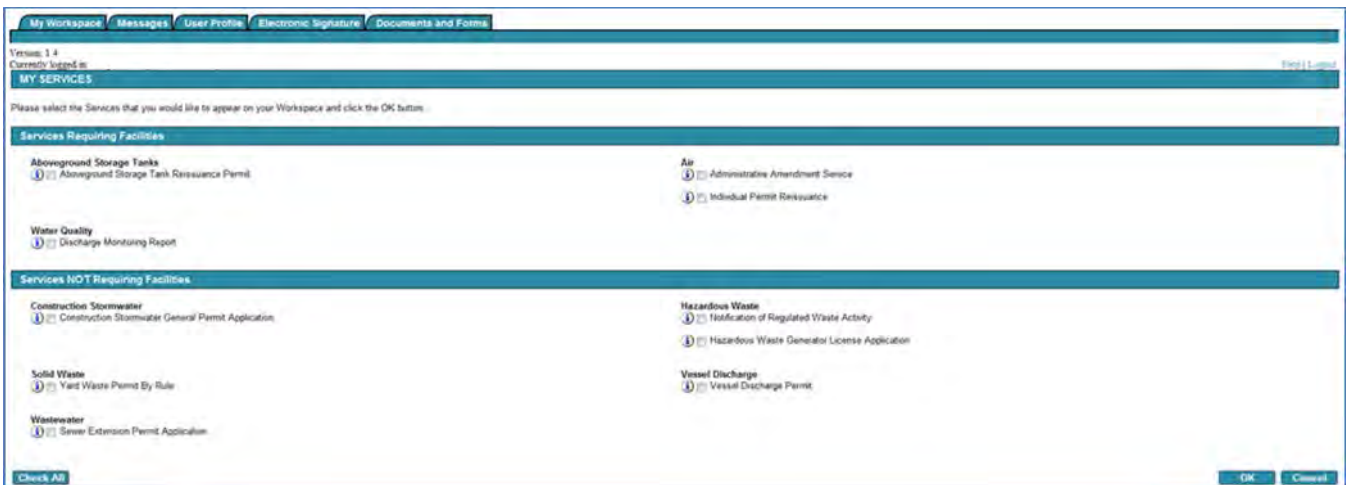
The screenshot shows the e-Service notification page. At the top, there is a navigation bar with tabs for "Documents and Forms", "Non-Registered Services", and "Registered Services". Below the navigation bar, the page displays the version (1.4) and a login status ("You are currently not logged in."). A "WELCOME" message is followed by two columns of service options: "Non Registered Services" (with a link to "More Services >>") and "Registered Services" (with a link to "More Services >>"). A "LOGIN" section contains input fields for "User ID:" and "Password:", a "Login" button, and links for "Create a new account>>" and "Forgot my password>>". At the bottom, there is contact information for the Minnesota Pollution Control Agency and a copyright notice for 2014.

- B2. Type your username and password in the **User ID:** and **Password:** boxes.

- B3. Click the **Login** button.

Note: For clarity, only the middle portion of the screen will be shown in the remainder of these instructions. The upper and bottom portions of your screen should not change.

The middle portion of your screen should now look like this:

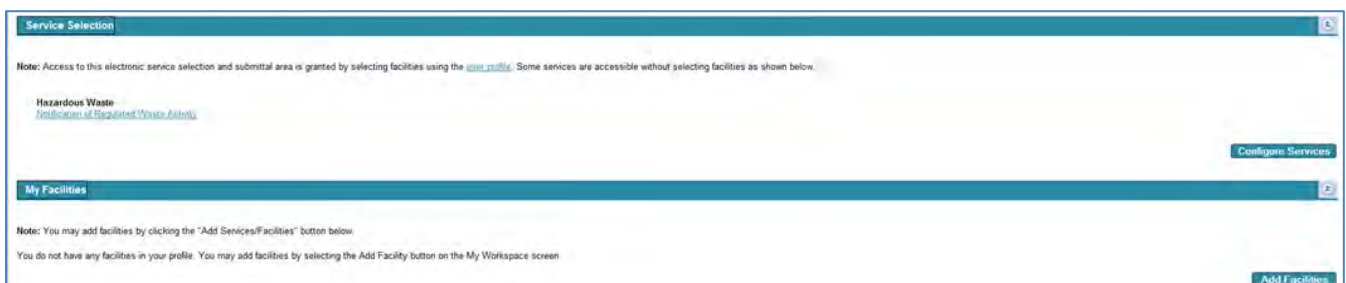


The screenshot shows the "MY SERVICES" selection screen. It features a list of services categorized into "Services Requiring Facilities" and "Services NOT Requiring Facilities". Each service has a checkbox for selection. The "Check All" button is located at the bottom left of the screen.

- B4. Ensure the **My Workspace** tab in the upper left of your screen is selected.

- B5. Click the checkbox in front of **Notification of Regulated Waste Activity**.

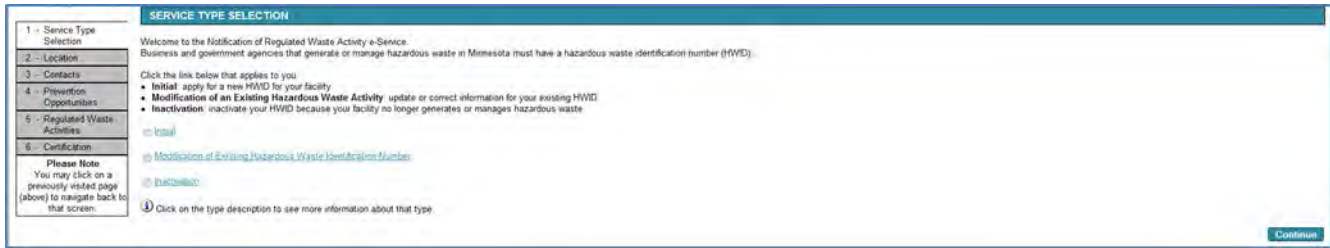
- B6. Click the **OK** button. The middle portion of your screen should then look like this:



The screenshot shows the "Service Selection" screen. It includes a note about access to the electronic service selection and submittal area, and a list of facilities. The "Add Facilities" button is located at the bottom right of the screen.

- B7. Click the **Notification of Regulated Waste Activity** link.

The middle portion of your screen should then look like this:



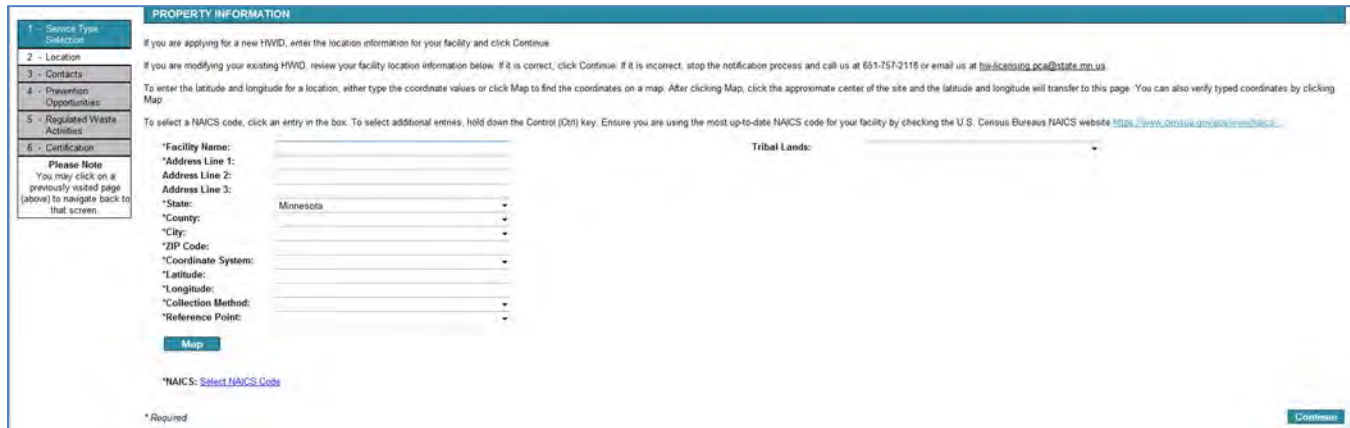
You may use the Notification of Regulated Waste Activity e-Service to:

- [Request a new HWID](#). Request an HWID for a site at which you have not previously performed any hazardous waste activities, even if someone else may have. Follow the directions for [Request a new HWID below](#) on this page.
- [Modify an existing HWID](#). Update or correct information for a site you already obtained an HWID for, including adding new hazardous waste activities. Follow the directions for [Modify an existing HWID](#) on page 10. Do not use this process if you are purchasing a site from another operator; use [Request a new HWID](#) instead.
- [Inactivate an existing HWID](#). Inactivate your HWID when your site is sold, closes, or when you permanently stop generating non-exempt hazardous waste. Follow the directions for [Inactivate an existing HWID](#) on page 14.

C. Request a new HWID

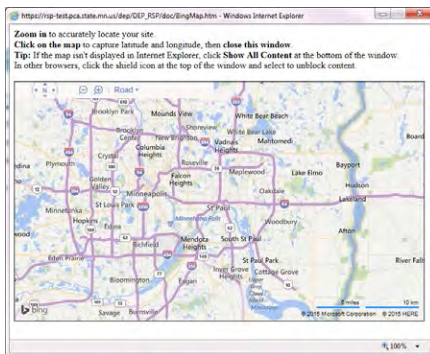
C1. Click the circle (called a radio button) in front of [Initial](#).

C2. Click the [Continue](#) button. The middle portion of your screen should then look like this:



C3. Type in each box to enter the appropriate information. Boxes marked with an *asterisk are required information.

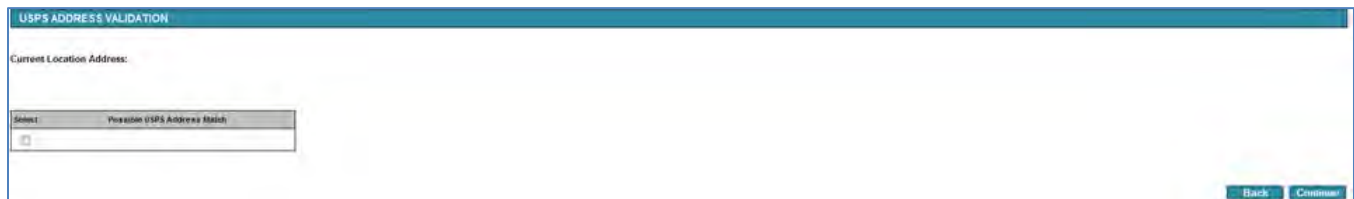
C4. To find and enter the *Coordinate System: *Latitude:, *Longitude:, and *Collection Method: of your site, click on the [Map](#) button. You should see a popup window that looks like this:



- C5. Use the hand cursor and zoom magnifying glass to scroll and zoom in to your site's location. When you close the window, the location's coordinates will be automatically entered into your screen.
- C6. In the *Reference Point: dropdown box, choose the closest part of your site you selected using the Map tool.
- C7. To find the North American Industrial Classification System (NAICS) code for your site, click [Select NAICS Code](#). You should see a popup window that looks like this:



- C8. Enter keywords that describe your primary business operation at this site to find the most specific NAICS. You may need to try several different keywords or synonyms. When you find the NAICS entry that best describes the operations at this site, click the **Include Selected** button.
- C9. Click the **OK** button.
- C10. Click the **Continue** button. The middle portion of your screen should then look like this:



- Your screen may also contain the text **No valid USPS address found. You can continue by selecting the entered address below.** If you do not receive mail delivered to this site address, this red text is normal. If you do receive mail delivered to this address and see this text, ensure that the address entered matches your U.S. Postal Service-assigned address.
- C11. If the address is correct, click the checkbox in front of the address and then click the **Continue** button. If the address is incorrect, click the **Back** button and reenter the correct information in the preceding screen, then repeat step C10.

The middle portion of your screen should then look like this:

- C12. Type in each box to enter the appropriate information. Boxes marked with an *asterisk are required information. You may also use an existing information source, such as your personal account information, by selecting the appropriate source in the pulldown box.
- C13. After completing the 1. Owner tab, either click the 2. Hazardous Waste Contact tab or the **Next>>** button. Repeat step C12 for the information in that tab.
- C14. After completing the 2. Hazardous Waste Contact tab, either click the 3. Fee and Billing Contact tab or the **Next>>** button. Repeat step C12 for the information in that tab.
- C15. Click the **Continue** button. The middle portion of your screen should then look like this:

- Your screen may also contain the text **No valid USPS address found. You can continue by selecting the entered address below** for one or more of the three addresses.
- C16. As previously in step C11, if an address is correct, click the checkbox in front of the address and then click the **Continue** button. If the address is incorrect, click the **Back** button and reenter the correct information in the preceding screen, then repeat step C15.

The middle portion of your screen should then look like this:

C17. This screen is voluntary. If you choose to answer, select the most appropriate answers from the **Have you implemented any prevention activities in the past year?:** and the **Would you like to be contacted to discuss prevention opportunities?:** pulldown boxes.


C18. Click the **Continue** button. The middle portion of your screen should then look like this:

C19. If your site generates hazardous waste, select the appropriate generator status from the ***Estimated size of hazardous waste generator:** pulldown box. If you are unsure of the likely generator status of your site, you may select **Very Small Quantity Generator**. If you are submitting notification for one of the other activities and your site will not generate reportable hazardous wastes, leave the pulldown box blank.

For more information on identifying non-exempt hazardous waste and determining a site's generator status, see MPCA fact sheet #w-hw1-01, [Evaluate Waste; Determine Generator Size](http://www.pca.state.mn.us/publications/w-hw1-01.pdf) at <http://www.pca.state.mn.us/publications/w-hw1-01.pdf>.

C20. Click the checkbox(s) next to any other applicable waste activity(s).

C21. Click the **Continue** button. The middle portion of your screen should then look like this:

C22. Click the blue  icon in the Sign Electronically column.

The middle portion of your screen should then look like this:

C23. Type your previously chosen answer in the box next to the Challenge/Response Question.

C24. Click the **Submit** button.

C25. A green bullet ● **You have correctly answered your challenge. Please enter your PIN now to sign.** should appear at the top of the middle portion of your screen. Type your previously chosen PIN in the ***Electronic Signature PIN:** box.

C26. Click the **Sign Electronically** button. The middle portion of your screen should then look like this:

C27. Click the **Continue** button. The middle portion of your screen should then return to the My Workspace screen from step 6 and look like this:

C28. You have now completed all actions to request a new HWID for your site and should receive a response e-mail with your new HWID within a few days.

C29. Click the **Logout** link in the upper right portion of your screen to log out of e-Services.

For more information about hazardous waste management or assistance with this e-Service, contact the MPCA through the [More information](#) section on page 15.

D. Modify an existing HWID

- D1. Login to the e-Service and navigate to the Notification of Regulated Waste Activity using steps B1-B7 in the [Using the e-Service Notification for hazardous waste activities](#) instructions on page four.
- D2. Click the circle (called a radio button) in front of [Modification of Existing Hazardous Waste Identification Number](#).
- D3. Click the **Continue** button. The middle portion of your screen should then look like this:

The screenshot shows a web form titled "HAZARDOUS WASTE IDENTIFICATION NUMBER". On the left is a navigation menu with seven items: 1 - Service Type Selection, 2 - Hazardous Waste Identification Number, 3 - Location, 4 - Contacts, 5 - Prevention Opportunities, 6 - Regulated Waste Activities, and 7 - Certification. The main content area has a heading "HAZARDOUS WASTE IDENTIFICATION NUMBER" and instructions: "Enter your hazardous waste identification number (HWID). Your HWID is also known as your EPA ID number. It is specific to your site. For more information on HWIDs, click the Help link in the upper right corner of this screen." Below this is a text input field labeled "*Hazardous Waste Identification Number (HWID):" with an asterisk indicating it is required. A "Continue" button is located in the bottom right corner.

- D4. Type the HWID of the site's information that you are modifying in the ***Hazardous Waste Identification Number (HWID):** box.
- D5. Click the **Continue** button. The middle portion of your screen should then look like this:

The screenshot shows a web form titled "PROPERTY INFORMATION". The left navigation menu is the same as in the previous screenshot. The main content area has instructions: "If you are applying for a new HWID, enter the location information for your facility and click Continue. If you are modifying your existing HWID, review your facility location information below. If it is correct, click Continue. If it is incorrect, stop the notification process and call us at 651-757-2118 or email us at hw-licensing.pca@state.mn.us. To enter the latitude and longitude for a location, either type the coordinate values or click Map to find the coordinates on a map. After clicking Map, click the approximate center of the site and the latitude and longitude will transfer to this page. You can also verify typed coordinates by clicking Map." Below this are several input fields: "*Facility Name:", "*Address Line 1:", "*Address Line 2:", "*Address Line 3:", "*State:", "*County:", "*City:", "*ZIP Code:", "*Coordinate System:", "*Latitude:", "*Longitude:", "*Collection Method:", and "*Reference Point:". There is also a "Tribal Lands:" dropdown menu and a "Map" button. A link "*NAICS: Select NAICS Code" is at the bottom. A "Continue" button is in the bottom right corner.

- D6. Review the site location information. If it is incorrect, contact the MPCA at 651-296-6300 or hw-licensing.pca@state.mn.us. If it is correct, click the **Continue** button. The middle portion of your screen should then look like this:

The screenshot shows a web form titled "USPS ADDRESS VALIDATION". The left navigation menu is the same as in the previous screenshots. The main content area has a heading "USPS ADDRESS VALIDATION" and a label "Current Location Address:". Below this is a text input field for the address. Underneath is a "Select:" dropdown menu with the option "Yes/valid USPS Address Match" selected. A "Back" button and a "Continue" button are in the bottom right corner.

Your screen may also contain the text **No valid USPS address found. You can continue by selecting the entered address below.** If you do not receive mail delivered to this site address, this red text is normal. If you do receive mail delivered to this address and see this text, ensure that the address entered matches your U.S. Postal Service-assigned address.

- D7. If the address is correct, click the checkbox in front of the address and then click the **Continue** button. If the address is incorrect, click the **Back** button and reenter the correct information in the preceding screen, then repeat step D6.

The middle portion of your screen should then look like this:

- D8. Type in each box to change the appropriate information. Boxes marked with an *asterisk are required information. You may also use an existing information source, such as your personal account information, by selecting the appropriate source in the pulldown box.
- D9. After completing the 1. Owner tab, either click the 2. Hazardous Waste Contact tab or the **Next>>** button. Repeat step D8 for the information in that tab.
- D10. After completing the 2. Hazardous Waste Contact tab, either click the 3. Fee and Billing Contact tab or the **Next>>** button. Repeat step D8 for the information in that tab.
- D11. Click the **Continue** button. The middle portion of your screen should then look like this:

- Your screen may also contain the text **No valid USPS address found. You can continue by selecting the entered address below** for one or more of the three addresses.
- D12. As previously in step D11, if an address is correct, click the checkbox in front of the address and then click the **Continue** button. If the address is incorrect, click the **Back** button and reenter the correct information in the preceding screen, then repeat step D11.

The middle portion of your screen should then look like this:

D13. This screen is voluntary. If you choose to answer, select the most appropriate answers from the **Have you implemented any prevention activities in the past year?:** and the **Would you like to be contacted to discuss prevention opportunities?:** pulldown boxes.


D14. Click the **Continue** button. The middle portion of your screen should then look like this:

D15. If your site generates hazardous waste, review the appropriate generator status from the ***Estimated size of hazardous waste generator:** pulldown box. If your site does not generate reportable hazardous wastes, leave the pulldown box blank.

For more information on identifying non-exempt hazardous waste and determining a site’s generator status, see MPCA fact sheet #w-hw1-01, [Evaluate Waste; Determine Generator Size](http://www.pca.state.mn.us/publications/w-hw1-01.pdf) at <http://www.pca.state.mn.us/publications/w-hw1-01.pdf>.

D16. Click the checkbox(s) next to any other applicable waste activity(s).

D17. Click the **Continue** button. The middle portion of your screen should then look like this:

D18. Click the blue  icon in the **Sign Electronically** column.

The middle portion of your screen should then look like this:

D19. Type your previously chosen answer in the box next to the Challenge/Response Question.

D20. Click the **Submit** button.

D21. A green bullet ● **You have correctly answered your challenge. Please enter your PIN now to sign.** should appear at the top of the middle portion of your screen. Type your previously chosen PIN in the ***Electronic Signature PIN:** box.

D22. Click the **Sign Electronically** button. The middle portion of your screen should then look like this:

D23. Click the **Continue** button. The middle portion of your screen should then return to the My Workspace screen and look like this:

D24. You have now completed all actions to modify information for your site. You should shortly receive a confirmation e-mail.


D25. Click the **Logout** link in the upper right portion of your screen to log out of e-Services.

For more information about hazardous waste management or assistance with this e-Service, contact the MPCA through the [More information](#) section on page 15.

E. Inactivate an existing HWID

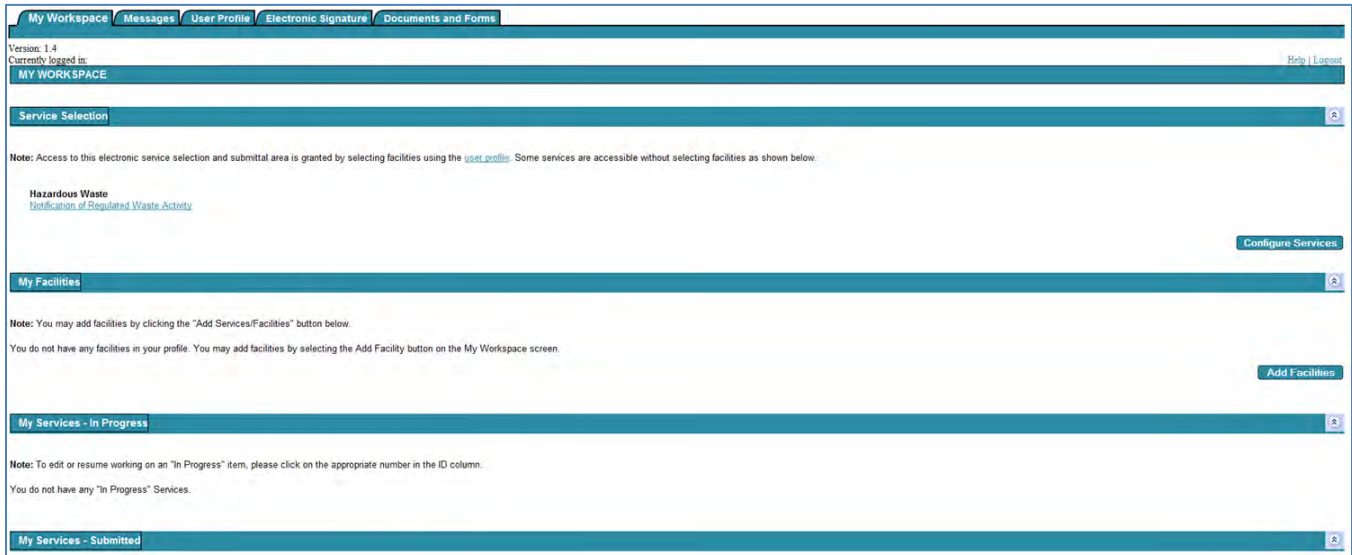
- E1. Login to the e-Service and navigate to the Notification of Regulated Waste Activity using steps B1-B7 in the [Using the e-Service Notification for hazardous waste activities](#) instructions on page four.
- E2. Click the circle (called a radio button) in front of **Inactivation**.
- E3. Click the **Continue** button. The middle portion of your screen should then look like this:

- E4. Type the HWID of the site's information that you are modifying in the ***Hazardous Waste Identification Number (HWID):** box.
- E5. Click the **Continue** button. The middle portion of your screen should then look like this:

- E6. Click the blue  icon in the **Sign Electronically** column. The middle portion of your screen should then look like this:

- E7. Type your previously chosen answer in the box next to the Challenge/Response Question.
- E8. Click the **Submit** button.
- E9. A green bullet ● **You have correctly answered your challenge. Please enter your PIN now to sign.** should appear at the top of the middle portion of your screen. Type your previously chosen PIN in the ***Electronic Signature PIN:** box.
- E10. Click the **Sign Electronically** button. The middle portion of your screen should then look like this:

E11. Click the **Continue** button. The middle portion of your screen should then return to the My Workspace screen and look like this:



E12. You have now completed all actions to permanently deactivate your site. You should shortly receive a confirmation e-mail.

E13. Click the **Logout** link in the upper right portion of your screen to log out of e-Services.

More information

For more information about hazardous waste management, visit the MPCA’s [hazardous waste guidance publications webpage](http://www.pca.state.mn.us/waste/pubs/business.html) at <http://www.pca.state.mn.us/waste/pubs/business.html>.

For questions about the Notification of Regulated Waste Activity and assistance with this e-Service, contact the MPCA below.

The MPCA’s Small Business Environmental Assistance Program (SBEAP) offers free, confidential regulatory compliance assistance with hazardous waste management and water and air quality protection requirements. The Minnesota Technical Assistance Program (MnTAP) can help you minimize your waste generation to address the questions in steps C17 and D13.

Minnesota Pollution Control Agency

Toll free (all offices)..... 1-800-657-3864
 All offices 651-296-6300
 Notification questions ..hw-licensing.pca@state.mn.us
 Website <http://www.pca.state.mn.us>

Small Business Environmental Assistance Program

Toll free 1-800-657-3938
 Metro 651-282-6143
 Website <http://www.pca.state.mn.us/sbeap/>

Minnesota Technical Assistance Program

Toll free 1-800-247-0015
 Metro 612-624-1300
 Website <http://www.mntap.umn.edu>