

# Quick Reference Guide for Hazardous Waste Generators

Guidance on Hazardous Waste Requirements



## Introduction

Facilities generating hazardous waste must identify, track and maintain records of all hazardous waste generated and accumulated at their site to determine which regulatory requirements apply to their operations. The tables below outline regulatory requirements based on facility generator category: very small quantity generator (VSQG), small quantity generator (SQG) and large quantity generator (LQG).

The following tables offer a quick reference by generator category, but they do not represent all hazardous waste regulations and requirements:

Table 1: Determining generator category

Table 2: Hazardous waste on-site accumulation limits

Table 3: Hazardous waste generator responsibilities

Table 4: Hazardous waste management requirements

Table 5: Hazardous waste transportation and disposal

Table 6: Generator recordkeeping requirements

Generator category is determined by counting hazardous waste generated on-site every calendar month, which includes hazardous waste generated in satellite accumulation areas. A facility's generator category is determined by counting acute and non-acute hazardous waste separately, not by an average accumulation over time or the amount of waste shipped. Hazardous waste that is managed as part of an episodic event in compliance with the conditions in subch. L of ch. NR 662, Wis. Adm. Code. is not included in a generator's monthly generation quantity. See the Department of Natural Resources publication *Episodic Generation of Hazardous Waste* (WA-1872) for more information.

Hazardous waste regulations are found in chapters [NR 600-679](#) of the Wisconsin Administrative Code.



**Generation quantities are measured in kilograms in the administrative code. The following are conversions from kilograms to pounds.**

- 1 kilogram = approximately 2.2 pounds
- 25 kilograms = approximately 55 pounds
- 100 kilograms = approximately 220 pounds
- 1,000 kilograms = approximately 2,205 pounds
- 6,000 kilograms = approximately 13,230 pounds

If a scale is not available to determine the weight, then the weight can be determined by multiplying the specific gravity of the waste \* 8.345 (weight of a gallon of water) \* the gallons of waste.

| Table 1: Determining generator category  |     |  |     |  |  |
|--|-----|--|-----|--|--|
| Quantity of non-acute <sup>2</sup> hazardous waste generated in a calendar month | and | Quantity of acute <sup>1</sup> hazardous waste generated in a calendar month | and | Quantity of residues from cleanup of acute hazardous waste generated in a calendar month | Generator category<br>[ss. NR 660.10 (70m), (107) & (139)] |
| ≤ 220 pounds <sup>3</sup>  | and | ≤ 2.2 pounds   | and | ≤ 220 pounds   | = Very small quantity generator (VSQG)                     |
| > 220 <b>but</b> < 2,205 pounds  | and | ≤ 2.2 pounds   | and | ≤ 2,205 pounds   | = Small quantity generator (SQG)                           |
| >2,205 pounds  | and | any amount   | and | any amount   | = Large quantity generator (LQG)                           |
| any amount   | and | >2.2 pounds  | and | any amount   |  |
| any amount   | and | any amount   | and | >2,205 pounds  |  |

<sup>1</sup> Acute hazardous waste are those wastes listed in s. NR 661.0033(5), Wis. Adm. Code or wastes listed in s. NR 661.0031, Wis. Adm. Code with a hazard code of "H"

<sup>2</sup> Non-acute hazardous wastes are all hazardous wastes that are not acute hazardous waste.

<sup>3</sup> Generation quantities are identified in kilograms in administrative code. See approximate pound conversions at the beginning of this document.

| Table 2: Hazardous waste on-site accumulation quantity limits   |   |          |
|---|---|----------|
| VSQG  | SQG   | LQG      |
| ≤ 2.2 pounds acute <sup>1</sup><br>≤ 220 pounds acute cleanup residue <sup>1</sup><br>≤ 2,200 pounds non-acute <sup>2</sup><br>[s. NR 662.014 (1)(a)] | ≤ 13,230 pounds non-acute <sup>3</sup><br>[s. NR 662.016(2)(a)] | No Limit |

<sup>1</sup>VSQGs accumulating more than 2.2 pounds of acute waste or 220 pounds of any residue from cleanup of a spill of acute hazardous waste must manage the waste under the conditions for exemption for LQGs. [s. NR 662.014(1)(c), Wis. Adm. Code]

<sup>2</sup>VSQGs accumulating more than 2,200 pounds of nonacute hazardous waste must manage the waste under the conditions for exemption for SQGs. [s. NR 662.014(1)(d), Wis. Adm. Code]

<sup>3</sup>SQGs accumulating more than 13,230 pounds of non-acute waste become an LQG or need a storage license.

| Table 3: Hazardous waste generator responsibilities                              |  |   |  |
|--|--|---|--|
| Requirement  | VSQG <sup>2</sup>  | SQG   | LQG  |
| Obtain a U.S. Environmental Protection Agency Identification number <sup>1</sup> | Not required unless the VSQG chooses to manifest waste for offsite transport<br>[s. NR 662.014(6)] | Yes<br>[s. NR 662.018]                                | Yes<br>[s. NR 662.018]                           |
| Make a waste determination on all waste streams                                  | Yes<br>[s. NR 662.014(1)(b); s. NR 662.011]  | Yes<br>[s. NR 662.011]                                | Yes<br>[s. NR 662.011]                           |
| Employee training  | Not required   | Yes <sup>3</sup><br>[s. NR 662.016(2)(i)3.]           | Yes <sup>4</sup><br>[s. NR 662.017 (1)(g)]       |
| Contingency Plan   | Not required   | Not required  | Yes<br>[s. NR 662 Subch. M]                      |
| Preparedness & Prevention Emergency Procedures                                   | Not required   | Yes<br>[s. NR 662.015(1)(g), s. NR 662.016(2)(h)-(i)] | Yes<br>[s. NR 662.015(1)(h), s. NR 662 Subch. M] |
| Land Disposal Restrictions   | Not required   | Yes<br>[s. NR 662.016(2)(g)]                          | Yes<br>[s. NR 662.017(1)(i)]                     |
| Annual reporting   | Not required   | Yes<br>[s. NR 662.041]                                | Yes<br>[s. NR 662.041]                           |
| Generator Fee/Costs  | None   | \$350/year <sup>5</sup> +                             | \$470/year <sup>5</sup> +                        |
| Waste Minimization Certification   | Not required   | Yes<br>[s. NR 662.027]                                | Yes<br>[s. NR 662.027]                           |
| Waste Analysis Plan (WAP), if required<br>[s. NR 668.07(1)(e) and (h)]           | Not Applicable   | Yes, if treating to meet LDR standards                | Yes, if treating to meet LDR standards           |

<sup>1</sup>For information on facility EPA ID numbers, go to [dnr.wi.gov](http://dnr.wi.gov) and search "hazardous waste" then scroll to "Notification."

<sup>2</sup> VSQGs are conditionally exempt from SQG and LQG regulations of subchapters A to J of ch. NR 662, Wis. Adm. Code provided the generator **complies with all other requirements** of s. NR 662.014.

<sup>3</sup> Employees of SQGs need to be thoroughly familiar with their roles in handling hazardous waste.

<sup>4</sup> Employees of LQGs are required by regulation to receive both initial and annual refresher training, and the training must be documented.

<sup>5</sup>This is the base fee. In addition, fees based on the volume of generated hazardous waste are \$20 per ton, with some exemptions. The maximum total hazardous waste generator fee that may be assessed is \$17,500 per year, regardless of the amount of hazardous waste generated. [s. 289.67(2), Wis. Stats.]

In the following tables, Satellite Accumulation Area refers to hazardous waste containers filled at or near the point of generation and under operator control. Central Accumulation Area refers to the area on-site where hazardous waste accumulation occurs in containers and tanks. These areas are not subject to an operating license as long as the requirements in ch. NR 662.016 (SQG) or ch. NR 662.017 (LQG), Wis. Adm. Code, are met.

| <b>Table 4: Hazardous waste management requirements</b>  |                                   |                               |                               |
|--|-----------------------------------|-------------------------------|-------------------------------|
| <b>Satellite Accumulation Areas</b>  | <b>VSQG</b>                       | <b>SQG</b><br>[s. NR 662.015] | <b>LQG</b><br>[s. NR 662.015] |
| All containers must be marked with the words "Hazardous Waste" and an indication of hazard   | See CAA section below             | Yes                           | Yes                           |
| Containers must be compatible with the type of waste and kept in good condition  | See CAA section below             | Yes                           | Yes                           |
| Containers must be <b>kept closed</b> unless adding or removing waste  | See CAA section below             | Yes                           | Yes                           |
| Allowable accumulation units   | See CAA section below             | Containers                    | Containers                    |
| Container location must be under control of the operator   | Not applicable                    | Yes                           | Yes                           |
| Accumulation limits of 55 gallons (or 1 quart of acute) hazardous waste per SAA area   | Not applicable                    | Yes                           | Yes                           |
| When accumulation limit is first exceeded, or when the container is moved to the CAA, mark container with the <b>date</b> . Move the container to a CAA <b>within three days</b> of reaching the accumulation limit. | Not applicable                    | Yes                           | Yes                           |
| Container volatile organic management requirements   | Not applicable                    | Not required                  | Not required                  |
| Preparedness & Prevention & Emergency Procedures   | Not applicable                    | Yes<br>[s. NR 662.015(1)(g)]  | Yes<br>[s. NR 662.015(1)(h)]  |
| <b>Central Accumulation Areas</b>  | <b>VSQG</b><br>[s. NR 662.014(4)] | <b>SQG</b><br>[s. NR 662.016] | <b>LQG</b><br>[s. NR 662.017] |
| All containers must be marked with the words "Hazardous Waste."  | Yes                               | Yes                           | Yes                           |

|  |                                   |  |  |
|--|-----------------------------------|--|--|
| All containers must be marked with an indication of hazard.  | No, with exceptions <sup>1</sup>  | Yes  | Yes  |
| <b>Table 4: Hazardous waste management requirements (cont.)</b>  |                                   |  |  |
| <b>Central Accumulation Areas</b>  | <b>VSQG</b><br>[s. NR 662.014(4)] | <b>SQG</b><br>[s. NR 662.016]                          | <b>LQG</b><br>[s. NR 662.017]                                |
| Containers must be compatible with waste and kept in good condition                                    | Yes                               | Yes  | Yes  |
| Allowable accumulation units   | Containers and tanks              | Containers, tanks, drip pads and containment buildings | Containers, tanks, drip pads and containment buildings       |
| Containers accumulating ignitable and reactive waste   | No location standards             | No location standards                                  | Located at least 50 feet from the property line <sup>2</sup> |
| Mark each container with the date that waste is first placed in the container, if accumulated at CAAs. | Not applicable                    | Yes  | Yes  |
| Accumulation time limit for containers   | Not applicable                    | 180 day or 270 days <sup>3</sup>                       | 90 days <sup>4</sup>   |
| 30-day accumulation period extension   | Not applicable                    | Case-by-case   | Case-by-case   |
| Weekly inspections of CAAs   | Not applicable                    | Yes  | Yes  |
| Tank and container volatile organic concentration <sup>5</sup> management requirements                 | Not applicable                    | Not required   | Yes  |
| Closure of hazardous waste units   | Not required                      | Not required   | Required   |

<sup>1</sup> An indication of the hazard is required when the VSQG is sending the waste to a large quantity generator under the control of the same person as the VSQG per s. NR 662.014(e) or 662.014(f), Wis. Adm. Code and waste generated during an episodic event per s. NR. 662.232(1)(d)1b.

<sup>2</sup> A waiver may be obtained from the local authority having jurisdiction over the fire code if necessary. [s. NR 662.017(1)(a)6., Wis. Adm. Code]

<sup>3</sup> Waste shipped 200 miles or more can be accumulated on-site for up to 270 days. [s. NR 662.016 (2), Wis. Adm. Code]

<sup>4</sup> Hazardous waste can be accumulated on-site for no more than 90 days, unless in compliance with the accumulation time limit extension or conditions for exemption in s.NR 662.017(2) to (5), Wis. Adm. Code.

<sup>5</sup> For the definition of "volatile organics concentration," see s. NR 665.1081(23), Wis. Adm. Code. For air emission standards for tanks and containers, see ch. NR 665 subch. CC, Wis. Adm. Code.

| <b>Table 5: Hazardous waste transportation and disposal requirements</b>  |   |   |   |
|---|---|---|---|
| <b>Requirement</b>  | <b>VSQG</b>   | <b>SQG</b>  | <b>LQG</b>  |
| Waste must be manifested  | Optional <sup>1</sup>   | Yes<br>[s. NR 662.020]  | Yes<br>[s. NR 662.020]  |
| Waste must be transported by a licensed hazardous waste transporter   | Can be self-transported <sup>1</sup>  | Yes<br>[s. 290.21 (9), Wis. Stats.]                                   | Yes<br>[s. 290.21 (9), Wis. Stats.]                                   |
| Waste must be packaged, labeled, marked, and placarded for shipment   | When required by Department of Transportation   | Yes<br>[ss. NR 662.030 - .033]  | Yes<br>[s. NR 662.030 - .033]   |
| Hazardous waste can be shipped to designated facilities. <sup>2</sup><br><br>It is the responsibility of the facility generating the waste to verify the facility receiving the waste is licensed or allowed to take the waste. | Licensed TSDF or Household Hazardous Waste & VSQG collection site or LQG under the control of the same person as VSQG<br><br>[ss. NR 662.014(1)(e) & (f)] | Licensed TSDF<br>[s. 291.21(9), Wis. Stats.]                          | Licensed TSDF<br>[s. 291.21(9), Wis. Stats.]                          |
| Universal waste may be shipped to:  | Universal waste: handler or destination facility or Household Hazardous Waste & VSQG Collection site  | Universal waste: handler, destination facility or foreign destination | Universal waste: handler, destination facility or foreign destination |
| Exception reporting to the DNR (Manifests) <sup>3</sup>   | Yes, if manifesting waste <sup>1</sup>  | Yes<br>[s. NR 662.042(2)]   | Yes<br>[s. NR 662.042(2)]   |

<sup>1</sup> If a VSQG hires a transporter, they must be a licensed hazardous waste transporter. If the VSQG chooses to use a manifest, the VSQG needs to comply with s. NR 662.014(6), Wis. Adm. Code, and use a licensed hazardous waste transporter.

<sup>2</sup> Waste must be transported to a licensed treatment, storage or disposal facility, or sent offsite to be reclaimed per s. 291.21 (9), Wis. Stats., and s. NR 670.001 (3), Wis. Adm. Code.

<sup>3</sup> An Exception Report is required when the generator has not received a copy or electronic record of the final manifest within 45 days of the date the waste was accepted by the initial transporter. The Exception Report must include:

- A legible copy or electronic version of the manifest for which the generator does not have confirmation of delivery.
- A cover letter signed by the generator or authorized representative explaining the efforts taken to locate the hazardous waste and the results of those efforts.



**Table 6: Generator recordkeeping requirements**

| Requirement   | VSQG   | SQG   | LQG  |
|---|--|---|--|
| Retain records of all waste determinations  | Recommended as DNR may ask for proof of the waste determination process  | Must keep records of all waste determinations for three years from date waste was last sent to on-site or off-site treatment, storage or disposal<br>[s. NR 662.011(6)]       | Must keep records of all waste determinations for three years from date waste was last sent to on-site or off-site treatment, storage or disposal<br>[s. NR 662.011(6)]  |
| Documentation required when claiming RCRA exclusions and exemptions                             | Yes<br>[s. NR 662.011]   | Yes<br>[s. NR 662.011]  | Yes<br>[s. NR 662.011]   |
| Manifests   | If a manifest is used, keep signed copies for three years or have access to e-Manifest system<br>[s. NR 662.014(6)(d)] | Keep signed copy for three years and/or have access to e-Manifest system<br>[s. NR 662.040(1)]  | Keep signed copy for three years and/or have access to e-Manifest system<br>[s. NR 662.040(1)]   |
| Manifest exception reports  | If manifest used, keep copies for three years<br>[s. NR 662.014(6)(c); s. NR 662.040(2)]                               | Keep copies for three years<br>[s. NR 662.040(2); s. NR 662.044]  | Keep copies for three years<br>[s. NR 662.040(2)]  |
| Land Disposal Restriction Forms   | Not required   | Keep copies for three years from the date the waste was last sent to on-site or off-site treatment, storage or disposal facility<br>[s. NR 668.07(1)(h)]                      | Keep copies for three years from date the waste was last sent to on-site or off-site treatment, storage or disposal facility<br>[s. NR 668.07(1)(h)]                     |
| Waste Analysis Plan when treating hazardous waste in tanks, containers or containment buildings | Not required   | Required if treating waste in a 180/270-day accumulation unit for the purpose of meeting LDR standards; keep in on-site files for three years<br>[s. NR 668.07(1)(e) and (h)] | Required if treating waste in a 90-day accumulation unit for the purpose of meeting LDR standards; keep in on-site files for three years<br>[s. NR 668.07(1)(e) and (h)] |

**Table 6: Generator recordkeeping requirements (cont.)**

| Requirement   | VSQG   | SQG  | LQG   |
|---|--|--|---|
| CAA Inspection Records for Containers                 | Not required                                   | Keeping CAA inspection logs for three years from date of inspection is recommended           | Keeping CAA unit inspection logs for three years from date of inspection is recommended   |
| Training Records                                      | Not required                                   | No specific training records are required by regulation, but records are recommended         | Keep training records on current personnel until closure of facility and on former employees for three years from their departure date<br>[s. NR 662.017(1)(g)] |
| Emergency Responder Arrangements                      | Not required                                   | Arrangements with local/state emergency responders and hospitals<br>[s. NR 662.016 (2)(h)6.] | Arrangements with local/state emergency responders and hospitals<br>[s. NR 662.256(2)]  |
| Contingency Plan                                      | Not required                                   | Not required   | Maintain at facility<br>[s. NR 662.262]   |
| Annual Report   | Not required                                   | Keep copies for three years from due date<br>[s. NR 662.040(2)]                              | Keep copies for three years from due date<br>[s. NR 662.040(2)]   |
| Tank inventory logs/records (to demonstrate turnover) | Not required                                   | Keep inventory logs on-site<br>[s. NR 662.016(2)(f)d.]                                       | Keep inventory logs on-site<br>[s. NR 662.017(1)(e)2.d.]  |
| VSQG to LQG Consolidation                             | Not required                                   | Not applicable   | Maintain records of shipments for three years from date waste was received<br>[s. NR 662.017(6)(b)]   |
| Episodic generation                                   | Yes<br>[s. NR 662.232(1)(g); s. NR 662.233(4)] | Yes<br>[s. NR 662.232(2)(f); s. NR 662.233(4)]   | Not applicable  |
| CAA Closure   | Not required                                   | Not required   | Yes<br>[s. NR 662.017(1)(h)]  |



**Table 6: Generator recordkeeping requirements (cont.)**

| Requirement  | VSQG   | SQG  | LQG  |
|--|--|--|--|
| EPA Form 8700-12: Notifications                                      | Recommended  | Recommended  | Recommended  |
| Waste Minimization Plan  | Not required   | A written waste minimization plan is recommended   | A written waste minimization plan is recommended   |
| Universal Waste documentation to demonstrate < one-year accumulation | Small and large quantity handlers must be able to demonstrate accumulation time <sup>1</sup><br>[s. 673.15(3)] | Small and large quantity handlers must be able to demonstrate accumulation time <sup>1</sup><br>[s. 673.15(3)] | Small and large quantity handlers must be able to demonstrate accumulation time <sup>1</sup><br>[s. 673.35(3)] |
| Tank certifications and inspection reports                           | Not required   | Not required   | Yes<br>[s. NR 665.0195(6)]   |
| Leak detection and repair documents for NR 665 Subchapters AA/BB/CC  | Not required   | Not required   | Yes<br>[s. NR 665.1035, .1064, .1090]  |

<sup>1</sup> Small quantity handler of universal waste is a universal waste handler who does not accumulate 5,000 kilograms (11,025 pounds) or more total of universal waste (batteries, pesticides, mercury-containing equipment, or lamps, calculated collectively) at any time. Large quantity handler of universal waste is a universal waste handler who accumulates 5,000 kilograms (11,025 pounds) or more total of universal waste (batteries, pesticides, mercury-containing equipment, or lamps, calculated collectively) at any time. This designation as a large quantity handler of universal waste is retained through the end of the calendar year in which 5,000 kilograms (11,025 pounds) or more total of universal waste is accumulated. Other universal waste management requirements are described in ch. NR 673, Wis Adm. Code.

## Resources and Contact Information

For more information, including [publications, inspection forms, and administrative codes and statutes](#), go to [dnr.wi.gov](http://dnr.wi.gov) and search “hazardous waste resources.” Use the *Additional Resources* menu to navigate to specific topics. For staff contact information, go to the [staff directory](#) and enter “hazardous waste requirements” in the subject field, and choose the appropriate county contact.

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**Mailing address:** DNR Waste and Materials Management Program, PO Box 7921 Madison, WI 53707

**Email:** [DNRWasteMaterials@Wisconsin.gov](mailto:DNRWasteMaterials@Wisconsin.gov)

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