

# How to Create a Hazardous Waste Report Electronically Using eDRUMS

Division of Environmental Response and Revitalization  
November 2023



# Overview

- **Before You Begin**
  - Roles and Prerequisites
- **The Report**
  - The Forms
  - Prep
  - How to Create a New Report
  - Contents of Create a New Report Screen
  - How to Create a Report from a Partial Copy
  - Main Reporting Screen for Everyone
  - Direct Entry- Completing the Report
  - How to Submit
  - Submission Copy
- **Help and Questions**



# Prepping for the Report

- Before you begin, have the following organized and ready
  - **Copies of your manifests**
    - You can view these online in eManifest using RCRAInfo
    - To learn more about RCRAInfo and signing up for an account, visit Ohio EPA's [Notification Webpage](#)
  - **Records of quantities of hazardous waste generated or accumulated**



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# Before You Begin

- Reporting Roles
  - Read Only: view, cannot change or submit
  - Preparer: add/update and delete data, cannot submit
  - Certifier/Submitter: add/update and delete data, can submit
- Prerequisites for the Submitter
  - Obtains and activates PIN
  - Requests and is approved for the eDRUMS service
  - Can start a report or delegate access to other eBiz users



# The Report- What forms make up a Hazardous Waste Report?

- Site Identification Form
- Generation and Management Form (GM)
- Off-Site Transporters and Receivers Form (OI)
- Waste Received from Off-Site Form (WR)
- Process System Information Form (PS)



# Site Identification Form

- Also known as the RCRA Subtitle C Site ID Form
  - Federal Form 8700
  - Ohio Form 9029
- Ohio accepts both the Ohio and Federal version of the form

<b>MAIL THE COMPLETED FORM TO:</b> Ohio EPA, DERR PO BOX 1049 Columbus, OH 43216-1049	 <b>Environmental Protection Agency</b> <b>RCRA SUBTITLE C SITE IDENTIFICATION FORM (EPA 9029)</b>
<b>1. Reason for Submittal-</b> Select One	<input type="checkbox"/> Notifying to obtain or update an EPA ID number for regulated activity <input type="checkbox"/> Notifying as a component of the Biennial Hazardous Waste Report for the year _____ <input type="checkbox"/> Notifying that regulated activity is no longer occurring at this site (deactivating the EPA ID) <input type="checkbox"/> Notifying as a component of a first of revised RCRA Hazardous Waste Part A Permit Application (for permitted sites only)
<b>2. Site EPA ID Number</b>	
<b>3. Legal Site Name</b>	
<b>4. Site Location Information</b>	Street Address: _____ City, Town, or Village: _____ County: _____ State: _____ Country: _____ Zip: _____
<b>5. Site Land Type</b>	<input type="checkbox"/> Private <input type="checkbox"/> County <input type="checkbox"/> District <input type="checkbox"/> Federal <input type="checkbox"/> Indian <input type="checkbox"/> Municipal <input type="checkbox"/> State <input type="checkbox"/> Other

Paper Form


## Hazardous Waste Report Summary

Hazardous Waste Report Summary (51523)			
Paper Form Entry			
<b>Site ID Summary</b> Reporting Year: 2025 EPA ID: OH0123456789 eDRUMS Test Facility 50 W Town St, Suite 700 Columbus, OH 43215 <a href="#">view/edit info</a>			
<a href="#">no contact</a> <a href="#">add contact</a>		HW Report Generator Status: <unknown> <a href="#">edit hazardous waste activities</a> <a href="#">edit universal waste, used oil, or academic lab activities</a> <a href="#">view/edit waste codes (0)</a> <a href="#">view/edit comments</a>	
<a href="#">Report Web Page</a>			
To get personal help send an <a href="#">e-mail</a> to or call (614) 644-2924.			
<b>Owner(s) (0)</b>			
Name	Address	Phone	Action
<a href="#">add new owner</a>			
<b>Operator(s) (0)</b>			
Name	Address	Phone	Action
<a href="#">add new operator</a>			

Electronic Form in eDRUMS

# Generation and Management Form (GM)

- Report waste generated and how it was managed
- Each waste stream must be listed on its own GM Form; **you cannot lump all waste streams into one GM Form**

EPA ID: <input type="text"/>											
 <b>Environmental Protection Agency</b>		<b>Hazardous Waste Report</b>									
		<b>Form GM – Generation and Management</b>									
<b>1. Waste Characteristics</b>											
<b>A. Waste Description:</b>											
<b>B. EPA Hazardous Waste Code(s):</b>		<input type="text"/>									
		<input type="text"/> More... <input type="checkbox"/>									
<b>C. Source Code: G</b> <input type="text"/>		Report the Mgmt. Method code ONLY for G25.						<b>Mgmt. Method: H</b> <input type="text"/>			
<b>D. Waste Form Code: W</b> <input type="text"/>		<b>E. Waste Minimization Code:</b> <input type="text"/>				<b>F. Radioactive Mixed:</b> <input type="checkbox"/> Y <input type="checkbox"/> N					

Paper Form

## Hazardous Waste Report Service Form GM – Generation and Management

Report Summary [Help](#)

Reporting Year: 2025  
Generator Status: \*

Section One (Hazardous Description, Waste, Source, Management Method, and Waste Form Codes)

Page Number:

Waste Description:  (60 characters maximum)

Please select hazardous waste codes:

Code:

Code Code Code Code Code Code Code

Source code: [help](#)

Please select a source code:

Waste Form Code: [help](#)

Please select a waste form code:

Waste Minimization Code: [help](#)


Please select a waste minimization code:  [What qualifies as Waste Minimization?](#)

Radioactive Mixed Waste: ☐ Yes ☒ No

Electronic Form in eDRUMS

# Off-Site Transporters and Receivers Form (OI)

- Complete if your RCRA hazardous waste was transported off-site for treatment, storage, or disposal
- You can list all transporters and receivers on one OI Form; **you do not need an OI Form for every GM Form**

EPA ID: <input type="text"/>											
						<b>Hazardous Waste Report</b> <b>Form OI – Off-site Transporter and Receiving Facility Information</b> Each EPA ID should only be listed once with appropriate Handler Type box(es) marked.					

<b>Site 1</b>											
<b>A. EPA ID of transporter or receiving facility:</b>						<b>B. Name of transporter or receiving facility (40 characters max.):</b>					
<input type="text"/>						<input type="text"/>					
<b>C. Handler type (check all that apply):</b>						<b>D. Address of receiving facility (address not required for transporters):</b>					
<input type="checkbox"/> Transporter <input type="checkbox"/> Receiving Facility						Street <input type="text"/> City <input type="text"/> State <input type="text"/> Zip Code <input type="text"/>					

Site 2

Paper Form

## Hazardous Waste Report Service

### Form OI – Off-Site Transporter and Receiving Facility Information

Report Summary [View](#)

---

Paper Form Entry

eDRUMS Test Facility (OHD123456789) Reporting Year: 2025  
 50 W Town St, Suite 700 Generator Status:  
 Columbus, OH 43215 \* - req

[Report Web Page](#) [HW Report](#)

[OI Entry Form](#)

Send an e-mail to [ash@epa.gov](mailto:ash@epa.gov) if a transporter you want to add is not on the pick list. Provide the EPA ID and name of the transporter in your message. You will be contacted when the transporter is added or if there is a problem with your request. If a receiving facility listed below was also a transporter and the EPA ID is the same, check the Transporter box instead of adding them again using the pick list. If a Receiver needs to be deleted, remove it from the GM Form(s) and it will be deleted from the OI Form. Address information for EPA ID numbers is based on data available in U.S. EPA's national RCRAInfo database. EPA ID numbers for transporters are assigned to their headquarters location.

Select Transporter:  [Add New Transporter](#)


Transporter and Receiving Facilities					
EPA ID	Name	Address	Transporter	Receiver	Action
					<a href="#">Save OI Form</a> <a href="#">Cancel</a>

Electronic Form in eDRUMS



# Waste Received from Off-Site Form (WR)

- Only receiving facilities are required to complete this form
- A facility that received RCRA hazardous waste from off-site and managed the waste on-site during the reporting year

EPA ID: <input type="text"/>									
		<b>Hazardous Waste Report</b> <b>Form WR – Waste Received from Off Site</b>							
<b>Generator Information</b>									
EPA I.D.:									
Name:									
Street:									
City:						State:		Zip Code:	
<b>1</b> <b>A. Hazardous waste description (60 characters max.)</b>									
<b>B. Management Method</b>		<b>C. Waste form code</b>		<b>D. Quantity Received</b>		<b>E. UOM</b>		<b>Density</b>	
H ____		W ____		_____		____		<input type="checkbox"/> lbs./gal <input type="checkbox"/> sg	
<b>F. Hazardous waste codes (enter additional codes on back of page if necessary)</b>									
								<input type="checkbox"/> more...	

Paper Form

Form WR - Waste Received From Off-Site

Report Summary [hide](#)

eDRUMS Test Facility (OHD123456789)		Reporting Year: 2025
50 W Town St, Suite 700		Generator Status:
Columbus, OH 43215		

[Report Web Page](#) [HWR Req](#)

**Generator Information**

[Create New Generator](#)

**Waste Received Information**

Page # ▼	Waste Description	Management Method ▼	Waste Form Code ▼	Quantity Received ▼	Unit of Measure	Action
						<a href="#">add waste received</a>

[Save WR Form](#)

Electronic Form in eDRUMS

# Process System Information Form (PS)

- Commercial receiving facilities only
- Lists the quantity for each hazardous waste treatment, disposal, or recycling process system that operated during the reporting year

Process Systems Form Entry

\* Description:

\* Management Method Code:

Reporting Year Influent Quantity

\* Total:

\* RCRA:

\* Unit of Measure:

Density:  ☐ lbs/gal ☐ sg

Comment:

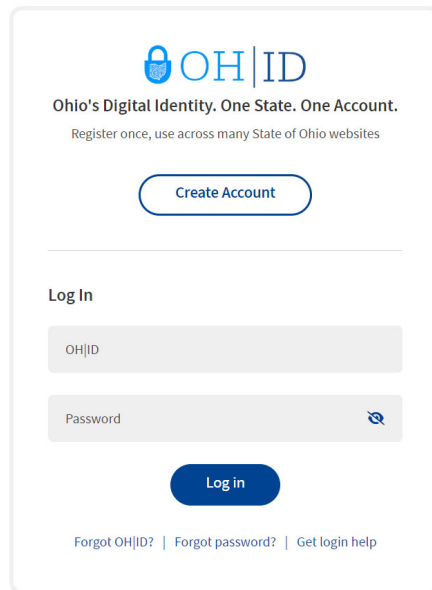
Electronic Form in eDRUMS

EPA ID: <input type="text"/>			
		<b>Hazardous Waste Report</b> <b>Form PS – Process Systems for Treatment, Disposal, or Recycling</b>	
<i>By system type, list the amount of waste commercially processed in each treatment, disposal, or recycling system.</i>			
<b>1 A. Treatment, disposal, or recycling system description (60 characters max.)</b>			
<b>B. Management Method</b>  H ____	<b>C. Reporting year influent quantity</b>  Total _____ RCRA _____	<b>UOM</b>  —	<b>Density</b>  _____ <input type="checkbox"/> lbs./gal _____ <input type="checkbox"/> sg
COMMENTS:			

Paper Form

# Creating a New Report

- **Step 1:** Login to your OH|ID account



The image shows the OH|ID login interface. At the top is the OH|ID logo with the tagline "Ohio's Digital Identity. One State. One Account." and a subtext "Register once, use across many State of Ohio websites". Below this is a "Create Account" button. A horizontal line separates the account creation section from the login section. The login section is titled "Log In" and contains two input fields: "OH|ID" and "Password". The "Password" field has a toggle icon for visibility. Below the input fields is a blue "Log in" button. At the bottom, there are links for "Forgot OH|ID?", "Forgot password?", and "Get login help".

- **Step 2:** Launch the eBusiness Center tile from your OH|ID **apps**



## My Apps

Click the star to pin your favorite apps to the top of the page.



# Creating a New Report

- **Step 3:** Click on the Hazardous Waste Report (eDRUMS) service

eBusiness Home My Account ▼

 Welcome to the Ohio EPA eBusiness Center

Available Services (What is this?)

Service	Action
Air Services	Request
Asbestos Services	
Certified Operator Minimum Staffing Reporting	
Division of Surface Water Credible Data	Request
Division of Surface Water NPDES Permit Applications (STREAMS)	
DMWM License and Registration Service	
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request
DSW 401 Certification and Isolated Wetlands Permit	
DSW Home Sewage Treatment System	
e-Discharge Monitoring Reports (eDMR)	Request
e-Drinking Water Reports	Request
Generic File Upload	Request
<b>Hazardous Waste Report (eDRUMS)</b>	Deactivate
OEEF Grant Service (No PIN Required)	Request
Pay Ohio EPA Fees Online	Request
Water/Wastewater Exam Providers	Request
Water/Wastewater Operators	Request
Water/Wastewater Training Providers	Request

- **Step 4:** If you have access to multiple facilities, you will need to select the blue hyperlinked facility you wish to create a report for



Select and Manage Facilities Associated with Your Service

Please select a facility from the list below. If you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facility you wish to add. Once you have added one or more facilities, click 'Next' to submit your request.

**Note:** If you have been delegated access to a facility, but do not see an active link to the facility below, this is an indication that access to the facility for this service requires a PIN. You will be granted access to the listed facility once you have completed the PIN activation process.

Service: Hazardous Waste Report (eDRUMS) [Add Facility](#)

Facility Association Information (Total privileges: 174)

Facility Name ▼	Regulatory Program ID ▼	Agency Core ID ▼	Request Status	Action
<a href="#">A &amp; L Metal Processing</a>	OHD987023876	13238	ACTIVE	
<a href="#">Abaco Wilmington Corp</a>	OHD987024812	4322	ACTIVE	




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# Creating a New Report

## ○ Step 5: Click “Create New Report”

**Create New Hazardous Waste Report**

 To create a new report, you can: 1) Copy an existing partial past report from the list and edit it; 2) Create a new report from scratch by clicking on "Create New Report"; or 3) Upload data that conforms to the file formats specified in the guide below. Once you save a new report and exit the main screen, click on "Edit In-process report" to open the report again. Only one in-process report can exist at a time.

Have questions or don't see the report you want to copy? Send an e-mail to [epahwannualreport@epa.ohio.gov](mailto:epahwannualreport@epa.ohio.gov). Instructions for filing reports can be found at the [Hazardous Waste Report web page](#).



A & L Metal Processing (OHD987023876)  
1920 George St  
Sandusky, OH 44870

On February 5, 2013, Ohio EPA changed the hazardous waste reporting requirements to every other year. Generator and TSD data for odd years must be submitted by March 1st of the following year. Reports cannot be submitted during odd numbered years unless you had a one-time event that needs to be reported before the year ends. If you have any questions, please contact Ohio EPA, Division of Environmental Response and Revitalization at (614) 644-2924 or send an email using the link above.

eDRUMS does not work with Firefox. Microsoft Internet Explorer (IE) version 9.0 or higher is the officially supported browser. If you need to download the latest Microsoft Internet Explorer you can go [here](#).

**Create New Report**

**In Process Reports**

Report	Date	Action
In-process Report	01/24/2018 10:41:28	<a href="#">edit report</a> -  



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# Contents of Create a New Report Screen

HW Report  
Web Page  
with Paper  
Forms and  
Instructions

Email for  
Questions and  
Assistance

**Create New Hazardous Waste Report**

To create a new report, you can: 1) Copy an existing partial past report from the list and edit it; 2) Create a new report by clicking on "Create New Report"; or 3) Upload data that conforms to the file formats specified in the guide below. Once you have created a report and exit the main screen, click on "Edit In-process report" to open the report again. Only one in-process report can exist at a time.

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**Create New Report**

**In Process Reports**

Report	Date	Action
In-process Report	01/24/2018 10:41:28	<a href="#">edit report</a> - X

Click Here to  
Start New  
Report

Facility Identification

**Note: If the facility name is outdated, once a new report is submitted, it will get updated to what is listed on the Site ID.**



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# Contents of Create a New Report Screen

There Can Only Be One Report  
In-Progress at a Time

Table with Past Submitted  
Reports

The screenshot shows a web interface for creating a new report. It features three main sections: 'In Process Reports', 'Previously Submitted Reports', and 'Import Hazardous Waste Report'. The 'In Process Reports' section is highlighted with a green arrow and contains a message 'No in process reports found.' The 'Previously Submitted Reports' section is highlighted with an orange arrow and contains a table with two rows of past reports. The 'Import Hazardous Waste Report' section is highlighted with a blue arrow and contains a file upload area with a link to the 'RCRAInfo File Specification Guide Hazardous Waste Report Submissions'.

**In Process Reports**

No in process reports found.

**Previously Submitted Reports**

Report	Submission Date	Action
Report from 2021	11/14/2022	<a href="#">create new report from copy</a>
Report from 2019	02/27/2020	<a href="#">create new report from copy</a>

**Import Hazardous Waste Report**

Use the file upload to import a local copy of your Hazardous Waste Report. The file you upload must be a ZIP file and follow the [RCRAInfo File Specification Guide Hazardous Waste Report Submissions](#). Click the "Browse" button to locate the file you want to upload.

Choose File No file chosen

Upload File

Import Section with Link to File Spec Guide

# Creating a Report from a Partial Copy

- **A partial copy contains**

- Site ID Form

- Except the certification information and year

- All GM Forms

- All of section 1 will remain completed (waste description, waste codes, Source Code, and Form Code); all other sections are blank

- All WR and PS Forms

- The forms remain completed except for the quantities



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# Creating a Report from a Partial Copy

- **Editing a Copied Report**

- Click “View PDF” at the bottom of the Hazardous Waste Report Summary screen to view information is currently entered
- Click on each hyperlink in the Site ID Summary to review and update the site’s information
  - Do the same step for Owner and Operator
- Open each GM Form and update the information; delete GM Forms that are no longer needed rather than list zero as the quantity
- Add transporters to the OI
- Run the Validation Report prior to submitting



# Creating a Report from a Partial Copy

## ○ Tips

- Weigh how much work it may be to copy and update vs starting from scratch
- If waste streams are consistent, it is easier to copy
- Click the “**create new report from copy**” hyperlink for the report you want to use

**Create New Hazardous Waste Report**

**i** To create a new report, you can: 1) Copy an existing partial past report from the list and edit it; 2) Create a new report from scratch by clicking on "Create New Report"; or 3) Upload data that conforms to the file formats specified in the guide below. Once you save a new report and exit the main screen, click on "Edit In-process report" to open the report again. Only one in-process report can exist at a time.

Have questions or don't see the report you want to copy? Send an e-mail to [epahwannualreport@epa.ohio.gov](mailto:epahwannualreport@epa.ohio.gov). Instructions for filing reports can be found at the [Hazardous Waste Report web page](#).

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On February 5, 2013, Ohio EPA changed the hazardous waste reporting requirements to every other year. Generator and TSD data for odd years must be submitted by March 1st of the following year. Reports cannot be submitted during odd numbered years unless you had a one-time event that needs to be reported before the year ends. If you have any questions, please contact Ohio EPA, Division of Environmental Response and Revitalization at (614) 644-2924 or send an email using the link above.

eDRUMS does not work with Firefox. The supported browsers are Google Chrome and Microsoft Edge.

**In Process Reports** Enter Paper Form

No in process reports found.

**Previously Submitted Reports**

Report	Submission Date	Action
Report from 2021	11/14/2022	<a href="#">create new report from copy</a> 
Report from 2019	02/27/2020	<a href="#">create new report from copy</a> 

Cancel



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# Main Report Screen

Whether you create a new report from scratch or from a previous report, your report main screen will look the same.

# Main Report Screen

Site ID Form  
Summary and  
Editing Links in Blue

Hyperlink for  
the HW Report  
Instructions

**Hazardous Waste Report Summary**  
Hazardous Waste Report Summary (51926)

Paper Form Entry

**Site ID Summary**  
Reporting Year: 2025  
EPA ID: OH-D123456789  
eDRUMS Test Facility  
50 W Town St, Suite 700  
Columbus, OH 43215  
[view/edit info](#)

HW Report Generator Status: <unknown>  
[edit hazardous waste activities](#)  
[edit universal waste, used oil, or academic lab activities](#)  
[view/edit waste codes \(0\)](#)  
[view/edit comments](#)

[Report Web Page](#)

To get personal help send an [e-mail](#) to or call (614) 644-2924.

[HW Report Instructions](#)

**Owner(s) (0)**  
Name Address Phone Action  
[add new owner](#)

**Operator(s) (0)**  
Name Address Phone Action  
[add new operator](#)

**GM Form (0)**  
This form is for reporting waste generation, on-site management, shipment, and/or end of year > 90 day storage. One form should be completed per waste stream.  
Page Description Quantity Generated Source Code UOM Action  
[add new GM form](#)

**OI Form (0)**  
This form is for listing transporters and receiving facilities which handled the waste reported on GM Form(s). Receiving facilities entered on a GM Form are automatically populated on the OI Form. Transporters need to be added by the report preparer after the GM Form(s) are entered.  
EPA ID Name Address Transporter Receiver Action  
[add/edit transporters](#)

**WR Form (0)**  
This form is to be used by commercial or limited commercial off-site receiving facilities to identify their customers and the waste(s) received from them.  
EPA ID Name City State Zip Action  
[add new WR form](#) filter reset

**PS Form (0)**  
This form is to be used only by facilities that file WR Forms. It summarizes the amount of waste processed by each management method.  
Description Management Method Code Action  
[add/edit PS form](#)

Click [here](#) to see what actions these buttons perform. ➡

Validate Save Submit View PDF Close

Hyperlink  
for the  
HW  
Report  
Web Page

GM, OI, WR, and PS Sections; Click on the Blue  
Hyperlink to Add, Edit, or Delete Forms

# Main Report Screen - Bottom Buttons

The screenshot shows the 'Main Report Screen' interface. At the top, there is a link 'add new WR form'. Below it, a section titled 'PS Form (0)' contains an information icon and a description: 'This form is to be used only by facilities that file WR Forms. It summarizes the amount of waste processed by each management method.' Below the description is a table with three columns: 'Description', 'Management Method Code', and 'Action'. A link 'add/edit PS form' is located below the table. At the bottom of the screen, there is a row of five green buttons: 'Validate', 'Save', 'Submit', 'View PDF', and 'Close'.

Click here to see what actions these buttons perform. →

## Validate Button

- Run before submitting to check for errors
- Warning: read the message and act if necessary
- Error: must be fixed or you cannot submit
- Re-run after the report has been updated

## Save Button

- Click "Save" periodically to save work
- There are also save buttons on individual form screens that have their own form specific validation when "Save" is clicked

## View PDF Button

- You can view a PDF of the report at any time to view the contents of the report as a whole
- This is the same PDF the Submitter receives via email after the report is certified

## Close Button

- Clicking this will take you back to the Create New Report Screen

# Direct Entry - Completing the Report

## Site Identification Form

- Multiple screens make up a single Site ID Form
- You must complete all screens initially but can make changes later
- Any field with a \* must be completed

### Hazardous Waste Report Summary

Hazardous Waste Report Summary (51526)

Paper Form Entry

Site ID Summary

Reporting Year: 2025  
EPA ID: OHD123456789  
eDRUMS Test Facility  
50 W. Town St. Suite 700  
Columbus, OH 43215  
[view/edit info](#)

<no contact>  
[add contact](#)

HW Report Generator Status: <unknown>  
[edit hazardous waste activities](#)  
[edit universal waste, used oil, or academic lab activities](#)  
[view/edit waste codes \(0\)](#)  
[view/edit comments](#)

[Report Web Page](#) [HW Report Instructions](#)

To get personal help send an [e-mail](#) to or call (614) 644-2924.

Owner(s) (0)

Name	Address	Phone	Action
<a href="#">add new owner</a>			

Operator(s) (0)

Name	Address	Phone	Action
<a href="#">add new operator</a>			



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# Direct Entry - Completing the Report

## Site Identification Form

- Facility, Contact, Land Type, and NAICS Fields
  - Basic info about the facility and contact person
  - Update as needed
  - The location address **should not** change unless USPS has changed the physical location address
  - Site land type, which is most often private
  - NAICS Code(s): hyperlink to Census Bureau's website to obtain list of codes and descriptions

The screenshot displays the Site Identification Form with the following sections:

- Site Physical Address:** Fields for Site Name (eDRUMS Test Facility), Address Line 1 (50 W Town St, Suite 700), Address Line 2, City (Columbus), State (OH), Zip Code (43215), and Site County (Franklin).
- Contact:** Fields for First Name, Last Name, Job Title, Phone, Fax, Email, and Email (verification). A note states: "The Contact should be the person who prepared the report and can answer Ohio EPA's questions about it."
- Contact Mailing Address:** Fields for Address Line 1, Address Line 2, City, Country (USA), State (AL), and Zip Code. A "Copy Site Address" button is present with the instruction: "(Make sure the country is USA before copying the Site Address)".
- Site Land Type:** A dropdown menu for Site Land Type.
- NAICS:** A section with a link to the US Census Bureau's NAICS Website and dropdown menus for A and B codes.

# Direct Entry - Completing the Report

## Site Identification Form

### ○ Hazardous Waste Activities

- Note that there is a hyperlink for a pdf containing the Regulated Activity Definitions
- Reset button at the bottom of the page will clear all fields; you cannot check and then uncheck a field
- Note the Generator Status and Hazardous Waste Report Generator Status distinctions
  - One box is for the current generator status
  - One box is for the generator status of the report year, **which is most often LQG**



# Direct Entry - Completing the Report

## Site Identification Form

### Two Places for Generator Status

The first box is for the current generator status; if the site is a non-generator leave blank.

The second box is for the generator status for the purpose of filing a Report, which is most often LQG.

**Hazardous Waste Activities**

Mark the radio button that represents the site's current generator status. If the site is no longer a generator, leave Generator Status blank.

**Generator Status**

☐ Large Quantity Generator (LQG)  
Greater than 1000 kg/mo (2,200 lbs) of non-acute hazardous waste.

☐ Small Quantity Generator (SQG)  
100 to 1,000 kg/mo (220 - 2,200 lbs) of non-acute hazardous waste.

☐ Very Small Quantity Generator (VSQG)  
Less than 100 kg/mo (220 lbs) of non-acute hazardous waste.

**Unselect Generator Status**

In addition, indicate other generator activities

☐ Temporary Generator (generate from a short-term or one-time event and not from on-going processes). If "Yes", an explanation of the event is required in the box below.

Mark the button that represents the site's generator status for the purpose of filing the Hazardous Waste Report. It may be different from "Generator Status" above.

**\* Hazardous Waste Report Generator Status**

☐ Large Quantity Generator (LQG)  
Greater than 1000 kg/mo (2,200 lbs) of non-acute hazardous waste.

☐ Small Quantity Generator (SQG)  
100 to 1,000 kg/mo (220 - 2,200 lbs) of non-acute hazardous waste.

☐ Very Small Quantity Generator (VSQG)  
Less than 100 kg/mo (220 lbs) of non-acute hazardous waste.

☐ Non-Generator  
The site did NOT generate any hazardous waste during the calendar year.



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# Direct Entry - Completing the Report

## Site Identification Form

### ○ Additional Regulated Activities

- Only check if the facility partakes in the listed regulated activity
- If you check a recycler activity, you must also check that you receive hazardous waste from off-site
  - If you do not receive waste from off-site but recycle waste, do not check a recycler activity

**Import/Export Activities**

☐ United States Importer of Hazardous Waste

**Recognized Trader**

☐ Importer  
☐ Exporter

**Importer/Exporter of Spent Lead Acid Batteries (SLAB)**

☐ Importer  
☐ Exporter

**Pharmaceutical Activities**

☐ Healthcare Facility  
☐ Reverse Distributor

**Other Activities**

☐ Treater, Storer, or Disposer of Hazardous Waste (requires a permit)  
☐ Receives Hazardous Waste from Off-site  
☐ Transporter of Hazardous Waste  
☐ Transfer Facility of Hazardous Waste (at your site)

**Recycler of Hazardous Waste**

☐ Recycler who stores prior to recycling  
☐ Recycler who does not store prior to recycling  
☐ 72-Hour Recycler

☐ LQG Site Closure of a Central Accumulation Area (optional) or the Entire Facility (required)  
Closure type (pick one)  
☐ Central Accumulation Area  
☐ Entire Facility

Expected Closure Date:   
Requesting New Closure Date:   
Date Closed:

☐ In compliance with the closure performance standards of OAC 3745-52-17(A)(8)  
☐ Not in compliance with the closure performance standards of OAC 3745-52-17(A)(8)

**Exempt Boiler and/or Industrial Furnace**

☐ Small Quantity On-Site Burner Exemption  
☐ Smelting, Melting, Refining Furnace Exemption

☐ Underground Injection Control  
☐ Electronic Manifest Broker



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# Direct Entry - Completing the Report

## Site Identification Form

- **LQG Consolidation of VSQG Hazardous Waste**

- LQGs may only receive and consolidate wastes from VSQGs under the control of the same person as defined in OAC 3745-50-10
- You must complete the addendum with a current list of VSQGs
- VSQG waste is reported on a separate GM Form with a Source Code of G51

LQG Consolidation of VSQG Hazardous Waste (below click add/update a VSQG to provide a list of VSQG facilities)

EPA ID	Name	Address	Contact Name	Contact Phone	Contact Email	Action
OHVSQG	Test Site 1	50 W Town St Columbus, OH 43215	Alexandra Evans	(614) 914-2527		<a href="#">edit</a> - <a href="#">delete</a>
<a href="#">add/update a VSQG</a>						

# Direct Entry - Completing the Report

## Site Identification Form

- **Universal Waste and Used Oil**
  - If you do not partake in these regulated activities, click Save/Continue
  - LQHUW must accumulate more than 5,000 kg or more on site
    - If you select this activity, a drop down of specific wastes will appear; you need to check the wastes your facility accumulates

Universal Waste Activities
<input type="checkbox"/> <u>Small Quantity Handler of Universal Waste (SQHUW)</u> - accumulate less than 5000 kg or more of all universal waste at any one time
<input type="checkbox"/> <u>Large Quantity Handler of Universal Waste (LQHUW)</u> - accumulate a total of 5000 kg or more of all universal wastes at any one time
<input type="checkbox"/> Destination Facility for Universal Waste

Used Oil Activities
<u>Used Oil Transporter</u> <input type="checkbox"/> Transporter <input type="checkbox"/> Transfer Facility
<u>Used Oil Processor and/or Re-refiner</u> <input type="checkbox"/> Processor <input type="checkbox"/> Re-refiner
<input type="checkbox"/> <u>Used Oil Off-Specification Burner</u>
<u>Used Oil Fuel Marketer</u> <input type="checkbox"/> Marketer who directs shipment of off-spec oil <input type="checkbox"/> Marketer who first claims the used oil meets the spec



# Direct Entry - Completing the Report

## Site Identification Form

- **Academic Labs and HSM**
  - These activities are rare; if you do not partake in these regulated activities, click Save/Continue
  - Do not withdraw from lab activities if your site has never opted in
  - If you are notifying of HSM activities, select the check box, and additional required fields will appear

**Eligible Academic Entities with Laboratories**

**i** Eligible Academic Entities with Laboratories - Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to OAC rules 3745-52-200 through 3745-52-216 for the management of hazardous wastes in laboratories.

☐ 1. Opting into or currently operating under OAC rules 3745-52-200 through 3745-52-216 for the management of hazardous wastes in laboratories.

☐ 2. Withdrawing from OAC rules 3745-52-200 through 3745-53-216 for the management of hazardous waste in laboratories

**Notification of Hazardous Secondary Material Activity**

**i** Notification of Hazardous Secondary Material Activity - You are or will be managing excluded HSM in compliance with OAC rules 3745-50-23, 3745-51-04(A)(23), (24), (25), or (27) or have stopped managing excluded HSM in compliance with the exclusion(s) and do not expect to manage any amount of excluded HSM under the exclusion(s) for at least one year. **Do not include any information regarding your hazardous waste activities in this section.**

☐ Are you notifying that you will begin managing, are managing, or will stop managing Hazardous Secondary Material.

**Notification of Hazardous Secondary Material Activity**

**i** Notification of Hazardous Secondary Material Activity - You are or will be managing excluded HSM in compliance with OAC rules 3745-50-23, 3745-51-04(A)(23), (24), (25), or (27) or have stopped managing excluded HSM in compliance with the exclusion(s) and do not expect to manage any amount of excluded HSM under the exclusion(s) for at least one year. **Do not include any information regarding your hazardous waste activities in this section.**

☒ Are you notifying that you will begin managing, are managing, or will stop managing Hazardous Secondary Material.

1. If have HSM Activity, please select one of the Reason for Notification (Include dates where requested)

☐ Facility will begin managing excluded HSM as of (mm/dd/yyyy).

☐ Facility is still managing excluded HSM/re-notifying as required by March 1 of each even-numbered year.

☐ Facility has stopped managing excluded HSM as of (mm/dd/yyyy) and is notifying as required.

2. Description of Excluded HSM Activity. Please list the appropriate codes (see Code List section of the instructions) and quantities, in short tons, to describe your exclude HSM activity ONLY (do not include any information regarding your hazardous wastes).

A. Facility Code	B. Waste Code(s) for HSM	C. Estimate Short Tons of excluded HSM to be managed annually	D. Actual Short Tons of excluded HSM that was managed during the most recent odd-numbered year	E. Land-based Unit Code	Action
add a HSM Activity					



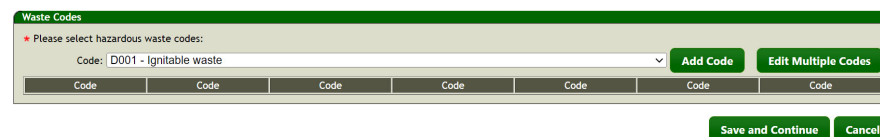
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# Direct Entry - Completing the Report

## Site Identification Form

### ○ Waste Codes and Comments

- Select the waste codes that characterize the waste generated/managed at your site
- Click the waste code in the drop-down box and click “Add Code” to add one code at a time
- You can add and delete multiple waste codes by selecting the “Edit Multiple Codes” button
- Comments are optional
- Atypical situations or changes should be noted as well as general comments that apply to the report as a whole



Waste Codes

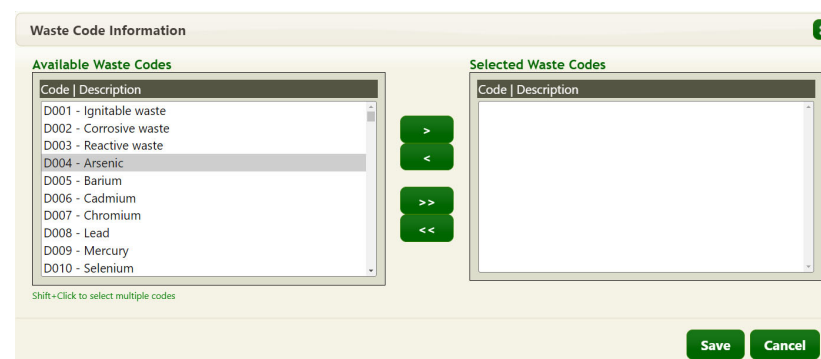
Please select hazardous waste codes:

Code: D001 - Ignitable waste

Add Code Edit Multiple Codes

Code	Code	Code	Code	Code	Code	Code
------	------	------	------	------	------	------

Save and Continue Cancel



Waste Code Information

Available Waste Codes

Code	Description
D001	- Ignitable waste
D002	- Corrosive waste
D003	- Reactive waste
D004	- Arsenic
D005	- Barium
D006	- Cadmium
D007	- Chromium
D008	- Lead
D009	- Mercury
D010	- Selenium

Selected Waste Codes

Code	Description
------	-------------

Save Cancel



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# Direct Entry - Completing the Report

## Site Identification Form

- **Owner and Operator**
  - One of each is required but multiples are possible
  - Use copy feature after you add at least one

[Report Web Page](#)

[HW Report Instructions](#)

Owner and Operator Information - You Must Enter At Least One Owner and One Operator					
Owner/Operator	Type	Date	Legal Name	Address	Action
Owner	Private	01/01/1900	Test 1	50 W Town St Columbus, OH 43215	<a href="#">edit - delete</a> <a href="#">create new owner/operator from this</a>
<a href="#">add new operator</a>					



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# Direct Entry - Completing the Report

## GM Form

To add a new GM Form, click on the blue “add new GM form”

**Site ID Summary**

<b>Reporting Year:</b> 2025 <b>EPA ID:</b> OHD123456789 eDRUMS Test Facility 50 W Town St, Suite 700 Columbus, OH 43215 <a href="#">view/edit info</a>	<a href="#">&lt;no contact&gt;</a> <a href="#">add contact</a>	<b>HW Report Generator Status:</b> <unknown> <a href="#">edit hazardous waste activities</a> <a href="#">edit universal waste, used oil, or academic lab activities</a> <a href="#">view/edit waste codes (0)</a> <a href="#">view/edit comments</a>
---	---	--

[Report Web Page](#) [HW Report Instructions](#)

To get personal help send an [e-mail](#) to or call (614) 644-2924.

**Owner(s) (0)**

Name	Address	Phone	Action
<a href="#">add new owner</a>			

**Operator(s) (0)**

Name	Address	Phone	Action
<a href="#">add new operator</a>			

**GM Form (0)**

**i** This form is for reporting waste generation, on-site management, shipment, and/or end of year > 90 day storage. One form should be completed per waste stream.

Page ▼	Description ▼	Quantity Generated ▼	Source Code ▼	UOM ▼	Action
<a href="#">add new GM form</a>					

**OI Form (0)**

**i** This form is for listing transporters and receiving facilities which handled the waste reported on GM Form(s). Receiving facilities entered on a GM Form are automatically populated on the OI Form. Transporters need to be added by the report preparer after the GM Form(s) are entered.

EPA ID ▼	Name ▼	Address ▼	Transporter	Receiver	Action
<a href="#">add/edit transporters</a>					



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# Direct Entry - Completing the Report

## GM Form - Section 2

- **Step 1:** Enter the page number as 1 for your first GM Form; the second GM Form should be number 2 and so on
- **Step 2:** Enter a waste description that describes the waste stream
- **Step 3:** Select the hazardous waste codes that apply only to that waste stream
- **Step 4:** Select the appropriate Source Code from the drop-down list: the production or service process associated with the generation of this waste stream
- **Step 5:** Select the appropriate Waste Form Code from the drop-down list: a code that corresponds to the physical form or chemical composition of a hazardous waste
- **Step 6:** Select the appropriate Waste Minimization Code from the drop-down list: this code applies to waste minimization efforts conducted for this waste during the reporting year

Section One (Hazardous Description, Waste, Source, Management Method, and Waste Form Codes)

\* Page Number:

\* Waste Description:  (60 characters maximum)

\* Please select hazardous waste codes:

Code:

Code	Code	Code	Code	Code	Code	Code

\* Source code: [\(help\)](#)

\* Waste Form Code: [\(help\)](#)

\* Waste Minimization Code: [\(help\)](#)  
 [What qualifies as Waste Minimization?](#)

Radioactive Mixed Waste: ☐ Yes ☒ No



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# Direct Entry - Completing the Report

## GM Form - Section 2

- **Step 7:** Enter the quantity generated during the reporting year
  - The previous year quantity is not required
- **Step 8:** Select the corresponding unit of measurement
  - If you select a volume, you must provide a density
- **Step 9:** If you change item D to Yes for waste being treated, disposed of, or recycled on site you must complete the On-Site Management Method section that will appear
  - A waste is reportable if the activity requires a permit OR if the waste is accumulated prior to being managed in an exempt unit

**Section Two (Quantity Generated and On-Site System Info)**

**i** When should on-site management be reported? 1) The process unit requires a hazardous waste permit; or 2) the waste counts toward the site's generator status, was accumulated on-site and subsequently managed on-site; or 3) the waste is managed by underground injection and is therefore substantively regulated under RCRA. For more details see "Wastes to be Reported" in the GM Form instructions.

A. Quantity generated in the year prior to the reporting year:

\*B. Quantity generated in the reporting year:

\*C. Unit Of Measure:

Density:

lbs/gal ☐ sg ☐

\*D. Was waste treated, disposed of, or recycled On-site? ☐ Yes ☒ No

**Section Two (Quantity Generated and On-Site System Info)**

**i** When should on-site management be reported? 1) The process unit requires a hazardous waste permit; or 2) the waste counts toward the site's generator status, was accumulated on-site and subsequently managed on-site; or 3) the waste is managed by underground injection and is therefore substantively regulated under RCRA. For more details see "Wastes to be Reported" in the GM Form instructions.

A. Quantity generated in the year prior to the reporting year:

\*B. Quantity generated in the reporting year:

\*C. Unit Of Measure:

Density:

lbs/gal ☐ sg ☐

\*D. Was waste treated, disposed of, or recycled On-site? ☒ Yes ☐ No

On-site Management Method	Quantity treated, disposed or recycled	Action
<Please select a management method code>	<input type="text"/>	<a href="#">delete</a>
<Please select a management method code>	<input type="text"/>	<a href="#">delete</a>



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# Direct Entry - Completing the Report

## GM Form - Section 3

- **Step 10:** Click “add off-site facility”
  - Select the receiving facility from the drop-down list as well as corresponding Management Method Code
  - If you don’t see a receiver in the list, verify the ID number on the manifest(s) before clicking the HW Report email link to request it be added
  - You can add multiple off-site facilities or the same off-site facility with different Management Method Codes

**Section Three (Off-Site Facility)**

★ A. Was waste shipped off-site in Reporting Year? ☒ Yes ☐ No

Facility	Management Method	Quantity Shipped	Action
	<a href="#">add off-site facility</a>		

**Off-Site Facility**

**i** Enter the offsite facility information below. Once you have entered all of the information click the 'Add Offsite Facility' button to save your data. The receiving facility will be automatically added to the OI Form.

Send an email if a receiving facility you want to add is not on the pick list. Provide the EPA ID and name of the facility in your message. You will be contacted when the facility is added or if there is a problem with your request.

**Facility:**  
- [Select] ▼

**Management Method:**  
<Please select a management method code> ▼

**Quantity Shipped:**

**Save** **Cancel**



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# Direct Entry - Completing the Report

## GM Form - Section 3

- **Items to note regarding the Management Method Codes (MMC) for receivers**
  - List the MMC representing the management method used by the **initial** receiver on the manifest
  - The MMC is checked in the Validation Report
  - A warning is issued if the MMC doesn't match Ohio EPA's reference information for that receiver
  - A complete list of receivers and their MMCs can be found on the HW Reporting web page: [National List](#) of Treatment, Storage, Disposal, or Recycling Facilities and their management method codes



# Direct Entry - Completing the Report

## GM Form - Section 4

- **Most generators will skip this section;** greater than 90-day storage requires a permit
- Not for routine accumulation
- Default is “No”
- If you select “Yes” you must complete the pop-up on-site storage and inactive disposal units' section

**Section Four (On-Site Waste Storage and Inactive Disposal Units)**

If the site has a storage permit or is undergoing a formal closure of storage or disposal units, and waste remained in the unit(s) as of December 31, complete Box A.

Otherwise, skip Section 4.

A. As of December 31, did any of this waste remain on-site in:

1. A greater than 90 day storage unit... Yes ☐ No ☒

☐ a. Generated/accumulated during the reporting year

☐ b. Generated/accumulated prior to the reporting year

2. An inactive disposal unit undergoing closure... Yes ☐ No ☒

**Section Four (On-Site Waste Storage and Inactive Disposal Units)**

If the site has a storage permit or is undergoing a formal closure of storage or disposal units, and waste remained in the unit(s) as of December 31, complete Box A.

Otherwise, skip Section 4.

A. As of December 31, did any of this waste remain on-site in:

1. A greater than 90 day storage unit... Yes ☒ No ☐

☐ a. Generated/accumulated during the reporting year

☐ b. Generated/accumulated prior to the reporting year

2. An inactive disposal unit undergoing closure... Yes ☐ No ☒

Handling Code	Amount	Unit Of Measure	Density	Action
<a href="#">add on-site storage and inactive disposal units</a>				



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# Direct Entry - Completing the Report

## Completing the GM Form

- Comments at the bottom of the Form are optional
- Click on “Add GM Form” to add the completed Form to the report
- If there are problems with the Form a message will appear in a red box at the top of the screen
  - Fix and try to add the GM Form again

Comments:

The length of the comment must be less than 240 characters.

Character count: 0

**Add GM Form** **Cancel**




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# Direct Entry - Completing the Report

## OI Form

- You must enter the GM Forms first, adding the off-site receivers, to populate the receivers on the OI
  - **You cannot directly add off-site receivers on the OI**
  - **To remove a receiver from the OI, you must remove it on the GM Form**
- You must have at least one transporter to submit the report
- **Step 1:** In the OI Form section of the Main Screen, click on “add/edit transporters”

**OI Form (0)**

 This form is for listing transporters and receiving facilities which handled the waste reported on GM Form(s). Receiving facilities entered on a GM Form are automatically populated on the OI Form. Transporters need to be added by the report preparer after the GM Form(s) are entered.

EPA ID ▼	Name ▼	Address ▼	Transporter	Receiver	Action
<a href="#">add/edit transporters</a>					

# Direct Entry - Completing the Report

## OI Form

- **Step 2:** Add transporters from the drop-down box; the name and address will automatically be populated
- If the transporter is not listed, verify that the ID is correct on the manifests before clicking on the HW Report email link to request that it be added
- Check the Transporter box if the receiving facility and transporter have the same EPA ID number
  - Note that some companies have two different EPA ID numbers; one for transporting and one for receiving
- **An error message will display if the information does not match Ohio EPA's reference information**

**OI Entry Form**

Send an e-mail to [epahwannualreport@epa.ohio.gov](mailto:epahwannualreport@epa.ohio.gov) if a transporter you want to add is not on the pick list. Provide the EPA ID and name of the transporter in your message. You will be contacted when the transporter is added or if there is a problem with your request.  
If a receiving facility listed below was also a transporter and the EPA ID is the same, check the Transporter box instead of adding them again using the pick list.  
If a Receiver needs to be deleted, remove it from the GM Form(s) and it will be deleted from the OI Form.  
Address information for EPA ID numbers is based on data available in U.S. EPA's national RCRAInfo database. EPA ID numbers for transporters are assigned to their headquarters location.

Select Transporter:

Transporter and Receiving Facilities					
EPA ID ▼	Name ▼	Address	Transporter	Receiver	Action
OHD066060609	Chemtron Corporation	35850 Schneider Ct Avon OH 44011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">delete</a>
OHD048415665	Ross Incineration Services Inc	36790 Giles Rd Grafton OH 44044	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Note that you cannot remove the grayed-out receiver check box, because it is listed on a GM. To remove this receiver, you would need to remove it from the GM.



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# Direct Entry - Completing the Report

## WR Form

- **Step 1:** Click on “add new WR form”
- **Step 2:** Click “Create New Generator” and complete the required fields with the generator’s information
- **Step 3:** Click “add waste received” and complete the required fields with the information pertaining to the waste received from the generator
  - If you received more than one waste stream from a single generator, you need to have more than one waste received (repeat step 3)
- **Step 4:** Click “Save WR Form”
- Repeat Steps 1-4 for all customers



# Direct Entry - Completing the Report

## WR Form

Note that you can delete WR Forms from the main reporting screen

WR Form (1)

This form is to be used by commercial or limited commercial off-site receiving facilities to identify their customers and the waste(s) received from them.

EPA ID ▼	Name ▼	City ▼	State ▼	Zip	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	filter - reset
OHD123456789	eDRUMS Test Facility	Columbus	OH	43062	edit - delete

[add new WR form](#)

Step 1

Generator Information

[Create New Generator](#)

Step 2

Waste Received Information

Page # ▼	Waste Description	Management Method ▼	Waste Form Code ▼	Quantity Received ▼	Unit of Measure	Action
<a href="#">add waste received</a>						

[Save WR Form](#)

Step 4

Step 3



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# Direct Entry - Completing the Report

## PS Form

- One PS Form per Management Method
  - Do not add a PS for H141- Storage/ Transfer
- **Step 1:** Click “add/ edit PS form”
- **Step 2:** Click “add new PS form”
- **Step 3:** Enter data into required fields and click “Add New PS Form”
- **Step 4:** Click “Finished” to save and return to the main screen



# Direct Entry - Completing the Report

## PS Form

**PS Form (1)**

This form is to be used only by facilities that file WR Forms. It summarizes the amount of waste processed by each management method.

Description	Management Method Code	Action
TEST	H010	<a href="#">edit</a> - <a href="#">delete</a>

[add/edit PS form](#)

**Step 1**

**Treatment, Disposal, or Recycling Systems**

Description	MM Code	Total Qty	RCRA Qty	UOM Code	Density	Density UOM	Action
TEST	H010	1	1	T		-	<a href="#">edit</a> - <a href="#">delete</a>

[add new PS form](#)

**Step 2**

Process Systems Form Entry

\* Description:

\* Management Method Code:

Reporting Year Influent Quantity

\* Total:

\* RCRA:

\* Unit of Measure:

Density:  ☐ lbs/gal ☐ sg

Comment:

[Add New PS Form](#) [Reset](#) [Cancel](#)

**Step 3**

**Finished**

**Step 4**



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# Direct Entry - Completing the Report

## To Exit and Return

- Click “Close” at the bottom of the Report Summary screen
  - **Make sure you click “Save” prior to closing to save your work**
  - You will be taken back to the Create New Report Screen
- If you want to return the eBusiness Center home page, you must click “Cancel” on the Create New Report Screen
- To edit or continue working on a report in-process, click “Edit in Process Report from the Create New Report Screen”
  - You can also delete the in-process report and start a new one from the same screen



# How to Submit

- The Submitter will open the report and click the “Submit” button at the bottom
- A validation report will automatically run in the background to check for any fatal errors preventing a submittal
- The Submitter will enter their PIN and answer a security question
- After clicking the final “Submit” button, an acknowledgment will appear, and the Submitter gets an e-mailed receipt



## Submission Copy

- The report will have a status of Submitted until Ohio EPA reviews and approves the report
- Users can view a PDF of the report from the Create New Report screen
- If the report needs edited after submission, contact Ohio EPA and request to have it put back in edit mode



# Help and Questions

- Use the links on the eDRUMS home page as well as the main report screen
- Visit Ohio EPA's [Hazardous Waste Report Web Page](#)
  - There is an instruction booklet also located on this web page
- Division of Environmental Response and Revitalization (Ohio EPA-DERR)  
614.644.2924
- [Hwannualreport@epa.ohio.gov](mailto:Hwannualreport@epa.ohio.gov)
  - Please send your questions with screenshots when possible



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