



State of Tennessee
Department of Environment and Conservation
Division of Solid Waste Management
Davy Crockett Tower, 7th Floor
500 James Robertson Parkway
Nashville, TN 37243

Instructions to Filing the Tennessee Annual Report

WHO MUST FILE

If a facility meets at least one of the below listed criteria, it is required under Rule 0400-12-01-.03(5)(b) to complete and file an Annual Hazardous Waste Report (also known as the “annual report”):

- Met the definition of a RCRA Large Quantity Generator (LQG) for any month during the report year. A facility is considered a RCRA LQG if the facility:
 - Generates, in any calendar month, 1,000 kilograms (2,200 pounds) or more of non-acute RCRA hazardous waste (which includes quantities imported by importer site); or
 - Generates, in a calendar month, or accumulates at any time, more than 1 kilogram per month (kg/mo) (2.2 pounds per month [lbs/mo]) of any RCRA acute hazardous waste listed in Rule 0400-12-01-.02; or
 - Generates, in any calendar month, or accumulates at any time, more than 100 kg/mo (220 lbs/mo) of residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill, into or on any land or water, of any RCRA acute hazardous waste listed in Rule 0400-12-01-.02

NOTE: If the site met the definition of an LQG, in any calendar month, an annual report MUST be completed for the entire reporting year.

- Met the definition of a RCRA Small Quantity Generator (SQG) for any month during the report year; or
- Treated, stored, recycled or disposed of RCRA hazardous wastes on-site or shipped hazardous waste offsite to a RCRA permitted treatment, storage, recycling and disposal facility, or received hazardous wastes from off-site hazardous waste generators without storing the wastes before recycling during the reporting year (odd years); or
- Met the definition of a reverse distributor (as defined in Rule 0400-12-01-.09(16)) during the report year.
- Met the definition of a RCRA Very Small Quantity Generator (VSQG) that notified of an episodic event under Rule 0400-12-01-.03(11).

The facility should report its current Hazardous Waste Generator category as of the date of submitting the annual report on the HN-EA Form in Item 8.A.1 – Generator of Hazardous Waste. The facility’s current category may be different from the category during the report year that requires you to file the annual report.

NOTE: Hazardous waste imported from a site located in a foreign country must be counted in determining the generator category if a site is the U.S. Importer. This waste must be reported on the Waste Generation and Management Form (OSR Form) or the Waste Received From Off-site Form (TWR Form) in your annual report.

FILING A HAZARDOUS WASTE REPORT

The instructions and forms for the annual report are prepared by the Division of Solid Waste Management (DSWM) for generators and treatment, storage, recycling and disposal facilities to report their hazardous waste activities. Additionally, a site may use this annual report to notify their regulatory authority that they are managing hazardous secondary material. Detailed instructions for filling out each of the forms are provided. Links to specific sets of codes are provided, along with special instructions that explain how to report certain types of wastes.

DOCUMENTS HELPFUL IN FILLING OUT THE FORMS

To prepare the annual report forms, consult the facility records on quantities and types of hazardous waste that the site generated, managed, shipped, or received. Some records that may be helpful are:

- Hazardous waste manifest forms;
- Annual report forms submitted in previous years;
- Records of quantities of hazardous waste generated or accumulated on-site;
- Results of laboratory analyses of your waste;
- Contracts or agreements with off-site facilities managing your wastes; and
- Copies of permits for on-site waste management systems.

WHICH FORMS TO SUBMIT AND WHAT TO REPORT

The annual report contains the following forms:

Form HN-EA (Equivalent to EPA's Site ID Form)

A site required to file an annual report MUST also submit Form CN-1446, the Hazardous Waste Environmental Activity Notification (Form HN-EA), as a component of the annual report. Detailed instructions for completing Form HN-EA can be found on the [DSWM website](https://www.tn.gov/environment/program-areas/solid-waste/hw/waas/forms.html) at <https://www.tn.gov/environment/program-areas/solid-waste/hw/waas/forms.html> and should be referenced if there are any questions about the form sections not listed below. Instructions for completing Form HN-EA specific to the annual report are below.

Mark “Submitting as a component of the annual report” as the Reason for Submittal and enter the reporting year in the space provided.

Fill out Form HN-EA by reporting all information current as of the date of submitting the annual report. This includes reporting the site’s current Hazardous Waste Generator category in Item 8.A.1 (Generator of Hazardous Waste), which may be different from the status during the reporting year.

Sites that will begin managing, are managing, or will stop managing hazardous secondary material must submit the Hazardous Secondary Materials Notification (Form CN- or HSM) as a component of the annual report. Sites are required to re-notify by March 1 of each even-numbered year pursuant to Rule 0400-12-01-.02. These regulations exclude certain hazardous secondary material(s) being reclaimed from the RCRA Subtitle C definition of solid waste provided certain requirements and conditions are met.

OSR Form (Equivalent to EPA’s GM and OI Forms)

A site required to file an annual report must submit Form CN-0779, the Off-site Shipping Report (OSR Form), for all hazardous waste that was used to determine the site’s generator category. An OSR Form should be submitted for each hazardous waste stream that meets one of the following criteria:

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in the reporting year; or
- Generated and accumulated on-site in the reporting year but not managed on-site or shipped off-site until after the reporting year; or
- Generated and accumulated on-site prior to the reporting but either managed on-site or shipped off-site in the reporting year; or
- Hazardous wastes received from VSQGs by LQGs under the control of the same “person” (as defined at Rule 0400-12-01-.01) and managed according to the applicable hazardous waste regulations at Rule 0400-12-01-.03(1)(h)6.; or
- Imported from a site located in a foreign country.

Examples of RCRA hazardous wastes to be reported include those that were:

- Generated on-site from a production process, service activity, or routine cleanup;
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity;
- Shipped off-site, including hazardous waste that was received from off-site (reported on Form CN-0905, the Treatment, Storage, Disposal, and Recycling Offsite Waste Receiving Form [TWR Form]) and subsequently shipped off-site without being treated or recycled on-site;
- Removed from on-site storage for treating, recycling, or disposing on-site or for off-site shipment;
- Derived from the management of non-hazardous waste; or
- Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).

Page 2 of the OSR Form collects the name and address information of the transporters and receiving facilities utilized by the generator during the report year.

TWR Form (Equivalent to EPA's WR and OI Forms)

A site required to file the annual report must submit Form CN-0905, the Treatment, Storage, Disposal, and Recycling Offsite Waste Receiving Form(s) (TWR Form(s)), if, during the reporting year, it received RCRA hazardous waste from off-site and managed the waste onsite (including subsequent transfer off-site). This includes imports of hazardous waste received from a site located in a foreign country, hazardous wastes that are received and recycled without first being stored, hazardous wastes received and stored prior to being recycled (i.e., the site has a RCRA storage permit), and hazardous wastes received from hazardous wastes generators to be partially reclaimed into commodity-like materials excluded from RCRA regulations.

G-FDS Form

A site required to file an annual report MUST submit Form CN-0906, the Hazardous Waste Fee Determination Sheet (Form G-FDS), as a component of the annual report. Detailed instructions for completing this form can be found on the [DSWM website](https://www.tn.gov/environment/program-areas/solid-waste/hw/waas/forms.html) at <https://www.tn.gov/environment/program-areas/solid-waste/hw/waas/forms.html> and should be referenced if there are any questions about the form sections. Payment of the generator fees is due at the time of annual report submission.

TSD-FDS Form

A site required to file an annual report that also has a hazardous waste permit must submit Form CN-0912, the TSDR Annual Fee Sheet (Form TSD-FDS), as a component of the annual report. Questions regarding the completion of this form should be directed towards the facility's hazardous waste permit writer or the [DSWM website](https://www.tn.gov/environment/permit-permits/waste-permits1/hazardous-waste-permit.html) at <https://www.tn.gov/environment/permit-permits/waste-permits1/hazardous-waste-permit.html>. Payment of the TSDR fees is due at the time of annual report submission.

RF-FDS Form

Hazardous waste generators should submit Form CN-1394, the Hazardous Waste Remedial Action Fee Sheet (Form RF-FDS) to the Division of Remediation by March 1st of each year. Detailed instruction and a presentation on how to complete the RF-FDS form can be found on the Division of Remediation's [website](https://www.tn.gov/environment/program-areas/rem-remediation/hwraf.html) at <https://www.tn.gov/environment/program-areas/rem-remediation/hwraf.html>.

Instructions For Filling Out Form CN-0779, Offsite Shipping Report (OSR Form)

Who Must Submit This Form?

The OSR Form must be submitted if the site generated RCRA hazardous waste that, in the reporting year, was accumulated on-site; managed on-site in a treatment, storage, or disposal unit; and/or shipped off-site for management, consistent with the criteria below. Reverse distributors (as defined in Rule 0400-12-01-

.09(16)) are also required to file an annual report OSR Form for the evaluated hazardous waste pharmaceuticals they accumulate.

Refer to the **Wastes to be Reported** section below for specific instructions on generated RCRA hazardous wastes that should be reported on the OSR Form. For exclusions or exemptions from the OSR Form reporting requirements under the annual report, refer to the **Wastes not to be Reported** section below.

Purpose Of This Form

The OSR Form is for reporting on-site hazardous waste generation and management and off-site shipment in the reporting year. The OSR Form is divided into three sections that document:

- (1) the source, characteristics, and quantity of hazardous waste generated;
- (2) the quantity of hazardous waste managed on-site along with the management method used; and
- (3) the quantity of hazardous waste shipped off-site for treatment, disposal, or recycling along with the off-site management method used.

How To Fill Out This Form

Submit a copy of the OSR Form for each generated RCRA hazardous waste that should be reported, consistent with the criteria discussed below. Enter your EPA Identification Number in the top left-hand corner of each additional form along with an indication of the total number of forms to be included (e.g. 3 of 17). Use Item 4 (Comments) at the end of the form to clarify any entry (e.g., “Other” responses) or to continue any entry. When entering information in the Comments section, cross-reference the item number and item letter to which the comment refers. Please review your previous cycle’s GM source, form, and management method codes to see if they are still applicable. If applicable, use those same codes for consistency.

NOTE: Click [here](#) for additional information for reporting lab packs, RCRA-radioactive mixed wastes, and laboratory clean-out wastes.

Wastes To Be Reported

In general, each generated RCRA hazardous waste that is used to determine the site’s generator category should be reported on the OSR Form. An OSR Form must be submitted for each active waste stream associated with the facility. Hazardous waste must be reported if it was:

- Generated and accumulated on-site and subsequently managed on-site or shipped off-site in the reporting year; or
- Generated and accumulated on-site in the reporting year but not managed on-site or shipped off-site until after the reporting year; or
- Generated and accumulated on-site prior to the reporting year but either managed on-site or shipped offsite in the reporting year; or

- Received by an airbag waste facility collection or designated facility from an airbag waste handler under the airbag waste exemption at Rule 0400-12-01-.02(1)(b)10.); or
- Received by an LQG from one or more VSQGs under the control of the same person for purposes of consolidation; or
- Imported from a site located in a foreign country in the reporting year. Refer to 40 CFR 262.10(e) and 40 CFR 262.84 for additional information; or
- An evaluated hazardous waste pharmaceutical accumulated on-site at a reverse distributor, as defined in Rule 0400-12-01-.09(16) that was shipped off-site to a designated facility in the reporting year.

Examples of RCRA hazardous wastes to be reported include those that were:

- Generated on-site from a production process, service activity, or routine cleanup.
- Generated from equipment decommissioning, spill cleanup, or remedial cleanup activity.
- Removed from on-site storage for treating, recycling, or disposing on-site or for off-site shipment.
- Derived from the management of non-hazardous waste.
- Derived from the on-site treatment (including reclamation), disposal, or recycling of previously existing hazardous waste (as a residual).
- Shipped off-site, including hazardous waste that was received from off-site (reported on the Waste Received From Off-site Form [TWR Form]) and subsequently shipped off-site without being treated or recycled on-site.
- Radioactive wastes mixed with RCRA hazardous wastes. (See the Mixed Waste definition and Special Instructions related to radioactive wastes for additional information)

How To Report Similar Hazardous Waste On The OSR Form

Generally, an OSR Form should be completed for each generated RCRA hazardous waste. A separate OSR Form should be completed whenever a combination of wastes would require more than one EPA Source Code or EPA Form Code. Contact the DSWM about combining similar hazardous wastes on the OSR Form.

Part 1 – Waste Characteristics

Part 1 requests information on each RCRA hazardous waste that, in the reporting year, was generated and accumulated on-site; managed on-site; and/or shipped off-site. All information (A-H) is mandatory.

1.A - Waste Description

Provide a short narrative description of the waste, such as:

- Waste stream number, if assigned one by DSWM:
- General type;
- Source;
- Type of hazard; and
- Generic chemical name or primary hazardous constituents.

EXAMPLE

“WS1: Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene.” In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited. If the facility has not been previously assigned a waste stream number for this waste, do not include this information until the DSWM assigns a number.

1.B – EPA Hazardous Waste Code(S)

Enter the four-character EPA hazardous waste code(s) that apply to the waste reported in Item 1.A. If you need room for additional codes, list the codes in Item 4 - Comments and cross-reference Item 1.B.

Under Rule 0400-12-01-.09(16), healthcare facilities that ship non-creditable hazardous waste pharmaceuticals off-site to a designated facility are allowed, but not required to, include hazardous waste codes on the manifest. In lieu of the hazardous waste codes on the manifest (or in addition to the hazardous waste codes on the manifest), a healthcare facility must include the PHRM or PHARMS code.

Therefore, a designated facility that receives non-creditable hazardous waste pharmaceuticals from a healthcare facility may not have the hazardous waste codes from the healthcare facility to include on the OSR Form if the designated facility only received the waste for storage / bulking and transferred the waste off-site for treatment or disposal.

For reporting purposes, the receiving designated facility should use the PHRM or PHARMS code on the OSR Form. In contrast, a reverse distributor must include hazardous waste codes when manifesting evaluated hazardous waste pharmaceuticals. Therefore, a designated facility that receives evaluated hazardous waste pharmaceuticals from a reverse distributor must report the applicable hazardous waste codes on the OSR Form if the designated facility only received the waste for storage / bulking and transferred the waste off-site for treatment or disposal.

A list of the nationally-defined Hazardous Waste Codes can be found at <https://rcrainfo.epa.gov/rcrainfo-help/application/publicHelp/nationallydefinedvalues/crossmodule/ndv-crossmodulewastecode.htm>.

1.C – Source Code

Enter the EPA Source Code that best describes how the hazardous waste reported in Item 1.A originated. If the hazardous waste was mixed with other non-hazardous materials, report the EPA Source Code for only the hazardous waste portion.

If the site is a U.S. Importer, enter the EPA Source Code of G62, then provide the Country Code for foreign country from which the hazardous waste was received. Also, mark “Yes” on Form HN-EA, Item 9.A.3 – United States Importer of Hazardous Waste.

Click [here](#) for special instructions for reporting wastes received from foreign countries.

Click [here](#) for a list of the nationally-defined EPA Source Codes, or visit <https://rcrainfo.epa.gov/rcrainfo-help/application/publicHelp/index.htm#t=nationallydefinedvalues%2Fbiennialreportmodule%2Fndv-biennialreportsourcecode.htm>.

Click [here](#) for a list of the nationally-defined Country Codes, or visit <https://rcrainfo.epa.gov/rcrainfo-help/application/publicHelp/index.htm#t=nationallydefinedvalues%2Fhandlermodule%2Fndv-handlercountry.htm>.

Considerations For Specific EPA Source Codes

EPA Source Code G17 (Subpart K laboratory waste clean-out) is for facilities that have opted into the Subpart K Academic Laboratory Waste Rule to report the amount of laboratory waste shipped or managed during clean-out. The generation amount must be zero (0) in Item 1.H for this source code. Click [here](#) for special instructions for reporting Subpart K Laboratory Waste.

If reporting EPA Source Code G25 (Treatment, disposal, or recycling of hazardous wastes), the EPA Management Method Code must be provided. EPA Source Code G25 indicates that this waste was generated from an on-site hazardous waste management system described on a separate OSR Form or TWR Form. Enter the same EPA Management Method Code that is listed on the matching OSR Form – Item 1.D, or on the matching TWR Form – Item 1.F, linking this waste with the on-site process that created it. Do not report H141 or any management method code beginning with “S” in Item 1.D.

If reporting EPA Source Code G61 (Hazardous waste received from off-site for storage/bulking and transfer off-site for treatment or disposal), the generation amount must be zero (0) in Item 1.H. Do not use G61 for waste the facility generates.

If reporting EPA Source Code G62 (Received hazardous waste from a foreign country), the Country Code from which the hazardous waste was imported must be specified.

EPA Source Code G76 is for reverse distributors that accumulate evaluated hazardous waste pharmaceuticals.

1.D – Form Code

Review the EPA Form Codes and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Item 1.A.

For a list of the nationally-defined EPA Form Codes visit <https://rcrainfo.epa.gov/rcrainfo-help/application/publicHelp/index.htm#t=nationallydefinedvalues%2Fbiennialreportmodule%2Fndv-biennialreportformcode.htm>.

NOTE: Reverse distributors should use the EPA Form Code W005 for all of their evaluated hazardous waste.

1.E – Waste Minimization Code

Enter the code that best corresponds to waste minimization, recycling, or pollution prevention efforts implemented to reduce the volume and toxicity of the hazardous waste reported in Item 1.A.

This waste minimization activity must have occurred during this reporting cycle. If minimization was not attempted (to the point of implementing a change) for this waste, you must enter an “X” (no waste minimization efforts were implemented for this waste) for this item.

The following codes provide a description of existing or new waste minimization efforts undertaken to reduce the volume and/or toxicity of hazardous waste generated at the facility. Use the Comments section to provide any additional information (including toxicity and quantity reductions to the extent that data is available) that will help the EPA and the States understand your efforts to prevent pollution, minimize waste, or recycle in regard to this waste stream. Additionally, explain in the Comments section why the efforts were either successful or unsuccessful or why waste minimization efforts were not implemented for this reporting year.

Code	Waste Minimization Code Description	Examples
The facility initiated waste minimization efforts prior to the reporting year and continued these efforts during the reporting year for this hazardous waste.		
A	Continued initiatives to reduce quantity and/or toxicity of this waste	<ul style="list-style-type: none"> • Improved production/synthesis processes, e.g., increased efficiency in product usage/product formulation, used less toxic or non-hazardous ingredients, modified product composition, or implemented technology conversion. • Modified equipment, layout, and/or piping, e.g., longer auto bath analyzers, wastewater treatment system upgraded. • Undertook inventory control/waste management processes or safety/good operating practices, e.g., materials shelf-life control, clearinghouse for materials exchange, better labeling procedures, improved maintenance scheduling/record keeping/procedures, control production schedule to minimize equipment and feedstock changeovers, bulk systems that replace drums, improved storage, spill/leak/accident prevention, cleaning/degreasing, etc.
B	Continued initiatives to recycle the waste either on-site or off-site	<ul style="list-style-type: none"> • The waste was used, reused, or reclaimed as a result of a change in the product formulation, product’s chemical ingredients, or equipment; materials management process with a goal of sustainable use of materials, etc.
The facility initiated waste minimization efforts during the reporting year for this hazardous waste		

C	Implemented new initiatives to reduce quantity and/or toxicity of this waste	See examples above for Code A.
D	Implemented new initiatives to recycle the waste either on-site or off-site	See examples above for Code B.
<i>The facility examined or attempted waste minimization efforts for this hazardous waste but determined it was impracticable to implement these efforts; or the facility did not attempt waste minimization efforts for this waste.</i>		
N	Waste minimization efforts found to be economically or technically impracticable	Economic constraints or not economically feasible; technical limitations of manufacturing operations, problems preventing or halting efforts (e.g., concern of declined product quality); not appearing to be feasible due to regulatory issues (e.g., permitting requirements or burdens); lack of available technology, etc.
X	No waste minimization efforts were implemented for this waste	The waste was received from off-site and was not generated at this location; the waste is infrequently generated.

Facilities will still need to provide Hazardous Waste Reduction information in addition to this code in part 5, Comments. This explanation can be the same as the ratios previously asked for in the prior annual report years or simply be an explanation of the efforts taken or reasons why this is not feasible.

1.F – Radioactive Mixed Waste

Place an “X” in the “Y” box if the hazardous waste reported in Item 1.A is mixed with nuclear sources, special nuclear, or by-product material. Otherwise, place an “X” in the “N” box. “Mixed Waste” is defined as waste that contains both hazardous waste and source, special nuclear, or by-product material subject to the Atomic Energy Act (AEA), RCRA Section 1004(41), 42 U.S.C. 6903 (63 FR 17414; April 9, 1998).

1.G – Quantity Generated / Uom And Density

Enter the total quantity of the hazardous waste described in Item 1.A that was generated during the reporting year. Enter the Unit of Measure (UOM) code for the quantity you reported in Item 1.H. Please only report in pounds (lbs) or kilograms (kg) – do NOT use the volumetric measurements, even if a density value is available.

Part 2 – On-Site Generation And Management Of Hazardous Waste

Answering “Yes” or “No” to this question is mandatory. If “Yes”, provide the management method and quantity treated, disposed, or recycled on-site during the reporting year for each on-site RCRA-regulated management system.

2.A – Was Any Of This Waste That Was Generated At This Facility Treated, Disposed, And/Or Recycled On-Site?

Mark “Yes” or “No” to this question to indicate if the site did any of the following to the waste reported in Item 1.A: treat on-site; dispose on-site; recycle on-site. If “Yes,” complete the blocks for On-site Process Systems below. If “No,” skip to Item 3.

2.B – On-Site Management Method Code

Classify the process system (see definition) with an EPA Management Method Code that best identifies the last substantive purpose/operation performed at this site. Space is provided to report up to two different (nonsequential) Management Methods. If a second on-site process system was not used to manage the waste, leave the EPA Management Method Code under On-site Process System 2 blank. Do not report H141 or any management method code beginning with “S” in Item 2.

Nationally-defined EPA Management Method Codes can be found at <https://rcrainfo.epa.gov/rcrainfo-help/application/publicHelp/index.htm#t=nationallydefinedvalues%2Fbiennialreportmodule%2Fndv-biennialreportmanagementmethod.htm>.

The space provided for the second on-site process system should be used only in the special case of management of the same waste on-site by more than one process system during the reporting year. Use the second on-site process system only when:

- A waste is managed in one process system for a part of a year and in another process system for the rest of the year; or
- A waste is managed by two different process systems at the same time (i.e., management of the waste is split between parallel process systems).

2.C – Quantity Treated, Disposed, Or Recycled On-Site

Enter the quantity of hazardous waste described in Item 1 that was treated, disposed, or recycled by the reported on-site process management method during the reporting year. Enter the quantity in the same unit of measure reported in Item 1. H (Quantity Generated in the reporting year).

Part 3 – Off-Site Shipment Of Hazardous Waste

This item requests information on the off-site shipment of hazardous waste. Answering “Yes” or “No” to this question is mandatory. If the answer is “Yes,” all items in this item are mandatory.

- Do report shipments of previously generated hazardous wastes stored until the reporting year.
- Do report waste shipped via transfer facility; however, do **not** list on an OSR Form a less-than-10-day transfer facility where waste storage is incidental to transportation.
- Do **not** report shipments of de-characterized wastes. Space is provided to report shipments of the waste to three different off-site facilities.

If the waste reported in Part 1 was shipped to more than three off-site facilities during the reporting year, you need not complete the entire form again. These additional receiving facilities used can be listed in

Part 4: Offsite Facilities along with the transporters. However, the information that would have been recorded in items 3.C and 3.D will need to be included in Part 5, Comments. When making that note in the comments section, include the EPA ID number for the receiving facility that the information from items 3.C and 3.D is associated with.

3.A – Was Any Of This Waste Shipped Off-Site In The Reporting Year For Storage, Treatment, Disposal, Or Recycling?

Mark “Yes” or “No” to indicate if any of the waste described in Item 1 was shipped off-site for storage, treatment, disposal, or recycling during the reporting year.

3.B – EPA ID Number Of The Receiving Facility

This is the 12-character EPA Identification Number of the facility to which the waste was shipped. For hazardous waste exported directly to a site located in a foreign country, enter “FC” followed by the name of the country (ex. FCCANADA, FCMEXICO, FCKOREA) up to 12 characters as the EPA Identification Number. Click [here](#) for special instructions for wastes shipped to foreign countries.

Generators are to report in item 3.B the EPA ID Number for the designated TSDF that signed the manifest, which can be found in Item 8 of the manifest form. Do **not** list on a OSR Form a 10-day transfer facility where waste storage is incidental to transportation. All hazardous waste transporters used should be listed in Part 4.

3.C – EPA Management Method Code

Enter the EPA Management Method Code that best describes the way in which the waste was managed at the initial receiving facility reported in Item 3.B. This should be listed on the manifest in Item 19 or in documentation that the TSDF may have provided.

Receiving facilities with a Part B RCRA hazardous waste permit whose only management type is storage and transfer may be a designated TSDF on a manifest and these should be listed in OSR Form Item 3 with a management method code beginning with “S” or H141. Permitted storage facilities that report management method code H141 or a code beginning with “S” on their TWR Form should report shipment of this transferred waste on a OSR Form with a EPA Source Code of G61.

For EPA Management Method Codes visit <https://rcrainfo.epa.gov/rcrainfo-help/application/publicHelp/index.htm#t=nationallydefinedvalues%2Fbiennialreportmodule%2Fndv-biennialreportmanagementmethod.htm>.

NOTE: EPA Management Method Code H141 will be deprecated after the 2026 Annual Report Cycle. Facilities that have the H141 code on their manifests for a given waste, will need to ascertain the appropriate “S” code that should be used as Tennessee is requiring facilities to report through final disposition and the “S” codes will be accepted as a final disposition method code. If the facility cannot determine the appropriate “S” code, then the final disposition method (EPA management method code or description) can be entered into item 5, Comments).

3.D – Total Quantity Shipped

Enter the total quantity of the waste shipped to the off-site facility during the reporting year. Report the quantity in the same unit of measure entered in Item 1.H. Shipment quantities should equal the total quantity recorded on Uniform Hazardous Waste Manifests for this site during the reporting year, unless there were rejections or other complications. The quantity shipped may not necessarily equal the quantity generated (e.g., because some waste is still on-site at the end of the year or waste was removed from storage from a previous year's generation).

Part 4: Offsite Facilities

This portion of the form is divided into four identical sections. One section must be filled out for each off-site installation to which shipped hazardous waste was shipped and each transporter used to ship hazardous waste during the reporting year. If these off-site installations and transporters total more than four, the facility must either enter this information in Part 5, Comments, or include a supplemental page containing the same.

Use Part 5, Comments, at the end of the form to clarify any entry or to continue any entry. When entering information in Part 5, cross-reference the site number and item letter to which the comment refers. Complete Items A through D for each off-site installation to which you shipped hazardous waste and each off-site installation from which you received hazardous waste during the reporting year. Complete Items A through C for each transporter used for this waste during the reporting year (address in Item D is not required for transporters).

Item A: EPA ID Number Of Off-Site Installation Or Transporter

Enter the 12-character EPA Identification Number of each off-site installation where this hazardous waste was shipped to or the EPA Identification Number of the transporter who shipped hazardous waste from this site. Each EPA Identification Number should appear only once in this section of the form, even if it has been previously listed in item 3.B.

Item B – Name Of Off-Site Installation Or Transporter

Enter the name of the off-site installation or transporter reported in Item A.

Item C- Handler Type

Place an "X" in all boxes that apply to the handler type (i.e., generator, transporter, or receiving facility) of the offsite installation or transporter reported in Item A. Each TSDf listed should have the "Receiving Facility" box checked.

Item D – Address Of Off-Site Installation

Enter the address of the off-site installation reported in Item A. If the EPA Identification Number reported in Item A refers to a transporter, leave blank.

Part 5 – Comments

Use this Item as needed to explain anything contained in the form including any waste minimization efforts. The comments may help make determinations of data validity if questions arise during the review of the report. If there are special circumstances surrounding the waste described on the form, please note this here, especially if you are filing the report due to a one-time event.

Tennessee Specific Requirements

Hazardous Waste Reduction Additional Information

The Hazardous Waste Reduction explanation will need to be provided in item 5, Comments. This explanation can be the same as the ratios previously asked for in the prior annual report years or simply be an explanation of the efforts taken or reasons why this is not feasible.

Waste Left Onsite At The Beginning And/or End Of The Year

If the facility has carried over any waste from the previous year, or will be carrying it over into the next year, those amounts will need to be listed in this item as well. These amounts will need to be reported in the same unit that was listed in item 1. Please list the information as follows:

Amount onsite Jan 1st - ___ lbs/kg

Amount onsite Dec 31st - ___ lbs/kg

Additional TSDF Information In Part 3

If the site needs to list more than 3 TSDF-EPA management method combinations to describe the TSDFs and treatment methods used for the waste stream, the information for additional sites can be listed in this section or on a continuation sheet. If using a continuation sheet, reference the site EPA ID number, site name, and waste stream number on the top left-hand corner.

Additional Offsite Installations Information In Part 4

If the site needs to list more than 4 TSDF and transporters for the waste stream, the information for additional sites can be listed in this section or on a continuation sheet. If using a continuation sheet, reference the site EPA ID number, site name, and waste stream number on the top left-hand corner.

Part 6 – Certification

This certification must be signed by either the Owner(s), Operator(s), or Authorized Representative(s) of the site. An Authorized Representative is a person responsible for the overall operation of the site (i.e., a plant manager or superintendent, or a person of equal responsibility).

Per Rule 0400-12-01-.01, an “authorized representative” is a person responsible for the overall operation of the site or an operational unit (i.e., a plant manager or superintendent, or a person of equivalent responsibility). See Rule 0400-12-01-.06 for more information on who is considered an authorized representative for permitted facilities.

Instructions For Filling Out The Treatment, Storage, Disposal, And Recycling Off-site Waste Receiving Report, Form CN-0905 (Form TWR)

Who Must Submit This Form?

A site required to file an annual report must submit this form if, during the reporting year, it received RCRA hazardous waste from off-site facilities. The 2016 Hazardous Waste Generator Improvements Final Rule requires facilities that receive and recycle regulated hazardous wastes without first storing to complete a TWR Form for each type of hazardous waste they receive.

Reverse distributors must operate under Rule 0400-12-01-.09(16). As noted above, reverse distributors are required to file an annual report using an OSR Form, not a TWR Form, for the evaluated hazardous waste pharmaceuticals they accumulate.

Purpose Of This Form

The TWR Form identifies hazardous wastes that were received from other hazardous waste sites and the method(s) used to manage them. The TWR Form is divided into 2 main parts: the waste blocks labeled Waste 1, Waste 2, and Waste 3, that collect information on the quantities and characteristics of each hazardous waste received from an off-site source during the reporting year and managed on-site; and the offsite installation part

How To Fill Out This Form

The site may report waste received from more than one off-site handler on the same page of the form. A separate waste block must be filled out for each hazardous waste received from each off-site handler. Hazardous waste from the same off-site handler may be aggregated as long as a single form code describes the physical form or chemical composition, and all of the waste is managed in a single process system (i.e., same EPA management method code).

If the site received more than three RCRA hazardous wastes from off-site handlers during the reporting year, fill out additional copies of this form. Enter the facility EPA Identification Number in the top left-hand corner of each additional form along with an indication of the total number of forms to be included (e.g., page 3 of 17).

Use the Comments section at the end of the form to clarify any entry (e.g., “Other” responses) or to continue any entry. When entering information in Item 4, cross-reference the waste block and item letter to which the comment refers.

All items in this section are mandatory for each waste reported.

Item A – Waste Description

Provide a short narrative description of the waste, such as:

- General type;
- Source;
- Type of hazard; and
- Generic chemical name or primary hazardous constituents.

EXAMPLE “Ignitable spent solvent from degreasing operation in tool production; mixture of mineral spirits and kerosene.” In the example, note that the general type (spent solvent), source (degreasing operation in tool production), type of hazard (ignitability), and generic chemical names (mineral spirits and kerosene) have all been cited.

Item B – EPA Hazardous Waste Code(s)

Enter the four-character EPA hazardous waste code(s) that applies to the waste reported in Item A. If room for additional codes is needed, list the codes in Item 4 – Comments and cross-reference the applicable waste block number (e.g., Waste 1, Item B).

Under Rule 0400-12-01-.09(16), healthcare facilities that ship non-creditable hazardous waste pharmaceuticals off-site to a designated facility are allowed, but not required to, include hazardous waste codes on the manifest. In lieu of the hazardous waste codes on the manifest (or in addition to the hazardous waste codes on the manifest), a healthcare facility must include the PHRM or PHARMS code.

Therefore, a designated facility that receives non-creditable hazardous waste pharmaceuticals from a healthcare facility may not have the hazardous waste codes from the healthcare facility to include on the TWR Form. For reporting purposes, the receiving designated facility should use the PHRM or PHARMS code on the TWR Form.

In contrast, a reverse distributor must include hazardous waste codes when manifesting evaluated hazardous waste pharmaceuticals. Therefore, a designated facility that receives evaluated hazardous waste pharmaceuticals from a reverse distributor must report the applicable hazardous waste codes on the TWR Form.

Item C – Off-Site Handler EPA ID Number

Enter the 12-character EPA ID Number of the off-site handler from which the waste was received. If the site does not have an EPA ID Number, it may be a very small quantity generator (VSQG) or a site located in a foreign country. If the waste reported under Waste 2 is received from the same off-site handler as the waste reported under Waste 1, put “Same as above” to indicate that the EPA ID Number is the same as the one reported in Waste 1; if Waste 3 is received from the same off-site handler as Waste 2, put “Same as above” to indicate that the EPA Identification Number is the same as the one reported under Waste 2.

NOTE: Refer to the [Special Instructions](#) on reporting Wastes Received from VSQGs and Wastes Received from Foreign Countries.

Item D – Form Code

Review the EPA Form Codes and enter the code that best corresponds to the physical form or chemical composition of the hazardous waste reported in Item A.

Click [here](#) for a list of the nationally-defined EPA Form Codes, or visit <https://rcrainfo.epa.gov/rcrainfo-help/application/publicHelp/index.htm#t=nationallydefinedvalues%2Fbiennialreportmodule%2Fndv-biennialreportformcode.htm>.

Item E – EPA Management Method Code

Enter the code that describes the type of process system in which the waste was managed.

Click [here](#) for a list of the nationally-defined EPA Management Method Codes, or visit <https://rcrainfo.epa.gov/rcrainfo-help/application/publicHelp/index.htm#t=nationallydefinedvalues%2Fbiennialreportmodule%2Fndv-biennialreportmanagementmethod.htm>.

Item F – Quantity Received / UOM And Density

Report the total quantity of hazardous waste reported in Item A that was received from the off-site handler reported in Item D during the reporting year. If more than one shipment of this waste was received from the same off-site handler, add the quantities and report only the sum.

Enter the Unit of Measure (UOM) code for the quantity you reported in Item G – Quantity Received in the report year. Please only report in pounds (lbs) or kilograms (kg) – do NOT use the volumetric measurements, even if a density value is available.

Sites 1-4 – Off-site Facilities

This section is divided into four identical parts. One part must be filled out for each off-site installation from which hazardous waste was received and each transporter used to ship hazardous waste during the reporting year. If these off-site installations and transporters total more than four, the facility must either enter this information in Part 5, Comments, or include a supplemental page containing the same. If some, or all, of the generators referenced in the waste blocks above are the same, only list that generator's information once on this form.

Use the Comments section at the end of the form to clarify any entry or to continue any entry. When entering information in this section, cross-reference the site number and item letter to which the comment refers. Complete Items A through D for each off-site installation for each off-site installation from which the facility received hazardous waste during the reporting year. Complete Items A through C for each

transporter that delivered this waste to the facility during the reporting year (address in Item D is not required for transporters that report a valid EPA ID number).

Item A – EPA ID Number Of Off-Site Installation Or Transporter

Enter the 12-character EPA ID Number of the off-site installation from which the facility received hazardous waste or enter the EPA ID Number of the transporter who shipped hazardous waste to the facility. If the off-site installation or transporter did not have an EPA ID Number during the reporting year, leave blank.

Item B – Name Of Off-Site Installation Or Transporter

Enter the name of the off-site installation or transporter reported in Item A.

Item C- Handler Type

Place an “X” in all boxes that apply to the handler type (i.e., generator, transporter, or receiving facility) of the offsite installation or transporter reported in Item A.

Item D – Address Of Off-Site Installation

Enter the address of the off-site installation reported in Item A. If the EPA ID Number reported in Item A refers to a transporter, leave blank if this item is not applicable or “don’t know” in Item D. If the transporter did not have an EPA ID number listed in item A, the facility is required to list the address associated with the transporter identified in item B.

Comments

Use this section as needed to explain anything contained in the form including any waste minimization efforts. The comments may help make determinations of data validity if questions arise during the review of the report. If there are special circumstances surrounding the waste described on the form, please note this here, especially if this report is being filed due to a one-time event.

Certification

This certification must be signed by either the Owner(s), Operator(s), or Authorized Representative(s) of the site. An Authorized Representative is a person responsible for the overall operation of the site (i.e., a plant manager or superintendent, or a person of equal responsibility).

Per Rule 0400-12-01-.01, an “authorized representative” is a person responsible for the overall operation of the site or an operational unit (i.e., a plant manager or superintendent, or a person of equivalent responsibility). See Rule 0400-12-01-.06 for more information on who is considered an authorized representative for permitted facilities.

Special Instructions

Lab Packs

The following rules apply to the reporting of lab pack wastes in the Hazardous Waste Report:

- (1) Facilities may aggregate lab pack wastes if they have the same Form Code. However, they must be reported as separate wastes under the following conditions:
 - a. If they contain **RCRA acute hazardous wastes** (i.e., EPA hazardous waste codes F020, F021, F022, F023, F026, F027, and all “P” waste codes). Report separately from lab packs containing other RCRA hazardous wastes (all other EPA hazardous waste codes).
 - b. If they are managed differently from each other. For example, report lab packs shipped to landfills separately from those incinerated.
- (2) Enter a Form Code indicating lab packs (i.e., W001 or W004) on the OSR Form, in Section 5 – Item E or on the TWR Form, in Section 6- Item G. These Form Codes are to be used with any lab pack, whether the wastes are gaseous, liquid, solid, or sludge.
- (3) It is **not** necessary to report every EPA hazardous waste code included in a batch of lab packs. Record one, or a few predominant, EPA hazardous waste codes in Section 5 – Item B of the OSR Form, or Item B of the TWR Form. If there are many EPA hazardous waste codes associated with the batch of lab packs, enter “LABP” in the first four-character field in Section 5 – Item B of the OSR Form, or Item B of the TWR Form in Section 6; then enter “NA” in the remaining spaces for the EPA hazardous waste codes.
- (4) When reporting quantities for lab packs:
 - a. **Include** the weight of the containers if they are disposed of (e.g., landfilled) or treated (e.g., incinerated) with the waste.
 - b. **Exclude** the weight of the containers if the waste is removed from the containers before treatment or disposal.

RCRA-Radioactive Mixed Wastes

By themselves, source material, special nuclear material, or by-product materials, as defined by the Atomic Energy Act of 1954 and amended by 42 U.S.C. 2011 et. Seq., are not classified as hazardous wastes under RCRA. However, if these materials are mixed with a RCRA hazardous waste, the material is controlled under RCRA regulation, as well as under the Atomic Energy Act (DOE, NRC, and EPA) regulations, and is to be reported in the Hazardous Waste Report.

Subpart K Laboratory Waste Clean-Out

An academic laboratory clean-out conducted in accordance with Rule 0400-12-01-.03(10), is defined as: once per 12 months per laboratory, a laboratory will have 30 days to conduct a clean-out and will not have to count the hazardous waste that consists of unused commercial chemical products (either listed or characteristic) generated during those 30 days towards the eligible academic entity’s generator category for the purposes of on-site accumulation. See Rule 0400-12-01-.03(10) for other academic laboratory clean-out requirements.

The waste generated from this clean-out should be reported on the OSR Form with a source code of “G17 – Subpart K Laboratory Waste Clean-out” with a generation amount of zero (0) (Item 1. H). The amount shipped off-site or managed on-site will be reported in Items 2 or 3 of the OSR Form as appropriate.

Laboratory waste that is generated during routine operations (e.g., spent solvents or spent acids/bases) should be reported separately from Subpart K laboratory clean-out wastes. Routinely generated laboratory waste should be reported with source code(s) other than G17.

Wastes Received From Very Small Quantity Generators (VSQGs) by TSDFs

Waste management facilities sometimes receive hazardous waste from large numbers of VSQGs or other sites that do not have RCRA EPA Identification Numbers. To minimize the response burden for filling out the **TWR Form** for these wastes, the facility may aggregate the wastes across generating sites, in accordance with these guidelines:

- (1) All the wastes must have the same EPA hazardous waste code (Item B), State hazardous waste code (Item C), Form code (Item G), and Management Method code (Item H).
- (2) Wastes received from different States must be reported separately. For the off-site handler EPA Identification Number (Item D), the entry should include the two-letter postal code of the originating State, followed by the letters “VSQG”.

For example, wastes received from several VSQGs in the State of Tennessee (TN) that share a common EPA hazardous waste code, State hazardous waste code, Form code, and Management Method code could be aggregated in a single waste block of the TWR Form (e.g., Waste 1). In Item D, the off-site handler EPA ID number is entered as “TNVSQG.” **Note:** This method of completing Item D can also be used for VSQG waste that is not aggregated.

Any VSQG that has been issued an EPA Identification Number by the State of Tennessee, or any other State should be listed on the TWR Form by its EPA Identification Number and not the VSQG designator.

Wastes Received From Foreign Countries

Reporting on the OSR Form

If the facility was the generator of record and was the U.S. Importer for hazardous waste received from a site located in a foreign country (other than U.S. territory or protectorate), it must comply with the standards applicable to generators at Rule 0400-12-01-.03(9), including any annual report requirements.

To comply with this requirement, complete an OSR Form. Enter G62 in Item 1.D (Source Code) and provide the Country Code from which the waste was received. Include the Import Notification and other foreign generator information in the Comments. Also, mark “Yes” on the HN-EA Form, Item 10.A.3 – United States Importer of Hazardous Waste.

Report on the OI Form the name and address of all foreign generators. If the is a TSDF as well as an importer of record, refer to the following instructions about an alternative to reporting on OSR Forms.

Reporting on the TWR Form

If the site received hazardous waste directly from a generator at a site located in a foreign country (other than a U.S. territory or protectorate), it must comply with the Federal requirements at Rule 0400-12-01-.03(9).

Complete a TWR Form for the waste treated, recovered, or disposed of at your site. Only the first TSD site receiving foreign hazardous waste should report the waste in WR. If this waste is then shipped to another domestic site, it is not counted as imported waste on the WR by the second site.

If the foreign site has an EPA assigned Identification (ID) Number listed in the Code Description section or in the lookup table in RCRAInfo, fill out the TWR Form as if the facility was a domestic site, using this number on the list or the list in the lookup table in the RCRAInfo. If the site does not have an EPA assigned ID number on the list or in the lookup table, report the code “FC” for foreign country followed by the name of the country in the space for the EPA ID Number or add the new handler or update the old one (e.g., when there is a name change) in the lookup table in RCRAInfo. On the OI Form, the name and address of the foreign handler do not need to be in the comments section of the TWR Form.

As indicated above, the owner or operator of the TSDF receiving hazardous waste import shipments must report such hazardous waste import shipments using the TWR Form, as appropriate. If the facility was acting as the importer of record, it assumed generator requirements for those import shipments and must also report the import shipments as generated hazardous wastes from a foreign source using the OSR Form (see Rule 0400-12-01-.03(9)(e)).

If the facility was not acting as the importer, EPA strongly encourages the importer to comply with the biennial reporting requirements in 40 CFR 262.41. All parties possibly acting as the importer could be held jointly and severally liable for compliance with the generator requirements of Part 2622.

Wastes Shipped To Foreign Countries

Reporting on the OSR Form, Item 3.B

Facilities that export hazardous waste must file a separate annual report under Rule 0400-12-01-.03(9)(d)7. Enter “FC” followed by the name of the country (ex. FCCANADA, FCMEXICO, FCKOREA) up to 12 characters as the EPA Identification Number when reporting the exported waste on the OSR Form.

WHEN AND WHERE TO SEND THE COMPLETED REPORT

The annual report and applicable fee are due by March 1 of each year. Please contact the Waste Activity Audit Section at 615-532-0780 or Waste.Activity@tn.gov with any questions regarding the annual report process.

While electronic submission of the report forms is preferred, a hard copy of the full annual report can be mailed to the address below:

Department of Environment and Conservation
Division of Solid Waste Management
ATTN: Waste Activity Audit Section
Davy Crockett Tower, 7th Floor
500 James Robertson Parkway
Nashville, Tennessee 37243

A hard copy of the fee sheet(s) (Forms G-FDS and TSD-FDS, if applicable) should be sent to the to the above address, even if the other annual report forms are submitted electronically. A scanned copy of the forms can be emailed to Waste.Activity@tn.gov.