

2017 ELECTRONIC VERIFICATION QUESTIONNAIRE (EVQ) SCREENSHOTS

SCREENSHOTS OF THE ELECTRONIC VERIFICATION QUESTIONNAIRE AND
EXPLANATION OF EACH STEP.

MAY 2017

CALIFORNIA
DEPARTMENT OF
TOXIC SUBSTANCES
CONTROL

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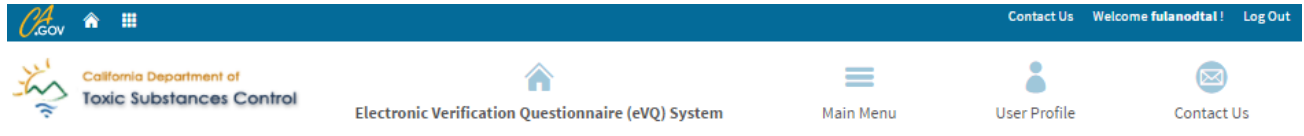
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Electronic Verification Questionnaire Homepage

Functions:

eVQ Home Page link: <https://evq.dtsc.ca.gov/Home.aspx>

- Users can log into their accounts, request new accounts or retrieve username/password information. Questions concerning manifests, Frequently Asked Questions (FAQs), and other frequent issues can also be found in the “Popular Links” at the bottom of the page.



Welcome to eVQ System Home Page

2017 Identification Number Verification Questionnaire Cycle

Report Cycle Closed

The 2017 electronic Verification Questionnaire (eVQ) cycle will begin on Thursday, July 06, 2017. Starting that day, access to the system will be open and users will be able to complete the questionnaire.

The electronic Verification Questionnaire (eVQ) system is currently closed.

If you did not complete your 2016 Verification Questionnaire, your ID number was inactivated. You must submit DTSC Form 1358 to reactivate your ID Number(s). Please indicate the reason for reactivation on the DTSC Form 1358 as Verification Questionnaire.

You can check the status of your ID Number by going to www.hwts.dtsc.ca.gov under Reports. Then click on the EPA ID Profile Report For a Specific Company link.



What is the purpose of the Annual EPA ID Number Verification Questionnaire?

Anyone who generates, transports, offers for transport, treats, stores, or disposes of hazardous waste must have a hazardous waste identification (ID) number, which is used to identify the hazardous waste handler and track the hazardous waste from the point of origin to its final disposal ("cradle to grave"). The purpose of this verification is to ensure that the information on record for the EPA ID Number is correct and current.

The annual Verification Questionnaire and fees assessment for hazardous waste ID numbers and hazardous waste manifests is required by Health & Safety Code section 25205.15 and 25205.16. Any generator, transporter, or facility operator who fails to provide information required by the department to verify the accuracy of hazardous waste activity data shall be subject to suspension of any and all identification numbers assigned and to any other enforcement action (Health & Safety Code section 25205.16(c)).

Popular Links

- ▶ [EPA ID Number Verification Questionnaire FAQs](#)
- ▶ [Hazardous Waste ID Numbers](#)
- ▶ [Fee Summary](#)
- ▶ [California Hazardous Waste Classification \(On-Line Course\)](#)
- ▶ [Managing Hazardous Waste](#)
- ▶ [Hazardous Waste Manifests](#)
- ▶ [Hazardous Waste Tracking System \(HWTS\)](#)

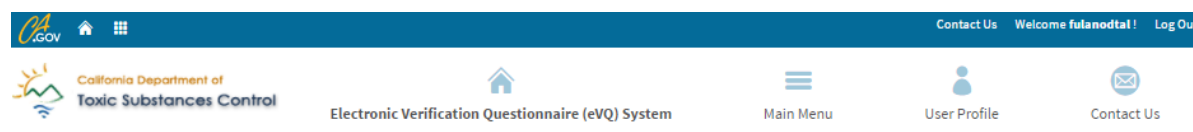
Request for Online eVQ System Access

Functions:

Users can request new accounts by clicking on the “Request New eVQ Account” button on the eVQ Home Page then following the instructions on the page.

Helpful reminders for the user:

- Make sure the complete ID number is input, for example, CAL000123456, then press the enter key in order to add the ID number to their account. You can add multiple ID numbers to the same account.
- Only ID numbers with the same Federal Tax Identification Number (FEIN) can be added to the same eVQ account.
- If the user gets an error message after trying to input an ID number, check the FAQs on the eVQ Home Page for further guidance.



Welcome to eVQ System Home Page

2017 Identification Number Verification Questionnaire Cycle

Report Cycle Closed

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The electronic Verification Questionnaire (eVQ) system is currently closed.

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You can check the status of your ID Number by going to www.hwdtsc.ca.gov under Reports. Then click on the [EPA ID Profile Report For a Specific Company](#) link.



Request for Online eVQ System Access Continued

For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

Your 2017 verification status is:

Request For On-line eVQ System Access

If your company has not filed the EPA ID Number Verification Questionnaire electronically before, you can register below to request on-line access.

*** denotes a required field**

Associate EPA ID Numbers To This User's Account:

This section allows you to specify the EPA ID Numbers that belong to your company. You must specify at least 1 EPA ID Number to request a user account. Each EPA ID number must be valid and cannot be associated with another user account.

EPA ID Number *

List of EPA ID numbers to be associated with this login user's account (Total Added=0):

Request for Online eVQ System Access Continued

Create Your Account Login

- Login Name must be at least 8 alphanumeric characters in length, with no spaces. These special characters are valid: @ - _ .
- Password is required to be between 8 and 20 characters. Spaces are not allowed. These special characters are valid: ! @ # \$ % & * - _ . ?

Account Login:

Create Login Name *

Example: User123 or User123@yourdomain.com

Create Password *

(case-sensitive)

Confirm Password *

(Must match above password)

Email *

Enter primary email address

Confirm Email *

Re-enter primary email address

Primary Contact Information:

Contact Name *

Primary contact name

Contact Title *

Your work or job title

Contact Address 1 *

Mailing address of organization or company

Contact Address 2:

Mailing address line 2 (Optional)

Contact City *

Mailing city

Contact State *

Mailing state

Contact Zip *

Mailing zip code

Contact Phone *

Telephone number

Contact Fax

Fax number (Optional)

Submit eVQ Account Request

General Company/Facility Information:

Facility Name *

Organization or company name

Owner's Name *

Owner's name of organization or company

FEIN:

Federal employer ID number, if applicable

Alternate Contact Information:

Contact Name *

Alternate contact name

Email *

Enter alternate email address

Confirm Email *

Re-enter alternate email address

Contact Phone *

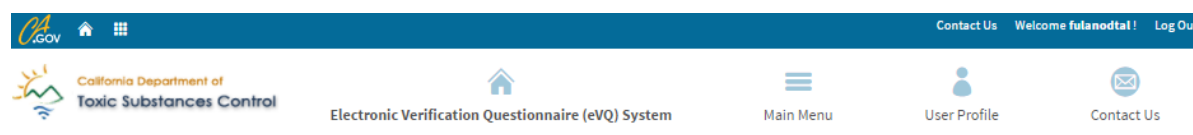
Alternate telephone number

Forgot User Name/Password?

Functions:

If the user needs to request their username or password, they can use the username/password retrieval function on the eVQ Home Page. They will receive an email with all their usernames and passwords.

Note: In some instances, the person requesting the information is not the same contact in the eVQ system. If you do not have access to the email address listed in the eVQ system, then you will need to either submit a DTSC Form 1358 or EPA Form 8700-12 to update your contact information or contact eVQ support.



Welcome to eVQ System Home Page

2017 Identification Number Verification Questionnaire Cycle

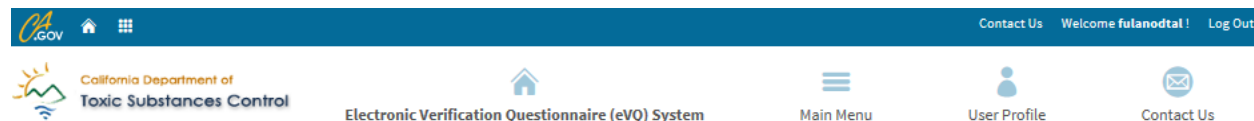
Report Cycle Closed

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You can check the status of your ID Number by going to www.hwts.dtsc.ca.gov under Reports. Then click on the [EPA ID Profile Report For a Specific Company](#) link.



For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

Your 2017 verification status is:

▶ **Forgot User Name / Password?**

Send user's name/password to registered user's account:

If you have forgotten your user name and/or password, please enter your email address in the space provided below and you will be sent an email with your user information. If your email address is not registered in the eVQ System, an error message will appear at the top of this page and the email will not be sent.

E-mail: *

eVQ Log in Screen

Functions:

Users will log into their eVQ accounts using this page. If you do not know your username or password, you must use the username/password retrieval function on the eVQ Home Page or contact eVQ support. Three incorrect attempts will lock a user's account. You must then contact eVQ support in order to have your account unlocked.



▶ Log In Screen

Login Name *

Password *

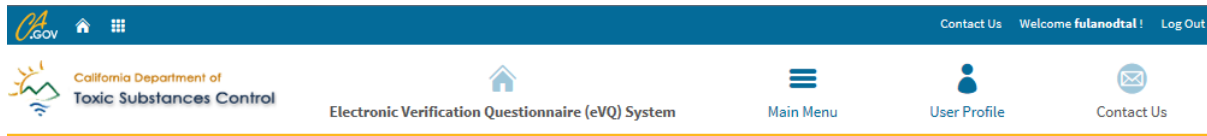
- [Register New Account](#)
- [Update eVQ Account Contact](#)
- [Forgot user name/password?](#)

[Go to ADSU Programmer's Page - eVQ Tech Spot](#)

eVQ Main Menu

Functions:

When a user initially logs into their account, they will only be able to select Step 1: User's Information. The rest of the buttons will remain grayed out until the user completes each section. Once the user completes Step 5 and electronically signs their questionnaire, they will not be able to return to Steps 1-5.



≡ Main Menu

Go through the steps below to complete your ID Number verification and fees assessment.

No Messages

Your 2017 verification status is: **Incomplete**

ID NUMBER VERIFICATION QUESTIONNAIRE (VQ) AND FEES ASSESSMENT:

Please refer to the instructions for important information to guide you through the ID Number verification and fees assessment: [Instructions](#) (PDF; 88KB).

If you experience problems with printing or viewing the PDF file, we suggest you update your Adobe Reader software. You can update Adobe Reader by clicking on the Get Adobe Reader icon.

Step 1: User's Information

Verify and update user's contact information.

Step 2: Company Information

Verify and update mailing and owner information.

Step 3: Schedule A

Review ID Numbers and manifest counts.

Step 4: Schedule B - Calculate Fees

Calculate ID verification and manifest fees.

Step 5: Confirmation & Submit

Confirm payment information and submit verification.

Step 6: Invoice

IMPORTANT: If you owe fees, you can make payment by mail or credit card online.

Step 7: Optional Report For Your Records

Step 1: User's Information

Functions:

The user must fill in the required fields, which are denoted by a red asterisk. The information will be pre-populated with the information the user used to complete the eVQ account request.

CA.GOV

Contact Us Welcome fulanodtal! Log Out

California Department of Toxic Substances Control

Electronic Verification Questionnaire (eVQ) System

Main Menu

User Profile

Contact Us

For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

Your 2017 verification status is:

Step 1: User's Information

Back to [Main Menu](#)

Instructions

Review your general company and contact information below. Please verify the information and make any necessary changes, then continue to Step 2.

* denotes a required field

General Company Information:

Company Name *

FEIN

SIC

Contact Information:

Contact Name *

Contact Title *

Contact Address 1 *

Contact Address 2

Contact City *

Contact State *

Contact Zip *

Contact E-mail *

Contact Phone *

Contact Fax

Alternate Contact Information:

Alt Contact Name

Alt Contact E-mail

Alt Contact Phone

Save and Go to Step 2

Step 2: Company's Information

Functions:

The user must fill in the required fields, which are denoted by a red asterisk.

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California Department of Toxic Substances Control Electronic Verification Questionnaire (eVQ) System Main Menu User Profile Contact Us

For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

Your 2017 verification status is:

Step 2: Company's Information

[Back to Main Menu](#) | [Step 1](#)

Instructions

Review your company mailing and owner information below. Please verify the information and make any necessary changes, then continue to Step 3.

* denotes a required field

Company Mailing Information:

Company Name	DTSC INC
Attention	
Address 1 *	
Address 2:	
City *	
State *	California
Zip *	

Owner Information:

Owner Name *	DTSC
	Edit Owner Name
Address 1 *	
Address 2	
City *	
State *	California
Zip *	
Phone *	() - -
Fax	() - -
<input type="button" value="Save and Go to Step 3"/>	

Step 3: Schedule A

Functions:

Users will review the ID numbers and hazardous waste manifest counts listed on the page. They will then make any updates or corrections, including, adding/removing ID numbers, canceling ID numbers, and changing manifest counts.

CA.GOV | Home | Contact Us | Log Out

California Department of Toxic Substances Control | Electronic Verification Questionnaire (eVQ) System | Main Menu | User Profile | Contact Us

For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

Your 2017 verification status is: **Incomplete**

▶ **Step 3: Schedule A**

[Back to Main Menu](#) | [Step 1](#) | [Step 2](#)

EPA ID Number and Hazardous Waste Manifest Verification

Instructions

Recorded below are the **number** of hazardous waste manifests reported to DTSC for the 2016 calendar year (January 1, 2016 – December 31, 2016) and EPA ID number(s) that were active anytime during the fiscal year (July 1, 2016 – June 30, 2017).

Using your company's records, please verify the following:

1. The manifest counts reported by your company during the calendar year.
2. That each ID number listed below is/was assigned to your company during the fiscal year.

If you find a discrepancy, please make the necessary corrections below. You may add or remove an ID number to your account or update the manifest counts. You can also inactivate ID numbers you no longer need. Click the link to view a [Sample Manifest](#).

Once you have finished, please continue to Step 4. For help, please download instructions.

Total EPA ID: 1 Records

Add EPA ID

To add an ID number to your account, please enter the ID Number below and select "Add To List". Please note, you may only add an EPA ID number to your account with the same Federal Employer Tax Payer Identification Number (FEIN).

EPA ID:

You must click on the "Save" button next to any record after you have made the changes (including inactivating the EPA ID Number). To learn more, click on the headers below for information.

EPA ID	Site Location	Recycled	Non Recycled	Non-Recycled Air Compliance Solvents	Total Manifests	Function
1. CAL000223592 Inactive ID as of 06/30/2016 Inactivate: <input type="checkbox"/>	DTCS 2501 AIRPORT AVE SANTA MONICA, CA 90405 BOE Number: <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="button" value="Save"/> <input type="button" value="Remove"/>

Note About Exporting Data To Microsoft Excel File:



When opening the excel file, you may be prompted with a warning dialog box indicating that the file is in a different format than specified by the file extension. You want to click "Yes" to open now.






Step 4: Schedule B – Fees Calculation

Functions:

The user must input how many employees their organization has. This number includes all employees who worked a minimum of 500 hours the previous calendar year. It also includes the total number of persons employed by the company in the state of California. For example, if the company has two facilities and both facilities has 50 employees, the user would input 100 employees.

The other two boxes on the page are automated. The user does not need to change the numbers already recorded in the boxes.

CA.GOV   [Contact Us](#) [Welcome fulanodtal!](#) [Log Out](#)

 California Department of Toxic Substances Control    

Electronic Verification Questionnaire (eVQ) System [Main Menu](#) [User Profile](#) [Contact Us](#)

For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

Your 2017 verification status is:

▶ Step 4: Schedule B - Fees Calculation

[Back to Main Menu](#) | [Step 1](#) | [Step 2](#) | [Step 3](#)

Instructions

Please refer to the instructions on the Main Menu for specifics about our fees and the time frames for each fee.

Part A: EPA ID NUMBER VERIFICATION FEE (July 1, 2016 - June 30, 2017)

How many employees do you have?

Total number of persons employed by your organization in California. For example, if your organization has two California facilities (site 1 has 48 employees and site 2 has 49 employees), then the total number of California employees is 97. Even if only 1 location deals with hazardous waste, count all employees at all California locations.

Total permanent EPA ID numbers on record:

Above is the total number of permanent EPA ID numbers held by your organization with active status at any time during fiscal year 2016/2017 (July 1, 2016 - June 30, 2017). Inactive status EPA ID Numbers are included if a hazardous waste manifest was generated in 2016. Temporary EPA ID numbers (CAC & CAP) are excluded.

EPA ID numbers with inactive dates from January 1-June 30, 2016 are included in the count above for the purpose of calculating manifest fees. However, you can exclude the EPA ID number from the EPA ID verification fee calculation because the EPA ID number was inactivated before the beginning of fiscal year 2016/2017. You can find the inactive date of each EPA ID number in Step 3, directly below the listed EPA ID number.

The only EPA ID numbers that qualify to be excluded are those with an inactive date between January 1-June 30, 2016.

Based on the information above, please enter the number of EPA ID numbers with inactive dates as listed in Step 3 between January 1, 2016 and June 30, 2016 that should be excluded from your permanent EPA ID number count above:

Part B: HAZARDOUS WASTE MANIFEST FEE (January 1, 2016 to December 31, 2016)

Health & Safety Code section 25205.15 authorizes DTSC to assess a fee of \$7.50 for each manifest used, except that manifests used solely for recycled waste are exempt. The fee for a manifest that is used solely for hazardous waste derived from air compliance solvents is \$3.50. Persons, who erroneously report this type of waste, or recycled waste, on a manifest that is actually used for transportation of other types of waste, will pay the \$7.50 manifest fee plus the error correction fee of \$20.00 per manifest.

For more information on recycled, non-recycled, and non-recycled air compliance solvent manifests, click on the heading titles in Step 3.

Manifest Credit:
If your organization has less than 100 employees, the first four hazardous waste manifests used in the calendar year are free. The maximum credit amount is \$30.00 per organization.

The manifest fee credit will automatically calculate on your invoice if you are eligible for the credit. If you note manifests missing from the calculation, please send a copy of the missing manifest(s) to eVQ@dtsc.ca.gov. Make sure that you are including only manifests from the last calendar year..

Step 5: Confirm and Submit

Functions:

On this page the user will be able to review their potential fees. They will then read and digitally sign the questionnaire and mark it as completed. The user will then receive a confirmation email.

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California Department of Toxic Substances Control Electronic Verification Questionnaire (eVQ) System Main Menu User Profile Contact Us

For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

Your 2017 verification status is:

▶ Step 5: Payment Information

[Back to Main Menu](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Step 4](#)

Instructions

Congratulations, you have almost completed your VQ process. Please certify that you have provided the information by typing in your name and title. You may view the invoice by clicking on the button:

* denotes a required field

I hereby certify under penalty of perjury that the information provided during the eVQ and on Schedule A & B is true and correct.


Sign Name * Sign Title *

Step 6: Invoices


Functions:

The user will be able to view and print their invoice. If they owe any fees, they can follow the directions on the screen to pay by either check or credit card.


Note: The user will no longer be able to access Steps 1-5 of the eVQ. If they need to make any changes, they need to contact eVQ support.




California Department of
Toxic Substances Control



Electronic Verification Questionnaire (eVQ) System



Main Menu



User Profile



Contact Us

For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

Your 2017 verification status is:

▶ Step 6: Print, Sign and Return Invoice

Go to (Optional Detailed Print for Your Records) [Step 7](#)

Congratulations on completing the 2017 EPA ID Number Verification Questionnaire!

Print Invoice

Keep a copy of this invoice for your records.

Return to Main Menu

Export to PDF

To help us better serve you, provide your feedback by taking our [SURVEY](#).
EPA ID Number Verification Questionnaire and Fee Assessment completed by FULANO, SUPERVISOR on 05/25/2017.

* Please make sure you sign and date this invoice.

* Signature: _____ * Date: _____

Optional: You can access and print for your records a detailed report that includes each EPA ID Number in Step 7.

Print and sign this invoice, and mail it with your payment to DTSC.

FOR CHECK PAYMENT

Print this invoice. Complete the payment information on Page 2 of the invoice. Write your VQ Number on your check. Mail the invoice and check to:

Accounting Unit
Department of Toxic Substances Control
PO Box 1288
Sacramento, CA 95812-1288

FOR CREDIT CARD PAYMENT

[Please follow this link to DTSC's credit processor PayPoint.](#)

Online payments submitted before 5:00 p.m. Eastern Time with a posting date of today will be posted to your account within two (2) business days. After 5:00 Eastern Time, payments cannot be submitted with a posting date of that same day.

DTSC recommends you use the latest version of the following web browsers: Google Chrome, Internet Explorer, Mozilla Firefox, Opera, Safari. If you are experiencing issues while using a browser's latest version, try a different browser listed above. A payment confirmation email will be sent to the email provided if the payment transaction was successful.

VQ Number: **201769147** Federal Employer Identification Number:

DTSC
1001 I STREET, SACRAMENTO, CA 958140000

EPA ID Number Verification Fee (Fee rate is multiplied by the number of EPA ID Numbers.)

Number of Employees	1 - 49	50 - 74	75 - 99	100 - 249	250 - 499	500 or more
EPA ID Fee Rate	NO FEE - \$0	\$150	\$175	\$200	\$225	\$250

Total Number of Employees: 101 EPA ID Rate: \$200.00 Calculated Verification Amount: \$200.00

Total EPA ID Verification Fee Due: \$200.00

(Verification amount or maximum of \$5,000, whichever is less.)

Hazardous Waste Manifest Fee (Fee Rate is Per Manifest)

	Recycled	Non-Recycled	Non-Recycled Waste Derived from Air Compliance Solvents	Total
2016 Manifest Count	5	5	0	10
Manifest Fee Rate	\$0.00	\$7.50	\$3.50	
Amount Due	\$0.00	\$37.50	\$0.00	\$37.50
Manifest Credit				\$0.00
Total Hazardous Waste Manifest Fee Due				\$37.50

Total EPA ID Number Verification and Hazardous Waste Manifest Fees Due: \$237.50

Step 6: Invoices Continued

VQ Number: 201769147 DTSC	Federal Employer Identification Number:
Check Number: _____	
Make your check payable to DTSC and write your VQ Number on your check. Mail the invoice and check to: Accounting Unit Department of Toxic Substances Control PO Box 1288 Sacramento, CA 95812-1288	
THIS SECTION FOR DEPARTMENT USE ONLY	
FACILITY ID NO: _____ CASH ID NO: _____ INVOICE NO: _____	
APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> AMOUNT: _____ DATE: _____	
Check No: _____ Check Amount: _____ Check Date: _____	
12560055: _____ 12560092: _____ 12560065: _____	
12560035: _____ 12560091: _____ 12560075: _____ 12560096: _____	

Step 7: Optional Detailed Report

Functions:

This page displays a detailed report of the user's Verification Questionnaire.

The screenshot shows the top navigation bar with the CA.GOV logo, a home icon, a grid icon, and an alert: "Alert: YOU ARE ON THE TEST SERVER." On the right side of the bar are links for "Contact Us", "Welcome fulanito123!", and "Log Out". Below the bar is the main header with the California Department of Toxic Substances Control logo, the system title "Electronic Verification Questionnaire (eVQ) System", and navigation links for "Main Menu", "User Profile", and "Contact Us".

For help, please open the instructions document: [Instructions](#) (PDF; 88KB).

Your 2017 verification status is:

Step 7: Optional Detailed Print for Your Records

Print This Page Go to Invoice Return to Main Menu Take Survey

To print this page, use the print button above or use your Internet Browser's Print feature. This report shows and prints all records by default. You can limit the amount of records shown by adjusting the rows per page option below.

You have 1 EPA ID Numbers.

* Current number of rows per page:

* All EPA ID records are shown on the list below by default.
* You can limit the records per page by entering your preferred number of records to be shown and then press the [Enter] key.

Step 7: Optional Detailed Report Continued

DTSC

VQ Number: 201769147

Federal ID Number:

1001 I STREET
SACRAMENTO, CA 958140000

Verification Fee:

Total Number of Employees:	101
EPA ID Rate:	\$200.00
Calculated Verification Amount:	\$200.00
* Total Verification Fee Due:	\$200.00

* Verification amount or maximum of 5000.00, whichever amount is less.

Manifest Fee:

Description	Recycled	Non-Recycled	Solvents Only	Total
Count	5	5	0	10
Rate	\$0.00	\$7.50	\$3.50	
Amount	\$0.00	\$37.50	\$0.00	\$37.50

Manifest Amount:	\$37.50
Less Manifest Credit:	\$0.00

Total Manifest Fee Due:	\$37.50
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Certification:

*** TOTAL FEES (Verification + Manifest Fees) DUE TO DTSC FOR 2017 VERIFICATION QUESTIONNAIRE: \$237.50**

EPA ID Numbers Verification Questionnaire(s) and Fee Schedules completed by FULANO, SUPERVISOR on 05/25/2017.

[Export To Excel](#)

Note About Exporting Data To Microsoft Excel File:

When opening the excel file, you may be prompted with a warning dialog box indicating that the file is in a different format than specified by the file extension. You want to click "Yes" to open now.

If you want the prompt to disappear forever, you can control by following one of the methods described in this url: <http://support.microsoft.com/kb/948615>.

	EPA ID	Site Location	Recycled	Non-Recycled	Solvent Only	Total Manifests
1.	CA1179090020	POINT LOMA COMPLEX (NAVAL SUBMARINE BASE) 140 SYLVESTER RD BLDG 375 SAN DIEGO, CA 92108 BOE Number:	5 \$0.00	5 \$37.50	0 \$0.00	10 \$37.50